



## **Town of Beaufort, NC**

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### **Town of Beaufort Board of Commissioners Work Session 4:00 PM Monday, June 28, 2021 - Virtual Minutes - Approved**

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#### **Call To Order**

Mayor Newton called the meeting to order.

#### **Roll Call**

Town Clerk Allen Coleman did a Roll Call.

#### **PRESENT:**

Mayor Pro Tem Charles McDonald

Mayor Everett Newton

Commissioner Ann Carter

Commissioner John Hagle

Commissioner Marianna Hollinshed

Commissioner Sharon Harker

#### **Agenda Approval**

Mayor Newton asked if there were any changes to the agenda.

Motion made to approve the agenda as presented by Commissioner Hagle

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

Motion Approved Unanimously

#### **Public Comment**

Mr. Logan Louis, 900 Cedar Street: Louis addressed the commissioners about his concerns about the Eastport at the Park's high-income restrictions. He encouraged the Board to develop an inclusionary housing zoning ordinance to meet the affordable housing challenge faced in Beaufort.

## **Project Updates**

Town Engineer Greg Meshaw provided updates on projects.

- Marsh Street from the 300 block to Mulberry was supposed to be seal coated, but the contractor offered to do an asphalt overlay. Orange Street funding requirements from the Clean Water Management Trust Fund requires correct infiltration. Town staff has contacted the contractor who performed the work to return to the project and bring it up to the required infiltration standards.
- Sewer work is being conducted on Orange Street.
- Discussed parking spaces, sizes, visibility near driveways and the narrowness of some current two-way streets with parking.
- Provided options for the Meeting Street pond and pump for flooding mitigation.
- Commissioner Hollinshed asked Meshaw to review the parking situation in the 300 blocks.
- Commissioner McDonald asked about potholes in the 300-400 blocks
- Commissioner Harker asked if extra money was needed or if the project was within budget. Meshaw confirmed it is within budget.
- Commissioner Harker brought up concerns about congestion on Marsh Street and asked how one-way streets would be marked.
- Commissioner Carter stated the contractor did not follow through with what was originally promised on the pond/pump situation.
- Mayor Newton suggested waiting until fall to consider one-way street options and asked if this change would create additional parking spaces. Meshaw responded that no it would not create more spaces.

## **Items for Discussion and Consideration**

1. Proclamation Recognizing the Contributions of Glen Livingston Harris  
Mayor Newton introduced a proclamation recognizing the contributions of Glenn Harris. Mayor Newton asked if there was a consensus for the proclamation to be added to the agenda for the July meeting.  
Voting yea: All commissioners
2. Minutes: Town Clerk Allen Coleman requested the board consider the April and May work session minutes and the three budget work session minutes at the July 12 meeting and consider placement under consent.  
Consent: All Commissioners voted to place the item on the Consent agenda.
3. Site Plan – Front Street Village – Transportation Center.  
Case No. 21-11 – Planning Director Kyle Garner requested the case be added to the July Meeting. Commissioner McDonald asked Garner to explain the request. Garner explained, as part of the design, there was a Transportation Center, which included parking spaces, as well as a reception area and parking interior for golf carts and repair as well, including some storage. And at this time, the property owner developers wanting to go ahead and construct that facility. With the completion of this building, and the next item that you would have under discussion would be the complete build out and completion of the Front Street Village plan unit development. And at the planning board meeting, there were several questions that were asked of the board dealing

with stormwater and all kinds of things, the elevation, the architectural drawings, what the building would actually be used for, which is why it is now not only a Transportation Center, but it also has identified that it would be used for office and storage as well, since there will be some interior offices.

Commissioners agreed unanimously to place the item under Items of Discussion and Consideration at the July meeting.

4. Preliminary Plat – Front Street Village Phase IV; Case No. 21-12 – Planning Director Kyle Garner stated, the applicant wishes to subdivide a 10.44 Acre Tract into 34 Lots Single-Family. As part of the Town’s new sewer allocation policy the applicant is requesting 12,240 gallons of allocation for this project that has already been taken into consideration by the Towns Engineer. At their June 21, 2021, meeting the Planning Board unanimously recommended approval of the preliminary plat for Front Street Village Phase IV.

Commissioners agreed unanimously to place the item under Items of Discussion and Consideration at the July meeting.

5. Final Plat – Palmetto Plantation at Olde Beaufort Village, Phase 2; Case No. 21-19:

Planning Director Kyle Garner said the applicant wishes to subdivide a 1.11 Acre Tract into 4 Lots Single-Family. Sewer allocation, Bond & Recreation Fee Information is included in the Staff Report for this project. At their June 21, 2021, meeting the Planning Board unanimously recommended approval of the Final Plat for Palmetto Plantation @ Olde Beaufort Village, Phase 2.

Commissioners agreed unanimously to place the item under Items of Discussion and Consideration at the July meeting.

6. Final Plat – Live Oak Commons; Case No. 21-20

Planning Director Kyle Garner said, The Cullipher Group has submitted the Final Plat for Live Oak Commons showing a 1.28-acre tract into 8 single-family lots. Also, the applicant has submitted Bond information to consider as well as a recreation fee in lieu of in the amount of \$1,843.20. At their June 21, 2021, meeting the Planning Board voted 4 to 1 recommending approval of the Final Plat for Live Oak Commons with the stipulation granting the Town legal right to enforce parking and proper signage stating no parking on access road.

Commissioners agreed unanimously to place the item under Items of Discussion and Consideration at the July meeting.

7. Pirate Invasion 2021 Event Request

Events Coordinator Rachel Johnson presented a request by the Beaufort Pirate Invasion to utilize two bus parking spaces for shuttles during their event as well as to have a water parade in Taylor’s Creek on the Saturday evening of their event. Johnson explained the event was to be conducted on private property at Gallant’s Channel with an entry fee.

Rachel: Pirate invasion taking place on private property with shuttles running from downtown. Friday will consist of taking the town flag. Saturday will be invasion by water and along front street.

Commissioner Hagle verified how the shuttle process would work and asked for proper signage.

Commissioner Hollinshed said she wanted to limit the canon fire during the water parade.

Commissioners Harker and Carter agreed to limit canon fire.

Commissioner Hollinshed made amotion to approve the request with limited canon fire.

Voting Yea: Commissioner Carter, Commissioner Hollinshed, Commissioner McDonald, Commissioner Hagle, Commissioner Harker.

Motion passed unanimously.

8. May 2021 Financial Report/Notes

Finance Director Christi Wood provided a monthly financial report. Wood provided updates on the following items: Public Works, dredging expenses and a credit to the county for water associated with their cooling tower associated with a billing error. Staff explained the county has a leak in the basement of a facility and is having issues with a well. It also came to light that the county was creating excessive discharge from the non-functioning well into the Town's storm water system. Staff was asked by Commissioners to reach out to the county for their timeline on fixing the issue.

9. Town Clerk recommended the Board consider returning to in-person meetings in August 2021. The Town Clerk also recommended the Board approve the revised Board of Commissioners 2021 meeting calendar which changes the reference from virtual meetings to in-person. Commissioner Hollinshed asked if masks would be required at the meetings. Coleman responded that based on the current guidelines they would not be. Commissioner Hagle recommend work session meetings be moved from the Town Hall Conference Room to the Train Depot based on the size of the facilities. Commissioner McDonald recommended staying with virtual Zoom meetings. Commissioner Harker asked if there was a need to have 100% consensus of the board. Town Clerk Coleman suggested a hybrid format. He explained additional equipment would need to be purchased to accommodate hybrid meetings. Staff was instructed to prepare to return to in person meetings in August and if Commissioners were not comfortable to try the hybrid format.

10. Appointment to the Planning Board (PB)

Town Clerk Allen Coleman stated this item is to fulfill a partial term vacancy on the planning board.

Commissioners agreed unanimously to place this item on the agenda under Discussion and Consideration.

11. Manager Evaluation Process Review

Commissioner Harker explained the template includes time for the Board to outline goals and objectives of the Town Manager prior to the performance rating period, however, this did not occur during fiscal year 2021. A process flow chart is included for the Board's consideration and discussion. Commissioner Harker suggested scheduling a Special Meeting to enter into Closed Session to discuss the Manager's Evaluation.

Mayor Newton requested setting a date for July 28 at 4 p.m. at the Train Depot to conduct a closed session.

All commissioners agreed on that date and the Town Clerk was instructed to compile necessary materials.

### **Mayor/Commissioner Comments**

Commissioner Hagle: Hope everyone has a good Fourth and stay safe.

Commissioner Hollinshed: Commend Greg and Mark on the nice appearance of the town and keeping it looking nice and neat. The parade will be Sunday at 4 p.m. Also thanks Greg for all his work on projects.

Commissioner McDonald: Consider ventilation and circulation when deciding to go back in person for meetings.

Commissioner Harker: I am looking forward to the firework display. The parade will be exciting. Excited for summertime.

Commissioner Carter: What is the schedule for the police boat on the water? It helps to keep the speed down. Need to have a regular schedule of the boat out protecting the waterfront.

**Adjourn**

Motion was made by Commissioner Harker to adjourn the meeting.

Voting Yea: All commissioners

Motion passed unanimously

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Mayor Everette Newton

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Deputy Town Clerk Rachel Johnson