



## **Town of Beaufort, NC**

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
252-728-2141 - 252-728-3982 fax - [www.beaufortnc.org](http://www.beaufortnc.org)

### **Board of Commissioners Work Session Meeting 4:00 PM Monday, October 24, 2022 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 Cooper

Commissioner Hollinshed

Commissioner Oliver

Commissioner Terwilliger

#### **Agenda Approval**

Commissioner Hagle made a motion to approve the agenda as presented.

The motion carried unanimously.

#### **Items for Discussion and Consideration**

1. Comprehensive Land Use and CAMA Plan

Todd Clark, Town Manager, recapped the Board's directive from the last discussion regarding the CAMA Plan. He noted the Town submitted the requested amendments and

Jay McLeod with Stewart was present to review the changes. He asked Kyle Garner, Planning Director, to first address the Board.

Mr. Garner shared a map which reflected the availability of undeveloped parcels in the Town of Beaufort and ETJ area that were greater than 5 acres, with structure values less than \$50,000. Given those specifications, he identified the overall total acreage available to be about 229.75 acres, with 12% of those properties being located within the non-intensification zone (NIZ).

Mr. McLeod presented Stewart's revisions per the motion made by the Board of Commissioners. He noted corrections had been made to fix minor typos and errata reported by the Commissioners and Staff. He explained they were able to insert several hydrology recommendations into chapter 5 of the draft document and discussed the additions. He explained other areas of the document that had been edited to address the following: add a list of acceptable mitigation methods that preclude the effects of flooding, stormwater and rising tide and be required for all construction and reconstruction in a NIZ.

Commissioner Hagle said he considered what was added to be part of the comprehensive guidance that can be reviewed as ordinances are generated. He did not recommend inserting the additional information into the CAMA section of the document.

Commissioner Cooper noted it was an overall guiding document and he was ready to move it forward.

Commissioner Terwilliger questioned why there was not any effort put forward to reorganize the document; not to remove any information, but to make it more user friendly for future Commissioners and citizens.

Mr. McLeod noted reorganizing the document was not part of the prior motion made by the Board. He shared from the beginning, they tried to mesh the information together to ensure it was a seamless document and pointed out the document contained a large amount of information that would take time to navigate regardless of the order in which it was laid out.

Commissioner Terwilliger commented there was a lot of redundancy throughout the document and noted the size could be reduced by removing repetition information, making it a cleaner and easier read. He expressed concerns that the resiliency portion of the document called out specific projects and funding, while none of them have been approved. He commented on the mitigation additions, noting they should be as specific as possible, suggested they be reviewed or restructured. He noted the mitigation strategies should be considered as part of the approval process, to ensure the correct steps are being followed. He noted there was not a rush on approving the document, and it should be done right.

Mayor Harker commented that everything has a timeline.

Commissioner Hagle discussed his perception of the CAMA and the Comprehensive portions of the document.

Mr. McLeod confirmed that the Comprehensive Plan includes more information than the minimum CAMA requirements. He added that CAMA has no concern with housing, as it was not one of the five management topics listed.

Commissioner Oliver asked the Town Manager the status of the hydrology addition.

Mr. Clark explained the previous motion was to add hydrology recommendations into the CAMA Plan. He noted it was the Board's discretion to commission a hydrology study; with that, the Board would need to determine what the scope of the hydrology study would be and if it was incorporated as part of the CAMA Plan or not. In regard to cost associated with a hydrology study, he shared there were not any funds appropriated in the current budget.

Commissioner Oliver shared he felt a hydrology study was needed. He expressed his concern of property rights being restricted in Beaufort, noting that the term "guidance" could be misinterpreted in the future. He shared that he did not believe the draft plan had addressed all the elements associated with hydrology that impact the community, specifically flooding and stormwater.

Mr. McLeod discussed hydrology studies often address current conditions, not future concerns, and suggested they be used on more site-specific terms.

Commissioner Oliver commented that he was more concerned with property rights within the floodplain, which is the NIZ, than anything else.

Mayor Harker commented there were many converging thoughts from the Board. She noted most of the Town's restrictive efforts would be addressed in the Land Development Ordinance (LDO) and suggested it would be more appropriate to consider a hydrology study during the LDO revision phase.

Commissioner Cooper questioned if a hydrology study was a current necessity, noting funds need to be available.

Commissioner Oliver asked Town Attorney, Arey Grady, if any requirement of the CAMA section could reserve CAMA's enforcement to those actions which are adopted in Town ordinances.

Mr. Grady questioned whether the Town would be able to tell CAMA what they can or cannot do in their permitting process. He noted if the Town used certain phrases such as, "require" or "prohibited", it makes that provision part of the CAMA permitting process.

Commissioner Terwilliger asked if a statement could be added that would require the Board of Commissioners or the Town of Beaufort to review and ensure that the appropriate mitigation strategies have been used.

Mr. Grady confirmed that could be a helpful option and discussed examples of how an idea such as that could be incorporated in the plan and coincide with the future LDO.

Commissioner Hagle commented on hydrology, noting it was important to certain areas of Town but should be a separate topic from the CAMA Plan. He said the plan was required to meet two sections of our State law: 160D and the CAMA regulations.

Commissioner Hollinshed commented the more specific a document becomes, the more you have to defend it. She suggested the topic of hydrology is not a one size fits all model.

Commissioner Terwilliger shared his concerns regarding the future use of the plan, specifically the Resiliency portion. He noted that he did not want CAMA to utilize the overall document in a way the Town did not originally intend, as it could be interpreted different ways.

Mr. McLeod commented that the Resiliency portion of the plan was not related to the comprehensive plan, rather than a secondary project that came through a grant. He said it was a great study that he thought was very useful, but it does not have to be part of the plan.

Commissioner Terwilliger suggested that idea should be consider, as it would not be difficult for the Resiliency Plan to be a stand-alone document.

Commissioner Oliver noted the Town needs to be extremely careful in any document, guidance or not. He said they should be clear and do their best to ensure the document is not misinterpreted in the future, noting he did not believe they were to that point with the document being discussed.

Mr. McLeod suggested an executive summary document would be helpful to insert at the beginning of the plan, to better address the Town's overall goals in a condensed version.

He explained the document would be a prelude to the plan and a general tool for the community to reference, noting the goal was to keep it around five pages in length.

Mayor Harker confirmed the direction moving forward was to ask Stewart to draft an executive summary document for the Board of Commissioners to review. She suggested reviewing the executive summary at a future work session meeting.

Mr. Clark asked for direction on the hydrology topic.

Commissioner Cooper said he agreed with Commissioner Hagle, suggesting it be a separate item from the CAMA Plan that could be addressed when funding was available.

Commissioner Oliver asked Mr. Garner if the Town had hydrology studies done in the past.

Mr. Garner confirmed there was a Capital Stormwater Improvement Plan done by Wooten in 2019.

Greg Meshaw, Town Engineer, shared it was a comprehensive stormwater plan that addressed areas of flooding concern identified by staff and the public. He shared the plan also identified future maintenance suggestions for the Town's drainage system.

Commissioner Oliver asked if the study completed in 2019 was considered during the development process of the CAMA Plan.

Mr. McLeod confirmed they did review it, and noted they try to review all adopted policies of a Town/City when preparing a new document.

Commissioner Oliver commented all hydrology factors should be considered in the CAMA Plan, not just the area of sea rise.

Mr. Todd suggested Commissioner Oliver work with Mr. Meshaw and possibly others to determine a scope of study for the hydrology portion.

Mayor Harker asked Mr. Grady if there was any timeframe, they needed to be aware of regarding adoption of the Comprehensive Land Use and CAMA Plan.

Mr. Grady confirmed the Town was in compliance, but an updated plan did need to be adopted in a reasonable timeframe. He noted the 160D updates and LDO rewrite would not start until the CAMA Plan was adopted.

Mayor Harker asked that the Board email Mr. Clark any questions or concerns they might have before Stewart starts drafting the executive summary document.

Mr. Clark asked for clarity on the Resiliency portion of the document, whether the Board wanted it removed or not.

Mayor Harker deemed a consensus to make the Resiliency Plan a stand-alone document.

Mr. Clark suggested placing the adoption of the Resiliency Plan on a future Board of Commissioners agenda.

2. Petitions (5) for Annexation- Blue Treasure, LLC

Commissioner Hagle made a motion to adopt a resolution instructing the Town Clerk to investigate the sufficiency of 5 petitions for annexation received from Blue Treasure, LLC. The address associated with the petitions are as follows: 185 Freedom Park Road, 187 Freedom Park Road, 189 Freedom Park Road, 243 Leonda Drive and 249 Leonda Drive.

The motion carried unanimously.

3. BBA Events - Music in the Park, Parade & Holiday Activities

Rachel Johnson, Parks & Events Coordinator/Public Information Officer, shared the Beaufort Business Association (BBA) was seeking approval of an extension for their Music in the Park series. She shared the request would extend into November and the events would be hosted on Sundays: Nov. 6, 13, 20 and 27, from 2-5 p.m. She noted the

original application had been updated to reflect the additional dates and it was attached as part of the meeting packet.

Ms. Johnson also shared the BBA had submitted an event application request for the following events: Christmas Parade, Santa House, Christmas Tree Lighting & Sing Along, and Buccaneer's New Year's Eve. She noted these events would be held on Town property and would utilize Town resources and staff. She shared the application listed specific dates and times of each event, and it was attached as part of the meeting packet.

Commissioner Terwilliger made a motion to approve all events as presented.

The motion carried unanimously.

Mr. Clark noted many event applications could be approved in-house by Town staff; if the Board desired a change in the process, the ordinances would need to be amended.

#### 4. Oceanview Cemetery

Mr. Clark explained staff had been working to determine ways the Town could improve upon its maintenance and upkeep of Oceanview Cemetery. He shared a list of items that were identified as areas that need to be addressed. He asked Mark Eakes, Public Works Manager, to review costs associated with each item addressed.

Mr. Eakes discussed detailed information listed in the meeting packet and provided an explanation of the quotes received. Areas of concern mentioned are as follows: the cemetery wall, block work and sign placement, survey work, roadways within the cemetery and the addition of benches.

Mr. Clark also informed the Board that staff is evaluating the cemetery to determine the number of potential burial plots remaining, and they would report a number at a later time. He shared survey work had been completed and compared against a ground penetrating radar assessment that was conducted to identify un-marked graves. Mr. Clark noted Town staff does not recommend that they resume selling burial plots at this time. He shared at this point, staff was asking for direction on the scope of improvements to be completed, noting a budget amendment would be necessary if the Board desires to complete the recommended improvements.

Commissioner Hagle shared he believed the cemetery work was needed and recommended using stone in the driveway area.

Commissioner Hollinshed asked for clarification on the entry ways; she noted when you declare ownership, maintenance is necessary.

Commissioner Oliver asked if the money collected by the Town for cemetery plots was used for maintenance of the area.

Mr. Clark explained it was a source of revenue that the Town used to offset the cost of mowing grass and other maintenance items.

Commissioner Cooper noted this has been a topic of discussion for a while and suggested the community have input on the planned maintenance and beautification process. He asked how the funds for cemetery fees were utilized.

Mr. Clark confirmed the funds were used for perpetual maintenance of the cemetery.

Christi Wood shared in the prior fiscal year, the cemetery cost exceeded the revenue collected for cemetery plot sales.

Commissioner Cooper confirmed that the cemetery was not closed, there was currently a moratorium on selling any plots. He noted he believe the community was misinformed on several issues concerning Oceanview Cemetery and suggested a meeting be held to clarify any confusion.

Commissioner Terwilliger agreed crushed stone in the driveway area would better fit the appearance of the cemetery. He suggested raising money for items such as the benches,

as many families look to donate in honor of a loved one. He noted he would like to see what was left in the reserve funds before approving any expenditures associated with the cemetery improvements.

Mr. Clark noted there were not any dedicated reserve funds for the cemeteries, and any maintenance cost would come from the general fund balance.

Mayor Harker suggested moving forward to place the item on the next regular meeting agenda for discussion and consideration.

#### 5. Turner Street Speed Limits

Mr. Clark shared the Mayor had received several requests from citizens seeking a reduction of speed limit on Turner Street. He noted the issue had been discussed at a prior Board of Commissioners Meeting and asked that the Board revisit the topic.

Mayor Harker commented that vehicles accelerate in speed as they come off the Turner Street Bridge, heading into Town.

Commissioner Hollinshed shared it was her recollection that last time the Board submitted a request to lower the speed limit on Turner and Cedar Street, NCDOT determined that the reasonable speed limit should be 35 mph between Highway 70 and Cedar Street; once traffic crossed over Cedar Street the 25 mph limit was appropriate.

Commissioner Hagle suggested placing calming devices (like the ones on Campen Road) between Ann Street and Broad Street to temporarily slow down traffic.

Commissioner Cooper agreed that traffic speed increases as vehicles head into Town from the Turner Street Bridge.

Commissioner Hagle noted he thought 35 mph north of Cedar Street was an appropriate speed, as well the posted speed of 25 mph from Cedar to Front Street. He suggested more enforcement efforts to control speed in that area.

Mayor Harker noted another area of concern was on Front Street, where the sidewalk ends, and the State takes over maintenance of the road.

Commissioner Oliver made a motion for the Town to submit a request to NCDOT that would extend the 25 mph speed limit east on Front Street, picking up at the State owned portion of the road and extending all the way to Lennoxville.

The motion carried unanimously.

#### 6. Harbor & Waterways Master Plan

Mr. Clark noted the Board of Commissioners received a presentation from the Harbor & Waterways Master Plan Advisory Committee at the September 26, 2022, Work Session Meeting. As part of the presentation, the Board received a series of recommendations concerning various improvements to the Town's waterfront assets on Front Street. He shared that an electronic copy of the presentation and the final plan has been provided to the Board of Commissioners, and both of those documents can also be accessed on the Town's website. He asked the Board to initiate a conversation on the direction they wished to go in, based on the recommendations made by the Harbor & Waterways Master Plan Advisory Committee.

Commissioner Hagle shared he believed there were necessary maintenance items that needed to be addressed, such as the boardwalk and bulkhead. He also noted the possibility of replacing the dockage after the boardwalk and bulkhead were completed, and the importance of the fuel supply. He expressed his concerns about additional buildings going up that would block the waterfront area.

Commissioner Hollinshed agreed the focus should be on the boardwalk and bulkhead areas, suggesting the Board needs to settle on an overall plan that includes those maintenance items as a priority. She expressed the importance of applying for grants that would help fund the project.

Commissioner Oliver suggested the Board continue thinking of ways to move forward once the Town was out of the Docks contract in 2024. He recommended data be gathered concerning private public partnerships to educate the Board in that area. He suggested they challenge Chairman Doug Townsend to collect more data on the subject, using the remainder of the calendar year to collect the information.

Commissioner Terwilliger shared he thought the plan was well laid out and presented the Board with some interesting options. He agreed the private public partnership option should be analyzed further to better understand what it encompasses. He stressed the importance of determining how much money was available for this project in the coming years.

Commissioner Oliver made a motion to continue the lifespan of the Beaufort Harbor and Waterways Master Plan Advisory Committee to fulfill all goals established by the previous Board of Commissioners, specifically noting the last three items had not been completed.

The motion carried unanimously.

Commissioner Oliver made a motion asking the Town Manager to coordinate with the Beaufort Harbor and Waterways Master Plan Advisory Committee Chairman, to flush out and expand on data, allowing a better understanding of the demand of private public partnerships.

The motion carried unanimously.

7. Financial Notes

Christi Wood, Finance Director, shared the September Financial Report; a copy of the report is attached and incorporated in the meeting packet. She noted sales and use tax distribution for October was \$264,635. She shared the Town was on track to submit the audit report by November 30, 2022.

**Adjourn**

Commissioner Hagle made a motion to adjourn the meeting at 6:42 p.m.

The motion carried unanimously.

---

Sharon Harker, Mayor

---

Elizabeth Lewis, Town Clerk