



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, December 03, 2024 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Minutes Approval

- [1.](#) HPC Draft Minutes 100124

Administration of Oaths

Items of Consent

- [1.](#) Approval of the Orders for 312 Moore Street & 300 Front Street – Certificate of Appropriateness

New Business

- [1.](#) Case # 24-07 500 Ann Street - Fencing
- [2.](#) Case # 24-23 312 Moore Street – New Single-Family Home
- [3.](#) 2025 Historic Commission Meeting and Submittal Calendar

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 1, 2024 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes

Call to Order

Chair McCune called the October 1st, 2024 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m.

Roll Call

Members Present: Joyce McCune, Chair; Bradley Hedrick, Vice-Chair; Bradley Cummins, Tammy Hunsucker, Jessica Sabiston

Members Absent: Jonathan Haas, Marissa Morris

A quorum was declared with five members present.

Staff Present: Mr. Kyle Garner, Planning Director, Ms. Jill Quattlebaum, Town Attorney; Ms. Laurel Anderson, Board Secretary

Agenda Approval

Vice-Chair Hedrick made the motion to approve the Agenda and Member Cummins made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston

Minutes Approval

Vice-Chair Hedrick made the motion to approve the September 3rd, 2024 Minutes as presented and Member Sabiston made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston

Administration of Oaths

Chair McCune gave the Quasi-Judicial Statement as follows: 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 Anderson then administered the Oath to Kyle Garner.

New Business

1. Case #24-21; 312 Moore Street – Demolish House

Chair McCune introduced Case #24-21 and asked if any members needed to recuse themselves and hearing none, she asked for the Staff Report.

Mr. Garner requested that the Staff Report and all attachments and exhibits be included as part of the official record. He noted that the property was not a significant structure and also showed letters the applicant had obtained from the State Historical Preservation Office which identified the house as not being a contributing structure of significance. Site plans and Sanborn Fire Insurance maps were also submitted by the applicant.

The Board discussed reuse of materials, proposed future use of the site, architectural style of any future build on the site, and the protection of mature trees on site.

Secretary Anderson administered the Oath to the applicant, Kyle McLaughlin.

The Board further discussed salvageable materials, protection of mature trees on the property, and the house's relocation from its original location.

Chair McCune asked if there were any parties with standing who would like to comment. There were none.

Chair McCune asked if there were any parties with standing, and hearing none and no further questions, asked for a motion for a Finding of Fact for Case #24-21. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #24-21, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Demolition of Buildings 10.1.1, 10.1.2, 10.1.3, 10.1.4, 10.1.5, 10.1.6.

Member Sabiston made the second. Chair McCune took a vote that was approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #24-21.

Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: 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 #24-21 be issued for the proposed work.

Member Sabiston made the second and Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston

Chair McCune then declared Case #24-21 closed and notified Mr. McLaughlin that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

2. Case #24-22; 300 Front St Unit 3 – New Signage

Chair McCune introduced Case #24-21 and asked for the Staff Report. Mr. Garner requested that the Staff Report and all attachments and exhibits be included as part of the official record. He stated that the proposed signage is to replace the Z & Z Design hanging sign (10.6 sq. ft) as well as the attached signage on the east side of the building which was 16 sq. ft.

Mr. Garner noted that this property has 85 feet of street frontage which would permit up to 170 square feet of total signage per the Land Development Ordinance (LDO). Encanto has 30.63 sq. ft and Beaufort Yacht Sales has 28 sq. ft. Total signage for the building is 58.63 sq. ft of the 170 allowed.

Secretary Anderson administered the Oath to the applicant, Ted Morris.

There were no questions for the applicant.

Chair McCune asked if there were any parties with standing, and hearing none and no further questions, asked for a motion for a Finding of Fact for Case #24-22. Member Sabiston made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #24-22, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Signage Guidelines 8.6.1, 8.6.2, 8.6.3, 8.6.5.

Vice-Chair Hedrick made the second. Chair McCune took a vote that was approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #24-22.

Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: 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 #24-22 be issued for the proposed work.

Member Cummins made the second and Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston

Chair McCune then declared Case #24-22 closed and notified Mr. Morris that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

3. Historic Standards Review & Discussion

The Board reviewed and discussed revisions to the new Guidelines.

Commission / Board Comments

There were no Board Comments.

Staff Comments

There were no Staff Comments.

Adjourn

Vice-Chair Hedrick made the motion to adjourn and Member Cummins made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston

Chair McCune declared the October 1st, 2024 meeting adjourned at 8:00 p.m.

Chair, Joyce McCune

Board Secretary, Laurel Anderson



Town of Beaufort, NC

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

**Town of Beaufort Historic Preservation Commission
6:00 P.M. December 3, 2024 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: Consent
SUBJECT: Approval of the Orders for 312 Moore Street & 300 Front Street – Certificate of Appropriateness

BRIEF SUMMARY:

As part of the new General Statutes (160D), prior to Evidentiary Hearing Orders being signed and sent to the applicant/property owners, the Board in which conducted the hearing is to review the order for accuracy.

The staff has consulted with the Town Attorney and now asks that the Historic Commission Members review the orders for such accuracy and be prepared to make a motion to recommend approval of the Order or to approve with Commission recommended changes.

REQUESTED ACTION:

Review the order for such accuracy and be prepared to make a motion to recommend approval of the Order or to approve with Commission recommended changes.

EXPECTED LENGTH OF PRESENTATION:

0 Minutes (Presentation from Staff)

SUBMITTED BY:

Kyle Garner, AICP Planning Director

BUDGET AMENDMENT REQUIRED:

N/A



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

December 3, 2024

Kyle McLaughlin
511 Turner Street
Beaufort, NC 28516

RE: Case # 24-21 312 Moore Street – Demolish House

Dear Mr. McLaughlin:

Beaufort’s Historic Preservation Commission wishes to thank you for your recent application for a Certificate of Appropriateness regarding the property referenced above which is in the Town’s Historic District. We appreciate you taking the time to come before the Commission, as well as your willingness to work with us to preserve the distinctive character of Beaufort. Your commitment will help ensure the many historic and cultural resources that we enjoy today will be preserved for future generations.

You have been issued a Certificate of Appropriateness for your project as specified on the enclosed certificate. Please read it carefully. As you proceed with your project, you must comply with all the specifications stated, including provisions in the relevant Historic District Guidelines enumerated on the certificate. Please note the COA must be visibly displayed at the site during the entire duration of the project. Also note that a building permit with the Town may be needed depending on the scope of the work.

Your certificate is valid for the work which must begin within six (6) months from the date of issuance of the COA by the Commission and must be completed no later than one year thereafter. An extension of the COA can be granted upon the Town receiving a written request from the applicant prior to the application expiration date. An extension may only be granted once for a time period of six additional months if the work has been started but not completed within the one-year validation period. Upon completion of your project please contact our office in case an inspection of the project is required.

Thank you for the thought and care that you have dedicated to your project. Your contribution to the preservation of Beaufort’s Historic District is greatly appreciated.

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner Bucky Oliver • Commissioner Sarah Spiegler
Interim Town Manager Charles Burgess



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on October 1, 2024 to consider a Certificate of Appropriateness (“COA”) application submitted by Kyle McLaughlin for **CASE # 24-21 312 MOORE STREET – DEMOLISH HOUSE** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on October 1, 2024, 2024, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Demolition of Buildings Guidelines

10.1.1. Choose demolition only as a last resort. Property owners of contributing buildings should design the replacement building to reflect the demolished building’s height, scale, massing and location. Applicants will have a heavy burden to demonstrate to the HPC that a replacement building with different height, scale, massing as the previously existing building is congruous with the Historic District.

10.1.2. Document the historic resource prior to demolition. Documentation shall take the form of black and white photographs, and color digital photographs of the building, structure, or site’s principal elevations, architectural elements (both in exterior and interior), and special features. Measured drawings of the resource may also be required. The HPC shall determine on a case-by-case basis the extent of documentation required and the parties responsible for producing such documentation. The documentation shall be submitted to the HPC and become a permanent record of the Town of Beaufort.

10.1.3. Salvage architectural features and building materials for reuse or study. Contact antique dealers and used building supply establishments to arrange for removal. Consider donations of items to interested nonprofit organizations or museums or the NC-SHPO.

10.1.4. Minimize ground-disturbing activities during demolition to avoid damage to potential unknown Archaeological resources.

10.1.5. Retain mature trees on site.

10.1.6. Clean the site thoroughly of all building debris and leave the lot properly graded and seeded.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 24-21 312 MOORE STREET – DEMOLISH HOUSE**.

This the 3rd day of December, 2024

Joyce McCune, Chair
Beaufort Historic Preservation Commission

NOTE: If you are dissatisfied with the decision of this Board, an appeal may be taken to the Beaufort Board of Adjustment within 30 days after the date this order is served on you.



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

December 3, 2024

Ted Morris
2219 Lennoxville Road
Beaufort, NC 28516

RE: Case # 24-22 300 Front Street Unit 3– New Signage

Dear Mr. Morris:

Beaufort’s Historic Preservation Commission wishes to thank you for your recent application for a Certificate of Appropriateness regarding the property referenced above which is in the Town’s Historic District. We appreciate you taking the time to come before the Commission, as well as your willingness to work with us to preserve the distinctive character of Beaufort. Your commitment will help ensure the many historic and cultural resources that we enjoy today will be preserved for future generations.

You have been issued a Certificate of Appropriateness for your project as specified on the enclosed certificate. Please read it carefully. As you proceed with your project, you must comply with all the specifications stated, including provisions in the relevant Historic District Guidelines enumerated on the certificate. Please note the COA must be visibly displayed at the site during the entire duration of the project. Also note that a building permit with the Town may be needed depending on the scope of the work.

Your certificate is valid for the work which must begin within six (6) months from the date of issuance of the COA by the Commission and must be completed no later than one year thereafter. An extension of the COA can be granted upon the Town receiving a written request from the applicant prior to the application expiration date. An extension may only be granted once for a time period of six additional months if the work has been started but not completed within the one-year validation period. Upon completion of your project please contact our office in case an inspection of the project is required.

Thank you for the thought and care that you have dedicated to your project. Your contribution to the preservation of Beaufort’s Historic District is greatly appreciated.

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate
CC: John Warrington

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner Bucky Oliver • Commissioner Sarah Spiegler
Interim Town Manager Charles Burgess



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on October 1, 2024 to consider a Certificate of Appropriateness (“COA”) application submitted by Ted Morris for **CASE # 24-22 300 FRONT STREET UNIT 3 – NEW SIGNAGE** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on October 1, 2024, 2024, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Signage Guidelines

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.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 24-22 300 FRONT STREET UNIT 3 – NEW SIGNAGE**.

This the 3rd day of December, 2024

Joyce McCune, Chair
Beaufort Historic Preservation Commission

NOTE: If you are dissatisfied with the decision of this Board, an appeal may be taken to the Beaufort Board of Adjustment within 30 days after the date this order is served on you.



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, December 3, 2024 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 24-07 500 Ann Street - Fencing
BRIEF SUMMARY:
Install new fencing at 500 Ann St.

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, AICP
Date: October 25, 2024
Case No. 24-07

Request: Install new fencing landscaping at 500 Ann St.

Applicant: Ann Street United Methodist Church – Anna Willis - Trustee
 417 Ann Street
 Beaufort, NC 28516

Property Information:

Owners: Ann Street United Methodist Church
Location: 500 Ann Street
PIN#: 730617109293000

Project Information: According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 500 Ann Street, circa 1960. **Ann Street Methodist Church Fellowship Hall and Pre-School.** Large 3- story modern brick building with hipped roof, marble tile panels, and curtain walls of glass windows.

This is the follow up to the February 2024 meeting when there was some issue with fencing and the Commission requested that once the Church worked those issues out to return with a revised proposal, which is what has now happened.

Proposed work:

Install a wood “Beaufort Style” picket fence painted white to match the existing fencing at a height of 36” to 39” at 500 Ann Street.

Material:
 See Attached Information.

Color:

Fences and Walls Guidelines

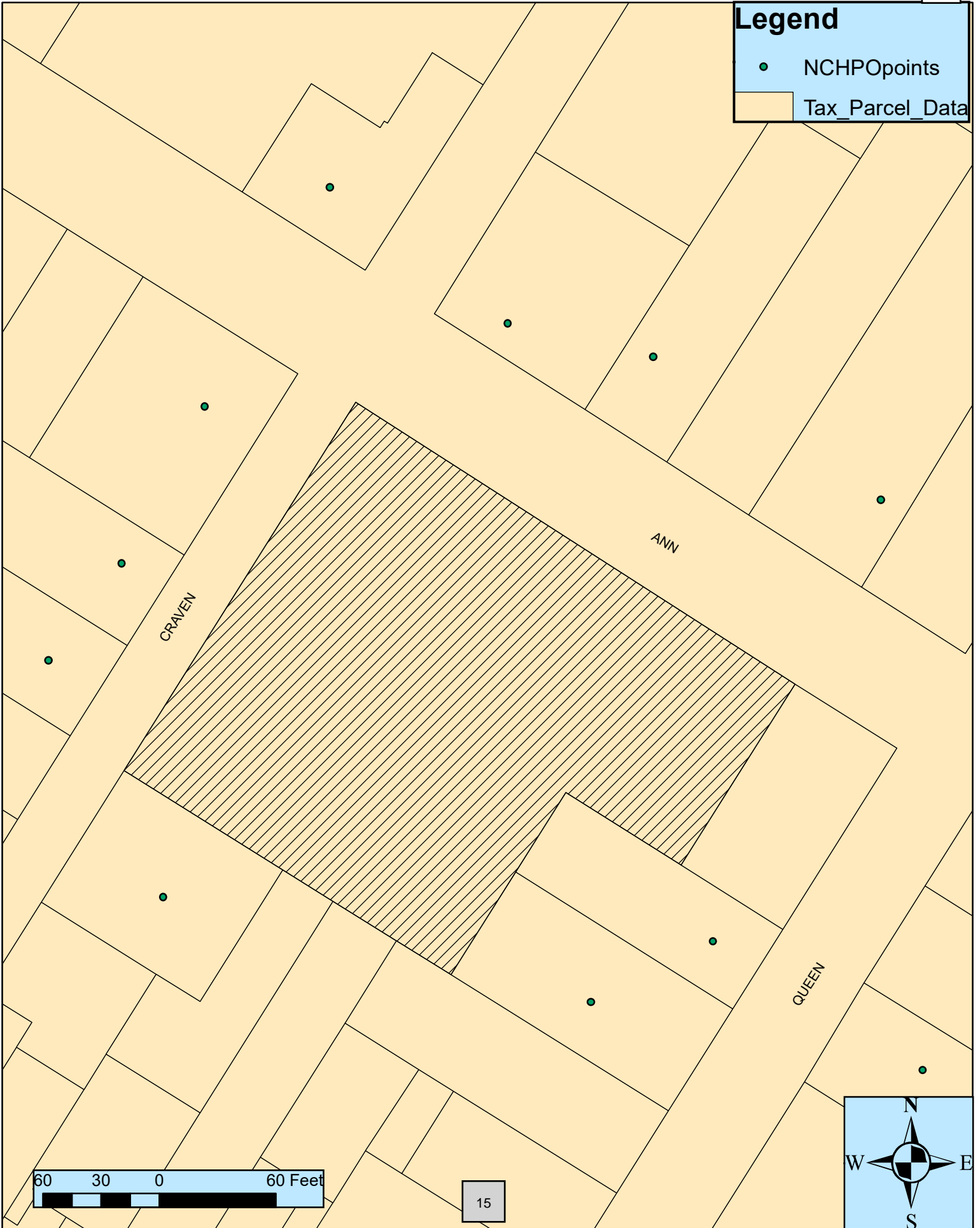
8.2.2. Design new fences that are compatible with the associated building, site and streetscape in height, proportion, scale, color, texture, material and design. Substitute fence materials are not allowed along front or visible side property lines in the historic district. Fence types such as wire, hurricane, chain-link, vinyl, corrugated metal, stockade, and wooden post and rail are not allowed in public view.

8.2.3. Fences shall not exceed a height of four (4) feet in front yards and other areas of primary visual concern. Fences at rear yards and other areas not readily seen from the public view may be up to six (6) feet high. The transition between low front fences and higher rear fences should be made as far to the rear of the enclosed structure or yard as possible, and no more than half the depth of the yard forward of the principal structure. Avoid attaching a portion of the fence to a building because of possible termite damage.

Case # 24-07 500 Ann Street - Fencing

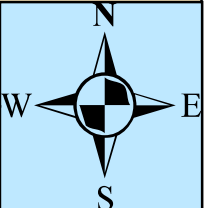
Legend

- NCHPOpoints
- Tax_Parcel_Data



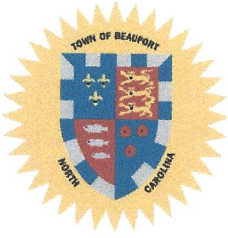
60 30 0 60 Feet

15



<u>OWNER</u>	<u>MAIL_ADDRE</u>	<u>MAIL_ADD_1</u>	<u>MAIL_CITY</u>	<u>MAIL_STA</u>	<u>MAIL_ZI5</u>
ANN STREET METHODIST CHURCH	417 ANN ST		BEAUFORT	NC	28516
BEAUFORT FLATS LLC	608 ANN ST	C/O FREDERICK MCCUNE	BEAUFORT	NC	28516
BISHOP STEPHEN F	131 CRAVEN ST		BEAUFORT	NC	28516
BLUE MOON BISTRO LLC	119 QUEEN ST		BEAUFORT	NC	28516
GILLIKIN FRANK S JR	204 HOWLAND PKWY		BEAUFORT	NC	28516
GREENBERG BRENT JORDAN	PO BOX 27		BEAUFORT	NC	28516
HAWKES ELIZABETH K	121 QUEEN ST		BEAUFORT	NC	28516
MCNAIRY JOHN HARVEY	122 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

**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 **\$250.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Applications must be deemed complete and accepted before the submittal date. Please contact Town Hall at 252-728-2142 if there are any questions.

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Anna Willis
Applicant Address: 2535 NC Hwy. 101, Beaufort, NC 28516
Business Phone: 252-241-2849 Email/Cell: acwillis1919@gmail.com
Property Owner Name: Ann Street United Methodist Church
Address of Property: 500 Ann Street, (Eure Building) Beaufort, NC
Phone Number: 252-728-4279 Email/Cell: office@annstreetumc.org

PROJECT INFORMATION

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

See attached.

Estimated Cost of Project: \$ 2,510.00

Year House Built: _____

Applicant Signature

Date

Anna Willis, Chair/Trustees
Property Owner Signature (if different than above)

10/14/2024
Date

An application fee of \$250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit 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 of all Design Guidelines that apply to the application and a description of how proposed changes are consistent with the *Design Guidelines for the Beaufort Historic District & Landmarks*, which can be found at <https://www.beaufortnc.org/bc-hpc/page/design-guidelines-beaufort-historic-district-landmarks>
- A list of 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 k.garner@beaufortnc.org.

Attachment

PROJECT INFORMATION
FOR A CERTIFICATE OF APPROPRIATENESS (COA)

I. Items required for all projects:

A. Applicable Design Guidelines. In a review of the guidelines, we believe that the following pertain to this request:

2. Fences and Walls

- a. 8.2.2. and 8.2.3 – The proposed fence will be the same height and design as the current fence that is located on the corner of Ann Street and Craven Street
- b. 8.2.7 – The fence will be of wood construction

D. A Site plan

- 1. See Attachment

E. A description of all building and /or landscaping materials.

- 2. The fence will be wood pickets painted white

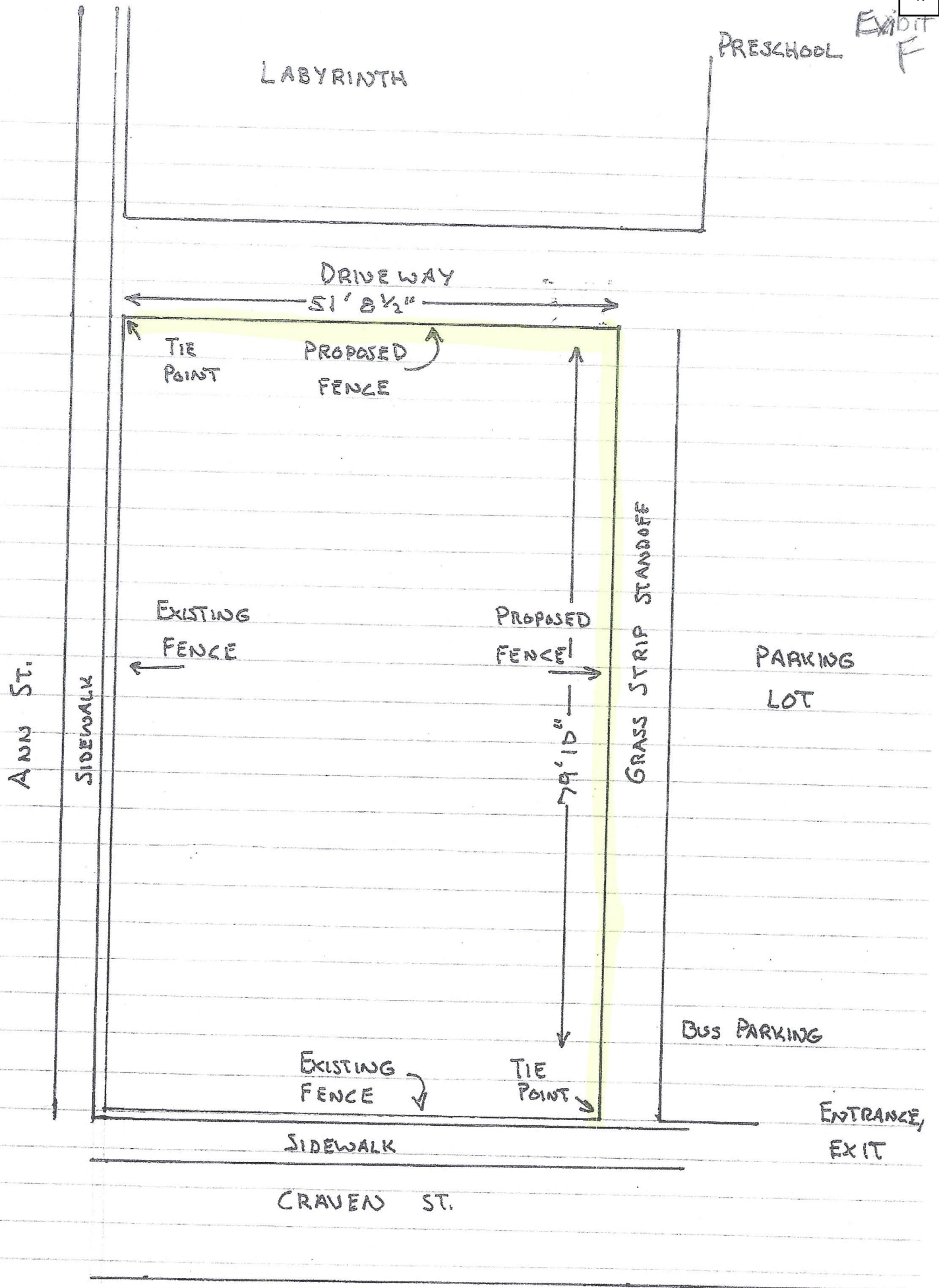
11. Items required as applicable to project:

D. Exterior paint color sample

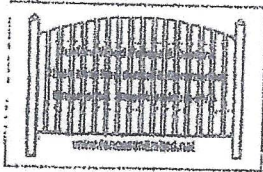
- 1. Fence will be painted white to match existing fence, approximately 36” in height for the pickets and 39” in height for the posts. Each section is approximately 6’.

E. All types of building materials

- 2. Fence is of wood construction



F



Fences Unlimited at the Crystal Coast, LLC
PO Box 1762
Morehead City, NC 28557

Office: (252) 247-6033
Fax: (252) 240-2642

Email: jason@fencesunlimited.net
Website: www.fencesunlimited.net

Bill To:
Ann Street Methodist
417 Ann Street
Beaufort NC 28516
252-241-2849

Estimate
Estimate No: 7773
Date: 09/09/2024

Description

Furnish and install 118 linear feet of 3' tall sawtooth wood picket fence including 1-6' double gate with drop rod installed on one side for support. All posts set in concrete. 1 year labor warranty.

Hours	Rate	Amount
1.00	\$2,510.00	\$2,510.00

Estimate prepared by: Jason Estimate good for 10 days.

Total \$2,510.00

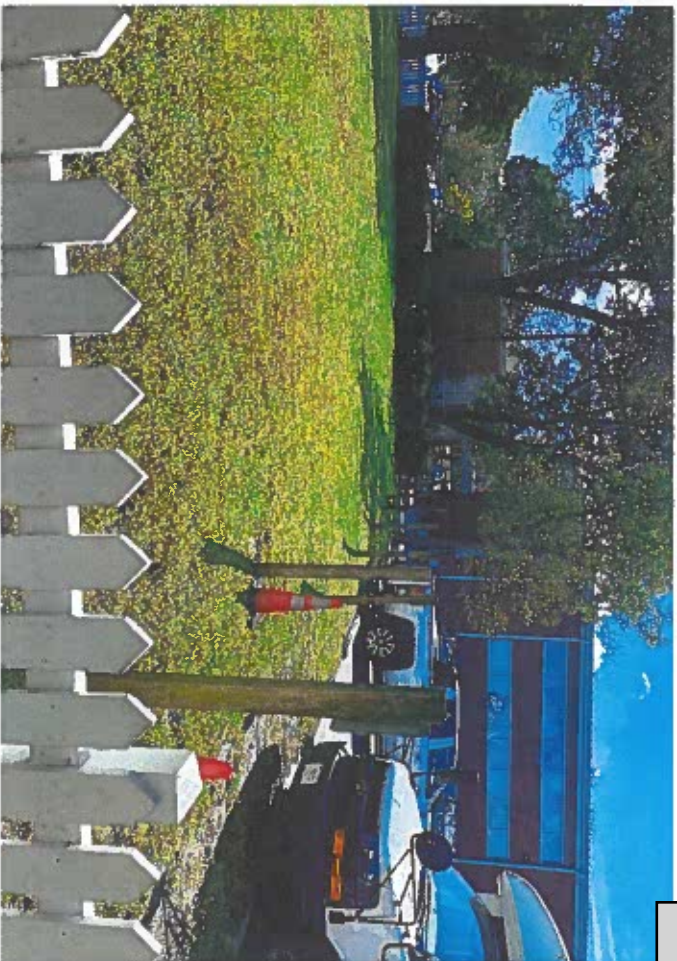
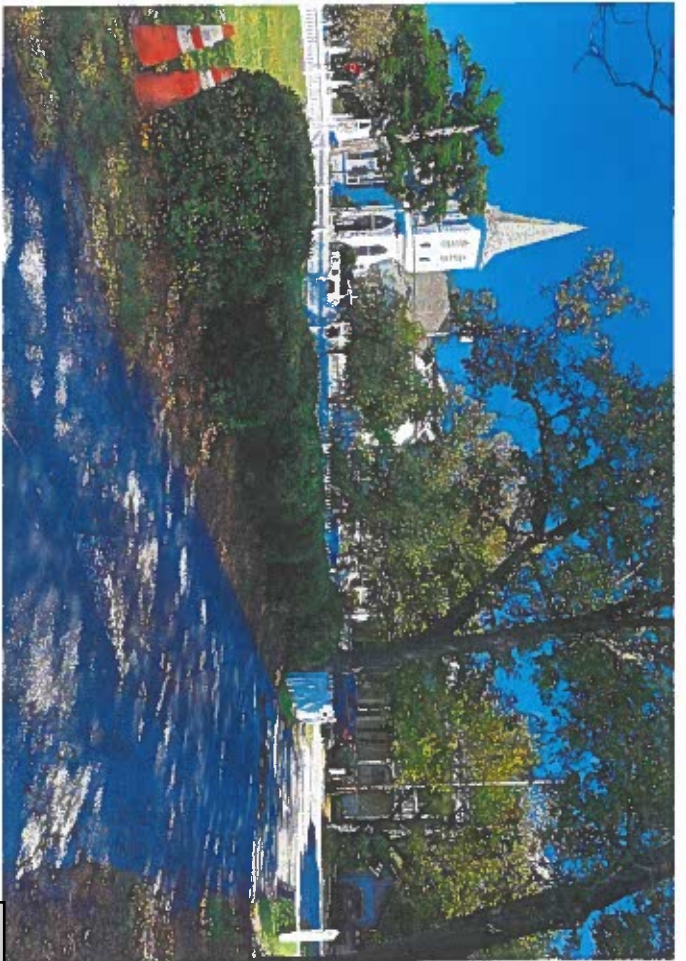
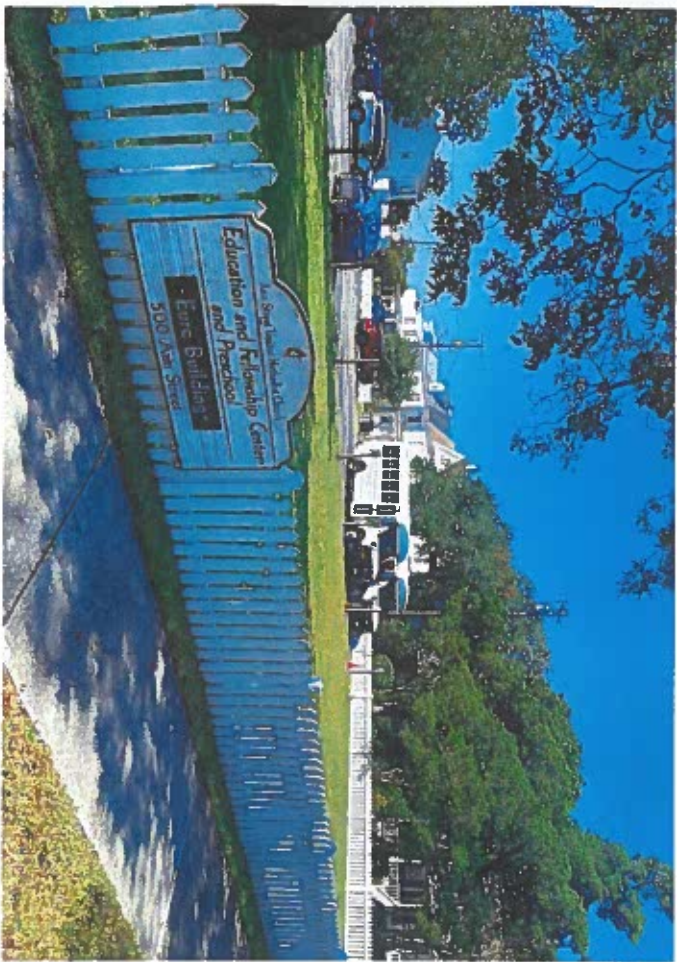
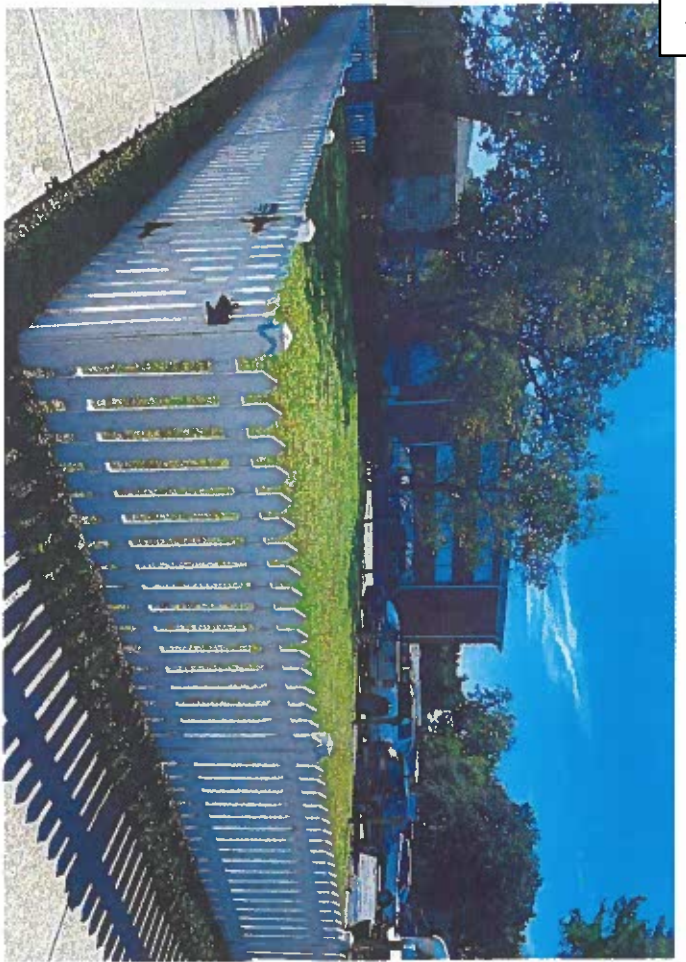
All material is guaranteed as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be credited only upon written orders and will become an extra charge. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Liability insured by Fences Unlimited at the Crystal Coast. Fences Unlimited at the Crystal Coast will contact ULCOG for underground utilities being marked. Owner also assumes responsibility for repair of any damage to underground lines or cables which are not marked for whatever reason. Owner assumes responsibility for unmarked property lines or property stakes for whatever reason.

We hereby authorize Fences Unlimited at the Crystal Coast to install fencing and/or perform the work outlined above at the site address listed above pursuant to the above stated terms. I understand that Fences Unlimited at the Crystal Coast is entitled to full payment upon completion of work and I hereby agree to pay 1.0% service charge per month (16% per annum) for any unpaid balance. I further understand that if my account is not paid, it may be turned over to an attorney and I agree to pay all associated costs, including reasonable attorney fees and court costs. There will be a 5% fee added to total if payment is made by credit card.

Payment Terms: 0 % down, 100 % upon completion.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do all the work as specified. Payment will be made as outlined above.

Signature: Anna Willer Date: 9/17/2024
Chair/Trustee
Ann Street UMC
Beaufort, NC 28516





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, December 3, 2024 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business

SUBJECT: Case # 24-23 312 Moore Street – New Single-Family Home

BRIEF SUMMARY:

The owner wishes to construct a new home at 312 Moore Street. It should be noted there were some slight modifications made to the drawings to incorporate comments given by a HPC member during a pre-submittal conference.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

20 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, AICP
Date: October 25, 2024
Case No. 24-23

Request: Construct A New Single Family Home at 312 Moore Street
Applicant: Kyle McLaughlin
 511 Turner Street
 Beaufort, NC 28516

Property Information:

Owners: Same
Location: 112 Moore Street
PIN#: 730617113723000

Project Information: This property received a COA for demolition at the October meeting and is now submitting their plans for construction.

Proposed work:

- See Application from Applicant

Material:

- See Application from Applicant

Color:

- See Application from Applicant

New Construction Guidelines

Building Placement

7.1.1 Maintain a similar front, side, and rear yard setback to other contributing historic buildings on the block and/or side of the street.

7.1.2 Maintain the pattern of building, separation and lot coverage that is found on the block and/or side of the street.

7.1.4 Minimize ground disturbance during new construction to avoid unnecessary damage to unknown archaeological resources.

7.1.5. For new construction on Beaufort’s waterfront, minimize any negative impact on historic vistas and conform designs to the policy statments in Chapter 5.

Building Height/Scale

7.2.1 New construction shall not exceed thirty-five feet in height.

7.2.2 Make the scale of the proposed building compatible with the scale of contributing structures on the block or side of street.

7.2.3 Design the proportion (the ratio of height to width) of the proposed new building and its architectural elements to be consistent with the proportion of contributing buildings and their associated architectural elements on the block or side of street.

7.2.4 Use windows and doors in new construction that are compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings on the block or side of street.

Materials

7.3.1 Keep the siding and trim material of the proposed building consistent with materials traditionally used on the immediate block and in the historic district. Wood siding, wood shingles, and brick were common sheathing materials and should be used.

7.3.2. The use of substitute products such as vinyl, aluminum and pressed board siding and other modern-day products marketed to imitate traditional building materials are not allowed. Smooth fiber cement siding may be used on a case-by-case basis. Use of fiber-cement lap siding may be approved for use on new structures. In all circumstances every effort shall be made to ensure that new structures and the application of modern-day products achieve compatibility with existing historic buildings that define the character of the Beaufort Historic District.

7.3.3 Use materials in traditional ways. New materials should appear as if they were applied in a traditional manner so as to convey the same visual appearance as historically used and applied building materials.

Details

7.4.1 Use of architectural details on the building that complement the architectural details of contributing structures on the block and/or side of the street.

7.4.2 Provide a date brick or other exterior date identification marker on all new construction to assist future generations in the dating of buildings.

Texture and Color

7.5.1 Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. Texture is the relief on a building surface that is achieved through use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fish-scale

shingles and bead-board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the texture of a building surface.

Form and Rhythm

7.6.1 Design new construction that reflects the basic shapes and forms on the block and in the historic district.

7.6.2 Maintain consistency with style of buildings and contributing structures found on the block a/or side of street. Roof forms commonly found in the historic district include gable varieties with an average pitch of 7/12 or greater and hipped roofs in the residential areas and flat roofed buildings in the late 19th and early 20th century commercial downtown.

7.6.3 Maintain similar percentages and patterns of window and door openings consistent with the style of buildings. Openings which vary considerably from the established patterns found on the block in which the new construction is placed will tend to have a disruptive effect on the desired harmony of the streetscape.

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.

8.1.3. Preserve and maintain mature street trees. When removal or replacement is necessary, replace with long lived tree species with large canopies that will provide a similar canopy and form as a street tree. Replacement tree species should be appropriate for the district. Suggested species include: oak, sycamore, pecan, maple, ginkgo (male only), Chinese elm, cedar (j u n i p e r) , hickory, Yaupon holly or American holly.

8.1.4. Plant smaller trees species in the planting strips adjacent to public streets only if utility lines or other overhead obstructions exist. Use species such as crape myrtle, cedar, dogwood, redbud, Carolina cherry laurel and sweet bay magnolia.

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.

8.1.7. 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.

8.1.8. New construction and additions should be sited in locations that will not require the removal of mature plantings, if possible.

8.1.12. Utility wires, including power, telephone and cable should be placed underground whenever substantial utility construction takes place. Above ground utility boxes, fixtures, and equipment should be located in inconspicuous locations and should be screened from view.

Outside Utilities Guidelines

8.3.1. Locate utilities, vents and meter boxes and other utility connections in side or rear yards and screen from public view with plantings, fencing, or other means.

8.3.2. Locate roof ventilators, antennas, solar panels, and satellite dishes in areas not visible from public view. Satellite dishes exceeding 24” in diameter shall not be installed in the historic district.

8.3.3. Paint meter boxes, vents, and other utility fixtures visible from the street in colors that will allow them to blend in with the historic/existing building.

8.3.6. Install utilities underground whenever possible.

Exterior Lighting Guidelines

8.4.1. Unless original fixtures already exist, choose fixtures that are simple and unobtrusive and complement the building or site.

8.4.2. Choose lighting sources that generate a soft white light instead of a more intensive yellow or orange light. Metal halide bulbs will achieve the desired effect instead of sodium vapor or fluorescent light sources.

8.4.3. Avoid placing fixtures in areas that will obscure or damage character-defining architectural elements or site features.

8.4.5. All lighting should be directed toward the property for which it was intended and should not spill over onto adjacent properties.

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.

8.5.2. Proposals for new parking lots or off-street parking areas should be accompanied by scaled site plans, including all proposed landscape and ground cover changes and information on proposed lighting types, placement, and intensity.

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

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.

Roof Guidelines

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.

6.1.6 Install new gutters without damaging or obscuring architectural features. It is inappropriate to replace concealed, built-in gutter systems with modern exposed gutters. Gutters of all materials except copper shall have a painted finish. Half-round gutters are appropriate for most contributing properties. Wood gutters may be appropriate for certain period restoration projects. Replacement of gutters is usually reviewed as a Minor Works item.

Wood Siding, Trim, and Ornament Guidelines

6.2.11. The use of fiber cement siding may be approved for new structures, non-historic structures, and additions to historic structures not visible from public streets or waterways.

Brickwork and Masonry Guidelines

6.3.9. Avoid painting masonry surfaces that were not painted historically. When painting masonry that has been previously painted, use acrylic latex paints for best durability.

Window and Door Guidelines

6.4.7. New windows must match original in overall size and opening area and should have three dimensional muntins with either true divided lights (TDL) or three dimensional grilles on both the interior and exterior sides (SDL). Snap-in grilles or grilles between glass are not appropriate for windows visible from public view.

Foundations Guidelines

6.6.4. New vents or access doors should be centered between piers. Use inconspicuous vents, such as black iron or dark plastic, rather than unpainted aluminum. Locate access doors and other new openings in areas not visible from public view.

6.6.5. For infilling between existing brick piers, construct a curtain wall that is recessed approximately 1” to 2” back from the outer face of the piers so the original piers stand out; use this treatment for both old and new foundations. Flush foundations and infill are not appropriate. Concrete block may be used only if covered with a veneer of brick or sand-finished stucco. Leave foundations under porches open wherever possible to promote air circulation to prevent rot and deterioration; use wood lattice or grilles to enclose.

6.6.6. Wood grilles or lattice are appropriate for infill if compatible with the period or style of the structure. Stock lightweight lattice is not appropriate in areas in the public view.

6.6.10. Locate new utilities and mechanical equipment such as package unit furnaces, heat pumps, and air conditioning coils at the rear or other areas not seen from public view. Utilities should never be located at the front of a structure or site. Provide screening with plantings, fences, or plant treatments.

Paint and Exterior Colors Guidelines

6.7.2. Determine the building's style and period and consult with the HPC or reference sources for the most appropriate paint colors. Use paint colors that are appropriate for the style and period of the subject property and that accentuate the building's architectural features.

Fences and Walls Guidelines

8.2.1. Retain and preserve historic fence and wall material wherever possible. If replacement is necessary, use new material that matches the historic material in composition, size, shape, color, pattern, and texture.

8.2.2. Design new fences that are compatible with the associated building, sit, e and streetscape in height, proportion, scale, color, texture, material, and design. Substitute fence materials are not allowed along front or visible side property lines in the historic district. Fence types such as wire, hurricane, chain-link, vinyl, corrugated metal, stockade, and wooden post and rail are not allowed in public view.

8.2.3. Fences shall not exceed a height of four (4) feet in front yards and other areas of primary visual concern. Fences at rear yards and other areas not readily seen from the public view may be up to six (6) feet high. The transition between low front fences and higher rear fences should be made as far to the rear of the enclosed structure or yard as possible, and no more than half the depth of the yard forward of the principal structure. Avoid attaching a portion of the fence to a building because of possible termite damage.

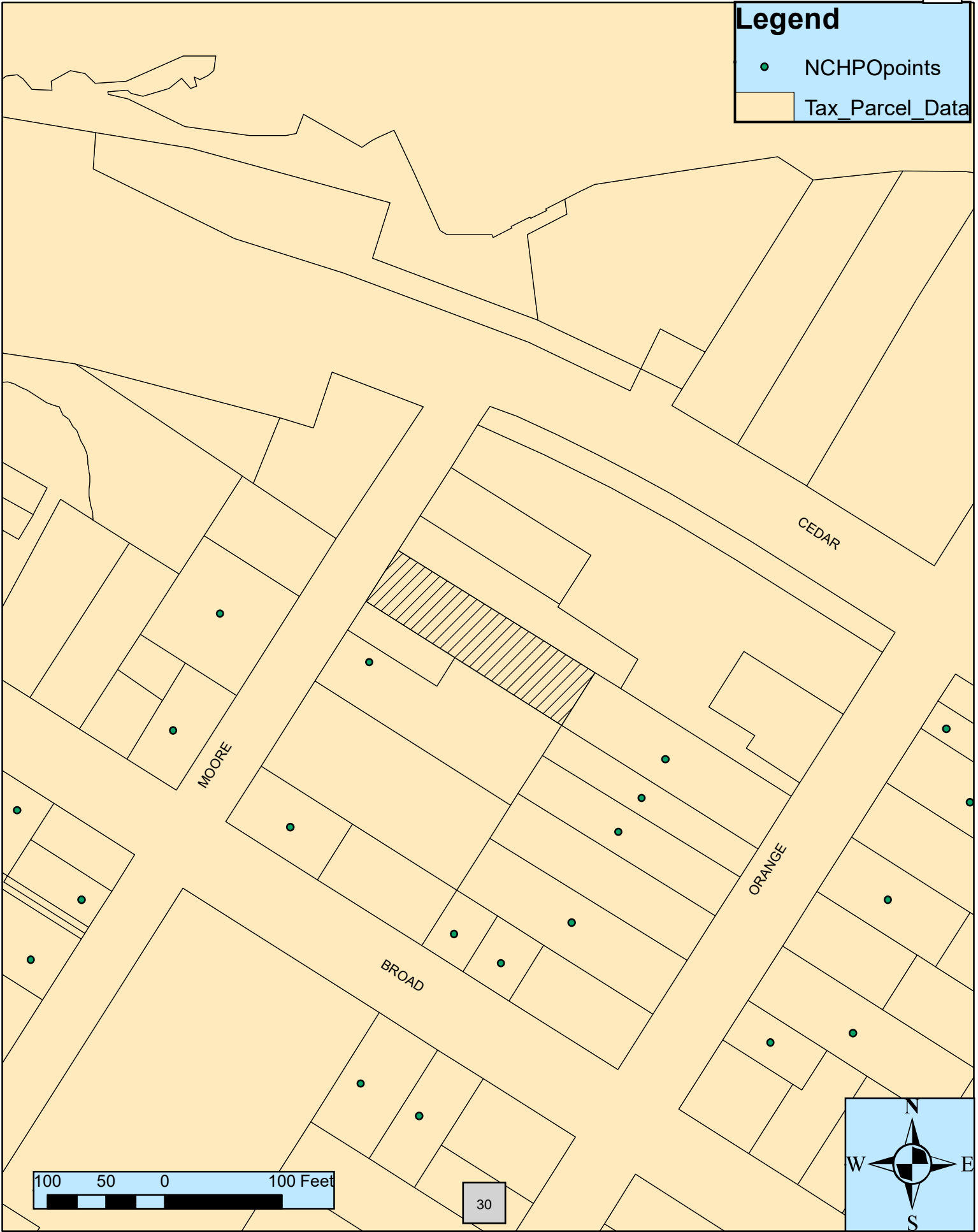
8.2.4. Historic retaining walls should be preserved. New low walls are appropriate only where a sharp change in grade exists, and shall not exceed a height of two (2) feet. Such walls should be constructed of brick or concrete block covered with a true sand-finish stucco.

8.2.6. Use a combination of fences and plantings to screen parking lots. To provide adequate visibility for drivers entering and leaving, the fence should not exceed a height of three (3) feet at the street/sidewalk edge. (SEE OFF-STREET PARKING GUIDELINES for more details)

Case # 24-23 312 Moore Street - New Single Family House

Legend

- NCHPOpoints
- Tax_Parcel_Data

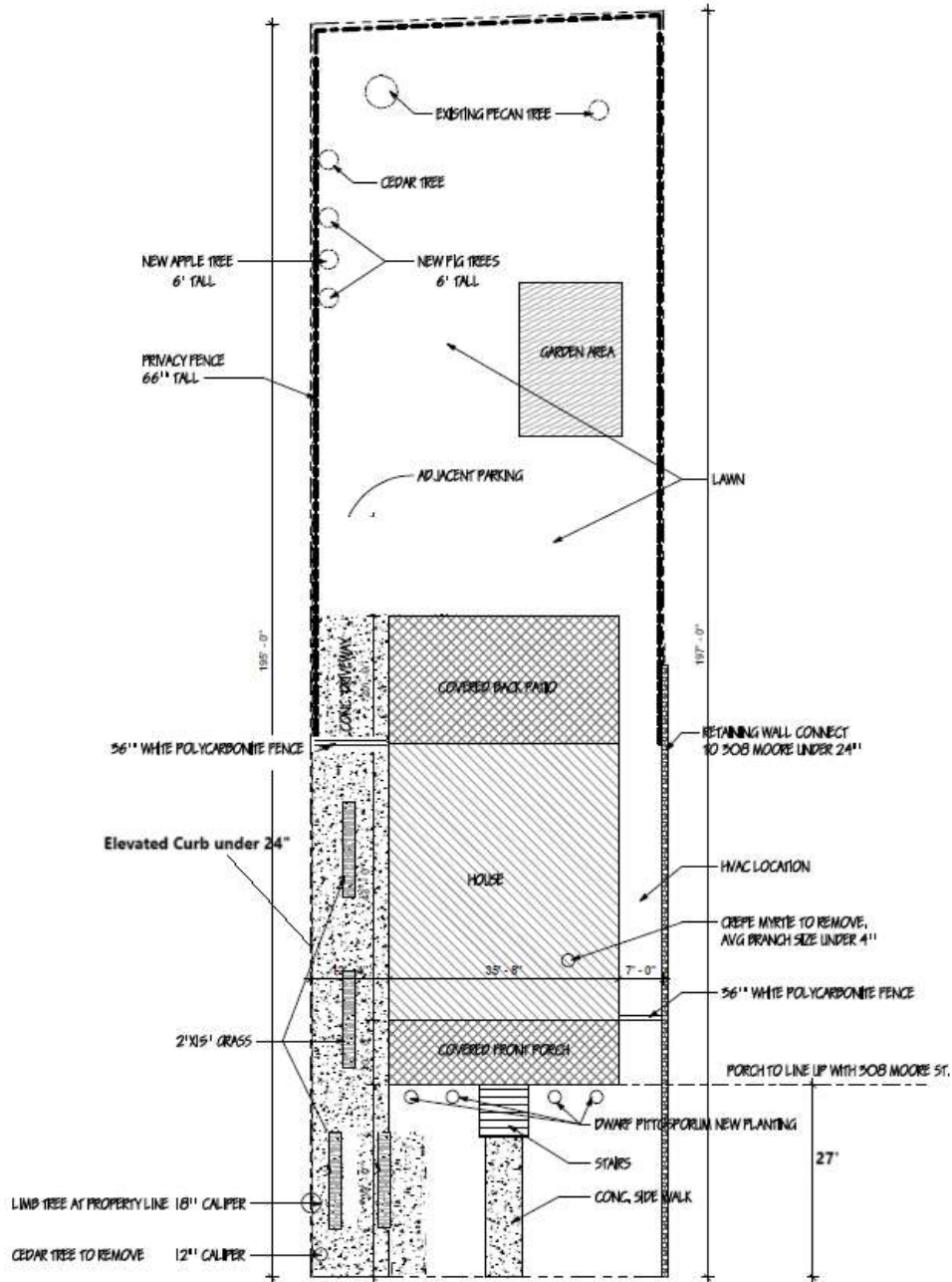


<u>OWNER</u>	<u>MAIL_ADDRE</u>	<u>MAIL_CITY</u>	<u>MAIL_STATE</u>	<u>MAIL_ZI4</u>	<u>MAIL_ZI5</u>
BEAUFORT TCS LLC C/O WILLIAM S CORBITT III	PO BOX 867	NEW BERN	NC	0867	28563
FAULKNER CHRISTOPHER LAWRENCE	1823 W FRIENDLY AVE	GREENSBORO	NC	1240	27403
HAMRICK RICHARD L ETUX JENNIFE	2234 THE CIRCLE	RALEIGH	NC	1448	27608
HAUS MARY K	801 OAKLAWN AVE	WINSTON SALEM	NC		27104
LAPSLEY BENJAMIN ETUX TAMARA	102 LIONS MOUTH COURT	CARY	NC		27518
MILLS STEPHEN D ETUX ETAL	PO BOX 520	SNOW CAMP	NC		27349
SOUTHGATE MANAGEMENT LLC	305 MOORE STREET	BEAUFORT	NC		28516
McLAUGHLIN KYLE	511 TURNER STREET	BEAUFORT	NC		28516

312 Moore St Elevations and Site Plan



Left Side Elevation



EXTERIOR MATERIAL SELECTION

312 MOORE STREET

FOUNDATION

Masonry brick – Triangle “Portsmouth”

SIDING

Cementitious lap siding – smooth – not textured – 7” exposure – Charleston White (DCR100)

TRIM BOARDS

Wood Grain Textured – SW 7005 Pure White”

Shutters

Louvered with hardware fixed. Aluminum

WINDOWS

Plygem SDL – White Windows, White Frame

FRONT DOORS

36”x 96” Alexandra 4LTE with square top glass

DECORATIVE MOLDINGS

Wood Grain Textured MiraTek or similarwith traditional profiles – SW 7005 Pure White”

PORCH CEILINGS

Open Framing first floor. Second floor beaded ceiling both painted SW6505 Atmospheric

PORCH FLOORS

Trex composite decking

Porch Rails

Poly Composite

FENCING

Custom built from pressure treated material – 6’ natural wood privacy rear

Left and Right Side Tie in - 3’0” picket type Vinyl

ROOFING

Shingles: Certainteed Landmark Cinder Black

LANTERN LIGHT FIXTURES

Gaudencia 2 - Bulb 25.74" H Outdoor Wall Lantern Next to Door

Dimensions

Siding width and texture 7" Exposure smooth siding

Trim to be textured

Starter band 12" Band

Frieze 8"

Soffit vented

Facia 6"

Windows/doors like window in photo below

Corners 6"



Date Brick Engraving Example

312 Moore St Exterior Selections with Photos

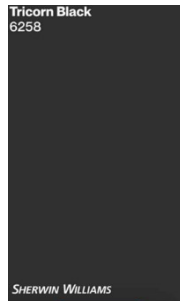
Retaining Wall to Match 308 Moore St and to tie in



Materials List:
Belgard Diamond Pro – Timberline Color
Concrete Block

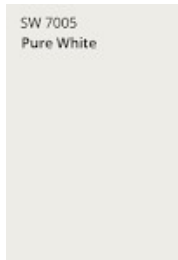
Materials and Colors

Siding Paint Color “Charleston White” Satin (DCR100)

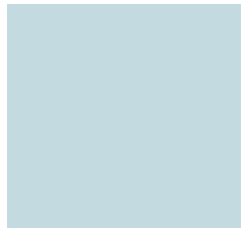


Shutters “Tricorn Black,” SW 6258

DECORATIVE MOLDINGS and Trim



SW 7005 “Pure White” Semi Gloss



Porch Ceiling SW6505 Atmospheric

Porch Railings Poly carbonite



Porch Deck "Island" Mist Trex



Shingles: Certainteed Landmark Cinder Black

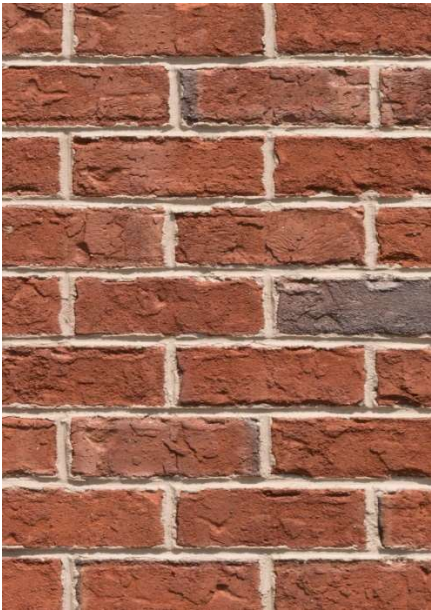


Products Insp



Cinder Black

Brick: Triangle Brick "Portsmouth"



Porch Lights:

Gaudencia 2 - Bulb 25.74" H Outdoor Wall Lantern Next to Door



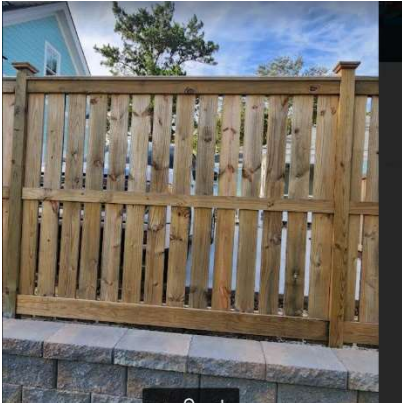


Alexandria 4LTE 36" x 96"

Side and rear Window Trim Example (Shutters not to be included on sides)

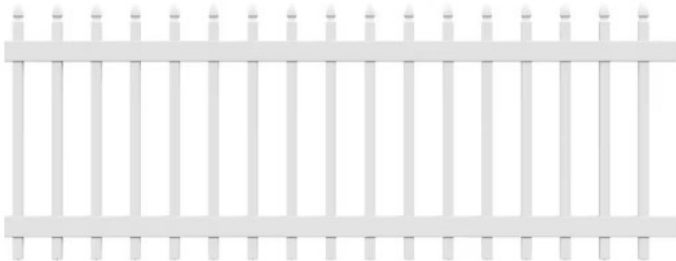


Fencing Rear and sides to rear of home to match tie in at 308 Moore neighbor



Right Side Vinyl Fence 3'

Freedom Newport 3-ft H x 8-ft W White Vinyl Picket Fence Panel for side tie in

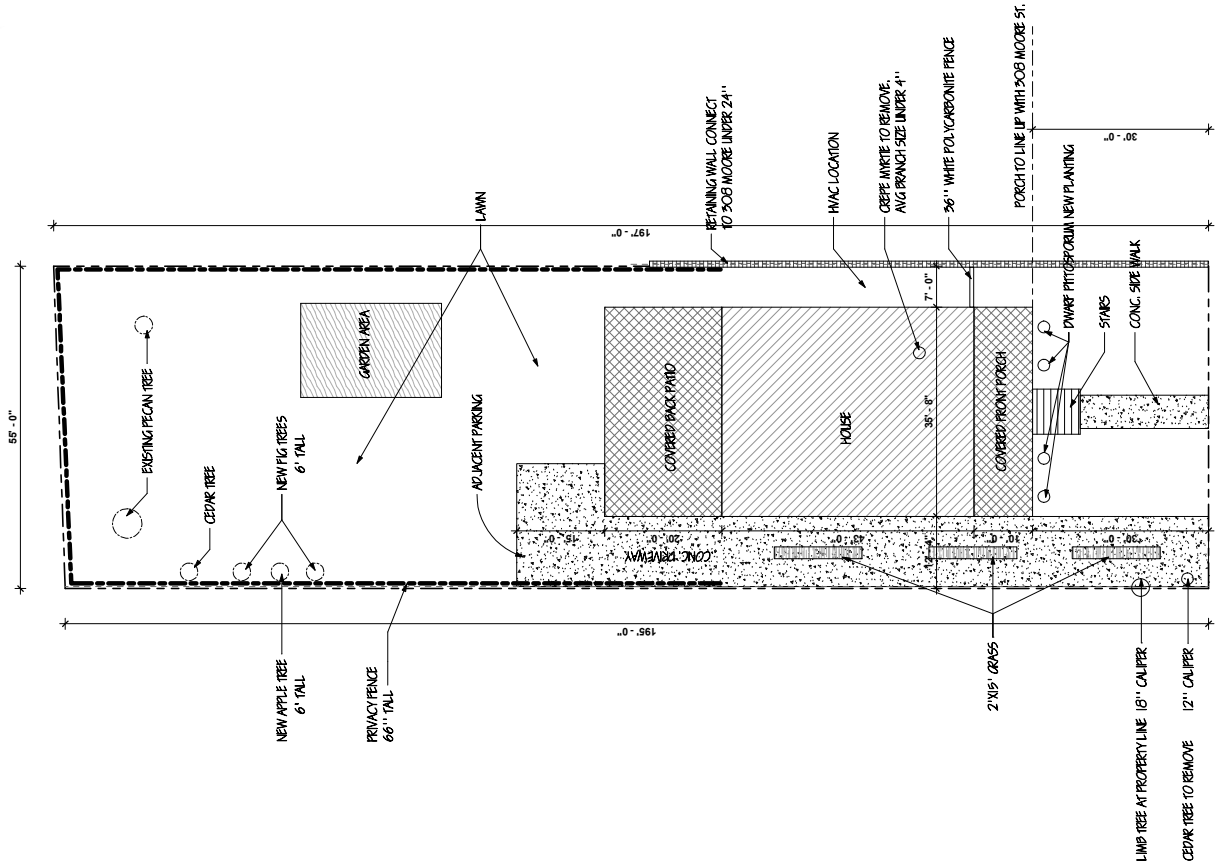


SURVEY DISCLAIMER

THIS SITE PLAN IS DRAWN BASED ON THE SURVEY DATA PROVIDED BY THE SURVEYOR. BOUNDARY AND EXISTING STRUCTURE LOCATIONS ARE APPROXIMATE BASED ON FIELD INFORMATION AND FOR ILLUSTRATIVE PURPOSES ONLY.

SITE PLAN

55'-0"



FRONT OF THE HOUSE

1 SITE PLAN
1" = 10'-0"



PROJECT
HOUSE PLANS
PROJECT # 20240928
312 Moore St, Lancaster,
SC 29720, USA

REVISIONS
No. Description Date

PROJECT STATUS
NEW CONSTRUCTION

ISSUE DATE
10.13.2024

SHEET NAME
SITE PLAN

SHEET NUMBER

SP

2.

Landscape Site Photos Existing



**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 **\$250.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Applications must be deemed complete and accepted before the submittal date. Please contact Town Hall at 252-728-2142 if there are any questions.

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Kyle McLaughlin

Applicant Address: 511 Turner St Beaufort NC 28516

Business Phone: 804 833 5953 Email/Cell: McLaughlinR4@gmail.com

Property Owner Name: Kyle McLaughlin

Address of Property: 312 Moore St Beaufort NC 28516

Phone Number: _____ Email/Cell: _____

PROJECT INFORMATION

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

Construction of a new home
Construction of a retaining wall under 2'
Removal and replacement of (3) trees
Relocation of drive entrance

Estimated Cost of Project: \$ 600,000

Year House Built: 2025

[Signature]
Applicant Signature

10/13/2024
Date

Property Owner Signature (if different than above)

Date

An application fee of \$250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit 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: _____



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, December 3, 2024 – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: 2025 Historic Commission Meeting and Submittal Calendar

BRIEF SUMMARY:

Our new administrative support specialist, Laurel Anderson, has developed the 2025 meeting and submittal calendar for the coming year. We ask that each member review the proposed dates and inform us of any conflicts at the November meeting.

REQUESTED ACTION:

Discussion on Proposed Calendar
Decision on Proposed Calendar

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Kyle Garner, AICP
Planning & Inspections Director

BUDGET AMENDMENT REQUIRED:

N/A

Proposed
BHPC Meeting Dates for 2025
(First Tuesday of the Month)

Submission Deadline	Meeting Date
12.17.2024	1.7.2025
1.14.2025	2.4.2025
2.11.2025	3.4.2025
3.11.2025	4.1.2025
4.15.2025	5.6.2025
5.13.2025	6.3.2025
6.10.2025	7.1.2025
7.15.2025	8.5.2025
8.12.2025	9.2.2025
9.16.2025	10.7.2025
10.14.2025	11.4.2025
11.10.2025	12.2.2025