



## **Town of Beaufort, NC**

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### **Town of Beaufort Board of Commissioners Regular Meeting 6:00 PM Monday, February 08, 2021 - Virtual Minutes**

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#### **Call to Order**

Mayor Newton called the meeting to order at 6 p.m.

#### **Roll Call**

Town Clerk Allen Coleman conducted roll call.

Present:

Mayor Rett Newton

Mayor Pro Tem Charles McDonald

Commissioner Ann Carter

Commissioner John Hagel

Commissioner Sharon Harker

Commissioner Marianna Hollinshed

#### **Agenda Approval**

Mayor Newton: Can we delete the closed session? We don't have anything to do discuss other than that.

Does anyone else have any changes or corrections move approval as the amended motion has been made? Any discussion? Let's go down.

Clerk Allen Coleman explained the closed session was a clerical error and should not have appeared on the agenda.

Agenda approved unanimously with the removal of the closed session.

#### **Public Comment**

Janet Woodward, 2217 Lennoxville Road, Beaufort - I'm. Thank you. OK, fine, I just was able to read some of my emails because I had visual problems and I see that Mr. Coleman said he received letters that were sent to him that I wanted to be put in the record during public comment, but they were dated last year. But all the letters sent did have an attachment with the person's signature, with yesterday or the day before. So we would like them to be entered into the record because these letters that were submitted, were typed last year. But we couldn't get on the agenda since last year. And these were about naming the bridge after Miss Violet Bailey. And our consensus was that it would be great for you guys to put it on the agenda during Black History Month, because I don't see you have anything on your agenda for Black History Month. But in closing, I want to say if the town wants to show their support for the black community, they can say in a resolution to move the Confederate statue with a Confederate flag on the courthouse grounds over to Fort Macon. And that would show a lot to everyone on how this town feels about honoring people of all races. And we would love such a resolution to go forward to the county to have it moved. Thank you.

## **Manager Report**

Town Manager John Day: Let's start by talking a little bit about the comprehensive land use plan that we have, the online survey will be active February 10th through March 10th, and that will help guide the CAMA /comprehensive land use plan update. Representatives from Stewart, the consulting firm that has been selected to assist with the plan, will host a second public informational meeting via Zoom on Tuesday, March 23 at 6 p.m. During the meeting, the project team is going to give an update and have draft goals that are based on those survey responses that I just mentioned a little bit earlier and then also discuss the next steps. And then here's the stuff you may want to jot down if you're watching this. Additional information regarding the project is available online at [BeaufortNC.org/future](http://BeaufortNC.org/future). And then if you'd like to subscribe to updates for the project, you can email Kate Allen at [k.allen@beaufortnc.org](mailto:k.allen@beaufortnc.org).

Also, we've received preliminary informal notification from the USDA regarding a financing and grant package for water and sewer projects with additional information to be followed by mid-month regarding the stormwater portion of those projects.

I'm going to be working with the mayor and commissioners to schedule a special meeting later this month to more thoroughly discuss this project. And then also working with the mayor and the commissioners on scheduling the annual board retreat around mid-March.

No questions for the Town Manager.

## **Items of Consent**

Approved unanimously.

1. Minutes

## **Public Hearing**

1. Request for Special Use Permit for Accessory Dwelling Unit at 102 Carteret Ave.  
Case No. 20-13

Mayor Newton: Request for special use permit for accessory dwelling unit at 102 Carteret Avenue case number 20-13. Through clarification with Kate and the attorney, we will do the public hearing this evening. We still need to do the 24 hour period for additional comments and then we can pick up the rest of the quasi judicial proceedings after that.

Town Planner Kate Allen: Case number 20-13 is a request for a special use permit for an accessory dwelling unit at 102 Carteret Avenue. The subject property is zoned residential, it's a conforming existing lot of record with an existing nonconforming structure. However, if approved, the nonconforming situation would not be increased. The future land use map identifies this

property as mixed use, so an amendment would not be required and a portion of the subject property is located in a special flood hazard area. The applicant would like to convert the existing garage into an accessory dwelling unit and has provided renderings. The planning board reviewed the request at their January 19 meeting and found the request to be consistent with the land use plan, future land use map and an additional condition that the planning board recommends would be that the use be allowed only for family members. But again, that is up to the board's discretion and can be addressed at the next meeting when we enter the quasi judicial process. So the requested action for tonight is to simply conduct a public hearing and set the time and date for the quasi judicial proceedings and consideration of any questions.

Mayor Newton: I have motion. Please open the public hearing.

Motion to open the public hearing passed unanimously.

Mayor Newton: Do we have anybody signed up Allen for public comment?

Town Clerk Allen Coleman: Yes, we have Mr. William Bell.

William Bell: Thank you for allowing my comment here, but just short and quick and to the point, we would like to purchase this property. My husband and I, along with my parents who currently reside on this property would like to turn the garage into a cottage with the purpose of my parents moving into that cottage to provide them a place. Chris and I will then live in the house. Mom and dad will occupy the cottage. We have no desire to use this property for an Airbnb or any short term rental or lease in the future, which we hope will be down the road a number of years when the property is no longer used by my parents, it would become an additional long term rental as there are already existing type of rentals in the neighborhood. So again, it's not anything outside of what's happening there now, as a matter of fact, the house that they're in has been a long term rental now for many years. So that's all we're asking is just to convert this garage into a cottage for my parents to live in.

No one else was signed up to comment during the Public Hearing.

A motion was made and carried unanimously to hold the quasi-judicial evidentiary hearing at the next BOC meeting.

## 2. Rezoning from TR to CS-MU 508 & 510 Cedar St

Case No. 21-01

Planning Director Kyle Garner: Mayor, we have before you this evening, case number 21-01, and it's a rezoning from TR Transitional to CS-MU Mixed-Use. This is a staff initiated rezoning and the two lots combined total twelve thousand nine hundred and six square feet. The location is 508 and 510 Cedar Street. And again, the total area is less than three tenths of an acre. This was published in the newspaper and posted on site, and the legal advertisement ran on January 24 and 31, and we sent out 13 letters to adjacent property owners within one hundred feet.

Again, the project area was recommended by the Stantec Group as part of the small area plan and in October of 2018, this rezoning is consistent with the 2006 CAMA Land Use plan, which says that this area is perfect for the redevelopment of Cedar Street. Town has been working with the Department of Transportation to look at improving the infrastructure in this area that included those elements in the small area plan. And again, we've been working with several property owners in this area that would like to look at the redevelopment of it, in turn needed in transforming Cedar Street. These properties were not a part of the 2019 rezoning.

As of late, there have been a number of inquiries regarding these properties and that if designing were mixed use like others along this corridor and in an effort to encourage this redevelopment, we have submitted them for the rezoning to Cedar Street MIXED-USE. We have a photo of the first lot, which shows that it's relatively undeveloped. And then we have the other photo, which shows the structure at 510 Cedar Street.

We did some additional research and reached out to some of our folks at State Historic Preservation Office. And there might be some difference on the dates on this particular structure. But this structure was built somewhere between 1913 and 1924 and it was on the site formerly occupied by an African-American school. This building did serve as an African-American school that was associated with the St. Stephen's Congregational Church. That church remains, of course, standing at the corner of Cedar and Craven. This was one of two school buildings that was on the site. The other one was a one story and was where the bail bond building is currently located by 1941. Supposedly this building was converted potentially into a dwelling that would have been either for the preacher or used as a parsonage. And I just wanted folks to realize that this has been there.

So it's currently a permitted use by right and conforming. And even with the new zoning, it would be conforming. The maps that we have before you show the the current zoning of the property as being that the transitional and then the future land use plan and then we have the overall what was recently approved is Cedar Street mixed use going from Turner Street all the way to Hedrick Street so folks can have an understanding of exactly where the existing Cedar Street zoning is.

As part of any reasoning process, the board of commissioners would need to provide a consistency statement . In the January planning board meeting, the planning board conducted a public hearing, public comment, and then recommended unanimously for these two properties to be reassigned to Cedar Street.

Mayor Newton: Let's go down the roster with the commissioners and for questions that will open up the public hearing and the owner of the properties is available if you have any questions of the owner. So let's go down the roster for any questions.

Commissioners commented on the history and importance of the building.

Mayor Newton: Is there a motion to open up the public hearing.

Motion was made. Motion passed unanimously.

Mayor Newton: Do we have anybody signed up for the public hearing?

Town Clerk Allen Coleman: No one has signed up.

Mayor Newton: May I have a motion, please, to close the public hearing?

Motion was made and passed unanimously.

Mayor Newton: We'll pause here to allow 24 hours for additional comments and we will make a decision at the work session.

## **Items for Discussion and Consideration**

### **1. Sewer Allocation Request**

197 Rudolph Dr., Beaufort NC (Deerfield Shores Subdivision)

Town Engineer Greg Meshaw: We have a Don and Carolyn Butler of 197 Rudolph Drive in Deerfield submitting this request. The Deerfield Shore subdivisions have requested permission to connect to the town on low pressure sewer collection system that exist in part of this subdivision. You will see their parcel is located right here. They have made this request because they are currently served by an offsite septic system that is being managed by Deerfield Shores Utility Company and with the town recently taking over the collection system from Deerfield Shores Utility by agreement, they are being made to vacate the easements that allow them access to the off site septic system and their service is going to be terminated. So with that, they need, of course, another alternative for sewer service, and that would be the collection system that exists in the subdivision. They are not a part of the houses that you see there in green that were automatically picked up by the town through agreement with Deerfield Shores utility.

And as such, they have to make this individual request. They have paid all the fees, including the system development fee and town staff recommends that the allocation and the amount of 480 gallons per day be granted for their four bedroom home residential unit.

The BOC asked clarifying questions of Meshaw to ensure the Town system has the capacity to service this location without repercussions to the system.

Mayor Newton: What's a pleasure of the board?

Motion was made to approve. Motion passed unanimously.

## 2. Paid Parking

Mayor Newton: At the last meeting we discussed that the board of commissioners had canceled paid parking for the 2020 season in downtown due to economic concerns related to the COVID-19 pandemic.

The Beaufort Development Association (BDA) recently conducted a survey on paid parking downtown and made a number of recommendations. Those recommendations primarily follow the parking regulations that existed in 2019 . And so what we're requesting is for you to review and decide whether to reinstate paid parking and the applicable regulations. Susan Sanders, the president of the Beaufort Development Association, is at the meeting and available to answer any questions that you might have about that group's survey or their request to the board.

Discussion revolved around ferry parking, signage, long-term parking areas, and received feedback from BDA president Susan Sanders. Sanders suggested more long-term parking areas for employees and a possible promotion. Discussion ensued about the possibility of giving one free hour of parking, having the ferry service issue yellow placards, the dates for the season, parking passes, and more.

The Board voted unanimously to have the Town Manager summarize the comments, changes, parking program and to bring it back to the next Board of Commissioners' Work Session for a vote.

## 3. Emergency Paid Sick Leave Policy

Finance Director Christi Wood shared the Emergency Paid Sick Leave Policy stating that the policy is a replacement for the Families First Katrina Response Act that expired on Dec. 31. The policy provides eligible employees with temporary emergency sick leave. Staff recommended the policy as Covid infections continued to grow.

The Town attorney reviewed the policy and said it provides employees with 80 hours of emergency sick leave as long as they meet the criteria of the policy.

The Board approved the policy unanimously.

## 4. Budget Amendment

### 100 Block Turner Street Improvements

Town Engineer Greg Meshaw explained the need for a budget amendment for the Turner Street 100 Block Improvements Project. The project uncovered unexpected water services with galvanized lines which could not be isolated to turn water off during the project. These lines need to be replaced with PVC lines with valves.

The contractor currently working on Turner Street quoted the Town \$29,200 to complete the work. Another bid came in at a little over \$45,000.

A motion was made to move \$33,000 from the capital reserve fund and to approve Budget amendment #7.

## **Mayor/Commissioner Comments**

The commissioners gave closing remarks to include a reminder of Black History Month, a safety message on slips, trips and falls and questioning when construction work at town hall would be complete for the lobby to re-open and a thank you to town staff for their hard work.

## **Adjourn**

Commissioner Hagel made a motion to adjourn. Motion carried unanimously.

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**Mayor**

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Deputy Clerk