



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

Board of Commissioners
Regular Meeting
6:00 PM Monday, September 14, 2026
Train Depot, 614 Broad Street

Call to Order/Pledge of Allegiance

Roll Call

Agenda Approval

Items of Consent

- [1.](#) Meeting Minutes: August 10 & 24, 2026
- [2.](#) Carteret County Special Response Team Mutual Aid Agreement
- [3.](#) Special Event Permit Application- ECHS Homecoming Parade 2026
- [4.](#) Special Event Permit Application- Dia De Los Muertos (Day of the Dead) Festival 2026
- [5.](#) Special Event Permit Application- Loaves & Fishes Run for Recovery 2026
- [6.](#) Special Event Permit Application- Santa's House 2026
- [7.](#) Special Event Permit Application- Christmas Parade 2026
- [8.](#) Volunteer Board Appointment Schedule- Proposed Standardization
- [9.](#) Amendment to Installment Financing Contract- Beaufort Town Docks Fuel Tanks

Presentations

- | | |
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| <u>1.</u> Beaufort Housing Authority- FY 2025 Audit Report | Z. Hough |
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Public Hearing

- | | |
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| <u>1.</u> Case #26-15: Rezoning- 309 Pollock Street R-8 to TCA | C. Rocci |
| <u>2.</u> Case #26-21: Rezoning- 214 Elm Street from R-8 to RS-5 | M. Eitner |

Quasi-Judicial Proceeding

- | | |
|---|-----------|
| <u>1.</u> Case #26-22 Special Use Permit: 1323 Front Street Accessory Dwelling Unit | M. Eitner |
| <u>2.</u> Case #26-23 Special Use Permit: 102 Beaufort Walk Accessory Dwelling Unit | M. Eitner |

Public Comment

Old Business

- | | |
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| <u>1.</u> Petition for Annexation- Beaufort Crossing; Certificate of Sufficiency | E. Lewis |
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New Business

- | | |
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| <u>1.</u> Crystal Coast Lady Dock Rebuild | M. Zapp/M. Eakes |
| <u>2.</u> Additional Entrance at the Commercial Docks (east end) | M. Zapp/M. Eakes |
| <u>3.</u> Consideration of Windsail/Shading at Commercial Docks | M. Zapp/ M. Eakes |

Manager Report

Mayor/Commissioner Comments

Closed Session

1. Pursuant to NCGS 143-318.11 (a) (3)

Adjourn



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Board of Commissioners
Regular Meeting
6:00 PM – Monday, September 14, 2026
Train Depot, 614 Broad Street
Beaufort, NC 28516

AGENDA CATEGORY: Items of Consent
SUBJECT: Meeting Minutes: August 10 & 24, 2026

REQUESTED ACTION:

Review and approve the attached draft minutes for the following BOC meetings:

- August 10, 2026, Regular Meeting
- August 24, 2026, Joint Planning Board Meeting/Work Session

SUBMITTED BY:

Elizabeth Lewis, Assistant Town Manager/Town Clerk



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Board of Commissioners

Regular Meeting- DRAFT Minutes

6:00 PM Monday, August 10, 2026

Train Depot, 614 Broad Street

Call to Order/Pledge of Allegiance

Mayor Harker called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Roll Call

Elizabeth Lewis, Town Clerk, called the roll.

PRESENT:

Mayor Sharon Harker
Commissioner Spiegler
Commissioner Matthews
Commissioner Cooper
Commissioner LoPiccolo

ABSENT: Mayor Pro Tem Gillikin

Commissioner Cooper made a motion to excuse Commissioner Gillikin from the meeting. The motion carried unanimously with a (4-0) vote.

Agenda Approval

Commissioner Matthews made a motion to amend the agenda by removing Case #26-15, 309 Pollock Street Rezoning from R-8 to TCA, and tabling the item to the September 14, 2026 Regular Meeting.

The motion carried unanimously with a (4-0) vote.

Items of Consent

1. Meeting Minutes: July 13 & 27, 2026
2. Ann Street Closure Request: Halloween 2026
3. SUP Order: Case #26-12 Special Use Permit (1507 Live Oak Street)
4. SUP Order: Case #26-18 Special Use Permit (1527 Front Street)
5. Arts in Beaufort "Menhaden Tales" Statue MOU

Commissioner Cooper made a motion to approve the Items of Consent as presented.

The motion carried unanimously with a (4-0) vote.

Public Hearing

1. Case #26-15: 309 Pollock Street Rezoning R-8 to TCA

The item was tabled to the September 14, 2026, Regular Meeting.

Public Comment

There was none.

Old Business

1. Voluntary Annexation Applications/Resolution: Beaufort Crossing

Commissioner Matthews made a motion to approve the proposed resolution instructing the Town Clerk to investigate the voluntary annexation applications for properties located at 401 Highway 101, 550 Highway 101, 374 Highway 101, and 388 Highway 101.

The motion carried unanimously with a (4-0) vote.

New Business

1. USDA Related Asphalt Paving Award

Town Manager Matt Zapp presented a recommendation for the Board to award an asphalt paving contract associated with the Town's USDA construction project. He noted the significance of the project and the extent of construction activity that had occurred throughout Town over the previous 12 to 24 months. Mr. Zapp was joined by Stephen Reece of Rivers and Associates and Aldridge Forrester, representing the recommended contractor, Allen Grading Company.

Mr. Zapp reported that the Town received five sealed bids for the project. Allen Grading Company submitted the lowest responsive bid in the amount of \$2,558,000, while the remaining four bids ranged from approximately \$3.1 million to \$3.5 million. Due to the difference between the bids, staff met with the contractor to review and validate the assumptions included in its proposal. Rivers and Associates also conducted a comprehensive review of the bid documents and contractor references.

Regarding project funding, Mr. Zapp explained that a portion of the contract would be funded through USDA project funds reserved for asphalt patching. The remaining amount would come from local reserve funds previously authorized by the Board in anticipation of the need for a local match.

Commissioner Matthews asked about the significant difference between Allen Grading Company's bid and the next lowest bid, as well as the findings of the vetting process. Mr. Reece explained that the five bidders were generally comparable across most line items. The primary difference involved the costs associated with saw cutting and removing asphalt and concrete. Allen Grading Company has the equipment and capability to perform this work in-house, while the other four bidders anticipated subcontracting the work to other asphalt contractors, resulting in additional costs and contractor markups. Mr. Forrester was present to provide additional information regarding the company's bid and proposed work, if needed.

Commissioner LoPiccolo commended the Town Manager, engineers, and contractor for their diligence in reviewing the proposal and ensuring the bid had been thoroughly vetted.

Commissioner Matthews made a motion to award the asphalt paving contract to Allen Grading Company in the amount of \$2,558,000.

The motion carried unanimously with a (4-0) vote.

Following the vote, Mr. Zapp asked Mr. Forrester to provide an anticipated timeline for mobilization and completion of the project. Mr. Forrester advised that work was anticipated to begin in September following the Labor Day holiday and that the contract

included a 90-day construction period, with the goal of completing the work by approximately Christmas.

Mr. Zapp further explained that the project schedule was intended to avoid disruption during the Labor Day tourism weekend. He noted that certain underground materials have an anticipated lead time of approximately four to six weeks, which could place full mobilization around mid-September. The goal is to achieve substantial completion before the Christmas holiday and before asphalt plants begin their seasonal maintenance shutdowns. He noted that the schedule would remain dependent upon weather conditions and any unforeseen circumstances that could affect construction.

2. Queen Street Stormwater Repairs & Resurfacing Recommendation

Mr. Zapp presented a recommendation for stormwater and roadway repairs along the 100 block of Queen Street, between Ann Street and Front Street. He explained that the roadway in this area has experienced significant depressions and failures requiring repair. The proposed scope of work includes repairing the damaged underground stormwater line, slip-lining sections of aging pipe that will remain in place, and completing edge-to-edge milling and asphalt resurfacing to restore the roadway to an acceptable condition.

Two contractor estimates were received for the project. Thomas Simpson Construction Company, a local Beaufort contractor, submitted the lowest estimate in the amount of \$235,000.

Mr. Zapp noted that during the Board's previous discussion of the project, staff was asked to evaluate other underground utilities within the same section of Queen Street to determine whether additional work should be completed while the roadway was under construction. Following that review, the Water Department identified valve work and other improvements needed within the project area. Thomas Simpson Construction Company provided an additional estimate of \$40,800 to complete the water utility work.

Mr. Zapp explained that the \$235,000 contract would be funded through a combination of the Stormwater Fund and the asphalt replacement fund, with costs allocated based on the type of work performed and the next item on the agenda was the associated budget amendment.

The additional \$40,800 in water utility improvements would be funded through the Water and Sewer Department's current fiscal year maintenance and repairs budget.

Mr. Zapp clarified that the \$235,000 contract and corresponding budget amendment was the item requiring formal Board approval. The additional \$40,800 in water utility work would be handled administratively through a supplemental change order or purchase order.

Commissioner Matthews asked when construction was anticipated to begin if the contract was approved.

Mr. Zapp explained that staff would need to coordinate a specific start date with Thomas Simpson Construction Company. He noted that staff would work to appropriately phase the construction and minimize impacts to businesses, residents, and visitors in the area, including Beaufort Grocery, the Inlet Inn, and nearby short-term rentals. Staff would identify a timeframe that would minimize disruption as much as reasonably possible and communicate the construction schedule to the public in advance.

Commissioner LoPiccolo made a motion to approve the Queen Street stormwater repair and resurfacing work as presented.

The motion carried unanimously with a (4-0) vote.

3. FY 2027 Budget Amendment #2

Commissioner LoPiccolo made a motion to approve FY 2027 Budget Amendment #2.

The motion carried unanimously with a (4-0) vote.

For clarity and as presented in the meeting packet, Budget Amendment #2 provides appropriations for the Queen Street Stormwater Repairs and Resurfacing Project and the carryover of the Assistance to Firefighters Grant (AFG).

The Queen Street Stormwater Repairs and Resurfacing Project has a total cost of \$235,000. Funding for the project will be allocated between the Capital Reserve Fund – Streets in the amount of \$55,000 and the Stormwater Fund in the amount of \$180,000.

The budget amendment also provides for the carryover of the Assistance to Firefighters Grant associated with the installation of Plymovent systems at both fire stations. The grant project was not completed in FY 2026; therefore, the remaining grant revenues and expenditures must be budgeted in FY 2027. Although the full project amount is not anticipated to be expended, the budget will remain consistent with the original grant award. The amendment includes a General Fund expenditure of \$51,000, AFG grant revenue of \$141,000, and a \$90,000 reduction in appropriated fund balance to account for the difference between the remaining expenditure and grant revenue.

4. Case # 26-19 Final Plat - Enclave at Beaufort Club

Planning Director Kyle Garner presented the final plat for the Enclave at Beaufort Club, a proposed subdivision of a 25.93-acre tract into 84 lots, consisting of 79 single-family residential lots and five open space lots, located off Taylor Wood Drive. The applicant is Beaufort Investment Holdings, LLC.

Mr. Garner explained that the property is part of the original Planned Unit Development (PUD) approved in the early 2000s and was originally identified as Parcel B. In November 2024, the Board of Commissioners allocated 12,600 gallons per day of water and sewer capacity to the development. As part of that approval, the Board required a second point of emergency access through Cedar Avenue via Windswept and adequate open space prior to approval of the final plat. The final plat provides 2.02 acres of open space, exceeding the required 1.69 acres.

Mr. Garner advised the Board of an error in the staff report included in the meeting packet. The report included only the \$143,000 bond amount associated with the water infrastructure and inadvertently omitted approximately \$800,000 associated with the street improvements. The developer also included a contingency of approximately 7.97%, resulting in a total bond amount of slightly more than \$2.1 million. Mr. Garner provided the correction for inclusion in the official record.

Regarding the required emergency access, Mr. Garner reported that the roadbed between Cedar Avenue and Windswept had been installed and tested by the Fire Department, including access by a fire apparatus. The gate arms and gates had also been installed; however, the electrical connection necessary for operation of the gate system remained incomplete. The developer anticipated approximately two to two and one-half weeks to complete the electrical work.

Due to the outstanding gate work, staff recommended conditional approval of the final plat, with the condition that the plat not be signed and the financial bond not be accepted until both the Police and Fire Departments had successfully tested and approved the electrical operation of the emergency access gate.

Mr. Garner noted that the subdivision ordinance provides 60 days following Board approval to obtain all required signatures, which would allow sufficient time to complete and test the gate system.

Mr. Garner also advised that the developer proposed providing the required financial security through an insurance company rather than a standard letter of credit. He noted that the Town generally does not utilize this form of financial security and that the 60-day period would provide an opportunity for legal counsel to review the bond language prior to acceptance.

Commissioner Cooper asked about the status of a second public vehicular access point into the broader Beaufort Club development, separate from the emergency-only access at Cedar Avenue. The applicant's representative, Mr. Hutchinson, explained that a second public access road was not a condition of approval for the Enclave final plat. The required improvement associated with the Enclave was the Cedar Avenue emergency access, which had been installed. He indicated that an additional public access point would be associated with future phases of the Beaufort Club development.

Commissioner Cooper recalled previous discussions regarding the need for a second entrance and exit for general vehicular traffic due to traffic flow concerns and questioned whether the additional access had previously been contemplated as an existing need rather than solely a requirement associated with future development.

Mr. Garner reported that staff had been in communication with attorneys representing a potential property seller regarding an additional access point. He advised that the developer's team, represented at the meeting by Steve Saieed, was actively pursuing a second access through a southern connection to Highway 101. Mr. Garner confirmed that Mr. Saieed had contacted the appropriate legal representatives in an effort to advance that process.

Commissioner Cooper expressed appreciation for the update and noted that Beaufort Club residents had expressed interest in the additional access point for some time.

Commissioner LoPiccolo asked about the procedures for operating the emergency access gate during a declared state of emergency, including who would be responsible for opening the gate and how long it would remain open.

Mr. Garner explained that this was the first emergency access gate installation of its kind for the Town and that a formal standard operating procedure had not yet been established. He advised that staff would work with public safety leadership, the Town Manager, and legal counsel to develop appropriate procedures.

Mr. Zapp explained that under normal operations, the gate would be activated by emergency vehicle sirens. In the event of a power outage or failure of the automatic system, Fire and Police personnel would have access to a keyed manual override. He agreed that procedures specific to declared emergencies or disasters would need to be developed.

Mayor Harker asked for clarification regarding operation of the gate during a loss of electrical power.

Mr. Zapp confirmed that emergency personnel would be able to manually open the gate using the keyed override system.

Commissioner Spiegler asked whether the financial security included all required infrastructure and improvements associated with the development, including sidewalks, streetlights, utilities, streets, and related improvements.

Mr. Garner confirmed that all required improvements were included in the bonded amount.

Commissioner Spiegler expressed support for staff's recommendation that no final signatures be placed on the plat until the emergency access gate was fully operational and had received the required approval from public safety personnel.

Commissioner LoPiccolo made a motion to approve Case #26-19, Final Plat for the Enclave at Beaufort Club, contingent upon final installation and successful operation of the emergency access gates at the Cedar Avenue emergency access, confirmation of successful testing by the Fire and Police Departments, and completion of legal counsel's review and approval of the bond instrument.

The motion carried unanimously with a (4-0) vote.

5. Rock the Docks First Fridays - Fall and Spring Events

Community Engagement Director Jen Welborn presented a proposal to expand the Town's Rock the Docks live music series into the spring and fall shoulder seasons through a new Rock the Docks First Fridays concert series.

Ms. Welborn provided an overview of the recently completed Summer Rock the Docks series, which included 12 scheduled events between May 21 and August 6 at John Newton Park. Eleven events were successfully held, with one canceled due to weather. The free, family-friendly series featured a variety of musical genres and attracted residents and visitors of all ages. More than \$26,000 was raised through sponsorships, allowing the series to be fully self-sustaining and cover associated costs, including entertainment, giveaways, and the Town's new mobile stage.

Ms. Welborn also reviewed the results of a survey distributed to downtown businesses following the summer series. Thirteen businesses responded, with 10 indicating support for continuing Rock the Docks and three remaining neutral. No respondents opposed continuation of the series. Similar support was expressed for spring and fall events. While survey responses reflected interest in varying event frequencies, Ms. Welborn explained that staff believed a monthly schedule would be the most practical approach for the shoulder seasons.

The proposed Rock the Docks First Fridays concert series would consist of five events held on the first Friday of September, October, November, April, and May. The May event would transition into the regular summer Rock the Docks series. Events would generally follow the existing format from 5:30 p.m. to 8:30 p.m. at John Newton Park, including use of the western parking lot and mobile stage. Staff anticipated that sponsorships would allow the additional events to remain financially self-sustaining.

Commissioner Cooper expressed support for expanding the series and commended Town staff and the Fire and Police Departments for their work throughout the summer. He asked whether improvements could be made to sound coverage, particularly for attendees located farther from the stage.

Ms. Welborn explained that performers had provided their own sound equipment during the summer, resulting in some variation in sound quality. She shared that staff was exploring the possibility of acquiring an in-house sound system with additional speakers.

Commissioner Matthews expressed support for the proposal and noted the positive economic activity generated by the events for the downtown area.

Commissioner LoPiccolo expressed support for the community atmosphere created by the series and asked whether the business survey indicated differences in the impact on restaurants and retail establishments.

Ms. Welborn explained that the survey identified businesses by general location rather than business type. Feedback suggested that proximity to the event had some impact on the level of increased activity, although no responding business reported a decrease in activity. She noted that staff was considering ways to better engage businesses throughout the downtown area in future events.

Commissioner LoPiccolo also asked about feedback received from event attendees. Ms. Welborn reported that overall feedback had been very positive, including from visitors who discovered the events while already visiting Beaufort.

Commissioner Spiegler asked staff to consider the workload associated with expanding the series following the demanding summer schedule.

Ms. Welborn acknowledged the staff commitment required for the weekly summer events but indicated that a monthly spring and fall schedule would be more manageable.

Mayor Harker asked about lighting and pedestrian safety during the fall and spring events particularly as daylight hours become shorter.

Ms. Welborn advised that the mobile stage is equipped with lighting and that parking lot lighting would also be available. Staff agreed to ensure adequate lighting was provided to support pedestrian safety during the events.

Commissioner Cooper made a motion to approve the Rock the Docks First Fridays events as presented, including the alcohol waiver for John Newton Park, closure of the western parking lot, and the five proposed event dates for fall 2026 and spring 2027.

The motion carried unanimously with a (4-0) vote.

6. Proposed Fence/Wall at Randolph Johnson Park

Community Engagement Director Jen Welborn presented a recommendation for installation of a low masonry wall at Randolph Johnson Park. The proposal resulted from previous Board direction for staff and the Parks and Recreation Advisory Board (PRAB) to evaluate safety improvements for the playground area due to its proximity to Carteret Avenue. PRAB reviewed the proposed wall and voted unanimously to recommend the option to the Board of Commissioners.

Ms. Welborn presented a rendering of the proposed wall, which would be designed to complement the existing masonry wall surrounding the splash pad area. The wall would follow a curved alignment along the sidewalk between the playground and Carteret Avenue, with openings maintained at sidewalk access points. The design would preserve the open character of the playground while creating a physical barrier between the play area and the roadway. The wall would also provide additional seating for parents and caregivers near the playground. The existing Beaufort statue would remain on the street-facing side of the wall and continue to be visible from Carteret Avenue.

The preliminary estimated cost of the project was approximately \$15,000.

Commissioner Spiegler expressed strong support for the proposal and discussed the safety concerns associated with the proximity of the playground to Carteret Avenue, particularly because equipment intended for younger children is located closest to the roadway. She noted that the proposed wall would provide both a physical safety barrier and convenient seating for parents and caregivers adjacent to the toddler play area.

Mayor Harker expressed support for the proposal and noted that the physical barrier would provide an additional safety measure for young children using the playground.

Commissioner Cooper asked whether the project could be completed by Town staff or would require a contractor. Ms. Welborn advised that the work would need to be contracted.

In response to a question regarding the anticipated construction schedule, Public Works Director Mark Eakes advised that installation could be completed within approximately three weeks.

Commissioner Spiegler made a motion to authorize Town staff to move forward with the proposed wall installation at Randolph Johnson Park.

The motion carried unanimously with a (4-0) vote.

7. Carteret County- Beaufort Airport Authority Appointment

Mayor Harker explained that the Town of Beaufort is responsible for appointing one representative to the Carteret County-Beaufort Airport Authority for a two-year term. The current Town-appointed representative, Charles "Bucky" Oliver II, had a term set to expire on August 31, 2026. Four individuals submitted applications for consideration: Charles "Bucky" Oliver II, John Provenzano, Barry Slade, and Susan Stalling.

Mayor Harker opened the floor for nominations.

Commissioner Cooper nominated Charles “Bucky” Oliver for reappointment.

No additional nominations were made.

Charles “Bucky” Oliver II was reappointed by acclamation to the Carteret County-Beaufort Airport Authority for a two-year term.

Mayor Harker thanked Mr. Oliver for his continued service.

Manager Report

Town Manager Matt Zapp provided an update on the Campen Road widening project. He reported that work had begun to widen the roadway from approximately 20 feet to 23 feet between CVS and Carraway Drive, bringing that section into alignment with the width of the remainder of Campen Road.

Mr. Zapp noted that the widening was generally intended to occur along the even-numbered side of the street. However, an approximately 18-inch deviation would be necessary near the Campen Road and Carraway Drive intersection to address safety considerations.

Mr. Zapp thanked the Board for its continued support and advised that staff would continue moving the project forward as directed.

Mayor/Commissioner Comments

Commissioner Cooper recognized former Finance Director Christi Wood for her service to the Town and wished her well in her new position with Carteret County.

Commissioner LoPiccolo had no additional comments.

Commissioner Matthews thanked the Board and community for their congratulations on his appointment to the North Carolina League of Municipalities Legislative Policy Committee. He noted the importance of state and local government relations and expressed his commitment to representing local government interests through the committee’s legislative policy work.

Commissioner Spiegler thanked those attending the meeting in person and online and reminded the public of the upcoming joint Board of Commissioners and Planning Board Work Session on August 24, which would include an opportunity for community input. She also recognized the recent passing of Carteret County EMS Director Dale Griffin, extended condolences to his family, and thanked Town staff involved in the rescue response.

Mayor Harker thanked Town staff for their continued work and shared positive feedback received from attendees of the North Carolina Association of Zoning Officials conference regarding the appearance and cleanliness of Beaufort. She welcomed Interim Finance Director Julie Anderson and thanked her for assisting the Town during the transition. Mayor Harker also congratulated Commissioner Matthews on his appointment to the League’s Legislative Policy Committee and expressed support for the continuation of Rock the Docks. She concluded by encouraging the community to support back-to-school supply needs and reminded motorists to use additional caution as students and school buses return to the roadways.

Closed Session

1. Pursuant to NCGS 143-318.11 (a) (3)

Commissioner Cooper made a motion to enter into Closed Session pursuant to North Carolina General Statutes § 143-318.11(a)(3).

The motion carried unanimously with a (4-0) vote.

Following the Closed Session, the Board returned to Open Session. No formal action was taken by the Board.

Adjourn

Commissioner Cooper made a motion to adjourn the meeting at 8:52 p.m.

The motion carried unanimously with a (4-0) vote.

Sharon E. Harker, Mayor

Elizabeth Lewis, Town Clerk



Town of Beaufort, NC

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Board of Commissioners/Planning Board Joint Meeting

DRAFT Minutes

4:00 PM Monday, August 24, 2026

Train Depot, 614 Broad Street

Call To Order

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

Roll Call

Elizabeth Lewis, Town Clerk, called the roll.

PRESENT:

(Board of Commissioners)

Mayor Harker

Mayor Pro Tem Gillikin

Commissioner Cooper

Commissioner LoPiccolo

Commissioner Matthews

Commissioner Spiegler

(Planning Board)

Ryan Neve

Victor Fasolino

Tammy Hunsucker

Clark Patton

George Stanziale

Jeff Vreugdenhil

ABSENT: Cameron White

Agenda Approval

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

The motion carried unanimously.

Presentations

1. Unified Development Ordinance Update – Module 4: Subdivision Regulations and Flood Damage Prevention Ordinance

Mayor Harker opened the presentation by reviewing the purpose of the joint work session. She explained that the meeting was a continuation of the Town's Unified Development Ordinance (UDO) update, with a focus on Module 4, including the reorganization and modernization of the subdivision regulations and updates to the Flood Damage Prevention Ordinance (FDPO). She clarified that the purpose of the session was not to adopt an ordinance, but to build upon previous work, identify outstanding questions, and provide direction to staff and the project consultant. The Board and Planning Board would also discuss the next phase of the UDO update and provide direction regarding its scope and sequence.

Mayor Harker encouraged participation from members of both boards and emphasized the importance of a balanced and collaborative discussion. She also noted that a community conversation would immediately follow the joint work session on the adjacent side of the Train Depot.

Town Planner Michelle Eitner welcomed both boards and explained that Module 4 provided an opportunity for meaningful local input, particularly regarding the subdivision regulations. She noted that the Flood Damage Prevention Ordinance was largely based on state and federal requirements, providing less flexibility for local modifications. She encouraged feedback from the boards as well as members of the community during the public input session.

Project Consultant Kelly Cousino began the presentation with an overview of the proposed Article 5 subdivision regulations. She reviewed proposed changes to block and lot standards, including a minimum block length of 400 feet and maximum of 1,320 feet, or eight times the applicable district minimum lot width. Blocks exceeding 600 feet would require a mid-block pedestrian connection. New lots would also generally be required to front a public or private street, with provisions included for access to existing landlocked parcels.

The draft also establishes separate major and minor subdivision classifications. Minor subdivisions would generally include developments of five or fewer lots located along an existing public street that do not require new structural public improvements or a variance. These subdivisions would be eligible for administrative review rather than the full board review process. Cousino noted that the specific administrative procedures would be addressed separately in the Procedures article. Most development standards would remain applicable to minor subdivisions, although certain requirements, including open space and boat ramps or docks, would not apply.

Cousino reviewed proposed changes to pedestrian and bicycle facility requirements. The draft would generally require sidewalks on both sides of the street for subdivisions with lots of 12,000 square feet or less and on one side for subdivisions with larger lots. Sidewalks would increase from a minimum width of four feet to five feet. Additional provisions address sidewalks on cul-de-sacs, enhanced pedestrian crossings, streetlighting standards, and maintenance requirements for privately owned improvements.

The proposed open space standards represent a substantial expansion of the existing regulations. The draft establishes different types and minimum sizes of open space to promote usable recreational areas and would require developments to provide at least two types of open space, with at least 50 percent devoted to active recreation. The proposed parks level-of-service standard would increase from 8 acres to 12.9 acres per 1,000 residents, based on National Recreation and Park Association data for communities of comparable size. The existing calculation methodology would generally remain in place but would incorporate updated demographic information. Fee-in-lieu provisions would also remain available but would be limited to the active recreation component, with other required open space provided on-site.

Cousino next reviewed proposed street standards. The draft would prohibit gated subdivisions, regardless of whether the streets are public or private, consistent with the Steering Committee's recommendation. It also establishes criteria for residential alleys and removes the current prohibition on private streets. Private streets would be required to meet applicable NCDOT design and construction standards and include appropriate signage, maintenance agreements, and access easements allowing the Town to provide services such as trash collection, emergency response, and code enforcement. The draft also specifies that private streets would not be eligible for future acceptance by the Town.

Cluster subdivision design remains an area requiring additional direction. Cousino explained that cluster design is currently required only within the RC-5 zoning district and that the Steering Committee had not reached a recommendation regarding whether it should be expanded to other zoning districts or what incentives, if any, should accompany its use. Cluster design generally provides for increased open space, groups homes into smaller clusters, incorporates interconnected pedestrian facilities, and provides perimeter buffers. Potential incentives previously discussed included adjustments to impervious surface limitations, density calculations, and minimum lot area requirements.

The draft also introduces specific design standards for new townhouse subdivisions. Proposed provisions address rear-alley access for narrower lots, minimum outdoor living areas, orientation of a portion of units toward parks or open space, guest parking, driveway design, and shared solid waste collection areas.

Cousino concluded the subdivision portion of the presentation by reviewing performance guarantees. The draft largely carries forward and reorganizes existing requirements while incorporating changes necessary for consistency with recent state law. It also includes provisions allowing for partial release of performance guarantees, as recommended during the Phase 1 codes assessment.

Cousino then reviewed the proposed Flood Damage Prevention Ordinance, which would become Article 6 of the UDO. She explained that the ordinance is largely based on the State's updated model ordinance and federal requirements and has already undergone State review. The proposed article has been reorganized to place substantive development standards before administrative provisions and definitions, consistent with the overall structure of the new UDO.

The draft incorporates the optional standards available through the State model ordinance. These include additional requirements related to enclosed areas below the lowest floor, flood openings, operational and maintenance plans for nonresidential floodproofing, professional certification of certain construction within VE and Coastal A Zones, elevation certificates prior to construction, and clarification regarding the treatment of tiny homes on chassis as recreational vehicles.

Cousino highlighted the proposed increase in freeboard requirements as the most significant local policy consideration within the FDPO. The draft would increase required freeboard from one foot to two feet above the Base Flood Elevation in areas where a Base Flood Elevation has been established and from two feet to three feet above grade in areas without an established elevation. She noted that the Town's CAMA Land Use Plan

supports increased freeboard and that maintaining at least one foot of freeboard is necessary for the Town's current Community Rating System classification.

Potential benefits of increased freeboard were also reviewed, including greater protection from flood risk, potential reductions in flood insurance premiums, additional Community Rating System credit, reduced repetitive-loss exposure, greater consideration of future flood conditions, and reduced costs associated with disaster recovery.

Following the presentation, Mayor Harker opened the floor for discussion and invited members of the Board of Commissioners and Planning Board to provide questions and comments regarding the proposed changes.

Commissioner Spiegler asked how the boards' feedback would be incorporated into the process, particularly given the number of questions and comments members had regarding the draft.

Cousino explained that feedback from the session would be incorporated into future revisions.

Commissioner Matthews similarly indicated that he had a number of questions arising from the presentation.

Given the time available, Mayor Harker encouraged members to focus on their primary policy-level questions and provide additional comments to staff following the meeting. She noted that additional joint discussion would likely be necessary as the UDO update continued.

Planning Board member Jeff Vreugdenhil asked whether the proposed five-lot threshold for administrative review of minor subdivisions was tied to acreage, expressing concern that subdivisions involving a relatively small number of large parcels could receive only staff-level review.

Cousino explained that parcels of 10 acres or more may qualify for exemption under state law and that construction of a new road would cause a subdivision to be classified as major. She reiterated that the administrative review procedures would be developed as part of a future module.

Planning Board member George Stanziale raised concerns regarding the fee-in-lieu provisions for required open space and whether the proposed standards allowed too much discretion.

Tyson Smith explained that fee-in-lieu provisions are governed in part by state law and that the proposed language was intended to reflect the Steering Committee's recommendations.

Planning Board member Victor Fasolino added that the Steering Committee had specifically discussed concerns with allowing developers to automatically choose a fee in lieu of providing open space.

Under the proposed language, the Board of Commissioners, following review and recommendation by the Planning Board, would determine whether on-site open space is infeasible or inconsistent with the Town's Comprehensive Plan before a fee-in-lieu option could be approved.

Planning Board member George Stanziale expressed broader concern regarding the amount of discretionary decision-making assigned to staff and the Board of Commissioners throughout the draft. He emphasized the importance of establishing objective standards that can be consistently administered over time. He also recommended incorporating additional graphics and illustrations throughout the UDO to make development standards easier for applicants and the public to understand. Stanziale raised additional questions regarding building height measurements, elevated structures within flood zones, permitted projections above maximum building heights, standards for

active recreation areas, and responsibility for reviewing engineering information associated with flood-related development.

Commissioner Cooper agreed that consistency in administering development requirements was important, particularly as staff and board membership change over time. He expressed concern with allowing developers to pay a fee as an alternative to complying with an established requirement and emphasized that development standards should be applied consistently.

Planning Board member Ryan Neve identified several areas for additional consideration, including street tree and lighting requirements within R-8 districts, clearer thresholds for requiring traffic studies, and whether an additional classification should be established for private streets that function primarily as parking areas. He also recommended further consideration of the open space provisions, including use of the Open Space zoning district, flexibility in the active recreation requirement, and clearer standards for when stormwater facilities may qualify as open space. Regarding cluster development, Neve recommended additional evaluation of the relationship between the RC-5 and RS-5 districts and suggested retaining the cluster provisions until a broader review could be completed.

Commissioner LoPiccolo raised questions regarding the proposed incorporation of the Town's existing Flood Damage Prevention Ordinance, currently contained in Chapter 151, into the UDO. He asked whether moving the regulations into the UDO could affect their legal authority, enforcement mechanisms, or associated civil penalties and how conflicts between the flood regulations and other UDO provisions would be addressed. He also questioned whether the proposed changes could implicate recent state legislation concerning downzoning.

Town Attorney Arey Grady explained that flood damage prevention regulations are not zoning regulations by definition and that the state-law restrictions on downzoning apply specifically to zoning ordinances rather than subdivision or flood damage prevention regulations. He indicated that he did not see significant legal risk in incorporating the subdivision and flood regulations into a consolidated UDO, provided the individual regulatory provisions remained clearly identified.

Grady explained that the Town could maintain the regulations as standalone ordinances, but doing so could create inconsistencies in administrative procedures, enforcement, penalties, and development review. He described the proposed incorporation of Chapter 151 into the UDO as essentially an amendment and restatement of the existing regulations rather than a reduction in their regulatory effect. The legislative history would remain documented through the Town's Code of Ordinances. He also explained that the Town's existing civil enforcement tools would generally remain available under the consolidated UDO.

Cousino noted that the UDO could include a specific provision establishing how conflicts between the flood damage prevention article and other provisions of the ordinance would be resolved, including the option of specifying that the flood damage prevention standards control in the event of a conflict.

Discussion continued regarding differences between the proposed freeboard requirements and those currently contained in Chapter 151. Commissioner LoPiccolo expressed concern about repealing and replacing the existing chapter, particularly if it is referenced for regulatory or flood insurance purposes.

Grady reiterated that the Town is required to maintain a flood damage prevention ordinance to remain a participating community under applicable state and federal programs and that transferring the provisions into the UDO would not eliminate that ordinance or its regulatory authority.

Cousino advised that updated flood maps were expected to become effective in February 2027 and would introduce Coastal A Zones that are not currently mapped or regulated by

the Town. She suggested that the Town consider adopting updated flood regulations in advance of the new maps, potentially as a standalone ordinance until completion of the overall UDO rewrite.

Grady noted that the ordinance could reference flood maps as amended by the appropriate federal and state authorities, avoiding the need to amend the ordinance each time the maps are updated.

Commissioner Spiegler sought clarification regarding whether Cousino was recommending adoption of the revised flood regulations prior to the February 2027 effective date. Cousino confirmed that consideration should be given to adopting the updated regulations in anticipation of the new Coastal A Zones, either as a standalone ordinance or as part of the UDO depending upon the timing of the overall project.

Commissioner LoPiccolo also questioned provisions related to waterfront development, including CAMA setbacks and elevation requirements, and asked how the standards would apply to docks, seawalls, piers, and similar waterfront structures.

Town Planner Michelle Eitner explained that the provisions were taken from the State's model flood damage prevention ordinance and that Coastal A Zones are generally subject to standards similar to those applicable within oceanfront V Zones. She indicated that staff would further review the provisions and their applicability to coastal development.

Commissioner Matthews indicated that he had developed an extensive list of comments and questions and planned to provide them to staff in writing. Among his primary concerns were the Town's authority to regulate property within CAMA jurisdiction, the relationship between statutory flood regulation authority and recent state downzoning restrictions, and the need for definitions to accompany the draft regulations. He emphasized that clearly defined terms are essential to interpreting and administering the UDO and requested that new terms introduced through Module 4 be defined. He also requested consideration of the fiscal impacts of regulations that are more stringent than existing requirements, particularly their potential effect on housing affordability, and asked legal counsel to further evaluate the proposed regulations in relation to state downzoning restrictions.

Cousino agreed that clear definitions were important and explained that most UDO definitions were being consolidated into a single article. Flood-specific definitions currently remain within the flood damage prevention article because of their specialized nature, while definitions associated with the subdivision regulations would need to be addressed as the draft progresses.

Stanziale provided several additional recommendations regarding subdivision and townhouse development standards. He supported requiring street trees and streetlights in all subdivision types and establishing clearer triggers for traffic impact analyses. He also recommended limiting the number of connected townhouse units, requiring variation in building setbacks, incorporating trees into visible alley areas, and providing separate block-length standards and graphics for townhouse developments. He further asked whether the Town could regulate townhouse designs where garages dominate the street-facing façade.

Cousino explained that state law limits local regulation of certain residential building design elements and indicated that staff would further evaluate what standards may legally be imposed.

Commissioner Gillikin recommended considering the fiscal impacts of both adopting and not adopting more stringent development standards, particularly those related to flood protection and freeboard. She also supported reconsidering the exemption of street trees within R-8 districts and further discussion of cluster development, including consideration of the RS-5 district.

Commissioner Spiegler supported further consideration of limits on the number of connected townhouse units and expressed concern regarding garage-dominated streetscapes. She also questioned whether requiring rear-alley access for narrow

townhouse lots could adversely affect existing development located behind those properties. She supported incorporating trees into alleys, providing greater flexibility within the requirement that 50 percent of open space be devoted to active recreation, making greater use of the Open Space zoning district, and requiring sidewalks on both sides of streets within Town developments.

Planning Board member Vreugdenhil expressed concern about adopting revised flood damage prevention standards before the updated flood maps become effective. He noted the potential implications for existing homes constructed at or near current elevation requirements and recommended evaluating provisions that would allow existing structures to be expanded without requiring compliance with new elevation standards. He favored waiting until the new flood maps were available before adopting the revised ordinance.

Planning Board member Tammy Hunsucker expressed concern that the proposed subdivision design standards may not sufficiently align with the Town's CAMA Future Land Use Plan and recommended additional review to ensure consistency between the UDO and the Town's adopted future land use policies.

Mayor Harker concluded this portion of the discussion due to the timing of the community event scheduled to follow the work session and transitioned the meeting to the next topic.

Next Steps Discussion – UDO Module Options

Tyson Smith provided an update on the legislative environment, noting that, as of the meeting date, the downzoning legislation had not been amended, repealed, or meaningfully limited. He also noted that Mills River, which had previously been exempt from the legislation, had since lost that exemption, indicating that the legislation remained in effect.

Smith outlined four potential approaches for moving forward with the UDO:

Planning Board member George Stanziale noted that Modules 3 and 4 appeared closely related because subdivision regulations and design standards work together. He questioned why the options presented did not include an approach combining the two modules.

Commissioner Spiegler noted the uncertainty surrounding the downzoning legislation and the upcoming election, stating that legislative changes could occur within the next several months, including the possibility that the law could be amended or repealed. She recommended keeping that possibility in mind as the Town determines how to proceed with the UDO.

Commissioner Cooper recalled that during the Board's February 2026 discussion, he had advocated for proceeding with all five modules and reiterated his support for a comprehensive approach. He asked Smith to confirm whether Option 3 would involve completing all five modules and also asked for his assessment of the likely direction of the downzoning legislation.

Smith stated that he could not predict whether the law would change but explained that Option 3 would proceed under the assumption that S.L. 2023-108 remains applicable. Under that approach, the consultants would draft the UDO accordingly and avoid or modify provisions that could not be implemented consistently with current law. He noted that Options 1 or 2, or delaying further work, remained alternatives if the Town believed legislative changes were likely. Commissioner Cooper indicated that he favored Option 3 but confirmed that the Board was not being asked to formally select an option at that time. Smith agreed, explaining that the discussion was intended to follow up on the Board's previous direction and further determine how the Town wished to proceed.

Planning Board member Victor Fasolino agreed that the uncertainty surrounding potential legislative changes should be considered. He suggested that the Steering Committee continue its work on Modules 3 and 4, incorporate the comments received, and further

refine the material before another meeting is held to present the final Module 4 and continue discussion of the next steps.

Commissioner Matthews emphasized that the Town should base its decisions on the law as it currently exists rather than assumptions about possible future legislative changes. He expressed concern regarding the ordinances currently under review and the possibility that Town-initiated regulatory changes could constitute downzoning, noting the potential liability and importance of ensuring compliance with existing law. He stated that any future legislative changes could be addressed if and when they occur.

Commissioner Gillikin questioned why the downzoning statute would affect the entire UDO if it applied only to certain provisions, noting that this distinction was contributing to confusion regarding the options being considered.

Smith explained that the estimate provided during the February discussion remained that approximately half of the provisions within Modules 2 and 3 could be addressed because they were either unaffected by the downzoning statute or could be structured in a manner consistent with it. The remaining provisions could be restricted by the legislation or present greater legal risk.

Commissioner Gillikin asked whether the UDO could be structured so that affected provisions could be modified if the law were later amended. Smith explained that certain provisions, such as those structured as incentives, could potentially be converted to requirements in the future.

Cousino added that the ease of making those changes would depend on how the UDO was initially drafted. Some provisions could be modified by changing their applicability, while others could require more extensive revisions.

Planning Board member Ryan Neve asked whether Option 3 could allow existing property owners to retain rights under the current LDO for provisions affected by the downzoning statute, with updated standards applying to new development or voluntary zoning changes.

Smith confirmed that this was one possible approach. He explained that if the statutory restrictions were later removed, provisions preserving rights under the previous LDO could also be removed, allowing the updated standards to apply more broadly. While noting that changes to development codes are rarely simple, he indicated that such a revision could be relatively straightforward if the UDO were structured appropriately from the outset.

Commissioner Spiegler suggested that the Steering Committee continue working on the subdivision and flood damage prevention provisions over the next two to three months while the Town continued to evaluate its broader approach to the UDO. She expressed support for Option 3 and suggested that incentive-based provisions could be used in appropriate areas rather than mandatory requirements to allow the Town to continue pursuing its policy objectives while remaining consistent with the downzoning statute. She also supported continuing work across the modules while allowing additional time before making a final determination on the overall approach.

Smith explained that under Option 3, the consultants would work closely with Town staff and legal counsel to identify provisions that raised questions under the downzoning statute. He described a process being used in Pasquotank County in which potential concerns are identified during drafting and reviewed with the planning director and legal counsel, allowing the governing board to understand the potential risks and determine how it wishes to proceed.

Commissioner Matthews stated that provisions identified through consultation with legal counsel should be structured through incentives, property owner approval, or another approach that reasonably complies with S.L. 2023-108.

Mayor Harker asked whether the consultants could begin preliminary work consistent with Option 3 while the Board and Planning Board continued focusing on the current subdivision and flood damage prevention provisions. Smith confirmed that preliminary drafting could begin.

Commissioner Spiegler reiterated her support for Option 3 while also recommending that the Town allow approximately two to three months before making a final decision, providing additional time to evaluate potential legislative developments.

No formal motion or action was taken regarding selection of a UDO module option. The discussion reflected general support for continuing work consistent with Option 3, while allowing the current Module 4 work to continue and revisiting the broader UDO approach in approximately two to three months.

Board Comments

Mayor Harker invited members of the Planning Board and Board of Commissioners to offer closing remarks.

Planning Board member Hunsucker thanked Mayor Harker and the Board of Commissioners for the opportunity to participate in the joint discussion.

Planning Board member Fasolino expressed appreciation for project consultants Kelly Cousino and Tyson Smith and recognized their continued work and involvement throughout the UDO update process.

Planning Board member Patton echoed those sentiments and also recognized the contributions of the UDO Steering Committee.

Planning Board member Stanziale indicated that he had no additional comments.

Planning Board member Vreugdenhil thanked the Board of Commissioners for the opportunity to participate and provide input.

Planning Board member Neve expressed appreciation to the Commissioners on behalf of the Planning Board, noting that receiving direction and feedback from the Board of Commissioners is helpful to the Planning Board as it carries out its responsibilities.

Commissioner Spiegler expressed support for holding additional joint meetings between the Planning Board and Board of Commissioners, noting the value of the collaborative discussions. She also thanked Town Planner Michelle Eitner for her continued involvement and contributions throughout the UDO update process.

Commissioner Gillikin expressed appreciation to Town staff, the project consultants, Planning Board members, the UDO Steering Committee, and others who had contributed their time and efforts to the process.

Commissioner Matthews commented positively on the joint meeting and expressed appreciation for the discussion and input received.

Commissioner Cooper echoed Commissioner Gillikin's comments and expressed his appreciation to those involved in the process.

Commissioner LoPiccolo recognized the significant amount of work occurring behind the scenes and thanked those who had contributed to the UDO update.

Mayor Harker concluded the remarks by recognizing outgoing Planning Director Kyle Garner and expressing appreciation for his years of service, leadership, institutional knowledge, and dedication to

the Town of Beaufort. She wished him well in his future endeavors and thanked him for his contributions to the Town.

Adjourn

Commissioner Gillikin made a motion to adjourn the meeting at 6:02 p.m.

The motion carried unanimously.

Sharon E. Harker, Mayor

Elizabeth Lewis, Town Clerk



Town of Beaufort, NC

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

**Board of Commissioners
Regular Meeting
6:00 PM Monday, September 14, 2026
Train Depot, 614 Broad Street
Beaufort, NC 28516**

AGENDA CATEGORY: Items for Consent
SUBJECT: Carteret County Special Response Team Mutual Aid Agreement

SUMMARY:

The Carteret County Special Response Team is a multi-jurisdictional team deployed upon request of the Chief of Police to handle critical incidents requiring specific training and tactics. The mutual aid agreement has been updated and requires signature by the Chief of Police as outlined in NCGS 160A-288. The Town Attorney requested that the Board of Commissioners review the document prior to authorizing the Chief of Police to execute the document.

REQUESTED ACTION:

Approval to authorize the agreement.

SUBMITTED BY: Chief Burdette

BUDGET AMENDMENT REQUIRED: No

§ 160A-288. Cooperation between law enforcement agencies.

(a) Unless specifically prohibited or limited by an ordinance officially adopted by the governing body of the city or county by which the person is employed, appointed, or elected to serve, the head of any law enforcement agency may temporarily provide assistance to another agency if so requested in writing by the head of the requesting agency. The assistance may comprise allowing officers of the agency to work temporarily with officers of the requesting agency (including in an undercover capacity) and lending equipment and supplies. While working with the requesting agency under the authority of this section, an officer shall have the same jurisdiction, powers, rights, privileges and immunities (including those relating to the defense of civil actions and payment of judgments) as the officers of the requesting agency in addition to those the officer normally possesses. While on duty with the requesting agency, the officer shall be subject to the lawful operational commands of the officer's superior officers in the requesting agency, but the officer shall for personnel and administrative purposes, remain under the control of the officer's own agency, including for purposes of pay. The officer shall furthermore be entitled to workers' compensation and the same benefits when acting pursuant to this section to the same extent as though the officer were functioning within the normal scope of the officer's duties.

(b) As used in this section:

- (1) "Head" means any director or chief officer of a law enforcement agency including the chief of police of a local department, chief of police of county police department, and the sheriff of a county, or an officer of one of the above named agencies to whom the head of that agency has delegated authority to make or grant requests under this section, but only one officer in the agency shall have this delegated authority at any time.
- (2) "Law enforcement agency" or "agency" means a municipal police department, a county police department, or a sheriff's office of this State. Subject to G.S. 15A-403, it also includes a municipal police department, a county police department, or a sheriff's office of another state if the laws of the other state allow for the provision of mutual aid with out-of-state law enforcement officers. All other State and local agencies are exempted from the provisions of this section.

(c) This section in no way reduces the jurisdiction or authority of State law enforcement officers.

(d) For purposes of this section, the following shall be considered the equivalent of a municipal police department:

- (1) Campus law enforcement agencies established pursuant to G.S. 115D-21.1(a) or G.S. 116-40.5(a).
- (2) Colleges or universities which are licensed, or exempted from licensure, by G.S. 116-15 and which employ company police officers commissioned by the Attorney General pursuant to Chapter 74E or Chapter 74G of the General Statutes.
- (3) Law enforcement agencies operated or eligible to be operated by a municipality pursuant to G.S. 63-53(2).
- (4) Repealed by Session Laws 2013-360, s. 16B.4(d), effective July 1, 2013.
- (5) A Company Police agency of the Department of Agriculture and Consumer Services commissioned by the Attorney General pursuant to Chapter 74E of the General Statutes. (1967, c. 846; 1971, c. 698, s.1; c. 896, s.4; 1977, c. 534; 1981, c. 93, s. 2; 1987, c. 671, s. 4; 1989, c. 518, s. 2; 1991, c. 636, s. 3; 1991 (Reg. Sess., 1992), c. 1043, s. 6; 1997-143, s. 1; 1999-68, s. 4; 2005-231, s. 8; 2006-159, s. 4; 2009-94, s. 1; 2011-260, s. 4; 2013-360, s. 16B.4(d); 2018-87, s. 1; 2019-130, s. 1.)

STATE OF NORTH CAROLINA

CARTERET COUNTY SPECIAL RESPONSE TEAM
MUTUAL AID AGREEMENT

THIS MUTUAL AID AGREEMENT (Agreement) is made and entered into on the date of the last signature set forth herein below, in the year of 2026, by and between the Sheriff of Carteret County, North Carolina, and the municipalities of Morehead City, North Carolina, Beaufort, North Carolina, Emerald Isle, North Carolina, and Pine Knoll Shores, North Carolina (collectively, the "Parties").

RECITALS

WHEREAS, North Carolina General Statutes §§ 160A-288 and 153A-212 authorize the heads of law enforcement agencies to provide temporary assistance to each other for the purpose of enforcing the laws of the State of North Carolina; and

WHEREAS, the undersigned municipalities and Carteret County Sheriff's Office desire to set the terms applicable to the exercise this authority in this Agreement; and

WHEREAS, the undersigned parties have been participating as member agencies of the Carteret County Sheriff and Police Special Response Team (CCSRT) operating under mutual aid agreements for a number of years; and

WHEREAS, this Agreement is entered into by the undersigned parties on behalf of their respective law enforcement agencies to specifically formalize the administration of the CCSRT; and

WHEREAS, the undersigned acknowledge mutual benefit in enhanced law enforcement capabilities and efficiency in the form of the CCSRT within the jurisdictions of all agencies and recognize that it would be in the mutual interest of all parties, as well as the furtherance of the public interest and the advancement of public safety, for the undersigned parties to continue to provide certain law enforcement assistance to each other, such benefits inuring to the benefit of all, each signature affixed below in reliance upon the other; and

WHEREAS, the undersigned acknowledge as well that the furtherance of the public interest and the advancement of public safety will benefit from authorizing the deployment of the CCSRT upon written request to any law enforcement agency not party to this Agreement.

NOW, THEREFORE, pursuant to §§ 160A-288 and 153A-212 of the General Statutes of North Carolina, and in consideration of the foregoing and the mutual promises and covenants set forth herein, the undersigned parties do hereby request each from the other, as the "Requesting Agency", and do hereby agree to provide each to the other, as the "Lending Agency", when feasible to do so, standing assistance as follows:

1. Scope of Agreement and Nature of Assistance

This Agreement applies when, pursuant to N.C.G.S. §§ 160A-288 or 153A-212 any combination of the Parties engages in the provision of law enforcement mutual aid to any other Party to the Agreement. The Parties shall provide assistance to each other in enforcing the laws of the State of North Carolina when requested in writing to do so. This assistance, above and beyond existing mutual aid agreements, is specific to the deployment and operation of the CCSRT. The assistance will consist of, but is not limited to, the loaning of sworn law enforcement officers employed by the Parties for training and operational purposes, and the loaning of vehicles, equipment and supplies.

2. Effective Date, Term, and Renewal

This Agreement is entered into on the date of last signature set forth herein below, and it shall continue and remain in effect as to each Party until Termination under Section 17 below. The undersigned acknowledge that some of the terms of other mutual aid agreements may conflict with the terms of this Agreement. The undersigned intend that the effective date and terms of this Agreement shall govern in the event of a conflict as it pertains to the Parties' participation in the CCSRT.

3. Purpose and Function

The purpose of this Agreement is to provide for a more formal administration of the CCSRT, a single functionally consolidated Special Weapons and Tactics Team (SWAT) and Crisis Negotiating Team (CNT).

4. Organization

No separate legal or administrative entity is created by this Agreement and this Agreement does not affect the organization or functions of the parties except as provided below. This Agreement does not modify, restrict, or prohibit the Parties or their law enforcement officers from engaging in mutual aid pursuant to N.C.G.S. § 160A-288 or 153A-212 in contexts other than what is contemplated by this Agreement.

5. CCSRT Structure

5.1. The Carteret County Sheriff's Office (CCSO) is the Host Agency for the CCSRT and has exclusive authority to select and appoint the Team Commanders (TCs).

5.2. TCs will have team organizational command. The TCs are responsible for overseeing team organization, training, equipment, operational deployment, records, and administration.

5.3. Team Leaders (TLs) and Assistant Team Leaders (ATLs) will be supervised by the TCs in accordance with a current organizational chart maintained within CCSRT records. The Team Leaders will assist with the coordination, documentation, and maintenance of training, equipment, operational planning, records, and budget as assigned by the TCs. Team Leaders are in command of independent subdivisions

within the team and can also function as a TC in their absence.

5.4. Incident command shall be the responsibility of the head of the law enforcement agency of the Requesting Agency. In the event that the head of a law enforcement agency that is not party to this Agreement requests mutual aid, and the CCSRT responds, the Carteret County Sheriff's Office shall be considered the Requesting Agency for the purposes of this Agreement. The Requesting Agency may delegate incident command responsibility to any sworn law enforcement officer employed by a Party. The head of the Requesting Agency or their designee under the preceding sentence shall be considered the Incident Commander. This responsibility must be accepted in writing by such officer. However, the Requesting Agency will still be required to provide a liaison to the designated Incident Commander for the duration of the event.

5.5. The CCSRT will continue to operate from its Standard Operational Procedure Manual (SOP). The SOP will be maintained by the CCSRT Team Commanders and is subject to review by the undersigned. Each undersigned will be provided with current versions of the SOP. The undersigned agree that the SOP may change over the course of time and agree that they will comply with the new policies. Following changes or updates to the SOP, the TCs shall forward copies to the Parties. The Parties understand that the CCSRT, when activated in their respective jurisdictions, will act per the SOP.

5.6. Tactics used by the CCSRT will be tactics generally recognized as viable tactical options by the National Tactical Officers Association or by other reputable sources.

5.7. Tactics used by CCSRT should be approved by the Incident Commander of the incident at hand.

5.8. Maintenance of all CCSRT equipment will remain the responsibility of the agency which provided it.

6. CCSRT Team Composition

6.1. Due to the amount of training and expertise that is needed to be proficient in certain areas, it is recommended that each agency designate CCSRT membership as a long-term assignment.

6.2. Criteria for application to the CCSRT components are as follows:

6.2.1. Must be off probation in the current agency of employment and have the approval of the head of the agency.

6.2.2. The selection process for CCSRT members will be in accordance with applicable state and federal law, and as documented in the CCSRT SOP.

6.2.3. Once selected, new team members must complete the training requirements as mandated by the SOP.

6.2.4. Selection processes for the CCSRT will be held on an annual basis,

subject to change based on the needs of the team and the applicant pool.

6.2.5. The Team Commanders will review the selection and authorize the appointment of a new member to the CCSRT with the approval of the Host Agency Chief and the Chief or Sheriff of the new member's law enforcement agency.

6.3. Criteria for retention with the CCSRT are as follows:

6.3.1. Each member must remain in good standing with their parent agency who may rescind their CCSRT membership at any time and for any reason. Law enforcement officers employed by a Party have no right, privilege, entitlement, or responsibility to participate in the CCSRT. Participation in the CCSRT is not considered an employment benefit or entitlement. The participation of any individual law enforcement officer is voluntary, and may be revoked by the law enforcement officer's employer at any time for any lawful reason.

6.3.2. The Parties agree to report any disciplinary action causing any internal suspension in duties or a rescission in writing to the CCSRT as soon as possible.

6.3.3. The CCSRT may impose additional retention or participation limitations with the team based on internal agency actions up to and including dismissal from the CCSRT.

6.3.4. Membership with the CCSRT requires continued attendance, training, qualifications and certifications for the member to be classified as an active, operational team member. These standards are documented in the CCSRT SOP.

6.3.5. The TCs of the CCSRT may place a member in probationary status, limit their operational assignments, and/or remove them from membership should attendance, training, qualification, and/or certification not be met in accordance with the SOP, or should the conduct of the officer call into question their ability to professionally fulfill the duties of the CCSRT, in the TC's sole and exclusive discretion.

7. Training

Officers Assigned to the CCSRT shall engage in regular and reoccurring training together as outlined in the SOP and in accordance with established training schedules.

8. Severability

If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the right and obligations of the Parties shall be construed and enforced as if the

Agreement did not contain the particular provision held to be invalid.

9. Legal Authority to Act Within the Requesting Agency's Jurisdiction

While on duty with the Requesting Agency, the temporarily assigned officer shall have the same jurisdiction, powers, rights, privileges, benefits, and immunities as the officers of the Requesting Agency, in addition to those which he or she normally possesses.

10. Persons to Whom Personnel from the Lending Agency are to Report

While on duty with the Requesting Agency, a temporarily assigned officer shall be subject to the lawful operational commands of the superior officers in the Requesting Agency. The temporarily assigned officer shall obey all lawful and proper orders and diligently perform assigned duties and shall work during assigned hours.

11. Procedures for Requesting Mutual Aid

When temporary assistance is needed pursuant to this Agreement, the head of the Requesting Agency shall notify the head of the Lending Agency of the need for such assistance, and assistance shall be provided if feasible to do so. The Requesting Agency in need of temporary assistance shall notify the Lending Agency of such need in writing provided that where a request is made under circumstances where the provision of a written request would frustrate the purposes of CCSRT's involvement, the execution of this Agreement shall be deemed the required written request until such time as a written request may be produced. The Requesting Agency shall furnish the specific request in writing as soon thereafter as practicable. The heads of the Requesting Agencies and any Lending Agencies may delegate their duties under this Section 11 in writing to any one sworn law enforcement officer, and only one officer, employed by the respective agency, with such delegation to become effective only upon written acceptance by the delegated officer.

12. Legal Status of Agency Personnel

For personnel and administrative purposes, the temporarily assigned officer shall remain under the control of the Lending Agency, and shall be entitled to workers compensation and other benefits to which he or she would be entitled if functioning within the normal course and scope of their duties with the Lending Agency.

13. Disciplinary Actions

Any disciplinary actions arising out of the temporary work assignment or any loaned officer will remain the responsibility of the Lending Agency.

14. Persons Authorized to Request Mutual Aid

All requests covered under this Agreement will be executed by the Chief of the Requesting Agency or, in his absence, by such other person as has been designated to make or grant such requests.

15. Length of Assignment

Officers shall be assigned to the Requesting Agency in a number and for such time period specified by agreement of the Chief of the Requesting Agency and the Chief of the Lending Agency. The Chief of the Lending Agency reserves the right to recall any officers from temporary assignment with the Requesting Agency at any time.

16. Additional Participating Agencies

Additional law enforcement agencies may participate in this Agreement by signing an Amendment. Any additional participating agencies will be bound by this Agreement to the same extent as all other participating agencies.

17. Review, Revision and Termination

All terms and conditions are set forth herein. No revisions, amendments or modifications of this Agreement or any part thereof shall be valid unless made in writing and agreed upon by all Parties, as evidenced by their respective signatures. Any Party may terminate this Agreement only with respect to that Party's participation in this Agreement by delivering written notice to all other Parties, with such termination to be effective upon delivery of written notice to the last Party. A termination of this Agreement by any one Party shall not impact the participation or validity of this Agreement as to any other Party. This Agreement shall terminate in its entirety when, by exercise of this Section 17 termination right by all but one Party, only one Party remains as participating in the Agreement.

19. Authority to Act

The Parties enter into this agreement pursuant to duly adopted resolutions of their respective governing bodies, as authorized by North Carolina General Statute 160A-288, 153A-212.

IN WITNESS WHEREOF, this Agreement is made and entered into as of the date of the last signature below, by and between the Parties as evidenced by the signature of their authorized representative.

SHERIFF OF CARTERET COUNTY, NORTH CAROLINA

Sheriff John Nyberg

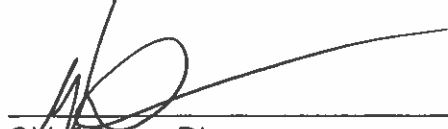
North Carolina
County of Carteret

I, _____, a Notary Public of said county and state above, do hereby certify that Sheriff John Nyberg personally appeared before me this day and acknowledged the due execution of the foregoing MUTUAL AID AGREEMENT.

Witness my hand and notarial seal, this the _____ day of _____, 2026.

_____ My Commission Expires: _____

CHIEF OF POLICE OF MOREHEAD CITY, NORTH CAROLINA

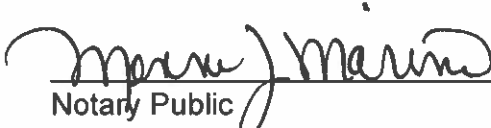


Chief Bryan Dixon

North Carolina
County of Carteret

I, Monna J. Marino, a Notary Public of said county and state above, do hereby certify that Chief Bryan Dixon personally appeared before me this day and acknowledged the due execution of the foregoing MUTUAL AID AGREEMENT.

Witness my hand and notarial seal, this the 5 day of August, 2026.



Notary Public

My Commission Expires: 2/14/27



CHIEF OF POLICE OF BEAUFORT, NORTH CAROLINA

Chief Paul Burdette

North Carolina
County of Carteret

I, _____, a Notary Public of said county and state above, do hereby certify that Chief Paul Burdette personally appeared before me this day and acknowledged the due execution of the foregoing MUTUAL AID AGREEMENT.

Witness my hand and notarial seal, this the ____ day of _____, 2026.

Notary Public

My Commission Expires: _____

CHIEF OF POLICE OF EMERALD ISLE, NORTH CAROLINA

Chief Jeff Waters

North Carolina
County of Carteret

I, _____, a Notary Public of said county and state above, do hereby certify that Chief Jeff Waters personally appeared before me this day and acknowledged the due execution of the foregoing MUTUAL AID AGREEMENT.

Witness my hand and notarial seal, this the _____ day of _____, 2026.

Notary Public

My Commission Expires: _____

CHIEF OF POLICE OF PINE KNOLL SHORES, NORTH CAROLINA

Chief Ryan Thompson

North Carolina
County of Carteret

I, _____, a Notary Public of said county and state above, do hereby certify that Chief Ryan Thompson personally appeared before me this day and acknowledged the due execution of the foregoing MUTUAL AID AGREEMENT.

Witness my hand and notarial seal, this the _____ day of _____, 2026.

Notary Public My Commission Expires: _____



Town of Beaufort, NC

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

Board of Commissioners Regular Meeting

**6:00 PM - Monday, September 14, 2026
614 Broad Street, Beaufort NC**

AGENDA CATEGORY: Items of Consent
SUBJECT: ECHS Homecoming Parade 2026

BACKGROUND:

East Carteret High School has submitted a Special Event Permit application to host their annual Homecoming Parade on Friday, October 9, 2026. The request includes a 3 PM lineup along Front Street between Live Oak & Hill Streets, a 4 PM parade start along Front Street and then turning onto Turner Street, a 4:30 PM finish at the Courthouse on Turner Street, and Police Department staffing for barriers and road closures.

- Closure of Front Street & Turner Streets for the duration of the event.
- Police Department utilized on-duty police officers and school resource officers for this event.

This parade is a longstanding community event, and Town staff does not foresee any issues.

This request has been reviewed and approved by Town staff.

REQUESTED ACTION: Approval as presented.

SUBMITTED BY: Jennifer Welborn, Community Engagement Director
Darby Whitehurst, East Carteret Student Government

BUDGET AMENDMENT REQUIRED:

No



TOWN of
BEAUFORT
NORTH CAROLINA

Date Application Received:

Permit Number:

APPLICATION FOR SPECIAL EVENT PERMIT

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

Town of Beaufort

701 Front Street

P.O. Box 390

Beaufort, NC 28516

Phone: (252) 728-2141 ext. 241 Email: j.welborn@beaufortnc.org

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

EVENT BASICS

Event Name: ECHS Homecoming Parade

Location of Event Site: Hill / Front Street → Turner / Front Street

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

Students & floats will line up between Live Oak & Hill.
The parade will travel along Front Street from Live Oak
to Turner.

Run by: East Carteret Student Government

Applicant (Organizer) Name: Darby Whitehurst Contact # 252-764-1055

Day of Event Contact #: 252-764-1055 Email: darby.whitehurst

Type of Event:

- ☐ Festival
- ☒ Parade
- ☐ 5K Race
- ☐ 10K Race

@CarteretV12.org

☐ Music Event

☐ Other _____

Actual Event Date(s): 10/9/26 Time of Event: 4:00 pm

Set-Up Date: 10/9/26 Start Time: 3:00 pm

Tear Down Date: 10/9/26 End Time: 4:30 pm

Estimated Attendance: 500 Admission Fees: N/A

Event Description:

ECHS homecoming parade will include the marching band
cheerleaders, football team, homecoming court, & club floats.

ORGANIZER/APPLICANT INFORMATION

Name of Organization: ECHS Student Government Association

Primary Contact Person: Dorby Whitehurst

Mailing Address: 3263 US-70 East, Beaufort, NC 28516

Email: dorby.whitehurst@carteret.k12.org

Daytime Phone #: 252-764-1055 Cell Phone #: 252-764-1055

Alternate Contact Person: James Westbrook Phone #: 919-738-2230

Is your group a non-profit organization? NO 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)

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.

Will there be canon/re-enactment fire during your event? _____ If yes, please coordinate with the Beaufort Fire Department for safety procedures.

ALCOHOL

Alcohol at the event YES _____ NO X Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$50 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 Dorly Whitehead (Applicant's Signature)

ROAD CLOSURES

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

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
Parade Set Up Hill/Front → Live Oak	3:00	4:00	4:30	4:30
Parade Live/Front → Turner	4:00	4:00	4:30	4:30

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: Hill → Live Oak Time: 3:00 PM
Parade Dismissal Area: Turner Time: 4:30 PM
Parade Start Time: 4:00 PM

EMERGENCY MANAGEMENT

Route Map Attached: X 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?

If severe weather, the parade will be cancelled.

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)

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 → rain (cancelled)

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

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 (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.

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 X 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 Darby Whitehurst, on behalf of ECHS SGA, 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 Darby Whitehurst Date 8/18/26

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 _____

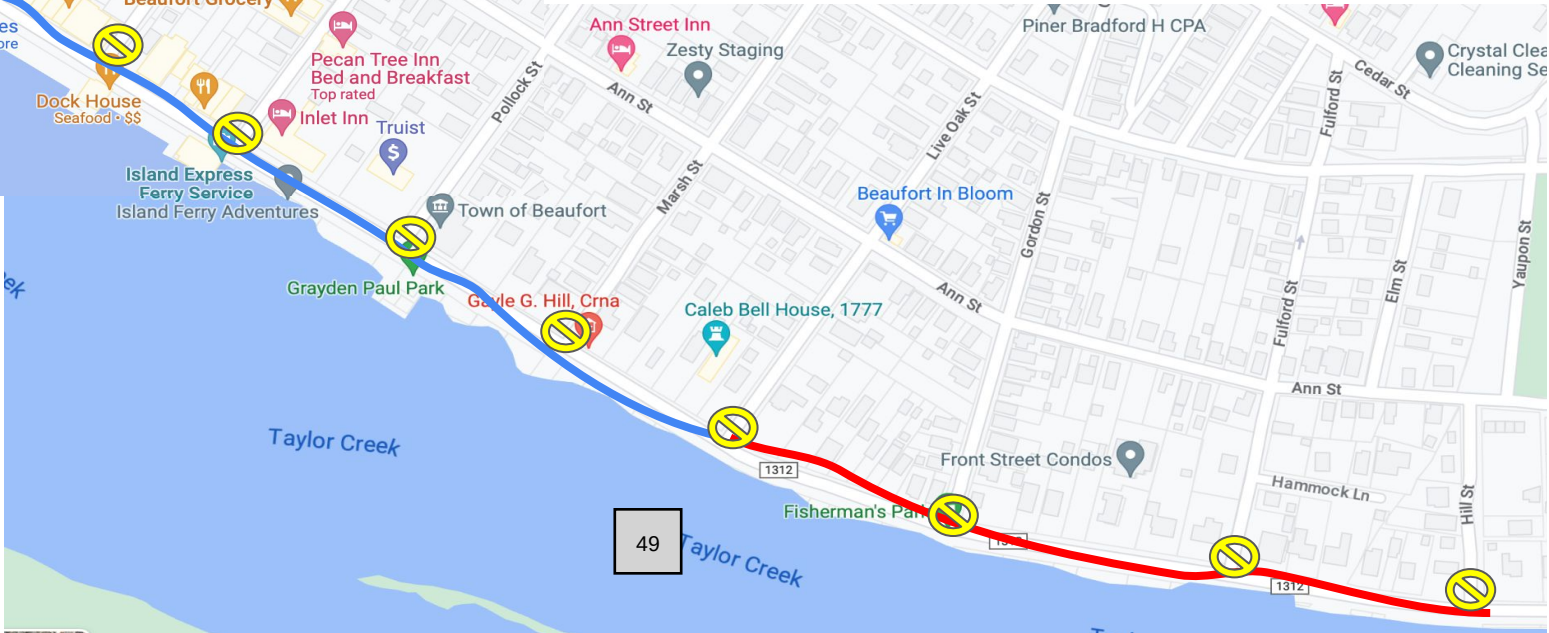
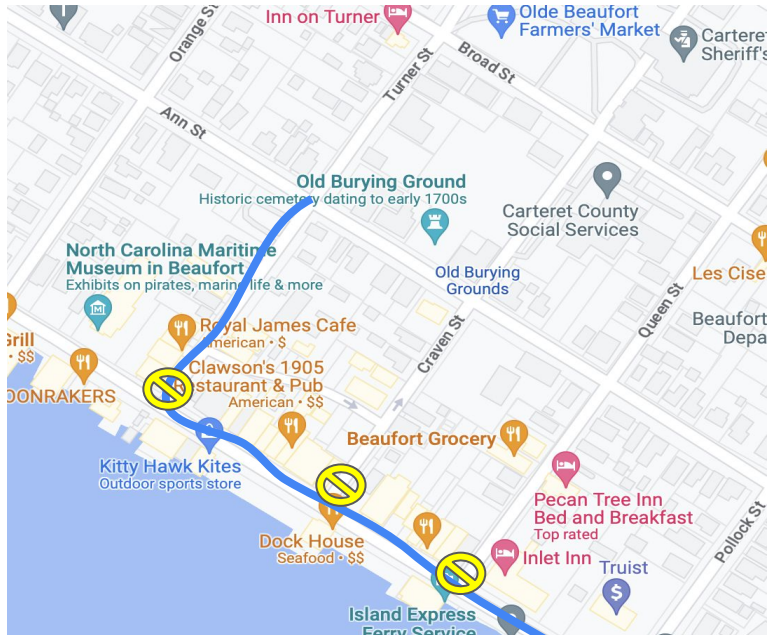
BOC Approval Date: _____

Police Chief Approval: _____

Fire Chief Approval: _____

Red - Parade Line Up

Blue - Parade Route

 Road Closure



Town of Beaufort, NC

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

Board of Commissioners

Regular Meeting

6:00 PM- Monday, September 14, 2026

614 Broad Street, Beaufort NC

AGENDA CATEGORY: Items of Consent
SUBJECT: Dia De Los Muertos (Day of the Dead) Festival

BACKGROUND:

Beaufort Picture Show has submitted an event application to host a Day of the Dead event on Friday, November 1, 2026, in downtown Beaufort. The coordinators for this event are Liz Kopf and Dusty Lewis. This fourth-year event is anticipated to attract an estimated 500-1,000 people. Organizers describe the event as a block party with Mexican food, music, vendors, and cultural activities related to the Mexican Dia de los Muertos celebration. The proposed event is from 4-9 PM with setup beginning at 7 AM and breakdown ending by 11 PM.

Requests of the Town:

- Closure of Middle Lane from 7 AM – 10 PM on November 1, 2026
- Alcohol Waiver for Middle Lane
- Applicants are aware that they will be required to hire a minimum of two off-duty officers for the duration of the event at the for-hire rate.
- 8 Solid Waste cans & 6 Recycling cans

The applicant has spoken to businesses that will be impacted by the closure of Middle Lane. At this time, they are all working together to put on the event. Beaufort Police, Fire, Public Works, and Admin departments have reviewed the application and do not have any issues.

This event was very well coordinated in 2023 & 2024 (and was scaled back for 2025). Staff doesn't foresee any issues.

REQUESTED ACTION:

Approve/deny the event as presented.

SUBMITTED BY: Liz Kopf, Beaufort Picture Show
Jennifer Welborn, Community Engagement Director

BUDGET AMENDMENT REQUIRED: No.

Date Application Received:

Permit Number:



TOWN of
BEAUFORT
NORTH CAROLINA

APPLICATION FOR SPECIAL EVENT PERMIT

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

Town of Beaufort

701 Front Street

P.O. Box 390

Beaufort, NC 28516

Phone: (252) 728-2141 ext. 241 Email: j.welborn@beaufortnc.org

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

EVENT BASICS

Event Name: Dia de los Muertos (Day of the Dead) Festival

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: Beaufort Picture Show

Applicant (Organizer) Name: Liz 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 _____

Actual Event Date(s): Sunday 11/1/26 Time of Event: ~~4:00pm - 8:00pm~~ 4:00pm - 8:00pm
 Set-Up Date: Sunday 11/1/26 Start Time: 7:00 am - 4:00pm set-up
 Tear Down Date: Sunday 11/1/26 End Time: 10:00 pm tear down complete
 Estimated Attendance: 800 - 1,000 Admission Fees: Free to public

Event Description:

4th annual Street Festival/Cultural event with the goal of celebrating a Mexican holiday/integrating the local Hispanic community. The event features a salsa band, Mexican/Hispanic food trucks, beer garden, ofrendas, honoring lost friends & family, activities for children and a free showing of an animated children's movie. *Event scaled back to individual businesses last year, but back on Middle Lane this year.*

ORGANIZER/APPLICANT INFORMATION

Name of Organization: Beaufort Picture Show - non-profit org.
 Primary Contact Person: Liz Kopf - Event organizer / Board Member
 Mailing Address: 805 Broad St. Beaufort, NC 28516
 Email: lizkopf@gmail.com
 Daytime Phone #: 252-728-7446 Cell Phone #: 252-728-7446
 Alternate Contact Person: Dustin Lewis Phone #: 252-725-1744
 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)

8 Trash Cans
6 Recycling Carts

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.

Beaufort Event Rentals
Advanced Portable Toilets / Parks Portable Toilets

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 X 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 \$50 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 Alpheta C. Koof (Applicant's Signature)

* We are requesting that the Town allow alcohol consumption on public property. *

ROAD CLOSURES

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

Please provide specifics below:

Sunday, November 1 only for road closure

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
Middle Lane	7:00am-4:00pm	4:00pm	8:00pm	8:00pm-10:00pm

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.

N/A
All vendors will be on Middle Lane only.
 Bicycle Parking: Yes ☒ No ☐ Bike racks on Middle Lane - public & private.

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):

Attendees will utilize town parking in Beaufort, just as they have in prior years.

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): Liz Kopf

Cell #: 252-728-7446 Other Contact: 252-725-1744 - Dustin Lewis

How will your event staff react to severe weather?

In the event of severe weather, the event will be canceled.

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)

Evacuation orders or other critical information announcements will be made from the P.A. system at the stage. Volunteers will also be on hand to assist at this event.

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.

Organizers will monitor weather & cancel if necessary. Food vendors will be inspected & monitored for safety concerns, etc. No open flames / fire will be allowed.

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

The majority of volunteers will be return volunteers who have helped in prior years. Pre-event meetings will include alcohol trainings, security concerns, inclement weather, etc.

TENTS

Will you have tents at your event? YES ☒ NO

Please list the tent sizes:

No large tent rentals - only 10 x 10 pop-up tents.

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 (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.

Beaufort Grocery Company, Le Case de Tamels, Marmelades, Tequiere Soyetas

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 Liz Kopf on behalf of Beaufort Picture Show, 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 C. Kopf Date 9/3/26

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: _____

TURNER ST.





Town of Beaufort, NC

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

Board of Commissioners

Regular Meeting

6:00 PM - Monday, September 14, 2026
614 Broad Street, Beaufort NC

AGENDA CATEGORY: Items of Consent
SUBJECT: Loaves & Fishes Run for Recovery 2026

BACKGROUND:

Loaves and Fishes of Beaufort has submitted a Special Event Permit application to host their annual Run for Recovery 5K run/walk event on Saturday, November 14, 2026. The request includes set up beginning at 5:45 AM in John Newtown Park, an 8:00 AM start time, a 10:00 AM tear down, and Police Department staffing for barriers and road closures.

- Closure of Front Street for the duration of the event
- Police Department utilize on-duty police officers for this event
- Use of John Newton Park for packet pick-ups and awards ceremony, to include a tent
- 1 trash receptacle to be placed in John Newton Park
- Electricity in John Newton Park

This race is a longstanding community event, and Town staff does not foresee any issues.

This request has been reviewed and approved by Town staff.

REQUESTED ACTION: Approval as presented.

SUBMITTED BY: Jennifer Welborn, Community Engagement Director
Beverly Snowden, Loaves and Fishes of Beaufort

BUDGET AMENDMENT REQUIRED:

No

Date Application Received:

12/9/25

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

Event
11/14/26

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

EVENT BASICS

Event Name: Loaves and Fishes Run For Recovery

Location of Event Site: Front St U.S. track certified 5K course

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

use of John Newton Park for packet pickup and awards ceremony

Run by: Loaves and Fishes of Beaufort

Applicant (Organizer) Name: Gabrielne Forbes Contact # 252-732-5430

Day of Event Contact #: 252-732-7424 Email: gforbes@recovery@gmail.com

Type of Event:

- ☐ Festival
- ☐ Parade
- ☒ 5K Race
- ☐ 10K Race

* NEW CONTACT:

Beverly Snowden
828-308-8030

beverlysnowden@yahoo.com

- ☐ Music Event
☐ Other _____

Actual Event Date(s): Sat, Nov 14 Time of Event: 8:00 AM
 Set-Up Date: 11-14-2026 Start Time: 5:45 AM
 Tear Down Date: 11-14-2026 End Time: 10 AM
 Estimated Attendance: 200 Admission Fees: \$25 before NOV 1
\$30 thereafter
 Event Description:
5K Run/Walk for Recovery

ORGANIZER/APPLICANT INFORMATION

Name of Organization: Loaves and Fishes of Beaufort
 Primary Contact Person: Gabrielle Forbes
 Mailing Address: PO Box 2535 Beaufort NC 28516
 Email: gforbes.lfcrecovery@gmail.com
 Daytime Phone #: 252-723-7424 Cell Phone #: " "
 Alternate Contact Person: Candi Stone Phone #: 252-725-4365
 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)

Request 1 trash can @ John Newton Park,
Access to Electrical panels/outlets
at John Newton Park.
and access to bathrooms near
dockhouse.

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.

Run the Fast, Jamie Orr 252-902-9712
Inflatable arch, timing services, start/finish

Will there be canon/re-enactment fire during your event? _____ 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 \$50 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
Front St	5:45 AM	8:00 AM	9:45 AM	10:00 AM
barricades on turner/major intersections				
People at all 14 intersections to inform drivers of runners				

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.

n/a

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.

n/a

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 along front st.

PARADE/WALK INFORMATION

N/A

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): Beaufort EMS

Cell #: _____ Other Contact: _____

How will your event staff react to severe weather?

Event cancelled if lightning

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)

portable bullhorn

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.

Drivers entering race cause, major emergencies are
injuries to runners
Beaufort PD/EMS on standby

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

TENTS

Will you have tents at your event? ☒ YES ☐ NO

Please list the tent sizes:

pop up tents less than 1500 sq ft - no permit required

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.

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 Gabrielle Forbes on behalf of

Waves and Fishes of Beaufort 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 11/20/2025

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: _____

* OLD *

Beaufort Waterfront 5k 2019

Beaufort, NC

Brandon Wilson

Measured By: Brandon Wilson

USATF / RRTC Certifier

IAAF / AIMS Grade A

And Belinda King

USATF / RRTC Measurer

Measured: Mar 24, 2019

Course = 5 km

ROUTE

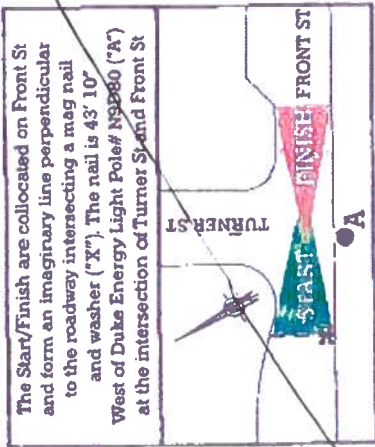
Start on Front St
Proceed East
Turn-Around on Front St
Finish on Front St

SPLITS

Mile 1 - At 1506 Front St
Mile 2 - At 1531 Front St
Mile 3 - On Front St 50' East of Craven St



START FINISH DETAIL

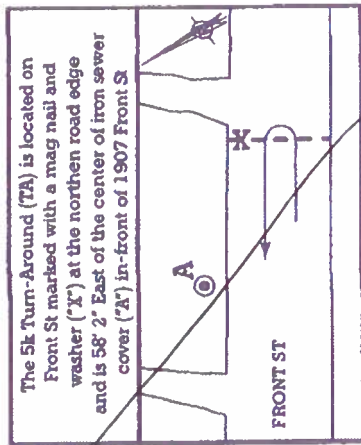


USATF Certificate #NC19005BW

Effective Apr 2, 2019 to Dec 31, 2029



TURN-AROUND DETAIL



Loaves and Fishes of Beaufort

"Serving our community in Jesus' name"

P. O. Box 2535, Beaufort, N.C. 28516 | Office: (252)838.9035 | Fax: (252)838-1156

11/20/2025

Re: Site Plan

For our 5k Run for Recovery we will be using the Front St. US Track Certified 5k Course.

- Location of all tents and temporary structures: potentially non-profits/sponsors setting up tables/tents at John Newton Park (no items sold).
- Location of requested barricades and road closures: Barricades preventing oncoming traffic on Front St
- Emergency Exits: N/A
- Fire Extinguishers, propane storage: N/A
- Location of command post, medical & first aid station, emergency vehicle accepts points and all exits and entrances (both emergency and for public): Beaufort EMS on standby, Emergency vehicle access through Turner St or Live Oak St
- Fencing, staging, bleachers, stages, inflatables, etc: Inflatable archway located at start/finish line, intersection of Front/Turner St
- Food/refreshment tent vendors, refreshment tents: Only water/Gatorade tables at start/finish and turnaround points
- Food Trucks: N/A
- Location of restrooms: Use of town restrooms, both locations
- Race routes: See attached

Sincerely,

Gabrielle Forbes, BAAS, NCCPSS

Chief Operating Officer

Loaves and Fishes of Beaufort

252-732-5430

* NEW! *

Beaufort Waterfront 5K 2026 Beaufort, NC



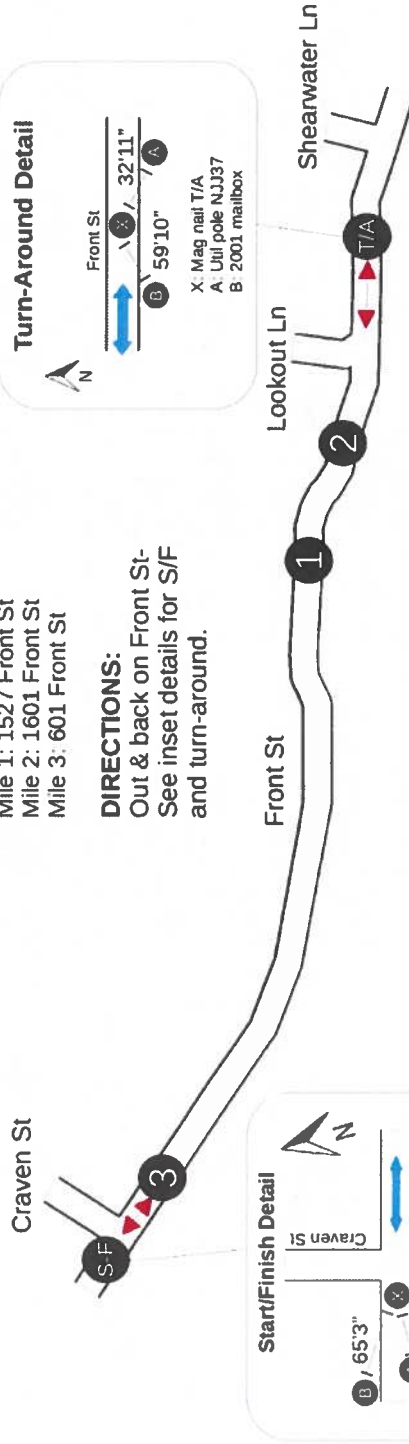
USATF Certificate
NC26019DF
Effective: 07/30/2026
Through: 12/31/2036

SPLITS

Mile 1: 1527 Front St
Mile 2: 1601 Front St
Mile 3: 601 Front St

DIRECTIONS:

Out & back on Front St-
See inset details for S/F
and turn-around.



MEASUREMENT

Measured By: Jamie Orr,
Run the East

Date: July 27, 2026

Course Measured Using Shortest Possible Route



Town of Beaufort, NC

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

Board of Commissioners

Regular Meeting

6:00 PM - Monday, September 14, 2026

614 Broad Street, Beaufort NC

AGENDA CATEGORY: Items of Consent
SUBJECT: Santa's House 2026

BACKGROUND:

The Beaufort Business Association submitted a Special Event Permit application to host their annual Santa House in John Newton Park. The request is to utilize John Newton Park for the setting up of the Santa House, which will host Santa and his elves on the following dates: 11/27, 11/28, 12/5, 12/12, and 12/19, from 10 AM – 2 PM. Santa is available on those dates for photos with Santa at no charge.

Public Works staff will make necessary arrangements to transport and set up the Santa house during the week of November 23, 2026, and tear down will be the week of January 4, 2027.

The Santa house and associated lighting will need electricity which, traditionally, the Town has not charged the BBA for the staffing and electricity associated with these events.

This request has been reviewed and approved by Town staff.

REQUESTED ACTION: Approval as presented.

SUBMITTED BY: Jennifer Welborn, Community Engagement Director
Kristen Prescott, President, Beaufort Business Association

BUDGET AMENDMENT REQUIRED:

No

Date Application Received:

6.

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

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

EVENT BASICS

Event Name: _____ Santa's Fishhouse _____

Location of Event Site: _____ John Newton Park _____ (If
more than one site is being requested please be specific and list each one individually below)

Run by: _____ Beaufort Business Association _____

Applicant (Organizer) Name: _____ Kristen Prescott _____ Contact # _____ 252-675-9231 _____

Day of Event Contact #: _____ Kristen Prescott _____ Email: _____ kristen@beauforteventrentals.com _____

Type of Event:

- ☐ Festival

- ☐ Parade
- ☐ 5K Race
- ☐ 10K Race
- ☐ Music Event
- ☐ Other _Santa's Fishhouse_____

Actual Event Date(s): _11/27, 11/28, 12/5, 12/12, 12/19_ Time of Event: ___10:00-2:00pm_____

Set-Up Date: ___11/23 week_____ Start Time: ___9:00am_____

Tear Down Date: ___1/4 weekend_____ End Time: ___5:00pm_____

Estimated Attendance: ___100_____ Admission Fees: ___X_____

Event Description:

Santa's workshop where children and adults will gather to see Santa, When santa is not schedule a scavenger hunt will be provided, on small business Saturday 11/29 we will have local fishermen sell shrimp and Oysters by the Pound/Bushel

Name of Organization: ___Beaufort Business Association_____

Primary Contact Person: _____Kristen Prescott_____

Mailing Address: ___1003 Lennoxville Road _____

Email: ___kristen@beauforteventrentals.com_____

Daytime Phone #: ___252-675-9231_____ Cell Phone #: _____

Alternate Contact Person: ___Trey Hardesty_____ Phone #: ___252-916-1255_____

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

Site Plan Attached

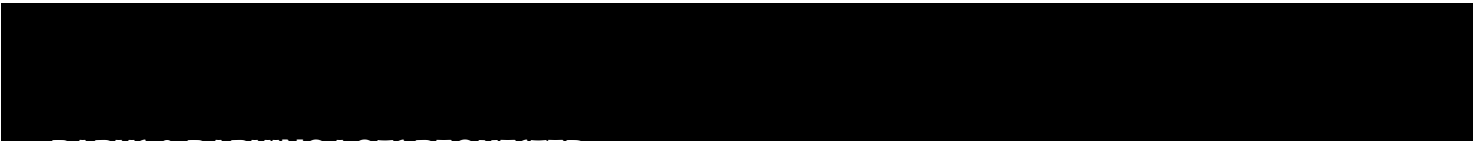
- ☐ Yes
- ☐ No

(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



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 needs for christmas lights

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.

Will there be canon/re-enactment fire during your event? N If yes, please coordinate with the Beaufort Fire Department for safety procedures.

Alcohol at the event YES NO X Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$50 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 Kristen Prescott (Applicant's Signature)

ROAD CLOSURES

Does your event require a road closure? YES X 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

6.

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 (onsite): _____

Cell #: _____ Other Contact: _____

How will your event staff react to severe weather?

Cancel all events

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)

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.

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

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.

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.

VENDORS

6.

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 Business Association, 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 Kristen Prescott Date 8/4/2026

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

Regular Meeting

6:00 PM - Monday, September 14, 2026

614 Broad Street, Beaufort NC

AGENDA CATEGORY: Items of Consent
SUBJECT: Christmas Parade 2026

BACKGROUND:

The Beaufort Business Association submitted a Special Event Permit application to host their annual Christmas Parade on Saturday, December 5, 2026. The request includes an 11 AM lineup along Front Street & Gordon Streets, a 12 PM parade start along Front Street and then turning onto Turner Street, a 1 PM finish at the Courthouse on Turner Street, and Police Department staffing for barriers and road closures.

Traditionally, the Town has not charged the BBA for the associated staffing of this event.

This request has been reviewed and approved by Town staff.

REQUESTED ACTION: Approval as presented.

SUBMITTED BY: Jennifer Welborn, Community Engagement Director
Kristen Prescott, President, Beaufort Business Association

BUDGET AMENDMENT REQUIRED:

No

Date Application Received:

7.

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

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

EVENT BASICS

Event Name: Beaufort Business Association Christmas Parade

Location of Event Site: Start at Gordon Road and End on Turner Street at Courthouse

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

Run by: Beaufort Business Association

Applicant (Organizer) Name: Kristen Prescott Contact # 252-675-9231

Day of Event Contact #: 252-675-9231 Email: kristen@beauforteventrentals.com

Type of Event:

- ☐ Festival
- ☒ Parade
- ☐ 5K Race
- ☐ 10K Race

- ☐ Music Event
- ☐ Other _____

Actual Event Date(s): 12/5/26 Time of Event: 12:00

Set-Up Date: 12/5/26 Start Time: 11:00 Line Up

Tear Down Date: 12/5/25 End Time: 1:00 ends at courthouse

Estimated Attendance: 800 Admission Fees: X

Event Description:

Beaufort Christmas parade featuring local businesses and community leaders

ORGANIZER/APPLICANT INFORMATION

Name of Organization: Beaufort Business Association

Primary Contact Person: Kristen Prescott

Mailing Address: 1003 Lennoxville Rd, Beaufort, NC 28516

Email: kristen@beauforteventrentals.com

Daytime Phone #: 252-675-9231 Cell Phone #: 252-675-9231

Alternate Contact Person: Trey Hardesty Phone #: 252-916-1255

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)

OTHER EVENT DETAILS

7.

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.

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

ALCOHOL

Alcohol at the event YES ____ NO X Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$50 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 Kristen Prescott (Applicant's Signature)

ROAD CLOSURES

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

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
Front Street	11:00 Line Up	12:00pm	1:00pm	1:00pm
Turner Street	11:00 Line Up	12:00pm	1:00pm	1:00pm

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

7.

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: Gordon Street Time: 11:00 Line Up

Parade Dismissal Area: Courthouse Time: 1:00pm

Parade Start Time: 12:00pm

EMERGENCY MANAGEMENT

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

Designated Emergency personal/liaison (onsite): Kristen Prescott/Trey Hardesty

Cell #: 252-675-9231 Other Contact: 252-916-1255

How will your event staff react to severe weather?

Cancel Event

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)

Facebook post before event starts

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.

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

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.

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.

VENDORS

7.

Will there be vendors selling items at your event? _____ Yes X 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 Business Association, 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 Kristen Prescott Date 8/4/2026

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

Regular Meeting

6:00 PM – Monday, September 14, 2026

**Train Depot, 614 Broad Street
Beaufort, NC 28516**

AGENDA CATEGORY: Items of Consent

SUBJECT: Volunteer Board Appointment Schedule-
Proposed Standardization

BACKGROUND:

During a recent review of the Town's volunteer board appointment process, staff identified inconsistencies in the expiration dates of individual board member terms. While appointments to the Town's primary volunteer boards are generally for three-year terms, the dates on which those terms expire currently vary throughout the calendar year.

The varying expiration dates require staff to track and administer appointments at different times throughout the year and can result in inconsistencies regarding when vacancies are advertised and appointments are presented to the Board of Commissioners.

Proposed Schedule

To create a more consistent and predictable process, staff has developed the attached proposed appointment schedule. The recommendation would establish a standard annual expiration date for each volunteer board while maintaining staggered terms among individual members.

Under the proposed schedule:

- **Planning Board** terms would expire March 31, with vacancies advertised during February and appointments considered at the March regular meeting.
- **Board of Adjustment** terms would expire April 30, with vacancies advertised during March and appointments considered at the April regular meeting.
- **Historic Preservation Commission** terms would expire May 31, with vacancies advertised during April and appointments considered at the May regular meeting.
- **Parks & Recreation Advisory Board** terms would expire September 30, with vacancies advertised during August and appointments considered at the September regular meeting.

The Planning Board and Board of Adjustment also include Extraterritorial Jurisdiction (ETJ) members who are appointed by the Carteret County Board of Commissioners. As part of this standardization effort, staff would coordinate with Carteret County regarding the County-appointed ETJ seats and request that, where possible, their term expiration dates align with the Town's established appointment cycle for the respective board. This would allow all appointments to each board to follow a consistent schedule while maintaining the appropriate appointing authority and staggered terms.

The three-year term length would remain unchanged. Terms would also continue to be staggered so that only a portion of each board's membership is considered for appointment or reappointment in any given year.

The proposed structure would provide each volunteer board with a designated appointment period during the year and establish a consistent administrative cycle for advertising vacancies, receiving applications, and presenting appointments to the Board of Commissioners.

The Carteret County-Beaufort Airport Authority follows a separate appointment structure, including two-year terms, and would continue to be administered accordingly.

Staff Recommendation

Staff recommends that the Board of Commissioners approve the proposed volunteer board appointment schedule and authorize staff to move forward with standardizing term expiration dates and appointment cycles as outlined in the attached schedule.

As part of implementation, staff will coordinate with Carteret County regarding the County-appointed ETJ members of the Planning Board and Board of Adjustment and pursue alignment of those terms with the respective Town appointment cycles, where possible.

Any existing appointments affected by the transition would be adjusted as necessary to establish the new schedule while preserving staggered membership and continuity on each board.

REQUESTED ACTION:

Approve staff's recommendation to standardize the Town's volunteer board term expiration dates and appointment cycles in accordance with the proposed schedule.

SUBMITTED BY:

Elizabeth Lewis, Assistant Town Manager/Town Clerk

Board/Committee	# of members	Year	Terms Sunset on...	Advertise every... (whole month)	Appoint at BOC Regular Meeting	Length of Terms
Parks & Recreation Advisory Board (PRAB)	2	2026	September 30th	August	September	3-year
	3	2027				
	2	2028				
Planning Board	2	2027	March 31st	February	March	3-year
	2	2028				
	3	2029				
Board of Adjustment	2	2027	April 30th	March	April	3-year
	2	2028				
	3	2029				
Historic Preservation Commission	2	2027	May 31st	April	May	3-year
	3	2028				
	2	2029				
Airport Authority	1	2028	August 31st	July	August	2-year



Town of Beaufort, NC

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Board of Commissioners

Regular Meeting

6:00 PM – Monday, September 14, 2026

**Train Depot, 614 Broad Street
Beaufort, NC 28516**

AGENDA CATEGORY:

Items of Consent

SUBJECT:

Amendment to Installment Financing Contract-
Beaufort Town Docks Fuel Tanks

SUMMARY:

In September 2025, the Town entered into an Installment Financing Contract with First Bank in the amount of \$1.2 million to finance the Beaufort Town Docks fuel station project. The total project cost came in under that debt amount by just about \$170,000. As a result, the Town made a partial principal prepayment of \$168,073.99 to First Bank, reducing the outstanding principal balance.

The attached First Amendment to Installment Financing Contract formally recognizes the principal prepayment and reamortizes the remaining balance over the existing term of the financing agreement. The interest rate remains unchanged at 3.9%, and the maturity date remains September 17, 2030.

REQUESTED ACTION:

Consider approval of the First Amendment to Installment Financing Contract with First Bank and authorize its execution.

SUBMITTED BY:

Julie Anderson, Finance Director

LIST OF DOCUMENTS

1. Certified copy of the Installment Financing Contract, dated as of September 17, 2025, between the Town of Beaufort, North Carolina (the “Town”) and First Bank (the “Bank”).
2. Executed counterpart of the First Amendment to Installment Financing Contract, dated as of September ___, 2026, between the Town and Bank.
3. Incumbency and Authorization Certificate.

CERTIFICATE AS TO INSTALLMENT FINANCING CONTRACT

I, Elizabeth Lewis, Town Clerk, for the Town of Beaufort (the “Town”), DO HEREBY CERTIFY that attached hereto is a true and correct copy of the Installment Financing Contract, dated as of September 17, 2025, between First Bank and the Town.

WITNESS my hand as of the _____ day of September 2026.

Elizabeth Lewis, Town Clerk

(see attached Installment Financing Contract)

FIRST AMENDMENT TO INSTALLMENT FINANCING CONTRACT

between

FIRST BANK

as the Bank

and

TOWN OF BEAUFORT, NORTH CAROLINA

as the Town

Dated: September __, 2026

THIS FIRST AMENDMENT TO INSTALLMENT FINANCING CONTRACT (this “Amendment”), dated as of the date set forth above, is entered into by and between **FIRST BANK**, a North Carolina banking association existing under the laws of the United States of America (the “Bank”), and **TOWN OF BEAUFORT, NORTH CAROLINA**, a body politic and corporate of the State of North Carolina (the “Town”).

RECITALS

(A) The Bank and the Town are parties to that certain Installment Financing Contract dated as of September 17, 2025 (the “Contract”), pursuant to which the Bank advanced the sum of One Million Two Hundred Thousand and 00/100 Dollars (\$1,200,000.00) (the “Loan Amount”) to the Town for the purpose of financing the Project (as defined in the Contract).

(B) The Contract provides for repayment of the Loan Amount in five (5) annual Installment Payments of principal and interest, as set forth in the Payment Schedule attached to the Contract as Exhibit B and the amortization schedule attached as Exhibit B-1, at a fixed tax-exempt interest rate of 3.9% per annum, calculated on a 30/360 U.S. Rule basis, with a maturity date of September 17, 2030.

(C) The Town has made, and the Bank has accepted, a voluntary partial prepayment of principal in the amount of One Hundred Sixty-Eight Thousand Seventy Three and 99/100 Dollars (\$168,073.99) (the “Partial Prepayment”), effective as of July 24, 2026 (the “Prepayment Date”), and the lender-confirmed remaining outstanding principal balance of One Million Thirty-One Thousand Nine Hundred Twenty-Six and 01/100 Dollars (\$1,031,926.01) (“Remaining Principal Balance”), shall be reamortized over the remaining term of the Contract. The Account Change Form dated July 6, 2026 reflected a rounded request of \$168,000.00, which would have yielded a \$1,032,000.00 balance; the lender-confirmed Remaining Principal Balance supersedes the rounded figures for purposes of this Amendment.

(D) The Bank has approved the lender-confirmed principal reduction and reamortization described in Recital (C), pursuant to the Account Change Form dated July 6, 2026, which reflected the original rounded request.

(E) Section 15.6 of the Contract provides that the Contract shall not be modified, amended, altered, or changed except by written agreement signed by the parties.

(F) Section 3.5 of the Contract requires at least thirty (30) business days' prior written notice to the Bank before any prepayment. The Bank has agreed to waive this notice requirement solely with respect to the Partial Prepayment, which was made effective as of the Prepayment Date.

(G) The Town has received, or will receive prior to the effectiveness of this Amendment, all approvals, authorizations, and certifications required by applicable law for the execution and delivery of this Amendment, including, to the extent required by law, the approval of the North Carolina Local Government Commission (the "LGC").

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Bank and the Town agree as follows:

ARTICLE 1 DEFINITIONS AND INTERPRETATION

Section 1.1 Defined Terms. Capitalized terms used in this Amendment and not otherwise defined herein shall have the meanings ascribed to them in the Contract.

Section 1.2 Contract References. All references to the "Contract" in any document or instrument executed in connection with the Contract shall, from and after the date hereof, be deemed to refer to the Contract as amended by this Amendment, unless the context otherwise requires.

ARTICLE 2 AMENDMENTS TO THE CONTRACT

Section 2.1 Partial Prepayment and Waiver of Notice.

(a) The Bank hereby acknowledges: (i) receipt of the Partial Prepayment, which was applied to the outstanding principal balance of the Loan Amount on the Prepayment Date and (ii) the total of the Remaining Principal Balance.

(b) The Bank hereby waives the thirty (30) business day prior written notice requirement set forth in Section 3.5 of the Contract solely with respect to the Partial Prepayment. This limited waiver shall not constitute a waiver of the notice requirement for any future prepayment or a waiver of any other term, condition, or covenant of the Contract.

(c) All accrued and unpaid interest on the Loan Amount through the Prepayment Date shall be payable by the Town as part of the first Installment Payment due on September 17, 2026, as reflected in the revised Payment Schedule and amortization schedule attached hereto.

Section 2.2 Replacement of Exhibit B and Exhibit B-1. Exhibit B ("Payment Schedule") and Exhibit B-1 ("Amortization Schedule") to the Contract are hereby deleted in their entirety and replaced with **Revised Exhibit B** and **Revised Exhibit B-1** attached to this Amendment and

incorporated herein by reference. From and after the date hereof, all references in the Contract to “Exhibit B” and “Exhibit B-1” shall be deemed to refer to the Revised Exhibit B and Revised Exhibit B-1 attached hereto.

Section 2.3 Confirmation of Outstanding Balance. The parties confirm the Remaining Principal Balance after giving effect to the Partial Prepayment. The Remaining Principal Balance shall be repaid in five (5) substantially equal annual installments of principal, in each case together with accrued interest thereon, with the final payment due on September 17, 2030 (the Maturity Date), all as more particularly described in Revised Exhibit B and Revised Exhibit B-1.

Section 2.4 Unchanged Terms. Except as expressly amended by this Amendment, all terms, conditions, covenants, and provisions of the Contract remain in full force and effect and are hereby ratified and confirmed. Without limiting the generality of the foregoing:

- (a) The Maturity Date remains September 17, 2030.
- (b) The fixed tax-exempt interest rate remains 3.9% per annum, calculated on a 30/360 U.S. Rule basis.
- (c) The Deed of Trust and all other security interests securing the obligations of the Town under the Contract continue in full force and effect and secure all obligations of the Town under the Contract, as amended hereby.
- (d) The limited-obligation and nonappropriation provisions of Section 13 of the Contract remain in full force and effect without modification.
- (e) All tax covenants set forth in Sections 5.11 and 14 of the Contract remain in full force and effect without modification.

ARTICLE 3 REPRESENTATIONS, WARRANTIES, AND COVENANTS

Section 3.1 Representations and Warranties of the Town. The Town represents and warrants to the Bank, as of the date hereof, as follows:

- (a) The Town is a body corporate and politic duly created and existing under the laws of the State of North Carolina and has all powers necessary to enter into and carry out its obligations under this Amendment.
- (b) The execution, delivery, and performance of this Amendment have been duly authorized by all necessary action of the Governing Body of the Town, including, to the extent required by law, the approval of the LGC.
- (c) This Amendment constitutes a legal, valid, and binding obligation of the Town, enforceable in accordance with its terms, subject to applicable bankruptcy, insolvency, and similar laws affecting creditors’ rights generally and to general principles of equity, and as further limited by the provisions of N.C.G.S. § 160A-20, as amended.
- (d) No Event of Default, and no event which, with the giving of notice or lapse of time or both, would constitute an Event of Default, has occurred and is continuing under the Contract.
- (e) All representations and warranties of the Town contained in Section 8 of the Contract are true, correct, and complete in all material respects as of the date hereof (except

to the extent any such representation or warranty expressly relates to an earlier date, in which case it is true and correct as of such earlier date).

(f) There is no action, suit, proceeding, or investigation at law or in equity before or by any court, public board, or body pending or, to the best of the Town's knowledge, threatened against or affecting the Town which challenges the validity or enforceability of this Amendment or the Contract, as amended hereby.

Section 3.2 No Novation; No Release. This Amendment is not intended to, and shall not, constitute a novation of the Contract or any obligations thereunder, nor shall it constitute a release, termination, or extinguishment of any lien, security interest, or other encumbrance granted to the Bank under the Contract or the Deed of Trust. All obligations of the Town under the Contract, as amended hereby, remain in full force and effect.

Section 3.3 Ratification. The Town hereby ratifies and confirms all of its obligations under the Contract, as amended by this Amendment, and agrees that the Contract, as amended by this Amendment, constitutes the legal, valid, and binding obligation of the Town in accordance with its terms, subject to the limitations described in Section 3.1(c) above.

ARTICLE 4 CONDITIONS PRECEDENT TO EFFECTIVENESS

Section 4.1 Conditions. The effectiveness of this Amendment is subject to the satisfaction of each of the following conditions precedent (or the Bank's written waiver thereof):

- (a) The Bank shall have received this Amendment, duly executed by the Town and the Bank.
- (b) The Bank shall have received the Incumbency and Authorization Certificate of the Governing Body of the Town authorizing the execution and delivery of this Amendment.
- (c) The Bank shall have received a preaudit certification of this Amendment by the Finance Director (or equivalent officer) of the Town in the manner required by the Local Government Budget and Fiscal Control Act (N.C.G.S. § 159-28).
- (d) If requested by the Bank, the Bank shall have received an opinion letter of counsel for the Town, in form and substance satisfactory to the Bank, addressing (i) due authorization and enforceability of this Amendment, and (ii) confirmation that the interest on the obligations under the Contract, as amended, will not be included in the gross income of the Bank for federal and North Carolina income tax purposes.
- (e) To the extent that approval of the LGC is required by applicable law for this Amendment, the Bank shall have received evidence satisfactory to the Bank that such approval has been duly obtained. The parties acknowledge that the question of whether LGC approval is required for this Amendment is a matter of North Carolina law, and the Town shall cause its counsel to deliver a written opinion or confirmation to the Bank on this point.
- (f) The Bank shall have received the Partial Prepayment in cleared and immediately available funds, together with all accrued interest payable in connection therewith (to the extent not deferred to the September 17, 2026 Installment Payment as provided in Section 2.1(c)).

(g) No Event of Default, or event which with the giving of notice or lapse of time would constitute an Event of Default, shall have occurred and be continuing under the Contract.

ARTICLE 5 MISCELLANEOUS

Section 5.1 Costs and Expenses. The Town shall pay all reasonable costs and expenses incurred by the Bank in connection with the preparation, negotiation, execution, and delivery of this Amendment, including, without limitation, reasonable attorneys' fees.

Section 5.2 Conflict. In the event of any conflict or inconsistency between the provisions of this Amendment and the provisions of the Contract, the provisions of this Amendment shall control and govern.

Section 5.3 Counterparts; Electronic Signatures. This Amendment may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute but one and the same instrument. Signatures transmitted by electronic means (including, without limitation, facsimile, PDF, or other electronic format) shall be deemed original signatures for all purposes.

Section 5.4 Governing Law. This Amendment shall be construed, interpreted, and enforced in accordance with the internal laws of the State of North Carolina, without regard to conflicts-of-law principles.

Section 5.5 Binding Effect. This Amendment shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

Section 5.6 Limited Obligation. The obligations of the Town under this Amendment, like those under the Contract, are limited obligations payable solely from currently budgeted appropriations of the Town, subject to the provisions of Section 13 of the Contract. Nothing in this Amendment shall be construed as creating a pledge of the faith and credit of the Town or as creating any obligation of the Town to make payments beyond those appropriated in the sole discretion of the Governing Body for the current fiscal year in which this Amendment is in effect.

Section 5.7 Entire Agreement. This Amendment, together with the Contract and all exhibits and attachments hereto and thereto, constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations, warranties, commitments, offers, and writings with respect to the matters covered hereby.

[Signature Pages Follow]

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to Installment Financing Contract to be duly executed as of the date first above written.

TOWN OF BEAUFORT

By: _____ (Seal)
Sharon Harker, Mayor

ATTEST:

By: _____ (Seal)
Elizabeth Lewis, Town Clerk

FIRST BANK

By: _____ (Seal)
Jason Williams, VP

This instrument has been preaudited in the manner required by
The Local Government Budget and Fiscal Control Act.

Julie Anderson, Finance Director

[If applicable]

Local Government Commission

Signature page for First Amendment to Installment Financing Contract in the amount of
\$1,200,000 by and between First Bank and Town of Beaufort dated September ____, 2026

This Amendment has been approved under the provisions of Article 8, Chapter 159 of the North Carolina General Statutes.

By: _____

Secretary,
Local Government Commission

REVISED EXHIBIT B

PAYMENT SCHEDULE

First Amendment to Installment Financing Contract dated _____, 2026

Original Contract dated September 17, 2025

Borrower: Town of Beaufort, North Carolina

Lender: First Bank

Original Loan Amount: \$1,200,000.00

Partial Prepayment (July 24, 2026): \$168,073.99

Revised Outstanding Principal Balance as of July 24, 2026: \$1,031,926.01

Revised Loan Amount / Payment Terms.

The interest rate applicable to the outstanding principal balance is 3.9% per annum fixed. Interest is calculated and imposed on the unpaid balance of the outstanding principal based on the payment schedule described herein and in Revised Exhibit B-1, using a 30/360 U.S. Rule day-count convention. The outstanding principal balance of \$1,031,926.01 plus interest shall be repaid by the Town to the Bank in five (5) annual installments on September 17 of 2026 through 2030. The payment amounts shall be \$252,220.18 on September 17, 2026, \$238,581.29 on September 17, 2027, \$230,532.27 on September 17, 2028, \$222,483.25 on September 17, 2029, and \$214,434.23 on September 17, 2030, consisting of principal installments of \$206,385.20 for the first four payments and \$206,385.21 for the final payment, plus interest components of \$45,834.98, \$32,196.09, \$24,147.07, \$16,098.05, and \$8,049.02, respectively, all as shown on Revised Exhibit B-1. All remaining principal and accrued but unpaid interest shall be due and payable on September 17, 2030.

The interest component of the September 17, 2026 installment includes (i) accrued interest on the original Loan Amount of \$1,200,000.00 from September 17, 2025 through July 24, 2026 (307 days, 30/360), in the amount of \$39,910.00, and (ii) accrued interest on the revised outstanding principal balance of \$1,031,926.01 from July 24, 2026 through September 17, 2026 (53 days, 30/360), in the amount of \$5,924.98, for a total interest payment of \$45,834.98.

TOWN OF BEAUFORT

By: _____
Sharon Harker, Mayor

Date: _____

REVISED EXHIBIT B-1 AMORTIZATION SCHEDULE

Original Principal:	\$1,200,000.00
Partial Prepayment (7/24/2026):	(\$168,073.99)
Revised Principal Balance (9/8/26):	\$1,031,926.01
Loan Date:	September 17, 2025
Amendment Date:	_____, 2026
Maturity Date:	September 17, 2030
Interest Rate:	3.9% per annum fixed (tax-exempt)
Day-Count Convention:	30/360 U.S. Rule
Loan Number:	1090011274
Repayment Schedule:	Irregular / Annual

#	Payment Date	Payment Amount	Interest Paid	Principal Paid	Prepayment	Remaining Balance
	09-17-2025					\$1,200,000.00
P	07-24-2026	\$168,073.99	\$0.00	\$0.00	\$168,073.99	\$1,031,926.01
1	09-17-2026	\$252,220.18	\$45,834.98	\$206,385.20		\$825,540.81
2	09-17-2027	\$238,581.29	\$32,196.09	\$206,385.20		\$619,155.61
3	09-17-2028	\$230,532.27	\$24,147.07	\$206,385.20		\$412,770.41
4	09-17-2029	\$222,483.25	\$16,098.05	\$206,385.20		\$206,385.21
5	09-17-2030	\$214,434.23	\$8,049.02	\$206,385.21		\$0.00
	TOTALS:	\$1,326,325.21	\$126,325.21	\$1,031,926.01	\$168,073.99	

NOTICE: This is the revised amortization schedule reflecting the \$168,073.99 partial prepayment effective July 24, 2026, and the reamortization of the remaining \$1,031,926.01 balance. Actual amounts may vary if payments are made on different dates or in different amounts. All calculations use the 30/360 U.S. Rule day-count convention at a fixed rate of 3.9% per annum.

Total principal repaid (including prepayment): \$1,200,000.00

Total interest over loan life: \$126,325.21

Total of all payments: \$1,326,325.21

INCUMBENCY AND AUTHORIZATION CERTIFICATE

In connection with the execution and delivery by the Town of Beaufort (the “Town”) of a First Amendment to Installment Financing Contract dated September __, 2026 (the “Contract”) with First Bank, I, Julie Anderson, do hereby certify that I am the duly appointed Finance Manager of Town of Beaufort, a body corporate and politic existing under the laws of the State of North Carolina, and that I have custody of the official minutes and other pertinent records of that body.

I further certify that:

(1) As of the date of this certificate, the persons named below are duly appointed, qualified and acting incumbents of their respective offices of the Town and as such are familiar with its books and corporate records.

(2) The Town was duly established in the year 1709. At all times since its establishment the Town has continually exercised the powers given to counties by the Constitution and laws of North Carolina.

(3) The persons named below were authorized by a resolution of the governing body of Town passed in a regular meeting held on ____, 2026 to execute and deliver on behalf of the Town the Contract to evidence the amendment of the original Installment Financing Contract dated September 17, 2025, together with all other documents and instruments required and contemplated by the Contract, and to carry out the terms of all of the foregoing, all under and pursuant to the provisions of N.C.G.S. § 160A-20, as amended. Such resolution was adopted at a meeting duly called and held on such date, at which meeting a quorum was present and acting throughout. Such resolution has not been amended, rescinded, terminated or otherwise revoked and is in full force and effect.

(4) The persons named below were on the date or dates of the execution of the Contract and are on the date hereof the duly appointed and qualified incumbents of the offices of the Town appearing at the right of their respective names and the signatures appearing at the right of their respective names are their genuine signatures:

(5) The signatures set opposite the names and positions of the persons named below are such persons’ true and authentic signatures.

<u>Name</u>	<u>Position</u>	<u>Signature</u>
Sharon Harker	Mayor	_____
Matt Zapp	Town Manager	_____
Elizabeth Lewis	Town Clerk	_____
Julie Anderson	Finance Director	_____

(6) The seal of the Town is the same seal of which an impression appears below and on the Contract.

(7) No litigation of any kind is now pending or, to the best of my information, knowledge and belief, threatened to restrain or enjoin the execution or delivery of the Contract, or in any manner

questioning the proceedings and authority under which the Contract has been executed and delivered, or affecting the validity of such documents.

(8) The Town has obtained the proper authorization to execute and deliver the Contract and all related documents necessary to complete the transaction contemplated thereby.

(9) The Contract has been duly authorized, executed and delivered by the Town. Assuming the due authorization, execution and delivery of each such agreements by the Bank, each such agreement constitutes a legal, valid and binding agreement of the Town enforceable against the Town in accordance with its terms. Such obligation does not constitute a pledge of the faith and credit of the State of North Carolina or of any county, city or other political subdivision of the State, including the Town. The rights and enforceability of the obligations of the Town under such agreements may be limited or otherwise affected by (a) bankruptcy, insolvency, reorganization, moratorium or other laws affecting the rights of creditors generally and (b) principles of equity, whether considered at law or in equity.

There has been no material adverse change in the financial condition of the Town since the date of the last annual financial statement of the Town provided to the Bank.

IN WITNESS WHEREOF, I have duly executed this certificate and have affixed to it the seal of the Town of Beaufort on this ____ day of September, 2026.

_____[SEAL]
Julie Anderson

**Town of Beaufort, NC**

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

Board of Commissioners**Regular Meeting**

6:00 PM – Monday, September 14, 2026

**Train Depot, 614 Broad Street
Beaufort, NC 28516**

AGENDA CATEGORY:

Presentations

SUBJECT:

Beaufort Housing Authority- FY 2025 Audit Report

SUMMARY:

Zeb Hough, Executive Director of the Beaufort Housing Authority (BHA), will present the BHA Fiscal Year 2025 Audit Report to the Board. A copy of the audit report is attached for the Board's review and reference.

No formal action is requested of the Board following the presentation.

SUBMITTED BY:

Elizabeth Lewis, Assistant Town Manager/Town Clerk

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT

**FINANCIAL STATEMENTS
&
SUPPLEMENTAL INFORMATION**

YEAR ENDED SEPTEMBER 30, 2025

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT

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HOUSING AUTHORITY OF THE TOWN OF BEAUFORT

MANAGEMENT’S DISCUSSION AND ANALYSIS

YEAR ENDED SEPTEMBER 30, 2025

The management of the Housing Authority of the Town of Beaufort (the “Authority”) offers readers of the Authority’s financial statements this narrative overview and analysis of their financial activities for the fiscal year ended September 30, 2025. Management’s Discussion and Analysis is designed to assist the reader in focusing on significant financial issues, provide an overview of the Authority’s financial activity, identify changes in the Authority’s financial position (its ability to address the next and subsequent years’ challenges), and identify individual fund issues or concerns.

Since the Management’s Discussion and Analysis (MD&A) is designed to focus on the current year’s activities, resulting changes and currently known facts, we encourage readers to consider the information presented here in conjunction with the Authority’s financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The Authority’s net position increased by \$45,446 to \$1,965,337, as compared to the previous year end. Net investment in capital assets decreased by \$55,590 to \$1,205,758 as compared to the previous year end. Unrestricted net position increased by \$101,036 to \$759,579 during the FYE September 30, 2025.
- The business-type activities operating revenues at September 30, 2025 increased to \$1,012,249. Total operating revenues were \$987,151 for 2024, an increase of \$25,098.
- The total operating expenses of all programs for September 30, 2025 increased to \$1,030,248. Total operating expenses were \$979,849 for 2024, an increase of \$50,399.
- Total capital grant contributions at September 30, 2025 decreased to \$40,273. Capital grant contributions in 2024 were \$48,263.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial statements included in this annual report are those of a special-purpose government engaged in a business-type activity. The Authority’s basic financial statements consist of three components: 1) the MD&A, 2) fund financial statements, and 3) notes to the financial statements. Because the Authority is a special-purpose government engaged in business-type activities only, the financial statements are presented in accordance with paragraph 138 of GASB Statement 34. In addition to the financial statements, this report contains other supplemental information that will enhance the reader’s understanding of the financial condition of the Authority.

This MD&A is intended to serve as an introduction to the Authority’s basic financial statements.

The following statements are included:

- Statement of Net Position – reports current financial resources (short-term expendable resources) with capital assets and long-term obligations.
- Statement of Revenues, Expenses, and Changes in Fund Net Position – reports operating and nonoperating revenue, by major source, along with operating and nonoperating expenses and capital contributions.
- Statement of Cash Flows – reports cash flows from operating, capital and related financing, non-capital and related financing, and investing activities.

OVERVIEW OF THE AUTHORITY

The Housing Authority’s primary mission is to provide housing to those eligible in the Town of Beaufort area as determined by the US Department of Housing and Urban Development (HUD). The Authority’s operations and capital expansion program are funded almost entirely through rental fees and subsidies received from HUD.

PROGRAMS

Conventional Public Housing – Under the Conventional Public Housing Program, the Authority rents units that it owns to low-income households. The Conventional Public Housing Program is operated under an Annual Contributions Contract (ACC) with HUD, and HUD provides Operating Subsidy and Capital Grant funding to enable the PHA to provide the housing at a rent that is based upon 30% of household income (as defined in the HUD regulations).

Capital Fund Grants – The Authority’s capital funds are received from the Federal Government through a formula driven computation. These funds are used to upgrade our facilities at various developments to give our residents the decent and safe living environment they need. Each year’s grant funds must be entirely obligated within two years of inception of the grant, and entirely expended within four years.

FINANCIAL STATEMENTS

The financial statements are presented as one enterprise fund in accordance with GASB 34, paragraph 138. The financial statements provide a more detailed look at the Authority's most significant activities by focusing on the individual activities of the programs.

The Authority adopts an annual budget as required by G.S. 159-42(c), following budgetary guidelines put forth by HUD. The budget is a legally adopted document that incorporates input from the citizens and the management of the Authority and the decisions of the Board about which services to provide and how to pay for them. The budgetary statements demonstrate how well the Authority complied with the budget ordinance and whether or not the Authority succeeded in providing the services as planned when the budget was adopted. The budgetary comparison statements use the budgetary basis of accounting and are presented using the same format, language, and classifications as the legal budget document. The budgetary statements are presented as supplementary information to demonstrate compliance with applicable state laws. To account for the difference between the budgetary basis of accounting and the full Accrual basis, a reconciliation showing the differences in the reported activities is shown at the end of the budgetary statement.

NOTES TO THE FINANCIAL STATEMENTS

Following the financial statements are the notes. The notes provide additional information that is essential to a full understanding of the data provided in the financial statements. The notes to the financial statements are on pages 12-19 of this report. After the notes, supplemental information is provided to show details about the Authority's individual programs.

OTHER INFORMATION

In addition to the basic financial statements and accompanying notes, this report includes certain required supplementary information required by the US Department of Housing and Urban Development and the State of North Carolina.

FINANCIAL ANALYSIS

The following table focuses on the net position and the change in net position of the primary government as a whole.

TABLE 1 – STATEMENT OF NET POSITION

	<u>2025</u>	<u>2024</u>	<u>Variance</u>	<u>% Change</u>
Current Assets	\$ 1,042,780	\$ 932,412	\$ 110,368	11.84%
Capital Assets, Net	<u>1,205,758</u>	<u>1,261,348</u>	<u>(55,590)</u>	-4.41%
Total Assets	<u>2,248,538</u>	<u>2,193,760</u>	<u>54,778</u>	2.50%
Total Deferred Outflows of Resources	<u>50,859</u>	<u>90,317</u>	<u>(39,458)</u>	-43.69%
Current Liabilities	144,321	153,833	(9,512)	-6.18%
Noncurrent Liabilities	<u>164,311</u>	<u>189,705</u>	<u>(25,394)</u>	-13.39%
Total Liabilities	<u>308,632</u>	<u>343,538</u>	<u>(34,906)</u>	-10.16%
Total Deferred Inflows of Resources	<u>25,428</u>	<u>20,648</u>	<u>4,780</u>	23.15%
Net Position				
Net Investment in Capital Assets	1,205,758	1,261,348	(55,590)	-4.41%
Unrestricted	<u>759,579</u>	<u>658,543</u>	<u>101,036</u>	15.34%
Total Net Position	<u>\$ 1,965,337</u>	<u>\$ 1,919,891</u>	<u>\$ 45,446</u>	2.37%

MAJOR FACTORS AFFECTING THE STATEMENT OF NET POSITION

Net position may serve over time as one useful indicator of a government's financial condition. The assets of the Authority exceeded liabilities by \$1,965,337 as of September 30, 2025. The Authority's net position increased by \$45,446 for the fiscal year ended September 30, 2025. The largest portion of net position (61%) reflects the Authority's net investment in capital assets (e.g. land, buildings, furniture, and equipment) less accumulated depreciation. The Authority uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

Current assets increased by \$110,368 primarily due to increases in investments and prepaid expenses, partially offset by decreases in unrestricted cash and tenant accounts receivable.

Capital assets decreased by \$55,590 due to the annual depreciation of capital assets exceeding current year capital asset additions.

Deferred outflows of resources decreased by \$39,458 due to GASB 68 and 71 required financial presentations of pension plans. The deferred outflows of resources represent the Authority's contributions that were made to the plan subsequent to the measurement date, the differences between expected and actual experience, and pension deferrals resulting from changes in proportion and the proportionate share of contributions.

Current liabilities decreased by \$9,512 due to decreases in accounts payable – other government, accrued compensated absences – current portion, and unearned revenues.

Noncurrent liabilities decreased by \$25,394 due to a decrease in the unfunded liability for the Authority's pension plan in accordance with GASB 68.

Deferred inflows of resources increased by \$4,780 due to GASB 68 and 71 required financial presentations of pension plans. The deferred inflows of resources represent the differences between projected and actual earnings on pension plan investments and pension deferrals resulting from changes in proportion and the proportionate share of contributions.

TABLE 2 – STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION

The following schedule compares the revenues and expenses for the current and previous fiscal years. The Authority is engaged only in business-type activities.

	<u>2025</u>	<u>2024</u>	<u>Variance</u>	<u>% Change</u>
Operating Revenues				
Rental Income	\$ 575,775	\$ 584,733	\$ (8,958)	-1.53%
Federal Grants	436,470	402,376	34,094	8.47%
Other	<u>4</u>	<u>42</u>	<u>(38)</u>	-90.48%
Total Operating Revenues	<u>1,012,249</u>	<u>987,151</u>	<u>25,098</u>	2.54%
Operating Expenses				
Administration	367,290	303,978	63,312	20.83%
Tenant Services	323	-	323	100.00%
Utilities	235,344	211,902	23,442	11.06%
Maintenance	251,925	272,799	(20,874)	-7.65%
General	79,503	77,588	1,915	2.47%
Depreciation	<u>95,863</u>	<u>113,582</u>	<u>(17,719)</u>	-15.60%
Total Operating Expenses	<u>1,030,248</u>	<u>979,849</u>	<u>50,399</u>	5.14%
Operating Income (loss)	<u>(17,999)</u>	<u>7,302</u>	<u>(25,301)</u>	-346.49%
Nonoperating revenues (expenses)				
Interest Revenue	23,172	14,302	8,870	62.02%
Capital Contributions	<u>40,273</u>	<u>48,263</u>	<u>(7,990)</u>	-16.56%
Total Nonoperating Activity	<u>63,445</u>	<u>62,565</u>	<u>880</u>	1.41%
Change in Net Position	45,446	69,867	(24,421)	-34.95%
Beginning Net Position	<u>1,919,891</u>	<u>1,850,024</u>	<u>69,867</u>	3.78%
Ending Net Position	<u>\$ 1,965,337</u>	<u>\$ 1,919,891</u>	<u>\$ 45,446</u>	2.37%

MAJOR FACTORS AFFECTING THE STATEMENT OF REVENUES, EXPENSES, AND CHANGES FUND NET POSITION

Net position increased by \$45,446 primarily due to revenues exceeding expenses.

Total operating revenues increased by \$25,098 due to an increase in federal grants.

Total operating expenses increased by \$50,399 due to increases in administration, tenant services, utilities, and general expenses, partially offset by decreases in maintenance and depreciation expenses.

Capital contributions decreased by \$7,990 due to a decrease in capital funds spent on modernization projects compared to the prior year.

CAPITAL ASSETS

As of September 30, 2025, investment in capital assets for the Authority's business-type activities was \$1,205,758, net of accumulated depreciation. This investment in capital assets includes land, buildings, improvements, equipment, and construction in progress.

Major capital asset purchases during the current fiscal year included the following:

- HVAC replacements
- Office computers

There were no major capital asset disposals during the current fiscal year.

Additional information on the Authority's capital assets can be found in Note 3 of the Basic Financial Statements.

ECONOMIC FACTORS

Significant economic factors affecting the Authority are as follows:

- Federal funding of the Department of Housing and Urban Development.
- Local labor supply and demand, which can affect salary and wage rates.
- Local inflation, recession, and employment trends, which can affect resident incomes and therefore the amount of rental income.
- Inflationary pressure on utility rates, supplies, and other costs

FINANCIAL CONTACT

This financial report is designed to provide a general overview of the finances for all those with an interest in the Authority's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to:

Mr. Zeb Hough
Executive Director
Housing Authority of the Town of Beaufort
716 Mulberry Street
Beaufort, NC 28516
(252)728-3226.

Independent Auditor's Report

To the Board of Commissioners
Housing Authority of the Town of Beaufort

Report on the Audit of the Financial Statements***Opinions***

We have audited the financial statements of the Housing Authority of the Town of Beaufort (the "Authority"), as of and for the year ended September 30, 2025, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the Authority, as of September 30, 2025, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The Authority's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management’s discussion and analysis on pages 1-5, schedule of changes in net pension liability – defined benefit pension plan on page 20, and schedule of employer contributions – defined benefit pension plan on page 21 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority’s basic financial statements. The accompanying supplementary information, including the financial data schedule and the schedule of revenues and expenses – budget to actual, is presented for purposes of additional analysis as required by the U.S. Department of Housing and Urban Development and are not a required part of the basic financial statements.

The financial data schedule and the schedule of revenues and expenses – budget to actual are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the financial data schedule and the schedule of revenues and expenses – budget to actual are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 16, 2026, on our consideration of the Authority’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority’s internal control over financial reporting and compliance.

Henderson & Pilleteri, LLC

Birmingham, AL
June 16, 2026

**Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of
Financial Statements Performed in Accordance with *Government Auditing Standards***

Independent Auditor's Report

To the Board of Commissioners
Housing Authority of the Town of Beaufort

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Housing Authority of the Town of Beaufort (the "Authority"), as of and for the year ended September 30, 2025, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated June 16, 2026.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. However, material weaknesses or significant deficiencies may exist that have not been identified. As described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings and responses to be a material weakness listed as item 2025-001.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* as described in the accompanying schedule of findings and responses as item 2025-001.

Authority's Response to Findings

The Authority's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. The Authority's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Henderson & Pilleteri, LLC

Birmingham, AL
June 16, 2026

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
STATEMENT OF NET POSITION
ENTERPRISE FUND
SEPTEMBER 30, 2025

ASSETS

Current assets:

Unrestricted cash and cash equivalents	\$ 491,430
Restricted cash and cash equivalents	53,992
Investments	465,351
Miscellaneous receivable	8,165
Tenants receivable, net	3,597
Notes and mortgages receivable, current portion	3,449
Prepaid expenses and other assets	<u>16,796</u>
Total current assets	<u>1,042,780</u>

Noncurrent assets:

Capital assets:

Land and construction in progress	214,553
Buildings and equipment, net of depreciation	<u>991,205</u>
Total capital assets	<u>1,205,758</u>
Total assets	<u>2,248,538</u>

DEFERRED OUTFLOWS OF RESOURCES

Difference between expected and actual experience on pension plan	40,075
Changes in proportion and differences between Authority contributions and proportionate share of contributions	4,616
Employer pension contributions subsequent to measurement date	<u>6,168</u>
Total deferred outflows of resources	<u>50,859</u>

LIABILITIES

Current liabilities:

Accounts payable	41,680
Accrued liabilities	6,344
Intergovernmental payables	34,043
Tenant security deposits	53,992
Unearned revenue	355
Compensated absences	<u>7,907</u>
Total current liabilities	<u>144,321</u>

Noncurrent liabilities:

Net pension liability	<u>164,311</u>
Total noncurrent liabilities	<u>164,311</u>
Total liabilities	<u>308,632</u>

DEFERRED INFLOWS OF RESOURCES

Net difference between projected and actual earnings on pension plan	4,894
Changes in proportion and differences between Authority contributions and proportionate share of contributions	<u>20,534</u>
Total deferred inflows of resources	<u>25,428</u>

NET POSITION

Net investment in capital assets	1,205,758
Unrestricted	<u>759,579</u>
Total net position	<u>\$ 1,965,337</u>

The accompanying notes are an integral part of these financial statements.

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
 ENTERPRISE FUND
 YEAR ENDED SEPTEMBER 30, 2025

OPERATING REVENUES

Rental income	\$ 575,775
Federal grants	436,470
Other	<u>4</u>

Total operating revenues	<u>1,012,249</u>
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OPERATING EXPENSES

Administration	367,290
Tenant services	323
Utilities	235,344
Maintenance	251,925
General	79,503
Depreciation	<u>95,863</u>

Total operating expenses	<u>1,030,248</u>
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Operating income (loss)	(17,999)
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NONOPERATING REVENUES (EXPENSES)

Interest revenue	<u>23,172</u>
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Income (loss) before contributions	5,173
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Capital contributions	<u>40,273</u>
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Change in net position	45,446
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Total net position - beginning of the year	<u>1,919,891</u>
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Total net position - end of the year	<u><u>\$ 1,965,337</u></u>
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The accompanying notes are an integral part of these financial statements.

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
STATEMENT OF CASH FLOWS
ENTERPRISE FUND
YEAR ENDED SEPTEMBER 30, 2025

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts from tenants	\$ 561,812
Federal grants	436,470
Other receipts	4
Payments to suppliers	(608,455)
Payments to or on behalf of employees	(304,332)
	<u>85,499</u>
Net cash provided (used) by operating activities	<u>85,499</u>

**CASH FLOWS FROM CAPITAL AND RELATED
FINANCING ACTIVITIES**

Purchase of capital assets	(40,273)
Capital contributions	40,273
	<u>-</u>
Net cash provided (used) by capital financing activities	<u>-</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Interest revenue	23,172
Purchases of investments	(252,266)
	<u>(229,094)</u>
Net cash provided (used) by investing activities	<u>(229,094)</u>

Net increase (decrease) in cash and cash equivalents	(143,595)
Balances - beginning of the year	689,017
Balances - end of the year	<u>\$ 545,422</u>

**RECONCILIATION OF INCOME (LOSS) TO NET CASH
PROVIDED (USED) BY OPERATING ACTIVITIES**

Operating income (loss)	\$ (17,999)
Adjustments to reconcile operating income to net cash provided (used) by operating activities:	
Depreciation expense	95,863
Pension expense (income)	49,616
Change in assets, deferred outflows of resources and liabilities:	
Receivables, net	(870)
Prepays and other assets	(827)
Deferred outflows of resources for pension plan	(30,772)
Accounts payable	3,056
Intergovernmental payables	(3,150)
Unearned revenue	(8,069)
Accrued liabilities	1,274
Compensated absences	(2,678)
Tenant security deposits	55
	<u>85,499</u>
Net cash provided (used) by operating activities	<u>\$ 85,499</u>

The accompanying notes are an integral part of these financial statements.

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2025

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Housing Authority of the Town of Beaufort (the “Authority”) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Authority has previously implemented GASB Statement 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. Certain significant changes in the statements are as follows: The financial statements will include a Management’s Discussion and Analysis (MD&A) section providing an analysis of the Authority’s overall financial position and results of operations.

The Authority is a special-purpose government engaged only in business-type activities and therefore, presents only the financial statements required for enterprise funds, in accordance with GASB Statement 34, paragraph 138. For these governments, basic financial statements and required supplemental information consist of:

- Management Discussion and Analysis (MD&A)
- Enterprise fund financial statements consisting of –
 - Statement of Net Position
 - Statement of Revenues, Expenses, and Changes in Fund Net Position
 - Statement of Cash Flows
- Notes to financial statements
- Required supplemental information other than MD&A

The Authority has multiple programs which are accounted for in one enterprise fund, which is presented as the “enterprise fund” in the basic financial statements. Significant Authority policies are described below.

A. The Reporting Entity

The Authority was established as a tax-exempt quasi-governmental entity under the United States Housing Act of 1937 for the purpose of providing affordable housing to low and moderate-income families in Carteret County, North Carolina. The governing body of the Authority is composed of a 6-member appointed Board of Commissioners (the “Board”). The Mayor appoints the Board, who in turn hires the Executive Director. The Authority is governed by its charter and by-laws, state and local laws, and federal regulations. The Board is responsible for the establishment and adoption of policy. The execution of such policy is the responsibility of the Authority’s management. The Authority has no component units.

B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The Authority’s financial statements are accounted for on the flow of economic resources management focus using the accrual basis of accounting. The accounting objectives are a determination of net income, financial position, and changes in cash flow.

All assets, deferred outflows of resources, liabilities, and deferred inflows of resources associated with a proprietary fund’s activities are included on the Statement of Net Position. Proprietary fund net position is segregated into Net Investment in Capital Assets, Restricted Net Position, and Unrestricted Net Position. Revenues are recognized when they are earned and expenses are recognized when incurred. Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with a proprietary fund’s principal ongoing operations. The principal operating revenues of the proprietary funds are rental charges to tenants and operating subsidy grants from HUD. Operating expenses for proprietary funds include the cost of administrative expenses, maintenance expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses. The Authority applies restricted resources to fund restricted costs and unrestricted resources to fund unrestricted costs. All material inter-program accounts and transactions are eliminated in the preparation of the basic financial statements.

The Authority has previously adopted GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*. In accordance with this statement, the Authority accounted for all grants that qualify as non-exchange transactions, recognizing receivables and revenues when all applicable eligibility requirements are met. In addition, capital contributions are recorded on the Statement of Revenues, Expenses, and Changes in Fund Net Position after income before contributions and before changes in net position.

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2025

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Generally accepted accounting principles for state and local governments requires that resources be classified for accounting and reporting purposes into the following three net position categories:

- *Net investment in capital assets* – Capital assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets.
- The *restricted* component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets.
- The *unrestricted* component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component on net position.

C. Budgetary Data

The Authority maintains budgetary controls over all funds, as required by the Budget and Fiscal Control Act and the terms of the Authority’s annual contributions contract with HUD. An annual budget is adopted for all enterprise funds except the Capital Fund. A multi-year budget is adopted for that fund. Expenditures may not legally exceed appropriations at the departmental level for the enterprise funds. The executive officer is authorized to transfer funds among line items within the enterprise funds without prior board approval as long as the total appropriations of a fund are not changed. The budget was prepared on the modified accrual basis of accounting. The budget presented in these statements is the budget ordinance as amended through September 30, 2025.

D. Cash, Cash Equivalents, and Investments

Cash and cash equivalents include cash on hand, demand deposits, and money market accounts. For purposes of the statement of cash flows, the Authority considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents. The carrying amounts reported on the balance sheet approximate fair values because of the short maturities of those investments.

E. Receivables

All receivables are current and due within one year. Tenant receivables are reported net of an allowance for uncollectible accounts. Allowances are reported when accounts are proven to be uncollectible.

F. Restricted Assets and Liabilities

Debt covenants, HUD regulations, and inter-local agreements restrict the use of certain assets. Restricted assets are offset by related liabilities in accordance with their liquidity.

G. Inventories

Inventories are accounted for under the consumption method and recorded at the lower of cost or market, net of the allowance for obsolete inventories. Materials and supplies are recorded as inventories when purchased and as expenditures when used. Allowances are reported when inventory items are proven to be obsolete.

H. Prepaid Items

Prepaid items consist of payments made to vendors for services that will benefit future periods.

I. Capital Assets

Capital assets include property, furniture, equipment, and machinery. Capital assets with initial, individual costs that equal or exceed \$1,000 and estimated useful lives of over one year are recorded as capital assets. Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is expensed in accordance with GASB 89. Construction in progress consists of capital improvements funded by modernization grant programs. Capital assets are depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	10-40
Improvements other than buildings	10-40
Furniture, equipment, and machinery	10-40

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2025

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

J. Compensated Absences

Employees of the Authority earn vacation, sick leave, and other compensated absences in accordance with established policies. In compliance with GASB Statement No. 101, Compensated Absences, the Authority recognizes a liability for compensated absences when the benefit is attributable to services already rendered, it accumulates, and it is more likely than not that the benefit will be used for time off or otherwise paid in cash or settled through non-cash means. The liability is measured using the employee pay rates in effect as of the reporting date and includes salary-related payments directly and incrementally associated with the payment of compensated absences. The portion of the liability expected to be liquidated with expendable available financial resources is reported as a current liability in the governmental funds; the remainder is reported as a noncurrent liability in the statement of net position.

K. Unearned Revenue

The Authority recognizes revenues as earned. An amount received in advance of the period in which it is earned is recorded as a liability under unearned revenue.

L. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

M. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, Deferred Outflows of Resources, represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The Authority has four items that meet this criterion, contributions that were made to the plan subsequent to the measurement date, pension deferrals resulting from differences between expected and actual experience, pension deferrals resulting from changes in proportion and the proportionate share of contributions, and pension deferrals resulting from differences between projected and actual earnings. In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, Deferred Inflows of Resources, represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The Authority has two items that meet the criterion for this category. These two items include pension deferrals resulting from differences between expected and actual experience and pension deferrals resulting from changes in proportion and the proportionate share of contributions.

N. Pensions

For purposes of measuring the net pension asset or liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Local Governmental Employees' Retirement System (LGERs) and additions to/deductions from LGERs' fiduciary net position have been determined on the same basis as they are reported by LGERs. For this purpose, plan member contributions are recognized in the period in which the contributions are due. The Authority's employer contributions are recognized when due and the Authority has a legal requirement to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of LGERs. Investments are reported at fair value.

O. Recent Accounting Pronouncements

The Authority has adopted GASB Statement No. 101, Compensated Absences. Statement 101 aligns recognition and measurement guidance for all types of compensated absences under a unified model which will result in governments recognizing a liability that more appropriately reflects when they incur an obligation for compensated absences. The model also will lead to greater consistency in application and improved comparability across governments. The adoption of GASB Statement No. 101 had no material effect on the Authority's September 30, 2025 financial statements.

The Authority has adopted GASB Statement No. 102, Certain Risk Disclosures. Statement 102 requires governments to disclose essential information about risks related to vulnerabilities due to certain concentrations or constraints. GASB Statement 102 requires governments to disclose essential information about risks related to vulnerabilities due to certain concentrations or constraints. A concentration, as defined by Statement 102, is a lack of diversity related to an aspect of a significant inflow or outflow of resources, for example, a small number of companies that represent a majority of employment in a government's jurisdiction, or a government that relies on one revenue source for most of its revenue. A constraint is a limitation imposed on a government by an external party or by formal action of the government's highest level of decision-making authority, such as a voter-approved property tax cap or a state-imposed debt limit. The adoption of GASB Statement No. 102 had no material effect on the Authority's September 30, 2025 financial statements.

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2025

NOTE 2 – CASH DEPOSITS AND INVESTMENTS

Cash and investments may be invested in the following HUD-approved vehicles:

- Direct obligations of the federal government backed by the full faith and credit of the United States;
- Obligations of government agencies;
- Securities of government sponsored agencies;
- Demand and savings deposits; and,
- Time deposits and repurchase agreements.

At September 30, 2025, cash was in bank deposits or money market funds that were insured or collateralized with securities held by the Authority or by its agent in the Authority's name. The investments were in certificates of deposit. Cash and investments balances at September 30, 2025 totaled \$545,422 and \$465,351, respectively.

Interest Rate Risk – The Authority's formal investment policy does not specifically address the exposure to this risk.

Credit Risk – The Authority's formal investment policy does not specifically address credit risk. Credit risk is generally evaluated based on the credit ratings issued by nationally recognized statistical rating organizations.

Custodial Credit Risk – The Authority's policy is to limit credit risk by adherence to the list of HUD permitted investments, which are backed by the full faith and credit of or a guarantee of principal and interest by the U.S. Government.

Concentration of Credit Risk – The Authority's investment policy does not restrict the amount that the Authority may invest in any one issuer.

NOTE 3 – CAPITAL ASSETS

A. Changes in Capital Assets

Capital asset activity for the year ended September 30, 2025 was as follows:

	Beginning Balance	Additions	Retirements	Reclassifications	Ending Balance
Capital assets not being depreciated					
Land	\$ 93,452	\$ -	\$ -	\$ -	\$ 93,452
Construction in progress	80,828	40,273	-	-	121,101
Total capital assets not being depreciated	174,280	40,273	-	-	214,553
Capital assets being depreciated					
Buildings and improvements	4,822,616	-	-	-	4,822,616
Equipment	53,422	-	-	-	53,422
Total capital assets being depreciated	4,876,038	-	-	-	4,876,038
Less accumulated depreciation for:					
Buildings and improvements	(3,752,356)	(93,163)	-	-	(3,845,519)
Equipment	(36,614)	(2,700)	-	-	(39,314)
Total accumulated depreciation	(3,788,970)	(95,863)	-	-	(3,884,833)
Capital assets, net	\$ 1,261,348	\$ (55,590)	\$ -	\$ -	\$ 1,205,758

B. Capital Contributions

The Authority receives capital grants from HUD. The Authority recognized \$40,273 in capital contributions for the fiscal year ended September 30, 2025.

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2025

NOTE 4 – NONCURRENT LIABILITIES

Noncurrent liabilities at September 30, 2025 consisted of the following:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Net pension liability	\$ 189,705	\$ 114,993	\$ 140,387	\$ 164,311	\$ -
Total noncurrent liabilities	\$ 189,705	\$ 114,993	\$ 140,387	\$ 164,311	\$ -

NOTE 5 – DEFINED BENEFIT PENSION PLAN

Local Governmental Employees' Retirement System

Plan Description. The Authority is a participating employer in the statewide Local Governmental Employees' Retirement System (LGERS), a cost-sharing multiple-employer defined benefit pension plan administered by the State of North Carolina. LGERS membership is comprised of general employees. Article 3 of G.S. Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. Management of the plan is vested in the LGERS Board of Trustees, which consists of 13 members – nine appointed by the Governor, one appointed by the State Senate, one appointed by the State House of Representatives, and the State Treasurer and State Superintendent, who serve as ex-officio members.

The Local Governmental Employees' Retirement System is included in the Annual Comprehensive Financial Report (ACFR) for the State of North Carolina. The State's ACFR includes financial statements and required supplementary information for LGERS. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, by calling (919) 707-0500, or at www.osc.nc.gov.

Benefits Provided. LGERS provides retirement benefits. Retirement benefits are determined as 1.85% of the member's average final compensation times the member's years of creditable service. A member's average final compensation is calculated as the average of a member's four highest consecutive years of compensation. Plan members are eligible to retire with full retirement benefits at age 65 with five years of creditable service, at age 60 with 25 years of creditable service, or at any age with 30 years of creditable service. Plan members are eligible to retire with partial retirement benefits at age 50 with 20 years of creditable service or at age 60 with five years of creditable service.

Contributions. Contribution provisions are established by General Statute 128-30 and may be amended only by the North Carolina General Assembly. Authority employees are required to contribute 6% of their compensation. Employer contributions are actuarially determined and set annually by the LGERS Board of Trustees. The Authority's contractually required contribution rate as of the year ended September 30, 2025 for general employees was 12.66% from October 1, 2024 through June 30, 2025, and was 14.35% from July 1, 2025 through September 30, 2025, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. Contributions to the pension plan from the Authority were \$30,810 for the year ended September 30, 2025.

Refunds of Contributions – Members who have terminated service as contributing members, may file an application for a refund of their contributions. By state law, refunds to members include interest (currently 4% per year) regardless of the number of years of retirement service credit or of reason for separation from service. State law requires a 60 day waiting period after service termination before the refund may be paid. The acceptance of a refund payment cancels the individual's right to any other retirement or survivor benefit provided by LGERS.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

At September 30, 2025, the Authority reported a liability of \$164,311 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2025. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2024. The total pension liability was then rolled forward to the measurement date of June 30, 2025, utilizing update procedures incorporating the actuarial assumptions. The Authority's proportion of the net pension liability was based on a projection of the Authority's long-term share of future payroll covered by the pension plan, relative to the projected future payroll covered by the pension plan of all participating LGERS employers, actuarially determined. At June 30, 2025, the Authority's proportion was 0.00266%, which was an increase of 0.00015% from its proportion measured as of June 30, 2024.

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2025

NOTE 5 – DEFINED BENEFIT PENSION PLAN (Continued)

For the year ended September 30, 2025, the Authority recognized pension expense of \$49,616. At September 30, 2025, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 40,075	\$ -
Net difference between projected and actual earnings on pension plan investments	-	4,894
Changes in proportion and differences between Authority contributions and proportionate share of contributions	4,616	20,534
Authority contributions subsequent to the measurement date	6,168	-
Total	<u>\$ 50,859</u>	<u>\$ 25,428</u>

\$6,168 reported as deferred outflows of resources related to pensions resulting from Authority contributions subsequent to the measurement date will be recognized as a decrease of the net pension liability in the year ended September 30, 2026. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended September 30:

2026	36,277
2027	6,761
2028	(1,783)
2029	(6,061)
2030	-
Thereafter	-

Actuarial Assumptions. The total pension liability in the December 31, 2024, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50%
Salary Increases	3.25%-8.25%
Investment Rate of Return	6.50%

Note 1 - Salary increases include 3.25% inflation and productivity factor

Note 2 - Investment rate of return includes inflation assumption and is net of pension plan investment expense.

The plan currently uses mortality tables that vary by age, gender, employee group (i.e. general, law enforcement officer) and health status (i.e. disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

The actuarial assumptions used in the December 31, 2024 valuations were based on the results of an actuarial experience review for the period January 1, 2015 through December 31, 2019.

Future ad hoc COLA amounts are not considered to be substantively automatic and are therefore not included in the measurement.

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2025

NOTE 5 – DEFINED BENEFIT PENSION PLAN (Continued)

The projected long-term investment returns and inflation assumptions are developed through review of current and historical capital markets data, sell-side investment research, consultant whitepapers, and historical performance of investment strategies. Fixed income return projections reflect current yields across the U.S. Treasury yield curve and market expectations of forward yields projected and interpolated for multiple tenors and over multiple year horizons. Global public equity return projections are established through analysis of the equity risk premium and the fixed income return projections. Other asset categories and strategies' return projections reflect the foregoing and historical data analysis. These projections are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2025, are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed Income	29%	2.4%
Global Equity	42%	6.8%
Real Estate	8%	6.1%
Alternatives	8%	7.9%
Opportunistic Fixed Income	7%	5.1%
Inflation Sensitive	6%	4.2%
Total	100%	

The information above is based on 30 year expectations developed with the consulting actuary is part of the asset liability and investment policy of the North Carolina Retirement Systems, including LGERS. The long-term nominal rates of return underlying the real rates of return are arithmetic annualized figures. The real rates of return are calculated from nominal rates by multiplicatively subtracting a long-term inflation assumption of 2.38%. Return projections do not include any excess return expectations over benchmark averages. All rates of return and inflation are annualized. The long-term expected real rate of return for the Bond Index Investment Pool as of June 30, 2025 is 2.53%.

Discount rate. The discount rate used to measure the total pension liability was 6.50%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Authority's proportionate share of the net pension asset to changes in the discount rate. The following presents the net pension liability of the plans at June 30, 2025 calculated using the discount rate of 6.50 percent, as well as what the Authority's proportionate share of the net pension asset or net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.50 percent) or 1-percentage-point higher (7.50 percent) than the current rate:

	<u>1% Decrease (5.50%)</u>	<u>Current Discount Rate (6.50%)</u>	<u>1% Increase (7.50%)</u>
Authority's proportionate share of the net pension liability	\$ 313,400	\$ 164,311	\$ 41,877

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in the separately issued Annual Comprehensive Financial Report (ACFR) for the State of North Carolina.

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2025

NOTE 6 – RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority has mitigated this risk by obtaining insurance coverage from commercial insurance companies, including a Public Official Bond on the Executive Director in the amount of \$50,000. The employees that have access to funds are bonded under a blanket bond for \$100,000. Premiums paid for insurance coverage are recorded as expenses of the funds affected. The various insurance policies are subject to deductible amounts and maximum coverages. If the deductibles and maximums are exceeded, this could cause the Authority to suffer losses if a loss is incurred from any such incidents. The ultimate outcome of uninsured losses cannot presently be determined, and no provision for any liability that may result, if any, has been made in the financial statements. During the current year and the prior three years, settled claims have not exceeded coverage levels, and insurance coverage, by major categories of risk, is consistent with prior year. Per Memorandum #2023-06, the fidelity bond requirements have been revised as of January 1, 2023. The updated provisions require the Authority to obtain a fidelity bond on the Finance Officer in the amount of \$88,229, which is 10% of their annually budgeted funds. Therefore, the Authority's bond on the Finance Officer of \$50,000 is inadequate and represents a statutory violation of G.S. 159-29.

NOTE 7 – CONCENTRATION OF RISK

The Authority receives most of its funding from HUD. These funds and grants are subject to modification by HUD depending on availability of funding.

NOTE 8 – COMMITMENTS AND CONTINGENCIES

Grants

Amounts received or receivable from HUD are subject to audit and adjustment by grantor agencies. If expenses are disallowed as a result of these audits, the claims for reimbursement to the grantor agency would become a liability of the Authority. In the opinion of management, any such adjustments would not be significant.

NOTE 9 – SUBSEQUENT EVENTS

Events that occur after the balance sheet date but before the financial statements were available to be issued must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about the conditions that existed at the balance sheet date are recognized in the accompanying financial statements. Subsequent events which provide evidence about conditions that existed after the balance sheet date require disclosure in the accompanying notes. Management evaluated the activity of the Authority through June 16, 2026 (the date the financial statements were available to be issued) and concluded that the following subsequent events have occurred that require recognition in the financial statements or disclosure in the notes to the financial statements.

On December 6, 2018, the Authority received a CHAP for Rental Assistance Demonstration ("RAD") approval. Conversion occurred during the fiscal year; the Authority converted 100 units of Public Housing's project being converted to Project Based Rental Assistance rental subsidy. The original closing date for the conversion was June 1, 2022; however, the Authority is still exploring financing options for the project and cannot move forward without it.

The Authority is in the process of developing a 501(c)(3) non-profit corporation, Beaufort Housing Opportunities Foundation, for the purpose of developing and operating affordable and workforce housing, including through partnerships and property ownership.

NOTE 10 – FINANCIAL DATA SCHEDULE

The Authority prepares its financial data schedule in accordance with HUD requirements in a prescribed format. The schedule's format excludes depreciation expense from operating activities, includes investment revenue and capital grant revenue in operating activities, which differs from the presentation of the basic financial statements.

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
SCHEDULE OF THE AUTHORITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY – DEFINED BENEFIT PENSION PLAN
YEAR ENDED SEPTEMBER 30, 2025

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Authority's proportion of the net pension liability (asset)	0.00266%	0.00281%	0.00257%	0.00360%	0.00000%	0.00305%	0.00315%	0.00186%	0.00251%	0.00238%
Authority's proportionate share of the net pension liability (asset)	\$ 164,311	\$ 189,705	\$ 170,478	\$ 203,091	\$ -	\$ 108,989	\$ 86,024	\$ 44,128	\$ 38,346	\$ 50,512
Authority's covered-employee payroll	\$ 239,354	\$ 225,397	\$ 174,846	\$ 196,254	\$ 201,642	\$ 201,537	\$ 195,004	\$ 149,438	\$ 149,505	\$ 170,928
Authority's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	68.65%	72.90%	97.50%	103.48%	0.00%	54.08%	44.11%	29.53%	25.65%	29.55%
Plan fiduciary net position as a percentage of the total pension liability	85.68%	83.30%	82.49%	84.14%	95.51%	88.61%	90.86%	91.63%	94.18%	91.47%

* The amounts presented for each fiscal year were determined as of 6/30.

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
SCHEDULE OF CONTRIBUTIONS – DEFINED BENEFIT PENSION PLAN
YEAR ENDED SEPTEMBER 30, 2025

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Contractually required contribution	\$ 30,810	\$ 30,072	\$ 24,299	\$ 19,622	\$ 19,320	\$ 17,232	\$ 13,682	\$ 11,806	\$ 10,492	\$ 11,149
Contributions in relation to the contractually required contribution	<u>\$ (30,810)</u>	<u>\$ (30,072)</u>	<u>\$ (24,299)</u>	<u>\$ (19,622)</u>	<u>\$ (19,320)</u>	<u>\$ (17,232)</u>	<u>\$ (13,682)</u>	<u>\$ (11,806)</u>	<u>\$ (10,492)</u>	<u>\$ (11,149)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Authority's covered-employee payroll	\$ 232,863	\$ 231,708	\$ 197,607	\$ 182,248	\$ 206,007	\$ 202,598	\$ 197,302	\$ 156,585	\$ 140,117	\$ 170,644
Contributions as a percentage of covered-employee payroll	13.23%	12.98%	12.30%	10.77%	9.38%	8.51%	6.93%	7.54%	7.49%	6.53%

* The amounts presented for each fiscal year were determined as of 9/30.

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED SEPTEMBER 30, 2025

Financial Statement Findings

2025-001 – Material weakness in internal controls over cash disbursements

Condition and Criteria: During our audit, it was determined that a material weakness in internal controls existed over the Authority's cash disbursements being compliant with the Code of Federal Regulations and HUD guidelines. These deficiencies occurred because of weaknesses in the Authority's financial management controls over disbursements that were insufficient to ensure compliance with applicable regulations.

Per 2 CFR § 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E – Cost Principles, costs must meet certain general criteria in order to be allowable under Federal awards. These criteria include the fact that costs must conform to any limitations or exclusions set forth in the cost principles or in the Federal awards as to types or amount of cost items, and costs must be adequately documented.

Cause: The Authority's internal controls over the purchasing and payables process were inadequate in monitoring and identifying where unallowable costs were incurred. It was noted that the Authority used HUD subsidy to fund state lobbyists. The amount of known questioned costs and excessive spending noted during our testing amounted to \$15,143. We determined that this compliance exception was a result of internal control deficiencies as well as instances of material noncompliance.

Effect: A lack of internal controls could lead to improper cash transaction and could create opportunities where fraudulent transactions could occur. The Authority also could have incurred allowable cost that were unable to be paid due to lack of funds.

Auditor's Recommendation: It is recommended the Authority review the internal controls over their purchases and payables internal controls to ensure the adequate monitoring over whether or not costs incurred are allowable and adequately supported. The person responsible for reviewing and approving costs should review over the applicable cost principles to ensure they have an adequate understanding of what costs are allowable and what costs are unallowable.

Grantee Response: The Executive Director acknowledges the finding and is following the auditor's recommendation. The current Executive Director is not the managing Executive Director for this audit period.

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
PUBLIC HOUSING OPERATING FUND
SCHEDULE OF REVENUES AND EXPENSES – BUDGET TO ACTUAL (NON-GAAP)
YEAR ENDED SEPTEMBER 30, 2025

	Operating Budget	Actual	Variance Favorable (Unfavorable)
Operating revenues			
Dwelling rental	\$ 468,000	\$ 575,775	\$ 107,775
Federal grants	360,000	436,470	76,470
Other revenue	68,604	4	(68,600)
Total operating revenues	<u>896,604</u>	<u>1,012,249</u>	<u>115,645</u>
Operating expenses			
Administrative	270,610	367,290	(96,680)
Tenant services	2,000	323	1,677
Utilities	238,380	235,344	3,036
Maintenance & operation	234,000	251,925	(17,925)
General expenses	137,300	79,503	57,797
Total operating expenses	<u>882,290</u>	<u>934,385</u>	<u>(52,095)</u>
Operating income (loss)	<u>14,314</u>	<u>77,864</u>	<u>63,550</u>
Nonoperating revenues (expenses)			
Interest revenue	8,400	23,172	14,772
Total nonoperating revenues (expenses)	<u>8,400</u>	<u>23,172</u>	<u>14,772</u>
Net income (loss), before depreciation	<u>\$ 22,714</u>	<u>\$ 101,036</u>	<u>\$ 78,322</u>
Reconciliation of modified accrual basis net income (loss) to full accrual basis net income (loss):			
Depreciation expense		(95,863)	
Capital Contributions		<u>40,273</u>	
Change in net position - full accrual basis		<u>\$ 45,446</u>	

To the Board of Commissioners
Housing Authority of the Town of Beaufort

Independent Accountant's Report

We have performed the procedures enumerated below, which was agreed to by the Housing Authority of the Town of Beaufort ("the Authority") and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), on whether the electronic submission of certain information agrees with related hard copy documents included within the Single Audit reporting package for the year ended September 30, 2025. The Authority's management is responsible for accuracy and completeness of the electronic submission for the year ended September 30, 2025.

The Authority has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of whether the electronic submission of certain information agrees with related hard copy documents included within the Single Audit reporting package. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are as follows:

We compared the electronic submission of the items listed in the chart below under "UFRS Rule Information" column with the corresponding printed documents listed in the chart under the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of electronically submitted information and hard copy documents as shown in the chart below.

We were engaged by the Authority to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA and, if applicable, the standards applicable to attestation engagements contained in Government Auditing Standards issued by the Comptroller General of the United States, and/or any other standards or requirements to be followed. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the electronic submission of the items listed in the "UFRS Rule Information" column in the chart below for the year ended September 30, 2025. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

Procedure	UFRS Rule Information	Hard Copy Documents	Agrees	Does Not Agree
1	Balance Sheet and Revenue and Expense	Financial Data Schedule, all CFDA's, If applicable	X	
2	Footnotes	Footnotes to audited basic financial statements	X	
3	Type of opinion on FDS	Auditor's supplemental report on FDS	X	
4	Basic financial statements and auditor reports required to be submitted electronically	Basic financial statements (inclusive of auditor reports)	X	

Henderson & Pilleteri, LLC

Birmingham, AL
June 16, 2026

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
FINANCIAL DATA SCHEDULE – BALANCE SHEET
SEPTEMBER 30, 2025

	Project Total	Subtotal	ELIM	Total
111 Cash - Unrestricted	\$491,430	\$491,430		\$491,430
112 Cash - Restricted - Modernization and Development	\$0	\$0		\$0
113 Cash - Other Restricted	\$0	\$0		\$0
114 Cash - Tenant Security Deposits	\$53,992	\$53,992		\$53,992
115 Cash - Restricted for Payment of Current Liabilities	\$0	\$0		\$0
100 Total Cash	\$545,422	\$545,422	\$0	\$545,422
121 Accounts Receivable - PHA Projects	\$0	\$0		\$0
122 Accounts Receivable - HUD Other Projects	\$0	\$0		\$0
124 Accounts Receivable - Other Government	\$0	\$0		\$0
125 Accounts Receivable - Miscellaneous	\$8,165	\$8,165		\$8,165
126 Accounts Receivable - Tenants	\$4,232	\$4,232		\$4,232
126.1 Allowance for Doubtful Accounts - Tenants	(\$635)	(\$635)		(\$635)
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0		\$0
127 Notes, Loans, & Mortgages Receivable - Current	\$3,449	\$3,449		\$3,449
128 Fraud Recovery	\$0	\$0		\$0
128.1 Allowance for Doubtful Accounts - Fraud	\$0	\$0		\$0
129 Accrued Interest Receivable	\$0	\$0		\$0
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$15,211	\$15,211	\$0	\$15,211
131 Investments - Unrestricted	\$465,351	\$465,351		\$465,351
132 Investments - Restricted	\$0	\$0		\$0
135 Investments - Restricted for Payment of Current Liability	\$0	\$0		\$0
142 Prepaid Expenses and Other Assets	\$16,796	\$16,796		\$16,796
143 Inventories	\$0	\$0		\$0
143.1 Allowance for Obsolete Inventories	\$0	\$0		\$0
144 Inter Program Due From	\$0	\$0		\$0
145 Assets Held for Sale	\$0	\$0		\$0
150 Total Current Assets	\$1,042,780	\$1,042,780	\$0	\$1,042,780
161 Land	\$93,452	\$93,452		\$93,452
162 Buildings	\$1,522,757	\$1,522,757		\$1,522,757
163 Furniture, Equipment & Machinery - Dwellings	\$0	\$0		\$0
164 Furniture, Equipment & Machinery - Administration	\$53,422	\$53,422		\$53,422
165 Leasehold Improvements	\$3,299,859	\$3,299,859		\$3,299,859
166 Accumulated Depreciation	(\$3,884,833)	(\$3,884,833)		(\$3,884,833)
167 Construction in Progress	\$121,101	\$121,101		\$121,101
168 Infrastructure	\$0	\$0		\$0
160 Total Capital Assets, Net of Accumulated Depreciation	\$1,205,758	\$1,205,758	\$0	\$1,205,758
171 Notes, Loans and Mortgages Receivable - Non-Current	\$0	\$0		\$0
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due	\$0	\$0		\$0
173 Grants Receivable - Non Current	\$0	\$0		\$0
174 Other Assets	\$0	\$0		\$0
176 Investments in Joint Ventures	\$0	\$0		\$0
180 Total Non-Current Assets	\$1,205,758	\$1,205,758	\$0	\$1,205,758
200 Deferred Outflow of Resources	\$50,859	\$50,859		\$50,859

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
FINANCIAL DATA SCHEDULE – BALANCE SHEET
SEPTEMBER 30, 2025

	Project Total	Subtotal	ELIM	Total
290 Total Assets and Deferred Outflow of Resources	\$2,299,397	\$2,299,397	\$0	\$2,299,397
311 Bank Overdraft	\$0	\$0		\$0
312 Accounts Payable <= 90 Days	\$41,680	\$41,680		\$41,680
313 Accounts Payable >90 Days Past Due	\$0	\$0		\$0
321 Accrued Wage/Payroll Taxes Payable	\$6,141	\$6,141		\$6,141
322 Accrued Compensated Absences - Current Portion	\$7,907	\$7,907		\$7,907
324 Accrued Contingency Liability	\$0	\$0		\$0
325 Accrued Interest Payable	\$0	\$0		\$0
331 Accounts Payable - HUD PHA Programs	\$0	\$0		\$0
332 Account Payable - PHA Projects	\$0	\$0		\$0
333 Accounts Payable - Other Government	\$34,043	\$34,043		\$34,043
341 Tenant Security Deposits	\$53,992	\$53,992		\$53,992
342 Unearned Revenue	\$355	\$355		\$355
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	\$0	\$0		\$0
344 Current Portion of Long-term Debt - Operating Borrowings	\$0	\$0		\$0
345 Other Current Liabilities	\$0	\$0		\$0
346 Accrued Liabilities - Other	\$203	\$203		\$203
347 Inter Program - Due To	\$0	\$0		\$0
348 Loan Liability - Current	\$0	\$0		\$0
310 Total Current Liabilities	\$144,321	\$144,321	\$0	\$144,321
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	\$0	\$0		\$0
352 Long-term Debt, Net of Current - Operating Borrowings	\$0	\$0		\$0
353 Non-current Liabilities - Other	\$0	\$0		\$0
354 Accrued Compensated Absences - Non Current	\$0	\$0		\$0
355 Loan Liability - Non Current	\$0	\$0		\$0
356 FASB 5 Liabilities	\$0	\$0		\$0
357 Accrued Pension and OPEB Liabilities	\$164,311	\$164,311		\$164,311
350 Total Non-Current Liabilities	\$164,311	\$164,311	\$0	\$164,311
300 Total Liabilities	\$308,632	\$308,632	\$0	\$308,632
400 Deferred Inflow of Resources	\$25,428	\$25,428		\$25,428
508.4 Net Investment in Capital Assets	\$1,205,758	\$1,205,758		\$1,205,758
511.4 Restricted Net Position	\$0	\$0		\$0
512.4 Unrestricted Net Position	\$759,579	\$759,579		\$759,579
513 Total Equity - Net Assets / Position	\$1,965,337	\$1,965,337	\$0	\$1,965,337
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$2,299,397	\$2,299,397	\$0	\$2,299,397

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
FINANCIAL DATA SCHEDULE – INCOME STATEMENT
YEAR ENDED SEPTEMBER 30, 2025

	Project Total	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$485,899	\$485,899		\$485,899
70400 Tenant Revenue - Other	\$89,876	\$89,876		\$89,876
70500 Total Tenant Revenue	\$575,775	\$575,775	\$0	\$575,775
70600 HUD PHA Operating Grants	\$436,470	\$436,470		\$436,470
70610 Capital Grants	\$40,273	\$40,273		\$40,273
70710 Management Fee				
70720 Asset Management Fee				
70730 Book Keeping Fee				
70740 Front Line Service Fee				
70750 Other Fees				
70700 Total Fee Revenue		\$0	\$0	\$0
70800 Other Government Grants	\$0	\$0		\$0
71100 Investment Income - Unrestricted	\$23,172	\$23,172		\$23,172
71200 Mortgage Interest Income	\$0	\$0		\$0
71300 Proceeds from Disposition of Assets Held for Sale	\$0	\$0		\$0
71310 Cost of Sale of Assets	\$0	\$0		\$0
71400 Fraud Recovery	\$0	\$0		\$0
71500 Other Revenue	\$4	\$4		\$4
71600 Gain or Loss on Sale of Capital Assets	\$0	\$0		\$0
72000 Investment Income - Restricted	\$0	\$0		\$0
70000 Total Revenue	\$1,075,694	\$1,075,694	\$0	\$1,075,694
91100 Administrative Salaries	\$154,065	\$154,065		\$154,065
91200 Auditing Fees	\$8,800	\$8,800		\$8,800
91300 Management Fee	\$0	\$0		\$0
91310 Book-keeping Fee	\$0	\$0		\$0
91400 Advertising and Marketing	\$0	\$0		\$0
91500 Employee Benefit contributions - Administrative	\$52,580	\$52,580		\$52,580
91600 Office Expenses	\$99,002	\$99,002		\$99,002
91700 Legal Expense	\$50,837	\$50,837		\$50,837
91800 Travel	\$2,006	\$2,006		\$2,006
91810 Allocated Overhead	\$0	\$0		\$0
91900 Other	\$0	\$0		\$0
91000 Total Operating - Administrative	\$367,290	\$367,290	\$0	\$367,290
92000 Asset Management Fee	\$0	\$0		\$0
92100 Tenant Services - Salaries	\$0	\$0		\$0
92200 Relocation Costs	\$0	\$0		\$0
92300 Employee Benefit Contributions - Tenant Services	\$0	\$0		\$0
92400 Tenant Services - Other	\$323	\$323		\$323
92500 Total Tenant Services	\$323	\$323	\$0	\$323
93100 Water	\$44,944	\$44,944		\$44,944
93200 Electricity	\$129,951	\$129,951		\$129,951
93300 Gas	\$0	\$0		\$0
93400 Fuel	\$0	\$0		\$0
93500 Labor	\$0	\$0		\$0

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
FINANCIAL DATA SCHEDULE – INCOME STATEMENT
YEAR ENDED SEPTEMBER 30, 2025

	Project Total	Subtotal	ELIM	Total
93600 Sewer	\$60,449	\$60,449		\$60,449
93700 Employee Benefit Contributions - Utilities	\$0	\$0		\$0
93800 Other Utilities Expense	\$0	\$0		\$0
93000 Total Utilities	\$235,344	\$235,344	\$0	\$235,344
94100 Ordinary Maintenance and Operations - Labor	\$77,618	\$77,618		\$77,618
94200 Ordinary Maintenance and Operations - Materials and Other	\$36,874	\$36,874		\$36,874
94300 Ordinary Maintenance and Operations Contracts	\$96,915	\$96,915		\$96,915
94500 Employee Benefit Contributions - Ordinary Maintenance	\$35,300	\$35,300		\$35,300
94000 Total Maintenance	\$246,707	\$246,707	\$0	\$246,707
95100 Protective Services - Labor	\$0	\$0		\$0
95200 Protective Services - Other Contract Costs	\$0	\$0		\$0
95300 Protective Services - Other	\$0	\$0		\$0
95500 Employee Benefit Contributions - Protective Services	\$0	\$0		\$0
95000 Total Protective Services	\$0	\$0	\$0	\$0
96110 Property Insurance	\$30,403	\$30,403		\$30,403
96120 Liability Insurance	\$1,992	\$1,992		\$1,992
96130 Workmen's Compensation	\$4,220	\$4,220		\$4,220
96140 All Other Insurance	\$1,587	\$1,587		\$1,587
96100 Total insurance Premiums	\$38,202	\$38,202	\$0	\$38,202
96200 Other General Expenses	\$2,179	\$2,179		\$2,179
96210 Compensated Absences	\$0	\$0		\$0
96300 Payments in Lieu of Taxes	\$34,043	\$34,043		\$34,043
96400 Bad debt - Tenant Rents	\$5,079	\$5,079		\$5,079
96500 Bad debt - Mortgages	\$0	\$0		\$0
96600 Bad debt - Other	\$0	\$0		\$0
96800 Severance Expense	\$0	\$0		\$0
96000 Total Other General Expenses	\$41,301	\$41,301	\$0	\$41,301
96710 Interest of Mortgage (or Bonds) Payable	\$0	\$0		\$0
96720 Interest on Notes Payable (Short and Long Term)	\$0	\$0		\$0
96730 Amortization of Bond Issue Costs	\$0	\$0		\$0
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$0
96900 Total Operating Expenses	\$929,167	\$929,167	\$0	\$929,167
97000 Excess of Operating Revenue over Operating Expenses	\$146,527	\$146,527	\$0	\$146,527
97100 Extraordinary Maintenance	\$5,218	\$5,218		\$5,218
97200 Casualty Losses - Non-capitalized	\$0	\$0		\$0
97300 Housing Assistance Payments	\$0	\$0		\$0
97350 HAP Portability-In	\$0	\$0		\$0
97400 Depreciation Expense	\$95,863	\$95,863		\$95,863
97500 Fraud Losses	\$0	\$0		\$0
97600 Capital Outlays - Governmental Funds				

HOUSING AUTHORITY OF THE TOWN OF BEAUFORT
FINANCIAL DATA SCHEDULE – INCOME STATEMENT
YEAR ENDED SEPTEMBER 30, 2025

	Project Total	Subtotal	ELIM	Total
97700 Debt Principal Payment - Governmental Funds				
97800 Dwelling Units Rent Expense	\$0	\$0		\$0
90000 Total Expenses	\$1,030,248	\$1,030,248	\$0	\$1,030,248
10010 Operating Transfer In	\$1,614	\$1,614	(\$1,614)	\$0
10020 Operating transfer Out	(\$1,614)	(\$1,614)	\$1,614	\$0
10030 Operating Transfers from/to Primary Government	\$0	\$0		\$0
10040 Operating Transfers from/to Component Unit	\$0	\$0		\$0
10050 Proceeds from Notes, Loans and Bonds				
10060 Proceeds from Property Sales				
10070 Extraordinary Items, Net Gain/Loss	\$0	\$0		\$0
10080 Special Items (Net Gain/Loss)	\$0	\$0		\$0
10091 Inter Project Excess Cash Transfer In	\$0	\$0		\$0
10092 Inter Project Excess Cash Transfer Out	\$0	\$0		\$0
10093 Transfers between Program and Project - In	\$0	\$0		\$0
10094 Transfers between Project and Program - Out	\$0	\$0		\$0
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$45,446	\$45,446	\$0	\$45,446
11020 Required Annual Debt Principal Payments	\$0	\$0		\$0
11030 Beginning Equity	\$1,919,891	\$1,919,891		\$1,919,891
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0	\$0		\$0
11050 Changes in Compensated Absence Balance				
11060 Changes in Contingent Liability Balance				
11070 Changes in Unrecognized Pension Transition Liability				
11080 Changes in Special Term/Severance Benefits Liability				
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents				
11100 Changes in Allowance for Doubtful Accounts - Other				
11170 Administrative Fee Equity	\$0	\$0		\$0
11180 Housing Assistance Payments Equity				
11190 Unit Months Available	1,200	1,200		1,200
11210 Number of Unit Months Leased	1,173	1,173		1,173
11270 Excess Cash	\$809,141	\$809,141		\$809,141
11610 Land Purchases	\$0	\$0		\$0
11620 Building Purchases	\$40,273	\$40,273		\$40,273
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0		\$0
11640 Furniture & Equipment - Administrative Purchases	\$0	\$0		\$0
11650 Leasehold Improvements Purchases	\$0	\$0		\$0
11660 Infrastructure Purchases	\$0	\$0		\$0
13510 CFFP Debt Service Payments	\$0	\$0		\$0
13901 Replacement Housing Factor Funds	\$0	\$0		\$0



Town of Beaufort, NC

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

Board of Commissioners Regular Meeting 6:00 PM Monday, September 14, 2026 614 Broad Street- Train Depot

AGENDA CATEGORY: Public Hearing
SUBJECT: Case #26-15: Rezoning- 309 Pollock Street R-8 to TCA

BRIEF SUMMARY:

The applicant wishes to rezone 309 Pollock Street which is currently zoned R-8 and contains 0.25 acres to TCA as well as a CAMA Future Land Use Map amendment to Compact/Multi-Family Neighborhood.

REQUESTED ACTION:

Discussion
Decision on Proposed Rezoning

EXPECTED LENGTH OF PRESENTATION:

20 Minutes

SUBMITTED BY:

Charlie Rocci
Senior Planner

BUDGET AMENDMENT REQUIRED:

N/A



Attachment - A

Staff Report

To: Board of Commissioners
From: Charlie Rocci

Date: 9/2/2026
Meeting Date: 9/14/2026

Case Number 26-15

Summary of Request:

Rezone 309 Pollock Street from R-8 to TCA

Background

Location(s) & PIN

309 Pollock Street (Pin # 730618209740000)

Owners Applicant

Perry & Sharon Harker
 James Taylor

Current Zoning

R-8

Lot(s) Size & Conformity Status

.25 Acres (10,890 sq. ft. approx.) Conforming

Existing Land Use

Vacant Lot

Adjoining Land Use & Zoning

North Vacant Lot – Zoned CS-MU
South Single Family - Zoned R- 8
East Single Family – Zoned R-8
West Single Family – Zoned R-8

Special Flood Hazard Area

☐ Yes ☒ No

Public Utilities

Water

☒ Available ☐ Not Available

Sewer

☒ Available ☐ Not Available

Additional Information

See Staff Comments

Requested Action

Discussion.

Provide recommendation to the Board of Commissioners to:

- Approve the request;
- Deny the request; or
- Recommend more restrictive zoning district

Staff Comments

- The lot is vacant.
- In August of 2022, 312 Pollock Street was rezoned from R-8 to TCA.
- A rezoning and future land use plan map amendment to Compact/Multi-Family Neighborhood could be consistent with the adjacent zoning and the existing land use pattern.
- At their July 20th meeting the Planning Board had a split vote of 2 (for) & 2 (against) the rezoning request.

CAMA Land Use Plan – Future Land Use Classifications

In accordance with **NCGS § 160D-604(d)**, when conducting a review of proposed zoning text or map amendments the Planning Board shall advise and comment on whether the proposed action is consistent with the Town of Beaufort Comprehensive and CAMA Land Use 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 Town of Beaufort Comprehensive and CAMA Land Use Plan shall not preclude consideration or approval of the proposed amendment by the BOC.

The CAMA Land Use Plan identifies this property as **Traditional Neighborhood Residential**. A Future Land Use Map amendment to Compact/Multi-Family Neighborhood would be needed to match the proposed zoning. (See Land Use Map & Attached Land Use Description)

Attachments:

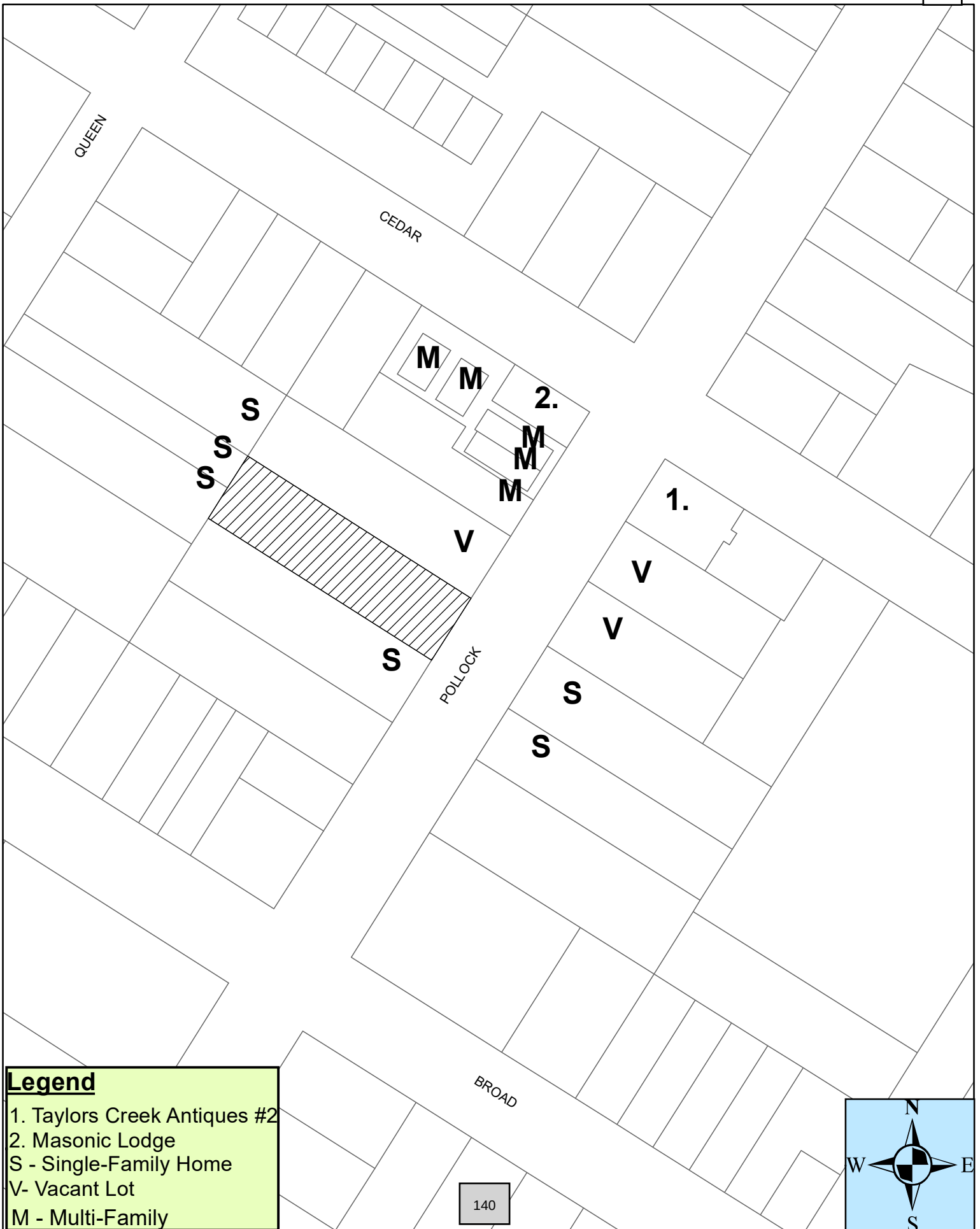
Attachment B - Vicinity Map
 Attachment C - Zoning Map
 Attachment D - CAMA Map
 Attachment E – CAMA Description
 Attachment F - Application Package
 Attachment G - CAMA Consistency Statement
 Attachment H - LDO Sections (R-8 & CS-MU)
 Attachment I - Abutting Property Owners
 Attachment J – Property Survey
 Attachment K - CAMA Resolution
 Attachment L - Rezoning Ordinance

**Comparison of Zoning Standards
Existing R-8 to Proposed TCA**

Item	Existing (R-8)	Proposed (TCA)
Minimum Lot Size	8,000 sq. ft.	2,750 sq. ft. per dwelling unit
Lot Width	60' Minimum	80' Minimum
Front Setback	25 feet	25 feet
Side Setback	8 feet	8 feet
Rear Setback	25 feet	25 feet
Building Height	35 Feet	35 Feet

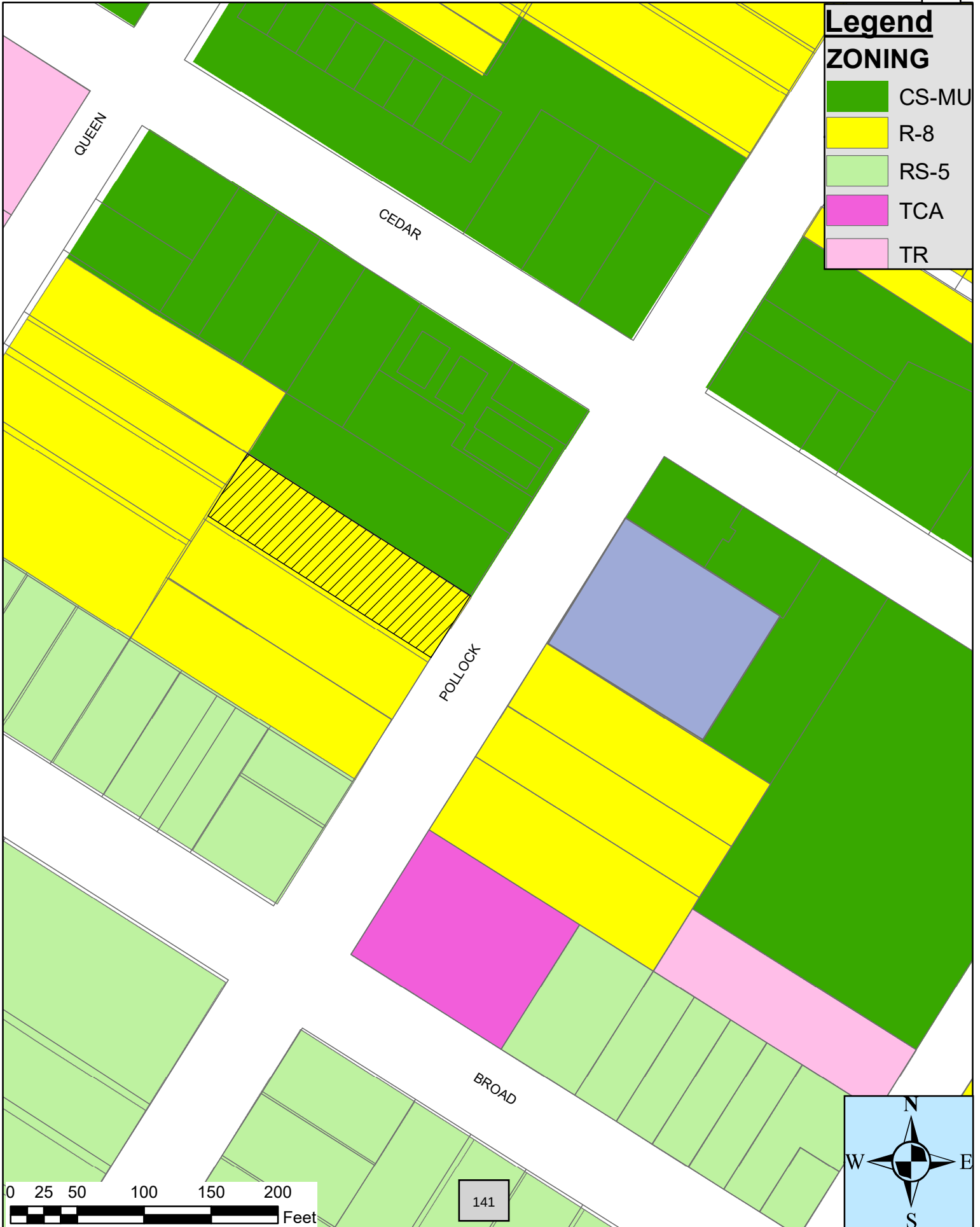
Attachment B - Vicinity Map

1.



Attachment C - Zoning Map

1.



Attachment D - CAMA Map

1.



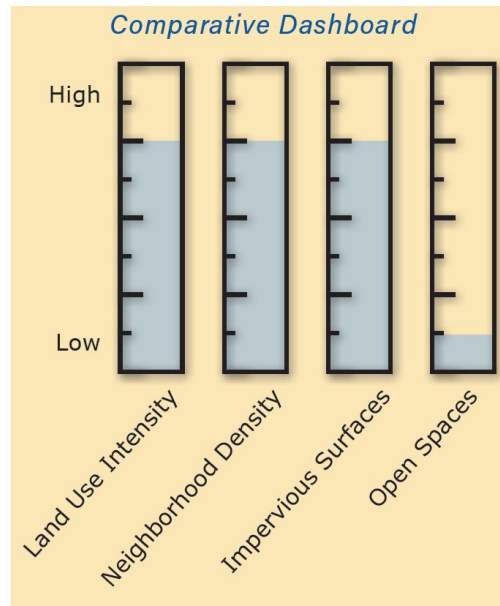
Traditional Neighborhood Residential

General Description:

These neighborhoods are walkable with structures situated close to each other. The residential areas exemplify the character found in the historic district and closer to downtown. Lots are typically smaller and closely packed with residential densities generally around 3 to 5 dwelling units per acre, although some areas may approach 7 dwelling units per acre. The historic development pattern prioritizes people and accommodates cars. Off-street parking is often to the side or around back, with homes pulled up close enough to the street to allow neighbors to engage with people on the sidewalk.

Streets and Circulation:

Streets are typically low volume and prioritize pedestrians, with sidewalks on both sides and street trees whenever possible. Connectivity is high because blocks are generally 500' or less. On-street parking is either formal or informal, depending on context. Low speed limits allow bicycles to share the travel lanes.



EXAMPLE USES:

Typical Uses:

Primarily single family detached residential, with a mix of other highly compatible residential uses scattered throughout, including duplexes, accessory dwellings, garage apartments, and occasionally even larger homes that have been converted to discrete multi-family structures or even small bed-n-breakfast businesses.

Traditional Neighborhood Residential

Other Concerns:

In the historic district, these neighborhoods have significant restrictions that preserve their quaint appearance and character. Although there may not be full support to extend all of these requirements to other areas, it may be possible to extract some of the more defining characteristics (buildings close to the street, parking in the rear, street trees, narrow streets, etc.) and bring those design elements to other neighborhoods.

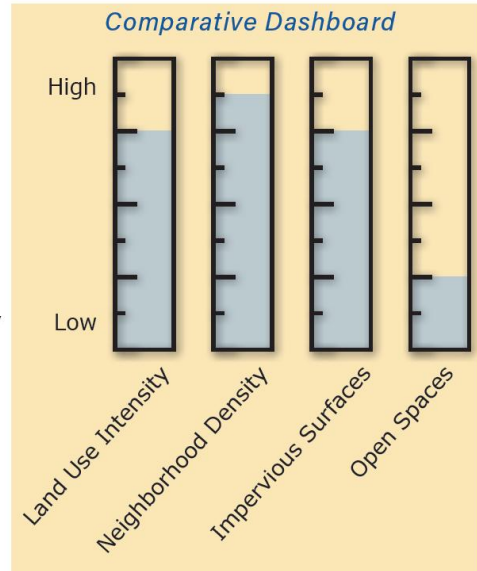


Examples of the traditional neighborhood development style.

Compact/Multi-Family Neighborhood

General Description:

These higher density areas are appropriate for multi-family residential dwellings such as apartments, condominiums, townhomes, duplexes or other attached residential. Densities should be higher than all other residential districts and as such will require less land to accommodate more households. Where waterfront adjacent, buildings are likely to be oriented to the water with their backs turned to the street. In all other locations, structures should be pulled up to and oriented to the street (e.g. – individual entrances for ground floor units, stoops or porches, living areas located on the street side of the unit, etc.) with parking in the rear or internal to the development and not visible from the street. Balconies, porches, and decks should also be provided to encourage interaction with neighbors. When these higher density neighborhoods are designed in this way, it enhances public safety by providing a sense of “eyes on the street” while also encouraging the sense of community that residents value so much. These neighborhoods should also have adequate pedestrian facilities and convenient access to public, semi-public, or private open spaces and recreational facilities. Location adjacent to commercial centers is a win-win because



EXAMPLE USES:

Typical Uses:

Primarily higher density (relatively speaking) attached residential uses (apartments, condominiums, townhomes, patio homes, etc.) with duplexes also appropriate as long as they can be provided at high enough densities to be context appropriate. Single family residential and other low density uses should be discouraged as it does not create the density of households to support adjacent commercial areas.

If Context Appropriate:

- » Institutional uses (churches, primary or secondary schools, hospital, government buildings, etc.)
- » Hotels
- » House-scale multi-family residential and duplexes, if higher density
- » Low-intensity neighborhoods serving commercial uses on the corners of higher activity intersections

Compact / Multi-Family Neighborhood



Examples of Compact/Multi-Family Neighborhoods.

it promotes walkability and creates easy access for businesses to the customers that support them. Public sewer is a requirement, but long extensions to distant properties should be avoided unless higher density uses are specifically desired, planned for, and immediately anticipated to fill in the stretch between activity nodes.

Streets and Circulation:

Streets are typically low volume and prioritize pedestrians through the provision of wider sidewalks on both sides. Street trees soften the streetscape and further enhance pedestrian comfort. Street trees may be in tree grates where sidewalks are paved up to the curb – occurs when adjacent to on-street parking. Because of the high density of pedestrians and proximity to commercial centers, connectivity should be high, utilizing a grid network which very rarely has blocks longer than 500'-600' on a side. On-street parking should be formalized (striping, landscaped tree islands every so often, etc.) and will typically serve visitors. Bicycles should have dedicated facilities but may share the vehicular travel lanes where speed limits and traffic volumes are low enough to accommodate them safely. Eventually, some of these areas may incorporate transit service. In the interim, it is important to consider centralized school bus stop locations.

Other Concerns:

In Beaufort, these higher density areas are often limited by density caps as well as minimum parking requirements and restrictions on structure height. Parking decks are typically not viable in the current market. These density-limiting factors reduce the potential for these areas to provide their maximum value in terms of maximizing public infrastructure investments (water, sewer, sidewalks, etc.), and being a potentially more affordable option for residents (less density means higher cost per dwelling because land costs are fixed). Clustering these higher density land uses directly adjacent to commercial nodes and public parks can maximize walkability and livability.



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

APPLICATION FOR AN AMENDMENT TO THE BEAUFORT ZONING MAP

Instructions:

Please complete the application below, include all the required attachments and the **\$300.00** for Rezoning request with no Land Use Plan Change or **\$400.00** for Rezoning Request with Land Use Plan Change and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed and will be returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

APPLICANT INFORMATION

Applicant Name: James Taylor
Applicant Address: 308 Steep Point Road
Phone Number: 252 723 9210 Email: ~~oldtaylor@gmail.com~~
Property Owner Name: Perry and Sharon Harker
Address of Property Owner: 309 Pollock Street
Phone Number: _____ Email: _____

PROPERTY INFORMATION

Property Address: 309 Pollock Street
15-Digit PIN: 73061820974000 Lot/Block Number: 1425/0047
Size of Property (in square feet or acres): 0.25ac
Current Zoning: R-8 Requested Zoning: TCA
Current Use of Property: ☒ Residential ☐ Vacant ☐ Commercial ☐ Other: _____

Applicant Signature: James Taylor Date of Applicant's Signature: 6/23/2026
Perry Harker dotloop verified 06/24/26 6:11 PM EDT DDV-DJRS-CHKF-6UCC
Sharon Harker dotloop verified 06/24/26 6:12 PM EDT UD3X-VN8K-57BW-HQYD
Date of Owner's Signature: _____

An application fee of **\$300.00** for Rezoning request with no Land Use Plan Change or **\$400.00** for Rezoning Request with Land Use Plan Change, either in cash, money order, or check made payable to the "Town of Beaufort," should accompany this application. Payments can be made in person on the day of submittal and at such time, a credit card can be used to make the payment. Credit card payments are subject to a 3% extra fee.

Please refer to the *Land Development Ordinance*, [Section 3](#) and all other pertinent sections for the information required to accompany this application.

REQUIRED ATTACHMENTS FOR AN AMENDMENT TO THE BEAUFORT ZONING MAP

Please provide the following as attachments to the zoning map amendment form:

1. A statement as to whether or not the proposed zoning amendment is consistent with the Beaufort Land Use Plan.
2. A statement as to how the zoning amendment will promote the public health, safety or general welfare of the Town of Beaufort.
3. Proof of ownership (For example: a copy of the deed or city tax statement).

If a property is owned by more than one individual or if multiple properties under different ownership are applying under one request, attach a statement and signatures indicating that all owners have given consent to request the zoning change.

4. An area map of property to scale which includes:
 - North Arrow;
 - All Property lines and accurate property line dimensions;
 - Adjacent streets and names;
 - Location of all easements;
 - Location of all structures;
 - Zoning classifications of all abutting properties.
5. Please submit one digital/electronic copy of any drawings or plans associated with the amendment. At least one paper copy of the drawings or plans should also be submitted.
6. A TYPED list all property owners (with addresses) within 100 feet of the boundary lines of all properties requested to be rezoned (notification of adjacent property owners by the Town is required by North Carolina law).

**THE COMPLETE APPLICATION WITH SUPPORTING
DOCUMENTATION IS DUE TO TOWN STAFF AT LEAST 15 WORKING
DAYS PRIOR TO A SCHEDULED PLANNING BOARD MEETING.**

The Town's website is www.beaufortnc.org.

OFFICE USE ONLY

Revised 08/2020

Received by: _____

Reviewed for Completeness By: _____

Date: _____

Date Deemed Complete and Accepted: _____

Adjoining Addresses

HARKER PERRY
 LASENE
 HARKER SHARON

Addresses:

309 POLLOCK
 STREET

100 feet

PARCEL: 730618209625000 POLLOCK STREET PROPERTIES LLC
 C/O THOMAS J JOHNSON
 171 CHURCH ST STE 220 CHARLESTON, SC 29401-3137
 307 POLLOCK ST BEAUFORT NC 28516

PARCEL: 730618208691000 PARKER PHYLLIS
 305 POLLOCK STREET BEAUFORT, NC 28516

PARCEL: 730618207732000 LEWS PROPERTIES III LLC
 C/O LEON E SHARPE PA
 10671 SW 137TH ST
 MIAMI, FL 33176-6628
 306 QUEEN ST BEAUFORT NC 28516

PARCEL: 730618207778000 JOHNSON THOMAS J TRUSTEE
 2393 CHURCH STREET CONWAY, SC 29526
 308 QUEEN ST BEAUFORT NC 28516

PARCEL: 730618207891000 JOHNSON THOMAS J TRUSTEE
 2393 CHURCH STREET CONWAY, SC 29526
 310 QUEEN ST BEAUFORT NC 28516

PARCEL: 730618208815000 QUEEN ST PROPERTIES OF BFT LLC
 C/O THOMAS J JOHNSON 171 CHURCH ST STE 220
 CHARLESTON, SC 29401-3137
 312 QUEEN ST BEAUFORT NC 28516

PARCEL: 730618209818000 OWENS NELSON N ETUX PATRICIA A
 23 COMET DR BEAUFORT, NC 28516-979
 610 CEDAR ST BEAUFORT NC 28516

PARCEL: 730618208991000 MCDONALD PHEON ROYCELLA MCDONALD CHARLES STEVEN JR
 306 FALKIRK CT FREDERICKSBRG, VA 22406-6402
 608 CEDAR ST BEAUFORT NC 28516

PARCEL: 730618209866000 CEDAR STREET PROPERTIES LLC
 C/O THOMAS J JOHNSON

171 CHURCH ST STE 220 CHARLESTON, SC 29401-3137
612 CEDAR ST BEAUFORT NC 28516

PARCEL: 730618300703000 THOMAS DIMITRI M THOMAS SHERRIE W
4414 HUNTER OAKS CT HIGH POINT, NC 27265-8501
311 POLLOCK ST BEAUFORT NC 28516

PARCEL: 730618209787000 BEAUFORT TRACE HOMEOWNERS ASSOC INC
614 E FORT MACON RD ATLANTIC BCH, NC 28512-5422

PARCEL: 730618300749000 MEREDITH KATHLEEN FARLEY
315 POLLOCK ST UNIT 2 BEAUFORT, NC 28516-1946

PARCEL: 730618300850000 PERRY SAMANTHA
127 SPRUNT ST CHAPEL HILL, NC 27517-78
315 POLLOCK ST BEAUFORT NC 28516

PARCEL: 730618300853000
HUGHES DEVELOPMENT LLC
901-F PAVERSTONE DRIVE
RALEIGH, NC 27615

PARCEL: 730618301600000 POLLOCK ST INVESTMENT PARTNERSHIP
C/O DOUG BRADY
805 FRONT ST BEAUFORT, NC 28516-2230
312 POLLOCK ST BEAUFORT NC 28516

PARCEL: 730618301576000 MARKUNAS KIMBERLY A MARKUNAS MATTHEW G
4006 SMOKETOWN ROAD LEWISBURG, PA 17837
310 POLLOCK ST BEAUFORT NC 28516

PARCEL: 730618301542000
O'CONNELL STEPHEN O'CONNELL INGRID 2
114 WHITE OAK RD RALEIGH, NC 27608-1452
308 POLLOCK ST BEAUFORT NC 28516

PARCEL: 730618301417000 BEAUFORT FLATS LLC
608 ANN ST
C/O FREDERICK MCCUNE BEAUFORT, NC 28516-2204
306 POLLOCK ST BEAUFORT NC 28516

Statement of Proposed Rezoning 309 Pollock St from R8 to TCA

The lot is located in the Transitional Neighborhood Neighborhood Residential Future Land Use Character Areas but adjoins the Cedar Street Mixed Use Area.. The parcels adjacent to the include a mix of CSMU which is adjacent, TCA across the street as well as on the corner of Pollock and Broad St and R 8 which is adjacent to the parcel on the South side.

Below is a description generated by Google search . The specific page from the Land Use Plan is also attached.

Key characteristics of a Transitional Neighborhood generally include:

Primarily residential development.

Moderate residential densities, higher than traditional large-lot suburban neighborhoods but lower than downtown or mixed-use districts.

A mix of housing types may be encouraged, including single-family homes, duplexes, townhomes, and small-scale multifamily housing.

It is unclear if a change in the Land Use plan is needed for this rezoning. If so, one is requested.

Rezoning the property to TCA will provide additional opportunities allowed in the TCA versus the R 8 zone where many of the existing lots in this area do not meet requirements for construction in the R 8 zones. TCA zoning is more compatible with the adjacent CSMU zoning and TCA and RS 5 constitutes the majority of the zoning uses in the immediate area. These are all more dense than R 8.



**TOWN OF BEAUFORT
PLANNING BOARD**

**RESOLUTION ADVISING THAT PROPOSED AMENDMENT
TO THE TOWN OF BEAUFORT ZONING MAP IS IN ACCORDANCE
WITH ALL OFFICIALLY ADOPTED PLANS;
IS REASONABLE; AND IS IN THE PUBLIC INTEREST.**

WHEREAS, the North Carolina General Assembly has given the Town of Beaufort (“Town”) the authority to adopt and amend zoning and development regulation ordinances, of which the zoning map is part, for the purpose of promoting the health, safety, morals, and general welfare of its citizens;

WHEREAS, N.C.G.S. §160D-604(d) requires the Town of Beaufort Planning Board shall advise and comment on whether the proposed action is consistent with the Town of Beaufort CAMA Land Use Plan that has been adopted and any other officially adopted plan that is applicable, and provide a written recommendation to the Board of Commissioners that addresses plan consistency and other matters as deemed appropriate by the Planning Board; and

WHEREAS, the Planning Board has in fact met to consider and evaluate the proposed zoning map amendment; and

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Planning Board finds that the proposed amendment to the zoning map and the Future Land Use Map is in accordance with all officially adopted Town plans for the reasons stated in the Staff Report for Case 26-15 and therefore recommends adoption by the Board of Commissioners. The Planning Board finds that the proposed amendment reasonable and in the public interest and is in furtherance of the Town plans, ordinances and regulations.

This Resolution is effective upon its adoption this 20th day of July 2026.

**TOWN OF BEAUFORT
PLANNING BOARD**

_____, Chairman

ATTEST:

_____, Secretary

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 zoning district is established as a medium density zoning district in which the principle use of the land is for single-family dwelling units. The regulations of this zoning 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 ft²).

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 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 shall comply with all setback provisions of this Ordinance, including but not limited to Section 2(F), Section 6 and Section 15 of this Ordinance.
- 5) Permitted Uses.

Antenna Co-Location on Existing Tower
Athletic Field, Public
Carport
Community Garden
Dock
Dwelling, Single-Family
Family Care Homes
Garage, Private Detached
Government/Non-Profit Owned/
Operated Facilities & Services
Group Home
Home Occupation

Neighborhood Recreation Center,
Indoor/Outdoor, Private
Neighborhood Recreation Center,
Public
Park, Public
Public Utility Facility
Resource Conservation Area
Shed
Swimming Pool (Personal Use)
Temporary Construction Trailer
Utility Minor
Vehicle Charging Station
- 6) Special Uses (*Special Uses* requirements may be found in Section 20 of this Ordinance).

Accessory Dwelling Unit
Athletic Field, Private
Bed & Breakfast
Cemetery/Graveyard
Club, Lodge, or Hall
Concealed (Stealth) Antennae & Towers
Day Care/Child Care Home
Golf Course, Privately-Owned
Golf Driving Range

Marina
Outdoor Amphitheater, Public
Preschool
Produce Stand/Farmers' Market
Public Safety Station
Religious Institution
Satellite Dish Antenna
School, Post-Secondary
Utility Facility

SECTION 8 Transitional 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 ft²) 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 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
Athletic Field, Public	Indoor/Outdoor, Private
Carport	Neighborhood Recreation Center, Public
Community Garden	Nursing Home
Concealed (Stealth) Antennae & Towers	Park, Public
Dock	Public Safety Station
Dormitory	Public Utility Facility
Dwelling, Duplex/Townhome	Resource Conservation Area
Dwelling, Multi-Family	Shed
Garage, Private Detached	Signs, Commercial Free-Standing
Government/Non-Profit Owned/Operated Facilities & Services	Temporary Construction Trailer
Group Home	Utility Minor
	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	



Town of Beaufort
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www.beaufortnc.org

Case 26-15 - 309 Pollock Street Rezoning R-8 to TCA – Abutting Neighbors

PERRY & SHARON HARKER 512 POLLOCK STREET BEAUFORT, NC 28516	THOMAS J. JOHNSON TRUSTEE 2393 CHURCH STREET CONWAY, SC 29526
KIMBERLY MARKUNAS 4006 SMOKETOWN ROAD LEWISBURG, PA 17837	STEPHEN O'CONNELL 2114 WHITE OAK ROAD RALEIGH, NC 27608
POLLOCK ST. INVESTMENT PARTNERSHIP C/O DOUG BRADY 805 FRONT STREET BEAUFORT, NC 28516	DIMITRI THOMAS 4414 HUNTER OAKS COURT HIGH POINT, NC 27265

NOTES:
1) AREA BY COORDINATES.
2) TRACT IS VACANT.
3) FLOOD ZONE SHADED X.
4) UTILITIES LOCATED AS NOTED, OTHERWISE NOT LOCATED. NO ATTEMPT WAS MADE TO LOCATE ANY UNDERGROUND UTILITIES. ALL UTILITY LOCATIONS SHOULD BE VERIFIED PRIOR TO ANY CONSTRUCTION.
5) NO EASEMENTS OF RECORD FOUND BY SURVEYOR. A COMPLETE TITLE EXAMINATION WAS NOT PROVIDED TO THE SURVEYOR AT THE TIME OF SURVEY. PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, RIGHTS OF WAY, AND AGREEMENTS OF RECORD PRIOR TO THE DATE OF THIS MAP.



VICINITY MAP NTS

LEGEND

EIR	EXISTING IRON ROD
EIP	EXISTING IRON PIPE
SIR	SET IRON ROD
PIP	PINCHED IRON PIPE
BIP	BENT IRON PIPE
SMN	SET MAG NAIL
EMN	EXISTING MAG NAIL
CP	COMPUTED POINT
PP	POWER POLE
LP	LIGHT POLE
SSMH	SANITARY SEWER MANHOLE
CD	SANITARY SEWER CLEAN OUT
EX	EXISTING
WM	WATER METER
WV	WATER VALVE
PED	TELEPHONE PEDESTAL
DB	DEED BOOK
MB	MAP BOOK
PG	PAGE
CONC	CONCRETE
ECM	EXISTING CONCRETE MONUMENT
OE	OVERHEAD ELECTRIC
N/F	NOW OR FORMERLY
FOWP	FIBER OPTIC WARNING POST
RCP	REINFORCED CONCRETE POST
EDP	EDGE OF PAVEMENT
BC	BACK OF CURB
TV	CABLE TELEVISION PEDESTAL
FH	FIRE HYDRANT
NTS	NOT TO SCALE
TBR	TO BE REMOVED

REVISIONS:

No.	BY	DATE	DESCRIPTION
1	LFC	6/29/26	UPDATE REZONING REQUEST FROM CS-MU TO TCA

REFERENCES:
OWNER: N/F PERRY L HARKER
& SHARON HARKER
D.B. 1425 PG. 47
M.B. 35 PG. 16
NCPIN 730618209740000

BOUNDARY SURVEY FOR REZONING: R8 TO TCA

309 POLLOCK STREET

BEAUFORT TOWNSHIP, CARTERET COUNTY, NORTH CAROLINA

CLIENT: CROATAN INVESTMENTS
C/O JAMES TAYLOR

ADDRESS: 308 STEEP POINT ROAD
BEAUFORT, NC 28516

PHONE: 252-723-9210

THE CULLIPHER GROUP, P.A. C-4482
ENGINEERING & SURVEYING SERVICES

151A HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0090

LAUREN R. FOSHEE COX, P.L.S.

SURVEYED:

TP 04/28/26

DRAWN:

LFC

APPROVED:

LFC

DATE:

04/29/26

SCALE:

1" = 20'

QUEEN STREET OWNER N/F
312 QUEEN STREET
NCPIN 730618208815000
DB 1727 PG. 439
ZONED R8

THOMAS J. JOHNSON TRUSTEE
310 QUEEN STREET
NCPIN 730618207891000
DB 1782 PG. 162
ZONED R8

THOMAS J. JOHNSON TRUSTEE
308 QUEEN STREET
NCPIN 73061820778000
DB 1782 PG. 162
ZONED R8

DIMITRI M. & SHERRIE W. THOMAS
311 POLLOCK STREET
NCPIN 730618300703000
DB 1850 PG. 299
ZONED CS-MU

VACANT LOT
AREA = ±11,089.79 SF
(±0.25 ACRES)
OWNER N/F
PERRY & SHARON HARKER
309 POLLOCK STREET
NCPIN 730618209740000
CURRENTLY ZONED R8
REQUESTING CHANGE TO TCA

POLLOCK STREET OWNER N/F
307 POLLOCK STREET
NCPIN 730618209625000
DB 1679 PG. 330
ZONED R8

SURVEYOR'S CERTIFICATE

I, LAUREN R. FOSHEE COX, CERTIFY THAT THIS PLAT WAS DRAWN BY ME FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

- CLASS OF SURVEY: CLASS A
- POSITIONAL ACCURACY: HORIZONTAL: 0.04
- TYPE OF GPS FIELD PROCEDURE: RTK
- DATE(S) OF SURVEY: 04/29/2026
- DATUM/EPOCH: NAD83 & NAVD88 (2011) / 2010
- PUBLISHED/FIXED-CONTROL USED: NGS MONUMENT 865 6501 TIDAL 2
- GEOID MODEL: GEOID18
- COMBINED GRID FACTOR(S): 0.99992123
- UNITS: US SURVEY FEET

THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.

ALL DISTANCES ARE GRID DISTANCES. GPS USED TO ESTABLISH NORTH ROTATION.

I, LAUREN R. FOSHEE COX, FURTHER CERTIFY THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES (REFERENCED FROM DEEDS LISTED ON THE FACE OF THIS PLAT); THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS 1:10,000+ OR WITHIN THE 95% CONFIDENCE INTERVAL; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED; WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 29TH DAY OF JUNE, A.D., 2026.

Lauren R. Foshee Cox
PROFESSIONAL LAND SURVEYOR

L-5677
LICENSE NUMBER

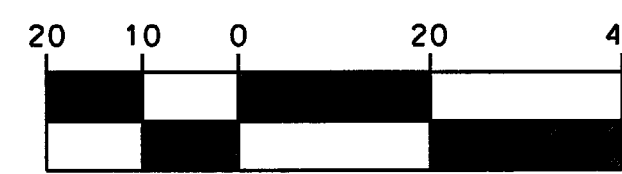


NGS MONUMENT
865 6501 TIDAL 2
PID - EA0102
NAD83 (2011)
N360.856.93
E2,700,551.83

S89°59'58"E
(TIE LINE)

2525.30

EIP





**RESOLUTION OF THE BEAUFORT BOARD OF COMMISSIONERS
AUTHORIZING AN AMENDMENT TO THE CORE LAND USE PLAN
RESOLUTION NO. 26-__**

WHEREAS, the Town of Beaufort desires to amend its CAMA Land Use Plan, specifically the Future Land Use Map related to the future land use classification of two tracts of land (PINs 730618209740000), and

WHEREAS, the CAMA Land Use Plan currently shows this parcel as Traditional Neighborhood Residential; and

WHEREAS, the Town of Beaufort desires to amend the CAMA Land Use Plan to classify this parcel as Compact/Multi-Family Neighborhood as concurrent with rezonings to the Townhomes, Condominiums, and Apartments District (TCA); and

WHEREAS, on July 20, 2026, the Planning Board had a split vote of 2 (for) and 2 (against) the draft amendment to the CAMA Land Use Plan; and

WHEREAS, the Town of Beaufort conducted a duly advertised public hearing on the draft amendment to the CAMA Land Use Plan at the Regular Meeting of the Board of Commissioners on August 30th and September 6th, 2026; and

WHEREAS, at the Regular Meeting on September 14, 2026, the Board of Commissioners of the Town of Beaufort, North Carolina found the draft amendment to be consistent with the Town of Beaufort desired vision for the future and approved to adopt the draft amendment; and

WHEREAS, the locally adopted amendment will be submitted as required by State law to the District Planner for the Division of Coastal Management under the North Carolina Department of Environmental Quality and forwarded to the Division Director; and

WHEREAS, a review of the locally adopted amendment by the Coastal Resources Commission will be scheduled; and the CRC will then decide on certification of the amendment;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Beaufort, North Carolina, that the Future Land Use Map in the CAMA Land Use Plan be amended as follows:

Tract 1 – PIN 730618209740000 – Compact/Multi-Family Neighborhood

BE IT FURTHER RESOLVED that the Board of Commissioners of the Town of Beaufort, North Carolina, has adopted the draft amendment; and

BE IT FURTHER RESOLVED that the Town Manager of the Town of Beaufort is hereby authorized to submit the adopted CAMA Land Use Plan amendment to the State for certification as described above.

Adopted this 14th day of September, 2026.

Sharon E. Harker, Mayor

Elizabeth Lewis, Assistant Town Manager & Town Clerk

**BEAUFORT BOARD OF COMMISSIONERS
AN ORDINANCE TO REZONE
309 POLLOCK STREET FROM R-8 TO TCA
ORDINANCE NO. 26-__**

Owner Perry & Sharon Harker
Location & PIN: 309 Pollock Street (Pin # 730618209740000)
Lot Size: 0.25 acres
Existing District: R-8 (Single-Family – Residential)
Requested District: TCA (Townhome, Condominium & Apartment District)
Meeting Date: September 14, 2026

WHEREAS, on behalf of the property owner, Jack Taylor, has submitted a request to rezone 309 Pollock Street from R-8 to TCA; and

WHEREAS, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on July 20, 2026, at which time the Planning Board had a split vote of 2 (in favor) and 2 (against) approval of the request; and

WHEREAS, a notice of a public hearing to be held during the September 14, 2026, Beaufort Board of Commissioners regular meeting was published in the Carteret County News-Times on August 30th, 2026, and September 6th, 2026; and

WHEREAS, the Beaufort Board of Commissioners conducted a public hearing on September 14th, 2026, at which time the applicant and/or applicant’s representative was given the opportunity to present arguments, and Town staff were given the opportunity to comment on the application; and

WHEREAS, the Town Board of Commissioners has made the following findings and conclusions:

- The proposed zoning of TCA, at 309 Pollock Street, is consistent with surrounding land use patterns and zoning in the area.
- The proposed TCA zoning at 309 Pollock Street is reasonable and in public interest.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Commissioners based on the foregoing findings and conclusions that the request to rezone 309 Pollock Street (Pin # 730618209740000) is approved and the Town’s Zoning Map is amended accordingly.

Enacted on motion of Commissioner _____ and carried on
a vote of _____ in favor and _____ against.
This, the 14th day of September 2026
TOWN OF BEAUFORT

Elizabeth Lewis, Assistant Town Manager & Town Clerk

Sharon E. Harker, Mayor



Town of Beaufort, NC

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

Board of Commissioners

Regular Meeting

6:00 PM Monday, September 14, 2026

614 Broad Street – Train Depot

AGENDA CATEGORY: Public Hearing

SUBJECT: Case #26-21: Rezoning- 214 Elm Street from R-8 to RS-5

BRIEF SUMMARY:

Approve or deny the requested zoning map amendment of 214 Elm Street from R-8 to RS-5.

REQUESTED ACTION:

Presentations and discussion on proposed rezoning

Decision on zoning map amendment

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Michelle Eitner, Town Planner

BUDGET AMENDMENT REQUIRED:

N/A



STAFF REPORT



To: Mayor and Board of Commissioners
From: Michelle Eitner, Town Planner
Date: September 14, 2026
Case No. 26-21 – Rezoning - 214 Elm Street from R-8 to RS-5

THE REQUEST: Approve or deny the requested zoning map amendment of 214 Elm Street from R-8 to RS-5

INFORMATION:

Location: 214 Elm Street (PIN 730506497681000)
Property Owner: Jerry Cox
Current Zoning District: R-8 Residential Medium Density District
Requested Zoning District: RS-5 Residential Single-Family 5 Development District
LUP Future Land Use: Traditional Neighborhood Residential (no NIZ)
Flood Zone: X zone in effective & preliminary FIRMs (not Special Flood Hazard Area)
Size: 0.55 acres
Existing Land Use: Single-family home

OPTIONS:

1. Adopt the zoning map amendment as presented
2. Deny the zoning map amendment
3. Table the decision pending additional information necessary to make a decision

ATTACHMENTS:

- Attachment A – Staff Report
- Attachment B – Vicinity Map
- Attachment C – Zoning Map
- Attachment D – Application Package
- Attachment E – LDO Section 7.C R-8 & Section 7.F RS-5
- Attachment F – Comprehensive and CAMA Land Use Plan Future Land Use Map & Classification
- Attachment G – Planning Board’s Resolution of Consistency
- Attachment H – Notification Certification
- Attachment I – Draft Ordinance to Rezone

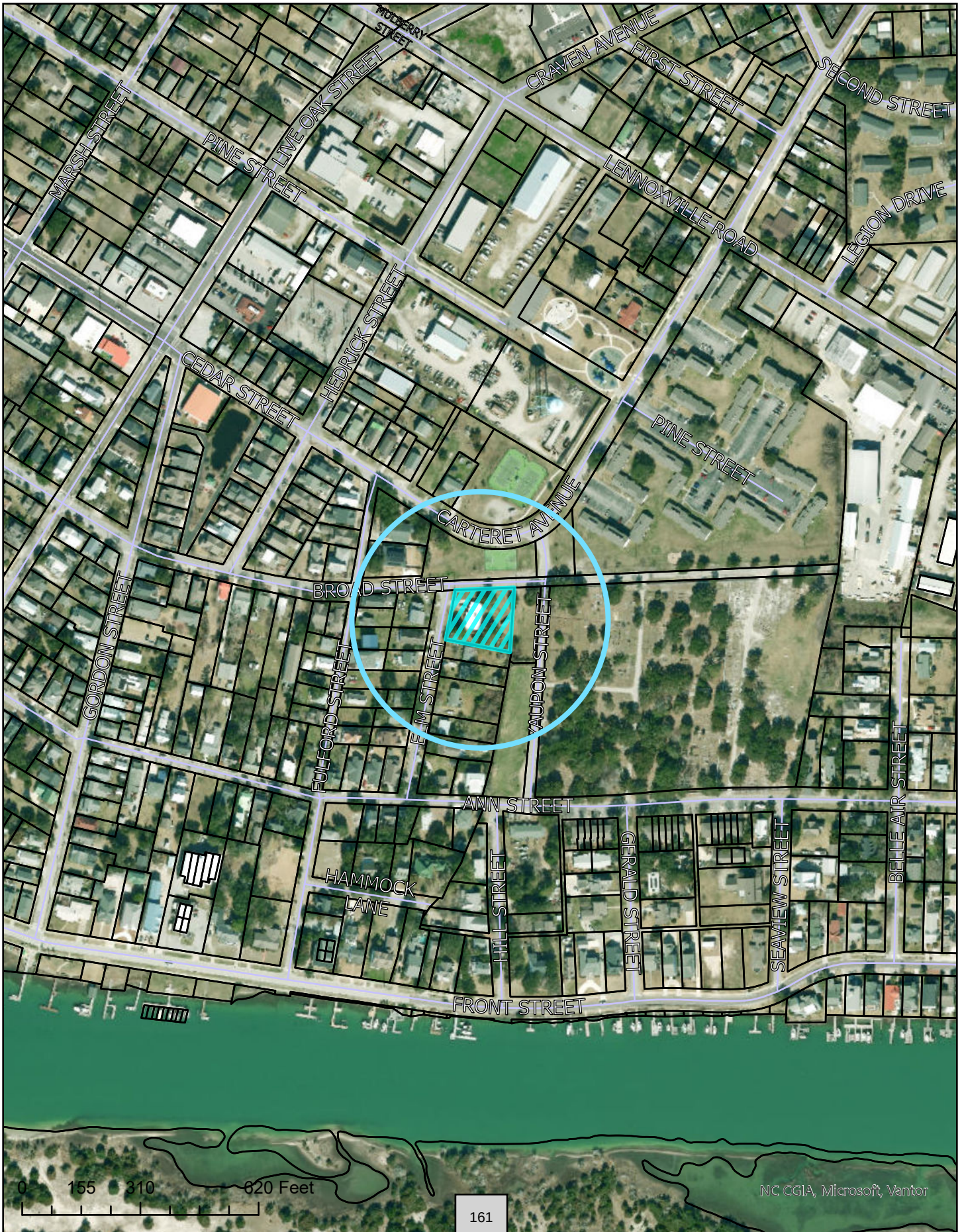
STAFF COMMENTS:

Jerry Cox, property owner of 214 Elm Street, has requested a zoning map amendment for 214 from R-8 to RS-5. This change is consistent with the Future Land Use Map (FLUM) classification of Traditional Neighborhood Residential, so no FLUM change is needed.

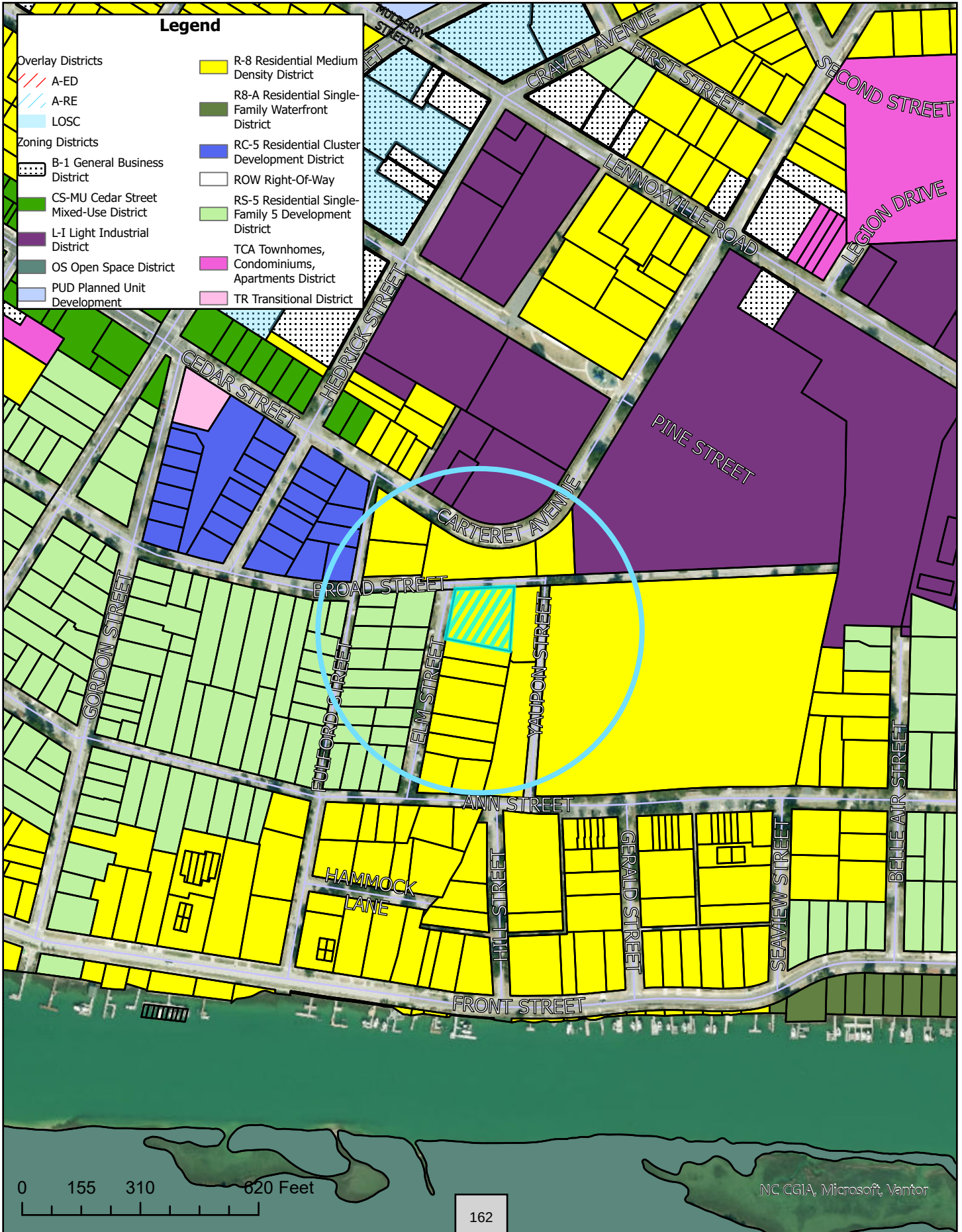
The applicant has provided a potential subdivision plan that will be endeavored upon if the rezoning is granted as proposed. This request is statutorily exempt from full subdivision review by the Planning Board and Board of Commissioners, but is provided for transparency to show the applicant’s plans for the property following demolition of the existing single-family structure. Recommendation or approval of the rezoning does not constitute recommendation or approval of the proposed subdivision.

The Planning Board reviewed this rezoning request during their August 17th meeting and recommended the request for approval, identifying that the amendment to the zoning map is in accordance with the Beaufort Comprehensive and CAMA Land Use Plan and is reasonable and in the public interest because it is in keeping with the character of the nearby neighborhood.

Case 26-21 214 Elm Street Rezoning R-8 to RS-5 Vicinity Map



Case 26-21 214 Elm Street Rezoning R-8 to RS-5 Zoning Map





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

APPLICATION FOR AN AMENDMENT TO THE BEAUFORT ZONING MAP

Instructions:

Please complete the application below, include all the required attachments and the **\$300.00** for **Rezoning request with no Land Use Plan Change** or **\$400.00** for **Rezoning Request with Land Use Plan Change** and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

APPLICANT INFORMATION

Applicant Name: Jerry C Cox
Applicant Address: 215 Elm St Beaufort NC 28516
Phone Number: (252) 725-4469 Email: [REDACTED]

Property Owner Name: Jerry Cox
Address of Property Owner: 215 Elm St, Beaufort NC 28516
Phone Number: (252) 725-4469 Email: [REDACTED]

PROPERTY INFORMATION

Property Address: 214 Elm St, Beaufort NC 28516
15-Digit PIN: 730506497681000 Lot/Block Number: L17, 22-24

Size of Property (in square feet or acres): 0.556

Current Zoning: R-8 Requested Zoning: RS-5

Current Use of Property: ☒ Residential ☐ Vacant ☐ Commercial ☐ Other: _____

Applicant Signature: *Jerry C Cox* Date of Applicant's Signature: 7/25/26

Property Owner Signature (if different than applicant) _____ Date of Owner's Signature _____

An application fee of \$300.00 for Rezoning request with no Land Use Plan Change or \$400.00 for Rezoning Request with Land Use Plan Change, either in cash, money order, or check made payable to the "Town of Beaufort," should accompany this application. Payments can be made in person on the day of submittal and at such time, a credit card can be used to make the payment. Credit card payments are subject to a 3% extra fee.

Please be advised that email addresses have been removed by staff from this application & attachments to protect applicant from AI spam emails.

FOR REGISTRATION REGISTER OF DEEDS
 Karen S. Hardesty
 Carteret County, NC
 July 23, 2026 11:59:02 AM
 DEED # Pages: 2
 Fee: \$26.00 NC Revenue Stamp: \$0.00
 FILE # 1892073

Karen S. Hardesty

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: \$0.00

Parcel Identifier No. 730506497681000 Verified by Carteret County on the ____ day of _____, 2026.
 By: _____

Mail/Box to: Wheatly Law Group, PA, 710 Cedar Street, Beaufort, NC 28516

This instrument was prepared by: C. R. Wheatly, III

Brief description for the Index: 214 Elm Street

THIS DEED made this 23rd day of July, 2026, by and between

GRANTOR

GRANTEE

Jerry C. Cox and wife, Lecia R. Cox
 215 Elm Street
 Beaufort, NC 28516

Jerry C. Cox
 215 Elm Street
 Beaufort, NC 28516

Enter in appropriate block for each Grantor and Grantee: name, mailing address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the Beaufort Township, Carteret County, North Carolina and more particularly described as follows:

Being all of Lot 17 and Lots 22-24 on that map entitled "Recombination Map Property of Ada Graham Hinson Survey for Charles Barnes", by Coastal Carolina Surveyors, PLLC, dated July 19, 2021, and recorded in Map Book 34, Page 278, Carteret County Registry.

The above described property is conveyed and accepted subject to such restrictive covenants, easements, restrictions and rights of way as appear of record in the Carteret County Registry.

NO TITLE SEARCH REQUESTED OR RENDERED.

All or a portion of the property herein conveyed does not include the primary residence of a Grantor.

The property hereinabove described was acquired by Grantor, By and Through the Will of Ada Graham Hinson having a Carteret County Estate File Number 25E001809-150.

Also, By and Through the Estate of Bruce Wayne Cox, having a Carteret County Estate File Number 26E000147-150. Grantor being the sole heir of Bruce Wayne Cox.

The property hereinabove described was acquired by Grantor by instrument recorded in Deed in File Number 1826045, Carteret County Registry.

A map showing the above described property is recorded in Plat Book 34, Page 278, Carteret County Registry.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions: Any Covenants and Restrictions of record.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

Jerry C. Cox (SEAL)
Jerry C. Cox

Lecia R. Cox (SEAL)
Lecia R. Cox

State of North Carolina
County of Carteret

I, the undersigned Notary Public of the County and State aforesaid, certify that Jerry C. Cox and Lecia R. Cox personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

Witness my hand and Notarial stamp or seal this 23rd day of July, 2026.

My Commission Expires:
9-30-2030
(Affix Seal)



Stacie L. Cape
Notary Public

214 Elm St. Beaufort NC

The Property is located in a Traditional Neighborhood Residential designation in the land use plan. The proposed zoning is consistent with the uses within that zone. The current zoning map identifies the property assigned as R-8 Residential Medium Density District*.

The proposed change to RS-5 Residential Single Family 5 Development District** appears to be aligned within the R-8 requirements, which is consistent with other lots in the neighborhood. Impervious will be maintained in accordance with the applicable code.

* Land Development Ordinance Pg. 61 Para C)

** Land Development Ordinance Pg. 61 Para F)

214 ELM STREET

ADJOINERS

306 FULFORD ST
THE VAN RAAV REVOCABLE TRUST
103 HIGHGROVE DRIVE
CHAPLE HILL,NC 27516-8376

215 ELM ST
COX,LECIA
215 ELM ST
BEAUFORT,NC 28516-2013

213 ELM ST
WILLIAMS, ALLISON
558 RUSSELL CREEK RD
BEAUFORT,NC 28516-7600

211 ELM ST
LONG, MARY LEIGH COX
211 ELM ST
BEAUFORT,NC 28516

208 FULFORD ST
WALTON RONALD A JR ETAL JOHN T
210 FULFORD ST
BEAUFORT,NC 28516-2016

207 ELM ST
SPINGLE, BOBBIE ANN LOCKLEAR
207 ELM ST
BEAUFORT,NC 28516-2013

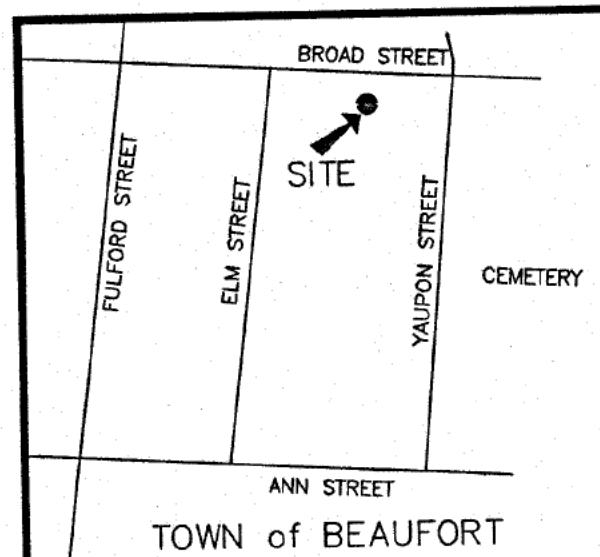
208 ELM ST
EVANS, BARRY P
208 ELM ST
BEAUFORT, NC 28516

210 ELM ST
EVANS BARRY P
210 ELM ST
BEAUFORT,NC 27516

212 ELM ST
GREULICH, JOHN ROBERT
C/O CAROLYN ELLEN PAYNE
212 ELM ST
BEAUFORT,NC 28516-2014

398 CARTERET AVENUE
TOWN OF BEAUFORT
701 FRONT STREET
BEAUFORT,NC 28516-2229

219 YAUPON ST
BARNES, CHARLES GRAHAM
BARNES, KATHERINE S
2412 WILLIAMSBURG DR NW
WILSON,NC 27896-1395

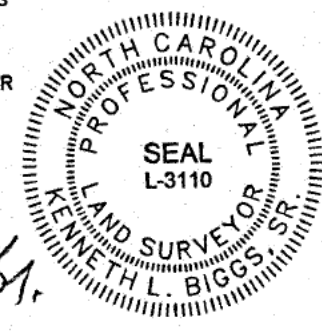


VICINITY MAP
N.T.S.

CERTIFICATIONS:

STATE OF NORTH CAROLINA
CARTERET COUNTY
I, KENNETH L. BIGGS, SR., CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION: (DEED DESCRIPTION RECORDED IN BOOK 157453, PAGE 291 & 291); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK 157453, PAGE 291; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED, WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 19TH DAY OF JULY, A.D., 2021.

SEAL OR STAMP



KENNETH L. BIGGS, SR., L-3110

I, KENNETH L. BIGGS, SR., PROFESSIONAL LAND SURVEYOR NO. L-3110, CERTIFY TO ONE OR MORE OF THE FOLLOWING AS INDICATED THUS [X] OR []:

- ☐ A. THAT THIS PLAT IS OF A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND;
- ☐ B. THAT THIS PLAT IS OF A SURVEY THAT IS LOCATED IN SUCH PORTION OF A COUNTY OR MUNICIPALITY THAT IS UNREGULATED AS TO AN ORDINANCE THAT REGULATES PARCELS OF LAND;
- ☐ C. ANY OF THE FOLLOWING:
1) THAT THE SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET;
2) THAT THE SURVEY IS OF AN EXISTING BUILDING OR OTHER STRUCTURE, OR NATURAL FEATURE, SUCH AS A WATERCOURSE; OR
3) THAT THE SURVEY IS A CONTROL SURVEY.
- ☒ D. THAT THIS PLAT IS OF A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION;
- ☐ E. THAT THE INFORMATION AVAILABLE TO THIS SURVEYOR IS SUCH THAT I AM UNABLE TO MAKE A DETERMINATION TO THE BEST OF MY PROFESSIONAL ABILITY AS TO PROVISIONS CONTAINED IN (A) THROUGH (D) ABOVE.

SURVEYOR
Kenneth L. Biggs, Sr.

DATE
07/19/2021

CERTIFICATE OF COMPLIANCE

I HEREBY CERTIFY THAT THE PROPERTY SHOWN AND DESCRIBED HEREON, MEETS THE REQUIREMENTS FOR RECOMBINATION OF PROPERTY REGULATED BY THE TOWN OF BEAUFORT, NC.

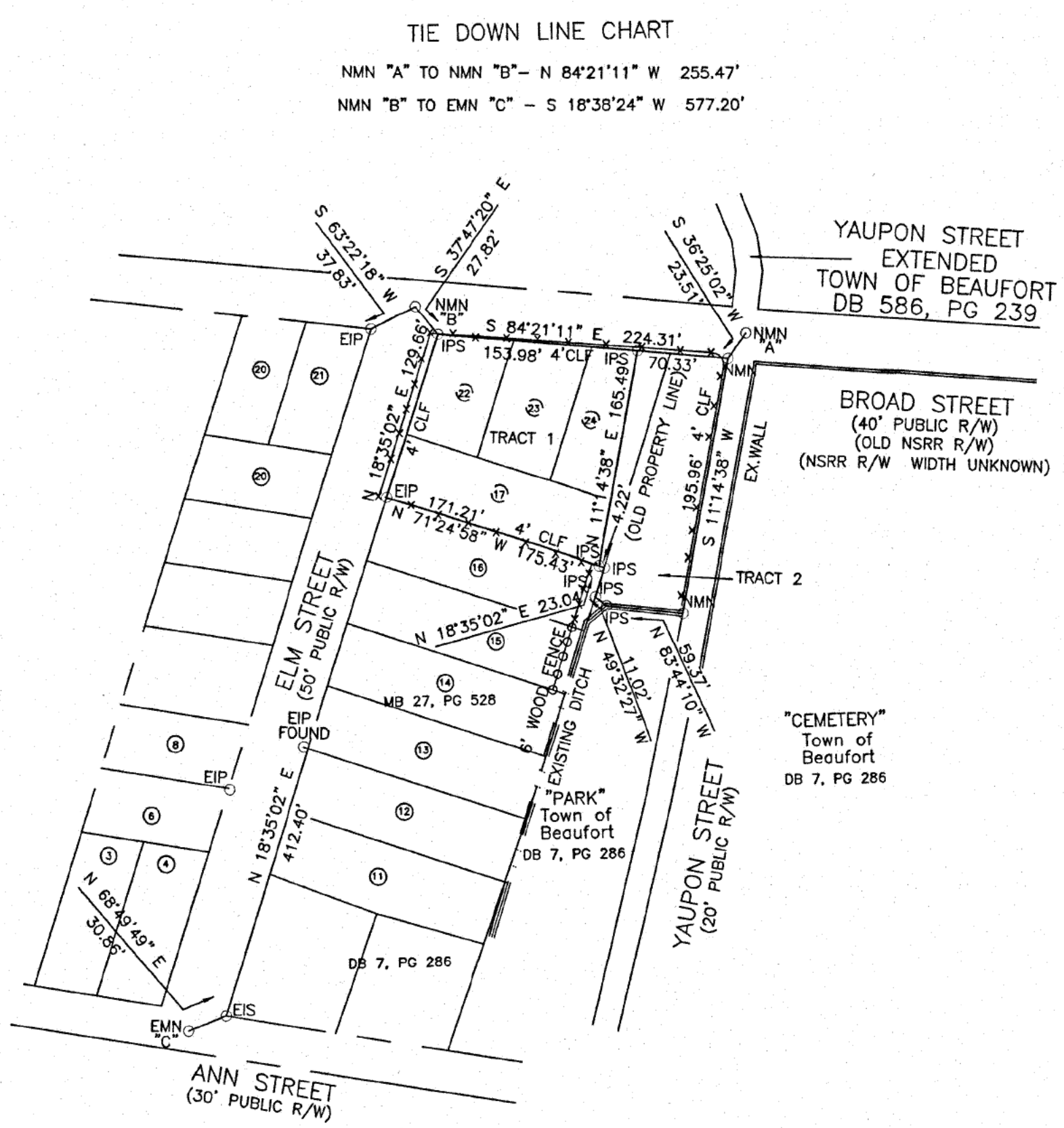
PLANNING DIRECTOR *K. Dan* DATE *7/22/21*

REVIEW OFFICER

I, *David O'Brien*, A REVIEW OFFICER OF CARTERET COUNTY, N.C. CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

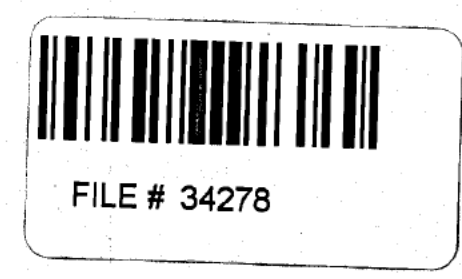
BY: *David O'Brien*
REVIEW OFFICER

DATE: *8-3-21*



Filed for registration at 4:44 P.M. on the 3 day of August, 2021 and recorded in file no. 34278, office of the Register of Deeds, Carteret County, North Carolina.

Karen S. Hardesty
Register of Deeds
B. B. Collier
Assistant, Deputy



FILE # 34278

FOR REGISTRATION REGISTER OF DEEDS
Karen S. Hardesty
Carteret County, NC
August 3, 2021 04:44 PM
BWC MAP 1P
FEE: \$21.00
FILE # 34278

NOTES:

- PROPERTIES SURVEYED ARE:
PARCEL NO. OWNER ACREAGE
730506497681000 ADA GRAHAM HINSON 0.60 AC.
730506499603000 ADA GRAHAM HINSON 0.26 AC.
- ACREAGES WERE CALCULATED BY THE COORDINATE METHOD.
- NO TITLE OPINION OR TITLE COMMITMENT WAS PROVIDED BY THE OWNER AT THE TIME OF THIS SURVEY.
- ALL IRON PIPE SET ARE 3/4".
- THIS PROPERTY IS NOT LOCATED WITHIN THE 100 YEAR FLOOD PLAIN, ZONE X AND IS ON N.E.I.P. RATE MAPS DATED 07/16/2003, COMMUNITY PANEL 3720730500, PANEL 7305, SUFFIX "J".
- NO N.C.G.S. HORIZONTAL CONTROL MONUMENTS FOUND WITHIN 2000 FEET OF THE PROPERTY.
- ROAD R/W SHOWN ON THIS MAP WAS DEPICTED FROM THE BEST AVAILABLE INFORMATION AVAILABLE AND MONUMENTED EVIDENCE FOUND IN THE FIELD.

LEGEND:

- EIP.....EXISTING IRON PIPE
- IPS.....IRON PIPE SET
- NTS.....NOT TO SCALE
- (NPS) NO POINT SET
- TL.....TOTAL DISTANCE
- PKS.....PK NAIL SET
- EPK.....EXISTING PK NAIL
- ERRS.....EXISTING RAILROAD SPIKE
- MNS.....NEW MAG NAIL SET
- CLD.....CENTERLINE DITCH
- NOT TO SCALE
- EMN.....EXISTING MAG NAIL
- R/W.....RIGHT OF WAY
- RWM.....RIGHT OF WAY MONUMENT
- ECM.....EXISTING CONCRETE MONUMENT
- CMS.....CONCRETE MONUMENT SET
- NPS.....NO POINT SET
- EIS.....EXISTING IRON STAKE
- CC.....CONTROL CORNER
- CMP.....CORRUGATED METAL PIPE
- MBL.....MINIMUM BUILDING LINE

MAP REFERENCE:
MB 27, P. 528

SOURCE OF TITLE:
DB 157, P. 291
DB 453, P. 251

ACREAGE DATA
TRACT 1 = 0.55 ACRES
TRACT 2 = 0.31 ACRES
TOTAL = 0.86 ACRES

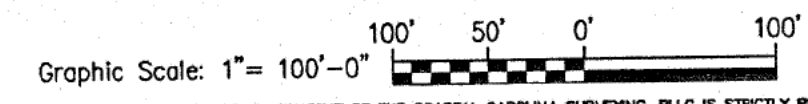
RECOMBINATION MAP
PROPERTY OF
ADA GRAHAM HINSON
SURVEY FOR
CHARLES BARNES

Beaufort Township
Carteret County

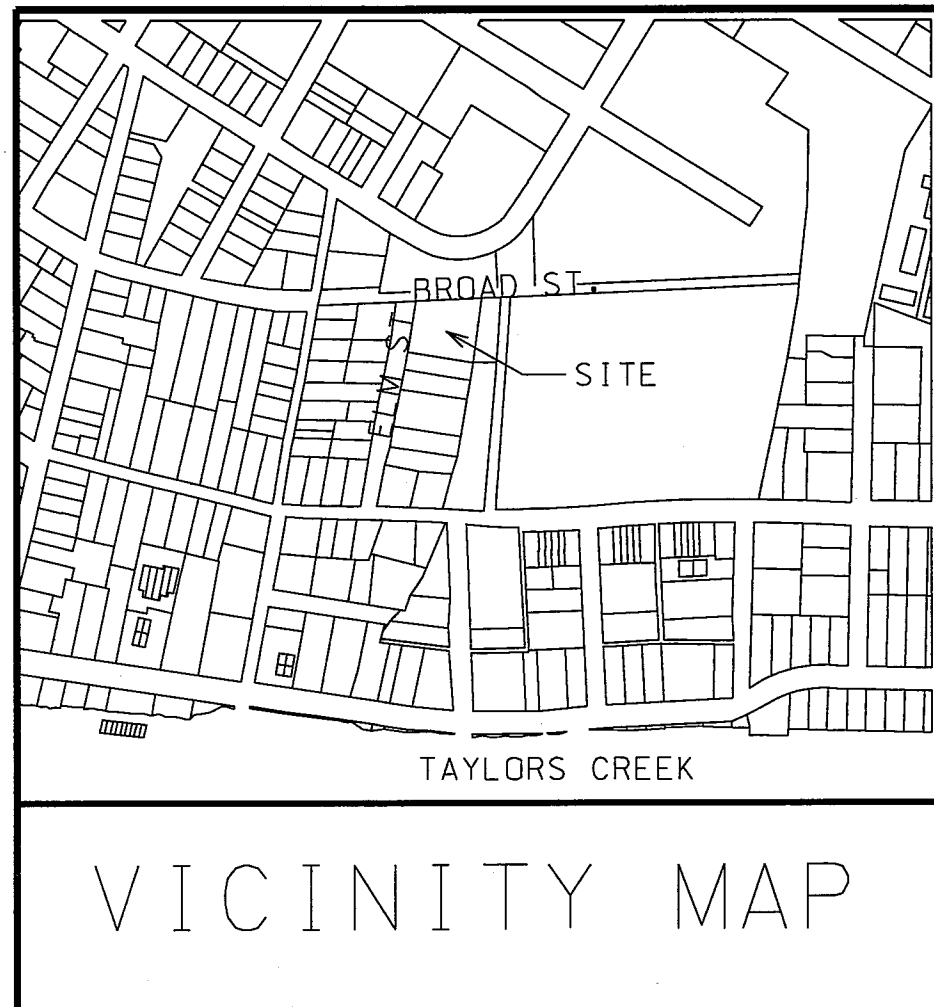
JULY 19, 2021
North Carolina

 COASTAL CAROLINA SURVEYORS, PLLC LAND SURVEYORS PO Box 908, Atlantic Beach, NC 28512 KB cell (252) 702-1427	Drawn by: KLB
	Checked by: KLB
	Approved by: KLB
	Date: 7/19/21
P-0790 Scale: 1" = 100'	

CCS Project No. 2021025

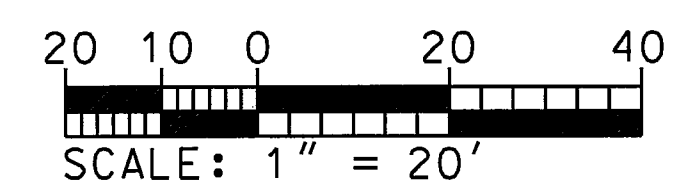
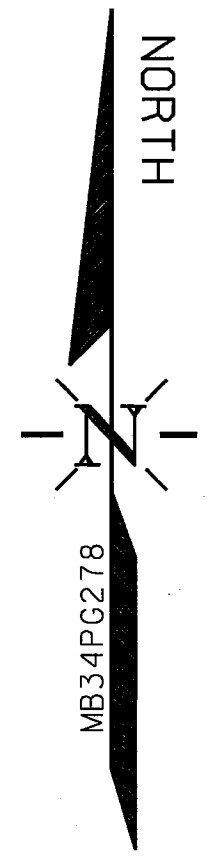


34278



ELM STREET

BROAD ST.



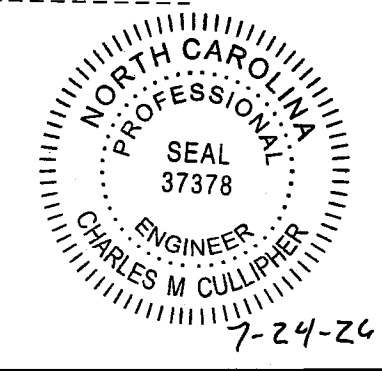
TOTAL TRACT AREA 23780.05 SF

BOUNDARY INFORMATION TAKEN FROM
RECORDED MAP MAP BOOK 34 PAGE
278 PREPARED BY COASTAL CAROLINA
SURVEYORS, PLLC DATED 7/19/21

PER GIS
PARCEL: 730506497681000
HINSON, ADA W
214 ELM ST
BEAUFORT, NC 28516-2014
NOT UPDATED
CURRENT OWNER JERRY C. COX

REVISIONS:			
No.	BY	DATE	DESCRIPTION

REZONING REQUEST- R8 TO R5-CZ	
214 ELM STREET	
BEAUFORT TWSPP., CARTERET COUNTY, NORTH CAROLINA	
CLIENT: JERRY C. COX	DESIGNED: RDC
ADDRESS: 215 ELM STREET BEAUFORT, NC 28516	DRAWN: RDC
PHONE: 252-725-4469	CHECKED: RDC
THE CULLIPHER GROUP, P.A. ENGINEERING & SURVEYING SERVICES 151A HIGHWAY 24 MOREHEAD CITY, N.C. 28557 (252) 773-0090 LICENSE NO. C-4482	APPROVED: CMC
DATE: 7/24/26	SCALE: 1" = 40'



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 zoning district is established as a medium density zoning district in which the principle use of the land is for single-family dwelling units. The regulations of this zoning 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 ft²).

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 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 shall comply with all setback provisions of this Ordinance, including but not limited to Section 2(F), Section 6 and Section 15 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
Family Care Homes	Swimming Pool (Personal Use)
Garage, Private Detached	Temporary Construction Trailer
Government/Non-Profit Owned/Operated Facilities & Services	Utility Minor
Group Home	Vehicle Charging Station
Home Occupation	

6) Special Uses (*Special Uses* requirements 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

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 ft²).

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 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 shall comply with all setback provisions of this Ordinance, including but not limited to Section 2(F), Section 6 and Section 15 of this Ordinance.

6) Permitted Uses.

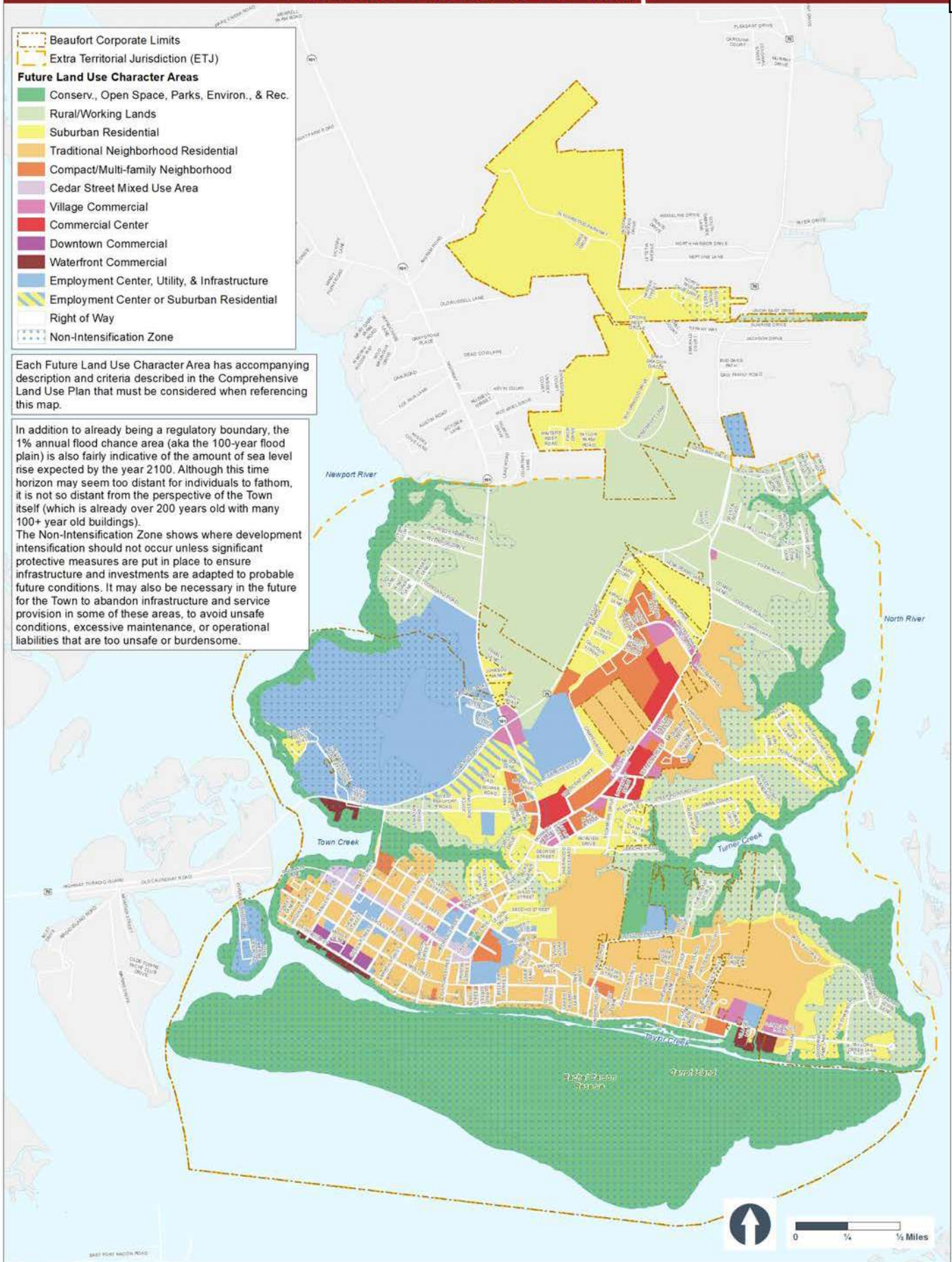
Antenna Co-Location on Existing Towers	Indoor/Outdoor, Private Neighborhood Recreation Center, Public
Athletic Field, Public	Park, Public
Carport	Public Safety Station
Community Garden	Public Utility Facility
Dock	Resource Conservation Area
Dwelling, Single-Family	Shed
Family Care Homes	Swimming Pool (Personal Use)
Garage, Private Detached	Temporary Construction Trailer
Government/Non-Profit Owned/Operated Facilities & Services	Utility Minor
Home Occupation	Vehicle Charging Station
Neighborhood Recreation Center,	

7) Special Uses (*Special Uses* requirements may be found in Section 20 of this Ordinance).

Accessory Dwelling Unit	Marina
Athletic Field, Private	Outdoor Amphitheater, Public
Bed & Breakfast	Preschool
Cemetery/Graveyard	Religious Institution
Club, Lodge, or Hall	Satellite Dish Antenna
Concealed (Stealth) Antennae & Towers	School, Post-Secondary
Golf Course, Privately Owned	Transportation Facility
Golf Driving Range	

Future Land Use Map

2.



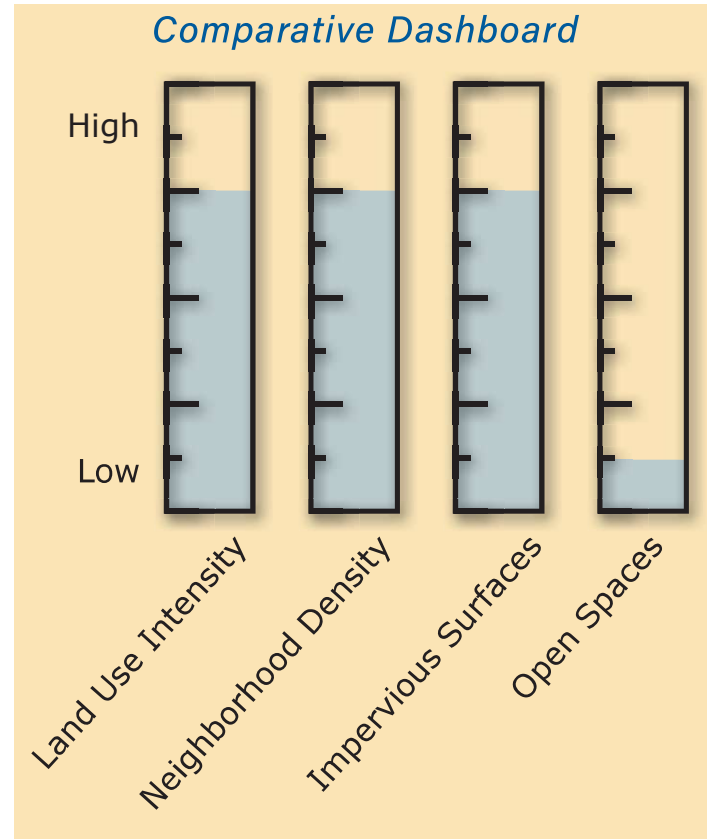
Traditional Neighborhood Residential

General Description:

These neighborhoods are walkable with structures situated close to each other. The residential areas exemplify the character found in the historic district and closer to downtown. Lots are typically smaller and closely packed with residential densities generally around 3 to 5 dwelling units per acre, although some areas may approach 7 dwelling units per acre. The historic development pattern prioritizes people and accommodates cars. Off-street parking is often to the side or around back, with homes pulled up close enough to the street to allow neighbors to engage with people on the sidewalk.

Streets and Circulation:

Streets are typically low volume and prioritize pedestrians, with sidewalks on both sides and street trees whenever possible. Connectivity is high because blocks are generally 500' or less. On-street parking is either formal or informal, depending on context. Low speed limits allow bicycles to share the travel lanes.



EXAMPLE USES:

Typical Uses:

Primarily single family detached residential, with a mix of other highly compatible residential uses scattered throughout, including duplexes, accessory dwellings, garage apartments, and occasionally even larger homes that have been converted to discrete multi-family structures or even small bed-n-breakfast businesses.

Traditional Neighborhood Residential

Other Concerns:

In the historic district, these neighborhoods have significant restrictions that preserve their quaint appearance and character. Although there may not be full support to extend all of these requirements to other areas, it may be possible to extract some of the more defining characteristics (buildings close to the street, parking in the rear, street trees, narrow streets, etc.) and bring those design elements to other neighborhoods.



Examples of the traditional neighborhood development style.



TOWN OF BEAUFORT PLANNING BOARD

RESOLUTION OF PLAN CONSISTENCY

WHEREAS, the North Carolina General Assembly has given the Town of Beaufort ("Town") the authority to adopt and amend zoning and development regulation ordinances, of which the zoning map is part, for the purpose of promoting the health, safety, and general welfare of its citizens;

WHEREAS, N.C.G.S. §160D-604(d) requires the Town of Beaufort Planning Board shall advise and comment on whether the proposed action is consistent with the Town of Beaufort Comprehensive and CAMA Land Use Plan that has been adopted and any other officially adopted plan that is applicable, and provide a written recommendation to the Board of Commissioners that addresses plan consistency and other matters as deemed appropriate by the Planning Board; and

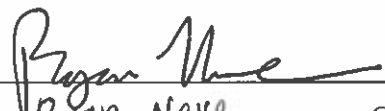
WHEREAS, a request has been made for the Town to amend the Town of Beaufort Zoning Map to reflect RS-5 Residential Single-Family 5 Development District for 214 Elm Street (PIN 730506497681000) instead of the current R-8 Residential Medium Density District; and

WHEREAS, the Planning Board has in fact met to consider and evaluate the proposed amendments during their regularly scheduled meeting on August 17, 2026; and

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Planning Board finds that the proposed amendment to the zoning map is in accordance with the Beaufort Comprehensive and CAMA Land Use Plan and is reasonable and in the public interest because it is in keeping with the character of the nearby neighborhood.

This Resolution is effective upon its adoption this 17th day of August 2026.

TOWN OF BEAUFORT PLANNING BOARD


Ryan Neve, Chairman

ATTEST:


Laurel Anderson, Secretary



Town of Beaufort
 701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
 252-728-2142 • 252-728-3982 fax
www.beaufortnc.org

Notification Certification
Case #26-21 214 Elm Street Abutting Neighbors
Rezoning Request

GREULICH JOHN ROBERT C/O CAROLYN ELLEN PAYNE 212 ELM STREET BEAUFORT, NC 28516-2014	BARNES CHARLES GRAHAM BARNES KATHERINE S 2412 WILLIAMSBURG DR NW WILSON, NC 27896-1395
WILLIAMS ALLISON 558 RUSSELLS CREEK RD BEAUFORT, NC 28516-7600	TOWN OF BEAUFORT 701 FRONT ST BEAUFORT, NC 28516-2229
HINSON ADA W 214 ELM ST BEAUFORT, NC 28516-2014	

I, *Michelle Eitner*, Town Planner for the Town of Beaufort do hereby certify the above subject property owners and adjacent property owners were notified that a rezoning request will be heard at 6:00PM on September 14, 2026 Board of Commissioners meeting at the Train Depot, 614 Broad Street, Beaufort, NC. Each of the above property owners was mailed a letter and vicinity map on August 28, 2026, regarding a request for a rezoning at 214 Elm Street. A sign was posted on the subject property on August 28, 2026 regarding the same. A public notice advertising the hearing was submitted to the Carteret County News Times to run on September 2nd and 9th.

Signed

Date

**BEAUFORT BOARD OF COMMISSIONERS
AN ORDINANCE TO REZONE
214 ELM STREET FROM R-8 TO RS-5
ORDINANCE NO. 26-__**

Owner: Jerry Cox
Location & PIN: 214 Elm Street (PIN 730506497681000)
Lot Size: 0.55 acres
Existing District: R-8 Residential Medium Density District
Requested District: RS-5 Residential Single-Family 5 Development District
Meeting Date: September 14, 2026

WHEREAS, Jerry Cox, property owner of 214 Elm Street, has requested a zoning map amendment for 214 from R-8 to RS-5; and

WHEREAS, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on August 17, 2026, at which time the Planning Board recommended approval of the request; and

WHEREAS, a notice of public hearing to be held during September 14, 2026 Beaufort Board of Commissioners regular meeting was published in the Carteret County News-Times on September 2 and 9; and

WHEREAS, the Beaufort Board of Commissioners conducted a public hearing on September 14, 2026, at which time the applicant and/or applicant’s representative was given the opportunity to present arguments, and Town staff were given the opportunity to comment on the application; and

WHEREAS, the Town Board of Commissioners has made the following findings and conclusions:

- The proposed zoning of RS-5 at 214 Elm Street is consistent with surrounding land use patterns and zoning in the area.
- The proposed zoning of RS-5 at 214 Elm Street is consistent with the Traditional Neighborhood Residential Future Land Use Classification in the Future Land Use Map of the Beaufort Comprehensive and CAMA Land Use Plan,
- The proposed zoning of RS-5 at 214 Elm Street is reasonable and in public interest.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Commissioners based on the foregoing findings and conclusions that the request to rezone 214 Elm Street (PIN 730506497681000) from R-8 to RS-5 is approved and the Town’s Zoning Map is amended accordingly.

Enacted on motion of Commissioner _____ and carried on
a vote of _____ in favor and _____ against.

This, the 14th day of September 2026

TOWN OF BEAUFORT

Elizabeth Lewis, Assistant Town Manager & Town Clerk

Sharon E. Harker, Mayor

**Town of Beaufort, NC**

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

Board of Commissioners**Regular Meeting**

6:00 PM Monday, September 14, 2026

614 Broad Street – Train Depot

AGENDA CATEGORY: Quasi-Judicial Proceeding

SUBJECT: Case #26-22 Special Use Permit: 1323 Front Street
Accessory Dwelling Unit

BRIEF SUMMARY:

Grant or deny the requested Special Use Permit (SUP) for an Accessory Dwelling Unit (ADU) at 1323 Front Street.

REQUESTED ACTION:

Conduct Quasi-Judicial Hearing
Decision based on Required Findings
Decision on Special Use Permit

EXPECTED LENGTH OF PRESENTATION:

30 Minutes

SUBMITTED BY:

Michelle Eitner, Town Planner

BUDGET AMENDMENT REQUIRED:

N/A



STAFF REPORT



To: Mayor and Board of Commissioners
From: Michelle Eitner, Town Planner
Date: September 14, 2026
Case No. 26-22 Special Use Permit – 1323 Front Street Accessory Dwelling Unit

THE REQUEST: Grant or deny the requested Special Use Permit (SUP) for an Accessory Dwelling Unit (ADU) at 1323 Front Street.

INFORMATION:

Location: 1323 Front Street (PIN 730507585728000)
Property Owner: AER Commercial Properties LLC (Adolfo Rosales, Manager)
Applicant: Blue Green Construction (Bruce Brotzman, President)
Zoning District: Residential Medium Density District (R-8)
LUP Future Land Use: Traditional Neighborhood Residential
Flood Zone: AE8 Special Flood Hazard Area (on effective and preliminary FIRMs)
Size: 0.21 acres/9,400 square feet
Existing Land Use: Single-Family Residence under construction
Proposed Land Use: Single-Family Residence with Accessory Dwelling Unit (ADU)
Adjoining Uses/Zoning: North: Single-Family Residential (R-8) and Alleyway
 West and East: Single-Family Residential (R-8)
 South: portion of lot south of Ann Street with docks (R-8)
Utilities: Water and wastewater provided by Town

OPTIONS:

1. Grant the special use permit as presented
2. Grant the special use permit with conditions to bring the proposal into compliance with the Required Findings
3. Deny the special use permit based on specific failures to meet requirements
4. Table the recommendation pending additional information necessary to make a decision

EXHIBITS:

- Exhibit A – Staff Report
- Exhibit B – Vicinity Map
- Exhibit C – Zoning Map
- Exhibit D – Application Package
- Exhibit E – LDO Section 20 Special Use Permits (Especially Section 20.E.1 Required Findings)
- Exhibit F – LDO Section 7.C Residential Medium Density District (R-8)
- Exhibit G – Comprehensive and CAMA Land Use Plan Future Land Use Map & Classification
- Exhibit H – Notification Certification

STAFF COMMENTS:

BlueGreen Construction, agent for property owner AER Commercial Properties LLC, has applied for a Special Use Permit (SUP) to establish an Accessory Dwelling Unit (ADU) at 1323 Front Street.

The contractor initially proposed a single-family home with ADU through submission of building permit application. Staff advised that a SUP is required to establish the ADU, defined in the LDO as, “*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.”

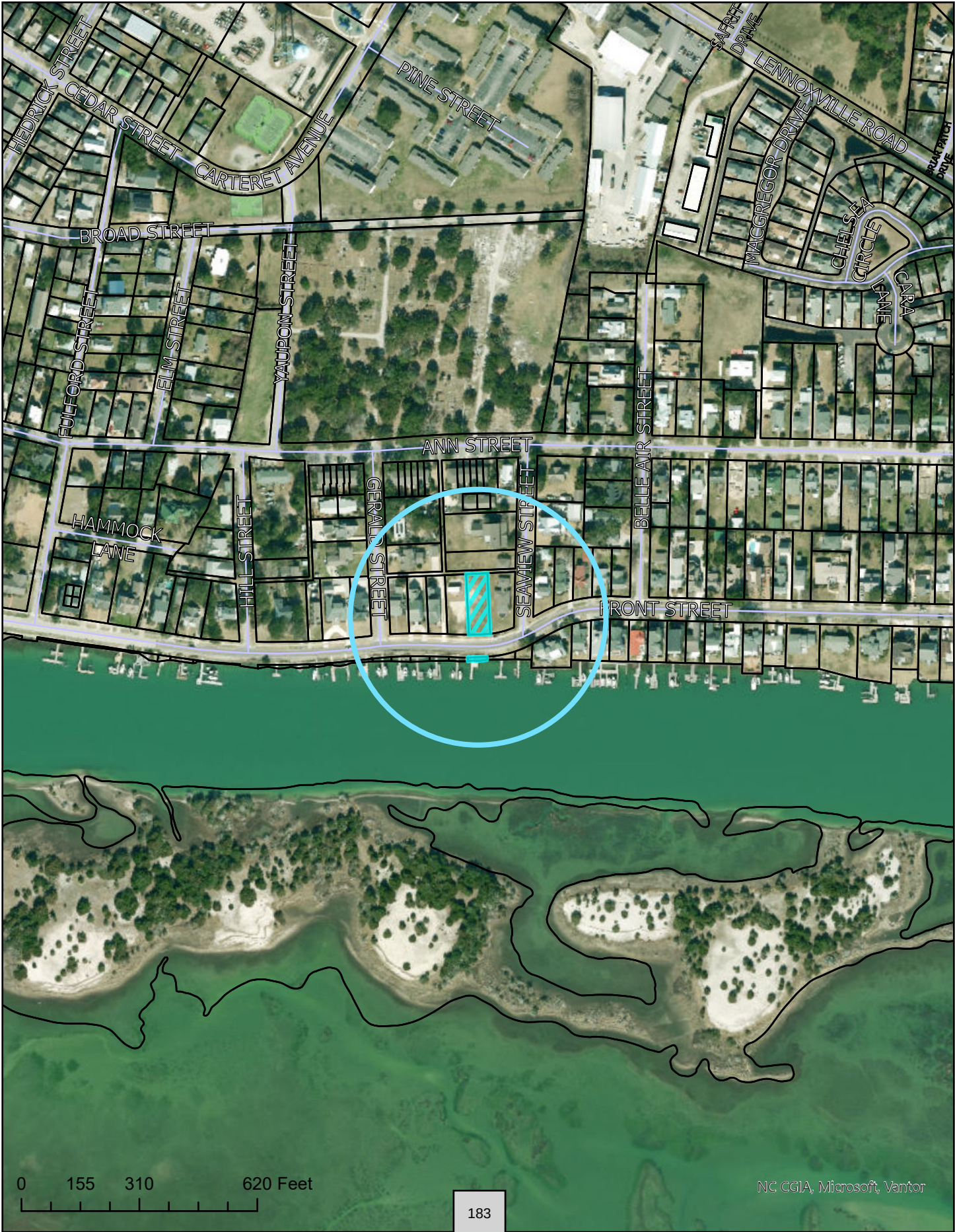
Rather than wait several months for SUP review and potential approval, staff recommended that the ADU could be removed from the building plans to proceed with construction of the single-family home while they seek a SUP for ADU. That anticipated area in the currently permitted plans is just a large room. If the SUP is granted, they would be able to modify the building permit to add that additional scope in that area within the structure.

The location of this request within a residential zone requires review of compatibility with adjoining buildings. The application provides information in accordance with Section 20.E.3.

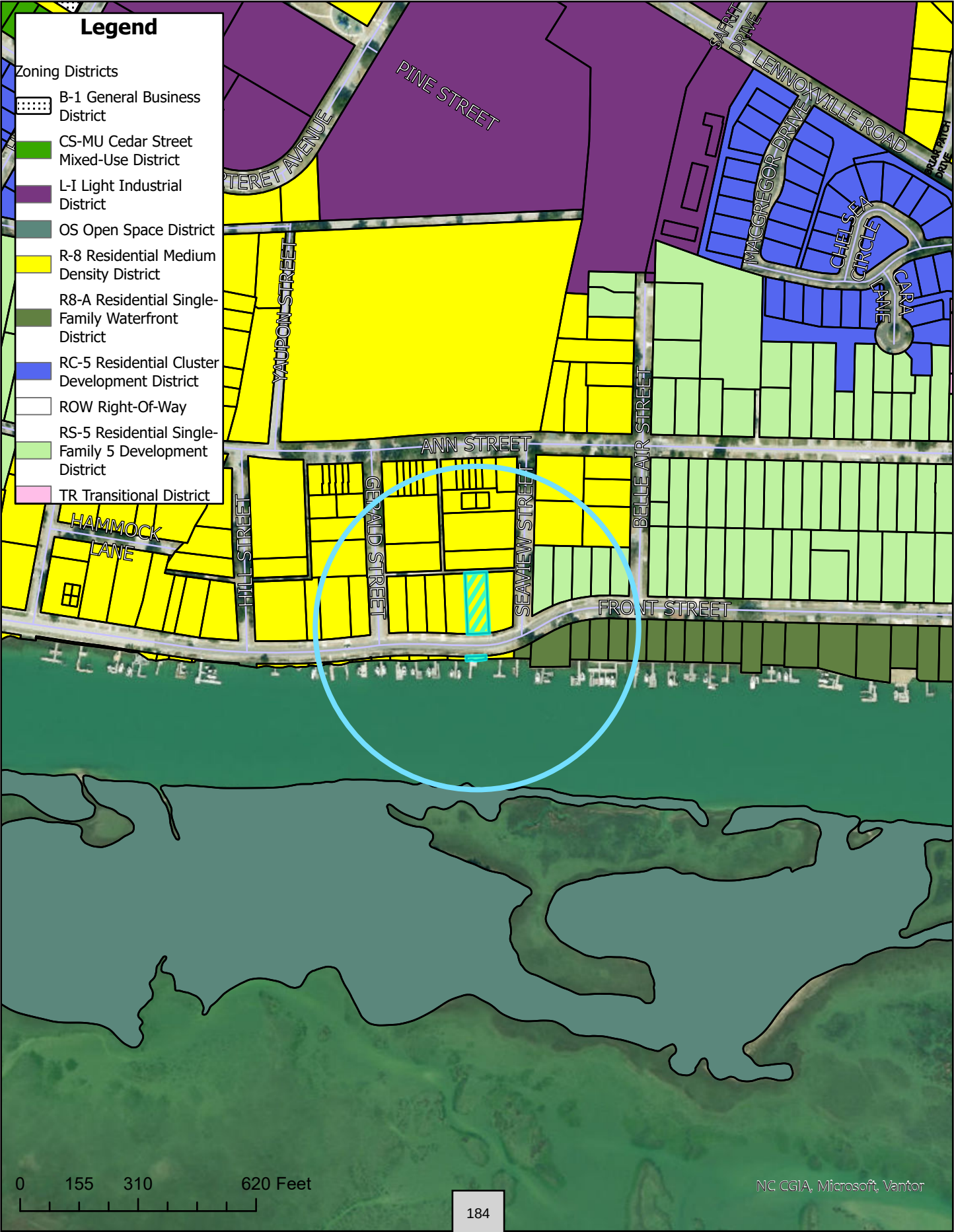
The Technical Review Committee (TRC) received this item for review digitally and all responded with no comments or issues.

The Planning Board reviewed this request during their August 17th meeting and recommended approval of the special use permit as presented.

Case 26-22 Special Use Permit Request - ADU at 1323 Front Street
Vicinity Map



Case 26-22 Special Use Permit Request - ADU at 1323 Front Street
Zoning Map





Please be advised that email addresses have been removed by staff from this application & attachments to protect the applicant from AI spam emails.

APPLICATION FOR A SPECIAL USE PERMIT

Instructions:

Please complete the form below including all required attachments, a **\$400.00 application fee**, and return to the Beaufort Town Hall; 701 Front Street; P.O. Box 390; Beaufort, N.C.; 28516. Incomplete applications will not be processed but will be returned to the applicant. Please call Planning and Inspections at (252) 728-2142 if there are any questions.

APPLICANT INFORMATION

Applicant Name: Blue Green Construction Co
 Applicant Address: 613B Atlantic Beach Causeway, Atlantic Beach, NC 28512
 Phone Number: 252.646.1015 Email: _____
 Property Owner Name: AER Commercial Properties LLC
 Address of Property Owner: Same
 Phone Number: Same Email: [REDACTED]

PROPERTY INFORMATION

Property Address: 1323 Front Street
 15-Digit PIN: 730507585728000 Lot/Block #: _____
 Size of Property (in square feet or acres): 9,400 s.f. Current Zoning: R-8
 Current Use of Property: Single Family Requested Use: same

An application fee of **\$400.00**, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

Please refer to the Town's **Land Development Ordinance**, Sections 20 & 27, and all other pertinent sections of the Ordinance for information required to accompany this application. Any plans or documents submitted should be submitted in an electronic or digital format and one printed color copy of such documents submitted with the application.

The town's website address is www.beaufortnc.org.

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

7/27/26
 Date of Applicant's Signature
7-27-26
 Date of Owner's Signature

OFFICE USE ONLY

Revised 8/2020

Date: _____

Reviewed for Completeness By: _____

Received by: _____

185

Date Deemed Complete and Accepted: _____

**Special Use Application
Documentation and Support**
1323 Front Street
Beaufort, NC 28516

We are requesting approval of a Special Use Permit to allow an **Accessory Dwelling Unit (ADU)** as part of the new residential construction at **1323 Front Street**. The property is zoned **R-8 Residential** and is **not located within the Beaufort Historic District**.

The property consists of a **9,400-square-foot vacant lot** for which a valid building permit has already been issued for construction of a new single-family residence. This Special Use Permit request does **not** seek any modification to the approved building permit with respect to the building footprint, total square footage, height, setbacks, exterior appearance, or site layout.

The only change addressed by this application is the proposed finish of the second floor above the detached garage to include a bedroom, full bathroom, and kitchenette. Because these improvements meet the Town's definition of an Accessory Dwelling Unit, approval of a Special Use Permit is required.

The approved plans include a **1,877-square-foot, 2½-story primary residence** together with an **887-square-foot, two-story, three-car garage**. The garage is connected to the residence by an enclosed elevated skywalk.

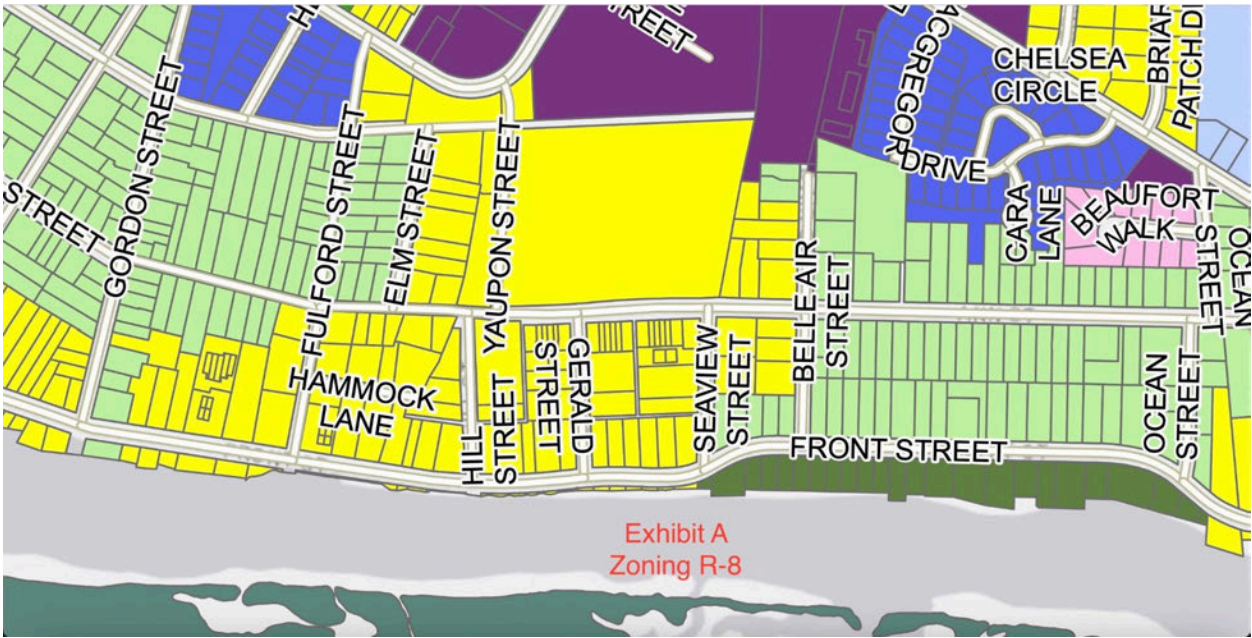
All construction authorized under the existing building permit complies with the applicable building code and zoning requirements. Approval of this request would change the residence from **five bedrooms and six-and-one-half bathrooms** to **six bedrooms and seven-and-one-half bathrooms**, with the addition of a kitchenette within the second-floor living area above the garage. No other aspects of the approved plans would change.

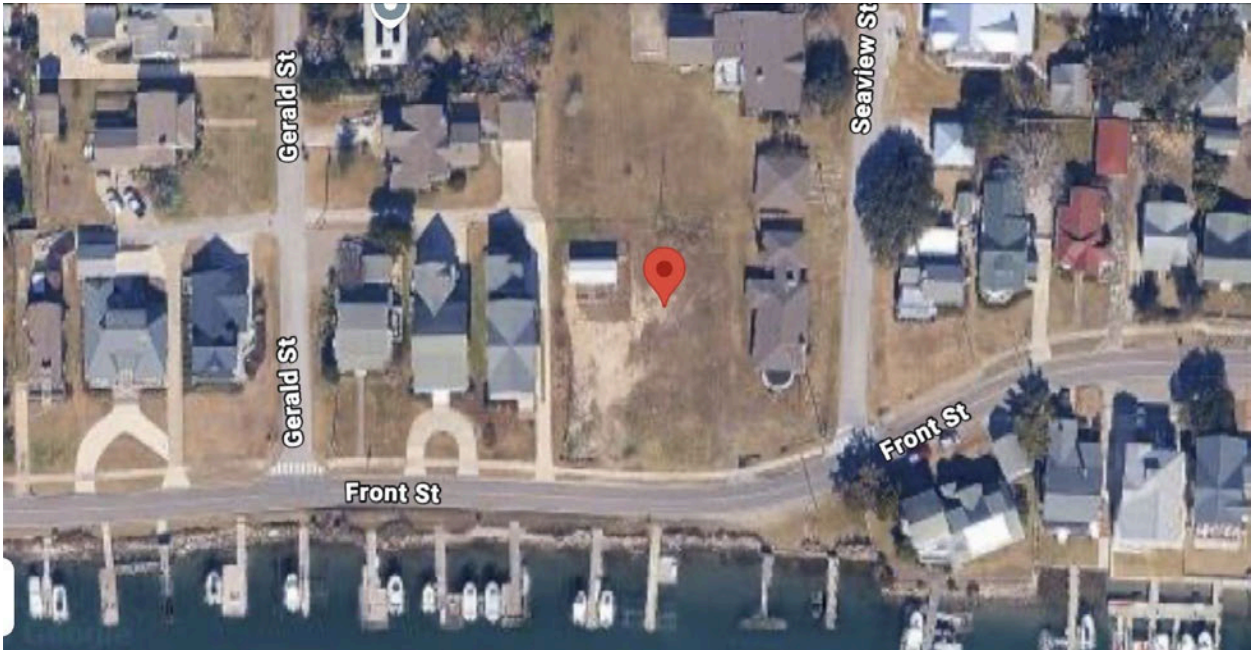
The proposed living space above the garage will remain physically connected to the primary residence through the enclosed skywalk, which provides direct access from the main living area as well as weather-protected access to the garage. The space is intended to function as part of the overall residence and will not be separated from the principal dwelling.

Access to the garage and the second-floor living area is provided by an existing alley extending from Gerald Street, allowing direct access for residents and emergency services if needed.

Architecturally, the garage and accessory living space are designed to match the principal residence in materials, rooflines, and exterior detailing. The accessory structure is fully integrated into the overall design of the home and represents approximately **42 percent of the square footage of the principal residence.**

In summary, this application requests approval only for the addition of an Accessory Dwelling Unit within a residential project that has otherwise been approved. The proposal does not alter the approved site plan, building footprint, setbacks, height, exterior design, or overall character of the development. We respectfully request approval of this Special Use Permit.





Town of Beaufort

Planning and Inspections Department
701 Front Street
Beaufort, NC 28516
Phone (252) 728-2142



TOWN of
BEAUFORT
NORTH CAROLINA

Permit Number: 20260426

Date Issued: 07/21/2026

New Single Family Dwelling Permit

Site Address: 1323 FRONT STREET
Owner Name: AER COMMERCIAL PROPERTIES LLC
Tax Map ID: 730507585728000
Construction Cost: \$1,300,000.00
Report Code: 100 - New Single Family Dwelling
Flood Zone: AE8 / Shaded X
Description: 2.5 Story, 5BR, 6.5 Bath, 4398sf single-family with attached Garage

Contractor

Financial: David Selleck | Blue Green Construction, Inc. | 613B Atlantic Beach Causeway Atlantic Beach NC 28512 | 252-646-10
Project Manager: David Selleck | Blue Green Construction, Inc. | 613B Atlantic Beach Causeway, Atlantic Beach, NC 28512 | 25
Applicant: David Selleck | Blue Green Construction, Inc. | 613B Atlantic Beach Causeway, Atlantic Beach, NC 28512 | 252-646-1
Plumbing: Michael Wilson | Carteret Plumbing | 1882 NC Hwy 101, Beaufort, NC 28516 | 252-499-9266
Mechanical: John White, Jr. | Carteret Heating & Cooling, Inc. | 151 Cedar Point Blvd, Swansboro, NC 28584 | 910-326-1335
Electrical: Roger Corbett | Corbett's Electrical Service | 200 Cherry Lane, Newport, NC 28570 | 252-223-5907
Fuel Gas: Harley Mudge | Dean's Gas Company, Inc. | 1416 B Live Oak St, Beaufort, NC 28516 | 252-728-2182
Other: Elite Spray Foam | Elite Spray Foam Systems, LLC | 215 Clayton Dr, Newport, NC 28570 | 252-725-7054
General: Peter Brotzman | Blue Green Construction, Inc. | 613 B Atlantic Beach Causeway, Atlantic Beach, NC 28512 | 608-921

Permit Details

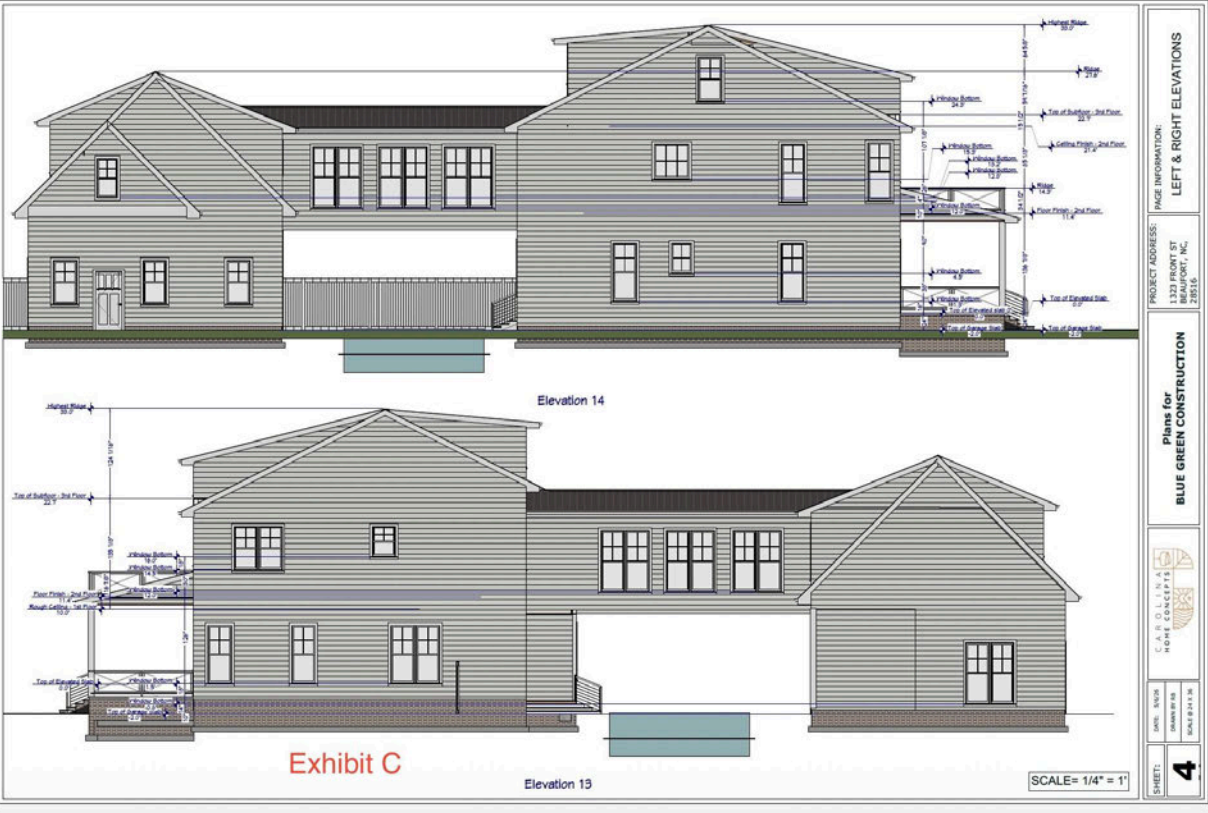
Heated Sq Ft	4,398	Foundation Type	Raised Slab	Water Source	Town of Beaufort
Unheated Sq Ft	1,350	Fire Resist Rating Ext. (hrs)	1	Waste Treatment	Town of Beaufort
1st Floor Sq Ft	1,880	Fire Resist Method	Per Code	Electrical Utility	Duke Progress Energy
2nd Floor Sq Ft	1,880	Amperage	400	Gas Utility	
3rd Floor Sq Ft	672	Water Heater Fuel	Electric		
No. Stories	3	HVAC Type	Package Unit		
Bldg. Height (ft)	35	HVAC Fuel Src	Electric		
# Bedrooms	5	Gas Piping	NO		
# Baths	7				

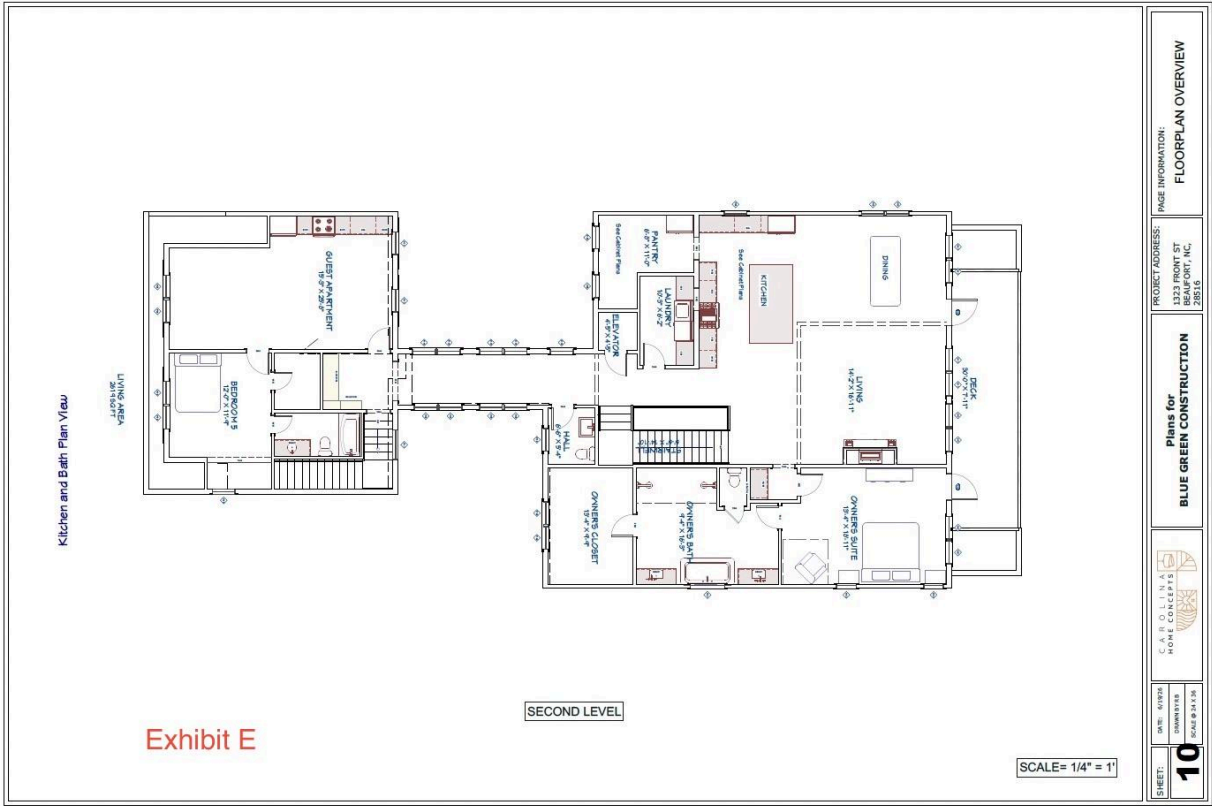
Zoning

Front Setback: 15
Sides Setback: 6
Rear Setback: 25
Zoning Conditions:

Easements:
Special Flood Hazard Area: AE8
Present Overlays:

Fees





Kitchen and Bath Plan View

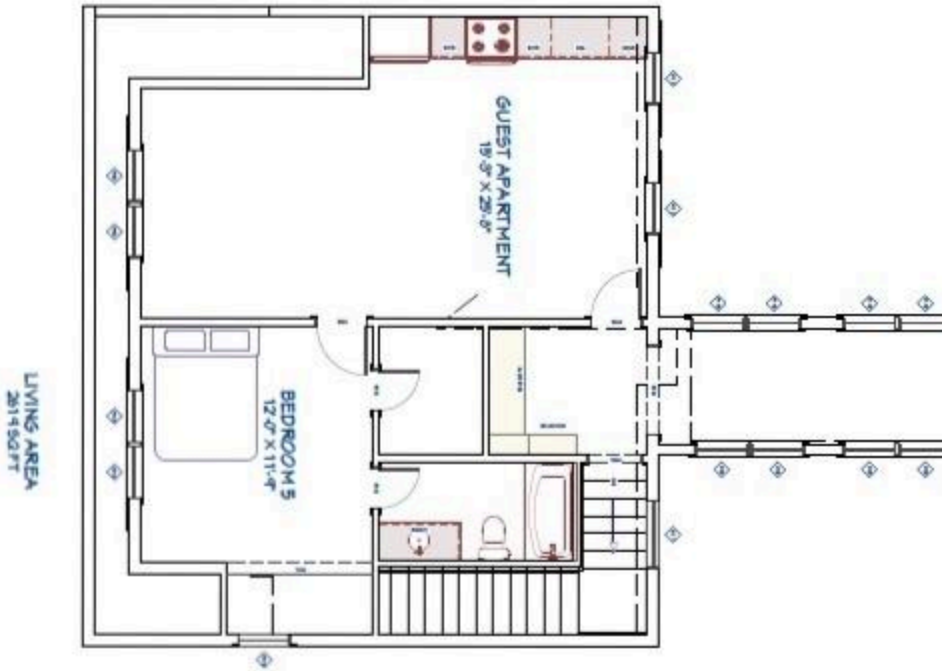


Exhibit F

SECTION 20 **Special Use Permits**

A) **General.**

Special uses are practices 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 application is a quasi-judicial function to be conducted in accordance with the procedure set forth in Section 32, Quasi-Judicial Procedure. Special use permits may only be granted by the BOC following a recommendation by the Planning Board and the completion of the quasi-judicial review process by the BOC as outlined in Section 32.

A Special Use Permit is 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 standards requiring that judgment and discretion be exercised as well as compliance with specific standards.

B) **Special Use Permit Application Procedures.**

- 1) A written application for a special use permit in all zones shall be submitted to the Town's Planning and Inspections Department in accordance with the requirements of Section 1 and Section 31 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 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 ensure the compatibility of the building(s) with the surrounding residential structures; and,
 - c) Additionally, the BOC and Town staff may require a professional rendering or any other graphic illustration of the proposed structure.
- 3) The application shall be reviewed by Town staff and submitted with comments and recommendation to the Planning Board for review. The Planning Board shall review the application for a special use permit and make a recommendation as to whether it should be approved or denied. After the Planning Board makes its recommendation, the application shall be forwarded to the BOC for consideration.

C) *Quasi-Judicial Proceeding Notification Requirements.*

The Planning Board will review and make recommendations regarding all applications for a special use permit. The BOC shall schedule a quasi-judicial proceeding for the application and BOC consideration after reasonable opportunity for staff and Planning Board review. In considering the application, the BOC shall follow the procedures set forth in Section 32, Quasi-Judicial Procedure.

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 conduct an evidentiary hearing in accordance with the provisions of Section 32, Quasi-Judicial Procedure, herein. And consider relevant information regarding whether the required findings under Section 20(E) exist and whether the special use is appropriate in the proposed location.
- 2) The BOC shall consider whether the application complies with each individual required finding specified in Section 20(E). The BOC need not make the required findings at the time of the hearing and may vote to table the matter and request information if needed. If the special use permit application is approved, the BOC motion shall contain language showing all the required findings under Section 20(E) have been met, and in the absence of specific findings, it shall be conclusively presumed the application complies with all the findings in Section 20(E).
- 3) The BOC shall render a decision within a reasonable period of time not to exceed ninety days after holding the evidentiary 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 table the matter until a later date.
- 4) If the application is found not to be in compliance with one or more of the required findings of Section 20(E) 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.

- 5) Notwithstanding the specific requirements of this Ordinance, the BOC may impose additional conditions and reasonable requirements upon the requested special use permit in order to ensure the use is consistent with the required findings as specified under Section 20(E).
- 6) The BOC shall render its decision on the special use permit application, in writing, in accordance with the provisions of Section 32 herein.

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 Comprehensive and CAMA Land Use Plan and other comprehensive planning elements;
 - d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
 - e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
 - f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
 - g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.
- 2) The BOC shall make its findings based on "competent, material and substantial evidence" as described in N.C. Gen. Stat. §160D-406 in accordance with the procedures set forth in Section 32 herein.
- 3) Compatibility Standards for Special Uses in Residential Zones:
 In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:
 - a) Size (footprint);
 - b) Height;
 - c) Proportion and scale;
 - d) Roof shape(s);
 - e) Setbacks;
 - f) Location, size, and number of openings (doors and windows);
 - g) Materials;
 - h) Color; and,
 - i) Texture.

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 zoning district is established as a medium density zoning district in which the principle use of the land is for single-family dwelling units. The regulations of this zoning 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 ft²).

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 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 shall comply with all setback provisions of this Ordinance, including but not limited to Section 2(F), Section 6 and Section 15 of this Ordinance.

5) Permitted Uses.

Antenna Co-Location on Existing
Tower
Athletic Field, Public
Carport
Community Garden
Dock
Dwelling, Single-Family
Family Care Homes
Garage, Private Detached
Government/Non-Profit Owned/
Operated Facilities & Services
Group Home
Home Occupation

Neighborhood Recreation Center,
Indoor/Outdoor, Private
Neighborhood Recreation Center,
Public
Park, Public
Public Utility Facility
Resource Conservation Area
Shed
Swimming Pool (Personal Use)
Temporary Construction Trailer
Utility Minor
Vehicle Charging Station

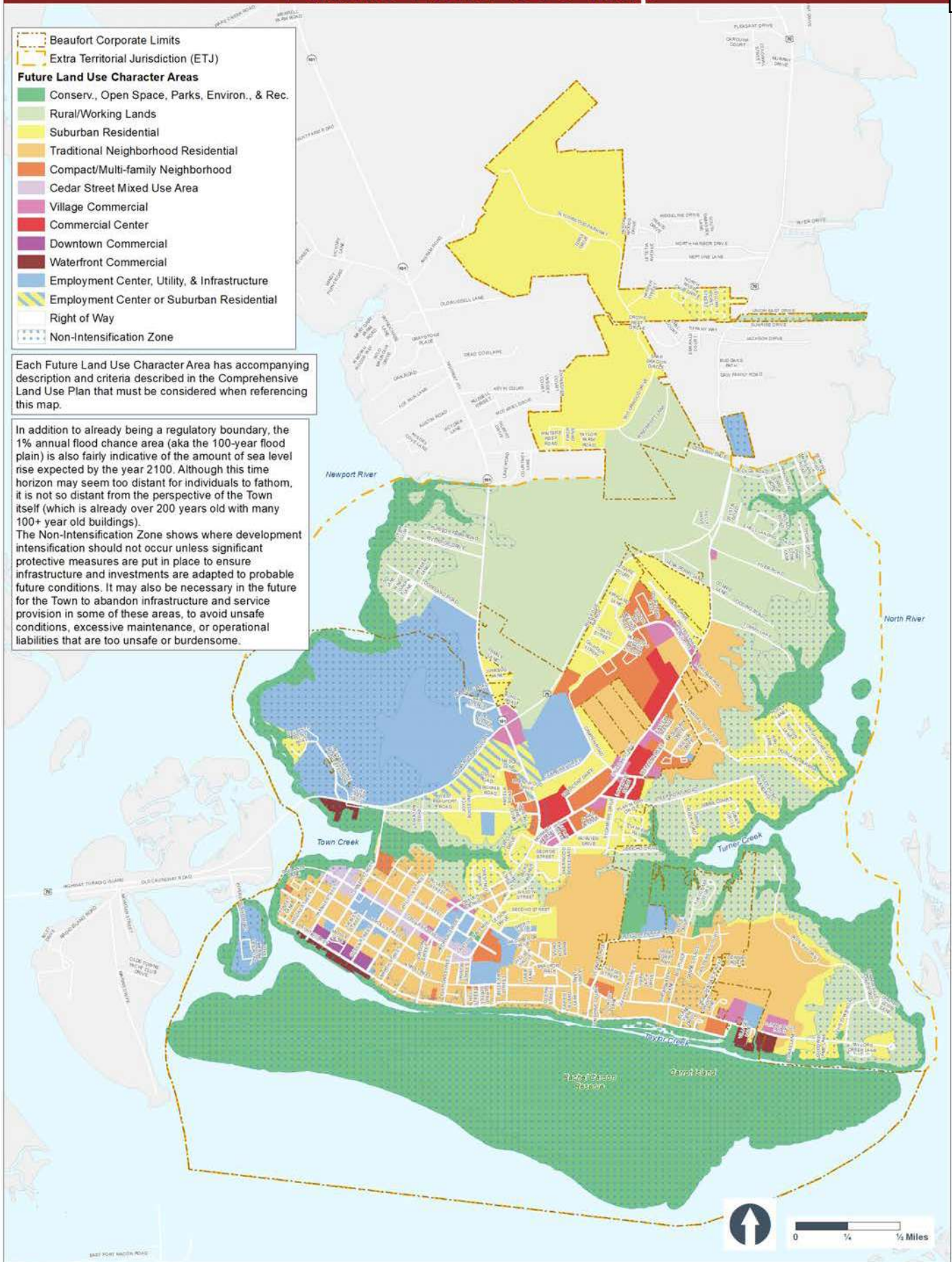
6) Special Uses (*Special Uses* requirements may be found in Section 20 of this Ordinance).

Accessory Dwelling Unit
Athletic Field, Private
Bed & Breakfast
Cemetery/Graveyard
Club, Lodge, or Hall
Concealed (Stealth) Antennae & Towers
Day Care/Child Care Home
Golf Course, Privately-Owned
Golf Driving Range

Marina
Outdoor Amphitheater, Public
Preschool
Produce Stand/Farmers' Market
Public Safety Station
Religious Institution
Satellite Dish Antenna
School, Post-Secondary
Utility Facility

Future Land Use Map

1.



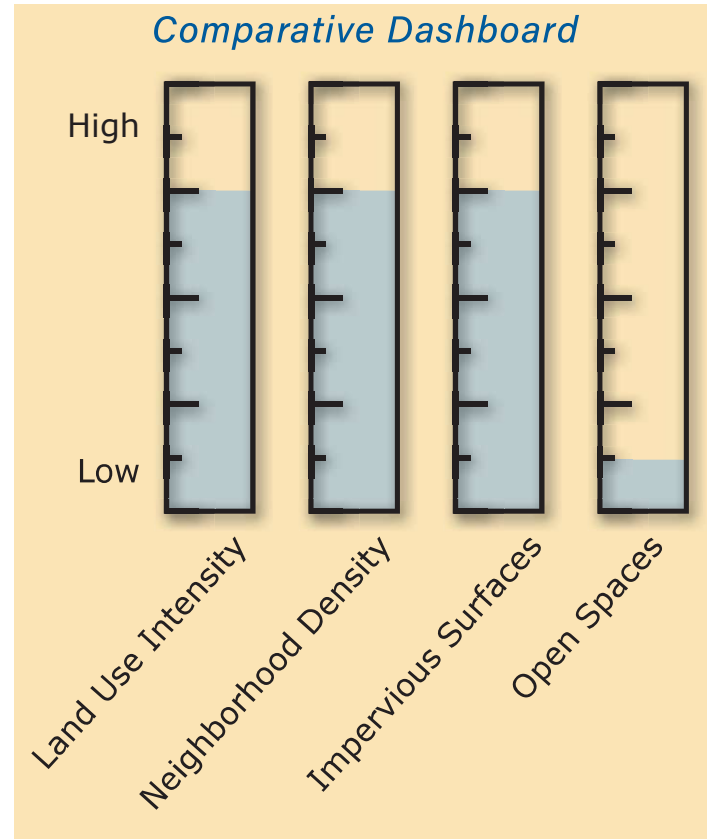
Traditional Neighborhood Residential

General Description:

These neighborhoods are walkable with structures situated close to each other. The residential areas exemplify the character found in the historic district and closer to downtown. Lots are typically smaller and closely packed with residential densities generally around 3 to 5 dwelling units per acre, although some areas may approach 7 dwelling units per acre. The historic development pattern prioritizes people and accommodates cars. Off-street parking is often to the side or around back, with homes pulled up close enough to the street to allow neighbors to engage with people on the sidewalk.

Streets and Circulation:

Streets are typically low volume and prioritize pedestrians, with sidewalks on both sides and street trees whenever possible. Connectivity is high because blocks are generally 500' or less. On-street parking is either formal or informal, depending on context. Low speed limits allow bicycles to share the travel lanes.



EXAMPLE USES:

Typical Uses:

Primarily single family detached residential, with a mix of other highly compatible residential uses scattered throughout, including duplexes, accessory dwellings, garage apartments, and occasionally even larger homes that have been converted to discrete multi-family structures or even small bed-n-breakfast businesses.

Traditional Neighborhood Residential

Other Concerns:

In the historic district, these neighborhoods have significant restrictions that preserve their quaint appearance and character. Although there may not be full support to extend all of these requirements to other areas, it may be possible to extract some of the more defining characteristics (buildings close to the street, parking in the rear, street trees, narrow streets, etc.) and bring those design elements to other neighborhoods.



Examples of the traditional neighborhood development style.

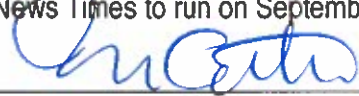


Town of Beaufort
 701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
 252-728-2142 • 252-728-3982 fax
www.beaufortnc.org

Notification Certification
Case #26-22 1323 Front Street Abutting Neighbors
Special Use Permit Request

FLOWERS W C ETUX GRACE L/T C/O WILLIAM BLAKE FLOWERS 1716 OLDE FARM RD MOREHEAD CITY, NC 28557-3921	WAY JOHN E C/O JOHN EDWARD WAY JR PO BOX 188 MOREHEAD CITY, NC 28557-0188
AER COMMERCIAL PROPERTIES LLC 3016 TOOTLE RD MOREHEAD CITY, NC 28557-4970	

I, *Michelle Eitner*, Town Planner for the Town of Beaufort do hereby certify the above subject property owners and adjacent property owners were notified that a special use permit request will be heard at the September 14, 2026 Board of Commissioners meeting at 6:00 pm in the Train Depot, 614 Broad Street, Beaufort, NC. Each of the above property owners was mailed a letter and vicinity map on August 28, 2026, regarding a request for a special use permit at 1323 Front Street. A sign was posted on the subject property on August 28, 2026 regarding the same. A public notice advertising the hearing was submitted to the Carteret County News Times to run on September 2 and 9.


 Signed


 Date



Town of Beaufort, NC

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

Board of Commissioners Regular Meeting 6:00 PM Monday, September 14, 2026 614 Broad Street – Train Depot

AGENDA CATEGORY: Quasi-Judicial Proceeding

SUBJECT: Case #26-23 Special Use Permit:102 Beaufort Walk
Accessory Dwelling Unit

BRIEF SUMMARY:

Grant or deny the requested Special Use Permit (SUP) for an Accessory Dwelling Unit (ADU) at 102 Beaufort Walk.

REQUESTED ACTION:

Conduct Quasi-Judicial Hearing
Decision based on Required Findings
Decision on Special Use Permit

EXPECTED LENGTH OF PRESENTATION:

30 Minutes

SUBMITTED BY:

Michelle Eitner, Town Planner

BUDGET AMENDMENT REQUIRED:

N/A



STAFF REPORT



To: Mayor and Board of Commissioners
From: Michelle Eitner, Town Planner
Date: September 14, 2026
Case No. 26-23 Special Use Permit – 102 Beaufort Walk Accessory Dwelling Unit

THE REQUEST: Grant or deny the requested Special Use Permit (SUP) for an Accessory Dwelling Unit (ADU) at 102 Beaufort Walk.

INFORMATION:

Location: 102 Beaufort Walk (PIN 730507699495000)
Property Owner: Joseph & Anna Colucci
Applicant: Christina Colucci (Align IAD)
Zoning District: Transitional District (TR)
LUP Future Land Use: Traditional Neighborhood Residential (no NIZ)
Flood Zone: X zone in effective & preliminary FIRMs (not Special Flood Hazard Area)
Size: 0.14 acres/6098 square feet
Existing Land Use: Single-family unit of duplex (subdivided on individual lots)
Proposed Land Use: Single-Family unit with attached accessory dwelling unit
Adjoining Uses/Zoning: North: Beaufort Bark (Light Industrial L-I)
 West, East, and South: Beaufort Walk neighborhood (Transitional TR)
Utilities: Water and wastewater provided by Town

OPTIONS:

1. Grant the special use permit as presented
2. Grant the special use permit with conditions to bring the proposal into compliance with the Required Findings
3. Deny the special use permit based on specific failures to meet requirements
4. Table the recommendation pending additional information necessary to make a decision

EXHIBITS:

- Exhibit A – Staff Report
- Exhibit B – Vicinity Map
- Exhibit C – Zoning Map
- Exhibit D – Application Package
- Exhibit E – LDO Section 20 Special Use Permits (Especially Section 20.E.1 Required Findings)
- Exhibit F – LDO Section 8.B Transitional District (TR)
- Exhibit G – Comprehensive and CAMA Land Use Plan Future Land Use Map & Classification
- Exhibit H – Notification Certification

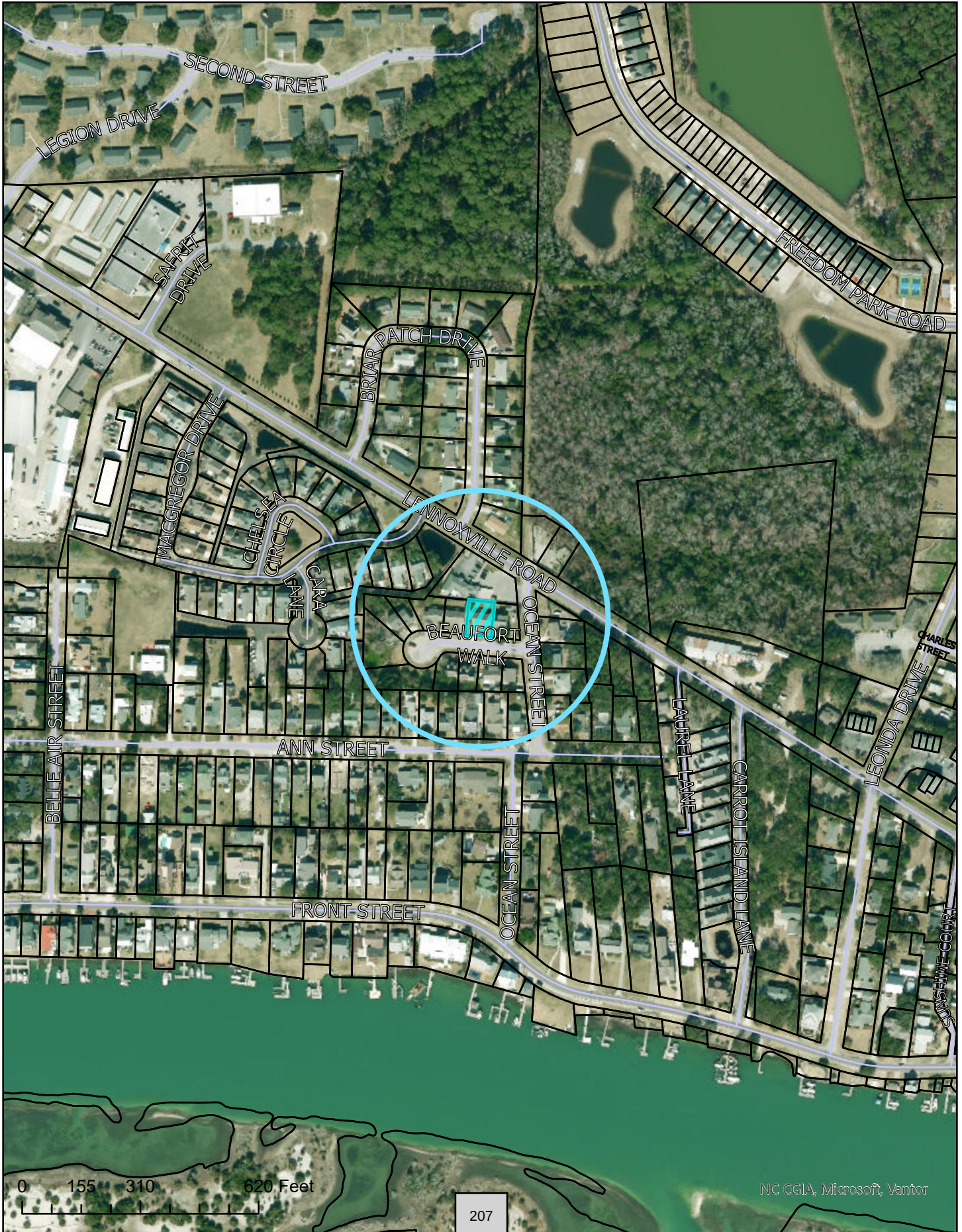
STAFF COMMENTS:

Christina Colucci of Align IAD, agent for property owners Joseph and Anna Colucci, has applied for a Special Use Permit (SUP) to establish an Accessory Dwelling Unit (ADU) at 102 Beaufort Walk.

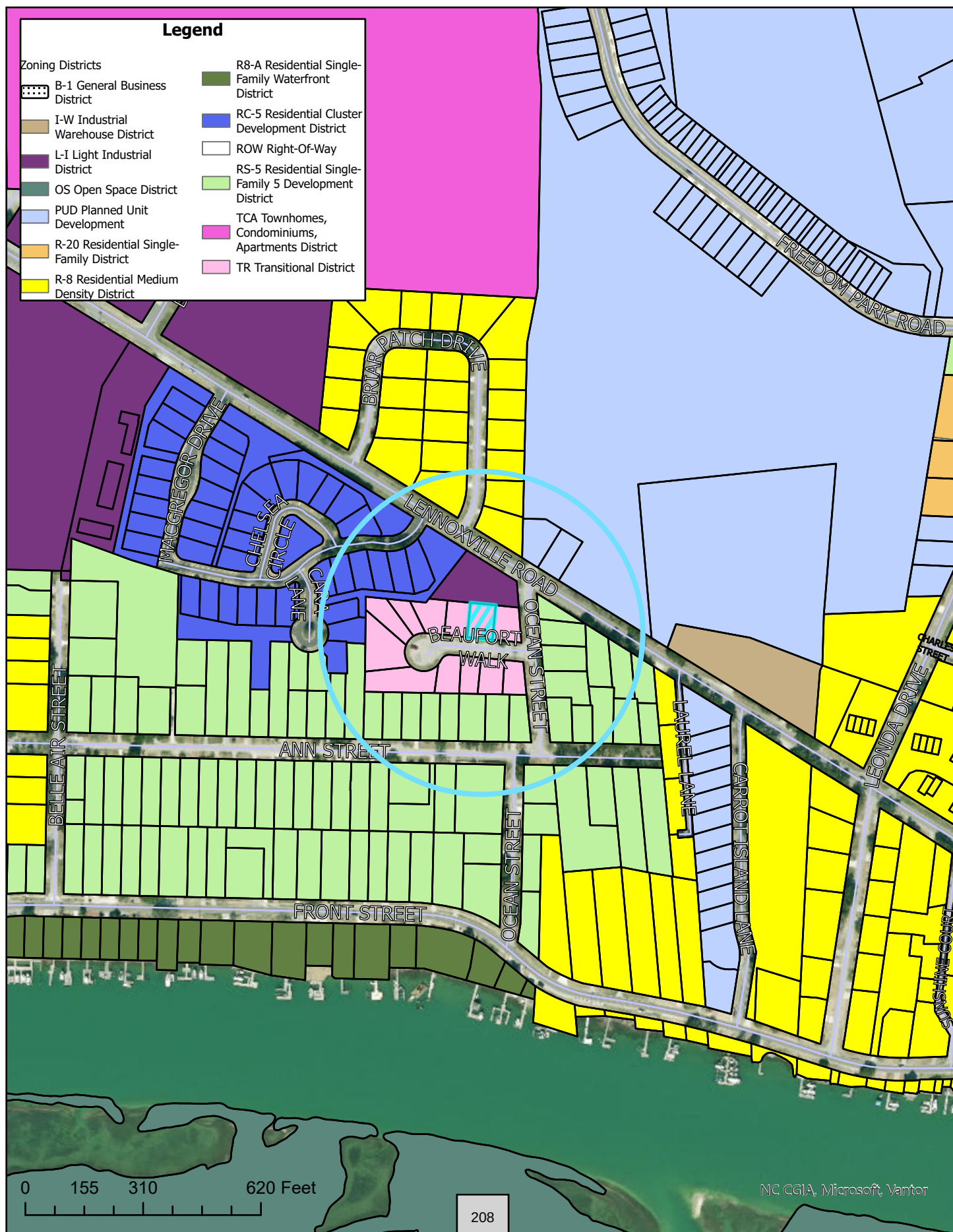
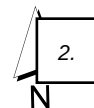
The Technical Review Committee (TRC) received this item for review digitally and all responded with no comments or issues.

The Planning Board reviewed this request during their August 17th meeting and recommended approval of the special use permit as presented.

Case 26-23 Special Use Permit Request - ADU at 102 Beaufort Walk Vicinity Map



Case 26-23 Special Use Permit Request - ADU at 102 Beaufort Walk Zoning Map





Please be advised that email addresses have been removed by staff from this application & attachments to protect the applicant from AI spam emails.

APPLICATION FOR A SPECIAL USE PERMIT

Instructions:

Please complete the form below including all required attachments, a **\$400.00 application fee**, and return to the Beaufort Town Hall; 701 Front Street; P.O. Box 390; Beaufort, N.C.; 28516. Incomplete applications will not be processed but will be returned to the applicant. Please call Planning and Inspections at (252) 728-2142 if there are any questions.

APPLICANT INFORMATION

Applicant Name: Christina Colucci
 Applicant Address: 102 beaufort walk
 Phone Number: (973) 768 7060 Email: [REDACTED]
 Property Owner Name: Joseph & Anna Colucci
 Address of Property Owner: 4365 Kings Cross Way, Hoschton, GA, 30548
 Phone Number: (973) 464 5096 Email: [REDACTED]

PROPERTY INFORMATION

Property Address: 102 beaufort walk, beaufort, nc, 28516
 15-Digit PIN: 730507699495000 Lot/Block #: Lot 7A
 Size of Property (in square feet or acres): 0.14 acres Current Zoning: TR
 Current Use of Property: Residential Requested Use: Residential w. ADU

An application fee of **\$400.00**, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

Please refer to the Town's **Land Development Ordinance**, Sections 20 & 27, and all other pertinent sections of the Ordinance for information required to accompany this application. Any plans or documents submitted should be submitted in an electronic or digital format and one printed color copy of such documents submitted with the application.

The town's website address is www.beaufortnc.org.

Christina Colucci 7/25/26
 Applicant Signature Date of Applicant's Signature
Joseph Colucci 7/25/26
 Property Owner Signature (if different than above) Date of Owner's Signature

OFFICE USE ONLY

Revised 8/2020

Date: _____ Reviewed for Completeness By: _____
 Received by: _____ Date Deemed Complete and Accepted: _____

SPECIAL USE PERMIT: ADU

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000



102 BEAUFORT WALK, BEAUFORT, NC

Joseph & Anna Colucci
4365 kings cross way
Hoschton, GA, 30548
(973)464-5096

Town of Beaufort,

We are seeking a Special Use Permit to construct an addition above the existing attached garage at 102 Beaufort Walk, to be used as family guest quarters.

The proposed addition will be built entirely within the footprint of the existing garage and will not extend beyond the current foundation. The new accessory dwelling unit (ADU) above the garage will include independent stair access located on the side of the structure.

The roof lines of the addition will match the existing home and surrounding neighborhood, maintaining a consistent and compatible scale. All exterior finishes and architectural style will align with the existing residence to ensure visual continuity.

The finished structure will include one bedroom, one bathroom, a small kitchen, and a small screened-in porch.

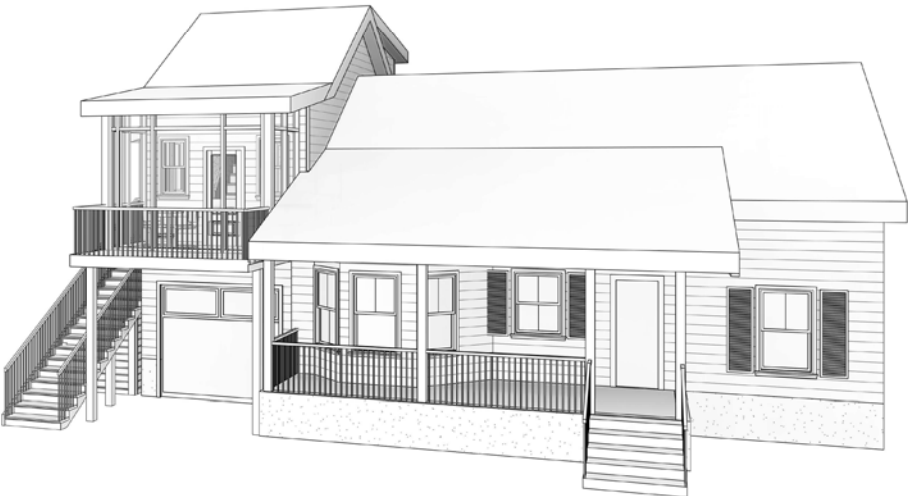
In addition, the existing driveway will be widened to accommodate side-by-side parking to serve both the main residence and the accessory dwelling unit.

Attached are the supporting plans for the project, including the site plan, floor plans, exterior elevations and 3D views.

Christina Colucci
Architectural Designer
& General Contractor
[Redacted]
(973)-768-7060

SUPPORT OF FINDINGS

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000



a) The proposed use is an allowable special use in the zoning district it is being located within;
102 Beaufort Walk is located in the TR District and an Accessory Dwelling Unit is allowable with a Special Use Permit.

b) The application is complete:
Yes, I believe this application is complete

c) The location and character of the use will be in conformity with the Town’s land use plan and other comprehensive planning elements;
The project is located on an existing residential property within the Transitional (TR) District and maintains the residential character of the site. The proposed ADU is a low-impact residential use that is compatible with the surrounding neighborhood and supports the Town’s goals of encouraging appropriate residential development while preserving the character of established neighborhoods. The proposed use is consistent with the purpose and intent of the TR District and will not alter the overall character of the area.

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:
As part of the project, the existing driveway will be widened to accommodate two vehicles side by side, providing adequate off-street parking for both the primary residence and the proposed Accessory Dwelling Unit. This improvement reduces the need for on-street parking while maintaining safe and convenient access to the property. In addition, ample on-street parking is available along Beaufort Walk to accommodate guests and visitors, if needed.

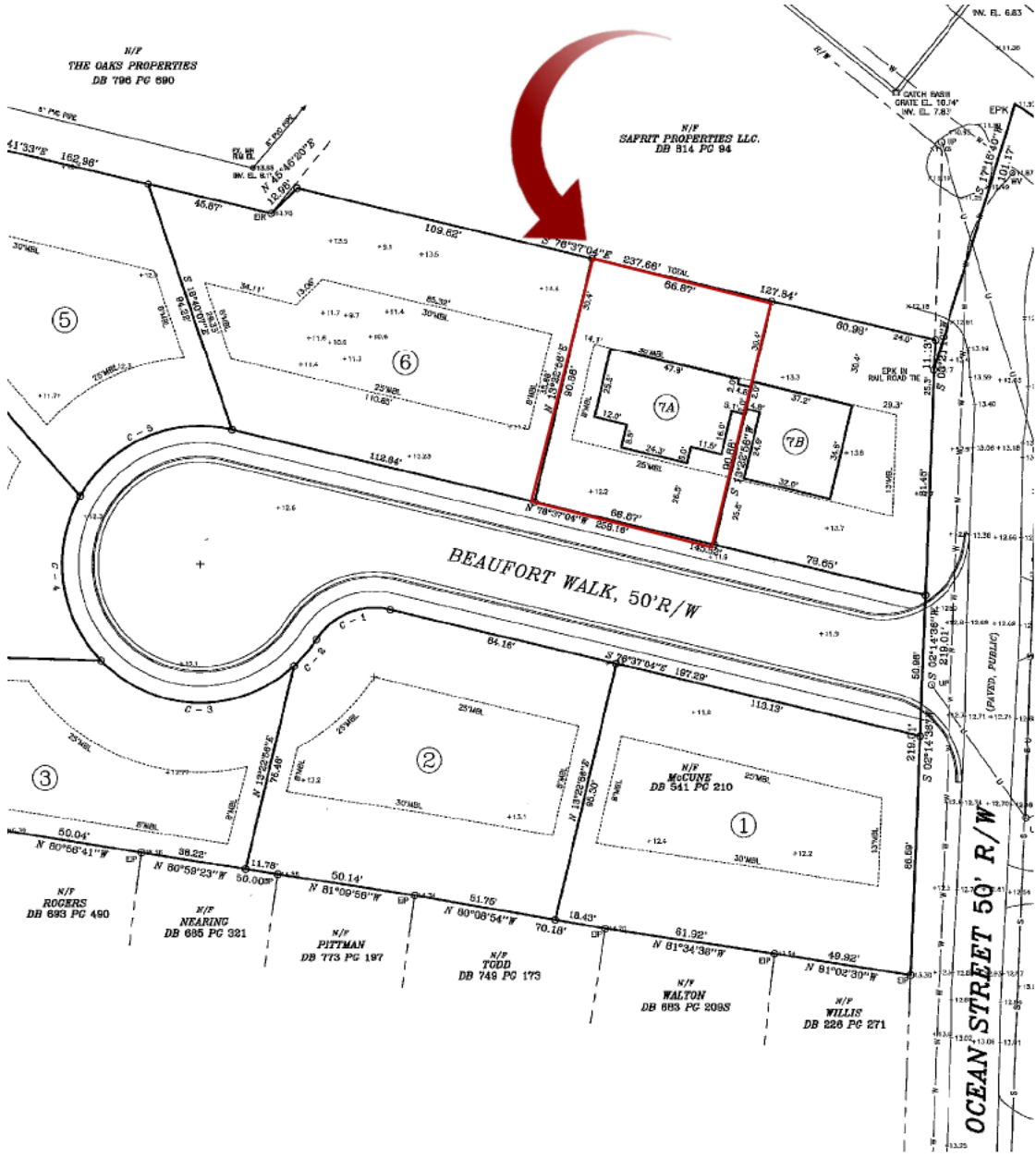
e) The proposed special use will not substantially injure the value of adjoining or abutting properties:
The proposed Accessory Dwelling Unit will not injure the value of adjoining or abutting properties. The project consists of a well-designed residential addition that is compatible with the existing home and surrounding neighborhood. The improvements to the property, and compliance with applicable Town regulations, are intended to enhance the site while maintaining the residential character of the area.

f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area:
Several accessory dwelling units exist nearby, and the proposed ADU is consistent with the established residential development pattern of the neighborhood. The modest scale and design of the addition will allow it to integrate with the existing property and surrounding homes while maintaining the character of the area.

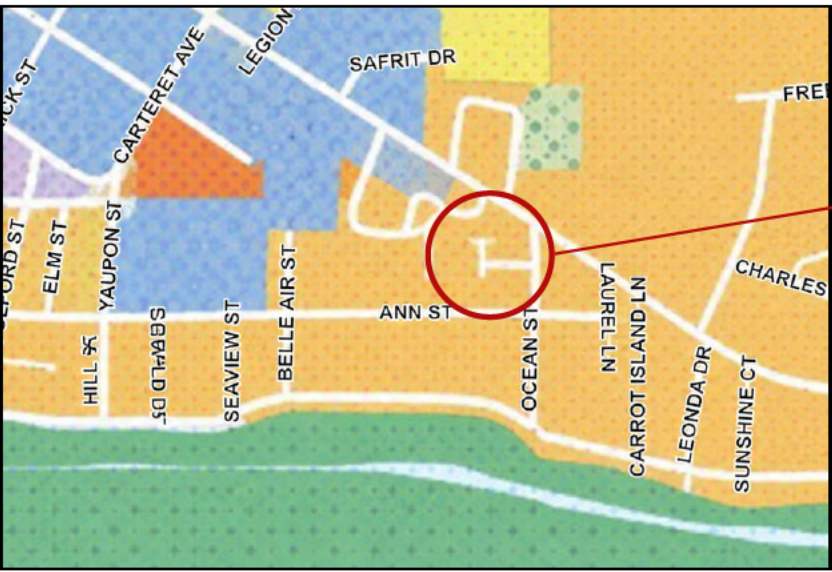
g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.
The proposed Accessory Dwelling Unit is located within an established residential area with existing public street access and will remain readily accessible for emergency services. The proposed ADU will be designed and constructed in accordance with applicable building codes and Town requirements, ensuring the safety of future occupants and surrounding properties. The proposed use will not endanger the public health or safety of the community.

REFERENCE MAPS

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000



SUBDIVISION PLAT AUG 1, 2023



FUTURE LAND USE OCT 9, 2023



ZONING MAP

- Beaufort Corporate Limits
- Extra Territorial Jurisdiction (ETJ)
- Future Land Use Character Areas**
 - Conserv., Open Space, Parks, Environ., & Rec.
 - Rural/Working Lands
 - Suburban Residential
 - Traditional Neighborhood Residential
 - Compact/Multi-family Neighborhood
 - Cedar Street Mixed Use Area
 - Village Commercial
 - Commercial Center
 - Downtown Commercial
 - Waterfront Commercial
 - Employment Center, Utility, & Infrastructure
 - Employment Center or Suburban Residential
 - Right of Way
 - Non-Intensification Zone
- Jurisdiction**
 - Beaufort Corporate Limits
 - Beaufort Extraterritorial Jurisdiction
- Zoning District**
 - B-1
 - B-W
 - CS-MU
 - H-BD
 - H-WBD
 - I-W
 - L-I
 - OS
 - PUD
 - R-20
 - R-8
 - R8-A
 - R8-MH
 - RC-5
 - RS-5
 - TCA
 - TR

EXISTING & NEIGHBORS

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000



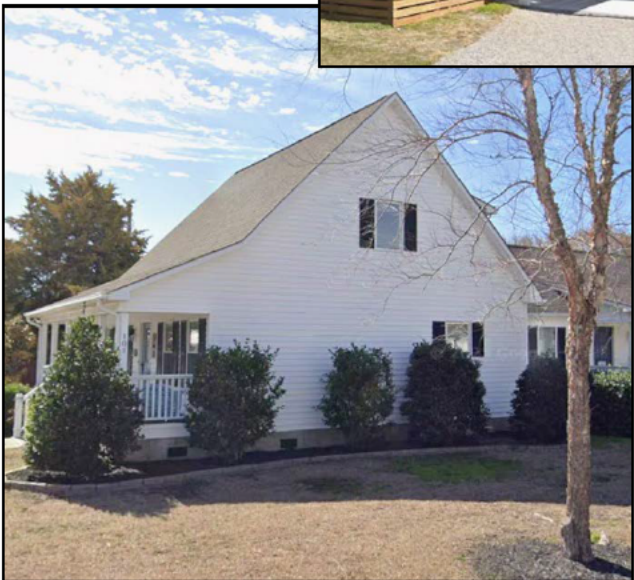
102 BEAUFORT WALK. FRONT CORNER



102 BEAUFORT WALK. BACK CORNER



1600 ANN ST



101 BEAUFORT WALK



105, 107 BEAUFORT WALK



110,108 BEAUFORT WALK



100 BEAUFORT WALK

SITE INFORMATION

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000

- NEW STAIRS + PORCHES
- ADU STRUCTURE
- EXISTING DRIVE
- NEW DRIVE

Table 8-4 Lot Requirements				
District	Front Setback (Right-of-Way)	Rear Setback	Side Setbacks	Building Height Limitation
TR	25 feet	25 feet	15 feet	35 feet

Table 8-5 Other Lot Requirements				
District	Front Setback (Right-of-Way)	Rear Setback	Side Setbacks	Building Height Limitation
TR	25 feet	25 feet	8 feet	35 feet

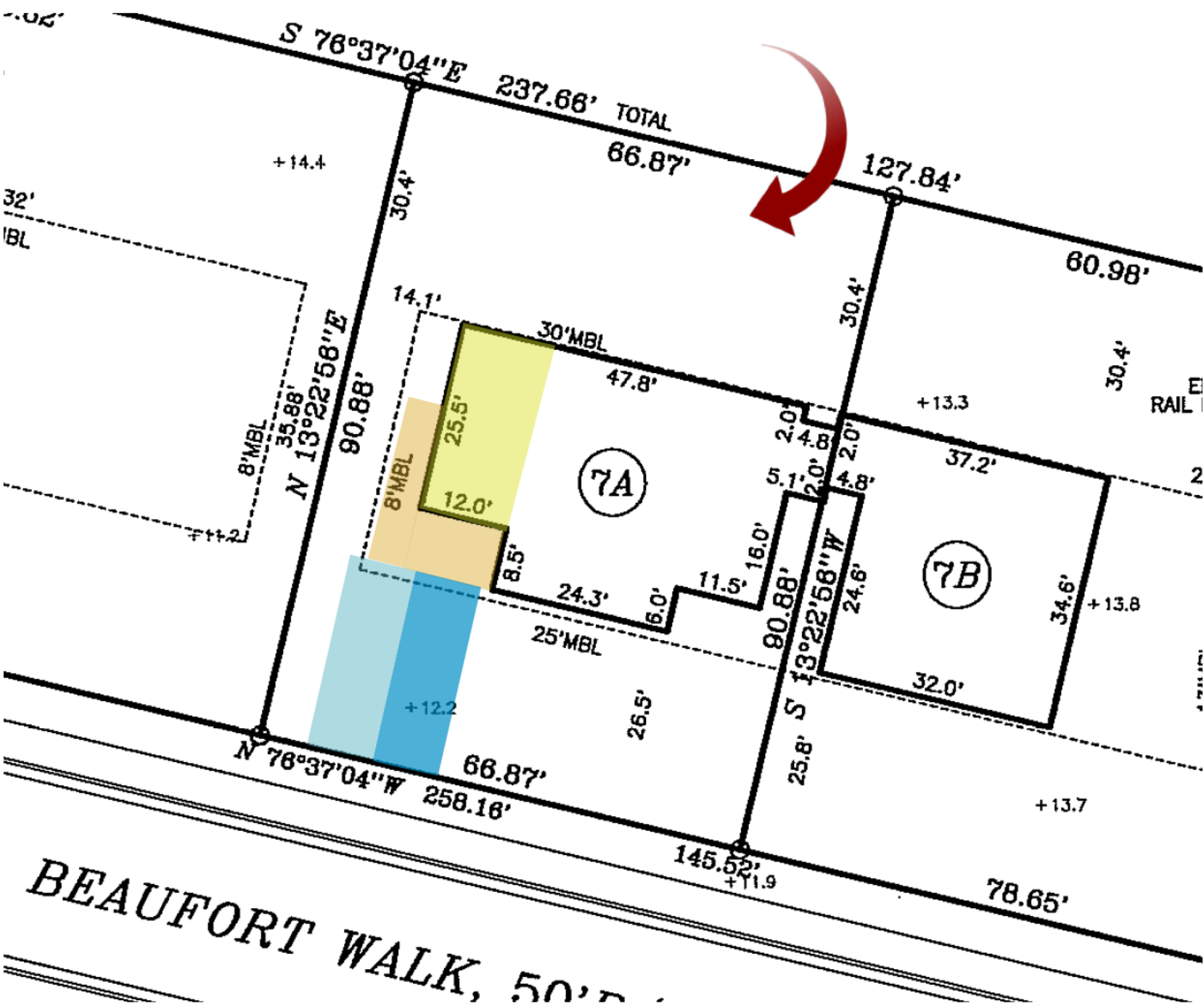
TR SETBACK REQUIREMENTS

Table 15-1 Expansion of Impervious Surface	
Expansions (% of original ISR)	Application of Landscaping Requirements
0 - 15 %	Exempt
16 - 45 %	Applies to expanded areas only
45 % and more	Applies to the whole lot(s)

IMPERVIOUS SURFACE(LDO)

Lot Area	0.14 acres x 43,560	6,098 SF
Existing Impervious	House + Existing Driveway	1,630 SF
Existing ISR	1,630 ÷ 6,098	0.267 (26.7%)
New Driveway	—	230 SF
New Impervious	1,630 + 230	1,860 SF
New ISR	1,860 ÷ 6,098	0.305 (30.5%)
ISR Expansion	$(0.305 - 0.267) \div 0.267 \times 100$	14.2%

IMPERVIOUS MATH: DRIVEWAY ADDITION



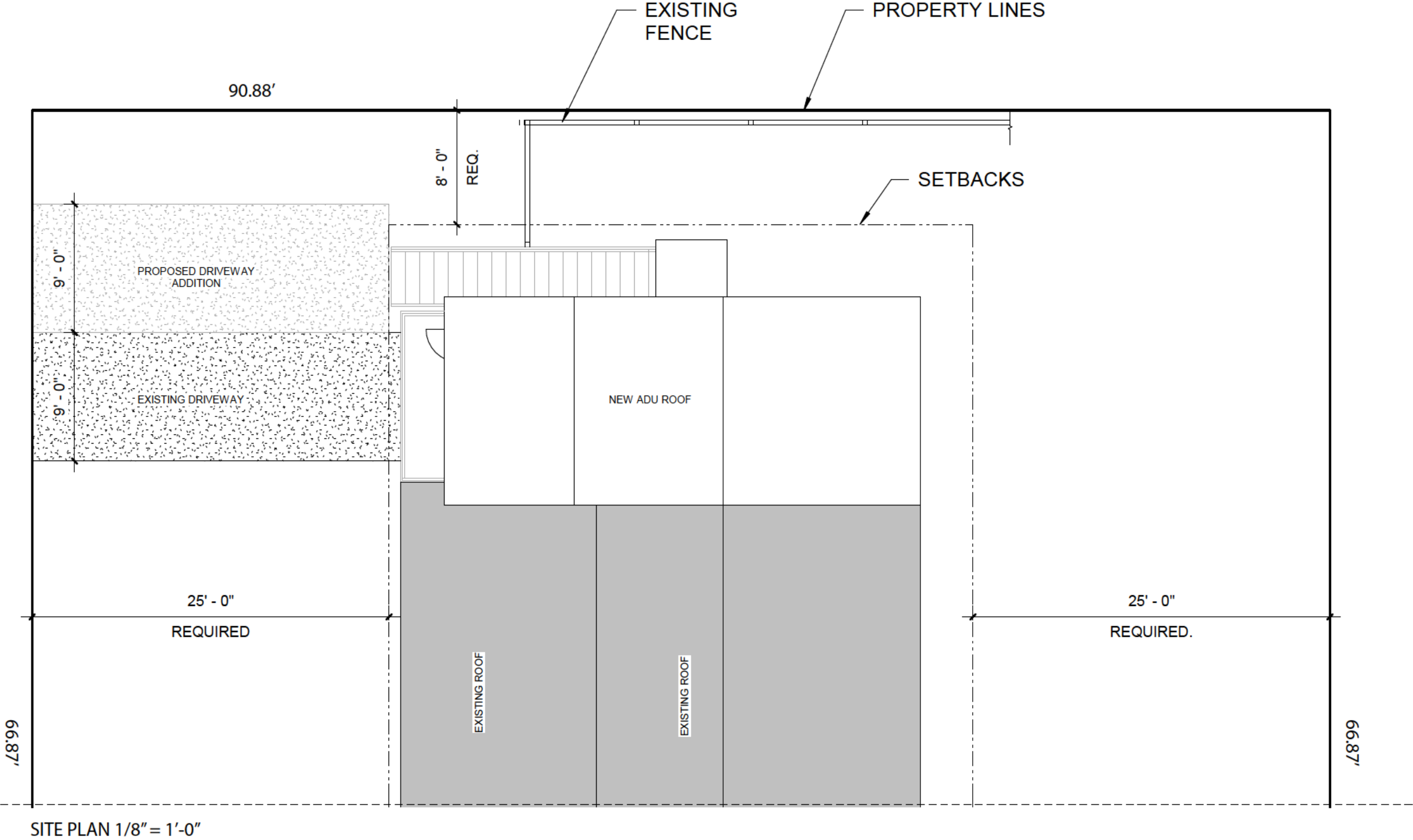
PROPOSED SITE

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000



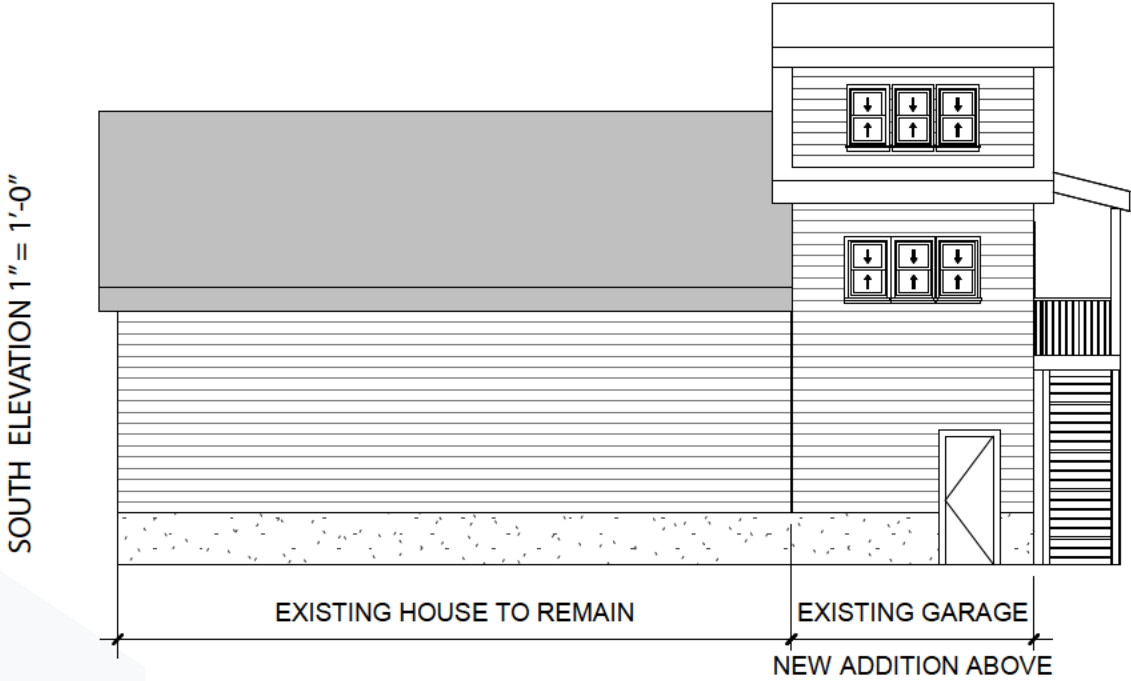
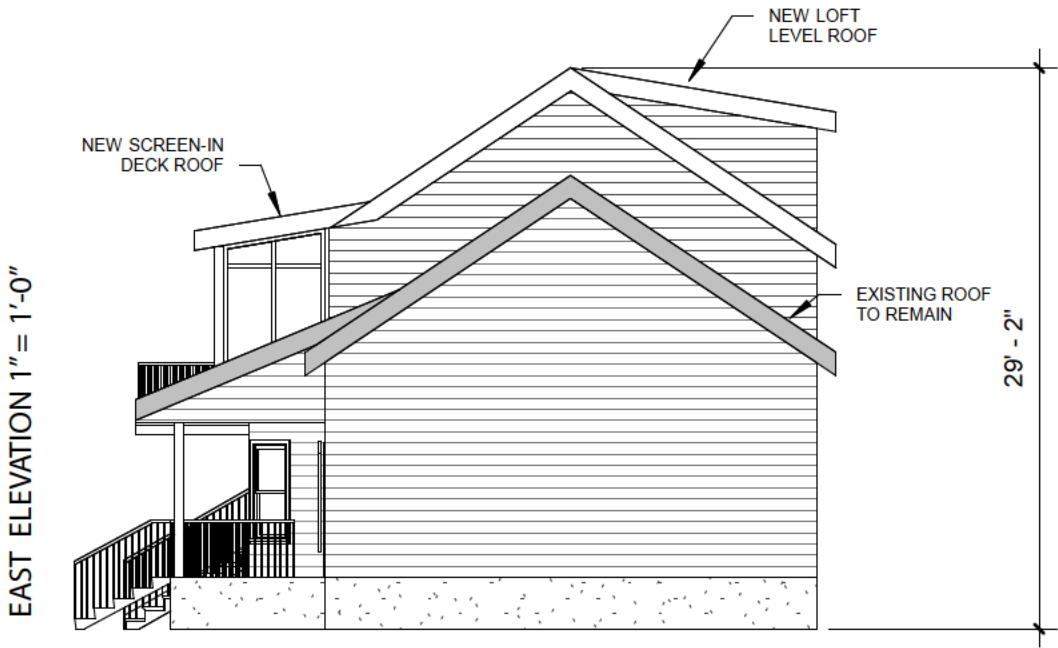
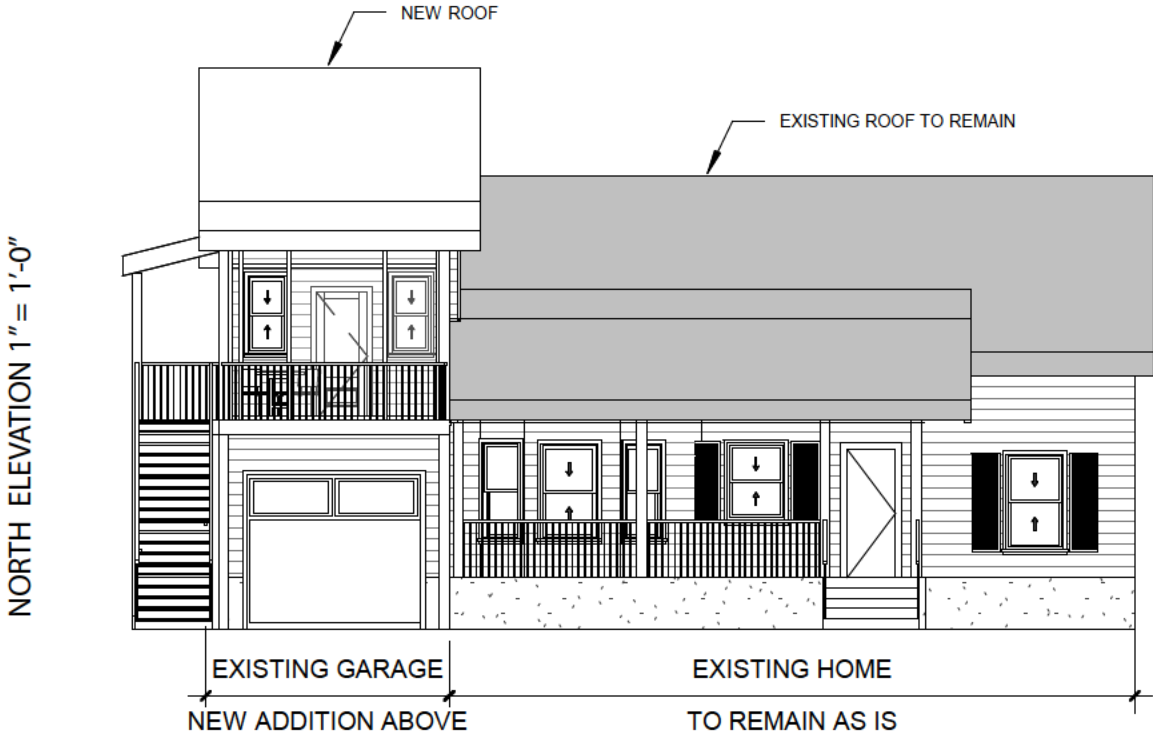
NOTE: ORIENTATION OF
PLANS ROTATED FROM PRIOR
GRAPHICS TO BETTER FIT THE
PAGE.

BEAUFORT WALK



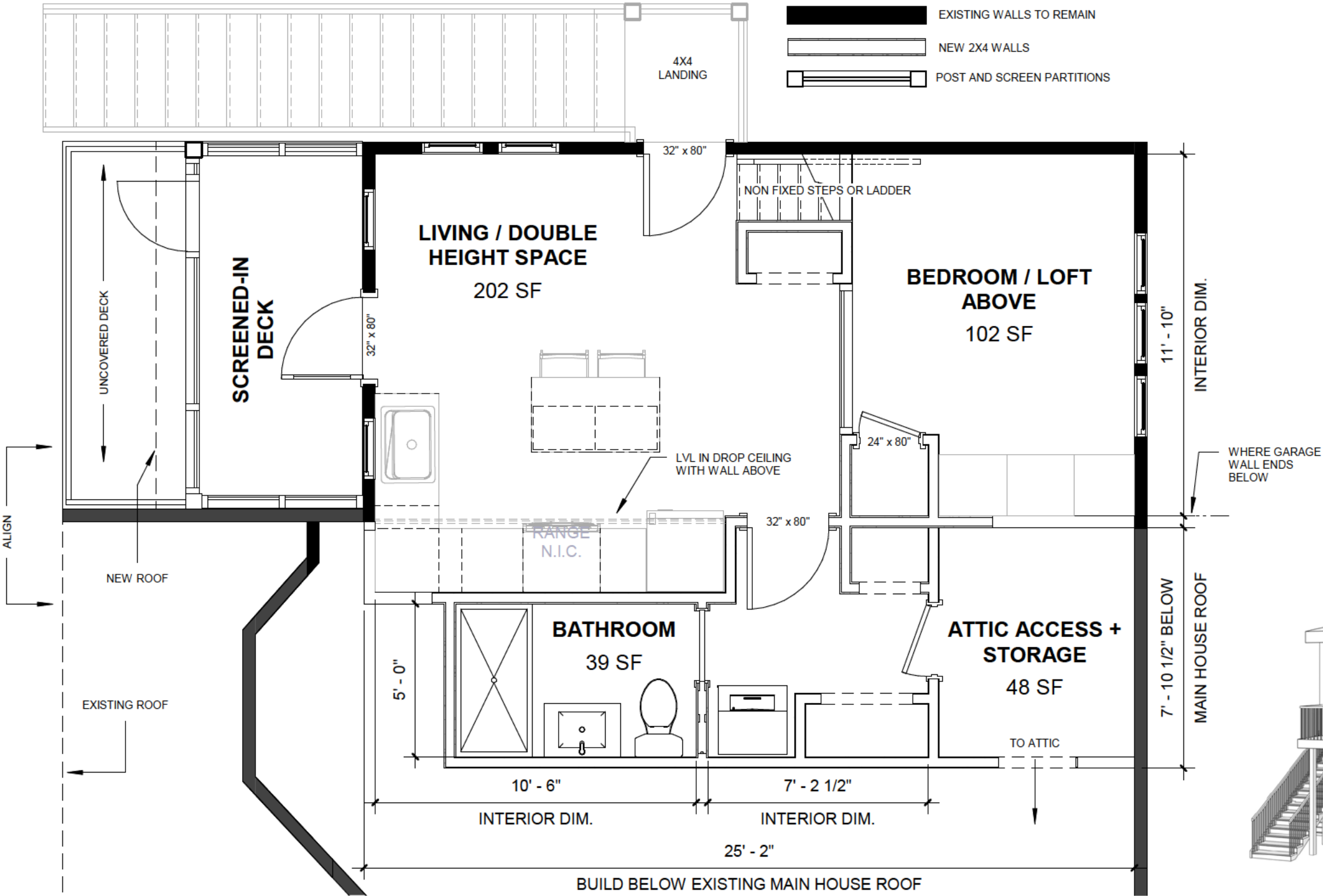
EXTERIOR ELEVATIONS

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000

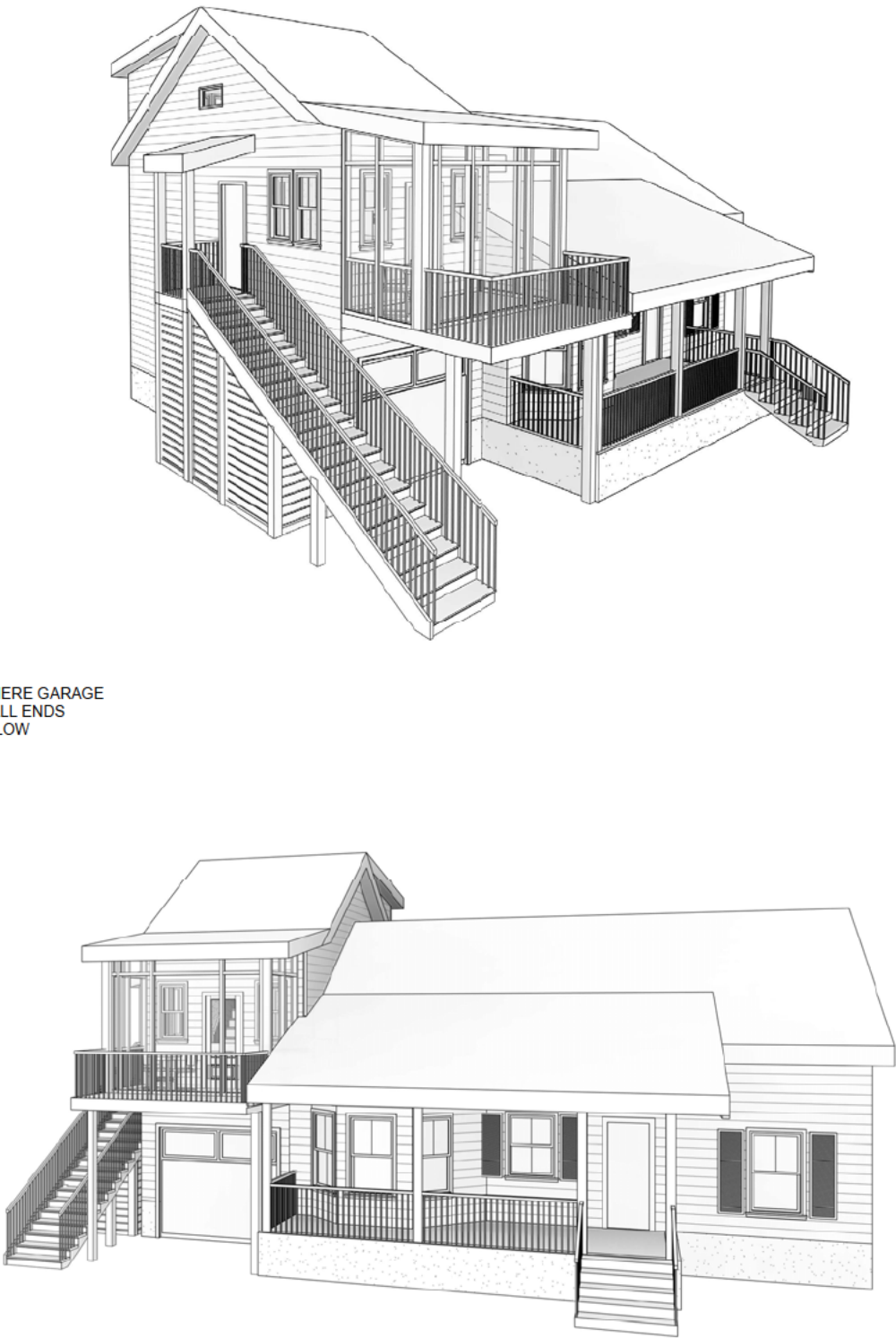


FLOOR PLANS

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000

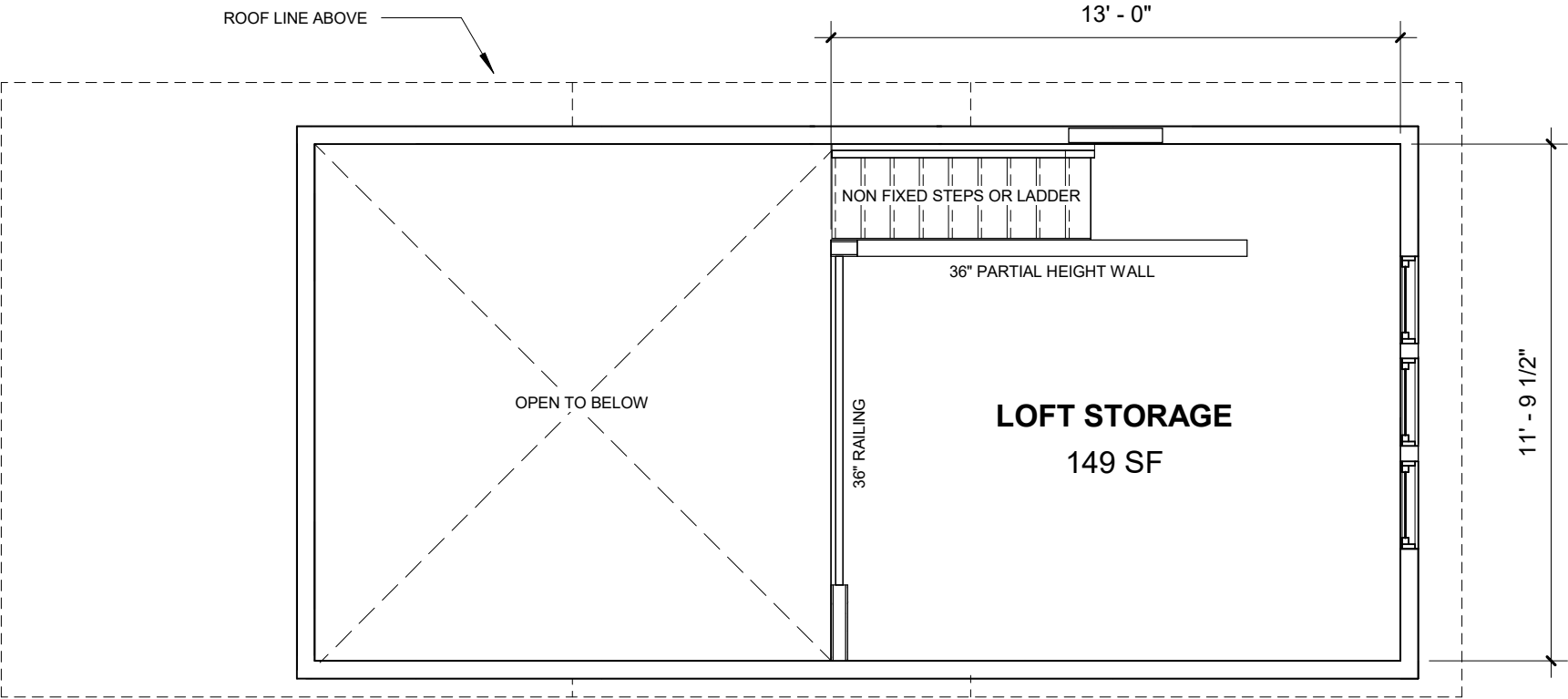


ADU FLOOR PLAN 1/4" = 1'-0"

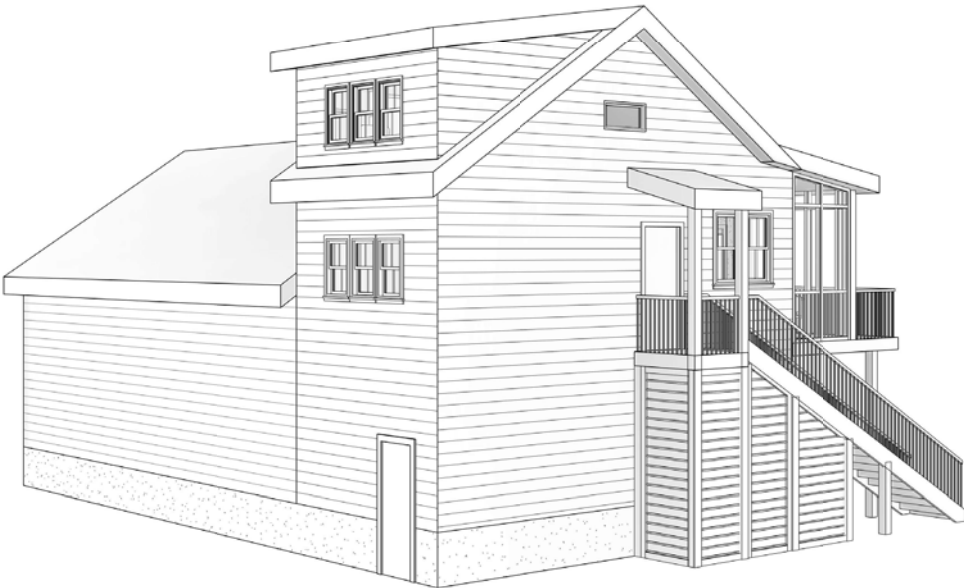


FLOOR PLANS

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000



ADU LOFT FLOOR PLAN 1/4" = 1'-0"



FINISHED LOOK

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000

The proposed ADU has been designed to be compatible with the existing home and the architectural character of the surrounding neighborhood. Exterior finishes, including siding, roofing, railings, and decking, will match the existing structure, creating a cohesive design that allows the addition to appear as an integrated extension of the original residence rather than a separate after thought.



This image is intended to convey design intent only. Refer to the construction drawings for all dimensions and construction information.

SECTION 20 Special Use Permits

A) *General.*

Special uses are practices 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 application is a quasi-judicial function to be conducted in accordance with the procedure set forth in Section 32, Quasi-Judicial Procedure. Special use permits may only be granted by the BOC following a recommendation by the Planning Board and the completion of the quasi-judicial review process by the BOC as outlined in Section 32.

A Special Use Permit is 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 standards requiring that judgment and discretion be exercised as well as compliance with specific standards.

B) *Special Use Permit Application Procedures.*

- 1) A written application for a special use permit in all zones shall be submitted to the Town's Planning and Inspections Department in accordance with the requirements of Section 1 and Section 31 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 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 ensure the compatibility of the building(s) with the surrounding residential structures; and,
 - c) Additionally, the BOC and Town staff may require a professional rendering or any other graphic illustration of the proposed structure.
- 3) The application shall be reviewed by Town staff and submitted with comments and recommendation to the Planning Board for review. The Planning Board shall review the application for a special use permit and make a recommendation as to whether it should be approved or denied. After the Planning Board makes its recommendation, the application shall be forwarded to the BOC for consideration.

C) *Quasi-Judicial Proceeding Notification Requirements.*

The Planning Board will review and make recommendations regarding all applications for a special use permit. The BOC shall schedule a quasi-judicial proceeding for the application and BOC consideration after reasonable opportunity for staff and Planning Board review. In considering the application, the BOC shall follow the procedures set forth in Section 32, Quasi-Judicial Procedure.

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 conduct an evidentiary hearing in accordance with the provisions of Section 32, Quasi-Judicial Procedure, herein. And consider relevant information regarding whether the required findings under Section 20(E) exist and whether the special use is appropriate in the proposed location.
- 2) The BOC shall consider whether the application complies with each individual required finding specified in Section 20(E). The BOC need not make the required findings at the time of the hearing and may vote to table the matter and request information if needed. If the special use permit application is approved, the BOC motion shall contain language showing all the required findings under Section 20(E) have been met, and in the absence of specific findings, it shall be conclusively presumed the application complies with all the findings in Section 20(E).
- 3) The BOC shall render a decision within a reasonable period of time not to exceed ninety days after holding the evidentiary 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 table the matter until a later date.
- 4) If the application is found not to be in compliance with one or more of the required findings of Section 20(E) 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.

- 5) Notwithstanding the specific requirements of this Ordinance, the BOC may impose additional conditions and reasonable requirements upon the requested special use permit in order to ensure the use is consistent with the required findings as specified under Section 20(E).
- 6) The BOC shall render its decision on the special use permit application, in writing, in accordance with the provisions of Section 32 herein.

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 Comprehensive and CAMA Land Use Plan and other comprehensive planning elements;
 - d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
 - e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
 - f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
 - g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.
- 2) The BOC shall make its findings based on "competent, material and substantial evidence" as described in N.C. Gen. Stat. §160D-406 in accordance with the procedures set forth in Section 32 herein.
- 3) Compatibility Standards for Special Uses in Residential Zones:
In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:
 - a) Size (footprint);
 - b) Height;
 - c) Proportion and scale;
 - d) Roof shape(s);
 - e) Setbacks;
 - f) Location, size, and number of openings (doors and windows);
 - g) Materials;
 - h) Color; and,
 - i) Texture.

B) Transitional District (TR).

The intent of this zoning 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 ft²).

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 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 shall comply with all setback provisions of this Ordinance, including but not limited to Section 2(F), Section 6 and Section 15 of this Ordinance.

5) Permitted Uses.

Antenna Co-Location on Existing Tower
Assisted Living
Athletic Field, Public
Bed & Breakfast
Carport
Club, Lodge, or Hall
Commercial Indoor Recreational Facility
Community Garden
Dock
Dormitory
Dwelling, Duplex
Dwelling, Single-Family
Family Care Homes
Garage, Private Detached
Government/Non-Profit Owned/
Operated Facilities & Services
Group Home
Home Occupation
Library
Mixed Use

Mortuary/Funeral Home/ Crematorium
Neighborhood Recreation Center
Indoor/Outdoor, Private
Neighborhood Recreation Center,
Public
Nursing Home
Office: Business, Professional, or
Medical
Park, Public
Personal Service Establishment
Public Safety Station
Public Utility Facility
Religious Institution
Resource Conservation Area
Restaurant with Indoor Operation
Shed
Signs, Commercial Free-Standing
Swimming Pool (Personal Use)
Temporary Construction Trailer
Utility Minor
Vehicle Charging Station

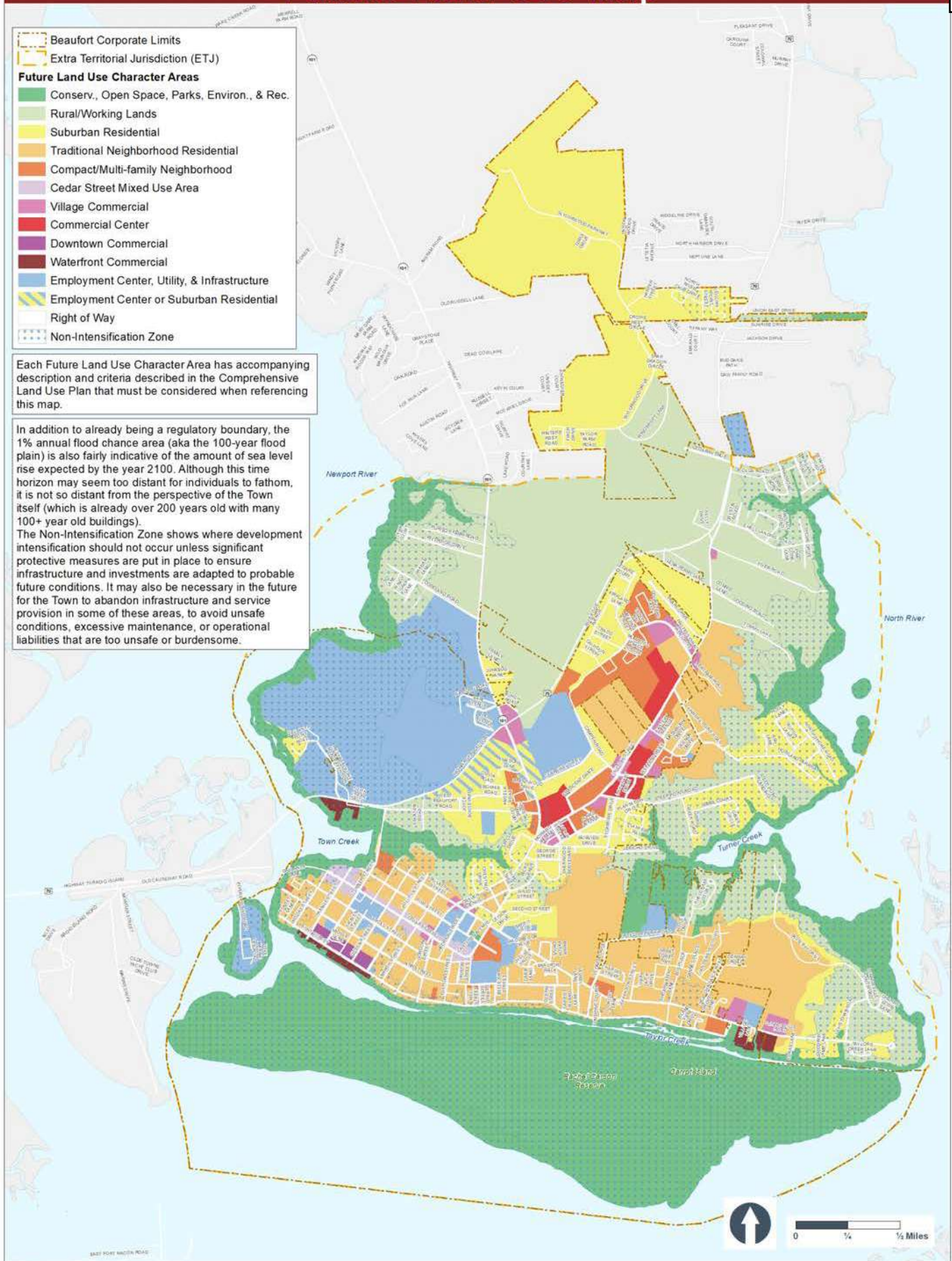
6) Special Uses. (*Special Uses* requirements may be found in Section 20 of this Ordinance).

Accessory Dwelling Unit
Aquaculture
Financial Institution
Cemetery/Graveyard
Concealed (Stealth) Antennae &
Towers
Day Care Center
Day Care/Child Care Home
Golf Course, Privately Owned
Golf Driving Range
Hotel or Motel
Kennel, Indoor/Outdoor Operation
Marina

Museum
Other Freestanding Towers
Outdoor Amphitheater, Public
Parking Lot
Preschool
Produce Stand/Farmers' Market
Retail Store
Satellite Dish Antenna
School, K-12
School, Post-Secondary
Tavern/Bar/ Pub with Indoor Operation
Utility Facility

Future Land Use Map

2.



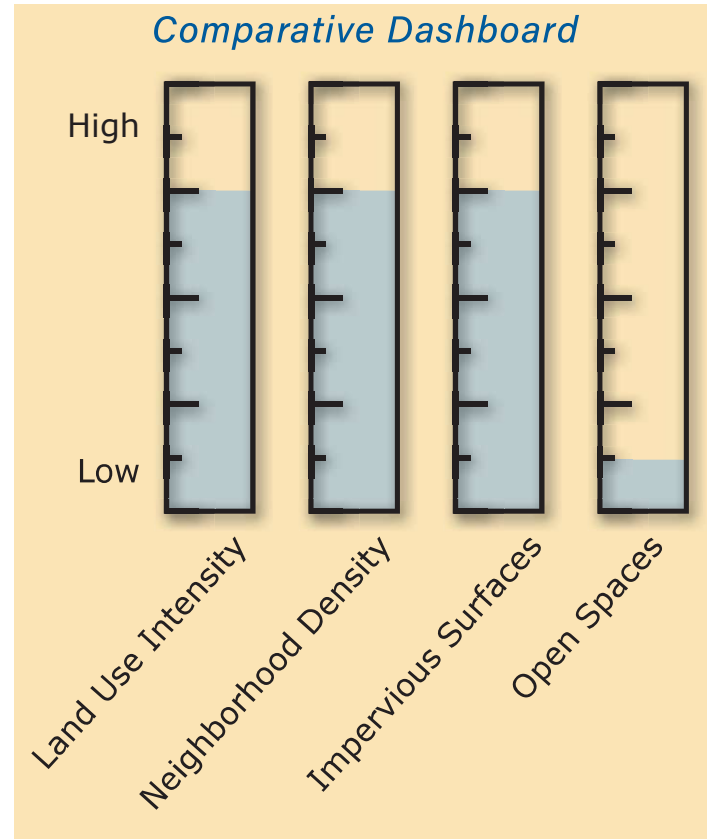
Traditional Neighborhood Residential

General Description:

These neighborhoods are walkable with structures situated close to each other. The residential areas exemplify the character found in the historic district and closer to downtown. Lots are typically smaller and closely packed with residential densities generally around 3 to 5 dwelling units per acre, although some areas may approach 7 dwelling units per acre. The historic development pattern prioritizes people and accommodates cars. Off-street parking is often to the side or around back, with homes pulled up close enough to the street to allow neighbors to engage with people on the sidewalk.

Streets and Circulation:

Streets are typically low volume and prioritize pedestrians, with sidewalks on both sides and street trees whenever possible. Connectivity is high because blocks are generally 500' or less. On-street parking is either formal or informal, depending on context. Low speed limits allow bicycles to share the travel lanes.



EXAMPLE USES:

Typical Uses:

Primarily single family detached residential, with a mix of other highly compatible residential uses scattered throughout, including duplexes, accessory dwellings, garage apartments, and occasionally even larger homes that have been converted to discrete multi-family structures or even small bed-n-breakfast businesses.

Traditional Neighborhood Residential

Other Concerns:

In the historic district, these neighborhoods have significant restrictions that preserve their quaint appearance and character. Although there may not be full support to extend all of these requirements to other areas, it may be possible to extract some of the more defining characteristics (buildings close to the street, parking in the rear, street trees, narrow streets, etc.) and bring those design elements to other neighborhoods.



Examples of the traditional neighborhood development style.



Town of Beaufort
 701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
 252-728-2142 • 252-728-3982 fax
www.beaufortnc.org

Notification Certification
Case #26-23 102 Beaufort Walk Abutting Neighbors
Special Use Permit Request

COLUCCI ANNA M AND COLUCCI JOSEPH 4365 KINGS CROSS WAY HOSCHTON, GA 30548-1672	CUNNINGHAM BOBBY ETUX LAURIE 5105 WILSHIRE WOODS COURT FUQUAY VARINA, NC 27526
COX PAUL D ETUX LISA A 105 BEAUFORT WALK BEAUFORT, NC 28516	SATTERLY LAURA BETH 103 BEAUFORT WALK BEAUFORT, NC 28516
AUSTIN SARA W 1535 ANN ST BEAUFORT, NC 28516-2301	POTGIETER LEON 104 BEAUFORT WALK BEAUFORT, NC 28516-2338

I, *Michelle Eitner*, Town Planner for the Town of Beaufort do hereby certify the above subject property owners and adjacent property owners were notified that a special use permit request will be heard at the September 14, 2026 Board of Commissioners meeting at 6:00pm in the Train Depot, 614 Broad Street, Beaufort, NC. Each of the above property owners was mailed a letter and vicinity map on August 28, 2026, regarding a request for a special use permit at 102 Beaufort Walk. A sign was posted on the subject property on August 28, 2026 regarding the same. A public notice advertising the hearing was submitted to the Carteret County News Times to run on September 2 and 9.

Signed

Date



Town of Beaufort, NC

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

Board of Commissioners Regular Meeting 6:00 PM Monday, September 14, 2026 Train Depot, 614 Broad Street

AGENDA CATEGORY: Old Business
SUBJECT: Petition for Annexation- Beaufort Crossing; Certificate of Sufficiency

SUMMARY:

Tidewater Associates, Inc. submitted four petitions for voluntary annexation on June 29, 2026, for properties located at 374, 388, 404, and 550 Highway 101.

At its August 10, 2026, Regular Meeting, the Town of Beaufort Board of Commissioners adopted a resolution directing the Town Clerk to investigate the sufficiency of the annexation petitions.

In accordance with that resolution, the Town Clerk has completed the investigation and will present the findings to the Board. The Certificate of Sufficiency is included in the meeting packet for the Board's review.

REQUESTED ACTION:

Set a Public Hearing for October 12, 2026, at which time the Board will consider and take action to approve or deny the voluntary annexation request.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Elizabeth Lewis, Assistant Town Manager/Town Clerk



CERTIFICATE OF SUFFICIENCY

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

I, Elizabeth Lewis, 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 374, 388, 404, and 550 Highway 101, totaling 16.78 acres, contains an adequate boundary description of the area requested to be annexed, as shown on the survey map.
- 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 owners of the referenced parcels above and includes the 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 ____ day of _____ 2026.

(SEAL)

Elizabeth Lewis
Town Clerk

Adjoiner Tract Data Table

LABEL	ADJOINER DATA
①	Calvary Baptist Church D.B. 982, Pg. 335 P.I.N. #730611660429000 R-20 Zone
②	Calvary Baptist Church D.B. 369, Pg. 133 P.I.N. #730611569374000 R-20 Zone
③	Sycamore Creek, LLC D.B. 1520, Pg. 110 P.I.N. #730611566378000 B-1 Zone
④	Amanda June Woodring D.B. 1802, Pg. 19 P.I.N. #730611567902000 B-1 Zone
⑤	Edgar Earl Cole D.B. 271, Pg. 555 P.I.N. #730611574010000 R-20 Zone
⑥	Jeremy Scott Braddy & Taylor L. Williams D.B. 1591, Pg. 128 P.I.N. #730611573088000 R-20 Zone
⑦	Joseph Edward Brearey D.B. 1847, Pg. 95 P.I.N. #730611573149000 R-20 Zone
⑧	Joseph Edward Brearey D.B. 1847, Pg. 95 P.I.N. #730611573304000 R-20 Zone
⑨	Richard C. Hunnings D.B. 1591, Pg. 128 M.B. 33, Pg. 738 P.I.N. #730611575255000 R-20 Zone
⑩	John Melvin Eubanks D.B. 1627, Pg. 313 Lot 1 M.B. 33, Pg. 738 P.I.N. #730611574189000 R-20 Zone
⑪	Richard Earl Hunnings D.B. 1724, Pg. 58 Lot 2A M.B. 34, Pg. 207 P.I.N. #730611576007000 R-20 Zone
⑫	Richard Earl Hunnings & Samantha Lynn Jones D.B. 1752, Pg. 484 Lot 28 M.B. 34, Pg. 207 P.I.N. #730611577132000 R-20 Zone
⑬	Anna Katherine Hunnings D.B. 1627, Pg. 313 Lot 3 M.B. 33, Pg. 738 P.I.N. #730611577082000 R-20 Zone

LABEL	ADJOINER DATA
⑭	Carteret County-Beaufort Airport Authority D.B. 843, Pg. 362 P.I.N. #730607583035000 B-1 Zone
⑮	Carteret County-Beaufort Airport Authority D.B. 1196, Pg. 219 P.I.N. #730607582246000 R-20 Zone
⑯	Carteret County-Beaufort Airport Authority D.B. 1277, Pg. 301 P.I.N. #730607585375000 B-1 Zone
⑰	Carteret County-Beaufort Airport Authority D.B. 1277, Pg. 301 P.I.N. #730607585375000 B-1 Zone
⑱	Carteret County-Beaufort Airport Authority D.B. 812, Pg. 96 P.I.N. #730607586671000 B-1 Zone
⑲	PPJ Investments, Inc. D.B. 812, Pg. 96 M.B. 33, Pg. 155 P.I.N. #730607680472000 B-1 Zone
⑳	PPJ Investments, Inc. D.B. 1513, Pg. 299 M.B. 33, Pg. 155 P.I.N. #730607683215000 R-20 Zone
㉑	David W. Wright D.B. 468, Pg. 411 P.I.N. #730607593450000 R-20 Zone
㉒	David W. Wright D.B. 468, Pg. 412 Lot 1 M.B. 34, Pg. 863 P.I.N. #730607597292000 R-20 Zone
㉓	Carteret County-Beaufort Airport Authority D.B. 1277, Pg. 301 Lot 2 M.B. 34, Pg. 863 P.I.N. #730607685717000 R-20 Zone
㉔	Lucille Wright Bowen D.B. 1777, Pg. 11 P.I.N. #730607696632000 R-20 Zone

Certificate for Approval for Annexation and Recording

I, _____, the Town Clerk of Beaufort, do certify that the Beaufort Town Council approved this map and the site has been approved for annexation and recording in the Office of the Register of Deeds.

Date: _____

Town Clerk: _____

I, Jonathan L. McDaniel, Professional Land Surveyor L-5682, certify to one of the following as indicated:

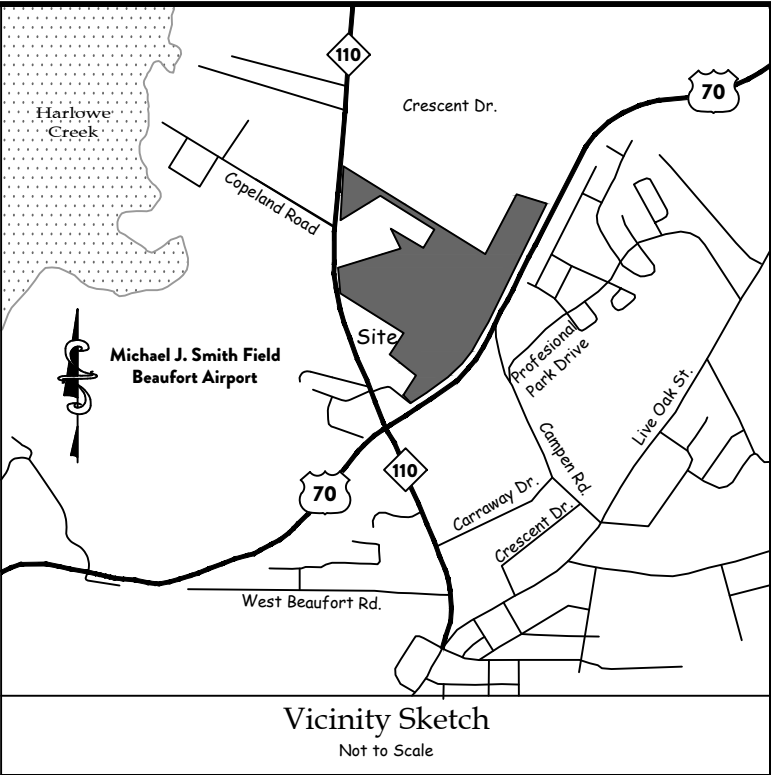
- ☐ a. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.
- ☐ b. That the survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.
- ☐ c. Any one of the following:

1. That the survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new street or change an existing street. For the purposes of this subsection, an "existing parcel" or "existing easement" is an area of land described in a single, legal description or legally recorded subdivision that has been or may be legally conveyed to a new owner by deed in its existing configuration.

2. That the survey is of an existing feature, such as a building or other structure, or natural feature, such as a watercourse.

3. That the survey is a control survey. For the purposes of this subsection, a "control survey" is a survey that provides horizontal or vertical position data for support or control of other surveys or for mapping. A control survey, by itself, cannot be used to define or convey rights or ownership.

4. That the survey is of a proposed easement for a public utility as defined in G.S. 62-3.
- ☒ d. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exemption or exception to the definition of subdivision.
- ☐ e. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a) through (d) above.



I, Jonathan L. McDaniel, certify that this map was drawn under my supervision from an actual survey (Deed and Plat references as shown hereon), made under my supervision, completed on 5/29/2025, 06/04/2025, 06/05/2025, & 10/14/2025, that the average relative positional precision is .01', that the boundaries not surveyed are shown as broken lines drawn from sources noted, that this map was prepared in accordance with G.S. 47-30 as amended, this map was prepared for recording purposes.

Witness my original signature, license number and seal this _____ day of _____ in the year of our Lord 2025.

PRELIMINARY
Jonathan L. McDaniel, P.L.S., L-5682

NORTH CAROLINA.....CARTERET COUNTY

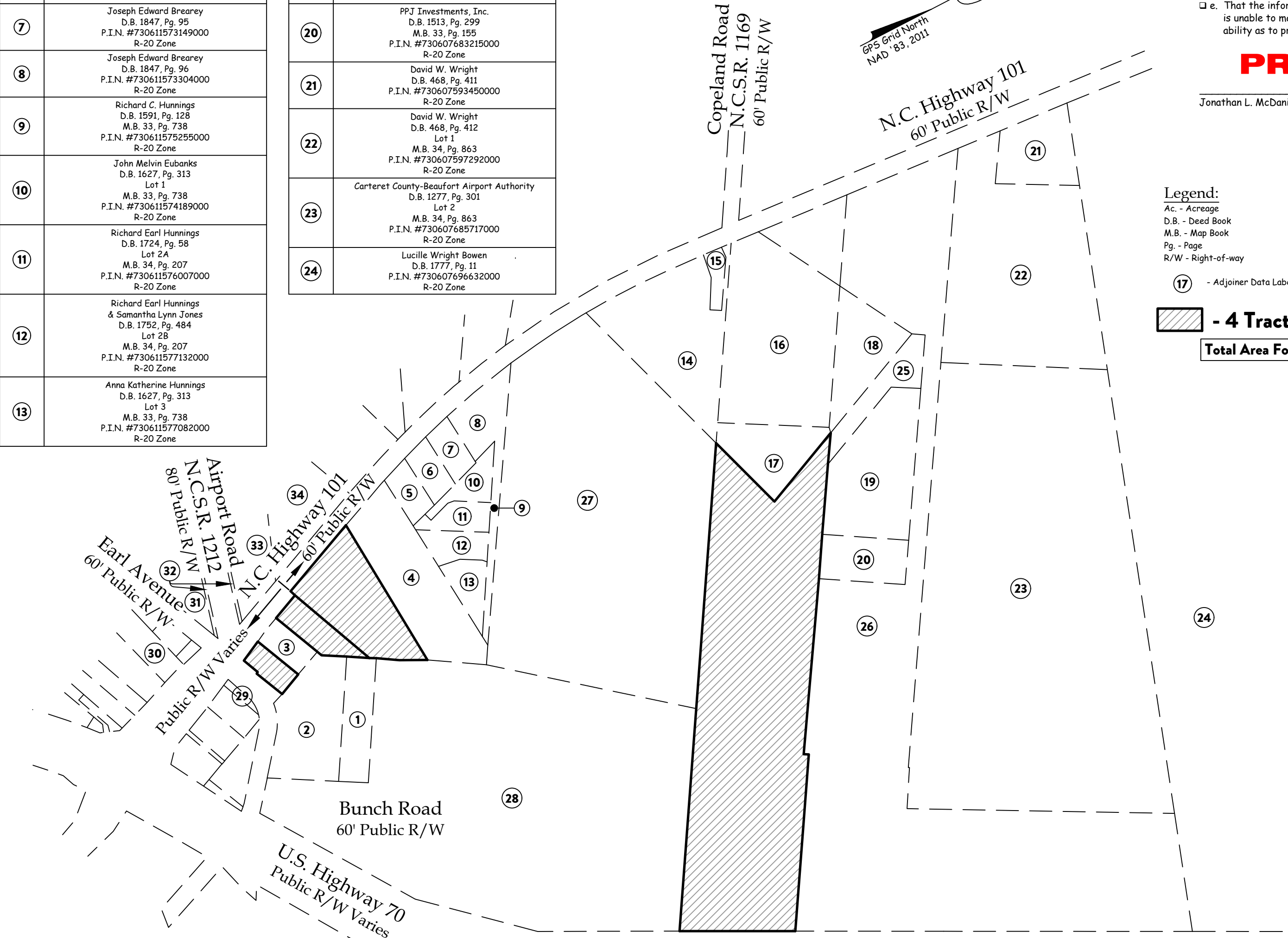
I, _____
Review Officer of Carteret County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer _____ Date _____

NORTH CAROLINA.....CARTERET COUNTY

Filed for registration and recorded in Map Book _____,
Page _____, this _____ day of _____, 2025,
at _____ o'clock ____M.

Register of Deeds
By _____



LABEL	ADJOINER DATA
㉕	R & L of Beaufort, LLC D.B. 1513, Pg. 300 M.B. 33, Pg. 155 P.I.N. #730607588546000 R-20 Zone
㉖	R & L of Beaufort, LLC D.B. 812, Pg. 96 M.B. 33, Pg. 155 P.I.N. #730607688246000 R-20 Zone
㉗	R & L of Beaufort, LLC D.B. 1509, Pg. 454 M.B. 33, Pg. 14 P.I.N. #730607578502000 R-20 Zone

LABEL	ADJOINER DATA
㉘	R & L of Beaufort, LLC D.B. 1513, Pg. 300 M.B. 33, Pg. 14 P.I.N. #730611664893000 RC-5 & B-1 Zones
㉙	Joseph Lee Rose D.B. 322, Pg. 315 M.B. 2, Pg. 136 P.I.N. #730611567147000 R-20 Zone
㉚	North Carolina Department of Transportation D.B. 1381, Pg. 289 P.I.N. #730611565180000 R-20 Zone

LABEL	ADJOINER DATA
㉛	Michael Robert Phillips D.B. 1836, Pg. 411 P.I.N. # _____ B-1 Zone
㉜	Beaufort Morehead City Airport Authority D.B. 808, Pg. 559 P.I.N. #730601267487000 I-W Zone
㉝	Maranatha Pentecostal Holiness Church P.I.N. #730611563480000 R-8 Zone

LABEL	ADJOINER DATA
㉞	Faith Tabernacle of Praise, Inc. D.B. 742, Pg. 933 P.I.N. #730611562655000 R-20 Zone

U.S. Highway 70
Public R/W Varies

COGO: 22569.erd
Project: 22569
Filename: BeaufortCrossing-Annexation3.dwg
Drawn By: JJS
Job No.: 5220926-8211

PRELIMINARY
Annexation Map **Sheet 1 of 3 - Overall**

**TRACTS ON N.C. HIGHWAY 101
& U.S. HIGHWAY 70**

Town of Beaufort, Carteret County, North Carolina

Owners:

R & L of Beaufort, LLC **Beaufort Crossing, LLC** **Sycamore Creek, LLC**
5711 Six Forks Road, Suite 300 & 5711 Six Forks Road, Suite 300 & 305 Transylvania Avenue
Raleigh, North Carolina 27609 Raleigh, North Carolina 27609 Raleigh, North Carolina 27609

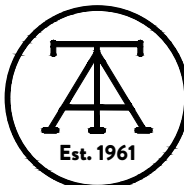
DATE: 06/29/2026

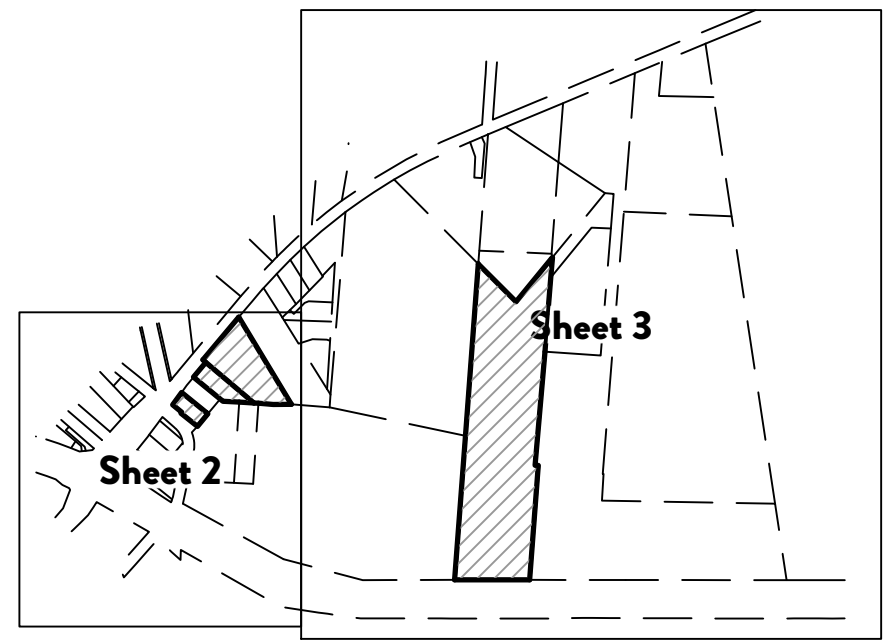
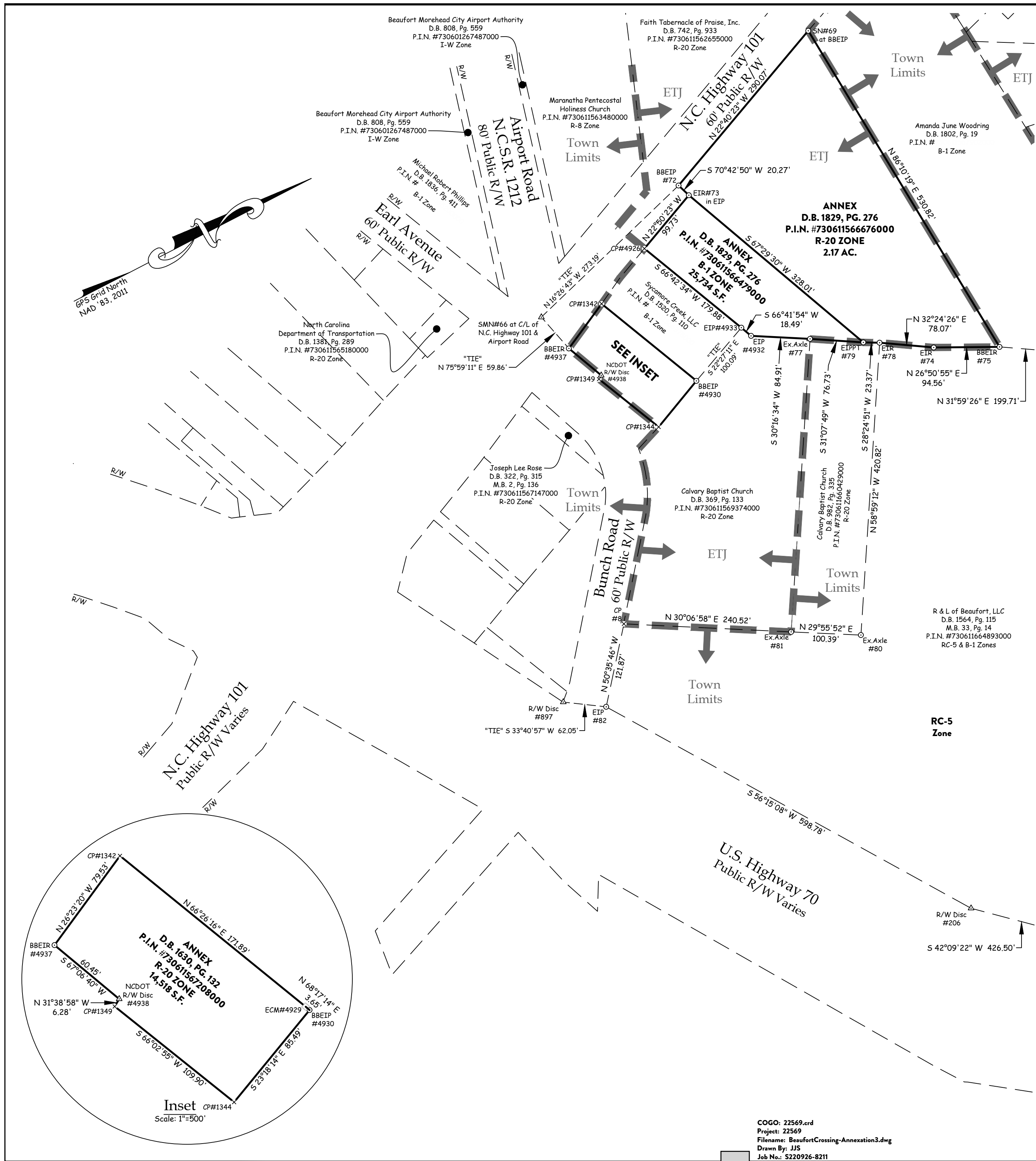
SCALE: 1"=300'



TIDEWATER ASSOCIATES, INC.

Engineers - Surveyors - Planners
Cedar Point, North Carolina
1069A Cedar Point Blvd.
Phone (252) 393-6101 - www.TidewaterENC.com
N.C. Firm License Number: F-0108





Sheet Index
Scale: 1"=1,000'

Legend:

- Ac. - Acreage
- BBEIP - Bent Base Existing Iron Pipe
- BBEIR - Bent Base Existing Iron Rod
- C/L - Centerline
- CP - Computed Point
- D.B. - Deed Book
- eb - Electrical Box
- ECM - Existing Concrete Monument
- EIP - Existing Iron Pipe
- EIPPT - Existing Iron Pipe Pinched Top
- EIR - Existing Iron Rod
- ESN - Existing Spike Nail
- ex. - Existing
- M.B. - Map Book
- Pg. - Page
- R/W - Right-of-way
- S.F. - Square Feet
- SIR - Set Iron Rod
- (17) - Adjoiner Data Label (See Sheet 1 for actual data)

- 4 Tracts To Be Annexed

Total Area For Annexation: 16.78 Ac.

For Continuation, See Sheet 3 of 3

PRELIMINARY
Annexation Map

Sheet 2 of 3

**TRACTS ON N.C. HIGHWAY 101
& U.S. HIGHWAY 70**

Town of Beaufort, Carteret County, North Carolina

Owners:

R & L of Beaufort, LLC 5711 Six Forks Road, Suite 300 Raleigh, North Carolina 27609	& Beaufort Crossing, LLC 5711 Six Forks Road, Suite 300 Raleigh, North Carolina 27609	& Sycamore Creek, LLC 305 Transylvania Avenue Raleigh, North Carolina 27609
--	--	--

DATE: 06/29/2026

SCALE: 1"=100'



TIDEWATER ASSOCIATES, INC.

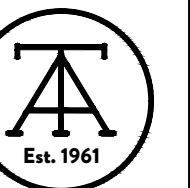
Engineers - Surveyors - Planners

Cedar Point, North Carolina

1069A Cedar Point Blvd.

Phone (252) 393-6101 - www.TidewaterENC.com

N.C. Firm License Number: F-0108



COGO: 22569.erd
Project: 22569
Filename: BeaufortCrossing-Annexation3.dwg
Drawn By: JJS
Job No.: 5220926-8211

Boundary Along
Highway 101 R/W

"A" to "B"	
Bearing	Distance
N 08°07'48" W	104.90'
N 06°58'12" W	74.87'
N 04°55'50" W	106.92'
N 02°41'57" W	17.69'

Town Limits
Carteret County-Beaufort
Airport Authority
D.B. 843, Pg. 362
P.I.N. #73060758303500
B-1 Zone

D.B. 1253, Pg. 51
M.B. 29, Pg. 479
P.I.N. #730607583612000
B-1 Zone
1.02 Ac.

David W. Wright
D.B. 468, Pg. 411
P.I.N. #730607593450000
R-20 Zone

David W. Wright
D.B. 468, Pg. 412
Lot 1
M.B. 34, Pg. 863
P.I.N. #730607597292000
R-20 Zone

R & L of Beaufort, LLC
D.B. 1513, PG. 300
M.B. 33, PG. 155
— P.I.N. #730607588546000
R-20 Zone

Carteret County-Beaufort
Airport Authority
D.B. 1277, Pg. 301
P.I.N. #730607585375000
R-1 Zone

—ex. 60' access easement
per M.B. 33, Pg. 155

GPS Grid North
MAD '83, 2011

Lucille Wright Bowen
D.B. 1777, Pg. 11
P.I.N. #730607696632000
R-20 Zone

Legend:

Legend:
Ac. - Acreage
BBETR - Bent Base Existing Iron Rod
C/L - Centerline
CP - Computed Point
D.B. - Deed Book
eb - Electrical Box
ECM - Existing Concrete Monument
EP - Existing Iron Pipe
EPPT - Existing Iron Pipe Pinched Top
EIR - Existing Iron Rod
ESN - Existing Spike Nail
ex. - Existing
M.B. - Map Book
Pg. - Page
R/W - Right-of-way
S.F. - Square Feet
SIR - Set Iron Rod

(17) - Adjoiner Data Label (See Sheet 1 for actual data)

 - 4 Tracts To Be Annexed

Total Area For Annexation: 16.78 Ac.

For Continuation, See Sheet 2 of 3

Family Lane
non exclusive easement for
pass and egress and drainage
deed book 314, page 81
per M.B. 33, Pg. 78

R & L of Beaufort, LLC
D.B. 1564, Pg. 115
M.B. 33, Pg. 14
P.I.N. #730611664893000
RC-5 & B-1 Zones

ANNEX
D.B. 1253, PG. 51
M.B. 29, PG. 479
N. #730607674813000
B-1 ZONE
13.68 AC.

09

#898
U.S. Highway 70
Public R/W Varies

COGO: 22569.crd
Project: 22569
Filename: BeaufortCrossing-Annexation3.dwg
Drawn By: JJS
Job No.: S220926-8211

PRELIMINARY

Annexation Map

Sheet 3 of 3

TRACTS ON N.C. HIGHWAY 101 & U.S. HIGHWAY 70

Town of Beaufort, Carteret County, North Carolina

Owners:

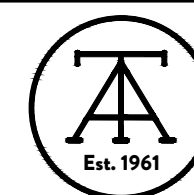
R & L of Beaufort, LLC **Beaufort Crossing, LLC** **Sycamore Creek, LLC**
5711 Six Forks Road, Suite 300 & 5711 Six Forks Road, Suite 300 & 305 Transylvania Avenue
Raleigh, North Carolina 27609 Raleigh, North Carolina 27609 Raleigh, North Carolina 27609

DATE: 06/29/2026

SCALE: 1"=200'

TIDEWATER ASSOCIATES, INC.

Engineers - Surveyors - Planners
Cedar Point, North Carolina
1069A Cedar Point Blvd.
Phone (252) 393-6101 - www.TidewaterENC.com
N.C. Firm License Number: F-0108





Town of Beaufort, NC

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

Board of Commissioners Regular Meeting 6:00 PM Monday, September 14, 2026 Train Depot, 614 Broad Street

AGENDA CATEGORY: New Business
SUBJECT: Crystal Coast Lady Dock Rebuild

SUMMARY:

The Board of Commissioners previously approved improvements to the Crystal Coast Lady commercial dock area. Following that approval, staff was directed to proceed with the project, and work is currently underway through the coordinated efforts of C3 Scott and Public Works staff. A large portion of the approved work has been completed or is underway, including demolition, installation of pilings and underpinnings, and installation of decking. The railing portion of the project is awaiting direction from the Board regarding the preferred design.

Staff recommends maintaining the same two-rail design previously approved along Front Street, which would provide a consistent appearance throughout the waterfront area. If the Board prefers a three-rail design for additional protection, staff can modify the design accordingly. Railing materials will not be ordered until the Board confirms its preferred design, allowing the remaining work to proceed accordingly.

REQUESTED ACTION:

Provide direction to staff regarding the dock railing materials for the Crystal Coast Lady commercial dock area.

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY: Matt Zapp, Town Manager



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Board of Commissioners Regular Meeting 6:00 PM Monday, September 14, 2026 Train Depot, 614 Broad Street

AGENDA CATEGORY: New Business
SUBJECT: Additional Entrance at the Commercial Docks (east end)

SUMMARY:

Per direction from the Board of Commissioners, Public Works staff installed the new railing system at the commercial dock area and sought input from Perry Barrow regarding the improvements. Since the installation, Mr. Barrow has requested an additional opening in the railing near his kiosk to provide another point of access to the commercial docks on the east end.

Public Works staff can modify the recently installed railing to accommodate the additional opening and grind the existing concrete as necessary to provide a code-compliant transition.

Before making modifications to the newly installed railing and surrounding area, staff is seeking confirmation from the Board that it wishes to proceed with the additional entrance.

REQUESTED ACTION:

Provide direction to staff regarding whether to proceed with an additional entrance at the east end of the commercial docks.

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY: Matt Zapp, Town Manager



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Board of Commissioners Regular Meeting 6:00 PM Monday, September 14, 2026 Train Depot, 614 Broad Street

AGENDA CATEGORY: New Business
SUBJECT: Consideration of Windsail/Shading at Commercial Docks

SUMMARY:

Prior to the recent reconstruction of the commercial dock area, including replacement of the decking and railing, a portion of the east end of the commercial docks included a shaded area.

Since completion of the improvements, several commercial dock vendors have expressed interest in having some form of shading reestablished. A shaded space could provide additional comfort for passengers while waiting to board vessels, as well as for commercial dock operators and employees while selling tickets and conducting other activities.

Staff is seeking direction from the Board regarding whether they would like to incorporate a windsail or other type of shade structure at the commercial docks. If the Board is supportive, staff would also like input regarding the type and general appearance of shading preferred so that Public Works can prepare for installation accordingly.

REQUESTED ACTION:

Provide direction to staff regarding whether to proceed with shading at the commercial docks and, if so, the Board's preferred type and general design.

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY: Matt Zapp, Town Manager