



Town of Beaufort, NC

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

Town of Beaufort Historic Preservation Regular Meeting 6:00 PM Tuesday, December 02, 2025 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Minutes Approval

- [1.](#) HPC Draft Minutes 110425

Administration of Oaths

Items of Consent

- [1.](#) Approval of the Order for 99 Ann Street, 100 Sunset Lane, 110 Orange Street, 113 Orange Street, 113 Turner Street, 201 Front Street, 215 Ann Street, and 306 Ann Street – Certificate of Appropriateness

New Business

- [1.](#) Case # 25-37 217 Front St. - New Brick Walk & Steps
- [2.](#) Case # 25-36 314 Ann St- Parking & Landscaping

Commission / Board Comments

Staff Comments

Adjourn



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Town of Beaufort Historic Preservation Regular Meeting
6:00 PM Tuesday, November 4th, 2025 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes

Call to Order

Chair McCune called the November 4th, 2025 Beaufort Historic Preservation Commission (HPC) regular meeting to order at 6:00 p.m.

Roll Call

Members Present: Joyce McCune, Chair; Bradley Hedrick, Vice-Chair; Kris Davis, Tyler Tennant

Members Absent: Bradley Cummins, Marissa Morris, Jessica Sabiston

A quorum was declared with four members present.

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

Agenda Approval

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Minutes Approval

Member Davis made the motion to approve the Minutes as presented and Vice-Chair Hedrick made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Administration of Oaths

Chair McCune gave the Quasi-Judicial Statement as follows: This hearing is a quasi-judicial evidentiary hearing. That means it is like a court hearing. State law sets specific procedures and rules concerning how this board must make its decision. The board must base its decision upon competent, relevant and substantial evidence in the record. A quasi-judicial decision is not a popularity contest. It is a decision constrained by the standards in the ordinance and based on the facts presented. All applications for Certificates of Appropriateness must be consistent with the Design Guidelines for the Beaufort Historic District & Landmarks; however, regardless of compliance with these Design Guidelines, the HPC will not approve a COA that is not congruous with the special nature of the Beaufort Historic District as a whole. If you will be speaking as a witness, please focus on the facts and standards, not personal preference or opinion. Participation is limited. This meeting is open to the public. Everyone is welcome to watch. Parties with standing have rights to participate fully. Parties may present evidence, call witnesses and make legal arguments. Parties are limited to the applicant, the local government and individuals who can show they will suffer special damages. Other individuals may serve as witnesses when called by the board. For certain topics, this board may hear opinion testimony from expert witnesses. Individuals providing expert opinion must be qualified as experts and provide the factual evidence upon which they base their expert opinion. Witnesses must swear or affirm their testimony. At this time, we will administer the oath for all individuals who intend to provide witness testimony.

Secretary Anderson then administered the Oath to Kyle Garner and Brad Fockler.

Old Business

1. Case #25-27 201 Front St – Replace Cedar Shake with Metal Roof

Chair McCune introduced Case #25-27 and asked for the Staff Report. Mr. Fockler explained that this case was tabled in September as the board had requested further details and examples from the applicant. There were no questions for Mr. Fockler.

Secretary Anderson then administered the Oath to the applicant, John Engelhard of Owens Construction.

John Engelhard, project manager, presented updated information including a report from environmental scientists regarding mold issues and stating that the environmental scientists recommended replacing the cedar roof, which is currently in very poor condition, with a standing seam metal roof. The roof line would not be changed but Mr. Engelhard presented two choices for ridge caps with the roll cap being higher.

When asked about ventilation, Mr. Engelhard explained the attic would be completely sealed and air conditioned, with various mechanical systems including zones and duct work. He emphasized that the metal roof was recommended as "the best option to put on this roof to make sure this home lasts another hundred and fifty to two hundred years."

Board members expressed concerns about replacing the historic cedar shake roof with a metal one. Chair McCune noted this home is one of the earliest built in Beaufort, around 1790, and there is a photo from 1909 clearly showing a cedar shake roof, and she suggested using architectural shingles to keep the same look. Vice-Chair Hedrick asked if any research had been done on previous roofs that had been put on the house and if a more modern cedar shake roof had been investigated and Mr. Engelhard said no to both questions. Member Davis stated that in his opinion a cedar shake roof is the best for this house and the envelope can be accomplished with the cedar roof, and he had an issue with the ridge cap on the proposed metal roof.

Chair McCune asked if there were any parties with standing or witnesses who would like to speak and there were none.

Discussion focused on whether the moisture problems could be solved while maintaining cedar shakes. Chair McCune gave the Duncan House as an example of a newly cedar shaken historic house. The board discussed roofing guidelines 6.1.3 and 6.1.7. There was extensive deliberation regarding the appropriateness of new metal roofing on one of the most historic homes in Beaufort and the proper ridge cap to be utilized.

Mr. Engelhard further explained the difference between the ridge caps and he acknowledged that while they could make any roof not leak, the metal roof was integral to the comprehensive environmental envelope system designed to address the home's severe humidity and microbial growth issues.

Chair McCune asked for a motion for a Finding of Fact for Case #25-27. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-27, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Roof Guidelines 6.1.1, 6.1.2, 6.1.3, 6.1.4, 6.1.7 with the condition that the ridge cap not be agricultural and be as minimally obtrusive as possible.

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

Voting yea: Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Voting nay: Chair McCune

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-27.

Member Davis made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #25-27 be issued for the proposed work.

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

Voting yea: Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Voting nay: Chair McCune

Chair McCune then declared Case #25-27 closed and notified Mr. Engelhard that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

New Business

1. Case #25-29 99 Ann St – Install Public Park, Walking Path, Landscaping, and Observation Deck

Chair McCune introduced Case #25-29 and asked for the Staff Report. Mr. Garner submitted the Staff Report and slide show as part of the record. He noted that Sam Bell, Town Engineer, Rachel Johnson, Public Information Officer, and Jen Welborn, Community Engagement Director, were in the audience, and Mr. Bell and Ms. Johnson were involved in the project. Mr. Garner's presentation included the application for a new public park at the west end of Ann Street. The project included removing 6,829 square feet of pavement and installing 2,189 square feet of parking pavers, leaving a large pervious grass surface. The plan featured pagoda-style lighting, a covered swing, brick pavers, Beaufort-style fencing, benches, bike racks, and picnic tables. He noted that the landscaping plan would be later determined by the Beaufort Garden Club.

Secretary Anderson then administered the Oath to Sam Bell.

Mr. Bell provided updates on the CAMA permitting process and adjustments made based on public input and adjacent property owner comments. Adjustments to the plan included modifying walkways to comply with buffer zone requirements, adjusting parking to accommodate a new driveway on the adjacent property, and potentially narrowing the observation deck to maintain proper distances from neighboring docks. Mr. Garner added they had received a CAMA grant for \$120,000 through Ms. Johnson's efforts.

Mr. Bell noted that there would be one handicap parking space and American Disabilities Act (ADA) access to the observation deck.

Secretary Anderson then administered the Oath to Tom Pusateri.

Tom Pusateri, an adjacent property owner, expressed appreciation for the town's accommodations but raised concerns about allowing fishing from the observation deck due to strong currents and proximity to private docks. He noted that the Broad Street park specifically prohibits fishing for similar reasons.

Vice-Chair Hedrick made a motion to deny Mr. Pusateri standing in the matter and Member Davis made the second.

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

The board discussed landscaping plans, with the understanding that the Beaufort Garden Club would determine specific plant selections at a later date. A rain garden with specific planting requirements would be included. The board agreed that final landscaping plans could be approved as a Minor Work item.

When asked about railings for the observation deck, Mr. Bell indicated they would be similar to the boardwalk railings for safety.

Chair McCune asked for a motion for a Finding of Fact for Case #25-29. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-29, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Landscaping Guidelines 8.1.1, 8.1.5, 8.1.6, 8.1.10, 8.1.11, 8.1.12, 8.1.14; Outside Utilities Guidelines 8.3.1, 8.3.3, 8.3.5, 8.3.6; Exterior Lighting Guidelines 8.4.2, 8.4.4; Off-Street Parking Guidelines 8.5.1, 8.5.2, 8.5.5, 8.5.6, 8.5.7; Signage Guidelines 8.6.1, 8.6.2, 8.6.4, 8.6.5, 8.6.7, 8.6.8; Docks, Piers, and Boardwalks Guidelines 8.7.1 with the exception that Landscaping Guidelines 8.1.5 and 8.1.6 will be considered at a later date as Minor Works.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-29.

Chair McCune made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #25-29 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Chair McCune then declared Case #25-29 closed.

2. Case #25-30 100 Sunset Ln – New Porch Roof Over West Side 3rd Floor

Chair McCune introduced Case #25-30 and asked for the Staff Report. Mr. Fockler stated that the applicant wishes to install a roof over the existing third floor balcony of the new home.

Secretary Anderson then administered the Oath to the applicant, Dillon Rose of DJ Rose & Sons Inc.

Mr. Rose explained that the home owner wanted to create shade over the third floor with the covering to match the first and second floors. The underside will match the existing ceilings on the first and second floors. The new columns will be 8" x 8" wrapped in PVC and painted white.

There were no parties who wished to speak.

Chair McCune asked for a motion for a Finding of Fact for Case #25-30. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-30, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Roof Guidelines 6.1.3, 6.1.5.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-30.

Member Davis made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #25-30 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Chair McCune then declared Case #25-30 closed and notified Mr. Rose that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

3. Case #25-31 113 Turner St – Replace Existing Store Front Sign

Chair McCune introduced Case #25-31 and asked for the Staff Report. Mr. Fockler stated that the applicant wishes to replace the existing sign to match the new company name. Chair McCune noted the storefront door had been replaced already as the former door was a safety and security issue.

The applicant was present but there were no questions for her and there were no parties who wished to speak.

Chair McCune asked for a motion for a Finding of Fact for Case #25-31. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-31, move

that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Signage Guidelines 8.6.1, 8.6.2, 8.6.3, 8.6.4, 8.6.5 to include the mailbox.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-31.

Chair McCune made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #25-31 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Chair McCune then declared Case #25-31 closed and notified Ms. Snyder that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

4. Case #25-32 215 Ann St – Install Handicap Ramp with Handrail, Install Fence, Landscaping

Chair McCune introduced Case #25-32 and asked for the Staff Report. Mr. Fockler stated that the applicant wishes to update a handicap ramp with a handrail, add a Beaufort style fence, and install landscaping.

Secretary Anderson then administered the Oath to the applicants, Charles Haskins of Heritage Designs and Robert Webb of Lawn Master Inc.

Mr. Haskins presented the application for St. Paul's Episcopal Church. The existing ADA ramp was in severe disrepair with only 39 inches of cleared space and multiple cracks affecting the facade and brick below. The ramp lacked a proper landing and immediately transitioned to a down ramp.

The proposal included demolishing the entire ramp and extending it past the existing sidewalk by approximately 18 feet to properly meet grade requirements. This would eliminate the need for retention walls and soften the grade transition. A masonry footer wall with roll lock and concrete top would support wrought iron handrails matching the existing church railings.

Mr. Haskins presented brick samples showing oversized Savannah-style Pine Hall brick with slight flashing. The plan included a Beaufort-style sawtooth fence with 10x10 posts and hip caps to screen garbage cans. Landscaping would include retaining the existing camellia, adding drift roses, and planting podocarpus maki to screen the ramp.

He read a statement from Reverend Tammy of St. Paul's describing the courtyard project as creating "an intentional welcoming sacred space outdoors" serving as "a cathedral of the outdoors where one can enjoy the beauty of God's creation."

Board members confirmed the sidewalk alignment would remain unchanged with the grass devil strip maintained. Some hardscaping behind the ramp would not be visible from the street.

Chair McCune asked for a motion for a Finding of Fact for Case #25-32. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-32, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Landscaping Guidelines 8.1.1, 8.1.5, 8.1.11; Fences and Walls Guidelines 8.2.1, 8.2.2, 8.2.3, 8.2.7; Accessibility and Life Safety Guidelines 6.8.1, 6.8.3.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-32.

Member Davis made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #25-32 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Chair McCune then declared Case #25-32 closed and notified Mr. Haskins that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

5. Case #25-33 110 Orange St – New Covered Side Entrance and Replace Window with Door

Chair McCune introduced Case #25-33 and asked for the Staff Report. Mr. Fockler stated that the applicants wish to construct a covered side entrance on the south side and replace a window with a door.

Secretary Anderson then administered the Oath to the applicants Bland and Ann Simpson, owners of 110 Orange St.

Mrs. Simpson explained this would replace a porch cover that existed when she and her mother purchased the home in the 1980s but was removed during previous renovations. The south-facing entrance needed protection from weather, particularly after Hurricane Florence drove rain through the window frames.

The proposal included a covered entrance with a porch above to provide outdoor access for a second-floor apartment. One window on the second floor closest to the chimney would be replaced with a door. All of the materials would be wood and the structure would be simple in design.

All materials would be painted wood in white to match the existing home. Ms. Simpson noted a similar structure exists on their Front Street neighbor's property. Board members discussed whether to consider it a deck or balcony, with Ms. Simpson preferring to call it a balcony. They confirmed it would be open-air on top with railings for safety.

Chair McCune gave the motion for a Finding of Fact for Case #25-33: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-33, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Porches and Entrances Guidelines 6.5.7; Decks on Historic Buildings Guidelines 7.9.2, 7.9.3; Window and Door Guidelines 6.4.3; 6.4.10.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-33.

Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #25-33 be issued for the proposed work.

Member Tennant made the second and took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Chair McCune then declared Case #25-33 closed and notified the applicants that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

6. Case #25-34 113 Orange St – Replace Fence and Wooden Steps

Chair McCune introduced Case #25-34 and asked for the Staff Report. Mr. Fockler stated that the applicant wishes to replace a deteriorating picket fence and wooden steps. The home was built in 1998 and features brick sidewalks and driveway. Mr. Fockler noted that Mr. Johnston had provided physical brick samples to staff well in advance of the meeting.

Secretary Anderson then administered the Oath to the applicant Jeff Johnston, owner of 113 Orange St.

Mr. Johnston explained that the proposal included replacing the existing fence with Beaufort-style picket fencing between four brick pillars - one at each property corner and one on either side of a new saloon-style double gate. The brick would match existing materials. Between pillars would be 4x4 wooden posts with caps. The fence would remain 4 feet high with pillars extending 6-8 inches above with flat brick caps extending slightly beyond the pillar width. The wooden steps would be replaced with brick steps of the same dimensions and number.

Board discussion focused on ensuring the pillar caps would be proportional, with agreement that two courses of brick would be appropriate. The board also discussed the brick columns not extending over 48”.

Chair McCune asked if there were any parties with standing or any witnesses who would like to speak and there were none.

Chair McCune asked for a motion for a Finding of Fact for Case #25-34. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-34, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Porches and Entrances Guidelines 6.5.7; Fences and Walls Guidelines 8.2.2 with the condition that the brick columns do not exceed more than two courses of brick over 48”.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-34.

Chair McCune made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #25-34 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Chair McCune then declared Case #25-34 closed and notified Mr. Johnston that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

7. Case #25-35 306 Ann St – New Brick Walkway and Landscaping

Chair McCune introduced Case #25-35 and asked for the Staff Report. Mr. Fockler stated that the applicant wishes to install a new brick walkway and landscaping to deter people from walking through the grass from Ann Street.

Secretary Anderson then administered the Oath to the applicant Nick Brown, project manager.

The request was for a brick walkway between the existing sidewalk and Ann Street with evergreen shrubbery and ornamental grass landscaping.

Mr. Brown explained that despite installing sod less than 18 months ago, the lawn showed signs of possible pest infestation with dirt mounds throughout. Historical photos showed similar deterioration had occurred with previous sod installations 15-20 years ago. The main issue was frequent foot traffic from deliveries and visitors tracking mud and dirt onto the porch and into the house.

The proposed walkway would match the width of the existing porch stairs using reclaimed antique brick matching the existing walkway. Landscaping would include pittosporum or cheesewood evergreen shrubs along the new walkway and liriope or monkey grass along the sidewalk. Mr. Brown showed examples of similar installations in the historic district that served as inspiration for their design. There would be no irrigation installed.

The board questioned the 8' requested width of the walkway and Mr. Garner stated that 4' was the standard but there were larger walkways around the historic district. The area of the walkway is in the Town of Beaufort's right-of-way and the owner will need to obtain an easement from the town before proceeding with the approved work.

Chair McCune asked if there were any parties with standing or any witnesses who would like to speak and there were none.

Chair McCune asked for a motion for a Finding of Fact for Case #25-35. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-35, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Landscaping Guidelines 8.1.1, 8.1.2, 8.1.5, 8.1.9, 8.1.10 with the condition that no work will begin until there is an easement agreement with the Town of Beaufort.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-35.

Member Davis made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #25-35 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Chair McCune then declared Case #25-35 closed and notified Mr. Brown that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

Commission / Board Comments

Vice-Chair Hedrick spoke about the historian Tony Wren and his contributions to Beaufort, especially the 1969/1970 original documentation for the National Register of Historic Places. He suggested a historic marker for Mr. Wren and noted the new roundabout at Ann Street Park may be a good location.

Staff Comments

Mr. Garner submitted the 2026 Calendar for the board’s review and approval.

Chair McCune made a motion to approve the 2026 HPC Calendar and Vice-Chair Hedrick made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Adjourn

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tyler Tennant

Chair McCune declared the November 4th, 2025 meeting adjourned at 8:45 p.m.

Chair, Joyce McCune

Board Secretary, Laurel Anderson



Town of Beaufort, NC

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**Town of Beaufort Historic Preservation Commission
6:00 P.M. December 2, 2025 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: Consent

SUBJECT: Approval of the Order for 99 Ann Street, 100 Sunset Lane, 110 Orange Street, 113 Orange Street, 113 Turner Street, 201 Front Street, 215 Ann Street, and 306 Ann Street – Certificate of Appropriateness

BRIEF SUMMARY:

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

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

REQUESTED ACTION:

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

EXPECTED LENGTH OF PRESENTATION:

0 Minutes (Presentation from Staff)

SUBMITTED BY:

Kyle Garner, AICP Planning Director

BUDGET AMENDMENT REQUIRED:

N/A



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December 2, 2025

DJ Rose & Sons Inc./Dillon Rose Jr.
P.O. Drawer 2426
Rocky Mount, NC 27802

RE: Case # 25-30 100 Sunset Lane – New Porch Roof Over West Side 3rd Floor

To whom it may concern:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

Cc: Sunset Lane Properties, LLC

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner [redacted]ucky Oliver • Commissioner Sarah Spiegler
Town Ma [redacted]att Zapp



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on November 4, 2025, to consider a Certificate of Appropriateness (“COA”) application submitted by DJ Rose & Sons Inc./Dillon Rose Jr. for **CASE # 25-30 100 SUNSET LANE – NEW PORCH ROOF OVER WEST SIDE 3RD FLOOR** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on November 4, 2025, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Roof Guidelines

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

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

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 25-30 100 SUNSET LANE – NEW PORCH ROOF OVER WEST SIDE 3RD FLOOR**.

This the 2nd day of December, 2025.

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



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

December 2, 2025

Ann Simpson
3100 Morrow Farm Lane
Chapel Hill, NC 27516

RE: Case # 25-33 110 Orange Street – New Covered Side Entrance and Replace Window with Door

Dear Ms. Simpson:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner [redacted]ucky Oliver • Commissioner Sarah Spiegler
Town Ma [redacted] 15 [redacted]att Zapp



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on November 4, 2025, to consider a Certificate of Appropriateness (“COA”) application submitted by Ann Simpson for **CASE # 25-33 110 ORANGE STREET – NEW COVERED SIDE ENTRANCE AND REPLACE WINDOW WITH DOOR** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on November 4, 2025, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Porches and Entrances Guidelines

6.5.7. Use architectural details and ornamentation that are compatible with the style, period, and detailing of the porch and structure. Such features as new metal columns or wrought iron posts, over-scaled columns with elaborate capitals, metal or plastic balustrades are not allowed. The creation of a false historical appearance, such as adding Victorian ornament to a plain early 20th century porch, is not appropriate.

Deck on Historic Buildings Guidelines

7.9.1 Locate decks only on the rear ground level of historic buildings or other ground-floor level where the deck is not visible from public view.

7.9.2. Design decks to eliminate physical or visual damage to significant historic architectural features.

7.9.3. Decks should be attached to the historic building so that they may be removed without significant damage.

Window and Door Guidelines

6.4.3. Use replacement windows and doors that match the existing historic elements as closely as possible. Wood windows should be replaced with wood windows. If replacement windows or doors are required, consider first replacing only the deteriorated element, such as a single sash or door, rather than the entire frame or unit. Any new replacements shall match the original in all dimensions, materials, and detailing as closely as possible.

6.4.10. New window and door openings shall not alter the historic character of the building or cause damage to historic materials or other significant architectural features. They must be detailed and sized to be compatible with the existing structure.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 25-33 110 ORANGE STREET – NEW COVERED SIDE ENTRANCE AND REPLACE WINDOW WITH DOOR.**

This the 2nd day of December, 2025.

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



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www.beaufortnc.org

December 2, 2025

Jeffery Johnston
113 Orange Street
Beaufort, NC 28516

RE: Case # 25-34 113 Orange Street –Replace Fence and Wooden Steps

Dear Mr. Johnston:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on November 4, 2025, to consider a Certificate of Appropriateness (“COA”) application submitted by Jeffery Johnston for **CASE # 25-34 113 ORANGE STREET –REPLACE FENCE AND WOODEN STEPS** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on November 4, 2025, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Porches and Entrances Guidelines

6.5.7. Use architectural details and ornamentation that are compatible with the style, period, and detailing of the porch and structure. Such features as new metal columns or wrought iron posts, over-scaled columns with elaborate capitals, metal or plastic balustrades are not allowed. The creation of a false historical appearance, such as adding Victorian ornament to a plain early 20th century porch, is not appropriate.

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.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 25-34 113 ORANGE STREET –REPLACE FENCE AND WOODEN STEPS WITH THE CONDITION THAT THE BRICK COLUMNS BE NO HIGHER THAN 2 BRICKS HIGHER THAN 48 INCHES.**

This the 2nd day of December, 2025.

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



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December 2, 2025

Beaufort Home Shoppe and Gallery
113 Turner Street
Beaufort, NC 28516

RE: Case # 25-31 113 Turner Street - Replace Existing Store Front Sign

To whom it may concern:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

Cc: Nelson Square, LLC

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner Lucky Oliver • Commissioner Sarah Spiegler
Town Manager Matt Zapp



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on November 4, 2025, to consider a Certificate of Appropriateness (“COA”) application submitted by Beaufort Home Shoppe and Gallery for **CASE # 25-31 113 TURNER STREET - REPLACE EXISTING STORE FRONT SIGN** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on November 4, 2025, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Signage Guidelines

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

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

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

8.6.4. Neon colors or fluorescent colors on signs is not allowed.

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

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 25-31 113 TURNER STREET - REPLACE EXISTING STORE FRONT SIGN AND MAILBOX.**

This the 2nd day of December, 2025.

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



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December 2, 2025

Heritage Construction/Lawn Master, Inc.
111 Anglers Way
Beaufort, NC 28516

RE: Case # 25-32 215 Ann Street - Install Handicap Ramp with Handrail, Install Beaufort Style Fence & Landscaping

To whom it may concern:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

Cc: Saint Paul's Episcopal Church

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner [redacted]ucky Oliver • Commissioner Sarah Spiegler
Town Ma [redacted] 23 [redacted]att Zapp



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on November 4, 2025, to consider a Certificate of Appropriateness (“COA”) application submitted by Heritage Construction/Lawn Master, Inc. for **CASE # 25-32 215 ANN STREET - INSTALL HANDICAP RAMP WITH HANDRAIL, INSTALL BEAUFORT STYLE FENCE & LANDSCAPING** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on November 4, 2025, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Landscaping Guidelines

- 8.1.1. Preserve and maintain historic public and private landscapes that contribute to the character of the historic district, including open spaces, streetscapes, and yards.
- 8.1.5. All new plant materials selected for replanting or new planting in publicly visible areas should complement as much as possible those found on the site and in the surrounding area of the district.
- 8.1.11. Historic sidewalks and other paving materials should be preserved and maintained. New sidewalks shall be compatible in material, detailing, color and finish to existing historic sidewalks.

Fences and Walls Guidelines

- 8.2.1 Maintain and preserve historic fence and wall material wherever possible. If replacement is necessary, use new material that matches the historic material in composition, size, shape, color, pattern and texture.
- 8.2.2 Design new fences that are compatible with the associated building, 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.
- 8.2.7. Contemporary or utilitarian fence materials are not appropriate for fences in the public view. Inappropriate materials include: plastic, vinyl, chain link, wire, and all other modern materials. The use of modern fencing is permitted for rear yards only, in areas not seen from the public view, using vinyl-coated chain link (dark green or black), standard chain link or heavy wire (“hog wire”). Use plantings such as

ivy, climbing roses, jasmines, or other vines to hide wire fences.

Accessibility and Life Safety Guidelines

6.8.1. Locate fire exits, stairs, landings, and ramps so that they are compatible with the character of the building or site. For example, wheelchair ramps may replicate a railing detail on a building or be of a simple design that allows it to blend discreetly with its surroundings. Such elements should be painted to tie in with the structure.

6.8.3. Construct wheelchair ramps and chair lifts that are portable or temporary and do not permanently damage, obscure, or require the removal of character defining architectural features. Such alterations should be reversible in nature to maintain the integrity of the historic resource.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 25-32 215 ANN STREET - INSTALL HANDICAP RAMP WITH HANDRAIL, INSTALL BEAUFORT STYLE FENCE & LANDSCAPING.**

This the 2nd day of December, 2025.

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



Town of Beaufort
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www.beaufortnc.org

December 2, 2025

Nick Brown
903 Westhaven Boulevard
Morehead City, NC 28557

RE: Case # 25-35 306 Ann Street – Install New Brick Walkway & Landscaping

Dear Mr. Brown:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

Cc: Tom Hollinshed

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner [redacted]ucky Oliver • Commissioner Sarah Spiegler
Town Ma [redacted] 26 [redacted]att Zapp



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on November 4, 2025, to consider a Certificate of Appropriateness (“COA”) application submitted by Nick Brown for **CASE # 25-35 306 ANN STREET – INSTALL NEW BRICK WALKWAY & LANDSCAPING** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on November 4, 2025, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Landscaping Guidelines

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

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

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

8.1.9. Planting strips between the public sidewalks and the street edge shall be preserved and remain predominantly ground covers or tree plantings. Small walkways will be permitted on these strips if the proposed walkway aligns with the walkway leading from the front door or main entrance of the structure to the sidewalk. New walkways shall not exceed a width of four (4) feet. Paving, filling, or otherwise altering this strip within the district is not appropriate.

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

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 25-35 306 ANN STREET – INSTALL NEW BRICK WALKWAY & LANDSCAPING WITH THE CONDIITON THAT NO WORK COMMENCE UNTIL THE PROPERTY OWNER OBTAINS AN EASEMENT FROM THE TOWN OF BEAUFORT.**

This the 2nd day of December, 2025.

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



Town of Beaufort
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www.beaufortnc.org

December 2, 2025

Town of Beaufort
701 Front Street
Beaufort, NC 28516

RE: Case # 25-29 99 Ann Street - Install Public Park, Walking Path, Landscaping & Observation Deck

To whom it may concern:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner [redacted]ucky Oliver • Commissioner Sarah Spiegler
Town Manager [redacted] 29 [redacted] Matt Zapp



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on November 4, 2025, to consider a Certificate of Appropriateness (“COA”) application submitted by Town of Beaufort for **CASE # 25-29 99 ANN STREET - INSTALL PUBLIC PARK, WALKING PATH, LANDSCAPING & OBSERVATION DECK** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on November 4, 2025, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Landscaping Guidelines

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

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

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

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

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

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

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

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.

8.3.5. When installing utility fixtures—such as streetlights, signal boxes, or utility poles—in the public right-of-way, take into account the impact of the fixtures on the character of the streetscape and the historic district as a whole. Utility fixtures will be evaluated in terms of location, design, color, scale, and compatibility with surrounding streetscape features, and the overall visual impact on the district.

8.3.6. Install utilities underground whenever possible.

Exterior Lighting Guidelines

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

8.4.4. Use ground-mounted spots or ornamental light fixtures to illuminate signs instead of internal lighting. Screen spots and accent lighting from view.

Off-street Parking Guidelines

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

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

8.5.5. Integrate pedestrian scale lighting into parking areas to avoid excessive glare and illumination to adjoining properties. See EXTERIOR LIGHTING guidelines and the Beaufort Zoning Ordinance for further details on lighting standards.

8.5.6. Incorporate existing mature trees into new parking areas. Avoid the placement of impervious surface materials such as asphalt and concrete in areas below the canopy crown of the tree. Use turf stone, gravel, marl, or other pervious materials in these areas.

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

Signage Guidelines

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

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

8.6.4. Neon colors or fluorescent colors on signs is not allowed.

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

8.6.7. Freestanding signs must be low-mounted and must not obscure pedestrian views. No more than one (1) freestanding sign shall be allowed per street frontage. Freestanding pole supports should be simple and unobtrusive in design.

8.6.8. Consolidate public signage on uniform poles to reduce visual clutter.

Docks, Piers, and Boardwalks Guidelines

8.7.1. Use a design that is simple, functional, and utilitarian. Traditional docks were built of post- and-lintel construction, using wood pilings, cross-members, and decking. Avoid the use of railings or other non-historic features that extend above the deck floor line, unless required by law for safety reasons. Avoid lighting fixtures that are too prominent or that are not utilitarian and functional in appearance.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 25-29 99 ANN STREET - INSTALL PUBLIC PARK, WALKING PATH, LANDSCAPING & OBSERVATION DECK WITH THE CONDITION THAT LANDSCAPING GUIDELINES 8.1.5 AND 8.1.6 WILL BE CONSIDERED AT A LATER DATE AS MINOR WORKS.**

This the 2nd day of December, 2025.

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



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

December 2, 2025

Owens Construction
828 West Beaufort Rd.
Beaufort, NC 28516

RE: Case # 25-27 201 Front Street – Replace Cedar Shake Roof with Metal Roof

To whom it may concern:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

cc: Annette Williamson

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner [redacted]ucky Oliver • Commissioner Sarah Spiegler
Town Ma [redacted] 33 [redacted]att Zapp



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on November 4, 2025 to consider a Certificate of Appropriateness (“COA”) application submitted by Owens Construction for **CASE # 25-27 201 FRONT STREET – REPLACE CEDAR SHAKE ROOF WITH METAL ROOF** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on September 2, 2025, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Roof Guidelines

6.1.1. Preserve original and significant later roof forms, shapes, and major roof architectural elements such as dormers, gables, chimneys, and eave overhangs. It is not appropriate to make alterations to the front or other primary portions of the roof of a contributing structure if that roof slope can be seen from public view.

6.1.2. Preserve, maintain, and repair historic roofing details and materials such as slate, standing-seam metal, and tile. Replace in-kind only if necessary due to deterioration or damage. Replace only the damaged or deteriorated portion using materials identical to the original if possible.

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

6.1.4. Retain historic roof-top features such as ornamental eaves, cornices, rake-boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings that add to the overall architectural character of a structure. All original and significant later features should be preserved and restored, rather than removed. The design of any new roof features should be based on documentary evidence and are compatible with both the building and surrounding buildings.

6.1.7. Ridge vents, where needed, shall be of the low-profile type and shall not diminish the original design of the roof or destroy any character-defining architectural details. Other vents, such as gable vents and roof-mounted vents, should be installed so as not to be visible from the public view where possible. In the event that they must be visible, they should be installed to respect the architectural details and character of the subject building.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 25-27 201 FRONT STREET – REPLACE CEDAR SHAKE ROOF WITH METAL ROOF WITH THE CONDITION THAT THE RIDGE CAP NOT BE AGRICULTURAL AND BE AS MINIMALLY VISIBLY UNOBTRUSIVE AS POSSIBLE.**

This the 2nd day of December, 2025.

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



Town of Beaufort, NC

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

**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, December 2, 2025 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 25-37 217 Front St. - New Brick Walk & Steps

BRIEF SUMMARY:

The applicant wishes to remove the existing concrete walk and steps and replace them with brick at 217 Front Street.

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: November 21, 2025
Case No. Case # 25-37 217 Front St. - New Brick Walk & Steps

Request: Install new brick walkway and steps

Applicant: Brian Daniel Construction, Inc.
 224 Florida Park Road
 Newport, NC 28570

Property Information:

Owners: Wilco Holdings, LLC
Location: 217 Front Street
PIN#: 730617007585000

Project Information:

According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: This house is not included in the survey

- In September of 2012 the Historic Commission approved a COA to repair the widows walk (originally to structure) and addition of a screened porch.
- In July of 2017 a COA was issued to demolish the rear storage and construct a new detached garage. (Not Constructed)
- In December 2020 a COA was issued for a rear garage addition.

Proposed work:

- See Attachment from Applicant

Material:

- See Information from Applicant.

Color:

See Attached Description from Applicant.

Attachments:

- Vicinity Map
- List of adjacent property owners used for mailing notifications.
- COA application and supporting materials supplied by applicant.

Landscaping Guidelines

8.1.9. Planting strips between the public sidewalks and the street edge shall be preserved and remain predominantly ground covers or tree plantings. Small walkways will be permitted on these strips if the proposed walkway aligns with the walkway leading from the front door or main entrance of the structure to the sidewalk. New walkways shall not exceed a width of four (4) feet. Paving, filling, or otherwise altering this strip within the district is not appropriate.

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

Case # 25-37 217 Front St. - New Brick Walk & Steps

1.



OWNER

JBJ PROPERTIES LLC
LINNEMEIER GEORGE HENR II ETAL
PAGE CARROLL I
WILKO HOLDINGS LLC

FullMailin

PO BOX K ROCKY MOUNT, NC 27802
5921 SEABRIGHT ROAD SPRINGFIELD, VA 22152
C/O BANK OF AMERICA BILL PAY PO BOX 831589 DALLAS, TX 75283
801 PLAZA BOULEVARD KINSTON, NC 28501

CERTIFICATE OF APPROPRIATENESS APPLICATION FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT



Instructions:

Please complete the application below and include all attachments as noted on page 2 of this application along with a **\$250.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Applications must be deemed complete and accepted before the submittal date. Please contact Town Hall at 252-728-2142 if there are any questions.

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: BRIAN DANIEL CONSTRUCTION, INC.

Applicant Address: 224 FLORIDA PARK ROAD, NEWPORT, NC 28570

Business Phone: 252-622-4760 Email/Cell: BDCI@EC.PR.COM
252-725-0364

Property Owner Name: WILKO HOLDINGS, LLC

Address of Property: 217 FRONT STREET

Phone Number: 252-916-6931 Email/Cell: KRISTYWHARVEY@GMAIL.COM

PROJECT INFORMATION

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

DEMOLISH EXISTING CONCRETE STEPS @ FRONT PORCH AND FRONT WALK.
CONSTRUCT NEW BRICK WALK AND STEPS IN SAME LOCATION.

Estimated Cost of Project: \$ 12,837.00

Year House Built: 1907


Applicant Signature

SAMUEL D. WILLIAMS FOR
BRIAN DANIEL CONSTRUCTION, INC.

11/10/2025
Date

Property Owner Signature (if different than above)

Date

An application fee of \$250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit or debit card payment can be made in person at Town Hall). The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at www.beaufortnc.org. The Commission meets regularly on the first Tuesday of the month unless it is a holiday.

OFFICE USE ONLY

Received by: _____

Reviewed for Completeness: _____

Date: _____

Deemed Completed and Accepted: _____

Re: COA application for 217 Front Street



Kristy Harvey <kristywharvey@gmail.com>
To Brian Daniel Construction Inc.

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



Instructions:

Please complete the application below and include all attachments as noted on page 2 of this application along with a \$250.00 application fee and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and will be returned to the applicant. Applications must be deemed complete and accepted before the submittal date. Please contact Town Hall at 252-728-2142 if there are any questions.

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: BRIAN DANIEL CONSTRUCTION, INC.

Applicant Address: 224 FLORIDA PARK ROAD, NEWBET, NC 28570

Business Phone: 252-622-4760 Email/Cell: BDC@CEC.RR.COM
252-725-0364

Property Owner Name: WILKO HOLDINGS, LLC

Address of Property: 217 FRONT STREET

Phone Number: 252-916-6931 Email/Cell: KRISTYWHARVEY@GMAIL.COM

PROJECT INFORMATION

Detailed description of the Proposed Project (please attach additional pages if necessary):
DEMOLISH EXISTING CONCRETE STEPS @ FRONT PORCH AND FRONT WALK.
CONSTRUCT NEW BRICK WALK AND STEPS IN SAME LOCATION.

Estimated Cost of Project: \$ 12,837.00 Year House Built: 1907

Applicant Signature: [Signature] CAMUEL D. WILLIAMS FOR
BRIAN DANIEL CONSTRUCTION, INC. Date: 11/10/2025

Property Owner Signature (if different than above): [Signature] Date: 11/10/2025

An application fee of \$250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit or debit card payment can be made in person at Town Hall). The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at www.beaufortnc.org. The Commission meets regularly on the first Tuesday of the month unless it is a holiday.

OFFICE USE ONLY

Received by: _____

Date: _____

Reviewed for Completeness: _____

Date Deemed Completed and Accepted: _____

REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)

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

1. Items required for ALL projects:

- A list of all Design Guidelines that apply to the application and a description of how proposed changes are consistent with the *Design Guidelines for the Beaufort Historic District & Landmarks*, which can be found at <https://www.beaufortnc.org/bc-hpc/page/design-guidelines-beaufort-historic-district-landmarks>
- A list of all adjacent property owners (with mailing addresses).
- Photographs of the streetscape, the site, and existing buildings to be impacted.
- A site plan showing dimensions of both existing and proposed conditions.
- A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.).

2. Items required as applicable to project:

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

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

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

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

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

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

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

Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

Harvey Residence 217 Front Street
Proposed brick front steps and sidewalk

A list of Design Guidelines that apply to the application:

6.3.1 Retain and preserve historic brick and masonry elements, including walls, chimneys, foundations, and retaining walls. Preserve masonry elements that are character-defining features of the building or property. The proposed brick walk and steps shall be in the same location as existing concrete walk and steps, consistent with the Design Guidelines.

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

The proposed brick front steps and walk shall be of same color and texture of the existing brick foundation and will be compatible with other brick walks of the block and street, consistent with the Design Guidelines.

Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

Adjacent Property Owners

1. 215 Front Street
Carroll I. Page Trustee
c/o Bank of America Bill Pay
PO Box 831589
Dallas, TX 75283

2. 221 Front Street
George Henry Linnemeier II
5921 Seabright Road
Springfield, VA 22152

3. 225 Front Street
James Brevard Neely, Jr.
846 Neely Road
Asheboro, NC 27205-2367

4. 113 Orange Street
Jeffrey M. Johnston
113 Orange Street
Beaufort, NC 28516-2132

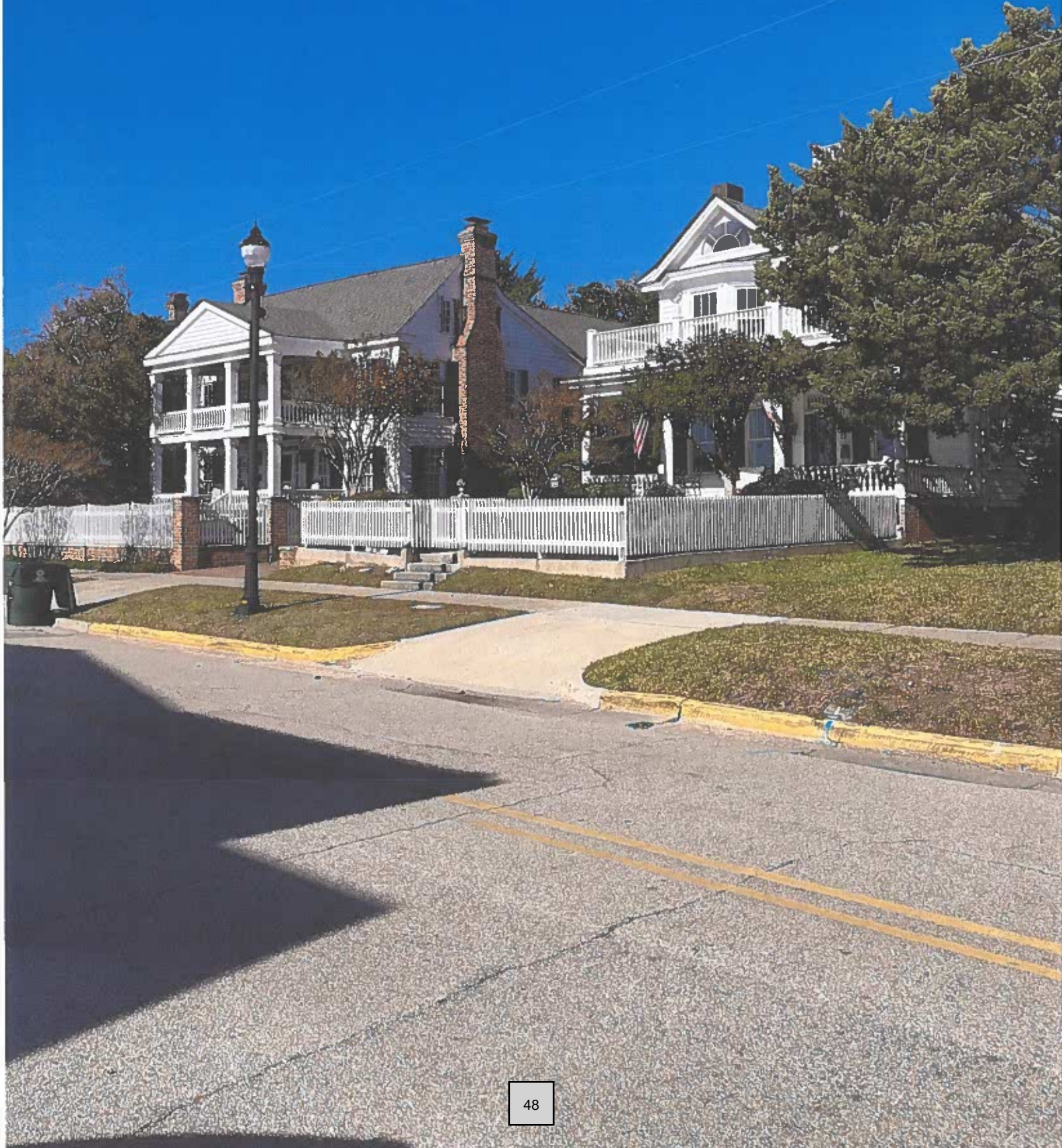
5. 216 Front Street
JBJ Properties, LLC
P.O. Box K
Rocky Mount, NC 27802

Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

Photographs of streetscape, site, and buildings to be impacted
217 Front Street













1.



Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

Examples of brick steps and walks on the block and street
217 Front Street

















Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

Description of Building and/or Landscaping Materials
217 Front Street

Brick

General Shale Brick – “Buckingham Tudor” lightweight engineer size brick

Sample provided

Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

Description of Planned Demolition 217 Front Street

We propose to demolish and haul off the existing concrete front walk and concrete front steps between the wing walls. The front walk is approximately 5'x 22' and the front steps are approximately 10'x 6'.

Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

List of Trees to be Replaced and/or Removed
217 Front Street

No trees shall be replaced and/or removed for this project.

Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

Landscaping Plan
217 Front Street

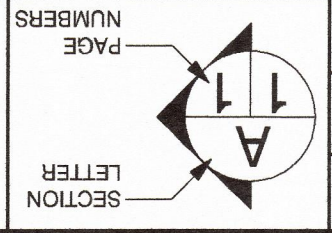
All existing landscaping materials shall remain.

WILKO HOLDINGS LLC
217 FRONT STREET
BEAUFORT, NC

BDCI

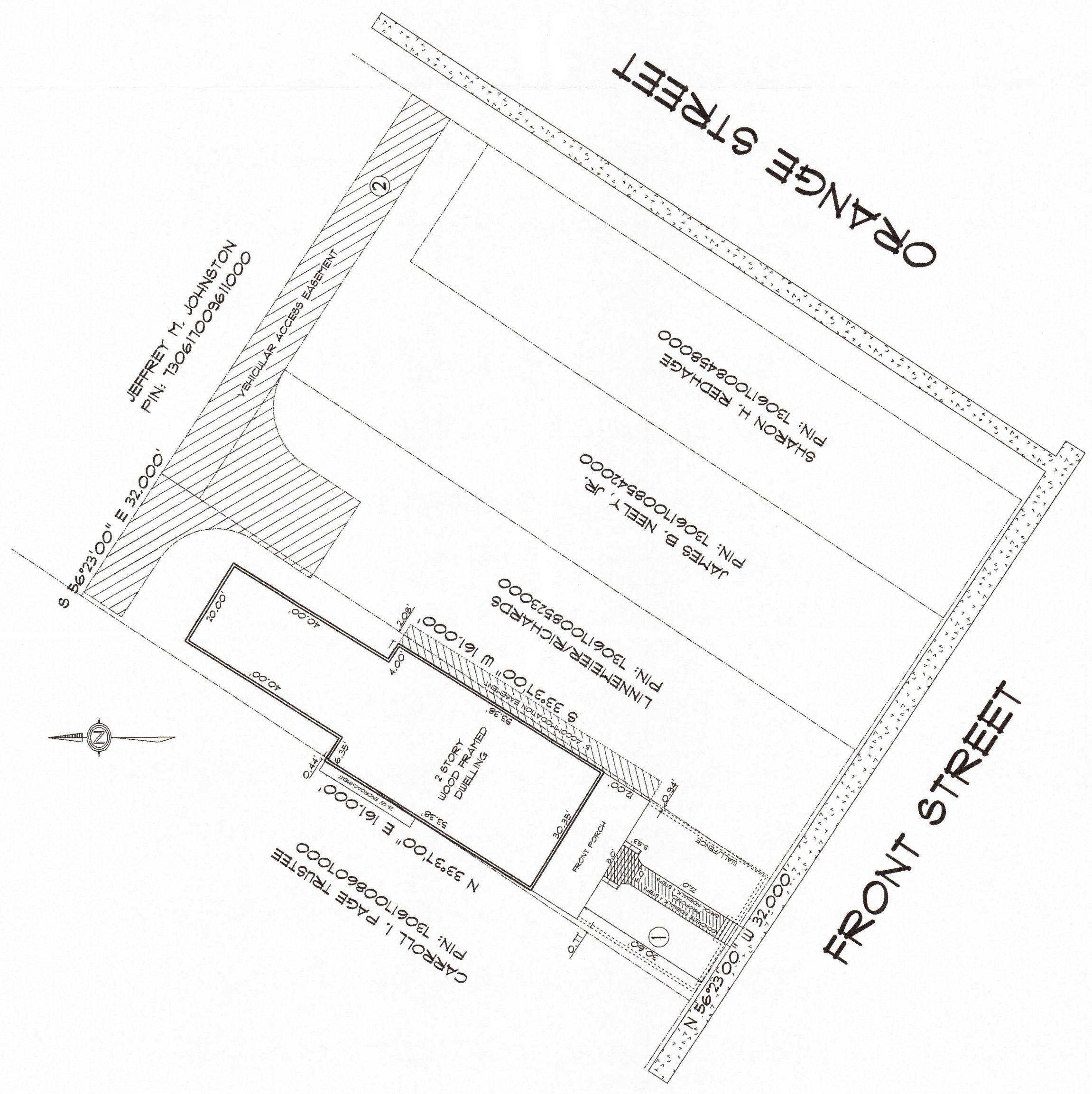
BRIAN DANIEL
CONSTRUCTION, INC.
224 FLORIDA PARK RD.
NEWPORT NC 28510 (252) 622-4760

SCALE: 1" = 20'
DRAWN BY: SDW
DATE: 10/21/2025



PAGE: **S1**

SITE PLAN LOTS 1 & 2 ESTATE OF ONA HUMPHREY





Town of Beaufort, NC

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

**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, December 2, 2025 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 25-36 314 Ann St- Parking & Landscaping

BRIEF SUMMARY:

The applicant wishes to widen the existing parking lot access on Ann Street by making it an ingress/egress, close off the Turner Street ingress, and relocate 4 shrubs for the parking lot at 314 Ann Street.

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: November 21, 2025
Case No. 25-36

Request: Widen existing on Ann Street making it an ingress/egress, close off Turner Street ingress, relocate some landscaping for the parking lot at 314 Ann Street.

Applicant: Town of Beaufort
 701 Front Street.
 Beaufort, NC 28516

Property Information:

Owners: First Baptist Church Beaufort
Location: 314 Ann Street
Pin: 730617104651000

Project Information:

In February 2020, a COA was issued to the Town of Beaufort for signage at the points of ingress & egress associated with Parking within the Baptist Church Lot at 314 Ann Street. The approved signs were 12” wide and 20’ tall on C-Bond Aluminum (metal).

In February 2022, a COA was issued for:

- New design/copy to the 8 existing signs.
- Two (2) new signs at 5.33 sq. ft. Total = 10.66
- One (1) new welcome sign at 7.11 sq. ft.
- Two (2) new welcome/information signs at 3.5 sq. ft. each

Material:

- See Attached site plan

Attachments:

- Vicinity Map
- Adjacent Property Owners list
- COA Application, including photographs

Signage Guidelines

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

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

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

Landscaping Guidelines

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

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

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

8.1.9. Planting strips between the public sidewalks and the street edge shall be preserved and remain predominantly ground covers or tree plantings. Small walkways will be permitted on these strips if the proposed walkway aligns with the walkway leading from the front door or main entrance of the structure to the sidewalk. New walkways shall not exceed a width of four (4) feet. Paving, filling, or otherwise altering this strip within the district is not appropriate.

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

Off-street Parking Guidelines

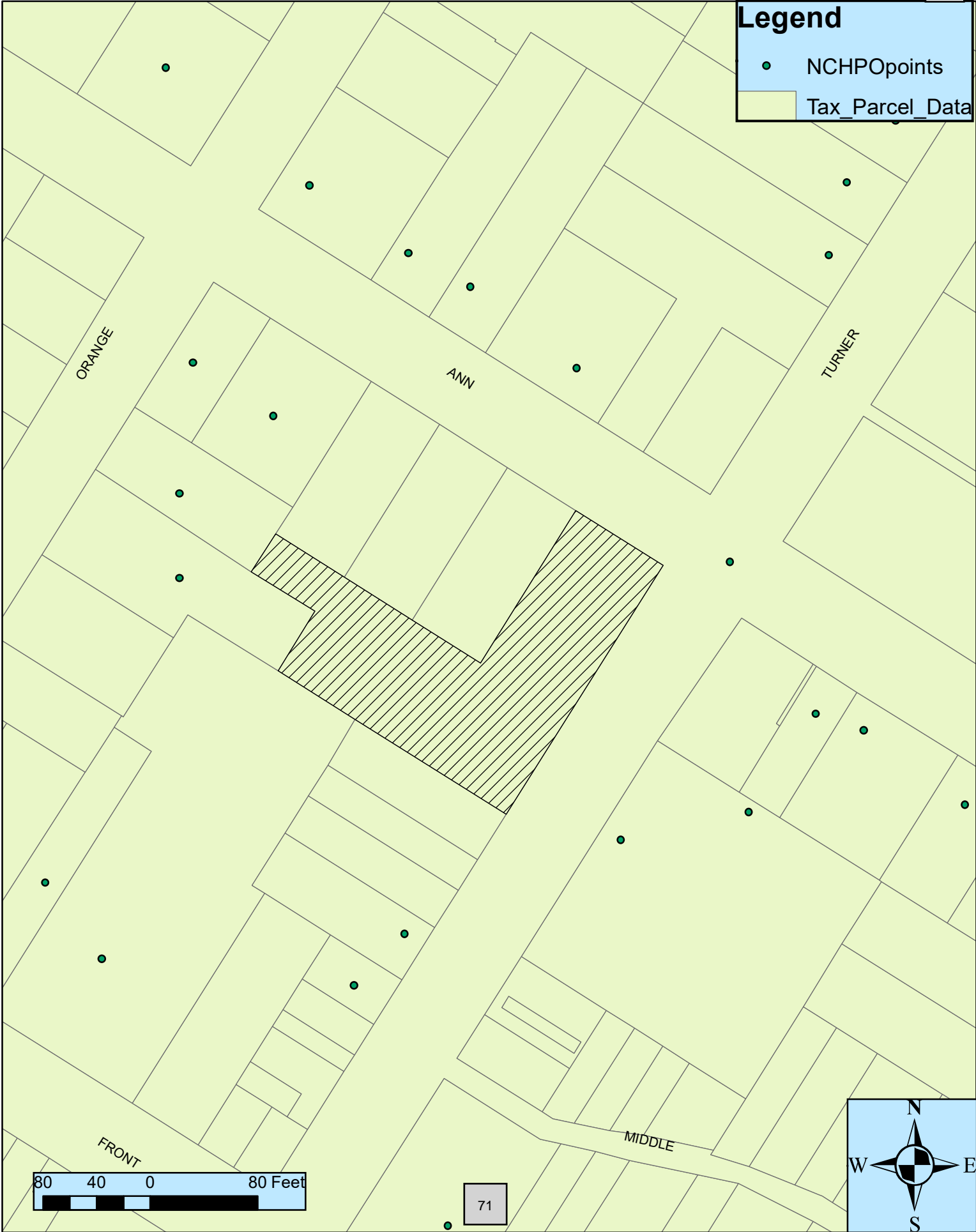
8.5.1 Locate new parking lots and driveways in the historic district as unobtrusively as possible. Parking lots consisting of large expanses of concrete or asphalt with little planting or other screening are not appropriate.

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

Case # 25-36 314 Ann St- Parking, Landscaping

Legend

- NCHPOpoints
- Tax_Parcel_Data



OWNER	MAIL_ADDRE	MAIL_CITY	IL_ST/MAIL_ZI5
BEAUFORT HISTORICAL ASSOCIATION INC	150 TURNER ST	BEAUFORT	NC 28516
BEAUFORT INVESTMENTS LLP	608 ANN ST	BEAUFORT	NC 28516
COLLINS RICHARD A JR	2533 LAURELCHERRY ST	RALEIGH	NC 27612
DAVIDSON ARIAIL SCOTT	PO BOX 5141	ASPEN	CO 81612
EMRICH MEGAN B ET VIR SAMUEL	2413 RIDGE ROAD	RALEIGH	NC 27612
FIRST BAPTIST CHURCH OF BEAUFORT INC	403 ANN STREET	BEAUFORT	NC 28516
GROTHER SANDRA F	312 ANN ST	BEAUFORT	NC 28516
HARRIS STEPHEN W JR ETUX M.	214 SELKIRK ST	DURHAM	NC 27707
STEPHENSON CATHERINE POTTER	116 ORANGE ST	BEAUFORT	NC 28516
WAINE MICHAEL WILLIAM	313 ANN ST	BEAUFORT	NC 28516

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



Instructions:

Please complete the application below and include all attachments as noted on page 2 of this application along with a **\$250.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Applications must be deemed complete and accepted before the submittal date. Please contact Town Hall at 252-728-2142 if there are any questions.

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Town of Beaufort (Kyle Garner - Planning Dir.)

Applicant Address: 701 Front Street

Business Phone: 252-728-2141 Email/Cell: k.garner@beaufortnc.org

Property Owner Name: FIRST BAPTIST CHURCH OF BEAUFORT INC

Address of Property: 314 Ann Street

Phone Number: 252-728-4879 Email/Cell: N/A

PROJECT INFORMATION

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

Estimated Cost of Project: \$ N/A

Year House Built: N/A

Kyle Garner, Planning Director
Applicant Signature

11/10/25
Date

[Signature]
Property Owner Signature (if different than above)

11/14/25
Date

An application fee of \$250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit or debit card payment can be made in person at Town Hall). The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at www.beaufortnc.org. The Commission meets regularly on the first Tuesday of the month unless it is a holiday.

OFFICE USE ONLY

Received by: _____

Reviewed for Completeness: _____

Date: _____

Deemed Completed and Accepted: _____

REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)

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

1. Items required for ALL projects:

- A list of all Design Guidelines that apply to the application and a description of how proposed changes are consistent with the *Design Guidelines for the Beaufort Historic District & Landmarks*, which can be found at <https://www.beaufortnc.org/bc-hpc/page/design-guidelines-beaufort-historic-district-landmarks>
- A list of all adjacent property owners (with mailing addresses).
- Photographs of the streetscape, the site, and existing buildings to be impacted.
- A site plan showing dimensions of both existing and proposed conditions.
- A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.).

2. Items required as applicable to project:

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

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

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

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

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

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

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

Project Information for 314 Ann Street Parking Lot

The Town of Beaufort is applying for a Certificate of Appropriateness to widen the driveway of the parking lot at 314 Ann Street to accommodate two-way traffic. This project includes the demolition of approximately 262 square feet of concrete drive, curbing and sidewalk.

New work will include 351 square feet of new concrete and 200 square feet of asphalt

Required items for COA Application – 314 Ann Street Parking Lot

1. Items required for ALL Projects

Below are the guidelines we believe to be applicable for the application to widen the existing driveway:

Landscaping Guidelines

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

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

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

8.1.9. Planting strips between the public sidewalks and the street edge shall be preserved and remain predominantly ground covers or tree plantings. Small walkways will be permitted on these strips if the proposed walkway aligns with the walkway leading from the front door or main entrance of the structure to the sidewalk. New walkways shall not exceed a width of four (4) feet. Paving, filling, or otherwise altering this strip within the district is not appropriate.

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

Off-street Parking Guidelines

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

8.5.7. Use paving materials that were traditionally used on surface parking areas and driveways on the surrounding block or street. Gravel, marl, crushed shells, asphalt, and concrete are typical parking lot treatments, while grass, gravel or concrete runners with a grassy median, brick, and marl are typical driveway treatments. Use bricks, stone, or metal to contain loose paving materials.

Landscaping timbers, railroad ties, and concrete or plastic edging are not allowed.

Attached is a list of adjacent property owners

Attached are photos of the existing streetscape near the driveway entrance

Attached is a site plan showing the expansion of the drive to accommodate two-way traffic and the relocation of shrub material.

The building materials will consist of 351 sq ft of concrete (6” thick) for the drive and 200 sq. ft. of asphalt paving. And 4 shrubs will be relocated.

2. Items required as applicable to project:

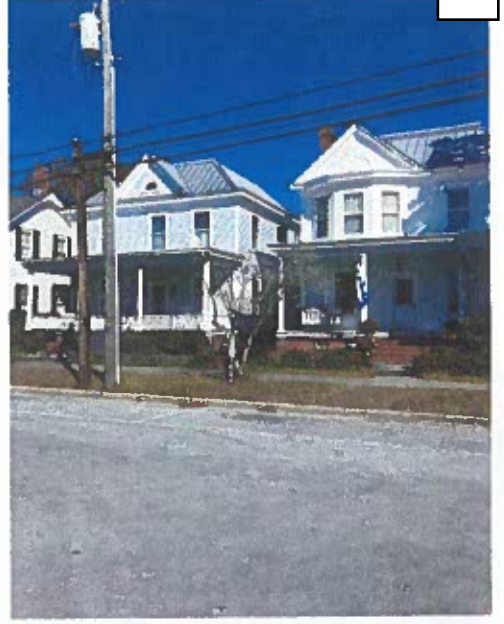
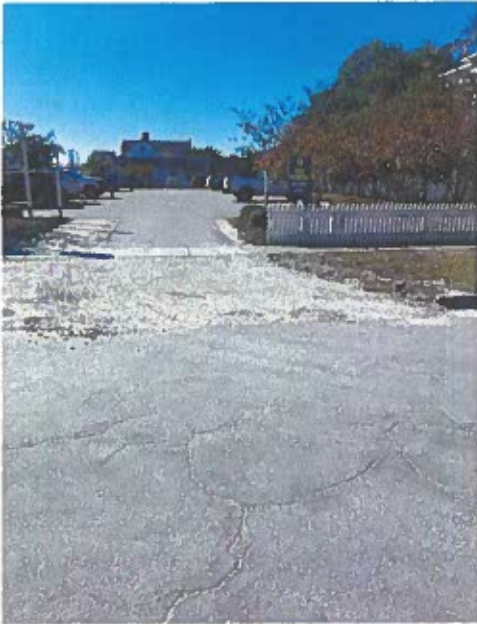
- Remove a portion of the existing concrete driveway, curb and sidewalk (262 sq. ft.)
- 4 Shrubs are to be relocated
- The site plan includes the location of the relocation of the 4 shrubs
- N/A – Paint Color
- Building materials include concrete and asphalt
- N/A on reconstruction of a historic structure

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

No new signage is to be installed, just the relocation of existing signage

4. At least one set of materials, in color

See attached photo of concrete and asphalt



Applicable Guidelines:

Signage Guidelines

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

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

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

Landscaping Guidelines

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

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

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

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Parking Lot Entry-Exit Site Sketch

Sam Bell, PE-Town Engineer
10/31/25

