



## **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](http://www.beaufortnc.org)

### **Town of Beaufort Planning Board Regular Meeting 6:00 PM Monday, November 18, 2024 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting**

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#### **Call to Order**

#### **Roll Call**

#### **Agenda Approval**

#### **Minutes Approval**

- [1.](#) PB Draft Minutes 071524

#### **Public Comment**

#### **New Business**

- [1.](#) To recommend tabling, approval or denial to the Board of Commissioners for Case # 24-12 Preliminary-Final Plat - 360 Steep Point Road.
- [2.](#) 2025 Planning Board Meeting and Submittal Calendar

#### **Commission / Board Comments**

#### **Staff Comments**

#### **Adjourn**



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

**Town of Beaufort Planning Board Regular Meeting**  
**6:00 PM Monday, July 15, 2024 - Train Depot, 614 Broad Street, Beaufort, NC 28516**  
**Minutes**

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**Call to Order**

Chair Neve called the July 15<sup>th</sup>, 2024 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; Diane Meelheim, Vice-Chair; Becky Bowler, Vic Fasolino, Clark Patton, Jeff Vreugdenhil

Members Absent: George Stanziale

A quorum was declared with six members present.

Town Staff Present: Mr. Kyle Garner, Planning Director; Mrs. Michelle Eitner, Town Planner; Mr. Arey Grady, Town Attorney; Mr. Jason Brinson, IT Director; Ms. Laurel Anderson, Board Secretary

**Agenda Approval**

Chair Neve asked if there were any changes to the Agenda and hearing none, asked for a motion.

*Member Bowler made the motion to approve the agenda and Member Patton made the second. Chair Neve took a vote that was unanimously approved.*

*Voting yea: Chair Neve, Vice-Chair Meelheim, Becky Bowler, Vic Fasolino, Clark Patton, Jeff Vreugdenhil*

**Minutes Approval**

- 1. PB Draft Minutes for 052024

*Member Fasolino made the motion to approve the Minutes and Member Patton made the second. Chair Neve took a vote that was unanimously approved.*

*Voting yea: Chair Neve, Vice-Chair Meelheim, Becky Bowler, Vic Fasolino, Clark Patton, Jeff Vreugdenhil*

## Public Comment

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

## New Business

1. #24-09 To recommend to the Board of Commissioners approval or denial of the proposed Preliminary/Final Plat of 153 Kelly Lane

Mrs. Eitner gave the Staff Report and noted that the address should be corrected to Kelly Drive. She explained the request was to subdivide a 7.32-acre tract into two tracts. Tract A is 4.97 acres and contains an existing single-family home and Tract B is 2.35 acres and contains an existing accessory structure which will become a single-family home.

The Board asked questions regarding easements and maintenance of Kelly Drive.

Jonathan McDanial of Tidewater Associates discussed the maintenance of Kelly Drive among the three property owners; the third property owner not being associated with the requested subdivision.

*Member Fasolino made the motion to approve as presented and Member Bowler made the second.*

*Chair Neve took a vote that was approved.*

*Voting yea: Chair Neve, Vice-Chair Meelheim Becky Bowler, Vic Fasolino, Clark Patton*

*Voting nay: Jeff Vreugdenhil*

2. Case #24-08 To Recommend to the Board of Commissioners approval, approval with stated condition, or denial of the Special Use Permit (SUP) Request for Dry Boat Storage at 609 Highway 101

Mrs. Eitner gave the Staff Report and explained the request was a Special Use Permit (SUP) for boat storage on a 13.36-acre tract between Copeland Road and Highway 101, with ingress and egress off both roads. The project includes the following proposed components: 239 unpaved parking spaces, two concrete driveway entrances, 20-foot-wide gravel driveways and drive aisles, 12-foot tall downward-facing pole lights, a washdown area, a fire hydrant, and a 21-foot landscape buffer. She noted that the northwest corner was in the AE6 floodplain hazard area but the floodplain manager had reviewed the project and confirmed that this type of low-intensity development was a good commercial use of the area.

There were Board questions regarding tree preservation, regulation of land disturbance, landscape buffers, airport expansion, and the possible need for acceleration and deceleration lanes.

The applicant, Tom Owens, and John Wade, Arendell Engineering, discussed the non-conflict with airport expansion, NCDOT permits for acceleration and deceleration lanes, existing drainage ditches and their maintenance, the landscape buffer, and signage.

The Board discussed the following possible conditions: including native shrubs and trees in the landscape plan, maintenance of the ditches and the topography, boat storage traffic moving on and off of Highway 101, and signage.

*Member Vreugdenhil made the motion to approve and forward to the Board of Commissioners with the following conditions:*

- *The site plan be provided*
- *Ensure that the drainage ditches are adequately maintained*
- *Provide a 4'x8' (or smaller) ground-mounted monument sign at each entrance*
- *Landscaping buffer should be provided by a mix of NC native species*

*Vice-Chair Meelheim made the second and Chair Neve took a vote that was unanimously approved.*

*Voting yea: Chair Neve, Vice-Chair Meelheim, Becky Bowler, Vic Fasolino, Clark Patton, Jeff Vreugdenhil*

**Commission / Board Comments**

Member Patton requested DOT permits and approvals be submitted with the application.

**Staff Comments**

Mr. Garner thanked the Board members who worked with the Unified Development Ordinance (UDO) consultant White and Smith and noted that Town Planner Ms. Eitner had led the meetings exceptionally well. He also noted that regarding DOT permit submissions with applications, some applicants will have received approvals and some will not.

**Adjourn**

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

*Voting yea: Chair Neve, Vice-Chair Meelheim, Becky Bowler, Vic Fasolino, Clark Patton, Jeff Vreugdenhil*

Chair Neve then declared the meeting adjourned at 7:15 p.m.

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Ryan Neve, Chair

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Laurel Anderson, Board 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

**Beaufort Planning Board Regular Meeting  
6:00 PM Monday, November 18, 2024 – 614 Broad Street- Train Depot**

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**AGENDA CATEGORY:** New Business

**SUBJECT:** To recommend tabling, approval or denial to the Board of Commissioners for Case # 24-12 Preliminary-Final Plat - 360 Steep Point Road.

**BRIEF SUMMARY:**

**BACKGROUND:** This site is in the Extra Territorial Jurisdiction (ETJ), is zoned R-20, and has approval from County Environmental Health for a Septic Tank on the proposed lot. Because of its location no infrastructure improvements are needed except for a turn-around at the end of the private drive for emergency vehicles. Recreation Fees in the amount of \$188.28 will be required at the time of recordation.

Additionally, the Town’s Technical Review Committee has reviewed these plans for consistency with Town design specifications. The Town’s Fire department has asked that the private drive be a minimum of 20 feet in width and improved to accommodate at least 75,000 lbs. The Police Department asked that a road sign to be placed adjacent to Steep Point Road to identify it as a private drive.

**REQUESTED ACTION:**

Discussion on Proposed Rezoning

**EXPECTED LENGTH OF PRESENTATION:**

15 Minutes

**SUBMITTED BY:**

Kyle Garner, AICP  
Planning & Inspections Director

# PLANNING STAFF REPORT

**To:** Planning Board Members  
**From:** Kyle Garner, AICP, Town Planner  
**Date:** November 8, 2024  
**Project** 360 Steep Point Road – Preliminary/Final Plat

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**THE QUESTION:** Subdivide a 2.15 Acre Tract into 2 Lots

**BACKGROUND:** This site is in the Extra Territorial Jurisdiction (ETJ), is zoned R-20, and has approval from County Environmental Health for a Septic Tank on the proposed lot. Because of its location no infrastructure improvements are needed except for a turn-around at the end of the private drive for emergency vehicles. Recreation Fees in the amount of \$188.28 will be required at the time of recordation.

Additionally, the Town’s Technical Review Committee has reviewed these plans for consistency with Town design specifications. The Town’s Fire department has asked that the private drive be a minimum of 20 feet in width and improved to accommodate at least 75,000 lbs. The Police Department asked that a road sign to be placed adjacent to Steep Point Road to identify it as a private drive.

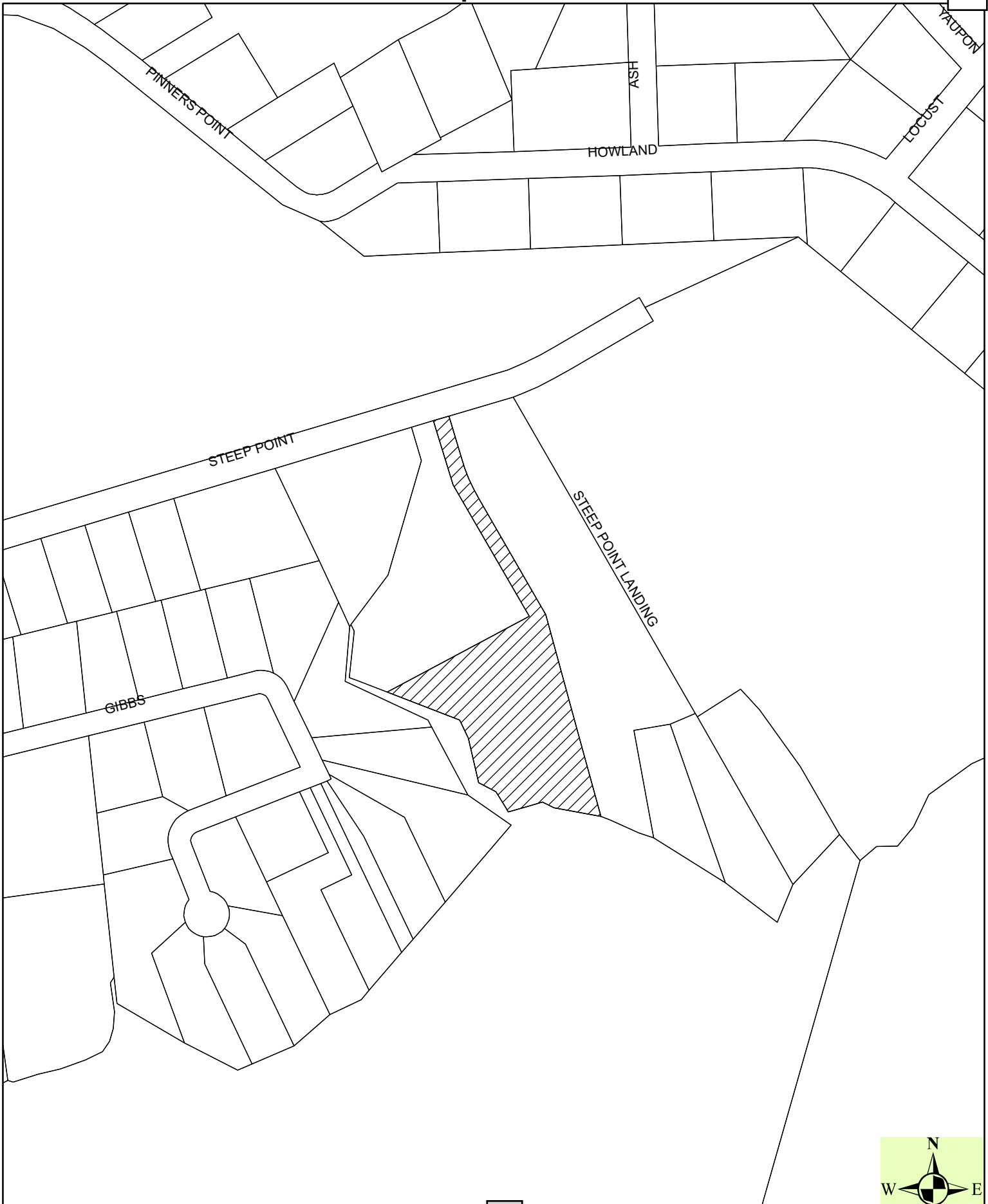
Location:	360 Steep Point Road
Owners:	Donald Wayne Newnam
Requested Action:	Subdivide a 2.15 Acre Tract into 2 Lots
Existing Zoning	R-20 – Residential
Size:	2.15 acres
Existing Land Use:	Developed
Core Land Use Plan:	Low Density Residential

**SPECIAL INFORMATION:**  
**Public Utilities:**  
Septic & Well through County Environmental Health

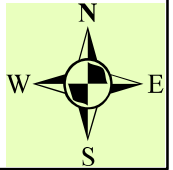
- OPTIONS:**
1. Recommend approval of the Preliminary/Final Plat for 360 Steep Point Road
  2. Table the request
  3. Deny the request.

# Vicinity Map - Case # 24-12 Preliminary/Final Plat 360 Steep Point Road

1.



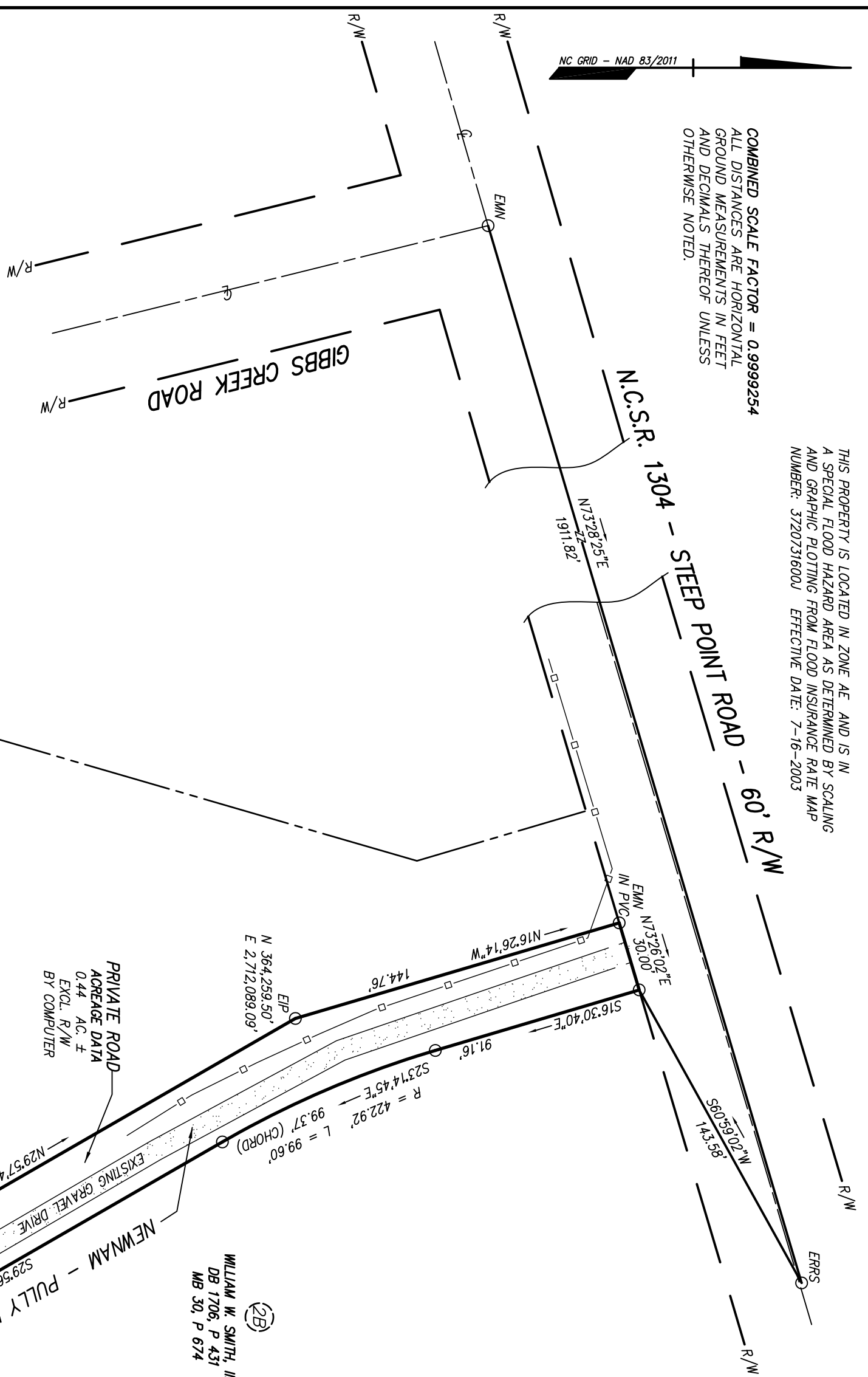
8



COMBINED SCALE FACTOR = 0.99992924  
ALL DISTANCES ARE HORIZONTAL  
GROUND MEASUREMENTS IN FEET  
AND DECIMALS THEREOF UNLESS  
OTHERWISE NOTED.

THIS PROPERTY IS LOCATED IN ZONE AE AND IS IN  
A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY SCALING  
A GRAPHIC PLOTTING FROM FLOOD INSURANCE RATE MAP  
NUMBER: 372031600U EFFECTIVE DATE: 7-16-2003

NC GRID - NAD 83/2011



CURVE	LENGTH	RADIUS	RANGENT	CHORD	BEARING	DELTA
C1	43.98	28.00	28.00	39.60	N60°22'34"W	89°59'58"
C2	43.98	28.00	28.00	39.60	N29°37'27"E	89°59'59"

PRIVATE ROAD  
ACREAGE DATA  
0.44 AC. ±  
EXCL. R/W  
BY COMPUTER

TRACT 2C-1  
ACREAGE DATA  
0.79 AC. ±  
EXCL. R/W  
BY COMPUTER

LEGEND  
EIP = EXISTING IRON PIPE  
EMN = EXISTING MAG. NAIL  
NIP = NEW IRON PIPE  
O = COMPUTED POINT  
R/W = RIGHT-OF-WAY  
± = CENTERLINE  
ZZ = NOT TO SCALE  
(T) = TOTAL DISTANCE

Certificate of Approval for Recording  
I hereby certify that the subdivision plat shown hereon has been found to  
comply with the Subdivision Regulations for Beaufort, North Carolina,  
and that this plat has been approved by the Board of Commissioners for  
recording in the office of the Register of Deeds of Carteret County.

L. F. WADE DAVENPORT, PROFESSIONAL LAND SURVEYOR NO. L-3582, CERTIFY  
TO THE FOLLOWING:  
THAT THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF  
A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES  
PARCELS OF LAND.

STATE OF NORTH CAROLINA      LENOR COUNTY  
L. E. WADE DAVENPORT      CERTIFY THAT THIS PLAT  
MADE UNDER MY SUPERVISION FROM AN ACTUAL SURVEY  
IN BOOK 1550, PAGE 242, ETC. (OTHER) THAT THE BOUNDARIES  
NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM  
INFORMATION FOUND IN DB 31 - PAGE 393; 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 26TH DAY OF OCTOBER, A.D., 2024

STATE OF NORTH CAROLINA      CARTERET COUNTY  
REVIEW OFFICER OF CARTERET COUNTY,  
CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION,  
IS ATTACHED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
DATE: \_\_\_\_\_ REVIEW OFFICER: \_\_\_\_\_

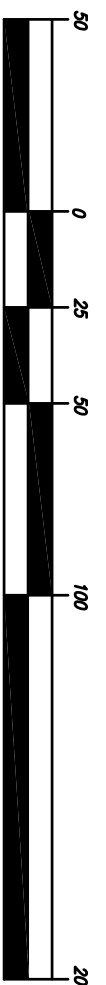
ATLANTIC SURVEYING, P.A.  
111 SOUTH QUEBEN STREET  
KINSTON, NC 28501  
PHONE: (252) 527-6994  
FAX: (252) 522-0139  
PIRA LICENSE# NO. C - 1412

**PRELIMINARY PLAT  
NOT FOR RECORDATION,  
CONVEYANCES OR SALES.  
THIS MEASUREMENT SHALL NOT BE CONSIDERED  
A CERTIFIED DOCUMENT.**

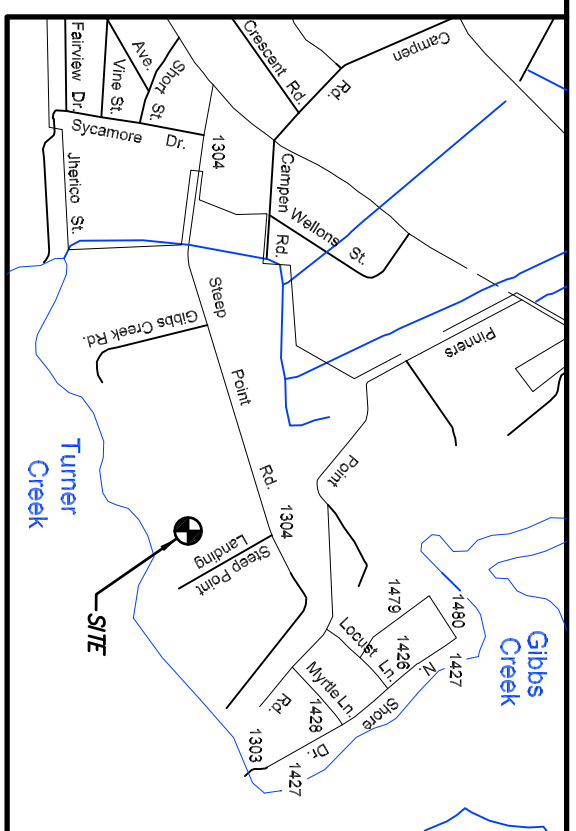
OWNER: DONALD W. NEWMAN  
360 STEEP POINT ROAD  
BEAUFORT, NC 28516

SURVEY FOR  
ALEX PULLY  
AND  
DONALD WAYNE NEWMAN

A FAMILY DIVISION OF PIV# 73613236149000  
OCTOBER 26, 2024  
BEAUFORT TOWNSHIP  
CARTERET COUNTY  
NORTH CAROLINA



FILED FOR REGISTRATION AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M \_\_\_\_\_ 2024.  
MB \_\_\_\_\_ PAGE \_\_\_\_\_  
REGISTER OF DEEDS  
CARTERET COUNTY



Certificate of ownership and dedication. I hereby certify that I am the  
owner of the property shown and described hereon, which is located in the  
subdivision jurisdiction of the Town and that I hereby adopt this plan of  
subdivision with my free consent, established minimum building setback  
lines, and dedicate all streets, alleys, walks, paths, and other sites and  
easements to public or private use as noted. Furthermore, I hereby dedicate  
all sanitary sewer, storm sewer and water lines to the Town.

OWNERS      DATE

COUNTY HEALTH OFFICER      DATE

Certificate of approval of the design and installation of streets, utilities, and  
other required improvements. I hereby certify that all streets, utilities and  
other required improvements have been installed in an acceptable manner  
and according to the Town specifications and standards in the  
Subdivision or that guarantees of the installation of the  
required improvements in an amount and manner satisfactory to the Town  
have been received and that the filing fee for this plat, in the amount of  
\$ \_\_\_\_\_ has been paid.

TOWN MANAGER      DATE

Certification of Approval by the Planning Board  
The Beaufort Planning Board hereby approves the final plat for the  
Subdivision.

CHAIRMAN, BEAUFORT PLANNING BOARD      DATE

LINE	DIRECTION	LENGTH
L1	S74°37'26"W	30.00
L2	N15°22'34"W	32.00
L3	S74°37'26"W	12.00
L4	N15°22'34"W	20.00
L5	N74°37'26"E	12.00
L6	N15°22'34"W	71.04

WILLIAM W. SMITH, III  
DB 1706, P 431  
MB 30, P 674



# IMPROVEMENT PERMIT

Carteret County Health Department  
Environmental Health Division  
3820 Bridges St. Suite A  
Morehead City, NC 28557  
Phone: 252-728-8499 Fax: 252-222-7753

For Office Use Only	
*CDP File Number	419318 - 1
County ID Number:	731613231649000
Evaluated For:	NEW

1.

PERMIT VALID UNTIL: 10/17/2029

**\*NOTE TO INSPECTIONS DIVISION:** Building Permits cannot be issued with this Improvement Permit.

Applicant: Alex Pully

Address: 360 Steep Point Rd

City: Beaufort

State/Zip: NC 28516

Phone #: cell :(919) 417-3401

Property Owner: Donald W Newnam

Address: 360 Steep Point Rd

City: Beaufort

State/Zip: NC. 28516

Phone #: cell :(252) 342-3851

### Property Location & Site Information

Address: 360 Steep Point Rd Beaufort, NC 28516 Subdivision: William Rawls Block/Phase: NEW Lot: 2C TR2

**Directions**

Road#: na

Structure: SINGLE FAMILY

# of Bedrooms: 3

# of People: 6

\*Water Supply: NEW WELL

### System Specifications

**Initial System**

Usable Soil Depth: 48 Minimum Trench Depth: 14 Inches

Saprolite System?: No Maximum Trench Depth: 20 Inches

Design Flow: 360 Septic Tank: 1000 Gallons

Soil Application Rate: 0.5000

\*System Classification/Description:  
TYPE III E. PPBPS GRAVITY DOSED SYSTEM

1-Piece:  Yes  No

\*Proposed System:  
HORIZONTAL PPBPS

Pump Required:  Yes  No  May Be Required

Pump Tank: \_\_\_\_\_ Gallons

1-Piece  Yes  No

Repair System Required:  Yes  No  No, but has Available Space

**Repair System** \* Same as In. + Sew

Usable Soil Depth: \_\_\_\_\_ Minimum Trench Depth: \_\_\_\_\_ Inches

Soil Application Rate: \_\_\_\_\_ Maximum Trench Depth: \_\_\_\_\_ Inches

\*System Classification/Description:  
N/A

Pump Required:  Yes  No  May Be Required

\*Proposed System: \_\_\_\_\_

**\*Site Modifications**

No grading or construction activity is allowed in areas designated for system and repair without approval of Health Department.

Prior to issuance of Construction authorization:

- Have new property line recorded with Carteret County Register of deeds and have a copy sent to Carteret County Health Department.
- Pre-Construction Conference required.

**\*Permit Conditions**

The issuance of this permit by the Health Department in no way guarantees the issuance of other permits. The permit holder is responsible for checking with appropriate governing bodies in meeting their requirements.

Setbacks:

- 5' min from any building / structure.
- 10' min from any property line.
- 20' min from any existing septic system.
- 50' min from ANY well.
- 100' min from S.A waters

Site Plan



The Improvement Permit shall be valid for 5 years from date of issue with a site plan (means a drawing not necessarily drawn to scale that shows the existing and proposed property lines with dimensions, the location of the facility and appurtenances, the site for the proposed Wastewater system, and the location of water supplies and surface waters).

Plat



The Improvement Permit shall be valid without expiration with plat (means a property surveyed prepared by a registered land surveyor, drawn to a scale of one inch equals no more than 60 feet, that includes: the specific location of the proposed facility and appurtenances, the site for the proposed Wastewater system, and the location of water supplies and surface waters. Plat also means, for subdivision lots approved by the local planning authority and recorded with the county register of deeds, a copy of the recorded subdivisions plat that is accompanied by a site plan that is drawn to

The Department and Local Health Department may impose conditions on the issuance and may revoke the permits for failure of the system to satisfy the conditions, the rules, or this article. This permit is subject to revocation if the site plan, plat, or intended use changes (NCGS 130a-335(f)). The person owning or controlling the system shall be responsible for assuring compliance with the laws, rules, and permit conditions regarding system location, installation, operation, maintenance, monitoring, reporting, and repair (per rule .0301(a)).

Applicant/Legal Resps. Signature Required ?  Yes  No

Applicant/Legal Reps. Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Issued By: Oxendine, Zachary \_\_\_\_\_

Date of Issue: 10/17/2024 \_\_\_\_\_

Authorized State Agent: *[Signature]* \_\_\_\_\_

Valid without Expiration ?

Hand Drawing

Import Drawing

**\*\*Site Plan/Drawing attached.\*\***

# Site Plan

- Construction Authorization
- Improvement Permit
- Well Permit
- Existing System Connection Authorization

CDP File Number: 419318

County File Number: 7316.13.23.1649

Property

Location: 360 Steep Point Rd TR 2

Beaufort  
NC 28516

Scale 1" to 50'

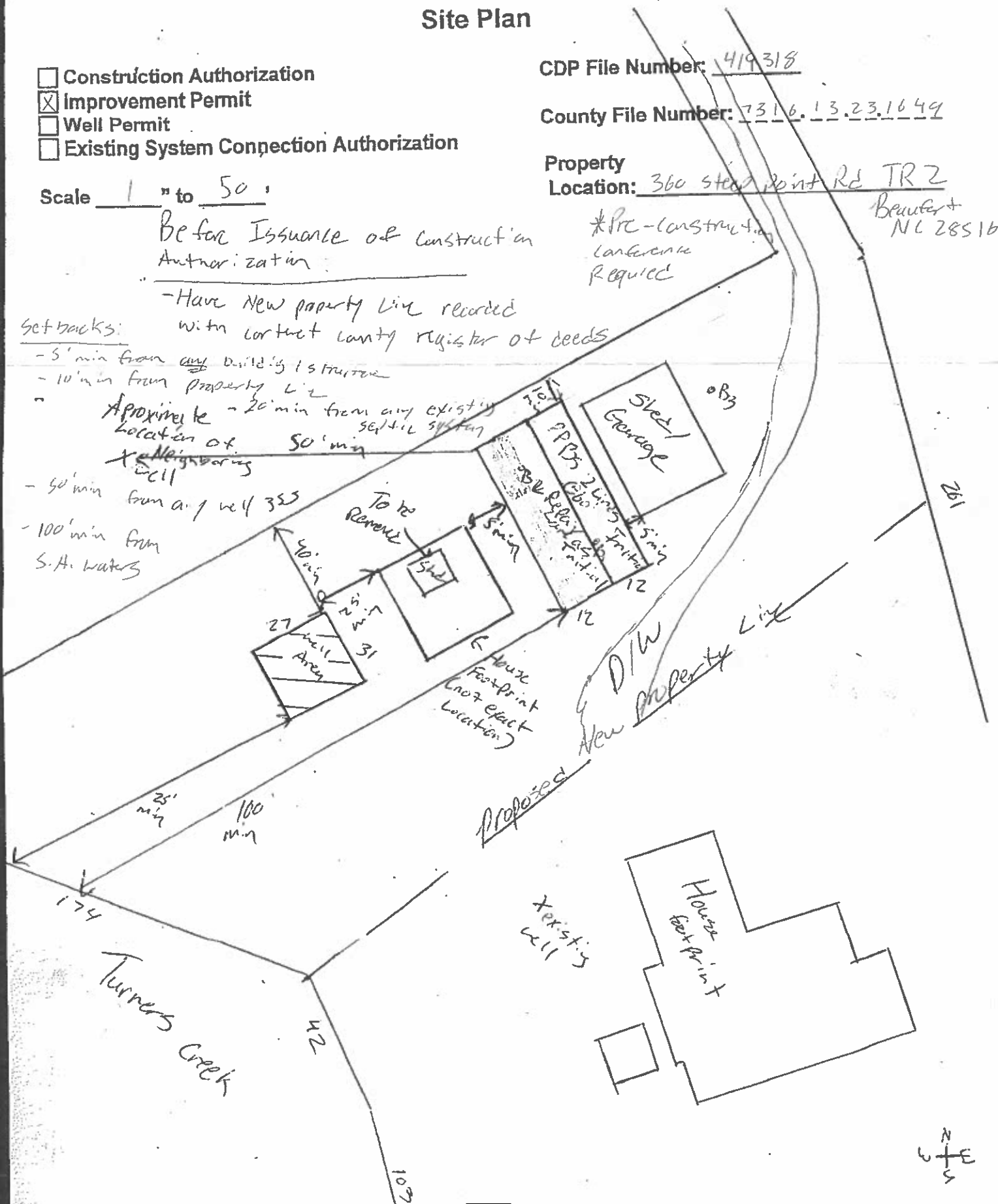
Before Issuance of Construction Authorization:

\*Pre-construction Conference Required

- Have New property line recorded with correct county register of deeds

Setbacks:

- 5' min from any building structure
- 10' min from property line
- Approximate - 20' min from any existing septic system
- 50' min from neighboring well
- 50' min from any well 325
- 100' min from S.A. Waters





# Well Construction Permit

Carteret County Health Department  
Environmental Health Division  
3820 Bridges St. Suite A  
Morehead City NC, 28557  
Phone: 252-728-8499 Fax: 252-222-7753

For Office Use Only

\*CDP File Number 419318

PIN Number: 731613231649000

Tax Lot #: 2C TR2 Tax Block #: \_\_\_\_\_

Evaluated For: DRINKING WATER WELL \ WELL

PERMIT VALID UNTIL: 10/17/2029

Property Owner: Donal W Newnam

Address: 360 Steep Point Rd

City: Beaufort

State/Zip: NC / 28516

Phone #: H: (919) 417-3401

Applicant: Alex Pully

Address: 360 Steep Point Rd

City: Beaufort

State/Zip: NC / 28516

Phone #: H: (919) 417-3401

## Property Location & Site Information

Address/Road #: 360 Steep Point Rd  
Beaufort NC, 28516

Subdivision: William Rawls Phase: \_\_\_\_\_ Lot: 2C TR2

\*Proposed use of Well: DRINKING WATER WELL

If Other: \_\_\_\_\_

Applicant Email: alexpull@gmail.com

Owner Email: wnewnam@gmail.com

Directions: na

## Well Contractor Information

Drilling Contractor: \_\_\_\_\_ Driller Registration: \_\_\_\_\_

## Permit Conditions

\*Permit Conditions

Setbacks:

- 25' min from any building/ structure.
- 25' min from S.A waters.
- 40' min from North & South property lines.
- 50' min from ANY septic system.

Well location, construction and protection must meet all state and local regulations and must be inspected and approved by an authorized representative of the Local Health Department. The permit may be revoked at any time for failure to comply with existing regulations. The siting of approved well construction area(s) by the Health Department is to provide protection from the known possible sources of contamination. The approved well area(s) may not be changed without permission from an authorized representative of the Local Health Department. Issuance of this well permit does not guarantee water quality or adequate water production from the well once it is installed or repaired.

\*Issued By: Oxendine, Zachary

Authorized State Agent: [Signature]

Owner/Applicant: \_\_\_\_\_

\*Date of Issue: 10/17/2024

Hand Drawing  Import Drawing

**\*\*Site Plan/Drawing attached.\*\***

# Site Plan

- Construction Authorization
- Improvement Permit
- Well Permit
- Existing System Connection Authorization

CDP File Number: 419318

County File Number: 7316.13.23.1649

Property Location: 360 steel point Rd TR 2

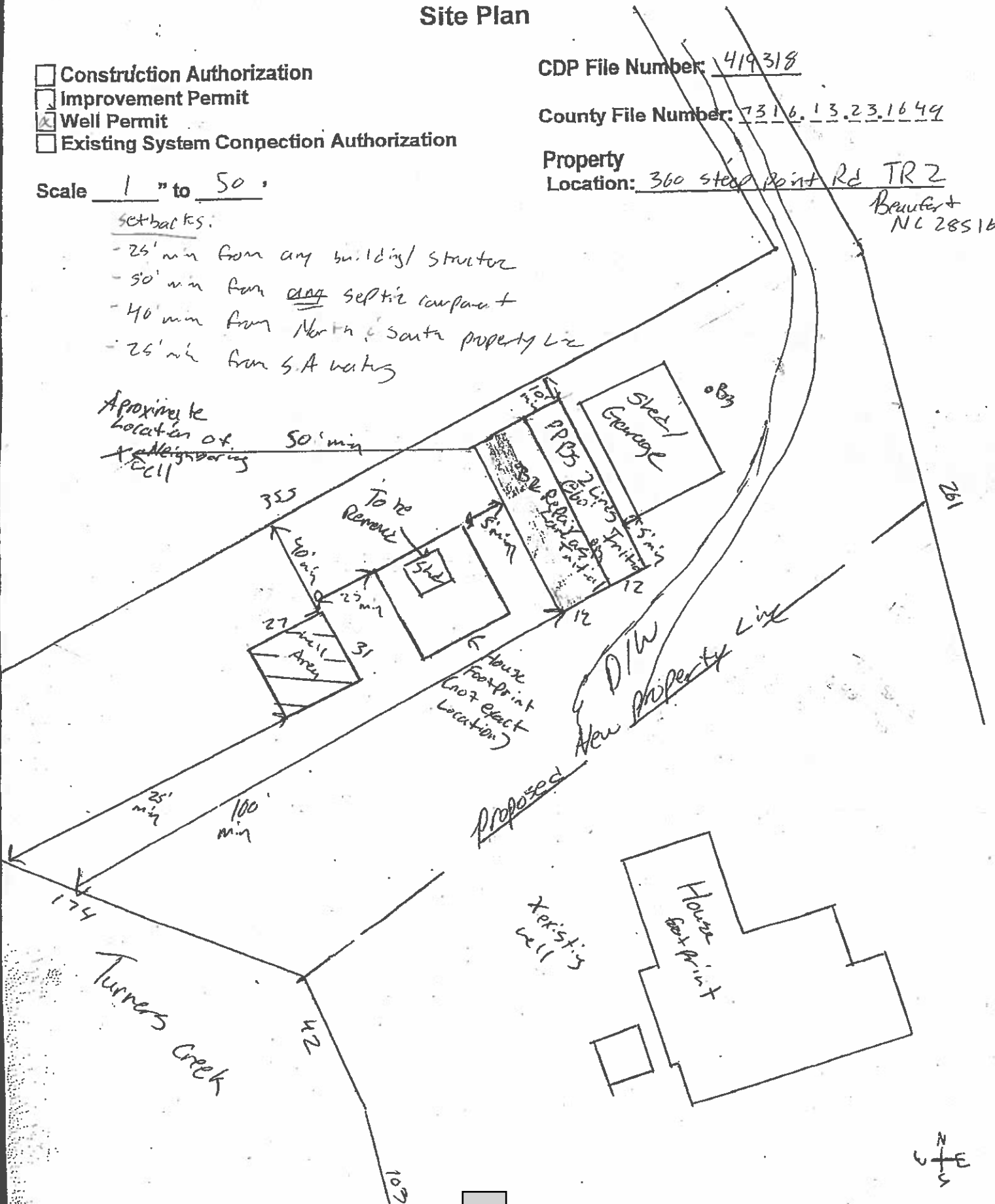
Beaufort  
NC 28516

Scale 1" to 50'

setbacks:

- 25' min from any building/structure
- 50' min from any septic component
- 40' min from North & South property line
- 25' min from S.A waters

Approximate location of neighboring well

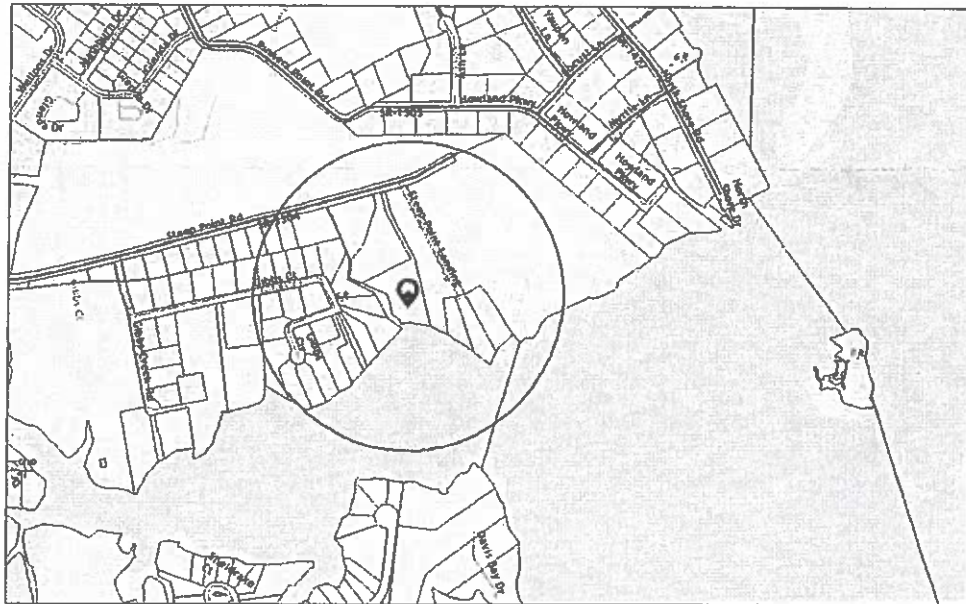







# WPDT Screening Report

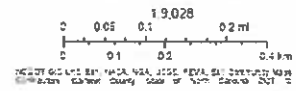
## Area of Interest (AOI) Information

Area : 3,134,508.78 ft<sup>2</sup>

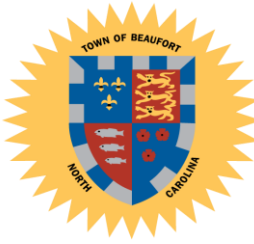
Oct 17 2024 16:12:47 Eastern Daylight Time



-  North Carolina Parcels (Polygons) - Parcels
-  County Boundary
-  Non-System Roads
-  Non-System
-  Secondary Route



All North Carolina Department of Environmental Quality (NCDEQ) GIS data is expressly provided "AS IS" and "WITH ALL FAULTS". The NCDEQ makes no warranty of any kind, express or implied, concerning this information, including but not limited to any warranties of merchantability or fitness for any particular purpose. The NCDEQ assumes no responsibility or legal liability concerning the Data's accuracy, reliability, completeness, timeliness, or usefulness. The data is not intended to constitute advice nor is it to be used as a substitute for specific advice from a professional. Users should not act (or refrain from acting) based upon information in the Data without independently verifying the information and obtaining any necessary professional advice. Users are solely responsible for ensuring the accuracy, currency and other qualities of any products derived from or in connection with the NCDEQ's Data. The Data is collected from various sources and may be modified over time without notice to improve spatial and attribute accuracy. The NCDEQ disclaims responsibility for the spatial accuracy and attribution of GIS features and makes no warranty concerning same.



**APPLICATION FOR A PRELIMINARY SUBDIVISION PLAT**

**Instructions:**

Please complete the form below and include all required attachments, including the \$250.00 application fee and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed but will be returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

**APPLICANT INFORMATION**

Applicant Name: Alex Pully

Applicant Address: 2646 Lennoxville Road, Beaufort, NC 28516

Phone Number: 919-417-3401 Email: alexpully@gmail.com

Property Owner Name: Donald Wayne Newnam

Address of Property Owner: 360 Steep Point Road, Beaufort, NC 28516

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION**

Property Address: 360 Steep Point Road, Beaufort, NC 28516

15-Digit PIN #: 731613231649000 Lot/Block #: 2C-1

Size of Property (in square feet or acres): 0.79 Acres Current Zoning: R-20

\_\_\_\_\_  
Applicant Signature Date of Signature

\_\_\_\_\_  
Property Owner Signature (if different than above) Date of Signature

An application fee of **\$250.00**, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit 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 **Subdivision Ordinance**, and all other pertinent sections of the Ordinance for the information required to accompany this application. We require one digital/electronic copy and one paper copy of any plans submitted for the preliminary plat

The Town's website address is [www.beaufortnc.org](http://www.beaufortnc.org).

OFFICE USE ONLY Revised 8/2020

Date: \_\_\_\_\_  
Received by: \_\_\_\_\_

Reviewed for Completeness By: \_\_\_\_\_  
Date Deemed Complete and Accepted: \_\_\_\_\_



## APPLICATION FOR A FINAL SUBDIVISION PLAT

### Instructions:

Please complete the form below and include all required attachments, including the **\$250.00 application fee** and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed but **will be** returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

### APPLICANT INFORMATION

Applicant Name: Alex Pully

Applicant Address: 2646 Lennoxville Road, Beaufort, NC 28516

Phone Number: 919-417-3401 Email: alexpully@gmail.com

Property Owner Name: Donald Wayne Newnam

Address of Property Owner: 360 Steep Point Road, Beaufort, NC 28516

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY INFORMATION

Property Address: 360 Steep Point Road, Beaufort, NC 28516

15-Digit PIN: 731613231649000 Lot/Block Number: 2C-1

Size of Property (in square feet or acres): 0.79 Acres Current Zoning: R-20

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date of Applicant's Signature

\_\_\_\_\_  
Property Owner Signature (if different than applicant)

\_\_\_\_\_  
Date of Owner's Signature

An application fee of \$250, 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 business days prior to a Planning Board scheduled meeting date.

Please refer to the Town's **Subdivision Ordinance**, and all other pertinent sections in the Ordinance for the information required to accompany this application. We require an electronic/ digital copy on one printed copy of any plans submitted for the final plat.

The Town's website address is [www.beaufortnc.org](http://www.beaufortnc.org).

**OFFICE USE ONLY** Revised 08/2020

Date: \_\_\_\_\_

Reviewed for Completeness By: \_\_\_\_\_

Received by: \_\_\_\_\_

Date Deemed Complete 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 Planning Board Regular Meeting  
6:00 PM Monday, November 18, 2024 – Train Depot**

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**AGENDA CATEGORY:** New Business  
**SUBJECT:** 2025 Planning Board Meeting and Submittal Calendar

**BRIEF SUMMARY:**

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

**REQUESTED ACTION:**

Discussion on Proposed Calendar  
Decision on Proposed Calendar

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Kyle Garner, AICP  
Planning & Inspections Director

**BUDGET AMENDMENT REQUIRED:**

N/A

**\*Proposed\***  
**Planning Board Meeting Dates for 2025**  
**(Third Monday of the Month)**

<b>Submission Deadline</b>	<b>Meeting Date</b>
12.30.2024	*1.21.2025
1.27.2025	2.17.2025
2.24.2025	3.17.2025
3.31.2025	4.21.2025
4.28.2025	5.19.2025
5.26.2025	6.16.2025
6.30.2025	7.21.2025
7.28.2025	8.18.2025
8.25.2025	9.15.2025
9.29.2025	10.20.2025
10.27.2025	11.17.2025
11.24.2025	12.15.2025

\* Meeting date changed due to Holiday Schedule