



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, May 04, 2021 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Minutes Approval

- [1.](#) Minutes Approval from the April 6, 2021 Meeting

Administration of Oaths

- [1.](#) 1) Documents used for Consideration and Deliberation (page 13 in packet)
2) Quasi-Judicial Statement
3) Swearing in of Staff

New Business

- [1.](#) Case # 21-17 500 Ann Street - Landscaping
- [2.](#) Case # 21-18 417 & 500 Ann Street - Landscaping
- [3.](#) Case 21-20 300 Front Street Unit –A – Signage
- [4.](#) Case 21-21 120 Moore Street – Off Street Parking

Public Comment

Commission / Board Comments

Staff Comments

Adjourn



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**Town of Beaufort Historic Preservation Regular Meeting
6:00 PM Tuesday, April 06, 2021 - Held Electronically via Zoom due to the COVID-19
Pandemic
Minutes**

Call to Order

Chair Terwilliger called the April 6, 2021 meeting to order at 6:00pm.

Roll Call and Election of Officers

Present for the meeting were Robert Terwilliger, Laura Sicklin, Joyce McCune, Bradley Cummins, John Stephens, Janet Woodward and John Flowers. All members were present and Secretary Winn declared a quorum.

Also present for the meeting were Kyle Garner, Jeremy Ganey, Denice Winn, Jill Quattlebaum, Commissioner Ann Carter, Commissioner Marianna Hollinshed and Commissioner John Hagle.

Chair Terwilliger turned the meeting over to Jill Quattlebaum for the election of officers. Ms. Quattlebaum opened the floor for nominations for position of Chairman. Board Member McCune nominated Bob Terwilliger. Board Member Sicklin made the second. Ms. Quattlebaum asked for a motion to close the nominations as there were no more. Board Member McCune made the motion and Board Member Stephens made the second. A roll call vote was conducted and the vote was unanimous to re-elect Bob Terwilliger as Chairman.

Ms. Quattlebaum opened the floor for nominations for Vice Chairman. Board Member Woodward nominated John Stephens. Board Member Sicklin made a second. Ms. Quattlebaum asked for any further nominations. Board Member Stephens nominated Joyce McCune and Chair Terwilliger made the second. Ms. Quattlebaum asked for a motion to close the nominations as there were no more. Board Member McCune made the motion and Board Member Stephens made the second. A roll call vote was conducted with the following results, five votes for Ms. McCune and two votes for Mr. Stephens. Ms. McCune was elected as Vice Chairman.

Ms. Quattlebaum turned the meeting back over to Chair Terwilliger.

Agenda Approval

Chair Terwilliger asked for questions or comments on the agenda for the April 6, 2021 meeting, hearing none he asked for a motion to approve the agenda as it was presented. Board Member Flowers made the motion. Vice Chair McCune made the second. A roll call vote was conducted and it was unanimous to approve the agenda as it was presented.

Minutes Approval

Chair Terwilliger asked for comments, questions or concerns for the minutes from the March 2, 2021 as they were published. Hearing none he asked for a motion to approve the minutes as they were presented. Board Member Flowers made the motion. Board Member Stephens made the second. A roll call vote was conducted and the vote was unanimous to approve the minutes as they were presented.

Administration of Oaths

Chair Terwilliger stated the next item on the Agenda is the Administration of Oaths. He said the first sub-piece is the items used for deliberation and consideration. Chair Terwilliger stated that the list of these were listed on page 13 of the Agenda Packet.

Chair Terwilliger read the following statement: This 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 those 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, no person preference or opinion. Participation is limited. The 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.

Chair Terwilliger stated that staff for the Town of Beaufort would be sworn in at this time. Secretary Winn swore in Kyle Garner and Jeremy Ganey for their testimony.

Old Business

- 1. Case # 20-17, 204 Turner Street - Demolition

Chair Terwilliger opened case 20-17, 204 Turner Street, Potential Demolition of the building. He stated he was going to have Mr. Garner give an overview since the last meeting.

Mr. Garner stated that there is an update in the packet that basically says since last months meeting staff reached out to Mr. John Wood, but since the last meeting the building has gone under contract. The potential new owner has no intention of tearing down the building. He said staff reached out to the current owner and they still want to go through with the demolition request. Mr. Garner said staff is requesting that the Board vote to delay for 365 days.

Chair Terwilliger asked if the owner was present and Mr. Garner stated that Ms. Loudon and her realtor, Mr. Jim Bailey were present. Flora Lea Loudon and Jim Bailey were both affirmed for their testimony.

Ms. Loudon stated that as owner she has had other offers on the building over the past two years and it hasn't happened so as a property owner she stated she wanted this approved. She stated she did not understand how this worked with historic significance and how this works with the state. Chair Terwilliger stated that Mr. Garner had explored with the state and outside parties the ability to potentially declare it of State significance, which would then throw it under different conditions. He said that at least one other structure in the State fits the same time frame and building techniques to this structure does not qualify. Chair Terwilliger said that what comes before the Board at this meeting is a request for demolition of the building. He said the HPC has two options, one they can approve to immediately

demolition or two they will have to wait 365 days to demolish the building. He asked Mr. Bailey if he would like to speak. Mr. Bailey said yes, as Ms. Louden has stated, the building has been under contract before and we would like to go ahead and pursue the option of tearing it down if it does not close. Mr. Bailey said if this goes through then the buyer could decide what they want to do but we want to go ahead and start the clock.

Chair Terwilliger stated again that there is only the two options for the Board to go through. Vice Chair McCune stated she did not want to see this building torn down as she feels it is a contributing structure to Beaufort and it is her hope that the sell will go through and the new owners will save it. She asked if they could make it contingent on following the Demolition Guidelines. Board Member Woodward stated she would like it delayed for 365 days. Board Member Cummins stated he also wanted to delay for 365 days but as a point of reference, do they have to come back before the HPC at the end of the 365 days or do they just tear it down. Chair Terwilliger stated that at the end of the 365 they have the ability to start demolition and they do not have to come back. Chair Terwilliger stated that conditions could be put on that they would have to follow. Board Member Flowers had a question concerning the delay and if it follows the owner or the building itself. Ms. Quattlebaum stated that it follows the building/lane and goes to the new owner and they would have the ability to follow through with the demolition. Board Member Stephens had a few things he wanted to go over. He said during the meeting in March it was said that Mr. John Wood would be present and he wanted to know what happened with that. Mr. Garner stated that he, Chair Terwilliger and Ms. Quattlebaum spoke with Mr. Wood. Mr. Wood had said that he talked with the potential buyer and after speaking with them about their intentions he felt that he did not need to be present. Board Member Stephens stated his question for Mr. Wood would have been, when you find a certain building in the Beaufort Historical District doesn't qualify for Statewide significance is that because there was another found with the same? Mr. Garner stated that since there was another structure in Tarboro with the same use it could not be said that the building in Beaufort was unique Statewide. The Duncan House is the only one of its type left in North Carolina that goes back to that date. Board Member Stephens said it may not be significant to the State but it does not relieve the fact that it is significant to Beaufort. Board Member Stephens had a question for the applicant, he said it is his understanding that the building is in a zone where there can only be three residences within the structure and he wondered if the had ever looked into requesting a zoning change to allow four. Ms. Louden stated that she had not looked into it herself but perhaps the next owners would look into it. Board Member Woodward asked Mr. Garner if a two or three story parking garage could be put there. Mr. Garner said he looked at the table a parking garage would not be allowed. Board Member Sicklin stated that if it is demolished a like structure would have to go back. She said that since Mr. Wood is not present due to talking to the buyer she feels that is encouraging.

Chair Terwilliger stated that they need to do a finding of fact for this project that it is against and those issues can be addressed as part of the motion to make sure they are followed if demolition does proceed at some point in the future. Ms. Louden asked for clarification on the conditions that would need to be met before demolition. Chair Terwilliger stated there are about six Guidelines that would need to be followed. He said they are going to ask that it be documented because it is a historic part of the Town.

Jim Ankeny asked to speak. Secretary Winn affirmed Mr. Ankeny for his testimony. Mr. Ankeny wanted to know if there was a methodology for withdraw the request. He stated that if this is not a requirement for the buyer then at closing withdraw of the COA, because it is not a desire to lose the building, it is a desire to have it change hands. Mr. Ankeny wanted to know if that was something that could be put in place. Chair Terwilliger asked Ms. Quattlebaum how to do this. Ms. Quattlebaum stated it would be an application of revocation of the COA. Mr. Ankeny asked for something to be sent to them with that verbiage. Ms. Quattlebaum stated that would be best done as a condition that it be done before the sell of the property. Mr. Ankeny stated if it sells to this buyer. Ms. Louden wanted to know the language. Ms. Quattlebaum stated that it needs to happen before the property changes hands. Chair Terwilliger stated that they are okay with it with this buyer but they want the flexibility if the next buyer doesn't feel the same that they don't want to revoke the COA. Mr. Bailey wanted to ask a question concerning the delay of 365 days. The new owner is not

under requirement to tear it down, it stays just like it is if they don't want to tear it down. Chair Terwilliger stated that the challenge with a COA for demolition is even though they may not have a desire to tear it down as they go through sell and start going through their plans it gives them the option. We are trying to give every option, if it is revoked the new owner would have to come back before the Board. Chair Terwilliger stated that they are trying to protect the architectural integrity of the Town of Beaufort. Mr. Ankeny stated that if the verbiage is there and there is a way to submit it on the day of closing that would be good because they didn't want to muddy the waters and lose the sell.

Chair Terwilliger made the following finding of fact in regards to Statewide Significance; having reviewed the record and having considered all evidence submitted and oral testimony for case #20-17, I move that the Commission conclude that the application fails to meet the Statewide Significance requirement as defined in the Land Development Ordinance (LDO). Board Member Flowers made the second. A roll call vote was conducted and it was a unanimous vote to approve the Finding of Fact.

Chair Terwilliger made the following motion for the COA; based upon the foregoing findings of fact I move, that subject to certain conditions, 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 20-17 be issued for the proposed work provided that each of the following conditions are met; 1) Demolition is delayed for 365 days, 2) All requirements as currently stated in the Beaufort Historical Guidelines are met, including, 10.1.1, 10.1.2, 10.1.3, 10.1.4, 10.1.5, and 10.1.6, and 3) Revocation of the COA must be submitted to the Town prior to the completion of the sale to of the property to the new buyer. Vice Chair McCune made the second. A roll call vote was conducted and it was a unanimous vote to approve the Certificate of Appropriateness.

Chair Terwilliger closed discussion on case 20-17.

New Business

1. Case 21-06, 120 Moore Street – Accessory Structure

Chair Terwilliger opened case 21-06, 120 Moore Street. Secretary Winn administered the affirmation to Mr. David Talbot.

Mr. Garner gave a summary of the request made by Mr. Talbot. Mr. Garner stated that the request is to construct a 270 square foot accessory structure in the rear yard of 120 Moore Street which can be seen from Ann Street. Mr. Garner stated that in November 2019 an addition was approved for this property. He also said that Mr. Talbot provided a statement of intentions for the new structure, materials that would be used, pictures of the property as it is currently and drawings of the proposed structure.

Mr. David Talbot spoke and stated that the color of the new structure would match the colors of the house and the roof would match the shingles on the house. He said they would be using hardy-board and they have it appropriately sited for setbacks. Mr. Talbot stated they are going to submit for a parking pad and landscaping.

Board Member Sicklin stated her only concern was was the new structure matching the house and that concern was addressed. She did ask about the second shed that is in the back of the yard and taking that away. Mr. Talbot stated that they would move it back into position and rotate it slightly. Mr. Garner stated that only one accessory structure is allowed in town so that one will have to come down. Mr. Talbot said the structure would be removed. Board Member Cummins wanted to know about the windows being vinyl and whether they could be vinyl and he wanted to know about the hardy and the textures, smooth and textured, he felt the smooth side would be more congruent with the area. Board Member Stephens addressed Board Member Cummins comments. He said that it is in the Guidelines for the smooth side to be out and as to the windows it should be wood or aluminum, so that will have to be looked at. Board Member Stephens had a question about the 15 feet of fence that has been removed and the intent of putting fence back and the fact that it has to come back before the Board. Mr. Talbot stated that they were going to put back the fence with what they have. Board Member Flowers stated he did a site visit and the windows on the front have been replaced with 6/6 windows, in the back there are 9/6 and in the drawing it

shows 4/4 windows for the proposed shed. Board Member Flowers wanted to know why they new structure windows could not match the ones on either the front or back of the house. Mr. Talbot stated they would use wood if they need to. Chair Terwilliger stated the vinyl vs. wood becomes important when restoring an old structure and he said with the outbuildings it is not as important but the look and feel needs to be the same and it needs to fit in with the neighborhood.

Board Member Flowers stated he is okay with the building but he wanted a condition of 6/6 windows. Board Member Cummins asked about material list, the door and those types of specifications. Chair Terwilliger stated that this is a shed and is not as critical. On the main house it would be looked at much more carefully. Chair Terwilliger stated as far as the hardy-board it would have to be smooth surface and removal of the existing shed would have to be done. Chair Terwilliger stated that with the vinyl windows on the accessory structure they have more flexibility as long as they match what is on the house. Mr. Talbot asked if they were going to require 6/6. Chair Terwilliger stated if that is what you have on the first floor. Mr. Talbot stated they have a variety of windows on the first floor. Board Member Sicklin suggested matching the windows that are closest to the shed. Chair Terwilliger stated to maybe match the windows on the front of the house. Vice Chair McCune asked if the size of that window would be a problem due to the windows on the shed being smaller. She said if they were smaller it make look odd to have 6/6 windows due to the size. Mr. Talbot said 4/4 look more in line with the neighborhood. Vice Chair McCune asked about putting the fence back and that being screened by it.

Vice Chair McCune made the following finding of fact; having reviewed the record and having considered all evidence submitted and oral testimony for case 21-06, 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, 8.1.13 and 6.1.3. Board Member Stephens made the second. A roll call vote was conducted and it was a unanimous vote to approve the findings of fact with Board Member Woodward clarifying the 4/4 windows. Chair Terwilliger stated yes, as submitted giving them the flexibility. The vote was unanimous to approve the findings of fact.

Chair Terwilliger made the motion for the COA with conditions. Mr. Talbot wanted to make sure he could keep the old shed until the new structure is completed. Chair Terwilliger stated yes, but upon completion the building has to be removed. Mr. Talbot asked if there were any waivers for the building to stay and Mr. Garner stated no.

Chair Terwilliger made the following motion; based upon the foregoing findings of fact I move that, subject to certain conditions, the Commission conclude that the proposed project is not incongruous with the special nature of the historic district as a whole and that a Certificate of Appropriateness for 21-06 be issued for the proposed work provided that each of the following conditions are met, 1) fiber cement siding will only show the smooth side not textured, and 2) that the existing shed in the yard will be removed once the construction of the new shed is complete. Board Member Flowers made the second. A roll call vote was conducted and it was a unanimous vote to approve the COA with the conditions as stated.

Chair Terwilliger closed discussion on case 21-06.

2. Case # 21-11, 608 Broad Street - Demolition

Chair Terwilliger opened case 21-11, 608 Broad Street. Secretary Winn administered the affirmation to Robbin Rodewigg, Ken Burnette and Eddie Myers.

Mr. Garner presented a summary for this property. He stated that this structure at 608 Broad Street has been on the Town's radar for sometime. It is located next to the Police Annex Building. Mr. Garner said that it has actually been under consideration for Town Code Enforcement for minimum housing and potential demolition by the Town. He said staff were excited when Mr. Rodewigg approached the Town about this. Mr. Garner stated that they had reached out to Mr. John Wood twice about this structure. He said that Mr. Rodewigg's request is unique in that he doesn't want to demolish the whole building just a part of it and renovating what is remaining. Mr. Garner said that Mr. Rodewigg has a presentation he would like to give. Mr. Garner said that Town staff has been directed to follow through with the process of demolition if this does not go through in a positive manner due to this structure

being a safety issue. Mr. Garner said there is also a letter from a structural engineer in their packet.

Mr. Robbin Rodewigg presented his slides showing the two structures that are connected. He stated that it is a store and a residence. He said they want to take the store side apart by hand with no machines to retain as much as possible of the materials from the structure. Mr. Rodewigg stated they have had a structural engineer, a professional inspector and professional builder look at it. Mr. Rodewigg said that this COA request is only to deconstruct the store portion of this property. He said the store side has been found to be structurally deficient. Mr. Rodewigg said that Mr. Wood has found the structures to be around the 1900-1920 era. He said the structures have been open to the elements since hurricane Florence in 2018. He said they wanted to remove the store and save the residence. He said they wanted to save as much of the materials as they can and use it in the residence that they are going to restore. Mr. Rodewigg stated that the renovation of the residence would be a separate COA request. He stated that they talked with the neighbors concerning the property.

Chair Terwilliger wanted to know if Mr. Rodewigg was asking for immediate approval. Mr. Rodewigg stated yes, in his pedestrian opinion it is rather dangerous and that they are concerned about the integrity of the building.

Board Member Sicklin had a question for Mr. Rodewigg concerning the condition of the store and how they are going to get the building down. Mr. Rodewigg stated he had talked with his contractor and that they would start from the rafters down and be very careful as they take it down. Vice Chair McCune stated she is in favor of preservation but the east side of the building is very frightening. She said Mr. Wood stated that preservation if at all possible in his response. She said she would love to see it save but it may be too far gone for that. Board Member Stephens stated that he wanted the applicant to take pictures as it is now and as it is coming down for documentation. He stated it is long over due as this building is in bad shape. Board Member Cummins stated that based off of Mr. Wood's statement that this may be a missed opportunity if this is fixed and used as a store. Mr. Garner said it would have to be rezoned and the bakery/store has been there for a while and is existing non-conforming. Board Member Cummins stated he felt it is a missed opportunity to not replace it as a store. Board Member Flowers wanted to know the time frame for bringing something back on the part of the structure that will remain. Mr. Rodewigg said that they have Mr. Burnette and Mr. Tickle have been looking at it to have it restored as quickly as we can. Board Member Flowers asked about a condition to come back with plans for the remaining structure. Mr. Rodewigg said they have already tarped over the residence to try and keep the elements out for that reason. He also said they won't know what to do with the east side of the building until everything is removed but they want to get it done as quickly as possible. Board Member Woodward wanted to know if there was an estimate on how long the deconstruction would take and where everything will be stored. Mr. Rodewigg stated about 2 to 4 weeks for the deconstruction. He also said there is an existing structure in the back for storage but that is based on how much they can save. Chair Terwilliger stated he feels this is exactly what they have been wanting people to do with these types of structures.

Chair Terwilliger asked if there were any concerns or questions. Vice Chair McCune asked Mr. Garner if the Town would move forward with complete demolition if this doesn't pass. Mr. Garner stated yes. He said they would approach the owner of the home and tell them that they need to make repairs in a certain amount of time or the legal proceedings will commence. Mr. Garner said that this is on the short list for Town.

Board Member Stephens made the following findings of fact; having reviewed the record and having considered all evidence submitted and oral testimony for case 21-11, I move that the Commission concluded that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks, Demolitions of Buildings 10.1.1, 10.1.2, 10.1.3, 10.1.4, 10.1.5 and 10.1.6. Board Member Flowers made the second. A roll call vote was conducted and it was a unanimous vote to approve the findings of fact.

Chair Terwilliger made the following motion for the COA, 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 21-11 be issued for the proposed work. Board Member Stephens made the second. A roll call vote was conducted and it was unanimous to approve the COA.

Chair Terwilliger closed discussion on case 21-11.

3. Case # 21-12, 214 Broad Street - Fence, Door, Porch & New Addition

Chair Terwilliger opened case 21-12, 214 Broad Street. Secretary Winn administered the affirmation to George Guthrie and the oath to Beth Bowen.

Mr. Garner gave an overview of this matter. Mr. Garner stated that Ms. Bowen was before the Board on a different property last year and that property is also before the Board at this meeting. Mr. Garner stated that in 2016 this property was using the address 217 Orange Street and was approved for a new single family home, 2,000 square feet that was never constructed. In July of 2020 the Board approved a 2,368 square foot single family dwelling. Ms. Bowen will be using those approved plans but wishes to change the fence, front door, increase the size of the kitchen and front porch. Mr. Garner stated the applicant included a footprint of the proposed changes, elevation drawings, pictures of the proposed type door and Beaufort Style picket fence the wish to construct.

Board Member Flowers asked why the address was changed. Mr. Guthrie stated it was a typo. Board Member Stephens asked about the three changes, fence, front door and bumping out the kitchen. Mr. Guthrie said also to increase the side porch. Vice Chair McCune asked about the fence. Ms. Bowen stated the fence will go around the house and will be the standard height.

Chair Terwilliger asked Ms. Quattlebaum about the previous COA and if there was a need to reference it. Ms. Quattlebaum stated it was automatic and did not need to be referenced.

Board Member Stephens made the following findings of fact, having reviewed the record and having considered all evidence submitted and oral testimony for case 21-12, 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; Under New Construction: Building Placement, 7.1.1, 7.1.2, 7.1.4; Building Height/Scale, 7.2.1, 7.2.2, 7.2.3, 7.2.4; Materials, 7.3.1, 7.3.2, 7.3.3; Details, 7.4.1; Texture and Color, 7.5.1; Form and Rhythm, 7.6.1, 7.6.2, 7.6.3; Window and Doors Guidelines, 6.4.10; Fences and Walls Guidelines, 8.2.2, 8.2.3. Board Member Flowers made the second. A roll call vote was conducted and it was unanimous to approve the findings of fact.

Chair Terwilliger made the following motion for the COA; based on 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 21-12 be issued for the proposed work. Board Member Stephens made the second. A roll call vote was conducted and it was a unanimous vote to approve the COA.

Chair Terwilliger closed discussion on case 21-12.

4. Case # 21-13, 97&99 Sunset Lane - Rear Addition, Parking & Patio

Chair Terwilliger opened case 21-13, 97 & 99 Sunset Lane. Secretary Winn administered the affirmation to Maggie Chalk.

Mr. Garner stated in the previous item that Ms. Bowen owned another property, this is the properties. Ms. Bowen had asked the Board to approve paint and fiber-cement siding. Mr. Garner stated that the new owner wishes to make a rear addition, with a patio and replace some of the asphalt parking with brick pavers. Mr. Garner stated that new owner is not looking to replace the wood siding with fiber-cement but with wood siding. Ms. Chalk stated she apologized for that not being clear but wishes to proceed with what Ms. Bowen got approved and they meant matching with the existing COA approval. Ms. Chalk said the existing structure will not change in front. She said the new roof will match the existing roof and the brick will match also. She said the addition is located at the rear and can only be

seen from one side. She said the addition is 18x46. Ms. Chalk said they are using a Beaufort style roof and the will be matching the windows with the existing. She said the only change to the street side is to remove the concrete on the 99 side and to brick both of the driveways. Ms. Chalk stated that none of the trees would be removed.

Board Member Stephens asked about the color of the brick for the driveways. Ms. Chalk said the intention is to match the brick that is already there on the foundation.

Board Member Stephens made the following motion for a findings of fact; having reviewed the record and having considered all evidence submitted and oral testimony for case 21-13, I move that the Commission conclude the pending application meets the following standards under the Design Guidelines for the Beaufort Historic District and Landmarks; Additions to Historic Buildings Guidelines, 7.8.1, 7.8.2, 7.8.3, 7.8.4, 7.8.6, 7.8.7, 7.8.8, 7.8.9, 7.8.10; Decks on Historic Buildings Guidelines, 7.9.1; Off-street Parking Guidelines, 8.5.7. Vice Chair McCune made the second. A roll call vote was conducted and it was unanimous to approve the findings of fact.

Board Member Stephens made the following motion for the COA; 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 21-13 be issued for the proposed work. Board Member Flowers made the second. A roll call vote was conducted and it was unanimous to approve the COA.

Mr. Garner stated that there is someone who has raised their hand for comment. Barbara Askey stated she is owner of the property next door. She states that there is an access way between her property and that property and she wants to make sure that the addition does not encroach. She said she wants to make sure that her tenants can continue to use it. Mr. Garner stated that everything should be used on this property. Ms. Chalk stated that there has been a survey done and nothing is intended to be done outside of the property lines of the owner. Chair Terwilliger stated if there are question and concerns for Ms. Askey to reach out to Town officials.

Board Member Stephens stated that one of the slides shows nothing going over the property lines and that would not be in our purview. Ms. Quattlebaum agreed with Board Member Stephens and Mr. Garner's comments and said anything further than that would be a private matter.

Chair Terwilliger closed discussion on case 21-13.

5. Case # 21-14, 405 Ann Street - Screening & Walkway

Chair Terwilliger opened case 21-14, 405 Ann Street, screening and walkway. Secretary Winn administered the affirmation to Melissa Kot.

Mr. Garner gave a summary on this matter. He thanked Ms. Kot and her team for the detailed request. Mr. Garner said they are requesting a screening for utilities and a new walkway for the First Baptist Church. He said that pictures were included to show where the screening would go and drawings showing where the utilities and walkway would go.

Melissa Kot said they are having to move the utility equipment from one side of the walkway to the other because it is for the sanctuary. The church would like to install a brick walk path with memorial bricks that they would sell. She said she provided two options for screening, one at six foot and one at four foot. Chair Terwilliger wanted to clarify the walkway. The packet said concrete with brick edging. Ms. Kot said the brick will edge the concrete walk that is four feet wide.

Board Member Flowers had a question concerning what was going to be used in the middle of the screening. Ms. Kot stated they are hoping the wrought iron gets approved for the project. Board Member Stephens asked for clarification of which height of fence they are approving. Ms. Kot stated the church prefers the six foot high but understand if the Board only approves the four foot. Board Member Cummins wanted to know if the mechanical unit on the west side would remain same. Ms. Kot stated it will be the same mechanical unit. Board Member Cummins stated the four foot makes more sense. Vice Chair McCune stated that the four foot fence should be used as it follows the Guidelines and suggested

when they come back with the landscaping that they could include in that something to mask it. Board Member Sicklin stated she didn't have a problem with the screening being six foot to cover the utility and she feels it would look better. At this point Secretary Winn swore in John Lampros. He wanted to explain why the mechanical unit had to be moved back further from the road due to the ordinance stating the the mechanical unit had to be 25 feet from the road and that is why they proposed the six foot height. He said the idea of the court yard was for peace and meditation. Chair Terwilliger stated the Board has no purview over set backs and they would have to talk with the Town concerning that. He said the Guidelines are very specific on this. Chair Terwilliger said that he felt the best they could do is the four foot fence or you could table it, talk more to the Town and come back. Ms. Kot stated she had talked to Mr. Garner and he is the one that gave her the information on the 25 feet. She stated the really did not want to table the matter. Board Member Stephens wanted to know how many linear feet of fence. Ms. Kot said roughly 18 feet. Board Member Stephens stated that is a fence to cover a unit that is probably 4x4. Board Member Woodward stated that the four foot fence would be more appropriate and enhance it with trees. Board Member Flowers had a comment. He said they are looking at a four foot section of brick, with a six foot section of wrought iron, another column that is a foot, a two foot section of wrought iron, another column a foot, another two foot section of wrought iron and another column. He asked about dropping the wrought iron down to four feet and leaving the column height. Board Member Cummins stated it would be difficult to not see it as one unit and Board Member Stephens agreed that it needed to be at four feet.

Chair Terwilliger stated the Guidelines clearly state four foot and that the board should move forward with that.

Board Member Stephens made the following motion for findings of fact; having reviewed the record and having considered all evidence submitted and oral testimony for case 21-14, 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; Outside Utilities Guidelines, 8.3.1; Fences and Walls Guidelines, 8.2.2, 8.2.3, 8.2.7 with the stipulation under 8.2.3 that the fence shall not exceed a height of four feet; Landscaping Guidelines, 8.1.1. Board Member Flowers made the second. A roll call vote was conducted and it was unanimous to approve the findings of fact with the stipulation that the fence shall not exceed four feet.

Chair Terwilliger made the following motion for the COA; based upon the foregoing findings of fact, I move that the Commission concluded that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness be issued for case 21-14 for the proposed work. Board Member Stephens made the second. A roll call vote was conducted and it was unanimous to approve the COA for the proposed work.

Chair Terwilliger closed discussion on case 21-14.

6. Case # 21-15, 124 Ann Street - Addition, Paint & Windows

Board Member Woodward requested a recess on the rest of the matters and to hear the other two items at the next meeting. She stated that she feels they need to look at the number of items they hear at each meeting and a time needs to be put on it. She said it is not fair to the applicant nor the Board. Vice Chair McCune stated the applicants had been present for the entire meeting and that she feels we need to move forward. She stated that on her agenda she has case 21-15, 124 Ann Street, Addition, Paint and Windows. Chair Terwilliger stated there was no option but to go forward at this point. He said if they focus they can get through the next two cases in a minimal amount of time. Board Member Woodward stated she agreed that they had been waiting but she thinks in the future this needs to be discussed with Mr. Garner. Chair Terwilliger stated that he and Mr. Garner have been discussing this.

Chair Terwilliger opened case 21-15. Secretary Winn administered the oath to Mr. Jerry Hardesty.

Mr. Garner presented the staff report. Mr. Garner said this matter is on for an addition, painting and windows. He stated that 124 Ann Street went before the Board of Adjustment

at their February meeting for a Variance request and that was approved. Mr. Garner stated that there were photos provided by the applicant, elevation drawings showing the current and proposed.

Board Member Flowers questioned the removal of the chimney. Mr. Hardesty stated the chimney is in the center of the house. He stated that he has never seen a fire in the fireplace, so he wanted to propose removing the chimney and repairing the roof. Board Member Flowers stated that in the Roofing Guidelines under 6.1.4 it states that all original and significant layered features should be restored rather than removed and stated it look in that bad of shape. Board Member Flowers stated he didn't feel that they should be removing an original feature from the house. Board Member Cummins wanted to clarify the lap siding is wood and Mr. Hardesty stated yes. Board Cummins stated that where he had been before the chimney could be removed from the interior but the exterior remained. Vice Chair McCune asked about the carport. Mr. Hardesty stated it was going to remain but made need some minor repairs. Vice Chair McCune stated that in the past they have required people to abide by that Guideline and keep their chimneys. She stated she felt it would be best to leave it. Chair Terwilliger stated the chimney is integral to the look and feel of the house.

Board Member Stephens made the following motion; having reviewed the record and having considered all evidence submitted and oral testimony for Case 21-15, I move that the Commission conclude that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks; Roofing, 6.1.4; Additions to Historic Buildings Guidelines, 7.8.1, 7.8.2, 7.8.3, 7.8.4, 7.8.6, 7.8.7, 7.8.8; Brickwork and Masonry Guidelines, 6.3.1; Window and Door Guidelines, 6.4.3, 6.4.7, 6.4.10; Foundations Guidelines, 6.6.1, 6.6.10; and Outside Utilities Guidelines, 8.3.1. Vice Chair McCune made the second. A roll call vote was conducted and it was unanimous to approve the findings of fact.

Chair Terwilliger made the following motion for the COA; based upon the foregoing findings of fact, subject to certain conditions, 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 21-15 be issued for the proposed work provided that the following condition be met, that the external component of the chimney be retained in any changes that are made. Board Member Stephens made the second. A roll call vote was conducted and it was unanimous to approve the COA with the condition that was added.

Chair Terwilliger closed case 21-15.

7. Case # 21-16, 500 Ann Street - Fencing

Chair Terwilliger opened discussion on case 21-16. Secretary Winn affirmed Bob Garrison for his testimony.

Mr. Garner gave a summary of the request from Ann Street United Methodist Church. He stated that they are requesting to extend their fencing. Mr. Garner said they provided a picket and the fence will be about four feet.

There were no questions from the Board.

Board Member Stephens made the following findings of fact; having reviewed the record and having considered all evidence submitted and oral testimony for case 21-16, I move that the Commission conclude that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks; Fences and Walls Guidelines, 8.2.2, 8.2.3, 8.2.7 with the stipulation that it matches the existing fence. Vice Chair McCune made the second. A roll call vote was conducted and it was unanimous to approve the findings of fact with the one stipulation.

Chair Terwilliger made the following motion for the COA; 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 21-16 be issued for the proposed work. Board Member Flowers made the second. A roll call vote was conducted and it was unanimous to approve the COA for the proposed work.

Chair Terwilliger closed discussion on case 21-16.

Public Comment

No public comment.

Commission / Board Comments

Chair Terwilliger welcomed new Board Members, Cummins and Flowers. He also welcomed Board Member Woodward back. Board Member Woodward thanked Mr. Garner and staff for all of their hard work.

Board Member Flowers stated he had an issue that he wanted to address concerning receiving the Agenda Packet. He stated that he would like to receive the packet more than seven to nine days before the meeting. He gave the example of a February deadline and then hearing the matter in April. Vice Chair McCune stated the the Guidelines state that the Town is only required to give the packet three days prior to the meeting. Mr. Garner stated that is true but he can also see Board Members Flowers' point of wanting more time to review. He said that would have to be changed in Guidelines and the LDO. He said there is a specific time line that staff has to review. Board Member Flowers said the Quasi-Judicial handbook on page 58 states that the Board has a month or so to review items. Chair Terwilliger stated that he would work with Mr. Garner. Board Member Woodward stated it would also be good to not have so many on the meeting. Board Member Cummins stated that in New Bern they had work sessions for cases.

Staff Comments

Mr. Garner had two comments for the Board. The first was the Board would be receiving an email concerning training videos for the Board Members to do. Mr. Garner said the second thing is Ms. Winn will be reaching out to all the Board concerning the draft of the new Design Standards. He told the members to not focus on the Resiliency Chapter because that is being totally re-written. Mr. Garner said this is the time to make the suggestions like Board Member Flowers brought up. He said the resiliency chapter should be finished in May and then public review for this Board and the public in June and hopeful adoption in July or August.

Adjourn

Board Member Stephens made the motion to adjourn. Board Member Sicklin made the second. It was unanimous by all members to adjourn the April 6, 2021 meeting.

Robert Terwilliger, Chair

Denice Winn, Board Secretary

- The Beaufort National Register Historic District Comprehensive Survey (A Resurvey of the 1970 Survey) compiled by Ruth Little, 1997
- Beaufort An Album Of Memories by Jack Dudley
- The Design Guidelines for The Beaufort Historic District & Landmarks (1994, Revised 2008)
- The Town Of Beaufort Land Development Ordinance (Adopted 2013)
- The 2018 North Carolina Existing Building Code Chapter 12, Historic Buildings
- The Town Of Beaufort Comprehensive Plan Update, prepared by the East Carolina Council Of Governments (Adopted 2012)



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 Tuesday, May 4, 2021 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: Case # 21-17 500 Ann Street - Landscaping

BRIEF SUMMARY:

Ann Street Methodist Church wishes to add some new landscaping to their educational property at 500 Ann Street (Eure Building).

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: April 7, 2021
Case No. 21-17

Request: New Landscaping at the Eure Educational Building

Applicant Ann Street United Methodist Church
 500 Ann Street
 Beaufort, NC 28516

Property Information:

Owners: Ann Street United Methodist Church
 Location: 500 Ann Street
 Parcel Id #: 730617109293000

Project Information:

In the District Survey, updated by Ruth Little, the structure at 500 Ann Street is described as Ann Street Methodist Church Fellowship Hall and Pre-School C. 1960. Large 3-Story modern brick building with hipped roof, marble tile panels, and curtain walls of glass windows.

Proposed Work:

See Attached Application

Attachments:

- Vicinity Map
- Adjacent Property Owners
- COA application materials from Applicant

Landscaping Guidelines

8.1.1. Preserve and maintain historic public and private landscapes that contribute to the character of the historic district, including open spaces, streetscapes, and yards.

8.1.2. Preserve and maintain the individual components and historic features that contribute to Beaufort's historic character, including: mature trees, ornamental trees, and hedge rows.

8.1.5. All new plant materials selected for replanting or new planting in publicly visible areas should complement as much as possible those found on the site and in the surrounding area of the district.

8.1.6. Palms, banana trees and other tropical type landscape materials should not dominate the landscape palette. Sabal palms may be used as a minor landscape element. Likewise, any use of other tropical style plant materials that can be viewed from the public property should be limited to a minor complementary presence. Traditional plant materials including live oak trees, deciduous shade and understory trees (service berry or dogwood) and broadleaf evergreen and deciduous shrubs should dominate the landscape.

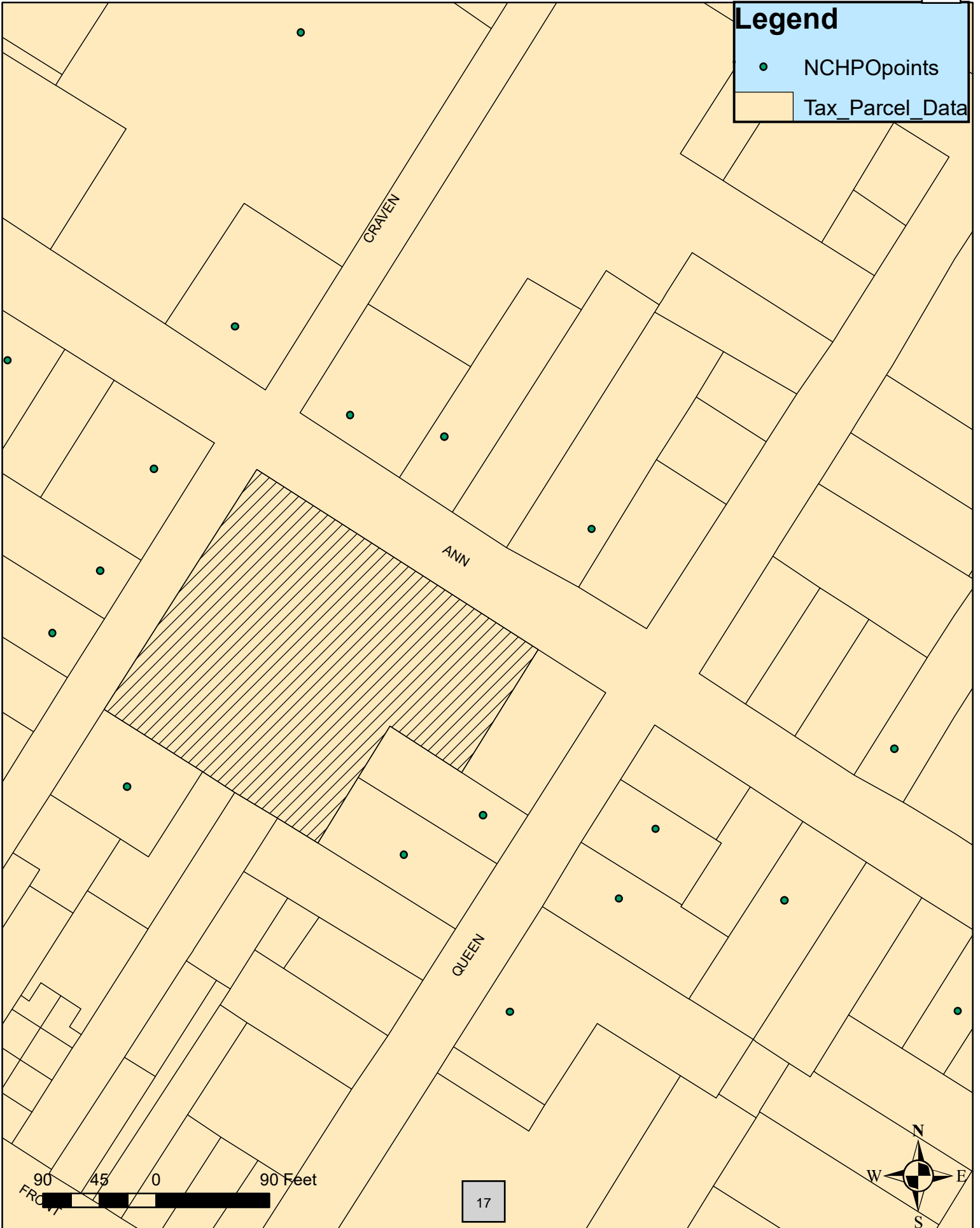
8.1.7. Maintain the relationship between the mass/proportion of the building and open space within the context of the streetscape for new construction, additions and landscape.

8.1.10. Contemporary edging or border materials, such as exposed landscape timbers, railroad ties, pre-cast concrete, plastic, or other substitute material borders are not appropriate in areas seen from the public view.

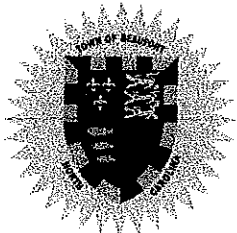
BHPC Case 21-17 500 Ann Street - Landscaping

Legend

- NCHPOpoints
- Tax_Parcel_Data



<u>OWNER</u>	<u>MAIL_H</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>MAIL_STATE</u>	<u>MAIL_ZIP</u>	<u>MAIL_ADD2</u>
ANN STREET METHODIST CHURCH	417	ANN STREET	BEAUFORT	NC	28516	
BEAUFORT FLATS LLC	608	ANN STREET	BEAUFORT	NC	1143 28516	
BISHOP,STEPHEN F ETUX GAIL B	131	CRAVEN STREET	BEAUFORT	NC	28516	
GECI,JACKIE B ETVIR HERMAN SR	512	ANN STREET	BEAUFORT	NC	28516	
GILLIKIN,FRANK S JR ETAL BEN	204	HOWLAND PKWY	BEAUFORT	NC	28516	
GREENBERG,BRENT ETUX SINDEE			BEAUFORT	NC	28516	PO BOX 27
HAWKES,ELIZABETH K	121	QUEEN ST	BEAUFORT	NC	28516	
MYERS,THOMAS D ETUX JEWEL	505	ANN STREET	BEAUFORT	NC	28516	
OWENS,NELSON N ETUX PATRICIA A	723	COMET DRIVE	BEAUFORT	NC	28516	
PREST,LIZZETT ROMERO-JIMINEZ	135	CRAVEN STREET	BEAUFORT	NC	28516	
STEWART,JOHN ALEXANDER JR ETAL	321	HUDSON STREET	RALEIGH	NC	27608	
SULLIVAN,JAMES B	200	CRAVEN ST	BEAUFORT	NC	28516	
SWAIN,ROBERT KYLE ETUX LINDA	107	NORTH SHORE	BEAUFORT	NC	28516	



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: Ann St. United Methodist Church, Bob Garrison, trustee

Applicant Address: 417 Ann St, Beaufort, NC 28516

Business Phone: 252-728-4229 Email/Cell: 252-241-4430

Property Owner Name: same

Address of Property: 500 Ann St

Phone Number: _____ Email/Cell: _____

PROJECT INFORMATION

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

Replacement of shrubbery that was removed from the front of the Eure building in Dec 2020 when brick knee walls were removed and a handicap accessible sidewalk constructed.

Shrubbery, as shown in diagram, is compatible with Beaufort area (3 of 4 species are at town hall, 1 of azaleas are prevalent).

Estimated Cost of Project: \$ 2000

Year House Built: ~1954

R Garrison, Trustee ASUMC
Applicant Signature

3-19-21
Date

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: JG

Reviewed for Completeness: _____

Date: 03/22/2021

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. *↳ emailed separately*
- 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. *NA*
- An indication of all trees to be replaced and/or removed. *NA*
- 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. *NA*
- All types of building material samples. *NA*
- 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.

Adjacent Property Owners

1 James B Sullivan
200 Craven St

2 Thomas D. Myers
505 Ann St

3 John Alexander Stewart
511 Ann St

4 Eileen B McGinnis
513 Ann St

5 Jackie B. Geci
512 Ann St

6 Elizabeth K Hawkes
121 Queen St

7 Robert K. Swain
119 Queen St

8 Frank S Gillikin
117 Queen St

9 Nelson N. Owens
513 Front St

10 Beaufort Flats, LLC
118 Craven St

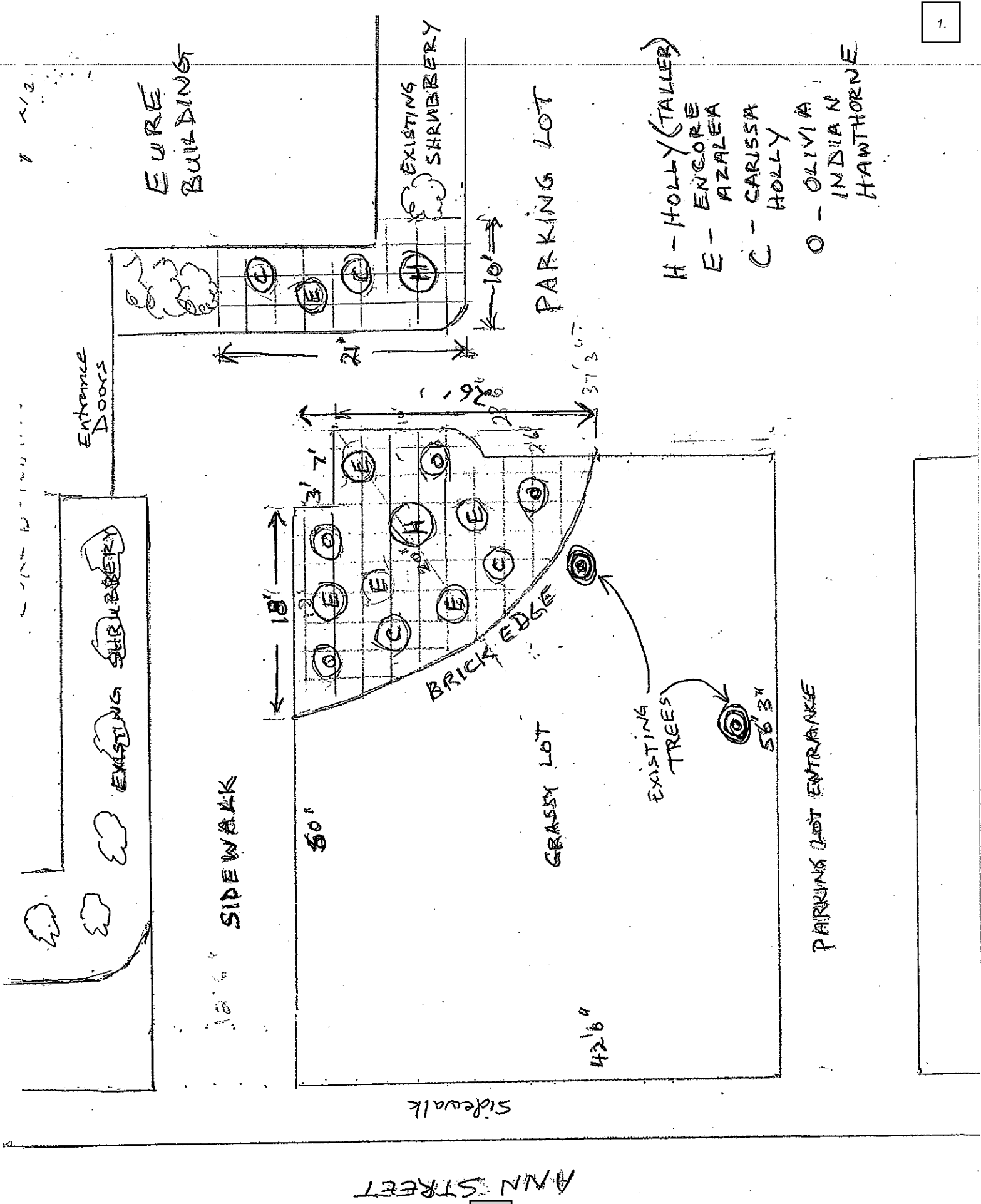
11 Brent Greenberg
122 Craven St

12 Beaufort Linen Interiors LLC
125 Craven St.

13 Stephen Bishop
129 Craven St

14 Stephen Bishop
131 Craven St

15 Lizzett Prest
135 Craven St.



EURE BUILDING

EXISTING SHRUBBERY

PARKING LOT

- H - HOLLY (TALLER)
- E - ENCORE AZALEA
- C - CARISSA HOLLY
- O - OLIVIA INDIAN HAWTHORNE

PARKING LOT ENTRANCE

ANN STREET

SIDEWALK

SIDEWALK



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 Tuesday, May 4, 2021 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: Case # 21-18 417 & 500 Ann Street - Landscaping

BRIEF SUMMARY:

Ann Street Methodist Church wishes to Plant Garden Areas along Craven Street beside church and at the Eure Building.

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: April 7, 2021
Case No. 21-18

Request: New Landscaping at the Church & Eure Building (Plant Garden Areas along Craven Street beside church and at the Eure Building)

Applicant Ann Street United Methodist Church
 500 Ann Street
 Beaufort, NC 28516

Property Information:

Owners: Ann Street United Methodist Church
Location: 417 & 500 Ann Street
Parcel Id # 730617109293000, 730617109540000

Project Information:

In the District Survey, updated by Ruth Little, the structure at 500 Ann Street is described as Ann Street Methodist Church Fellowship Hall and Pre-School C. 1960. Large 3-Story modern brick building with hipped roof, marble tile panels, and curtain walls of glass windows.

Proposed Work:
 See Attached Application

Attachments:

- Vicinity Map
- Adjacent Property Owners
- COA application materials from Applicant

Landscaping Guidelines

8.1.1. Preserve and maintain historic public and private landscapes that contribute to the character of the historic district, including open spaces, streetscapes, and yards.

8.1.2. Preserve and maintain the individual components and historic features that contribute to Beaufort's historic character, including: mature trees, ornamental trees, and hedge rows.

8.1.5. All new plant materials selected for replanting or new planting in publicly visible areas should complement as much as possible those found on the site and in the surrounding area of the district.

8.1.6. Palms, banana trees and other tropical type landscape materials should not dominate the landscape palette. Sabal palms may be used as a minor landscape element. Likewise, any use of other tropical style plant materials that can be viewed from the public property should be limited to a minor complementary presence. Traditional plant materials including live oak trees, deciduous shade and understory trees (service berry or dogwood) and broadleaf evergreen and deciduous shrubs should dominate the landscape.

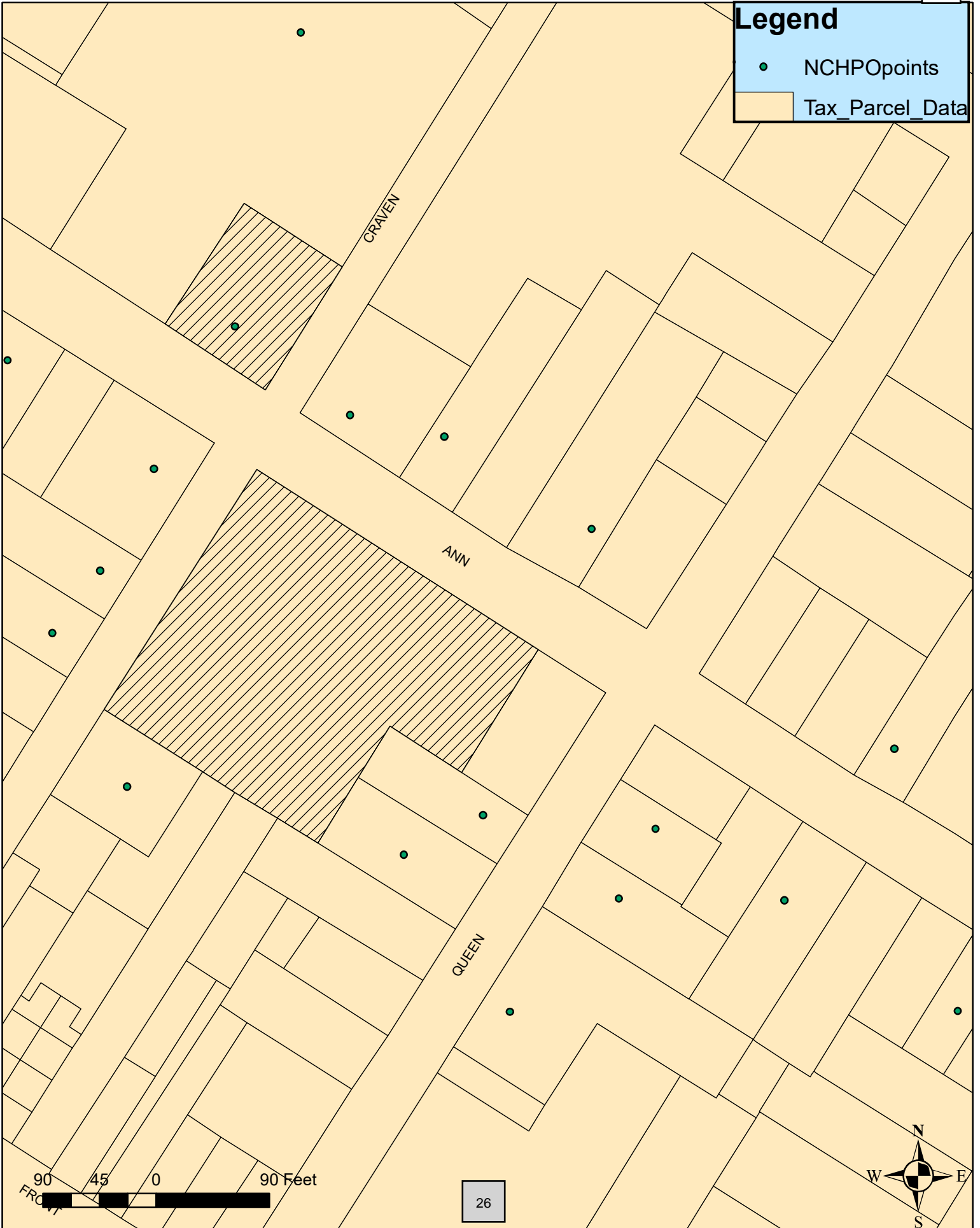
8.1.7. Maintain the relationship between the mass/proportion of the building and open space within the context of the streetscape for new construction, additions and landscape.

8.1.10. Contemporary edging or border materials, such as exposed landscape timbers, railroad ties, pre-cast concrete, plastic, or other substitute material borders are not appropriate in areas seen from the public view.

BHPC Case 21-18 417 & 500 Ann Street - Landscaping

Legend

- NCHPOpoints
- Tax_Parcel_Data



<u>OWNER</u>	<u>MAIL_H</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>MAIL_STATE</u>	<u>MAIL_ZIP</u>	<u>MAIL_ADD2</u>
ANN STREET METHODIST CHURCH	417	ANN STREET	BEAUFORT	NC	28516	
BEAUFORT FLATS LLC	608	ANN STREET	BEAUFORT	NC	1143 28516	
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GILLIKIN,FRANK S JR ETAL BEN	204	HOWLAND PKWY	BEAUFORT	NC	28516	
GREENBERG,BRENT ETUX SINDEE			BEAUFORT	NC	28516	PO BOX 27
HAWKES,ELIZABETH K	121	QUEEN ST	BEAUFORT	NC	28516	
MYERS,THOMAS D ETUX JEWEL	505	ANN STREET	BEAUFORT	NC	28516	
OWENS,NELSON N ETUX PATRICIA A	723	COMET DRIVE	BEAUFORT	NC	28516	
PREST,LIZZETT ROMERO-JIMINEZ	135	CRAVEN STREET	BEAUFORT	NC	28516	
STEWART,JOHN ALEXANDER JR ETAL	321	HUDSON STREET	RALEIGH	NC	27608	
SULLIVAN,JAMES B	200	CRAVEN ST	BEAUFORT	NC	28516	
SWAIN,ROBERT KYLE ETUX LINDA	107	NORTH SHORE	BEAUFORT	NC	28516	

**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: Ann St. United Methodist Church Linda Hevner *project leader*

Applicant Address: 417 Ann St. Beaufort NC 28516

Business Phone: church office 252-728-4279 Email/Cell: contact 315-400-5464

Property Owner Name: Same Bob Garrison, Trustee

Address of Property: 417 Ann St. (Craven St./Taylor Garden)
500 Ann St. (Eure Bldg Garden)

Phone Number: _____ Email/Cell: _____

PROJECT INFORMATION

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

In two existing gardens, plant native and other plants which attract pollinators. All plants are in use in local gardens. The Ann St. Church Pollinator Gardens will provide educational and sensory experiences while beautifying the two sites for residents and visitors alike.

*Ann St. Church 1854
Eure Bldg
Tool House Built: 1954*

Estimated Cost of Project: \$ 800.00

Linda Hevner
Applicant Signature

3/28/2021
Date

B Garrison Chairman of Trustees
Property Owner Signature (if different than above)

3/29/21
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: De
Date: 3/30/2021

Reviewed for Completeness: _____
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). *Exhibit 5*
- Photographs of the streetscape, the site, and existing buildings to be impacted. *Exhibit 2
Exhibit 4*
- A site plan showing dimensions of both existing and proposed conditions. *Exhibit 1
Exhibit 2*
- A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.). *Sign, Brochure Box Exhibit 3
Trellis Exhibit 4*

2. Items required as applicable to project:

- A description of any planned demolition. *NA*
- An indication of all trees to be replaced and/or removed. *NA*
- A landscaping plan indicating major planting materials. *Exhibits 1 + 2*
- Exterior paint color sample/color swatch(s) for projects involving any change of exterior paint color(s) only. *NA*
- All types of building material samples. *NA*
- If a project involves the reconstruction of an earlier feature of a historic structure, documentation of the prior existence of such feature. *NA*

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. *Exhibit 3*
- 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. *Black*

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.

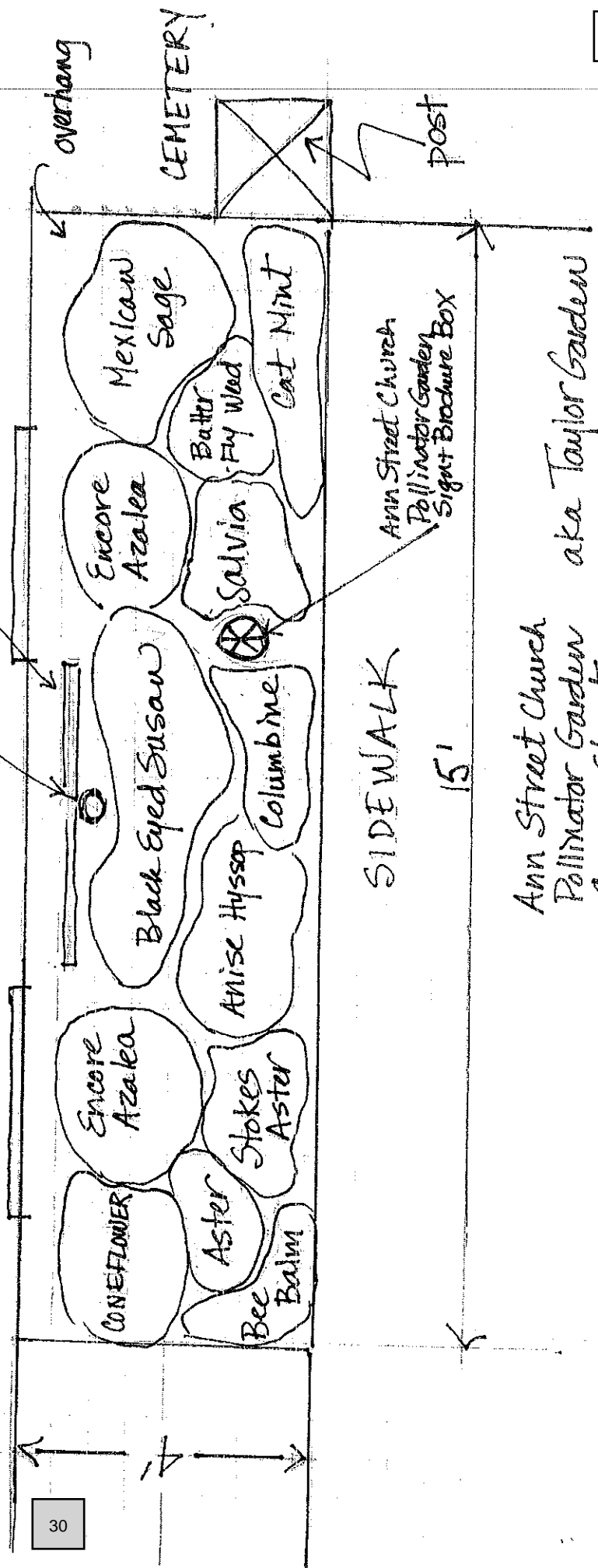
A COA is valid for a period of six (6) months and may be renewed for an additional six months via written request to Town Staff from the applicant (please state all reasons why the extension is needed). If work has not begun or a building permit for the project has not been obtained within the six-month 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.

Exhibit I

Coral honeysuckle
trellis

CHURCH



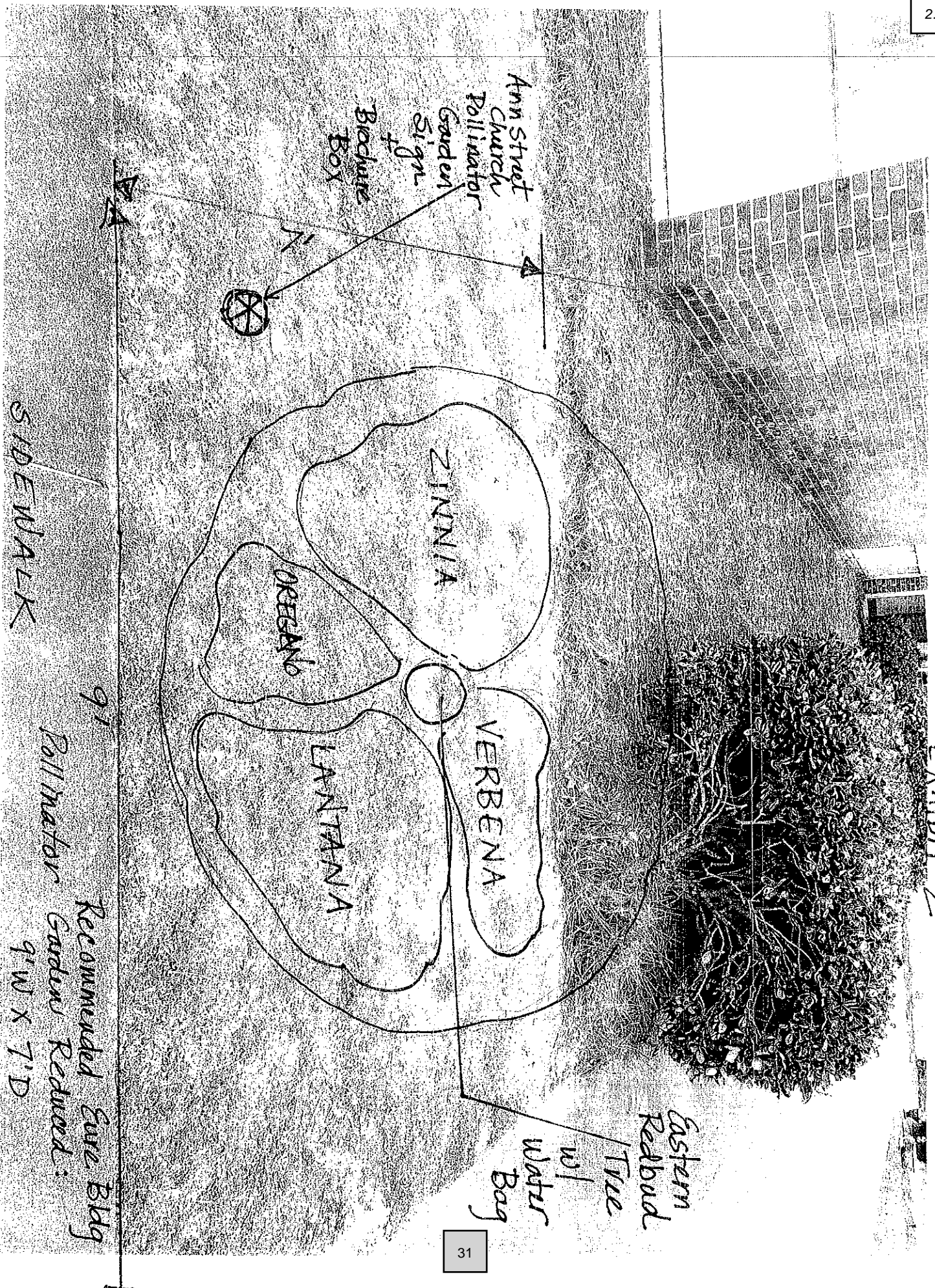
SIDEWALK

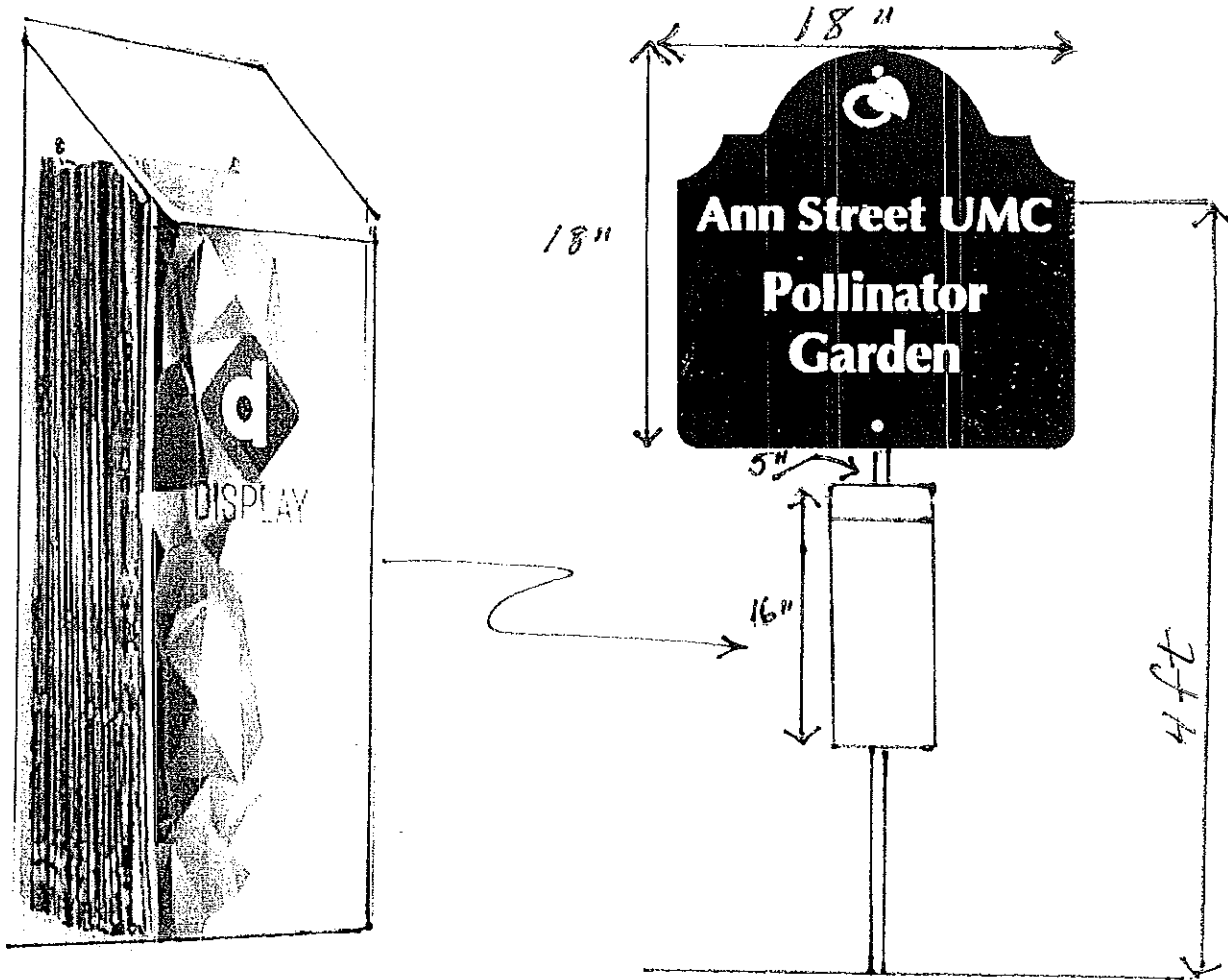
15'

Ann Street Church
Pollinator Garden
Craven Street
aka Taylor Garden
15' W x 4' D

Ann Street Church
Pollinator Garden
Sign Brochure Box

Exhibit 2





Acrylic Brochure Box

5.0 x 16.0 x 2.3

To be mounted to metal post below sign.

Custom Metal Sign
Black w/ Gold Edge.
18" x 18"

Note: Brochure Box is less than 1/2 size of one placed in Old Bunyng Ground. Sign shape is similar to those used to mark Historical Sites.

EXHIBIT 3



EURE Garden -- Before wall removal
Refer to Exhibit 2 for current photo

CRAVEN Street Garden

Craven Street Garden

Winchester Trellis

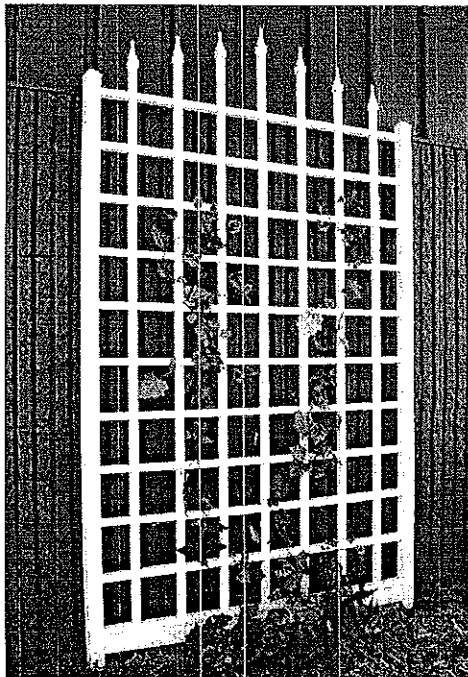


Exhibit 4
White - Non-Attached
Trellis - Synthetic

Model # 11174
 Item # 1240808
 57" x 96" Duratrel

Adjacent Property Owners

James B Sullivan
200 Craven St

Thomas D. Myers
505 Ann St

John Alexander Stewart
511 Ann St

Eileen B McGinnis
513 Ann St

Jackie B. GeCi
512 Ann St

Elizabeth K Hawkes
121 Queen St

Robert K. Swain
119 Queen St

Frank S Gillikin
117 Queen St

Nelson N. Owens
513 Front St

Beaufort Flats, LLC
118 Craven St

Brent Greenberg
122 Craven St

Beaufort Linen Interiors LLC
125 Craven St.

13 Stephen Bishop
129 Craven St

14 Stephen Bishop
131 Craven St

15 Lizzett Prest
135 Craven St.

Exhibit 5



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 Tuesday, May 4, 2021 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: Case 21-20 300 Front Street Unit –A – Signage

BRIEF SUMMARY:
Install new 7.36 sq. ft. hanging sign.

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: April 15, 2021
Case No. 21-20

Request: Install new 7.36 sq. ft. hanging sign.
Applicant: Spouter's
300 Unit 1 Front Street
Beaufort, NC 28516

Property Information:

Owners: John Warrington
Location: 300 Front Street – Unit 1
PIN#: 730617008278000

Project Information:

- According to the Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 300 Front Street, NC-age, circa 1985. **Commercial Building.** Large, 1-story Mitchell Manufactured prefabricated metal building with a white brick façade.
- In July 2017 a 6.94 square foot projecting sign on an existing projecting sign frame. The former sign was made of aluminum and was 40 inches wide by 25 inches tall. This was also the same size as a sign that was approved for a COA in June 2016 at this location. The street frontage at this location is 84 feet which would allow for up to 168 square feet of signage.

Proposed work:

- Installation of a new metal/composite sign totaling 7.36 sq. ft.

Material:

- Metal/composite

Color:

See attached sign samples

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.

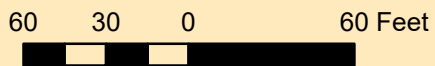
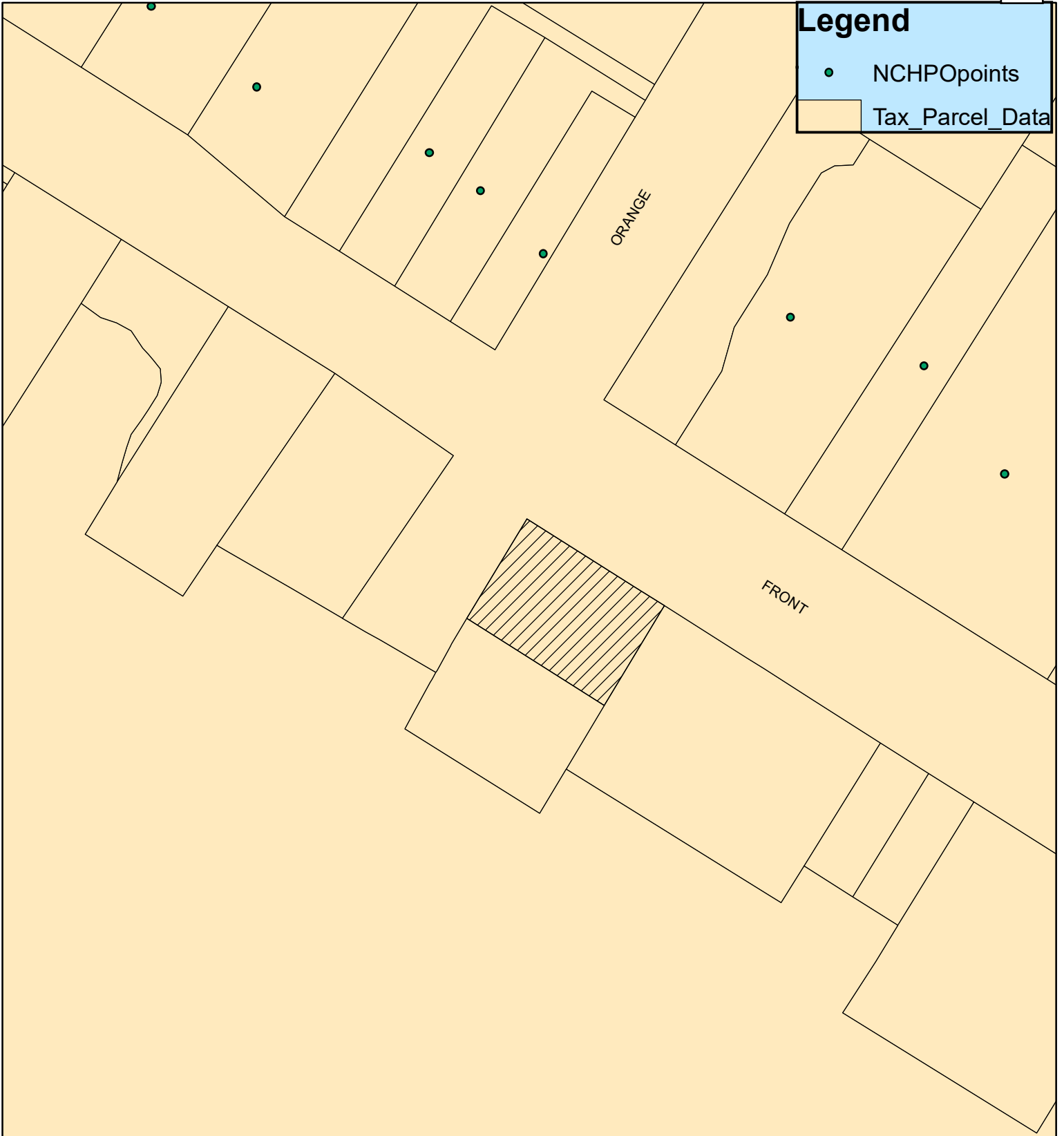
8.6.5. Use simple, clear graphics and lettering styles in sign design.

BHPC Case 21-20 300 Front Street Unit 1 - Signage

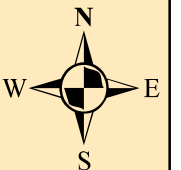
3.

Legend

- NCHPOpoints
- Tax_Parcel_Data



38



<u>OWNER</u>	<u>MAIL_HQ1</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>MAIL_ST</u>	<u>MAIL_Z1</u>	<u>MAIL_ZI</u>	<u>MAIL_ADD2</u>
ASCENCIOS,LAUREN ETVIR JULIO	305	FRONT STREET	BEAUFORT	NC		28516	
FOUR SEAS INVESTMENTS			BEAUFORT	NC		28516	PO BOX 906
FRONT STREET HOUSE LLC ETAL			TARBORO	NC		27886	PO BOX 1528
HARROLD,DENNIS BLAIR	675	WOODCREST ROAD	KEY BISCAYNE	FL		33149	
STATE OF NORTH CAROLINA	1321	MAIL SERVICE CENTER	RALEIGH	NC	1321	27699	
WARRINGTON,JOHN ETUX SONDA	300	FRONT ST	BEAUFORT	NC		28516	

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: Spouters (formerly Spouter Inn)

Applicant Address: 300 Front St.

Business Phone: 252-728-5190 Email/Cell: 252-~~728~~ 342 5190
252 342 0405


Property Owner Name: John Warrington

Address of Property: 300 Front St.

Phone Number: 252 728 3155 Email/Cell: bys@beaufort
yachtsales.com

PROJECT INFORMATION

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

Hang exterior sign from existing pole.
26.5"  40"
AND Place same Logo (vinyl
27" x 36" stick on) in center front
store front window.

Estimated Cost of Project: \$ 300-400 Year House Built: _____

Robert Held Applicant Signature Date 4/13/21

ON file w/ town 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: DW
Date: 4/13/2021

Reviewed for Completeness: JG
Date Deemed Completed and Accepted: 04/13/2021

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:

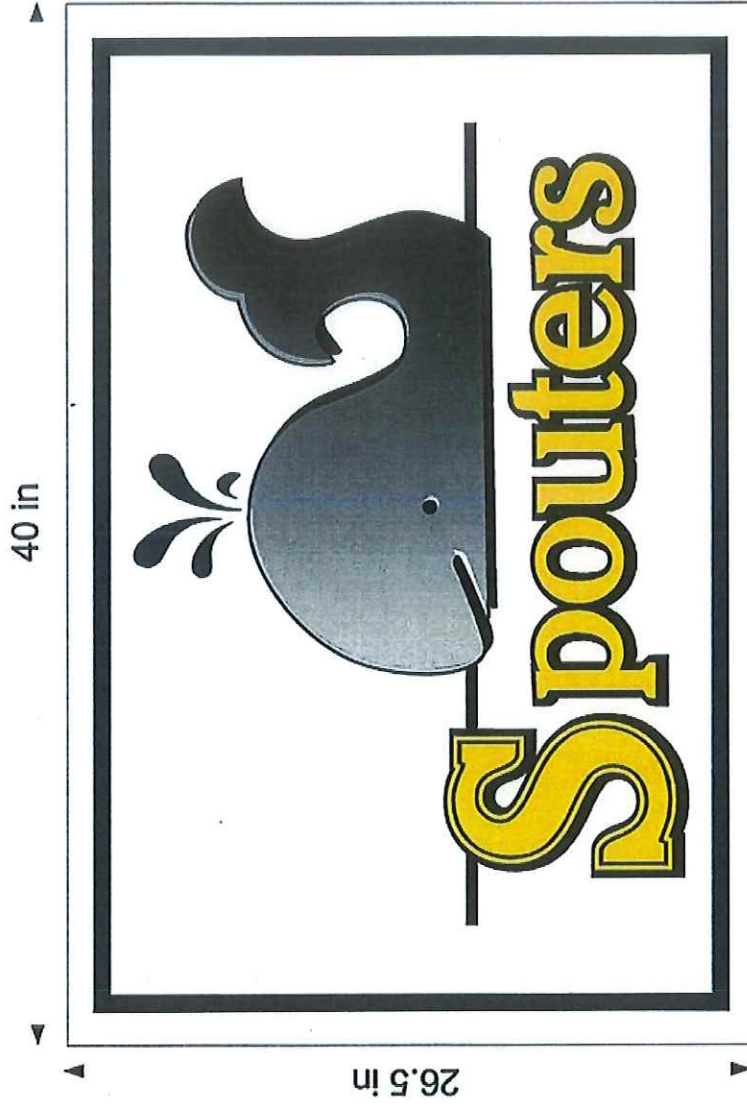
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40 in

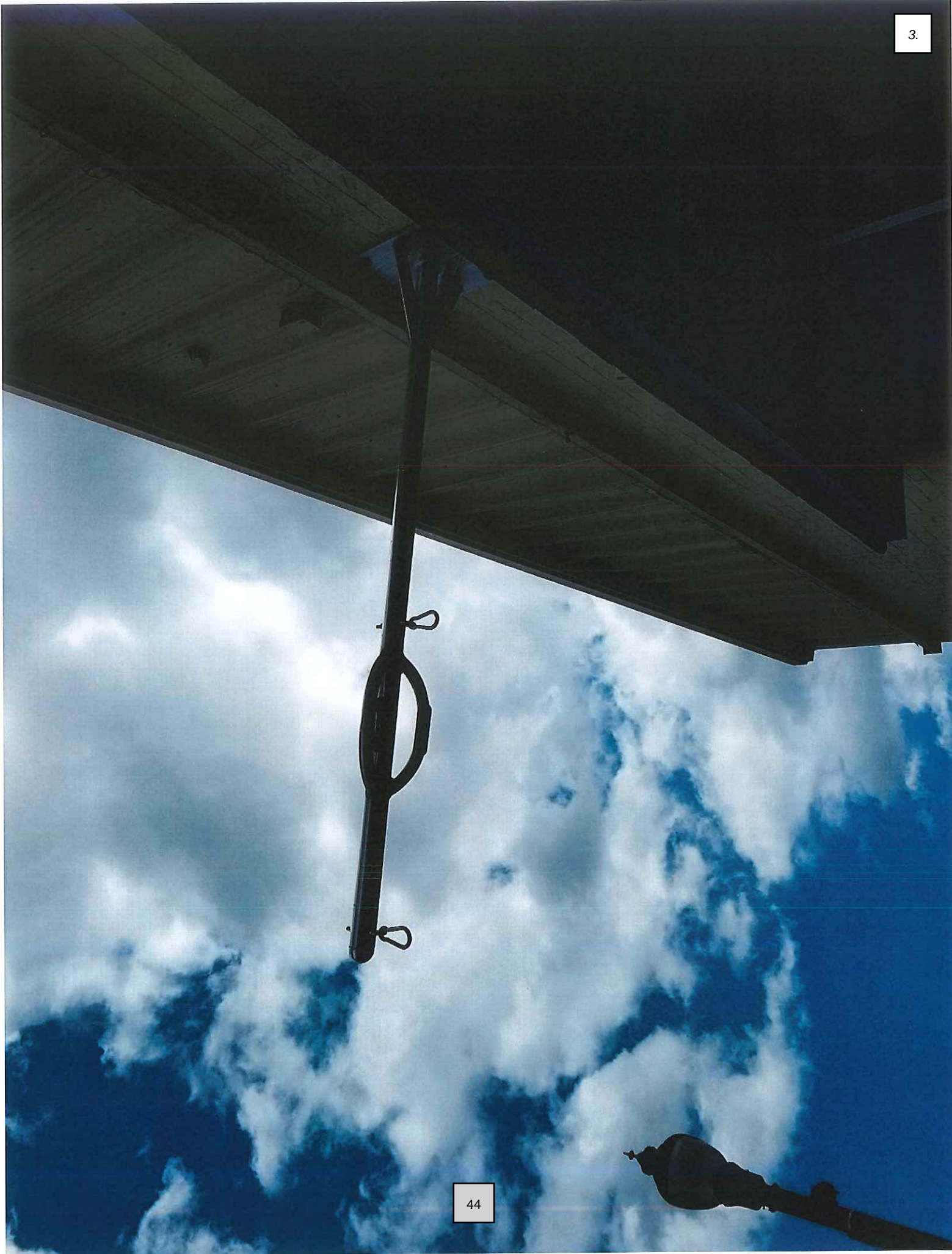
26.5 in



252.728.4866
1626 Live Oak St. Beaufort, NC 28516



1626 Live Oak St. if





新加坡

RESTAURANT



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 Tuesday, May 4, 2021 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: Case 21-21 120 Moore Street – Off Street Parking

BRIEF SUMMARY:

Install a brick parking pad at the rear corner of the house (Ann Street side) and a brick pathway at the right front side of the yard.

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: April 22, 2021
Case No. 21-21

Request: Install a brick parking pad at the rear corner of the house (Ann Street side) and a brick pathway at the right front side of the yard.

Applicant: Dr. David & Adeline Talbot

Property Information:

Owners: Same
Location: 120 Moore Street
PIN#: 730617018034000

Project Information:

In November 2019 the HPC approved a COA for an addition to 120 Moore Street. Since the meeting the applicants have working on the house to meet the requirements of their COA.

In April 2021 the Commission approved a 270 sq. ft. accessory structure in the rear yard.

Attachments:

- Vicinity Map
- Adjacent Property Owners list
- Application
- Site Plan

Landscaping Guidelines

8.1.11. Historic sidewalks and other paving materials should be preserved and maintained. New sidewalks shall be compatible in material, detailing, color and finish to existing historic sidewalks.

Off-street Parking Guidelines

8.5.1. Locate new parking lots and driveways in the historic district as unobtrusively as possible. Parking lots consisting of large expanses of concrete or asphalt with little planting or other screening are not appropriate.

8.5.3. Site new parking areas in interior or rear lot locations where possible.

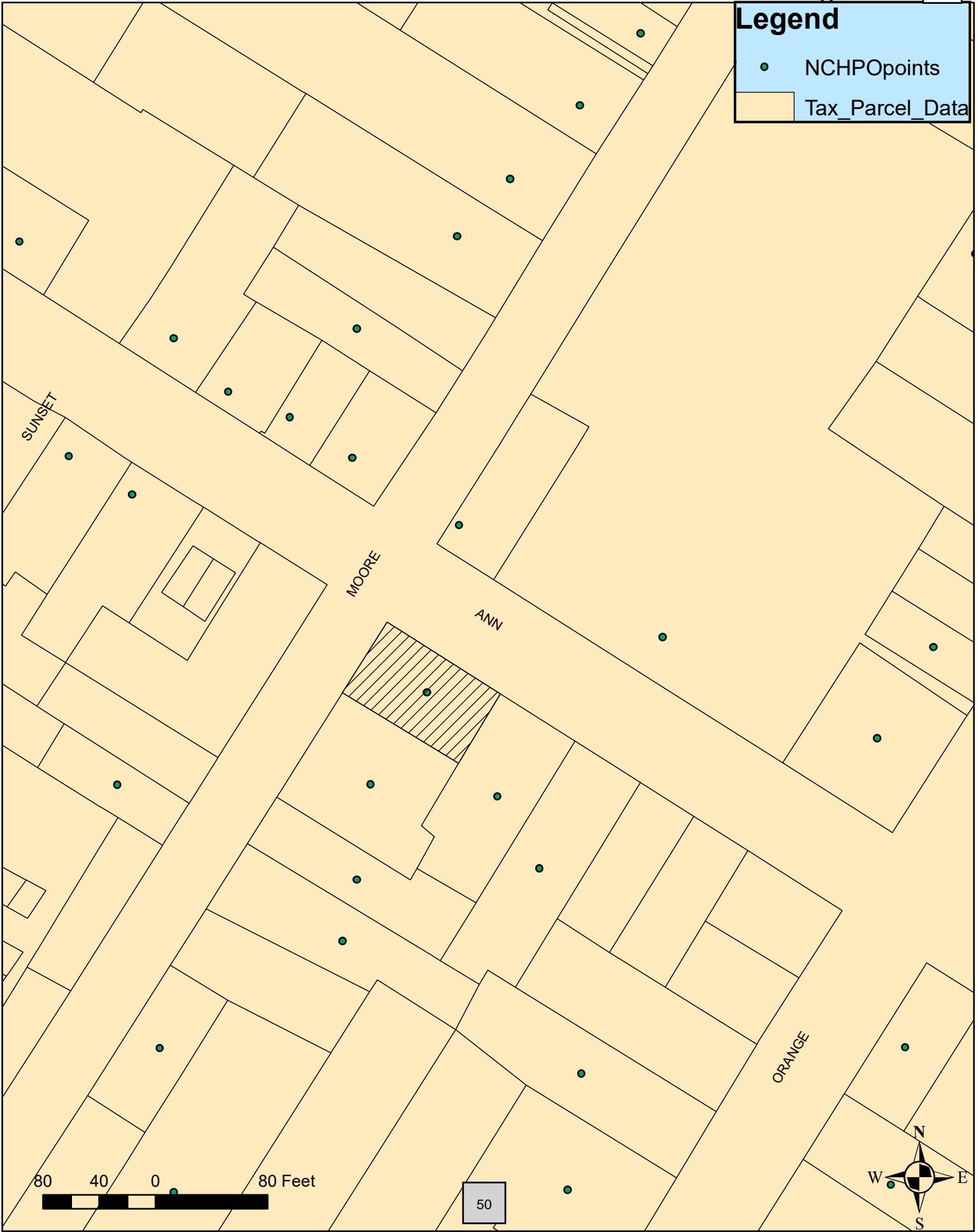
8.5.4. Avoid removing trees and other landscape elements that contribute to the historic character of a site.

8.5.7. Use paving materials that were traditionally used on surface parking areas and driveways on the surrounding block or street. Gravel, marl, crushed shells, asphalt, and concrete are typical parking lot treatments, while grass, gravel or concrete runners with a grassy median, brick, and marl are typical driveway treatments. Use bricks, stone, or metal to contain loose paving materials. Landscaping timbers, railroad ties, and concrete or plastic edging are not allowed.

BHPC Case 21-21 120 Moore Street - Off Street Parking

Legend

- NCHPOpoints
- Tax_Parcel_Data



<u>OWNER</u>	<u>MAIL HOI</u>	<u>MAIL ST</u>	<u>MAIL CITY</u>	<u>L ST</u>	<u>MAIL ZI</u>	<u>MAIL ZI</u>
COSTLOW,VIRGINIA HERRMAN MASON	201	ANN STREET	BEAUFORT	NC		28516
JOHNSON,ZACKARY I ETAL HUNT	206	ANN STREET	BEAUFORT	NC		28516
PAUL,ALLAN	403	GLASCOCK ST	RALEIGH	NC		27604
RISSER,MARGARET PINER	118	MOORE STREET	BEAUFORT	NC	2129	28516
ST PAULS EPISCOPAL CHURCH	209	ANN STREET	BEAUFORT	NC		28516
TALBOT,DAVID C ETUX ADELINE C	120	MOORE STREET	BEAUFORT	NC		28516
TUTAK,CHRISTOPHER N ETUX HEIDI	131	ANN STREET	BEAUFORT	NC		28516



CERTIFICATE OF APPROPRIATENESS APPLICATION
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT

Instructions:

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APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: DAVID + ADELINNE TALBOT

Applicant Address: 120 Moore St. Beaufort, N.C. 28516

Business Phone: 336-312-5654 Email/Cell: @talbotestudio
traveler.com

Property Owner Name: same as above

Address of Property: _____

Phone Number: _____ Email/Cell: _____

PROJECT INFORMATION

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

install a brick parking pad at the
near corner of the house (Ann St. side) and
@ brick ~~side~~ pathway at the right front side
yard

Estimated Cost of Project: \$ 1500 - 3000

Year House Built: 1817

[Signature]
Applicant Signature

April 13, 2021
Date

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.

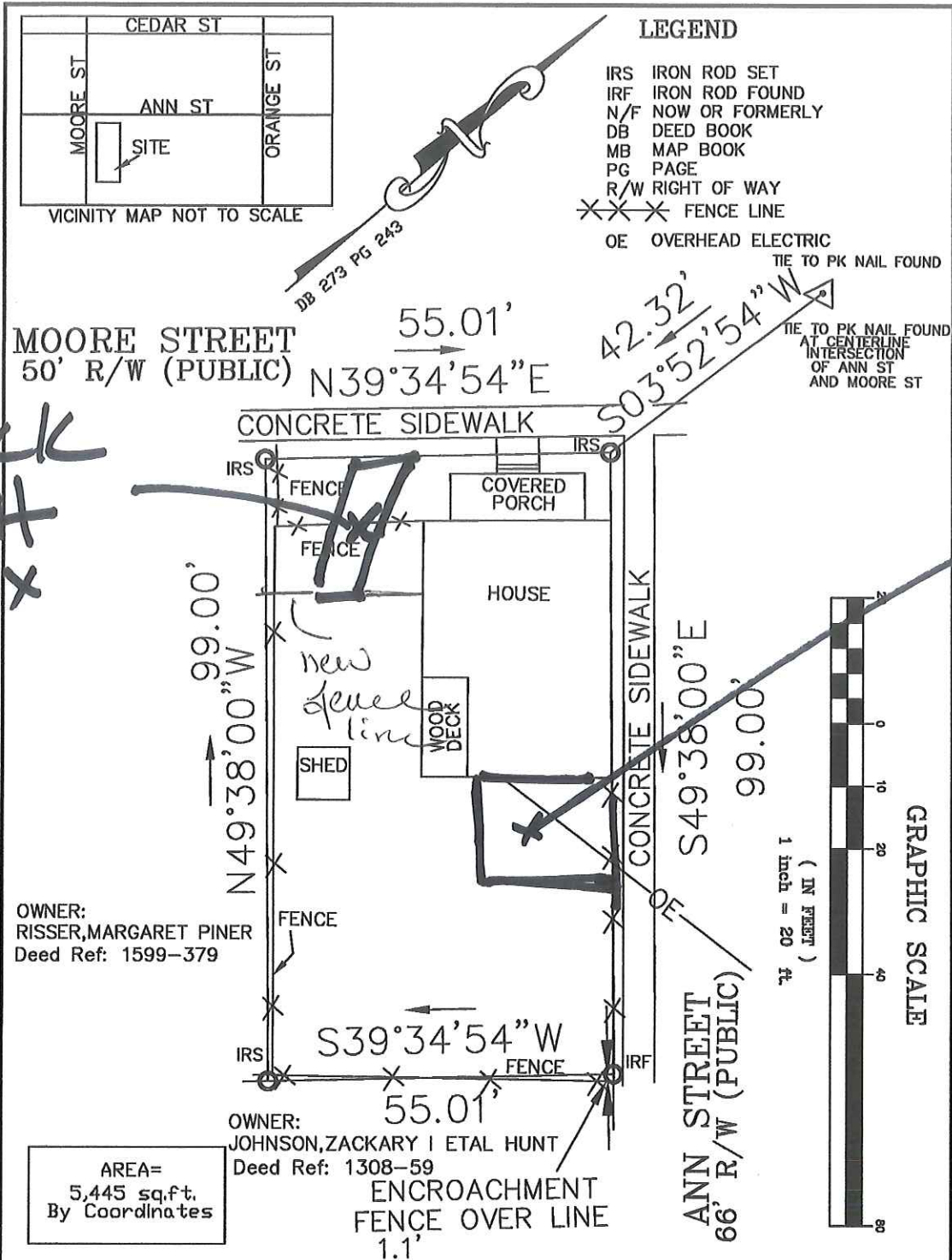
OFFICE USE ONLY

Received by: DW

Reviewed for Completeness: _____

Date: 4/14/2021

Date Deemed Completed and Accepted: _____



Brick
PATH
20' x
31'

Brick
PARKING
PAD
22' x
22'

OWNER:
RISSER, MARGARET PINER
Deed Ref: 1599-379

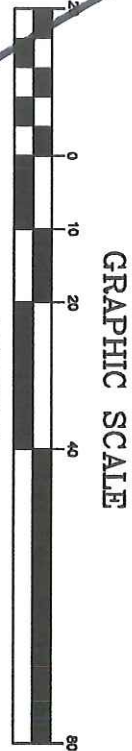
OWNER:
JOHNSON, ZACKARY I ETAL HUNT
Deed Ref: 1308-59

AREA=
5,445 sq.ft.
By Coordinates

ENCROACHMENT
FENCE OVER LINE
1.1'

LEGEND

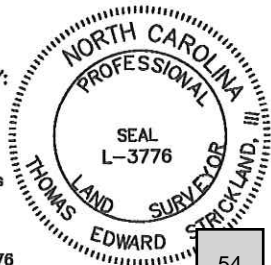
- IRS IRON ROD SET
- IRF IRON ROD FOUND
- N/F NOW OR FORMERLY
- DB DEED BOOK
- MB MAP BOOK
- PG PAGE
- R/W RIGHT OF WAY
- *** FENCE LINE
- OE OVERHEAD ELECTRIC



I, THOMAS EDWARD STRICKLAND III, P.L.S. L-3776 CERTIFY THAT THIS SURVEY IS OF AN EXISTING PARCEL OF LAND.

Thomas Edward Strickland, III 3/12/19
THOMAS EDWARD STRICKLAND, III L-3776
L-3776

REGISTRATION NUMBER
CERTIFICATE OF SURVEY & ACCURACY:
I, THOMAS EDWARD STRICKLAND III, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK... PAGE OR OTHER REFERENCE SOURCE DB 1380 PG 478 THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM INFORMATION IN BOOK... PAGE OR OTHER REFERENCE SOURCE THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 1:10,000+ AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 06.1000). THIS DAY OF 3/12/19



Thomas Edward Strickland, III 3/12/19
PROFESSIONAL LAND SURVEYOR

L-3776
REGISTRATION NUMBER

54

REFERENCE: OWNER:
DB 273 PG 243 PATRICIA A. HARDESTY

PHYSICAL SURVEY FOR
Adeline C. and David C. Talbot
TOWN OF BEAUFORT
PART LOT 66 (OLD TOWN)

BEAUFORT TWSP., CARTERET COUNTY, N.C.

STRICKLAND SURVEYING, P.A.
4915 ARENDELL ST, STE J
PMB 132
MOREHEAD CITY, N.C. 28557
919-717-0007 (C-1496)
THOMAS EDWARD STRICKLAND III P.L.S.

SURVEYED
3/6/19
INVEST FBBI
5065
DATE
3/12/19
SCALE
1" = 20'

VIEWS OF 120 MOORE STREET



see reverse for adjacent properties



Zackery Johnson; 206 Ann Street



St Paul's Episcopal Church
205 & 209 Ann Street

Please note that the lot directly across Moore St has no built structures