



**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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, December 09, 2024  
Train Depot, 614 Broad Street**

---

---

**Call to Order/Pledge of Allegiance**

Mayor Harker called the meeting to order at 6:00 p.m. and invited all to join in saying the pledge of allegiance.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll.

**PRESENT:**

Mayor Harker  
Mayor Pro Tem Cooper  
Commissioner Gillikin  
Commissioner LoPiccolo  
Commissioner Oliver  
Commissioner Spiegler

**ABSENT:** None

**Agenda Approval**

Commissioner Cooper made a motion to amend the agenda to remove the Food Truck Ordinance item, under Old Business, and to add NCGS 143-318.11 (a) (6) to the Closed Session.

The motion carried unanimously.

**Items of Consent**

1. Meeting Minutes
2. Personnel Policy Amendment- Pregnant Workers Fairness Act
3. Personnel Policy Amendment- Computer, Email, Device and Internet Usage
4. Carteret Community College MOU
5. Town of Beaufort Economic Development Strategic Plan

Commissioner Cooper made a motion to approve the Items of Consent.

The motion carried unanimously.

## **Recognition of Captain Troy Edwards** (*Short Recess to Follow*)

Captain Troy Edwards was recognized by Police Chief Paul Burdette for his 32 years of service to the Town of Beaufort. Captain Edwards was also presented with the prestigious "Order of the Long Leaf Pine", the highest award for state service granted by the Office of the Governor.

Captain Edwards expressed gratitude and reflected on his career, acknowledging the support of his colleagues and the community.

The Mayor and Board of Commissioners expressed their appreciation and gratitude for Captain Edwards' service and contributions to the Town of Beaufort.

## **Presentations**

### 1. FY 2024 Audit Presentation

Tonya Thompson, with Martin Starnes & Associates, shared the FY 24 Audit. The audit results showed an unmodified clean opinion, indicating the financial statements are fairly presented in accordance with accounting standards. Ms. Thompson provided a detailed breakdown of the Town's fund balance, revenue, and expenditure, highlighting significant increases in revenue and expenditure compared to the previous year. She noted hard copies would be available soon and posted on the Town's website for public review.

### 2. Pivot Parking - 2024 Parking Season

Tina Reid, Co-Founder and EVP of Pivot Parking, provided a presentation on the Town of Beaufort's 2024 parking season, detailing the transition process, program assessment, revenue, and expenses. She noted the total gross revenue for the season was \$394,715, exceeding the budget by 8.5%. The presentation included detailed data on transactions, average length of stay, and revenue per space for different parking areas. A full copy of the presentation and season results is on file in the Town Clerk's office.

Following the presentation, the Board of Commissioners discussed the parking program, including feedback from residents and visitors, and potential improvements for the 2025 season. Such suggestions included increasing signage, implementing dynamic pricing, and improving the user experience for older residents who may struggle with technology. They also discussed the need for better communication and support for people who need to pay by phone or cash. There was discussion on the need for good user experiences downtown and the importance of considering convenience fees when setting parking rates for the upcoming year. The Board also discussed options for collecting data such as occupancy at certain times of the day.

Ms. Reid explained that a License Plate Recognition (LPR) System uses cameras and software to identify and read vehicle license plates, but it would be an additional cost.

Mayor Harker suggested they continue the discussion at the upcoming Board Retreat to better refine the parking program for the 2025 season. She recommended the discussion focus on topics such as parking passes, parking violation fees, and improving technologies.

## **Old Business**

### ~~1. Food Truck Ordinance Staff Update~~

*Item was removed from the agenda.*

## **Public Comment**

Cheryl Toles: 1010 Broad Street (Beaufort NC, 28516)

Ms. Toles addressed the removal of public sidewalks on Front Street by private homeowners at 105 and 113 Front Street, affecting pedestrian access and safety. She noted the removal of the sidewalks

forces pedestrians to cross Front Street multiple times, creating hazards for people with mobility, vision, or other impairments. She suggested the Town ordinances and state statutes require cities to maintain public streets and sidewalks and argued that the removal violates these regulations. Ms. Toles also mentioned the historical significance of the sidewalks and how their removal is in violation of many Town of Beaufort supported plans.

## **New Business**

### **1. Case # 24-12 Preliminary-Final Plat, 360 Steep Point Road**

Kyle Garner, Planning Director, shared details related to the request. He explained the applicant, Alex Pulley, was requesting the 2.15 acre lot be subdivided into two lots. He shared comments from the Technical Review and noted Beaufort Fire Department requested the private drive be a minimum of 20 feet in width and improved to accommodate at least 75,000 lbs.

Mr. Pulley explained that meeting the driveway requirements would be challenging and have an impact on the natural beauty of the property. He suggested a variance request could be submitted to avoid the widening of the road.

The Board and Town Attorney discussed the need for a Quasi-Judicial hearing to consider a variance request and the procedural steps required for such a hearing.

Mr. Grady, Town Attorney, reminded the group to keep any further discussions about the potential variance request amongst legal and Town Staff until an actual hearing takes place.

The consensus of the Board was to table the current request related to approval of the final plat, and for the applicant to work with Town Staff to provide assistance with procedural steps moving forward. They noted the variance request could ideally be placed on the January 13, 2025 agenda, if advertising requirements were met.

### **2. Resolution- Petition for Annexation, 138 Chadwick Rd**

Commissioner LoPiccolo made a motion to adopt the Resolution as presented, instructing the Town Clerk to investigate the sufficiency of a petition for annexation submitted for 138 Chadwick Drive in Beaufort.

The motion carried unanimously.

### **3. Beaufort Waterfront Operations and Finance Committee Update**

Commissioner Spiegler provided updates on the committee's activities, including the fuel farm RFQ and the marina management proposals. She shared the marina management proposals are being developed with input from the committee and the goal is to have the management company hired by early next year. She also shared the committee has been working on a BRIC Grant application through the assistance of engineering firm WK Dixon and Town Staff.

## **Manager Report**

Charlie Burgess, Interim Town Engineer, thanked Christi Wood for her work in preparing the audit. He noted that he would provide a follow-up summary related to the removal of sidewalks mentioned during public comment.

Mr. Grady announced the finalization of a real estate donation to the Town, which will be used to complete a pedestrian corridor and connect various parts of the Town. The referenced parcel number is 730614321842000.

## **Mayor/Commissioner Comments**

Commissioner LoPiccolo expressed excitement about the newly acquired property, noting the positive impact it will have on the community. He spoke highly of the Christmas Parade and other holiday activities taking place throughout Town.

Commissioner Cooper notified the group of an upcoming train show in Beaufort. He wished Town Staff and the public a Merry Christmas.

Commissioner Oliver shared construction has commenced at Gallants Channel.

Commissioner Spiegler thanked everyone in attendance and those online for participating.

Mayor Harker announced cancellation of the December 16, 2024, Boar of Commissioners Work Session. She wished Town Staff, Commissioners, and Beaufort residents a happy holiday season.

## **Closed Session**

1. Pursuant to NCGS 143-318.11 (a) (3)

Commissioner Cooper made a motion to enter closed session, pursuant to NCGS 143-318.11 (a) (3), (5) and (6).

The motion carried unanimously.

## **Adjourn**

Commissioner Oliver made a motion to adjourn the meeting.

The motion carried unanimously.

---

Sharon E. Harker, Mayor

---

Elizabeth Lewis, Town Clerk