



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 Planning Board Regular Meeting

6:00 PM Monday, August 17, 2026 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Minutes Approval

1. PB Draft Minutes 072026

Public Comment

New Business

1. Case 26-21 – Rezoning – 214 Elm Street from R-8 to RS-5
2. Case 26-22 Special Use Permit – 1323 Front Street Accessory Dwelling Unit
3. Case 26-23 Special Use Permit – 102 Beaufort Walk Accessory Dwelling Unit

Commission / Board Comments

Staff Comments

Adjourn



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Town of Beaufort Planning Board Regular Meeting
6:00 PM Monday, July 20th, 2026 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes

Call to Order

Chair Neve called the July 20th, 2026 Planning Board meeting to order at 6:00 p.m.

Roll Call

The Secretary conducted the roll call for the meeting.

Members Present: Ryan Neve, Chair; George Stanziale, Vice-Chair; Vic Fasolino, Cameron White

Members Absent: Tammy Hunsucker, Clark Patton, Jeff Vreugdenhil

A quorum was declared with four members present.

Town Staff Present:

Kyle Garner, Planning Director
Charlie Rocci, Senior Planner
Michelle Eitner, Planner

Brad Fockler, Code Enforcement Officer
Arey Grady, Town Attorney
Laurel Anderson, Board Secretary

Agenda Approval

Vice-Chair Stanziale made the motion to approve the agenda and Member Fasolino made the second. Chair Neve took a vote that was unanimously approved.

Voting yea: Chair Neve, Vice-Chair Stanziale, Vic Fasolino, Cameron White

Minutes Approval

1. PB Draft Minutes 061526

Vice-Chair Stanziale made the motion to approve the minutes as presented and Member Fasolino made the second. Chair Neve took a vote that was unanimously approved.

Voting yea: Chair Neve, Vice-Chair Stanziale, Vic Fasolino, Cameron White

Public Comment

Chair Neve then asked if anyone would like to speak. There were no public comments.

New Business

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

Mr. Garner presented Case #26-15, a request by applicant Jack Taylor to rezone 309 Pollock Street from R-8 (single-family residential) to TCA (Townhome Condominium and Apartment). The subject parcel is a vacant lot of approximately 0.25 acres with a lot width of 55.28 feet, as established by survey. Mr. Garner noted that this lot is already existing nonconforming in the R-8 district, as it falls below the required 60-foot minimum lot width. The current CAMA Land Use Plan designates the property as Traditional Neighborhood Residential; approval of the rezoning would require a CAMA amendment to Compact Multifamily.

Mr. Garner highlighted several contextual factors supporting the request: 312 Pollock Street, directly across the street, was rezoned from R-8 to TCA in August 2022; multifamily units exist to the north along Pollock Street; and a duplex - itself a nonconforming use - is located directly across from the subject property. He also noted that the setback requirements for R-8 and TCA are identical, with differences arising only in minimum lot width and minimum square footage per structure.

Mr. Garner further informed the Board that the applicant had recently acquired the adjacent lot at 311 Pollock Street. If 309 and 311 were combined, the resulting lot width of approximately 110 feet would well exceed TCA's 80-foot minimum, rendering the combined parcel a conforming lot of record. He acknowledged that no formal combination of the lots was before the Board that evening, and that the application pertained solely to 309 Pollock Street.

The board engaged in substantial discussion regarding the implications of rezoning a nonconforming lot. Vice-Chair Stanziale asked if the two lots would be combined and if the board were allowed to rezone it if the frontage is less than conforming. Mr. Garner explained that new nonconformity was not being created. In fact, if the lot were rezoned and purchased and combined with 311 Pollock Street then the existing nonconformity would become conforming. Member Fasolino raised the concern that while 309 Pollock is nonconforming by 4.5 feet under R-8, rezoning it to TCA, which requires 80 feet of frontage, would increase the degree of nonconformity to 24.72 feet. Vice-Chair Stanziale questioned whether the Board would be legally creating a new nonconformity. Mr. Grady, town attorney, clarified that because the lot is already nonconforming, the rezoning represents a lateral shift rather than the creation of a new nonconformity, and that the applicant, having requested the change, would bear the consequences of any limitations the new zoning imposes. Chair Neve noted that while creating nonconformities is generally disfavored, it is not categorically prohibited if the town determines it is in the public interest.

Board members also debated the implications of potentially having a split-zoned lot if 309 and 311 Pollock Street were ultimately combined, and whether the board should condition its approval on the lots being merged. Mr. Grady noted that conditions cannot be attached to a rezoning and that the matter would proceed to the Board of Commissioners regardless of the Planning Board's recommendation. The applicant, Jack Taylor, confirmed that the intent is to develop both lots together as a TCA project, and that acquiring 311 Pollock St. first was a necessary precondition before the two could be formally combined. Member Fasolino questioned creating a precedent and asked if the request would be approved if requested for another street, and Vice-Chair Stanziale pointed out that a nonconforming lot would be created in that scenario. Member Fasolino then asked if zoning were requested to be changed to TCA in the middle of an R-8 block and Chair Neve explained that would be spot zoning. Vice-Chair Stanziale stated that no new nonconformity was being created and Chair Neve noted that if the lots were combined there was a high likelihood that there would be a path to conformity.

After discussion, a motion to recommend approval was made and seconded. The vote resulted in a 2-2 tie, causing the motion to fail. A subsequent motion to recommend denial was anticipated to fail as well, and no further motion was made. Mr. Garner indicated that the record would reflect the failed 2-2 vote and that the Board of Commissioners would hold a public hearing and make the final determination.

Vice-Chair Stanziale made the motion to approve the application and Chair Neve made the second. Chair Neve took a vote

that failed.

Voting yea: Chair Neve, Vice-Chair Stanziale

Voting nay: Vic Fasolino, Cameron White

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

Prior to staff's presentation, Member White disclosed that he resides in the neighborhood where the development is located. Legal counsel confirmed that residency alone does not constitute a conflict of interest, as no financial interest or disqualifying family relationship was present, and the member was able to remain impartial.

Mr. Garner presented Case #26-19, a request for final plat approval for the Enclave at the Beaufort Club: a subdivision of a 25.93-acre tract located off Taylorwood Drive into 84 total lots: 79 single-family residential lots and 5 open space lots. The parcel is currently undeveloped.

Mr. Garner provided the following background:

- In November 2024, the Board of Commissioners approved a sewer allocation of 12,600 gallons per day for the project, contingent on the provision of a second point of emergency access from Cedar Avenue through the Windswept neighborhood.
- The preliminary plat was approved in June 2025, authorizing commencement of infrastructure installation.
- The applicant elected to bond the remaining infrastructure improvements rather than complete all work prior to final plat approval. Cost estimates for the complete improvements totaled \$143,950, and the town engineer reviewed and signed off on the bond.
- The second point of emergency access - the primary outstanding condition from the Commissioners - has been installed, inspected by the town engineer, and tested by the fire department, which drove a ladder truck over the access point and confirmed it is more than adequate. The access road is gravel-surfaced, which staff confirmed is the intended final surface, with emergency-activation gates pending installation.

In response to board questions, Mr. Garner clarified the locations of the five open space lots, which include a berm area along Taylorwood Drive, an area at the entrance along Enclave Way, the central amenity area, and an open space parcel behind several interior lots. He also clarified that sewer allocation had been granted for these 84 lots and for previously final-platted lots on Windswept and Golden Finch Drive, but that any future lots not yet platted would need to request sewer allocation at the preliminary plat stage.

The applicant's representative, Jacob Buzzell of Advanced Civil Design (surveyor and engineer of record), confirmed that the final plat is substantially consistent with the preliminary plat and offered to answer questions. No further questions were raised.

Mr. Garner reported that the town's Technical Review Committee thoroughly reviewed the final plat, confirmed consistency with the preliminary plat, verified that environmental permits are in place, and confirmed that the emergency access connection into Windswept has been satisfied, and he recommended approval.

Vice-Chair Stanziale made the motion to recommend approval and Member Fasolino made the second. Chair Neve took a vote that was unanimously approved.

Voting yea: Chair Neve, Vice-Chair Stanziale, Vic Fasolino, Cameron White

Commission/Board Comments

Vice-Chair Stanziale commended staff for the thoroughness of the staff report submitted to the Board of Commissioners regarding the gas station case at Cedar Street and US-101, noting that the report clearly communicated the Planning Board's concerns. Member Fasolino observed that the Commissioners had subsequently addressed several of the board's concerns, including screening of electrical services, an additional tree, and a commitment by the applicant to install all landscaping

shown on the plan rather than leaving portions as "landscaped by others." He expressed that this outcome demonstrates the value of thorough review at the Planning Board level.

Staff Comments

Mr. Garner introduced Charlie Rocci, the new Senior Planner, who will be taking on expanded responsibilities with the Planning Board and other boards as part of a staff transition. Mr. Garner also acknowledged the A/V assistance by Griff Barlow, Public Information Specialist, and expressed appreciation for Ms. Anderson and her years of service in support of the Planning Board.

Mr. Garner reminded board members of an upcoming joint workshop with the Board of Commissioners in August to discuss the subdivision elements of the Unified Development Ordinance (UDO) and the Flood Damage Prevention Ordinance. He emphasized the importance of having legal counsel review the consultant's draft documents prior to the workshop. Planning Board members were encouraged to attend the workshop.

Mr. Garner also noted that the August Planning Board meeting agenda is expected to include several rezoning cases including properties north of the bypass, related to annexation proposals that have come before the Board of Commissioners.

Adjourn

Vice-Chair Stanziale made the motion to adjourn and Member Fasolino made the second. Chair Neve took a vote that was unanimously approved.

Voting yea: Chair Neve, Vice-Chair Stanziale, Vic Fasolino, Cameron White

Chair Neve then declared the meeting adjourned at 6:50 p.m.

Ryan Neve, Chair

Laurel Anderson, Board Secretary

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**Town of Beaufort Planning Board Regular Meeting
6:00 PM Monday, August 17, 2026 – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case 26-21 – Rezoning – 214 Elm Street from R-8 to RS-5

BRIEF SUMMARY:

To recommend to the Board of Commissioners approval or denial of the requested zoning map amendment of 214 Elm Street from R-8 to RS-5

REQUESTED ACTION:

Presentation and discussion of proposed rezoning

Recommendation to Board of Commissioners to approve or deny the rezoning

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Michelle Eitner
Town Planner

BUDGET AMENDMENT REQUIRED:

N/A



STAFF REPORT



To: Planning Board Members
From: Michelle Eitner, Town Planner
Date: August 17, 2026
Case No. 26-21 – Rezoning - 214 Elm Street from R-8 to RS-5

THE REQUEST: To recommend to the Board of Commissioners approval or denial of the requested zoning map amendment of 214 Elm Street from R-8 to RS-5

INFORMATION:

Location: 214 Elm Street (PIN 730506497681000)
Property Owner: Jerry Cox
Current Zoning District: R-8 Residential Medium Density District
Requested Zoning District: RS-5 Residential Single-Family 5 Development District
LUP Future Land Use: Traditional Neighborhood Residential (no NIZ)
Flood Zone: X zone in effective & preliminary FIRMs (not Special Flood Hazard Area)
Size: 0.55 acres
Existing Land Use: Single-family home

OPTIONS:

1. Recommend approval of the zoning map amendment as presented
2. Recommend denial of the zoning map amendment
3. Table the recommendation pending additional information necessary to make a decision

ATTACHMENTS:

- Attachment A – Staff Report
- Attachment B – Vicinity Map
- Attachment C – Zoning Map
- Attachment D – Application Package
- Attachment E – LDO Section 7.C R-8 & Section 7.F RS-5
- Attachment F – Comprehensive and CAMA Land Use Plan Future Land Use Map & Classification
- Attachment G – Draft Resolution of Consistency

STAFF COMMENTS:

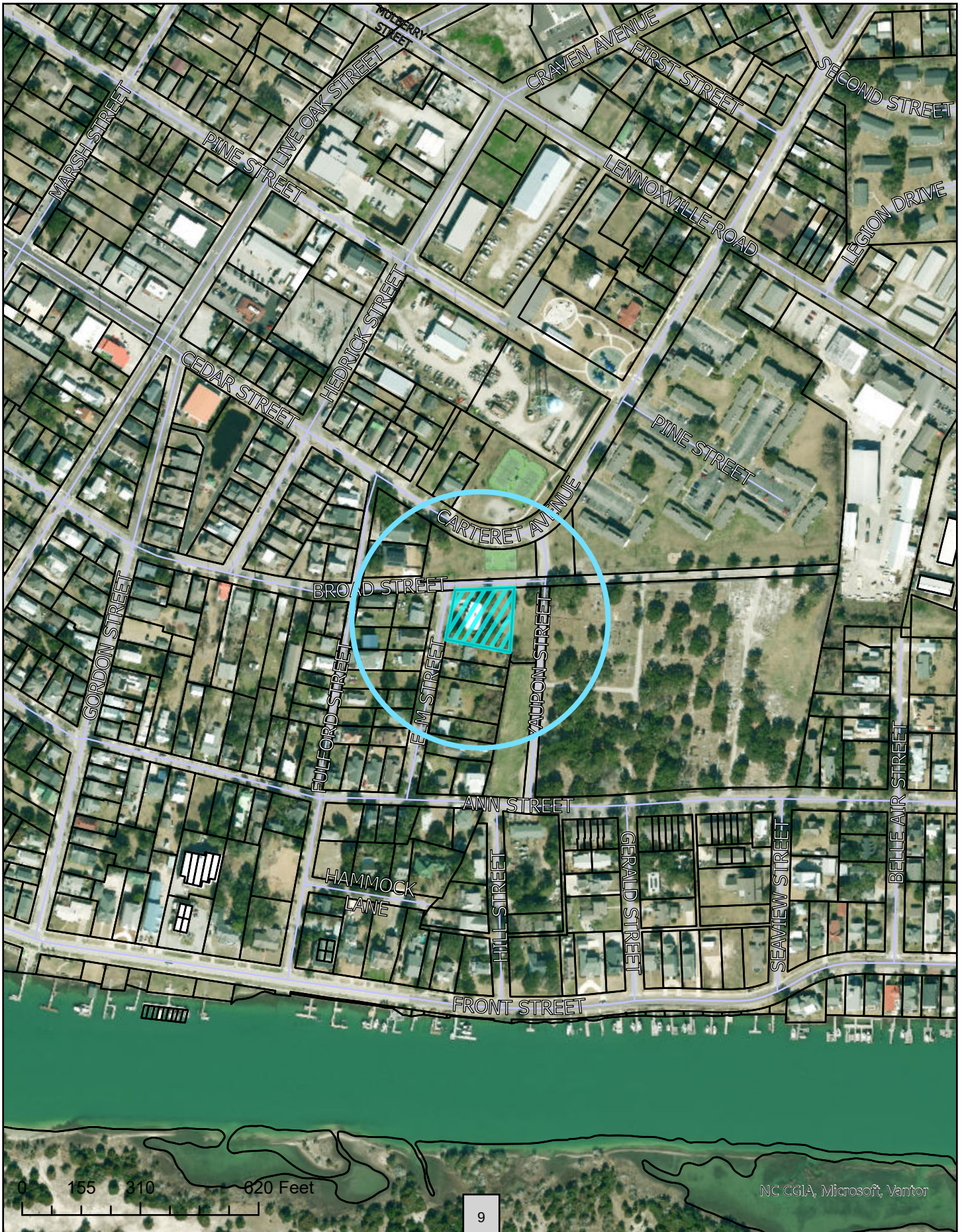
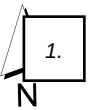
Jerry Cox, property owner of 214 Elm Street, has requested a zoning map amendment for 214 from R-8 to RS-5. This change is consistent with the Future Land Use Map (FLUM) classification of Traditional Neighborhood Residential, so no FLUM change is needed.

The applicant has provided a potential subdivision plan that will be endeavored upon if the rezoning is granted as proposed. This request is statutorily exempt from full subdivision review by the Planning Board and Board of Commissioners, but is provided for transparency to show the applicant's plans for the property following demolition of the existing single-family structure. Recommendation or approval of the rezoning does not constitute recommendation or approval of the proposed subdivision.

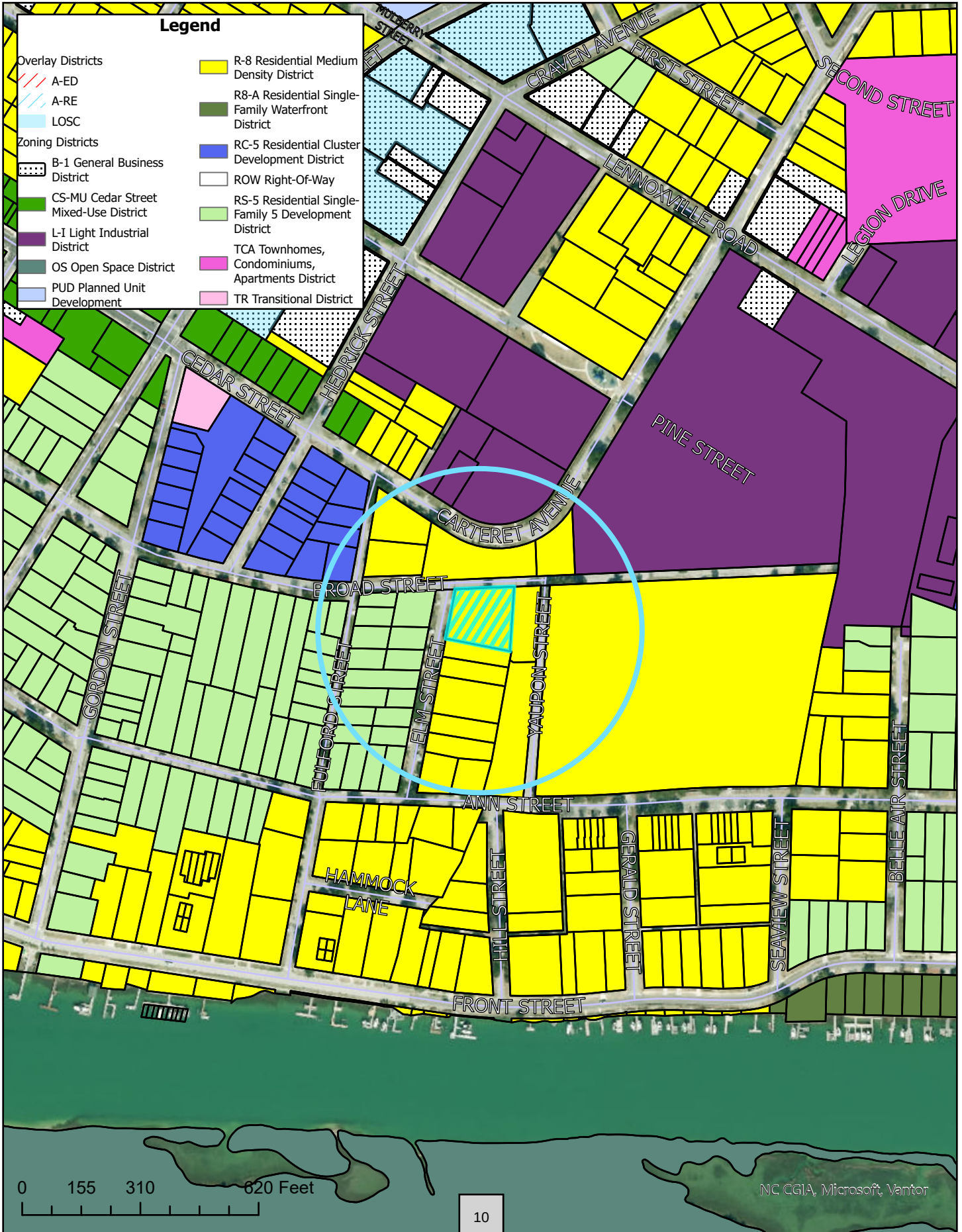
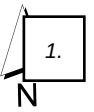
D) *Proposed Amendments to be Submitted to Planning Board for Recommendation.*

- 1) Zoning Amendments. - All proposed amendments to this Ordinance or Zoning Map shall be submitted to the Planning Board for review and comment. If no written report is received from the Planning Board within 30 days of referral of the amendment to that board, the BOC may act on the amendment without the Planning Board report. The BOC is not bound by the recommendations, if any, of the Planning Board.
- 2) Plan Consistency. - When conducting a review of proposed zoning text or map amendments pursuant to this section, the Planning Board shall advise and comment on whether the proposed action is consistent with the Town of Beaufort Comprehensive and CAMA Land Use Plan that has been adopted and any other officially adopted plan that is applicable. The Planning Board shall provide a written recommendation to the BOC that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the Town of Beaufort Comprehensive and CAMA Land Use Plan shall not preclude consideration or approval of the proposed amendment by the BOC. If a Zoning Map amendment qualifies as a "large-scale rezoning" under Section (3) (G) (2), the Planning Board statement describing plan consistency may address the overall rezoning and describe how the analysis and policies in the relevant adopted plans were considered in the recommendation made.

Case 26-21 214 Elm Street Rezoning R-8 to RS-5 Vicinity Map



Case 26-21 214 Elm Street Rezoning R-8 to RS-5 Zoning Map





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APPLICATION FOR AN AMENDMENT TO THE BEAUFORT ZONING MAP

Instructions:

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

APPLICANT INFORMATION

Applicant Name: Jerry C Cox
Applicant Address: 215 Elm St Beaufort NC 28516
Phone Number: (252) 725-4469 Email: [REDACTED]

Property Owner Name: Jerry Cox
Address of Property Owner: 215 Elm St, Beaufort NC 28516
Phone Number: (252) 725-4469 Email: [REDACTED]

PROPERTY INFORMATION

Property Address: 214 Elm St, Beaufort NC 28516
15-Digit PIN: 730506497681000 Lot/Block Number: L17, 22-24

Size of Property (in square feet or acres): 0.556

Current Zoning: R-8 Requested Zoning: RS-5

Current Use of Property: ☒ Residential ☐ Vacant ☐ Commercial ☐ Other: _____

Applicant Signature: *Jerry C Cox* Date of Applicant's Signature: 7/25/26

Property Owner Signature (if different than applicant) _____ Date of Owner's Signature _____

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

Please be advised that email addresses have been removed by staff from this application & attachments to protect applicant from AI spam emails.

FOR REGISTRATION REGISTER OF DEEDS
 Karen S. Hardesty
 Carteret County, NC
 July 23, 2026 11:59:02 AM
 DEED # Pages: 2
 Fee: \$26.00 NC Revenue Stamp: \$0.00
 FILE # 1892073

Karen S. Hardesty

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: \$0.00

Parcel Identifier No. 730506497681000 Verified by Carteret County on the ____ day of _____, 2026.
 By: _____

Mail/Box to: Wheatly Law Group, PA, 710 Cedar Street, Beaufort, NC 28516

This instrument was prepared by: C. R. Wheatly, III

Brief description for the Index: 214 Elm Street

THIS DEED made this 23rd day of July, 2026, by and between

GRANTOR

GRANTEE

Jerry C. Cox and wife, Lecia R. Cox
 215 Elm Street
 Beaufort, NC 28516

Jerry C. Cox
 215 Elm Street
 Beaufort, NC 28516

Enter in appropriate block for each Grantor and Grantee: name, mailing address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the Beaufort Township, Carteret County, North Carolina and more particularly described as follows:

Being all of Lot 17 and Lots 22-24 on that map entitled "Recombination Map Property of Ada Graham Hinson Survey for Charles Barnes", by Coastal Carolina Surveyors, PLLC, dated July 19, 2021, and recorded in Map Book 34, Page 278, Carteret County Registry.

The above described property is conveyed and accepted subject to such restrictive covenants, easements, restrictions and rights of way as appear of record in the Carteret County Registry.

NO TITLE SEARCH REQUESTED OR RENDERED.

NC Bar Association Form No. 3 © 1976, Revised © 1/1/2010
 Printed by Agreement with the NC Bar Association

submitted electronically by "Wheatly Law Group, PA"
 in compliance with North Carolina statutes governing recordable documents
 and the terms of the submitter agreement the Carteret County Register of Deeds.

All or a portion of the property herein conveyed does not include the primary residence of a Grantor.

The property hereinabove described was acquired by Grantor, By and Through the Will of Ada Graham Hinson having a Carteret County Estate File Number 25E001809-150.

Also, By and Through the Estate of Bruce Wayne Cox, having a Carteret County Estate File Number 26E000147-150. Grantor being the sole heir of Bruce Wayne Cox.

The property hereinabove described was acquired by Grantor by instrument recorded in Deed in File Number 1826045, Carteret County Registry.

A map showing the above described property is recorded in Plat Book 34, Page 278, Carteret County Registry.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions: Any Covenants and Restrictions of record.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

Jerry C. Cox (SEAL)
Jerry C. Cox

Lecia R. Cox (SEAL)
Lecia R. Cox

State of North Carolina
County of Carteret

I, the undersigned Notary Public of the County and State aforesaid, certify that Jerry C. Cox and Lecia R. Cox personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

Witness my hand and Notarial stamp or seal this 23rd day of July, 2026.

My Commission Expires:
9-30-2030
(Affix Seal)



Stacie L. Cape
Notary Public

214 Elm St. Beaufort NC

The Property is located in a Traditional Neighborhood Residential designation in the land use plan. The proposed zoning is consistent with the uses within that zone. The current zoning map identifies the property assigned as R-8 Residential Medium Density District*.

The proposed change to RS-5 Residential Single Family 5 Development District** appears to be aligned within the R-8 requirements, which is consistent with other lots in the neighborhood. Impervious will be maintained in accordance with the applicable code.

* Land Development Ordinance Pg. 61 Para C)

** Land Development Ordinance Pg. 61 Para F)

214 ELM STREET

ADJOINERS

306 FULFORD ST
THE VAN RAAV REVOCABLE TRUST
103 HIGHGROVE DRIVE
CHAPLE HILL,NC 27516-8376

215 ELM ST
COX,LECIA
215 ELM ST
BEAUFORT,NC 28516-2013

213 ELM ST
WILLIAMS, ALLISON
558 RUSSELL CREEK RD
BEAUFORT,NC 28516-7600

211 ELM ST
LONG, MARY LEIGH COX
211 ELM ST
BEAUFORT,NC 28516

208 FULFORD ST
WALTON RONALD A JR ETAL JOHN T
210 FULFORD ST
BEAUFORT,NC 28516-2016

207 ELM ST
SPINGLE, BOBBIE ANN LOCKLEAR
207 ELM ST
BEAUFORT,NC 28516-2013

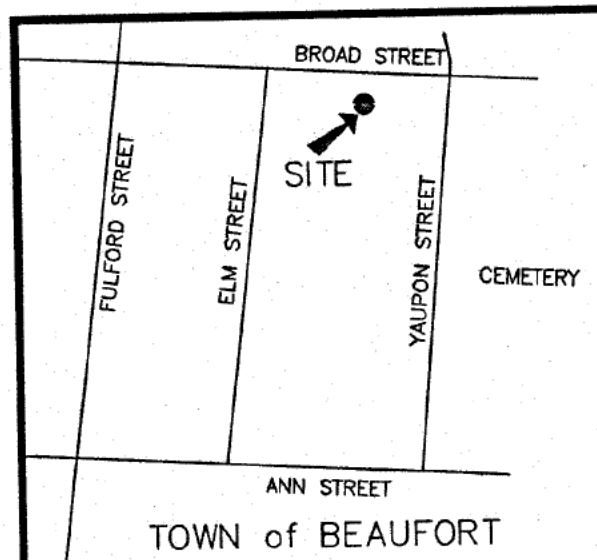
208 ELM ST
EVANS, BARRY P
208 ELM ST
BEAUFORT, NC 28516

210 ELM ST
EVANS BARRY P
210 ELM ST
BEAUFORT,NC 27516

212 ELM ST
GREULICH, JOHN ROBERT
C/O CAROLYN ELLEN PAYNE
212 ELM ST
BEAUFORT,NC 28516-2014

398 CARTERET AVENUE
TOWN OF BEAUFORT
701 FRONT STREET
BEAUFORT,NC 28516-2229

219 YAUPON ST
BARNES, CHARLES GRAHAM
BARNES, KATHERINE S
2412 WILLIAMSBURG DR NW
WILSON,NC 27896-1395

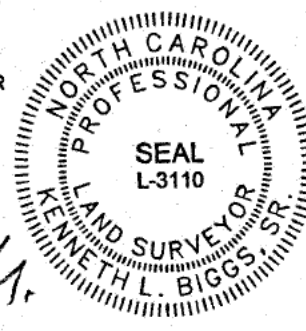


VICINITY MAP
N.T.S.

CERTIFICATIONS:

STATE OF NORTH CAROLINA
CARTERET COUNTY
I, KENNETH L. BIGGS, SR., CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION: (DEED DESCRIPTION RECORDED IN BOOK 157453, PAGE 291 & 291.1); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK 157453, PAGE 291.1; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED, WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 19TH DAY OF JULY, A.D., 2021.

SEAL OR STAMP



KENNETH L. BIGGS, SR., L-3110

I, KENNETH L. BIGGS, SR., PROFESSIONAL LAND SURVEYOR NO. L-3110, CERTIFY TO ONE OR MORE OF THE FOLLOWING AS INDICATED THUS ☒ OR ☐.

- ☐ A. THAT THIS PLAT IS OF A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND;
- ☐ B. THAT THIS PLAT IS OF A SURVEY THAT IS LOCATED IN SUCH PORTION OF A COUNTY OR MUNICIPALITY THAT IS UNREGULATED AS TO AN ORDINANCE THAT REGULATES PARCELS OF LAND;
- ☐ C. ANY OF THE FOLLOWING:
1) THAT THE SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET;
2) THAT THE SURVEY IS OF AN EXISTING BUILDING OR OTHER STRUCTURE, OR NATURAL FEATURE, SUCH AS A WATERCOURSE; OR
3) THAT THE SURVEY IS A CONTROL SURVEY.
- ☒ D. THAT THIS PLAT IS OF A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION;
- ☐ E. THAT THE INFORMATION AVAILABLE TO THIS SURVEYOR IS SUCH THAT I AM UNABLE TO MAKE A DETERMINATION TO THE BEST OF MY PROFESSIONAL ABILITY AS TO PROVISIONS CONTAINED IN (A) THROUGH (D) ABOVE.

SURVEYOR
Kenneth L. Biggs, Sr.

DATE
07/19/2021

CERTIFICATE OF COMPLIANCE

I HEREBY CERTIFY THAT THE PROPERTY SHOWN AND DESCRIBED HEREON, MEETS THE REQUIREMENTS FOR RECOMBINATION OF PROPERTY REGULATED BY THE TOWN OF BEAUFORT, NC.

PLANNING DIRECTOR *K. Dan* DATE *7/22/21*

REVIEW OFFICER

I, *David O'Brien*, A REVIEW OFFICER OF CARTERET COUNTY, N.C. CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

BY: *David O'Brien*
REVIEW OFFICER

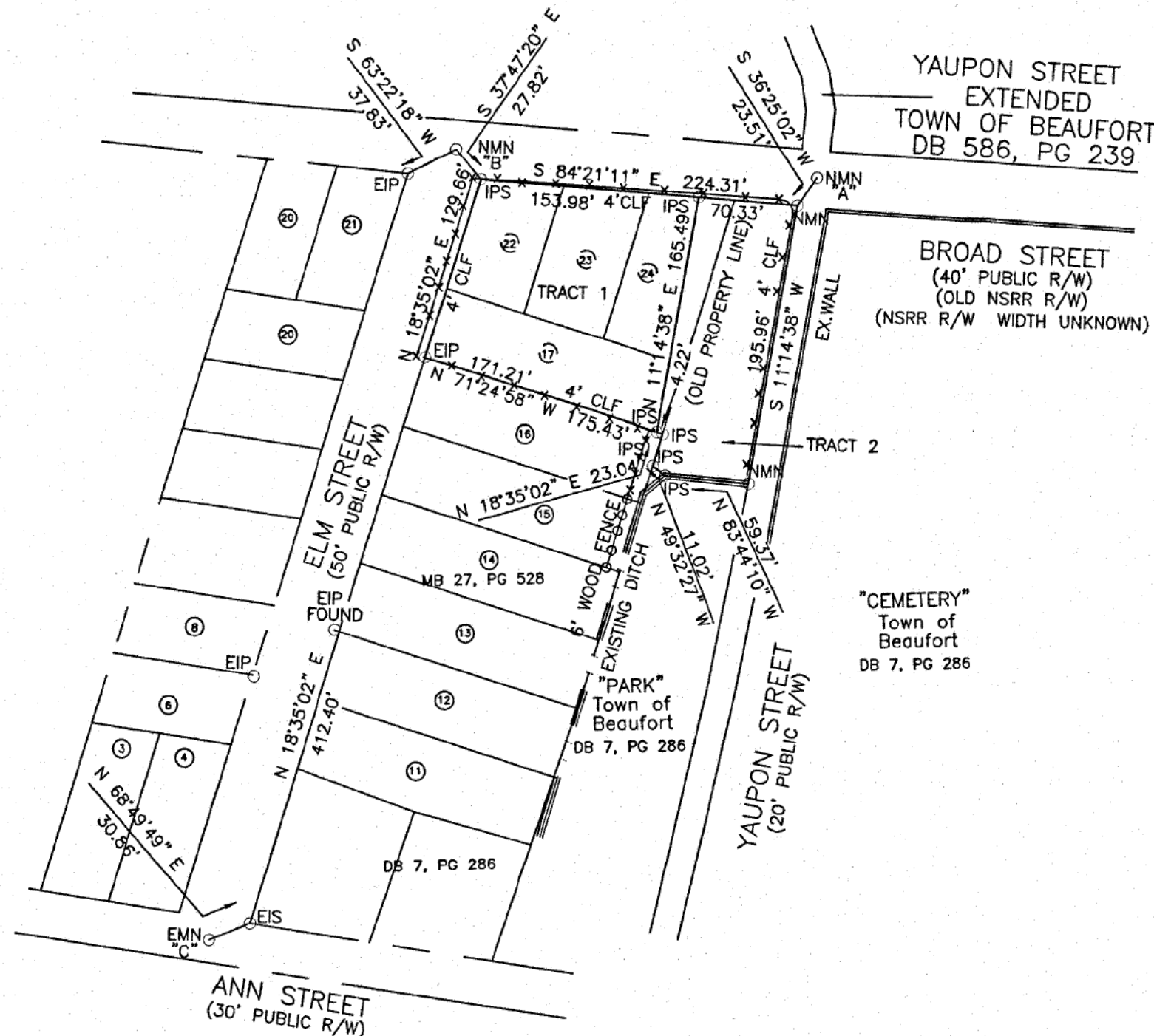
DATE: *8-3-21*

CCS Project No. 2021025

Graphic Scale: 1" = 100'-0"

TIE DOWN LINE CHART

NMN "A" TO NMN "B" - N 84°21'11" W 255.47'
NMN "B" TO EMN "C" - S 18°38'24" W 577.20'



NOTES:

- PROPERTIES SURVEYED ARE:
PARCEL NO. OWNER ACREAGE
730506497681000 ADA GRAHAM HINSON 0.60 AC.
730506499803000 ADA GRAHAM HINSON 0.26 AC.
- ACREAGES WERE CALCULATED BY THE COORDINATE METHOD.
- NO TITLE OPINION OR TITLE COMMITMENT WAS PROVIDED BY THE OWNER AT THE TIME OF THIS SURVEY.
- ALL IRON PIPE SET ARE 3/4".
- THIS PROPERTY IS NOT LOCATED WITHIN THE 100 YEAR FLOOD PLAIN, ZONE X AND IS ON N.E.I.P. RATE MAPS DATED 07/16/2003, COMMUNITY PANEL 3720730500, PANEL 7305, SUFFIX "J".
- NO N.C.G.S HORIZONTAL CONTROL MONUMENTS FOUND WITHIN 2000 FEET OF THE PROPERTY.
- ROAD R/W SHOWN ON THIS MAP WAS DEPICTED FROM THE BEST AVAILABLE INFORMATION AVAILABLE AND MONUMENTED EVIDENCE FOUND IN THE FIELD.

LEGEND:

EIP.....EXISTING IRON PIPE
IPS.....IRON PIPE SET
NTS.....NOT TO SCALE
NPS.....(NPS) NO POINT SET
TL.....TOTAL DISTANCE
PKS.....PK NAIL SET
EPK.....EXISTING PK NAIL
ERRS.....EXISTING RAILROAD SPIKE
MNS.....NEW MAG NAIL SET
CLD.....CENTERLINE DITCH
V.....NOT TO SCALE
EMN.....EXISTING MAG NAIL
R/W.....RIGHT OF WAY
RWM.....RIGHT OF WAY MONUMENT
ECM.....EXISTING CONCRETE MONUMENT
CMS.....CONCRETE MONUMENT SET
NPS.....NO POINT SET
EIS.....EXISTING IRON STAKE
CC.....CONTROL CORNER
CMP.....CORRUGATED METAL PIPE
MBL.....MINIMUM BUILDING LINE

MAP REFERENCE:
MB 27, P. 528

SOURCE OF TITLE:
DB 157, P. 291
DB 453, P. 251

ACREAGE DATA
TRACT 1 = 0.55 ACRES
TRACT 2 = 0.31 ACRES
TOTAL = 0.86 ACRES



FILE # 34278

FOR REGISTRATION REGISTER OF DEEDS
Karen S. Hardesty
Carteret County, NC
August 3, 2021 04:44 PM
BWC MAP 1P
FEE: \$21.00
FILE # 34278

RECOMBINATION MAP

PROPERTY OF
ADA GRAHAM HINSON
SURVEY FOR
CHARLES BARNES

Beaufort Township
Carteret County

JULY 19, 2021
North Carolina



COASTAL CAROLINA SURVEYORS, PLLC
LAND SURVEYORS

PO Box 908, Atlantic Beach, NC 28512
KB cell (252) 702-1427

Drawn by: KLB
Checked by: KLB
Approved by: KLB
Date: 7/19/21
Scale: 1" = 100'

P-0790

34278



ELM STREET

BROAD ST.

①

③

②

TOTAL TRACT AREA 23780.05 SF

BOUNDARY INFORMATION TAKEN FROM
RECORDED MAP MAP BOOK 34 PAGE
278 PREPARED BY COASTAL CAROLINA
SURVEYORS, PLLC DATED 7/19/21

PER GIS
PARCEL: 730506497681000
HINSON ADA W
214 ELM ST
BEAUFORT, NC 28516-2014
NOT UPDATED
CURRENT OWNER JERRY C. COX

REVISIONS:

[illegible]

REZONING REQUEST- R8 TO R5-CZ

214 ELM STREET

BEAUFORT TWSP., CARTERET COUNTY, NORTH CAROLINA

CLIENT: JERRY C. COX

ADDRESS: 215 ELM STREET
BEAUFORT, NC 28516

PHONE: 252-725-4469



THE CULLIPHER GROUP, P.A.
ENGINEERING & SURVEYING SERVICES

151A HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0090 LICENSE NO. C-448

CHARLES M. CULLIPHER, P.E.

DESIGNED:

DRAWN:

RD

CHECKED: RD

APPROVED:

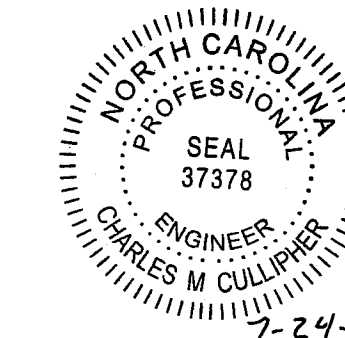
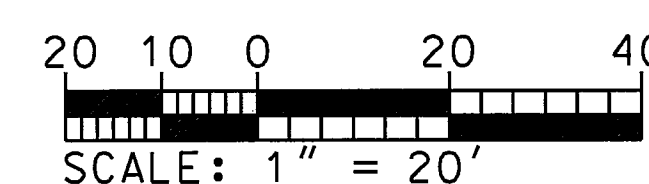
CM

DATE: 7-10-11

7/24/3
SCALE:

SCALE:
1" = 40'

SHEET # 1 OF 1
PROJECT #: PM1070'-028
DESIGN FILE #: ELM STREET.dgn



o) Management of the Recreational Vehicle Park.

- i) It shall be unlawful for a person to park or store a manufactured home in a recreational vehicle park for longer than seven days. However, one manufactured home may be allowed within an RV park to be used as an office and/or residence of the persons responsible for the operation and maintenance of the park.
- ii) It shall be the duty of the operator of an RV park to keep an accurate ledger containing a record of all occupants of the RV park. The operator shall keep the ledger available at all times for inspection by law enforcement officials, public health officials, and other officials whose duties necessitate acquisition of the information contained in the ledger.
- iii) The ledger shall contain the following information:
 - Name and permanent address of the occupants of each space;
 - Dates entering and exiting the park; and,
 - The vehicle license plate number with the state of issuance for the license plate, make, and type of vehicle for each car, truck, camping vehicle, etc. staying within the RV park.

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

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

1) Minimum Lot Size.

All lots in the R-8 district shall be a minimum of eight thousand square feet (8,000 ft²).

2) Minimum Lot Width.

All lots in the R-8 district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

Table 7-9 Interior Lot Requirements

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	25 feet	8 feet	35 feet

Table 7-10 Corner Lot Requirements

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	20 feet	25 feet	8 feet	35 feet

Table 7-11 Double Frontage Lot Requirements

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Rear (Right-of-Way) Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	15 feet	8 feet	35 feet

Where a lot extends across Front Street, the above setbacks shall apply to the portion of the lot north of Front Street. The docks or piers permitted on the south side of Front Street will be subject to an eight feet (8') side setback, or any more restrictive setback required by CAMA or the regulations promulgated thereunder.

4) Accessory Building Setback Requirements.

All accessory buildings shall comply with all setback provisions of this Ordinance, including but not limited to Section 2(F), Section 6 and Section 15 of this Ordinance.

5) Permitted Uses.

Antenna Co-Location on Existing Tower	Neighborhood Recreation Center, Indoor/Outdoor, Private
Athletic Field, Public	Neighborhood Recreation Center, Public
Carport	Park, Public
Community Garden	Public Utility Facility
Dock	Resource Conservation Area
Dwelling, Single-Family	Shed
Family Care Homes	Swimming Pool (Personal Use)
Garage, Private Detached	Temporary Construction Trailer
Government/Non-Profit Owned/Operated Facilities & Services	Utility Minor
Group Home	Vehicle Charging Station
Home Occupation	

6) Special Uses (*Special Uses* requirements may be found in Section 20 of this Ordinance).

Accessory Dwelling Unit	Marina
Athletic Field, Private	Outdoor Amphitheater, Public
Bed & Breakfast	Preschool
Cemetery/Graveyard	Produce Stand/Farmers' Market
Club, Lodge, or Hall	Public Safety Station
Concealed (Stealth) Antennae & Towers	Religious Institution
Day Care/Child Care Home	Satellite Dish Antenna
Golf Course, Privately-Owned	School, Post-Secondary
Golf Driving Range	Utility Facility

F) ***RS-5 Residential Single-Family 5 Development District.***

This residential district classification is intended for existing or older neighborhoods characterized by single-family residences on relatively smaller lots and provides reduced setback requirements and a defined street orientation. The purpose of this district is to provide relief to existing lots of record which make them difficult to be developed as single-family residences. The RS-5 district has a fifty percent (50%) lot coverage restriction which must be maintained. No buildings, houses, or structures, excepting noncommercial docks or piers as specified in Section 2(H) of this Ordinance, will be erected on the south side of Front Street in this district. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) **Minimum Lot Size.**

All lots in the RS-5 district shall be a minimum of five thousand square feet (5,000 ft²).

2) **Residential Density.**

- a) All lots in the RS-5 district shall be limited to one single-family detached dwelling per lot.
- b) All lots in the RS-5 district shall not exceed an impervious surface area requirement of fifty percent (50%).

3) **Minimum Lot Width.**

All lots in the RS-5 district shall have a minimum lot width of fifty feet (50') at the minimum building line.

4) **Building Setback and Building Height Requirements and Limitations.**

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

Table 7-17 Interior Lot Requirements

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
RS-5	20 feet	15 feet	5 feet	35 feet

Table 7-18 Corner Lot Requirements

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
RS-5	20 feet	10 feet	15 feet	5 feet	35 feet

Table 7-19 Double Frontage Lot Requirements

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Rear (Right-of-Way) Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
RS-5	20 feet	20 feet	5 feet	35 feet

Where a lot extends across Front Street, the above setbacks shall apply to the portion of the lot north of Front Street. The docks or piers permitted on the south side of Front Street will be subject to an eight feet (8') side setback, or any more restrictive setback required by CAMA, or the regulations promulgated thereunder.

5) Accessory Building Setback Requirements.

All accessory buildings shall comply with all setback provisions of this Ordinance, including but not limited to Section 2(F), Section 6 and Section 15 of this Ordinance.

6) Permitted Uses.

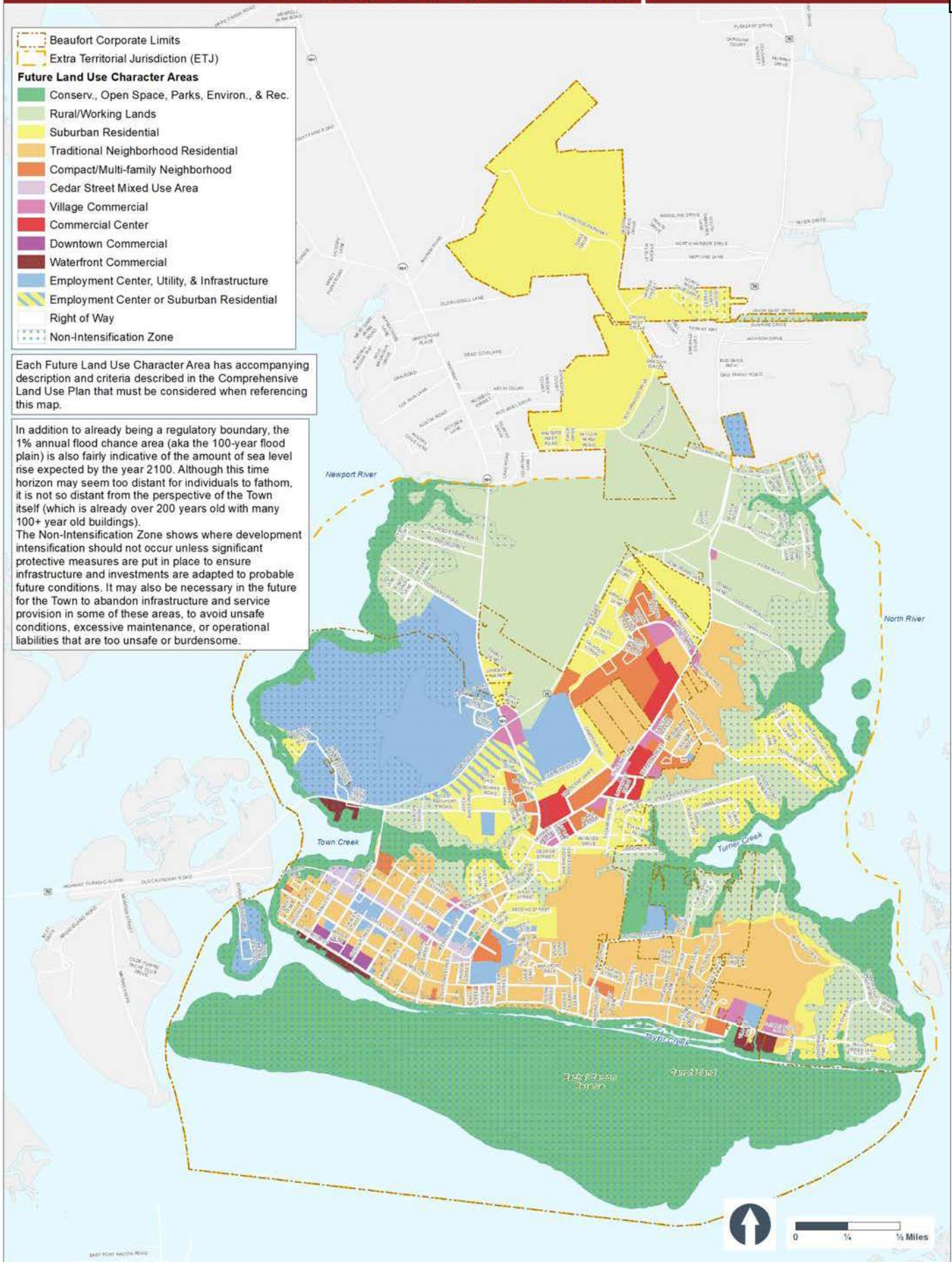
Antenna Co-Location on Existing Towers	Indoor/Outdoor, Private Neighborhood Recreation Center, Public
Athletic Field, Public	Park, Public
Carport	Public Safety Station
Community Garden	Public Utility Facility
Dock	Resource Conservation Area
Dwelling, Single-Family	Shed
Family Care Homes	Swimming Pool (Personal Use)
Garage, Private Detached	Temporary Construction Trailer
Government/Non-Profit Owned/Operated Facilities & Services	Utility Minor
Home Occupation	Vehicle Charging Station
Neighborhood Recreation Center,	

7) Special Uses (*Special Uses* requirements may be found in Section 20 of this Ordinance).

Accessory Dwelling Unit	Marina
Athletic Field, Private	Outdoor Amphitheater, Public
Bed & Breakfast	Preschool
Cemetery/Graveyard	Religious Institution
Club, Lodge, or Hall	Satellite Dish Antenna
Concealed (Stealth) Antennae & Towers	School, Post-Secondary
Golf Course, Privately Owned	Transportation Facility
Golf Driving Range	

Future Land Use Map

1.



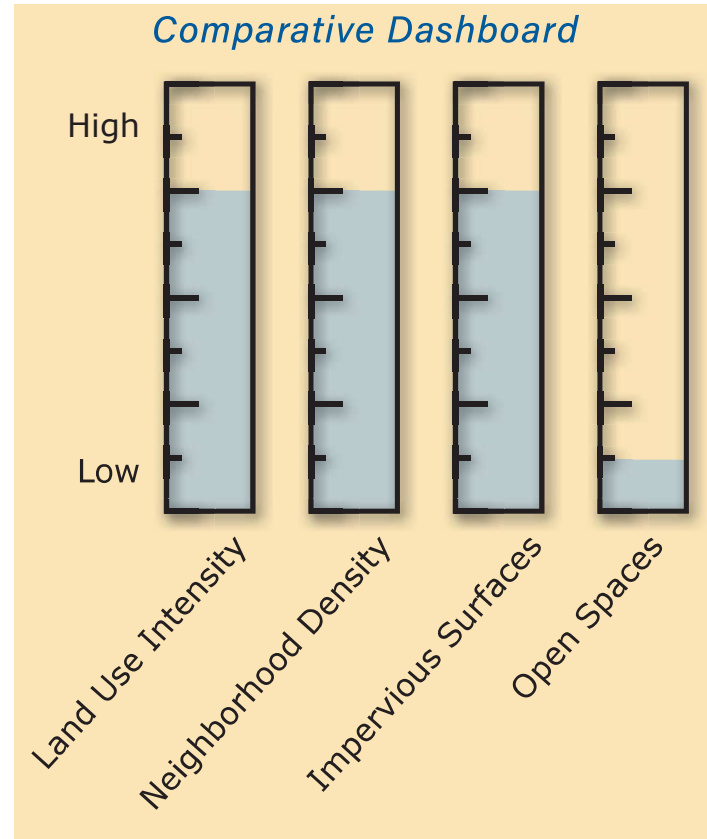
Traditional Neighborhood Residential

General Description:

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

Streets and Circulation:

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



EXAMPLE USES:

Typical Uses:

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

Traditional Neighborhood Residential

Other Concerns:

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



Examples of the traditional neighborhood development style.



TOWN OF BEAUFORT PLANNING BOARD

RESOLUTION OF PLAN CONSISTENCY

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

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

WHEREAS, a request has been made for the Town to amend the Town of Beaufort Zoning Map to reflect RS-5 Residential Single-Family 5 Development District for 214 Elm Street (PIN 730506497681000) instead of the current R-8 Residential Medium Density District; and

WHEREAS, the Planning Board has in fact met to consider and evaluate the proposed amendments during their regularly scheduled meeting on August 17, 2026; and

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Planning Board finds that the proposed amendment to the zoning map is in accordance with the Beaufort Comprehensive and CAMA Land Use Plan and is reasonable and in the public interest because _____

_____.

This Resolution is effective upon its adoption this 17th day of August 2026.

TOWN OF BEAUFORT PLANNING BOARD

_____, Chairman

ATTEST:

_____, Secretary



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 Planning Board Regular Meeting 6:00 PM Monday, August 17, 2026 – Train Depot

AGENDA CATEGORY: New Business
SUBJECT: Case 26-22 Special Use Permit – 1323 Front Street
Accessory Dwelling Unit

BRIEF SUMMARY:

To recommend to the Board of Commissioners approval or denial of the proposed Special Use Permit (SUP) for an Accessory Dwelling Unit (ADU) at 1323 Front Street.

REQUESTED ACTION:

Presentation and discussion of special use permit request

Recommendation to Board of Commissioners to approve or deny the special use permit

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Michelle Eitner

Town Planner

BUDGET AMENDMENT REQUIRED:

N/A



STAFF REPORT



To: Planning Board Members
From: Michelle Eitner, Town Planner
Date: August 17, 2026
Case No. 26-22 Special Use Permit – 1323 Front Street Accessory Dwelling Unit

THE REQUEST: To recommend to the Board of Commissioners approval or denial of the proposed Special Use Permit (SUP) for an Accessory Dwelling Unit (ADU) at 1323 Front Street.

INFORMATION:

Location: 1323 Front Street (PIN 730507585728000)
Property Owner: AER Commercial Properties LLC (Adolfo Rosales, Manager)
Applicant: Blue Green Construction (Bruce Brotzman, President)
Zoning District: Residential Medium Density District (R-8)
LUP Future Land Use: Traditional Neighborhood Residential
Flood Zone: AE8 Special Flood Hazard Area (on effective and preliminary FIRMs)
Size: 0.21 acres/9,400 square feet
Existing Land Use: Single-Family Residence under construction
Proposed Land Use: Single-Family Residence with Accessory Dwelling Unit (ADU)
Adjoining Uses/Zoning: North: Single-Family Residential (R-8) and Alleyway
 West and East: Single-Family Residential (R-8)
 South: portion of lot south of Ann Street with docks (R-8)
Utilities: Water and wastewater provided by Town

OPTIONS:

1. Recommend approval of the special use permit as presented
2. Recommend approval of the special use permit with conditions to bring the proposal into compliance with the Required Findings
3. Recommend denial of the special use permit based on specific failures to meet requirements
4. Table the recommendation pending additional information necessary to make a decision

ATTACHMENTS:

- Attachment A – Staff Report
- Attachment B – Vicinity Map
- Attachment C – Zoning Map
- Attachment D – Application Package
- Attachment E – LDO Section 20 Special Use Permits (Especially Section 20.E.1 Required Findings)
- Attachment F – LDO Section 7.C Residential Medium Density District (R-8)
- Attachment G – Comprehensive and CAMA Land Use Plan Future Land Use Map & Classification

STAFF COMMENTS:

BlueGreen Construction, agent for property owner AER Commercial Properties LLC, has applied for a Special Use Permit (SUP) to establish an Accessory Dwelling Unit (ADU) at 1323 Front Street.

The contractor initially proposed a single-family home with ADU through submission of building permit application. Staff advised that the ADU, defined in the LDO as, “*Accessory Dwelling Units/Structures* are commonly understood to be a separate additional living unit or structure, including kitchen, sleeping, and bathroom facilities, attached to or detached from the primary residential unit, on a single-family lot. They shall be subordinate in size, location, and appearance to the primary residential unit and may or may not have separate means of ingress or egress,” required a SUP.

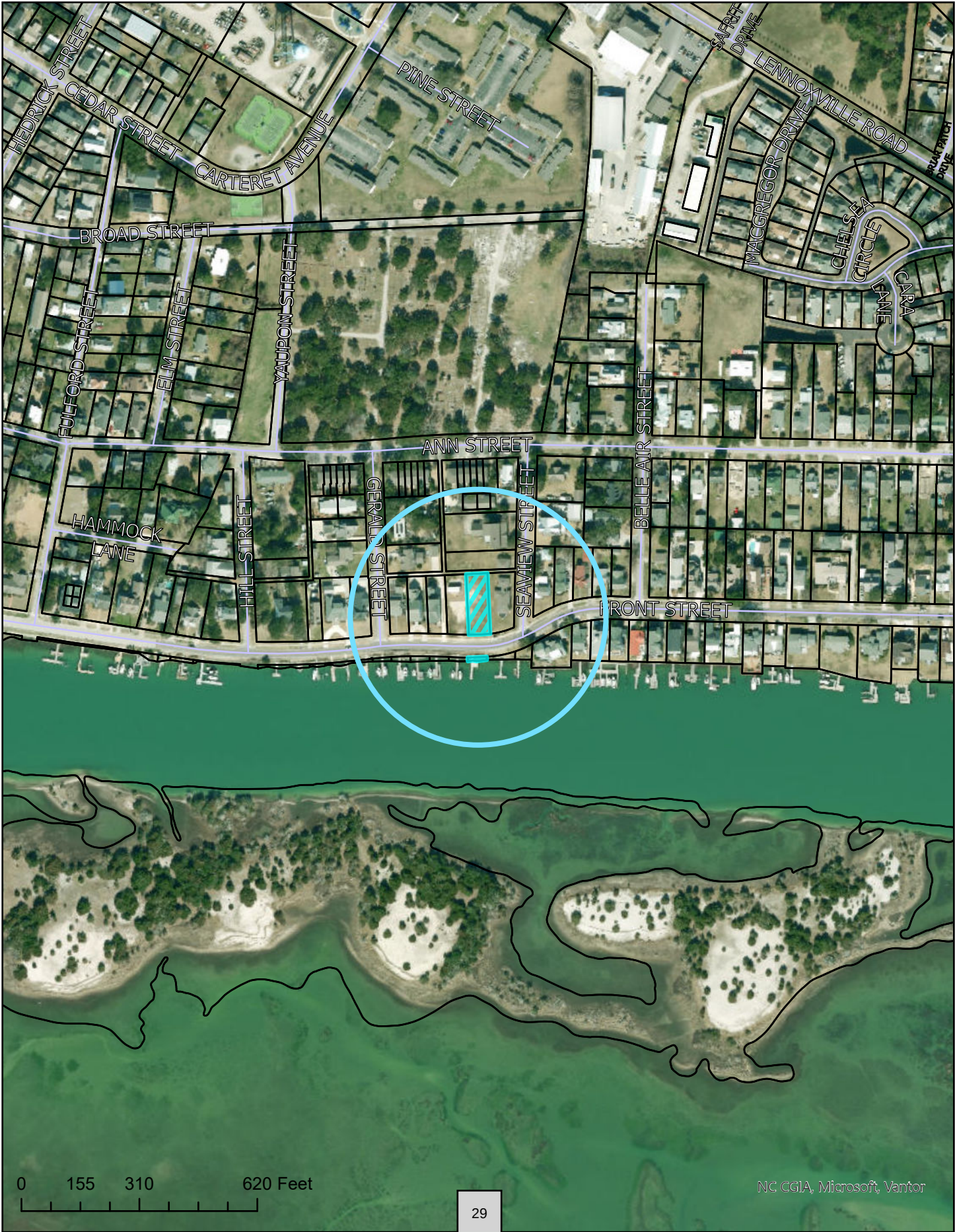
Rather than wait several months for SUP review and potential approval, staff recommended that the ADU could be removed from the building plans to proceed with construction of the single-family home while they seek a SUP for ADU. That anticipated area in the currently permitted plans is just a large room. If the SUP is granted, they would be able to modify the building permit to add that additional scope in that area within the structure.

The location of this request within a residential zone requires review of compatibility with adjoining buildings. The application provides information in accordance with Section 20.E.3.

The Technical Review Committee (TRC) received this item for review digitally and all responded with no comments or issues.

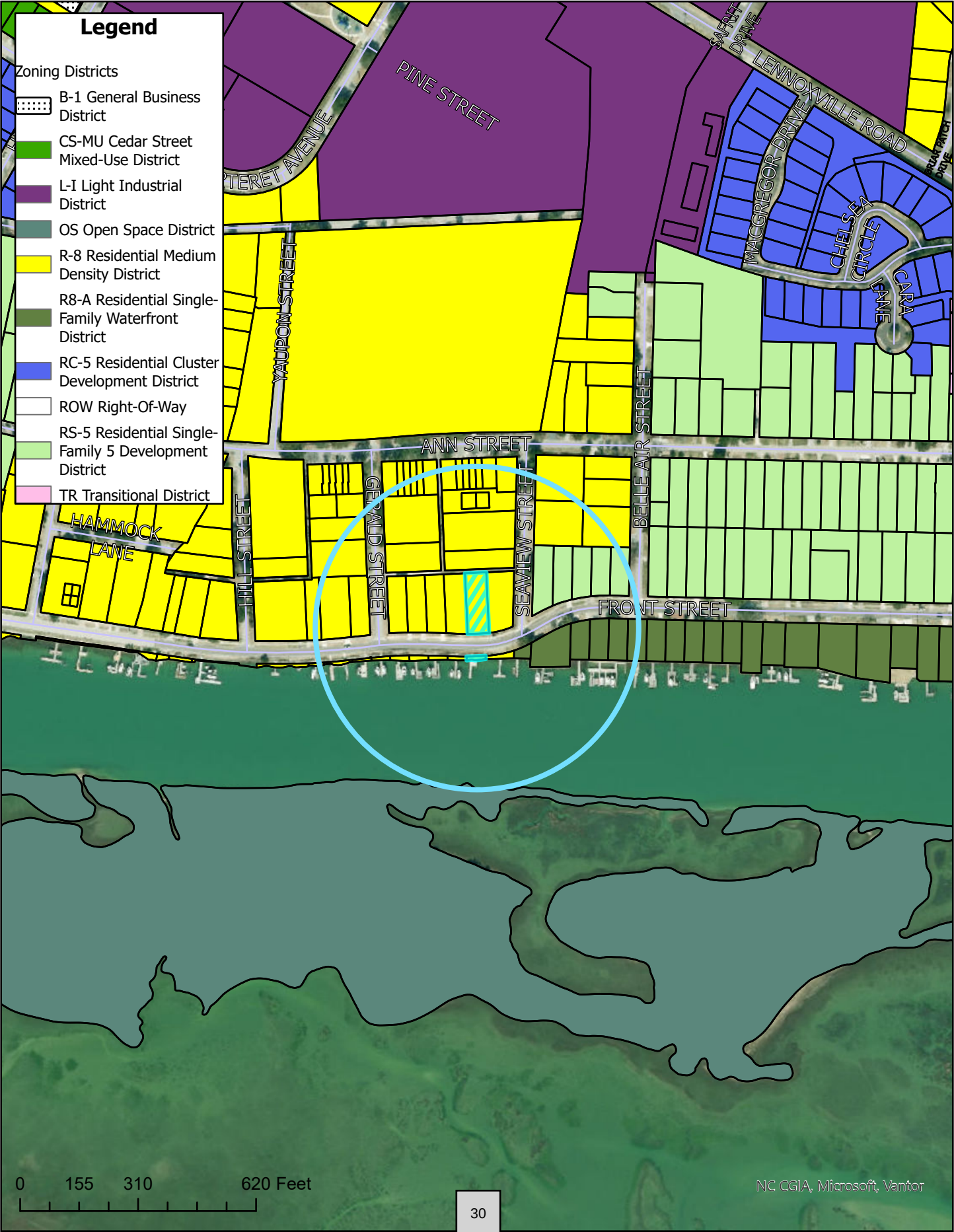
LDO Section 20.C identifies, “The Planning Board will review and make recommendations regarding all applications for a special use permit.” The Special Use Permit Required Findings are included in the agenda packet for consideration.

Case 26-22 Special Use Permit Request - ADU at 1323 Front Street
Vicinity Map



0 155 310 620 Feet

Case 26-22 Special Use Permit Request - ADU at 1323 Front Street
Zoning Map





Please be advised that email addresses have been removed by staff from this application & attachments to protect the applicant from AI spam emails.

APPLICATION FOR A SPECIAL USE PERMIT

Instructions:

Please complete the form below including all required attachments, a **\$400.00 application fee**, and return to the Beaufort Town Hall; 701 Front Street; P.O. Box 390; Beaufort, N.C.; 28516. Incomplete applications will not be processed but will be returned to the applicant. Please call Planning and Inspections at (252) 728-2142 if there are any questions.

APPLICANT INFORMATION

Applicant Name: Blue Green Construction Co
 Applicant Address: 613B Atlantic Beach Causeway, Atlantic Beach, NC 28512
 Phone Number: 252.646.1015 Email: _____
 Property Owner Name: AER Commercial Properties LLC
 Address of Property Owner: Same
 Phone Number: Same Email: [REDACTED]

PROPERTY INFORMATION

Property Address: 1323 Front Street
 15-Digit PIN: 730507585728000 Lot/Block #: _____
 Size of Property (in square feet or acres): 9,400 s.f. Current Zoning: R-8
 Current Use of Property: Single Family Requested Use: same

An application fee of **\$400.00**, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

Please refer to the Town's **Land Development Ordinance**, Sections 20 & 27, and all other pertinent sections of the Ordinance for information required to accompany this application. Any plans or documents submitted should be submitted in an electronic or digital format and one printed color copy of such documents submitted with the application.

The town's website address is www.beaufortnc.org.

[Signature] (Bruce Bratton)
 Applicant Signature
[Signature]
 Property Owner Signature (if different than above)

7/27/26
 Date of Applicant's Signature
7-27-26
 Date of Owner's Signature

OFFICE USE ONLY

Revised 8/2020

Date: _____

Reviewed for Completeness By: _____

Received by: _____

Date Deemed Complete and Accepted: _____

**Special Use Application
Documentation and Support**
1323 Front Street
Beaufort, NC 28516

We are requesting approval of a Special Use Permit to allow an **Accessory Dwelling Unit (ADU)** as part of the new residential construction at **1323 Front Street**. The property is zoned **R-8 Residential** and is **not located within the Beaufort Historic District**.

The property consists of a **9,400-square-foot vacant lot** for which a valid building permit has already been issued for construction of a new single-family residence. This Special Use Permit request does **not** seek any modification to the approved building permit with respect to the building footprint, total square footage, height, setbacks, exterior appearance, or site layout.

The only change addressed by this application is the proposed finish of the second floor above the detached garage to include a bedroom, full bathroom, and kitchenette. Because these improvements meet the Town's definition of an Accessory Dwelling Unit, approval of a Special Use Permit is required.

The approved plans include a **1,877-square-foot, 2½-story primary residence** together with an **887-square-foot, two-story, three-car garage**. The garage is connected to the residence by an enclosed elevated skywalk.

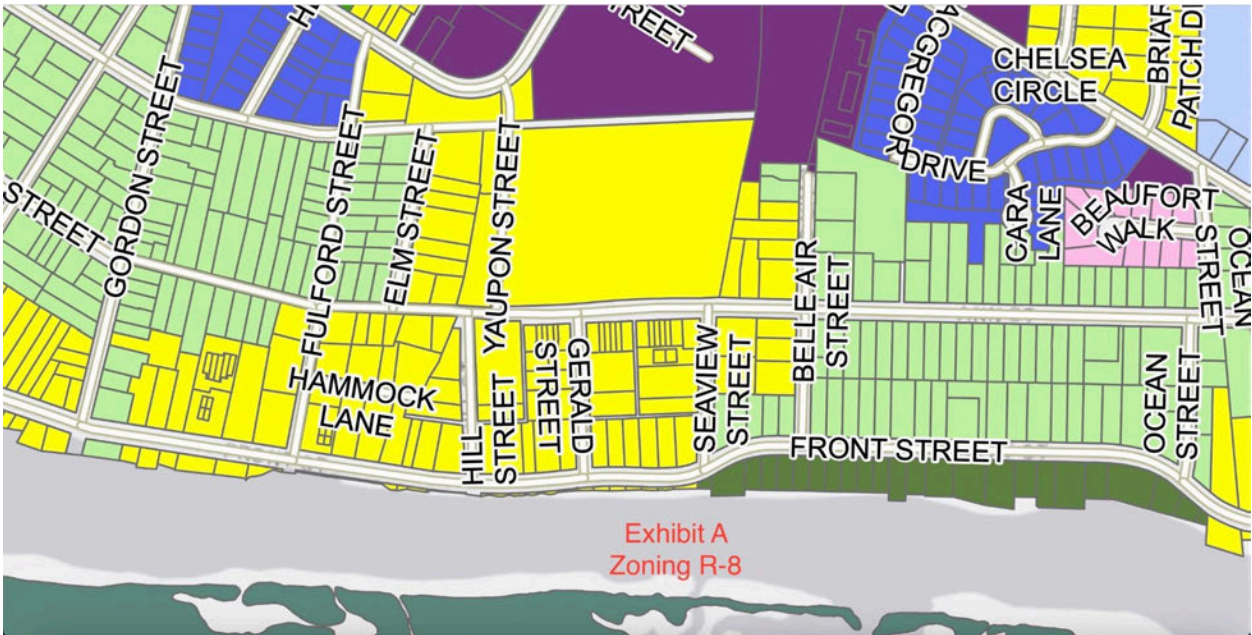
All construction authorized under the existing building permit complies with the applicable building code and zoning requirements. Approval of this request would change the residence from **five bedrooms and six-and-one-half bathrooms** to **six bedrooms and seven-and-one-half bathrooms**, with the addition of a kitchenette within the second-floor living area above the garage. No other aspects of the approved plans would change.

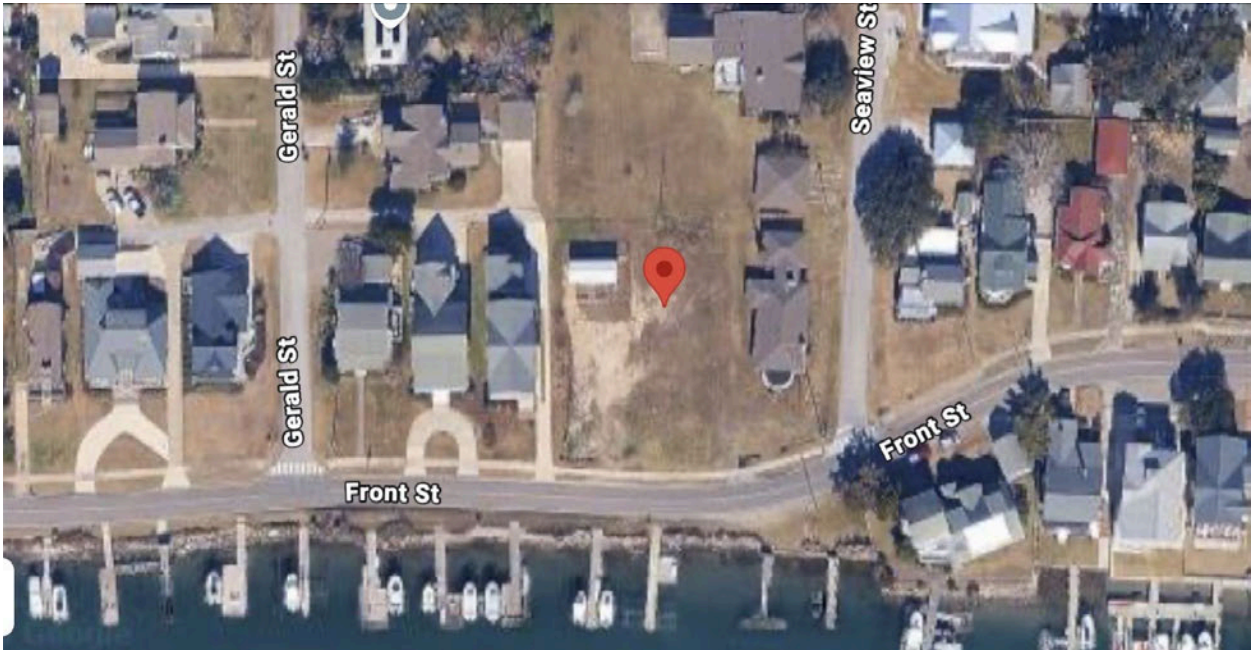
The proposed living space above the garage will remain physically connected to the primary residence through the enclosed skywalk, which provides direct access from the main living area as well as weather-protected access to the garage. The space is intended to function as part of the overall residence and will not be separated from the principal dwelling.

Access to the garage and the second-floor living area is provided by an existing alley extending from Gerald Street, allowing direct access for residents and emergency services if needed.

Architecturally, the garage and accessory living space are designed to match the principal residence in materials, rooflines, and exterior detailing. The accessory structure is fully integrated into the overall design of the home and represents approximately **42 percent of the square footage of the principal residence.**

In summary, this application requests approval only for the addition of an Accessory Dwelling Unit within a residential project that has otherwise been approved. The proposal does not alter the approved site plan, building footprint, setbacks, height, exterior design, or overall character of the development. We respectfully request approval of this Special Use Permit.





Town of Beaufort

Planning and Inspections Department
701 Front Street
Beaufort, NC 28516
Phone (252) 728-2142



TOWN of
BEAUFORT
NORTH CAROLINA

Permit Number: 20260426

Date Issued: 07/21/2026

New Single Family Dwelling Permit

Site Address: 1323 FRONT STREET
Owner Name: AER COMMERCIAL PROPERTIES LLC
Tax Map ID: 730507585728000
Construction Cost: \$1,300,000.00
Report Code: 100 - New Single Family Dwelling
Flood Zone: AE8 / Shaded X
Description: 2.5 Story, 5BR, 6.5 Bath, 4398sf single-family with attached Garage

Contractor

Financial: David Selleck | Blue Green Construction, Inc. | 613B Atlantic Beach Causeway Atlantic Beach NC 28512 | 252-646-10
Project Manager: David Selleck | Blue Green Construction, Inc. | 613B Atlantic Beach Causeway, Atlantic Beach, NC 28512 | 25
Applicant: David Selleck | Blue Green Construction, Inc. | 613B Atlantic Beach Causeway, Atlantic Beach, NC 28512 | 252-646-1
Plumbing: Michael Wilson | Carteret Plumbing | 1882 NC Hwy 101, Beaufort, NC 28516 | 252-499-9266
Mechanical: John White, Jr. | Carteret Heating & Cooling, Inc. | 151 Cedar Point Blvd, Swansboro, NC 28584 | 910-326-1335
Electrical: Roger Corbett | Corbett's Electrical Service | 200 Cherry Lane, Newport, NC 28570 | 252-223-5907
Fuel Gas: Harley Mudge | Dean's Gas Company, Inc. | 1416 B Live Oak St, Beaufort, NC 28516 | 252-728-2182
Other: Elite Spray Foam | Elite Spray Foam Systems, LLC | 215 Clayton Dr, Newport, NC 28570 | 252-725-7054
General: Peter Brotzman | Blue Green Construction, Inc. | 613 B Atlantic Beach Causeway, Atlantic Beach, NC 28512 | 608-921

Permit Details

Heated Sq Ft	4,398	Foundation Type	Raised Slab	Water Source	Town of Beaufort
Unheated Sq Ft	1,350	Fire Resist Rating Ext. (hrs)	1	Waste Treatment	Town of Beaufort
1st Floor Sq Ft	1,880	Fire Resist Method	Per Code	Electrical Utility	Duke Progress Energy
2nd Floor Sq Ft	1,880	Amperage	400	Gas Utility	
3rd Floor Sq Ft	672	Water Heater Fuel	Electric		
No. Stories	3	HVAC Type	Package Unit		
Bldg. Height (ft)	35	HVAC Fuel Src	Electric		
# Bedrooms	5	Gas Piping	NO		
# Baths	7				

Zoning

Front Setback: 15
Sides Setback: 6
Rear Setback: 25

Easements:
Special Flood Hazard Area: AE8
Present Overlays:

Zoning Conditions:

Fees





PROJECT ADDRESS:
1333 FRONT ST
PORT, NC
28516

PAGE INFORMATION:
LEFT & RIGHT ELEVATIONS

Plans for
BLUE GREEN CONSTRUCTION

CAROLINA
HOME CONCEPTS

DATE: 5/2/24
DRAWN BY: JLB
SCALE: 1/4" = 1'

SHEET: 4



PROJECT ADDRESS:
1333 FRONT ST
PORT, NC
28516

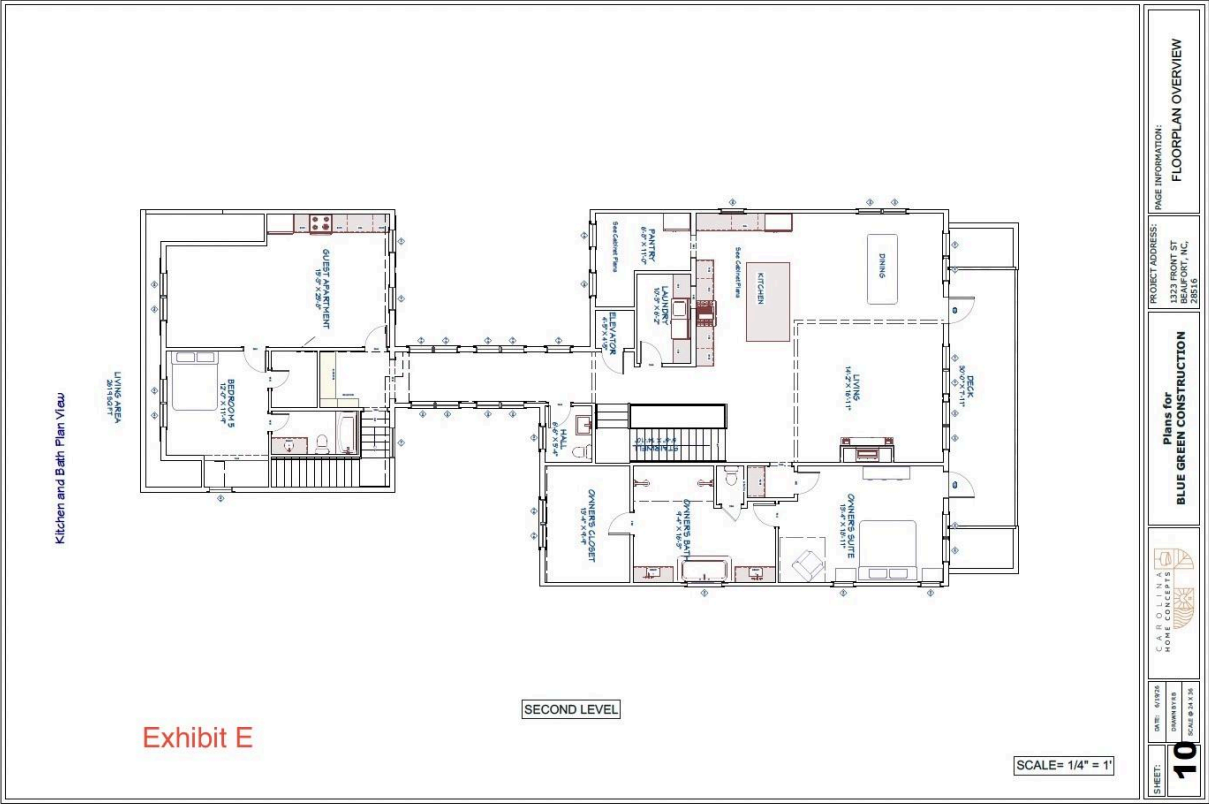
PAGE INFORMATION:
FRONT & REAR ELEVATIONS

Plans for
BLUE GREEN CONSTRUCTION

CAROLINA
HOME CONCEPTS

DATE: 5/2/24
DRAWN BY: JLB
SCALE: 1/4" = 1'

SHEET: 3



Kitchen and Bath Plan View

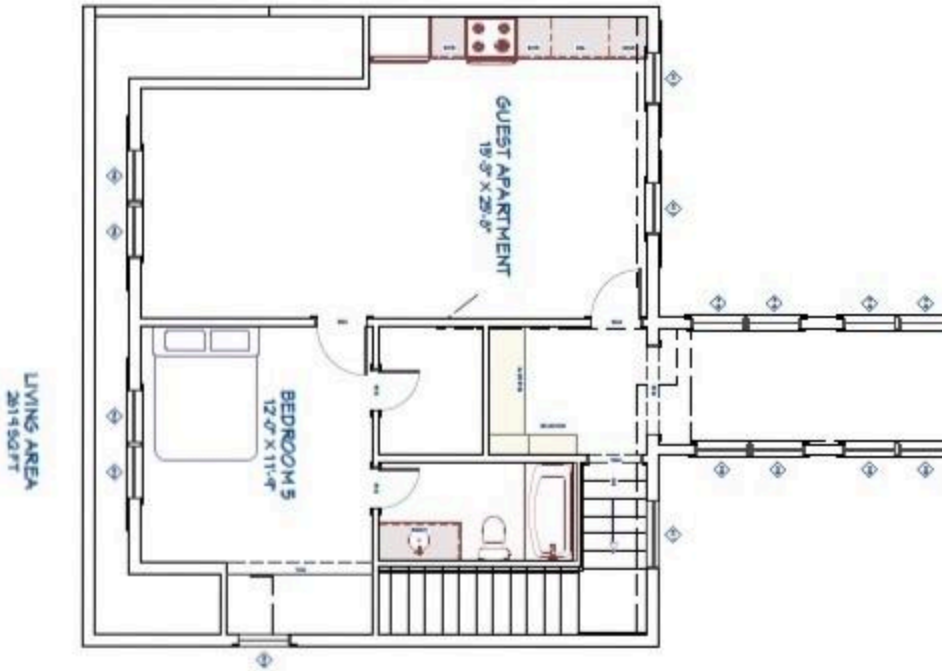


Exhibit F

TABLE OF CONTENTS:

2 SITE PLAN

3-4 ELEVATIONS

5-7 FLOOR PLAN
DIMENSIONED

8 ROOF PLAN

9-11 FLOORPLAN
OVERVIEW

12 WINDOW & DOOR
SCHEDULE





GENERAL NOTES & DISCLAIMERS:

BUILDING CONTRACTOR/HOME OWNER TO REVIEW AND VERIFY ALL DIMENSIONS, SPECS, AND CONNECTIONS BEFORE CONSTRUCTION BEGINS. THE BUILDER SHALL VERIFY THAT SITE CONDITIONS ARE CONSISTENT WITH THESE PLANS BEFORE STARTING WORK. WORK NOT SPECIFICALLY DETAILED SHALL BE CONSTRUCTED TO THE SAME QUALITY AS SIMILAR WORK THAT IS DETAILED. ALL WORK SHALL BE DONE IN ACCORDANCE WITH INTERNATIONAL BUILDING CODES AND LOCAL CODES.

WRITTEN DIMENSIONS AND SPECIFIC NOTES SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS AND GENERAL NOTES. THE ENGINEER/DESIGNER SHALL BE CONSULTED FOR CLARIFICATION IF SITE CONDITIONS ARE ENCOUNTERED THAT ARE DIFFERENT THAN SHOWN, IF DISCREPANCIES ARE FOUND IN THE PLANS OR NOTES, OR IF A QUESTION ARISES OVER THE INTENT OF THE PLANS OR NOTES. CONTRACTOR SHALL VERIFY AND IS RESPONSIBLE FOR ALL DIMENSIONS (INCLUDING ROUGH OPENINGS).

PROJECT: NEW CONSTRUCTION
ADDRESS: 1323 FRONT ST
BEAUFORT, NC, 28516
DESIGNER: REGAN BURNS, CAROLINA HOME CONCEPTS
BUILDER: BLUE GREEN CONSTRUCTION
6 bed 7 1/2 Bath
5137 Heat & Cooled SF
9400 SF Lot

Exhibit G

PROJECT ADDRESS:
1323 FRONT ST
BEAUFORT, NC,
28516

PAGE INFORMATION:
HOME PAGE

Plans for
BLUE GREEN CONSTRUCTION

Carolina Home Concepts

DATE: 04/24/24
DRAWN BY: RB
SCALE: 1/8" = 1'-0"

SHEET:
1

41

SECTION 20 Special Use Permits

A) *General.*

Special uses are practices which are not permitted by right in any zoning district in the Town but may only be granted after due consideration by the BOC. The consideration of a special use application is a quasi-judicial function to be conducted in accordance with the procedure set forth in Section 32, Quasi-Judicial Procedure. Special use permits may only be granted by the BOC following a recommendation by the Planning Board and the completion of the quasi-judicial review process by the BOC as outlined in Section 32.

A Special Use Permit is a permit issued to authorize development or land uses in a particular zoning district upon presentation of competent, material, and substantial evidence establishing compliance with one or more general standards requiring that judgment and discretion be exercised as well as compliance with specific standards.

B) *Special Use Permit Application Procedures.*

- 1) A written application for a special use permit in all zones shall be submitted to the Town's Planning and Inspections Department in accordance with the requirements of Section 1 and Section 31 of this Ordinance and all applicable administrative regulations. The application shall include:
 - a) A proposed use site plan which contains information documented in Section 18(C) of this Ordinance and the specific information below:
 - i) A vicinity map and survey of the parcel which shall include the zoning and use of all adjacent properties;
 - ii) A legend identifying all symbols on the map;
 - iii) A North arrow and a scale;
 - iv) A preliminary design of the proposed use which shows all existing and proposed structures, parking layouts, driveways, buffering, landscaping, points of ingress and egress, easements, minimum building lines, and street rights-of-way;
 - v) A site data block of features which includes the proposed use(s), square footage of the proposed and existing structure(s), site zoning, total acreage, number of lots, minimum lot size, and average lot size;
 - vi) The map book, page number, and deed book information;
 - vii) A note stating whether any portion of the property is included in any adopted Town plan; and,
 - viii) Any other related information requested by Town staff, the Planning Board, or the BOC.
 - ix) All required environmental permit improvements needed for the property.
 - b) The special use permit sought; and,
 - c) Information supporting the existence of the required findings, and providing such plans or other relevant data as may be required by the Town.

- 2) Whenever an application is submitted for a special use permit in a residential zone, the applicant shall also include:
 - a) A narrative which illustrates the appropriateness of the proposed use in a residential zone. This narrative shall also describe all the architectural design features which make the proposed use and associated building compatible with the urban character of the residential neighborhood;
 - b) The submitted site plan shall also include all street front architectural elevation drawings to ensure the compatibility of the building(s) with the surrounding residential structures; and,
 - c) Additionally, the BOC and Town staff may require a professional rendering or any other graphic illustration of the proposed structure.
- 3) The application shall be reviewed by Town staff and submitted with comments and recommendation to the Planning Board for review. The Planning Board shall review the application for a special use permit and make a recommendation as to whether it should be approved or denied. After the Planning Board makes its recommendation, the application shall be forwarded to the BOC for consideration.

C) *Quasi-Judicial Proceeding Notification Requirements.*

The Planning Board will review and make recommendations regarding all applications for a special use permit. The BOC shall schedule a quasi-judicial proceeding for the application and BOC consideration after reasonable opportunity for staff and Planning Board review. In considering the application, the BOC shall follow the procedures set forth in Section 32, Quasi-Judicial Procedure.

D) *Procedures on Special Use Applications.*

In considering whether to approve an application for a special use permit, the BOC shall proceed as follows:

- 1) The BOC shall conduct an evidentiary hearing in accordance with the provisions of Section 32, Quasi-Judicial Procedure, herein. And consider relevant information regarding whether the required findings under Section 20(E) exist and whether the special use is appropriate in the proposed location.
- 2) The BOC shall consider whether the application complies with each individual required finding specified in Section 20(E). The BOC need not make the required findings at the time of the hearing and may vote to table the matter and request information if needed. If the special use permit application is approved, the BOC motion shall contain language showing all the required findings under Section 20(E) have been met, and in the absence of specific findings, it shall be conclusively presumed the application complies with all the findings in Section 20(E).
- 3) The BOC shall render a decision within a reasonable period of time not to exceed ninety days after holding the evidentiary hearing for the proposed special use application. The BOC need not issue a decision at the time of the hearing if additional information is needed and may table the matter until a later date.
- 4) If the application is found not to be in compliance with one or more of the required findings of Section 20(E) or any other applicable section of this Ordinance, the application shall be denied. Such motion shall specify the particular findings the application fails to meet.

- 5) Notwithstanding the specific requirements of this Ordinance, the BOC may impose additional conditions and reasonable requirements upon the requested special use permit in order to ensure the use is consistent with the required findings as specified under Section 20(E).
- 6) The BOC shall render its decision on the special use permit application, in writing, in accordance with the provisions of Section 32 herein.

E) Required Findings.

- 1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:
 - a) The proposed use is an allowable special use in the zoning district it is being located within;
 - b) The application is complete;
 - c) The location and character of the use will be in conformity with the Town's Comprehensive and CAMA Land Use Plan and other comprehensive planning elements;
 - d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
 - e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
 - f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
 - g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.
- 2) The BOC shall make its findings based on "competent, material and substantial evidence" as described in N.C. Gen. Stat. §160D-406 in accordance with the procedures set forth in Section 32 herein.
- 3) Compatibility Standards for Special Uses in Residential Zones:
In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:
 - a) Size (footprint);
 - b) Height;
 - c) Proportion and scale;
 - d) Roof shape(s);
 - e) Setbacks;
 - f) Location, size, and number of openings (doors and windows);
 - g) Materials;
 - h) Color; and,
 - i) Texture.

o) Management of the Recreational Vehicle Park.

- i) It shall be unlawful for a person to park or store a manufactured home in a recreational vehicle park for longer than seven days. However, one manufactured home may be allowed within an RV park to be used as an office and/or residence of the persons responsible for the operation and maintenance of the park.
- ii) It shall be the duty of the operator of an RV park to keep an accurate ledger containing a record of all occupants of the RV park. The operator shall keep the ledger available at all times for inspection by law enforcement officials, public health officials, and other officials whose duties necessitate acquisition of the information contained in the ledger.
- iii) The ledger shall contain the following information:
 - Name and permanent address of the occupants of each space;
 - Dates entering and exiting the park; and,
 - The vehicle license plate number with the state of issuance for the license plate, make, and type of vehicle for each car, truck, camping vehicle, etc. staying within the RV park.

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

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

1) Minimum Lot Size.

All lots in the R-8 district shall be a minimum of eight thousand square feet (8,000 ft²).

2) Minimum Lot Width.

All lots in the R-8 district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

Table 7-9 Interior Lot Requirements

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	25 feet	8 feet	35 feet

Table 7-10 Corner Lot Requirements

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	20 feet	25 feet	8 feet	35 feet

Table 7-11 Double Frontage Lot Requirements

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Rear (Right-of-Way) Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	15 feet	8 feet	35 feet

Where a lot extends across Front Street, the above setbacks shall apply to the portion of the lot north of Front Street. The docks or piers permitted on the south side of Front Street will be subject to an eight feet (8') side setback, or any more restrictive setback required by CAMA or the regulations promulgated thereunder.

4) Accessory Building Setback Requirements.

All accessory buildings shall comply with all setback provisions of this Ordinance, including but not limited to Section 2(F), Section 6 and Section 15 of this Ordinance.

5) Permitted Uses.

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

Neighborhood Recreation Center,
Indoor/Outdoor, Private
Neighborhood Recreation Center,
Public
Park, Public
Public Utility Facility
Resource Conservation Area
Shed
Swimming Pool (Personal Use)
Temporary Construction Trailer
Utility Minor
Vehicle Charging Station

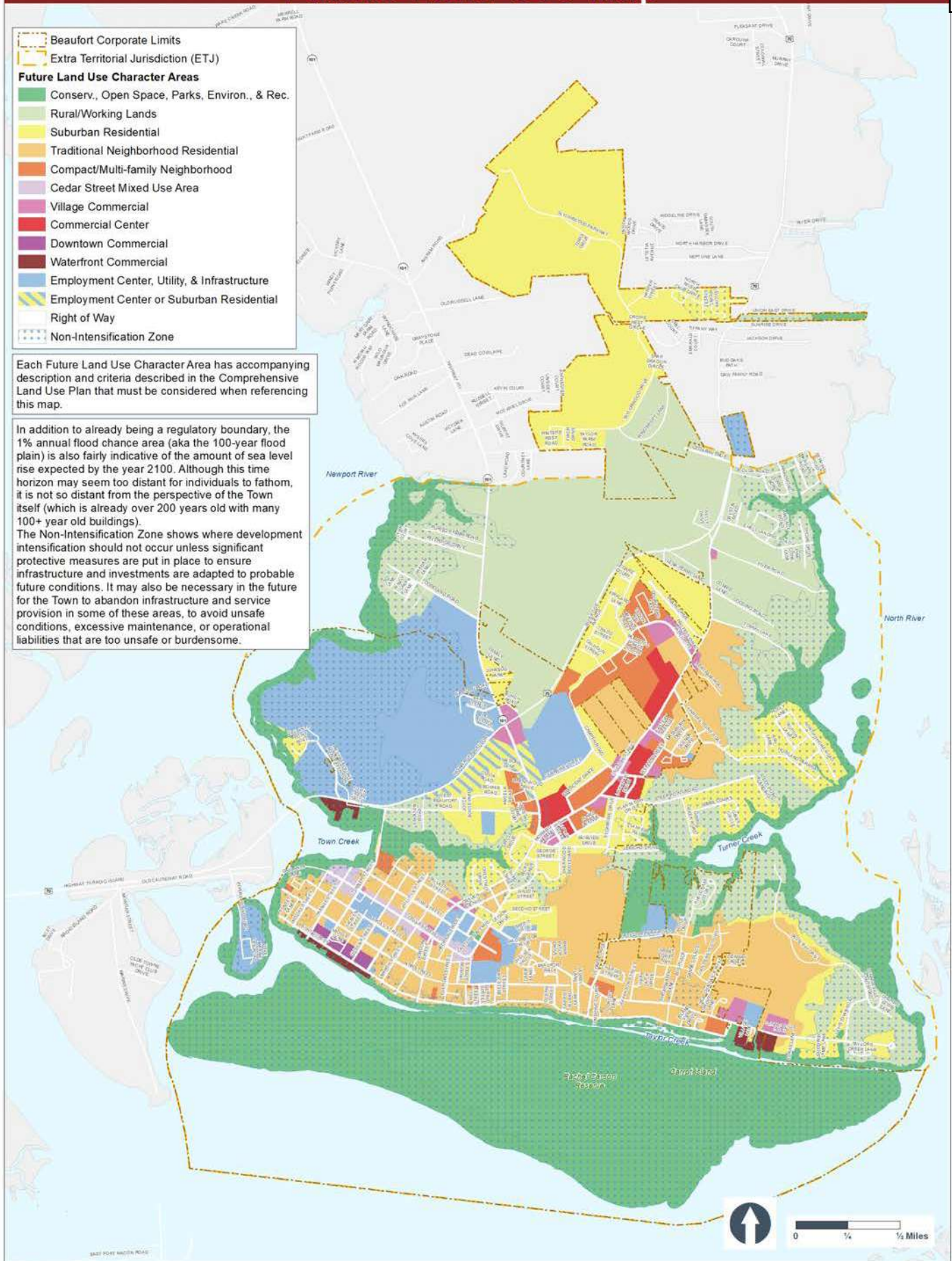
6) Special Uses (*Special Uses* requirements may be found in Section 20 of this Ordinance).

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

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

Future Land Use Map

2.



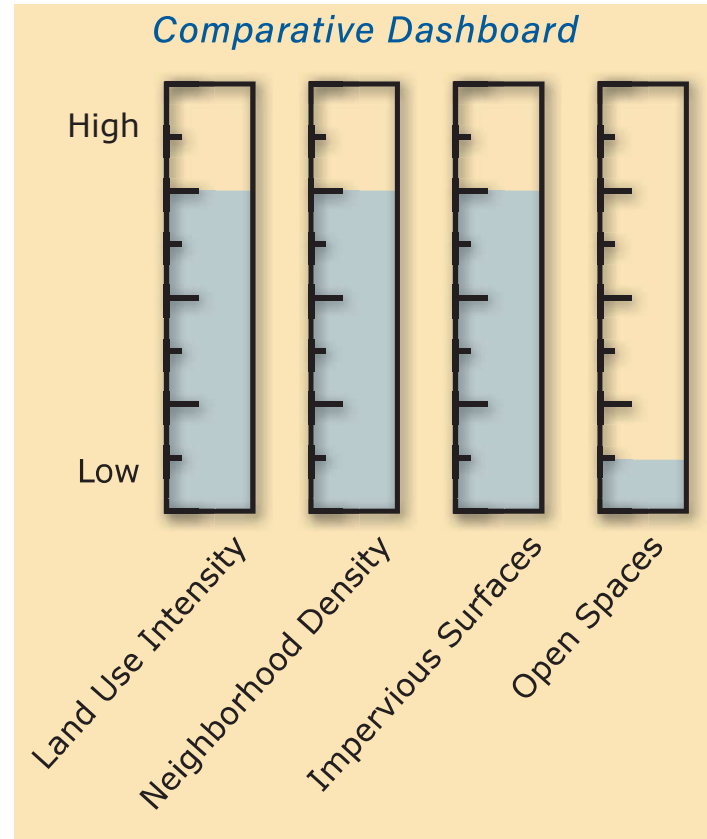
Traditional Neighborhood Residential

General Description:

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

Streets and Circulation:

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



EXAMPLE USES:

Typical Uses:

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

Traditional Neighborhood Residential

Other Concerns:

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



Examples of the traditional neighborhood development style.



Town of Beaufort, 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 Planning Board Regular Meeting 6:00 PM Monday, August 17, 2026 – Train Depot

AGENDA CATEGORY: New Business
SUBJECT: Case 26-23 Special Use Permit – 102 Beaufort Walk
Accessory Dwelling Unit

BRIEF SUMMARY:

To recommend to the Board of Commissioners approval or denial of the proposed Special Use Permit (SUP) for an Accessory Dwelling Unit (ADU) at 102 Beaufort Walk.

REQUESTED ACTION:

Presentation and discussion of special use permit request

Recommendation to Board of Commissioners to approve or deny the special use permit

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Michelle Eitner

Town Planner

BUDGET AMENDMENT REQUIRED:

N/A



STAFF REPORT



To: Planning Board Members
From: Michelle Eitner, Town Planner
Date: August 17, 2026
Case No. 26-23 Special Use Permit – 102 Beaufort Walk Accessory Dwelling Unit

THE REQUEST: To recommend to the Board of Commissioners approval or denial of the proposed Special Use Permit (SUP) for an Accessory Dwelling Unit (ADU) at 102 Beaufort Walk.

INFORMATION:

Location: 102 Beaufort Walk (PIN 730507699495000)
Property Owner: Joseph & Anna Colucci
Applicant: Christina Colucci (Align IAD)
Zoning District: Transitional District (TR)
LUP Future Land Use: Traditional Neighborhood Residential (no NIZ)
Flood Zone: X zone in effective & preliminary FIRMs (not Special Flood Hazard Area)
Size: 0.14 acres/6098 square feet
Existing Land Use: Single-family unit of duplex (subdivided on individual lots)
Proposed Land Use: Single-Family unit with attached accessory dwelling unit
Adjoining Uses/Zoning: North: Beaufort Bark (Light Industrial L-I)
 West, East, and South: Beaufort Walk neighborhood (Transitional TR)
Utilities: Water and wastewater provided by Town

OPTIONS:

1. Recommend approval of the special use permit as presented
2. Recommend approval of the special use permit with conditions to bring the proposal into compliance with the Required Findings
3. Recommend denial of the special use permit based on specific failures to meet requirements
4. Table the recommendation pending additional information necessary to make a decision

ATTACHMENTS:

- Attachment A – Staff Report
- Attachment B – Vicinity Map
- Attachment C – Zoning Map
- Attachment D – Application Package
- Attachment E – LDO Section 20 Special Use Permits (Especially Section 20.E.1 Required Findings)
- Attachment F – LDO Section 8.B Transitional District (TR)
- Attachment G – Comprehensive and CAMA Land Use Plan Future Land Use Map & Classification

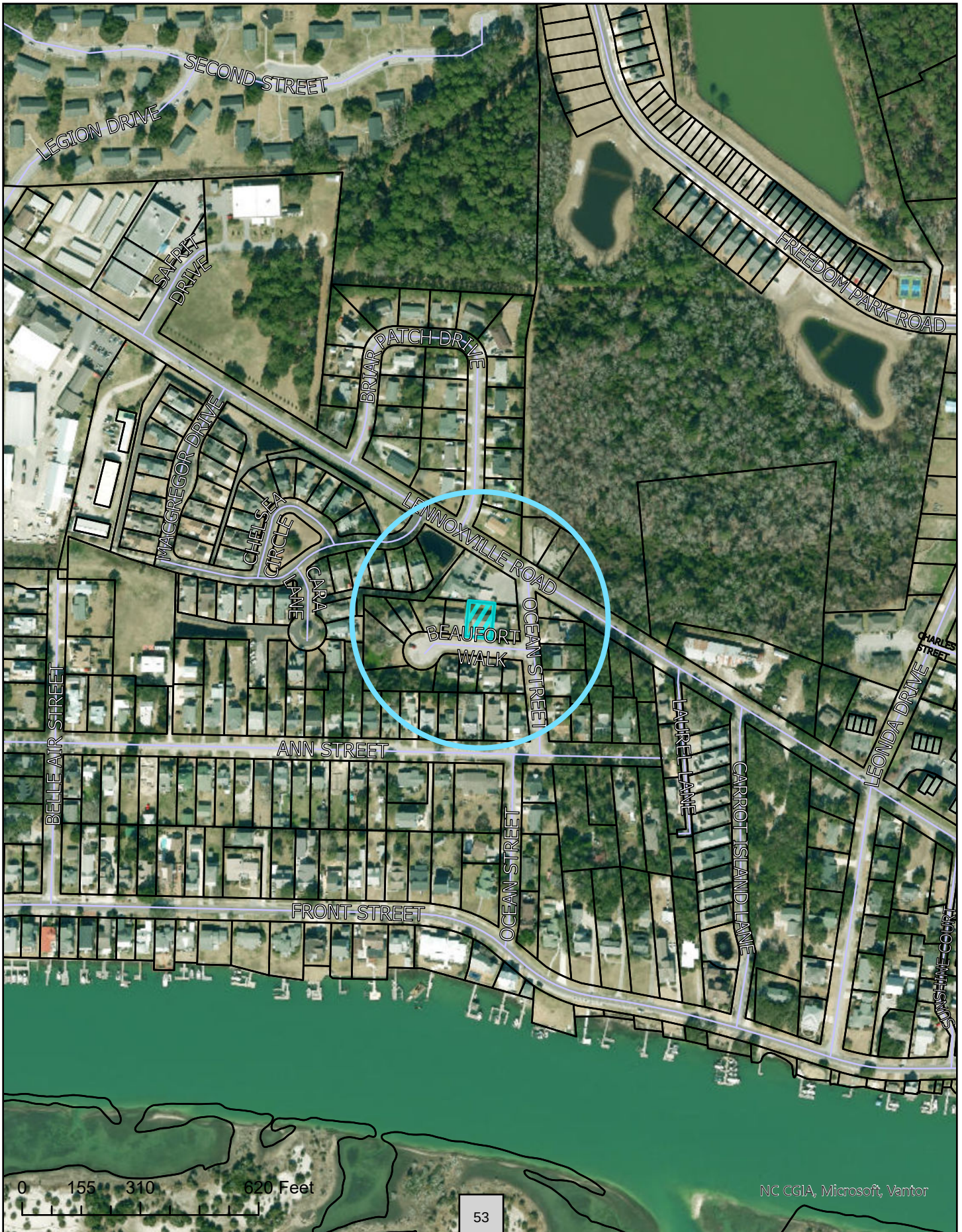
STAFF COMMENTS:

Christina Colucci of Align IAD, agent for property owners Joseph and Anna Colucci, has applied for a Special Use Permit (SUP) to establish an Accessory Dwelling Unit (ADU) at 102 Beaufort Walk.

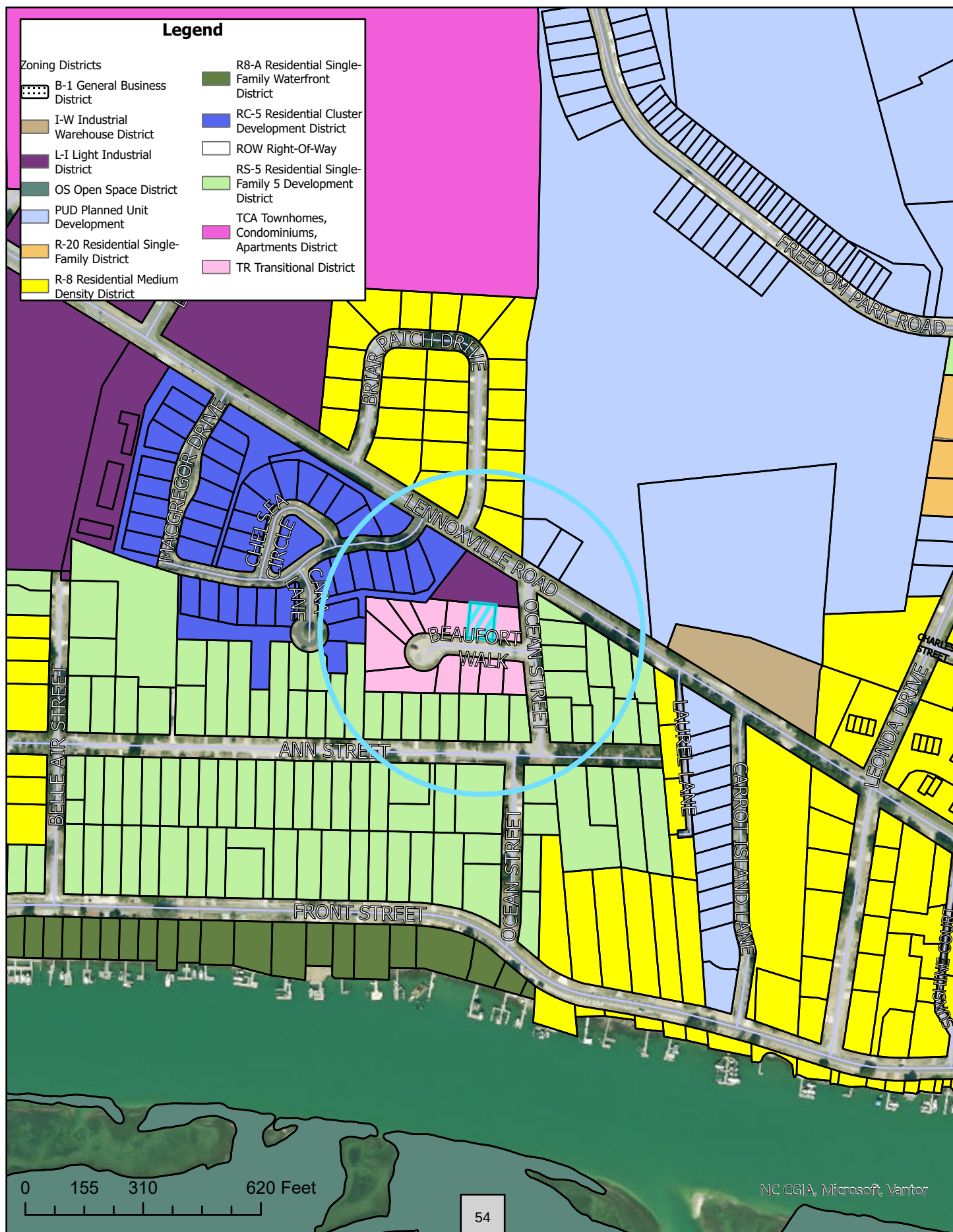
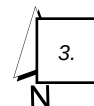
The Technical Review Committee (TRC) received this item for review digitally and all responded with no comments or issues.

LDO Section 20.C identifies, “The Planning Board will review and make recommendations regarding all applications for a special use permit.” The Special Use Permit Required Findings are included in the agenda packet for consideration.

Case 26-23 Special Use Permit Request - ADU at 102 Beaufort Walk Vicinity Map



Case 26-23 Special Use Permit Request - ADU at 102 Beaufort Walk Zoning Map





Please be advised that email addresses have been removed by staff from this application & attachments to protect the applicant from AI spam emails.

APPLICATION FOR A SPECIAL USE PERMIT

Instructions:

Please complete the form below including all required attachments, a **\$400.00 application fee**, and return to the Beaufort Town Hall; 701 Front Street; P.O. Box 390; Beaufort, N.C.; 28516. Incomplete applications will not be processed but will be returned to the applicant. Please call Planning and Inspections at (252) 728-2142 if there are any questions.

APPLICANT INFORMATION

Applicant Name: Christina Colucci

Applicant Address: 102 beaufort walk

Phone Number: (973) 768 7060 Email: [REDACTED]

Property Owner Name: Joseph & Anna Colucci

Address of Property Owner: 4365 Kings Cross Way, Hoschton, GA, 30548

Phone Number: (973) 464 5096 Email: [REDACTED]

PROPERTY INFORMATION

Property Address: 102 beaufort walk, beaufort, nc, 28516

15-Digit PIN: 730507699495000 Lot/Block #: Lot 7A

Size of Property (in square feet or acres): 0.14 acres Current Zoning: TR

Current Use of Property: Residential Requested Use: Residential w. ADU

An application fee of **\$400.00**, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

Please refer to the Town's **Land Development Ordinance**, Sections 20 & 27, and all other pertinent sections of the Ordinance for information required to accompany this application. Any plans or documents submitted should be submitted in an electronic or digital format and one printed color copy of such documents submitted with the application.

The town's website address is www.beaufortnc.org.

Christina Colucci
Applicant Signature

7/25/26

Date of Applicant's Signature

Joseph Colucci
Property Owner Signature (if different than above)

7/25/26

Date of Owner's Signature

OFFICE USE ONLY

Revised 8/2020

Date: _____

Received by: _____

Reviewed for Completeness By: _____

Date Deemed Complete and Accepted: _____

SPECIAL USE PERMIT: ADU

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000



102 BEAUFORT WALK, BEAUFORT, NC

Joseph & Anna Colucci
4365 kings cross way
Hoschton, GA, 30548
(973)464-5096

Town of Beaufort,

We are seeking a Special Use Permit to construct an addition above the existing attached garage at 102 Beaufort Walk, to be used as family guest quarters.

The proposed addition will be built entirely within the footprint of the existing garage and will not extend beyond the current foundation. The new accessory dwelling unit (ADU) above the garage will include independent stair access located on the side of the structure.

The roof lines of the addition will match the existing home and surrounding neighborhood, maintaining a consistent and compatible scale. All exterior finishes and architectural style will align with the existing residence to ensure visual continuity.

The finished structure will include one bedroom, one bathroom, a small kitchen, and a small screened-in porch.

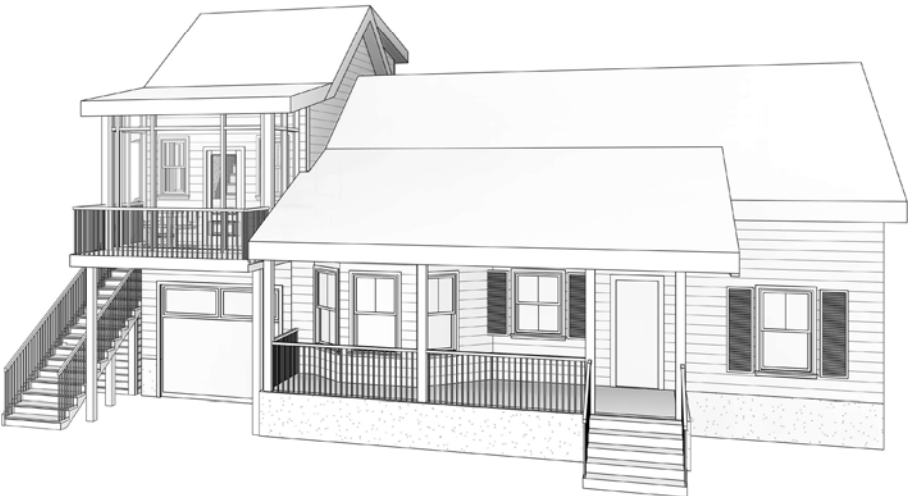
In addition, the existing driveway will be widened to accommodate side-by-side parking to serve both the main residence and the accessory dwelling unit.

Attached are the supporting plans for the project, including the site plan, floor plans, exterior elevations and 3D views.

Christina Colucci
Architectural Designer
& General Contractor
[Redacted]
(973)-768-7060

SUPPORT OF FINDINGS

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000



a) The proposed use is an allowable special use in the zoning district it is being located within;
102 Beaufort Walk is located in the TR District and an Accessory Dwelling Unit is allowable with a Special Use Permit.

b) The application is complete:
Yes, I believe this application is complete

c) The location and character of the use will be in conformity with the Town’s land use plan and other comprehensive planning elements;
The project is located on an existing residential property within the Transitional (TR) District and maintains the residential character of the site. The proposed ADU is a low-impact residential use that is compatible with the surrounding neighborhood and supports the Town’s goals of encouraging appropriate residential development while preserving the character of established neighborhoods. The proposed use is consistent with the purpose and intent of the TR District and will not alter the overall character of the area.

d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use:
As part of the project, the existing driveway will be widened to accommodate two vehicles side by side, providing adequate off-street parking for both the primary residence and the proposed Accessory Dwelling Unit. This improvement reduces the need for on-street parking while maintaining safe and convenient access to the property. In addition, ample on-street parking is available along Beaufort Walk to accommodate guests and visitors, if needed.

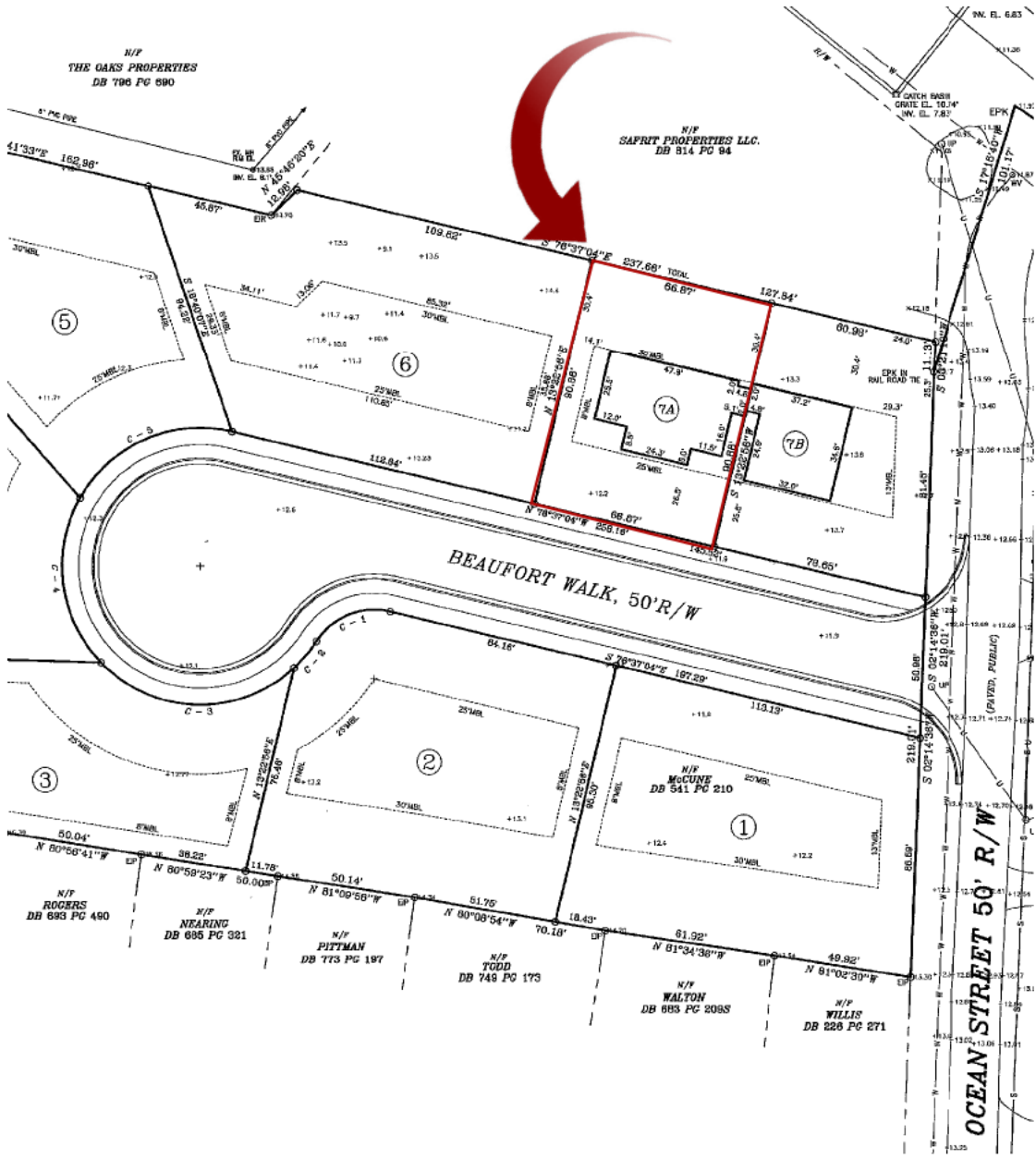
e) The proposed special use will not substantially injure the value of adjoining or abutting properties:
The proposed Accessory Dwelling Unit will not injure the value of adjoining or abutting properties. The project consists of a well-designed residential addition that is compatible with the existing home and surrounding neighborhood. The improvements to the property, and compliance with applicable Town regulations, are intended to enhance the site while maintaining the residential character of the area.

f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area:
Several accessory dwelling units exist nearby, and the proposed ADU is consistent with the established residential development pattern of the neighborhood. The modest scale and design of the addition will allow it to integrate with the existing property and surrounding homes while maintaining the character of the area.

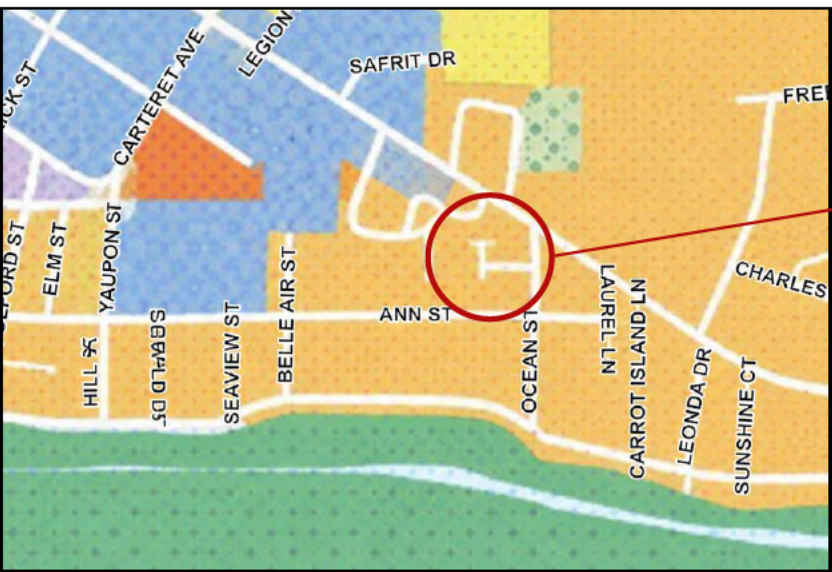
g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.
The proposed Accessory Dwelling Unit is located within an established residential area with existing public street access and will remain readily accessible for emergency services. The proposed ADU will be designed and constructed in accordance with applicable building codes and Town requirements, ensuring the safety of future occupants and surrounding properties. The proposed use will not endanger the public health or safety of the community.

REFERENCE MAPS

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000



SUBDIVISION PLAT AUG 1, 2023



FUTURE LAND USE OCT 9, 2023



ZONING MAP

- Beaufort Corporate Limits
- Extra Territorial Jurisdiction (ETJ)
- Future Land Use Character Areas**
 - Conserv., Open Space, Parks, Environ., & Rec.
 - Rural/Working Lands
 - Suburban Residential
 - Traditional Neighborhood Residential
 - Compact/Multi-family Neighborhood
 - Cedar Street Mixed Use Area
 - Village Commercial
 - Commercial Center
 - Downtown Commercial
 - Waterfront Commercial
 - Employment Center, Utility, & Infrastructure
 - Employment Center or Suburban Residential
 - Right of Way
 - Non-Intensification Zone
- Jurisdiction**
 - Beaufort Corporate Limits
 - Beaufort Extraterritorial Jurisdiction
- Zoning District**
 - B-1
 - B-W
 - CS-MU
 - H-BD
 - H-WBD
 - I-W
 - L-I
 - OS
 - PUD
 - R-20
 - R-8
 - R8-A
 - R8-MH
 - RC-5
 - RS-5
 - TCA
 - TR

EXISTING & NEIGHBORS

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000



102 BEAUFORT WALK. FRONT CORNER



102 BEAUFORT WALK. BACK CORNER



1600 ANN ST



101 BEAUFORT WALK



105, 107 BEAUFORT WALK



110,108 BEAUFORT WALK



100 BEAUFORT WALK

SITE INFORMATION

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000

Table 8-4 Lot Requirements				
District	Front Setback (Right-of-Way)	Rear Setback	Side Setbacks	Building Height Limitation
TR	25 feet	25 feet	15 feet	35 feet

Table 8-5 Other Lot Requirements				
District	Front Setback (Right-of-Way)	Rear Setback	Side Setbacks	Building Height Limitation
TR	25 feet	25 feet	8 feet	35 feet

TR SETBACK REQUIREMENTS

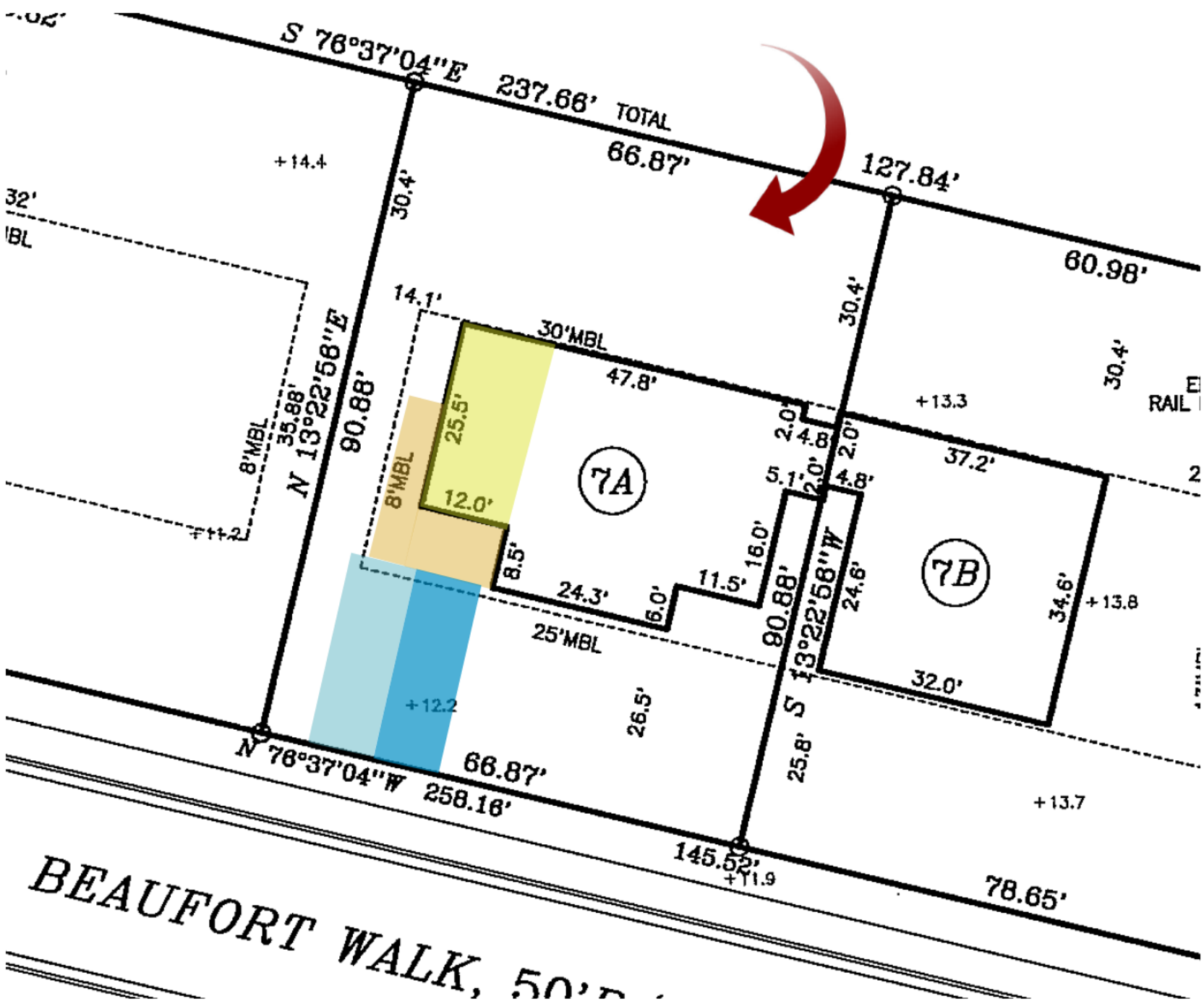
Table 15-1 Expansion of Impervious Surface	
Expansions (% of original ISR)	Application of Landscaping Requirements
0 - 15 %	Exempt
16 - 45 %	Applies to expanded areas only
45 % and more	Applies to the whole lot(s)

IMPERVIOUS SURFACE(LDO)

Lot Area	0.14 acres x 43,560	6,098 SF
Existing Impervious	House + Existing Driveway	1,630 SF
Existing ISR	1,630 ÷ 6,098	0.267 (26.7%)
New Driveway	—	230 SF
New Impervious	1,630 + 230	1,860 SF
New ISR	1,860 ÷ 6,098	0.305 (30.5%)
ISR Expansion	$(0.305 - 0.267) \div 0.267 \times 100$	14.2%

IMPERVIOUS MATH: DRIVEWAY ADDITION

- NEW STAIRS + PORCHES
- ADU STRUCTURE
- EXISTING DRIVE
- NEW DRIVE



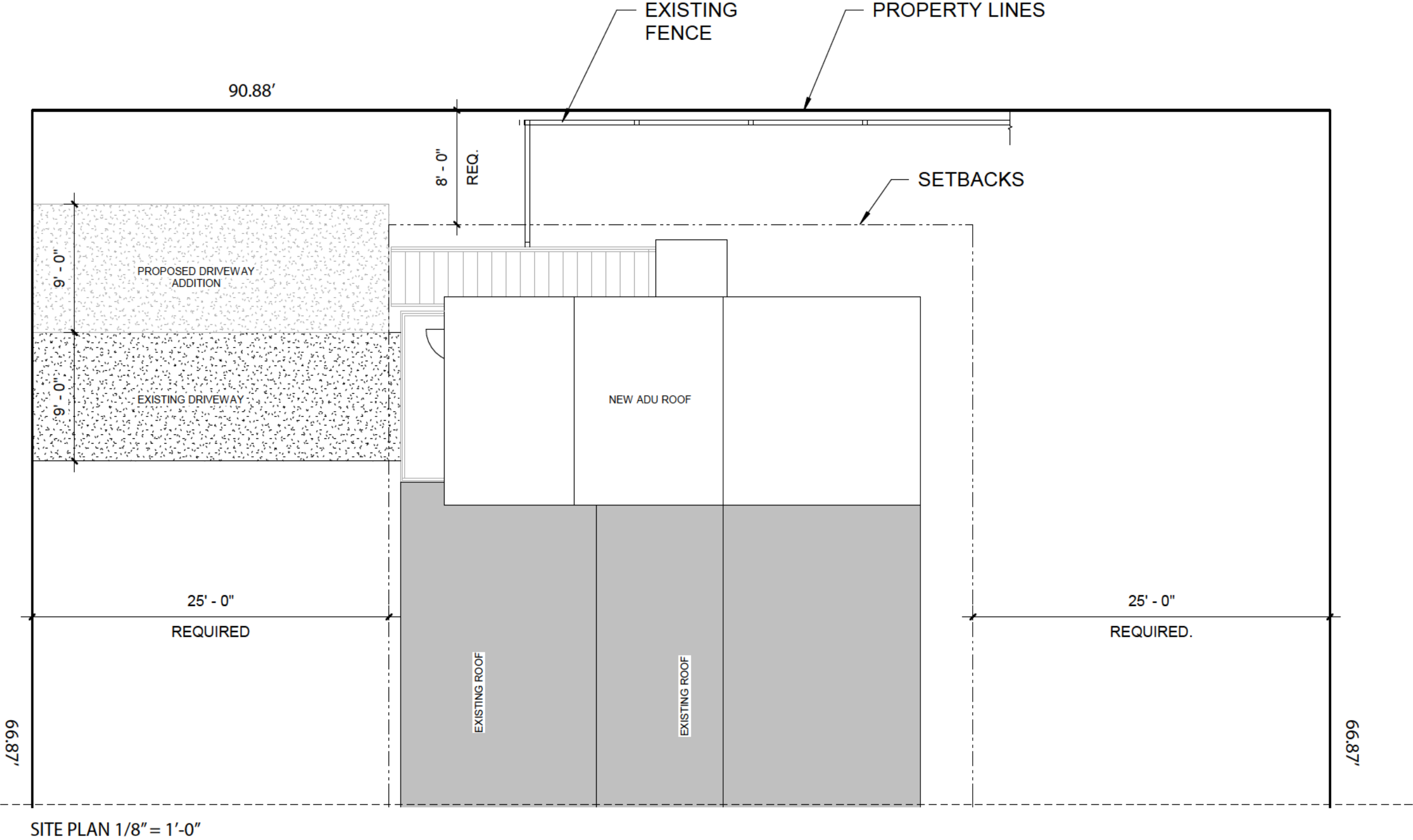
PROPOSED SITE

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000



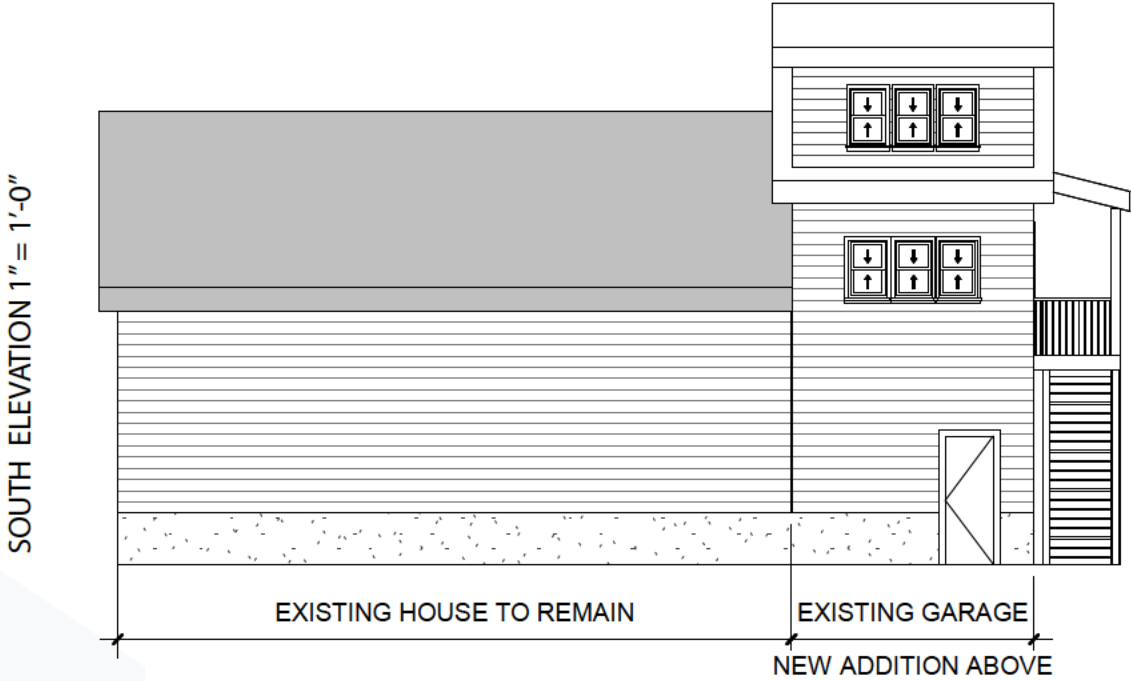
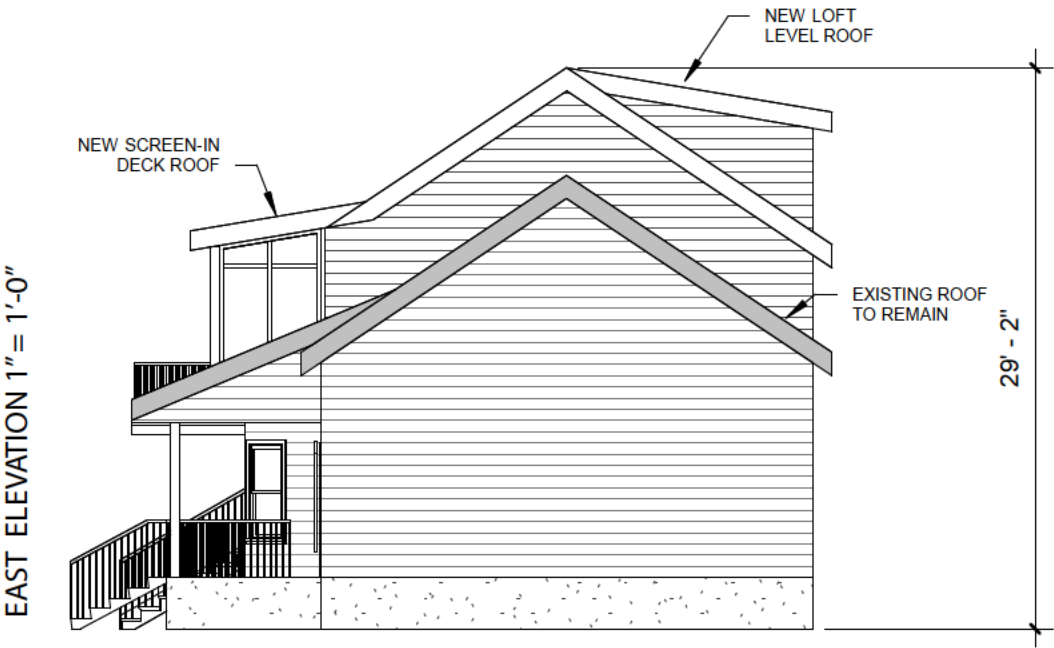
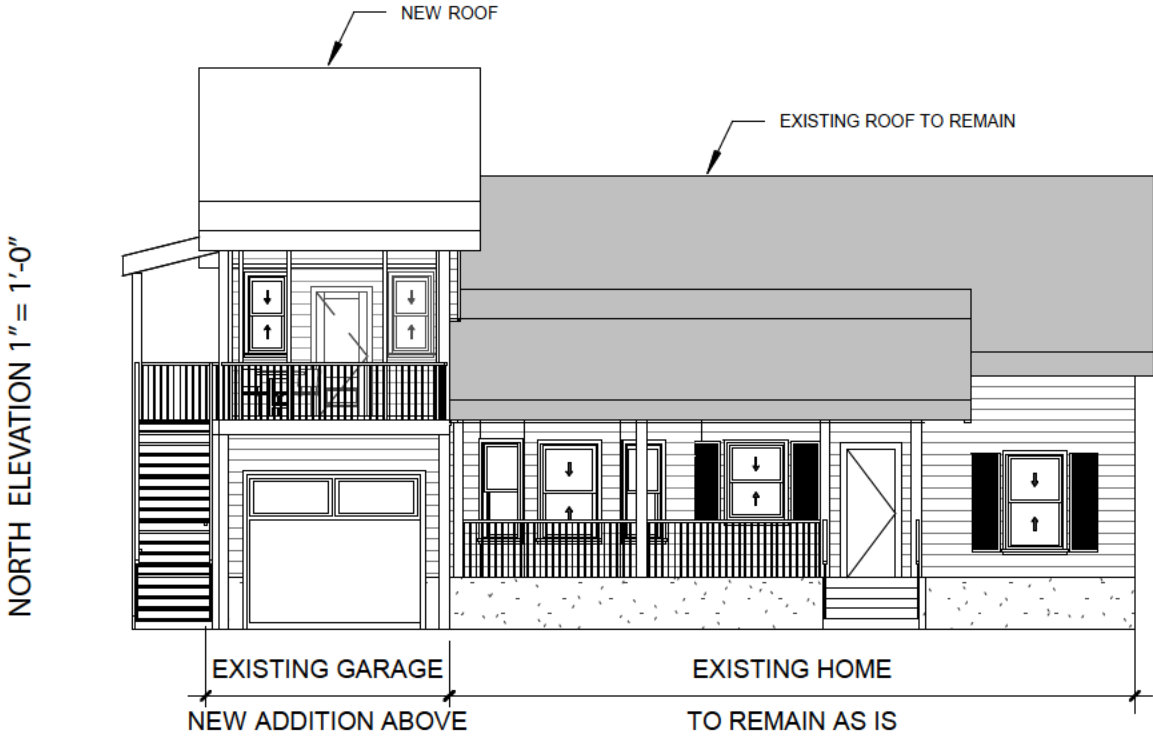
NOTE: ORIENTATION OF
PLANS ROTATED FROM PRIOR
GRAPHICS TO BETTER FIT THE
PAGE.

BEAUFORT WALK



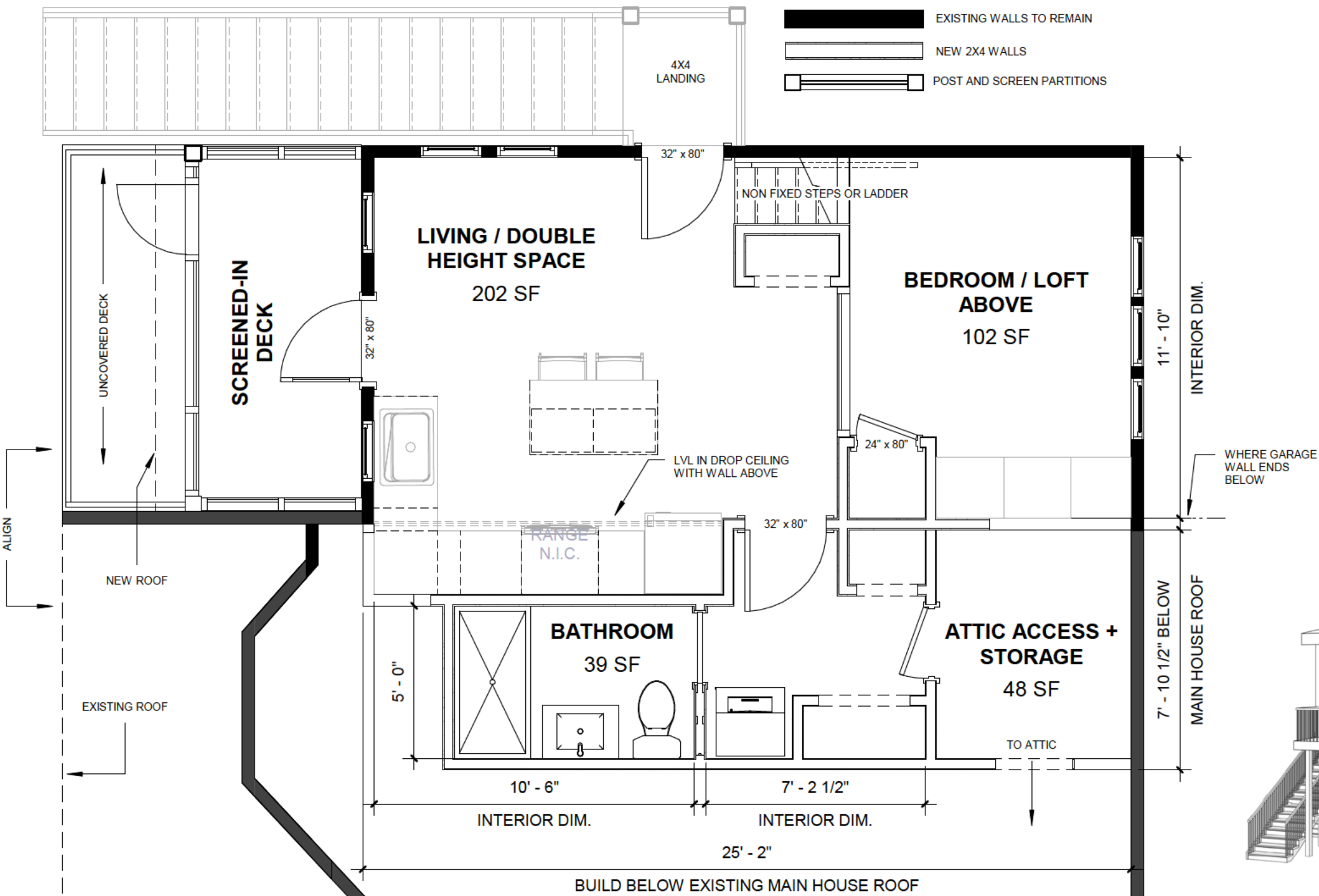
EXTERIOR ELEVATIONS

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000

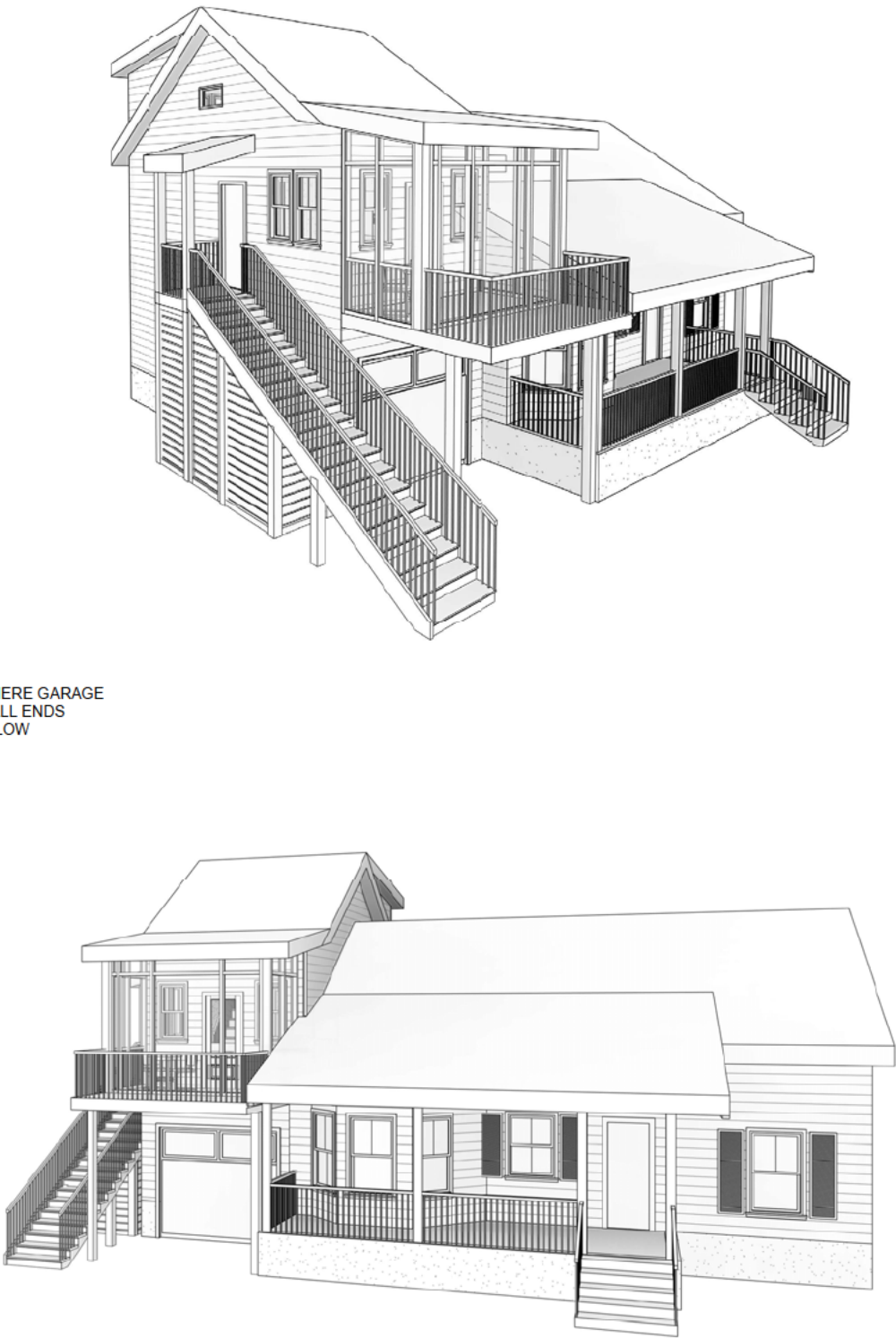


FLOOR PLANS

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000

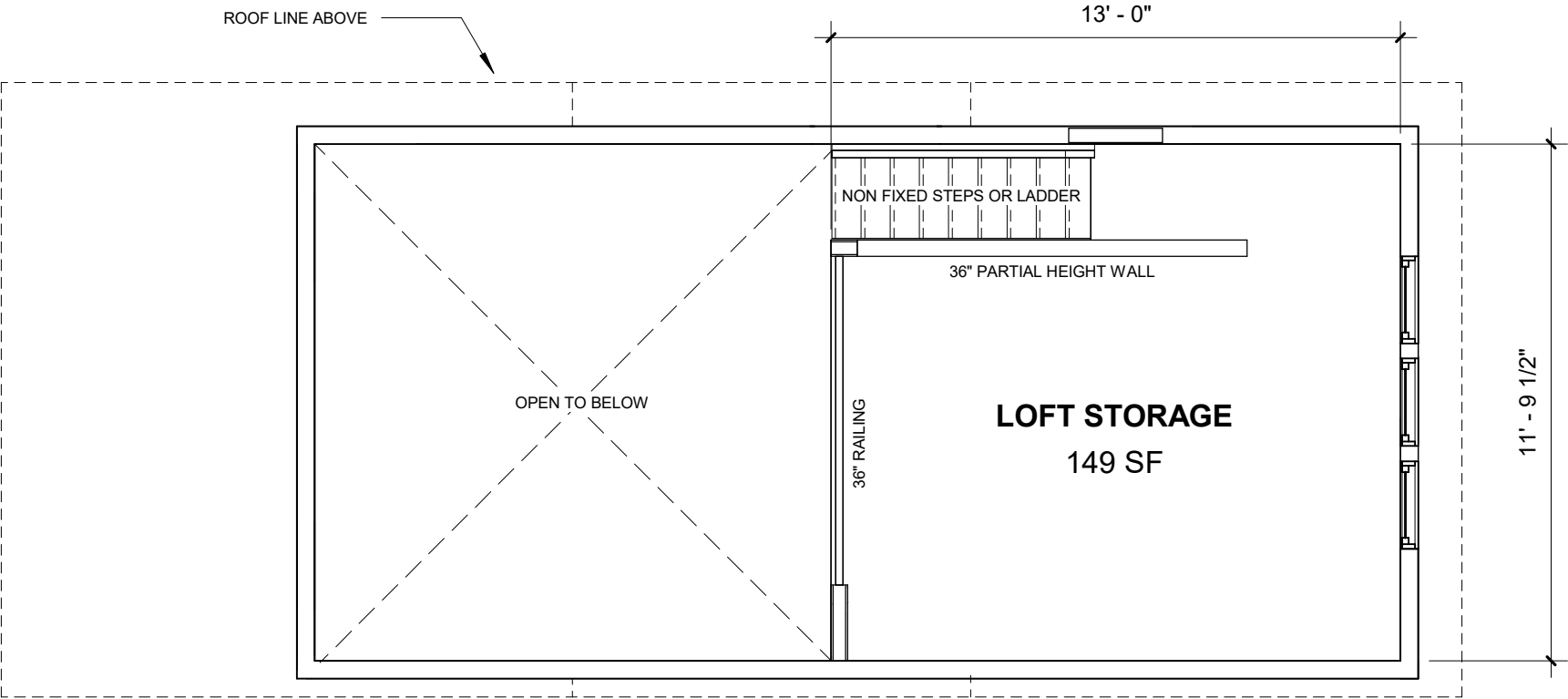


ADU FLOOR PLAN 1/4" = 1'-0"

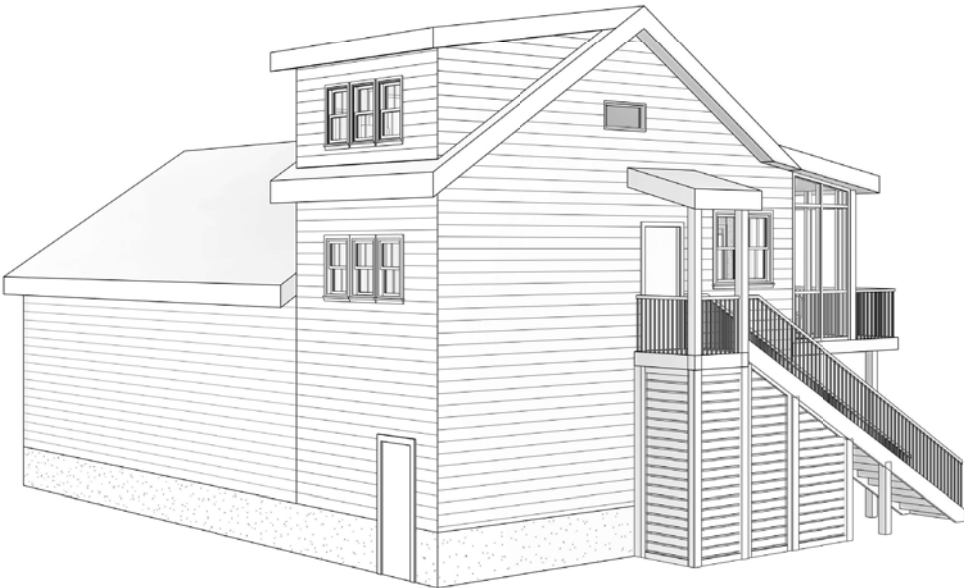


FLOOR PLANS

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000



ADU LOFT FLOOR PLAN 1/4" = 1'-0"



FINISHED LOOK

102 Beaufort Walk | Zone TR | Parcel ID 730507699495000

The proposed ADU has been designed to be compatible with the existing home and the architectural character of the surrounding neighborhood. Exterior finishes, including siding, roofing, railings, and decking, will match the existing structure, creating a cohesive design that allows the addition to appear as an integrated extension of the original residence rather than a separate after thought.



This image is intended to convey design intent only. Refer to the construction drawings for all dimensions and construction information.

SECTION 20 Special Use Permits

A) *General.*

Special uses are practices which are not permitted by right in any zoning district in the Town but may only be granted after due consideration by the BOC. The consideration of a special use application is a quasi-judicial function to be conducted in accordance with the procedure set forth in Section 32, Quasi-Judicial Procedure. Special use permits may only be granted by the BOC following a recommendation by the Planning Board and the completion of the quasi-judicial review process by the BOC as outlined in Section 32.

A Special Use Permit is a permit issued to authorize development or land uses in a particular zoning district upon presentation of competent, material, and substantial evidence establishing compliance with one or more general standards requiring that judgment and discretion be exercised as well as compliance with specific standards.

B) *Special Use Permit Application Procedures.*

- 1) A written application for a special use permit in all zones shall be submitted to the Town's Planning and Inspections Department in accordance with the requirements of Section 1 and Section 31 of this Ordinance and all applicable administrative regulations. The application shall include:
 - a) A proposed use site plan which contains information documented in Section 18(C) of this Ordinance and the specific information below:
 - i) A vicinity map and survey of the parcel which shall include the zoning and use of all adjacent properties;
 - ii) A legend identifying all symbols on the map;
 - iii) A North arrow and a scale;
 - iv) A preliminary design of the proposed use which shows all existing and proposed structures, parking layouts, driveways, buffering, landscaping, points of ingress and egress, easements, minimum building lines, and street rights-of-way;
 - v) A site data block of features which includes the proposed use(s), square footage of the proposed and existing structure(s), site zoning, total acreage, number of lots, minimum lot size, and average lot size;
 - vi) The map book, page number, and deed book information;
 - vii) A note stating whether any portion of the property is included in any adopted Town plan; and,
 - viii) Any other related information requested by Town staff, the Planning Board, or the BOC.
 - ix) All required environmental permit improvements needed for the property.
 - b) The special use permit sought; and,
 - c) Information supporting the existence of the required findings, and providing such plans or other relevant data as may be required by the Town.

- 2) Whenever an application is submitted for a special use permit in a residential zone, the applicant shall also include:
 - a) A narrative which illustrates the appropriateness of the proposed use in a residential zone. This narrative shall also describe all the architectural design features which make the proposed use and associated building compatible with the urban character of the residential neighborhood;
 - b) The submitted site plan shall also include all street front architectural elevation drawings to ensure the compatibility of the building(s) with the surrounding residential structures; and,
 - c) Additionally, the BOC and Town staff may require a professional rendering or any other graphic illustration of the proposed structure.
- 3) The application shall be reviewed by Town staff and submitted with comments and recommendation to the Planning Board for review. The Planning Board shall review the application for a special use permit and make a recommendation as to whether it should be approved or denied. After the Planning Board makes its recommendation, the application shall be forwarded to the BOC for consideration.

C) *Quasi-Judicial Proceeding Notification Requirements.*

The Planning Board will review and make recommendations regarding all applications for a special use permit. The BOC shall schedule a quasi-judicial proceeding for the application and BOC consideration after reasonable opportunity for staff and Planning Board review. In considering the application, the BOC shall follow the procedures set forth in Section 32, Quasi-Judicial Procedure.

D) *Procedures on Special Use Applications.*

In considering whether to approve an application for a special use permit, the BOC shall proceed as follows:

- 1) The BOC shall conduct an evidentiary hearing in accordance with the provisions of Section 32, Quasi-Judicial Procedure, herein. And consider relevant information regarding whether the required findings under Section 20(E) exist and whether the special use is appropriate in the proposed location.
- 2) The BOC shall consider whether the application complies with each individual required finding specified in Section 20(E). The BOC need not make the required findings at the time of the hearing and may vote to table the matter and request information if needed. If the special use permit application is approved, the BOC motion shall contain language showing all the required findings under Section 20(E) have been met, and in the absence of specific findings, it shall be conclusively presumed the application complies with all the findings in Section 20(E).
- 3) The BOC shall render a decision within a reasonable period of time not to exceed ninety days after holding the evidentiary hearing for the proposed special use application. The BOC need not issue a decision at the time of the hearing if additional information is needed and may table the matter until a later date.
- 4) If the application is found not to be in compliance with one or more of the required findings of Section 20(E) or any other applicable section of this Ordinance, the application shall be denied. Such motion shall specify the particular findings the application fails to meet.

- 5) Notwithstanding the specific requirements of this Ordinance, the BOC may impose additional conditions and reasonable requirements upon the requested special use permit in order to ensure the use is consistent with the required findings as specified under Section 20(E).
- 6) The BOC shall render its decision on the special use permit application, in writing, in accordance with the provisions of Section 32 herein.

E) Required Findings.

- 1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:
 - a) The proposed use is an allowable special use in the zoning district it is being located within;
 - b) The application is complete;
 - c) The location and character of the use will be in conformity with the Town's Comprehensive and CAMA Land Use Plan and other comprehensive planning elements;
 - d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
 - e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
 - f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
 - g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.
- 2) The BOC shall make its findings based on "competent, material and substantial evidence" as described in N.C. Gen. Stat. §160D-406 in accordance with the procedures set forth in Section 32 herein.
- 3) Compatibility Standards for Special Uses in Residential Zones:
In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:
 - a) Size (footprint);
 - b) Height;
 - c) Proportion and scale;
 - d) Roof shape(s);
 - e) Setbacks;
 - f) Location, size, and number of openings (doors and windows);
 - g) Materials;
 - h) Color; and,
 - i) Texture.

B) Transitional District (TR).

The intent of this zoning district is to serve as a transition between residential and more intensive districts. This includes residential and commercial uses with a low noise and traffic impact which would generally be considered compatible with a residential area which may or may not have buffering requirements as documented in Section 19 of this Ordinance. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the TR district shall be a minimum of eight thousand square feet (8,000 ft²).

2) Minimum Lot Width.

All lots in the TR district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

Table 8-4 Lot Requirements

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TR	25 feet	25 feet	15 feet	35 feet

Table 8-5 Other Lot Requirements

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TR	25 feet	25 feet	8 feet	35 feet

4) Accessory Building Setback Requirements.

All accessory buildings shall comply with all setback provisions of this Ordinance, including but not limited to Section 2(F), Section 6 and Section 15 of this Ordinance.

5) Permitted Uses.

Antenna Co-Location on Existing Tower
Assisted Living
Athletic Field, Public
Bed & Breakfast
Carport
Club, Lodge, or Hall
Commercial Indoor Recreational Facility
Community Garden
Dock
Dormitory
Dwelling, Duplex
Dwelling, Single-Family
Family Care Homes
Garage, Private Detached
Government/Non-Profit Owned/Operated Facilities & Services
Group Home
Home Occupation
Library
Mixed Use

Mortuary/Funeral Home/ Crematorium
Neighborhood Recreation Center
Indoor/Outdoor, Private
Neighborhood Recreation Center, Public
Nursing Home
Office: Business, Professional, or Medical
Park, Public
Personal Service Establishment
Public Safety Station
Public Utility Facility
Religious Institution
Resource Conservation Area
Restaurant with Indoor Operation
Shed
Signs, Commercial Free-Standing
Swimming Pool (Personal Use)
Temporary Construction Trailer
Utility Minor
Vehicle Charging Station

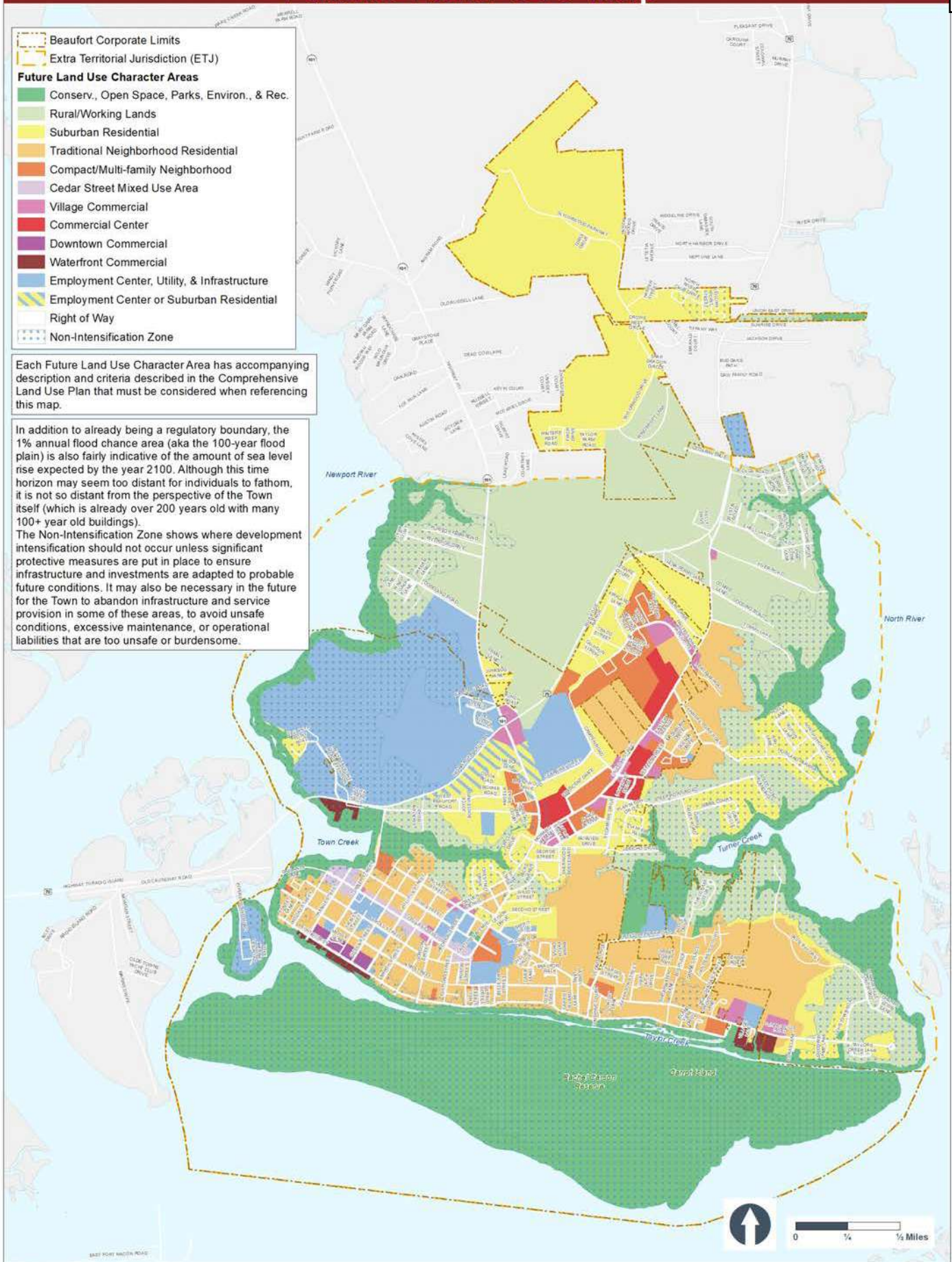
6) Special Uses. (*Special Uses* requirements may be found in Section 20 of this Ordinance).

Accessory Dwelling Unit
Aquaculture
Financial Institution
Cemetery/Graveyard
Concealed (Stealth) Antennae & Towers
Day Care Center
Day Care/Child Care Home
Golf Course, Privately Owned
Golf Driving Range
Hotel or Motel
Kennel, Indoor/Outdoor Operation
Marina

Museum
Other Freestanding Towers
Outdoor Amphitheater, Public
Parking Lot
Preschool
Produce Stand/Farmers' Market
Retail Store
Satellite Dish Antenna
School, K-12
School, Post-Secondary
Tavern/Bar/ Pub with Indoor Operation
Utility Facility

Future Land Use Map

3.



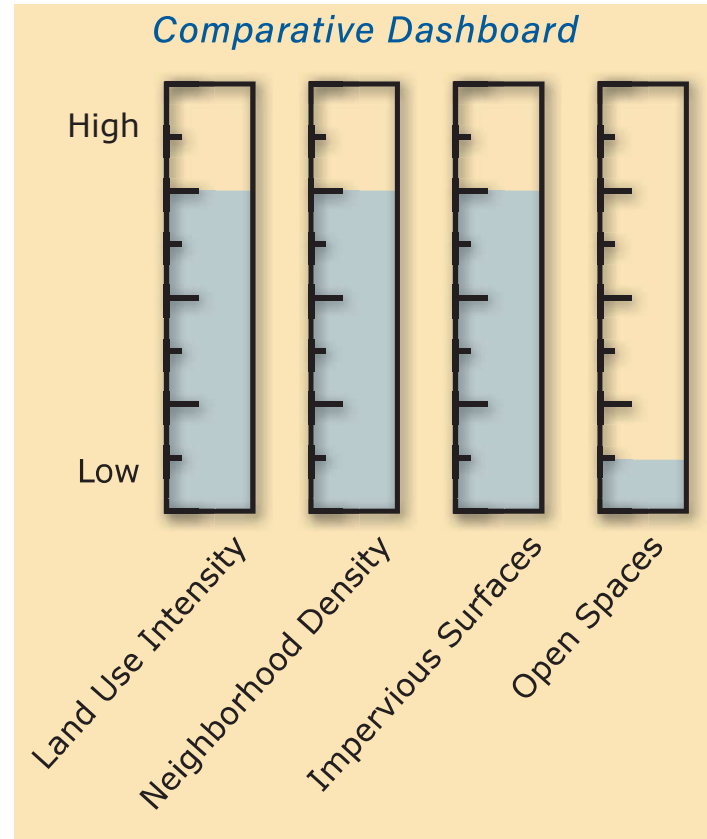
Traditional Neighborhood Residential

General Description:

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

Streets and Circulation:

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



EXAMPLE USES:

Typical Uses:

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

Traditional Neighborhood Residential

Other Concerns:

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



Examples of the traditional neighborhood development style.