



Town of Beaufort, NC

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Board of Commissioners Work Session 4:00 PM Monday, January 23, 2023 Train Depot, 614 Broad Street Beaufort, NC 28516 Minutes

Call To Order

Mayor Sharon Harker called the meeting to order at 4:00 p.m.

Roll Call

Elizabeth Lewis, Town Clerk, called the roll:

PRESENT:

Mayor Harker
Mayor Pro Tem Hagle
Commissioner Hollinshed
Commissioner Oliver
Commissioner Terwilliger

Mayor Harker called for a motion to excuse Commissioner Cooper from the meeting.

Commissioner Terwilliger made a motion to excuse Commissioner Cooper.

The motion carried unanimously.

Agenda Approval

Mayor Harker requested the agenda be amended to include "Dock Roofs as a Permitted Use" under Items for Discussion and Consideration. The additional item will be referenced as number seven on the agenda, between the 2022 FEMA Assistance to Firefighters Grant (AFG) and the Financial Notes.

Commissioner Hagle made a motion to approve the amended agenda.

The motion carried unanimously.

Items for Discussion and Consideration

1. Code Enforcement Update

Jeremy Ganey, Building Inspector/Code Enforcement Officer, provided an update on code enforcement cases in the Town of Beaufort. *A copy of the presentation is attached and incorporated as part of the minutes.*

Commissioner Hollinshed asked who handled civil complaints.

Mr. Ganey noted he sometimes receives these types of complaints, typically when adjacent property owners are in disagreement about a particular issue.

Commissioner Hollinshed questioned complaints that concerned domestic animals, such as dogs.

Mr. Ganey suggested if it was considered an obnoxious complaint, the case would start with the Planning Department.

Commissioner Hollinshed asked how those who filed the complaint received updates or any follow-up information regarding the issue.

Mr. Ganey shared Town staff will stay in-touch with the complainant and follow-up with information as it becomes available. He noted the time period depends on the severity of the situation, but in general a follow-up response is provided within a couple days.

Commissioner Hagle noted at one time there was an ongoing list of abandoned houses in Town, he asked what the status of those houses were currently.

Mr. Ganey said he believed there were about four houses left on that list.

2. Parking Presentation

Cherelle Sharpe, Parking Manager, provided a presentation on parking season for calendar year 2022. A copy of the presentation is attached and incorporated as part of the minutes.

Commissioner Hollinshed recommended providing a free parking day on July 4, 2023, as it was well received in the prior year.

Commissioner Hagle agreed parking fees should be waived on the day of July 4th.

Commissioner Oliver asked if there was a breakdown of expenses available for review.

Christi Wood, Finance Director, noted she could send the spreadsheet out to the Board after the meeting. She shared the expense spreadsheet would note salaries, parking meter software, and other associated supplies and expenses.

Commissioner Oliver asked if the Town had owned the parking meters.

Ms. Wood confirmed there were no more payments due on the parking meters.

Commissioner Oliver suggested maybe the monthly/weekly seasonal passes could be defeating the purpose, noting the large number sold in the prior year.

Commissioner Terwilliger asked why the violations were up significantly in the prior year, compared to others.

Ms. Wood explained the Town recorded the actual violation when the payment was received.

Commissioner Terwilliger noted he was interested in reviewing the parking expenses as well. He suggested the Town consider year-round paid parking.

Commissioner Hollinshed requested along with the expense spreadsheet, a detailed list of revenues be provided as well, to better understand where the net revenue can be utilized.

Ms. Wood explained that the parking revenue is part of the general fund; she noted the net revenue is used for waterfront business district projects.

Commissioner Hollinshed requested a detailed report on those items and projects.

Ms. Wood noted if there were other plans for the net revenue, it should be discussed during the budgeting process.

Mayor Harker asked about parking signage.

Mark Eakes, Public Works Director, explained where the signs were in relation to each parking meter.

Mayor Harker asked what additional signage was referenced in the report.

Rachel Johnson, Events Coordinator, explained as part of the Wayfinding Project there would be additional signs added with arrows that will point towards the paid parking areas.

3. Triathlon Event Update

Ms. Johnson provided an update on the Triathlon Event, which included staff and safety personnel comments that were part of the meeting packet. She noted the event organizer, Steve Tulevech was present to answer any questions.

Commissioner Hollinshed noted the event could be firmed up a little more than it is currently. She asked if Pine Street had been considered.

Mr. Tulevech explained a variety of opinions had been explored. He noted there were concerns about traffic on Front Street, so they decided to utilize Ann Street in an effort to reduce safety issues, and with the goal of closing as few streets as possible.

Commissioner Hollinshed suggested there was more traffic on Ann Street than on Front Street, and noted Pine Street should be considered as an alternative.

Commissioner Hagle agreed there was a lot of traffic on Ann Street, because of the residential area and numerous driveways. He noted good communication with the residents in the area would be essential to the success of the event, as well as detailed advertising. He said there seemed to be a lot of questions that still have not been answered regarding the event.

Paul Burdette, Police Chief, shared the utilization of Broad Street had been suggested, but there would be an impact around the Courthouse. He cautioned the potential use of Pine Street, suggesting it would lock up Live Oak Street.

Ms. Johnson shared this would be an all hands-on deck event for the Public Safety staff, and noted additional staff may be needed to cover the multiple check points on Ann Street.

Commissioner Oliver shared his primary area of concern was the safety between automobiles and runners.

Chief Burdette shared that he was comfortable with the route, the question was do you want to transition off Front Street onto Ann or Broad Street.

Commissioner Oliver shared he was all for the event, as long as there was awareness and separation between the runners and vehicles.

Commissioner Terwilliger noted there was a difference as to when the Rotary Race utilized Ann Street, because it was only closed for thirty minutes. He suggested with the Triathlon Event, the road could potentially be closed all day. He reminded the group there would be construction taking place on Cedar Street. He suggested utilizing Ann Street could cause a traffic jam. He noted if that street was used, a specific lane should be blocked off for the runners. He pointed out a few months had passed by since the event was first introduced to the Board, and it seemed there had not been much progress. He asked what the drop-dead date was for making a decision, and what the criteria was.

Mr. Tulevech shared their target participant number was 350. He agreed the duration of the race would be longer, estimating that runners will be utilizing the course in Beaufort from 11:30 am-4:30 pm, with the course closing at 5:00 pm. He explained the runners would be spread out a considerable distance over the course of that time period. He said the organizers would be happy to cone off roads and do anything necessary to help make a running lane; he suggested they would do whatever the Board would like, as far as isolating an area.

Ms. Johnson recommended letting the event organizers know as soon as possible, if the request was going to be denied.

Commissioner Oliver made a motion to approve the event, subject to an update from staff at the March 13th Regular Meeting; and provided there is an understanding there will be about 350 people, the participation in Town is expected to be between approximately 11:30 am and 5:00 pm, that each Town street be clearly marked with run lanes, and that every intersection be staffed appropriately.

Commissioner Hagle requested the motion be amended to include direct communication with the residents who live on Ann Street.

Commissioner Oliver agreed with the amendment; he added that there should be communication to any resident who lives on a Town street that will be blocked or closed, and that they should be informed in writing by the event organizer.

The motion carried unanimously.

4. Volunteer Board Applications

Ms. Lewis asked the Board to review the volunteer board applications in their meeting packet and be ready to make appointments to the Planning Board and Historic Perseveration Commission at the February 13th Regular Meeting. She noted the various ways in which the vacancies had been advertised over the past couple months, sharing that the deadline to submit an application was January 10, 2023.

Commissioner Hollinshed made a motion to extend the application deadline to February 3, 2023.

The motion carried unanimously.

5. Davis Bay Annexation- Certificate of Sufficiency

Ms. Lewis presented the following Certificate of Sufficiency:

To the Board of Commissioners of the Town of Beaufort of Carteret County, North Carolina:

I, Elizabeth Lewis, Town of Beaufort Clerk, do hereby certify that I have investigated the attached petitions and hereby make the following findings:

a) The petitions for Voluntary Annexation of the following parcels: 180 Davis Bay Drive and 190 Davis Bay Drive; Totaling 19.44 acres, contains an adequate boundary of requested area to be annexed, via the survey map.

b) The area described in the petitions is contiguous to the Town of Beaufort primary corporate limits, as defined by G.S. 160A- 31.

c) The petitions are signed by the owners of referenced parcels above and include addresses of all owners of real property lying in the area described therein.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Beaufort of Carteret County, this 23rd day of January 2023.

Mayor Harker deemed a Board consensus to set a Public Hearing date of February 13, 2023 on the question of annexation regarding 180 and 190 Davis Bay Drive.

6. 2022 FEMA Assistance to Firefighters Grant (AFG)

Tony Ray, Fire Chief, shared staff was seeking approval from the Board of Commissioners to move forward with the AFG grant application to purchase portable, mobile and base station radios to keep Beaufort Fire Department in compliance with future upgrades to the County Emergency Communications. He noted the grant application period closes February 9, 2023, four days prior to the Board's February Regular Meeting. He explained the grant would not be awarded until next fiscal year, and there was a 5% match required from the Town that could be up to approximately \$15,000.

Commissioner Hollinshed asked if the upgraded radios would be compatible with the Police Department's equipment.

Mr. Ray confirmed they would be compatible.

Ms. Wood added that a budget amendment was not necessary at this time, because the funding would not be needed until the new fiscal year. She suggested adding the potential match funds into the FY 24 Budget.

Commissioner Hagle made a motion to authorize the Fire Department to move forward with the AFG application.

The motion carried unanimously.

7. Dock Roofs as a Permitted Use

Mr. Clark gave a recap from the previous meeting where the Board approved dock roofs, subject to several conditions. He noted the language is still being drafted by the Planning Director and Town Attorney. He explained at this point, it was an open conversation as to what the Board was suggesting the text amendment address.

Commissioner Oliver reiterated the motion he made at the previous meeting. As part of that motion, staff was directed to draft the text amendment language and bring it to the Board for review/approval. He questioned how to address railings, noting they probably should not be prohibited.

Commissioner Hagle emphasized the importance of structural integrity.

Arey Grady, Town Attorney, shared that per the building inspector, things like wind zone and engineering requirements are already embedded in the building code. He suggested the draft language explicitly address any areas of concern related to specific restrictions or requirements. He noted staff would be glad to bring that text to the next meeting for the Board to review.

8. Financial Notes

Ms. Wood provided the financial report noted below.

Carteret County is currently submitting estimates for property tax collections. The estimates are based on last year's collections. Staff is awaiting additional information from the Tax Collector about the expected duration of the estimated payments. The estimate for October and November collections was \$1,540,000. This payment was received in December. MVT collected in October was received in December \$22,447.

Sales and Use tax distribution for January is \$218,710 (October sales)

General Fund- Unrestricted Fund Balance as of 1/17/2023: \$6,571,173.00

Utility Fund- Unrestricted Net Position as of 1/17/2023: \$3,359,093.00

Commissioner Oliver noted he had expanded on the current report to better understand where the Town is financially. He discussed several points from his research, sharing he had been in contact with the Town Manager and Finance Director regarding his numbers.

Commissioner Terwilliger had questions regarding monthly targets and percentages, noting it was important to determine whether or not the Town was on the right track.

Commissioner Hagle shared he believed these were all great discussion points for the upcoming budget season.

Adjourn

Commissioner Terwilliger made a motion to adjourn the meeting at 5:30 p.m.

The motion carried unanimously.

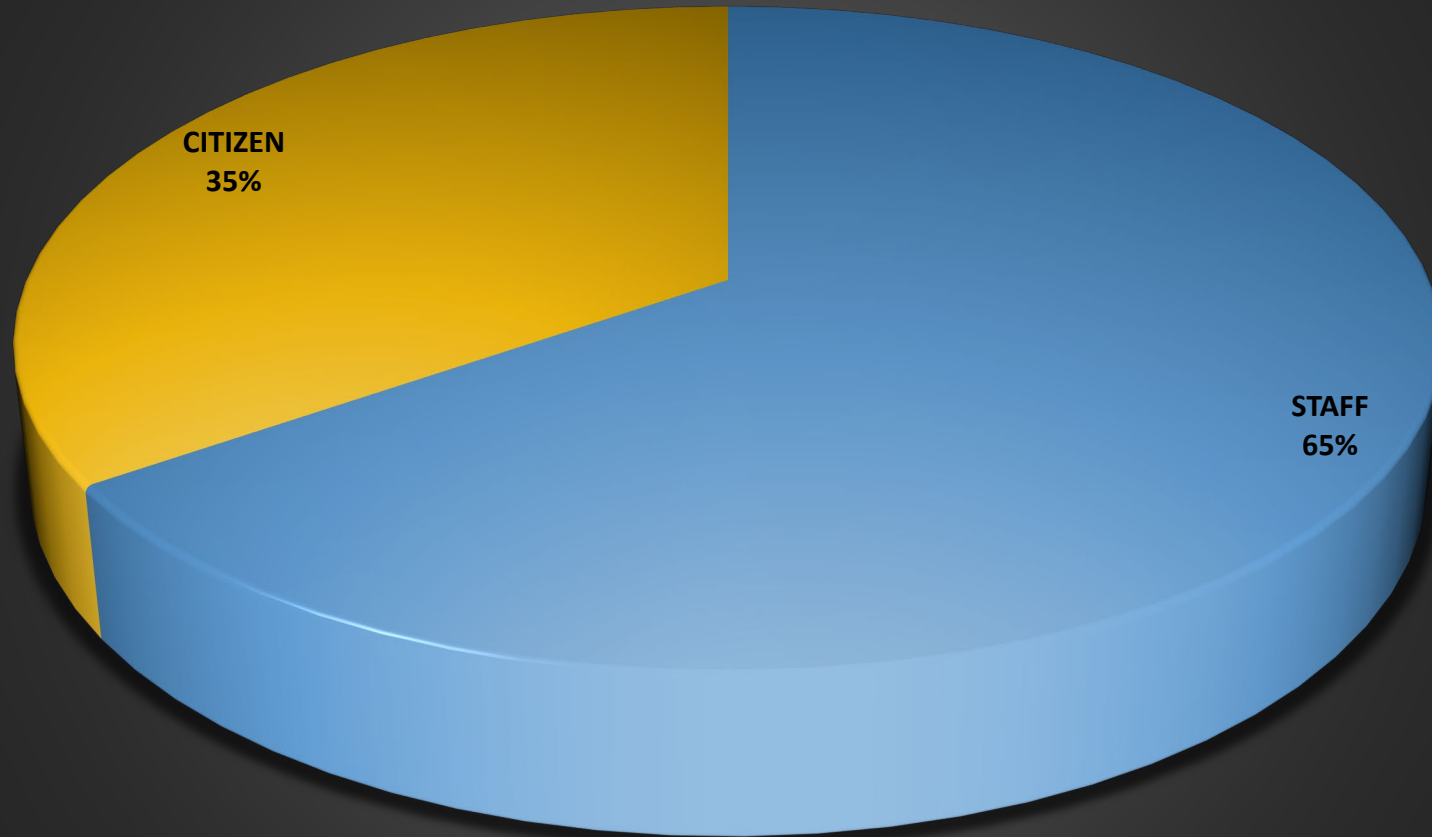
Sharon Harker, Mayor

Elizabeth Lewis, Town Clerk

CODE ENFORCEMENT UPDATE



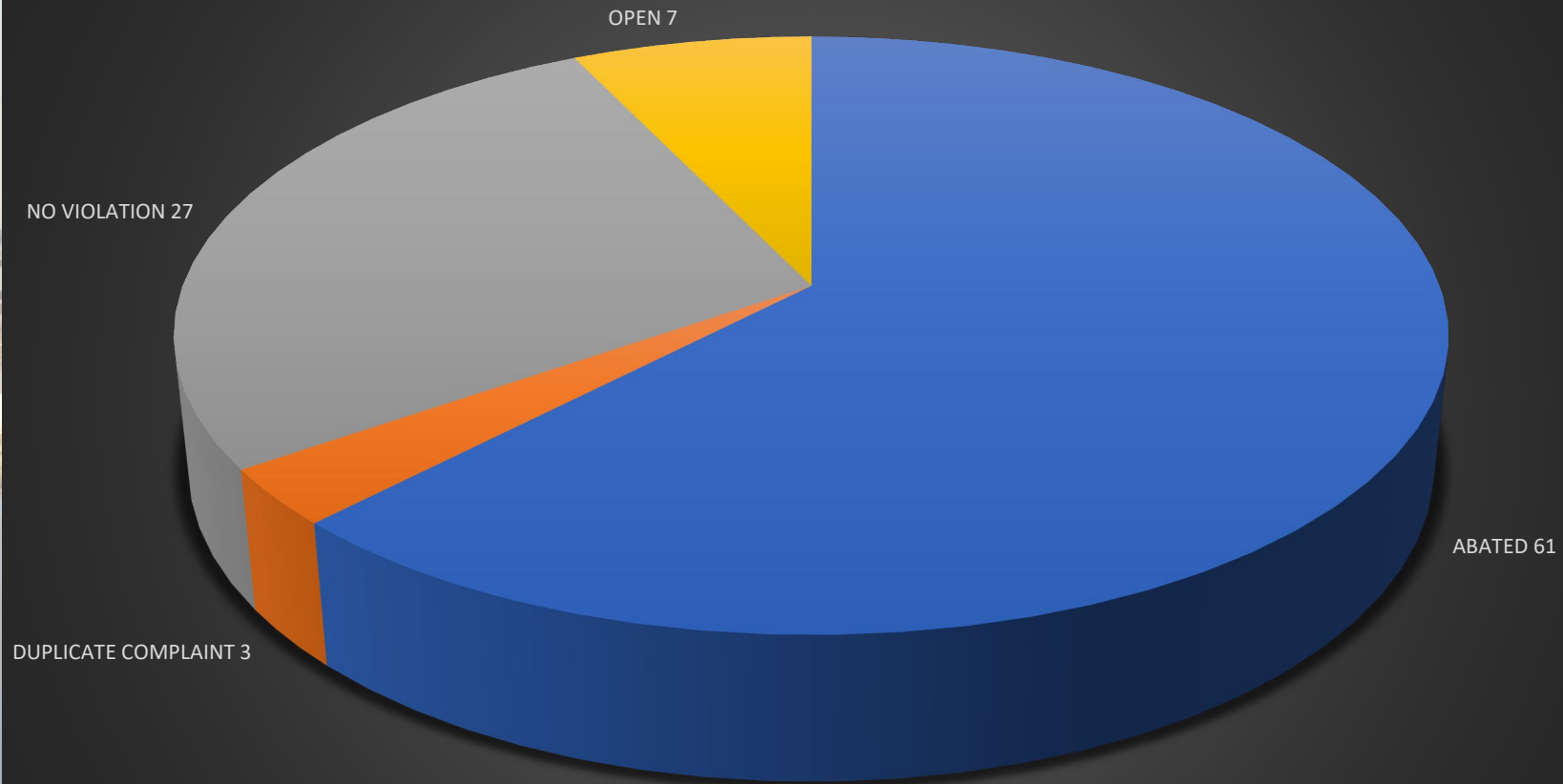
COMPLAINTS/OBSERVATIONS



98 total complaints/observations as of December 15.



COMPLAINT STATUS

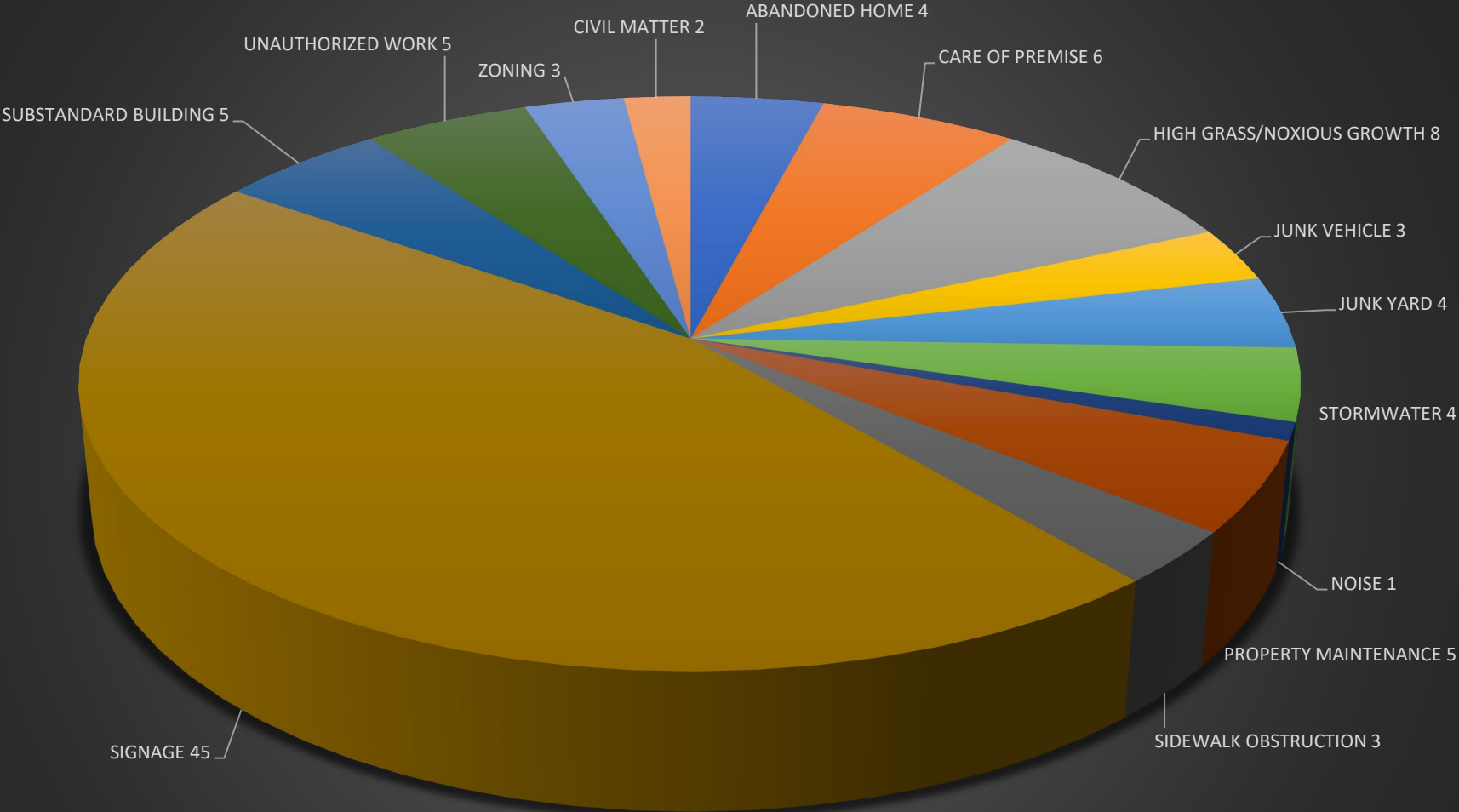


COMPLAINT STATUS

- OPEN: Six of the “Open” Complaints are currently being voluntarily abated. The other “Open” Complaint is new and is under investigation.
- DUPLICATE COMPLAINT: One was for a stormwater issue with a home under construction. One was for a junkyard (no violation). The last one was for an approved vegetated buffer.
- NO VIOLATION: Complaint filed with Town. Staff conducts an investigation and determines there isn’t a violation.
- ABATED: Complaint filed with Town. Staff conducts an investigation and determines there is a violation. Staff works with property owner to correct the issue.



COMPLAINT TYPES



COMPLAINT TYPES

- **SUBSTANDARD BUILDING**: All were from apartment occupants who believed that property was unsafe. Staff investigations found that there were no code violations or life safety issues.
- **UNAUTHORIZED WORK**: Three of the five were working without a permit. All three have been abated.
 - There wasn't a violation on one.
 - The last one is a new case under investigation.
- **ZONING**: Two of the three have been abated and there was no violation on the other.
- **CIVIL MATTER**: Neither case was found to be a code violation other than neighbors not getting along.
- **ABANDONED HOME**: One been abated. Two have been issued demolition permits. The last one is consulting contractors to decide the best course of action.



COMPLAINT TYPES

- CARE OF PREMISE: Four of the six were no violation. The other two were voluntarily abated.
- HIGH GRASS/NOXIOUS GROWTH: Six of eight were voluntarily abated. One was a duplicate complaint (no violation) and the other was no violation.
- JUNK VEHICLE: Two of the three were no violation. The other is being voluntarily abated.
- JUNK YARD: No violations were found on the properties. The other was a duplicate complaint.
- STORMWATER: No violations were found on the properties. The other was a duplicate complaint.



COMPLAINT TYPES

- NOISE: No violation.
- PROPERTY MAINTNENANCE: No violations were found for two. Voluntary abatement has occurred on two. The last one abatement process has started.
- SIDEWALK OBSTRUCTION: No violations were found for two. Voluntary abatement has occurred on the other.
- SIGNAGE: Forty four of the forty five have been abated. The abatement process has started in the other.





ANY
QUESTIONS



Parking 2022

Parking in Downtown
Beaufort

Presented by Parking Manager
Cherelle Sharpe



2023 Parking Goals

**Create a friendly environment
for Beaufort residents and
visitors.**

**Successfully manage another
parking season.**

**Emphasize safety of customers,
residents, staff, visitors and their
vehicles.**

Considerations When Interpreting Parking Data

2019

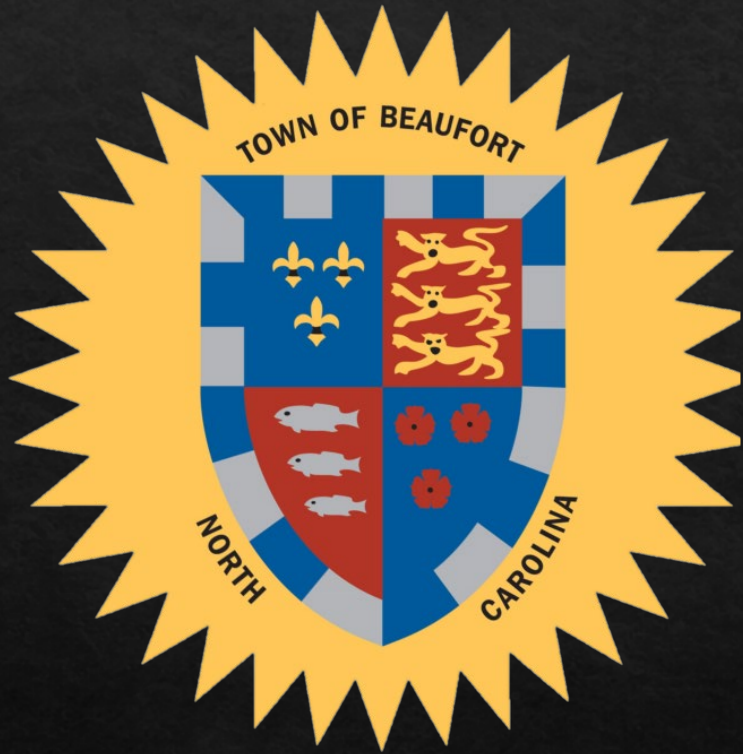
- Season 5/20/19 - 9/2/19
 - Sunday-Saturday
 - 8am-5pm
 - 323 Paid Spaces
 - Managed in-house
- Sold Season, WBD, and weekly passes

2021

- Season 5/24/21-9/6/21
 - Sunday-Saturday
 - 8am-5pm
 - 323 Paid Spaces
 - Managed in-house-PD
- Sold Season, WBD, monthly, and weekly passes

2022

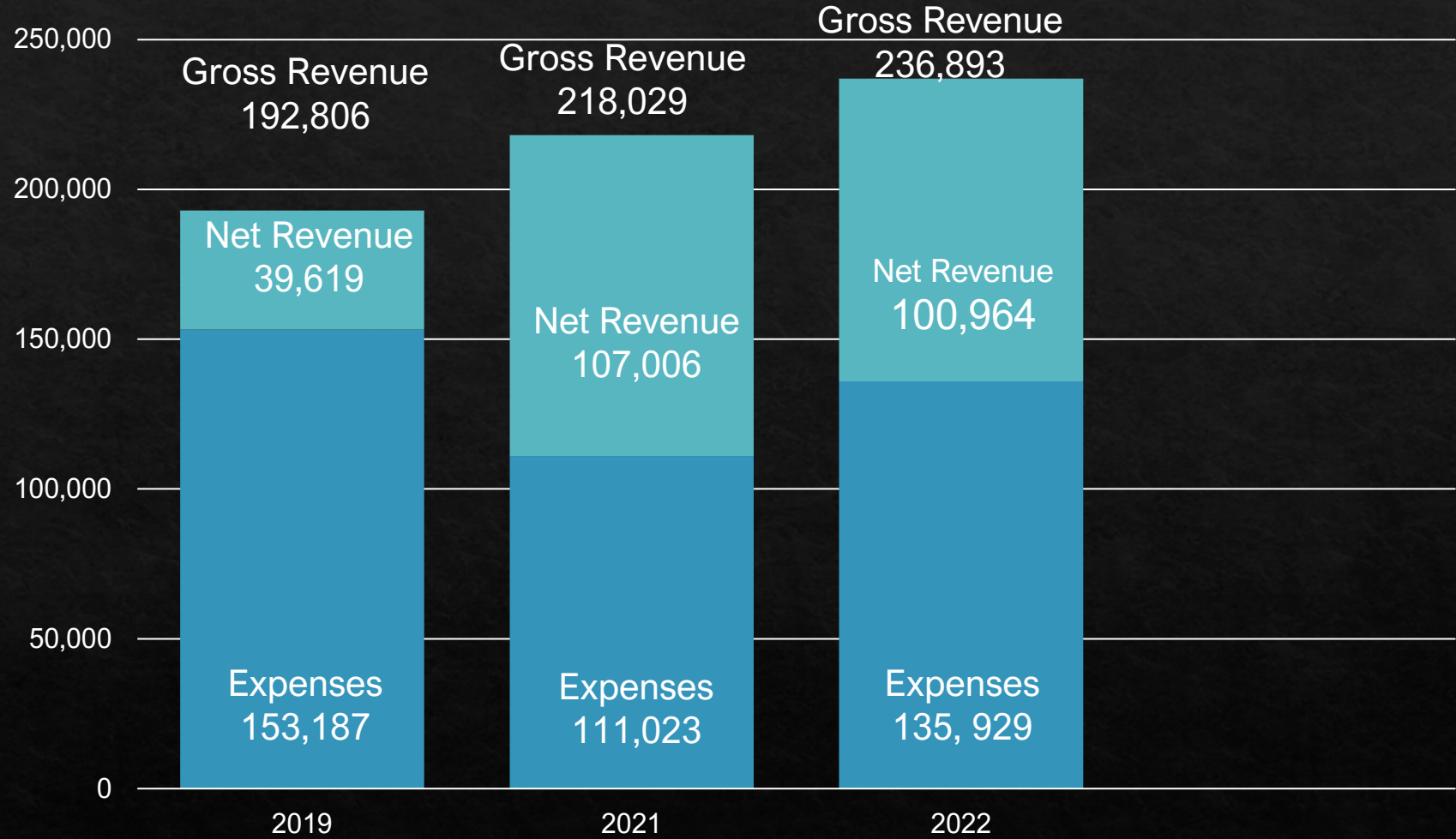
- Season 5/23/22-9/5/22
 - Sunday-Saturday
 - 8am-5pm
 - 323 Paid Spaces
 - Managed in-house-PD
- Sold Season, WBD, monthly, and weekly passes



REVENUES

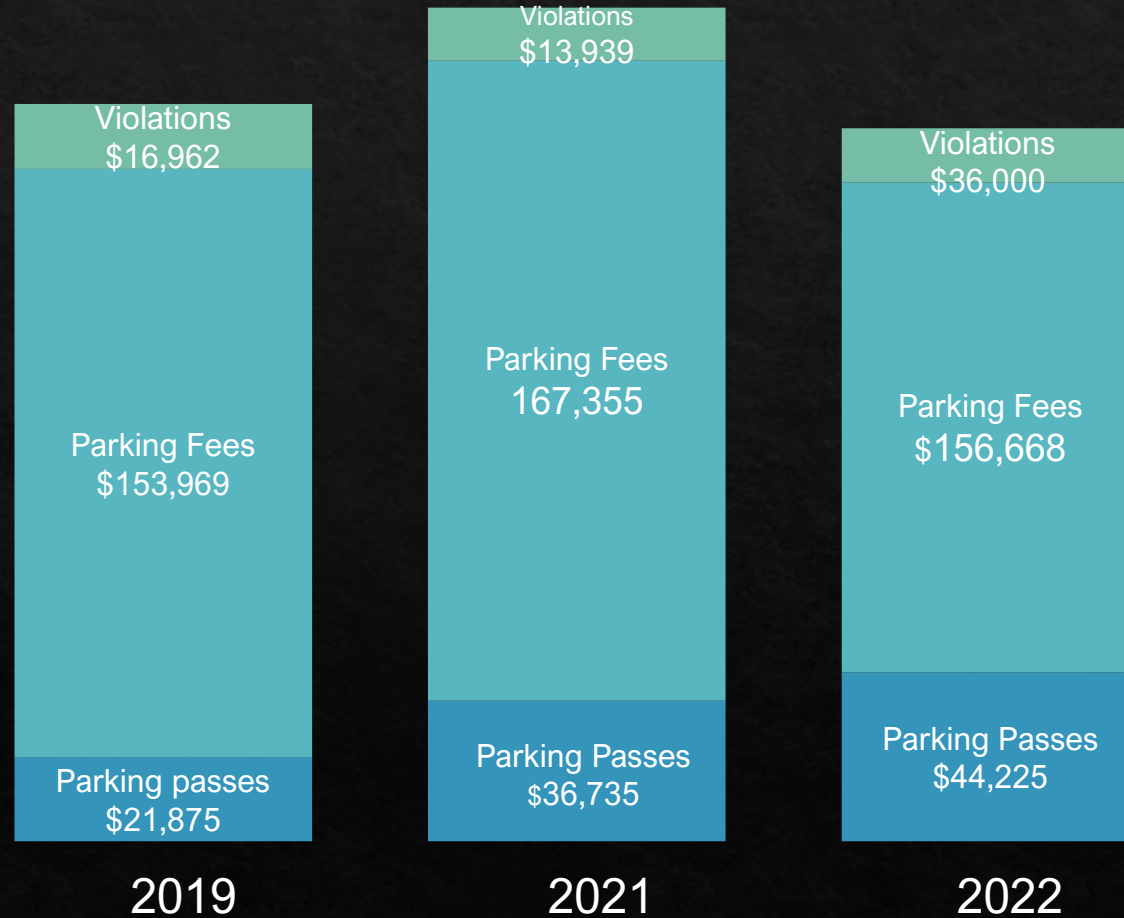
Calendar Year Revenue Fluctuations

- 2019 – Management in house
Reduced Hours
Expanded Season
Fewer Spaces
- 2020 – No paid parking due to Covid-19
- 2021 – Management in House-PD
More Ambassadors
Same Spaces
- 2022 – Management in House-PD
4 Ambassadors



PARKING FEES ARE THE LARGEST REVENUE STREAM

- Violation revenue includes all citations and late fees received in a year, regardless of year citation was issued.
- Parking passes were introduced in 2018 and sales have continually increased over the years.



What types of passes sell?

2019

- Season: 86
- WBD Res: 5
- Weekly: 27

2021

- Season: 129
- WBD Res: 9
- Monthly: 10
- Weekly: 59

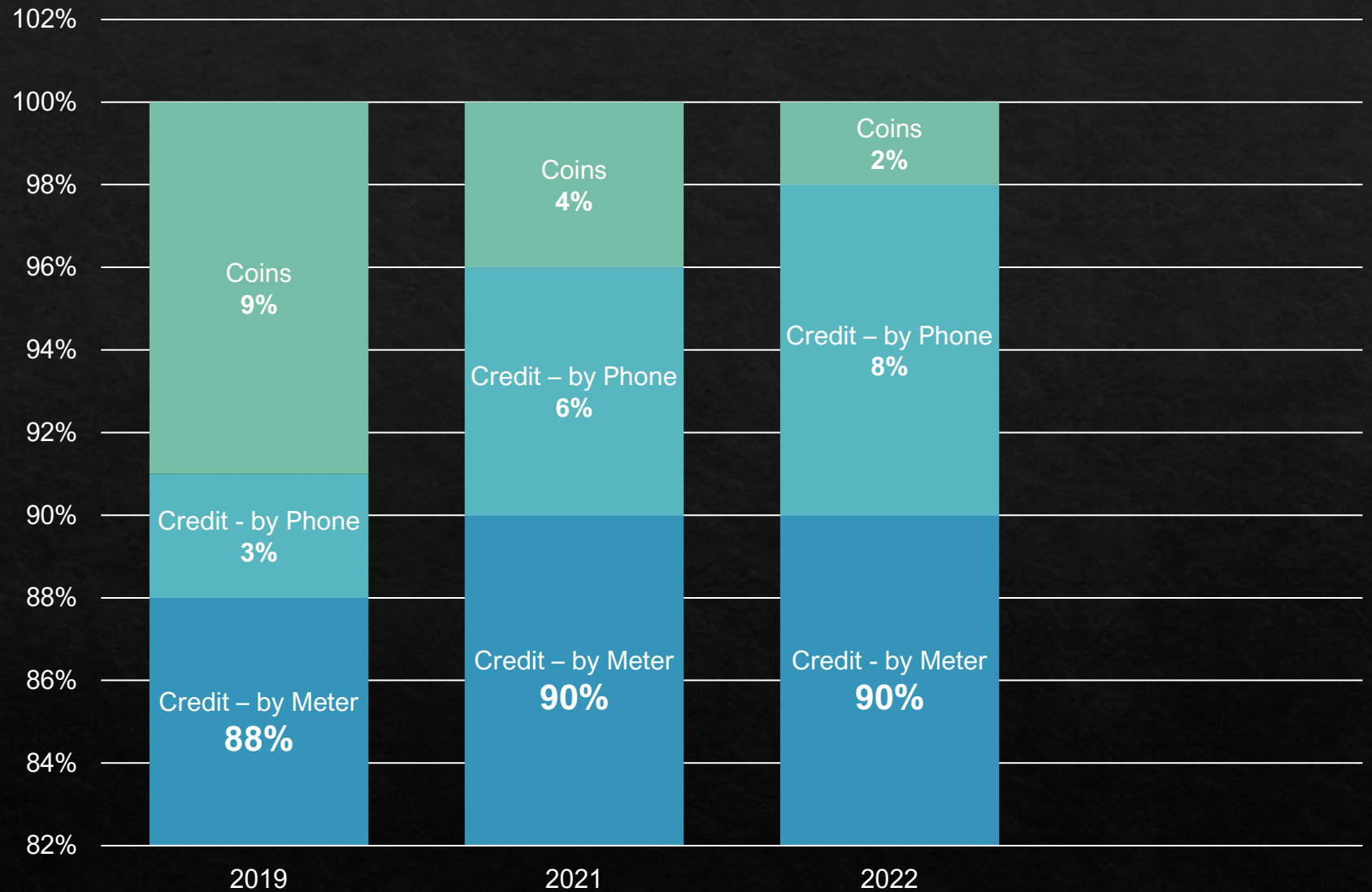
2022

- Season: 176
- WBD Res: 8
- Monthly: 10
- Weekly: 65

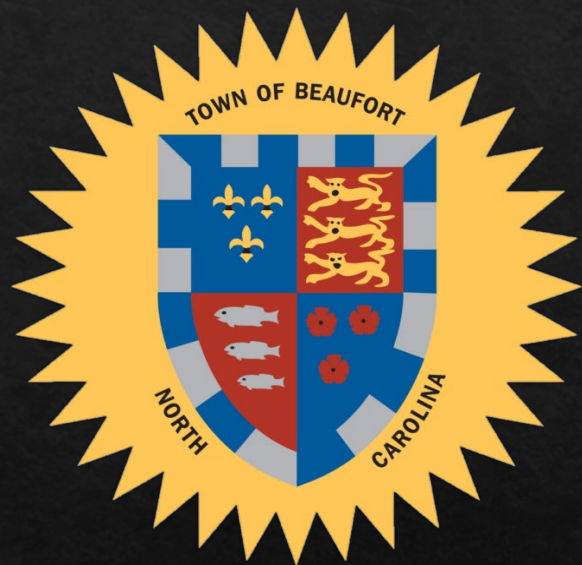


How do people pay for parking?

The use of Credit Cards at Meters Continues to Represent the Greatest Portion of Daily Parking Fees



NEXT STEPS



- Staff does not recommend changing the parking season for 2023.
- More signage is needed in certain areas of town- this is addressed in the Wayfinding Project.

Parking Regulations for 2023 Season

Dates: May 22, 2023 (Monday before Memorial Day) - Sept. 4, 2023 (Labor Day)

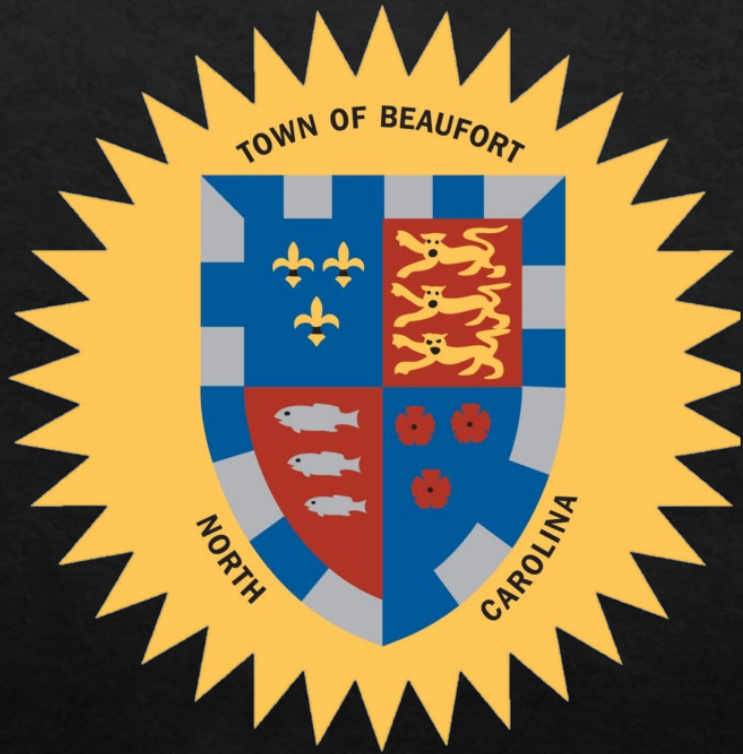
Hours: 8 a.m. - 5 p.m.

Parking fee schedule:

- Front Street parking lots (East & West lot): escalating fee beginning at \$1/hour
- All other spaces: \$1/hour.
- Overtime/improper parking violation: \$50
- Handicap parking violation: \$100
- Violation fee for late payment (after 30 days): \$30
- Weekly parking pass: \$25-Valid for one week - Subject to time limits, except at Queen/Craven Streets lots & Craven Street on-street
- Monthly parking pass: \$100-Valid for one calendar month - Subject to time limits, except at Queen/Craven Streets lots & Craven Street on-street
- Seasonal parking pass: \$200-Valid May 23-Sept. 5, 2022 - Subject to time limits, except at Queen/Craven Streets lots & Craven Street on-street
- WBD Resident Premium parking pass: \$800 (only available to Waterfront Business District Residents. Not subject to any time limits)

Fee-Parking space locations (includes golf cart-only spaces):

- On-street spaces on Front Street from Queen Street to Moore Street, 4-hour limit
- On-street spaces on Front Street from Live Oak to Queen Street, all-day
- Front Street parking lots (East and West), all-day with escalating rate
- Queen Street parking lot, all-day
- Craven Street parking lot, all-day
- 100 block of Turner Street, all-day
- 100 block of Craven Street to Middle Lane, all-day
- Pollock Street in front of Town Hall (5 spaces), all-day
- Golf cart spaces, 4-hour limit.



Questions