



Town of Beaufort, NC

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

Town of Beaufort Historic Preservation Regular Meeting 6:00 PM Tuesday, January 05, 2021 - Held via Zoom due to the COVID-19 Pandemic Monthly Meeting

Call to Order

1. Call to Order

Roll Call

1. Roll Call

Agenda Approval

1. Agenda Approval for the January 5, 2021 Meeting

Minutes Approval

1. Minutes Approval from the December 1, 2020 Meeting

Administration of Oaths

1. 1) Documents Used for Consideration/Deliberation (see attached list)
2) Quasi-Judicial Statement
3) Swearing/Affirming of Staff and Witnesses

New Business

1. Turner Street Update - Presented by Greg Meshaw, Town Engineer
2. Case # 21-02 117 Orange Street – Roof Replacement
3. Case # 21-03 109 Middle Lane - Golf Cart Charging Station
4. Case # 21-04 400 Front St – Landscaping – Fencing/Screening - Signage

Public Comment

Commission / Board Comments

Staff Comments

Adjourn



Town of Beaufort, NC

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**Town of Beaufort Historic Preservation Regular Meeting
6:00 PM Tuesday, December 01, 2020 - Held Via Zoom due to COVID-19
Minutes**

Call to Order

Chair Terwilliger called the December 1, 2020 meeting to order.

Roll Call

Present for the meeting were, Robert Terwilliger, Laura Sicklin, Joyce McCune, Heather Poling, John Stephens, Janet Woodward and James Taylor. Secretary Winn declared a quorum.

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

Agenda Approval

Agenda Approval for the December 1, 2020 Meeting

Board Member Woodward requested to move case 20-27 to another time or last on the agenda due to the size of the paperwork and the length of time it could take. Chair Terwilliger explained that the applicants had already been approved for their project by the Commission but they now have some revisions. Board Member McCune stated that the original application had been approved in November 2019. Chair Terwilliger stated that it should be left where it is and it can be revisited at the time of the discussion. He asked for a motion to approve the Agenda as it was presented.

Vice Chair Poling made the motion to approve the Agenda as it was presented. Board Member Taylor made the second. A roll call vote was conducted and it was a unanimous vote, by all members, to approve the Agenda as it was presented.

Minutes Approval

Minutes Approval from the November 3, 2020 Meeting

Board Member McCune made a motion to approve the Minutes as they were presented. Board Member Stephens made the second. A roll call vote was conducted and it was a unanimous vote by all members to approved the Minutes as they were presented.

Administration of Oaths

Chair Terwilliger read the list of documents that could be used by the Commission to render their decisions in the cases presented to them. The documents include, 1) the Beaufort National Register Historic District Comprehensive Survey (A Resurvey of the 1970 Survey) compiled by Ruth Little,1997; 2) Beaufort and Album of Memberies by Jack Dudley; 3) The Design Guidelines for the Beaufort Historic District & Landmarks (1994, Revised 2008); 4) the Town of Beaufort Land Developement Ordinance (Adopted 2013); 5) the 2012 NC Building Code Chapter 34, Existing Buildings & Structures, Section 3409 on Historic Buildings (Updated 2018); and 6) the town of Beaufort Comprehensive Plan Update, prepared by the East Carolina Council of Governments (Adopted 2012). Chair Terwilliger explained the Quasi-Judicial nature of the board and how they follow rules similar to court proceedings. He asked members of the Commission if they needed to disclose any ex-parte communications, hearing none he moved foward to oaths and affirmations.

After discussion between Chair Terwilliger, Mr. Garner and Secretary Winn, it was decided to swear in staff and administer the oath or affirmation to applicants or witnesses at the beginning of each case.

Secretary Winn administered the oath to Kyle Garner and Jeremy Ganey.

New Business

- 1. Case # 20-24 413 Front St – Sandwich Board

Chair Terwilliger opened Case 20-24, 413 Front Street, Sandwich Board/Signage. Board Member Woodward stated that she knew Ms. Ferri and that she supports the Beaufort Picture Show. It was determined that this was not a conflict. Secretary Winn administered the Affirmation to Ms. Virginia Ferri.

Kyle Garner explained the request to the board and where the sign would be place. Mr. Garner stated the Virginia Ferri was the applicant and the request is to place the sign in front of 413 Front Street, owned by Barbara Paerl.

Chair Terwilliger asked if the board would be white or orange and Ms. Ferri stated that it would be white. Board Member Woodward questioned when the board would be out and Ms. Ferri explained the times would be when there is a movie slated to be played. Board Member Stephens brought up Guideline 8.6.9 and the need to follow that with the size, color etc. Board Member Taylor stated he agreed with Board Meber Stephens. The members were concerned that if a "paper" product was used it could become messy with the weather. Ms. Ferri stated that everything is lamenated, weather proof and that she is very fussy about how it looks. Chair Terwilliger suggested maybe using a chalk-board and Board Member Woodward agreed. Chair Terwilliger asked for additional comments and hearing none, he asked for a motion.

Vice Chair Poling made the following motion for the Findings of Fact, having reviewed the reord and having considered all evidence submitted and oral testimony for case 20-24, I move that the Commission conclude the pending application meets

the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks; 8.6.5 and 8.6.9. Board Member Stephens made the second. A roll call vote was conducted and it was a unanimous vote to approve the Findings of Fact.

Chair Terwilliger made the following motion for the Certificate of Appropriateness, based upon the foregoing findings of fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness (COA) for case 20-24 be issued for the proposed work. Vice Chair Poling made the second. A roll call vote was conducted and it was a unanimous vote to issue the COA for the project.

Chair Terwilliger closed Case 20-24.

2. Case # 20-25 119 Orange Street – Accessory Building

Chair Terwilliger opened case 20-25. Secretary Winn swore in Robert Marshall and the affirmation was taken by Tom Owens.

Kyle Garner stated that Jeremy Ganey would be presenting this matter and that he had used new technology for this. He stated that Mr. Ganey had taken aerial photos using a drone. Mr. Garner turned the presentation over to Mr. Ganey.

Mr. Ganey stated that the applicant, Robert Marshall, was requesting to build a new accessory building on the rear of his property at 119 Orange Street. Mr. Ganey went over all of the proposed materials to be used, the pictures that were taken showing the location of the building and he stated that the applicant, Robert Marshall and his contractor, Tom Owens were both present and available for questions.

Chair Terwilliger asked Mr. Marshall if he had anything to add and Mr. Marshall stated he did not but would be happy to answer any questions.

There was only one question from Board Member Woodward concerning the parking and if the structure would take up any of the existing parking. Mr. Marshall stated that it wouldn't due to they do not park in the back yard of the residence. Chair Terwilliger asked Mr. Marshall if he would put a "date brick" in the foundation so it would be known when the structure was built and Mr. Marshall stated yes.

Board Member Stephens made the following motion for the Findings of Fact, having reviewed the record and having considered all evidence submitted and oral testimony for 20-25, I move that the Commission conclude the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks; New Constructions Guidelines: Building Placement, 7.1.1, 7.1.2, 7.1.3 and 7.1.4; Building Height/Scale, 7.2.1, 7.2.2, 7.2.3 and 7.2.4; Materials, 7.3.1, 7.3.2, 7.3.3; Details, 7.4.1 and 7.4.2; Texture and Color, 7.5.1; Form and Rhythm, 7.6.1, 7.6.2 and 7.6.3. Vice Chair Poling made the second. A roll call vote was conducted and it was a unanimous vote to approve the Findings of Fact.

Chair Terwilliger made the motion for the Certificate of Appropriateness, based upon the foregoing findings of fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness (COA) for case 20-25 be issued for the proposed work, with the condition that a "date brick" be installed in the foundation at the time of building. Board Member McCure made the second. A roll call vote was conducted and it was a unanimous vote to issue the COA with the condition as specified.

Chair Terwilliger closed case 20-25.

3. Case # 20-26 - Proposed Rear Parking Court Renovation for 301 Front Street

Chair Terwilliger opened case 20-26. Jay Horton and Ryan Edwards, applicants and Blair Harrold, homeowner, were sworn for their testimony.

Kyle Garner presented the case to the Commission. Mr. Garner stated that the applicants were proposing to relocate the driveway, remove asphalt and replace with brick and add landscaping. Mr. Garner shared his screen to show the Commission the Elevation Drawings, Vicinity Map and the decription of the project. Mr. Horton stated that the changes would make the area much more effecient. All of the Commission members agreed that this is an improvement. Board Member McCune asked if there would be grass planted. Mr. Horton stated it would be where the driveway was. Vice Chair Poling wanted a condition added that if there were any archiological finds found that they would have to contact town officials.

Board Member Stephens made the following motion for the findings of fact, having reviewed the record and having considered all evidence submitted and oral testimony for case 20-26, I move that the Commission conclude te pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks; Landscaping Guidelines, 8.1.5, 8.1.10 and 8.1.14; Fences and Walls Guidelines, 8.2.6; and Off-street Parking Guidelines, 8.5.7, with the condition added that if any archiological finds are made that town officials be contacted immediately. Vice Chair Poling made the second. A roll call vote was conducted and the vote was unanimous to approve the findings of fact with the condition specified.

Chair Terwilliger made the motion for the Certificate of Appropriateness (COA), based upon the foregoing findings of fact, I move that the Commission conclude that the proposed projet is not incongruous with the speial character of the historic district as a whole and that a COA for case 20-26 be issued for the proposed work with the condition that if any archiological finds are made that the town be contacted immediately. Vice Chair Poling made the second. A roll call vote was conducted and the vote was unanimous to issue a COA for the proposed project with the conditions that were specified.

Chair Terwilliger closed case 20-26.

4. Case # 20-27 217 Front St, Rear Garage Addition.

Chair Terwilliger opened case 20-27. Mr. Garner stated that Jay Horton and Ryan Edwards, applicants, had been sworn in before the previous matter and asked Ms. Quattlebaum if they needed to be sworn again and she stated no. Will Harvey, homeowner was affirmed.

Kyle Garner presented the project to the Commission. Mr. Garner stated that the proposed project was a 2-story rear garage addition. Mr. Garner said in September of 2012 the HPC approved a COA to repair the widows walk and add a screened in porch, in July of 2017 a COA was issued to demolish the rear storage shed and construct a new detached garage and in November of 2019 a COA was issued for revised palns for the garage and addition. Mr. Garner shared the screen showing the elevation drawings and other information for the proposed project. Mr. Horton stated that their desire was to make it more asthetically pleasing by changing the stairs to being on the inside instead of the outside. The Commission members liked the changes and felt the steps were better on the inside. Board Member Stephens wanted Mr. Garner to pull back up the elevation shot that showed the balconys and he stated that he didn't feel that those were historical. Both Mr. Edwards and Mr. Horton explained the design and how it does fit in the the historical nature, as well

as it will not be seen as it is in the back and the only access is by a private driveway. Board Member Stephens asked about the hardware that they were going to use and Mr. Horton stated that they would use what had previously been approved. Board Member Woodward requested a date brick be placed in the foundation and all agreed that would be done.

Board Member Stephens made the following motion for a finding of fact, having reviewed the record and having considered all evidence submitted and oral testimony for case 20-27, I move that the Commission conclude the pending application meets the following desing standards under the Design Guidelines for the Beaufort Historic District and Landmarks; Additions to Historic Buildings Guidelines (page102) 7.8.1, 7.8.2, 7.8.3, 7.8.4, 7.8.6, 7.8.7, 7.8.8 and 7.8.9; Off-street Parking Guidelines (page 117) 8.5.7; Exterior Lighting Guidelines 8.4.1, 8.4.2 and 8.4.2, with the condition that a "date brick" be placed in the foundation. Vice Chair Poling made the second. A roll call vote was conducted and the vote was unanimous to approve the Findings of Facts with the condition as it was presented.

Chair Terwilliger made the motion for the Certificate of Appropriateness (COA), based upon the foregoing findings of fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that COA for case 20-27 be issued for the proposed work with the condition that a "date brick" be placed in the foundation. Vice Chair Poling made the second. A roll call vote was conducted and the vote was unanimous to issue the COA with the conditions that were specified.

Chair Terwilliger closed case 20-27.

5. Case # 20-28 218 Front St, Dock & Bulkhead & Fence

Chair Terwilliger opened case 20-28. Dillon Rose, John Wade and Carol Rogers were affirmed for their testimony.

Kyle Garner presented the staff report to the Commission. Mr. Garner stated that the proposed project was for the installation of a proposed dock, bulk head and a 4' Beaufort style fence. Mr. Garner shared his screen showing the elevation dawings and what the applicants were asking for with the proposed project. Carol Rogers and John Wade also spoke on behalf of the project and what was being proposed. Ms. Rogers explained the fence, which would be a 4' Beaufort style fence on a 2' brick foundation, she explained the covering that would be inside the fence, landscaping, the floating dock, the galvanized gang plank and the floating docks. Mr. Wade also explained the what the materials for the dock would be and that they would look similar to the other docks on the water front. Ms. Rogers stated this is a temporary solution until a plan could be made for this property over the next few years.

Chair Terwilliger opened discussion for the Commission members. Board McCune stated she had several questions concerning the fence height, the structure that was to be built and that she was concerned about the driveway. Board Member McCune stated that the fence and the structure were not in compliance with the Guidelines. Ms. Rogers stated that the fence was for security purposes and that the pavilion was only to be temporary until something could be built. Chair Terwilliger stated that the maximum height of a fence is 4'. Mr. Rose stated that they were going off of the Fences and Walls Guidelines 8.2.2 and the exact details that we are following are across the street. Vice Chair Poling stated that the first part of that states that the maximum will not exceed 4' total. Mr. Rose stated that they do exceed 4' across the street. Chair Terwilliger stated that if it was done prior to these Guidelines there is nothing that can be done but any new applications have to follow the Guidelines that

are now in place. Chair Terwilliger stated he felt it would be difficult to approve a fence that is 4' on a 2' wall. Board Member Stephens stated that there is another aspect to this, a 6' fence on the front, he wanted to know how tall it is in the back. Ms. Rogers stated it was a 3' hand rail along the back. Board Member Stephens explained the reasoning behind the 4' fence for the vista and being able to see the water. Board Member Woodward stated that she also didn't agree with the "security" aspect. She wanted to know why the gate was as large as it is. Mr. Rose stated it was for accesability by the landscapers. Board Member Stephens stated that sounded agreeable to him. Board Member Woodward wanted to know why the time from of 3 to 5 years. Mr. Rose stated that this is a very important piece of property and it takes that amount of time to design it and meet all of the necessary requirements. Mr. Rose stated the design process could take up to 2 years. Mr. Garner asked Board Member Stephens how long it took his project from start to finish. Board Member Stephens stated that it took a little over 4 years. Vice Chair Poling had a question concerning the bulkheads and if them being worked on at different times would be a problem. Mr. Garner stated no, it will actually make it stronger and that the town engineer had actually testified to that. Board Member Taylor stated that he is in agreement with the fence at 4'. Chair Terwilliger stated he concures with the 4' on the fence and that it is about the vistas. He stated that from what he has heard he didn't think that there would be a majority to pass it. Chair Terwilliger suggested tabling the matter for 30 days. Mr. Garner asked about the bulkhead and the possibility of going forward. Board Member Stephens stated that they never got a chance to get into it because they never got off of the fence but they have no specs on any of that. Board Member Stephens felt it would be appropriate to let them know what is needed for the next meeting. Board Member Sicklin stated that they understand that a building will one day go up but this is a "found" vista and it needs to be protected. Board Member McCune stated that they need to follow the Guidelines. Mr. Garner stated that they do have control, these are Guidelines and not Ordinances, the stated they have the abilty to enforce things based the hearings being Quasi-Judicial.

Chair Terwilliger stated were two significant issues, one the fence and two the vista. He felt that the needed to be clear on the issues. Chair Terwilliger stated that he felt tabling for 30 days so the applicant can get more information together and the Commission can get more into the Guidelines so they can get to a yes. Chair Terwilliger and Board Member Stephens stated the five main areas of concern; 1) the fence height, 2) the structure and the vista, 3) information on the floating dock/specs, 4) fencing on the waters edge/specs and 5) structure information/specs, the gate and it's hardware etc.

Chair Terwilliger made a motion to table the discussion on this matter until the next scheduled meeting for the HPC, the reason for tabling of the motion is as follows, there are five main areas that we do not have the specifications, the fence height, the water front vista/structure, floating docks specifications, waters edge fencing and safety materials and fence hardware. Vice Chair Poling made the second. A roll vote was conducted and the vote was unanimous to table the matter.

Chair Terwilliger asked Mr. Rose if he minded if he would mind him working with Mr. Garner to help get the information together. Mr. Rose stated the more communication the better and he would appreciate that.

Chair Terwilliger closed case 20-28.

6. Case # 20-29 400 Front St – Signage – Wind Tide

Chair Terwilliger opened case 20-29. Applicant Shannon Diller was affirmed for her testimony.

Mr. Garner gave an over view of case 20-29, 400 Front Street. Mr. Garner stated that the overall signage is smaller than what was approved last months meeting for this site. The applicant is requesting one sign is at 9'1"x1'5" and the second sige is 9'4"x1'5". Mr. Garner stated that the demisions approved at last months meeting are 9'4"x1'8" for each sign. Ms. Diller stated that she was trying to compile the two signs in to one and one would be on Front Street and the other would be on the water side. Chair Terwilliger asked why her signs were different in size. Ms. Diller stated she appologized for them being done wrong and she would get the dimensions to be the same size as what was approved by the Commission as long as the lettering and the coloring can be approved. Vice Chair Poling stated that Wind Tidehas been approved before with this same color palete. Board Member Stephens asked Mr. Garner if they could reference sheet 100 from the last meeting for the dimensions of the signage. Mr. Garner stated absolutely because that gives the dimensions as well as the colors and borders.

Board Member Stephens made a motion for a finding of facts, having reviewed the record and having considered all evidence submitted and oral testimony for case 20-29, I move tha the Commission conclude the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks, Signage Guidelines (page 119) 8.6.1, 8.6.2, 8.6.3 and 8.6.5 with the following condition, first submitted an approval with a previous Certificate of Appropriateness for 400 Front Street and its signage, sheet 100, dated December 19, 2019, those dimensions apply towards this approval. Vice Chair Poling made the second. A roll call vote was conducted and the vote was unanimous to approve the finding of facts with the conditions stated.

Vice Chair Poling made a motion for the Certificate of Appropriateness (COA), based upon the foregoing findings of fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a COA for case 20-29 be issued for the proposed work with the following condition that the signage dimensions are met for what was approved for 400 Front Street on sheet 100. Board Member Stephens made the second. A roll call vote was conducted and the vote was unanimous to approve the COA with the conditions that were specified.

Chair Terwilliger closed case 20-29.

Public Comment

There was no public comment.

Commission / Board Comments

Vice Chair Poling had a question concerning a new sign on the Ferry Service run by Perry. She stated that he has exceeded his signage. Mr. Garner asked her to send the information and that it would be looked into.

Board Member Stephens stated he had a couple of things. He thanked Mr. Ganey for the ice machine being moved. He stated that a sandwich board had been approved at the meeting and that the boards are not to be made of molded plastic. He said that there are three sandwich boards on Front Street that have been against the Guidelines for an extended period of time, they are 300 Front Street, 501 Front Street and 525 Front Street. Mr. Garner stated that they are all exsiting non-conforming and they fall under those Guidelines. Board Member Stephens asked when that was and Mr. Garner stated 2008. Board Member Stephens stated that Beau Coast was not around in 2008. Mr. Garner said they would look into this.

Board Member McCune had a question concerning the Baptist Church landscaping and Mr. Garner stated he would reach out to the architect about this.

Board Member Woodward wanted to praise the board for their due diligence and hard work.

Chair Terwilliger wished everyone happy holidays.

Staff Comments

Mr. Garner stated that he had a few comments and updates. He said the bucket fence on Middle Lane should be fixed within the week. Mr. Garner said he had a conversation with the owner of the Beaufort House and the goose neck likes are going to be fixed.

Mr. Garner said at next months meeting the town engineer, Greg Meshaw will be giving an overview of proposed pedestrian changes on Turner Street. He said he is hoping that he will have a draft of the upcoming Standards.

Adjourn

Board Member Woodward made a motion to adjourn the meeting. Vice Chair Poling made the second. A roll call vote was conducted and Chair Terwilliger, Vice Chair Poling, Board Member McCune, Board Member Stephens, Board Member Woodward and Board Member Taylor voted yes to adjourn. Board Member Sicklin had already left the meeting prior to voting to adjourn.

Robert Terwilliger, Chair

Denice Winn, Board Secretary

Documents that may be used for Consideration/Deliberation:

- 1. The Beaufort National Register Historic District Comprehensive Survey (A Resurvey of the 1970 Survey) compiled by Ruth Little, 1997
- 2. Beaufort An Album of Memories by Jack Dudley
- 3. The Design Guidelines for the Beaufort Historic District & Landmarks (1994, Revised 2008)
- 4. The Town of Beaufort Land Development Ordinance (Adopted 2013)
- 5. The 2012 NC Building Code Chapter 34, Existing Buildings & Structures, Section 3409 on Historic Buildings (Updated 2018)
- 6. The Town of Beaufort Comprehensive Plan Update, prepared by the East Carolina Council of Governments (Adopted 2012)



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**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, January 5, 2021 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: Case # 21-02 117 Orange Street – Roof Replacement

BRIEF SUMMARY:

Remove Cedar Shake Roof and Replace with Conventional Architectural Shingles.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: December 21, 2020
Case No. 21-02

Request: Remove Cedar Shake Roof and Replace with Conventional Architectural Shingles.
Applicant: Carol Page
215 Front Street
Beaufort, NC 28516

Property Information:

Owners: Same
Location: 317 Orange Street
PIN#: 730617009747000

Project Information:

- In the District Survey, updated by Ruth Little, the house at 117 Orange is described as the **Hatsell HOUSE** c. 1827. One of the best preserved examples of the Beaufort 2-Story house. Traditional, Beaufort-style 2 ½ story house with engaged 2-story porch with a side hall plan. Wide boxed eaves with returns, plain siding, single shoulder Flemish bond gable end chimney with glazed headers, 9/9 and 6/6 sash, and original chamfered porch post with round railings. This is the house of A.L. Hatsell and his wife Charity. Mrs. Hatsell lived there until her death in the 1890's.

Proposed work:

- Remove Cedar Shake Roof and Replace with Conventional Architectural Shingles.

Material:

- CertainTeed Architectural Shingles – Cobblestone Gray

Color:

See attached color sample

Attachments:

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

Staff Findings:

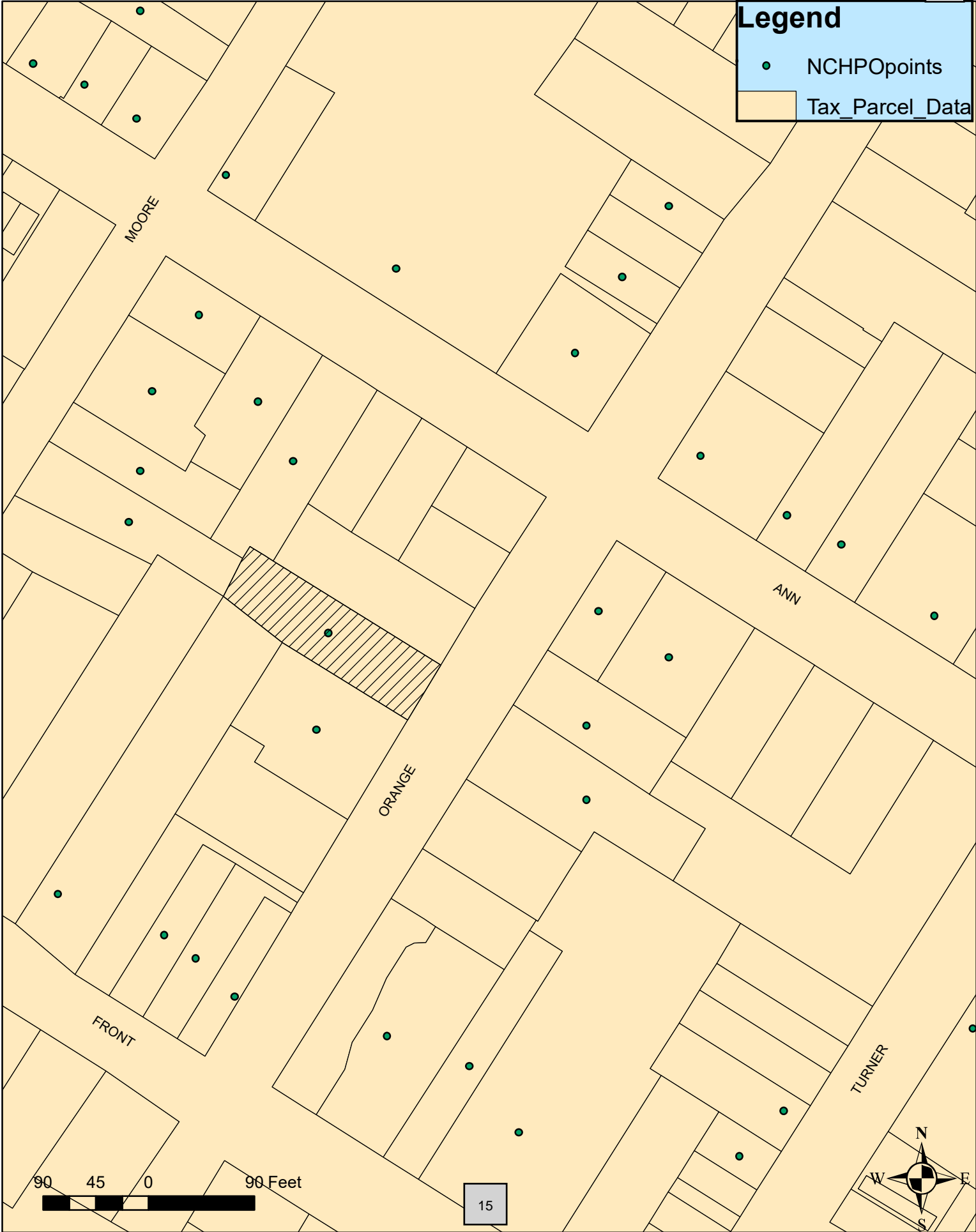
Roof Guidelines: (Page 48)

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



Legend

- NCHPOpoints
- Tax_Parcel_Data



<u>OWNER</u>	<u>AIL_HOU</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>L_ST</u>	<u>AIL_ZI</u>	<u>MAIL_ADD2</u>
ADAIR,GEOFFREY GLENN	1344	PINE VALLEY DRIVE	NEW BERN	NC	28562	
CANDLEWOOD INVESTMENTS LLC			ROCKY MOUNT	NC	27804	PO BOX K
GOELLNER,ALBERT J ETUX RUTH	118	ORANGE ST	BEAUFORT	NC	28516	
HUBBEL,JOHNNIE BRITT ETVIR	112	MOORE STREET	BEAUFORT	NC	28516	
JOHNSON,ZACKARY IAN	206	ANN STREET	BEAUFORT	NC	28516	
MARSHALL,ROBERT ETUX LORENA	2804	ROTHGEB DRIVE	RALEIGH	NC	27609	
PAGE,GEORGE W ETUX CARROLL			DALLAS	TX	1589 75283	PO BOX 831589
ROSE,GEORGE E JR ETUX ELIZABET			BEAUFORT	NC	28516	PO BOX 2037
STEPHENSON,CATHERINE POTTER	116	ORANGE ST	BEAUFORT	NC	28516	

**CERTIFICATE OF APPROPRIATENESS APPLICATION
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT**



Instructions:

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

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: CAROL PAGE / Jim GOBBY

Applicant Address: 215 FRONT ST, BEAUFORT, N.C.

Business Phone: 252-723-7372 Email/Cell: _____

Property Owner Name: CAROL PAGE

Address of Property: 117 ORANGE ST, BEAUFORT, N.C.

Phone Number: 336-209-1713 Email/Cell: SHOREVIEW CONSTRUCTION@gmail.com

PROJECT INFORMATION

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

Remove Cedar Shake Roof and Replace with conventional Architectural Shingles.

The existing roof is leaking and needs replacing

Estimated Cost of Project: \$ 8,550⁰⁰

Year House Built: 1827

[Signature]
Applicant Signature

11/20/2020
Date

Carol Page
Property Owner Signature (if different than above)

11/20/2020
Date

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

OFFICE USE ONLY

Received by: JG

Reviewed for Completeness: _____

Date: 12/11/2020

Date Deemed Completed and Accepted: _____

REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)

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

1. Items required for ALL projects:

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

2. Items required as applicable to project:

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

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

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

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

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

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

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









Town of Beaufort, NC

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

**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, January 5, 2021 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: Case # 21-03 109 Middle Lane - Golf Cart Charging Station

BRIEF SUMMARY:

Install a power pole at rear of the property for the use of charging golf carts. (Golf Cart Charging Station).

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, AICP, Planning Director
Date: December 21, 2020
Case No.: 21-03

Request: Install a power pole at rear of the property for the use of charging golf carts. (Golf Cart Charging Station).

Applicant Brent Sinclair
 201 Campen Road
 Beaufort, NC 28516

Property Information:
 Owners: Charles Parsons
 Location: 109 Middle Lane
 PIN: 730617105243000

Project Information:

June 2, 2020 - Case # 20-10 109 Middle Lane - Golf Cart Charging Station
Chairman made the following Finding of Fact; having reviewed the record and having considered all of the evidence submitted and oral testimony for case 20-10, 109 Middle Lane, I move that the Commission conclude that the pending application meets the following design standards under the design guidelines for the Beaufort Historic District and Landmarks and that is Guidelines 8.3.1 and 8.3.3. In addition, Guideline 8.3.6 was not met and the proposal is not congruous with that Guideline. Board Member Stephens made a second. Secretary Winn poled the Board and the vote was unanimous.

Chairman made the following motion for a COA; based upon the foregoing Finding of Facts I move that the Commission conclude that the proposed project is not incongruous with the special character of the Historic District as a whole and the at a COA for case 20-10 be issued for the proposed work with the following stipulations, the approval is temporary and only lasts through December 31, 2020, the pole, the proposed pole and electric equipment be painted green which is compatible with other structures in the Town of Beaufort and that if the requester wants to move forward with service or wants to move forward past the date of December 31, 2020, they need to come back before the Commission with revised plans to show complete compliance with the associated Guidelines in place at that time. Vice Chair Poling made the second. Secretary Winn poled the board and the vote was unanimous.

Chairman informed the Sinclair's that they would be receiving the COA and a letter from the Town in the next several days.

Chairman closed the discussion on 20-10.

Proposed work:

- See Applicants – Description on COA Application

Attachments:

- COA Application
- Vicinity Map
- List of Adjacent Property Owners

Outside Utilities Guidelines

- 8.3.1 Locate utilities, vents and meter boxes and other utility connections in side or rear yards and screen from public view with plantings, fencing, or other means.
- 8.3.3 Paint meter boxes, vents, and other utility fixtures visible from the street in colors that will allow them to blend in with the historic/existing building.
- 8.3.6 Paint meter boxes, vents, and other utility fixtures visible from the street in colors that will allow them to blend in with the historic/existing building.

Legend

- NCHPOpoints
- Tax_Parcel_Data

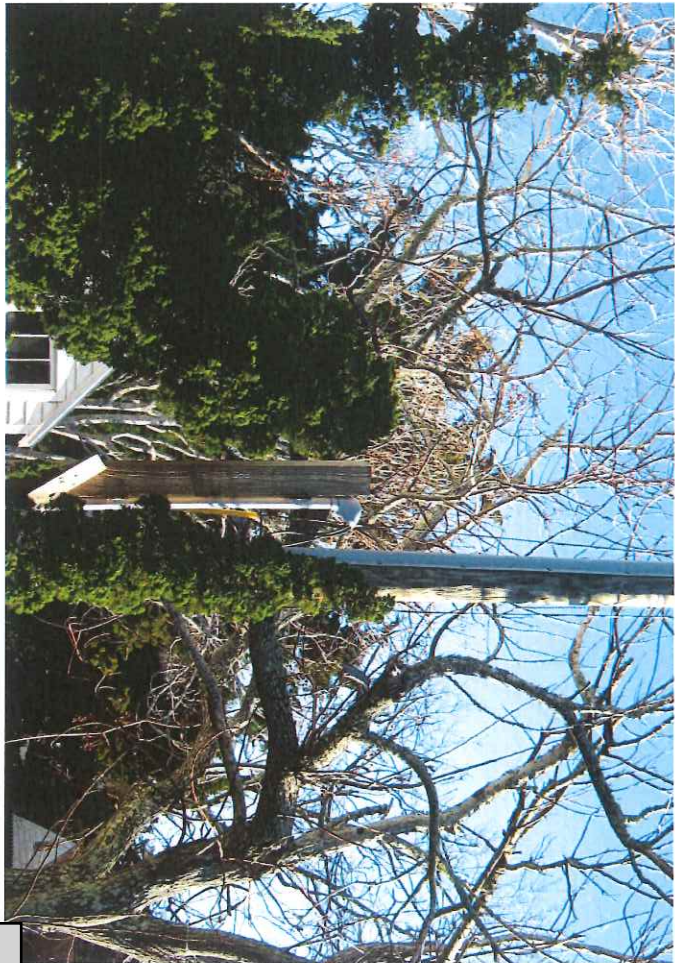


90 45 0 90 Feet

26



<u>OWNER</u>	<u>MAIL_HOL</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>L ST</u>	<u>MAIL_ZI</u>	<u>MAIL_ADD2</u>
BEAUFORT HISTORICAL ASSOCIATIO	150	TURNER STREET	BEAUFORT	NC	28516	
BRYAN ETAL LYNELL VERCH REV TR			MARSHALLBERG	NC	28553	P O BOX 148
GENE LEWIS PROPERTIES LLC	168	CANDLEWOOD ROAD	ROCKY MOUNT	NC	27804	
IRA SERVICES TRUST COMPANY	104	TAYLORS CREEK LN	BEAUFORT	NC	28516	
PARSONS,FRANCES POTTER ETVIR	440	RICE FIELD COVE	MT PLEASANT	SC	29464	
RISSER,MARGARET PINER	118	MOORE STREET	BEAUFORT	NC	2129 28516	



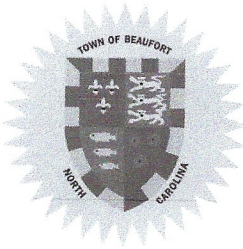
Kyle Garner

From: Sinclair Motor Company <sinclairmotorcompany@mail.com>
Sent: Tuesday, December 01, 2020 3:58 PM
To: Kyle Garner
Subject: ace buckets

Kyle,
I have been to Ace and bought new 4x4 posts to do away with the buckets on Middle lane. I will not be able to complete the project today but it is on my list and will get it done very soon. The plan is to put new posts in the ground to support the side railings so theres no more buckets there. PLease inform the concerned parties this is being done . Thanks!

Brent Sinclair
Sinclair Motor Company
Sinclair's Golf Cars
252-728-6853 Office
252-269-2073 Cell

CERTIFICATE OF APPROPRIATENESS APPLICATION FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT



Instructions:

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

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Sinclair's Golf Cars

Applicant Address: 201 Campen Rd Beaufort NC 28516

Business Phone: 252-728-6853 Email/Cell: 252-269-2073

Property Owner Name: Charles + Frances Parsons

Address of Property: 109 middle lane

Phone Number: 843-209-6086 Frances Email/Cell: _____

PROJECT INFORMATION

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

Install electric outlets to be used for charging golf carts. Above ground pole to be placed at rear of property behind evergreen tree + next to fence. Pole will be just inside the fence + partially hidden by tree. Power will run overhead.

Estimated Cost of Project: \$ 1000

Year House Built: _____

[Signature]
Applicant Signature

12-1-2020
Date

Property Owner Signature (if different than above)

_____ Date

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

OFFICE USE ONLY

Received by: _____

Reviewed for Completeness: _____

Date: _____

Date Deemed Completed and Accepted: _____

REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)

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

1. Items required for ALL projects:

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

2. Items required as applicable to project:

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

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

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

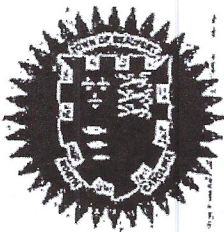
- 4.** At least **one set of materials, in color**, that are to be evaluated by the Commission should be submitted with the application. An electronic or digital file of the work should also be submitted. Please contact Town Staff to see what electronic or digital file can be submitted.
- 5.** The applicant or a representative for the applicant **must be present at the meeting** for action to be taken on the application. If it is not possible for the applicant or their representative to be present at the assigned meeting, please contact Town Staff as soon as possible.

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

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

original application

**CERTIFICATE OF APPROPRIATENESS APPLICATION
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT**



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APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Brent Sinclair

Applicant Address: 201 Campen Rd Beaufort NC 28516

Business Phone: 252-728-6853 Email/Cell: 252-269-2073
Sinclair Motor company@mail.com

Property Owner Name: Charles & Frances Parsons

Address of Property: 109 Middle Lane

Phone Number: 843-209-6086 Email/Cell: parsonsf46@gmail.com

PROJECT INFORMATION

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

Install a power pole at back side of property. Primary use is for charging golf carts. Electricity will be provided overhead from a Duke Power pole about 10 feet away.

Estimated Cost of Project: \$ 500.00 Year House Built: _____

Applicant Signature: [Signature] Date: 2/24/20

Property Owner Signature (if different than above): Charles J. Parsons Date: 2/25/20

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

OFFICE USE ONLY

Received by: _____
Date: _____

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



Town of Beaufort, NC

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

**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, January 5, 2021 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business

SUBJECT: Case # 21-04 400 Front St – Landscaping –
Fencing/Screening - Signage

BRIEF SUMMARY:

- The owners of 400 Front Street are submitting a landscaping plan that has been reviewed by the Town Engineer as per HPC comments during the November 2020 meeting.
- Also being submitted is a request from Betty Sue Stroud of Queen Anne’s Revenge for fencing/screening of propane tanks on the west side of the structure as well as a total of four (4) signs totaling 62 sq. ft. of the total 124 sq. ft. approved signage. (Two on Front Street and two on the water side at 15.5 sq. ft. each.) These signs are included in that total square footage and are now requesting approval for their design.

REQUESTED ACTION:

Conduct Quasi-Judicial Hearing
Discussion
Motion on Finding of Fact
Motion on COA

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: December 18, 2020
Case No. 21-04

Request: Install new landscaping, screening for utilities & new signage.
Applicant: Megan Toma & Betty Sue Stroud
400 Front Street
Beaufort, NC 28516

Property Information:

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

Project Information:

- The owners of 400 Front Street are submitting a landscaping plan that has been reviewed by the Town Engineer as per HPC comments during the November 2020 meeting.
- Also being submitted is a request from Betty Sue Stroud of Queen Anne’s Revenge for fencing/screening of propane tanks on the west side of the structure as well as a total of four (4) signs totaling 62 sq. ft. of the total 124 sq. ft. approved signage. (Two on Front Street and two on the water side at 15.5 sq. ft. each.) These signs are included in that total square footage and are now requesting approval for their design.

Proposed work:

- Installation of landscaping, a screened fence for utilities and installation of four signs.

Material:

- Sandblasted Wood Sign per application.
- See submitted sheets for Landscaping & Fence/Screening

Color:

See attached sign sample

Attachments:

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

Staff Findings:

Signage Guidelines: (Page 119)

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

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

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

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

Landscaping Guidelines

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

Fences and Walls Guidelines

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

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

Outside Utilities Guidelines

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

Fencing/Screening Info

The fence pickets will be closer together than in the rendering with the gate that's just so you see the hardware and how it will look. Fence will be wood painted white.

Thanks
Betty Sue

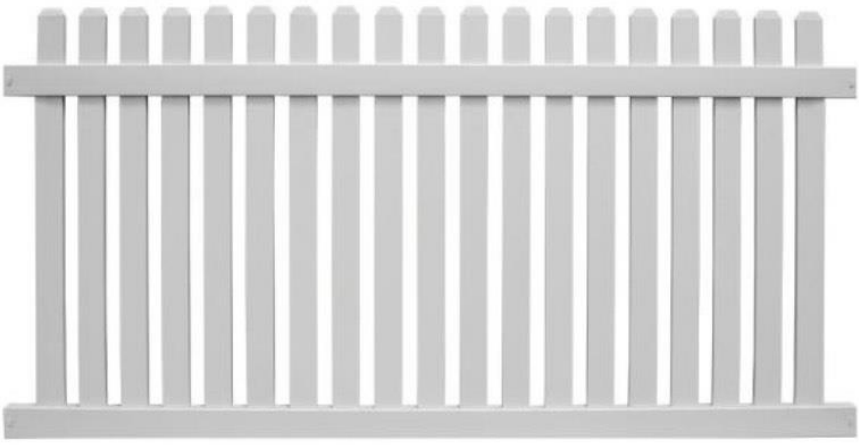
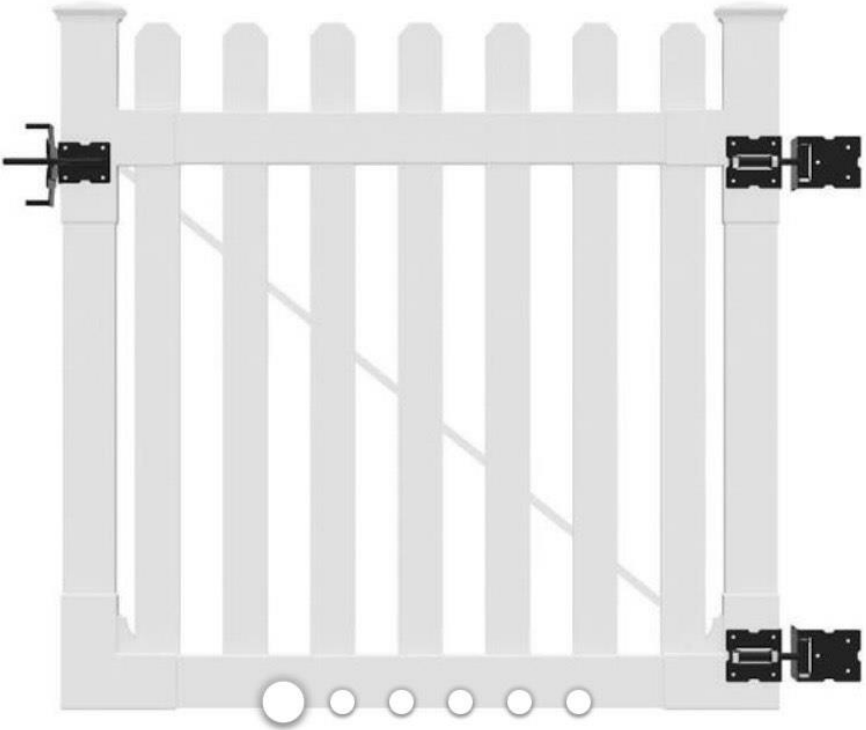
On Wed, Dec 16, 2020 at 12:02 PM Betty Sue Stroud <bettrysuebarefoot@gmail.com> wrote:



Fencing Hardware Info



WamBom Traditional 4 by 4foot Premium

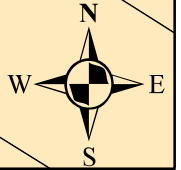
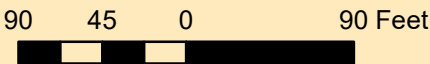
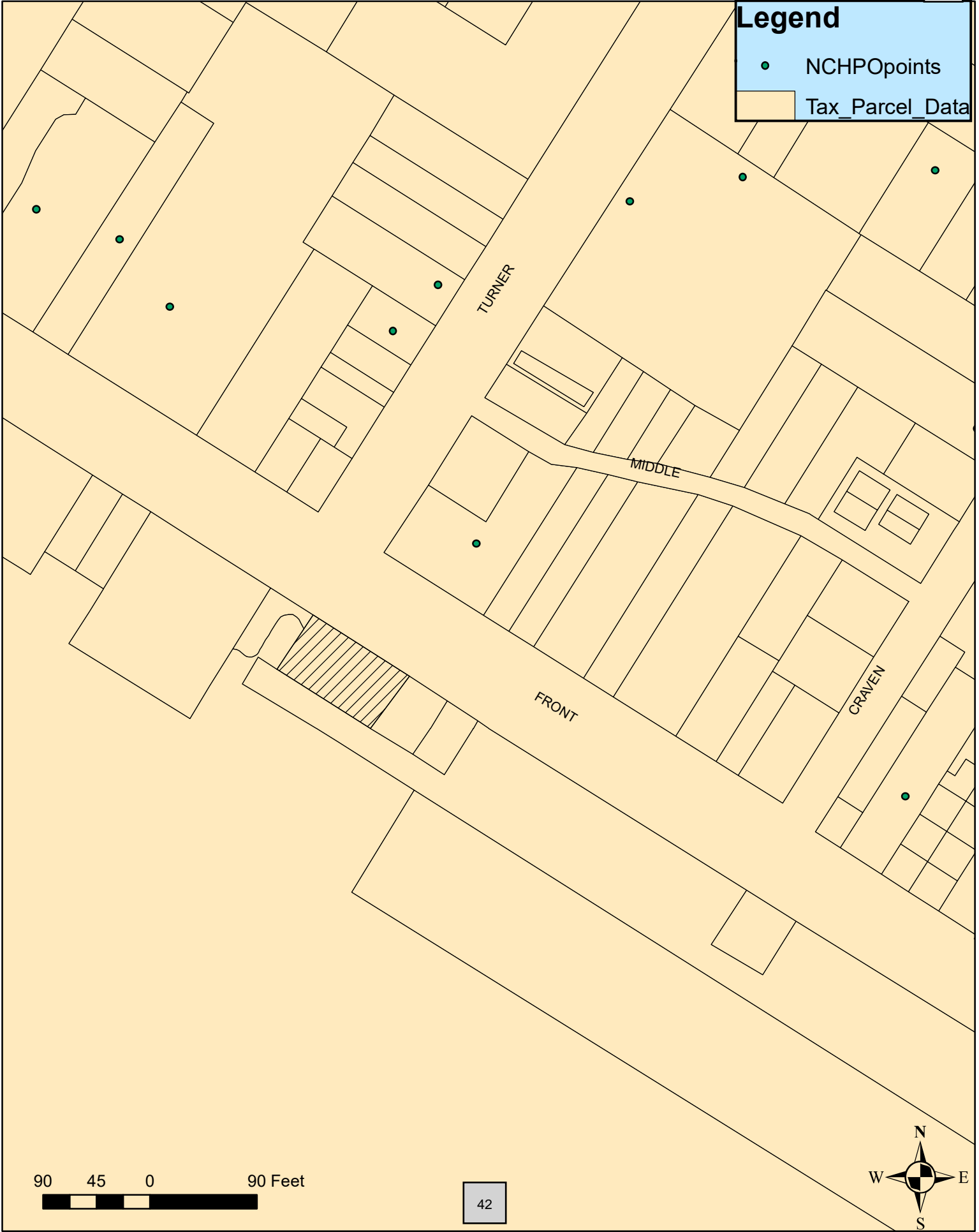


Signage Text & Color Samples Info

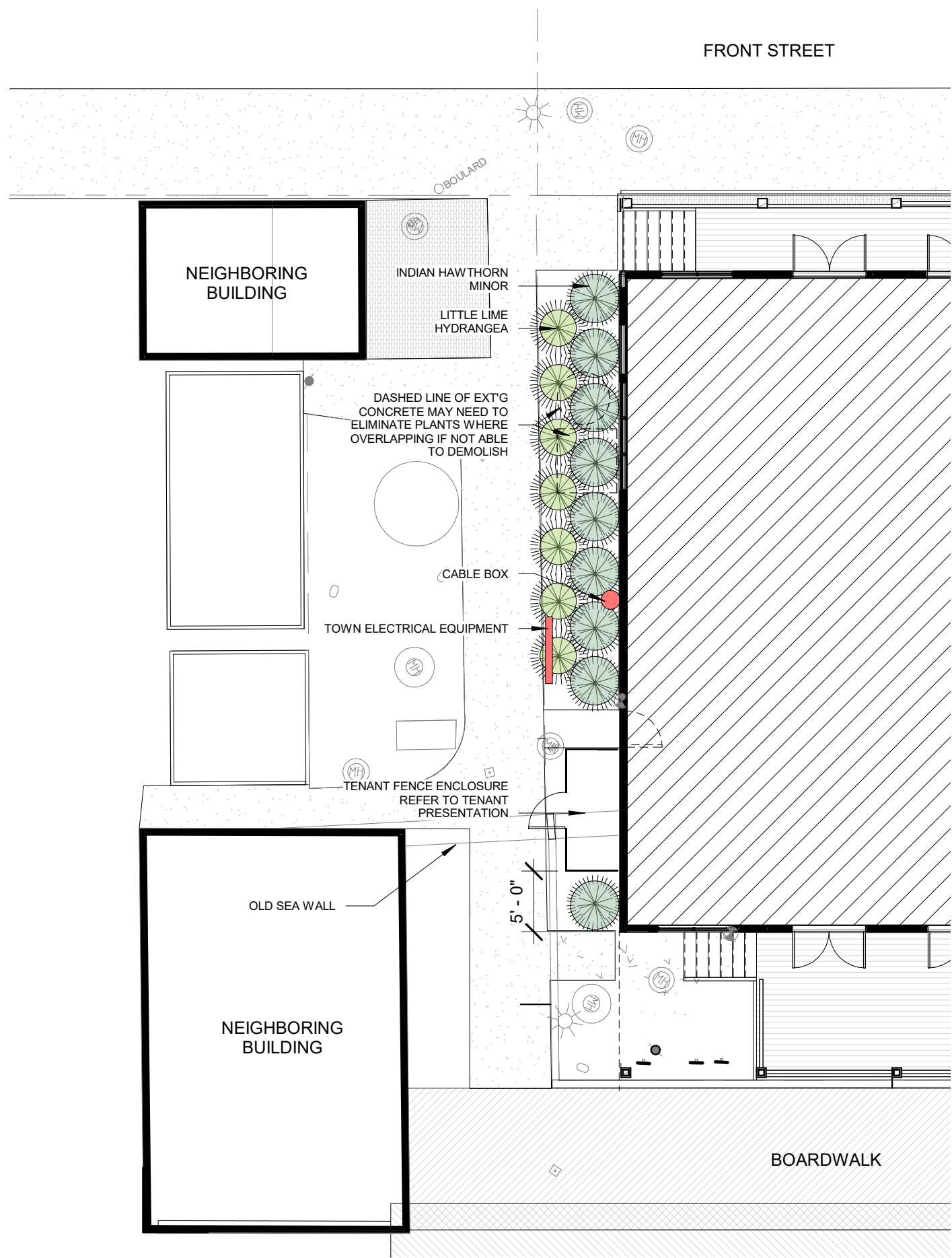


Legend

- NCHPOpoints
- Tax_Parcel_Data



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



LITTLE LIME HYDRANGEA

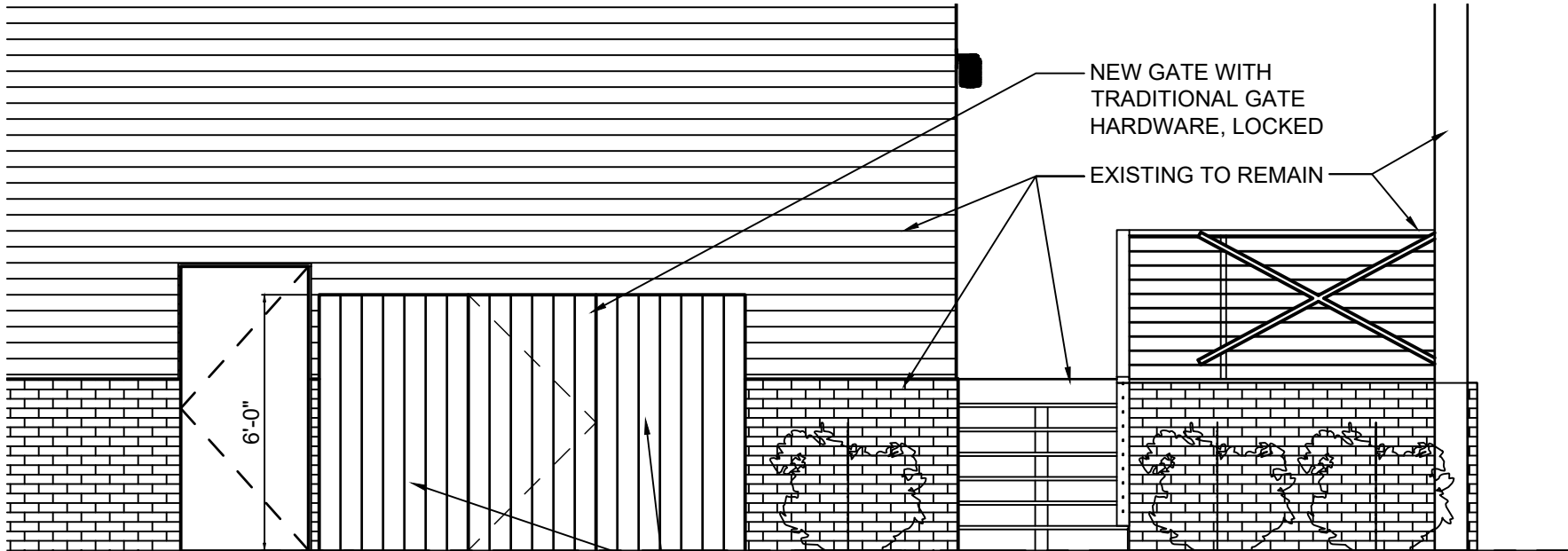


INDIAN HAWTHORN MINOR

1 PLANTING PLAN

SCALE: 3/32" = 1'-0"

400 FRONT STREET
DEC. 15, 2020



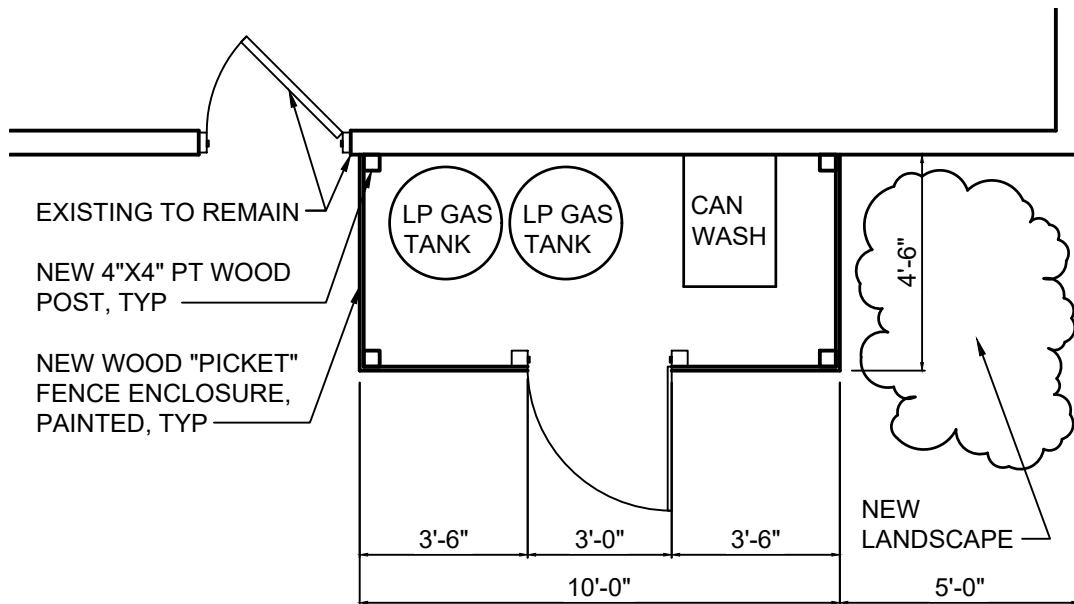
ELEVATION

1/4" = 1'-0"

NEW WOOD FENCE ENCLOSURE, PAINTED WHITE

NEW GATE WITH TRADITIONAL GATE HARDWARE, LOCKED

EXISTING TO REMAIN



EXISTING TO REMAIN

NEW 4"X4" PT WOOD POST, TYP

NEW WOOD "PICKET" FENCE ENCLOSURE, PAINTED, TYP

LP GAS TANK

LP GAS TANK

CAN WASH

4'-6"

NEW LANDSCAPE

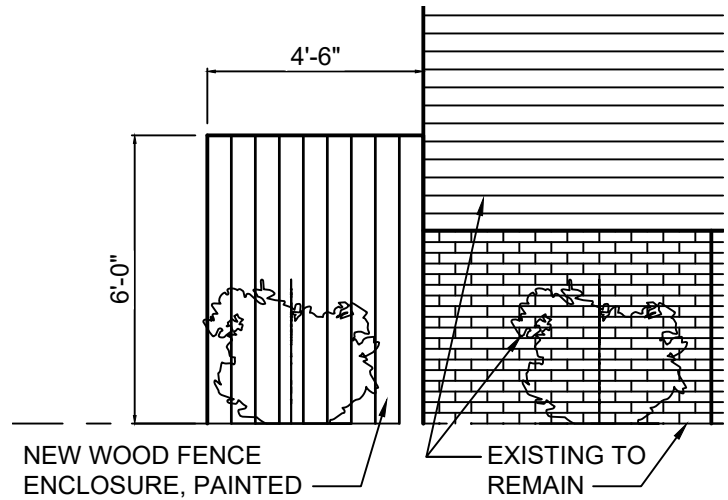
3'-6"

3'-0"

3'-6"

10'-0"

5'-0"



NEW WOOD FENCE ENCLOSURE, PAINTED

EXISTING TO REMAIN

ELEVATION 2

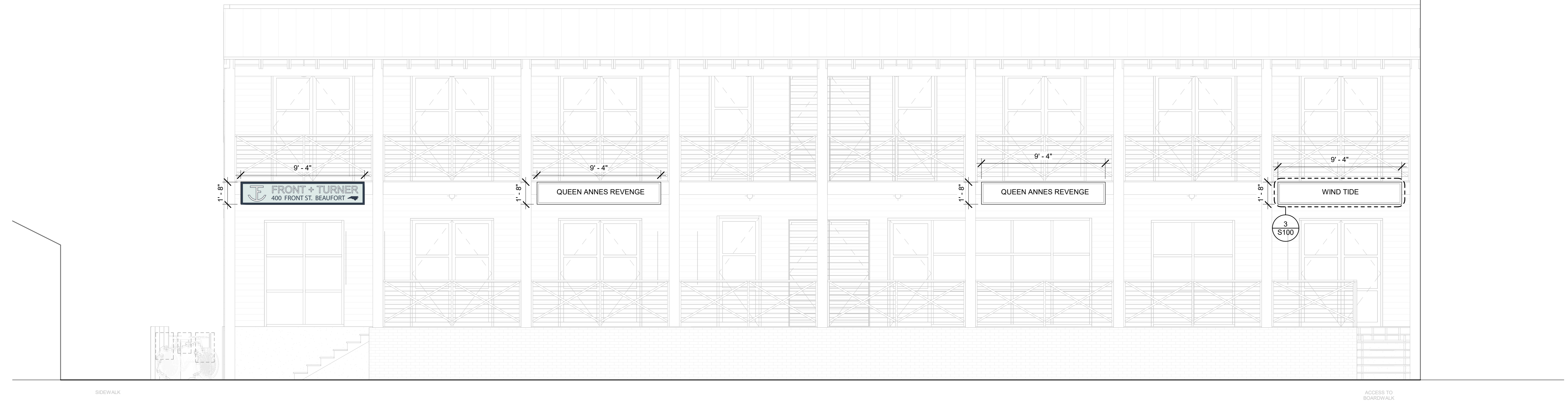
1/4" = 1'-0"

PLAN

1/4" = 1'-0"

QUEEN ANNE'S REVENGE
400 FRONT ST. UNIT 1

12/16/20
252-725-5691



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

400 FRONT STREET

**400 FRONT STREET
BEAUFORT, NC 28516**

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

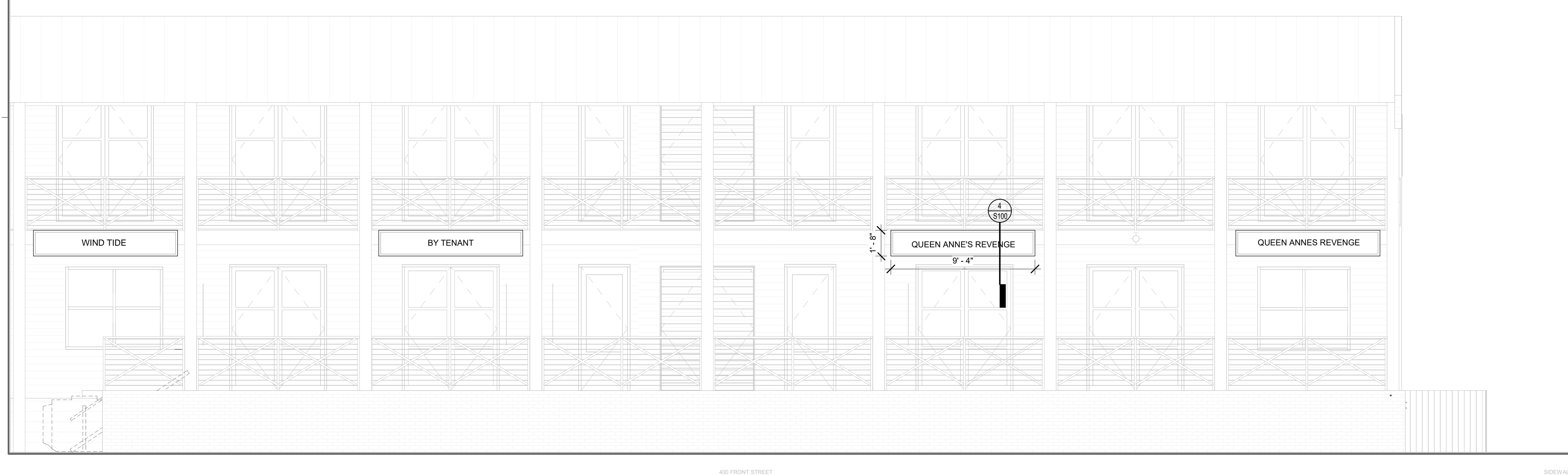
SET ISSUE DATES	
DATE	ISSUE
12.17.2019	PERMIT SET

REVISIONS		
NO.	DATE	DESCRIPTION

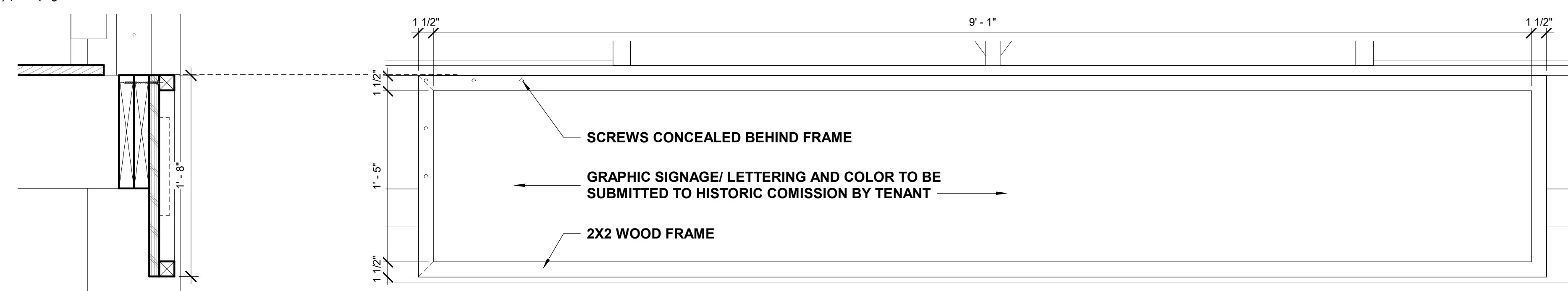
PERMIT SET - PHASE 2

**SIGNAGE
ELEVATIONS**

S100



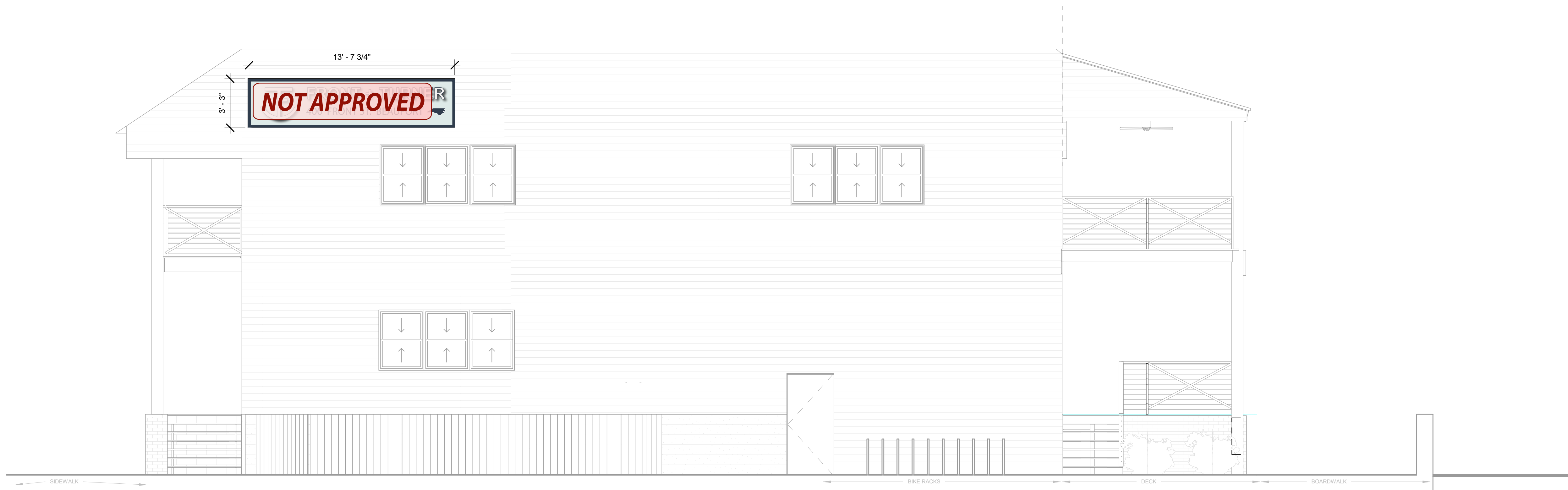
2 SIGNAGE ELEVATION - NORTH
SCALE: 1/4" = 1'-0"



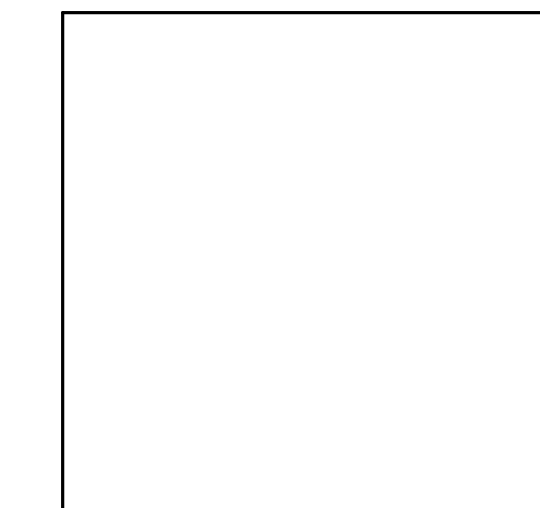
4 SECT DTL - SIGNAGE
SCALE: 1 1/2" = 1'-0"

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

C:\Users\mst\OneDrive\My Documents\Projects\400 Front St\400 Front St.dwg
 Local File Path: C:\Users\mst\OneDrive\My Documents\Projects\400 Front St\400 Front St.dwg
 Local File Path: C:\Users\mst\OneDrive\My Documents\Projects\400 Front St\400 Front St.dwg



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



400 FRONT STREET

**400 FRONT STREET
BEAUFORT, NC 28516**

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

SET ISSUE DATES	
DATE	ISSUE
12.17.2019	PERMIT SET

REVISIONS		
NO.	DATE	DESCRIPTION

PERMIT SET - PHASE 2

**SIGNAGE
ELEVATION**

S101

13' - 7 3/4"

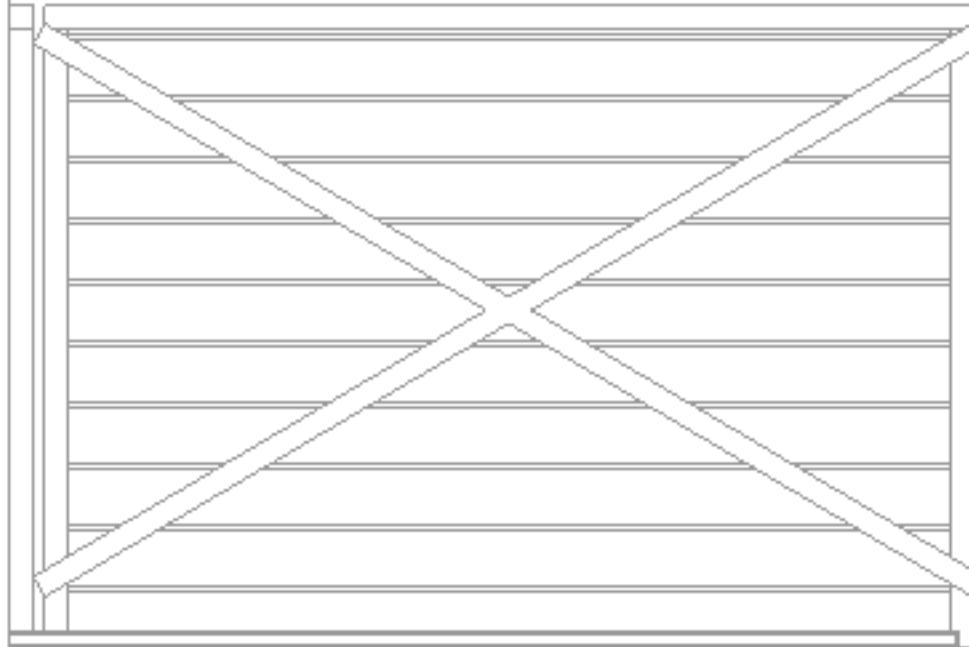
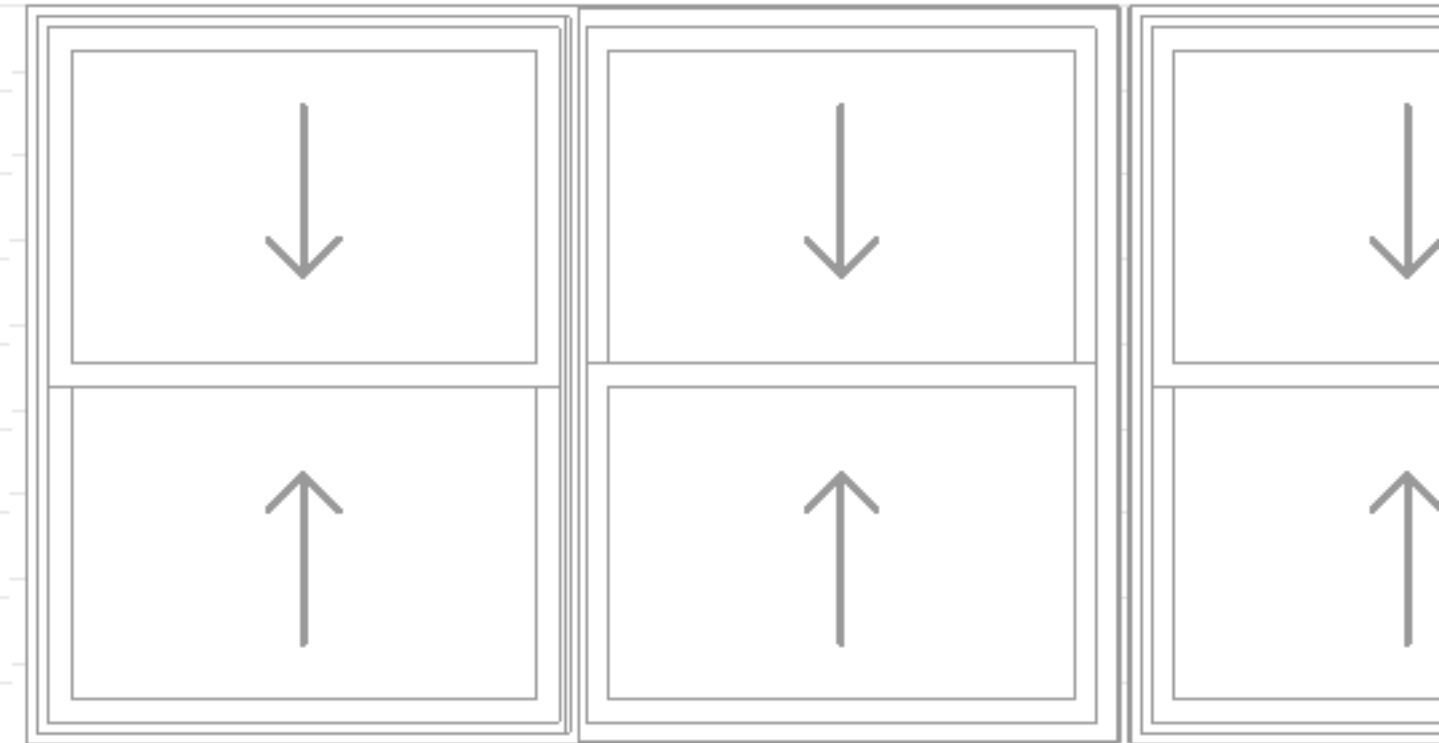
3' - 3"

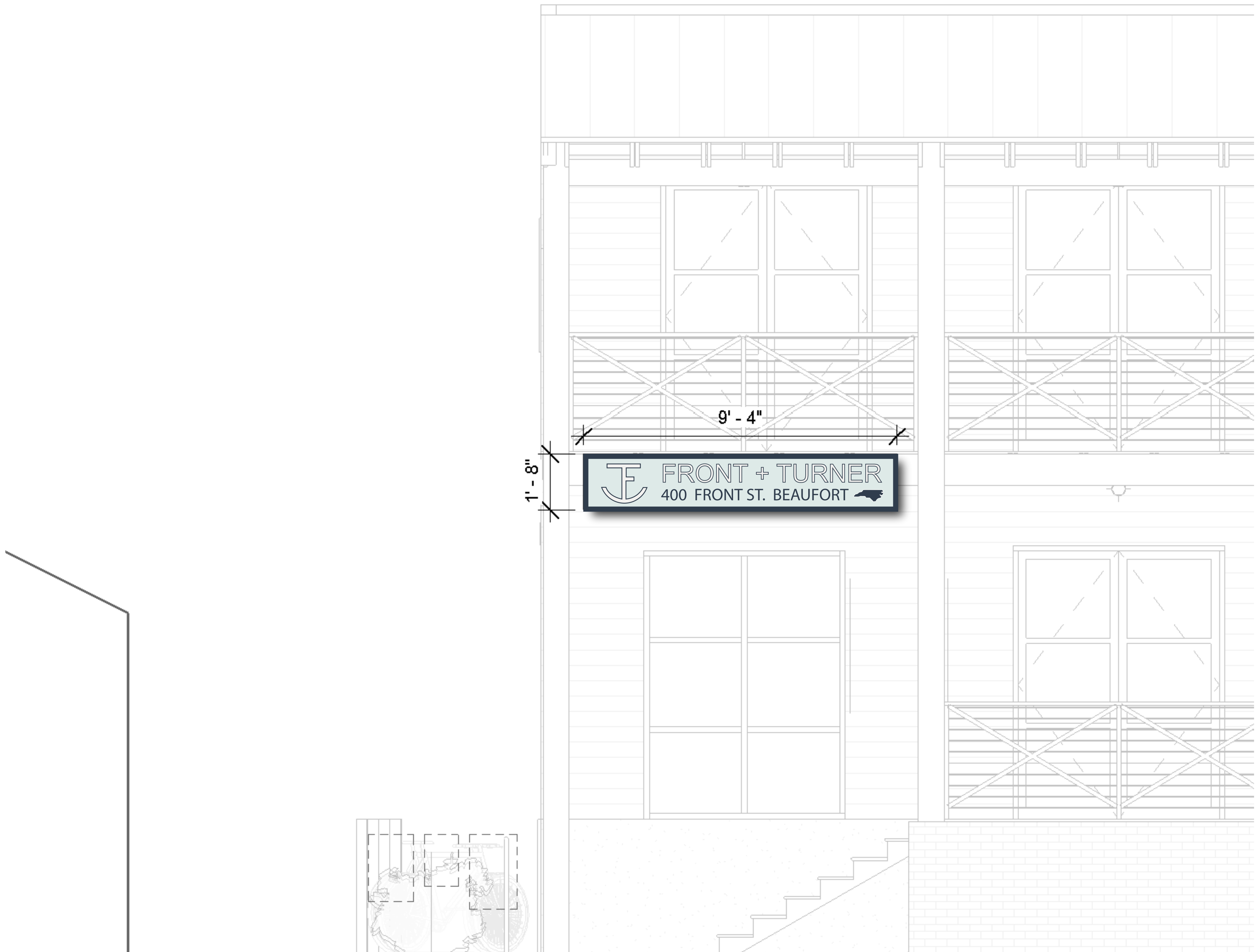


PURE WHITE SW 7005

COPEN BLUE SW 0068

NAVAL SW 6244





F FRONT + TURNER
400 FRONT ST. BEAUFORT

1' - 8"

9' - 4"

**CERTIFICATE OF APPROPRIATENESS APPLICATION
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT**



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APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Betty Sue Stroud
Applicant Address: 1603 Widge wood Ct. Morehead City NC 28557
Business Phone: 252-622-4618 Email/Cell: 252-725-5691
Property Owner Name: Betty Sue Stroud QAR II and Beaufort Creamery
Address of Property: 400 Front St Unit 192
Phone Number: _____ Email/Cell: _____

PROJECT INFORMATION

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

Fence on westside of 400 Front St. Building. Signage for QAR and Beaufort Creamery

Estimated Cost of Project: \$ _____

Year House Built: _____

Betty Sue Stroud
Applicant Signature

12/18/2020
Date

Property Owner Signature (if different than above)

_____ Date

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

OFFICE USE ONLY

Received by: _____
Date: _____

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

**CERTIFICATE OF APPROPRIATENESS APPLICATION
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT**



Instructions:

Please complete the application below and include all attachments as noted on page 2 of this application along with a **\$50.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Please contact Town Hall at 252-728-2141 if there are any questions.

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: MEGAN TOMA

Applicant Address: 1712 N PINE STREET SAN ANTONIO TX

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

Property Owner Name: SAMEH K TOMA

Address of Property: 400 FRONT STREET

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

PROJECT INFORMATION

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

LANDSCAPE PLANTING PROPOSED FOR WEST SIDE OF 400 FRONT ST BUILDING.

Estimated Cost of Project: TBD

Applicant Signature *Megan Toma*

12.18.2020
Date

Property Owner Signature (if different than above) *Sameh K Toma*

12.18.2020
Date

An application fee of \$50, 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 Historic Preservation Commission meeting date. The [meeting dates](http://www.beaufortnc.org) can be found on the Town's website at www.beaufortnc.org.

OFFICE USE ONLY

Revised

Received by: _____

Reviewed for Completeness: _____

Date: _____

Date Deemed Completed and Accepted: _____