



MEETING AGENDA
The City of Beaufort
HISTORIC DISTRICT REVIEW BOARD

Wednesday, October 8, 2025, 2:00 P.M.

City Hall, Council Chambers, 2nd Floor – 1911 Boundary Street, Beaufort, SC

Please click the link below to access the webinar:

<https://us02web.zoom.us/j/84978561654?pwd=FaCw0dwjtqCDtFrQwi2axTd1izjaJV.1>

Password: 952192 Meeting ID: 849 7856 1654 Call in Phone #: 1+929 205 6099

STATEMENT OF MEDIA NOTIFICATION: “In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, all local media were duly notified of the time, date, place, and agenda of this meeting.”

Note: A project will not be reviewed if the applicant or representative is not present at the meeting.

I. Call to Order:

II. Review of Minutes:

A. September 10, 2025 Meeting Minutes

III. Applications:

A. 1012 Newcastle Street, PIN R120 004 000 0172 0000, COA

Applicant: Bryan Bale, owner

The applicant is requesting approval for security lighting installed after the fact on the fence.

B. 506 Craven Street, PIN R120 004 000 0892 0000, alterations/additions

Applicant: Robert Montgomery, Architect

The applicant is requesting final approval for alterations to the existing residential dwelling, including enclosure & expansion of existing room space as well as adding a new screened porch and a new detached 2-car garage with apartment above.

C. 403 Carteret Street, PIN R120 004 000 0827 0000, canvas sails

Applicant: Samantha and Danielle Mussman, owners

The applicants are requesting approval for installation of canvas shading sails and other improvements on the patio for usage as an outdoor dining area.

IV. Discussion

V. Adjournment



Historic District Review Board Meeting Minutes – September 10, 2025

CALL TO ORDER

0:02

A meeting of the Historic District Review Board was held in-person on Wednesday, September 10, 2025 at 2:00 pm.

ATTENDEES

Members in attendance: Mike Sutton (Chair), Eric Berman, (Vice-Chair), Rita Wilson, Kim Petrella, and Grady Woods.

Staff in attendance: Christopher Klement, Community Development Planner III, Nick Navia, Community Development Planner I, Meadors Architects, and Julie A. Bachety, Community Development Administrative Assistant II.

REVIEW OF MINUTES OF AUGUST 13, 2025

0:04

Mr. Berman noticed on the last page under Adjournment, Mr. Woods made the motion and seconded it as well.

Motion: Mr. Berman made a motion to approved the August 13, 2025 minutes with the one correction of Mr. Woods seconding the motion. Ms. Petrella seconded the motion. The motion passed unanimously.

All Historic District Review Board Meeting minutes are recorded and can be found on the City's website at <http://www.cityofbeaufort.org/AgendaCenter>.

APPLICATIONS

0:50

- A. **811 Congress Street, PIN R120 004 000 0104 0000**, sketch approval
Applicant: Larry Holman, owner

The applicant is requesting conceptual approval for a new construction duplex.

Nick Navia presented his staff report.

Public Comment:

Lise Sundrla, Historic Beaufort Foundation (HBF) Director, agreed with staff's recommendations. Our Preservation Committee did suggest regarding symmetry and alignment with the building from a massing perspective that the applicant shift the front portion of the façade to the right so

everything lines up better without the side portion being seen with the stair and everything coming off the side. Ms. Sundrla referred to 810/812 Congress Street that are directly across the street which are on the city's targeted list as a priority of properties that need attention, help, and preservation. It is the last of the five duplexes left within the Historic District.

Jeremiah Smith, 1107 West Street, said he hopes the mass and scale will not be an issue. He said he recently submitted 709 Greene Street, a two-story double front porch, and got a little push back. He suggested not raising the back gable but to raise the front gable.

Public comment closed.

Motion: Mr. Berman made a motion to grant conceptual approval with staff's recommendations with the caveat being that #1 could also include raising the front gable and not necessarily lowering the rear gable. Ms. Wilson seconded the motion. The motion passed unanimously.

- B. **1107 Prince Street, PIN R120 004 000 0503 0000**, alterations, additions
Applicant: Benjie Morillo, Architect

52:08

The applicant is requesting final approval for various alterations & additions to exterior & interior including interior addition of a bedroom (front), expansion of kitchen/dining areas, new front porch (unscreened), new side porch (screened) as well as a new terrace at the rear of the dwelling and a new driveway.

Christopher Klement presented his staff report.

Public Comment:

Lise Sundrla, Historic Beaufort Foundation (HBF) Director, thanked the applicant for making the adjustments and modifications to the design. It's a greatly improved design. We don't have a preference whether the window frames and doors are painted in black or dark green. We are in support of staff's comments. We would prefer a roof color that is either a light or darker gray since the trim around the windows will be black.

Public comment closed.

Motion: Mr. Berman made a motion to grant final approval with staff's conditions with the exception of #2 being stricken. The cutsheets and the screening for the HVAC have already been addressed. Ms. Wilson seconded the motion. The motion passed unanimously.

The Board and staff discussed upcoming training. It was agreed to have some training topics at the next HRB meeting. Topics discussed were (1) Milner Manual, specifically materials, colors (2) the application process and how it flows (3) HBF Easements in the Historic District and (4) architectural basis guidelines, history, grants. All agreed to have a training topic for October's meeting if there are no applications.

ADJOURNMENT

1:42:26

Mr. Woods made a motion seconded by Ms. Wilson to adjourn. The meeting ended at 3:42 pm.

1012 NEWCASTLE STREET

**Request for approval for placement of security lighting
fixtures on top of fence posts**



STAFF REPORT: Historic District Review Board (HRB)

1012 Newcastle Street

DATE: October 8, 2025

<i>GENERAL INFORMATION</i>		
Applicant:	Bryan Bale (Owner)	
Site Location/Address:	1012 Newcastle Street; PIN: R120 004 000 0674 0000	
Applicant's Request:	The applicant is requesting preliminary approval for site alterations to a contributing structure.	
Current Zoning:	T4-HISTORIC NEIGHBORHOOD DISTRICT (T4-HN)	
Contributing/Neighborhood:	Non-Contributing / Northwest Quadrant	
Flood Zone/Base Flood:	Floodzone: "X" / Elevation: ~20'	
Existing Trees:	N/A	
<i>ZONING DISTRICT INFORMATION</i>		
	<u>T4-HN</u>	
Lot Width at Setback:	40'	
Max Lot Coverage:	55%	
Min. Frontage Build Out	75% of the lot area	
Front Setback	Average Setback of the block	
Side Setback	Side Interior – 5' min, or 0' if attached. 10' interior in the point	
Rear Setback	15'	
Building Height:	3 stories max	
<i>SURROUNDING ZONING, LAND USE AND REQUIRED BUFFERS</i>		
<u>Adjacent Zoning</u>	<u>Adjacent Land Uses</u>	<u>Setbacks for Adjacent Zoning /Buffer required if rezoned</u>
North: T4-N	Historic Homes	N/A
South: T4-N	Historic Homes	N/A
East: T4-N	Historic Homes	N/A
West: T4-N	Historic Homes	N/A

Background: This is an application for a COA to approve lighting fixtures which were installed without a Certificate of Appropriateness. A warning letter (see packet) was issued after the City received multiple complaints on the landscaping, fencing and lights of the property. A COA was issued for the fence, however there is some question whether the applicant followed the submittal offered on the brick piers.

History:

HRB Meeting: Renovation and addition approved on May 26, 2021, with the COA letter dated July 7th, 2021. There is limited site information from the 2021 submittal, but the drawings and renderings do not indicate anything other than the proposed driveway behind the structure, and simple landscaping around the structure. Addition and renovations were completed.

HTRC 10/19/2024: applicant attended HTRC with following comments:

Staff was supportive of the picket fence, but desired examples or pictures which had not been provided.

1012 Newcastle Street

- a. T4-HN
- b. Conservation Neighborhood (Northwest Quadrant)
- c. Supportive of 4' picket fence but need the following:
 - i. Sketch/image of proposed fence with picket profile and spacing
 - ii. Sketch/image of gate for fence
 - iii. Show on a site plan where the fence will be located.

Application: The applicant applied for the fence on 11/13/24, with a basic hand drawn application of the site plan, and pictures of similar fences and materials. The Permit Tech approved and issued the permit and sent it to the Director for signature. A COA was signed and issued on 11/15.

Installation: Installation of the fence and landscape began in March 2025. Staff began receiving complaints in June and July of 2025. After inspection Mr. Bale was informed that it would be appropriate to come to an HTRC to discuss the fence, lighting, landscaping, etc. As no application was made, an official warning was then issued on August 8, 2025, to require Mr. Bale to attend an HTRC meeting.

HTRC August 27, 2025, The Applicant attended the August 19th meeting.

- The scale of the brick piers seems inappropriate given the small size of the front yard and size of the house.
- There does not appear to be any brick piers like the one shown in the design in the surrounding couple of blocks. There are some other fence designs that seem more appropriate:
 - Iron fence only (no brick piers)
 - White wood picket fence
 - Low knee wall with simple iron fence above and no piers
- Should come back to an HTRC meeting if they want to continue down the road of the

brick piers. If they want to switch to any of our recommended options, HTRC may not be necessary, but they would need to provide the documentation

- Request an HRB meeting to hear case in September/

Current HRB Application: After the HRB application was not made for the September deadline, the Code Enforcement officer contacted Mr. Bale, and he submitted an application for October.

COA and Current Issues and Violations

Fence and Hardscaping:

- While a permit was issued for the fencing, it was basic and the perimeter fence with brick posts and light fixtures were not part of the approved design. The brick posts were stated as small on the basic site plan with a picket fence, and the installed piers are quite large in size not consistent with the COA/fence permit.
- In addition, the brick paving, which is considered impervious pavement, along with the house (under roof area), brick wall, and any other impervious hardscaping cannot exceed 65% lot coverage. Staff has concerns that this may exceed this percentage and will require a lot coverage survey to verify the lot coverage percentage is not in violation.

Landscaping:

- While staff does not have purview over landscaping, the use of the specific palm species, cacti, and large rocks are not typical in the Lowcountry and should not be used. Refer to the landscaping section of the Beaufort Preservation Manual.

Lighting:

- The lighting installed on top of the masonry pier was installed without an electrical permit or any permit. Staff does not support the lights mounted to the top of almost every masonry pier. The lighting design is out of scale and not appropriate as per the Preservation Manual, page 304. "Where lighting of walks and gardens is a necessity, modern unobtrusive "footlights" can be used. These fixtures project only about a foot above ground level and blend in quite well with plantings while providing an adequate light level for safety."

FINDINGS AND RECOMMENDATIONS

Staff Recommendation: Staff recommends the HRB table the request, with the following comments/recommendations.

- 1) The applicant should provide a site plan depicting all hardscaping, including the size of the home, new brick pavers and fence to verify the lot coverage percentage is met by the November 2025 HRB meeting.**
- 2) The lighting is not appropriate or permitted and should be removed within 30 days.**
- 3) The scale of the brick piers seems inappropriate given the small size of the front yard and size of the house, and should be scaled down, or removed and replaced with a picket fence. The Applicant should provide a revised plan by the November 2025 HRB meeting.**
- 4) Should the applicant not provide the required information by the November HRB meeting, a notice of violation will be issued.**



MINOR PROJECT PERMIT APPLICATION

Community Development Department

1911 Boundary Street, Beaufort, South Carolina, 29902

p. (843) 525-7049 / f. (843) 986-5606 / permits@cityofbeaufort.org / www.cityofbeaufort.org

OFFICE USE ONLY: Date Filed: 11/13 Application #: 27913 Zoning District: T4-HN Permit Fee: _____

This application shall be filled out in its entirety prior to submittal or processing.

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? Yes No

The owner of the property is aware of and has authorized the proposed work as described in this application. Yes No

RESIDENTIAL COMMERCIAL HISTORIC DISTRICT ARB/HOA Neighborhood (copy of approval required)

Applicant, Property, and Project Information

Applicant/Contractor Name: B.W. BALK & ASSOC SC State License No. 1003 21387

Applicant E-mail: bwbalk@yahoo.com Applicant Phone Number: 843-597-0121

Applicant Title: Homeowner Tenant Architect Engineer Developer Contractor

Property Owner: BRYAN W. BALK Owner's Email Address: bwbalk@yahoo.com

Property Address: 1012 NEWCASTLE Flood Zone: X Hiring subcontractors? YES NO

Storage Shed (Under 200 SF -Res / Under 120 SF - Comm'l) - Site Plan required showing location/setbacks of shed.

Fence (Site Plan required to show location & describe type and height)

Demolition (Minor)

Demolition (Complete)

Banner (Max size 3' x 10')

Awning - Replacement/recover - no signage

Moving Structure - Additional Paperwork Needed

Temporary Use Permit - Special Event, Food Truck, Farmers Market, Circus, Weekend Flea Market

Miscellaneous/Other

TOTAL PROJECT COST: _____
(Materials + Labor)

SCOPE OF WORK - DESCRIBE IN DETAIL:

Build new FENCE + Install Antiqued Red Solid Clay Bricks Pavers
SEE Attached Paperwork with Drawings + Samples

Applicant Signature: [Signature] Date: 11-12-24

Approved By: _____ Date: _____

RED BRICK PAVER'S DRIVEWAY

HVAC/GEN

Back Porch

1012 NEWCASTLE
MAIN HOUSE

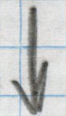
FRONT COVERED PORCH

GATE

PAVER'S DRIVEWAY



PAVER'S WALKWAY



PAVER'S WALKWAY



PAVER'S WALKWAY



PAVER'S WALKWAY

PAVER'S FRONT WALKWAY

GATE FRONT WALK



WHITE PICKETS IRON FENCING 4' HIGH



SMALL RED BRICK COLUMNS

CONCRETE STREET

DRIVEWAY

RED BRICK COLUMNS SMALL

WHITE PICKETS IRON FENCING 4' HIGH

NEWCASTLE STREET

Julie Bachety

From: Jeremy Tate <jeremy@meadorsinc.com>
Sent: Wednesday, October 25, 2023 8:16 AM
To: Curt Freese; Ryan Green
Cc: Maria Short; Julie Bachety
Subject: HTRC - 10.25.2023

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Curt and Ryan,

Below are comments for today's HTRC projects. As mentioned last week, we will recuse our team from the meeting due to Carnegie Library.

Please share these comments with the applicants for 1012 Newcastle and 1604 King Street.

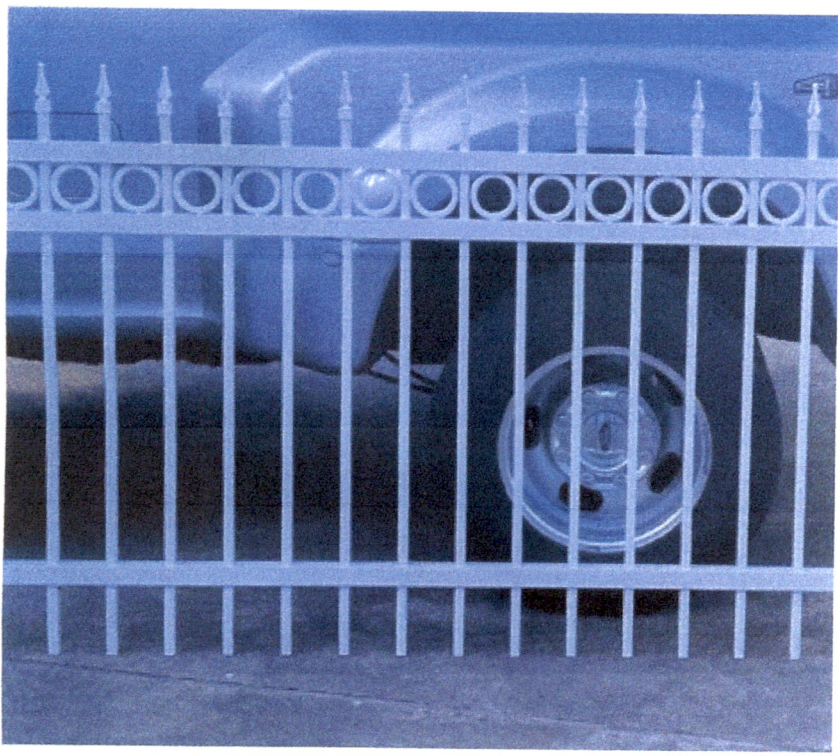
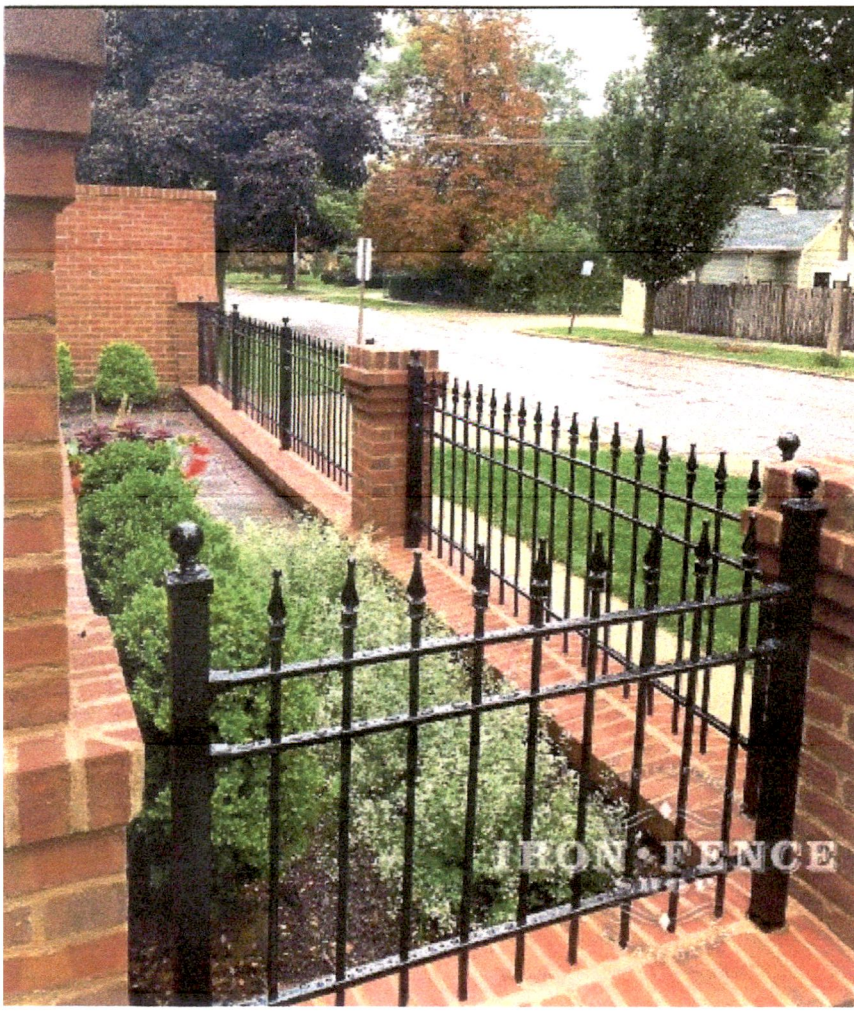
1. 1012 Newcastle Street
 - a. T4-HN
 - b. Conservation Neighborhood (Northwest Quadrant)
 - c. Supportive of 4' picket fence but need the following:
 - i. Sketch/image of proposed fence with picket profile and spacing
 - ii. Sketch/image of gate for fence
 - iii. Show on a site plan where the fence will be located.
2. Bladen Street Homes – 1604 King Street
 - a. T4-N
 - b. Bladen Street Redevelopment District – staff level review due to overlay district
 - c. Preservation Neighborhood
 - d. Confirm frontage buildout is 60%-85% per Section 2.4.1.A.1.
 - i. Will the lots be subdivided or stay one larger lot?
 - e. The applicant is proposing a gallery/colonnade frontage type with a single-family residential structure. Section 4.4.G states “this type is conventional for retail use. Per section 4.5.4 “Single Family Detached House” does not list a gallery/colonnade as an appropriate frontage type. Staff believes this frontage type could be appropriate if the applicant converts the first floor of each structure to retail use, which are listed on the plans as a potential use option. There are other structures with gallery/colonnade along Bladen Street.
 - f. If applicant is to keep the gallery/colonnade, it must be a minimum 10' wide and can overlap the sidewalk to within 2' of the curb per Section 4.4.G.
 - g. The first floor cannot be taller than 15' per Section 2.6.1.A., and no less than 9' for residential structures per Section 2.6.2.C.2.
 - h. The first-floor height of commercial buildings shall be a minimum of 11 feet from finished floor to ceiling per section 2.6.2.C.4.
 - i. Per Section 2.6.2.C.1, “The finished ground floor height for residential structures shall be elevated a minimum of 2 feet above the average adjacent sidewalk grade or adjacent street grade where no sidewalk is present.”
 - i. The first floor must be a minimum of 2' above sidewalk grade, confirm the number of stairs meets this requirement.

- ii. Per this section, the flex space on the first floor cannot be a bedroom (residential). This must be office/retail, or this first-floor area must be elevated, and the frontage type mentioned above must change.
- j. Per Section 2.4.1.D.1, the primary building height cannot exceed 3.5 stories in height when in the historic district. Staff is concerned with the overall height of the proposed structures. Most buildings along Bladen Street are one- and two-story structures, with the only exception being the three-story commercial structure at 711 Bladen Street.
- k. The narrowness of each of the three structures and their proposed height creates a very vertical structure that is not in keeping with the surrounding context. Staff does not believe the structures comply with the principles for compatible infill under section 4.7.2 of the Beaufort Code.
- l. The applicant should look to reduce the overall height of the buildings. Each of the upper stories should be reduced in height to the minimum floor to ceiling height which is 8 feet per section 2.6.2.C.5. Staff asks the applicant to eliminate the roof deck and proposed half story. There is an opportunity to move this program down to the third-floor level above bedroom 1.
- m. Staff further asks the applicant to consider creative approaches to placing the third story under roof form with dormers to bring these structures into greater compatibility with the surrounding context of the Bladen Street Redevelopment District. The intent of these comments is to get these proposed structures to a two-story height with half story under roof for the third-floor plan.
- n. In future submissions the applicant will need to see a more detailed site plan showing ingress/egress for garages.

Thanks,

Jeremy Tate, AIA
Meadors Architecture
2811 Azalea Drive
Charleston, SC 29405
Cell: 843-270-5589
Office: 843-723-8585
Fax: 843-577-3107
www.meadorsinc.com

HRB
Permit
#25961



THIS FENCING
USED IN SIMILAR FASHION
AS THE PICTURE ABOVE



CITY OF BEAUFORT
CODE ENFORCEMENT
Community Development Department
1911 Boundary Street
Beaufort, SC 29902
Phone: (843)322-7965 FAX: (843)525-7031
Citycodes@cityofbeaufort.org

Scott Marshall
City Manager

CODES AND ZONING ENFORCEMENT VIOLATION NOTICE

Date: August 8, 2025
Name: Bryan Bale
Of: 1012 Newcastle Street
Beaufort, SC 29902
Address/Ref: 1012 Newcastle Street
Property ID: R120 004 000 0172 0000
Case #: 2025 – 5786

Violation Summary:

This letter is to inform you that the lights installed on your fence at 1012 Newcastle Street exceed the scope of work that was approved through a Certificate of Appropriateness that was issued for the project on November 15, 2024. While your submission for the project included the posts and fence sections, it did not include the addition of the electrical and lighting that is currently in place.

Certificates of Appropriateness are required under section 9.10 of the Beaufort Development Code and require approval for changes to a property or structure in the historic district; this includes fences.

Additionally, the lighting would have required a permit for the electrical component of the lighting as noted in section 5-1003 of the City Code of Ordinances. This would have required inspections as well through the building code department.

Corrective Action:

You are required at this time to submit an application to the city to appear at a Historic Technical Review Committee (HTRC) meeting to review your project. The committee will decide to either approve, deny, or refer your project to the Historic District Review Board. Application enclosed for your use. We would require you to submit a completed application for attendance to the HTRC no later than Friday, August 15th, 2025, by 4pm. The HTRC meets every Wednesday at 10am.

Alternatively, you could remove the lights to remedy the violation. We would allow 14 days from the date of this notice to accomplish if you chose to pursue that route and to avoid the next steps in the code enforcement process. Notify this office when this has been accomplished. Please see the back of this letter for details regarding the code enforcement process.

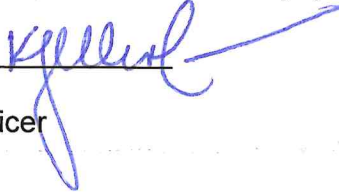
FOR ADDITIONAL CODE INFORMATION VISIT US ONLINE
WWW.CITYOFBEAUFORT.ORG

If the notice of violation is not complied with, the code official shall institute the appropriate proceeding to correct or abate such violation. Any action taken by this authority shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

As per Section 107 of the International Property Maintenance Code, you have the right to appeal this decision to the Building Board of Appeals by filing with the City a written application for an appeal within 20 days of the above date.

Please contact me at (843)322-7965 with any questions or to discuss further.

Kenneth J. Meola
Codes Enforcement Officer





DEVELOPMENT REVIEW PROCESS
HTRC/PRE-DESIGN CONFERENCE FORM

Community Development Department
1911 Boundary Street, Beaufort, South Carolina, 29902
p. (843) 525-7014 / f. (843) 986-5606
Email: development@cityofbeaufort.org Website: www.cityofbeaufort.org

Application Fee: \$0

OFFICE USE ONLY: Date Filed: 8/22/25 Application #: 29278 Zoning District: T4-HN
Historic District? Y N Contributing? Y N Archeological Survey? Y N

HTRC/Pre-Design meetings are informational in nature and are intended to provide applicants guidance through the Beaufort Development Code process. Comments made by Staff are advisory are non-binding and shall not be interpreted as official or formal decisions on the project. Formal comments shall be provided with the Application process.

Schedule: HTRC/Pre-Design Conferences are held every Wednesday at 10:00 a.m. at City Hall (1911 Boundary Street), in the first-floor conference room. The deadline for applications is Wednesday, one week prior to the meeting.

Applicable Projects: A HTRC/Pre-Design Conference is required for all new construction (except detached single-family residences), major subdivisions, and zoning or Code text amendments. It is recommended for change of occupancy, (ex. an office use changing to a restaurant use), and any use involving food service.

Submittal Requirements: All forms and information may be submitted digitally. In addition to a complete application form, applicants are encouraged to submit all possible additional information about a project to convey the complete concept. This may include maps, site plans (to scale or dimensioned) floor plans, elevations, etc.

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? Yes No

Applicant, Property, and Project Information

Applicant Name: Bryan W. BALE

Applicant Address: 611 Arnold Dr. Beaufort, SC 29902

Applicant E-mail: bwba1e@yahoo.com Applicant Phone Number: 843-597-0121

Applicant Title: Homeowner Tenant Architect Engineer Developer Contractor

Owner (if other than the Applicant):

Owner Address:

Project Name:

Property Address: 1012 Newcastle Street Beaufort, SC 29902

Property Identification Number (Tax Map & Parcel Number):

Meeting Date Requested:



DEVELOPMENT REVIEW PROCESS
HTRC/PRE-DESIGN CONFERENCE FORM

Community Development Department
1911 Boundary Street, Beaufort, South Carolina, 29902
p. (843) 525-7014 / f. (843) 986-5606
Email: development@cityofbeaufort.org Website: www.cityofbeaufort.org

Certification of Correctness: I/we certify that the information in this application is correct.

Applicant's Signature: _____

[Handwritten Signature]

Date: _____

8-22-25

Required Project Information

Project Name: _____

1012 NEWCASTLE STREET

Existing use of Site or Structure: _____

Proposed use of Site or Structure: _____

Square footage of any proposed construction: _____

Provide a brief Project Narrative and outline any specific questions you would like addressed.

Get approval for added lights on columns

These lights were added as security due to the crime.

We have had several things stole from us. So the lights when

they are finished will come on if someone comes on the inside

lanar area. So we are asking for permission to have the lights

as security benefits. They are very low light so they dont light

up the neighbors yards.

CONTACT INFORMATION – Application form & supplementary information may be submitted via email:

Attention: Christopher Klement, Planner III

City of Beaufort Department of Planning & Development Services

1911 Boundary Street, Beaufort, South Carolina 29902

E-Mail: development@cityofbeaufort.org | Phone: (843) 525-7014 | Fax: (843) 986-5606



CITY OF BEAUFORT
HTRC – Pre-Design Application Meeting
1911 BOUNDARY STREET
BEAUFORT, SOUTH CAROLINA 29902
(843) 525-7011 FAX: (843) 986-5606

Meeting Summary

Date: 8/27/2025

Project Address: 1012 Newcastle Street

Project Narrative: Discussion on post-violation approval of installed light fixtures on fence posts (not approved prior to installation)

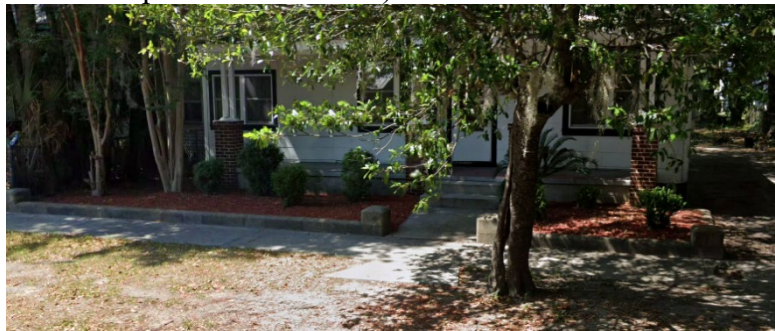
Applicant: Bryan Bale (Owner)

Synopsis of staff comments:

- **Planning and Zoning:**
 - Noncontributing Structure
 - Zoned T4-HN
- **Building Codes:**
 - Light fixtures would require an electrical permit
- **Architecture:**
 - Per the approved drawings in the final COA set dated July 7th, 2021, there is limited site information, but the drawings and renderings do not indicate anything other than the proposed driveway behind the structure, and simple landscaping around the structure.
 - The perimeter fence with brick posts and light fixtures are not part of the approved design, and neither is the hardscaping. The brick paving, which is considered impervious pavement, along with the house (under roof area), brick wall, and any other impervious hardscaping cannot exceed 65% lot coverage. Staff has concerns that this may exceed this percentage.
 - While staff does not have purview over landscaping, the use of the specific palm species, cacti, and large rocks are not typical at all in the Lowcountry and should not be used. Refer to the landscaping section of the Beaufort Preservation Manual.
 - Staff does not support the lights mounted to the top of almost every masonry pier. The lighting design is out of scale and not appropriate. Refer to the yard lighting section of the Preservation Manual, page 304. “Where lighting of walks and gardens is a necessity, modern unobtrusive “footlights” can be used. These

fixtures project only about a foot above ground level and blend in quite well with plantings while providing an adequate light level for safety.”

- From HTRC and Maria’s email dated 11/19/2024:
 - The scale of the brick piers seems inappropriate given the small size of the front yard and size of the house.
 - There does not appear to be any brick piers like the one shown in the design in the surrounding couple of blocks. There are some other fence designs that seem more appropriate:
 - Iron fence only (no brick piers)
 - White wood picket fence
 - Low knee wall with simple iron fence above and no piers (the existing one shown in the attached photo does not have fencing above the wall, but this is an example of the low wall).



- Jeremy and I were just discussing, and since it’s been over a year, they should come back to an HTRC meeting if they want to continue down the road of the brick piers. If they want to switch to any of our recommended options, an HTRC may not be necessary, but they would need to provide the documentation

Applicant’s Next Steps: Request an HRB meeting to hear out your case.

Be advised that this letter is given as a courtesy to applicants and may not contain all project guidelines. For a complete history of the meeting, please request the audio recording. Please refer to the *Beaufort Code* for applicable sections. If there are any changes to the project, not discussed in this meeting, you will need to return to a HTRC – Pre-Design meeting.

If you have any questions, feel free to call the Community Development Department at (843) 525-7014. Thank you for your patience and cooperation during the review process.

Sincerely,
City of Beaufort Community Development

Pictures of installed lights on fence posts at 1012 Newcastle Street





Aug 8, 2025, 13:21





506 CRAVEN STREET

Request for final approval of additions to existing residential dwelling, incl. enclosing screened porch on side and expanding livable space at rear. Also, addition of a new screened porch to existing house and construction of detached 2-car garage with in-law suite above.



STAFF REPORT: Historic District Review Board (HRB)

506 CRAVEN STREET

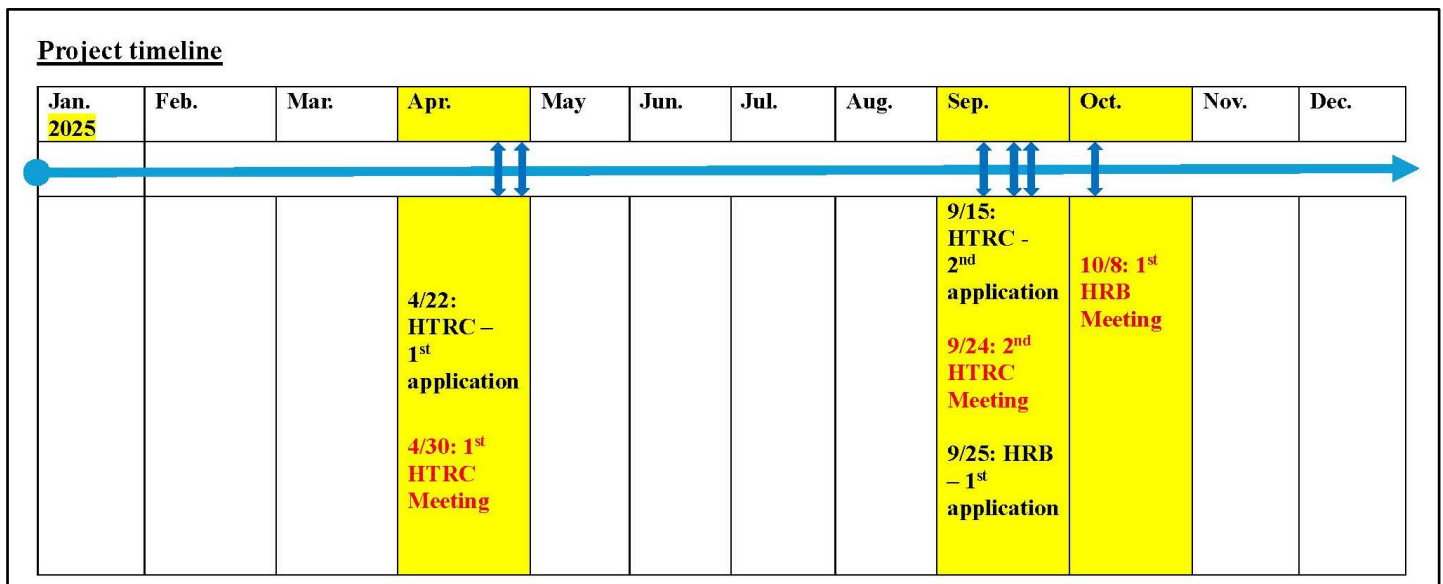
DATE: October 08, 2025

<u>GENERAL INFORMATION</u>		
Applicant:	Robert Montgomery (Architect) for Daniel Crane/Lawrence Haskell (Owners)	
Site Address / Tax PIN:	506 Craven Street / PIN: R120 004 000 0892 0000	
Applicant's Request:	<p><u>Applicant is requesting final approval for the following items:</u></p> <ol style="list-style-type: none"> 1. Enclosure of current screened porch on east side of house for new laundry room 2. Addition of new screened porch, expanded living room and new staircase in the rear (+365 ft²) 3. Demolishment of existing 1-car garage and Construction of a new 2- car garage (624 sf) with in-laws apartment above (480 sf heated; +672 sf total footprint) 4. New driveway on east side (with grass median strip, and paved courtyard in the back; +715 sf impervious coverage) 5. New exterior paint color scheme request to change from current pastel (light) green and white 	
Current Zoning:	T4-HISTORIC NEIGHBORHOOD DISTRICT (T4-HN)	
Contributing/Neighborhood	Contributing - The Point (c. 1885)	
Flood Zone/Elevations	Flood Zone "AE" / "Shaded X", Lot Elevation: 6' - 9'; Base Flood Elevation: 13' (Beaufort, SC)	
Lot size / Square footage of building / lot coverage	10,055 sq. ft. (0.23 ac.) / 1,224 sq. ft. (existing); 1,511 sq. ft. (new - conditioned); 2,338 sq. ft. (new - unconditioned) / = 12% roofed footprint coverage (existing); = 23% roofed footprint coverage (new)	
<u>ZONING DISTRICT INFORMATION</u>		
T4-NEIGHBORHOOD (T4-N)		
Lot Width at Setback:	40 ft. min. / 60 ft. min in the Point	
Max. Lot Coverage:	55% [This percentage indicates maximum lot coverage by roofs; total impervious coverage may be an additional 10%. Parcels may also be subject to Section 8.3 (Stormwater)]. → 65%	
Min. Frontage Build Out	75% of lot area	
Front Setback	Avg. prevailing setback on the block	
Side Setback	6 ft. min. (interior), 5 ft min. (at corner)/ 10 ft. min. in the Point	
Rear Setback	15 ft. min.	
Building Height:	Primary: 3 stories max.; Accessory: 2 stories / 30 ft max.	
<u>SURROUNDING ZONING, LAND USE AND REQUIRED BUFFERS</u>		
<u>Adjacent Zoning</u>	<u>Adjacent Land Uses</u>	<u>Setbacks for Adjacent Zoning /Buffer required if rezoned</u>
North: T4-HN	Residential (507 Craven St., contributing - c. 1880);	N/A

South: T4-HN	Residential (303 New St., non-contrib. - c. 1980)	N/A
East: T4-HN	Residential (504 Craven St., contributing - c. 1880)	N/A
West: T4-HN	Residential (508 Craven St., contributing - c. 1880)	N/A

❖ **Background:** The applicant is requesting final approval for various exterior & interior alterations/additions to a contributing structure, built c. 1885, in the “Rainbow Row” section of Craven Street in the Point neighborhood. The exterior alterations/additions include:

- ✓ Enclosure of an existing screened porch on the east side into a new laundry room (144 ft²);
- ✓ Addition of conditioned space (expansion of living room) and new screened porch with new stairs leading to the rear courtyard (365 ft²);
- ✓ Construction of a new 2-car garage with an in-laws suite above (480 ft² heated; +672 ft² total footprint);
- ✓ Installation of a new driveway (east side) and paved courtyard (+715 ft² impervious lot);
- ✓ Change of exterior color paint scheme from current pastel (light) green & white to “Mill Spring Blue” (siding) with “Carrington Beige” (trim), “Hale Blue” (foundation), “Giant Sequoia” (window sashes) and “Bella Blue” (front door).



- Applicant/Owners have already attended two (2) HTRC Meetings this year:
 - 1) 4/30/2025
 - 2) 9/24/2025

❖ **Summary of HTRC Meetings on April 30th and Sept. 24th, 2025 – Main staff comments:**

1. ***Planning and Zoning:***

- T4-HN, Contributing Structure (ca. 1885)
- If adding more than 50% value, need to elevate full structure to code
- Magnolia tree impact – discuss options with Mr. Michael Murphy

2. ***Building Codes:***


- Garage is permitted to be below the base flood elevation (BFE: 13'). However, needs to have hydrostatic vents. ADU looks like it'd be fine at grade – comply with flood ordinance.
- 33% rule – structure footprint cannot enlarge more than 33%. Garage is fine by itself.
- Main house additions, make sure you are under 33% of the existing house footprint
- Flood resistant material and hydrostatic vents for the garage and mechanical/electrical units need to be elevated above BFE

3. ***Architecture:***

- Primary house:
 - Staff is supportive of the living room and screen porch addition, but believes that the continuation of the west wall of the new living room on the same plane as the existing bathroom's west wall creates an odd wall condition on the west façade. Staff recommends bumping out the living room's west wall, perhaps aligning it with the west wall of the original house. Staff does not believe this is an issue on the east wall where the screen porch aligns with the existing kitchen east wall, since the porch is open, and not a solid wall.
 - Will the foundation for the new porch be piers with a lattice infill? The rest of the foundation appears to be a solid, continuous wall.
 - There appears to be some paneling around the ganged windows on the west elevation, first floor. This appears to be an odd detail since it is flanked by a long expanse of blank wall, instead of being placed on short runs of wall as is shown on the bay windows. Additionally, the detailing around these windows and the rear of the house suggests a porch infill, which is not the case. Staff recommends the applicant remove the paneling.
- Garage/ADU:
 - Per Section 4.5.3.B.7, footprint of the ADU shall not exceed 50% of the footprint of the primary building, or 1,500 SF, whichever is smaller. Conversions of existing accessory structures that exceed this maximum may be permitted if the administrator determines that there is no adverse impact on surrounding property
 - Per Section 4.5.3.B.8 “Compatibility with Primary Structure,” “Architectural details, including color, siding, roof pitch, window detailing, roof materials, height, and foundation shall be compatible with the primary dwelling unit.”
 - Applicant must provide plans, elevations, details, materials, and any other items required by the HRB application checklist.
 - Pay attention to overall height, massing, and scale of proposed garage. It is recommended that the structure be smaller than the neighboring structure at 508 Craven, which appears too large on the site.
 - Staff recommends aligning the east façade of the new garage with the easternmost portion of the existing main house, but preferably the east façade of the kitchen and new addition so that the garage is screened more from view.
 - Applicant has provided dimensions and labels but they appear to have been corrupted in the file. Please revise.
 - Applicant to provide elevations showing the garage and main house together. It is difficult to determine the scale of the proposed garage in relationship to the main house.
 - Staff recommends the single first-floor window on the west elevation be converted to a ganged window to match the windows above.

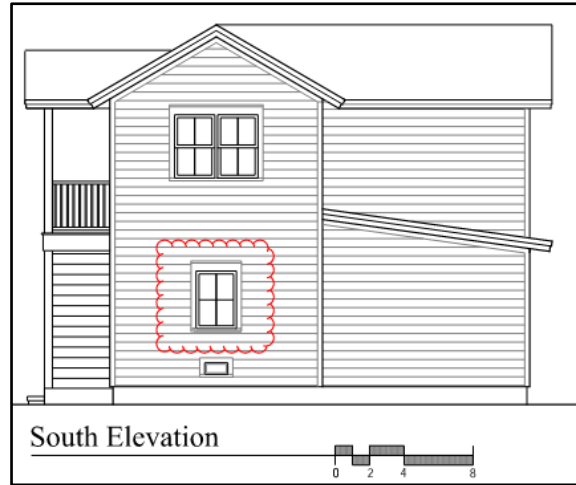
-
-
- Applicant to provide the location of the service yard for the garage. There appears to be an enclosed area on the east side on the site plan. If this is the location of the service yard, staff recommends moving it to either the rear of the garage, or to the west side so that it is not visible from the street.
 - Screen porch:
 - Note: according to the 1899 Sanborn Map, the structure wasn't significantly altered until after 1958. Sometime after 1958, both rear porches were enclosed and then another single-story rear porch was added.
 - At a conceptual level, staff is supportive of some level of a screen porch addition on the rear façade. However, the 30' wide porch sketched is not appropriate to the existing architectural form at the rear.
 - Staff will require photos of the existing rear façade and any changes that will occur to the main house (i.e. any fenestration that is being altered, or anything that is being demolished). Any new addition to a historic house must be minimally invasive to the historic fabric of the building, and sensitive to the building's massing and materials.
 - Overall Site:
 - Applicant to provide a more detailed site plan for the proposed site changes and include cutsheets for paving material.

❖ ***Visualizations of HTRC comments on Conceptual plans:***

Main House	Staff comments:
<p><u>West elevation:</u></p>  <p>West Elevation</p>	<ul style="list-style-type: none"> ❖ The currently proposed continuation of the west wall of the new living room on the same plane as the existing bathroom's west wall creates an odd wall condition on the west façade. <ul style="list-style-type: none"> ➤ Staff recommends bumping out the living room's west wall, perhaps aligning it with the west wall of the original house ❖ There appears to be some paneling around the ganged windows on the west elevation, first floor. This appears to be an odd detail since it is flanked by a long expanse of blank wall, instead of being placed on short runs of wall as is shown on the bay windows. Additionally, the detailing around these windows and the rear of the house suggests a porch infill, which is not the case. <ul style="list-style-type: none"> ➤ Staff recommends the applicant remove the paneling.

Garage / ADU

Staff comments:



- ❖ **Single first-floor windows on the east and south elevations better to be converted to ganged windows to match the windows above.**

Main House and new Garage/ADU in comparison (proposed)



Request to change exterior paint color scheme



Existing

Entry Door	BELLA BLUE 720
Window Sash	GIANT SEQUOIA 2094-30
Trim	CARRINGTON BEIGE HC-93 Campbell Beige
Siding	MILLSPRINGS BLUE HC-137 HC-137 Mill Springs Blue
Foundation	HALE NAVY HC-154

MONTGOMERY ARCHITECTURE & PLANNING, INC.
 9.24.25
 www.monarchpl.com

Haskell-Crane Residence
 Proposed Colors
 506 Craven Street



Exemplary Color Scheme
506 Craven Street
9.25.25

Proposed

❖ **Tree Removal Proposed:**

One (1) **Landmark Southern Magnolia (*Magnolia grandiflora*) tree (DBH: 21")** in accordance with **Section 5.3.1** is to be removed for placement of the new garage/ADU.

- As per **Sec. 5.2.1.B(2)** - “No Tree Permit is required where the proposed tree removal or alteration is reviewed and authorized in accordance with an approved Site Development Permit or Building Permit (...).”
- As per **Sec. 5.2.1.B (3)** - “Residential Lots of Record, (...), are exempt from the replacement planting and mitigation requirements (...).”

❖ **Surrounding Area:**

This property lies within the heart of The Point neighborhood of the Beaufort Historic District. The section of Craven Street of which this specific contributing residential dwelling is part of, is commonly referred to as “Rainbow Row” in reference to the wide spectrum of pastel color schemes of the house there. Many of these represent either Victorian, Queen Anne or Eastlake architectural styles.

❖ **Determination of adequate historic integrity for New Construction, Infill, Additions and Demolition:**

As per the Beaufort Preservation Manual (Chapter 5) and the Beaufort Development Code (Section 4.7), the compatibility of new infill construction as well as major renovations within Beaufort Historic District is determined in consideration with the following principles: **1. Location, 2. Design, 3. Setting, 4. Materials, 5. Workmanship, 6. Feeling and 7. Association.** See detailed staff analysis and recommendations in table below.

4.7.2 Integrity Guidelines (as per Beaufort Development Code)	<u>Rationale Present</u>	<u>Staff Analysis of Rationale</u>
1. Location: This is the relationship between the property and its historical context.	YES	✓ The existing house at 506 Craven Street is a prominently contributing structure within The Point neighborhood. The placement, proportions and style of proposed alterations/additions, located mainly at the rear of the property, respect the sensitive historic context of this neighborhood.
2. Design: This is the combination of elements that create the feeling of a district or structure. These elements include building patterns, streetscapes, site elements, building size, mass and scale, spatial relationships, and specific architectural elements and details.	YES / PAINT COLOR CONFORMITY TBD	✓ The overall design of the proposed alterations/additions preserve the architectural appearance and integrity of the specific house as well as the overall feeling of this street and neighborhood. However, the proposed exterior paint color scheme changes may need to be further studied for historic relevance and integrity into what is commonly referred to as “Rainbow Row”.
3. Setting: This is the physical environment of a property and should be evaluated on its context as well as on the historical role the property has played and continues to play. Important features include topography, vegetation, man-made features, and relationships between existing structures and their surroundings.	YES	✓ The relationship between the house and the historic setting of the neighborhood are well respected and maintained by the design, materials and dimensions of the proposed alterations/additions.

<p>4. Materials: These are the physical elements that make up a property or district.</p>	<p>YES / PAINT COLOR CONFORMITY TBD</p>	<p>✓ The proposed materials replicate the style and composition of the existing contributing structure. These are all acceptable for application within the Historic District. However, the proposed exterior paint color scheme changes may need to be further studied for historic relevance and integrity into what is commonly referred to as “Rainbow Row”.</p>
<p>5. Workmanship: This is the physical evidence of the crafts of a particular culture or time period. This particularly applies to rehabilitation projects, but for new infill projects, workmanship of surrounding structures should be considered and respected.</p>	<p>YES</p>	<p>✓ The proposed alterations/additions respect the workmanship of the existing house as well as the surrounding structures.</p>
<p>6. Feeling: This is the property's expression of the aesthetic or historic sense of a particular period of time. This particularly applies to rehabilitation projects, but for new infill projects, the feeling of surrounding structures should be considered and respected.</p>	<p>YES</p>	<p>✓ The proposed aesthetics respect the feeling of surrounding structures, and promotes the feeling in regard to historic sense, composition and architecture.</p>
<p>7. Association: This is the direct link between an important historic event or person and a property.</p>	<p>N/A</p>	

FINDINGS AND RECOMMENDATIONS

Staff Recommendation: Staff recommends **CONCEPTUAL APPROVAL** for the proposed alterations/additions, in that it satisfies the intent of the Beaufort Preservation Manual and requirements of the Beaufort Code, with the following recommendations being made to obtain final approval:

1. Applicant to provide specifications and cut sheets for proposed materials used for the addition and the garage, such as windows, doors (pedestrian and garage doors), roof material (or note on drawings that new roofs will match existing), pavers, screen porch decking, railings, columns, and post, etc., if not made of wood.
2. Applicant to label all materials in future submissions.
3. As previously discussed in an HTRC meeting, staff would be supportive of non-wood windows on the rear addition and garage. However, staff recommends the applicant use wood windows on the laundry room addition, since these two new windows will be highly visible from Craven Street.
4. Staff recommends aligning the east façade of the new garage with the easternmost portion of the existing main house, but preferably the east façade of the kitchen and new addition so that the garage is screened more from view.
5. Staff recommends lowering the garage roof slightly so that the ridge of the garage aligns with the ridge of the screen porch.
6. For the garage, staff recommends the single first-floor window on the east and south elevations to be converted to ganged windows to match the windows above.
7. Applicant appears to be showing a pressure-treated 1x6 screen under the stairs adjacent to the garage, but it appears as a solid wall with no separation between the 1x6 members. Applicant to provide a detail in future submissions.
8. Applicant to note in future submissions that all cementitious siding must be smooth per Section 4.6.3.A.1.b. of the Beaufort Code.

9. Applicant to provide window head and sill details, jamb details, door details, and detailed sections at the new rear addition, laundry room addition, and garage. This will also include details at eaves and foundation details.

United States Department of the Interior
National Park Service
National Register of Historic Places
Continuation Sheet

Section number 7 Page 19Beaufort Historic District
Beaufort County, SC**List of Contributing Resources**, Continued

Address	Historic Use / Name	Date	Description	Block	Site Number
Congress St., 712	single dwelling	1880 ca.	1-story frame dwelling	41	878
Congress St., 810- 812	multiple dwelling	1900 ca.	1-story frame dwelling	52	923
Congress St., 908	single dwelling	1930 ca.	1-story frame dwelling	63	990
Congress St., 1010	single dwelling	1910	1-story frame dwelling	74	1045
Congress St., 1012	single dwelling	1900	1-story frame dwelling	74	1044
Congress St., 1104	single dwelling	1930	1-story frame dwelling	84	1083
Congress St., 1201	single dwelling	1910	1-story frame dwelling; altered	92	1115
Congress St., 1203	single dwelling	1910	1-story frame dwelling	92	1116
Congress St., 1205	single dwelling	1930	1-story frame dwelling	92	1117
Congress St., 1206	single dwelling	1900	1-story frame dwelling	93	1119
Congress St., 1210	single dwelling	1900	1-story frame dwelling	93	1120
Congress St., 1211	single dwelling	1940	1-story frame dwelling	92	1118
Congress St., 1301	single dwelling	1925	1-story frame dwelling	100	1157
Congress St., 1304	single dwelling	1900	1-story frame dwelling	101	1161
Congress St., 1310	single dwelling	1935	1-story frame dwelling	101	1160
Congress St., 1313	single dwelling	1870	1-story frame dwelling	100	1158
Craven St., 411	single dwelling Dr. Joseph Johnson House	1861	2-story stuccoed brick dwelling	19	796
Craven St., 501	single dwelling	1886 ca.	2-story frame dwelling	26	824
Craven St., 502	single dwelling	1880 ca.	2-story frame dwelling	27	832
Craven St., 503	single dwelling	1886 ca.	2-story frame dwelling	26	825
Craven St., 504	single dwelling	1880 ca.	2-story frame dwelling	27	831
* Craven St., 506	single dwelling	1885 ca.	2-story frame dwelling	27	830
Craven St., 507	single dwelling	1880 ca.	2-story frame dwelling	26	826
Craven St., 508	single dwelling	1880 ca.	2-story frame dwelling	27	829
Craven St., 509	single dwelling Adam Davis Hare House	1924 ca.	1-story frame dwelling	26	827
Craven St., 510	single dwelling	1885 ca.	2-story frame dwelling	27	828
Craven St., 601	single dwelling	1890 ca.	2-story frame dwelling	36	860
Craven St., 603	single dwelling	1890 ca.	2-story frame dwelling	36	861
Craven St., 609	single dwelling	1890 ca.	2-story frame dwelling	36	862

**BEAUFORT COUNTY
HISTORIC SITES SURVEY - 1997**

INTENSIVE LEVEL BUILDING INVENTORY FORM

Statewide Survey Site Form
State Historic Preservation Office
South Carolina Department of Archives and History
Columbia, SC

Site Number: U- 13 - 830
Access County Site #
USGS Quad: 025 Beaufort
Doc. Level: Intensive Level-Building

Historic name(s): _____ Map Ref.: BFT 09 (BR) Tax Number: R120 004 000 0892 0000
Common name(s): _____ City Block Ref.: 27 .03 Island: Port Royal Is.
Address/location: 506 Craven St. City/Vicinity of (vic.) Beaufort
Date: 1885 ca. Alteration date: Not known
Ownership: 1. private 2. city 3. county 4. state 5. federal 6. unknown
Category: 1. building 2. site 3. structure 4. object
Historic use(s): single dwelling Current uses: single dwelling

National Register Status: _____ Date: _____ Listing Name: _____ NRIS # _____
National Register Historic District (NHL, 11/73) 12/17/69 Beaufort Historic District 69000159

SHPO National Register Evaluation: Contributes to listed district Name: Beaufort Historic District

Consultant Recommendation: _____ Name: _____

Previous Survey: _____ Reference: _____ Notes: _____
 H.A.B.S. Other _____
 Feiss-Wright (1969) _____
 Historic Resources of the Lowcountry (1979) 38 BU 1033 The Point
 Milner Historic District Inventory (1979) 027 (892) -10 Vol. 07; full form
 A Guide to Historic Beaufort (1995 ed.) _____

Photograph: _____



Photographs:

- prints
- slides
- negatives

Date: 8.8.97

Recorder: C. Brooker, Brooker Arch. Cons.

Roll # Neg. View of:
B-11 4 N facade & W elev., fac. SE

JOHN MILNER ASSOCIATES
west chester, pennsylvania 19380

NAME: _____
Common _____
Historic _____

Historic Building Data Sheet
Beaufort Historic District
National Historic Landmark
City-Enforced Sector
Beaufort, South Carolina



View: 55:1..

Camera Facing: S, SW

3. CLASSIFICATION

OWNERSHIP		STATUS	ACCESSIBLE TO PUBLIC
<input type="checkbox"/> Public	Public Acquisition:	<input checked="" type="checkbox"/> Occupied	Yes:
<input type="checkbox"/> Private	<input type="checkbox"/> In Process	<input type="checkbox"/> Unoccupied	<input type="checkbox"/> Restricted
<input checked="" type="checkbox"/> Both	<input type="checkbox"/> Being Considered	<input type="checkbox"/> Work in Progress	<input type="checkbox"/> Unrestricted
		<input type="checkbox"/> Pres. <input type="checkbox"/> Altera.	<input checked="" type="checkbox"/> No

PRESENT USE (Check One or More if Applicable)

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Industrial	<input type="checkbox"/> Professional	<input type="checkbox"/> Scientific
<input type="checkbox"/> Commercial	<input type="checkbox"/> Military	<input type="checkbox"/> Religious	<input type="checkbox"/> Transportation
<input type="checkbox"/> Educational	<input type="checkbox"/> Museum	<input checked="" type="checkbox"/> Residence	<input type="checkbox"/> Other
<input type="checkbox"/> Government	<input type="checkbox"/> Park		(_____)

ORIGINAL USE: residence

4a. OWNERSHIP (Present)

Name: Sherman Gluckey Street and Number: P. O. Box 382
City or Town: Beaufort, SC 4b. ORIGINAL OWNER (if known) _____

5. DESCRIPTION

Features (exterior)	Materials
Facade <u>3 bay - side entrance</u>	<u>clapboard</u>
Foundations <u>piers</u>	<u>stuccoed brick with stucco infill</u>
Roof Type: <input type="checkbox"/> flat <input checked="" type="checkbox"/> gable <input type="checkbox"/> shed <input type="checkbox"/> "French" <input type="checkbox"/> gambrel <input type="checkbox"/> hip <input type="checkbox"/> saltbox	<u>asphalt</u>

No.	Location	Materials
1	west slope	brick
1	north	square posts-spindles
1	east	screen

Addition(s) _____

Structural System (if known):

wood frame, interlocking joints wood frame, light member log metal
 masonry load bearing walls (describe) _____
 other (_____)

Number of Stories 2

LOCATION: 506 Craven

Map Ref. Key # 27(892)-10
Feiss-Wright

5. DESCRIPTION (CONT'D.)

Notable Features: Door and transom original; French doors on 1st and 2nd floors; original glazing in entrance door, 2/2 windows.

Condition: EXTERIOR Excellent Good Fair Deteriorated Ruins
 INTERIOR Excellent Good Fair Deteriorated Ruins

Integrity: a. Original Site b. Moved If so, when and from where _____

Major Alterations or Additions: 3 foot addition, 2 stories to rear (south)

Date(s) (if known) _____

Related Outbuildings and Property:

barn carriage house garage(s) shop shed wash house smoke house
 kitchen slaves' quarters gardens orchards fencing (type) _____
 walling (type) _____ other (_____)

Threats and/or intrusions to Building:

none known zoning roads development deterioration other (_____)

6. INTERRELATIONSHIPS OF BUILDING AND SURROUNDINGS

a. Relationship to Street: Pivotal Positive Neutral Negative

b. Relationship to District: Pivotal Positive Neutral Negative

Basis for relationship: a. one of a row of three similar structures

b. _____

7. SIGNIFICANCE

Date of Initial Construction: pre-1800 c.1800 c.1810 c.1820 c.1830
 c.1840 c.1850 c.1860 c.1870 c.1880 c.1890 c.1900
 c.1910 after 1910 Specific Date (if known) _____

Style Georgian Second Empire Georgian Revival Art Deco
 Federal Italianate Neo-Classical Revival Ranch Style
 or Classic Revival Romanesque Revival Federal Revival Split-Level
 Influence: Gothic Revival Queen Anne Bungalowoid Other
 Tuscan Villa Eastlake Cottage (_____)

Historical Association: Early Settlement _____ Community Development
 Civil War: Hospital _____ Headquarters _____ Office _____

8. SOURCES

Sanborn Map, 1889.

9. COMMENTS: Use of orange trim distinctive, but not necessarily authentic. Storage house on this property in 1889.

Recorder: Schooler Date of Inventory: 3/79
 Photographer: Hollenberg Date of Exposure: 3/79

506 CRAVEN STREET
NORTH ELEVATION



● 506 CRAVEN STREET
NORTH ELEVATION

RECOMMENDED REPAIRS:

• Investigate painted areas
for possible clues to
earlier color schemes

• Replace screen doors
with shutters similar
to those at 508 Craven
Street

• Replace concrete steps
with wood





HISTORIC REVIEW APPLICATION MAJOR REVIEW (HISTORIC REVIEW BOARD)

Community Development Department
1911 Boundary Street, Beaufort, South Carolina, 29902
p. (843) 525-7011 / f. (843) 986-5606
Email: development@cityofbeaufort.org / Website: www.cityofbeaufort.org

Application Fee:
see attached schedule

OFFICE USE ONLY: Date Filed: _____ Application #: _____

Zoning District: _____

- HAS PROJECT ATTENDED HTRC MEETING? (REQUIRED) YES NO
- IS PROJECT A CONTRIBUTING STRUCTURE?
 - OR NON-CONTRIBUTING STRUCTURE:

FOR A LIST OF CONTRIBUTING OR NON-CONTRIBUTING STRUCTURES, PLEASE SEE:

<https://cityofbeaufort.org/350/Beaufort-County-Historic-Sites-Survey>

APPLICABILITY FOR HISTORIC REVIEW BOARD: Major discretionary review board (HDRB) approval shall apply to applications for Certification of Appropriateness per Section 9.10.2 for the following requests (please check all that apply):

- New building(s) in Historic District
- Changes to exterior materials of Contributing Structures
- Additions to Contributing Structures
- Non-similar roof replacement on Contributing Structures (roof with different materials)
- Window replacements on Contributing Structures
- Major changes to a Contributing or Non-contributing Site
- Demolition
- Other changes to exterior of Contributing Structures

SUBMITTAL REQUIREMENTS: All forms and information shall be submitted digitally + 5 hard copies of all documents. In addition to a complete application form, applicants shall submit the required items according to the checklists on the subsequent page.

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? Yes No

APPLICANT, PROPERTY, AND PROJECT INFORMATION:

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

APPLICANT E-MAIL: _____ APPLICANT PHONE NUMBER: _____

APPLICANT TITLE: Homeowner Tenant Architect Engineer Developer



HISTORIC REVIEW APPLICATION MAJOR REVIEW (HISTORIC REVIEW BOARD)

Community Development Department
1911 Boundary Street, Beaufort, South Carolina, 29902
p. (843) 525-7011 / f. (843) 986-5606
Email: development@cityofbeaufort.org / Website: www.cityofbeaufort.org

Application Fee:
see attached schedule

OWNER (IF OTHER THAN THE APPLICANT): _____

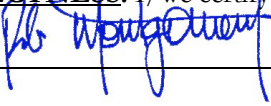
OWNER ADDRESS: _____

PROPERTY ADDRESS: _____

PROPERTY IDENTIFICATION NUMBER (TAX MAP & PARCEL NUMBER): _____

PROVIDE A BRIEF PROJECT NARRATIVE: (Attach any necessary documentation, spec sheets, pictures, paint swatches, etc.):

CERTIFICATION OF CORRECTNESS: I/we certify that the information in this application is correct.

APPLICANT'S SIGNATURE:  **DATE:** 9.25.25

OWNER'S SIGNATURE: _____ **DATE:** _____

(The owner's signature is required if the applicant is not the owner.)

SCHEDULE:

The Historic Review Board (HRB) typically meets the 2nd Wednesday of each month at 2pm. Staff will schedule HRB meeting after HTRC and review of application submittal for completeness and compliance with the Beaufort Preservation Manual and the City of Beaufort Development Code.

CONTACT INFORMATION:

City of Beaufort Community Development Department
1911 Boundary Street, Beaufort, South Carolina 29902
E-Mail: development@cityofbeaufort.org | Phone: (843) 525-7011 | Fax: (843) 986-5606

City of Beaufort Certificate of Appropriateness Checklists

Submission Requirements for New Construction and Alterations or Additions

Please submit DIGITAL FILES ONLY via email to: development@cityofbeaufort.org

*Initial submittals should show existing and proposed conditions. For all subsequent submittals, architectural drawings should show and clearly label existing conditions, the previous proposal, and the current proposed. Each version of the same drawing should be adjacent to the others in the application for easy review.

***This Application Requirements Checklist MUST be included in applications, with submitted items checked.**

Conceptual Review

- Existing Context:** Color photographs of the existing structure and the adjacent structures.
- Plat:** A plat indicating the tax map and parcel number, existing structure(s), setbacks, existing trees, and proposed construction footprint.
- Site Plan:** A site plan, to scale, indicating the location of the existing structure on the lot, proposed new structure, any site modifications (parking, paths, landscaping, tree removal, etc...), any new or existing mechanical equipment and screening area, and percentage of the total impervious paving. The plan should also include any connections to the public right of way (street and/or sidewalk), and grade elevations of the street and/or sidewalk and the proposed construction at the first floor.
- Design:** One or more drawings that convey the intent of the proposal. This may include: floor plans, elevations, and building sections. They should display massing and scale of new construction and how it relates to the existing structure or surrounding context. For new construction and additions, this drawing should include a street elevation and/or a street section showing height and width relationships to existing adjacent buildings.
- 3-D Rendering:** A 3-D rendering, or physical scale model, showing the height, mass and scale of the proposed building in its context is required for all structures except single-family and 2-3 unit residential buildings.
- Pre-Application Conference:** A Pre-application conference is required for all commercial new construction and substantial commercial renovation projects. The requirement for an Archeological Impact Assessment will be determined at this meeting.

Preliminary Review: All the documents required for Conceptual Review, PLUS:

- Floor Plans:** Proposed floor plans of all levels of the building, including square footage. For Alterations or Additions, existing conditions drawings of the floor plan are also required, showing the area and square footage affected by the addition.
- Elevations:** Elevation drawings of all sides of the building, including heights – height above grade, floor-to-floor heights, eave height and ridge height (if applicable). For Alterations or Additions, existing conditions drawings of all four elevations are also required.
- Color Rendering:** A colored version of at least one elevation, noting proposed materials and colors.
 - Additional on-site representation, such as a height story pole, and corner staking of the foundation, may be required.
- A Certified Arborist report may be required if grand trees are affected by the project.

Final Review: All the documents required for Preliminary Review, PLUS:

- Details:** A typical wall section(s), window details, door details, eave details, porch details, and any other details characteristic to the building are required.
- Material Samples and Cut Sheets:** Applicant to submit cut sheets for all exterior building materials, to include roof and typical roof details, doors, windows, dryer vents, exterior lighting, etc. Samples of windows, lighting and building materials may be required at Staff's discretion.
- Final Materials List:** A final list, including colors, is required.
- Landscaping Plan:** A landscaping plan is required for commercial projects. It shall include a schedule detailing materials and colors of all plants and landscape materials, all existing trees, with the trees to be removed noted, existing and proposed grading, and any exterior lighting proposed.



CITY OF BEAUFORT
HTRC – Pre-Design Application Meeting
1911 BOUNDARY STREET
BEAUFORT, SOUTH CAROLINA 29902
(843) 525-7011 FAX: (843) 986-5606

Meeting Summary

Date: 9/24/2025

Project Address: 506 Craven Street

Project Narrative: Request for alterations to existing dwelling, including enclosing existing rear porch & adding new screened porch as well as construction of new garage with apartment above.

Applicant: Robert Montgomery (Architect)

Synopsis of staff comments:

- **Planning and Zoning:**
 - Zoned T4-HN, Residential – Contributing Structure, ca. 1885
 - 55% (+10%) max lot coverage
- **Building Codes:**
 - Existing house is 13.38' FFE, grade is 7'-8'
 - Existing garage is 7.72' FFE, grade is 6'-7'
 - Main house additions, make sure you are under 33% of the existing house footprint
 - Hydrostatic vents and flood-resistant materials below 13' for the garage
- **Architecture:**
 - 1-story structure at the rear of the property is a wood-framed garage. What is the date of construction for this garage?
 - Is applicant proposing to remove the 21" magnolia tree?
 - Applicant to provide photos of the site and the house.
 - Generally, staff is supportive of the proposed addition, garage, and site improvements, with the following recommendations
 - Garage:
 - Staff recommends aligning the east façade of the new garage with the easternmost portion of the existing main house, but preferably the east façade of the kitchen and new addition so that the garage is screened more from view.
 - Applicant has provided dimensions and labels but they appear to have been corrupted in the file. Please revise.

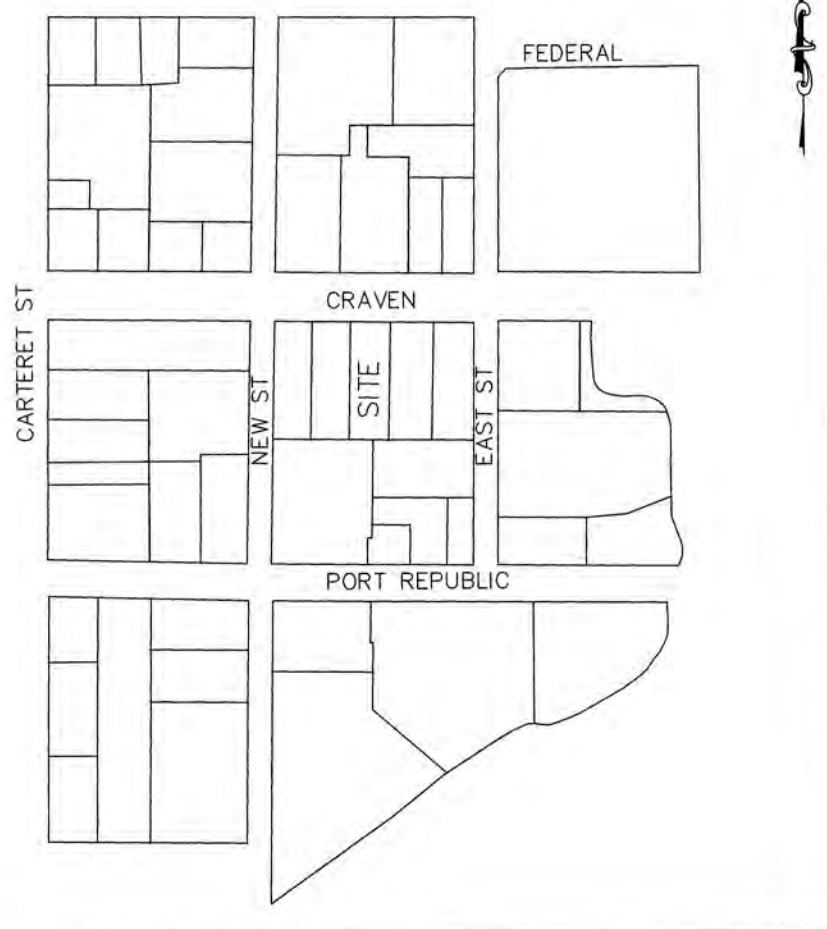
- Applicant to confirm that the building footprint for the garage does not exceed 50% of the footprint of the main house.
- Applicant to provide elevations showing the garage and main house together. It is difficult to determine the scale of the proposed garage in relationship to the main house.
- Staff recommends the single first-floor window on the west elevation be converted to a ganged window to match the windows above.
- Applicant to provide the location of the service yard for the garage. There appears to be an enclosed area on the east side on the site plan. If this is the location of the service yard, staff recommends moving it to either the rear of the garage, or to the west side so that it is not visible from the street.
- Main House
 - Staff is supportive of the living room and screen porch addition, but believes that the continuation of the west wall of the new living room on the same plane as the existing bathroom's west wall creates an odd wall condition on the west façade. Staff recommends bumping out the living room's west wall, perhaps aligning it with the west wall of the original house. Staff does not believe this is an issue on the east wall where the screen porch aligns with the existing kitchen east wall, since the porch is open, and not a solid wall.
 - Will the foundation for the new porch be piers with a lattice infill? The rest of the foundation appears to be a solid, continuous wall.
 - There appears to be some paneling around the ganged windows on the west elevation, first floor. This appears to be an odd detail since it is flanked by a long expanse of blank wall, instead of being placed on short runs of wall as is shown on the bay windows. Additionally, the detailing around these windows and the rear of the house suggests a porch infill, which is not the case. Staff recommends the applicant remove the paneling.
- Site
 - Applicant to provide a more detailed site plan for the proposed site changes and include cutsheets for paving material.

Applicant's Next Steps: Make any discussed revisions, submit HRB application form by Friday, September 26th at 12:00 PM to make it to the October HRB hearing.

Be advised that this letter is given as a courtesy to applicants and may not contain all project guidelines. For a complete history of the meeting, please request the audio recording. Please refer to the *Beaufort Code* for applicable sections. If there are any changes to the project, not discussed in this meeting, you will need to return to a HTRC – Pre-Design meeting.

If you have any questions, feel free to call the Community Development Department at (843) 525-7014. Thank you for your patience and cooperation during the review process.

Sincerely,



SITE MAP (N.T.S.)

NOTES:

- 1.) THE BEARINGS SHOWN HEREON ARE MAGNETIC AND AS SUCH ARE SUBJECT TO LOCAL ATTRACTION.
- 2.) THIS PLAT DOES NOT CERTIFY THE PRESENCE OR ABSENCE OF THE U.S. ARMY CORPS OF ENGINEERS JURISDICTIONAL WETLANDS.
- 3.) METHOD OF AREA CALCULATION BASED ON COORDINATE METHOD.
- 4.) LOCATION OF UNDERGROUND UTILITIES ARE FROM SURFACE INDICATIONS ONLY AND ARE NOT CERTIFIABLE.
- 5.) THIS PLAT REPRESENTS A SURVEY BASED ON THE LISTED REFERENCES ONLY AND IS NOT THE RESULT OF A TITLE SEARCH.
- 6.) CERTIFICATIONS ARE NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNERS.
- 7.) THE CERTIFIER HAS NOT INVESTIGATED OR BEEN INSTRUCTED TO INVESTIGATE THE EXISTENCE OR NONEXISTENCE OF AN OVERLAY DISTRICTS, SUCH AS AIRPORT, MILITARY, NOISE, CRASH POTENTIAL OR ENVIRONMENTAL ISSUES.
- 8.) BEFORE ANY DESIGN WORK OR CONSTRUCTION ON THIS SITE IS STARTED, FLOOD ZONE INFORMATION MUST BE VERIFIED BY PROPER BUILDING CODES OFFICIAL.
- 9.) SETBACKS SHOWN AS PER PLAT OF RECORD AND MUST BE VERIFIED WITH OFFICIAL AGENCY BEFORE PURCHASE AND OR CONSTRUCTION ON SUBJECT PROPERTY.
- 10.) THIS PROPERTY APPEARS TO LIE IN FLOOD ZONE X SHADED & AE 8 AS DETERMINED BY F.E.M.A. FIRM COMM-PANEL NUMBER 45013C0166G DATED MARCH 23, 2021.
- 11.) FLOOD ZONE LINES AS SHOWN ARE SCALED FROM MAPS PROVIDED BY FEMA AND DRAWN ON THE LANDWARD EDGE OF THE FLOOD ZONE BORDER.
- 12.) CONTOUR INTERVAL IS 1'.
- 13.) VERTICAL DATUM IS 1988 NAVD.

REFERENCES:

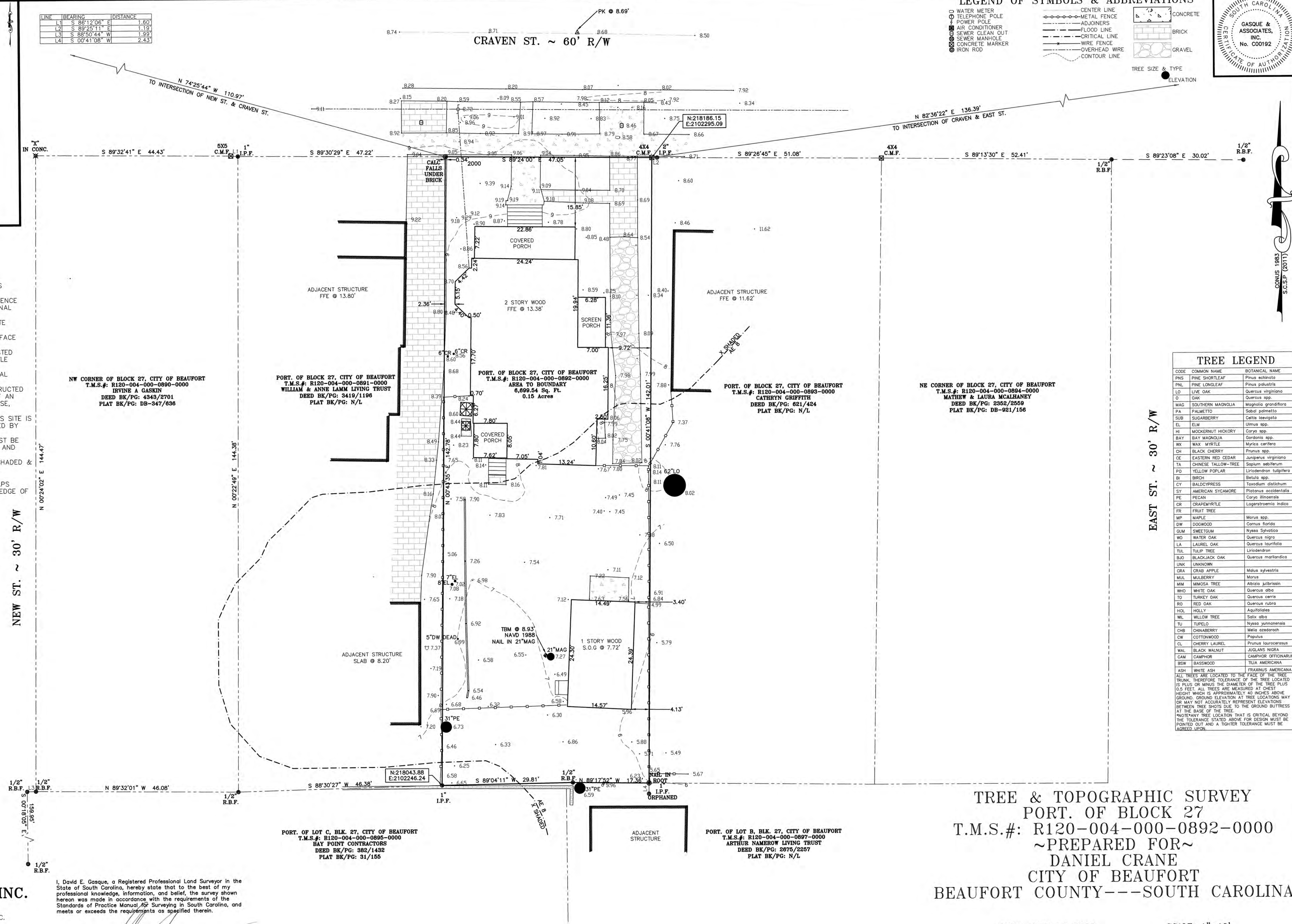
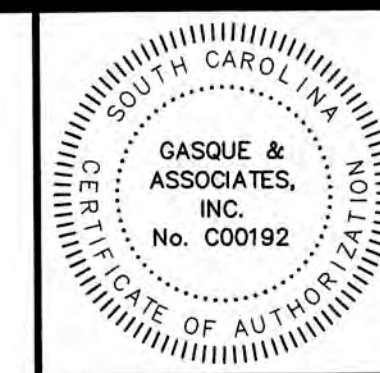
- 1.) T.M.S.#: R120-004-000-0892-0000
- 2.) PLAT BY: DAVID S. YOUNG
DATED: MARCH 7, 1991.
PLAT BK/PG: 41/190
BEAUFORT COUNTY R.M.C. OFFICE
- 3.) DEED REFERENCE BK/PG: 4429/2205

LINE	BEARING	DISTANCE
L1	S 86°12'06" E	1.60'
L2	S 89°25'11" E	1.19'
L3	S 88°50'14" W	1.99'
L4	S 00°41'08" W	2.43'

LEGEND OF SYMBOLS & ABBREVIATIONS

○ WATER METER	— CENTER LINE	▣ CONCRETE
⊕ TELEPHONE POLE	--- FLOOD LINE	▢ BRICK
⊖ AIR CONDITIONER	- - - CRITICAL LINE	▧ GRAVEL
⊗ SEWER CLEAN OUT	— WIRE FENCE	
⊙ SEWER MANHOLE	— OVERHEAD WIRE	
⊚ CONCRETE MARKER	— CONTOUR LINE	
⊛ IRON ROD		

TREE SIZE & TYPE
ELEVATION



TREE LEGEND

CODE	COMMON NAME	BOTANICAL NAME
PNS	PINE SHORTLEAF	Pinus echinata
PNL	PINE LONGLEAF	Pinus palustris
LO	LIVE OAK	Quercus virginiana
O	OAK	Quercus spp.
MAG	SOUTHERN MAGNOLIA	Magnolia grandiflora
PA	PALMETTO	Sabal palmetto
SUB	SUGARBERRY	Celtis occidentalis
SL	SLM	Liriodendron spp.
HI	MOCKERNUT HICKORY	Carya spp.
BAY	BAY MAGNOLIA	Gordonia spp.
WX	WAX MYRTLE	Myrica cerifera
CH	BLACK CHERRY	Prunus spp.
ZE	EASTERN RED CEDAR	Juniperus virginiana
TA	CHINESE TALLOW-TREE	Sapindus sebiferum
PO	YELLOW POPLAR	Liriodendron tulipifera
BI	BIRCH	Betula spp.
CY	BALD PINE	Taxodium distichum
SY	AMERICAN SYCAMORE	Platanus occidentalis
PE	PECAN	Carya illinoensis
OR	CRAPMYRTLE	Lagerstroemia indica
FR	FRUIT TREE	Morus spp.
MP	MAPLE	Acer spp.
DW	DOGWOOD	Cornus florida
QU	SWEETGUM	Nyssa sylvatica
WO	WATER OAK	Quercus nigra
LA	LAUREL OAK	Quercus laurifolia
TU	TULIP TREE	Liriodendron
BLD	BLACKBERRY OAK	Quercus marilandica
UNK	UNKNOWN	
CRA	CRAB APPLE	Malus sylvestris
MUL	MULBERRY	Morus
MM	MANDARIN TREE	Amelanchier
WH	WHITE OAK	Quercus alba
TO	TURKEY OAK	Quercus cerris
RO	RED OAK	Quercus rubra
HOL	HOLLY	Aquifoliales
WL	WILLOW TREE	Salix spp.
TU	TURFLE	Nyssa sylvatica
CHB	CHINABERRY	Melia azadirach
CW	COTTONWOOD	Populus
CL	CHERRY LAUREL	Prunus laurocerasus
WAL	BLACK WALNUT	Juglans nigra
CAM	CAMPBELL	JUGLANS NIGRA
BSW	BASSWOOD	TILIA AMERICANA
ASH	WHITE ASH	FRAXINUS AMERICANA

ALL TREES ARE LOCATED TO THE FACE OF THE TREE TRUNK, THEREFORE TOLERANCE OF THE TREE LOCATED IS PLUS OR MINUS THE DIAMETER OF THE TREE PLUS OR MINUS 40 INCHES. ALL TREES ARE MEASURED AT CHEST HEIGHT WHICH IS APPROXIMATELY 40 INCHES ABOVE GROUND. GROUND ELEVATION AT TREE LOCATIONS MAY OR MAY NOT ACCURATELY REPRESENT ELEVATIONS BETWEEN TREE SHOTS TO THE GROUND BUT TREES AT THE BASE OF THE TREE. MODERN TREE LOCATION THAT IS CRITICAL BEYOND THE TOLERANCE STATED ABOVE FOR DESIGN MUST BE POINTED OUT AND A TIGHTER TOLERANCE MUST BE AGREED UPON.

GASQUE & ASSOCIATES INC.
LAND SURVEYORS PLANNERS
28 PROFESSIONAL VILLAGE CIRCLE, BEAUFORT, S.C.
P.O. BOX 1363, BEAUFORT, S.C.
(843) 522-1798

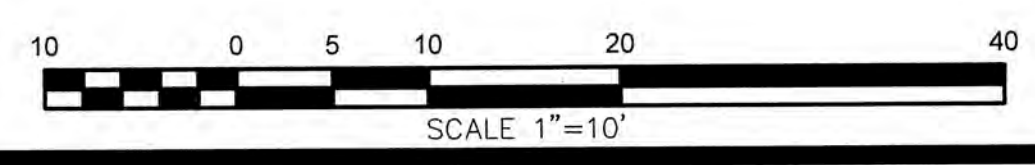
I, David E. Gasque, a Registered Professional Land Surveyor in the State of South Carolina, hereby state that to the best of my professional knowledge, information, and belief, the survey shown hereon was made in accordance with the requirements of the Standards of Practice Manual for Surveying in South Carolina, and meets or exceeds the requirements as specified therein.

[Signature]
David E. Gasque, R.L.S.
S.C. Registration Number 10506

TREE & TOPOGRAPHIC SURVEY
PORT. OF BLOCK 27
T.M.S.#: R120-004-000-0892-0000
~PREPARED FOR~
DANIEL CRANE
CITY OF BEAUFORT
BEAUFORT COUNTY---SOUTH CAROLINA

DATE: JUNE 17, 2025

SCALE: 1"=10'



THIS PLAT IS COPYRIGHTED AND IS ONLY INTENDED FOR THE USE OF THE ENTITY OR PERSON(S) SHOWN HERE ON.



North Elevation 1



North Elevation II



South Elevation 1

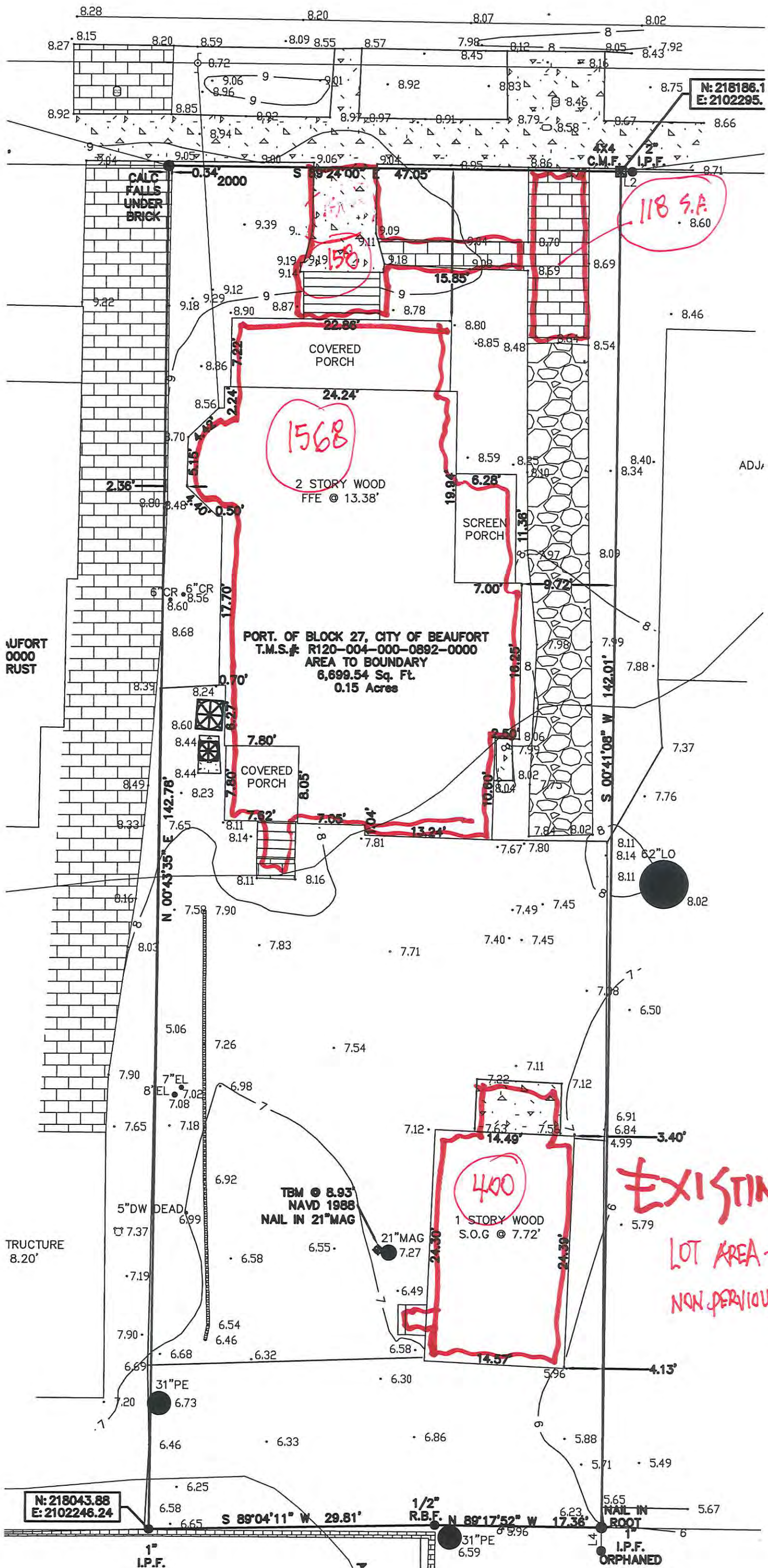


South Elevation II

MONTGOMERY
ARCHITECTURE &
PLANNING, INC.

www.monarchpl.com

Haskell-Crane Residence
508 Craven Street, Beaufort SC
9.25.25



N: 218186.1
E: 2102295.

118 S.F.

1568

400

EXISTING.

LOT AREA - 6699 S.F.

NON PERVIOUS - 2244 S.F.

UFORT
0000
RUST

TRUCTURE
8.20'

N: 218043.88
E: 2102246.24

PORT. OF BLOCK 27, CITY OF BEAUFORT
T.M.S.# R120-004-000-0892-0000
AREA TO BOUNDARY
6,699.54 Sq. Ft.
0.15 Acres

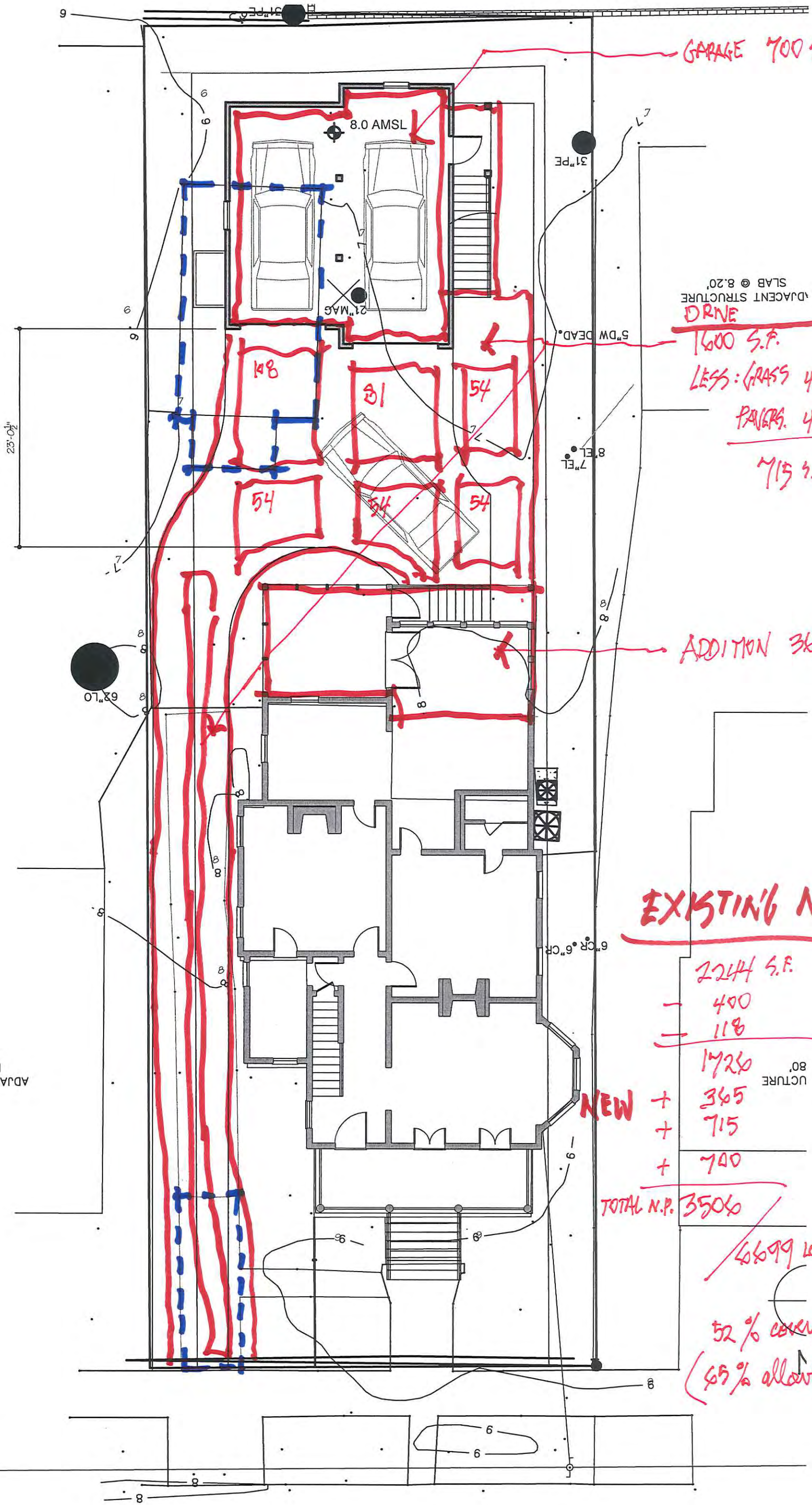
TBM @ 8.93'
NAVD 1988
NAIL IN 21" MAG

1/2" R.B.F.
N 89°17'52" W 17.36'
I.P.F. ORPHANED

1" I.P.F.

S 89°04'11" W 29.81'

5.65
NAIL IN
ROOT



GARAGE 700 S.F.

ADJACENT STRUCTURE
SLAB @ 8.20'
DRIVE

1600 S.F.
LESS: GRASS 480
PAVERS 405
715 S.F.

ADDITION 365 S.F.

EXISTING N.P.

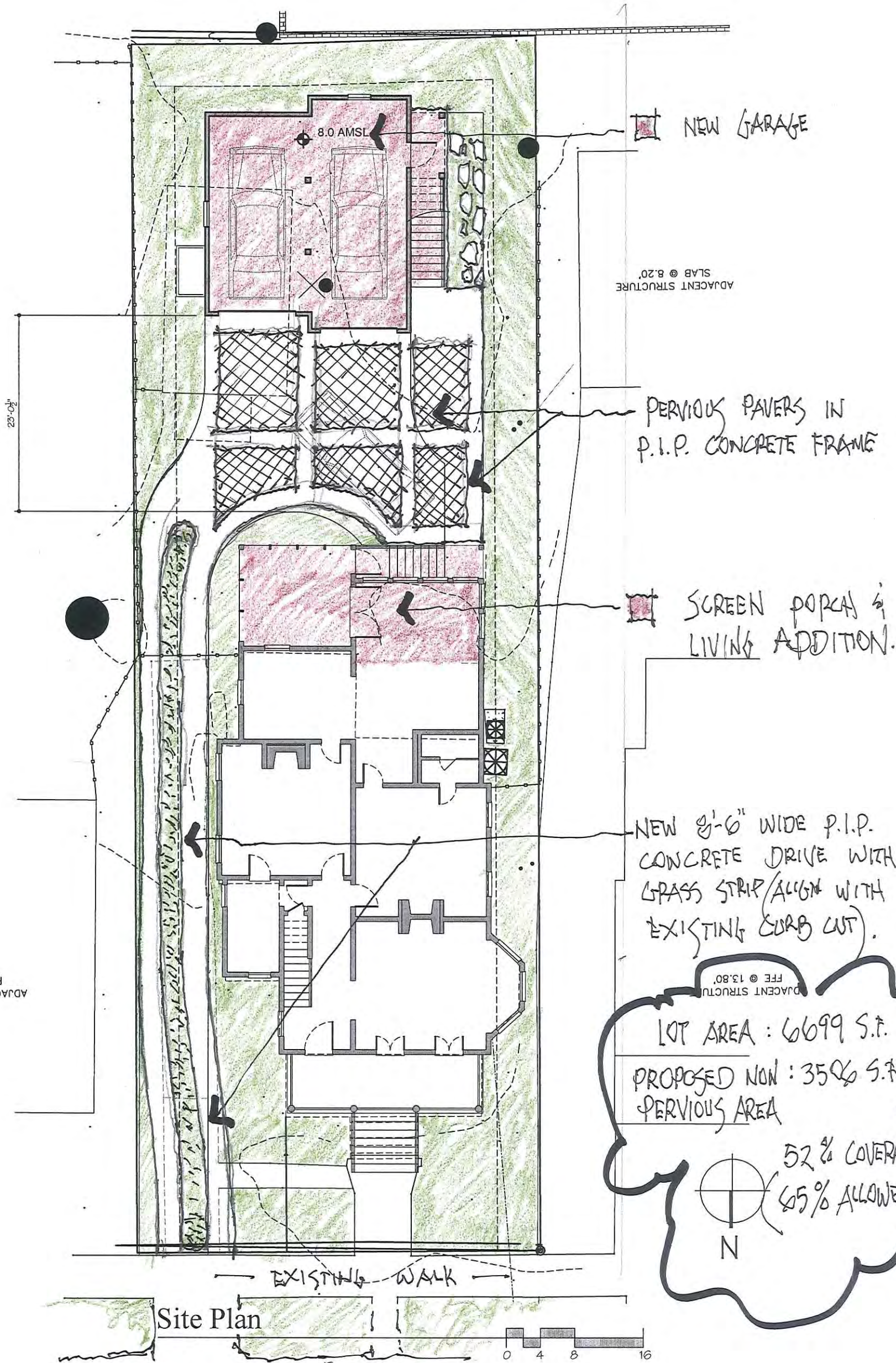
2244 S.F.
- 400
- 118
1726
+ 365
+ 715
+ 700

TOTAL N.P. 3506

6699 LOT AREA.

52% coverage.
(65% allowed)

ADJACENT STRUCTURE
FFE @ 11.62'



CRAVEN STREET

Haskell-Crane Residence

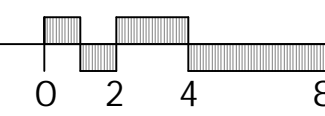
506 Craven Street, Beaufort SC

ARCHITECTURE &
PLANNING, INC.

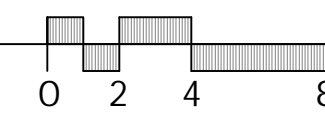
8-20-25
www.monarchpl.com



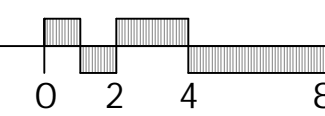
East Elevation



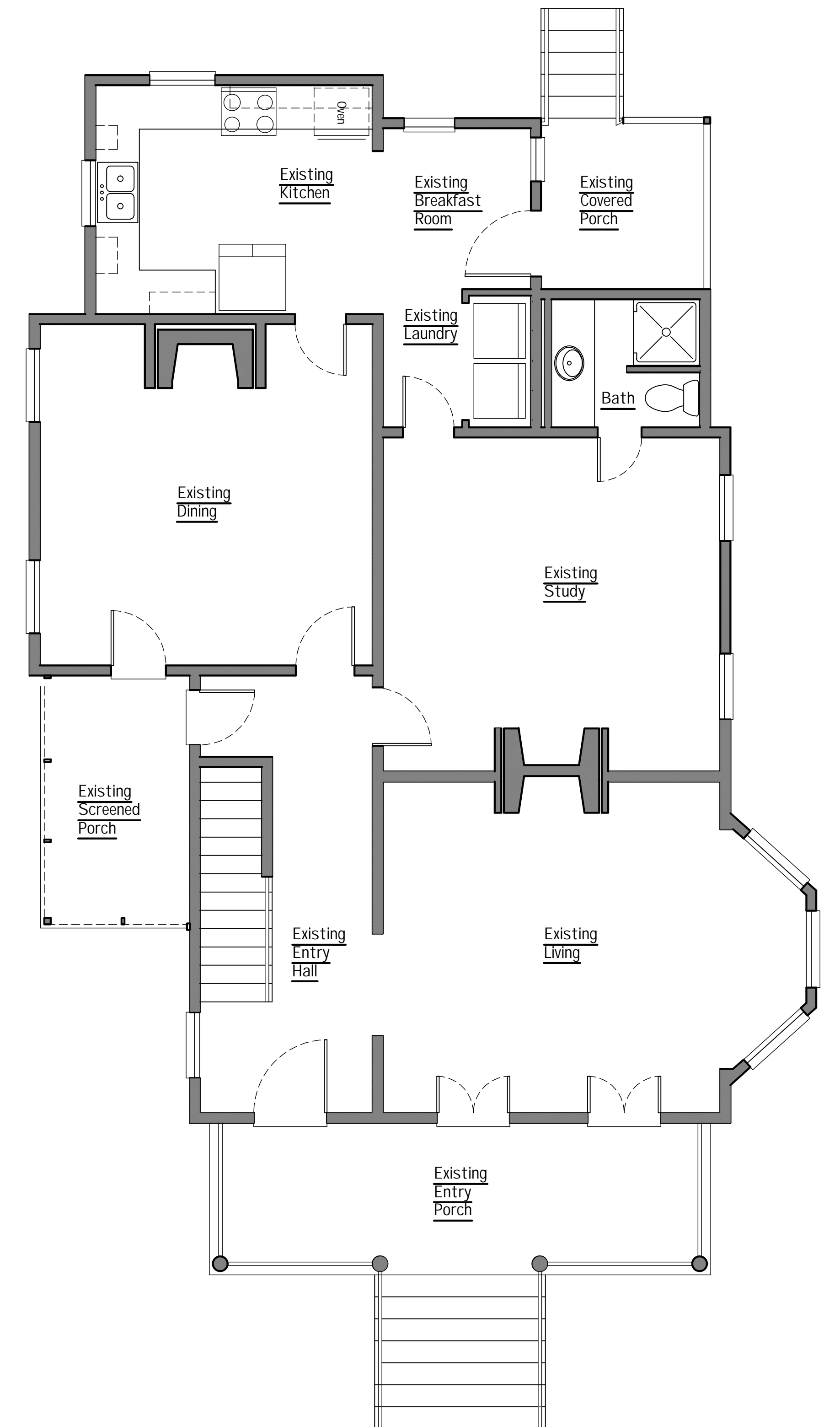
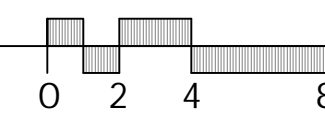
North Elevation



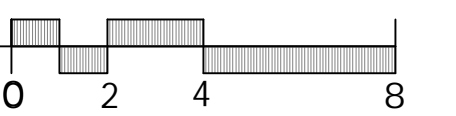
South Elevation



West Elevation

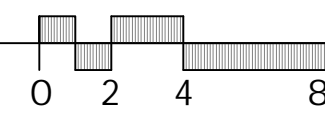


First Floor Plan

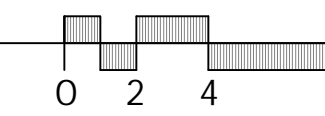




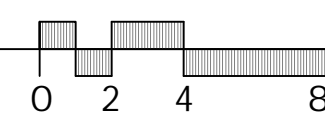
East Elevation



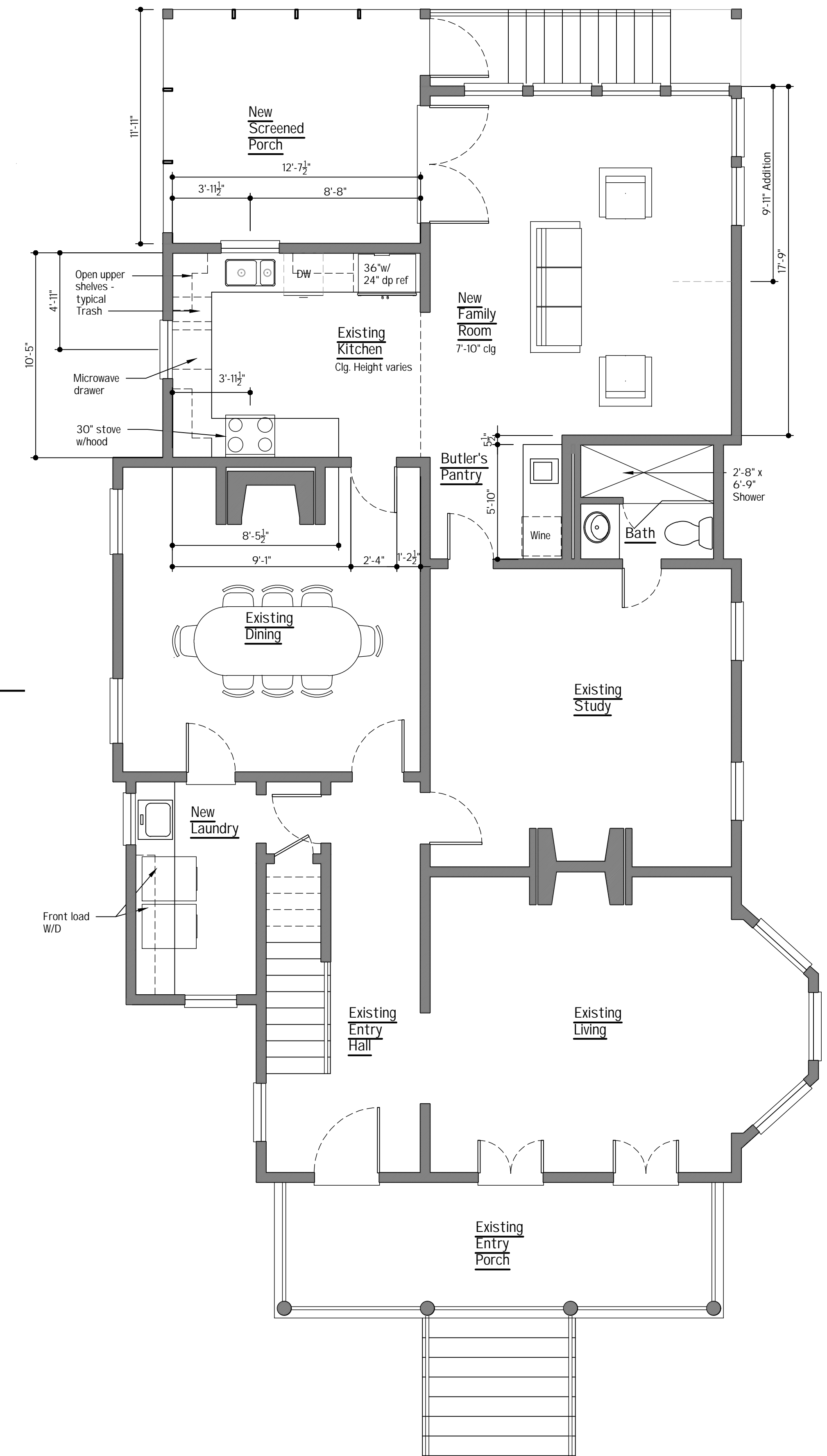
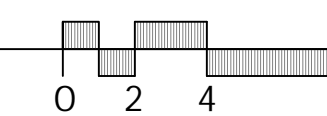
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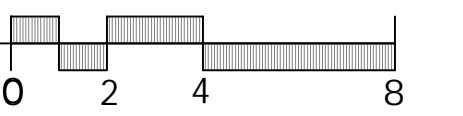
South Elevation



West Elevation



First Floor Plan



Haskell-Crane Residence

Proposed Plan and Elevations

506 Craven Street, Beaufort SC



East Elevation



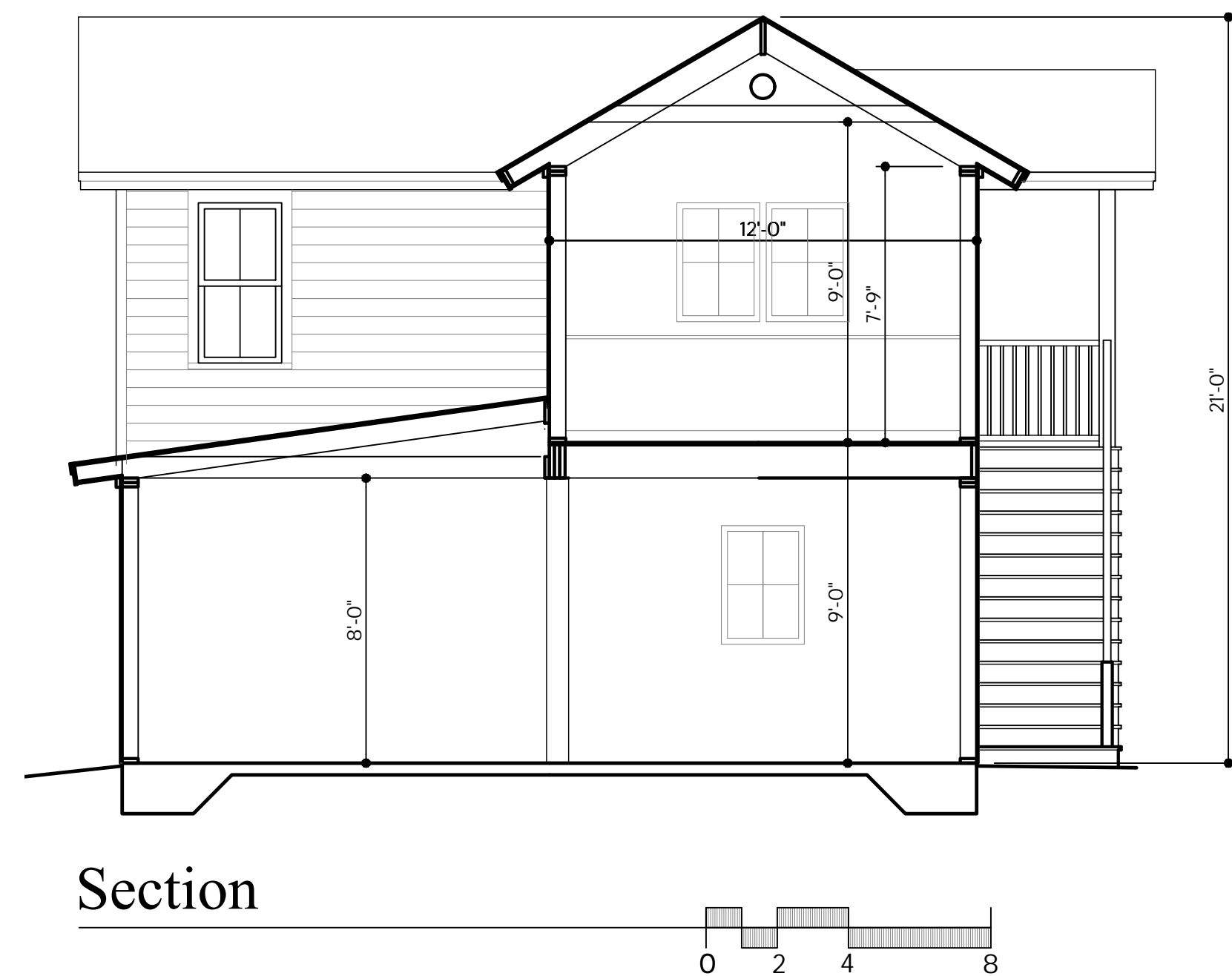
North Elevation



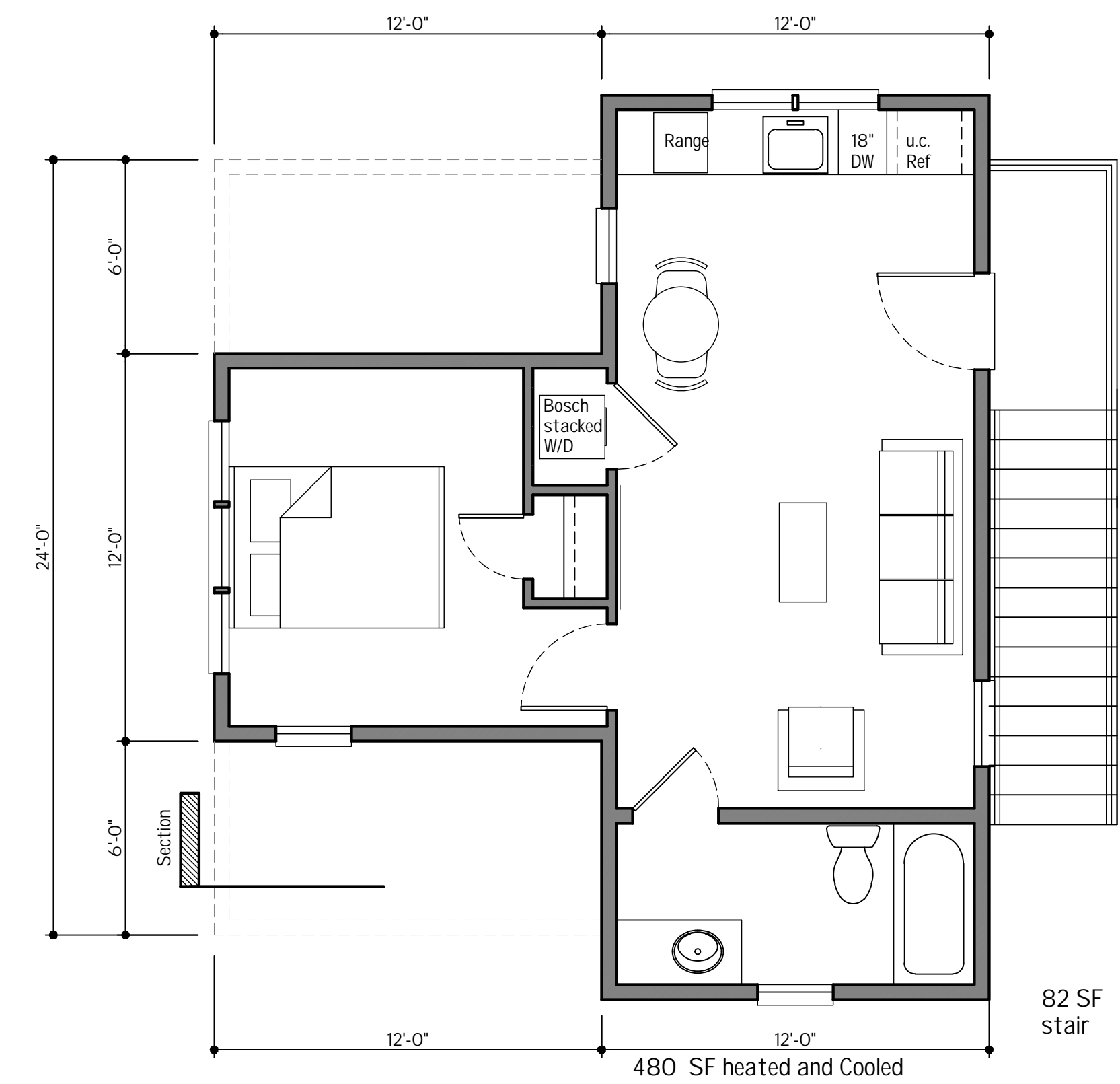
South Elevation



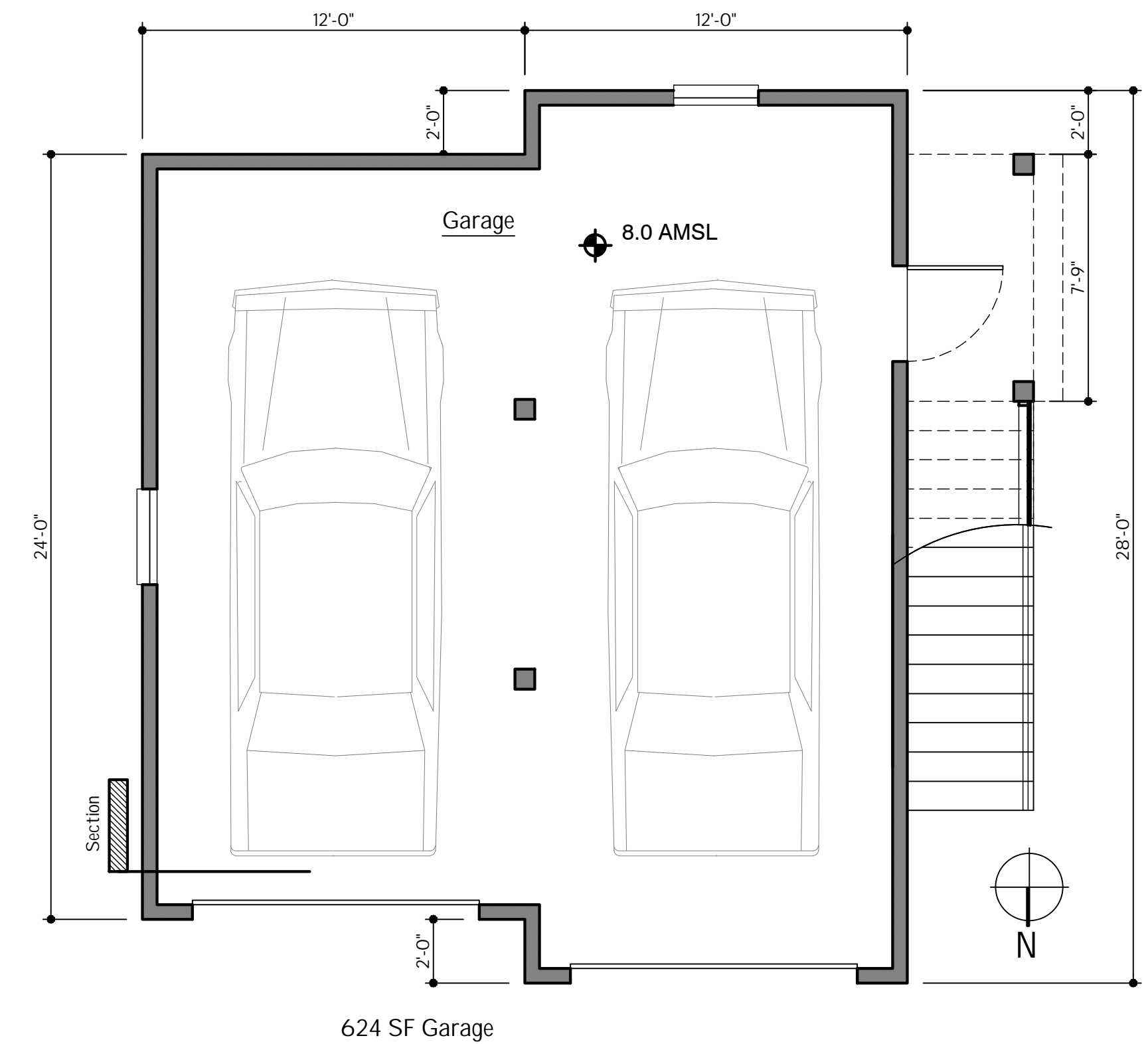
West Elevation



Section



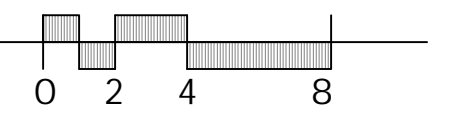
Second Floor Plan



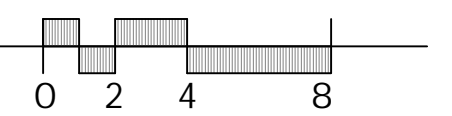
Ground Floor Plan



East Elevation



West Elevation



403 CARTERET STREET

Request for approval for installation of canvas sails for shading and other improvements to outdoor patio.



STAFF REPORT: Historic District Review Board (HRB)

403 CARTERET STREET

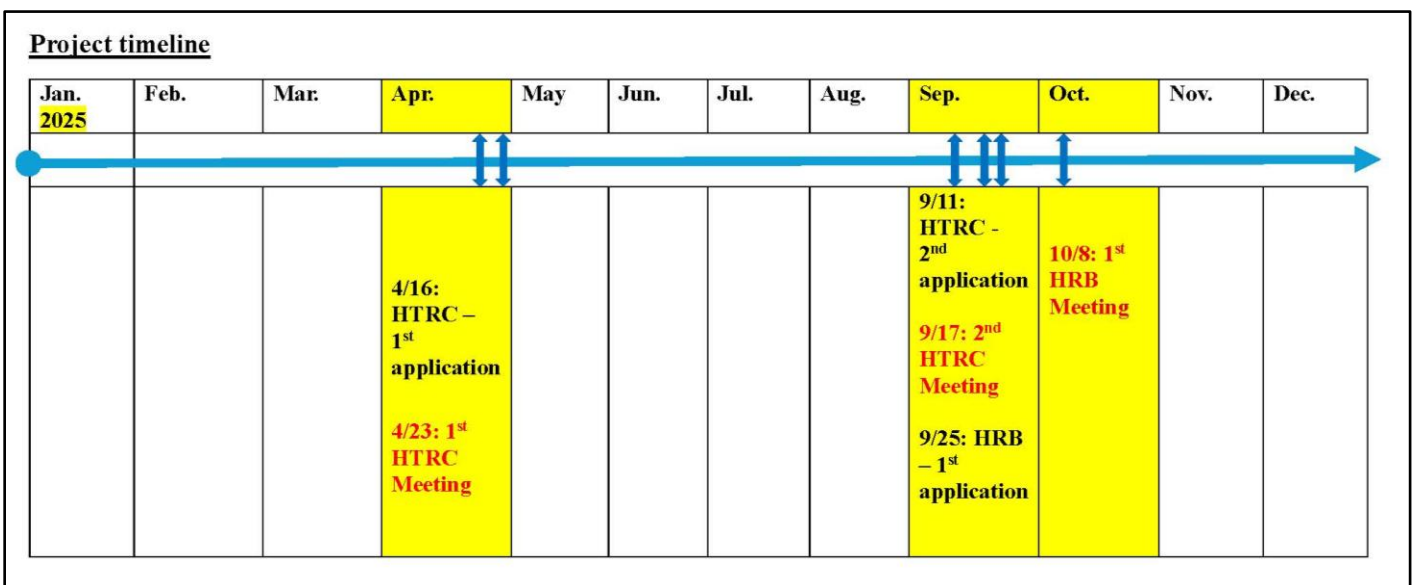
DATE: October 08, 2025

<u>GENERAL INFORMATION</u>	
Applicant:	Samantha Mussman (Tenant)
Site Address / Tax PIN:	403 Carteret Street / PIN: R120 004 000 0824A 0000 / R120 004 000 0827 0000
Applicant's Request:	<p><u>Applicant is requesting installation of canvas sails to use as a patio covering / shades for outdoor seating area – two (2) options:</u></p> <ul style="list-style-type: none"> ❖ <u>Option #1:</u> Four (4) 12x12x12 triangular shaped sails supported by the galvanized steel posts every 7ft that will be painted basil green to match the accent color of the window frames and door frames. Sails are affixed to the building with epoxy set threaded rod and eye bolts and connected to the sails with D- buckles. The posts will be secured with a cement base and then covered with a Lowcountry shell mix. ❖ <u>Option #2:</u> Two (2) hypar-style sail shades which will support more shade and coverage. Sails are in porcelain color. It is the same installation hardware, with four posts in galvanized steel and painted a basil green.
Current Zoning:	T4-HISTORIC NEIGHBORHOOD DISTRICT (T4-HN) / T4- NEIGHBORHOOD DISTRICT (T4-N)
Contributing/Neighborhood	Non-Contributing - The Point (c. 1965)
Flood Zone/Elevations	Flood Zone “Shaded X”, Lot Elevation: 9’ - 10’; Base Flood Elevation: 13’ (Beaufort, SC)
Lot size / Building size	~ 6,415 sq. ft. / ~ 2,400 sq. ft.
<u>ZONING DISTRICT INFORMATION</u>	
<u>T4-HN // T4-N</u>	
Lot Width at Setback:	40 ft. min. / 60 ft. min in the Point // n/a
Max. Lot Coverage:	55% // 70% [This percentage indicates maximum lot coverage by roofs; total impervious coverage may be an additional 10%. Parcels may also be subject to Section 8.3 (Stormwater)]. → 65% // 80%
Min. Frontage Build Out	75% of lot area // 60% min; 85% max.
Front Setback	Avg. prevailing setback on the block // 0 ft. min., 15 ft. max.
Side Setback	6 ft. min. (interior), 5 ft min. (at corner) / 10 ft. min. in The Point // Corner/alley: 0 ft. min., 10 ft. max.; Interior: 5 ft. min
Rear Setback	15 ft min. // 10 ft. min.
Building Height:	3 stories max. (primary) // 3.5 stories max. in Hist. District; 2 stories min.

SURROUNDING ZONING, LAND USE AND REQUIRED BUFFERS

<u>Adjacent Zoning</u>	<u>Adjacent Land Uses</u>	<u>Setbacks for Adjacent Zoning /Buffer required if rezoned</u>
North: T4-HN/T4-N	Historic Home (407 Carteret St., c. 1850)	N/A
South: T4-HN	Green space	N/A
East: T4-HN	Historic Home (609 Craven St., c. 1890)	N/A
West: T4-N	Historic Carnegie Library Bldg. (c. 1917)	N/A

- **Background:** As part of the ongoing renovations at the new Sister Sister Deli & Market (former Griffin Market), the applicant had presented their new exterior building improvements at the HTRC Meeting on April 23, 2025. Those improvements included painting the existing CMU/brick veneer siding in “Cotton White”, door & window trims in “Basil Green” and the front façade wood overhang in “Skyline Steel”. Complementary to these exterior upfits, the applicant came back to the HTRC on Sept. 17, 2025 to further present improvements to the outdoor patio / seating area, which included installing canvas sails for shading as well as some minor improvements to the patio, such as planters, extended paving (crushed Lowcountry shell mix, pavers to parking lot) and metal edging around perimeter.
- The proposed canvas sails will be installed onto brackets in the building wall on one side and onto metal posts, painted in Basil Green, on the perimeter of the patio. String lights would also be strung from post to post for illumination at night. Two options of sails are up for discussion (see below).



- Applicants (Mussman sisters) have already attended two (2) HTRC Meetings this year:
 - 1) 4/23/2025
 - 2) 9/17/2025

❖ **Summary of HTRC Meetings on April 23rd and Sept. 17th, 2025 – Main staff comments:**

1. ***Planning and Zoning:***

- T4-HN / T4-N – Non-Contributing Structure (ca. 1965)
- Standard sign application submittal will be required once you are ready for signage

2. ***Building Codes [4/23]:***

- Might need to consider providing at least one (1) ADA parking space
- Fire Compliance will need to be required (Certificates) for sails
- Flammability Part 2 & 3 Certificates


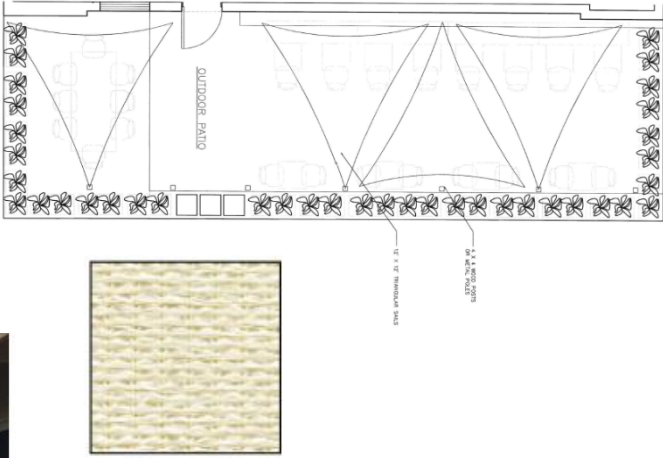
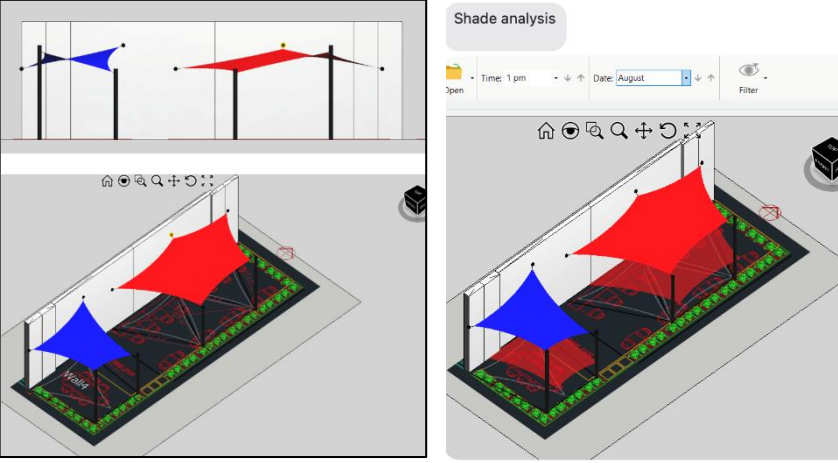
3. ***Architecture:***

- Staff supports the new color selections, with no further comments
- Clarify the location of new side patio [4/23]
 - Will patio have built-up elements such as knee walls or posts to hang string lights or roof canopies? Or will it just be something simpler like pavers and planters with movable tables/chairs?
 - Submit a floor plan to show intent and provide cutsheets for any new exterior lighting, pavers, canopies, etc., if applicable
- Staff is supportive of the proposed changes [9/17]
- Staff requests clarification for the paint color of the galvanized steel posts. These should be painted, not left as unfinished galvanized steel [9/17]

4. ***Historic Beaufort Foundation (HBF) [4/23]:***

- Mid-century modern structure
- Recommend not to paint the brick veneer/cornice band on the top
- CMU block is fine to be painted

❖ **Visualizations of proposed improvements to outdoor patio and sails installation (Options #1 / #2):**

<p><u>Canvas sails</u> – Option #1 (by Infinity Sails Company)</p>   <p style="text-align: center;">Porcelain</p>	<p><u>Details:</u></p> <ul style="list-style-type: none"> ❖ <u>Four (4) triangular sails</u> (12' x 12' x 12' in size each) ❖ Mounted on exterior wall on one side with epoxy set threaded rod and eye bolts and connected to the sails with D- buckles. ❖ Supported on other side by galvanized steel posts (painted in “Basil Green” to match new window frames and door) & spaced every 7 ft. ❖ Seven (7) posts to be secured with a cement base and covered with Lowcountry shell mix ❖ Color of sails: Porcelain ❖ Polytex fabric is fire resistant – certified acc. to NFPA-701-2010.
<p style="text-align: center;">– Option #2 (by Custom Shade Sails Company)</p>	
 <p style="text-align: center;">Porcelain</p>	<ul style="list-style-type: none"> ❖ <u>Two (2) Hypar-style sail shades</u> which will support more shade and coverage ❖ Four (4) instead of seven (7) posts for exterior support ❖ Same installation mechanism on exterior wall ❖ Color of sails: Porcelain ❖ Polytex fabric is fire resistant – certified acc. to NFPA-701-2010.

Outdoor Patio scheme

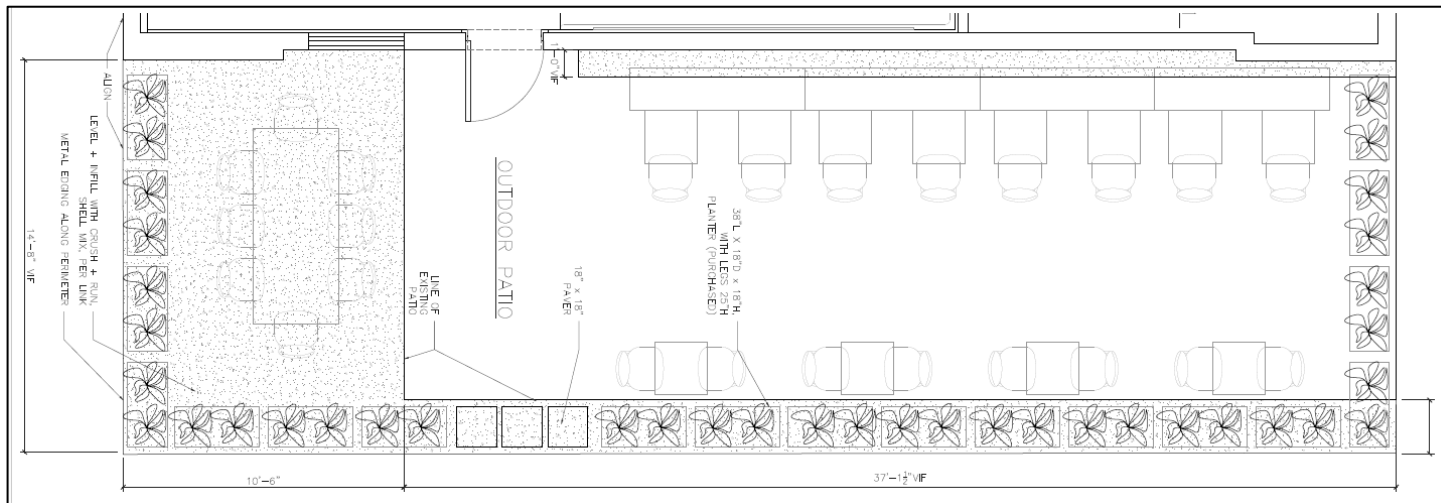
Existing



Patio improvements include:

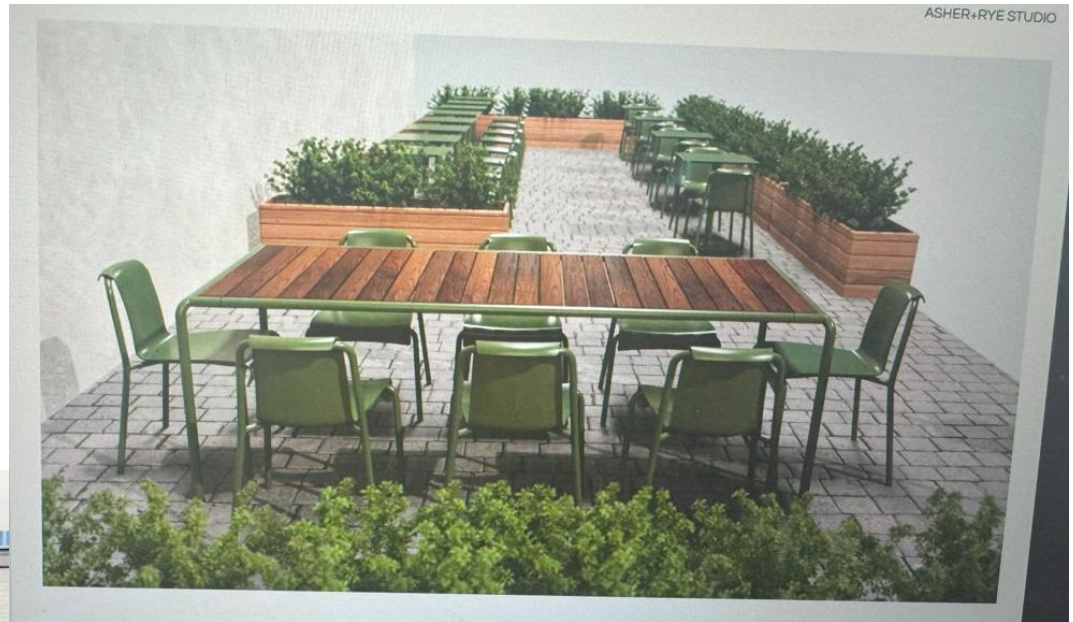
- Placements of planters (38" L x 18" D x 18" H) along perimeter
- Expansion of patio towards Carteret St. to accommodate more seating (infill with gravel/crushed shell mix)
- Connection between parking lot, outdoor patio, and Deli thru side door
- Installation of canvas sails for shade
- Attachment of string lights to support posts for illumination and appeal
- Sails and posts colors to complement new exterior building color scheme (see below)

Proposed



Approved New Exterior Building Color Scheme

Visualization of new outdoor patio dining area >>>



1. New sign illuminated from the existing can lights in the overhang above. See next page for details.
2. Paint over existing CMU, brick, doors, windows, and wood awning, see below.

PAINT - CMU + BRICK



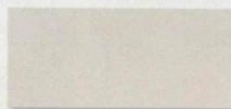
Cotton - SW9581 - Sherwin Williams

PAINT - DOORS + WINDOWS



Basil - SW 6194 - Sherwin Williams

PAINT - WOOD OVERHANG



Skyline Steel - SW1015 - Sherwin Williams

<<< New exterior building improvements

➤ **Tree Removal Proposed:**

No Specimen or Landmark Trees are affected.

➤ **Surrounding Area:**

This non-contributing building, c. 1965, is situated at the corner of Carteret and Craven Streets, across the street from the Visit Beaufort Center. As it is highly visible, this locale and any changes thereto, need to be presented to the Historic District Review Board for aesthetic and historical compliance and consistency.

➤ **Determination of adequate historic integrity:**

As per the Beaufort Preservation Manual (Chapter 5) and the Beaufort Development Code (Section 4.7), the compatibility of new infill construction as well as major renovations within Beaufort Historic District is determined in consideration with the following principles: **1. Location, 2. Design, 3. Setting, 4. Materials, 5. Workmanship, 6. Feeling and 7. Association.** See detailed staff analysis and recommendations in table below.

<u>4.7.2 Integrity Guidelines (as per Beaufort Development Code)</u>	<u>Rationale Present</u>	<u>Staff Analysis of Rationale</u>
1. Location: This is the relationship between the property and its historical context.	YES	✓ The presented improvements to this non-contributing building and its reinvigorated commercial use contribute positively to this highly visible location along Carteret Street, which is one of the City’s major downtown thoroughfares.
2. Design: This is the combination of elements that create the feeling of a district or structure. These elements include building patterns, streetscapes, site elements, building size, mass and scale, spatial relationships, and specific architectural elements and details.	YES	✓ The new exterior building colors and minor alterations to the façade, including improvements to streetscaping and outdoor patio integrate themselves aesthetically and historically well into its surroundings.
3. Setting: This is the physical environment of a property and should be evaluated on its context as well as on the historical role the property has played and continues to play. Important features include topography, vegetation, man-made features, and relationships between existing structures and their surroundings.	YES	✓ The highly visible setting and the entire Carteret Street corridor benefit highly from the presented exterior improvements.
4. Materials: These are the physical elements that make up a property or district.	YES	✓ The materials that are used are neither obtrusive to the architectural style of the building nor detrimental to the surroundings of the Historic District.
5. Workmanship: This is the physical evidence of the crafts of a particular culture or time period. This particularly applies to rehabilitation projects, but for new infill projects, workmanship of surrounding structures should be considered and respected.	YES	✓ The proposed alterations/additions have minor materialistic impacts to the building.

<p>6. Feeling: This is the property's expression of the aesthetic or historic sense of a particular period of time. This particularly applies to rehabilitation projects, but for new infill projects, the feeling of surrounding structures should be considered and respected.</p>	<p>YES</p>	<p>✓ The proposed exterior improvements contribute positively to the feeling of the highly visible Carteret Street corridor and to the Beaufort Historic District as a whole.</p>
<p>7. Association: This is the direct link between an important historic event or person and a property.</p>	<p>N/A</p>	

FINDINGS AND RECOMMENDATIONS

Staff Recommendation: **Staff recommends Final Approval** for the proposed alterations/additions, in that it satisfies the intent of the Beaufort Preservation Manual and requirements of the Beaufort Code.

- Staff would prefer Option #1 containing four regular canvas sails, as it represents a cleaner and aesthetically more appealing look.



CITY OF BEAUFORT
HTRC – Pre-Design Application Meeting
1911 BOUNDARY STREET
BEAUFORT, SOUTH CAROLINA 29902
(843) 525-7011 FAX: (843) 986-5606

Meeting Summary

Date: 9/17/2025

Project Address: 403 Carteret Street

Project Narrative: Request for installation of canvas sail-shaped shades and general discussion on outdoor patio

Applicant: Samantha Mussman (Tenant)

Synopsis of staff comments:

- **Planning and Zoning:**
 - Noncontributing Structure, ca. 1965
- **Building Codes:**
 - Fire Compliance will be required
 - Flammability Part 2 & 3 Certificates
- **Architecture:**
 - Staff is supportive of the proposed changes.
 - Staff requests clarification for the paint color of the galvanized steel posts. These should be painted, not left as unfinished galvanized steel.

Applicant's Next Steps: Will require to go to the HRB (October 8th) for their approval. Need to submit HRB application by September 26th to meet the October meeting deadline. Staff is in support of the scope of work as presented.

Be advised that this letter is given as a courtesy to applicants and may not contain all project guidelines. For a complete history of the meeting, please request the audio recording. Please refer to the *Beaufort Code* for applicable sections. If there are any changes to the project, not discussed in this meeting, you will need to return to a HTRC – Pre-Design meeting.

If you have any questions, feel free to call the Community Development Department at (843) 525-7014. Thank you for your patience and cooperation during the review process.

Sincerely,
City of Beaufort Community Development



CITY OF BEAUFORT
HTRC – Pre-Design Application Meeting
1911 BOUNDARY STREET
BEAUFORT, SOUTH CAROLINA 29902
(843) 525-7011 FAX: (843) 986-5606

Meeting Summary

Date: 4/23/2025

Project Address: 403 Carteret Street

Project Narrative: General discussion on historic preservation requirements pertaining to desired exterior building changes, i.e. painting, signage, side patio, etc. for new restaurant use

Applicant: Mses. Mussman (Tenants)

Synopsis of staff comments:

- **Planning and Zoning:**
 - Noncontributing Structure (c. 1965)
 - T4-HN / T4-N
 - Standard sign application submittal will be required once you are ready for signage
- **Building Codes:**
 - Might need to consider an ADA parking space
- **Architecture:**
 - Specify the actual paint (masonry) – stain preferred instead of paint – would adhere much better, not be as thick of a coating as paint. Limewash also a consideration
 - Staff supports the new color selections, with no further comments
 - Clarify the location of new side patio
 - Will patio have built-up elements such as knee walls or posts to hang string lights or roof canopies? Or will it just be something simpler like pavers and planters with movable tables/chairs?
 - Submit a floor plan to show intent and provide cutsheets for any new exterior lighting, pavers, canopies, etc., if applicable
- **HBF:**
 - Mid-century modern structure
 - Recommend not to paint the brick veneer/cornice band on the top
 - CMU block is fine to be painted

Applicant's Next Steps: Finalize your color selections, revise your plans (if any), submit cutsheets/patio plans, we'll issue a certificate of appropriateness which will allow you to pull permits and begin work.

Be advised that this letter is given as a courtesy to applicants and may not contain all project guidelines. For a complete history of the meeting, please request the audio recording. Please refer to the *Beaufort Code* for applicable sections. If there are any changes to the project, not discussed in this meeting, you will need to return to a HTRC – Pre-Design meeting.

If you have any questions, feel free to call the Community Development Department at (843) 525-7014. Thank you for your patience and cooperation during the review process.

Sincerely,
City of Beaufort Community Development



HISTORIC REVIEW APPLICATION MAJOR REVIEW (HISTORIC REVIEW BOARD)

Community Development Department
1911 Boundary Street, Beaufort, South Carolina, 29902
p. (843) 525-7011 / f. (843) 986-5606
Email: development@cityofbeaufort.org / Website: www.cityofbeaufort.org

Application Fee:
see attached schedule

OFFICE USE ONLY: Date Filed: _____ Application #: _____

Zoning District: _____

-
- HAS PROJECT ATTENDED HTRC MEETING? (REQUIRED) YES NO
 - IS PROJECT A CONTRIBUTING STRUCTURE?
 - OR NON-CONTRIBUTING STRUCTURE:

FOR A LIST OF CONTRIBUTING OR NON-CONTRIBUTING STRUCTURES, PLEASE SEE:

<https://cityofbeaufort.org/350/Beaufort-County-Historic-Sites-Survey>

APPLICABILITY FOR HISTORIC REVIEW BOARD: Major discretionary review board (HDRB) approval shall apply to applications for Certification of Appropriateness per Section 9.10.2 for the following requests (please check all that apply):

- New building(s) in Historic District
- Changes to exterior materials of Contributing Structures
- Additions to Contributing Structures
- Non-similar roof replacement on Contributing Structures (roof with different materials)
- Window replacements on Contributing Structures
- Major changes to a Contributing or Non-contributing Site
- Demolition
- Other changes to exterior of Contributing Structures

SUBMITTAL REQUIREMENTS: All forms and information shall be submitted digitally + 5 hard copies of all documents. In addition to a complete application form, applicants shall submit the required items according to the checklists on the subsequent page.

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? Yes No

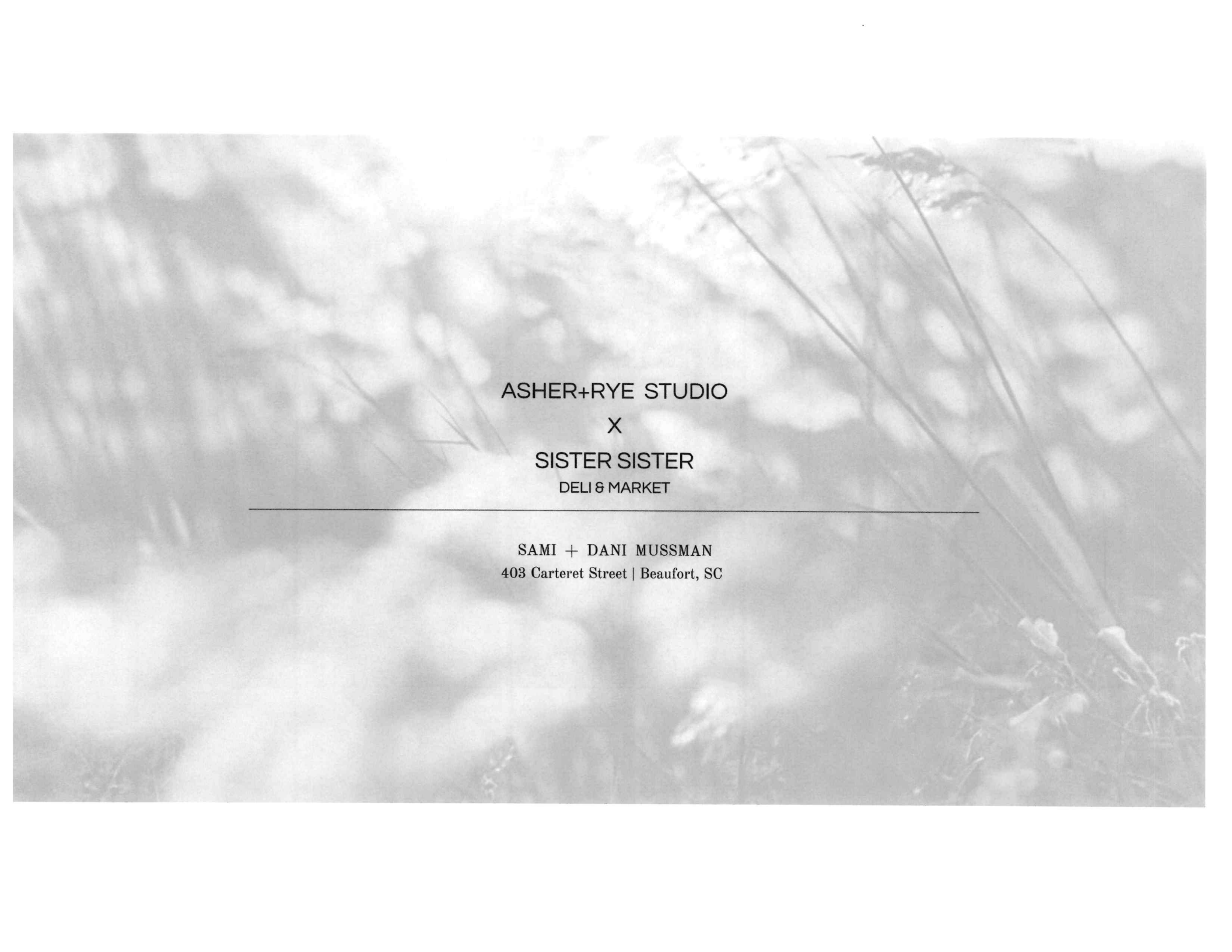
APPLICANT, PROPERTY, AND PROJECT INFORMATION:

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

APPLICANT E-MAIL: _____ APPLICANT PHONE NUMBER: _____

APPLICANT TITLE: Homeowner Tenant Architect Engineer Developer



ASHER+RYE STUDIO

X

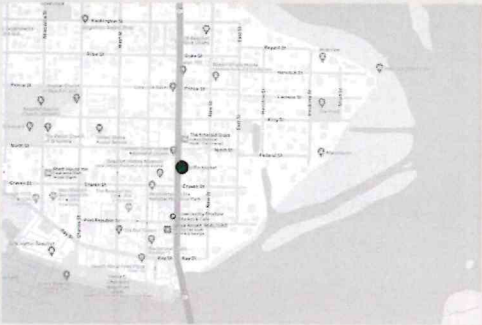
SISTER SISTER

DELI & MARKET

SAMI + DANI MUSSMAN

403 Carteret Street | Beaufort, SC

EXISTING EXTERIOR + SITE



SURROUNDING BUILDINGS

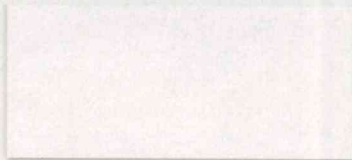


PROPOSED EXTERIOR IMPROVEMENTS



- 1. New sign illuminated from the existing can lights in the overhang above. See next page for details.
- 2. Paint over existing CMU, brick, doors, windows, and wood awning, see below.

PAINT - CMU + BRICK



Cotton - SW9581- Sherwin Williams

PAINT - DOORS + WINDOWS



Basil - SW 6194- Sherwin Williams

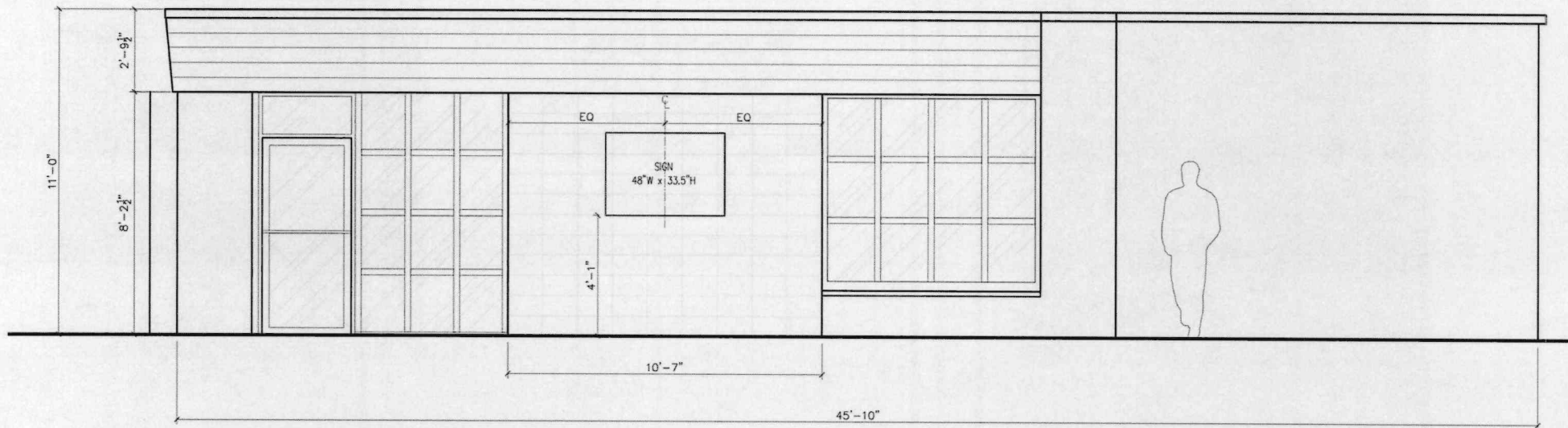
PAINT - WOOD OVERHANG



Skyline Steel - SW1015 - Sherwin Williams

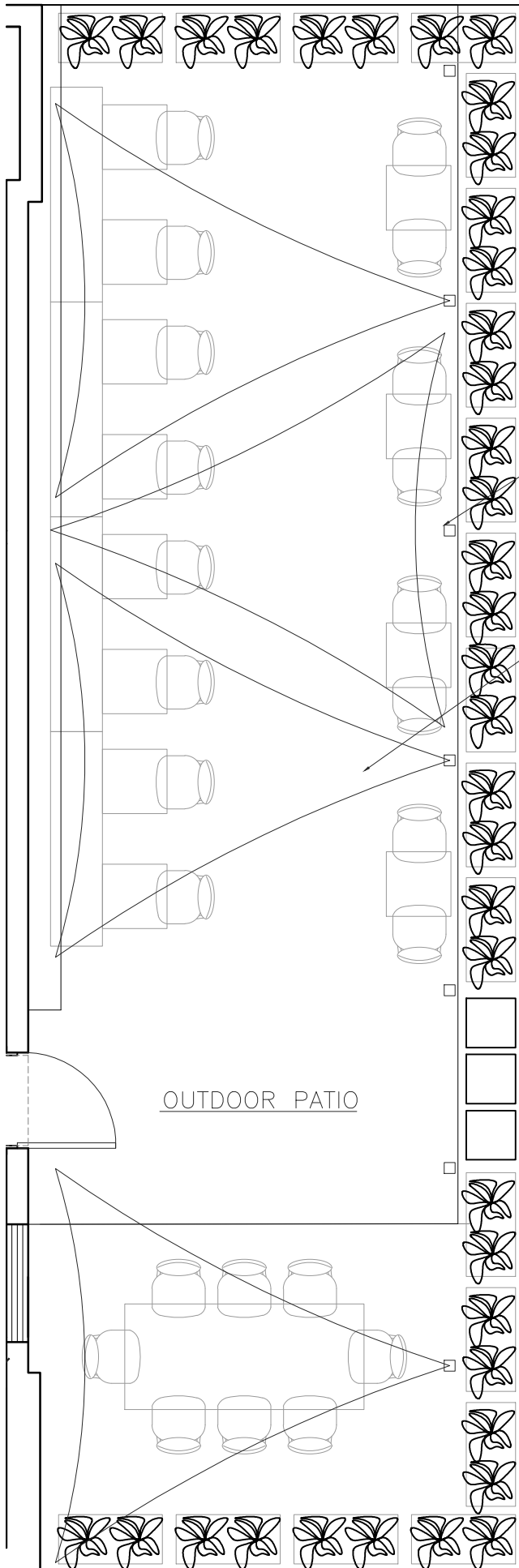
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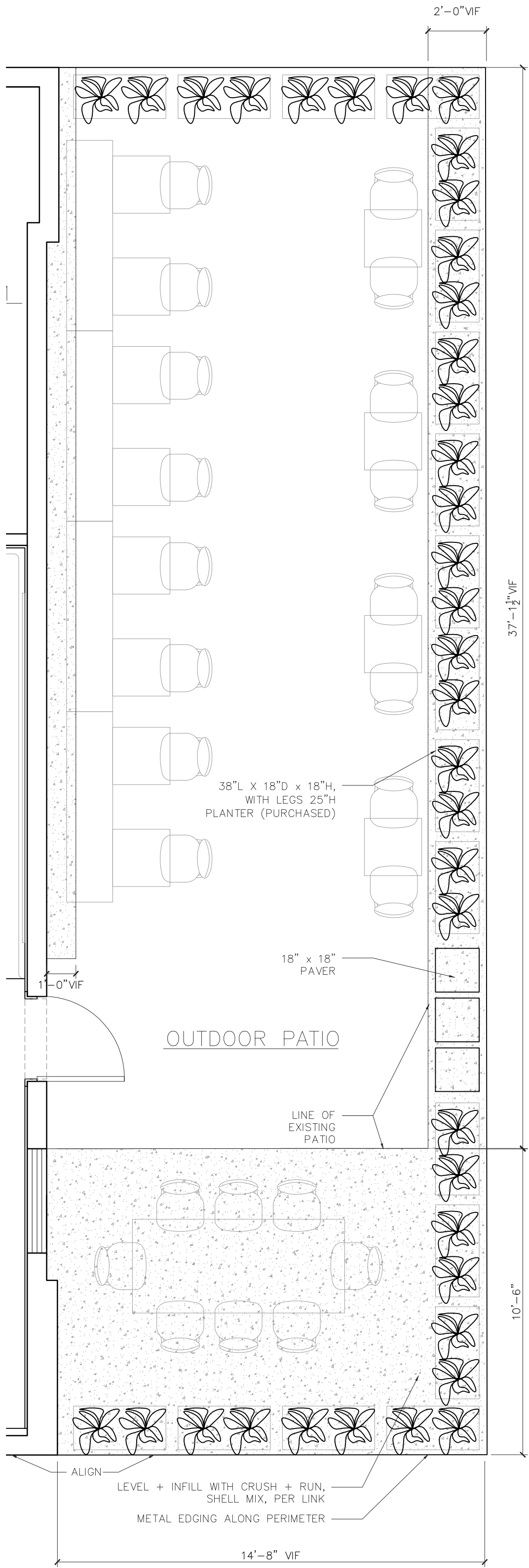
SIGN SPECS

Dimensions: 48"W x 33.5" H) x 1" thick + 1" long pin mount
 Material: Aluminum dimensional letters
 Color: Powder coat to match SW Basil 6194) and SW Cotton 9581
 Finish: Satin

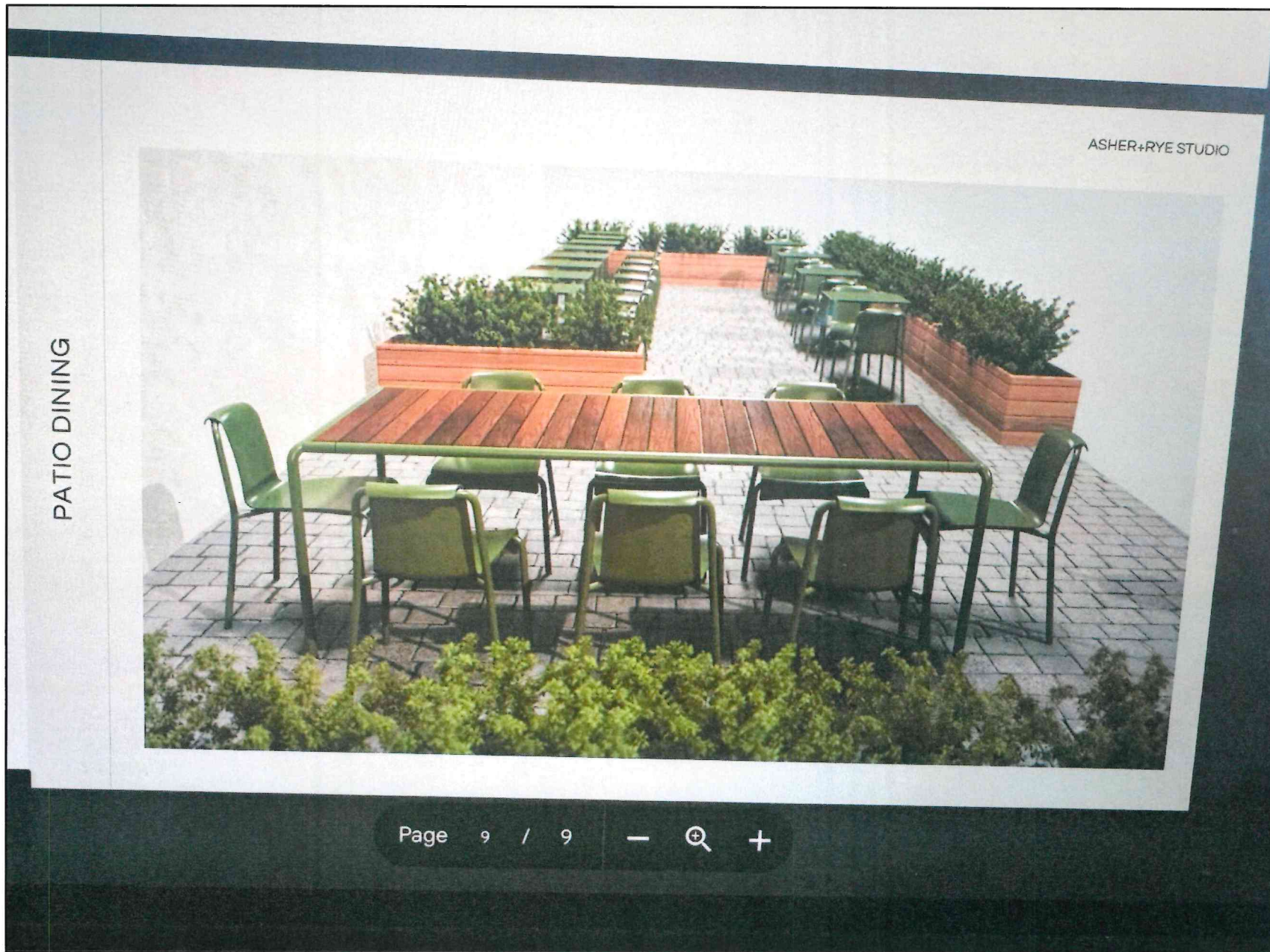


4 X 4 WOOD POSTS
OR METAL POLES

12' X 12' TRIANGULAR SAILS



Conceptual visualization of outdoor patio (Sister and Sister Deli & Market – 403 Carteret St.)





Commercial NinetyFive 340 FR is a high-quality flame retardant knitted shade fabric designed for tension structures, awnings and shade covers specifically for commercial architectural applications; supplied in bulk rolls.

- Trusted name in Commercial knitted fabric with over 40 years of market usage in the world's harshest conditions
- Manufactured with 100% virgin grade polymers ensuring fabric consistency and performance
- Strong HDPE results in a fabric that is recyclable and won't rot or absorb moisture.
- Stentered (heat-set) to reduce shrinkage once installed and for ease of fabrication.
- Certified to California State Fire Marshall CSFM 1237.1 and complies with NFPA701 (Parts 1 and 2) across all colour variants.
- Full 12-year UV degradation warranty on fabric.
- 100% Lead, Phthalate and PFAS free
- Engineered in Australia to meet the harsh climate

FABRIC PROPERTIES

(AS 2001.2.13) mass per unit
Nominal fabric mass 340 gsm ± 20
Approximate thickness 1.6 mm

ROLL SPECIFICATIONS

Nominal width: 3.0m (folded)
Length: 40m
Approx. roll weight: 44 kg
Approx. roll diameter: 0.32 m
Core diameter: 50 mm

USAGE INSTRUCTIONS

Do not use against flames.
Contact with organic solvents, halogens or highly acidic substances may reduce the service life of the fabric and void the warranty.
Biaxial elastic material properties available on request.

SUGGESTED SPECIFICATION

Shade cloth fabric shall be compliant to Australian standard AS 4174:2018 and shall be GALE Pacific Commercial NinetyFive 340 FR Knitted HDPE monofilament & tape shade fabric offering a UVE Protection from 90 to 96%.

FLAMMABILITY

Part 2 & 3 certificates available on request

(AS 1530.2) Part 2 - Flammability of Materials
Flammability Index (Range 0-100) 1

(AS 1530.3) Part 3 - Flammability of Materials
Ignitability Index (Range 0-20) 13
Spread of Flame Index (Range 0-10) 8
Heat Evolved Index (Range 0-10) 3
Smoke Developed Index (Range 0-10) 6

PERFORMANCE

(AS 2001.2.3.1-2001) Maximum Force and Elongation - Strip Method
Maximum Force – Warp (Mean) 580 N/50mm
Elongation at Maximum Force – Warp (Mean) 98 %
Maximum Force – Weft (Mean) 2000 N/50mm
Elongation at Maximum Force (Mean) 71.5 %

(AS 2001.2.3.2-2001) Breaking Force - Grab Test
Breaking Force – Warp (Mean) 930 N
Breaking Force – Weft (Mean) 2000 N

(AS 2001.2.10-1986) Tear Resistance – Wing Rip Method
Wing Tear – Warp (mean) 194 N
Wing Tear – Weft (mean) 282 N

(AS 2001.2.4) Bursting Pressure – Hydraulic Diaphragm Method
Bursting Pressure (mean) 3600 kPa

(AS 2001.2.19-1988) Bursting Force – Ball Burst Method
Bursting Force (mean) 1944 N

(AS 4174:2018) Shade Protection Fabric Performance

Colour	Cover Factor	Shade Factor	UV-Vis Trans %	UVR Trans %	UVR Block %	UVE %	Protection Category
Aquamarine	93	87.3	12.7	6.7	93.3	92	Very Effective
Aquatic Blue	92	88.1	11.9	8.5	91.5	91	Very Effective
Black	95	94.8	5.2	5.0	95.0	94	Very Effective
Blue Bird	94	90.4	9.6	5.8	94.2	93	Very Effective
Bright Green	90	87.3	12.7	9.0	91.0	90	Effective
Brunswick Green	93	92.9	7.1	6.4	93.6	92	Very Effective
Charcoal	93	93.6	6.4	6.1	93.9	92	Very Effective
Cherry Red	90	80.0	20.0	10.0	90.0	90	Effective
Deep Ochre	91	90.5	9.5	8.3	91.7	90	Effective
Driftwood	95	89.0	11.0	5.4	94.6	94	Very Effective
Desert Sand	93	86.1	13.9	6.6	93.4	92	Very Effective
Gun Metal	96	94.5	5.5	3.5	96.5	96	Most Effective
Natural	94	78.3	21.7	6.5	93.5	92	Very Effective
Navy Blue	94	93.1	6.9	6.2	93.8	93	Very Effective
Orange	92	80.8	19.2	7.6	92.4	91	Very Effective
Rivergum Green	94	89.7	10.3	6.0	94.0	93	Very Effective
Sky Blue	94	91.3	8.7	6.0	94.0	93	Very Effective
Steel Grey	92	89.7	10.3	7.6	92.4	91	Very Effective
Stone	92	80.3	19.7	8.1	91.9	91	Very Effective
Turquoise	94	89.5	10.5	6.6	93.4	93	Very Effective
White	95	76.5	23.5	5.4	94.6	94	Very Effective
Yellow	93	77.5	22.5	6.8	93.2	92	Very Effective



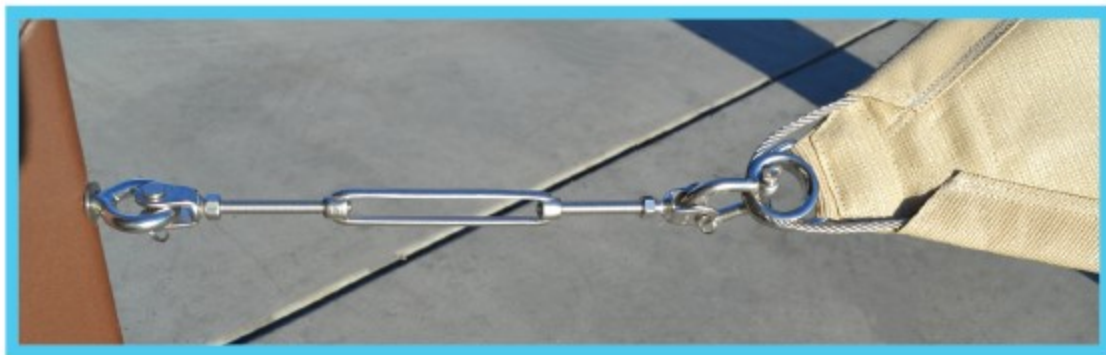
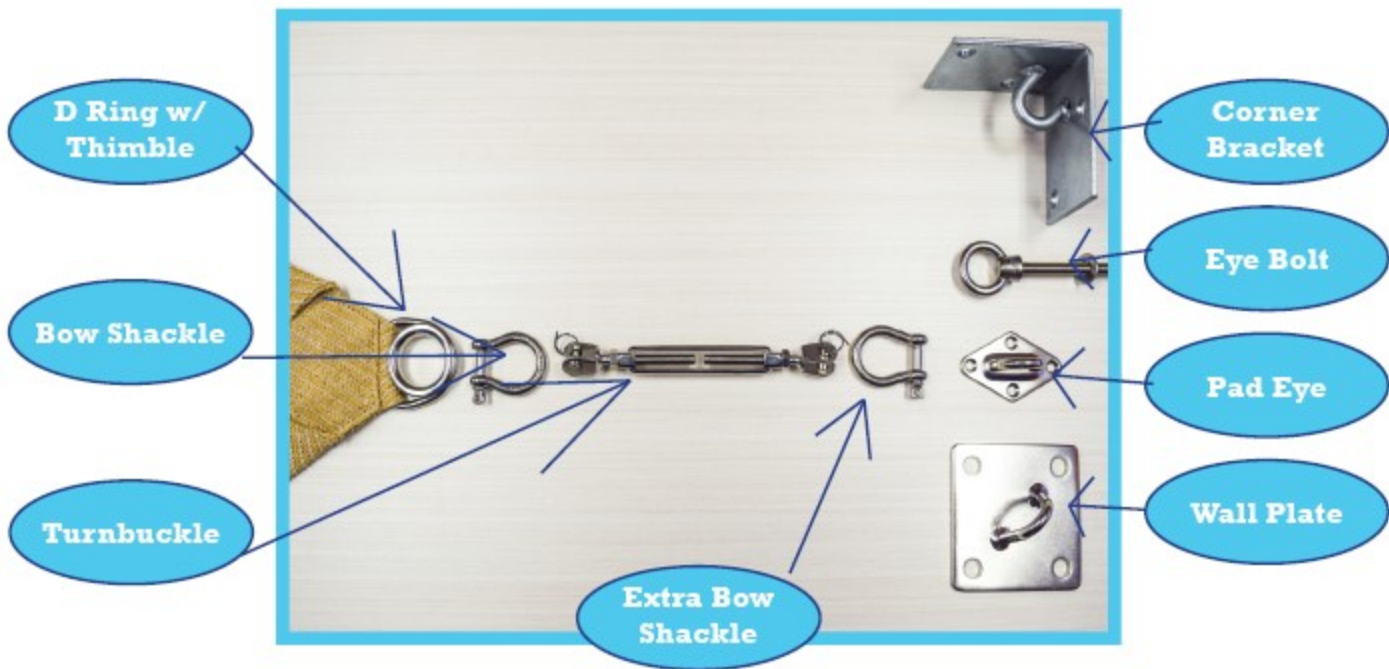
ANZ
MIDDLE EAST
AMERICAS
ASIA
EUROPE
P 1800 331 521
P +971 4 881 7114
P 1800 560 4667
P 1800 331 521
P 1800 560 4667

www.galecommercial.com

The above results are typical averages from quality assurance testing and are not to be taken as a minimum specification nor as forming any contract between GALE Pacific and another party. Due to continuous product improvement product specifications are subject to alteration without notice. As the use and disposal of this product are beyond GALE Pacific's control, regardless of any assistance provided without charge, GALE Pacific assumes no obligation or liability for the suitability of its products in any specific end use application. It is the customer's responsibility to determine whether GALE Pacific's products are appropriate for the specific application and complies with any legal & patent regulations.

Cable Edge Corner Hardware:

A Standard cable edge shade sail will have the following components:

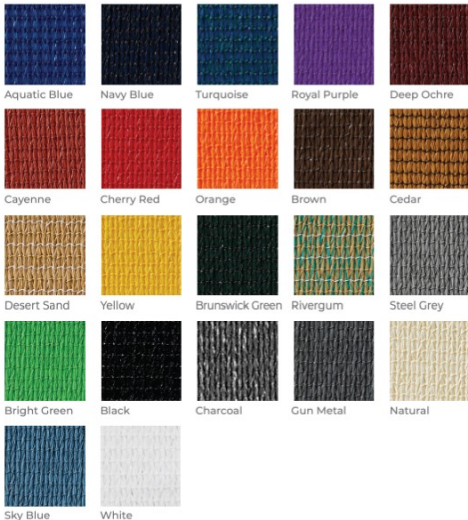


Commercial NinetyFive 340FR

Durability and FR compliance are now combined to create premium fabrics providing maximum performance.

Our FR fabrics meet the most stringent Fire Standards for shade fabrics including CSFM 1237.1 & NFPA 701 across all color variants with fabrics that offer biaxial stability and tensile properties, for minimal maintenance and improved fabric life.

GALE offers Fire Retardant fabrics in the industry's widest assortment of weights and colors to meet your project requirements.



The most recognized name in knitted shade fabric offers the ultimate combination of sun protection, strength and durability to ensure maintenance-free long-life performance.



Offers an expansive range of

22
COLORS

The most reliable and recognized knitted HDPE shade fabric in the market.