



Town of Beaufort, NC

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

Town of Beaufort Historic Preservation Regular Meeting 6:00 PM Tuesday, November 03, 2020 - Meeting Held via Zoom due to the COVID-19 Pandemic Monthly Meeting

Call to Order

1. Call to Order

Roll Call

1. Roll Call

Agenda Approval

1. Agenda Approval for the November 3, 2020 Meeting

Minutes Approval

1. Minutes Approval from the October 6, 2020 Meeting

Calendar

1. Calendar Approval for 2021

Administration of Oaths

New Business

1. Case # 20-21 400 Front St. - COA Revisions
2. Case # 20-22 400 Front St - Signage
3. Case # 20-23 400 Front St. - COA Revocation

Public Comment

Commission / Board Comments

Staff Comments

Adjourn



Town of Beaufort, NC

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

**Town of Beaufort Historic Preservation Regular Meeting
6:00 PM Tuesday, October 06, 2020 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes**



1. Call to Order

Vice Chair Poling called the meeting to order.

2. Roll Call

Present for the meeting were, Heather Poling, Joyce McCune, Janet Woodward and John Stephens. Bob Terwilliger and Laura Sicklin were not present.

Also present for the meeting were Kyle Garner, Jeremy Ganey, Denice Winn and Town Attorney Jill Quattlebaum.

3. Agenda Approval for the October 6, 2020 Meeting

Vice Chair Poling asked for a motion to approve the Agenda. Board Member McCune made the motion to approve the Agenda as presented. Board Member Stephens made the second. After a roll call vote it was a unanimous decision to approve the Agenda as it was presented.

4. Minutes Approval from the September 21, 2020 Meeting

Vice Chair Poling asked for a motion to approve the Minutes from the September 21, 2020 meeting. Board Member Woodward made the motion. Board Member Stephens made the second. After a roll call vote it was a unanimous decision to approve the minutes as they were presented.

Administration of Oaths

Vice Chair Poling read the Quasi-judicial statement, this hearing is a quasi-judicial evidentiary hearing. That means it is like a court hearing. State law sets specific procedures and rules concerning how this board must make its decision. The board must base its decision upon competent, relevant and substantial evidence in the record. A quasi-judicial decision is not a popularity contest. It is a decision constrained by the standards in the ordinance and based on the facts presented. All applications for

Certificates of Appropriateness must be consistent with the Design Guidelines for the Beaufort Historic District & Landmarks; however, regardless of compliance with these Design Guidelines, the HPC will not approve a COA that is not congruous with the special nature of the Beaufort Historic District as a whole. If you will be speaking as a witness, please focus on the facts and standards, not personal preference or opinion. Participation is limited. This meeting is open to the public. Everyone is welcome to watch. Parties with standing have rights to participate fully. Parties may present evidence, call witnesses and make legal arguments. Parties are limited to the applicant, the local government and individuals who can show they will suffer special damages. Other individuals may serve as witnesses when called by the board. For certain topics, this board may hear opinion testimony from expert witnesses. Individuals providing expert opinion must be qualified as experts and provide the factual evidence upon which they base their expert opinion. Witnesses must swear or affirm their testimony. At this time, we will administer the oath for all individuals who intend to provide witness testimony.

Secretary Winn swore in staff members Kyle Garner and Jeremy Ganey as well as the witness for case 20-20, Mary Phillips.

New Business

5. Case # 20-20 206 Marsh St. - Historic Plaque

Vice Chair Poling asked if any members of the Board needed to disclose any ex-parte communications. Hearing none, Vice Chair Poling opened discussion on case #20-20, 206 Marsh Street, Historic Plaque.

Mr. Garner asked Ms. Phillips to go over her application with the Board by giving a brief summary of her request.

Ms. Phillips stated that she supplied several documents with her application included a copy of the original deed from when Wiley Higgins Taylor purchased the home on February 28, 1911. She stated that they had found a piece of molding around a door frame that had the name "W. H. Taylor" written in pencil. She gave a brief history of Mr. Taylor's life as provided in a book authored by Mary Warshaw, included information that Mr. Taylor had served as a Beaufort Commissioner as well as being a Post Master and overseeing the hanging of the paintings in the Post Office.

Board Member McCune asked Ms. Phillips if she wanted the plaque to have 1910 or 1911 as the home was built in 1910. Ms. Phillips stated that she preferred to have it as 1910.

There were no other comments from the Board or the public. Vice Chair Poling asked for a Finding of Fact on the plaquing of 206 Moore Street.

Board Member Stephens made the following Finding of Fact, having reviewed the record and having considered all evidence submitted and oral testimony for case 20-20, I move that the Commission conclude the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Plaque Guidelines, 4.1.1, 4.1.2 and 4.1.3. Board Member McCune made the second and after a roll call vote the decision was unanimous for the Finding of Fact.

Board Member Stephens made the motion for the Certificate of Appropriateness, based upon the foregoing findings of fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for case 20-02 be issued for the project. Town Attorney Quattlebaum requested that Board Member Stephens amend his motion to include the name and date as it had been stated. Board Member Stephens stated that he wanted to amend his motion to include that the date and name, as they had been stated in the meeting, be applied to the plaque. Board Member Woodward made the

second and after a roll call vote the decision was unanimous to approve the Certificate of Appropriate for the plaque.

Vice Chair Poling closed discussion for case 20-20.

Mr. Garner told Ms. Phillips that she would be getting the paperwork from the Town of Beaufort within the next few days but the Beaufort Historical Association manufactures the plaques and that she would need to get in contact with them.

Public Comment

No public comment.

Commission / Board Comments

Board Member Stephens stated that he had some comments. The first was concerning the ice machine in front of Black Sheep. Jeremy Ganey stated that he had been in touch with Eastern Ice Company out of Bayboro and they were working together to have the machine moved.

Board Member Stephens stated the next item was brought to his attention by some people who knew that he was on this board concerning a project and a COA that was approved in July of 2019. The address is 400 Front Street. He stated that it looked like things that were approved were not happening or even going to happen. Board Member Stephens stated that Board Member McCune had brought up in a previous meeting the siding on the front being only 80% completed. He stated that there are several other things that may have gone awry and one of those is, in their application and presentation. He stated that the Board was told the front porches and steps would be wooden and they are concrete and he didn't know if this was temporary or not but he wanted to bring it to everyone's attention. He stated that he had reviewed the minutes from the July 2019 meeting and their sworn testimony was they will add wood stairs and a wood deck with an ADA lift added to the northeast corner of the building. They also said they would be adding a deck on the top and bottom of the water front side of the building but they stated that they would not be doing anything to the existing roof plan and that it would stay the same as stated on the plans. Board Member Stephens held up a picture of from the proposal and a picture that he had taken earlier in the day showing the roof being new extending farther out than proposed. He stated that he wanted to bring this to everyone's attention so they could talk about what needs to be done. He stated that he didn't know what the next steps are but Mr. Garner, Mr. Ganey or legal counsel could let us know what they are.

Staff Comments

Mr. Garner thanked Board Member Stephens for sending the information that he had to staff and that he has some very valid points. Mr. Garner stated that Mr. Ganey has been the inspector on this project and he is going to give an update on what has been going on and the plan.

Mr. Ganey stated that he echoed what Mr. Garner had said and thanked Board Member Stephens for sharing his observations with staff. Mr. Ganey stated that the siding was only 80% complete due to ongoing litigation between Wind Tide and the owners of 400 Front Street. He stated that the owner of Wind Tide, through her attorney, had asked that the siding not be completed around her store until mid October when the season slowed down for the year. Mr. Ganey stated that the ADA access will be put in as proposed but this is an ongoing project and it has not been done yet. Mr. Ganey said that the wood deck was abandoned by the owners due to have a structural engineer look at the building and making findings that if they put the wooden deck on it would compromise the structural integrity of the building. Mr. Ganey said that the original thought the owners had for the roof was to keep it but when the structural engineers did their investigation they realized the second story roof was not cantilevered and that it was supported by the cantilevered deck trusses. Mr. Ganey said that once they removed the deck the roof collapsed and that the only way to fix it was by the way it is now. He

said the owners know and agree that they need to come back before the Board with these changes and they also know that a Certificate of Occupancy (CO) will not be issued until all COA obligations have been met.

Board Member Woodward had a question concerning the builders and them respecting the Town and the HPC Board. Mr. Ganey stated that was a very good question and that it is a problem all over the state. He stated that they have gone in to do inspections and what they find is different from what was applied for. He stated that the State is getting the Contractors Board involved to work this out. He stated for them as inspectors, the only that they could do would be to put a stop work order on a project.

Board Member Stephens stated that the applicants made a point in their presentation to talk about the wooden deck and stairs and that was a selling point for them. Board Member Stephens wanted to know when the applicant told staff about the change, if they came to staff or if it was after staff had approached them. Mr. Ganey stated that it was after they were approached by staff. Board Member Stephens stated it was his opinion that the permit should be temporarily revoked. Attorney Quattlebaum stated that the Board has the authority to revoke the COA if there are changes or deviations from the approved COA, which violate the COA, or are not consistent with what was approved. She stated that they advise the Board to bring the matter back on for hearing at the next HPC meeting. Attorney Quattlebaum also said that the Director of Planning and Inspections is authorized to issue a stop work order if he determines work is being done in violation of the COA and pending the new application for a COA.

Board Member McCune stated that she would like to really encourage anyone doing work in the historic district and who is doing work to come before the Board if there are any changes. She stated that she understands problems and obstacles coming up but that it is very easy to get on the Agenda of the HPC to get permission before going forward.

Board Member Stephens stated that he could speak from experience because he had come before the Commission seven times during his construction and four of them were for changes. He also stated that he was not a structural engineer but that it didn't make sense to him about the columns having to be there to support the roof due to it looking like there was no support there on the old roof. Mr. Ganey stated that the old deck did have 4x4 posts supporting the old roof placed every eight feet.

Vice Chair Poling stated that she would prefer that projects come back before the Board when there are changes. She also asked Mr. Garner if the applicants would be at the next meeting. Mr. Garner stated that they would be and they would also have another item as well for the signage on the building.

Board Member McCune stated that she thought it was important to stress to people in the COA that if there is a change that they need to bring it back before the Board. Mr. Garner stated that was a great idea for the new Standards.

Board Member Stephens asked about making a motion requiring the applicant to come before the Board at the next meeting to present the changes and any proposed changes that they may be aware of and if they fail to do that their permit would be pulled. Mr. Garner asked Town Attorney Quattlebaum if that was okay and she stated that it needed to be tightened up to say, schedule a motion for a revocation on a COA so you have notice and the authority to do what you need to do in the event that what they present to you is not satisfactory.

Board Member Stephens made the following motion, in regards to Case #19-18, for the remodel of 400 Front Street, the exterior renovations to the existing structure. This Certificate of Appropriateness was granted on July 2, 2019. "Motion to schedule a hearing be notified to the applicant for consideration of revocation and that they be in attendance with a presentation on November 3, 2020 to present any and all changes they made to their original application and any known renovations

going forward.” Vice Chair made the second. A roll call vote was completed and it passed unanimously.

Mr. Garner stated he was sure they would be in attendance at the next meeting and that they had been present during the meeting so they are aware of it and what they need to do. Mr. Garner stated that the new Guidelines work was going slow and they are waiting on information from John Wood.

Board Member Woodward stated that due to it being Election Day she would not be present and asked if it could be changed but if not she would not be available.

Mr. Garner told the Board that the Board of Commissioners would be voting on a seventh member for the Board at their next meeting.

Adjourn

Board Member Stephens made a motion to adjourn, Vice Chair Poling made the second and after a roll call vote it was unanimous to adjourn the meeting.

Heather Poling, Vice Chair

Denice Winn, Board Secretary

Potential 2021 Board Calendars

1.

Month	Historic Preservation Commission		Planning Board		Board of Adjustment	
	Submission Deadline	Meeting Date	Submission Deadline	Meeting Date	Submission Deadline	Meeting Date
January 21	12/15/2020	1/5/2021	12/29/2020	1/19/2021*	1/4/2021	1/25/2021
February	1/12/2021	2/2/2021	1/25/2021	2/15/2021	2/1/2021	2/22/2021
March	2/9/2021	3/2/2021	2/22/2021	3/15/2021	3/1/2021	3/22/2021
April	3/16/2021	4/6/2021	3/29/2021	4/19/2021	4/5/2021	4/26/2021
May	4/13/2021	5/4/2021	4/26/2021	5/17/2021	5/3/2021	5/24/2021
June	5/11/2021	6/1/2021	6/1/2021	6/21/2021	6/7/2021	6/28/2021
July	6/15/2021	7/6/2021	6/28/2021	7/19/2021	7/6/2021	7/26/2021
August	7/13/2021	8/3/2021	7/26/2021	8/16/2021	8/2/2021	8/23/2021
September	8/17/2021	9/7/2021	8/30/2021	9/20/2021	9/7/2021	9/27/2021
October	9/14/2021	10/5/2021	9/27/2021	10/18/2021	10/4/2021	10/25/2021
November	10/12/2021	11/2/2021	10/25/2021	11/15/2021	11/1/2021	11/22/2021
December	11/16/2021	12/7/2021	11/29/2021	12/20/2021	12/7/2021	12/29/2021*
January 22	12/14/2021	1/4/2022	12/28/2021	1/18/2022*	1/3/2022	1/24/2022
			*On Tuesday, 1/19/2021 due to 1/18/2021 being a Holiday *On Tuesday, 1/18/2022 due to 1/17/2022 being a Holiday		*On Wednesday, 12/29/2021 due to 12/27 & 28/2021 being Holidays	

BHPC Proposed Meeting Dates for 2021
(First Tuesday of the Month)

Submission Deadline	Meeting Date
12/15/2020	1/5/2021
1/12/2021	2/2/2021
2/9/2021	3/2/2021
3/16/2021	4/6/2021
4/13/2021	5/4/2021
5/11/2021	6/1/2021
6/15/2021	7/6/2021
7/13/2021	8/3/2021
8/17/2021	9/7/2021
9/14/2021	10/5/2021
10/12/2021	11/2/2021
11/16/2021	12/7/2021
12/14/2021	1/4/2022



Town of Beaufort, NC

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

**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Monday, November 3, 2020 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: Case # 20-21 400 Front St. - COA Revisions

BRIEF SUMMARY:

Revise their existing COA to extend the rear second story (waterside) roof an additional 6' 10 ¾".
Leave the existing concrete walkway on the Front Street side of the structure to help meet ADA requirements.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: October 27, 2020
Case No. 20-22

Request: Extend the rear second story (waterside) roof an additional 6' 10 3/4".
Leave the existing concrete walkway on the Front Street side of the structure to help meet ADA requirements.

Applicant: Megan Toma
155 Neodak Road
Apex, NC 27523

Property Information:

Owners: Dr. Sameh K. Toma, Cindy Toma & Ray Travino
Location: 400 Front Street
PIN#: 730617102064000

Project Information:

- The applicant was invited and joined the October HPC meeting via zoom and listened to the comments from the Board and has since submitted a revision to their previously approved plans as well as a letter from their structural engineer as to why these revisions are being requested.

Proposed work:

- Extend the rear second story (waterside) roof an additional 6' 10 3/4".
- Leave the existing concrete walkway on the Front Street side of the structure to help meet ADA requirements.

Material:

- Material is to stay the same as previously approved.

Attachments:

- Area map
- List of adjacent property owners used for mailing notifications
- COA application and supporting materials supplied by applicant

Staff Findings:

Roof Guidelines: (Page 48)

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

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

Porches and Entrances Guidelines (Page 72)

6.5.12 New handicapped access ramps and other modifications to improve access shall be designed so that the modifications are reversible and do not damage or obscure the buildings’ architectural features or diminish its historic character. (SEE GUIDELINES FOR ACCESSIBILITY AND LIFE SAFETY).

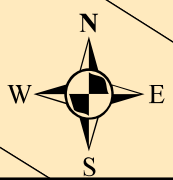
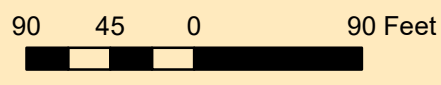
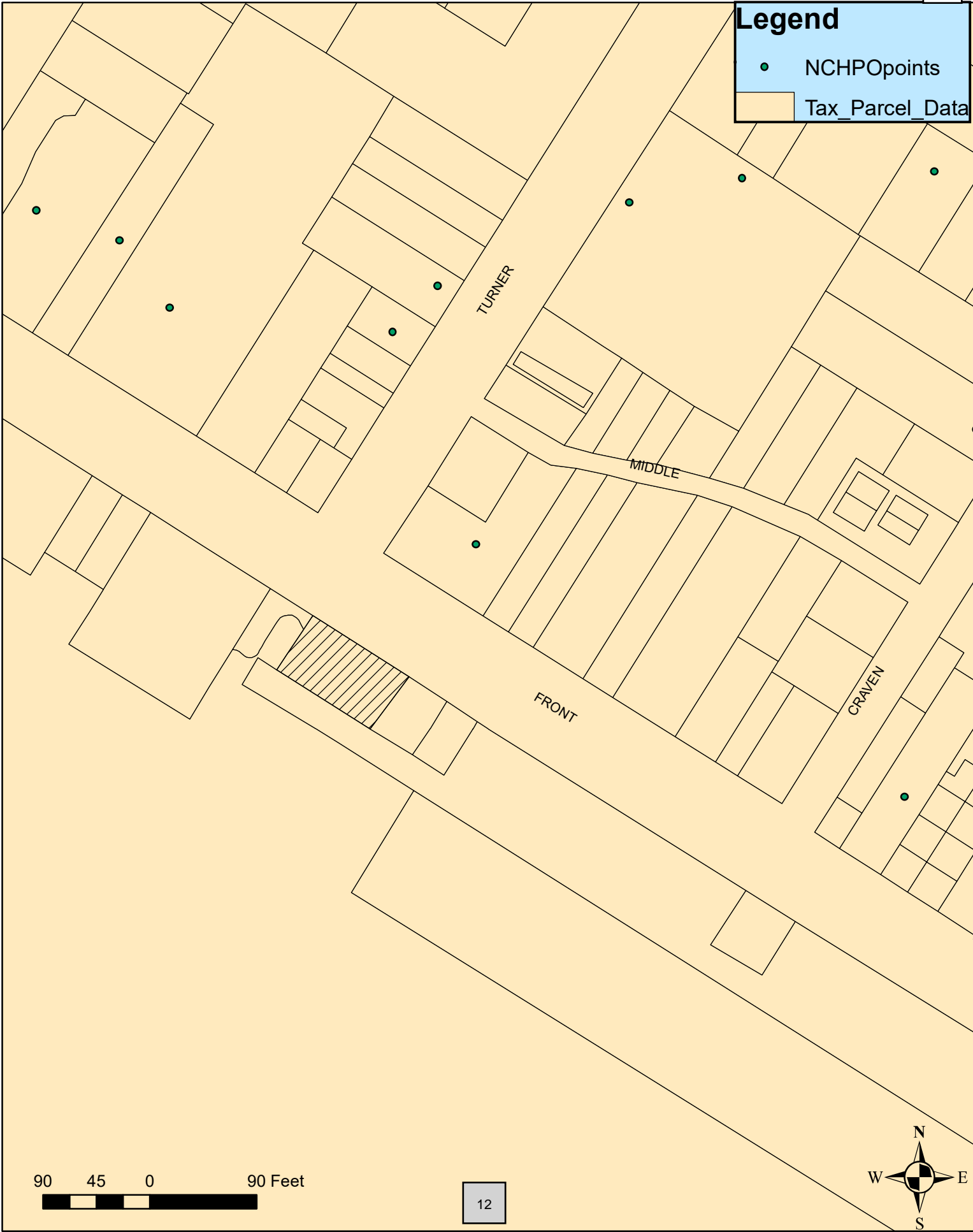
Accessibility and Life Safety Guidelines

- 6.8.1. Locate fire exits, stairs, landings, and ramps so that they are compatible with the character of the building or site. For example, wheelchair ramps may replicate a railing detail on a building or be of a simple design that allows it to blend discreetly with its surroundings. Such elements should be painted to tie in with the structure.
- 6.8.2. Introduce new or alternate means of access to the historic building, in ways that do not compromise the appearance of an historic entrance or front porch.
- 6.8.3. Construct wheelchair ramps and chair lifts that are portable or temporary and do not permanently damage, obscure, or require the removal of character defining architectural features. Such alterations should be reversible in nature to maintain the integrity of the historic resource. (SEE MINOR WORKS).

BHPC Case 20-21 400 Front Street - Signage

Legend

- NCHPOpoints
- Tax_Parcel_Data



<u>OWNER</u>	<u>MAIL HOUSE</u>	<u>MAIL ST</u>	<u>MAIL CITY</u>	<u>IL ST</u>	<u>MAIL ZI</u>	<u>MAIL_ADD2</u>
400 FRONT STREET PROPERTIS LLC	400-200	ASHVILLE AVENUE	CARY	NC	27518	
DUNCAN OF BEAUFORT LLC	325	FRONT STREET	BEAUFORT	NC	28516	
FIRST CITIZENS BANK			RALEIGH	NC	27611	PO BOX 27131
TOWN OF BEAUFORT			BEAUFORT	NC	28516	PO BOX 390
WHEATLY PROPERTIES LLC			BEAUFORT	NC	28516	PO BOX 360



Town of Beaufort, NC

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

**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Monday, November 3, 2020 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: Case # 20-22 400 Front St - Signage

BRIEF SUMMARY:

Install four attached signs on the Front Street façade totaling 62 square feet & Install four attached signs on the water side façade totaling 62 square feet.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: October 14, 2020
Case No. 20-22

Request: Install four attached signs on the Front Street façade totaling 62 square feet & Install four attached signs on the water side façade totaling 62 square feet.
Applicant: Megan Toma
155 Neodak Road
Apex, NC 27523

Property Information:

Owners: Dr. Sameh K. Toma, Cindy Toma & Ray Travino
Location: 400 Front Street
PIN#: 730617102064000

Project Information:

- The applicant wishes to install a total of eight (15.5 sq. ft.) attached signs totaling **124 sq. ft.** which is 65% of what the allowable signage per the Land Development Ordinance which is **190 sq. ft.**
- In 2013 the signage exceeded 241 sq. ft. (Over 51 sq. ft.)
- In 2014 a new signage plan was developed that was approved for 171 sq. feet of signage.

Proposed work:

- The applicant wishes to install a total of eight (15.5 sq. ft.) attached signs totaling 124 sq. ft.

Material:

- Sandblasted Wood Sign per application.

Color:

See attached sign sample

Attachments:

- Area map
- List of adjacent property owners used for mailing notifications
- COA application and supporting materials supplied by applicant

Staff Findings:

Signage Guidelines: (Page 119)

8.6.1. Use traditional materials found in the district, such as wood and metal for new signage. Substitute Materials that have the appearance of wood are allowed. Plastic signs, flashing signs, or portable mobile signs, except those listed in item 9, are not allowed in the historic district. Interior neon signs larger than 10” by 18” that are located within five (5) feet of a window or glass door on an exterior wall and are so placed as to be seen from the outside are not allowed. INTERNAL GLASS MOUNTED SIGNS ARE NOT SUBJECT TO BHPC REVIEW.

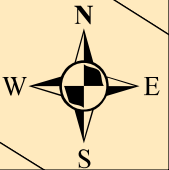
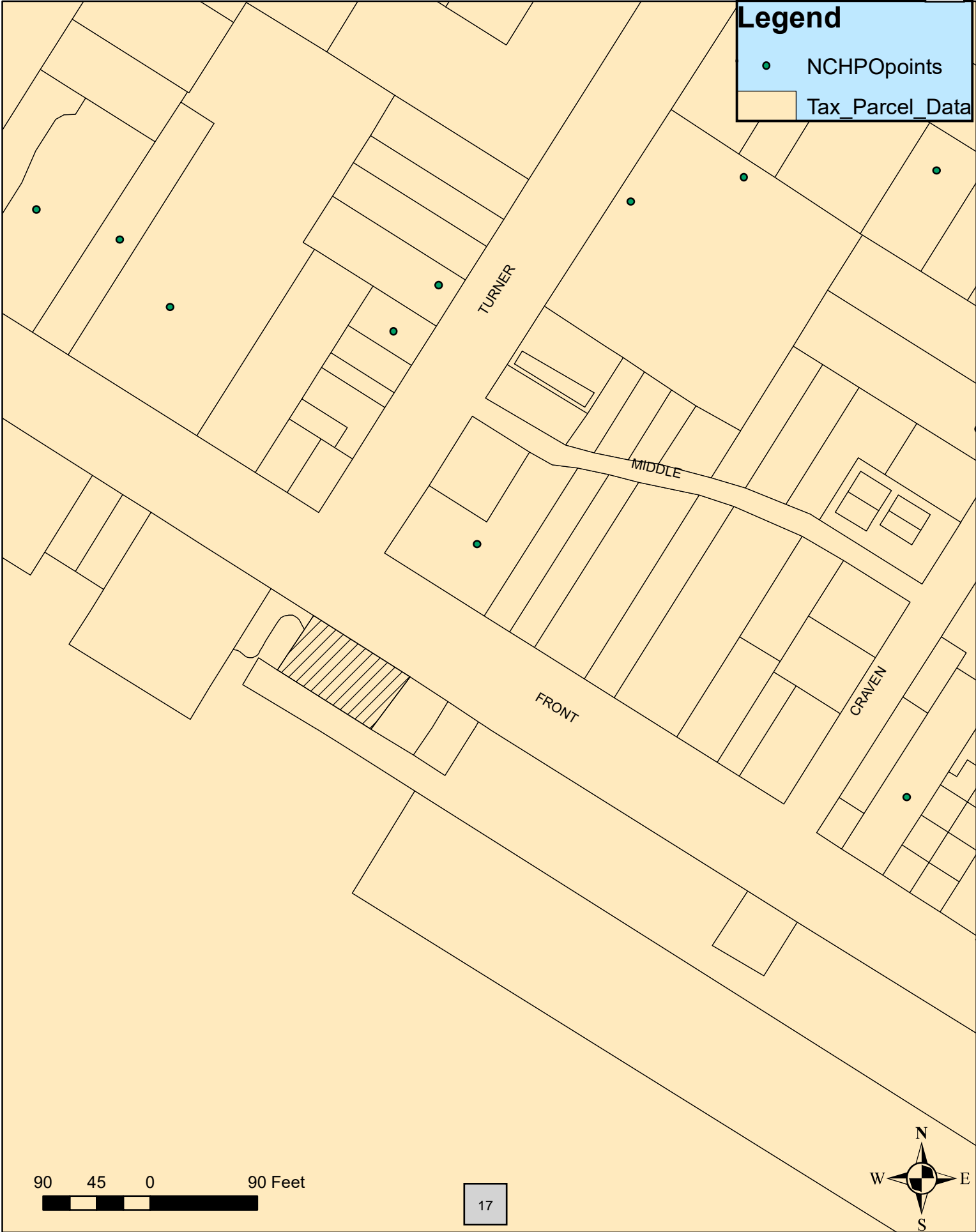
8.6.2. Place signs so that they do not visually overwhelm the building or streetscape or damage or obscure character defining architectural details. Recognize that maximum signage allowances granted by the Beaufort Zoning Ordinance may be inappropriate in the context of the building or site under review.

8.6.3. Signs on commercial buildings are preferred to be located in a signboard frieze located above the display windows. In this location the sign serves as a boundary between the upper and lower façade.

8.6.5. Use simple, clear graphics and lettering styles in sign design.

Legend

- NCHPOpoints
- Tax_Parcel_Data



<u>OWNER</u>	<u>MAIL HOUSE</u>	<u>MAIL ST</u>	<u>MAIL CITY</u>	<u>IL ST</u>	<u>MAIL ZI</u>	<u>MAIL_ADD2</u>
400 FRONT STREET PROPERTIS LLC	400-200	ASHVILLE AVENUE	CARY	NC	27518	
DUNCAN OF BEAUFORT LLC	325	FRONT STREET	BEAUFORT	NC	28516	
FIRST CITIZENS BANK			RALEIGH	NC	27611	PO BOX 27131
TOWN OF BEAUFORT			BEAUFORT	NC	28516	PO BOX 390
WHEATLY PROPERTIES LLC			BEAUFORT	NC	28516	PO BOX 360

CERTIFICATE OF APPROPRIATENESS APPLICATION FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT



Instructions:

Please complete the application below and include all attachments as noted on page 2 of this application along with a **\$50.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Please contact Town Hall at 252-728-2142 if there are any questions.

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: MEGAN TOMA

Applicant Address: 155 NEODAK RD. APEX NC 27523

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

Property Owner Name: DR. SAMEH K TOMA, CINDY TOMA, RAY TRAVINO

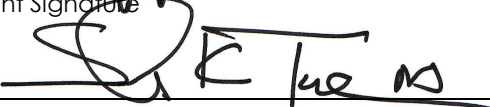
Address of Property: 400 FRONT STREET

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

PROJECT INFORMATION

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

MULTI TENANT BUILDING SIGNAGE PACKAGE FOR 400 FRONT STREET BUILDING.

<u></u>	<u>10.12.2020</u>
Applicant Signature	Date
<u></u>	<u>10.12.2020</u>
Property Owner Signature (if different than above)	Date

An application fee of \$50.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit or debit card payment can be made in person at Town Hall). The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at www.beaufortnc.org. The Commission meets regularly on the first Tuesday of the month unless it is a holiday.

OFFICE USE ONLY

Received by: _____ Reviewed for Completeness: _____
Date: _____ Date Deemed Completed and Accepted: _____

REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)

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

1. Items required for ALL projects:

- A list all adjacent property owners (with mailing addresses).
- Photographs of the streetscape, the site, and existing buildings to be impacted.
- A site plan showing dimensions of both existing and proposed conditions.
- A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.).

2. Items required as applicable to project:

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

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

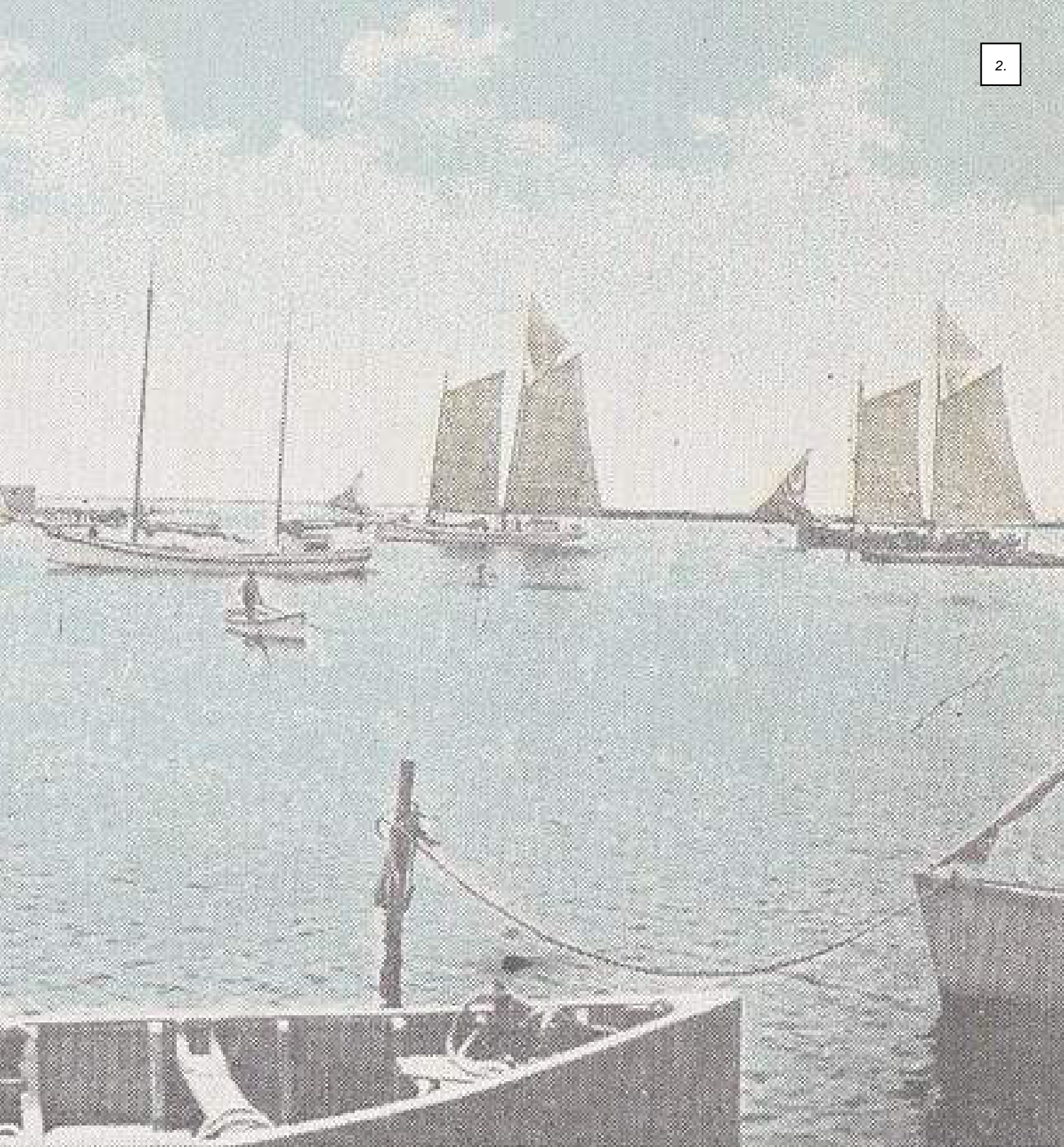
- A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.
- A paint sample/color swatch of all color(s) to be used both on the sign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

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

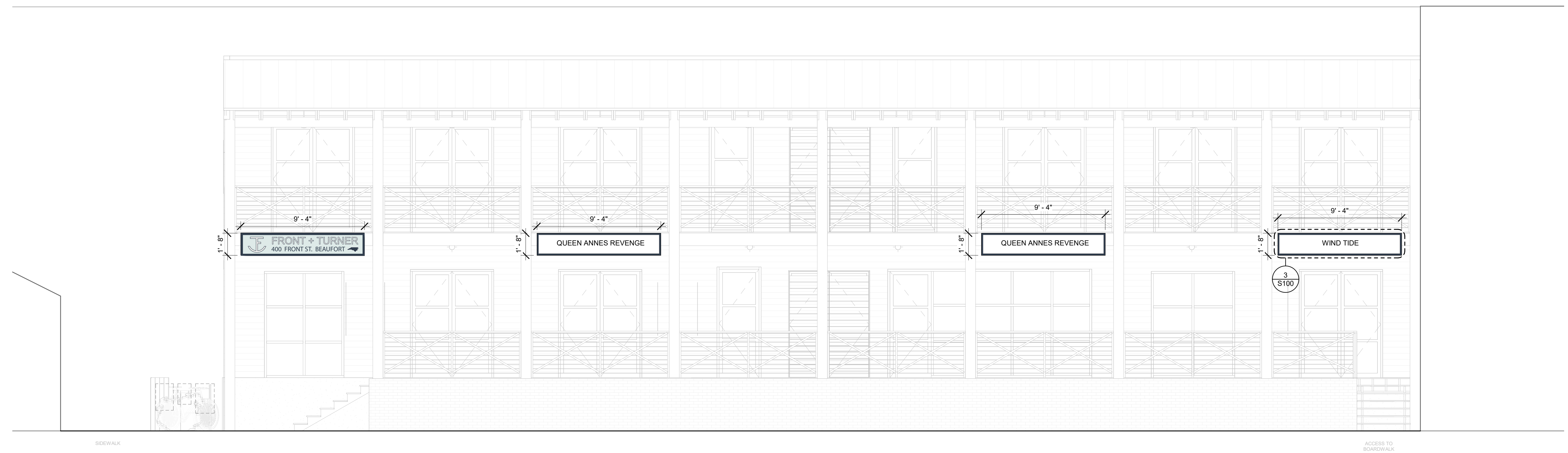
5. The applicant or a representative for the applicant **must be present at the meeting** for action to be taken on the application. If it is not possible for the applicant or their representative to be present at the assigned meeting, please contact Town Staff as soon as possible.

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

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



PROPOSED SIGNAGE



1 SIGNAGE - SOUTH EXTERIOR ELEVATION
SCALE: 1/4" = 1'-0"

400 FRONT STREET

400 FRONT STREET
BEAUFORT, NC 28516

DEC. 18, 2019 PROJ. NO. 001
PROJ. ARCHITECT MST DRAWN BY: Author

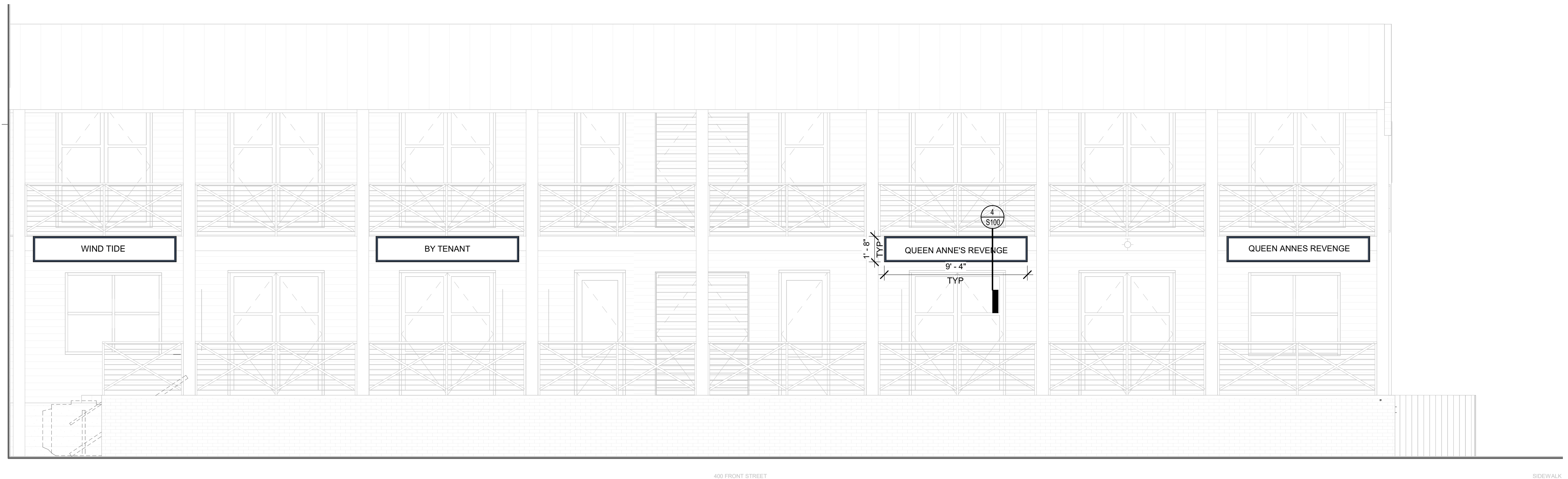
SET ISSUE DATES	
DATE	ISSUE
12.17.2019	PERMIT SET

REVISIONS		
NO.	DATE	DESCRIPTION

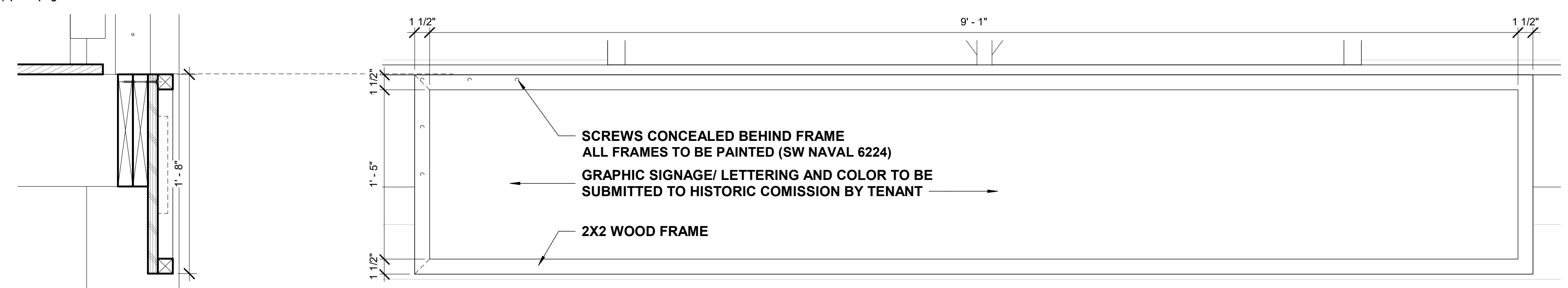
PERMIT SET - PHASE 2

SIGNAGE ELEVATIONS

S100



2 SIGNAGE ELEVATION - NORTH
SCALE: 1/4" = 1'-0"



4 SECT DTL - SIGNAGE
SCALE: 1 1/2" = 1'-0"

3 SIGNAGE - ELEVATION DETAIL
SCALE: 1 1/2" = 1'-0"

C:\Users\mfarren\OneDrive\Documents\Projects\400 Front Street\400 Front Street.dwg - Phase 2 (10/18/19)

SHERWIN WILLIAMS
NAVAL
SW6244

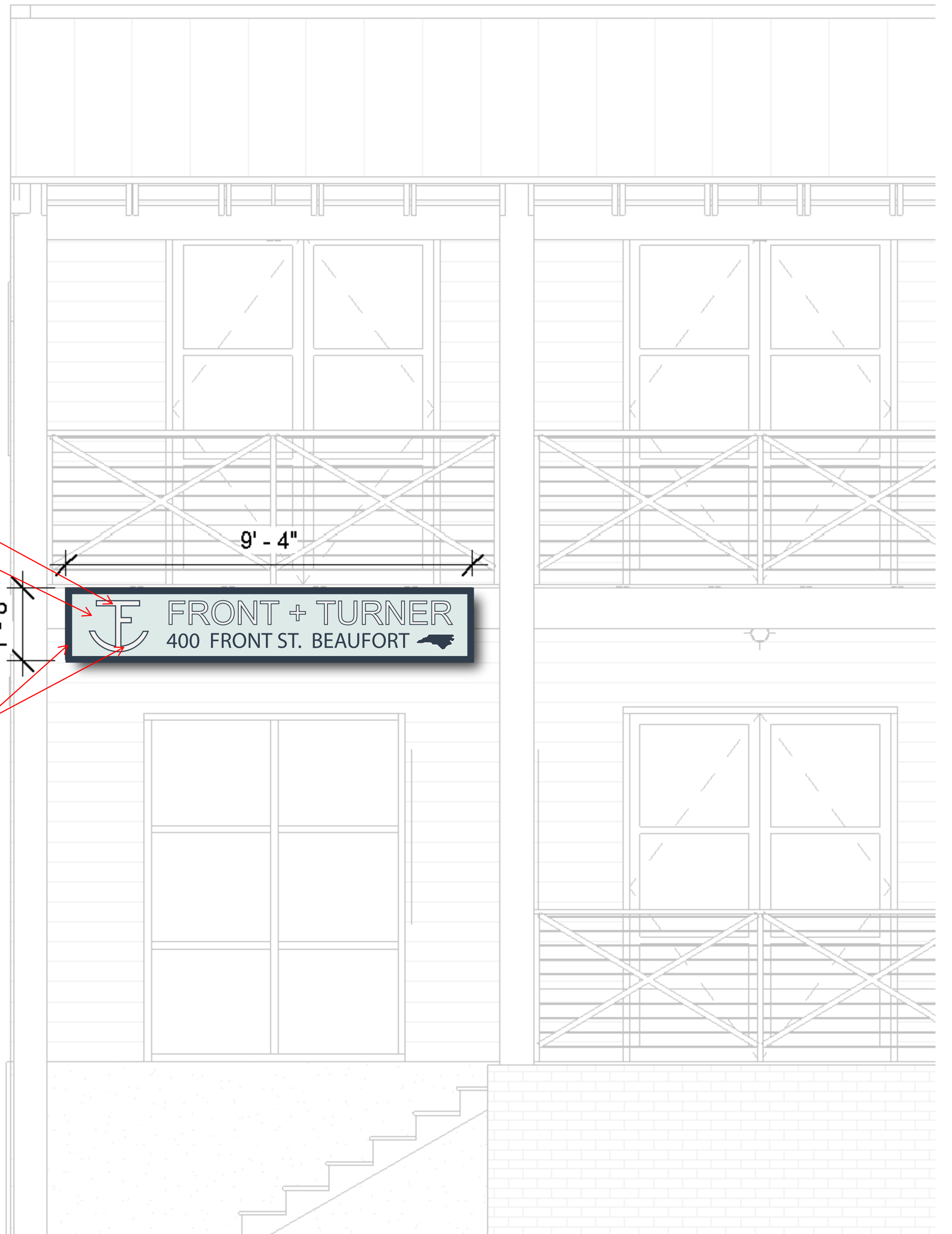
SHERWIN WILLIAMS
COPEN BLUE
SW0068

SHERWIN WILLIAMS
PURE WHITE
SW7005

PURE WHITE SW 7005

COPEN BLUE SW 0068

NAVAL SW 6244





THE PROPOSED SIGNS WILL BE SIMILAR TO NEIGHBORING BUSINESSES ON FRONT STREET. PLANNING FOR A SANDBLASTED WOOD SIGN WITH RAISED LETTERING AND FRAME.

ADJOINING PROPERTIES



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

3 410 FRONT STREET
 WHEATLY PROPERTIES, LLC
 710 CEDAR STREET
 BEAUFORT, NC 28516

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

6 411 FRONT STREET
 C/O FIRST CITIZENS BANK
 1505 LIVE OAK STREET
 BEAUFORT, NC 28516

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

2 PUBLIC BATHROOMS
 TOWN OF BEAUFORT
 PARCEL # 730617101066000

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

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

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



FRONT STREET

TAYLORS CREEK

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

DESCRIPTION:

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



FRONT STREET



TAYLORS CREEK

2 PUBLIC BATHROOMS

TOWN OF BEAUFORT

PARCEL # 730617101066000

DESCRIPTION:

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

ADJOINING PROPERTIES

400 FRONT STREET | HISTORIC REVIEW



FRONT STREET



TAYLORS CREEK

3

410 FRONT STREET

WHEATLY PROPERTIES, LLC
710 CEDAR STREET
BEAUFORT, NC 28516

DESCRIPTION:

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

ADJOINING PROPERTIES

400 FRONT STREET | HISTORIC REVIEW



FRONT STREET



TAYLORS CREEK

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

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



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

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

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



6 **411 FRONT STREET**
C/O FIRST CITIZENS BANK
1505 LIVE OAK STREET
BEAUFORT, NC 28516

DESCRIPTION:

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



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

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

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

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



326 FRONT STREET
MOONRAKERS RESTAURANT

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



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

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

425 FRONT STREET
CLAWSON'S RESTAURANT

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



Town of Beaufort, NC

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

**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Monday, November 3, 2020 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: Case # 20-23 400 Front St. - COA Revocation

BRIEF SUMMARY:

The applicant was granted a COA in February 2019 for exterior renovations to their structure located at 400 Front Street. When approved, the plans included the existing concrete walkway/entranceway along the street side to be replaced with wood and the second story roof covering only half of the deck on the waterside. Since February the applicant has extended the rear second story (waterside) roof an additional 6' 10 ¾" and decided to leave the existing concrete walkway on the Front Street side of the structure without approval of a revised COA.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: October 27, 2020
Case No. 20-23

Request: Consideration of revocation of the COA for 400 Front Street.

Applicant: Town of Beaufort
701 Front Street
Beaufort, NC 28516

Property Information:

Owners: Dr. Sameh K. Toma, Cindy Toma & Ray Travino
Location: 400 Front Street
PIN#: 730617102064000

Project Information:

The applicant was granted a COA in February 2019 for exterior renovations to their structure located at 400 Front Street. When approved, the plans included the existing concrete walkway/entranceway along the street side to be replaced with wood and the second story roof covering only half of the deck on the waterside. Since February the applicant has extended the rear second story (waterside) roof an additional 6' 10 3/4" and decided to leave the existing concrete walkway on the Front Street side of the structure without approval of a revised COA.

Board Decision:

- To revoke the COA for 400 Front Street (Case #19-02) and place a stop work order on the project or;
- Not to revoke the COA for 400 Front Street based on an application and approval for modifications to the existing COA (Case # 19-02).