



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
Work Session Meeting
4:00 PM Monday, November 25, 2024
Train Depot, 614 Broad Street

Call To Order

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

Roll Call

Elizabeth Lewis, Town Clerk, called the roll.

PRESENT:

Mayor Harker
Commissioner Gillikin
Commissioner LoPiccolo
Commissioner Oliver
Commissioner Spiegler, *participated remotely*

ABSENT:

Mayor Pro Tem Cooper

Commissioner Gillikin made a motion to excuse Commissioner Cooper from the meeting.

The motion carried unanimously.

Agenda Approval

Commissioner Gillikin made a motion to amend the agenda, adding a resolution related to engaging in a grant writing service as item number six.

The motion carried unanimously.

Presentations

1. Town of Beaufort Economic Development Strategic Plan

Samantha Darlington with the NC Department of Commerce provided an overview of the proposed Economic Development Strategic Plan. She shared the plan aims to provide a foundation for economic development efforts, guide day-to-day decisions, and support potential Main Street designation. The plan includes specific, measurable, achievable, relevant, and time-bound goals, focusing on tourism, local needs, and community

connectivity. She noted stakeholder interviews and asset mapping exercises were conducted to understand the current economic landscape and identify opportunities. Ms. Darlington shared the plan includes goals for promoting history, arts, and culture, protecting environmental assets, and achieving balanced commercial and residential growth. She explained maintaining a dedicated group to follow through on the plan is crucial for its success and noted it was a living document that can be revised as needed.

The Board provided feedback and suggested additions to highlight the airport, schools, hospital, and community college as community assets. They noted several typos that should be addressed before formally adopting the plan. Other discussion items focused on further clarity of short-term rentals and Airbnb's language used in the plan as well as proper terms for agencies such as CAMA. It was also suggested that any reference to Cedar Street Park be removed and replaced with Ann Street. The group noted the importance of community engagement during the implementation process.

Commissioner Oliver made a motion directing Ms. Darlington to revise the plan based off the feedback received from the Board and to place the updated version on the consent agenda for approval at the December 9th Regular Meeting.

The motion carried unanimously.

Items for Review and Discussion

1. Sewer Allocation Reservation Request- Beaufort Club- Enclave

Charlie Burgess, Interim Town Manager, shared a recap of the item as was tabled from the prior meeting.

Chief Ray provided an update regarding ingress and egress in the development as it relates to the Fire Code. He shared that the emergency access would need to be installed prior to approval of future plats.

Jay Horton, Filter Designs, noted they were looking to come from Windswept onto Cedar Avenue to support an emergency vehicle access. He shared the applicant was requesting 12,600 gallons per day of sewer allocation in the form of a reservation request.

Commissioner Gillikin made a motion to approve the sewer allocation request for the Beaufort Club Enclave, emphasizing the importance of careful sewer allocation management moving forward.

The motion carried unanimously.

2. Phase Two UDO Development Draft Contract

Michelle Eitner, Town Planner, shared that Phase One of the UDO process was complete and the RCCP Grant had been executed. She shared a detailed scope of work for Phase Two of the project had been provided by White and Smith and was located in the meeting packet for the Board's consideration.

Commissioner Oliver asked if the minor revisions of the UDO Codes Assessment had been completed.

Ms. Eitner shared the Town had not received the updated document, but she did expect it to be delivered soon.

Commissioner LoPiccolo made a motion to approve the contract with White and Smith to proceed with Phase Two of the UDO project as presented.

The motion carried unanimously.

3. Carteret Community College MOU

Chief Ray shared the Town of Beaufort would like to work with Carteret Community College by helping house a mobile classroom beside Fire Station 2. He explained the college would be responsible for all costs of setting up the building and monthly expenses

related to the classes. He noted those details would be addressed in a MOU between the Town of Beaufort and Carteret Community College.

The Board was supportive of the request. Mayor Harker deemed a consensus to have staff move forward to draft a MOU with Carteret Community College to be placed on the December 9th Regular Meeting consent agenda for formal approval.

4. Parks & Recreation Advisory Board Recommendations for the West End of Ann Street

Rachel Johnson, Parks Coordinator, shared staff was requesting authorization to proceed with planning a park project for this location that is in alignment with creating a public park at the West End of Ann Street with water access that maintains the existing vistas and strives to mitigate existing stormwater/flooding issues. She explained that staff was requesting authorization to utilize existing funds in the Park Improvement Projects while leveraging potential grants in order to move forward with a park project at this location that incorporates items outlined in the provided list. If the project is authorized to move forward in the outlined direction, staff will continue to seek public input on the project and will plan a public meeting to introduce concept plans and garner additional community feedback.

The Board asked about park design plans and suggested referring to the area as a stormwater park to aid in funding and to emphasize the importance of resilient materials for the dock. They also shared the importance of public engagement and diverse input for the park project.

Commissioner Oliver made a motion to move forward with developing a draft design plan based off the recommendations made by the Parks and Recreation Advisory Board.

The motion carried unanimously.

5. Beaufort Waterfront Operations and Finance Committee Update

Commissioner Gillikin provided an update of the BWOF committee. She noted that the committee recommends the Town offer both gas and diesel at the docks. She shared information on the newly formed 501c3, Beaufort Community Foundation, noting they already received their determination letter and are ready to accept donations of support to the waterfront improvement projects.

6. Resolution for Grant Writing Services

Mr. Burgess shared staff had been in contact with W.K. Dickson and suggests moving forward with their grant writing services for the BRIC LOI Grant and potential application to follow. As part of the process, Mr. Burgess suggested the Board consider adopting the resolution below, exempting engineering and grant writing services from a qualification-based selection process.

**RESOLUTION EXEMPTING
PROPOSED ENGINEERING AND GRANT WRITING
SERVICES FROM QUALIFICATION-BASED SELECTION PROCESS**

WHEREAS, Town of Beaufort (“Town”) is a North Carolina municipality organized and existing pursuant to Chapter 160A of the North Carolina General Statutes; and,

WHEREAS, North Carolina General Statute §143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively “design services”) to be based on qualifications and without regard to fee; and,

WHEREAS, Town proposes to enter into one or more contracts for engineering and grant writing services for work concerning the Beaufort Town Docks; and,

WHEREAS, North Carolina General Statute §143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of North Carolina General Statute §143-64.31 if the estimated fee for any such service is less than \$50,000; and,

WHEREAS, Town anticipates the need for engineering and grant writing services regarding an application for a Building Resilient Infrastructure and Communities grant for contemplated improvements to the Beaufort Town Docks, and the Town anticipates the cost for all such services to be less than \$50,000.

NOW THEREFORE, TOWN HEREBY RESOLVES AS FOLLOWS:

Section 1. The above-described project is hereby made exempt from the provisions of North Carolina General Statute §143-64.31.

Section 2. This resolution shall be effective upon adoption.

Commissioner LoPiccolo made a motion to adopt the proposed resolution.

The motion carried unanimously.

Adjourn

Commissioner Oliver made a motion to adjourn the meeting at 5:45 p.m.

The motion carried unanimously.

Sharon E. Harker, Mayor

Elizabeth Lewis, Town Clerk