



## **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 Work Session 4:00 PM – Monday, May 24, 2021**

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**Call To Order**

**Roll Call**

**Agenda Approval**

**Public Comment**

**Project Updates**

**Budget Public Hearing**

1. FY 2022 Budget Public Hearing

**Items for Discussion and Consideration**

1. Minutes
2. Voluntary Annexation Request - 186 Chadwick Road  
(Alan Scibal)
3. Voluntary Annexation Request - 190 Chadwick Road  
(Sharon Eck)
4. Text Amendment to meet Statutory Changes Per 160-D to the Land Development Ordinance, Subdivision Ordinance, and the Town Code of Ordinances; Case No. 21-13
5. Site Plan for East Port II Apartments and Sewer Allocation Request; Case No 21-14
6. Modify/Revise the Existing Planned Unit Development (PUD) for Front Street Village; Case No. 21-16
7. 2022 Triathlon
8. Start the Summer Block Party

[9.](#) Dining on the Docks - Sip & Stroll

[10.](#) Topsail Park Public Art

[11.](#) April 2021 Financial Report-Notes

[12.](#) FY 2021 Budget Amendment No. 11

[13.](#) Appointment to the Volunteer Historic Preservation Commission (HPC)

[14.](#) Appointments to the Volunteer Beaufort Harbor and Waterways Master Plan Advisory Committee

**Mayor/Commissioner Comments**

**Adjourn**





**Town of Beaufort, NC**

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**Board of Commissioners  
Virtual Work Session  
4:00 PM – Monday, May 24, 2021**

**AGENDA CATEGORY:** Budget Public Hearing  
**SUBJECT:** FY 2022 Budget Public Hearing

**BRIEF SUMMARY:**

In accordance with North Carolina General Statutes § 159-12, the Governing Board must conduct a public hearing on the proposed budget before adopting the official budget ordinance.

Proper notice was provided to the public via the following methods:

- Carteret News Times (2 editions 5/19 and 5/23/2021)
- Sunshine Email Listserv (4/12 and 5/21/2021)
- Town’s website (posted since 4/12/2021)  
<https://www.beaufortnc.org/boardofcommissioners/page/public-notice>

According to the Town of Beaufort Board of Commissioners Rules of Procedure Manual (adopted 3/12/2018 and amended 4/16/2018), the following applies:

**Part X. Public Hearings and Comment Periods**

*Rule 34: (f)* At the time appointed for the hearing, the Mayor shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the Board for the hearing. Unless the Board extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the Mayor shall entertain a motion to close the hearing, and the Board shall resume the regular order of business.

*Rule 35: (b-4)* The Mayor will ensure that order and decorum is observed in the conduct of the public hearing period.

The below is clipped from the School of Government at the University of North Carolina in Chapel Hill and is sited as a recommended public charge when conducting public hearings and/or meetings where members of the public are eligible to comment.

**Governmental Public Charge:**

The Board of Commissioners pledges its respect to all present. The Board asks those attending this meeting to conduct themselves in a respectful, courteous manner toward each other, county staff and the commissioners. At any time should a member of the Board or the public fail to observe this charge, the Mayor/Chair will take steps to restore order and decorum. Should it become impossible to restore order and continue the meeting, the Mayor/Chair will recess the meeting until such

charge is observed. The BOC asks that all electronic devices such as cell phones and pagers should please be turned off or set to silent/vibrate. Please be kind to everyone.

On Thursday, May 20, 2021 the Board voted to limit each speaker to 5 minutes when speaking on the Budget.

The Board will also accept written comments from the public with attention marked to Town Clerk Allen Coleman; P.O. Box 390; Beaufort, NC 28516 or by email to [a.coleman@beaufortnc.org](mailto:a.coleman@beaufortnc.org). Please use the subject line "*Public Comment FY22 Town of Beaufort Budget*" and include your first and last name, your address, and your phone number in your written statements. According to the current North Carolina State of Emergency declaration and the rules for conducting public hearings, written comments will be accepted until 9:00 a.m. on Wednesday, May 26, 2021.

**REQUESTED ACTION:**

The Manager recommends the Board open the public hearing, accept resident comments on the proposed FY22 Budget, close the public hearing, and consider comments made by members of the public.

**EXPECTED LENGTH OF PRESENTATION:**

TBD

**SUBMITTED BY:**

Allen Coleman, Town Clerk and Assistant to the Town Manager

**BUDGET AMENDMENT REQUIRED:**

No



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**Board of Commissioners  
Virtual Work Session  
4:00 PM – Monday, May 24, 2021**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Minutes

**BRIEF SUMMARY:**

In accordance with 160A-72 of the General Statutes, the Governing Board has the legal duty to approve all minutes that are entered into the official journal of the Board’s proceedings.

The following draft minutes **are not included** but are recommended to be included on the June 14, 2021 BOC Regular Meeting Agenda:

- March 11<sup>th</sup> – Virtual Board of Commissioners (BOC) Annual Retreat Day 1
- March 12<sup>th</sup> – Virtual Board of Commissioners (BOC) Annual Retreat Day 2
- March 22<sup>nd</sup> – Virtual Board of Commissioners (BOC) Work Session
- April 8<sup>th</sup> – Virtual Board of Commissioners Regular Meeting
- April 22<sup>nd</sup> – Virtual Board of Commissioners Work Session

**REQUESTED ACTION:**

The Manager recommends the Board consider the draft minutes on the June 14, 2021 Regular Meeting Agenda. The draft minutes will be included with the June 14, 2021, BOC Regular Meeting agenda package.

**EXPECTED LENGTH OF PRESENTATION:**

2 minutes

**SUBMITTED BY:**

Allen Coleman, Town Clerk and Assistant to the Town Manager

**BUDGET AMENDMENT REQUIRED:**

No



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**Board of Commissioners  
Virtual Work Session  
4:00 PM – Monday, May 24, 2021**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration

**SUBJECT:** Voluntary Annexation Request - 186 Chadwick Road  
(Alan Scibal)

**BRIEF SUMMARY:**

In June 2020, a voluntary annexation request was received for .681 acres at 186 Chadwick Road (PIN 731505193342000).

This property is currently zoned Residential, contiguous, and is located approximately 60 feet from the Town of Beaufort’s City Limits. The applicant mistakenly stated on their attached application that the property was not contiguous and was approx. 200 feet from the Town limits.

On November 9, 2020, the Board of Commissioners unanimously voted to approve a resolution directing the Deputy Town Clerk to investigate sufficiency of the petition in accordance with North Carolina’s General Statutes 160A-31. On May 6, 2021, the Town Clerk completed the certificate of sufficiency which is included with this item.

The Town Engineer and Planning Inspections Director have both been involved in this voluntary annexation request and reviewed the anticipated impact to town services (Water and Sewer). Currently, Police and Fire serve this area and would not be impacted.

A map of the property is attached.

**REQUESTED ACTION:**

The Manager recommends the Board accept the Town Clerk’s Certificate of Sufficiency and schedule a public hearing for June 14, 2021 and consider the voluntary annexation request at that time. Based on the guidelines for virtual Public Hearings, written public comments will be accepted within the 24-hour public comment period.

If written comments to the proposed Voluntary Annexation Request are received before the 24-hour deadline (9:00 a.m. Wednesday, June 16, 2021) this item will be brought back to the BOC at the May 24, 2021 Work Session for further consideration. If no written comments are received, the decision of the BOC shall become effective at 9:01 a.m. on Wednesday, June 16, 2021.

**EXPECTED LENGTH OF PRESENTATION:**

15 minutes

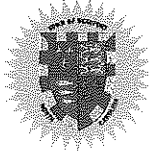
**SUBMITTED BY:**

Allen Coleman

Town Clerk & Assistant to the Town Manager

**BUDGET AMENDMENT REQUIRED:**

No



Town of Beaufort NC  
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516  
252-728-2141 • 252-728-3982 fax  
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**APPLICATION FOR VOLUNTARY ANNEXATION REQUEST**

**Instructions:** Please complete the form below and include all required attachments, including the **\$100 application fee (to The Town of Beaufort)** and return to Town Manager, Town Hall, 701 Front St., PO Box 390, Beaufort, NC, 28516. Incomplete applications will not be processed and returned to the applicant. Please contact Town Hall at (252) 728-2141 with any questions.  
**Complete applications must be received 15 days prior to the scheduled meeting.**

Applicant Name: Alan Seibal

Applicant Address: 186 Chadwick Road

Phone Number: 252-725-3201

Email: ANOY@BEAUFORTFURNITURE.com

Property Owner Name: Alan Seibal

Address of Property: 186 Chadwick Road

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

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

**PROPERTY INFORMATION**

Property Address: 186 Chadwick Road Current Zoning: residential

15-Digit Pin: 731505193342000 Size of Property (Square Feet or Acres): 6.81 ACRES

Is the property Contiguous to the City Limits:  Yes  No;

If Not Contiguous please indicate how many miles it is to the City Limits: 200 feet

Current Use of Property:

Residential  
 Commercial

Vacant  
 Other: \_\_\_\_\_

Alan Seibal  
Applicant Signature

Date: 7.30.20

OFFICE USE ONLY Revised 03/16

Received by: Rachel Johnson Reviewed for Completeness By: \_\_\_\_\_

Date: 10/14/20

Date Deemed 8 complete and Accepted: \_\_\_\_\_

Alan Seibal 20-00844

*Alan Seibel*

Date: 7.30.20

Property Owner Signature (if different than above)

**A fee of \$100 to the Town of Beaufort must accompany this application.**

**REQUIRED ATTACHMENTS FOR A VOLUNTARY ANNEXATION REQUEST**

**Please provide the following as attachments to the voluntary annexation request form:**

1. Copy of the Annexation Survey (suitable for recording)
2. Copy of all the deeds for the area to be annexed to verify ownership
3. A TYPED list of adjoining property owners
4. Carteret County Tax Parcel Card (Included should be parcel number and tax value)
5. Anticipated impact to city services including estimated gallons of water/sewer per day



TOWN OF BEAUFORT  
701 FRONT ST.  
PO BOX 390  
BEAUFORT, NC 28516-0390

INVOICE #  
20-00844

INVOICE DATE: 10/15/20  
DUE DATE: 10/16/20

ACCOUNT ID: ALANS005 PIN: 889413  
Alan Seibal *Seibal*  
186 Chadwick Road  
Beaufort, NC 28516

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
		Annexation		
1.0000	APPFEE	Other Application Fees Annexation Request	100.000000	100.00
			TOTAL DUE:	<u>\$ 100.00</u>

RECEIVED  
OCT 16 REC'D  
By \_\_\_\_\_

PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT

TOWN OF BEAUFORT  
701 FRONT ST.  
PO BOX 390  
BEAUFORT, NC 28516-0390

INVOICE #: 20-00844  
DESCRIPTION: Annexation  
ACCOUNT ID: ALANS005 PIN: 889413  
DUE DATE: 10/16/20  
TOTAL DUE: \$ 100.00

Alan Seibal  
186 Chadwick Road  
Beaufort, NC 28516







CARD 002  
LAND 001  
BLDG 001  
XFOB 000

69,510  
26,626

96,136 MKT  
USE  
DEF

2020  
68,890 PY Val

SCIBAL, ALAN JOHN

PO BOX 1067  
BEAUFORT NC 28516

CITY

VWD

LISTER 7/31/2015  
TWP BEAUFORT  
LOT BLK

USE 000100 RESIDENTIAL

NBHD 11004700  
LEGAL: LOT OFF SR 1311 - BEAUFORT

RESCUE BEAUFORT RESCUE OTHER  
ADDRESS 0000186 CHADWICK RD BEAUFORT 28516  
PRINTED 9/09/2020 BY JEANH

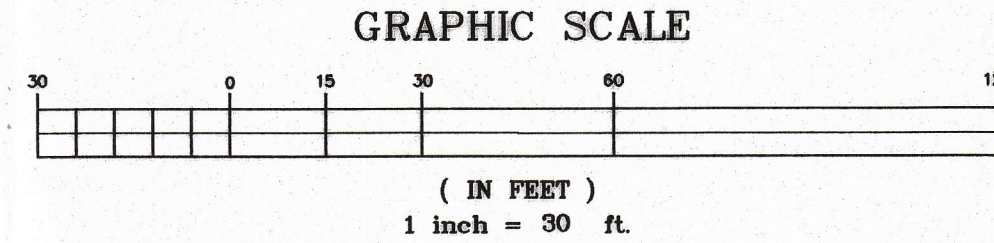
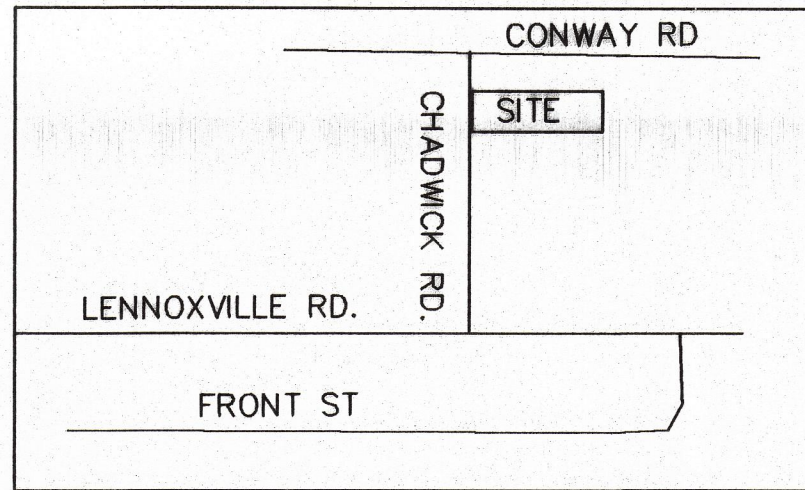
FIRE BEAUFORT FIRE  
PLAT  
DEED 1315 443 AICUZ

.681 ACRES

LAND

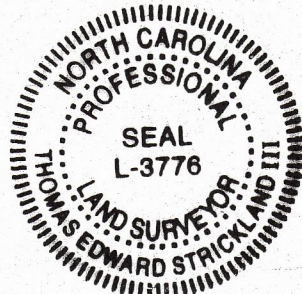
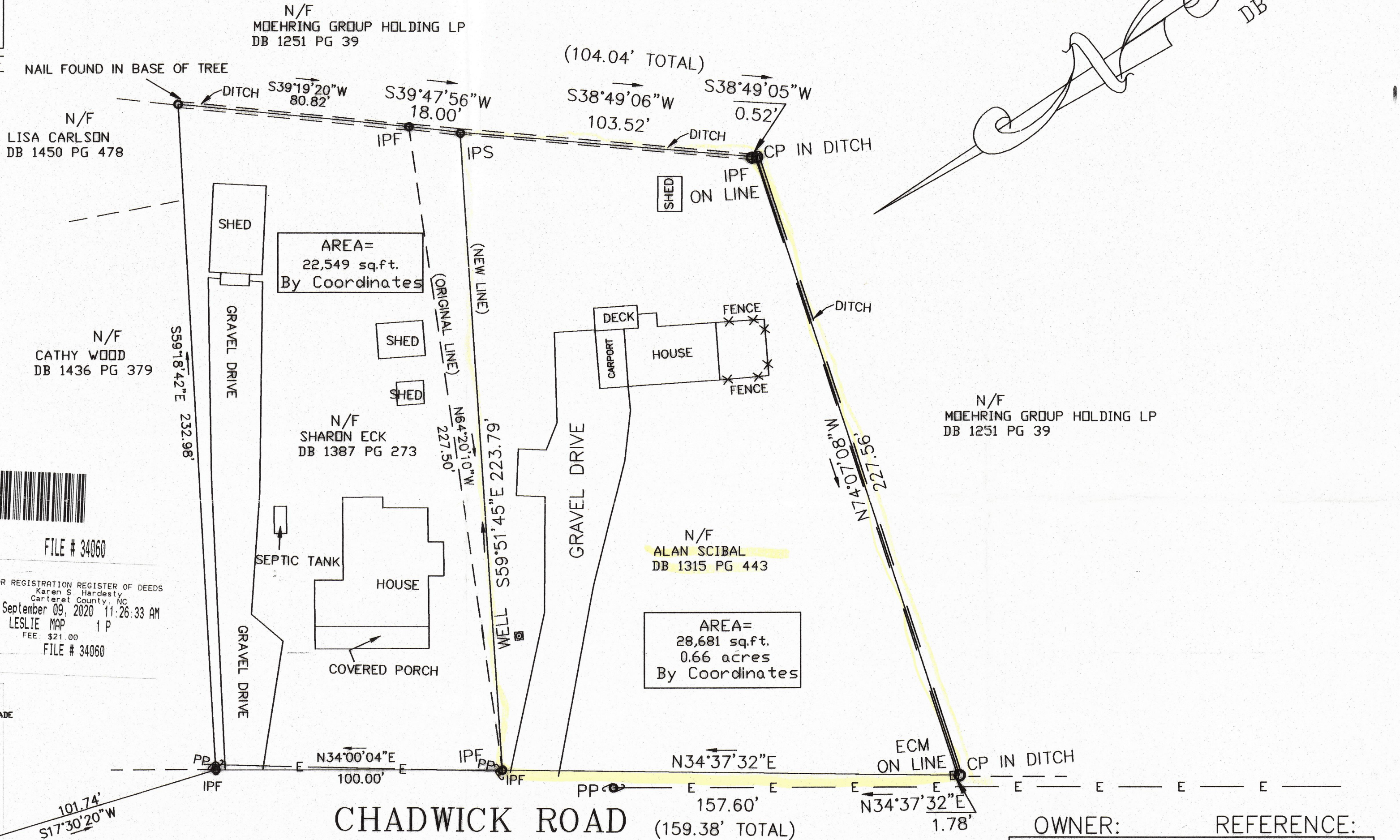
Seq	Zone	Depth	Code	Use	Description	#Units	UT	UTPrice	Adj1	Adj2	Adj3	Adj4	Fadj	Dadj	Nbhd	Adj	Eff Rate	Value
1	140	212	114701	60	RESIDENTIAL LOT	140.000	FF	500.000	1.00	1.00	1.00	1.00	.89	1.11	1.000		496.500	69,510





**LEGEND**

- IRS IRON ROD SET
- IRF IRON ROD FOUND
- IPF IRON PIPE FOUND
- N/F NOW OR FORMERLY
- DB DEED BOOK
- MB MAP BOOK
- PG PAGE
- R/W RIGHT OF WAY
- MBL MINIMUM BUILDING LINE
- E OVERHEAD ELECTRIC
- PKF PK NAIL FOUND
- NF NAIL FOUND
- CP COMPUTED POINT
- PP POWER POLE



FILE # 34060  
 FOR REGISTRATION REGISTER OF DEEDS  
 Karen S. Hardsley  
 Carteret County, NC  
 September 09, 2020 11:26:33 AM  
 LESLIE MAP 1 P  
 FEE: \$21.00  
 FILE # 34060

"I, THOMAS EDWARD STRICKLAND, III, PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (SEE DESCRIPTION REFERENCED AS SHOWN ON THE FACE OF THIS PLAT); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS BROKEN LINES DRAWN FROM INFORMATION FOUND IN BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:1000.00; AND ALL AREAS WERE CALCULATED BY COORDINATE COMPUTATION. THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_.

Thomas Edward Strickland, III 3/2/14  
 THOMAS EDWARD STRICKLAND, III P.L.S. L-3776  
 REGISTRATION NUMBER

STATE OF NORTH CAROLINA, COUNTY OF CARTERET  
 I, Regan Raloff REVIEW OFFICER  
 OF CARTERET COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

Regan Raloff 9/9/2020  
 REVIEW OFFICER DATE

NORTH CAROLINA  
 CARTERET COUNTY

FILED FOR REGISTRATION AT 11:26 am CLOCK  
 ON THE 9 DAY OF September, 2020  
 RECORDED IN MAP BOOK 31, PAGE 60

Karen S. Hardsley by Leslie Falout  
 REGISTER OF DEEDS CARTERET COUNTY deputy

PKF CENTERLINE INTERSECTION  
 CHADWICK RD & CONWAY RD

I, THOMAS EDWARD STRICKLAND, III, PROFESSIONAL LAND SURVEYOR L-3776, CERTIFY TO ONE OR MORE OF THE FOLLOWING AS INDICATED:  
 a.  That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision;  
 3/2/14 Thomas Edward Strickland, III 3/2/14  
 DATE THOMAS EDWARD STRICKLAND, III P.L.S. 3776

THIS IS AN EXEMPT SUBDIVISION PER ARTICLE V 1a. THE COMBINATION/RECOMBINATION OF PREVIOUSLY RECORDED LOTS.

Nyle Danner, Town Planner 3/12/14  
 DIRECTOR OF PLANNING Town of BEAUFORT Date

OWNER:	REFERENCE:
SHARON A. ECK	DB 1387 PG 273
ALAN SCIBAL	DB 1315 PG 443

RECOMBINATION SURVEY FOR  
 ANDY BIRMINGHAM  
 PROPERTIES  
 ON CHADWICK ROAD, BEAUFORT  
 BEAUFORT TWP., CARTERET COUNTY, N.C.

STRICKLAND SURVEYING, P.A.	SURVEYED: 3/2/14
4915 ARENDELL ST, STE J	INV# / FB#: 4545
PMB 132	DATE: 3/2/14
MOREHEAD CITY, N.C. 28557	SCALE: 1" = 30'
(252) 727-1970 C-1496	
THOMAS EDWARD STRICKLAND III P.L.S.	

34060





**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION  
RECEIVED UNDER G.S. 160A-31**

**WHEREAS**, a petition requesting annexation of an area described in said petition was received on Oct. 14, 2020 by the Town of Beaufort; and

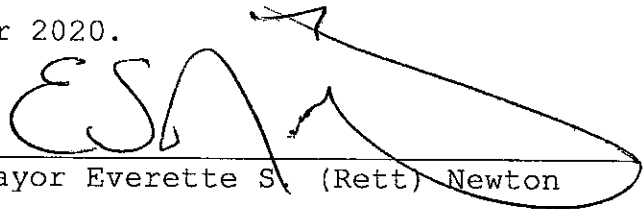
**WHEREAS**, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

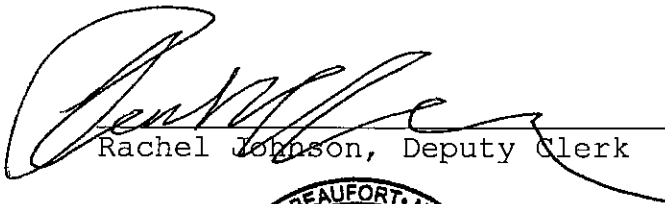
**WHEREAS**, the Board of Commissioners of the Town of Beaufort deems it advisable to proceed in response to this request for annexation;

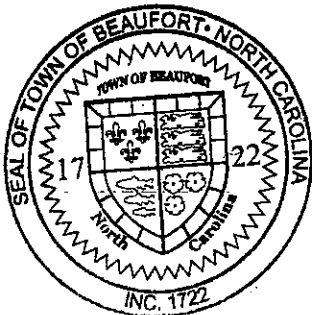
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Beaufort that:

The Town Clerk/Deputy Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Board of Commissioners the result of the investigation.

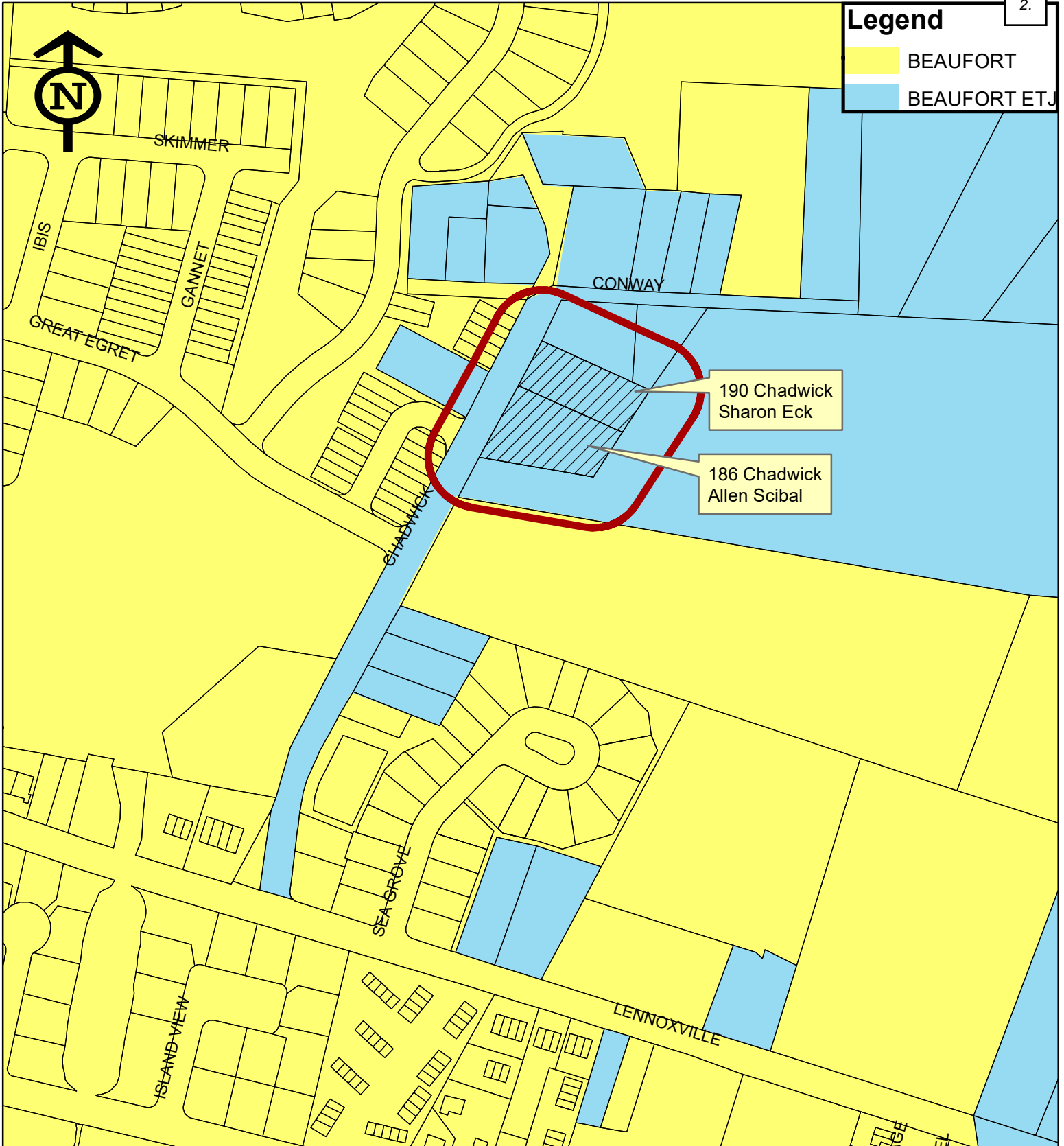
Adopted this 9th day of November 2020.

  
\_\_\_\_\_  
Mayor Everette S. (Rett) Newton

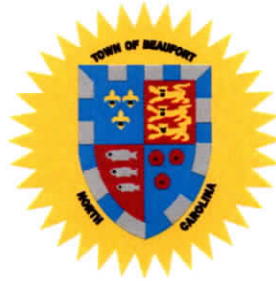
  
\_\_\_\_\_  
Rachel Johnson, Deputy Clerk



# Voluntary Annexation Request - 186 & 190 Chadwick Road



ADJACENT OWNERS	#	Mailing Address	CITY	STATE	ZIP	MAIL_ADD2	St. Address	Street Name
BLUE TREASURE LLC			CARY	NC	27519	PO BOX 3557	0000310	FISHING DUCK
CARLSON,LISA WOOD	136	CONWAY ROAD	BEAUFORT	NC	7819 28516		0000136	CONWAY RD
ECK,SHARON A	190	CHADWICK ROAD	BEAUFORT	NC	28516		0000190	CHADWICK RD
FRONT STREET VILLAGE LLC	2400	LENNOXVILLE ROAD	BEAUFORT	NC	28516		0000000	
GODWIN,DAVID LEE ETUX DEBRA	185	CHADWICK RD	BEAUFORT	NC	28516		0000185	CHADWICK RD
MOEHRING GROUP HOLDING LP			BEA	NC	28516	PO BOX 660	0000000	
SCIBAL,ALAN JOHN			BEA	NC	28516	PO BOX 1067	0000186	CHADWICK RD
WOOD,CATHY RENEE	4909J	NC HIGHWAY 50 N	BENSON	NC	8124 27504		0000198	CHADWICK RD



## CERTIFICATE OF SUFFICIENCY

To the Board of Commissioners of the Town of Beaufort of Carteret County, North Carolina:


I, Allen Coleman, Town of Beaufort Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a) The petition for Voluntary Annexation of 186 Chadwick Road, contains an adequate property description of the area proposed for annexation.
- b) The area described in the petition is contiguous to the Town of Beaufort primary corporate limits, as defined by G.S. 160A-31.
- c) The petition is signed by the owner (186 Chadwick Road) and includes addresses of all owners of real property lying in the area described therein.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Beaufort of Carteret County, this 6th day of May 2021.

(SEAL)



  
 \_\_\_\_\_  
 Allen Coleman  
 Town Clerk



**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S.160A-58.2**

**WHEREAS**, a petition requesting annexation of the area described herein (186 Chadwick Road) has been received; and

**WHEREAS**, the Town of Beaufort has by resolution directed the Deputy Town Clerk to investigate the sufficiency of the petition; and

**WHEREAS**, certification by the Town Clerk as to the sufficiency of the petition has been made;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Town of Beaufort, North Carolina that:

Section 1. A public hearing on the question of annexation of the contiguous area described herein will be held virtually via Zoom at 6:00 p.m. or as soon thereafter on Monday, June 14, 2021.

Section 2. The area proposed for annexation is described as follows:  
Beginning at an iron stake in the eastern right-of-way of State Road 1311 (Chadwick Road), said point of beginning being located the following courses and distances from a three (3) inch iron stake filled with concrete located at the intersection of the eastern right-of-way of Chadwick Road and the southern right of way of Conway Road S 33-43-28 W 89.70 feet to the existing iron stake; thence S 34-00-00 W 100.0 feet to the point and place of BEGINNING: thence from said point and place of beginning running S 64-20-10 E 227.50 feet to an iron stake set in the center of a ditch; thence running with center of said ditch S 39-19-20 W 122.05 feet to an existing iron pipe set at the intersection of said ditch with a second ditch; thence running with the center of said second ditch and the Atlantic Veneer line N 74-20-00 W 225.21 feet to an existing iron stake in the eastern right-of-way of Chadwick Road; thence running with the eastern right-of way of Chadwick Street N 34-00-00 E 159.38 feet to the point and place of Beginning.

This according to a survey prepared by Arthur Denning, RLS, dated April 20, 1996.

Section 3. Notice of the public hearing shall be published once in the Carteret News Times, a newspaper having general circulation in the Town of Beaufort, at least ten (10) days prior to the date of the public hearing.

Adopted this 24<sup>th</sup> day of May 2021.

\_\_\_\_\_  
Everette S. (Rett) Newton  
Mayor

\_\_\_\_\_  
Allen Coleman  
Town Clerk



**Town of Beaufort, NC**

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**Board of Commissioners  
Virtual Work Session  
4:00 PM – Monday, May 24, 2021**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration

**SUBJECT:** Voluntary Annexation Request - 190 Chadwick Road  
(Sharon Eck)

**BRIEF SUMMARY:**

In June 2020, a voluntary annexation request was received for .523 acres at 190 Chadwick Road (PIN 731505194412000).

This property is currently zoned Residential, contiguous, and is located approximately 60 feet from the Town of Beaufort’s City Limits. The applicant mistakenly stated on their attached application that the property was not contiguous and was approx. 200 feet from the Town limits.

On November 9, 2020, the Board of Commissioners unanimously voted to approve a resolution directing the Deputy Town Clerk to investigate sufficiency of the petition in accordance with North Carolina’s General Statutes 160A-31. On May 6, 2021, the Town Clerk completed the certificate of sufficiency which is included with this item.

The Town Engineer and Planning Inspections Director have both been involved in this voluntary annexation request and reviewed the anticipated impact to town services (Water and Sewer). Currently, Police and Fire serve this area and would not be impacted.

A map of the property is attached.

**REQUESTED ACTION:**

The Manager recommends the Board accept the Town Clerk’s Certificate of Sufficiency and schedule a public hearing for June 14, 2021 and consider the voluntary annexation request at that time. Based on the guidelines for virtual Public Hearings, written public comments will be accepted within the 24-hour public comment period.

If written comments to the proposed Voluntary Annexation Request are received before the 24-hour deadline (9:00 a.m. Wednesday, June 16, 2021) this item will be brought back to the BOC at the May 24, 2021 Work Session for further consideration. If no written comments are received, the decision of the BOC shall become effective at 9:01 a.m. on Wednesday, June 16, 2021.

**EXPECTED LENGTH OF PRESENTATION:**

15 minutes

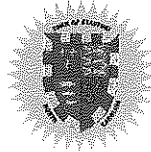


**SUBMITTED BY:**

Allen Coleman,  
Town Clerk & Assistant to the Town Manager

**BUDGET AMENDMENT REQUIRED:**

No



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

**APPLICATION FOR VOLUNTARY ANNEXATION REQUEST**

**Instructions:** Please complete the form below and include all required attachments, including the **\$100 application fee (to The Town of Beaufort)** and return to Town Manager, Town Hall, 701 Front St., PO Box 390, Beaufort, NC, 28516. Incomplete applications will not be processed and returned to the applicant. Please contact Town Hall at (252) 728-2141 with any questions.

**Complete applications must be received 15 days prior to the scheduled meeting.**

Applicant Name: Sharon A. Eck

Applicant Address: 190 Chadwick Rd. Beaufort

Phone Number: 919-602-4770 Email: Andy@Beaufortfurniture.com

Property Owner Name: Same

Address of Property: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION**

Property Address: 190 Chadwick Rd. Current Zoning: residential

15 Digit Pin: 7315 0519 4412000 Size of Property (Square Feet or Acres): 0.523 acres

Is the property Contiguous to the City Limits:  Yes  No;

If Not Contiguous please indicate how many miles it is to the City Limits: 200 ft.

Current Use of Property:

- Residential
- Commercial
- Vacant
- Other: \_\_\_\_\_

Applicant Signature: Sharon A. Eck Date: June 29 2020

OFFICE USE ONLY Revised 03/16

Received by: Rachel Johnson Reviewed for Completeness By: \_\_\_\_\_

Date: 10/14/20 Date Deemed 20 plete and Accepted: \_\_\_\_\_

SHARO@10 70-00843

Sharon A. Eck

Date: June 20, 2020

Property Owner Signature (if different than above)

**A fee of \$100 to the Town of Beaufort must accompany this application.**

**REQUIRED ATTACHMENTS FOR A VOLUNTARY ANNEXATION REQUEST**

**Please provide the following as attachments to the voluntary annexation request form:**

1. Copy of the Annexation Survey (suitable for recording)
2. Copy of all the deeds for the area to be annexed to verify ownership
3. A TYPED list of adjoining property owners
4. Carteret County Tax Parcel Card (Included should be parcel number and tax value)
5. Anticipated impact to city services including estimated gallons of water/sewer per day



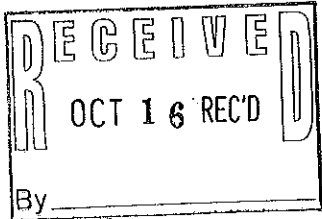
TOWN OF BEAUFORT  
701 FRONT ST.  
PO BOX 390  
BEAUFORT, NC 28516-0390

INVOICE #  
20-00843

INVOICE DATE: 10/15/20  
DUE DATE: 10/16/20

ACCOUNT ID: SHAR0010 PIN: 87360  
Sharon Eck  
190 Chadwick Road  
Beaufort, NC 28516

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
		Annexation		
1.0000	APPFEE	Other Application Fees Annexation Request	100.000000	100.00
			TOTAL DUE:	<u>\$ 100.00</u>



PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT

TOWN OF BEAUFORT  
701 FRONT ST.  
PO BOX 390  
BEAUFORT, NC 28516-0390

INVOICE #: 20-00843  
DESCRIPTION: Annexation  
ACCOUNT ID: SHAR0010 PIN: 873607  
DUE DATE: 10/16/20  
TOTAL DUE: \$ 100.00

Sharon Eck  
190 Chadwick Road  
Beaufort, NC 28516



PID R 7315.05.19.4412000  
 ECK, SHARON A  
 190 CHADWICK ROAD  
 BEAUFORT NC 28516  
 LISTER 7/31/2015 VWD CITY  
 TWP BEAUFORT  
 LOT BLK  
 NBHD 11004700 USE 000100 RESIDENTIAL  
 LEGAL: LOT OFF SR 1311 - BEAUFORT  
 2020 144,034 MKT CARD 002  
 117,183 PY Val USE 56,200 LAND 001  
 DEF 82,117 BLDG 001  
 .523 ACRES 5,717 XFOB 002  
 RESCUE BEAUFORT RESCUE OTHER  
 ADDRESS 0000190 CHADWICK RD BEAUFORT 28516  
 PRINTED 9/09/2020 BY JEANH

EXTRA FEATURES

Seq Bldg Code	Description	Length	Width	Height	#Units	UT	Qty	Qual	UTPrice	Year	Adj1	Adj2	Adj3	Adj4	%Good	Value
001	000190 SHED	12	16	16	192.000	SF	1	OC	14.930	0000	.85	1.00	1.00	1.00	100.00	2,437
002	000970 PREFAB GARAGE	32	18	18	576.000	SF	1	OD	6.700	0000	.85	1.00	1.00	1.00	100.00	3,280

LAND

Seq	Zone	Code	Use	Description	UTPrice	Adj1	Adj2	Adj3	Adj4	Fadj	Dadj	Nbhd	Adj	Eff Rate	Value
1	100	228	60	RESIDENTIAL LOT	500.000	1.00	1.00	1.00	1.00	1.00	1.12	1.000	1.000	562.000	56,200

PID R 7315.05.19.4412000 ECK, SHARON A 2020 144,034 MKT CARD 001  
 190 CHADWICK ROAD 117,183 PY Val 56,200 LAND 001  
 BEAUFORT NC 28516 DEF 82,117 BLDG 001  
 CITY RESCUE BEAUFORT FIRE .523 ACRES OTHER 5,717 XFOB 002  
 PL BK/PG DEED 1500 270 AICUZ PLAT AICUZ ADDRESS 0000190 CHADWICK RD BEAUFORT 28516  
 LEGAL: LOT OFF SR 1311 - BEAUFORT PRINTED 9/09/2020 BY JEANEH

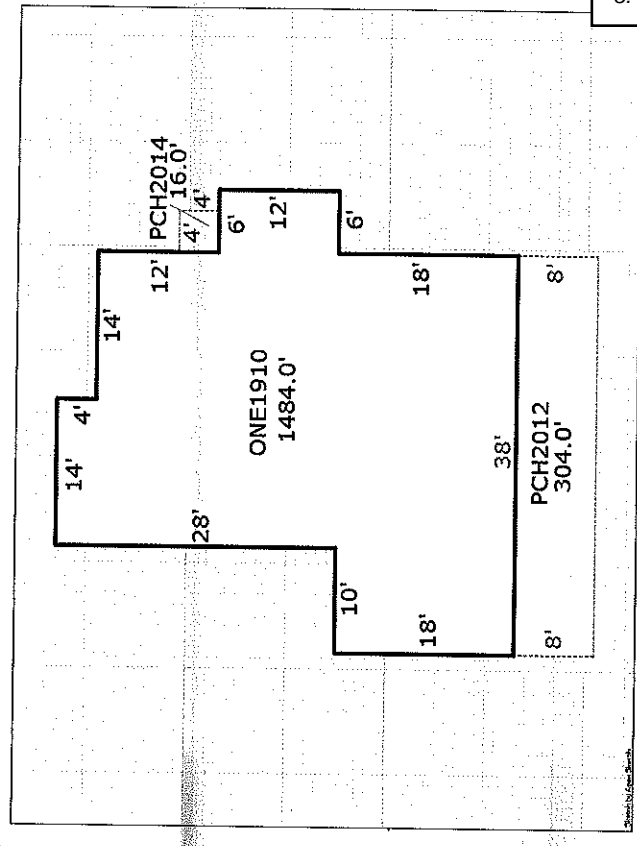
**BUILDING CHARACTERISTICS for BldgSeq# 001 (Item# 001 )**

Code	Description	Code	Description	Code	Description
MODL 01	SNG FAMILY	QUAL	OC C GRADE	STYS	1.0
FNDN 02	CONC BLOCK	EXW1	29 HARDIPLANK	EXW2%	
HEAT 00	NO INFO	RCV1	03 COMP SHNGL	RCV2%	
INT1 01	MINIMUM	FLR1	02 MINIMUM	FLR2%	
KTCH	N/A	BDRM	3	ROOM	
+/-	N/A	UD-4	N/A	HTFL	01 NONE
COND 0G	GOOD	UD-9	N/A	UD-9%	

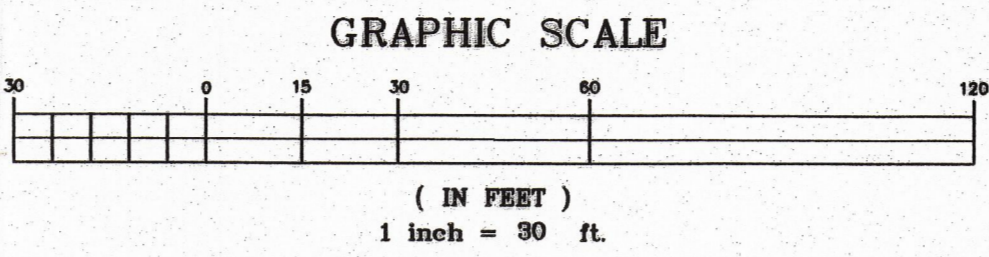
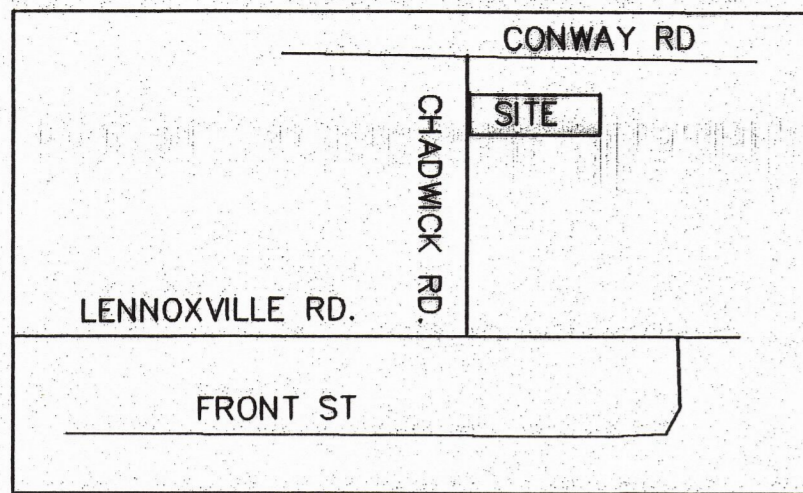
**AREA CALCULATION**

Subarea	Actual	Adj	Heated	Prime	Rate	Value	%Good
ONE STO	1484	1484	1484	1484	76.40	113377	65.00
PORCH	304	106			26.64	8099	65.00
PORCH	16	6			28.63	458	65.00
<b>TOTAL</b>	<b>1804</b>	<b>1596</b>	<b>1484</b>	<b>1484</b>	<b>85.13</b>	<b>126334</b>	<b>65.00</b>
<b>TOTAL</b>						<b>2,860</b>	
						<b>5,264</b>	
						<b>298</b>	
						<b>82,117</b>	

RCNLD ONE1910=1484\$ PCH2012=304\$ PCH2014=16\$.  
 TRAVERSE

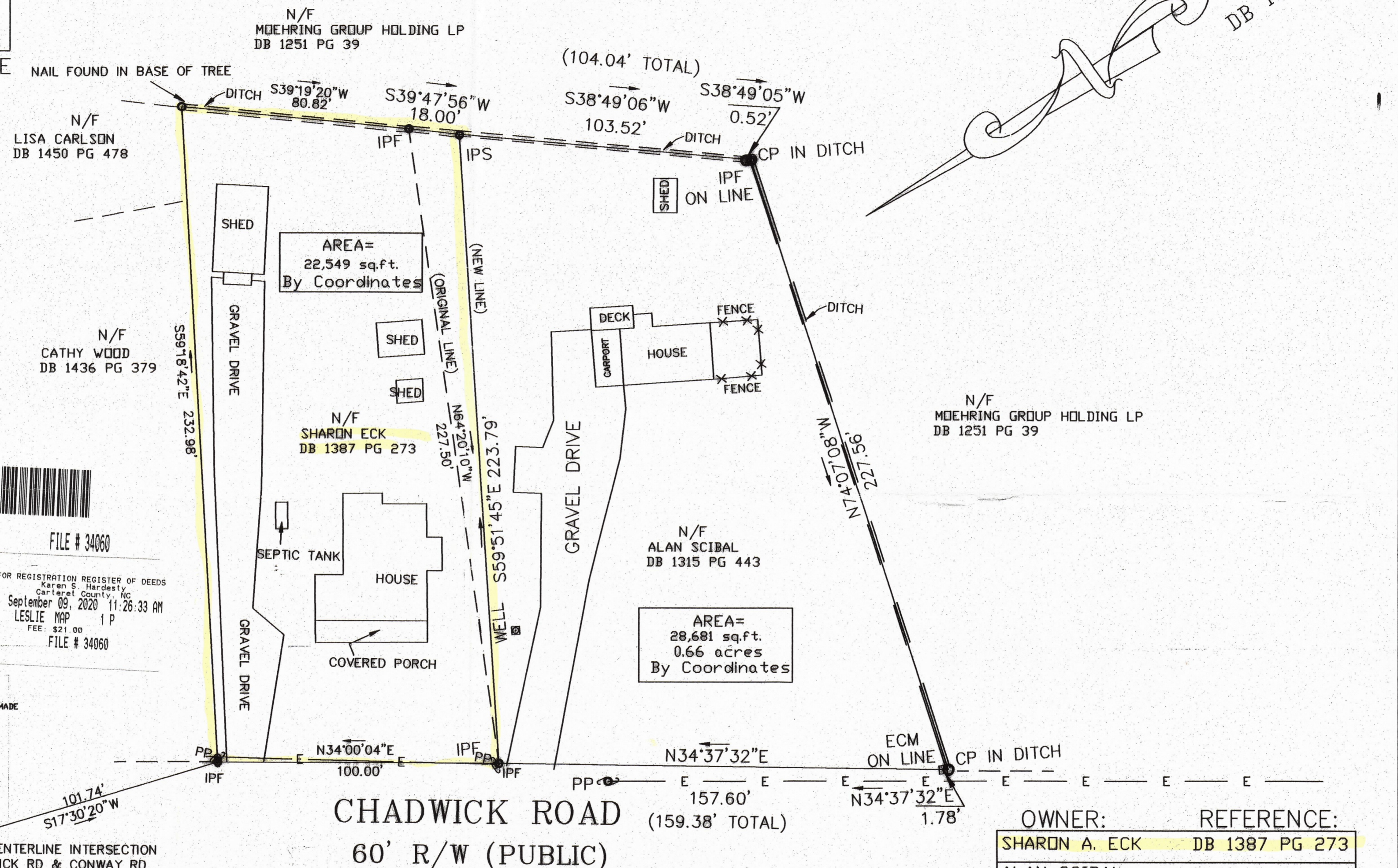






**LEGEND**

- IRS IRON ROD SET
- IRF IRON ROD FOUND
- IPF IRON PIPE FOUND
- N/F NOW OR FORMERLY
- DB DEED BOOK
- MB MAP BOOK
- PG PAGE
- R/W RIGHT OF WAY
- MBL MINIMUM BUILDING LINE
- E OVERHEAD ELECTRIC
- PKF PK NAIL FOUND
- NF NAIL FOUND
- CP COMPUTED POINT
- PP POWER POLE



FILE # 34060  
 FOR REGISTRATION REGISTER OF DEEDS  
 Karen S. Hardesty, Clerk  
 Carteret County, NC  
 September 09, 2020 11:26:33 AM  
 LESLIE MAP 1 P  
 FEE \$21.00  
 FILE # 34060

THOMAS EDWARD STRICKLAND, III, PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (SEE DESCRIPTION REFERENCED AS SHOWN ON THE FACE OF THIS PLAT); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS BROKEN LINES DRAWN FROM INFORMATION REFERENCED AS SHOWN ON THE FACE OF THIS PLAT; THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:100,000; THAT THE AREAS WERE CALCULATED BY COORDINATE COMPUTATION; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED; WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 3/2/14 A.D., 20

Thomas Edward Strickland, III  
 THOMAS EDWARD STRICKLAND, III P.L.S.  
 L-3776

REGISTRATION NUMBER  
 STATE OF NORTH CAROLINA, COUNTY OF CARTERET  
 L. Regan Parlioff REVIEW OFFICER  
 OF CARTERET COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
 Regan Parlioff REVIEW OFFICER  
 DATE 9/9/2020

NORTH CAROLINA  
 CARTERET COUNTY  
 FILED FOR REGISTRATION AT 11:26 AM CLOCK  
 ON THE 9 DAY OF September 2020  
 RECORDED IN MAP BOOK 21 PAGE 60  
 Karen S. Hardesty by Leslie Falout  
 REGISTER OF DEEDS CARTERET COUNTY deputy

THOMAS EDWARD STRICKLAND, III, PROFESSIONAL LAND SURVEYOR L-3776, CERTIFY TO ONE OR MORE OF THE FOLLOWING AS INDICATED:  
 a.  That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision;  
 3/2/14 Thomas Edward Strickland, III 3/2/14  
 DATE THOMAS EDWARD STRICKLAND, III P.L.S. 3776

THIS IS AN EXEMPT SUBDIVISION PER ARTICLE V 1a. THE COMBINATION/RECOMBINATION OF PREVIOUSLY RECORDED LOTS.  
 Kyle Danner, Town Planner 3/12/14  
 DIRECTOR OF PLANNING Town of BEAUFORT Date

OWNER:	REFERENCE:
SHARON A. ECK	DB 1387 PG 273
ALAN SCIBAL	DB 1315 PG 443

RECOMBINATION SURVEY FOR  
 ANDY BIRMINGHAM  
 PROPERTIES  
 ON CHADWICK ROAD, BEAUFORT  
 BEAUFORT TWSP., CARTERET COUNTY, N.C.

STRICKLAND SURVEYING, P.A.	SURVEYED: 3/2/14
4915 ARENDELL ST, STE J PMB 132 MOREHEAD CITY, N.C. 28557 (252) 727-1970 C-1496 THOMAS EDWARD STRICKLAND III P.L.S.	INV# / FB#: 4545 DATE: 3/2/14 SCALE: 1" = 30'

34060



190



**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31**

**WHEREAS**, a petition requesting annexation of an area described in said petition was received on Oct. 14, 2020 by the Town of Beaufort; and


**WHEREAS**, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

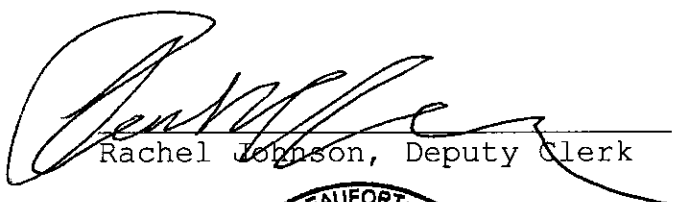
**WHEREAS**, the Board of Commissioners of the Town of Beaufort deems it advisable to proceed in response to this request for annexation;

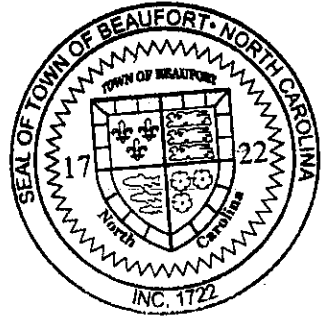
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Beaufort that:

The Town Clerk/Deputy Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Board of Commissioners the result of the investigation.

Adopted this 9th day of November 2020.

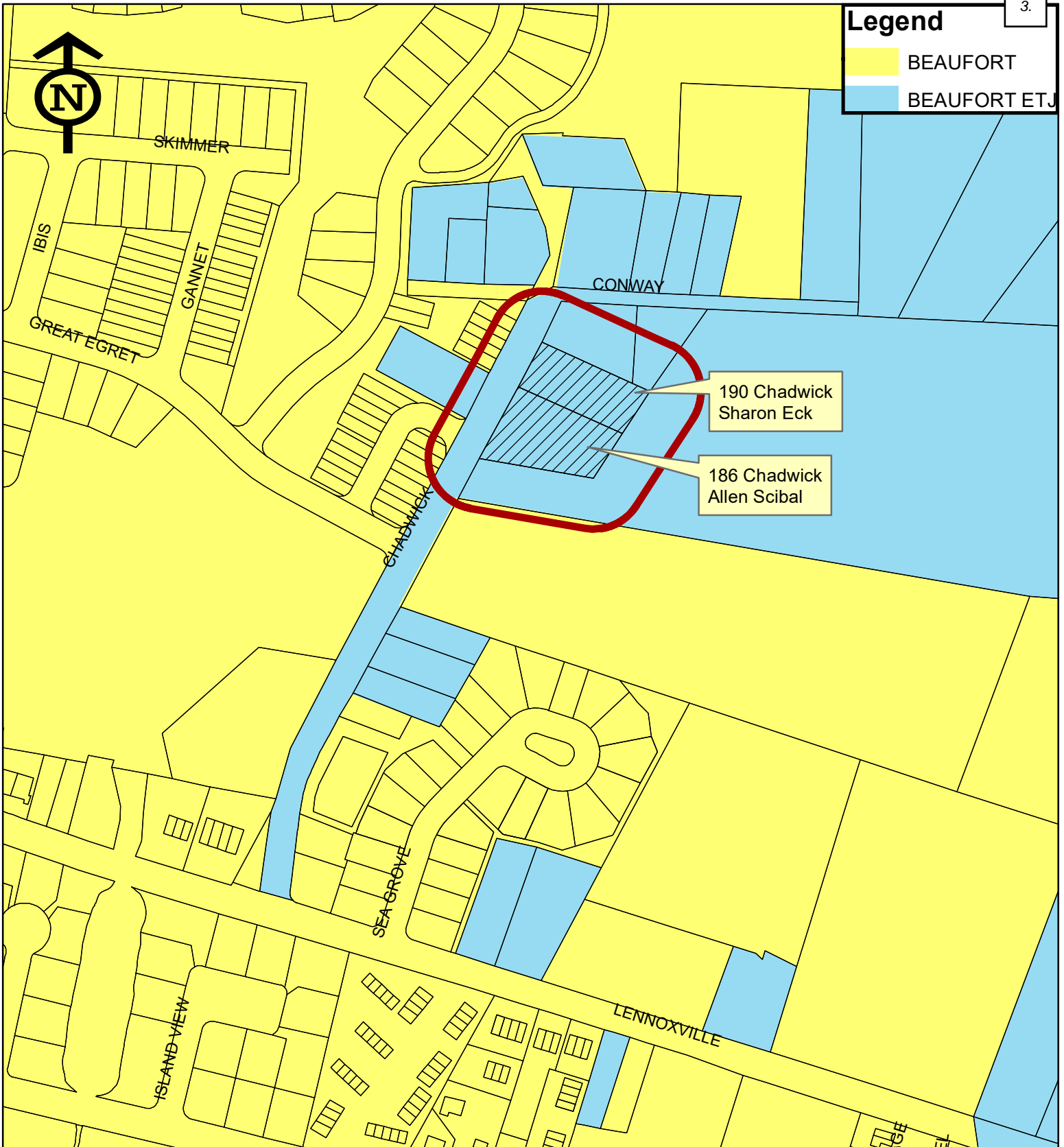
  
Mayor Everette S. (Rett) Newton

  
Rachel Johnson, Deputy Clerk

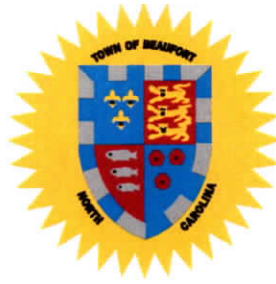




# Voluntary Annexation Request - 186 & 190 Chadwick Road



ADJACENT OWNERS	#	Mailing Address	CITY	STATE	ZIP	MAIL_ADD2	St. Address	Street Name
BLUE TREASURE LLC			CARY	NC	27519	PO BOX 3557	0000310	FISHING DUCK
CARLSON,LISA WOOD	136	CONWAY ROAD	BEAUFORT	NC	7819 28516		0000136	CONWAY RD
ECK,SHARON A	190	CHADWICK ROAD	BEAUFORT	NC	28516		0000190	CHADWICK RD
FRONT STREET VILLAGE LLC	2400	LENNOXVILLE ROAD	BEAUFORT	NC	28516		0000000	
GODWIN,DAVID LEE ETUX DEBRA	185	CHADWICK RD	BEAUFORT	NC	28516		0000185	CHADWICK RD
MOEHRING GROUP HOLDING LP			BEA	NC	28516	PO BOX 660	0000000	
SCIBAL,ALAN JOHN			BEA	NC	28516	PO BOX 1067	0000186	CHADWICK RD
WOOD,CATHY RENEE	4909J	NC HIGHWAY 50 N	BENSON	NC	8124 27504		0000198	CHADWICK RD



## CERTIFICATE OF SUFFICIENCY

To the Board of Commissioners of the Town of Beaufort of Carteret County, North Carolina:

I, Allen Coleman, Town of Beaufort Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a) The petition for Voluntary Annexation of 190 Chadwick Road, contains an adequate property description of the area proposed for annexation.
- b) The area described in the petition is contiguous to the Town of Beaufort primary corporate limits, as defined by G.S. 160A-31.
- c) The petition is signed by the owner (190 Chadwick Road) and includes addresses of all owners of real property lying in the area described therein.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Beaufort of Carteret County, this 6th day of May 2021.

(SEAL)



Allen Coleman  
Town Clerk



## RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S.160A-58.2

**WHEREAS**, a petition requesting annexation of the area described herein (190 Chadwick Road) has been received; and

**WHEREAS**, the Town of Beaufort has by resolution directed the Deputy Town Clerk to investigate the sufficiency of the petition; and

**WHEREAS**, certification by the Town Clerk as to the sufficiency of the petition has been made;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Town of Beaufort, North Carolina that:

Section 1. A public hearing on the question of annexation of the contiguous area described herein will be held virtually via Zoom at 6:00 p.m. or as soon thereafter on Monday, June 14, 2021.

Section 2. The area proposed for annexation is described as follows:  
Beginning at an existing iron stake in the eastern right-of-way of State Road 1311 (Chadwick Road); said point being further identified as being located South 33-43-28 West 89.70 feet from an existing three (3) inch iron stake filled with concrete located at the intersection of the eastern right-of-way of Chadwick Road and the southern right of way of Conway Road; running thence from said Point and Place of Beginning South 59-18-42 East 232.98 feet to a point in the centerline of a ditch marked by a nail in the base of a tree; running thence with the centerline of a ditch South 39-19-20 West 80.82 feet to an iron stake; running thence North 64-20-10 West 227.50 feet to an iron stake located in the eastern right of way State Road 1311 (Chadwick Road); running thence with said right of way North 34-00-00 East 100 feet to the Point and Place of Beginning.

Being all of that property on that survey entitled, "Survey for Lawrence August Jr.", dated February 24, 1997 and prepared by James L. Powell R.L.S.

For further reference, see Boundary Line Agreement recorded in Deed Book 780, page 582, Carteret County Registry.

This being all the same property conveyed in that Deed recorded in Book 1321, page 478, Carteret County Registry.

Section 3. Notice of the public hearing shall be published once in the Carteret News Times, a newspaper having general circulation in the Town of Beaufort, at least ten (10) days prior to the date of the public hearing.

Adopted this 24<sup>th</sup> day of May 2021.

\_\_\_\_\_  
Everette S. (Rett) Newton  
Mayor

\_\_\_\_\_  
Allen Coleman  
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 Work Session  
4:00 PM – Monday, May 24, 2021**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Text Amendment to meet Statutory Changes Per 160-D to the Land Development Ordinance, Subdivision Ordinance, and the Town Code of Ordinances; Case No. 21-13

**BRIEF SUMMARY:**

The changes proposed in the Land Development Ordinance (LDO) and Subdivision Ordinance are a result of working with our Comp Plan Consultant, Stewart, to address the new State Law “160D” which is an overhaul of the entire statute regarding Planning and Land Use for both Municipal and County Governments in an effort to make them more efficient. Most of the changes are housekeeping items such as changes in terminology, new definitions, or statute references.

However, after some discussion regarding the proposed changes the Planning Board unanimously recommended that the Town Attorney’s review the proposed changes to make sure that are consistent with 160D and to ensure that they also legal. The Planning Board pointed to three items which would be significant changes in the current code and would like to be sure of these and other items before adoption.

**REQUESTED ACTION:**

Discuss and provide direction to staff, if the Board would like for the Attorney’s to review the proposal from Staff and Stewart before scheduling a public hearing or continue with the proposal as written and schedule a public hearing for June 14<sup>th</sup>, 2021.

**EXPECTED LENGTH OF PRESENTATION:**

30 Minutes

**SUBMITTED BY:**

Kyle Garner, Planning Director

**BUDGET AMENDMENT REQUIRED:**

N/A

4.



# Staff Report

**To:** Board of Commissioners  
**From:** Kyle Garner

**Date:** 5/18/2021  
**Meeting Date:** 6/28/2021

## Case Number 21-13

**Summary of Request:**

Text Amendment modifying language in the Land Development Ordinance, Subdivision Ordinance and Town Code of Ordinances to be complaint with required changes in 160D.

### Background

**Applicant**

Staff Initiated Request

**Additional Information**

The changes proposed in the Land Development Ordinance (LDO) and Subdivision Ordinance are a result of working with our Comp Plan Consultant, Stewart, to address the new State Law “160D” which is an overhaul of the entire statute regarding Planning and Land Use for both Municipal and County Governments in an effort to make them more efficient. Most of the changes are housekeeping items such as changes in terminology, new definitions, or statute references. After some discussion regarding the proposed changes the Planning Board unanimously recommended that the Town Attorney’s review the proposed changes to make sure that are consistent with 160D and to ensure that they also legal. The Planning Board pointed to the three bulleted items below which would be significant changes in the current code and would like to be sure of these and other items before adoption. Those items are:

- The addition of an applicant conducting a neighborhood meeting with residents if staff requires as part of a rezoning request.
- The types of decisions made for certain request. There will be three types. Administrative (Staff), Legislative (What you are used to) and Quasi-judicial which requires evidentiary hearings now on site plans and preliminary plat subdivisions. The last two have very different review processes than what is currently used as the Planning Board will not conduct any hearing but will give a cursory review of such plans.
- Permit Choice – Is change which allows an applicant to choose if they would prefer to use the current

ordinance or one that is under consideration if they are in-between the process.

As part of the discussion staff has a power point that will aid in the understanding of the changes and provide some guidance. Usually, staff presents this as part of the meeting, however in an effort to help Board, we will incorporate it into the agenda packet as well as the draft changes showing the proposed mark-through and additions. Staff understands that this is a very large amendment and we appreciate your time in reviewing what is proposed.

**Requested Action**

Discuss if the Board would like for the Attorney’s to review the proposal from Staff and Stewart before scheduling a public hearing or continue with the proposal as written and schedule a public hearing for June 14<sup>th</sup>, 2021.

Provide a CAMA Consistency Statement

**Attachments**

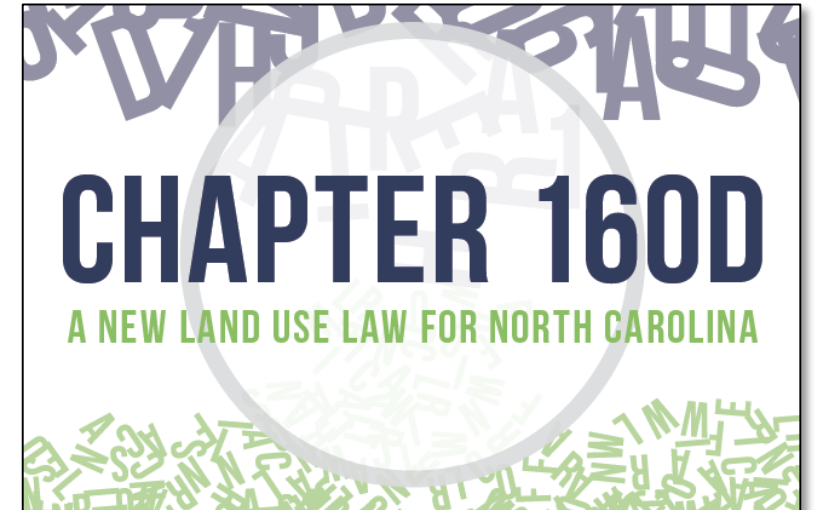
- A - Power Point Presentation.
- B - Proposed LDO changes to the text in most sections per 160D
- C - Proposed Subdivision Ordinance changes to the text in most sections per 160D
- D – Proposed Code of Ordinance Text Changes
- E - Cover Letter from our consultant, Stewart
- F - “Draft” CAMA Consistency Statement

# **Town of Beaufort NCGS Chapter 160D Updates**



# The Chapter 160D Update to the UDO

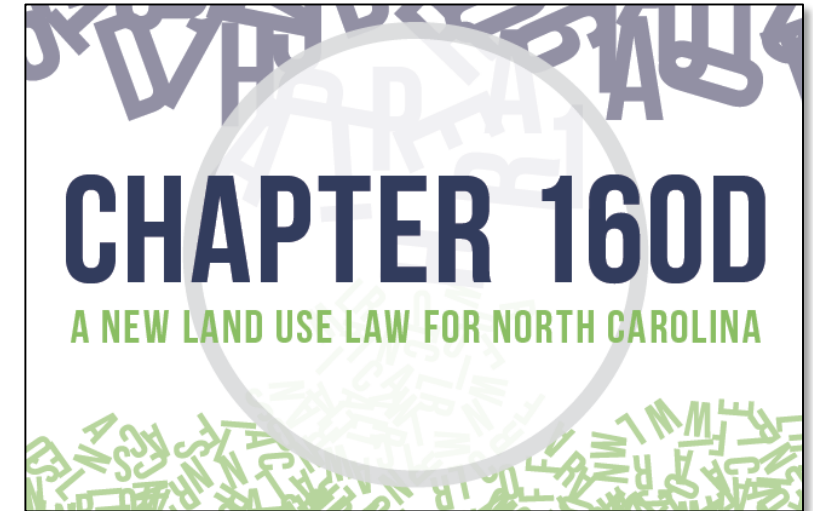
- State legislature has updated the statewide zoning enabling legislation
- Chapter 160D consolidates and clarifies local land use regulation
- This is a mandatory update for all counties, towns, and cities
- Deadline for compliance is 07/01/2021



# What is Chapter 160D?



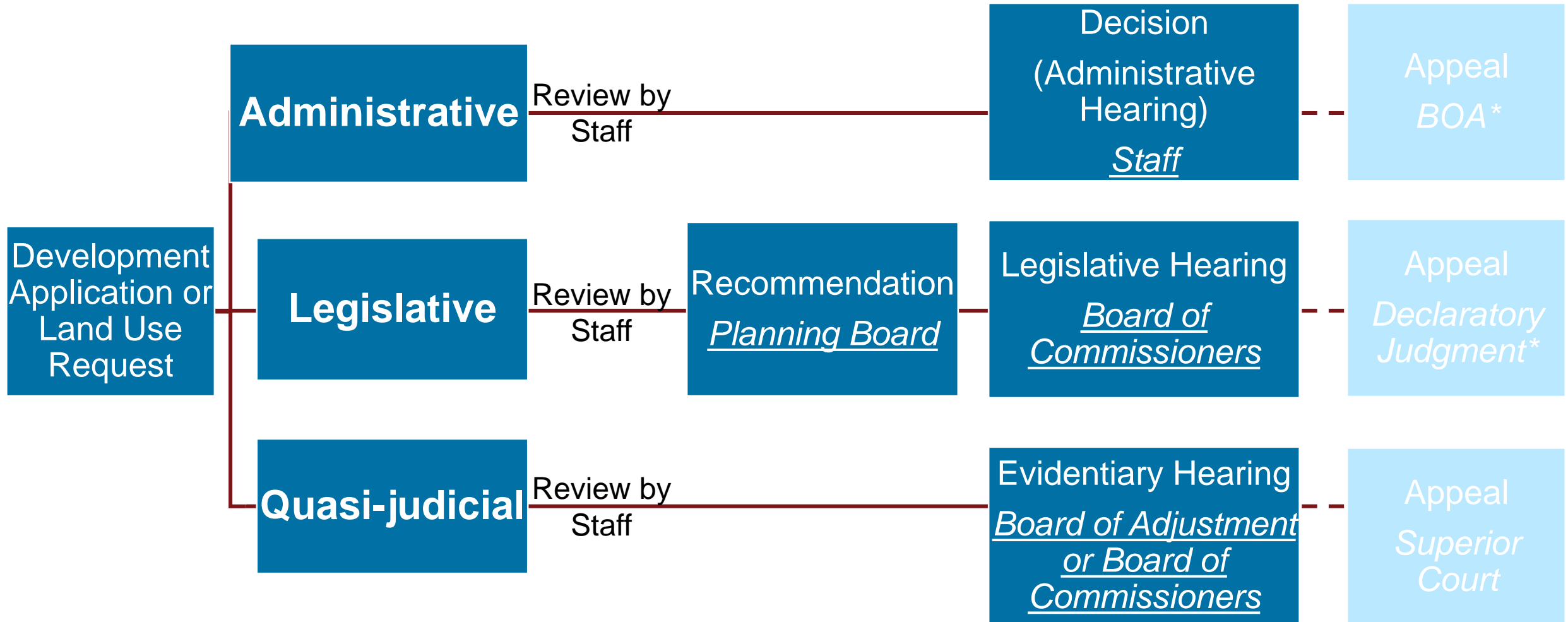
- Consolidates county and municipal regulations
- Clarifies all development review into one of three distinct decision types
- Uniform terminology and procedures across jurisdictions
- Restrictions on imposing unlawful conditions
- Standardizes procedures



# Decision Types for Development Review

- **Administrative** – An objective decision in the regulation or enforcement of development regulations. *Includes most permits and administrative decisions.*
- **Legislative** – A general policy decision to adopt, amend, or repeal a law or ordinance. *Includes rezonings and ordinance amendments.*
- **Quasi-judicial** – A subjective, discretionary decision based on evidence presented regarding a specific application of a development regulation. *Includes legal-style hearings where decisions are based on expert* 37 *stimony.*

# Decision Types



\*Some legal challenges can proceed to Superior Court.

# Quasi-Judicial Decisions in G.S. 160D

- Special exceptions or waivers no longer allowed.
- Special Use Permits (SUPs), board review of site plan/subdivision and variances are quasi-judicial processes.
- Minor Subdivisions, Final Plats remain/converted to Administrative process (if allowed in zoning district and meets standards it is considered “by-right” must be allowed).
- Major Site Plans (see Section 18 of LDO) & Preliminary Plat Review now approved by a quasi-judicial process.
- Planning Board may hold a “preliminary review forum” for quasi-judicial processes.

# Review Authority After the Update



## Administrative

- Zoning Permit
- Certificate of Occupancy
- Minor Site Plan (*not associated with conditional zoning or special use permit*)
- Minor S/D & Final Plat (*not associated with conditional district or special use permit*)

## \*Planning Board (recommendations)

- Text Amendments
- Conventional Rezoning
- Conditional District Rezoning
- Site Plan (*associated with conditional zoning*)
- \*Major Site Plans
- \*Preliminary Plats

## Board of Commissioners

- Text Amendments
- Conventional Rezoning
- Conditional District Rezoning
- Special Use Permits
- Site Plan (*associated with conditional district or SUP*)
- Major Site Plan
- Preliminary Plats

## Board of Adjustment

- Administrative Appeals
- Variances

# LDO Update Highlights



- Updated all NCGS references to applicable 160D chapter/section
- Created consistent language Town's Planning & Development Regulation Jurisdiction
- Added regulatory map references & zoning map provisions
- Updated comprehensive plan consistency references.
- Updated conflict of interest standards (staff & boards).
- Public hearing notice provisions revised.
- Updated general use district to conventional districts.
- Updated/added definitions per NCGS.

# LDO Update Highlights (cont.)



- Clarified administrative, legislative and evidentiary approval processes.
- Clarified administrative modifications.
- Changed site plan review process from legislative to quasi-judicial.
- Clarified hearing and process types
- Updated variance findings and process.
- Updated enforcement provisions.
- Added permit choice and updated vested rights provisions.
- General typos/incorrect references and editing corrections



# Subdivision Ordinance Update Highlights <sup>4.</sup>

- Updated all NCGS references to applicable 160D chapter/section.
- Created consistent language Town's Planning & Development Regulation Jurisdiction.
- Updated variance findings and process through BOA.
- Added new/revised definitions per NCGS.
- Created quasi-judicial processes for preliminary plat approval and final plat approval for final plats per NCGS.
- Updated performance guarantee references.
- General typos/incorrect references and editing corrections

# Code of Ordinances Update Highlights

- Changed all references from NCGS 160A to 160D.
- Updated references for fire district limits.
- Updated/added definitions per NCGS.
- Clarified administrative hearing process for enforcement & appeals.
- Updated actions by building inspector.
- Updated flood damage prevention per state standards and model ordinance.

TOWN OF BEAUFORT,  
NORTH CAROLINA

# Land Development Ordinance

---

*For the Town of Beaufort*

---

**Adopted by the Beaufort Board of Commissioners  
November 4, 2013**



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## SECTION 1 General Provisions

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### A) *Title, Purpose, and Intent of the Ordinance.*

1) Title.

This Ordinance shall be known and may be cited as the “*Land Development Ordinance for the Town of Beaufort,*” or “*LDO*” and hereinafter referred to as “the *Development Plan or Ordinance,*” “the *LDO,*” “the *Ordinance,*” or “this *Ordinance.*”

2) Purpose.

The purpose of this Ordinance is to promote the health, safety, and general welfare of the citizens of the Town of Beaufort.

3) Intent.

It is the general intent of this Ordinance to:

- a) Regulate the use of all structures and lands within the town corporate limits and the extraterritorial jurisdiction (ETJ) limits also known as the Planning and Development Regulation Jurisdiction of the Town of Beaufort.
- b) Regulate lot coverage, population density and distribution, and the location and size of all structures within the town corporate limits and the ETJ limits of the Town of Beaufort.
- c) Regulate development so as to accomplish the following:
  - i) Require safety from fire, flooding, panic, and other dangers;
  - ii) Provide adequate light, air, sanitation, and drainage;
  - iii) Further the appropriate use of land and conservation of natural resources;
  - iv) Obtain the wise use, conservation, development, and protection of the town’s water, soil, woodland, and wildlife resources and attain a balance between land uses and the ability of the natural resource base to support and sustain such uses;
  - v) Prevent overcrowding and avoid undue population concentration and urban sprawl;
  - vi) Maintain the character of existing neighborhoods;
  - vii) Stabilize and protect the natural beauty and property values;
  - viii) Lessen congestion in and promote the safety and efficiency of the streets and highways;
  - ix) Facilitate the adequate provision of public facilities and utilities;
  - x) Preserve the natural growth and promote the natural beauty of the community; and,
  - xi) Protect and preserve the historic resources of the community.

### B) *Authority.*

- 1) This Ordinance is adopted pursuant to the authority contained in North Carolina General Statutes (N.C.G.S.) Chapter ~~160A-160D~~, Local Planning and Development Regulation, Article 19.
- 2) Whenever any provision of this Ordinance refers to or cites a section of the N.C.G.S. and the section of the statutes is later amended or superseded, the Ordinance shall be deemed

amended to refer to the amended section or the section which most nearly corresponds to the superseded section.

C) ***Jurisdiction.***

1) Jurisdiction Area.

This Ordinance shall be effective throughout the Town's planning and development regulation jurisdiction. The Town's planning and development regulation jurisdiction comprises the area within the corporate boundaries of the Town as well as the area described as adopted and/or amended by the Board of Commissioners (BOC) as the Town's ETJ, whose parcels are recorded in the Carteret County Register of Deeds. Such planning and development regulation jurisdiction may be modified from time to time in accordance with N.C.G.S. Articles 4A and 19 of Chapter 160A:160D-601.

2) Provisions for the Official Zoning Map.

The Town of Beaufort has been divided into zones or districts as shown on the Official Zoning Map, dated June 1997, as amended, all as previously adopted by the BOC, which, together with all explanatory matter thereon, continues in full force and effect. The Official Zoning Map shall be identified by the signature of the mayor of the Town of Beaufort, attested by the town clerk, and bearing the seal of the Town. No changes of any nature shall be made on the Official Zoning Map or matter shown thereon except in conformity with the procedures set forth in this Ordinance. Regardless of copies of the Official Zoning Map which may from time to time be made or published, the Official Zoning Map located in the Town of Beaufort's Planning and Inspections Office shall be the final authority as to the current zoning status of land and water areas, buildings, and other structures in the town's planning and development regulation jurisdiction. The map shall be available for inspection by the public in paper or a digital format.

3) Replacement of the Official Zoning Map.

In the event the Official Zoning Map becomes damaged, destroyed, lost, or difficult to interpret because of the nature or number of changes and additions, the BOC may by resolution adopt a new Official Zoning Map which shall supersede the prior Official Zoning Map, but no such correction shall have the effect of amending the original zoning map. The new Official Zoning Map shall be identified by the signature of the mayor of the Town of Beaufort, attested by the town clerk, and bearing the seal of the Town of Beaufort. Unless the prior Official Zoning Map has been lost, or has been totally destroyed, the prior map or any significant parts thereof remaining shall be preserved together with all available records pertaining to its adoption of amendment.

4) Other Maps and Ordinance.

Per N.C.G.S 160D-105(b), The most recent officially adopted version of other maps adopted by the state or federal government, including regulatory language, as necessary to accomplish the purpose of this ordinance, are hereby incorporated by reference. Such maps shall be made available for inspection by the public in paper or a digital format.

D) ***Effective Date.***



The provisions of this LDO ~~originally become~~ became effective **November 4, 2013** upon adoption by the BOC. Subsequently, an update to this ordinance occurred and became effective on DATE to comply with the implementation of N.C.-G. S. Chapter 160D.

E) ***Building Permits to Remain in Force.***

Approved building permits valid at the time of adoption of this Ordinance shall remain in force and nothing in this Ordinance shall require a change of plans, construction, or designated use of any structure for which such permit has been issued, provided substantial construction has been accomplished, and such construction has been diligently carried on immediately prior to the effective date of this Ordinance. Otherwise such building permits shall be null and void. See also N.C.G.S. 160D-108.

F) ***Zoning Certificate.***

1) No building or structure or any part thereof shall be erected or structurally altered until a zoning certificate is issued by the zoning administrator. Each application for a zoning certificate shall be accompanied by a plat, drawn to scale, showing accurate dimensions of the lot to be built upon, accurate dimensions of the building to be erected or altered, its location on the lot and other such information as may be necessary to provide for the enforcement of this Ordinance. A careful record of such applications and plats, together with a record of the action taken thereon, shall be kept in the office of the town planner. See also N.C.G.S. 160D-108.

2) No permit for excavation or erection of any building or part of a building, or for structural repairs to or alteration of a building, or the relocation of a building from the lot on which it is situated, shall be issued until after a statement of its intended use has been filed by the applicant.

G) ***Development Proposals.***

In conjunction with this Ordinance all development proposals shall meet any and all local, state, and federal requirements which include but are not limited to the North Carolina State Building Codes, the North Carolina Fire Code, and the Americans With Disabilities Act (ADA) of 1990 as amended. In addition, development proposals shall conform to all adopted town plans, ordinances, guidelines, policies, and manuals.

H) ***Application of District Regulations.***

The regulations set by this Ordinance within each district shall be minimum regulations and shall apply uniformly to each class or kind of structure or land except as hereinafter provided.

1) No building, structure, or land shall hereafter be used or occupied, and no building or structure or part thereof shall hereafter be erected, constructed, reconstructed, moved, or structurally altered except in conformity with all of the regulations herein specified for the district in which it is located and until a permit is secured from the Zoning Administrator ~~Town's Planning and Inspections Department~~.

2) No building or other structure shall hereafter be erected or altered:  
a) To exceed the maximum height or bulk as defined in their individual zoning district;  
b) To accommodate or house a greater number of families than allowed;

- c) To occupy a greater percentage of lot area than allowed; and,
  - d) To have narrower or smaller rear yards, front yards, side yards, or other open spaces than herein required or in any manner are contrary to the provisions of this Ordinance.
- 3) No part of a yard or other open space required about or in connection with any building for the purpose of complying with this Ordinance shall be included as part of a yard or open space similarly required for any other building.
- 4) No yard or lot existing at the time of passage of this Ordinance shall be reduced in dimension or area below the minimum requirements set forth herein. Yards or lots created after the effective date of this Ordinance shall meet at least the minimum requirements established by this Ordinance.

I) ***Relationship to Existing Ordinances.***

To the extent the provisions of this Ordinance are the same in substance as the previously adopted provisions they replace in the Town’s zoning ordinance, they shall be considered as continuations thereof and not as new enactments unless otherwise specifically provided. In particular, a situation which did not constitute a lawful, nonconforming situation under the previously adopted ordinance does not achieve lawful nonconforming status under this Ordinance merely by the repeal of such ordinance.

J) ***Relationship to Consistency with Adopted Land Use Plans and Policies.***

~~The BOC intends this Ordinance to implement the planning policies adopted by the board for the Town and its ETJ, as reflected in the Town of Beaufort Core Land Use Plan and other planning documents. While the BOC reaffirms its commitment to this Ordinance and any amendment to it shall be in conformity with adopted planning policies, the BOC hereby expresses its intent whereby neither this Ordinance nor any amendment to it may be challenged on the basis of any alleged nonconformity with any planning document. In accordance with NCGS 160D-501, all development approvals shall be in conformance with all adopted plans and policies (including comprehensive plans, transportation plans, small area plans, open space and greenway plans, or any other plan adopted by the Board of Commissioners). Such plans shall be reasonably maintained, coordinated with the Coastal Area Management Act (CAMA) and adopted and updated through a legislative decision by the Board of Commissioners.~~

K) ***No Use of Land or Buildings Except in Conformity with Ordinance Provisions.***

- 1) Subject to section 11 of this Ordinance, no person may use or occupy any land or buildings, or authorize or permit the use or occupancy of land or buildings under his/her control except in accordance with all of the applicable provisions of this Ordinance.
- 2) For purposes of this Ordinance, the “use” or “occupancy” of a building or land relates to anything and everything done to, done on, or done in the building or land.

L) ***No Use or Sale of Land or Buildings Except in Conformity with Ordinance Provisions.***

Subject to section 11 of this Ordinance, no person may use, occupy, or sell any land or buildings or authorize or permit the use, occupancy, or sale of land or buildings under his/her control except in accordance with all of the applicable provisions of this Ordinance.

M) **Fees.**

- 1) ~~Per N.C.G.S 160D-402(d), the Town may appropriate reasonable fees sufficient to for the support, administration, and implementation of programs authorized by this ordinance, and all such fees shall be used for no other purposes. cover the costs of administration, inspection, publication of notice, and similar matters may be charged to applicants for zoning/building permits, sign permits, special use permits, subdivision plat approval, zoning amendments, variances, site plan review standards, and other administrative relief.~~  
The amount of fees charged shall be as set forth in the Town's official fee schedule or as established by resolution of the BOC and filed in the Office of the Town Clerk.
- 2) Fees established in accordance with subsection M-1 of this section shall be paid upon submission of a signed application or notice of appeal.

~~14)~~

~~Θ~~N) **Severability.**

It is hereby declared to be the intention of the BOC the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any such section, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or otherwise invalid by any court of competent jurisdiction in a valid judgment or decree, such unconstitutionality or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses, or phrases of this Ordinance since the same would have been enacted without the incorporation into this Ordinance of such unconstitutional or invalid section, paragraph, sentence, clause, or phrase.

**P)O) Computation of Time.**

- 1) Unless otherwise specifically provided, the time within which an act is to be done shall be computed by excluding the first and including the last day. If the last day is a Saturday, Sunday, or a legal holiday, such day shall be excluded. When the period of time prescribed is less than seven days, intermediate Saturdays, Sundays, and holidays shall be excluded.
- 2) Unless otherwise specifically provided, whenever a person has the right or requirement to do some act within a prescribed period after the service of a notice or other paper upon him/her and the notice or paper is served by mail, three days shall be added to the prescribed period.

**Q)P) Development Agreement Ordinance.**

The Town may enter into development agreements as set forth in N.C.G.S. ~~160A-400.22~~.160D, Article 10.

**R)Q) Public Utility Exemption.**

Any lot proposing or containing a public utility feature owned or operated by a public agency or authority, including but not limited to potable water, sanitary sewer, storm water, or electricity, but excluding towers or supports for communication antennae, devices, and services (such as mobile phone, telecommunication, microwave, etc.) unless such devices and services are incidental to the public utility feature, shall be exempted from the dimensional and access requirements in the district where it is located.

**S)R) -Only One Main Building, One Main Use on Lot.**

In all districts, unless otherwise permitted, every main building hereafter erected or altered shall be located on a separate lot as defined in this Ordinance, and in no case shall there be more than one main building and one permitted accessory building on the lot nor more than one main use except as otherwise designated (e.g., commercial, industrial, or residential) per building and lot; provided this requirement shall not apply to manufactured home parks where permitted, permitted accessory uses, nor to unified developments of planned building groups approved by the BOC, nor to a bona fide farm use. This Ordinance in no way regulates the orientation of a building.

**T)S) -Minimum Yards.**

The minimum yards or other open spaces required by this Ordinance, including those provisions regulating intensity of use for each and every building hereafter erected or structurally altered, shall not be encroached upon or considered as meeting the yard or open space requirements or the intensity of use provision for any other building.

**U)T) Lot Subdivision.**

No lot shall hereafter be so reduced in area as to cause any open space requirement of this Ordinance to be less in any dimension than is herein required by the minimum yard requirements of the zone or district in which the lot in question is situated.

**V)U) -Improvement ~~Bonds~~Guarantee.**

No final certificate of occupancy or certificate of compliance for a commercial, residential, or manufactured home park planned building group will be issued until all required site improvements have been completed. In lieu of completion of the required site improvements,



the developer of the planned group may ~~enter into a contract with~~ provide a performance guarantee to the Town of Beaufort, pursuant to N.C.G.S. 160D-804(g), in the amount of 125% of the remaining improvements (including installation, materials, labor, etc.), providing for the installation of ~~town~~ the required improvements within a designated period of time. ~~Performance of said contract shall be secured by a cash or surety bond which will cover the total estimated cost of improvements and determined by the public works director; provided, however, said bond may be waived by the BOC within its discretion.~~ Upon provision of a ~~surety bond or a waiver thereof~~ performance guarantee, a temporary certificate of occupancy or a temporary certificate of compliance may be issued.

W)V) Conflict with Other Laws or Covenants.

- 1) Whenever the regulations made under the authority of this Ordinance require a greater width or size of yards or courts, or require a lower height of building or less number of stories, or require a greater percentage of lot to be left unoccupied, or impose higher standards than those required in other local ordinances or by statutes which are in force in the town and its ETJ, the provisions of the regulations made under authority of this Ordinance shall govern. Whenever the provisions of any other statute or local ordinance or regulation impose stricter standards than those required by the regulations made under authority of this Ordinance, the provisions of such statute or local ordinance or regulation shall govern.
- 2) Nothing in this Ordinance shall modify or repeal any deed restriction on land within the area of planning and development regulation jurisdiction of this Ordinance, but no such deed restriction shall constitute a basis for failing to comply with this Ordinance.

X)W) Bona Fide Farm Exemptions.

This Ordinance shall in no way regulate, restrict, prohibit, or otherwise deter any bona fide farm and its related uses within the ETJ; except in case of conversion of such uses to nonagricultural or non-farm purposes, a zoning certificate shall be procured and the new use must comply with all regulations for the district in which it is situated. Within the corporate limits, vegetative crop production shall be exempt from the provision of this Ordinance.

X) Administrative Conflicts of Interest.

The Zoning Administrator shall uphold the conflict-of-interest standards outlined in N.C.G.S. 160D-109 and defined in Section 4 of this Ordinance.

Y) Moratoria.

The Town may adopt a temporary moratoria on any development approval required by law, except for the purpose of developing and adopting new or amended plans or development regulations governing residential uses. The duration of any moratorium shall be reasonable in light of the specific conditions that warrant imposition of the moratorium and may not exceed the period of time necessary to correct, modify, or resolve such conditions and follow the procedures outlined in N.C.G.S. 160D-107.

## SECTION 2 General Provisions for Residential Zones

---

### A) *State Guidelines for Areas of Environmental Concern.*

All lots shall comply with the applicable Areas of Environmental Concern (AEC) Standards, as amended in accordance with the State Guidelines for AECs (15 NCAC 07H) pursuant to the *Coastal Area Management Act of 1974*.

### B) *Thoroughfare Rights-of-Way.*

Unless otherwise specified, buildings shall be set back at least fifty feet (50') from the right-of-way of major thoroughfares as depicted in the *Carteret County Comprehensive Transportation Plan*. An existing building which intrudes into the required setback may expand, but additional construction shall not be placed in any required setback and all other provisions of this Ordinance shall be observed.

### C) *Encroachments Permitted into Required Yard Setbacks.*

#### 1) Interior lots.

Except for reasonable supports, completely open carports, porches, decks, canopies, patios, and stairways may encroach into required side and rear yard setbacks by fifty percent (50%).

#### 2) Corner lots.

Except for reasonable supports, completely open carports, porches, decks, canopies, and stairways may encroach by seventy-five percent (75%) into any yard other than the right-of-way yard setback.

#### 3) Carports.

In defining carports, three sides of the carport must be left open; decorative walls, planters, shrubbery, or other obstructions are permitted as part of the carport or adjacent to the carport as long as it does not exceed three feet (3') in height and a minimum of fifty percent (50%) of the area is unobstructed.

#### 4) Covered patios, covered decks, covered stoops, and covered porches shall not project into required side yards.

#### 5) Steps and open covered porches shall not project more than six feet (6') from the main building line.

### D) *Encroachments in Street Rights-of-Way in National Register Historic District.* The Town of Beaufort was founded more than 300 years ago. As a result of surveying and other errors, parts of some homes in the National Register Historic District encroach in the street rights-of-way. Some of these homes constructed prior to 1950 contribute to the special nature of the district reflecting the heritage and architectural history of the community. To require the removal of the encroaching parts of these homes would compromise the historical and architectural integrity of the district. As a result within the National Register Historic District, a license is granted by the Town to the owners of homes with parts encroaching into street rights-of-way, when such encroachments were constructed prior to 1950, to continue the encroachment on the following conditions:

- 1) The encroachment may be maintained, repaired and replaced *in situ* but may not be enlarged in any dimension, except, however, if a building is being raised to comply with FEMA flood elevations, the encroachment may be raised accordingly.
- 2) The zoning administrator and building inspector are authorized to permit maintenance, repair and replacement of the encroaching feature.
- 3) No estate in a street right-of-way is being granted in this section and the license is revocable at the will of the Town.
- 4) If an encroachment is removed and not replaced within one year, the license granted herein is revoked and will not be restored without action of the Board of Commissioners (BOC).

E) ***Recreational Vehicles.***

Recreational vehicles may be stored on any lot in any residential zoning district provided they are not stored in the required setback for front yards. Recreational vehicles, while being stored in this area, cannot be used for sleeping, utility, office, material storage, etc.

F) ***Accessory Buildings.***

Accessory buildings shall be subject to the following regulations:

- 1) An accessory building which is more than sixteen feet (16') in height or which is structurally attached to the principal building shall comply with all the zoning restrictions applicable to the principal building.
- 2) An accessory building no more than sixteen feet (16') in height may occupy not more than twenty-five percent (25%) of the area of a required rear yard if no part of such accessory building is less than five feet (5') from the rear and side lot lines.
- 3) An accessory building no more than sixteen feet (16') in height may be erected on any interior lot in either required side yard and on a corner lot in the required side yard not abutting the street if no part of such accessory building is less than five feet (5') from a side lot line.
- 4) An accessory building in the required rear yard of a corner lot shall not project beyond or nearer to the street than the front setback line, as extended, of the lot adjacent to thereto and whose front yard abuts thereon.

G) ***Swimming Pools, Hot Tubs or Spas.***

Private swimming pools, hot tubs, or spas are permitted as accessory uses in any residential district. No private swimming pool, hot tub, or spa in a residential district shall operate as a business.

H) ***Docks and Piers in Certain Areas of R-8, R-8A, and RS-5 Zoning Districts.***

Within the Regulated Area:

- 1) Only one residential boat dock per riparian lot is permitted. No other structure below the high water mark is permitted.
- 2) Residential boat docks may contain boat slips subject to the following limitations:

- a) No more than four boat slips per riparian lot with a single-family dwelling located on such lot.
  - b) No more than two boat slips per riparian lot on which there is no dwelling.
  - c) No more than two boat slips per dwelling unit on riparian lots used for multi-family dwellings, whether the multi-family dwellings are conforming or not.
- 3) Residential boat docks may not include any living quarters.
  - 4) Residential boat docks may not include any structures with roofs or overhead features designed to shield from rain, sun, or weather.
  - 5) Residential boat docks shall be approved and constructed in accordance with the provisions of CAMA and all regulations promulgated there under, and all other applicable state, federal, or local land use laws or regulations.
  - 6) Residential boat docks shall be used only for personal non-commercial purposes.
  - 7) Nothing in this section shall prohibit a property owner within these specific zoning districts from leasing boat slips located upon a residential boat dock; however, no person, including an owner or tenant, may conduct commerce there from and no commercial boats may be moored to a residential boat dock (excluding boats with commercial net licenses used only by the property owner thereof).
  - 8) This section does not permit the creation of additional nonconforming riparian lots. The existing nonconforming lots are not made conforming by the adoption of this section.
- I) ***Approval of Plats.***  
No proposed subdivision plat shall hereafter be approved unless the lots shown on such plat comply with the lot width and area requirements of the applicable district.





## SECTION 3 General Provisions for Amendment Procedure

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### A) *Petitioning the Town.*

A petition for an amendment to the text of this Ordinance may be initiated by the Board of Commissioners (BOC), the Town's Planning Board, any department or agency of the Town, the owner of any property within the Town's planning and development regulation jurisdiction, or by any resident within the Town's planning and development regulation jurisdiction. A petition for an amendment to the Beaufort Zoning Map may be initiated by the BOC, the Town's Planning Board, any department or agency of the Town, or the owner of the subject property. Such petitions shall be filed with the Town in the form prescribed by the Zoning Administrator ~~Director of the Planning and Inspections Department~~ and shall include any supporting documents as necessary. A person who has no ownership interest in the subject property shall have no jurisdiction to petition for a zoning map change for such property, but shall have the right to request either the planning board or the BOC to initiate such a change.

### B) *Fee.*

A fee, as set forth in the Town's official fee schedule or as established by resolution of the BOC and filed in the Office of the Town Clerk, shall be paid to the Town by any applicant requesting a text amendment to this Ordinance, and by any property owner requesting an amendment to the Beaufort Zoning Map pertaining to his/her property, to cover the cost of advertising and other administrative expenses incurred by the Town. There shall be no fee charged for an amendment change initiated by the BOC, the Town's Planning Board, or by any department or agency of the Town. The payment of the fee shall not entitle the applicant to a public hearing on the application or a vote by either the Town's Planning Board or BOC and the applicant assumes the risk such public hearing and or votes will not be held.

### C) *Application Procedure.*

Any application for an amendment to this Ordinance shall be filed with the Zoning Administrator ~~Town's Planning and Inspections Department~~. The Zoning Administrator ~~planning department~~ will promptly deliver the application to the members of the planning board. Applications from the BOC or departments or agencies of the Town shall be in writing, signed by an official of the Town, and shall generally outline the request.

Each application submitted by a property owner or other individual shall be signed by the applicant and shall contain at least the following information:

- 1) The applicants full name, address, and telephone number;
- 2) A description of the property to be rezoned (if applicable);
- 3) Applicant's interest in the property subject to rezoning (if applicable);
- 4) The type of rezoning or amendment requested;
- 5) A typed list of all the owners of the property, and all adjacent property owners, as determined by the real property tax maps of the Carteret County Tax Office, within one hundred feet (100') of the boundary lines of all properties requesting to be rezoned;

- 6) If the proposed change would require a change in the zoning map, an accurate diagram of the property proposed for rezoning showing:
  - a) All adjoining property lines with dimensions;
  - b) A North arrow and a scale;
  - c) All adjoining streets with rights of way and paving widths;
  - d) The location of all structures on the subject property;
  - e) The use of the property; and
  - f) The zoning classification of all abutting properties.
- 7) A statement as to whether or not the proposed zoning amendment is consistent with the *Town of Beaufort ~~Core Land Use~~ CAMA Comprehensive Plan*; and,
- 8) A statement as to how the proposed zoning amendment will promote the public health, safety, or general welfare of the community.

**D) *Proposed Amendments to be Submitted to Planning Board for Recommendation.***

Unless initiated by the planning board, all proposed amendments to this Ordinance, including those initiated by the BOC and any of its departments or agencies, shall be submitted to the planning board for review and recommendation. The application will be considered at the first planning board meeting occurring at least fifteen working days after the application is filed in completion with the Zoning Administrator~~Town's Planning and Inspections Department~~. The planning board shall have thirty-one days from its initial meeting to consider the application to submit a recommendation to the BOC. When conducting a review of proposed zoning amendments pursuant to this section, the planning board shall advise and comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the BOC that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the CAMA comprehensive plan shall not preclude consideration or approval of the proposed amendment by the BOC. If an amendment qualifies as a "large-scale rezoning" under G.S. 160D-602(b), the planning board statement describing plan consistency may address the overall rezoning and describe how the analysis and policies in the relevant adopted plans were considered in the recommendation made. If the planning board fails to submit a recommendation within this time period, it shall be assumed the planning board is recommending approval of the application.

**E) *Public Hearing Notification Requirements.***

- 1) A public hearing shall be held by the BOC before the adoption of any proposed amendment to this Ordinance or the Official Zoning Map. A notice of the public hearing shall be given once a week for two successive calendar weeks and published in a newspaper having general circulation in Town. The notice shall be published the first time not 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 hearing shall be included.
- 2) Whenever the BOC will conduct a public hearing on a zoning map amendment, the owner of the affected parcel(s) of land subject to a rezoning application as shown on the county tax listings, and the owners of all parcels of land as shown on the county tax listings

abutting ~~or adjacent to~~ the parcel of land ~~within one hundred feet (100') of the rear, either side, or those directly opposite thereto extending one hundred feet (100') from the street frontage of the opposite lots~~ shall be mailed by the Town Clerk a notice of the public hearing on the proposed amendment by first class mail at the last address listed for such owners on the county tax abstracts. For the purpose of this section, properties are "abutting" even if separated by a street, railroad or other transportation corridor. This notice must be deposited in the mail at least ten days but not more than twenty-five days prior to the date of the public hearing. The person or persons mailing such notice shall certify to the BOC the proper notice has been provided and such certificate shall be deemed conclusive in the absence of fraud.

- 3) If the zoning map amendment directly affects more than fifty properties owned by a total of at least fifty different property owners, in lieu of the first class mail notice required under subsection E-2 of this section, the Town may issue a notice pursuant to N.C.G.S. ~~160A-364~~160D-602.
- 4) Within ten working days after an application for rezoning of a specific parcel of land is filed with the ~~Zoning Administrator~~Town's Planning and Inspections Department, the Town shall cause a sign at least eighteen inches by twenty-four inches (18"x24") in dimension to be located on or adjacent to the property subject to the rezoning application. The sign should be sufficiently conspicuous in terms of location and content to provide reasonably adequate notice to potentially interested persons of the matter which will appear on the board's agenda at the specified date and time. The sign shall include the following message:

#### NOTICE

This property is subject to a Zoning Hearing.  
Contact Town Hall for more information at 252-728-2141.

Such sign may include additional information deemed relevant by the administrator of this Ordinance. If more than one contiguous lot or parcels of land are proposed for rezoning, the Town may nonetheless post only one sign. Signs shall be posted during the same time period listed in this section for mailed notices.

F) ***Citizen Comments and Neighborhood Meetings***.

Zoning ordinances may from time to time be amended, supplemented, changed, modified, or repealed. If any resident or property owner in the city submits a written statement regarding a proposed amendment, modification, or repeal to a zoning ordinance to the clerk to the board at least two (2) business days prior to the proposed vote on such change, the clerk to the board shall deliver such written statement to the city council. If the proposed change is the subject of a quasi-judicial proceeding under G.S. ~~160A-388~~160D-603, the clerk shall provide only the names and addresses of the individuals providing written comment, and the provision of such names and addresses to all members of the board shall not disqualify any member of the board from voting.

The Administrator may require that the applicant hold a neighborhood meeting. If so, the applicant must notify property owners as described in Part E(2) or E(3) of this Section and provide a written report detailing discussion at the meeting.



G) ***Petition Withdrawal.***

Any petition for an amendment to this Ordinance may be withdrawn prior to the public hearing by the person initiating such request, upon written notice to the Town Manager.

H) ***Reconsideration.***

If the applicant withdraws their application following the recommendation of the planning board, the Town shall not accept any other application for the same change of zoning affecting the same property or any portion thereof, until the expiration of six months from the date of such withdrawal. Also, when the BOC denies any application for the change of any zoning district, the Town shall not accept any other application for the same change of zoning affecting the same property or any portion thereof, until the expiration of six months from the date of such previous denial.

I) ***Statute of Limitations.***

A cause of action as to the validity of any ordinance, or amendment thereto, adopted under this Ordinance or other applicable law, shall accrue upon adoption of the Ordinance, or amendment thereto, within the time prescribed for such action in the North Carolina General Statutes.

J) ***Enforcement of Ordinances.***

The provisions of this Ordinance may be enforced under Section 10.99 of the Beaufort Code of Ordinances and by any of the provisions of N.C.G. S. ~~160A-175~~.160D-404.

## SECTION 4 Definitions

For the purpose of interpreting this Ordinance, certain words and terms are defined in this section. Except as defined in this section, all other words in this Ordinance shall have their standard dictionary definition. For general interpretation, the following shall apply in all uses and cases in this Ordinance:

- A) The present tense includes the future tense and the future tense includes the present tense.
- B) The singular number includes the plural number and the plural number includes the singular number.
- C) The word “*may*” is permissive and the word “*shall*” is mandatory.
- D) The word “*person*” includes a firm, association, organization, partnership, trust, company or corporation as well as an individual.
- E) The words “*used*” or “*occupied*” include the words “*intended to be used or occupied,*” “*designed to be used or occupied,*” or “*arranged to be used or occupied.*”
- F) Words imparting the masculine gender include the feminine and neuter.
- G) The word “*lot*” includes the words “*plot,*” “*parcel,*” “*site,*” “*tract,*” and “*premises.*”
- H) The word “*building*” includes the word “*structure.*”
- I) The words “*map,*” “*zoning map,*” and “*Town of Beaufort Zoning Map*” shall mean the “*Official Zoning Map for the Town of Beaufort, North Carolina.*”
- J) The word “*town*” shall mean the “*Town of Beaufort, a municipal corporation of the State of North Carolina.*”
- K) The words “*Ordinance*” and “*regulation*” shall mean the official “*Land Development Ordinance for the Town of Beaufort.*”
- L) The words “*planning board*” shall mean the “*Town of Beaufort Planning Board.*”
- M) The words “*board*” or “*board of commissioners*” or the acronym “*BOC*” shall mean the “*Board of Commissioners of the Town of Beaufort, North Carolina.*”
- N) The words “*board of adjustment*” or the acronym “*BOA*” shall mean the “*Town of Beaufort Board of Adjustment.*”
- O) The words “*historic commission*” and the acronyms “*HPC*” and “*BHPC*” shall mean the “*Town of Beaufort Historic Preservation Commission.*”
- P) The words “*planner,*” “*administrative officer,*” “*director of planning,*” “*zoning administrator,*” and the “*zoning enforcement officer*” or “*zoning enforcement official*” shall mean “*The Town of Beaufort Director of the Planning and Inspections Department*” or his/her designee.
- ~~Q) “*Special use,*” “*Conditional use,*” “*Special Exceptions use,*” and “*Special Exception use*” are used interchangeable anywhere they are used in this Ordinance.~~
- R)Q) Whenever the words “*dwelling,*” “*dwelling units,*” “*rooming units,*” and “*premises*” are used within this Ordinance, they shall be construed as though they are followed by the words “*or any part thereof.*”

The following definitions shall apply unless the context clearly indicates or requires a different meaning.

## A

***Abutting.*** Having property or district lines which have a common boundary. Some zoning ordinances also define abutting lots as those on either side of an alley. A lot abutting a common alley are abutting lots.

***Access.*** A way of approaching or entering a property. In zoning and subdivision regulations, any lot of record is usually required to have direct *Access* to a public street or highway or to a private street meeting public standards. This is done not only to permit entry of residents and other uses, but to permit emergency-type vehicles to reach structures. In the context of land-use controls, *Access* also includes ingress - the right to enter, and egress - the right to leave.

***Accessory Use.*** A use customarily incidental and subordinate to the principal use of the land or building located on the same lot with such principal use of the land or building.

***Accessory Structure.*** A structure which is located on the same parcel of property as the principal building/structure and the use of which is incidental to the use of the principal building/ structure. Garages, carports, and storage sheds are common urban accessory structures. Pole barns, hay sheds, and the like qualify as *Accessory Structures* on farms, and may or may not be located on the same parcel as the farm dwelling or shop building.

***Accessory Unit/Structure.*** The *Accessory Units/Structure* is defined as a habitable living unit added to, created within, or detached from a single-family dwelling unit which provides the basic requirements for living, sleeping, eating, cooking, and sanitation.

***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.

***Addition (to an Existing Building or Structure).*** An extension or increase in the floor area or height of a building or structure.

***Adjacent Lot.*** Any lot which has a common boundary with the subject lot.

***Administrative decision.*** Decisions made in the implementation, administration, or enforcement of development regulations that involves the determination of facts and the application of objective standards set forth in this Ordinance.

***Administrative hearing.*** A proceeding to gather facts needed to make an administrative decision.

**Administrative Officer/Code Enforcement Official.** The officials charged with the enforcement of this Ordinance or his/her designee.

**Adult Care Home.** As defined by N.C.G.S. 131D-2.1 (3), an assisted living residence in which the housing management provides 24-hour scheduled and unscheduled personal care services to two or more residences, either directly or for scheduled needs, through formal written agreement with licensed home care or hospice agencies. *Adult Care Homes* which provide care to two to six unrelated residents are commonly called “family care homes.” See *FAMILY CARE HOME*.

**Adult Day Care Program.** As defined by N.C.G.S. 131D-6(b), the provision of group care and supervision in a place other than their usual place of abode on a less than 24-hour basis to adults who may be physically or mentally disabled to allow such adults to enjoy as much independence as possible.

**Adult Establishment.** The definition of *Adult Establishment* as set forth in N.C.G.S 14.202.10, and any successor statute, is incorporated herein by reference.

**Agricultural Land.** *Agricultural Land*, forestland, or horticultural land as defined in N.C.G.S. 105-277.2, located within the [planning and development regulation](#) jurisdiction of the Town of Beaufort.

**Agritourism.** Any agriculturally-based operation or activity which brings visitors to a ranch or farm for such things as picking fruit and vegetables, riding horses, tasting honey, learning about wine or cheese making, shopping in farm gift shops and farm stands, hay rides, etc.

**Air Rights.** The rights to the space above a property for development usually for a dissimilar use. Common law grants the owner of a piece of real estate ownership of a vertical space extending an unlimited distance above the ground. An owner who either has chosen to build at a very low intensity or not at all may sell or lease his/her rights to build higher. Common sales of *Air Rights* are above transportation facilities such as highways, railroad tracks or yards.

**Airport Environmental Overlay District.** The intent of the *Airport Environmental Overlay District* is to reduce incompatible land use within the runway protection zones and to provide mechanisms for the notification of property owners around the airport of potential noise and vibration impacts from the Michael J. Smith Air Field.

**Airport Runway Exclusion Overlay District.** The purpose of the *Airport Runway Exclusion Overlay District* is to reduce incompatible land use within the runway protection area.

**Airport Zones.** A particular set of controls intended to protect the integrity of an airport, its airspace, and its environs. While the majority of the control is on structural heights, with permitted maximums increasing with distance further from runways, airport zoning also limits electronic interference with navigational equipment and some types of uses, primarily places of assembly, to reduce accident risks. Airport zoning controls usually are superimposed as overlay districts on other zoning requirements.

**Alley.** A roadway easement which affords only a secondary means of access to abutting property and is not intended for general traffic circulation.



**Alter or Alteration.** Any change or modification in construction or occupancy.

**Alternative Design.** A buffer design, though not specifically identified within the standards, which by mutual agreement, is equal to or exceeds the intent of the screening/buffering requirements.

**Amortization.** A term used in zoning to mean the process by which nonconforming uses and structures must be discontinued or made to conform to requirements of the ordinance at the end of a specified period of time.

**Animal Hospital.** See *VETERINARY CLINIC*.

**Annexation.** Any extension of a Town's corporate limits as authorized by N.C.G.S. 160A, the charter of the Town, or any local act applicable to the Town, as such statutory authority exists or is hereafter amended.

**Antenna (Commercial–Transmissions).** Any *Antenna*, excluding any supporting structure, designed to send or receive signals from any microwave transmitter or receiver, telephone communications and/or telecommunications transmitter, broadcast radio, or television signals.

**Antenna (Conventional Television or Radio.)** Any receiving antenna other than a satellite television antenna.

**Antenna (Satellite Television).** Any apparatus capable of receiving signals from geostationary orbital satellites.

**Apartment.** A room or suite of one or more rooms in a multiple dwelling intended for use as a residency by a single-family.

**Applicant.** Principal property owner(s) or designee of record submitting a bona fide site-specific development plan or development application.

**Appeal.** A request for a review of the administrator's interpretation of any provision of this Ordinance.

**Aquaculture.** The propagation and rearing of aquatic species in controlled or selected environments, including but not limited to, ocean ranching (N.C.G.S. 106-758).

**Aquaculture Facility.** Any land, structure, or other appurtenance used for aquaculture including but not limited to, any laboratory, hatchery, rearing pond, raceway, pen, incubator, or other equipment used in aquaculture (N.C.G.S. 106-758).

**Assisted Living Facility.** Any group housing and services program for two or more unrelated adults, by whatever name it is called, which makes available, as defined in N.C.G.S. 131D-2.1 (5), housekeeping services and provides personal care services directly or through a formal written agreement with one or more licensed home care or hospice agencies. There are three types of

assisted living residences: adult care homes, adult care homes who serve only elderly persons, and multiunit assisted housing with services.

**Attached.** Connected or fastened together.

## B

**Bar.** See *TAVERN/BAR/PUB*.

**Base Flood.** The flood having a one percent (1%) chance of being equaled to or exceeded in any given year.

**Base Flood Elevation.** A determination as published in the Flood Insurance Study of the water surface elevations of the base flood.

**Basement.** Any area of the building or structure having its floor sub-grade (below ground level) on all sides.

**Beaufort Historic Preservation Commission.** See *HISTORIC COMMISSION*.

**Bed and Breakfast.** As defined in N.C.G.S. 130A-247(6), a business of not more than twelve guest rooms who offers bed and breakfast accommodations to not more than twenty-three persons per night for a period of time, and:

- A) Does not serve food or drink to the general public for pay;
- B) Serves only the breakfast meal, and a meal is served only to overnight guests of the business;
- C) Includes the price of breakfast in the room rate; and,
- D) Is a permanent residence for the owner and/or the manager of the inn.

~~**Bedroom.** *Sleeping Room*~~

**Bell Tower.** A tower containing one or more bells, or is designed to hold one or more bells even if it has none.

**Bicycle.** Every vehicle propelled solely by human power upon which any person may ride, having two tandem wheels, except scooters and similar devices. The term *Bicycle* also includes three- and four-wheeled human powered vehicles, but not tricycles for children.

**Bicycle Facilities.** A general term denoting improvements and provisions made by public agencies to accommodate or encourage bicycling, including parking and storage facilities, and shared roadways not specifically designated for bicycle use.

**Bicycle/Bike Lane.** A portion of a roadway which has been designated by striping, signing, and pavement markings for the preferential or exclusive use of bicyclists.

**Bicycle/Bike Path.** A bikeway physically separated from motorized vehicular traffic by an open space or barrier and either within the highway right-of-way or within an independent right-of-way. Bike paths may also be used by pedestrians, skaters, wheelchairs, joggers, and others with a device which is designed for and intended to be used as a means of transportation for a person with a mobility impairment, or who uses the device for mobility enhancement, is suitable for use both inside and outside a building including on sidewalks, and is limited by design to fifteen miles per hour when the device is being operated by a person with a mobility impairment, or who uses the device for mobility enhancement. This term shall not include an electric personal assistive mobility device as defined in G.S. 20-4.01(7a).

**Bicycle/Bike Route.** A system of bikeways designated by the Town with appropriate directional and information route markers with or without specific bicycle route numbers. Bike routes should establish a continuous routing but may be a combination of any and all types of bikeways.

**Bikeway.** A generic term for any road, street, path, or way which in some manner is specifically designated for bicycle travel regardless of whether such facilities are designated for the exclusive use of bicycles or are to be shared with other transportation modes.

**Block.** A piece of land usually bounded on all sides by streets or other transportation routes such as railroad lines, or by physical barriers such as water bodies or public open space, and not traversed by a through street. *Blocks* can be of any shape and of any size.

**Board of Adjustment.** A local quasi-judicial body, created by ordinance, whose responsibility is to hear appeals and to consider requests for variances ~~and exceptions~~ permissible under terms of this Ordinance.

**Board of Commissioners.** The governing body of the Town of Beaufort, North Carolina.

**Boat.** A vessel or watercraft of any type or size which is used, or can be used, to travel from place to place by water whether self-propelled or not. A for hire boat includes a charter boat, head boat, dive boat, site-seeing boat, or other boat hired to allow individuals to engage in recreational fishing. A "houseboat" is a vessel not designed primarily for residential dwelling, but designed as a pleasure craft, for independent navigation. It is not considered a floating home in accordance with the definition set forth above. A *Boat* or floating object, except a floating dock, secured to land or a dock by means other than temporary mooring lines or a boat lift, may be deemed by the zoning administrator as a structure.

**Boat Slip.** An area of a boat dock designed for the mooring of a boat. Characteristics of a *Boat Slip* may include pilings, finger piers, or other devices used to moor a boat. A *Boat Slip* may be referred to in this Ordinance as a "wet slip."

**Bona Fide Farm.** Agricultural activities as set forth in N.C.G.S. 160D-903. ~~Any tract of land whose purpose includes the production and activities relating to or incidental to the production of crops, grains, fruits, vegetables, ornamental and flowering plants, dairy, livestock, except swine, poultry, and all other forms of agriculture.~~

**Breakaway Wall.** A wall which is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces without causing damage to the elevated portion of the building or supporting foundation system.

**Breezeway.** A roofed passage which connects two buildings (such as a house and a garage).

**Brewery.** A business located in a jurisdiction where the sale of malt beverages is allowed for the manufacturing and selling to someone of the age of twenty-one or older and whom obtains the correct state permit to manufacture and sell malt beverages. The authorization applies to a *Brewery* which sells to consumers at the *Brewery*, to wholesalers, to retailers, and to exporters, fewer than 310,000 gallons of malt beverages produced by the brewery per year.

**Buffer Yard.** A unit of required yard which is a combination of land and physical barriers such as fencing and plant materials which separate various land uses.

**Buildable Area.** The space remaining on a zoning lot after the minimum open-space requirements (coverage, yards, and setbacks) have been met.

**Building.** ~~A structure or part thereof.~~ See *STRUCTURE*. Subject to the restriction of [N.C.G.S. § 160D-706\(b\)](#), ~~A~~any structure used or intended for supporting or sheltering any use or occupancy.

**Building Coverage.** The amount of land covered or permitted to be covered by a building, usually measured in terms of percentage of a lot.

**Building, Detached.** A building having no party or common wall with another building except an accessory building.

**Building Height.** The vertical distance measured from the naturally occurring grade adjacent to a structure to a level plane formed by the highest point (peak) of the structure. In cases where the natural grade varies at corners of a structure, the *Building Height* shall be determined by using the average natural grade at the corners of the structure. The highest point of the structure is generally the ridge of the roof for pitched roof structures and the top surface of a flat roof for flat roof structures but shall also include the highest surface of parapet walls and other structural features.

**Building Inspector/Inspector.** The individual appointed by the BOC to administer and enforce all sections of the North Carolina State Building Codes pertaining to plumbing, electrical systems, general building restrictions and regulations, heating and air conditioning, fire protection, and the construction of buildings.

**Building, Principal.** A building which is constructed for the principal use of the lot where the building is located. See *MAIN BUILDING*.

**Building Setback Line, Front.** A line establishing the minimum allowable distance between the nearest portion of any building and the street right-of-way line when measured perpendicularly thereto; or, on a flag lot, a line establishing the minimum allowable distance between the nearest portion of any building and the interior lot line most parallel to and nearest the street from which access is obtained.

**Building Setback Line, Rear.** A line establishing the minimum allowable distance between the nearest portion of any building and the rear boundary line of a lot when measured perpendicularly thereto.

**Building Setback Line, Side.** A line establishing the minimum allowable distance between the nearest portion of any building and the side boundary line of a lot when measured perpendicularly thereto.

**Bulk Storage of Petroleum Liquids and Other Flammable Materials.** The storage above ground, in open or closed tanks or barrels, or any variety of pressurized containers in excess of one thousand, two hundred gallons.

**Built Opaque Fence or Wall.** A vertical structure at least six feet (6') in height constructed of cedar, masonry, redwood, or pressure treated lumber (resistant to rot) which is completely impenetrable by light. Fence installation should be consistent with acceptable building practices.

**Business.** A *Business* is an organization designed to provide goods, services, or both to consumers and may include a trade, occupation, profession, or franchise taxed under this Ordinance. A *Business* is seasonal in nature when it is conducted for six months out of the year or less.

**Business Office.** See *OFFICE: BUSINESS*.

## C

~~**CAMA Land-Use Planning.** A land use plan which serves as a community's blueprint for growth. These plans are the fundamental element of coastal management in North Carolina. The Coastal Area Management Act (CAMA) requires each of the twenty coastal counties to have a local land-use plan in accordance with guidelines established by the Coastal Resources Commission.~~

**Canopy Cover.** The crown branch area of a tree measured in square feet after ten years from installation as specified in this Ordinance.

**Carport.** A roof projecting from the side of a building which can be used to shelter a car and must have at least three open sides.

**Cellular Communication Tower.** See *TELECOMMUNICATION TOWER*.

**Cemetery/Graveyard.** An area set aside as a burial ground.

**Certificate of Appropriateness.** An official permit received by a property owner or their designee indicating a proposed change or action has been reviewed and approved by the BHPC, or when authorized, by the Director of the Planning and Inspections Department, for congruency with the special characteristics of the historic district or historic landmark and for consistency with the historic district [guidelines](#) standards.



**Certificate of Compliance.** An official certification indicating a structure or premise conforms to provisions of this Ordinance and/or the North Carolina State Building Codes and may be used or occupied.

**Certificate of Occupancy.** A Certificate of Compliance.

**Chemical Storage Facility.** A building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive product.

**Child Care Facility.** See *DAY CARE CENTER*.

**Circulation Area.** The portion of the VAA used for access to parking or loading areas or other facilities on the lot. Essentially, driveways and other maneuvering areas (other than parking or aisles) comprise the circulation area.

**Clinic.** A facility in which persons not bedridden are diagnosed or treated including doctor's offices.

**Cluster Development.** Generally refers to a development pattern, for residential, commercial, industrial, institutional, or combinations of such uses, in which the uses are grouped or "clustered" through a density transfer, rather than spread equally throughout a parcel as in conventional lot-by-lot development. The ordinance may authorize such development by permitting smaller lot sizes if a specified portion of the land is kept in permanent open space either through public dedication or through creation of a homeowners association.

**Coastal High Hazard Area.** A special flood hazard area extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on a FIRM, or other adopted flood map.

**Code, This Code, or This Code or Ordinance, This Ordinance.** This refers to this Ordinance as modified by amendment, revision and adoption of new chapters or sections.

**Commercial Vehicles.** Vehicles which the driver is required to have a United States Commercial Driver's License in order to operate.

**Community Docking Facility, Major.** A private nonprofit boating facility including a dock, pier, and/or launching ramp on property which has water frontage, the use of which is intended to serve eleven or more residential lots or units, to include any private nonprofit boating facility, dock, pier, and/or launching ramp. The right to use such facility must be conferred by an easement appurtenant to the residential lot it is intended to serve.

**Community Docking Facility, Minor.** A private nonprofit boating facility including a dock and/or pier on property which has water frontage, the use of which is intended to serve ten or less residential lots or units. The right to use such facility must be conferred by an easement appurtenant to the residential lot it is intended to serve.

**Companion District.** Each district in this Ordinance includes a companion conditional zoning district (e.g. RS-5 has RS-5/CZ). See section 27 of this Ordinance.

**Comprehensive Bicycle Plan for the Town of Beaufort.** The official bicycle plan for the Town which is cited within this Ordinance. It has been adopted by the BOC and may be amended from time to time. A copy of the plan is on the Town’s website and at Town Hall.

**CAMA Comprehensive plan.** The comprehensive plan, land-use plan, small area plans, neighborhood plans, transportation plan, capital improvement plan, and any other plans regarding land use and development that have been officially adopted by the BOC. Such plans shall be reasonably maintained, coordinated with the Coastal Area Management Act (CAMA) and adopted and updated through a legislative decision by the Board of Commissioners.

~~**Conditional Use.** See SPECIAL USE.~~

~~**Conditional Zoning.** Per N.C.G.S. § 160D-102, a legislative zoning map amendment with site-specific conditions incorporated into the zoning map. An owner/applicant initiated zoning map amendment that adds site specific standards and conditions to the rezoning. Conditional Zonings are legislative and do not require a special use/conditional use permit.~~

**Condominium Development.** A project consisting of three or more condominium units in one or more multi-unit buildings designed, developed, and constructed for unit ownership, in accordance with N.C.G.S. 47A or 47C.

**Condominium, Residential.** An enclosed residential space under single ownership consisting of one or more rooms occupying all or part of a floor or floors in a building in a multi-unit structure with common areas and facilities. Said space may include areas such as garage space, storage space, and balcony, terrace, and/or patio space. A *Condominium* shall have direct access to a public right-of-way or full access to a common space connected to a right-of-way. Each condominium unit shall be separated by a fire wall as specified in the N.C. State Building Codes.

**Condominium, Nonresidential.** An enclosed nonresidential space designed for offices and the operation of any industry or business, or for any other type of nonresidential independent use under single ownership consisting of one or more rooms occupying all or part of a floor or floors in a building in a multi-unit structure with common areas and facilities.

**Construction Vehicles and Equipment.** This shall include bulldozers, backhoes, tractors, hydraulic lifts, septic tank pumping trucks, earth moving machinery, construction machinery, and all other such related equipment.

**Contractor, Building or Sub-Contractor.** One who is engaged in one or more aspects of building construction and/or land development through legal agreement.

**Convenient Food Store.** A retail store designated and stocked to sell primarily food, beverages, gasoline, and household items.

**Conventional Zoning District.** Zoning districts, in which a variety of uses are allowed as permitted uses or uses by right and that may also include uses permitted only with a special use permit.

~~**Core Land Use Plan, Town of Beaufort.** The plan used by the Town to determine the appropriate land use for property. It has been adopted by the BOC and may be amended from time to time. A copy of the plan can be found in Town Hall.~~

**Corner Lot.** See *LOT*.

**County.** This shall mean “Carteret County,” whether for the tax office or other areas or services provided by the county or the county government.

**Covenant.** A private legal restriction on the use of land contained in the deed to the property or otherwise formally recorded.

**Coverage.** An area determined in square footage.

**Crematoriums.** See *MORTUARIES/FUNERAL HOMES/CREMATORIUMS*.

**Crown (trees).** The *Crown* of a plant refers to the totality of the plant's aboveground parts, including stems, leaves, and reproductive structures. A plant canopy consists of one or more plant crowns growing in a given area. The *Crown* of a woody plant (tree, shrub) is the branches, leaves, and reproductive structures extending from the trunk or main stems.

**Cupola.** A structure or dome covering a circular or polygonal area on a roof.

## D

**Damage (as relevant to trees).** Any action to destroy, remove, relocate, or otherwise inflict harm or injury to a tree. *Damage* shall include any act causing injury to the root system or other parts of a tree including excessive watering, burning, applying toxic substances, operating equipment or machinery within the drip line, paving or excavating within the drip line, changing the natural grade or trenching within the drip line, or any act of similar nature.

**Dance Halls, Discotheques, Night Clubs.** Any place established primarily for the provision of entertainment of dancing to live or recorded music and wherein alcoholic beverages may or may not be sold or consumed.

**Day Care Center, Child Care Facilities, Family Childcare Home, Nurseries, Pre-School.** A program or arrangement where at any one time children receive child care as defined by N.C.G.S. 110-86(2).

**Decibel.** A unit for expressing relative difference in power or loudness.

**Deciduous Trees.** Deciduous is typically used in reference to trees or shrubs who lose their leaves seasonally, and to the shedding of other plant structures such as petals after flowering or fruit when ripe.

**Decision-making Board.** Per N.C.G.S. §160D-102, ~~Aa~~ governing board, planning board, board of adjustment, historic district board, or other board assigned to make quasi-judicial decisions under N.C.-G.S. §160D.

**Dedication.** A gift by the owner, or a right to use land for a specified purpose or purposes. Because a transfer of property rights is entailed, *Dedication* must be made by written instrument and completed with an acceptance.

**Demolition.** The complete destruction or removal of a structure or object or removal of more than fifty percent (50%) of the perimeter walls.

**Density.** The average number of families, persons, or housing units allowed per unit of land. *Density* is usually expressed “per acre.” The control of density is one of the basic purposes of zoning.

**Design Capacity.** The maximum occupancy as determined by the Town’s Fire Department and Building Inspector.

**Design ~~Guidelines~~–Standards for the Beaufort Historic District & Landmarks or Historic District ~~Guidelines~~–Standards.** A document adopted as the guideline for the Town’s BHPC. This document is available at Town Hall and on the Town’s website and may be amended from time to time.

**Deteriorated.** A dwelling unfit for human habitation which can be repaired, altered, or improved to comply with all of the minimum standards established by this Ordinance at a cost not in excess of fifty percent (50%) of its value.

**Determination.** Per N.C.G.S. §160D-102, a written, final and binding order, requirement, or determination regarding an administrative decision.

**Developer.** A person, including a governmental agency or redevelopment authority, who undertakes any development and who is the landowner of the property to be developed or who has been authorized by the landowner to undertake development on that property.

**Development.** Per N.C.G.S. §160D-102, the construction, erection, alteration, enlargement, renovation, substantial repair, movement to another site, or demolition of any structure; (b) Excavation, grading, filling, clearing, or alteration of land; (c) The subdivision of land as defined in N.C.G.S. §160D-802; or (d) The initiation or substantial change in the use of land or the intensity of use of land. ~~Any man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials which is to be done pursuant to a zoning permit, special-use permit, or sign permit.~~

**Development approval.** An administrative or quasi-judicial approval made pursuant to N.C.G.S. §160D that is written and that is required prior to commencing development or undertaking a specific activity, project or development proposal. Development approvals include, but are not limited to, zoning permits, site plan approvals, special use permits, variances, and certificates of appropriateness. ~~The term also includes all other regulatory approvals required by refulations~~

~~adopted pursuant to G.S. §160D, including plat approvals, permits issued, development agreements entered into, and building permits issued.~~

*Development Regulation:* Per N.C.G.S. §160D-102, Aa unified development ordinance, zoning regulation, subdivision regulation, erosion and sediment control regulation, floodplain or flood damage prevention regulation, mountain ridge protection regulation, stormwater control regulation, wireless telecommunication facility regulation, historic preservation or landmark regulation, housing code, State Building Code enforcement, or any other regulation adopted pursuant to N.C.G.S. §160D or a local act or charter that regulates land use or development.

***Development Impact Area.*** The portion(s) of the lot being considered for improvements at the time development plans are submitted for review to the Town's Planning and Inspections Department.

***Development Impact Fees.*** A fee imposed on homeowners, builders and/or developers to pay for the costs to the community of providing services to a new single property and/or to a new development project.

***Diameter Breast Height.*** The *Diameter Breast Height* (DBH) is a standard method of expressing the diameter of the trunk or bole of a standing tree. It is the diameter of the trunk of a tree at four feet six inches (4'6") above ground level (on the uphill side of the tree if the ground is not level). This has traditionally been the "sweet spot" on a tree where measurements are taken and a multitude of calculations are made to determine things like growth, volume, yield, and forest potential.

***Dilapidated.*** A dwelling unfit for human habitation which cannot be repaired, altered, or improved to comply with all of the minimum standards established by this Ordinance at a cost not in excess of fifty percent (50%) of its value.

***Dimensional Nonconformity.*** See *NONCONFORMITY, DIMENSIONAL*.

***Director of the Planning and Inspections Department.*** The head of the Beaufort Planning and Inspections Department, or his/her designee. The *Director of the Planning and Inspections Department* may be referred to herein as the *Planning Director*, the *Director*, the *Town Planner*, or the *Zoning Administrator*.

***Discharge.*** The amount of water which passes a point in a given period of time.

***Display.*** An eye-catching arrangement by which something is exhibited. This includes signs of all varieties, window exhibits, and placement of articles for retail in view of the public. This definition does not include automobiles, boats and boat trailers, and manufactured homes.

***Dock, Residential Boat.*** A fixed structure (including floating platforms attached to pilings) in or extending into riparian waters providing for the docking or mooring of boats such as provided herein, or for swimming, fishing, or viewing nature. This structure is primarily intended for the private personal use of the owner(s) or occupants(s) of the residential dwelling(s) located on a



riparian lot. Appurtenant pilings are included as a part of a *Residential Boat Dock*. “Pier” is another term for a *Residential Boat Dock*.

**Dormitory.** A residence hall providing rooms for individuals or groups.

**Double Frontage or Through Lot.** See *LOT*.

**Down-Zoning.** A change in the zoning classification of land to a classification permitting development less intensive or dense, such as multi-family to single-family or from commercial or industrial to residential. A change in the opposite direction is called up-zoning.

**Driveway.** Every entrance and/or use for vehicular traffic to and from a property fronting a public or private right-of-way.

**Driveway Width.** The narrowest width of a driveway measured parallel with the edge of the traveled way.

**Dry Slip.** The storage space for a single boat on the upland of a marina. In a boat storage lot, each two hundred fifty square feet (250 ft.<sup>2</sup>) shall be deemed one *Dry Slip*. Where boats are stored on vertical racks, each slot for the storage of a boat is deemed one *Dry Slip*.

**Duplex.** See *RESIDENCE, DUPLEX*.

**Dwelling.** Subject to the restriction of N.C.G.S. § 160D-706(b), any building, structure, manufactured home or mobile home, or part thereof, used and occupied for human habitation or intended to be so used, and includes any outhouses and appurtenances belonging thereto or usually enjoyed therewith, except for purposes of N.C.G.S. 160D, -Article 12 it does not include any manufactured home, mobile home, or recreational vehicle, if used solely for a seasonal vacation purpose. Any building that contains one or two dwelling units used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are equipped for living purposes. structure, or manufactured home or part thereof, used and occupied for human habitation.

**Dwelling, Multi-Family.** Any building or portion thereof which is designed, built, rented, leased, let, or hired out to be occupied by more than two families, containing three or more dwelling units. This includes all dwelling units which are enclosed within the building or attached to it by common floors or walls (even the wall of an attached garage or porch). Such units include, but are not limited to, apartments, lofts, and the like.

**Dwelling, Single-Family.** A single independent housekeeping unit with sanitation, living, dining, sleeping, and kitchen facilities designed for or used as a permanent residence for one or more persons whether or not attached to other such residences.

**Dwelling Unit.** Subject to the restriction of N.C.G.S. § 160D-706(b), Any room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking, and eating. A a single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

## E

**Easement.** A right given by the owner of land to another party for specific limited use of this land.

**Egress.** The means of going out, exiting.

**Elevated Building.** A non-basement building which has its reference level raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

**Elevation.** The height to which something is elevated above sea level.

**Emergency Work.** Any work performed for the purposes of preventing or alleviating physical trauma or property damage threatened or caused by an existing or imminent peril.

**Eminent Domain.** The legal right of government to acquire or “take” private property for public use or public purpose upon paying just compensation to the owner.

**Encroachment.** The advance or infringement of uses, fill, excavation, buildings, permanent structures or development onto a neighboring property.

**Erect.** Build, construct, rebuild, or reconstruct as the same are commonly defined.

**Essential Site Improvements.** Any construction or reconstruction of site development features required by any local, state, or federal regulations, ordinances or laws, such as underground drainage, off-street parking, driveways, retention areas, or similar improvements required for the intended use of the site

**Evidentiary Hearing.** Per N.C.G.S. § 160D-102, Aa hearing to gather competent, material, and substantial evidence in order to make findings for a quasi-judicial decision required by a development regulation adopted under N.C.G.S. § 160D.

**Exceptional Specimen Tree/Exceptional Tree/Specimen Trees.** Any tree which is determined by the BOC or their designee(s) to be of unique and intrinsic value to the general public because of any of the following:

- A) Exceptional size.
- B) Age.
- C) Unique Location.
- D) Historic association.
- E) Ecological value.

It further includes any tree designated a Carteret County Champion (tree) by the County Tree Awareness Group.

**Existing Manufactured or Mobile Home Park.** A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is pre-firm.

***Ex-Parte Communication.*** Some form of contact between one party to a proceeding, e.g., an applicant for a permit or an appellant, and a public official with some responsibility for making the decision, occurring outside the formal decision-making process.

***Expenditure.*** A sum of money paid out in return for some benefit or to fulfill some obligation. Whenever the term is used hereafter, it also includes binding, contractual commitments to make future expenditures as well as any other substantial changes in position.

***Extraterritorial Jurisdiction Zoning.*** Authority granted to a locality to exercise zoning powers for a specified distance outside its boundaries as described in N.C.G.S. ~~160A-360~~ [160D-202](#). It is intended to protect activities on the edge of communities from being encroached on by incompatible adjacent uses.

***Extermination.*** The control and termination of insects, rodents, or other pests by eliminating their harborage places and by removing or making inaccessible materials which may serve as their food and by poisoning, spraying, fumigating, or trapping or by any other recognized and legal pest elimination method.

## F

***Fabrication.*** Manufacturing, excluding the refining or other initial processing of basic raw materials such as metal ores, lumber, or rubber. *Fabrication* relates to stamping, cutting, or otherwise shaping the processed materials into useful objects.

***Familial relationship.*** [For purposes of conflicts of interest per N.C.G.S. § 160D-109, a close familial relationship means a spouse, parent, child, brother, sister, grandparent, or grandchild. This term includes the step, half, and in-law relationships.](#)

***Family.*** Any number of persons related by blood, adoption, or marriage, or not to exceed four persons not so related, living together in a dwelling unit as a single housekeeping entity.

***Family Care Home.*** As defined in N.C.G.S. 131D-2.1 (9), an adult care home with two to six residents. The structure of a *Family Care Home* may be no more than two stories high, and none of the aged or physically disabled persons being served there may be housed in the upper story without provision for two direct exterior ground-level accesses to the upper story.

***Family Childcare Home.*** See *DAY CARE CENTER*.

***Farmer's Market/Produce Stand.*** Individual vendors, mostly farmers, who set up booths, tables, or stands, outdoors or indoors, to sell produce, meat products, fruits, and sometimes prepared foods and beverages.

***Financial Institution.*** A banking corporation, trust company, savings and loan association, or other loan association, credit union, or other entity principally engaged in the business of lending funds, investing funds, or receiving or soliciting money on deposit.

**Findings (of Fact).** A determination or conclusion based on the evidence presented and prepared by a hearings body in support of its decision. When it presents its decision, the body is often required to demonstrate in writing the facts presented in evidence to support its decision in conformance with the law.

**FIRM.** Flood Insurance Rate Map. An official map of a community on which the Federal Emergency Management Agency (FEMA) has delineated both the Special Flood Hazard Areas and the risk premium zones applicable to the community.

**Flag Lot.** See *LOT*.

**Flex Space.** Establishments engaged in the repair or servicing of agriculture, industrial, business, or consumer machinery, equipment, products, or by-products. Firms providing these services do so by mainly offering centralized services for separate retail outlets. Contractors and building maintenance services and similar uses perform services off-site. Few customers, especially the general public, come to this site. Accessory activities may include retail sales, offices, parking, and storage.

**Flood or Flooding.** A general and temporary condition of partial or complete inundation of normally dry land areas from the overflow of inland or tidal waters, and the unusual and rapid accumulation of runoff of surface waters from any source.

**Flood Insurance.** Insurance coverage provided under the National Flood Insurance Program.

**Floor Area.** The total area of all enclosed habitable space in a building or structure including basements, mezzanines, upper floors, but exclusive of stairways and elevator shafts. *Floor Area* does include separate service facilities outside the main building such as boiler rooms and maintenance shops.

**Floor Area Ratio.** The *Floor Area Ratio* is the quotient obtained by dividing the gross floor area of all of the structures on the lot by the area of the lot.

**Freeboard.** The additional amount of height added to the base flood elevation to account for uncertainties such as waves, debris, miscalculations, or the lack of data, in the determination of flood elevations. The Town has adopted this to mean the base flood elevation plus one foot.

**Front.** A building *Front* shall either be the side of the structure which runs parallel with the street right-of-way or the side of the structure on which the primary entrance is located. No structure may have more than one *Front*.

**Front Yard.** See *YARD, FRONT*.

**Frontage.** All property abutting on one side of a street.

**Functionally Dependent Facility.** A facility which cannot be used for its intended purpose unless it is located in close proximity to water, such as a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include long-term storage, manufacture, sales, or service facilities.

**Funeral Homes.** See *MORTUARIES/FUNERAL HOMES/CREMATORIUMS*.

## G

**Garage, Private Detached.** A structure or space used as an accessory to or a part of a main structure permitted in any residential district, and providing for the storage of one or more motor vehicles and in which no business, occupation, or service for profit is in any way conducted.

**Garage, Public.** A structure or space used as an accessory to the main part of a building and/or an establishment in which a business is operated for the repair of motor vehicles. Such establishments may serve anyone in the public sector and shall obtain a Town privilege license in order to conduct business within the Town limits.

**Garage, Storage.** Any building or premises, other than a private garage or public garage, used exclusively for parking or storage of motor vehicles.

**Gas/Service Station.** A building or lot where gasoline, oil, greases, and accessories are supplied, stored, and dispensed to motor vehicles. A gas station can also be where batteries, tires, gasoline, and other similar services are rendered. Fuel storage shall only be for on-site retail sales.

**Governing Board:** Per [N.C.G.S. 160D-102](#), the [Town of Beaufort Board of Commissioners](#).

**Grade, Existing.** The surface of the ground or pavement at a stated location as it exists before disturbance in preparation for a project regulated by this Ordinance.

**Grade, Finished.** The elevation of the surface of the ground, prior to any development, adjoining the building at the completion of a project regulated by this Ordinance. Where the finished grade is below the level of the existing grade, the existing grade shall be used for this purpose.

**Grade, Naturally Occurring.** See *NATURALLY OCCURRING GRADE*.

**Grade, Street.** The top of the curb or the top of the edge of the pavement or traveled way where no curb exists.

**Graveyard.** See *CEMETARY/GRAVEYARD*.

**Gross Floor Area.** The total area of a building measured by taking the outside dimensions of the building at each floor level intended for occupancy or storage.

**Group Home.** See *ADULT CARE HOME*.

**Growing Season.** The period from April to October of each calendar year.

## H



**Habitable Room.** A room or enclosed floor space used or intended to be used for living, sleeping, cooking, or eating purposes, excluding bathrooms, water closet compartments, laundries, pantries, foyers, or communicating corridors, closets and storage spaces

**Handicapped.** Any person who has physical disability which requires the use of a wheelchair, braces, walkers or crutches, and/or any person who is severely restricted in mobility, and/or any person who is visually impaired, as defined by N.C.G.S. 111-11, certified by a licensed ophthalmologist, optometrist or the state division of services for the blind.

**Handicapped Parking Privileges.** Any person who falls within the definition of handicapped shall be allowed to park in spaces designated for handicapped parking and in parking zones restricted as to length of time parking provided this Ordinance shall have no application to those zones or during times in which the parking, stopping or standing of all vehicles is prohibited or which are reserved for special types of vehicles. As a condition to this privilege granted the handicapped herein, the vehicle shall display a distinguishing license plate or placard which shall be issued for vehicles registered to the handicapped person and such license plate or placard shall meet the requirements of N.C.G.S. 20-37(6). When a special license plate for the handicapped is attached to the motor vehicle, or when a placard as authorized by N.C.G.S. 20-37(6) is displayed on the dashboard of the vehicle, all parking rights and privileges extended to vehicles displaying license plates or placards shall apply.

**Handicapped Parking Privileges Enforcement.** It shall be unlawful for any person:

- A) To park or leave standing any vehicle in a space designated for handicapped or visually impaired persons when the vehicle does not display the distinguishing license plate or placard as provided in this section;
- B) For any person not qualifying for the rights and privileges extended to handicapped or visually impaired persons under this section to exercise or attempt to exercise such rights or privileges by the unauthorized use of a distinguishing license plate or placard issued pursuant to N.C.G.S. 20-37(6); and,
- C) To park or leave standing any vehicle so as to obstruct a curb ramp or curb cut for handicapped persons, as provided for by the North Carolina State Building Codes or as designated in N.C.G.S. 136-44.14.

**Hazardous Waste Management Facility.** A facility for the collection, storage, processing, treatment, recycling, recovery, or disposal of hazardous waste as defined in N.C.G.S. 130A-9.

**Height Regulations.** Zoning regulations which limit the maximum height of buildings within any particular zoning district.

**Highway.** A general term denoting a public way for the purpose of vehicular traffic, including the entire area within the right-of-way.

**Historic Commission or the Beaufort Historic Preservation Commission.** A board appointed by the BOC, with a knowledge and interest in historical preservation. The board reviews and regulates certain changes in the locally designated historic district and locally designated landmarks including buildings and their settings, new construction, demolitions, major landscaping, tree removal, and signs. The board references their [guidelines](#), standards, *Design*

*Guidelines-Standards for the Beaufort Historic District & Landmarks*, in order to make findings on applications within the historic district. See *CERTIFICATE OF APPROPRIATENESS* and *MINOR WORKS*.

**Historic Structure.** Any structure which is either:

- A) Listed individually in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register;
- B) Certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- C) Individually listed on a State inventory of historic places;
- D) Individually listed as a local landmark;
- E) There is also a presumption any structure in the Beaufort Historic District which is more than 50 years old is a *Historic Structure*. However, the BHPC shall have the authority to determine any such structure is not a *Historic Structure* if it would not meet the criteria for listing on the National Register of Historic Places, or the state inventory of historic places, or for designation as a local historic landmark..

**Homeless Shelter or Mission.** A facility providing temporary housing for one or more individuals who are otherwise homeless.

**Home Care Unit.** A facility meeting all the requirements of the State of North Carolina for boarding and care of not more than five persons who are not critically ill and do not need professional medical attention; to include homes for the aged.

**Home Occupation.** An accessory use of a dwelling unit for gainful employment by the practice of a profession or occupation, the creation or assembly of goods, and the sales and repair of goods created or assembled on the premises. A *Home Occupation* must be incidental to the primary use of the building as a residence.

**Horses.** Any riding animal other than livestock as defined in the Town Code including horses and ponies.

**Hospital.** A building or complex of buildings wherein medical services are provided on an out-patient basis and overnight room and board basis and wherein the sick and injured are given medical and/or surgical care.

**Hotel, Motel.** As defined in N.C.G.S. 18B-1000 (4), an establishment substantially engaged in the business of furnishing lodging. A hotel shall have a restaurant either on or closely associated with the premises. The restaurant and hotel need not be owned or operated by the same person.

**House.**

- A) A dwelling, building or other structure in excess of twelve feet (12') in width.
- B) The term *House* shall not include manufactured homes of any size, boats, and similar structures capable of being moved on a semitrailer having a maximum length of fifty feet (50') and which can reasonably be expected to safely proceed on and over the public streets of the Town at a speed of twenty miles per hour or more.

**Household.** One or more persons living together as a single housekeeping unit.

## I

**Increased Noise Potential Zone.** This zone extends outward of one thousand, two hundred feet (1,200') from the centerline of each runway at the Michael J. Smith Field.

**Infestation.** The presence within or around a dwelling of any insects, rodents, or other pests.

**Ingress.** A going in or entering.

**Impact Analysis.** The process of evaluating a proposal's expected impact on its surroundings or community.

**Impervious Surface.** Those surfaces which do not absorb water, such as buildings, parking areas (including gravel), driveways (including gravel), roads, sidewalks, and any area of concrete or asphalt unless specifically engineered to be pervious.

**Impervious Surface Ratio.** A measure of the intensity of land use which is determined by dividing the total area of all impervious surfaces on the lot by the development impact area as defined (excluding wetlands and areas within flood plains).

**Impervious Surface Intensity.** A measure of the intensity of a proposed development based on its impervious surface ratio (ISR).

**Improved Space.** The properly graded, graveled, or paved portion of a site dedicated for parking.

**Improvements.** The addition of any building, accessory building, parking area, loading area, fence, wall, hedge, lawn, or mass planting (except to prevent soil erosion) to a lot or parcel of property.

**Inn.** See *BED AND BREAKFAST*

**Inspector/Building Inspector.** See *BUILDING INSPECTOR*.

**Intensity.** The degree to which land is used.

**Intensive Use.** A use which will have a greater impact on the surrounding areas than the previous use including activities which generate more traffic or service deliveries, require more employees, or utilize more square footage than the previous use existing on the site.

**Interior Lot.** See *LOT*.

## J

**Junk.** Dilapidated furniture, appliances, machinery, equipment, building materials, vehicles, or unusable items which are either wholly or partially rusted, wrecked, junked, dismantled, disassembled, or inoperable.

**Junk Motor Vehicle.** As authorized and defined in N.C.G.S. 160A-303.2.

**Junkyard.** The use of any portion of any lot for the open or visible storage, keeping, or abandonment of junk, including scrap metals, or other materials, or for the dismantling, demolition or abandonment of automobiles or other vehicles or machinery or parts thereof.

## K

**Kennel.** A facility where animals/pets are housed temporarily for a fee. Other services such as grooming and training may be offered; however, this term does not include a facility which houses lost, homeless, or abandoned animals on a permanent basis.

## L

**Landscape Plan.** A schematic plan, drawn to scale, which shows the design of landscaping requirements for specific properties in the planning and development regulation planning jurisdiction. Guidelines for such plan are included in sections 14 and 15 of this Ordinance.

**Landscaping.** Includes the planting and maintaining of any combination of trees, shrubs, vines, ground cover, flowers, lawns, displays of rocks, stone, wood, and/or concrete features, including but not limited to fountains, reflecting pools, art work, screens and benches. Requirements for such plantings can be found in sections 14 and 15 of this Ordinance.

**Landowner or owner.** The holder of the title in fee simple. Absent evidence to the contrary, the town of Beaufort, may rely on Carteret County tax records to determine who is a landowner. The landowner may authorize a person holding a valid option, lease, or contract to purchase, to act as

his or her agent or representative for the purpose of making applications for development approvals.

**Legislative decision.** The adoption, amendment, or repeal of a regulation under N.C.G.S. § 160D. It also includes the decision to approve, amend, or rescind a development agreement consistent with G.S. § 160D, Article 10.

**Legislative hearing.** A hearing to solicit public comment on a proposed legislative decision.

**Loading and Unloading Area.** A berth primarily used for providing an area for standing and loading and/or unloading operations for certain types of vehicles.

**Lot.** A distinct parcel of land with defined boundaries. For the purpose of this Ordinance, the word *Lot* shall be taken to mean any number of contiguous lots or portions thereof, upon which one or more main structures for a single use are erected.

- A) **Lot, Corner.** A lot abutting upon two or more streets at their intersection(s). The street line forming the least frontage shall be deemed the front of the lot except where the two street lines are equal in which case, the owner shall be required to specify which street is the front when requesting a building permit.
- B) **Lot, Double Frontage.** An interior lot with frontage on more than one street. A lot fronting on a street on one side and a private ingress-egress easement on the other side shall be considered a double frontage lot even if the lot does not have ingress-egress from the private easement.
- C) **Lot, Flag or Corridor.** An irregularly shaped lot where the buildable portion of the lot is connected to its street frontage by an access corridor of the lot which does not meet the minimum lot width and street frontage standards as specified in the zoning district in which the lot is located. As used in this Ordinance, the term “access corridor” in connection with a *Flag Lot* shall mean the portion of a *Flag Lot* between the street onto which the lot has access and the point where the lot dimension parallel to the street first equals or exceeds the minimum lot width specified by the zoning district regulations.
- D) **Lot, Front Footage.** The lot width measured on the street right-of way line.
- E) **Lot, Interior.** A lot bound by a street on only one side; any lot other than a corner lot.
- F) **Lot, Substandard.** A lot which met all minimum legal requirements for a lot when created but which, as a result of changes in law, no longer meets all such requirements.
- G) **Lot Coverage.** *Lot Coverage* is the ground area of a lot which is encompassed by the exterior foundation limits, including any supports of a building or other covered or enclosed structure; impervious surfaces comprising of but not limited to parking areas, driveways, exterior storage areas, and storm water detention structures shall be included under this definition.



- H) **Lot Depth.** The depth of a lot for the purpose of this Ordinance, is the distance measured in the main direction of the side lines of the lot from the midpoint of the front lot line to the midpoint of the opposite main rear line of lot.

**Lot Line or Property Line.** A recorded boundary of a lot. Types of lot lines are as follows:

- A) **Corner Lot Line.** A street lot line which is not a front lot line.
- B) **Front Lot Line.** The shortest line of a lot abutting a street line. The lot lines of a double-frontage lot which abuts street lines shall be front lot lines. When the lot lines of a corner lot, which is abutting street lot lines, are equal or at substantially equal lengths, the *Front Lot Line* shall be determined by the zoning administrator. In determining the *Front Lot Line*, the zoning administrator shall take into consideration the character of the improvements in the neighborhood of the lot, the impact to abutting property owners from the establishment of either of the boundaries as a *Front Lot Line*, the character of the building proposed to be constructed, and the distance which the building is set back from the lines of the two streets which the lot abuts.
- C) **Interior Lot Line.** A lot line not abutting a street.
- D) **Rear Lot Line.** A lot line which is parallel or approximately parallel to the front lot line. Where no lot line is within forty-five degrees (45°) of being parallel to the front lot line, a line ten feet (10') in length within the lot, parallel to and at the maximum possible distance from the front lot line, shall be deemed the *Rear Lot Line* for the purpose of measuring rear yard depth.
- E) **Side Lot Line.** A lot line which is not a front or rear lot line.
- F) **Street Lot Line.** A lot line abutting a street.

**Lot Width.** The distance between side lot lines measured at the building setback line.

**Lowest Floor.** The subfloor, top of slab or grade of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement area is not considered a building's *Lowest Floor* provided such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of the new or amended ordinance.

## M

**Main Building.** The principal building or other structure on a lot or building site designed or used to accommodate the primary use to which the premises are devoted. *Main Building* and *Principal Building* are synonymous terms.

**Manual for Design and Construction of Streets, Water, and Wastewater Systems for the Town of Beaufort.** A document used to implement the standards adopted by the BOC for streets, water

systems, and wastewater systems. This document is cited throughout this Ordinance and may be amended from time to time. A copy of this document may be found at Town Hall or at the Town's Public Works Department.

***Manufactured or Mobile Home.*** As defined in N.C.G.S. 143-145 (7)105-164(3), a structure, transportable in one or more sections, which in the traveling mode is eight body feet or more in width, or 40 body feet or more in length, or, when erected on site, is 320 or more square feet; and which is built on a permanent chassis and designed to be used as a dwelling, with or without permanent foundation when connected to the required utilities, including the plumbing, heating, air conditioning and electrical systems contained therein. "Manufactured home" includes any structure that meets all of the requirements of this subsection except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of HUD and complies with the standards established under the Act. For manufactured homes built before June 15, 1976, "manufactured home" means a portable manufactured housing unit designed for transportation on its own chassis and placement on a temporary or semipermanent foundation having a measurement of over 32 feet in length and over eight feet in width. "Manufactured home" also means a double-wide manufactured home, which is two or more portable manufactured housing units designed for transportation on their own chassis that connect on site for placement on a temporary or semipermanent foundation having a measurement of over 32 feet in length and over eight feet in width. ~~a structure which is designed to be used as a dwelling and is manufactured in accordance with the specifications for manufactured homes issued by HUD. The term "mobile home" is now considered the same as a *Manufactured Home*.~~

***Manufactured or Mobile Home Park.*** A parcel of land on which two or more manufactured homes are located.

***Marina.*** *Marinas* are defined as any publicly or privately owned dock, basin, or wet boat storage facility constructed to accommodate more than ten boats and providing any of the following services: permanent or transient docking spaces, dry storage, fueling facilities, haul-out facilities, and repair service.

***Map, Base.*** A map showing the important natural and man-made features of an area.

***Market Value of Real Property.*** The building value, excluding the land (as agreed to between a willing buyer and seller), as established by what the local real estate market will bear. Market value can be established by independent certified appraisal, replacement cost depreciated by age of the building (actual cash value), or adjusted assessed values.

***Materialman's Lien.*** A type of lien which gives a security interest in property to someone who supplies materials used during work performed on a property.

***Mean Elevation.*** The average height to which something is elevated above sea level.

***Medical Office.*** See *OFFICE: MEDICAL*.

***Messaging Board.*** See *SIGNS*.

**Metes and Bounds.** A system of describing and identifying land by measures (metes) and direction (bounds) from an identifiable point of reference such as a monument or other marker, the corner of intersecting streets, or, in rural areas, a tree or other permanent feature.

**Microbrewery.** A brewery which produces less than 15,000 barrels of beer per year with seventy-five percent (75%) or more of its beer sold off-site.

**Microdistillery.** A distillery that (i) sells to consumers at the distillery, to exporters, to local boards and to private or public agencies or establishments of other states and nations fewer than 10,000 proof gallons of in-house brand spirituous liquors distilled and manufactured by it at the permit holder's distillery per year and (ii) that is either the holder of a distillery permit pursuant to N.C. G.S. § 18B-1105, or is a business located outside the State that is licensed or permitted to Senate PCS 290 page 2, manufacture spirituous liquor in the jurisdiction where the business is located and whose products are lawfully sold in this State.

**Minimum Building Line.** A line located at a minimum horizontal distance from the right-of-way line of a street or road parallel thereto, between which and the right-of-way line, no building or parts of buildings may be erected, altered, or maintained except as otherwise provided herein. The building line is to be located at a point where the lot meets the minimum width required by the zoning regulations.

**Mini-Storage.** A building consisting of individual, small, self-contained units which are leased or owned to hold storage of business and/or household materials or goods.

**Minor Works.** Proposed building and/or site changes which have no discernible impact on the special character of the building, site, and historic district as deemed by the BHPC [guidelines](#) standards. These *Minor Works* items require submittal of a completed COA application but do not require review by the BHPC. Instead a review is completed by the Town's Planning and Inspections Department for consistency with the BHPC standards [guidelines](#).

**Mixed Use (as a Use).** A single structure with the above floors used for residential or office use and the ground floor for retail/commercial or service uses.

**Mixed Use (Zoning).** Zoning which permits a combination of usually separated uses within a single development.

**Mobile Home.** See *MANUFACTURED HOME*.

**Moratorium.** A temporary halting or to sever restrictions on specified development activities.

**Mortuaries/Funeral Homes/Crematoriums.** The provision of services including preparing human remains for burial and arranging and managing funerals. This use does not include cemeteries or graveyards.

**Multi-Family Dwelling.** See *DWELLING, MULTI-FAMILY*.

**Multi-Use Pathways.** See *BICYCLE/BIKE PATH*.

## N

***Naturally Occurring Grade.*** The surface of earth formed by natural forces rather than artificial filling or other acts of man; however, if a property was filled or elevated more than one year prior to the adoption of this Ordinance, its existing surface shall be deemed the *Naturally Occurring Grade* as of the date of the adoption of this Ordinance.

***New Construction.*** Structures for which a building permit or construction permit is issued, or upon which construction actually begins including but not limited to:

- A) Any single-family subdivision, including houses constructed in such subdivision prior to the recording of a final subdivision plat;
- B) Multi-family or nonresidential structure; or
- C) For example, a parking lot, a motor vehicle lot, or a manufactured home sales lot.

***Noise.*** Any sound which annoys or disturbs humans or which causes or tends to cause an adverse psychological effect on humans.

***Noise Abatement Building Requirements.*** See *AIRPORT ENVIRONMENTAL OVERLAY DISTRICT*.

***Nonconforming Building or Development.*** Any existing building or development which fails to comply with the current provisions of the new or amended ordinance.

***Nonconforming Lot.*** A lot existing at the effective date of this Ordinance or any amendment to it and not created for the purpose of evading the restrictions of this Ordinance, which cannot meet the minimum area or lot width requirements of the district where the lot is located.

***Nonconforming Situations.*** A situation which occurs when, on the effective date of this Ordinance or any amendment to it, an existing lot or structure, or use of an existing lot or existing structure, (i) conformed to the land use ordinances of the Town in effect prior to the effective date hereof or the amendment but does not conform to one or more of the regulations contained herein or the amendment applicable to the district where the lot or structure is located, or (ii) or on the effective date of this Ordinance or an amendment to it, was allowed to continue as a *Nonconforming Situation* because of its lawful existence before adoption of a prior land use ordinance. *Nonconforming Situations* are commonly referred to as "grandfathered." Among possibilities, *Nonconforming Situations* may arise because a lot does not meet the minimum size requirements of its zoning district, or because structures do not satisfy the maximum height requirement or the minimum floor space limitation, or because the relationship between existing buildings and the land (in such matters as density and setback requirements) is not in conformity with the Ordinance, or because land or structures are used for purposes made unlawful by this Ordinance.

***Nonconforming Structure.*** A building or structure situated on a lot in such a manner it fails to meet the setback, height, lot coverage, dimensional, or some other requirement of the new or amended ordinance.

**Nonconforming Use.** A use of a structure (either conforming or nonconforming) or land which was legally established and maintained before the adoption of this Ordinance which does not conform to current code provisions governing allowable land uses for the zoning district in which the use is located. This includes uses which do not conform to the land use regulations for the district in which they are located and were established prior to the adoption of this Ordinance, under a use of property variance.

**Nonconformities.** Lots, structures, uses of land and structures, and characteristics of use, which are prohibited under the terms of this Ordinance but were lawful at the date of the Ordinance's enactment. The owners of such lots, structures, and/or uses of land or structures are permitted to continue or they are given time to become conforming.

**Nonconformity, Dimensional.** A nonconforming situation which occurs when the height, size, or minimum floor space of a structure or the relationship between an existing building(s) and other buildings or lot lines do not conform to the regulations applicable to the district where the property is located.

**Nursing Home.** A convalescent facility having beds meeting the requirements of the State of North Carolina for the boarding and care of persons who cannot care for themselves.

## O

**Oath.** An *Oath* is either a statement of fact or a promise (i) calling upon something or someone who the oath maker considers sacred, usually God, as a witness to the binding nature of the promise or the truth of the statement of fact, or (ii) the statement or information given is true under penalty of perjury. To swear is to take an *Oath*, to make a solemn vow. By law, an affirmation may be substituted for an *Oath*, and in those cases the words "swear" and "sworn" shall be equivalent to the words "affirm" and "affirmed."

**Occupy.** To live in. To reside in as an owner or tenant.

**Occupant.** See *RESIDENT*.

**Occupancy Permit.** A certificate of compliance and/or a zoning permit issued by the Planning and Inspections Department establishing the legal requirements for the occupation of a structure have been met.

**Official Maps or Plans.** Any map or plan officially adopted by the BOC as a guide to the development of the Town of Beaufort.

**Office.** A place where a business is transacted or a service is supplied.

**Office: Business.** An office with no stock or merchandise on premise for sale to the general public. Operations and services are primarily conducted and concluded by means of written, verbal, or mechanically reproduced communications material.



**Office: Medical.** The office of a doctor, dentist, osteopath, chiropractor, optometrist or other medically oriented profession in which medical services are provided.

**Office: Professional.** Offices where services are provided that require specialized training for professional certification including but not limited to accountant, appraiser, attorney, architect, engineer, and surveyor. No stock or merchandise is sold on site.

**Office: Small Business.** An office which administrative functions are performed in support of a small business as defined in this Ordinance.

**Open Space.** In urban planning, *Open Space* may refer to:

- A) Landscape – areas of land without human-built structures.
- B) Open space reserve – areas of protected or conserved land on which development is indefinitely set aside.
- C) Urban open space – urban areas of protected or conserved land on which development is indefinitely set aside.
- D) Greenway (landscape) – a linear chain of open space reserves or a recreational corridor through the same.
- E) Public space – areas left open for the use of the public, such as a piazza, plaza, park, and courtyard.

**Open Storage.** An unroofed storage area, whether enclosed by fence or not.

**Ordinance.** The map and text adopted by the Town’s BOC commonly known as the “*Land Development Ordinance for the Town of Beaufort;*” and any revisions to such *Ordinance* as approved and adopted by the BOC.

**Outdoor Storage.** The keeping of any goods, junk, material, merchandise, or vehicles in the same place (yard) for a period of more than twenty-four hours in an unroofed area or any type of shed which does not have four sides.

**Overlay ~~Districts/Zones~~Zoning District.** A zoning district in which different requirements are imposed on certain properties within one or more underlying conventional, conditional, or form-based districts. A set of zoning requirements in the Ordinance which are in addition to those of the underlying district. Development of the Overlay District must conform to the requirements of both zoning districts or the more restrictive of the two.

**Owner.** Any person or entity who, alone or jointly or severally with others, shall:

- A) Have title to any dwelling or dwelling unit and/or land, with or without accompanying actual possession thereof; or
- B) Have charge, care or control of any dwelling or dwelling unit, as *Owner* or designee of the owner, or as executor, executrix, administrator, administratrix, trustee, or guardian of the estate of the *Owner*. Any such person thus representing the actual *Owner* shall be bound to comply with the provisions of this Ordinance, and of rules and regulations adapted pursuant to this Ordinance, to the same extent as if he or she were the *Owner*.

## P

**Parcel.** A lot or contiguous group of lots under single control and usually considered a unit for the purposes of development.

**Park.** A recreation area of public or private ownership operated for the convenience and recreation of the public, containing facilities as the owning public or private agency shall see fit.

**Parking Area Aisles.** The portion of the VAA consisting of lanes providing access to parking spaces.

**Parking Lot.** An area or plot of land used for the storage or parking of vehicles.

**Parking Space.** A portion of the VAA designated for the parking of one vehicle and meeting the Town's dimensional requirements.

**Parties in Interest/Parties of Interest.** Individuals, associations, and corporations who have interests in a dwelling and/or land and any who are in possession thereof.

**Patio.** A court or terrace, often paved which is open to the sky and adjoins a dwelling.

**Permeable.** Capable of being permeated; penetrable; having pores or openings which allow liquids or gases to pass through often in reference to parking and storm water.

**Permitted Use.** A use by right which is specifically authorized in a particular zoning district.

**Persons with Disabilities.** A *Person with Disabilities*, as defined in N.C.G.S. 168-21 (2), means a person with a temporary or permanent physical, emotional, or mental disability including but not limited to mental retardation, cerebral palsy, epilepsy, autism, hearing and sight impairments, emotional disturbances, and orthopedic impairments but not including any mentally ill persons who are dangerous to others as defined in N.C.G.S. 122C-3(11b).

**Pervious.** Accessible; permeable. See *PERMEABLE*.

**Phased Development.** A term referring to programs or techniques to guide the timing and sequence of development.

**Planned Unit Development.** A form of development characterized by a unified site design for a number of housing units, clustering of buildings, and providing common open space, density increases, and a mix of building types and land uses. It permits the planning of a project and the calculation of densities over the entire development rather than on an individual lot-by-lot basis.

**[Planning and Development Regulation Jurisdiction.](#)** [The geographic area defined in N.C.G.S. § 160D, Part 2 within which the Town of Beaufort may undertake planning and apply the development regulations authorized by N.C.G.S. § 160D.](#)

**Planning Board.** The public agency usually empowered to prepare a comprehensive plan and to evaluate proposed changes in land use, either by public or private developers, for conformance with the comprehensive plan. The *Planning Board* has members of both the corporate limits of the Town and its ETJ area who are appointed by the BOC and County Commissioners upon applications for such positions being available.

**Planning Director.** The Director of the Planning and Inspections Department.

**Planting Strip or Area.** A surface on the ground free of concrete, asphalt, stone, gravel, brick, or other paving material, including sidewalks, which is required for use for vegetative landscaping purposes.

**Plat.** A map, generally of a subdivision, showing the location, boundaries, and ownership of individual properties. A *Plat* may simply be the device for officially recording ownership changes or new lot divisions or new rezonings.

**Plot.** An unspecified term usually referring to a piece of useable property, often used synonymously with parcel, plat, or site.

**Plot Plan.** A diagram showing the proposed use or existing use of a specific parcel of land.

**Ponding.** A flooding condition in flat areas caused when rain runoff drains to a location which has no ready outlet. *Ponding* water usually stands until it evaporates, seeps into the ground, or is pumped out.

**Porte Cochere.** An open covered area attached to a structure or building which shelters passengers getting in and out of vehicles.

**Post-Secondary Education.** Refers to the stage of learning which occurs at universities, academies, colleges, seminaries, and institutes of technology. Higher education includes certain collegiate-level institutes such as vocational schools, trade schools, and career colleges which award academic degrees or professional certifications.

**Preexisting.** In existence before the effective date of the enacting of this Ordinance.

**Preliminary Review Forum.** Per N.C.G.S 160D-301(b)(6), a public meeting or forum held by the Planning Board on development approvals requiring a quasi-judicial decisions by the Board of Commissioners. These forums may be held provided that no part of the forum or recommendation made may be used as a basis for the Board of Commissioners decision.

**Principal Building.** The *Principal Building* or other structure on a lot or building site designed or used to accommodate the primary use which the premises are devoted. *Principal Building* and *Main Building* are synonymous terms.

**Private Driveway.** A roadway serving two or fewer lots, building sites, or other division of land and not intended to be public ingress or egress.

**Private Street.** An undedicated private right-of-way which affords access to abutting properties and requires a subdivision street disclosure statement in accordance with N.C.G.S. 136-102.6.

**Professional Office.** See *OFFICE: PROFESSIONAL*.

**Property.** *Property* is any physical or intangible entity which is owned by a person or jointly by a group of people. Important widely recognized types of *Property* include real property (land), personal property (physical possessions belonging to a person), private property (property owned by legal persons or business entities), public property (state owned or publicly owned and available possessions) and intellectual property (exclusive rights over artistic creations, inventions, etc.), although the latter is not always as widely recognized or enforced.

**Pub.** See *TAVERN/BAR/PUB*.

**Public Official.** A member of a board or commission serving in a quasi-judicial capacity.

**Public Right-of-Way.** Any street, highway, sidewalk, parking lot or alley which is owned, controlled, maintained, or operated by the Town of Beaufort or the State of North Carolina.

**Public Street.** A dedicated public right-of-way for vehicular traffic.

## Q

**Quasi-Judicial Decision.** A decision involving the finding of facts regarding a specific application of development regulation and that requires the exercise of discretion when applying the standards of the regulation. Quasi-judicial decisions include but are not limited to decisions involving variances, special use permits, certificates of appropriateness, and appeals of administrative determinations. Decisions on the approval of subdivision plats and site plans are quasi-judicial in nature and approved or denied based not only upon whether the application complies with requirements set forth in the town of Beaufort's Subdivision and Land Development Ordinances, but also on whether the application complies with one or more generally stated standards requiring a discretionary decision on the findings to be made by the BOC. See also N.C.G.S. 160D-406. Referring to the actions of an agency, boards or other government entity in which there are hearings, orders, judgments or other activities similar to those conducted by courts.

## R

**Rear Yard.** See *YARD, REAR*.

**Recreation Area.** An area of land or combination of land and water resources developed for active and/or passive recreation pursuits with various attributes and man-made features which accommodate such activities. See *PARK*.

**Recreation, Indoor.** A broad classification which includes a wide variety of recreational activities designed for housing in an enclosed building. Examples include bowling alleys, gymnasiums,

movie theaters (excluding adult establishments), museums, pool halls, archery lanes, and classes for gymnastics, aerobics, karate, and dance.

**Recreation Space.** The part of the open space which is specifically designated to serve the needs of residents of the district with active recreation which may include, but is not limited to, swimming, tennis, golfing, ball fields, biking, hiking, and the like.

**Recreation Vehicle.** A vehicular type unit primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own motive power or is mounted on or drawn by another vehicle. The basic entities are travel trailer, camping trailer, truck camper, and motor home, as defined below:

- A) **Camping Trailer.** A vehicular portable unit mounted on wheels and constructed with collapsible partial side walls which fold for towing by another vehicle and unfold at the campsite.
- B) **Motor Home.** A vehicular unit built on a self-propelled motor vehicle chassis.
- C) **Travel Trailer.** A vehicular portable unit, mounted on wheels, of such size or weight as not to require special highway movement permits when drawn by a motorized vehicle.
- D) **Truck Camper.** A portable unit designed to be loaded onto and unloaded from the bed of a pickup truck. *Truck Campers* are of two basic types as defined below:
  - 1) **Slide-In Camper.** A portable unit designed to be loaded onto and unloaded from the bed of a pickup truck.
  - 2) **Chassis-Mounted Camper.** A portable unit designed to be affixed to a truck chassis.

**Recreational Vehicle Park.** Any single parcel of land upon which two or more recreational vehicles, occupied for sleeping purposes, are located regardless of whether or not a fee is assessed for such purposes.

**Recycling Centers.** A facility which is not a salvage yard and where recoverable resources, such as newspapers, glassware, plastics, motor oil, batteries, and metal or tin cans are collected, stored, flattened, crushed, or bundled to be taken to another recycling site for processing.

**Recycling Collection Points.** An incidental use which serves as a neighborhood drop-off point for temporary storage of recoverable materials. No permanent storage or processing of such items would be allowed on this site. This facility would generally be located in a shopping center parking lot or in other public/quasi-public areas such as churches or schools.

**Redeveloper.** Any individual, partnership, or public or private corporation which shall enter or propose to enter into a contract with a commission for the redevelopment of an area under the provisions of N.C.G.S. 160A-503.

**Redevelopment.** The acquisition, re-planning, clearance, rehabilitation, or rebuilding of an area for residential, recreational, commercial, industrial, or other purposes, including the provisions of streets, utilities, parks, recreational areas, and other open spaces.



**Repair.** The replacement of existing work with the same or similar material used in the existing work, not including additional work which would change the structural safety of the building or which would affect or change required existing facilities, a vital element of an elevator, plumbing, gas piping, wiring, or heating installations, or which would be in violation of a provision of law or Ordinance. The term *Repair(s)* shall not apply to any change of construction.

**Required/Requirement.** An obligation by some provision(s) of this Ordinance.

**Reservoir Land Capacity.** The portion of the VAA set aside for stacking of automobiles such as drop-off and pick-up lanes, drive through lanes, and similar activities.

**Residence, Duplex.** A two-family residential use in which the dwelling units share a common wall (including the wall of an attached garage or porch) or are separated by a ceiling and/or floor and in which each dwelling unit has separate living spaces and entrances.

**Residence, Multi-Family.** See *TOWNHOMES, CONDOMINIUMS, APARTMENTS*.

**Residence, Single-Family Detached, One Dwelling Per Lot.** A residential use consisting of a single-family detached building containing one primary dwelling unit and located on an individual lot exclusive to such unit and its accessory use.

**Resident.** A person who lives in a particular place.

**Residential Occupation.** Buildings where families or households live or where sleeping accommodations are provided. Such buildings include, among others, the following: single-family dwellings, multiple dwellings, dormitories, and lodging houses.

**Residential, Single-Family (land use).** A building containing one dwelling unit located on a single lot. These include manufactured homes, or factory-built housing.

**Retail Adult Establishment.** See *ADULT ESTABLISHMENT*.

**Retail Establishment.** A place of business where a commodity is sold to a consumer and not customarily subject to re-sale.

**Rezoning.** A *Rezoning*, like the enactment of the original Ordinance, is a legislative act which, except under rare and specifically defined circumstances, cannot be delegated to administrative officials.

**Right-of-Way.** A general term denoting land, property or interest therein, usually in a strip acquired for or devoted to transportation or utility purposes.

**Riparian.** Of or on the bank of a natural course of water.

**Riparian Lot.** A parcel of land adjacent to public bodies of water which either meets all requirements of an approved zoning lot or exists as a nonconforming lot. A *Riparian Lot* shall also be deemed to include the lots directly across Front Street when and as long as, such lot is owned by the same person as the *Riparian Lot*.

**Roadway.** The portion of the highway including shoulders intended for vehicular use.

**Rubbish.** Combustible and noncombustible waste materials except garbage; useless waste or rejected matter: trash.

## S

**Salvage/Automotive/Junk Yards.** A parcel of land where wastes or used materials are bought, sold, exchanged, stored, processed, or handled. Materials shall include but are not limited to scrap iron and other ferrous metals, paper, rags, rubber tires, bottles, discarded goods, machinery, or two or more inoperable motor vehicles.

**Salvage Operation.** The reclamation, dismantling, or storage of pre-used commodities, junk, and similar materials for the purposes of resale, processing, distribution, or disposition of used or salvaged materials as part of manufacturing operations.

**School, Public.** An organization operated under the authority of the Carteret County Board of Education which provides educational and academic instruction to children and includes pre-school, elementary, middle, and high schools.

**School, Private.** An organization, except those operated under the authority of the Carteret County Board of Education, which provides educational and academic instruction to children including pre-school, elementary, middle, and high schools for any form of consideration.

**Screening/Buffering.** The required built and/or plant material located in the buffer yard for the purpose of visually separating different land uses.

**Semi-Public.** A place where the public can come such as a café, or movie theater. A shop is an example of what is intermediate between public and *Semi-Public* because everyone can enter and look around the shop without obligation to pay, but activities unrelated to the purpose of the shop are not usually permitted.

**Sensitive Area, Environmental.** An area defined by state or local regulations as deserving special protection because of unique natural features or its value as habitat for a wide range of species of flora and fauna. An *Environmentally Sensitive Area* is subject to more restrictive development regulations than other floodplains or wetlands. Although sensitive areas are often closely associated with a body of water, they may extend beyond the Special Flood Hazard Area.

**Service Station.** See *GAS/SERVICE STATION*.

**Shared Roadway.** A roadway which is open to both bicycle and motor vehicle travel. This may be an existing roadway, street with wide curb lanes, or a road with paved shoulders.

**Shed.** An unattached one-story nonresidential building other than a carport, which can be used for gardening, repair shop, storage, and the like.

**Shopping Centers/Malls.** A grouping of retail business and service uses with common parking facilities.

**Shopping Centers/Outparcel.** A separate parcel or tract of real property within or part of a shopping center which has a property boundary abutting a public right-of-way, as depicted at the time or created by subdivision, any time after a development proposal for the shopping center is approved.

**Shoulder.** The portion of the roadway contiguous with the traveled way for accommodation of stopped vehicles, for emergency use, and for lateral support of sub-base, base, and surface courses.

**Shrub, Large.** A shrub type vegetation with a typical height at maturity of between six and eight feet (6-8').

**Shrub, Small.** A shrub type vegetation with a typical height range at maturity of between one and six feet (1-6').

**Side Yard.** See *YARD, SIDE*.

**Sidewalk.** Any designated portion of a street between the curb line and the adjacent property line or highway right-of-way intended for the use of pedestrians.

**Signs.** Any form of information which is visible from any public area directing attention to an individual, business, commodity, service, activity, opinion, fact or product, by means of words, lettering, parts of letters, figures, numerals, phrases, sentences, emblems, devices, designs, trademarks, or other pictorial matter designed to convey information, and displayed by any visual means and erected on an open framework, or attached or otherwise applied to stakes, posts, poles, trees, buildings, or other structures or supports or self-supporting.

- A) **Above-Roof Sign.** A sign attached to a building which is above the peak or parapet of the building.
- B) **Banner Sign.** A sign which is printed upon fabric, paper, vinyl, or other lightweight material and meets the definition of “temporary sign,” as provided in this section.
- C) **Billboard.** A type of freestanding sign which has greater than three hundred square feet (300 ft<sup>2</sup>) of sign.
- D) **Flashing Sign.** Any sign which contains a light source and maintains the same appearance or copy display for twenty-nine seconds or less.
- E) **Flush-Mounted Sign.** A sign which does not project outward and is mounted flat against the surface of a building.
- F) **Freestanding Sign.** A sign which is attached to, erected on, or supported by some structure such as a pole, mast, frame, or other structure, which is not itself an integral part of or attached to a building or other structure whose principal function is something other than the support of a sign. If the message is removed from a structure which was originally designed and used as a *Freestanding Sign*, this structure shall still be considered a sign.
- G) **Internally Illuminated Signs.** Signs where the source of the illumination is inside the sign and light emanates through the message of the sign rather than being reflected off the surface of the sign from an external source. Without limiting the generality of the foregoing, signs which consist of or contain tubes shall also be considered *Internally Illuminated Signs* if:

- 1) They are filled with neon or some other gas which glows when an electric current passes through it; and
  - 2) They are intended to form or constitute all or part of the message of the sign rather than merely providing illumination to other parts of the sign which contain the message.
- H) Messaging Board. A sign with multi-animation, LED display, and/or changeable lettering and animation such as an outdoor bulletin board. Electronic messaging boards whose copy display or message does not change more frequently than every thirty seconds shall not be considered flashing.
- I) Monument Sign. A two-sided freestanding sign with an overall height of eight feet (8') or less, which stands directly on the ground and where supporting poles or structures, if any, are enclosed by decorative covers.
- J) Painted-On (Building) Sign. A sign which is painted directly upon the wall, roof, or other portion of a building. This definition shall include stick-on lettering and other similar type applications which are not composed within an independent unitary sign structure affixed to the wall of a building.
- K) Portable Sign. A sign made of wood, metal, heavy plastics, or similar substantial materials, illuminated or non-illuminated, which is not permanently attached to the ground or a building or which is designed not to be attached to the ground or a building (e.g. such as a mobile sign on wheels). A sign which stands without supporting elements, such as a "sandwich board," is also a *Portable Sign*.
- L) Projecting Sign. A sign which is attached to a building by supports and which may extend at any angle from the building no more than eighteen inches (18").
- M) Roof Sign. A sign which is displayed above the eaves and under the peak (of a roof).
- N) Temporary Sign. A sign which is:
- 1) Used in connection with a circumstance, situation, or event designed, intended, or expected to take place or to be completed within a reasonably short or definite period after erection of such sign; or
  - 2) Intended to remain on the location where it is erected or placed for a period of not more than fifteen days with a separation of the placement of at least thirty days and no more than two times per calendar year.
  - 3) If a sign display area is permanent but the message displayed is subject to periodic changes, such sign shall not be regarded as temporary.
- O) Works of Art. Aesthetic objects which do not advertise merchandise, a product, or a service, or draw attention to a particular merchandise, product or service.

**Sign Area.** Sign area shall be computed by the smallest square, triangle, rectangle, circle, or combination thereof which will encompass the entire sign including lattice work, wall work, frame, or supports incidental to its decoration. In computing the area, only one side of a double-face sign structure shall be considered, provided the opposite side is identical. Frames and structural members which do not bear any advertising matter, are not lit, or are not designed to increase the

sign face, shall not be included in the computation of *Sign Area*. When signs are painted or attached to walls or fences, only the area covered by the sign shall be included in the computation.

**Single-Family Dwelling.** See *DWELLING, SINGLE-FAMILY*.

~~**Site Plan.** A plan, drawn to scale and showing the scale for which it is drawn, showing uses and structures proposed for a parcel of land as required by the regulations involved. It includes lot lines, streets, building sites, reserved open space, existing structures, natural and man-made landscaping features and, depending on requirements, the location of proposed utility lines.~~

~~**Site Plan.** Per N.C.G.S. 160D-102(29), a scaled drawing and supporting text showing the relationship between lot lines and the existing or proposed uses, buildings, or structures on the lot. The site plan may include but is not limited to, site-specific details such as building areas, building height, and floor area, setbacks from lot lines and street rights-of-way, intensities, densities, utility lines and locations, parking, access points, roads, and stormwater control facilities, that are depicted to show compliance with all legally required development regulations that are applicable to the project and the site plan review. A site plan approval based solely upon application of objective standards is an administrative decision and a site plan approval based in whole or in part upon the application of standards involving judgement and discretion is a quasi-judicial decision. A site plan may also be approved as part of a conditional zoning decision.~~

**Site Plan Review.** The process whereby local officials review the site plan and maps of a developer to assure they meet the stated purposes and standards of the zone, provide the necessary public facilities such as paved roads and schools, and protect and preserve topographical features and adjacent properties through appropriate siting of structures and landscaping.

~~**Site Specific Development Plan.** As referred to in N.C.G.S. 160A-385.1, 160D-1-8-(d)-3-(C)-? a *Site Specific Development Plan* is a plan which has been submitted to the town by the landowner or his/her designee describing with reasonable certainty the type and intensity of use for a specific parcel or parcels of property.~~

~~**Sleeping Room.** A room designated as sleeping or bedroom on the plans and permit applications.~~  
**Sleeping Unit.** Subject to the restriction of N.C.G.S. 160D-706(b), a room or space in which people sleep, which can also include permanent provisions for living, eating, and either sanitation or kitchen facilities, but not both. Such rooms and spaces that are also part of a *dwelling unit* are not sleeping units.

**Small Business.** A business which is privately owned and operated with a small number of employees. A business is defined as a *Small Business* if it meets the above criteria as determined by the Town's Planning and Inspections Department.

**Small Business Office.** See *OFFICE: SMALL BUSINESS*.

**Sound Amplifying Equipment.** Any device for the amplification of the human voice, music, or any other sound, including televisions, electronic loud speakers, jukeboxes, stereos, compact disc players, radios, and the like.



~~**Special Use.** Special use, conditional use, special exceptions, and special exception use are used interchangeable anywhere they are used in this Ordinance. *Special Uses* are uses which are not permitted by right in any zoning district in the Town, but may only be granted after due consideration by the BOC. The consideration of a *Special Use* permit is a quasi-judicial function requiring evidentiary hearings and specific findings of fact.~~

~~**Special Use Permit.** A permit issued to authorize development or land uses in a particular zoning district upon presentation of competent, material, and substantial evidence establishing compliance with one or more general standard requiring judgment and discretion be exercised as well as compliance with specific standards. This definition includes permits previously referred to as “conditional use permits” or “special exceptions,” allowing a land use not specifically authorized by this Ordinance. Applications are reviewed under special conditions by the planning board and then submitted to the BOC for review and recommendation. The BOC makes the final determination. Approval requires the public health, safety, and welfare will not be endangered; all conditions and specifications (if any) stipulated by the BOC are met; neighbors will not be injured or the special use is a necessity; and the use will be in harmony with the area and the Town’s plan of development. The BOC may place conditions on a *Special Use Permit* to protect neighboring properties and larger public interests.~~

**Special Flood Hazard Area.** Defined as the area which will be inundated by the flood event having a one percent chance (1%) of being equaled or exceeded in any given year. The one percent (1%) annual chance flood is also referred to as the base flood or one hundred year flood.

*Special Flood Hazard Areas* (SFHA) are labeled as Zone A, Zone AO, Zone AH, Zones A1-A30, Zone AE, Zone A99, Zone AR, Zone AR/AE, Zone AR/AO, Zone AR/A1-A30, Zone AR/A, Zone V, Zone VE, and Zones V1-V30. Moderate flood hazard areas, labeled Zone B or Zone X (shaded), are the areas between the limits of the base flood and the 0.2% annual-chance (or five hundred-year) flood. The areas of minimal flood hazard, which are the areas outside the SFHA and higher than the elevation of the 0.2% annual-chance flood, are labeled Zone C or Zone X (un-shaded).

**Special Needs Persons.** *Special Needs Persons* are defined as battered individuals, abused children, foster children, pregnant women and their children, runaway children, temporarily or permanently disabled mentally, emotionally, or physically, individuals recovering from drug or alcohol abuse, and all other persons who possess a disability which is protected by either the provisions of the American with Disabilities Act of 1990 as amended, 42 USC 12101, the Fair Housing Act as amended, 42 USC 3601 and the following, or N.C.G.S. 168A-3 as they may be amended, but does not include any persons who currently use illegal drugs, persons who have been convicted of the manufacture or sale of illegal drugs, or persons with or without disabilities who present a threat to the health, safety, or property of others.

**Species (trees).** The unit in the botanical classification of plants.

**Spire.** A tapering conical or pyramidal structure on the top of a building.

**Start of Construction.** Includes substantial improvement, and means the date the building permit was issued, provided the actual *Start of Construction*, repair, reconstruction, rehabilitation, addition, placement or other improvement was within one hundred eighty days of the permit date.

The actual start means either the first placement of permanent construction of a structure (including a manufactured home) on a site, such as the pouring of slabs or footings, installation of piles, construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor or other structural part of the building, whether or not such alteration affects the external dimensions of the building.

**Stairway.** One or more flights of stairs and the necessary landings and platforms connecting them to form a continuous and uninterrupted passage from one story to another.

**Stormwater Ordinance, Town of Beaufort.** The storm water regulations for the Town of Beaufort. The text is cited in this Ordinance and it has been adopted by the BOC and may be amended from time to time. A copy of this Ordinance may be found at Town Hall.

**Story.** The portion of a building including between the surface of any floor and the surface of the next floor above it, or if there is no floor above it, the space between such floor and the ceiling next above it. In computing the number of stories of a building, the basement or cellar shall not be included if fifty percent (50%) or more of such basement or cellar is below grade.

**Storage.** A depository for commodities or items for the purpose of future use or safekeeping.

**Street.** Any public way, road, highway, causeway, avenue, boulevard, parkway, dedicated alley, lane, bridge, and the approaches thereto within the Town, and shall mean the entire width of the right-of-way between abutting property lines.

**Street Line.** The line between the street right-of-way and the abutting property.

**Street or Public Right-of-Way.** A public thoroughfare, avenue, road, highway, boulevard, drive, parkway, way, lane, court, or private easement, not including freeways, providing any access to and egress from the property abutting thereon.

**Street Trees.** *Street Trees* are herein defined as trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets, avenues, circles, drives, or ways within the Town.

**Street Yard.** See *YARD, STREET*.

**Structure.** Anything constructed or erected the use of which requires location on the land, or attachment to something having a permanent location on the land. See *BUILDING*.

**Sub-divider.** Any person, firm, or corporation who subdivides any land deemed to be a subdivision as herein defined.

**Subdivision.** ~~Per N.C.G.S. 160D-102, the division of land for the purpose of sale or development as specified in N.C.G.S. 160D-802. All division of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose of sale or building development (whether immediate or future) and includes all division of land involving the dedication of a new street or a change in existing streets; however the following is not included within this definition:~~

~~The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resulting lots are equal to or exceed the standards of the Town as shown in the subdivision regulations;~~

~~The division of land into parcels greater than ten acres where no street right of way dedication is involved;~~

~~The public acquisition by purchase of strips of land for the widening or opening of streets; and,~~

~~The division of a tract in single ownership whose entire area is not greater than two acres into not more than three lots, where no street right of way dedication is involved and where the resulting lots are equal to or exceed the standards of the Town as shown in this Ordinance.~~

**Subdivision Ordinance, Town of Beaufort.** The subdivision regulations for the Town which are cited throughout this Ordinance. It has been adopted by the BOC and may be amended from time to time. A copy of this Ordinance may be found on the Town’s website and at Town Hall.

**Subdivision Recreation Fee.** Refer to Article IX “Public Facilities” of the *Town of Beaufort Subdivision Ordinance*.

**Substandard Dwelling or Structure.** A dwelling, dwelling unit, multiple dwelling, apartment house, or any other space used or intended to be used as a habitable living space in any building or structure which does not meet the minimum requirements of this Ordinance.

**Substantial Damage.** Damage of any kind sustained by a building or structure during any one year period whereby the cost of restoring the building or structure to its before-damage condition would equal or exceeds fifty percent (50%) of the market value of the building or structure before the damage occurred. See *SUBSTANTIAL IMPROVEMENT*.

**Substantial Improvement.** Any combination of repairs, reconstruction, rehabilitation, additional, or other improvement of a structure taking place during any one-year period whereby the cost of such equals or exceeds fifty percent (50%) of the market value of the structure before the start of construction of the improvement(s). This term includes structures which have suffered substantial damage regardless of the actual repair work performed. The term does not, however, include either:

- A) Any correction of existing violations of state or community health, sanitary, or safety code specifications which have been identified by the code enforcement official and which are the minimum necessary to assure safe living conditions; or
- B) Any alteration of a historic structure provided the alteration will not preclude the structure’s continued designation as a historic structure.

**Tavern/Bar/Pub.** Any private or public business established primarily for the sale or service of (alcoholic and non-alcoholic) beverages for consumption on the premises where entertainment may or may not be provided.

**Telecommunication Tower.** A tower, regardless of form, used as an antenna or other device, or to support an antenna or other device, for the transmission, receipt, or relay of radio waves, light waves or impulses, or other forms of wireless communication. The term includes radio and television transmission towers, microwave towers, common carrier towers, cellular telephone towers and other similar structures

**Temporary Housing.** Any tent, mobile home, or other structure used for human shelter which is designed to be transportable and not attached permanently to the ground.

**Temporary Refreshment Stand.** A transportable building, structure, or stand used for providing food and refreshments on a non-permanent basis. Such operations shall comply with all Town and County Health Department regulations.

**Temporary Construction/Real Estate Office.** A temporarily established structure or use of a structure intended specifically as an on-site office during the construction of either residential or non-residential development.

**Tenant.** One who pays rent to occupy another's property.

**Theater, Live Performance or Motion Picture.** Any establishment located in a building or outdoor structure to show live dramatic or other such performances, enactments of significant events, films, motion pictures, video cassettes, slides, or similar photographic reproductions are shown for some form of consideration. Such facilities must devote less than twenty-five percent (25%) of the total presentation time to the showing of material characterized by an emphasis on the depiction or description of specific sexual activities or specific anatomical areas (of the body) which are for observation by the patrons therein.

**Topping (trees).** *Topping* is defined as the severe cutting back of limbs to stubs larger than three inches (3") in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

**Town or Municipality.** The Town of Beaufort, North Carolina.

**Town Board of Commissioners.** See *BOARD OF COMMISSIONERS*

**Town Planner.** The Director of the Planning and Inspections Department.

**Townhomes, Condominiums, Apartments District.** The *Townhome, Condominium, Apartment* multi-family district is established to provide a high density district in which the primary uses are multi-family residences and duplexes.

**Townhouse/Townhome.** One of a row of houses connected by common sidewalls and where the land on which it is located is part of the house.

***Townhouse/Townhome Development.*** Three or more attached single-family residences in one or more multi-residential structures, with each *Townhouse* or row house occupying its individual land area, with streets, drives, recreational areas, open spaces, parking, and other facilities for ownership by the association of property owners within a development.

***Transportation Center.*** A transport area where passengers and cargo are exchanged between vehicles or between transportation modes. A *Transportation Center* includes transit stations, bus stops, tram stops, airports, and ferry slips.

***Transportation Hub.*** Freight hubs which include classification yards, seaports, and truck terminals, or combinations of these.

***Trees, Large Canopy.*** A tree which at the time of planting shall be a minimum of two inches (2") in caliber and eight feet (8') in height. When mature, a large deciduous tree should be at least fifty feet (50') or higher and have a minimum crown width of thirty feet (30').

***Trees, Medium Canopy.*** A tree at which the time of planting shall be a minimum of two inches (2") in caliber and eight feet (8') in height. When mature, a medium deciduous tree should be at least twenty feet (20') to fifty feet (50') tall.

***Trees, Small Canopy.*** Trees with a typical height range, at maturity, of between ten and twenty feet (10'-20') tall.

## U

***Unenclosed.*** A covered area with one or more sides open.

***Use.*** The purpose for which land or structure thereon is designed, arranged, or intended to be occupied or used, or for which it is occupied, maintained, rented, or leased.

***Use, By Right.*** A use which is listed as an unconditionally permitted activity in a district according to this Ordinance.

***Use, Nonconforming.*** A use of a building or land which does not conform with the regulations of the district in which the building or land is situated.

***Use, Non-Farm.*** Any use of property which is not encompassed by the definition of a bona fide farm as so defined in this Ordinance.

***Utility.*** Elements of utility distribution or collection, or transmission networks required by their nature to be relatively dispersed throughout the service area requiring above or below ground infrastructure which exceed a minor utility. Typical uses include public water supply wells, gas and water substations, sewage lift stations, water tanks, substations, and communication exchange buildings. Enclosed structures may not be manned. Open structures including electrical substations and water towers are permitted.



**Utility, Minor.** Infrastructure services which need to be located in or near the neighborhood or use type where the service is provided. Examples of minor utilities include water and sewage pump stations, water wells, storm water retention and detention facilities, windmills less than thirty-five feet (35') in height, and telephone exchanges.

## V

**Variance.** A permit granted by the ~~BOC or the BOA providing for the relaxation of the terms of this Ordinance if strict enforcement would result in unnecessary and undue hardship to the property owner. The hardship must be a result of conditions peculiar to the property and not a result of actions by the owner. A Variance is authorized only for height, area, and size of a structure or size of yards and open spaces. A Variance must be in harmony with the intent of this Ordinance, assure public safety and welfare, and be just. The BOC or BOA may place conditions on a Variance to protect neighboring properties and larger public interests.~~ per N.C.G.S 160D-406 & 705.

**Vehicle Accommodation Area.** The portion of a lot which is used by vehicles for access, circulation, parking, and loading and unloading. It comprises the total of circulation areas, loading and unloading areas, and parking areas (spaces and aisles).

**Vehicular Surface Area.** The area of a site, paved or non-paved, intended for circulation or parking for business patron vehicles. Square footage calculations shall include the total of all *Vehicular Surface Areas*.

**Vested Right.** Per N.C.G.S. 160D-102(33), the right to undertake and complete the development and use of property under the terms and conditions of an approval secured as specified in G.S. 160D-108 or under common law. The definition of Vested Right as set forth in N.C.G.S. 160A-385.1—160D-1-8 is incorporated herein and the provisions of said statute shall control the administration of vested rights.

**Veterinary Clinic.** Any premises which animals are brought, or where they are temporarily kept, solely for the purpose of diagnosis or treatment of any illness or injury. A *Veterinary Clinic* may or may not have a kennel. See *KENNEL*.

**Violation.** The failure of a structure or other development to be fully compliant with the community's management regulations. A structure or other development without the elevation certificate, other certifications or other evidence of compliance required is presumed to be in *Violation* until such time as such documentation is provided.

**Visual Obstruction.** Any sign, fence, wall, tree, hedge, or shrub, or a combination of them, which limits visibility. Such obstructions are usually prohibited at corners to assure good visibility for motorists.

## W

**Warehouse.** A structure, facility, building, or complex designed for the storage of goods usually with individual external access.

**Waste Water Treatment Plant or Water Treatment Plan, Public.** A central water treatment facility.

## X

## Y

**Yard.** An open space on a lot between a setback line and its corresponding boundary line where no structure is permitted except as specifically allowed in this Ordinance.

**Yard, Front.** The yard across the full width of the lot extending from the front building setback line of the lot to the street or front boundary line of the lot.

**Yard, Rear.** The yard extending across the full width of the lot extending from the rear building setback line and measured between the rear line of the lot and the rear line of the main building.

**Yard, Side.** A yard situated between the side building setback line and the adjacent side line of the lot and extending from the front building setback line yard to rear building setback line.

**Yard, Street.** The yard between the street right-of-way property line and the front building setback line. See *YARD, FRONT*.

## Z

**Zero Lot Line.** A situation where a wall of a main structure is allowed to be constructed on a boundary line of a lot. In this Ordinance where a residence is allowed with a *Zero Lot Line* on one boundary line of the lot, unless otherwise specified, the following criteria for *Zero Lot Line* housing shall apply:

- A) The final subdivision plat shall designate placement of the dwelling unit on one side of the lot lines;
- B) No two detached single-family dwelling units shall utilize the zero lot-line provision on a common lot line;

- C) The remaining side setback shall not be less than the sum of the two side setbacks normally required; and,
- D) The dwelling unit wall abutting the zero lot-line side yard shall be a solid structural and fire-rated wall with no windows, doors, or other openings.

**Zoning.** A system of developing a plan where various geographic areas (zones) are restricted to certain uses and development. *Zoning* is the chief planning tool to guide the future development of a community, protect neighborhoods, concentrate retail business and industry, channel traffic, and play a major role in the enhancement of urban as well as small-town life.

**Zoning Certificate.** A certification by the BOC or its authorized designee, where a course of action to use or occupy a tract of land or a building, or to erect, install, or alter a structure, building, or sign situated in the Town or its ETJ, fully meets the requirements of this Ordinance.

**Zoning Administrator.** The Director of the Planning and Inspections Department.

**Zoning District.** A section of the Town designated in the Ordinance text and (usually) delineated on the zoning map, in which requirements for the use of land, building, and development standards are prescribed.

**Zoning Map.** The map delineating the boundaries of districts, along with this text, comprises the “*Land Development Ordinance for the Town of Beaufort.*” The Official Zoning Map shall be identified by the signature of the Mayor of the Town, attested by the Town Clerk, and bearing the seal of the Town. No changes of any nature shall be made on the zoning map or matter shown thereon except in conformity with the procedures set forth in this Ordinance.

Regardless of the existence of copies of the Official Zoning Map, which may from time to time be made or published, the Official Zoning Map is located in the Town of Beaufort Planning and Inspections Department and shall be the final authority as to the current zoning status of land and water areas, buildings, and other structures within the Town’s planning and development regulation jurisdiction. The map shall be available for inspection by the public.

**Zoning Map Amendment or Rezoning.:** Per N.C.G.S. 160D-102, an amendment to a zoning regulation to change the zoning district that is applied to a specific property or properties. It does not include the initial adoption of a zoning map or the repeal of a zoning map and readoption of a new zoning map for the entire planning and development regulation jurisdiction. It does not include updating the zoning map to incorporate amendments to the names of zoning districts made by zoning text amendments where there are no changes in the boundaries of the zoning district or land uses permitted in the district. It does include the initial application of zoning when land is added to territorial jurisdiction of a local government that has previously adopted zoning regulations. It does include the application of an overlay zoning district or conditional zoning district.

**Zoning Regulation.:** Per N.C.G.S. 160D-102, a zoning regulation adopted pursuant to G.S. 160D Article 7.







## **SECTION 4      Acronyms**

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<b>3-D</b>	Three dimensional (object)
<b>AASHTO</b>	American Association of State Highway and Transportation Officials
<b>AEC</b>	Area of Environmental Concern
<b>A-ED</b>	Airport Environmental Overlay District
<b>A-RE</b>	Airport Runway Exclusion Overlay District
<b>B-1</b>	General Business District
<b>BFE</b>	Base flood elevation
<b>BHPC or HPC</b>	Beaufort Historic Preservation Commission
<b>BOA</b>	Board of Adjustment
<b>BOC</b>	The Town of Beaufort Board of Commissioners
<b>B-W</b>	Business Waterfront District
<b>CAMA</b>	N.C. Coastal Area Management Act
<b>CFS</b>	Cubic feet per second
<b>CO</b>	Certificate of Occupancy
<b>COA</b>	Certificate of Appropriateness
<b>COC</b>	Certificate of Compliance
<b>CZ</b>	Conditional Zoning
<b>DBH</b>	Diameter breast height
<b>DCM</b>	Division of Coastal Management
<b>EC</b>	Entry Corridor Overlay District
<b>ETJ</b>	Extraterritorial jurisdiction
<b>FAR</b>	Floor area ratio
<b>FEMA</b>	Federal Emergency Management Agency
<b>FT<sup>2</sup></b>	Square foot
<b>GFA</b>	Gross floor area
<b>H-BD</b>	Historic Business District
<b>H-L</b>	Historical Local District
<b>H-N</b>	Historical National District
<b>HUD</b>	(U.S. Department of) Housing and Urban Development
<b>H-WBD</b>	Historic Waterfront Business District
<b>ISI</b>	Impervious surface intensity

<b>ISO</b>	Insurance services office
<b>ISR</b>	Impervious surface ratio
<b>I-W</b>	Industrial Warehouse District
<b>LED</b>	Light-emitting diode
<b>L-I</b>	Light Industrial District
<b>N.C.</b>	North Carolina
<b>N.C.G.S.</b>	North Carolina General Statutes
<b><u>NCDEQ (formerly NCDENR or DENR)</u></b>	<b><u>North Carolina Department of Environmental Quality (formerly North Carolina Department of Environmental and Natural Resources)</u></b>
<b>NCDOI or DOI</b>	North Carolina Department of Insurance
<b>NCDOT or DOT</b>	North Carolina Department of Transportation
<b>OS</b>	Open Space
<b>PUD</b>	Planned Unit Development
<b>R-20</b>	Single-Family Residential District
<b>R-8</b>	Medium Density Residential District
<b>R-8A</b>	Single-Family Waterfront Residential District
<b>R-8MH</b>	Single-Family Residential Manufactured Home Park/Recreational Vehicle Park District
<b>RC-5</b>	Residential Cluster Development District
<b>RS-5</b>	Residential Single-Family 5 Development District
<b>RV</b>	Recreational vehicle
<b>TCA</b>	Townhomes, Condominiums, Apartments District
<b>TOB</b>	Town of Beaufort
<b>TR</b>	Transitional District
<b>U.S.G.S.</b>	United States General Statutes
<b>VAA</b>	Vehicle accommodation area

## SECTION 5 Zones and Boundaries

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In order to regulate and limit the height and size of buildings; to regulate and limit the intensity of the use of lot areas; to regulate and determine the areas of open space surrounding buildings; to classify, regulate, and restrict the location of trades and industries; and to regulate the location of buildings designed for specific industrial, business, residential, and other uses, the Town is hereby divided into the zones listed below:

### *Residential Conventional Zoning Districts*

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<b>R-20</b>	Residential Single-Family District
<b>R-8MH</b>	Residential Manufactured Home Park/Recreational Vehicle Park District
<b>R-8</b>	Residential Medium Density District
<b>R-8A</b>	Residential Single-Family Waterfront District
<b>RC-5</b>	Residential Cluster Development District
<b>RS-5</b>	Residential Single-Family 5 Development District

### *Transitional Conventional Zoning Districts*

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<b>TCA</b>	Townhomes, Condominiums, Apartments District
<b>TR</b>	Transitional District
<b>PUD</b>	Planned Unit Development
<b>CS-MU</b>	Cedar Street Mixed-Use District

### *Nonresidential Conventional Zoning Districts*

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<b>H-BD</b>	Historic Business District
<b>H-WBD</b>	Historic Waterfront Business District
<b>B-1</b>	General Business District
<b>B-W</b>	Business Waterfront District
<b>L-I</b>	Light Industrial District
<b>I-W</b>	Industrial Warehouse District

### *Overlay/Conservation/Companion/Conditional Zoning Districts*

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<b>OS</b>	Open Space District
<b>H-L</b>	Historic–Local District
<b>H-N</b>	Historic–National District
<b>EC</b>	Entry Corridor Overlay District
<b>A-ED</b>	Airport Environmental District
<b>A-RE</b>	Airport Runway Exclusion District
<b>CZ</b>	Companion District – Conditional Zoning

A) **R-20 Residential Single-Family District.**

*Purpose:* This residential district is intended to maintain a compatible mixture of single-family residential and bona fide farm uses with a density of two families per acre in accordance with the North Carolina State Board of Health recommendations for residential areas without public water and public sewer, and to prevent the development of blight and slum conditions.

B) **R-8MH Residential Manufactured Home Park/Recreational Vehicle Park District.**

*Purpose:* This residential district is established as per N.C.G.S. ~~160A-383.1~~ 160D-910 (zoning regulations for manufactured homes) to provide a medium density district in which the principal use of land is for site-built, single-family dwelling units and approved manufactured home and/or recreational vehicle parks. Uses in this district which require potable water or sanitary sewer must be connected to municipal water and municipal sewer.

C) **R-8 Residential Medium Density District.**

*Purpose:* This residential district is established as a medium density district in which the principal use of the land is for single-family dwelling units. The regulations of this district are intended to provide areas of the community for those persons desiring residences in relatively medium density areas. No buildings, houses, or structures, excepting noncommercial docks or piers as specified in section 2-H of this Ordinance, will be erected on the south side of Front Street in this district. Uses in this district which require potable water or sanitary sewer must be connected to municipal water and municipal sewer.

D) **R-8A Residential Single-Family Waterfront District.**

*Purpose:* This residential district is established to provide a medium density district area in which the principal use of the land is for single-family residences together with customary accessory buildings, structures and docks in conformity with sections 2-F and 2-H of this Ordinance. This district is identified on the Town's zoning map and is confined to the existing residential portions on the south side of Front Street. Uses in this district which require potable water or sanitary sewer must be connected to municipal water and municipal sewer.

E) **RC-5 Residential Cluster Development District.**

*Purpose:* This district is established as a medium to high density district encouraging the practice of residential cluster development designed to conserve land, create useable open space, reduce building and infrastructure costs, and provide for more attractive and functional communities. The regulations of this district are designed to provide greater open space and other amenities, while relaxing minimum yard and similar regulations which would apply to a traditional district. Uses in this district which require potable water or sanitary sewer must be connected to municipal water and municipal sewer.

F) **RS-5 Residential Single-Family 5 Development District.**

*Purpose:* This residential district classification is intended for existing or older neighborhoods characterized by single-family residences on relatively smaller lots and provides reduced setback requirements and a defined street orientation. The purpose of this district is to provide relief to existing lots of record which make them difficult to be developed as single-family residences. The RS-5 district has a fifty percent (50%) lot coverage restriction which must be maintained. No buildings, houses, or structures, excepting noncommercial docks or piers as specified in section 2-H of this Ordinance, will be erected on the south side of Front Street in this district. Uses in this district which require potable water or sanitary sewer must be connected to municipal water and municipal sewer.

G) **TCA Townhomes, Condominiums, Apartments District.**

*Purpose:* This district is established to provide a high density district in which the primary uses are multi-family residences and duplexes. Uses in this district which require potable water or sanitary sewer must be connected to municipal water and municipal sewer.

H) **TR Transitional District.**

*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.

I) **PUD Planned Unit Development.**

*Purpose:* This district is defined as an area characterized by an orderly integration of residential, commercial (inclusive of offices and institutions), industrial, and open space land uses which conform to the design requirements contained herein.

J) **CS-MU Cedar Street Mixed-Use District.**

*Purpose:* The reason for this district is to protect, enhance and guide the redevelopment of the Cedar Street corridor by reducing visual clutter through the implementation of commercial design standards and selecting the appropriate type of uses for this district. These standards are designed to improve the aesthetics, traffic congestion and provide for a solid and vibrant tax base as well as promote the public health, safety and welfare of the town.

K) **H-BD Historic Business District.**

*Purpose:* The intent of this district is to allow land and structures which provide personal services, retailing, and business services compatible with the district's historic character. This district should be limited to the Town's Historic Overlay District and may be subject to additional requirements found within the "*Design ~~Standards~~ Guidelines for the Beaufort Historic District & Landmarks.*" Uses in this district which require potable water or sanitary sewer must be connected to municipal water and municipal sewer.

L) **H-WBD Historic Waterfront Business District.**

*Purpose:* The function of this district is to protect the character of the commercial development along the historic waterfront of the Town. This district is also part of the Town’s Historic Overlay District and may be subject to additional requirements found within the “[Design Standards Guidelines for the Beaufort Historic District & Landmarks.](#)”

M) **B-1 General Business District.**

*Purpose:* The General Business District is established as the district in which a wide variety of sales and service facilities may be provided to the general public. This district will be located throughout the Town's ~~planning and development regulation~~ ~~planning~~ jurisdiction.

N) **B-W Business Waterfront District.**

*Purpose:* The objective of this district shall be to protect the character of the commercial development along the waterfront of the Town.

O) **L-I Light Industrial District.**

*Purpose:* This district is established to provide for the industries and for certain commercial establishments which in their normal operations have little or no adverse effect upon adjoining properties.

P) **I-W Industrial Warehouse District.**

*Purpose:* This district is established to provide for industries which generally require specially selected locations in the community. The requirements provide for adequate parking and for screening/buffering from adjacent residential districts to insure reasonable standards of community safety and acceptability consistent with advanced industrial practices.

Q) **OS Open Space District.**

*Purpose:* The Open Space District is established as a district in which the land is predominately reserved for flood control, public recreation, natural or man-made bodies of water, forests, and other similar open space uses. In promoting the general purposes of this Ordinance, the specific intent of this section is:

- 1) To discourage investing in improvements which may be subject to flooding or located on land otherwise unsuitable for urban development due to its natural conditions.
  - 2) To avoid the possibility of having to spend public funds to protect threatened private investments.
  - 3) To encourage the preservation of and continued use of the land for conservation purposes.
- There shall be no residential structures of any type including homes, townhomes, manufactured homes, apartments, duplexes, motels, hotels, etc., and there shall be no commercial or industrial uses permitted in any area designated as open space.

R) **H-L Historic – Local District.**

*Purpose:* The function of the historic district regulations is to promote the education, culture, and general welfare of the public through the preservation and protection of historical



buildings, places, and areas and to maintain such lands as examples of past architectural styles. The H-L District shall consist of areas which are deemed to be especially significant in terms of their history, architecture, and/or culture; and possess integrity of design, setting, materials, feelings, and association. This district may be subject to additional requirements found within the “*Design Standards Guidelines for the Beaufort Historic District & Landmarks.*”

S) **H-N Historic – National District.**

*Purpose:* The National Register is the nation’s official list of buildings and districts worthy of preservation and recognition because of their architectural and/or historic significance. The National Register is a federal program administered by the National Parks Service. Properties within the Town’s Historic National District are subject to review by the Beaufort Historic Preservation Commission (BHPC) only if they are also within the Historic Local District boundaries or if they are designated by the National Register as an historic landmark.

T) **EC Entry Corridor Overlay District.**

*Purpose:* There is a need to enhance the entryways into the Town of Beaufort to maintain the historical context and aesthetics of the community. There are three main entry corridors points providing access to town which, in turn, will be the core of the Entry Corridor Overlay District. These overlay districts will enhance the arrival experience and create a sense of identity utilizing streetscape, landscape, and transportation strategies which can be implemented within roadway rights-of-way.

U) **A-ED Airport Environmental District.**

*Purpose:* The objective of the A-ED District is to establish noise mitigation measures and to provide mechanisms for the notification of property owners around the airport of potential noise and vibration impacts from the Michael J. Smith Field.

V) **A-RE Airport Runway Exclusion District.**

*Purpose:* The intent of the A-RE District is to reduce high density development in zones with high aircraft possibilities and where a crash could result in catastrophic loss of life, structure, and property. It is also to encourage development which is compatible to the airport use characteristics within the intent and purpose of the zoning.

U) **CZ Companion District - Conditional Zoning.**

*Purpose:* The Companion Conditional Zoning District set forth herein are authorized by N.C.G.S. ~~160A-382~~160D-703. CZs are districts which parallel general zoning districts outlined in this Ordinance. CZs are identical to their corresponding general zoning district in all respects except that there are no uses which are permitted by right.



## SECTION 6 Height and Area ~~Exceptions~~ Exemptions and Supplements

The following requirements or regulations qualify or supplement, as the case may be, the zone regulations or requirements appearing elsewhere in this Ordinance.

### A) *Allowed Projections into Required Yards.*

Certain architectural features, fences, walls, and hedges may project into required yards as follows as long as the corner lot visibility provisions as specified in subsection D of this section shall be observed;

- 1) Cornices, eaves, and sills – not more than two feet (2') into any required yard;
- 2) Balconies, bay windows, and chimneys – not more than three feet (3') into any required yard;
- 3) Planted buffer strips, hedges, fences, or walls, not exceeding four feet (4') in height, shall be exempt from the front yard and front building setback line requirements of this Ordinance;
- 4) Planted buffer strips, hedges, fences, or walls, not exceeding six feet (6') in height, erected in side and rear yards shall be exempt from the yard and building setback requirements of this Ordinance; and,
- 5) Open or enclosed fire escapes, outside stairways, balconies, and other necessary unenclosed projections, protruding into a minimum yard not more than thirty-two inches (32") may be permitted where such projections are so placed as not to obstruct the light and ventilation.
- 6) Paved driveways and walkways at grade as long as all impervious surface limits are met.
- 7) Trees, shrubs, and vegetation.
- 8) Every part of a required yard shall be open from its lowest point to the sky unobstructed except as permitted in sections A- 1 through A-7 of this subsection.
- 9) When adjacent lots of record are under single control by a lease agreement or a combination of ownership and lease agreement, temporary structures such as manufactured homes, manufactured offices, utility buildings, accessory buildings, etc., may extend across any common lot line(s) of the adjacent lots of record under such lease agreement. The location of such structures shall not conflict with any off-street parking requirements, on-site traffic circulation, or other applicable regulatory codes. Upon the expiration of the lease agreement, such structure must be removed to conform to the standard side or rear yard setbacks of the district within sixty days of expiration of the lease agreement.

### B) *Vacant Lot ~~Exceptions~~ Exemptions.*

If a vacant lot is adjacent to an existing lot containing an existing dwelling on the lot, and such dwelling is situated less than the required front building setback line, the required minimum front building setback line for the vacant lot shall be a line projected along the front wall of the main building to the adjacent lot and across the vacant lot. In cases where existing dwellings are situated on both sides of the vacant lot and each exists less than the required minimum front

building setback line, the required minimum front building setback line for the vacant lot shall not be less than the average of the two front building setbacks of the existing dwellings.

**C) Board Action.**

In the case of a housing project consisting of a group of two or more buildings to be constructed on a plot of ground of at least two acres and not subdivided into the customary streets and lots, and where the existing or contemplated street and layout makes it impractical to apply the requirements of this Ordinance to the individual buildings in such housing project(s), the application of such requirements for such housing project(s) may be adjusted ~~by the Board of Adjustment (BOA)~~ through the conditional zoning process in a manner which will be in harmony with the characteristics of the neighborhood, will substantially insure the same kind of occupancy, when the density of land use will be no higher than allowed by this Ordinance, and a standard of open space will be at least as high as required by this Ordinance in the district in which such proposed project is to be located. In no case shall a development approval granted by this process ~~the BOA~~ authorize a use, a building height, or a building area prohibited in the district where the housing project is to be located, ~~provided; however, the BOA shall not exercise the authority permitted by this subsection unless or until the Board of Commissioners (BOC) has approved such housing project(s) after receiving a recommendation from the planning board.~~

**D) Height Restrictions.**

- 1) Height restrictions will be determined by the specific zoning district whether inside the Town corporate limits or within the ETJ area.
- 2) Fixtures and architectural features which are not capable of occupation, such as chimneys, cupolas, domes, elevator shafts, heating and air conditioning equipment, solar collectors, and similar equipment, fixtures and devices and antennae, and which extend no more than ten feet (10') above the highest point on the structure, shall be allowed if the base of such architectural feature or fixture has a square footage which is ten percent (10%) or less than the square footage of the highest habitable floor on the structure.
- 3) Any nonconforming residential structure in a specific zoning district which exceeds the height limitation for its specific zoning district and is damaged or destroyed by fire, flood, wind, or act of God, may be rebuilt to the dimension of such building or structure as it existed prior to the damage or destruction and according to the North Carolina State Building Codes.
- 4) Any building or structure in existence on the effective date of this Ordinance may be raised the minimum amount necessary to bring the structure into compliance with the prescriptive minimum flood elevation as determined by the National Flood Insurance program regulations, notwithstanding raising such building or structure will increase its overall height above the building height limitations established herein.

**E) Exemptions.**

In addition to those fixtures and architectural features allowed to extend above the maximum height limits provide in subsection D-2 of this section, the following are also exempted from the building height limit established in this Ordinance:

- 1) School gymnasiums,
- 2) The Carteret County Courthouse,
- 3) Public utility poles and towers (except towers may be subject to other limits or procedures in this Ordinance),
- 4) Municipal and public water towers,
- 5) Permitted communication towers,
- 6) Bell towers, steeples, and spires on structures used for religious purposes, elevator shafts, chimneys, and similar structural appendages not intended for occupancy or storage;
- 7) Flagpoles.

F) ***Canopies.***

A canopy in a conforming nonresidential land use which is totally or partially supported by a structural pillar (upright support), such as but not limited to a canopy over gasoline pumps, may extend to the street right-of-way line or property line of a nonresidential use or nonresidential zone, provided such pillar is located at least ten feet (10') from a property line and the canopy is open on all four sides. Any side of a canopy may be enclosed provided the enclosed side meets the required building setback lines established herein.





## SECTION 7 Residential Conventional Zoning Districts

### A) R-20 Residential Single-Family District.

This residential district is intended to maintain a compatible mixture of single-family residential and bona fide farm uses with a density of two families per acre in accordance with the North Carolina State Board of Health recommendations for residential areas without public water and public sewer, and to prevent the development of blight and slum conditions.

1) Minimum Lot Size.

All lots in this district shall be a minimum of twenty thousand square feet (20,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the R-20 district shall have a minimum lot width of one hundred feet (100') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the ~~exceptions~~ exemptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 7-1 Interior Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-20	30 feet	25 feet	15 feet	40 feet

**Table 7-2 Corner Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-20	30 feet	30 feet	25 feet	15 feet	40 feet

**Table 7-3 Double Frontage Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Rear (Right-of-Way) Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-20	30 feet	25 feet	15 feet	40 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

Agritourism

Antenna Co-Location on Existing Tower

- |  |                                 |
|--|---------------------------------|
| Aquaculture  | Neighborhood Recreation Center  |
| Assisted Living  | Indoor/Outdoor, Private         |
| Athletic Field, Public   | Neighborhood Recreation Center, |
| Athletic Field, Private  | Public                          |
| Carport  | Nursing Home                    |
| Club, Lodge, or Hall   | Park, Public                    |
| Community Garden   | Produce Stand/Farmers' Market   |
| Dock   | Public Utility Facility         |
| Dwelling, Single-Family  | Religious Institution           |
| Farming, General   | Resource Conservation Area      |
| Forestry   | Satellite Dish Antenna          |
| Garage, Private Detached                                       | Shed                            |
| Government/Non-Profit Owned/<br>Operated Facilities & Services | Swimming Pool (Personal Use)    |
| Group Home   | Temporary Construction Trailer  |
| Home Occupation  | Utility Minor                   |
| Manufactured Home  | Vehicle Charging Station        |

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

- |  |                                   |
|--|-----------------------------------|
| Accessory Dwelling Unit                  | Kennel, Indoor /Outdoor Operation |
| Bed & Breakfast                          | Marina                            |
| Boat Sales/Rentals                       | Museum                            |
| Cemetery/Graveyard                       | Office: Small Business            |
| Concealed (Stealth) Antennae &<br>Towers | Other Free Standing Towers        |
| Day Care/Child Care Home                 | Outdoor Amphitheater, Public      |
| Dry Boat Storage                         | Preschool                         |
| Golf Course, Privately Owned             | Public Safety Station             |
| Golf Driving Range                       | School, K-12                      |
| Kennel, Indoor Operation Only            | School, Post-Secondary            |
|  | Utility Facility                  |

**B) R-8MH Residential Manufactured Home Park/Recreational Vehicle Park District.**

This residential district is established as per N.C.G.S. ~~160A-383.1~~ ~~160D-910~~ ~~160D-99~~ (zoning regulations for manufactured homes) to provide a medium density district in which the principal use of land is for site-built, single-family dwelling units and approved manufactured home and/or recreational vehicle parks. Uses in this district which require potable water and sanitary sewer must be connected to municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the R-8MH district shall be a minimum of eight thousand square feet (8,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the R-8MH district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the ~~exceptions~~ ~~exemptions~~ allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 7-4 Interior Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8MH	25 feet	25 feet	8 feet	35 feet

**Table 7-5 Corner Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8MH	25 feet	20 feet	25 feet	8 feet	35 feet

**Table 7-6 Double Frontage Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Rear (Right-of-Way) Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8MH	25 feet	15 feet	8 feet	35 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

Antenna Co-Location on Existing Tower

Athletic Field, Public Carport

Community Garden	Neighborhood Recreation Center,
Dock	Public
Dwelling, Single-Family	Park, Public
Garage, Private Detached	Public Utility Facility
Government/Non-Profit Owned/ Operated Facilities & Services	Resource Conservation Area
Home Occupation	Shed
Manufactured Home	Swimming Pool (Personal Use)
Neighborhood Recreation Center,	Temporary Construction Trailer
Indoor/Outdoor, Private	Utility Minor
	Vehicle Charging Station

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Athletic Field, Private	Preschool
Concealed (Stealth) Antennae & Towers	Public Safety Station
Golf Course, Privately-Owned	Recreational Vehicle Park
Golf Driving Range	Religious Institution
Manufactured Home Park	Satellite Dish Antenna
Outdoor Amphitheater, Public	School, Post-Secondary
	Utility Facility

7) Application Requirements.

No person shall construct or make any renovations to a manufactured home park or recreational vehicle park which either alters the number of sites for manufactured homes or recreational vehicles within the park or affects the facilities required therein until he or she first secures a permit authorizing such construction or renovation. The construction or renovation shall be in accordance with plans and specifications submitted with the appropriate application. The application and necessary fee associated with the application shall be filed with the ~~Town's Planning and Inspections Department~~ Zoning Administrator ~~at least fifteen working days prior to a regular meeting of the planning board.~~ The application shall be reviewed by the ~~planning board~~ zoning administrator, the building inspector, the Carteret County Health Department, and other necessary Town agencies as determined by the ~~planning board~~ Zoning Administrator. All plans submitted for a manufactured home park or recreational vehicle park construction or renovation will be accompanied by six sets of drawings prepared by a registered engineer or registered surveyor.

8) Manufactured Home Park Site Development.

a) Minimum Size.

Every manufactured home park shall contain at least ten acres. Each manufactured home space within the park shall be seven thousand, five hundred square feet (7,500 ft<sup>2</sup>) and shall have a minimum lot width of seventy-five (75') at the minimum building line.

b) Compliance with Dimensional Requirements.

The dimensions of each manufactured home space shall be in accordance with the dimensional standards set forth in this section.

c) Parking Space.

Parking space sufficient to accommodate at least two automobiles shall be located in each manufactured home space.

d) Width, Setbacks, and Height Limitations.

Each manufactured home space shall have the following dimensional requirements for each individual lot:

**Table 7-7 Manufactured Home Width, Setbacks, and Height Limitations.**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8MH	25 feet	25 feet	5 feet	35 feet

e) Interior Drives.

All manufactured home spaces shall abut an interior drive of not less than thirty feet (30') of the right-of-way, which shall have unobstructed access to a public street or highway. Manufactured home spaces shall not have direct access to public streets or highways except through the interior drive. All interior drives shall have a paved width not less than twenty feet (20'). All drives shall be designed and built to Town of Beaufort specifications and maintained by the park owner.

f) Refuse Collection Facilities.

The park owner is responsible for refuse collection facilities. All trash and recycling shall be made in accordance with the Town of Beaufort Solid Waste Collection Ordinance found in the Town *Code of Ordinances*.

g) Accessory Structures.

Within a manufactured home park, one manufactured home may be used as an office. All other accessory structures shall comply with section 2-F and section 6 of this Ordinance.

h) Recreation Area.

All manufactured home parks shall provide a minimum of two hundred square feet (200 ft<sup>2</sup>) of recreation area or open space per each manufactured home space within the park. Such open space shall be contiguous and in a central location within the park and shall be accessible for all occupants of the manufactured home park. ~~provided the planning board may vary this requirement for proposed parks of ten spaces or less. For each proposed park with a minimum of one hundred spaces or more, the planning board may require a minimum of one-half acre.~~

i) Stands and Anchors.

The manufactured home space shall provide an adequate area for placement and/or anchoring of the home thereby securing the structure against uplifts, sliding, rotating, or overturning during high winds. The anchors or other such permitted device shall comply with the North Carolina State Building Codes.

j) Management, Administrative Office, and Service Buildings.

i) Manufactured home parks with twenty or more manufactured home spaces shall contain an administrative office. Other administrative and service buildings housing sanitation, laundry facilities, or any other such facilities shall comply with

all applicable installations, plumbing, and sanitation codes as set forth in this Ordinance. The management, owner, duly authorized attendant, or caretaker of the manufactured home park shall at all times be responsible for keeping the manufactured home park and its facilities and equipment, in a clean, orderly, safe, and sanitary condition.

- ii) All service buildings, commercial structures, and the grounds of the park shall be maintained in a clean condition and kept free from any condition which will hinder the health of any occupant of the park, the public, or constitute a nuisance.
- k) **Storm Water/Drainage System.**

All manufactured home parks shall provide an adequate storm water drainage system to provide for proper capture and drainage of storm water. At no time shall a drainage system be so constructed as to permit the freestanding of water which may stimulate breeding places for mosquitoes.
- l) **Structural Additions.**

All structural additions to manufactured homes, other than those which are built into the unit and designed to fold out or extend from the unit, shall be erected only after a building permit is obtained in the Town's Planning and Inspections Office. Such additions shall conform to the building codes of the Town and to the North Carolina State Building Codes. The building permit shall specify whether such structural addition(s) will remain permanently, must be removed when the manufactured home is removed, or must be removed within a specified length of time after the manufactured home is removed. Structural alterations existing at the time of the passage of this Ordinance shall be removed within thirty days after the subject manufactured home is removed, unless attached to another manufactured home on the same site within the thirty day period.
- m) **Space Numbering System.**

Upon adoption of this section, all approved manufactured home parks shall institute a space numbering system which will correspond to the manufactured home plan as approved by the ~~planning board~~Zoning Administrator. Each manufactured home space shall be numbered, and such numbers shall be displayed in a visible manner to facilitate space location. Such individual numbers shall be posted on the manufactured home, on a display post not greater than two feet (2') in height, or displayed in such a manner as to be acceptable to the code enforcement officer.
- n) **Compliance.**

Manufactured home parks in existence at the time of the adoption of this Ordinance which are not in compliance with the provisions of this Ordinance shall be deemed nonconforming.
- 9) **Design Standards and Specifications for Recreational Vehicle Parks.**

Contents of the park plan shall meet the standards as set forth in section 18 of this Ordinance, and include the following standards:

  - a) **Minimum Size.**

Every recreational vehicle park shall contain at least ten acres. Each recreational



vehicle space within the park shall be one thousand square feet (1000 ft<sup>2</sup>) and shall have a minimum lot width of twenty-five feet (25') at the minimum building line.

b) Compliance with Dimensional Requirements.

The dimensions of each recreational vehicle space shall be in accordance with the dimensional standards set forth in this section.

c) Parking Space.

Parking space sufficient to accommodate at least one motor vehicle and one recreational vehicle shall be located in each space. No more than one recreational vehicle may be parked within any one space.

d) Width, Setbacks, and Height Limitations.

Each recreational vehicle space shall have the following dimensional requirements for each individual lot:

**Table 7-8 Recreational Vehicle Width, Setbacks, and Height Limitations**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8MH	25 feet	15 feet	5 feet	35 feet

e) Interior Drives.

All spaces shall abut an interior drive of not less than thirty feet (30') of right-of-way, which shall have unobstructed access to a public street or highway. Recreational vehicles shall not have direct access to public streets or highways except through the interior drive. All interior drives shall have a paved width not less than twenty feet (20'). All drives shall be designed and built to Town of Beaufort specifications and maintained by the park owner.

f) Refuse Collection Facilities.

The park owner is responsible for refuse collection facilities. All trash and recycling shall be made in accordance with the Town of Beaufort Solid Waste Collection Ordinance found in the Town *Code of Ordinances*.

g) Accessory Structures.

Within a recreational vehicle park, one manufactured home may be used as an office. All other accessory structures shall comply with section 2-F and section 6 of this Ordinance.

h) Restroom Facilities.

Each park shall have a central structure or structures, which provides separate toilet and bath or shower facilities for both sexes.

i) Swimming Pools.

No swimming pool or bathing area shall be installed, altered, improved, or used without compliance with the applicable regulations of the Town. No bathing area shall be used without the written permission of the county health department.

j) Management, Administrative Office, and Service Buildings.

- i) Recreational vehicle home parks with twenty or more spaces shall contain an administrative office. Other administrative and service buildings housing sanitation, laundry facilities, or any other such facilities shall comply with all applicable installations, plumbing, and sanitation codes as set forth in this Ordinance. The management, owner, duly authorized attendant, or caretaker of the park shall be responsible at all times to keep the park, its facilities and equipment, in a clean, orderly, safe, and sanitary condition.
  - ii) All service buildings, commercial structures, and the grounds of the park shall be maintained in a clean condition and kept free from any condition which will hinder the health of any occupant of the park, the public, or constitute a nuisance.
- k) Storm Water/Drainage System.

All recreational vehicle parks shall provide an adequate storm water drainage system to provide for proper capture and drainage of storm water. At no time shall a drainage system be so constructed as to permit the freestanding of water which may stimulate breeding places for mosquitoes.
- l) Sanitary Facilities.

All toilet, shower, lavatory, and laundry facilities shall be provided and maintained in a clean and sanitary condition and kept in good repair at all times. They shall be safely and adequately lighted. Facilities shall be easily accessible and conveniently located. All toilets, shower, lavatory, and laundry room facilities shall be acceptable to the county health department and shall be in conformity with county codes.
- m) Sewage Disposal.

All approved recreational vehicle parks shall be required to tie into the Town of Beaufort sanitary sewer system. All sewage waste from each park and park space, including waste from toilets, showers, bathtubs, lavatories, wash basins, sinks, and water-using appliances not herein mentioned, shall be tied into the Town of Beaufort sanitary sewer system.
- n) Electrical Service/Electrical Inspection.

The building inspector shall review park plans to determine if the proposed electrical system is in accordance with the state and national electric codes adopted by the BOC. Distribution lines shall be installed underground at least eighteen inches (18") below the ground surface where possible and at least one foot (1') extra radial distance from any water, sewer, gas, or communication line. Electrical systems shall be calculated on the basis of at least one hundred amps at 120/140 volts for each recreational vehicle site in the park. The point of electrical connection shall be approximately forty feet (40') from the front of the RV and approximately four feet (4') from either side of the RV and within the RV space. Electrical connections shall be made with due regards to uniformity, safety, and convenience.
- o) Management of the Recreational Vehicle Park.
  - i) It shall be unlawful for a person to park or store a manufactured home in a

recreational vehicle park for longer than seven days. However one manufactured home may be allowed within an RV Park to be used as an office and/or residence of the persons responsible for the operation and maintenance of the park.

- ii) It shall be the duty of the operator of an RV Park to keep an accurate ledger containing a record of all occupants of the RV Park. The operator shall keep the ledger available at all times for inspection by law enforcement officials, public health officials, and other officials whose duties necessitate acquisition of the information contained in the ledger.
- iii) The ledger shall contain the following information:
  - Name and permanent address of the occupants of each space;
  - Dates entering and exiting the park; and,
  - The vehicle license plate number with the state of issuance for the license plate, make, and type of vehicle for each car, truck, camping vehicle, etc. staying within the RV Park.



C) ***R-8 Residential Medium Density District.***

This residential district is established as a medium density district in which the principle use of the land is for single-family dwelling units. The regulations of this district are intended to provide areas of the community for those persons desiring residences in relatively medium density areas. No buildings, houses, or structures, excepting noncommercial docks or piers as specified in section 2-H of this Ordinance, will be erected on the south side of Front Street in this district. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the R-8 district shall be a minimum of eight thousand square feet (8,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the R-8 district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the ~~exceptions~~ ~~exemptions~~ allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 7-9 Interior Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	25 feet	8 feet	35 feet

**Table 7-10 Corner Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	20 feet	25 feet	8 feet	35 feet

**Table 7-11 Double Frontage Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Rear (Right-of-Way) Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	15 feet	8 feet	35 feet

Where a lot extends across Front Street, the above setbacks shall apply to the portion of the lot north of Front Street. The docks or piers permitted on the south side of Front Street will be subject to an eight feet (8') side setback, or any more restrictive setback required by CAMA, or the regulations promulgated thereunder.

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

Antenna Co-Location on Existing Tower	Neighborhood Recreation Center, Indoor/Outdoor, Private
Athletic Field, Public	Neighborhood Recreation Center, Public
Carport	Park, Public
Community Garden	Public Utility Facility
Dock	Resource Conservation Area
Dwelling, Single-Family	Shed
Garage, Private Detached	Swimming Pool (Personal Use)
Government/Non-Profit Owned/ Operated Facilities & Services	Temporary Construction Trailer
Group Home	Utility Minor
Home Occupation	Vehicle Charging Station

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Accessory Dwelling Unit	Marina
Athletic Field, Private	Outdoor Amphitheater, Public
Bed & Breakfast	Preschool
Cemetery/Graveyard	Produce Stand/Farmers' Market
Club, Lodge, or Hall	Public Safety Station
Concealed (Stealth) Antennae & Towers	Religious Institution
Day Care/Child Care Home	Satellite Dish Antenna
Golf Course, Privately-Owned	School, Post-Secondary
Golf Driving Range	Utility Facility



**D) R-8A Residential Single-Family Waterfront District.**

This residential district is established to provide a medium density district area in which the principal use of the land is for single-family residences together with customary accessory buildings, structures and docks in conformity with sections 2-F and 2-H of this Ordinance. This district is identified on the Town’s zoning map and is confined to the existing residential portions on the south side of Front Street. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the R-8A district shall be a minimum of eight thousand square feet (8,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the R-8A district shall have a minimum lot width of sixty feet (60’) at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the ~~exceptions-exemptions~~ allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

This district does not have corner lots or double frontage lots as do other residential zoning districts. This district also has CAMA requirements which must be followed.

**Table 7-12 Interior Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8A	25 feet	15 feet	8 feet	35 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

- |  |                                |
|--|--------------------------------|
| Carport  | Park, Public                   |
| Community Garden   | Public Utility Facility        |
| Dock   | Resource Conservation Area     |
| Dwelling, Single-Family  | Shed                           |
| Garage, Private Detached                                       | Swimming Pool (Personal Use)   |
| Government/Non-Profit Owned/<br>Operated Facilities & Services | Temporary Construction Trailer |
| Home Occupation  | Utility Minor                  |
|  | Vehicle Charging Station       |

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

- |                              |                        |
|------------------------------|------------------------|
| Accessory Dwelling Unit      | Preschool              |
| Athletic Field, Private      | Public Safety Station  |
| Bed & Breakfast              | Religious Institution  |
| Cemetery/Graveyard           | Satellite Dish Antenna |
| Club, Lodge, or Hall         | School, Post-Secondary |
| Day Care/Child Care Home     | Utility Facility       |
| Outdoor Amphitheater, Public |                        |

**E) Residential Cluster (RC-5) Development District.**

This district is established as a medium to high density district encouraging the practice of residential cluster development designed to conserve land, create useable open space, reduce building and infrastructure costs, and provide for more attractive and functional communities. The regulations of this district are designed to provide greater open space and other amenities while relaxing minimum yard and similar regulations which would apply to a traditional district. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the RC-5 district shall be a minimum of five thousand square feet (5,000 ft<sup>2</sup>). The overall density of each cluster development shall not exceed eight units per acre regardless of the minimum lot area required per dwelling or unit herein.

2) Minimum Lot Width.

All lots in the RC-5 district shall have a minimum lot width of fifty feet (50') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the ~~exceptions~~ ~~exemptions~~ allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 7-13 Interior Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
RC-5	20 feet	30 feet	5 feet*	35 feet

**Table 7-14 Corner Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
RC-5	20 feet	10 feet	30 feet	5 feet*	35 feet

**Table 7-15 Double Frontage Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way) Setback</i>	<i>Rear Setback (Right-of-Way) Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
RC-5	20 feet	30 feet	5 feet*	35 feet

\*Zero lot line housing in the RC-5 district is permitted for one interior lot line provided each of the conditions below are met:

- a) The final subdivision plat designates placement of the dwelling unit on one of the side lot lines;
- b) No two detached single-family dwelling units shall utilize the zero lot line provision on a common lot line;

- c) The remaining side yard shall not be less than the sum of the two side yard setbacks normally required; and,
- d) The dwelling unit wall abutting the zero lot line side yard shall be a solid structural and fire-rated wall with no windows, doors, or other openings.
- e) A ten-foot (10') setback shall be required along all peripheral boundaries of a cluster development. A structure, whether it is the principal or accessory structure, shall not encroach upon this required setback distance. Within said setback, the Town may require as a part of its site plan review, the establishment of a reasonable buffer to protect and maintain the character of adjacent uses (see section 10 of this Ordinance for more information).
- f) A zero side yard setback may be permitted on one side of each lot subject to the following provisions:
  - i) The minimum building separation for the side yard opposite the zero lot line shall be either a separation of ten feet (10') from the side of the adjacent dwelling when constructed, or a minimum ten-foot (10') setback line from the adjoining side lot line, whichever is greater;
  - ii) A five-foot (5') maintenance easement with a maximum eave encroachment easement of two feet (2') within the maintenance easement shall be established in the deed restrictions, recorded plat, and/or covenants of the adjoining lot and shall assure ready access to the lot line wall at reasonable periods of the day for normal maintenance; and,
  - iii) Preliminary and final site development plans shall indicate the proposed envelope location of the dwellings, driveways, and parking arrangements for each lot. The final site development plans shall include a draft of the proposed encroachment and maintenance easements within the covenants or on the proposed final plat for review and approval by the Town.
  - iv) Upon the recording of the final plat in the Register of Deeds office, a copy of the completed covenants must be submitted with the final plat. A copy of the covenants and final recorded plat shall also be made available ~~to the Town's Planning and Inspections Department~~ by the Zoning Administrator.

4) Accessory Building Setback Requirements.

An unattached accessory structure may be located in a rear yard provided it is located at a distance not less than eight feet (8') from the principal structure and is not closer than three feet (3') from the rear yard line, and provided not more than twenty-five percent (25%) of the total lot area is covered by the accessory building. On a reversed corner lot or double frontage lot, no accessory building shall extend beyond the front yard line of the lot located to the rear of the lot on which the accessory building is being proposed.

5) Permitted Uses.

Antenna Co-Location on Existing Towers  
Athletic Field, Public

Carport  
Community Garden  
Dock

- |  |                                |
|--|--------------------------------|
| Dwelling, Duplex/Townhome                                      | Park, Public                   |
| Dwelling, Single-Family  | Public Safety Station          |
| Garage, Private Detached                                       | Public Utility Facility        |
| Government/Non-Profit Owned/<br>Operated Facilities & Services | Resource Conservation Area     |
| Home Occupation  | Shed                           |
| Neighborhood Recreation Center,<br>Indoor/Outdoor, Private     | Swimming Pool (Personal Use)   |
| Neighborhood Recreation Center,<br>Public                      | Temporary Construction Trailer |
|  | Utility Minor                  |
|  | Vehicle Charging Station       |

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

- |  |                              |
|--|------------------------------|
| Athletic Field, Private                  | Outdoor Amphitheater, Public |
| Bed & Breakfast                          | Preschool                    |
| Concealed (Stealth) Antennae &<br>Towers | Religious Institution        |
| Golf Course, Privately-Owned             | Satellite Dish Antenna       |
| Golf Driving Range                       | School, Post-Secondary       |
| Marina                                   | Transportation Facility      |
|  | Utility Facility             |

7) Owners Association Required.

The establishment of an owners association shall be mandatory for all residential cluster developments.

- a) The owners association shall be organized and established as a legal entity prior to the conveyance of any lot or living unit in the residential cluster development.
- b) The owners' association membership shall be mandatory for each owner of a lot or living unit.
- c) The owners association shall have the authority to ~~access~~ assess its members to produce revenues to cover the expenses of the association and such assessments will be secured by a lien.
- d) The association shall be responsible for the payment of premiums for liability insurance, taxes, maintenance of recreational or other facilities located in common areas, payment of assessment for public and private capital improvements made to or for the benefit of the common areas, maintenance of any private street, and for such other purposes as the organizing documents provides.
- e) The residential cluster development will be subject to the North Carolina Planned Community Act regardless of the number of lots therein.

8) Common Walls.

Common walls between individual residences shall be party walls and provisions for the maintenance and restoration thereof, in the event of destruction or damages, shall be established.

9) Open Space.

- a) Open space shall be set aside for the use, benefit, and enjoyment of all residents of the cluster development and shall either be dedicated to the private use of the residents or

conveyed to the owners' association for ownership, use, and management. Land which is restricted in any way so it may not be available for the use, benefit, and enjoyment of all residents of the cluster development at the time of lot sales or any time thereafter shall not qualify as open space.

- b) The open space in the cluster development shall be computed upon the following percentages of the overall area based upon the number of dwelling units per gross acre of cluster development as follows:

**Table 7-16 Open Space Requirements**

<i>Number of Dwelling Units Per Gross Acre</i>	<i>Required Percentage of Open Space</i>
3 units or less	20%
4-6 units	21-30%
7-8 units	31-45%

- c) To qualify as open space, land shall have a minimum width of five feet (5') excluding street rights-of-way, drives, parking areas, or structures other than recreational structures, and be one contiguous tract containing not less than ten thousand square feet (10,000 ft<sup>2</sup>) or four percent (4%) of the project area whichever is greater, exclusive of streets, parking areas, and utility easements. Street rights-of-way, drives, parking areas, buffer zones, and utility areas/easements may qualify as open space and be counted towards the percentage of open space required for each development provided the street rights-of-way, drives, parking areas, and utility areas/easements shall not compromise more than two-thirds of the required open space for each development unless the percentage is ~~varied or waived~~ modified by the BOC ~~upon recommendation by the planning board.~~ Such ~~variation-modification~~ shall be ~~freely~~ allowed if any two or more of the following criteria are found to exist:
  - i) To provide flexibility in design to take the greatest advantage of natural land, water, trees, environmental, and historical features;
  - ii) To provide for the creation of compatible arrangements which give the homebuyer greater choice in selecting his/her living environment;
  - iii) To provide sufficient freedom for the developer to submit plans which embody a creative approach to the use of lands and related physical development as well as utilize innovative techniques to enhance the visual character of the development;
  - iv) To provide for the efficient use of land which may result in smaller street and utility networks, better maintenance and upkeep of sewage disposal systems, and reduced development and maintenance costs;
  - v) To include compatible or associated uses which complement the residential area within the cluster development;
  - vi) To simplify the procedures for obtaining approval of proposed development through expeditious review of proposed land use, site layout, public needs, health and safety factors; and/or,
  - vii) To minimize expenditures of public funds for services and maintenance of streets, roads, central sewage systems and similar utilities, and to provide the efficient investment of community resources.

10) Preliminary and Final Review Procedures and Approvals.



The owner/developer of a new residential cluster development shall follow all requirements set forth in section 18 of this Ordinance. However, before proceeding to the building phase of the development, the Town must issue to the owner/developer, a preliminary plat approval pursuant to Article X of the *Town of Beaufort Subdivision Ordinance*.

11) Parking and Loading.

Two off-street parking spaces shall be provided per dwelling unit.

12) Signs.

The regulations for signs in an RC-5 district shall be as contained within section 16 of this Ordinance.



F) **RS-5 Residential Single-Family 5 Development District.**

This residential district classification is intended for existing or older neighborhoods characterized by single-family residences on relatively smaller lots and provides reduced setback requirements and a defined street orientation. The purpose of this district is to provide relief to existing lots of record which make them difficult to be developed as single-family residences. The RS-5 district has a fifty percent (50%) lot coverage restriction which must be maintained. No buildings, houses, or structures, excepting noncommercial docks or piers as specified in section 2-H of this Ordinance, will be erected on the south side of Front Street in this district. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the RS-5 district shall be a minimum of five thousand square feet (5,000 ft<sup>2</sup>).

2) Residential Density.

- a) All lots in the RS-5 district shall be limited to one single-family detached dwelling per lot.
- b) All lots in the RS-5 district shall not exceed an impervious surface area requirement of fifty percent (50%).

3) Minimum Lot Width.

All lots in the RS-5 district shall have a minimum lot width of fifty feet (50') at the minimum building line.

4) Building Setback and Building Height Requirements and Limitations.

Subject to the ~~exceptions~~ exemptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 7-17 Interior Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
RS-5	20 feet	15 feet	5 feet	35 feet

**Table 7-18 Corner Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
RS-5	20 feet	10 feet	15 feet	5 feet	35 feet

**Table 7-19 Double Frontage Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Rear (Right-of-Way) Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
RS-5	20 feet	20 feet	5 feet	35 feet

Where a lot extends across Front Street, the above setbacks shall apply to the portion of the lot north of Front Street. The docks or piers permitted on the south side of Front Street will be subject to an eight feet (8') side setback, or any more restrictive setback required by CAMA, or the regulations promulgated thereunder.

5) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

6) Permitted Uses.

Antenna Co-Location on Existing Towers	Indoor/Outdoor, Private Neighborhood Recreation Center, Public
Athletic Field, Public	Park, Public
Carport	Public Safety Station
Community Garden	Public Utility Facility
Dock	Resource Conservation Area
Dwelling, Single-Family	Shed
Garage, Private Detached	Swimming Pool (Personal Use)
Government/Non-Profit Owned/ Operated Facilities & Services	Temporary Construction Trailer
Home Occupation	Utility Minor
Neighborhood Recreation Center,	Vehicle Charging Station

7) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Accessory Dwelling Unit	Golf Driving Range
Athletic Field, Private	Marina
Bed & Breakfast	Outdoor Amphitheater, Public
Cemetery/Graveyard	Preschool
Club, Lodge, or Hall	Religious Institution
Concealed (Stealth) Antennae & Towers	Satellite Dish Antenna
Golf Course, Privately Owned	School, Post-Secondary
	Transportation Facility

Table 7-20 Residential Zoning Districts Table of Uses

Land Development Ordinance Uses		R-20	R-8MH	R-8	R-8A	RC-5	RS-5
<b>Residential Uses</b>							
<b>Group Living</b>	Assisted Living	P					
	Dormitory						
	Group Home	P		P			
	Nursing Home	P					
<b>Household Living</b>	Accessory Dwelling Unit	S		S	S		S
	Dwelling, Duplex/Townhome					P	
	Dwelling, Multi-Family						
	Dwelling, Single-Family	P	P	P	P	P	P
	Manufactured Home	P	P				
	Manufactured Home Park		S				
	Recreational Vehicle Park		S				
<b>Mixed Uses</b>							
	Mixed Use						
<b>Public/Institutional Uses</b>							
<b>Aviation</b>	Airport/Landing Strip						
<b>Cemeteries/Graveyards</b>	Cemetery/Graveyard	S		S			S
<b>Cultural Facilities</b>	Library						
	Museum	S					
<b>Day Care</b>	Day Care Center	P					
	Day Care/Child Care Home	S		S	S		
<b>Government Services</b>	Government/Non-Profit Owned/ Operated Facilities & Services	P	P	P	P	P	P
	Public Safety Station	S	S	S	S	P	P
	Public Utility Facility	P	P	P	P	P	P
<b>Hospitals</b>	Hospital						
<b>Parks and Athletic Fields, Public Use</b>	Athletic Field, Public	P	P	S		P	
	Community Garden	P	P	P	P	P	P
	Neighborhood Recreation Center, Public	P	P	S		P	P
	Outdoor Amphitheater, Public	S	S	S	S		S
	Park, Public	P	P	P	P	P	P
	Resource Conservation Area	P	P	P	P	P	P
<b>Religious Uses</b>	Religious Institution	P	S	S	S	S	S
<b>Educational Uses</b>	Preschool	S	S	S	S	S	S
	School, K-12	S					
	School, Post-Secondary	S	S	S	S	S	S
<b>Non-Governmental Facilities</b>	Transportation Facility					S	S
	Utility Facility	S	S	S	S	S	
	Utility Minor	P	P	P	P	P	P
<b>Agricultural Uses</b>	Agritourism	P					
	Aquaculture	P					
	Farming, General	P					
	Forestry	P					
	Produce Stand/Farmers' Market	P		S			

Permitted Use

Special Use

Table 7-20 Residential Zoning Districts Table of Uses

Land Development Ordinance Uses		R-20	R-8MH	R-8	R-8A	RC-5	RS-5
<b>Commercial Uses</b>							
Animal Services	Kennel, Indoor Operation Only	S					
	Kennel, Indoor/Outdoor Operation	S					
Assembly	Club, Lodge, or Hall	P		S	S		S
Financial Institutions	Financial Institution						
Food and Beverage Services	Microbrewery						
	Restaurant, with Drive-Thru Service						
	Restaurant, with Indoor Operation						
	Restaurant, with Outdoor Operation						
	Tavern/Bar/Pub with Indoor Operation						
	Tavern/Bar/Pub with Outdoor Operation						
Offices	Office: Business, Professional, or Medical						
	Office: Small Business	S					
Public Accommodations	Bed & Breakfast	S		S	S	S	S
	Hotel or Motel						
Indoor Recreation & Entertainment, Privately Owned	Adult Entertainment						
	Amusement Establishment						
	Commercial Indoor Recreation Facility						
	Neighborhood Recreation Center Indoor/Outdoor, Private	P	P	S		P	P
	Pool Hall or Billiard Hall						
	Theater, Large						
	Theater, Small						
Outdoor Recreation & Entertainment, Privately Owned	Athletic Field, Private	P	S	S	S		
	Commercial Outdoor Amphitheater						
	Commercial, Outdoor Recreation Facility						
	Golf Course, Privately-Owned	S	S	S			S
	Golf Driving Range	S	S	S			S
	Motor Vehicle Raceway						
Retail Sales and Services	Adult-Oriented Retail Establishment						
	Convenience Store						
	Mortuaries/Funeral Homes/Crematoriums						
	Liquor Store						
	Personal Service Establishment						
	Retail Store						
Vehicle Storage Facilities	Dry Boat Storage	S					
	Marina	S		S		S	S
	Parking Lot						
	Parking Structure						
Vehicles and Equipment Facilities	Boat Sales/Rentals	S					
	Car Wash						
	Gas/Service Station						
	Heavy Equipment Sales/Rentals						
	Heavy Vehicle Repair						
	Moped/Golf Cart Sales/Rentals						
	Motor Vehicle Sales/Rentals						
	Towing & Vehicle Storage						
Vehicle Service							

Permitted Use

Special Use



**Table 7-20 Residential Zoning Districts Table of Uses**

Land Development Ordinance Uses		R-20	R-8MH	R-8	R-8A	RC-5	RS-5
<b>Industrial Uses</b>							
<b>Industrial Service Uses</b>	General Industrial Service						
<b>Manufacturing and Production Uses</b>	Manufacturing, Heavy						
	Manufacturing, Light						
	Resource Extraction						
<b>Telecommunication Facilities</b>	Antenna Co-Location on Existing Tower	P	P	P		P	P
	Concealed (Stealth) Antennae & Towers	S	S	S		S	S
	Other Building-Mounted Antennae & Towers						
	Other Freestanding Towers	S					
<b>Warehouse and Freight Movement Uses</b>	Commercial Waterfront Facility						
	Hazardous Material Storage						
	Mini-Storage						
	Outdoor Storage						
	Warehousing & Distribution Establishment						
	Wholesale Establishment						
<b>Waste-Related Uses</b>	Recycling and Salvage Operation						
<b>Accessory Uses and Structures</b>							
<b>Accessory Uses</b>	Carport	P	P	P	P	P	P
	Dock	P	P	P	P	P	P
	Garage, Private Detached	P	P	P	P	P	P
	Home Occupation	P	P	P	P	P	P
	Outdoor Retail Display/Sales						
	Satellite Dish Antenna	P	S	S	S	S	S
	Shed	P	P	P	P	P	P
	Signs, Commercial Free-Standing						
	Swimming Pool (Personal Use)	P	P	P	P	P	P
	Temporary Construction Trailer	P	P	P	P	P	P
	Vehicle Charging Station	P	P	P	P	P	P

**Permitted Use**

**Special Use**



## SECTION 8 Transitional Conventional Zoning Districts

### A) *TCA Townhomes, Condominiums, Apartments District.*

This district is established to provide a high density district in which the primary uses are multi-family residences and duplexes. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Maximum Overall Density.

The TCA district shall have a maximum density of twelve units per acre.

2) Minimum Lot Size.

All lots in the TCA district shall be a minimum of two thousand, seven hundred, and fifty square feet (2,750 ft<sup>2</sup>) per dwelling unit.

3) Minimum Lot Width.

All lots in the TCA district shall have a minimum lot width of eighty feet (80') at the minimum building line.

4) Building Setback and Building Height Requirements and Limitations.

Subject to the ~~exceptions~~ exemptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 8-1 Interior Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TCA	25 feet	25 feet	8 feet	35 feet

**Table 8-2 Corner Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
TCA	25 feet	15 feet	30 feet	8 feet	35 feet

**Table 8-3 Double Frontage Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Rear (Right-of-Way) Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TCA	25 feet	15 feet	8 feet	35 feet

5) Accessory Building Setback Requirements.

All accessory buildings must comply with the lot setback requirements as set forth in section 2-F, section 6, section 15, and all the other sections of this Ordinance.



6) Covenants.

In any development proposing common areas, jointly-used structures, or private streets, restrictive and protective covenants which provide for party wall rights, harmony of external design, continuing maintenance of building exteriors, grounds, or other general use improvements and similar matters, shall be submitted to the Town and approved by the BOC. Condominium development must submit evidence of compliance with the North Carolina Condominium Act.

7) Permitted Uses.

Antenna Co-Location on Existing Tower	Home Occupation
Assisted Living	Neighborhood Recreation Center Indoor/Outdoor, Private
Athletic Field, Public	Neighborhood Recreation Center, Public
Carport	Nursing Home
Community Garden	Park, Public
Concealed (Stealth) Antennae & Towers	Public Safety Station
Dock	Public Utility Facility
Dormitory	Resource Conservation Area
Dwelling, Duplex/Townhome	Shed
Dwelling, Multi-Family	Signs, Commercial Free-Standing
Garage, Private Detached	Temporary Construction Trailer
Government/Non-Profit Owned/ Operated Facilities & Services	Utility Minor
Group Home	Vehicle Charging Station

8) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Athletic Field, Private	Restaurant with Indoor Operation
Dwelling, Single-Family	Restaurant with Outdoor Operation
Golf Course, Privately-Owned	Retail Store
Golf Driving Range	Satellite Dish Antennas
Hotel or Motel	School, Post-Secondary
Marina	Tavern/Bar/ Pub with Indoor Operation
Mixed Use	Tavern/Bar/ Pub with Outdoor Operation
Outdoor Amphitheater, Public	Theater, Small
Personal Service Establishment	Transportation Facility
Preschool	Utility Facility
Religious Institution	
Restaurant with Drive-Thru Service	

**B) Transitional District (TR).**

The 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 both municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the TR district shall be a minimum of eight thousand square feet (8,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the TR district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the ~~exceptions~~ exemptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 8-4 Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TR	25 feet	25 feet	15 feet	35 feet

**Table 8-5 Other Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TR	25 feet	25 feet	8 feet	35 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the lot setback requirements as set forth in section 2-F, section 6, section 15, and all other sections of this Ordinance.

5) Permitted Uses.

- |   |  |
|---|--|
| Antenna Co-Location on Existing Tower   | Dormitory  |
| Assisted Living                         | Dwelling, Single-Family  |
| Athletic Field, Public                  | Garage, Private Detached                                       |
| Bed & Breakfast                         | Government/Non-Profit Owned/<br>Operated Facilities & Services |
| Carport                                 | Group Home   |
| Club, Lodge, or Hall                    | Home Occupation  |
| Commercial Indoor Recreational Facility | Library  |
| Community Garden                        | Mixed Use  |
| Dock                                    | Mortuary/Funeral Home/<br>Crematorium                          |



Neighborhood Recreation Center Indoor/Outdoor, Private	Public Utility Facility
Neighborhood Recreation Center, Public	Religious Institution
Nursing Home	Resource Conservation Area
Office: Business, Professional, or Medical	Restaurant with Indoor Operation
Park, Public	Shed
Personal Service Establishment	Signs, Commercial Free-Standing
Public Safety Station	Swimming Pool (Personal Use)
	Temporary Construction Trailer
	Utility Minor
	Vehicle Charging Station

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Accessory Dwelling Unit	Museum
Aquaculture	Other Freestanding Towers
Financial Institution	Outdoor Amphitheater, Public
Cemetery/Graveyard	Parking Lot
Concealed (Stealth) Antennae & Towers	Preschool
Day Care Center	Produce Stand/Farmers' Market
Day Care/Child Care Home	Retail Store
Dwelling, Duplex	Satellite Dish Antenna
Golf Course, Privately Owned	School, K-12
Golf Driving Range	School, Post-Secondary
Hotel or Motel	Tavern/Bar/ Pub with Indoor Operation
Kennel, Indoor/Outdoor Operation	Utility Facility
Marina	

### C) *Planned Unit Development (PUD) District.*

This district is defined as an area characterized by an orderly integration of residential, commercial (inclusive of offices and institutions), industrial, and open space land uses which conform to the design requirements contained herein.

The procedure for establishment of a PUD is provided in Article X of the *Town of Beaufort Subdivision Ordinance*. The Town recognizes the PUD as a ~~special~~ district where the developer/owner proposes an integrated expansion of land combining mixed uses. The PUD will be divided into sub-districts with each sub-district being one of the recognized districts within this Ordinance. Development within such sub-districts must be consistent with the requirements and limitations of the normal district it correlates with, and this PUD section and its chapters and subchapters, the most stringent will apply.

PUD developers are required to submit a ~~site-master plan~~ or preliminary plat for review, as established in section 18 of this Ordinance or the *Town of Beaufort Subdivision Ordinance*, in order for the ~~planning-Planning board-Board~~ and Board of Commissioners (BOC) to look at the relationships between the mixed use development. There are no minimum lot sizes or setback requirements in this district however when the PUD comes for review, those items will be evaluated to make sure they conform to the standards set forth in this section of this Ordinance.

During consideration and approval of the master plan for a PUD project, or a preliminary plat for a section of the master plan of the PUD project, the BOC, ~~following a recommendation from the planning board,~~ may ~~vary-alter the~~ minimum requirements of this Ordinance or the *Town of Beaufort Subdivision Ordinance*. The master plan or preliminary plat applicant must show how the PUD will be enhanced aesthetically, the environment will be better protected, or for any other reason the BOC determines appropriate, as long as the BOC determines such ~~variancealteration~~ does not harm the public interest. Density within a mixed use district may be varied from the limit specified within the district as long as the maximum overall density limit of six dwelling units per acre is maintained.

- 1) Accessory Building Setback Requirements.  
All accessory buildings must comply with the setback requirements as set forth in section 2-F, section 6, section 15, and all sections of this Ordinance.
- 2) Building Height Limitations.  
The maximum building height for this district is forty feet (40').
- 3) Permitted Uses.  
All uses are allowed in the PUD District as a Special Use.
- 4) PUD Minimum Size.  
Fifteen acres.
- 5) Maximum Overall Density.  
Six dwelling units per acre.

6) Open Space Requirements.

A minimum of fifteen percent (15%) of the total PUD area shall be maintained as open space. Street right-of-ways, parking lots, building areas (as defined), and lots held in individual ownership shall not constitute any part of the required open space; however, building areas for recreational facilities may be computed as open space. The BOC may also require the owner/developer of the PUD to provide the Town with an option to purchase open space sites at a fair market value for the development of future public recreational areas and/or municipal facilities. This option shall become null and void if the Town has not exercised the option prior to the completion of seventy percent (70%) of the proposed dwelling units within the PUD. Any open space land use not included under the approval of the PUD preliminary plat must be reviewed by the planning board and approved by the BOC prior to its development.

7) Owner Association Required.

The creation of an owners association shall be mandatory for all PUD developments.

- a) The owners association shall be organized and established as a legal entity prior to the conveyance of any lot, townhome, or condominium within the PUD project.
- b) Membership in the owners' association shall be mandatory for each owner of a lot, townhome, or condominium within the PUD project.
- c) The owners association shall have the authority to assess its members to produce revenues to cover the expenses of the association. Such assessments will be secured by a lien.
- d) The association shall be responsible for the payment of premiums for liability insurance, taxes, maintenance of recreational and other facilities located on common areas, payment of assessment for public and private capital improvements made to or for the benefit of the common areas, payment of assessment and maintenance of any private street, and for such other purposes as the organizing documents provide.
- e) A PUD may have a master association where all lot, townhome, and condominium owners are mandatory members. There also may be additional owners associations or "section associations" for the individual housing sections developed within a PUD where only the lot, townhome, or condominium owners in such section are members.

8) Residential Development.

The applicable area, yard, and height requirements as contained in section 4 of this Ordinance shall be adhered to. With the exception of pre-designated lots employing the zero lot line provisions, the applicable yard setback requirements for single-family structures shall be based upon the square footage of the lot. All multi-family developments shall adhere to the applicable development regulations contained herein. The approved preliminary and final site plans for the PUD project shall designate the district category which shall apply to each parcel of property.

9) Commercial Development.

Any commercial land use will be developed under the regulations of this Ordinance. No commercial construction may begin until at least fifty percent (50%) of the proposed residential dwelling units or five hundred TCA dwelling units within the PUD, whichever is smaller, are completed and ready for occupancy.

D) ***Cedar Street Mixed-Use Zoning District (CS-MU)***

1) **Purpose.**

The purpose of this district is to protect, enhance and guide the redevelopment of the Cedar Street corridor by reducing visual clutter through the implementation of commercial design standards and selecting the appropriate type of uses for this district. These standards are designed to improve the aesthetics, traffic congestion and provide for a solid and vibrant tax base as well as promote the public health, safety and welfare of the town.

2) **Adoption.**

The Cedar Street Mixed Use Zoning District (CS-MU) for the Town of Beaufort, as set forth on a map so entitled and dated 07/08/2019, is hereby adopted by reference as an element of the *Land Development Ordinance* hereafter known as the *LDO*, and the Official Zoning Map of the Town of Beaufort.

3) **Permitted Uses.**

The uses listed here, with the exception of single-family residential uses, shall be subject to the Development Standards listed below.

Convenience Store	Park, Public
Dwelling, Single-family	Personal Service Establishment
Dwelling, Multi-family	Produce Stand/Farmers' Market
Financial Institution	Public Utility Facility
Hotel or Motel	Religious Institution
Mixed Use	Restaurant with Indoor & Outdoor
Office, Business, Professional, or	Operations
Medical*	Retail Store
Outdoor Retail Display/Sales	Utility Minor

\*Includes Government Offices

4) **Special Uses** (*Special Use Requirements* may be found in Section 20 of the *LDO*).

Any commercial use which results in a structure or combination of structures with over 15,000 square feet.

- Microbrewery
- Tavern/Bar/Pub with Indoor Operation

5) **Prohibited Uses.**

Any use not listed in subsections 3 & 4 of this section is prohibited.

6) **Development Standards.**

a) **Design Criteria.**

The intent of the following design criteria is to maintain and strengthen the unique character of Cedar Street by ensuring new development projects are architecturally compatible with the characteristics of the community. These characteristics include building forms, proportions, treatments, exterior materials, and architectural styles. It is intended that front elevations and overall massing of new structures shall be of human scale and related to the street. All design criteria will be reviewed and approved by Town Staff.

It is not the intent for new structures to closely duplicate existing historic structures. The intent is for new structures to include elements in ways which achieve a design compatible with and complementary to the historic character of the Town.

b) Site Plan Submission.

A detailed site plan, meeting all N.C. State Building Codes and Town Ordinances, shall be required for all commercial and mixed-use development within this zoning district.

c) Signage. Whenever the regulations made under the authority of this section are in conflict with any other provisions of this ordinance, the restrictions of this section shall supersede.

- i) Only attached wall or projecting type signs made of wood or substitute materials which have the appearance of wood are permitted.
- ii) The use of internally lit, flashing or free-standing signs of any kind is prohibited.
- iii) Subject to the provisions of this section, the maximum sign surface area permitted in this district shall not be more than 0.75 square feet per linear foot of total lot frontage.

d) Landscaping.

Any new commercial site plan with on-site parking shall provide a detailed landscape plan identifying all shrub and tree types as well as the number of such trees and shrubs as per section 14 and 19 of the *LDO*. Additionally if developing adjacent to a different type of land use, a screening and buffering plan shall also be required.

e) Exterior Siding Materials (Commercial & Mixed-Use Structures Only).

The primary siding material constituting a minimum of eighty percent (80%) of the exterior shall be one or a combination of two of the following materials:

- i) Brick;
- ii) Stone: Natural, Limestone or Granite;
- iii) Fiber Cement (Lap or Board & Batten Siding); and/or,
- iv) Treated Wood excluding plywood (Board & Batten or Clapboard Design only)
- v) Cedar Shake
- vi) Other materials or combinations thereof can be submitted to the Planning Board and Board of Commissioners for consideration. Detailed elevation drawings and product specifications shall be required.

f) Outside Walls (Commercial & Mixed-Use Structures Only).

- i) The 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. This percentage may be increased if it needs to meet the state fire code.

- ii) Each exterior wall of a building viewable from any public or private right-of-way shall incorporate architectural design features to create a visual break at least every one hundred feet (100') along the exterior wall in order to avoid a box like appearance. All plans for exterior walls shall be approved by the Board of Commissioners as part of the site plan approval process.
- f) Roof Forms. (Commercial & Mixed-Use Structures Only)
- i) The dominant shape of roof forms shall be gabled, hipped or parapet. If pitched, the minimum pitch shall be five over twelve (5/12).
  - ii) All roof top mounted equipment shall be fully screened from view and the method of screening shall be integrated into the overall building design, for example within or behind pitched roofs. Hipped or gabled roofs with a mechanical element will not be considered mansard roofs when the roof appears to be a true hipped or gabled roof design.
- g) Driveway Limitations. (Commercial & Mixed-Use Structures With Onsite Parking Only)
- i) Two driveways entering the same street from a single lot shall only be permitted if the minimum distance between the closest edges of the driveways equals to or exceeds one hundred feet (100').
  - ii) In no case shall the total width of all driveways exceed fifty percent (50%) of the total property frontage.
  - iii) No driveway shall be located within a hundred feet (100') of an intersection except in cases where no other access to a public street is available.
- h) Parking Requirements.
- i) Mixed use, multi-family and single-family lots shall provide 1.5 onsite parking spaces/unit;
  - ii) Commercial lots with an area less than 5000 ft<sup>2</sup> have no requirements for onsite parking; and,
  - iii) Commercial lots with an area more than 5000 ft<sup>2</sup> shall provide 1 onsite parking space for every 600 ft<sup>2</sup> of gross floor area.
- i) Exterior Elevation Drawings. (Commercial & Mixed-Use Structures Only)  
Exterior elevation drawings shall be submitted to determine the visual break of exterior walls for the structure or structures.
- 6) Minimum Lot Size.  
The Cedar Street Mixed-Use Zoning District will not have a minimum lot size.
- 7) Minimum Lot Width.  
No minimum lot width is required in the Cedar Street Mixed-Use Zoning District at the minimum building line.



8) Building Setback and Building Height Requirements and Limitations.

Subject to the exemptions of this Ordinance, each structure on said lot in this zoning district shall be set back from the boundary line of the lot at least the distance provided in the tables set forth in this section. The building height limitation in this district is also provided in the tables of this section.

**Table 8-6 Single Family Detached Setback Requirements**

<i>District</i>	<i>Cedar Street Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
	15 feet minimum	25 feet	8 feet	40 feet
	20 feet maximum	25 feet	8 feet	40 feet

**Table 8-7 Corner Lot and Interior Lot Requirements for Commercial and Mixed Use**

<i>District</i>	<i>Cedar Street Front Setback (Right-of-Way)</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
	10 feet minimum	0 feet	20 feet	0 feet	40 feet
	20 feet maximum	0 feet	20 feet	0 feet	40 feet

**Table 8-8 Transitional Zoning District Table of Uses**

Land Development Ordinance Uses		TCA	TR	PUD	CS-MU
<b>Residential Uses</b>					
<b>Group Living</b>	Assisted Living	P	P	S	
	Dormitory	P	P	S	
	Group Home	P	P	S	
	Nursing Home	P	P	S	
<b>Household Living</b>	Accessory Dwelling Unit		S	S	
	Dwelling, Duplex/Townhome	P	S	S	
	Dwelling, Multi-Family	P		S	P
	Dwelling, Single-Family	S	P	S	P
	Manufactured Home			S	
	Manufactured Home Park			S	
	Recreational Vehicle Park			S	
<b>Mixed Uses</b>					
	Mixed Use	S	P	S	P
<b>Public/Institutional Uses</b>					
<b>Aviation</b>	Airport/Landing Strip			S	
<b>Cemeteries/ Graveyards</b>	Cemetery/Graveyard		S	S	
<b>Cultural Facilities</b>	Library		P	S	
	Museum		S	S	
<b>Day Care</b>	Day Care Center		S	S	
	Day Care/Child Care Home		S	S	
<b>Government Services</b>	Government/Non-Profit Owned/ Operated Facilities & Services	P	P	S	
	Public Safety Station	P	P	S	
	Public Utility Facility	P	P	S	P
<b>Hospitals</b>	Hospital			S	
<b>Park and Athletic Fields, Public Use</b>	Athletic Field, Public			S	
	Community Garden	P	P	S	
	Neighborhood Recreation Center, Public	P	P	S	
	Outdoor Amphitheater, Public	S	S	S	
	Park, Public	P	P	S	P
	Resource Conservation Area	P	P	S	
<b>Religious Uses</b>	Religious Institution	S	P	S	P
<b>Educational Uses</b>	Preschool	S	S	S	
	School, K-12		S	S	
	School, Post-Secondary	S	S	S	
<b>Non-Governmental Facilities</b>	Transportation Facility	S		S	
	Utility Facility	S	S	S	P
	Utility Minor	P	P	S	P
<b>Agricultural Uses</b>	Agritourism			S	
	Aquaculture		S	S	
	Farming, General			S	
	Forestry			S	
	Produce Stand/Farmers' Market		S	S	P

**Permitted Use**

**Special Use**

**Table 8-8 Transitional Zoning District Table of Uses**

Land Development Ordinance Uses		TCA	TR	PUD	CS-MU
<b>Commercial Uses</b>					
<b>Animal Services</b>	Kennel, Indoor Operation Only		S	S	
	Kennel, Indoor/Outdoor Operation			S	
<b>Assembly</b>	Club, Lodge, or Hall		P	S	
<b>Financial Institutions</b>	Financial Institution		S	S	P
<b>Food and Beverage Services</b>	Microbrewery			S	S
	Restaurant, with Drive-Thru Service	S		S	
	Restaurant, with Indoor Operation	S	P	S	P
	Restaurant, with Outdoor Operation	S		S	P
	Tavern/Bar/Pub with Indoor Operation	S	S	S	S
<b>Offices</b>	Office: Business, Professional, or Medical		P	S	P
	Office: Small Business				
<b>Public Accommodations</b>	Bed & Breakfast		P	S	
	Hotel or Motel	S	S	S	P
<b>Indoor Recreation &amp; Entertainment, Privately Owned</b>	Adult Entertainment			S	
	Amusement Establishment			S	
	Commercial Indoor Recreation Facility		P	S	
	Neighborhood Recreation Center Indoor/ Outdoor, Private	P	P	S	
	Pool Hall or Billiard Hall			S	
	Theater, Large			S	
<b>Outdoor Recreation &amp; Entertainment, Privately Owned</b>	Theater, Small	S		S	
	Athletic Field, Private			S	
	Commercial Outdoor Amphitheater			S	
	Commercial, Outdoor Recreation Facility			S	
	Golf Course, Privately-Owned		S	S	
	Golf Driving Range		S	S	
<b>Retail Sales and Services</b>	Motor Vehicle Raceway			S	
	Adult-Oriented Retail Establishment			S	
	Convenience Store			S	P
	Mortuary/Funeral Home/ Crematorium		P	S	
	Liquor Store			S	
	Personal Service Establishment	S	P	S	P
<b>Vehicle Storage Facilities</b>	Retail Store	S	S	S	P
	Dry Boat Storage			S	
	Marina	S	S	S	
	Parking Lot		S	S	
	Parking Structure			S	

**Permitted Use**

**Special Use**

**Table 8-8 Transitional Zoning District Table of Uses**

Land Development Ordinance Uses		TCA	TR	PUD	CS-MU
<b>Vehicles and Equipment Facilities</b>	Boat Sales/Rental			S	
	Car Wash			S	
	Gas/Service Station			S	
	Heavy Equipment Sales/Rental			S	
	Heavy Vehicle Repair			S	
	Moped/Golf Cart Sales/Rental			S	
	Motor Vehicle Sales/Rental			S	
	Towing & Vehicle Storage			S	
	Vehicle Service			S	
<b>Industrial Uses</b>					
<b>Industrial Service Uses</b>	General Industrial Service			S	
<b>Manufacturing and Production Uses</b>	Manufacturing, Heavy			S	
	Manufacturing, Light			S	
	Resource Extraction			S	
<b>Telecommunications Facilities</b>	Antenna Co-Location on Existing Tower	P	P	S	
	Concealed (Stealth) Antennae & Towers	P	S	S	
	Other Building-Mounted Antennae & Towers			S	
	Other Freestanding Towers		S	S	
<b>Warehouse and Freight Movement Uses</b>	Commercial Waterfront Facility			S	
	Hazardous Material Storage			S	
	Mini-Storage			S	
	Outdoor Storage			S	
	Warehousing and Distribution Establishment			S	
	Wholesale Establishment			S	
<b>Waste-Related Uses</b>	Recycling & Salvage Operation			S	
<b>Accessory Uses and Structures</b>					
<b>Accessory Uses</b>	Carport	P	P	S	
	Dock	P	P	S	
	Garage, Private Detached	P	P	S	
	Home Occupation	P	P	S	
	Outdoor Retail Display/Sales			S	P
	Satellite Dish Antenna		S	S	
	Shed	P	P	S	
	Signs, Commercial Free- Standing	P	P	S	
	Swimming Pool (Personal Use)		P	S	
	Temporary Construction Trailer	P	P	S	
	Vehicle Charging Station	P	P	S	

**Permitted Use**

**Special Use**



**SECTION 9 Nonresidential Conventional Zoning Districts**

**A) *H-BD Historic Business District.***

The intent of this district is to allow land and structures which provide personal services, retailing, and business services compatible with the district’s historic character. This district should be limited to the Town's Historic Overlay District and may be subject to additional requirements found within the “*Design Standards Guidelines for the Beaufort Historic District & Landmarks.*” Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

The H-BD district will not have a minimum lot size.

2) Minimum Lot Width.

No minimum lot width is required in the H-BD district at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the ~~exceptions~~ exemptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 9-1 Interior Lot Requirements for Residential Use**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
H-BD	25 feet	30 feet	8/0* feet	35 feet

\*0 feet if it connects to a common wall.

**Table 9-2 Corner Lot Requirements for Residential Use**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
H-BD	25 feet	25 feet	30 feet	8 feet	35 feet

**Table 9-3 Corner Lot and Interior Lot Requirements for Commercial Use**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
H-BD	0 feet	0 feet	0 feet	0 feet	35 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all

sections of this Ordinance.



5) Permitted Uses.

Antenna Co-Location on Existing Tower	Neighborhood Recreation Center, Public
Bed & Breakfast	Office: Business, Professional, or Medical
Boat Sales/Rentals	Park, Public
Club, Lodge, or Hall	Parking Lot
Commercial Indoor Recreation Facility	Parking Structure
Community Garden	Personal Service Establishment
Concealed (Stealth) Antennae & Towers	Pool Hall or Billiard Hall
Day Care Center	Public Safety Station
Dock	Public Utility Facility
Dwelling, Single-Family	Resource Conservation Area
Financial Institution	Restaurant with Indoor Operation
Government/Non-Profit Owned/Operated Facilities & Services	Retail Store
Hospital	Shed
Hotel or Motel	Swimming Pool (Personal Use)
Library	Signs, Commercial Free-Standing
Mixed Use	Tavern/Bar/Pub with Indoor Operation
Moped/Golf Cart Sales, Rentals	Temporary Construction Trailer
Mortuary/Funeral Home/Crematorium	Theater, Small
Museum	Transportation Facility
	Utility Minor

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Commercial Outdoor Amphitheater	Preschool
Commercial Waterfront Facility	Produce Stand/Farmers' Market
Convenience Store	Restaurant with Outdoor Operation
Gas/Service Station	Satellite Dish Antenna
Golf Driving Range	School, K-12
Marina	School, Post-Secondary
Microbrewery	Tavern/Bar/Pub with Outdoor Operation
Microdistillery	Theater, Large
Other Building-Mounted Antennae & Towers	Utility Facility
Other Freestanding Towers	Vehicle Service
Outdoor Amphitheater, Public	

**B) H-WBD Historic Waterfront Business District.**

The function of this district is to protect the character of the commercial development along the historic waterfront of the Town. This district is also part of the Town’s Historic Overlay District and may be subject to additional requirements found within the “*Design [Standards Guidelines](#) for the Beaufort Historic District & Landmarks.*”

- 1) Minimum Lot Size.  
All lots in the H-WBD shall be a minimum of three thousand square feet (3,000 ft<sup>2</sup>).
- 2) Minimum Lot Width.  
No minimum lot width is required in the H-WBD district at the minimum building line.
- 3) Building Setback and Building Height Requirements and Limitations.  
Subject to the ~~exceptions~~ exemptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section.

**Table 9-4 Interior Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
H-WBD	0 feet	0 feet	0 feet	35 feet

- 4) Accessory Building Setback Requirements.  
All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.
- 5) Permitted Uses.

<ul style="list-style-type: none"> <li>Antenna Co-Location on Existing Tower</li> <li>Bed &amp; Breakfast</li> <li>Club, Lodge, or Hall</li> <li>Commercial Indoor Recreation Facility</li> <li>Community Garden</li> <li>Concealed (Stealth) Antennae &amp; Towers</li> <li>Day Care Center</li> <li>Dock</li> <li>Financial Institutions</li> <li>Government/Non-Profit Owned/ Operated Facilities &amp; Services</li> <li>Library</li> <li>Mixed Use</li> <li>Moped/Golf Cart Sales, Rentals</li> <li>Mortuary/Funeral Home/Crematorium</li> <li>Museum</li> </ul>	<ul style="list-style-type: none"> <li>Neighborhood Recreation Center, Public</li> <li>Office: Business, Professional, or Medical</li> <li>Park, Public</li> <li>Parking Lot</li> <li>Parking Structure</li> <li>Personal Service Establishment</li> <li>Pool Hall or Billiard Hall</li> <li>Public Safety Station</li> <li>Public Utility Facility</li> <li>Resource Conservation Area</li> <li>Restaurant with Indoor Operation</li> <li>Retail Store</li> <li>Tavern/Bar/Pub with Indoor Operation</li> <li>Temporary Construction Trailer</li> <li>Theater, Small</li> <li>Transportation Facility</li> <li>Utility Minor</li> </ul>
---	--

- 6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).
- |   |                                   |
|---|-----------------------------------|
| Aquaculture                                 | Outdoor Amphitheater, Public      |
| Boat Sales/Rentals                          | Preschool                         |
| Commercial Outdoor Amphitheater             | Restaurant with Outdoor Operation |
| Commercial Waterfront Facility              | Satellite Dish Antenna            |
| Gas/Service Station                         | School, K-12                      |
| Hotel or Motel                              | School, Post-Secondary            |
| Marina                                      | Tavern/Bar/Pub with Outdoor       |
| Microbrewery                                | Operation                         |
| Microdistillery                             | Theater, Large                    |
| Other Building-Mounted Antennae &<br>Towers | Utility Facility                  |

C) ***B-1 General Business District.***

The General Business District is established as the district in which a wide variety of sales and service facilities may be provided to the general public. This district will be located throughout the Town's planning and development regulation ~~planning~~-jurisdiction.

1) Minimum Lot Size.

All lots in the B-1 district shall be a minimum of five thousand square feet (5,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the B-1 district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the ~~exceptions~~ exemptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 9-5 Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
B-1	30 feet	15 feet	15 feet	40 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

- |                                       |  |
|---------------------------------------|--|
| Amusement Establishment               | Dry Boat Storage   |
| Antenna Co-Location on Existing Tower | Financial Institution                                      |
| Aquaculture                           | Government/Non-Profit Owned/Operated Facilities & Services |
| Assisted Living                       | Hospital   |
| Athletic Field, Public                | Hotel or Motel   |
| Bed & Breakfast                       | Kennel, Indoor Operation Only                              |
| Boat Sales/Rentals                    | Library  |
| Car Wash                              | Liquor Store   |
| Club, Lodge, or Hall                  | Moped/Golf Cart Sales/Rentals                              |
| Commercial Indoor Recreation Facility | Mortuary/Funeral Home/Crematorium                          |
| Community Garden                      | Motor Vehicle Sales/Rentals                                |
| Concealed (Stealth) Antennae & Towers | Museum   |
| Convenience Store                     | Neighborhood Recreation Center, Public                     |
| Day Care Center                       | Nursing Home   |
| Dock                                  |  |

Office: Business, Professional, or  
Medical  
Other Building-Mounted Antennae &  
Towers  
Outdoor Retail Display/Sales  
Park, Public  
Parking Lot  
Parking Structure  
Personal Service Establishment  
Pool Hall or Billiard Hall  
Produce Stand/Farmers' Market  
Public Safety Station  
Public Utility Facility  
Religious Institution

Resource Conservation Area  
Restaurant with Drive-Thru Service  
Restaurant with Indoor Operation  
Retail Store  
Satellite Dish Antenna  
Signs, Commercial Free-Standing  
Tavern/Bar/Pub with Indoor Operation  
Temporary Construction Trailer  
Theater, Small  
Transportation Facility  
Utility Minor  
Vehicle Charging Station  
Vehicle Service

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Adult-Oriented Retail Establishment  
Commercial Outdoor Amphitheater  
Commercial Outdoor Recreation  
Facility  
Commercial Waterfront Facility  
Gas/Service Station  
Golf Driving Range  
Hazardous Material Storage  
Kennel, Indoor/Outdoor Operation  
Manufacturing, Light  
Marina  
Microbrewery  
Microdistillery

Mini-Storage  
Mixed Use  
Outdoor Amphitheater, Public  
Outdoor Storage  
Preschool  
Restaurant with Outdoor Operation  
School, K-12  
School, Post-Secondary  
Tavern/Bar/Pub with Outdoor Operation  
Theater, Large  
Utility Facility  
Wholesale Establishment

**D) B-W Business Waterfront District.**

The objective of this district shall be to protect the character of the commercial development along the waterfront of the Town.

1) Minimum Lot Size.

All lots in the B-W shall be a minimum of six thousand square feet (6,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the B-W district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the ~~exceptions~~ ~~exemptions~~ allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 9-6 Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
B-W	30 feet	15 feet	15 feet	40 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

- |  |  |
|--|--|
| Amusement Establishment  | Hotel or Motel                         |
| Antenna Co-Location on Existing Tower                          | Kennel, Indoor Operation Only          |
| Aquaculture  | Library                                |
| Assisted Living  | Liquor Store                           |
| Bed & Breakfast  | Mortuary/Funeral Home/Crematorium      |
| Boat Sales/Rentals   | Motor Vehicle Sales/Rentals            |
| Car Wash   | Museum                                 |
| Club, Lodge, or Hall   | Neighborhood Recreation Center, Public |
| Commercial Indoor Recreation Facility                          | Nursing Home                           |
| Community Garden   | Office, Business, Professional, or     |
| Concealed (Stealth) Antennae & Towers                          | Medical                                |
| Convenience Store  | Other Building-Mounted Antennae &      |
| Day Care Center  | Towers                                 |
| Dock   | Outdoor Retail Display/Sales           |
| Dry Boat Storage   | Park, Public                           |
| Financial Institution  | Parking Lot                            |
| Government/Non-Profit Owned/<br>Operated Facilities & Services | Parking Structure                      |
| Hospital   | Personal Service Establishment         |
|  | Pool Hall or Billiard Hall             |

Produce Stand/Farmers' Market  
Public Safety Station  
Public Utility Facility  
Religious Institution  
Resource Conservation Area  
Restaurant with Indoor Operation  
Retail Store  
Satellite Dish Antenna

Signs, Commercial Free-Standing  
Tavern/Bar/Pub with Indoor Operation  
Temporary Construction Trailer  
Theater, Small  
Transportation Facility  
Utility Minor  
Vehicle Charging Station  
Vehicle Service

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Adult-Oriented Retail Establishment  
Athletic Field, Public  
Commercial Outdoor Amphitheater  
Commercial Outdoor Recreation Facility  
Commercial Waterfront Facility  
Gas/Service Station  
Golf Driving Range  
Hazardous Material  
Kennels, Outdoor Operation  
Manufacturing, Light  
Marina  
Microbrewery  
Microdistillery  
Mini-Storage

Mixed Use  
Outdoor Amphitheater, Public  
Outdoor Storage  
Preschool  
Restaurant with Drive-Thru Service  
Restaurant with Outdoor Operation  
School, K-12  
School, Post-Secondary  
Tavern/Bar/Pub with Outdoor  
Operation  
Theater, Large  
Utility Facility  
Wholesale Establishment



E) ***L-I Light Industrial District.***

This district is established to provide for the industries and for certain commercial establishments which in their normal operations have little or no adverse effect upon adjoining properties.

1) Minimum Lot Size.

All lots in the L-I district shall be a minimum of eight thousand square feet (8,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the L-I district shall have a minimum lot width of eighty feet (80') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the ~~exceptions~~ exemptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 9-7 Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
L-I	20 feet	20 feet	15 feet	40 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

- |  |  |
|--|--|
| Antenna Co-Location on Existing Tower                      | Kennel, Indoor Operation Only              |
| Aquaculture  | Kennel, Indoor/Outdoor Operation           |
| Athletic Field, Public                                     | Manufacturing, Light                       |
| Boat Sale/Rentals  | Mini-Storage                               |
| Car Wash   | Motor Vehicle Sale/Rentals                 |
| Club, Lodge, or Hall                                       | Neighborhood Recreation Center, Public     |
| Community Garden   | Office: Business, Professional, or Medical |
| Concealed (Stealth) Antennae & Towers                      | Other Building Mounted Antennae & Towers   |
| Dock   | Outdoor Retail Display/Sales               |
| Dry Boat Storage   | Outdoor Storage                            |
| Farming, General   | Park, Public                               |
| General Industrial Service                                 | Parking Lot                                |
| Government/Non-Profit Owned/Operated Facilities & Services | Parking Structure                          |
| Heavy Equipment Sale/Rentals                               | Personal Service Establishment             |
| Heavy Vehicle Repair                                       | Public Safety Station                      |

Public Utility Facility  
Religious Institution  
Resource Conservation Area  
Satellite Dish Antenna  
Signs, Commercial Free-Standing  
Temporary Construction Trailer  
Towing & Vehicle Service

Transportation Facility  
Utility Minor  
Vehicle Charging Station  
Vehicle Service  
Warehousing and Distribution  
Establishment  
Wholesale Establishment

6) Special Use (*Special Uses* text may be found in section 20 of this Ordinance).

Adult Entertainment  
Adult-Oriented Retail Establishment  
Commercial Indoor Recreation Facility  
Commercial Outdoor Amphitheater  
Commercial Waterfront Facility  
Commercial, Outdoor Recreation  
Facility  
Gas/Service Station  
Golf Driving Range  
Marina  
Microbrewery

Microdistillery  
Mixed Use  
Other Freestanding Towers  
School, Post-Secondary  
Tavern/Bar/Pub with Indoor Operation  
Tavern/Bar/Pub with Outdoor  
Operation  
Theater, Large  
Theater, Small  
Utility Facility

**F) I-W Industrial Warehouse District.**

This district is established to provide for industries which generally require specially selected locations in the community. The requirements provide for adequate parking and for screening/buffering from adjacent residential districts to insure reasonable standards of community safety and acceptability consistent with advanced industrial practices.

1) Minimum Lot Size.

All lots in the I-W district shall be a minimum of eight thousand square feet (8,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the I-W district shall have a minimum lot width of eighty feet (80') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the ~~exceptions~~ ~~exemptions~~ allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 9-8 Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
I-W	20 feet	20 feet	15 feet	40 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

- |  |  |
|--|--|
| Antenna Co-Location on Existing Towers                       | Heavy Vehicle Repair                       |
| Aquaculture  | Kennel, Indoor Operation Only              |
| Athletic Field, Public                                       | Kennel, Indoor/Outdoor Operation           |
| Boat Sales/Rentals   | Manufacturing, Light                       |
| Car Wash   | Mini-Storage                               |
| Club, Lodge, or Hall   | Motor Vehicle Sales/Rentals                |
| Community Garden   | Neighborhood Recreation Center, Public     |
| Concealed (Stealth) Antennae & Towers                        | Office: Business, Professional, or Medical |
| Dock   | Other Building Mounted Antennae & Towers   |
| Dry Boat Storage   | Outdoor Retail Display/Sales               |
| Farming, General   | Outdoor Storage                            |
| General Industrial Service                                   | Park, Public                               |
| Governmental/Non-Profit Owned/Operated Facilities & Services | Parking Lot                                |
| Heavy Equipment Sales/Rentals                                | Parking Structure                          |

Personal Service Establishment	Towing & Vehicle Service
Public Safety Station	Transportation Facility
Public Utility Facility	Utility Minor
Religious Institution	Vehicle Charging Station
Resource Conservation Area	Vehicle Service
Satellite Dish Antenna	Warehousing and Distribution
Signs, Commercial Free-Standing	Establishment
Temporary Construction Trailer	Wholesale Establishment

- 6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).
- |   |                                       |
|---|---------------------------------------|
| Adult Entertainment                     | Recycling and Salvage Operation       |
| Adult-Oriented Retail Establishment     | School, Post-Secondary                |
| Airport/Landing Strip                   | Marina                                |
| Commercial Indoor Recreation Facility   | Microbrewery                          |
| Commercial Outdoor Amphitheater         | Microdistillery                       |
| Commercial Waterfront Facility          | Tavern/Bar/Pub with Indoor Operation  |
| Commercial, Outdoor Recreation Facility | Tavern/Bar/Pub with Outdoor Operation |
| Gas/Service Station                     | Theater, Large                        |
| Golf Driving Range                      | Theater, Small                        |
| Hazardous Material Storage              | Utility Facility                      |
| Other Freestanding Towers               |                                       |

**Table 9-9 Nonresidential Zoning Districts Table of Uses**

Land Development Ordinance Uses		H-BD	H-WBD	B-I	B-W	L-I	I-W
<b>Residential Uses</b>							
<b>Group Living</b>	Assisted Living			P	P		
	Dormitory						
	Group Home						
	Nursing Home			P	P		
<b>Household Living</b>	Accessory Dwelling Unit						
	Dwelling, Duplex/Townhome						
	Dwelling, Multi-Family						
	Dwelling, Single-Family	P					
	Manufactured Home						
	Manufactured Home Park						
	Recreational Vehicle Park						
<b>Mixed Uses</b>							
	Mixed Use	P	P	P	S	S	
<b>Public/Institutional Uses</b>							
<b>Aviation</b>	Airport/Landing Strip						S
<b>Cemeteries/Graveyards</b>	Cemetery/Graveyard						
<b>Cultural Facilities</b>	Library	P	P	P	P		
	Museum	P	P	P	P		
<b>Day Care</b>	Day Care Center	P	P	P	P		
	Day Care/Child Care Home						
<b>Government Services</b>	Government/Non-Profit Owned/ Operated Facilities & Services	P	P	P	P	P	P
	Public Safety Station	P	P	P	P	P	P
	Public Utility Facility	P	P	P	P	P	P
<b>Hospitals</b>	Hospital	P		P	P		
<b>Park and Athletic Fields, Public Use</b>	Athletic Field, Public			P	S	P	P
	Community Garden	P	P	P	P	P	P
	Neighborhood Recreation Center, Public	P	P	P	P	P	P
	Outdoor Amphitheater, Public	S	S	S	S		
	Park, Public	P	P	P	P	P	P
	Resource Conservation Area	P	P	P	P	P	P
<b>Religious Uses</b>	Religious Institution			P	P	P	P
<b>Educational Uses</b>	Preschool	S	S	S	S		
	School, K-12	S	S	S	S		
	School, Post-Secondary	S	S	S	S	S	S
<b>Non-Governmental Facilities</b>	Transportation Facility	P	P	P	P	P	P
	Utility Facility	S	S	S	S	S	S
	Utility Minor	P	P	P	P	P	P

**Permitted Use**

**Special Use**

**Table 9-9 Nonresidential Zoning Districts Table of Uses**

Land Development Ordinance Uses		H-BD	H-WBD	B-I	B-W	L-I	I-W
<b>Agricultural</b>	Agritourism						
	Aquaculture		S	P	P	P	P
	Farming, General					P	P
	Forestry						
	Produce Stand/Farmers' Market	S		P	P		
<b>Commercial Uses</b>							
<b>Animal Services</b>	Kennel, Indoor Operation Only			P	P	P	P
	Kennel, Indoor/Outdoor Operation			S	S	P	P
<b>Assembly</b>	Club, Lodge, or Hall	P	P	P	P	P	P
<b>Financial Institutions</b>	Financial Institution	P	P	P	P		
<b>Food and Beverage Services</b>	Microbrewery/Microdistillery	S	S	S	S	S	
	Restaurant, with Drive-Thru Service			P	S		
	Restaurant, with Indoor Operation	P	P	P	P		
	Restaurant, with Outdoor Operation	S	S	S	S		
	Tavern/Bar/Pub with Indoor Operation	P	P	P	P	S	S
	Tavern/Bar/Pub with Outdoor Operation	S	S	S	S	S	S
<b>Offices</b>	Office: Business, Professional, or Medical	P	P	P	P	P	P
	Office: Small Business						
<b>Public Accommodations</b>	Bed & Breakfast	P	P	P	P		
	Hotel or Motel	P	S	P	P		
<b>Indoor Recreation &amp; Entertainment, Privately Owned</b>	Adult Entertainment					S	S
	Amusement Establishment			P	P		
	Commercial Indoor Recreation Facility	P	P	P	P	S	
	Neighborhood Recreation Center Indoor/Outdoor, Private						
	Pool Hall or Billiard Hall	P	P	P	P		
	Theater, Large	S	S	S	S	S	S
	Theater, Small	P	P	P	P	S	S
<b>Outdoor Recreation &amp; Entertainment, Privately Owned</b>	Athletic Field, Private						
	Commercial Outdoor Amphitheater	S	S	S	S	S	S
	Commercial, Outdoor Recreation Facility			S	S	S	S
	Golf Course, Privately-Owned						
	Golf Driving Range			S	S	S	S
	Motor Vehicle Raceway						
<b>Retail Sales and Services</b>	Adult-Oriented Retail Establishment			S	S	S	S
	Convenience Store			P	P		
	Mortuary/Funeral Home/ Crematorium	P	P	P	P		
	Liquor Store			P	P		
	Personal Service Establishment	P	P	P	P	P	P
	Retail Store	P	P	P	P		

**Permitted Use**

**Special Use**

**Table 9-9 Nonresidential Zoning Districts Table of Uses**

Land Development Ordinance Uses		H-BD	H-WBD	B-1	B-W	L-1	I-W
Vehicle Storage Facilities	Dry Boat Storage			P	P	P	P
	Marina	S	S	S	S	S	S
	Parking Lot	P	P	P	P	P	P
	Parking Structure	P	P	P	P	P	P
Vehicles and Equipment Facilities	Boat Sales/Rentals	P	S	P	P	P	P
	Car Wash			P	P	P	P
	Gas/Service Station	S	S	S	S	S	S
	Heavy Equipment Sales/ Rentals					P	P
	Heavy Vehicle Repair					P	P
	Moped/Golf Cart Sales/Rentals	P	P	P			
	Motor Vehicle Sales/Rentals			P	P	P	P
	Towing & Vehicle Storage					P	P
	Vehicle Service	S		P	P	P	P
<b>Industrial Uses</b>							
Industrial Service Uses	General Industrial Service					P	P
Manufacturing and Production Uses	Manufacturing, Heavy						
	Manufacturing, Light			S	S	S	
	Resource Extraction						
Telecommunications Facilities	Antenna Co-Location on Existing Tower	P	P	P	P	P	P
	Concealed (Stealth) Antennae & Towers	P	P	P	P	P	P
	Other Building-Mounted Antennae & Towers	S	S	P	P	P	P
	Other Freestanding Towers	S				S	S
Warehouse and Freight Movement Uses	Commercial Waterfront Facility	S	S	S	S	S	S
	Hazardous Material Storage			S	S		S
	Mini-Storage			S	S	P	P
	Outdoor Storage			S	S	P	P
	Warehousing and Distribution Establishment					P	P
	Wholesale Establishment			S	S	P	P
Waste-Related Uses	Recycling & Salvage Operation						S
<b>Accessory Uses and Structures</b>							
Accessory Uses	Carport						
	Dock	P	P	P	P	P	P
	Garage, Private Detached						
	Home Occupation						
	Outdoor Retail Display/Sales			P	P	P	P
	Satellite Dish Antenna	S	S	P	P	P	P
	Shed	P					
	Signs, Commercial Free-Standing			P	P	P	P
	Swimming Pool (Personal Use)	P					
	Temporary Construction Trailer	P	P	P	P	P	P
	Vehicle Charging Station			P	P	P	P

**Permitted Use**

**Special Use**





## SECTION 10 Overlay/Conservation/Companion Zoning Districts

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### A) *OS Open Space District.*

The Open Space District is established as a district where the land is predominately reserved for flood control, public recreation, natural or man-made bodies of water, forests, and other similar open space use. In promoting the general purposes of this Ordinance, the specific intent of this section is:

- To discourage investing in improvements which may be subject to flooding or located on land unsuitable for urban development due to natural conditions.
- To avoid the possibility of having to spend public funds to protect threatened private investments.
- To encourage the preservation of and continued use of the land for conservation purposes.

There shall be no residential structures of any type including homes, manufactured homes, townhomes, apartments, duplexes, motels, hotels, etc., and there shall be no commercial or industrial uses permitted in any area designated as open space.

1) Permitted Uses.

Athletic Fields, Public  
Community Gardens

Park, Public  
Resource Conservation Area

2) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Dock

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### B) *H-L Historic-Local District.*

The function of the historic district regulations is to promote the education, culture, and general welfare of the public through the preservation and protection of historical buildings, places, and areas and to maintain such lands as examples of past architectural styles. The H-L District shall consist of areas which are deemed to be especially significant in terms of their history, architecture, and/or culture; and possess integrity of design, setting, materials, feeling, and association. This district may be subject to additional requirements found within the “*Design Standards Guidelines for the Beaufort Historic District & Landmarks.*” The requirements, restrictions, and conditions in this Ordinance pertaining to historic preservation are in addition to those provided for the underlying district.

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### C) *H-N Historic-National District.*

The National Register is the nation’s official list of buildings and districts worthy of preservation and recognition because of their architectural and/or historical significance. The National Register is a federal program administered by the National Parks Service. Properties within the Town’s Historic National District are subject to review by the Beaufort Historic Preservation Commission (BHPC) only if they are also within the Historic Local District boundaries or if they are designated as a local landmark.

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### D) *EC Entry Corridor Overlay District.*

There is a need to enhance the entryways into the Town of Beaufort to maintain the historical context and aesthetics of the community. There are three main entry corridors points providing access to town which in turn, will be the core of the Entry Overlay Corridor District. These overlay districts

will enhance the arrival experience and create a sense of identity utilizing streetscape, landscape, and transportation strategies which can be implemented within roadway right-of-ways.

**E) A-ED Airport Environmental District.**

1) Purpose.

The objective of the Airport Environmental District (A-ED) is to establish noise mitigation measures and to provide mechanisms for the notification of property owners around the airport of potential noise and vibration impacts from the Michael J. Smith Field.

2) Applicability.

The A-ED applies to designated property in the vicinity of the Michael J. Smith Field.

- a) The district regulations are imposed in addition to those of the underlying zoning district(s) regulations.
- b) None of the provisions of the A-ED regarding noise and vibration reduction shall be construed to prohibit the continuance, expansion, or reestablishment of any existing land use. The noise level reduction design standards only apply to new development of land and not to the expansion of or to structural additions of existing properties or existing uses within this district.
- c) Nothing in this district is intended to state that objectionable levels of noise from overhead aircraft will be confined to the limits of this district.

3) A-ED Boundary.

The Increased Noise Potential Zone boundary extends outward of 1,200 feet from the centerline of each of the current and future airport runways as shown on the Federal Aviation Administration's (FAA) Official Map.

4) A-ED Requirements.

The following are required for all new properties and for all property transfers located within the increased noise potential zone.

- a) **Disclosure:** For all properties in the Increased Noise Potential Zone, the Town will record a notice to the Carteret County Register of Deeds office with substantially the following text:  

*“This property is located within the Town of Beaufort’s A-ED and may be subject to increased noise and/or vibrations due to aircraft which may be objectionable dependent upon the use and location of the property. Please refer to the Town of Beaufort’s Airport Exclusion District regulations for more information.”*
- b) **Noise Abatement Building Requirements:** New construction of structures intended for residential occupancy shall be designed to achieve an outside to inside noise reduction level of at least 30 decibels (dB). This performance measure may be achieved by any suitable combination of building design, building materials, and construction standards so as to reduce the interior noise levels from potential overhead aircraft flights. Prior to the issuance of a residential use building permit in the A-ED Zone, construction methods and materials being used to construct the residential use will be reviewed to make sure they achieve at least a 30 dB noise reduction.

See Appendix C, page 248, for the A-ED and A-RE map.

F) **A-RE Airport Runway Exclusion District.**

1) Purpose.

The intent of the Airport Runway Exclusion District (A-RE) is to reduce high density development in zones with high aircraft possibilities and where a crash could result in catastrophic loss of life, structure, and property. It is also to encourage development which is compatible to the airport use characteristics within the intent and purpose of the zoning. The intent is to also provide public notice on the Carteret County land records indicating the properties which could be subjected to an airport crash.

2) Applicability.

The A-RE applies to designated property in the vicinity of the Michael J. Smith Field. These district regulations are imposed in addition to those of the underlying zoning district(s).

3) A-RE Boundaries.

For runways labeled 8-26, 14-32, and 3-21, the runway protection zone (RPZ) shall be described as follows: a 500 foot line parallel to and 200 feet from the end of each runway, two line extending 1,000 feet away from the airport from each end of the line parallel to the end of the runway, and a fourth line 700 feet long and parallel to the 500 foot line which connects both of the 1,000 foot lines. For all of the runways, current and future, the end of the runway shall be determined by the Airport Authority and the center line of the trapezoid protection zone shall be in line with the centerline of the runway. The A-RE District is shown on the Federal Aviation Administration's (FAA) Official Map and a copy is retained at Town Hall in Beaufort, N.C.

4) A-RE Requirements.

a) Require any new construction not to exceed a height of 25 feet and if required, to file a Form 7460-1 to the FAA indicating construction activities will be occurring at certain times and what types of equipment may be used. An example of Form 7460-1 can be found in *Appendix C* at the end of this document.

b) Notwithstanding the permitted uses listed within the zoning regulations, the following uses are not permitted within the RPZ: fuel storage, multifamily residential, schools or day care facilities, churches, hospitals or medical clinics, office and professional buildings exceeding 10,000 cumulative square feet of heated space per acre, commercial retail buildings exceeding 10,000 cumulative square feet of heated space per acre, public safety, public cultural uses, and public recreation.

c) Lighting and electronics signals that interfere with air traffic, communications, or navigational aids are prohibited as determined by the FAA.

d) For all properties in the RPZ, the Town will record a notice in substantially the following form with the Carteret County Register of Deeds Office:

*“This property is located within the Town of Beaufort’s Airport Runway Exclusion District and may be exposed to an increased chance of aircraft crashes which could cause injury and loss of life to persons on the ground as well as damage to property and structures within the District. Please refer to the Town of Beaufort’s Airport Exclusion District regulations for more information.”*

- 5) A-RE Existing Nonconforming ~~Exception~~Exemption.  
When an existing nonconforming structure and/or use is damaged by fire, flood, wind, or act of God, the structure may be repaired and restored to its pre-event dimensions on the pre-event footprint provided the structure meets all applicable building codes.

However if a nonconforming structure and/or use is discontinued for any reason for a continuous period of one hundred eighty (180) days or superseded at any time by a permitted use, any subsequent use of the land shall conform fully to this Ordinance.

See Appendix C, page 248, for the A-ED and A-RZ map.

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**G) CZ Companion District – Conditional Zoning.**

The Companion Conditional Zoning Districts set forth herein are authorized by N.C.G.S. ~~160A-382-160D-703(b)~~ Companion Conditional Zoning Districts are districts which parallel general zoning districts outlined in this Ordinance. Companion Districts-Conditional Zoning are identical to their corresponding general zoning district in all respects except that there are no uses which are permitted by right.

**Table 10-1 Overlay/Conservation Zoning Districts Table of Uses**

Land Development Ordinance Uses		OS	H-L	H-N	EC	A-ED	A-RE	CZ
<b>Residential Uses</b>								
<b>Group Living</b>	Assisted Living						N	
	Dormitory						N	
	Group Home						N	
	Nursing Home						N	
<b>Household Living</b>	Accessory Dwelling Unit						N	
	Dwelling, Duplex/Townhome						N	
	Dwelling, Multi-Family						N	
	Dwelling, Single-Family						P	
	Manufactured Home						P	
	Manufactured Home Park						N	
	Recreational Vehicle Park						N	
<b>Mixed Uses</b>								
	Mixed Use						S	
<b>Public/Institutional Uses</b>								
<b>Aviation</b>	Airport/Landing Strip						P	
<b>Cemeteries/ Graveyards</b>	Cemetery/Graveyard						P	
<b>Cultural Facilities</b>	Library						S	
	Museum						S	
<b>Day Care</b>	Day Care Center						N	
	Day Care/Child Care Home							
<b>Government Services</b>	Government/Non-Profit Owned/Operated Facilities & Services							
	Public Safety Station						S	
	Public Utility Facility							
<b>Hospitals</b>	Hospital						N	
<b>Park and Athletic Fields, Public Use</b>	Athletic Field, Public	P					S	
	Community Garden	P						
	Neighborhood Recreation Center, Public							
	Outdoor Amphitheater, Public						S	
	Park, Public						P	
	Resource Conservation Area	P						
<b>Religious Uses</b>	Religious Institution						N	
<b>Educational Uses</b>	Preschool						N	
	School, K-12						N	
	School, Post-Secondary						N	
<b>Non- Governmental Facilities</b>	Transportation Facility						S	
	Utility Facility						S	
	Utility Minor						S	
<b>Agricultural Uses</b>	Agritourism							
	Aquaculture							
	Farming, General						P	
	Forestry						P	
	Produce Stand/Farmers' Market							

Non-Permitted

Permitted Use

Special Use

**Table 10-1 Overlay/Conservation Zoning Districts Table of Uses**

Land Development Ordinance Uses		OS	H-L	H-N	EC	A-ED	A-RE	CZ
<b>Commercial Uses</b>								
Animal Services	Kennel, Indoor Operation Only							
	Kennel, Indoor/Outdoor Operation							
Assembly	Club, Lodge, or Hall						N	
Financial Institutions	Financial Institution						S	
Food and Beverage Services	Microbrewery						S	
	Restaurant, with Drive-Thru Service						N	
	Restaurant, with Indoor Operation						N	
	Restaurant, with Outdoor Operation						N	
	Tavern/Bar/Pub with Indoor Operation						N	
	Tavern/Bar/Pub with Outdoor Operation						N	
Offices	Office: Business, Professional, or Medical						S	
	Office: Small Business							
Public Accommodations	Bed & Breakfast						N	
	Hotel or Motel						N	
Indoor Recreation & Entertainment Privately Owned	Adult Entertainment						N	
	Amusement Establishment						N	
	Commercial Indoor Recreation Facility						N	
	Neighborhood Recreation Center Indoor/Outdoor, Private						N	
	Pool Hall or Billiard Hall						N	
	Theater, Large						N	
	Theater, Small						N	
Outdoor Recreation & Entertainment, Privately Owned	Athletic Field, Private							
	Commercial Outdoor Amphitheater						N	
	Commercial, Outdoor Recreation Facility						S	
	Golf Course, Privately-Owned							
	Golf Driving Range							
	Motor Vehicle Raceway						N	
Retail Sales and Services	Adult-Oriented Retail Establishment						N	
	Convenience Store						N	
	Mortuary/Funeral Home/Crematorium						N	
	Liquor Store						N	
	Personal Service Establishment						N	
	Retail Store						N	
Vehicle Storage Facilities	Dry Boat Storage						S	
	Marina						S	
	Parking Lot						S	
	Parking Structure						S	
Vehicles and Equipment Facilities	Boat Sales/Rentals						S	
	Car Wash						S	
	Gas/Service Station						N	
	Heavy Equipment Sales/Rentals						S	
	Heavy Vehicle Repair						S	
	Moped/Golf Cart Sales/Rentals						S	
	Motor Vehicle Sales/Rentals						S	
	Towing & Vehicle Storage						S	
Vehicle Services						S		

Non-Permitted

Permitted Use

Special Use



**Table 10-1 Overlay/Conservation Zoning Districts Table of Uses**

Land Development Ordinance Uses		OS	H-L	H-N	EC	A-ED	A-RE	CZ
<b>Industrial Uses</b>								
<b>Industrial Service Uses</b>	General Industrial Service						S	
<b>Manufacturing and Production Uses</b>	Manufacturing, Heavy						S	
	Manufacturing, Light						S	
	Resource Extraction							
<b>Telecommunications Facilities</b>	Antenna Co-Location on Existing Tower						N	
	Concealed (Stealth) Antennae & Towers							
	Other Building-Mounted Antennae & Towers							
	Other Freestanding Towers						N	
<b>Warehouse and Freight Movement Uses</b>	Commercial Waterfront Facility						S	
	Hazardous Material Storage							
	Mini-Storage						P	
	Outdoor Storage							
	Warehousing and Distribution Establishment							
	Wholesale Establishment							
<b>Waste-Related Uses</b>	Recycling and Salvage Operation							
<b>Accessory Uses and Structures</b>								
<b>Accessory Uses</b>	Carport							
	Dock	S						
	Garage, Private Detached							
	Home Occupation							
	Outdoor Retail Display/Sales							
	Satellite Dish Antenna							
	Shed							
	Signs, Commercial Free-Standing							
	Swimming Pool (Personal Use)							
	Temporary Construction Trailer							
	Vehicle Charging Station							

Non-Permitted

Permitted Use

Special Use



**SECTION 11 Nonconformities**

**A) Intent.**

Nonconforming situations may continue subject to certain limitations, until they are removed, discontinued, or made conforming. Nonconforming situations shall not be enlarged, expanded, extended, enhanced, or used as grounds for adding other prohibited structures or prohibited uses. Nonconforming uses are declared to be incompatible with permitted uses within the various zoning districts.

**B) Application.**

This Ordinance shall affect all land, structures, and uses of land and structures and shall apply as follows:

1) New Uses and Construction.

After the effective date of this Ordinance, all new uses, structures, and development shall comply with this Ordinance, including their specific zoning district regulations.

2) Conforming Uses and Structures.

Land, structures, and uses of land or structures which comply with this Ordinance including the zoning district regulations, may be continued provided any structural changes, additions, or changes in use must conform fully to this Ordinance.

3) Nonconforming Uses and Structures.

Nonconforming situations may be continued only subject to the limitations stated herein, and should eventually be discontinued under the provisions of this Ordinance.

**C) Continued Use of Nonconforming Property.**

Nonconforming properties may be continued in use as set forth below:

1) Nonconforming Lots of Record.

In any zoning district permitting residential dwellings by right, a residential dwelling and customary accessory building may be erected on any single nonconforming lot lawfully recorded before the adoption of this Ordinance or amendment hereto provided this single lot is not adjacent to another lot of record under the same ownership and, if combined, would allow for the meeting of all area and setback requirements established within this Ordinance. This provision shall apply if the single lot fails to meet the minimum lot size or width requirement of the zoning district. Yard space and other dimensional requirements of the zoning district shall continue to apply, however, variances of such requirements shall be obtained by action of the Board of Adjustment (BOA) except no petition for a variance is necessary if other yard spaces are met and the following setbacks are met:

**Table 11-1 Minimum Nonconforming Lot Requirements**

<i>Width – Lot of Record</i>	<i>Side Setback</i>	<i>Front Setback</i>
30-49 feet	5 feet	15 feet
50-59 feet	6 feet	15 feet
60-69 feet	7 feet	20 feet

2) Adjoining Lots.

When two or more lots with continuous frontage are in single ownership at any time after the adoption of this Ordinance and such lots are individually less than the minimum area

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or width required in a district, such lots shall be considered as a single lot or several lots of required area and width (if sufficient land exists) and shall be combined to the extent necessary to achieve a lot or lots of the area and width required in the district. Such lots shall comply with all yard space and other dimensional requirements of the district.

**D) *Nonconforming Structure.***

A lawful structure which existed at the time of adoption or amendment of this Ordinance, or was grandfathered under the previous zoning ordinance, but which does not comply with this Ordinance by other restrictions relating to the structure, may be continued so long as it remains otherwise lawful, subject to the following limitations:

1) Enlargements, Alterations.

Nonconforming structures shall not be enlarged and shall not be altered in any way which increases their nonconformity, but may be altered to minimize their nonconformity.

2) Moving.

If nonconforming structures are moved off the lot or moved within the lot for any reason, they shall thereafter conform to the regulations of the Ordinance.

3) Repairs and Maintenance.

Ordinary maintenance, repairs, and alterations of a nonconforming structure are permitted provided they do not increase the area or the nonconformity. Normal maintenance, repairs, and alterations shall be considered work not exceeding fifty percent (50%) of the structure's replacement cost within any twelve-month consecutive period.

4) Deteriorated and Dilapidated Structures.

If any nonconforming structure becomes physically unsafe or unlawful due to lack of repairs or maintenance and is declared by an authorized official to be unsafe or unlawful by reason of its physical condition, the structure shall not be restored, repaired, or rebuilt except in conformity with this Ordinance. This shall not prevent strengthening or restoring to a basically safe condition of any unsafe building or part thereof directed by the authorized official charged with protecting public health or safety.

5) Substantially Damaged Structures.

If a nonconforming structure or nonconforming portion of a structure is damaged or destroyed by any means to an extent greater than fifty percent (50%) of its replacement cost at the time of the damage, it may be reconstructed only in conformity with this Ordinance.

6) Residential ~~Exception~~Exemption.

When a single-family residential nonconforming structure is damaged by fire, flood, wind, or act of God, the structure may be repaired and restored to its pre-event dimensions on the pre-event footprint provided the structure meets all applicable building codes.

**E) *Nonconforming Uses.***

A use of land and/or structure which was lawful prior to the adoption of this Ordinance but which does not comply with the use regulations of this Ordinance, may be continued so long as it remains otherwise subject to the following provisions:

1) Extensions, Enlargements.

No nonconforming use of land or structures shall be enlarged, expanded, increased, or extended beyond the floor space and land area occupied or be carried on in a more intensive manner than existed at the time of the adoption of this Ordinance, except a

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nonconforming use may be extended within a structure to any parts already clearly arranged and designed for such use.

2) Relocation on Lot.

No nonconforming use of land shall be relocated or significantly rearranged in whole or in part on the same lot unless it thereafter conforms to this Ordinance.

3) Discontinuance.

If active operation of a nonconforming use is discontinued for any reason for a continuous period of one hundred eighty days or superseded at any time by a permitted use, any subsequent use of the land shall conform fully to this Ordinance.

4) Changes of Use.

A nonconforming use of land (only) shall not be changed to any use other than a use permitted in the zoning district. A nonconforming use of a structure and premises may be changed to another nonconforming use if:

- a) No significant structural alterations are made; and,
- b) The approved new use is more in character with the uses normally permitted in the zoning district than the previous nonconforming use.

5) Deteriorated and Dilapidated Structures.

If a structure or part thereof occupied by a nonconforming use is damaged, destroyed, or becomes deteriorated to an extent greater than fifty percent (50%) of its replacement cost at the time of damage or discovery of deterioration, the structure may not be repaired for or to a nonconforming use.

6) Uses Permitted as Special Use Permits Exceptions.

Any use which is permitted as a special use permit exception in a district shall not be considered a nonconforming use but shall, without the necessity of further action, be considered a conforming use. This provision shall not diminish the right of the Board of Commissioners (BOC) to impose conditions on such use in a proceeding initiated by any interested part and considered in the manner of a special use permit exception.

7) Residential Exemptions Exceptions.

Nonconforming single-family detached residential uses shall comply with all requirements of this section. However, an existing nonconforming single-family detached residential use may be enlarged, expanded, and/or altered provided no enlargement, expansion, or alteration will:

- a) Result in the structure exceeding building height limits in the zoning district;
- b) Reduce the building site area required in the zoning district; and,
- c) Encroach into any required front yard, side yard, and rear yard setback areas. If approved, such use shall be considered a special use permit exception and may be accompanied by appropriate conditions and safeguards as required by this Ordinance.



**SECTION 12 Home Occupations**

**A) Intent and Purpose.**

The Town of Beaufort recognizes the desire and/or need for some citizens to use their residence for limited nonresidential activities. However, the Town believes the need to protect the integrity of residential areas is of paramount concern. A "home occupation" zoning provision, therefore, should protect residential areas from adverse impacts resulting from activities associated with home occupations. It is important to allow but to also to regulate some nonresidential activities in the Town's residential districts. In essence, a "home occupation" is a limited commercial-type activity in a residential area to an extent no neighbors or passersby will be aware, by outward appearance, of the activity. In practice, a "home occupation" gives the resident the legal right to use ones' residence for limited business activities but not to the extent significant pedestrian and vehicular traffic is generated.

**B) Performance Criteria.**

A home occupation shall meet the following minimum conditions:

- 1) The activity shall not be inconsistent with the use of the premises as dwelling.
- 2) Only residents of the dwelling unit shall work there.
- 3) There shall be no exterior evidence of the conduct of a home occupation, except as specified in subsection C of this section. Thus, there may be no display of products visible in any manner from the outside of the home.
- 4) A home occupation shall be conducted in an enclosed area of a primary or accessory structure. It shall not occupy over twenty-five percent (25%) of the combined floor space of the primary and accessory structures. No portion of a home occupation shall be conducted outside the primary residence or accessory structure.
- 5) Electrical or mechanical equipment which creates electromagnetic interference or causes fluctuations in line voltage outside the dwelling unit or creates noise not normally associated with residential uses shall be prohibited.
- 6) On-site sale of goods or services not produced on the premises shall be prohibited.
- 7) A home occupation shall not create a significant increase (more than 100% of that expected for a typical residence), as determined by the zoning administrator, in vehicular or pedestrian traffic to the residence.
- 8) A home occupation shall not require additional off-street parking spaces for clients or customers of the home occupation.
- 9) No home occupation shall result in garbage disposal exceeding standard residential use.
- 10) No equipment or process shall be used in a home occupation which creates noise, vibration, glare, fumes, or odor detectable to the normal senses off the property.

**C) Permitted Signs.**

More information on signs can be found in section 16 of this Ordinance. An indirectly lighted name plate or professional sign not over one square foot (1 ft<sup>2</sup>) in area and attached flat against the building shall be permitted in connection with an incidental home occupation.

**D) Inspections.**

An inspector shall have the right at any time, upon reasonable request and with the consent of the property owner, to enter and inspect the premises for safety and compliance purposes.



## SECTION 13 Parking Requirements

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A) *Intent.*

These regulations are intended to provide off-street parking, stacking, and loading facilities in proportion to the need created by each use. These regulations are intended to provide for accommodation vehicles in a functionally and aesthetically satisfactory manner and to minimize external effects on adjacent land uses.

B) *Number of Parking Spaces Required.*

1) Limitations.

All developments in all zoning districts other than the Historic Business District and the Historic Waterfront Business District (H-BD & H-WBD) shall provide a sufficient number of parking spaces to accommodate the number of vehicles which ordinarily are likely to be attracted to the development in question. For any mixed-use development created after the adoption of this Ordinance who cannot meet the residential off-street parking requirement for their proposed development, the owner/developer shall be required to contribute \$10,000 per parking space needed into a parking fund which will be used by the Town to acquire property as it becomes available for off-street parking for these residential purposes.

2) Presumptions.

The presumptions established by this section are established in all other zoning districts:

- a) A development must comply with the parking standards set forth in subsection B-4 of this section to satisfy the requirement stated in subsection B-1 of this section; and,
- b) Any development which meets these standards is in compliance. However, Table 13-1 of this section is only intended to establish a presumption of parking demand and should be flexibly administered, as provided in subsection C of this section.

3) Standards.

Standards set forth in Table 13-1 of this section are indicated by the respective land uses associated within the development. When a determination of the number of parking spaces required by this table results in a fractional parking space, any fraction of one-half or less may be disregarded, while a fraction in excess of one-half shall be counted as one additional parking space.

4) Table of Parking Requirements.

Table 13-1 of this section shall prescribe the number of parking spaces required for the respective uses when the existing or proposed development is less than twenty-five thousand square feet (25,000 ft<sup>2</sup>). For all existing, proposed, or combination thereof of development which is twenty-five thousand square feet (25,000 ft<sup>2</sup>) or more, there shall be a corresponding twenty percent (20%) decrease in the number of parking spaces required for this actual use. Table 13-1 of this section cannot and does not cover every possible situation which may arise. Therefore, in cases not specifically covered, the permit issuing authority is authorized to determine the parking requirements using the following table as a guide.

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**Table 13-1 Table of Parking Requirements**

<b>General Uses</b>		
<b>1.00</b>	<i>Use</i>	<i>Off-Street Parking</i>
1.01	Single-family detached, one dwelling unit/lot	2 spaces/dwelling unit + one space/room rented out.
	Single-family detached, more than one dwelling unit/lot	
1.02	Two-family residences	2 spaces/ each dwelling unit, except one-bedroom units require only one space.
1.03	Home occupations	No additional spaces allowed.
1.04	Homes emphasizing special services, treatment, or supervision such as homes for the handicapped, nursing homes, and halfway houses	1 space/each 3 patient beds and 1 space/ every 2 staff members at the peak period.
1.05	Bed and Breakfasts and other temporary residences renting by the day or week.	1 space/each room to be rented + additional space (in accordance with other sections of this table) for restaurant, office, or other facilities.
1.06	Hotels, motels, and similar businesses providing overnight accommodations	1 space/every guest room + 5.
1.07	Multi-family	2 parking spaces for each individual dwelling unit with up to 3 bedrooms and 1 additional space per unit for each bedroom over 3.
1.08	Elderly housing, assisted living, independent living	0.6/dwelling unit.

<b>Sales and Rentals of Goods, Merchandise, and Equipment Uses</b>		
<b>2.00</b>	<i>Use</i>	<i>Off-Street Parking</i>
2.01	Automobile sales	1 space/every 600 ft <sup>2</sup> of sales floor area.
2.02	Manufactured/modular home sales	1 space/every 400 ft <sup>2</sup> of gross floor area.
2.03	Roadside stands any other types of outdoor sales including open air markets.	1 space/1,000 ft <sup>2</sup> of gross sales lot area.
2.04	Grocery stores, music stores , art stores, gift shops, sporting goods stores, hobby stores, book stores, pet shops, pawn shops, pharmacies, department stores, variety stores, alcoholic beverage stores, package and retail sales, and similar retail establishments.	1 space/300 ft <sup>2</sup> of gross floor area.
2.05	Furniture stores, hardware stores, appliance stores, builder's supply and equipment sales, lumber yards, machine shops, and similar retail establishments.	1 space/600 ft <sup>2</sup> of gross floor area.
2.06	Wholesale commercial sales	1 space/every 1,000 ft <sup>2</sup> of gross floor area.
2.07	Shopping centers and malls	1 space/each 250 ft <sup>2</sup> of gross floor area.

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<b>Office, Clerical, Research, Educational Institutions, and Services Not Primarily Related to Goods or Merchandise Uses</b>		
<b>3.00</b>	<i>Use</i>	<i>Off-Street Parking</i>
3.01	Offices of attorneys, physicians, other professionals, insurance and stock brokers, travel agents, government office buildings, etc.	1 space/250 ft <sup>2</sup> of gross floor area.
3.02	Studios for artists, designers, photographers and other similar activities	1 space/400 ft <sup>2</sup> of gross floor area.
3.03	Financial institutions	1 space/200 ft <sup>2</sup> of gross floor area.
	Financial institutions with drive through windows	1 space/250 ft <sup>2</sup> of gross floor area within main building + reservoir land capacity equal to 2 spaces/drive-thru lane.
3.04	Schools, public and private	1½ spaces/classroom in elementary/middle schools; 5 spaces/classroom in high schools/colleges.
3.05	Libraries, public and private	1 space/250 ft <sup>2</sup> of gross floor area.
3.06	Social, fraternal clubs and lodges, union halls, and similar uses	1 space/300 ft <sup>2</sup> of gross floor area.
3.07	Churches, synagogues, and other religious uses and their associated uses (not including schools)	1 space/every 4 seats in the main assembly area + 1 space/200 ft <sup>2</sup> of gross floor area designed to be used neither for residential nor for assembly.

<b>Service Uses</b>		
<b>4.00</b>	<i>Use</i>	<i>Off-Street Parking</i>
4.01	Bakeries, florists, beauty/barber shops, etc.	1 space/300 ft <sup>2</sup> of gross floor area.
4.02	Laundromats and dry-cleaning	1 space/300 ft <sup>2</sup> of gross floor area.
4.03	Automotive repair, service stations, tire sales and service, and similar uses	1 space/every service bay or 1 space/250 ft <sup>2</sup> of gross floor area, whichever is greater.
4.04	Car wash	<i>Conveyor operation</i> – 1 space/every 3 employees on the maximum shift + reservoir capacity equal to 2 times the capacity of the washing operation.
		<i>Self-service operation</i> – 1 space for drying and cleaning purposes/stall + 1 reservoir space in front of each stall.
4.05	Service shops, such as electronic and electrical equipment repair, shoe repair	1 space/300 ft <sup>2</sup> of gross floor area.
4.06	Printing and reproduction services	1 space/250 ft <sup>2</sup> of gross floor area.
4.07	Funeral homes and mortuaries	1 space/each 4 seats in the chapel.
4.08	Crematorium	1 space/300 ft <sup>2</sup> of gross floor area.
4.09	Marinas	1 space/every 3 dry slips + 1 space/every 3 wet slips.

<b>Service Uses</b>		
<b>4.00</b>	<i>Use</i>	<i>Off-Street Parking</i>
4.10	Community docking facility (major/minor)	No parking shall be required.

<b>Industrial and Manufacturing Uses</b>		
<b>5.00</b>	<i>Use</i>	<i>Off-Street Parking</i>
5.01	Manufacturing plants, bottling, cold storage, petroleum bulk, light processing, and jobbing plants, furniture manufacturing, recycling centers	1 space/1,000 ft <sup>2</sup> of gross floor area.

<b>Recreation, Amusement, and Entertainment Uses</b>		
<b>6.00</b>	<i>Use</i>	<i>Off-Street Parking</i>
6.01	Indoor recreation such as bowling alleys, skating rinks, indoor tennis and squash courts, billiard and pool halls, indoor athletic and exercise facilities, and similar uses	1 space/every 4 persons the facilities are designed to accommodate when fully utilized + 1 space/250 ft <sup>2</sup> of gross floor area used in manner not susceptible to such calculation.
6.02	Movie theaters; theater, live performance	1 space/every 4 seats (a shared parking plan is strongly recommended for this use).
6.03	<del>Publically</del> Publicly or privately owned outdoor recreational facilities (including golf courses, country clubs, swimming or tennis clubs, athletic fields, golf courses, tennis courts, baseball fields, swimming pools, etc.) not constructed pursuant to a residential development permit	1 space/250 ft <sup>2</sup> of area within enclosed buildings, + 1 space/every 4 persons which the outdoor facilities are designed to accommodate when used to the maximum capacity.
6.04	Miniature golf courses, skateboard parks, water slides, and similar uses	1 space/600 ft <sup>2</sup> of area + 1 space/200 ft <sup>2</sup> of building gross floor area.
6.05	Golf driving ranges not accessory to golf courses, and par 3 golf courses	1 space/tee + 1 space/250 ft <sup>2</sup> of building gross floor area.
6.06	Horseback riding; non-residential stables	1 space/2 horses which could be kept at the stable when occupied to maximum capacity.
6.07	Dance halls/discotheques/night clubs, taverns, bars, restaurants	1 space/every 4 persons where the facilities are designed to accommodate when fully utilized.
6.08	Museums and art galleries	1 space/300 ft <sup>2</sup> of gross floor area.

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Institutional Residential Care or Confinement Facilities Uses		
7.00	Use	Off-Street Parking
7.01	Hospitals, clinics, other medical (including mental health) facilities	1 space/every 2 beds and 1/every 3 employees on maximum shift.
7.02	Nursing care institutions, intermediate care institutions, handicapped or infirmed institutions, child care institutions	2 spaces/every 5 beds and 1/every 3 employees on maximum shift.
7.03	Family care homes, group homes	2 spaces/dwelling + 1 space for every 5 beds.

Other Uses		
8.00	Use	Off-Street Parking
8.01	Day care centers, nurseries, and preschools	1 space/1 employee on maximum shift + reservoir land designed for drop-off and pick-up.
8.02	Airports, general aviation	1 space/every 150 ft <sup>2</sup> of lobby area + 1 space/every 3 employees on maximum shift.
8.03	Post offices	1 space/175 ft <sup>2</sup> of gross floor area.
8.04	Kennel, veterinarian	1 space/250ft <sup>2</sup> of gross floor area.
8.05	Emergency services such as police, fire, rescue squad, EMS, ambulance services	1 space/250 ft <sup>2</sup> of gross floor area.
8.06	Retail greenhouses or nurseries	1 space/300 ft <sup>2</sup> of gross floor area.

C) **Flexibility in Administration Required.**

1) Inadequate or Excessive Spaces.

The BOC recognizes, due to the particularities of any given development, the inflexible application of the parking standards set forth in Table 13-1 of this section may result in a development either with inadequate parking space or parking space far in excess of its needs. Having too few parking spaces may lead to traffic congestion or parking violations in adjacent streets as well as unauthorized parking in nearby parking lots. Having too many parking spaces can waste money as well as space which could be used for valuable development or environmentally useful open space. Therefore, as suggested in subsection B-1 of this section, and when requested by the applicant or landowner, the permit issuing authority ~~may shall~~ allow ~~deviations-administrative modifications~~ from the presumptive requirements of Table 13-1 of this section and may ~~require-allow up to 10%~~ more parking spaces or ~~allow-up to a 20% reduction in the number of required spaces-less parking whenever it finds such deviations are more likely to satisfy the standards set forth in Table 13-1 of this section.~~ A reduction in the required number of ADA accessible spaces is not permitted and these must be provided in full.

~~2) Deviations Allowed.~~

- ~~e) Without limiting the generality of the foregoing, the permit issuing authority may allow deviations from the parking requirements set forth in Table 13-1 of this section when it finds:~~
- ~~iv) A residential development is irrevocably oriented toward the elderly; and,~~
- ~~v) A business is primarily oriented to walk-in trade.~~

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~~f) Whenever the permit issuing authority allows or requires a deviation from the presumptive parking requirements set forth in Table 13-1 of this section, it shall enter on the face of the permit, the parking requirements which it imposes and the reasons for allowing or requiring the deviation.~~

7)2) Erroneous Calculations.

If the permit issuing authority concludes, based upon information it receives in the consideration of a specific developmental proposal, the presumption established by Table 13-1 of this section for a particular classification is erroneous, it shall initiate a request for an-a text amendment to the table in accordance with the procedures set forth in section 27 of this Ordinance.

D) **Dimensional Standards for Parking Spaces and Aisles.**

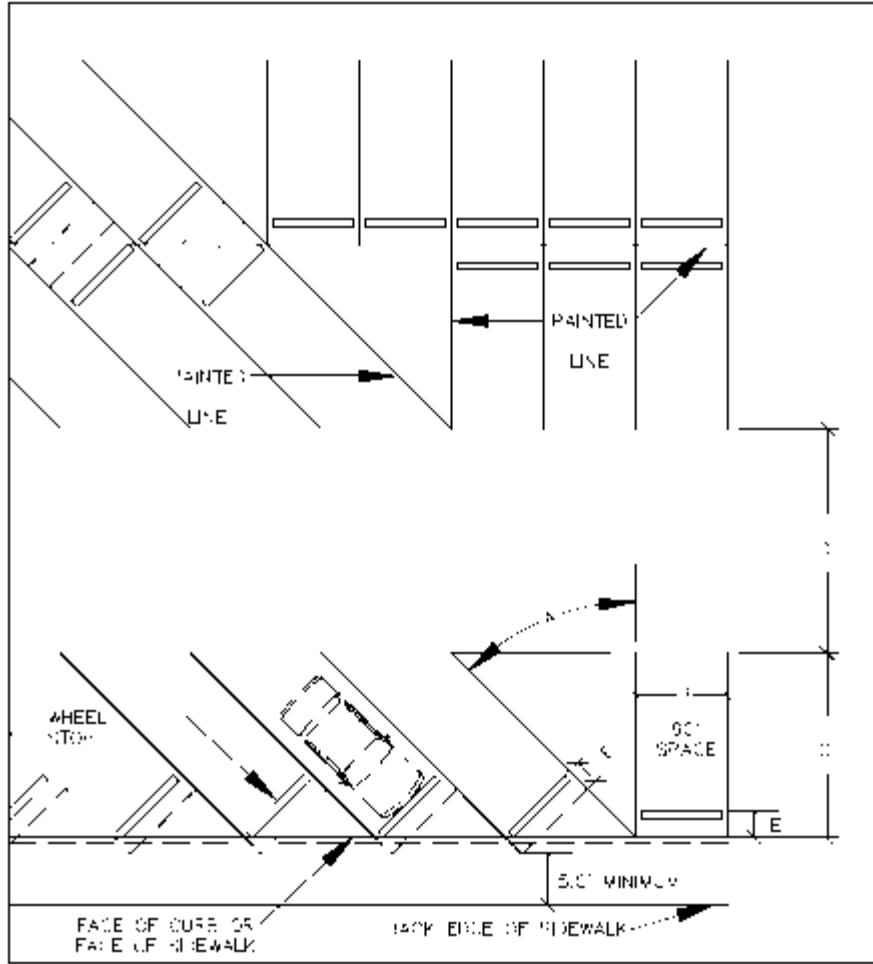
Parking aisle widths shall conform to the following table:

**Table 13-2 Minimum Dimensional Standards for Parking Spaces and Aisles**

<i>A – Parking Angle</i>	<i>B – Stall Width</i>	<i>C – Stall Depth/Length</i>	<i>D – Aisle Width for Two-Way Traffic<sup>1</sup></i>
2 0°	8'	8'	22'
45°	9'	18'	22'
60°	9'	18'	22'
90°	9'	18'	24'
Compact spaces <sup>3</sup>	8'	16'	22'
<b>E – Wheel Stop Placement:</b> the face of the wheel stop should be located 2½' away from the front of the space.			
<sup>1</sup> May be reduced by ½ for aisles proposed for one-way traffic except for 90° parking stalls.			
<sup>2</sup> Length of space = 22'.			
<sup>3</sup> In parking areas containing ten or more parking spaces, up to 25% of the spaces provided can be for compact vehicles. Compact spaces shall be conspicuously designated with signage or pavement markings.			

Handicapped parking spaces shall comply with the minimum standards established by the North Carolina State Building Codes. In the event a dimension is not specified, it shall meet the minimum requirement(s) of a standard parking space established within this section.

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Table 13-3 Measurement Points of Dimensional Standards



- 1) Driveways shall not be less than ten feet (10') in width for one-way traffic and eighteen feet (18') in width for two-way traffic, except ten feet (10') wide driveways are permissible for two-way traffic when all the following conditions are satisfied:
  - a) The driveway provides access to not more than four spaces; and,
  - b) Sufficient turning space is provided so vehicles need not back into a public street.
- 2) Driveways which provide access to service areas and unmanned public or private utilities, such as power, water, or communication facilities, are not intended to be used by the general public and can be served by a ten foot (10') wide, two-way driveway provided:
  - a) The driveway provides access to not more than one parking space;
  - b) Sufficient turning space is provided so a vehicle need not back into a public street; and,
  - c) The North Carolina Fire Code does not require additional widths.

E) **General Design Requirements.**

- 1) Unless no other practicable alternative is available, vehicle accommodation areas (VAAs) shall be designed, without resorting to extraordinary movements, so vehicles may exit such areas without backing onto a public street. This requirement does not apply to



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parking areas consisting of driveways which serve one or two-family dwelling units, although backing onto arterial streets is discouraged.

- 2) VAAs of all developments shall be designed so sanitation, emergency, fire, and other public service vehicles can provide service to such developments without the necessity of backing unreasonable distances or making other dangerous or hazardous turning movements.
- 3) Every VAA shall be designed so vehicles cannot extend beyond the perimeter of such area onto adjacent properties, designated landscaping areas, or public rights-of-way. Such areas shall also be designed so vehicles do not extend over sidewalks or tend to bump against or damage any wall, vegetation, or other obstruction. Where a strip pavement roadway is funded in a transportation program for improvement which would impact improvements required herein, the BOC may grant flexibility where deemed appropriate for the required protection of the public rights-of-way.
- 4) Circulation areas shall be designed so vehicles can proceed safely without posing a danger to pedestrians or other vehicles and without interfering with parking areas. This includes the provision for stop, yield, speed limit, do not enter, and other traffic signs at their appropriate location.
- 5) VAAs of all developments which provide parking for thirty or more vehicles in one area shall be designed so all vehicles are channelized to travel in parking aisles only. The possibility of vehicles traversing diagonally across the parking lot shall be minimized by providing appropriate landscaping islands or other physical barriers at regular intervals.

**F) *Vehicle Accommodation Area Surfaces.***

- 1) VAAs which (i) include lanes for drive-in windows, or, (ii) contain parking areas which accommodate more than ten parking spaces used regularly at least five days per week, shall be graded and surfaced with asphalt, concrete or other such material which provides equivalent protection against potholes, erosion, and dust.
- 2) VAAs which are not provided with the type of surface specified in subsection F-1 of this section shall be graded and surfaced with crushed stone, gravel, or other suitable material to provide a surface which is stable and will help to reduce dust and erosion. In addition, whenever such VAA abuts a paved street, the driveway leading from the street to such area (or if there is no driveway, the portion of the VAA which opens onto such streets) shall be paved as provided in subsection F-1 of this section for a distance of fifteen feet (15') back from the edge of the paved street. This subsection shall not apply to single-family or two-family residences or other uses which are required to have only one or two parking spaces.
- 3) Parking spaces in areas surfaced in accordance with subsection F-1 of this section shall be appropriately demarcated with painted lines or other markings. Parking spaces in areas surfaced in accordance with subsection F-2 of this section shall be demarcated with appropriate wheel stops or other parking stall indicators.
- 4) VAAs shall be properly maintained in all respects. In particular, VAA surfaces shall be kept in good condition (free from potholes, etc.) and parking space lines or markings shall be kept clearly visible and distinct.
- 5) All repaving, restriping, or demarcation of parking spaces in VAAs shall be approved by the zoning/code enforcement official before it is undertaken in order to ensure the

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requirements of this section are met to the extent possible and to ensure an existing parking nonconformity is not exacerbated.

**G) *Joint Use of Required Parking Spaces.***

- 1) One parking area may contain required spaces for several different uses however, except as otherwise provided in this section, the required spaces allocated for one use may not be credited to any other use.
- 2) To the extent developments wish to make joint use of the same parking spaces and who operate at different times of the day or week, the same spaces may be credited to both uses. For example, if a parking lot is used in connection with an office building Monday through Friday during regular business hours but is generally ninety percent (90%) vacant on weekends and another development which operates primarily on the weekends would use the business parking lot the secondary development could be credited with the ninety percent (90%) of the spaces on such lot for weekend use. Or if a place of worship's parking lot is generally occupied at fifty percent (50%) or less capacity only on days other than the days of worship, another development could make use of the unused fifty percent (50%) of the lots spaces of the place of worship on days other than those used as days of worship.
- 3) If the joint use of the same parking spaces by two or more principal uses involves satellite parking spaces, the provisions of subsection H of this section are also applicable.

**H) *Satellite Parking.***

- 1) If the number of off-street parking spaces required by this section cannot reasonably be provided on the same lot where the principal use associated with these parking spaces is located, spaces may be provided on adjacent or nearby lots in accordance with the provisions of this section. These off-site parking spaces are referred to in this section as satellite parking spaces.
- 2) All such satellite parking spaces (except spaces intended for employee use) must be located within four hundred feet (400') of the public entrance of a principal building housing the use associated with such parking, or within four hundred feet (400') of the lot on which the use associated with such parking is located if the use is not housed within any principal building. Satellite parking spaces intended for employee use may be located within any reasonable distance.
- 3) A developer wishing to take advantage of the provisions of this section must present satisfactory written evidence stating he/she has permission of the owner or other person in charge of the satellite parking spaces, to use such spaces. The developer must also sign an acknowledgment stating the continuing validity of his occupancy permit depends upon his continuing ability to provide the requisite number of parking spaces.
- 4) Persons who obtain satellite parking spaces in accordance with this section shall not be held accountable for ensuring the satellite parking areas satisfy the design requirements of this article.
- 5) Satellite parking areas must be ~~assessable~~ accessible by sidewalk or other equivalent walkway.

**I) *Special Provisions for Lots with Existing Buildings.***

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Notwithstanding any other provisions of this section, whenever (i) there exists a lot with one or more structures on it, constructed and occupied prior to the effective date of this Ordinance, and, (ii) a change in use which does not involve any enlargement of such structures is proposed, and, (iii) the parking requirements of Table 13-1 of this section which will be applicable as a result of the proposed use change cannot be satisfied on such lot because there is not sufficient area available on the lot which can practicably be used for parking, then the developer is allowed to comply with the requirements of Table 13-1 of this section by use of all potential parking spaces practicably available on the lot where the development is located, and the use of satellite parking as provided in subsection H of this section. However, if satellite parking subsequently becomes unavailable, the occupancy permit authorizing the use on such lot shall be revoked and the owner or operator of the use shall discontinue the use until sufficient parking under this Ordinance is provided.

J) **Loading and Unloading Areas.**

1) Objective.

Subject to subsection J-5 of this section, whenever the normal operation of any development requires routine deliveries or shipments of goods, merchandise, or equipment to or from such development, a sufficient off-street loading and unloading area shall be provided in accordance with this section to accommodate such delivery or shipment operations in a safe and convenient manner.

2) Loading Space Requirements.

The loading and unloading area must be of sufficient size to accommodate the numbers and types of vehicles which are likely to use this area given the nature of the development in question. The following table indicates the number and size of spaces which, presumptively, satisfy the standard set forth in this subsection. ~~However, the permit issuing authority may require more or less loading and unloading area if reasonably necessary to satisfy the standard established in the table below.~~

**Table 13-4 Loading Space Requirements**

<i>Gross Leasable Area of Building</i>	<i>Number of Loading Spaces</i>
1,000 ft <sup>2</sup> – 19,999 ft <sup>2</sup>	1
20,000 ft <sup>2</sup> – 79,999 ft <sup>2</sup>	2
80,000 ft <sup>2</sup> – 127,999 ft <sup>2</sup>	3
128,000 ft <sup>2</sup> – 191,999 ft <sup>2</sup>	4
192,000 ft <sup>2</sup> – 255,999 ft <sup>2</sup>	5
256,000 ft <sup>2</sup> – 319,999 ft <sup>2</sup>	6
320,000 ft <sup>2</sup> – 391,999 ft <sup>2</sup>	7

Minimum dimensions of twelve feet by twenty-five feet (12' x 25') and overhead clearance of fourteen feet (14') from street grade required.

3) Location and Design.

Loading and unloading areas shall be located and designed so the vehicles intended to use them can maneuver safely and conveniently to and from a public right-of-way, and complete the loading and unloading operations without obstructing or interfering with any public right-of-way, any parking space, or any parking lot aisle.

4) Off-Street Requirements.

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No area allocated as loading and unloading facilities may be used to satisfy the area requirements for off-street parking, nor shall any portion of any off-street parking area be used to satisfy the area requirements for loading and unloading facilities.

5) Change in Use Requirements.

Whenever (i) there exists a lot with one or more structures on it constructed and occupied prior to the effective date of this Ordinance, and, (ii) a change in use which does not involve any enlargement of a structure is proposed for such lot, and, (iii) the loading area requirements of this section cannot be satisfied because there is not sufficient area available on the lot which can practicably be used for loading and unloading, the developer ~~need only comply with this section to the extent reasonably possible.~~may reduce their required spaces by half, with a minimum required of one, or they may apply for a variance.

**SECTION 14 Planting and Preservation Standards for Trees and Landscaping**

**A) Purpose and Intent.**

The purpose of this section is to promote the proper planting and preservation of trees in the Town of Beaufort. The Board of Commissioners (BOC) has determined the planting and preservation of trees within the Town of Beaufort is not only desirable but essential to the present and future health, safety, and welfare of all the citizens. It is the intent of this section to enhance the Town of Beaufort by:

- Regulating the preservation of protected and exceptional trees.
- Regulating the planting of street trees.
- Providing standards for trees, shrubs and their planting.
- Providing a list of native trees, shrubs and their characteristics.

Encouraging the preservation and planting of trees is in the best interest of the health, safety and welfare of present and future citizens. This also helps the Town comply with EPA storm water Phase II rules for small municipal separate storm sewer systems. These rules govern storm water runoff, aquifer recharge, and other environmental concerns.

**B) Tree Preservation.**

It shall be unlawful to cut down any protected or exceptional specimen tree or to cut down any tree in the public right-of-way without the written approval of the BOC or their appointed agent(s).

1) Applicability.

This subsection applies to all trees within the Town and its ETJ meeting the standards of a protected or exceptional tree.

2) Exceptions-Exemptions.

The provisions of this Ordinance shall have the following exemptions:

- a) All lots dedicated as a school site or a playing field or other similar non-wooded recreational areas.
- b) Any public utility, cable television company, or other such utility which clears, moves, cuts down, or destroys any trees for the purpose of erecting, installing, moving, removing, altering, or maintaining any structures or fixtures necessary for the supply of electricity, communication, network, or cable television services upon any privately owned lands in which it has acquired an easement or right-of-way.
- c) Any utility which trims trees around electrical lines and fixtures in public street rights-of-way, and other public rights-of-way, according to state or federal requirements, but only to the extent necessary for minimum compliance with state or federal requirements.
- d) Upon the advice of the Town’s Public Works Department, and in accordance with commonly accepted forestry practices, the Town may authorize the removal of trees to prevent the transmission of disease or infestation, to prevent danger of falling limbs and trees, or to prevent potential injury to life and/or property.
- e) In an emergency such as a hurricane, ice storm, fire, or other such disaster, the requirements of this Ordinance may be waived by the Town during the emergency period.

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f) Where practical difficulties or unnecessary hardships inconsistent with the purposes of this Ordinance resulting from its literal interpretation or enforcement, the ~~Board of Adjustment (BOA) may waive, modify or delay the enforcement of these provisions, upon written request by the developer or the property owner, property owner or their authorized agent may apply for a variance from the Board of Adjustment.~~

3) Credit for Required Landscaping.

The preservation of existing trees may be used as credit towards required landscaping as detailed in section 15-F of this Ordinance.

4) Private/Public Protected Tree Qualification Standards.

Protected tree includes all of the following:

- a) *Public protected tree* means any tree native to North Carolina with an eight inch (8”) or more DBH (diameter breast height), located on lands owned by the Town or other governmental agencies or authorities, or on any land upon which easements are imposed for the benefit of the Town or other governmental agencies or authorities, or upon which other ownership control may be exerted by the Town or other governmental agencies or authorities, including rights-of-way, parks, public areas, and easements for drainage, sewer, water, and other such utilities.
- b) *Private protected tree* means any tree native to North Carolina with a DBH of eight inches or more.

5) Exceptional Trees.

Exceptional specimen tree means any tree which is determined by the Town to be of unique and intrinsic value to the general public because of any of exceptional size, age, unique location, historic association, or ecological value. This includes any tree designated a Carteret County Champion by the Carteret County Tree Awareness Group.

6) Right to Appeal.

Any person may appeal any ruling or order of the BOC or ~~their designee(s) the administrator~~ to the superior court or the BOA, respectively, who may hear the matter and make a final decision.

7) Damaged Tree Replacement Calculations.

This includes any damage or destruction caused by willful action, negligence, or neglect. If a tree is destroyed or damaged to such an extent it is no longer viable and must be removed, the owner of the property shall be liable to replace it. The number of replacement trees shall be double the number of trees removed and the replacement trees must be eight inches (8”) DBH at time of replacement.

In addition:

- a) At least one replacement tree will be planted as near as possible to the site of the removed tree.
- b) If the required number of replacement trees cannot all be planted within the same property, the ~~Town administrator~~ may designate alternate planting locations as street trees.

C) *Street Tree Ordinance.*

This subsection regulates trees planted in or to be planted in the public right-of-way.

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1) Tree Species Allowed.

No species other than those included in Appendix A of this Ordinance may be planted as street trees without written permission by the BOC or their designee(s).

2) Spacing of Street Trees.

The spacing of street trees will be in accordance with the three species size listed below and no closer together than the following:

Table 14-1 Spacing of Street Trees

<i>Size</i>	<i>Spacing Between Trees</i>
Small Trees, 10'-20' Tall (see Appendix A, Table A-3)	Thirty feet (30')
Medium Trees, 20'-50' Tall (see Appendix A, Table A-4)	Forty feet (40')
Large Trees, 50' or Taller (see Appendix A, Table A-5)	Fifty feet (50')*

\*Except in special plantings designed or approved by a landscape architect.

3) Rights of the Town.

- a) The Town shall have the right to plant, prune, maintain, and remove trees, plants, and shrubs within the road right-of-way lines of all streets, alleys, avenues, lanes, squares, sidewalks, and public grounds as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds.
- b) The BOC or their designee(s) may remove or order to be removed any tree or part thereof which is in an unsafe condition or, by reason of its nature, is potentially injurious to sewers, electric power lines, gas lines, water lines, or other public improvements or is affected with any injurious fungus, insect, or other pest. This section does not prohibit the planting of street trees by adjacent property owners providing the selection and location of said trees is in accordance with this subsection.
- c) The Town shall have the right to require the removal of any dead or diseased trees on private property within the Town when such tree constitutes a hazard to life and/or other property or harbors insects or disease which constitutes a potential threat to other trees within the Town. The BOC or their designee(s) will notify, in writing, the owners of such trees. Removal shall be completed by said owner at their own expense within sixty days after notification of the letter to the owner has been served. In the event of failure of said owner to comply with this provision, the Town shall have the authority to remove such trees and charge and collect the cost of the removal pursuant to N.C.G.S. 160A-193. Notwithstanding the provisions hereof, if a dead or diseased tree constitutes a threat of immediate harm to persons or property, the Town Manager is authorized to use the summary abatement provisions of N.C.G.S. 160A-193 to remove or abate such tree and to recover the costs of such removal or abatement.

4) Topping of Trees.

It shall be unlawful, as a normal practice, for any person, firm, or town department to top any street tree, park tree, or other tree on public property. Topping is defined as the severe cutting back of limbs to stubs larger than three inches (3") in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions, where other pruning practices are impractical, may be exempted from this Ordinance at the determination of the BOC or their designee(s).

5) Responsibilities of Owners.



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The owner of any tree or shrub shall prune the branches overhanging any street or right-of-way within the Town so such branches shall not obstruct the light from any street lamp or obstruct the view of any street intersection. There shall be a clear space of eight feet (8') above the surface of the street or sidewalk from such trees or shrubs. Said owners shall remove all dead, diseased, broken or decayed limbs, or dangerous trees or shrubs which constitute a menace to the safety of the public. The Town shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light, interferes with visibility of any traffic control device or sign, or impedes upon the flow of traffic on the sidewalk.

6) Stumps.

All stumps of street and park trees shall be removed below the surface of the ground so the top of the stump shall not project above the surface of the ground.

7) Unlawful to Interfere.

It shall be unlawful for any person to prevent, delay, or interfere with the BOC or their designee(s) while engaging in and about the planting, cultivating, mulching, pruning, spraying, or removal of any street trees, park trees, or other trees on public grounds, as authorized in this Ordinance.

D) ***Standards for Planting Trees and Shrubs.***

1) Applicability.

Trees and shrubs planted in compliance with this section or with section 15 of this Ordinance shall meet or exceed the requirements of this subsection. In all other cases this section provides guidelines.

2) Standards for Trees.

Trees planted are encouraged to have most or all of the following qualities or shall be the best combination of these characteristics:

- Hardy;
- Resistant to extreme temperatures;
- Resistant to drought;
- Resistant to storm damage;
- Resistant to salt water when planted in low lying areas or near salt water areas;
- Able to survive physical damage from human activity;
- Tend to branch high above the ground;
- Wide spreading growth pattern.

New trees and shrubs may be evergreen or deciduous and shall conform to the American Standard for Nursery Stock published by the American Association of Nurserymen.

3) Tree Size Measurement.

Measurements of the diameter of a tree shall be determined at DBH. In the case of multiple stems, only the largest shall be measured.

4) Minimum Installed Tree Dimensions.

When planting is required, trees shall have the following minimum dimensions unless otherwise provided in this Ordinance:

**Table 14-2 Minimum Installed Tree Dimensions**

<i>Tree Size Category (all trees at maturity size)</i>	<i>Minimum DBH</i>	<i>Minimum Height (at planting)</i>
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Small Trees, 10'-20' Tall (see Appendix A)	1"	4'
Medium Trees, 20'-50' Tall (see Appendix A)	1.5"	6'
Large Trees, 50' or Taller (see Appendix A)	2"	8'

5) Planting Distance from Curb, Curb Line, or Sidewalk.

The distance trees may be planted from any curb, curb line, or sidewalk will be in accordance with the three species size classes listed below and no trees may be planted closer to any curb, curb line, or sidewalk than the following:

**Table 14-3 Tree Planting Distance from Curb, Curb Line, or Sidewalk**

<i>Size</i>	<i>Distance from Curb, Curb Line, or Sidewalk</i>
Small Trees, 10'-20' Tall (see Appendix A)	Two feet (2')
Medium Trees, 20'-50' Tall (see Appendix A)	Three feet (3')
Large Trees, 50' or Taller (see Appendix A)	Four feet (4')

6) Distance from Street Corner and Driveways.

- a) No tree shall be planted closer than thirty-five feet (35') from any street corner except when the intersection contains a stop sign in every direction in which case no tree shall be planted within twenty feet (20') of the corner, measured from the point of the nearest intersecting curbs or curb line.
- b) No trees shall be planted in sight triangle(s) of driveways and streets without approval from the Zoning Administrator ~~Town's Planning and Inspections Department~~. On state maintained roads, both NCDOT and town standards shall apply.

7) Distance from Overhead Electrical Wires.

- a) No street trees other than those species designated as small trees in Appendix A of this Ordinance may be planted under or within ten lateral feet of any overhead electrical distribution wire.
- b) No street trees other than those species designated as small or medium trees in Appendix A of this Ordinance may be planted under or within fifteen lateral feet of any overhead electrical high-voltage transmission wire.

8) Distance from Underground Utilities.

- a) No trees shall be planted within five lateral feet of any underground water line, sewer line, transmission line, or other utility line.
- b) All tree plantings within the public right-of-way require a written statement from the Public Works Department determining the location where the tree is to be planted will not impact any underground municipal utilities. Applicants should call the 811 service for information on other buried utility lines.
- c) No street tree shall be planted closer than ten feet (10') of any fire hydrant.

9) Shrubs Size.

Shrubs are required to satisfy requirements as follows:

**Table 14-4 Shrub Size at Time of Planting**

<i>Size of Shrub in Height or Spread at the Time of Planting</i>	<i>Requirement Fulfilled</i>
18"	The parking lot interior
24"	The parking lot street frontage

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*18"	The foundation
**36"	The loading dock screening

\* Shrubs should be planted immediately adjacent to the building.

\*\* Shrubs shall be evergreen and shall reach a minimum height of 6' in three years.

10) Minimum Planter Width.

All planters will have a minimum width corresponding with the size tree planted within.

**Table 14-5 Minimum Planter Width**

<i>Tree Size at Maturity</i>	<i>Minimum Planter Width</i>
Small Trees, 10'-20' Tall (see Appendix A, Table A-3)	Four feet (4')
Medium Trees, 20'-50' Tall (see Appendix A, Table A-4)	Four feet (4')
Large Trees, 50' or Taller (see Appendix A, Table A-5)	Six feet (6')

11) Required Tree Variety.

Trees shall be of a native variety including but not limited to those species listed in Appendix A of this Ordinance (palm trees do not conform as trees to the intent of this section; however, they may be planted in addition to those required by this section). In no case should any tree or plant be planted which is on the NCSU's list of invasive exotic plants. When planting multiple trees, more than one variety may be required.

**Table 14-6 Required Tree Variety**

<i>Number of Required Trees</i>	<i>Varieties</i>
More than 10 trees required	Two or more types
20-40 trees required	No more than 50% of one type
40+ trees required	No more than 25% of one type

The Town encourages at least 20% of large trees planted to be live oak trees.

**SECTION 15 Landscaping and Vehicle Accommodation Area Requirements**

**A) Purpose and Intent.**

The purpose of this section is to regulate and provide guidelines for landscaping of certain types of development within the Town of Beaufort. The Board of Commissioners finds trees and landscaping:

- 1) Provide visual buffering and enhance the beautification of the Town;
- 2) Safeguard and enhance property values;
- 3) Conserve energy;
- 4) Enhance groundwater recharge;
- 5) Abate storm water runoff and soil erosion; and,
- 6) Reduce noise, glare, and heat.

**B) Vehicle Accommodation Area (VAA) Exemptions**

The following are exemptions from the landscaping provisions of this Section for VAAs:

- 1) Single-family and two family residential parking areas;
- 2) Truck loading areas in front of overhead doors;
- 3) Truck maneuvering and parking areas unconnected to and exclusive of any vehicle parking;
- 4) Surfaced areas not to be used for vehicle parking, driving, or maneuvering, provided they are made inaccessible to vehicles by a barrier such as bollards, curbs, or fencing;
- 5) Vehicle displays, sales, service, and storage areas (parking facilities for these uses are subject to shading requirements); and,
- 6) Parking areas under covered stalls and in public garages.

**C) Landscaping Plan Required.**

All proposed developments and expansions of existing development which result in high or moderately-high impervious surface ratio (ISR) intensity, as defined hereinafter, shall submit a landscaping plan for review containing the following information:

**1) Landscaping Plan Requirements.**

When required, this section and section 18 of this Ordinance, shall work collectively to form the site plan needed for such development. A landscaping plan shall contain the following items:

- a) General location, type, and quantity of plant material;
- b) Existing, protected, or exceptional trees as defined in section 14-B of this Ordinance;
- c) Existing plant material and areas to be left in their natural state;
- d) Location, size and labels for all proposed plants;
- e) Plant lists with common name, quantity, spacing, and size of all proposed landscaping material at the time of planting;
- f) Location and description of other landscape improvements such as islands, earth berms, walls, fences, buffer yards, sculptures, fountains, street furniture, lights, courtyards, or paved areas;
- g) Planting and installation details;
- h) Location of proposed building(s);
- i) Location of VAAs and internal traffic patterns;
- j) Location of overhead and underground utilities;

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- k) The landscaping plan shall be drawn to scale, include a North arrow, necessary legends; and,
- l) The location and description of any barriers to be erected to protect any vegetation from damage both during and after construction.

2) Applicability.

Except for those properties and developments which subsection C-3 of this section applies, a landscaping plan is required when:

- a) A new principal building, new use, or open use of land is constructed, reconstructed, or established after the effective date of this Ordinance;
- b) Any development which changes the amount of impervious surface by more than fifteen percent (15%). The extent which these standards apply is determined by the table below. These expansions shall include change of use, expansions of buildings, parking areas, open uses of land, or combinations thereof.

Table 15-1 Expansion of Impervious Surface

<i>Expansions (% of original ISR)</i>	<i>Application of Landscaping Requirements</i>
0 - 15 %	Exempt
16 - 45 %	Applies to expanded areas only
45 % and more	Applies to the whole lot(s)

3) Exemptions.

The following are exempt from this subsection:

- a) Developments of less than eight thousand square feet (8000 ft<sup>2</sup>);
- b) Single-family residential lots;
- c) Expansions of less than fifteen percent (15%) of the ISR as defined in Table 15-1 of this section;
- d) Lots in the Historic Waterfront Business District (H-WBD) and the Historic Business District (H-BD) which do not provide off-street parking; and,
- e) Landscaping requirements of this section shall be applied equally to all similarly situated properties. Modifications to these standards may be granted in writing by the administrator if the administrator finds any of the following circumstances exist on the proposed building site or surrounding properties:
  - i) Natural land characteristics such as topography or existing vegetation on the proposed building site would achieve the same intent of this section;
  - ii) Innovative landscaping or architectural design is employed on the building site which would achieve an equivalent shading, aesthetic, and buffering effect;
  - iii) The required landscaping would be ineffective at maturity due to the proposed topography of the site and/or the location of the improvements on the site; and,
  - iv) No landscaping shall be required in areas where the Technical Review Committee (TRC) finds it would interfere with traffic safety.

D) **Impervious Surface Intensity (ISI).**

VAAAs and impervious surface areas shall be categorized according to their impervious surface ratios as specified in Table 15-2.

Table 15-2 Impervious Surface Intensity Classification

<i>Impervious Surface Ratio (ISR)</i>	<i>Impervious Surface Intensity (ISI)</i>
0.86-1.0	High
0.70-0.85	Moderately High
0.41-0.69	Moderate
0.40 and below	Low

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1) Requirements.

The following are requirements for VAAs:

a) Layout.

Landscaping areas shall be provided in VAAs and impervious surfaces to provide visual relief from broad expanses of pavement and to channelize and define areas for pedestrian and vehicular circulation. All new and expansions of existing VAAs with the exception of development which qualifies as an exemption according to subsection C-2 of this section, shall be landscaped.

b) Planting Strip Required.

When any parking spaces are to be placed within fifty feet (50') of a public or private right-of-way, a minimum width of eight feet (8') of lawn is required parallel to the street right-of-way on the applicant's property. This section applies to all the public and private streets on which the property fronts. This area shall not be used for parking, but may include sidewalks and/or trails and shall be maintained as a planting strip for grass, trees, and/or shrubs.

c) Area of Landscaping Required.

VAAs shall be designed so a minimum of twelve percent (12%) of the impervious surface area (ISA), excluding building areas, is dedicated to vegetative landscaping. However, vegetative fences which screen the VAAs from adjacent properties and all adjacent street rights-of-way may be applied to meet the requirements of this section. A minimum of fifty percent (50%) of the required vegetative landscaping area shall be located in the interior of the VAA as landscaping islands at the end of parking bays, inside medians, or between parking spaces.

d) Landscaping standards in VAAs.

VAAs shall be shaded by large deciduous trees which have or will have when fully mature, a trunk of at least twelve (12) inches in diameter. When large trees are planted by the developer to satisfy the requirements of this section, the developer shall follow the guidelines set forth in section 14 and this section of this Ordinance. In providing landscaping to satisfy the requirements of this section, Table 15-3 shall provide the amount of landscaping required. When the number of trees and/or shrubs determined by Table 15-3 results in a fractional tree or shrub any fraction of one-half or less may be disregarded while a fraction in excess of one-half shall be counted as one additional tree and/or shrub.

Table 15-3 Required Trees & Shrubs

<i>Impervious Surface Intensity (ISI)</i>	<i>Large Deciduous Trees Required per every 1000 sq. ft. VAA</i>	<i>Large Shrubs Required per every 1000 sq. ft. VAA</i>	<i>Small Shrubs Required per every 1000 sq. ft. VAA</i>
High	0.33	1.2	1.8
Moderately-High	0.25	0.8	1.2
Moderate	0.20	0.4	0.6
Low	0.16	0.2	0.3

e) All plantings shall be evenly distributed throughout the VAA so at least forty percent (40%) of the required trees and shrubs shall be provided in the interior of the VAAS as landscaping islands at the end of parking bays, inside medians, or between parking spaces.

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- f) Those trees and shrubs planted in required buffer yards not immediately adjacent to the VAAs may not be subject to meet the requirements of this section. However, the vegetated buffer areas shall not account for more than fifty percent (50%) of the required trees and shrubs.
- g) In all VAAs which have more parking spaces than required by Section 13, the required landscaping shall be **increased by ten percent (10%)**.

2) ISI Limited Exceptions Exemptions.

The owner may be eligible for cumulative reduction in landscaping requirements if more than one of the characteristics below is applied to the proposed development. These characteristics are:

- a) The required landscaping shall be **reduced by five percent (5%)** in VAAs which:
  - i) Provide at least thirty percent (30%) of the required parking spaces along the side or rear of the lot; or
  - ii) Are designed in such a manner so the VAAs are distinctly divided into smaller units (each less than 25,000 ft<sup>2</sup>) by structures, substantial landscaping islands or berms; or,
  - iii) Incorporate the required storm water detention area into a unified landscaping design together with trees, shrubs, berms, lawns, walkways, and other water features; or,
  - iv) Provide shared parking as per Table 13-1 of this Ordinance; or,
  - v) Incorporate alternative paving methods such as paving grids which allow grass to grow a minimum of twenty percent (20%) of the total VAA (peak hour parking spaces).
- b) The required landscaping shall be **reduced by ten percent (10%)** if:
  - i) Evergreen shrubs are planted as a screen along all the VAAs which are visible from any street right-of-way or adjacent property;
  - ii) Adequate provision is made for pedestrian and bicycle traffic by installing walkways, bikeways, bicycle parking, and similar facilities within VAAs.

3) General Standards for Landscaping.

- a) Barriers such as curbs or wheel stops, shall be provided between VAAs and landscaped areas to protect all plantings.
- b) Each interior planting island shall contain a minimum of two hundred square feet (200 ft<sup>2</sup>) in area and shall be a minimum of eight feet (8') in width.
- c) Every large deciduous tree as required by this Ordinance may be substituted by two medium trees from Table A-4 in Appendix A of this Ordinance however no more than fifty percent (50%) of the required large deciduous trees may be substituted. Small trees may not be used towards VAA requirements.
- d) When large and small shrubs are planted by the developer to satisfy the requirements of this subsection, the developer shall follow guidelines set forth in section 14-D of this Ordinance. A minimum of eighty percent (80%) of all the required shrubs shall be evergreen shrubs.
- e) Required landscaping, including the eight-foot (8') lawn space, shall be located outside existing and proposed street rights-of-way. The proposed landscaping plan shall comply with any planning documents adopted and amended by the BOC. Required trees and shrubs may be located in utility easements by approval of the TRC Administrator. No trees or shrubs greater than twelve inches (12") shall be



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planted in sight triangle(s) of driveways and streets without approval from the ~~BOC or their designee(s)~~ Administrator. On state maintained roads, both NCDOT and Town standards shall apply.

- f) Lighting and sign locations shall not conflict with required tree locations or expected growth.
- g) Trees required by this section shall not count towards general requirements but the square footage of the VAA may be subtracted from the total property area.

4) Maintenance.

The developer or property owner shall be responsible for maintaining all vegetation required by this section in a healthy condition. The Town shall inspect property for any dead, unhealthy, or missing vegetation and the required vegetation shall be replaced upon written notice of noncompliance from the zoning administrator. Replacement shall occur at the earliest suitable planting season as determined by the Zoning Administrator. ~~Town's Planning and Inspections Department.~~

E) ***Standards for Retention/Detention Ponds.***

1) Intent.

It is the intent of this section to provide safety, landscaping, and fencing standards for all storm water retention/detention ponds required by the State of North Carolina in an effort to mitigate any safety, incompatibility, or aesthetic issues they may cause. Fencing of ponds is not generally desirable, but may be required by the Town to mitigate safety hazards. A preferred method is to manage the contours of the pond to eliminate drop-offs and any other hazards. The landscaping required by this section shall not be counted towards the total landscaping required by any other subsection.

2) Safety Requirements.

New retention/detention ponds should be designed with safety in mind so a person or child in the water could easily exit the pond. The following standards are suggested and failure to meet them will require the use of alternate safety measures.

- a) It is recommended side slopes to the pond shall not exceed a 3:1 slope and shall terminate on a safety bench which extends inward from the toe of the pond side slope to the normal water edge and into the pond to a depth of no more than eighteen inches (18").
- b) The pond beyond the bench may be of any depth.
- c) The safety bench should be designed to facilitate the egress of the pond.
- d) The safety bench may be landscaped to prevent access to the pond.

3) Fencing Requirements.

Where required, fencing around ponds shall be four feet (4') in height. It shall be a steel or aluminum chain link fence with black or green vinyl coating. All fences shall provide securable entrances/exits to all of the sides of the fence to allow access for maintenance personnel and equipment and to provide for the safety of citizens. In instances where the entire property or a portion of the property on which a pond is located is surrounded by a fence which is at least six feet (6') in height, an additional fence around the pond shall not be required.

4) Landscaping Requirements.

- a) Shrubs Required.

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Except for fence entrances, shrubs shall be provided around the perimeter of the required fence to screen fifty percent (50%) of the fence at maturity. The required shrubs shall be maintained at a height of four feet (4'). The particular variety of shrub(s) to be used to satisfy this requirement should come from those listed as tolerant of wet conditions in Table A-2 in Appendix A of this Ordinance or should otherwise be approved in writing by the Town. In those instances where there are circumstances outside of the developer's control which make it impractical to fully meet this requirement, ~~it may be modified by the Town~~the developer may apply for a variance by the Board of Adjustment.

b) **Trees Required.**

Large or medium trees shall be placed outside the required fencing at a rate of one per fifty linear feet of fencing around the pond. The particular variety of large or medium tree(s) to be used to satisfy this requirement should come from those listed as tolerant of wet conditions in Table A-4 and Table A-5 in Appendix A of this Ordinance, or should otherwise be approved in writing by the Town. In those instances where there are circumstances outside of the developer's control which make it impractical to fully meet this requirement, ~~it may be modified by the Town~~the developer may apply for a variance by the Board of Adjustment.

F) ***Tree Retention Credit.***

The retention of existing deciduous trees is desirable and credit will be given towards the landscaping requirements for each tree retained. The diameter of a retained tree shall be determined by measuring the tree's DBH. In the case of multiple stems, only the largest shall be measured. The developer shall take all necessary precautions during construction to ensure the survival of retained trees. Barriers shall be erected to protect tree's root zone from excavating, trenching, construction storage, dumping, driving, or other vehicle traffic and placement of any debris above the roots. When digging near retained trees, tunneling shall be used rather than trenching.

1) Applicability.

Trees may be retained and credit may be given when:

- a) The trees are healthy and in good condition;
- b) The trees are located upon the lot being developed and within the areas of the site where tree planning is required; and,
- c) Trees to be retained for credit are approved by the BOC or their designee(s).

2) Minimum Size.

Retained tree must be at least two inches (2") DBH to qualify for credit.

3) Calculation of Credit.

Divide DBH by 1.5 and round up to the nearest whole number. Multiply by 1000 to get the square footage credit. For example, a 6" retained tree would provide 4000 ft<sup>2</sup> of credit.

4) Survival of Retained Trees.

Should retained trees die or the crown at least fifty percent (50%) dead within three years from the date of the certificate of occupancy, replacement trees shall be planted equal to the number of trees required for the credit given. If there is no room for all of the replacement trees, the BOC may designate an alternative location in the public right-of-way where the extra trees shall be planted as street trees.

G) **Plant Substitutions.**

Within the landscaping plan plants may be substituted if desired type is unavailable at the time of planting with similar plants only upon written request by the property owner or developer and written approval from the BOC or their designee(s).

H) **Time for Installation of Required Landscaping.**1) **Time Limit.**

All landscaping, including mulching and seeding shall be completed in accordance with the approved site plan prior to the issuance of a certificate of occupancy or a certificate of compliance for the site and shall follow the guidelines set forth in section 18 of this Ordinance.

2) **Extensions and ~~Exceptions~~ Exemptions.**

~~Extensions~~ An extension of up to one year ~~may~~ shall be granted by the town administrator ~~for time limit installations due to if there are~~ unusual environmental conditions such as drought, hurricanes, over-saturated soil, or inappropriate planting season for the plant species provided. If an extension is granted, the developer or property owner shall provide the Town with a ~~cash bond~~ performance guarantee (pursuant to N.C.G.S. 160D-804(g)) ensuring the installation of the remaining landscaping. In such cases, the ~~Zoning Administrator~~ ~~Town's Planning and Inspections Department~~ may issue a temporary certificate of occupancy for a period of thirty to one hundred eighty days, depending on the BOC or their designee(s) recommendation for the next earliest planting season. The ~~bond~~ performance guarantee shall be accompanied by written documentation of the estimated cost of the remaining landscaping to be completed. The amount of ~~cash bond~~ the performance guarantee shall be ~~one and one half~~ 1.25 times the cost of the planting material yet to be installed, ~~including labor and all associated costs~~, based on the highest estimate received.

3) **~~Bond~~ Performance Guarantee for Delayed Performance.**

Requests for a delay in complying with this section due to poor weather conditions for planting, for delay in obtaining planting material, or other circumstances beyond the control of the owner or developer, ~~will be considered~~ shall be granted following a written request directed to the ~~Zoning Administrator~~ ~~Town's Planning and Inspections Department~~. A temporary certificate of occupancy will be issued upon approval of a written request for planting delay and ~~either~~ posting of a ~~bond~~ performance guarantee (pursuant to N.C.G.S. 160D-804(g)), ~~producing a certified check, or receipt of an irrevocable letter of credit, any of~~ which shall be ~~one and one half~~ 1.25 times the estimated cost of the planting material to be installed. In any case, planting shall be completed within the twelve month period following the issuance of the temporary certificate of occupancy.

I) **Maintenance.**

The developer or property owner shall be responsible for the continued proper maintenance, repair, and replacement of all landscaping material in accordance with the approved landscaping plan and shall keep them in a proper, neat, and orderly appearance, free from refuse and debris at all times. All unhealthy (50% or more dead) or completely dead plants shall be replaced as directed by the ~~BOC or their designee(s)~~ administrator. All landscaping areas should be provided with a readily available water supply. Maintenance should include

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weeding, cultivating, mulching, tightening, repairing of guys and stakes, removal of guys and stakes after six to twelve months, and resetting plants to proper grades or upright positions, restoration of the planting saucer, fertilizing, pruning, and other necessary operations. Maintenance should begin immediately following the last operation of installation for each portion of the lawn and for each plant or tree. The ~~BOC or their designee(s)~~administrator may periodically inspect the project and indicate whether or not the landscaping continues to meet the minimum requirements of this Ordinance. Any violations will be noted and the developer or property owner will have ninety days in which to correct all violations. In cases when planting material replacement should be delayed because of seasonal factors until the next planting season, written approval is required by the ~~BOC or their designee(s)~~administrator. Failure of the developer or property owner to provide maintenance as described in this section shall constitute a violation of this Ordinance.

## SECTION 16 Sign Regulations

### A) Purpose.

Signs are herein regulated in the interest of promoting traffic safety, safeguarding public health, facilitating police and fire protection, preventing adverse community appearance, and preventing the over use of signs, and protecting and promoting the character of the area in which they are located. In general, it is intended signs of a general commercial nature be prohibited in areas where commercial activities are prohibited; and signs in less restrictive business and industrial areas be regulated to the full extent necessary to protect or improve the character of the area and to preserve property values. Further, because aesthetic value of the total environment does affect economic values of the community, and the unrestricted proliferation of signs can and does detract from the economic value of the community, it is the intent of this chapter to provide limiting controls where necessary, to preserve or improve and upgrade community scenic, economic, and aesthetic values.

These sign regulations shall apply in all districts. With the exception of legal notices, identification, informational, directional, or regulatory signs erected or required by government bodies or otherwise specifically accepted herein, no exterior sign may be erected, painted, repainted, posted, reposted, placed, replaced, or hung in any district except in compliance with these regulations.

### B) Definition.

Signs are defined and listed in section 4 of this Ordinance (under “Signs”).

### C) Permit Required for Signs.

- 1) Sign permits are required for the following signs:
    - a) Signs which will be used for future subdivision development. If plans submitted for a zoning permit or special use permit include sign plans in sufficient detail and the permitting-issuing authority can determine whether the proposed sign or signs comply with the provisions of this section, then issuance of the requested zoning or special use permit shall constitute approval of the proposed sign or signs.
    - b) Any type of sign which replaces an existing sign and will be larger than the original sign.
    - c) A replacement of one type of sign (free-standing) to another type of sign (flush mounted).
    - d) Signs for a new business, office, religious institution, club, gym, financial institution, grocery store, etc.
    - e) Additional signs for a property.
  - 2) Signs exempted under the provisions referenced in subsection D of this section or not approved as provided in this subsection may be constructed, erected, moved, enlarged, illuminated or substantially altered only in accordance with a sign permit issued by the Zoning Administrator~~Town’s Planning and Inspections Department~~.
- a) Sign permit applications and sign permits shall be governed by the provisions of this section.
  - b) In the case of a lot occupied or intended to be occupied by multiple business enterprises (i.e., shopping centers), sign permits shall be issued in the name of the property owner (or his agent) rather than the name of the individual entrepreneur requesting the particular sign. The Town may assist the property owner by suggesting

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a formula whereby the maximum square footage of sign area is allowed on the property and may be allocated equitably among its tenants however the Town is responsible for enforcing the provisions of this chapter and not the provisions for any allocation formula, lease, or other private restrictions.

**D) *Sign Exemptions.***

The following signs are exempt from regulation under this chapter except for those described in subsection N of this section.

- 1) A sign not exceeding two square feet (2 ft<sup>2</sup>) in total area which is customarily associated with residential use and is not of a commercial nature such as a sign giving property identification names or numbers or names of occupants.
- 2) Signs erected by, on behalf of, or pursuant to the authorization of a government body, including legal notices, identification and informational signs, and traffic, directional, or regulatory signs.
- 3) Official signs of a noncommercial nature erected by public utilities.
- 4) Flags or insignia of any governmental or nonprofit organization when not displayed in connection with a commercial promotion, or as an advertising device.
- 5) Decorative or architectural features of buildings or works of art, as long as such features or works do not contain letters, numbers, trademarks, moving parts, or lights.
- 6) Signs directing and guiding traffic, signs warning the public against trespassing, or signs warning the public of the danger of animals on private property which do not exceed two square feet (2 ft<sup>2</sup>) each.
- 7) Religious institutional bulletin boards, identification signs, and directional signs which do not exceed one per abutting street and fifteen square feet (15 ft<sup>2</sup>) in total area and are not illuminated.
- 8) Signs painted on or otherwise permanently attached to currently licensed motor vehicles which are not primarily used as advertising signs.
- 9) Signs proclaiming religious, political, or other noncommercial messages (other than those regulated by this subsection) which do not exceed one per abutting street and fifteen square feet (15 ft<sup>2</sup>) in total area and are not illuminated.

**E) *Temporary Signs: Permit Exemptions and Additional Regulations.***

- 1) The following temporary signs are permitted without a zoning permit, special use permit, or sign permit. However, such signs shall conform to the requirements set forth in this document and as stated below as well as all other applicable requirements of this section except for the requirements contained in subsections F and G of this section.

**Table 16-1 Temporary Sign Exemptions and Regulations**

<i>Type of Sign</i>	<i>Maximum Residential Size</i>	<i>Maximum Non-Residential Size</i>	<i>Removal Requirements</i>
<b>Real Estate Signs<sup>1</sup></b>	3 ft <sup>2</sup>	10 ft <sup>2</sup>	Must be removed 30 days after the closing, leasing, or renting of a property
<b>Temporary Construction Site ID Signs<sup>2</sup></b>	10 ft <sup>2</sup>		May be displayed upon the issuance of a building permit and must be removed prior to the completion of the project or issuance of a certificate of occupancy or certificate of compliance.
<b>Interior Window Signs, Posters, or Decals</b>	May not cover more than 75% of the transparent portion of the window or door.		No regulation on removal except to remove when the sign, poster, or decal is no longer viable.
<b>Election/Political Signs</b>	4 ft <sup>2</sup>		Must be removed within three days following the certification of the election or the conclusion of the campaign, whichever is applicable.
<b>Special Event Signs<sup>3</sup></b>	Temporary sign permit required		Remove three days after the conclusion of the event.
<b>Banner/Balloons<sup>4</sup></b>	Two signs and/or balloons (inflatables) per lot and shall not be displayed for more than three consecutive days in one calendar year.		
<b>Flags<sup>5</sup></b>	May be displayed indefinitely as long as they remain in good physical condition and do not interfere with pedestrian traffic.		

<sup>1</sup>Signs in residential and non-residential districts shall be removed before a certificate of occupancy is issued for the subject structure. For lots with less than five acres, one single sign on each street front may be displayed. Lots which have five acres or more in area and have a street frontage in excess of four hundred feet may display a second sign.

<sup>2</sup> Temporary construction identification signs may be displayed for the purpose of recognizing the project, owner or developer, architect, engineer, contractor, sub-contractor, funding sources, and related information including but not limited to sale or leasing information. [See also N.C.G.S. 160D-908 for construction fence wraps.](#)

<sup>3</sup> Special events can be any of the following: festivals, special events, and fund-raising campaigns for civic clubs and other bona-fide non-profit organizations.

<sup>4</sup> Including the special events listed above, events can be any of the following: a fair, carnival, circus, grand opening, or similar event. The sign can be posted on the property where the event is to be located.



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<sup>5</sup> Flags, other than those described in this section, may be displayed provided they remain in good physical condition and are not tattered, torn, or otherwise deteriorated to the point which they become aesthetically detrimental by virtue of their poor physical condition. In no case may such flags encroach upon public rights-of-way or interfere with pedestrian traffic.

- 2) Other temporary signs not listed in Table 16-1 of this section shall be regarded and treated in all respects as permanent signs, except, as provided in subsection G of this section. Temporary signs shall not be included in calculating the total amount of permitted sign area.

**F) *Determining the Number of Signs.***

The number of signs allowed will depend on the actual sign area allowed on the property. The subsections below demonstrate the way to calculate the allowable sign area and determine the total number of signs allowed:

- 1) For the purpose of determining the number of signs, a sign shall be considered to be a single display surface or display device containing elements organized, related, and composed to form a unit. Where matter is displayed in a random manner without organized relationship of elements, each element shall be considered as a single sign.
- 2) Two-sided or multi-sided signs shall be regarded as one sign as long as:
  - a) With respect to a V-type sign, the two sides are at no point separated by a distance which exceeds thirty degrees (30°) and at no point does the distance between the backs of such signs exceed five feet (5’); and,
  - b) With respect to double-face (back to back) signs, the distance between the backs of each face of the sign does not exceed three feet (3’).

**G) *Computation of Sign Area.***

- 1) The sign area shall be computed by the smallest square, triangle, rectangle, circle, or combination thereof which will encompass the entire sign including lattice work, wall work, frame, or supports incidental to its decoration. When signs are painted or attached to walls or fences, only the area covered by the sign shall be included in the computation.
- 2) The area of a sign shall be calculated by the square footage of the sign itself and shall not include the structure it is to be displayed upon or any supporting framework or bracing for the sign. Frames and structural members shall not bear any advertising matter, shall not be lit, and shall not be included in the computation of the total sign area. The framework or bracing of the sign shall not be designed to increase the surface area of the sign.
- 3) If the sign consists of more than one section or module, all of the area, including between sections or modules, shall be included in the computation of the sign area.
- 4) With respect to two-sided, multi-sided, or three dimensional signs, the sign surface area shall be computed by including the total of all sides designed to attract attention or communicate information which can be seen at any time from one vantage point without otherwise limiting the generality of the forgoing:
  - a) The sign surface area of a double-faced, back to back sign shall be calculated by using the area of only one side of such sign, as long as the distance between the backs of such sign does not exceed three feet (3’).

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- b) The sign surface area of a double-faced sign constructed in the form of a “V” shall be calculated by using the area of only one side of such sign (the larger side if there is a size difference), as long as the angle of the “V” does not exceed thirty degrees (30°) and at no point does the distance between the backs of such sides exceed five feet (5’).

**H) Total Sign Surface Area.**

- 1) Unless otherwise provided in this section, the total surface area devoted to all signs on any lot shall not exceed the limitations set forth in this section, and all signs except temporary signs shall be included in this calculation.
- 2) The maximum sign surface area permitted on any lot in any residential district, except as provided in subsections D and E of this section, is six square feet (6 ft<sup>2</sup>).
- 3) Subject to the other provisions of this section, the maximum sign surface area permitted on any lot in a non-residential district shall be not more than two square feet (2 ft<sup>2</sup>) of sign surface area per linear foot of lot street frontage.
- 4) If a lot has frontage on more than one street, the total sign surface area permitted on the lot shall be the sum of the sign surface area allotments related to each street on which the lot has frontage. However, the total sign surface area, which is oriented toward a particular street, may not exceed the portion of the lot’s total sign surface area allocation derived from frontage on the street.
- 5) Whenever a lot is situated where it has no street frontage on any boundary and an applicant desires to install a sign which is oriented toward a street, the total sign surface area permitted on the lot shall be the sign surface area which would be allowed if the lot boundary closest to the street toward which such sign is to be oriented. The applicant shall be restricted to using only one street and the closest lot boundary to this street for the determining the total permitted sign surface area. However, the applicant shall be given the opportunity to determine the one street used in the calculation.
- 6) The sign surface area of any sign located on a wall of a structure may not exceed fifty percent (50%) of the total surface area of the wall on which the sign is located. Electronic messaging boards are not permitted as wall signs.

**I) Freestanding Sign Surface Area.**

- 1) For the purposes of this section, a side of a freestanding sign is any plane or flat surface included in the calculation of the total sign surface area as provided in subsection G of this section. For example, wall signs typically have one side. Freestanding signs typically have two sides (back to back), although four-sided and other multi-sided signs are also common.
- 2) A single side of a freestanding sign may not exceed 0.75 square feet in surface area for every linear foot of street frontage along the street toward which such sign is primarily oriented. In addition, the maximum total surface area for a single side of a freestanding sign shall not exceed eighty square feet (80 ft<sup>2</sup>). Maximum percentage of the total sign area for an electronic messaging board shall not exceed thirty percent (30%).
- 3) With respect to freestanding signs which have no discernible sides, such as spheres or other shapes not composed of flat planes, no such freestanding sign may exceed the maximum total surface area allowed for a single side of a freestanding sign.

**J) Number of Freestanding Signs.**

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- 1) Except as authorized by this section, no development shall have more than one freestanding sign.
- 2) If a development is located on a lot which is bordered by two public streets which do not intersect at the lot's boundaries (double frontage), then the development may not have more than one freestanding sign on each side of the development bordered by such streets.
- 3) For developments which have more than four hundred feet (400') of frontage, a maximum of two freestanding signs may be established. Multiple freestanding signs established in the same development must be separated by a minimum of two hundred feet (200'). The total amount of area for all freestanding signs erected for a single development may not exceed 0.75 square feet in surface area for every linear foot of street frontage along the street toward which such sign is primarily oriented. In no case may any such freestanding sign exceed eighty square feet (80 ft<sup>2</sup>) in size.
- 4) Freestanding signs are prohibited in all residential neighborhoods except as permitted in subsections D and E of this section.

**K) *Development Entrance Signs.***

At any entrance of a residential subdivision, multifamily development, office park, or industrial park there may be no more than two signs at each entrance identifying such subdivision or development. A single side of any such sign may not exceed thirty-two square feet (32 ft<sup>2</sup>), nor may the total surface area of all such signs located at a single entrance exceed sixty-four square feet (64 ft<sup>2</sup>). In addition, no part of such development entrance sign(s) shall be of a height greater than six feet (6') as measured from ground level at the base of the sign structure. All such development entrance signs located near street intersections shall be situated to provide a minimum of ten feet by seventy feet (10' x 70') vehicular sight triangles for the purpose of ensuring traffic safety.

**L) *Location and Height Requirements.***

- 1) No part of any freestanding sign shall be established closer than five feet (5') from a property line, existing right-of-way boundary, or future right-of-way boundary as depicted on the Town of Beaufort official street map.
- 2) No sign attached to a building may project more than eighteen inches (18") from the building wall.
- 3) No sign or supporting structure may be located in or over the traveled portion of any public right-of-way unless the sign is attached to a structural element of a building and an encroachment permit has been obtained from the Town.
- 4) No part of a freestanding sign may exceed a height of thirty-five feet (35'), measured from ground level at the base of the sign, in districts B-1, L-I and I-W, and fifteen feet (15') in all other districts where they are allowed.

**M) *Sign Illumination and Signs Containing Lights.***

- 1) Unless otherwise prohibited by this section, signs may be illuminated if such illumination is in accordance with this subsection.
- 2) No sign within one hundred fifty feet (150') of a residential zoning district may be illuminated between the hours of midnight and 6:00 a.m. unless the impact of such lighting beyond the boundaries of the lot where it is located is entirely inconsequential.
- 3) Lighting directed toward a sign shall be shielded so it illuminates only the face of the sign and does not shine directly into a public right-of-way or any residential premises.

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- 4) Except as herein provided, (i) internally illuminated signs are not permissible in any residential zoning district, and, (ii) where permissible, internally illuminated freestanding signs may not be illuminated during hours the business or enterprise advertised by such sign is not open for business or operation. This subsection shall not apply to the following types of signs:
  - a) Signs which constitute an integral part of a vending machine, telephone booth, device indicating only the time, date, or current weather conditions, or other such similar device whose principal function is not to convey an advertising message.
  - b) Signs which do not exceed two square feet (2 ft<sup>2</sup>) in area and convey a certain message such as a business enterprise is open or closed, or a place of lodging does or does not have a vacancy.
- 5) Subject to subsection M-7 of this section, illuminated tubes or strings of lights which outline property lines, sales areas, roof lines, doors windows, or similar areas are prohibited.
- 6) Subject to subsection M-7 of this section, no sign may contain or be illuminated by flashing or intermittent lights or lights of changing degrees of intensity, except signs indicating the time, date, or weather conditions.
- 7) Subject to subsections M-5 and M-6 of this section, these subsections do not apply to temporary signs erected in connection with the observance of holidays.

**N) *Miscellaneous Restrictions and Prohibitions.***

Where applicable, all signs shall be constructed in accordance with the requirements of the North Carolina State Building Code, as amended. The following signs and situations are specifically prohibited within the planning and development regulation of the Town of Beaufort, ~~and its extraterritorial jurisdiction (ETJ).~~

- 1) No sign may be located so it substantially interferes with the view or vision necessary for motorist to proceed safely through intersections or to enter onto or exit from streets or private roads.
- 2) Signs which revolve, are animated, or utilize movement or apparent movement to attract the attention of the public are prohibited. A sign which moves only occasionally because of the wind are not prohibited if their movement (i) is not a primary design feature of the sign, and, (ii) it is not intended to attract attention to the sign. The restriction of this subsection shall not apply to flag-type signs as specified in subsection D of this section or to signs indicating the time, date, or weather conditions.
- 3) No sign may be erected by its location, color, size, shape, nature, or message which would tend to obstruct the view of or be confused with official traffic signs or other signs erected by governmental agencies.
- 4) Freestanding signs shall be securely fastened to the ground or to some other substantial supportive structure so there is virtually no danger of the sign or the supportive structure being moved by the wind or other forces of nature and causing injury to persons or property otherwise, such unsecured freestanding signs are prohibited.
- 5) Portable signs are prohibited (except in the H-BD & H-WBD Districts) when used as sandwich boards. They shall not be displayed on Town property or public rights-of-way and may be displayed daily only during regular business hours.
- 6) Flashing signs are prohibited.
- 7) Painted-on building signs are prohibited.

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- 8) Signs located within public rights-of-way (except governmental and informational signs as exempted per subsection D of this section) are prohibited.
- 9) Signs posted on any utility pole or any trees within the public rights-of-way are prohibited and may be removed by the Town.
- 10) Signs which obstruct ingress or egress to any window, door, fire escape, stairway, ladder, or opening intended to provide light, air, ingress, or egress for any room or building as required by law are prohibited.
- 11) Strings of lights, pennants, and similar devices are prohibited.

**O) *Maintenance of Signs.***

- 1) All signs and components thereof including without limitations, supports, braces, and anchors shall be maintained in a state of good repair. No sign shall be continued which has become structurally unsafe or endangers the safety of the public or property. The ~~planning board, or its authorized agent~~ administrator, upon discovering or having brought to its attention evidence of an unsafe sign, shall ~~order~~ issue a notice of violation requiring that such sign be made safe or be removed. A period of thirty days following receipt of said notice of violation by the person, firm, or corporation owning or using the sign shall be allowed for compliance except in unsafe conditions.
- 2) If the message portion of a sign is removed leaving only the supporting “shell,” supporting braces, anchors, or similar components, the owner of the sign or the owner of the property where the sign is located shall either replace the entire message portion of the sign or remove the remaining components of the sign within thirty days from when the message portion of the sign is removed. This subsection shall not be construed to alter the effect of subsection Q-3 of this section which prohibits the replacement of a nonconforming sign. Nor shall this subsection be construed to prevent the changing of the message of a sign.
- 3) The area within ten feet (10’) in all directions of any part of a freestanding sign shall be kept clear of all debris and all undergrowth more than eight inches (8”) in height. This requirement shall not apply to well-maintained landscaping which may include decorative shrubs, trees, bushes, flowering plants, and other managed type of flora.

**P) *Unlawful Cutting of Trees or Shrubs.***

No person, for the purpose of increasing or enhancing the visibility of any sign, may damage, trim, destroy, or remove any trees, shrubs, or other vegetation located:

- 1) Within the rights-of-way of any public street or road, unless the work is done pursuant to the express written authorization of the Town of Beaufort; and/or,
- 2) On property which is not under the ownership or control of the person doing or responsible for such work, unless the work is pursuant to the express written authorization of the person owning the property where such trees or shrubs to be removed are located; and/or,
- 3) In any area where such trees or shrubs are required to remain under a specific permit issued under this Ordinance.

**Q) *Nonconforming Signs.***

- 1) Subject to the remaining restrictions of this section, nonconforming signs which were otherwise lawful on the effective date of this Ordinance may be continued until such time as they may be removed or destroyed, as provided under the nonconforming provisions stipulated in subsection Q-4 of this section.

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- 2) No person may engage in any activity which causes an increase in the extent of the nonconforming condition of an existing sign. Without limiting the generality of the foregoing, no nonconforming sign may be enlarged or altered in such a manner as to aggravate the nonconforming condition. Illumination of any kind shall not be added to any nonconforming sign.
- 3) An existing nonconforming sign may not be moved or replaced except to bring the sign into complete conformity with this section.
- 4) If a nonconforming sign is destroyed by natural causes, it may not thereafter be repaired, reconstructed, or replaced except in conformity with all the provisions of this section, and the remnants of the former sign shall be cleared from the land. For the purpose of this section, a nonconforming sign is “destroyed” if damaged to an extent of the cost to repair the sign to its former stature or replacing it with an equivalent sign equals or exceeds seventy-five percent (75%) of the replacement value of the sign so damaged.
- 5) Subject to the other provisions of this section, nonconforming signs may be repaired and renovated as long as the cost of such work does not exceed seventy-five percent (75%) of the replacement value of such sign within any twelve-month period.
- 6) Only the message of a nonconforming sign may be changed as long as this does not add to or create any new nonconforming condition.
- 7) The zoning administrator shall keep complete records of all correspondence, communications, and other actions taken with respect to such nonconforming signs.

R) ***Applicability.***

The regulations stipulated in this section shall apply to all signs which are constructed, erected, moved, enlarged, illuminated, substantially altered or otherwise maintained within the Town of Beaufort’s planning and development regulation jurisdiction except for signs expressly or implicitly regulated elsewhere in this Ordinance.





**SECTION 17 Bicycle and Pedestrian Facilities**

**A) Intent.**

These regulations are intended to promote walking, safe routes to school, and other forms of non-motorized transportation to allow citizens to reap significant social, environmental, and health benefits which are not often available in auto-oriented places. This will be achieved by ensuring safe, convenient, and comfortable trails, sidewalks, and pathways which provide opportunities for exercise, help people meet and socialize, and give children and others who do not drive mobility options.

**B) Applicability.**

Bicycle and pedestrian facilities shall be installed prior to the issuance of a certificate of occupancy permit unless an owner or developer is eligible for an agreement or is exempted by subsections D and E of this section. All new residential and commercial developments within the Town ~~and extraterritorial~~ 's planning and development regulation jurisdiction (ETJ) limits shall comply with the following:

- 1) All the applicable requirements of the Town of Beaufort's *Manual for Design and Construction of Streets*;
- 2) Carteret County's *Comprehensive Transportation Plan*;
- 3) *The Town of Beaufort, NC Comprehensive Bicycle Plan*;
- 4) *AASHTO Bicycle and Pedestrian Guidelines*;
- 5) *NCDOT guidelines*;
- 6) The standards of this Ordinance; and
- 7) Any/all other adopted Town policies and plans.

**C) Configuration.**

Bicycle and pedestrian facilities shall be configured using the following standards:

- 1) Bicycle facilities shall be at least eight feet (8') wide and shall be constructed of concrete, asphalt, brick, textured pavers, or a combination of these materials; and
- 2) Pedestrian facility street crossings at all intersections may be raised above adjacent street levels as a traffic calming measure. When used, pedestrian crossings may be raised above the pavement and shall be of a different contrasting material or be striped for safety; and
- 3) Bicycle and pedestrian facilities shall connect with existing or planned facilities at property boundaries; and
- 4) New nonresidential mixed use and multi-family developments shall provide at least one improved on-site connection between the new development and the existing adjacent public bicycle and pedestrian system; and,
- 5) Except in areas where asphalt, brick, or pavers are used, all public bicycle and pedestrian facilities shall maintain a brushed concrete finish for safety.

**D) Flexibility in Administration Required.**

The Town Board of Commissioners (BOC) recognizes as a result of the particularities of any given development, the inflexible application of subsection C of this section may result in a development with either insufficient facilities or one who cannot reasonably comply with the standards herein. In addition there may be other suitable construction methods or materials available as technology advances. Therefore the ~~Zoning Administrator~~ planning director, after consultation with the director of the Town's Public Works Department, may accept or

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require alternate designs, construction methods, and materials not specifically prescribed herein. Whenever such flexibility is utilized, the reasons and specific conditions which are imposed shall be documented. In addition the Zoning Administrator ~~Town's Planning Director~~ may impose specific conditions when granting flexibility.

E) ***Exemptions.***

Bicycle facilities shall not be required when:

- 1) The Zoning Administrator ~~planning director~~ determines an existing adjacent greenway or multi-purpose trail provides a superior level of pedestrian connectivity; and/or,
- 2) Construction of a lot which was a part of a subdivision previously approved by Carteret County prior to expansion of the ETJ and which was not designed to accommodate bicycle facilities due to road ditches or other such situations.

**SECTION 18 Site Plan Standards for Commercial & Residential Structures with over 5,000 square feet**

**A) Purpose.**

It is the intent of this section to promote the public health, safety, and welfare of the community by reviewing development proposals.

**B) Site Plan Review Required.**

**1) Staff Review.**

Submission of a site plan shall be required for the following developments:

In all zoning districts, any use or combination of uses which:

- a) Involves the new construction or placement of a building or structure of five thousand square feet (5,000 ft<sup>2</sup>) or more in gross floor area; or
- b) Entails a twenty percent (20%) or greater increase in gross floor area and results in a building or combination of buildings of five thousand square feet (5,000 ft<sup>2</sup>) or more in gross floor area.

**2) Planning Board and Board of Commissioners Review.**

Submission of a site plan to be reviewed by the planning board through a preliminary forum per N.C.G.S. 160D-301(b)(6) and the Board of Commissioners (BOC) through an evidentiary hearing & quasi-judicial decision shall be required for the following types of developments:

~~a) Any use for which a vested right is sought.~~

~~b)a) \_\_\_\_\_~~ Any special use as may be required in this Ordinance (see Section 20 – Special Uses).

~~e)b) \_\_\_\_\_~~ Any commercial use which results in a structure or building of five thousand square feet (5,000 ft<sup>2</sup>) or more in gross floor area.

~~c) \_\_\_\_\_~~ Any commercial use involving the construction, reconstruction, replacement, or re-development of a commercial dock, or a pending application for a major CAMA permit.

No site plan shall be approved by the Board of Commissioners unless it complies with the following findings of fact:

a) The plan compliance with all applicable provisions and standards of this ordinance;

b) The plan provides adequate infrastructure (transportation, utilities, drainage, etc.) in accordance with this ordinance and other applicable local, state or federal requirements;

Each quasi-judicial decision shall be in writing, reflect the board's determination of contested facts and their application to the applicable standards, and be approved by the Board of Commissioners. A quasi-judicial decision is effective upon filing the written decision with the town clerk to the Board of Commissioners or such other office or official as listed in this ordinance. The decision of the Board of Commissioners shall be delivered within a reasonable time by personal delivery, electronic mail, or first-class mail to the applicant, landowner, and any person who has submitted a written request for a copy prior to the date the decision becomes effective. The person required to provide notice shall certify to the town that proper notice has been made, and the certificate shall be deemed conclusive in the absence of fraud.

C) **Site Plan Submission.**

Plans and applications shall be submitted for review along with a reasonable fee as set in the fee schedule adopted by the BOC. The completed *Site Plan Standards* application shall be submitted to the Zoning Administrator Town's Planning and Inspections Department with the specific material necessary as outlined on the application, fifteen working days prior to review by the planning board.

All plans must be prepared by a land surveyor, engineer, landscape architect, design professional, or architect registered to practice in the State of North Carolina. If a recent survey and site plan (within five years) is available and the applicant can certify the information is true and accurate, the site plan may be used with all proposed changes drawn in and highlighted. Additionally, when an expansion or site modification is proposed for an existing site of two acres or more, a sketch overview of the entire site with a detailed plan of only the portion with the proposed additions/changes may be accepted.

All plans shall be submitted to the town planner digitally and on bond paper having an outside boundary of eleven inches by seventeen inches (11" x 17"), eighteen inches by twenty-four inches (18" x 24"), or twenty-four inches by thirty six inches (24" x 36"), shall include a north arrow, shall be at a scale not smaller than 1" = 100', and shall include the following:

1) Vicinity Map.

A vicinity map indicating the location of the site and showing the site and its relationship to at least two public streets nearest to the property, a north arrow, and the vicinity map scale shall be included on the map/plat.

2) Title Block.

The title block shall contain the following information on the map/plat:

- a) Development plan name.
- b) Name, mailing address, and telephone number of site developer, property owner, and map preparer.
- c) Signed seal of the map preparer; date survey was made and any/all revision dates; and graphic scale bar.

3) Legend.

The legend shall identify all symbols used on the map/plat.

4) Survey of the Site.

A survey of the site, prepared by a registered surveyor licensed to practice in North Carolina as required by State law, shall be submitted with the map/plat.

5) Site Data Block of Features.

All of the following information is to be included in one block on the map/plat:

- a) Proposed use(s), square footage of proposed and existing building(s);
- b) Site zoning; total acreage; acreage of land to be disturbed and exposed;
- c) Acreage in active recreation space, acreage in open space with note stating whether dedicated land will be public or private, where required;
- d) Number of lots, minimum lot size, average lot size;
- e) Number of units (dwelling, commercial), ownership status (rental, condominiums, etc.), type of units, and density;
- f) Number of parking spaces required, number of parking spaces proposed and existing which can be found in section 13 of this Ordinance;

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- g) Calculation of vehicular surface areas (VSAs), existing and proposed which can be found in section 13 of this Ordinance;
- h) Calculation of required landscaped area which can be found in sections 14 and 15 of this Ordinance; and,
- i) The map book and page number and deed book and page number in which the lot is recorded in the Carteret County Register of Deeds; and the parcel identification number (PIN).

6) Existing Features Map.

The existing features map/plat shall be at a scale no smaller than 1" = 100'. Plan view shall include:

- a) North arrow (true/grid/magnetic);
- b) Property boundaries, with metes and bounds labeled, control corner noted, survey tied to N.C.G.S. or U.S.G.S. marker, intersection of adjoining property lines;
- c) Topography (minimum 2' contour intervals) and spot grades, where appropriate; wooded areas; water impoundments; water courses; other natural features; and floodway, floodplain, and Area of Environmental Concern (AEC), boundaries or a statement the lot is not affected by a floodway, floodplain, or AEC;
- d) All buildings, buffers, easements, drainage facilities (topography, storm water, manholes), utilities above and below ground, two nearest manholes to site with invert elevations and pipe sizes, valve boxes with depth to operating nut, and all other man-made features within fifty feet (50') from the site;
- e) All dimensions of streets, roads, rights-of-way, pavement widths, driveways, curb cuts, bicycle and/or pedestrian facilities, and sidewalks on both sides of the street, within two hundred and fifty feet (250') from the site boundaries, and the distance to the closest street intersection from the site;
- f) Existing use of the property indicating the number of units, percentage of site devoted to open space (vegetated areas); and the zoning of the property; and,
- g) Existing trees with eight inch (8") DBH.

D) **Proposed Features.**

Plan view (scale no smaller than 1" = 100') shall include:

- 1) North arrow;
- 2) Streets, curb cuts, accesses, and turning lanes on existing streets rights-of-way (location, widths, radii, public/private, street names);
- 3) Sidewalks, walkways, bikeways (location, widths);
- 4) Driveways (location, widths, type of surfacing, radii);
- 5) Parking layout (location, dimensions of typical space and aisles, delineation of all spaces, type of surfacing, curbing, setbacks);
- 6) Fire lanes (location, dimensions, type of surfacing);
- 7) Handicapped parking (location, delineation, dimensions), ramp(s) (location, dimensions, slope) building access;
- 8) Loading/unloading area (location, dimensions, type of surfacing);
- 9) Traffic flow patterns and stop conditions;
- 10) Structures (including accessory) showing location, access points, number of stories, square footage, finish floor elevations, construction materials, and setbacks;

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- 11) Refuse collection area (location, type of surface, screening/buffering, setbacks, and the pad detail);
- 12) Utility layouts & connections to existing systems; pipe profiles, both water and sewer, and service laterals (if critical);
- 13) Storm drainage facilities (including swales, culverts, curb inlets, pipes, curbs & gutters, retention/detention facilities, & the sizes and locations of each facility), storm water calculations (method) based on the *Town of Beaufort Subdivision Ordinance*;
- 14) Easements (locations, width, purpose, public/private);
- 15) Distance between buildings;
- 16) Location and type of exterior lighting, fencing, privacy walls, free-standing signs, and exterior walls, including proposed materials for each;
- 17) Proposed topography (minimum 2' contour intervals or spot grades, where appropriate);
- 18) Natural features to be left undisturbed including trees, ponds, wetlands with their location and size;
- 19) Proposed buffering plan (location, size at installation, quantity and species of all trees, shrubs, ground cover, and other related materials), where required;
- 20) Open space and/or recreation areas (locations, acreage, approximate dimensions, facilities, public/private status), where required;
- 21) Proposed corner markers, and other reference points (concrete monuments, stakes, etc.);
- 22) Proposed landscaped areas (location, dimensions, quantity and species of all trees, shrubs, ground cover, and other related materials), where required;
- 23) Any other information needed to adequately review the proposal.

E) ***Design Standards.***

The following design standards must be adhered to before approval can be granted:

- 1) The proposed use/structure complies with all zoning district requirements (i.e., driveway locations, parking requirements, signage, area regulations, etc.);
- 2) All drainage and utility easements, rights-of-way, and facilities be dedicated and recorded at the Carteret County Register of Deeds as required by the Town's Public Works and Public Utilities Departments;
- 3) The water and sewer system to be utilized by the site and all improvements relating to the connection to such system shall meet all the requirements of the Town's Public Utilities Department;
- 4) The fire flow demand will not exceed available water supply and the fire hydrant locations conform to ISO standards and other standards as indicated in Appendixes C & D of the 2012 North Carolina Fire Code;
- 5) The site has been legally subdivided or its creation pre-dates its inclusion into the Town of Beaufort planning and development regulation ~~planning~~ jurisdiction;
- 6) Public sidewalks be constructed, as per Town standards, in accordance with the Town's adopted *Manual for Design and Construction of Streets, Water and Wastewater Systems*;
- 7) The drainage system to be utilized by the site and all improvements relating to the connection to the system meets all requirements of the Town's Public Works Department and the Town's adopted *Stormwater Ordinance*;
- 8) The proposed improvements conform to *The Flood Damage Prevention Ordinance* by the Town of Beaufort and/or State of North Carolina;

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- 9) Traffic patterns be designed or constructed so accessibility for solid waste removal, emergency vehicle access, and traffic generated by and at the site and on adjoining public streets, can be accommodated in a safe, efficient, and orderly manner and separated access is provided when more than fifty dwelling units or more than twenty thousand square feet (20,000 ft<sup>2</sup>) of office/commercial space are being served;
- 10) The storage of any hazardous materials conforms to applicable local, state, and federal standards and a listing of such hazardous materials will be submitted to the local fire marshal;
- 11) And, a proposed use or structure will not impede or interfere with the efficient extension of public streets, public utilities, or public recreational facilities.

F) **Landscaping Standards.**

Landscape standards should adhere to sections 14 and 15 of the Ordinance and the following:

1) Landscape Plans.

- a) Single-family residential lots are exempt from submitting a landscape plan.
- b) All developments and common areas with a square footage greater than eight thousand square feet (8,000 ft<sup>2</sup>) shall include a landscape plan. Such plans shall include an inventory of all existing trees with a trunk diameter of eight inch (8”) DBH and all new trees to be planted by the owner, developer, or applicant. The plan shall include all buffer plantings, street trees, and any other landscaping required by sections 14 and 15 of this Ordinance.

2) Tree Protection.

For properties subject to this section, no person shall cut down or destroy any existing trees over eight inch (8”) DBH until such cutting or destruction is permitted in the approval of the *Site Plan Review* application and landscape plan by the Town. All existing trees required by the approved landscape plan shall be clearly marked with tape or with non-permanent spray paint to protect them from damage during construction.

The owner, developer, applicant shall be responsible for replacing any such existing trees which are severely damaged and any newly planted trees which do not survive at least two years after planting. The guidelines for landscape plans and tree protection may be found in sections 14 and 15 of this Ordinance.

3) Permits.

All permits for new construction shall adhere to this section however single-family residential lots do not have to have a landscape plan.

4) Building Renovations.

The following shall apply, excluding single-family residential lots:

- a) Tree preservation is required per subsection F of this section.
- b) Tree planting is not required when renovating, however it is optional and desirable.

1) ~~Exceptions~~Exemptions.

~~Exceptions~~Exemptions include:

- a) All single-family residential lots in all residential zoning districts.
- b) The Transitional District (TR) is exempt only when the use is for single-family residential uses.

6) Compliance in TR District.

For TR District uses requiring a building permit or a zoning permit other than a single-family residential use, the code enforcement officer shall inform the applicant compliance



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with this section of the Ordinance is a prerequisite to issuance of the certificate of occupancy or certificate of compliance.

**G) Review Procedure for Sites to be Approved ~~Administratively~~ Administratively by Staff.**

1) Approval Timeline.

Within thirty working days of the submittal date, Town staff shall review the plans and make a determination to approve or disapprove plans based on design standards.

2) Staff Approved Plans.

Staff approved plans shall be immediately reported to the BOC. Approval shall become final unless further review is requested by two BOC members within five working days from the date submitted to the BOC.

3) Additional Information or Changes Needed.

If it is determined more information is needed to meet the requirements of the land development ordinances or a significant number of changes must be made before the plan can be approved, the applicant may withdraw the plans; make the necessary changes; and resubmit the plans. All resubmissions shall contain a list of the changes made. A new fifteen-day review period will begin on the date of the resubmission.

4) Final Approval/Denial Procedures.

a) Once the approval becomes final, the Town’s planning staff shall notify, in writing, the applicant and the town’s Public Utilities, Public Works, Fire and Police Departments. Certified copies of the approved site plan shall be delivered to the applicant and shall be retained in the permanent files of the Town.

b) If plan approval is denied, the reason for this action shall be communicated to the applicant in writing. A revised plan may then be resubmitted in the manner of a new application or the applicant may appeal Town staff’s decision to the planning board and BOC.

c) Building permits may be issued once the plan is approved.

**H) Review Procedure for Sites to be Approved by the BOC.**

1) Planning Board Review.

The plan shall first be reviewed by the planning board in accordance with N.C.G.S. 160D-301(b)(6). ~~and shall be forwarded, with comments and/or recommendations, to the BOC for consideration.~~

2) Board of Commissioners Review.

The plan shall be reviewed by the BOC through an evidentiary hearing and shall be approved if finding(s) are made that all ~~design~~ standards set forth in this section ~~Section B.2 of this section~~ are met.

3) Plan Approval Procedures.

a) In approving the development, the BOC may specify such conditions as it may deem necessary to execute the intent of the Ordinance and assure maintenance of the conditions in the above findings. Any such conditions shall be entered in the BOC minutes and entered upon the plans, and such conditions shall run with the land, and remain binding to the original applicants, their heirs, successors, and assigns.

b) If the plan is approved, this fact shall be entered in the BOC minutes and appropriately certified copies of the approved site plan shall be delivered to the applicant and

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Zoning Administrator Town's Planning and Inspections Department to be retained in the permanent files of the Town.

4) Plan Denial Procedure.

If plan approval is denied, the reasons for this action shall be entered in the BOC minutes and written notice communicated to the applicant. A revised plan may then be resubmitted in the manner of a new application with resulting applicable fees.

I) **Compliance.**

1) Failure to Comply with an Approved Site Plan.

In the event of failure to comply with an approved site plan or condition related thereto, the plan shall immediately become void and of no effect, following written notice to the applicant and such determination by the BOC at a hearing to review and determine the matter. No further permits for construction or compliance shall be issued and existing permits may be suspended or revoked by the Town Manager or the building inspector.

2) Work Completion Timeline.

At least one-half of the plan improvements shown on the site plan shall be completed within eighteen months from the plan approval date. The remaining half must be completed within three years of the plan approval date. Failure to complete construction as required herein shall automatically void the approved plan unless the BOC, following a recommendation of the Town Manager, finds:

- a) A request for an extension has been made to the Town of Beaufort prior to the expiration period; and,
- b) Unobstructed portions of the plan have been updated, if required, to conform to all ordinances, laws, and Town policies in effect at the time of the requested extension.

3) Minor Revisions of Approved Plans.

If there are minor revisions of approved plans:

a) The Town Manager may, upon consultation with affected Town departments, approve minor revisions to previously approved site plans. Any revisions approved by the Manager shall be communicated in writing to the applicant and the affected town departments. These minor revisions may include:

- i) Modifications of locations of exterior access points so long as the total number remains the same or is increased and no existing street stubouts are ignored.
- ii) Modifications to the horizontal location of primary uses of up to 10% of the appropriate dimension or 50 feet, whichever is greater, provided that all other provisions of this ordinance are met (setbacks, landscaping, parking, etc.).
- iii) Reductions of up to 10% of number of dwelling units.
- iv) Relocations of any interior site elements (parking, stormwater management features, interior landscaping, signage, etc.) so long as all other applicable provisions of this ordinance are met.

a)b) Applications for revision of previously approved site plans shall be referred to and reviewed by the Town Manager in the following circumstances:

ii)v) If the applicant or the Manager determines the revision(s) requested are major or significant; or,

iii)vi) If the applicant desires to appeal a modification review decision made by the Town Manager. The BOC may, at its option, refer modification request to the planning board ~~for comment~~ before completing its review.

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4) Approval of Final Plans.

At such time as development for which a site or other plan has been approved under this Section has been completed, the Zoning Administrator ~~Director of Planning and Inspections Department~~ will confirm the development has been completed according to the plans as approved and upon such confirmation, the Zoning Administrator ~~Director~~ is authorized to give a certification to permit the plan to be recorded at the Carteret County Register of Deeds Office.

J) **Appeals.**

An applicant may appeal any decision of the Town staff or the Town Manager to the Board of Adjustment (BOA) and then to Superior Court.



## SECTION 19 Screening, Fencing, and Buffer Yard Standards and Requirements

### A) Purpose.

The purpose of screening and buffering requirements is to add to the beautification of the Town; to protect neighboring property values; and to improve vehicular safety by reducing the impact of visual clutter. Guidelines are established herein for the use of screens/buffer yards in the Town of Beaufort Planning and Development Regulation Jurisdiction. and its extraterritorial jurisdiction (ETJ).

### B) Benefits of Buffer Yards.

- 1) Buffer yards can establish a greater sense of privacy from visual or physical intrusion, the degree of privacy varying with the intensity of the buffer yard.
- 2) Vegetation produces oxygen and reduces the carbon dioxide content of the air; transpires considerable amounts of water each day; and helps to clean storm water passing from the surface to groundwater tables.
- 3) Vegetation, through root systems, stabilizes groundwater tables, conserves soil, prevents erosion, and helps control flooding.
- 4) Vegetation makes urban life more comfortable by providing shade and cooling the air and land.
- 5) Buffer yards encourage the preservation of existing vegetation and protect the value of surrounding property.

### C) Types of Screens/Buffer Yards.

#### 1) "Type A".

This screen/buffer yard is intended to exclude all visual contact between uses and to create a strong impression of spatial separation. "Type A" screening/buffering shall consist of a screen/buffer yard which is opaque from ground level to a height of at least six feet (6'), with a lesser amount of up to thirty feet (30') above ground surface. Such a screen/buffer yard may be composed of various combinations of wall, fence, planted vegetation, and existing vegetation. A list of desirable trees and shrubs may be found in Appendix A of this Ordinance.

**Table 19-1 "Type A" Screen/Buffer Yard**

<i>MINIMUM PLANTS PER 100 LINEAR FEET</i>		
<i>SCREENING/BUFFERING MATERIAL</i>	<i>BUFFER YARD WIDTH OPTIONS</i>	
	10-19 ft.	20 ft. or more
Large trees (evergreen)	4	4
Small trees (evergreen)	6	6
Large Shrubs (evergreen only)	0	25
Built opaque fence or wall (6' height minimum) covering entire length of buffer yard	Required	Optional
<b>MINIMUM AMOUNT OF REQUIRED SCREENING/BUFFERING MATERIAL PER 100 LINEAR FEET TOTAL</b>	10 trees plus fence or wall	10 trees plus 25 large shrubs

#### 2) "Type B".

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This type is intended to partly block visual contact between uses and to create a strong impression of spatial separation. "Type B" screening/buffering shall consist of a screen which is opaque from ground level to a height of at least three feet (3'), with intermittent visual obstructions from three feet (3') up to thirty feet (30') above ground surface. Such a screen/buffer yard may be composed of various combinations of wall, fence, planted vegetation, and existing vegetation. A list of desirable trees and shrubs may be found in Appendix A of this Ordinance.

**Table 19-2 "Type B" Screen/Buffer Yard**

<i>MINIMUM PLANTS PER 100 LINEAR FEET</i>		
<i>SCREENING/BUFFERING MATERIAL</i>	<i>BUFFER YARD WIDTH OPTIONS</i>	
	<i>10-19 ft.</i>	<i>20 ft. or more</i>
Large trees (evergreen)	2	2
Small trees (evergreen)	3	3
Small Shrubs (evergreen only)	0	25
Built opaque fence or wall (3' height minimum) covering entire length of buffer yard	Required	Optional
<b>MINIMUM AMOUNT OF REQUIRED SCREENING/BUFFERING MATERIAL PER 100 LINEAR FEET TOTAL</b>	5 trees plus fence or wall	5 trees plus 25 small shrubs

3) "Type C".

a) Opaque Fence.

The "type C" screening/buffering shall consist of a fence which is opaque from ground level. The height of such fence shall be between six feet (6') and eight feet (8'). The material stored behind such fence shall not be higher than the fence in place.

b) \*Vegetation.

Vegetation is required between the fence and right-of-way to accent the required opaque fence. The "type C" screening/buffering shall consist of twenty-five small and three large evergreen shrubs (no tree substitutes permitted) per 100 linear feet of screen required. An alternative design may be submitted in lieu of the specific requirements stated herein for approval by the ~~Zoning Administrator~~**Director of the Planning and Inspections Department**. Landscaping is not required in front of an entrance gate.

\*When the fence or wall is to be located more than fifty feet (50') from the street right-of-way only one-half of the vegetation is required.

c) Additional Requirements.

The following are additional requirements for the "type C" screen:

- i) Tarpaulins, tents, or other temporary screens are not acceptable screening/buffering materials.
- ii) The fence shall be set back from the road or street right-of-way a distance of five feet (5') but may be no closer than ten feet (10') from the edge of pavement. No part of any screen shall impede the visibility at driveways.
- iii) Junk or other materials required to be screened shall not be used to support the screening/buffering materials or comprise part of the screen itself.

4) Exceptions:

a) Option to Build Fence.

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For both "type A" and "type B" screens/buffer yards if the option to build an opaque fence within a twenty-foot (20') or greater buffer yard is selected, the planting requirements become the same as for a ten- to nineteen-foot (10-19') buffer yard.

b) Alternative Designs.

Where proposed by the developing use or where recommended by the Zoning Administrator~~Town of Beaufort Planning and Inspections Department~~ and where such proposal or recommendation is acceptable to both parties, alternative designs may be provided in lieu of the specific requirements stated herein. Alternative designs may include:

- i) Natural buffers of a width and density which, during all seasons, insures the screening/buffering intents herein.
- ii) Drainage corridors with vegetated banks and adjacent areas which meet the screening/buffering intents herein.
- iii) Other alternative designs which will insure the screening/buffering intentions of these standards will be acceptable.

c) Driveways and Street Intersections.

- i) To insure landscape materials do not constitute a driving hazard a sight distance, as depicted in subsection E-3 of this section, will be observed at all street intersections or intersections of driveways with streets. Within this sight triangle, no landscape material, fencing, or berm exceeding thirty inches (30") above the adjacent street shall be permitted.
- ii) Non-concurrence of any proposed alternative design, as determined by the Zoning Administrator~~Planning and Inspections Department~~, will mean automatic rejection unless otherwise approved through the appeals process.

**D) Required Screening/Buffering Types Between Adjacent Land Uses.**

The type of screen required is determined by the category of land uses adjacent to the proposed use.

**Table 19-3 Categories of Land Uses Symbol**

<i>Line</i>	<i>Proposed Land Use</i>	<i>Zoning District</i>
1	Low and moderate density residential uses less than 6 units/acre which excludes mobile home parks	Residential
2	High density residential, 6 or more units/acre, group housing, and mobile home parks	Townhome, Condominium, and Apartment (TCA)
3	Public recreational and public institutional, including schools and churches	Transitional (TR)
4	Commercial, industrial including retail, office, wholesale, manufacturing, storage, and utilities uses	Nonresidential

1) Type of Screening/Buffering Required Between Adjacent Land Uses.

**Table 19-4 Type of Screening/Buffering Required Between Adjacent Land Uses**

<i>Abutted/Abutting</i>	<i>Residential</i>	<i>TCA</i>	<i>Transitional</i>	<i>Nonresidential</i>
Residential	None	A	B	A
TCA	A	None	B	A
Transitional	B	B	None	B



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Nonresidential	A	A	B	None
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2) Adjacent Vacant Lot.

When developing a use directly adjacent to a vacant lot or parcel, the property owner or developer shall not be required to install a buffer yard. At the time such vacant lot is developed, the owner or developer of said lot shall provide all screening/buffering and buffer yard requirements between the two uses.

E) **Fences and Walls.**

- 1) In all residential zones, fences and walls not over four feet (4') high may project into or may enclose any front yard. In no case shall a fence or wall over four feet (4') high be extended closer to the street right-of-way line or easement which parallels the front property line, than the front corner of the main building situated on the lot or twenty-five feet (25') from said street right-of-way or easement. No fence may be constructed on or into a public street right-of-way or easement. Side and rear yards may be enclosed by fences or walls six feet (6') high. Unless otherwise specified, metal fences shall not exceed four feet (4') in height and shall have a mesh smaller than five inches (5"). Wooden or other privacy-type fences may not exceed six feet (6') in height. All fences in the historic district must be approved by the Historic Preservation Commission (BHPC).
- 2) Only conforming nonresidential land uses with the exception of the TR District, may have a solid or open fence or wall erected to a maximum height of ten feet (10') except as required by this Ordinance. An open fence or wall is one which has openings throughout and where clear vision is possible from one side to the other on a horizontal plane and such openings occupy fifty percent (50%) or more of the area of the fence or wall. A fence or wall which does not qualify as an open fence or open wall shall maintain a setback at entrances and exits of the site to provide an adequate sight distance easement as depicted in subsection E-3 of this section.
- 3) A fence or wall which does not qualify as an open fence or open wall shall maintain a setback at entrances and exits of the site to provide an adequate sight distance easement. Such easement shall be established as an isosceles triangle having legs thirty-five feet (35') in length on each corner side of the entrance or exit. The same sight distance easement shall be applied to the corners of nonresidential lots which are typified by a street intersection.
- 4) The setback and yard requirements of this Ordinance shall not apply to a retaining wall not more than five feet (5') high, as measured from the lowest ground elevation to the top of the wall. The Board of Adjustment (BOA) may permit a retaining wall greater than five feet (5') high due to the topography of the lot if such wall is necessary.

F) **Screening/Buffering of Open Storage Areas.**

Any open storage area not enclosed within the confines of a building, such as boxes, crates, trash piles, machinery, and merchandise with open display (windows) which result from the commercial operation it is associated with, shall be enclosed or hidden from view along any property lines adjacent to a residential zone by a wall, fence, and/or screening/buffering in a manner acceptable to the zoning administrator. This provision shall apply in any nonresidential use adjacent to a residential zone and all properties affected by this provision

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shall comply within three years after adoption of this Ordinance. In the TR and General Business (B-1) districts, there shall be no open storage as an accessory or other use.

**G) *Location of Buffer Yards.***

Buffer yards should be located on the outer perimeter of a lot or parcel, extending to the lot's boundary line. Buffer yards may be located in whole or in part within any side yard, and rear yard setbacks. Buffer yards shall not be located on any portion of a public or private road right-of-way and/or utility easement unless written approval is obtained by the Town's Public Works Department and/or the easement holder.

**H) *Responsibility for Development of a Buffer Yard.***

- 1) The owner or developer of the permitted use of land shall be responsible for submitting a buffer yard plan to the ~~Zoning Administrator Planning and Inspections Department~~ as mandated in subsection M of this section. The owner or developer is also responsible for providing and maintaining the required buffer yard and screening. If the replacement of screening material becomes necessary to continue its effectiveness, the owner or developer is responsible for such replacement.
- 2) When screening for outdoor storage is required, the owner, developer, tenant, or occupant shall be required to submit a buffer yard plan to the ~~Zoning Administrator Planning and Inspections Department~~ and to install and maintain the required buffer yard and screening.
- 3) The owner of a subdivision or PUD may either submit a buffer yard plan for each lot or one for the entire subdivision or PUD. Should one plan be submitted for the entire subdivision or PUD, the owner or developer may either install the entire buffer yard at once or install the buffer yard for each phase of construction in conjunction with the building permit issuance for the phase.

**I) *Maintenance of a Buffer Yard.***

- 1) Vegetation.  
The property owner, developer, tenant, and occupant shall be jointly and severally responsible for maintaining all vegetation required by this section in a healthy condition and as set forth in section N of this section.
- 2) Fencing.  
No fence shall have more than twenty percent (20%) of its surface area covered with disfigured, racked or missing materials, or peeling paint. No fence shall be allowed to remain with bent or broken supports or be allowed to stand more than fifteen degrees (15°) away from the perpendicular. Support structures of the fence/wall, other than those used to enhance its appearance, shall be seen, if at all, by the use responsible for building and maintaining the buffer and not by the adjacent use. Replacement or repair of fencing shall occur upon written notification from the zoning administrator within a period of no more than thirty successive days.
- 3) Pruning.  
Pruning shall follow the guidelines set in section 14 of this Ordinance and shall not compromise the minimum height requirements at the time of the original planting.

**J) *Requirements for Refuse Collection Areas.***

- 1) Screening/buffering is required for all refuse collection areas designed for commercial use. A location for refuse collection shall be shown on all site plans. An area specifically

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designated for recycling is strongly recommended and in some cases required per North Carolina General Statutes.

- 2) If a refuse collection area is provided for unmanned uses (e.g. cemeteries or public or private utilities such as power, water, or communication facilities) which do not generate a lot of refuse, the requirements of this section shall apply.
- 3) Refuse collection areas shall be screened on three sides by an opaque fence or wall so it is not visible from any surrounding properties or streets. In rare circumstances where site conditions support the refuse collection area(s) facing a right of way, the fourth side would require screening/buffering in the form of an opaque gate (chain link fencing is prohibited). Collection areas shall be designed so waste removal trucks can easily access the waste containers.
- 4) Refuse collection areas shall be set back at least five feet (5') from the side and rear property line and shall not be closer to any street right of way than the wall(s) of the primary structure.
- 5) Refuse collection areas shall be constructed to Town standards. If more than one container is needed, the collection area shall be based on the detail multiplied by the number of containers needed.
- 6) Refuse collection areas which serve restaurants or other such uses as determined necessary, shall drain into the sanitary sewer through a grease trap or other approved method as deemed appropriate by the Town's Public Works Department.
- 7) Any modifications to existing refuse collection areas shall comply with the requirements of this section.
- 8) Due to the particularities of any given development, the Board of Commissioners (BOC) recognizes the inflexible application of this section may result in a development which is unable to fully comply with the standards set forth herein. Therefore, the ~~Town~~ may Administrator shall grant flexibility of up to 20% of the requirement when an existing development has insufficient land available, an unsafe condition would be created, or other extenuating circumstances exist. Whenever flexibility is granted, the reasons for granting the flexibility shall be documented and the Town may impose specific conditions to any flexibility granted. Any deviation greater than 20% must apply for a variance.

**K) *Plant Materials Used in Buffer Yards.***

Trees and planting material shall follow the standards in section 14 of this Ordinance. A list of recommended shrubs and trees may be found in Appendix A of this Ordinance. Recommendations for buffer yard material, other than those listed in Appendix A, may be obtained from the town planner.

**L) *Further Buffer Yard Requirements.***

The following requirements shall be followed as well as the standards and requirements found in section 14 of this Ordinance:

- 1) Seeding.  
All buffer yard areas which are not landscaped shall be seeded or sodded with lawn or planted with ground cover unless the lawn or ground cover is already established.
- 2) Encroachment.  
Among other things, buffer yards may not be encroached upon by vehicular areas (except common access drives), buildings, exterior storage, dumpsters, or mechanical equipment unless otherwise provided. Encroachment by storm water detention ponds may occur

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subject to the approval of the Town of Beaufort. Any plant materials placed within storm water storage areas shall be of a variety which will survive periodic flooding.

3) “Type C” Screening/Buffering for Outdoor Storage.

Prior to the installation of a “type C” screen/buffer yard for outdoor storage (requirements for “type C” are in subsection C-3 of this section), a buffer yard plan to include the area of the storage area(s) and the specific type of fence and plantings shall be submitted to the zoning administrator for approval. Plans submitted shall follow the guidelines set in subsection M of this section.

No certificate of compliance for any new construction or new renovation shall be approved by the ~~Zoning Administrator Town’s Planning and Inspections Department~~ until the required screening/buffering is installed in accordance with the approved plan.

4) Recreational Use.

A buffer yard may be used for passive recreation; it may contain pedestrian or bike trails, provided:

- a) No plant material is eliminated;
- b) The total width of the buffer yard is maintained; and
- c) All other regulations of this Ordinance are met. In no event shall active recreational uses such as playing fields, swimming pools, or tennis courts be permitted in buffer yards.

5) Easement.

No vegetative screening/buffering or barrier required by this section shall be planted on property subject to utility or drainage easements without the consent of the Public Works Department and the easement holder.

6) Future Rights-of-Way Expansion.

Required landscaping materials, fencing, and berms shall not encroach within projected future thoroughfare rights-of-way.

7) Solid Wall.

A stand-alone wall of solid construction (wood, masonry, etc.) which is without openings, accesses, protrusions, lighting, mechanical equipment, etc., may be used to satisfy the fencing requirements of this section along those areas where the building exists. There shall be no breaks or separations between fencing and building walls along property lines where a combination of fencing and building walls are used to satisfy the requirements of this section.

**M) *Buffer Yard Plan.***

- 1) A buffer yard plan shall be required if an expansion involves new construction of five thousand square feet (5000 ft<sup>2</sup>) or more in gross floor area; or entails a twenty percent (20%) or greater increase in existing gross floor area and results in a building or combination of buildings of five thousand square feet (5000 ft<sup>2</sup>) or more in gross floor area.
- 2) Prior to the issuance of a building permit, an applicant must propose and receive approval for a buffer yard plan. Buffer yard plans shall require approval by the ~~Zoning Administrator Planning and Inspections Department~~ and recommendations on the proposed buffer yard material may be obtained from the town planner.

A screening/buffering plan may be prepared by the applicant but does not have to be prepared by a licensed surveyor, landscape architect, etc. The purpose of the plan is to

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avoid any misunderstanding or misinterpretation of the requirements before the applicant spends any time or money on the installation of the buffer yard. The buffer yard plan must be drawn to scale and shall indicate the following information:

- a) Screening/buffering required as outlined in subsection C of this section;
- b) Existing and proposed buildings, drives, parking areas, exterior storage areas, dumpsters, storm water detention areas (if applicable), accessory structures (if applicable), and private and public utility easements;
- c) Location of existing and proposed planting areas and type of vegetation which will be used to comply with the buffer yard requirements including the species identified by common and scientific name, height at maturity, DBH (the single stem trees only) at maturity, and spacing of all vegetation;
- d) Existing and proposed physical barriers used to comply with the buffer yard requirements; and,
- e) All surrounding existing land uses and zoning classifications.

**N) Compliance.**

1) Certificate of Occupancy.

In order for a final certificate of occupancy to be issued, all vegetation, fencing, and berm required by this section or the approved buffer yard plan shall be in place. A written statement from the installer affirming the vegetation has been planted in accordance with the approved buffer yard plan must be submitted to the Town.

The Town shall inspect property for any dead, unhealthy, or missing vegetation and the required vegetation shall be replaced by the owner/developer upon written notice of noncompliance from the zoning administrator. Replacement shall occur at the earliest suitable planting season as determined by the Zoning Administrator~~Planning and Inspections Department~~.

Temporary certificates of occupancy may be issued only after a detailed buffer yard plan indicating the required buffer yard and signifying the schedule for planting has been submitted and approved by the Zoning Administrator~~Planning and Inspections Department~~.

2) Second Inspection.

- a) A second inspection shall be completed during the second growing season after installation of all plantings.
- b) The purpose of a second inspection is to determine if sufficient progress toward full compliance has been made. Sufficient progress shall mean at a minimum, all the following conditions have been met:
  - i) All plant material used for screening/buffering purposes is healthy and producing foliage normally.
  - ii) With normal growth, the specified screening/buffering standard can reasonably be expected to be achieved within five growing seasons from time of installation.
  - iii) All built structures used for screening/buffering are well maintained and in good condition.
- c) Additional inspections shall be made, as needed, to assure compliance with this section.

**O) Penalties and Appeals.**

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1) Penalty for Noncompliance.

Failure to maintain plantings and/or fences in good condition shall constitute a violation of the Town's *Code of Ordinances*. A written notice of noncompliance will be sent to the property owner, developer, tenant, or occupant and a reasonable amount of time will be given to correct the violation at the discretion of the zoning administrator. Maintenance standards for plantings can be found in section 14 of this Ordinance.

2) Appeal Process.

Any appeal shall be heard by the BOA and all notifications shall be in accordance with section 3 of this Ordinance.

## 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~~ preliminary review forum by the planning board per N.C.G.S. 160D-301(b)(6) 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 Zoning Administrator ~~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,



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- 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) Public Hearing Notification Requirements.**

The Town shall schedule ~~a public-an evidentiary~~ hearing 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 ~~aan public-evidentiary~~ hearing shall be given using the ~~following: standards set forth in section 3-E of this Ordinance with the exception of the following:~~

- 1) ~~The Published~~ 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 public hearing on the proposed special use permit 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 permit. 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 public hearing on or immediately adjacent to the subject area on an adjacent public street or highway right-of-way reasonably calculated to give public notice of the proposed special use public hearing ~~not more than at least~~ 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. Signs shall be posted during the same time period listed in this section for mailed notices.

**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 public hearing 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.~~ Town of Beaufort, and any person with standing under N.C.G.S. 160D-1402(d). Other witnesses may present competent, material, and substantial evidence. 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

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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 public hearing for the proposed special use application. The BOC need not issue a decision at the time of the hearing if additional information is needed and may 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, with the consent of the applicant, 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. If the special use permit is granted, it shall be recorded with the Carteret County Register of Deeds.

**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 adopted plans, including the ~~land use~~CAMA comprehensive-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.

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- 2) The BOC shall make its findings based on "competent evidence" as described in N.C.G.S. ~~160A-393(k)~~160D-406(d) 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 Permits in Residential Zones:  
 In deciding whether the architectural elements of the proposed special use permit in a residential zone will be compatible with the adjoining buildings, and in accordance with the restrictions of N.C.G.S. 160S-702(b), 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 Standards***.

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.

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- 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<sup>2</sup>) 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 as a condition of approval of the special use permit.
  - 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.

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- 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.

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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<sup>2</sup>);
  - 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: With the consent of the property owner, The BOC may ~~impose-attach~~ reasonable conditions of approval to the special use permit, as ~~it-the~~ BOC 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.





## SECTION 21 Board of Adjustment

The Board of Adjustment (BOA) is a “quasi-judicial” ~~administrative~~ body whose purpose is (i) to hear and decide appeals from and review any order, requirement, decision, or determination made by an administrative official charged with the enforcement of this Ordinance; (ii) to issue variances as authorized by this section and state law; and, (iii) to issue special use permits when required by this Ordinance. The responsibilities of the BOA are authorized and set forth by N.C.G.S. ~~160D-302, 160A Article 19 (3), Article 19 (3), 160D-3-2~~ Pursuant to N.C.G.S. 160D-406, the Board of Adjustment (BOA) shall follow quasi-judicial procedures in determining appeals of administrative decisions, variances, or any other quasi-judicial decision.

### A) Organization of the Board of Adjustment.

#### 1) Board Membership.

The BOA shall consist of five regular and two alternate members. Per N.C.G.S. 160D-307, proportional representation shall be based on the population of residents of the extraterritorial jurisdiction (ETJ); population estimates for this calculation shall be updated no less frequently than after each decennial census. Extraterritorial representation (ETJ) shall be provided by appointing at least one resident of the entire ETJ. Three regular and one alternate member shall reside within the corporate limits of the Town of Beaufort and be appointed by the Town’s Board of Commissioners (BOC). Two regular and one alternate member shall be appointed by the Carteret County Board of Commissioners (CC BOC) and shall reside within the Town’s extraterritorial jurisdiction (ETJ). If despite good faith efforts, enough residents of the ETJ cannot be found to fill the seats reserved for such residents, the CC BOC may appoint other residents of the county to fill these seats. If the CC BOC fails to appoint ETJ members needed within ninety days after receiving a resolution requesting such action from the Town, the BOC may make the necessary appointments.

#### 2) Term Limits.

BOA regular members and alternate members shall be appointed to serve a three-year staggered term and members may continue to serve until their successors have been appointed. Members may be reappointed to successive terms without limitation. Vacant seats and unexpired terms shall be filled by the BOC or the CC BOC as necessary.

#### 3) Oath of Office.

Pursuant to N.C.G.S. 160D-309, all board of adjustment members shall, before entering their duties, take an oath of office as required by N.C.G.S. 160A-61.

#### 4) Removal from Board.

a) Regular BOA members may be removed by the BOC at any time for failure to attend three consecutive meetings or for failure to attend seventy-five percent (75%) of the meetings within any twelve month period or for any other good cause related to performance of duties. Such failure will constitute a voluntary resignation of the member. Upon the request of the member proposed for removal, the BOC shall hold a hearing on the removal before it becomes effective.

b) Alternate members may also be removed for repeated failure to attend or participate in meetings when requested to do so in accordance with BOA established procedures. Upon request of the alternate member proposed for removal, the Town’s BOC shall hold a hearing on the removal before it becomes effective.

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- c) If a regular member or alternate member moves outside their ~~particular planning~~respective jurisdiction (corporate limits or ETJ) ~~within the of the~~ Town it shall constitute a resignation of the member from the BOA.
- d) If for reasons other than mentioned herein a member resigns from the board, a written notice shall be delivered to the Town Clerk at the member’s earliest convenience.

5) ETJ Members Rights.

ETJ regular members shall have equal rights, privileges, and duties as town members and may vote on all matters considered by the board ~~regardless of whether or not the property affected lies within their planning jurisdiction.~~

5) Notification of Absences.

Regular members shall promptly notify the board secretary if they are unable to attend or participate in an upcoming meeting. The secretary shall notify an alternate member to attend when necessary. Assignments shall be rotated among the alternate members. When seated, any alternate member in attendance shall have the same powers and duties as the regular member they replace, including the ability to constitute a quorum for the purpose of the meeting regardless of whether the alternate is a regular or ETJ member.

**B) *Meetings of the Board of Adjustment.***

- 1) The BOA shall establish a regular meeting schedule and shall meet frequently enough so the board can take action on the issues for which they are appointed.
- 2) All meetings of the board shall be open to the public and whenever feasible, the agenda for each board meeting shall be made available to the public at least three business days in advance of the meeting.
- 3) Per N.C.G.S. 160D-308, ~~t~~The minutes of all meetings and evidentiary hearings of the BOA shall be retained by the board secretary or his/her designee and all minutes shall be a public record once adopted by the BOA. This shall include all findings of fact and decisions of the board.
- 3) The Chairman of the BOA will have the authority to cancel a meeting of the BOA when notified by the Zoning Administrator ~~Planning and Inspections Department~~ there is no business to be considered at the meeting.

**C) *Quorum.***

1) Quorum Requirements.

- a) A majority of the members of the BOA board in attendance shall constitute a quorum at all meetings of the BOA. A quorum for the Board of Adjustment shall consist of a minimum of four members of the board qualified to vote.
- b) All actions of the BOA shall be taken by majority vote, a quorum being present.

2) Withdrawal from Meeting.

Any member who has withdrawn from the meeting without being excused shall be counted as present for the purposes of determining whether a quorum is present.

**D) *Deciding Cases.***

1) Voting.

- a) The concurring vote of four-fifths of the board shall be necessary to grant a variance.

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- b) A majority of the members shall be required to decide any other quasi-judicial matter or to determine an appeal made in the nature of certiorari.
- c) For the purposes of this subsection, vacant positions on the board and members who are disqualified from voting on a quasi-judicial matter shall not be considered members of the board for calculation of the requisite majority if there are no qualified alternates available to take the place of such members.

2) Failure to Vote.

Once a member is physically present at a board meeting, any subsequent failure to vote shall be recorded as an affirmative vote unless the member has been excused in accordance with subsection D-3 of this section or has been allowed to withdraw from the meeting in accordance with subsection D-4 of this section.

3) Conflicts.

Per N.C.G.S. 160D-109, Aa member of the board shall not participate in or vote on any quasi-judicial matter in a manner which would violate affected persons' constitutional rights to an impartial decision maker. Impermissible conflicts include but are not limited to the following:

- a) A member having a fixed opinion prior to evidentiary hearing the matter which is not susceptible to change;
- b) A member having undisclosed ex-parte communications;
- c) A member having a close familial business, or other associational relationship with an affected person;
- d) A member having direct or indirect financial interest in the outcome of the matter.

~~A member having direct or indirect financial interest in the outcome of the matter.~~

4) Voting Procedures Due to Conflict.

If an objection is raised to a member's participation and the member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection.

5) Roll Call Vote.

A roll call vote shall be taken upon request of any member.

E) ***Board of Adjustment Officers.***

1) Election of Officers.

- a) Officers will be elected during the first February meeting of the year of the BOA and by majority vote of its entire membership (excluding vacant seats).
- b) The board shall elect one of its members to serve as chairperson (chair) and preside over the board's meetings. The chair should always be one of the regular members. No chair may succeed them self for more than two consecutive terms.
- c) The board shall elect one member to serve as vice-chairperson (vice-chair). The vice-chair shall serve as acting chair in the chair's absence and at such times, he/she shall have the same powers and duties as the chair.
- d) A secretary will be appointed by majority vote of the members either from within its membership or outside. The secretary shall produce all necessary clerical items for the board including public notices, minutes, correspondence, etc. as directed by the chair.

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- e) The persons so designated to fill these positions shall serve in these capacities for a term of one year. The officers may be eligible for reappointment.
- f) Vacancies may be filled for the unexpired terms of the chair and vice-chair only by majority vote of the board membership (excluding vacant seats).

2) Rules of Order.

The chair shall decide on all points of order and procedure consistent with the *The Zoning Board of Adjustment*, by Michael B. Brough and Philip P. Green, Jr., as updated; and the modified version of *Roberts Rules of Order*, as updated.

3) Chairpersons Rights.

- a) The chair or any member temporarily acting or appointed by the chair may administer oaths to witnesses coming before the board.
- b) The chair and vice-chair may take part in all deliberations and vote on all issues.

F) ***Powers and Duties of Board of Adjustment.***

- 1) The BOA shall hear and decide:
  - a) Appeals from and review of any order, decision, requirement, or determination made by the administrative official charged with the enforcement of this Ordinance, as provided in subsection H of this section.
  - b) Applications for variances, as provided in subsection I of this section.
  - c) Questions involving interpretations of the location boundary lines on the Official Zoning Map or ordinance text requirements as provided in subsection J of this section.
  - d) Any other matter the board is required to act upon by any other Town Ordinance or state law.
- 2) The board may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter [and N.C.G.S. 160D-308.](#)

G) ***Public Notice of Hearings of the Board.***

- 1) Notice of [evidentiary](#) hearings conducted pursuant to this section shall be mailed to the person or entity whose appeal, application, or request is the subject of the hearing; to the owner of the property which is the subject of the hearing if the owner did not initiate the hearing; to the owners of all parcels of land abutting the parcel of land which is the subject of the hearing, ~~and to all owners of parcels within 100 feet of such land,~~ and to any other persons entitled to receive notice as provided by this section. For the purposes of this section, properties are “abutting” even if separated by a street, railroad, or other transportation corridor. In the absence of evidence to the contrary, the Town may rely on the county tax listing to determine owners of property entitled to mailed notice. The notice must be deposited in the mail at least 10 days, but not more than 25 days, prior to the date of the hearing. Within the same time period, the planning staff shall also prominently post a notice of the hearing sign on the site which is the subject of the hearing or on an adjacent street or highway right-of-way. The board may continue an evidentiary hearing that has been convened without ~~further~~ advertisement. If an evidentiary hearing is set for a given date and a quorum of the board is not then present, the hearing shall be continued until the next regular board meeting without further advertisement. Such~~Posted~~-sign(s) shall be at least eighteen inches by twenty-four inches (18”x24”) in dimension. The sign shall contain the following message:

**NOTICE**

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This property is subject to a Zoning Hearing.

Contact Town Hall for more information at 252-728-2141.

Such sign may include additional information deemed relevant by the administrator of this Ordinance. If more than one contiguous lot or parcels of land are included in the variance application proposal, the Town may nonetheless post only one sign. Signs shall be posted during the same time period listed in this section for mailed notices.

- 2) An evidentiary public hearing shall be held by the BOA for an appeal, a variance, or an interpretation as described in subsection F of this section. A notice of the public hearing shall be given once a week for two successive calendar weeks and published in a newspaper having general circulation in Town. The notice shall be published the first time not 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.
- 3) The person or persons mailing the notice of hearing pursuant to this section shall certify to the BOA the proper notice has been provided and such certificate shall be deemed conclusive in the absence of fraud.

H) **Appeals.**

1) Appeal Procedures.

- a) An appeal from any final order, decision, requirement, or determination of a Town official charged with the enforcement of this Ordinance may be taken to the BOA by any person aggrieved. An appeal is taken by filing a written notice of appeal specifying the grounds thereof to the Town and the BOA. A notice of appeal shall be considered filed with the Town and the BOA when delivered to the Zoning Administrator~~Town's Planning and Inspections Department~~, and the date and time of filing shall be entered on the notice of appeal by staff.
- b) In accordance to N.C.G.S. 160D-1405(d), An appeal must be made within thirty days after the date of the decision or order appealed from.
- c) Whenever an appeal is filed, Town staff shall forthwith transmit to the BOA all papers constituting the record relating to the action of the appeal.

2) Stay of the Appeal.

An appeal stays all actions by the Town official seeking enforcement of or compliance with the order or decision appealed from and accrual of any fines assessed, unless the official certifies to the BOA, because of the facts stated in the certificate, a stay would, in his/her opinion, cause imminent peril to life or property or because the violation is transitory in nature, a stay would seriously interfere with the enforcement of the development regulation. In such case, proceedings shall not be stayed except by order of the BOA or a court, issued on application of the party seeking the stay, for due cause shown, after notice to the official.

3) Modifications to Appeals.

The BOA may reverse or affirm (wholly or partly) or may modify the order, requirement, decision, or determination appealed from and shall make any order, requirement, decision or determination which in its opinion should be made in the case before it. To this end, the board shall have all the powers of the officer from whom the appeal was taken.

D) **Variances.**

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The power of variances is to be sparingly exercised and only in rare instances and under exceptional circumstances and with due regard to the main purpose of this Ordinance: to preserve the property rights of others. No change in permitted uses may be authorized by variance.

1) Application Submittal.

An application for a variance shall be submitted to the BOA by filing a copy of the application with the Town.

2) Findings for the Variance.

When practical difficulties or unnecessary hardships would result from carrying out the strict letter of this Ordinance, the BOA shall have the power to vary or modify any of the regulations or provisions of the Ordinance so the spirit of the Ordinance shall be observed, public safety and welfare secured, and substantial justice done. A variance may be granted only upon an affirmative finding of the following:

- a) Unnecessary hardship would result from the strict application of this Chapter. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property;
- b) The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance; Note that a variance shall be granted administratively when necessary and appropriate to make a reasonable accommodation under the Fair Housing Act for a person with a disability.
- c) The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship; and,
- d) The requested variance is consistent with the spirit, purpose, and intent of this Chapter, such that public safety is secured, and substantial justice is achieved.

J) **Interpretations.**

- 1) The BOA is authorized to interpret the zoning map and to pass upon disputed questions of lot lines or district boundary lines and similar questions. If such questions arise in the context of an appeal from a decision of the zoning official, they shall be handled as provided in subsection H of this section.
- 2) An application for a map interpretation shall be submitted to the BOA by filing a copy of the application with the Town. The application shall contain sufficient information to enable the board to make the necessary interpretation.
- 3) Where uncertainty exists as to the boundaries of districts as shown on the Official Zoning Map, the following rules shall apply:
  - a) Boundaries indicated as approximately following the centerlines of alleys, streets, highways, streams, or railroads shall be construed to follow such centerlines;
  - b) Boundaries indicated as approximately following lot lines in the Town or ETJ limits shall be construed as following such lines, limits, or boundaries;
  - c) Boundaries indicated as following shorelines shall be construed to follow such shorelines and in the event of a change in the shoreline shall be construed as continuing to follow such shorelines;



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- d) Where a district boundary divides a lot or where distances are not specifically indicated on the Official Zoning Map, the boundary shall be determined by measurement using the scale of the Official Zoning Map; and,
- e) Where any street or alley is hereafter officially vacated or abandoned, the regulations applicable to each parcel of abutting property shall apply only to the portion of such streets or alleys added thereto by virtue of such vacation or abandonment.

**K) *Burden of Proof in Appeals, Interpretations, and Variances.***

- 1) When an appeal is taken to the BOA in accordance with subsection H of this section, the appellant has the burden of proof and persuasion.
- 2) The applicant for a variance shall have the burden of proof and persuasion.

**L) *Board Action on Appeals and Variances.***

1) Appeals.

With respect to appeals, a motion to reverse, affirm, or modify the order, requirement, decision, or determination appealed from shall include insofar as practicable, a statement of the specific reasons or findings of fact which support the motion. If a motion to reverse or modify is not made or fails to receive the four-fifths vote necessary for adoption, a motion to uphold the decision appealed from shall be in order. This motion is adopted as the board's decision if supported by more than one-fifth of the board's voting membership in attendance (excluding vacant seats).

2) Granting a Variance.

Before granting a variance, the BOA must take a separate vote and vote affirmatively by a four-fifths majority, on each of the four required findings stated in subsection I-2 of this section. A motion to make an affirmative finding on each of the requirements set forth in subsection I-2 of this section shall include a statement of the specific reasons or findings of fact supporting such motion.

3) Denying a Variance.

A motion to deny a variance shall be made if any one or more of the four required findings set forth in subsection I-2 of this section are not satisfied or if the application is incomplete. A motion to deny a variance shall include a statement of the specific reasons or findings of fact which were not met and therefore caused the denial of the variance. This motion is adopted as the board's decision if supported by more than one-fifth of the board's voting membership in attendance (excluding vacant seats).

**M) *Review of Board's Decisions.***

Every decision of the board shall be subject to review by the Superior Court by proceedings in the nature of certiorari [pursuant to N.C.G.S. 160D-1402.](#) Any petition for review by the Court shall be filed with the Clerk of Superior Court within thirty days after a written copy thereof is delivered [in accordance to N.C.G.S.160D-406\(j\)](#) to every aggrieved party who has filed a written request for such copy with the secretary or the chairperson of the board at the time of its hearing of the case, whichever is later. The decision of the board should be delivered to the aggrieved party either by personal service, or by registered or certified mail.

**N) *Deadlines for Applications to the Board.***

All applications and supporting materials shall be submitted to the [Zoning Administrator](#) ~~Town's Planning and Inspections Department~~ fifteen business days prior to the next regularly



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scheduled BOA meeting. Informational packets shall be delivered to board members seven days prior to the scheduled meeting.



## SECTION 22 Planning Board

A) **Composition of the Planning Board Pursuant to N.C.G.S. ~~160D-301~~~~160A-361~~. ~~160D-3-1~~**

1) **Board Membership.**

There shall be a planning board consisting of seven members. Per N.C.G.S. 160D-307, proportional representation shall be based on the population of residents of the extraterritorial jurisdiction (ETJ); population estimates for this calculation shall be updated no less frequently than after each decennial census. Extraterritorial representation (ETJ) shall be provided by appointing at least one resident of the entire ETJ.— At minimum, Five regular members shall reside within the corporate limits of the Town and be appointed by the Town’s Board of Commissioners (BOC). ~~Two members shall reside within the Town’s extraterritorial jurisdiction (ETJ) and be appointed by the Carteret County Board of Commissioners (CC BOC). ETJ members are appointed by the Carteret County Board of Commissioners (CC BOC).~~ If despite good faith efforts, enough residents of the ETJ cannot be found to fill the seats reserved for such residents, the CC BOC may appoint other residents of the county to fill these seats. If the CC BOC fails to appoint ETJ members needed within ninety days after receiving a resolution requesting such action from the Town, the BOC may make the necessary appointments.

2) **Terms Limits.**

Planning board members shall be appointed to serve a three year staggered term and members may continue to serve until their successors have been appointed. Members may be reappointed to successive terms without limitations. Vacant seats or unexpired terms shall be filled by the BOC or the CC BOC as necessary.

3) **Oath of Office.**

Pursuant to N.C.G.S. 160D-309, all planning board members shall, before entering their duties, take an oath of office as required by N.C.G.S. ~~153A-26 and 160A-61.~~

~~3)4)~~ **Removal from Board.**

- a) Planning board members may be removed by the BOC at any time for failure to attend three consecutive meetings or for failure to attend seventy-five percent (75%) of the meetings within any twelve month period or for any other good cause related to performance of duties. Such failure will constitute a voluntary resignation of the member. Upon the request of the member proposed for removal, the BOC shall hold a hearing on the removal before it becomes effective.
- b) If an in-town member or if an ETJ member moves outside its planning jurisdiction it shall constitute a resignation of said member from the board.
- c) If for reasons other than mentioned herein a member resigns from the board, a written notice shall be delivered to the Town Clerk at the member’s earliest convenience.
- d) The BOC may remove any member of the board for malfeasance while in office.

B) **Meetings of the Planning Board.**

- 1) The planning board shall establish a regular meeting schedule and shall meet frequently enough so it may take action on the issues for which they are appointed.

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- 2) All meetings of the planning board shall be open to the public and whenever feasible, the agenda for each board meeting shall be made available to the public at least three business days in advance of the meeting.
- 3) The planning board shall conduct its meetings so as to obtain necessary information and to promote the full and free exchange of ideas.
- 4) [In accordance to N.C.G.S. 160D-308](#), Minutes shall be kept of all board proceedings by the board secretary or his/her designee and all minutes shall be a public record once adopted by the planning board.
- 5) The chairman of the planning board shall have the authority to cancel a meeting of the board if the ~~Zoning Administrator Planning Department~~ advises him there is no business to be conducted at the meeting.

**C) *Quorum and Voting.***

- 1) Quorum Requirements.
  - a) A majority of the members of the planning board in attendance shall constitute a quorum at all meetings of the planning board.
  - b) All actions of the planning board shall be taken by majority vote, a quorum being present.
- 2) Withdrawal from Meeting.  
Any member who has withdrawn from the meeting without being excused shall be counted as present for the purposes of determining whether a quorum is present.
- 3) Roll Call Vote.  
A roll call vote shall be taken upon the request of any member.
- 4) ETJ Members Rights.  
ETJ members shall have equal rights, privileges, and duties as town members and may vote on all matters considered by the board regardless of whether or not the property affected lies within the ETJ planning jurisdiction.
- 5) Notification of Absences.  
Members shall promptly notify the board secretary if they are unable to attend or participate in for any reason an upcoming meeting.
- 6) Conflicts of Interest.  
[Members of the planning board shall not vote one any advisory or legislative decision regarding a development regulation where the outcome of the matter being considered is reasonably likely to have a direct, substantial financial impact on the member. A planning board member shall not vote on any zoning amendment if the landowner of the property subject to rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial , business, or other associated relationship.](#)

**D) *Planning Board Officers.***

- 1) Election of Officers.  
Officers will be elected during the February meeting of the planning board by majority vote of its membership (excluding vacant seats). One member will be elected to serve as chairperson (chair) and preside over the board’s meetings and one member will be elected to serve as vice-chairperson (vice-chair). The persons so designates shall serve in these capacities for a one year term. The planning board shall appoint other officers, as it may deem necessary and appropriate. Vacancies and unexpired terms of the chair

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or vice-chair may be filled by majority vote of the board membership (excluding vacant seats).

2) Chairpersons Rights.

The chair and vice-chair may take part in all deliberations and vote on all issues.

3) Rules of Order.

All points of order and procedure shall be determined by the *Beaufort Planning Board Handbook of Rules of Procedures* as updated, and the modified version of *Roberts Rules of Order* as updated.

E) ***Powers and Duties of the Planning Board.***

1) Duties of the Planning Board.

The planning board may:

- a) Make studies and recommend to the BOC plans, goals, and objectives relating to the growth, development, and redevelopment of the Town and the surrounding ETJ planning area.
- b) Develop and recommend to the BOC policies, ordinances, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner.
- c) Make recommendations to the BOC concerning development proposals, and proposed zoning map changes in accordance to N.C.G.S. 160D-604.
- d) ~~Provide a preliminary Rreview forum for~~ all special use permit applications ~~and make recommendations as necessary to the BOC.~~ per N.C.G.S 160D-301(b)(6).
- e) Perform any other appropriate duties as assigned by the BOC.

2) Adoption of Rules and Regulations.

Per N.C.G.S. 160D-308, ~~the~~ planning board ~~may shall~~ adopt rules and regulations governing its procedures and operations consistent with the provisions of this section as determined by the *Beaufort Planning Board Handbook of Rules of Procedure* as revised. A copy of these procedures shall be maintained by the town clerk and posted on the Town's website if one exists.

F) ***Public Notice of Hearings of the Board.***

- 1) Whenever the board is called upon to make recommendations concerning a zoning amendment proposal, planning staff shall post on or nearby the subject property one or more signs within ten working days after the application for the zoning amendment has been filed with the Town. The planning board may continue an evidentiary hearing that has been convened without further advertisement. If an evidentiary hearing is set for a given date and a quorum is not then present, the hearing shall be continued until the next regular board meeting without further advertisement. Such sign(s) shall be at least eighteen inches by twenty-four inches (18"x24") in dimension to be located on or adjacent to the subject property of the zoning proposal. The sign should be sufficiently conspicuous in terms of location and content to provide reasonably adequate notice to potentially interested persons of the matter which will appear on the board's agenda at the specified date and time. The sign shall contain the following message:

**NOTICE**

Zoning Amendment Proposal

Contact Town Hall for more information at 252-728-2141.

Such sign may include additional information deemed relevant by the administrator of this Ordinance. If more than one contiguous lot or parcels of land are included in the

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zoning amendment proposal, the Town may nonetheless post only one sign. Signs shall be posted during the same time period listed in this section for mailed notices.

2) A public hearing shall be held by the planning board for the issue of a zoning amendment. A notice of the public hearing shall be given once a week for two successive calendar weeks and published in a newspaper having general circulation in Town. The notice shall be published the first time not 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.

~~3)~~—The owners of the affected parcel(s) of land subject to the public hearing as shown on the county tax listings, and the owners of all parcels of land as shown on the county tax listings abutting ~~or adjacent to the that~~ parcel ~~of land within one hundred feet (100') of the rear, either side, or those directly opposite thereto extending one hundred feet (100') from the street frontage of the opposite lots~~ shall be mailed, by the Town, a notice of the public hearing on the proposed zoning amendment by first class mail at the last address listed for such owners on the county tax abstracts. For the purpose of this section, properties are "abutting" even if separated by a street, railroad, or other transportation corridor. This notice must be deposited in the mail at least ten days but not more than twenty-five days prior to the date of the public hearing. The person or persons mailing such notice shall certify to the planning board the proper notice has been provided and such certificate shall be deemed conclusive in the absence of fraud.

3)

~~G)~~ If the zoning amendment directly affects more than fifty properties owned by a total of at least fifty different property owners in lieu of the first class mail notice required, the Town may issue notice pursuant to N.C.G.S. ~~160D-602+60A-364~~.

4)

H)G) ***Deadlines for Applications to the Board.***

All applications and supporting materials shall be submitted to Zoning Administrator ~~Town's Planning and Inspections Department staff~~ fifteen business days prior to the next regularly scheduled planning board meeting. Informational packets shall be delivered to board members seven days prior to the next scheduled meeting.

**SECTION 23 Historic Preservation Commission**

**A) Organization of the Historic Preservation Commission.**

1) Commission Membership.

The Beaufort Historic Preservation Commission (BHPC) is a “quasi-judicial” ~~administrative~~ body consisting of seven members. All members shall reside within the ~~territorial-planning and development regulation~~ jurisdiction of the Town of Beaufort as established pursuant to NCGS ~~160D-303~~~~160A-360~~ ~~160D-3-3(a)~~.

2) Term of Office.

The term of office for members shall be a three-year staggered term made by appointment of the Board of Commissioners (BOC). A majority of members of the BHPC shall have demonstrated special interest, experience, or education in preservation, archaeology, history, ~~or~~ architecture or related fields. Vacant seats or unexpired terms shall be filled by the BOC.

3) Oath of Office.

In accordance with N.C.G.S. 160d-309, all BHPC members shall, before entering their duties, qualify by taking an oath of office as required by 160A-61.

~~3)4)~~ Removal from Commission.

- a) The BOC may remove any member of the BHPC for neglect of duty, failure to maintain the CLG (Certified Local Government) status, or malfeasance while in office.
- b) BHPC members may also be removed by the BOC at any time for failure to attend three consecutive meetings or for failure to attend seventy-five (75%) of the meetings within any twelve-month period. Such failure will constitute a voluntary resignation of the member. Upon the request of the member proposed for removal, the BOC shall hold a hearing on the removal before it becomes effective.
- c) If for reasons other than mentioned herein a member resigns from the commission, a written notice shall be delivered to the Town Clerk at the member’s earliest convenience.

4) Quorum.

A majority of the members of the BHPC in attendance shall constitute a quorum at all meetings of the BHPC. All actions of the BHPC shall be taken by majority vote, a quorum being present.

5) Voting.

Per N.C.G.S. 160D-109, Aa member of the commission shall not participate in or vote on any matter in a manner which would violate the affected persons’ constitutional rights to an impartial decision maker. Impermissible conflicts include but are not limited to the following:

- a) A member having a fixed opinion prior to hearing the matter which is not susceptible to change;
- b) A member having undisclosed ex-parte communications;
- c) A member having a close familial business or other associational relationship with an affected person or applicant; and,
- d) A member having direct or indirect financial interest in the outcome of the matter.



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If an objection is raised to a member's participation and the member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection.

6) Election of Officers.

Officers will be elected during the February meeting of the BHPC by majority vote of its membership (excluding vacant seats). The commission shall elect one of its members to serve as chairperson (chair) and preside over the commission's meetings and one member to serve as vice-chairperson (vice-chair). The persons so designated shall serve in these capacities for a term of one year. The BHPC shall appoint other officers as it may deem necessary and appropriate.

7) Rules of Order & Procedure.

The chairperson shall decide on all points of order and procedure unless directed otherwise by a majority of the BHPC in session at the time. The modified version of *Robert's Rules of Order* shall be used as a guide for parliamentary procedure. A copy of such procedures shall be maintained by the town clerk and posted on the Town's website if one exists.

8) Chairpersons Rights.

- a) The chair or any member temporarily acting or appointed by the chair may administer oaths to witnesses coming before the commission.
- b) The chair and vice-chair may take part in all deliberations and vote on all issues.

**B) *Meetings of the BHPC.***

- 1) The BHPC shall establish a regular meeting schedule and shall meet frequently enough so the commission can take action on the issues for which they are appointed.
- 2) All meetings of the commission are subject to the Open Meetings Law and whenever feasible, the agenda for each commission meeting shall be made available to the public at least three business days in advance of the meeting.
- 3) In accordance with N.C.G.S. 160D-308, Minutes of all meetings and evidentiary hearings of the BHPC shall be maintained by the commission secretary and all minutes shall be a public record upon adoption of such minutes by the BHPC. This shall include all findings of fact and decisions of the commission.
- 4) Members of the BHPC shall promptly notify the commission secretary if they are unable to attend or participate for any reason in an upcoming meeting.
- 5) The chairman may cancel a meeting when advised by the ~~Planning and Inspections Department Zoning Administrator~~ there is no business scheduled to be conducted at the meeting.

**C) *Certificate of Appropriateness Required.***

- 1) No exterior portion of any building or other structure (including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features), nor above-ground utility structure nor any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished within the Beaufort Historic District until after an application for a certificate of appropriateness as to exterior features has been submitted to and approved by the BHPC.
- 2) No exterior portion of any landmark designated pursuant to N.C.G.S. ~~160D-947~~160A-400.5 ~~160D-9-47~~ (including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features located on the lot on which the landmark is

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situated), nor any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished until after an application for a certificate of appropriateness as to exterior features has been submitted to and approved by the BHPC

- 3) When a certificate of appropriateness is required under this section, such certificate must be issued prior to the issuance of a building permit or other permit granted for the purposes of constructing, altering, moving, or demolishing structures. A certificate of appropriateness shall be required whether or not a building or other permit is required.

**D) Powers and Duties of the BHPC.**

1) Adoption of Rules and Regulations.

In accordance to N.C.G.S. 160D-947 (b). ~~The~~ BHPC may adopt rules of procedure and prepare and adopt principals and ~~guidelines~~ standards consistent with the *Design Guidelines Standards for the Beaufort Historic District & Landmarks* as revised, and the modified version of *Roberts Rules of Order* as revised.

2) Powers of the BHPC.

a) To consider applications for certificates of appropriateness and to act on such applications according to N.C.G.S. ~~160D- 947,160A-400.9; 160D-9-47~~

b) To create and maintain an inventory of properties of historical, pre-historical, architectural, and/or cultural significance;

c) To recommend to the BOC areas to be included in the Beaufort Historic District, or areas to designated as additional historic districts;

d) To recommend to the BOC individual structures, buildings, sites, areas, or objects to be designated by ordinance as “Landmarks.” As a guide for the identification and evaluation of such landmarks, the BHPC shall maintain an inventory of properties of historical, architectural, pre-historical, and cultural significance within the Town of Beaufort. Such inventories and any additions or revisions thereof shall be submitted as expeditiously as possible to the N.C. Division of Archives and History. No ordinance designating a historic building, structure, site, area, or object as a landmark, nor any amendment thereto may be adopted, nor may any property be accepted or acquired by the BHPC or the BOC until all of the following procedural steps have been taken:

i) The BHPC shall make or cause to be made an investigation and report on the historic, pre-historic, educational, or cultural significance of each building, structure, site, area or object proposed for designation or acquisition. Such investigation or report shall be forwarded to the property owner, the BOC, and the Division of Archives and History, N.C. Department of Cultural Resources.

ii) The Department of Cultural Resources, acting through the State Historic Preservation Office, shall either upon request of the Cultural Resources Department or at the initiative of the BHPC, be given an opportunity to review and comment upon the substance and effect of the designation of any landmark pursuant to this subsection of this Ordinance. Any comments shall be provided in writing. If the Department does not submit its comments or recommendations in connection with any designation within thirty days following receipt by the Cultural Resources Department of the investigation and report of the BHPC, the BHPC and the BOC shall be relieved of any responsibility to consider such comments.

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- e) The BHPC and the BOC shall hold a joint public hearing or separate public hearings on any proposed ordinance to designate a landmark. Reasonable notice of the time and place thereof shall be given to the property owner.
  - i) Following the joint public hearing or separate public hearings, the BOC may adopt the ordinance as proposed, adopt the ordinance with any amendments it deems necessary, or reject the proposed ordinance.
  - ii) Upon adoption of the ordinance, the owners and occupants of each designated landmark shall be given written notification of such designation insofar as reasonable diligence permits. One copy of the ordinance and all amendments thereto shall be filed by the BHPC in the office of the register of deeds of Carteret County. Each designated landmark shall be indexed according to the name of the owner of the property in the grantee and grantor indexes in the register of deeds office, and the BHPC shall pay a reasonable fee for filing and indexing. A second copy of the ordinance and all amendments thereto shall be kept on file in the office of the Town Clerk and be made available for public inspection at any reasonable time. A third copy of the ordinance and all amendments thereto shall be given to the building inspector. The fact a building, structure, site, area, or object has been designated a landmark shall be clearly indicated on all tax maps maintained by the county for such period as the designation remains in effect.
  - iii) Upon the adoption of the landmarks ordinance or any amendment thereto, it shall be the duty of the BHPC to give notice thereto to the county tax supervisor because the designation and any recorded restrictions upon the property limiting its use for preservation purposes shall be considered by the tax supervisor in appraising it for tax purposes.
- f) Acquire by any lawful means the fee or any lesser included interest, including options to purchase properties within established districts or to any such properties designated as “Landmarks,” to hold, manage, preserve, restore, and improve the same, and to exchange or dispose of the property by public or private sale, lease or otherwise subject to covenants or other legally binding restrictions which will secure appropriate rights of public access and promote the preservation of the property;
- g) Restore, preserve, and operate historic properties;
- h) Recommend to the BOC which designation of any areas as a “Historic District” or part thereof or designation of any building, structure, site, area, or object as a “Landmark” be revoked or removed for cause;
- i) Conduct an educational program regarding with respect to historic properties and districts within its jurisdiction;
- j) Cooperate with the state, federal, and local governments in pursuance of the purposes of this section. The BOC or the BHPC, when authorized by the BOC, may contract with the state or the federal government or any agency of either, or with any other organization provided the terms are not inconsistent with state or federal law;
- k) Enter solely in performance of its official duties and only at reasonable times upon private lands for examination or survey thereof. However no member, employee, or designee of the BHPC may enter any private building or structure without the express consent of the owner or occupant thereof;
- l) Prepare and recommend the official adoption of a preservation element as part of the Town of Beaufort’s CAMA comprehensive plan;

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- m) Review and act upon proposals for alterations, demolitions, or new construction within “Historic Districts” or for the alteration of or demolition of designated “Landmarks” pursuant to this section;
- n) Negotiate at any time with the owner of a building, structure, site, area, or object for its acquisition or its preservation when such action is reasonably necessary or appropriate; and
- o) Seek the advice of the Division of Archives and History or such other expert advice as it may deem necessary under the circumstances.

3) BHPC Functions.

- a) It shall be a function of the BHPC to maintain the current CLG rating, or to increase such rating is possible, through whatever means are necessary, such as attending continuing education classes.
- b) It shall be a function of the BHPC to review and pass upon the appropriateness of the construction, reconstruction, alteration, restoration, moving, or demolition of any buildings, structures, appurtenant fixtures, outdoor advertising signs, or other exterior features in the historic district. The BHPC may require interior and exterior photographs, architectural drawings, other notations or architectural features to be used for historical documentation as a condition of any permission to demolish a building or structure.
- c) It shall be a function of the BHPC to review and pass upon the appropriateness of exterior features of buildings, structures, and properties within the “Historic District” in accordance with the COA application and procedures approved within this section.

4) N.C.G.S. 160D-942160A-400.8, 160D-9-42

The BHPC, in carrying out the intent and purpose of this Ordinance, shall have all of those powers enumerated in N.C.G.S. 160D-942160A-400.8 160D-9-42 as amended, which powers are incorporated herein by reference.

E) ***Procedures of the BHPC.***

1) EvidentiaryPublic Hearing Procedures.

Prior to issuance or denial of a COA, the BHPC shall take such steps as may be reasonably required by the terms of this Ordinance and the rules of procedure of the BHPC in order to inform the owners of any property likely to be materially affected by the application and shall give the applicant/property owners an opportunity to be heard. In cases where the BHPC deems it appropriate, it may hold a public hearing concerning the application. When a public hearing is held, the BHPC shall follow quasi-judicial procedures, in accordance to N.C.G.S. 160D-406, when making decisions on certificates of appropriateness.

2) Certification of Application (COA) Procedures.

All complete applications for a COA shall be reviewed and acted upon within the timeline specified in the *Design Guidelines-Standards for the Beaufort Historic District & Landmarks*. The completed COA application will be filed with the BHPC secretary fifteen working days in advance of a regularly scheduled meeting unless a shorter time is established by the BHPC’s *Rules of Procedure*. As part of its review procedure, the BHPC may view the premises and seek the advice of the N. C. Department of Cultural Resources or such other expert advice as it may deem necessary under the circumstances.

3) Minor Works Procedures.

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The BHPC has defined certain minor building and/or site changes which will have no discernible impact on the special character of the historic district as “Minor Works” items. These items do require submittal of a completed COA application but they do not require review by the BHPC. Minor works items are evaluated by Town staff for consistency with the historic standards [guidelines](#) and other procedures or standards [guidelines](#) adopted by the BHPC. Minor works applications should follow the procedures set forth in this section.

4) Multiple Applications Prohibited.

The BHPC shall have no jurisdiction to accept an application for a COA for activity on a lot or structure on a lot (1) as long as a previous application is pending before the BHPC, or on appeal, for such lot or structure, or (2) until a certificate of compliance has been issued for all the work authorized by a previous COA for such lot or structure. An applicant may; however, withdraw the previous application, or surrender a previously granted COA, in order to apply for a new COA for the same lot or structure. An applicant may also amend a pending application, but not in a manner to seek approval for multiple development proposals.

F) ***Approval by the BHPC.***

1) Procedures after BHPC Approval.

Upon approval of any COA application, the BHPC shall forthwith cause a COA to be issued to the applicant/property owner setting forth the specific conditions and requirements with regard to the proposed construction, reconstruction, demolition, alteration, restoration, or movement of the building, structure, outdoor signs, vending machines, or other significant exterior features within the district. A report of the BHPC’s actions shall be submitted to the Town stating the basis upon which such approval was made.

2) Time for Consideration of Applications.

- a) All applications for certificates of appropriateness, except applications for demolition or relocation of structures, shall be reviewed and acted upon within 120 days from the date a completed application for a certificate of appropriateness is filed. Upon failure of the BHPC to take final action upon a completed COA application within said 120 days after such application has been submitted the COA application shall be deemed to have been approved.
- b) All applications for certificates of appropriateness to demolish or relocate structures shall be reviewed and acted upon within 180 days from the date a completed application for a certificate of appropriateness is filed. Upon failure of the BHPC to take final action within said 180 days the COA application shall be deemed to have been approved.
- c) The deadlines in this subsection may be extended by mutual written agreement between the ~~Zoning Administrator~~ ~~Director of Planning and Inspections Department~~ or the BHPC and the applicant.

3) Expiration of COA.

Work authorized by a COA must commence within six months of issuance and must be completed no later than one year thereafter. A COA may be extended by the BHPC if circumstances beyond the control of the applicant/property owner prevent completion of work commenced but not completed within the one-year validation period.



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4) Inspection of Work.

- a) The ~~Zoning Administrator~~ ~~Director of Planning and Inspections Department~~ shall inspect any work carried out to the exterior of any building, structure, or property for which a COA has been issued pursuant to the provisions hereof, and shall report to the BHPC immediately any work not being carried out in accordance with the COA or the provisions of this section of this Ordinance.
- b) Upon completion of the work authorized by a COA, the ~~Zoning Administrator~~ ~~Director of Planning and Inspections Department~~ is authorized to issue a certificate indicating the work complies with the COA.

5) Revocation of COA.

Any changes or deviation from the approved COA shall constitute a violation of this Ordinance and the COA issued by the BHPC. The BHPC shall be authorized to revoke any such COA for any violation in addition to any other rights and remedies the BHPC or the Town of Beaufort may have including criminal and civil sanctions. The ~~Zoning Administrator~~ ~~Director of Planning and Inspections Department~~ is authorized to issue stop work orders if he determines work is being conducted in violation of a COA.

G) *Appeals.*

1) Board of Adjustment.

An appeal may be taken to the Board of Adjustment from the BHPCs action in granting or denying any certificate, which appeals (i) may be taken by any aggrieved party, (ii) shall be taken within thirty days after the decision of the BHPC is signed by its chairman and entered in the records of the commission, and (iii) shall be in the nature of certiorari. ~~The appellant may choose to appeals the decision of the BHPC directly to superior court rather than the Board of Adjustment will be subject to per~~ N.C.G.S. 160D-947-(e).

2) Superior Court.

Any appeal of a decision of the BOA in any such case to Carteret County Superior Court shall be taken within thirty days after the decision of the BOA is signed by its chairman and entered in the records of the BOA. Such appeals will be subject to N.C.G.S. 160D-947.(e) 160A 393. 160D 9 47 (e)

H) *Certain Changes Not Prohibited.*

Nothing in this section of the Ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in the Beaufort Historic District except those which involve a change in design, material, color, or outer appearance; nor to prevent the construction, reconstruction alteration, restoration, moving, or demolition of any such feature which the Town building inspector and the ~~Zoning Administrator~~ ~~Planning and Inspections Director~~ shall certify is of an unsafe or dangerous condition.

I) *Applicability to State and Other Government Properties.*

All provisions of this section are hereby made applicable to the construction, alteration, moving, and demolition of buildings by the State of North Carolina, its political subdivisions, agencies, and instrumentalities. The State of North Carolina shall have the right of appeal to the N.C. Historical al Commission any decision by the BHPC pursuant to N.C.G.S. ~~160A 398J. 160D-947 (f). 160D 9 47(f)~~ The Secretary of the Interior's *Standards for Rehabilitation and Guidelines* for rehabilitating historic buildings shall be the sole principle and guideline used

in reviewing applications of the State for a COA. The decision of the N.C. Historical Commission shall be final and binding upon both the State and the BHPC.

J) **Demolition of Buildings.**

1) Determination of Statewide Significance.

The BHPC shall not consider an application for a COA to demolish or relocate, in whole or part, a building or structure in the historic district, or a designated landmark or part thereof, until a determination is made by the State Historic Preservation Officer (SHPO) as to whether or not the structure has statewide significance under N.C.G.S. 160D-949 (c)160A-400.14(e) 160D-9-49 (e) subject to the following.

- a) When such an application is filed, the ~~Zoning Administrator~~ ~~Director of Planning and Inspections~~ shall, following a preliminary review of the available information about the structure, decide whether evidence exists to support an application to the SHPO for statewide significance.
  - i) If he/she determines such evidence exists he/she shall make the application to the SHPO for statewide significance as expeditiously as possible.
  - ii) If he/she determines such evidence does not exist, he/she shall report his/her findings to the BHPC and seek an order from the BHPC excusing him/her from filing with the SHPO. If the BHPC issues such order, the ~~Zoning Administrator~~ ~~Director~~ shall not file such application and the BHPC will proceed to consider the application under the provisions section I-2 of this subsection. If the BHPC refuses to issue such order, the ~~Zoning Administrator~~ ~~Director~~ shall apply to the SHPO for a designation of statewide significance.
  - iii) An application for statewide significance shall be made if there is any reasonable chance the designation will be made.
- b) If an application for statewide significance is made, the BHPC will delay consideration of an application to demolish or re-locate until the SHPO has made a decision, unless such delay will result in the granting of the COA by the passage of time without action in which case the BHPC will act before the 180 day time limit in subsection E-2 (ii) of this Section.
- c) If the SHPO grants statewide significance, the BHPC will thereafter proceed to consider the application to demolish or relocate pursuant to the remaining provisions of this subsection.
- d) The ~~Zoning Administrator~~ ~~Director~~ shall have the authority to engage such experts as he deems necessary to assist in determining whether a structure may have statewide significance and to assist in preparing and presenting an application for statewide significance to the SHPO.

2) Terms of Demolition.

An application for a COA authorizing the demolition of a building or structure within the historic district may not be denied, except as provided under subsection I-4 of this section. However the effective date for the destruction or relocation of such COA may be delayed for a period of up to three hundred, sixty-five days from the date of approval of such COA. The maximum period of delay authorized by this section of the Ordinance shall be reduced by the BHPC when it finds the applicant/property owner would suffer extreme hardship or be permanently deprived of all beneficial use or return from such property by virtue of the delay. During such period of delay, the BHPC shall negotiate with the applicant/property owner and with any other vested parties in an effort to obtain a means



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of preserving the building or site. If the BHPC finds the building has no particular significance or value toward maintaining the character of the district, it shall waive all or part of such period and shall authorize demolition or removal.

3) ~~Waiving Delay Period.~~

~~The BHPC may waive all or part of the delay period if it finds the structure has little historic or architectural value. The delay period may also be reduced under circumstances in which the owner would suffer extreme hardship or be permanently deprived of all beneficial use or return from the property due to the delay if the property has been severely damaged by fire, flood, or weather.~~

4)3) Demolition of Structures with Statewide Significance.

An application for a COA authorizing the demolition or destruction of a building or structure deemed by the State Historic Preservation Officer (SHPO) as having statewide significance as defined in the criteria of the National Register of Historic Places, may be denied except when the BHPC finds the developer/owner would suffer extreme hardship or be permanently deprived of all beneficial use or return from such property by virtue of the denial.

**K) Penalties and Remedies.**

1) Preventing Unlawful Work.

In case any building, structure, site, area, or object designated as a historic landmark or located within the historic district designated pursuant to N.C.G.S. Chapter 160A, Article 19, Part 3C, is about to be demolished whether as the result of deliberate neglect or otherwise, materially altered, remodeled, or destroyed except in compliance with the provisions of section 28 of this Ordinance and the *Design Guidelines-Standards for the Beaufort Historic District & Landmarks*, the, Town of Beaufort, the BHPC, or other party aggrieved by such action may institute any appropriate action or proceeding to prevent such unlawful demolition, destruction, material alteration, remodeling, or removal to restrain, correct, or abate such violation or to prevent any illegal act or conduct with respect to such building, structure, site, area, or object.

2) Penalties.

- a) The developer/property owner shall be subject to a civil penalty in the amount of \$500.00 for each day’s violation. The civil penalty shall be recovered by the town in a civil action in the nature of a debt if the offender does not pay the penalty within seven days after the developer/property owner has been cited for the violation of the ordinance.
- b) The developer/property owner shall be guilty of a Class 3 misdemeanor and shall be fined not more than \$500.00 for each day’s violation. Every day of a continuing violation shall be a separate and distinct offense.
- c) A violation of this section is subject to all penalties and enforcement actions in Section 10.99 of the Beaufort Town Code.

**L) Deadlines for Applications to the Commission.**

All COA applications together with all plans, photographs, elevations, and other documents and information necessary in order for the BHPC to determine whether or not to issue a COA shall be delivered to the BHPC secretary a minimum of fifteen working days prior to the next regularly scheduled meeting of the BHPC. Packets containing applications and supporting

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documentation will be delivered to BHPC members seven days prior to the scheduled meeting. A copy of the application and documents shall also be provided to the town planner.



**SECTION 24 Certificate of Occupancy**

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Except for agricultural purposes, no land shall be used or occupied and no building structurally altered or erected shall be used or changed in use until a certificate of occupancy is issued by the zoning administrator and/or building inspector affirming the building or the proposed use thereof complies with the provisions of this Ordinance and the North Carolina State Building Codes where applicable. A like certificate shall be issued for the purpose of maintaining, renewing, changing, or extending a nonconforming use. A certificate of occupancy either for the whole or part of a building shall be issued within ten days after the erection or structural alterations of such building or part thereof and shall have been completed in conformity with the provisions of this Ordinance and the North Carolina State Building Codes where applicable. A record of all certificates of occupancy shall be kept on file in the Zoning Administrator Town's Planning and Inspections Department and copies shall be furnished upon request to any person having an interest in the building. No permit for the excavation of or the erection of any building, part of a building, or for repairs to or alterations of a building shall be issued until after a statement of its intended use has been filed by the applicant.



## **SECTION 25 Plat or Plot Plans**

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Each application for a building permit shall be accompanied by a plat/plot plan drawn to scale showing accurate dimensions of the lot to be built upon, accurate dimensions of each of the buildings to be erected, their location(s) on the lot, and other such information as may be necessary to provide for the enforcement of this Ordinance. A careful record of such applications and plat or plot plans shall be kept in the Zoning Administrator~~Town's Planning and Inspections~~ Department.





**SECTION 26 Interpretation, etc., of the Ordinance**

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In interpreting and applying the provisions of this Ordinance they shall be held to be minimal requirements for the promotion of the public safety, health, convenience, prosperity, and general welfare of the Town's citizens. It is not intended by this Ordinance to interfere with, abrogate, or annul any easements, covenants, or other agreements between parties. However, where this Ordinance imposes a greater restriction upon the use of buildings or premises or upon the heights of buildings or requires larger open spaces than are imposed or required by other ordinances, rules, regulations, easements, covenants, or agreements, the provisions of this Ordinance shall govern. Nothing in this Ordinance shall be construed to amend or repeal any provision of this code or other ordinance of the Town relating to maintenance or keeping of horses, livestock, or animals within the corporate limits.



**SECTION 27 Changes and Amendments to the Ordinance**

**A) Intent.**

The Board of Commissioners (BOC) may, on its own motion or upon petition, after public notice, planning board recommendation, and public-legislative hearing, amend, supplement, change, modify or repeal the regulations or the maps which are a part of this Ordinance herein established subject to the rules prescribed and by the laws of the State of North Carolina. No regulation or map shall be amended, supplemented, changed, modified, or repealed until after a public-legislative hearing in relation thereto, at which parties in interest and citizens shall have an opportunity to be heard. Notice of public-legislative hearings will be given in accordance with N.C.G.S. 160A-384160D-602.

**B) Conditional Zoning.**

A request for rezoning to a conditional zoning district may be made only by application from the developer and/or owner of all property included in the area proposed to be rezoned through written consent. Conditional zoning is intended to provide flexibility in property development while ensuring the development and/or uses are compatible with the surrounding uses. Conditional zonings are more restrictive than the general-conventional zoning districts. Additional conditions, standards and regulations may be placed on the rezoning. The applicant and/or property owner must agree to the conditions in writing.

**1) General Requirements**

a) *Application.* Conditional zoning requests will only be considered upon submission of a complete application.

i) Proposed Use(s). Proposed uses shall be set forth in detail, including a statement addressing compatibility with the uses in the surrounding area. Any limitations or conditions to be placed on the proposed uses to enhance compatibility with and benefit to surrounding areas shall also be noted.

ii) Dimensional Requirements. The application will show that the request is consistent with the dimensional requirements of the requested zoning district (e.g. setback requirements, height restrictions, etc.).

iii) Off-Street Parking Requirements. The application will indicate the location of all off-street parking as required in Section 13 of this Ordinance.

iv) Site Plan Requirements. Site plans are required if the request meets the standards set forth in Section 18 of this Ordinance.

v) Miscellaneous Provisions. The application may include other conditions as may be required to review the application, such as: days and hours of operation, number of employees, exterior lighting, noise, etc., which might be proposed to increase the compatibility of the proposed use with the surrounding area.

b) *Conditions.* The Town staff, planning board and Board of Commissioners (BOC) may recommend conditions, with written consent by the applicant, including but not limited to the following:

i) The location of the proposed use on the property;

ii) The number and location of structures;

iii) The location and extent of accessory and support facilities, such as parking lots, driveways, fences and access streets;

iv) Buffer areas and requirements;

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- v) The height of any structure;
- vi) Other restrictions regarding the use of the property that adhere to the purposes of this Ordinance and maintain the public health, safety and welfare; and
- vii) Such other matters as proposed in writing by the applicant(s).

2) Procedures

- a) The planning board ~~may shall~~ hold a public ~~hearing meeting~~ during which the applicant may voluntarily make modifications to the conditional zoning request. The planning board shall review the request for a conditional zoning and make a recommendation to the BOC. The recommendation will include a consistency statement which will address consistency and reasonableness of the requested zoning amendment and the adopted CAMA comprehensive plan as well as all other adopted Town plans.
- b) The BOC will hold a ~~public legislative~~ hearing to consider the conditional zoning. The BOC shall review the application, recommendations from the planning board, suggested conditions, and other relevant information presented at the ~~public legislative~~ hearing. Prior to the approval of the conditional zoning, the applicant and/or property owner and BOC must agree on the conditions in writing.  
If the BOC approves the rezoning, it will provide a statement addressing the reasonableness of the rezoning. This statement will further address the consistency and reasonableness with the adopted CAMA comprehensive ~~land use~~ plan.
- c) If approved, the ~~Zoning Administrator planning department~~ will maintain a log of all conditional zonings and approved conditions in Town Hall. The property owner and/or applicant must record the approved plan and conditions with the Carteret County Register of Deeds.

3) Failure to Comply

Compliance with all conditions of a conditional zoning district is an essential element of the effectiveness of conditional zoning district(s). If the ~~Zoning Administrator planning director~~ and Town staff determines the applicant has failed to comply with a condition of an approved conditional zoning district, he/she shall notify the applicant(s) and property owner(s). The ~~Zoning Administrator planning director~~ or his/her designee will then present the violation to the planning board and BOC where the BOC will issue an official recommendation to initiate the revocation process. Notice of the legislative hearing will be given in accordance with N.C.G.S. ~~160A-388~~160D-602. If the BOC finds the approved conditions have not been met, the BOC may initiate a rezoning of the property to ~~its~~ previous another zoning classification.

C) **Application Limitations.**

A rezoning, ~~site plan review~~, or text amendment application other than those initiated by the BOC, Town staff, or other Town board, which has been denied by the BOC may not be resubmitted within twelve (12) months of the BOC's decision unless the application is determined to be substantially changed under the following procedure:

- 1) An application shall be submitted for review by the planning board. The application will be treated as a new application with appropriate fees and plans submitted (a dimensional increase or decrease of an area sought to be rezoned shall not constitute a substantially changed request).
- 2) If the planning board determines the application is substantially changed, the planning board shall review the new application and make a recommendation to the BOC. The

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application shall then be forwarded to the BOC for their determination on whether the application is substantially changed.

- a) If the BOC concurs with the planning board, they shall then schedule a public hearing on the application.
  - b) If the BOC disagrees with the planning board, the application shall be considered dead until the twelve month period is over.
- 3) If the planning board determines the application is not substantially changed, the application shall be forwarded to the BOC for their consideration.
- a) If the BOC concurs with the planning board's decision, the application shall be considered to be invalid and all fees paid in connection with the application forfeited.
  - b) If the BOC determines the application is substantially changed, the application shall be reviewed by the BOC and if necessary a public hearing will be scheduled.
- 4) The BOC shall have the sole discretion on calling a public hearing on a requested zoning change and the payment of application fees shall not be interpreted as an entitlement to a public hearing or vote on the application.



5) **SECTION 28 Enforcement**

A) **Notice of Violation.**

Whenever a zoning violation is found to exist within the Town planning and development regulation or within its extraterritorial jurisdiction (ETJ) per N.C.G.S 160D-402(b), the zoning/code administrator and/or the building inspector shall give written notice of the violation and notice to correct the violation to the holder of the development approval, landowner of the property involved, tenant, or occupant of the property upon which such violation exists or upon the person causing or maintaining the violation. The notice of violation shall be delivered to the holder of the development approval and to the landowner of the property involved, if the landowner is not the holder of the development approval. The zoning/code administrator and/or the building inspector shall certify to the Town that the notice was provided and the certificate shall be deemed conclusive in the absence of fraud. Except as provided in N.C.G.S. 160D-1123 and 160D-1206, or otherwise provided by law, a notice of violation may be appealed to the Board of Adjustment pursuant to N.C.G.S. 160D-405.

- 1) The notice to correct a violation issued under the provisions of this Ordinance shall contain:
  - a) An order to correct the violation or to request a hearing by the Town Manager within a stated time (not to exceed ten days);
  - b) The location of the violation;
  - c) A description of what constitutes the violation;
  - d) A statement of action necessary to correct the violation; and,
  - e) A statement avowing if the violation is not corrected as directed and no request for a hearing is made within the prescribed time, a civil penalty will be levied.

2) **Notice Delivery.**

The notice to correct a violation shall be served by personal delivery, electronic delivery, or first class certified, return receipt mail and may be provided by similar means to the occupant of the property or the person undertaking the work or activity/or be personally delivered to the violator. The notice of violation may be posted on the property.

3) **Stop Work Orders.**

Whenever any work or activity subject to this ordinance or any State law delegated to the Town for enforcement purposes in lieu of the State is undertaken in substantial violation of any State or local law, or in a manner that endangers life or property, staff may order the specific part of the work or activity that is in violation or presents such a hazard to be immediately stopped. The order shall be in writing, directed to the person doing the work or activity, and shall state the specific work or activity to be stopped, the reasons therefor, and the conditions under which the work or activity may be resumed. A copy of the order shall be delivered to the holder of the development approval and to the owner of the property involved (if that person is not the holder of the development approval) by personal delivery, electronic delivery, or first-class mail. The person or persons delivering the stop work order shall certify to the Town that the order was delivered and that certificate shall be deemed conclusive in the absence of fraud. Except as provided by N.C.G.S. 160D-1112 and N.C.G.S. 160D-1208, a stop work order may be appealed pursuant to N.C.G.S. 160D-405. No further work or activity shall take place in violation



of a stop work order pending a ruling on the appeal. Violation of a stop work order shall constitute a Class 1 misdemeanor.

**B) *Persons Liable.***

The holder of the development approval, landowner of the property, tenant, or occupant of the property, any building or land or upon the person causing or maintaining the violation part thereof who participates in, acts in concert, assists, directs, creates, or maintains any condition which is in violation of the requirements of this Ordinance, may be held responsible for the violation and subject to the penalties and remedies herein provided.

**C) *Abatement by Town.***

Upon failure to correct the zoning violation cited by the Town in the time specified by the notice to correct such violation, the Town may apply to the appropriate division of the General Court of Justice for a mandatory or prohibitory injunction and order of abatement commanding the violator to correct the unlawful condition upon or cease the unlawful use of property. The action shall be governed in all respects by the laws and rules governing civil proceedings, including the Rules of Civil Procedure in general and Rule 65 in particular. In addition to an injunction, the court may enter an order of abatement as a part of the judgment in the cause. An order of abatement may direct such buildings or other structures on the property be closed, demolished, or removed; fixtures, furniture, or other movable property be removed from buildings on the property; grass and weeds be cut; improvements or repairs be made; or any other action be taken which is necessary to bring the property into compliance with this Ordinance. If the violator fails or refuses to comply with an injunction or with an order of abatement within the time allowed by the court, he may be cited for contempt, and the Town may execute the order of abatement. The Town shall have a lien on the property for the cost of executing an order of abatement in the nature of a mechanic's and materialman's lien. The violator may secure cancellation of an order of abatement by paying all costs of the proceedings and posting a bond for compliance with the order. The bond shall be given with sureties approved by the clerk of superior court in an amount approved by the judge before whom the matter is heard and shall be conditioned on the violator's full compliance with the terms of the order of abatement within a time fixed by the judge. Cancellation of an order of abatement shall not suspend or cancel an injunction issued in conjunction therewith.

**D) *Payment of Costs.***

Upon completion of the abatement of any structure deemed a nuisance by the Town under the provisions of this Ordinance, the Zoning Administrator ~~Town's Planning and Inspections Department~~ shall deliver to the Town's Tax Collector a statement including the costs of labor, hauling, and other necessary items of expense for such abatement. The Town's Tax Collector shall thereupon mail to the violator a bill covering the costs. When the violator is the property owner, the amount of the bill shall become a lien upon said property for the collection of delinquent taxes. If the violator is not the property owner, the amount shall be recovered by the Town in a civil action in the nature of debt.

**E) *Civil Penalties and Criminal Action.***

1) A violator who fails to correct a violation in the time specified shall be subject to a civil penalty of five hundred dollars (\$500.00). No penalty shall be assessed until the party

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alleged to be the violator has been notified of the violation by certified, return receipt mail and/or by personal service.

- 2) For each day the violation is not corrected after the notification has been properly served to the violator, the violator will be guilty of a new and separate offense and subject to additional civil penalties.
- 3) If the violator fails to pay this penalty within ten days after being cited for violation, the penalty may be recovered by the Town in a civil action in the nature of debt.
- 4) In addition to or in lieu of the penalty the zoning/code administrator or other appropriate authority may seek a mandatory injunction seeking enforcement of this Ordinance.
- 5) If the same violation occurs within a five-year period from the date of the initial violation by the same violator, it shall be considered to be a continuation of the initial violation and shall be subject to additional penalties as set forth in this section.
- 6) Violation of this Ordinance is a misdemeanor.

**SECTION 29    Extension of Zoning Regulations Beyond the Corporate Limits**

Per N.C.G.S. 160D-202, This Ordinance shall serve as the zoning regulations for the extraterritorial jurisdiction (ETJ). The properties beyond the corporate limits of the Town of Beaufort for a distance of one mile in all directions, or as otherwise adopted by the Town, shall be deemed the ETJ area and be subject to the same extent and with the same effect as such regulations now apply to the territory within the corporate limits of the Town. For extensions of the ETJ, the Town shall notify the owners of all parcels of land proposed for addition to the area of extraterritorial jurisdiction, as shown on the Carteret County tax records. The notice shall be sent by first-class mail to the last addresses listed for affected property owners in the Carteret County tax records. The notice shall inform the landowner of the effect of the extension of extraterritorial jurisdiction, of the landowner's right to participate in a legislative hearing prior to adoption of any ordinance extending and zoning the area of extraterritorial jurisdiction, as provided in N.C.G.S. 160D-601, and of the right of all residents of the area to apply to the Carteret County Board of Commissioners to serve as a representative on the Town's Planning Board and the Board of Adjustment, as provided in N.C.G.S. 160D-303. The notice shall be mailed at least 30 days prior to the date of the hearing. The person or persons mailing the notices shall certify to the Town's Board of Commissioners that the notices were sent by first-class mail, and the certificate shall be deemed conclusive in the absence of fraud.



**SECTION 30 Vested Rights and Permit Choice**

**A) Purpose.**

The purpose of this section is to implement the provisions of N.C.G.S. ~~160A-385.1~~160D-108 pursuant to which a ~~statutory zoning~~-vested right is established upon the approval of a building permit, site-specific development vesting plan, or other local development approval.

**B) Establishment of a ~~Zoning~~-Vested Right.**

- 1) A ~~zoning~~-vested right shall be deemed established upon the valid approval or conditional approval by the Zoning Administrator or Board of Commissioners (BOC) of a site-specific ~~development vesting~~ plan following public notice and public hearing.
- 2) The Zoning Administrator or BOC may approve a site-specific ~~development vesting~~ plan upon such terms and conditions as may be reasonably necessary to protect the public health, safety, and welfare of its citizens.
- 3) Notwithstanding subsections B-1 and B-2 of this section, approval of a ~~site-specific~~site specific development vesting plan conditional upon a variance being obtained shall not grant a ~~zoning~~-vested right unless and until the necessary variance is obtained.
- 4) The establishment of a ~~zoning~~-vested right shall not preclude the application of overlay zoning which imposes additional requirements but does not affect the allowable type or intensity of use, ordinances, or regulations which are general in nature and are applicable to all property subject to land use regulation by the Town of Beaufort. Otherwise applicable new or amended regulations shall become effective with respect to property which is subject to a site-specific ~~development vesting~~ plan upon the expiration or termination of the vesting rights period in accordance with this section.
- 5) A zoning vested right is not a personal right but shall be attached to and run with the applicable property.

**C) Approval Procedures and Approval Authority.**

1) Application Procedures.

The applicant must indicate at the time of application, on a form provided by the Zoning Administrator~~Town Planning and Inspections Department~~, a ~~zoning~~-vested right is being sought. A reasonable fee shall be set within the Town’s official fee schedule or as established by resolution of the BOC and filed in the Office of the Town Clerk to administer expenses involved in announcing for the public hearing regarding the ~~zoning~~ vested right.

2) Submittal of Site Plan.

A site-specific development plan shall be submitted and shall contain the following notation: "Approval of this plan establishes a zoning vested right under N.C.G.S ~~160A-385.1-160D-108.~~Unless terminated at an earlier date, the zoning vested right shall be valid for two years from approval date-Except for building permits and site-specific vesting plans, local development approvals shall be valid for one year from the approval date. (sSee subsection D of this section.)-

3) Following Approval.

Following approval or conditional approval of a site-specific ~~development vesting~~ plan nothing in this Ordinance shall exempt such a plan from subsequent review and approval

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to ensure compliance with the terms and conditions of the original approval provided such reviews and approvals are not inconsistent with the original approval.

4) Revocation of Vested Right.

Nothing in this Ordinance shall prohibit the revocation of the vested right or other remedies for failure to comply with the applicable terms and conditions of the ~~zoning~~ vested right.

D) **Duration.**

Time Line and Provisions of a Vested Right.

- 1) ~~A zoning Vested rights which been vested as provided in this Ordinance for site-specific vesting plans shall remain vested-valid for a period of two years. This vesting shall not be extended by any amendment or modification to a site-specific development plan unless expressly provided by the Town.~~
- 2) Notwithstanding the provisions of subsection D-1 of this section, the Zoning Administrator or BOC may provide ~~such right~~rights regarding a site-specific vesting plan shall be vested for a period exceeding two years but not exceeding five years if ~~the applicant has justified why more than two years is needed and where warranted by~~in light of all relevant circumstances including but not limited to, the size and phasing of development, the level of investment, the need for the development, economic cycles, and market conditions or other considerations. ~~These determinations~~This determination shall be at the discretion of the Zoning Administrator or BOC and shall be made following the particular process for the particular form of site-specific vesting plan involved.
- 3) Upon issuance of a building permit the ~~expiration~~provisions of N.C.G.S. 160A-418 and N.C.G.S. 160A-422~~160D-108~~ shall apply, ~~except a building permit shall not expire or be revoked because of the running time while a zoning vested right under this section is outstanding and a building permit shall expire six months after issuance unless work under the permit has commenced. The permit shall also expire if work is discontinued for a period of 12 months after work has commenced.~~
- 4) Multi-phase developments shall be vested for the entire development with the zoning regulations, subdivision regulations, and LDO in place at the time site plan approval is granted for the initial phase of the multi-phase development. A multi-phase development is a development containing 100 acres or more that is submitted for site plan approval for construction to occur in more than one phase, and is subject to a master development plan with committed elements, including the requirement to offer land for public use as a condition of approval.
- 3)5) Other local development approvals shall be valid for one year unless work has substantially commenced.

E) **Termination.**

A zoning right which has been vested as provided in this Ordinance shall terminate:

- 1) At the end of the applicable vesting period with respect to buildings and uses for which no valid building permit applications have been filed;
- 2) With the written consent of the affected landowner;

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- 3) Upon findings of the BOC by ~~new ordinance and after public~~after notice and ~~public-an evidentiary~~ hearing, natural or man-made hazards on or in the immediate vicinity of the property if uncorrected, would pose a serious threat to the public health, safety, and welfare if the project were to proceed as contemplated in ~~the site-specific development plan;the approved vested right.;~~
- 4) Upon payment to the affected landowner of compensation for all costs, expenses, and other losses incurred by the landowner including, but not limited to, all fees paid in consideration of financing, and all architectural, planning, marketing, legal, and other consultant fees incurred after approval by the Town as is provided in N.C.G.S. 160D-106; ~~together with interest thereon at the legal rate until paid. Compensation shall not include any diminution in the value of the property which is caused by such action;~~
- 5) Upon findings of the BOC ~~by new ordinance and after public~~notice and ~~public~~ evidentiary hearing, the landowner or his or her representative intentionally supplied inaccurate information or made material misrepresentations which made a difference in the approval by the BOC for the ~~site-specific development plan; or~~ vested right; or
- 6) Upon the enactment or promulgation of a State or federal law or regulation which precludes development as contemplated in the ~~site-specific development plan~~approved vested right, in which case the BOC may modify the affected provisions upon a finding the change in state or federal law has a fundamental effect on the ~~plan, by new ordinance and after~~plan after ~~public~~notice and ~~public-an evidentiary~~ hearing.

**F) *Voluntary Annexation.***

A petition for annexation filed with the Town under N.C.G.S. 160A-31 shall contain a signed statement declaring whether or not any ~~zoning~~-vested right with respect to the properties subject to the petition has been established under N.C.G.S. ~~160A-385.1,160D-108~~. A statement declaring no ~~zoning~~-vested right has been established under N.C.G.S. ~~160A-385.1,160D-108~~, or the failure to sign a statement declaring whether or not a ~~zoning~~-vested right has been established, shall be binding on the developer/property owner and any such ~~zoning~~-vested right shall be terminated.

**G) *Permit Choice.***

Pursuant to N.C.G.S. 160D-108(b), if an application made in accordance with local regulation is submitted and development regulations change between the time the application was submitted and the decision is made, the applicant may choose which version of the development regulation will apply to the application. If the applicant chooses the previous version of the rules, the Town shall not require the applicant to await the outcome of the new development regulation.





**APPENDIX A Native Shrubs and Trees of Carteret County, N. C.**

When not required, the planting of trees and shrubs native to eastern North Carolina and/or adaptable to coastal conditions and climate, is strongly encouraged. A list of desirable trees and shrubs, in three classes based on size, is listed below.

**Table A-1 Special Characteristics Key**

<i>Code</i>	<i>Special Characteristics Key</i>	<i>Code</i>	<i>Special Characteristics Key</i>
AuF	Autumn flowering	S	Stately
AW	Attracts wildlife	SF	Spring flowering
D	Drought tolerant	ST	Salt tolerant
E	Evergreen	SuF	Summer flowering
F	Fragrant	TW	Tolerates wet areas
FC	Fall color	W	Resistant to wind damage
LL	Long-lived	WI	Winter interest
LM	Low maintenance	WK	Weak wood
S	Stately	YLI	Year-long interest

1) Native Shrubs.

Shrubs may reach up to ten feet (10') high at maturity.

**Table A-2 Native Shrubs**

<i>Common Name</i>	<i>Botanical Name</i>	<i>Special Characteristics*</i>
American beauty berry	<i>Callicarpa Americana</i>	FC, SF-white, fuchsia berries in fall, AW
Bear grass	<i>Yucca filamentosa</i>	E, SF-white, ST, AW
Cabbage palmetto**	<i>Sabal palmetto</i>	E, ST, W
Carolina allspice	<i>Lindera benzoin</i>	FC, SF-white, berries, AW, F
Coastal, dwarf azalea	<i>Rhododendron atlanticum</i>	SF-white, F, TW
Dahoon (Holly)	<i>Ilex cassine</i>	E, SF-white, red berries, AW
Dwarf Yaupon Holly	<i>Ilex vomitoria</i>	E, SF-white, red berries, AW, culinary leaves (tea)
Fetterbush, leucothoe	<i>Leucothoe axillaris</i>	E, SF-white, AW
Fringe tree, old man's beard	<i>Chionanthus virginicus</i>	FC, SF-white
Groundsel tree	<i>Baccharis halimifolia</i>	E, FC-white
Heart's-a-bustin'	<i>Euonymus americanus</i>	SF-white, striking fruit, WI
High bush blueberry	<i>Vaccinium corymbosum</i>	FC, very early SF-white, AW
Hydrangea	<i>Hydrangea sp.</i>	SuF-white, WI, ST
Inkberry holly	<i>Ilex glabra</i>	E, SF-white, berries, AW
Lyonia, fetterbush	<i>Lyonia lucida</i>	E, SF-pink, AW
New Jersey tea	<i>Ceanothus americanus</i>	SF-white, TW, AW
Red chokeberry	<i>Sorbus arbutifolia</i>	FC, SF-white/pink, AW, F
Smooth sumac**	<i>Rhus glabra</i>	FA, SuF-white, AW
Spanish dagger	<i>Yucca aloifolia</i>	E, SuF-white, ST, AW
St. John's wort	<i>Hypericum perforatum</i>	SuF-yellow
Swamp honeysuckle	<i>Rhododendron viscosum</i>	SF-white, TW
Swamp rose	<i>Rosa palustris</i>	SuF-pink, winter red hips, AW, TW
Sweet pepper bush	<i>Clethra alnifolia</i>	FC, SuF-white, AW, ST
Sweet shrub**	<i>Calycanthus floridus</i>	SF-maroon, F
Virginia sweet spire	<i>Itea virginica</i>	FC, SF-white, AW, F
Wax myrtle (myrtle)	<i>Myrica cerifera</i>	E, ST, AW, leaves fragrant
Wild azalea	<i>Rhododendron nudiflorum</i>	SF & SuF-white/pink, TW
Winter berry, black elder	<i>Ilex verticillata</i>	Red berries, AW, TW
Witch alder	<i>Fothergill gardenia</i>	FC, SF-white
Zenobia	<i>Zenobia pulverulenta</i>	SF, SuF-white, TW

\*All special characteristics are found in Table A-1.

2) Small Native Trees.

Small trees will typically reach ten to twenty feet (10’–20’) tall at maturity.

**Table A-3 Small Native Trees**

<i>Common Name</i>	<i>Botanical Name</i>	<i>Special Characteristics*</i>
Georgia fever tree (rare)	<i>Pinckneya bracteata</i>	SuF-pink, YLI
Loblolly bay	<i>Gordonia lasianthus</i>	SuF-white, TW,F, semi-E
Persimmon	<i>Diospyros virginiana</i>	SF-white, edible fruit
Possum haw	<i>Ilex deciduas</i>	SF-white, AW, WI
Red buckeye	<i>Aesculus Pavia</i>	SuF-Red
Redbud	<i>Cercis Canadensis</i>	FC, FC-deep pink
Serviceberry	<i>Amelanchier Canadensis</i>	Early SF-pink/white
Tea olive	<i>Osmanthus americanus</i>	E, SF-white, ST,F
Titi, leatherwood	<i>Cyrilla racemiflora</i>	FC, SuF-white
Wax myrtle	<i>Myrica cerifera</i>	E, fast growing, AW, fragrant leaves
Witch hazel	<i>Hamamelis virginiana</i>	FC, early SF-orange/yellow
Yaupon holly	<i>Ilex vomitoria</i>	E, WI-red berries, SF-white, culinary leaves (tea), dwarf varieties up to 10’

\*All special characteristics are found in Table A-1.

3) Medium Native Trees.

Trees in this category will typically reach twenty to fifty feet (20’-50’) tall at maturity.

**Table A-4 Medium Native Trees**

<i>Common Name</i>	<i>Botanical Name</i>	<i>Special Characteristics*</i>
Black cherry	<i>Prunus serotina</i>	SF-white, AW
Carolina cherry laurel	<i>Prunus caroliniana</i>	E, SF-white
Dogwood	<i>Cornus florida</i>	SF-white, YLI
Eastern red cedar	<i>Juniperus virginiana</i>	E, LM
Margaretta or Post oak	<i>Quercus margaretta</i>	AW
Pawpaw	<i>Asimina triloba</i>	SF-maroon, edible fruit
Red bay	<i>Persea borbonia</i>	E, fragrant culinary leaves
Sassafras	<i>Sassafras albidum</i>	FC, SF-yellow, culinary
Sourwood	<i>Oxydendrum arboreum</i>	FC, SuF-white, YLI
Sweet Bay magnolia	<i>Magnolia virginiana</i>	SF-white, F, semi-E

\*All special characteristics shall be found in Table A-1.

4) Large Native Trees.

Trees in this category will typically reach over fifty feet (50') tall at maturity.

**Table A-5 Large Native Trees**

<i>Common Name</i>	<i>Botanical Name</i>	<i>Special Characteristics*</i>
American holly	<i>Ilex opaca</i>	E, SF-white, YLI
Bald cypress	<i>Taxodium distichum</i>	FC, LL, TW
Laurel oak	<i>Quercus laurifolia</i>	E, LL, S, AW
Live oak	<i>Quercus virginiana</i>	E, LL, S, AW
Longleaf pine	<i>Pinus palustris</i>	E, large attractive pinecones
Pond Cypress	<i>Taxodium ascendens</i>	FC, LL, TW
Red Maple	<i>Acer rubrum</i>	FC, SF-red
Southern magnolia	<i>Magnolia grandiflora</i>	E, late SF-white, F
Southern red oak	<i>Quercus falcata</i>	AW, TW
Sweet gum	<i>Liquidambar styraciflua</i>	FC, fruitless variety available
Sycamore	<i>Platanus occidentalis</i>	Exfoliating bark
Tulip poplar	<i>Liriodendron tulipifera</i>	Late SF-yellow
Tupelo, black gum	<i>Nyssa sylvatica</i>	FC, M, TW, used in decoys
Water oak	<i>Quercus nigra</i>	AW

\*All special characteristics are found in Table A-1.

\*\*Native to North Carolina, but not to Carteret County.

\*\*\*Use as under story plants or at woodland edges.

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The Town would like to acknowledge the use of the charts used in this section which come from the Carteret County Master Gardener Volunteers, Sharon Bailey and Carolyn Hoss (1999); Carolyn Hoss and Claire Honodel (2006).

**APPENDIX B Vehicle Accommodation Area (VAA) Calculations**

**VAA Calculations.**

1) Required Landscaping Area of VAAs.

The following is an elementary formula for determining the number of shade trees required in and around parking lots in order to presumptively satisfy the landscaping requirements of this section.

**Table B-1 VAA Landscaping Calculations**

1. Including parking spaces, driveways, loading areas, parking isles, and other circulation areas and not including building area or any area which will remain completely undeveloped, calculate square footage of the VAA.	_____ sq. ft.
2. Required landscaping percentage.	12%
3. For required landscaping area, multiply line 1 by line 2.	_____ sq. ft.
4. Interior landscaping percentage.	50 %
5. For the required landscaping in the interior of the VAA, multiply line 3 and line 4.	_____ sq. ft.
6. Existing landscaping area, if any, to be retained in and around the VAA.	_____ sq. ft.
7. Subtract line 3 from line 6. This is the landscape area required.	_____ sq. ft.

2) Impervious Surface Ratio (ISR).

The ISR is a measure of the amount of impervious surface relative to the total development area.

**Table B-2 ISR Calculations**

8. Total amount of impervious surface area on the lot including building area, parking spaces, driveways, loading areas, parking aisles, and other circulation areas and not including any area which will remain completely undeveloped.	_____sq. ft.
9. Total development impact area (do not include areas in wetlands or flood plains)	_____sq. ft.
10. For Impervious Surface Ratio (ISR), divide line1 by line 2:	_____%
11. Including parking spaces, driveways, loading areas, parking aisles, and other circulation areas and not including building area or any area which will remain completely undeveloped, calculate the square footage of the VAA.	_____sq. ft.

3) Impervious Surface Intensity (ISI).

The ISI categorizes intensity based upon the ISR.

**Table B-3 ISI Categories**

<i>Impervious Surface Ratio (ISR)</i>	<i>Impervious Surface Intensity (ISI)</i>
0.86 - 1.0%	High
0.70 - 0.85%	Moderately High
0.41 - 0.69%	Moderate
0.40% and below	Low

4) Required VAA Landscaping Calculations.

The following calculations determine required tree and shrub landscaping.

**Table B-4 Required VAA Landscaping Calculations**

12. Deciduous trees needed (use ISR from line 11 above to determine ISI ratio): For <b>High ISR</b> , enter 0.0003: For <b>Moderately High ISR</b> , enter 0.00025: For <b>Moderate ISR</b> , enter 0.00020: For <b>Low ISR</b> , enter 0.00016:	_____ Trees	
13. Shrubs needed (use ISR from line 11 above to determine ISI ratio): For <b>High ISR</b> , enter 0.0030: For <b>Moderately High ISR</b> , enter 0.0020: For <b>Moderate ISR</b> , enter 0.0010: For <b>Low ISR</b> , enter 0.0003:	_____ Shrubs	
14. Is the amount of parking more than what is prescribed in section 13	If YES go to line 15	If NO stop here.
15. For extra trees required, multiply line 12 by 0.05:	_____ Trees	
16. For extra shrubs required, multiply line 13 by 0.05:	_____ Shrubs	
17. Subtotal (deciduous trees) add line 12 & line 15:	_____ Trees	
18. Subtotal (shrubs) add line 13 & line 16:	_____ Shrubs	
<b>Exceptions to Landscaping.</b> Check all boxes which apply in lines 19-22.		
19. A minimum of 30% of the parking is provided in the side or rear of the building.		
20. VAAs are distinctly divided into smaller units (each less than 25,000 ft. <sup>2</sup> ).		
21. Storm water detention pond is incorporated with the landscaping elements.		
22. A minimum of 20% of the total VAAs are paved using paving grids.		
23. Total number of boxes checked in lines 19 through 22: _____		
24. Reduction multiplier: Multiply line 23 by 0.05 (5% reduction in required landscaping)	_____ %	
<b>Additional Exemptions.</b> Check all boxes which apply in lines 25-27.		
25. Street trees planted at a rate of 1 per 30' of street.		
26. Evergreen shrubs screen VAAs from adjacent lots and street rights-of-way.		
27. Adequate provisions have been made for pedestrian and bike traffic by installing walkways, bikeways, bicycle parking, and other similar facilities within the VAAs.		



28. Total number of boxes checked in lines 25 – 27: _____	
29. Reduction in landscaping : Multiply line 28 by 0.1 (10% reduction in required landscaping)	_____ %
30. Total Exemptions – add line 24 & line 29: _____ %	
<b>Reduction in Landscaping.</b>	
31. For the reduction in the number of deciduous trees required, multiply line 17 and line 30:	_____ Trees
32. For the reduction in the number of shrubs required, multiply line 18 and line 30:	_____ Shrubs
<b>TOTAL LANDSCAPING REQUIRED</b>	
33. Deciduous Trees: Subtract line 31 from line 17:	_____ Trees
34. Shrubs: Subtract line 32 from line 18:	_____ Shrubs

When the determination of the number of trees and shrubs required by this table results in a total of a fractional tree or shrub, any fraction up to and including one-half should be rounded down; any fraction in excess of one-half shall be counted as one additional tree or shrub.



# APPENDIX C Airport Overlay District Form and Maps

## NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION

### § 77.7 Form and time of notice.

(a) If you are required to file notice under §77.9, you must submit to the FAA a completed FAA Form 7460-1, Notice of Proposed Construction or Alteration. FAA Form 7460-1 is available at FAA regional offices and on the Internet.

(b) You must submit this form at least 45 days before the start date of the proposed construction or alteration or the date an application for a construction permit is filed, whichever is earliest.

(c) If you propose construction or alteration that is also subject to the licensing requirements of the Federal Communications Commission (FCC), you must submit notice to the FAA on or before the date that the application is filed with the FCC.

(d) If you propose construction or alteration to an existing structure that exceeds 2,000 ft. in height above ground level (AGL), the FAA presumes it to be a hazard to air navigation that results in an inefficient use of airspace. You must include details explaining both why the proposal would not constitute a hazard to air navigation and why it would not cause an inefficient use of airspace.

(e) The 45-day advance notice requirement is waived if immediate construction or alteration is required because of an emergency involving essential public services, public health, or public safety. You may provide notice to the FAA by any available, expeditious means. You must file a completed FAA Form 7460-1 within 5 days of the initial notice to the FAA. Outside normal business hours, the nearest flight service station will accept emergency notices.

### § 77.9 Construction or alteration requiring notice.

If requested by the FAA, or if you propose any of the following types of construction or alteration, you must file notice with the FAA of:

(a) Any construction or alteration that is more than 200 ft. AGL at its site.

(b) Any construction or alteration that exceeds an imaginary surface extending outward and upward at any of the following slopes:

(1) 100 to 1 for a horizontal distance of 20,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway more than 3,200 ft. in actual length, excluding heliports.

(2) 50 to 1 for a horizontal distance of 10,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway no more than 3,200 ft. in actual length, excluding heliports.

(3) 25 to 1 for a horizontal distance of 5,000 ft. from the nearest point of the nearest landing and takeoff area of each heliport described in paragraph (d) of this section.

(c) Any highway, railroad, or other traverse way for mobile objects, of a height which, if adjusted upward 17 feet for an Interstate Highway that is part of the National System of Military and Interstate Highways where overcrossings are designed for a minimum of 17 feet vertical distance, 15 feet for any other public roadway, 10 feet or the height of the highest mobile object that would normally traverse the road, whichever is greater, for a private road, 23 feet for a railroad, and for a waterway or any other traverse way not previously mentioned, an amount equal to the height of the highest mobile object that would normally traverse it, would exceed a standard of paragraph (a) or (b) of this section.

(d) Any construction or alteration on any of the following airports and heliports:

(1) A public use airport listed in the Airport/Facility Directory, Alaska Supplement, or Pacific Chart Supplement of the U.S. Government Flight Information Publications;

(2) A military airport under construction, or an airport under construction that will be available for public use;

(3) An airport operated by a Federal agency or the DOD.

(4) An airport or heliport with at least one FAA-approved instrument approach procedure.

(e) You do not need to file notice for construction or alteration of:

(1) Any object that will be shielded by existing structures of a permanent and substantial nature or by natural terrain or topographic features of equal or greater height, and will be located in the congested area of a city, town, or settlement where the shielded structure will not adversely affect safety in air navigation;

(2) Any air navigation facility, airport visual approach or landing aid, aircraft arresting device, or meteorological device meeting FAA- approved siting criteria or an appropriate military service siting criteria on military airports, the location and height of which are fixed by its functional purpose;

(3) Any construction or alteration for which notice is required by any other FAA regulation.

(4) Any antenna structure of 20 feet or less in height, except one that would increase the height of another antenna structure.

Mail Processing Center Federal  
Aviation Administration  
Southwest Regional Office  
Obstruction Evaluation Group  
2601 Meacham Boulevard  
Fort Worth, TX 76193 Fax:  
(817) 321-7765  
Phone: (817) 321-7750  
  
Website: <https://oeaaa.faa.gov>

Land Development Ordinance for the Town of Beaufort

INSTRUCTIONS FOR COMPLETING FAA FORM 7460-1

PLEASE TYPE or PRINT

- ITEM #1. Please include the name, address and phone number of a personal contact point as well as the company name.
- ITEM #2. Please include the name, address and phone number of a personal contact point as well as the company name.
- ITEM #3. New Construction would be a structure that has not yet been built.

Alteration is a change to an existing structure such as the addition of a side mounted antenna, a change to the marking and lighting, a change to power and/or frequency, or a change to the height. The nature of the alteration shall be included in ITEM #21 "Complete Description of Proposal".

Existing would be a correction to the latitude and/or longitude, a correction to the height, or if filing on an existing structure which has never been studied by the FAA. The reason for the notice shall be included in ITEM #21 "Complete Description of Proposal".

ITEM #4. If Permanent, so indicate. If Temporary, such as a crane or drilling derrick, enters the estimated length of time the temporary structure will be up.

ITEM #5. Enter the date that construction is expected to start and the date that construction should be completed.

ITEM #6. Please indicate the type of structure. DO NOT LEAVE BLANK.

ITEM #7. In the event that obstruction marking and lighting is required, please indicate type desired. If no preference, check "other" and indicate "no preference" DO NOT LEAVE BLANK. NOTE: High Intensity lighting shall be used only for structures over 500' AGL. In the absence of high intensity lighting for structures over 500' AGL, marking is also required.

ITEM #8. If this is an existing tower that has been registered with the FCC, enter the FCC Antenna Structure Registration number here.

ITEM #9 and #10. Latitude and longitude must be geographic coordinates, accurate to within the nearest second or to the nearest hundredth of a second if known. Latitude and longitude derived solely from a hand-held G P S instrument is NOT acceptable. A hand-held GPS is only accurate to within 100 meters (328 feet) 95 percent of the time. This data, when plotted, should match the site depiction submitted under ITEM #20.

ITEM #11. NAD 83 is preferred; however, latitude and longitude may be submitted in NAD 27. Also, in some geographic areas where NAD 27 and NAD 83 are not available other datum may be used. It is important to know which datum is used. DO NOT LEAVE BLANK.

ITEM #12. Enter the name of the nearest city and state to the site. If the structure is or will be in a city, enter the name of that city and state.

ITEM #13. Enter the full name of the nearest public-use (not private-use) airport or heliport or military airport or heliport to the site.

ITEM #14. Enter the distance from the airport or heliport listed in #13 to the structure.

ITEM #15. Enter the direction from the airport or heliport listed in #13 to the structure.

ITEM #16. Enter the site elevation above mean sea level and expressed in whole feet rounded to the nearest foot (e.g. 17'3" rounds to 17', 17'6" rounds to 18'). This data should match the ground contour elevations for site depiction submitted under ITEM #20.

ITEM #17. Enter the total structure height above ground level in whole feet rounded to the next highest foot (e.g. 17'3" rounds to 18'). The total structure height shall include anything mounted on top of the structure, such as antennas, obstruction lights, lightning rods, etc.

ITEM #18. Enter the overall height above mean sea level and expressed in whole feet. This will be the total of ITEM #16 + ITEM #17.

ITEM #19. If an FAA aeronautical study was previously conducted, enter the previous study number.

ITEM #20. Enter the relationship of the structure to roads, airports, prominent terrain, existing structures, etc. Attach an 8-1/2" x 11" non-reduced copy of the appropriate 7.5 minute U.S. Geological Survey (USGS) Quadrangle Map MARKED WITH A PRECISE INDICATION OF THE SITE LOCATION. To obtain maps, contact USGS at 1-888-275-8747 or via internet at "<http://store.usgs.gov>". If available, attach a copy of a documented site survey with the surveyor's certification stating the amount of vertical and horizontal accuracy in feet.

ITEM #21.

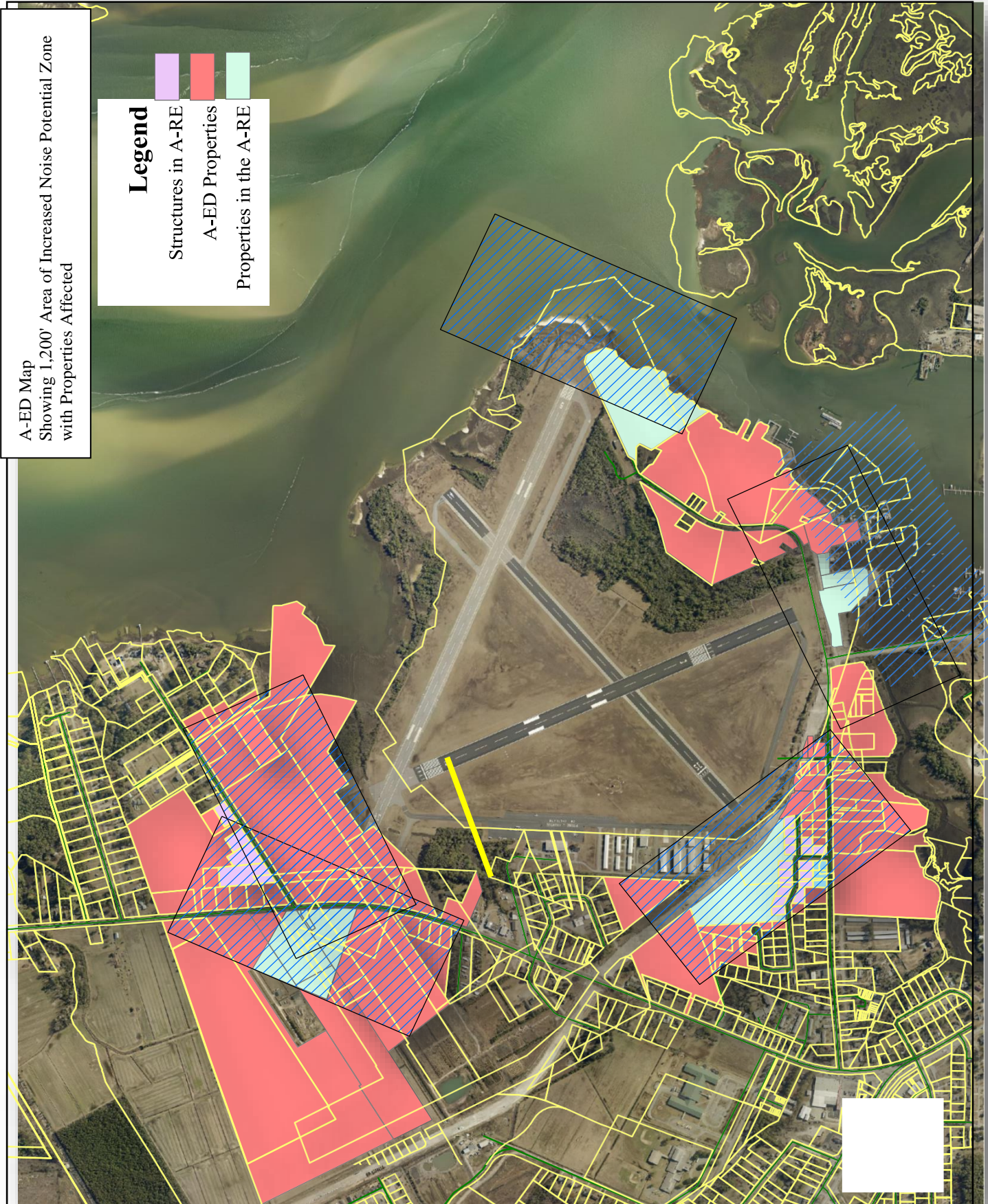
- For transmitting stations, include maximum effective radiated power (ERP) and all frequencies.
- For antennas, include the type of antenna and center of radiation (Attach the antenna pattern, if available).
- For microwave, include azimuth relative to true north.
- For overhead wires or transmission lines, include size and configuration of wires and their supporting structures (Attach depiction).
- For each pole/support, include coordinates, site elevation, and structure height above ground level or water.
- For buildings, include site orientation, coordinates of each corner, dimensions, and construction materials.
- For alterations, explain the alteration thoroughly.
- For existing structures, thoroughly explain the reason for notifying the FAA (e.g. corrections, no record or previous study, etc.).

Filing this information with the FAA does not relieve the sponsor of this construction or alteration from complying with any other federal, state or local rules or regulations. If you are not sure what other rules or regulations apply to your proposal, contact local/state aviation's and zoning authorities.

Paperwork Reduction Work Act Statement: This information is collected to evaluate the effect of proposed construction or alteration on air navigation and is not confidential. Providing this information is mandatory or anyone proposing construction or alteration that meets or exceeds the criteria contained in 14 CFR, part 77. We estimate that the burden of this collection is an average 19 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB control number associated with this collection is 2120-0001. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, AES-200.







**TOWN OF BEAUFORT,  
NORTH CAROLINA**

**SUBDIVISION ORDINANCE**

**SEPTEMBER 1998**

**Adopted by the Beaufort Board of Commissioners:  
September 8, 1998**

**Amended as of:  
8/8/05, 4/11/16, & 6/11/16, and 10/10/16**





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**ARTICLE I. TITLE AND PURPOSE**

**Section 1. Title.**

This Ordinance shall be known and may be cited as the "Subdivision Regulations for Beaufort, North Carolina," and may be referred to as the subdivision regulations.

**Section 2. Purpose.**

The purpose of this Ordinance is to establish procedures and standards for the development and subdivision of land within the ~~territorial~~planning and development regulation jurisdiction of Beaufort. It is further designed to provide for the orderly growth and development of Beaufort; for the coordination of streets and highways within proposed subdivisions with existing or planned streets and highways and with other public facilities; for the dedication or reservation of recreation areas serving residents of the immediate neighborhood within the subdivision and of rights-of-way or easements for street and utility purposes; and for the distribution of population and traffic in a manner that will avoid congestion and overcrowding and will create conditions essential to public health, safety, and the general welfare. This Ordinance is designed to further facilitate adequate provision for water, sewerage, parks, schools, and playgrounds, and also to facilitate the further re-subdivision of larger tracts into smaller parcels of land.



## ARTICLE II. AUTHORITY AND JURISDICTION

### Section 1. Authority.

This Ordinance is hereby adopted under the authority and provisions of the NC General Statutes of North Carolina, Article ~~498~~, Chapter 160~~DA-371, Part 2~~, Subdivision Regulation.

### Section 2. Jurisdiction.

~~Cities and Towns:~~ The regulations contained herein, as provided in N.C.G.S. ~~Article 19, Chapter 160A-371, Part 2~~160D-801, shall govern each and every subdivision within the planning and development regulation jurisdiction of Beaufort, as directed in the ordinance duly adopted by the Town of Beaufort Board of Commissioners and as may hereafter be adopted which would amend, repeal or modify ordinances in effect at the time this subdivision ordinance is adopted.



**ARTICLE III. PREREQUISITE TO PLAT RECORDATION AND APPROVAL OF PUBLIC SERVICE**

**Section 1. Prerequisite to Plat Recordation.**

After the effective date of this Ordinance, each individual subdivision plat of land within the Town of Beaufort's planning and development regulation jurisdiction shall be approved by the ~~town~~ Board of Commissioners or Zoning Administrator.

**Section 2. Approval of Public Services.**

No street shall be maintained by the Town of Beaufort nor street dedication accepted for ownership and maintenance, no construction permits shall be issued, nor shall water, sewer or other town facilities or service be extended to or connected with any subdivision for which a plat is required to be approved unless and until such final plat has been approved by the Town of Beaufort.





**ARTICLE IV. LEGAL PROVISIONS**

**Section 1. Procedure for Plat Approval.**

After the effective date of this Ordinance, no subdivision plat of land within the Town of Beaufort's and development regulation jurisdiction shall be filed or recorded until it has been submitted to and reviewed or approved by the appropriate agency Zoning Administrator, as set forth in Article III, Section 1 of this Ordinance, and until this approval is entered in writing on the face of the plat and per N.C.G.S. 160D-403(s) by the mayor or head of that agency Zoning Administrator. The register of deeds shall not file or record a plat of a subdivision of land located within the territorial planning and development regulation jurisdiction of Beaufort that has not been approved in accordance with these provisions, nor shall the clerk of superior court order or direct the recording of a plat if the recording would be in conflict with this section.

**Section 2. Statement by Owner.**

The owner of land shown on a subdivision plat submitted for recording, or his authorized agent, shall sign a statement on the plat stating whether or not any land shown thereon is within the subdivision regulation planning and development regulation jurisdiction of any the town.

**Section 3. Effect of Plat Approval on Dedications.**

Pursuant to N.C.G.S. 160A-374 160D-806, the approval of a plat shall not be deemed to constitute or affect the acceptance by the town or public of the dedication of any street or other ground, public utility line, or other public facility shown on the plat. However, any the Board of Commissioners may by resolution accept any dedication made to the public of lands or facilities for streets, parks, public utility lines, or other public purposes, when the lands or facilities are located within its subdivision regulation planning and development regulation jurisdiction. Acceptance of dedication of lands or facilities located within the planning and development regulation subdivision regulation jurisdiction but outside the corporate limits of the Town of Beaufort shall not place on the town any duty to open, operate, repair, or maintain any street, utility line, or other land or facility, and the Town of Beaufort shall in no event be held to answer in any civil action or proceeding for failure to open, repair, or maintain any street located outside its corporate limits.

**Section 4. Penalties for Violation.**

Any person who being the owner or agent of the owner of any land located within the planning and development regulation territorial jurisdiction of this Ordinance, subdivides his/her land in violation of this Ordinance or transfers or sells land by reference to, exhibition of, or any other use of a plat showing subdivision of land before the plat has been properly approved under this Ordinance and recorded in the Office of the Carteret County Registry of Deeds, shall be subject to any or all of the following penalties below set forth. The description by metes and bounds in an instrument of transfer or other documents used in the process of selling of transferring land shall not exempt the transaction for this penalty.

Additionally, any owner who has received subdivision approval and who fails to comply with any of the conditions of that approval or fails to follow the terms of this Ordinance shall be subject to the penalties herein.

**1. Civil Penalty**

- a. Any violation of any provision of this Ordinance shall be subject to a civil penalty assessed by the Building Inspector/Zoning ~~Officer-Administrator~~ in an amount not to exceed \$100 per day. Civil penalties shall be paid within thirty (30) days to the Town. If not so paid, the Town may initiate a civil action in the nature of debt to collect any unpaid penalty.
- b. Said civil penalty shall be initiated by the Building Inspector/Zoning Administrator giving written notice of the violation along with a statement that a civil penalty is being imposed and the amount of the penalty. The notice shall state that each day the violation continues to exist shall be an additional and separate violation subject to the same civil penalty set forth in the notice. The notice shall further state that no additional notice will be sent for continuing violations and penalties. The notice shall inform the recipient that he or she may appeal the civil penalty within ~~ten (10)~~ thirty (30) days of the notice of violation to the Town Manager. If an appeal is made, a hearing, with the Building Inspector/Zoning Administrator or other decision-making official present, shall be held before the ~~Town Manager, Board of Adjustment~~, who, following the hearing, shall affirm, reduce or reverse the imposition of the penalty assessed by the Building Inspector/Zoning Administrator. Civil penalties and enforcement actions shall be paused during the appeal process.
- c. After the ~~Town Manager~~ Board of Adjustment has issued a ruling on the penalty, the decision may be appealed to ~~the Board of Commissioners~~ superior court. ~~Said notice of appeal must be given within ten (10) days of the date of the Town Manager's decision. If an appeal is made, a hearing shall be held before the Board of Commissioners, who, following the hearing, shall affirm, reduce or reverse the imposition of the penalty.~~

2. Misdemeanor Offense. In addition to the civil penalty, violations may also be punishable as a misdemeanor offense, each day's continuing violation constituting a separate offense. Upon conviction the violator shall be punished in accordance with Section 14-4(a) of the North Carolina General Statutes.

3. Injunction and Order of abatement. In addition, any provision of this Ordinance may be enforced by injunction or order of abatement. When a violation of this Ordinance occurs the Town may apply to the appropriate division of the General Court of Justice for a mandatory or prohibitory injunction and order of abatement commanding the defendant to correct the unlawful condition upon or cease the unlawful use the property. This action shall be governed in all respects by the laws and rules governing civil proceedings, including the Rules of Civil Procedure in general and Rule 65 in particular.

**Section 5. Separability.**

Should any section or provision of this Ordinance be decided by a court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the

ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**Section 6. Variances.**

The Board of ~~Commissioners Adjustment~~ may authorize a variance from these regulations when, in its opinion, undue hardship may result from strict compliance. In granting any variance, the Board of ~~Commissioners Adjustment~~ shall hold an evidentiary hearing and make a quasi-judicial decision using the findings required below, ~~taking into account the nature of the proposed subdivision, the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision, and the probable effect of the proposed subdivision upon traffic conditions in the vicinity.~~ No variance shall be granted unless the Board of ~~Commissioners Adjustment~~ finds:

- a. Unnecessary hardship would result from the strict application of the regulation. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.
- b. The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance. A variance may be granted when necessary and appropriate to make reasonable accommodation under the Federal Fair Housing Act for a person with a disability.
- c. The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with the knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship.
- d. The requested variance is consistent with the spirit, purpose, and intent of the regulation, such that public safety is secured and substantial justice is achieved.
- ~~a. That there are special circumstances or conditions affecting said property such that the strict application of the provisions of this Ordinance would deprive the applicant of the reasonable use of land.~~
- ~~b. That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.~~
- ~~c. That the circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this Ordinance.~~
- ~~d. That the granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.~~

**Section 7. Text Amendments.**

The Board of Commissioners may from time to time amend the terms of this Ordinance through the legislative process described in N.C.G.S. 160D-601, ~~but no amendment shall become effective, unless it shall have been proposed by or shall have been submitted to the Planning Board for review and recommendation. The Planning Board shall have 30 days within which to submit its report. If the Planning Board fails to submit a report within the specified time, it shall be deemed to have approved the amendment.~~

**Section 8. Abrogation.**

It is not intended that this Ordinance repeal, abrogate, annul, impair, or interfere with any existing easements, covenants, deed restrictions, agreements, rules, regulations or permits previously adopted or issued pursuant to law. However, where this Ordinance imposes greater restrictions, the provisions of this Ordinance shall govern.

**Section 9. Reenactment and Repeal of Existing Subdivision Ordinance.**

This Ordinance in part carries forward by reenactment some of the provisions of the former Subdivision Ordinance of the Town of Beaufort adopted on June 25, 1979, and it is not the intention to repeal but rather to reenact and continue in force such existing provisions so that all rights and liabilities that have accrued thereunder are preserved and may be enforced. All provisions of the subdivision ordinance, which are not reenacted herein, are hereby repealed.

All suits at law or in equity and/or all prosecutions resulting from the violation of any Subdivision Ordinance heretofore in effect, which are now pending in any of the courts of this state or of the United States, shall not be abated or abandoned by reason of the adoption of this Ordinance, but shall be prosecuted to their finality the same as if this Ordinance had not been adopted; and any and all violations of the existing ordinance, prosecutions for which have not yet been instituted, may be hereafter filed and prosecuted; and nothing in this Ordinance shall be so construed as to abandon, abate, or dismiss any litigation or prosecution now pending and/or which may heretofore have been instituted or prosecuted.

**Section 10. Word Interpretation.**

For the purpose of this Ordinance, certain words shall be interpreted as follows:

Words used in the present tense include the future tense.

Words used in the singular number include the plural and words used in the plural number include the singular, unless the natural construction of the wording indicates otherwise.

The word "person" includes a firm, association, corporation, trust, and company, as well as an individual.

The word "used for" shall include the meaning "designed for."

The word "structure" shall include the word "building."

The word "lot" shall include the words "plot," "parcel," or "tract."

The word "shall" is always mandatory and not merely directive.

**Section 11. Effective Date & Permit Choice.**

This Ordinance shall take effect and be in force from and after the 8th day of ~~September~~,September 1998. Duly adopted by the Board of Commissioners of the Town of Beaufort, North Carolina, this the 8th day of ~~September~~,September 1998.

Per N.C.G.S. 160D-108, if this ordinance is amended between the time an application for a subdivision is submitted and a subdivision compliance decision is made or if this ordinance is amended after a subdivision compliance decision has been challenged and found to be wrongfully denied or illegal, N.C.G.S. 143-755 applies.

## ARTICLE V. DEFINITIONS

### Section 1. "Subdivision" Defined.

Per N.C.G.S. 160D-802 and ~~For~~ the purpose of this Ordinance, "subdivision" means all divisions of a tract or parcel of land into two or more lots, building sites, or other divisions when any one or more of those divisions is created for the purpose of sale or building development (whether immediate or future) and shall include all divisions of land involving the dedication of a new street or a change in existing streets; however, the following ~~is shall~~ not be included within this definition and ~~is not~~ be subject to ~~any the~~ regulations ~~enacted pursuant to this~~ authorized by this Ordinance:

- a. The combination or recombination of portions of previously subdivided and recorded lots or previously platted lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the Town of Beaufort, as shown in ~~its subdivision regulation~~ this Ordinance;
- b. The division of land into parcels greater than ten acres where no street right-of-way dedication is involved;
- c. The public acquisition by purchase of strips of land for the widening or opening of streets or for public transportation system corridors; and
- d. The division of a tract in single ownership whose entire area is no greater than two acres into not more than three lots, where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the standards of the Town of Beaufort, as shown in this Ordinance.
- e. The division of a tract of land into parcels in accordance with the terms of a probated will or in accordance with intestate succession under Chapter 29 of the General Statutes.

Per N.C.G.S 160D-802(c), only a final plat shall be required for recordation for the divisions of a tract or parcel of land in single ownership if the following criteria are met:

- a. The tract or parcel to be divided is not exempted under Section 1 of this ordinance.
- b. No part of the tract or parcel to be divided has been divided under this subsection in the 10 years prior to division.
- c. The entire area of the tract or parcel to be divided is greater than 5 acres.
- d. After division, no more than three lots result from the division.
- e. After division, all resultant lots comply with all of the following:
  - (1) All lot dimension size requirements of the applicable land-use regulations, if any.
  - (2) The use of the lots is in conformity with the applicable zoning requirements, if any.

(3) A permanent means of ingress and egress is recorded for each lot

**Section 2. Other Definitions.**

For the purpose of this Ordinance, certain words or terms used herein shall be defined as follows:

Administrative decision: Decisions made in the implementation, administration, or enforcement of development regulations that involve the determination of facts and the application of objective standards set forth in this ordinance. These are sometimes referred to as ministerial decisions or administrative determinations.

Administrative hearing: A proceeding to gather facts needed to make an administrative decision.

*Alley:* A roadway easement which affords only a secondary means of access to abutting property and not intended for general traffic circulation.

*Buffer Strip:* A buffer strip shall consist of an approved wall, fence, or planted strip of such characteristics as will provide an obscuring screen. The purpose of the buffer strip is to screen light, noise, odor, and dust. The buffer shall be no less than six (6) feet in height, except when extending into a front yard, in which case the buffer shall be a maximum of four (4) feet in height. If composed of planted material, the buffer strip shall be composed of evergreen trees, or a mixture of evergreen and deciduous trees at least ten (10) feet in width, with trunks spaced not more than ten feet apart, plus at least one row of dense shrubs with main trunks a maximum of five (5) feet apart using mature plants only.

*Building Setback Line:* A line establishing the minimum allowable distance between the nearest portion of any building and the street right-of-way line when measured perpendicularly thereto; or, on a flag lot, a line establishing the minimum allowable distance between the nearest portion of any building and the interior lot line most parallel to and nearest the street from which access is obtained. The following are allowed to encroach three (3) feet beyond the building setback line toward the street right-of-way used to establish the building setback line: (i) uncovered porches, decks and steps, (ii) chimneys, (iii) eaves, (iv) gutters, and (v) fixtures similar to those listed in (i) through (iv). The terms “front set back line” and “minimum front building line” shall mean “building setback line” as herein defined

*Cluster Development:* A development design technique that concentrates residential buildings in specific areas on a site to allow the remaining land to be used for recreation, common open space, and preservation of environmentally sensitive areas, historic, scenic vistas and natural areas.

*Condominium:* Ownership of single units in a multi-unit structure with common areas and facilities developed and submitted to condominium ownership, in accordance with Chapter 47A of the North Carolina General Statutes.

*Condominium Development:* A project consisting of three or more condominium units in one or more multi-unit buildings designed, developed, and constructed for unit ownership, in accordance with Chapter 47A of the North Carolina General Statutes.



Comprehensive plan: A comprehensive plan that has been officially adopted by the Board of Commissioners pursuant to G.S. 160D-501.

*Dedication:* A gift, by the owner, or a right to use of land for a specified purpose or purposes. Because a transfer of property rights is entailed, dedication must be made by written instrument, and is completed with an acceptance.

Determination: A written, final, and binding order, requirement, or determination regarding an administrative decision.

*Double Frontage Lot:* A continuous (through) lot which is accessible from both streets upon which it fronts.

*Easement:* A grant by the property owner of a strip of land for a specified purpose and use by the public, a corporation, or persons.

Evidentiary hearing: A hearing to gather competent, material, and substantial evidence in order to make findings for a quasi-judicial decision required by a development regulation adopted under this ordinance.

*Flag Lot:* An irregularly shaped lot where the buildable portion of the lot is connected to its street frontage by an access corridor of the lot that does not meet the minimum lot width and street frontage standards specified in the zoning district in which the lot is located. As used in the Town’s land use ordinances the term “access corridor” in connection with a flag lot shall mean that portion of a flag lot between the street onto which the lot has access and the point where the lot dimension parallel to the street first equals or exceeds the minimum lot width specified by the zoning district regulations.

*Group Housing:* Includes apartments, condominiums, townhouses, and planned unit developments.

*Landscape Plan:* A schematic drawing of property to scale depicting (1) all existing trees with a trunk diameter of five inches (5”) or larger at four feet (4’) above grade; (2) all proposed new trees; (3) all buffer vegetation whether existing or proposed; and (4) all trees between the property line and adjacent street paving.

Legislative hearing: A hearing to solicit public comment on a proposed legislative decision.

*Lot:* Land area of defined boundaries in single ownership, set aside for separate use or occupancy, and recorded as such in the office of the Carteret County Register of Deeds.

*Lot of Record:* A lot which is part of a subdivision, a plat of which has been recorded in the Office of the Register of Deeds of Carteret County prior to the adoption of this Ordinance, or a lot described by metes and bounds, the description of which has been so recorded prior to the adoption of this Ordinance.

*Lot Types:*

*Corner Lot:* A lot located at the intersection of two or more streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost point of the lot meet at an interior

angle of less than 135 degrees. The street line forming the least frontage shall be deemed the front of the lot except where two street lines are equal, in which case the owner shall be required to specify which is the front when requesting a building permit.

*Interior Lot:* A lot other than a corner lot with only one frontage on a street.

*Through Lot or a Double Frontage Lot:* A lot other than a corner lot with frontage on more than one Side Street. Through lots abutting two streets may be referred to as double frontage lots.

*Reversed Frontage Lot:* A lot on which the frontage is at right angles or approximately right angles (interior angle less than 135 degrees) to the general pattern in the area. A reversed frontage lot may also be a corner lot, an interior lot, or a through lot.

*Official Maps or Plans:* Any maps or plans officially adopted by the Board of Commissioners as a guide to the development of the Town of Beaufort.

*Open Space:* All land area not covered by buildings, structures, parking areas, or street pavement.

~~*Plan:* Any documented and approved program of recommended action, policy, intention, etc., which sets forth goals and objectives along with criteria, standards and implementing procedures necessary for effectively guiding and controlling decisions relative to facilitating development and growth management. The plan is sometimes referred to as "the land development plan."~~

~~*Person:* An individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, interstate body, the State of North Carolina and its agencies and political subdivisions, or other legal entity.~~

*Planned Unit Development:* The planned unit development is a use regulated by the town's [zoning ordinance](#) [Land Development Ordinance](#) and designed to provide for developments incorporating a single type or a variety of residential and related uses which are planned and developed as a unit. Such development may consist of individual lots or common building sites. Common land must be an element of the plan related to affecting the long-term value of the entire development.

*Planning Board:* The Planning Board is established and defined by the Town of Beaufort [Zoning Land Development Ordinance](#).

*Plat:* A map or plan of a parcel of land which is to be or has been subdivided.

~~*Preliminary Review Forum.* Per N.C.G.S 160D-301(b)(6), a public meeting or forum held by the Planning Board on development approvals requiring a quasi-judicial decisions by the Board of Commissioners. These forums may be held provided that no part of the forum or recommendation made may be used as a basis for the Board of Commissioners decision.~~

*Private Driveway:* A roadway serving two or fewer lots, building sites or other division of land and not intended to be public ingress or egress.

*Private Street:* An undedicated private right-of-way which affords access to abutting properties and requires a subdivision streets disclosure statement in accordance with N.C.G.S. 136-102.6.

*Public Sewage Disposal System:* A system serving two or more dwelling units and approved by the Carteret County Division of the District Health Department of the Carteret County Health Department and the North Carolina Department of Natural and Economic Resources.

*Public Water Supply:* Any water supply furnishing potable water to ten or more residences or businesses, or combination of residences or businesses. Approval by the Sanitary Engineering Division, State Board of Health, Department of Human Resources is required.

*Quasi-judicial decision:* A decision involving the finding of facts regarding a specific application of a development regulation and that requires the exercise of discretion when applying the standards of the regulation. The term includes, but is not limited to, decisions involving variances, special use permits, certificates of appropriateness, and appeals of administrative determinations. Decisions on the approval of subdivision plats and site plans are quasi-judicial in nature if the regulation authorizes a decision-making board to approve or deny the application based not only upon whether the application complies with the specific requirements set forth in the regulation, but also on whether the application complies with one or more generally stated standards requiring a discretionary decision on the findings to be made by the decision-making board.

*Recreation Area or Park:* An area of land or combination of land and water resources that is developed for active and/or passive recreation pursuits with various manmade features that accommodate such activities.

*Reservation:* A reservation of land does not involve any transfer of property rights. It simply constitutes an obligation to keep property free from development for a stated period of time.

*Single-Tier Lot:* A lot which backs upon a limited access highway, a railroad, a physical barrier, or another type of land use and to which access from the rear is usually prohibited.

*Street:* A dedicated and accepted public right-of-way for vehicular traffic. The dedication of half streets at the perimeter of a new subdivision is prohibited. If circumstances render this impracticable, adequate provision for the concurrent dedication of the remaining half of the street must be furnished by the sub-divider. Where there may exist a half street in an adjoining subdivision, the remaining half shall be provided by the proposed development. The following classifications shall apply:

*Rural Roads.*

*Major Collector:* A road which serves major intra-county travel corridors and traffic generators and provides access to the arterial system.

*Minor Arterial:* A rural link in a network joining cities and larger towns and providing intrastate and inter-county service at relatively high (55 mph) overall travel speeds with minimum interference to through movement. This network would primarily serve traffic.

*Minor Collector:* A road which provides service to small local communities and links with locally important traffic generators with their rural hinterland.

*Local Road:* A local road serves primarily to provide access to adjacent land and for travel over relatively short distances.

*Principal Arterial:* A rural link in a network of continuous routes serving corridor movements having trip length and travel density characteristics indicative of substantial statewide or interstate travel and existing solely to serve traffic. This network would consist of interstate routes and other routes designed as principal arterials.

*Urban Streets.*

*Local Street:* A local street is any link not a higher-order urban system and serves primarily to provide direct access to abutting land and access to higher systems. It offers the lowest level of mobility and through traffic is usually deliberately discouraged.

*Major Thoroughfares:* Major thoroughfares consist of interstate, other freeway and expressway links, and major streets that provide for the expeditious movement of volumes of traffic within and through urban areas.

*Minor Thoroughfares:* Minor thoroughfares are important streets in the city system and perform the function of collecting traffic from local access streets and carrying it to the major thoroughfare system. Minor thoroughfares may be used to supplement the major thoroughfare system by facilitating a minor thorough-traffic movement and may also serve abutting property.

*Specific Type Rural or Urban Streets.*

*Alley:* A strip of land, owned publicly or privately, set aside primarily for vehicular service access to the back or side of properties otherwise abutting on a street.

*Cul-de-sac:* A cul-de-sac is a short street having but one end open to traffic and the other end being permanently terminated and a vehicular turnaround provided.

*Expressway:* An expressway is a divided street or road which serves through traffic with full or partial control of access and generally with grade separations at intersections; however, infrequent at-grade crossings may be permitted.

*Frontage Road:* A frontage road is a local street or road that is parallel to a full or partial access controlled facility and functions to provide access to adjacent land.

*Freeway:* A freeway is a divided street or road which serves through traffic with full control of access and with grade separations at intersections.

*Sub-divider:* Any person, firm, or corporation who subdivides or develops any land deemed to be a subdivision as herein defined.

~~*Townhouse Development:* Three or more attached single-family residences in one or more multi-residential structures, with each townhouse or row house occupying its individual land area, with streets, drives, recreational areas, open spaces and other facilities for ownership by the association of property owners within a development.~~



**ARTICLE VI. COMPLIANCE WITH OFFICIAL PLANS**

**Section 1. Thoroughfare Plans.**

Where a proposed subdivision includes any part of a thoroughfare which has been designated as such upon the officially adopted thoroughfare plan of the Town of Beaufort, such part of such thoroughfare shall be platted by the sub-divider in the location shown on the plan and at the width specified in this Ordinance.

**Section 2. School Plans.**

Per N.C.G.S 160-D-804, ~~¶~~this Ordinance provides for the reservation of school sites in accordance with ~~comprehensive land use~~ plans approved by the Board of ~~Commissioners or the Planning Board. In~~Commissioners. In order for this authorization to become effective, before approving such plans, the Board of Commissioners ~~or Planning Board~~ and the Board of Education with jurisdiction over the area shall jointly determine the specific location and size of any school sites to be ~~reserved, which information shall appear in the comprehensive land use plan. Whenever reserved. Whenever~~ a subdivision is submitted for approval, which includes part or all of a school site to be reserved under the plan, the Board of Commissioners ~~or Planning Board~~ shall immediately notify the Board of Education and the board shall promptly decide whether it still wishes the site to be reserved. If the Board of Education does not wish to reserve the site, it shall so notify the Board of Commissioners ~~or Planning Board~~ and no site shall be reserved. If the board does not wish to reserve the site, the subdivision shall not be approved without such reservation. The Board of Education shall then have 18 months beginning on the date of final approval of the subdivision within which to acquire the site by purchase or by initiating condemnation ~~to condemn the site~~proceedings. If the Board of Education has not purchased or initiated condemnation of the site within 18 months, the sub-divider may treat the land as freed of reservation.

**Section 3. Review by Other Agencies.**

The following agencies shall be given an opportunity to make recommendations concerning an individual subdivision plat before the plat is approved:

1. The district highway engineer as to proposed State streets, State highways, and related drainage systems;
2. The county health director or local public utility, as appropriate, as to proposed water or sewerage systems;
3. The Coastal Area Management officer or Coastal Resources Commission if the rules and regulations of the Coastal Area Management Act or the Coastal Resources Commission either require review or the Board of Commissioners requests their review;
4. Town building inspector;
5. Any other agency or official designated by the Board of Commissioners.

**Section 4. Zoning and Other Plans.**

Similarly, proposed subdivisions must comply in all respects with the requirements of the [zoning ordinance](#)[Land Development Ordinance](#) in effect in the area to be subdivided, and any other officially adopted plans.

## ARTICLE VII. PROCEDURE FOR REVIEW AND APPROVAL OF SUBDIVISION PLATS

### Section 1. General.

Pursuant to N.C.G.S. ~~460A-373~~160D-803, no final plat of a subdivision within the planning and development regulation jurisdiction of the Town of Beaufort, as established in Article II of this Ordinance, shall be recorded by the Register of Deeds of Carteret County until it has been approved by the Zoning Administrator~~or the Board of Commissioners~~, as provided herein. To secure such approval of a final plat, the sub-divider shall generally follow the procedures established in this article.

### Section 2. Sketch Design Plan.

Prior to preliminary plat application the sub-divider shall submit to the building inspector/zoning ~~officer-administrator~~ a simple sketch plan of the proposed subdivision. The sub-divider shall, at this time, discuss the proposed development with the building inspector/zoning ~~officer-administrator~~ and become familiar with the regulations affecting the land to be subdivided. This procedure does not require formal application or fee. Sketch plans shall conform to the following requirements:

- 2.01. *Number of Copies and Graphic Media.* A minimum of two copies of a sketch design plan shall be submitted. No specific graphic media must be employed.
- 2.02. *Size of Plan and Scale.* No specific size or scale requirements apply to sketch design plans; it is suggested that the requirements applicable to preliminary and final plats be utilized.
- 2.03. *Administrative Fees.* No administrative fees are charged in connection with the submission of sketch design plans.
- 2.04. *Certification Required.* No certificates must be provided in connection with the submission of sketch design plans.
- 2.05. *Contents Required.* The sketch design plan shall depict or contain the following information:
  - 2.05.01. A sketch vicinity map showing the location of the subdivision in relation to neighboring tracts, subdivisions, roads, and waterways;
  - 2.05.02. The boundaries of the tract and the portion of the tract to be subdivided;
  - 2.05.03. The total acreage to be subdivided;
  - 2.05.04. The existing and proposed uses of the land within the subdivision and adjoining it;
  - 2.05.05. The proposed street and lot layout;
  - 2.05.06. The name, address, and telephone number of the owner;
  - 2.05.07. The name, if any, of the proposed subdivision;
  - 2.05.08. Streets and lots of adjacent developed or platted properties;
  - 2.05.09. The zoning classifications of the tract and of adjacent properties.



- 2.06. *Review Procedure.* The building inspector/zoning ~~officer~~ administrator shall review the sketch design plan for general compliance with the requirements of this Ordinance and the ~~zoning ordinance~~ Land Development Ordinance; the building inspector/zoning ~~officer~~ administrator shall advise the sub-divider or his authorized agent of the regulations pertaining to the proposed subdivision and the procedures to be followed in the preparation and submission of the preliminary and final plats. This review shall in no way be construed as constituting an official action of approval for recording of the subdivision by the ~~Planning Board or~~ Board of Commissioners, as required by this Ordinance.
- 2.07. *Disposition of Copies.* One copy shall be retained by the building inspector/zoning ~~officer~~ administrator for his records with the other copy being returned to the sub-divider or his authorized agent.
- 2.08. *Development Near Town Waste Treatment Plant.* Areas and lands that are located within 150 feet of the Town of Beaufort's sewage treatment plant property located off State Road 1412 shall not be subdivided into commercial or residential building sites unless the sub-divider presents the written opinion and certification from the North Carolina State Board of Health, North Carolina Division of Water Quality, or similar state agency, which certifies that said areas in close proximity to the sewage treatment plant are suitable and safe for human habitation and use. Said areas may be used as open space, roads, recreational areas, and similar uses which do not constitute a health hazard to persons in close proximity to the sewage treatment plant.

**Section 3. Preliminary Plat.**

The sub-divider, or the sub-divider's duly authorized agent, shall submit eight copies of the preliminary plat, and any supplementary materials, to the Planning Board at least 14 days prior to a regular meeting of that board, for every subdivision of land which is located within the ~~territorial-planning and development regulation~~ jurisdiction established by Article II, section 2 hereof.

- 3.01. *Number of Copies and Graphic Media.* Eight copies (8) of the preliminary plat shall be submitted; no specific graphic media must be employed. Three (3) copies shall be disposed of as provided under paragraph 3.07; five (5) copies shall be distributed for review as provided in paragraph 3.06.
- 3.02. *Size of Plat and Scale.* No specific size requirements apply to preliminary plats. Preliminary plats shall be prepared at a scale of one inch equals 200 feet, or greater.
- 3.03. *Administrative Fees.* An administrative fee as set from time to time by the Board of Commissioners shall be charged with the submission of preliminary plats. No fee shall be charged for sketch plan submittal.
- 3.04. *Certifications Required.* No certifications must be provided in connection with the submission of preliminary plats. (See Article VIII, section 8, regarding approval of utilities.)
- 3.05. *Contents Required.* The preliminary plat shall depict or contain the following information; lots not illustrating or containing the following data shall be returned to the sub-divider or his authorized agent for completion and resubmission:

- 3.05.01. The proposed name of the subdivision;
- 3.05.02. A sketch vicinity map showing the relationship between the proposed subdivision and the surrounding area at a scale of one inch equals 400 feet;
- 3.05.03. The boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented, with all bearings and distances shown;
- 3.05.04. Scale denoted both graphically and numerically;
- 3.05.05. North arrow and declination;
- 3.05.06. The plans for proposed utility layouts, including sanitary sewers, storm sewers, water distribution lines, natural gas, telephone and electrical service, illustrating connections to existing systems. Plans for water supply and/or sewage disposal must be accompanied by letters of preliminary approval by the appropriate county and state authorities (see appendix I). Plans must show line sizes, the location of fire hydrants, blow-offs, manholes, pumps, force mains, and gate valves, and shall include profiles based upon mean sea level datum for sanitary sewers and storm sewers;
- 3.05.07. Proposed street names; all streets must be designated either "public" or "private";
- 3.05.08. The zoning classification(s) of the tract to be subdivided and on adjoining properties;
- 3.05.09. Proposed location and size of parks, school sites, or other recreational or open spaces, if any, and their future ownership (dedication for public use to governmental body, for owners to duly constituted homeowners' or community association, or for tenants remaining in sub-divider's ownership);
- 3.05.10. Site calculations, including:
  - (1) Acreage in total tract to be subdivided;
  - (2) Acreage in parks and other nonresidential use;
  - (3) Total number of parcels created;
  - (4) Linear feet in streets;
- 3.05.11. Proposed minimum building setback lines;
- 3.05.12. The names of owners of adjoining properties and any adjoining subdivisions of record (or proposed and under review);
- 3.05.13. Any proposed riding trails, natural buffers, pedestrian, bicycle, or other rights-of-way, utility or other easements, their location, width, and purposes;
- 3.05.14. Proposed streets, existing and platted streets on adjoining properties and in the proposed subdivision, rights-of-way, pavement widths, approximate grades, design engineering data for all corners and curves, and typical street cross-sections. If any street is proposed to intersect with a state-maintained road, the plat shall be accompanied by an application for driveway approval, as required by the Department of Transportation, Division of Highways' Manual on Driveway Regulations;
- 3.05.15. Existing and proposed property lines, both on the tract to be subdivided and on adjoining properties, building or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and on the land immediately adjoining, corporate limits, township boundaries, and county lines;
- 3.05.16. Proposed lot lines, lot and block numbers, and approximate dimensions;

- 3.05.17. Wooded areas, creeks, rivers, bodies of water, marshes, swamps, ponds or lakes, streams or stream beds, and any other natural features affecting the site;
- 3.05.18. The preliminary plat should be accompanied by a copy of any proposed deed restrictions or similar covenants when deemed necessary by the ~~Planning Board~~Zoning Administrator (mandatory when private recreation areas are established);
- 3.05.19. Date of plat preparation;
- 3.05.20. The name(s) of the township(s), county, and state in which the subdivision is located;
- 3.05.21. The name(s), address(es), and telephone number(s) of the owner(s), mortgagee(s), registered surveyor(s), land planner(s), architect(s), landscape architect(s), and professional engineer(s) responsible for the subdivision;
- 3.05.22. The name and location of any property, within the proposed subdivision or within any contiguous property, that is listed on or is eligible for listing on the U.S. Department of Interior's National Register of Historic Places; likewise any property that has been designated by local ordinance as an "historic property," pursuant to N.C.G.S. ~~Chapter 160A, Article 19, Part 3B~~160D Article 9 Part 4, likewise any property that has been designated by local ordinance as an "historic district," pursuant to N.C.G.S. ~~Chapter 160A-400.4;160D-944;~~
- 3.05.23. Environmental impact statement. Pursuant to Chapter 113A of the North Carolina General Statutes, the ~~Planning Board~~Zoning Administrator may require the sub-divider to submit an environmental impact statement with his preliminary plat if:
  - (1) The development exceeds two acres in area; and
  - (2) If the board deems it necessary due to the nature of the land to be subdivided, or peculiarities in the proposed layout;
- 3.05.24. All information and data required by the duly adopted flood ordinance as amended for the Town of Beaufort;
- 3.05.25. Any other information considered by either the sub-divider or the ~~Planning Board~~Zoning Administrator to be pertinent to the review of the preliminary plat; i.e., topographic map showing vertical contours every five feet.
- 3.05.26. Landscape plan.

3.06. *Review Procedure.* The Planning Board shall ~~provide a preliminary review forum of per N.C.G.S 160D-301(b)(6) and take action~~make a recommendation to the Town Board of Commissioners on of each preliminary plat within 30 days after first consideration by the Planning Board. First ~~consideration~~review shall be at the next regularly scheduled meeting of the Planning Board that follows at least 14 days after the plat is submitted.

~~Before taking final action on the plat~~Following the preliminary review forum by the Planning Board, the ~~Planning Board~~Board of Commissioners shall hold an ~~evidentiary hearing with public notices per N.C.G.S. 160D-406(b) and make a quasi-judicial decision on the compliance of the plan with this ordinance and all other applicable ordinances.~~

The Board of Commissioners shall determine contested facts and make its decision within a reasonable time. Every quasi-judicial decision shall be based upon competent, material, and substantial evidence in the record. The applicant, the town, and any person who would have standing shall have the right to participate as a party at the

evidentiary hearing. Other witnesses may present competent, material, and substantial evidence that is not repetitive as allowed by the board.

No preliminary plat shall be approved by the Board of Commissioners unless it complies with the following findings of fact:

- (1) All applicable provisions and standards of this ordinance and the Town's zoning land development ordinance are met;
- (2) The plan provides adequate infrastructure (transportation, utilities, drainage, etc.) in accordance with this ordinance and other applicable local, state or federal requirements;

Each quasi-judicial decision shall be in writing, reflect the board's determination of contested facts and their application to the applicable standards, and be approved by the Board of Commissioners. A quasi-judicial decision is effective upon filing the written decision with the town clerk to the Board of Commissioners or such other office or official as listed in this ordinance. The decision of the Board of Commissioners shall be delivered within a reasonable time by personal delivery, electronic mail, or first-class mail to the applicant, landowner, and any person who has submitted a written request for a copy prior to the date the decision becomes effective. The person required to provide notice shall certify to the town that proper notice has been made, and the certificate shall be deemed conclusive in the absence of fraud.

~~shall refer copies of the plat and any accompanying material to those public officials and agencies concerned with the new development including but not limited to town manager, Carteret County Health Department, the District Engineer of the N.C. Department of Transportation (four copies), town building inspector, CAMA officer or Coastal Resources Commission, and the appropriate county soil conservation service office, for review and recommendation.~~

3.07. Approval Period and Disposition of Copies. If the plat is approved, approval shall be valid for 12 months. Such ~~shall~~approval shall be noted on at least three copies of the plat by the Planning Board secretary Zoning Administrator. One copy shall be transmitted to the town clerk who shall retain it for public examination, one copy shall be returned to the sub-divider, and one copy shall be retained by the Planning Board Zoning Administrator. If the preliminary plat is disapproved, the Planning Board Zoning Administrator shall specify the reasons the plat does not meet the standards of this ordinance or other applicable ordinances for such action in writing and delivered per Section 3.06 – Review Procedure. One copy of such reasons shall be retained by the Planning Board Zoning Administrator, one copy shall be given to the sub-divider, and one copy shall be transmitted to the town clerk. If the preliminary plat is disapproved, the sub-divider may make the recommended changes and resubmit a revised preliminary plat for review for review by the Planning Board and decision by the Town Board or appeal the decision to the Board of Commissioners superior court.

**Section 4. Final Plat.**

4.01. Improvements Installation or Guarantees. Upon approval of the preliminary plat by the Planning Board Board of Commissioners, the sub-divider may proceed with the preparation of the final plat for Zoning Administrator approval, and the installation or arrangement for required improvements in accordance with the approved preliminary

plat and the requirements of this Ordinance. Prior to approval of a final plat, the sub-divider shall have installed improvements specified in this Ordinance or guaranteed their installation as provided.

4.02. *Performance Guarantee.* In lieu of prior construction of the improvements required by this Ordinance, the Town of Beaufort may, for the purpose of approving a final plat, accept a guarantee from the sub-divider that such improvements will be carried out according to the Town of Beaufort's specifications at his expense. Such guarantee may be in the form of a surety bond ~~made issued by a surety~~ company ~~licensed authorized~~ to do business in North Carolina, ~~or certified check in favor of the Town of Beaufort, or a letter of credit issued by any financial institution licensed to do business in this state or another form of guarantee that provides equivalent security to a surety bond or letter of credit.~~ Such guarantee shall ~~be in an amount of not less than 100 percent or more than~~ not exceed 125 percent of the reasonably estimated cost of ~~the completion of~~ construction of the required improvements at the time the performance guarantee is issued. Performance guarantees shall be extended or a new performance guarantee issued for an additional year until such required improvements are completed.

4.03. *Release.* After formal acceptance of the infrastructure, ~~the performance guarantee shall be returned or released, as appropriate, in a timely manner upon the acknowledgement by the town that the improvements for which the performance guarantee is being required are complete. The town shall return letters of credit or escrowed funds upon completion of the required improvements to its specifications or upon acceptance of the required improvements, if the required improvements are subject to town acceptance. When required improvements that are secured by a bond are completed to the specifications of the town, or are accepted by the town, if subject to its acceptance, upon request by the developer, the town shall timely provide written acknowledgement that the required improvements have been completed. the Town (Article VII – Section 4.14) will release the performance guarantee within due course of Town Business. [Amended 4/11/16]~~

4.04. *Final Plat Review Contingent upon Execution of Guarantees.* No final plat will be accepted for review by the ~~Planning Board or Board of Commissioners~~ Zoning Administrator unless ~~it is in full accompanied by written notice by the town manager acknowledging~~ compliance with this Ordinance. ~~[Amended 4/11/16]~~

4.05. *The Final Plat.* The final plat shall constitute only that portion of the preliminary plat which the sub-divider proposes to record and develop at the time; such portion shall conform to all requirements of this Ordinance.

4.05.01. No final plat shall be approved unless and until the sub-divider shall have installed in that area, represented on the final plat, all improvements required by this Ordinance or shall have guaranteed their installation, as provided for in paragraphs 4.01 and 4.02 thereof. ~~[Amended 4/11/16]~~

4.06. *Plat Submitted.* The sub-divider shall submit the final plat, so marked, to the ~~town manager or his designee not less than 14 days prior to the Planning Board meeting at which it will be considered for approval~~ Zoning Administrator for approval; further, the plat shall be submitted not more than ~~12-24~~ months after the date on which the preliminary plat was approved, otherwise such approval shall be null and void unless a written extension of this time limit is granted by the ~~Planning Board~~ Board of Commissioners on





(Certification 4.12.02 not required for subdivisions which are connected, or will be connected, to existing publicly owned and operated water supply and sewage disposal systems.)

4.11.03. Certificate of survey and accuracy. I, \_\_\_\_\_, certify that this map was (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (deed description recorded in Book \_\_\_\_\_, Page \_\_\_\_\_, Book \_\_\_\_\_, Page \_\_\_\_\_, etc.) (other); that the error of closure as calculated by latitudes and departures is 1:\_\_\_\_\_; that the boundaries not surveyed are shown as broken lines plotted from information found in Book \_\_\_\_\_, Page \_\_\_\_\_, that this map was prepared in accordance with N.C.G.S. 47-30, as amended. Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_.

\_\_\_\_\_  
Surveyor ~~or~~ Engineer

\_\_\_\_\_  
License or Registration Number

4.11.04. Certificate or approval of the design and installation of streets, utilities, and other required improvements. I hereby certify that all streets, utilities and other required improvements have been installed in an acceptable manner and according to the Town of Beaufort specifications and standards in the \_\_\_\_\_ Subdivision or that guarantees of the installation of the required improvements in an amount and manner satisfactory to the Town of Beaufort have been received, and that the filing fee for this plat, in the amount of \$ \_\_\_\_\_ has been paid.

\_\_\_\_\_  
Date

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

4.12. *Contents Required.* The final plat shall depict or contain the following information; plats not illustrating or containing the following data shall be returned to the sub-divider or his authorized agent for completion and resubmission:

- 4.12.01. The name of the subdivision;
- 4.12.02. The exact boundary lines of the tract to be sub-divided fully dimensioned by lengths and bearings, and the location of intersecting boundary lines of adjoining lands;
- 4.12.03. Scale denoted both graphically and numerically;
- 4.12.04. The plans for utility layouts, including sewers, storm sewers, water distribution lines, natural gas, telephone and electrical service, illustrating connections to existing systems or plans for individual water supply systems and/or sewage disposal systems. Plans must show line sizes, the location of fire hydrants, blow-offs, manholes, pumps, force mains, and gate valves;
- 4.12.05. Street names;

- 4.12.06. The location, purpose, and dimensions of areas to be used for purposes other than residential;
- 4.12.07. Minimum building setback lines;
- 4.12.08. The names of owners of adjoining properties and any adjoining subdivisions of record (or proposed and under review);
- 4.12.09. The location and dimensions of all rights-of-way, utility or other easements, riding trails, natural buffers, pedestrian or bicycle paths, and areas to be dedicated to public use, with the purpose of each stated;
- 4.12.10. Right-of-way lines and pavement widths of all streets, and the location and width of all adjacent streets and easements;
- 4.12.11. Property lines, buildings or other structures, watercourses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and on the land immediately adjoining, corporate limits, township boundaries, and county lines;
- 4.12.12. Sufficient engineering data to determine readily and reproduce on the ground every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distances for the centerline of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute;
- 4.12.13. The accurate locations and descriptions of all monuments, markers, and control points;
- 4.12.14. The blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block;
- 4.13.15. The deed restrictions or any other similar covenants proposed for the subdivision, if any;
- 4.12.16. The date of the survey and plat preparation;
- 4.12.17. North arrow and declination;
- 4.12.18. All certifications as required by section 4.11 of this article;
- 4.12.19. The name(s) of the township(s), county(s), and state in which the subdivision is located;
- 4.12.20. The name and location of any property, within the subdivision or within any contiguous property, that is listed on or is eligible for listing on the U.S. Department of Interior's National Register of Historic Places; likewise any property that has been designated by local ordinance as a "historic property" pursuant to N.C.G.S. [Chapter 160A, Article 19, Part 3B; 160D-945](#); likewise any property that has been designated by local ordinance as an "historic district" pursuant to N.C.G.S. [Chapter 160A, Article 19, Part 3A; 160D-945](#).
- 4.12.21. The name(s), address(es), and telephone number(s) of the owner(s), mortgagee(s), registered surveyor(s), land planner(s), architect(s), landscape architect(s), and professional engineer(s) responsible for the subdivision, and the registration number(s) and seal(s) of the professional engineers and registered surveyors;
- 4.12.22. Any other information considered by either the sub-divider or the [Planning Board/Zoning Administrator](#) to be pertinent to the review of the final plat.
- 4.12.23. Landscape plan.

4.13. *Review Procedure.* Final plats shall be reviewed according to the following procedure:



4.13.01. ~~Planning Board Review~~Administrative Review: The ~~Planning Board~~Zoning Administrator shall approve or disapprove the final plat within 30 days of ~~its~~ his or her first consideration. During ~~its~~ his or her review of the final plat, the ~~Planning Board~~Zoning Administrator may appoint an engineer or surveyor to confirm the accuracy of the final plat. If substantial errors are found preventing compliance with this ordinance or other applicable ordinances, in the opinion of the ~~Planning Board~~Zoning Administrator, the costs shall be charged to the sub-divider and the plat shall not be approved until such errors have been corrected. If the ~~Planning Board~~Zoning Administrator approves the final plat, such approval shall be indicated on each copy of the plat by the following signed certificate:

*Certification of Approval by the ~~Planning Board~~ Zoning Administrator*

~~The Beaufort Planning Board~~The Zoning Administrator of the Town of Beaufort hereby approves the final plat for the \_\_\_\_\_ Subdivision.

\_\_\_\_\_  
Date  
~~Board~~Zoning Administrator,

\_\_\_\_\_  
Chairman, Beaufort Planning  
Town of Beaufort

If the ~~Planning Board~~Zoning Administrator disapproves the final plat, the ~~Planning Board~~Zoning Administrator shall ~~state in writing its~~ provide a written decision with the reasons for such action, specifying the provisions of this Ordinance with which the plat does not comply. One copy of this statement shall be transmitted to the sub-divider within 15 days of disapproval; one copy shall be retained by the ~~Planning Board~~Zoning Administrator as a part of its proceedings; and one copy shall be sent to the town clerk. If the final plat is disapproved, the sub-divider may make such changes as will bring the plat into compliance with the provisions of this Ordinance and resubmit same for reconsideration by the ~~Planning Board~~Zoning Administrator.

If the ~~Planning Board~~Zoning Administrator fails to approve or disapprove the final plat within 30 days after first consideration, as previously defined in paragraph 3.06, such failure shall be deemed approval and shall constitute grounds for the sub-divider to apply for final approval by the Board of Commissioners.

4.13.02. Board of Commissioners Review: ~~The~~ As provided above, if the Zoning a~~Administrator fails to approve or disapprove the final plat within 30 days after first consideration, the~~ Board of Commissioners shall review the final plat with the recommendations of the ~~Planning Board~~Zoning Administrator and shall approve or disapprove the plat within 45 days after it has been received from the ~~Planning Board~~ Zoning Administrator. If the Board of

Commissioners approves the final plat, such approval shall be shown on each copy of the plat by the following signed certificate:

*Certificate of Approval for Recording*

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations for Beaufort, North Carolina, and that this plat has been approved by the Board of Commissioners for recording in the office of the Register of Deeds of Carteret County.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk, Beaufort

If the final plat is disapproved by the Board of Commissioners, the reasons for such disapproval shall be stated in writing, specifying the provisions of this Ordinance with which the final plat does not comply. One copy of such reasons shall be retained by the Board of Commissioners as a part of its proceedings; one copy shall be transmitted to the ~~Planning Board~~Zoning Administrator; and one copy shall be transmitted to the sub-divider. If the final plat is disapproved, the sub-divider may make such changes as will bring the final plat into compliance with this Ordinance and resubmit same for reconsideration by the Board of Commissioners.

- 4.14. *Effect of Plat Approval on Dedications.* The approval of a final plat shall not be deemed to constitute or affect the acceptance by the Town of Beaufort of the dedication of any street or other ground, public utility line, or other public facility shown on the plat. However, the Town of Beaufort may by resolution of the Board of Commissioners accept any dedication made to the public of lands or facilities for streets, parks, public utility lines, or other public purposes, when the lands or facilities are located within its ~~subdivision regulation~~ planning and development regulation jurisdiction. All streets must be designated either "public" or "private." Acceptance of dedications of lands or facilities located within the ~~subdivision regulation~~ planning and development regulation jurisdiction but outside the corporate limits of the town shall not require the town to open, operate, repair, or maintain any street utility line or other land or facility, and the town shall in no event be responsible in any civil action or proceeding for failure to open, repair, or maintain any street located outside its corporate limits.
- 4.15. *Disposition of Copies.* If the final plat is approved by the Board of Commissioners, the original tracing and one print of the plat shall be returned to the sub-divider. One reproducible tracing and one print shall be filed with the town clerk, and one print shall be retained by the ~~Planning Board~~ Zoning Administrator.
- 4.16. *Recording of the Final Plat.* The sub-divider shall file the approved final plat with the Register of Deeds of Carteret County for recording within 60 days after the date of the Zoning Administrator's ~~or Board of Commissioners'~~ approval; otherwise, such approval shall be null and void.
- 4.17. *Re-subdivision Procedures.* For any re-plotting or re-subdivision of land, the same procedures, rules and regulations shall apply, as prescribed here, for an original subdivision. Lot sizes may, however, be varied on an approved plan after recording,

provided that (a) no lot or tract of land shall be created or sold that is smaller than the size shown on the approved plat; (b) drainage, easements or rights-of-way shall not be changed; (c) street alignment and block sizes shall not be changed; (d) the property line between the back of the lots shall not be changed; (e) the rear portion or lots shall not be subdivided from the front part; (f) the character of the area shall be maintained.

- 4.18. *Plat may be Required on any Subdivision of Land.* Pursuant to N.C.G.S. [160A-372160D-804](#), the Board of Commissioners may require of the sub-divider that a plat be prepared, approved, and recorded pursuant to the provisions of this Ordinance whenever any subdivision of land takes place.

## ARTICLE VIII. IMPROVEMENT REQUIRED AND MINIMUM STANDARDS OF DESIGN

### Section 1. General.

Each subdivision shall contain the following improvements, depending on the proposed lot sizes as expressed in the following chart:

Improvements Required		Lot Areas in 1,000 Square Feet					Multi-Family/Group
		20.	15.	10.	8 & 8A.	5.	
(A)	Graded Streets and Lots	X	X	X	X	X	X
(B)	Drainage	X	X	X	X	X	X
(C)	Central Water and Hydrants	X	X	X	X	X	X
(D)	Public Sewer	X	X	X	X	X	X
(E)	Paved Streets	X	X	X	X	X	X
(F)	Max. Street Grade	8%	8%	6%	5%	5%	5%
(G)	Sidewalks One Side	X	X	X			
(H)	Sidewalks Both Sides				X	X	X
(I)	Curb and Gutter		X	X	X	X	X
(J)	Street Lights			X	X	X	X
(K)	Street Trees			X	X	X	X
(L)	Underground Wiring	X	X	X	X	X	X

### Section 2. Suitability of Land.

Land subject to flooding, improper drainage, erosion or that is for topographical or other reasons unsuitable for residential use, as determined by the Planning Board, shall not be platted for residential use nor for any other uses that will continue or increase the danger to health, safety, or property unless the hazards can be and are corrected:

2.01. *Prevention of Flood Damage.* Lands known to be within a floodplain or any area known to be subject to flooding shall be so identified on the preliminary plat. Appropriate deed

restrictions shall be filed for those lands subject to flooding, prohibiting their development for dwelling or other uses unless the sites are flood-protected as follows:

- (1) No structures or fill shall be placed in the floodway which would interfere with the natural watercourse.
- (2) Streets and utility lines and structures may be placed within the floodplain only if their elevation is raised above maximum flood heights or if they are otherwise flood-protected.
- (3) Dwellings and self-contained sewage disposal units (if used) shall be built at an elevation above maximum flood heights.
- (4) The subdivision drainage system shall be designed to prevent increased flood flows due to newly developed impervious surfaces and other factors.
- (5) Other applicable provisions of the flood ordinance for the Town of Beaufort are adhered to in the design and construction of the subdivision plan and improvements located therein.

2.02. *Fill Areas.* Areas that have been used for the disposal of solid waste shall not be subdivided into commercial or residential building sites unless the sub-divider presents the written opinion and certification of a registered engineer or architect that these areas are safe and that the construction of buildings and improvements in the area will not be affected because of the previous use of said area. This shall include those areas that have been used for the disposal of trash, demolition waste, and other waste materials.

**Section 3. Sidewalks.**

Sidewalks required by Article VIII, section 1 shall be constructed to a minimum width of four feet, and shall consist of a minimum thickness of four inches of reinforced concrete. All sidewalks shall be placed in the right-of-way, unless the development is platted as a planned unit or group development.

**Section 4. Name of Subdivision.**

The name of a subdivision shall not duplicate nor closely approximate the name of an existing subdivision within the Town of Beaufort.

**Section 5. Historic Properties and Natural Assets.**

In any subdivision, due consideration will be given to safeguard the heritage of the Town of Beaufort by preserving any archaeological site or any property therein, or located on adjacent property thereto, that embodies important elements of its cultural, social, economic, political or architectural history; and likewise all due consideration should be given to promoting the use and conservation of such property for the education, pleasure, and enrichment of the residents of the Town of Beaufort and the State of North Carolina as a whole. It is a requirement of this Ordinance that the name and location of all historic properties, located within the proposed subdivision or within any contiguous property, be clearly identified on both the preliminary and final plats. If any such historic property is listed on the U.S. Department of Interior's National Register of Historic Places; likewise any property that has been designated by local ordinance as a "historic property," pursuant to N.C.G.S. [Chapter 160A, Article 19, Part 3B160D-945](#); likewise any property that has been designated by local ordinance as a "historic district,"

pursuant to N.C.G.S. ~~Chapter 160A, Article 19, Part 3A~~160D-944; the ~~Planning Board~~Zoning Administrator may provide that the N.C. Department of Cultural Resources, Division of Archives and History ~~following agencies~~ be given an opportunity to make recommendations concerning an individual subdivision plat before the plat is approved.:

- ~~(1) The N.C. Department of Cultural Resources, Division of Archives and History;~~
- ~~(2) Any local historic properties commission appointed under the provisions of N.C.G.S. 160A-399.2; or~~
- ~~(3) Any local historic district commission appointed under the provisions of N.C.G.S. 160A-396. Furthermore, in any subdivision, due consideration will be given to preserving natural features such as trees, ponds, streams, rivers, and lakes which are of value not only to the subdivision but to the Town of Beaufort as a whole.~~

**Section 6. Sedimentation Pollution Control.**

In order to prevent soil erosion and sedimentation pollution of streams, springs, flat water bodies, or other drainage networks, the sub-divider shall comply with all requirements of the "North Carolina Sedimentation Pollution Control Act of 1973" and any local sediment control ordinances.

**Section 7. Storm Water Drainage.**

The sub-divider shall provide an adequate drainage system for the proper drainage of all surface water. The design of such a system shall be subject to the approval of the ~~Planning Board and~~Zoning Administrator and/or Board of Commissioners:

- 7.01. No surface water shall be channeled or directed into a sanitary sewer.
- 7.02. Where feasible, the sub-divider shall connect to an existing storm drainage system.
- 7.03. Where an existing storm drainage system cannot feasibly be extended to the subdivision, a surface drainage system shall be designed to protect the proposed development from water damage.
- 7.04. Surface drainage courses shall have side slopes of at least three feet of horizontal distance for each one foot of vertical distance, and courses shall be of sufficient size to accommodate the drainage area without flooding.
- 7.05. The minimum grade along the bottom of a surface drainage course shall be a vertical fall of at least one foot in each 300 feet of horizontal distance.
- 7.06. All streets abutting lots of 12,000 square feet or less shall have curbs and gutters constructed to Department of Transportation standards. The ~~Planning Board~~Board of Commissioners may require curbs and gutters on streets abutting larger lots if it is deemed appropriate for the control of surface drainage and/or to facilitate street cleaning and maintenance.

**Section 8. Water and Sewerage Systems.**

The preliminary subdivision plat must be accompanied by satisfactory evidence as to the proposed method and system of water supply and sanitary sewage collection and disposal:

- 8.01. Where the system is to be connected to the system owned and operated by the Town of Beaufort, or sanitary district, but not constructed by the municipalities or county, the preliminary subdivision plat shall be accompanied by a complete set of construction plans for the proposed system, prepared by a registered engineer, and approved by the engineer of the public sewer system or public water system, and the appropriate state agency. Water supply systems should be approved by the water and fire departments as to location of hydrants and size of mains as referenced in Appendixes C and D of the [2012-2018 North Carolina Fire Code](#). No mains shall be less than eight inches inside diameter, and they shall be laid out so as to create a complete circuit, with no dead end lines in excess of 300 feet. A blowout shall be placed at the dead end. Water and sewer lines should be installed in the street rights-of-way where possible.
- 8.02. Where the proposed system does not contemplate the use of facilities owned and operated by any of the above, the proposed facilities shall be approved by the appropriate agency. (N.C. Department of Human Resources, N.C. Department of Natural and Economic Resources, and Carteret County Board of Health.)
- 8.03. Where public or community water supply and/or sewerage systems are not available or to be provided, a written statement from the Carteret County Health Department shall be submitted with the preliminary plat indicating that each lot has adequate land area and soil conditions suitable to accommodate the proposed methods of water supply and sewage disposal. The statement from the health department shall be based upon a field investigation. The field investigation for sewage disposal shall include a sufficient number of percolation tests (at least one per acre) to determine the absorption capacity of the soil and test holes at least six feet deep (as needed) to determine the depth to the ground water table, and the presence of rock formations or other impervious strata.

**Section 9. Streets.**

- 9.01. *Coordination and Continuation of Streets.* The proposed street layout within a subdivision shall be coordinated with the existing street system of the surrounding area and, where possible, existing principal streets shall be extended.
- 9.02. *Access to Adjacent Properties.* Where, in the opinion of the Planning Board, it is necessary to provide for street access to an adjoining property, proposed streets shall be extended by dedication to the boundary of such property and a temporary turnaround shall be provided.
- 9.03. *Private Streets and Reserve Strips.* Private streets or reserve strips shall be prohibited unless otherwise provided for in this Ordinance.
- 9.04. *Subdivision Street Disclosure Statement - "Public" or "Private Street" - Designation (N.C.G.S. 136-102.6).* All streets shown on the final plat must be designated either "public" or "private," and designation as "public" is to be conclusively presumed an offer of dedication to the public.



- 9.05. *Marginal Access Streets.* Where a tract of land to be subdivided adjoins a principal arterial street, the sub-divider may be required to provide a marginal access street parallel to the arterial street or reverse frontage on a minor street for the lots to be developed adjacent to the arterial. Where reverse frontage is established, private driveways shall be prevented from having direct access to the expressway.
- 9.06. *Street Names.* Proposed streets which are obviously in alignment with existing streets shall be given the same name. In assigning new names, duplication of existing names shall be avoided, and in no case shall the proposed name be phonetically similar to existing names irrespective of the use of a suffix such as street, road, drive, place, court, etc. Street names shall be subject to the approval of the Planning Board.
- 9.07. *Collector and Minor Street.* Collector and minor streets shall be so laid out that their use by through traffic will be discouraged. Streets shall be designed or walkways dedicated to assure convenient access to parks, playgrounds, schools, and other places of public assembly.
- 9.08. *Design Standards.* The design of all streets and roads within the Town of Beaufort shall be in accordance with the accepted policies of the North Carolina Department of Transportation, Division of Highways, as taken or modified from the American Association of State Highway Officials' (AASHO) manuals. The provision of the street rights-of-way shall conform and meet the requirements of the thoroughfare plan for the Town of Beaufort, as reviewed approved by the Planning Board and adopted by the Board of Commissioners and the North Carolina Department of Transportation, Division of Highways. The proposed street layout shall be coordinated with the existing street system of the surrounding area. Where possible, proposed streets shall be the extension of existing streets. The urban planning area boundary is as depicted on the mutually adopted Town of Beaufort thoroughfare plan. The rural planning area shall be that area outside the urban planning boundary.
- 9.09. *Right-of-Way Widths.* Right-of-way widths shall not be less than the following and shall apply except in those cases where right-of-way requirements have been specifically set out in the Town of Beaufort thoroughfare plan.

9.09.01	Rural	<u>Right-of-way (feet)</u>
	Principle Arterial	
	Interstate	400
	Other	200
	Minor Arterial	100
	Major Collector	100
	Minor Collector	70
	Local Road	50
9.09.02	Urban	<u>Right-of-way (feet)</u>
	Major Thoroughfare other than Freeway and Expressway	90
	Minor Thoroughfare	70



Local Street	50
Cul-de-sac	100' diameter for turnaround

9.10. *100 Feet Maximum.* The sub-divider will only be required to dedicate a maximum of 100 feet of right-of-way. In cases where over 100 feet of right-of-way is desired, the sub-divider will be required only to reserve the amount in excess of 100 feet. In all cases in which right-of-way is sought for an access controlled facility, the sub-divider will only be required to make a reservation.

9.10.01. Curb and Gutter: Two (2) types of curb and guttering will be allowed: either straight back or roll back. Either type shall be made of approved materials.

Straight back curbing shall have a minimum width of 30 inches for major streets and a minimum of 24 inches for secondary streets. Roll-back type curbing shall have a minimum width of 24 inches.

9.11. *Pavement Widths.* Pavement widths or graded widths shall be as follows:

	Streets with Curb and Gutter (measured face-to- face curb)	Streets without Curb and Gutter
Principal Arterials	52 feet	48 feet
Minor Arterials	44 feet	40 feet
Major Collector	44 feet	40 feet
Minor Collector	32 feet	24 feet
Local Road	28 feet	24 feet
Marginal Access (frontage)	28 feet	24 feet
Cul-de-sac	28 feet	24 feet
Cul-de-sac Turnaround	80 ft. in dia.	80 ft. in dia.

9.12. *Roads and Street Surfaces.* All subdivision streets and roads shall be constructed to meet the current requirements of the North Carolina Department of Transportation, Division of Highways' standards for state maintenance.

9.13. *Tangents.* A tangent of at least 100 feet shall be provided between reverse curves on all streets.

9.14. *Street Intersections.* Street intersections shall be laid out as follows:

9.14.01. All streets shall intersect as nearly as possible at right angles, and no street shall intersect at less than 60 degrees.

9.14.02. Intersections with a major street shall be at least 1,000 feet apart measured from centerline to centerline.

- 9.14.03. Where a centerline offset (jog) occurs at an intersection, the distance between centerlines of the intersecting streets shall be not less than 125 feet.
- 9.14.04. Property lines at street intersections shall be rounded with a minimum radius of 20 feet. At an angle of intersection of less than 90 degrees, a greater radius may be required.
- 9.14.05. Proper sight lines shall be maintained at all intersections of streets. There shall be a clear sight distance of 150 feet for major streets and 75 feet for all other streets from the point of intersection, as measured along the centerline. No building or obstruction shall be permitted in this area.
- 9.15. *Half Streets.* The dedication of half streets of less than 60 feet at the perimeter of a new subdivision shall be prohibited. If circumstances render this impracticable, adequate provision for the concurrent dedication of the remaining half of the street must be furnished by the sub-divider. Where there exists a half street in an adjoining subdivision, the remaining half shall be provided by the proposed development. However, a partial width right-of-way, not less than 60 feet in width, may be dedicated when adjoining undeveloped property that is owned or controlled by the sub-divider; provided that the width or a partial dedication be such as to permit the installation of such facilities as may be necessary to serve abutting lots. When the said adjoining property is subdivided, the remainder of the full required right-of-way shall be dedicated.
- 9.16. *Cul-de-sacs.* Permanent dead end streets shall not exceed 500 feet in length unless necessitated by topography and shall be provided with a turnaround having the dimensions stated hereinbefore.
- 9.17. *Alleys.* An alley shall be provided to the rear of all lots used for other than residential purposes. Alleys are prohibited in residential blocks unless approved by the Planning Board. All alleys shall be designed in accordance with the Department of Transportation, Division of Highways' specifications and standards and shall meet the following requirements:
  - Right-of-way Width ..... 20 feet
  - Property Line Radius at Alley Intersection ..... 15 feet
  - Minimum Centerline Radius when Deflection Angle of More Than 10° occurs 35 feet
  - Minimum Turnaround Diameter of Dead End Alley (Right-of-Way Width) .... 80 feet
- 9.18. *Geometric Characteristics.* The standards outlined below shall apply to all subdivision streets proposed for addition to the state highway system or municipal street system. In cases where a subdivision is sought adjacent to a proposed thoroughfare corridor, the requirements of dedication and reservation discussed under right-of-way shall apply.

9.18.01. Design Speed. The design speeds for subdivision type streets shall be:

	<u>Desirable</u>	<u>(Minimum)</u>
Rural		
Minor Collector Road	60	(50)
Local Roads	50	(40)

Urban

Major Thoroughfares other than Freeway

Expressway	60	(40)
Minor Thoroughfares	60	(40)
Local Streets	35	(20)

9.18.02. Maximum and Minimum Grades. The maximum grades in percent shall be:

Type of Topography	60 Desirable (50 Minimum)	60 Desirable (40 Minimum)	50 Desirable (40 Minimum)	40 Desirable (30 Minimum)
Flat - NCDOT Divisions	3	3	4	5
1, 2, 3, 4, & 6	(4)	(5)	(5)	(6)

The minimum grade in no case shall be less than 0.5%. Grades for 100 feet each way from intersections should not exceed five percent.

9.19. *Minimum Sight Distances.* In the interest of public safety, the minimum sight distance applicable shall be provided in every instance. Vertical curves that connect each change in grade shall be provided and calculated using the following parameters. (General practice calls for vertical curves to be multiples of 100 feet. Calculated lengths should be rounded up in each case).

Design Speed, MPH	30	40	50	60
Stopping Sight Distance				
Stopping Distance, Ft.	200	275	350	475
Min. K* Value for:				
Crest Vertical Curve	28	55	85	160
Sag Vertical Curve	35	55	75	105
Passing sight distance				
Passing Distance, Ft., 2 Lane	800	1,300	1,700	2,000
Minimum K* Value for Crest Vertical Curve	190	510	870	1,210

\*K is a coefficient by which the algebraic difference in grade may be multiplied to determine the length in feet of the vertical curve that will provide minimum sight distance.

9.20. Minimum Degree of Curve and Related Maximum Super-Elevation.

Type of Facility	Section	Design Speed, MPH							
		30		40		50		60	
		D	e	D	e	D	e	D	e
Rural Minor Collector Local Road	Shoulder C & G					7.5°	0.08	5.0°	0.08
						5.5°	0.02	3.5°	0.02
Urban Major & Minor Thoroughfares Local Street	Shoulder C & G			12.5°	0.08	7.5°	0.08		
				9.0°	0.02	5.5°	0.02		
				11.5°	0.06			4.0°	0.06
				9.0°	0.02			3.5°	0.02
		21.0°	0.06°	11.5°	0.06				
		17.0°	0.02°	9.0°	0.02				

D = Maximum allowable degree of curve.

e = Super-elevation.

**Section 10. Design Standards for Blocks.**

10.01. *General.* The lengths, widths, and shapes of blocks shall be determined with due regard to: provision of adequate building sites suitable to the special needs of the type of use contemplated; zoning requirements as to lot sizes and dimensions; needs for vehicular and pedestrian circulation, control and safety of street traffic; limitations and opportunities of topography; and convenient access to water areas.

10.02. *Block Length.* Blocks shall not be less than 400 feet nor more than 1,320 feet in length.

10.03. *Block Width.* Blocks shall have sufficient width to allow two tiers of lots of minimum depth except where single-tier lots are required to separate residential development from through vehicular traffic or another type of use, or when abutting a water area.

10.04. *Pedestrian Crosswalks.* Where deemed necessary by the ~~Planning Board~~[Board of Commissioners](#), a pedestrian crosswalk at least 15 feet in width may be required to provide convenient public access to a public area such as a park or school, or to a water area such as a stream, river, or lake.

**Section 11. Design Standards for Lots.**

11.01. The lot size, width, depth, shape and orientation, and the minimum building setback lines shall be appropriate for the location of the subdivision and for the type of development and use contemplated. All lots must have frontage on a public or private street.

11.02. *Subdivisions Subject to ~~Zoning-Land Development~~ Ordinance District Regulations.* Lots in subdivisions located within a district specified by the ~~zoning ordinance~~[Land Development Ordinance](#) shall meet and conform to all size, dimension, and building setback requirements of said zoning district.

- 11.03. *Large Tract or Parcels.* Where land is subdivided into larger parcels than ordinary building lots, such parcels should be so arranged as to allow for the opening of future streets and logical further re-subdivision.
  
- 11.04. *Specific Standards for Flag Lots.* Flag lots shall only be permitted in the following zoning districts: R-15 and R-20. The following standards shall apply to the creation of flag lots:
  - 11.04.01 The lot width and street frontage of a flag lot may be reduced to twenty (20) feet along the access corridor. At no point along the access corridor shall the width be less than twenty (20) feet.
  - 11.04.02 The access corridor of a lot shall not be longer than four hundred (400) feet.
  - 11.04.03 The access corridor a lot shall not be included in the area, width, or depth, calculations or be used to provide off-street parking.
  - 11.04.04 Access easements (easements across other parcels of land to gain access for a landlocked parcel) are not to be considered an access corridor of a flag lot and are not permitted. However, access easements shall be permitted for existing lots of record that do not have direct street access.
  - 11.04.05 The lot line at the end of the access corridor lying generally parallel to the street to which the access corridor connects shall be considered to be the front lot line for setback and yard purposes. Setbacks (minimum yard requirements) of a flag lot shall be as follows unless greater setbacks are required by the zoning regulations: Front – 30 feet, Sides – 15 feet, Rear – 25 feet.
  - 11.04.06 For flag lots created from an existing lot of record, any existing structure may not be made non-conforming as to setbacks as a result of the creation of the new lot.
  - 11.04.07 Adequate lot area must exist to permit a vehicular turnaround that enables vehicles on a flag lot to exit the lot by driving straight onto the street rather than backing onto the street.
  - 11.04.08 Where public water is available, any building on the flag lot must be within 1,000 feet of a fire hydrant measured along the access street and access corridor of the lot.
  - 11.04.09 No re-subdivision of a flag lot shall be permitted unless each new lot created by the subdivision meets or exceeds the standards for a flag lot, and no structure on the original flag lot is rendered non-conforming by the re-subdivision.
  - 11.04.10 Flag lots shall be approved only where the configuration of the parcel or site features warrant such a lot design. Authorizing a flag lot design is intended to accommodate a particular extenuating circumstance which

makes traditional lot design unfeasible. Therefore, flag lots should be judiciously approved.

**Section 12. Design Standards for Easements.**

Easements shall be provided as follows:

- 12.01. *Utility Easements.* Easements for underground or aboveground utilities shall be provided where necessary across lots or preferably centered on rear or side lot lines and shall be at least ten feet in width.
- 12.02. *Drainage Easements.* Where a subdivision is traversed by a stream or drainage way, an easement shall be provided conforming with the lines of such stream and of sufficient width as will be adequate for the purpose.
- 12.03. *Buffer Strips.* A buffer strip at least ten feet in width ~~may shall~~ be required ~~by the Planning Board~~ ~~Board of Commissioners~~ adjacent to a major street or a commercial or industrial development. This strip shall be in addition to the normally required lot dimension, shall be part of the platted lot, and shall be reserved for the planting of trees and shrubs by the owners.

**Section 13. Design Standards for Boat Launching Ramps and Docks.**

All subdivisions adjoining a creek, river, or similar water area shall provide for public access to the water. Such access shall include boat docks or boat launching ramps every one-quarter mile along the shoreline adjacent to the subdivision. The purpose of these facilities is to serve properties within the subdivision. Such facilities shall meet the lot area requirements, off-street parking requirements, and other applicable regulations established by the ~~zoning ordinance,~~ Land Development Ordinance, and shall be directly accessible to a state or town maintained street or road. Where a public boat dock or launching ramp is provided by the state, county, or other agency within or contiguous to the area to be subdivided, such facility may count toward meeting the requirements of this section.

**Section 14. Placement of Monuments.**

Unless otherwise specified by this Ordinance, the Manual of Practice for Land Surveying, as adopted by the N.C. State Board of Registration for Professional Engineers and Land Surveyors, under provisions of Section 16, Chapter 98 of the General Statutes of North Carolina, shall apply when conducting surveys for subdivisions; to determine the accuracy for surveys and placement of monuments, control corners, markers, and property corner ties; to determine the location, design, and material of monuments, markers, control corners, and property corner ties; and to determine other standards and procedures governing the practice of land surveying for subdivisions. The Suburban Land Survey (Class B) criteria shall apply to all subdivisions in the Town of Beaufort planning and development regulation jurisdiction area except for commercial and industrial surveys.

**Section 15. Construction Procedures.**

- 15.01. *Commencement.* No construction or installation of improvements shall commence in a proposed subdivision until the preliminary plat has been approved, and all plans and specifications have been approved by the appropriate authorities.
- 15.02. *Permits.* No building or other permits shall be issued for erection of a structure on any lot not of record at the time of adoption of this Ordinance until all the requirements of this Ordinance have been met.
- 15.03. *Access.* The administrator of the ordinance shall have access to premises and structures during reasonable hours to make those inspections as deemed necessary by him to ensure compliance with this Ordinance.
- 15.04. *Inspection.* The subdivider, prior to commencing any work within the subdivision, shall make arrangements with the administrator of this Ordinance to provide for adequate inspection. The approving authorities having jurisdiction or their representatives shall inspect and approve all completed work prior to release of the sureties.
- 15.05. *Erosion Control.* The subdivider shall cause all grading, excavations, open cuts, side slopes, and other land surface disturbances to be so mulched, seeded, sodded, or otherwise protected to comply with the provisions of Article VIII, Section 2.
- 15.06. *Existing Flora.* The subdivider shall make every effort to protect and retain all existing trees, shrubbery, vines, and grasses not actually lying in public roadways, drainageways, building foundation sites, private driveways, soil absorption waste disposal areas, paths, and trails. Such trees are to be protected and preserved during construction in accordance with sound conservation practices recommended by the U.S. Department of Agriculture in Agricultural Information Bulletin No. 285, Protecting Trees Against Damage From Construction Work, U.S. Government Printing Office, 1964. Such trees are to be preserved by well islands or retaining walls whenever abutting grades are altered. Temporary vegetation and mulching shall be used to protect critical areas, and permanent vegetation shall be installed as soon as practical.
- 15.07. *Construction.* Construction at any given time shall be confined to the smallest practical area and for the shortest practical period of time.

**Section 16. Oversized Improvements.**

The Town of Beaufort may require installation of certain oversized facilities such as water mains in excess of eight-inch diameter, when it is in the interest of future development. The Town of Beaufort shall pay for that portion of the improvement which exceeds the standards set forth in this Ordinance.

**Section 17. Landscape Plans.**

Preliminary and final plats for all site specific development plans (single family residential properties accepted) and common areas of subdivisions shall include a landscape plan. The plan shall include an inventory of all existing trees with a trunk diameter of five inches (5) or larger at four feet (4') above grade and all new trees to be planted by the applicant. The plan

shall include all buffer plantings, street trees and any other landscaping required by the [Zoning Ordinance](#) [Land Development Ordinance](#) or Subdivision Ordinance. A landscape plan may not be approved unless it provides for an average density of at least one tree for each 4,000 square feet of a proposed site development or subdivision.

For properties subject to this section no person shall cut down or destroy any existing trees over five inches (5") in diameter at four feet (4') above grade until after such cutting or destruction is permitted in the approval of the final plat and landscape plan by the town. All existing trees required by the approved landscape plan shall be clearly marked with tape or non-permanent spray paint to protect them from damage during construction. The applicant shall be responsible for replacing any such existing trees that are severely damaged and any new trees that do not survive at least two years after planting.

New trees may be evergreen or deciduous and shall conform to the American Standard for Nursery Stock published by the American Association of Nurserymen. Note: Palm trees do not conform to the intent of this section. However, they may be planted in addition to those required by this section. The minimum trunk diameter for four feet (4') above the roots will be two inches (2") for new trees whether used as new plantings or replacements for damaged large trees. Other information as to suitable local trees may be obtained at the county extension office or town public works office.

**Section 18. Street Lighting**

The purpose of these criteria is to ensure the safety of motorist and pedestrians while not adversely affecting land uses or adjacent properties. A street lighting plan is required for all major subdivisions and the proposed lighting shall be LED and provided by the current utility provider. Commercial and residential subdivisions shall meet the Town's spacing requirement for street lighting, which is one (1) light for at least every four hundred (400) feet. In all districts, lighting shall be directed downward (dark sky). The Town is only responsible for paying for approved street lighting plans in the accepted public right of way.

The use of decorative street poles and lights may be undertaken by a Homeowners Association and approved by the ~~Town's~~ Board of Commissioners however the Homeowners Association will be responsible for the total expense of installation and operation thereafter.

Upwardly directed lighting shall not be used to illuminate structures except for low wattage architectural lighting. *[Amended 7/11/16]*





**ARTICLE IX. PUBLIC FACILITIES**

**Section 1. Educational Areas.**

Per N.C.G.S 160D-804, When a preliminary subdivision plat is submitted for approval in which, according ~~to the land use plan~~with plans approved by the Board of Commissioners, a school site should be ~~reserved, the~~reserved. In Planning Board order for this authorization to become effective, before approving such plans, the Board of Commissioners shall notify theand the Carteret County Board of Education shall jointly determine the location and size of any school sites to be reserved. that the subdivision has been submitted for approval and that under the ordinance a school site may be reserved therein. In reviewing the subdivision and giving approval thereto, the Planning Board shall consult the Board of Education in determining the exact size and location of any school site to be reserved therein. Before the final plat of the subdivision is approved, the Board of Education shall determine whether or not it wishes to have a school site reserved in the subdivision.If the Board of Education wishes to have a school site reserved in the subdivision, the subdivision as finally approved shall reserve a school site of a size and location agreeable to the Board of Education and to the ~~Planning Board~~Board of Commissioners. The Board of Education shall then have 18 months beginning on the date of final approval of the subdivision within which to acquire the site by purchase or by initiating condemnation proceedings. If the Board of Education has not purchased or begun proceedings to acquire the site within 18 months after the subdivision is finally approved, the subdivider may treat the lands as freed of the reservation. If the Board of Education does not wish to have a school site reserved, the subdivider shall be immediately notified that he may proceed with the disposition of the land in question in accordance with the subdivision procedures and provisions of this Ordinance.

**Section 2. Recreation Areas.**

- 2.01. Every person or corporation who subdivides land for residential purposes shall be required to dedicate or reserve a portion of such land, as set forth in this Ordinance, for the purpose of providing open space sites, recreation areas, or parks to serve the future residents of the neighborhood within which the subdivision is located. As an alternative to the dedication of a portion of such land by the subdivider, and/or where it is determined by the ~~Planning Board and~~ Board of Commissioners that a dedication of land is not feasible in a given plat or incompatible within the Town of Beaufort land development plan, the subdivider may make provisions for an equitable amount of land in another location, or pay to the Town of Beaufort a fee in lieu of dedication, as provided herein.
- 2.02. The land dedicated under this Ordinance or any provisions made under this Ordinance shall be used only for the purpose of providing parks and recreation areas, and the location of the land shall bear a reasonable relationship to the use of the area by the future inhabitants of the subdivision or residential development.
- 2.03. The amount of land required to be dedicated or reserved by a subdivider or developer shall be based upon the most recent U.S. Bureau of Census figures for an average size family for this particular town and a minimum park and recreation standard factor of eight

acres per 1,000 persons. The actual amount of land to be dedicated or reserved shall be determined by the following formula:

Total number of dwelling units or lots	X	**Average size of family	X	.008 acres per person	X	*Variable multiple	=	Amount (acreage) dedication or reservation
Examples:								
200 Units or Lots	X	3.3	X	.008	X	1.2	=	6.33 Acres
27 Units or Lots	X	4.1	X	.008	X	0.7	=	.619 Acres
50 Units or Lots	X	2.3	X	.008	X	1.4	=	3.86 Acres

\* Variable density factor

\*\*Average size of family is computed on the basis of average size family in the municipality or county as indicated in the latest decennial census.

VARIABLE DENSITY FACTOR TABLE

Acreage average per dwelling unit or lot	Variable multiple
.0 -.1	1.8
.1-.2	1.6
.2 -.3	1.4
.3 -.4	1.2
.4 -.5	1.0
.5 -.6	0.9
.6 -.7	0.8
.7 -.8	0.7
.8 -.9	0.6
.9 - Over	0.5

*Acreage average* per dwelling unit or lot is computed by dividing the combined total acreage of all dwelling units or lots by the number of dwelling units or lots. For computation purposes, land dedicated or reserved for other purposes such as streets, sidewalks, access alleys, utilities, drainage, or other purposes may not be used in determining average acreage.

The *variable density factor* is designed to provide an adjustment to subdivision plats which contains average lot sizes of .5 acre and above. This adjustment is used since subdivisions with larger lots contain more open space, and thus fewer residents, which creates less demand for public recreation and park acreage. Conversely, those subdivision plats that create lots, which average less than .4 acre, are adjusted due to the density of development and inherent increased demand for more public recreation

and park land. The adjustments for larger lots or for small lots are based on a sliding scale reflecting degree of density.

The requirements as outlined here apply to single-family units, multiple-family units (including apartments, condominiums and cooperative units), and mobile homes.

The minimum amount of land that shall be dedicated or reserved for recreation, parks, or open space in all subdivision plats shall be one-half acre for each subdivision, five percent of the gross acreage, or eight acres per 1,000 persons whichever is greatest.

2.04. Criteria for evaluating suitability of proposed recreation, park, and open space areas shall include but not be limited to the following, as determined by the ~~governing board~~Board of Commissioners after recommendations of the Planning Board. The ~~Planning Board~~Board of Commissioners shall consult with the recreation/park commission or advisory committee and/or recreation/park administrator prior to making its recommendation pursuant to this subsection:

2.04.01. Unity. The dedicated land shall form a single parcel of land except where the ~~Planning Board~~Board of Commissioners determines that two parcels or more would be in the public interest and may also determine that a connecting corridor of open space is in the public interest, and in which case the path shall not be less than 30 feet wide for the purpose of accommodating a path or trail.

2.04.02. Shape, topography, and subsoils. The shape, topography, and subsoils of the dedicated or reserved parcel or parcels of land shall be such as to be usable for active recreation (play areas, ballfields, tennis courts, or similar recreation uses).

2.04.03. Location. The dedicated or reserved recreation or park land shall be located so as to reasonably serve the recreation needs of the subdivision for which the dedication was made.

2.04.04. Accessibility. Public access to the dedicated land shall be provided either by an abutting street or public easement. Such easement shall be not less than 30 feet wide.

2.04.05. Usability. The dedicated or reserved land shall be usable for recreation: lakes may not be included in computing dedicated or reserved land area unless acceptable to the ~~Planning Board~~Board of Commissioners. Where the park and recreation commission or committee and the ~~Planning Board~~Board of Commissioners determine that recreation needs are being adequately met, either by other dedicated or reserved parcels or existing recreation facilities, then land that is not used for recreation may be dedicated or reserved as open space.

2.04.06. Plans. Municipal and county plans shall be taken into consideration when evaluating land proposals for dedication.

2.04.07. Vegetative cover. The vegetative cover, if feasible, shall be sufficient to lend attractiveness to the land parcel, protection from the sun's rays, and suitability for a variety of nature related recreation opportunities.

2.04.08. Size. The amount of dedicated or reserved land shall be in accordance with the formula outlined in subsection 2.03. If the formula, for any reason, is not applicable, the minimum size requirement applies.

- 2.05. Where park or recreation space is deeded to a homeowners' association or any nonprofit ownership in lieu of public dedication or fee payment, the subdivider or owner shall record a declaration of covenants and restrictions that will govern the open space of the association or nonprofit organization. This shall be submitted with the application for preliminary plat approval. Provisions shall include but not be limited to the following:
  - 2.05.01. The homeowners' association shall be established before the homes are sold.
  - 2.05.02. Membership shall be mandatory for each home buyer and all successive buyer(s).
  - 2.05.03. The association shall be responsible for the liability insurance, local taxes and the maintenance of recreation and other facilities.
  - 2.05.04. Any sums levied by this association that remain unpaid shall become a lien on the individual homeowner's property which shall be subordinate only to tax and mortgage liens.
  - 2.05.05. If all or any portion of property held by the association is being disposed of, or if the association is dissolved, adequate open space shall be deeded to the Town of Beaufort to satisfy the requirements for public recreation facilities under this article.
  
- 2.06. Nothing herein shall be construed to limit the amount of privately controlled open space land which may be included under this agreement, over and above the recreation and park site obligation.
  
- 2.07. Where reservation of land for parks, recreation, and open space is required, then additional documentation is needed. At any time prior to the final approval of the subdivision plat, the owner shall give the Town of Beaufort a valid option on the land provided for as a park, recreation or open space area within the subdivision. This option shall be a separate agreement to be drawn by the attorney of the Town of Beaufort at no cost to the owner. It may contain terms which are mutually agreed to by the owner and the Town of Beaufort, but shall contain the following:
  - 2.07.01. Legal description and plat map.
  - 2.07.02. Provision for payment of \$100.00 to owner upon execution of the option, which shall be applied to the purchase price.
  - 2.07.03. Provision that the owner shall sell the land at an agreed raw land value, which is the fair market value, of the proposed park, recreation or open space area before platting development or improvements.
  - 2.07.04. Provision that the option shall last for a period of one year unless terminated by exercise of the option to purchase by the governing unit or unless sooner terminated by the Town of Beaufort by an instrument in writing.
  - 2.07.05. Provision that, in addition to the stipulated purchase price if option is exercised, the owner shall be entitled to interest on the purchase price from date of execution of option until day of exercise of the option at eight percent per year.
  
- 2.08. Where land has been reserved for acquisition by the governmental unit, the purchase price of the land will be the raw land value, which is the fair market value of the proposed park, recreation, or open space area before development or improvements. In the event the governmental unit and the subdivider cannot agree upon the fair market value, or

location, terrain, size and shape of the land necessary to be dedicated or reserved; or cannot agree upon the details or provisions for an equitable amount of land in another location; same shall be determined by existing, established, legal procedures.

2.09. Notwithstanding provisions of this section to the contrary, the ~~governing body~~Board of Commissioners may, in cases of an unusual or exceptional nature, allow ~~adjustments~~modifications in the dedication or reservation regulations established in and required by this Ordinance. Such ~~adjustments~~modifications shall be reviewed by the parks and recreation commission or advisory committee and/or the Planning Board before action by the ~~governing body~~Board of Commissioners.

~~2.10. A developer may provide funds in the amount of \$10,000.00 per acre dedicated or market value, whichever is less, as required in section 2.03 to the Town of Beaufort whereby the town may purchase land or areas to serve the subdivision or development in the immediate area. If so approved by the Town of Beaufort Board of Commissioners, this may be done in lieu of providing the land requirement.~~





**ARTICLE X.           ARTICLE X PLANNED ~~BUILDING GROUP~~ UNIT DEVELOPMENT**

The owner, or his agent, of land proposed for development under the “Planned ~~Building Group Regulations~~ Unit Development” ~~Heading~~ of Section 98 of the Beaufort ~~Zoning Land Development Ordinance~~ for which one or more plats will be recorded at the Carteret County Register of Deeds Office, or for which a master plan is required under this article, is required to proceed as provided herein. The provisions of this article apply to Planned Building Group (“PBG” hereinafter) projects regardless of whether or not a subdivision of land will occur in the marketing or conveyance of property therein.

**Section 1.    Single Land Use Projects.**

The owner of each PBG project proposing a single land use within a single zoning district (~~for example a condominium proposed for a zoning district where condominiums are permitted uses~~), and for sections or phases proposed for imminent development in PBG projects for which a master plan has either been approved by the Town or is under consideration by the Town, shall submit to the ~~Town’s Planning Department~~ Zoning Administrator a preliminary ~~plan plat~~ for the proposed PBG. The preliminary ~~plan plat~~ shall contain the detail and information necessary for the town to determine if the plan meets all of the ~~town’s applicable land use and technical requirements~~ standards of this ordinance and other applicable ordinances. Where not otherwise specified in this ~~article ordinance~~ or in the ~~zoning ordinance~~ Land Development Ordinance the preliminary ~~plan plat~~ shall contain all of the information required for preliminary subdivision plats under Article VII, Section 3 of ~~the Subdivision~~ this Ordinance. ~~Information or detail required for preliminary subdivision plats deemed irrelevant to the proposed PBG by the Planning Board and the Town Board may be waived.~~

1.01. ~~Planning Board Review.~~ The Planning Board ~~will~~ may provide a preliminary review forum of the preliminary ~~plan plat~~ within sixty (60) days after it has been filed with the Town to ~~determine review for~~ compliance with all town land use regulations including this ordinance ~~zoning ordinance, any applicable provision of the subdivision ordinance, and the Land Use Development Ordinance, and the town’s technical specifications for development contained in the documents called “Standard Specification for Town of Beaufort Public Works Department, Utilities, Drainage and Streets,” dated June, 1999.~~ After initial consideration of the preliminary ~~plan plat~~, the Planning Board may request additional information from the Owner supporting the application. After ~~final the preliminary review forum consideration~~ of the preliminary plat, ~~by~~ the Planning Board, ~~shall recommend to the Town Board of Commissioners~~ shall either approval as submitted, approval with conditions, or disapproval based on the findings of fact in Section 3.06 – Review Procedure of this ordinance. If the ~~Planning Board~~ Board of Commissioners ~~recommends~~ disapproves, it shall provide the owner in written decision notice with a list of the reasons of disapproval and lack of conformance with this ordinance or other applicable ordinance. ~~Prior to consideration of the Planning Board’s recommendation by the Town Board, the owner may modify the preliminary plan and resubmit the same for additional consideration by the Planning Board. Thereafter after such reconsideration, the Planning Board will send the preliminary plat to the Town Board for action.~~

1.02. ~~Reserved Town Board Review. After receiving the Planning Board's recommendation, the Town Board of Commissioners will review the preliminary PBG plat to determine compliance with all applicable town land use regulations including the zoning ordinance, Land Development Ordinance, any applicable provision of the subdivision ordinance, the Land Use Ordinance, and the town's technical specifications for development contained in the documents called "Standard Specification for Town of Beaufort Public Works Department, Utilities, Drainage and Streets," dated June, 1999. The Town Board may approve the plat as submitted, approve the plat with conditions, or disapprove the plat. If the plat is disapproved, the Town Board shall state its reasons and the owner may make such changes as will bring the plat into compliance with requirements of the Town Board and resubmit the same for reconsideration by the Town Board.~~

1.03 *Effect of Preliminary PBG Plat Approval.* Preliminary plat approval by the Board of Commissioners shall authorize the owner to proceed with development of the property according to the approved plat.

1.03.1 *Duration of Approved Preliminary PBG Plat.*  
 Preliminary PBG plat approval shall be valid for a period of two years from the date of approval, and upon application to the Board of Commissioners, may be extended for an additional two year term. All construction specifications as noted and approved with the preliminary PBG plat approval shall be completed prior to its expiration.

1.04 *Final PBG Plat Approval.* Upon completion of the infrastructure or other improvements depicted on the approved preliminary PBG plat, the owner shall apply to the Planning Board Zoning Administrator for final plat approval. The Planning Board Zoning Administrator will review the project's as built, and if it determines that the project has been constructed in accordance with the approved preliminary plat, it shall approve the final plat and cause a notation on the plat to be recorded at the Register of Deeds Office that the plat has been found to comply with the ordinances of the Town of Beaufort and is approved for recording.

1.05 *Procedure if Final Plat Not Approved.* If the Planning Board Zoning Administrator disapproves the final plat, the Planning Board Zoning Administrator shall provide a written decision notice with the shall state in writing the reasons for such action specifying the provisions of the applicable Beaufort Ordinances with which the final plat does not comply. If the final plat is disapproved, the subdivider may make such changes as will bring the plat into compliance and resubmit the same for reconsideration by the Planning Board Zoning Administrator Administrator, or submit an administrative appeal to the Board of Commissioners of Adjustment for final approval. Upon such administrative appeal, if the Board of Commissioners Adjustment approves the final plat, the Town Clerk is authorized to certify such approval on the copy of the plat that will be recorded at the Register of Deeds Office. If the final plat is disapproved by the Board of Commissioners Adjustment, the reason for such disapproval will be stated in writing and the owner may make such changes as will bring the final plat into compliance with the applicable Beaufort ~~land use~~ ordinances and regulations and resubmit the same for reconsideration by the Planning Board or Board of Commissioners Adjustment.

1.06 *Procedure for Final Plat Approval Prior to Completion.* In the event the Owner has not installed all infrastructure required or features depicted on the approved preliminary PBG

~~plat, he may, nonetheless, apply for final plat approval offering a guaranty that such improvements will be constructed in accordance with preliminary plat approval at the owner's sole expense per Section 4.02 – Performance Guarantees of this ordinance. ~~Such request shall be first considered by the Planning Board and the Planning Board shall make a recommendation to the Town Board of Commissioners regarding a performance guaranty. The Town Board of Commissioners shall make the final decision on whether to accept a guaranty to support final plat approval. Such guaranty may be in the form of a surety bond made by a surety company licensed to do business in North Carolina, an irrevocable letter of credit in form acceptable to the Town, a certified check in favor of the Town, or cash deposited with the Town. Such guaranty will be in an amount of not less than 100% nor more than 125% of the estimated cost of construction of the required improvements. The performance guaranty shall run for a period of one year and may be renewed once for a period of one year upon written approval from the Board of Commissioners. The decision to give final plat approval with performance guaranty for infrastructure or other features not completed shall be in the sole and absolute discretion of the Board of Commissioners.~~~~

1.07 *Amendment and Modifications.* Should the owner request an amendment or modification to a PBG plat that has received preliminary or final plat approval, he shall apply to the ~~Town Zoning Administrator or Board of Commissioners~~ for such amendment or modification, and the application will be considered according to the procedures established for original preliminary and final ~~PBG~~ plat approval.

**Section 2. Master Plans for Planned Building Group Projects Developed in Phases or as a Planned Unit Development.**

Master plans are required for property exceeding 25 acres in area proposed for development under the ~~“Planned Building Group Regulations~~Planned Unit Development” heading of Section ~~9-8~~ of the Zoning Land Development Ordinance to be developed in phases or as a planned unit development (“PUD”) subject to the requirements contained herein.

2.01 *Application for Master Plan Approval.* The owner of such property shall file with the Town a proposed master plan providing a generalized overview of the proposed development including types of proposed land uses, the specific zoning district(s) within the proposed project needed to support the proposed development as either a permitted or special use, and the relative location of the proposed land uses and zoning districts.

The owner may also simultaneously apply for any rezoning request needed to permit the proposed PBG project, including a request for a rezoning to PUD. Rezoning requests are subject to Section ~~49-3~~ of the zoning ordinanceLand Development Ordinance.

The owner may also simultaneously apply for preliminary plat approval on any phase of the PBG project for which he intends to begin development.

The owner may also simultaneously apply for any special use permit needed to permit proposed development.

With respect to a PUD master plan application, if the owner requests any ~~variance~~ modification from the terms of either the zoning or subdivision ordinances, he may ~~apply~~

~~declare for such variance modification(s) along with his the application for preliminary master plan approval.~~

For properties annexed into the town and originally zoned PUD by the ~~Town Board~~Board of Commissioners without specific designations as to sub-districts, each section must be developed pursuant to the requirements of a Town created zoning district (i.e. and R-5, R-MF, B-1, etc.) and, subject to the overall limits and requirements for the PUD, the ~~Planning Board and Town Board~~Board of Commissioners will apply the restrictions within the sub-zoning district to each section of the PUD.

2.02 ~~Planning Board Review.~~ The Planning Board ~~will~~may provide a preliminary review forum of the proposed master plan within sixty (60) days after it has been filed with the Town to ~~determine review for~~ compliance with any applicable town-land use regulations including ~~this ordinance the zoning ordinance, any applicable provision of the subdivision ordinance,~~ and the Land Use Development Ordinance. The Planning Board may also consider ~~preliminary plat approval for any phase of a PBG project, or a section of a PUD, proposed for imminent development, any variance request, any rezoning request, and any special use request and preliminary plat approval of any phase of a PBG project, or a section of a PUD, proposed for development.~~ For preliminary plat approval of a section proposed for ~~imminent~~ development, the ~~Planning Board~~Board of Commissioners shall proceed in accordance with Section 1.01 of this article. ~~After initial consideration of the proposed master plan, the Planning Board may request additional information from the Owner supporting the application. After final consideration of the proposed master plan, the Planning Board shall recommend to the Town Board of Commissioners either approval as submitted, approval with conditions, or disapproval. If the Planning Board recommends disapproval, it shall provide the owner a list of the reasons of disapproval. Prior to consideration of the Planning Board's recommendation by the Town Board, the owner may modify the proposed master plan and resubmit the same for additional consideration by the Planning Board. Thereafter after such reconsideration, the Planning Board will send the proposed master plan to the Town Board for action.~~

2.03 ~~Town Board Review and Approval of Master Plan.~~ Following a recommendation by the Planning Board, the Board of Commissioners shall hold a public hearing on the proposed PGD master plan after advertising notice thereof for at least two successive weeks. Following the public hearing the Board of Commissioners will review the proposed master plan to determine compliance with applicable town land use regulations including the zoning ordinance, any applicable provision of the subdivision ordinance, and the Land Use Development Ordinance. The Town Board may approve the master plan as submitted, approve the plan with conditions, or disapprove the plan. If the plat is disapproved, the Town Board shall state its reasons and the owner may make such changes as will bring the plat into compliance with requirements of the Town Board and resubmit the same for reconsideration by the Town Board.

~~Approval of the master plan by the Board of Commissioners shall not vest rights in the owner except the right to proceed with an application for such specific approvals as is necessary to proceed with development.~~

~~The Town Board may simultaneously consider preliminary plat approval for sections of a PGD, including a PUD, proposed for imminent development, and rezoning requests, variance requests, or special use requests. For preliminary plat approval of a section for~~

~~imminent development, the Town Board shall proceed in accordance with Section 1 of this article.~~ Reserved.

2.04 *Amendment and Modifications.* Should the owner request an amendment or modification to an approved master plan he shall apply to the ~~Town~~ Zoning Administrator or Board of Commissioners for such amendment or modification, and the application will be considered according to the procedures established for original master plan approval.

**Section 3. Exception for Duplex Condominium.**

For conforming duplexes on single zoning lots that are to be subjected to the North Carolina Condominium Act, the Director of Planning shall have the authority to approve the condominium plat for recording upon a determination that such condominium duplex meets all of the requirements of the ~~zoning ordinance~~ Land Development Ordinance, without the need for the owner thereof to proceed in accordance with Section 1 of this article.

# ARTICLE XI. COMMERCIAL AND BUSINESS CONDOMINIUMS

## Section 1. Commercial and Business Condominiums.

Condominiums ~~and townhouses~~ designed, developed, and constructed primarily for business and/or commercial use shall be subject to the following requirements in addition to any other terms and conditions set forth herein or in the zoning Land Development Ordinance.

## Section 2. Procedure for Approval.

Applications proposing the creation of commercial or business condominiums shall be processed according to ~~Article X of the Subdivision~~ this Ordinance.

## Section 3. Minimum Specifications.

In addition to all other minimum specifications in the ~~applicable Town's land use~~ Town ordinances, regulations, and technical specifications, the following will apply. In the event of a conflict between provisions, the most stringent will apply.

- (1) Business or commercial condominiums shall only be permitted in B-1, B-2, B-3, and Office and Institutional Zoning Districts.
- (2) There shall be no minimum lot area or lot width.
- (3) Each condominium unit ~~or townhouse~~ shall front on a public street or commonly owned street or area.
- (4) Each building on the perimeter of the business condominium development shall comply with the minimum yard requirements of the Town of Beaufort Zoning Land Development Ordinance for the district in which the property is located. The unit set back shall be those required of buildings on individual lots in the zoning district in which the building is located. All buildings with the exception of the end units may have zero side yards.
- (5) All parking lots, drives, streets, and roads within the project shall be paved and constructed in accordance with the construction standards for paved subdivision public streets within the Town of Beaufort.
- (6) Lighting provided within the condominium project shall be so located or shielded so that no offensive glare would be visible from adjoining streets or properties.
- (7) Parking for each condominium ~~or townhouse~~ development shall meet the parking requirements in the Town of Beaufort Zoning Land Development Ordinance. The required parking spaces may be developed on any portion of the project site except for access streets or roads on which the parking shall be prohibited. All street parking spaces shall not be required to be located on each individual lot or adjoin each individual condominium unit, but the off-street parking spaces may be located in other areas within the project and shall be shown on the site plan.
- (8) A screen of dense plant material which will grow at least three feet in width by six feet in height within three years shall be required, or a screened fenced a minimum of six feet in height and constructed in a manner that will be compatible with the design of the project shall be approved where the project abuts a residential lot.
- (9) Driveway connections to an access road shall have a minimum width of fourteen feet for one-way travel and twenty four feet for two-way travel. The onsite traffic circulation plan



shall be functional and shall provide access by emergency vehicles to all portions of the proposed development.

- (10) All areas of the project other than the streets and the condominium units which are to serve as common areas for one or more units shall be shown and designated as such on the preliminary and final plats, and the Declaration of the Condominium and/or Covenants and Restrictions shall describe each common area and indicate the uses of the common areas in the method of maintenance of the same.
- (11) A sign shall only be permitted for the project in each unit which shall meet the terms and conditions for signs as contained in the Town of Beaufort [Zoning-Land Development Ordinance](#).
- (12) Adequate space shall be provided within the project areas for the collection of garbage, trash, and other refuse, and all dumpsters and equipment used for garbage collection shall be screened from public view.
- (13) Each building within the project shall be located within 300 feet of a fire hydrant. All hydrants shall be located adjacent to a paved street, road or parking lot suitable for the transportation of firefighting vehicles and equipment. A suitable and readily accessible drive or passage shall be provided so that firefighting vehicles will have the capability of getting within fifty feet of all units within the project.
- (14) If buildings have stand pipes or sprinkler systems, one hydrant shall be located within seventy five feet of each stand pipe and sprinkler system connection.
- (15) Any courtyard created by placement of buildings shall have at least 25% of its perimeter open for access by emergency vehicles.
- (16) All fire hydrants shall be connected to a six inch or larger water main.
- (17) In the event of dead end street, road, drive, or parking lot exceeding 200 feet in length, a paved turn around for firefighting equipment and vehicles, emergency vehicles, and service vehicles shall be provided, having a minimum interior turning radius of 28 feet. This provision may be ~~omitted~~ modified where such a turn around is determined by the ~~Town Board~~ Board of Commissioner to be neither desirable or necessary.

**ARTICLE XII. RESTRICTIONS ON DEVELOPMENT NEAR TOWN WASTE TREATMENT PLANT**

Areas of land that are located within 150 feet of the Town of Beaufort's sewage treatment plant property located off State Road 1412 shall not be subdivided into commercial or residential building sites unless the subdivider presents the written opinion and certification from the North Carolina State Board of Health, North Carolina Division of Environmental Management, or similar agency, which certifies that said areas in close proximity to the sewage treatment plant are suitable and safe for human habitation and use. Said areas may be used as open space, roads, recreational areas, and similar uses that do not constitute a health hazard to persons in close proximity to the sewage treatment plant.





TITLE XV - LAND USAGE

CHAPTER 150. - BUILDING REGULATIONS; CONSTRUCTION<sup>11</sup>

Footnotes:

--- (1) ---

**State Law reference**— Authority of town to adopt building codes by reference, see G.S. 160A-76, 143-138(e). Municipal authority to regulate construction of buildings, see G.S. [160A-412160D, Article 11](#). State building codes, see G.S. 143-138 et seq.

ARTICLE I. - GENERAL PROVISIONS

Sec. 150.01. - State's building code applicable within town.

The provisions of the most current edition of the North Carolina State Building Code shall be applicable within the [corporate limits planning & development regulation jurisdiction](#) of the town. Three copies of the code shall be maintained on file in the office of the Town Clerk.

(1992 Code, § 6-1)

ARTICLE II. - FIRE LIMITS<sup>12</sup>

Footnotes:

--- (2) ---

**Editor's note**— [Ord. of 9-10-2018](#) amended Art. II in its entirety to read as herein set out. Former Art. II, §§ 150.15—150.17, pertained to similar subject matter and derived from 1992 Code, §§ 6-26, 6-27; Ord. of 4-21-1986, § 3; Ord. of 6-19-1989.

Sec. 150.15. - Establishment of fire limits.

~~Those Pursuant to G.S. 160D-1128(b), those~~ areas designated or colored red on the official [fire limits](#) map on file in the office of the town clerk are hereby created and established as the primary fire limits of the town. Those areas designated or colored purple on the official [fire limits](#) map are hereby created and established as the secondary fire limits of the town.

( [Ord. of 9-10-2018](#) )

Sec. 150.16. - Primary fire limits.

- (A) 301 Front Street to 525 Front Street North Side.
- (B) 113 Turner Street to 133 Turner Street West Side.
- (C) 116 Turner Street to 130 Turner Street East Side.
- (D) 113 Craven Street to 117 Craven Street West Side.
- (E) 105 Queen Street.

( [Ord. of 9-10-2018](#) )

Sec. 150.17. - Secondary fire limits.

- (A) 1400 Live Oak Street to 1416 Live Oak Street back to Howard Jr. Lane South Side.
- (B) 1400 Live Oak Street to 1612 Live Oak Street back to Jones Lane South side.
- (C) 1501 Live Oak Street to 1513 Live Oak Street North side.
- (D) 1634 Live Oak Street to Parcel #730612956228000 corner of Wellons Drive and Live Oak Street.

( [Ord. of 9-10-2018](#) )

Sec. 150.18. - Restrictions within primary fire limits.

Within the primary file limits of the Town of Beaufort as established and defined by this article, no frame or wooden building or structure or addition thereto shall hereafter be erected, altered, repaired or moved (either into the limits or from one place to another within the limits), except upon the permit of the Inspection Department for the Town of Beaufort which has been approved by the North Carolina Commissioner of Insurance.

( [Ord. of 9-10-2018](#) )

Sec. 150.19. - Restrictions within secondary fire limits.

Pursuant to G.S. 160D-1128(d), ~~the~~ the secondary fire district limits as established and defined by this chapter, no frame or wooden building or structure or addition thereto shall hereafter be erected, altered, repaired or moved (either into the limits or from one place to another within the limits), except upon the permit of the Inspection Department for the Town of Beaufort, and unless the erection, alteration, repair or re-locations of said building meets all the requirements of the Housing Code of the Town of Beaufort and the Building Code for the Town of Beaufort.

( [Ord. of 9-10-2018](#) )

Sec. 150.20. - Amendments to the fire limits map.

Upon a change of circumstances and based upon a recommendation of the fire department of the town, the fire limit boundaries as shown on the official fire limits map on file in the town clerk's office are subject to adjustment or modification by amendment to this article, ~~and the fire limits map.~~

( [Ord. of 9-10-2018](#) )

ARTICLE III. - MINIMUM HOUSING STANDARDS

Sec. 150.30. - Definitions.

- (A) Whenever the words "dwelling," "dwelling units," "rooming house," "rooming units" and "premises" are used in this article, they shall be construed as though they were followed by the words "or any part thereof."
- (B) For the purpose of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Administrative decision means decisions made in the implementation, administration, or enforcement of this chapter that involve the determination of facts and the application of objective standards set forth in this chapter or local government development regulations. These are sometimes referred to as ministerial decisions or administrative determinations.

Administrative hearing means a proceeding to gather facts needed to make an administrative decision.

*Alter* or *alteration* means any change or modification in construction or occupancy.

*Basement* means a portion of a building located partly or entirely underground, but having less than one-half or more of its clear floor-to-ceiling height below the average grade of the adjoining ground.

*Building* ~~means any structure built for the support, shelter or enclosure of persons, animals, chattels or property of any kind.~~ means any structure used or intended for supporting or sheltering any use or occupancy, subject to the restriction of G.S. 160D-706(b). The term *building* shall be construed as if followed by the words "or part thereof."

*Congregate housing* means any dwelling containing more than two dwelling units.

*Deteriorated* means a dwelling that is unfit for human habitation and can be repaired, altered or improved to comply with all of the minimum standards established by this article at a cost not in excess of 50 percent of its value, as determined by finding of the Inspector.

*Dilapidated* means a dwelling that is unfit for human habitation and cannot be repaired, altered or improved to comply with all of the minimum standards established by this article at a cost not in excess of 50 percent of its value, as determined by finding of the Inspector.

*Dwelling* ~~means any building, structure, manufactured home or mobile home, or part thereof, used and occupied for human habitation or intended to be so used, and includes any outhouses and appurtenances belonging thereto or usually enjoyed therewith, except that it does not include any manufactured home or mobile home that is used solely for a seasonal vacation purpose.~~ Subject to the restriction of G.S. 160D-706(b), means any building, structure, manufactured home or mobile home, or part thereof, used and occupied for human habitation or intended to be so used, and includes any outhouses and appurtenances belonging thereto or usually enjoyed therewith, except for purposes of G.S. 160D Article 12 it does not include any manufactured home, mobile home, or recreational vehicle, if used solely for a seasonal vacation purpose.

*Dwelling unit* ~~means any room or group of rooms located within a dwelling and forming a single habitable unit with facilities that are used or intended to be used for living, sleeping, cooking and eating.~~ means a single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation subject to the restrictions of G.S. 160D-706(b).

Evidentiary hearing means a hearing to gather competent, material, and substantial evidence in order to make findings for a quasi-judicial decision required by a development regulation adopted under this Chapter.

*Extermination* means the control and extermination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating or trapping; or by any other recognized and legal pest elimination methods.

*Family* means one or more persons living together, whether or not related by blood, marriage or adoption, and having common housekeeping facilities.

*Floor area* means the total area of all enclosed habitable space in a building or structure.

*Garbage* means the animal and vegetable waste resulting from the handling, preparation, cooking and consumption of food.

*Habitable room* means a room or enclosed floor space used or intended to be used for living, sleeping, cooking or eating purposes, excluding bathrooms, water closet compartments, laundries, pantries, foyers or communicating corridors, closets and storage spaces.

*Infestation* means the presence within or around a dwelling of any insects, rodents or other pests.

*Inspector* means the town's ~~Building Inspector appointed as such to administer this article and including any agent of the Inspector who is authorized by the Inspector.~~ public officer (see public officer definition).

*Manufactured home or mobile home* ~~means a structure defined in G.S 143-145(7).~~

~~(1) — A portable manufactured housing unit, designed for transportation on its own chassis and placement on a temporary or semipermanent foundation, having a measurement of over 32 feet in length and over eight feet in width. *Mobile home* also means a doublewide mobile home which is two or more portable manufactured housing units designed for transportation on their own chassis, which connect on-site for placement on a temporary or semipermanent foundation, having a measurement of over 32 feet in length and over eight feet in width.~~

*Occupant* means any person over one year of age living, sleeping, cooking or eating in, or having actual possession of, a dwelling unit or rooming unit.

*Openable area* means that part of a window or door available for unobstructed ventilation and which opens directly to the outdoors.

*Operator* means any person who has charge, care or control of a building or part thereof in which dwelling units or rooming units are let.

*Owner* means any person who, alone or jointly or severally with others, shall:

- (1) Have title to any dwelling or dwelling unit, with or without accompanying actual possession thereof; or
- (2) Have charge, care or control of any dwelling or dwelling unit, as owner or agent of the owner, or as executor, executrix, administrator, administratrix, trustee or guardian of the estate of the owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this article, and of rules and regulations adopted pursuant to this article, to the same extent as if he or she were the owner.

*Parties in interest* means all individuals, associations and corporations that have interests of record in a dwelling and any that are in possession thereof.

*Person* means an individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, interstate body, the State of North Carolina and its agencies and political subdivisions, or other legal entity.

*Planning and Development Regulation Jurisdiction* means the geographic area defined in Part 2 of G.S. 160D within which the Town may undertake planning and apply the development regulations authorized by this chapter.

*Plumbing* means all of the following supplied facilities and equipment: gas pipes, gas-burning equipment, water pipes, mechanical garbage disposal units (mechanical sink grinders), waste pipes, water closets, sinks, installed dishwashers, lavatories, bathtubs, shower baths, installed clothes-washing machines, catch basins, drains, vents and any other similar supplied fixtures, together with all connections to the water, sewer or gas line.

*Public authority* means any officer who is in charge of any department or branch of the government of the town or of the state relating to health, fire, building regulations or other activities concerning dwellings in the town.

*Public officer* means the officer or officers who are authorized by ordinances adopted hereunder to exercise the powers prescribed by ~~the ordinances and by this article~~ this chapter and the following per G.S. 160D-1210:

- (1) To investigate the dwelling conditions in the Town's planning and development regulation jurisdiction in order to determine which dwellings therein are unfit for human habitation.
- (2) To administer oaths, affirmations, examine witnesses, and receive evidence.
- (3) To enter upon premises for the purpose of making examinations in a manner that will do the least possible inconvenience to the persons in possession.
- (4) To appoint and fix the duties of officers, agents, and employees necessary to carry out the purposes of this chapter.
- (5) To delegate any of his or her functions and powers under the ordinance to other officers and other agents

Quasi-judicial decision means a decision involving the finding of facts regarding a specific application of a development regulation and that requires the exercise of discretion when applying the standards of the regulation. The term includes, but is not limited to, decisions involving variances, special use permits, certificates of appropriateness, and appeals of administrative determinations. Decisions on the approval of subdivision plats and site plans are quasi-judicial in nature if the regulation authorizes a decision-making board to approve or deny the application based not only upon whether the application complies with the specific requirements set forth in the regulation, but also on whether the application complies with one or more generally stated standards requiring a discretionary decision on the findings to be made by the decision-making board.

*Repair* means the replacement of existing work with the same kind of material used in the existing work, not including additional work that would change the structural safety of the building or that would affect or change required existing facilities, a vital element of an elevator, plumbing, gas piping, wiring or heating installations, or that would be in violation of a provision of law or ordinance. The term *repair* or *repairs* shall not apply to any change of construction.

*Required* means required by some provision of this article.

*Residential occupancy* means buildings in which families or households live or in which sleeping accommodations are provided, and all dormitories shall be classified as *residential occupancy*. Such buildings include, among others, the following: dwellings, multiple dwellings and lodging houses. Rooming house means any dwelling, or that part of any dwelling containing one or more rooming units, in which space is let by the owner or operator to three or more persons who are not husband and wife, son or daughter, mother or father, or sister or brother of the owner or operator.

*Rooming unit* means any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking or eating purposes.

*Rubbish* means combustible and noncombustible waste materials except garbage. The term shall include the residue from the burning of wood, coal, coke and other combustible material, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metal mineral matter, glass, crockery and dust.

*Stairway* means one or more flights of stairs and the necessary landings and platforms connecting them, to form a continuous and uninterrupted passage from one story to another in a building or structure.

*Structure* means that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner. The term *structure* shall be construed as if followed by the words "or part thereof."

*Substandard dwelling or structure* means a dwelling, dwelling unit, multiple dwelling, apartment house or any other space used or intended to be used as a habitable living space in any building or structure which does not meet the basic minimum requirements of this article for the use.

*Supplied* means paid for, furnished or provided by, or under the control of, the owner or operator.

*Temporary housing* means any tent, mobile home or other structure used for human shelter that is designed to be transportable and that is not attached to the ground, to another structure or to any utilities system on the same premises for more than 30 consecutive days.

*Unfit for human habitation* means conditions exist in a dwelling that violate or do not comply with one or more of the minimum standards of fitness or one or more of the requirements established by this article.

*Ventilation* means the process of supplying and moving air by natural or mechanical means to or from any space.

*Yard* means an open unoccupied space on the same lot with a building extending along the entire length of a street or rear or interior lot line.

(1992 Code, § 6-51; Ord. passed 4-11-1994)

Sec. 150.31. - Violations; penalty.

It shall be unlawful for the owner of any dwelling or dwelling unit to fail, neglect or refuse to repair, alter or improve the same, or to vacate and close and remove or demolish the same, upon order of the Inspector duly made and served as provided in this article, within the time specified in such order. Each day that any such failure, neglect or refusal to comply with such order continues shall constitute a separate and distinct offense. It shall be unlawful for the owner of any dwelling or dwelling unit, with respect to which an order has been issued pursuant to § 150.49, to occupy or permit the occupancy of the same after the time prescribed in such order for its repair, alteration or improvement or its vacation and closing, and each day that such occupancy continues after such prescribed time shall constitute a separate and distinct offense. The violation of any provision of this article shall constitute a misdemeanor, as provided in G.S. 14-4, and shall be punishable by a fine of up to \$100.00 or 30 days in jail or both for each offense.

(1992 Code, § 6-52; Ord. passed 4-11-1994)

Sec. 150.32. - Finding; purpose.

- (A) Pursuant to G.S. ~~460A-444~~160D-1201, it is hereby found and declared that there exist in the town dwellings that are unfit for human habitation due to dilapidation; defects increasing the hazards of fire, accidents and other calamities; lack of ventilation, light and sanitary facilities; and due to other conditions rendering such dwellings unsafe or unsanitary, and dangerous or detrimental to the health, safety and morals and otherwise inimical to the welfare of the residents of the town.
- (B) In order to protect the health, safety and welfare of the residents of the town as authorized by G.S. ~~Ch. 460A, Art. 19, Pt. 6160D-1201~~, it is the purpose of this article to establish minimum standards of fitness for the initial and continued occupancy of all buildings used for human habitation, as expressly authorized by G.S. ~~460A-444~~160D-1205.

(1992 Code, § 6-53; Ord. passed 4-11-1994)

Sec. 150.33. - Minimum standards of fitness for dwellings, dwelling units.

Every dwelling and dwelling unit used as a human habitation or held out for use as a human habitation shall comply with all of the minimum standards of fitness for human habitation and all of the requirements of §§ 150.34 through 150.45. No person shall occupy as owner-occupant, or let to another for occupancy or use as human habitation, any dwelling or dwelling unit that does not comply with all of the minimum standards of fitness for human habitation and all of the requirements of §§ 150.34 through 150.45. The Inspector may determine that a dwelling is unfit for human habitation if he or she finds that conditions exist at the dwelling that render it dangerous or injurious to the health of the occupants of the dwelling, the occupants of neighboring dwellings or other residents of the town.

(1992 Code, § 6-54; Ord. passed 4-11-1994)

Sec. 150.34. - Sanitary facilities.

- (A) A dwelling unit shall include its own sanitary facilities, which are in proper operating condition, can be used in privacy and are adequate for personal cleanliness and the disposal of human waste. These facilities shall utilize an approved public disposal system.
- (B) All required plumbing fixtures shall be located within the dwelling unit and shall be accessible to the occupants of same. A flush toilet, a fixed basin and tub or shower shall be located in a separate room in the dwelling unit affording privacy to the user, and such room shall have a minimum floor space of 30 square feet. The lavatory and tub or shower shall have hot and cold running water.
- (C) Every dwelling unit shall have connected to the kitchen sink, washing machine connections, lavatory and tub or shower an adequate supply of both cold and hot water. All water shall be supplied through an approved pipe distribution system connected to a potable water supply.
- (D) Every dwelling shall have water-heating facilities that are properly installed and maintained in a safe and good working condition and are capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at every required kitchen sink, lavatory basin, bathtub or shower at a temperature of not less than 120°F. Such water-heating facilities shall be capable of meeting the requirements of this subsection when the dwelling or dwelling unit heating facilities required under the provisions of this article are not in operation.

(1992 Code, § 6-55; Ord. passed 4-11-1994)

Sec. 150.35. - Food preparation; refuse disposal.

- (A) A dwelling unit shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary.
- (B) The unit shall contain the following equipment in proper operating condition: cooking stove or range and a refrigerator of appropriate size for the unit, supplied by either the owner or the family, and a kitchen sink with hot and cold running water. The sink shall drain into an approved public system. Adequate space for the storage, preparation and serving of food shall be provided. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g., garbage cans).
- (C) All plumbing fixtures and appliances shall meet the standards of the state's Plumbing Code and shall be maintained in a state of good repair and in good working order.
- (D) All fixtures, receptacles, equipment and wiring shall be maintained in a state of good repair, safe, capable of being used and installed in accordance with the state's Electrical Code.
- (E) All cooking and heating equipment and facilities shall be installed in accordance with the building, gas or electrical code and shall be maintained in a safe and good working condition.
- (F) Every dwelling unit shall have adequate garbage disposal facilities or garbage storage containers, the type and location of which facilities or containers are approved by the ~~Town Council~~[Board of Commissioners](#).

(1992 Code, § 6-56; Ord. passed 4-11-1994)

Sec. 150.36. - Space and security.

- (A) A dwelling unit shall afford the family adequate space and security.



- (B) A living room, kitchen area and bathroom shall be present, and the dwelling unit shall contain at least one sleeping or living/sleeping room of appropriate size for each two persons.
- (C) Exterior doors and windows accessible from outside the unit shall be lockable.
- (D) Every habitable room shall have at least one window or skylight that can easily be opened, or such other device as will adequately ventilate the room. The total openable window area in every habitable room shall be equal to at least 45 percent of the minimum window area size or minimum skylight-type window size, as required, or shall have other approved equivalent ventilation.
- (E) Every bathroom shall comply with the light and ventilation requirements for habitable rooms, except that no window or skylight shall be required in adequately ventilated bathrooms equipped with an approved ventilation system.

(1992 Code, § 6-57; Ord. passed 4-11-1994)

Sec. 150.37. - Structure and materials.

- (A) A dwelling unit shall be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the occupants from the environment.
- (B) Ceilings with minimum height of seven feet, six inches, and walls and floors shall not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling or noticeable movement under walking stress, missing parts or other serious damage. The roof structure shall be firm and the roof shall be weathertight. The exterior wall structure and exterior wall surface shall not have any serious defects such as serious leaning, buckling, sagging, cracks or holes, loose siding or other serious damage. The condition and equipment of interior stairways, halls, porches, walkways, etc., shall be such as not to present a danger of tripping or falling. Elevators shall be maintained in safe operating condition. In the case of a mobile home, the home shall be securely anchored by a tie-down device that distributes and transfers the loads imposed by the unit to appropriate ground anchors so as to resist wind overturning and sliding.
- (C) The building foundation walls, piers and other structural elements shall be maintained in a safe manner and capable of supporting the load that normal use may cause to be placed thereon.
- (D) The exterior walls shall be substantially weathertight, watertight and shall be made impervious to the adverse effect of weather and be maintained in sound condition and good repair.
- (E) Roofs shall be maintained in a safe manner and have no defects that might admit rain or cause dampness in the walls or interior portions of the building.
- (F) Every dwelling unit shall have safe, unobstructed means of egress leading to a safe and open space at ground level.
- (G) Every inside and outside stair, porch and any appurtenance thereto shall be safe to use and capable of supporting the load that normal use may cause to be placed thereon, and shall be kept in sound condition and good repair.
- (H) Every window, exterior door and basement or cellar door and hatchway shall be substantially weathertight, watertight and rodent proof, and shall be kept in sound working condition and good repair.
- (I) Windowpanes or an approved substitute shall be maintained without cracks or holes.
- (J) Window sash shall be properly fitted and weathertight within the window frame.
- (K) Every window required for light and ventilation for habitable rooms shall be capable of being easily opened and secured in position by window hardware.
- (L) Every exterior door shall be provided with proper hardware and maintained in good condition.

- (M) Every exterior door shall fit reasonably well within its frame so as to substantially exclude rain and wind from entering the dwelling building.
- (N) Every door opening directly from a dwelling unit to outdoor space shall have screens, and every window or other device with opening to outdoor space, used or intended to be used for ventilation, shall likewise have screens.
- (O) Dwelling buildings containing central heating furnaces and air-conditioning equipment for mechanically ventilating the building year-round are not required to have screens on door or window openings. Window-type air-conditioning units are not included in this exception.
- (P) All exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment.
- (Q) Garages, storage buildings and other accessory structures shall be maintained and kept in good repair and sound structural condition.
- (R) Every structural element of the dwelling shall be maintained structurally rodent proof, shall be kept in sound condition and good repair, and shall be safe to use and capable of supporting the load that normal use may cause to be placed thereon.
- (S) Every structural element of the dwelling shall be maintained structurally sound and show no evidence of deterioration that would render them incapable of carrying loads that normal use may cause to be placed thereon.
- (T) No basement space shall be used as a habitable room or dwelling unit unless:
  - (1) The floor and walls are impervious to leakage of underground and surface runoff water and insulated against dampness;
  - (2) There is at least one window above ground.

(1992 Code, § 6-58; Ord. passed 4-11-1994)

Sec. 150.38. - Thermal environment.

- (A) A dwelling unit shall have and be capable of maintaining a thermal environment healthy for the human body. At a minimum, a central or electric heating system or sufficient chimneys, flues, or gas vents, with heating appliances connected, shall be provided so as to heat at least one habitable room, excluding the kitchen, to a minimum temperature of 68 degrees Fahrenheit measured 3 feet above the floor with an outside temperature of 20 degrees Fahrenheit.
- (B) A dwelling unit shall contain safe heating and/or cooling facilities that are in proper operating condition and can provide adequate heat and/or cooling to each room in the dwelling unit appropriate for the climate to ensure a healthy living environment. Unvented room heaters that burn gas, oil or kerosene are unacceptable except as allowed by law.
- (C) A dwelling unit shall be free of pollutants in the air at levels which threaten the health of the occupants.
- (D) A dwelling unit shall be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust and other harmful air pollutants. Air circulation shall be adequate throughout the unit. Bathroom areas shall have at least one operable window or other adequate exhaust ventilation.

(1992 Code, § 6-59; Ord. passed 4-11-1994)

Sec. 150.39. - Electrical systems.

No person shall occupy as owner-occupant any dwelling unit designed or intended to be used for the purpose of living, sleeping, cooking or heating therein that does not comply with the following requirements:

- (A) All fixtures, receptacles, equipment and wiring shall be maintained in a state of good repair, safe, capable of being used and installed and connected to the source of electric power.
- (B) The minimum capacity of the service supply and the main disconnect switch shall be sufficient to adequately carry the total load.
- (C) All fixtures, receptacles and wiring shall be maintained in a state of good repair, safe, capable of being used, and installed in accordance with the state's Electrical Code.
- (D) Every public hall and stairway in every multiple dwelling containing five or more dwelling units shall be adequately lighted at all times. Every public hall and stairway in structures devoted solely to dwelling occupancy and containing not more than four dwelling units may be supplied with conveniently located light switches, controlling an adequate lighting system which may be turned on when needed, instead of full-time lighting.

(1992 Code, § 6-60; Ord. passed 4-11-1994)

Sec. 150.40. - Care of premises.

- (A) The owner or occupants of a residential building, structure or property shall not utilize the premises of the residential property for the open storage of any abandoned motor vehicle, ice box, refrigerator, stove, glass, building material, building rubbish or similar items. It shall be the duty and responsibility of every such owner or occupant to keep the premises of the residential property clean and to remove from the premises all such abandoned items as listed above including, but not limited to, weeds, dead trees, trash, garbage and the like, upon notice of the Inspector.
- (B) For the purpose of this section, an *abandoned motor vehicle* is defined as one that is in a state of disrepair and incapable of being moved under its own power.

(1992 Code, § 6-61; Ord. passed 4-11-1994)

Sec. 150.41. - Water supply.

- (A) The water supply of a dwelling unit shall be free from contamination.
- (B) The unit shall be served by an approved public or private sanitary water supply.

(1992 Code, § 6-62; Ord. passed 4-11-1994)

Sec. 150.42. - Lead-based paint.

No lead-based paint shall be used on a dwelling unit.

(1992 Code, § 6-63; Ord. passed 4-11-1994)

Sec. 150.43. - Access.

- (A) \_\_\_A dwelling unit shall be usable and capable of being maintained without unauthorized use of other private properties.
- (B) \_\_\_The building shall provide an alternate means of egress in case of fire (i.e., fire stairs or egress through windows).

(1992 Code, § 6-64; Ord. passed 4-11-1994)

Sec. 150.44. - Extermination.

- (A) A dwelling unit and its equipment shall be in a sanitary condition.
- (B) The unit and its equipment shall be free of vermin and rodent infestation.

(1992 Code, § 6-65; Ord. passed 4-11-1994)

Sec. 150.45. - Congregate housing.

- (A) The foregoing standards shall apply to congregate housing except for § 150.45.
- (B) In addition, the following standards shall apply:
  - (1) The unit shall contain a refrigerator of appropriate size.
  - (2) The central dining facility (and kitchen facility, if any) shall contain suitable space and equipment to store, prepare and serve food in a sanitary manner, and there shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g., garbage cans).

(1992 Code, § 6-66; Ord. passed 4-11-1994)

Sec. 150.46. - Duties of inspector.

- (A) The Inspector is hereby designated as the public officer to enforce the provisions of this article and to exercise the duties and powers prescribed in this article.
- (B) It shall be the duty of the Inspector to:
  - (1) Investigate the dwelling conditions and to inspect dwellings and dwelling units located in the town in order to determine which dwellings and dwelling units are unfit for human habitation, and for the purpose of carrying out the objectives of this article with respect to such dwellings and dwelling units;
  - (2) Take such action, together with other appropriate departments and agencies, public and private, as may be necessary to effect rehabilitation of housing which is deteriorated;
  - (3) Keep a record of the results of inspections made under this article and an inventory of those dwellings that do not meet the minimum standards of fitness prescribed in this article;
  - (4) Perform such other duties as may be prescribed in this article.

(1992 Code, § 6-67; Ord. passed 4-11-1994)

Sec. 150.47. - Powers of inspector.

The Inspector is authorized to exercise such powers as may be necessary or convenient to carry out and effectuate the purpose and provisions of this article, including the following powers in addition to others herein granted:

- (A) To investigate the dwelling conditions in the ~~town-Town's planning and development regulation jurisdiction~~ in order to determine which dwellings ~~therein~~ are unfit for human habitation;
- (B) To administer oaths and affirmations, examine witnesses, and receive evidence;
- (C) To enter upon premises for the purpose of making examinations ~~and inspections, provided such entries shall be made in such manner as to cause them~~ a manner that will do the least possible inconvenience to the persons in possession;

- (D) To appoint and fix the duties of such officers, agents and employees ~~as he deems~~ necessary to purposes of this ~~article~~chapter; and
- (E) To delegate any of his ~~or her~~ functions and powers under this ~~article~~ chapter to ~~assistants qualified under state law to perform such functions or powers.~~ public officers and other agents.

(1992 Code, § 6-68; Ord. passed 4-11-1994)

Sec. 150.48. - Inspections; duty of owners and occupants.

For the purpose of making inspections, the Inspector is hereby authorized to enter, examine and survey at all reasonable times all dwellings, dwelling units, congregate housing and premises. ~~The inspector must enter the premises during reasonable hours, present proper credentials upon entering the premises and have consent of the premises owner or an administrative search warrant to inspect areas not open to the public. The owner or occupant of every dwelling, dwelling unit or congregate housing, or the person in charge thereof, shall give the Inspector free access to the dwelling, dwelling unit or rooming unit and its premises at all reasonable times for the purposes of the inspection, examination and survey. Every occupant of a dwelling or dwelling unit shall give the owner thereof or his or her agent or employee access to any part of such dwelling or dwelling unit and its premises at all reasonable times for the purpose of making the repairs or alterations as are necessary to effect compliance with the provisions of this article or with any lawful order issued pursuant to the provisions of this article.~~

(1992 Code, § 6-69; Ord. passed 4-11-1994)

Sec. 150.49. - Procedure for enforcement.

- (A) *Preliminary investigation; notice; administrative hearing.* ~~Per G.S. 160D-1203, whenever Whenever a petition is filed with the inspector by a public authority or by at least five residents of the town charging that any dwelling is unfit for human habitation or when it appears to the inspector that any dwelling is unfit for human habitation, the public officer shall, if a preliminary investigation discloses a basis for such charges, issue and cause to be served upon the owner of and parties in interest in such dwellings a complaint stating the charges in that respect and containing a notice that an administrative hearing will be held before the Inspector, or the inspector's designated agent, at a place within the county in which the property is located. The hearing shall be not less than 10 days nor more than 30 days after the serving of the complaint. The owner and parties in interest shall be given the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the place and time fixed in the complaint. The rules of evidence prevailing in courts of law shall not be controlling in administrative hearings before the public officer.~~ a petition is filed with the Inspector by a public authority or by at least five residents of the town charging that any dwelling or dwelling unit is unfit for human habitation, or whenever it appears to the Inspector upon inspection that any dwelling or dwelling unit is unfit for human habitation, he or she shall, if his or her preliminary investigation discloses a basis for the charges, issue and cause to be served upon the owner of and parties in interest in such dwelling or dwelling unit a complaint stating the charges in that respect and containing a notice that ~~an administrative hearing will be held before the Inspector or his or her designated agent at a place within the county~~ Town therein fixed, not less than ten nor more than 30 days after the serving of the complaint. The owner or any party in interest shall have the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the place and time fixed in the complaint. Notice of the hearing shall also be given to at least one of the persons signing a petition relating to such dwelling. Any person desiring to do so may attend the hearing and give evidence relevant to the matter being heard. The rules of evidence prevailing in courts of law or equity shall not be controlling in hearings before the Inspector, and the complaint shall so state.
- (B) *Determination, action after administrative hearing.*

- (1) After the notice and administrative hearing, the Inspector shall state in writing his or her determination whether the dwelling or dwelling unit is unfit for human habitation and, if so, whether it is deteriorated or dilapidated.
- (2) If the Inspector determines that the dwelling or dwelling unit is unfit for human habitation, he or she shall state in writing his or her findings of fact in support of the determination. If he or she ~~shall determine~~ that the repair, ~~alteration or improvement of the property of the dwelling to render it fit for human habitation can be made at a cost~~ can be made for not more than 50 percent of the current value ~~that the of the dwelling or dwelling unit shall have after the repair, alteration or improvement,~~ he or she shall ~~issue and cause to be served upon the owner thereof an order directing and requiring~~ require the owner to repair or demolish and remove, alter and improve the dwelling ~~or dwelling unit to comply with the minimum standards of fitness established by this article within a specified period of time, not to exceed~~ within 90 days. Such order may also direct and require the owner to vacate and close such dwelling or dwelling unit until the repairs, alterations and improvements have been made. If progress in making such repairs, alterations or improvements has been made satisfactory to the Inspector, he or she may extend the time to finish.

(C) *Appeals.*

- (1) Per G.S. 160D-405(b), ~~Any person~~ who has standing under G.S. 160D-1402(c) aggrieved by an order of the Inspector may appeal therefrom to the Board of Adjustment. A notice of appeal must be filed within ~~ten~~ 30 days from receipt from any source of actual or constructive notice of the determination, from the rendering of the decision or service of the order. ~~The notice of appeal must be filed with the Inspector and with the secretary or chairperson of the Board of Adjustment and shall specify the grounds upon which the appeal is based.~~
- (2) Upon the timely filing of the notice of appeal, the Inspector shall forthwith transmit to the Board of Adjustment all of the papers constituting the record upon which the decision or order appealed from was made.
- (3) When an appeal is from a decision or order of the Inspector requiring the person aggrieved to do any act, the appeal shall have the effect of suspending the requirement until the hearing by the Board of Adjustment unless the Inspector certifies to the Board of Adjustment, after notice of appeal is served upon him or her, that because of facts stated in the written certificate (a copy of which shall be furnished to the appellant), a suspension of his or her order would cause imminent peril to life or property. In that case, the requirement shall not be suspended except by a restraining order, which may be granted for due cause shown upon not less than one day's written notice to the Inspector by the Board of Adjustment or by a court of competent jurisdiction upon petition made pursuant to G.S. ~~160A-446(f), 160D-1208.~~
- (4) The ~~Chairperson or Assistant Chairperson of the Board~~ Town shall fix a time for an evidentiary hearing ~~the of the~~ appeal within 30 days of receiving the notice of appeal. Notice of the hearing shall be provided per G.S. 160D-406(b), ~~shall give all parties due notice of the time, date and place, and shall announce the Board's decision within ten days of the date of the hearing.~~ Any party may appear in person, by agent or by attorney. When hearing an appeal, ~~The~~ Board of Adjustment may reverse or affirm, wholly or partly, or may modify the decision or order appealed from, and may make any decision or order that in its opinion ought to be made in the matter, and to that end it shall have all the powers of Inspector, ~~but the~~ A majority vote ~~concurring vote of four-fifths~~ of the Board of Adjustment shall be necessary to reverse or modify any decision or order of the Inspector. ~~The Board shall have power also in passing upon appeals, when practical, difficulties or unnecessary hardships would result from carrying out the strict letter of this article, to adapt this article to the necessities of the case to the end that the spirit of this article shall be observed, public safety and welfare secured, and substantial justice done.~~

- (D) *Failure to comply with order.* After failure of an owner to comply with a final order of the Inspector within the time specified therein or as extended as provided in subsection (B)(2) above, the Inspector shall submit to the ~~Town Council~~Board of Commissioners an ordinance ordering the Inspector to cause the dwelling or dwelling unit to be repaired, altered, improved, or vacated and removed or demolished, as provided in the original order of the Inspector, and pending the removal or demolition, to placard the dwelling as provided in G.S. ~~460A-443~~160D-1203 and § 150.51.
- (E) *Petition to superior court by owner.* Any person aggrieved by an order by the Inspector or a decision rendered by the Board under subsection (C)(3) above not to suspend the order of the Inspector shall have the right, within 30 days after issuance of the order or rendering of the decision, to petition the superior court for a temporary injunction restraining the Inspector pending a final disposition of the cause, as provided in G.S. ~~460A-446(f)~~160D-1206.

(1992 Code, § 6-70; Ord. passed 4-11-1994)

Sec. 150.50. - Complaints; orders.

- (A) *Methods of service.* Complaints or orders issued by the Inspector pursuant to this ~~article~~chapter shall be served upon the ~~persons either personally or by certified mail, owners or the parties in interest in the dwelling either personally or by registered or certified mail.~~When service is made by certified mail, a copy of the complaint or order may also be sent by regular mail. Service shall be deemed sufficient if the certified mail is unclaimed or refused but the regular mail is not returned by the post office within 10 days after the mailing. If regular mail is used, a notice of the pending proceedings shall be posted in a conspicuous place on the premises affected. If the identities of any owners or the whereabouts of persons are unknown and cannot be ascertained by the Inspector in the exercise of reasonable diligence, ~~or if the owners are known but have refused to accept service by certified mail,~~ the Inspector shall make an affidavit to that effect, ~~and then~~ the serving of the complaint or order upon the ~~unknown~~ owners or other persons may be made by publishing ~~the same~~ in a newspaper of general circulation in Carteret County at least once not less than ten days prior to the hearing to be had in accordance with § 150.49(A). When service is made by publication, a notice of pending proceeding shall be posted in a conspicuous place on the premises affected by the complaint or order.
- (B) *Removal of complaint, notice or order.* No person without written consent of the Inspector shall remove or permit the removal of any complaint, notice or order posted in accordance with the provisions of this article.

(1992 Code, § 6-71; Ord. passed 4-11-1994)

Sec. 150.51. - ~~In rem action~~Action by inspector.

- (A) If the owner fails to comply with an order issued pursuant to this ~~article~~chapter to repair, alter or improve or to vacate and close a dwelling, the Inspector may cause the dwelling to be repaired, altered or improved or to be vacated and closed. The Inspector may cause to be posted on the main entrance of any dwelling so closed a placard with the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful." Occupation of a building so posted shall constitute a Class 1 misdemeanor. The duties of the Inspector set forth in this section shall not be exercised until the Board of Commissioners have by ordinance ordered the Inspector to proceed to effectuate the purpose of this chapter with respect to the particular property or properties that the Inspector shall have found to be unfit for human habitation and which property or properties shall be described in the ordinance. The ordinance shall be recorded in the office of the Carteret County Register of Deeds and shall be indexed in the name of the property owner in the grantor index.
- (B) If the owner fails to comply with an order to remove or demolish the dwelling, the Inspector may cause the dwelling to be removed or demolished. The duties of the Inspector set forth in subsections (A) and (B) hereof shall not be exercised until the ~~town's~~ Board of Commissioners shall have by ordinance

ordered the Inspector to proceed to effectuate the purpose of this [article-chapter](#) with respect to the property or properties which the Inspector has found to be unfit for human habitation and which property or properties shall be described in the ordinance. No such ordinance shall be adopted to require demolition of a dwelling until the owner has first been given a reasonable opportunity to bring it into conformity with the Housing Code. [The ordinance shall be recorded in the office of the Carteret County Register of Deeds and shall be indexed in the name of the property owner in the grantor](#)

(1992 Code, § 6-72; Ord. passed 4-11-1994)

Sec. 150.52. - Costs; lien on premises.

The amount of the cost of proceedings under this article, including attorneys' fees and the cost of any repairs, alterations or improvements, or vacating and closing or removal or demolition, caused to be made or done by the Inspector pursuant to §§ 150.49 and 150.51 shall be made a lien against the real property upon which the cost was incurred. The lien shall be filed, have the same priority, and be ~~enforced and the costs~~ collected [as the lien for special assessment](#) as provided by G.S. Ch. 160A, Art. 10.

(1992 Code, § 6-73; Ord. passed 4-11-1994)

**State Law reference**— Special assessments, see G.S. 160A-216 et seq.

Sec. 150.53. - Sale of items in or attached to removed or demolished dwelling; disbursal of funds.

If a dwelling is removed or demolished by the Inspector, ~~he or she~~[the Town](#) shall sell the materials of the dwelling and any personal property, fixtures or appurtenances found in or attached to the dwelling and shall credit the proceeds of the sale against the costs of the proceedings, attorney fees, and of the removal or demolition, and any balance remaining shall be deposited in the Superior Court by the Inspector, shall be secured in a manner directed by the court, and shall be disbursed by the Court to the persons found to be entitled thereto by final order or decree of the court.

(1992 Code, § 6-74; Ord. passed 4-11-1994)

Sec. 150.54. - Alternative remedies.

Nothing in this [article-chapter](#) shall be construed to impair or limit in any way the power of the town to define and declare nuisances and to cause their abatement by summary action or otherwise, or to enforce this article as authorized by G.S. ~~160A-144~~[160D-1205](#), and the enforcement of any other remedy or remedies provided herein or in other ordinance provisions or laws.

(1992 Code, § 6-75; Ord. passed 4-11-1994)

Sec. 150.55. - Enforcement by action in the nature of summary ejectment.

If any occupant fails to comply with an order to vacate a dwelling, the Inspector may file a civil action in the name of the town to remove the occupant. The action to vacate the dwelling shall be in the nature of summary ejectment and shall be commenced by filing a complaint naming as parties-defendant any person occupying the dwelling. The Clerk of Superior Court shall issue a summons requiring the defendant to appear before a magistrate at a certain time, date and place not to exceed ten days from the issuance of the summons to answer the complaint. The summons and complaint shall be served as provided in G.S. 42-29. The summons shall be returned according to its tenor, and if on its return it



appears to have been duly served, and if at the hearing the Inspector produces a certified copy of an ordinance adopted by the town's Board of Commissioners pursuant to § 150.39(D) authorizing the Inspector to proceed to vacate the occupied dwelling, the magistrate shall enter judgment ordering that the premises be vacated and that all persons be removed. The judgment ordering that the dwelling be vacated shall be enforced in the same manner as the judgment for summary ejectment entered under G.S. 42-30. An appeal from any judgment entered hereunder by the magistrate may be taken as provided in G.S. 7A-228, and the execution of such judgment may be stayed as provided in G.S. 7A-227. An action to remove an occupant of a dwelling who is a tenant of the owner may not be in the nature of a summary ejectment proceeding pursuant to this paragraph unless the occupant was served with notice at least 30 days before the filing of the summary ejectment proceeding that the town's Board of Commissioners has ordered the Inspector to proceed to exercise his or her duties under § 150.49 to vacate and close or remove and demolish the dwelling.

(1992 Code, § 6-76; Ord. passed 4-11-1994)

Sec. 150.56. - Conflict with other provisions.

If any provision, standard or requirement of this ~~article-chapter~~ is found to be in conflict with any provision of any other ordinance, provision or code of the town, the provision that establishes the higher standard or more stringent requirement for the promotion and protection of the health and safety of the residents of the town shall prevail.

(1992 Code, § 6-77; Ord. passed 4-11-1994)

CHAPTER 151. - FLOOD DAMAGE PREVENTION

ARTICLE I. - GENERAL PROVISIONS

Sec. 151.01. - Statutory authorization.

~~(A) *Municipal.* The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Article 6 of Chapter 153A; Article 8 of Chapter 160A; and Article 7, 9, and 11 of Chapter 160D (Effective July 1, 2021) of the North Carolina General Statutes, delegated to local governmental units the authority to adopt regulations designed to promote the public health, safety, and general welfare. Therefore, the Board of Commissioners of the Town of Beaufort, North Carolina, does ordain as follows:~~

~~The Legislature of the State of North Carolina has in G.S. Part 6, Article 21 of Chapter 143; Parts 3, 5, and 8 of Article 19 of Chapter 160A; and Article 8 of S. Chapter 160A, delegated the responsibility to local governmental units to adopt regulations designed to promote the public health, safety and general welfare of its citizenry.~~

~~(B) *County.* The Legislature of the State of North Carolina has in G.S. Part 6, Article 21 of Chapter 143; Parts 3 and 4 of Article 18 of Chapter 153A; and Part 121, Article 6 of Chapter 153A, delegated the responsibility to local governmental units to adopt regulations designed to promote the public health, safety and general welfare of its citizenry.~~

(Ord. 03-018, passed 7-7-2003)

Sec. 151.02. - Findings of fact.

(A) The floodprone areas within the jurisdiction of Town of Beaufort are subject to periodic inundation which results in loss of life, property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures of flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.

- (B) These flood losses are caused by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities, and by the occupancy in floodprone areas by uses vulnerable to floods or hazardous to other lands which are inadequately elevated, floodproofed or otherwise unprotected from flood damages.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.03. - Statement of purpose.

It is the purpose of this chapter to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions within floodprone areas by provisions designed to:

- (A) Restrict or prohibit uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion, flood heights or velocities;
- (B) Require that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- (C) Control the alteration of natural floodplains, stream channels and natural protective barriers, which are involved in the accommodation of flood waters;
- (D) Control filling, grading, dredging and all other development which may increase erosion or flood damage; and
- (E) Prevent or regulate the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards to other lands.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.04. - Objectives.

The objectives of this chapter are:

- (A) To protect human life and health;
- (B) To minimize expenditure of public money for costly flood control projects;
- (C) To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (D) To minimize prolonged business losses and interruptions;
- (E) To minimize damage to public facilities and utilities (i.e. water and gas mains, electric, telephone, cable and sewer lines, streets and bridges) that are located in floodprone areas;
- [\(F\) Minimize damage to private and public property due to flooding;](#)
- [\(G\) Make flood insurance available to the community through the National Flood Insurance Program;](#)
- [\(H\) Maintain the natural and beneficial functions of floodplains;](#)
- ~~(F)~~ To help maintain a stable tax base by providing for the sound use and development of floodprone areas ~~in such a manner as to minimize flood blight areas;~~ and
- ~~(G)~~ To ~~e~~insure that potential home buyers are notified that property is in a Special Flood Hazard Area.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.05. - Definitions.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

*Accessory structure (appurtenant structure)* means a structure which is located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms, and may or may not be located on the same parcel as the farm dwelling or shop building.

*Addition (to an existing building)* means an extension or increase in the floor area or height of a building or structure.

*Appeal* means a request for a review of the Floodplain Administrator's interpretation of any provision of this chapter.

*Area of shallow flooding* means a designated AO Zone on a community's Flood Insurance Rate Map (FIRM) with base flood depths determined to be from one to three feet. These areas are located where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

*Area of special flood hazard.* See *Special flood hazard area (SFHA)*.

*Basement* means any area of the building having its floor subgrade (below ground level) on all sides.

*Base flood* means the flood having a one percent chance of being equaled or exceeded in any given year.

*Base flood elevation (BFE)* means a determination as published in the Flood Insurance Study of the water surface elevations of the base flood.

*Breakaway wall* means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces without causing damage to the elevated portion of the building or the supporting foundation system.

*Building.* [Subject to the restriction of NC G.S. § 160D-706\(b\).](#) See *see Structure*.

*CAMA (North Carolina's Coastal Area Management Act).* This act, along with the Dredge and Fill Law and the federal Coastal Zone Management Act, is managed through North Carolina Department of Environment and Natural Resources' (NCDENR) Division of Coastal Management (DCM).

*Chemical storage facility* means a building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.

[Coastal A Zone \(CAZ\) means an area within a special flood hazard area, landward of a V zone or landward of an open coast without mapped V zones. In a Coastal A Zone, the principal source of flooding must be astronomical tides, storm surges, seiches, or tsunamis, not riverine flooding. During the base flood conditions, the potential for wave heights shall be greater than or equal to 1.5 feet. Coastal A Zones are not normally designated on FIRMs. \(see Limit of Moderate Wave Action \(LiMWA\)\)](#)

[Coastal Barrier Resources System \(CBRS\) consists of undeveloped portions of coastal and adjoining areas established by the Coastal Barrier Resources Act \(CoBRA\) of 1982, the Coastal Barrier Improvement Act \(CBIA\) of 1990, and subsequent revisions, and includes areas owned by Federal or State governments or private conservation organizations identified as Otherwise Protected Areas \(OPA\).](#)

[Coastal high hazard area means a Special Flood Hazard Area extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on a FIRM, or other adopted flood map as determined in Article 3, Section B of this ordinance, as Zone VE.](#) means a special flood hazard area extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on a FIRM, or other adopted flood map as determined in § 151.46.

[Design Flood See "Regulatory Flood Protection Elevation."](#)

*Development* means any manmade change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

*Development Activity* means any activity defined as Development which will necessitate a Floodplain Development Permit. This includes buildings, structures, and non-structural items, including (but not limited to) fill, bulkheads, piers, pools, docks, landings, ramps, and erosion control/stabilization measures.

*Digital Flood Insurance Rate Map (DFIRM)* means the digital official map of a community, issued by the Federal Emergency Management Agency (FEMA), on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

*Disposal* means, as defined in NCGS 130A-290(a)(6), the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any waters, including groundwaters, as in G.S. 130A-290(a)(6).

*Elevated building* means a non-basement building which has its reference level raised above ground level by foundation walls, shear walls, posts, piers, pilings or columns.

*Encroachment* means the advance or infringement of uses, fill, excavation, buildings, permanent structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.

*Existing building and existing structure* means any building and/or structure for which the "start of construction" commenced before the effective date of the floodplain management regulations adopted by the Town of Beaufort, dated [REDACTED].

Commented [CS1]: TOB to insert date

*Existing manufactured home park or manufactured home subdivision* means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community, dated [REDACTED]. means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is pre-FIRM.

Commented [CS2]: TOB to insert date

*Flood or Flooding* means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland or tidal waters; and
- (2) The unusual and rapid accumulation of runoff of surface waters from any source.

*Flood boundary and floodway map (FBFM)* means an official map of a community, issued by the Federal Emergency Management Agency, on which the Special Flood Hazard Areas and the floodways are delineated. This official map is a supplement to and shall be used in conjunction with the Flood Insurance Rate Map (FIRM).

*Flood hazard boundary map (FHBM)* means an official map of a community, issued by the Federal Emergency Management Agency, where the boundaries of the Special Flood Hazard Areas have been defined as Zone A.

*Flood insurance* means the insurance coverage provided under the National Flood Insurance Program.

*Flood insurance rate map (FIRM)* means an official map of a community, issued by the Federal Emergency Management Agency, on which both the special flood hazard areas and the risk premium zones applicable to the community are delineated.

*Flood insurance study (FIS)* means an examination, evaluation and determination of flood hazard areas, corresponding water surface elevations (if appropriate), flood insurance risk zones and other flood data in a community issued by FEMA. The Flood Insurance Study report includes Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), if published.

Floodplain or floodprone area means any land area susceptible to being inundated by water from Rate Map that reflects the severity or type of flooding in the area.

Floodplain means any land area susceptible to being inundated by water from any source.

Floodplain administrator means the individual appointed to administer and enforce the floodplain management regulations.

*Floodplain management* means the operation of an overall program of corrective and preventive measures for reducing flood damage and preventing and enhancing, where possible, natural resources in the floodplain, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations and open space plans.

~~Floodplain administrator means the individual appointed to administer and enforce the floodplain management regulations.~~

Floodplain Management Regulations means this chapter and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, and other applications of police power. This term describes federal, state or local regulations, in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

*Floodproofing* means any combination of structural and nonstructural additions, changes or adjustments to structures, which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitation facilities, or structures with their contents.

*Floodprone area.* See *floodplain*.

Flood-resistant material means any building product [material, component or system] capable of withstanding direct and prolonged contact (minimum 72 hours) with floodwaters without sustaining damage that requires more than low-cost cosmetic repair. Any material that is water-soluble or is not resistant to alkali or acid in water, including normal adhesives for above-grade use, is not flood-resistant. Pressure-treated lumber or naturally decay-resistant lumbers are acceptable flooring materials. Sheet-type flooring coverings that restrict evaporation from below and materials that are impervious, but dimensionally unstable are not acceptable. Materials that absorb or retain water excessively after submergence are not flood-resistant. Please refer to Technical Bulletin 2, Flood Damage-Resistant Materials Requirements, and available from the FEMA. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.

*Floodway* means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

Floodway encroachment analysis means an engineering analysis of the impact that a proposed encroachment into a floodway or non-encroachment area is expected to have on the floodway boundaries and flood levels during the occurrence of the base flood discharge. The evaluation shall be prepared by a qualified North Carolina licensed engineer using standard engineering methods and hydraulic models meeting the minimum requirement of the National Flood Insurance Program.

~~Flood zone means a geographical area shown on a Flood Hazard Boundary Map or Flood Insurance Rate Map that reflects the severity or type of flooding in the area.~~

*Functionally dependent facility* means a facility which cannot be used for its intended purpose unless it is located in close proximity to water, such as a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding or ship repair. The term does not include long-term storage, manufacture, sales or service facilities.

*Hazardous waste management facility* means a facility for the collection, storage, processing, treatment, recycling, recovery or disposal of hazardous waste as defined in G.S. Article 9 of Chapter 130A.

*Highest adjacent grade (HAG)* means the highest natural elevation of the ground surface, prior to construction, next to the proposed walls of the structure.

*Historic structure* means any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (3) Individually listed on a local inventory of historic landmarks in communities with a "Certified Local Government (CLG) Program"; or individually listed on a State inventory of historic places;
- (4) Certified as contributing to the historical significance of a historic district designated by a community with a "Certified Local Government (CLG) Program."~~Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified;~~

Letter of Map Change (LOMC) means an official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

(a) Letter of Map Amendment (LOMA): An official amendment, by letter, to an effective National Flood Insurance Program map. A LOMA is based on technical data showing that a property had been inadvertently mapped as being in the floodplain, but is actually on natural high ground above the base flood elevation. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.

(b) Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.

(c) Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the BFE and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

(d) Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

Light Duty Truck means any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less as defined in 40 CFR 86.082-2 and is:

(a) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or

(b) Designed primarily for transportation of persons and has a capacity of more than 12 persons; or

(c) Available with special features enabling off-street or off-highway operation and use.

Limit of Moderate Wave Action (LiMWA) means the boundary line given by FEMA on coastal map studies marking the extents of Coastal A Zones (CAZ).

Lowest adjacent grade (LAG) means the lowest elevation of the ground, sidewalk or patio slab immediately next to the building, or deck support, after completion of the building.~~means the elevation of~~

~~the ground, sidewalk, patio slab or deck support immediately next to the building after completion of the~~

*Lowest floor* means the subfloor, top of slab or grade of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement area is not considered a building's lowest floor provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this chapter.

*Manufactured home* ~~means a structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle", means a structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term *manufactured home* does not include a recreational vehicle.~~

*Manufactured Home Park or Subdivision* means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

*Map Repository* means the location of the official flood hazard data to be applied for floodplain management. It is a central location in which flood data is stored and managed; in North Carolina, FEMA has recognized that the application of digital flood hazard data products carry the same authority as hard copy products. Therefore, the NCEM's Floodplain Mapping Program websites house current and historical flood hazard data. For effective flood hazard data the NC FRIS website (<http://FRIS.NC.GOV/FRIS>) is the map repository, and for historical flood hazard data the FloodNC website (<http://FLOOD.NC.GOV/NCFLOOD>) is the map repository.

*Market value* means the building value, excluding the land (as agreed to between a willing buyer and seller), as established by what the local real estate market will bear. *Market value* can be established by independent certified appraisal, replacement cost depreciated by age of building (Actual Cash Value) or adjusted assessed values.

*Mean sea level* means, for purposes of the NFIP, the National Geodetic Vertical Datum (NGVD) as corrected in 1929, the North American Vertical Datum (NAVD) as corrected in 1988 or other vertical control datum used as a reference for establishing varying elevations within the floodplain, to which Base Flood Elevations (BFEs) shown on a FIRM are referenced. Refer to each FIRM panel to determine datum used.

*Nonconforming building or development* means any legally existing building or development which fails to comply with the current provisions of this chapter.

*Non-encroachment area (NEA)* means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot as designated in the Flood Insurance Study report.

*Obstruction* includes, but is not limited to, any dam, wall, wharf, embankment, levee, dike, pile, abutment, protection, excavation, channelization, bridge, conduit, culvert, building, wire, fence, rock, gravel, refuse, fill, structure, vegetation or other material in, along, across or projecting into any watercourse which may alter, impede, retard or change the direction and/or velocity of the flow of water, or due to its location, its propensity to snare or collect debris carried by the flow of water, or its likelihood of being carried downstream.

*Otherwise Protected Area (OPA)* see "[Coastal Barrier Resources System \(CBRS\)](#)".

*Post-FIRM* means construction or other development which started on or after January 1, 1975 or on or after the effective date of the initial Flood Insurance Rate Map for the area, whichever is later.

*Pre-FIRM* means construction or other development which started before January 1, 1975 or before the effective date of the initial Flood Insurance Rate Map for the area, whichever is later.

*Primary frontal dune* means a continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and adjacent to the beach and subject to

erosion and over-topping from high tides and waves during major coastal storms. The inland limit of the primary frontal dune occurs at the point where there is a distinct change from a relatively steep slope to a relatively mild slope.

Principally Above Ground means that at least 51% of the actual cash value of the structure is above ground.

*Public safety and/or nuisance* means anything which is injurious to the safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal or basin.

*Recreational vehicle (RV)* means a vehicle, which is:

- (1) Built on a single chassis;
- (2) Four hundred square feet or less when measured at the largest horizontal projection;
- (3) Designed to be self-propelled or permanently towable by a light duty truck; and
- (4) Designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel or seasonal use and

(5) Is fully licensed and ready for highway use.-

*Reference level* means the portion of a structure or other development that must be compared to the regulatory flood protection elevation to determine regulatory compliance of the building. Within Special Flood Hazard Areas designated as zones A1-A30, AE, A, A99, AO or AH, the reference level is the top of the lowest floor. Within special flood hazard areas designated as zones VE\_ or V1-V30, the reference level is the bottom of the lowest horizontal structural member.

Reference Level is the top of the lowest floor for structures within Special Flood Hazard Areas designated as Zones A, AE, AH, AO, A99. The reference level is the bottom of the lowest horizontal structural member of the lowest floor for structures within Special Flood Hazard Areas designated as Zone VE.

*Regulatory flood protection elevation* means the “Base Flood eElevation” plus the “Freeboard” to which all structures and other development located within the Special Flood Hazard Areas must be elevated or floodproofed, if non-residential. Within areas where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE plus one foot of freeboard. In areas where no BFE has been established, all structures and other development must be elevated or floodproofed, if non-residential, to two feet above the highest adjacent grade. Two feet is minimum but a state standard, greater than two feet is optional.

*Remedy a violation* means to bring the structure or other development into compliance with state or community floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the ordinance or otherwise deterring future similar violations, or reducing federal financial exposure with regard to the structure or other development.

*Repetitive loss* means flood-related damages sustained by a structure on two separate occasions during any ten-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred.

*Retrofitting* means measures, such as floodproofing, elevation, construction of small levees, and other modifications, taken on an existing building or its yard to protect it from flood damage.

*Riverine* means relating to, formed by, or resembling a river (including tributaries), stream, brook and the like.

*Salvage yard* means property used for the storage, collection and/or recycling of any type of equipment whatsoever, whether industrial or noncommercial, and including, but not limited to, vehicles, appliances and related machinery.



Sand Dunes means naturally occurring accumulations of sand in ridges or mounds landward of the beach.

Shear Wall means walls used for structural support but not structurally joined or enclosed at the end (except by breakaway walls). Shear walls are parallel or nearly parallel to the flow of the water.

Special flood hazard area (SFHA) means the land in the floodplain subject to a one percent (1%) or greater chance of being flooded in any given year, as determined in this chapter.~~the land in the floodplain subject to a one percent or greater chance of being flooded in any given year as determined herein.~~

*Solid waste disposal facility* means any facility involved in the disposal of solid waste, as defined in G.S. 130A-290(a)(35).

*Solid waste disposal site* means as in G.S. 130A-290(a)(36).

*Start of construction* includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure (including a manufactured home) on a site, such as the pouring of slabs or footings, installation of piles, construction of columns or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

*Structure* means a walled and roofed building, a manufactured home, a gas or liquid storage tank that is principally above ground.

*Substantial damage* means damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. See definition of substantial improvement. Substantial damage also means flood-related damage sustained by a structure on two separate occasions during a ten-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred. (Last sentence is OPTIONAL)

*Substantial improvement* means any combination of repairs, reconstruction, rehabilitation, addition or other improvement of a structure, taking place during any one-year period whereby the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred substantial damage, regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any correction of existing violations of state or community health, sanitary or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (2) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

Technical Bulletin and Technical Fact Sheet means a FEMA publication that provides guidance concerning the building performance standards of the NFIP, which are contained in Title 44 of the U.S. Code of Federal Regulations at Section 60.3. The bulletins and fact sheets are intended for use primarily by State and local officials responsible for interpreting and enforcing NFIP regulations and by members of the development community, such as design professionals and builders. New bulletins, as well as updates of existing bulletins, are issued periodically as needed. The bulletins do not create regulations; rather they provide specific guidance for complying with the minimum requirements of existing NFIP regulations.

It should be noted that Technical Bulletins and Technical Fact Sheets provide guidance on the minimum requirements of the NFIP regulations. State or community requirements that exceed those of the NFIP take precedence. Design professionals should contact the community officials to determine whether more restrictive State or local regulations apply to the building or site in question. All applicable standards of the State or local building code must also be met for any building in a flood hazard area.

*Variance* means a grant of relief from the requirements of this chapter.

*Violation* means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications or other evidence of compliance required § 151.26 is presumed to be in violation until such time as that documentation is provided.

*Watercourse* means a lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically.

*Watercourse* includes specifically designated areas in which substantial flood damage may occur.

*Water surface elevation (WSE)* means the height, in relation to mean sea level, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.06. - Lands to which ordinance applies.

This chapter shall apply to all special flood hazard areas within the jurisdiction, including Extra-Territorial Jurisdictions (ETJ) if applicable, of Town of Beaufort and within the jurisdiction of any other community whose governing body agrees, by resolution, to the applicability.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.07. - Basis for establishing the special flood hazard areas.

- (A) The special flood hazard areas are those identified by the Federal Emergency Management Agency (FEMA) or produced under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Hazard Boundary Map (FHBM) or Flood Insurance Study (FIS) and its accompanying flood maps such as the Flood Insurance Rate Map(s) (FIRM) and/or the Flood Boundary Floodway Map(s) (FBFM), for Town of Beaufort dated July 16, 2003, which with accompanying supporting data, and any revision thereto, including Letters of Map Amendment or Revision, and associated DFIRM panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this chapter, and all revisions thereto are adopted by reference and declared to be a part of this chapter. The Special Flood Hazard Areas also include those defined through standard engineering analysis for private developments or by governmental agencies, but which have not yet been incorporated in the FIRM. This includes, but is not limited to, detailed flood data, generated as a requirement hereof; preliminary FIRMS where more stringent than the effective FIRM; or post-disaster flood recovery maps.
- (B) In addition, upon annexation to Town of Beaufort or inclusion in the Extra-Territorial Jurisdiction (ETJ), the special flood hazard areas identified by the Federal Emergency Management Agency (FEMA) and/or produced under the cooperating technical state agreement between the State of North Carolina and FEMA as stated above for the Unincorporated Areas of Carteret County, with accompanying maps and other supporting data, and any revision thereto, are adopted by reference and declared to be a part of this chapter.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.08. Establishment of Floodplain development permit.

A floodplain development permit shall be required in conformance with the provisions of this chapter prior to the commencement of any development activities within special flood hazard areas as determined in § 151.41.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.09. - Compliance.

No structure or land shall hereafter be located, extended, converted, altered, or developed in any way without full compliance with the terms of this chapter and other applicable regulations.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.10. - Abrogation and greater restrictions.

This chapter is not intended to repeal, abrogate or impair any existing easements, covenants or deed restrictions. However, where this chapter and, another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.11. - Interpretation.

In the interpretation and application of this chapter, all provisions shall be:

- (A) Considered as minimum requirements;
- (B) Liberally construed in favor of the governing body; and
- (C) Deemed neither to limit nor repeal any other powers granted under state statutes.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.12. - Warning and disclaimer of liability.

- (A) The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering consideration. Larger floods can and will occur on rare occasions.
- (B) Actual flood heights may be increased by man-made or natural causes.
- (C) (1) This chapter does not imply that land outside the special flood hazard areas or uses permitted within such areas will be free from flooding or flood damages.  
 (2) This chapter shall not create liability on the part of Town of Beaufort or by any officer or employee thereof for any flood damages that result from reliance on this chapter or any administrative decision lawfully made hereunder.

(Ord. 03-018, passed 7-7-2003)

ARTICLE II. - ADMINISTRATION

Sec. 151.25. - Floodplain administrator.

- (A) The Planning & Inspections Director's or his/her designee Building Inspector, hereinafter referred to as the Floodplain Administrator, is hereby appointed to administer and implement the provisions of this chapter. In instances where the Floodplain Administrator receives assistance from others to complete tasks to administer and implement this ordinance, the Floodplain Administrator shall be responsible for the coordination and community's overall compliance with the National Flood Insurance Program and the provisions of this ordinance.
- (B) Duties of the Floodplain Administrator shall include, but not be limited to:
- (1) Review all floodplain development applications and issue permits for all proposed development within floodprone areas to assure that the requirements of this chapter have been satisfied;
  - (2) Review all proposed development within Special Flood Hazard Areas to assure that all necessary local, state and federal permits have been received, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 ~~Advise permittee that additional Federal or State permits (i.e., Wetlands, Erosion and Sedimentation Control, CAMA, Riparian Buffers, Mining, etc.) may be required, and if specific federal or state permits are known, require that copies of such permits be provided and maintained on file with the floodplain development permit;~~
  - (3) Notify adjacent communities and the North Carolina Department of Crime Control and Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency;
  - (4) Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is not diminished;
  - (5) Prevent encroachments within floodways and non-encroachment areas unless the certification and flood hazard reduction provisions in § 151.44 are met;
  - (6) Obtain actual elevation (in relation to NAVD 1988 in relation to mean sea level) of the reference level (including basement) of all attendant utilities of all new or substantially improved structures, in accordance herewith;
  - (7) Obtain the actual elevation (in relation to NAVD 1988 in relation to mean sea level) to which the new or substantially improved structures and all utilities have been floodproofed in accordance herewith;
  - (8) Obtain actual elevation (in relation to NAVD 1988 in relation to mean sea level) of all public utilities, in accordance herewith;
  - (9) When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance herewith;
  - (10) Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this chapter;
  - (11) When Base Flood Elevation (BFE) data has not been provided in accordance herewith, obtain, review and reasonably utilize any Base Flood Elevation (BFE) data, along with floodway data and/or non-encroachment area data available from a Federal, State, or other source, including data developed pursuant hereto, in order to administer the provisions of this chapter;
  - (12) When Base Flood Elevation (BFE) data is provided but no floodway nor non-encroachment area data has been provided in accordance herewith, obtain, review, and reasonably utilize any floodway data, and/or non-encroachment area data available from a federal, state, or other source in order to administer the provisions of this chapter;

- (13) When the exact location of boundaries of the special flood hazard areas conflict with the current, natural topography information at the site, the property owner may apply and be approved for a Letter of Map Amendment (LOMA) by FEMA. A copy of the Letter of Map Amendment issued from FEMA will be maintained by the Floodplain Administrator in the floodplain development permit file;
- (14) Permanently maintain all records that pertain to the administration of this chapter and make these records available for public inspection;
- (15) Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses, the Floodplain Administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the permit. In exercising this power, the Floodplain Administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action;
- (16) Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered, or repaired in violation of this chapter, the Floodplain Administrator may order the work to be immediately stopped. The stop-work order shall be in writing and directed to the person doing the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor;
- (17) Revocation of floodplain development permits as required. The Floodplain Administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans or specifications; for refusal or failure to comply with the requirements of state or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable state or local law may also be revoked;
- (18) Make periodic inspections throughout all special flood hazard areas within the jurisdiction of the community. The Floodplain Administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action; and
- (19) Follow through with corrective procedures hereof.
- (20) [Maintain a current map repository to include, but not limited to, historical and effective FIS Report, historical and effective FIRM and other official flood maps and studies adopted in accordance with the provisions of Article 3, Section B of this ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.](#)
- (21) [Coordinate revisions to FIS reports and FIRMs, including Letters of Map Revision Based on Fill \(LOMR-Fs\) and Letters of Map Revision \(LOMRs\).](#)

(Ord. 03-018, passed 7-7-2003)

Sec. 151.26. - Floodplain development permit and certification requirements.

- (A) Application for a floodplain development permit shall be made to the Floodplain Administrator on forms furnished by him or her prior to any development activities proposed to be located within floodprone areas. The following items/information shall be presented to the Floodplain Administrator to apply for a floodplain development permit.

- (1) A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:
  - (a) The nature, location, dimensions and elevations of the area of development/disturbance; existing and proposed structures, the location of utility systems, proposed grading/pavement areas, fill materials, storage areas, drainage facilities and other proposed development;
  - (b) The boundary of the special flood hazard area as delineated on the FIRM or other flood map as determined herein or a statement that the entire lot is within the special flood hazard area;
  - (c) Flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined herein;
  - (d) The boundary of the floodway(s) or non-encroachment area(s) as determined herein;
  - (e) The Base Flood Elevation (BFE) where provided as set forth herein;
  - (f) The old and new location of any watercourse that will be altered or relocated as a result of proposed development;
  - (g) The boundary and effective date of CoBRA zone or OPA, if applicable; and ~~(Optional)~~
  - (h) ~~The certification of the plot plan by a registered land surveyor or professional engineer. (OPTIONAL)Preparation of the plot plan by or under the direct supervision of a registered land surveyor or professional engineer and certified by same. (Optional)~~
- (2) Proposed elevation, and method thereof, of all development within a special flood hazard area including, but not limited to:
  - (a) ~~Elevation in relation to NAVD 1988 of the proposed reference level (including basement) of all structures;Elevation in relation to mean sea level of the proposed reference level (including basement) of all structures;~~
  - (b) ~~Elevation in relation to NAVD 1988 to which any non-residential structure in Zones A, AE, AH, AO, A99 will be floodproofed; andElevation in relation to mean sea level to which any non-residential structure will be floodproofed;~~
  - (c) ~~Elevation in relation to NAVD 1988 to which any proposed utility systems will be elevated or floodproofed.Elevation in relation to mean sea level to which any proposed utility systems will be elevated or floodproofed;~~
  - (d) If floodproofing, a floodproofing certificate ~~(FEMA Form 086-0-34) with supporting data, an operational plan, and an inspection and maintenance plan that include, but are not limited to, installation, exercise, and maintenance of floodproofing measures, and back-up plans from a registered professional engineer or architect certifying that the non-residential floodproofed development will meet the floodproofing criteria herein.~~
- (3) A foundation plan drawn to scale which shall include details of the proposed foundation system to ensure all provisions of this chapter are met. These details include but are not limited to:
  - (a) Proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/~~posts/piers/piles/shear wallspiers~~);~~and~~
  - (b) ~~Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with this chapter when solid foundation perimeter walls are used in Zones A, AE, AH, AO, A99.~~  
~~Should solid foundation perimeter walls be used in floodplain other than coastal high hazard areas, details of sufficient openings to facilitate the unimpeded movements of floodwaters in accordance herewith:~~
    1. V-zone certification form with accompanying plans and specifications verifying the engineered structure and breakaway wall designs as set forth herein;

- 2. Plans for lattice work or decorative screening, if applicable. Plans for any structures that will have lattice work or decorative screening must be submitted to the Floodplain Administrator for approval prior to floodplain development permit issuance;
- 3. Plans for non-structural fill, if applicable. Plans for placement of any non-structural fill must be submitted to the Floodplain Administrator for approval prior to floodplain development permit issuance. Requirements are detailed herein;
- 4. Usage details of any enclosed space below the regulatory flood protection elevation;
- 5. Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage;
- 6. ~~Certification that all other Local, State and Federal permits required prior to floodplain development permit issuance have been received. Copy of all other local, state and federal permits required prior to floodplain development permit issuance (i.e. Wetlands, Erosion and Sedimentation Control, CAMA, Riparian Buffers, Mining and the like);~~
- 7. ~~Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure that the provisions of this chapter are met. If floodplain development permit is issued for placement of recreational vehicles and/or temporary structures, documentation to ensure provisions of this code are met.~~
- 8. If a watercourse is proposed to be altered and/or relocated, a description of the extent of watercourse alteration or relocation; an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.

(B) The following information shall be provided at a minimum on the floodplain development permit to ensure compliance with this ~~code~~chapter.

- (1) ~~A complete description of all the development to be permitted under the floodplain development permit (e.g. house, garage, pool, septic, bulkhead, cabana, pier, bridge, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials, etc.). A description of the development to be permitted under the floodplain development permit issuance.~~
- (2) The special flood hazard area determination for the proposed development per available data specified herein.
- (3) The regulatory flood protection elevation required for the reference level and all attendant utilities.
- (4) The regulatory flood protection elevation required for the protection of all public utilities.
- (5) All certification submittal requirements with timelines.
- (6) ~~A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse unless the requirements of this ordinance has been met. State that no fill material shall encroach into the floodway or non-encroachment area of any watercourse, if applicable.~~
- (7) ~~The flood openings requirements. If in an A, AO, AE or AI-30 zone, specify the minimum foundation opening requirements. (Optional)~~
- (8) State limitations of below BFE enclosure uses (if applicable). (i.e., Parking, Building Access and Limited Storage only). ~~(Optional)~~
- (8) A statement, that all materials below BFE/RFPE must be flood resistant materials.
- (9) If in a VE or V1-30 zone, state that there shall be no alteration of sand dunes which would increase potential flood damage. ~~(Optional)~~
- (10) If in a VE or V1-30 zone, state that there shall be no fill used as structural support. ~~(Optional)~~

(C) Certification Requirements

- (1) An elevation certificate ([FEMA Form 086-0-33](#)~~FEMA Form 81-34~~) or floodproofing certificate (FEMA Form 81-65) is required after the reference level is completed. Within 21 calendar days of establishment of the reference level elevation, or floodproofing, by whatever construction means, whichever is applicable, it shall be the duty of the permit holder to submit to the floodplain Administrator a certification of the elevation of the reference level, or floodproofed elevation, whichever is applicable in relation to mean sea level. The certification shall be prepared by or under the direct supervision of a registered land surveyor or professional engineer and certified by same. When floodproofing is utilized, said certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. Any work done within the 21-day calendar period and prior to submission of the certification shall be at the permit holder's risk. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further progressive work being permitted to proceed. Failure to submit the certification or failure to make said corrections required shall be cause to issue a stop-work order for the project. (State recommended but optional)
- (2) A final ~~as-built~~[finished construction](#) elevation certificate ([FEMA Form 086-0-33](#)~~FEMA Form 81-34~~) or floodproofing certificate ([FEMA Form 086-0-34](#)~~FEMA Form 81-65~~) is required after construction is completed and prior to certificate of compliance/occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation or floodproofed elevation of the reference level and all attendant utilities. The certification shall be prepared by or under the direct supervision of a registered land surveyor or professional engineer and certified by same. When floodproofing is utilized, the certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to certificate of compliance/occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make the corrections required shall be cause to withhold the issuance of a certificate of compliance/occupancy. (FEMA forms are optional for floodplain management but recommended. The use of the FEMA elevation certificates is mandatory for CRS communities.)
- (3) A V-Zone/breakaway wall certification is required prior to issuance of a floodplain development permit within coastal high hazard areas. It shall be the duty of the permit applicant to submit to the Floodplain Administrator the certification to ensure the design standards of this chapter are met. A registered professional engineer or architect shall develop or review the structural design, plans, and specifications for construction and certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of this chapter. This certification is not a substitute for an elevation certificate.
- (4) ~~If a manufactured home is placed within [zones A, AE, AH, AO, A99 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required in accordance with the provisions of this chapter](#), an A, AO, AE or AI-30 zone and the elevation of the chassis is above 36 inches in height, an engineered foundation certification is required herein. If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.~~
- (5) ~~If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.~~



- (D) The following structures, if located within A, AOE, AEH or AI-3099 zones, are exempt from the elevation/floodproofing certification requirements specified in subsections (A) and (B) above:
  - (1) Recreational vehicles meeting requirements hereof;
  - (2) Temporary structures meeting requirements hereof; and
  - (3) Accessory structures less than 150 square feet meeting requirements hereof.

(E) Determinations for existing buildings and structures

(1) For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

(a) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;

(b) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;

(c) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and

(d) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.27. - Corrective procedures.

- (A) *Violations to be corrected.* When the Floodplain Administrator finds violations of applicable state and local laws, it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law pertaining to their property.
- (B) *Actions in event of failure to take corrective action.* If the owner of a building or property shall fail to take prompt corrective action, the Floodplain Administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating:
  - (1) That the building or property is in violation of the Flood Damage Prevention Ordinance;
  - (2) That a hearing will be held before the Floodplain Administrator at a designated place and time, not later than ten days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and
  - (3) That following the hearing, the Floodplain Administrator may issue such order to alter, vacate, or demolish the building; or to remove fill as appears appropriate.
- (C) *Order to take corrective action.* If, upon a hearing held pursuant to the notice prescribed above, the Floodplain Administrator shall find that the building or development is in violation of the Flood Damage

Prevention Ordinance, he or she shall make an order in writing to the owner, requiring the owner to remedy the violation within a specified time period, not less than 60 days. Where the Floodplain Administrator finds that there is imminent danger to life or other property, he may order that corrective action be taken in such lesser period as may be feasible.

- (D) *Appeal.* Any owner who has received an order to take corrective action may appeal the order to the ~~local elected governing body~~Board of Adjustment by giving notice of appeal in writing to the Floodplain Administrator and the Clerk within ten days following issuance of the final order. In the absence of an appeal, the order of the Floodplain Administrator shall be final. The ~~local governing body~~Board of Adjustment shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.
- (E) *Failure to comply with order.* If the owner of a building or property fails to comply with an order to take corrective action from which no appeal has been taken, or fails to comply with an order of the ~~governing body~~Board of Adjustment following an appeal, he shall be guilty of a Class 1 misdemeanor pursuant to G.S. 143-215.58 and shall be punished in the discretion of the court.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.28. - Variance procedures.

- (A) The Board of Adjustments (appeal board) as established by Town of Beaufort, hereinafter referred to as the Appeal Board, shall hear and decide requests for variances from the requirements of this chapter.
- (B) Any person aggrieved by the decision of the Appeal Board may appeal such decision to the Court, as provided in G.S. Chapter 7A.
- (C) Variances may be issued for:
  - (1) ~~†~~ The repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure;
  - (2) ~~Functionally dependent facilities if determined to meet the definition as stated in this chapter, provided the applicable provisions have been satisfied, and such facilities are protected by methods that minimize flood damages during the base flood and create no additional threats to public safety;~~ or-
  - (3) Any other type of development provided it meets the requirements of this section.
- (D) In passing upon variances, the ~~appeal board~~Board of Adjustment shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this chapter, and:
  - (1) The danger that materials may be swept onto other lands to the injury of others; the danger to life and property due to flooding or erosion damage;
  - (2) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
  - (3) The importance of the services provided by the proposed facility to the community; the necessity to the facility of a waterfront location, where applicable;
  - (4) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
  - (5) The compatibility of the proposed use with existing and anticipated development;
  - (6) The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;

**Commented [CS3]:** See definitions for Functionally Dependent Facilities

- (7) The safety of access to the property in times of flood for ordinary and emergency vehicles;
  - (8) The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and
  - (9) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- (E) A written report addressing each of the above factors shall be submitted with the application for a variance.
- (F) Upon consideration of the factors listed above and the purposes of this chapter, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purposes of this chapter.

(G) Any applicant to whom a variance is granted shall be given written notice specifying the difference between the BFE and the elevation to which the structure is to be built and that such construction below the BFE increases risks to life and property, and that the issuance of a variance to construct a structure below the BFE may result in increased premium rates for flood insurance up to \$25 per \$100 of insurance coverage. Such notification shall be maintained with a record of all variance actions, including justification for their issuance. Variances shall not be issued within any designated floodway or non-encroachment area if any increase in flood levels during the base flood discharge would result.

(H) The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the FEMA and the State of North Carolina upon request.

(I) Conditions for variances:

- (1) Variances may not be issued when the variance will make the structure in violation of other federal, state, or local laws, regulations, or ordinances.
- (2) Variances shall not be issued within any designated floodway or non-encroachment area if the variance would result in any increase in flood levels during the base flood discharge. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- (3) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

(4) Variances shall only be issued prior to development permit approval.

(5) Variances shall only be issued upon:

- (a) A showing of good and sufficient cause;
- (b) A determination that failure to grant the variance would result in exceptional hardship; and
- (c) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

~~(4) Any applicant to whom a variance is granted shall be given written notice specifying the difference between the Base Flood Elevation (BFE) and the elevation to which the structure is to be built and a written statement that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced reference level elevation. Such notification shall be maintained with a record of all variance actions.~~

- (1) The use serves a critical need in the community.
- (2) No feasible location exists for the use outside the special flood hazard area.
- (3) The reference level of any structure is elevated or floodproofed to at least the regulatory flood protection level.

- (4) The use complies with all other applicable federal, state and local laws.
- (5) The Town of Beaufort (community) has notified the Secretary of the North Carolina Department of Crime Control and Public Safety of its intention to grant a variance at least 30 days prior to granting the variance.

(Ord. 03-018, passed 7-7-2003)

ARTICLE III. - FLOOD HAZARD REDUCTION

Sec. 151.40. - General standards.

In all special flood hazard areas the following provisions are required:

- (A) All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure.
- (B) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- (C) All new construction or substantial improvements shall be constructed by methods and practices that minimize flood damages.
- (D) All new electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall be located at or above the RFPE or designed and installed to prevent water from entering or accumulating within the components during the occurrence of the base flood. These include, but are not limited to, HVAC equipment, water softener units, bath/kitchen fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, water heaters, and electric outlets/switches. Electrical, heating, ventilation, plumbing, air conditioning equipment and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding. These include, but are not limited to, HVAC equipment, water softener units, bath/kitchen fixtures, ductwork, electric meter panels/boxes, utility/cable boxes, appliances (i.e., washers, dryers, refrigerator and the like), hot water heaters, electric outlets/switches.
  - (1) Replacements part of a substantial improvement, electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall also meet the above provisions.
  - (2) Replacements that are for maintenance and not part of a substantial improvement, may be installed at the original location provided the addition and/or improvements only comply with the standards for new construction consistent with the code and requirements for the original structure.
- (E) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
- (F) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.
- (G) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- (H) Nothing in this chapter shall prevent the repair, reconstruction, or replacement of a building or structure existing on the effective date of this ordinance and located totally or partially within the floodway, non-encroachment area, or stream setback, provided there is no additional encroachment below the Regulatory Flood Protection Elevation in the floodway, non-encroachment area, or stream setback, and provided that such repair, reconstruction, or replacement meets all of the other requirements of this ordinance. Any alteration, repair, reconstruction or improvements to a structure which is in compliance with the provisions of this chapter, shall meet the requirements of new construction as contained in this chapter.

~~(I) Non-conforming structures or other development may not be enlarged, replaced or rebuilt unless chemical storage facilities shall not be permitted in special flood hazard areas. A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a special flood hazard area only if the structure or tank is either elevated or floodproofed to at least the regulatory flood protection elevation and certified according hereto.~~

(J) All subdivision proposals and other development proposals shall be consistent with the need to minimize flood damage.

(K) All subdivision proposals and other development proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.

(L) All subdivision proposals and other development proposals shall have adequate drainage provided to reduce exposure to flood hazards.

(M) All subdivision proposals and other development proposals shall have received all necessary permits from those governmental agencies for which approval is required by federal or state law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.

(O) When a structure is partially located in a Special Flood Hazard Area, the entire structure shall meet the requirements for new construction and substantial improvements.

(P) When a structure is located in a flood hazard risk zone with multiple base flood elevations, the provisions for the highest BFE shall apply.

(Q) Buildings and structures that are located in more than one flood hazard area shall comply with the provisions associated with the most restrictive flood hazard area.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.41. - Specific standards.

In all special flood hazard areas where Base Flood Elevation (BFE) data has been provided, as set forth in § 151.40, the following provisions are required:

(A) *Residential construction.* New construction or substantial improvement of any residential structure (including manufactured homes) shall have the reference level, including basement, elevated no lower than the regulatory flood protection elevation.

(B) *Non-residential construction.* New construction or substantial improvement of any commercial, industrial or other non-residential structure shall have the reference level, including basement, elevated no lower than the regulatory flood protection elevation. Structures located in A, AO, AE and AI-30 Zones may be floodproofed to the regulatory flood protection elevation in lieu of elevation provided that all areas of the structure below the required flood protection elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification shall be provided to the official as set forth herein.

(C) *Manufactured homes.*

(1) New or replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the regulatory flood protection elevation.

(2) Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement, either by certified engineered foundation system, or in accordance with the most current edition of the State of North Carolina Regulations for Manufactured Homes adopted by the Commissioner of Insurance pursuant

~~to NCGS 143-143.15. Additionally, when the elevation would be met by an elevation of the chassis thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height, an engineering certification is required. Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse and lateral movement in accordance with the State of North Carolina Regulations for Manufactured/Mobile Homes, 1995 Edition, and any revision thereto adopted by the Commissioner of Insurance pursuant to G.S. 143-143.15 or a certified engineered foundation. Additionally, when the elevation would be met by an elevation of the chassis 36 inches or less above the grade at the site, the chassis shall be supported by reinforced piers or other foundation elements of at least equivalent strength. When the elevation of the chassis is above 36 inches in height, an engineering certification is required.~~

- (3) All foundation enclosures or skirting [below the lowest floor](#) shall be in accordance herewith.
  - (4) An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within floodprone areas. This plan shall be filed with and approved by the Floodplain Administrator and the local Emergency Management coordinator.
- (D) *Elevated buildings.* New construction or substantial improvements of elevated buildings that include fully enclosed areas that are below the regulatory flood protection elevation shall not be designed to be used for human habitation, but shall be designed to be used only for parking of vehicles, building access or limited storage of maintenance equipment used in connection with the premises, be constructed entirely of flood resistant materials below the regulatory flood protection level and meet the following design criteria:
- (1) In A, AO, AE, and A1-30 zones:
    - (a) *Measures.* Measures for complying with this requirement shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. To meet this requirement, the foundation must either be certified by a professional engineer or architect or meet the following minimum design criteria:
      1. Provide a minimum of two openings on different sides of each enclosed area subject to flooding.
      2. The total net area of all openings must be at least one square inch for each square foot of each enclosed area subject to flooding.
      3. If a building has more than one enclosed area, each area must have openings on exterior walls to allow floodwater to directly enter;
      4. The bottom of all required openings shall be no higher than one foot above the adjacent grade; and
      5. Openings may be equipped with screens, louvers, or other opening coverings or devices provided they permit the automatic flow of floodwaters in both directions;
    - (b) *Foundation enclosures.*
      1. Vinyl or sheet metal skirting is not considered an enclosure for regulatory and flood insurance rating purposes. Therefore such skirting does not require hydrostatic openings as outlined above.
      2. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires hydrostatic openings as outlined above to comply with this chapter.
      3. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment used in connection with the premises (standard exterior door) or entry to the living area

(stairway or elevator). The interior portion of such enclosed area shall not be partitioned or finished into separate rooms, except to enclose storage areas.

(2) In Coastal High Hazard Areas (VE and V1-30 zones):

(a) *Breakaway walls, lattice work or decorative screening.* Breakaway walls, lattice work or decorative screening shall be allowed below the regulatory flood protection elevation provided they are not part of the structural support of the building and are designed so as to breakaway, under abnormally high tides or wave action, without damage to the structural integrity of the building on which they are to be used and provided the following design specifications are met:

1. Material shall consist of open wood lattice or mesh insect screening; or
2. Breakaway walls meeting the following design specifications:
  - a. Design safe loading resistance of each wall shall be not less than ten nor more than 20 pounds per square foot; or
  - b. If more than 20 pounds per square foot, a registered professional engineer or architect shall certify that the design wall collapse would result from a water load less than that which would occur during the base flood event, and the elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). The water loading values used shall be those associated with the base flood. The wind loading values used shall be those required by the North Carolina State Building Code.

(b) *Additions/improvements.*

1. Additions and/or improvements to pre-FIRM structures whereas the addition and/or improvements in combination with any interior modifications to the existing structure
  - a. Are not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more non-conforming than the existing structure are a substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
2. Additions to post-FIRM structures with no modifications to the existing structure shall require only the addition to comply with the standards for new construction.
3. Additions and/or improvements to post-FIRM structures whereas the addition and/or improvements in combination with any interior modifications to the existing structure:
  - a. Are not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction.
  - b. Are a substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
4. Where a fire wall or independent perimeter load-bearing wall is provided between the addition and the existing building, the addition(s) shall be considered a separate building and only the addition must comply with the standards for new construction.

(E) *Recreational vehicles.* Recreation vehicles placed on sites within a special flood hazard area shall either:

- (1) [Temporary Placement](#)

- (a) Be on site for fewer than 180 consecutive days; or
- (b) ~~and be~~ fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and has no permanently attached additions); or,
- (2) Permanent Placement
  - (a) Recreational vehicles that do not meet the limitations of Temporary Placement shall meet all the requirements for new construction. Meet all the requirements for new construction, including anchoring and elevation requirements hereof.
- (F) *Temporary non-residential structures.* Prior to the issuance of a floodplain development permit for a temporary structure, the following requirements must be met:
  - (1) Applicants must submit to the Floodplain Administrator a plan for the removal of such structure(s) in the event of a hurricane or flash flood warning notification. The plan must include the following information:
    - (a) A specified time period for which the temporary use will be permitted; Time specified may not exceed three (3) months, renewable up to one (1) year;
    - (b) The name, address and phone number of the individual responsible for the removal of the temporary structure;
    - (c) The time frame prior to the event at which a structure will be removed (i.e. minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);
    - (d) A copy of the contract or other suitable instrument with a trucking company to insure the availability of removal equipment when needed; and
    - (e) Designation, accompanied by documentation, of a location outside the Special Flood Hazard Area to which the temporary structure will be moved.
  - (2) The above information shall be submitted in writing to the Floodplain Administrator for review and written approval.
- (G) *Accessory structures.* When accessory structures (sheds, detached garages and the like) are to be placed within a Special Flood Hazard Area, the following criteria shall be met:
  - (1) Accessory structures shall not be used for human habitation (including work, sleeping, living, cooking or restroom areas);
  - (2) Accessory structures shall not be temperature-controlled;
  - (3) Accessory structures shall be designed to have low flood damage potential;
  - (4) ~~Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;~~
  - (5) ~~Accessory structures shall be firmly anchored in accordance herewith;~~
  - (6) Accessory structures, regardless of the size or cost, shall not be placed below elevated buildings in V and VE Zones;
  - (7) All service facilities such as electrical and heating equipment shall be installed in accordance herewith;
  - (8) Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below Regulatory Flood Protection Elevation in conformance with the provisions established in this chapter; Openings to relieve hydrostatic pressure during a flood shall be provided below regulatory flood protection elevation in conformance herewith;
  - (9) ~~An accessory structure with a footprint less than 150 square feet does not require an elevation or floodproofing certificate. Elevation or floodproofing certifications are required for all other accessory structures in accordance herewith.~~



(H) Tanks. When gas and liquid storage tanks are to be placed within a Special Flood Hazard Area, the following criteria shall be met:

- (1) Underground tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;
- (2) Above-ground tanks, elevated. Above-ground tanks in flood hazard areas shall be elevated to or above the Regulatory Flood Protection Elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;
- (3) Above-ground tanks, not elevated. Above-ground fuel tanks that do not meet the elevation requirements of this chapter shall not be permitted in V or VE Zones. Fuel tanks may be permitted in other flood hazard areas, and septic tanks may be permitted in any flood-hazard area, provided the tanks are designed, constructed, installed, and anchored to resist all flood-related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of contents in the floodwaters or infiltration by floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential buoyant and other flood forces acting on an empty tank during design flood conditions.
- (4) Tank inlets and vents. Tank inlets, fill openings, outlets and vents shall be:
  - (a) At or above the Regulatory Flood Protection Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
  - (b) Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

(I) Other Development

- (1) Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of this chapter.
- (2) Retaining walls, sidewalks and driveways in regulated floodways and NEAs. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of this chapter.
- (3) Roads and watercourse crossings in regulated floodways and NEAs. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of this chapter.
- (4) Commercial storage facilities are not considered "limited storage" as noted in this ordinance, and shall be protected to the Regulatory Flood Protection Elevation as required for commercial structures.

(Ord. 03-018, passed 7-7-2003)

~~Sec. 151.42. -- Reserved. Subdivisions, manufactured home parks and major developments.~~

~~All subdivision, manufactured home park and major development proposals located within special flood hazard areas shall:~~

~~(A) Be consistent with the need to minimize flood damage;~~

~~(Ord. 03-018, passed 7-7-2003)~~

Within the special flood hazard areas designated as Approximate Zone A and established herein, where no Base Flood Elevation (BFE) data has been provided by FEMA, the following provisions shall apply:

- (A) ~~—No encroachments, including fill, new construction, substantial improvements or new development shall be permitted within a distance of 20 feet each side from top of bank or five times the width of the stream whichever is greater, unless certification with supporting technical data by a registered professional engineer is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.~~
- (B) ~~If § 151.42 is satisfied and Base Flood Elevation (BFE) data is available from other sources, all new construction and substantial improvements within such areas shall also comply with all applicable provisions of this chapter and shall be elevated or floodproofed in accordance with elevations established in accordance herewith. When Base Flood Elevation (BFE) data is not available from a federal, state or other source, the reference level, including basement, shall be elevated at least two feet above the highest adjacent grade. (Two feet is minimum but a state standard, greater than two feet is optional.)~~
- (C) ~~When floodway or non-encroachment data is available from a Federal, State, or other source, all new construction and substantial improvements within floodway and non-encroachment areas shall also comply with the requirements of this chapter.~~
- (D) ~~All subdivision, manufactured home park and other development proposals shall provide BFE data if development is greater than five (5) acres or has more than fifty (50) lots/manufactured home sites. Such BFE data shall be adopted by reference in accordance with this chapter and utilized in implementing this chapter.~~
- (E) ~~When BFE data is not available from a Federal, State, or other source as outlined above, the reference level shall be elevated or floodproofed (nonresidential) to or above the Regulatory Flood Protection Elevation, as defined in this chapter.~~

~~(Ord. 03-018, passed 7-7-2003)~~

~~Sec. 151.44. - Standards for floodplains with BFE but without established floodways or non-encroachment areas.~~

~~Along rivers and streams where Base Flood Elevation (BFE) data is provided by FEMA or is available from another source but neither floodway nor non-encroachment areas are identified for a Special Flood Hazard Area on the FIRM or in the FIS report, the following requirements shall apply to all development within such areas.~~

~~Until a regulatory floodway or non-encroachment area is designated, no encroachments, including fill, new construction, substantial improvements or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.~~

~~(Ord. 03-018, passed 7-7-2003)~~

Sec. 151.45. - Floodways and non-encroachment areas.

- (A) ~~Areas designated as floodways or non-encroachment areas are located within the Special Flood Hazard Areas established in this chapter. The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles. Located within the special flood hazard areas established herein are areas designated as floodways or non-encroachment areas. The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles.~~
- (B) The following provisions shall apply to all development within such areas:
  - (1) No encroachments, including fill, new construction, substantial improvements and other developments shall be permitted unless:
    - ~~(a) It is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood discharge, based on hydrologic and hydraulic analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of floodplain development permit; or it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood. Such certification and technical data shall be presented to the Floodplain Administrator prior to issuance of floodplain development permit.~~
    - ~~(b) A Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A Letter of Map Revision (LOMR) must also be obtained within six months of completion of the proposed encroachment.~~
  - (2) If these provision are satisfied, all development shall comply with all applicable flood hazard reduction provisions of this chapter.
  - (3) No manufactured homes shall be permitted, except replacement manufactured homes in an existing manufactured home park or subdivision provided the following provisions are met:
    - (a) The anchoring and the elevation standards hereof the no encroachment standards hereof are met.
    - (b) The no encroachment standards of subsection (B)(1) are met.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.46. - Coastal high hazard areas (VE and V1-30 Zone).

Coastal High Hazard Areas are Special Flood Hazard Areas established herein, and designated as Zones VE or V1-30. These areas have special flood hazards associated with high velocity waters from surges and, therefore, in addition to meeting all provisions in this chapter, the following provisions shall apply to all new construction, substantial improvements and all other development:

- (A) All ~~new construction and substantial improvements~~ development shall:
  - (1) All development shall be located landward of the reach of mean high tide;
  - (2) Be located landward of the first line of stable natural vegetation, and
  - (3) Comply with all applicable CAMA setback requirements.
- (B) All ~~new construction and substantial improvements~~ development shall be elevated so that the bottom of the lowest supporting horizontal member (excluding pilings or columns) is located no lower than the regulatory flood protection elevation. Floodproofing may not be utilized on any structures in Coastal High Hazard Areas to satisfy the regulatory flood protection elevation requirements.

- (C) All space below the regulatory flood protection elevation shall be open so as not to impede the flow of water.
- (D) Open wood lattice work or mesh insect screening may be permitted below the regulatory flood protection elevation for aesthetic purposes only and must be designed to wash away in the event of abnormal wave action and in accordance with § 151.41(D)(2). Design plans shall be submitted in accordance with § 151.26(A)(3)(c).
- (E) All development shall be securely anchored on pilings or columns.
- (F) All pilings and columns and the attached structures shall be anchored to resist flotation, collapse, and lateral movement due to the effect of wind and water loads acting simultaneously on all building components.
- (G) A registered professional engineer or architect shall certify that the design, specifications and plans for construction are in compliance with the provisions contained in § 151.41(A) and subsections (D), (E) and (H).
- (H) There shall be no fill used as structural support. Non-compacted fill may be used around the perimeter of a building for landscaping/aesthetic purposes provided the fill will wash out from storm surge, thereby rendering the building free of obstruction prior to generating excessive loading forces, ramping effects, or wave deflection. Design plans shall be submitted in accordance with § 151.26(A)(3)(c). The Floodplain Administrator may approve design plans for landscaping/aesthetic fill only after the applicant has provided an analysis by an engineer, architect and/or soil scientist which demonstrates that the following factors have been fully considered:
- (1) Particle composition of fill material does not have a tendency for excessive natural compaction;
  - (2) Volume and distribution of fill will not cause wave deflection to adjacent properties; and,
  - (3) Slope of fill will not cause wave run-up or ramping.
- (I) There shall be no alteration of sand dunes which would increase potential flood damage.
- (J) No manufactured homes shall be permitted except in an existing manufactured home park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring and elevation standards are in compliance with this section of code.
- (K) Recreational vehicles shall be permitted in coastal high hazard areas provided that they meet the recreational vehicle criteria of § 151.41(E)(1) and the temporary structure provisions of § 151.41(F).
- (L) A deck that is structurally attached to a building or structure shall have the bottom of the lowest horizontal structural member at or above the Regulatory Flood Protection Elevation and any supporting members that extend below the Regulatory Flood Protection Elevation shall comply with the foundation requirements that apply to the building or structure, which shall be designed to accommodate any increased loads resulting from the attached deck. The increased loads must be considered in the design of the primary structure and included in the V-Zone Certification required in this chapter.
- (M) A deck or patio that is located below the Regulatory Flood Protection Elevation shall be structurally independent from buildings or structures and their foundation systems, and shall be designed and constructed either to remain intact and in place during design flood conditions or to break apart into small pieces to minimize debris during flooding that is capable of causing structural damage to the building or structure or to adjacent buildings and structures.
- (N) In coastal high hazard areas, development activities other than buildings and structures shall be permitted only if also authorized by the appropriate state or local authority; if located outside the footprint of, and not structurally attached to, buildings and structures; and if analyses prepared by qualified registered design professionals demonstrate no harmful diversion of floodwaters or

wave runup and wave reflection that would increase damage to adjacent buildings and structures. Such other development activities include but are not limited to:

- (1) Bulkheads, seawalls, retaining walls, revetments, and similar erosion control structures;
- (2) Solid fences and privacy walls, and fences prone to trapping debris, unless designed and constructed to fail under flood conditions less than the design flood or otherwise function to avoid obstruction of floodwaters.
- (3) Docks, piers, and similar structures.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.47. - Standards for areas of shallow flooding (AO zones).

- (A) Located within the Special Flood Hazard Areas established herein, are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one to three feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate.
- (B) The following provisions shall apply within such areas:
  - (1) All new construction and substantial improvements of all structures shall have the lowest floor, including basement, elevated to the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, above the highest adjacent grade. If no depth number is specified, the lowest floor, including basement, shall be elevated at least to the regulatory flood protection elevation as defined for the Special Flood Hazard Areas where no BYE has been established.
  - (2) All new construction and substantial improvements of non-residential structures shall have the option to, in lieu of elevation, be completely floodproofed together with attendant utilities and sanitary facilities to or above that level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required as per §§ 151.26(C) and 151.41(B).
  - (3) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

(Ord. 03-018, passed 7-7-2003)

Sec. 151.99. - Penalty.

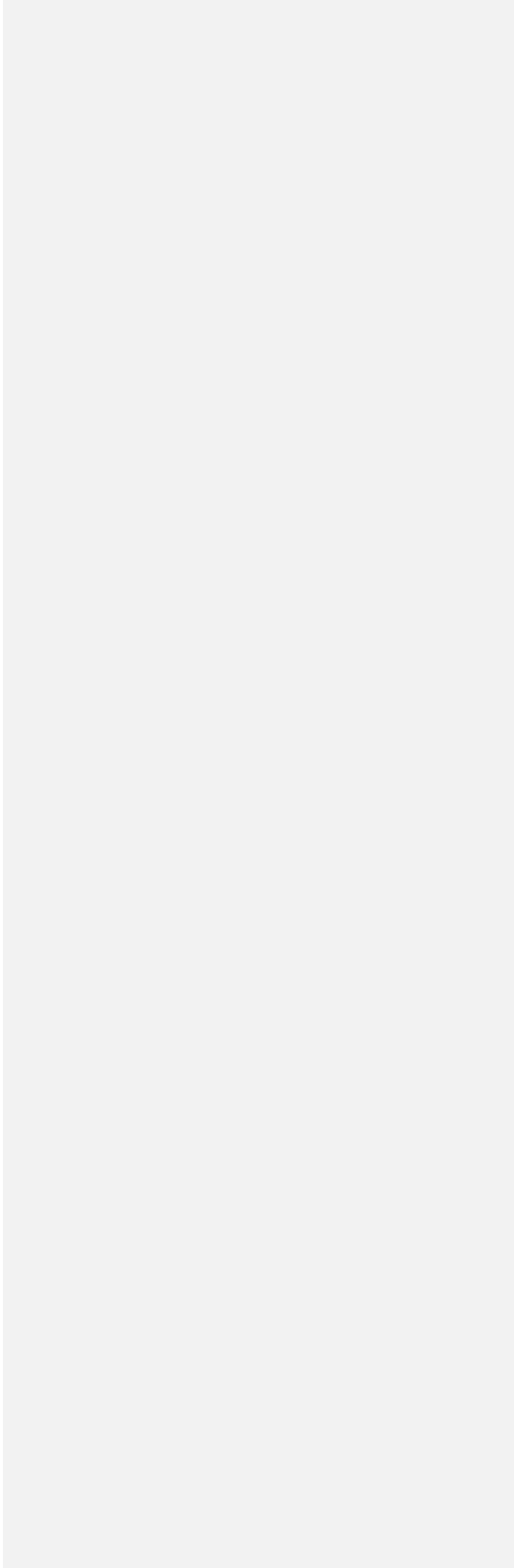
Violation of the provisions of this chapter or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a misdemeanor. Any person who violates this chapter or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$50.00 or imprisoned for not more than 30 days, or both. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent Town of Beaufort from taking such other lawful action as is necessary to prevent or remedy any violation.

(Ord. 03-018, passed 7-7-2003)

CHAPTER 152. - LAND DEVELOPMENT CODE

Sec. 152.01. - Regulations adopted by reference.

The town's Land Development Code is hereby adopted by reference and incorporated herein as if set out in full.





# STEWART

## MEMORANDUM

**TO:** Kyle Garner, Planning & Inspections Director

**ORGANIZATION:** Town of Beaufort

**FROM:** Chad D. Sary, AICP (Stewart)

**DATE:** April 28, 2021

**REFERENCE:** Ordinance Amendments Per NC Session Law 2019-111 (Chapter 160D)

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In 2019, the North Carolina General Assembly adopted a complete reorganization of the state’s planning and development regulation statutes now referred to as “Chapter 160D.” This change consolidates current city- and county-enabling statutes for development regulations (now in Chapters 153A and 160A) into a single, unified chapter. Chapter 160D places these statutes into a more logical, coherent organization and provide many clarifying amendments and consensus reforms that will need to be incorporated into local development regulations.

Chapter 160D became effective on January 1, 2021, but local governments have until July 1, 2021 for the development, consideration, and adoption of necessary amendments to conform local ordinances to this new law. All city and county zoning, subdivision, and other development regulations, including unified development ordinances, must be updated by July 1, 2021 to conform to the new law.

Per your request, we have prepared multiple text amendments to the Beaufort Land Development Ordinance, Subdivision Ordinance and Chapters 150 & 151 of the Code of Ordinances. These proposed amendments incorporate the necessary changes for your ordinances to be in compliance with North Carolina General Statute Chapter 160D.

Below are highlights of the proposed amendments organized by ordinance:

**LAND DEVELOPMENT ORDINANCE:**

- Changed all references from NCGS 160A to 160D.
- Created consistent language for “jurisdiction” as Town’s Planning & Development Regulation Jurisdiction.
- Added regulatory map references.
- Updated comprehensive plan consistency references.
- Updated conflict of interest standards.
- Updated general use district to conventional districts.
- Created consistency with zoning administrator references.
- Updated public hearing notification standards.
- Updated/added definitions per NCGS.
- Replaced “exceptions” to “exemptions.”
- Clarified administrative, legislative and evidentiary approval processes.
- Changed guideline references to standards for Historic District regulations.
- Clarified administrative modifications.
- Incorporated performance guarantees for delayed improvements.
- Incorporated exemptions for construction fence wrap (signs).
- Changed site plan review process from legislative to quasi-judicial.



# STEWART

- Updated and clarified Special Use Permit process.
- Updated variance findings and process.
- Updated planning board members based on ETJ population estimates.
- Clarified conditional zoning process and references.
- Updated enforcement provisions.
- Updated extension of ETJ.
- Added permit choice and updated vested rights provisions.
- General typos/incorrect references and editing corrections.

## **SUBDIVISION ORDINANCE:**

- Changed all references from NCGS 160A to 160D.
- Created consistent language for "jurisdiction" as Town's Planning & Development Regulation Jurisdiction.
- Updated variance findings and process for Board of Adjustment.
- Added new/revised definitions per NCGS.
- Created quasi-judicial processes for preliminary plat approval and final plat approval for final plats per NCGS.
- Updated performance guarantee references.
- General typos/incorrect references and editing corrections.

## **CODE OF ORDINANCE – CHAPTER 150 & 151:**

- Changed all references from NCGS 160A to 160D.
- Updated references for fire district limits.
- Updated/added definitions per NCGS.
- Clarified administrative hearing process for enforcement & appeals.
- Updated actions by building inspector.
- Updated flood damage prevention per state standards and model ordinance.





**BEAUFORT BOARD OF COMMISSIONERS  
AN ORDINANCE TO AMMEND THE TOWN OF BEAUFORT LAND DEVELOPMENT  
ORDINANCE, SUBDIVISION ORDINANCE & TOWN CODE OF ORDINANCES TO  
REFLECT THE REQUIRED CHANGES OF NORTH CAROLINA GENERAL  
STATUTES 160D  
ORDINANCE NO. 21-\_\_**

Applicant: Town Staff Initiated  
Location: N/A  
Existing District: Text Amendment  
Meeting Date: June 28, 2021  
Requested: Text Amendment to the Land Development Ordinance, Subdivision Ordinance & Town Code of Ordinances to reflect the required changes per NCGS 160D

**WHEREAS**, the Town of Beaufort Planning Staff has submitted a request to modify Land Development Ordinance, Subdivision Ordinance & Town Code of Ordinances to reflect the required changes per NCGS 160D: and

**WHEREAS**, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on May 17, 2021, at which time the Planning Board recommended approval of the request; and

**WHEREAS**, the Beaufort Board of Commissioners conducted a public hearing on June 28, 2021 at which time the applicant and/or applicant’s representative was given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and

**WHEREAS**, the Town Board of Commissioners has made the following findings and conclusions:

1. The proposed changes of the PUD are consistent with the spirit and intent of the ordinance and the CAMA Core Land Use Plan including Sections 1.3.5 & 5.4.2 (Land Use Compatibility Implementation Actions).

**NOW, THEREFORE, IT IS HEREBY ORDAINED** by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to amend the PUD for Front Street Village be approved and the PUD Booklet be amended accordingly.

---

Enacted on motion of Commissioner \_\_\_\_\_ and carried on a vote of \_\_\_ in favor and \_\_\_ against.

This, the 28<sup>th</sup> day of June 2021

TOWN OF BEAUFORT

---

Everette (Rett) Newton, Mayor

---

Allen Coleman, 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 Work Session  
4:00 PM – Monday, May 24, 2021**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Site Plan for East Port II Apartments and Sewer Allocation Request; Case No 21-14

**BRIEF SUMMARY:**

The applicant wishes to construct three Multi-family buildings that will contain 48 total units and a total square footage of 31,948 square feet and use approximately 13,920 gallons per day of sewer allocation.

**REQUESTED ACTION:**

Decision on the Proposed Site Plan &  
Decision on the Proposed Sewer Allocation

**EXPECTED LENGTH OF PRESENTATION:**

15 Minutes

**SUBMITTED BY:**

Kyle Garner, AICP  
Planning & Inspections Director

Greg Meshaw  
Town Engineer

**BUDGET AMENDMENT REQUIRED:**

N/A

# STAFF REPORT



**To:** Mayor & Board of Commissioners  
**From:** Kyle Garner, AICP, Town Planner  
**Date:** May 18, 2021  
**Project** Professional Park Drive - Site Plan – East Port II Apartments

---

**THE QUESTION:** To approve or deny the Site Plan for East Port II Apartments proposing 48 apartment units (8-One bedrooms; 20-Two Bedrooms; and 20-Three bedrooms).

**BACKGROUND:** This site currently is an undeveloped tract of property adjacent to Eastport Phase I.

Location:	Professional Park Drive
Owners:	East Carolina Community Development Inc.
Requested Action:	To recommend approval or denial to the Board of Commissioners
Existing Zoning	TCA (Townhouse Condominium & Apartments)
Pin #:	730612860733000
Size:	4.00 acres (174,240 sq. ft.)
Building Square Footage:	31,948 Square Feet
Existing Land Use:	Undeveloped

**PUBLIC UTILITIES & WORKS:**

Water:	Town of Beaufort
Sanitary Sewer:	Town of Beaufort

**OPTIONS:**

1. Recommend approval of the Site Plan
2. Recommend denial of the Site Plan based on specific failures to meet requirements of the LDO.
3. Recommendation on proposed Sewer Allocation Request of 13,920 Gallons per day

**ATTACHMENTS:**

- A. Vicinity Map
- B. Site Plan – Eastport II Apartments
- C. Wastewater Allocation Application

**Staff Comments:**

The applicant wishes to construct a 31,948 square foot apartment complex to be known as Eastport II. The plans show 3 apartment buildings with 48 total units including a community building picnic area & playground. In December 2014, Eastport Phase I was approved for the first 48 units of the project.

As part of the Town’s new sewer allocation policy the applicant is requesting 13,920 gallons of allocation for this project that has been reviewed by the Towns Engineer. In addition to Planning Staff, the Town Engineer and Fire Chief have reviewed the plans for compliance.

**Conclusion**

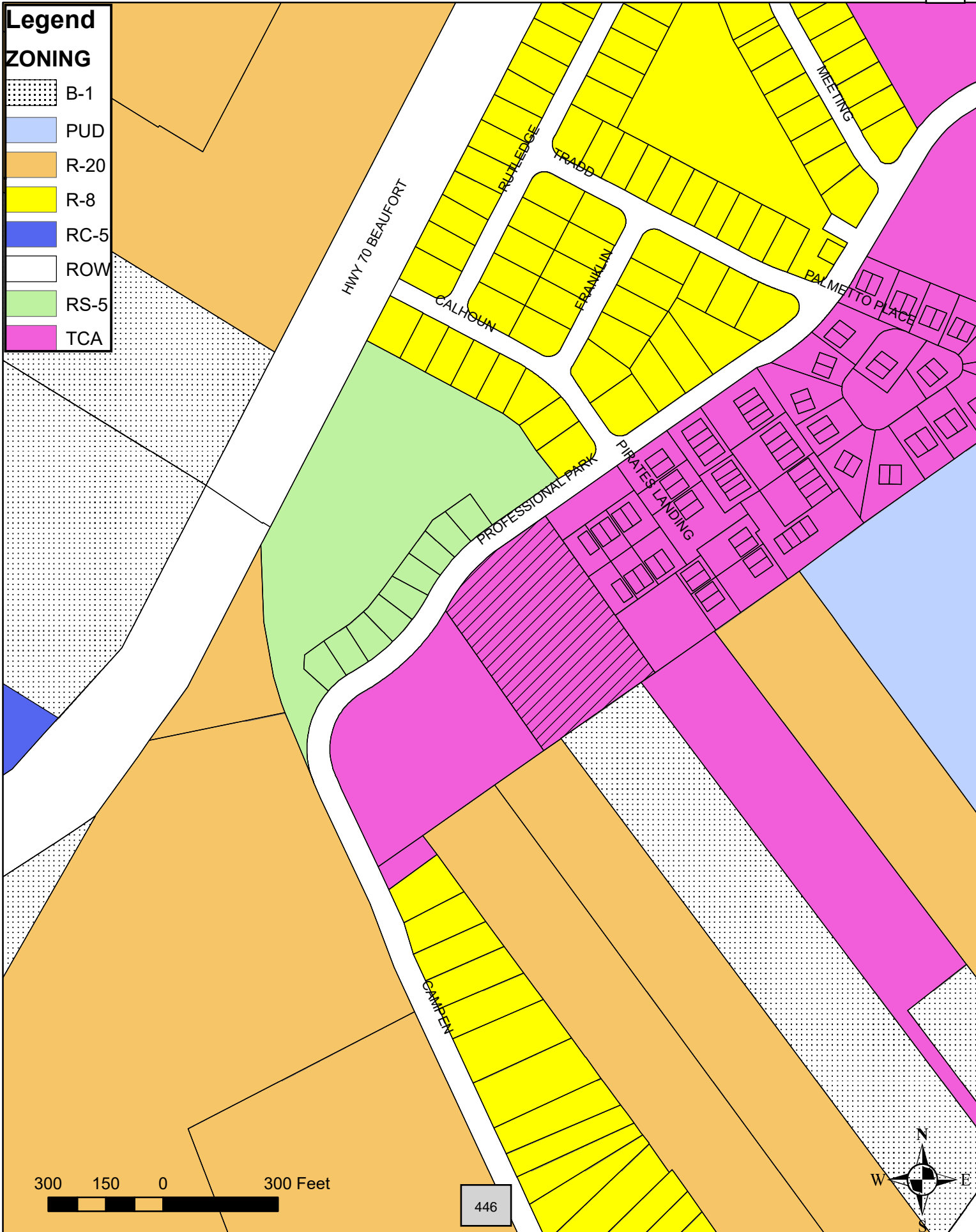
This project meets the design criteria required in the LDO and the Planning Board at their May 17<sup>th</sup> meeting unanimously recommended approval.

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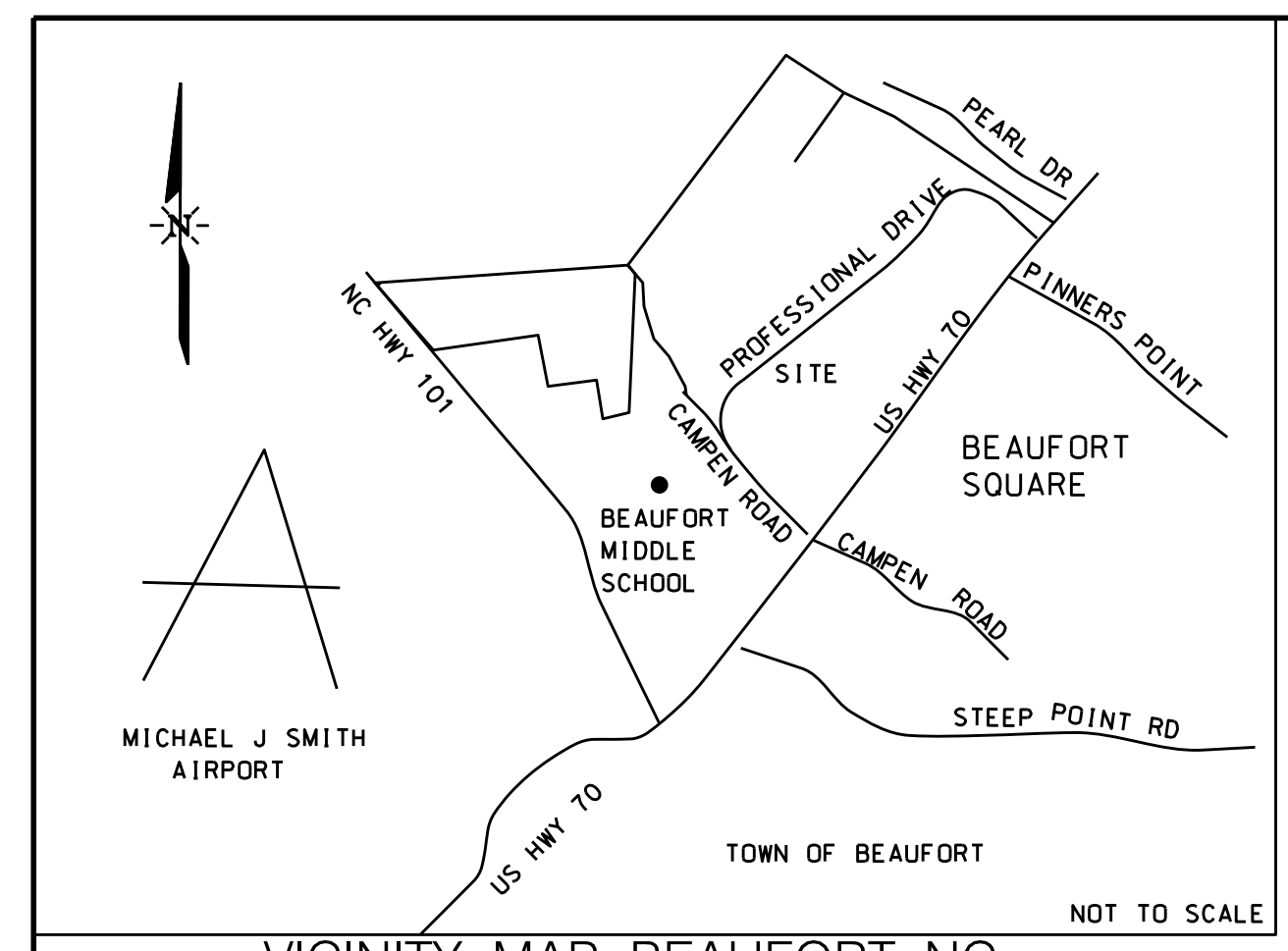
**Legend**

**ZONING**

- B-1
- PUD
- R-20
- R-8
- RC-5
- ROW
- RS-5
- TCA







VICINITY MAP: BEAUFORT, NC  
NOT TO SCALE

SITE DATA

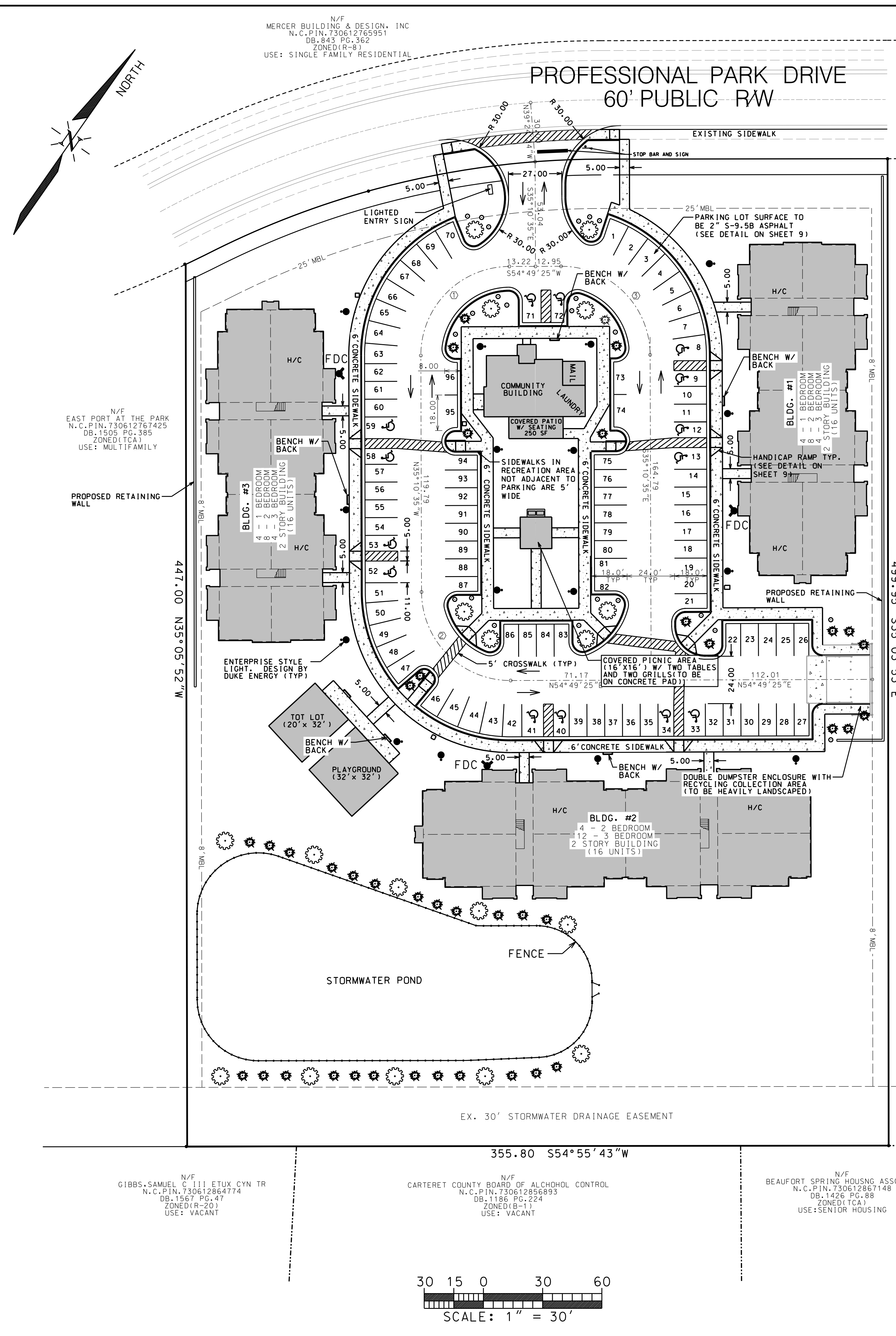
THERE IS NOT A FLOOD ZONE ON THIS PROPERTY.  
LOT SIZE: +/-174,258.72 SF  
OPEN SPACE = 2.06 +/- ACRES  
LAND DISTURBANCE AREA = +/-4.00 ACRES  
ACTIVE RECREATION AREA = 11,473 SF  
ZONE = TCA  
DENSITY = 12 UNITS/AC  
NUMBER OF APARTMENT BUILDINGS = 3  
NUMBER OF UNITS = 48  
TYPE OF UNITS = RENTAL APARTMENTS  
NUMBER OF STORIES = 2  
MAXIMUM HEIGHT = 35'  
PROPOSED HEIGHT = 31'-6"  
TOTAL BUILDING AREA = 31,948 SF  
NUMBER OF COMMUNITY BUILDINGS = 1  
MAXIMUM HEIGHT = 35'  
PROPOSED HEIGHT = 19'-10"  
TYPICAL PARKING SPACE = 9' x 18'  
REQUIRED PARKING SPACES = 96  
12 SPACES PER UNIT  
PARKING SPACES PROVIDED = 88 REGULAR  
8 HANDICAP  
96 TOTAL SPACES  
SETBACKS:  
FRONT = 25'  
REAR = 25'  
SIDE = 8'  
DEED BOOK/PAGE = 1369/200  
PIN = 730612860733000

NOTES

- UNIT MIX (48 UNITS TOTAL)  
8 ONE BEDROOM UNITS  
20 TWO BEDROOM UNITS  
20 THREE BEDROOM UNITS
- QUALITY EXTERIOR SIDING SHALL BE VINYL + BRICK.
- PROJECT WILL INCLUDE 5% (3 UNITS) TYPE "A" + AN ADDITIONAL 5% (3 UNITS) TYPE "A" UNITS WITH ROLL-IN SHOWERS.
- ALL SITE AMENITIES TO BE HANDICAP ACCESSIBLE AS REQUIRED.
- CONSTRUCTION TO MEET OR EXCEED ENERGY STAR VERSION 2.0.
- PROJECT TO COMPLY WITH NCHFA 2020 OAP.
- AMENITIES TO INCLUDE THE FOLLOWING:  
A. PLAYGROUND  
B. TOT LOT  
C. COVERED PICNIC AREA (MIN 150 SQ.FT.) WITH TWO TABLES AND TWO BBO GRILLS  
D. MIN OF 3 OUTDOOR SITTING AREAS (5 BENCHES WITH BACKS PROVIDED)  
E. COVERED PATIO WITH SEATING AT REAR OF COMMUNITY BUILDING (MIN 150 SQ.FT.)  
F. RESIDENT COMPUTER AREA WITHIN COMMUNITY BUILDING.
- ACCESSIBLE RAMPS TO BE LOCATED AT ALL CROSSWALKS.
- LANDSCAPING REQUIREMENT TO MEET OR EXCEED THE TOWN OF BEAUFORT STANDARDS.
- DEDICATED LAND IS PRIVATELY OWNED.

LEGEND

AC - ACRE	LF - LINEAR FEET
BLDG - BUILDING	MAX - MAXIMUM
BRG - BEARING	MBL - MINIMUM BUILDING LINE
CB - CATCH BASIN	MH - MANHOLE
CL - CENTERLINE	MIN - MINIMUM
CL - CENTERLINE	N/F - NOW OR FORMERLY
DR - DRIVE	NTS - NOT TO SCALE
D1 - DROP INLET	O.C.C. - ON CENTER
DIP - DUCTILE IRON PIPE	R - RADIUS
EL - ELEVATION	RCP - REINFORCED CONCRETE PIPE
EIR - EX. IRON ROD	R/W - RIGHT-OF-WAY
EOP - EDGE OF PAVEMENT	SDMH - STORMDRAIN MANHOLE
EX - EXISTING	SH - SHEET
FE - FINISHED ELEVATION	SIR - SET IRON ROD
FES - FLARED END SECTION	STA - STATION
FF - FINISHED FLOOR	TC - TOP OF CURB
FT - FEET	TSW - TOP OF SIDEWALK
GV - GATE VALVE	TYP - TYPICAL
INV - INVERT	
---x---	SILT FENCE
---o---	LANDSCAPE POND FENCE
---/---	STORMWATER/DRAINAGE EASEMENT
---o---	CONCRETE
---o---	LARGE SHRUB
---o---	SMALL SHRUB
---o---	LARGE DECIDUOUS TREE
---o---	HANDICAP SPACE
---o---	ROCK DOUGHNUT
---o---	TRAFFIC FLOW ARROW
---o---	STOP BAR
---o---	STREET LIGHT



CENTERLINE CURVE DATA

1	CHORD DIRECTION = S09°49'25"W
	CHORD LENGTH = 63.64
	RADIUS = 45.00
	LENGTH = 70.69
2	CHORD DIRECTION = S80°10'35"E
	CHORD LENGTH = 63.64
	RADIUS = 45.00
	LENGTH = 70.69
3	CHORD DIRECTION = N80°10'35"W
	CHORD LENGTH = 63.64
	RADIUS = 45.00
	LENGTH = 70.69

REQUIRED LANDSCAPING AREA OF VAAS

VAAS - INCLUDING PARKING SPACES, DRIVEWAYS, LOADING AREAS, PARKING ISLES, AND OTHER CIRCULATION AREAS AND NOT INCLUDING BUILDING AREA OR ANY AREA WHICH WILL REMAIN COMPLETELY UNDEVELOPED =	36,532 SF
REQUIRED LANDSCAPING PERCENTAGE =	12%
INTERIOR LANDSCAPING PERCENTAGE =	50%
REQUIRED LANDSCAPING IN THE INTERIOR OF THE VAA =	2,192 SF
LANDSCAPE AREA REQUIRED =	4,384 SF
LANDSCAPE AREA PROVIDED =	9,293 SF
IMPERVIOUS SURFACE RATIO (ISR)	
TOTAL AMOUNT OF IMPERVIOUS SURFACE AREA ON THE LOT INCLUDING BUILDING AREA, PARKING SPACES, DRIVEWAYS, LOADING AREAS, PARKING AISLES, AND OTHER CIRCULATION AREAS AND NOT INCLUDING ANY AREA WHICH WILL REMAIN COMPLETELY UNDEVELOPED =	82,995 SF
TOTAL DEVELOPMENT IMPACT AREA (DO NOT INCLUDE AREAS IN WETLANDS OR FLOOD PLAINS) =	174,529 SF
IMPERVIOUS SURFACE RATIO (ISR) =	48%
IMPERVIOUS SURFACE INTENSITY (ISI)	

Table B-328 Categories

ImperVIOUS Surface Ratio (ISR)	ImperVIOUS Surface Intensity (ISI)
0.06 - 0.10%	High
0.10 - 0.25%	Moderately High
0.25 - 0.40%	Moderate
0.40% and below	Low

TOTAL LANDSCAPING

LARGE DECIDUOUS TREES REQUIRED =	8 Trees
LARGE DECIDUOUS TREES PROVIDED* =	36 Trees
LARGE SHRUBS REQUIRED* =	12 Shrubs
LARGE SHRUBS PROVIDED* =	36 Shrubs
SMALL SHRUBS REQUIRED* =	23 Shrubs
SMALL SHRUBS PROVIDED* =	23 Shrubs

\* INCLUDES TREES AND SHRUBS AROUND DETENTION POND AND DUMPSTER.

ADDITIONAL LANDSCAPING FOR DETENTION PONDS

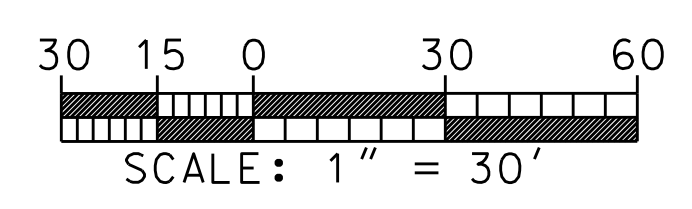
PER THE TOWN OF BEAUFORT'S LAND DEVELOPMENT ORDINANCE

A. FENCING AROUND PONDS SHALL BE FOUR FEET (4') IN HEIGHT. IT SHALL BE A STEEL OR ALUMINUM CHAIN LINK FENCE WITH BLACK OR GREEN VINYL COATING. ALL FENCES SHALL PROVIDE SECURABLE ENTRANCES/EXITS TO ALL OF THE SIDES OF THE FENCE TO ALLOW ACCESS FOR MAINTENANCE PERSONNEL AND EQUIPMENT AND TO PROVIDE FOR THE SAFETY OF CITIZENS.

B. LANDSCAPING REQUIREMENTS

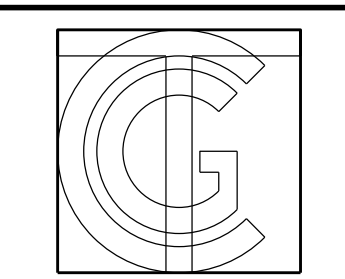
1. SHRUBS REQUIRED EXCEPT FOR FENCE ENTRANCES. SHRUBS SHALL BE PROVIDED AROUND THE PERIMETER OF THE REQUIRED FENCE TO SCREEN FIFTY PERCENT (50%) OF THE FENCE AT MATURITY. THE REQUIRED SHRUBS SHALL BE MAINTAINED AT A HEIGHT OF FOUR FEET (4'). THE PARTICULAR VARIETY OF SHRUB(S) TO BE USED TO SATISFY THIS REQUIREMENT SHOULD COME FROM THOSE LISTED AS TOLERANT OF WET CONDITIONS SHOWN IN THE TABLE ON THIS SHEET OR SHOULD OTHERWISE BE APPROVED IN WRITING BY THE TOWN.

2. TREES REQUIRED LARGE OR MEDIUM TREES SHALL BE PLACED OUTSIDE THE REQUIRED FENCING AT A RATE OF ONE PER FIFTY LINEAR FEET OF FENCING AROUND THE POND. THE PARTICULAR VARIETY OF LARGE OR MEDIUM TREE(S) TO BE USED TO SATISFY THIS REQUIREMENT SHOULD COME FROM THOSE LISTED AS TOLERANT OF WET CONDITIONS SHOWN IN THE TABLE ON THIS SHEET, OR SHOULD OTHERWISE BE APPROVED IN WRITING BY THE TOWN.





# EAST PORT II APARTMENTS



THE CULLIPHER GROUP, P.A.  
ENGINEERING & SURVEYING SERVICES  
C-4482  
101-A NC HIGHWAY 24  
MOREHEAD CITY, N.C. 28557  
(252) 773-0080



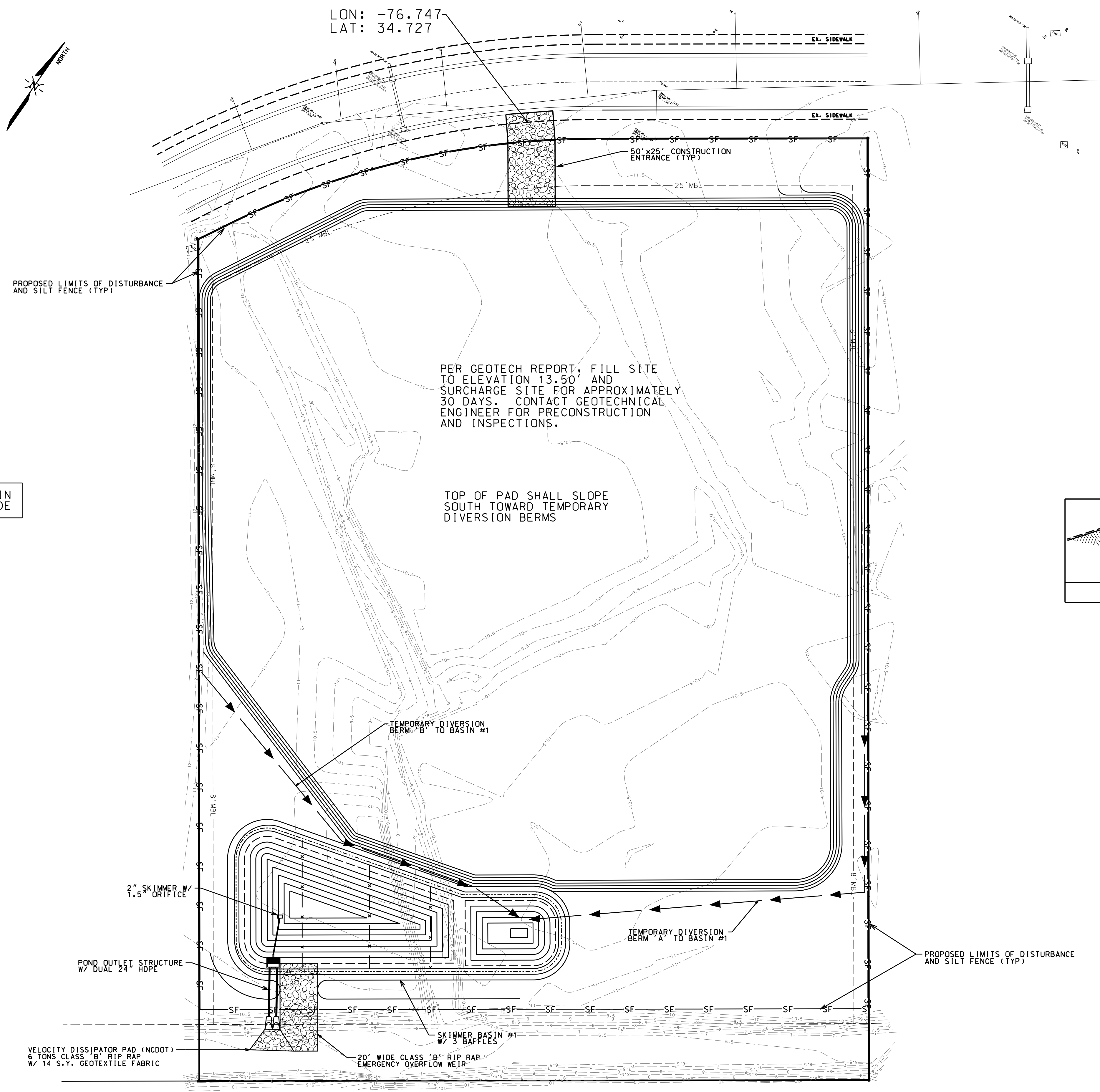
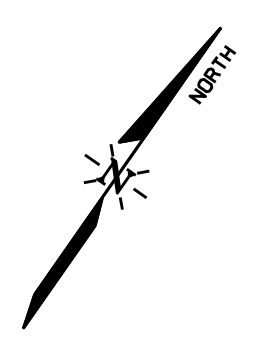
100%  
CONSTRUCTION  
DRAWINGS

date	05.06.2021
drafter	CMC
checked by	CMC
proj. no.	PM858-38
revisions	date

EROSION  
CONTROL  
PLAN  
PHASE 1

## C3.0

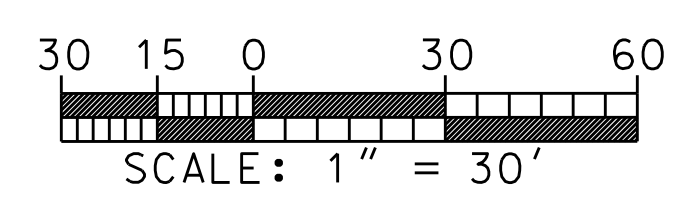
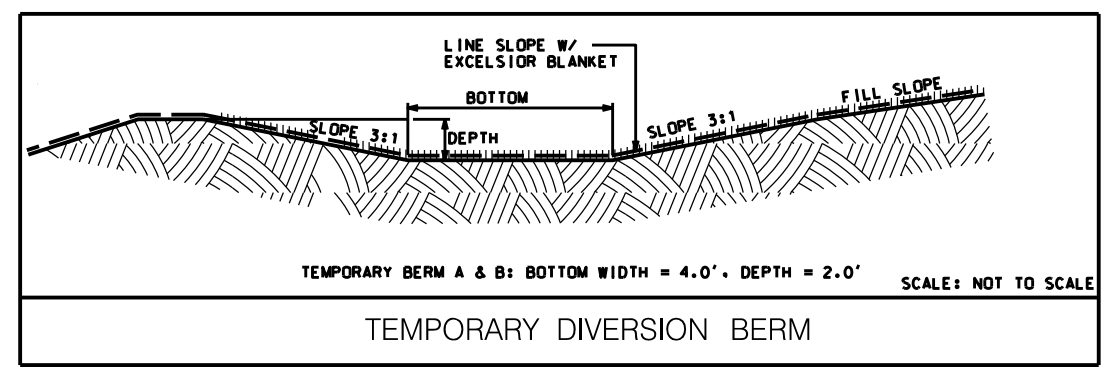
LON: -76.747  
LAT: 34.727



NO CONCRETE WASHDOWN ALLOWED  
LAND DISTURBANCE = 4.00 AC  
ALL DENUDED AREAS SHALL BE STABILIZED WITHIN  
7 DAYS OF BEING BROUGHT TO ROUGH FINAL GRADE  
THERE ARE NO PROPOSED WETLAND  
IMPACTS WITH THIS PLAN

### CONSTRUCTION SEQUENCE - PHASE 1

INSTALL CONSTRUCTION ENTRANCE.  
CONTRACTOR SHALL CONTACT NCDENR WILMINGTON REGIONAL OFFICE AT: 910-796-7219 AND THE CULLIPHER GROUP, P.A. AT 252-173-0080 FOR A PRECONSTRUCTION MEETING.  
CONTRACTOR SHALL INSTALL SILT FENCE, SILT FENCE OUTLETS, TEMPORARY DIVERSION BERMS AND SKIMMER BASIN AS SHOWN ON THE APPROVED PLANS. SILT FENCE OUTLETS SHALL BE PLACED AT ALL LOCALIZED LOW POINTS ALONG THE SILT FENCE. CONTRACTOR SHALL LIMIT INITIAL CLEARING FOR INSTALLATION OF THESE DEVICES ONLY.  
BEGIN CLEARING AND GRUBBING OF SITE.  
BRING IN SURCHARGE FILL MATERIAL UP TO ELEVATION 13.50. CONTACT GEOTECHNICAL ENGINEER TO CONFIRM TEMPORARY PAD IS ADEQUATE PER THEIR REPORT.  
UPON GEOTECHNICAL ENGINEER'S APPROVAL, SEED AND STABILIZE SITE AND AWAIT THEIR FURTHER INSTRUCTION.

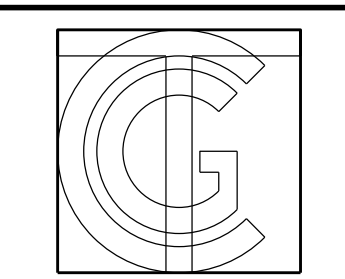


LEGEND

--- 8.5 ---	EXISTING CONTOURS
— 9.0 —	PROPOSED CONTOURS
→	TEMPORARY DIVERSION BERM
--- ---	PROPOSED SILT FENCE & LAND DISTURBANCE



# EAST PORT II APARTMENTS



THE CULLIPHER GROUP, P.A.  
ENGINEERING & SURVEYING SERVICES  
C-4482  
101-A NC HIGHWAY 24  
MOREHEAD CITY, N.C. 28557  
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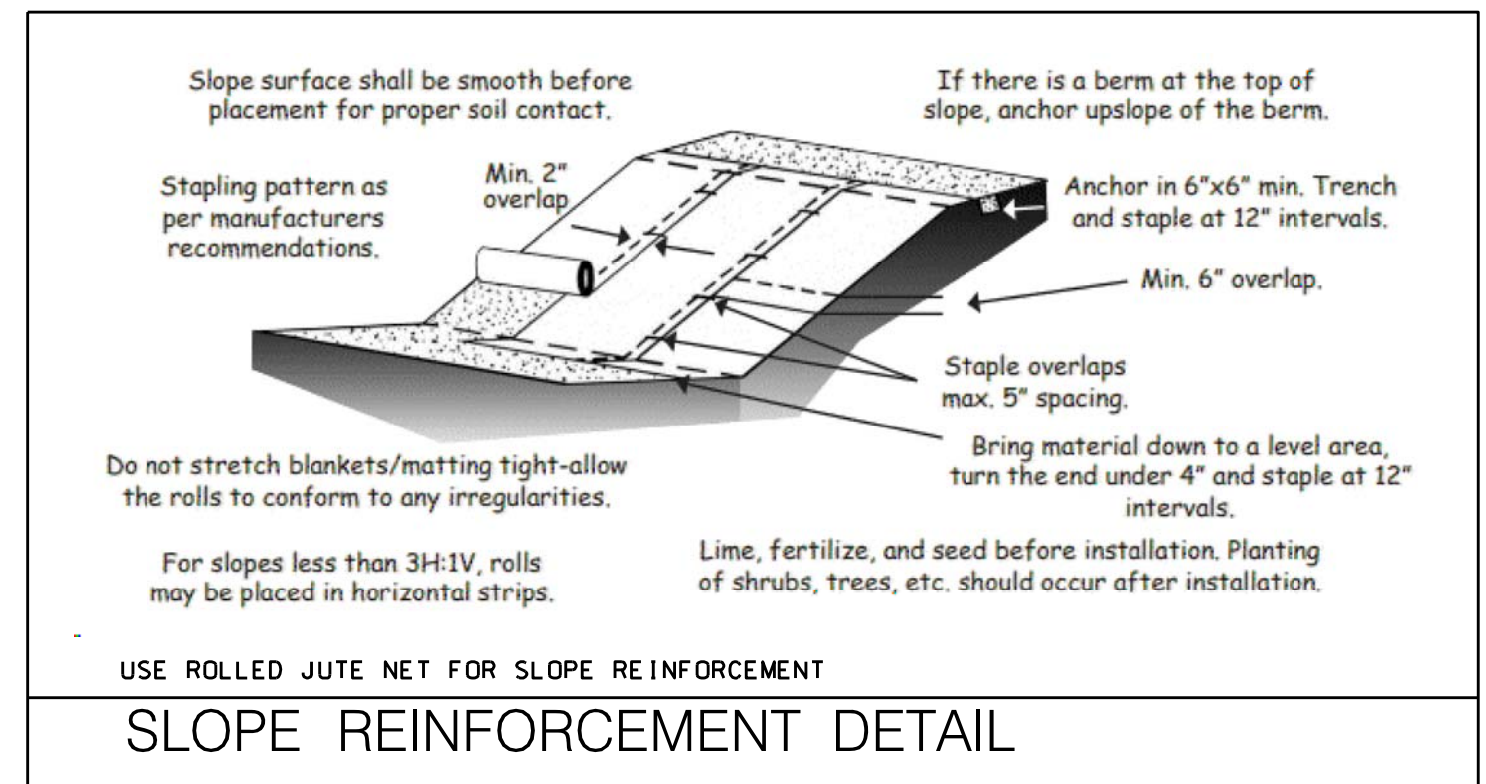
## 100% CONSTRUCTION DRAWINGS

date	05.06.2021
drafter	CMC
checked by	CMC
proj. no.	PM858-38
revisions	date

EROSION  
CONTROL  
PLAN  
PHASE 2

# C3.1

LON: -76.747  
LAT: 34.727



NO CONCRETE WASHDOWN ALLOWED  
LAND DISTURBANCE = 4.00 AC

ALL DENUDED AREAS SHALL BE STABILIZED WITHIN  
7 DAYS OF BEING BROUGHT TO ROUGH FINAL GRADE

THERE ARE PROPOSED WETLAN  
IMPACTS WITH THIS PLAN

PROPOSED LIMITS OF DISTURBANCE  
AND SILT FENCE (TYP)

RETAINING WALL  
SEE GRADING  
PLAN

INLET PROTECTION  
AT DROP INLETS  
(TYP)

TEMPORARY DIVERSION  
BERM 'B' TO BASIN #1

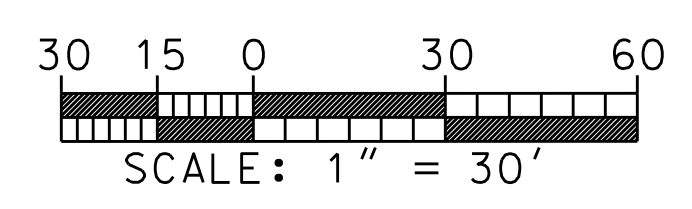
2" SKIMMER W/  
1.5" DRIFICE

POND OUTLET STRUCTURE  
W/ DUAL 24" HDPE

VELOCITY DISSIPATOR PAD (NCDOT)  
6 TONS CLASS 'B' RIP RAP  
W/ 14 S.F. GEOTEXTILE FABRIC

SKIMMER BASIN #1  
W/ 9 BAFFLES

20' WIDE CLASS 'B' RIP RAP  
EMERGENCY OVERFLOW WEIR



### CONSTRUCTION SEQUENCE - PHASE 2

AFTER GEOTECHNICAL ENGINEER HAS APPROVED THE SETTLEMENT CREATED BY THE SURCHARGE MATERIAL, THE CONTRACTOR CAN BEGIN ROUGH GRADING OF THE SITE.

AS THE SITE COMES UP TO GRADE CONTRACTOR SHALL INSTALL STORM DRAIN NETWORKS PER THE APPROVED PLANS. ALL STRUCTURES SHALL HAVE INLET PROTECTION PER THE DETAIL.

INSTALL UTILITIES, RETAINING WALLS AND BUILDINGS. STABILIZE THE SITE PER GROUND STABILIZATION DURING CONSTRUCTION GUIDELINES.

WHEN SITE IS STABILIZED AND CONSTRUCTION IS NEAR COMPLETE, CALL NCDEO AND THE CULLIPHER GROUP, P.A. FOR SITE INSPECTION.

UPON APPROVAL, MUCK OUT SKIMMER BASIN AND CONVERT BASIN INTO STORM WATER DETENTION POND PER APPROVED PLANS.

STABILIZE ALL REMAINING SURFACES AND CALL FOR FINAL INSPECTION.

NOTE:  
ALL SLOPES 3:1 OR STEEPER SHALL BE LINED WITH  
ROLLED EXCELSIOR MATTING

### LEGEND

- 8.5 --- EXISTING CONTOURS
- 9.0 — PROPOSED CONTOURS
- >— TEMPORARY DIVERSION BERM
- - - - - PROPOSED SILT FENCE & LAND DISTURBANCE
- ⊗ INLET PROTECTION



# SITE DATA

THERE IS NOT A FLOOD ZONE ON THIS PROPERTY.

LOT SIZE: +/-174,258.72 SF  
 +/-4.00 ACRES  
 OPEN SPACE = 2.06+/- ACRES  
 LAND DISTURBANCE AREA = +/-4.00 ACRES  
 ACTIVE RECREATION SPACE AREA = 11,473 SF  
 ZONE = TCA  
 DENSITY = 12 UNITS/AC

NUMBER OF APARTMENT BUILDINGS = 3  
 NUMBER OF UNITS = 48  
 TYPE OF UNITS = RENTAL APARTMENTS  
 NUMBER OF STORIES = 2  
 MAXIMUM HEIGHT = 35'  
 PROPOSED HEIGHT = 31'-6"  
 TOTAL BUILDING AREA = 31,948 SF

NUMBER OF COMMUNITY BUILDINGS = 1  
 MAXIMUM HEIGHT = 35'  
 PROPOSED HEIGHT = 19'-10"

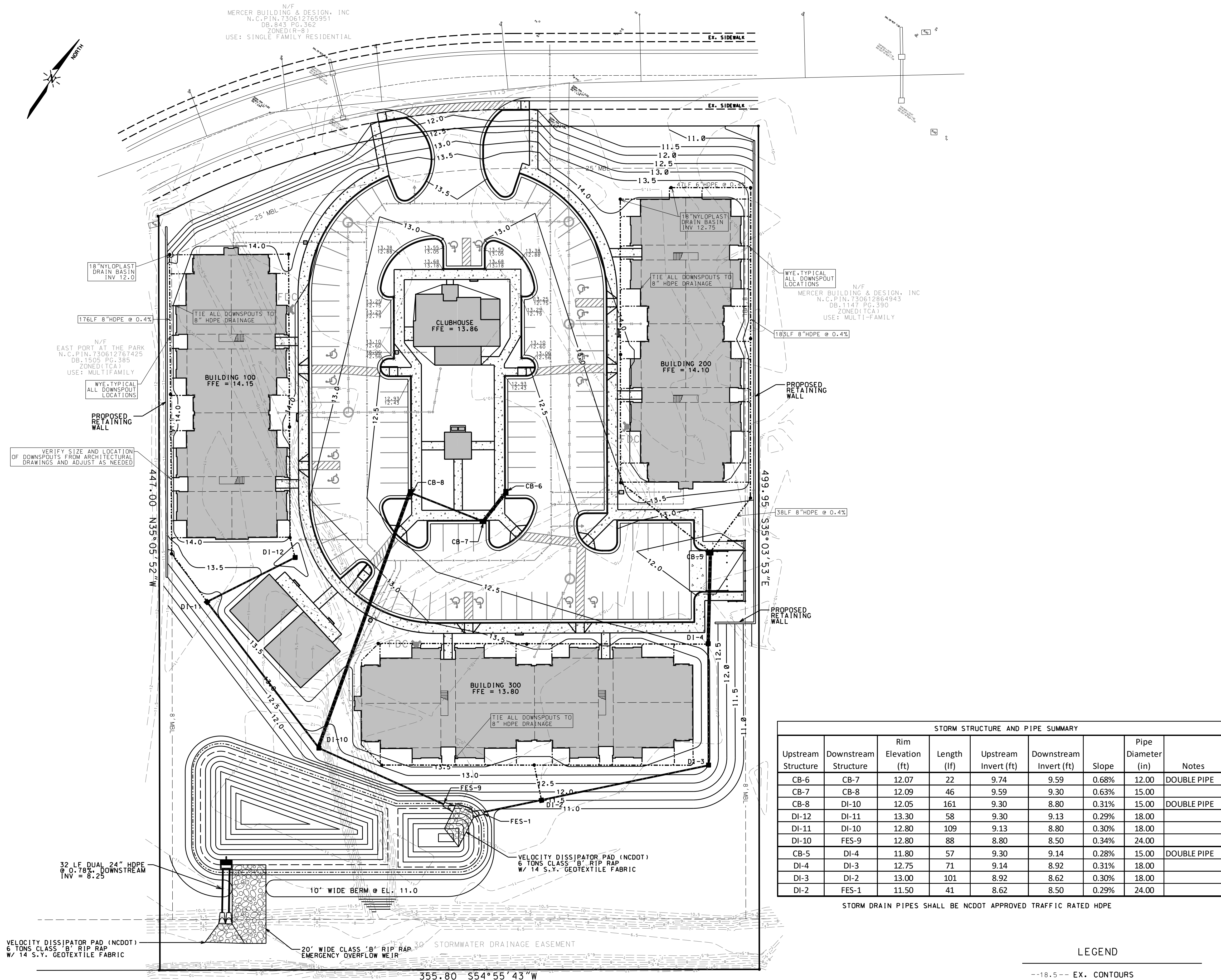
TYPICAL PARKING SPACE = 9' x 18'  
 REQUIRED PARKING SPACES = 96  
 (2 SPACES PER UNIT)  
 PARKING SPACES PROVIDED = 88 REGULAR  
 8 HANDICAP  
 96 TOTAL SPACES

SETBACKS:  
 FRONT = 25'  
 REAR = 25'  
 SIDE = 8'

DEED BOOK/PAGE = 1369/200  
 PIN = 730612860733000

# NOTES

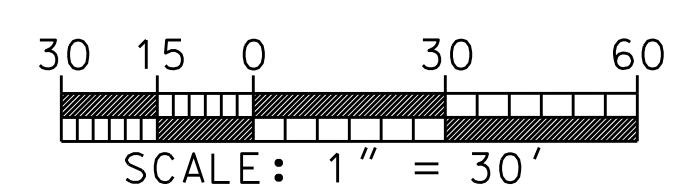
- UNIT MIX (48 UNITS TOTAL)  
 8 ONE BEDROOM UNITS  
 20 TWO BEDROOM UNITS  
 20 THREE BEDROOM UNITS
- QUALITY EXTERIOR SIDING SHALL BE VINYL + BRICK.
- PROJECT WILL INCLUDE 5% (3 UNITS) TYPE "A" + AN ADDITIONAL 5% (3 UNITS) TYPE "A" UNITS WITH ROLL-IN SHOWERS.
- ALL SITE AMENITIES TO BE HANDICAP ACCESSIBLE AS REQUIRED.
- CONSTRUCTION TO MEET OR EXCEED ENERGY STAR VERSION 2.0.
- PROJECT TO COMPLY WITH NCHFA 2020 OAP.
- AMENITIES TO INCLUDE THE FOLLOWING:  
 A. PLAYGROUND  
 B. TOT LOT  
 C. COVERED PICNIC AREA (MIN 150 SQ.FT.) WITH TWO TABLES AND TWO BBQ GRILLS.  
 D. MIN OF 3 OUTDOOR SITTING AREAS (5 BENCHES WITH BACKS PROVIDED).  
 E. COVERED PATIO WITH SEATING AT REAR OF COMMUNITY BUILDING (MIN 150 SQ.FT.).  
 F. RESIDENT COMPUTER AREA WITHIN COMMUNITY BUILDING.
- ACCESSIBLE RAMPS TO BE LOCATED AT ALL CROSSWALKS.
- LANDSCAPING REQUIREMENT TO MEET OR EXCEED THE TOWN OF BEAUFORT STANDARDS.
- DEDICATED LAND IS PRIVATELY OWNED.



STORM STRUCTURE AND PIPE SUMMARY								
Upstream Structure	Downstream Structure	Rim Elevation (ft)	Length (lf)	Upstream Invert (ft)	Downstream Invert (ft)	Slope	Pipe Diameter (in)	Notes
CB-6	CB-7	12.07	22	9.74	9.59	0.68%	12.00	DOUBLE PIPE
CB-7	CB-8	12.09	46	9.59	9.30	0.63%	15.00	
CB-8	DI-10	12.05	161	9.30	8.80	0.31%	15.00	DOUBLE PIPE
DI-12	DI-11	13.30	58	9.30	9.13	0.29%	18.00	
DI-11	DI-10	12.80	109	9.13	8.80	0.30%	18.00	
DI-10	FES-9	12.80	88	8.80	8.50	0.34%	24.00	
CB-5	DI-4	11.80	57	9.30	9.14	0.28%	15.00	DOUBLE PIPE
DI-4	DI-3	12.75	71	9.14	8.92	0.31%	18.00	
DI-3	DI-2	13.00	101	8.92	8.62	0.30%	18.00	
DI-2	FES-1	11.50	41	8.62	8.50	0.29%	24.00	

STORM DRAIN PIPES SHALL BE NCDOT APPROVED TRAFFIC RATED HDPE

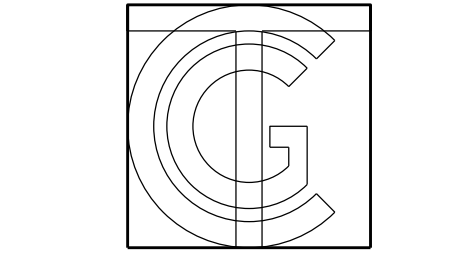
- LEGEND**
- - - 18.5 - - EX. CONTOURS
  - - - 19.5 - - PROPOSED CONTOURS
  - - - - - 8" HDPE (COLLECT ROOF DRAINS)
  - FLOW DIRECTION
  - HP HIGH POINT
  - TW TOP OF WALL ELEVATION
  - BW BOTTOM OF WALL ELEVATION
  - PROPOSED STORM DRAINAGE
  - CB CATCH BASIN
  - DI DROP INLET
  - SDMH STORM DRAIN MANHOLE



EAST PORT II APARTMENTS  
 619 PROFESSIONAL PARK  
 BEAUFORT, NC 28516

EAST CAROLINA COMMUNITY  
 DEVELOPMENT, INC.  
 108 PROFESSIONAL PARK  
 BEAUFORT, NC 28516  
 252-504-3996

# EAST PORT II APARTMENTS



THE CULLIPHER GROUP, P.A.  
 ENGINEERING & SURVEYING SERVICES  
 15440  
 101-A NC HIGHWAY 94  
 MOREHEAD CITY, N.C. 28557  
 (252) 773-0080



100%  
 CONSTRUCTION  
 DRAWINGS

date 05.06.2021  
 drafter CMC  
 checked by CMC  
 proj. no. PM858-38  
 revisions date

GRADING & DRAINAGE  
 PLAN

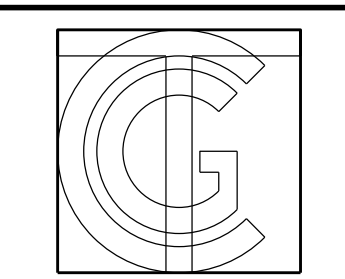
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EAST PORT II APARTMENTS  
619 PROFESSIONAL PARK  
BEAUFORT, NC 28516

EAST CAROLINA COMMUNITY  
DEVELOPMENT, INC.  
108 PROFESSIONAL PARK  
BEAUFORT, NC 28516  
252-504-3996

# EAST PORT II APARTMENTS



THE CULLIPHER GROUP, P.A.  
ENGINEERING & SURVEYING SERVICES  
C-4482  
101-A NC HIGHWAY 24  
MOREHEAD CITY, N.C. 28557  
(252) 773-0090

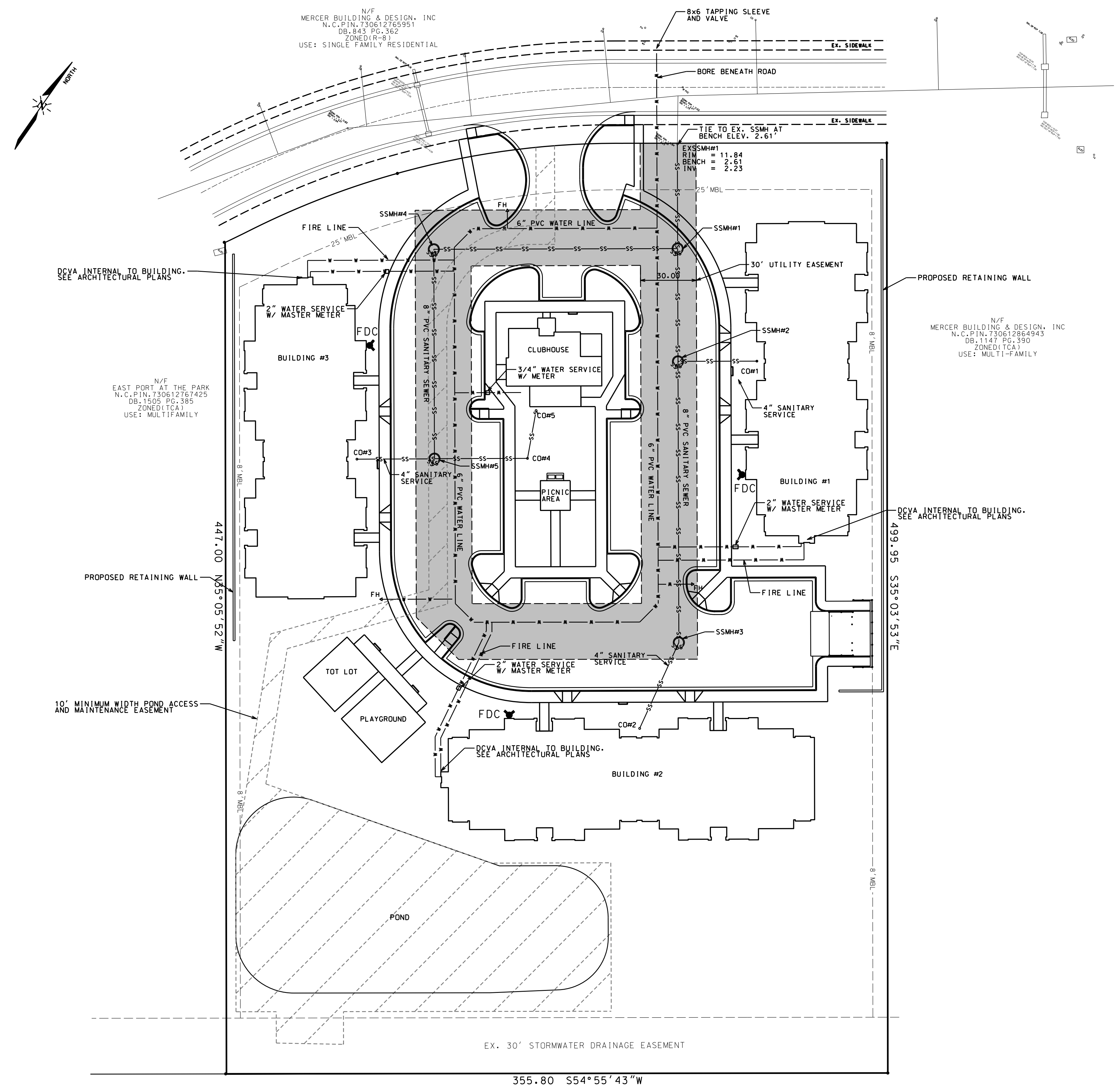


## 100% CONSTRUCTION DRAWINGS

date	05.06.2021
drafter	CMC
checked by	CMC
proj. no.	PM858-38
revisions	date

UTILITY  
PLAN

# C5.0

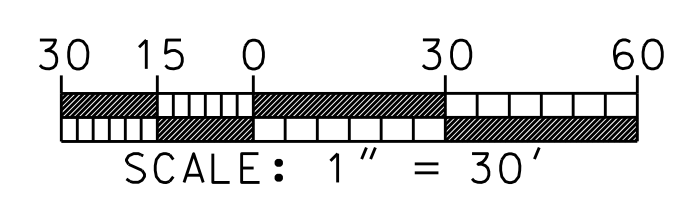


CLEAN OUT TABLE

CO #1	RIM=14.00'
	INV=11.00'
CO#2	RIM=13.60'
	INV=10.80'
CO#3	RIM=14.00'
	INV=11.15'
CO#4	RIM=13.50'
	INV=9.75'
CO#5	RIM=13.70'
	INV=10.50'

LEGEND

	30' PUBLIC UTILITY EASEMENT
	10' POND ACCESS EASEMENT
	FIRE HYDRANT
	CLEAN OUT
	FIRE DEPARTMENT CONNECTION
	SANITARY SEWER MANHOLE
	SANITARY SEWER LINE
	WATER LINE
	GATE VALVE
	WATER METER
	EXISTING (UTILITY)



N/F  
MERCER BUILDING & DESIGN, INC  
N.C.P.I.N. 730612765951  
DB: 843 PG: 362  
ZONE(DR-8)  
USE: SINGLE FAMILY RESIDENTIAL

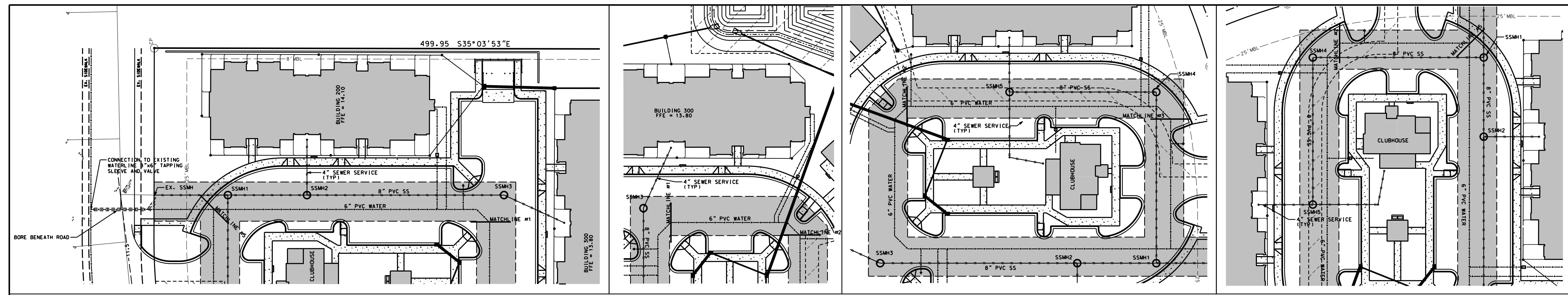
N/F  
MERCER BUILDING & DESIGN, INC  
N.C.P.I.N. 730612864943  
DB: 1147 PG: 390  
ZONE(DTCA)  
USE: MULTI-FAMILY

N/F  
EAST PORT AT THE PARK  
N.C.P.I.N. 730612767425  
DB: 1505 PG: 385  
ZONE(DTCA)  
USE: MULTIFAMILY

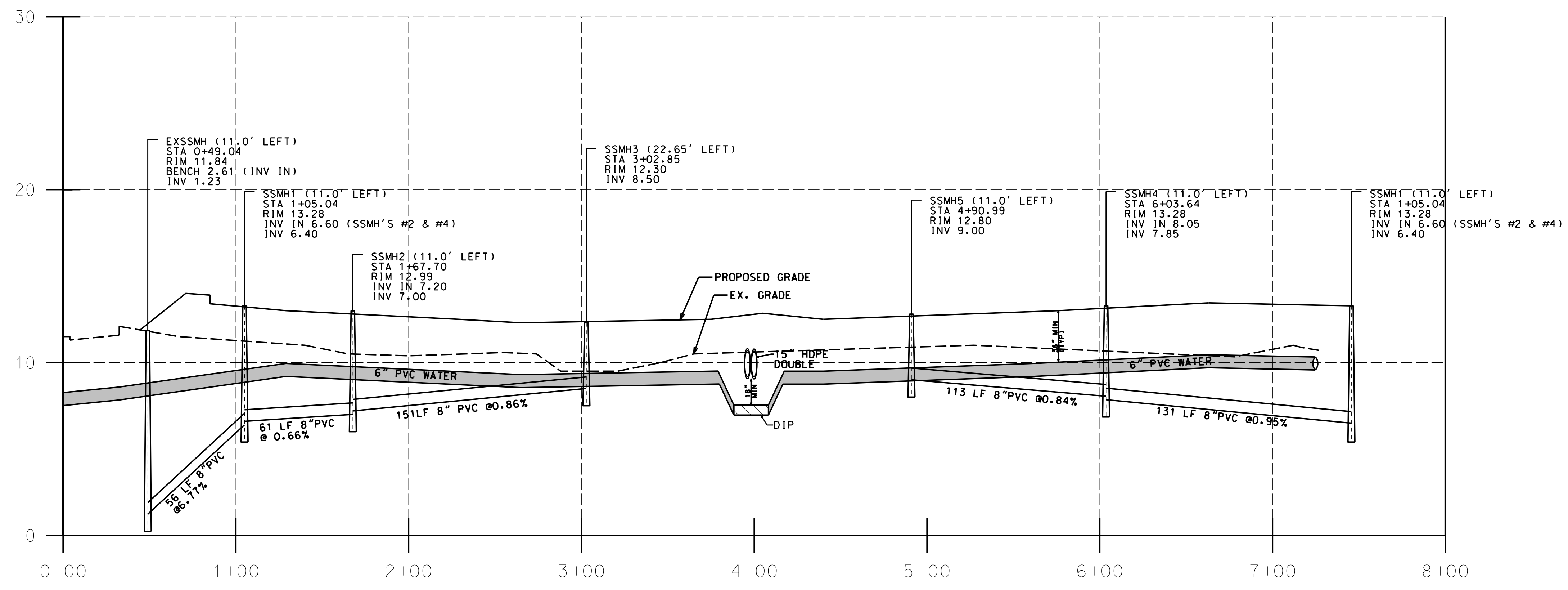
N/F  
GIBBS, SAMUEL C III ETUX CYN TR  
N.C.P.I.N. 730612864774  
DB: 1567 PG: 47  
ZONE(DR-20)  
USE: VACANT

N/F  
CARTERET COUNTY BOARD OF ALCOHOL CONTROL  
N.C.P.I.N. 730612856893  
DB: 1186 PG: 224  
ZONE(DR-1)  
USE: VACANT

N/F  
BEAUFORT SPRING HOUSING ASSC LLC  
N.C.P.I.N. 730612867148  
DB: 1426 PG: 88  
ZONE(DTCA)  
USE: SENIOR HOUSING

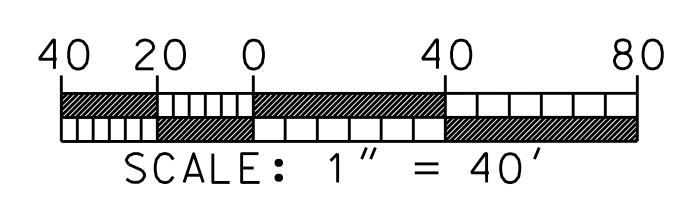


UTILITY PLAN VIEWS



6" PVC WATER LINE PROFILE WITH SANITARY SEWER OFFSET PROFILE

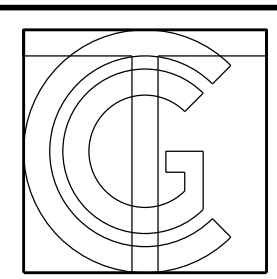
VERTICAL SCALE: 1"=4'  
HORIZONTAL SCALE: 1=40'



LEGEND

	EX. WATER
	EX. SEWER
	EX. SEWER MANHOLE
	PROPOSED WATER
	PROPOSED SEWER
	CO
	PUBLIC UTILITY EASEMENT
	FH FIRE HYDRANT
	FDC FIRE DEPARTMENT CONNECTION
	GV GATE VALVE
	WM WATER METER

EAST PORT II  
APARTMENTS



THE CULLIPHER GROUP, P.A.  
ENGINEERING & SURVEYING SERVICES  
C-4482  
101-A NC HIGHWAY 24  
MOREHEAD CITY, N.C. 28557  
(252) 773-0080



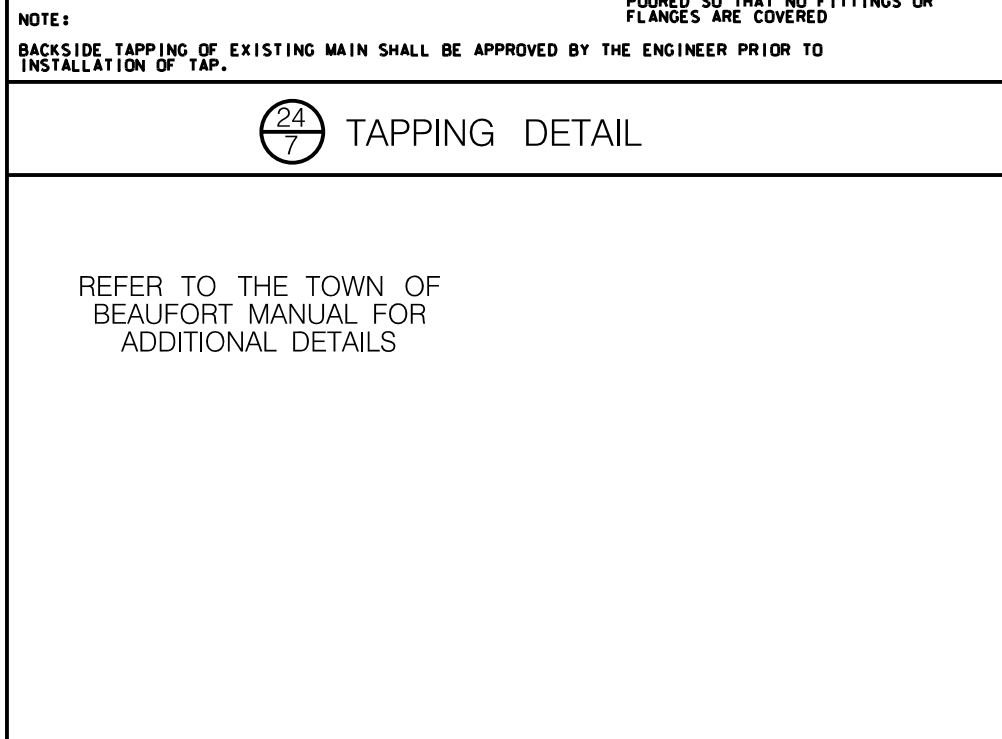
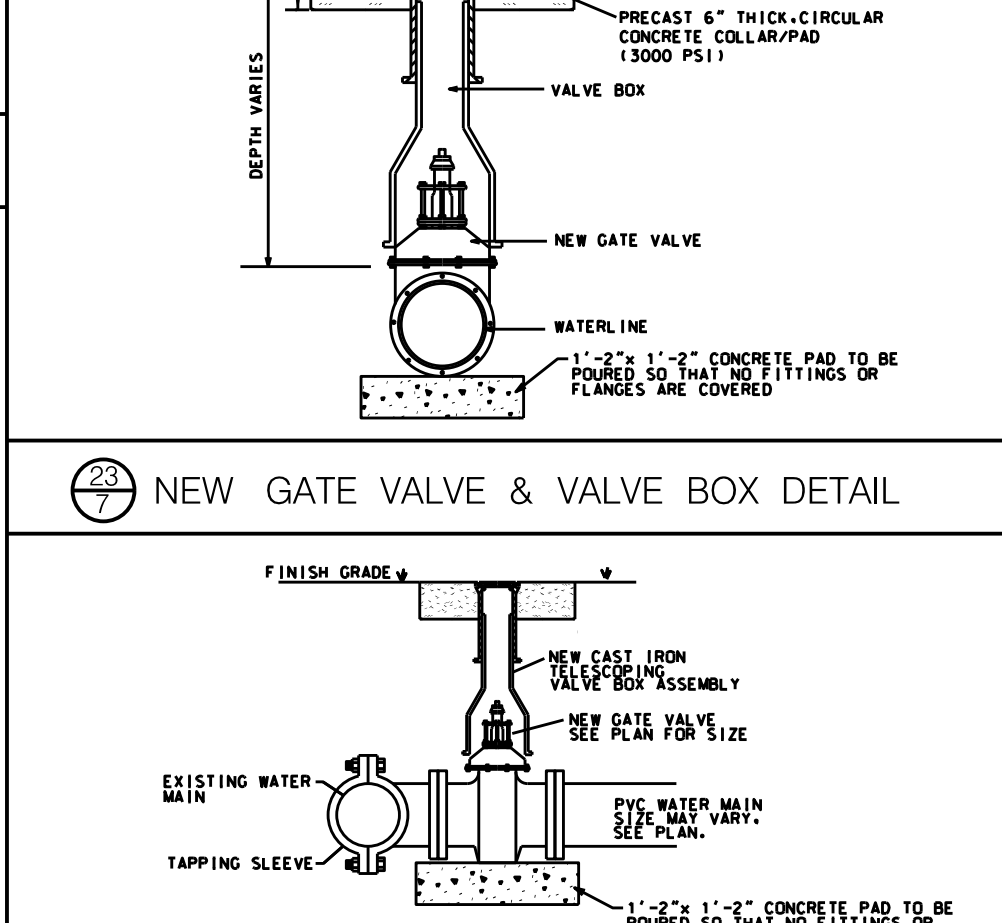
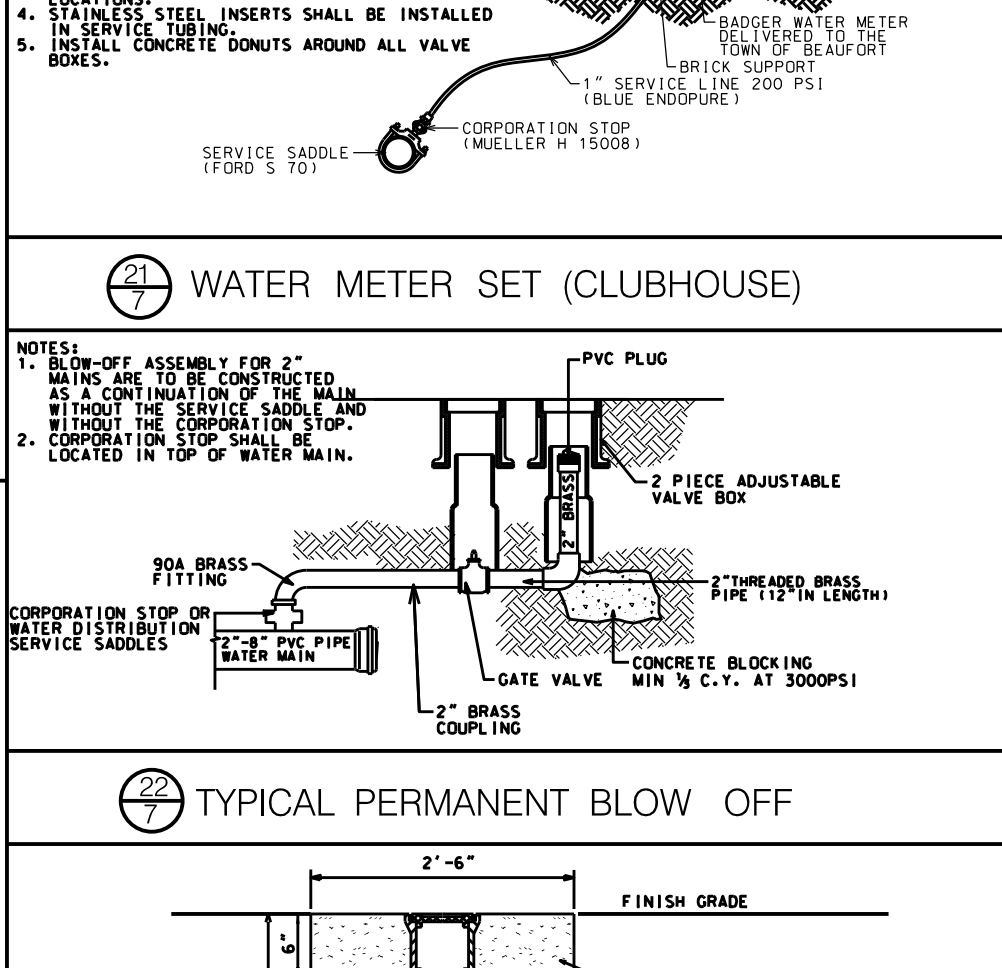
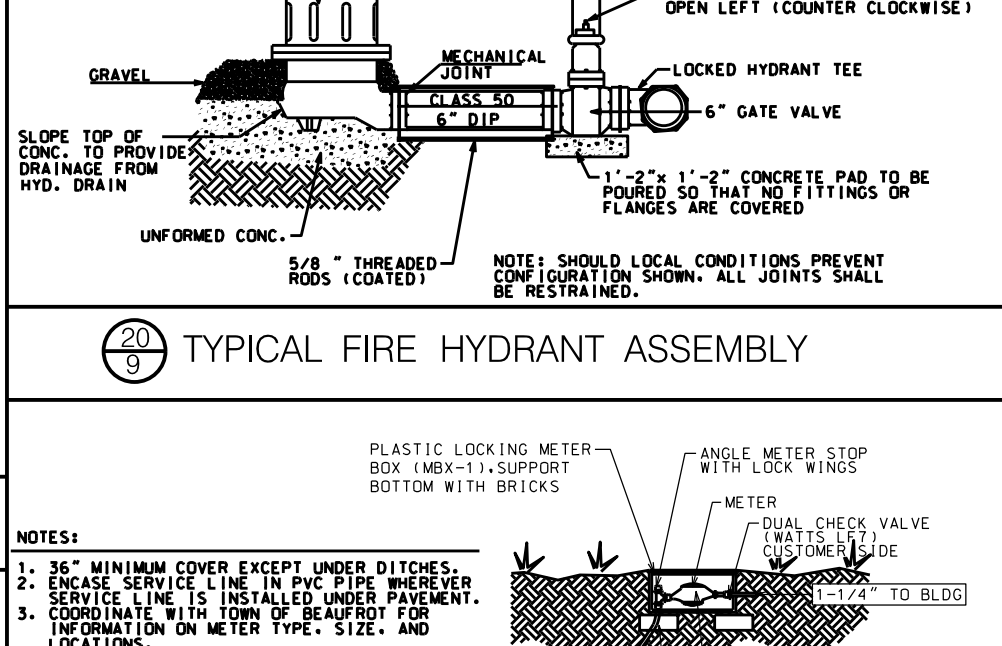
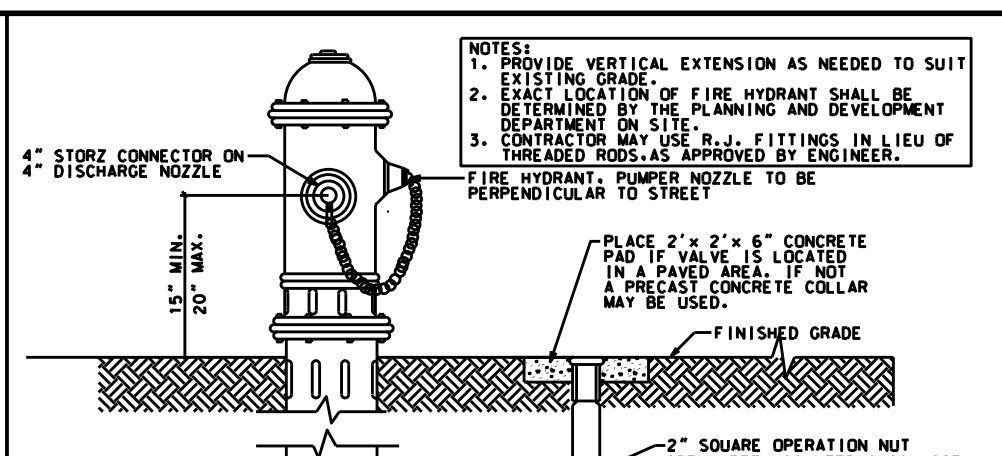
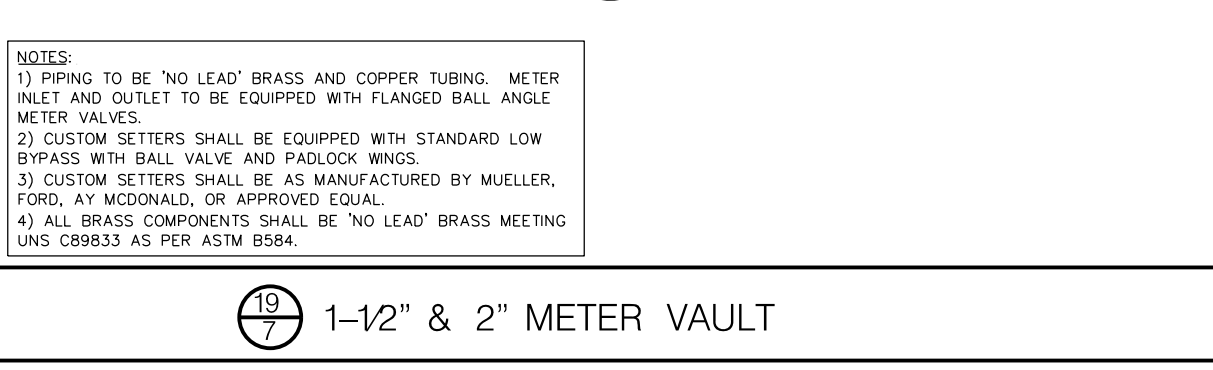
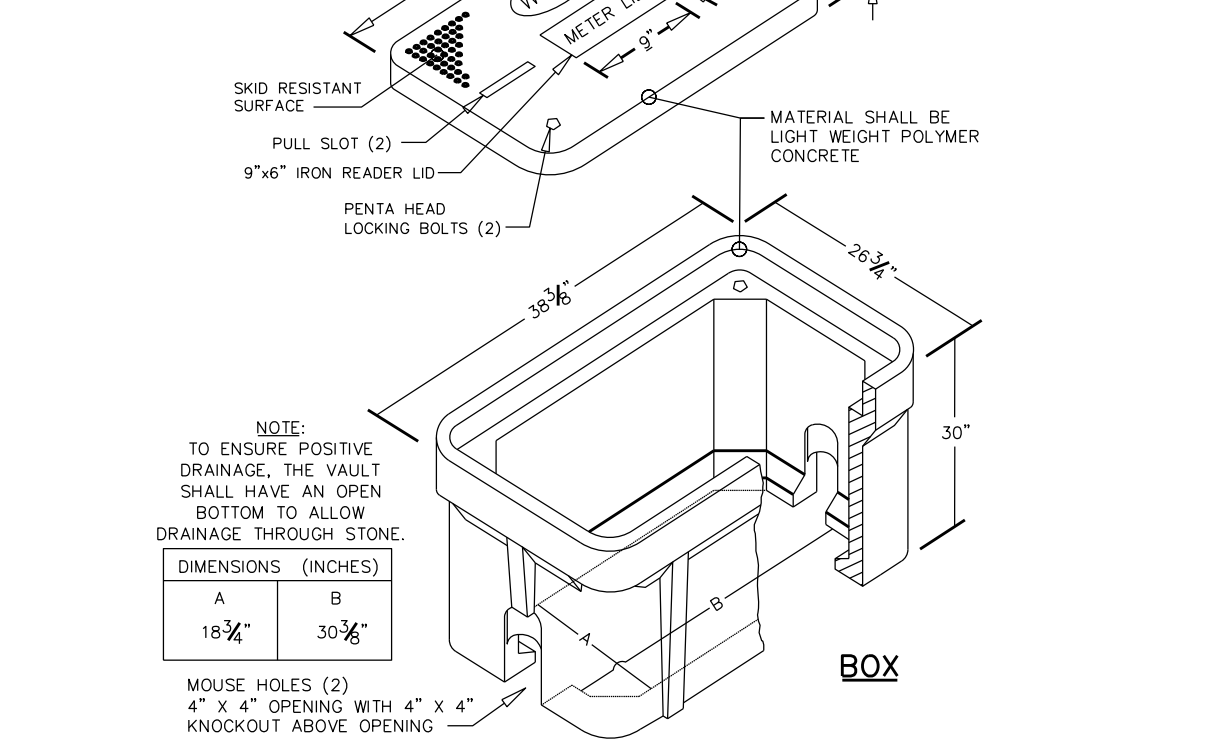
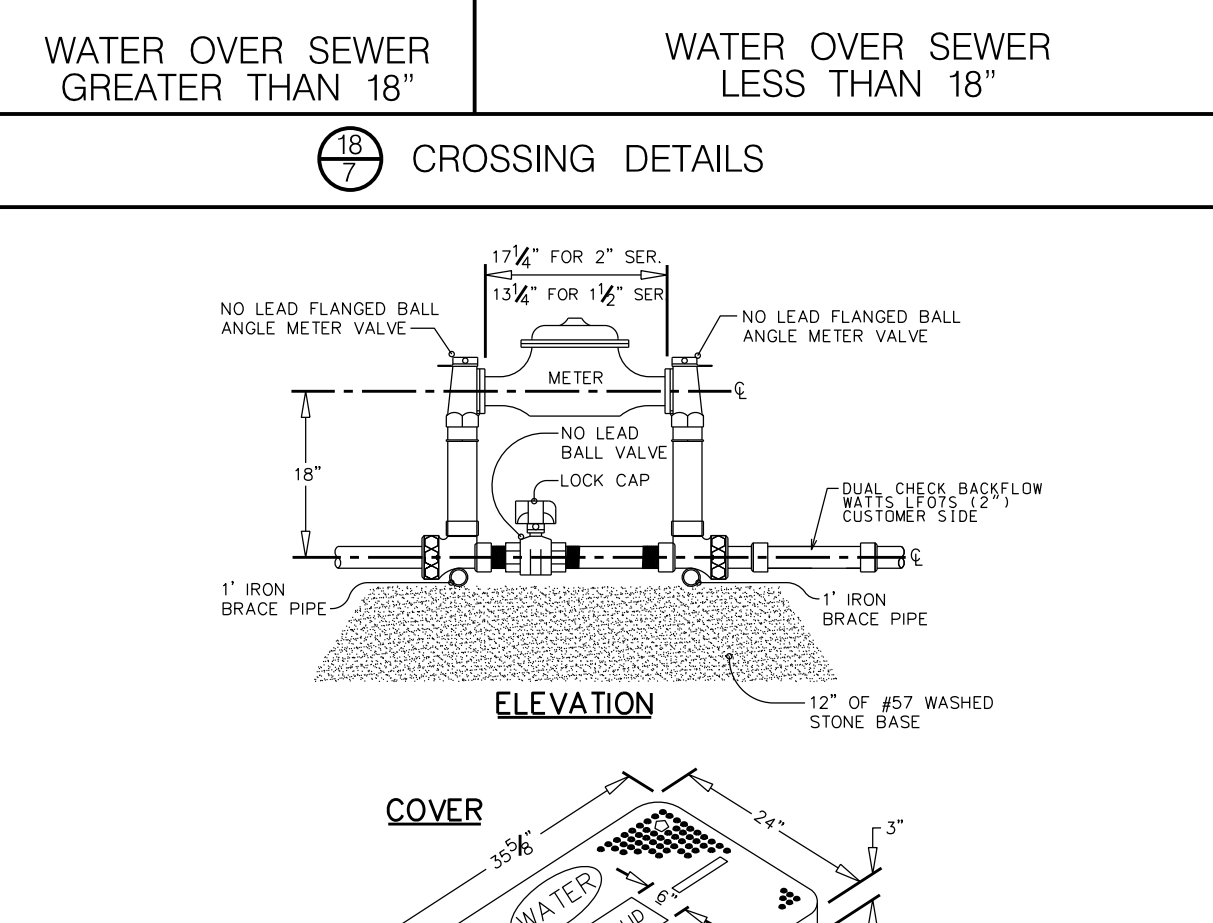
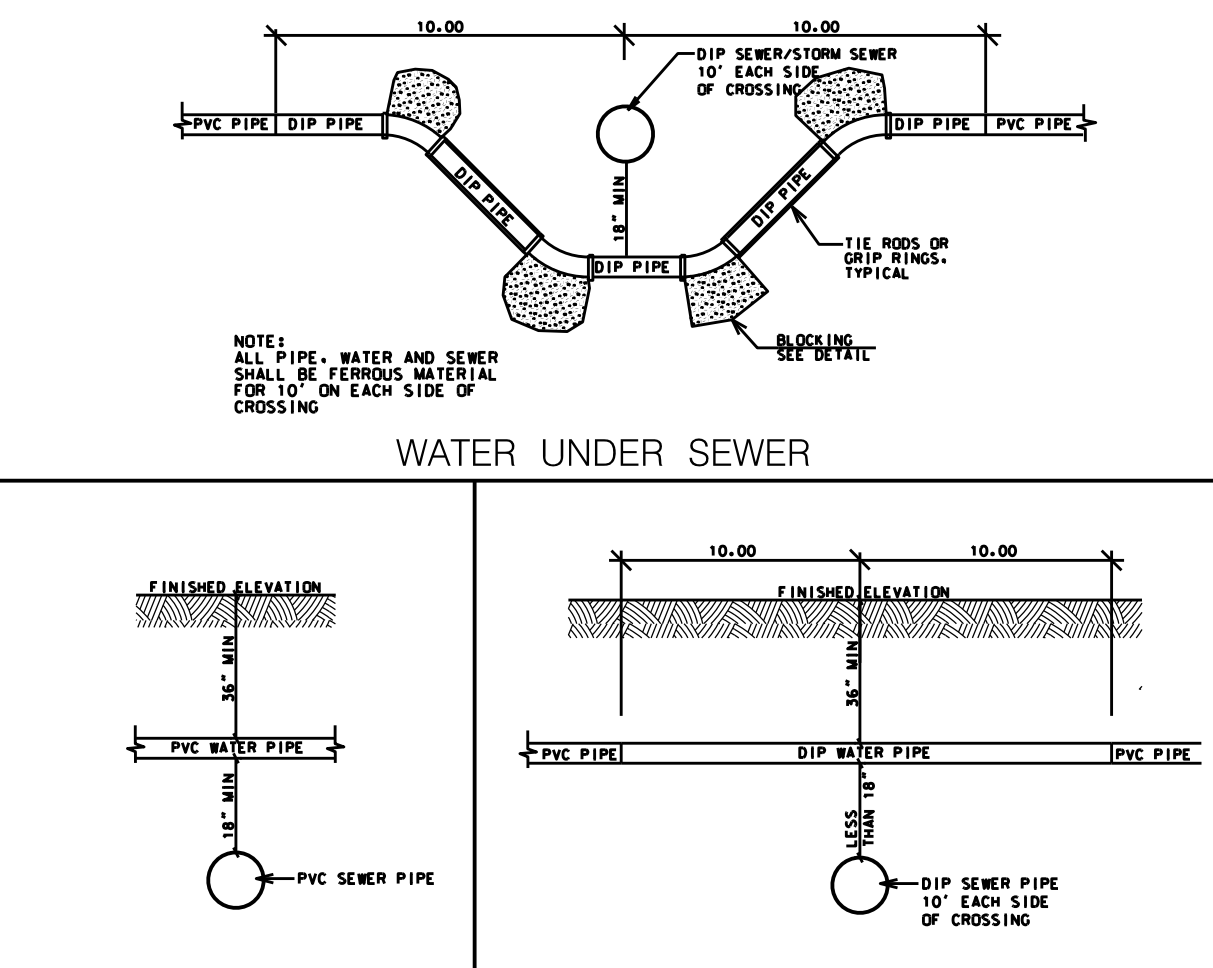
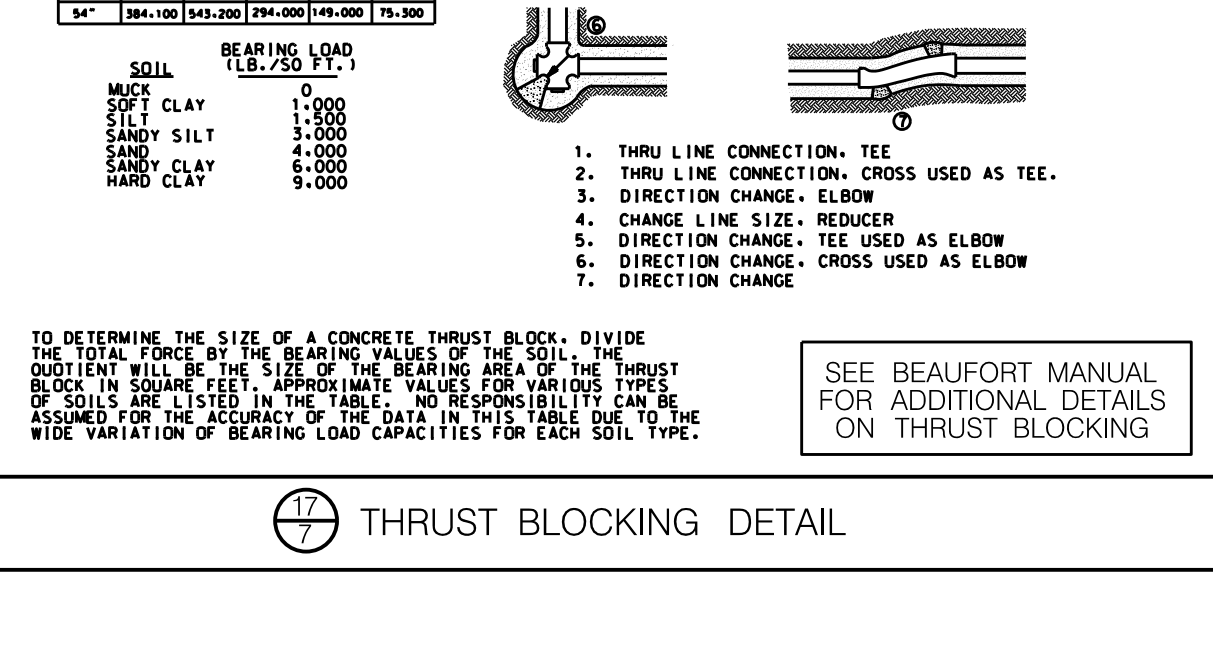
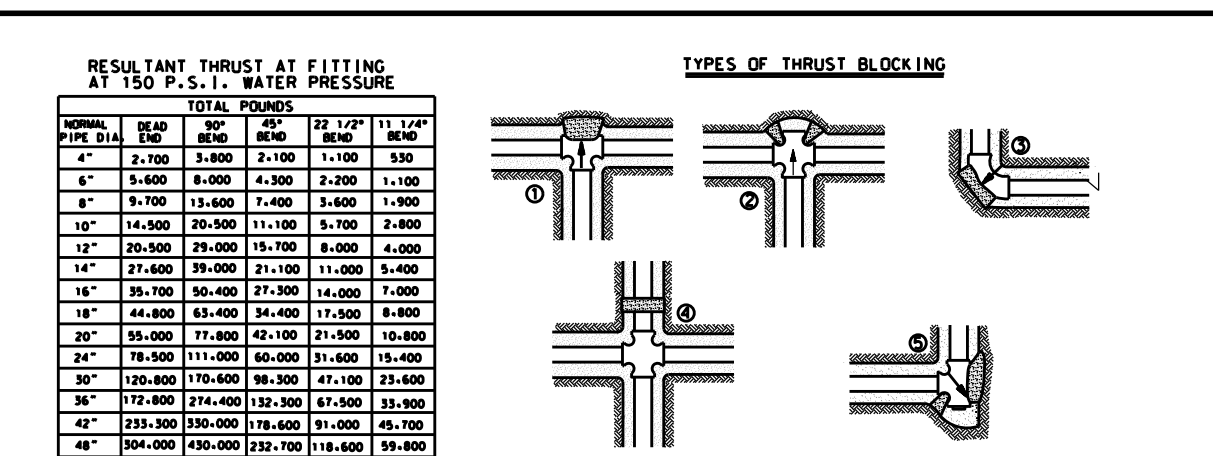
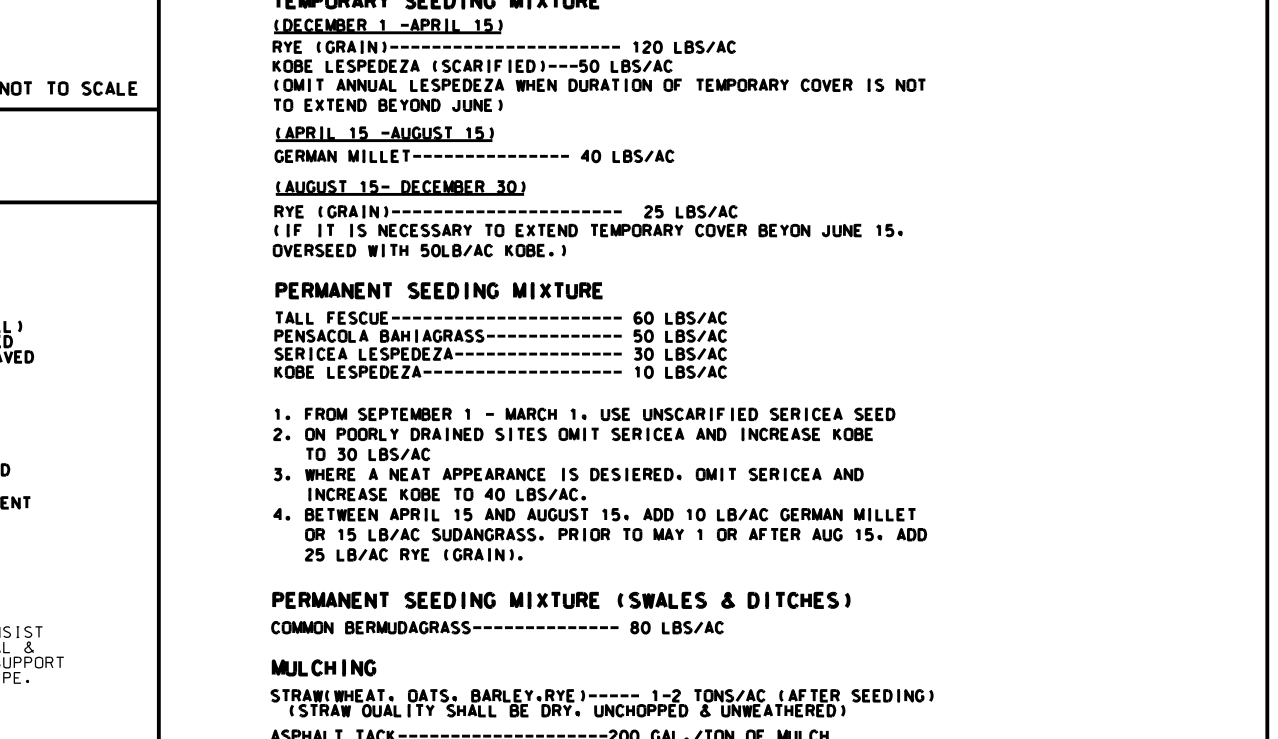
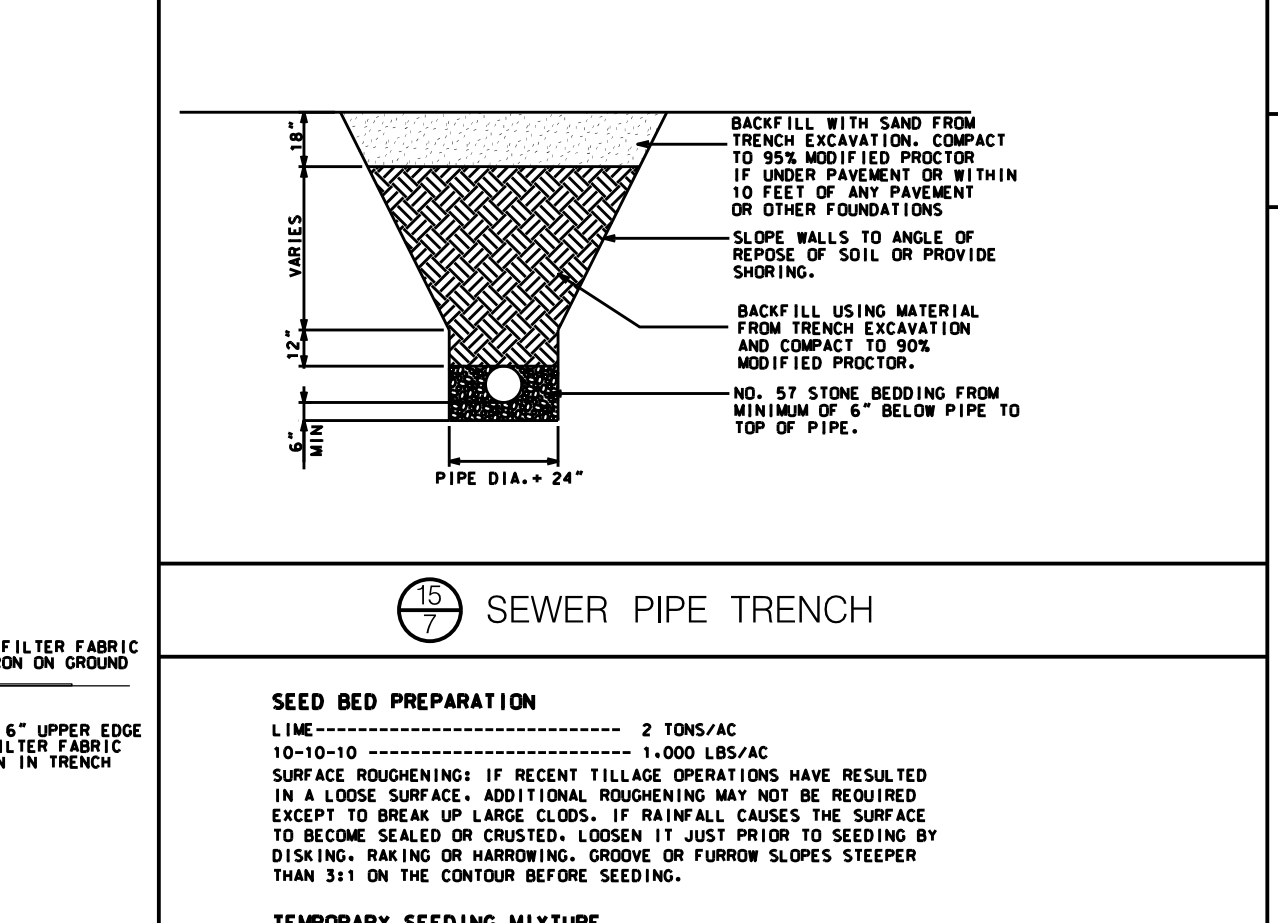
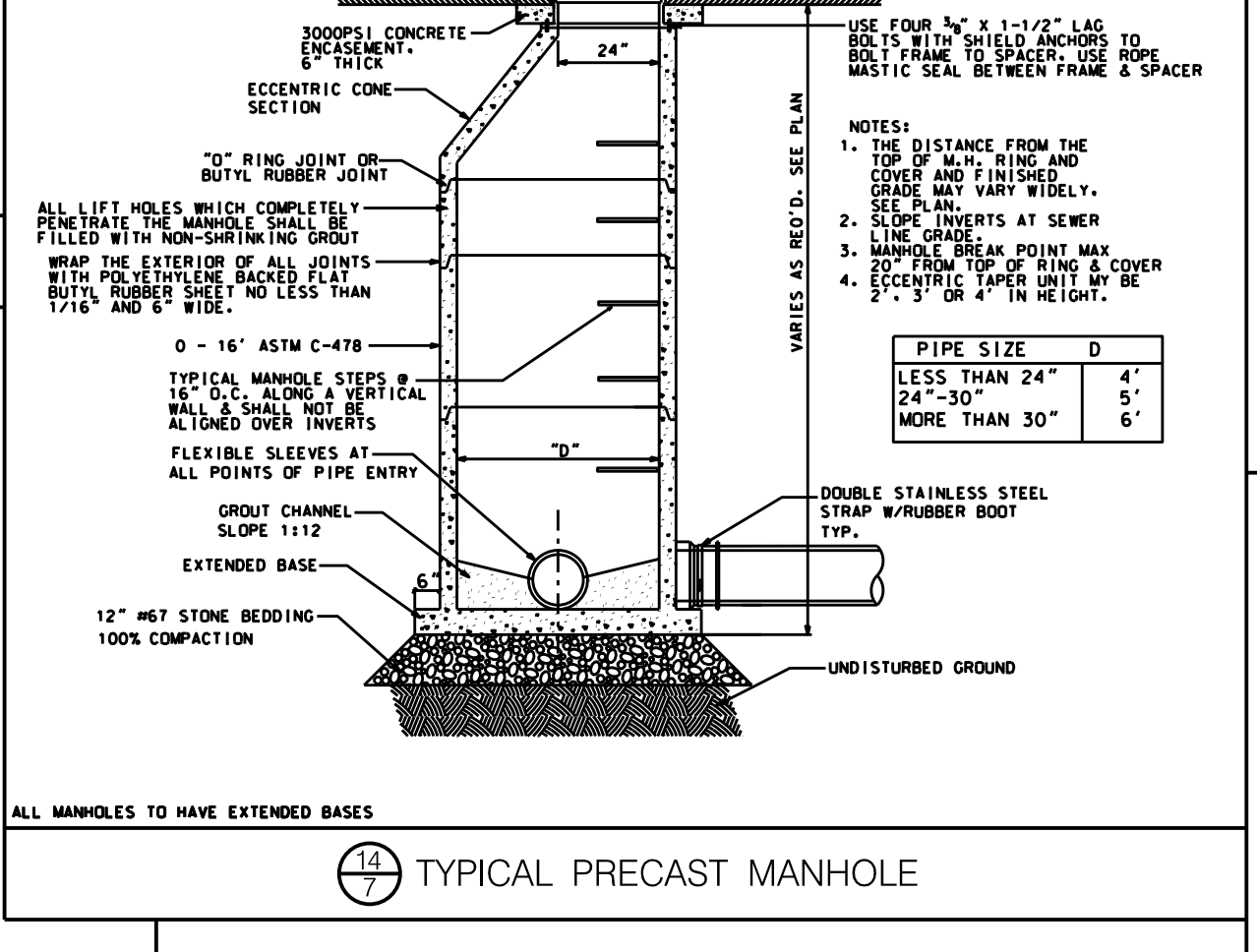
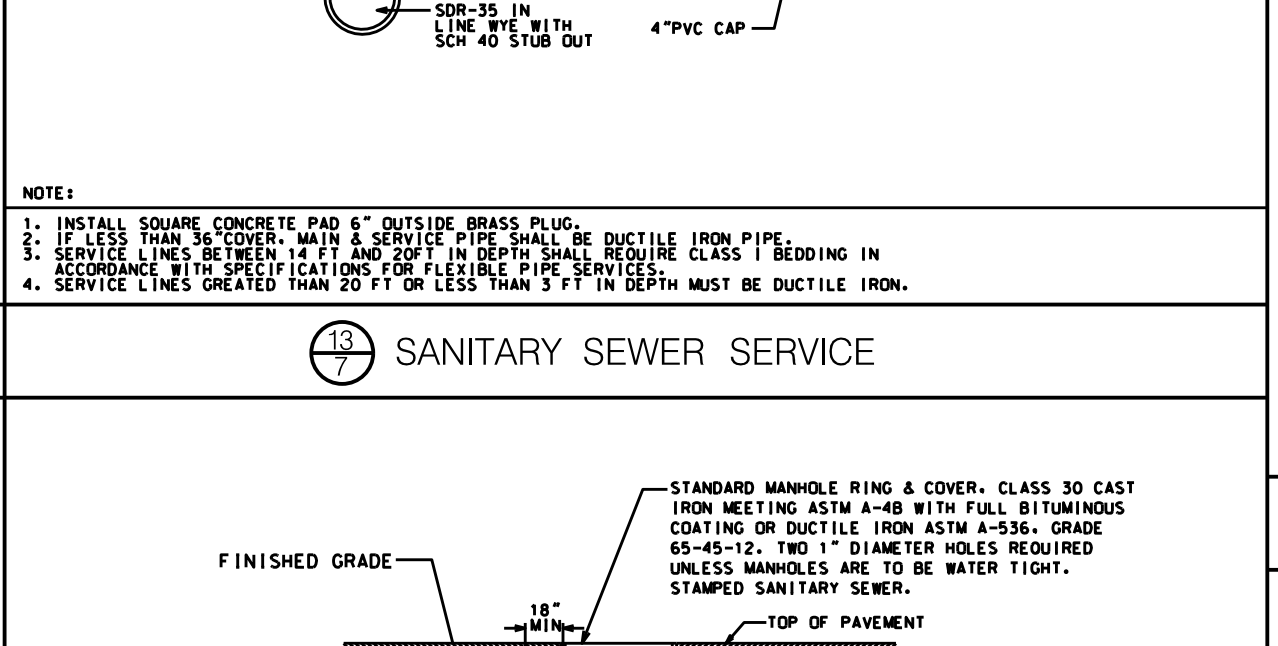
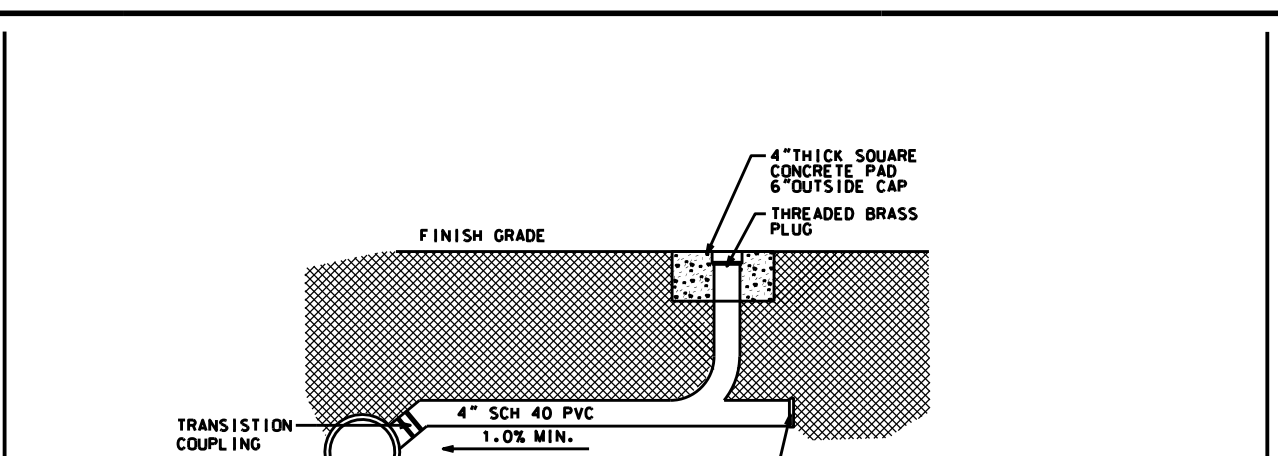
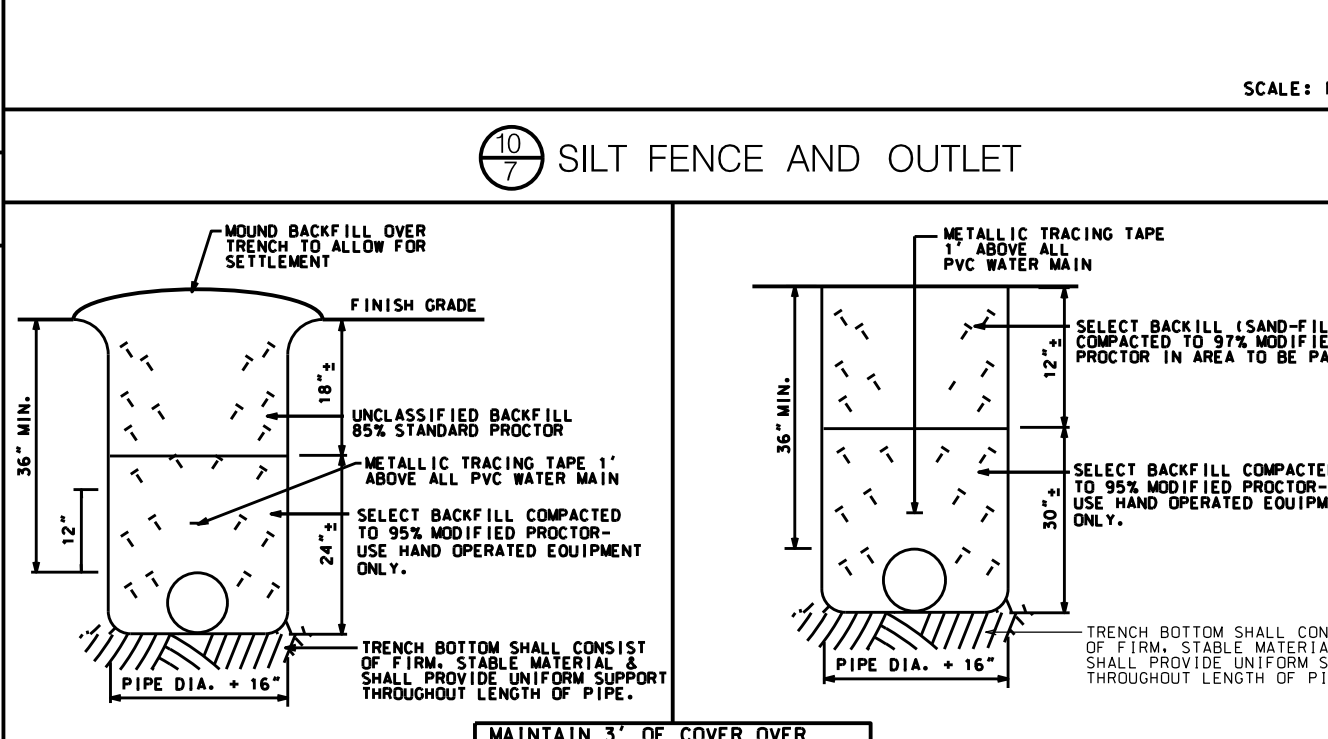
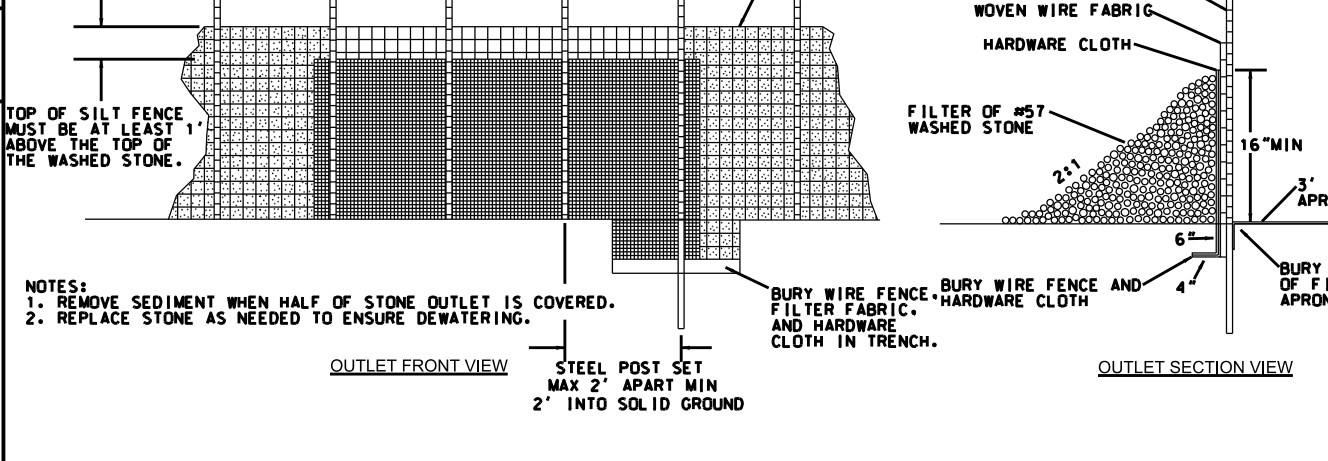
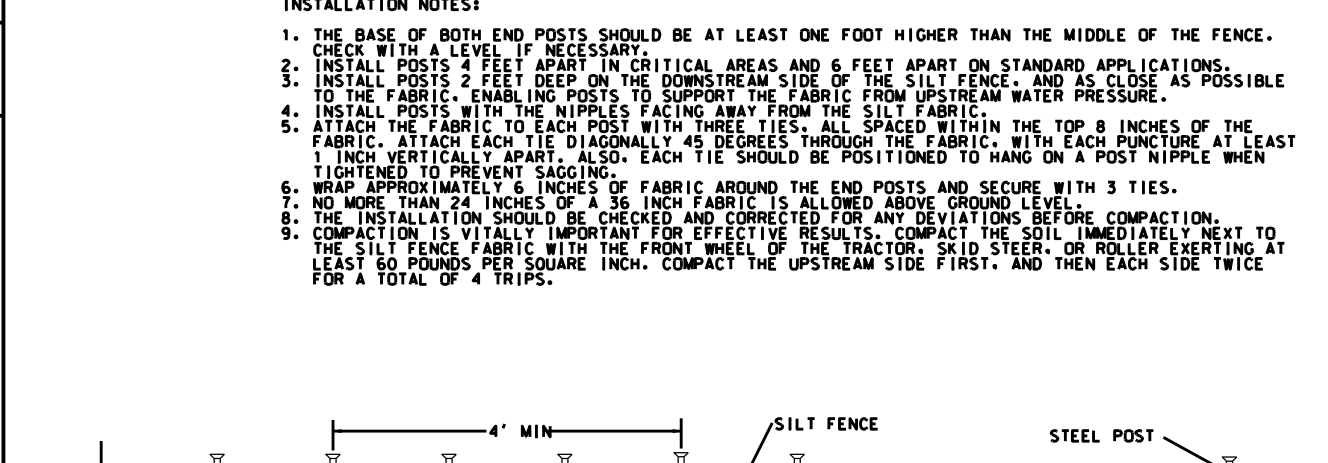
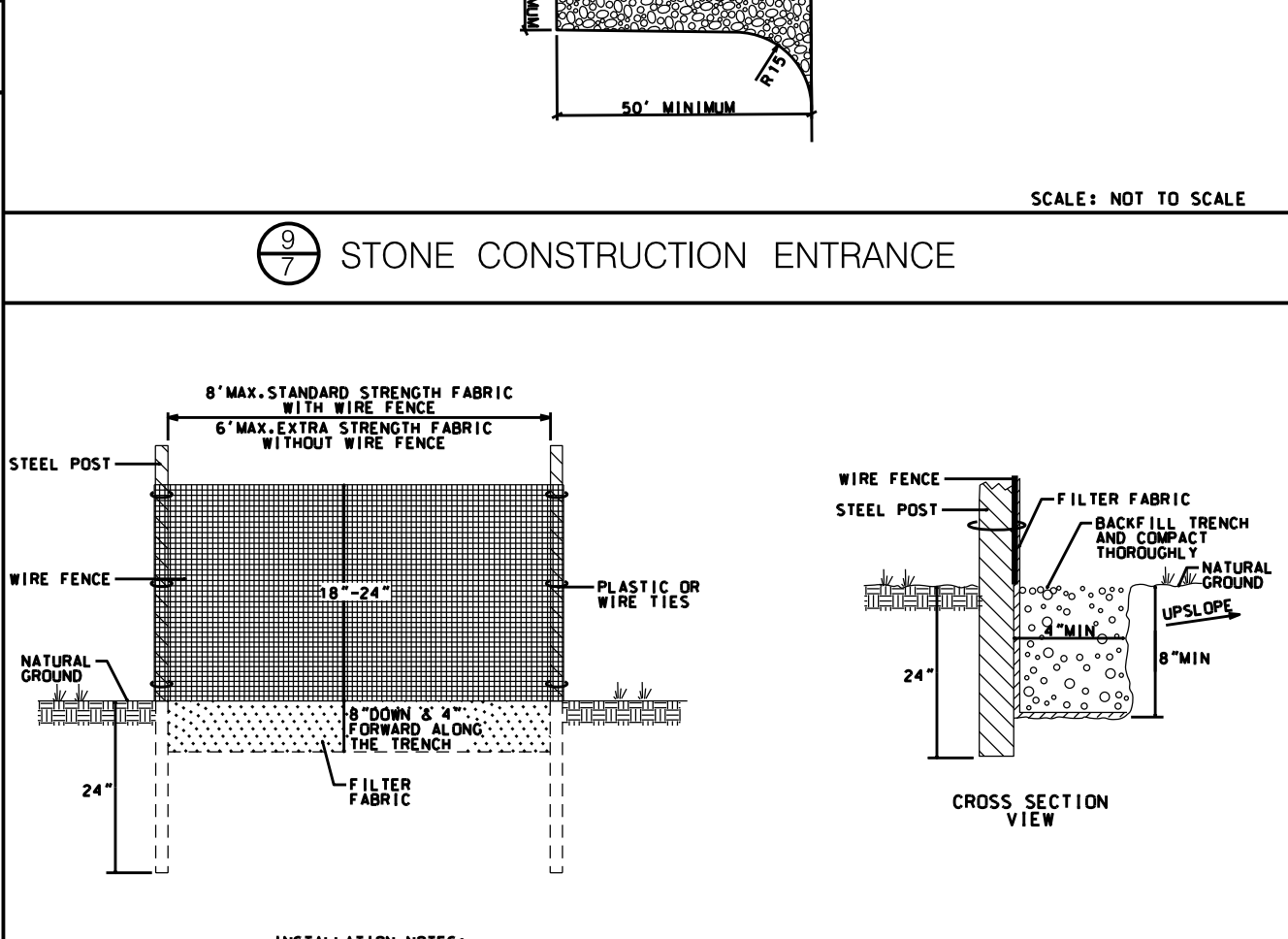
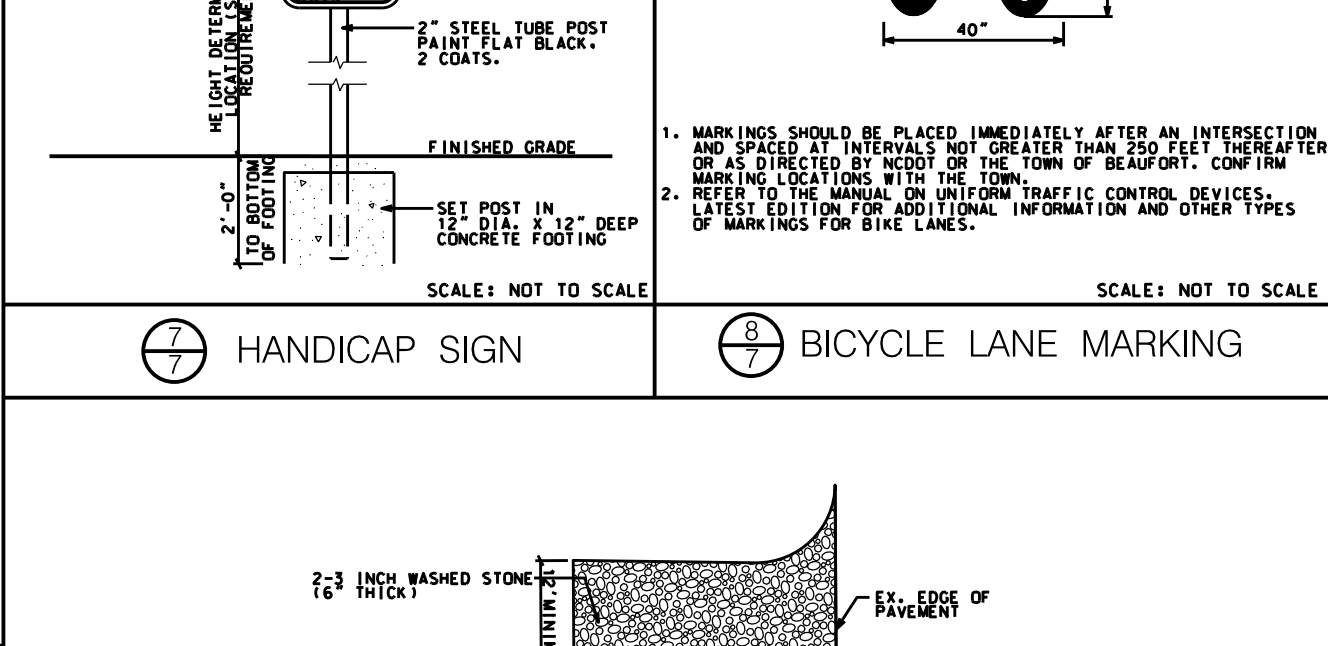
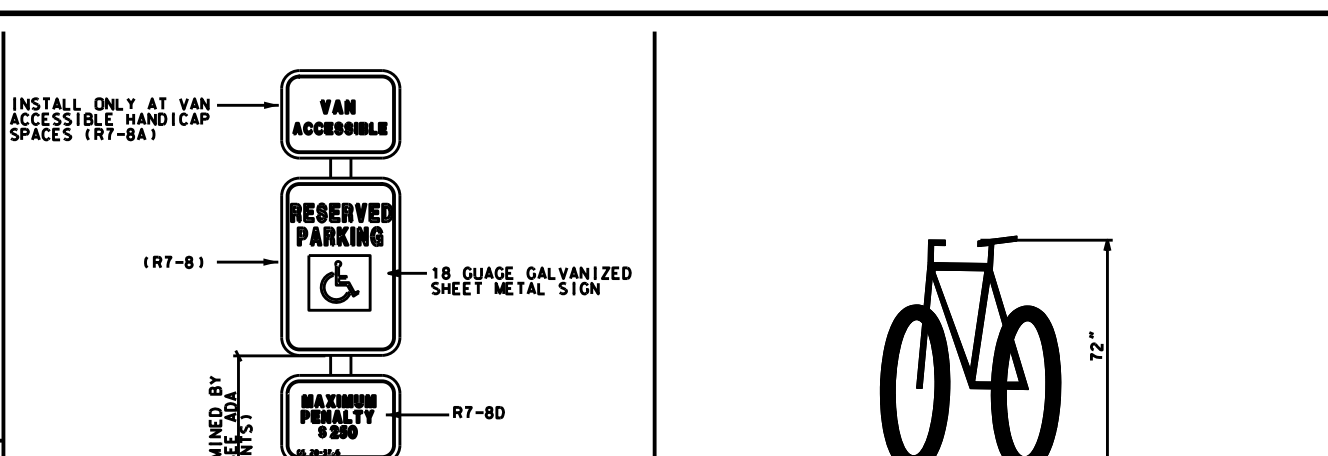
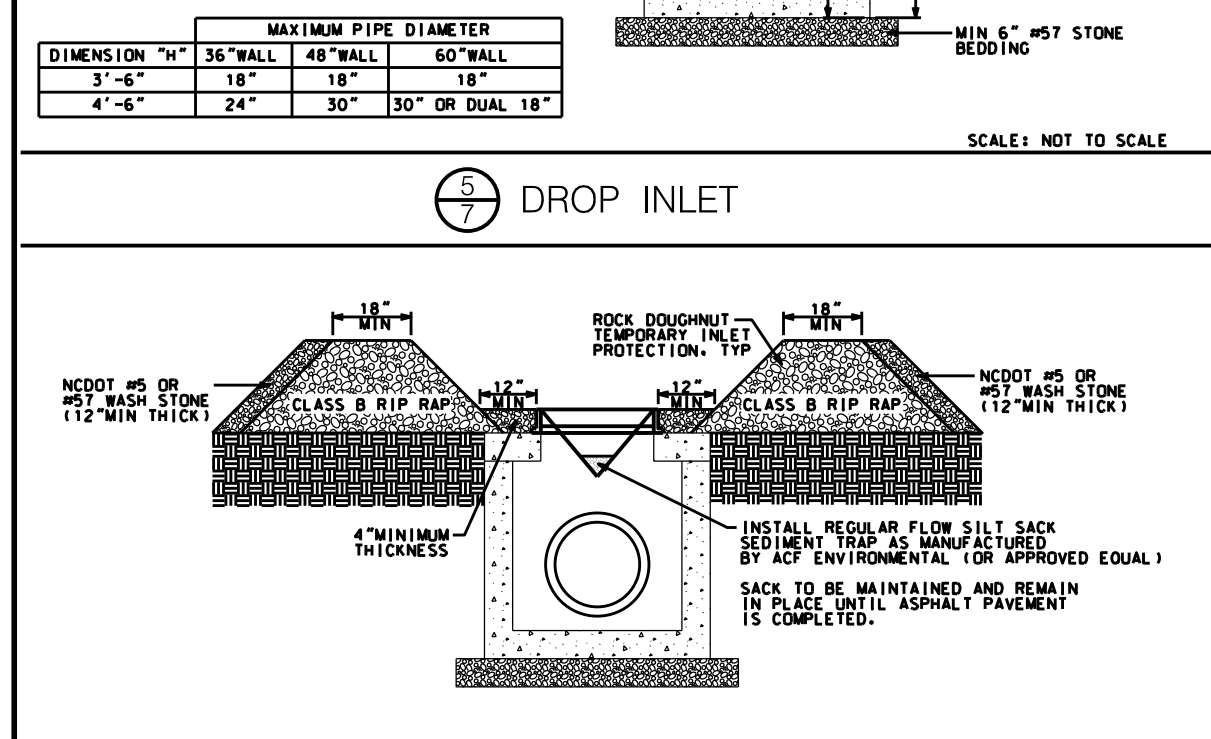
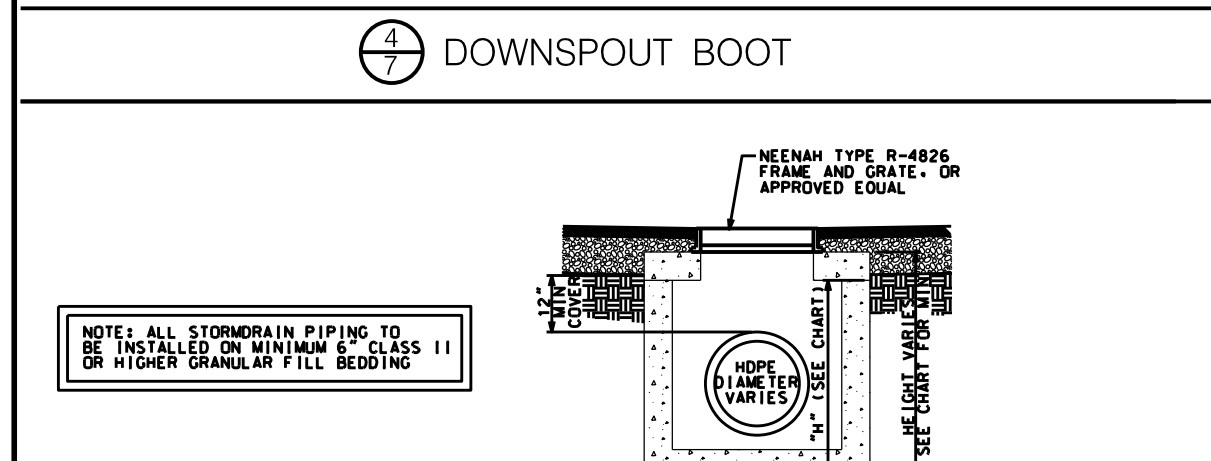
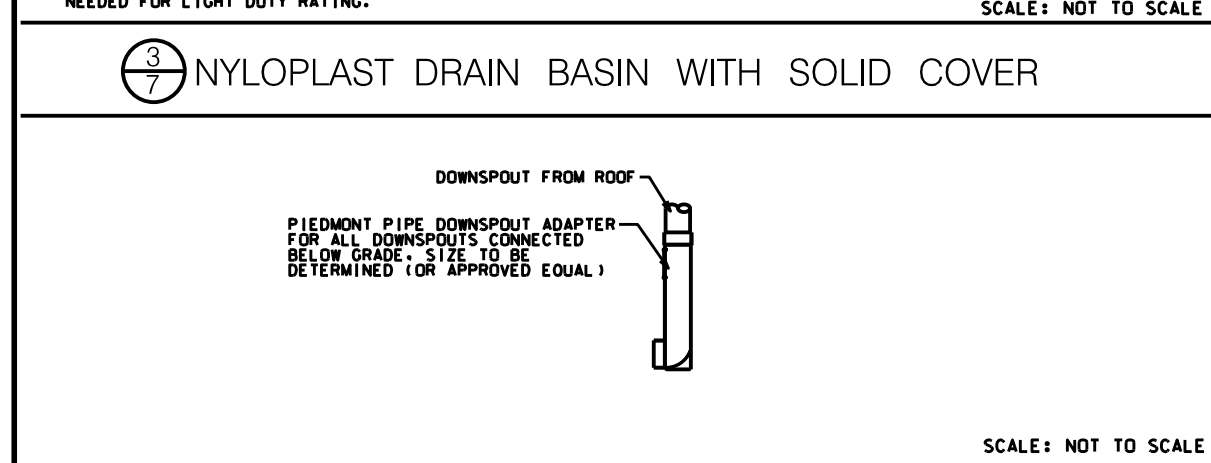
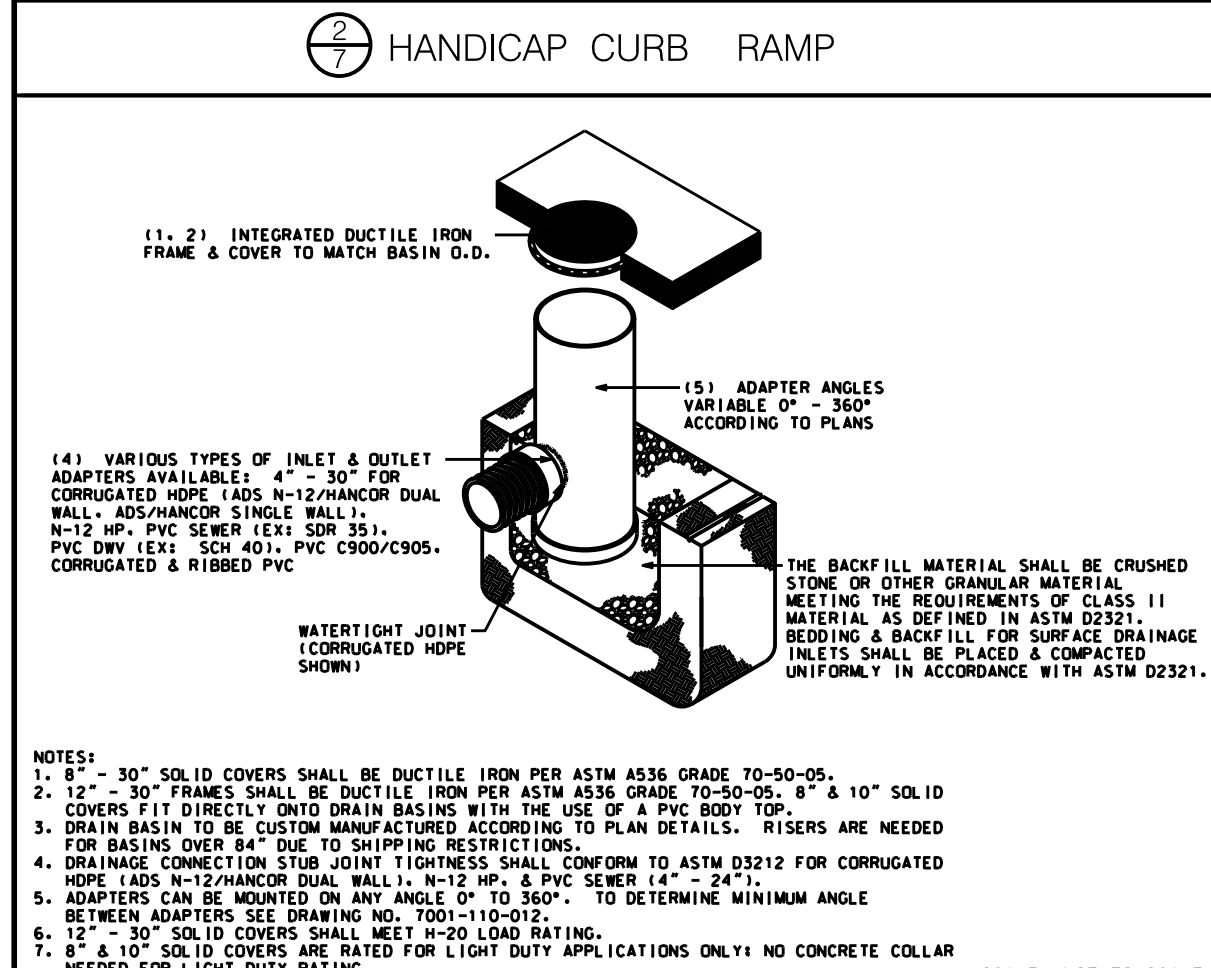
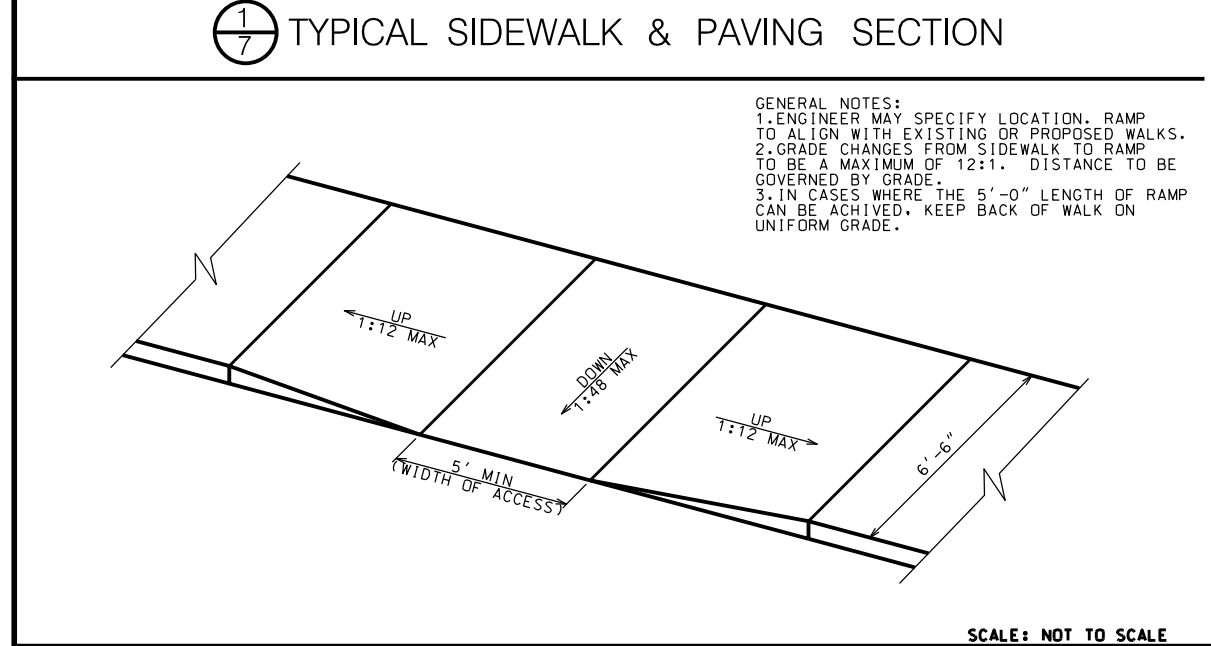
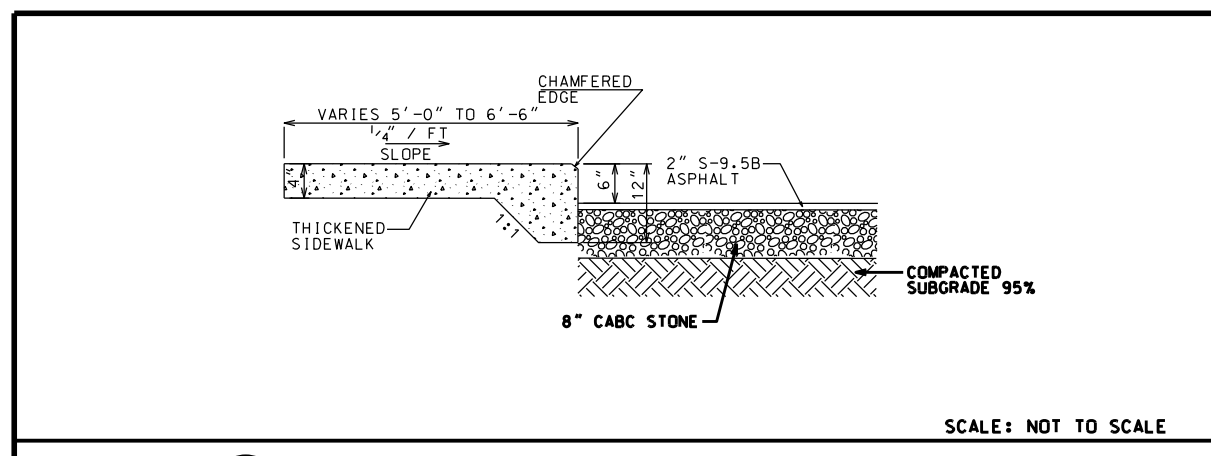
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CONSTRUCTION  
DRAWINGS

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proj. no.	PM858-38
revisions	date

UTILITY  
PLAN & PROFILE

C6.0





**EAST PORT II APARTMENTS**  
619 PROFESSIONAL PARK  
BEAUFORT, NC 28516

**EAST CAROLINA COMMUNITY DEVELOPMENT, INC.**  
108 PROFESSIONAL PARK  
BEAUFORT, NC 28516  
252-504-3996

**EAST PORT II APARTMENTS**

**THE CULLIPHER GROUP, P.A.**  
ENGINEERING & SURVEYING SERVICES  
P.O. BOX 4402  
MORVENBARD CITY, N.C. 28557  
(252) 773-0080

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date 05.06.2021  
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**DETAILS PLAN**

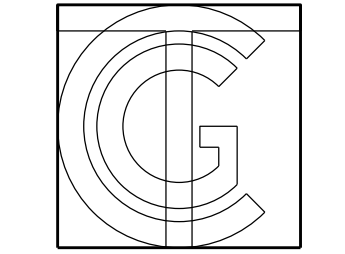
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EAST PORT II APARTMENTS  
619 PROFESSIONAL PARK  
BEAUFORT, NC 28516

EAST CAROLINA COMMUNITY  
DEVELOPMENT, INC.  
108 PROFESSIONAL PARK  
BEAUFORT, NC 28516

EAST PORT II  
APARTMENTS



THE CULLIPHER GROUP, P.A.  
ENGINEERING & SURVEYING SERVICES  
101-A NC HIGHWAY 24  
MOREHEAD CITY, N.C. 28557  
(252) 773-0060

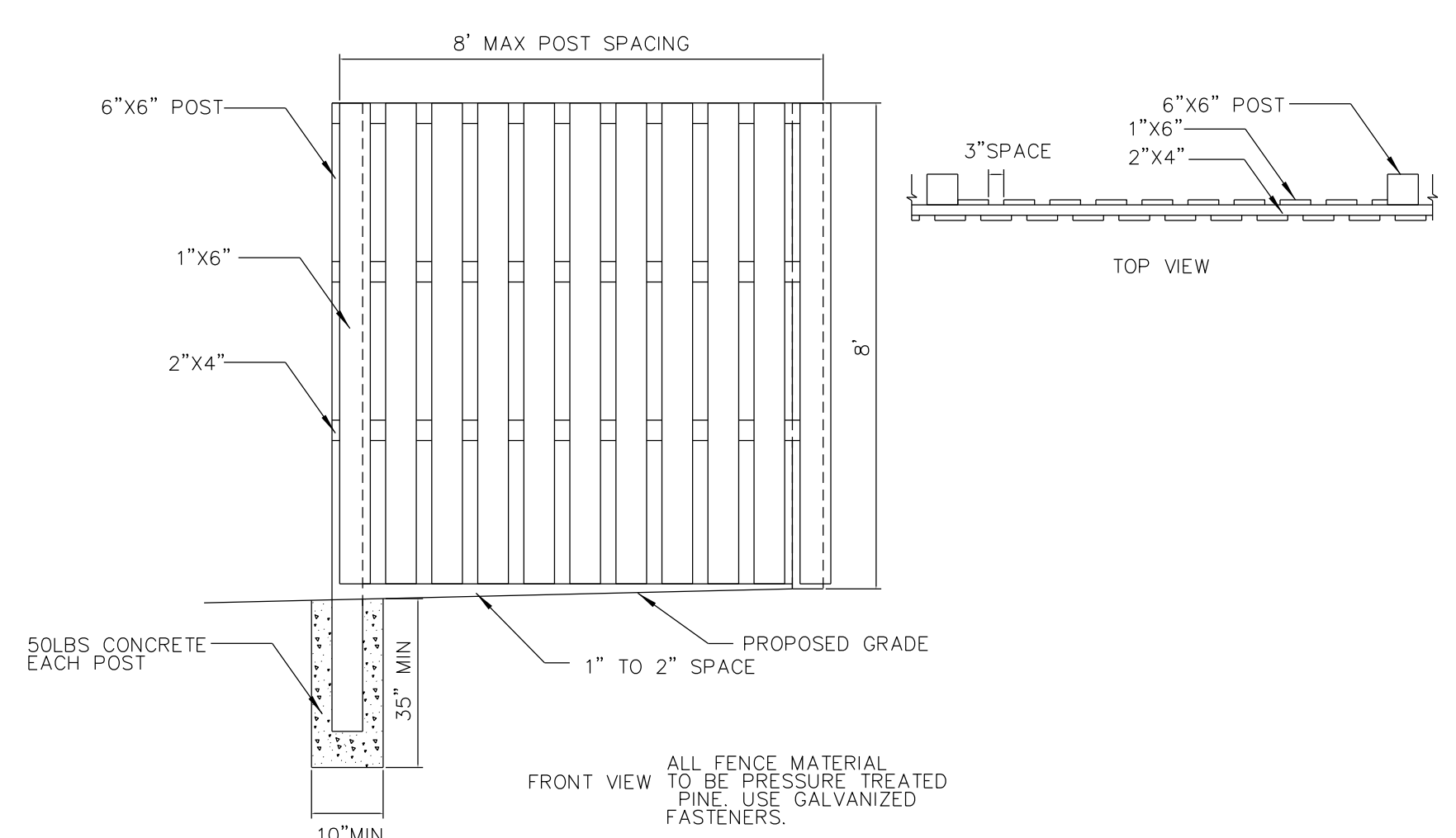


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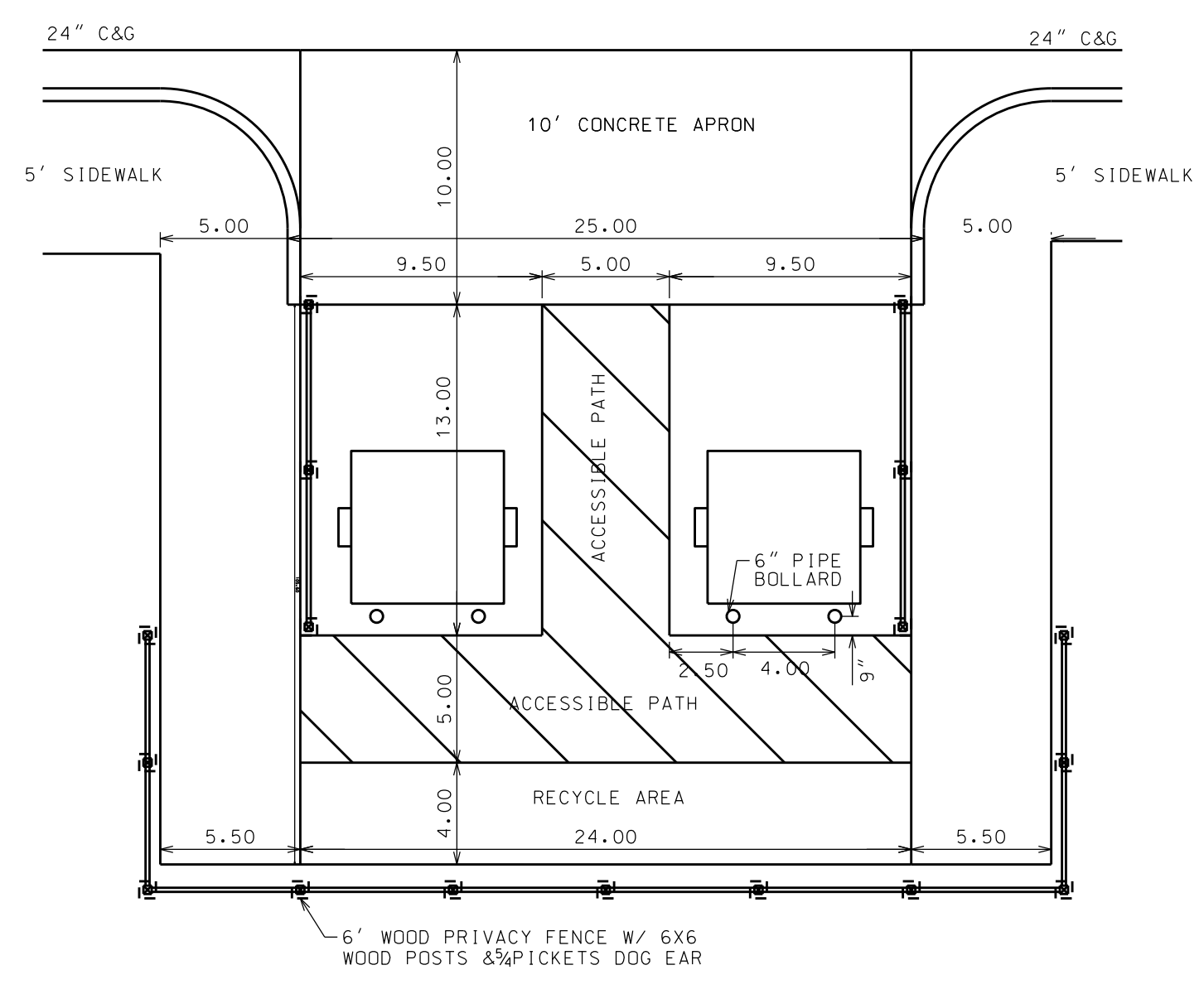
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proj. no. PM858-38  
revisions date

DETAILS  
PLAN

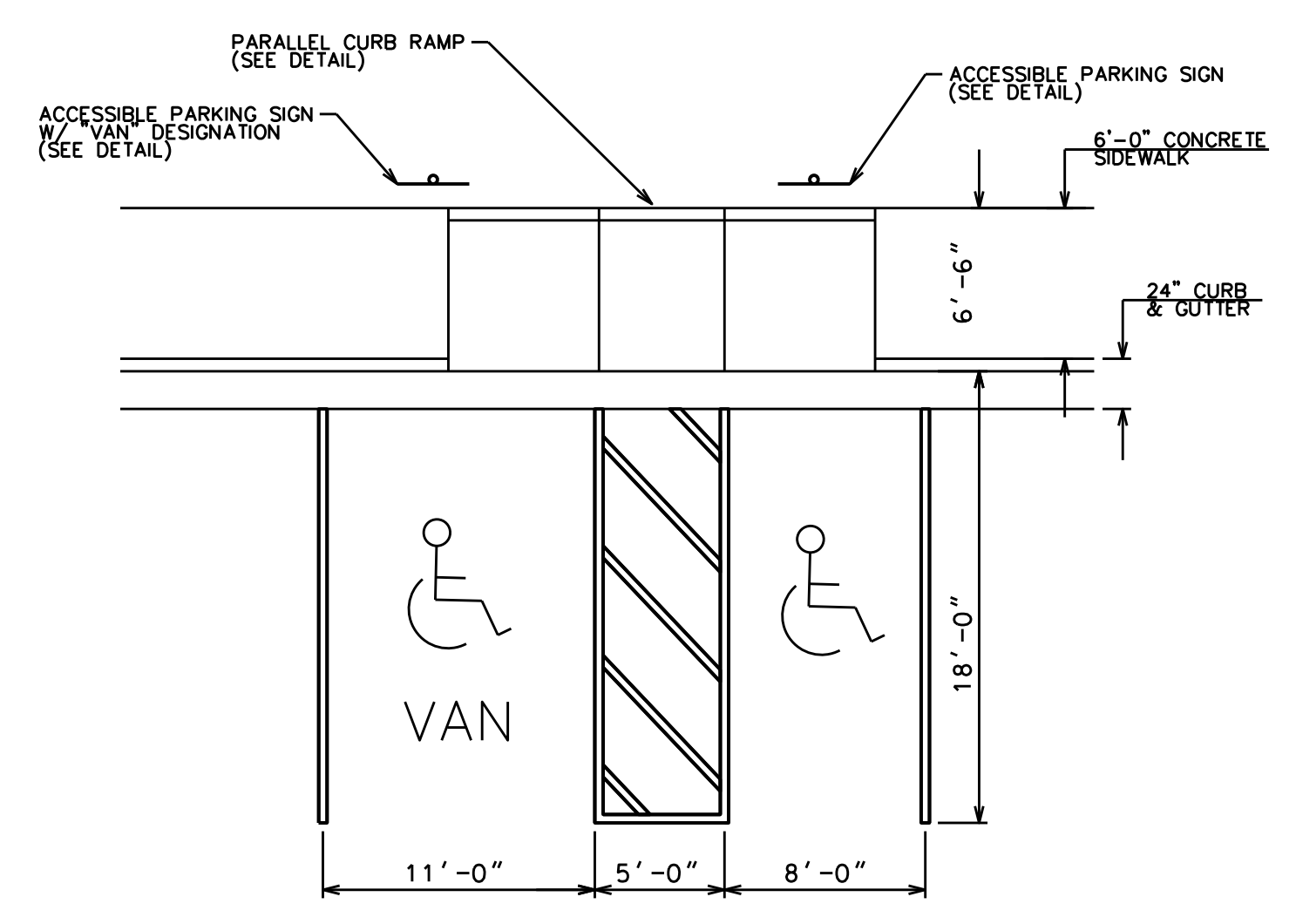
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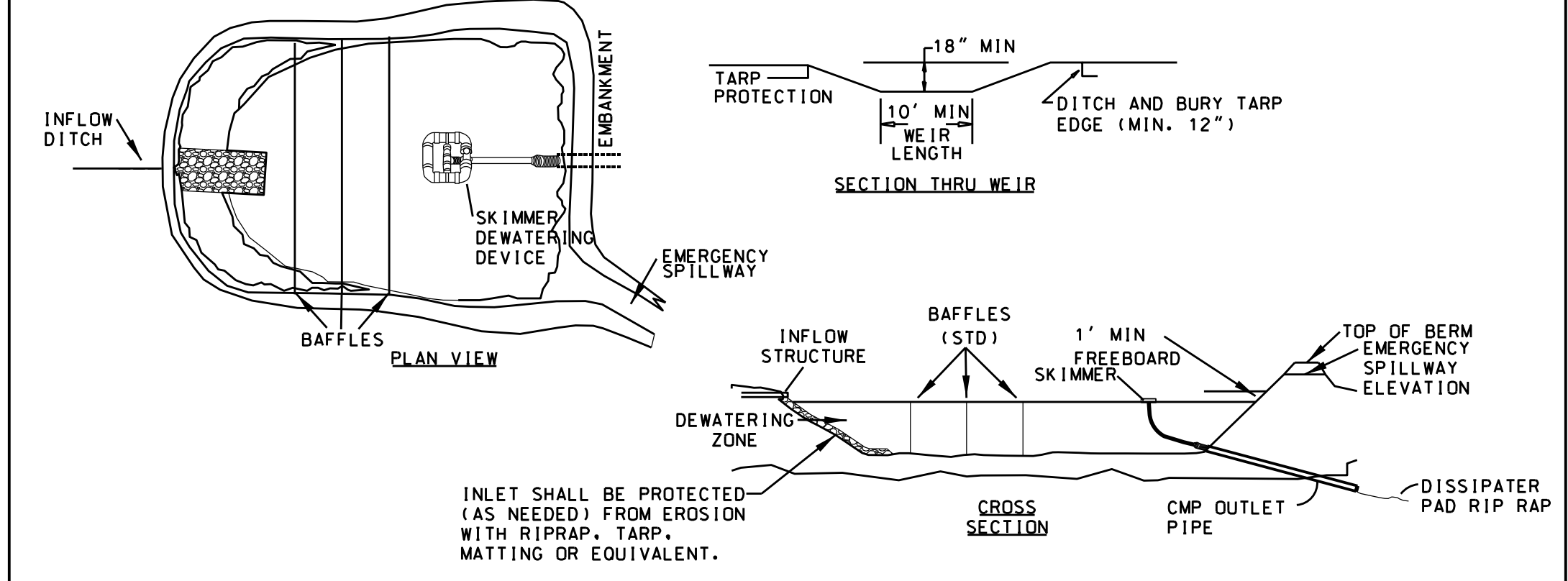
FENCE DETAIL FOR DUMPSTER  
ENCLOSURE AND POND



DUMPSTER PAD DETAIL



TYPICAL ACCESSIBILITY PARKING STALL LAYOUT  
(NTS)



SEDIMENT BASIN WITH SKIMMER

- NOTES:
- 1) BASIN SHOULD BE CLEANED OUT WHEN CAPACITY REACHES AN ELEVATION REPRESENTING THAT THE BASIN IS HALF-FULL.
  - 2) THE TARP USED TO PROTECT THE WEIR SHALL BE THE WIDTH SPECIFIED. THE LENGTH OF THE TARP SHALL BE ACCORDING TO AVAILABLE SUPPLY. IF MULTIPLE TARPS ARE TO BE USED, THEN TARPS SHALL BE OVERLAPPED AT LEAST 12". THE UPSTREAM 12" TARP SHALL OVERLAP THE DOWNSTREAM TARP. THE TARP SHALL BE 50 MIL. HEAVY DUTY SILVER TARP AULINS OR EQUIVALENT FOR UV-RESISTANCE.
  - 3) PROVIDE A MINIMUM OF THREE POROUS BAFFLES TO EVENLY DISTRIBUTE FLOW ACROSS THE BASIN, REDUCING TURBULENCE.
  - 4) BAFFLE MATERIAL MUST BE SECURED AT THE BOTTOM AND SIDES USING STAPLES OR BY TRENCHING AS FOR A SILT FENCE.
  - 5) MOST OF THE SEDIMENT WILL ACCUMULATE IN THE FIRST BAY, SO THIS SHOULD BE READILY AVAILABLE FOR MAINTENANCE.

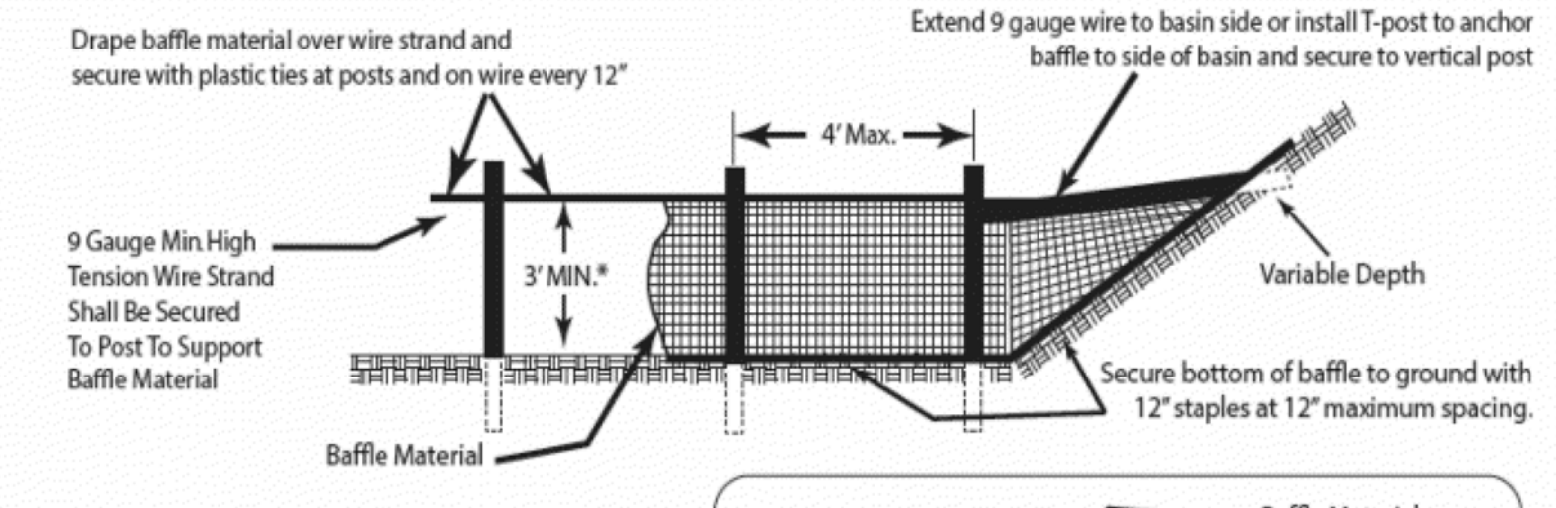
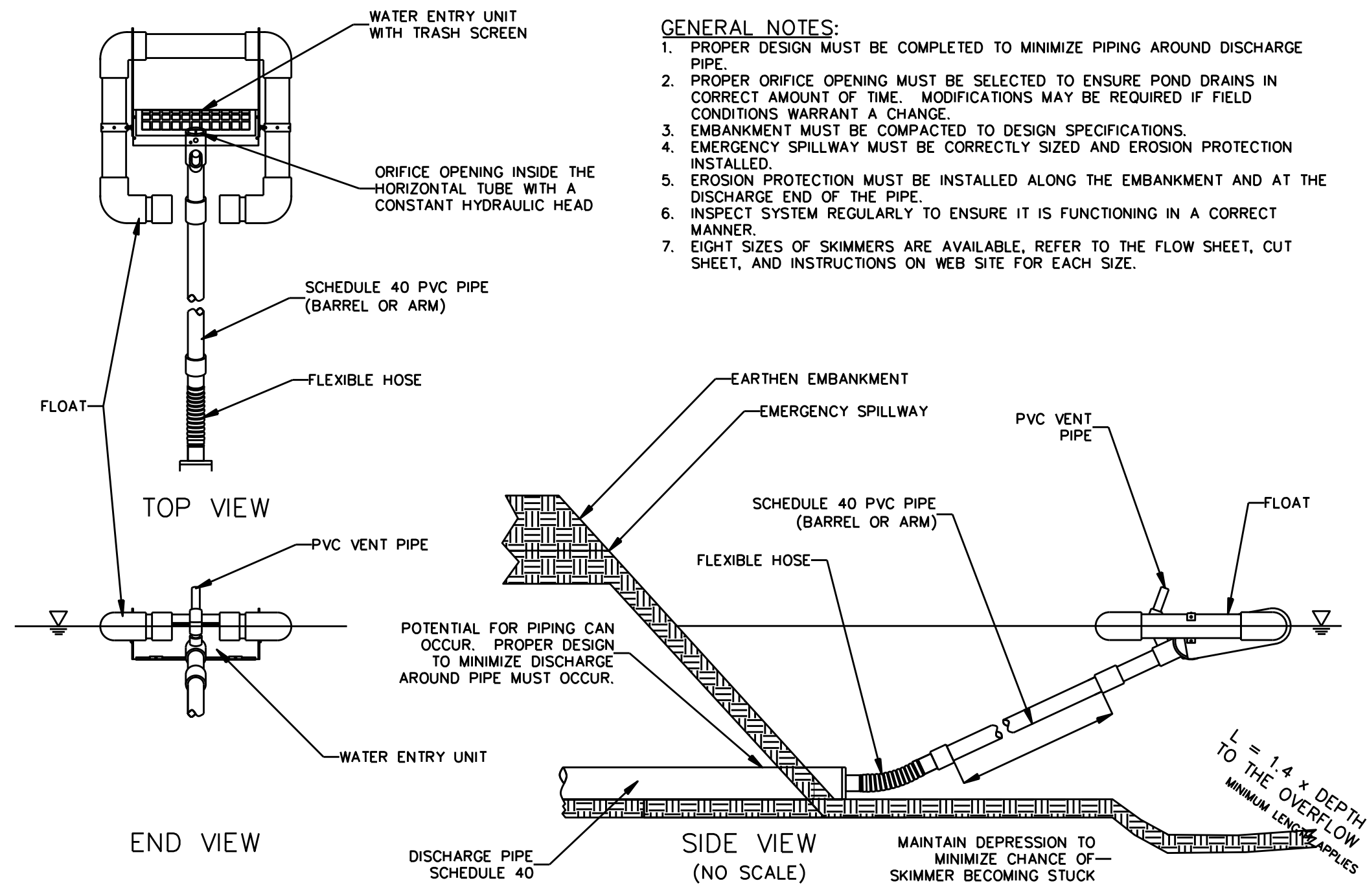
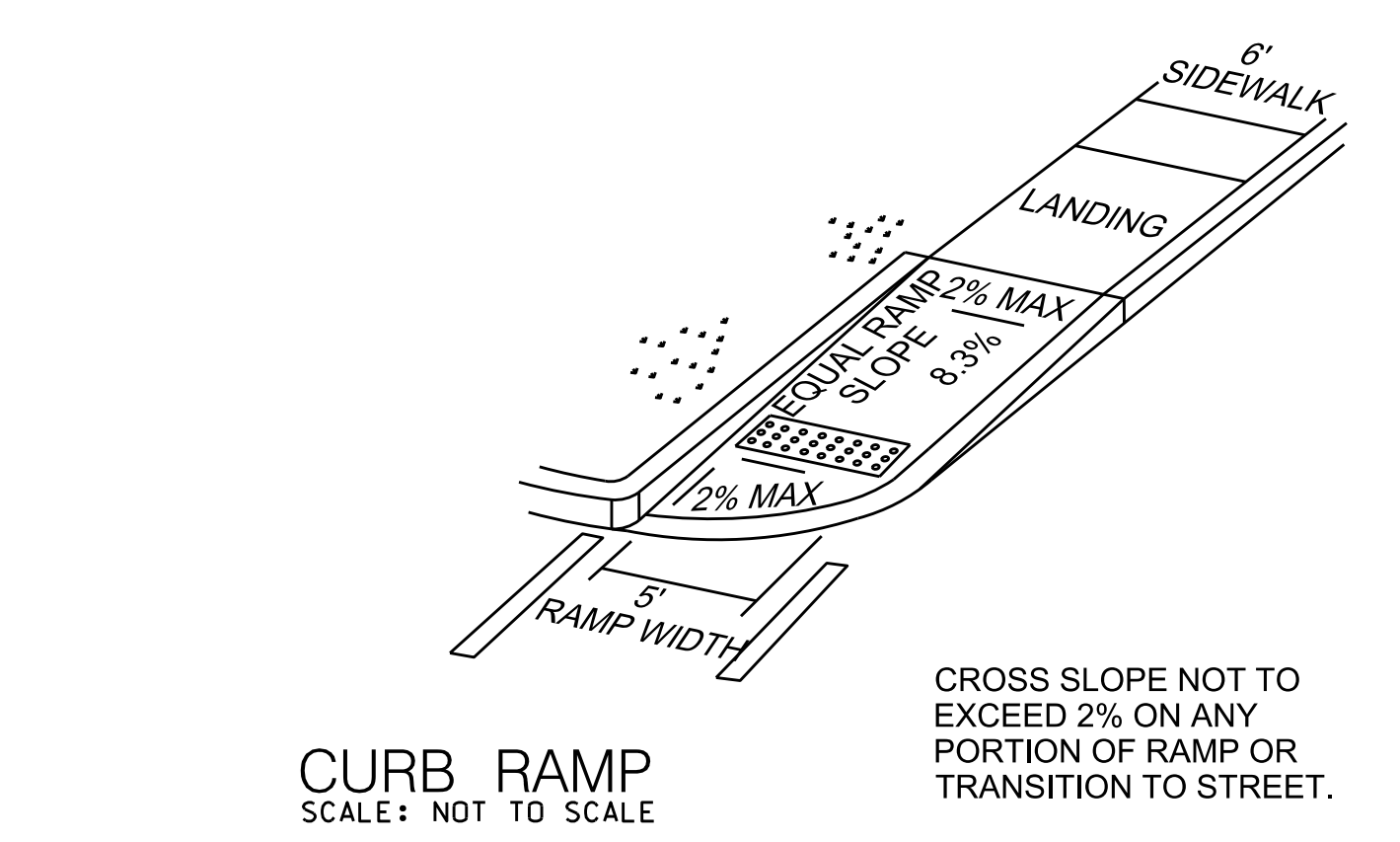


Figure 6.65b Coir Fiber Baffle Detail  
Cross section of a porous baffle in a sediment basin.

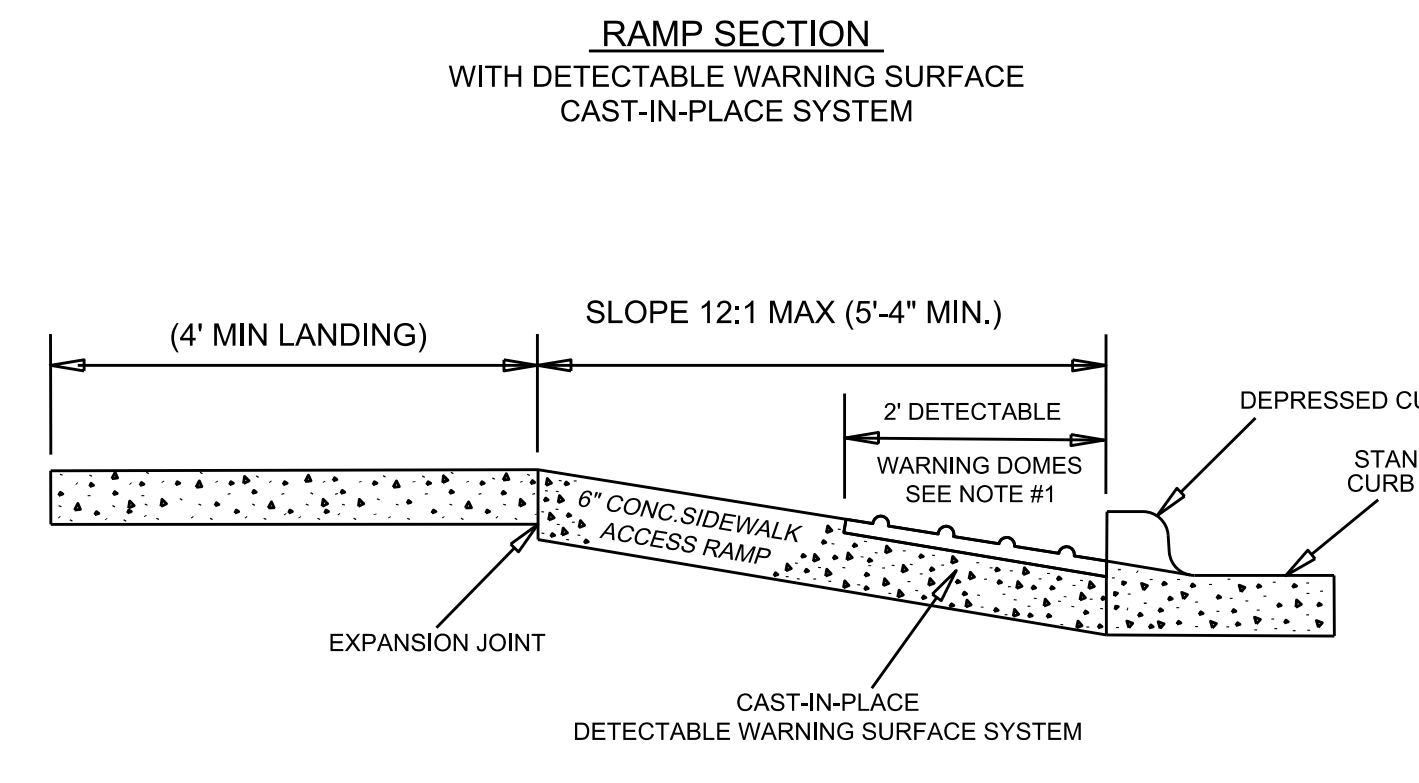
- GENERAL NOTES:
1. PROPER DESIGN MUST BE COMPLETED TO MINIMIZE PIPING AROUND DISCHARGE PIPE.
  2. PROPER ORIFICE OPENING MUST BE SELECTED TO ENSURE POND DRAINS IN CORRECT AMOUNT OF TIME. MODIFICATIONS MAY BE REQUIRED IF FIELD CONDITIONS WARRANT A CHANGE.
  3. EMBANKMENT MUST BE COMPACTED TO DESIGN SPECIFICATIONS.
  4. EMERGENCY SPILLWAY MUST BE CORRECTLY SIZED AND EROSION PROTECTION INSTALLED.
  5. EROSION PROTECTION MUST BE INSTALLED ALONG THE EMBANKMENT AND AT THE DISCHARGE END OF THE PIPE.
  6. INSPECT SYSTEM REGULARLY TO ENSURE IT IS FUNCTIONING IN A CORRECT MANNER.
  7. EIGHT SIZES OF SKIMMERS ARE AVAILABLE, REFER TO THE FLOW SHEET, CUT SHEET, AND INSTRUCTIONS ON WEB SITE FOR EACH SIZE.



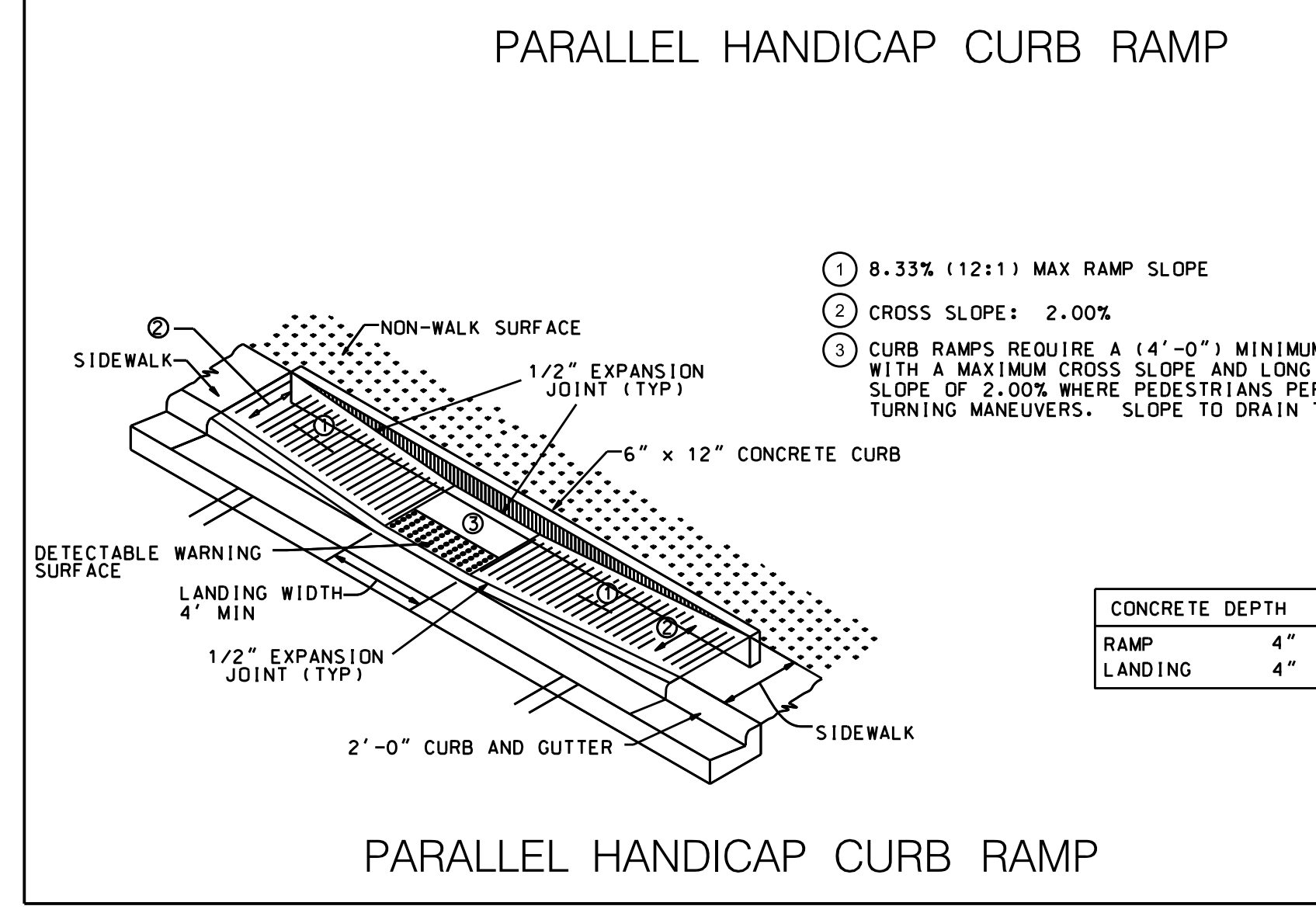
SKIMMER DETAIL



CURB RAMP  
SCALE: NOT TO SCALE



RAMP SECTION  
WITH DETECTABLE WARNING SURFACE  
CAST-IN-PLACE SYSTEM



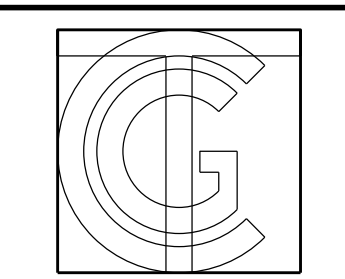
PARALLEL HANDICAP CURB RAMP

D	OUTLET W/ DITCH		CLASS 'B' RIP RAP		CLASS 'B' RIP RAP		CLASS 'B' RIP RAP			
	TONS	S.Y.	TONS	S.Y.	TONS	S.Y.	TONS	S.Y.		
12"	2	5	5	2	5	1	4	2	1	4
15"	2	7	7	3	7	1	5	3	2	6
18"	3	10	9	4	10	2	7	4	2	8
24"	5	14	15	7	15	3	13	7	4	12
30"	6	21	21	11	22	5	19	11	7	17
36"	11	28	29	15	30	7	22	16	10	23
42"	15	37	39	20	39	10	28	22	13	30
48"	-	-	49	26	53	-	29	29	17	38
54"	-	-	60	33	62	-	36	31	17	47
60"	-	-	73	40	75	-	44	26	26	56
66"	-	-	87	48	89	-	54	32	32	67
72"	-	-	102	57	104	-	64	38	38	78

NOTE: FOR CALCULATION PURPOSES  
CLASS 'B' RIP RAP = 100 LBS./FT<sup>3</sup>  
CLASS 'B' RIP RAP = 100 LBS./FT<sup>3</sup>

ROADWAY STANDARD DRAWING FOR  
GUIDE FOR RIP RAP AT PIPE OUTLETS  
SHEET 1 OF 1  
876.02





OPERATION AND MAINTENANCE

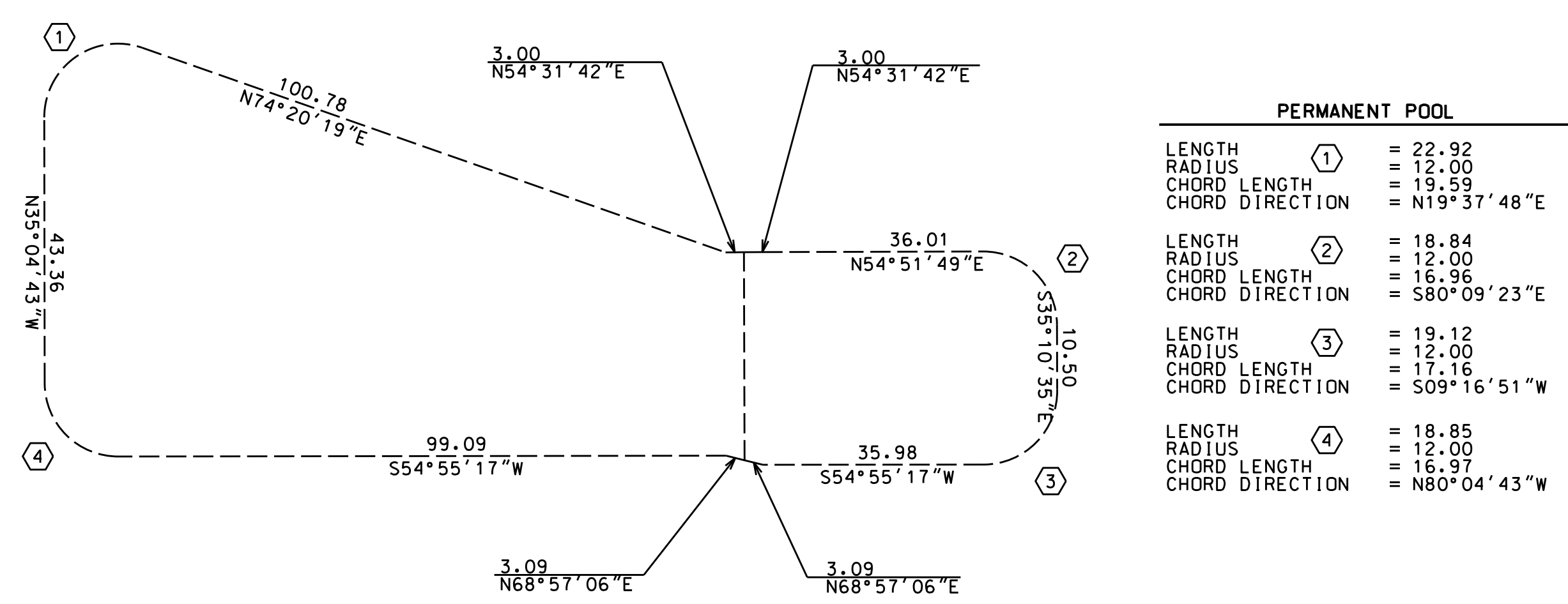
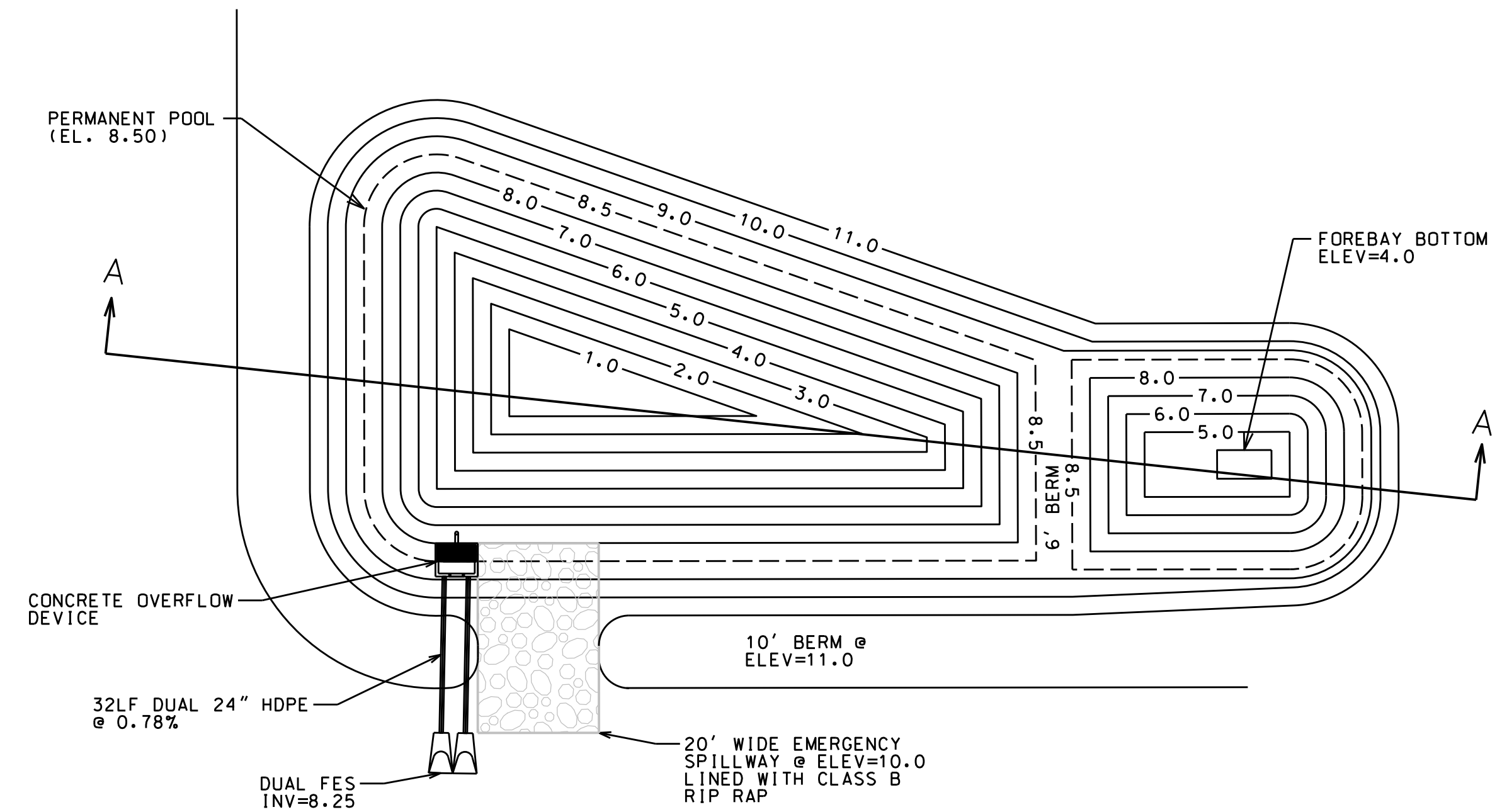
Wet Detention Pond Maintenance Requirements	
The wet detention basin system is defined as the wet detention basin, pretreatment including forebays and the vegetated filter if one is provided.	
Important maintenance procedures: Immediately after the wet detention basin is established, the plants on the vegetated shelf and perimeter of the basin should be watered twice weekly if needed, until the plants become established (commonly six weeks). No portion of the wet detention ponds should be fertilized after the first initial fertilization that is required to establish the plants on the vegetated shelf. Stable groundcover should be maintained in the drainage area to reduce the sediment load to the wet detention basin. If the basin must be drained for an emergency or to perform maintenance, the flushing of sediment through the emergency drain should be minimized to the maximum extent practical. Once a year, a dam safety expert should inspect the embankment.	
After the wet detention pond is established, it should be inspected once a month and within 24 hours after every storm event greater than 1.0 inches (or 1.5 inches if in a Coastal County). Records of operation and maintenance should be kept in a known set location and must be available upon request.	
Inspection activities shall be performed as follows. Any problems that are found shall be repaired immediately.	
BMP element:	Potential problem: How I will remediate the problem:
The entire BMP	Trash/debris is present. Remove the trash/debris.
The perimeter of the BMP	Areas of bare soil and/or erosive gullies have formed. Regrade the soil if necessary to remove the gully, and then plant a ground cover and water until it is established. Provide lime and a one-time fertilizer application. Vegetation is too short or too long. Maintain vegetation at a height of approximately six inches.
The inlet device	The pipe is clogged. Unclog the pipe. Dispose of the sediment off-site. The pipe is cracked or otherwise damaged. Replace the pipe. Erosion is occurring in the swale. Regrade the swale. If necessary to smooth it over and provide erosion control devices such as reinforced turf matting or riprap to avoid future problems with erosion. Stone verge is clogged or covered in sediment (if applicable). Remove sediment and replace with clean stone.
The forebay	Sediment has accumulated to a depth greater than the original design depth for sediment storage. Search for the source of the sediment and remedy the problem if possible. Remove the sediment and dispose of it in a location where it will not cause impacts to streams or the BMP. Erosion has occurred. Provide additional erosion protection such as reinforced turf matting or riprap if needed to prevent future erosion problems. Weeds are present. Remove the weeds, preferably by hand. If pesticide is used, wipe it on the plants rather than spraying.
The vegetated shelf	Best professional practices show that pruning is needed to maintain optimal plant health. Prune according to best professional practices. Plants are dead, diseased or dying. Determine the source of the problem: soils, hydrology, disease, etc. Remedy the problem and replace plants. Provide a one-time fertilizer application to establish the ground cover if a soil test indicates it is necessary. Weeds are present. Remove the weeds, preferably by hand. If pesticide is used, wipe it on the plants rather than spraying.
The main treatment area	Sediment has accumulated to a depth greater than the original design sediment storage depth. Search for the source of the sediment and remedy the problem if possible. Remove the sediment and dispose of it in a location where it will not cause impacts to streams or the BMP. Algal growth covers over 50% of the area. Consult a professional to remove and control the algal growth. Cattails, phragmites or other invasive plants cover 50% of the basin surface. Remove the plants by wiping them with pesticide (do not spray).
The embankment	Shrubs have started to grow on the embankment. Remove shrubs immediately. Evidence of muskrat or beaver activity is present. Use traps to remove muskrats and consult a professional to remove beavers. A tree has started to grow on the embankment. Consult a dam safety specialist to remove the tree. An annual inspection by an appropriate professional shows that the embankment needs repair. (if applicable) Make all needed repairs.
The outlet device	Clogging has occurred. Clean out the outlet device. Dispose of the sediment off-site. The outlet device is damaged. Repair or replace the outlet device.
The receiving water	Erosion or other signs of damage have occurred at the outlet. Contact the local NC Department of Environment and Natural Resources Regional Office.
The measuring device used to determine the sediment elevation shall be such that it will give an accurate depth reading and not readily penetrate into accumulated sediments.	

WET DETENTION POND DESIGN DATA

DRAINAGE AREA = 160.474 SF  
DESIGN IMPERVIOUS AREA = 83.086 SF

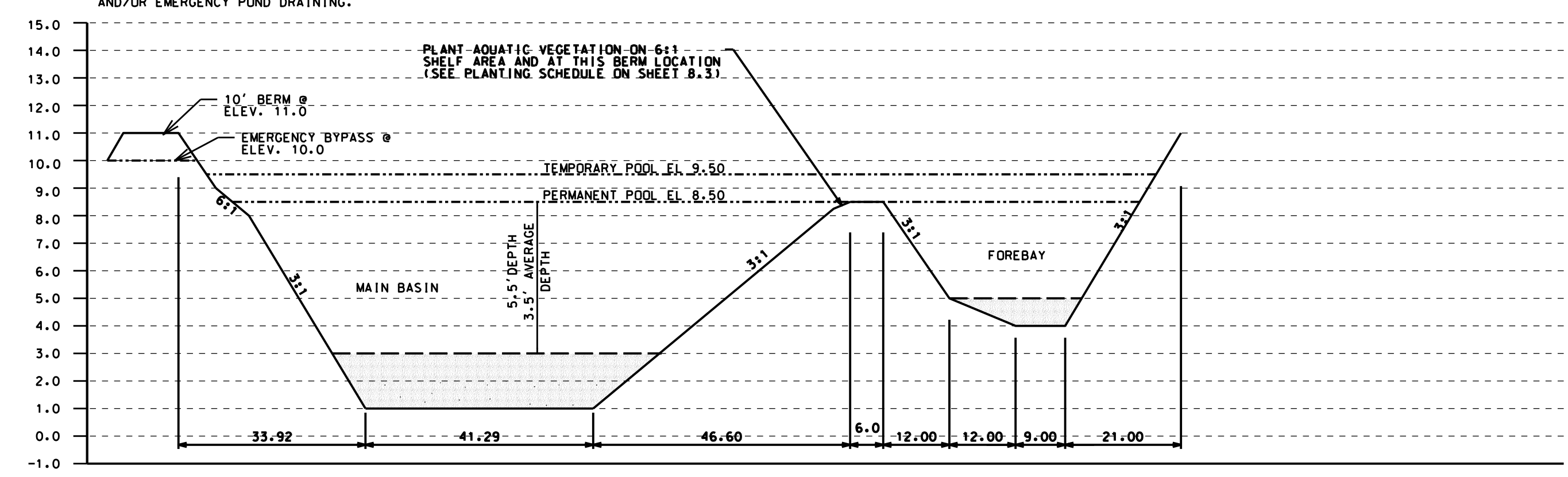
POND DESIGN SUMMARY

PERMANENT POOL ELEVATION = 8.5 FT  
PERMANENT POOL SURFACE AREA REO'D = 5,231 SF  
PERMANENT POOL SURFACE AREA = 5,160 SF  
PERMANENT POOL VOLUME = 17,058 CF  
STORAGE POOL ELEVATION = 9.5 FT  
STORAGE POOL SURFACE AREA = 9,304 SF  
REO'D STORAGE VOLUME = 8,467 CF  
PROPOSED STORAGE VOLUME = 8,492 CF  
FOREBAY DEPTH = 3.5 FT  
FOREBAY VOLUME = 3,071 CF  
MAIN BASIN DEPTH = 6.0 FT  
MAIN BASIN VOLUME = 17,658 CF  
AVERAGE DEPTH = 3.50 FT (USED 3.5' FOR SA/DA CHART)



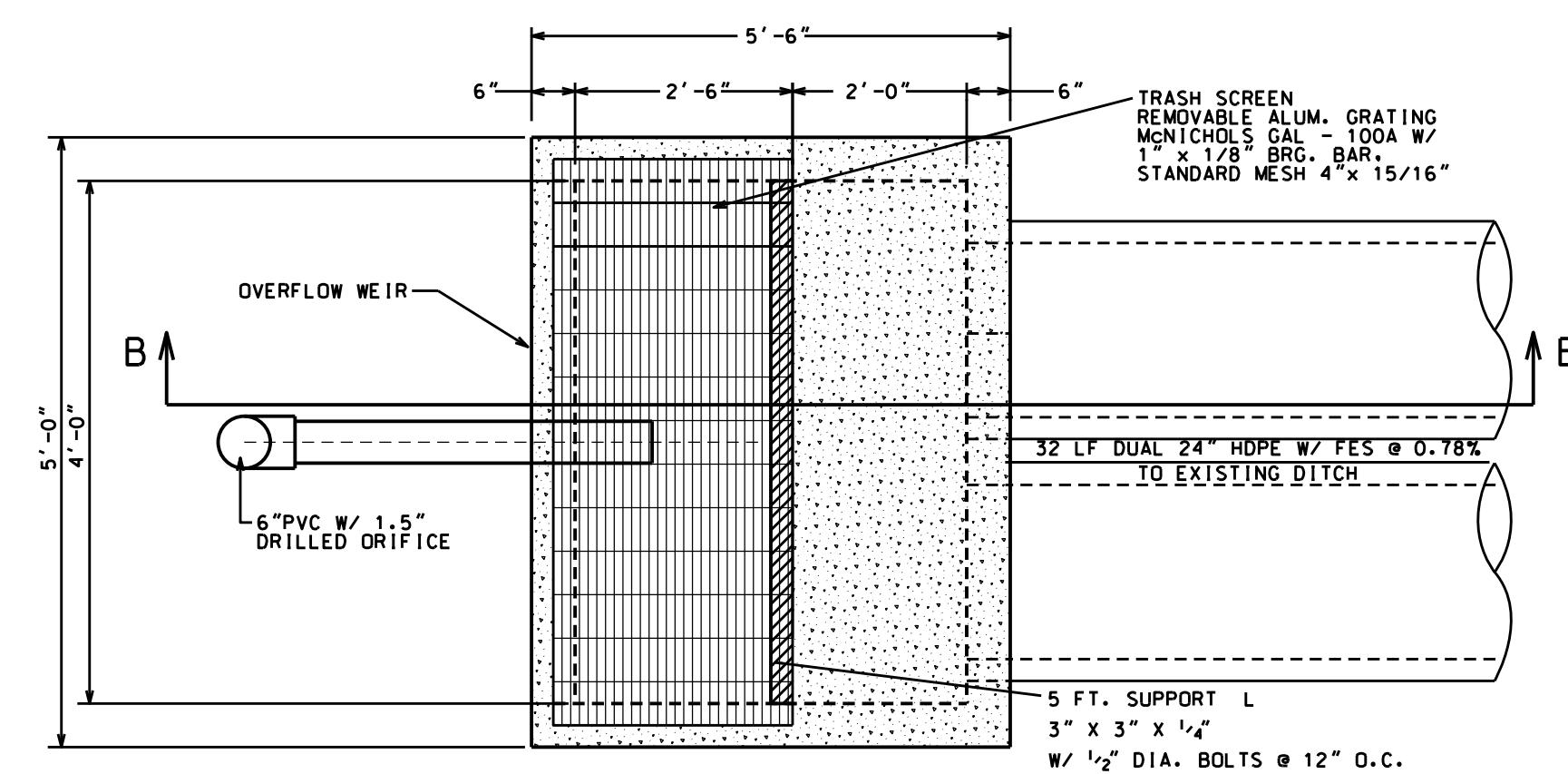
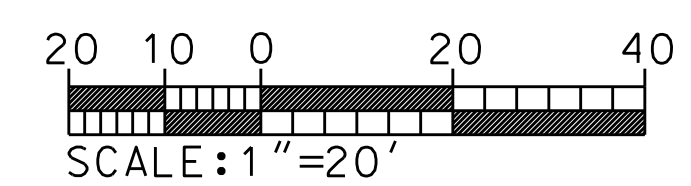
PERMANENT POOL	
LENGTH ①	= 22.92
RADIUS	= 12.00
CHORD LENGTH	= 19.59
CHORD DIRECTION	= N19°37'48"E
LENGTH ②	= 18.84
RADIUS	= 12.00
CHORD LENGTH	= 16.96
CHORD DIRECTION	= S80°09'23"E
LENGTH ③	= 19.12
RADIUS	= 12.00
CHORD LENGTH	= 17.16
CHORD DIRECTION	= S09°16'51"W
LENGTH ④	= 18.85
RADIUS	= 12.00
CHORD LENGTH	= 16.97
CHORD DIRECTION	= N80°04'43"W

- NOTES:  
1. FOREBAY AND MAIN BASIN TO BE CLEANED OUT TO PERMANENT GRADE AT COMPLETION OF CONSTRUCTION.  
2. PROVIDE PUMP MECHANISM ON SITE FOR MAINTENANCE AND/OR EMERGENCY POND DRAINING.

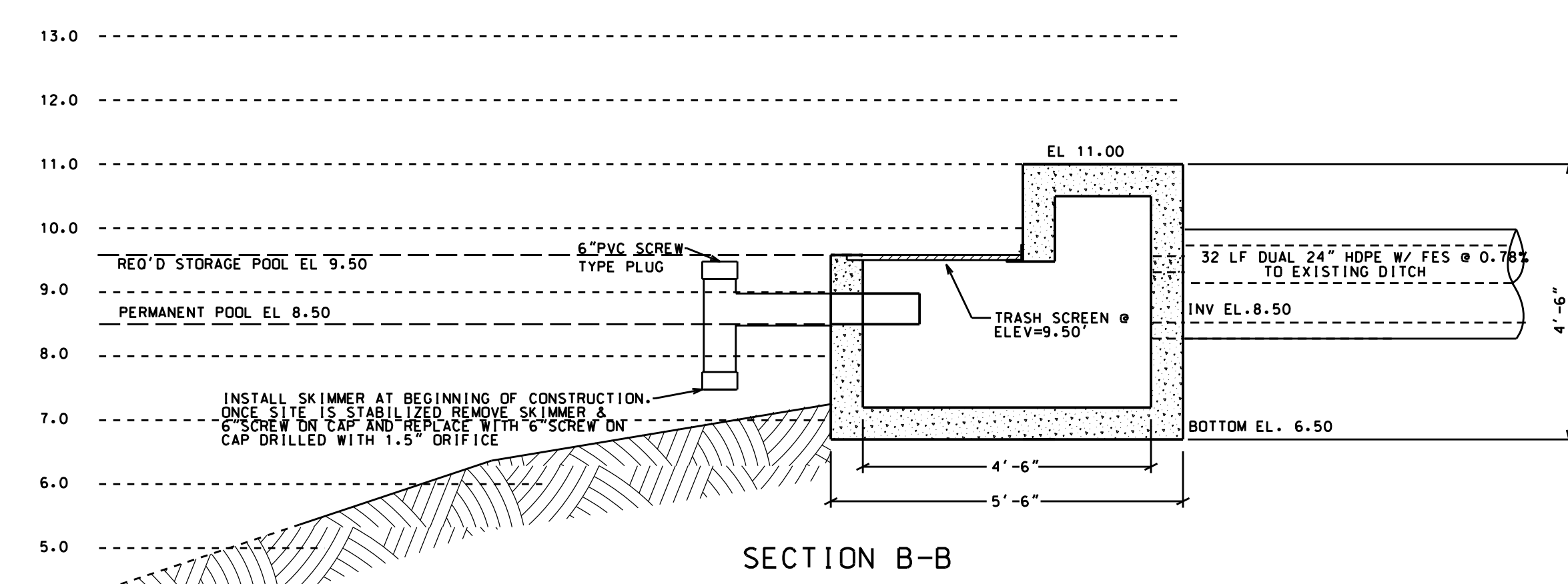


POND X-SECTION A-A

SCALE:  
V: 1" = 4'  
H: 1" = 20'



PLAN VIEW

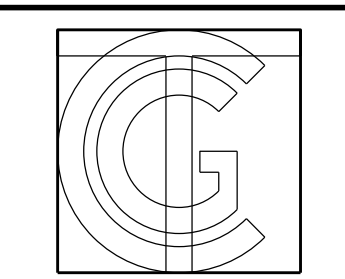


SECTION B-B

CONCRETE OVERFLOW DEVICE

SCALE: 1" = 2'





date	05.06.2021
drafter	CMC
checked by	CMC
proj. no.	PM858-38
revisions	date

DATE  
POND  
LANDSCAPE

**C10.0**

## WETLAND PLANT RECOMMENDATIONS

### VEGETATIVE SHELF SUBMERGED AND PARTIALLY SUBMERGED PLANTS

BOTANICAL NAME	COMMON NAME
<b>HERBACEOUS PLANTS</b>	
ASCLEPIAS INCARNATA	SWAMP MILKWEED
CAREX TENERA	QUILL SEDGE
CHELONE GLABRA	WHITE TURTLEHEAD
EUPATORI ADELPHUS DUBIUS	DWARF JOE PYE WEED
EUPATORI ADELPHUS FISTULOSUS	JOE PYE WEED
EUPATORI ADELPHUS MACULATUS	SPOTTED TRUMPETWEED
HIBISCUS COCCINEUS	SCARLET ROSE MALLOW
HIBISCUS LAEVIS	HALBERDLEAF ROSEMALLOW
KOSTELETZKYA VIRGINICA	SEASHORE MALLOW
LOBELIA CARDINALIS	CARDINAL FLOWER
LOBELIA ELONGATA	LONGLEAF LOBELIA
LOBELIA SIPHILITICA	GREAT BLUE LOBELIA
RHYNCHOSPORA COLORATA	STARRUSH WHITE TOP
SACCHARUM BALDWINII	NARROW PLUMEGRASS
<b>SHRUBS</b>	
ARONIA ARBUTIFOLIA	RED CHOKEBERRY
CEPHALANTHUS OCCIDENTALIS	COMMON BUTTONBUSH
CLETHRA ALNI FOLIA	SWEET PEPPERBUSH
CORNUS AMOMUM	SILKY DOGWOOD
CYRILLA RACEMIFLORA	TITI
GORDONIA LASIANTHUS	LOBLOLLY BAY
HYPERICUM DENSIFLORUMBUSHY	ST. JOHNSWORT
ILEX DECIDUAS	POSSUMHAW
ILEX GLABRA	INKBERRY
ITEA VIRGINICA	VIRGINIA SWEETSPIRE
ROSA PALUSTRIS	SWAMP ROSE
VACCINIUM CRASSIFOLIUM	CREEPING BLUEBERRY
VIBURNUM NUDUM VAR. NUDUM	POSSUMHAW

#### PLANT REQUIREMENTS:

1. SELECT PLANTS FROM THE PLANT LIST ABOVE.
2. A MINIMUM OF THREE (3) DIVERSE SPECIES OF SHALLOW LAND HERBACEOUS VEGETATION FOR PLANT SURVIVAL/REPLACEMENT, AT THE END OF THE FIRST YEAR AND AGAIN AT THE END OF THE TWO-YEAR WARRANTY PERIOD. ALL PLANTS THAT DO NOT SURVIVE MUST BE REPLACED.
3. A MINIMUM TWO-YEAR WARRANTY PERIOD STIPULATING REQUIREMENTS FOR PLANT SURVIVAL/REPLACEMENT, AT THE END OF THE FIRST YEAR AND AGAIN AT THE END OF THE TWO-YEAR WARRANTY PERIOD. ALL PLANTS THAT DO NOT SURVIVE MUST BE REPLACED.
4. THE DESIGN FOR PLANTINGS SHALL MINIMIZE THE NEED FOR HERBICIDES, FERTILIZERS, PESTICIDES, OR SOIL AMENDMENTS AT ANY TIME BEFORE, DURING AND AFTER CONSTRUCTION AND ON A LONG TERM BASIS. PLANTINGS SHALL BE DESIGNED TO MINIMIZE THE NEED FOR MOWING, PRUNING AND IRRIGATION.
5. PLANT MATERIAL SHOULD BE PURCHASED FROM A SIMILAR PROVENANCE OR LOCAL SOURCE TO ENSURE SURVIVABILITY.

#### GENERAL NOTES:

1. TOPSOIL FROM THE SITE WILL BE SPREAD ACROSS THE SHALLOW WATER AND SHALLOW LAND ZONES PRIOR TO PLACEMENT OF PLANTS.
2. SHRUBS SHOULD BE PLANTED IN CLUMPS TO FORM 'LANDSCAPE ISLANDS' RATHER THAN EVENLY SPACED. THE ISLANDS SHOULD BE A MINIMUM OF 6' APART.
3. NO SHRUBS SHOULD BE PLANTED WITHIN 10 FEET OF THE INLET OR OUTLET PIPES.

#### SOIL SPECIFICATIONS

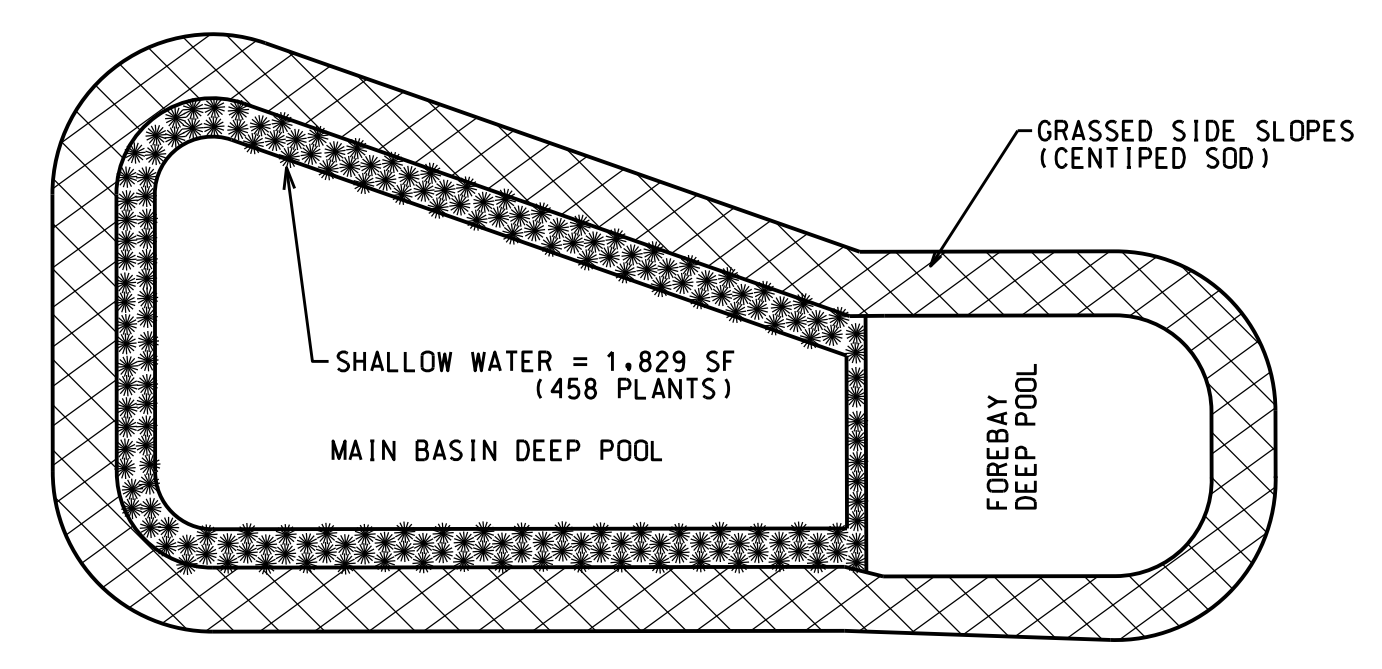
SOILS USED WITHIN A STORMWATER BMP MUST ADHERE TO THE FOLLOWING REQUIREMENTS:

1. THE SOIL MIX MUST BE UNIFORM AND FREE OF STONES, STUMPS, ROOTS, OR OTHER SIMILAR MATERIAL GREATER THAN 2 INCHES.
2. SOIL TEXTURE OF THE MIX USED FOR STORMWATER WETLANDS SHOULD BE LOAMY SAND, WITH NO MORE THAN 10% CLAY (USDA SOIL TEXTURAL CLASSIFICATION).
3. A MINIMUM ORGANIC CONTENT OF 10% BY DRY WEIGHT FOR AREAS PLANTED WITH WOODY SPECIES AND 5% FOR TURF AREAS.
4. THE PH SHOULD BE BETWEEN 5.5 AND 7.0. IF THE PH FALLS OUTSIDE OF THIS RANGE, IT MAY BE MODIFIED WITH LIME TO INCREASE THE PH OR IRON SULFATE AND SULFUR TO LOWER THE PH. THE LIME OR IRON SULFATE MUST BE MIXED UNIFORMLY INTO THE SOIL PRIOR TO USE.
5. TOPSOIL STOCKPILE LOCATION (IF USING ON-SITE SOILS) OR SOURCE OF TOPSOIL IF IMPORTED TO THE SITE. SOIL ANALYSIS FOR ALL TOPSOIL TO BE USED WITHIN A BMP FACILITY.

#### PLANTING SPECIFICATIONS:

1. FOR EROSION CONTROL PLANTING AND BANK STABILIZATION (UPLAND AREA) FOLLOW EROSION CONTROL SEEDING SCHEDULE.
2. UTILIZE A 90-DAY SLOW RELEASE FERTILIZER TABLET FOR PLANTS.
3. PLACE 3 OR 4 INCHES OF QUALITY TOPSOIL TO THE SHALLOW LAND AND SHALLOW WATER REGIONS. THE PROJECT CAN UTILIZE THE EXISTING TOPSOIL BY STOCK PILING ON SITE AND AMENDING SOIL AS NECESSARY BASED ON SOIL ANALYSIS RESULTS.
4. THE DETENTION POND MUST BE STABILIZED WITHIN 14 DAYS OF CONSTRUCTION. CONSIDER CONSTRUCTION SEQUENCING SO THAT PLANTS CAN BE PLANTED AND THE POND CAN BE BROUGHT ONLINE WITHIN 14 DAYS.

CONTRACTOR SHALL COORDINATE WITH A NURSERY SPECIALIST FROM A REGIONAL NURSERY FOR THREE HERBACEOUS PLANT SPECIES TO BE USED IN POND CONSTRUCTION BASED ON SEASONAL AVAILABILITY, REGIONAL SURVIVABILITY AND IN ACCORDANCE WITH THE APPROVED NCDEQ STORMWATER PERMIT.



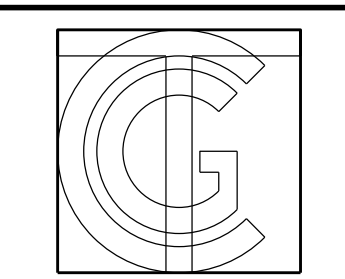
POND #1 VEGETATION SCHEDULE			
WETLAND AREA	SQ FT IN WETLAND AREA	PLANT CATEGORY	* PLANTS OF CATEGORY IN WETLAND AREA
VEGETATED SHELF	1,829	HERBACEOUS PLANTS	458

POND #1

**LEGEND**

- SUBMERGED & PARTIALLY SUBMERGED PLANTS (ALONG THE 6' WIDE VEGETATED SHELF)
- CENTIPEDE SOD (ALONG DAM AND FRONT AND BACK SLOPES OF POND)





date	05.06.2021
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**GROUND STABILIZATION AND MATERIALS HANDLING PRACTICES FOR COMPLIANCE WITH THE NCG01 CONSTRUCTION GENERAL PERMIT**

Implementing the details and specifications on this plan sheet will result in the construction activity being considered compliant with the Ground Stabilization and Materials Handling sections of the NCG01 Construction General Permit (Sections E and F, respectively). The permittee shall comply with the Erosion and Sediment Control plan approved by the delegated authority having jurisdiction. All details and specifications shown on this sheet may not apply depending on site conditions and the delegated authority having jurisdiction.

**SECTION E: GROUND STABILIZATION**

Required Ground Stabilization Timeframes		
Site Area Description	Stabilize within this many calendar days after ceasing land disturbance	Timeframe variations
(a) Perimeter dikes, swales, ditches, and perimeter slopes	7	None
(b) High Quality Water (HQW) Zones	7	None
(c) Slopes steeper than 3:1	7	If slopes are 10' or less in length and are not steeper than 2:1, 14 days are allowed
(d) Slopes 3:1 to 4:1	14	-7 days for slopes greater than 50' in length and with slopes steeper than 4:1 -7 days for perimeter dikes, swales, ditches, perimeter slopes and HQW Zones -10 days for Falls Lake Watershed
(e) Areas with slopes flatter than 4:1	14	-7 days for perimeter dikes, swales, ditches, perimeter slopes and HQW Zones -10 days for Falls Lake Watershed unless there is zero slope

**Note:** After the permanent cessation of construction activities, any areas with temporary ground stabilization shall be converted to permanent ground stabilization as soon as practicable but in no case longer than 90 calendar days after the last land disturbing activity. Temporary ground stabilization shall be maintained in a manner to render the surface stable against accelerated erosion until permanent ground stabilization is achieved.

**GROUND STABILIZATION SPECIFICATION**

Stabilize the ground sufficiently so that rain will not dislodge the soil. Use one of the techniques in the table below:

Temporary Stabilization	Permanent Stabilization
<ul style="list-style-type: none"> <li>Temporary grass seed covered with straw or other mulches and tackifiers</li> <li>Hydroseeding</li> <li>Rolled erosion control products with or without temporary grass seed</li> <li>Appropriately applied straw or other mulch</li> <li>Plastic sheeting</li> </ul>	<ul style="list-style-type: none"> <li>Permanent grass seed covered with straw or other mulches and tackifiers</li> <li>Geotextile fabrics such as permanent soil reinforcement matting</li> <li>Hydroseeding</li> <li>Shrubs or other permanent plantings covered with mulch</li> <li>Uniform and evenly distributed ground cover sufficient to restrain erosion</li> <li>Structural methods such as concrete, asphalt or retaining walls</li> <li>Rolled erosion control products with grass seed</li> </ul>

**POLYACRYLAMIDES (PAMS) AND FLOCCULANTS**

- Select flocculants that are appropriate for the soils being exposed during construction, selecting from the *NC DWR List of Approved PAMS/Flocculants*.
- Apply flocculants at or before the inlets to Erosion and Sediment Control Measures.
- Apply flocculants at the concentrations specified in the *NC DWR List of Approved PAMS/Flocculants* and in accordance with the manufacturer's instructions.
- Provide ponding area for containment of treated Stormwater before discharging offsite.
- Store flocculants in leak-proof containers that are kept under storm-resistant cover or surrounded by secondary containment structures.

**EQUIPMENT AND VEHICLE MAINTENANCE**

- Maintain vehicles and equipment to prevent discharge of fluids.
- Provide drip pans under any stored equipment.
- Identify leaks and repair as soon as feasible, or remove leaking equipment from the project.
- Collect all spent fluids, store in separate containers and properly dispose as hazardous waste (recycle when possible).
- Remove leaking vehicles and construction equipment from service until the problem has been corrected.
- Bring used fuels, lubricants, coolants, hydraulic fluids and other petroleum products to a recycling or disposal center that handles these materials.

**LITTER, BUILDING MATERIAL AND LAND CLEARING WASTE**

- Never bury or burn waste. Place litter and debris in approved waste containers.
- Provide a sufficient number and size of waste containers (e.g dumpster, trash receptacle) on site to contain construction and domestic wastes.
- Locate waste containers at least 50 feet away from storm drain inlets and surface waters unless no other alternatives are reasonably available.
- Locate waste containers on areas that do not receive substantial amounts of runoff from upland areas and does not drain directly to a storm drain, stream or wetland.
- Cover waste containers at the end of each workday and before storm events or provide secondary containment. Repair or replace damaged waste containers.
- Anchor all lightweight items in waste containers during times of high winds.
- Empty waste containers as needed to prevent overflow. Clean up immediately if containers overflow.
- Dispose waste off-site at an approved disposal facility.
- On business days, clean up and dispose of waste in designated waste containers.

**PAINT AND OTHER LIQUID WASTE**

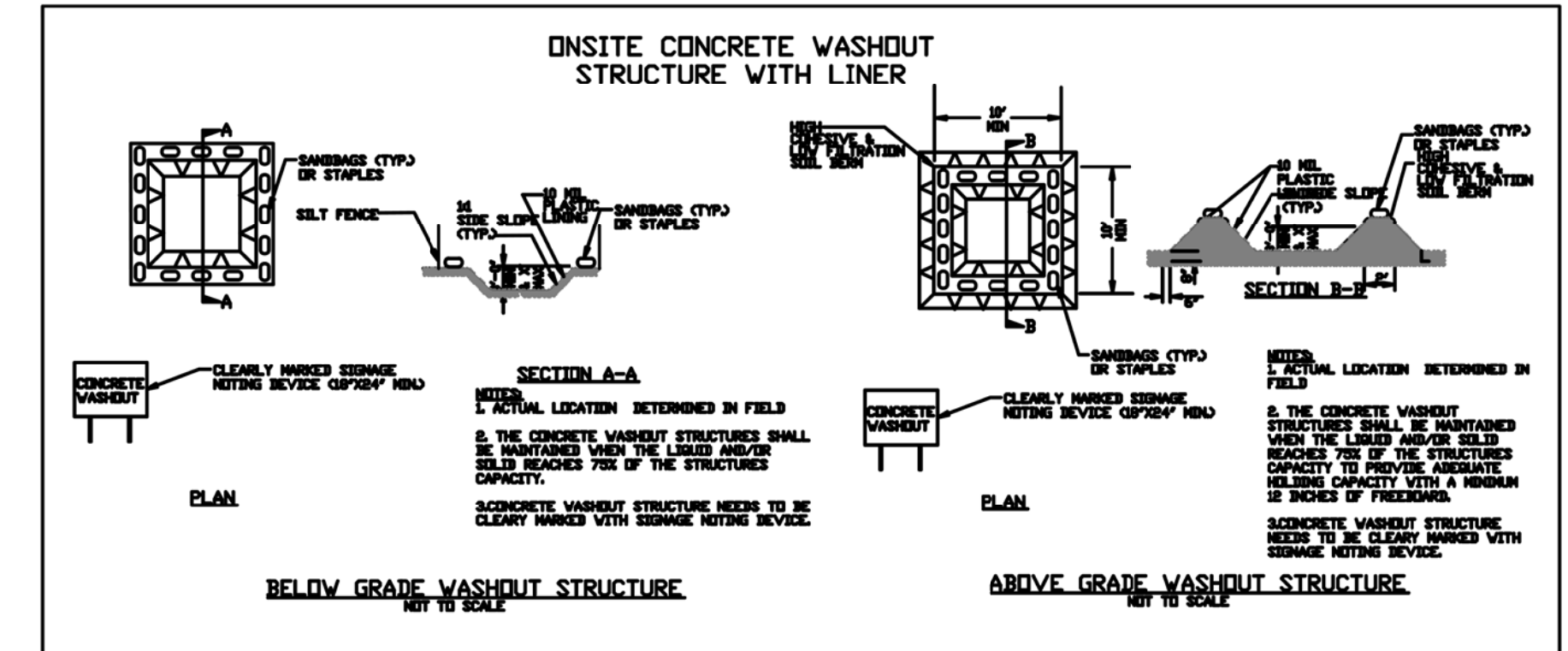
- Do not dump paint and other liquid waste into storm drains, streams or wetlands.
- Locate paint washouts at least 50 feet away from storm drain inlets and surface waters unless no other alternatives are reasonably available.
- Contain liquid wastes in a controlled area.
- Containment must be labeled, sized and placed appropriately for the needs of site.
- Prevent the discharge of soaps, solvents, detergents and other liquid wastes from construction sites.

**PORTABLE TOILETS**

- Install portable toilets on level ground, at least 50 feet away from storm drains, streams or wetlands unless there is no alternative reasonably available. If 50 foot offset is not attainable, provide relocation of portable toilet behind silt fence or place on a gravel pad and surround with sand bags.
- Provide staking or anchoring of portable toilets during periods of high winds or in high foot traffic areas.
- Monitor portable toilets for leaking and properly dispose of any leaked material. Utilize a licensed sanitary waste hauler to remove leaking portable toilets and replace with properly operating unit.

**EARTHEN STOCKPILE MANAGEMENT**

- Show stockpile locations on plans. Locate earthen-material stockpile areas at least 50 feet away from storm drain inlets, sediment basins, perimeter sediment controls and surface waters unless it can be shown no other alternatives are reasonably available.
- Protect stockpile with silt fence installed along toe of slope with a minimum offset of five feet from the toe of stockpile.
- Provide stable stone access point when feasible.
- Stabilize stockpile within the timeframes provided on this sheet and in accordance with the approved plan and any additional requirements. Soil stabilization is defined as vegetative, physical or chemical coverage techniques that will restrain accelerated erosion on disturbed soils for temporary or permanent control needs.



**CONCRETE WASHOUTS**

- Do not discharge concrete or cement slurry from the site.
- Dispose of, or recycle settled, hardened concrete residue in accordance with local and state solid waste regulations and at an approved facility.
- Manage washout from mortar mixers in accordance with the above item and in addition place the mixer and associated materials on impervious barrier and within lot perimeter silt fence.
- Install temporary concrete washouts per local requirements, where applicable. If an alternate method or product is to be used, contact your approval authority for review and approval. If local standard details are not available, use one of the two types of temporary concrete washouts provided on this detail.
- Do not use concrete washouts for dewatering or storing defective curb or sidewalk sections. Stormwater accumulated within the washout may not be pumped into or discharged to the storm drain system or receiving surface waters. Liquid waste must be pumped out and removed from project.
- Locate washouts at least 50 feet from storm drain inlets and surface waters unless it can be shown that no other alternatives are reasonably available. At a minimum, install protection of storm drain inlet(s) closest to the washout which could receive spills or overflow.
- Locate washouts in an easily accessible area, on level ground and install a stone entrance pad in front of the washout. Additional controls may be required by the approving authority.
- Install at least one sign directing concrete trucks to the washout within the project limits. Post signage on the washout itself to identify this location.
- Remove leavings from the washout when at approximately 75% capacity to limit overflow events. Replace the tarp, sand bags or other temporary structural components when no longer functional. When utilizing alternative or proprietary products, follow manufacturer's instructions.
- At the completion of the concrete work, remove remaining leavings and dispose of in an approved disposal facility. Fill pit, if applicable, and stabilize any disturbance caused by removal of washout.

**HERBICIDES, PESTICIDES AND RODENTICIDES**

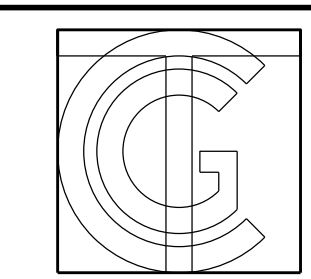
- Store and apply herbicides, pesticides and rodenticides in accordance with label restrictions.
- Store herbicides, pesticides and rodenticides in their original containers with the label, which lists directions for use, ingredients and first aid steps in case of accidental poisoning.
- Do not store herbicides, pesticides and rodenticides in areas where flooding is possible or where they may spill or leak into wells, stormwater drains, ground water or surface water. If a spill occurs, clean area immediately.
- Do not stockpile these materials onsite.

**HAZARDOUS AND TOXIC WASTE**

- Create designated hazardous waste collection areas on-site.
- Place hazardous waste containers under cover or in secondary containment.
- Do not store hazardous chemicals, drums or bagged materials directly on the ground.



**EAST PORT II  
APARTMENTS**



THE CULLIPHER GROUP, P.A.  
ENGINEERING & SURVEYING SERVICES  
C-4482  
101-A NC HIGHWAY 24  
MORRISVILLE CITY, N.C. 28557  
(703) 773-0090



**100%  
CONSTRUCTION  
DRAWINGS**

date 05.06.2021  
drafter CMC  
checked by CMC  
proj. no. PM858-38  
revisions date

SELF  
INSPECTION

**C13.0**

**PART III  
SELF-INSPECTION, RECORDKEEPING AND REPORTING**

**SECTION A: SELF-INSPECTION**

Self-inspections are required during normal business hours in accordance with the table below. When adverse weather or site conditions would cause the safety of the inspection personnel to be in jeopardy, the inspection may be delayed until the next business day on which it is safe to perform the inspection. In addition, when a storm event of equal to or greater than 1.0 inch occurs outside of normal business hours, the self-inspection shall be performed upon the commencement of the next business day. Any time when inspections were delayed shall be noted in the Inspection Record.

Inspect	Frequency (during normal business hours)	Inspection records must include:
(1) Rain gauge maintained in good working order	Daily	Daily rainfall amounts. If no daily rain gauge observations are made during weekend or holiday periods, and no individual-day rainfall information is available, record the cumulative rain measurement for those unattended days (and this will determine if a site inspection is needed). Days on which no rainfall occurred shall be recorded as "zero." The permittee may use another rain-monitoring device approved by the Division.
(2) E&SC Measures	At least once per 7 calendar days and within 24 hours of a rain event ≥ 1.0 inch in 24 hours	1. Identification of the measures inspected, 2. Date and time of the inspection, 3. Name of the person performing the inspection, 4. Indication of whether the measures were operating properly, 5. Description of maintenance needs for the measure, 6. Description, evidence, and date of corrective actions taken.
(3) Stormwater discharge outfalls (SDOs)	At least once per 7 calendar days and within 24 hours of a rain event ≥ 1.0 inch in 24 hours	1. Identification of the discharge outfalls inspected, 2. Date and time of the inspection, 3. Name of the person performing the inspection, 4. Evidence of indicators of stormwater pollution such as oil sheen, floating or suspended solids or discoloration, 5. Indication of visible sediment leaving the site, 6. Description, evidence, and date of corrective actions taken.
(4) Perimeter of site	At least once per 7 calendar days and within 24 hours of a rain event ≥ 1.0 inch in 24 hours	If visible sedimentation is found outside site limits, then a record of the following shall be made: 1. Actions taken to clean up or stabilize the sediment that has left the site limits, 2. Description, evidence, and date of corrective actions taken, and 3. An explanation as to the actions taken to control future releases.
(5) Streams or wetlands onsite or offsite (where accessible)	At least once per 7 calendar days and within 24 hours of a rain event ≥ 1.0 inch in 24 hours	If the stream or wetland has increased visible sedimentation or a stream has visible increased turbidity from the construction activity, then a record of the following shall be made: 1. Description, evidence and date of corrective actions taken, and 2. Records of the required reports to the appropriate Division Regional Office per Part III, Section C, Item (2)(a) of this permit of this permit.
(6) Ground stabilization measures	After each phase of grading	1. The phase of grading (installation of perimeter E&SC measures, clearing and grubbing, installation of storm drainage facilities, completion of all land-disturbing activity, construction or redevelopment, permanent ground cover). 2. Documentation that the required ground stabilization measures have been provided within the required timeframe or an assurance that they will be provided as soon as possible.

NOTE: The rain inspection resets the required 7 calendar day inspection requirement.



**PART III  
SELF-INSPECTION, RECORDKEEPING AND REPORTING**

**SECTION B: RECORDKEEPING**

**1. E&SC Plan Documentation**

The approved E&SC plan as well as any approved deviation shall be kept on the site. The approved E&SC plan must be kept up-to-date throughout the coverage under this permit. The following items pertaining to the E&SC plan shall be documented in the manner described:

Item to Document	Documentation Requirements
(a) Each E&SC Measure has been installed and does not significantly deviate from the locations, dimensions and relative elevations shown on the approved E&SC Plan.	Initial and date each E&SC Measure on a copy of the approved E&SC Plan or complete, date and sign an inspection report that lists each E&SC Measure shown on the approved E&SC Plan. This documentation is required upon the initial installation of the E&SC Measures or if the E&SC Measures are modified after initial installation.
(b) A phase of grading has been completed.	Initial and date a copy of the approved E&SC Plan or complete, date and sign an inspection report to indicate completion of the construction phase.
(c) Ground cover is located and installed in accordance with the approved E&SC Plan.	Initial and date a copy of the approved E&SC Plan or complete, date and sign an inspection report to indicate compliance with approved ground cover specifications.
(d) The maintenance and repair requirements for all E&SC Measures have been performed.	Complete, date and sign an inspection report.
(e) Corrective actions have been taken to E&SC Measures.	Initial and date a copy of the approved E&SC Plan or complete, date and sign an inspection report to indicate the completion of the corrective action.

**2. Additional Documentation**

In addition to the E&SC Plan documents above, the following items shall be kept on the site and available for agency inspectors at all times during normal business hours, unless the Division provides a site-specific exemption based on unique site conditions that make this requirement not practical:

- (a) This general permit as well as the certificate of coverage, after it is received.
- (b) Records of inspections made during the previous 30 days. The permittee shall record the required observations on the Inspection Record Form provided by the Division or a similar inspection form that includes all the required elements. Use of electronically-available records in lieu of the required paper copies will be allowed if shown to provide equal access and utility as the hard-copy records.
- (c) All data used to complete the Notice of Intent and older inspection records shall be maintained for a period of three years after project completion and made available upon request. [40 CFR 122.41]

**PART III  
SELF-INSPECTION, RECORDKEEPING AND REPORTING**

**SECTION C: REPORTING**

**1. Occurrences that must be reported**

- Permittees shall report the following occurrences:
- (a) Visible sediment deposition in a stream or wetland.
  - (b) Oil spills if:
    - They are 25 gallons or more,
    - They are less than 25 gallons but cannot be cleaned up within 24 hours,
    - They cause sheen on surface waters (regardless of volume), or
    - They are within 100 feet of surface waters (regardless of volume).
  - (a) Releases of hazardous substances in excess of reportable quantities under Section 311 of the Clean Water Act (Ref: 40 CFR 110.3 and 40 CFR 117.3) or Section 102 of CERCLA (Ref: 40 CFR 302.4) or G.S. 143-215.85.
  - (b) Anticipated bypasses and unanticipated bypasses.
  - (c) Noncompliance with the conditions of this permit that may endanger health or the environment.

**2. Reporting Timeframes and Other Requirements**

After a permittee becomes aware of an occurrence that must be reported, he shall contact the appropriate Division regional office within the timeframes and in accordance with the other requirements listed below. Occurrences outside normal business hours may also be reported to the Division's Emergency Response personnel at (800) 662-7956, (800) 858-0368 or (919) 733-3300.

Occurrence	Reporting Timeframes (After Discovery) and Other Requirements
(a) Visible sediment deposition in a stream or wetland	<ul style="list-style-type: none"> <li>• <b>Within 24 hours</b>, an oral or electronic notification.</li> <li>• <b>Within 7 calendar days</b>, a report that contains a description of the sediment and actions taken to address the cause of the deposition. Division staff may waive the requirement for a written report on a case-by-case basis.</li> <li>• If the stream is named on the <b>NC 303(d) list</b> as impaired for sediment-related causes, the permittee may be required to perform additional monitoring, inspections or apply more stringent practices if staff determine that additional requirements are needed to assure compliance with the federal or state impaired-waters conditions.</li> </ul>
(b) Oil spills and release of hazardous substances per Item 1(b)-(c) above	<ul style="list-style-type: none"> <li>• <b>Within 24 hours</b>, an oral or electronic notification. The notification shall include information about the date, time, nature, volume and location of the spill or release.</li> </ul>
(c) Anticipated bypasses [40 CFR 122.41(m)(3)]	<ul style="list-style-type: none"> <li>• <b>A report at least ten days before the date of the bypass, if possible.</b> The report shall include an evaluation of the anticipated quality and effect of the bypass.</li> </ul>
(d) Unanticipated bypasses [40 CFR 122.41(m)(3)]	<ul style="list-style-type: none"> <li>• <b>Within 24 hours</b>, an oral or electronic notification.</li> <li>• <b>Within 7 calendar days</b>, a report that includes an evaluation of the quality and effect of the bypass.</li> </ul>
(e) Noncompliance with the conditions of this permit that may endanger health or the environment [40 CFR 122.41(l)(7)]	<ul style="list-style-type: none"> <li>• <b>Within 24 hours</b>, an oral or electronic notification.</li> <li>• <b>Within 7 calendar days</b>, a report that contains a description of the noncompliance, and its causes; the period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time noncompliance is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance. [40 CFR 122.41(l)(6)].</li> <li>• Division staff may waive the requirement for a written report on a case-by-case basis.</li> </ul>

**NCG01 SELF-INSPECTION, RECORDKEEPING AND REPORTING**

**EFFECTIVE: 04/01/19**





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

# WASTEWATER ALLOCATION REQUEST

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

**Wastewater Allocation Request Review Fee: \$50**

## SITE INFORMATION

Name of Project: East Port II Apartments      Acreage of Property: 4.0  
County Tag Number: N/A      NC PIN: 730612860733  
Address/Location: 619 Professional Park Dr. (Beside East Port Apartments)

Zoning District: TCA

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

## APPLICANT INFORMATION

Applicant: East Carolina Community Development, Inc  
Mailing Address: 108 Professional Park Dr. Beaufort, NC 28516  
Phone Number: 252-504-3996      Fax: \_\_\_\_\_  
Contact Person: Keith Walker, Manager  
Email Address: kwalker@eccdi.com

## PROPERTY OWNER INFORMATION

Name: East Carolina Community Development, Inc  
Mailing Address: 108 Professional Park Dr. Beaufort, NC 28516  
Phone Number: 252-504-3996      Fax: \_\_\_\_\_  
Email Address: kwalker@eccdi.com

## FOR OFFICE USE ONLY

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

**PROJECT INFORMATION**

Use:  New  Expanded  Change Use Type:  Residential  Commercial

Proposed Use(s): Multifamily residential Existing Use(s): Vacant

Developer Name: East Carolina Community Development, Inc

Mailing Address: 108 Professional Park Dr. Beaufort, NC 28516

Phone Number: 252-504-3996 Fax Number: \_\_\_\_\_

Email Address: kwalker@eccdi.com

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

The following supplemental information is required:

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

Residential:

Gross Acreage: 4.0

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

Multi-Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units	28	240	6720
3 Bedroom Units	20	360	7200
>3 Bedroom Units			
<b>Total</b>		-----	13,920

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

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

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

Use	Measurement Unit	# of Units	GPD per Unit	Total Requested GPD
<b>Total</b>			-----	

TOTAL REQUESTED GALLONS PER DAY: \_\_\_\_\_

# APPLICANT AFFIDAVIT

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

Keith Walker  
Print Name

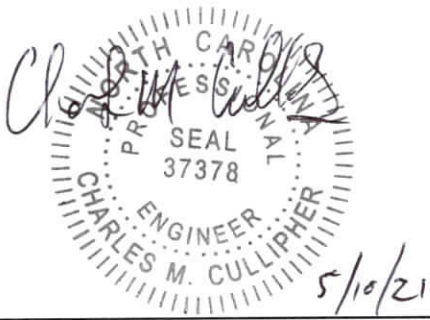
*Keith Walker*  
Signature of Applicant

5/10/21  
Date

# ENGINEER'S CERTIFICATION

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

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



\_\_\_\_\_  
Signed and Dated Professional Engineer Seal

The Cullipher Group, PA  
Firm Name

151A NC HWY 24 Morehead City, NC 28557  
Address

252-773-0090  
Telephone No.

chase@tcgpa.com  
Email Address

**TOWN OF BEAUFORT OFFICE USE ONLY:**

Approved by:  Town Engineer  
 Board of Comissioners

Allocation approved: 13,920 gallons per day

Date of Approval: 5-16-2021

Confirmation signature by:

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



## APPENDIX A: DESIGN FLOW RATES

The following table from the North Carolina Administrative Code 02T.0114 shall be used to determine the minimum allowable design daily flow of wastewater facilities. Alternatively, the Town in its sole and absolute discretion may calculate the customer's initial average daily wastewater flow based on data from the customer's operations (or from similarly situated customers) with a comparable sanitary sewer system, where such data are available and reasonably current.

Establishment Type	Daily Flow Rate
<b>Barber and Beauty Shops</b>	
Barber Shops	50 gal/chair
Beauty Shops	125 gal/booth or bowl
<b>Businesses, Offices and Factories</b>	
General business and office facilities	25 gal/employee/shift
Factories, excluding industrial waste	25 gal/employee/shift
Factories or businesses with showers or food preparation	35 gal/employee/shift
Warehouse	100 gal/loading bay
Warehouse – self storage (not including caretaker residence)	1 gal/unit
<b>Churches</b>	
Churches without kitchens, day care or camps	3 gal/seat
Churches with kitchen	5 gal/seat
Churches providing day care or camps	25 gal/person (child & employee)
<b>Fire, Rescue and Emergency Response</b>	
Fire or rescue stations without on-site staff	25 gal/person
Fire or rescue stations with on-site staff	50 gal/person/shift
<b>Food and Drink Facilities</b>	
Banquet, dining hall	30 gal/seat
Bars, cocktail lounges	20 gal/seat
Caterers	50 gal/100 sq. ft. floor space
Restaurant, full Service	40 gal/seat
Restaurant, single service articles	20 gal/seat
Restaurant, drive-in	50 gal/car space
Restaurant, carry out only	50 gal/100 sq. ft. floor space
Institutions, dining halls	5 gal/meal
Deli	40 gal/100 sq. ft. floor space
Bakery	10 gal/100 sq. ft. floor space
Meat department, butcher shop or fish market	75 gal/100 sq. ft. floor space
Specialty food stand or kiosk	50 gal/100 sq. ft. floor space
<b>Hotels and Motels</b>	
Hotels, motels and bed & breakfast facilities, without in-room cooking facilities	120 gal/room
Hotels and motels, with in-room cooking facilities	175 gal/room
Resort hotels	200 gal/room
Cottages, cabins	200 gal/unit
Self-service laundry facilities	500 gal/machine
<b>Medical, Dental and Veterinary Facilities</b>	
Medical or dental offices	250 gal/practitioner/shift
Veterinary offices (not including boarding)	250 gal/practitioner/shift
Veterinary hospitals, kennels, animal boarding facilities	20 gal/pen, cage, kennel or stall
Hospitals, medical	300 gal/bed
Hospitals, mental	150 gal/bed
Convalescent, nursing, rest homes without laundry facilities	60 gal/bed
Convalescent, nursing, rest homes with laundry facilities	120 gal/bed
Residential care facilities	60 gal/person
<b>Parks, Recreation, Camp Grounds, R-V Parks and other Outdoor Activity Facilities</b>	
Campgrounds with comfort station, without water or sewer hookups	75 gal/campsite

Establishment Type	Daily Flow Rate
Campgrounds with water and sewer hookups	100 gal/campsite
Campground dump station facility	50 gal/space
Construction, hunting or work camps with flush toilets	60 gal/person
Construction, hunting or work camps with chemical or portable toilets	40 gal/person
Parks with restroom facilities	250 gal/plumbing fixture
Summer camps without food preparation or laundry facilities	30 gal/person
Summer camps with food preparation and laundry facilities	60 gal/person
Swimming pools, bathhouses and spas	10 gal/person
Public access restrooms	325 gal/plumbing fixture
<b>Schools, Pre-school and Day Care</b>	
Day care and preschool facilities	25 gal/person (child & employee)
Schools with cafeteria, gym and showers	15 gal/student
Schools with cafeteria	12 gal/student
Schools without cafeteria, gym or showers	10 gal/student
Boarding schools	60 gal/person (student & employee)
<b>Service Stations and Car Wash Facilities</b>	
Service stations, gas stations	250 gal/plumbing fixture
Car wash facilities	1200 gal/bay
<b>Sports Centers</b>	
Bowling center	50 gal/lane
Fitness, exercise, karate or dance center	50 gal/100 sq. ft.
Tennis, racquet ball	50 gal/court
Gymnasium	50 gal/100 sq. ft.
Golf course with only minimal food service	250 gal/plumbing fixture
Country clubs	60 gal/member or patron
Mini golf, putt-putt	250 gal/plumbing fixture
Go-kart, motocross	250 gal/plumbing fixture
Batting cages, driving ranges	250 gal/plumbing fixture
Marinas without bathhouse	10 gal/slip
Marinas with bathhouse	30 gal/slip
Video game arcades, pool halls	250 gal/plumbing fixture
Stadiums, auditoriums, theaters, community centers	5 gal/seat
<b>Stores, Shopping Centers, Malls and Flea Markets</b>	
Auto, boat, recreational vehicle dealerships/showrooms with restrooms	125 gal/plumbing fixture
Convenience stores, with food preparation	60 gal/100 sq. ft.
Convenience stores, without food preparation	250 gal/plumbing fixture
Flea markets	30 gal/stall
Shopping centers and malls with food service	130 gal/1000 sq. ft.
Stores and shopping centers without food service	100 gal/1000 sq. ft.
<b>Transportation Terminals</b>	
Air, bus, train, ferry, port and dock	5 gal/passenger

Source: North Carolina Administrative Code 02T.0114, January 1, 2007

Per 15A NCAC 02t .0114 (b), in determining the volume of sewage from dwelling units, the flow rate shall be 120 gallons per day per bedroom. The minimum volume of sewage from each dwelling unit shall be 240 gallons per day and each additional bedroom above two bedrooms shall increase the volume by 120 gallons per day. Each bedroom or any other room or addition that can function as a bedroom shall be considered a bedroom for design purposes. When the occupancy of a dwelling unit exceeds two persons per bedroom, the volume of sewage shall be determined by the maximum occupancy at a rate of 60 gallons per person per day.



**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 Work Session  
4:00 PM – Monday, May 24, 2021**

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Modify/Revise the Existing Planned Unit Development (PUD) for Front Street Village

**BRIEF SUMMARY:**

The applicant wishes to modify the following standards from their 2008 approval. Those requested changes are as follows:

- The owner is requesting a zoning change from B-3 to R-8 for the expansion of the single family residential lots. The B-3 zoning originally included in portions of Phases II & III of the site which included parking and is now proposed as single family residential.
- The owner is requesting a reduction in the overall parking spaces to 398. The original PUD approved in 2008 included 631 spaces. This is a reduction of 233 parking spaces.
- The owner is requesting a reduction in the overall number of resort dwellings. If approved there will only be seven (7) resort dwellings that are developed on the south side of Lennoxville Road. The approved PUD included 202 resort dwellings. This is a reduction of 195 resort dwellings.
- The owner is requesting an expansion of the original eleven single family lots to a proposed thirty-four (34) single family lots, an increase of twenty-three (23) lots that were approved in the original 2008 PUD.

**REQUESTED ACTION:**

Request the Board to schedule a Public Hearing for the June 14, 2021 BOC Regular Meeting and consider the proposed modifications and rezoning request at that time and accept written public comments during the 24-hour written public comment period.

If written comments to the proposed PUD Modification and Rezoning request are received before the 24-hour deadline (9:00 a.m. Wednesday, June 16, 2021) this item will be brought back to the BOC at the June 28, 2021 Work Session for further consideration. If no written comments are received, the decision of the BOC shall become effective at 9:01 a.m. on Wednesday, June 16, 2021.



**EXPECTED LENGTH OF PRESENTATION:**

30 Minutes

**SUBMITTED BY:**

Kyle Garner, AICP

Planning & Inspections Director

**BUDGET AMENDMENT REQUIRED:**

N/A



# Staff Report

**To:** Mayor & Commissioners  
**From:** Kyle Garner, AICP

**Date:** 5/18/2021  
**Meeting Date:** 6/14/2021

## Case Number 21-16

### Summary of Request:

### Request:

- The owner is requesting a zoning change from B-3 to R-8 for the expansion of the single family residential lots. The B-3 zoning originally included in portions of Phases II & III of the site which included parking and is now proposed as single family residential.
- The owner is requesting a reduction in the overall parking spaces to 398. The original PUD approved in 2008 included 631 spaces. This is a reduction of 233 parking spaces.
- The owner is requesting a reduction in the overall number of resort dwellings. If approved there will only be seven (7) resort dwellings that are developed on the south side of Lennoxville Road. The approved PUD included 202 resort dwellings. This is a reduction of 195 resort dwellings.
- The owner is requesting an expansion of the original eleven single family lots to a proposed thirty-four (34) single family lots, an increase of twenty-three (23) lots that were approved in the original 2008 PUD.

### Background

**Location(s) & PIN**

Lennoxville Road (Multiple)

**Owner**

Front Street Village, LLC, Beaufort Hospitality Enterprises, LLC , Southern Marina Boat House, Arendell Engineers

**Applicant**

**Current Zoning**

PUD

**Lot(s) Size & Conformity Status**

Conforming

**Existing Land Use**

Parking Lot (Rock Surface) & Undeveloped

**CAMA Future Land Use Map**  
Amendment Required

Mixed Use  
 Yes  No

**Adjoining Land Use & Zoning**

**North** Undeveloped property, zoned IW (Industrial Warehouse) – Atlantic Veneer

**South** Taylor’s Creek (unzoned), and Single-family homes zoned R-5 and commercial property (Boat Storage), zoned IW

**East** Former Atlantic Veneer, zoned Industrial Warehouse

**West** Single Family Homes, Zoned RS-5, R-8, R-20, Undeveloped Future Lots, zoned PUD (Beau Coast)

**Special Flood Hazard Area**

Yes     No

**Public Utilities**

Water

Available     Not Available

Sewer

Available     Not Available

**Additional Information**

At their May 17<sup>th</sup> meeting the Planning Board unanimously recommended approval pending a revised map being submitted show the area of proposed rezoning.

**Requested Action**

1. Conduct Public Hearing
2. Discussion on request to amend the PUD for Front Street Village
3. Consistency Statement

**Attachments:**

- Attachment – A - Vicinity Map
- Attachment – B - Property Owners Within 100 Feet
- Attachment – C – PUD Amendment Cover Letter
- Attachment – D – Draft Consistency Statement
- Attachment – E – 2008 Approved PUD Plan

# Case 21-16 PUD Amendment - Front Street Village



<u>OWNER</u>	<u>AIL_HOU</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>IL</u>	<u>STMAIL_Z</u>	<u>MAIL_ZI</u>	<u>MAIL_ADD2</u>
ANDREWS,JOHN C ETUX CAROL H	2511	FRONT STREET U #16	BEAUFORT	NC		28516	
BAKER,HENRY RAY ETUX CAROLE	159	SEA GROVE LANE	BEAUFORT	NC		28516	
BEAUFORT LND VILLAGE HOMEOWNER	2511	FRONT STREET	BEAUFORT	NC		28516	
BEAUFORT PROPERTIES ASSOC LLC	106	LEONDA DRIVE	BEAUFORT	NC		28516	
BLUE TREASURE LLC			CARY	NC		27519	PO BOX 3557
CARLSON,LISA WOOD	136	CONWAY ROAD	BEAUFORT	NC	7819	28516	
CLAPP,CHARLES G ETUX PATRICIA	522	OAKWOOD LANE	GRAHAM	NC		27253	
DUMICZ,PIOTR ETUX KEILA GRAY	2	SEABISCUIT LANE	NEW BERN	NC		28562	
FOWLE,ROBERT A JR ETUX D/B/A	2511	FRONT STREET #13	BEAUFORT	NC		28516	
HAMAD,SAMER A	2500	BRIDGES ST	MOREHEAD CITY	NC	3491	28557	
J & J BEACH HOUSE LLC	821	WICKHAM DRIVE	WINTERVILLE	NC		28590	
KNIGHT,EVERETT V			RALEIGH	NC		27636	PO BOX 33037
MERRITT,CHAD W ETUX KATHERINE			HILLSBOROUGH	NC	0962	27278	PO BOX 962
MOBLEY,CLIFTON B ETUX BERNADET	9818	MACON ROAD	RALEIGH	NC	6132	27613	
MOEHRING GROUP HOLDING LP			BEAUFORT	NC		28516	PO BOX 660
MOLLICHELLA,SANDRA LEE	155	SEA GROVE LN	BEAUFORT	NC	6100	28516	
O NEAL,TOBY	2339	LESSOXVILLE RD	BEAUFORT	NC		28516	
O'CONNOR,CHARLES S ETUX REBECC	902	DAVENTRY DR	GREENVILLE	NC		27858	
QUINLAN,CHARLES HALL ETUX AMY	2934	FARRINGTON ROAD	APEX	NC		27523	
RABON,MITCHELL W ETUX ELAINE S			BEAUFORT	NC		28516	P O BOX 2522
SCIBAL,ALAN JOHN			BEAUFORT	NC		28516	PO BOX 1067
SICKLIN,PAUL ETUX LAURA	143	SEA GROVE LANE	BEAUFORT	NC		28516	
STREAMLINE DEVELOPERS LLC			MOREHEAD CITY	NC	0006	28557	PO BOX 6
TYRRELL,RAYMOND E ETUX REBECCA	171	SEA GROVE LANE	BEAUFORT	NC		28516	
WARNER,M JOBE JR TRUSTEE	137	STEEPLECHASE ROAD	ROCKY MOUNT	NC	2136	27804	
WELKER,MARK E ETUX SANDRA S	167	SEA GROVE LANE	BEAUFORT	NC		28516	
WOOD,CATHY RENEE	4909J	NC HIGHWAY 50 N	BENSON	NC	8124	27504	
ZAR LLC	5208	LEISURE CIR	WILMINGTON	NC	3708	28409	
BLUE TREASURE LLC			CARY	NC		27519	PO BOX 3557



April 30, 2021

Mr. Kyle Garner, Town Planner  
 Town of Beaufort  
 Planning and Inspections Department  
 701 Front Street  
 Beaufort, NC 28516

Phone: (252) 728-2142  
 Email: [k.garner@beaufortnc.org](mailto:k.garner@beaufortnc.org)

**Re: Front Street Village (19138)  
 Revision to PUD & Site Plan Submittal  
 Beaufort, North Carolina**

Dear Kyle:

On behalf of Front Street Village (FSV), please find enclosed the revised submittal documents for a modification to the current site plan approval for the transportation center and revision to the PUD for the development of 34 single-family lots for the referenced project. This submittal has been revised per the Town’s comments. The Owner is proposing modifications to the northern portion of the project.

The following revisions have been made based on the Town of Beaufort’s comments:

**PUD Modification Request/Zoning**

1. The Owner is requesting a zoning change from B-3 to R-8 for the expansion of the single family residential lots. The B-3 zoning originally included in portions of Phases II & III of the site which included parking and is now proposed as single family residential.
2. The Owner is requesting a reduction in the overall parking spaces to 398. The original PUD approval in 2008 included 631 spaces. This is a reduction of 233 parking spaces.
3. The Owner is requesting a reduction in the overall number of resort dwellings. If approved, there will only be seven (7) resort dwellings that are constructed south of Lennoxville Road. The approved PUD included 202 resort dwellings. This is a reduction of 195 resort dwellings.
4. The Owner is requesting an expansion of the original eleven (11) single family lots to a proposed thirty-four (34) single family lots, an increase of twenty-three (23) lots that were approved in the original 2008 PUD.
5. An Application for a Preliminary Subdivision Plat is included with this submittal.

**Revise Submitted Plans**

1. The title on Sheet C1 has been revised to “Front Street Village Transportation Center – Site Plan – Phase II with Preliminary Phase IV.”
2. The drawing title on Sheet C4 has been revised to Phase IV Preliminary Plat & Phase II – Site Plan – Transportation Center.

**Preliminary Plat Revisions – Sheet C4**

1. The street names have been revised to “East Great Egret Way” and “Runway Road” and will remain private per the approved PUD.
2. Zoning has been labeled as R-8 for the single family lots.
3. Site calculations have been added to include the acreage in tract to be subdivided between lots 1 – 34 and the wetland area, total number of parcels created, and linear feet of the proposed streets.
4. A note has been added indicating that the street lights will be shoebox dark sky type.
5. The “Site Data Block” has been added to this sheet.
6. The seal of James W. Forman, Jr., P.E. has been added to this sheet and all applicable plan sheets.
7. The interior “B-1” zoning has been added to the site data block.
8. A concrete driveway approximately 20’ long and 18’ wide will be constructed for each residential unit.
9. Type of parking area surface has been added to the sheet.
10. No fire lanes are proposed in front of the transportation center.
11. Four (4) handicap parking spaces and dimensions have been added to the large parking lot south of the Transportation Center. In addition, there are twelve (12) handicap spaces located in the development south of Lennoxville Road.
12. The location of the loading/unloading zone has been added.
13. Access points for the transportation center have been added.
14. Traffic arrows for the streets and parking lot have been added.

**Fire Department Comments**

1. The diameter of the cul-de-sac has been increased to 96’ in diameter.
2. The hammerhead roadway in front of the proposed Transportation Center is to be used to allow for truck access and turn-around.
3. The middle hydrant was mislabeled as existing and is currently shown as being proposed.

**Town Engineer Comments**

1. Pervious pavement will be used in Transportation Center parking lot and all streets and sidewalks and has been designed to provide in-pavement storage capacity for the 1.5” designed rainfall. Overflow from the Transportation Center parking lot will be collected via catch basins and piped to the existing pipe network in Lennoxville Road. Runoff from the Transportation Center Building will be treated through a sand filter and piped to the Lennoxville Road pipe network.

The stormwater and grading plan proposed is shown as preliminary but meeting the State’s regulations. Final stormwater design will be completed once the Owner receives preliminary plat approval from the Town of Beaufort. A stormwater permit issued by the State of North Carolina will be applied for prior to land disturbing activities.

Preliminary runoff calculations are provided with this submittal for the three (3) drainage areas including the existing conditions and post-construction conditions. The use of pervious pavements will allow water to infiltrate into the ground and runoff from the houses will be directed towards the pervious pavement. Proposed contours are now shown on the plan and runoff from the site will not be directed towards neighboring properties.

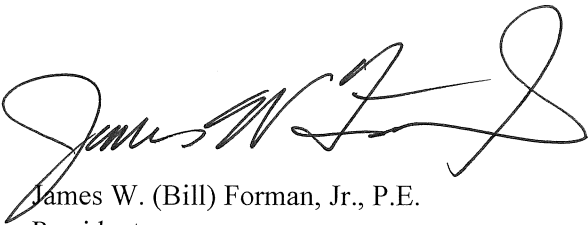
Ms. Kyle Garner  
Front Street Village (19138)  
Revision to PUD and Site Plan Submittal  
Beaufort, North Carolina

April 30, 2021  
Page 3 of 3

2. Sewer Allocation. Per the Second Amendment to Preannexation, Infrastructure, and Reimbursement Agreement and Agreement Relating to Preannexation, Infrastructure, and Reimbursement Agreement between the Town of Beaufort and Blue Treasure, LLC and Front Street Village, a total of 324,000 gallons per day of sewer would be allocated between the Blue Treasure development and Front Street Village. 115,668 gallons per day would be allocated to Front Street Village as stated in the Amendment. The cumulative total proposed wastewater flow for Front Street Village with this submittal is 53,233 gallons per day prior to any flow reduction factors being included. The wastewater flow estimate spreadsheet is included with this submittal.
3. Proposed contours are now shown on Sheet C5 – Grading Plan.
4. East Great Egret Way and Runway Road will remain private. The streets will have a width of 18’ with a 42’ right-of-way per the approved PUD in 2008.
5. A doghouse manhole detail has been included with the plans.
6. Water & sewer main trench details have been included with the plans.
7. ADA ramps have been added on either side of the intersection between East Egret Way and Runway Road.
8. Sheet C12 – Dimension Plan has been revised.

We appreciate your review of the enclosed documents at your earliest possible convenience. If you have any questions or need additional information concerning this submittal, please give me a call.

Sincerely,  
**ARENDELL ENGINEERS**



James W. (Bill) Forman, Jr., P.E.  
President

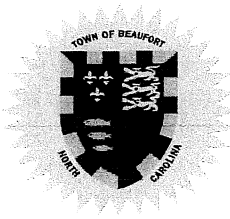
Attachments

CC: Bucky Oliver, Front Street Village, LLC



ALLOCATED WASTEWATER FLOWS USED AS OF APRIL 30, 2021 <sup>(1)</sup>												
PHASES 1, 2, 3 & 4												
Facility	Wastewater Flows <sup>(1)</sup>	Units	Wastewater Flows		Phase 1 Flows	Phase 2A Flows	Phase 2B Flows	Phase 2C Flows	Phase 2D Flows	Phase 2E Flows	Phase 3A Flows	Phase 4 Flows
			gpd	Total								
<b>Phase 1</b>												
<b>Boat Storage #1</b>												
Dry Storage - 213 slips w/o bathhouse	10 gpd/slip	213	10	2130	2130							
Boat House - 8 employees	25 gpd/employee/shift	8	25	200	200							
<b>Boat House</b>												
Convenience Store w/o food prep	250 gpd / plumbing fixture	9	250	2250	2250							
Caterers Kitchen - 455 s.f.	50 gpd / 100 s.f. of floor space	4.55	50	228	228							
Meeting Room & Covered Porch - 150 seats	Banquet Dining Hall - 30 gal/seat	150	30	4500	4500							
<b>Phase 1 Total Flow (gpd)</b>					<b>9,308</b>							
<b>Phase 2A</b>												
<b>Pool</b> - Pool users from Inn counted in Inn flows, Users from Marina Club <sup>(2)</sup>	10 gpd/person	20	10	200		200						
<b>Marina Slips</b>												
20 Full Service Slips	10 gpd/slip w/o bathhouse	20	10	200		200						
<b>Residential units</b>												
1000A 2 BR Unit	120 gpd/bedroom	2	120	240		240						
1000B 3 BR Unit	120 gpd/bedroom	3	120	360		360						
1001A 2BR Unit	120 gpd/bedroom	2	120	240		240						
1001B 3BR Unit	120 gpd/bedroom	3	120	360		360						
1002A 2BR Unit	120 gpd/bedroom	2	120	240		240						
1007A 2BR Unit	120 gpd/bedroom	2	120	240		240						
1007B 3BR Unit	120 gpd/bedroom	3	120	360		360						
<b>Phase 2A Total Flow (gpd)</b>					<b>2,440</b>							
<b>ALLOCATED WASTEWATER FLOWS REMAINING TO BE USED</b>												
						<b>2,040</b>						
<b>PHASES 2B, 2C, 2D, 2E, 3A AND 4</b>												
<b>Phase 2B</b>												
<b>Bistro</b>												
<i>Meeting space</i>												
Multi Purpose 1208 s.f.												
Ball Room 4673 s.f.												
Board Room 320 s.f.												
Total Meeting Space 6201 s.f.	5gpd/person	620	5	3,100			3,100					
Rooms, 4	120 gpd/room	4	120	480			480					
Offices - 10 employees	25 gpd/day/employee	10	25	250			250					
<i>Food &amp; Drink Facilities</i>												
Bar - 55 seats	20 gal/seat	55	20	1,100			1,100					
Restaurant - 146 seats	40 gal/seat	146	40	5,840			5,840					
Employees - 12	25 gpd/day/employee	12	25	300			300					
<b>Transportation &amp; Welcome Center</b>												
Reception Area & warehouse - 10 employees/shift	25 gpd/employee	10	25	250			250					
Golf cart barn - 10 employees	25 gpd/day/employee	10	25	250			250					
<b>Phase 2B Total Flow (gpd)</b>					<b>11,570</b>							
<b>Phase 2C</b>												
<b>Guest Wing</b>												
Rooms, 129	120 gpd/room	129	120	15,480			15,480					
Employees, maximum shift - 9 employees	25 gal/employee/shift	9	25	225			225					
<b>Phase 2C Total Flow (gpd)</b>					<b>15,705</b>							
<b>Phase 2D Multi-Family - Deleted from Project</b>												
<b>Phase 2D Total Flow (gpd)</b>					<b>0</b>							
<b>Phase 2E</b>												
<b>Residential units</b>												
1005A-2-BR Unit	120 gpd/bedroom	0	120	0						0		
1005B-3-BR Unit	120 gpd/bedroom	0	120	0						0		
1007A-2-BR Unit	120 gpd/bedroom	0	120	0						0		
1007B-3-BR Unit	120 gpd/bedroom	0	120	0						0		
1009A-2-BR Unit	120 gpd/bedroom	0	120	0						0		
1009B-3-BR Unit	120 gpd/bedroom	0	120	0						0		
1011A-2-BR Unit	120 gpd/bedroom	0	120	0						0		
1011B-3-BR Unit	120 gpd/bedroom	0	120	0						0		
1032-2BR-Unit	120 gpd/bedroom	0	120	0						0		
1034A-2BR-Unit	120 gpd/bedroom	0	120	0						0		
1034B-3-BR Unit	120 gpd/bedroom	0	120	0						0		
<b>Phase 2E Total Flow (gpd)</b>					<b>0</b>							
<b>Phase 3A</b>												
<b>Boat Storage</b>												
Phase 3 - Dry stack - 237 boats	10 gpd/slip w/o bathhouse	237	10	2,370								2,370
<b>Phase 3A Total Flow (gpd)</b>					<b>2,370</b>							
<b>Phase 4</b>												
<b>Residential</b>												
82-1,600-SF-2-BR-units	120 gpd/bedroom	0	120	0								0
<b>Community Center</b>												
Public Bathrooms	325 gpd/fixture	0	325	0								0
<b>Residential - Single Family</b>												
Single family 34-3 BR units	360 gpd/unit	34	360	12,240								12,240
<b>Phase 4 Total Flow (gpd)</b>					<b>12,240</b>							
<b>PHASE TOTALS (gpd) <sup>(1)</sup></b>					<b>9,308</b>	<b>2,440</b>	<b>11,570</b>	<b>15,705</b>	<b>0</b>	<b>0</b>	<b>2,370</b>	<b>12,240</b>
<b>CUMMULATIVE PHASE TOTAL (gpd) <sup>(1)</sup></b>					<b>9,308</b>	<b>11,748</b>	<b>23,318</b>	<b>39,023</b>	<b>39,023</b>	<b>39,023</b>	<b>41,393</b>	<b>53,633</b>
<b>PHASE TOTALS WITH 33% FLOW REDUCTION (gpd) <sup>(2)</sup></b>					<b>6,204</b>	<b>1,627</b>	<b>7,713</b>	<b>10,469</b>	<b>0</b>	<b>0</b>	<b>1,580</b>	<b>8,159</b>
<b>CUMMULATIVE PHASE TOTAL W/33% REDUCTION <sup>(2)</sup></b>					<b>6,204</b>	<b>7,831</b>	<b>15,543</b>	<b>26,012</b>	<b>26,012</b>	<b>26,012</b>	<b>27,592</b>	<b>35,751</b>
<b>TOTAL FLOW TO LIFT STATION #1</b>					<b>9,508</b>							
<b>TOTAL FLOW TO LIFT STATION #2</b>					<b>15,905</b>							
<b>TOTAL FLOW TO LIFT STATION #3</b>					<b>31,685</b>							
<b>PROJECT TOTAL (gpd) <sup>(1)</sup></b>					<b>53,633</b>							
<b>PROJECT TOTAL WITH 33% FLOW REDUCTION (gpd) <sup>(2)</sup></b>					<b>35,755</b>							

<sup>(1)</sup> Wastewater flows in accordance with NCAC 15A 02T .0114  
<sup>(2)</sup> 33% flow reduction achieved by use of flow reducing fixtures throughout the project  
<sup>(3)</sup> Used allocation defined as use for facilities constructed, under construction, and proposed facilities.



**APPLICATION FOR A PRELIMINARY SUBDIVISION PLAT**

**Instructions:**

Please complete the form below and include all required attachments, including the \$250.00 application fee and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed but will be returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

**APPLICANT INFORMATION**

Applicant Name: FRONT STREET VILLAGE LLC

Applicant Address: 2400 LENNOXVILLE ROAD

Phone Number: 919-349-5588 Email: BUCKY@JETCRAFT.COM

Property Owner Name: FRONT STREET VILLAGE LLC

Address of Property Owner: 2400 LENNOXVILLE ROAD

Phone Number: 919-349-5588 Email: BUCKY@JETCRAFT.COM

**PROPERTY INFORMATION**

Property Address: 2361 LENNOXVILLE ROAD

15-Digit PIN #: 731505187915000, 731505187834000, Lot/Block #: 731505187504000, 731505185229000

Size of Property (in square feet or acres): 16.20 Current Zoning: PUD

Applicant Signature [Signature] Date of Signature \_\_\_\_\_

Property Owner Signature (if different than above) \_\_\_\_\_ Date of Signature \_\_\_\_\_

An application fee of **\$250.00**, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit 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 **Subdivision Ordinance**, and all other pertinent sections of the Ordinance for the information required to accompany this application. We require one digital/electronic copy and one paper copy of any plans submitted for the preliminary plat  
The Town's website address is [www.beaufortnc.org](http://www.beaufortnc.org).

OFFICE USE ONLY Revised 8/2020

Date: \_\_\_\_\_ Reviewed for Completeness By: \_\_\_\_\_  
Received by: \_\_\_\_\_ Date Deemed Complete and Accepted: \_\_\_\_\_



**BEAUFORT BOARD OF COMMISSIONERS  
AN ORDINANCE TO AMMEND THE PUD DOCUMENT FOR FRONT STREET  
VILLAGE  
ORDINANCE NO. 21-\_\_**

Applicant: Arendell Engineers for Front Street Village, LLC  
Location: 2500 Lennoxville Road  
Existing District: PUD (Planned Unit Development)  
Meeting Date: June 14, 2021  
Requested: Modification to Existing PUD Document

**WHEREAS**, the Town of Beaufort Planning Staff has submitted a request to modify the existing PUD for Front Street Village: and

**WHEREAS**, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on May 17, 2021, at which time the Planning Board recommended approval of the request; and

**WHEREAS**, the Beaufort Board of Commissioners conducted a public hearing on June 14, 2021 at which time the applicant and/or applicant’s representative was given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and

**WHEREAS**, the Town Board of Commissioners has made the following findings and conclusions:

1. The request is consistent with surrounding land use patterns and zoning in the area.
2. The proposed changes of the PUD are consistent with the spirit and intent of the ordinance and the CAMA Core Land Use Plan.

**NOW, THEREFORE, IT IS HEREBY ORDAINED** by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to amend the PUD for Front Street Village be approved and the PUD Booklet be amended accordingly.

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Enacted on motion of Commissioner \_\_\_\_\_ and carried on a vote of \_\_\_ in favor and \_\_\_ against.

This, the 14<sup>th</sup> day of June 2021

TOWN OF BEAUFORT

\_\_\_\_\_  
Everette (Rett) Newton, Mayor

\_\_\_\_\_  
Allen Coleman, Town Clerk



OWNERS:  
**CHARLES AND WENDI OLIVER**  
2500 Front Street  
Beaufort, NC 28516  
252.504.4799

**HISTORICAL CONCEPTS**  
ARCHITECTS, PLANNERS, & PLACE MAKERS  
403 Prime Point  
Suite 103  
Parchee City, GA 30269

**SEARNS DESIGN GROUP, P.A.**

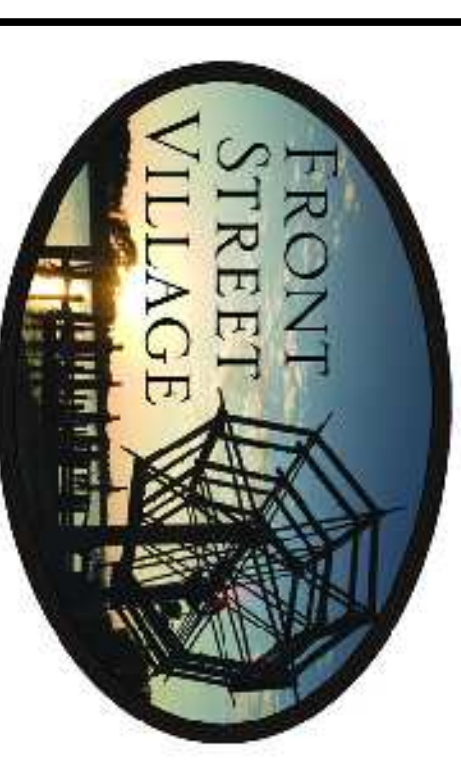
LANDSCAPE ARCHITECTS  
625 W. Jones Street Raleigh, NC 27603  
(919)852-7000 Fax (919)852-8140  
email: searndesign@bellsouth.net

**COLUMBIAN ENGINEERING CITY**  
**CSE**

Coastal Science & Engineering PLLC  
PO Box 1848  
Morehead City North Carolina 28557  
Phone 252-222-4976  
Fax 252-222-0887

**TRUE LINE SURVEYING, P.C.**

205 West Main Street  
Clayton, NC 27520  
telephone: (919) 359-0427  
fax: (919) 359-0428  
www.truelinesurveying.com

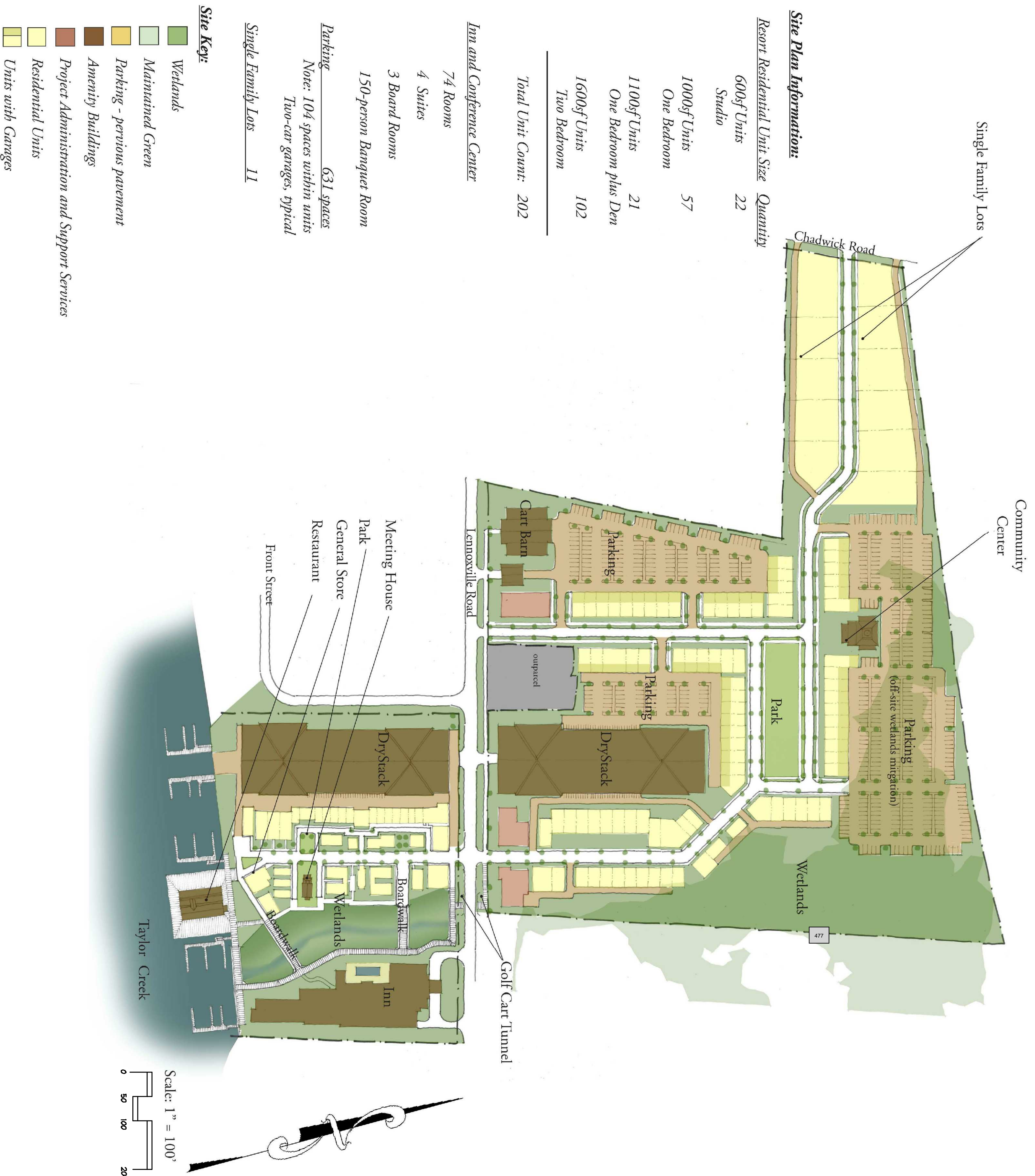


2500 Front Street  
Beaufort, NC 28516

Date: 7/2/08  
Revisions:

MASTER SITE PLAN

Sheet No.  
**Z2**  
OF 12



Single Family Lots

Community Center

Chadwick Road

Wetlands

Golf Cart Tunnel

Lennoxville Road

Taylor Creek

**Site Plan Information:**

*Resort Residential Unit Size*    *Quantity*

600sf Units	22
Studio	
1000sf Units	57
One Bedroom	
1100sf Units	21
One Bedroom plus Den	
1600sf Units	102
Two Bedroom	
<b>Total Unit Count:</b>	<b>202</b>

*Inn and Conference Center*

- 74 Rooms
- 4 Suites
- 3 Board Rooms
- 150-person Banquet Room

*Parking*                                    *631 spaces*  
*Note: 104 spaces within units*  
*Two-car garages, typical*

*Single Family Lots*                    *11*

**Site Key:**

- Wetlands
- Maintained Green
- Parking - pervious pavement
- Amenity Buildings
- Project Administration and Support Services
- Residential Units
- Units with Garages





**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 Work Session  
4:00 PM – Monday, May 24, 2021**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** 2022 Triathlon

**BRIEF SUMMARY:** The directors of the Beaufort Triathlon would like to reschedule their 2020 event to May 14, 2022. The attached request was approved for 2020.

The directors have added one request to close the Craven Street parking lot to serve as a medical location/site for Triathlon Clubs on Saturday, May 14, 2022. This requested closure is from 4:30 a.m. until the end of the event on Saturday.

An alcohol waiver for Middle Lane and the Craven Street parking lot is requested for May 13 and 14.

**REQUESTED ACTION:**

Request approval of the date or suggested alternative dates, approval of the event with staff given permission to work with the organizers to coordinate the details.

**EXPECTED LENGTH OF PRESENTATION:**

10 minutes

**SUBMITTED BY:**

Rachel Johnson, PIO/Events Coordinator

**BUDGET AMENDMENT REQUIRED:**

No

Link to map

<https://www.mapmyrun.com/routes/view/2764980556>

Here is the turn by turn:

- Exit transition area to proceed under Highway 70 bridge
- Continue on Highway 70 Bypass
- TR Turner Street
- TR Cedar Street
- TL Moore Street
- TR Front Street
- Proceed around the round a bout down Front Street
- TR Lennoxville Road
- Turnaround at the end of Lennoxville Road
- TL Front Street
- TR Craven Street
- Turnaround on Craven Street near Middle Lane
- TL Front Street
- TR Lennoxville Road
- Turnaround at the end of Lennoxville Road
- TL Front Street
- TR Craven Street
- Finish on Middle Lane

ADDED Request for Craven St. lot  
TURNER ST. 7.

Date Application Received:  
5/15/21  
Permit Number:



Updated Dates from  
Approved 2020 Application

### APPLICATION FOR SPECIAL EVENT PERMIT

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

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

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

### EVENT BASICS

Event Name: Crystal Coast Half Booty Triathlon  
Location of Event Site: Maritime Museum Annex and Middle Lane/Turner St.  
Beaufort Historic Site  
(If more than one site is being requested please be specific and list each one individually below)  
Maritime Museum Annex = Swim Course and Transition Area  
Middle Lane = Finish Line  
Turner Street -  
Beaufort Historic Site - Post RACE PARTY and Event Expo (May 8th)  
Run by: Crystal Coast Triathlon Board of Directors  
Applicant (Organizer) Name: Kaz Yahyapour Contact # 919-280-9737  
Day of Event Contact #: 919-280-9737 Email: yahyapour5@aol.com

- Type of Event:
- Festival
  - Parade
  - 5K Race
  - 10K Race



Music Event  
 Other Half Triathlon

Actual Event Date(s): May 14, 2022 Time of Event: 4:00 AM to 6:00 PM

Set-Up Date: May 14, 2022 12:00A to 5:00A Start Time: 7:00 AM

Tear Down Date: May 14, 2022 End Time: 8:00 PM

Estimated Attendance: 1,000 to 2,000 Admission Fees: Entry Free

Event Description: 1.2 mile SWIM 56 MILE BIKE RIDE 13.1 MILE RUN

SAPO:  
MAY 13, 2022

**ORGANIZER/APPLICANT INFORMATION**

Name of Organization: Crystal Coast Half Booty Triathlon

Primary Contact Person: Kaz Yahyapour

Mailing Address: 6100 Crescent Knoll Dr. Raleigh, NC 27614

Email: yahyapour5@aol.com

Daytime Phone #: 919 280 9737 Cell Phone #: 919-280-9737

Alternate Contact Person: Steve Tulavech Phone #: 252-241-3891

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 - *ADDED Request for 2022*
- Middle Lane
- John Newton Park
- Lynn Eury Park
- Grayden Paul Park
- Topsall Marine Park
- Other Please list: \_\_\_\_\_

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

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### OTHER EVENT DETAILS

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

Grand Station Rentals  
Blv Site Solutions

Will there be canon/re-enactment fire during your event? Yes If yes, please coordinate with the Beaufort Fire Department for safety procedures.

### ALCOHOL

Alcohol at the event YES  NO  Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$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 [Signature] (Applicant's Signature)

### ROAD CLOSURES

Does your event require a road closure?  YES  NO

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
CRAVEN ST.		10:00 AM	6:00 PM	6:00 P to 7:00 PM
MIDDLE LN	12:01 AM	12:00 AM	6:00 PM	6:00 P to 7:00 PM
TURNER ST. (Front St + Ann St)		10:00 AM	6:00 PM	6:00 P to 7:00 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.

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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.

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

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):

Satellite Parking at Beaufort Middle School and  
ACE Hardware

# 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)

Designated Emergency personal/liason (onsite): Kaz Yahyapour

Cell #: 919 - 280 - 9737 Other Contact: \_\_\_\_\_

How will your event staff react to severe weather?

Event will be cancelled if severe weather is predicted...

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)

Announcements made onsite at both Transition Area and FINISH LINE / POST RACE PARTY to evacuate the area.

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.

Risk of severe weather - actions as above.

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

All will know in advance that they are to seek cover in event of severe weather.

TENTS

Will you have tents at your event?  YES  NO

Please list the tent sizes: 30x100

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  NO

If yes, please provide a detailed list of all food vendors. Papa Johns Pizza for participants

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

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



# VENDORS

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

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

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

# CHECKLIST

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

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

I/We the event organizer Kaz Yahyapour, on behalf of Crystal Coast Half Booty Triathlon 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 [Signature] Date 2-5-2020

**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: \_\_\_\_\_





Ann Street Methodist

Old Burying Grounds

Ann Street United Methodist Presc

Beaufort Restoration Grounds

CCT Finish Line

Beaufort Historic Site

North Carolina Maritime Museum





Line



**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 Work Session  
4:00 PM – Monday, May 24, 2021**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Start the Summer Block Party

**BRIEF SUMMARY:** Liz Kopf and the Beaufort Development Association have submitted an event application for an event on Middle Lane on Friday, June 18 from 5-9 p.m. The request is to close Middle Lane on Friday, June 18 and to host a block party to kick off the summer season in Beaufort. During the event, there would be 2-3 food trucks, a mobile airstream brewery and a mobile beer garden (tables and chairs).

The request is to block Middle Lane to traffic and to allow alcohol on Town property. This event would serve as a fundraiser for the Beaufort Development Association’s possible fall concert series.

**REQUESTED ACTION:**

Request Approval or Denial of the event **at the Work Session** due to the close timeframe for the event.

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Rachel Johnson, PIO/Events Coordinator

**BUDGET AMENDMENT REQUIRED:**

No

Date Application Received:

5/17/21

Permit Number:



TOWN of  
**BEAUFORT**  
NORTH CAROLINA

**APPLICATION FOR SPECIAL EVENT PERMIT**

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

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

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

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

**EVENT BASICS**

→ Event Name: Start The Summer Block Party

Location of Event Site: Middle Lane

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Run by: Elizabeth Kopf / Beaufort Development Association

Applicant (Organizer) Name: Elizabeth Kopf Contact # 252-728-7446

Day of Event Contact #: 252-728-7446 Email: lizkopf@gmail.com

Type of Event:

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

- Music Event
- Other Block Party

Actual Event Date(s): Friday, June 18 Time of Event: 5:00 pm - 9:00 pm

Set-Up Date: Friday, June 18 Start Time: 12:00 pm

Tear Down Date: Friday, June 18 End Time: 11:00 pm

Estimated Attendance: 700 - 800 people Admission Fees: Free Event

Event Description: Block Party to kick off the Summer Season in Beaufort. Beer Garden with Sucamore Brewing - proceeds benefit the Beaufort Development Association's upcoming events like Mardi Gras and Fall concerts. Live Music and Food Trucks on Middle Lane also.

**ORGANIZER/APPLICANT INFORMATION**

Name of Organization: Beaufort Development Association

Primary Contact Person: Elizabeth Kopt

Mailing Address: 805 Broad Street Beaufort, NC 28516

Email: lizkopt@gmail.com

Daytime Phone #: 252-0728-7446 Cell Phone #: 252-728-7446

Alternate Contact Person: Susan Sanders Phone #: 252-241-4485

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

**SITE PLAN**

Site Plan Attached

- Yes
- No

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



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

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

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

## PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

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

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

(Trash/Recycling Carts: \$10 each, Electricity: \$50)

We will need trash carts (approx. 6) and recycling carts (approx. 3) for the event.

We are also requesting permission for the public to consume alcohol on public property.



### 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.

Adams Beverage will be bringing in retro Air stream trailer/mobile food stand & seating area  
Will there be canon/re-enactment fire during your event? NO If yes, please coordinate with the Beaufort Fire Department for safety procedures.

### ALCOHOL

Alcohol at the event YES  NO  Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$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 [Signature] (Applicant's Signature)

### ROAD CLOSURES

Does your event require a road closure?  YES  NO

Please provide specifics below:

June 18

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
Middle Lane	12:00 pm	5:00 pm	9:00 pm	9:00 pm - 11:00 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.

\_\_\_\_\_

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

\_\_\_\_\_

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

# PARADE/WALK INFORMATION

Parade Assembly Area: \_\_\_\_\_ Time: \_\_\_\_\_

Parade Dismissal Area: \_\_\_\_\_ Time: \_\_\_\_\_

Parade Start Time: \_\_\_\_\_

# EMERGENCY MANAGEMENT

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

Designated Emergency personal/liaison (on site): \_\_\_\_\_

Cell #: 252-728-1446 Other Contact: Elizabeth Kopf

How will your event staff react to severe weather?

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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)

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**RISK ASSESSMENT**

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

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

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**TENTS**

Will you have tents at your event?  YES  NO

Please list the tent sizes: \_\_\_\_\_

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

**FOOD**

Will there be food served at your event?  YES  NO

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

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

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

Beaufort Grocer Food Truck  
Turner Street Market Truck

### VENDORS

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

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

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

### CHECKLIST

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

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

I/We the event organizer Elizabeth Kopf on behalf of Beaufort Improvement Board 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 Elizabeth Kopf Date 5/17/21

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

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

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



**Town of Beaufort, NC**

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

**Board of Commissioners  
Virtual Work Session  
4:00 PM – Monday, May 24, 2021**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Dinning on Docks – Sip & Stroll

**BRIEF SUMMARY:** Beaufort Wine & Food has requested use of the West Parking lot and John Newton Park for a 2-day event on Thursday, Oct. 7 and Friday, Oct. 8, 2021. Part of the request is to allow alcohol in these areas.

Dining on the Docks is a seafood meal prepared by Beaufort chefs. Proceeds from the dinner will go to the Carteret County Public School Foundation.

Sip and Stroll will be on Friday with proceeds going to the Maritime Commercial Fishing Exhibit. This will be a multi-stop event with registration activities in John Newton Park and the West Parking lot.

2 officers will be required during times when alcohol will be served.

At this time a tent will not be set up, but the organizers would like to keep this option available as the weather can be unpredictable in October.

Event organizer will be present during the meeting to answer questions as this is a first time event.

**REQUESTED ACTION:**  
Discussion/Consideration

**EXPECTED LENGTH OF PRESENTATION:**  
10 minutes

**SUBMITTED BY:**  
Rachel Johnson, PIO/Events Coordinator

**BUDGET AMENDMENT REQUIRED:**  
No

Date Application Received:

Permit Number:



## APPLICATION FOR SPECIAL EVENT PERMIT

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

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

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

## EVENT BASICS

Event Name: Dining on the Docks / Sip and Stroll

Location of Event Site: West Parking Lot with John Newton Park

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

West Parking lot for dinner set up/possible tent due to inclement weather.  
John Newton Park for check-in area/cocktail tables.

Run by: Beaufort Wine and Food

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

Day of Event Contact #: 252-675-9231 Email: kristen@beaufortwineandfood.com

Type of Event:

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



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

Actual Event Date(s): Thursday 10.7 - Friday 10.8 Time of Event: Thursday 10.7 5:30PM

Set-Up Date: Thursday 8:00AM Start Time: 5:30PM

Tear Down Date: Friday 10.8 8:00PM End Time: Friday 10.8 7:00PM

Estimated Attendance: 200 - Thurs 150 - Friday Admission Fees: \$150 - Thurs \$65 - Friday

**Event Description:**

Thursday Night Dining on the Docks Wine Dinner honoring Beaufort's history by feasting on local seafood prepared by local Beaufort chefs. All proceeds of the dinner will go towards the Carteret County Public School Foundation. Friday Sip and Stroll Event will be a multi-stop event featuring downtown shops, restaurants, and vendors. All proceeds will go towards the Maritime Commerical Fishing Exhibit

**ORGANIZER/APPLICANT INFORMATION**

Name of Organization: Beaufort Wine and Food

Primary Contact Person: Kristen Prescott

Mailing Address: 129 Middle Lane Beaufort NC 28516

Email: kristen@beaufortwineandfood.com

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

Alternate Contact Person: Brooke Cash Phone #: 919-620-2674

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

**SITE PLAN**

**Site Plan Attached**

- Yes
  - No
- (If you need help, please set up a meeting with the Town of Beaufort's Events Coordinator)

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

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

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

## PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

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

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

Electricity Needed \_\_\_\_\_

Trash Cans/Recycling Needed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 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.

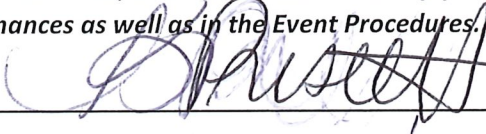
Tent - TBD based on weather      Crystal Coast Tent and Event Rentals (Tables, Chairs, Linens, Stage)

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

### ALCOHOL

Alcohol at the event YES  NO  Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$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?  YES  NO

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time

*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.

Request to use entire West Parking lot for event space.

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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.

Parking Lots on Turner Street, Queen Street and Pollock Street.

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

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

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

Parking Lots on Turner Street, Queen Street and Pollock Street.

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# PARADE/WALK INFORMATION

Parade Assembly Area: \_\_\_\_\_ Time: \_\_\_\_\_

Parade Dismissal Area: \_\_\_\_\_ Time: \_\_\_\_\_

Parade Start Time: \_\_\_\_\_

# EMERGENCY MANAGEMENT

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

Designated Emergency personal/liaison (onsite): \_\_\_\_\_

Cell #: \_\_\_\_\_ Other Contact: \_\_\_\_\_

How will your event staff react to severe weather?  
In the case of severe or unsafe weather the event will be postponed/cancelled.

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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)  
If a tent is being used Exit signs will be in place to ensure proper exit strategies.

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**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.

Weather including severe wind, rain or hurricane during the month of October will be the main focus leading up to the event to ensure the safety of our volunteers, staff and attendees.

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What training will you provide to your volunteers/staff/participants regarding emergencies?  
All weather related threats will be discussed days before the event takes place in order to ensure that our event does take all measure to ensure the safety of our patrons and staff.

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**TENTS**

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

Please list the tent sizes: Tent will not be required if weather permits. 50x100 tent if inclement weather

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

**FOOD**

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

If yes, please provide a detailed list of all food vendors. We will be featuring local chefs and wine makers for the event  
Beaufort Grocery, Aqua, Black Sheep, Moonrakers and City Kitchen are on the list of potential restaurant participation.

If yes, have you contacted the Carteret County Health Department to set up inspections? \_\_\_\_\_ YES  \_\_\_\_\_ NO  
All food will be prepared in the participating restaurant kitchen and brought to premises.

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

# VENDORS

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

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

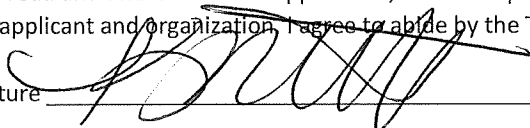
All vendors must have proper certifications and licenses. They must display the required state sales and use tax information and the event organizer must keep all of this information on file pursuant to North Carolina State laws.

# CHECKLIST

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

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

I/We the event organizer Kristen Prescott, on behalf of Beaufort Wine and Food, 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 \_\_\_\_\_

**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: \_\_\_\_\_





**Beaufort Wine and Food Weekend Inc**  
**Beaufort Wine and Food Weekend**  
**129 Middle Lane**  
**Beaufort, NC 28516**

ISSUED: 03/03/2020  
COUNTY: Carteret  
TYPE: Corporation

**PERMIT NUMBER**      **ORIGINALLY ISSUED**      **DESCRIPTION**

**00247633DB**      09/19/2017      Wine Shop

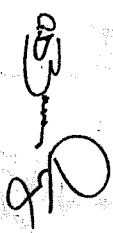
Permit(s) expire on **04/30/2021** and must be renewed each year.



FILE NUMBER:

**00247633DB-999**

Pursuant to G.S. 18B-903, these permit(s) are valid only for the business listed at this address, are not transferable, and will automatically expire with an ownership change. See authorization(s) on the back.



A.D. "Zander" Guy Jr.  
Chairman

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 09 2008**

BEAUFORT WINE AND FOOD WEEKEND INC  
PO BOX 104  
BEAUFORT, NC 28516

Employer Identification Number:  
20-2583979  
DLN:  
17053093328008  
Contact Person:  
L. WAYNE BOTHE ID# 31462  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
March 29, 2006  
Contribution Deductibility:  
Yes  
Advance Ruling Ending Date:  
December 31, 2010  
Addendum Applies:  
No

Dear Applicant:

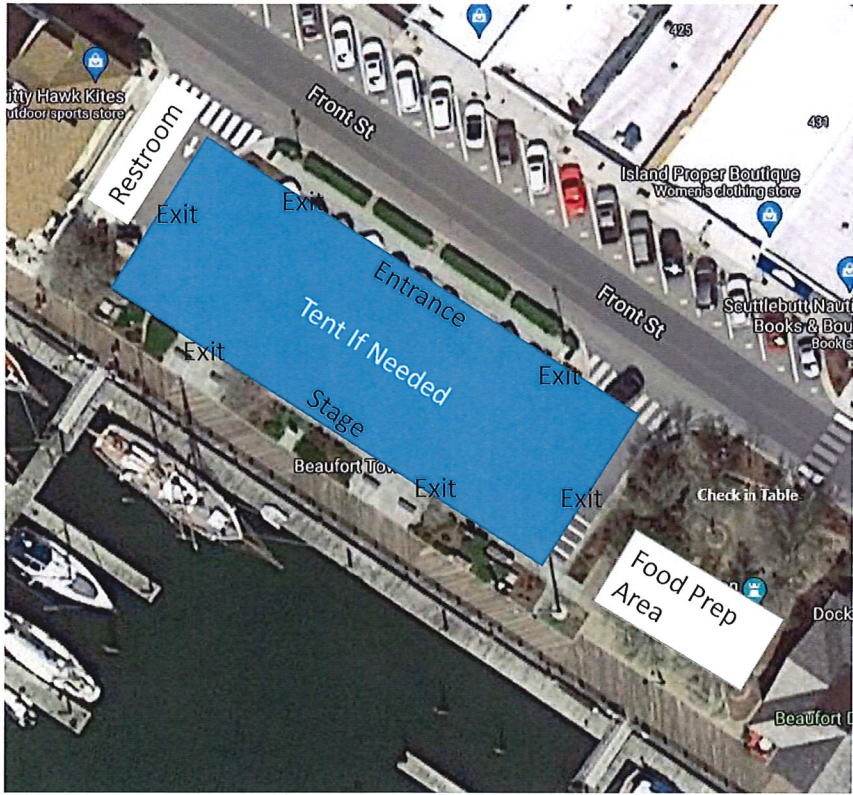
We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)





**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 Work Session  
4:00 PM – Monday, May 24, 2021**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Topsail Park Public Art

**BRIEF SUMMARY:** The Beaufort Garden Club Public Art Subcommittee has been working with Beaufort Parks & Recreation and Town Staff to donate a public art structure for Topsail Park. The attached presentation is the latest update from the committee. They have raised funds, completed a call to artists and selected the attached artist to move forward with the project.

At this point, they are seeking the permission of the BOC in order to move this project forward. The attached artist rendering is a draft and not the final design. Once permission to move forward with the project is received, the artist will work with Town staff to ensure the final design meets all necessary requirements for wind, structure etc.

The Parks & Recreation Advisory Board unanimously agreed to recommend this project to the BOC for consideration. Parks and Rec also recommends that the Garden Club be granted permission to investigate moving forward with a storyboard for Topsail Park as well.

**REQUESTED ACTION:**

Request approval be granted from the BOC for the Garden Club to move forward with the Topsail Public Art Donation project as presented. Members of the Garden Club will be present during the meeting to answer questions.

**EXPECTED LENGTH OF PRESENTATION:**

15 minutes

**SUBMITTED BY:**

Rachel Johnson, PIO/Events Coordinator

**BUDGET AMENDMENT REQUIRED:**

No



*TOPSAIL PARK  
PUBLIC ART  
UPDATE  
BEAUFORT  
GARDEN CLUB*

*MAY 2021*







# *A REMINDER OF OUR PROCESS*

**A review of procedural keys to the project:**

- 1. Select artist to create sculpture**
- 2. Confirmation from all interested parties (Garden Club membership, Parks and Rec Board, Town Commissioners,) to move forward**
- 3. Select final design of sculpture**
- 4. Complete budget for project**
- 5. Verification from the town engineer to proceed after ground and engineering studies and talks with artist have been completed.**
- 6. Fabrication and installation is completed.**
- 7. Dedication**



*TOPSAIL PARK...*

*IS NOW READY  
TO BECOME  
A PLACE FOR BEAUTY.*

*AND REMEMBRANCE.*

*WITH PUBLIC ART  
HONORING THE  
MENHADEN INDUSTRY,*

*AND THOSE WHOSE  
WORK MADE IT  
POSSIBLE.*





*THE GARDEN  
CLUB'S PUBLIC  
ART COMMITTEE  
HAS BEEN  
WORKING  
EXTREMELY  
HARD.*

- Our **Call to Artists** generated excellent proposals from four amazing sources.
- On April 16<sup>th</sup>, the BGC's Public Art Committee met and pored over the submissions for three hours.
- After selecting a first choice artist, on Monday, April 19<sup>th</sup>, committee members made a studio visit for an in person meet and greet.
- After further discussions, the Committee unanimously agreed to recommend choosing **Kirk Parker Davis**, of **ArtForms Studio** in Morehead City as our artist for Topsail Park.

*KIRK PARKER  
DAVIS*





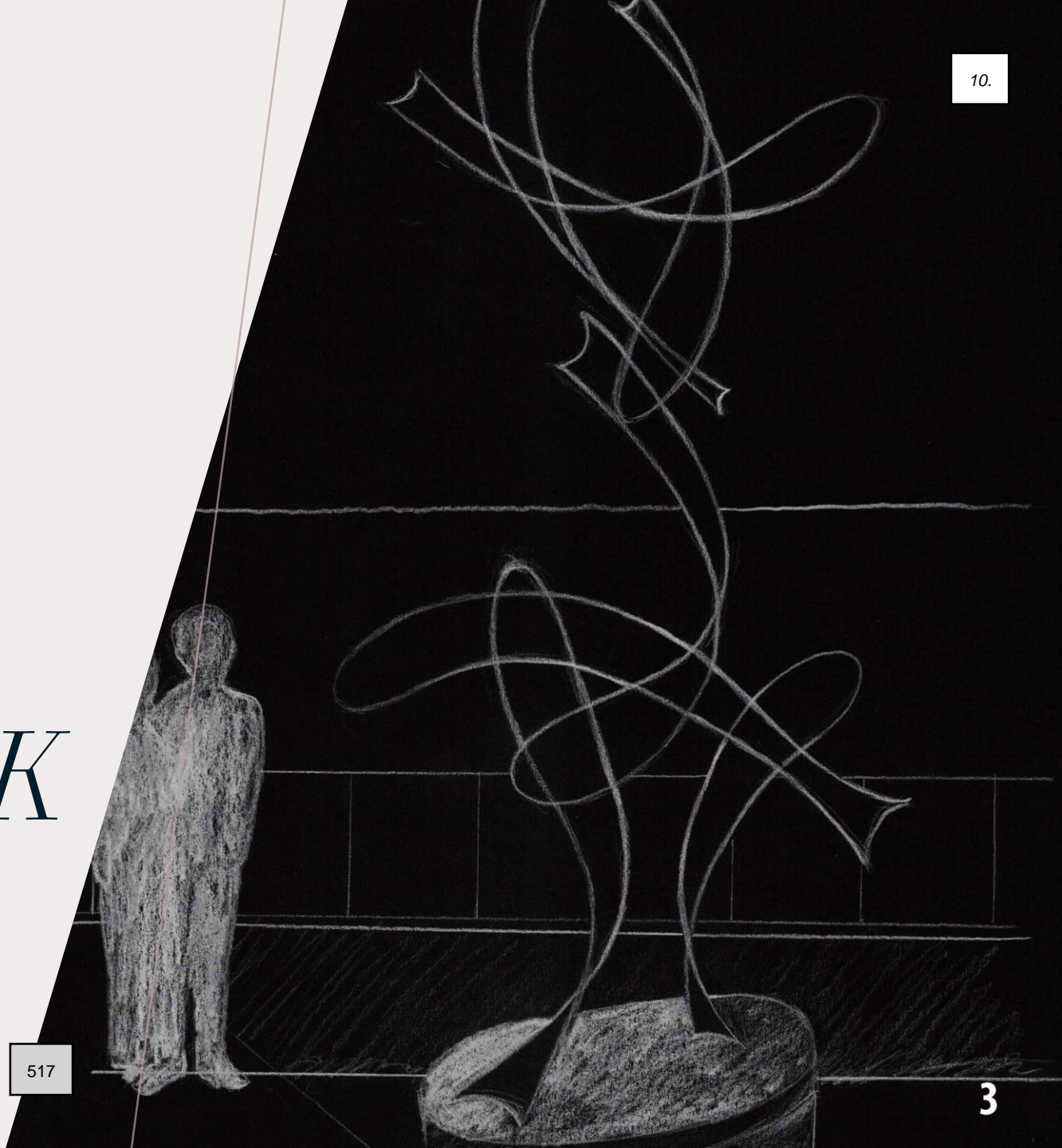


*WE CHOSE KIRK  
BECAUSE OF HIS  
SUCCESS WITH  
PUBLIC ART  
INSTALLATIONS IN  
OUR AREA*





*... AND HIS  
VISION FOR  
TOPSAIL PARK*





# *“MENHADEN MELODY”*

Stainless steel / or powder coated marine grade aluminum

Height 10 feet tall and 5 feet at its widest

Base 3 – 4 feet high

Six feet wide at its widest point

For this preliminary model the fish are shown solid, although in the final model, some may be open – with nets as part of the design. These decisions will be made in conjunction with Town of Beaufort engineer, with regard to overall weight of sculpture and base, as well as wind rating.

# *MENHADEN MELODY*

- This dramatic installation will be visible for boats entering Taylor's Creek as they come in from Beaufort Inlet, and around the point of Piver's Island and the Duke Marine Lab.
- The piece will also be clearly visible as people make their way down Moore Street.
- The piece is designed not to obstruct the view from water or land.
- The sculpture is planned as a modern take on menhaden fish and fishing, and is meant to showcase the movements of the fish rhythmically as they defy space.





- The Best News EVER!

The Garden Club has already received Private donations . . . and when combined with existing Designated BGC funds, has enough money to cover the cost of the sculpture and the base.

# *ONE MORE IDEA*

SOMETHING TO THINK ABOUT





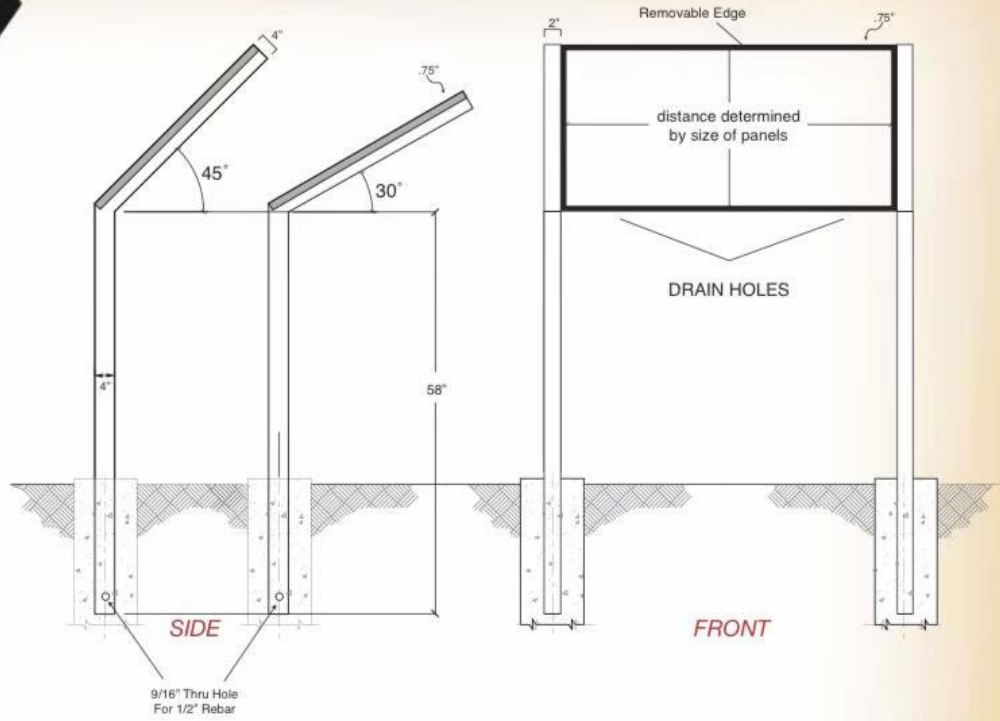
*THERE ARE  
MANY SIZES  
AND STYLES  
OF STORY  
BOARDS  
AVAILABLE*



FOSSIL  
INDUSTRIES

GRAPHICS THAT SURVIVE

*MANY  
DECISIONS  
MUST BE  
MADE IF  
STORY  
BOARDS  
ARE TO BE  
INCLUDED*



**NPS STYLE CANTILIVER PEDESTAL**

- Powder Coated Aluminum
- Custom Sizes and Colors Available

Part #: NPS-C45 and NPS-C30

Maximum thickness of graphic is 1/8 inch

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# *ADVISORS WILL BE ASKED TO ASSIST IN TELLING THE STORY . . .*

If story boards are used, local academics, authors and historians are already on board to help develop them.

- Dr. Barbara Garrity-Blake, author / Duke Marine Lab
- Local families
- Steve Goodwin, historian and author
- NC Maritime Museum Staff
- Private photo archives



*STORY BOARDS COULD BE PHASE II OF  
THE PROJECT...*

*SUBJECT TO BUDGETS, AND APPROVAL  
FROM THE BEAUFORT GARDEN CLUB,  
BEAUFORT PARKS AND REC BOARD,  
AND TOWN COMMISSIONERS.*

STAY TUNED.

# *FOR MORE INFORMATION*

Cindy Cash

252-230-0719

[cindy.cash.1117@gmail.com](mailto:cindy.cash.1117@gmail.com)

Victoria Sullivan

252-725-1988

[vsullivan@gmail.com](mailto:vsullivan@gmail.com)

Carol Remy

336-214-4357

[bgc.carolremy@gmail.com](mailto:bgc.carolremy@gmail.com)

# Beaufort Garden Club Public Art Committee

- Cindy Cash, chair
- Carol Remy, BGC past president
- Victoria Sullivan, BGC president
- BJ Vincent
- Maria Apolloni
- Katherine Bland
- Glad Atkins
- Pat Moore
- Adeline Talbot
- Penny Holland
- Jennifer Wuester
- Becky Oxholm
- Barbara Paerl



**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 Work Session**  
**4:00 PM – Monday, May 24, 2021**

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** April 2021 Financial Report-Notes

**BRIEF SUMMARY:**

- Tax balances remaining are listed for March and April.

March		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$2,400	99.91%
2015	\$7,148	99.72%
2016	\$16,317	99.38%
2017	\$21,002	99.29%
2018	\$27,801	99.15%
2019	\$55,881	98.55%
2020	\$118,406	97.53%
April		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$2,400	99.91%
2015	\$6,920	99.73%
2016	\$16,198	99.38%
2017	\$20,600	99.30%
2018	\$26,688	99.18%
2019	\$54,391	98.58%
2020	\$103,897	97.83%

- Sales and Use tax distribution for April is \$136,463 (February sales)

**REQUESTED ACTION:**

No action requested/ review

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes



**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No

## Statement of Revenue and Expenditures - Operating

Revenue Account Range: 10-301-0000 to 60-999-9999

Include Non-Anticipated: Yes

Year To Date As Of: 04/30/21

Expend Account Range: First to Last

Include Non-Budget: No

Current Period: 04/01/21 to 04/30/21

Print Zero YTD Activity: No

Prior Year: 04/01/20 to 04/30/20

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
10-301-0000	AD VALOREM TAX - CURRENT YEAR	\$31,522.55	\$4,682,759.00	\$32,542.05	\$4,671,220.70	-\$11,538.30	100%
10-301-0001	AD VALOREM TAX PRIOR YEAR	\$11,741.96	\$70,000.00	\$6,458.05	\$67,592.37	-\$2,407.63	97%
10-301-0002	PENALTIES AND INTEREST	\$290.44	\$10,000.00	\$1,522.91	\$18,210.29	\$8,210.29	182%
10-301-0004	MOTOR VEHICLE TAX	\$17,170.88	\$168,158.00	\$24,115.70	\$177,644.36	\$9,486.36	106%
10-301-0006	PAYMENT IN LIEU OF TAXES	\$0.00	\$32,000.00	\$25.90	\$5,903.86	-\$26,096.14	18%
10-303-0001	LOCAL OPTION SALES TAX	\$110,330.33	\$1,250,300.00	\$137,778.96	\$1,164,551.93	-\$85,748.07	93%
10-303-0002	UTILITIES FRANCHISE TAX	\$0.00	\$385,000.00	\$0.00	\$204,384.47	-\$180,615.53	53%
10-303-0003	BEER AND WINE TAX	\$0.00	\$18,872.00	\$0.00	\$0.00	-\$18,872.00	0%
10-303-0004	POWELL BILL	\$0.00	\$120,000.00	\$0.00	\$113,553.99	-\$6,446.01	95%
10-303-0012	Grant from NC Natural \$ Cultural Res.	\$0.00	\$13,998.00	\$0.00	\$0.00	-\$13,998.00	0%
10-303-0014	FEMA MITIGATION GRANT	\$0.00	\$84,650.00	\$0.00	\$0.00	-\$84,650.00	0%
10-303-0015	FEMA HURRICANE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$88,591.02	\$88,591.02	0%
10-303-0016	GRANTS - SRO, CAD, School Safety	\$0.00	\$91,000.00	\$6,627.79	\$63,888.95	-\$27,111.05	70%
10-303-0017	NOAA Grant - Taylor's Creek	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-303-0019	CARES RELIEF FUNDS	\$0.00	\$94,768.00	\$0.00	\$94,768.00	\$0.00	100%
10-304-0001	COUNTY ABC PROFIT DISTRIBUTION	\$0.00	\$170,000.00	\$0.00	\$112,397.00	-\$57,603.00	66%
10-304-0002	FIRE DISTRICT AD VALOREM TAX	\$26,911.67	\$334,081.00	\$27,840.09	\$278,400.90	-\$55,680.10	83%
10-304-0003	FIRE DISTRICT SALES TAX	\$9,166.67	\$105,000.00	\$8,750.00	\$87,500.00	-\$17,500.00	83%
10-304-0004	HARLOWE DIST AD VALOREM TAX	\$5,269.55	\$68,096.00	\$5,674.45	\$56,744.50	-\$11,351.50	83%
10-304-0005	HARLOWE FIRE DISTRICT SALES TAX	\$1,769.54	\$20,033.00	\$1,669.37	\$16,693.70	-\$3,339.30	83%
10-304-0020	MISC REVENUE-FIRE DEPARTMENT	\$0.00	\$0.00	\$1,646.00	\$1,851.00	\$1,851.00	0%
10-305-0001	SOLID WASTE USER FEE ( RES )	\$46,362.34	\$555,000.00	\$48,263.14	\$474,537.87	-\$80,462.13	86%
10-305-0002	SOLID WASTE USER FEES ( COMM )	\$1,126.80	\$13,500.00	\$1,108.08	\$10,916.32	-\$2,583.68	81%
10-305-0003	STORMWATER RESIDENTIAL	\$1,850.10	\$136,000.00	\$1,825.28	\$139,631.12	\$3,631.12	103%
10-305-0004	SOLID WASTE USER FEE -WBD	\$2,688.99	\$35,000.00	\$3,007.24	\$28,021.97	-\$6,978.03	80%

## TOWN OF BEAUFORT

5/19/2021

11:AM

## Statement of Revenue and Expenditures - Operating

<i>Revenue Account</i>	<i>Description</i>	<i>Prior Yr Rev</i>	<i>Anticipated</i>	<i>Curr Rev</i>	<i>YTD Rev</i>	<i>Excess/Deficit</i>	<i>% Real</i>
10-305-0005	BUILDING PERMITS	\$10,225.10	\$175,000.00	\$46,396.32	\$241,268.77	\$66,268.77	138%
10-305-0006	PARKING METER	\$0.00	\$180,000.00	\$0.00	\$0.00	-\$180,000.00	0%
10-305-0007	PARKING VIOLATIONS/PENALTIES	\$1,130.00	\$20,000.00	\$238.52	\$2,161.94	-\$17,838.06	11%
10-305-0008	COURT COSTS, FEES, CHARGES	\$108.00	\$750.00	\$90.50	\$735.00	-\$15.00	98%
10-305-0011	SPECIAL EVENT FEES	\$325.00	\$1,500.00	\$375.00	\$3,825.00	\$2,325.00	255%
10-305-0013	TRAIN DEPOT RENTAL	-\$50.00	\$0.00	-\$55.00	-\$55.00	-\$55.00	0%
10-306-0001	PROPERTY LEASES	\$16,684.94	\$224,301.00	\$16,684.94	\$201,239.74	-\$23,061.26	90%
10-306-0002	ANTENNA CONTRACT REVENUE	\$0.00	\$54,000.00	\$0.00	\$44,105.37	-\$9,894.63	82%
10-306-0003	CEMETERY LOT SALES	\$50.00	\$3,500.00	\$1,075.00	\$6,032.12	\$2,532.12	172%
10-306-0006	SALE OF SURPLUS PROPERTY	\$0.00	\$0.00	\$296.00	\$2,915.00	\$2,915.00	0%
10-306-0010	SURETY BOND	\$0.00	\$0.00	\$0.00	-\$7,840.00	-\$7,840.00	0%
10-307-0001	INVESTMENT EARNINGS	\$3,737.21	\$35,000.00	\$226.59	\$3,393.12	-\$31,606.88	10%
10-307-0002	MISCELLANEOUS REVENUE	\$25.00	\$20,000.00	\$1,350.00	\$15,476.66	-\$4,523.34	77%
10-307-0003	MISCELLANEOUS REVENUE - PD	\$1,000.00	\$0.00	\$144.00	\$4,355.00	\$4,355.00	0%
10-307-0007	PROCEEDS FROM LOAN	\$994,724.05	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-307-0008	REIMBURSEMENT FROM INSURANCE	\$14,354.96	\$2,817.00	\$0.00	\$2,817.34	\$0.34	100%
10-307-0009	APPROPRIATED FUND BALANCE	\$0.00	\$128,286.00	\$0.00	\$0.00	-\$128,286.00	0%
10-307-0010	UTILITY FUND ADMIN EXPENSE ALLOCATION	\$0.00	\$600,000.00	\$0.00	\$600,000.00	\$0.00	100%
10-307-0011	APP. REST. FUND BALANCE (PUBLIC SAFETY)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-900-9000	cancel revenue	\$0.00	\$0.00	\$0.00	\$174.08	\$174.08	0%
<b>General Fund Revenue Total</b>		<b>\$1,308,516.08</b>	<b>\$9,903,369.00</b>	<b>\$375,676.88</b>	<b>\$8,997,608.46</b>	<b>-\$905,760.54</b>	<b>91%</b>

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-410-0000	GOVERNING BODY:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-410-0200	SALARIES AND WAGES	\$3,858.34	\$47,226.08	\$3,935.50	\$39,355.00	\$0.00	\$7,871.08	83%
10-410-0500	FICA	\$295.15	\$3,778.09	\$301.04	\$3,010.40	\$0.00	\$767.69	80%
10-410-0800	WORKERS COMPENSATION	\$0.00	\$142.00	\$0.00	\$142.00	\$0.00	\$0.00	100%
10-410-1140	PUBLIC NOTICES/ADVERTISING	\$1,088.38	531 \$4,500.00	\$345.60	\$3,685.81	\$0.00	\$814.19	82%

## TOWN OF BEAUFORT

5/19/2021

## Statement of Revenue and Expenditures - Operating

11.

AM

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-410-1141	NEWSLETTER	\$346.50	\$4,000.00	\$346.50	\$3,340.49	\$0.00	\$659.51	84%
10-410-1210	OFFICE SUPPLIES	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-410-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-410-1250	DUES & SUBSCRIPTIONS	\$0.00	\$11,300.00	\$540.00	\$9,578.71	\$140.00	\$1,581.29	86%
10-410-1430	TRAINING- REGISTRATION & CLASS MAT	\$0.00	\$8,300.00	\$135.00	\$7,841.25	\$450.00	\$8.75	100%
10-410-1431	TRAVEL MILEAGE	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	0%
10-410-1432	MEALS	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0%
10-410-1433	LODGING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-410-4520	CODIFICATION	\$0.00	\$2,800.00	\$0.00	\$2,773.92	\$0.00	\$26.08	99%
10-410-5400	INSURANCE	\$0.00	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	100%
10-410-5720	ELECTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 410 Total</b>	<b>\$5,588.37</b>	<b>\$87,196.17</b>	<b>\$5,603.64</b>	<b>\$73,227.58</b>	<b>\$590.00</b>	<b>\$13,378.59</b>	<b>85%</b>
10-420-0000	ADMINISTRATION:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-420-0200	SALARIES AND WAGES	\$35,765.55	\$269,899.82	\$20,778.63	\$229,952.65	\$0.00	\$39,947.17	85%
10-420-0201	OVERTIME	\$1,562.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-420-0500	FICA EXPENSE	\$2,681.89	\$21,112.79	\$1,512.70	\$16,754.36	\$0.00	\$4,358.43	79%
10-420-0600	GROUP INSURANCE EXPENSE	\$2,928.60	\$22,354.92	\$1,767.06	\$16,385.34	\$0.00	\$5,969.58	73%
10-420-0700	RETIREMENT EXPENSE	\$5,229.70	\$40,140.68	\$3,141.41	\$34,092.46	\$0.00	\$6,048.22	85%
10-420-0800	WORKERS COMPENSATION	\$0.00	\$2,148.00	\$0.00	\$1,804.30	\$0.00	\$343.70	84%
10-420-0900	UNEMPLOYMENT INSURANCE EXPENSE	\$0.00	\$7,150.00	\$0.00	\$7,137.71	\$0.00	\$12.29	100%
10-420-1110	TELEPHONE	\$115.25	\$6,780.00	\$1,515.18	\$2,549.38	\$0.00	\$4,230.62	38%
10-420-1120	INTERNET/CABLE	\$565.88	\$6,900.00	\$570.44	\$5,172.14	\$0.00	\$1,727.86	75%
10-420-1130	POSTAGE	\$1,007.75	\$3,000.00	\$46.74	\$2,284.64	\$0.00	\$715.36	76%
10-420-1210	OFFICE SUPPLIES	\$858.09	\$14,700.00	\$1,259.15	\$9,324.53	\$638.76	\$4,736.71	68%
10-420-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$929.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-420-1221	OFFICE EQUIPMENT LEASES	\$0.00	\$7,800.00	\$452.76	\$5,374.24	\$0.00	\$2,425.76	69%
10-420-1230	OFFICE CONTRACT SERVICES	\$4,292.32	\$6,000.00	\$12.80	\$3,738.61	\$0.00	\$2,261.39	62%
10-420-1250	DUES AND SUBSCRIPTIONS	\$14.99	\$2,500.00	\$85.75	\$1,391.58	\$282.09	\$826.33	67%

## TOWN OF BEAUFORT

5/19/2021

11. AM

## Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-420-1310	ELECTRIC	\$1,418.10	\$16,800.00	\$911.81	\$10,927.85	\$0.00	\$5,872.15	65%
10-420-1330	WATER/SEWER/SOLID WASTE	\$194.29	\$3,200.00	\$95.20	\$1,211.52	\$0.00	\$1,988.48	38%
10-420-1430	TRAINING-REGISTRATION & CLASS MAT'	\$0.00	\$3,000.00	\$0.00	\$3,060.00	\$0.00	-\$60.00	102%
10-420-1431	TRAVEL MILEAGE	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-420-1432	MEALS	\$602.55	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-420-1433	LODGING	-\$224.87	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
10-420-1630	EQUIPMENT MAINT. & REPAIRS	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%
10-420-5400	INSURANCE	\$0.00	\$51,306.00	\$0.00	\$51,302.60	\$0.00	\$3.40	100%
10-420-7430	CAPITAL OUTLAY - VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 420 Total</b>	<b>\$57,941.71</b>	<b>\$489,142.21</b>	<b>\$32,149.63</b>	<b>\$402,463.91</b>	<b>\$920.85</b>	<b>\$85,757.45</b>	<b>82%</b>
10-430-0000	FINANCE:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-430-0200	SALARIES AND WAGES	\$20,701.64	\$267,914.94	\$18,069.88	\$223,676.46	\$0.00	\$44,238.48	83%
10-430-0201	OVERTIME	\$112.92	\$0.00	\$0.00	\$7.83	\$0.00	-\$7.83	0%
10-430-0500	FICA EXPENSE	\$1,478.66	\$21,436.08	\$1,281.15	\$15,963.12	\$0.00	\$5,472.96	74%
10-430-0600	GROUP INSURANCE EXPENSE	\$2,928.60	\$37,258.20	\$2,356.08	\$27,343.65	\$0.00	\$9,914.55	73%
10-430-0700	RETIREMENT EXPENSE	\$2,916.15	\$40,755.34	\$2,748.45	\$33,779.41	\$0.00	\$6,975.93	83%
10-430-0800	WORKERS COMPENSATION	\$0.00	\$1,210.00	\$0.00	\$1,210.00	\$0.00	\$0.00	100%
10-430-1210	OFFICE SUPPLIES	\$10.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-430-1230	OFFICE CONTRACT SERVICES	\$1,000.01	\$29,000.00	\$1,848.38	\$27,472.50	\$0.00	\$1,527.50	95%
10-430-1250	DUES & SUBSCRIPTIONS	\$0.00	\$400.00	\$0.00	\$160.00	\$50.00	\$190.00	52%
10-430-1430	TRAINING-REGISTRATION & CLASS MATE	\$0.00	\$5,500.00	\$0.00	\$3,625.00	\$0.00	\$1,875.00	66%
10-430-1431	TRAVEL MILEAGE	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-430-1432	MEALS	\$42.41	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0%
10-430-1433	LODGING	\$0.00	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,900.00	0%
10-430-1630	EQUIPMENT MAINT & REPAIRS	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-430-4510	PROFESSIONAL SERVICES	\$0.00	\$20,000.00	\$0.00	\$16,544.20	\$0.00	\$3,455.80	83%
10-430-4520	TAX COLLECTION ADMIN EXPENSE PROP.	\$902.29	\$87,144.00	\$839.89	\$97,874.33	\$0.00	-\$10,730.33	112%
10-430-4525	TAX COLLECTION ADMIN EXPENSE MVT	\$973.61	\$10,000.00	\$1,269.37	\$9,403.67	\$0.00	\$596.33	94%

TOWN OF BEAUFORT

Statement of Revenue and Expenditures - Operating

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
<b>DEPARTMENT 430 Total</b>		<b>\$31,066.95</b>	<b>\$524,618.56</b>	<b>\$28,413.20</b>	<b>\$457,060.17</b>	<b>\$50.00</b>	<b>\$67,508.39</b>	<b>87%</b>
10-450-0000	PARKING DEPARTMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-450-0200	SALARIES AND WAGES	\$2,885.60	\$37,467.46	\$0.00	\$7,296.00	\$0.00	\$30,171.46	19%
10-450-0201	OVERTIME	\$0.00	\$2,040.00	\$0.00	\$0.00	\$0.00	\$2,040.00	0%
10-450-0205	OTHER SALARIES - PART TIME	\$0.00	\$14,085.00	\$0.00	\$0.00	\$0.00	\$14,085.00	0%
10-450-0500	FICA EXPENSE	\$213.26	\$4,309.93	\$0.00	\$551.72	\$0.00	\$3,758.21	13%
10-450-0600	GROUP INSURANCE	\$585.72	\$7,451.64	\$0.00	\$1,171.44	\$0.00	\$6,280.20	16%
10-450-0700	RETIREMENT EXPENSE	\$404.28	\$6,021.94	\$0.00	\$1,109.73	\$0.00	\$4,912.21	18%
10-450-0800	WORKERS COMPENSATION	\$0.00	\$1,343.00	\$0.00	\$1,343.00	\$0.00	\$0.00	100%
10-450-1210	OFFICE SUPPLIES	\$82.03	\$2,000.00	\$0.00	\$22.23	\$96.77	\$1,881.00	6%
10-450-1230	OFFICE CONTRACT SERVICES - SOFTWARE	\$1,824.00	\$12,144.00	\$912.00	\$9,120.00	\$0.00	\$3,024.00	75%
10-450-1430	TRAINING -REGISTRATION AND CLASS MAT'L	\$0.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00	0%
10-450-1431	TRAVEL MILEAGE	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0%
10-450-1432	MEALS	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
10-450-1433	LODGING	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0%
10-450-1592	WBD PROJECTS	\$716.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-450-1620	EQUIPMENT RENTAL - HANDHELDS	\$100.00	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0%
10-450-1630	EQUIPMENT MAINTENANCE AND REPAIRS	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
10-450-3901	PARKING METER CREDIT CARD PROCESSING	\$40.99	\$22,000.00	\$69.62	\$765.89	\$0.00	\$21,234.11	3%
10-450-3902	COLLECTION FEES	\$354.96	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-450-4550	CONTRACT SERVICES	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
10-450-5730	CONTINGENCY	\$0.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	0%
10-450-8010	DEBT SERVICE - PRINCIPAL	\$0.00	\$7,903.00	\$0.00	\$0.00	\$0.00	\$7,903.00	0%
10-450-8011	DEBT SERVICE - INTEREST	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0%
<b>DEPARTMENT 450 Total</b>		<b>\$7,206.92</b>	<b>\$142,915.97</b>	<b>\$981.62</b>	<b>\$21,380.01</b>	<b>\$96.77</b>	<b>\$121,439.19</b>	<b>15%</b>
10-510-0000	POLICE DEPARTMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-0200	SALARIES AND WAGES	\$80,104.28	\$1,025,644.54	\$75,610.05	\$871,922.45	\$0.00	\$153,722.09	85%
10-510-0201	OVERTIME	\$176.59	\$28,000.02	\$4,392.92	\$22,599.80	\$0.00	\$5,400.22	81%

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## TOWN OF BEAUFORT

5/19/2021

## Statement of Revenue and Expenditures - Operating

11.

AM

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-510-0203	SEPARATION PAY	\$3,510.09	\$41,400.00	\$3,510.09	\$35,100.90	\$0.00	\$6,299.10	85%
10-510-0205	OTHER SALARIES-PARTTIME	\$0.00	\$10,000.00	\$108.36	\$2,428.91	\$0.00	\$7,571.09	24%
10-510-0500	FICA EXPENSE	\$6,122.22	\$89,021.32	\$6,178.50	\$68,960.55	\$0.00	\$20,060.77	77%
10-510-0600	GROUP INSURANCE EXPENSE	\$11,128.68	\$141,581.16	\$10,602.36	\$109,428.21	\$0.00	\$32,152.95	77%
10-510-0700	RETIREMENT EXPENSE	\$11,780.91	\$166,660.56	\$12,624.46	\$140,675.94	\$0.00	\$25,984.62	84%
10-510-0800	WORKERS COMPENSATION	\$0.00	\$41,540.00	\$0.00	\$41,466.72	\$0.00	\$73.28	100%
10-510-1110	TELEPHONE	\$124.95	\$8,184.00	\$1,289.40	\$2,348.58	\$0.00	\$5,835.42	29%
10-510-1111	TELEPHONE-CELLULAR	\$748.06	\$10,800.00	\$881.68	\$7,188.40	\$106.74	\$3,504.86	68%
10-510-1120	INTERNET/CABLE	\$321.00	\$4,100.00	\$465.43	\$3,909.37	\$0.00	\$190.63	95%
10-510-1130	POSTAGE	\$85.79	\$750.00	\$7.70	\$350.10	\$0.00	\$399.90	47%
10-510-1210	OFFICE SUPPLIES	\$197.40	\$3,200.00	\$643.63	\$2,966.42	\$41.61	\$191.97	94%
10-510-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$1,032.00	\$2,000.00	\$811.28	\$970.99	\$0.00	\$1,029.01	49%
10-510-1221	OFFICE EQUIPMENT LEASES	\$328.25	\$4,100.00	\$349.25	\$3,697.08	\$0.00	\$402.92	90%
10-510-1230	OFFICE CONTRACT SERVICES	\$1,381.00	\$32,600.00	\$1,287.19	\$16,549.23	\$11,281.26	\$4,769.51	85%
10-510-1250	DUES AND SUBSCRIPTIONS	\$0.00	\$2,500.00	\$71.27	\$692.53	\$0.00	\$1,807.47	28%
10-510-1260	MISC. ADMIN. EXPENSE	\$0.00	\$500.00	\$0.00	\$20.50	\$0.00	\$479.50	4%
10-510-1310	ELECTRIC	\$873.99	\$6,300.00	\$416.88	\$5,911.55	\$0.00	\$388.45	94%
10-510-1330	WATER/SEWER/SOLID WASTE	\$563.24	\$3,500.00	\$250.94	\$2,597.76	\$0.00	\$902.24	74%
10-510-1420	OSHA/SAFETY COMPLIANE	\$0.00	\$1,310.00	\$0.00	\$558.63	\$0.00	\$751.37	43%
10-510-1421	SAFETY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-1422	SAFETY SUPPLIES & MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-1430	TRAINING- REGISTRATION &CLASS MAT'	\$80.06	\$12,000.00	\$210.31	\$2,492.21	\$0.00	\$9,507.79	21%
10-510-1431	TRAVEL MILEAGE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-510-1432	MEALS	\$166.78	\$3,500.00	\$487.64	\$1,514.06	\$201.60	\$1,784.34	49%
10-510-1433	LODGING	\$135.72	\$4,000.00	\$339.10	\$1,216.94	\$0.00	\$2,783.06	30%
10-510-1440	UNIFORMS	\$443.31	\$15,000.00	\$269.51	\$6,018.16	\$107.69	\$8,874.15	41%
10-510-1451	EMPLOYEE WELLNESS	\$0.00	\$18,060.00	\$443.00	\$4,960.00	\$0.00	\$13,100.00	27%
10-510-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$0.00	\$18,300.00	\$6,964.88	\$15,790.48	\$0.00	\$2,509.52	86%

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## TOWN OF BEAUFORT

5/19/2021

## Statement of Revenue and Expenditures - Operating

11.

AM

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-510-1630	EQUIPMENT MAINT. & REPAIRS	\$0.00	\$4,200.00	\$607.00	\$3,957.03	\$177.37	\$65.60	98%
10-510-1710	AUTO FUEL	\$1,941.12	\$36,015.00	\$2,699.05	\$19,420.06	\$85.12	\$16,509.82	54%
10-510-1730	VEHICLE MAINT. & REPAIRS	\$1,068.76	\$15,000.00	\$913.76	\$7,688.85	\$37.36	\$7,273.79	52%
10-510-3310	DEPARTMENT SUPPLIES & MATERIALS	\$801.21	\$15,000.00	\$876.38	\$6,838.24	\$6,878.03	\$1,283.73	91%
10-510-4510	PROFESSIONAL SERVICES	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-510-4560	ABANDONED AND DERELICT VESSEL REMOVA	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0%
10-510-4570	MARINE OPERATIONS	\$0.00	\$4,000.00	\$0.00	\$367.37	\$0.00	\$3,632.63	9%
10-510-5400	INSURANCE AND BONDS	\$0.00	\$25,145.00	\$436.27	\$25,136.27	\$0.00	\$8.73	100%
10-510-5791	CRIMINAL INVESTIGATION	\$208.16	\$10,000.00	\$359.43	\$3,516.70	\$0.00	\$6,483.30	35%
10-510-5793	CRIME PREVENTION	\$0.00	\$5,000.00	\$25.00	\$1,940.44	\$71.95	\$2,987.61	40%
10-510-7420	CAPITAL OUTLAY - EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-7430	CAPITAL OUTLAY - VEHICLES	\$273.27	\$127,763.00	\$25,581.62	\$127,728.78	\$0.00	\$34.22	100%
10-510-8010	DEBT SERVICE - PRINCIPAL	\$0.00	\$16,594.00	\$0.00	\$16,594.00	\$0.00	\$0.00	100%
10-510-8011	DEBT SERVICE - INTEREST	\$0.00	\$663.00	\$0.00	\$662.25	\$0.00	\$0.75	100%
10-510-9003	HURRICANE SUPPLIES & MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-9010	COVID-19 RESPONSE	-\$15.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-9020	GRANT EXPENDITURES	\$0.00	\$35,000.00	\$0.00	\$41,186.72	\$13,199.93	-\$19,386.65	155%
	<b>DEPARTMENT 510 Total</b>	<b>\$123,580.86</b>	<b>\$2,003,431.60</b>	<b>\$159,714.34</b>	<b>\$1,627,373.18</b>	<b>\$32,188.66</b>	<b>\$343,869.76</b>	<b>83%</b>
10-531-0000	FIRE DEPARTMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-531-0200	SALARIES & WAGES	\$101,123.27	\$942,538.93	\$69,444.50	\$777,058.31	\$0.00	\$165,480.62	82%
10-531-0201	OVERTIME	\$1,931.95	\$30,999.02	\$1,745.36	\$15,367.91	\$0.00	\$15,631.11	50%
10-531-0205	SALARIES-PARTIME/PRN	\$0.00	\$43,080.58	\$1,961.31	\$36,134.08	\$0.00	\$6,946.50	84%
10-531-0500	FICA EXPENSE	\$7,729.99	\$81,405.93	\$5,394.67	\$61,628.73	\$0.00	\$19,777.20	76%
10-531-0600	GROUP INSURANCE	\$9,873.12	\$134,129.52	\$9,466.38	\$98,117.07	\$0.00	\$36,012.45	73%
10-531-0700	RETIREMENT EXPENSE	\$14,438.04	\$148,284.71	\$10,803.66	\$119,862.12	\$0.00	\$28,422.59	81%
10-531-0701	FIREMAN'S PENSION FUND	\$0.00	\$2,160.00	\$0.00	\$1,920.00	\$0.00	\$240.00	89%
10-531-0800	WORKERS COMPENSATION	\$2,066.81	\$51,027.00	\$0.00	\$50,946.00	\$0.00	\$81.00	100%
10-531-1110	TELEPHONE	\$143.40	\$5,768.00	\$1,295.63	\$2,700.56	\$0.00	\$3,067.44	47%

## TOWN OF BEAUFORT

5/19/2021

## Statement of Revenue and Expenditures - Operating

11.

AM

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-531-1111	TELEPHONE- CELLULAR	\$55.87	\$2,500.00	\$114.03	\$1,138.30	\$0.00	\$1,361.70	46%
10-531-1120	INTERNET/CABLE	\$321.00	\$4,420.00	\$406.11	\$3,002.39	\$0.00	\$1,417.61	68%
10-531-1130	POSTAGE	\$9.05	\$200.00	\$52.75	\$93.90	\$0.00	\$106.10	47%
10-531-1210	OFFICE SUPPLIES	\$0.00	\$1,200.00	\$28.81	\$607.67	\$0.00	\$592.33	51%
10-531-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$3,054.89	\$1,500.00	\$0.00	\$749.98	\$207.01	\$543.01	64%
10-531-1221	OFFICE EQUIPMENT LEASES	\$239.94	\$3,030.00	\$239.94	\$2,756.63	\$0.00	\$273.37	91%
10-531-1230	OFFICE CONTRACT SERVICES	\$14.40	\$1,670.00	\$0.00	\$1,420.00	\$0.00	\$250.00	85%
10-531-1250	DUES & SUBSCRIPTIONS	\$0.00	\$2,050.00	\$75.00	\$1,255.82	\$403.00	\$391.18	81%
10-531-1310	ELECTRIC	\$2,720.23	\$23,460.00	\$1,393.96	\$16,259.40	\$0.00	\$7,200.60	69%
10-531-1320	LP GAS	\$63.89	\$500.00	\$0.00	\$237.04	\$0.00	\$262.96	47%
10-531-1330	WATER/SEWER/SOLID WASTE	\$586.78	\$4,770.00	\$457.74	\$3,095.23	\$0.00	\$1,674.77	65%
10-531-1420	OSHA/ SAFETY COMPLIANCE	\$0.00	\$6,610.00	\$0.00	\$4,550.24	\$0.00	\$2,059.76	69%
10-531-1421	SAFETY EQUIPMENT	\$13,137.70	\$31,310.00	\$208.89	\$21,806.55	\$2,900.00	\$6,603.45	79%
10-531-1422	SAFETY SUPPLIES & MATERIALS	\$220.71	\$14,300.00	\$108.00	\$12,264.30	\$152.50	\$1,883.20	87%
10-531-1430	TRAINING- REGIST & CLASS MATERIAL	\$0.00	\$5,500.00	\$20.70	\$2,586.32	\$360.23	\$2,553.45	54%
10-531-1431	MILEAGE	\$0.00	\$800.00	\$0.00	\$762.86	\$0.00	\$37.14	95%
10-531-1432	MEALS	\$0.00	\$2,700.00	\$169.35	\$1,344.51	-\$13.30	\$1,368.79	49%
10-531-1433	LODGING	\$0.00	\$3,000.00	\$624.18	\$1,246.29	\$0.00	\$1,753.71	42%
10-531-1440	UNIFORMS	\$0.00	\$12,600.00	\$1,384.00	\$6,641.36	\$54.00	\$5,904.64	53%
10-531-1510	BUILDING MAINTENANCE	\$501.84	\$6,357.00	\$859.01	\$3,874.63	\$45.23	\$2,437.14	62%
10-531-1511	GROUND MAINT	\$0.00	\$3,500.00	\$0.00	\$133.91	\$0.00	\$3,366.09	4%
10-531-1512	JANITORIAL SUPPLIES	\$117.02	\$1,800.00	\$126.38	\$1,597.48	\$12.79	\$189.73	89%
10-531-1513	CONTRACTED SERVICES	\$0.00	\$8,500.00	\$0.00	\$5,798.00	\$0.00	\$2,702.00	68%
10-531-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$4,639.02	\$9,858.00	\$382.98	\$7,063.88	\$42.69	\$2,751.43	72%
10-531-1630	EQUIPMENT MAINT & REPAIRS	\$92.00	\$15,600.00	\$428.80	\$1,896.19	\$0.00	\$13,703.81	12%
10-531-1710	AUTO FUEL	\$808.12	\$23,000.00	\$1,509.88	\$8,646.32	\$34.92	\$14,318.76	38%
10-531-1730	VEHICLE MAINT & REPAIRS	\$803.03	\$26,817.00	\$1,520.66	\$26,133.02	\$146.18	\$537.80	98%
10-531-3310	DEPARTMENT SUPPLIES & MATERIALS	\$321.18	\$9,000.00	\$58.76	\$2,468.68	\$94.18	\$6,437.14	28%

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## TOWN OF BEAUFORT

5/19/2021

## Statement of Revenue and Expenditures - Operating

11. AM

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-531-5400	INSURANCE & BONDS	\$0.00	\$34,710.00	\$0.00	\$36,681.00	\$0.00	-\$1,971.00	106%
10-531-7430	CAPITAL OUTLAY- VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-531-8010	DEBT SERVICE - PRINCIPAL	\$931.93	\$255,437.00	\$0.00	\$200,000.00	\$0.00	\$55,437.00	78%
10-531-8011	DEBT SERVICE - INTEREST	\$93.19	\$95,790.00	\$0.00	\$72,024.99	\$0.00	\$23,765.01	75%
10-531-9001	HURRICANE FUEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-531-9003	HURRICANE SUPPLIES & MATERIALS	\$655.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-531-9010	COVID-19 RESPONSE	\$1,644.39	\$5,410.00	\$0.00	\$5,170.17	\$105.95	\$133.88	98%
	<b>DEPARTMENT 531 Total</b>	<b>\$168,338.02</b>	<b>\$2,057,292.69</b>	<b>\$110,281.44</b>	<b>\$1,617,041.84</b>	<b>\$4,545.38</b>	<b>\$435,705.47</b>	<b>79%</b>
10-540-0000	PLANNING & INSPECTIONS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-540-0200	SALARIES AND WAGES	\$24,038.61	\$323,420.48	\$25,031.87	\$271,963.94	\$0.00	\$51,456.54	84%
10-540-0201	OVERTIME	\$0.00	\$1,530.00	\$0.00	\$1,243.47	\$0.00	\$286.53	81%
10-540-0500	FICA EXPENSE	\$2,007.32	\$25,036.84	\$1,890.46	\$20,647.80	\$0.00	\$4,389.04	82%
10-540-0600	GROUP INSURANCE EXPENSE	\$2,928.60	\$37,258.20	\$2,945.10	\$29,426.25	\$0.00	\$7,831.95	79%
10-540-0700	RETIREMENT EXPENSE	\$3,367.80	\$47,611.85	\$3,782.25	\$41,314.97	\$0.00	\$6,296.88	87%
10-540-0800	WORKERS COMPENSATION	\$0.00	\$5,773.00	\$0.00	\$5,682.79	\$0.00	\$90.21	98%
10-540-1250	DUES & SUBSCRIPTIONS	\$0.00	\$2,500.00	\$270.00	\$2,138.11	\$0.00	\$361.89	86%
10-540-1420	OSHA/SAFETY COMPLIANCE	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
10-540-1430	TRAINING-REGISTRATION & CLASS MAT'	\$0.00	\$3,400.00	\$0.00	\$2,655.00	\$0.00	\$745.00	78%
10-540-1431	TRAVEL MILEAGE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-540-1432	MEALS	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0%
10-540-1433	LODGING	\$0.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00	0%
10-540-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$0.00	\$2,000.00	\$170.65	\$712.38	\$32.03	\$1,255.59	37%
10-540-1710	AUTO FUEL	\$29.43	\$1,000.00	\$42.78	\$323.20	\$0.00	\$676.80	32%
10-540-1730	VEHICLE MAINT & REPAIRS	\$0.00	\$1,800.00	\$343.23	\$990.65	\$0.00	\$809.35	55%
10-540-1810	PERMITS & FEES RECURRING	\$160.00	\$1,800.00	\$0.00	\$970.00	\$0.00	\$830.00	54%
10-540-3510	HISTORIC COMM.EXPENSE	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-540-3512	HISTORIC COMM-TRAVEL	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-540-4510	PROFESSIONAL SERVICES	\$7,500.00	538 22,500.00	\$0.00	\$7,500.00	\$15,000.00	\$0.00	100%

## TOWN OF BEAUFORT

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## Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-540-5400	INSURANCE & BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-540-7420	CAPITAL OUTLAY-PROFESSIONAL SERVICES	\$0.00	\$180,000.00	\$0.00	\$47,555.25	\$132,444.75	\$0.00	100%
10-540-7430	CAPITAL OUTLAY- VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-540-8010	DEBT SERVICE - PRINCIPAL	\$0.00	\$4,840.00	\$0.00	\$4,840.00	\$0.00	\$0.00	100%
10-540-8011	DEBT SERVICE - INTEREST	\$0.00	\$183.00	\$0.00	\$183.00	\$0.00	\$0.00	100%
	<b>DEPARTMENT 540 Total</b>	<b>\$40,031.76</b>	<b>\$666,153.37</b>	<b>\$34,476.34</b>	<b>\$438,146.81</b>	<b>\$147,476.78</b>	<b>\$80,529.78</b>	<b>88%</b>
10-550-0000	PUBLIC SERVICE ADMINISTRATION:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-550-0200	SALARIES AND WAGES	\$0.00	\$200,228.96	\$16,058.77	\$166,336.51	\$0.00	\$33,892.45	83%
10-550-0500	FICA EXPENSE	\$0.00	\$16,018.31	\$1,156.34	\$12,033.36	\$0.00	\$3,984.95	75%
10-550-0600	GROUP INSURANCE EXPENSE	\$0.00	\$14,903.28	\$1,178.04	\$11,184.78	\$0.00	\$3,718.50	75%
10-550-0700	RETIREMENT	\$0.00	\$30,454.82	\$2,425.80	\$25,183.62	\$0.00	\$5,271.20	83%
10-550-1230	OFFICE CONTRACT SERVICES	\$0.00	\$8,500.00	\$105.68	\$5,126.45	\$0.00	\$3,373.55	60%
10-550-1250	DUES AND SUBSCRIPTIONS	\$0.00	\$1,800.00	\$36.27	\$72.53	\$0.00	\$1,727.47	4%
10-550-1420	OSHA/SAFETY COMPLIANCE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-550-1430	TRAINING - REGISTRATION & CLASS MATERIAL	\$0.00	\$1,800.00	\$105.00	\$255.00	\$0.00	\$1,545.00	14%
10-550-1431	TRAVEL MILEAGE	\$0.00	\$230.00	\$0.00	\$0.00	\$0.00	\$230.00	0%
10-550-1432	MEALS	\$0.00	\$330.00	\$0.00	\$0.00	\$0.00	\$330.00	0%
10-550-1440	UNIFORMS	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
10-550-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$0.00	\$1,650.00	\$0.00	\$45.89	\$0.00	\$1,604.11	3%
10-550-1710	AUTO FUEL	\$0.00	\$1,000.00	\$66.99	\$148.88	\$0.00	\$851.12	15%
10-550-1730	VEHICLE MAINT. & REPAIRS	\$0.00	\$500.00	\$46.10	\$113.31	\$33.09	\$353.60	29%
10-550-4510	PROFESSIONAL SERVICES	\$0.00	\$10,000.00	\$0.00	\$7,780.37	\$0.00	\$2,219.63	78%
	<b>DEPARTMENT 550 Total</b>	<b>\$0.00</b>	<b>\$288,215.37</b>	<b>\$21,178.99</b>	<b>\$228,280.70</b>	<b>\$33.09</b>	<b>\$59,901.58</b>	<b>79%</b>
10-560-0000	PUBLIC WORKS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-0200	SALARIES AND WAGES	\$38,941.94	\$541,013.11	\$40,743.35	\$443,708.31	\$0.00	\$97,304.80	82%
10-560-0201	OVERTIME	\$0.00	\$8,800.00	\$911.06	\$8,187.01	\$0.00	\$612.99	93%
10-560-0500	FICA EXPENSE	\$2,796.51	\$44,019.50	\$3,011.83	\$33,086.17	\$0.00	\$10,933.33	75%
10-560-0600	GROUP INSURANCE EXPENSE	\$7,028.64	\$96,675.05	\$7,068.24	\$71,208.72	\$0.00	\$25,466.33	74%

## TOWN OF BEAUFORT

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## Statement of Revenue and Expenditures - Operating

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<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-560-0700	RETIREMENT EXPENSE	\$5,455.75	\$81,769.45	\$6,290.03	\$66,954.23	\$0.00	\$14,815.22	82%
10-560-0800	WORKERS COMPENSATION	\$66.31	\$22,564.00	\$0.00	\$20,442.53	\$0.00	\$2,121.47	91%
10-560-1110	TELEPHONE	\$127.67	\$2,500.00	\$424.40	\$1,588.12	\$0.00	\$911.88	64%
10-560-1111	TELEPHONE- CELLULAR	\$33.74	\$350.00	\$83.47	\$735.25	\$0.00	-\$385.25	210%
10-560-1120	INTERNET\CABLE	\$445.94	\$4,900.00	\$450.16	\$4,046.36	\$0.00	\$853.64	83%
10-560-1130	POSTAGE	\$414.93	\$4,500.00	\$1,023.23	\$4,391.36	\$0.00	\$108.64	98%
10-560-1210	OFFICE SUPPLIES	\$125.72	\$2,000.00	\$115.24	\$1,934.92	\$157.41	-\$92.33	105%
10-560-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$373.63	\$2,000.00	\$0.00	\$16.48	\$872.00	\$1,111.52	44%
10-560-1221	OFFICE EQUIPMENT LEASE	\$266.30	\$3,200.00	\$266.30	\$3,072.17	\$0.00	\$127.83	96%
10-560-1230	OFFICE CONTRACT SERVICES	\$126.89	\$2,321.69	\$405.80	\$2,256.98	\$121.69	-\$56.98	102%
10-560-1250	DUES AND SUBSCRIPTIONS	\$58.68	\$750.00	\$39.48	\$566.26	\$0.00	\$183.74	76%
10-560-1310	ELECTRIC	\$751.96	\$7,000.00	\$457.02	\$5,092.12	\$0.00	\$1,907.88	73%
10-560-1320	LP GAS	\$765.16	\$3,150.00	\$1,156.56	\$3,279.41	\$0.00	-\$129.41	104%
10-560-1330	WATER/SEWER/SOLID WASTE	\$409.30	\$2,500.00	\$215.54	\$1,650.45	\$0.00	\$849.55	66%
10-560-1420	OSHA/SAFETY COMPLIANCE	\$0.00	\$5,650.00	\$121.00	\$3,170.84	\$0.00	\$2,479.16	56%
10-560-1421	SAFETY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-1422	SAFETY SUPPLIES & MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-1430	TRAINING -REGISTRATION & CLASS	\$0.00	\$3,150.00	\$200.00	\$922.20	\$0.00	\$2,227.80	29%
10-560-1431	TRAVEL MILEAGE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-560-1432	MEALS	\$172.76	\$750.00	\$12.81	\$296.77	\$120.62	\$332.61	56%
10-560-1433	LODGING	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-560-1440	UNIFORMS	\$427.70	\$7,000.00	\$600.74	\$5,235.63	\$0.00	\$1,764.37	75%
10-560-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$2,155.18	\$18,500.00	\$319.29	\$15,803.55	\$320.22	\$2,376.23	87%
10-560-1630	EQUIPMENT MAINT. & REPAIRS	\$1,254.87	\$10,500.00	\$741.51	\$4,770.55	\$0.00	\$5,729.45	45%
10-560-1710	AUTO FUEL	\$730.71	\$15,000.00	\$1,176.71	\$9,327.03	\$0.00	\$5,672.97	62%
10-560-1730	VEHICLE MAINT. & REPAIRS	\$80.22	\$11,000.00	\$262.68	\$5,290.91	\$3,222.53	\$2,486.56	77%
10-560-1820	PERMITS & FEES - ONE TIME	\$0.00	\$500.00	\$102.65	\$102.65	\$0.00	\$397.35	21%
10-560-3310	DEPARTMENT SUPPLIES & MATERIAL	\$711.74	540 \$8,000.00	\$324.59	\$3,788.76	\$0.00	\$4,211.24	47%



## TOWN OF BEAUFORT

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## Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-560-3320	STREETSCAPING MATERIALS	\$0.00	\$74.58	\$0.00	\$0.00	\$74.58	\$0.00	100%
10-560-3811	STREET CONT. SERVICES	\$22,504.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-3812	STREET SUPPLIES & MAT'L	\$0.00	\$9,000.00	\$0.00	\$3,771.95	\$0.00	\$5,228.05	42%
10-560-3814	SIDEWALKS & MULTI-MODAL	\$0.00	\$10,000.00	\$0.00	\$8,710.05	\$0.00	\$1,289.95	87%
10-560-4550	CONTRACT SERVICES	\$135.43	\$12,675.00	\$0.00	\$5,690.52	\$7,675.00	-\$690.52	105%
10-560-4552	MOSQUITO CONTROL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-4590	DREDGING EXPENSE	\$0.00	\$85,000.00	\$0.00	\$0.00	\$0.00	\$85,000.00	0%
10-560-5400	INSURANCE	\$62.39	\$14,373.00	\$113.78	\$14,092.56	\$0.00	\$280.44	98%
10-560-5900	STREET LIGHTS	\$23,677.19	\$144,000.00	\$11,626.93	\$117,578.18	\$0.00	\$26,421.82	82%
10-560-7420	CAPITAL OUTLAY - EQUIPMENT	\$0.00	\$78,036.00	\$0.00	\$78,035.10	\$0.00	\$0.90	100%
10-560-7430	CAPITAL OUTLAY - VEHICLES	\$30,245.89	\$100,968.00	\$1,226.38	\$58,378.44	\$42,492.09	\$97.47	100%
10-560-8010	DEBT SERVICES-PRINCIPAL	\$0.00	\$230,000.00	\$0.00	\$245,000.00	\$0.00	-\$15,000.00	107%
10-560-8011	DEBT SERVICES-INTEREST	\$0.00	\$85,934.17	\$0.00	\$85,933.74	\$0.00	\$0.43	100%
10-560-9001	HURRICANE FUEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-9002	HURRICANE RENTAL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-9003	HURRICANE SUPPLIES & MATERIALS	\$1,660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-9004	HURRICANE DEBRIS REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-9010	COVID-19 RESPONSE	\$20,589.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 560 Total</b>	<b>\$162,596.51</b>	<b>\$1,681,373.55</b>	<b>\$79,490.78</b>	<b>\$1,338,116.28</b>	<b>\$55,056.14</b>	<b>\$288,201.13</b>	<b>83%</b>
10-570-0000	SANITATION:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-570-1310	ELECTRIC FOR COMPACTOR	\$85.56	\$1,000.00	\$42.02	\$547.56	\$0.00	\$452.44	55%
10-570-1630	EQUIPMENT MAINT.	\$0.00	\$1,000.00	\$321.00	\$1,736.10	\$0.00	-\$736.10	174%
10-570-1710	AUTO FUEL	\$291.76	\$15,000.00	\$670.18	\$5,672.08	\$0.00	\$9,327.92	38%
10-570-1730	VEHICLE MAINTENANCE	\$0.00	\$1,000.00	\$445.00	\$1,230.05	\$0.00	-\$230.05	123%
10-570-4520	COLLECTION CONTRACTED SV WBD ROLLOUT	\$1,942.01	\$17,650.00	\$1,996.59	\$17,846.59	\$0.00	-\$196.59	101%
10-570-4521	COLLECTION CONTRACTSVC RESROLLOUT SV	\$31,535.67	\$385,044.00	\$35,601.63	\$340,520.75	\$0.00	\$44,523.25	88%
10-570-4560	RECYCLING DISPOSAL WBD CARDBOARD ONL	\$613.77	\$7,354.20	\$626.67	\$5,627.13	\$0.00	\$1,727.07	77%
10-570-4561	SOLID WASTE DISPOSAL RES BULK SERVICE	\$2,876.64	541 26,265.00	\$1,504.13	\$25,687.39	\$0.00	\$577.61	98%

## TOWN OF BEAUFORT

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## Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-570-4562	YARD DEBRIS DISPOSAL FEE DEE GARNER	\$6,280.00	\$33,000.00	\$5,570.00	\$34,610.00	\$0.00	-\$1,610.00	105%
10-570-4563	SOLID WASTE DISPOSAL WBD COMPACTOR FE	\$1,496.90	\$26,265.00	\$1,561.22	\$22,478.71	\$0.00	\$3,786.29	86%
10-570-8010	DEBT SERVICES- PRINCIPAL (GRAPPLE TRUCK	\$0.00	\$38,028.04	\$0.00	\$38,028.00	\$0.00	\$0.04	100%
10-570-8011	DEBT SERVICES - INTEREST (GRAPPLE TRUCK	\$0.00	\$1,436.55	\$0.00	\$1,436.00	\$0.00	\$0.55	100%
	<b>DEPARTMENT 570 Total</b>	<b>\$45,122.31</b>	<b>\$553,042.79</b>	<b>\$48,338.44</b>	<b>\$495,420.36</b>	<b>\$0.00</b>	<b>\$57,622.43</b>	<b>90%</b>
10-580-0000	STORMWATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-580-1610	NON-CAPITAL EQUIPMENT PURCHASES	\$0.00	\$25,200.00	\$1,727.00	\$3,827.95	\$1,015.69	\$20,356.36	19%
10-580-1710	DEPARTMENT SUPPLIES AND MATERIALS	\$3,576.19	\$25,000.00	\$852.24	\$14,395.82	\$0.00	\$10,604.18	58%
10-580-4550	CONTRACT SERVICES	\$0.00	\$79,570.00	\$1,750.00	\$50,201.48	\$0.00	\$29,368.52	63%
	<b>DEPARTMENT 580 Total</b>	<b>\$3,576.19</b>	<b>\$129,770.00</b>	<b>\$4,329.24</b>	<b>\$68,425.25</b>	<b>\$1,015.69</b>	<b>\$60,329.06</b>	<b>54%</b>
10-620-0000	FACILITIES & GROUND MAINT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-620-1310	ELECTRIC	\$177.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-620-1330	WATER\SEWER\SOLID WASTE	\$0.00	\$0.00	\$224.94	\$224.94	\$0.00	-\$224.94	0%
10-620-1510	TOWN HALL BLDG MAINT	\$26.96	\$85,900.00	\$9,250.73	\$80,372.14	\$5,468.47	\$59.39	100%
10-620-1511	TOWN HALL GROUND MAINT	\$0.00	\$500.00	\$424.81	\$488.77	\$0.00	\$11.23	98%
10-620-1512	TOWN HALL JANITORIAL SUPPLIES	\$0.00	\$1,500.00	\$79.29	\$446.30	\$258.84	\$794.86	47%
10-620-1513	TOWN HALL CONTRACTED SERVICES	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-620-1520	TRAIN DEPOT BLDG MAINT	\$12.43	\$4,400.00	\$0.00	\$879.42	\$0.00	\$3,520.58	20%
10-620-1522	TRAIN DEPOT JANITORIAL SUPPLIES	\$0.00	\$1,000.00	\$0.00	\$722.43	\$0.00	\$277.57	72%
10-620-1523	TRAIN DEPOT CONTRACTED SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-620-1530	POLICE DEPT BLDG MAINT	\$28,224.40	\$16,500.00	\$0.00	\$16,432.21	\$0.00	\$67.79	100%
10-620-1532	POLICE DEPT JANITORIAL SUPPLIES	\$0.00	\$1,500.00	\$0.00	\$58.55	\$31.13	\$1,410.32	6%
10-620-1533	POLICE DEPT CONTRACTED SERVICES	\$155.97	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-620-1540	PUBLIC WORKS BLDG MAINT	\$97.70	\$17,200.00	\$0.00	\$10,487.15	\$0.00	\$6,712.85	61%
10-620-1541	PUBLIC WORKS GROUND MAINT	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-620-1542	PUBLIC WORKS JANITORIAL SUPPLIES	\$0.00	\$500.00	\$0.00	\$232.64	\$0.00	\$267.36	47%
10-620-1550	CEMETERY MAINTENANCE	\$104.08	\$19,000.00	\$54.78	\$8,902.56	\$0.00	\$10,097.44	47%
10-620-1560	PUBLIC RESTROOM BLDG MAINT	\$400.67	\$6,000.00	\$407.78	\$3,936.00	\$110.18	\$1,953.82	67%

## TOWN OF BEAUFORT

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## Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-620-1562	PUBLIC RESTROOM JANITORIAL SUPPLY	\$642.41	\$7,500.00	\$881.10	\$6,809.35	\$56.83	\$633.82	92%
10-620-1570	PARKS MAINTENANCE	\$682.91	\$10,000.00	\$660.73	\$9,985.74	\$69.67	-\$55.41	101%
10-620-1571	RJP PARK MAINTENANCE	\$0.00	\$12,000.00	\$2,859.34	\$5,946.80	\$332.86	\$5,720.34	52%
10-620-1572	TOPSAIL PARK IMPROVEMENTS	\$0.00	\$51,694.00	\$0.00	\$45,354.01	\$7,539.79	-\$1,199.80	102%
10-620-1573	PARKS CONTRACTED SERVICE	\$271.27	\$1,500.00	\$85.87	\$986.88	\$0.00	\$513.12	66%
10-620-1580	DOCKS AND BOARDWALK MAINT	\$29.30	\$5,250.00	\$0.00	\$961.87	\$233.78	\$4,054.35	23%
10-620-1590	PUBLIC R.O.W. MAINT	\$2,405.00	\$15,000.00	\$1,980.33	\$16,351.45	\$0.00	-\$1,351.45	109%
10-620-1591	TREES	\$0.00	\$7,000.00	\$0.00	\$100.00	\$0.00	\$6,900.00	1%
10-620-1610	NON CAPITAL EQUIPMENT PURCHASE	\$0.00	\$2,500.00	\$0.00	\$1,461.05	\$0.00	\$1,038.95	58%
10-620-1630	EQUIPMENT MAINT & REPAIRS	\$51.30	\$2,500.00	\$123.30	\$3,106.55	\$0.00	-\$606.55	124%
10-620-3310	DEPARTMENTAL SUPPLIES & MATERIALS	\$0.00	\$4,200.00	\$280.69	\$1,607.66	\$0.00	\$2,592.34	38%
10-620-4550	CONTRACT SERVICES	\$78.91	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-620-7420	CAPITAL OUTLAY/EQUIPMENT	\$0.00	\$112,950.00	\$0.00	\$0.00	\$0.00	\$112,950.00	0%
	<b>DEPARTMENT 620 Total</b>	<b>\$33,360.96</b>	<b>\$391,844.00</b>	<b>\$17,313.69</b>	<b>\$215,854.47</b>	<b>\$14,101.55</b>	<b>\$161,887.98</b>	<b>59%</b>
10-700-0000	NON-DEPARTMENTAL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-700-0206	MERIT AWARDS	\$0.00	\$37,000.00	\$0.00	\$0.00	\$0.00	\$37,000.00	0%
10-700-1120	INTERNET- FIBER HUB CONNECTION	\$680.25	\$10,200.00	\$4,194.00	\$9,908.97	\$0.00	\$291.03	97%
10-700-1130	INFORMATION TECHNOLOGY SERVICES	\$0.00	\$61,000.00	\$4,363.79	\$49,328.99	\$0.00	\$11,671.01	81%
10-700-1250	EURY'S LANDING CONDOMINIUM ANNUAL DUE	\$0.00	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	100%
10-700-1410	HUMAN RESOURCES - EMPLOYMENT	\$787.95	\$13,000.00	\$2,209.75	\$6,095.92	\$432.28	\$6,471.80	50%
10-700-1420	HUMAN RESOURCES - TRAINING	\$160.00	\$16,500.00	\$0.00	\$1,500.00	\$0.00	\$15,000.00	9%
10-700-1450	EMPLOYEE ENGAGEMENT	\$0.00	\$12,000.00	\$0.00	\$583.07	\$0.00	\$11,416.93	5%
10-700-1592	WBD PROJECTS	\$0.00	\$64,583.00	\$1,828.87	\$15,019.41	\$847.15	\$48,716.44	25%
10-700-4510	PROFESSIONAL SERVICES	\$16,981.80	\$96,534.00	\$6,562.67	\$31,810.77	\$12,540.00	\$52,183.23	46%
10-700-4530	LEGAL SERVICES	\$29,540.81	\$125,000.00	\$15,703.75	\$123,002.13	\$19,000.00	-\$17,002.13	114%
10-700-5600	CONTRIBUTIONS TO OTHER AGENCIES	\$0.00	\$4,600.00	\$0.00	\$2,100.00	\$0.00	\$2,500.00	46%
10-700-5730	CONTINGENCY	\$0.00	\$18,133.72	\$0.00	\$0.00	\$0.00	\$18,133.72	0%
10-700-7430	CAPITAL OUTLAY - VEHICLES	\$0.00	\$29,768.00	\$0.00	\$0.00	\$0.00	\$29,768.00	0%

TOWN OF BEAUFORT

Statement of Revenue and Expenditures - Operating

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
10-700-8010	DEBT SERVICE - PRINCIPAL	\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	100%
10-700-8011	DEBT SERVICE - INTEREST	\$0.00	\$19,486.00	\$0.00	\$19,485.38	\$0.00	\$0.62	100%
10-700-9003	HURRICANE SUPPLIES & MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-700-9010	COVID-19 RESPONSE	\$3,100.00	\$0.00	\$0.00	\$8,675.00	\$0.00	-\$8,675.00	0%
10-700-9020	CARES RELIEF FUNDS	\$0.00	\$94,768.00	\$0.00	\$93,117.13	\$0.00	\$1,650.87	98%
<b>DEPARTMENT 700 Total</b>		<b>\$51,250.81</b>	<b>\$703,372.72</b>	<b>\$34,862.83</b>	<b>\$461,426.77</b>	<b>\$32,819.43</b>	<b>\$209,126.52</b>	<b>70%</b>
10-800-0000	GENERAL FUND TRANSFERS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-800-0064	TRANSFER TO CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-800-8000	TRANSFER TO CAPITAL RESERVE	\$0.00	\$185,000.00	\$0.00	\$0.00	\$0.00	\$185,000.00	0%
<b>DEPARTMENT 800 Total</b>		<b>\$0.00</b>	<b>\$185,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$185,000.00</b>	<b>0%</b>
<b>General Fund Expend Total</b>		<b>\$729,661.37</b>	<b>\$9,903,369.00</b>	<b>\$577,134.18</b>	<b>\$7,444,217.33</b>	<b>\$288,894.34</b>	<b>\$2,170,257.33</b>	<b>78%</b>

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General Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenue:</b>	<b>\$1,308,516.08</b>	<b>\$375,676.88</b>	<b>\$8,997,608.46</b>
<b>Expended:</b>	<b>\$729,661.37</b>	<b>\$577,134.18</b>	<b>\$7,444,217.33</b>
<b>Net Income:</b>	<b>\$578,854.71</b>	<b>-\$201,457.30</b>	<b>\$1,553,391.13</b>

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
40-303-0009	GRANTS NC	\$0.00	\$150,000.00	\$0.00	\$0.00	-\$150,000.00	0%
40-305-0001	REVENUE ACCOUNT REGULAR - WATER USAG	\$89,717.92	\$1,194,324.00	\$88,672.02	\$1,116,198.46	-\$78,125.54	93%
40-305-0002	REVENUE ACCOUNT REGULAR - SEWER USAG	\$236,511.06	\$3,072,274.00	\$237,183.91	\$2,839,301.31	-\$232,972.69	92%
40-305-0003	WATER TAP IN FEES	\$1,400.00	\$35,000.00	\$7,700.00	\$82,700.00	\$47,700.00	236%
40-305-0004	SEWER TAP IN FEE	\$750.00	\$15,000.00	\$5,250.00	\$57,000.00	\$42,000.00	380%
40-305-0005	ACCOUNT SERVICE CHARGES	\$440.00	\$10,000.00	\$395.00	\$5,150.00	-\$4,850.00	52%
40-305-0006	WATER SERVICE CHARGES	\$0.00	\$0.00	\$0.00	\$77.64	\$77.64	0%
40-305-0007	SEWER SERVICE CHARGES	\$0.00	\$0.00	\$0.00	\$77.64	\$77.64	0%
40-305-0008	LATE FEES - WATER	\$0.00	\$40,000.00	-\$58.08	-\$95.08	-\$40,095.08	-0%
40-305-0009	LATE FEES - SEWER/GREASE	\$0.00	\$0.00	-\$3.80	-\$3.80	-\$3.80	0%

TOWN OF BEAUFORT

Statement of Revenue and Expenditures - Operating

<i>Revenue Account</i>	<i>Description</i>	<i>Prior Yr Rev</i>	<i>Anticipated</i>	<i>Curr Rev</i>	<i>YTD Rev</i>	<i>Excess/Deficit</i>	<i>% Real</i>
40-305-0010	RETURNED CHECK FEES - WATER	\$50.00	\$0.00	\$0.00	\$225.00	\$225.00	0%
40-305-0012	TEMPORARY UTILITY USE CHARGE	\$0.00	\$1,000.00	\$0.00	\$1,600.00	\$600.00	160%
40-305-0013	SPRINKLER FEES	\$0.00	\$3,000.00	\$0.00	\$4,375.00	\$1,375.00	146%
40-305-0014	SEWER ALLOCATION REQUEST FEE	\$0.00	\$0.00	\$50.00	\$150.00	\$150.00	0%
40-307-0006	PROCEEDS FROM LOAN - SEWER	\$0.00	\$90,000.00	\$0.00	\$0.00	-\$90,000.00	0%
40-307-0007	REIMBURSEMENT FROM NCDOT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-307-0011	APP.UNRESTRICTED FUND BALANCE	\$0.00	\$107,100.00	\$0.00	\$0.00	-\$107,100.00	0%
40-329-0065	TRANSFER FROM CRF	\$0.00	\$227,000.00	\$0.00	\$0.00	-\$227,000.00	0%
<b>Utility Fund Revenue Total</b>		<b>\$328,868.98</b>	<b>\$4,944,698.00</b>	<b>\$339,189.05</b>	<b>\$4,106,756.17</b>	<b>-\$837,941.83</b>	<b>83%</b>

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
40-800-0206	MERIT AWARDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-800-1240	CONTRIBUTION TO GF FOR ADMIN SERVICES	\$0.00	\$600,000.00	\$0.00	\$600,000.00	\$0.00	\$0.00	100%
40-800-8000	TRANSFER TO CAPITAL RESERVE	\$0.00	\$350,000.00	\$0.00	\$0.00	\$0.00	\$350,000.00	0%
<b>DEPARTMENT 800 Total</b>		<b>\$0.00</b>	<b>\$950,000.00</b>	<b>\$0.00</b>	<b>\$600,000.00</b>	<b>\$0.00</b>	<b>\$350,000.00</b>	<b>63%</b>
40-810-0000	SEWER DEPARTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-810-0200	SALARIES AND WAGES	\$33,081.21	\$443,557.53	\$33,470.22	\$381,827.98	\$0.00	\$61,729.55	86%
40-810-0201	OVERTIME	\$34.98	\$48,195.00	\$3,641.79	\$39,251.69	\$0.00	\$8,943.31	81%
40-810-0500	FICA EXPENSE	\$2,414.08	\$38,318.57	\$2,701.12	\$31,295.63	\$0.00	\$7,022.94	82%
40-810-0600	GROUP INSURANCE EXPENSE	\$4,685.76	\$59,613.12	\$4,712.16	\$46,745.43	\$0.00	\$12,867.69	78%
40-810-0700	RETIREMENT EXPENSE	\$4,639.59	\$73,203.59	\$5,623.42	\$63,463.98	\$0.00	\$9,739.61	87%
40-810-0800	WORKERS COMPENSATION	\$0.00	\$17,722.00	\$0.00	\$5,995.77	\$221.02	\$11,505.21	35%
40-810-1110	TELEPHONE	\$692.11	\$8,400.00	\$1,571.19	\$7,901.73	\$0.00	\$498.27	94%
40-810-1111	TELEPHONE-CELLULAR	\$57.58	\$741.00	\$59.60	\$529.96	\$0.00	\$211.04	72%
40-810-1120	INTERNET/CABLE	\$370.99	\$5,200.00	\$374.87	\$3,371.13	\$0.00	\$1,828.87	65%
40-810-1130	POSTAGE	\$407.18	\$4,600.00	\$1,023.23	\$5,139.12	\$0.00	-\$539.12	112%
40-810-1210	OFFICE SUPPLIES	\$549.61	\$1,951.88	\$206.00	\$959.06	\$46.96	\$945.86	52%
40-810-1230	OFFICE CONTRACT SERVICES	\$476.88	\$2,000.00	\$614.90	\$1,795.39	\$0.00	\$204.61	90%

## TOWN OF BEAUFORT

5/19/2021

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## Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
40-810-1250	DUES & SUBSCRIPTIONS	\$33.84	\$1,300.00	\$149.29	\$1,323.96	-\$50.00	\$26.04	98%
40-810-1310	ELECTRIC	\$28,483.54	\$185,000.00	\$15,373.58	\$153,725.15	\$0.00	\$31,274.85	83%
40-810-1330	WATER/SEWER/SOLID WASTE	\$127.56	\$1,000.00	\$68.40	\$629.97	\$0.00	\$370.03	63%
40-810-1420	OSHA/SAFETY COMPLIANCE	\$0.00	\$3,100.00	\$454.86	\$1,889.02	\$0.00	\$1,210.98	61%
40-810-1422	SAFETY SUPPLIES & MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-810-1430	TRAINING - REGISTRATION & CLASS MA	\$425.00	\$2,000.00	\$229.00	\$336.50	\$635.00	\$1,028.50	49%
40-810-1431	TRAVEL MILEAGE	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0%
40-810-1432	MEALS	\$135.45	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
40-810-1433	LODGING	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
40-810-1434	EMPLOYEE DEVELOPMENT	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
40-810-1440	UNIFORMS	\$539.55	\$5,000.00	\$378.11	\$4,217.95	\$0.00	\$782.05	84%
40-810-1510	BUILDING MAINT	\$0.00	\$8,000.00	\$10.68	\$3,438.91	\$0.00	\$4,561.09	43%
40-810-1512	JANITORIAL SUPPLIES	\$0.00	\$1,000.00	\$0.00	\$401.62	\$152.60	\$445.78	55%
40-810-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$267.90	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	0%
40-810-1620	EQUIPMENT LEASE	\$0.00	\$0.00	\$0.00	-\$38.14	\$0.00	\$38.14	0%
40-810-1630	EQUIPMENT MAINT & REPAIRS	\$3,164.55	\$72,000.00	\$3,301.03	\$65,135.66	\$762.92	\$6,101.42	92%
40-810-1710	AUTO FUEL	\$780.01	\$16,000.00	\$797.04	\$7,701.59	\$0.00	\$8,298.41	48%
40-810-1730	VEHICLE MAINT & REPAIRS	\$0.00	\$6,000.00	\$42.12	\$2,937.02	\$0.00	\$3,062.98	49%
40-810-1810	PERMITS & FEES - RECCURING	\$0.00	\$8,620.00	\$0.00	\$7,807.75	\$0.00	\$812.25	91%
40-810-1830	COMPLIANCE TESTING	\$506.00	\$15,000.00	\$0.00	\$5,759.00	\$951.40	\$8,289.60	45%
40-810-3310	DEPARTMENT SUPPLIES & MATERIALS - SEWE	\$5,380.01	\$19,000.00	\$1,631.23	\$9,214.95	\$0.00	\$9,785.05	48%
40-810-3311	DEPARTMENT SUPPLIES & MATERIALS -WWTP	\$3,385.09	\$40,000.00	\$2,117.88	\$35,162.52	\$253.81	\$4,583.67	89%
40-810-4510	PROFESSIONAL SERVICES	\$0.00	\$92,000.00	\$0.00	\$44,991.74	\$28,433.66	\$18,574.60	80%
40-810-4550	CONTRACT SERVICES	\$28,905.23	\$252,000.00	\$5,045.34	\$188,433.31	\$22,250.40	\$41,316.29	84%
40-810-4560	STREET PATCHING FOR UTILITY REPAIRS	\$0.00	\$17,000.00	\$0.00	\$0.00	\$5,425.00	\$11,575.00	32%
40-810-5400	INSURANCE	\$0.00	\$62,880.00	\$0.00	\$43,933.70	\$0.00	\$18,946.30	70%
40-810-7420	CAPITAL OUTLAY - EQUIPMENT	\$0.00	\$177,000.00	\$19,920.31	\$19,920.31	\$118,346.00	\$38,733.69	78%
40-810-7430	CAPITAL OUTLAY - VEHICLES	\$0.00	\$169,600.00	\$0.00	\$0.00	\$79,533.10	\$90,066.90	47%



## TOWN OF BEAUFORT

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## Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
40-810-8010	DEBT SERVICE-PRINCIPAL	\$1,029,524.67	\$1,054,816.60	\$1,049,970.42	\$1,054,810.42	\$0.00	\$6.18	100%
40-810-8011	DEBT SERVICE-INTEREST	\$106,316.91	\$196,857.71	\$101,395.76	\$196,816.26	\$0.00	\$41.45	100%
40-810-9001	HURRICANE FUEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 810 Total</b>	<b>\$1,255,385.28</b>	<b>\$3,125,877.00</b>	<b>\$1,254,883.55</b>	<b>\$2,436,826.04</b>	<b>\$256,961.87</b>	<b>\$432,089.09</b>	<b>86%</b>
40-811-0000	WWTP DEPARTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-811-9010	DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 811 Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>
40-812-0000	WATER DEPARTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-812-0200	SALARIES AND WAGES	\$15,154.81	\$203,228.85	\$16,923.26	\$178,287.63	\$0.00	\$24,941.22	88%
40-812-0201	OVERTIME	\$0.00	\$16,320.00	\$0.00	\$7,403.09	\$0.00	\$8,916.91	45%
40-812-0500	FICA EXPENSE	\$1,152.86	\$17,336.12	\$1,288.15	\$14,140.56	\$0.00	\$3,195.56	82%
40-812-0600	GROUP INSURANCE EXPENSE	\$2,342.88	\$29,806.56	\$2,356.08	\$23,541.00	\$0.00	\$6,265.56	79%
40-812-0700	RETIREMENT EXPENSE	\$2,123.19	\$33,109.89	\$2,557.28	\$28,061.59	\$0.00	\$5,048.30	85%
40-812-0800	WORKERS COMPENSATION	\$0.00	\$9,056.00	\$0.00	\$7,892.00	\$0.00	\$1,164.00	87%
40-812-1110	TELEPHONE	\$48.89	\$2,000.00	\$155.55	\$763.46	\$0.00	\$1,236.54	38%
40-812-1111	TELEPHONE-CELLULAR	\$65.05	\$600.00	\$66.01	\$591.36	\$0.00	\$8.64	99%
40-812-1120	INTERNET/CABLE	\$321.00	\$3,600.00	\$324.88	\$2,921.22	\$0.00	\$678.78	81%
40-812-1130	POSTAGE	\$407.17	\$4,500.00	\$1,023.24	\$4,380.37	\$0.00	\$119.63	97%
40-812-1210	OFFICE SUPPLIES	\$12.57	\$1,000.00	\$0.00	\$43.43	\$0.00	\$956.57	4%
40-812-1230	OFFICE CONTRACT SERVICES	\$1,360.48	\$3,000.00	\$568.43	\$3,215.24	\$0.00	-\$215.24	107%
40-812-1250	DUES AND SUBSCRIPTIONS	\$33.85	\$1,925.00	\$26.14	\$686.30	\$0.00	\$1,238.70	36%
40-812-1310	ELECTRIC	\$6,032.27	\$42,000.00	\$3,279.76	\$35,816.61	\$0.00	\$6,183.39	85%
40-812-1320	LP GAS	\$73.80	\$1,500.00	\$0.00	\$561.00	\$0.00	\$939.00	37%
40-812-1330	WATER/SEWER/SOLID WASTE	\$118.35	\$750.00	\$61.85	\$589.81	\$0.00	\$160.19	79%
40-812-1420	OSHA/SAFETY COMPLIANCE	\$0.00	\$1,519.99	\$0.00	\$660.40	\$19.99	\$839.60	45%
40-812-1421	SAFETY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-812-1430	TRAINING -REGISTRATION&CLASS MAT'L	\$340.00	\$1,500.00	\$0.00	\$255.00	\$0.00	\$1,245.00	17%
40-812-1431	TRAVEL MILEAGE	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%

## Statement of Revenue and Expenditures - Operating

11. AM

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
40-812-1432	MEALS	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0%
40-812-1433	LODGING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-812-1434	EMPLOYEE DEVELOPMENT	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
40-812-1440	UNIFORMS	\$185.88	\$2,600.00	\$134.48	\$1,420.02	\$34.31	\$1,145.67	56%
40-812-1510	BUILDING MAINT	\$4,014.80	\$2,000.00	\$35.97	\$1,171.70	\$0.00	\$828.30	59%
40-812-1512	JANITORIAL SUPPLIES	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
40-812-1610	NON-CAPITAL EQUIPMENT PURCHASES	\$0.00	\$9,000.00	\$0.00	\$4,091.25	\$0.00	\$4,908.75	45%
40-812-1630	EQUIPMENT MAINT. & REPAIRS	\$0.00	\$20,000.00	\$3,452.90	\$13,563.09	-\$303.00	\$6,739.91	66%
40-812-1710	AUTO FUEL	\$275.20	\$5,000.00	\$346.87	\$2,796.23	\$0.00	\$2,203.77	56%
40-812-1730	VEHICLE MAINT. & REPAIRS	\$0.00	\$4,000.00	\$353.47	\$2,372.55	\$0.00	\$1,627.45	59%
40-812-1810	PERMITS & FEES - REOCCURING	\$0.00	\$4,575.00	\$0.00	\$4,575.00	\$0.00	\$0.00	100%
40-812-1830	COMPLIANCE TESTING	\$1,365.00	\$13,000.00	\$600.00	\$5,700.54	\$0.00	\$7,299.46	44%
40-812-3310	DEPARTMENT SUPPLIES & MATERIALS - METEI	\$8,320.62	\$54,980.01	\$1,581.05	\$41,453.88	\$5,036.97	\$8,489.16	85%
40-812-3311	DEPARTMENT SUPPLIES & MATERIALS -PLANT	\$0.00	\$70,000.00	\$7,920.75	\$70,187.54	\$209.55	-\$397.09	101%
40-812-4550	CONTRACT SERVICES	\$4,635.62	\$91,700.00	\$45.83	\$56,176.63	\$2,500.00	\$33,023.37	64%
40-812-4560	STREET PATCHING FOR UTILITY REPAIRS	\$0.00	\$17,000.00	\$0.00	\$5,150.00	\$5,425.00	\$6,425.00	62%
40-812-4570	COUNTY WATER PURCHASE	\$2,785.33	\$37,000.00	\$2,896.32	\$31,065.37	\$0.00	\$5,934.63	84%
40-812-5400	INSURANCE	\$0.00	\$19,800.00	\$0.00	\$17,200.00	\$0.00	\$2,600.00	87%
40-812-5730	CONTINGENCIES	\$0.00	\$2,859.60	\$0.00	\$0.00	\$0.00	\$2,859.60	0%
40-812-7420	CAPITAL OUTLAY - EQUIPMENT	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
40-812-7430	CAPITAL OUTLAY-VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-812-8010	DEBT SERVICE - PRINCIPAL	\$97,310.40	\$102,150.33	\$76,864.65	\$81,704.65	\$0.00	\$20,445.68	80%
40-812-8011	DEBT SERVICE - INTEREST	\$16,811.28	\$31,403.65	\$9,452.21	\$25,245.68	\$0.00	\$6,157.97	80%
40-812-9001	HURRICANE FUEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 812 Total</b>	<b>\$165,291.30</b>	<b>\$868,821.00</b>	<b>\$132,315.13</b>	<b>\$673,684.20</b>	<b>\$12,922.82</b>	<b>\$182,213.98</b>	<b>79%</b>
	<b>Utility Fund Expend Total</b>	<b>\$1,420,676.58</b>	<b>\$4,944,698.00</b>	<b>\$1,387,198.68</b>	<b>\$3,710,510.24</b>	<b>\$269,884.69</b>	<b>\$964,303.07</b>	<b>80%</b>

Statement of Revenue and Expenditures - Operating

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
<b>40</b>	<b>Utility Fund</b>							
			<u>Prior</u>	<u>Current</u>	<u>YTD</u>			
		<b>Revenue:</b>	\$328,868.98	\$339,189.05	\$4,106,756.17			
		<b>Expended:</b>	\$1,420,676.58	\$1,387,198.68	\$3,710,510.24			
		<b>Net Income:</b>	-\$1,091,807.60	-\$1,048,009.63	\$396,245.93			

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
60-305-0000	WATER CAPACITY FEES	\$0.00	\$0.00	\$1,428.00	\$7,140.00	\$7,140.00	0%
60-305-0001	SEWER CAPACITY FEES	\$0.00	\$0.00	\$16,572.00	\$203,964.80	\$203,964.80	0%
	<b>Impact Fee Fund Revenue Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,000.00</b>	<b>\$211,104.80</b>	<b>\$211,104.80</b>	<b>0%</b>

<b>60</b>	<b>Impact Fee Fund</b>		<u>Prior</u>	<u>Current</u>	<u>YTD</u>		
		<b>Revenue:</b>	\$0.00	\$18,000.00	\$211,104.80		
		<b>Expended:</b>	\$0.00	\$0.00	\$0.00		
		<b>Net Income:</b>	\$0.00	\$18,000.00	\$211,104.80		

**Grand Totals**

			<u>Prior</u>	<u>Current</u>	<u>YTD</u>	
		<b>Revenue:</b>	\$1,637,385.06	\$732,865.93	\$13,315,469.43	
		<b>Expended:</b>	\$2,150,337.95	\$1,964,332.86	\$11,713,506.60	
		<b>Net Income:</b>	-\$512,952.89	-\$1,231,466.93	\$1,601,962.83	



Comparison of FY 19,20, and 21 Sales and Use Tax Distributions							
Sales Month	Collection Month	Distribution Month	Distribution Amount FY 2019	Distribution Amount FY 2020	Distribution Amount FY 2021	% change from PY	
July	August	October	\$102,279	\$154,624	\$198,338	28%	
August	September	November	\$118,261	\$147,895	\$158,529	7%	
September	October	December	\$104,910	\$132,455	\$173,832	31%	
October	November	January	\$113,279	\$130,905	\$162,919	24%	
November	December	February	\$118,047	\$116,991	\$155,965	33%	
December	January	March	\$112,470	\$133,544	\$177,189	33%	
January	February	April	\$91,523	\$110,330	\$137,779	25%	
February	March	May	\$96,640	\$96,305	\$136,463	42%	
March	April	June	\$127,685	\$127,868			
April	May	July	\$123,099	\$110,588			
May	June	August	\$145,214	\$158,801			
June	July	September	<u>\$150,652</u>	<u>\$202,009</u>			
<b>Total</b>			<u>\$1,404,059</u>	<u>\$1,622,314</u>	<u>\$1,301,015</u>		



**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 Work Session  
4:00 PM – Monday, May 24, 2021**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** FY 2021 Budget Amendment No. 11

**BRIEF SUMMARY:**

This amendment requests General Fund- Fund Balance appropriation for the increase in the cost of the Comingled Processing Charges, charged by GFL to dispose of recyclables, \$64,000 for residential and \$13,000 for WBD.

**REQUESTED ACTION:**

Approve BA # 11

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood  
Finance Director

**BUDGET AMENDMENT REQUIRED:**

Yes





**TOWN OF BEAUFORT  
FY 2021 BUDGET AMENDMENT #11**

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2021 Budget through Ordinance on June 25, 2020, and

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

BE IT THEREFORE ORDAINED that the Board of Commissioners amends the Fiscal Year 2021 Budget as follows:

**SECTION I: GENERAL FUND**

This amendment requests the following appropriations:

- Fund Balance – Public Works Sanitation- Increase in the cost of comingled processing fees.

**A. REVENUE**

<b><u>INCREASE</u></b>	
APPROPRIATED FUND BALANCE.....	\$ 77,000
<b>TOTAL INCREASE.....</b>	<b>\$ 77,000</b>

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

<b><u>INCREASE</u></b>	
PUBLIC WORKS.....	\$ 77,000
<b>TOTAL INCREASE.....</b>	<b>\$ 77,000</b>

**SECTION VI: DISTRIBUTION**

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

Adopted this 14th day of June, 2021

ATTEST:

\_\_\_\_\_  
Allen Coleman  
Town Clerk

\_\_\_\_\_  
Everette S. Newton  
Mayor



**Town of Beaufort, NC**

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

**Board of Commissioners  
Virtual Work Session  
4:00 PM – Monday, May 24, 2021**

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Appointment to the Volunteer Historic Preservation Commission (HPC)

**BRIEF SUMMARY:**

Position(s) requested to be filled:

<b>Board/ Commission/ Committee</b>	<b># of Positions</b>	<b>Term Length</b>	<b>Reason</b>
Historic Preservation Commission	1	Partial Term Expiring 1/31/2022	Resignation

In January/February 2021, recruitment for several vacancies on the Town’s volunteer boards/commissions/committees produced several candidates who were interested in serving on the Historic Preservation Commission. At the Board of Commissioners March 8, 2021 Regular Meeting, the Board appointed two new candidates to serve on the Historic Preservation Commission leaving six candidates still eligible.

After a collaborative discussion between the Town Clerk, Planning and Inspections Director, and Town Manager, it was decided to re-submit the current (on-file) candidates for consideration of this partial term appointment.

As of Monday, May 17, 2021, six applications were on file in the Office of the Town Clerk and candidates were still interested in serving in this capacity. The applicants are:

<b>Applicant</b>	<b>Re-Appointment Or New</b>
Becky Bowler	NEW
Phillip Coe	NEW
Bradley Hedrick	NEW
Ian Huckabee	NEW
Jared Penland	NEW
Heather Poling*	NEW*

\*applicant previously served but is not currently appointed\*

Each applicant's submitted application is included as part of this agenda item. Of note, when these candidates applied the old application was in circulation. Staff we will work to obtain the necessary information being used on the Town's new Volunteer Application for consistency.

**REQUESTED ACTION:**

The Town Clerk recommends the Board consider appointing an applicant to the vacant Historic Preservation Commission position, which is a partial term expiring January 31, 2022.

**EXPECTED LENGTH OF PRESENTATION:**

10 min

**SUBMITTED BY:**

Allen Coleman,  
Town Clerk & Assistant to the Town Manager

**BUDGET AMENDMENT REQUIRED:**

N/A



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Becky Bowler

Address: 107 Harper Street, Beaufort NC 28516

Telephone: (917) 565-3563 Email: becky.bowler@gmail.com

Employer: Guggenheim Partners Occupation: Managing Director, Strategic Partnerships

**Board, Committee, or Commission Interested In** (please check all that apply):

- Planning Board     Board of Adjustment     Historic Preservation Commission
- Airport Authority     Oceanview Cemetery     Parks & Recreation
- Other: \_\_\_\_\_

**NEW APPOINTMENT**       **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Please see attached.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES     NO



**Town of Beaufort – Application for Volunteer Board  
Applicant: Becky Bowler – February 2021**

*Please outline or attach your qualifications (including education, employment history and any special skills) and how you feel you would contribute to the board, committee or commission that you are applying for:*

I'd love to be considered for the Town of Beaufort Planning Board or Historic Preservation Commission.

I was born and raised in Fayetteville, NC. After graduating from Meredith College in Raleigh, I moved to London and spent several years working for Lehman Brothers, an investment bank. For much of the past 25 years, I've lived in Greenwich Village, a landmarked historic district in NYC, and have worked for asset management firms including Invesco and Guggenheim Partners – my employer now and for the past 15 years. At Guggenheim, I'm a Managing Director in the Investments division and have responsibility for business development with institutions. My role involves strategic negotiation, budget development and collaborating with clients and colleagues around the globe. In addition to my education at Meredith, I attended Wharton-the University of Pennsylvania where I obtained the Certified Investment Management Analyst (CIMA) designation.

While I only recently bought my home in (and relocated to) Beaufort, I believe I can make an immediate contribute to either the Planning Board or the Historic Preservation Committee based on my education and professional experience – and, perhaps most important, through my passion for eastern NC, always positive attitude and approach to working diligently with others in a collaborative, congenial manner. I will be happy to provide a long list of references who can provide a candid assessment of me if that will be helpful.

*Have you ever served on a Board, Committee or Commission in Beaufort or elsewhere?*

Yes – please see below:

- Currently serve on Board of Directors of Hot Bread Kitchen, a non-profit focused on creating economic mobility for women, minorities & immigrants through job training programs and small business incubation [www.hotbreadkitchen.org](http://www.hotbreadkitchen.org)
- Guggenheim Partners Corporate Social Responsibility Committee – member of senior leadership committee (served for 5 years through December 2020)
- Board of Directors 108 East 91<sup>st</sup> – elected by my neighbors and fellow shareholders to serve as the vice president of our co-op board (2013-14)

If I'm selected to serve with you on the Planning Board or Historic Preservation Commission, you can depend on me to be engaged & prepared and an active participant in each meeting. Thank you for considering me, and please let me know if I can provide additional information.

Best,

*Becky*

Becky Bowler

[becky.bowler@gmail.com](mailto:becky.bowler@gmail.com)

tel: (917) 565-3563



If yes, please state the name of the Board, Committee, or Commission:

Please see attached.

If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.

Do you attend regular town meetings?

YES

NO

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. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Becky Bowler Date: 2/4/21

Signature: Becky Bowler





# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Phillip V, Coe

Address: 420 Skimmer Cove Beaufort N, C, 28516

Telephone: (336) 682-8001 Email: phillip.coe@yahoo.com

Employer: retired Occupation: \_\_\_\_\_

**Board, Committee, or Commission Interested In (please check all that apply):**

- Planning Board     Board of Adjustment     Historic Preservation Commission
- Airport Authority     Oceanview Cemetery     Parks & Recreation
- Other: \_\_\_\_\_

**NEW APPOINTMENT**       **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

I was until my retirement in November of 2019 the president of Coe Management Group Inc, The Center for a Drugfree Workplace, llc and Substance Abuse Control Systems, llc with home offices located in Winston-Salem, N. C. these three companies managed the drug and alcohol programs for over 2200 companies and operated in all fifty states. I also served on the Board of Trustees at Konnoak Hills Moravian Church for sixteen years before being elected to the Board of Trustees for Salem Congregation of the Southern Province of the Moravian Church, this board managed most of the buildings and the graveyard in Old Salem. I also worked with the Boy Scouts for eighteen years.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES       NO

If yes, please state the name of the Board, Committee, or Commission:

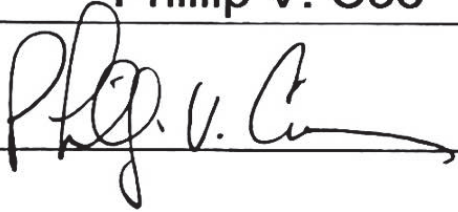
\_\_\_\_\_

If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.

Do you attend regular town meetings?  YES  NO

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. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Phillip V. Coe Date: 2/11/21

Signature: 

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Bradley Hedrick

Address: 315 Hedrick Street

Telephone: 540-220-9260 Email: sparkytect@hotmail.com

Employer: Williams Electric Occupation: Master Electrician

**Board, Committee, or Commission Interested In (please check all that apply):**

- Planning Board     Board of Adjustment     Historic Preservation Commission
- Airport Authority     Oceanview Cemetery     Parks & Recreation
- Other: \_\_\_\_\_

**NEW APPOINTMENT**       **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

BS Historic Preservation, Mary Washington College, UMW  
Preservation Contractor, Fredericksburg, VA with several projects completed working on National register properties  
Past President, Historic Prince William, Inc. Prince William County, VA

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES       NO

If yes, please state the name of the Board, Committee, or Commission:  
Zoning Appeals Board, Fredericksburg, VA

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If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.

Do you attend regular town meetings?                       YES                       NO

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. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: \_\_\_\_\_ Bradley L Hedrick \_\_\_\_\_ Date: \_\_\_\_\_ 2/4/2021 \_\_\_\_\_

Signature: Bradley L Hedrick

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Ian Huckabee

Address: 715 Ann Street, Beaufort, NC 28516

Telephone: 252.226.0480 Email: ian@crewcoastal.com

Employer: Crew Coastal (self-emp) Occupation: Real estate

**Board, Committee, or Commission Interested In** (please check all that apply):

- Planning Board     Board of Adjustment     Historic Preservation Commission
- Airport Authority     Oceanview Cemetery     Parks & Recreation
- Other: \_\_\_\_\_

**NEW APPOINTMENT**       **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES       NO

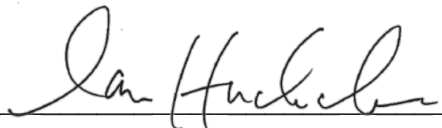
If yes, please state the name of the Board, Committee, or Commission:  
Former board chair and current board member, Museum of Life and Science

If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.

Do you attend regular town meetings?  YES  NO  
(Please see attached)

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. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Ian Huckabee Date: 2/12/21

Signature: 

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_



**Ian Huckabee — HPC Qualifications**

*Please outline your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:*

I've provided my board membership and work experience below. You'll see that I have a unique set of skills that will allow me to perform well as a member of the Historic Preservation 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.

I recently moved to Beaufort full-time. My wife and I live in the 700 block of Ann Street. We're both thrilled to live here finally (my wife is from the area), and we seek to do our 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.

**Board Memberships**

Board Chair  
Museum of Life and Science  
2016 – 2017

Member Board Of Directors  
Museum of Life and Science  
2014 – Present

Member of Executive, Finance, Development, and Compensation committees

Board Member - TechHome Division  
Consumer Technology Association (formerly Consumer Electronics Association)  
2002 – 2003  
Inaugural board member

**Employment History**

Real Estate Broker & Entrepreneur  
Crew Coastal Real Estate (eXp Realty)  
May 2020 – Present  
Beaufort, NC

- Provide premium full-service listing and buying experiences. Agency-level marketing expertise. Thorough market research. Single-family, multi-family, vacation rentals (including B&Bs), new construction, commercial.

Chief Business Development Officer  
Cactus Group  
Durham, NC  
Apr 2018 – May 2020

- Responsible for all aspects of business development, including marketing strategy and execution, sales planning, and operational and customer service improvements. Identified new growth areas through effective market segmentation and implementation strategies. Oversaw sales and marketing and project management teams.
- Helped lead a restructuring that resulted in improved organizational structure, service mix, revenue strategies, and overall operations.
- Created an integrated marketing and sales strategy that achieved 450% growth in number of new customers in 2019, exceeding Cactus’ yearly sales goal.

Operations and Marketing – Chief Marketing Officer (CMO)  
Principled Technologies  
Sep 2015 – Mar 2018  
Research Triangle Park, NC

*Principled Technologies acquired Weejee Learning, a company co-founded by Ian Huckabee.*

- Responsibilities for the post-acquisition integration of operational/marketing aspects of Weejee into PT daily operation.

- Successfully integrated all operations, marketing, sales and finance activities of Weejee into PT; maintained employee morale in a transition period.
- Developed and managed strategic marketing and sales planning activities. Worked with sales teams, and implemented sales strategies leading to increased learning revenue growth of 60%.
- Maintained overall key account development with large national accounts including Proctor & Gamble, Hilton, MassMutual, and Daimler.

Chief Executive Officer (CEO)/Co-founder

Weejee Learning

2010 – 2015

Durham, NC

(Acquired by Principled Technologies, Inc. in September 2015.)

- Co-founded and led the direction of this startup organization creating custom innovative elearning courses and programs for large enterprise. Created and implemented company vision. Developed marketing plans and objectives.
- Delivered solutions for Learning and Development directors to transform employee learning and engagement activities. Provided direction for 15 staff plus more than 30 contractors, overseeing all business operations activities including CX, marketing, sales, finance, technology, and human resources. Solicited, developed, and maintained large national accounts, such as PwC, Genworth, Halliburton, American Heart Association, DaVita, and Abbott Labs. Developed training segments on multiple topics including compliance, sales, and business process.
- Led strategic marketing efforts which led to greater than 50% year-over-year growth. Focused on company-wide strategy, innovation, and key initiatives, including customer experience initiatives that led to improved net promoter scores.
- Oversaw the creation of custom development frameworks and an elearning analytics platform enabling users to track learner competency and performance data from team members in other markets.
- Bootstrapped the organization on a staff/contractor model. Successfully negotiated the sale of the organization to Principled Technologies.

President

DwellWell Group

2001 – 2010

- Oversaw all aspects of residential construction. Maintained full P&L responsibilities and managed all financial activities. Conducted market research, negotiated land purchases, and secured construction and lot loans from lenders; managed borrowed funds. Provided daily direction for building teams and subcontractors.

- Identified new products/home types, reducing days-on-market and increasing profit; grew profit margins from 11% to 19%.
- Netted additional revenue of 12% annually through successful forecasting of cash needs, investment of excess cash, and reduction of interest charges.
- Created HomeConnect integrated home automation and security solution.
- Designed and oversaw the development of DwellWell.com, an online real estate marketing service allowing sellers to list and easily share information about their homes online and with social media connections.

Vice President, Audio Operations and Marketing

Sony Music Entertainment

1993 – 2000

New York, NY

- Supervised daily operations, marketing, and sales of five departments. Provided direction for 65+ staff including studio managers, audio engineers and technicians. Managed salary and expense planning; represented Sony Music in collective bargaining negotiations. Maintained P&L responsibilities; established new profit centers and set sales budget forecasts. Created and planned marketing activities.
- Successfully restructured Sony Music’s audio operations into five integrated departments. Evaluated existing processes, drafted a new business and reorganization plan. Successfully executed reorganization, earning the promotion to Vice President.
- Achieved marketing and sales goals, including landing clients whose work at the studio earned over 160 Grammy awards; exceeded plans for growth and increased revenue from \$8MM to \$24MM per year.
- Led the design of a custom integrated scheduling and invoicing system which improved operational efficiency and reduced overhead.
- Prior Roles Held: Director of Audio Operations and Marketing; Studio Manager



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Jarrod C. Penland

Address: 209 Shearwater Lane

Telephone: (252) 344-1880 Email: jarrod@penlandheating.com

Employer: Self Employed Occupation: Business Owner

**Board, Committee, or Commission Interested In** (please check all that apply):

- Planning Board     Board of Adjustment     Historic Preservation Commission
- Airport Authority     Oceanview Cemetery     Parks & Recreation
- Other: \_\_\_\_\_

**NEW APPOINTMENT**       **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

I am a licensed contractor in North Carolina, with 25 years of experience working throughout the state, on various residential and commercial projects. I have spent a majority of my career working in the historical town of Hillsborough. I have completed countless historical projects for the residents, and the town, all while working with the Historical society to preserve the history and character during the completion of those projects.

In addition, I have worked with various planning departments in NC to complete municipale and private commercial construction projects. I have experience with building codes as well as town ordinances. I have extensive experience with working alongside architects and engineers

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES       NO

If yes, please state the name of the Board, Committee, or Commission:

\_\_\_\_\_

If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.

Do you attend regular town meetings?

YES

NO

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. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name:           Jarrod C. Penland           Date:           2/1/20          

Signature:           *jarrod penland*          

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_





# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Heather Poling

Address: 503 courtyard East Beaufort NC 28516

Telephone: 704 877 1820 Email: pyratemermmaid@me.com

Employer: Shack Shoppe Occupation: Shopkeep

**Board, Committee, or Commission Interested In** (please check all that apply):

- Planning Board
- Board of Adjustment
- Historic Preservation Commission
- Airport Authority
- Oceanview Cemetery
- Parks & Recreation
- Other: \_\_\_\_\_

- NEW APPOINTMENT
- REAPPOINTMENT

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

*minor in History; previously have served on HPC as Vice Chair for 4 out of 6 years ~~years~~ of appointment.  
My passion is to help Beaufort both remain as she stands historically & allow for the forward momentum of change with grace.*

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

- YES
- NO

If yes, please state the name of the Board, Committee, or Commission:

Historic Preservation Commission

If this is a reappointment, please list the number of meetings attended during the last 12 months: 12.


Do you attend regular town meetings?

YES

NO

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. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Leather Poling Date: 1/28/2021

Signature: 

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_



**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 Work Session  
4:00 PM – Monday, May 24, 2021**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Appointments to the Beaufort Harbor and Waterways Master Plan Advisory Committee

**BRIEF SUMMARY:**

Over the past several months, the Board of Commissioners have discussed the composition and charge of a new committee called the Beaufort Harbor and Waterways Master Plan Advisory Committee.

The purpose of this new advisory committee is to effectively address the many issues coming to bear on the town’s waters over the next few years in a coordinated fashion that supports a positive outcome for Beaufort’s residents and visitors. This committee will engage the public and work with the town’s staff and consultant to advise the Board of Commissioners during the formation of a Beaufort Harbor & Waterways Master Plan.

On May 10, 2021, the Board adopted the top ten (10) key elements (among others) the committee will be tasked with addressing, coordinating, and integrating into the Master Plan. A total of six positions were included in the approved composition with an ex officio seat for a Commissioner. In addition, the Town has appropriated \$40,000 in FY2021 to hire a consulting firm to assist in preparation of the Beaufort Harbor and Waterways Master Plan and has contracted with Moffatt and Nichols.

Position(s) requested to be filled:

<b>Board/ Commission/ Committee</b>	<b># of Positions</b>	<b>Term Length</b>	<b>Reason</b>
Beaufort Harbor and Waterways Master Plan Advisory Committee	6	Duration of the Project <i>(Goal for Plan Completion is the end of FY22)</i>	New Committee

Active recruitment for the six vacant positions began in April, 2021 with an application deadline of Friday, May 14, 2021. In an effort to increase public participation and awareness, Town staff used the Carteret County News Times, Facebook, and the Sunshine List to advertisement the position vacancies and to encourage a diverse group of applicants.

As of Monday, May 17, 2021, twenty-nine (29) applications were received. The applicants are as follows:

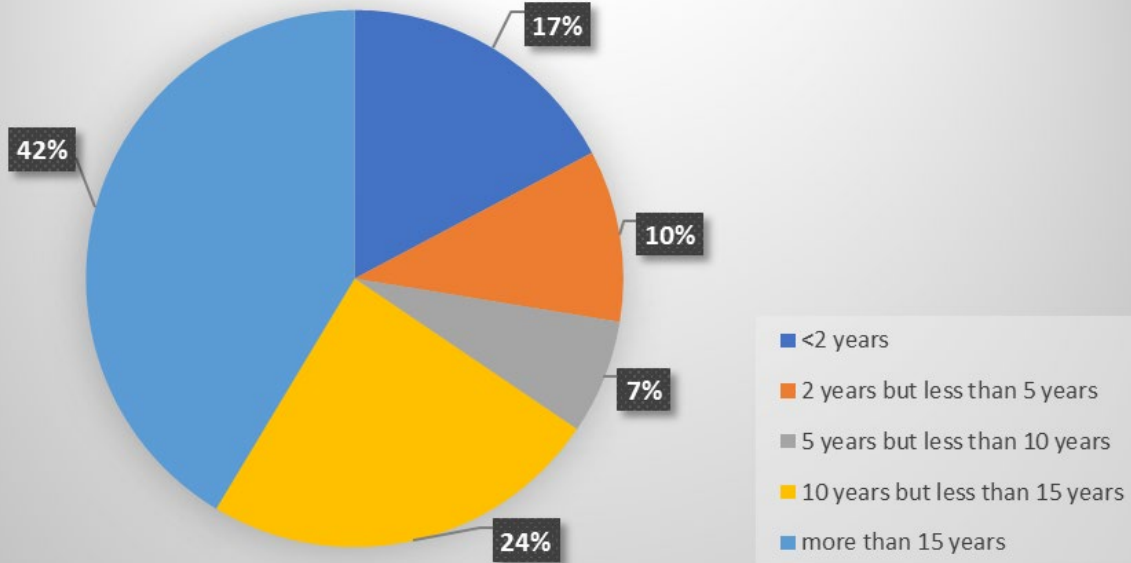
<b>Applicant</b>	<b>Re-Appointment Or New</b>	<b>Full-Time Beaufort Resident</b>
George Aswad	NEW	No (Newport)*
Steve Bishop	NEW	Yes
Becky Bowler	NEW	Yes
Norris Cotton	NEW	Yes
Tipper Davis	NEW	Yes
Douglas Doubleday	NEW	Yes
Barry Evans	NEW	Yes
Nicholas Fantano	NEW	No (Hilton Head)**
Victor Fasolino	NEW	Yes
Paula Gilikin	NEW	Yes
Robert Harper	NEW	Yes
Will Harvey	NEW	Yes
Tammy Hunsucker	NEW	Yes
Charles Llewellyn	NEW	Yes
Dexter Matthews	NEW	Yes
Ryan Neve	NEW	Yes
Charles Oliver II	NEW	Yes
Howard Paul	NEW	Yes
Captain Monty Poling	NEW	Yes
Susan Sanders	NEW	Yes
Susan Schmidt, PhD	NEW	Yes
Robert Shores	NEW	Yes
Hal Snyder	NEW	Yes
Jonathan Sprowl	NEW	No (Fuquay Varina)*
George Stanziale	NEW	No (Durham)
Miriam Sutton	NEW	Yes
Dianne Tetreault	NEW	No (Morehead City)*
Doug Townsend	NEW	Yes
Doug Williams	NEW	Yes

\*Not be full-time residents, but are property owners in Beaufort.

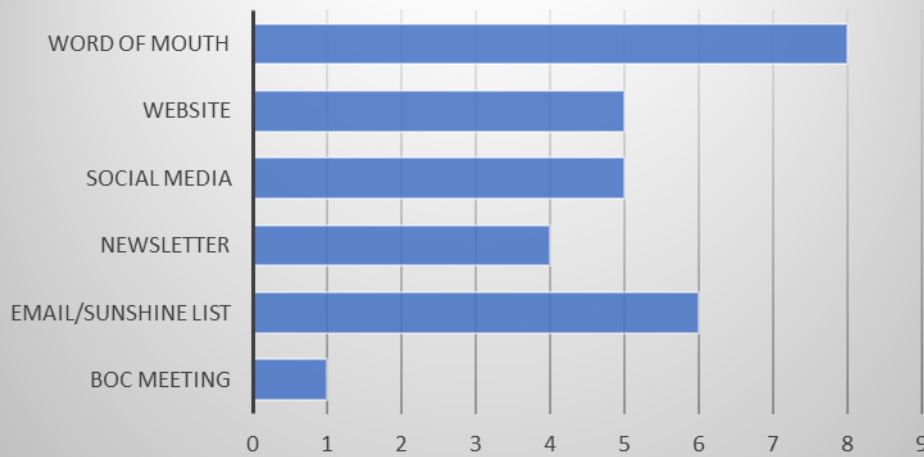
\*\*Does not own property in Beaufort.

A couple of statistics based on the above applications:

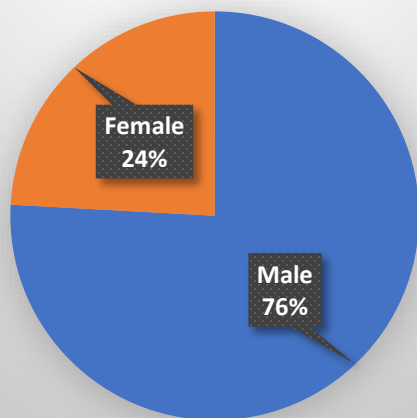
## How long have you lived in Beaufort

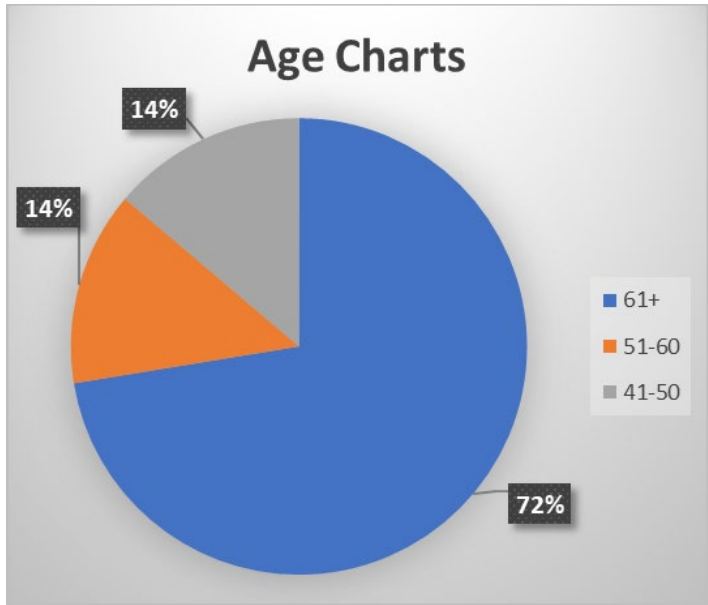


## How did you hear?

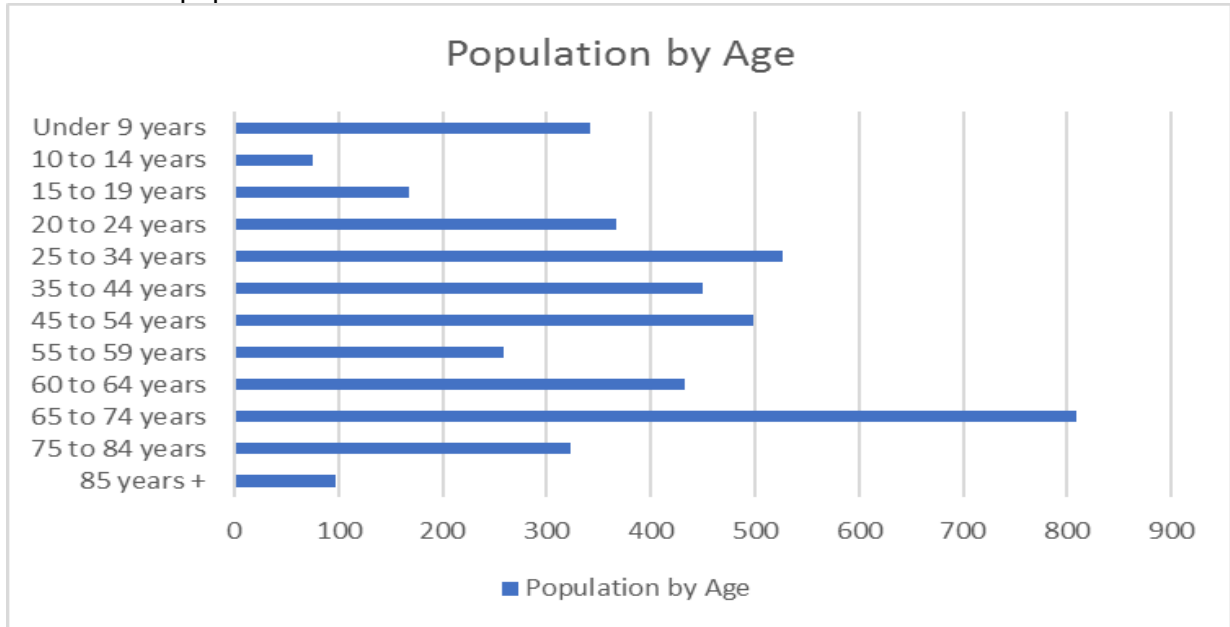


## Gender





Here are our population statistics:



Each applicant’s submitted application is included as part of this agenda item.

**REQUESTED ACTION:**

The Town Clerk recommends the Board consider appointing six applicants to serve on the new Beaufort Harbor and Waterways Master Plan Advisory Committee and designate the ex officio Commissioner member. The official appointment would be effective after the June 14, 2021 BOC Regular Meeting.

**EXPECTED LENGTH OF PRESENTATION:**

15 min

**SUBMITTED BY:**

Allen Coleman,  
Town Clerk & Assistant to the Town Manager

**BUDGET AMENDMENT REQUIRED:**



George Aswald - 252-876-2288  
georgeislandexpressferry@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.

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](mailto: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 ▼

Contact Information

First Name \*

George

Last Name \*

Aswad

Email Address \*

georgeislandexpressferry@gmail.com

Home Address \*

108 JR S Ranch Rd, Newport, NC 28570

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

Yes

No

**George Aswald**

14.

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. \*

519 Front St, Beaufort, NC 28516

Telephone Number \*

252-876-2288

### 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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

579

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? \*

Island Express Ferry Service

What is your current Job Title? \*

Owner

Years in your current position: \*

7 years or more

Please provide a brief description of your duties: \*

Running a passenger ferry service for the National Park Service, carrying over 100,000 passengers, maintenance of vessels and docks.

**George Aswald**

14.

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

Member of Beaufort Olde Towne Rotary, Work with military operations for trips on ferries, Ferry trips for Mile of Hope, donated trips for cleanup of Shackleford Banks and Cape Lookout.

## 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? \*

Business owner of 3 different companies, ferry service, retail shop, and tour boat agency.

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

Yes

No

George Aswald

14.

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 \*

Carteret County Chamber of Commerce, Craven County Chamber of Commerce

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

With my knowledge of 43 years of business in boating, I would like to help in any way I can and hopefully improve the Beaufort Waterfront for the future.

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

I have been in the boating business for 43 years, dealing with mega ferry systems all the way down to the ferry system I am now involved in with the Park Service.



# 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 ▼

**Steve Bishop**  
CHOICE 3

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

Choose 

Contact Information

First Name \*

Steve

Last Name \*

Bishop

Email Address \*

sbishop7245@gmail.com

Home Address \*

131 Craven Street Beaufort,NC. 28516

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

Yes

No

Steve Bishop

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

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. \*

NA

Telephone Number \*

(252)342-2291

### 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](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

585

**Steve Bishop**

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? \*

Lookout Cruises, Inc.

What is your current Job Title? \*

Owner

Years in your current position: \*

7 years or more

Please provide a brief description of your duties: \*

Captain

Steve Bishop

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

Past Friends of NC Maritime Museum board member

### 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? \*

Full time resident

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

Yes

No

Steve Bishop

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)? \*

Have extensive knowledge of the surrounding Beaufort Waterways

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

Thousands of days on the surrounding waters



Becky Bowler - 917-565-3563  
becky.bowler@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](mailto: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:

Planning Board ▼

Becky Bowler - 917-565-3563  
becky.bowler@gmail.com

14.

**CHOICE 3**

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

Historic Preservation Commission

**Contact Information****First Name \***

Becky

**Last Name \***

Bowler

**Email Address \***

becky.bowler@gmail.com

**Home Address \***

107 Harper Street, Beaufort NC 28516

**Is your mailing address the same as your home address? \*** Yes No

590

Becky Bowler - 917-565-3563  
becky.bowler@gmail.com

14.

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 \*

9175653563

### 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](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

591

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

Years in your current position: \*

7 years or more ▼

Becky Bowler - 917-565-3563  
becky.bowler@gmail.com

14.

Please provide a brief description of your duties: \*

Town of Beaufort – Application for Volunteer Board  
Applicant: Becky Bowler – May 2021

Please outline or attach your qualifications (including education, employment history and any special skills) and how you feel you would contribute to the board, committee or commission that you are applying for:

I'd love to be considered for the Town of Beaufort – Beaufort Harbor and Waterways Master Plan Advisory Committee.

I was born and raised in Fayetteville, NC. After graduating from Meredith College in Raleigh, I moved to London and spent several years working for Lehman Brothers, an investment bank. For much of the past 25 years, I've lived in Greenwich Village, a landmarked historic district in NYC, and have worked for asset management firms including Invesco and Guggenheim Partners – my employer now and for the past 15 years. At Guggenheim, I'm a Managing Director in the Investments division and have responsibility for business development with institutions. My role involves strategic negotiation, budget development and collaborating with clients and colleagues around the globe. In addition to my education at Meredith, I attended Wharton-the University of Pennsylvania where I obtained the Certified Investment Management Analyst (CIMA) designation.

I relocated to Beaufort full-time in 2020, and believe I can make a contribution to the Committee based on my education and professional experience – and, perhaps most important, through my passion for eastern NC, always positive attitude and approach to working diligently with others in a collaborative, congenial manner. I will be happy to provide a long list of references who can provide a candid assessment of me if that will be helpful.

---

Becky Bowler - 917-565-3563  
becky.bowler@gmail.com

14.

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

- Currently serve on Board of Directors of Hot Bread Kitchen, a non-profit focused on creating economic mobility for women, minorities & immigrants through job training programs and small business incubation [www.hotbreadkitchen.org](http://www.hotbreadkitchen.org)
- Guggenheim Partners Corporate Social Responsibility Committee – member of senior leadership committee (served for 5 years through December 2020)
- Board of Directors 108 East 91st – elected by my neighbors and fellow shareholders to serve as the vice president of our co-op board (2013-14)

If I'm selected to serve with you on the Committee, you can depend on me to be engaged & prepared and an active participant in each meeting. Thank you for considering me, and please let me know if I can provide additional information.

## 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? \*

I grew up in Fayetteville and spent many wonderful summers in and on the water in eastern NC.



Becky Bowler - 917-565-3563  
becky.bowler@gmail.com

14.

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 \*

Please see details above. I currently serve on the board of Hot Bread Kitchen, a social enterprise organization dedicated to serving minorities, women and immigrants through a job-training program and a small business incubator.

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

Our harbor and waterways present multi-faceted challenges and opportunities for Beaufort - ecological, economic and much more. If selected for the committee, I'll be a collaborative member who dedicates all of the time necessary to listen and "do the homework" to ensure that we collectively develop a sound master plan.

Becky Bowler - 917-565-3563  
becky.bowler@gmail.com

14.

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

My experience in my career (and on non-profit boards and community organizations) requires me to synthesize complicated data and opinions from many constituents to develop sound strategic plans. Perhaps most important though, when I join a board or committee/commission, I can be counted on - I attend every meeting, am meticulously prepared and engage with others in collaborative, respectful manner, always.

▼

▼

# 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 ▼

Norris Cotton - 919-720-0000  
cottonn@me.com

14.

CHOICE 3

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

Choose ▼

Contact Information

First Name \*

Norris

Last Name \*

Cotton

Email Address \*

cottonn@me.com

Home Address \*

2211 Front Street

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

Yes

No

598

Norris Cotton - 919-720-0000  
cottonn@me.com

14.

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 \*

19197200000

### 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](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

599

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 Stanleyh

What is your current Job Title? \*

Senior Vice President, Financial Advisor

Years in your current position: \*

7 years or more

Please provide a brief description of your duties: \*

Wealth Management/Financial Advisor



Norris Cotton - 919-720-0000  
cottonn@me.com

14.

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

Served six years on the board of Genesis Home (Non Profit for homeless families); Served six years on board of Triangle Land Conservancy and chaired the Development Committee and member of the Finance Committee; Have served four years and am currently a member of the Durham Veterans Hospital Institutional Review Committee; Served five years as member and three years as president of Forest Hills Neighborhood Association.

### 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? \*

Resident. Spouse, Tracy Mancini, is President of Community College. I work remotely and will be fully retired in February 2022.

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

- Yes
- No

Norris Cotton - 919-720-0000  
cottonn@me.com

14.

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 \*

Genesis Home (6 years); Triangle Land Conservancy (6 years); VA Institutional Review Board (4 years and currently)

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

Resident of Beaufort and love community. Live on Front Street, so have water view/access. Longtime sailboat owner and have Captain's license, so have special interest in harbor and access to water. Have and use kayaks on public water. Have interest in preservation and improvement of environment conditions in harbor and on waterfront. Particularly concerned about intermediate and longterm effect climate change will have on Beaufort's harbor and waterfront.

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

Many years on the water. 20 years as a Marine deployed aboard ships, so special affinity for the sea. Currently own and sail a 43' sailboat, so have experience with use of harbor for anchorage and shelter. Many years on conservation board makes me aware and sensitive to environmental issues. Have chaired committees on non profit boards, been president of one non profit board and currently serve on a VA review board with a panel of physicians and pharmacists, so have experience and expertise in working with diverse committees and groups.

### Diversity/General Questions (Optional)

602

# 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](mailto: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 ▼

Tipper Davis - 252-241-9067  
tipperdavis1151@gmail.com

14.

## CHOICE 3

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

Choose

## Contact Information

First Name \*

Tipper

Last Name \*

Davis

Email Address \*

tipperdavis1151@gmail.com

Home Address \*

309 Live Oak St, Beaufort, NC 28516

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

 Yes No

604

Tipper Davis - 252-241-9067  
tipperdavis1151@gmail.com

14.

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 \*

252 241 9067

### 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](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

605

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: \*

1 year but less than 3 years ▼

Please provide a brief description of your duties: \*

Self employed historic restoration woodworker



Tipper Davis - 252-241-9067  
tipperdavis1151@gmail.com

14.

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

20 years of restoration projects for the BHA

### 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? \*

25 yrs Property owner and business owner

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

Yes

No

Tipper Davis - 252-241-9067  
tipperdavis1151@gmail.com

14.

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)? \*

I have 50 years of experience in the sailing and marine world, and feel I can relate to the towns' need in protecting the waterfront and allowing it to grow responsibly.

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

I was a boat builder, world cruising sailor and have years of experience in dealing with and understanding of the marina enviroment. I have also been in charge of large restoration projects and understand the organizational skills needed.

# Volunteer Boards, Commissions, and/or Committees' Application

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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 ▼

Douglas Doubleday - 252-728-2259  
dougdouble@aol.com

14.

CHOICE 3

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

Choose ▼

Contact Information

First Name \*

Douglas

Last Name \*

Doubleday

Email Address \*

dougdouble@aol.com

Home Address \*

114 Crystal Pines Court, Beaufort NC 28516

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

Yes

No

610

Douglas Doubleday - 252-728-2259

14.

dougdouble@aol.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 \*

252-728-2259

### 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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

611

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: \*

7 years or more ▼

Please provide a brief description of your duties: \*

N/A



Douglas Doubleday - 252-728-2259  
dougdouble@aol.com

14.

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

Various volunteer positions including Town Planning Board (chair 4 yrs.), Many Pirate Invasions ' chair of all on the water activities incl.USCG, Past President Beaufort Lions Club, Beaufort Wine & Food, Beaufort Historical Society, Friends of the Museum, Tall Ships (13) Mooring chair at Gallant Channel Tall Ships Wharf and MHC Port, etc.

### 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? \*

Arrived by sailboat during our cruising days after reading/hearing about Beaufort and visiting by auto. Spent a winter (1998) then left for the summer and kept returning yearly until we found local employment and have remained after making many many friends.

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 \*

Beaufort Planning Board

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

My lifetime of enjoying things to do with boating and all things relating to our waterways. My experiences working as a Dock Master' at Beaufort Docks (10 yr.+) and living aboard in Beaufort for years have given me a deep appreciation of what we have here and I want to help preserve and protect it.

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

Past experience at IBM Corporation with Project Planning and the experience I've mentioned previously in this application.

# 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 ▼

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

14.

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

616

Barry Evans - 252-515-0407

14.

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](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

617

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

14.

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

14.

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.

# 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:

Parks and Recreation Advisory Board ▼

Nicholas Fantano - 203-494-3467  
nfantano2009@gmail.com

14.

CHOICE 3

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

Planning Board ▼

Contact Information

First Name \*

Nicholas

Last Name \*

Fantano

Email Address \*

nfantano2009@gmail.com

Home Address \*

21 Haul Away Apt 32 Hilton Head 29928

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

Yes

No

622

Nicholas Fantano - 203-494-3467  
nfantano2009@gmail.com

14.

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

21 Haul Away Apt 32 Hilton Head 29928

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 \*

203-494-3467

### 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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

623

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? \*

Accountant/Programmer

Years in your current position: \*

7 years or more ▼

Please provide a brief description of your duties: \*

I was an accountant after college. In 2000 became a programmer for the Web.



Nicholas Fantano - 203-494-3467  
nfantano2009@gmail.com

14.

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

Bethany Athletic Association Treasurer Greater New Haven Youth Hockey Treasurer

### 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? \*

Retired here in Oct 2020

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

Yes

No

Nicholas Fantano - 203-494-3467  
nfantano2009@gmail.com

14.

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 \*

Bethany Athletic Association Greater New Haven Youth Hockey

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

Get involved in my community.

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

The previous boards were both athletic but I am also interested in maintaining the waterways in the community.

# 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 ▼

Victor Fasolino - 252-269-3415  
vlfasolino@hotmail.com

14.

CHOICE 3

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

Choose ▼

Contact Information

First Name \*

Victor

Last Name \*

Fasolino

Email Address \*

vlfasolino@hotmail.com

Home Address \*

1913 Front Street

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

Yes

No

628

Victor Fasolino - 252-269-3415  
vlfasolino@hotmail.com

14.

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

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. \*

na

Telephone Number \*

2522693415

### 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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

629

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? \*

Semi- retired

Years in your current position: \*

7 years or more ▼

Please provide a brief description of your duties: \*

Construction project initiation, bidding and managing



Victor Fasolino - 252-269-3415  
vlfasolino@hotmail.com

14.

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

I hold a Bachelor's degree in Mechanical Engineering and have been in construction contracting for over forty years. My brother and I founded and operated Triple F Enterprises in New Jersey and have built over three hundred houses and light commercial stores. I currently hold Residential and Commercial contracting licenses for the State of N.C.

I am currently on the Board of the Bonehenge Whale Center and the Beaufort Picture Show and Drive-In. I am frequently in or on the waters of Beaufort and do believe I have significant successful experience in both planning and executing construction projects and contracts. If selected, these seem to be valuable skills to bring to the Harbor Advisory Committee. Thank you

## 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? \*

Resident, active citizen

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

Yes

No

Victor Fasolino - 252-269-3415  
vlfasolino@hotmail.com

14.

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 \*

Beaufort Historic Preservation Commission, 2 terms

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

I believe the management of our waterways is a vital piece of our future in Beaufort and I believe I can bring useful skills to the Advisory Committee

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

I hold a Bachelor's degree in Mechanical Engineering and have been in construction contracting for over forty years. My brother and I founded and operated Triple F Enterprises in New Jersey and have built over three hundred houses and light commercial stores. I currently hold Residential and Commercial contracting licenses for the State of N.C.

I am currently on the Board of the Bonehenge Whale Center and the Beaufort Picture Show and Drive-In. I am frequently in or on the waters of Beaufort and do believe I have significant successful experience in both planning and executing construction projects and contracts. If selected, these seem to be valuable skills to bring to the Harbor Advisory Committee.

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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:

Beaufort Harbor & Waterways Master Plan Advisory Committee ▼

## CHOICE 3

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

Beaufort Harbor &amp; Waterways Master Plan Advisory Committee ▼

## Contact Information

First Name \*

Paula

Last Name \*

Gillikin

Email Address \*

pcgillikin@gmail.com

Home Address \*

106 Carteret Ave, 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 \*

410 Margaret Street, Beaufort, NC 28516

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 \*

252-725-9575

## 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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

635

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

What is your current Job Title? \*

Central Sites Manager

Years in your current position: \*

7 years or more

Please provide a brief description of your duties: \*

Responsible for all aspects of management and site stewardship of the Rachel Carson and Permuda Island Reserves, including environmental planning and impact assessment, community engagement, and wild horse herd management; lead technical expert on issues related to marine debris and abandoned and derelict vessels for the Division of Coastal Management.



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

#### Town of Beaufort Planning Board

Board Member, 2018 - Present. Volunteer on a board that makes studies and recommendations to the Board of Commissioners on matters related to growth and development.

#### Bonehenge Whale Center (Carolina Cay Maritime Foundation)

President of the Board, November 2017 - Spring 2020

Board Member, Spring 2020-Present. As President of the Bonehenge Whale Center, I helped establish the Center through organizational development and successfully seeking external funding to construct the building.

#### North Carolina Court System, District 3B

Guardian Ad Litem Child Advocate, April 2014 – June 2019. I provided a voice in court for abused and neglected children and conducted independent investigations to determine the best outcomes for children.

#### Brandt Animal Fund

Advisory Committee Member, October 2015 - April 2016. Identified and advised the foundation on community funding needs and assisted in establishing a new grant program for community organizations.

#### Beaufort Community Cat Project

President and Founder, August 2006 – May 2019. I established and managed a spay-neuter program for cats that significantly reduced intake of cats from a target area to the local animal shelter.

## 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? \*

My family has lived here since the Colonial Period.

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 \*

Planning Board (2018 - Present); Waterfront Access Committee

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

I feel my knowledge, skills, and abilities in addition to the professional manner in which I conduct myself will be beneficial to the work of the committee and ultimately to the harbor that we all value. I understand the history and current status of harbor management challenges and have been a leader in helping the town assess what those issues are; who has legal authority over them; and how the public perceives them. I have been on the ground conducting research on harbor management challenges (marine debris and abandoned vessels) and subsequently working with partners to use that information to secure funds to address the challenge successfully.

---

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

The following is a list of my relevant knowledge, skills, and certifications that would benefit my participation on the committee:

- Environmental planning and impact assessment
  - Access to relevant science and regulatory network
  - Public speaking and communications
  - Facilitation and conflict resolution
  - Non-profit and project management
  - Grant proposal writing
  - USCG Master Captain's License
  - US Sailing certification
  - Knowledge of marine operations
-

# 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:

Beaufort Harbor & Waterways Master Plan Advisory Committee ▼

Robert Harper - 919-369-4711  
trail4bike@nc.rr.com

14.

CHOICE 3

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

Beaufort Harbor & Waterways Master Plan Advisory Committee ▼

Contact Information

First Name \*

Robert

Last Name \*

Harper

Email Address \*

trail4bike@nc.rr.com

Home Address \*

1020 Broad St Beaufort NC

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

Yes

No

641

Robert Harper - 919-369-4711  
trail4bike@nc.rr.com

14.

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 \*

9193694711

## 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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

642



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: \*

7 years or more ▼

Please provide a brief description of your duties: \*

N/A

Robert Harper - 919-369-4711  
trail4bike@nc.rr.com

14.

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

Raleigh Parks Recreation and Greenways Advisory Board 1994-2001  
Chairman Raleigh Parks Recreation and Greenways Advisory Board 1998-2001  
President Triangle Greenways Council 1999-2001  
Steering Committee Triangle Open Space Network 1997-1998  
Intermodal Transportation Committee NCDOT 2000-2002  
2007 Pan American Games Bid Committee 1998-1999  
Chairman Neuse River master plan committee 1997  
President Raleigh Academy of Medicine 1991-1994  
President Medical Staff, Raleigh Community Hospital 1993-1995  
Duke Raleigh Hospital Board 1996-2003  
Chairman Duke Raleigh Hospital Board 1999-2001  
Comprehensive land-use plan update steering committee  
Maritime Museum nature Trail committee

### 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? \*

resident

Robert Harper - 919-369-4711  
trail4bike@nc.rr.com

14.

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 \*

Comprehensive land-use plan update steering committee

Robert Harper - 919-369-4711  
trail4bike@nc.rr.com

14.

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

I have been following the conversation about a Beaufort Harbor committee for several years now and I am pleased and excited that the board of commissioners has moved forward to form such a committee.

I have been coming to this area since the 1960s. As a child my family vacationed here every summer and later as an adult I had a sailboat in town Creek Marina. In fact I believe I was the first boat on their original docks. During that time my two children grew up on that sailboat in these waters. We also used the sailboat to campaign in the Wachovia cup and other offshore sailing events that unfortunately seem to be less common now. Everyone learned how to scuba dive at the local dive shops. Thereafter we traveled around the world to scuba dive and sail. These trips were live aboard or I chartered and Captained my own boat. During those trips I had some passing exposure to harbors and boat operations in Thailand, Fiji, the Caribbean and northern South America. As I was winding down my medical practice Monica and I begin to spend more time in and around Beaufort and in 2013 built the house on Broad Street and moved to the area. We have given up sailing but do keep a boat at The Boathouse as well as Homers Marina. Occasionally I fill in as dock-master at Homers marina. Monica and I have both been very involved with the town and county and will continue to do so. We have also had the opportunity to participate in some survey and research endeavors sponsored by our major universities marine branches. The last been a turtle identification survey of the Rachel Carson Preserve. I had the great pleasure and opportunity to help build an osprey nest in the south east portion of the Rachel Carson preserve.

As an active almost daily participant in the waterways surrounding Beaufort and with my prior organizational experience I believe I could contribute significantly to this new harbor committee and would be appreciative for that opportunity.

As a physician in Raleigh North Carolina for several decades I became involved in a number of ways with the management and leadership of several medical organizations including the establishment and management of an independent surgical center. I also became involved to a great extent with the City of Raleigh, Wake County and the State of North Carolina in the development of infrastructure, transportation, and particularly trails and Greenways I have attached some details in that regard. I believe my experience in working with committees involved with government interaction has been extensive and will be valuable as a member of this committee.

Robert Harper - 919-369-4711  
trail4bike@nc.rr.com

14.

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

1) As I detailed in the previous section I have extensive experience on the water and with environmental issues and advocacy

2) As a member and or chairman of the following list of committees and organizations I believe I have considerable experience and success in working in a committee structure and with community advisory boards

Raleigh Parks Recreation and Greenways Advisory Board 1994-2001

Chairman Raleigh Parks Recreation and Greenways Advisory Board 1998-2001

President Triangle Greenways Council 1999-2001

Steering Committee Triangle Open Space Network 1997-1998

Intermodal Transportation Committee NCDOT 2000-2002

2007 Pan American Games Bid Committee 1998-1999

Chairman Neuse River master plan committee 1997

President Raleigh Academy of Medicine 1991-1994

President Medical Staff, Raleigh Community Hospital 1993-1995

Duke Raleigh Hospital Board 1996-2003

Chairman Duke Raleigh Hospital Board 1999-2001

# 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:

Beaufort Harbor & Waterways Master Plan Advisory Committee ▼



CHOICE 3

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

Beaufort Harbor & Waterways Master Plan Advisory Committee ▼

Contact Information

First Name \*

Will

Last Name \*

Harvey

Email Address \*

wshiiids@yahoo.com

Home Address \*

217 front 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

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 \*

2523757762

## 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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

650

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? \*

Dentist

Years in your current position: \*

7 years or more ▼

Please provide a brief description of your duties: \*

Own manage and operate 7 dental practices and property management

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

Maritime friends board, several professional and university boards, past hospital arts council and school boards

## 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

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 \*

N/A

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

Beaufort is my home and responsible growth and management of its harbor will impact the lives and future of my family, friends, and neighbors.

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

Service on a diverse array of boards and a lifetime of enjoyment of this resource.

# 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:

Planning Board ▼



Tammy Hunsucker - 919-357-5046  
tammy.hunsucker@gmail.com

14.

CHOICE 3

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

Choose ▼

Contact Information

First Name \*

Tammy

Last Name \*

Hunsucker

Email Address \*

tammy.hunsucker@gmail.com

Home Address \*

107 Live Oak St

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

Yes

No

655

Tammy Hunsucker - 919-357-5046

tammy.hunsucker@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 \*

9193575046

### 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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

656

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: \*

7 years or more ▼

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 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 Hunsucker - 919-357-5046  
tammy.hunsucker@gmail.com

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

Involved in outreach activities and fundraising. Chaired and Co-Chaired annual event (Gifts of Grace) raising donations to 20+ non-profit organizations. Annual event raises over \$25K to give back to local non-profits and national organizations across multiple causes while providing hands on education on their efforts to church members and guests. Overnight volunteer with women's homeless shelter as well as meal preparation. Other volunteering includes working with food banks, meal serving and preparation, environmental clean up events and other fund raising efforts for local and national environmental organizations.

### 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? \*

I grew up in Beaufort attending Beaufort Elementary, Beaufort Middle and East Carteret High School.

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

- Yes
- No

Tammy Hunsucker - 919-357-5046  
tammy.hunsucker@gmail.com

14.

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 is my home town and I want to see it's natural beauty protected while also providing for economic vitality that the 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 committee with the research required to bring voices of all stakeholders to the table when planning for the future of the harbor and the town. I strongly believe that communities can balance economic development and growth while protecting the environment and all their natural assets.

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

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

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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 ▼



Charles Llewellyn 919-599-2147  
charles.llewellyn@gmail.com

14.

CHOICE 3

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

Choose ▼

Contact Information

First Name \*

Charles

Last Name \*

Llewellyn

Email Address \*

charles.llewellyn@gmail.com

Home Address \*

114 Marsg St., Beaufort, NC 28516

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

Yes

No

661

Charles Llewellyn 919-599-2147  
charles.llewellyn@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 \*

919 599-2147

### 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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

662

Charles Llewellyn 919-599-2147  
charles.llewellyn@gmail.com

14.

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 US Foreign Service Officer with USAID

What is your current Job Title? \*

Retired

Years in your current position: \*

7 years or more

Please provide a brief description of your duties: \*

None

Charles Llewellyn 919-599-2147  
charles.llewellyn@gmail.com

14.

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

Served on many committees and boards while in foreign service; President of Commissary Board in Bangladesh, Scuba Diving Secretary on Board of the Tanzania Yacht Club. Volunteer with Beaufort Tree committee. Volunteer with Shackleford clean up with Power Squadron. Vessel Safety Check volunteer with Power Squadron.

## 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? \*

Home owner

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

Yes

No

Charles Llewellyn 919-599-2147  
charles.llewellyn@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 (in Beaufort)

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

Contribute to Beaufort's improvement

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

Boat owner and environmentalist. Extensive bureaucratic experience with US Government and volunteer organizations.

# 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 ▼



Dexter Matthews - 919-345-8482  
dextermatthews@icloud.com

14.

CHOICE 3

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

Choose ▼

Contact Information

First Name \*

Dexter

Last Name \*

Matthews

Email Address \*

dextermatthews@icloud.com

Home Address \*

606 Ann Street, Beaufort , NC 28516

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

Yes

No

667

Dexter Matthews - 919-345-8482

dexter.matthews@icloud.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 \*

+1 919-345-8482

### 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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

668

Dexter Matthews - 919-345-8482  
dextermatthews@icloud.com

14.

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? \*

Liberty Tire Recycling

What is your current Job Title? \*

VP Government Relations and Environmental Affairs

Years in your current position: \*

3 years but less than 7 years ▼

Please provide a brief description of your duties: \*

I manage legislative needs of the company throughout the US, at the state and federal level, involving scrap tire management and recycling.

Dexter Matthews - 919-345-8482  
dextermatthews@icloud.com

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

I retired from the state of NC in 2014 as Director of the Division of Waste Management of the Department of Environmental Quality. I worked with local governments and with the North Carolina League of Municipalities and the NC County Commission Association through administration of programs involving solid waste, recycling, hazardous waste, contaminated site cleanups, underground storage tanks, and brownfield redevelopment. From a direct volunteer experience perspective, I served on the Board of Adjustment for Fuquay-Varina, NC.

### 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? \*

Prior to moving to Beaufort full-time, I have vacationed at the coast and in Beaufort since childhood.

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

Yes

No

Dexter Matthews - 919-345-8482  
dextermatthews@icloud.com

14.

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 for Beaufort

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

I totally agree with the statement describing the advisory committee that it is important that the town manage the resource of the waters around it, and the infrastructure in and around the waters, in a sustainable fashion that supports the town's economy.

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

I believe my background and experience in environmental management as well as legislative and policy development experience, will be valuable to the advisory committee and its success.

671

# 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](mailto: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 ▼



### CHOICE 3

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

Choose ▼

### Contact Information

First Name \*

Ryan

Last Name \*

Neve

Email Address \*

ryan.neve@gmail.com

Home Address \*

444 Campen Rd

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

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 \*

2526227872

## 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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

674

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? \*

UNC Chapel Hill

What is your current Job Title? \*

IT & Engineering Services

Years in your current position: \*

1 year but less than 3 years ▼

Please provide a brief description of your duties: \*

IT and Engineering Support for Marine Research Projects.

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

Tiller School Board of Directors (treasurer), Beaufort Planning Board (Chair)

## 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 here when my wife got a job with NOAA.

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 \*

Planning Board

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

I advocated that Beaufort could do a much better job of managing it's waterfront resources for almost 15 years. I have experience with other towns that do a great job in this respect, and I believe that it wouldn't be hard for Beaufort to manage its waterfront in a way that would greatly benefit our residents.

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

Town planning background, boat owner, former live-aboard, USCG 50 ton captain.

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Beaufort Harbor & Waterways Master Plan Advisory Committee ▼

### CHOICE 2

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

Choose ▼



Charles Oliver II - 919-349-5588  
bucky@jetcraft.com

14.

CHOICE 3

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

Choose ▼

Contact Information

First Name \*

Charles

Last Name \*

Oliver II

Email Address \*

bucky@jetcraft.com

Home Address \*

2401 front street, Beaufort, NC 28516

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

Yes

No

679

Charles Oliver II - 919-349-5588

14.

bucky@jetcraft.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 \*

919 349 5588

### 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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

680

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? \*

JETCRAFT CORP; FRONT STREET VILLAGE

What is your current Job Title? \*

BOARD MEMBER; OWNER

Years in your current position: \*

7 years or more ▼

Charles Oliver II - 919-349-5588  
bucky@jetcraft.com

14.

Please provide a brief description of your duties: \*

Bucky is the Founder of Jetcraft Corporation, an international leader in new and pre-owned business aircraft acquisitions, sales, trades, and leases. Headquartered in Raleigh, NC, Jetcraft has sales offices/representation in seven US cities as well as Basel and Zurich, Switzerland; Hong Kong and Beijing, China; Dubai, UAE and Moscow, Russia. The company's 60-year track record in aircraft transactions has earned it a world class customer base and is one of the strongest global networks in the industry. (See www.jetcraft.com). I serve the Board of Directors.

He also founded, owned and managed a business aviation maintenance and service organization employing over 100 technicians for over 25 years

He has 1st hand experience as an owner/developer of over 2,000 acres in Teton County, Wyoming including 296 apartment units on 30 acres (See www.3creekranch-jh.com and www.blairplace.com), now managed by his Son.

Generationally and including Bucky, the Oliver's have supported conservation of public and private lands. Bucky has firsthand experience with the Jackson Hole Land Trust (<https://jhlandtrust.org>) and the Jackson Hole Community Housing Trust.

As an owner Bucky employs and oversee all personnel, operations and finances.

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

Bucky sat and was Chairman of The Governor's Aviation Committee for which he was awarded The Order of the Long Leaf Pine in 1978. He sat on the National Board of Advisors at Duke Children's Hospital and served as a Board Member and co-chair of the Development Campaign and now is a Lifetime Board Member of The Hill Center in Durham (See [www.hillcenter.org](http://www.hillcenter.org)). He was a prior Board Member of the Beaufort Historic Association ([www.historicbeaufort.com](http://www.historicbeaufort.com)), prior Board Member and Chairman of the Carteret Chamber of Commerce, prior Board Member of the Crystal Coast Tourism Development Authority ([www.crystalcoastnc.org](http://www.crystalcoastnc.org)), is a Board Member of the Carteret County Public Schools Foundation and the Beaufort Development Association and a Trustee of the Maritime Heritage Foundation (See [www.maritimeheritage-beaufortnc.org](http://www.maritimeheritage-beaufortnc.org)).

He is extremely active in other Beaufort civic activities.

## 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.

682

Charles Oliver II - 919-349-5588  
bucky@jetcraft.com

14.

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

more than 15 years ▼

What is your connection to Beaufort? \*

The Oliver's designed, permitted and built a 450-boat dry stack, docks and marina in Beaufort in 2009 and actively operated it until its sale in 2018.

He and his wife are developing the last 11 acres of a 31½ acre parcel north of Taylor's Creek in Beaufort, North Carolina. The Planned Unit Development project, called Front Street Village, incorporated far-sighted storm water, gray-water and other environmental elements and recycling and commenced operations in 2010.

The most recent phase includes the construction of a full-service boutique hotel (See [www.beauforthotelinc.com](http://www.beauforthotelinc.com)).

Bucky holds a USCG Captain's License.

Bucky oversaw the selection, survey, maintenance, and modification of Rebel, a 1928 vintage Commuter Class vessel. He has an excellent technical knowledge of the boat, its upkeep, and its maintenance. He created a computer tracking system for Rebel's maintenance and components. M/V Rebel operates routinely in Beaufort's waterways.

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

Yes

No

Charles Oliver II - 919-349-5588  
bucky@jetcraft.com

14.

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 \*

SEE PAGE 4 ABOVE

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

TO IMPROVE THE TOWN

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

SEE ABOVE



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### 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

14.

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

686

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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

687

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

14.

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.

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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 ▼



Captian Monty Poling - 252-732-5794  
charters@seavisions.net

14.

**CHOICE 3**

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

Choose ▼

**Contact Information****First Name \***

Captain Monty

**Last Name \***

Poling

**Email Address \***

charters@seavisions.net

**Home Address \***

503 Courtyard E, Beaufort, NC 28516

**Is your mailing address the same as your home address? \*** Yes No

692

Captian Monty Poling - 252-732-5794  
charters@seavisions.net

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 \*

252-732-5794

### 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](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

693

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? \*

Seavisions Charters LLC

What is your current Job Title? \*

Owner

Years in your current position: \*

7 years or more

Please provide a brief description of your duties: \*

Own and operate a boat charter company.

Captian Monty Poling - 252-732-5794  
charters@seavisions.net

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

Active in the BDA. Provide donations to BDA and BHA through charter donations. Fundraising for Beaufort Fireworks display. Past Vice President of the Beaufort Pirate Invasion.

## 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? \*

I moved to the area as a child in 1970. My family was a caretaker for a fish camp on Shackleford Banks during the 1970's. Spent many summers exploring what is now the Rachel Carson Reserve and Cape Lookout National Seashore. Have operated a charter and boat tour company in Beaufort for 20 years. Have maintained a Commercial Use Authorization with the Cape Lookout National Seashore for 14 years.

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

Yes

No

Captian Monty Poling - 252-732-5794  
charters@seavisions.net

14.

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)? \*

I decided to make Beaufort my lifetime home and place of business specifically because of the harbor and waterways. I have a passion for the environment, people and wildlife of our unique ecosystem. I understand the history of our area and want to maintain it while at the same time improve the resources for future generations. I want contribute my time and ideas to make Beaufort Harbor a destination for boaters and visitors from around the world.

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

When I was a young teenager I worked for Gladys Harker at the old Harkers Island Marina on Shell Point. During my later teen years I worked as a commercial fisherman on the Neuse River and surrounding areas primarily as a crabber and shrimper. I maintained many of the old moorings on Taylors Creek as a scuba diver. I worked on many of the tour boats and charter boats in the area as a mate prior to attaining my Master Captain License. I currently hold a 50 Ton Master Captain License with a Commercial Tow Endorsement. I'm an Advanced Open Water Scuba Diver. I served as a ferry boat Captain at Calico Jacks Marina on Harkers Island for 10 years prior to the concession being let. I've maintained a Commercial Use Authorization with the Cape Lookout National Seashore for 14 years. I currently hold a shellfish harvest license, commercial boat permit with the Department of Marine Fisheries and am a Licensed Interstate Fish and Shellfish dealer in the State of North Carolina. I own, operate and maintain a USCG Inspected Small Passenger Vessel.

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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:

Beaufort Harbor & Waterways Master Plan Advisory Committee ▼

Susan Sanders - 252-241-4485  
susanrsanders@gmail.com

14.

### CHOICE 3

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

Beaufort Harbor & Waterways Master Plan Advisory Committee ▼

### Contact Information

First Name \*

Susan

Last Name \*

Sanders

Email Address \*

susanrsanders@gmail.com

Home Address \*

103 Moore Street, Unit 1

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

Yes

No

698



Susan Sanders - 252-241-4485

susanrsanders@gmail.com

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

PO Box 565

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 \*

2522414485

### 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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

699

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? \*

Own Harbor Specialties

What is your current Job Title? \*

Owner

Years in your current position: \*

7 years or more ▼

Please provide a brief description of your duties: \*

Brick & mortar Retail business on Front Street, Beaufort

Susan Sanders - 252-241-4485  
susanrsanders@gmail.com

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

President of Beaufort Business Development Association. participate in all activities the organization sponsors throughout the year

### 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? \*

Started visiting Beaufort by water via Sailboat (oriental nc was home port in the 70"s. Have been visiting since then. Move my business to Beaufort in 2005.

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

- Yes
- No

Susan Sanders - 252-241-4485  
susanrsanders@gmail.com

14.

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)? \*

I have observed the waterfront and downtown business district changes over the years since the 70's. I understand how valuable an asset the waterfront and nearby waters are to the town of Beaufort. I have a sincere interest in the projects that need to be addressed by this board being done right! I will devote as much time as required to get the project done right in all aspects.

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

I have sailed for over 45 years in NC waters. I have a masters degree in business administration. I have had a business on the Beaufort waterfront for over 16 years.

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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

14.

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

704

Susan Schmidt - 252-269-0032

14.

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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

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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

14.

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

14.

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.

# 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](mailto: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 ▼

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

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](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

711

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



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

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.

# 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 ▼

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

14.

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

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

Yes

No

716

Hal Snyder 252-515-1735  
halsnyder@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](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

717

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  
halsnyder@hotmail.com

14.

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  
halsnyder@hotmail.com

14.

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.

# 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 ▼

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

14.

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

722

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

14.

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](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

723

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

14.

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

14.

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.



# 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

14.

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

728

George Stanziale - 919-949-7482

14.

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](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

729

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

14.

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? \*

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

14.

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

14.

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.



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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:

Planning Board ▼

Miriam Sutton - 252-808-7485  
mirsutton@gmail.com

14.

CHOICE 3

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

Choose ▼

Contact Information

First Name \*

Miriam

Last Name \*

Sutton

Email Address \*

mirsutton@gmail.com

Home Address \*

2231 Lennoxville Road, Beaufort, NC 28516

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

Yes

No

735

Miriam Sutton - 252-808-7485

mirisutton@gmail.com

14.

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

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. \*

NA

Telephone Number \*

2528087485

### 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](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

736

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 Educator; currently working independently as an informal educator

Years in your current position: \*

7 years or more

Please provide a brief description of your duties: \*

I provide education, outreach and communication for research institutions, K-12+, and general audiences.

Miriam Sutton - 252-808-7485  
mirsutton@gmail.com

14.

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

Currently serving on the following boards: Carteret Cay Foundation/Bonehenge (President); Penguin Plunge (Co-founder); Science by the Sea (Owner/Operator); and Rachel Carson Reserve (Advisory Committee).

## 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 here to teach in the Carteret County School system in 1994; Visited Beaufort during childhood and early adulthood summers. I am committed to preserving Beaufort's unique character as the Town continues to progress through this growth spurt. I am a licensed boat captain and am currently providing eco-tours through Science by the Sea through the Rachel Carson Reserve. Proceeds from my tours allow me to donate 10% back to the Reserve.

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

Yes

No

Miriam Sutton - 252-808-7485  
mirsutton@gmail.com

14.

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)? \*

I am committed to preserving Beaufort's unique character and our water quality while carefully navigating our current growth spurt.

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

I spend an enormous amount of time on the water in and around Beaufort and am fully aware of the challenges our Town will face in the future based on extensive development projects and the subsequent stormwater issues brought on by that development. There are buffer systems that can assist in maintaining our water quality. My teaching career focused on estuarine ecosystems, marine biology, and ocean sciences.

# Volunteer Boards, Commissions, and/or Committees' Application

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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 ▼



Dianne Tetreault - 713-402-8708  
Diannetet@cs.com

14.

CHOICE 3

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

Choose ▼

Contact Information

First Name \*

Dianne

Last Name \*

Tetreault

Email Address \*

Diannetet@cs.com

Home Address \*

4005 Galantis Dr #204H. MHC, NC. 28557

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

Yes

No

741

Dianne Tetreault - 713-402-8708

Diannetet@cs.com

14.

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 \*

713-402-8708

### 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](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

742

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? \*

Volunteer

Years in your current position: \*

7 years or more ▼

Please provide a brief description of your duties: \*

Volunteer at: NC Maritime Museum in Beaufort ; Ocean Cruising Club - international sailing organization of over 2500 sailboats (I am official OCC Port Officer for Beaufort. Hosting 25+ international sailing vessels & visitors a year. 2021 so far = 5). Lived in Beaufort from 2009-2020. Member of Morehead Beaufort Yacht Club.

Dianne Tetreault - 713-402-8708  
Diannetet@cs.com

14.

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

See above

### 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? \*

Loved living there

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

Yes

No

Dianne Tetreault - 713-402-8708

Diannetet@cs.com

14.

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)? \*

The oceans are important and I love encouraging sailors to come here.

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

Lived on my 40 ft sailboat for 10 years in US & Caribbean

# 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](mailto: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:

Planning Board ▼

Doug Townsend - 919-630-9530  
dtownsend350@gmail.com

14.

CHOICE 3

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

Historic Preservation Commission ▼

Contact Information

First Name \*

Doug

Last Name \*

Townsend

Email Address \*

dtownsend350@gmail.com

Home Address \*

121 Front St. Beaufort, NC 28516

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

Yes

No

747



Doug Townsend - 919-630-9530  
dtownsend350@gmail.com

14.

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

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. \*

NA

Telephone Number \*

919.630.9530

## 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](mailto:a.coleman@beaufortnc.org) and request this to be included to your application.

748

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? \*

NA

Years in your current position: \*

3 years but less than 7 years ▼

Please provide a brief description of your duties: \*

Founder of Parata Systems; Former investment banker to healthcare industry

Doug Townsend - 919-630-9530  
dtownsend350@gmail.com

14.

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

Co-Founded "Shift Happens" whose focus is to help local restaurants staff unfilled shifts with local volunteer residents. Also participate with Power Squadron and National Parks Service to clean Shackleford of litter.

## 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 live here full time.

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

Yes

No

Doug Townsend - 919-630-9530  
dtownsend350@gmail.com

14.

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 \*

Parata Systems; Amplicare; Cardinal State Bank; Hope Valley Junior Invitational Golf Tournament

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

Very interested in how Beaufort seeks to handle the negotiation and financial terms for the upcoming lease renewal of the Beaufort City Docks. This is a significant asset of the Town's and I think it is very important we negotiate a market deal that allows the financial value of this lease to inure to the Town of Beaufort as the lessor, not necessarily so heavily weighted to the lessee. I have significant financial background in the sale of commercial businesses and can bring this background to the town of Beaufort.

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

Please see above. I have worked on at least \$750 million - \$ 1 billion of merger and acquisition transactions over my career. I think I can bring this expertise to allow the city to maximize the financial value of this upcoming lease transaction.

# 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 ▼

Doug Williams - 276-252-3320  
dwbft@icloud.com

14.

CHOICE 3

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

Choose ▼

Contact Information

First Name \*

Doug

Last Name \*

Williams

Email Address \*

dwbft@icloud.com

Home Address \*

1501 Ann Street, Beaufort NC, 28516

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

Yes

No

753

Doug Williams - 276-252-3320

14.

dwbft@icloud.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 \*

276-252-3320

## 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](mailto:a.coleman@beaufortnc.org) and request this to be added to your application.

754



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? \*

N/A

Years in your current position: \*

7 years or more ▼

Please provide a brief description of your duties: \*

Retired Furniture Executive. Past President, HOOKER Furniture, Martinsville, VA

Doug Williams - 276-252-3320  
dwbft@icloud.com

14.

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

6 years as Board Member of Friends of the NC Maritime Museum.

## 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? \*

Fell in love with Beaufort in early 80's on vacation. Visited for many years. Bought a house at 1501 Ann Street in Beaufort in 2006, after retiring. Have been part time in Beaufort for many years, until moving here full time in 2020. Have been interested in all things relating to Beaufort and it's future. Avid sailor, kayaker, and power boater.

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

Yes

No

Doug Williams - 276-252-3320  
dwbft@icloud.com

14.

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 \*

Friends of the NC Maritime Museum

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

We are really happy living in Beaufort, and love and want to see the community prosper and thrive while retaining what drew us here in this first place. Small town atmosphere, fabulous history, great harbor, and waterways, friendly atmosphere, and spirit of wanting to maintain environmental conditions, while serving residents and visitors in the future.

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

President of large Furniture Manufacturing company. Extensive travel and sourcing of materials and manufacturing equipment across the globe. Have served on multiple boards, including American Furniture Manufacturing Association and Henry County VA Economic Development Authority. Friends of the NC Maritime Museum.