



Town of Beaufort, NC

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

Town of Beaufort Planning Board Regular Meeting 6:00 PM Tuesday, January 21, 2025 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Minutes Approval

- [1.](#) PB Draft Minutes 111824

Public Comment

New Business

- [1.](#) Case 25-01 – Staff-initiated text amendment to reflect current Flood Insurance Rate Maps (FIRMs) in the Flood Damage Prevention Ordinance (FDPO)
- [2.](#) Final Plat – Palmetto Plantation Phase 3

Commission / Board Comments

Staff Comments

Adjourn



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

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

Call to Order

Chair Neve called the November 18th, 2024 Planning Board meeting to order at 6:00 p.m.

Roll Call

The Secretary conducted the roll call for the meeting.

Members Present: Ryan Neve, Chair; Diane Meelheim, Vice-Chair; Becky Bowler, Vic Fasolino, Jeff Vreugdenhil

Members Absent: George Stanziale; Clark Patton

A quorum was declared with five members present.

Town Staff Present: Michelle Eitner, Town Planner; Mr. Arey Grady, Town Attorney; Ms. Laurel Anderson, Board Secretary

Minutes Approval

- 1. PB Draft Minutes for 071524

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

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

Agenda Approval

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

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

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

Public Comment

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

New Business

1. To recommend tabling, approval or denial to the Board of Commissioners for case #24-12 Preliminary/Final Plat – 360 Steep Point Road

Mrs. Eitner gave the Staff Report and noted that this application is for a small two lot subdivision which does not qualify as an exempt subdivision. There is an existing structure on the lot and the owner wants to build a second house so is requesting the subdivision of the lot. The site is in the Extra Territorial Jurisdiction (ETJ), is zoned R-20, and has approval from County Environmental Health for a Septic Tank on the proposed lot. Because of its location no infrastructure improvements are needed except for a turn-around at the end of the private drive for emergency vehicles. Recreation Fees in the amount of \$188.28 will be required at the time of recordation. Additionally, the Town's Technical Review Committee has reviewed these plans for consistency with Town design specifications. The Town's Fire department has asked that the private drive be a minimum of 20 feet in width and improved to accommodate at least 75,000 lbs. The Police Department asked that a road sign to be placed adjacent to Steep Point Road to identify it as a private drive.

The Board asked questions regarding the driveway, signage for the private driveway, septic systems, and sharing the driveway with a future owner.

The applicant, Mr. Alex Pully, stated that his father- and mother-in-law own the existing property and requested the property subdivision so Mr. Pully and his wife could build their home on the new subdivided lot as there is an existing barn on the property. He further explained the driveway would be owned by both sets of owners as joint tenants.

Member Vreugdenhil made the motion to approve as presented and Member Bowler made the second. Chair Neve took a vote that was approved.

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

2. 2025 Planning Board Meeting and Submittal Calendar

Member Vreugdenhil made the motion to approve as presented and Member Bowler made the second. Chair Neve took a vote that was unanimously approved.

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

Commission / Board Comments

The Board expressed their appreciation for the Staff's preparation for the meetings, and also asked if the consultants had any recommendations for the Planning Board to contribute for the Unified Development Ordinance (UDO) update.

Staff Comments

Ms. Eitner explained that the consultants were completing the code assessment phase (Phase 1) and would be moving into Phase 2 which would be divided into five modules over the next two to three years. All proposed updates will be presented to the Planning Board for their recommendations before moving to the Board of Commissioners.

Adjourn

Member Vreugdenhil made the motion to adjourn and Member Bowler made the second. Chair Neve took a vote that was unanimously approved.

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

Chair Neve then declared the meeting adjourned at 6:20 p.m.

Ryan Neve, Chair

Laurel Anderson, Board Secretary



Town of Beaufort, NC

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

**Beaufort Planning Board Regular Meeting
6:00 PM Tuesday, January 21, 2025 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business

SUBJECT: Case 25-01 – Staff-initiated text amendment to reflect current Flood Insurance Rate Maps (FIRMs) in the Flood Damage Prevention Ordinance (FDPO)

BRIEF SUMMARY:

Staff initiated this text amendment so that the requirements reflect the Flood Insurance Rate Maps (FIRMs) deemed effective at that time by state and federal regulations.

REQUESTED ACTION:

Discussion on proposed text amendment to the Flood Damage Prevention Ordinance (FDPO)
Recommendation to Board of Commissioners to amend the Ordinance as staff has proposed; to modify the language of the amendment; or to deny changing the Flood Damage Prevention Ordinance

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Michelle Eitner
Town Planner

BUDGET AMENDMENT REQUIRED:

N/A



STAFF REPORT



To: Planning Board Members

From: Michelle Eitner, Town Planner

Date: January 21, 2025

Case No. Case 25-01 – Staff-initiated text amendment to reflect current Flood Insurance Rate Maps (FIRMs) in the Flood Damage Prevention Ordinance (FDPO)

INFORMATION:

The North Carolina Flood Mapping Program (NCFMP), in coordination with the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP), have completed updating the Flood Insurance Rate Maps (FIRMs) in Carteret County. These maps, which have been several years in the making, will become effective on January 17, 2025.

Beaufort’s current Flood Damage Prevention Ordinance (FDPO), which is found in Chapter 151 of the Town Code of Ordinances, contains language identifying the outdated 2003 flood maps as the effective maps for floodplain management in Beaufort. NC General Statutes 160D sets out an update for FDPO language to identify whichever maps are currently effective with state and federal regulations. This removes the requirement for communities to update their FDPOs every time maps are updated.

The currently proposed amendment, shown below (red strikethrough deletions and blue underlined additions), is a clarifying update to language needed as the flood maps are changing. The remainder of anticipated functional and policy changes for the FDPO are included in Module One of the UDO Project.

Sec. 151.07. Basis for establishing the special flood hazard areas.

(A) ~~The special flood hazard areas are those identified by the Federal Emergency Management Agency (FEMA) or produced under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Hazard Boundary Map (FHBM) or Flood Insurance Study (FIS) and its accompanying flood maps such as the Flood Insurance Rate Map(s) (FIRM) and/or the Flood Boundary Floodway Map(s) (FBFM), for Town of Beaufort dated July 16, 2003, which with accompanying supporting data, and any revision thereto, including Letters of Map Amendment or Revision, are adopted by reference and declared to be a part of this chapter. The Special Flood Hazard Areas also include those defined through standard engineering analysis for private developments or by governmental agencies, but which have not yet been incorporated in the FIRM. This includes, but is not limited to, detailed flood data, generated as a requirement hereof; preliminary FIRMS where more stringent than the effective FIRM; or post-disaster flood recovery maps.~~ FEMA designated SFHAs are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its flood insurance study (FIS) and its accompanying FIRM for Carteret County. The most recent FEMA SFHA maps and FIRMs officially adopted by the State of North Carolina and/or FEMA, with accompanying supporting data, including Letters of Map Amendment or Revision, are adopted by reference and declared to be a part of these floodplain regulations. Copies of the effective versions of these maps shall be maintained for public inspection in the Town Planning and Inspections Department as provided in N.C. Gen. Stat. § 160D-105.

OPTIONS:

1. Provide recommendation of approval to the Board of Commissioners as presented
2. Provide recommendation of approval to the Board of Commissioners with altered language
3. Provide recommendation of denial to the Board of Commissioners



Town of Beaufort, NC

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

**Town of Beaufort Planning Board Regular Meeting
6:00 PM Tuesday, January 21, 2025 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Final Plat – Palmetto Plantation Phase 3

BRIEF SUMMARY:

The applicant wishes to subdivide a 3.34-acre tract into 9 lots. The preliminary plat for this area was approved in January 2024

The cost estimate for installation of infrastructure improvements = \$36,187.50

Recreation Fees in the amount of \$1,757.42 will also be required at the time of plat recordation

REQUESTED ACTION:

Recommendation to the Board of Commissioners

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner
Planning Director

BUDGET AMENDMENT REQUIRED:

N/A



STAFF REPORT



To: Planning Board Members
From: Kyle Garner, Planning Director
Date: January 13, 2025
Case No. 25-05 Palmetto Plantation Phase 3 - Final Plat

THE QUESTION: Subdivide a 3.34-acre tract into 9 Lots

BACKGROUND: The preliminary plat for this area was approved in January 2024 for installation of infrastructure improvements.

Location: East Bay Way off Professional Park Drive
 Owners: Mercer Building & Design
 Requested Action: Subdivide a 3.34-acre tract into 9 Lots
 Existing Zoning: RS-5
 Size: 3.34 Acres
 Amount of Open Space: 0 Acres
 Existing Land Use: Undeveloped

SPECIAL INFORMATION:

Public Utilities:
 Water: Town Of Beaufort
 Sanitary Sewer: Town Of Beaufort
 Recreation Fees: \$1,757.42

OPTIONS:

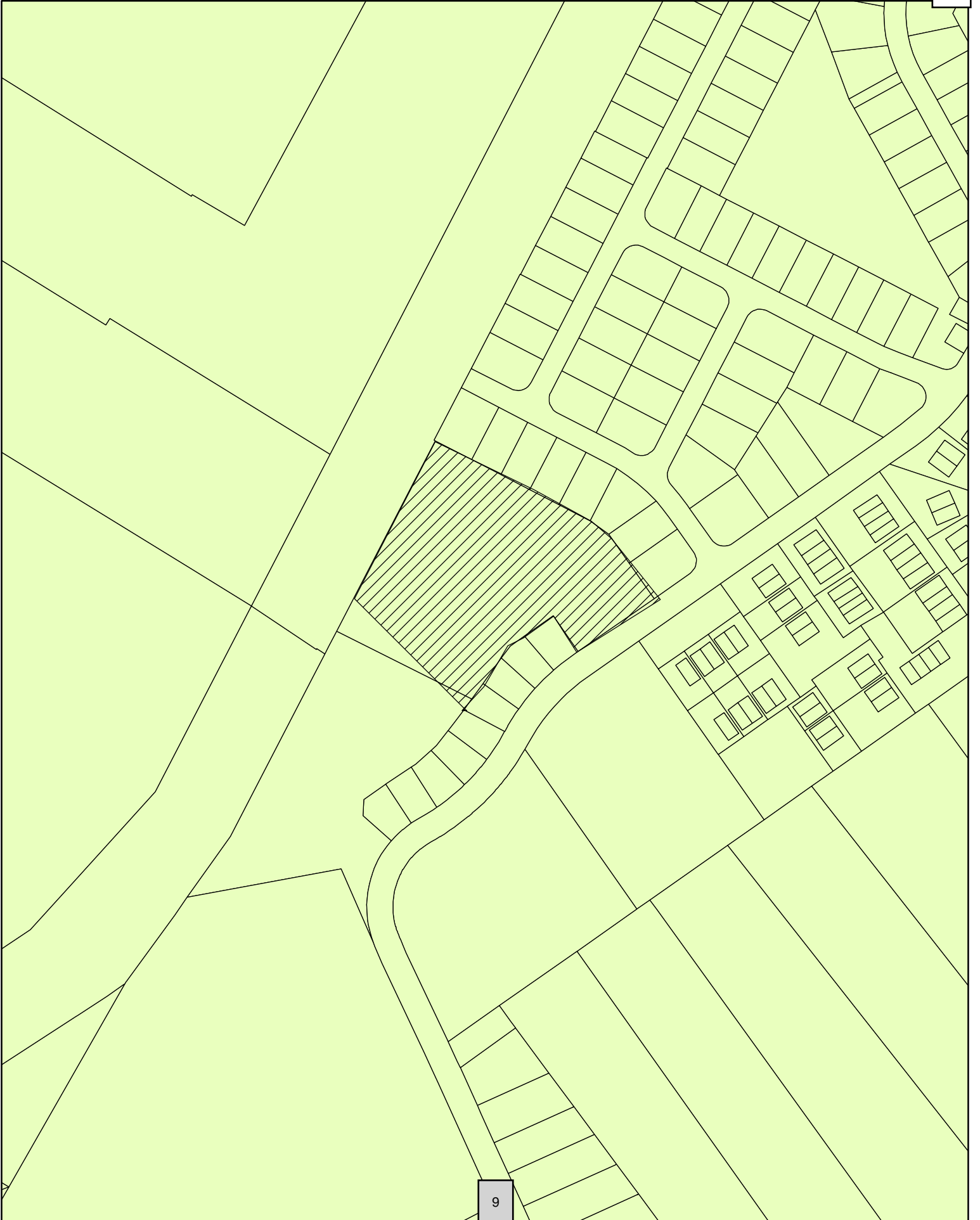
1. Approval of the Final Plat for Palmetto Plantation Phase 3
2. Deny the request

Attachments:

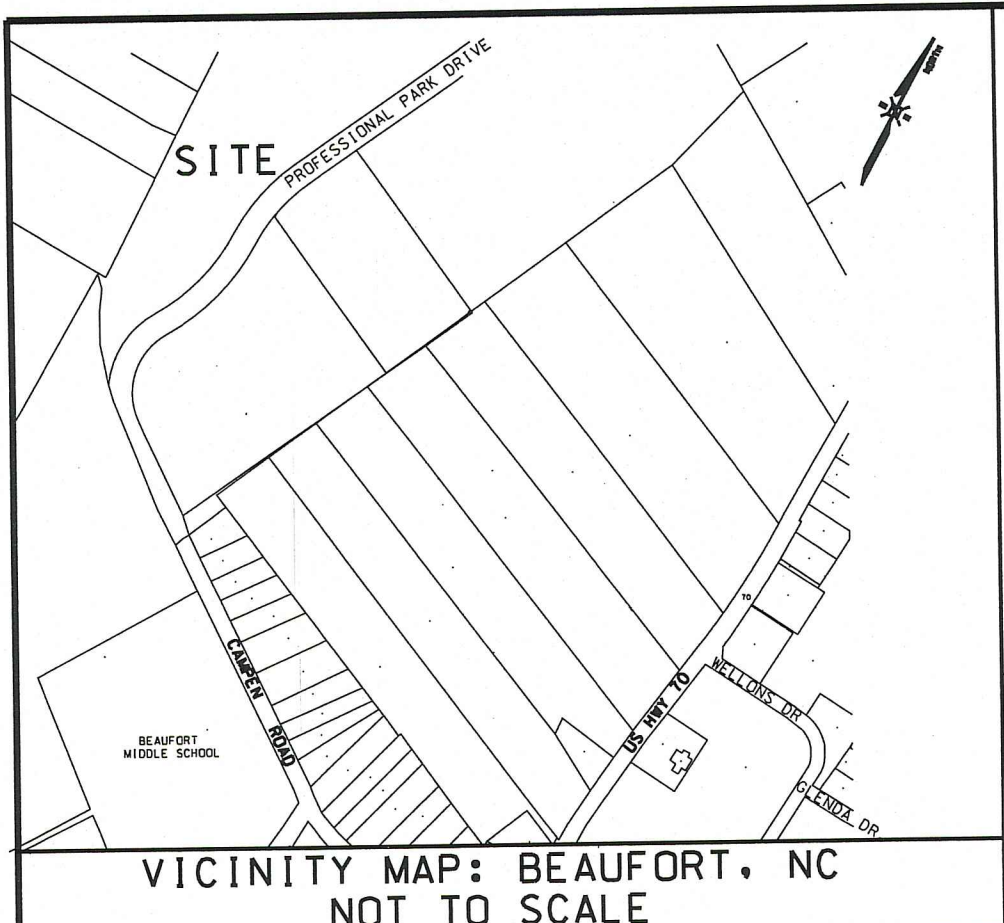
- Attachment B - Vicinity Map
- Attachment C - Final Plat for Palmetto Plantation Phase 3
- Attachment D - Cost Estimate for incomplete infrastructure

**Vicinity Map - Case # 25-05 Final Plat
Palmetto Plantation Phase III**

2.



9



VICINITY MAP: BEAUFORT, NC
NOT TO SCALE

- NOTES:
- 1) AREA BY COORDINATES.
 - 2) NO UTILITIES LOCATED OR SHOWN.
 - 3) 5/8" IRON RODS SET AT ALL CORNERS UNLESS OTHERWISE NOTED.
 - 4) NO ODEBTIC CONTROL WITHIN 2000 FEET.
 - 5) 10 FOOT UTILITY & DRAINAGE EASEMENT ALONG THE RIGHT OF WAY OF ALL LOTS.
 - 6) FLOOD ZONE X.
 - 7) NO WETLANDS EXIST ON THIS SITE.

STORMWATER NOTE
THIS SUBDIVISION IS COVERED UNDER STATE STORMWATER PERMIT SWB 150313 TO MERCER BUILDING & DESIGN INC. FULL COMPLIANCE WITH THIS PERMIT IS REQUIRED. ALLOWABLE BUILT UPON PER LOT IS 3,250 SQUARE FEET. BUILT UPON IS DEFINED IN THE PERMIT AND RESTRICTIVE COVENANTS.

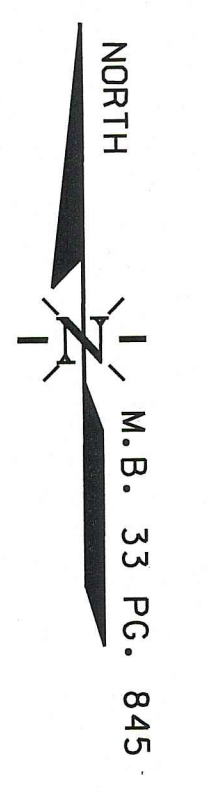
SETBACKS
FRONT = 20'
SIDE = 5'
REAR = 15'
CORNER SIDE = 20'

LOT AREAS

LOT 1	= 11,312.16	S.F.
LOT 2	= 9,690.58	S.F.
LOT 3	= 11,120.73	S.F.
LOT 4	= 9,926.93	S.F.
LOT 5	= 11,836.33	S.F.
LOT 6	= 21,916.65	S.F.
LOT 7	= 8,142.40	S.F.
LOT 8	= 8,828.50	S.F.
LOT 9	= 7,625.58	S.F.

CURVE DATA

C#	CHORD BEARING & DISTANCE	LENGTH	RADIUS
1	N36°48'20"W 22.85	22.85	400.00
2	N44°35'34"W 85.11	85.88	400.00
3	N54°35'30"W 53.69	53.73	400.00
4	N68°34'15"W 12.71	12.78	35.00
5	N70°06'06"W 19.32	19.41	60.00
6	N26°01'32"W 68.50	12.91	60.00
7	N62°58'38"E 87.32	113.50	60.00
8	S24°10'51"E 74.95	80.95	60.00
9	S18°37'09"E 28.21	35.00	60.00
10	S50°11'03"E 28.86	23.87	450.00
11	S44°50'42"E 60.00	60.04	450.00
12	S38°05'45"E 45.95	45.97	450.00



CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION OF THE TOWN OF BEAUFORT, AND THAT I HEREBY ADOP THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT, ESTABLISH MINIMUM BUILDING SETBACK LINES, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER SITES, AND EASEMENTS TO PUBLIC OR PRIVATE USE AS NOTED. FURTHERMORE, I HEREBY DEDICATE ALL SANITARY SEWER, STORM SEWER AND WATER LINES TO THE TOWN OF BEAUFORT.

DATE _____
OWNER _____

CERTIFICATE OF APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATION AS PART OF PALMETTO PLANTATION @ OLDE BEAUFORT VILLAGE, FOR BEAUFORT, NORTH CAROLINA, AND THAT THIS PLAT HAS BEEN APPROVED BY THE BOARD OF COMMISSIONERS FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF CARTERET COUNTY.

DATE _____
TOWN CLERK OF BEAUFORT _____

REVIEW OFFICER CERTIFICATION

STATE OF NORTH CAROLINA
I, _____ REVIEW OFFICER OF CARTERET COUNTY CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER _____ DATE _____

REGISTER OF DEEDS CERTIFICATE

FILED FOR REGISTRATION AT _____ O'CLOCK ON THE _____ DAY OF _____, 2024.
RECORDED IN MAP BOOK _____ PAGE _____
KAREN S. HARDESTY, REGISTER OF DEEDS

BY: _____ ASSISTANT DEPUTY

LEGEND

- EIR EXISTING IRON ROD
- EIP EXISTING IRON PIPE
- EPK EXISTING PK NAIL
- ECM EXISTING CONC. MON.
- ERRS EXISTING R/R SPIKE
- SIR SET IRON ROD
- CP CALCULATED POINT
- MHW MEAN HIGH WATER
- N/F NOW OR FORMERLY
- MB MAP BOOK
- DB DEED BOOK
- PG PAGE
- PP POWER POLE
- LP LIGHT POLE
- DE OVERHEAD ELECTRIC
- ELEC ELECTRICAL PEDESTAL
- TRANS ELEC. TRANSFORMER
- TSL TELEPHONE PEDESTAL
- TV CABLE TV PEDESTAL
- WM WATER METER
- CO CLEAN OUT

N/F CROATAN INVESTMENT COMPANY, LLC
D.B. 1805 PG. 159
NCPIN 73061276951000



SITE DATA
NUMBER OF LOTS = 9
SMALLEST LOT AREA = 7,625.58 S.F.
AVERAGE LOT AREA = 11,222.20 S.F.
TOTAL AREA OF LOTS 1-9 = 2.32 ACRES
STORMWATER AND DRAINAGE EASEMENT AREA = 18,207.02 S.F. OR 0.41 ACRES
AREA WITHIN ROAD RIGHT OF WAY = 26,486.62 S.F. OR 0.61 ACRES.
TOTAL TRACT AREA = 3.34 ACRES.

CERTIFICATION OF APPROVAL BY THE PLANNING BOARD
The Beaufort Planning Board hereby approves this final plat for the Palmetto Plantation @ Olde Beaufort Village, Phase 3 Lots 1-9 Subdivision

DATE _____
Chairman, Beaufort Planning Board _____

CERTIFICATE OF APPROVAL OF THE DESIGN AND INSTALLATION OF STREETS, UTILITIES, AND OTHER REQUIRED IMPROVEMENTS

I HEREBY CERTIFY THAT ALL STREETS, UTILITIES AND OTHER REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED IN AN ACCEPTABLE MANNER AND ACCORDING TO THE TOWN OF BEAUFORT'S SPECIFICATIONS AND STANDARDS FOR PALMETTO PLANTATION @ OLDE BEAUFORT VILLAGE PHASE 3 LOTS 1-9 THAT GUARANTEES OF THE INSTALLATION OF THE REQUIRED IMPROVEMENTS IN AN AMOUNT AND MANNER SATISFACTORY TO THE TOWN OF BEAUFORT HAVE BEEN RECEIVED AND THAT THE FILING FEE FOR THIS PLAT IN THE AMOUNT OF \$_____ HAS BEEN PAID.

DATE _____
TOWN MANAGER _____

REVISIONS:

No.	BY	DATE	DESCRIPTION
1	EGC	11/27/24	ADDED REGISTER OF DEEDS CERTIFICATE

REFERENCES:
OWNER: N/F MERCER BUILDING & DESIGN, INC.
D.B. 843 PG. 362
M.B. 33 PG. 700
M.B. 33 PG. 845
M.B. 34 PG. 675
NCPIN 73061277276000

SURVEYOR'S CERTIFICATE

I, E. GLENN CORBETT, CERTIFY THAT THIS PLAT WAS DRAWN BY ME FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOKS REFERENCED) THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOKS REFERENCED ON THE FACE OF THIS PLAT THAT THE RATIO OF PRECISION AS CALCULATED IS 1:110,000+1 THAT THIS SURVEY WAS PREPARED IN ACCORDANCE WITH GS 47-30 AS AMENDED. THIS 28TH DAY OF NOVEMBER A.D. 2024.



PROFESSIONAL LAND SURVEYOR L-3407

SURVEYOR'S CERTIFICATE OF PURPOSE OF PLAT

I, E. GLENN CORBETT, CERTIFY THAT THIS PLAT CREATES A SUBDIVISION OF LAND WITHIN THE TOWN OF BEAUFORT AND THAT THE TOWN OF BEAUFORT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

PROFESSIONAL LAND SURVEYOR LICENSE NUMBER L-3407

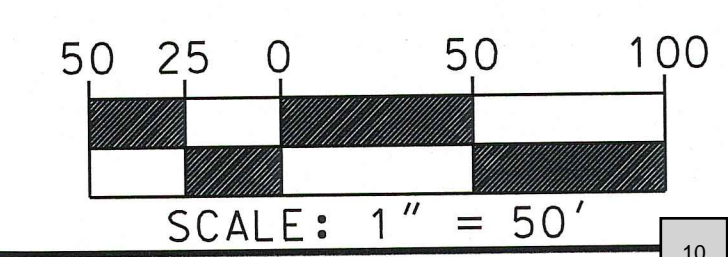
FINAL PLAT
PALMETTO PLANTATION @ OLDE BEAUFORT VILLAGE, PHASE 3 LOTS 1-9
BEAUFORT TOWNSHIP, CARTERET COUNTY, NORTH CAROLINA

CLIENT: MERCER BUILDING & DESIGN, INC.
ADDRESS: 106-C PROFESSIONAL PARK DRIVE BEAUFORT, NC 28516
PHONE: (252) 728-6636

SURVEYED: JH 11/05/24
TL 11/11/24
DRAWN: EGC
APPROVED: EGC

DATE: 11/26/24
SCALE: 1" = 50'

THE CULLIPHER GROUP P.A. C-4482
ENGINEERING & SURVEYING SERVICES
151-A NC HIGHWAY 24 MORRHEAD CITY, NC 28557 (252) 773-0090
E. GLENN CORBETT, P.L.S.





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

January 2, 2025

Mr. Kyle Garner
Town of Beaufort
Planning and Inspections Director
701 Front Street
Beaufort, North Carolina 28516

Re: Proposed Surety Estimate – Palmetto Plantation @ Olde Beaufort Village Ph 3 Lots 1-9

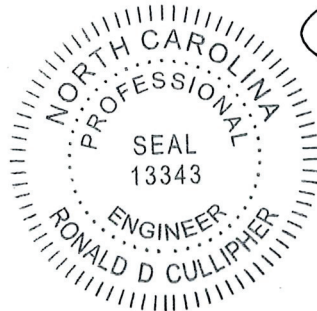
Dear Mr. Garner,

Please utilize this correspondence as our surety estimate for the remaining improvements at the above referenced subdivision. The outstanding items are primarily the sidewalk improvements. The estimate is as follows

Item	Description	Quantity	Unit Rate	Total
1	5' sidewalk	1110 linear feet	\$25.00	\$27750.00
2	Centipede Sod	100 square yards	\$12.00	<u>\$ 1200.00</u>
			Subtotal	\$28950.00
			Markup 25%	<u>\$ 7237.50</u>
			Total Surety	\$36187.50

If I can provide any additional information, please let me know.

Sincerely,
Ronald D. Cullipher 1/2/25
Ronald D. Cullipher, P.E.



Cc:
Judy Mercer

HESTRON PLAZA TWO
151-A NC HWY 24
MOREHEAD CITY, NC 28557
(252) 773-0090