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

Town of Beaufort Board of Commissioners Work Session Meeting
4:00 PM Monday, November 23, 2020 - Zoom Meeting - COVID-19 Pandemic Monthly Meeting

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Call To Order

Roll Call

Agenda Approval

Public Comment

Project Updates

Items for Discussion and Consideration

1. Draft Minutes for the Oct. 26 Work Session, Nov. 4 Special Meeting, and Nov. 9, 2020 Regular Meeting
2. Case #20-12 Special Use Permit for a Kennel, Indoor/Outdoor Operation for 102 Professional Park Drive & 1975 Live Oak Street
3. Case No. 20-11 – Request to Rezone 1205 Lennoxville Road
4. Sewer Allocation Policy
5. Short Term Rental Regulations
6. Turner Street Traffic Calming
7. October Financial Report/Notes
8. Capital Project Street Rehabilitation and Pedestrian Improvement Budget Amendment #1
9. Harbor Master Plan Committee Proposal
10. FY 21 Budget Amendment #4

Mayor/Commission Comments

Adjourn

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Town of Beaufort Board of Commissioners Work Session Meeting
4:00 PM Monday, Nov. 23, 2020 – Zoom Meeting due to COVID19 Pandemic

AGENDA CATEGORY:	Consent
SUBJECT:	Draft Minutes for the Oct. 26 Work Session, Nov. 4 Special Meeting, and Nov. 9, 2020 Regular Meeting

BRIEF SUMMARY:

Draft minutes for the Oct. 26 Work Session, Nov. 4 Special Meeting, and Nov. 9, 2020 Regular Meeting

REQUESTED ACTION:

Move to consent agenda.

EXPECTED LENGTH OF PRESENTATION:

2 minutes

SUBMITTED BY:

Rachel Johnson, Deputy Clerk

Minutes prepared by Kate Allen, Town Planner

BUDGET AMENDMENT REQUIRED:

No

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Town of Beaufort Board of Commissioners Work Session Meeting
4:00 PM Monday, October 26, 2020 - Zoom Meeting Due to COVID-19 Pandemic
Minutes

Draft

Call to Order

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

Roll Call

Mayor Newton conducted roll call and declared a quorum present for the meeting.

Present
Ann Carter
John Hagle
Sharon Harker
Marianna Hollinshed
Charles McDonald

Agenda Approval

Mayor Newton asked to amend the agenda to include closed session pursuant to NCGS 143-318.11 subparagraph C.

Commissioner Hagle made a motion to approve the agenda as amended. The motion passed unanimously.

Voting Yea: Commissioner Carter, Commissioner Hagle, Commissioner Harker, Commissioner Holinshed, Commissioner McDonald

Public Comment

None

Project Updates

Town Engineer, Greg Meshaw provided an update on current projects.

- Randolph Johnson Park. Randolph Johnson Park had a pre-final inspection with the contractor to ensure that everything was working and/or completed. Anything incomplete/incorrect was placed on a correction/completion item list. He noted some drainage issues along the edge of the site; potential remedies have been discussed but not yet completed. He referenced a conversation with the contractor earlier in the day and explained that the subcontractor is waiting on dry weather before beginning the drainage improvements. He explained that the drainage work will involve some grading along the edges of the site that would not impact anyone using the park.
- Cedar Street Park. Mr. Meshaw reminded the Board that the 25% design benchmark and preliminary cost estimates were completed. He then discussed the Design Review Meeting which took place October 8, 2020. As a result of the meeting, he explained that the Town needs to provide decisions on the bathroom footprint and elements to bid initially.
- Topsail Park. Mr. Meshaw told the Board that contracts have been executed with an estimated start date of November 9, 2020. Mr. Meshaw said the contract is for seven weeks, but that he hoped they would be able to complete it sooner. He noted that this is a good planting season
- Street Construction. Mr. Meshaw showed a list of street rehabilitation and construction projects. Stanton Road, Hedrick Street, Mashburn Avenue, Professional Park Drive, Jefferson Street, Eastern Avenue, Ricks Avenue and Sherwood Boulevard have been completed. Work has been started on Live Oak Street, Gordon Street, Laurel Street, Safrit Drive and Taylors Creek Road. He noted work will begin on Craven Avenue, Carteret Avenue and Pollock Street this week. He explained that the overall project had been behind schedule, but he feels that they are catching up and should be able to finish on schedule.
- Turner Street 100 Block Street Improvements. Mr. Meshaw referenced the last Regular Meeting where the Board approved the proposed projects. There is not a definitive start date at this time, but Mr. Meshaw anticipates the project will start in early November. He explained that it is a two-month contract but may take longer given the recent additions to the plans.
- Cedar Street Water & Sewer Rehabilitation & Replacements. Mr. Meshaw told the Board that bids should be received October 29, 2020 to replace water lines, replace and rehab sewer lines, and rehab and replace a few manholes along Cedar Street in advance of the NCDOT project to pave the street. The current estimate for the project is a little over $1.2 million.
- First Street Culvert Relocations. Mr. Meshaw noted work on the corner of First Street and Craven Avenue at the future location of Beaufort Dental. He explained that stormwater piping is being rerouted around that site as the drain currently runs directly through the site. The work should be completed in 30 days. The total project cost is $43,000 and is being split 50/50 between the Town and developer.
- Town Hall Reception Area Renovation. Mr. Meshaw said that work on the project slowed down as staff is trying to determine what the reception window area should look like. He then discussed the proposed layout for the reception area noting safety glass between the reception area and staff.

Mr. Meshaw then asked the Board for any questions.

Commissioner Hollinshed asked who will be making the decisions on the elements to be included in the park. Mr. Meshaw said that had not yet been discussed, but noted staff would likely provide recommendations and potentially take them to the Parks and Recreation Advisory Board and then on to the Board of Commissioners, or it could go solely before the Parks and Recreation Board. Commissioner Hollinshed said that she thought the Board would likely want to see it to make sure it doesn't become something that was not intended. Mr. Meshaw pointed out budgetary concerns and added that the total project cost estimate at this point is about $1.3 million.

Commissioner Harker asked if the $1.2 million for Cedar Street Rehabilitation would be the Town's responsibility. She then asked if there was any chance of getting any of that money back from NCDOT. John Day, Town Manager, explained that the Town would not get any money back for that project as it does not fall within NCDOT's purview. He added that NCDOT would be coming back to replace stormwater lines at their

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expense and installing the stormwater system discussed about a year ago with the bumpouts and stormwater BMPs. NCDOT will pay for those improvements and the resurfacing.

Commissioner Harker then asked about Cedar Street Park. She asked if the design is the same one from a few years ago. Mr. Meshaw said the plan does closely follow that initial design. Mr. Day added that the initial plan was conceptual and that there were some minor differences between the current plans and the initial concept plan but overall are quite similar.

Commissioner Hagle explained that the intent of Cedar Street Park was to keep it simple and low maintenance. He said that it's a beautiful spot that does not need to have much added to it that would require significant maintenance. Commissioner Hagle also thanked staff for the hard work on the resurfacing projects. He then asked if there would be center striping on the streets. Mr. Meshaw said that the only one that will have center striping is Live Oak Street.

Commissioner Carter asked if NCDOT will be doing the stormwater work at the same time the town begins work on the water/sewer lines. Mr. Meshaw said that unfortunately it looks like it will have to come at another time.

Commissioner Carter noted that she agrees with Commissioner Hagle regarding Cedar Street Park and keeping it as simple and low maintenance as possible. She also emphasized the need to give the Parks and Recreation Advisory Board the opportunity to comment on the proposal.

Commissioner McDonald asked for clarification on the odor control project and referenced emails to the Board. He said that Mr. Meshaw indicated Mr. Blackley made a mistake in the amount of soil that would be taken out of the area. Mr. Meshaw confirmed. Commissioner McDonald asked how much soil would be taken from the area. Mr. Meshaw explained that the number he provided was based on leaving approximately one foot of soil in the bottom to be removed later with the grading process. Mr. Meshaw said it would be approximately 43,000 cubic yards, not much more than the 41,500. Discussion ensued. Commissioner McDonald asked Mr. Meshaw to confirm that it would not be more than a $20,000 difference between the cost of the soil and the cost of the odor control device. Mr. Meshaw confirmed. Mr. Meshaw explained that the contractors are spending $263,000 on the equipment in addition to a design fee that he estimates to be at least $15,000. Commissioner McDonald asked Mr. Meshaw to confirm that the equipment would become the Town's responsibility after installation. Mr. Meshaw confirmed. Commissioner McDonald asked when Mr. Blackley would no longer be able to take any more soil from the site. Mr. Meshaw said that there is not an expiration date, but he is entitled to the 41,500 cubic yards as agreed upon. Mr. Meshaw further explained ongoing geological testing that will determine whether the town will need to go deeper for the infiltration basin. Mr. Day added that the basin will be constructed to meet the requirements of the state permit. Upon completion, it will be certified by an engineer to confirm that it meets the design requirements. Mr. Meshaw confirmed that it will need to be certified. Commissioner McDonald asked if the Town would be responsible for additional cost for the infiltration basin if necessary. Mr. Meshaw confirmed, pointing out the cost savings provided by Blue Treasure doing the excavation work required.

Mayor Newton asked Mr. Meshaw about the 100 block of Orange Street pervious surface project. Mr. Meshaw spoke about an onsite meeting where they discussed traffic control. He is waiting on a traffic plan from the contractor at this time. The contractor is working to finish the utility work on Howard Junior Lane. Once that is finished, they will move to Orange Street with the utility crew. Once the traffic plan is received and approved, work will begin.

Items for Discussion and Consideration

1. Draft Minutes for the Sept. 28 Work Session & Oct. 12, 2020 Regular Meeting

   This item was placed on the agenda under Items of Consent

2. 2021 BOC Meeting Dates

Draft

Mayor Newton pointed out the need to consider the date for the December meeting. Commissioner Hagle suggested holding the meeting December 20, 2021. Discussion ensued. Mr. Day told the Board that in years prior that meeting was eliminated as it would be a Work Session noting that it is a challenging time of year.

This item was placed on the agenda under Items of Consent

3. Noise Ordinance Revisions

Mr. Day referenced the September 28, 2020 Work Session where the Board discussed the revisions. Following the meeting, the Board provided comments on the proposed revisions. Mr. Day asked if the Board would like to review the comments individually. Commissioner Hagle confirmed.

Sec. 91.04 (m). The first comment was in reference to the definition of Downtown. Mr. Day noted that it was done incorrectly the first time and asked what [zoning] districts the Board would like to include in the definition.

Mr. Day noted incorrect references to the general statutes regarding motorized vehicles which have since been corrected.

Sec. 91.05 Specific Prohibitions

(a) – there was a suggestion to add boats to the prohibition. The Board agreed.

(d) – Construction activity – the proposed draft prohibits construction activity between the hours of 7:00 p.m. and 8:00 a.m.

One of the comments noted that construction activity of all types often begins at 7:00 a.m. Discussion ensued. Commissioner Harker pointed out that the times should probably be consistent for everything as it makes it easier for citizens to remember and for the Town to enforce. Commissioner Carter noted that a lot of contractors prefer to start earlier in the day, especially in the summer. Further discussion ensued. Commissioner Hagle referenced the current ordinance with a start time of 7:30 a.m. Mr. Day asked for confirmation of the start time. Mayor Newton said that 7:30 a.m. seems to be the consensus.

(h) – The operation of lawn mowers and other domestic power tools outside between the hours of 8:00 p.m. and 8:00 a.m.

Commissioner Carter asked if there should be additional restrictions on Sundays. Commissioner Harker said she felt the end time should be earlier than 8:00 p.m. Commissioner Carter said that some people start mowing their lawns at 7:30 and noted that she has received many complaints about that. Commissioner Hagle said that it could be consistent with the restrictions for construction activity. Mr. Day asked to confirm that the Board would like to change the start time to 7:30 a.m. and add weekend restrictions. Commissioner Carter said that on Sundays it should not start before 8:00 or 8:30 a.m. Commissioner Hagle asked if the board should make it consistent with construction activity as it is prohibited on Sundays. Discussion ensued. Mr. Day pointed out that the Board could have a later start date on Sundays. Commissioner Carter suggested 9:00 a.m. on Sundays. Commissioner Hagle pointed out that it has not been in the ordinance to date and has not been an issue.

Mr. Day read a comment pertaining to Section 91.05 B6 which has information about large trucks including refrigerated trucks. The question was whether it was covered in the definition for “Necessary Business Equipment.” Mr. Day explained that it is not, and that the Board may want to consider adding the following prohibitions from the current noise ordinance:

1) Loading or unloading of a vehicle with more than six wheels;
2) The parking of a motor vehicle with more than six wheels with its engine running;
3) The parking of a vehicle with more than six wheels with a refrigerated cargo compartment while the refrigeration unit is operating;

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4) The loading or unloading of cargo from a motor vehicle with the use of mechanical or hydraulic lifts; or
5) The outdoor dumping of bottles or cans from one container into another

He explained that the aforementioned were prohibited from 10 or 11 p.m. to 7 a.m. Commissioner Carter said that she has received complaints about dumping of bottles and things into a dumpster or truck noting that they do make a racket. Commissioner Hagle reminded the board that the topic came up in previous discussions about the previous ordinance. Mr. Day said that the Town rarely receives complaints about any of these items.

Mayor Newton asked the Board how it would like to proceed. Commissioner Hagle said that it has been in the current ordinance and that it should be left in this one too. Mr. Day asked for confirmation that the Board would like the prohibitions added. The Board confirmed.

Mr. Day then asked about the hours and if they should remain 10:00 p.m. to 7 a.m. Commissioner Hagle explained that those hours were set in response to events downtown. Commissioner Hollinshed said that it seems to have changed with the new recycling service, noting that they come typically around 7 if not earlier. Mr. Day said they are not supposed to be here before 7. Mayor Newton said that it should remain 10 p.m. to 7 a.m. Commissioner Harker verified that the hours [lawn mowers and domestic power tools] would be 7:30 a.m. to 8:00 p.m.

Mr. Day explained that this ordinance is based on the City of Wilmington's. He said that there is a considerable amount of filming there and that Beaufort has the potential for such. Commissioner Harker asked if one would need a permit for filming. Mr. Day said that there is nothing in place at this time, but that it is something the Town should probably consider. Commissioner Carter said to leave it in. The board concurred.

Sec. 95.06 (i). Mr. Day then discussed (i) lawnmowers. Commissioner Carter said that they had just discussed this. Mr. Day explained that was part of prohibitions and this section discusses things that are permitted. Commissioner Hollinshed said it should be standardized. Mr. Day asked to confirm that the recommendation is to change this to be the same as the other one [7:30 a.m. to 8:00 p.m.]. The board agreed.

Sec. 91.08. Mr. Day mentioned a suggestion to change the Waterfront Business District early time from 7:00 a.m. to 8:00 a.m. because of complaints from citizens that live nearby. Commissioner Hagle pointed out that the only difference is the morning hour, midnight is the same in both. Commissioner Hollinshed mentioned the recent rezoning of the Beaufort Historical Association and explained that they usually end events at 10:00 p.m. She explained that when it is on the waterfront, it is buffered whereas the other side of the street has less of a buffer. Mr. Day said that he believed that is where the Transitional District is.

Commissioner Hollinshed said that she is okay with the 10:00 p.m. in that area. She mentioned the brewery, noting that it typically calms down before 10. Mayor Newton said that he could not think of any activity outside of the BHA that would occur beyond 10:00 p.m. Discussion ensued.

Commissioner Hagle pointed out that when the ordinance was written, the area behind Backstreet Pub was busier than it seems to be now. Commissioner Hollinshed pointed out that we are in the middle of the COVID-19 pandemic so things are a little less exciting at the moment and it's easy to forget how these elements transmit throughout neighborhoods. Commissioner Hagle pointed out that the business districts are not consistent. Commissioner Carter said the waterfront business districts seem to be pretty clear. Commissioner Hagle said that 8:00 a.m. to 8:00 p.m. is reasonable in the residential areas.

Commissioner Hagle said it should be consistent with definitions for districts – commercial/industrial covers several districts. Commissioner Carter asked what district the area is down where the hotel is

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going. Mr. Day said that it's not the same as the downtown area, but it is a waterfront district. Commissioner Carter said that waterfront commercial is one thing, but that area is a bit different. Mr. Day said that area is zoned Waterfront Business District and explained that if the Board wanted to call it out specifically in the ordinance, it can.

Commissioner Carter said that commercial/industrial could be a problem. She said the Waterfront Business District should stop at 10:00.

Mr. Day asked the Board to confirm that the Waterfront Business District should also be 8:00 to 10:00. Commissioner Hagle said that he thought the Board decided to leave that one alone. Mr. Day said that he would add another for the Waterfront Business District. Commissioner Carter said that there is a business waterfront from 8:00 to midnight. Mr. Day said that Business Waterfront is what is on Cedar Street. Commissioner Carter said that one should stop at 10:00 p.m. because there is a lot of residential very close to that. Mr. Day verified that Business Waterfront is going to be 8:00 a.m. to 10:00 p.m. and asked if there were any other changes to this part of the ordinance.

Commissioner Hagle said that he would like to consider using the official definitions rather than general areas. Mr. Day confirmed that the Board would like specific zoning districts named in the ordinance.

Sec. 91.09 (d). Mr. Day explained that there is a section in the ordinance that allows for some discretion if something is running over the approved time. There were some concerns about having extensions unless there was an in-town designee, perhaps the mayor or something. Commissioner Carter agreed that it would need to be an in-town person. Commissioner Hollinshed said the mayor would be appropriate. Mr. Day said that he felt the mayor would be the best option if you wanted to keep the extension option available. Commissioner Hollinshed said that another option would be to remove the option all together. Commissioner Hagle said he did not think that has ever been an issue. Commissioner Hollinshed said that she could understand that if there was a band or something that had to delay an hour or two due to weather. The board agreed to remove the clause all together.

Sec. 91.09 (g) (10). Mr. Day discussed the criteria for consideration of a noise permit application. He noted one comment which said that there is not a necessity except for emergency purposes. Commissioner Hagle said that he felt it refers to asking the question about amplified sound. He said that he was not sure why we need to ask that question and recommended removing it from the list of criteria.

Sec. 91.11 Mr. Day read the comments on this section – Owner/Occupant Responsibility needs to be tightened, 12 months is too long before fines are considered, and questions on the practicality of having an absentee owner responsible for excessive sound. Mr. Day said that it would be helpful to have the town attorney weigh in on this portion as it deals with enforcement.

Arey Grady, Town Attorney, said that the board could go against either the property owner or tenant/guest. The theory is that the property owner would generally be liable for whatever the guest is doing. Commissioner Carter asked if a property owner would be responsible for a renter in a rental property. She said that it would make sense if it was excessive and a recurring problem. Mr. Grady said that he felt the wording is a bit confusing. Mr. Day said that his recommendation would be for Mr. Grady to review and edit this section and have it for the Board at the Regular Meeting. Mr. Grady and the Board agreed.

Commissioner McDonald asked if the ordinance has any bearings on moving vehicular traffic noise. Mr. Day confirmed that it does. Commissioner McDonald asked if that would apply for the same time frames as other areas. Mr. Day said that sort of noise would be a violation at any time of day.

Mr. Day went over additional comments/questions submitted by the Board, one of which was about vehicle noise – loud music, illegal equipment, heavy trucks. He provided a summary of the earlier talking points and additions earlier in the meeting regarding vehicle noise. Mr. Day then spoke about

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enforcement. Mayor Newton asked if he felt the Police Department is equipped to enforce this ordinance. Mr. Day confirmed and explained that Paul Burdette, Chief of Police, reviewed the ordinance and prefers this draft to the current noise ordinance.

Mayor Newton asked for any additional comments or questions. Commissioner Hollinshed said that she agrees with Commissioner Harker on keeping the schedule consistent. She also said that people should inform their contractors of the times – accountability is key.

Commissioner Harker said that once the ordinance is completed, if any of the businesses need to know what to let their vendors do so they can stay consistent with it and put out as much educational material on it. She pointed out that it is a little bit different. We want to make sure everybody knows what we're doing so that when the enforcement comes it's not a total surprise.

Commissioner Hagle agreed that the Town should try to advertise this one because it does impact a lot of people, both residential and businesses. He suggested that once the document is finalized there should be some PR on the topic.

Commissioner Carter mentioned reduced noise commercial grade mowing equipment. She said that if there's any way that we can encourage these commercial companies to invest in those, it would make life easier day or night for everybody in town – that could be a good thing. She added that there is no way to address everyone that is too loud in town, but that this is a good baseline.

Mayor Newton asked Mr. Day if he had all of the information needed. Mr. Day confirmed and said that he would incorporate the changes in the document and have it on the agenda at the next Regular Meeting.

This item was placed on the agenda under Items for Discussion and Consideration

4. Short Term Rental Regulations

Mr. Day referenced the September 28, 2020 Work Session where the Board discussed potential regulations for homestay and whole house short term lodging. He explained that the commissioners submitted questions and comments on the potential regulations for discussion at this meeting.

Homestay Lodging 1(b). The first question was about permitting in a homestay – can multi bedroom units or multifamily structure owned by a company be a homestay facility if the owner of the LLC or company applies for permission? Mr. Day asked Mr. Grady to answer. Mr. Grady explained that there is no clear authority that can draw that distinction between an actual person or any type of business entity. He explained that he understands the theory behind it, as the Town would like to preserve the residential character and keep bigger companies from taking over. He said he believes the Town has the discretion to draw this distinction. He further explained that a LLC, corporation, or other business entity is what he would call a typical protected class, so you have to be careful with when you single them out. He said that he is comfortable moving forward with the proposal and believes that it is at the Town's discretion. He further explained that he would like to caution the Board as there is no specific support for it. Mr. Day added that there are instances where individuals purchase a house through an LLC typically for legal reasons. He asked the Board if it would like to leave this section in or remove it. Commissioner Hagle said that he would like to leave it in.

Homestay Lodging 1 (c). Commissioner Carter pointed out that the state will not allow you to permit short term rentals and said that "permit number" needs to be changed. Mr. Day explained that the wording was referencing the zoning permit, but that he would make that change. Commissioner Harker asked what kind of issues this would carry legally; for example, if we are permitting the person to have this as a short-term rental and they falsely advertise or somehow become non-compliant with VRBO or Airbnb, how does the Town stand legally? Mr. Day explained that it would be a zoning permit and a matter of zoning that would fall under the nonconforming uses portion of the ordinance. He said that if it was just a violation it would be treated like any other violation that would receive a fine until it is

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corrected. He then asked the attorney to weigh in on the matter. Mr. Grady explained that the Town would not be liable based on the zoning permit. He pointed out that there could be a case where a neighbor or some other party with standing could lodge a complaint that would start a process to take action on the permit. However, that would not be a situation where the Town would become liable.

Commissioner Harker asked if there should be updates to these permits if changes are made. Mr. Day said that it would be part of the zoning ordinance, so any requirement currently in there would apply. Commissioner Carter asked who would be responsible for enforcement. Mr. Day explained that it would fall under the Planning Department and the Code Enforcement Officer would be responsible for ensuring compliance. Commissioner Carter voiced concerns about the amount of work that would place on the department. Mr. Day discussed the zoning permit process. He noted that violations are generally identified through complaints or obvious violations.

Commissioner Carter voiced additional concerns about the legality of the proposed regulations. She noted that the term "Zoning Permit" seems like a work around and could result in a lawsuit. Mr. Day explained that the prohibition is against registration of rental properties. Mr. Grady spoke about the ongoing Wilmington case and Court of Appeals as there will likely be more case law regarding this in the next few years. He said that he is comfortable with the proposal and feels that by including this in the zoning ordinance, the Town would be avoiding the issue. Discussion ensued. Mr. Day informed the Board that Wilmington requires the zoning permits to be renewed every 12 months. Commissioner Carter pointed out that a rezoning would require a public hearing. Mr. Day agreed, and added that a text amendment would also require a public hearing. Zoning permits, however, do not require a public hearing.

Commissioner Hollinshed voiced additional concerns about the workload on the Planning and Inspections Department. Mr. Day pointed out that the proposal was provided at the Board's request. He explained that there would not be an inspection beforehand. The applicant would complete an application and provide information necessary to determine whether the use is permitted in that district. He further added that there are no requirements with regard to structure with the exception of parking. Discussion ensued.

Homestay Lodging 3 (a-c). Commissioner Carter said that parking would be the biggest issue. She explained that there will absolutely be complaints and that the police would end up looking into them. Mr. Day agreed that the police would be involved in enforcement here – not the type that results in a notice of violation but asking people to comply. Discussion ensued.

Mayor Newton said that it seems that there is still work to do on this. He said the three biggest concerns he has heard are for parking, noise and trash.

Mr. Day asked if there was any consensus regarding the requirement that parking be restricted to behind the plane and the front facade and removing that section. Commissioner Harker asked if it needs to be specific as to where they park as long as it is off of the street. Commissioner Carter pointed out that there are a lot of lots in town that don't have parking in the rear at all. Commissioner Harker asked if there is a way to limit the number of vehicles allowed. Mr. Day said he would remove that portion.

Commissioner Carter suggested the Board table the request and have more discussion before moving forward. Commissioner Hagle suggested the Board review the remaining comments.

Homestay Lodging 5. Mr. Day discussed the need to define "large gatherings." Commissioner Hollinshed pointed out that the state defines it as 50 people. The board agreed that it would be necessary to define, but would require more consideration.

Whole House Lodging Regulations 1. Mr. Day then discussed the proposed separation distances of 400 feet between STRs. He explained the intent is to reduce the potential impacts on the fabric of the

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neighborhood to cap how many there can be in a zoning district or in a geographic area. Discussion ensued. Commissioner Harker mentioned a website AirDNA that provides information – geographical and other data. She said that the site suggests 83% of rentals in Beaufort are whole house. She further explained that the website will show you on a map where the rentals are clustered, noting that a lot of them are pretty close together. She noted that it will be interesting to see who applies first, who will be left out of the deal, etc. pointing out that a lot of the rentals have reservations up until 2021.

Commissioner Carter said that it also depends on the individuals. She explained that a lot of these are older homes, particularly old family homes, and people no longer live here, but they want to keep the home because they want to retire. Therefore, they put it out as an Airbnb or an STR. Then they have enough money to maintain the house until they can retire and come here, but they can also still come in part time to have a chance to get away from wherever they live permanently.

Mr. Day said that one thing the Board could consider would be designating zones or areas and considering it that way. He emphasized that part of the reason for doing it is to have some separation between them. Commissioner Hagle agreed but said that it would make more sense to consider areas rather than zoning districts. Mr. Day said that there is an option to create neighborhood districts.

Mayor Newton asked Mr. Day if this would be a good preliminary discussion to incorporate into the UDO discussion. Mr. Day indicated that he had asked the Board if it would like to wait and have this included as part of the new plans that are being developed and the consensus was to proceed. He added that if the Board would like to go over it bit by bit at future work sessions, that would be an option too. Commissioner Carter said that was a good idea, noting the need to involve the public and provide an opportunity for the public to comment.

Commissioner Hollinshed said that it would be good do it sections at a time and to chip away at it. She said that if it gets dumped on the UDO people without any input as to what works or doesn't work, we would end up back at square one.

Commissioner Harker agreed. She said that she would like to see some data that shows that this is actually worthwhile noting the increased workload for town staff. She wants to be sure that this is in the best interest of the Town, noting additional questions that have not yet been addressed such as occupancy taxes, etc. She agrees that it would be wise to come up with some ideas prior to handing it over to the UDO people.

Commissioner Hagle agreed that there is a lot of work to be done. He said that it is something the Board needs to continue to look at as the Town continues to grow this will continue to be an issue. He said there are a lot of STRs now and while most of them do not cause any problems, it is something that the Town needs to continue to work on.

Commissioner Carter agreed with Commissioner Harker's comments. She said that if all this work is going to be worth it, we get no revenues because we don't get room tax money and the permit fees would be minimal. We need to consider whether we want to go through the amount of time and effort for what we may get out of it, which may be nothing but trouble and more discomfort. She said that if the Board wants to do it, it should take it in small bits.

Commissioner McDonald said that he agrees with the last two commissioners. He said that it appears that we do not really know what we want. He asked who is going to benefit from the regulations and whether existing rentals will be grandfathered. Commissioner McDonald suggested to table it until it becomes an issue.

Mayor Newton thanked the Board for considering and addressing these complex issues. He said it is good to keep this on the table and continue chipping away at it.

5. Homer Smith Marina Covenant Amendment

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At the September 28 work session, the board discussed a request from Homer Smith Marina for the Town to support the North Carolina Department of Transportation abandoning some 19,000 square feet of right away, which would be used for parking needed to support expansion of the Marina. In exchange, the owner offered to contribute $125,000 toward the construction of the restroom kiosk facility at the new Cedar Street Park. Mr. Day noted that he also agreed to a number of other conditions that will be addressed tonight. Mr. Day reminded the Board that it asked the Town Attorney and staff to draft an amendment to the 2011 covenant between the Town and Homer Smith Marina that amends the maximum numbers of slips permitted to be constructed there so that there can be an increase up to a total of 178. Mr. Day then read the proposed amendment to the covenant.

Mr. Day told the Board that staff had been working with the Frost family to come to an agreement. He noted that the Frosts are hesitant to make any monetary contribution to the park without some assurances that they would be able to proceed with the expansion. The Town further does not want to endorse the abandonment of the ROW for the same reasons. He explained that the effectiveness would be upon the issuance of a special use permit at which point the Town would endorse NCDOT ROW abandonment and Mr. Frost would make his payment to the Town. He asked the Board to direct any questions about the agreement to the Town Attorney.

Commissioner Hollinshed asked if the Town agreed to the amendment, is there some sort of impediment that would allow the Town to stop his progress if there were issues with water quality or something of the sort. Mr. Day said that he does not believe that is the case. He explained that they would have to obtain several permits from other agencies to include CAMA. Commissioner Hollinshed asked if the Town would have to sign off on them. Mr. Day explained that once the zoning permit is issued, the Town cannot go back on its decision. Mr. Grady agreed. Mr. Grady said that it would be difficult for the town to change its mind once the agreement is signed. Mr. Grady explained that the Town does not have much to do with external permitting. He said that they would have to get some additional approval from the Town with the site plan and special use permit.

Mr. Day explained that his understanding that the special use permit would include the total number of slips [178] and that the timing is the only thing that would be governed by the other agreement. Commissioner Hollinshed asked if the marina decides not to go up to the total number of slips, it could make that determination. Mr. Day agreed.

Commissioner Harker said that Commissioner Hollinshed already asked the majority of her questions. She said she wondered if the final certificate is contingent upon anything but noted that it does not sound like it.

Commissioner Hagle asked Mr. Day why a special use permit is required. Mr. Day explained that it is a requirement of the Land Development Ordinance for marinas.

Commissioner Carter asked why the Board is phasing the project noting that the board would already have given approval for the entire project. She also pointed out that Mr. Frost is the only one giving anything to the Town in exchange for the right of way. Based on that, she asked why the Town is delaying the project. She asked if this implies that the Board agrees to the covenant change as well. Mr. Day said that the Board voiced concerns about the impact of the project. He explained that the Town asked Mr. Frost if a phased approach would be a problem and he said that it would not. Commissioner Carter questioned the reasoning behind it noting that the waters cannot be any dirtier as its already SC waters. She asked if the marina has to wait the two years or if they could do it faster noting the hotel construction. Mr. Day said that the timing is entirely up to the Board.

Commissioner McDonald asked Mr. Day if he came up with anything that would allow them to move forward after meeting with the marina representative, Mr. Cullipher. Mr. Day confirmed, noting that the agreement included in the packet was a result of the discussions with Mr. Cullipher. Commissioner McDonald said that if both parties agree to it, it should move forward.

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Mayor Newton shared his thoughts on the proposal. He said that there are three major parts – positive economic effect, environmental impact and quality of life. He explained that the increase from 85 to 178 slips is significant, noting the increase in traffic that could impact the park and surrounding residential areas. He said that he agrees with Commissioner Carter and that if the board is going to approve the increase, there is no reason to delay two years. Mayor Newton explained that at this point the only certainty is that there will be a positive economic impact. He then read the original covenant which says, "*Beaufort has determined at this time additional slips and these marinas are not in the public interest. While not making any specific findings of fact regarding either Marina project, Beaufort has concerns over possible impacts associated with the permitting of additional wet slips in this area including the potential for adverse negative secondary effects in terms of congestion of boats, boat traffic on public trust waters, additional vehicle traffic to and from the marinas, additional security needs and other secondary effects not set forth herein."* He reminded the Board that nothing has changed. If the board approves the increase, two years from now if the area becomes flooded with traffic, the Board knows about it now and has an opportunity do something about it. Mayor Newton explained that the position for 150 [slips] is something that can be negotiated. He emphasized the significance of the decision now and the potential impacts in the area. He then asked the Board for any additional comments.

Commissioner Hollinshed said that she does understand the impacts. She referenced the future development down the street that has already been approved.

Commissioner Harker said that if he builds the number of slips before the two years is up and there is an increase in congestion, etc., per this agreement, there is nothing the Town can do about it. She said ultimately there is no benefit to doing it in phases versus all at once as there is no recourse to change anything in the agreement. Mayor Newton pointed out that the Town is responsible for drafting the amendment and agreement, so there is still recourse at this point. Mr. Grady agreed. Mr. Grady explained that the way the agreement is drafted right now, he would get the maximum number of slips. He said that the board could make the language such that he could do 25 so the Board could see what happens, then approve the next 25, etc. He said that if that is the Board's desire, he would need to further amend the covenant to reflect that additional language.

Commissioner Harker said that if the Board takes that route, there will need to be some form of metrics in place. At this point, there is not a matrix in place to determine what would allow him to go from one phase to another. Mr. Day said that the idea was that if there are some adjustments that need to be made to parking regulations or something of the sort, then there would be an opportunity to do that. Mr. Grady agreed and pointed out that the board does not have to amend the covenant at all. Mayor Newton asked if the request could be approved incrementally. Mr. Grady confirmed.

Commissioner Hagle pointed out that if the Town were to request additional phasing, the topic of funding for the restrooms will likely come up. He further agreed with Commissioner Harker and the need for metrics to figure out what works or does not work.

Mayor Newton asked Mr. Day for the property value of the ROW. Mr. Day said he believed it was somewhere around $300,000 based on the tax assessed value. Commissioner Carter pointed out the power lines that severely limit the possible use of the land for anything other than parking.

Commissioner Carter said by allowing it and phasing it, there is no benefit. She said that she was not sure that the marina is the cause of the parking issues currently. She asked if this is going to become the normal process for all marinas in the future. She said that if the town does not approve the request, the Town will lose that $125,000 for the bathroom facilities at the park.

Commissioner McDonald said that the area will be used for parking regardless of who owns it. He then said that if both parties agree, then it should move forward.

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This item was placed on the agenda under Items for Discussion and Consideration.

6. Case #20-12 Special Use Permit for a Kennel, Indoor/Outdoor Operation for 102 Professional Park Drive & 1975 Live Oak Street

   Kyle Garner, Planning & Inspections Director, asked the Board to schedule the public hearing [quasi-judicial] for a special use permit for an indoor and outdoor kennel at 102 Professional Park Drive and 1975 Live Oak Street. He told the Board that the Planning Board reviewed the request at the October 19, 2020 meeting and recommended approval with two conditions as included in the Board's packet materials.

   This item was placed on the agenda under Public Hearing.

7. Cedar Street Utility Rehabilitation and Replacement

   Budget Amendment and Bid Award

   Greg Meshaw, Town Engineer, told the Board that the Town is accepting bids for the Cedar Street Utility Project this week. He explained that the item on the agenda is a place holder for the Regular Meeting should the Town receive three responsible bids. Provided three or more bids are received, staff will provide a recommendation of award for Board approval.

   Mayor Newton asked the Board if there were any questions or concerns.

   This item was placed on the agenda for Items for Discussion & Consideration.

8. Sewer Allocation Policy

   Greg Meshaw, Town Engineer, referenced the Board's 2020 retreat where he discussed a need for a sewer allocation policy. He explained that the need for such policy has come to the forefront recently following the acceptance of Deerfield Shores Subdivision sewer system.

   Mr. Meshaw explained the policy has three tiers of prioritization. Tier 1 would be the highest priority and include infill developments, developments approved prior to the establishment of the policy, and town-funded projects. Tier 2 would be projects ready for permit issuance. Tier 3 would be the lowest priority and would include speculative projects, i.e. sketch plans, master planning, etc. He further explained that allocations would be broken down into categories: residential, commercial and discretionary. The maximum amount for residential development per 12-month period would be 36,000 gallons per day for single family development and 48,000 gallons per day for multifamily development. Commercial development would have a maximum allowance of 15,000 gallons per day over a 12-month period. The discretionary category would give the Board the ability to negotiate projects like Beau Coast. The policy would further allow staff approval for Tier 1 projects up to 10,000 gallons per day. Tier 2 projects that require Board approval would also require Board allocation. He explained that Tier 2 projects that are eligible for staff approval can be granted allocation at the staff level. All Tier 3 projects would go before the Board but come with a recommendation from staff. He explained that the person requesting that allocation would have to submit a preliminary plan showing the proposal. The applicant would have to pay an amount equivalent to 20% of the source system development fee which is nonrefundable unless they actually use their allocation in which case that 20% would go towards the full sources, system development fee payment.

   Mr. Meshaw explained that developers have 24 months to use the allocation granted or it reverts back to the Town. In some cases, staff would be able to grant a first 6-month extension provided the developer can submit documentation proving that it was due to circumstances outside of the developer's control. If that is not the case, the developer would have to request an extension from the Board. Allocations would stay with the development rather than the developer.

   Mayor Newton asked for any questions or comments.

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Commissioner Hollinshed reminded the Board that several years ago, it saw how important it is to keep track of sewer allocation. She agreed that the policy is necessary and said that it looks like a good plan.

Commissioner Harker thanked Mr. Meshaw for all of his hard work. She if the Board would receive reports on projects approved at the staff level in order to keep track of what is available. Mr. Meshaw said he would provide updates at the Board's direction. He added that currently the Town has about 470,000 gallons worth of uncommitted capacity at this time. Commissioner Harker then asked Mr. Meshaw if he had any recommendations on the discretionary allocations, noting it appears the intent is to provide the Board with flexibility. Mr. Meshaw confirmed. Mr. Day told Commissioner Harker that he feels it would be beneficial to put the sewer allocation table on the Town's website, so it is easily available.

Commissioner Hagle said putting the table on the website would be great. He asked Mr. Meshaw about subdivisions the Town currently serves (Eastman's Creek, Deerfield Shores, East Carteret Highschool) and if they would be considered infill development. Mr. Meshaw said that he would consider the subdivisions infill developments as the system already exists. Commissioner Hagle then asked about Beaufort Club. Mr. Meshaw explained that Phase I and Phase II are both factored into where the Town stands on the current allocation.

Commissioner Carter pointed out that the Tiers have no limit on how far outside of the city limits one could go. She recommended putting in a requirement that subdivisions outside of the city limits would be required to annex. She also mentioned an old policy for in town, ETJ and reasonable development areas outside of that noting she was unsure of whether or not that is still in effect. Mr. Meshaw agreed.

Commissioner Hagle asked if the limit for Deerfield will be reached once they hit the limit on the transfer pump. Mr. Meshaw said that he believes there may be a little more capacity than what has been permitted but noted that he has not delved into it at this point. He said that he would hope the Town could upgrade the system to accommodate that if it so desired. He added that he would anticipate the need to set up something like a special assessment area since they are outside of the Town in which they would pay system development fees in addition to a special assessment fee to help the Town recoup the cost of having upgraded the station for an area outside of the town limits.

Commissioner Carter explained that the Deerfield subdivision had to pay the $4,000 impact fee for each lot, noting another 17 that were unable to get septic tanks because it is filled land. She said that is why they were on the package plant to begin with. She added that there are numerous lots in the subdivision with failing septic tanks and that they are already looking at other options. She pointed out that this could be a major remote location and urged the Town to consider future development. Mr. Meshaw said that he will reference the town policy that requires an applicant to petition for annexation prior to joining the system. He also mentioned the need to add language noting that any agreement already in place is grandfathered and not affected by this policy.

This item was placed on the agenda under Items for Discussion and Consideration.

9. Voluntary Annexation Request for 186 Chadwick Road (Alan Scibal) and 190 Chadwick Road (Sharon Eck)

Rachel Johnson, Deputy Town Clerk, informed the Board of receipt of a request for voluntary annexation for 186 Chadwick Road and 190 Chadwick Road. She explained that both properties are zoned residential, contiguous and approximately 60 feet from the town limits. She pointed out that the applicants mistakenly stated on the application that the properties are not contiguous and that she has been in contact with them to have the application updated accordingly. She informed the Board the impacts to town services are being investigated but noted that police and fire currently serve this area and will not be impacted. Ms. Johnson thanked Kyle Garner for his assistance with the maps included

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in the packets. Ms. Johnson then informed the Board that it needs to direct the deputy clerk to investigate the sufficiency of the request.

This item was placed on the agenda under Items of Consent.

10. Beaufort Pirate Invasion Event on November 20-21

Mr. Day noted some changes in the current circumstances and concerns raised by commissioners regarding the COVID-19 pandemic and the previously approved Pirate Invasion scheduled for November 20-21. Mr. Day cited an increase in active cases in the community and asked the Board if it would like to rescind the approval. He added that Rachel Johnson had been in contact with the representative from the Beaufort Pirate Invasion. Ms. Johnson said she had been in contact with Carl Cannon regarding the event. She said he indicated that he and the pirate invasion wants to do what is in the best interest of the town.

Mayor Newton said that he would like to have the issue resolved this evening rather than waiting for the Regular Meeting. He mentioned the increase in cases.

Commissioner Carter made a motion to rescind the approval. Mayor Newton asked for additional comments before acting on the motion.

Commissioner Hollinshed said that she feels the Town should not allow events on Town property at this time. Commissioner Harker voiced concerns over the recent increase in COVID-19 cases and the start of flu season. Commissioner Hagle said that out of an abundance of caution, the Board should rescind the approval. Commissioner McDonald agreed that the approval should be rescinded. He voiced concerns over potential negative press and explained that the Town needs a positive way to present it to the public.

Mayor Newton conducted a roll call vote on the motion to rescind the approval. The motion passed unanimously.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

11. September Financial Report/Notes

Christi Wood, Finance Director, provided the September Financial Report. Ms. Wood explained the tax balances are included from August and September. She also included the sales tax distribution number that the Town received for October. She reminded the Board that number is for July sales. She also included a comparison table for FY 19, 20, and 21 Sales and Use Tax Distributions.

Commissioner Hollinshed asked where she would find reimbursement for the expense of the town for the hotel that is now closed [400 Pollock Street]. She said the property is no longer under the same ownership as it was when the expense [$9,000] was incurred. Ms. Wood explained that the Town has not received any funds for that at this point. Commissioner Hollinshed asked why. Mr. Day explained that the Town Attorney is following up with PNC about the issue and exploring other options as well. Commissioner Carter said she thought they agreed to reimburse the Town for the preliminary demolition costs. Mr. Grady confirmed and said that he posed the question today but has yet to receive a response. He said he also needs to get with the acting Town Clerk to review the original resolution to make sure there are time horizons in place. Discussion ensued.

Commissioner Hagle asked Mrs. Wood about insurance that showed 121% and workman's comp under police, fire and public works. Mrs. Wood confirmed that the 121%is just a one-time payment for insurance. She explained that while it was higher than originally budgeted in that department, it was less in others so she will be able to make some internal adjustments to balance it out. Mrs. Wood then

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explained that the workman's comp line items are a premium the Town pays at the beginning of the year.

Commissioner McDonald asked Mrs. Wood to get each commissioner an itemized copy of the expenses for the demolition of the hotel. Mrs. Wood agreed.

Mayor/Commission Comments

Commissioner Hollinshed had none.

Commissioner Harker wished everyone a safe Halloween and encouraged everyone to practice the three W's. She also thanked Chief Ray and Captain Cowley for taking the long drive to Louisiana to help with relief efforts there. She also thanked the Beaufort Fire Department for the effort in recognizing the importance of increasing breast cancer awareness. She encouraged everyone to go to the fire department to get a pink shirt.

Commissioner Hagle also thanked the fire department for the help with the folks in Louisiana. He asked that everyone pay attention and focus on driving. He said he frequently sees speeders and people not focused on driving. He said that focusing on driving could save your own life as well as someone else's.

Commissioner Carter also thanked the fire department for the relief efforts.

Commissioner McDonald had none.

Mayor Newton voiced appreciation for the Board taking on extraordinarily complex topics. He noted that it is not easy, but it establishes a solid foundation for the community.

Closed Session

Mayor Newton asked for a motion to go into closed session pursuant to NCGS 143-318.11 (3).

Commissioner Hagle made a motion to go into closed session. The motion passed unanimously.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

Adjourn

Commissioner Hagle made a motion to adjourn. The motion passed unanimously.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

Minutes prepared by Kate Allen, Town Planner.

_____

Mayor Everette S. (Rett) Newton

_____

Rachel Johnson, Deputy Clerk

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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

Town of Beaufort Board of Commissioners Special Meeting: COVID-19
4:00 PM Wednesday, November 04, 2020 - Zoom
Minutes

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Call to Order

Mayor Newton called the meeting to order at 4:00.

Roll Call

Mayor Newton conducted Roll Call and declared a quorum present for the meeting.

Members Present: Commissioner Hagle, Commissioner Hollinshed, Commissioner McDonald, Commissioner Harker, Commissioner Carter

Agenda Approval

Mayor Newton asked to add a public comment period at the end of the meeting on the agenda.

Commissioner Hagle made a motion to approve the agenda as amended. The motion passed unanimously.

Voting Yea: Commissioner Hagle, Commissioner Hollinshed, Commissioner McDonald, Commissioner Harker, Commissioner Carter

Items for Discussion and Consideration

1. COVID-19 Update

   Mayor Newton introduced Sam Gibbs, Deputy Secretary, North Carolina Department of Health and Human Services.

   Mr. Gibbs thanked Mayor Newton for the invitation to speak. Mr. Gibbs spoke about known hotspots throughout the state. He said that in the spring, COVID was focused around congregate living facilities like nursing homes. At that time, there was an overall shortage across the state of PPE and testing capabilities. He explained that at this time, there is no shortage of PPE or testing capabilities. He noted the next outbreak was in the agriculture field. The state worked closely with the Department of Agriculture. He pointed out that the virus spreads easily and early intervention is key.

   Mr. Gibbs explained that the virus has moved to rural North Carolina which, up to this point, has been mostly shielded from the outbreak. He said that if you look at Carteret County and Beaufort's numbers,

you will see that they are steadily going up. Another area a lot of spread is coming from is small gatherings. He blames this in part to COVID fatigue. He said another area of spread is religious gatherings.

Mr. Gibbs said the best way to slow the spread is to follow the three Ws – wear a mask, wait six feet apart, and wash hands frequently. Until we get a vaccine to help with herd immunity, noting 60-70% of the population would need to be immune, those preventative measures are key. The state's focus has been educating people, noting that wearing a mask isn't necessarily for the individual as much as it is the community. He noted a lot of advertising regarding the three Ws. Mr. Gibbs said that 95% compliance with mask wearing would help tremendously with stopping the spread of the virus. He pointed out the younger generation likes to congregate and highlighted a need to target those groups.

Mr. Gibbs then discussed a new smartphone application, SlowCOVIDNC. The application is compatible with both Android and Iphones and works through Bluetooth. The app uses Bluetooth similar to a radio frequency that allows the phones to exchange random codes. If one particular phone has been exposed to COVID, the application will push notifications to other phones that have been in close proximity to a confirmed positive COVID case. The application was initially launched at the higher education level when universities were resuming classes. He said that over 300,000 people have downloaded the app at this time.

Mr. Gibbs then discussed a special unit that was formed in the Unified Command Center called the Op-9 Team. It consists of 9 counties that were hotspots initially. They used some CDC guidelines, such as cases per 100,000 population. He explained that while Beaufort has nowhere near 100,000 residents, if you scale the number, Beaufort is at about 236/100000; the state is at 135. He noted that Beaufort is considerably higher than the rest of the state. The CDC recommends keeping that number below 100/100,000.

Mr. Gibbs then referenced a letter recently sent to counties and municipalities with high case rates. He applauded Beaufort's efforts early on in the pandemic. He explained that municipalities have the authority to take additional measures. He said that enforcement is a significant issue and added that the state has an anonymous tip line for people to file complaints for noncompliance with mask mandates. Another option would be implementing more restrictive curfews. He added that bars are open at limited capacity and people frequently congregate at these spaces. Third, he suggested reaching out to community leaders. He then told the Board about a faith-based toolkit that is available online to help educate and inform religious leaders. He then told a story of a conversation with a church pastor with a young (29 years old) member of his congregation who contracted COVID-19 and passed away before the birth of his child. He emphasized that the most effective way to get people's attention is through personal stories. He noted that most people who get COVID will be fine, however, we do not know who will be affected and who will not. Mr. Gibbs then shared his own experience with COVID-19 when his daughter contracted the virus and had to be hospitalized for five days with a double pneumonia. He said that the more stories we share of personal experiences, the more people will take the virus seriously.

Mr. Gibbs said that he would be happy to help the Town in any way possible. He said that the things we do now as we approach the winter months will largely impact the state's ability to fully reopen.

Mayor Newton thanked Mr. Gibbs for his time and asked the commissioners for any questions.

Commissioner Hagle did not have any questions, but said that this should be a county effort, not just the Town of Beaufort.

Commissioner Hollinshed did not have any questions and thanked Mr. Gibbs for the update.

Commissioner McDonald had no questions.

Commissioner Harker did not have any questions. She then thanked Mr. Gibbs for taking the time to communicate with the mayor and keep him informed.

Commissioner Carter had no questions and thanked Mr. Gibbs for participating in the meeting.

Mayor Newton thanked him again for his time.

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Mr. Gibbs wished the Board a safe holiday season. He added that the state is working on pushing out guidance on safe holiday gatherings that should be coming out soon.

Mayor Newton introduced Stephanie Cannon, Health Director, Carteret County Health Department.

Ms. Cannon thanked the Board for the opportunity to speak. She noted that the health department is experiencing COVID fatigue but explained that COVID is not going away any time soon. She shared that she hoped to reiterate simple, powerful actions that the community can take to slow/prevent the spread of COVID-19

Ms. Cannon said that as of today, Carteret County has 1,417 confirmed cases with 5 COVID hospitalizations at Carteret Health Care. The majority of confirmed cases are in the 25-49 year and 50-64-year age groups. Together the two represent roughly 60% of confirmed cases in the county. In the month of October, those age groups represent 60% of confirmed cases. In October, she noted an increase in cases in the 65 and older category. Overall that age group represents about 18% of confirmed cases. In October that age group represented 23% of confirmed cases. One age group less impacted is the 0-17 age group – 11% overall and in the month of October. She noted school system efforts to screen staff and students for potential exposure, requiring masks, implementing social distancing when possible, and promoting frequent handwashing, cleaning and disinfecting. The Health Department is currently investigating clusters in churches and working with them to put things in place to hold services in a safer manner. Ms. Cannon also noted an increase in cases in long term care and congregate living facilities. The Health Department is working with those entities to provide testing support and infection prevention measures.

The Health Department continues to see household spread of the virus. They encourage infected persons to isolate themselves from other household members if possible. Along with HHS, the Department is using the same metrics to track trends in Carteret County.

COVID like illness in Emergency Departments (EDs) in the region (region 2) is published in a weekly report that is released on Thursdays. In the week ending 10/24, the number of COVID like syndromic cases coming into EDs in region 2 decreased. However, she noted that most people recover at home and do not seek care, therefore this does not provide a full picture

The County uses the state report regarding the positivity rate. In the week ending October 31st, the positivity rate was 8.6%, which is the highest rate since the start of the pandemic. The four weeks prior positivity rate hovered around 7%. The state goal is to have the rate below 5%.

Regarding hospitalizations at Carteret HealthCare, October 14th had a high of 12. As of today, 5 persons were hospitalized at Carteret HealthCare.

Regarding total tests completed, all major labs (LabCorp, Quest, Mako, etc.) electronically feed into the state system which provides a good snapshot of the number of tests competed in Carteret County per week. In the month of October, Carteret County averaged roughly 1,200 tests per week. That number does not include rapid tests which are handled differently, so the total number of tests completed weekly should be higher than 1200. The state's goal is 5% of the population per month which would be about 3500; the county is testing closer to 4800 per month.

Since July, HD has partnered with state sponsored Carolina Community Tracing Collaborative (CCTC). CCTC is doing contact tracing for the county. Based on the last report, contact tracers assigned to Carteret County continue to exceed the statewide goals for contacting close contacts within 24 hours. CCTC is doing well making contact, however, there are a lot of individuals in the community who refuse to share information with the contact tracers. She emphasized that it is very important to notify those close contacts and explained that the information collected is protected. When notifying potential contacts, the source of exposure is not given to the individual.

Ms. Cannon spoke about prevention measures the community could put in place: 1) follow the three Ws; 2) stay at home when you're sick; 3) avoid large gatherings; 4) quarantine if you have been exposed; and 5) following the governor's executive orders. Getting community buy in can slow the spread of the virus. As a community we can do better. She pointed out that as the weather gets cooler, people tend to gather inside.

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The Mayor asked for any questions.

Commissioner Hagle had no questions and thanked Ms. Cannon for the information. He agreed that the community needs to work harder at following the guidelines.

Commissioner Hollinshed had no questions.

Commissioner McDonald said that he is aware of the stats that the Health Department puts out. He asked what steps the county is requiring or encouraging for facilities such as grocery stores or other businesses within the city limits and other communities.

Ms. Cannon said that more people are wearing masks now than they were in July. She believes that there could be a more robust education campaign to work with businesses and assist in implementation. She emphasized following the 3 Ws and noted that a holistic approach would make a big difference. She added that the foundation is there, but there is room for improvement.

Commissioner Harker thanked Ms. Cannon for the update. She asked if the county has created a campaign to notify business owners that they are willing and available to help. Ms. Cannon said that there has not been a large full court press. She explained that the Health Department fields a lot of complaints – especially regarding permitted facilities such as restaurants. In those cases, the Health Department goes to the location and informs owners of the complaints and educates them on the three Ws. She said that they remind them of governor's orders and noted that some have been receptive. A lot of complaints are about noncompliance with mask wearing and lack of social distancing. She added that a good portion of complaints are coming from tourists. She then mentioned an upcoming media campaign which will consist of radio ads, newspaper ads, etc. to target the community overall. She said she would like to partner with the Chamber of Commerce to help get the word out to businesses.

Commissioner Hagle informed Ms. Cannon that he is on the Board with the Chamber of Commerce. He said the Chamber office has been very diligent in the office and he feels that the Chamber would be happy to assist. He indicated that he would reach out to the appropriate person to facilitate the conversation.

Commissioner Carter had no questions but did note an increase in people wearing masks.

Commissioner Hagle asked Ms. Cannon how many complaints the health department has received. Ms. Cannon said that since the beginning of the pandemic, there weren't many complaints as most businesses were closed. She said that complaints started coming in more frequently in May and noted that the governor's orders are not enforceable by the health department. The majority of the complaints the health department has received have been in regard to restaurants and hotels. She further indicated that several tourists indicated that they will not return to Carteret County for this reason. Commissioner Hagle asked how many complaints the department has received. Ms. Cannon said that she estimates collectively over several months, approximately 100.

Mayor Newton thanked Ms. Cannon for participating in the meeting and for all of the department's hard work. He mentioned the key metrics that we watch – the hospital, and introduced Mr. Harvey Case, President of Carteret Health Care.

Mr. Case shared his background. He's been in the position since January of 2020. He reminded the Board that the initial reports in January/February time frame projected based on the population of 70,000, were 21,000 infected, 4200 hospitalized, 200 or more people with ICU/ventilation needs, concerns of a national shortage of PPE, ventilators, medications, labor. He reminded the Board of the unknowns, lack of vaccines, etc. He admitted that there was a lot of fear among medical professionals initially.

Mr. Case shared the hospital's approach and noted that they prepared for a worst-case scenario. Immediately, Carteret Healthcare began seeking PPE, ventilators, testing capabilities, etc. The hospital developed conservation strategies for PPE, implemented best practice guidelines, and even had to make the decision to stop elective care and visitation. Nonessential employees were sent home and screening tents were set up in order to pre-screen people coming into the facility. They further created isolation teams and locations in the event there was a large number of COVID patients. Mr. Case added that he worked closely with NC Department of Health and Human Services as well as Ms. Cannon.

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Mr. Case said that although the last 30 days have been an overall high, the area is still well below the early predictions. He said that there were currently 5 patients hospitalized at Carteret Healthcare, and noted that throughout the duration of the pandemic there have been a total of 77 hospitalizations, or roughly 6% of total confirmed cases. Mr. Case explained that the hospital conducted approximately 28,000 Pre-operative tests 2,800 with 10 positive cases. He said that could be indicative of a certain group of the population, perhaps those who follow guidelines a bit more closely than others. There have been 40 positive staff members out of 1,150 employees. He explained that employees are tested quite frequently, and the positive staff cases have been traced back to community exposure.

The ability to test people in a timely fashion is huge for a hospital. Over time, the hospital has used 4 testing methods. Currently, the hospital is using Abbott's ID NOW. Although the system is relatively new to Carteret Health Care, there are approximately 1,000 rapid tests available on site. He also mentioned a new test, Cepheid 4plex, that has the ability to detect both the flu and COVID-19. He said the hospital is in good shape as far as PPE is concerned and noted the ability to access PCR or LabCorp testing. In the event the tests need to be sent off, they receive the results within 24 hours.

Mr. Case explained the challenge relates to potential problems in the winter, noting a combination of flu and COVID outbreaks, the dynamics could change considerably. If the hospital needs to transfer patients out when it reaches capacity, there is a high likelihood other hospitals would be equally strained. He is hopeful that the flu vaccine is effective this year and noted the additional measures (mask wearing, social distancing, frequent hand washing) should also help.

Mr. Case then discussed concerns related to staffing, particularly with nursing as there is a national shortage of nurses. He explained that a large focus is to avoid overwhelming hospital staff. He said they are actively recruiting nurses, as well as adding contract nurses.

Mayor Newton asked if there were any questions from the Board.

Commissioner Hagle had no questions and thanked Mr. Case for the update and for all he and the staff are doing.

Commissioner Hollinshed asked where statistics are placed on the chart when someone is transferred out. She expanded, if they have been in the hospital at Carteret, but then go to Vidant, where are they statistically? They are still technically hospitalized.

Mr. Case said that most patients do not get transferred out. If they do, they could go to Vidant or Raleigh. If they have an unfavorable outcome and the primary residence is here, they are included in the local statistics.

Commissioner Hollinshed asked where they are tracked if they do not die. For example, say you transfer ten patients out, where do they get tracked? She said that is just something to consider.

Commissioner McDonald asked what other tests are given if you test a person that has a low-grade fever and determine they have COVID.

Mr. Case said that it depends on what environment they are in. In the Emergency Department, if they are not admitted, they most likely go home and quarantine and recover there. If they are admitted, they go through an array of testing in order to determine the best path for clinical care.

Commissioner Harker thanked Mr. Case for all of his hard work throughout the institution.

Commissioner Carter asked Mr. Case about the hospital's ICU capacity. Mr. Case said that there are 10 licensed ICU beds. The hospital can put a COVID patient in ICU, though not all COVID patients require ICU level of care. He explained that the hospital has also set up a 24-bed COVID unit. If the hospital has 6 or more COVID patients, that unit is opened in order to isolate from the remainder of the facility.

Commissioner Carter then asked if the hospital has access to the medications necessary to treat COVID. Mr. Case confirmed.

Mayor Newton thanked Mr. Case for participating in the meeting and introduced Dr. Rachel Noble with UNC.

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Dr. Rachel Noble, UNC Institute of Marine Science, gave a presentation on the progress of COVID-19 Wastewater Research. Her team is the lead on a 2-million-dollar project that was funded through the NC Collaboratory through CARES Act funds.

Dr. Noble explained that there are several clinical testing methods: individual, pooling and wastewater surveillance. Individual testing is the standard nasal swab. The "pooling" system could be used in a large office or warehouse setting. She used an Amazon Distribution Center as an example. Each day, workers come into work and nasal swabs are collected. Rather than testing each swab individually, they are mixed together and tested as one group. Through that mechanism, there is a considerable cost savings. If there is a positive result in that group, then the group members are tested individually. Wastewater surveillance is focused on sewage coming into the wastewater treatment plant. In the case of Beaufort, it serves about 4,000 individuals. They are able to look at the wastewater and identify signals of SARS Coronavirus-2. This reduces the amount of resources required to conduct aggregate testing. She emphasized that wastewater testing is not a replacement for any of the testing methods mentioned earlier in the meeting.

Dr. Noble explained that she would not be going over the molecular science behind the testing but would be happy to answer any questions via email at another time.

Dr. Noble then explained that when people go to the restroom, if infected, even if they are asymptomatic, they are still shedding SARS coronavirus viral RNA. She explained that there are 10,000,000 copies of the virus in just a gram of fecal matter from an infected person. She explained that infected persons are likely to continue shedding the virus in fecal matter longer than that of respiratory samples.

Dr. Noble added that through their collaboration with the NC Department of Health and Human Services, North Carolina has been selected as one of eight states to participate in the CDC's National Wastewater Surveillance System.

Whenever considering the numbers of the virus in wastewater, there are a lot of other factors that feed into it. She explained that wastewater can indicate a peak or wave of infections in the community, prevalence in the community, and help identify hotspots which will be useful when distributing vaccinations (once available). Dr. Noble further added that this technology is being used at dormitories with a few universities across the state. It helps hone in on which students they should be testing. In dormitories, they work on the lateral that feeds into the main stem wastewater system as it leaves the building, so they are able to identify positive cases in the building rather than the wastewater system as a whole.

Dr. Noble then discussed the trends in SARS-CoV-2 in Beaufort Wastewater Influent Precede Spikes in Cases. She explained that spikes in cases were preceded by wastewater concentration values. She noted a lag time in wastewater detection to clinical case data of roughly five to eight days. She pointed out another spike in wastewater concentration and hypothesized that Beaufort could see a spike in cases in the beginning of November. She then showed a graph of similar data for another area currently being studied and pointed out a spike that coincides with university reopening.

Dr. Noble further explained the key knowledge gaps and areas of investigation. She noted that they are interested in the dynamics that a rural area has to offer. If used properly, social and mitigation strategies, how could they have a benefit? As a society, we are not taking advantage of the fact that these areas have great things going for us – we can go for a walk or bike ride and interact with people. There is plenty of outdoor space, a marine and coastal area that features sunlight and salt – two things that are known to kill the coronavirus almost instantly. She pointed out that we hear more frequently about metropolitan areas than rural communities as the majority of studies are being conducted there.

Carteret county has something unique to bring to the table. They are trying to build new approaches for septic systems and package treatment plants. She noted that estimates are approximately 60% of homes are on septic systems or onsite wastewater systems. She said that they are also hoping to reduce the overall cost of analyses and include other pathogen threats.

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Dr. Noble then acknowledged several contributors to the study, noting that it was not a complete list. She said that concludes her presentation. Mayor Newton asked if she had time to entertain questions. She confirmed.

Commissioner Hagle said that he had a lot but would save them for another time.

Commissioner Hollinshed asked if they could go right to the source to get the samples. Dr. Noble said that you can but noted that it involves privacy issues. She said that there are groups that have gotten special permission to do work in certain householes, to target nursing homes, and to target jails. She said that once you get to a population of less than 500, you begin to get into these privacy issues. Dr. Noble said that they hope in the future to have special technology to do it "in line" without having to knock on doors to ask permission to take samples.

Commissioner McDonald asked for clarification regarding Dr. Nobles earlier comments regarding salt and sunlight killing the virus. Dr. Noble confirmed that UV lights, specifically UVC, kills the virus. She said that sunlight is a great way to do that, but you would need to be in a lot of sunlight for it to be effective. She then explained that salt, at the concentration in the ocean, about 29 parts per thousand, iradicates the virus in minutes. In order for that to be effective, she noted that one would need to go for a swim in the ocean. She said that you couldn't spray salt air in a home and expect that to remove the virus.

Commissioner Harker said that the presentation has been fascinating. She asked if samples were collected prior to treatment. Dr. Noble confirmed and explained that there is a device that separates any solids from the influx of the wastewater, and from there a fluid stream is then tested. Commissioner Harker said that the samples are coming in from everywhere, so there is no way to track the exact source of the infection, but that it could indicate a spike in cases in the area. She then asked if there is any way to trace it back to the source. Dr. Noble said that there are a few ways to do that. She explained that you could hone into pump stations which service specific neighborhoods. She said you could use areas coming out of neighborhoods provided they serve more than 500.

Commissioner Harker asked if the chemicals that we are using are effective in killing the virus. Dr. Noble said that they are, noting work being done on treated effluent that comes out of the treatment plant. She said that they can actually detect the virus in that, but that there is an indication across all of the research that none of the virus that comes through that process is intact, instead they are just fragments of the RNA floating around. No one to date has been able to show that there is any infectious particle. She noted that if you had a sewage spill along a roadway along a mainstem pipe with a problem, that is untreated raw sewage and would not fall into that category.

Commissioner Carter asked about the viral concentration, noting that the viral concentration did not seem comparable to the spikes. She asked if the higher concentration indicates a higher spike, or if it is just telling of a spike coming. Dr. Noble said that when you talk about a wastewater treatment plant, you need to remember that there is a lot of water that comes into it when it rains, as well as shower water, etc. So, what comes out of a home and goes into the treatment plant is not all waste from a toilet. She explained that as a result, you get a signal that is diluted by a lot of excess water. She said that is something that they are actively working to attend to.

Mayor Newton thanked Dr. Noble for joining the meeting. Mayor Newton then asked Mr. Day to go over the rules for public comment. Mr. Day then asked anyone wishing to make a public comment to type "public comment" into the chat function. There were no comments.

Mayor Newton then asked the Board for any comments or guidance.

Commissioner Hagle said that he would like to increase education efforts. He said that the town could make contact with every business and encourage them to put up signage and to ask customers to comply with wearing masks. He said that a concerted effort could go a long way without a more stringent, enforced shutdown or something. He said that he was recently in a restaurant and noted that most people had masks on, even without signage in front. He said that there are some businesses that do have signs saying mask required and said that he felt similar efforts would help overall. He added that these efforts should expand beyond Beaufort.

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Commissioner Hollinshed said that this was a good forum. She said that she would like to see a business forum where the businesses tell us what their challenges are. She noted that a lot of these businesses have been running at 50% capacity and are getting ready to go into cold weather where outdoor dining facilities may not be available to them. She said that we should find out how we can help them, rather than the town telling them what to do. Commissioner Hagle agreed. Mayor Newton said that this might be a good thing in which to include the Chamber of Commerce. Commissioner Hagle said that he would be in touch with the Chamber. Commissioner Hollinshed said that we should see what the businesses' vision is going forward. Mayor Newton agreed and pointed out that many of the businesses have gone above and beyond.

Commissioner McDonald agreed with Commissioner Hagle and Commissioner Hollinshed. He said that when making a decision, the Board should consider that sunlight and saltwater is what brings people to Carteret County. He said that the town needs to be very careful in how this information is presented to the public.

Commissioner Harker said that she has been around town and has seen a lot of people following the social distancing guidelines but noted that there is still room for growth. She agreed with Commissioner Hollinshed regarding the business community. She said that she has heard a lot about the COVID Creep. She said that she has been told that people have been coming here because of the additional measures the town has put in place. She then mentioned churches and the toolkit mentioned earlier in the meeting. She asked if the town could include the toolkit on the town website. She encouraged everyone to continue following the 3 Ws and encouraged everyone to get the flu shot.

Commissioner Carter said that the issue she sees is that some people want to defy the law and refuse to wear a mask. She said that it does create issues for businesses and noted that if business owners say something to patrons, they either get angry or refuse to wear a mask.

Mayor Newton said that the town is in contact with the people that presented tonight on a daily basis. He said that the town has a lot of talent to draw upon to get good information. He noted that he may not always have the answers, but he will find the answers.

Adjourn

Mayor Newton asked for a motion to adjourn. *Commissioner Hagle made a motion to adjourn. The motion passed unanimously.*

Voting Yea: Commissioner Hagle, Commissioner Hollinshed, Commissioner McDonald, Commissioner Harker, Commissioner Carter

Minutes were created by Kate Allen, Town Planner

_____

Mayor Everette S. (Rett) Newton

_____

Rachel Johnson, Deputy Clerk

Draft

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

Town of Beaufort Board of Commissioners Regular Meeting
6:00 PM Monday, November 09, 2020 - Zoom Meeting - Covid-19 Pandemic
Minutes

Draft

Call to Order

Mayor Newton called the meeting to order at 6:00 p.m.

Roll Call

Mayor Newton conducted roll call and declared a quorum present for the meeting.

Present: Commissioner Carter, Commissioner Hagle, Commissioner Harker, Commissioner Holinshed, Commissioner McDonald

Agenda Approval

Mayor Newton asked to amend the agenda and move “Minutes Approval” to “Items of Consent.”

Commissioner Hagle made a motion to approve the agenda as amended. The motion passed unanimously.

Voting Yea: Commissioner Carter, Commissioner Hagle, Commissioner Harker, Commissioner Holinshed, Commissioner McDonald

Calendar

Deputy Town Clerk, Rachel Johnson, presented the calendar. Mayor Newton asked the Board for any comments or questions. There were none. Mayor Newton added that last year Toys for Tots had 185 bicycles and noted that this year the goal is 300.

Public Comment

Mayor Newton asked if anyone was signed up for Public Comment. John Day, Town Manager, confirmed. Mayor Newton explained that public comments were limited to three minutes.

Dr. Matthew Godfrey thanked the Mayor and Commissioners for the opportunity to speak. He said that he does not recommend approving deeding the NCDOT Cedar Street right-of-way to the marina. He said that he

believes it sets a bad precedent giving up public land, especially park land, that should be used for all citizens and visitors to Beaufort.

Dr. Liz DeMattia thanked the Board for the opportunity to speak. She said that she would like to echo Dr. Godfrey's point about not deeding over the land to the marina. She said that is land that could be used by everyone, noting that it is waterfront land. She said that it is land that has the possibility of adding to a public space. She explained that the green parks are places that people of all socioeconomic levels can enjoy and added that the area has a lot of fishing and that the land would be better served as part of the park than as part of the marina. She said that if you want to give the area directly in front, similar to the property that was deeded over to the hotel, that's one thing. The area adjacent to the park would set a horrible precedent of giving over land that could be used by everyone to a private entity.

The following written comment was submitted within the allotted 24-hour period following the meeting:

"Dear Commissioners,

Since July of 2020, a committee, in which I am Chair, have asked to present, in person, a proposal to name the new bridge on Turner Street after Violet J. Bailey. I have NOT been successful in sitting down with either the Town Manager or the Town Mayor to discuss how to go forward with this proposal. Therefore, I have gathered support letters from various non-profit organizations who have been recipients of her many efforts to help the under-served in this county.

I have submitted letters of endorsement on naming the bridge crossing Town Creek to all Commissioners, including the Mayor and Town Manager over several months without a definitive response. ONLY when I pressed the point prior to this town meeting of 11/9/20 did I get a response from Mayor R. Newton that "currently no consensus to rename the bridge at this time" several days before the meeting of 11/9/20. Since the small access bridge into Beaufort is not named after anyone, I don't understand that statement, but let me continue.

I wish to have the support letters from Family Promise, Loaves and Fishes, Amy V. Johnson-Ferdinand—Daughter of L.R. Johnson, Queen Street Missionary Baptist Church, Mt. Zion MIssionary Baptist Church, plus other notable people in the community such as Mr. Dan Krautheim, Former Dean of Carteret Community College saying "to thank a native born woman of the town of Beaufort that her life "matters" entered into the record archives for future consideration.

THE END.

Being aware of how things happen in Beaufort, I am also asking a non-profit to archive these letters for future perusal for the history of Beaufort's exceptional volunteers and workers for the betterment of ALL of Beaufort's citizens.

THANK YOU. JANET WOODWARD"

Manager Report

John Day, Town Manager, provided the following updates from NCDOT.

Mr. Day explained that the resurfacing of Cedar Street can occur after the Town's stormwater line improvements have been done. He explained that NCDOT will be using the same contract to pave Live Oak, Front Street, and West Beaufort Extension. He said the project should begin in March 2021 with a completion date of December 2021. He explained that if the Town would rather, NCDOT could hold off on the Cedar Street paving until the stormwater detention work is complete. He added that there are several projects along Cedar Street and noted that the first will be discussed later tonight – approval of the utility improvements. He said that will be followed early next year by NCDOT replacing the main stormwater line that runs down Cedar Street, up Orange Street and out to Town Creek. He reminded the Board that later on, NCDOT's hydrology

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division will come in and put a number of bump-outs in the street that have a number of stormwater detention features in them such as plantings where the water filters through the soil into small detention tanks before it goes into the stormwater system. He said if the Town wants to wait until that happens, then the bid will go out in the Spring of 2021 and the ability to start work would begin July 2021 with a completion date of December 2022. He said it is not a decision that needs to be made tonight, that it can go on the agenda for the next Work Session, but the Town does need to let DOT know if the Town wants them to wait on the paving until all of the work is complete so there are no cuts and patches in the new pavement, or if the Town wants them to do it earlier.

Another update from DOT is that they can resurface the section of Cedar Street from Orange or Moore Street west to the drawbridge site, which is also the cedar park site, to include building a turnaround at our request. He said that funding is available, and we can move forward with that without delaying the park project.

Lastly, as a part of the US-70 work that DOT did a couple years ago, DOT acquired several properties along West Beaufort Road. He said that Town approached DOT about potentially taking over some of those properties to put in a small pocket park. DOT believes that would be an option, and he plans to send the information to the Parks and Recreation Advisory Board to review and make a recommendation to the Board of Commissioners.

Mayor Newton asked for any questions or comments from the Board.

Commissioner Carter had no questions but had a correction for the gentleman who spoke about the land. She clarified that the land in question is not park land that is being suggested, it is right-of-way. Mr. Day confirmed and added that it is really outside of the area where the park is designed. He added that when the item comes up on the agenda, he has a map that shows it all for everyone to see.

Mr. Day added that Lennoxville Road and the north end of Leonda will be paved as well.

Mayor Newton asked Mr. Day if NCDOT is taking care of the stormwater system that goes under the Compass Hotel. Mr. Day said the section of stormwater line that runs up Orange Street into Town Creek will begin in either December or January. He said that they are completing that early in order to get out of the way of the hotel construction. Mayor Newton said that is a good idea as a section of that system is completely collapsed. He said it will be interesting to see if that has a positive impact on water quality in Town Creek.

Items of Consent

Mayor Newton briefly discussed the Items of Consent, adding that Ms. Janet Woodward's comments have been included in the minutes of the October 12th Regular Meeting.

Commissioner Hagle made a motion to approve the Items of Consent. The motion passed unanimously.

Voting Yea: Commissioner Carter, Commissioner Hagle, Commissioner Harker, Commissioner Holinshed, Commissioner McDonald

1. 2021 BOC Meeting Dates
2. Draft Minutes for the Sept. 28 Work Session & Oct. 12, 2020 Regular Meeting
3. Voluntary Annexation Request for 186 Chadwick Road (Alan Scibal) and 190 Chadwick Road (Sharon Eck)

Public Hearing

Mayor Newton asked Kyle Garner, Planning & Inspections Director to speak. Mr. Garner said that since this is a request for a special use permit, he believes he needs to be sworn in, but said he would defer to the attorney

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on that. Mr. Arey Grady, Town Attorney, said he would not need to be sworn in for the public hearing portion. He said that Mr. Garner would need to be sworn in at the next meeting when the case is heard. Mr. Garner said that he thought the case was going to be heard tonight. Mr. Grady said that the agenda only mentions the public hearing. Mayor Newton added that there would still need to be a 24-hour public comment period. Mr. Garner said that is not the case with a quasi-judicial proceeding and added that the item has been advertised in the newspaper as a special use permit.

Mr. Grady said that he read the agenda as just having the public hearing tonight, not the actual case. Commissioner Carter asked what the difference is between the two. Mr. Grady explained that the public hearing is the opportunity for anyone to speak on the matter. The actual case is the presentation of evidence and is limited to presentations by the town and other parties with standing. He said that usually it is all conducted as one, as there is not that fine of a distinction, but noted that technically it is two different things. Mr. Grady asked Mr. Garner if the legal advertisement was for the public hearing, the case, or for both. Mr. Garner said that the advertisement was for a special use permit, which does include an evidentiary hearing.

Commissioner Carter said that she thought the public comment was part of the evidence. Mr. Grady said that technically, it is not. Commissioner Hagle said that the Board could hold the public hearing now and consider the case at the work session. Mr. Grady said that is how he thought it was going to happen. He said that the board could hold the public hearing tonight and consider the evidence at the next meeting to rule on the case.

Commissioner Hagle asked if there needs to be a motion to amend the agenda. Mr. Grady said that the agenda only says public hearing. Commissioner Hagle said that is the agenda category, noting that historically they have been conducted together. Mr. Grady said that the Board can hold the public hearing tonight and schedule the hearing of the case at the next meeting, so the Board would not need to amend the agenda. Mayor Newton asked the Board for a consensus to do so. The Board confirmed.

Mr. Garner provided an overview of the request. He explained that this is a public hearing for Case No. 20-12, a request for a special use permit at 102 Professional Park Drive for a Kennel with Indoor and Outdoor Operation. The subject property is 1.9 acres. He then showed maps of the subject property with a 200-foot buffer which showed adjacent properties which received notice of the request and the current zoning map. He said that the property is zoned TR Transitional. He also discussed the Future Land Use Map which identifies the property as General Commercial. The applicant submitted a site plan showing the existing building and where they plan to construct a 30’ x 50’ privacy fence. He said they also included an interior layout showing the interior workings of the proposed kennels. He mentioned additional information that will be presented at the quasi-judicial hearing. He said that the applicant has provided information:

Mr. Garner said that the Planning Board recommended that the interior kennel have soundproofing material to dampen the sound of the animals and recommended that a vegetative buffer be installed to provide sound dampening between the outside areas and the residents of Pearl Drive. He said that he would be happy to entertain questions at this time.

Commissioner Carter asked how effective the vegetative buffer would be at protecting the residents behind the kennel from the noise. Mr. Garner said that a Type B buffer is what is in the ordinance, which would be up to 15 feet. He said that the Board of Commissioners can place stronger conditions at the next meeting if it so desires. He said that regarding plant species, he is not sure, but added that an arborist could come in at that time and provide recommendations. Commissioner Carter said that the problem she sees could be ongoing maintenance to make sure it stays fairly thick and intact and asked if that would be part of the condition. Mr. Garner said that could be a condition if the Board adds that at the next meeting.

Commissioner Harker asked Mr. Garner if the residents on Pearl Drive have had an opportunity to voice their concerns about having a kennel in their back yard. Mr. Garner said that he had not received any comments from residents on Pearl Drive but added that he has received comments from one person across Live Oak Street. Commissioner Harker asked how many dogs they could keep in the outdoor kennel, noting that one or two may not be too noisy, but 20-30 would be a bigger concern. Mr. Garner said that there is no outdoor

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kennel, only inside. Commissioner Harker asked Mr. Garner to confirm that the outdoor area is for them to walk the dog and allow them to relieve themselves. Mr. Garner confirmed that the outdoor area is an exercise area.

Commissioner McDonald had no comments.

Commissioner Hollinshed said that she had a question that she may need to ask the applicant but said that she would ask Mr. Garner first. Mr. Day said that Dr. Austin and Sam Schmidt are online and available to speak and would like to clarify a few things. Commissioner Hollinshed asked if the outdoor area would be for dogs recovering from surgical procedures where they may not be quite as active as other dogs not in recovery. She also asked how many would be outside at a time.

Commissioner Hagle said that it is a good use for a vacant building. He said that there was a lot of discussion at the Planning Board about noise and sound proofing inside which will help greatly. He added that comments during the Planning Board were that the outdoor area would be strictly an exercise area that would not be used that much, noting that he believes the applicant is sensitive to that issue.

Mayor Newton asked Mr. Day to bring in Dr. Austin and Mr. Schmidt.

Sam Barnes introduced himself and said that he is representing the buyers of the building. He added that he has Dr. Austin and Dr. Schmidt with him and thanked the Board for the opportunity to speak. He added that he was prepared to go through the case and the findings tonight. He said that if the agenda or protocol does not allow that, it is no problem, but he wanted to clarify a few things. He said that to the general public, a kennel can mean a lot of things. He said they want to dampen any fears that neighboring properties, members of the community, or anyone else may have. He said that this is not a shelter operation or outdoor kennel. He said that this is a first-class veterinary hospital where the doctors are looking to expand their ability to serve more of the community. He said that they are taking into consideration and making efforts on the internal rebuild of the building to include sound dampening features – not only insulation, not only a vegetative buffer, but also will have someone on call and on staff 24 hours a day, seven days a week with 24-hour monitoring of any animals that may be causing disruption inside the facility. He said that the outside area is only for daytime use. He pointed out an indoor play area shown on the internal site plan. He said that on nice days, the dogs would be allowed outside to stretch their legs. He said that there is zero intention to cause any disruption to neighboring residents and added that this is a small element of a larger facility that is in compliance with the zoning. He said that he would be happy to entertain any questions at this time.

Mayor Newton asked Mr. Grady to confirm that the commissioners can ask questions at this time. Mr. Gardy confirmed.

Commissioner Carter had no questions.

Commissioner Harker asked if they anticipate any extraordinary noise with the facility after 11 p.m. considering the 24-7 operation and after-hours emergencies. Dr. Schmidt said that they will not have an emergency facility with people coming in after hours. He said that animals that are hospitalized or boarded will be monitored overnight.

Commissioner McDonald had none.

Commissioner Hollinshed said that she would like to go back to her original question regarding the number of animals outside at one time. Dr. Schmidt said that they do not have a specific number in mind, but noted that any more than four or so, they worry about dog fights. He said that they do not want any issues there, that the outdoor area is just for them to play. He added that the indoor play area is good for them to exercise as well and noted that the indoor area will be the primary exercise area.

Commissioner Hagle said that he believes they have a great plan and that it will be a great addition to the community.

Mayor Newton asked for a motion to open the public hearing.

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Commissioner Carter made a motion to open the public hearing. The motion passed unanimously.

Voting Yea: Commissioner Carter, Commissioner Hagle, Commissioner Harker, Commissioner Holinshed, Commissioner McDonald

Mayor Newton asked Mr. Day to cover the procedure for the public hearing. Mr. Day said that anyone wishing to speak on the matter should type "public hearing" in the chat box at which point they will be called to speak. Mr. Day asked Dr. Austin if she would like to speak during the public hearing. Dr. Austin said that she felt her comments had already been addressed. No one signed up for the public hearing.

Commissioner Hagle made a motion to close the public hearing. The motion passed unanimously.

Voting Yea: Commissioner Carter, Commissioner Hagle, Commissioner Harker, Commissioner Holinshed, Commissioner McDonald

Mayor Newton said that they will consider the case at the next meeting.

Items for Discussion and Consideration

1. Cedar Street Utility Rehabilitation and Replacement

   Budget Amendment and Bid Award

   Town Engineer Greg Meshaw discussed the Cedar Street Utility Rehabilitation and Replacement Project Summary. He said that the project has been designed and permitted where the Town is replacing about 1200 feet of gravity sewer, 3900 feet of water main, and replacing/rehabilitating features that go along with those things such as manholes and service lines. He said that the work is to occur between Moore Street and Live Oak Street, adding that it is to be done in advance of NCDOT's repaving of Cedar Street.

   Mr. Meshaw said that on October 29th three bids were received.

   Mr. Meshaw said that the low bidder was Ralph Hodge Construction Company, noting that they were found to be the lowest, responsive, and responsible bidder based upon their history and research after the fact. He added that he has had dealings with Ralph Hodge in the past when Mr. Meshaw was City Engineer in Jacksonville and found it to be a very responsible and reputable firm. He said that between Town staff and our consultant, Rivers and Associates, they are recommending awarding the contract to Ralph Hodge Construction Company, Inc. in the amount of $1,664,170 to include the base bid and an ad alternate. He said that staff is also requesting the Board consider approving the budget amendment that would move the necessary funds from the Capital Reserve Fund to a Project Fund dedicated to this project, to include a 5% contingency to cover any unforeseen conditions.

   Mayor Newton asked the Board if it had any questions.

   Commissioner Carter asked if the other two bids were courtesy bids, noting the large difference between the bids received. Mr. Meshaw said that there was definitely a difference. He said that Ralph Hodge statutorily has time to withdraw its bid if it feels like they made an error. He added that they have not, noting that they have been in communication with Town staff and provided additional documentation as needed. He said that he received an additional email today from them requesting approval of the subcontractor list. He said that their bid is about $400,000 more than the consultant's original estimate of approximately $1.2 million. He said that estimate was done prior to the recent ramp up in the construction industry. Mr. Meshaw said that he feels comfortable with the bid. Commissioner Carter said that she just wondered if they were courtesy bids because of the significant difference in the other two. Mr. Meshaw said that one of the things the consultant suggested was that the other two may have had concerns about finishing the job on time and as such may have included liquidated damages for the project. He said he does not recall what those are on a daily basis, probably anywhere from $250-$500 per day. He said the consultant thought that perhaps with the bidders' schedule and

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workload they included the penalties. Commissioner Carter said that she definitely prefers the lower bid.

Commissioner Harker said that she is not familiar with the company that is the lowest bidder. She asked if Mr. Meshaw had seen samples of their work and asked if he'd heard about their work ethics, etc. Mr. Meshaw said that he has worked with them in the past. He said that he worked with them on a joint job between the City of Jacksonville and the ONWASA (Onslow Water and Sewer Authority). They did work on the Piney Green Road widening, and they were the contractor that did work along that corridor. He said that it is a family owned business and that he found them to be very responsible. He noted an issue on the job with a "rogue" supplier of precast concrete that was brought to the site and set in place which was of inferior quality at a depth of roughly 20 feet below grade. He said that Mr. Hodge ultimately made things right.

Commissioner McDonald asked Mr. Meshaw about Mr. Hodge's company, and asked why they are so determined to get the project. Mr. Meshaw said that most bidders are determined to get a project if they spend the time to put a bid together. He reiterated earlier statements regarding the other bidders potentially including liquidated damages. He added that this is a reputable firm that has done a number of similar jobs. He said that he feels that they put a bid together that they felt would get them the work.

Commissioner Hollinshed had no questions.

Commissioner Hagle asked Mr. Meshaw if this firm does a lot of underground work like this. Mr. Meshaw said that utility work is their specialty. Commissioner Hagle asked if Mr. Meshaw felt a 5% contingency would be enough. Mr. Meshaw said that any project he takes on, he does his best to make sure that they stay within the 5% amount.

Mayor Newton asked Mr. Meshaw if he has an estimate of when they will be able to get started with the project. Mr. Meshaw said he anticipates the groundwork will likely begin at the beginning of the year, noting time needed to draft the contract and draft shop drawings of materials for approval. He said that it is a six-month contract. Commissioner Hagle asked where they would start first. Mr. Meshaw said that it is up to them but said that most likely work would begin at the Moore Street end.

Mayor Newton said that it would be nice to have a better understanding of the layout as it gets closer and noted potential traffic issues. He then asked the pleasure of the Board.

Commissioner Hagle made a motion to approve as presented. Mayor Newton asked for an amendment to the motion to approve the contract and the budget amendments.

Commissioner Hagle amended the motion to approve the contract for Ralph Hodge construction and to approve the two capital reserve amendments. The motion passed unanimously.

Voting Yea: Commissioner Carter, Commissioner Hagle, Commissioner Harker, Commissioner Holinshed, Commissioner McDonald

2. Homer Smith Marina Covenant Amendment

Mr. Day reminded the Board of discussions at the September 28th and October 26th Work Sessions regarding a request from Homer Smith Marina for the town to support NCDOT abandoning 19,409 square feet of right-of-way which would be used for parking needed to support expansion of the marina. He added that the marina owner offered to contribute $125,000 toward the construction of the restrooms/kiosk at the new Cedar Street Park and agreed to other conditions described in the Homer Smith Marina Expansion Agreement Summary included in the Board's packet.

Mr. Day said that the Board asked the town attorney to draft an amendment to the 2011 covenant between the Town and the marina that governs the maximum number of slips permitted to be constructed so that there can be in increase in the total number of slips to 178.

Mr. Day added that there are two optional amendments. The first requires phasing of construction, and one that does not.

Mr. Day then referenced Commissioner Carter's earlier comment and presented a map of the subject property and proposed right-of-way to be aba[illegible]ed. He explained that the location of the right-of-way

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is removed from the actual portion of the park where activities would take place. He said that it would be difficult to incorporate the property into the park itself based on the proximity between the parking lot for the park and the parking area for the marina, as well as the marina itself.

Mr. Day explained that the town attorney drafted the amendments and is available to answer any questions the Board may have. He added that Ron Cullipher, representative for Homer Smith Marina, is also available to answer questions.

Commissioner Carter asked if the Town can legally prohibit anyone from using Town parking when it is available for everyone else. Mr. Day said that he would defer to the attorney on that question. Mr. Grady said that he believes that the Town can under this particular situation because usage by patrons of the marina is derivative of the property ownership. Once you have the property owner to sign off on it, it is going to bind whoever is there under the property owner.

Commissioner Harker asked for clarification on the parking decal portion of the request. She said that if she is a citizen of Beaufort and a patron of the marina and has a decal, will that decal prevent her from parking in public spaces when not using the marina? She asked if the decal must be permanently fixed or if it could be something displayed in the window. Mr. Day said that the idea of the decal came out of a concern that if it were not affixed to the vehicle, then there would be a reluctance to display it if one was going to park in a spot that is public. He said that this is entirely up to the Board. Commissioner Harker said that the parking that is additional to what is already in place, the likelihood of marina patrons utilizing Cedar Street parking will be lessened. She added that she cannot see prohibiting a citizen from parking in a public place because of a decal.

Commissioner Harker then pointed out that the property is right underneath of a powerline which limits any potential use of the property. Mr. Day confirmed.

Commisioner McDonald had no questions.

Commissioner Hollinshed thanked everyone who emailed remarks on the subject the last several days. She said that the idea of having a park at the stub of Cedar Street when the drawbridge was removed probably goes back as far as 1999. She said that when R-3307, otherwise known as Gallants Channel Bridge Replacement Project broke ground on April 30, 2014, it looked more like a reality. The old bridge was removed beginning in 2018, and she believes it was completed in March 2019. She added that this concept is not new. She said that the park was also added to the August 2018 Bicycle and Pedestrian Plan that is incorporated into the Small Area Plan. Now Stewart has been charged to come up with a formal plan to present to the Board of Commissioners for approval once the right-of-way is approved. Infrastructure repairs made along with a transfer of the property in some form from DOT to the Town. A great help to the project is the remainder of the $2 million gift that the Town received for the park. The cost for the Cedar Street Park was projected at $250,000 with annual maintenance of $5,000 using February 2016 Capital Improvement figures. Annual maintenance is now projected to be $3,000 with no final figure for the park itself in the 2021 5-year Plan. So, what do we have to give up if we abandon this small section of land? First, the right of way contains less than 1/3 the square footage of a football field including the ten-foot goal line area. The right of way to the south is very narrow abutting the marina property and Cedar Street. It does flare out as it moves west, but it has another landowner identified on the map as Flowers that abuts to the northern water access portion. The portion, though larger, has the right of way restrictions on use covered by Duke Energy's Electric Transmission Rights-of-Way. She added that she has a copy of that. She said that is included, but not limited to, drainage, grading, fixed structures, vegetation and parking within the wire zone and the border zone making most of the area unusable except for as parking. She believes the best use of the parcel would be to enhance the parking at the Homer Smith Marina therefore relinquishing maintenance for the town and allowing off-street parking for marina clients. Yes, she added, at certain times there will be a parking crunch there, as in many cases of areas in Beaufort. She said there is no precedent of giving away Town property – each case stands on its own merit, much like the HPC. The park concept includes contained parking. For the size of the park, it appears adequate based on the plans of two different planning groups, Hatchell and Stewart. As for the phasing, she stated she sees no advantage and only a nuisance for the ability of the marina to plan and get permits. She stated she also believes it sets the Town up for a

lawsuit in two years. The weather usually acts as a natural phasing resource. She said that she walks by the proposed park many afternoons, and to retain the best portion of the traditional uses of viewing, fishing and wading without additional cost to the town will be another enhancement for the Town.

Commissioner Hagle said that Commissioner Hollinshed covered a lot of the points he was going to address. He said that he has thought heavily about the proposal in terms of the use for the park, and for the reasons noted by Commissioner Hollinshed, it doesn't really add to the value of the property. He noted that there is marsh to the north side that should not be disturbed, as well as Duke Energy powerlines. He said he also thought heavily about the impact on the neighborhood. He said that having organized parking for the marina will lessen the impact of traffic and parking for that neighborhood. He said it is a busy area, with a hotel and park coming. He added that the original plans for the park were for a small, low maintenance park, which he feels is still the case. Commissioner Hagle further added that he sees no benefit to phasing the project.

Mayor Newton asked the pleasure of the Board.

Commissioner Carter made a motion to approve allowing the right-of-way to be turned over to the marina, as well as approval of the full number of slips with no phasing. Commissioner Harker asked the Board to look seriously at the decals for vehicles. Commissioner Carter agreed and amended her motion to replace parking decals with parking placards that can be removed. The motion passed unanimously.

Voting Yea: Commissioner Carter, Commissioner Hagle, Commissioner Harker, Commissioner Holinshed, Commissioner McDonald

3. Noise Ordinance Revisions

Mr. Day reminded the Board of the discussion at the October 26th Work Session where the Board considered revisions to the Noise Ordinance. The changes are reflected in the resolution included in the Board packet. Mr. Day asked if the Board would like to go through the Ordinance again. Mayor Newton asked the Board for any questions or concerns.

Commissioner Carter mentioned concerns expressed by Donald Fulcher, noting future interpretation of the ordinance may impact the businesses on the waterfront. She said she was not sure if that interpretation could be avoided. Mr. Day said that he was unsure how the ordinance could be misinterpreted and noted limits on how loudly music can be played, even in the downtown area. He said that there are permits available, though he does not recall receiving any permit applications for the area in his time with the Town. He said he is also unaware of any complaints downtown in that timeframe. Discussion ensued.

Commissioner Harker said that as long as the ordinance reflects what it means, it should read clearly. She asked what Mr. Fulcher feels is unclear. Commissioner Carter said that she was not sure what Mr. Fulcher was referring to; Mr. Day agreed. Commissioner Harker said that changes could be made in the future if necessary.

Commissioner McDonald asked if the Board could grandfather in the portion Commissioner Carter referred to earlier. Mr. Grady said that is possible and added that with a noise ordinance, the question is whether it is a continuous noise source, or an occasional noise source. If you had a particular business or industry that made noise daily or five days a week, that would be a case you would look closely at grandfathering. He said that an occasional or sporadic use would not necessarily warrant grandfathering. Discussion ensued. Mr. Day explained that the difference between the two ordinances regarding the downtown area is that originally 75 decibels were allowed until midnight, whereas the new ordinance allows 75 decibels until 10 p.m.

Commissioner Hollinshed said she feels this ordinance is a better tool that is more enforceable.

Mayor Newton asked Mr. Day to confirm that Chief Burdette is comfortable with the enforcement aspect of the ordinance. Mr. Day confirmed.

Commissioner Hagle asked about Section 91.05 for Special Prohibitions. He said that they discussed construction time at the last meeting. He said [illegible] new format, it has 7:30 p.m. to 8:00 a.m. He said

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that he thought the Board decided to change the start time to 7:30 a.m. Mr. Day said he believes that is the case and said it was an oversight. Mr. Hagle then said that items I through M in Section 91.05, in the current ordinance, those items referred to the downtown area specifically from 10 p.m. to 8 a.m. He said there is no heading in the proposed ordinance for those items which should be applicable to the downtown area. Mr. Day asked to confirm that those items would be prohibited between the hours of 10 p.m. and 8 a.m. Commissioner Hagle confirmed. Mr. Day said that those changes can be included in the motion if the Board so desires.

Commissioner Hagle made a motion to approve the Noise Ordinance revisions with the two amendments discussed regarding Section 91.05. The motion passed unanimously.

Voting Yea: Commissioner Carter, Commissioner Hagle, Commissioner Harker, Commissioner Holinshed, Commissioner McDonald

4. Sewer Allocation Policy

Mr. Meshaw, Town Engineer, presented the proposed Sewer Allocation Policy. He reminded the Board of its request from the retreat in the Spring of 2020 for staff to put together a sewer allocation policy. Mr. Meshaw explained that the need for such policy has become evident recently with the Town's acquisition of a pump station at Deerfield Shores. He explained that the existing pump station has capacity for 15 additional homes, but there are 17 vacant parcels and 27 +/- homes on septic systems. He said that septic systems are known to occasionally fail and require alternative sewer systems. He added that the town has received requests from residents to reserve sewer, even though they were not prepared to move forward with any construction. He said that exposed a need for a policy to establish a procedure for equitable allocation of available capacity through a clearly defined process.

Mr. Meshaw further explained that it is important to track capacity utilization and availability. The proposed policy is applicable to any final plat, site plan, or building permit where sewer service is needed. He explained that when it comes to out-of-town requests, a petition for annexation would be required. The Town does not have to annex the development if it so chooses.

Mr. Meshaw then explained the proposed tier system. Tier 1 would include infill developments, previously approved developments and town-funded projects. In addition, Tier 1 projects could be approved at the staff level up to 10,000 gpd. Tier 2 would be any project ready for permit issuance and would coincide with project approval. Tier 3 projects would be preliminary projects not yet ready for permit issuance. Tier 3 projects would require a non-refundable reservation fee and approval from the Board of Commissioners. If approved, the applicant would need to obtain permits and approvals within 24 months.

Mr. Meshaw explained that the policy includes three allocation categories: residential, commercial and discretionary. Residential allows up to 36,000 gpd maximum per 12 months for single family and 48,000 gpd maximum per 12 months for multi-family. Commercial allows up to 15,000 gpd maximum per 12 months. Discretionary requires Board authorization and has no maximum.

Mr. Meshaw explained that the proposed policy states the allocation runs with the development and is transferrable to a new owner of a development upon approval. Allocations would be reserved for 24 months. If needed, town staff could grant up to a six-month extension. Any extension beyond six months would require Board approval.

Mr. Meshaw then explained the procedure outlined in the proposed policy. He added that the proposed policy would not supersede or nullify any prior existing agreements.

Mayor Newton asked the Board for any questions.

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Commissioner Carter asked if this policy would apply to in-town development only. Mr. Meshaw said that the policy would apply to in-town and out-of-town developments and noted that out-of-town applicants would require a petition for annexation. Commissioner Carter said that she is reluctant to allow anyone outside of the city limits the right to sewer when they don't know what the cap would be. She said that many times, developers want to know if they can get sewer before they develop the subdivision. Commissioner Carter added that for out-of-town projects that the town has agreed to provide sewer, the annexation agreement would need to be permanent and remain in force until the Town decides to exercise it. She then asked if there is a cap on how much total sewer the Town is going to give. For example, at Deerfield, the reason the state asked us to intercede is because the area around the marina is all fill and cannot have septic tanks. Discussion ensued.

Commissioner Harker said she feels the policy is long overdue. She said that it helps manage growth in town and thanked Mr. Meshaw for his efforts.

Commissioner McDonald asked Mr. Meshaw to explain the difference between the allocation policy currently in place and the one proposed. Mr. Meshaw said that there is no policy in place at this time. Discussion ensued.

Commissioner Hollinshed thanked Mr. Meshaw. She said that she feels that if extensions were granted, it should require an additional deposit.

Commissioner Hagle asked Mr. Meshaw to confirm that the Tier 1 projects receive a yearly allocation. Mr. Meshaw confirmed. Commissioner Hagle asked if Mr. Meshaw considered putting a total, say 70% capacity, where allocation is reduced. Mr. Meshaw said that it is up to the Board whether it wants to approve the allocation or not. Commissioner Hagle said that infill development should be applicable to in-town developments only. Mr. Meshaw said that he felt he had defined infill development in the policy but would make sure. Discussion ensued.

Mayor Newton asked the pleasure of the Board.

Commissioner Hagle made a motion to approve the request as presented. Commissioner Carter said that she felt there are some changes that should be made prior to approval. *The motion failed with 1 in favor, 4 against.*

Voting No: Commissioner Carter, Commissioner Harker, Commissioner McDonald, Commissioner Hollinshed

Voting Yea: Commissioner Hagle

Mayor Newton asked the Board if it would like to discuss changes now or at the next work session. Commissioner Carter said to discuss it at the next work session. The Board agreed.

5. Bailey v. the Town of Beaufort, et. al, 19 CVS 311

Arey Grady, Town Attorney, stated that this is to ratify the prior approval of the settlement agreement in this case. He noted that the settlement agreement does not involve Christi Wood as she was dismissed from the case early on based on a procedural motion. The courts determined that the allegations against Christi were without merit, even though she was named as a defendant at one point, therefore she is not signing the agreement. He said that pending any questions or comments from the Board, he would like to take a vote ratifying the agreement and authorizing Mr. Day to sign it.

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Mayor Newton asked the Board for any questions. There were none.

Commissioner Hagle made a motion to approve the request to ratify the settlement agreement. The motion passed unanimously.

Voting Yea: Commissioner Carter, Commissioner Hagle, Commissioner Harker, Commissioner Holinshed, Commissioner McDonald

Mayor/Commission Comments

Commissioner Carter said that she would like to see the Board appoint an ad hoc committee or a permanent Harbor Committee to make suggestions regarding the upcoming Harbor Management Plan. She said that it would be good to get feedback from citizens and what they want rather than what a consultant thinks they want.

Commissioner Harker encouraged everyone to continue to adhere to the 3W's. She also encouraged everyone to get the flu shot. She added that Saturday was a historic moment for women and women of color when Kamala Harris made history and broke into politics highest ranks to be voted Vice President of the United States. She said that she is a female advocate and has always wanted to see women rise to positions that can fill these voids.

Commissioner McDonald had none.

Commissioner Hollinshed thanked staff for publishing the paving schedule on the Town's website.

Commissioner Hagle said that there has been a lot of discussion about the marina and noted strong opinions on both sides. He said that he appreciates the comments and the Board's work on that. He said that he agrees with Commissioner Carter regarding the Harbor Committee and said that the Board should be involved in selecting those members. He said that his safety message for the night is to continue practicing the 3W's and to focus on your driving. He shared a recent experience involving a bicyclist and encouraged everyone to stay focused on driving.

Adjourn

Commissioner Hagle made a motion to adjourn. The motion passed unanimously.

Voting Yea: Commissioner Carter, Commissioner Hagle, Commissioner Harker, Commissioner Holinshed, Commissioner McDonald

Minutes were created by Kate Allen, Town Planner

_____

Mayor Everett S. (Rett) Newton

_____

Rachel Johnson, Deputy Clerk

Draft

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

Town of Beaufort Board of Commissioners Workshop Meeting
4:00 PM Monday, November 23, 2020 – Virtual Meeting via Zoom

AGENDA CATEGORY: Discussion & Consideration

SUBJECT: Case #20-12 Special Use Permit for a Kennel, Indoor/Outdoor Operation for 102 Professional Park Drive & 1975 Live Oak Street

BRIEF SUMMARY:

The applicant, Austin Vet Clinic, wishes to apply for a Special Use Permit for a Kennel, Indoor/Outdoor Operation for 102 Professional Park Drive & 1975 Live Oak Street. A description of the operation is included the packet including the hours of operation and the outside area to be used.

At the October 19, 2020 meeting the Planning Board unanimously recommended approval of the Special Use Permit with the following conditions:

- **That the indoor kennel area have sound proofing material to dampen the sound of animals and;**
- **That the vegetative buffer be designed and installed by an arborist to provide sound dampening between the outside area and the residents of Pearl Drive.**

REQUESTED ACTION:

Conduct a Quasi-Judicial Hearing

Decision on the Special Use Permit

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner, AICP

Planning & Inspections Director

PLANNING
STAFF REPORT

To: Mayor & Board of Commissioners

From: Kyle Garner, AICP, Planning Director

Date: November 16, 2020

Case No.: 20-12

THE REQUEST: Special Use Permit for a Kennel, Indoor/Outdoor Operation for 102 Professional Park Drive & 1975 Live Oak Street

BACKGROUND:

Location:	102 Professional Park Drive & 1975 Live Oak Street
Owner:	Lovings Family LLC
Applicant:	Austin Vet Clinic
Requested Action:	Provide Recommendation to Board of Commissioners
CAMA Land Use:	General Commercial
PINs:	731605073874000, 731605075636000
Size:	Existing Building 7,800 sq. feet
Existing Land Use:	Former Mech Works Office Building
Adjoining Land Use & Zoning:	North East– Single-Family Residences; Zoned TR & R-20 South East– Across Live Oak – Varied Commercial Operations zoned B-1 & R-20 South West – By the First Freewill Baptist Church - Zoned TR North West – Commercial Office & Gym; Zoned TR
SPECIAL INFORMATION:	This is an existing building and the business currently exist on Lennoxville Road and is an expansion of that business.

Public Utilities:	Water	Existing Service
	Sanitary Sewer	Existing Service

ACTION:

1. Conduct Quasi-Judicial Hearing; and
2. Required Findings for Items A-G
3. Decision on the Special Use Permit request.

Exhibit - A

STAFF COMMENTS:

This application is just for the kennel portion of the vet operation. The other use is considered as permitted use and the existing site meets all standards.

Section 20-B - Special Use Permits (Special Use Permit Application Procedures) requires a complete application to include a site plan.

At their October 19, 2020 meeting the Planning Board recommended of the Special Use Permit with the following conditions:

- **That the indoor kennel area have sound proofing material to dampen the sound of animals and;**
- **That the vegetative buffer be designed and installed by an arborist to provide sound dampening between the outside area and the residents of Pearl Drive.**

SECTION 20 Special Use Permit (*Town of Beaufort Land Development Ordinance*)

E) Required Findings

1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:

a) The proposed use is an allowable special use in the zoning district it is being located within;

b) The application is complete;

c) The location and character of the use will be in conformity with the Town's land use plan and other comprehensive planning elements;

d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;

e) The proposed special use will not substantially injure the value of adjoining or abutting properties;

f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,

g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.

CAMA Core Land Use Plan

Generally, growth and land development is anticipated to occur in all future land use categories except for the Conservation/Open Space classification. The type and density/intensity of projected development varies within each Future Land Use Map classification. Future Land Use projections are delineated in Figure 8, Future Land Use Map. The Future Land Use Map classifications are considered part of the Land Use Plan's policy.

Future Land Use Map Classifications

- **General Commercial Classification.** The General Commercial classification encompasses approximately 0.24 square miles (154 acres) or about 3.3 percent of the planning jurisdiction. The properties classified as General Commercial are located along the Town's major road corridor--US Highway 70.

- The General Commercial classification is intended to delineate lands that can accommodate a wide range of retail, wholesale, office, business services, and personal services. Areas classified as General Commercial may also include some heavy commercial uses as well as intensive public and institutional land uses. Minimum lot sizes typically range from 5,000 to 8,000 square feet unless a larger minimum lot area is required by the health department for land uses utilizing septic systems. Maximum floor area ratios (the total building floor area divided by the total lot area) range from 0.57 to 0.83. Land uses within General Commercial-designated areas are generally compatible with the B-1, General Business; B-W, Marina Business; and the TR, Transitional zoning districts. Public water service is needed to support the land uses characteristic of this classification. Public sewer service is needed to support the most intensive commercial uses. Streets with the capacity to accommodate higher traffic volumes are necessary to support commercial development.

- General Commercial-classified areas are anticipated to accommodate some of the most intensive land uses found in the Town's planning jurisdiction. The Town's goals and policies support the use of land in General Commercial-classified areas for a wide variety of retail and commercial services uses where adequate public utilities and streets are available or can be upgraded to support the intensity of development encouraged in this classification. Public and institutional land uses that support and that are compatible with this type of commercial development are also encouraged.

Use of the Future Land Use Plan Map to Guide Development

In preparing the Future Land Use Map, consideration was given to land development objectives and policies, land suitability, and the ability to provide the infrastructure to support growth and development. The Future Land Use Map depicts the general location of projected patterns of future land uses. The Future Land Use Map is a plan or guideline for the future.

The ultimate use and development of a particular parcel of land will be determined by property owners' desires, overall market conditions, implementation tools employed by the Town to regulate land use and development (such as the Town's zoning ordinance, subdivision regulations, flood hazard regulations), the absence of specific natural constraints to development, and the availability of the necessary infrastructure (water, sewer, roads, etc.) to support development.

Consequently, even though the Future Land Use Map may indicate a specific projected use in a particular location, many factors come into play to determine if the projected use is appropriate and the land can be developed as projected. Also, formal amendments to the zoning ordinance and subdivision ordinance will be required to specifically authorize the type of mixed use development envisioned in this Land Use Plan.

Achieving the projected patterns of land use indicated by the Future Land Use Map will be greatly impacted by timing. Much of the projected land use indicated on the Future Land Use Map will not come to fruition without market demand. Therefore, market and economic conditions must be conducive for growth and development. While the Land Use Plan attempts to provide a general expectation of growth based upon projected population change, it simply cannot predict the economic future. The demand for houses, businesses, industries, etc. will fluctuate widely with economic conditions.

The timing of the provision of infrastructure improvements, particularly water and sewer services and roads, will also have a tremendous impact on growth and development. Development will occur where infrastructure is available or can be made available to sustain that development. Consequently, achieving the Future Land Use Map land use projections will depend in large part upon if and when infrastructure is provided. The provision of public infrastructure depends upon the capability to provide the service and demand for the service. Economic climate will be a major factor in both the capability to make infrastructure available and the level of service demand (*Core Land Use Plan*, Section IV: Plan for the Future, pg. 100).

Guide for Land Use Decision Making

The Land Use Plan, as adopted by the elected officials of the Town of Beaufort and as may be amended from time to time, will serve as the primary guide upon which to make land use policy decisions. Every land use policy decision, such as a rezoning request or approval of a conditional or special use permit, will be measured for consistency with the goals, policies, and recommendations of the Plan. The elected officials, Planning Board, Board of Adjustment, and Town staff should utilize the Land Use Plan as the basic policy guide in the administration of the zoning ordinance, subdivision regulations, and other land development regulatory tools. Persons involved in the land development business as well as the general public can also utilize the Land Use Plan to guide private decisions regarding land use and land development.

The policy statements and recommendations of the Land Use Plan can also be of assistance to the elected officials in making long-range decisions regarding such matters as the provision of municipal services, thoroughfare planning, stormwater planning and management, implementation of economic development strategies, recreational facility planning, and preparation of capital and operating budgets.

It should be noted, however, that the Land Use Plan is one of a variety of guides in making a public policy decision. The Plan should be viewed as a tool to aid in decision making and not as the final decision (*Core Land Use Plan*, Section V: Tools for Managing Development, pg. 102).

Exhibits:

Vicinity Map
Zoning Map
CAMA Land Use Map
Application
Site Plan
Interior Space Layout
List of Property Owners within 200 feet

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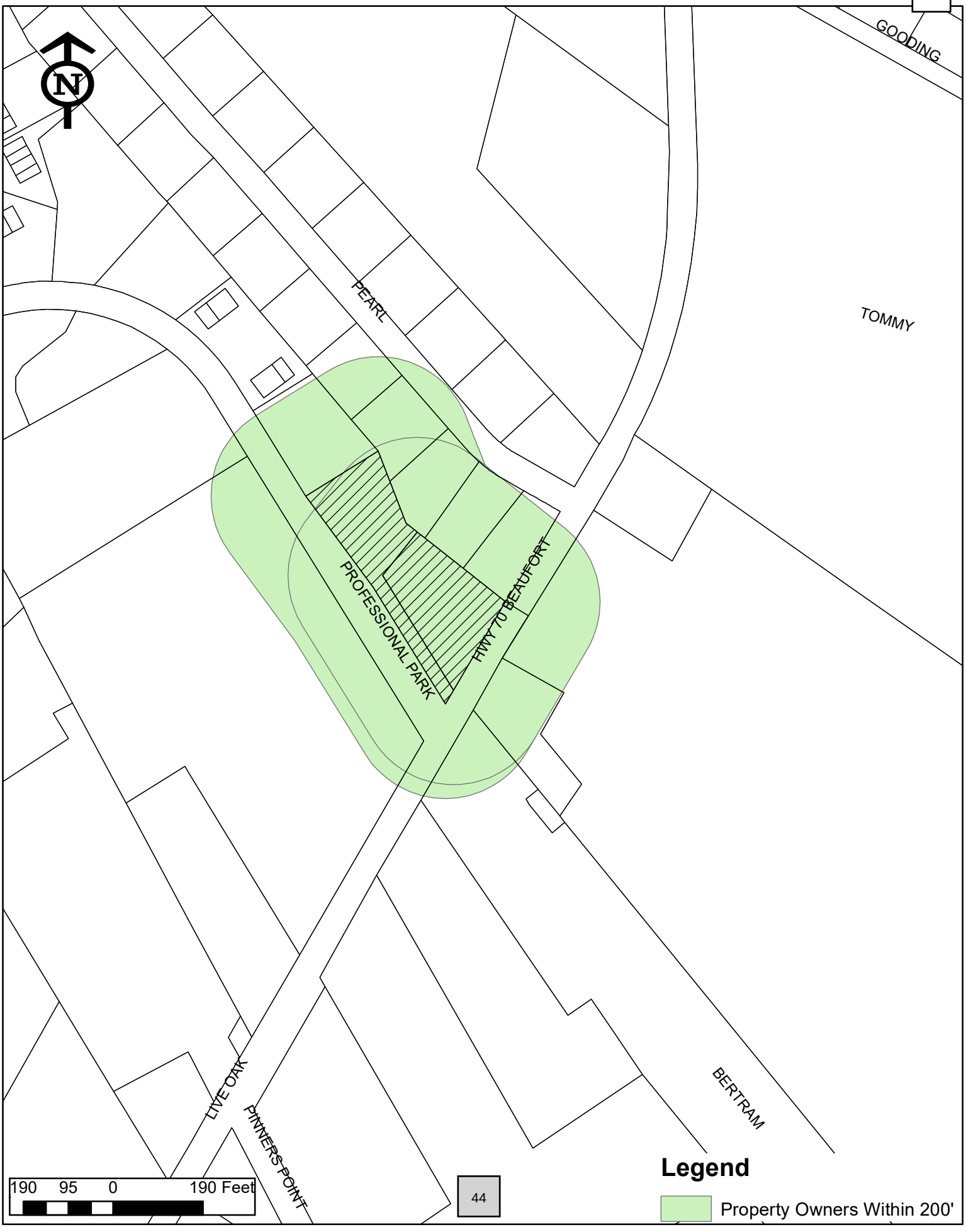
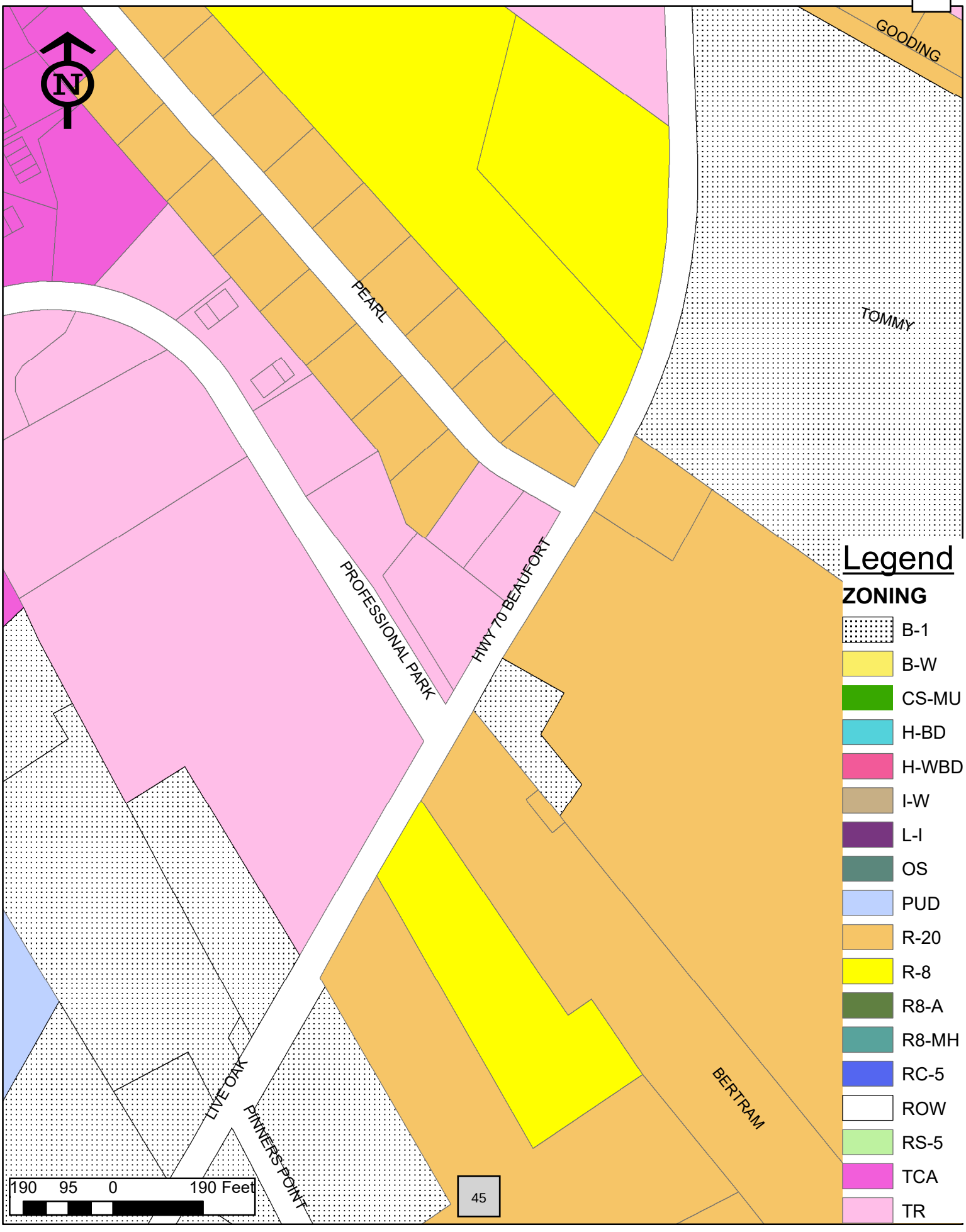
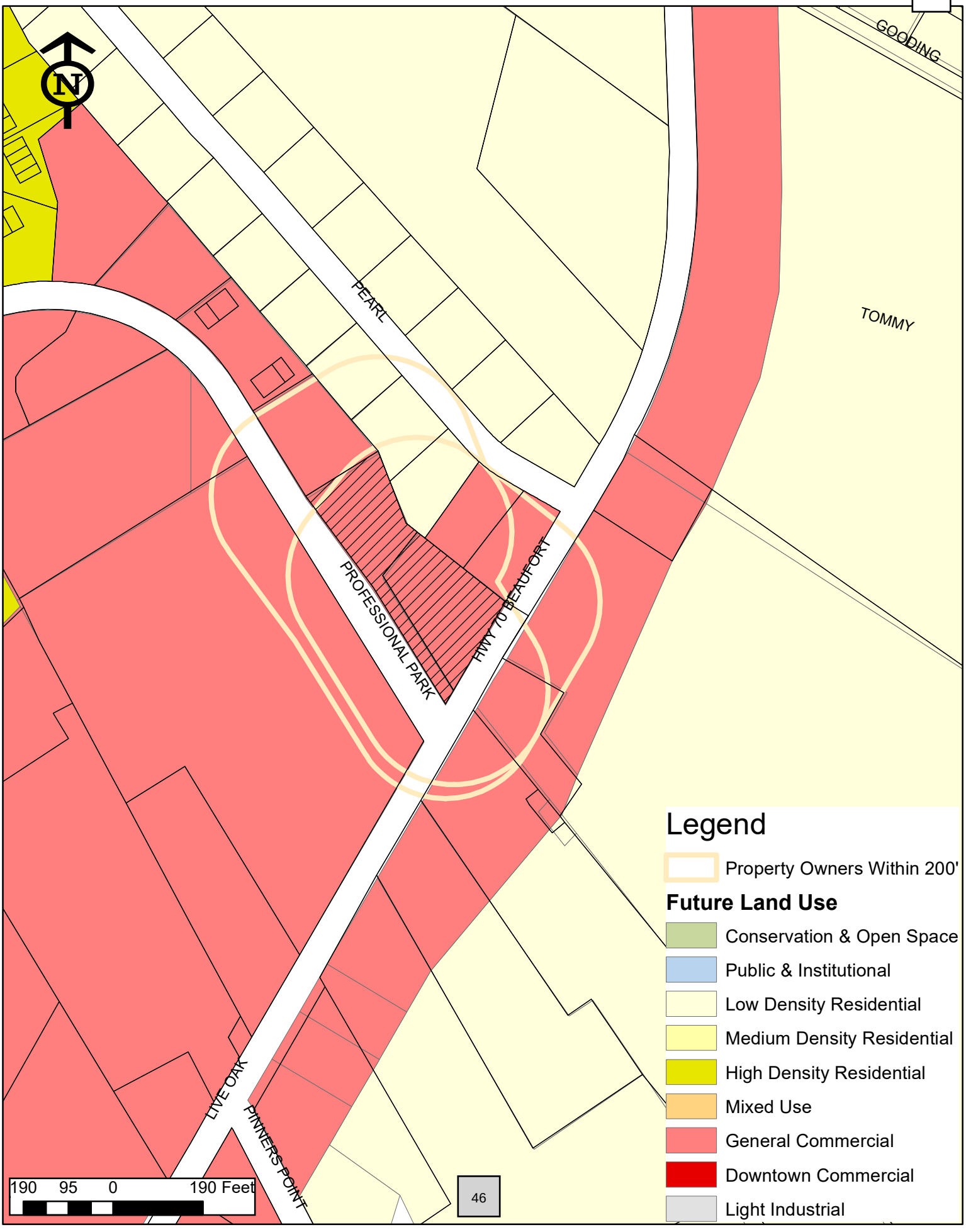
Case # 20-12 Vicinity Map - 102 Professional Park Dr. & 1975 Live Oak - Special Use Permit - Ke



Case # 20-12 Zoning Map - 102 Professional Park Dr. & 1975 Live Oak - Special Use Permit - Kennel



Case # 20-12 Future Landuse Map - 102 Professional Park Dr. & 1975 Live Oak - Special Use Permit - Ke



OWNER	MAIL_HOUS	MAIL_ST	MAIL_CITY	IL_ST	MAIL_ZI	MAIL_ADD2
BEAUFORT FIRST FWB CHURCH			BEAUFORT	NC	28516	PO BOX 2069
BERTRAM RENTAL PROPERTIES LLC	416	VICTORIA HILLS DR	FUQUAY VARINA	NC	27526	
COASTAL FITNESS & HEALTH INC			BEAUFORT	NC	28516	PO BOX 2126
E&R INVESTMENT PROPERTIES LLC	6410	CHEEK ROAD	DURHAM	NC	27704	
FRANKLIN MASONIC LODGE 109	104	PROFESSIONAL PARK DR	BEAUFORT	NC	28516	
FULCHER,JOEY JR ETUX MEGHAN	105	PEARL DRIVE	BEAUFORT	NC	28516	
GRASSI,FRANK	2004	FARNSTEAD CT	MOREHEAD CITY	NC	28557	
LOVINGS FAMILY LLC			BEAUFORT	NC	28516	PO BOX 2322
NEELY,BERTIE EUBANKS	846	NEELY RD	ASHEBORO	NC	27203	
SPAID,JOSEPH A ETUX MAUREEN	107	PEARL DR	BEAUFORT	NC	28516	
TAYLOR,GEORGE A ETUX MARIA L/T	238	JONAQUINS DRIVE	BEAUFORT	NC	28516	

APPLICATION FOR A SPECIAL USE PERMIT

Instructions:

Please complete the form below including all required attachments, a **$400.00 application fee,** and return to the Beaufort Town Hall; 701 Front Street; P.O. Box 390; Beaufort, N.C.; 28516. Incomplete applications will not be processed but will be returned to the applicant. Please call Planning and Inspections at (252) 728-2142 if there are any questions.

APPLICANT INFORMATION

Applicant Name: Dr. Sam Schmitt / Austin Veterinary Clinic

Applicant Address: 1550 Lennoxville Rd. ; Beaufort, NC 28516

Phone Number: #838-9028 Email: schmitts@vt.edu (cc: sam@wilsoncreekrealty.com)

Property Owner Name: Lovings Family, LLC (Ran Lovings)

Address of Property Owner: 2680 Lennoxville Rd. ; Beaufort, NC 28516

Phone Number: #732-4140 Email: rlovings@mechworksinc.com

PROPERTY INFORMATION

Property Address: 102 Professional Park Dr. / 1975 Live Oak St.

15-Digit PIN: 731605073874000 / 731605075636000 Lot/Block #: Deed Book: 1329/1339 Pg. No: 417/438

Size of Property (in square feet or acres): 1.087 ac. / 1.36 ac. Current Zoning: TR

Current Use of Property: office/commercial / vacant lot Requested Use: medical office w/ boarding facility

An application fee of **$400.00**, either in cash, money order, or check made payable to the "*Town of Beaufort*" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

Please refer to the Town's ***Land Development Ordinance***, Sections 20 & 27, and all other pertinent sections of the Ordinance for information required to accompany this application. Any plans or documents submitted should be submitted in an electronic or digital format and one printed color copy of such documents submitted with the application.

The town's website address is www.beaufortnc.org.

Applicant Signature — Date of Applicant's Signature: 9/23/20

Property Owner Signature (if different than above) — Date of Owner's Signature: 9/23/20

OFFICE USE ONLY Revised 8/2020

Date: _____ Reviewed for Completeness By: _____

Received by: _____ Date Deemed Complete and Accepted: _____

9.21.2020

Re: Special Use Permit Application

Dear Beaufort Planning Board,

Dr. Sara Austin and Dr. Sam Schmitt, doing business as Austin Veterinary Clinic, in Beaufort are pleased to apply for a special use permit regarding a portion of their planned expanded services at their new veterinary hospital in Beaufort, NC. Due to year over year growth of their existing patient base, along with seeing a need for expanded services in the area, Dr. Austin and Dr. Schmitt have recently entered into a contract to purchase the existing office / commercial building at 102 Professional Park Dr. along with the adjacent vacant lot which has a physical address of 1975 Live Oak Street. Their intention is to up fit the existing building into a first class, full service, veterinary hospital. The planned expansion from their current practice location will help them to satisfy the growing need of both current and future patients in the community.

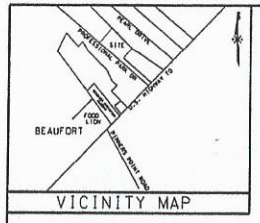
In meeting with town officials, it is our understanding that the hospital / office portion of this intended plan and use is already allowed within the current zoning classification of "Transitional District" (TR). We are applying for a special use permit in order to incorporate a boarding facility at the hospital as well. The portion of the facility that would be dedicated to the boarding of animals can be seen on the attached internal design of the hospital plan, and is approximately about 10% of the total internal operational footprint. There would also be a small outside fenced in area adjacent to the existing building on the vacant lot as seen on the attached site design sketch. Some important facts regarding this plan, and request, are as follows……..

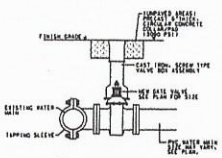
- The exterior of the existing building, parking areas, etc. will remain as they are now. All planned modifications and changes will be internal.
- The proposed boarding facility will plan to accommodate approximately 10 felines and between 10 to 15 canines.
- As seen there is a design plan for an inside play area for the animals within the building so it is not necessary to only limit their exercise and / or rehabilitation to an outside area.
- The outside, fenced in, area will be directly adjacent to the building and be approximately 30' by 50'. It will be a commercial grade privacy fence.
- This outside area will ONLY be utilized when weather permits, and during normal business hours. (9am to 5pm).
- The outside area will never be utilized when staff is not on site.

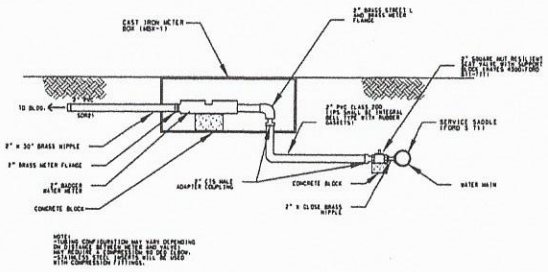
We look forward to addressing any further questions that may arise during the review process as well as to continue to serve the community and our patients in our new, expanded, facility.

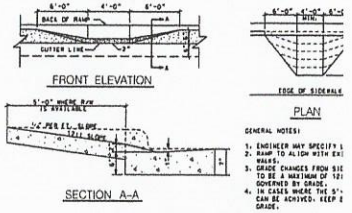
Sincerely,

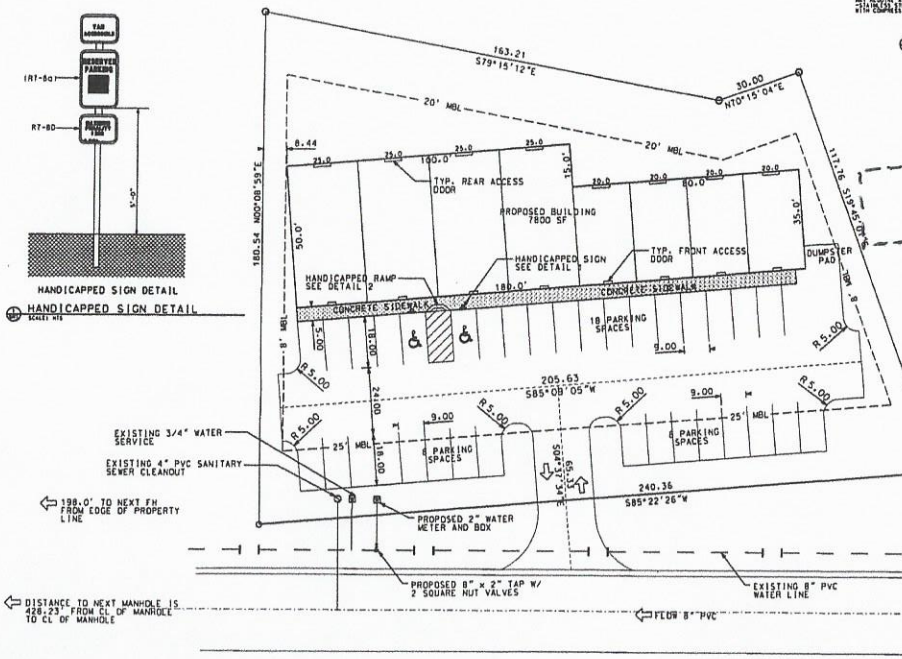
Dr. Sara Austin / Dr. Sam Schmitt











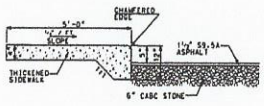
SITE DATA:

TOTAL TRACT AREA	= 41,764.94 SQ FT
ZONING CLASSIFICATION	= CH
EXISTING IMPERVIOUS:	
BUILDING	= 7,800.00 SQ FT
PARKING LOT	= 13,102.60 SQ FT
SIDEWALKS	= 882.51 SQ FT
TOTAL IMPERVIOUS	= 21,785.81 SQ FT
% IMPERVIOUS	= 52%

SETBACKS FOR COMMERCIAL

FRONT = 25'
SIDE = 8'
BACK = 20'

WATER SOURCE - TOWN OF BEAUFORT
SEWER SOURCE - TOWN OF BEAUFORT



LEGEND

AC	ACRE
CO	CLEAN OUT
DI	DROP INLET
EIP	EXISTING IRON PIPE
EIR	EXISTING IRON ROD
EL	ELEVATION
ESMT	EASEMENT
FH	EXISTING FIRE HYDRANT
FN	EXISTING PK NAIL
FRN	EXISTING FENCE
GC	EXISTING SANIT. SEWER CLEANOUT
EXSSCO	EXISTING SANIT. SEWER MANHOLE
EXSSMH	EXISTING WATER SERVICE
EXWS	EXISTING WATER VALVE
EXWV	EXISTING WATER METER
FES	FLARED END SECTION
FH	FIRE HYDRANT
GW	GUY WIRE
GWA	GUY WIRE ANCHOR
HC	HANDICAP
INV	INVERT
LBW	LINEAR FEET
LF	MINIMUM BUILDING LINE
MBL	NON OR 3 GENERLY
NAV	POWER POLE
PP	POLYVINYL CHLORIDE
PVC	REINFORCED CONCRETE PIPE
RCP	RIGHT OF WAY
ROW	SIDEWALK
SW	TEMPORARY BENCH MARK
TBM	

20 10 0 20 40
SCALE: 1" = 20'

PROPOSED SITE PLAN

MechWorks, I

BEAUFORT TOWNSHIP, CARTERET COUNTY, NORTH CAROLINA

CLIENT: L.A.DOWNEY, INC

ADDRESS: P.O. BOX 1466
MOREHEAD CITY, NC 28557

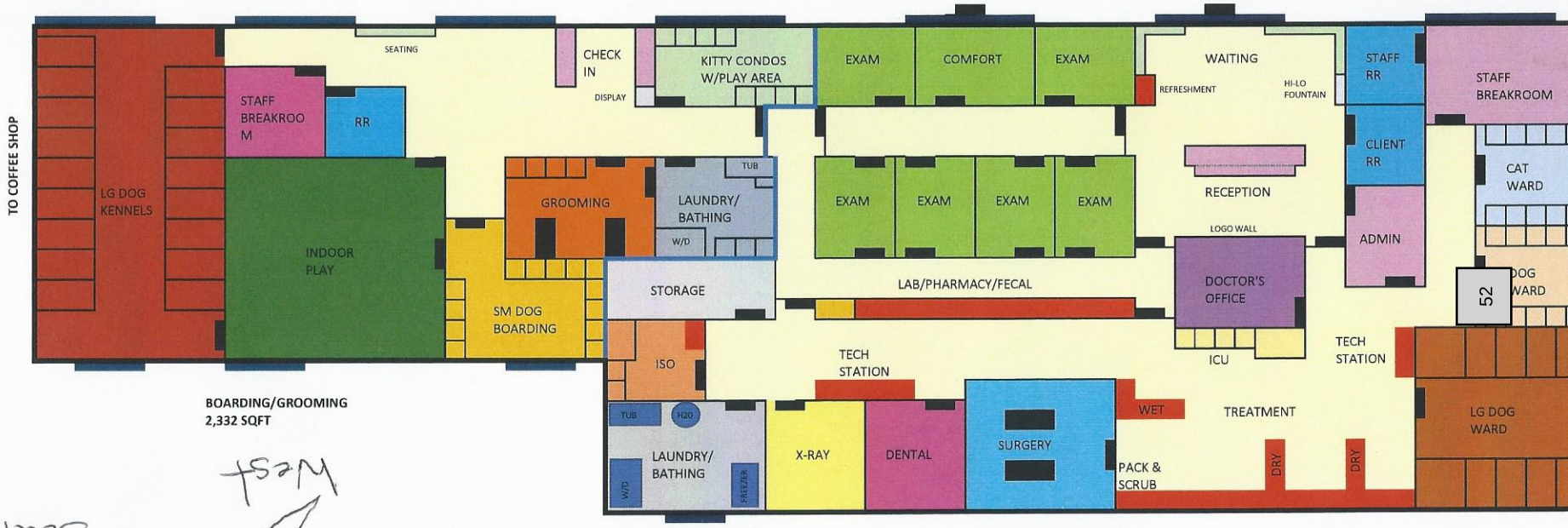
PHONE: (252)726-2847

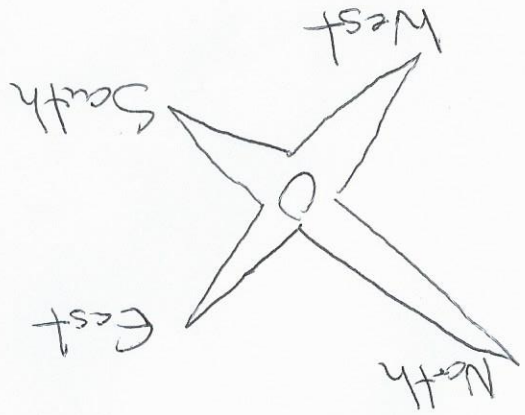
STROUD ENGINEERING, P.A.
1818 HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 247-7479
preliminary not for construction
RONALD D.CULLIPHER P.E.

SHEET 1 OF 3
PROJECT #: PM1811 MECHWORKS
DESIGN FILE #: PM1811 MECHWORKS/PM1811 CONTRUCTION PLANS

2.

front of building / parking





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

Town of Beaufort Board of Commissioners Work Session
4:00 PM Monday, November 23, 2020 – Virtual Meeting via Zoom

AGENDA CATEGORY:	Items for Discussion and Consideration
SUBJECT:	Case No. 20-11 – Request to Rezone 1205 Lennoxville Road

BRIEF SUMMARY:

This is a request to rezone 1205 Lennoxville Road from B-1 General Business to TCA Townhomes, Condominiums and Apartments

REQUESTED ACTION:

Schedule public hearing and place on agenda for consideration.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Kate Allen, Town Planner

BUDGET AMENDMENT REQUIRED:

No

Staff Report

To: Board of Commissioners
From: Kate Allen

Date: 10/22/2020
Meeting Date: 12/14/2020

Case Number 20-11

Summary of Request: Request to Rezone 1205 Lennoxville Road from B-1 General Business District to TCA – Townhomes, Condominiums & Apartments District

Background

Location(s) & PIN 1205 Lennoxville Road (PIN 730619506568000)

Owner F & G Management, LLC
Applicant F & G Management, LLC

Current Zoning B-1 General Business District

Lot(s) Size & Conformity Status 0.42 acres or 18,234 ft^2
Conforming Lot of Record
Road Frontage – Lennoxville Road 112.71'
Road Frontage – Legion Drive 116.18'

Existing Land Use Residential

CAMA Future Land Use Map
Amendment Required ☒ Yes ☐ No Light Industrial to Mixed Use

Adjoining Land Use & Zoning
North TCA; Beaufort Housing Authority
South B-1 & L-I; Beaufort Storage Stables, LLC
East L-I; Storage Plus, Safrit's Building Supply
West B-1 & R-8; Residential

Special Flood Hazard Area ☒ Yes ☐ No 0.2% Annual Chance Flood Hazard

Public Utilities
Water ☒ Available ☐ Not Available
Sewer ☒ Available ☐ Not Available

Additional Information Please see Staff Comments

Requested Action
- Conduct public hearing
- Schedule date of decision following required 24-hour comment period

Staff Comments

The Planning Board considered the request at the October 19, 2020 meeting. The board unanimously recommended approval of the request as submitted. The consistency statement is included in the attachments of this report.

Approval of the request would require a simultaneous amendment to the CAMA Core Land Use Plan – Future Land Use Map.

District Standards

The current **B-1 General Business**

Minimum Lot Size	5,000 Square Feet	Setbacks	
Minimum Lot Width	60 Feet	Front	30 Feet
Maximum Building Height	40 Feet	Rear	15 Feet
		Side	15 Feet

The requested **TCA Townhomes, Condominiums & Apartments**

Minimum Lot Size	2,750 Square Feet	Setbacks	
Minimum Lot Width	80 Feet	Front	25 Feet
Maximum Building Height	35 Feet	Rear	30 Feet
		Side (ROW)	15 Feet
		Side	8 Feet

Consistency Statement & CAMA Core Land Use Plan Amendment

In accordance with **NCGS § 160A-383**, the consistency statement must include one of the following:

- A statement recommending approval of the zoning amendment and describing its consistency with the CAMA Core Land Use Plan
- A statement recommending denial of the zoning amendment and describing its inconsistency with the CAMA Core Land Use Plan
- A statement recommending approval of the zoning amendment containing the following:
    - Declaration that the approval is also deemed an amendment to the CAMA Core Land Use Plan
    - An explanation of the change in conditions the board took into consideration when recommending approval

CAMA Core Land Use Plan – Future Land Use Classifications

Current: Light Industrial

The Industrial classification is intended to delineate lands that can accommodate industrial and manufacturing establishments. Some heavy commercial uses as well as services and businesses which support industrial land uses are also appropriate land uses within the Industrial classification. The minimum lot size typically is 8,000 square feet unless a larger minimum lot

area is required by the health department for land uses utilizing septic systems. Maximum floor area ratios range from 0.36 to 0.57. Land uses within the Industrial-designated areas are generally compatible with the L-I, Light Industrial and the I-W, Industrial Warehouse zoning districts. Public water and sewer service is needed to support the land uses characteristic of this classification. Streets with the capacity to accommodate higher traffic volumes are necessary to support the intensity of development expected within the Industrial Classification.

Requested: Mixed Use

The anticipated residential density within this classification ranges from medium to high density. Multifamily densities are consistent with the current requirements of the Town's zoning ordinance which allows a density range of up to 16 dwellings per acre for planned developments. Residential building types encouraged within this classification include single-family attached dwellings, condominiums, cluster developments, and multifamily dwellings. Commercial uses include a variety of retail, office, business services, and personal services. Minimum lot sizes are generally dependent upon the specific nature and characteristics of the land use but typically range from 2,750 to 20,000 square feet for residential land uses and 3,000 to 8,000 square feet for nonresidential land uses. Maximum floor area ratios for nonresidential land uses range from 0.57 to 2.13. Land uses within the Mixed Use-designated areas are generally compatible with B-1, General Business; B-W, Business Waterfront; TR, Transitional; TCA, Townhomes, Condominiums, Apartments; and PUD, Planned Unit Development Zoning Districts. Public water and sewer service is needed to support the land uses characteristic of this classification. Streets with the capacity to accommodate higher traffic volume are necessary to support the intensity of development expected within the Mixed Use Classification.

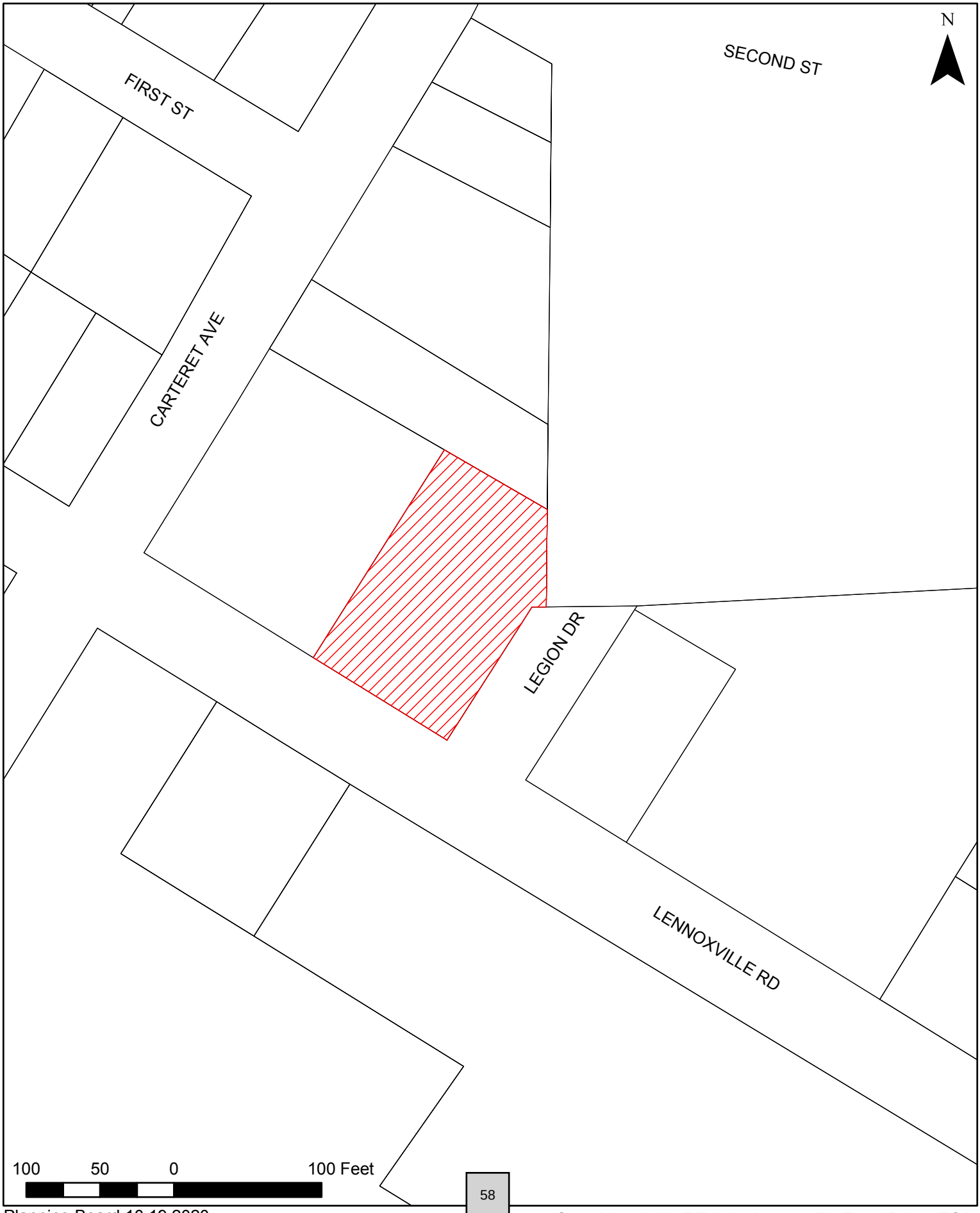
Attachments:

1. Property Owners Within 100 Feet
2. Vicinity Map
3. Aerial Map
4. Current Zoning Map
5. Future Land Use Map
6. SFHA & Contours Map
7. LDO Excerpts – B-1 General Business District
8. LDO Excerpts – TCA Townhomes, Condominiums & Apartments District
9. Application as Submitted
10. Letter of Support
11. Planning Board Consistency Statement
12. Resolution Amending CAMA Core Land Use Plan Future Land Use Map
13. Ordinance Amending Town of Beaufort Zoning Map

CASE NO. 20-11 PROPERTY OWNERS WITHIN 100 FEET

PIN	OWNER	MAILING ADDRESS	CITY	STATE	ZIP
730619603873000	UNITED STATES OF AMERICA		WASHINGTON	DC	20240
730619506861000	CLARK,JOHN W	103 LENNOXVILLE POINT RD	BEAUFORT	NC	28516
730619506734000	RAITER,PATRICK JACOBS	103 CARTERET AVENUE	BEAUFORT	NC	28516
730619505665000	ELLISON,WILLIAM L ETUX GRACE L	1201 LENNOXVILLE ROAD	BEAUFORT	NC	28516
730619507590000	MERCER,GARY A ETUX JUDITH S	106D PROFESSIONAL PARK DR	BEAUFORT	NC	28516
730619504243000	CARTERET COURT LLC	PO BOX 25168	WINSTON-SALEM	NC	27114
730619505423000	BEAUFORT STORAGE STABLES LLC; C/O JOE NEWELL	225 BRYANT ST	DENVER	CO	80219
730619508002000	SAFEWOOD LLC	PO BOX 388	BEAUFORT	NC	28516
730619509448000	MERCER,GARY A ETUX JUDITH S	106D PROFESSIONAL PARK DR	BEAUFORT	NC	28516

Vicinity Map

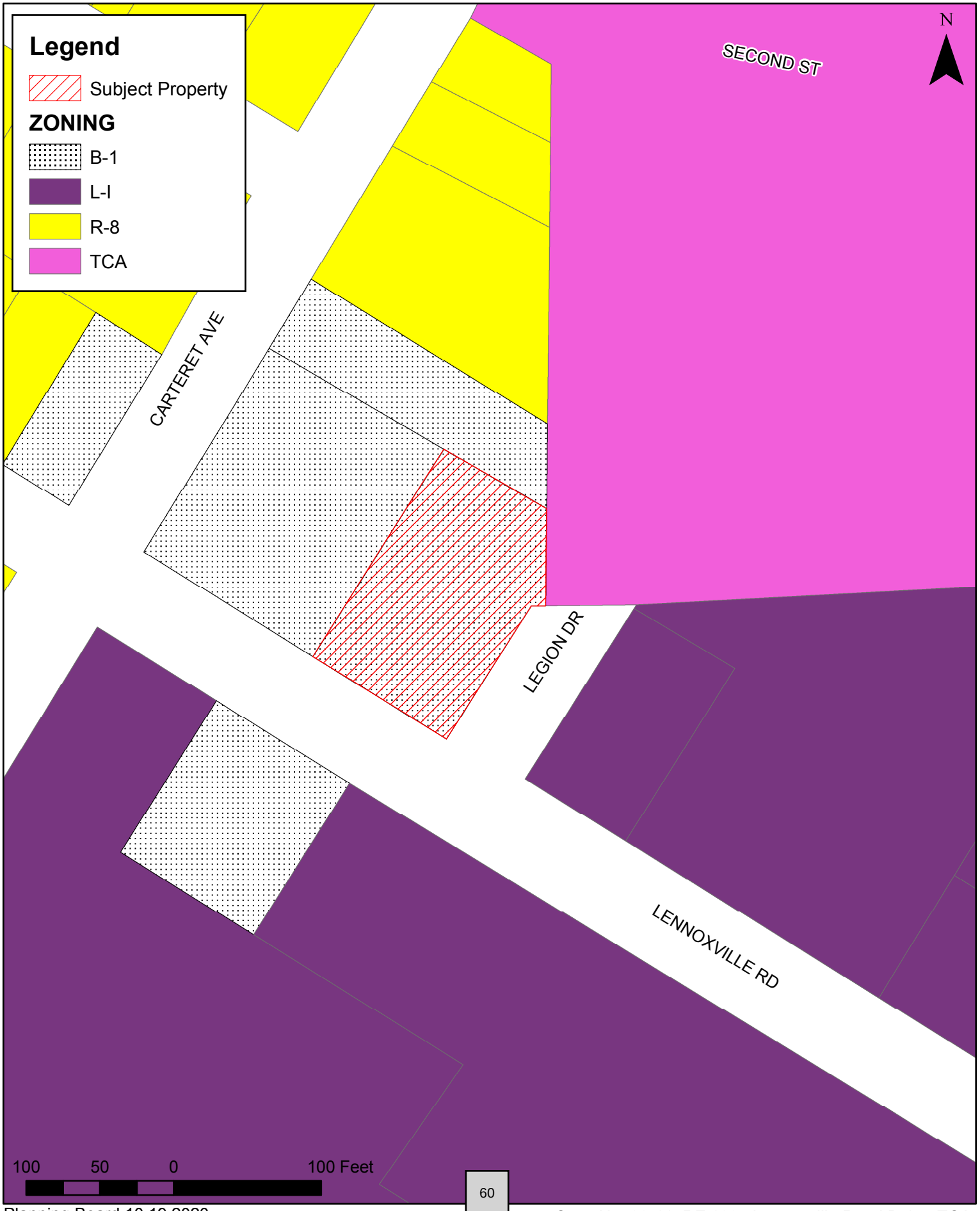


Aerial

Planning Board 10.19.2020

Case No. 20-11: RZ 1205 Lennoxville Road B-1 to TCA

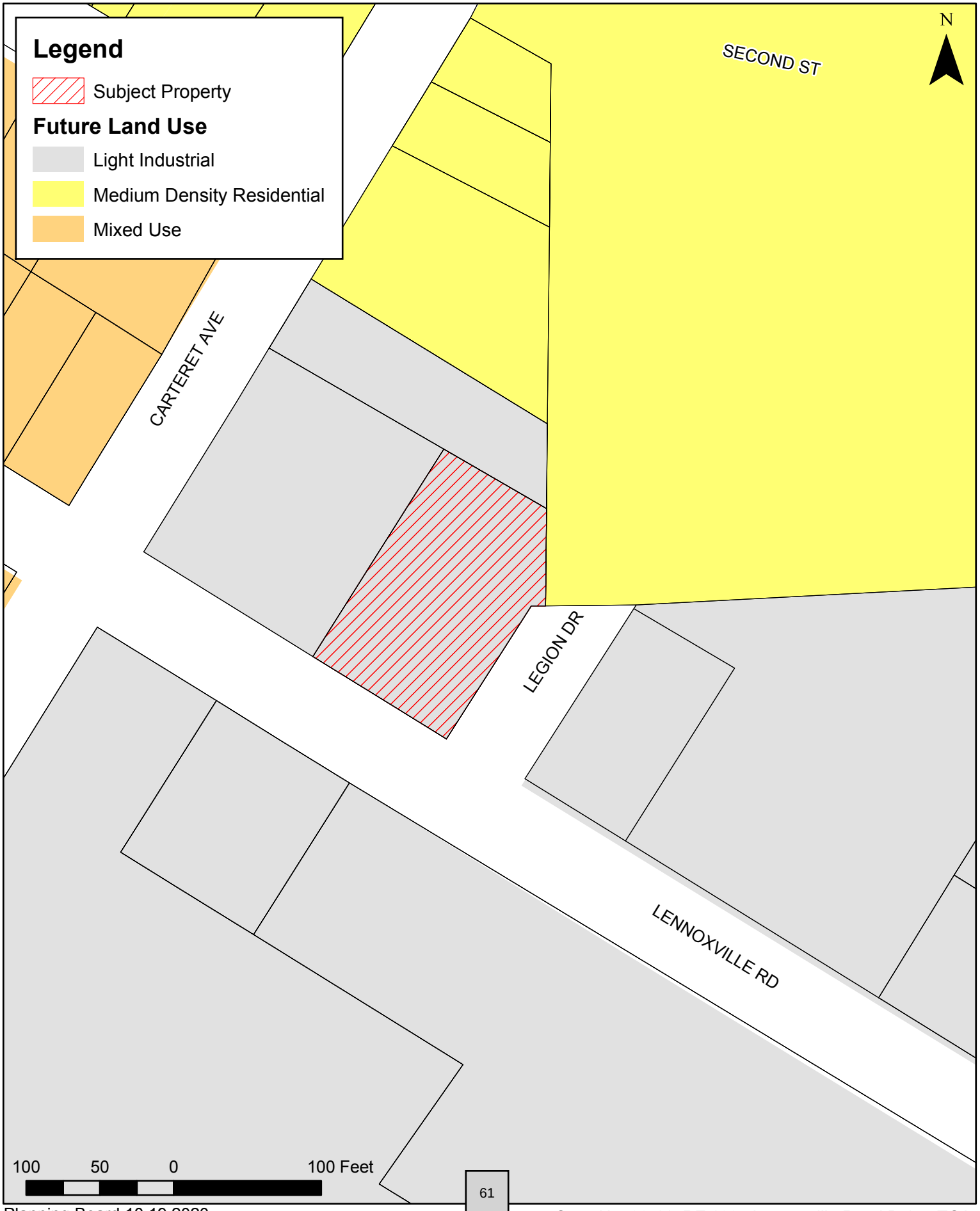
Current Zoning



Planning Board 10.19.2020

Case No. 20-11: RZ 1205 Lennoxville Road B-1 to TCA

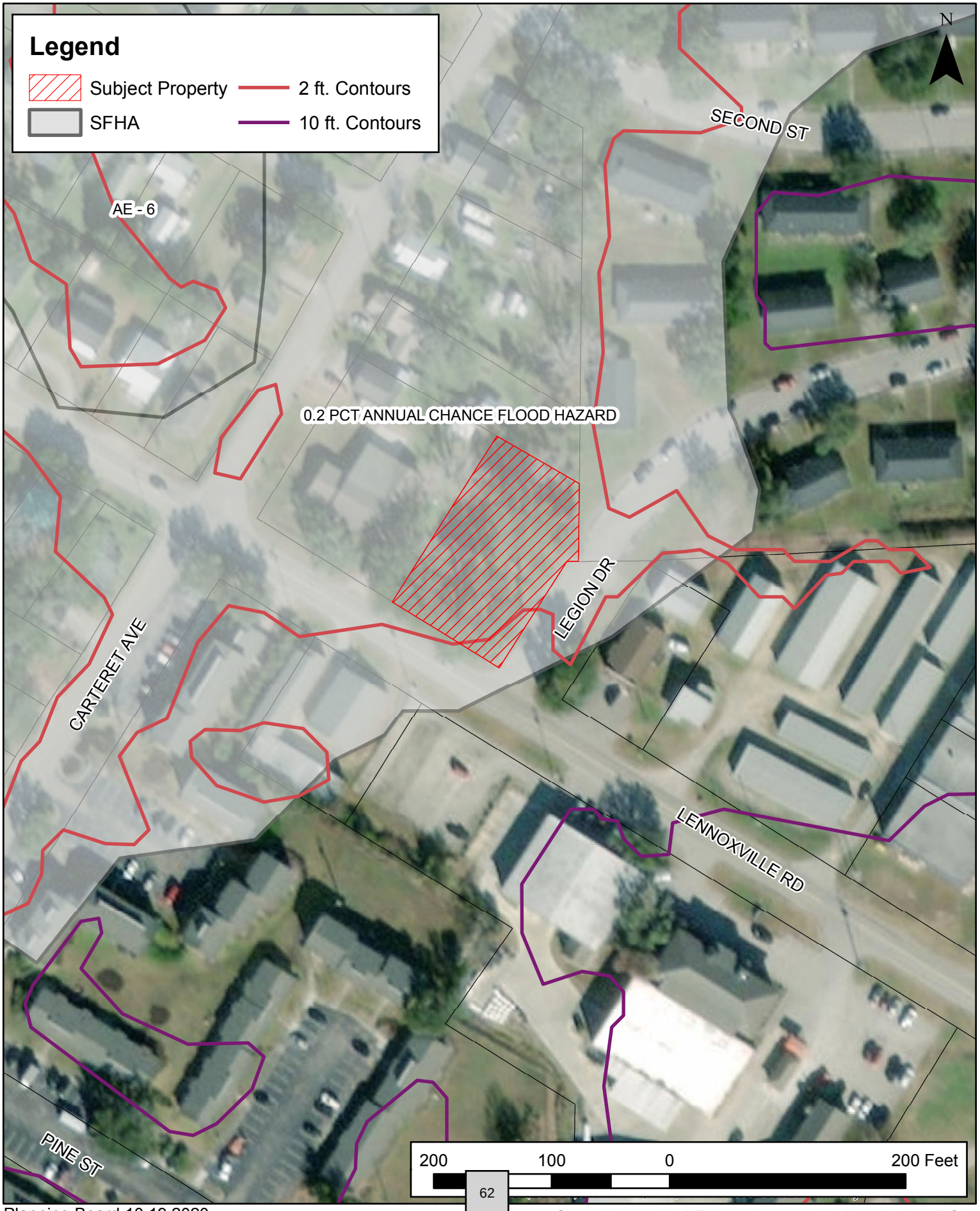
Future Land Use



Planning Board 10.19.2020

Case No. 20-11: RZ 1205 Lennoxville Road B-1 to TCA

Flood Hazard Areas & Contours



Planning Board 10.19.2020

Case No. 20-11: RZ 1205 Lennoxville Road B-1 to TCA

C) ***B-1 General Business District.***

The General Business District is established as the district in which a wide variety of sales and service facilities may be provided to the general public. This district will be located throughout the Town's planning jurisdiction.

1) Minimum Lot Size.

All lots in the B-1 district shall be a minimum of five thousand square feet (5,000 ft^2).

2) Minimum Lot Width.

All lots in the B-1 district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

Table 9-5 Lot Requirements

District	*Front Setback (Right-of-Way)*	*Rear Setback*	*Side Setback*	*Building Height Limitation*
B-1	30 feet	15 feet	15 feet	40 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

Amusement Establishment
Antenna Co-Location on Existing Tower
Aquaculture
Assisted Living
Athletic Field, Public
Bed & Breakfast
Boat Sales/Rentals
Car Wash
Club, Lodge, or Hall
Commercial Indoor Recreation Facility
Community Garden
Concealed (Stealth) Antennae & Towers
Convenience Store
Day Care Center
Dock
Dry Boat Storage
Financial Institution
Government/Non-Profit Owned/ Operated Facilities & Services
Hospital
Hotel or Motel
Kennel, Indoor Operation Only
Library
Liquor Store
Moped/Golf Cart Sales/Rentals
Mortuary/Funeral Home/Crematorium
Motor Vehicle Sales/Rentals
Museum
Neighborhood Recreation Center, Public

Nursing Home
Office: Business, Professional, or Medical
Other Building-Mounted Antennae & Towers
Outdoor Retail Display/Sales
Park, Public
Parking Lot
Parking Structure
Personal Service Establishment
Pool Hall or Billiard Hall
Produce Stand/Farmers' Market
Public Safety Station
Public Utility Facility
Religious Institution
Resource Conservation Area
Restaurant with Drive-Thru Service
Restaurant with Indoor Operation
Retail Store
Satellite Dish Antenna
Signs, Commercial Free-Standing
Tavern/Bar/Pub with Indoor Operation
Temporary Construction Trailer
Theater, Small
Transportation Facility
Utility Minor
Vehicle Charging Station
Vehicle Service

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Adult-Oriented Retail Establishment
Commercial Outdoor Amphitheater
Commercial Outdoor Recreation Facility
Commercial Waterfront Facility
Gas/Service Station
Golf Driving Range
Hazardous Material Storage
Kennel, Indoor/Outdoor Operation
Manufacturing, Light
Marina
Microbrewery
Mini-Storage
Mixed Use
Outdoor Amphitheater, Public
Outdoor Storage
Preschool
Restaurant with Outdoor Operation
School, K-12
School, Post-Secondary
Tavern/Bar/Pub with Outdoor Operation
Theater, Large
Utility Facility
Wholesale Establishment

SECTION 8 Transitional Zoning Districts

A) ***TCA Townhomes, Condominiums, Apartments District.***

This district is established to provide a high density district in which the primary uses are multi-family residences and duplexes. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Maximum Overall Density.

The TCA district shall have a maximum density of twelve units per acre.

2) Minimum Lot Size.

All lots in the TCA district shall be a minimum of two thousand, seven hundred, and fifty square feet (2,750 ft^2) per dwelling unit.

3) Minimum Lot Width.

All lots in the TCA district shall have a minimum lot width of eighty feet (80') at the minimum building line.

4) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

Table 8-1 Interior Lot Requirements

District	*Front Setback (Right-of-Way)*	*Rear Setback*	*Side Setbacks*	*Building Height Limitation*
TCA	25 feet	25 feet	8 feet	35 feet

Table 8-2 Corner Lot Requirements

District	*Designated Front (Right-of-Way) Setback*	*Designated Side (Right-of-Way) Setback*	*Rear Setback*	*Side Setback*	*Building Height Limitation*
TCA	25 feet	15 feet	30 feet	8 feet	35 feet

Table 8-3 Double Frontage Lot Requirements

District	*Designated Front (Right-of-Way) Setback*	*Designated Rear (Right-of-Way) Setback*	*Side Setbacks*	*Building Height Limitation*
TCA	25 feet	15 feet	8 feet	35 feet

5) Accessory Building Setback Requirements.

All accessory buildings must comply with the lot setback requirements as set forth in section 2-F, section 6, section 15, and all the other sections of this Ordinance.

6) Covenants.

In any development proposing common areas, jointly-used structures, or private streets, restrictive and protective covenants which provide for party wall rights, harmony of external design, continuing maintenance of building exteriors, grounds, or other general use improvements and similar matters, shall be submitted to the Town and approved by

the BOC. Condominium development must submit evidence of compliance with the North Carolina Condominium Act.

7) Permitted Uses.

Antenna Co-Location on Existing Tower
Assisted Living
Athletic Field, Public
Carport
Community Garden
Concealed (Stealth) Antennae & Towers
Dock
Dormitory
Dwelling, Duplex/Townhome
Dwelling, Multi-Family
Garage, Private Detached
Government/Non-Profit Owned/ Operated Facilities & Services
Group Home
Home Occupation
Neighborhood Recreation Center Indoor/Outdoor, Private
Neighborhood Recreation Center, Public
Nursing Home
Park, Public
Public Safety Station
Public Utility Facility
Resource Conservation Area
Shed
Signs, Commercial Free-Standing
Temporary Construction Trailer
Utility Minor
Vehicle Charging Station

8) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Athletic Field, Private
Dwelling, Single-Family
Golf Course, Privately-Owned
Golf Driving Range
Hotel or Motel
Marina
Mixed Use
Outdoor Amphitheater, Public
Personal Service Establishment
Preschool
Religious Institution
Restaurant with Drive-Thru Service
Restaurant with Indoor Operation
Restaurant with Outdoor Operation
Retail Store
Satellite Dish Antennas
School, Post-Secondary
Tavern/Bar/ Pub with Indoor Operation
Tavern/Bar/ Pub with Outdoor Operation
Theater, Small
Transportation Facility
Utility Facility

Town of Beaufort
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
252-728-2141 • 252-728-3982 fax
www.beaufortnc.org

APPLICATION FOR AN AMENDMENT TO THE BEAUFORT ZONING MAP

Instructions:

Please complete the application below, include all the required attachments and the **$300.00 for Rezoning request with no Land Use Plan Change** or **$400.00 for Rezoning Request with Land Use Plan Change** and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

APPLICANT INFORMATION

Applicant Name: F and G Management

Applicant Address: 4044 Arendell Street, Morehead City, NC 28557

Phone Number: 252-241-3747 Email: frank@eastmancarpet.com

Property Owner Name: F and G Management

Address of Property Owner: 4044 Arendell Street, Morehead City, NC 28557

Phone Number: 252.241-3747 Email: frank@eastmancarpet.com

PROPERTY INFORMATION

Property Address: 1205 Lennoxville Road, Beaufort, NC 28516

15-Digit PIN: 7306.19.5065680000 Lot/Block Number: 4, 5 PT 6, 7/B9

Size of Property (in square feet or acres): .4186

Current Zoning: B-1 Requested Zoning: TCA

Current Use of Property: ☑ Residential ☐ Vacant ☐ Commercial ☐ Other: _____

Applicant Signature — Date of Applicant's Signature: 9/23/2020

Property Owner Signature (if different than applicant) — Date of Owner's Signature

An application fee of **$300.00 for Rezoning request with no Land Use Plan Change** or **$400.00 for Rezoning Request with Land Use Plan Change**, either in cash, money order, or check made payable to the "Town of Beaufort," should accompany this application. Payments can be made in person on the day of submittal and at such time, a credit card can be used to make the payment. Credit card payments are subject to a 3% extra fee.

Please refer to the ***Land Development Ordinance***, Section 3 and all other pertinent sections for the information required to accompany this application.

REQUIRED ATTACHMENTS FOR AN AMENDMENT TO THE BEAUFORT ZONING MAP

Please provide the following as attachments to the zoning map amendment form:

1. A statement as to whether or not the proposed zoning amendment is consistent with the Beaufort Land Use Plan.
2. A statement as to how the zoning amendment will promote the public health, safety or general welfare of the Town of Beaufort.
3. Proof of ownership (For example: a copy of the deed or city tax statement).

   If a property is owned by more than one individual or if multiple properties under different ownership are applying under one request, attach a statement and signatures indicating that all owners have given consent to request the zoning change.
4. An area map of property to scale which includes:
   - North Arrow;
   - All Property lines and accurate property line dimensions;
   - Adjacent streets and names;
   - Location of all easements;
   - Location of all structures;
   - Zoning classifications of all abutting properties.
5. Please submit one digital/electronic copy of any drawings or plans associated with the amendment. At least one paper copy of the drawings or plans should also be submitted.
6. A TYPED list all property owners (with addresses) within 100 feet of the boundary lines of all properties requested to be rezoned (notification of adjacent property owners by the Town is required by North Carolina law).

THE COMPLETE APPLICATION WITH SUPPORTING DOCUMENTATION IS DUE TO TOWN STAFF AT LEAST 15 WORKING DAYS PRIOR TO A SCHEDULED PLANNING BOARD MEETING.

The Town's website is **www.beaufortnc.org**.

OFFICE USE ONLY

Revised 08/2020

Received by: _____ Reviewed for Completeness By: _____

Date: _____ Date Deemed Complete and Accepted: _____

F and G Management

4044 ARENDELL STREET
MOREHEAD CITY, NC 28557
252-726-2737 FAX: 252-726-6990

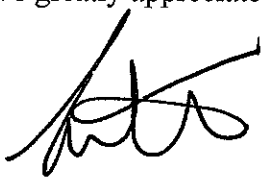
September 23, 2020

To: Town of Beaufort
RE: Amendment Rezoning Map

Thank you for accepting our application for rezoning the property at 1205 Lennoxville Road. Current zoning of this property is B-1 with past/current use as residential. The future Land Use Map states proposed usage as Light Industrial. We request an amendment to revise zoning to the TCA district. The "Mixed Use Classification" is intended to delineate areas where there is potential to redevelop the existing properties and adjoining vacant land for multiple land uses".

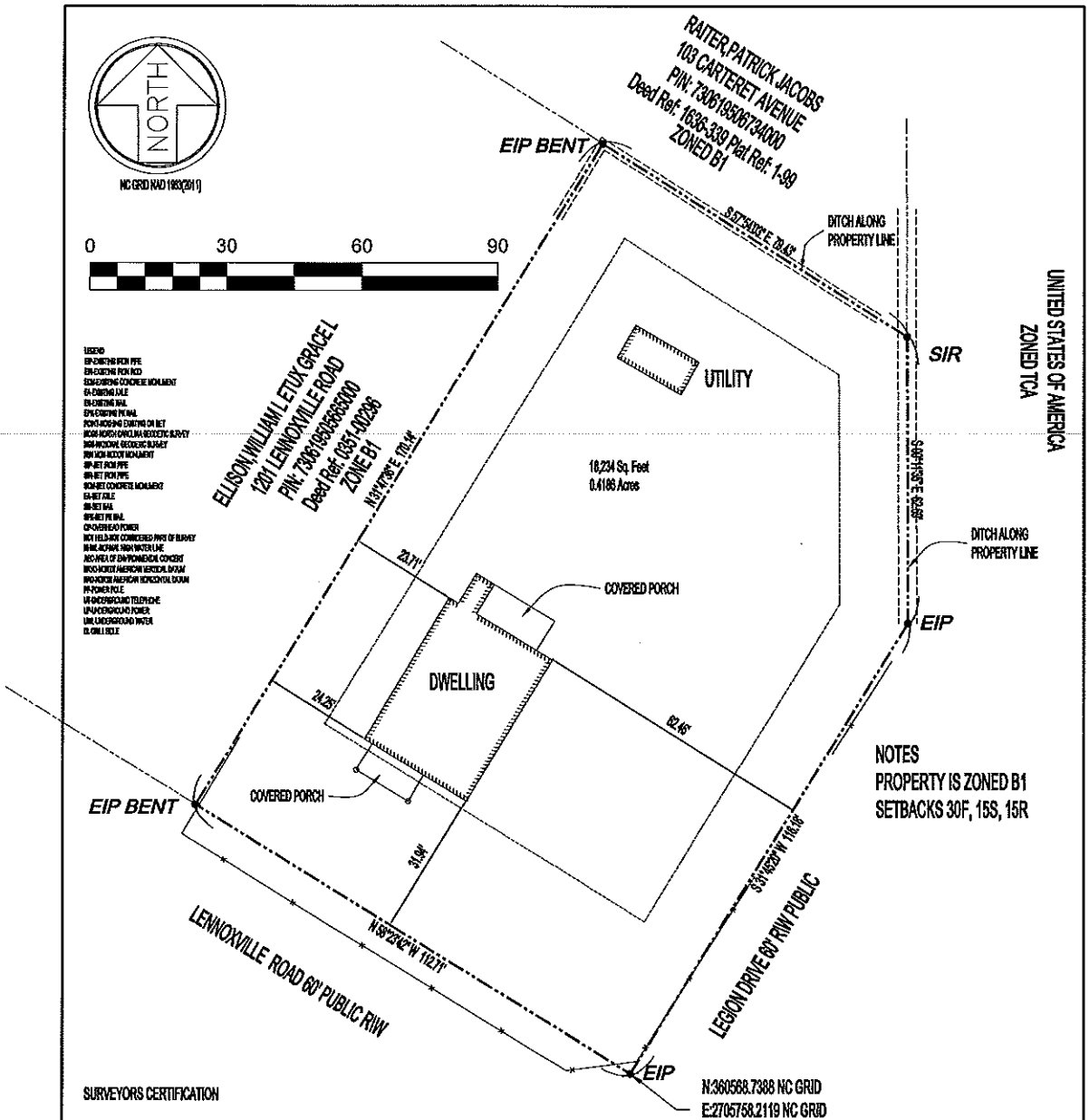
After much consideration and reviewing all the surrounding property zoning, we feel this change would be beneficial to the area providing an opportunity for workforce housing. Finally, in this area there are several other properties zoned as TCA. With the lot location and size, we feel this would be the highest and best use solution for this property to conform to the area as well as the positive area growth in Beaufort.

We greatly appreciate your consideration.



Frank Eastman

Frank Eastman and George Eastman
Managers of F and G Management



LEGEND
EIP-EXISTING IRON PIPE
EIR-EXISTING IRON ROD
ECM-EXISTING CONCRETE MONUMENT
EA-EXISTING AXLE
EN-EXISTING NAIL
EPK-EXISTING PK NAIL
POINT ADDED FOR EXISTING OR SET
NCGS-NORTH CAROLINA GEODETIC SURVEY
NGM-NCGS/NC GEODETIC SURVEY
RM-NCGS ACCESS MONUMENT
SIR-SET IRON PIPE
MR-SET IRON PIPE
SCM-SET CONCRETE MONUMENT
SA-SET AXLE
SN-SET NAIL
SPK-SET PK NAIL
OHP-OVERHEAD POWER
NCP-NOT HELD-NOT CONSIDERED PART OF SURVEY
MHW-MEAN HIGH WATER LINE
ACC-AREA OF ENHANCED ACCESS
WOOD-ACCESS-NAD83/NC VERTICAL DATUM
WOOD-ACCESS-NAD83/NC VERTICAL DATUM
PP-POWER POLE
UT-UNDERGROUND TELEPHONE
UP-UNDERGROUND POWER
UW-UNDERGROUND WATER
EL-DRILL HOLE

NOTES
PROPERTY IS ZONED B1
SETBACKS 30F, 15S, 15R

SURVEYORS CERTIFICATION

I, JAMES I. PHILLIPS III, CERTIFY THAT THIS PLAT WAS DRAWN BY ME (X), DRAWN UNDER MY SUPERVISION ( ), FROM AN ACTUAL SURVEY MADE BY ME (X), MADE UNDER MY SUPERVISION ( ); THAT THE RATIO OF PRECISION AS CALCULATED BY COORDINATE METHOD IS 1:10,000+; REGISTRATION NUMBER, AND SEAL THIS 11TH DAY OF AUGUST , A.D. 2020.

JAMES I. PHILLIPS III RLS NO. L-3151

THIS IS AN EXISTING PARCEL OF LAND

NORTH CAROLINA PROFESSIONAL SEAL L-3151 LAND SURVEYOR IRA PHILLIPS III

BOUNDARY RETRACEMENT & PHYSCAL SURVEY
FOR
ALICIA A. NELSON
1205 LENNOXVILLE RD
PART OF LOT 3&7 ALL OF LOTS 4,5,9 BLK9
HIGHLAND PARK S\D
TOWN OF BEAUFORT, BEAUFORT TOWNSHIP
CARTERET COUNTY, N.C.
SCALE 1"=30'

PRESENT OWNER:GILLIKIN,ROCKY LANE
DEED REF: BOOK PAGE 857/850
MAP REF: BOOK PAGE 1/99
PIN: 7306195068668000
SHEET:1 OF 1
JOB #:20-134
DATE OF FIELD SURVEY:8-10-2020
DATE OF MAPPING:8-11-2020
SURVEY BY: JIP
DRAWN BY: JIP
CHECKED BY: JIP

REVISIONS
8-17-2020 ADDED ZONING

JAMES I. PHILLIPS LAND SURVEYING
PO BOX 2103, 379 Arrington Rd., Beaufort, N.C. 28516
252-728-5848 phone jlp3@coastalnet.com

FOR REGISTRATION REGISTER OF DEEDS
Karen S. Hardesty
Carteret County, NC
September 8, 2020 12:11:22 PM
DEED # Pages: 3
Fee:$26.00 NC Revenue Stamp:$308.00
FILE # 1686335

3.

Karen S. Hardesty

WARRANTY DEED

PREPARED BY: JULIE G. WICKIZER, PLLC, 3110 ARENDELL STREET, SUITE 2, MOREHEAD CITY, NC 28557
RETURN TO: JULIE G. WICKIZER, PLLC, 3110 ARENDELL STREET, SUITE 2, MOREHEAD CITY, NC 28557

STATE OF NORTH CAROLINA
COUNTY OF CARTERET

Excise Tax: $308.00
Parcel# 730619506568000

THIS WARRANTY DEED made and entered into this 18th day of August 2020, by and between:

Rocky Gillikin and wife, Katherine Gillikin
156 Elnora Jones Rd
Beaufort, NC 28516
(GRANTOR)

and

F & G Management, LLC
4044 Arendell St
Morehead City, NC 28557
(GRANTEE)

The designation GRANTOR and GRANTEE as used herein shall include said parties, their heirs, successors and assigns and shall include singular, plural, masculine, feminine or neuter as required by context.

W I T N E S S E T H:

That the GRANTOR, for a valuable consideration paid by the GRANTEE, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the GRANTEE in fee simple, all that certain lot, tract or parcel of land situated in CARTERET COUNTY, North Carolina and more particularly described as follows:

Submitted electronically by "Julie G. Wi r, PLLC"
in compliance with North Carolina statut verning recordable documents
and the terms of the submitter agreement with the Carteret County Register of Deeds.

See Exhibit A

This being the same property conveyed to Grantors in Book 857, Page 550, Carteret County Registry.

This IS_____NOT_X__ the primary residence of the Grantor.

The above-described property is conveyed and accepted subject to such easements, restrictions and rights of way as appear of record in the Carteret County Registry.

TO HAVE AND TO HOLD the aforesaid lot, tract or parcel of land and all privileges and appurtenances thereto belonging to the GRANTEE in fee simple.

And the GRANTOR covenants with the GRANTEE, that GRANTOR is seized of the premises in fee simple, has the right to convey the same in fee simple, is marketable and free and clear of all encumbrances, and that GRANTOR will warrant and defend the title against the lawful claims of all persons whomsoever excluding the exceptions stated herein and designated on the map referred to above.

IN WITNESS WHEREOF, the GRANTOR has hereunto set its hand and seal, the day and year first above written.

BY: _____ (SEAL)
Rocky Gillikin

BY: _____ (SEAL)
Katherine Gillikin

STATE OF NORTH CAROLINA
COUNTY OF CARTERET

I, a Notary Public of the county and state aforesaid, certify that Rocky Gillikin and Katherine Gillikin, personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and official stamp or seal, this 31st day of August 2020.

ROBYN WHALEN
Notary Public
North Carolina
Carteret County

_____
Notary Public

My commission expires:
August 23, 2021

Robyn Whalen
Printed Name of Notary

Exhibit "A"

Beginning at an existing iron pipe said point of beginning being located at the intersection of the northern right of way of Lennoxville Road and the western right of way of Legion Drive; thence running from said point and place of beginning and with the northern right of way of Lennoxville Road N 52-27-50 W 112.83 feet to an existing iron pipe; thence running with the Ellison line N 37-45-00 E 169.72 feet to an existing iron pipe; thence running S 52-15-00 E 79.30 feet to a point in the center of a ditch; thence running with said ditch S 05-38-41 W 62.57 feet to an existing iron pipe in the western right of way of Legion Drive; thence running with the western right of way of Legion Drive S 37-37-43 W 116.32 feet to the point and place of beginning.

This being a part of Lots Three (3) and Seven (7); and All of Lots Four (4) and Five (5) in Block Nine (9), of the Highland Park Subdivision as the same is shown on map recorded in Plat Book 1, Page 99, of the Carteret County Registry.

1205 Lennoxville Road
Boundary Property Owners

William and Grace Ellison
1201 Lennoxville Road
Beaufort, NC 28516

Patrick J. Raitner
103 Carteret Avenue
Beaufort, NC 28516

John W. Clark (105 Carteret Avenue)
103 Lennoxville Point Road
Beaufort, NC 28516

United States of America (100-400 Legion Drive)
Washington, DC 20240

Gary and Judy Mercer
1301 Lennoxville Road
Beaufort, NC 28516

Safewood, LLC (1304 & 1308 Lennoxville Road)
Post Office Box 388
Beaufort, NC 28516

Beaufort Storage Stables, LLC (1202 Lennoxville Road)
c/o Joe Newell
225 Bryant Street
Denver, CO 80219-1636

Carteret Court, LLC (500 Block Carteret Avenue)
Post Office Box 25168
Winston-Salem, NC 27114-5168

10/10/2020

William Ellison

1201 Lennoxville Road

Beaufort NC 28516

To: Whom it my Concern

I would like to state my support of the efforts of F and G Management to rezone the property at 1205 Lennoxville. Mr. Eastman has been open about his plans with this property with me and before going to the you to ask for rezoning. I would appreciate your approval of this rezoning request as F and G Management (Mr. Eastman) has my full support.

Thank You

William Ellison

William Ellison

TOWN OF BEAUFORT
PLANNING BOARD

RZ 20-11
RESOLUTION ADVISING THAT PROPOSED AMENDMENTS TO THE ZONING MAP AND COMPREHENSIVE FUTURE LAND USE PLAN ARE IN ACCORDANCE WITH ALL OFFICIALLY ADOPTED PLANS; ARE REASONABLE; AND ARE IN THE PUBLIC INTEREST.

WHEREAS, the North Carolina General Assembly has given the Town of Beaufort ("Town") the authority to adopt and amend zoning and development regulation ordinances for the purpose of promoting the health, safety, morals, and general welfare of its citizens;

WHEREAS, N.C.G.S. §160A-383 requires the Town of Beaufort Planning Board ("Board") to advise the Town of Beaufort Board of Commissioners by written statement describing whether the proposed amendments to the Town's Land Development Ordinance ("Ordinance") and Core Land Use Plan are consistent with all officially adopted plans;

WHEREAS, the Board has in fact met to consider and evaluate the proposed amendments to the Ordinance; and

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Planning Board finds that the proposed amendments to the Ordinance are in accordance with all officially adopted Town plans for the reasons stated in Exhibit A attached hereto and incorporated herein by reference, and therefore recommends adoption by the Board of Commissioners. Specifically the Planning Board finds that the proposed amendments are in furtherance of the Town plans, ordinances and regulations; and better clarify all the Ordinance regulations.

This Resolution is effective upon its adoption this 19th day of October, 2020.

TOWN OF BEAUFORT
PLANNING BOARD

Ryan Neve
Ryan Neve, Chairman

ATTEST:

Secretary

Vice Chair Merrill made a motion to approve the request as presented. Although inconsistent with the CAMA Core Land Use Plan Future Land Use Map, the Board considered the adjoining property zoned TCA and found the request to be consistent with development patterns and consistent with the spirit and intent of the ordinance. Member Meelheim seconded the motion. 5/5 members present for the meeting voted in favor of the request.

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF BEAUFORT, NORTH CAROLINA, AUTHORIZING AN AMENDMENT TO THE CAMA LAND USE PLAN

WHEREAS, the Town of Beaufort desires to amend its CAMA Land Use Plan, specifically the map related to Future Land Use, and

WHEREAS, the CAMA Land Use Plan currently shows Industrial at 1205 Lennoxville Road (PIN 730619506568000); and,

WHEREAS, the Town of Beaufort desires to amend the CAMA Land Use Plan to Mixed Use for the aforementioned area; and

WHEREAS, on October 19, 2020 the Planning Board recommended approval of the draft amendment to the CAMA Land Use Plan; and

WHEREAS, the Town of Beaufort conducted a duly advertised public hearing on the draft amendment to the CAMA Land Use Plan at the Regular Meeting of the Board of Commissioners on December 14, 2020; and

WHEREAS, at the Work Session Meeting on December 21, 2020 the Board of Commissioners of The Town of Beaufort, North Carolina found the draft amendment to be consistent with the Town of Beaufort's desired vision for the future and approved to adopt the draft amendment; and

WHEREAS, the adopted Plan will be submitted as required by state law to the District Planner for the Division of Coastal Management under the North Carolina Department of Environmental Quality and forwarded to the Division Director; and

WHEREAS, a review of the adopted draft amendment by the Director of the NC Division of Coastal Management will be undertaken; and the Director will then certify the Town's land use plan amendment;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Beaufort, North Carolina, that the Future Land Use Map in the CAMA Land Use Plan be amended as follows:

> 1205 Lennoxville Road identified as Mixed Use on the CAMA Core Land Use Plan Future Land Use Map

BE IT FURTHER RESOLVED that the Board of Commissioners of Beaufort, North Carolina, has adopted the draft amendment; and

BE IT FURTHER RESOLVED that the Town Planner of the Town of Beaufort is hereby authorized to submit the adopted CAMA Land Use Plan draft amendment to the State for certification as described above.

Adopted this 21st day of December, 2020.

_____

Everette (Rett) Newton, Mayor

_____

Rachel Johnson, Deputy Town Clerk

BEAUFORT BOARD OF COMMISSIONERS
AN ORDINANCE TO REZONE 1205 LENNOXVILLE ROAD FROM B-1 to TCA
ORDINANCE NO. 20-__

Applicant:	F & G Management
Location:	1205 Lennoxville Road
Parcel ID:	730619506568000
Lot Size:	0.42 acres
Existing District:	B-1 General Business District
Meeting Date:	November 18, 2019
Requested District:	TCA Townhomes, Condominiums & Apartments District

WHEREAS, the Applicant has submitted a request to rezone the above referenced property to TCA; and

WHEREAS, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on October 19, 2020, at which time the Planning Board recommended approval of the request; and

WHERAS, the Beaufort Board of Commissioners conducted a public hearing on December 14, 2020 at which time the applicant and/or applicant's representative was given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and

WHEREAS, the Town Board of Commissioners has made the following findings and conclusions:

1. The request is consistent with surrounding land use patterns and zoning in the area.
2. The proposed zoning of TCA is consistent with the spirit and intent of the ordinance and the CAMA Core Land Use Plan - Future Land Use Map will be amended to reflect a change from Industrial to Mixed Use.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to rezone 1205 Lennoxville Road to TCA Townhomes, Condominiums and Apartments is approved and the Town's Zoning Map is amended accordingly.

Enacted on motion of Commissioner _____ and carried on a vote of ___ in favor and ___ against.

This, the 23rd day of December 2020

TOWN OF BEAUFORT

_____
Everette (Rett) Newton, Mayor

_____
Rachel Johnson, Deputy Town Clerk

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

Town of Beaufort Board of Commissioners Work Session
4:00 PM November 23, 2020

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Sewer Allocation Policy

BRIEF SUMMARY:

The Town of Beaufort has made significant public investments in improvements to the Town's sewage treatment and disposal facilities and sewage collection and transmission system in order to avoid the environmental damage and danger to the public health caused by limited or inadequate collection and treatment of wastewater. Recognizing that the capacity of the treatment and disposal facilities is finite and adding additional capacity is expensive, the Board of Commissioners asked during their 2020 retreat that Town Staff develop a Sewer Allocation Policy for consideration.

The Board discussed the proposed policy at the October Work Session and at the November Regular meeting, where it was decided to discuss the proposed policy further at the November 23rd Work Session. The proposed policy and comments from Commissioner Carter are attached.

REQUESTED ACTION:

Consider approving the Sewer Allocation Policy.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

Greg Meshaw, PE, Town Engineer/Public Services Director

BUDGET AMENDMENT REQUIRED:

No

	TOWN OF BEAUFORT POLICY	
	Department: Public Services	**Effective Date:**
Policy Title: Wastewater Allocation Policy **Version No.:** 001		**Supersedes:**
		Prepared By: Gregory K. Meshaw, PE Town Engineer/Public Services Director
		Approved By:
		Approval Date:

1. Purpose

The Town of Beaufort ("Town") has made a significant public investment in improvements and increased capacity to the Town's sewage treatment and disposal facilities ("Plants") and sewage collection and transmission system ("Sewers") in order to avoid the environmental damage and danger to the public health caused by limited or inadequate collection and treatment of wastewater. Recognizing that the capacity of the treatment and disposal facilities is finite and adding additional capacity is expensive, this Sewer Allocation Policy has been established to direct growth to areas most appropriate for the efficient provision of municipal sewer service while also establishing a plan for tracking this limited resource. Accordingly, the purpose of this policy is to effectively allocate available sewer capacity to new developments as a means of maintaining a reasonable balance of land-uses in a fair and equitable manner.

2. Definitions

The following words will have the meanings below when used in this ordinance:

(A) Allocation: A conditional designation of estimated sewer treatment capacity to a specific owner and project, subject to the provisions of this policy and any document of approval.

(B) Allocation Phase: A provision included as part of an allocation to a specific development that defines the amount of the total allocation which may be used at a specified time.

(C) Applicant: Any individual, firm, partnership, company, association, corporation, governmental entity, or any other legal entity whose development or improvement of land requires sewer allocation under this policy. The Town may require disclosure of the names of all persons who have a financial interest in any project requesting or having been granted an allocation.

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(D) Application Requirements: All approvals, permits, and/or certifications required for an applicant to begin construction of the infrastructure necessary to serve a proposed development.

(E) Development: An undertaking involving real property improvement put forth for consideration or acceptance for which Town and/or State approvals, authorizations, or permits are required. A division of real property improvements by phase and/or section lines does not constitute separate developments.

(F) Development Proposal: An application for approval of a specific plan, subdivision, conditional use permit, site plan, parcel map, or any other discretionary development permit or entitlement application which has been filed with and is pending consideration by the Town.

(G) DWR: The Division of Water Resources which is part of the North Carolina Department of Environmental Quality, or its successors, ensures safe drinking water in accordance with federal requirements, issues pollution control permits, monitors permit compliance, evaluates environmental water quantity and quality, and carries out enforcement actions for violations of environmental regulations.

(H) GPD: Typical measurement of the flow or discharge of wastewater in gallons per day.

(I) Infill Development: Development that is served by existing Town infrastructure and does not require a permit or permit modification from Division of Water Quality for new or existing sewer mains.

(J) Infrastructure: The facilities and installations needed to support a proposed development such as transportation, water, sewer, recreation, and other improvements.

(K) NCDEQ: The North Carolina Department of Environmental Quality or its successors.

(L) Plat: A map, generally of a subdivision, showing the location, boundaries, and ownership of individual properties. A Plat may simply be the device for officially recording ownership changes, new lot divisions, or new rezonings.

(M) PWS: The Public Water Supply Section, which is part of the North Carolina Department of Environmental Quality, or its successors, regulates public water systems within the state under the statutory authority of North Carolina General Statute 130A Article 10.

(N) Reservation Fee: A fee for the allocation of sewage treatment capacity, specified as dollars per gpd, as established by the adopted fee schedule.

(O) Reserve Capacity: The permitted sewer treatment capacity minus the actual wastewater flow being discharged to the treatment facility averaged over the preceding twelve months expressed in gallons per day or similar unit of measurement.

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(P) Sewer Allocation: A specified amount of sewage treatment capacity (typically measured in gallons per day, gpd) committed to a specific project through action by City staff or Board. An allocation may or may not include allocation phasing.

(Q) Site Plan: A plan, drawn to scale and showing the scale for which it is drawn, showing uses and structures proposed for a parcel of land as required by the regulations involved. It includes lot lines, streets, building sites, reserved open space, existing structures, natural and man-made landscaping features and, depending on requirements, the location of proposed utility lines.

(R) Sketch Plan: An illustrative plan or model that shows the maximum densities for residential and non-residential development, including building massing and height, locations of public use and other spaces, and the relationship to existing and proposed buildings and properties.

(S) Uncommitted Reserve Capacity: Is that portion of the reserve capacity remaining after subtracting the development wastewater flow of all projects for which sewer allocation has be granted but have not yet begun discharging to the sewer collection system.

i. Where applicable, the rated capacity of pump stations and interceptors shall also be taken into account. The most restrictive volume prevails where rated capacities for various components of the collection system differ. For example, an allocation request for 10,000 gpd cannot be granted if the a pump station through which this flow would be routed has an uncommitted reserve capacity of only 6,000 gpd despite the wastewater treatment plant reserve capacity being on the order of tens or even hundreds of thousand gallons. The 10,000-gallon request could only be granted if plans for upgrading the capacity of the station have been approved for construction; the upgrade project has been bonded for construction; or the upgrade project is under construction.

3. Allocation Plan

A. The approval of any Final Plat, Site Plan or Building Permit shall be contingent upon approval of sewer allocation adequate for the sewage flows expected to result from development. Under this policy, an approved allocation shall be a prerequisite to the approval of all Final Plats and Site Plans and the issuance of all building permits for those structures that are not part of a development with a previous allocation that has not reverted back to the Town through revocation or expiration.

B. All sewer allocation requests shall be considered on a prioritized basis by category. Projects shall be grouped into one of the tiers below to determine the level of priority and level of consideration needed.

Tier 1 – Infill development, developments approved prior to effective date of this policy, and Town-funded projects.

Tier 2 – Requests that meet all Town application requirements.

Tier 3 – Requests that do not meet all Town application requirements.

C. Sewer allocation necessary to serve proposed developments shall be based on use capacities as identified in Section 15A of the North Carolina Administrative Code 02T

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.0114. All sewer capacity shall be considered, allocated, and tracked through the following categories.

- Residential
- Commercial
- Discretionary

4. Residential Allocation

A. Residential Allocation will be considered for all single family, duplex, townhome, and apartment projects and shall be allocated over two categories. These categories are Single Family Developments which includes single family and duplexes; and Multi-Family Developments such as triplexes, quadplexes, townhomes, and apartments.

1. Single Family Development: Single family and duplex developments shall be eligible for a maximum allocation per development phase of 36,000 gpd per 12-month period or the equivalent of one hundred (100) three-bedroom units.

2. Multi-Family Development: Developments such as triplex, quadplex, townhomes, and apartment projects shall be eligible for a maximum allocation per development phase of 48,000 gpd per 12-month period. For example, an applicant would be eligible for up to 200 two-bedroom units per phase.

B. Residential Allocation shall be considered "used" when the Town Engineering Division as well as, the DWR and PWS Divisions of NCDEQ receive and approve the "Engineer's Certification of Construction" and "As-Built Record Drawings" for the water and sanitary sewer improvements serving the project development phase that was granted the sewer allocation. Release of allocation for a subsequent phase of the development will not occur until the allocation for the prior phase has been used.

5. Commercial Allocation

A. The Commercial Category shall include all developments that are commercial or industrial in nature. The maximum allocation per development phase for projects in the Commercial Category is 15,000 gpd per 12-month period.

B. Sewer allocation granted from the Commercial Category shall be considered "used" when the water meter is installed for the structure to which the allocation was committed.

6. Discretionary Allocation

The Discretionary Category shall include all municipal projects and any other development as approved by Town Board. There is no maximum allocation per development phase; however, Board reserves the right to set a maximum allocation available per phase if deemed appropriate.

7. Procedure

A. All sewer allocation requests shall be made in writing on the Town's standard form.

B. All applicants requesting water and/or sewer service outside Town limits shall file a petition for annexation with the Town accompanied by the applicable processing fee. The

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Town will generally consider annexation and extension of utilities to areas within growth areas, though areas outside of a growth area may be considered.

1. Sewer allocation requests shall be considered for a proposed development only after the project site has been annexed or an agreement for out-of-Town services has been approved.

C. Tier 1 projects may be reviewed and approved by Town Staff if application requirements have been satisfied and all applicable conditions have been met. Staff shall have the authority to grant allocation to infill developments, plans eligible for approval by Town staff that do not require consideration by the Board, and Town-funded projects requiring allocation of no more than 10,000 gpd. In addition, staff may grant additional allocation to serve subsequent phases of developments approved prior to the effective date of this policy if:

1. the approved plan is still valid;
2. previous allocations have been used; and
3. the allocation being requested does not exceed the allocation limits per development phase as prescribed by this Policy.

D. Sewer allocation requests for Tier 1 projects that do not meet the criteria of paragraph 7.B must be reviewed and approved by Town Board.

E. Tier 2 projects shall include development proposals that have met all applicable Town application requirements. Approval of allocation for these projects shall follow the same final approval process as required for development proposal. For example, site plans or subdivisions requiring Town Board consideration shall require allocation to also be considered by Board. If a plan is eligible for approval by Town staff, then the allocation may also be granted at a staff level

F. Tier 3 projects are the lowest priority in consideration for reserving sewer allocation. Typically, these projects are speculative in nature since the applicant has not made a significant investment in the proposed project. Board will consider reserving allocation for these projects upon submittal of a preliminary plan or sketch plan and a reservation fee in accordance with this policy.

1. The preliminary plan or sketch plan for a Tier 3 allocation request shall meet the minimum requirements for site plans as established on the Town's standard "Building Permit Application" or in the case of subdivisions, the minimum requirements for sketch plans as described by the Town's Subdivision Ordinance.

2. The reservation fee shall be a nonrefundable per gallon charge based on twenty percent (20%) of the sewer system development fees in effect at the time the allocation request is made. If, for any reason, the applicant fails to meet the milestones, as stated in this section, the reservation fee shall be forfeited, and the allocation shall automatically revert to the Town. If the applicant meets the prescribed milestones, the reservation fee shall be credited to the sewer system development fee required for the proposed project.

3. Tier 3 projects shall have twenty-four (24) months to receive all approvals, certifications, and/or permits to begin construction of the water and sewer

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infrastructure. Once the development has received all approvals and final sewer allocation, the allocation shall be used in accordance with the timeframe as established in the Expiration section of this Policy or the reservation fee and allocation shall be forfeited.

G. An applicant may request allocation sufficient to serve two phases of a development. Such request shall be for the initial phase and reservation of allocation for the successive phase. A request for phased allocation shall be accompanied by a development phasing schedule that clearly shows the planned phases of the development together with the allocations desired per phase.

   1. A request to release allocation for a subsequent phase may be made once an allocation for a previous phase has been used.

   2. Staff may release an approved allocation phase once the prior phase has been used and all provisions of this policy have been satisfied.

H. An applicant is only eligible to reserve allocation to serve the equivalent of two developments, for use per 12-month period, in any one category.

2. Expiration

A. Sewer allocation granted to a development shall be "used", as defined herein, within twenty-four (24) months of approval. Thereafter, any allocation reserved for a subsequent phase of development must be used within 12 months of the allocation being released for that phase. If allocation has not been used within the stipulated time periods it shall automatically revert to the Town.

   1. An allocation will not be granted until the plans have been approved or the review has been completed whenever a development proposal is part of a project.

3. Extensions

A. Town staff may grant a 6-month first extension to a development unable to use the initial allocation within the 24-month period. The request for such extension must be accompanied by documentation demonstrating use of allocation before the expiration date is unavoidable due to factors beyond the applicant's control. The six-month extension may be granted if, at the sole discretion of staff, the delay is a result of factors beyond the applicant's control.

B. Town Board may consider additional extensions for developments with valid plans in 12-month increments. Extension requests made to Board shall be accompanied by a non-refundable processing fee as identified in the adopted Fee Schedule.

4. Appeal Process

Staff decisions may be appealed to Town Board. Appeal requests must be in writing and include a detailed description of the proposed development, allocation requested, and reason for the appeal. All decisions rendered by Board shall be final.

DRAFT

5. Reversion and Revocation

A. Sewer allocation is granted to a specific development to be located on a specific parcel or parcels of land and based on the approved development which received sewer allocation. Upon completion of the development or permit expiration, the unused allocation (adjusted to the actual development constructed, if necessary), will automatically revert to the Town. Further, allocation granted to a development may be immediately revoked and the Reservation Fee forfeited immediately upon written notice to the applicant that Town staff has determined the allocation was granted based on false or misleading information.

B. Town Board reserves the right to revoke allocation, if deemed necessary, on projects (or portions thereof) with excess capacity or where system development fees have not been paid within thirty-six (36) months of the original allocation.

C. Any sewer allocation granted outside the provisions of this Policy from the effective date forward shall be null and void unless granted by Town Board pursuant to Section 13, Policy Review.

DRAFT

6. Transferability

Sewer Allocation may only be used for the specific development on the parcel(s) for which it was originally granted. Unused sewer allocation for a development may only be transferred from the individual, firm, partnership, company, association, corporation, governmental entity, or other legal entity owning the development to another only after receiving written authorization from the Town. Under no circumstances shall allocation be used for any other development.

7. Policy Review

Town Board hereby reserves all rights to review, modify, or deviate from this policy at the sole discretion of the Board. This shall include, but is not limited to:

- granting variances to the policy;
- determining sewer capacity available per category to maintain a fair and equitable balance between categories and to promote growth deemed in the best interest of the Town;
- the release of additional allocation recaptured through the Town's Inflow and Infiltration (I&I) detection and elimination program; and
- other relevant factors as determined by Board.

8. Severability

If any portion of this Policy and any amendments made hereto are held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Policy and any amendments made hereto shall not be affected and shall remain in full force and effect.

9. Effective Date

This policy shall become effective upon adoption by the Town of Beaufort Board of Commissioners. This policy does not supersede or nullify any agreement concerning the allocation of sewer which existed at the time of adoption of this policy.

DRAFT

TOWN OF Beaufort
Public Services Department
701 Front Street, Beaufort, NC 2816
P.O. Box 390, Beaufort, NC 28516
Phone: 252-728-2141

WASTEWATER ALLOCATION REQUEST

The Town of Beaufort, in an effort to manage and maintain the sewer and water capacity for the Town, requires that this application be completed and submitted to the Town for consideration of a utility allocation. Review fee is due upon submittal of request.

Wastewater Allocation Request Review Fee: $50

SITE INFORMATION

Name of Project: _____ **Acreage of Property:** _____

County Tag Number: _____ **NC PIN:** _____

Address/Location: _____

_____

Zoning District: _____

Location Status: ☐ Town Limits ☐ Existing Out-of-Town Service Area
☐ Out-of-Town Service Approval/Agreement

APPLICANT INFORMATION

Applicant: _____

Mailing Address: _____

Phone Number: _____ **Fax:** _____

Contact Person: _____

Email Address: _____

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____ **Fax:** _____

Email Address: _____

FOR OFFICE USE ONLY

Date Received: _____ File Number/Name: _____

PROJECT INFORMATION

Use: ☐ **New** ☐ **Expanded** ☐ **Change** **Use Type:** ☐ **Residential** ☐ **Commercial**

Proposed Use(s): _____ **Existing Use(s):** _____

Developer Name: _____

Mailing Address: _____

Phone Number: _____ **Fax Number:** _____

Email Address: _____

ALLOCATION REQUEST (See instructions on page 3 regarding use of Professional Engineer)

The following supplemental information is required:

- **Complete development proposal for Tier 1 or Tier 2 allocation request**
- **Preliminary plan or sketch plan for Tier 3 allocation request meeting requirements for site plans as established on the Town's Building Permit Application or as described for sketch plans by the Town's Subdivision Ordinance**
- **If a phasing schedule is proposed, include as an attachment**

Residential:

Gross Acreage: _____

Single Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units			
3 Bedroom Units			
>3 Bedroom Units			
Total		------	

Multi-Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units			
3 Bedroom Units			
>3 Bedroom Units			
Total		------	

Non-Residential: ***(Design Flow Guideline provided as Appendix A)****

**If design flow deviates from the flow rates presented in Appendix A, provide supporting documentation/justification as an attachment in the form of 12 months of water bills demonstrating gallons per day utilized.*

Gross Acreage: _____

Use	Measurement Unit	# of Units	GPD per Unit	Total Requested GPD
Total			------	

TOTAL REQUESTED GALLONS PER DAY: _____

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Town of Beaufort to approve the subject Wastewater Allocation. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Beaufort, North Carolina, and will not be returned.

_____ _____ _____

Print Name ***Signature of Applicant*** ***Date***

ENGINEER'S CERTIFICATION

The allocation request data provided on page 2 of this form shall be provided by a Professional Engineer for all requests except single lot residential infill requests and commercial requests equal to or less than 250 gallons per day. The certification statement below shall be completed by the Professional Engineer providing the data.

I, _____ hereby attest that the total requested allocation and the values used to derive the total are to the best of my knowledge, accurate and complete having been prepared in accordance with the instructions of this form while also adhering to applicable State laws, regulations, and rules, concerning the determination of design daily wastewater flows from facilities served by public wastewater collection and treatment systems.

_____

Signed and Dated Professional Engineer Seal

_____ _____

Firm Name Address

_____ _____

Telephone No. Email Address

TOWN OF BEAUFORT OFFICE USE ONLY:

Approved by: ☐ Town Engineer

☐ Board of Comissioners

Allocation approved: _____ gallons per day

Date of Approval: _____

Confirmation signature by:

_____

Town Manager

APPENDIX A: DESIGN FLOW RATES

The following table from the North Carolina Administrative Code 02T.0114 shall be used to determine the minimum allowable design daily flow of wastewater facilities. Alternatively, the Town in its sole and absolute discretion may calculate the customer's initial average daily wastewater flow based on data from the customer's operations (or from similarly situated customers) with a comparable sanitary sewer system, where such data are available and reasonably current.

Establishment Type	Daily Flow Rate
Barber and Beauty Shops	
Barber Shops	50 gal/chair
Beauty Shops	125 gal/booth or bowl
Businesses, Offices and Factories	
General business and office facilities	25 gal/employee/shift
Factories, excluding industrial waste	25 gal/employee/shift
Factories or businesses with showers or food preparation	35 gal/employee/shift
Warehouse	100 gal/loading bay
Warehouse – self storage (not including caretaker residence)	1 gal/unit
Churches	
Churches without kitchens, day care or camps	3 gal/seat
Churches with kitchen	5 gal/seat
Churches providing day care or camps	25 gal/person (child & employee)
Fire, Rescue and Emergency Response	
Fire or rescue stations without on-site staff	25 gal/person
Fire or rescue stations with on-site staff	50 gal/person/shift
Food and Drink Facilities	
Banquet, dining hall	30 gal/seat
Bars, cocktail lounges	20 gal/seat
Caterers	50 gal/100 sq. ft. floor space
Restaurant, full Service	40 gal/seat
Restaurant, single service articles	20 gal/seat
Restaurant, drive-in	50 gal/car space
Restaurant, carry out only	50 gal/100 sq. ft. floor space
Institutions, dining halls	5 gal/meal
Deli	40 gal/100 sq. ft. floor space
Bakery	10 gal/100 sq. ft. floor space
Meat department, butcher shop or fish market	75 gal/100 sq. ft. floor space
Specialty food stand or kiosk	50 gal/100 sq. ft. floor space
Hotels and Motels	
Hotels, motels and bed & breakfast facilities, without in-room cooking facilities	120 gal/room
Hotels and motels, with in-room cooking facilities	175 gal/room
Resort hotels	200 gal/room
Cottages, cabins	200 gal/unit
Self-service laundry facilities	500 gal/machine
Medical, Dental and Veterinary Facilities	
Medical or dental offices	250 gal/practitioner/shift
Veterinary offices (not including boarding)	250 gal/practitioner/shift
Veterinary hospitals, kennels, animal boarding facilities	20 gal/pen, cage, kennel or stall
Hospitals, medical	300 gal/bed
Hospitals, mental	150 gal/bed
Convalescent, nursing, rest homes without laundry facilities	60 gal/bed
Convalescent, nursing, rest homes with laundry facilities	120 gal/bed
Residential care facilities	60 gal/person
Parks, Recreation, Camp Grounds, R-V Parks and other Outdoor Activity Facilities	
Campgrounds with comfort station, without water or sewer hookups	75 gal/campsite

Establishment Type	Daily Flow Rate
Campgrounds with water and sewer hookups	100 gal/campsite
Campground dump station facility	50 gal/space
Construction, hunting or work camps with flush toilets	60 gal/person
Construction, hunting or work camps with chemical or portable toilets	40 gal/person
Parks with restroom facilities	250 gal/plumbing fixture
Summer camps without food preparation or laundry facilities	30 gal/person
Summer camps with food preparation and laundry facilities	60 gal/person
Swimming pools, bathhouses and spas	10 gal/person
Public access restrooms	325 gal/plumbing fixture
Schools, Pre-school and Day Care	
Day care and preschool facilities	25 gal/person (child & employee)
Schools with cafeteria, gym and showers	15 gal/student
Schools with cafeteria	12 gal/student
Schools without cafeteria, gym or showers	10 gal/student
Boarding schools	60 gal/person (student & employee)
Service Stations and Car Wash Facilities	
Service stations, gas stations	250 gal/plumbing fixture
Car wash facilities	1200 gal/bay
Sports Centers	
Bowling center	50 gal/lane
Fitness, exercise, karate or dance center	50 gal/100 sq. ft.
Tennis, racquet ball	50 gal/court
Gymnasium	50 gal/100 sq. ft.
Golf course with only minimal food service	250 gal/plumbing fixture
Country clubs	60 gal/member or patron
Mini golf, putt-putt	250 gal/plumbing fixture
Go-kart, motocross	250 gal/plumbing fixture
Batting cages, driving ranges	250 gal/plumbing fixture
Marinas without bathhouse	10 gal/slip
Marinas with bathhouse	30 gal/slip
Video game arcades, pool halls	250 gal/plumbing fixture
Stadiums, auditoriums, theaters, community centers	5 gal/seat
Stores, Shopping Centers, Malls and Flea Markets	
Auto, boat, recreational vehicle dealerships/showrooms with restrooms	125 gal/plumbing fixture
Convenience stores, with food preparation	60 gal/100 sq. ft.
Convenience stores, without food preparation	250 gal/plumbing fixture
Flea markets	30 gal/stall
Shopping centers and malls with food service	130 gal/1000 sq. ft.
Stores and shopping centers without food service	100 gal/1000 sq. ft.
Transportation Terminals	
Air, bus, train, ferry, port and dock	5 gal/passenger

Source: North Carolina Administrative Code 02T.0114, January 1, 2007

Comments from Commissioner Carter on the Proposed Sewer Allocation Policy – November 13, 2020

Greg has put a lot of work in this proposal but the biggest problem is, it has no limitation as to where it is to be used—in town—out of town!? It is my understanding that all Beaufort property owners have a 'right' to use of sewer facilities, as needed or desired, unless the system is restricted by a low reserve. Why should a tier for allocation be part of in-town requirements? Allocation amounts in town would only be useful for making possible determination of anticipated sewer use, not restricting use. Because of the great value of, and finite capacity of our waste treatment plant and the inability to expand our discharge permit due to State restrictions on discharge permits

Use of town waste water capacity outside of town limits should be very limited and all requests considered by the BOC after consultation with the Public Works engineer and input from the Planning Staff. The tier approach would be an appropriate means of allocation for out of town sewer considerations. Unless and until we are able to reinstate our rescinded Rapid infiltration permit, we are limited to our present permitted discharge permit limit. Deerfield may have additional lift station capacity but that is not our concern unless the BOC should decide to expand sewer service for the area around the marina where septic service is not possible. Beaufort agreed to serve existing homes already on a failing package plant after a request from NCDWQ. Very rigid conditions for doing so were established at the time of agreement by the town. The town did not agree, nor obligate itself to serve the unbuilt fill lots, nor any other lot currently in use by homeowners on septic tank whether failing or not. The entire development other than the marina area is on septic service.

As noted in what appears to be an addendum to the proposal, any extension of sewer outside of city limits must have a signed permanent request for annexation to be exercised by the town only at the time of its choosing. Total sewer allocation out of town should be discontinued once the total allocated capacity reaches 70% off permitted capacity. The town must begin to prepare a plan for management of its waste water capacity at 80% of capacity and have it in place by the time we reach 90% capacity. Should the town be successful in regaining its Rapid infiltration waste treatment permit, the above conditions can be relaxed cautiously with the approval of the governing body. Other measures may also be used to possible reduce the required usage amount as well.

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

Town of Beaufort Board of Commissioners Work Session
4:00 PM November 23, 2020

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Short Term Rental Regulations

BRIEF SUMMARY:

At the September 28th Work Session the Board discussed potential regulations for both homestay and whole house short term lodging. Commissioners decided to submit their comments and questions on the potential regulations to the Town Manager for compilation and discussion at the next work session.

Board members' comments and questions were compiled and incorporated into a document containing the potential regulations for short term rentals, and discussed at the October 26th Work Session. After deciding to change some items in the potential regulations, it was determined that discussions would continue at subsequent Work Sessions.

The document containing the potential regulations, along with Commissioners' comments and changes, and a map of STR locations, is attached.

REQUESTED ACTION:

Discussion and review

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No

Short Term Rentals
Outline of Proposed Regulations

Commissioner Comments/Questions are in Red
Commissioner Changes Highlighted in Yellow

Regulation of short term rental properties is proposed to be divided into two categories: 1) Homestay Lodging, and 2) Whole House Lodging.

Homestay Lodging

Definitions:
Homestay lodging - A private, resident-occupied dwelling unit, with up to two guest rooms where overnight lodging accommodations are provided to transients for compensation for a maximum continuous period of twenty-nine (29) days, that does not include serving food, and where the use is subordinate and incidental to the main residential use of the building. The dwelling unit must serve as the host's principal residence.

Homestay host: A permanent, full-time resident of a property who is present during the homestay term for the entire time lodgers are staying on the property. The host may be temporarily absent from the property for purposes related to normal residential activities, such as shopping, working, attending classes, etc.; however, a host must be at the property overnight when lodgers are present.

Principal residence: The domicile where an individual has a true, fixed, permanent home and principal establishment, and to which place, whenever absent, the individual has the intention of returning. A principal residence is the one a person: 1) uses as his/her voting address; and 2) uses as the address on one of the following: his/her federal and state tax returns, military purposes, passport, vehicle registration, insurance policy, driver's license, bank account, or any other bill or item that requires a response; and 3) occupies for at least one hundred eighty-three (183) days during a calendar year.

Regulations:
Homestay uses are permitted in single-family and multi-family zoning districts. (OPTION: provide greater limitations, or lesser limitations)

Homestay lodging uses shall only be allowed in lawfully permitted dwelling units serving as the principal residence of a host. Only a property owner may register a homestay lodging; however, the principal resident may act as a host. Homestay lodging uses do not include bed and breakfast lodging uses.

1) Permitting.

   (a) A property owner shall apply for a zoning permit with the Town of Beaufort Planning and Inspections Department.
   (b) Zoning permits are restricted to a property owner, who shall provide proof of

possession of the registered premises, and to natural persons only. A host may be the property owner or another principal resident. Q: Can multi bedroom units in a multi-family structures (like an apartment building) that is owned by and LLC or company be a homestay facility if the owner of LLC or company apply for a permit? A: No – Companies may not apply.

(c) A zoning permit number shall be assigned to each registered establishment, which shall be clearly noted along with any advertisement for lodging.

(d) Homestay lodging existing prior to the enactment of this ordinance shall be subject to a one year amortization period and to the non-conforming use requirements of the Land Development Ordinance.

2) The maximum number of guest rooms allowed shall be two in a single dwelling unit, and the maximum occupancy shall be two people per guest room. Accessory structures shall be considered a single guest room.

3) Parking:

(a) The host shall issue a parking placard to each guest parking on site.

(b) DELETED: Guest parking shall be restricted to behind the plane of the front facade of the home, except that an existing improved parking surface on the property existing at the time of the adoption of this ordinance may also be used.

(c) No more than one (1) motor vehicle per rented guest room shall be parked onsite at any time.

Parking only behind the front is not possible on many regular lots for fulltime home owners or regular renters. Many full time homeowners have family or friends in and overflow parking can spill over into front yards and/or street parking. We do not limit them.

With the off-street parking requirement, the current resident could give up an off-street parking area that they use, park on the street, and allow the renters to use the parking that the owner uses. Requiring off-street parking will limit STRs in some areas of town, also.

4) The use provisions are not subject to variance by the board of adjustment.

5) Any property owner who receives a permit for homestay lodging, as well as any host, shall: 1) be responsible for ensuring compliance with all federal, state, and local laws, including, but not limited to tax code, building code, fire code, and environmental health regulations for the level of occupancy of the homestay; 2) not allow any party, event, classes, weddings, receptions, or other large gatherings (NEEDS TO BE DEFINED) on the premises.

6) Property owners who provide homestay lodging are responsible for keeping in full force and effect during all times the dwelling unit is used as a homestay lodging commercial general liability insurance with a total limit of not less than $500,000 each occurrence for bodily injury and property damage.

7) Homestay lodging hosts shall maintain records demonstrating that the home is a host's primary residence, the dates of rental for the previous three hundred sixty-five (365) days, and the number of renters. Such records shall be made available, upon request, to the Town.

I0) Written notice shall be conspicuously posted inside each short-term lodging unit setting forth the following information:

(a) The name and telephone number of the host.
(b) The address of the lodging, the maximum number of overnight occupants, and the day(s) established for garbage collection.
(c) The non-emergency phone number of the Town of Beaufort Police Department.
(d) The annual registration documentation.
(e) That parties, events, classes, weddings, receptions, and other large gatherings (NEEDS TO BE DEFINED) are not permitted. Should "large gatherings" be defined? The term "large gatherings" needs to be refined.

Whole House Lodging

Definitions:
Whole-house lodging – A private residential dwelling unit in which the entire dwelling unit is provided for overnight lodging accommodations to transients for compensation for a maximum continuous period of twenty-nine (29) days, and in which no food is provided.

Regulations:

Whole-house lodging establishments are permitted in all single family and multifamily residential zoning districts subject to the following conditions (OPTION: provide greater limitations, or lesser limitations):

1. Each whole-house lodging establishment shall meet the minimum separation distance from any other residentially-zoned whole-house lodging establishment or any properly permitted bed and breakfast lodging also within a residential zoning district, as measured from parcel line to parcel line. The total number of permitted uses shall be limited by a cap.

   The separation distances shall be 400 feet, with a cap of no more than 2% of the total number of residentially-zoned parcels within each *neighborhood* district (CHANGED FROM "ZONING" DISTRICT – NEIGHBORHOOD DISTRICTS HAVE YET TO BE ESTABLISHED). Should the cap apply to an area vs current zone? I would suggest that this be considered and tested against the cap percentage. The major purpose of the ordinance is to reduce the impact of STR's on the nature and character of a neighborhood. This means to me that limiting the number in an area verses considering all the same zone in total town.

With whole house rentals setting an arbitrary distance between rental units only for STRs has no valid purpose, nor does limiting the number in a neighborhood unless rentals are also limited. I understand that STRs affect neighborhood dynamics but then so can regular rentals.

2. Such uses shall require a local operator, available 24 hours per day, within 20 miles of the subject property.
Finally having a STR owner live within 20 miles of a unit makes no sense whatsoever. Many owners have local agents that manage their units—rental agencies or individuals. NOTE: OPERATORS are required to live within 20 miles, not OWNERS.

3. Permitting.
   (a) The property owner shall apply for a zoning permit for each establishment with the Town of Beaufort Planning and Inspections Department.
   (b) The owner shall provide proof of possession of the applicant premises.
   (c) A zoning permit number shall be assigned to each permitted whole house lodging, which shall be clearly noted along with any advertisement for lodging.
   (d) Zoning permits are limited to natural persons only and no person shall be eligible for more than one permit for a whole-house lodging in any residential district.
   (e) Whole house lodging existing prior to the enactment of this ordinance shall be subject to a one year amortization period and to the non-conforming use requirements of the Land Development Ordinance.

4. Parking:
   (a) The local operator shall issue a parking placard to each guest parking on site.
   (b) One (1) off-street, on-site parking space shall be provided for each bedroom.
   (c) Guest parking shall be restricted to behind the plane of the front facade of the home, except that an existing improved parking surface on the property existing at the time of the adoption of this ordinance may also be used.
   (d) No more than one (1) motor vehicle per bedroom shall be parked onsite at any time.

With the off-street parking requirement, the current resident could give up an off-street parking area that they use, park on the street, and allow the renters to use the parking that the owner uses. Requiring off-street parking will limit STRs in some areas of town, also.

Parking only behind the front is not possible on many regular lots for fulltime home owners or regular renters. Many full time homeowners have family or friends in and overflow parking can spill over into front yards and/or street parking. We do not limit them.

Option:

If off-street parking is not available on site, shared parking or rented spaces in a private or municipal parking lot may be used to satisfy this parking requirement.
Proof of a shared parking plan or rental of spaces shall be included with the zoning permit application. A shared parking plan will be enforced through written agreement among all owners of record. An attested copy of the agreement between the owners of record must be approved by the town attorney and submitted to the city for

recordation on forms made available in by the Town. Recordation of the agreement must take place before issuance of a zoning permit for any short-term lodging use to be served by the off-site parking area.

5. The use provisions of this section are not subject to variance by the board of adjustment.

6. Any property owner operating whole-house lodging shall 1) be responsible for ensuring compliance with all federal, state, and local laws, including, but not limited to tax code, building code, fire code, and environmental health regulations for the level of occupancy of the lodging and 2) not allow any party, event, classes, weddings, receptions, or other large gatherings on the premises. Should "large gatherings" be defined? The term "large gatherings" needs to be refined.

7. Property owners registering a whole-house lodging are responsible for keeping in full force and effect during all times the unit is used as a whole-house lodging commercial general liability insurance with a total limit of not less than $500,000 each occurrence for bodily injury and property damage.

8. Operators of whole house lodging shall maintain records listing the local operator, the dates of rental for the previous three hundred sixty five (365) days, and the number of renters. Such records shall be made available, upon request, to the Town.

9. Written notice shall be conspicuously posted inside each whole house lodging unit setting forth the following information:

   (a) The name and telephone number of the operator.
   (b) The address of the lodging, the maximum number of overnight occupants permitted, and the day(s) established for garbage collection.
   (c) The non-emergency phone number of the Town of Beaufort Police Department.
   (d) The zoning permit number.
   (e) That parties, events, classes, weddings, receptions, and large gatherings are not permitted. The term "large gatherings" needs to be refined.

10. The operator shall ensure that all refuse is stored in appropriate containers and set out for collection on the proper collection day and that the carts are removed from the street or alley on the scheduled collection day, in accordance with all applicable Town Codes.

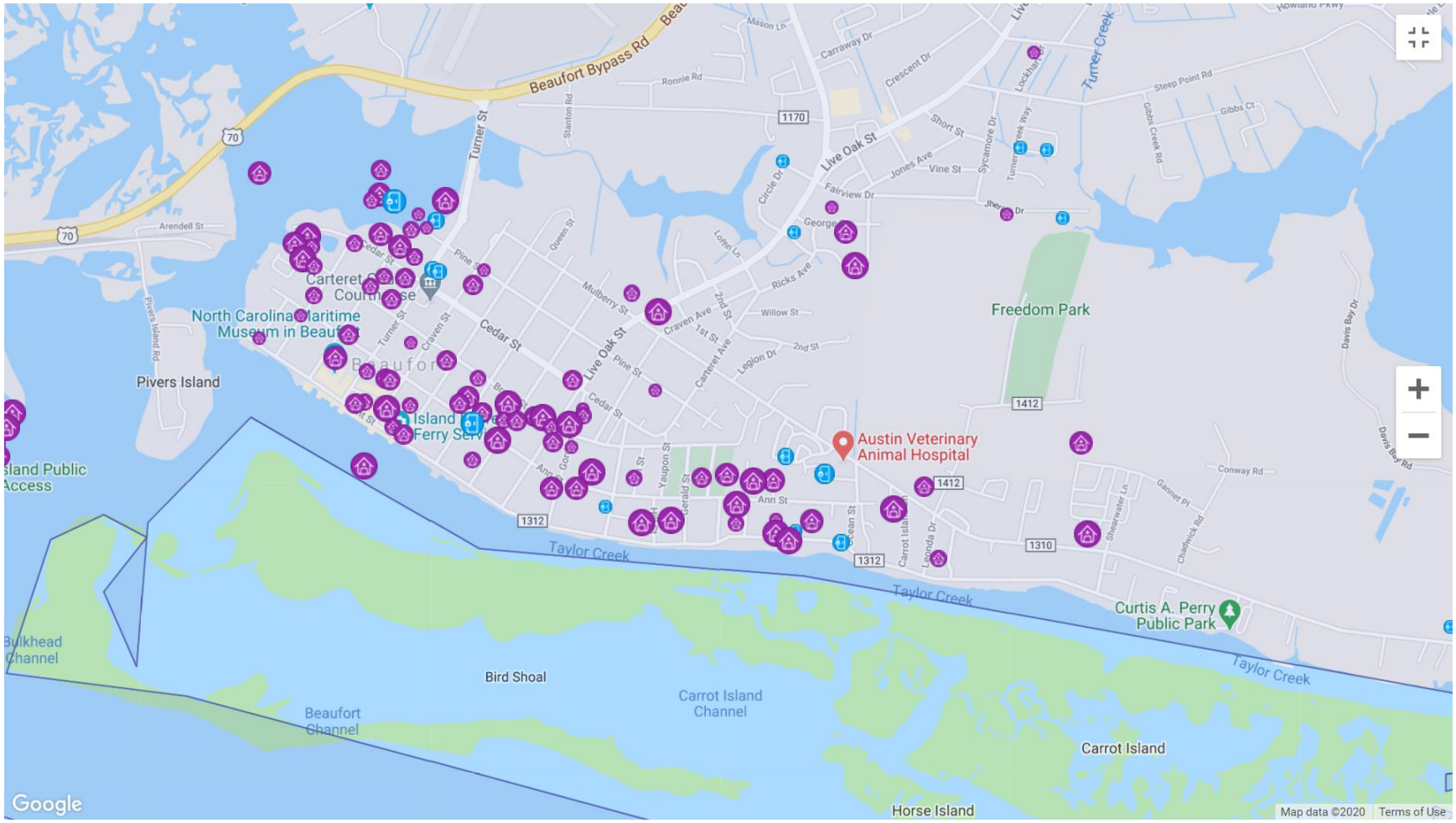
11. Preparation and service of food by operators for guests shall be prohibited. No cooking shall be permitted in individual bedrooms.

12. Occupancy shall be limited to two (2) persons per bedroom.

Additional Comments/Questions:

1. Q: Would this ordinance apply to ETJ? A: Yes, unless ETJ is specifically excluded.
2. Enforcement will require more personnel time which needs to be considered.

3. Throwing this on the code enforcement, who I don't believe is a sworn officer, might not be good. Most things happen on weekends, especially occupancy violations of quantity, parking, noise. Chief Burdette believes in talking it down before action and sometimes a "stop by" of the PD is all it takes to cure the complaint.
4. Also would put a burden on our code enforcement officers with no financial benefit to the town.
5. I really want some mechanism so that occupancy taxes are reported and verified.
6. Q: The enforcement of this is difficult as who is going to check the bedroom? A: The number of bedrooms would be verified during permitting. Number of guest vs. number of bedrooms would like only be checked if there were a complaint.
7. The major complaints coming from STRs over the years is PARKING, trash/recycles, and noise.
8. No matter now it is written the property owner is responsible and on site owners or in-town managers is a good thing. Who is going to get the 2 AM call?
9. I have serious concerns that effective regulation of this is possible and also that it is an infringement of property rights. Specifically: we do not benefit from Occupancy tax so why do we use our resources to enforce it.
10. Q: How does it provide regulatory consistency—this sets two standards—long term rentals with no restrictions and only STR regulated—there is a question of 'consistency' in how rentals are monitored. A: The matter of regulatory consistency has to do with other types of short term rentals, such as hotels and B&Bs, which are specific uses that are called out in the zoning ordinance. Whole House and Home Stay STRs are NOT currently regulated in the zoning ordinance, thus adding regulations for them provides for the "regulatory consistency".
11. Using zoning to try to regulate is likely a temporary use of terminology and likely will shortly be challenged by the courts. All in all I fail to see how regulation of STRs is really possible without considerable potential for legal challenge and also since many STR owners require the income in order to be able to retain a second or former family home.
12. It sets limitations on STRs that are not present on regular rentals. I find this difficult to justify.
13. Also limiting parking, etc. for STRs but not regular rentals or for that matter permanent home owners is not justifiable, as is limiting the number of STRs in an area but not limiting regular rentals.



Short Term Rental Locations (airdna.co)

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

Town of Beaufort Board of Commissioners Work Session
4:00 PM November 23, 2020

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Turner Street Traffic Calming

BRIEF SUMMARY:

A request has been received to add a traffic calming device in the 200 block of Turner Street, following the plan to place a raised crosswalk in the 100 block of Turner Street.

REQUESTED ACTION:

Consider request.

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

Yes

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

Town of Beaufort Board of Commissioners Worksession Meeting
4:00 PM Monday, November 23 – Zoom meeting due to Covid-19

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: October Financial Report/Notes

BRIEF SUMMARY:

- Tax collections for September and October re listed below

September		
Tax Year	Balance Remaining	Collection Rate to Date
2014	$3,220	99.87%
2015	$9,284	99.62%
2016	$21,777	99.17%
2017	$27,228	99.86%
2018	$34,836	98.91%
2019	$83,116	97.74%
2020	$4,040,373	9.52%
October		
Tax Year	Balance Remaining	Collection Rate to Date
2014	$3,156	99.88%
2015	$7,972	99.69%
2016	$19,687	99.25%
2017	$25,089	99.15%
2018	$32,202	99.02%
2019	$76,697	98.00%
2020	$3,736,240	22.11%

- Sales and Use tax distribution for November is $158,529 (August sales)
- Budget transfers from Non-Departmental Capital Outlay- Vehicles are made during October to the Police Department and Public Works for vehicles and equipment. During the budget process staff had not finished prioritizing the vehicle needs of each department. A lump sum amount was budgeted in the

Non- Departmental account to be disbursed once needs were reviewed and prioritized with each department.

REQUESTED ACTION:

No action requested/ review

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

No

Comparison of FY 19,20, and 21 Sales and Use Tax Distributions					
Sales Month	Collection Month	Distribution Month	Distribution Amount FY 2019	Distribution Amount FY 2020	Distribution Amount FY 2021
July	August	October	$102,279	$154,624	$198,338
August	September	November	$118,261	$147,895	$158,529
September	October	December	$104,910	$132,455	
October	November	January	$113,279	$130,905	
November	December	February	$118,047	$116,991	
December	January	March	$112,470	$133,544	
January	February	April	$91,523	$110,330	
February	March	May	$96,640	$96,305	
March	April	June	$127,685	$127,868	
April	May	July	$123,099	$110,588	
May	June	August	$145,214	$158,801	
June	July	September	$150,652	$202,009	
Total			$1,404,059	$1,622,314	$356,867

TOWN OF BEAUFORT

Statement of Revenue and Expenditures - Operating

7.

Revenue Account Range: 10-000-0000 to 60-307-0001
Expend Account Range: First to Last
Print Zero YTD Activity: No
Include Non-Anticipated: Yes
Include Non-Budget: No
Year To Date As Of: 10/31/20
Current Period: 10/01/20 to 10/31/20
Prior Year: 10/01/19 to 10/31/19

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
10-301-0000	AD VALOREM TAX - CURRENT YEAR	$275,294.45	$4,682,759.00	$301,062.14	$757,380.92	-$3,925,378.08	16%
10-301-0001	AD VALOREM TAX PRIOR YEAR	$8,196.40	$70,000.00	$5,953.71	$25,514.98	-$44,485.02	36%
10-301-0002	PENALTIES AND INTEREST	$1,907.69	$10,000.00	$1,191.21	$4,163.22	-$5,836.78	42%
10-301-0004	MOTOR VEHICLE TAX	$15,856.95	$168,158.00	$20,440.43	$61,550.55	-$106,607.45	37%
10-301-0006	PAYMENT IN LIEU OF TAXES	$376.06	$32,000.00	$0.00	$0.00	-$32,000.00	0%
10-303-0001	LOCAL OPTION SALES TAX	$154,623.67	$1,239,000.00	$198,338.50	$198,338.50	-$1,040,661.50	16%
10-303-0002	UTILITIES FRANCHISE TAX	$0.00	$385,000.00	$0.00	$0.00	-$385,000.00	0%
10-303-0003	BEER AND WINE TAX	$0.00	$18,872.00	$0.00	$0.00	-$18,872.00	0%
10-303-0004	POWELL BILL	$0.00	$120,000.00	$0.00	$56,777.00	-$63,223.00	47%
10-303-0012	Grant from NC Natural $ Cultural Res.	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-303-0014	FEMA MITIGATION GRANT	$0.00	$84,650.00	$0.00	$0.00	-$84,650.00	0%
10-303-0015	FEMA HURRICANE REIMBURSEMENT	$0.00	$0.00	$0.00	$29,540.09	$29,540.09	0%
10-303-0016	GRANTS - SRO, CAD, School Safety	$0.00	$91,000.00	$20,029.95	$20,029.95	-$70,970.05	22%
10-303-0017	NOAA Grant - Taylor's Creek	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-303-0019	CARES RELIEF FUNDS	$0.00	$94,768.00	$0.00	$0.00	-$94,768.00	0%
10-304-0001	COUNTY ABC PROFIT DISTRIBUTION	$49,896.00	$170,000.00	$62,204.00	$62,204.00	-$107,796.00	37%
10-304-0002	FIRE DISTRICT AD VALOREM TAX	$26,911.67	$334,081.00	$27,840.09	$111,360.36	-$222,720.64	33%
10-304-0003	FIRE DISTRICT SALES TAX	$9,166.67	$105,000.00	$8,750.00	$35,000.00	-$70,000.00	33%
10-304-0004	HARLOWE DIST AD VALOREM TAX	$5,269.55	$68,096.00	$5,674.45	$22,697.80	-$45,398.20	33%
10-304-0005	HARLOWE FIRE DISTRCIT SALES TAX	$1,769.54	$20,033.00	$1,669.37	$6,677.48	-$13,355.52	33%
10-304-0020	MISC REVENUE-FIRE DEPARTMENT	$100.00	$0.00	$105.00	$105.00	$105.00	0%
10-305-0001	SOLID WASTE USER FEE (RES)	$45,169.85	$555,000.00	$47,216.39	$188,088.39	-$366,911.61	34%
10-305-0002	SOLID WASTE USER FEES (COMM)	$1,108.02	$13,500.00	$1,108.65	$4,490.83	-$9,009.17	33%
10-305-0003	STORMWATER RESIDENTIAL	$11,304.17	$136,000.00	$9,656.10	$24,353.32	-$111,646.68	18%
10-305-0004	SOLID WASTE USER FEE -WBD	$2,927.47	$35,000.00	$2,872.45	$11,379.39	-$23,620.61	33%
10-305-0005	BUILDING PERMITS	$13,798.64	$175,000.00	$19,325.60	$87,495.44	-$87,504.56	50%
10-305-0006	PARKING METER	$0.00	$180,000.00	$0.00	$0.00	-$180,000.00	0%

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
10-305-0007	PARKING VIOLATIONS/PENALTIES	$1,209.00	$20,000.00	$214.42	$1,262.42	-$18,737.58	6%
10-305-0008	COURT COSTS, FEES, CHARGES	$72.00	$750.00	$49.50	$406.00	-$344.00	54%
10-305-0009	ROAD RACE REGISTRATION	$0.00	$1,500.00	$0.00	$0.00	-$1,500.00	0%
10-305-0010	LATE FEES - SOLID WASTE	$1.88	$0.00	$0.00	$0.00	$0.00	0%
10-305-0011	SPECIAL EVENT FEES	$270.00	$0.00	$0.00	$0.00	$0.00	0%
10-305-0013	TRAIN DEPOT RENTAL	$200.00	$0.00	$0.00	$0.00	$0.00	0%
10-306-0001	PROPERTY LEASES	$14,861.34	$224,301.00	$21,617.25	$71,672.07	-$152,628.93	32%
10-306-0002	ANTENNA CONTRACT REVENUE	$0.00	$54,000.00	$0.00	$44,105.37	-$9,894.63	82%
10-306-0003	CEMETERY LOT SALES	$75.00	$3,500.00	$50.00	$1,376.78	-$2,123.22	39%
10-306-0006	SALE OF SURPLUS PROPERTY	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-306-0010	SURETY BOND	$0.00	$0.00	-$7,840.00	-$7,840.00	-$7,840.00	0%
10-307-0001	INVESTMENT EARNINGS	$8,305.67	$35,000.00	$163.85	$1,390.23	-$33,609.77	4%
10-307-0002	MISCELLANEOUS REVENUE	$1,011.40	$2,700.00	$830.00	$3,685.00	$985.00	136%
10-307-0003	MISCELLANEOUS REVENUE - PD	$1,767.78	$0.00	$2,000.00	$4,207.00	$4,207.00	0%
10-307-0007	PROCEEDS FROM LOAN	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-307-0008	REIMBURSEMENT FROM INSURANCE	$0.00	$2,817.00	$0.00	$2,817.34	$0.34	100%
10-307-0009	APPROPRIATED FUND BALANCE	$0.00	$121,786.00	$0.00	$0.00	-$121,786.00	0%
10-307-0010	UTILITY FUND ADMIN EXPENSE ALLOCAT	$0.00	$600,000.00	$0.00	$0.00	-$600,000.00	0%
10-307-0011	APP. REST. FUND BALANCE (PUBLIC SAF	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-900-9000	cancel revenue	$0.00	$0.00	$174.08	$174.08	$174.08	0%
	General Fund Revenue Total	**$651,450.87**	**$9,854,271.00**	**$750,697.14**	**$1,830,403.51**	**-$8,023,867.49**	**19%**

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-410-0000	GOVERNING BODY:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-410-0200	SALARIES AND WAGES	$3,858.34	$47,226.08	$3,935.50	$15,742.00	$0.00	$31,484.08	33%
10-410-0500	FICA	$295.15	$3,778.09	$301.04	$1,204.16	$0.00	$2,573.93	32%
10-410-0800	WORKERS COMPENSATION	$0.00	$142.00	$0.00	$142.00	$0.00	$0.00	100%
10-410-1140	PUBLIC NOTICES/ADVERTISING	$0.00	$4,500.00	$805.09	$1,709.00	$123.38	$2,667.62	38%
10-410-1141	NEWSLETTER	$358.51	$4,000.00	$700.55	$1,406.60	$0.00	$2,593.40	35%
10-410-1210	OFFICE SUPPLIES	$0.00	$1,000.00	$0.00	$0.00	$0.00	$1,000.00	0%

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-410-1220	OFFICE EQUIPMENT (NON-CAPITAL)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-410-1250	DUES & SUBSCRIPTIONS	$584.00	$11,300.00	$160.67	$8,249.33	$10.66	$3,040.01	73%
10-410-1430	TRAINING- REGISTRATION & CLASS MAT	$0.00	$5,000.00	$0.00	$206.25	$0.00	$4,793.75	4%
10-410-1431	TRAVEL MILEAGE	$0.00	$750.00	$0.00	$0.00	$0.00	$750.00	0%
10-410-1432	MEALS	$0.00	$1,500.00	$0.00	$0.00	$0.00	$1,500.00	0%
10-410-1433	LODGING	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	0%
10-410-4520	CODIFICATION	$0.00	$2,500.00	$0.00	$2,773.92	$0.00	-$273.92	111%
10-410-5400	INSURANCE	$0.00	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	100%
10-410-5720	ELECTIONS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
	DEPARTMENT 410 Total	**$5,096.00**	**$87,196.17**	**$5,902.85**	**$34,933.26**	**$134.04**	**$52,128.87**	**40%**
10-420-0000	ADMINISTRATION:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-420-0200	SALARIES AND WAGES	$28,906.04	$263,899.82	$21,947.69	$100,838.15	$0.00	$163,061.67	38%
10-420-0201	OVERTIME	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-420-0500	FICA EXPENSE	$2,088.88	$21,112.79	$1,599.17	$7,349.21	$0.00	$13,763.58	35%
10-420-0600	GROUP INSURANCE EXPENSE	$2,342.88	$22,354.92	$1,757.16	$7,614.36	$0.00	$14,740.56	34%
10-420-0700	RETIREMENT EXPENSE	$4,049.76	$40,140.68	$3,338.26	$15,337.57	$0.00	$24,803.11	38%
10-420-0800	WORKERS COMPENSATION	$0.00	$2,148.00	$0.00	$1,804.30	$0.00	$343.70	84%
10-420-0900	UNEMPLOYMENT INSURANCE EXPENSE	$4,200.00	$3,000.00	$0.00	$0.00	$0.00	$3,000.00	0%
10-420-1110	TELEPHONE	$96.09	$6,780.00	$121.96	$370.73	$0.00	$6,409.27	5%
10-420-1120	INTERNET/CABLE	$550.88	$6,900.00	$104.94	$1,243.56	$0.00	$5,656.44	18%
10-420-1130	POSTAGE	$544.35	$3,000.00	$501.20	$1,025.40	$24.20	$1,950.40	34%
10-420-1210	OFFICE SUPPLIES	$3,245.58	$14,700.00	$1,414.60	$4,970.41	$0.00	$9,729.59	34%
10-420-1220	OFFICE EQUIPMENT (NON-CAPITAL)	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-420-1221	OFFICE EQUIPMENT LEASES	$731.52	$7,800.00	$439.19	$2,046.55	$0.00	$5,753.45	26%
10-420-1230	OFFICE CONTRACT SERVICES	$867.37	$6,000.00	$96.51	$107.17	$0.00	$5,892.83	2%
10-420-1250	DUES AND SUBSCRIPTIONS	$33.10	$2,500.00	$345.00	$1,028.12	$42.65	$1,429.23	41%
10-420-1310	ELECTRIC	$1,181.22	$16,800.00	$1,106.74	$4,990.26	$0.00	$11,809.74	30%
10-420-1330	WATER/SEWER/SOLID WASTE	$16.17	$3,356.36	$111.29	$447.52	$0.00	$2,908.84	13%
10-420-1430	TRAINING-REGISTRATION & CLASS MAT'	-$275.00	$3,000.00	$0.00	$460.00	$0.00	$2,540.00	15%

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-420-1431	TRAVEL MILEAGE	$0.00	$1,000.00	$0.00	$0.00	$0.00	$1,000.00	0%
10-420-1432	MEALS	$0.00	$750.00	$0.00	$0.00	$0.00	$750.00	0%
10-420-1433	LODGING	$0.00	$2,500.00	$0.00	$0.00	$0.00	$2,500.00	0%
10-420-1630	EQUIPMENT MAINT. & REPAIRS	$0.00	$100.00	$0.00	$0.00	$0.00	$100.00	0%
10-420-1730	VEHICLE MAINT & REPAIRS	$19.07	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-420-5400	INSURANCE	$178.11	$50,231.00	$0.00	$51,302.60	$0.00	-$1,071.60	102%
10-420-7430	CAPITAL OUTLAY - VEHICLES	$17,387.73	$0.00	$0.00	$0.00	$0.00	$0.00	0%
	DEPARTMENT 420 Total	**$66,643.75**	**$478,073.57**	**$32,883.71**	**$200,935.91**	**$66.85**	**$277,070.81**	**42%**
10-430-0000	FINANCE:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-430-0200	SALARIES AND WAGES	$20,068.28	$267,914.94	$20,907.48	$93,466.94	$0.00	$174,448.00	35%
10-430-0201	OVERTIME	$0.00	$0.00	$0.00	$7.83	$0.00	-$7.83	0%
10-430-0500	FICA EXPENSE	$1,421.55	$21,436.08	$1,481.22	$6,664.40	$0.00	$14,771.68	31%
10-430-0600	GROUP INSURANCE EXPENSE	$2,928.60	$37,258.20	$2,928.60	$11,714.40	$0.00	$25,543.80	31%
10-430-0700	RETIREMENT EXPENSE	$2,811.58	$40,755.34	$3,180.05	$14,217.61	$0.00	$26,537.73	35%
10-430-0800	WORKERS COMPENSATION	$0.00	$1,210.00	$0.00	$1,210.00	$0.00	$0.00	100%
10-430-1210	OFFICE SUPPLIES	$0.00	$0.00	$53.56	$53.56	-$53.56	$0.00	0%
10-430-1230	OFFICE CONTRACT SERVICES	$1,028.26	$29,000.00	$1,009.27	$11,939.79	$0.00	$17,060.21	41%
10-430-1250	DUES & SUBSCRIPTIONS	$160.00	$400.00	$0.00	$0.00	$0.00	$400.00	0%
10-430-1430	TRAINING-REGISTRATION & CLASS MATE	-$25.00	$5,500.00	$3,560.00	$3,625.00	$71.60	$1,803.40	66%
10-430-1431	TRAVEL MILEAGE	$0.00	$1,000.00	$0.00	$0.00	$0.00	$1,000.00	0%
10-430-1432	MEALS	$12.77	$600.00	$0.00	$0.00	$0.00	$600.00	0%
10-430-1433	LODGING	$0.00	$1,900.00	$0.00	$0.00	$0.00	$1,900.00	0%
10-430-1630	EQUIPMENT MAINT & REPAIRS	$0.00	$500.00	$0.00	$0.00	$0.00	$500.00	0%
10-430-4510	PROFESSIONAL SERVICES	$0.00	$20,000.00	$2,112.00	$11,194.00	$0.00	$8,806.00	56%
10-430-4520	TAX COLLECTION ADMIN EXPENSE PROI	$5,926.97	$87,144.00	$6,347.61	$16,204.83	$0.00	$70,939.17	19%
10-430-4525	TAX COLLECTION ADMIN EXPENSE MVT	$1,000.78	$10,000.00	$1,390.61	$3,466.18	$0.00	$6,533.82	35%
	DEPARTMENT 430 Total	**$35,333.79**	**$524,618.56**	**$42,970.40**	**$173,764.54**	**$18.04**	**$350,835.98**	**33%**
10-450-0000	PARKING DEPARTMENT:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-450-0200	SALARIES AND WAGES	$2,856.11	$37,467.46	$0.00	$7,296.00	$0.00	$30,171.46	19%

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-450-0201	OVERTIME	$0.00	$2,040.00	$0.00	$0.00	$0.00	$2,040.00	0%
10-450-0205	OTHER SALARIES - PART TIME	$0.00	$14,085.00	$0.00	$0.00	$0.00	$14,085.00	0%
10-450-0500	FICA EXPENSE	$211.00	$4,309.93	$0.00	$551.72	$0.00	$3,758.21	13%
10-450-0600	GROUP INSURANCE	$585.72	$7,451.64	$0.00	$1,171.44	$0.00	$6,280.20	16%
10-450-0700	RETIREMENT EXPENSE	$400.15	$6,021.94	$0.00	$1,109.73	$0.00	$4,912.21	18%
10-450-0800	WORKERS COMPENSATION	$0.00	$1,343.00	$0.00	$1,343.00	$0.00	$0.00	100%
10-450-1210	OFFICE SUPPLIES	$41.59	$2,000.00	$0.00	$22.23	$0.00	$1,977.77	1%
10-450-1230	OFFICE CONTRACT SERVICES - SOFTWA	$912.00	$12,144.00	$912.00	$3,648.00	$0.00	$8,496.00	30%
10-450-1430	TRAINING -REGISTRATION AND CLASS M	$0.00	$1,050.00	$0.00	$0.00	$0.00	$1,050.00	0%
10-450-1431	TRAVEL MILEAGE	$0.00	$400.00	$0.00	$0.00	$0.00	$400.00	0%
10-450-1432	MEALS	$0.00	$300.00	$0.00	$0.00	$0.00	$300.00	0%
10-450-1433	LODGING	$0.00	$800.00	$0.00	$0.00	$0.00	$800.00	0%
10-450-1592	WBD PROJECTS	$682.32	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-450-1620	EQUIPMENT RENTAL - HANDHELDS	$1,056.15	$1,700.00	$0.00	$0.00	$0.00	$1,700.00	0%
10-450-1630	EQUIPMENT MAINTENANCE AND REPAIR	$546.71	$3,000.00	$0.00	$0.00	$0.00	$3,000.00	0%
10-450-3901	PARKING METER CREDIT CARD PROCES	$389.67	$22,000.00	$59.10	$330.07	$0.00	$21,669.93	2%
10-450-3902	COLLECTION FEES	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	0%
10-450-4550	CONTRACT SERVICES	$0.00	$3,000.00	$0.00	$0.00	$0.00	$3,000.00	0%
10-450-5730	CONTINGENCY	$0.00	$13,000.00	$0.00	$0.00	$0.00	$13,000.00	0%
10-450-8010	DEBT SERVICE - PRINCIPAL	$0.00	$7,903.00	$0.00	$0.00	$0.00	$7,903.00	0%
10-450-8011	DEBT SERVICE - INTEREST	$0.00	$900.00	$0.00	$0.00	$0.00	$900.00	0%
	DEPARTMENT 450 Total	**$7,681.42**	**$142,915.97**	**$971.10**	**$15,472.19**	**$0.00**	**$127,443.78**	**11%**
10-510-0000	POLICE DEPARTMENT:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-510-0200	SALARIES AND WAGES	$69,824.82	$1,025,644.54	$76,589.67	$341,686.15	$0.00	$683,958.39	33%
10-510-0201	OVERTIME	$4,441.97	$28,000.02	$681.61	$6,352.15	$0.00	$21,647.87	23%
10-510-0203	SEPARATION PAY	$3,510.09	$41,400.00	$3,510.09	$14,040.36	$0.00	$27,359.64	34%
10-510-0205	OTHER SALARIES-PARTTIME	$239.09	$10,000.00	$27.09	$1,128.75	$0.00	$8,871.25	11%
10-510-0500	FICA EXPENSE	$5,785.54	89,021.32	$5,941.42	$26,822.17	$0.00	$62,199.15	30%
10-510-0600	GROUP INSURANCE EXPENSE	$10,458.84	$141,581.16	$11,086.62	$43,301.22	$0.00	$98,279.94	31%

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-510-0700	RETIREMENT EXPENSE	$10,896.79	$166,660.56	$12,221.29	$55,052.59	$0.00	$111,607.97	33%
10-510-0800	WORKERS COMPENSATION	$0.00	$39,940.00	$299.61	$39,927.11	$299.61	-$286.72	100%
10-510-1110	TELEPHONE	$115.72	$8,184.00	$123.54	$373.47	$0.00	$7,810.53	5%
10-510-1111	TELEPHONE-CELLULAR	$747.50	$10,800.00	$775.67	$2,331.81	$0.00	$8,468.19	22%
10-510-1120	INTERNET/CABLE	$321.00	$3,700.00	$993.94	$1,897.08	$0.00	$1,802.92	51%
10-510-1130	POSTAGE	$0.00	$750.00	$28.55	$36.05	$1.20	$712.75	5%
10-510-1210	OFFICE SUPPLIES	$0.00	$2,500.00	$181.09	$760.30	$220.02	$1,519.68	30%
10-510-1220	OFFICE EQUIPMENT (NON-CAPITAL)	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	0%
10-510-1221	OFFICE EQUIPMENT LEASES	$624.50	$4,100.00	$351.58	$1,664.58	$0.00	$2,435.42	41%
10-510-1230	OFFICE CONTRACT SERVICES	$1,151.00	$22,600.00	$1,373.91	$6,110.63	$0.00	$16,489.37	27%
10-510-1250	DUES AND SUBSCRIPTIONS	$0.00	$2,500.00	$0.00	$0.00	$150.00	$2,350.00	0%
10-510-1260	MISC. ADMIN. EXPENSE	$0.00	$500.00	$0.00	$20.50	$0.00	$479.50	4%
10-510-1310	ELECTRIC	$654.41	$6,300.00	$626.17	$2,832.51	$0.00	$3,467.49	45%
10-510-1330	WATER/SEWER/SOLID WASTE	$283.70	$3,776.11	$269.46	$825.48	$0.00	$2,950.63	22%
10-510-1420	OSHA/SAFETY COMPLIANE	$0.00	$1,310.00	$0.00	$0.00	$0.00	$1,310.00	0%
10-510-1421	SAFETY EQUIPMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-510-1422	SAFETY SUPPLIES & MATERIALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-510-1430	TRAINING- REGISTRATION &CLASS MAT'	$0.00	$12,000.00	$662.82	$989.88	$370.00	$10,640.12	8%
10-510-1431	TRAVEL MILEAGE	$0.00	$500.00	$0.00	$0.00	$0.00	$500.00	0%
10-510-1432	MEALS	$0.00	$3,500.00	$52.92	$433.25	$206.59	$2,860.16	12%
10-510-1433	LODGING	$0.00	$4,000.00	$0.00	$0.00	$0.00	$4,000.00	0%
10-510-1440	UNIFORMS	-$59.41	$15,000.00	$396.50	$1,370.89	$299.16	$13,329.95	9%
10-510-1451	EMPLOYEE WELLNESS	$443.00	$18,060.00	$443.00	$2,215.00	$0.00	$15,845.00	12%
10-510-1610	NON-CAPITAL EQUIPMENT PURCHASE	$0.00	$34,300.00	$0.00	$0.00	$0.00	$34,300.00	0%
10-510-1630	EQUIPMENT MAINT. & REPAIRS	$241.70	$4,000.00	$326.64	$842.18	$76.69	$3,081.13	21%
10-510-1710	AUTO FUEL	$4,656.14	$37,740.00	$1,813.69	$7,875.61	$0.00	$29,864.39	21%
10-510-1730	VEHICLE MAINT. & REPAIRS	$1,226.86	$15,000.00	$800.37	$3,240.44	$0.00	$11,759.56	22%
10-510-3310	DEPARTMENT SUPPLIES & MATERIALS	$0.00	$9,000.00	$25.37	$702.24	$357.01	$7,940.75	8%
10-510-4510	PROFESSIONAL SERVICES	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	0%

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-510-4560	ABANDONED AND DERELICT VESSEL RE	$0.00	$12,000.00	$0.00	$0.00	$0.00	$12,000.00	0%
10-510-4570	MARINE OPERATIONS	$0.00	$4,000.00	$0.00	$139.97	$62.40	$3,797.63	3%
10-510-5400	INSURANCE AND BONDS	$0.00	$24,720.00	$0.00	$24,700.00	$0.00	$20.00	100%
10-510-5791	CRIMINAL INVESTIGATION	$0.00	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	0%
10-510-5793	CRIME PREVENTION	$2,000.00	$5,000.00	$0.00	$0.00	$0.00	$5,000.00	0%
10-510-7420	CAPITAL OUTLAY - EQUIPMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-510-7430	CAPITAL OUTLAY - VEHICLES	$0.00	$124,000.00	$0.00	-$0.10	$123,729.02	$271.08	-0%
10-510-8010	DEBT SERVICE - PRINCIPAL	$0.00	$16,594.00	$0.00	$16,594.00	$0.00	$0.00	100%
10-510-8011	DEBT SERVICE - INTEREST	$0.00	$626.00	$0.00	$662.25	$0.00	-$36.25	106%
10-510-9003	HURRICANE SUPPLIES & MATERIALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-510-9020	GRANT EXPENDITURES	$0.00	$35,000.00	$0.00	$20,030.00	$8,533.73	$6,436.27	57%
	DEPARTMENT 510 Total	**$117,563.26**	**$1,998,307.71**	**$119,602.62**	**$624,958.52**	**$134,305.43**	**$1,239,043.76**	**31%**
10-531-0000	FIRE DEPARTMENT:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-531-0200	SALARIES & WAGES	$69,748.10	$942,538.93	$69,260.33	$310,056.57	$0.00	$632,482.36	33%
10-531-0201	OVERTIME	$1,819.81	$30,999.02	$1,162.06	$6,213.82	$0.00	$24,785.20	20%
10-531-0205	SALARIES-PARTIME/PRN	$4,480.74	$43,080.58	$1,658.77	$19,688.96	$0.00	$23,391.62	46%
10-531-0500	FICA EXPENSE	$5,663.32	$81,405.93	$5,371.44	$25,039.13	$0.00	$56,366.80	31%
10-531-0600	GROUP INSURANCE	$9,894.15	$134,129.52	$9,413.58	$39,411.48	$0.00	$94,718.04	29%
10-531-0700	RETIREMENT EXPENSE	$10,026.69	$148,284.71	$10,711.26	$48,104.76	$0.00	$100,179.95	32%
10-531-0701	FIREMAN'S PENSION FUND	$0.00	$2,160.00	$0.00	$0.00	$0.00	$2,160.00	0%
10-531-0800	WORKERS COMPENSATION	$0.00	$51,027.00	$0.00	$50,946.00	$0.00	$81.00	100%
10-531-1110	TELEPHONE	$261.72	$5,768.00	$143.28	$430.49	$0.00	$5,337.51	7%
10-531-1111	TELEPHONE- CELLULAR	$132.01	$2,500.00	$114.03	$454.12	$0.00	$2,045.88	18%
10-531-1120	INTERNET/CABLE	$356.31	$4,420.00	$324.43	$973.29	$0.00	$3,446.71	22%
10-531-1130	POSTAGE	$5.35	$200.00	$0.00	$32.45	$0.00	$167.55	16%
10-531-1210	OFFICE SUPPLIES	$59.99	$1,200.00	$0.00	$0.00	$41.41	$1,158.59	0%
10-531-1220	OFFICE EQUIPMENT (NON-CAPITAL)	$0.00	$1,500.00	$0.00	$0.00	$693.86	$806.14	0%
10-531-1221	OFFICE EQUIPMENT LEASES	$479.88	$3,030.00	$269.76	$1,229.52	$0.00	$1,800.48	41%
10-531-1230	OFFICE CONTRACT SERVICES	$13.60	$1,670.00	$0.00	$1,420.00	$0.00	$250.00	85%

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-531-1250	DUES & SUBSCRIPTIONS	$15.00	$2,050.00	$11.00	$93.00	$0.00	$1,957.00	5%
10-531-1310	ELECTRIC	$1,960.07	$23,460.00	$1,652.39	$6,136.31	$0.00	$17,323.69	26%
10-531-1320	LP GAS	$0.00	$500.00	$0.00	$35.55	$0.00	$464.45	7%
10-531-1330	WATER/SEWER/SOLID WASTE	$400.97	$5,080.03	$337.05	$761.08	$0.00	$4,318.95	15%
10-531-1420	OSHA/ SAFETY COMPLIANCE	$0.00	$6,610.00	$72.72	$1,236.24	$0.00	$5,373.76	19%
10-531-1421	SAFETY EQUIPMENT	$0.00	$31,310.00	$0.00	$5,648.22	$14,810.00	$10,851.78	18%
10-531-1422	SAFETY SUPPLIES & MATERIALS	$138.98	$3,000.00	$191.00	$701.26	$40.80	$2,257.94	23%
10-531-1430	TRAINING- REGIST & CLASS MATERIAL	$611.40	$5,500.00	$9.99	$1,337.03	$0.00	$4,162.97	24%
10-531-1431	MILEAGE	$0.00	$800.00	$0.00	$191.20	$0.00	$608.80	24%
10-531-1432	MEALS	$0.00	$2,700.00	$0.00	$507.92	$0.00	$2,192.08	19%
10-531-1433	LODGING	$0.00	$3,000.00	$0.00	$8.13	$0.00	$2,991.87	0%
10-531-1440	UNIFORMS	$0.00	$12,600.00	$1,502.69	$2,871.41	$1,287.12	$8,441.47	23%
10-531-1510	BUILDING MAINTENANCE	$240.23	$6,357.00	$333.87	$1,368.14	$0.00	$4,988.86	22%
10-531-1511	GROUND MAINT	$0.00	$3,500.00	$0.00	$0.00	$0.00	$3,500.00	0%
10-531-1512	JANITORIAL SUPPLIES	$97.01	$1,800.00	$211.90	$679.27	$0.00	$1,120.73	38%
10-531-1513	CONTRACTED SERVICES	$0.00	$8,500.00	$135.00	$241.00	$0.00	$8,259.00	3%
10-531-1610	NON-CAPITAL EQUIPMENT PURCHASE	$1,550.00	$7,000.00	$0.00	$870.02	$2,857.17	$3,272.81	12%
10-531-1630	EQUIPMENT MAINT & REPAIRS	$10.40	$15,600.00	$0.00	$317.58	$0.00	$15,282.42	2%
10-531-1710	AUTO FUEL	$2,424.39	$23,000.00	$766.08	$3,438.50	$0.00	$19,561.50	15%
10-531-1730	VEHICLE MAINT & REPAIRS	$749.10	$26,817.00	$667.04	$21,015.37	$0.00	$5,801.63	78%
10-531-3310	DEPARTMENT SUPPLIES & MATERIALS	$219.09	$9,000.00	$22.08	$1,541.66	$110.03	$7,348.31	17%
10-531-5400	INSURANCE & BONDS	$0.00	$34,710.00	$0.00	$36,681.00	$0.00	-$1,971.00	106%
10-531-7430	CAPITAL OUTLAY- VEHICLES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-531-8010	DEBT SERVICE - PRINCIPAL	$1,015.23	$255,437.00	$0.00	$100,000.00	$0.00	$155,437.00	39%
10-531-8011	DEBT SERVICE - INTEREST	$9.89	$95,790.00	$0.00	$36,849.99	$0.00	$58,940.01	38%
10-531-9001	HURRICANE FUEL	$62.29	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-531-9003	HURRICANE SUPPLIES & MATERIALS	$3,173.77	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-531-9010	COVID-19 RESPONSE	$0.00	$1,410.00	$0.00	$4,955.27	$0.00	-$3,545.27	351%
	DEPARTMENT 531 Total	**$115,619.49**	**$2,039,444.72**	**$104,341.75**	**$731,485.74**	**$19,840.39**	**$1,288,118.59**	**36%**

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-540-0000	PLANNING & INSPECTIONS:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-540-0200	SALARIES AND WAGES	$25,301.32	$311,420.48	$24,548.62	$109,345.64	$0.00	$202,074.84	35%
10-540-0201	OVERTIME	$168.84	$1,530.00	$0.00	$59.93	$0.00	$1,470.07	4%
10-540-0500	FICA EXPENSE	$1,894.62	$25,036.84	$1,853.46	$8,267.72	$0.00	$16,769.12	33%
10-540-0600	GROUP INSURANCE EXPENSE	$2,928.60	$37,258.20	$2,928.60	$11,714.40	$0.00	$25,543.80	31%
10-540-0700	RETIREMENT EXPENSE	$3,568.37	$47,611.85	$3,733.87	$16,640.67	$0.00	$30,971.18	35%
10-540-0800	WORKERS COMPENSATION	$0.00	$5,773.00	$0.00	$5,264.35	$0.00	$508.65	91%
10-540-1250	DUES & SUBSCRIPTIONS	$52.00	$2,500.00	$0.00	$1,037.00	$0.00	$1,463.00	41%
10-540-1420	OSHA/SAFETY COMPLIANCE	$0.00	$300.00	$0.00	$0.00	$0.00	$300.00	0%
10-540-1430	TRAINING-REGISTRATION & CLASS MAT'	$130.00	$2,400.00	$0.00	$1,595.00	$0.00	$805.00	66%
10-540-1431	TRAVEL MILEAGE	$876.96	$1,500.00	$0.00	$0.00	$0.00	$1,500.00	0%
10-540-1432	MEALS	$0.00	$800.00	$0.00	$0.00	$0.00	$800.00	0%
10-540-1433	LODGING	$0.00	$2,400.00	$0.00	$0.00	$0.00	$2,400.00	0%
10-540-1610	NON-CAPITAL EQUIPMENT PURCHASE	$0.00	$2,000.00	$83.23	$83.23	$0.00	$1,916.77	4%
10-540-1710	AUTO FUEL	$80.93	$1,000.00	$58.87	$170.36	$0.00	$829.64	17%
10-540-1730	VEHICLE MAINT & REPAIRS	$47.54	$500.00	$0.00	$0.00	$0.00	$500.00	0%
10-540-1810	PERMITS & FEES RECURRING	$290.00	$1,800.00	$0.00	$0.00	$0.00	$1,800.00	0%
10-540-3510	HISTORIC COMM.EXPENSE	$0.00	$1,000.00	$0.00	$0.00	$0.00	$1,000.00	0%
10-540-3512	HISTORIC COMM-TRAVEL	$0.00	$1,800.00	$0.00	$0.00	$0.00	$1,800.00	0%
10-540-4510	PROFESSIONAL SERVICES	$0.00	$22,500.00	$0.00	$7,500.00	$15,000.00	$0.00	33%
10-540-5400	INSURANCE & BONDS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-540-7420	CAPITAL OUTLAY-EQUIP	$0.00	$180,000.00	$0.00	$0.00	$0.00	$180,000.00	0%
10-540-7430	CAPITAL OUTLAY- VEHICLES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-540-8010	DEBT SERVICE - PRINCIPAL	$0.00	$4,840.00	$0.00	$4,840.00	$0.00	$0.00	100%
10-540-8011	DEBT SERVICE - INTEREST	$0.00	$183.00	$0.00	$183.00	$0.00	$0.00	100%
	DEPARTMENT 540 Total	**$35,339.18**	**$654,153.37**	**$33,206.65**	**$166,701.30**	**$15,000.00**	**$472,452.07**	**25%**
10-550-0000	PUBLIC SERVICE ADMINISTRATION:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-550-0200	SALARIES AND WAGES	$0.00	00,228.96	$15,761.68	$62,742.26	$0.00	$137,486.70	31%
10-550-0500	FICA EXPENSE	$0.00	16,018.31	$1,133.62	$4,544.29	$0.00	$11,474.02	28%

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-550-0600	GROUP INSURANCE EXPENSE	$0.00	$14,903.28	$1,171.44	$4,100.04	$0.00	$10,803.24	28%
10-550-0700	RETIREMENT	$0.00	$30,454.82	$2,397.34	$9,543.06	$0.00	$20,911.76	31%
10-550-1230	OFFICE CONTRACT SERVICES	$0.00	$8,500.00	$0.00	$10.66	$0.00	$8,489.34	0%
10-550-1250	DUES AND SUBSCRIPTIONS	$0.00	$1,800.00	$0.00	$0.00	$0.00	$1,800.00	0%
10-550-1420	OSHA/SAFETY COMPLIANCE	$0.00	$500.00	$0.00	$0.00	$0.00	$500.00	0%
10-550-1430	TRAINING - REGISTRATION & CLASS MAT	$0.00	$1,800.00	$0.00	$0.00	$150.00	$1,650.00	0%
10-550-1431	TRAVEL MILEAGE	$0.00	$230.00	$0.00	$0.00	$0.00	$230.00	0%
10-550-1432	MEALS	$0.00	$330.00	$0.00	$0.00	$0.00	$330.00	0%
10-550-1433	LODGING	$0.00	$900.00	$0.00	$0.00	$0.00	$900.00	0%
10-550-1440	UNIFORMS	$0.00	$300.00	$0.00	$0.00	$0.00	$300.00	0%
10-550-1610	NON-CAPITAL EQUIPMENT PURCHASE	$0.00	$750.00	$0.00	$0.00	$0.00	$750.00	0%
10-550-1710	AUTO FUEL	$0.00	$1,000.00	$0.00	$19.60	$0.00	$980.40	2%
10-550-1730	VEHICLE MAINT. & REPAIRS	$0.00	$500.00	$0.00	$0.00	$0.00	$500.00	0%
10-550-4510	PROFESSIONAL SERVICES	$0.00	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	0%
	DEPARTMENT 550 Total	**$0.00**	**$288,215.37**	**$20,464.08**	**$80,959.91**	**$150.00**	**$207,105.46**	**28%**
10-560-0000	PUBLIC WORKS:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-560-0200	SALARIES AND WAGES	$39,312.38	$544,713.11	$40,243.08	$184,954.07	$0.00	$359,759.04	34%
10-560-0201	OVERTIME	$78.96	$5,100.00	$485.61	$3,551.62	$0.00	$1,548.38	70%
10-560-0500	FICA EXPENSE	$2,853.27	$44,019.50	$2,936.42	$13,692.35	$0.00	$30,327.15	31%
10-560-0600	GROUP INSURANCE EXPENSE	$7,028.64	$96,871.32	$7,028.64	$28,700.28	$0.00	$68,171.04	30%
10-560-0700	RETIREMENT EXPENSE	$5,518.73	$81,769.45	$6,019.17	$27,444.26	$0.00	$54,325.19	34%
10-560-0800	WORKERS COMPENSATION	$0.00	$24,164.00	$0.00	$20,392.20	$0.00	$3,771.80	84%
10-560-1110	TELEPHONE	$118.84	$2,500.00	$128.48	$384.76	$0.00	$2,115.24	15%
10-560-1111	TELEPHONE- CELLULAR	$0.00	$350.00	$80.66	$246.67	$0.00	$103.33	70%
10-560-1120	INTERNET\CABLE	$430.94	$4,900.00	$449.37	$1,348.11	$0.00	$3,551.89	28%
10-560-1130	POSTAGE	$796.71	$4,500.00	$833.01	$1,662.99	$0.00	$2,837.01	37%
10-560-1210	OFFICE SUPPLIES	$45.79	$2,000.00	$939.88	$1,615.31	$0.00	$384.69	81%
10-560-1220	OFFICE EQUIPMENT (NON-CAPITAL)	$0.00	$2,000.00	$0.00	$16.48	$872.00	$1,111.52	1%
10-560-1221	OFFICE EQUIPMENT LEASE	$532.60	$3,200.00	$302.57	$1,367.77	$0.00	$1,832.23	43%

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-560-1230	OFFICE CONTRACT SERVICES	$125.58	$2,321.69	$314.40	$574.35	$121.69	$1,625.65	25%
10-560-1250	DUES AND SUBSCRIPTIONS	$44.99	$750.00	$37.34	$355.02	$0.00	$394.98	47%
10-560-1310	ELECTRIC	$620.99	$7,000.00	$515.58	$2,219.41	$0.00	$4,780.59	32%
10-560-1320	LP GAS	$0.00	$3,150.00	$123.24	$123.24	$0.00	$3,026.76	4%
10-560-1330	WATER/SEWER/SOLID WASTE	$210.99	$2,727.61	$209.57	$1,007.57	$0.00	$1,720.04	37%
10-560-1420	OSHA/SAFETY COMPLIANCE	$0.00	$5,650.00	$30.60	$1,779.28	$0.00	$3,870.72	31%
10-560-1421	SAFETY EQUIPMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-560-1422	SAFETY SUPPLIES & MATERIALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-560-1430	TRAINING -REGISTRATION & CLASS	$0.00	$3,150.00	$361.10	$581.10	$0.00	$2,568.90	18%
10-560-1431	TRAVEL MILEAGE	$0.00	$500.00	$0.00	$0.00	$0.00	$500.00	0%
10-560-1432	MEALS	$0.00	$750.00	$0.00	$189.20	$0.00	$560.80	25%
10-560-1433	LODGING	$0.00	$750.00	$0.00	$0.00	$0.00	$750.00	0%
10-560-1440	UNIFORMS	$328.70	$7,000.00	$319.00	$1,238.58	$0.00	$5,761.42	18%
10-560-1610	NON-CAPITAL EQUIPMENT PURCHASE	$320.52	$18,500.00	$600.67	$10,976.40	$443.79	$7,079.81	59%
10-560-1630	EQUIPMENT MAINT. & REPAIRS	$2,140.89	$10,500.00	$288.94	$1,517.43	$24.41	$8,958.16	14%
10-560-1710	AUTO FUEL	$2,148.63	$15,000.00	$1,231.44	$4,705.70	$0.00	$10,294.30	31%
10-560-1730	VEHICLE MAINT. & REPAIRS	$248.56	$11,000.00	$122.89	$4,153.00	$0.00	$6,847.00	38%
10-560-1820	PERMITS & FEES - ONE TIME	$0.00	$500.00	$0.00	$0.00	$0.00	$500.00	0%
10-560-3310	DEPARTMENT SUPPLIES & MATERIAL	$390.72	$8,000.00	$347.85	$1,680.66	$7.50	$6,311.84	21%
10-560-3320	STREETSCAPING MATERIALS	$0.00	$74.58	$0.00	$0.00	$74.58	$0.00	0%
10-560-3811	STREET CONT. SERVICES	$3,256.72	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-560-3812	STREET SUPPLIES & MAT'L	$921.04	$10,000.00	$0.00	$73.75	$0.00	$9,926.25	1%
10-560-3814	SIDEWALKS & MULTI-MODAL	$7,644.92	$5,500.00	$0.00	$6,370.01	$15,708.00	-$16,578.01	116%
10-560-4550	CONTRACT SERVICES	$7,161.41	$12,675.00	$0.00	$0.00	$7,675.00	$5,000.00	0%
10-560-4552	MOSQUITO CONTROL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-560-4590	DREDGING EXPENSE	$0.00	$85,000.00	$0.00	$0.00	$0.00	$85,000.00	0%
10-560-5400	INSURANCE	$0.00	$13,373.00	$1,172.78	$13,372.78	$0.00	$0.22	100%
10-560-5900	STREET LIGHTS	$10,779.51	$144,000.00	$11,817.98	$47,282.35	$0.00	$96,717.65	33%
10-560-7420	CAPITAL OUTLAY - EQUIPMENT	$0.00	$78,036.00	$0.00	$0.00	$78,035.10	$0.90	0%

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-560-7430	CAPITAL OUTLAY - VEHICLES	$0.00	$97,968.00	$0.00	$0.00	$97,967.88	$0.12	0%
10-560-8010	DEBT SERVICES-PRINCIPAL	$0.00	$230,000.00	$0.00	$0.00	$0.00	$230,000.00	0%
10-560-8011	DEBT SERVICES-INTEREST	$0.00	$85,934.17	$0.00	$41,098.75	$0.00	$44,835.42	48%
10-560-9001	HURRICANE FUEL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-560-9002	HURRICANE RENTAL EQUIPMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-560-9003	HURRICANE SUPPLIES & MATERIALS	$2,198.61	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-560-9004	HURRICANE DEBRIS REMOVAL	$121,383.80	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-560-9010	COVID-19 RESPONSE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
	DEPARTMENT 560 Total	**$216,643.44**	**$1,675,897.43**	**$76,940.27**	**$424,675.45**	**$200,929.95**	**$1,050,292.03**	**25%**
10-570-0000	SANITATION:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-570-1310	ELECTRIC FOR COMPACTOR	$41.43	$1,000.00	$42.19	$173.56	$0.00	$826.44	17%
10-570-1630	EQUIPMENT MAINT.	$80.58	$1,000.00	$0.00	$1,312.10	$14.11	-$326.21	131%
10-570-1710	AUTO FUEL	$1,128.17	$15,000.00	$313.51	$2,509.75	$0.00	$12,490.25	17%
10-570-1730	VEHICLE MAINTENANCE	$3.99	$1,000.00	$0.00	$544.76	$0.00	$455.24	54%
10-570-4520	COLLECTION CONTRACTED SV WBD RO	$1,942.01	$17,650.00	$1,983.03	$5,867.05	$0.00	$11,782.95	33%
10-570-4521	COLLECTION CONTRACTSVC RESROLLC	$31,234.52	$385,044.00	$37,327.67	$113,193.46	$0.00	$271,850.54	29%
10-570-4560	RECYCLING DISPOSAL WBD CARDBOAR	$613.77	$7,354.20	$626.67	$1,867.11	$0.00	$5,487.09	25%
10-570-4561	SOLID WASTE DISPOSAL RES BULK SER	$3,137.18	$26,265.00	$2,965.07	$10,014.96	$0.00	$16,250.04	38%
10-570-4562	YARD DEBRIS DISPOSAL FEE DEE GARN	$4,730.00	$33,000.00	$3,750.00	$14,520.00	$0.00	$18,480.00	44%
10-570-4563	SOLID WASTE DISPOSAL WBD COMPACT	$3,186.64	$26,265.00	$2,833.66	$9,471.58	$0.00	$16,793.42	36%
10-570-8010	DEBT SERVICES- PRINCIPAL (GRAPPLE T	$0.00	$38,028.04	$0.00	$38,028.00	$0.00	$0.04	100%
10-570-8011	DEBT SERVICES - INTEREST (GRAPPLE T	$0.00	$1,436.55	$0.00	$1,436.00	$0.00	$0.55	100%
	DEPARTMENT 570 Total	**$46,098.29**	**$553,042.79**	**$49,841.80**	**$198,938.33**	**$14.11**	**$354,090.35**	**36%**
10-580-0000	STORMWATER	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-580-1610	NON-CAPITAL EQUIPMENT PURCHASES	$0.00	$25,200.00	$0.00	$264.88	$0.00	$24,935.12	1%
10-580-1630	EQUIPMENT MAINT & REPAIRS	$0.00	$0.00	$75.02	$75.02	-$75.02	$0.00	0%
10-580-1710	DEPARTMENT SUPPLIES AND MATERIALS	$1,498.25	$25,000.00	$54.74	$12,315.83	-$627.61	$13,311.78	49%
10-580-4550	CONTRACT SERVICES	$2,500.00	$79,570.00	$0.00	$6,518.85	$0.00	$73,051.15	8%
	DEPARTMENT 580 Total	**$3,998.25**	**$129,770.00**	**$129.76**	**$19,174.58**	**-$702.63**	**$111,298.05**	**15%**

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10-620-0000	FACILITIES & GROUND MAIN:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-620-1510	TOWN HALL BLDG MAINT	$1,292.17	$60,300.00	$3,005.87	$15,134.28	$40,832.22	$4,333.50	25%
10-620-1511	TOWN HALL GROUND MAINT	$0.00	$500.00	$0.00	$0.00	$0.00	$500.00	0%
10-620-1512	TOWN HALL JANITORIAL SUPPLIES	$276.34	$1,500.00	$100.23	$116.65	$0.00	$1,383.35	8%
10-620-1513	TOWN HALL CONTRACTED SERVICES	$962.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	0%
10-620-1520	TRAIN DEPOT BLDG MAINT	$0.00	$15,000.00	$0.00	$632.57	$0.00	$14,367.43	4%
10-620-1522	TRAIN DEPOT JANITORIAL SUPPLIES	$0.00	$1,000.00	$0.00	$0.00	$0.00	$1,000.00	0%
10-620-1523	TRAIN DEPOT CONTRACTED SERVICES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-620-1530	POLICE DEPT BLDG MAINT	$2,792.26	$14,200.00	$302.68	$13,753.65	$0.00	$446.35	97%
10-620-1532	POLICE DEPT JANITORIAL SUPPLIES	$0.00	$1,500.00	$0.00	$48.57	$0.00	$1,451.43	3%
10-620-1533	POLICE DEPT CONTRACTED SERVICES	$237.69	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	0%
10-620-1540	PUBLIC WORKS BLDG MAINT	$189.48	$10,700.00	$2,668.75	$2,956.27	$0.00	$7,743.73	28%
10-620-1541	PUBLIC WORKS GROUND MAINT	$0.00	$750.00	$0.00	$0.00	$0.00	$750.00	0%
10-620-1542	PUBLIC WORKS JANITORIAL SUPPLIES	$0.00	$500.00	$0.00	$232.64	$0.00	$267.36	47%
10-620-1550	CEMETERY MAINTENANCE	$1,792.61	$19,646.18	$1,217.38	$4,266.40	$870.00	$14,509.78	22%
10-620-1560	PUBLIC RESTROOM BLDG MAINT	$718.34	$6,419.77	$1,416.54	$2,392.75	$0.00	$4,027.02	37%
10-620-1562	PUBLIC RESTROOM JANITORIAL SUPPLY	$585.81	$7,500.00	$872.93	$3,500.65	$0.00	$3,999.35	47%
10-620-1570	PARKS MAINTENANCE	$396.74	$10,238.66	$2,243.92	$5,685.56	$0.00	$4,553.10	56%
10-620-1571	RJP PARK MAINTENANCE	$0.00	$12,000.00	$5.18	$5.18	$934.46	$11,060.36	0%
10-620-1572	TOPSAIL PARK IMPROVEMENTS	$0.00	$37,696.00	$0.00	$0.00	$51,693.80	-$13,997.80	0%
10-620-1573	PARKS CONTRACTED SERVICE	$78.91	$1,500.00	$0.00	$0.00	$491.46	$1,008.54	0%
10-620-1580	DOCKS AND BOARDWALK MAINT	$80.64	$5,250.00	$13.23	$385.99	$154.45	$4,709.56	7%
10-620-1590	PUBLIC R.O.W. MAINT	$2,464.46	$15,000.00	$1,213.50	$7,240.27	$0.00	$7,759.73	48%
10-620-1591	TREES	$0.00	$7,000.00	$0.00	$100.00	$0.00	$6,900.00	1%
10-620-1610	NON CAPITAL EQUIPMENT PURCHASE	$0.00	$2,500.00	$0.00	$45.99	$0.00	$2,454.01	2%
10-620-1630	EQUIPMENT MAINT & REPAIRS	$261.13	$2,500.00	$717.82	$2,271.88	$0.00	$228.12	91%
10-620-3310	DEPARTMENTAL SUPPLIES & MATERIALS	$929.52	$4,200.00	$0.00	$465.03	$0.00	$3,734.97	11%
10-620-4550	CONTRACT SERVICES	$0.00	$1,000.00	$0.00	$0.00	$0.00	$1,000.00	0%
10-620-7420	CAPITAL OUTLAY/EQUIPMENT	$0.00	$112,950.00	$0.00	$0.00	$0.00	$112,950.00	0%

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
	DEPARTMENT 620 Total	**$13,058.10**	**$355,350.61**	**$13,778.03**	**$59,234.33**	**$94,976.39**	**$201,139.89**	**17%**
10-700-0000	NON-DEPARTMENTAL:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-700-0206	MERIT AWARDS	$0.00	$55,000.00	$0.00	$0.00	$0.00	$55,000.00	0%
10-700-1120	INTERNET- FIBER HUB CONNECTION	$600.00	$10,200.00	$681.11	$2,043.33	$0.00	$8,156.67	20%
10-700-1130	INFORMATION TECHNOLOGY SERVICES	$0.00	$61,000.00	$4,296.91	$17,248.87	$0.00	$43,751.13	28%
10-700-1250	EURY'S LANDING CONDOMINIUM ANNUA	$0.00	$800.00	$0.00	$0.00	$0.00	$800.00	0%
10-700-1410	HUMAN RESOURCES - EMPLOYMENT	$235.00	$13,000.00	$504.35	$2,051.92	$120.00	$10,828.08	16%
10-700-1420	HUMAN RESOURCES - TRAINING	$0.00	$16,500.00	$0.00	$1,000.00	$0.00	$15,500.00	6%
10-700-1450	EMPLOYEE ENGAGEMENT	-$325.00	$12,000.00	$34.79	$34.79	$288.03	$11,677.18	0%
10-700-1592	WBD PROJECTS	$0.00	$64,583.00	$570.15	$8,594.09	$0.00	$55,988.91	13%
10-700-4510	PROFESSIONAL SERVICES	$1,700.00	$96,534.00	$2,533.10	$9,095.60	$18,480.00	$68,958.40	9%
10-700-4530	LEGAL SERVICES	$14,656.75	$125,000.00	$9,500.00	$46,900.00	$76,053.56	$2,046.44	38%
10-700-5600	CONTRIBUTIONS TO OTHER AGENCIES	$0.00	$4,600.00	$2,100.00	$2,100.00	$0.00	$2,500.00	46%
10-700-5730	CONTINGENCY	$0.00	$34,716.72	$0.00	$0.00	$0.00	$34,716.72	0%
10-700-7430	CAPITAL OUTLAY - VEHICLES	$0.00	$36,568.00	$0.00	$0.00	$0.00	$36,568.00	0%
10-700-8010	DEBT SERVICE - PRINCIPAL	$0.00	$100,000.00	$0.00	$100,000.00	$0.00	$0.00	100%
10-700-8011	DEBT SERVICE - INTEREST	$0.00	$19,486.00	$0.00	$10,438.71	$0.00	$9,047.29	54%
10-700-9003	HURRICANE SUPPLIES & MATERIALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-700-9010	COVID-19 RESPONSE	$0.00	$0.00	$2,850.00	$6,275.00	$0.00	-$6,275.00	0%
10-700-9020	CARES RELIEF FUNDS	$0.00	$94,768.00	$3,969.45	$61,396.45	$10,625.00	$22,746.55	65%
	DEPARTMENT 700 Total	**$16,866.75**	**$744,755.72**	**$27,039.86**	**$267,178.76**	**$105,566.59**	**$372,010.37**	**36%**
10-800-0000	GENERAL FUND TRANSFERS:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-800-0064	TRANSFER TO CAPITAL PROJECTS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
10-800-8000	TRANSFER TO CAPITAL RESERVE	$0.00	$185,000.00	$0.00	$0.00	$0.00	$185,000.00	0%
	DEPARTMENT 800 Total	**$0.00**	**$185,000.00**	**$0.00**	**$0.00**	**$0.00**	**$185,000.00**	**0%**
	General Fund Expend Total	**$679,941.72**	**$9,856,741.99**	**$528,072.88**	**$2,998,412.82**	**$570,299.16**	**$6,288,030.01**	**30%**

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
10	**General Fund**							

	Prior	Current	YTD
Revenue:	**$651,450.87**	**$750,697.14**	**$1,830,403.51**
Expended:	**$679,941.72**	**$528,072.88**	**$2,998,412.82**
Net Income:	**-$28,490.85**	**$222,624.26**	**-$1,168,009.31**

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
40-303-0009	GRANTS NC	$67,152.94	$150,000.00	$0.00	$0.00	-$150,000.00	0%
40-305-0001	REVENUE ACCOUNT REGULAR - WATER	$94,293.04	$1,194,324.00	$157,034.53	$603,525.85	-$590,798.15	51%
40-305-0002	REVENUE ACCOUNT REGULAR - SEWER	$225,949.61	$3,072,274.00	$272,809.15	$1,351,209.43	-$1,721,064.57	44%
40-305-0003	WATER TAP IN FEES	$6,000.00	$35,000.00	$9,800.00	$43,700.00	$8,700.00	125%
40-305-0004	SEWER TAP IN FEE	$3,000.00	$15,000.00	$8,250.00	$28,500.00	$13,500.00	190%
40-305-0005	ACCOUNT SERVICE CHARGES	$2,025.00	$10,000.00	$750.00	$2,520.00	-$7,480.00	25%
40-305-0006	WATER SERVICE CHARGES	$0.00	$0.00	$0.00	$77.64	$77.64	0%
40-305-0007	SEWER SERVICE CHARGES	$0.00	$0.00	$0.00	$77.64	$77.64	0%
40-305-0008	LATE FEES - WATER	$4,811.14	$40,000.00	$0.00	-$18.04	-$40,018.04	-0%
40-305-0009	LATE FEES - SEWER/GREASE	$15.81	$0.00	$0.00	$0.00	$0.00	0%
40-305-0010	RETURNED CHECK FEES - WATER	$125.00	$0.00	$75.00	$175.00	$175.00	0%
40-305-0012	TEMPORARY UTILITY USE CHARGE	$225.00	$1,000.00	$0.00	$600.00	-$400.00	60%
40-305-0013	SPRINKLER FEES	$0.00	$3,000.00	$0.00	$0.00	-$3,000.00	0%
40-307-0006	PROCEEDS FROM LOAN - SEWER	$0.00	$90,000.00	$0.00	$0.00	-$90,000.00	0%
40-307-0007	REIMBURSEMENT FROM NCDOT	$0.00	$0.00	$0.00	$0.00	$0.00	0%
40-307-0011	APP.UNRESTRICTED FUND BALANCE	$0.00	$27,500.00	$0.00	$0.00	-$27,500.00	0%
40-329-0065	TRANSFER FROM CRF	$0.00	$194,000.00	$0.00	$0.00	-$194,000.00	0%
	Utility Fund Revenue Total	**$403,597.54**	**$4,832,098.00**	**$448,718.68**	**$2,030,367.52**	**-$2,801,730.48**	**42%**

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
40-800-0206	MERIT AWARDS	$0.00	$16,000.00	$0.00	$0.00	$0.00	$16,000.00	0%
40-800-1240	CONTRIBUTION TO GF FOR ADMIN SERV	$0.00	00,000.00	$0.00	$0.00	$0.00	$600,000.00	0%
40-800-8000	TRANSFER TO CAPITAL RESERVE	$0.00	50,000.00	$0.00	$0.00	$0.00	$350,000.00	0%
	DEPARTMENT 800 Total	**$0.00**	**$966,000.00**	**$0.00**	**$0.00**	**$0.00**	**$966,000.00**	**0%**

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
40-810-0000	SEWER DEPARTMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
40-810-0200	SALARIES AND WAGES	$33,192.65	$430,557.53	$33,408.46	$151,468.64	$0.00	$279,088.89	35%
40-810-0201	OVERTIME	$3,382.58	$48,195.00	$3,575.22	$15,563.87	$0.00	$32,631.13	32%
40-810-0500	FICA EXPENSE	$2,678.71	$38,318.57	$2,710.16	$12,284.34	$0.00	$26,034.23	32%
40-810-0600	GROUP INSURANCE EXPENSE	$4,685.76	$59,613.12	$4,685.76	$18,743.04	$0.00	$40,870.08	31%
40-810-0700	RETIREMENT EXPENSE	$5,124.18	$73,203.59	$5,625.21	$25,405.62	$0.00	$47,797.97	35%
40-810-0800	WORKERS COMPENSATION	$0.00	$17,722.00	$0.00	$5,995.77	$0.00	$11,726.23	34%
40-810-1110	TELEPHONE	$653.61	$8,400.00	$752.32	$2,258.79	$0.00	$6,141.21	27%
40-810-1111	TELEPHONE-CELLULAR	$57.55	$741.00	$58.64	$174.64	$0.00	$566.36	24%
40-810-1120	INTERNET/CABLE	$370.99	$5,200.00	$374.42	$1,123.26	$0.00	$4,076.74	22%
40-810-1130	POSTAGE	$398.47	$4,600.00	$833.01	$1,948.08	$0.00	$2,651.92	42%
40-810-1210	OFFICE SUPPLIES	$0.00	$1,951.88	$164.36	$180.36	$16.00	$1,755.52	9%
40-810-1230	OFFICE CONTRACT SERVICES	$250.98	$2,000.00	$261.40	$555.19	$53.00	$1,391.81	28%
40-810-1250	DUES & SUBSCRIPTIONS	$38.90	$1,300.00	$33.84	$414.04	-$50.00	$935.96	32%
40-810-1310	ELECTRIC	$15,189.82	$185,000.00	$14,218.68	$58,163.11	$0.00	$126,836.89	31%
40-810-1330	WATER/SEWER/SOLID WASTE	$63.78	$1,042.17	$68.15	$174.10	$0.00	$868.07	17%
40-810-1420	OSHA/SAFETY COMPLIANCE	$47.88	$3,100.00	$0.00	$250.69	$133.37	$2,715.94	8%
40-810-1422	SAFETY SUPPLIES & MATERIALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
40-810-1430	TRAINING - REGISTRATION & CLASS MA	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	0%
40-810-1431	TRAVEL MILEAGE	$0.00	$200.00	$0.00	$0.00	$0.00	$200.00	0%
40-810-1432	MEALS	$0.00	$500.00	$0.00	$0.00	$0.00	$500.00	0%
40-810-1433	LODGING	$0.00	$1,000.00	$0.00	$0.00	$0.00	$1,000.00	0%
40-810-1434	EMPLOYEE DEVELOPMENT	$0.00	$2,500.00	$0.00	$0.00	$0.00	$2,500.00	0%
40-810-1440	UNIFORMS	$426.69	$5,000.00	$325.29	$1,491.19	$32.31	$3,476.50	30%
40-810-1510	BUILDING MAINT	$18.58	$8,000.00	$694.43	$760.36	$0.00	$7,239.64	10%
40-810-1512	JANITORIAL SUPPLIES	$0.00	$1,000.00	$15.35	$78.60	$0.00	$921.40	8%
40-810-1610	NON-CAPITAL EQUIPMENT PURCHASE	$179.95	$23,000.00	$0.00	$0.00	$0.00	$23,000.00	0%
40-810-1620	EQUIPMENT LEASE	$0.00	$0.00	$0.00	-$38.14	$0.00	$38.14	0%
40-810-1630	EQUIPMENT MAINT & REPAIRS	$6,487.74	$62,000.00	$8,271.97	$39,737.25	$6,061.00	$16,201.75	64%

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
40-810-1710	AUTO FUEL	$2,033.02	$16,000.00	$580.60	$4,162.85	$0.00	$11,837.15	26%
40-810-1730	VEHICLE MAINT & REPAIRS	$426.11	$6,000.00	$17.15	$1,349.02	$0.00	$4,650.98	22%
40-810-1810	PERMITS & FEES - RECCURING	$0.00	$8,620.00	$0.00	$2,560.00	$0.00	$6,060.00	30%
40-810-1830	COMPLIANCE TESTING	$486.00	$15,000.00	$599.00	$2,197.00	$0.00	$12,803.00	15%
40-810-3310	DEPARTMENT SUPPLIES & MATERIALS -	$983.93	$19,000.00	$2,349.23	$4,499.34	$0.00	$14,500.66	24%
40-810-3311	DEPARTMENT SUPPLIES & MATERIALS -\	$2,094.07	$40,000.00	$2,470.30	$13,840.98	$180.41	$25,978.61	35%
40-810-4510	PROFESSIONAL SERVICES	$0.00	$116,512.00	$0.00	$30,457.70	$42,877.70	$43,176.60	26%
40-810-4550	CONTRACT SERVICES	$31,412.43	$252,000.00	$56,221.04	$57,068.03	$75,040.00	$119,891.97	23%
40-810-4560	STREET PATCHING FOR UTILITY REPAIR	$6,386.80	$17,000.00	$0.00	$0.00	$0.00	$17,000.00	0%
40-810-5400	INSURANCE	$419.33	$62,880.00	$131.70	$43,933.70	$0.00	$18,946.30	70%
40-810-7420	CAPITAL OUTLAY - EQUIPMENT	$0.00	$184,000.00	$0.00	$0.00	$0.00	$184,000.00	0%
40-810-7430	CAPITAL OUTLAY - VEHICLES	$0.00	$90,000.00	$0.00	$0.00	$0.00	$90,000.00	0%
40-810-8010	DEBT SERVICE-PRINCIPAL	$0.00	$1,051,316.60	$0.00	$4,840.00	$0.00	$1,046,476.60	0%
40-810-8011	DEBT SERVICE-INTEREST	$106,316.91	$193,357.71	$95,237.50	$95,420.50	$0.00	$97,937.21	49%
40-810-9001	HURRICANE FUEL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
	DEPARTMENT 810 Total	**$223,807.42**	**$3,057,831.17**	**$233,683.19**	**$597,061.92**	**$124,343.79**	**$2,336,425.46**	**20%**
40-811-0000	WWTP DEPARTMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
40-811-9010	DEPRECIATION	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
	DEPARTMENT 811 Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**0%**
40-812-0000	WATER DEPARTMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
40-812-0200	SALARIES AND WAGES	$15,424.00	$200,228.85	$15,484.40	$69,955.04	$0.00	$130,273.81	35%
40-812-0201	OVERTIME	$1,174.33	$16,320.00	$875.37	$5,548.67	$0.00	$10,771.33	34%
40-812-0500	FICA EXPENSE	$1,263.28	$17,336.12	$1,245.05	$5,750.13	$0.00	$11,585.99	33%
40-812-0600	GROUP INSURANCE EXPENSE	$2,342.88	$29,806.56	$2,342.88	$9,371.52	$0.00	$20,435.04	31%
40-812-0700	RETIREMENT EXPENSE	$2,325.42	$33,109.89	$2,488.31	$11,484.14	$0.00	$21,625.75	35%
40-812-0800	WORKERS COMPENSATION	$0.00	$8,056.00	$0.00	$7,892.00	$0.00	$164.00	98%
40-812-1110	TELEPHONE	$42.80	$2,000.00	$50.27	$158.74	$0.00	$1,841.26	8%
40-812-1111	TELEPHONE-CELLULAR	$65.24	$600.00	$65.55	$196.04	$0.00	$403.96	33%
40-812-1120	INTERNET/CABLE	$321.00	$3,600.00	$324.43	$973.29	$0.00	$2,626.71	27%

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
40-812-1130	POSTAGE	$796.70	$4,500.00	$833.01	$1,662.99	$0.00	$2,837.01	37%
40-812-1210	OFFICE SUPPLIES	$54.77	$1,000.00	$0.00	$16.00	$0.00	$984.00	2%
40-812-1230	OFFICE CONTRACT SERVICES	$562.07	$3,000.00	$387.79	$1,164.72	$0.00	$1,835.28	39%
40-812-1250	DUES AND SUBSCRIPTIONS	$38.90	$2,500.00	$33.85	$414.03	$0.00	$2,085.97	17%
40-812-1310	ELECTRIC	$3,292.90	$42,000.00	$3,629.13	$15,932.09	$0.00	$26,067.91	38%
40-812-1320	LP GAS	$0.00	$1,500.00	$23.94	$23.94	$0.00	$1,476.06	2%
40-812-1330	WATER/SEWER/SOLID WASTE	$62.45	$809.17	$54.03	$176.86	$0.00	$632.31	22%
40-812-1420	OSHA/SAFETY COMPLIANCE	$0.00	$1,519.99	$0.00	$139.53	$19.99	$1,360.47	9%
40-812-1421	SAFETY EQUIPMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
40-812-1430	TRAINING -REGISTRATION&CLASS MAT'L	$730.00	$1,500.00	$0.00	$0.00	$0.00	$1,500.00	0%
40-812-1431	TRAVEL MILEAGE	$0.00	$100.00	$0.00	$0.00	$0.00	$100.00	0%
40-812-1432	MEALS	$0.00	$400.00	$0.00	$0.00	$0.00	$400.00	0%
40-812-1433	LODGING	$0.00	$1,000.00	$0.00	$0.00	$0.00	$1,000.00	0%
40-812-1434	EMPLOYEE DEVELOPMENT	$0.00	$3,000.00	$0.00	$0.00	$0.00	$3,000.00	0%
40-812-1440	UNIFORMS	$123.92	$2,600.00	$96.36	$515.28	$33.12	$2,051.60	20%
40-812-1510	BUILDING MAINT	$0.00	$2,000.00	$16.44	$171.77	$0.00	$1,828.23	9%
40-812-1512	JANITORIAL SUPPLIES	$0.00	$500.00	$0.00	$0.00	$0.00	$500.00	0%
40-812-1610	NON-CAPITAL EQUIPMENT PURCHASES	$0.00	$9,000.00	$0.00	$0.00	$3,075.00	$5,925.00	0%
40-812-1630	EQUIPMENT MAINT. & REPAIRS	$0.00	$20,000.00	$2,673.99	$6,249.11	$50.61	$13,700.28	31%
40-812-1710	AUTO FUEL	$526.00	$5,000.00	$273.46	$1,085.12	$0.00	$3,914.88	22%
40-812-1730	VEHICLE MAINT. & REPAIRS	$63.57	$4,000.00	$228.03	$1,784.80	$0.00	$2,215.20	45%
40-812-1810	PERMITS & FEES - REOCCURING	$0.00	$4,000.00	$0.00	$2,855.00	$0.00	$1,145.00	71%
40-812-1830	COMPLIANCE TESTING	$860.00	$13,000.00	$1,675.00	$2,975.00	$0.00	$10,025.00	23%
40-812-3310	DEPARTMENT SUPPLIES & MATERIALS -	$16,548.36	$85,020.97	$5,999.07	$28,024.44	$10,052.97	$46,943.56	33%
40-812-3311	DEPARTMENT SUPPLIES & MATERIALS -F	$0.00	$35,000.00	$6,232.02	$26,020.19	$667.47	$8,312.34	74%
40-812-4550	CONTRACT SERVICES	$9,558.78	$50,600.00	$342.07	$25,342.36	$2,500.00	$22,757.64	50%
40-812-4560	STREET PATCHING FOR UTILITY REPAIR	$0.00	$17,000.00	$0.00	$5,150.00	$0.00	$11,850.00	30%
40-812-4570	COUNTY WATER PURCHASE	$2,805.34	$37,000.00	$3,202.78	$12,804.91	$0.00	$24,195.09	35%
40-812-5400	INSURANCE	$0.00	$19,800.00	$0.00	$17,200.00	$0.00	$2,600.00	87%

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Encumbered	Balance	% Expd
40-812-5730	CONTINGENCIES	$0.00	$10,959.60	$0.00	$0.00	$0.00	$10,959.60	0%
40-812-7420	CAPITAL OUTLAY - EQUIPMENT	$0.00	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	0%
40-812-7430	CAPITAL OUTLAY-VEHICLES	-$289.20	$0.00	$0.00	$0.00	$0.00	$0.00	0%
40-812-8010	DEBT SERVICE - PRINCIPAL	$0.00	$102,150.33	$0.00	$4,840.00	$0.00	$97,310.33	5%
40-812-8011	DEBT SERVICE - INTEREST	$16,811.28	$31,403.65	$15,610.47	$15,793.47	$0.00	$15,610.18	50%
40-812-9001	HURRICANE FUEL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
	DEPARTMENT 812 Total	**$75,504.79**	**$832,921.13**	**$64,187.70**	**$281,671.18**	**$16,399.16**	**$534,850.79**	**34%**
	Utility Fund Expend Total	**$299,312.21**	**$4,856,752.30**	**$297,870.89**	**$878,733.10**	**$140,742.95**	**$3,837,276.25**	**18%**

40 **Utility Fund**

	Prior	Current	YTD
Revenue:	**$403,597.54**	**$448,718.68**	**$2,030,367.52**
Expended:	**$299,312.21**	**$297,870.89**	**$878,733.10**
Net Income:	**$104,285.33**	**$150,847.79**	**$1,151,634.42**

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
60-305-0000	WATER CAPACITY FEES	$0.00	$0.00	$0.00	$3,808.00	$3,808.00	0%
60-305-0001	SEWER CAPACITY FEES	$0.00	$0.00	$0.00	$164,192.00	$164,192.00	0%
60-305-0002	WATER CAPACITY FEES (ACCRUED)	$150.00	$0.00	$0.00	$0.00	$0.00	0%
	Impact Fee Fund Revenue Total	**$150.00**	**$0.00**	**$0.00**	**$168,000.00**	**$168,000.00**	**0%**

60 **Impact Fee Fund**

	Prior	Current	YTD
Revenue:	**$150.00**	**$0.00**	**$168,000.00**
Expended:	**$0.00**	**$0.00**	**$0.00**
Net Income:	**$150.00**	**$0.00**	**$168,000.00**

Grand Totals

	Prior	Current	YTD
Revenue:	$1,055,198.41	$1,199,415.82	$4,028,771.03
Expended:	$979,253.93	$825,943.77	$4,588,188.03
Net Income:	$75,944.48	$373,472.05	-$559,417.00

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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

Town of Beaufort Board of Commissioners Worksession Meeting
4:00 PM Monday, November 23 – Zoom meeting due to Covid-19

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Capital Project Street Rehabilitation and Pedestrian Improvement Budget Amendment #1

BRIEF SUMMARY:

- During the October 12, 2020 meeting the Board approved Capital Reserve Fund Budget Amendment #5 to transfer funds to the Capital Project Street Rehabilitation and Pedestrian Improvement for Turner Street improvements. Budget Amendment #5 transferred the funds out of the Capital Reserve Fund. The attached Budget Amendment #1 is needed to receive the funds in the Street Rehabilitation and Pedestrian Improvement Capital Project..

REQUESTED ACTION:

Approve Budget Amendment #1

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

Yes

TOWN OF BEAUFORT
CAPITAL PROJECT BUDGET AMENDMENT #1
STREET REHABILITATION AND PEDISTRIAN IMPROVEMENTS

BE IT ORDAINED by the Board of Commissioners by the Town of Beaufort that the following Capital Project Budget Ordinance is adopted in accordance with Section 13.2 of Chapter 159 of the General Statutes of North Carolina for street rehabilitation and pedestrian improvements.

WHEREAS, the Board of Commissioners recognizes that periodic modifications to the revenues and expenditures for capital projects may be necessary for fiscal management purposes and to implement the decisions of the Board of Commissioners;

BE IT THEREFORE ORDAINED that the Board of Commissioners of the Town of Beaufort amends the Capital Project Fund for street rehabilitation and pedestrian improvements as follows:

SECTION I: REVENUE

Receive funds from the Capital Reserve Fund for Turner Street improvements.

INCREASE

TRANSFER FROM CAPITAL RESERVE FUND	$214,694
TOTAL REVENUE	**$ 214,694**

SECTION II: EXPENDITURES

INCREASE

CONSTRUCTION	$ 214,694
TOTAL EXPENDITURES	**$ 214,694**

SECTION III: DISTRIBUTION

Copies of this ordinance shall be furnished to the Town Manager and Finance Officer to be kept on file for their direction in the disbursement of funds for carrying out this project.
Adopted this 14th day of December 2020.

ATTEST:

Lance Heater
Town Clerk

Everette S. Newton
Mayor

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

Town of Beaufort Board of Commissioners Work Session
4:00 PM November 23, 2020

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Harbor Master Plan Committee Proposal

BRIEF SUMMARY:

Commissioner Carter requested a discussion of the possibility of appointing a committee related to the upcoming harbor master planning effort.

For the Board's information, the scope of services from Moffatt and Nicol for the Town's harbor master planning engagement is attached, along with examples of a similar plan for Elizabeth City and a marina development plan for the Washington Yacht Club.

REQUESTED ACTION:

Discussion

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No

moffatt & nichol

4700 Falls of Neuse Road, Suite 300
Raleigh, NC 27609

(919) 781-4626 Fax (919) 781-4869
www.moffattnichol.com

November 19, 2020

John Day
Town Manager
Town of Beaufort
701 Front Street
Beaufort, North Carolina 28516

Subject: Condition Assessment and Waterfront Master Plan
Town of Beaufort Waterfront

Dear Mr. Day:

Moffatt & Nichol (MN) has prepared this proposal to conduct a condition assessment of marine infrastructure along the Town of Beaufort waterfront (approximately 1,300 feet) and to develop a waterfront master plan for Taylor's Creek to guide the Town in enhancing its waterfront experience and connections to downtown and the surrounding area. The waterfront parcels owned by the Town along Taylor's Creek consists of the Town Docks, an approximate 60 slip marina operated by a concessionaire, the Town's boardwalk, restroom and shower facilities to support Town Docks, street and lot parking, and open green space. The Town is currently working on a CAMA/comprehensive land use plan to the downtown and seeks to evaluate opportunities to enhance waterfront uses and its engagement to the Town in concert with this effort. A condition assessment of the existing marine infrastructure (fixed docks, boardwalk, and bulkhead) will be performed to inform the master planning effort by identifying those structures that have remaining service life and those structure that are in need of replacement. We have prepared the following scope of services.

Task 1 – Condition Assessment

Objective: Conduct the above-water routine inspection of the marina infrastructure and shoreline infrastructure for approximately 1,300 linear feet of Town owned property along Taylor's Creek.

Scope of Work:

The purpose of a Routine Inspection is to assess the general condition, assign a condition rating, and provide recommendations for future maintenance or replacement activities. The above water condition survey will be conducted by two engineers who are trained in the assessment of waterfront facilities. The survey will be performed by conducting a site visit from land to visually assess the configuration and condition of the waterfront infrastructure. The Town has already completed preliminary design plans dated February 2018 for the replacement and repair of the bulkhead and boardwalk.

A routine survey will consist of a general overview inspection walk of all accessible portions of the Front Street Bulkhead and Boardwalk to see if subsequent deterioration of the system over the last two years would affect the design of the replacement project. The primary focus of the condition assessment will be the marina infrastructure and marina utility systems for the Town Docks. The foundation of the fixed overwater walkways, substructure, and decking will be documented for visible indications (exposed to view) of timber degradation, damage, and overstressing. Field notes and photographs will be taken to document deficiencies. Assessment of electric and mechanical utilities (potable water, firewater, and fuel systems) will be conducted to evaluate

condition and identify deficiencies with respect to industry guidelines and market conditions. The mechanical systems will be visually observed for deterioration and leaks on components exposed to view.

Deliverables:

- A site condition report will document the configuration of the marina infrastructure and utility systems, methodology used to perform the survey, observed conditions (including photo documentation), areas where significant deterioration was observed, and a prioritized list of recommendations for repair or replacement. A summary paragraph of observed conditions of the bulkhead and boardwalk will be provided to inform the Town if there will be any modifications required to preliminary design plans. The report will also include representative figures and images that will document the location and configuration of the waterfront infrastructure, along with typical observed conditions.

Task 2 – Waterfront Master Plan

Objective: The Town of Beaufort's waterfront has been a focus of study and investment, which on the whole, has led to several improvements. Building on these past successes, the goal of this effort is to establish a compelling, visual representation of key investments for the study area underpinned by community input, sound economic rationale and a flexible strategy for movement forward. The effort should follow best development practices and address several key design and implementation objectives of importance to the community, namely:

The primary objectives identified for this Master Planning effort include:

- Evaluate opportunities to restructure Town Docks from its current market position and concessionaire operated model – which is under lease under 2024. This assessment will examine assemblage and restructuring of the marina and associated Town owned properties (including those properties such as the NPS Docks/Information Center whose leases are approaching expiration in the next few years) to expand facilities and meet current marketplace based on Town and stakeholder feedback. Connections to other planned marine facilities including a mooring field in Taylor's Creek will be examined.

- Identify and assess marina operational models including the Town operating the facilities, a third-party management firm operating the facilities, or privatization.

- Identify other waterfront renewal opportunities that—along with the proposed restructuring of Town Dock—would better Town guest and resident experience as well as provide increased long term social and economic activity. One of the opportunities that may be evaluated is the feasibility of the mooring field in Taylor's Creek.

- Identify opportunities to consider or incorporate environmental strategies, resiliency, and environmental restoration in the waterfront plan.

- Generate a master plan useful for attraction of private sector investment as well as in application for public sector grants and other funding.

The master plan will provide a crucial roadmap for follow-on investment sourcing, design, permitting, and implementation efforts.

Scope of Work:

Existing Conditions Assessment

Existing conditions assessment includes the following steps:

- **Pre-Work Data Collection.** Conduct an initial data needs inventory to identify the types and formats of data required for the project. Our initial data needs inventory will serve as a starting point in the data collection and research component of the effort. M&N will prepare an initial listing of information and studies for the Client to assemble prior to or as part of the Project Kick-Off Meeting. Anticipated information for assembly includes:
    - Boundary and topographical survey and/or mapping data for the project site;
    - Aerial photography;
    - Bathymetric data;
    - Studies, reports and/or condition surveys of the existing waterfront infrastructure and other in-water facilities;
    - Studies, reports and/or condition surveys of existing buildings and facilities found at the project site;
    - Studies and information on the quality and condition of site environmental habitat (uplands and submerged);
    - Regulations (general and special) pertaining to the site and surrounding area;
    - Studies, reports, mapping and/or other engineering information on infrastructure serving the site/area, potable water and wastewater plant capacities, utilities design criteria and other related data;
    - Site ownership and easements; and,
    - Previous plans for the subject site.

  As part of this effort and prior to the formal project Kick-Off Meeting, M&N will work with Town to assess the need to identify and engage stakeholders via a virtual meeting as a means to compliment the data collection process, as well as better understand the strengths, weaknesses, opportunities and constraints of the project site/area.

- **Client Project Kick-Off.** The Project Kick-Off Meeting will serve as the first formal organizational meeting between M&N and the Town. Anticipated as a half-day session, either in-person or virtual, this meeting will cover several important project topics, including:
    - Confirmation of project goals and objectives;
    - Discussion of the project schedule;
    - Discussion of project issues, local initiatives and other topics of relevance;
    - Outline of assembled and outstanding required project data;
    - Presentation of early base maps and graphics for review; and,
    - Initial inventory of project stakeholders and other groups and contacts as previously discussed..

  M&N will conduct a half-day study area visit to further our understanding of the site and visually assess existing site facilities.

After the site visit, a project stakeholder meeting will be held in person or moved to a virtual setting the next evening to better understand issues and concerns, including operational considerations such as circulations, parking, and available facilities for residents and visitors alike.

A week after the kick-off and stakeholder's meeting, M&N will hold Community Work Session #1 to meet with the public and learn their aspirations for the waterfront. Community Work Session #1 is designed to create a collective understanding about the issues and opportunities facing the waterfront and to open additional channels of dialogue as to the best ways to address these over times. This session will work to identify what the community would like to see along their waterfront. Community Work Session #1 will be designed to be an interactive virtual session—allowing participants to ask questions and provide feedback to the planning team to start the process of outlining early solutions to address issues and opportunities.

- **Existing Conditions Analysis.** Using the data assembled, M&N will prepare an existing conditions assessment for the project site. Assembled information shall include both narrative descriptions and, where applicable, site mapping. Elements shall include:
    - Photo reconnaissance of the site (from site tour).
    - Updated base mapping showing site boundary, bathymetry, spot elevations and location of existing buildings and other features.
    - Utilizing information from Task 1 as well as on-site observations during the kickoff meeting, Inventory in-water facilities, buildings and other site features. This shall include, but not be limited to, in-water facilities and docks; site utilities and infrastructure; site buildings; site open spaces, parks, hardscape and softscape areas; site access and views; transportation features; and other topics.
    - M&N will review agency regulations and polices impacting the site as well as other master plans and reports of relevance.

Deliverables:

- Project base maps
- Situational analysis summary (workbook) based on all collected materials and information

Program and Planning Framework Preparation

M&N will perform the following subtasks under this stage:

- Prepare several program (landside and waterside) scenarios that contemplate various assemblages of water area uses and activities. Program scenarios will consider the mix of Town Dock activities, the blending of capital and operational elements, the timing of elements, and the degree to which revenue and non-revenue generating components can be assembled to offer a sustainable waterfront moving forward. Program scenarios will also consider how well each approach aligns with community aspirations.

- M&N will prepare a planning framework for the waterfront and surrounding land areas. This framework contemplates the common elements that should be consistent for all concept alternatives.

- The framework, along with the program scenarios, will guide the development of initial concepts.

Initial Waterfront Concepts

Initial Concepts Development. M&N will prepare two (2) initial concepts for the project site that comprehensively address and respond to the program scenarios, project framework and other results of

previous subtasks. Initial concepts will be hand drawn/rendered and prepared at a scale suitable for presentation and in sufficient detail to address overall use and activity area relationships; project narrative/scripting of experiences; marina development and other in-water activation; general building and parking footprints; amenity, plaza and open space areas; generalized utilities provision concepts; supporting visual images; and, other elements.

- **Matrix Evaluation of Options.** An evaluation matrix highlighting the qualitative and quantitative similarities and differences of each initial concept alternative will be prepared.
- M&N team members will hold another virtual Community Work Session #2 to discuss results of all work to date. This community work session is designed to outline several planning visions for the waterfront and elicit community feedback as to a preferred direction forward. Community Work Session #2 will be designed to be an interactive session—not a static presentation of results—allowing the attendees to interact with the planning team to evaluate presented alternatives and help find ways they can be improved.

Work will be presented to the Client via virtual conference call. Feedback will be incorporated into the work under the final master plan preparation.

Deliverables:

- Summary presentation via conference call of all work

Final Master Plan Preparation

Following the Client's acceptance of the initial master plan, M&N will prepare a draft Master Plan for the Project Site. The Master Plan will include the following elements:

- An illustrative site plan depicting all project elements;
- Plan functional layers (diagrams) graphically depicting primary project elements, attractions, transportation access, parking, and others as defined;
- Marina and/or other primary in-water infrastructure section(s);
- Project street and public area section(s);
- Supporting imagery and other visual materials to communicate the character of the development and specific site functionality;
- Generalized location and size of site serving infrastructure and marine improvements;
- Schedule of areas;
- Initial order-of-magnitude project costing;
- Phasing plan; and,
- Implementation strategy.

The implementation strategy will be a critical aspect of the master plan; M&N will provide a suggested approach moving the project forward including support from the County and available grants.

Deliverables:

- Draft Master Plan
- Final Master Plan

Exclusions and Notes

The following exclusions and notes are provided along with our scope of services:

- Environmental permits and other planning permissions not included in this scope.
- All work to be produced in MS Word format, with the final plan prepared in Adobe InDesign.
- Drawings to be produced in AutoCAD and PDF formats, utilizing a 11" x 17" or equivalent metric drawing size.

Compensation: M&N will prepare all work outlined under this scope of services for a Lump Sum, not to exceed amount of $42,250 as indicated by the task list below. Project work includes two planned trips to the Town.

Task 1 – Condition Assessment	$8,750
Task 2 – Waterfront Master Plan	$33,500

Conveyed with this proposal are a few examples of waterfront master plans we have completed in North Carolina. Each plan was developed with the community's goals and objectives in mind including economic and revenue studies, public workshops, and graphic and renderings to convey concepts and aspirations so the final product we have identified in this proposal adheres to the approach and final product shown in these examples with focused content to the Town of Beaufort. If the Town wishes to focus more on the Town Dock restructuring only, we can provide am example of a recently completed marina master plan.

Looking forward work with the Town as they move forward with this project. Please give me a call at your convenience if you have any questions.

Sincerely,

MOFFATT & NICHOL

Mark Pirrello
Senior Waterfront Engineer

Washington Yacht Club
Marina Development Plan

Prepared for:

Washington Yacht Club

1500 M Street SE
Washington, DC 2003

Prepared by:

moffatt & nichol

June 29, 2020

MN #10916

DISCLAIMER

Moffatt & Nichol has devoted effort consistent with (1) the level of diligence ordinarily exercised by competent professionals practicing in the area under the same or similar circumstances and (2) the time and budget available for its work, to ensure that the data contained in this report is accurate as of the date of its preparation. In preparing this professional assessment, Moffatt & Nichol used estimates, assumptions, and other information developed by Moffatt & Nichol from its independent research, general knowledge of the industry and information provided by the Washington Yacht Club and other third-parties. Moffatt & Nichol does not assume responsibility for inaccuracies in reporting by any third-party data source used in the preparation of this report. Likewise, Moffatt & Nichol undertakes no obligation to update the information contained herein or to notify recipients of events occurring after the date on the front cover that might change the content or conclusion of this report.

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DOCUMENT VERIFICATION

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1 Introduction

Washington Yacht Club is a private club with a marina in Washington, DC. The facility is located on the northern bank of the Anacostia River between The Navy Yard and 11th Street Bridges to the west (downstream) and the John Phillip Sousa Bridge (Pennsylvania Avenue) to the east (upstream). The existing facility consists of a clubhouse and parking lot landside and 40 slips for vessels 20 to 50 feet in length on floating timber docks. WYC, first established in 1910, has been in existence for over 100 years and is one of the oldest yacht clubs in the District, receiving designation from the District as the 1st Historic Yacht Club on the Anacostia River. WYC encompasses approximately 290 feet of shoreline with dock extension approximately 200 feet into the river. The federal channel abuts the existing waterward property limits. To the north (upriver) and south (downriver), the submerged lands are owned by the District with landside operations for DC Water and in-water storage for the DC trash collection boats.

The goal of this scope of work is to provide WYC with a marina development plan and implementation strategy to redevelop its waterside infrastructure including expansion of approximately 450 feet to the south and 250 to the north for a total project length of approximately 1000 feet. This document presents the existing physical and environmental conditions at the site, proposed marina development program, master concept plan, and implementation strategy for the proposed project. A summary of the February 13, 2020 site visit and meeting is included in Attachment A. Graphical representations of the existing conditions at the site and in the vicinity and the proposed marina concept plan as well as images showing similar marina access, floating dock structures, materials, and amenities and shoreline stabilization alternatives are included in Attachment B.

Existing Washington Yacht Club Marina

2 Site Analysis

The following describes existing physical and environmental conditions at the project site. Information was obtained through available online resources, nearby project data and information provided by WYC. Additional information, such as boundary, topographic, and bathymetric surveys; geotechnical investigation; and benthic/aquatic resources survey will be required for the redevelopment design at a later stage.

Physical Site Conditions

The following describes the existing physical conditions at the project site. Constraints, such as property and channel boundaries, are applicable to the redevelopment and expansion of the marina. Exhibits 1 and 2 (Attachment B) illustrate the physical site conditions in the vicinity of the project.

Jurisdictional Boundaries

- The federal Anacostia River Basin Channel (Anacostia Channel) extends from below the WYC property limits to Bladensburg, MD. The channel measures 80 feet wide with an authorized project water depth of 8 feet Mean Lower Low Water (MLLW) for its entire length. The Washington Harbor Channel abuts the Anacostia Channel at the WYC property with a channel width of 200 feet to its confluence at the Potomac River and an authorized project water depth of 24 feet and two (2) turning basins – one at the Navy Yard and one at its terminus at adjacent to WYC.
- The US Army Corps of Engineers (ACOE) sets minimum setbacks for fixed and floating structures adjacent to a federal channel. For this section of the channel, the minimum approved setback is 25 feet for the Anacostia Channel (WYC and upriver) and 75 feet for the Washington Harbor Channel (downriver of WYC). A variance from ACOE may be required if encroachment of the channel setback is desired. Additionally, any modification to the channel alignment will require a Congressional amendment of the current Federal channel alignment (deauthorization request). *Note: The District Department of the Environment, as part of their Anacostia Remediation Efforts, may be seeking a Congressional amendment to the Washington Harbor Channel with respect to channel depth and alignment, including the channel at the project area.*
- The pierhead line in the District is generally set at 200 feet from the bulkhead line. Development outside this limit may require a variance from the District and/or ACOE. Note that the pierhead line (marina facilities between WYC and 11th Street Bridge) is located the bounds of the Washington Harbor Channel.
- Current District zoning classification for the land space bounded by Water Street SE and M Street SE, the Anacostia River, 11th Street Bridge and Sousa Bridge is "Unzoned". The District's Comprehensive Plan - Future Land Use Map designates this area as "Parks, Recreation and Open Space".

Bridge Clearances

- Vessel access to the marina is controlled by one (1) swing bridge (Frederick Douglas Memorial Bridge) and two (2) fixed bridges (11th Street Bridge and Navy Yard Bridge/I-695) from the entrance at the Potomac to the project site (~3 miles). Note: a new fixed bridge is currently under construction, scheduled to be complete end of 2021 and will replace the existing Frederick Douglas Memorial Bridge.
- The minimum horizontal clearance is 149 feet, located at the Frederick Douglas Bridge (~1.5 miles from WYC). The new bridge will have a similar horizontal clearance.
- The minimum vertical clearance is 28 feet, located at the 11th Street Bridge (~0.5 miles from WYC).

Existing Site Operations

- There are approximately 38 vessels currently docked at WYC. Relocation of these vessels will be required during construction.
- DC Water stores its skim boats on docks upstream of WYC (in the proposed project limits). Relocation of these vessels is required prior to construction (proposed location: ACOE docks south of project site).
- DC Water has a sewer collection site adjacent to the WYC parking lot (water space in the proposed project limits). Waterside access is not required, but landside access is required to be maintained during and post construction.
- Landside and waterside access to the District Yacht Club (adjacent to DC Water site) is required to be maintained during and post construction.

Waterside Infrastructure

- The shoreline of WYC is lined with a timber crib or concrete block wall topped with stacked concrete blocks, up to 4 feet in height. The bulkhead is in poor condition and in need of significant repair/reinforcement. The shoreline of the District properties on both sides of WYC is vegetated with rip rap.
- The existing docks at WYC are timber decked with metal framing and exposed Styrofoam floatation supported by timber piles. The dock configuration consists of an 8-foot wide marginal walkway parallel to the shore and two (2) dock trees with double loaded slips on both sides and at the T-head end of each tree. The dock tree spines (main piers) are 8 feet wide, finger piers 4.5 feet wide, and T-head slip finger piers 3 feet side. Access to the marina is a via two (2) non-ADA compliant timber gangways.

River Conditions

- Soil conditions in the Anacostia River are generally defined by a thick layer of clayey fine sand near the river bottom with layers of coarse grain sand and medium dense clay below followed by very dense and stiff clay and rock layer. As geotechnical conditions can vary greatly over an area, it is recommended that a site specific geotechnical investigation be conducted at a later date.
- Water depths at the project site range approximately from 3 to 9 feet with water depths less than 5 feet generally located between the shoreline and walkway pier.

Environmental Site Conditions

The following describes the current environmental conditions at the site and are recommended to formulate the environmental criteria to be used as a basis for the analysis of the new structures.

Current & Waves

- Tidal currents in the Anacostia River are weak and variable according to NOAA Tidal Current Tables. Hydrodynamic modeling (completed by MN for The Yards Marina, January 2010) results indicate that tidal currents in the Anacostia River are generally very slow with a maximum tidal current of 0.1 knot (0.2 feet per second). Under high flow conditions, the hydrodynamic model indicates that tidal currents are essentially identical to the tidal flow currents with the primary direction of the current downstream regardless of tidal condition.
- Waves in the Anacostia River are generated either by passing vessels (maximum vessel speed of 6 miles per hour) or winds. Wind-generated waves are fetch-limited with the maximum fetch of approximately 0.5 miles to the southeast (downstream).

Water Levels

- Tidal information was obtained from the National Oceanic and Atmospheric Administration (NOAA), National Ocean Service (NOS) Station 8594900 Washington, Potomac River, 1983-2001 Epoch.

Table: Tidal Water Levels at Washington Yacht Club

Water Levels	Elevation (ft) by Datum	
	NAVD88	DCDPW
Highest Observed Water Level	9.66	9.67
Mean Higher High Water (MHHW)	1.77	1.87
Mean High Water (MHW)	1.54	1.64
Mean Sea Level (MSL)	0.15	0.25
North American Vertical Datum 1988 (NAVD88)	0.00	0.10
DC Department of Public Works Datum (DCDPW)	-0.10	0.00
Mean Low Water (MLW)	-1.24	-1.14
Mean Lower Low Water (MLLW)	-1.40	-1.30
Lowest Observed Water Level	-6.44	-6.34

- Flood elevations are based on the elevations provided on the FEMA FIRM Map No. 1100010038C, dated September 27, 2010
    - Flood Zone Classification = AE
    - Base flood Elevation (100 yr Flood)= EL +11.0 feet NAVD88 or EL +11.1 feet DCDPW

- Still water level elevations are determined from the NOAA tidal information and FEMA Flood Insurance Study (FIS). The FIS for Washington, DC is 110001V00A dated September 27, 2010.

- **Table: Still Water Levels at Washington Yacht Club**

Water Levels	Elevation (ft) by Datum	
	NAVD88	DCDPW
1-year Still Water Level (SWL)	2.87	2.97
10-year SWL	5.50	5.60
50-year SWL	8.25	8.35
100-year SWL	10.10	10.20

- Future sea level rise should be taken into consideration when determining water levels and structure elevations. ACOE has developed a method to estimate potential seal level rise design life of structure ("Sea-Level Change Considerations for Civil Works Programs", ACOE, 2011).

Wind

- Wind pressure is applied to both the berthed vessels and marina infrastructure with consideration for occupied and unoccupied conditions.

- Using record data from Reagan Airport, the typical storm wind speed for the District is 40-knot sustained (30-minute) wind. It is recommended that this wind speed be used for the fully occupied (vessels at all berths) condition. For winds in excess of this design speed, it is recommended that alternate mooring arrangements shall be employed, or vessels shall vacate the marina.

- The ASCE 7 maximum design wind speed for structures is 115 mph (miles per hour) 3-second gust. It is recommended this wind speed be used for the unoccupied (no vessels) condition.

Ice & Snow

- Winters in the District can lead to build-up of ice in the Anacostia River. This can have a negative impact on both the dock

infrastructure and vessels. Employment of bubblers or deicers is recommended to mitigate potential ice build-up within the marina.

- The basic snow load shall be 30 psf equivalent uniform load per DCMR 12 A, Chapter 16.

Data Collection Sources

ACOE Hydrographic Surveys. Anacostia River Basin, 2010 & Washington Harbor, 2015. https://www.arcgis.com/apps/opsdashboard/index.html#/4b8f2ba307684cf597617bf1b6d2f85d

ACOE Special Public Notice 11-17. *Minimum Setbacks for Structures along Federally Authorized Navigation Channels Within the U.S. Army Corps of Engineers Baltimore District Civil Works Boundaries*. March 2011. https://www.nab.usace.army.mil/Portals/63/docs/Regulatory/Pubs/spn11-17.pdf

District of Columbia, Office of Tax and Revenue. Real Property Web Map. https://dcgis.maps.arcgis.com/apps/webappviewer/index.html?id=9a5c11c11dd347cc9c05d64499cc98ee

District of Columbia, Office of Zoning. Zone District Maps. http://maps.dcoz.dc.gov/zr16/

District of Columbia, Office of Planning. Future Land Use Comprehensive Map. October 2010. https://planning.dc.gov/page/comprehensive-plan-future-land-use-maps.

FEMA Flood Insurance Rate Map. No. 1100010038C District of Columbia. September 2010. https://msc.fema.gov/portal/home

FEMA Flood Map Service Center. Flood Insurance Study Number 110001V00A Washington, DC. September 2010. https://msc.fema.gov/portal/home

NOAA. US Coast Pilot Volume 3, Chapter 12, 53rd Edition. 2020. https://nauticalcharts.noaa.gov/publications/coast-pilot/index.html

NOAA Tides & Currents. Tidal Benchmark Information, Station 8594900 Washington, DC. April 2018. https://tidesandcurrents.noaa.gov/benchmarks.html?id=8594900

NOAA Tidal Current Tables, District of Columbia. https://tidesandcurrents.noaa.gov/noaacurrents/Stations?g=468

The Yards – Hydrodynamic and Sedimentation Study. Moffatt & Nichol. January 2010.

3 Marina Program

The following describes the recommended performance and design criteria for the proposed marina.

Configuration

Marina Layout

- Marginal walkway parallel shore with dock trees extending into river.
- Marginal walkways and main piers shall have a minimum width of 10 feet.
- Finger piers shall have a minimum width of 4 feet. Finger pier lengths shall be 38 feet and 45 feet.
- End piers shall have a minimum width of 8 feet and shall extend the same length as the adjacent finger piers.
- Fairways shall have a minimum clear distance of 1.5 times the longest vessel for slips or 2 times the largest vessel beam for side ties.
- Fender piles shall be placed in slips – one pile at the end of the finger pier and one inset 1/3 of the finger pier length. Timber piles to be used.
- Utility service equipment and dock amenities to be located within footprint of dock structure or on exterior floats or triangle frames.
- Utility pedestals to be located mid slip on main piers and T-head slips, set for double vessel service.

Berthing Arrangement

- Slips shall be doubly loaded.
- Slips sizes shall be comprised of two (2) classes:
    - 38-foot class for vessels 35 to 41 feet in length
    - 45-foot class for vessels 42 to 50 feet in length
- Slip configuration shall be based on 35% 38-foot class, 55% 45-foot class & 10% larger vessels (T-heads).
- Cleats shall be provided on all mooring faces. Each vessel shall have a minimum of 4 cleats. For 38-foot fingers, 3 cleats shall be provided on each side of each finger and 1 cleat on the main pier. For 45-foot finger piers, 4 cleats shall be provided on each side of each finger and 1 cleat on the main pier. For end ties, 8 cleats shall be provided at equal spacing on the outboard face.

Structural Elements

Dock System

- Floating dock system shall be employed at the project site.
- Dock modules shall be timber or metal-framed with timber, composite, or hardwood decking. Floatation shall be fully encased with HDPE or similar material.
- Dock system to be anchored with coated steel pipe piles. Piles to be located at the end of finger and end piers, mid-slip along main piers and on the shore side of the marginal walkway.
- Dock freeboard shall be 18 inches minimum under dead load only.
- Live load (pedestrian) capacity shall be 30 psf minimum with freeboard under full live load not less than 8 inches.

Gangways

- Gangways shall be aluminum and designed in accordance with current ADA standards with slope calculated for full range of operational water levels. Consideration for landside access point elevation shall be included in analysis.

- Gangway length shall not exceed 80 feet.
- Gangway live load to be equal to 100 psf.

Utility Services & Dock Amenities

Electrical Service

- 480 volt, 3-phase and 120/240 volt single phase
- Utility pedestals shall have the following receptacle arrangements:
  - 38-foot slips: 2-30A receptacles per vessel (double vessel service)
  - 45-foot slips: 1-30A & 1-50A receptacles per vessel (double vessel service)
  - T-head slips: 2-30A & 2-50A receptacles per slip (double vessel service)
- Electrical meters for each slip
- Light bollards on marginal walkway
- 20A GFCI convenience outlet in each pedestal and light bollard (deicers will utilize GFCI outlets)
- Ground fault monitoring (GFM) will be consistent with NEC 555.3 requirements.
- CATV & Ethernet outlets at each pedestal – 1 each per vessel for future use.

Potable & Winter Water service

- Two (2) hose bibbs for each utility service pedestal
- Hose bibb station at centralized pump-out station
- Potable water service shutoff during winter weather conditions.
- Limited winter water service option: 1 station 75-90 feet on center on each dock tree. System is not designed to supply continuous flow to individual boats.

Sanitary Sewer Service

- Centralized vessel sewer system option 1: one station located on one T-head or on marginal walkway; pump out unit on marginal walkway in line with station
- Centralized vessel sewer system option 2: 1 station per 4-8 boats on each main pier; pump out unit(s) on marginal walkway
- Not serviceable when potable water service discontinued due to winter weather conditions.

Fire Protection

- Dry standpipe system, maximum spacing 150 feet on center
- Fire extinguishers, maximum spacing 75 feet on center
- Fire department connections at head of gangway(s), within 100 feet of landside hydrant.

Life Safety Equipment

- Secure access gates at head of each gangway leading to docks. Key, card or code access to be determined.
- Navigation lights at outboard corners of each dock end pier
- Ladders, 150-foot spacing, locate at end of finger piers and near gangway landings.
- Life Rings at equal interval to fire standpipes

4 Concept Plan

The following describes the development process for the redevelopment plan of the WYC Marina. Note: master plan development of the landside, including utility service connections, parking and buildings, are excluded from this scope of work.

Waterway Limits

Exhibit 2 (Attachment B) illustrates the existing water depths and channel alignment within the project boundaries.

Marina Basin Depth

As stated previously, water depths range from 3 to 8 feet within the project limit. It is unknown if the water depths at WYC are static or are changing with sediment movement in the river (shallowing or deepening over time). Industry standard for water depths are generally 5 feet minimum at MLLW with vessel drafts estimated at 10% of the overall vessel length. For this project, while the existing water depths are sufficient for the majority of the vessel sizes (under 50 feet), the current water depths may limit vessel access to some slips. Dredging of the marina could help to alleviate this condition and also mitigate any potential shallowing of the marina due to sedimentation. It is easier to conduct dredging when there are no structures or vessels in place but not a requirement.

Channel Alignment

As illustrated in Exhibit 2 (Attachment B), the riparian area downstream of the existing WYC property is located within the limits of the existing federal channel (Washington Harbor Channel). In order to expand the marina in this area, a partial deauthorization of the channel is required. Coordination with the District, in particular DOEE, is recommended for this activity as (1) it requires a Congressional amendment and (2) DOEE is seeking a partial deauthorization of the channel as well. Exhibit 3 illustrates the limits of the deauthorized area required for this project as well as the proposed deauthorized area included in the DOEE request.

Shoreline Stabilization

As stated previously, the WYC shoreline is formed by a combination of timber crib or concrete block wall and stacked concrete blocks and the adjacent properties with rip rap (stone revetment). The condition of the shoreline features is poor – broken and missing concrete blocks and overgrown rip rap – and in need of repair. Further investigation of the condition of the shoreline is required before a definitive repair plan can be realized but at a minimum installation of new rip rap for the length of the project area, including at the base the WYC wall, is recommended to stabilize the existing shoreline. Additional shoreline stabilization that may be required at the WYC property include a new concrete retaining wall or a sheet pile bulkhead. Considerations in the development of a shoreline stabilization plan include landside use – loading, flood plain – and geotechnical conditions. Note that landside development may require elevation of landside infrastructure, in particular building ground floors to above the FEMA Flood elevation of +11 feet.

Marina Layout

Utilizing the slip distribution and sizing guidelines defined in the previous Marina Program section, three alternative concept plans were developed and reviewed with WYC board. The three options were similar in slip number and configuration with the main differences being the distribution of slips in the marina and orientation of the docks relative to the landside and channelside boundaries. Additionally, a plan of the marina within the limits of the existing WYC property was also explored. The final results of this exercise are shown in Exhibits 4 and 5 (Attachment B). A summary of the slip distribution follows.

Note: existing slip mix includes 26 vessels 20 to 39 feet in length and 14 vessels 40 to 49 feet in length.

Table: Slip Summary

Slip Size	Existing		Goal	WYC Slips *Exhibit 4*		Full Buildout *Exhibit 5*	
38 Class	26	65%	35%	15	47%	33	37%
45 Class	14	35%	55%	13	41%	44	49%
End Tie			10%	4	13%	12	13%
Total	40			32		89	

The selected marina concept plan (Exhibit 5) consists of a long walkway pier, oriented parallel to shore and in a similar location as the existing infrastructure, and six (6) dock trees with slips for vessels up to 50 feet in length and side tie slips at each end pier for vessels up to 100 feet in length. As shown in Exhibit 4, two of the dock trees (Docks C & D) can be designated for WYC members with secure access points, if desired, along the walkway pier. In-water storage for personal watercraft (PWC) such as kayaks and dinghies are available along the landside edge of the walkway pier. Access to the marina is via a single access pier extending from the WYC parking lot and two (2) ADA-compliant gangways. A wide platform float is provided at the upstream access point to serve as a boater services (gathering) area.

Exhibit 6 (Attachment B) illustrates a plan view rendering of the full build out marina concept plan with some basic landside feature identified. Exhibit 7 (Attachment B) shows a sample of precedent images for a selection of the marina features identified with in the rendering:

(A) Marina access piers with multiple gangways
(B) Floating dock types, materials and amenities
(C) Shoreline stabilization alternatives

Construction Cost

An opinion of probable construction costs was developed to assist WYC with preparing a budget plan for this project. The following table presents a summary of the estimated costs, broken down by base bid, landside allowances, and bid alternatives for dock type, dredging, shoreline stabilization and vessel utility services. Below costs are limited to in-water infrastructure with the exception of allowances for landside utility service connections and equipment costs, which are included in this summary as a point of reference.

Table: Opinion of Probable Construction Cost Summary

Description		WYC Property Exhibit 4	Full Buildout Exhibit 5
Base Cost: Demolition, Rip Rap Revetment, Timber/Metal Framed Floating Dock System, Vessel Power & Water Services, Centralized Sewer, Fire Protection, Access Pier & Gangways		$ 3,403,000.00	$ 7,296,000.00
Allowance 01: Landside Utility Service Connections & Upgrades - Electrical		$ 125,000.00	$ 125,000.00
Allowance 01: Landside Utility Service Connections & Upgrades - Electrical		$ 75,000.00	$ 75,000.00
Add Alternate 01: Floating Docks - Concrete		$ 296,000.00	$ 733,000.00
Add Alternate 02: Shoreline Stabilization - WYC Retaining Wall		$ 312,000.00	$ 312,000.00
Add Alternate 03: Shoreline Stabilization - WYC Sheet Pile Wall		$ 780,000.00	$ 780,000.00
Add Alternate 04: Sewer Pumpout System - In-Slip Service		$ 10,000.00	$ 31,000.00
Add Alternate 05: Winter Water Service		$ 49,000.00	$ 148,000.00
Add Alternate 06: Dredging, -6' MLLW		$ 178,000.00	$ 592,000.00
Add Alternate 07: Dredging, -8' MLLW		$ 533,000.00	$ 1,777,000.00
Total Construction Cost	*Min*	$ 3,403,000.00	$ 7,296,000.00
	Max	$ 5,271,000.00	$ 10,965,000.00

The approximate construction cost ranges from $7.3M to $11.0M for the Full Build Out option and $3.4M to $5.3M for the WYC Property option depending on the allowances and alternatives selected.

In addition to the costs associated with construction of the project, there are a number of outside consultant services WYC may require during the District coordination, permitting, design and construction phases of the marina redevelopment project, such as existing condition surveys and studies, permitting, design and construction support services. To assist WYC with developing an overall planning budget for this project, the following table presents a range of estimated fees for typical services necessary for a project of this type and magnitude:

Table: Opinion of Probable Construction Cost Summary

Service	Estimated Fee
District & regulatory agency coordination	$5-15K, T&M
Grant applications	$5-10K per application
Topographic & bathymetric surveys	$5-15K, lump sum
Aquatic resources investigation	$5-10K, lump sum
Geotechnical investigation	$15-30K, lump sum
ACOE & DOEE permitting	$10-15K, lump sum
RFP package & bid solicitation	$40-60K, lump sum
Construction support services	$25-50K, T&M
Total fee estimate	$115K to 205K

5 Implementation Strategy

The following presents a strategy for implementation of the marina master plan for the Washington Yacht Club. This strategy plan assumes full buildout of the proposed plan as described in the previous section, but similar considerations would be required should WYC opt to only rebuild their existing facility.

Regulatory Requirements

Marina redevelopment requires significant coordination with a myriad of agencies on the local, state and federal level before the first board is demolished. Some of this process is restricted to the waterside elements – such as ACOE permitting – while others – such as DCRA permitting – tie in the landside elements as well.

Regulatory Permitting

Federal and District agency approvals are required for in-water work in the Anacostia River. Two agencies, ACOE and DOEE, issue approvals for this type of work with other agencies, such as NOAA and USCG, providing input during the permit review process. This process occurs typically in the beginning of the design phase and must be complete prior to start of construction. In addition, construction activities require notification of several agencies for construction specific activities, including FAA for cranes, DOEE for in-water work waivers, and USCG for notice to mariners.

Utility services for the marina require separate review and approvals from the District Fire Marshall, DC Water, PEPCO, and DCRA. These may be completed in concert with or separate from any landside development.

The marina work would also be included with any landside development approvals through the District Planning and Zoning departments.

Jurisdictional Boundaries

The proposed plan includes water space not currently under a ground lease agreement between WYC and the District. Extension of this ground lease requires coordination with the District. In addition, the area downstream of the WYC property is currently within the limits of a Federal channel.

Construction within a channel and its setback is prohibited by the ACOE without a modification of the channel and/or a variance request. Congress has sole authority to modify channel limits; therefore, coordination with the District and the District's Congressional delegation is required to change the channel limits in this area. Note that DOEE is also interested in modifying the channel as part of their remediation efforts for the Anacostia River. A variance for construction within the channel setback requires a request to ACOE for consideration.

Funding Opportunities

There are opportunities for WYC to partner with federal, state and private entities to cost share a portion of the redevelopment costs through various grant programs. The following presents a selection of grant programs for which this project may qualify. These programs are limited to the marina infrastructure described in this scope of work. Additional funding opportunities may be available for landside redevelopment work.

Recreational boating

Boating Infrastructure Grant Program (BIG): offered to publicly accessible boating facilities with designated dockage for transient (15-day maximum stay) boaters. Annual award with two tiers of funding – Tier 1 State up to $200K for each state, district or federal territory and Tier 2 National up to $1.5M per project. Minimum match of 25% of eligible costs are required. Applications due to the District beginning of

August each year with funding (if awarded) available the following summer. Funding available for 3 years from award. Offered by US Fish and Wildlife Service.

Land and Water Conservation Fund (LWCF): offered to public outdoor recreational spaces, including marinas, for acquisition and/or development. Annual award with maximum request of $250K. Requires 50% match. Applications due to District typically March of year with funding (if awarded) available the following March. Project completion required within 3 years of award. Offered by National Park Service.

Environmental Remediation

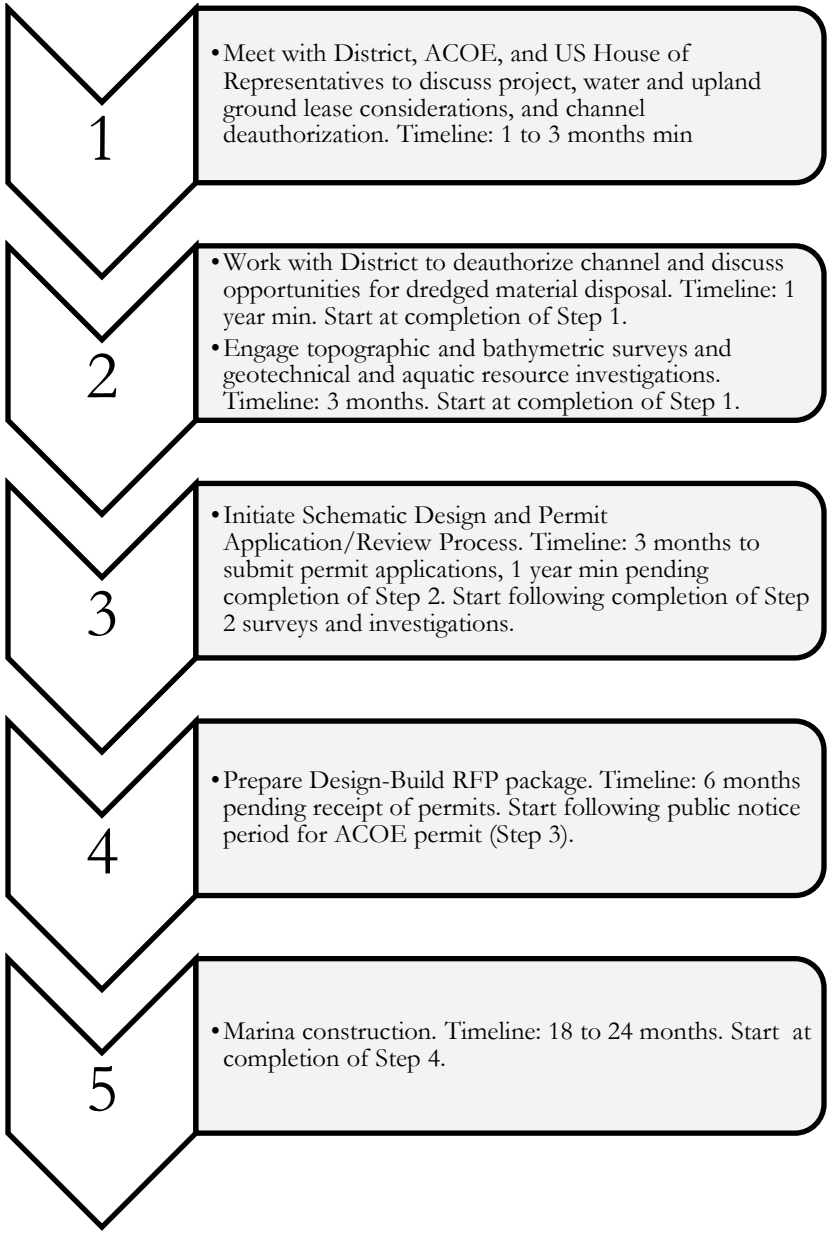
Clean Vessel Act Grant Program (CVA): offered to boating facilities with publicly accessible vessel pumpout service. May be used for installation, operation, and/or maintenance costs. Offered annually with opportunity to request funding each year for same facility. Applications due to the District December each year with funding (if awarded) available the following October. Project completion required within one (1) District fiscal year. Offered by US Fish and Wildlife Service.

Maritime Heritage

Play Space Grant Program (PLAY): offered to publicly-owned spaces in underserved communities for development of recreational facilities, including community engagement and volunteerism. Annual award with applications due March of each year with funding (if awarded) available that summer. Maximum award of $30K with minimum match of 50% required. Project completion required within the same calendar year of award. Offered by National Recreation and Park Association.

Implementation Steps

The following itemizes the next steps for the redevelopment of the WYC marina.



Attachment A: Site Visit Notes

The following is a summary of the discussions held during the site visit conducted by Mark Pirrello of Moffatt & Nichol on February 13, 2020 at the Washington Yacht Club in Washington, DC. Steve Ricks, Commodore of WYC and other club members were in attendance.

- WYC's goal is to renovate the existing marina and look to expand to the north and south of their property.
- The property to the south is owned by DC Water. The property to the north is owned by the District of Columbia.
- All sovereign submerged lands in the Anacostia River is owned by the District of Columbia, except for Federal channel.
- WYC, established in 1910, has received designation as the first Historic Yacht Club landmark located on the Anacostia River by the District. WYC has approximately 35 members.
- WYC recognizes the need and opportunity to expand affordable community boating in the District for its members and the general public.
- WYC envisions the future of the Anacostia River Waterfront and its future development. As such WYC seeks to acquire the water lease areas to the south and north of WYC from the District to expand their marina for public use with WYC as the developer and marina operator.
- Expansion north is predicated on working with the District to relocate the skim boat (marine trash collection vessels) south to the USACE survey boat facility.

Site Conditions

- Water depths at the shoreline are quite shallow (<3 feet @ MLLW) but then there is a deeper hole/trough generally in line with the marginal docks (~ 8 feet) before shallowing up heading riverward for the next 40 feet (~ 5 feet). Water depth increases again heading riverward (7 to 9 feet).
- The federal channel limits for the Anacostia River north of the bridge (11th Street) are almost bank to bank. They narrow down south of the bridge. WYC indicates that they can go riverward with docks because no one enforces the channel limits (MN to confirm with Graham McAllister at Baltimore District).
- There are shoals in the Anacostia River (marked with buoys) downriver of the site but these do not affect navigation at site. USACE indicate they will dredge Anacostia at some future time (MN to confirm with Baltimore District).
- The existing bulkhead is not in good shape. Below the waterline, the bulkhead appears to be a timber crib or concrete block wall. It appears that stacked stone blocks (gravity wall) were used to raise the existing bulkhead by 3 to 4 feet. Several stacked blocks are missing.
- The existing marina was constructed approximately 15 years ago by members of the yacht club. The floating docks are hand-built (timber framed and decked) with unknown flotation. There was a comment by one of the members that it may be been high density Styrofoam as he indicated it tends to fall apart.
- The marina consists of approximately 8-foot-wide marginal dock that connects two dock trees. The main walkways on the two dock trees are also 8-foot wide and house all the electrical metering/receptacle boxes (homemade), dock boxes, safety equipment, and trash.

- The finger piers are generally 4.5-foot wide though there appears to be a few narrower fingers on the outer (riverward edge) of the docks (closer to 3 feet).
- All floating docks are restrained by timber piles.
- Existing electrical service is generally 30 amp 120V service to each power center. WYC indicated that they may require a few 50 amp service.
- A pile support boat lift was placed in one slip near the club house. WYC indicated that they may or may not allow it in the future.
- Safety equipment includes ladders and some fire extinguishers. No firewater system on docks.
- Two wood gangways (non-ADA) connect the marginal docks to the land and parking lot. There are security gates on the landward side of the gangways.

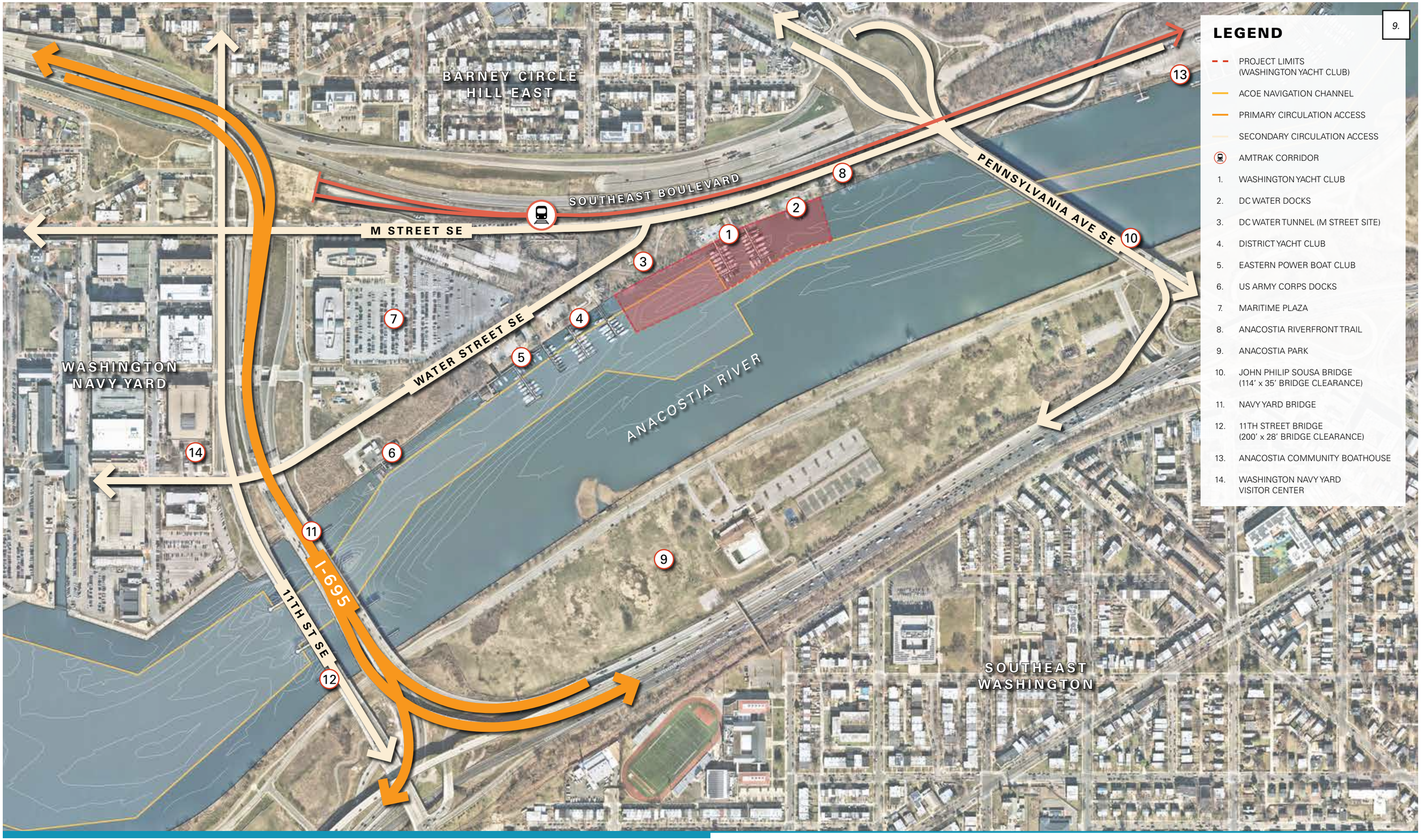
Proposed Improvements

- New marina to support club members and general public. Slips will be reserved for the club with additional slips generally open to the public.
- The marina will support vessels in two main classes – 38-foot class that spans boats from 35 feet to 41 feet and a 45-foot class that supports moorings of 42 to 50 foot vessels. Approximately 35% should be the smaller class and 55% the larger class. The remaining 10% will be for larger vessels.
- Dock configuration shall be similar to existing with marginal walkway along the shore, dock trees extending into the river, and slips oriented parallel to the river flow. The marina shall have large T-heads at the end to support large vessels (no shore perpendicular slips like the existing configuration).
- The marina shall expand to the north and south as much as possible without compromising fairways at the District Marina (to the south). The north extent shall be the existing PVC white pole that is approximately near the skim boat berths.
- Width of main piers and marginal walkway discussed. Decided on 10 feet to allow placement of power centers, dock, boxes, etc. without inhibiting the people and cart movement.
- The fingers should be minimum of 4 feet wide though WYC amenable to 5-foot width for larger slips as long as it does not compromise slip capacity.
- The new marina shall extend riverward as far as possible without compromising navigation. MN to call the Baltimore District Navigation branch to discuss the navigation channel and future dredging.
- WYC would like to be competitive with other new marinas in the area and utilize concrete floats but are willing to evaluate timber and/or aluminum framed docks based on pricing considerations. For the timber system, decking that was RCL or IPE was discussed though the latter may be cost prohibitive. Decking options for the aluminum framed system was also discussed.
- Slips shall include two mooring piles separating slips in a double slip configuration. The first mooring pile will be even with finger pier length and the 2nd mooring pile will be positioned a minimum of 1/3 waterward of the slip end.
- Electrical service upgrade is the primary goal. WYC preference is two 30 amp receptacles (60-amp capacity) for their slips. However, it was discussed that 50 amp service for boats larger than 45 feet is desirable so a 30 amp/50 amp receptable combination would be better. It is assumed that the T-head slips will house either one large vessel or two smaller vessels. For the larger vessel, the possibility of two 50 amp receptacles or a power center that has twin 30 amp receptacles on one side

and twin 50 amp receptacles on the other side. The power center shall be metered for individual slips.

- Ground Fault monitoring at the slip level will be added to meet code.
- Power center design shall consist of power-coated aluminum and/or stainless-steel case with hose hangar, twin hose bibs and LED Lighting.
- Potable water and firewater shall be provided with the latter based on District FD requirements.
- Need for winter water discussed. MN to price out a cost and WYC will decide in the future.
- Sanitary sewer – discussed desired to have a hydrant system in lieu of a single point pump out system. MN to price both options.
- Seawall – Depending on geotechnical considerations, a riprap revetment may be more cost effective to stabilize existing gravity bulkhead.

Attachment B: Exhibits



LEGEND

- PROJECT LIMITS (WASHINGTON YACHT CLUB)
- ACOE NAVIGATION CHANNEL
- PRIMARY CIRCULATION ACCESS
- SECONDARY CIRCULATION ACCESS
- AMTRAK CORRIDOR

1. WASHINGTON YACHT CLUB
2. DC WATER DOCKS
3. DC WATER TUNNEL (M STREET SITE)
4. DISTRICT YACHT CLUB
5. EASTERN POWER BOAT CLUB
6. US ARMY CORPS DOCKS
7. MARITIME PLAZA
8. ANACOSTIA RIVERFRONT TRAIL
9. ANACOSTIA PARK
10. JOHN PHILIP SOUSA BRIDGE (114' x 35' BRIDGE CLEARANCE)
11. NAVY YARD BRIDGE
12. 11TH STREET BRIDGE (200' x 28' BRIDGE CLEARANCE)
13. ANACOSTIA COMMUNITY BOATHOUSE
14. WASHINGTON NAVY YARD VISITOR CENTER

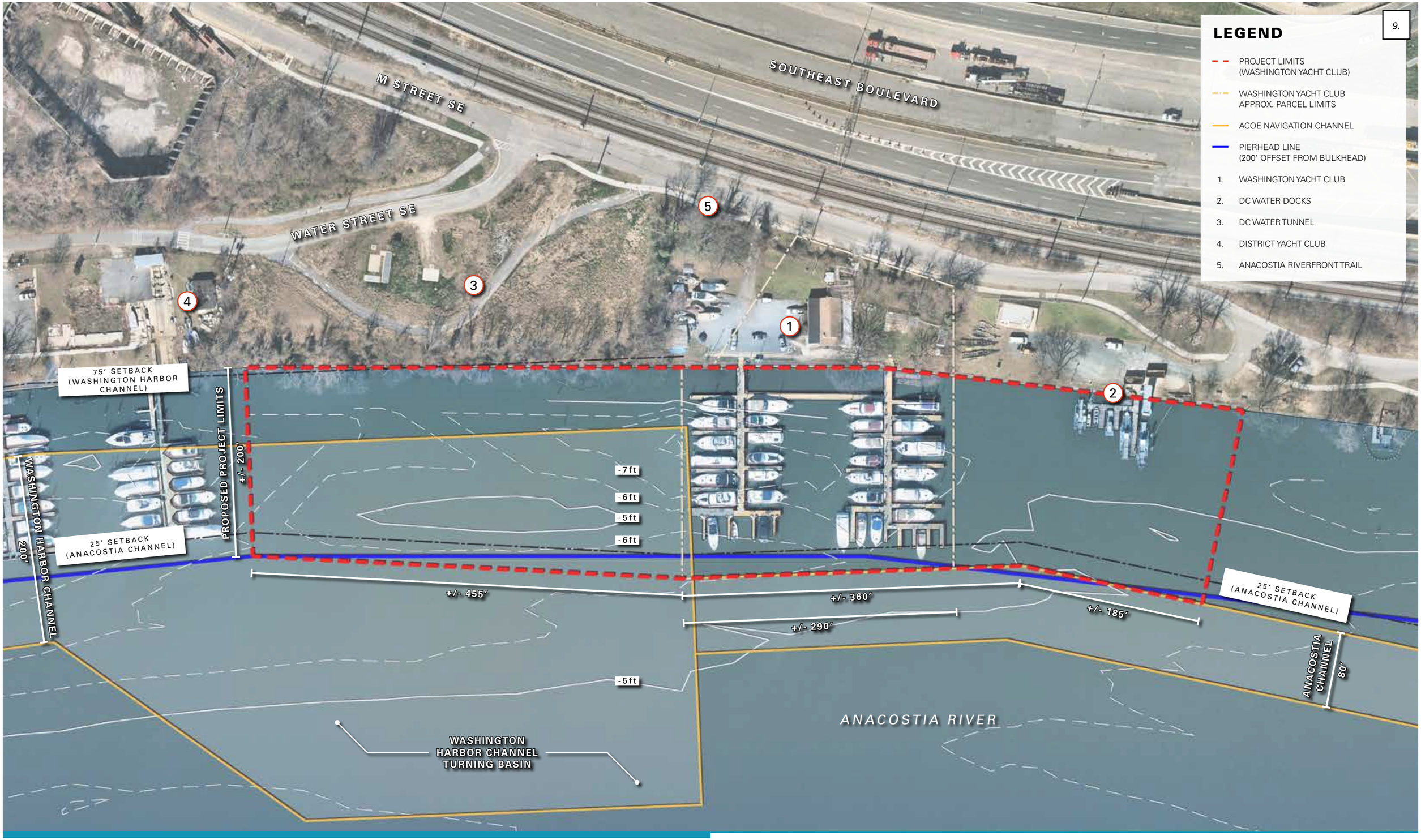
WASHINGTON YACHT CLUB MARINA DEVELOPMENT PLAN

WASHINGTON, D.C.

moffatt & nichol | JUNE 2020 | EXHIBIT 1: EXISTING CONDITIONS (CONTEXT)

GRAPHIC SCALE IN FEET
RATIO 1":400' @11x17

0 100 200 400 800



LEGEND

- PROJECT LIMITS (WASHINGTON YACHT CLUB)
- WASHINGTON YACHT CLUB APPROX. PARCEL LIMITS
- ACOE NAVIGATION CHANNEL
- PIERHEAD LINE (200' OFFSET FROM BULKHEAD)

1. WASHINGTON YACHT CLUB
2. DC WATER DOCKS
3. DC WATER TUNNEL
4. DISTRICT YACHT CLUB
5. ANACOSTIA RIVERFRONT TRAIL

WASHINGTON YACHT CLUB MARINA DEVELOPMENT PLAN

WASHINGTON, D.C.

moffatt & nichol | JUNE 2020 | EXHIBIT 2: EXISTING CONDITIONS (STUDY SITE)

GRAPHIC SCALE IN FEET
RATIO 1":90' @11x17

0 22.5 45 90 180

M STREET SE

SOUTHEAST BOULEVARD

WATER STREET SE

LEGEND

- PROJECT BOUNDARY (WASHINGTON YACHT CLUB)
- WASHINGTON YACHT CLUB APPROX. PARCEL LIMITS
- ACOE NAVIGATION CHANNEL
- PIERHEAD LINE (200' OFFSET FROM BULKHEAD)
- ACOE NAVIGATION CHANNEL MODIFICATION LIMITS
- ACOE NAVIGATION CHANNEL PROPOSED DE AUTHORIZATION ZONE

1. WASHINGTON YACHT CLUB
2. DC WATER DOCKS
3. DC WATER TUNNEL
4. DISTRICT YACHT CLUB
5. ANACOSTIA RIVERFRONT TRAIL

DOWNSTREAM BOUNDARY OF PROJECT AREA

UPSTREAM BOUNDARY OF PROJECT AREA

+/- 460'

WASHINGTON HARBOR CHANNEL

200'

75' SETBACK (WASHINGTON HARBOR CHANNEL)

25' SETBACK (ANACOSTIA CHANNEL)

+/- 118'

+/- 230'

WYC PROPOSED DE AUTHORIZATION AREA

-7ft

-6ft

-5ft

-6ft

+/- 160'

-5ft

DOEE PROPOSED DE AUTHORIZATION AREA

25' SETBACK (ANACOSTIA CHANNEL)

ANACOSTIA CHANNEL

80'

ANACOSTIA RIVER

WASHINGTON YACHT CLUB MARINA DEVELOPMENT PLAN

WASHINGTON, D.C.

moffatt & nichol | JUNE 2020 | EXHIBIT 3: PROPOSED CHANNEL MODIFICATION

GRAPHIC SCALE IN FEET
RATIO 1":90' @11x17

0 22.5 45 90 180

ID	SLIP CLASS	VESSEL SIZE	WYC SLIPS	% SLIPS
38	38′ CLASS	35 to 41 LOA	15	47%
45	45′ CLASS	42 TO 50 LOA	13	40%
		SLIP TOTAL	**28**	
LF	END TIE	40 to 100 LOA	4	13%
		TOTAL	**32**	

Average Slip Size = 41.7 Linear Feat
Average Max Slip Size = 45.2 Linear Feet

LEGEND

- PROJECT BOUNDARY (WASHINGTON YACHT CLUB)
- WASHINGTON YACHT CLUB APPROX. PARCEL LIMITS
- ACOE NAVIGATION CHANNEL
- PIERHEAD LINE (200′ OFFSET FROM BULKHEAD)
- ACOE NAVIGATION CHANNEL SETBACK LIMIT
- FAIRWAY LINE APPROX. LIMITS

1. WASHINGTON YACHT CLUB
2. DC WATER DOCKS (TO BE RELOCATED)
3. DC WATER TUNNEL
4. DISTRICT YACHT CLUB
5. ANACOSTIA RIVERFRONT TRAIL

SOUTHEAST BOULEVARD
GANGWAY LANDING FLOAT (TYP.)
GANGWAY (80′ LONG TYP.)
MARINA ACCESS LANDING (20′ WIDE X 25′ LONG)
WALKWAY PIER (10′ WIDE TYP.)
DOWNSTREAM BOUNDARY OF PROJECT AREA
UPSTREAM BOUNDARY OF PROJECT AREA
66′
-5ft
WASHINTON YACT CLUB GROUND LEASE EXTENSION
-7ft
-6ft
-5ft
-6ft
C
D
45′ CLASS FINGER PIER (4 x 45′ TYP.)
MAIN PIER (10′ WIDE TYP.)
60′
38′ CLASS FAIRWAY
90 LF
90 LF
25′ CHANNEL SETBACK
25′ CHANNEL SETBACK
WASHINGTON HARBOR CHANNEL
ANACOSTIA CHANNEL
-5ft
END PIER (8′ WIDE TYP.)
38′ CLASS FINGER PIER (4 x 38′ TYP.)
ANACOSTIA RIVER

NOTE: DOUBLE SLIPS ABLE TO ACCOMMODATE BOAT LIFTS AS NEEDED.

WASHINGTON YACHT CLUB MARINA DEVELOPMENT PLAN

WASHINGTON, D.C.

moffatt & nichol | JUNE 2020 | EXHIBIT 4: MARINA CONCEPT LAYOUT - WYC PROPERTY ONLY

GRAPHIC SCALE IN FEET
RATIO 1":90′ @11x17
0 22.5 45 90 180

ID	SLIP CLASS	VESSEL SIZE	FULL BUILD OUT SLIPS	% SLIPS
38	38' CLASS	35 to 41 LOA	33	37%
45	45' CLASS	42 TO 50 LOA	44	49%
		SLIP TOTAL	**77**	
LF	END TIE	40 to 100 LOA	12	14%
		TOTAL	**89**	

Average Slip Size = 42.6 Linear Feat
Average Max Slip Size = 46.2 Linear Feet

LEGEND

- PROJECT BOUNDARY (WASHINGTON YACHT CLUB)
- WASHINGTON YACHT CLUB APPROX. PARCEL LIMITS
- ACOE NAVIGATION CHANNEL
- PIERHEAD LINE (200' OFFSET FROM BULKHEAD)
- ACOE NAVIGATION CHANNEL SETBACK LIMIT
- FAIRWAY LINE APPROX. LIMITS

1. WASHINGTON YACHT CLUB
2. DC WATER DOCKS (TO BE RELOCATED)
3. DC WATER TUNNEL
4. DISTRICT YACHT CLUB
5. ANACOSTIA RIVERFRONT TRAIL

SOUTHEAST BOULEVARD
GANGWAY LANDING FLOAT (TYP.)
GANGWAY (80' LONG TYP.)
MARINA ACCESS LANDING (20' WIDE X 25' LONG)
WALKWAY PIER (10' WIDE TYP.)
MAIN PIER (10' WIDE TYP.)
WALKWAY PIER (10' WIDE TYP.)
DOWNSTREAM BOUNDARY OF PROJECT AREA
PWC STORAGE
PWC STORAGE
UPSTREAM BOUNDARY OF PROJECT AREA
MAIN PIER (10' WIDE TYP.)
25' CHANNEL SETBACK
25' CHANNEL SETBACK
90'
39' MIN.
35' MIN.
A
B
C
D
E
F
-7 ft
-6 ft
-5 ft
-6 ft
-5 ft
-5 ft
100 LF
100 LF
75'
45' CLASS FAIRWAY
90 LF
90 LF
60'
38' CLASS FAIRWAY
90 LF
90 LF
WASHINGTON HARBOR CHANNEL
ANACOSTIA CHANNEL
ANACOSTIA RIVER
45' CLASS FINGER PIER (4 x 45' TYP.)
END PIER (8' WIDE TYP.)
END PIER (8' WIDE TYP.)
38' CLASS FINGER PIER (4 x 38' TYP.)

NOTE: DOUBLE SLIPS ABLE TO ACCOMMODATE BOAT LIFTS AS NEEDED.

WASHINGTON YACHT CLUB MARINA DEVELOPMENT PLAN

WASHINGTON, D.C.

moffatt & nichol | JUNE 2020 | EXHIBIT 5: MARINA CONCEPT LAYOUT - FULL BUILD OUT

GRAPHIC SCALE IN FEET
RATIO 1":90' @11x17
0 22.5 45 90 180

LEGEND

1. WASHINGTON YACHT CLUB
2. DC WATER DOCKS (TO BE RELOCATED)
3. DC WATER TUNNEL
4. DISTRICT YACHT CLUB
5. ANACOSTIA RIVERFRONT TRAIL

A. MARINA ACCESS
B. FLOATING DOCK
C. SHORELINE STABILIZATION
D. RECREATIONAL BOAT SLIP
E. BOATER SERVICES AREA
F. PERSONAL WATERCRAFT & TEMPORARY TIE-UP AREA
G. SIDE TIE DOCKAGE
H. MARINA PARKING
I. WASHINGTON YACHT CLUB CLUBHOUSE
J. MARINA SERVICES BUILDING

SOUTHEAST BOULEVARD

WASHINGTON HARBOR CHANNEL

ANACOSTIA CHANNEL

ANACOSTIA RIVER

-5ft

-7ft

-6ft

-5ft

-6ft

-5ft

WASHINGTON YACHT CLUB MARINA DEVELOPMENT PLAN

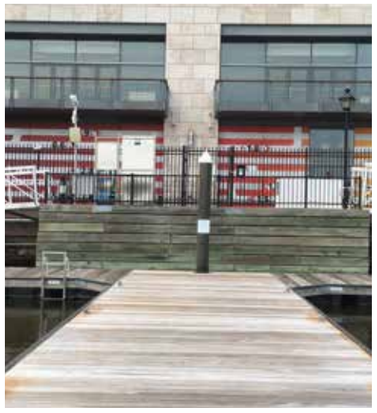
WASHINGTON, D.C.

GRAPHIC SCALE IN FEET
RATIO 1":90' @11x17

0 22.5 45 90 180

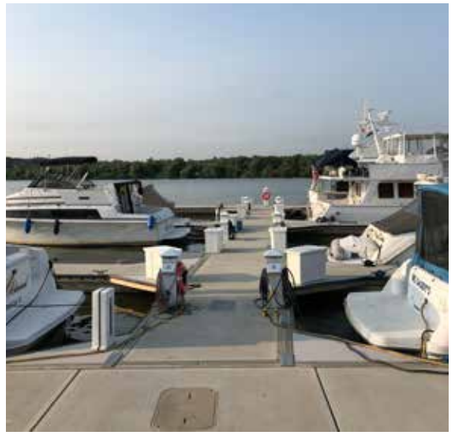
A

MARINA ACCESS



B

FLOATING DOCK



C

SHORELINE STABILIZATION

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Elizabeth City NC

CITY OF ELIZABETH CITY
WATERFRONT MASTER PLAN

moffatt & nichol chipley

05.22.2018

ACKNOWLEDGEMENTS

The Elizabeth City Waterfront Master Plan is an initiative sponsored by City of Elizabeth City. The planning team leading the effort consists of Moffatt & Nichol and Chipley Consulting. A nine-member Project Steering Committee comprised of citizens, business owners and elected officials from Elizabeth City helped guide this process.

Kaitlen Alcock, Planner

Bettie Parker, Mayor

Deborah Malenfant, Exec. Elizabeth City Downtown Inc Director

Jeffery Simpson, Parks Superintendent

Amanda Boone, Asst Public Utilities Director

Carol Terryberry, Sailing/ Boating Enthusiast

Christina Rehklau, Exec. Elizabeth City CVB Director

Wayne Harris, Exec. Director Economic Development

Warren Judge, Base Commander, Elizabeth City Coast Guard Base

PROJECT CONSULTANTS:

moffatt & nichol

chipley

4
OVERVIEW

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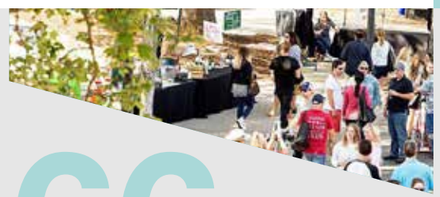

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PLAN IMPLEMENTATION

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OVERVIEW

Elizabeth City loves its waterfront!

Nestled along the banks of the Pasquotank River, Elizabeth City's location played an important role in its history as a thriving seafood, timber and shipping regional hub. The city's direct link to the water provided the foundation for its growth and evolution as it changed from a water-based industry hub to a varied economic sector. Today, its waterfront is the meeting ground of the city's active life. From commerce and culture to open space and institution, cityscape and landscape co-mingle along the Charles Creek and river bend creating the "Harbor of Hospitality" as a robust and quaint experience.

The Waterfront Planning Process

Creating a vision requires the steadfast determination of the community along with the guidance and knowledge of the design team. Like all great planning projects, community input and engagement is at the core of this master plan vision; the City of Elizabeth City Waterfront Master Plan is a culmination of the collaboration between local citizens and design consultants to create a vision that will propel the waterfront development forward while maintaining a sense of sustainability and place.

Design processes are iterative due to their evolving nature and layering of input. Research and analysis set the foundation for the project, presenting strengths, weaknesses, opportunities, and constraints for the project site. Outlets like community engagement and public input surveys help extract the desires and concerns of the citizens, lending a voice to the mission and objectives. Benchmark meetings with the public and steering committee members ensures the design and consulting team are on course and provide a further in-depth perspective regarding the needs of the project site. Through a series of work sessions, public open houses and steering committee meetings, the design and consulting team captured the essence of Elizabeth City's past, present and future to create the master plan presented in this Vision Book. The waterfront planning process for Elizabeth City is a by-product of these input layers, creating a rich, vibrant, and economically and environmentally resilient plan for the City's future as the "Harbor of Hospitality" welcomes new growth and opportunities.

LEGEND

1. Charles Creek Park
2. Charles Creek
3. Waterfront Park
4. Mariners' Wharf Park
5. Veteran's Park
6. Machelhe Island
7. Downtown Elizabeth City
8. Mid Atlantic Christian University (MACU)
9. Museum of the Albemarle
10. Coast Guard Park / Sailing Center
11. Elizabeth City Shipyard

PROJECT LIMITS

- Waterfront Master Plan
- Charles Creek Flooding Mitigation Plan

THE HARBOR OF HOSPITALITY: PAST, PRESENT & FUTURE

THE HARBOR OF HOSPITALITY: PAST, PRESENT & FUTURE

Locals lend a hand and most share a smile. Sailboats glisten against the evening sunset. Mariners' Wharf sets the stage for downtown's farmer's market, film festival, and outdoor concert series offering programming and open space activation for most of the year. The welcoming atmosphere, complimentary wi-fi and 48-hour boat docking, as well as impromptu Rose Buddies parties at the visitor's center have contributed to the nickname, "The Harbor of Hospitality." Elizabeth City's waterfront is walkable to restaurants, shopping, accommodations and attractions, against the scenic backdrop of the Pasquotank River.

Historical Data

Incorporated in 1793 initially as the town of Redding, Elizabeth City has a long-standing history of shipping due to its strategic location at a narrowed bend of the Pasquotank River. Redding's name changed to Elizabethtown in 1794 and finally to Elizabeth City in 1801. The City prospered early on as a mercantile center primarily due to its proximity to the Dismal Swamp Canal – the oldest man-made canal in the United States – before shifting into a more industrial and commercial focus. These new opportunities established Elizabeth City as a prosperous deep-water port, with a variety of industries including lumbering, shipbuilding, grain, fish and oyster processing, landmarking the city as a formidable regional economic center rivalling Norfolk, VA and Baltimore, MD at the time. The onset of the Norfolk Southern Railway rendered water-based shipping less relevant, and created a shift in trade as many waterside industries relocated to the Piedmont which impacted coastal cities' ability to compete for trade.

World War II re-energized Elizabeth City's industries, mainly in shipbuilding, textiles and aeronautics. The Coast Guard Air Station Elizabeth City was established in 1940 and became the largest US Coast Guard base in the nation, even to this day. Elizabeth City Shipyard played an integral role in ship construction for the war effort, building the largest number of subchasers for the war and setting record construction time for the SC-class vessels.

The end of the war levelled the economy in Elizabeth City, forming the service, government and agriculture-dominant industries seen today. Revival efforts in tourism and civic revitalization commenced in the late 1990s have brought increasing economic stability for downtown and the city's six historic districts.

Elizabeth City is recognized as a regional shopping destination and its restaurant scene has been growing in recent years, offering opportunities for residents and families to enjoy both downtown Elizabeth City and the waterfront. The city is home to a variety of higher education institutions including Elizabeth City State University, the College of the Albemarle, and Mid-Atlantic Christian University.

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1. Elizabeth City Waterfront
2. Old Elizabeth City Weather Tower
3. Coast Guard Air Station
4. Town Aerial
5. US Navy Blimp
6. Pasquotank County Court House
7. Elizabeth City NC Potato Festival

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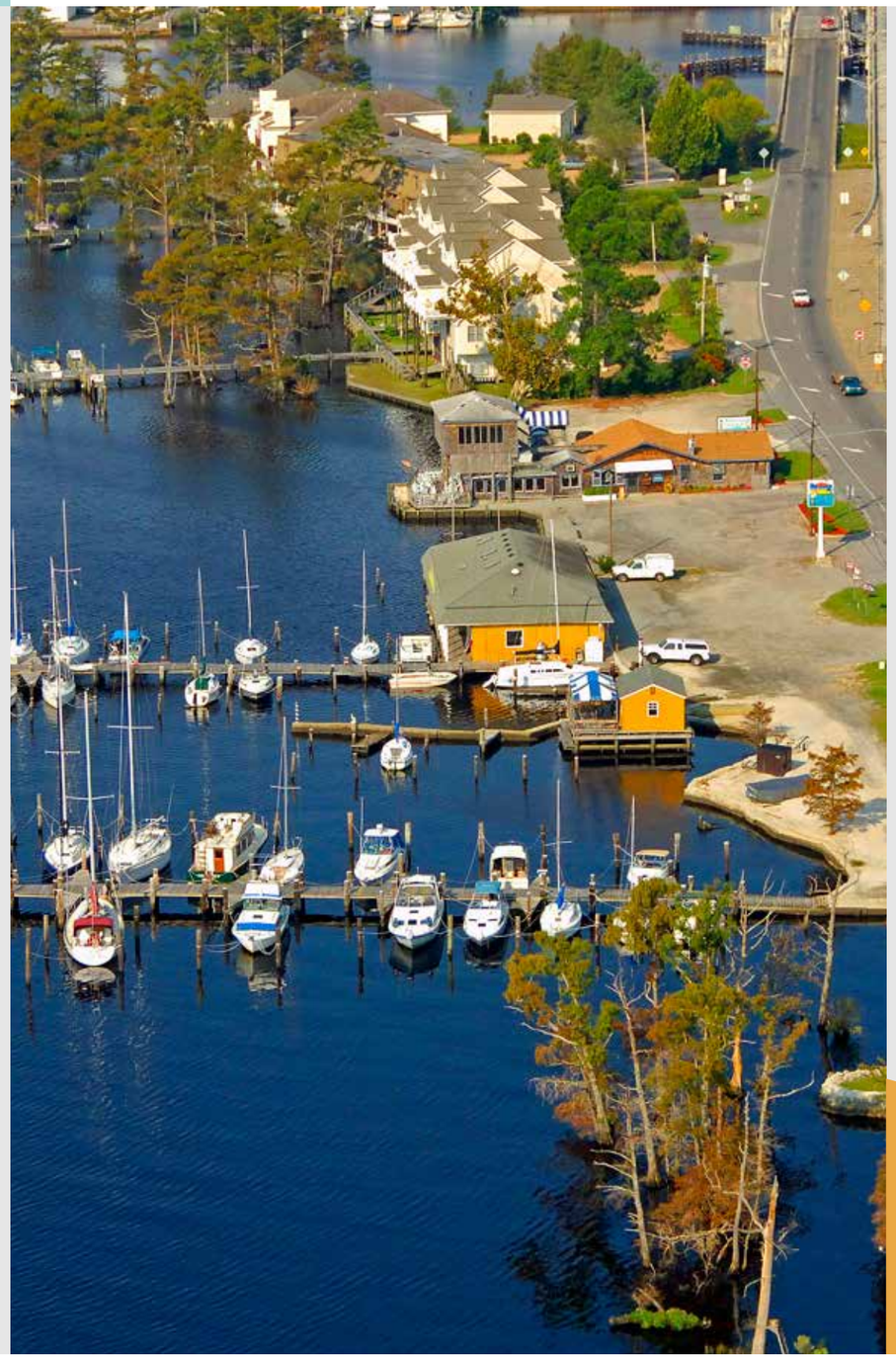


From Work to Recreation: The Waterfront Today

Like most other coastal cities, Elizabeth City's waterfront provided the framework and structure for the city to commence and thrive due to its water-based shipping industry. Over the years, nearby cities grew and competed for economic prosperity, while the railroad was formed and waterside industries relocated to the interior of the State. The waterfront evolved from a single-tier industry to a multi-faceted one, offering other opportunities to enhance Elizabeth City beyond its shipping past and create a context for residents and visitors alike to shop, gather and play.

The waterfront today offers a range of amenities and a host of economic opportunities. Cultural attractions such as the Museum of the Albemarle and the Arts of the Albemarle are centrally located and pay homage to the past. An Academic institution anchors the northernmost point of the city's waterfront, attracting young minds and new talent every year. Machelhe Island and Causeway Park offer a beautiful natural ecological attraction on the other side of the harborfront and present an amenity for ecotourism. Additionally, Charles Creek and its park demonstrate flood mitigation challenges that must be planned for with sustainable interventions in the event of rising water levels.

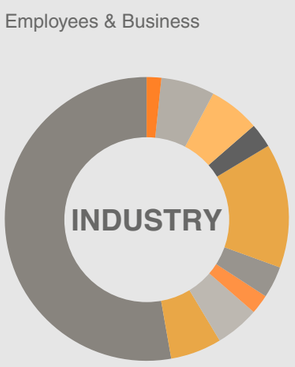
The expansive waterfront itself is the scenic watery edge of downtown, both ripe for renewal and revitalization. There are currently eight public parks located on the downtown waterfront for citizens to enjoy for active recreation, events or relaxing. Certain key features, like the Coast Guard Park and the Elizabeth City Shipyard site offer promising redevelopment potential, while enhancements and connections to parks and open space strengthen the link between downtown and its harborfront.

Economic & Social Considerations

EMPLOYMENT BY INDUSTRY

Elizabeth City is one of the 110 communities in North Carolina designated as a Main Street City or Associate. The National Main Street Center was established in 1980 by the National Trust for Historic Preservation to address issues facing historic downtowns. Elizabeth City Downtown, Inc. is the 501c3 non-profit that administers the program following a comprehensive four-point approach that is based on design, promotion, organization, and economic revitalization. The Main Street Program in Elizabeth City is managed by a volunteer board and board of directors and one full-time paid Executive Director. The program aims to create a healthy downtown through economic development, beautification, and restoration efforts.

The unemployment rate in Elizabeth City is 11% (ESRI Business Analyst - Elizabeth City), with the majority of its labor force in a white-collar job. A breakdown of employment by industry is shown in the chart to the right.



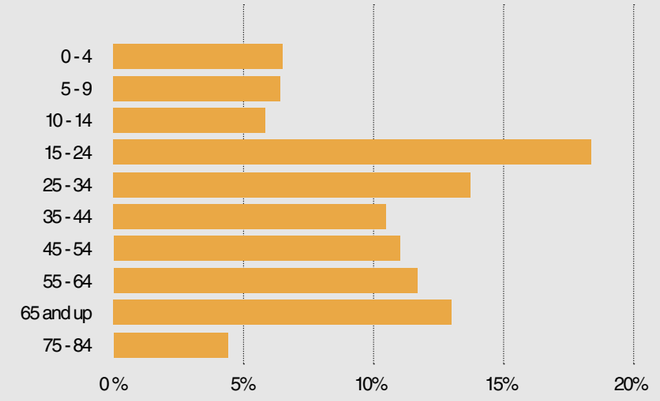
Clockwise from top:

Agriculture/Mining	1.7%
Construction	6.1%
Manufacturing	5.9%
Wholesale Trade	2.8%
Retail Trade	14.1%
Transportation/Utilities	3.8%
Information	2.2%
Finance/Insurance/Real Estate	4.8%
Public Administration	5.8%
Services	52.7%

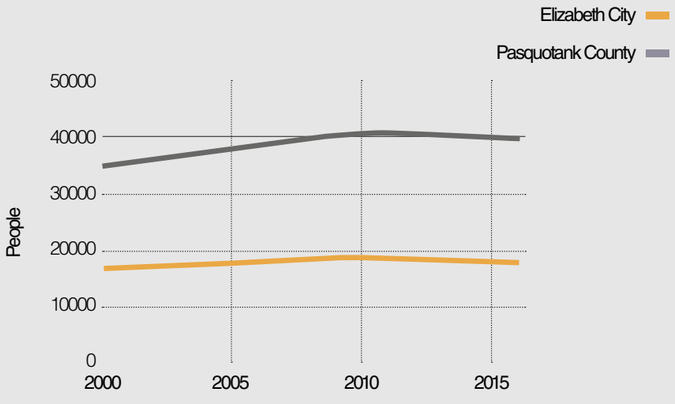
TOTAL POPULATION

Based on data from the 2016 Census estimates, the population of Elizabeth City was 18,025 and the median age was 32.7. Population has been declining in Elizabeth City and Pasquotank County over the last few years. According to the U.S. Census Bureau, between 2010 and 2016 Elizabeth City saw a 3.8% decline in population while Pasquotank County saw a 2% decline, primarily due to a significant drop in enrollment at ECSU.

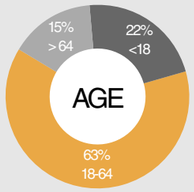
The dominant age groups of both Elizabeth City and Pasquotank County are similar in size between geographies. There is a general sense in Elizabeth City that it is particularly attractive to many retirees, while the Census data show that those 65 and older make up a smaller portion of the population. Broken down even further, it's important to note that 18.5% of the population is between ages 15-24. This is likely due, at least in part, to the higher education presence.



2017 Population by Age

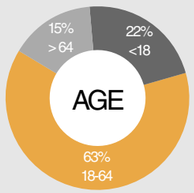


Population Change



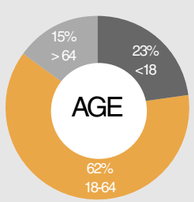
ELIZABETH CITY

Median Age
32.4
Total Population
17,836



PASQUOTANK COUNTY

Median Age
37.8
Total Population
39,909



NORTH CAROLINA

Median Age
38.3
Total Population
9,940,828

2016 Data

INCOME (2016)

Elizabeth City's median household income is substantially lower than the county as well as the state. Based on the 2016 American Community Survey, the per capita income in Elizabeth City is $16,783 — lower than Pasquotank County and North Carolina:

ELIZABETH CITY

$33,398
Median Household

$16,783
Per Capita

PASQUOTANK COUNTY

$45,750
Median Household

$22,187
Per Capita

NORTH CAROLINA

$48,256
Median Household

$28,156
Per Capita

CIVILIAN LABOR

According to the American Community Survey, of those in the labor force (ages 16 and older) in Elizabeth City 74.2% worked in their county of residence and 11.3% worked outside their state of residence (VA).

Percent of population ages 16+ in work force

54.3%

56%

61.5%

EMPLOYEES AND BUSINESSES

1,017
Total Business

10,870
Total Employees

8,588
Commute into Elizabeth City for Employment

4,361
Commute out of Elizabeth City for Employment

Note: The best available data was used whenever applicable and, as a result, a discrepancy between data points may exist. Total business and employee data are based on 2017 estimates from ESRI Business Analyst, while employee commuting data is based on the 2015 Longitudinal Employer-Household Dynamics data provided by the U.S. Census Bureau.

EDUCATION ATTAINMENT (2016)

ELIZABETH CITY

91.6%
High School Grad or Higher

2.8%
Bachelor's Degree or Higher

PASQUOTANK COUNTY

86.8%
High School Grad or Higher

6.4%
Bachelor's Degree or Higher

NORTH CAROLINA

85.3%
High School Grad or Higher

9.5%
Bachelor's Degree or Higher

ECONOMIC INVESTMENT OVERVIEW

Elizabeth City serves as a regional hub for residents in the surrounding counties. People will come in to town to shop, dine, and perhaps visit the Museum of the Albemarle or one of the waterfront parks. A recent branding effort has been done by Elizabeth City-Pasquotank County Tourism Development Authority to position Elizabeth City as a hub of the Albemarle region. This approach is to encourage visitors to stay longer and explore not only Elizabeth City but surrounding attractions in the area.

Historically, the largest employer has been the Coast Guard. However, in 2012, the Coast Guard made substantial reductions in staff and operations at the base. Currently, the largest employer type is in the Services industry.

A large chunk of the waterfront is part of the downtown. While some of the waterfront is technically outside the boundaries of the downtown, locals consider it to still be an extension of the area. For example, the Pelican Marina and the restaurant Paradiso on the Camden Causeway are downtown attractions. Ghost Harbor Brewing Company has opened in downtown, with another microbrewery and brewpub coming to the waterfront in 2018, adding to the economic development potential of downtown Elizabeth City.

POPULATION GROUPINGS

Tapestry segmentation*: Below are marketing industry descriptions of the most common demographic groups in the City of Elizabeth City. They are typically labeled with clever names.

*"Tapestry is a geodemographic segmentation system that integrates consumer traits with residential characteristics to identify markets and classify US neighborhoods. Neighborhoods with the most similar characteristics are grouped together, while neighborhoods with divergent characteristics are separated. Internally homogeneous, externally heterogeneous market segments depict consumers' lifestyles and lifestages. Tapestry Segmentation combines the "who" of lifestyle demography with the "where" of local geography to create a classification model with 67 distinct, behavioral market segments." Source: https://doc.arcgis.com/en/esri-demographics/data/tapestry-segmentation.htm

MIDDLEBURG

"Middleburg" residents make up 23.5% of the Elizabeth City population. They are conservative, family-oriented consumers. They prefer to buy American products and enjoy travelling in the US.

KEY TRAITS:

Median age: 35.3 ~ Average household size: 2.73 ~ 66% with a high school diploma or some college ~ Unemployment rate low ~ Median household income: $55,000

THE NEIGHBORHOOD:

- Traditional values are the norm here: faith, country and family
- Prefer to buy American-made products for a good price
- Include a number of mobile homes
- Semi-rural locales within metropolitan areas

CITY COMMONS

"City Commons" folks make up 17.6% of the total population in Elizabeth City. This segment is one of the youngest and largest markets, made up of single-parent and single-person households. More than a third have at least spent some time in college, while almost a third have not completed high school. This profoundly impacts their circumstances. Unemployment is very high at 24%.

KEY TRAITS:

Median age: 27.6 ~ Average household size: 2.66 ~ Labor force participation rate low at 54% ~ Median household income: $17,000

THE NEIGHBORHOOD:

- Neighborhoods are older, with high vacancy rates
- Many households own one vehicle or none
- Single parents, primarily mothers, head these young households

OLD AND NEWCOMERS

This market makes up 17.3% of the City's population, and features singles' lifestyles, on a budget. The focus is more on convenience than consumerism, economy over acquisition. "Old and Newcomers" is composed of neighborhoods in transition, populated by renters who are just beginning their careers or retiring. Some are still in college; some are taking adult education classes.

KEY TRAITS:

Median age: 38.5 ~ Average household size: 2.11 ~ Unemployment 7.8% ~ Median household income: $39,000

THE NEIGHBORHOOD:

- 54% of homes are renter occupied
- Predominantly single households
- Consumers are price aware and coupon clippers, but also are open to impulse buys
- 45% of housing units are single-family dwellings, 44% are multi-unit dwellings built before 1980.

HOUSING ANALYSIS

EMPTY NESTERS

One of the oldest tapestry segments, this group makes up 9.6% of the City's population. Empty Nesters is an older market located in cities across the country. Over one-third of householders here are aged 65 or older and dependent on low, fixed incomes, primarily Social Security. In the aftermath of the Great Recession, early retirement is now a dream for many approaching the retirement age; wages and salary income in this market are still earned. Residents live alone in low-rent buildings, located in or close to business districts that attract heavy daytime traffic.

KEY TRAITS:

Median age: 44.2 ~ Average household size: 1.72 ~ Median household income: $16,000

THE NEIGHBORHOOD:

- Many residents live alone in this older market; 19% of householders are aged 75 and older; another 17% are 65 to 74 years old.
- Multi-unit rental properties with affordable rents are predominant

The consultant conducted a basic housing analysis to determine how much new housing the City of Elizabeth City may need to accommodate population growth. Elizabeth City grew by 8.70% between 2000 and 2010, but decreased by 3.52% between 2010 and 2016. The average rate of growth between 2000 and 2016 is 0.03%.

The UNC Carolina Population Center reports, "Of North Carolina's 553 municipalities, 225, or about 41%, experienced population decline from 2010-2016…The northeast corridor of the state has been the hardest hit, as the top 10 municipalities with greatest percentage declines from 2010-2016 have been from Bertie, Northampton, or Washington counties." However, the Population Center also reports that some cities, including Elizabeth City, reported modest gains from 2015-2016. Since Elizabeth City has had modest gains and is actively deploying strategies to recruit new residents, particularly retirees, the housing model uses a modest positive growth projection - the growth factor between 2000 and 2016 - 0.03%; resulting in a 2026 population of 18,573.

Given the estimated population growth (18,573), the current and projected number of households, the current and projected number of housing units, current household size, and the current vacancy rate* (see page 18), and single family residential building permit history (see Elizabeth City Housing), the City of Elizabeth City has a projected housing surplus of 694 units if Single Family Residential Development continues at a similar pace (approximately 35 units per year, post-recession). Even if Elizabeth City added no new units, it would still have a housing surplus of 344 units, meaning all new residents to Elizabeth City could "fit" in the existing housing stock. However, housing preferences of baby boomers, millennials, and other cohorts are changing – just because Elizabeth City has existing housing stock does not mean that it is the type, quality, size, or in the location that potential.

NORTH CAROLINA

Occupied

4,540,697
Housing Units

3,904,999
Owned

2,499,199
Rented

$165,400
Median value of owner-occupied housing units

$40.1K
Home value compared to Elizabeth City

ELIZABETH CITY

Occupied

$125,300
Median value of owner-occupied housing units

8,234
Housing Units

2,833
Owned

3,754
Rented

PASQUOTANK COUNTY

Occupied

$158,800
Median value of owner-occupied housing units

16,865
Housing Units

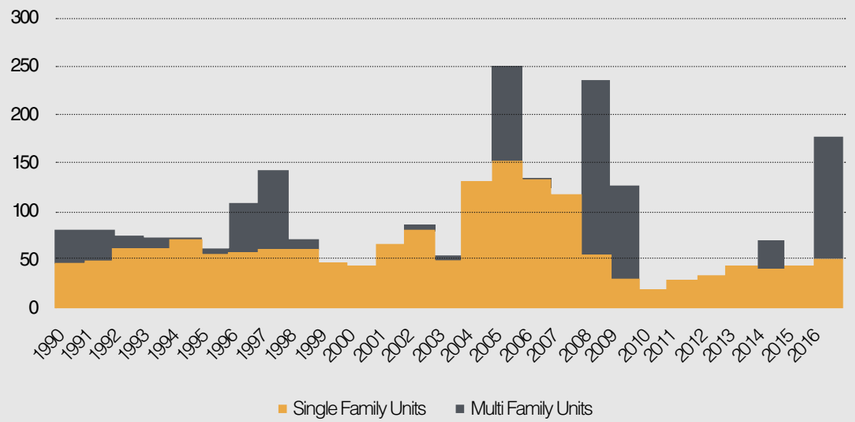
9,137
Owned

5,366
Rented

$33.5K
Home value compared to Elizabeth City

ELIZABETH CITY, NC HOUSING PROJECTION		DATA NOTES
Projected Number of Households		
Current Population	18,025	2016 Est. Population - American Community Survey
Current Households	6,561	2016 Est. Households - American Community Survey
Forecasted Population (10 Years)*	18,573	0.3% per year to 2026
Percent in Group Quarters	9.0%	2010 Group Qtrs - Decennial Census
Minus Number in Group Quarters	1,672	
Adjusted Future Population (Projected Population - Population in Group Quarters)	16,901	
Average Household (HH) Size	2.38	2010 Average Household (HH) Size
Projected HHs (Average HH Size Divided by Projected Population)	7,101	
Times Desired Vacancy Rate	1.09	See Note in Text
Projected # Housing Units Needed for Population	7,741	
(<1% for seasonal use - didn't factor in)		
Projected Number of Housing Units	8,167	Used 2010 because 2016 was off (+/- 216 units)
Units Beyond Repair	82	Used 1% 2010 Census - Units without complete plumbing or kitchen (<1%)
Units in the Pipeline (under construction, buildings approved, lots approved)	-	Unknown
Current Available Units	8,085	
Anticipated New Units per Year (Units per year multiplied by 10 years), Based on SFR Building Permits	350	Average 35 Single Family Residential Units per Year, Post Recession Average, Post-recession multi-family development has been minimal.
Units Available for Projected Year	8,435	
Housing Units Needed - Surplus/(Deficit)	694	Housing Surplus in 2020

TABLE: ELIZABETH CITY HOUSING PROJECTION



RESIDENTIAL DEVELOPMENT, 1990 - 2016 ANNUAL BUILDING PERMITS

*Currently, Elizabeth City has 6,561 households and 8,167 housing units, as well as a 18.1% vacancy rate. While there is no magic vacancy rate, a stable rate is around 7-8%. Very low vacancy rates (2-3%) drive up housing costs. At the other end of the spectrum, very high vacancy rates can indicate neighborhoods that are struggling. In Elizabeth's City's case, it's high vacancy rate (18%) may be an indication of neighborhood decline, an indication of vacation rentals (the US Census reports that less than 1% of vacant housing units are for seasonal use), or a combination of both. While a housing study is needed to determine the likely cause of the high vacancy rate, we used a mid-range (9%) vacancy rate for our model.

RETAIL DEMAND ANALYSIS GEOGRAPHIES

For the purposes of this study, several different geographies were compared to determine trends and opportunity for new retail development for the Waterfront area of Elizabeth City. The map below shows three geographies for the analysis, with the center point lying just south of the 158 bridge to Machelhe Island on N. Water Street. Often, market analyses will be completed by using concentric rings from the study area point, but since we don't want to have Pasquotank River in the analysis, we used drive times instead. The 10-minute drive time captures the waterfront, downtown, and close surrounding areas (red). The 20- and 30-minute drive time (green and blue) reflect the local market that the waterfront has the potential to capitalize on.

In the 10-minute radius, the largest retail gaps are for specialty food stores and a home furnishings shop. Based on this analysis, people are coming from outside the area to visit, eat, drink and shop. The gaps become more apparent with the Primary Trade Area (PTA), the 20-minute drive time radius. In addition to specialty food stores and home furnishings, there is significant leakage in the PTA for drinking establishments and eateries. This could be an opportunity to capitalize on in the near future on the waterfront. In the Secondary Trade Area (STA) or 30- minute drive time radius, there is a lot more leakage in the following categories:

- Home furnishings (flooring, kitchenware, window treatment, houseware, bath shops)
- Boutique Clothing Stores
- Drinking establishments & eateries

While Elizabeth City can certainly capitalize on individuals living within the STA, Elizabeth City is encouraged to continue to market themselves as a regional destination where folks from the surrounding counties continue to visit to do their retail shopping, outdoor recreation, visiting historical attractions, and eating and drinking along the waterfront.

10, 20 AND 30 MINUTE DRIVE TIME AREAS

DEVELOPMENT/POLICY RECOMMENDATIONS

After taking a hard look at the makeup of residents in Elizabeth City and reviewing the retail demand results, it is important to be realistic about the types of changes recommended. If the City is working toward improving the quality of life for all residents in Elizabeth City, improvements to the waterfront should be focused on experience and not be cost prohibitive for residents to take part in. They should be focused on activities that residents are interested in. If, however, the City wants the waterfront to cater to visitors, such as folks stopping by on their way to vacation on the Outer Banks, there is likely more disposable income that could be spent along the waterfront for tours, shopping at local retail, and getting drinks or lunch. We recommend that a mix of the two approaches, catering to locals and tourists alike, be taken by the City.

1. Continue to attract and support local businesses to locate along the waterfront.

Vacant properties along S. Water Street should be filled so that they are occupied. This is the street most often associated with the waterfront, and when there are vacancies visitors may be inclined to think the entire waterfront is vacant. To offset this, food and drinking establishments could be excellent candidates on S. Water Street to maintain a sense of vibrancy.

Beaufort, SC

2. Address Vacancies and Non-Retail Space.

Addressing waterfront vacancies and non-retail space is, in part, a relationship building exercise. Create a list of names and addresses of property owners of the vacant retail spaces. Contact property owners about the space to find out potential plans. Assess their willingness to activate vacant or non-retail space that does not currently contribute to street vitality. Some communities minimize the effect of vacancies or dead space by introducing window art programs which place photos or other eye-catching displays in the windows, or install temporary murals. Non-retail business should present a “retail face” to the street. A well-maintained business front, a colorful awning, window displays, and lighting can make an impact and maintain visual interest for the downtown visitor. From the public side, the City should make sure the public realm is well-maintained and attractive.

Medina, WA

Bend, OR

3. Establish water-based businesses.

Support the development of local tours of the Pasquotank River that people can sign up for when they visit. Often, visitors will drop by the tourism office and request a day-of tour. This could make a big difference during summertime, when visitors are stopping by the waterfront for a short trip or on their way to final destinations.

Kennebunkport, ME

4. Establish continuous walking paths along the waterfront.

Complete a bicycle/pedestrian plan with a grant from NCDOT. Focus especially on the waterfront area so that recommendations will include improvements in this study area. Increased walkability and bike improvements were the most popular responses from individuals who completed the waterfront survey. Improvements would lead to numerous benefits from both residents and visitors.

Beaufort, NC

5. Promote activities, events, and destinations that appeal to everyone.

This recommendation was especially popular among respondents to the survey. Since much of the City's population desires community-building activities, we recommend that the downtown association, stakeholders, and city staff work to program more events at the waterfront. Residents of all income levels and backgrounds could enjoy activities such as festivals, cultural events, art walks, or even food trucks and live music. They do not all have to be large-scale productions, rather small-scale events centered around Elizabeth City's strengths of history, arts, and sciences. This will also benefit summertime residents who are visiting during peak months. Visitors may initially be attracted to the event, but also stay to shop and dine in the adjoining downtown.

6. Continue to Manage for Waterfront Retail.

This study was not designed to assess the waterfront and larger downtown management practices; however, a strong retail environment depends on a well-managed waterfront and downtown. The waterfront community should continue to engage stakeholders in discussions about strategies to improve overall experience. Examples of elements to maintain the area for a strong retail environment include:

- establishing a waterfront funding mechanism, such as a business improvement district;

- cooperative retail management and promotions, such as coordinated business hours, common area maintenance, retailer location strategies, window merchandising, and customer service training;

- continuing to improve and explore retail recruitment and incentive strategies that defray the cost of construction/ rehabilitation or business relocation; examples include regulatory incentives (zoning and permitting, clear development process), financial incentives (investment in public space to improve the retail environment, public investment tools such as a revolving loan fund), and design incentives (façade grants, design assistance/review); and

- marketing, education, and coordination to develop retail clusters throughout downtown, such as clustering businesses that share customers with similar characteristics.

Elizabeth City, NC

7. Review housing options and types in Elizabeth City and conduct a housing study.

The City should evaluate its housing options and types and determine a new housing strategy that may include infill housing near downtown and the waterfront. (See housing analysis section for more information). There is a surplus of housing except the options do not meet the needs of the current purchasers and renters.

Case Studies

NEW BERN, NC

New Bern, the county seat of Craven County is one city identified as a comparison to Elizabeth City. The waterfront city has a population of 30,101 and has fully taken advantage of their location along the Trent and Neuse Rivers. The city has a bustling waterfront with activities that range from paddle boarding tours, to history walks and art activities. These happenings are also offered at a variety of prices for visitors and residents with different budgets. Interestingly, Elizabeth City has significantly more residents living within a quarter mile of the waterfront area than New Bern (237 people vs. 170), which Elizabeth City should work to capitalize on. However, the household income between these two waterfronts is vastly different, Elizabeth City at $16,855 and New Bern at $38,997. It is important for Elizabeth City to make sure they offer activities at a range of price points for both the residents and visitors passing through or staying overnight.

EDENTON, NC

Edenton, NC is a second town that was identified as a case study that Elizabeth City could learn from. Although the town is much smaller than Elizabeth City (population 4,846), Edenton has a very active series of fun events throughout the spring, summer, and fall seasons. There are also a lot of restaurants to choose from, as well as a variety of options for lodging, including bed and breakfasts, hotels, vacation rentals, and campgrounds for visitors on a budget. The town has capitalized on the waterfront as an asset for folks to recreate. These activities, shopping and dining experiences, and lodging opportunities provide great ideas for Elizabeth City to explore further.

WASHINGTON, NC

Washington, NC has a population of 9,801 and is located along the Tar and Pamlico Rivers. Elizabeth City and Washington, NC have something in common: they both have a lot of retirees living close to the waterfront (173 within a quarter-mile radius of the waterfront in Elizabeth City and 184 in Washington). Folks are either moving to these towns to retire or staying for a reason. A children's park, boardwalk, gathering spots, the NC Estuarium, and boat slips are highlights of Washington's waterfront. They also have a lot of opportunities for folks to recreate along the water. Providing visitors and residents of all ages with opportunities to have fun is important when Elizabeth City is working to make improvements to its waterfront.

How to Transform a Waterfront...

Concluding recommendations for transforming a waterfront that is from the people, for the people of the City of Elizabeth City.

Invigorate a waterfront rich with tradition and coastal flavour, provide new opportunities for recreation and commerce, while supporting a strong community through thoughtfully designed public spaces.

As a point of reference, the organization, Project for Public Spaces, outlines principles needed to transform a waterfront. They are not hard and fast laws, but rules of thumb drawn from years of experience working to improve urban waterfronts around the world. These ideas can serve as the framework for Elizabeth City's efforts to create a vibrant public waterfront, and by extension, a vibrant city.

How to transform a waterfront:

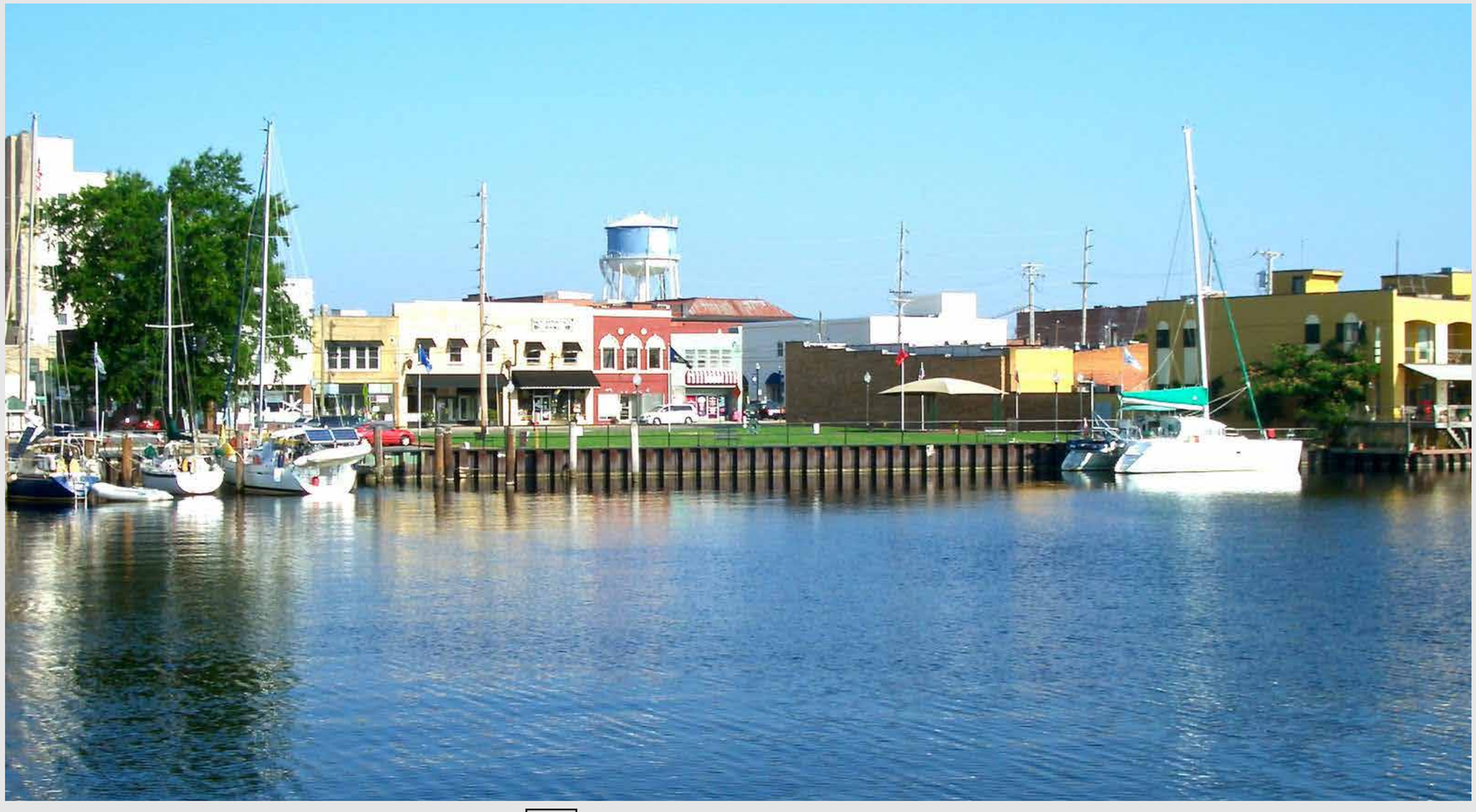
- Make public goals the priority
- Create a shared community vision for the waterfront
- Create multiple destinations... both on land and in-water
- Connect the destinations
- Optimize public access
- Ensure that new development fits within the community's vision
- Encourage 24-hour activity by limiting residential development
- Use parks to connect destinations, not as destinations unto themselves
- Design and program buildings to engage the public space
- Support multiple modes of transportation and limit vehicular access
- Integrate seasonal activities into each destination
- Make stand-alone, iconic buildings serve multiple functions
- Manage, manage, manage

"SUPPORT A STRONG COMMUNITY THROUGH THOUGHTFULLY DESIGNED PUBLIC SPACES"

The Use of the Waterfront

Elizabeth City and its waterfront have a solid framework in place; a variety of complimentary uses string together along the banks of the Pasquotank River. With downtown at its core, Water Street connects commerce and culture with academia to the north and to the south, while open space as parks and preserve are nestled in between. This blend of activity and refuge indicates a promising master plan slated with potential.

The project area, as noted by the red overlay region on page 25, is made up of four districts — the University, the causeway of Machelhe Island, the harborfront and the Charles Creek preserve. By treating each of these districts together under the lens of one master plan, opportunities for connectivity, wayfinding and enhancements are strengthened. Analyzing the city's amenities and shortcomings revealed opportunities and constraints indicative of the plan. Our intention is to build off what is present by proposing small scale investments and sustainably ecological interventions. This will elevate what is existing to create an attractive future for Elizabeth City.



LEGEND

- Institution
- Park & Open Space
- Preserve
- Retail / Commercial
- Cultural Attraction
- Sailing Center
- Industrial Marina
- Creek
- Scenic Overlook

1. Charles Creek Park
2. Charles Creek
3. Waterfront Park
4. Mariners' Wharf Park
5. Veteran's Park
6. Machelhe Island
7. Downtown Elizabeth City
8. Mid Atlantic Christian University (MACU)
9. Museum of the Albemarle
10. Coast Guard Park / Sailing Center
11. Elizabeth City Shipyard

PROJECT LIMITS

- Waterfront Master Plan
- Charles Creek Flooding Mitigation Plan

Opportunities for Betterment

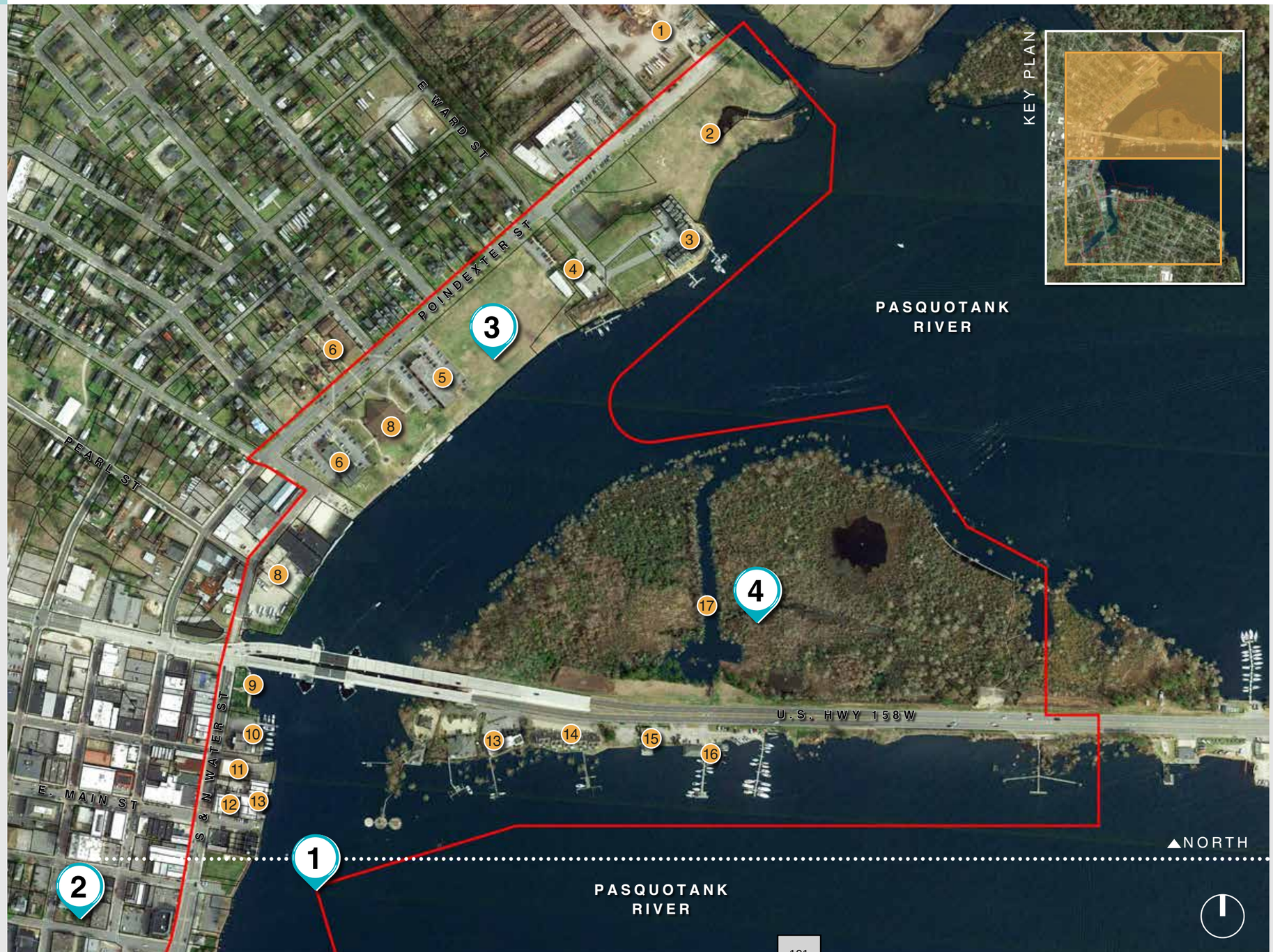
Keeping true to the "Harbor of Hospitality," our goal is to support what's already there by building upon the strengths of the city and overcoming the challenges of its context. Learning from the past and looking to the future, we can understand the evolution of Elizabeth City and provide recommendations for betterment with the city's best interest in mind.

With prime views of pristine waterfront and preserve from the entirety of Elizabeth City's urban edge, there is great potential for enhanced and ecologically sensitive development near downtown. Machelhe Island and the Pasquotank River, to the east, offer a beautiful backdrop, a rare gem, for the city to have as natural amenities to gaze out upon. Charles Creek to the south must be treated with sustainability in mind as flood mitigation and rising water levels prove a challenge for the city's future. Fusing stormwater engineering with landscape architecture interventions will create an engaging place to preserve and offer a spotlight opportunity to showcase the story that so many coastal towns have come to deal with as they battle rising tides.

To the north, Mid Atlantic Christian University's collaboration with additional academic institutions demonstrates promising growth and energy. At its core, downtown Elizabeth City is ripe with opportunity for small scale investment, with projects like a new micro-brewery and the addition of Weatherly Lofts, a 45-unit planned residential development to be completed in early 2019. Strengthening the relationship of downtown to its waterfront and adding more in-water facilities will unify the district. Additionally, unifying cultural amenities, like the Museum of the Albemarle, to the harbor will create a strong celebratory space for the community as artwork, events and functions trickle out into the public realm. To the south, the shipyard, sailing center and low-lying parcels are prime areas for renewed investment, but will need to be upgraded with bulkheads, boardwalks, open space improvements, drainage and stormwater interventions to ensure the viability of future development.

THE HARBOR OF HOSPITALITY: PAST, PRESENT & FUTURE

THE HARBOR OF HOSPITALITY: PAST, PRESENT & FUTURE



LEGEND

1. JW Jones Chip Mill
2. Open Space
3. Residential Condominiums
4-7. Mid Atlantic Christian University (MACU)
   - 4 Tennis Facilities
   - 5 Student Apartments
   - 6 Classroom / Lodging
   - 7 Gymnasium
8. Jennette Brothers
9. Veteran's Park
10. Trimpi & Nash LLP
11. Proposed Brewery and Brewpub
12. The Flour Girls Cafe and Bakery
13. Residential Condominiums / Apartments
14. Residential Condominiums
15. Paradisio - Italian Restaurant
16. Pelican Marina
17. Machelhe Island / Causeway Park

1 The Harborfront

Ripe with opportunity for small scale investment, with projects ongoing such as a new micro-brewery and loft residential uses. A deeper engagement of the water's edge along with new in-water facilities will continue to strengthen the overall appeal of downtown and the harborfront.

2 Anchoring Downtown

Parcels between East Church, South Water, East Ehringhaus and South Martin Luther King Streets present a prime area for renewal and anchoring of the southern extent of downtown. Parcels, however, are low lying and require upgrades to drainage and other stormwater BMPs.

3 Mid Atlantic Christian University

Primary landowner MACU, in collaboration with the College of The Albemarle and Elizabeth City State University, could bring about heightened vibrancy and new academic, athletic, residential and other related uses.

4 Machelhe Island / Causeway Park

Southern stretches of the Island provide opportunity for expanded marina and servicing facilities; to the north, heightened hand powered exploration of habitat zones along with preservation activities.

THE HARBOR OF HOSPITALITY: PAST, PRESENT & FUTURE

LEGEND

1. Mariners' Wharf Park
2. Surface Parking
3. Stormwater Pump Station
4. Grouper's Restaurant
5. Waterfront Park
6. Museum of the Albemarle
7. Elizabeth City Shipyard
8. Charles Creek Park
9. Charles Creek
10. Coast Guard Park / Sailing Center
11. New Hollywood Cemetery

1 Maritime Recreation Center

The sailing center, boat launch and other activities at Coast Guard Park make credible continued investment to allow this area to evolve into a primary center of maritime recreation. Investments could be linked to renewal of the Elizabeth City Shipyard.

2 Shipyard Renewal

Elizabeth City Shipyard is an essential redevelopment parcel, with renewal and activation of the site holding the greatest promise for transformation of the harborfront. Environmental issues will need to be addressed on the site.

3 Celebration Space

Strengthening the link between the Museum of the Albemarle and the harbor is valuable for several reasons, from bringing art outdoors to activating this area, creating a strong “celebration space” for community events and functions.

4 Charles Creek

Flood mitigation is essential along Charles Creek, with the potential for natural and engineered approaches to help protect private property and increase community resilience. Improvements should blend with park, open space and natural habitat zones.

COMMUNITY PRIORITIES

Elizabeth City's waterfront has the potential to be a lively public destination that keeps people coming back and helps the City thrive economically. As cities and towns of all sizes across the world have revitalized waterfronts, we have come to understand the common elements that lead to economically successful waterfronts. As page 23 of this Waterfront Master Plan document outlines the Project for Public Spaces' principles needed to transform a waterfront, these ideas can serve as the framework for Elizabeth City's efforts to create a vibrant public waterfront, and by extension, a vibrant city.

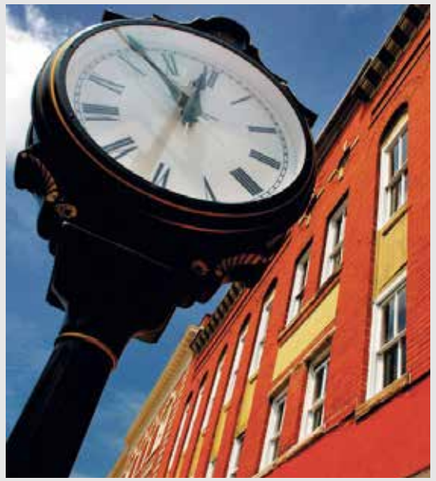
Public Engagement

A series of community work sessions were held over the course of several months to solicit community feedback from the citizens of Elizabeth City. Engaging local citizens, through steering committees, work sessions and surveys as part of any master planning process is vital to the success of the plan. Citizens play an enormous, important role in being able to successfully plan for the long-term future of their city, as citizens are able to provide context and knowledge, while sharing concerns and aspiring visions.

During work session #1, held on October 18th, 2017, the consultant team gave a public presentation on the Waterfront Master Plan and Charles Creek Flood Mitigation effort. The team provided an overview of how other communities are planning for both waterfront revitalization and flooding mitigation to share lessons and insight on how best to proceed. After the group was briefed, participants were engaged and prompted with their response to the question, “What are the essential outcomes from these efforts?”

There was an opportunity for those who could not attend to participate in the online survey. This supplemental tool enabled the consultant and design team to capture a greater audience from Elizabeth City, providing further detail and direction for how best to move the master plan forward.

Work session #2, held over a two-day period on January 17th-18th, 2018, dived further into the visioning process to extract as much feedback from the citizens of Elizabeth City. Eight zones – in the north: Mid-Atlantic Christian University, Machelhe Island/Causeway Park, The Harborfront, and downtown; in the south: Coast Guard Park, Elizabeth City Shipyard, Celebration Space, and Charles Creek – were identified as initial priority areas for the master plan. Economic and social analysis was presented, portraying demographics and data for how Elizabeth City’s growth relates to the County and State. From the economic analysis prepared, the following observations and gaps were identified. Each of these items help to inform the designation of branded districts and planning concepts for the waterfront.



• Elizabeth City is a regional destination for folks living outside the City. Consumers arrive, run errands, shop, support local restaurants and taverns, take part in cultural events, and participate in other activities. The City and its waterfront should continue to market themselves as a regional destination.

• Within the Primary Trade Area (PTA)—which equates to a 20-minute drive time from the waterfront and downtown—several gaps were identified for consideration for the planning area. These include: speciality-type (such as boutique and locally owned small businesses) stores; furnishings shops; and food and beverage establishments and taverns.

• For the Secondary Trade Area (STA)—a 30-minute drive time—there are larger commercial gaps. These include: furnishings shops; clothing stores; drinking establishments and taverns; specialty food services; and electronics. Note, that for electronics and similar stores, we don't recommend adding these shops within Elizabeth City as Walmart likely captures sales in this category.

• Recreational boating and other water dependent leisure pursuits have positive demand, especially as residential populations within downtown and surrounding the harbor increase and seasonal visitation expands. Boat clubs are of specific interest.

• Quality waterfront residential units will expand the diversity and development mix of downtown and its waterfront. A unique, boutique hotel offering with a modicum of ballroom and related support facilities may also have merit over the long term if implemented. However, in the event a hotel is not viable, a multi-family residential project with activated ground floor commercial uses would be acceptable.

The waterfront should:

• Continue to attract and support local businesses (e.g., restaurants, specialty stores) along the waterfront and extending back into downtown. Market demand supports reuse of existing buildings and—over the long term—some degree of new, mixed-use construction.

• Expand the breadth of quality waterfront and downtown residential units.

• Work to fill vacant properties along S. Water Street to anchor the entirety of downtown and the southern edges of the harborfront.

• Grow a variety of recreational tours of the Pasquotank River, including those that people can sign up for the day of the event.

Precedent imagery and ideas such as "anchor the waterfront with an event space" to "promote access by bike, foot, or boat" were shown for citizens to weigh in and comment on their attributes. From there, participants could comment on the mission statement and core project tenets. The master plan was slowly revealed through a series of boards, walking participants through the design process. Initially, the project site area was broken down into four zones of interest, or "the districts": University, Harborfront, Gateway, The Preserve. These districts were derived from the initial eight priority areas. These districts were the foundation for the master plan vision, culminating from citizen feedback in the first work session, survey results and the consultant team's design and research efforts. Additionally, one concept presented various flooding mitigation options for Charles Creek.

The follow on City Public Presentation held on March 5th, 2018, presented to the public the revised master plan vision. The latest vision incorporated the summation of feedback given from the previous two work sessions, specifically focusing on certain key areas and redevelopment opportunities.

Mission Statement

For Elizabeth City's Waterfront, We Will...

Deliver on our promise as North Carolina's Harbor of Hospitality by providing new opportunities for recreation, boating and commercial activity while supporting a strong community through thoughtfully designed public spaces and environmental preservation areas.

Core Tenets

To achieve the Mission, we will achieve the following. . .

1

Provide A Welcoming Harbor

...Promote a diversity of welcoming harbor uses, anchored by commercial, recreation and marine uses, with the assemblage embodying the spirit and flavor of North Carolina's coastline.

2

Promote Accessibility

...Make it easy, safe and enjoyable to arrive, park, walk, bike, play and connect with the harborfront.

3

Develop Targeted Renewal

...Focus renewal efforts at key parcels to transform the water's edge into a contiguous, animated harborfront that sustains activity year-round.

4

Construct a Verdant, Resilient Shore

...Expand and connect natural landscape areas and habitat zones, providing new and strengthened greenways and blueways…the calling card of a renewed Elizabeth City.

5

Celebrate Community Heritage

...Promote the scale and story of Elizabeth City and the region through site architecture, landscape, wayfinding, and other elements.

THE VISION

The “Harbor of Hospitality” delivers on its promise by providing new opportunities for recreation, boating and commercial activity while supporting a strong community through thoughtfully designed public spaces and environmental preservation areas. By focusing on key areas and stating core project tenets, Elizabeth City’s waterfront enlivens itself with new possibilities. The harbor welcomes new uses while accessing the waterfront is promoted for all. Targeted redevelopment opportunities transform the water’s edge and sustainable resiliency efforts become a priority. The heritage of Elizabeth City is celebrated in the new city of Elizabeth City Waterfront Master Plan.

The Vision Fully Realized

The Elizabeth City Waterfront Master Plan delivers the promise of the “Harbor of Hospitality” by recommending new opportunities for recreation, boating and commercial activity while supporting a strong community through thoughtfully designed public spaces and environmental preservation areas. By focusing on key areas and stating core project tenets, Elizabeth City’s waterfront will enliven itself with new possibilities.

Five core project tenets outline the vision and provide the goals for the master plan’s efforts. A welcoming harbor promotes a diversity of boating and sailing uses, anchored by commercial, recreation and marine uses, with the assemblage embodying the spirit and flavor of North Carolina’s coastline. Promoting accessibility makes it easy, safe and enjoyable for all to arrive, park, walk, bike, play and connect with the harborfront. Targeted redevelopment zones through focused renewal efforts at key parcels transform the water’s edge into a contiguous, animated harborfront that sustains activity year-round and stimulates business and other economic activity along the waterfront, in downtown, and probably throughout the region.

Preserving a verdant, resilient shore expands and connects natural landscape areas and habitat zones, providing new and strengthened greenways and blueways, more tourists, cleaner water, better fishing, more jobs, among other advantages, demonstrating a renewed Elizabeth City. Lastly, celebrating Elizabeth City and the region’s community heritage through site architecture, landscape, wayfinding, and other elements pays homage to the past while looking to the future.

LEGEND

KEY SITE FEATURES

1. Nature Park / Conservation Zone
2. MACU Main Campus and Future Athletic Facilities
3. Jennette Brothers Targeted Redevelopment
4. Conservation Zone
5. Improved Park / Kayak Launch
6. Existing / Enhanced Gateway Signage
7. Harbor Beacon
8. Elizabeth City Harbor Esplanade
9. Community Pier (end of Main)
10. Waterfront Access Zone from Water Street
11. Mariners' Wharf Park Marina
12. Water & Ehringhaus Street Targeted Redevelopment
13. Outdoor Sculpture Garden and Enhanced Connectivity to Celebration / Waterfront Park
14. Coast Guard Park / Sailing Center
15. Charles Creek Park / Playground
16. Berms / Flood Mitigation Features
17. Recreational Fishing Pier
18. Elizabeth City Shipyard Targeted Redevelopment

LEGEND
NORTH ENLARGEMENT

1. Nature Park / Conservation Zone
2. Residential Units / Student Housing
3. MACU Boat Club
4. MACU Future Development Facilities
5. MACU Waterfront Esplanade
6. MACU Main Campus Buildings
7. MACU Campus Integration Zone
8. Jennette Brothers Targeted Redevelopment
9. Waterfront Promenade
10. Conservation Zone
11. Improved Park / Kayak Launch
12. Existing / Enhanced Gateway Signage
13. Harbor Beacon (into Elizabeth City Harbor)
14. Streetscape Enhancements along N. Poindexter Street

LEGEND

SOUTH ENLARGEMENT

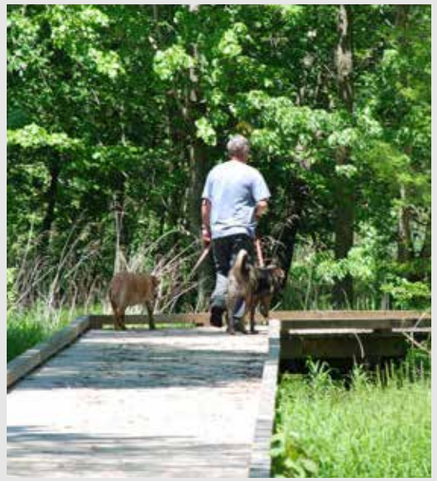
1. Strengthened Bike / Ped Link
2. Elizabeth City Harbor Esplanade
3. Community Pier (end of Main)
4. Transient Marina Berths
5. Streetscape Enhancements
6. Waterfront Access from Water Street
7. Mariners' Wharf Park Enhancements
8. Mariners' Wharf Park Marina and Boating Support Facilities
9. Water & Ehringhaus Street Targeted Redevelopment
10. Outdoor Sculpture Garden
11. Enhanced link to Celebration / Waterfront Park
12. Park, Events and Performances
13. Coast Guard Park / Sailing and Watersports Center
14. Streetscape and Infrastructure Enhancements (BMPs, bioswales, etc.)
15. Charles Creek Greenway And Trail
16. Berms and Flood Mitigation
17. Recreational Fishing Pier
18. Elizabeth City Shipyard Redevelopment Zone
19. Elizabeth City Marina
20. Waterfront Event Lawn
21. Repurposed Public & Community Event Space & Marina Services

1 // Welcoming Harbor

One of Elizabeth City's greatest assets is the entirety of its downtown cityscape directly fronts the waterfront. It's no wonder the city is coined the "Harbor of Hospitality," featuring an array of land uses strung together like placemaking pearls along the water's edge. Building upon what is a solid urban framework, the master plan intends to unify the various uses to create a welcoming harbor for all.

Four typologies of uses – academic, parks and open space, marina, retail and mixed-use – are the focus of the design with the intent to fuse these uses into a cohesive plan. Each of these nodes offers unique attributes unifying the waterfront. The University, as a district, demonstrates catalytic energy and development with the growth and expansion of its research, athletics, recreation and residential uses.

Machelhe Island and Charles Creek provide refuge and preservation, balancing out development pressure zones, while offering ecotourism recreation opportunities. Quintessential in North Carolina coastal town character, Elizabeth City's marina supports recreational boating and sailing, while being near areas of live, work and play. Transient berths factor into creating a more welcoming harbor for all. Lastly, downtown's center with retail and mixed-use is but a short walk from the harborfront, incentivizing opportunities of connection between these two main hubs of activity.



- **ACADEMIC**
- **PARKS & OPEN SPACE**
- **MARINA**
- **RETAIL & MIXED-USE**

LEGEND

- Institution
- Park & Open Space
- Preserve
- Retail / Commercial
- Cultural Attraction
- Sailing Center / Recreational Boating
- Recreation Marina
- Fishing

LEGEND

- Institution
- Park & Open Space
- Preserve
- Retail / Commercial
- Cultural Attraction
- Sailing Center / Recreational Boating
- Recreation Marina
- Fishing

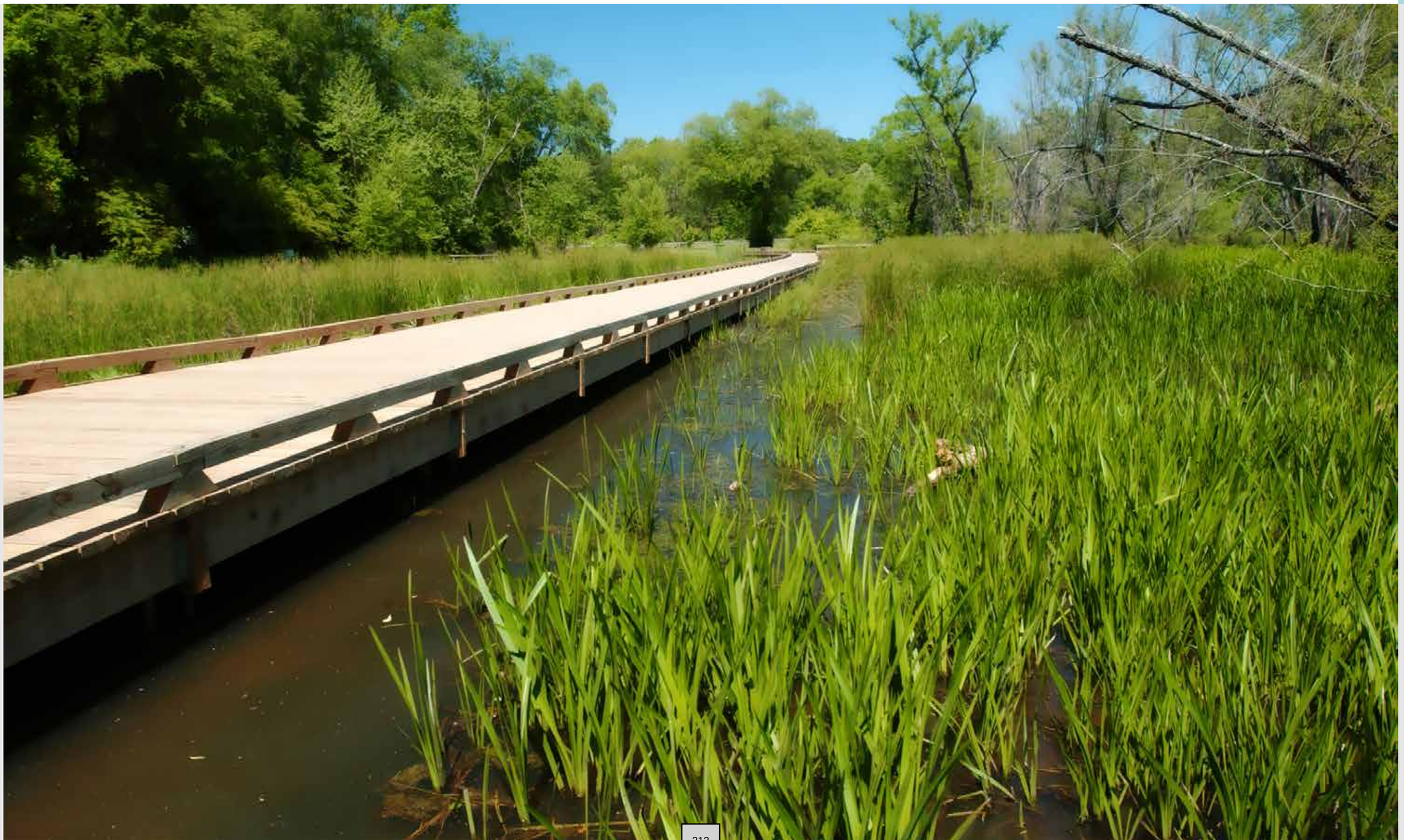
2 // Promote Accessibility

Creating an interconnected network of various modes of transportation promotes accessibility for all. With an emphasis on bike and pedestrian connectivity, the Elizabeth City Waterfront Master Plan presents the city in its best light, with a variety of mobility abilities, enabling residents and visitors alike a chance to meander and move through the many attractions at their own leisure.

From the MACU campus heading south towards downtown, bike and pedestrian pathways connect the waterfront through the various uses to main frontage streets like Pointdexter and Water Street. Wandering through the core of Elizabeth City, accessibility to parks and open space, cultural attractions, art installations and amenities are offered by a multi-modal transportation network showcasing the essence of Elizabeth City.

To the south, ecological preservation with pathways nestled amongst creek beds and landscape berms provide a different scene and pace for all to slow down and connect to nature.

Textures change from paving to plank as one transitions between urban and natural contexts. The inclusion of both greenway and blueway activity offers exploration on different pathways as the network expands beyond pavement and path to include water-based hand-powered boating through creek and preserve. This dynamic interplay of experience results in a vibrant and resilient waterfront, as new discoveries present themselves through the changing city and natural landscape.



LEGEND

- Primary Circulation
- Secondary Circulation
- Bike / Pedestrian Network
- Art

LEGEND

- Primary Circulation
- Secondary Circulation
- Bike / Pedestrian Network
- Art

3 // Targeted Renewal

Focusing on key parcels that are slated for development stimulates strategic investment dollars to foster the greatest redevelopment opportunities. Five sites, denoted on page 53's diagram, within the project area present a range of potential. From moderate to extensive investment dollars, this section demonstrates the thought process and analysis for varied levels of development.

Three of these five targeted renewal zones are illustrated with a light, moderate and more dramatic vision: The Elizabeth City Shipyard (A) has the potential for open space preservation and adaptive reuse to a mixed-use development revamp (see pages 52 & 53). The intersection at Water Street and Ehringhaus Street (B) could benefit from redevelopment ranging from small scale revitalization and streetscape improvements to a larger lot renewal (see pages 54 & 55). The Jennette Brothers site (C) is prime real estate, situated right on the banks of the Pasquotank River and offers various low to high development scenarios, all with the intention of promoting waterfront access through the site (see pages 56 & 57). Each of these parcels offer opportunities for connection and redevelopment to enhance the overall effectiveness and implementation of the master plan.

LEGEND

- (A) Elizabeth City Shipyard
- (B) Water Street & Ehringhaus Street (Chamber Site)
- (C) Jennette Brothers Site

A. CITY OF ELIZABETH CITY SHIPYARD

For three waterfront locations, a spectrum of opportunities is available for renewal and activation. The Elizabeth City Shipyard site represents one such location.

The privately held shipyard site was once a major economic driver in the City. In its prime, the Elizabeth City Iron Works and Supply Company was a manufacturing center for sub chaser-class and other vessels, and later, served as a repair yard for small ships well into the mid-1960s. Today, due to a combination of brownfield site conditions and required investment, the Elizabeth City Shipyard property sits dormant awaiting its next life. Potential site investment can run across a spectrum of possibilities, both in terms of the amount of resources and time required to achieve desired outcomes. The degree of investment also has bearing on the volume of economic impact (job creation, local spending, property tax base) that could be derived for the community.

As shown in the accompanying figure “A”, lower investment levels could result in a renewal mix focused on open space and recreation activation along with adaptive reuse of existing sheds and other upland and in-water infrastructure. A focus on the arts and history of the site is also a community desired attribute for this zone as is the possibility of a small, business incubator space within reused sheds. Recreational boating facilities are pursued to the greatest degree possible given site contamination and other brownfield issues.

More aggressive investment and site clean-up approaches lead to more concentrated redevelopment options along the spectrum. These include a more intensive recreational approach, with an expanded number of in-water slips supported by upland investments in dry stack boat storage and commercial uses (see figure “B”). The highest investment level and likely most lengthy approach to implement (given site clean-up and permitting) involves creation of a true mixed-use development, incorporating a variety of commercial, and residential, along with a recreation marina.

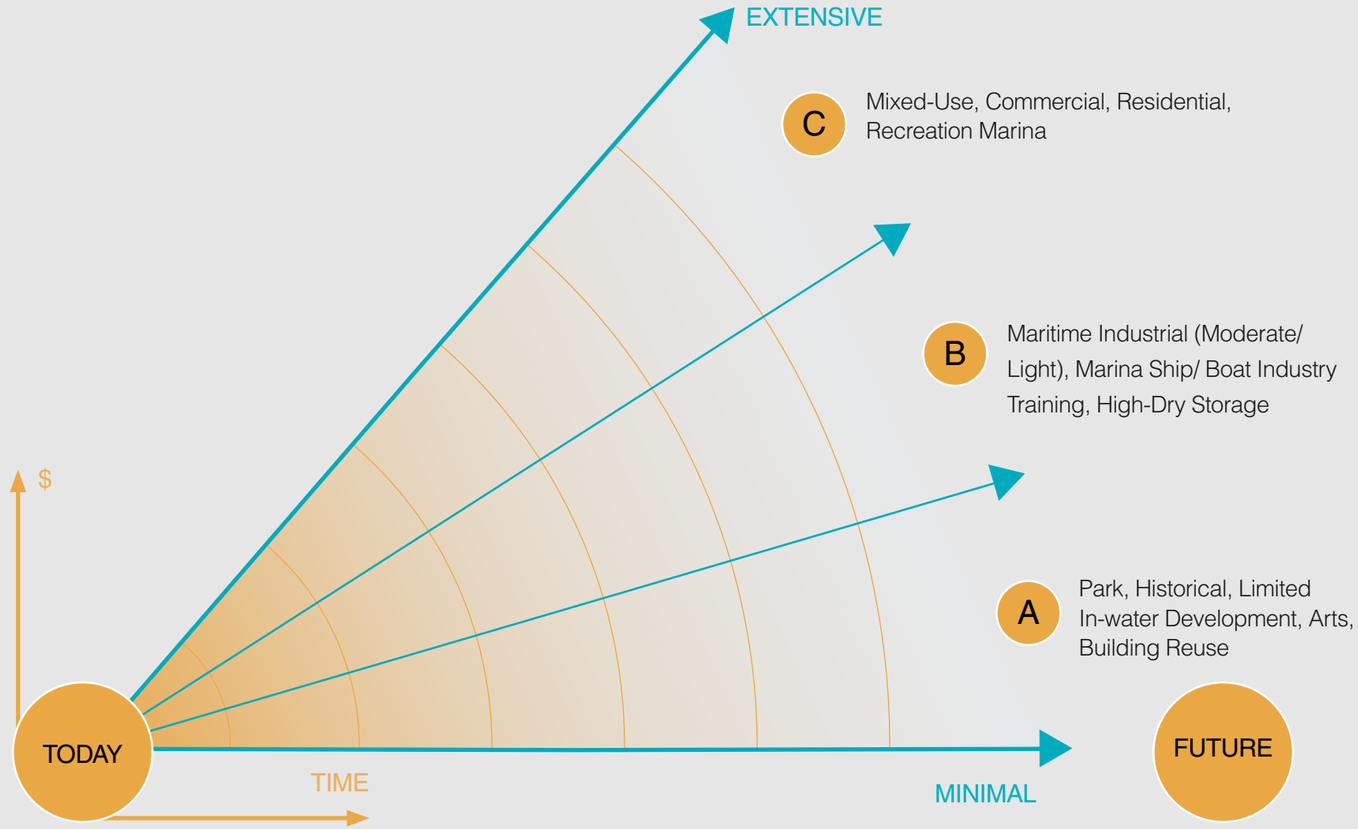


Figure A
Park, Historical, Limited In-water Development, Arts, Building Reuse

Figure B
Maritime Industrial (Moderate/ Light), Marina Ship/ Boat Industry Training, High-Dry Storage

Figure C
Mixed-Use, Commercial, Residential, Recreation Marina

B. WATER & EHRINGHAUS STREET

The grouping of properties at the intersection of Water and Ehringhaus Streets (aka Chamber of Commerce and bank sites) is a challenging renewal location. Challenges include: assembly of several small properties owned by the City and others is required to achieve any larger scale renewal effort; the location is prone to local flooding, necessitating both site and (additional) surrounding street infrastructure improvement; and the parcels are located at a transition point between the downtown and moderately valued and activated commercial and residential properties to the south.

For the vision plan, the intent is that over time, this intersection transitions into a more robust anchor for the southern portion of downtown, leveraging investment and interest to deal with localized flooding and bring about increased investment and value to surrounding parcels.

For the spectrum of potential investment, low investment levels preserve parcel sizes and focus monies to the surrounding roadway and storm water capabilities of the area to allow parcels to be more attractive for small scale, parcel-by-parcel investment (see figure “A”). At a midpoint along the spectrum, some lot assembly is encouraged as is a more aggressive reworking of E. Grice Street allows for more substantial commercial renewal to occur at E. Ehringhaus Street and S. Water Street (see figure “B”). Parcels internal to this configuration may lend themselves to small scale multi-family residential development

Under the most aggressive renewal approach along the spectrum, land is assembled to allow for a larger scale development approach to be realized, such as a limited service hotel of 60 to 80 rooms with ground floor commercial activation or a larger, mixed-use residential development (see figure “C”). This last option would likely require a public-private partnership to advance, with the City working to assemble properties and upgrade surrounding infrastructure to ready the area for investment. Realization of this final renewal approach is expected to yield the highest economic benefit to the City over the long term.

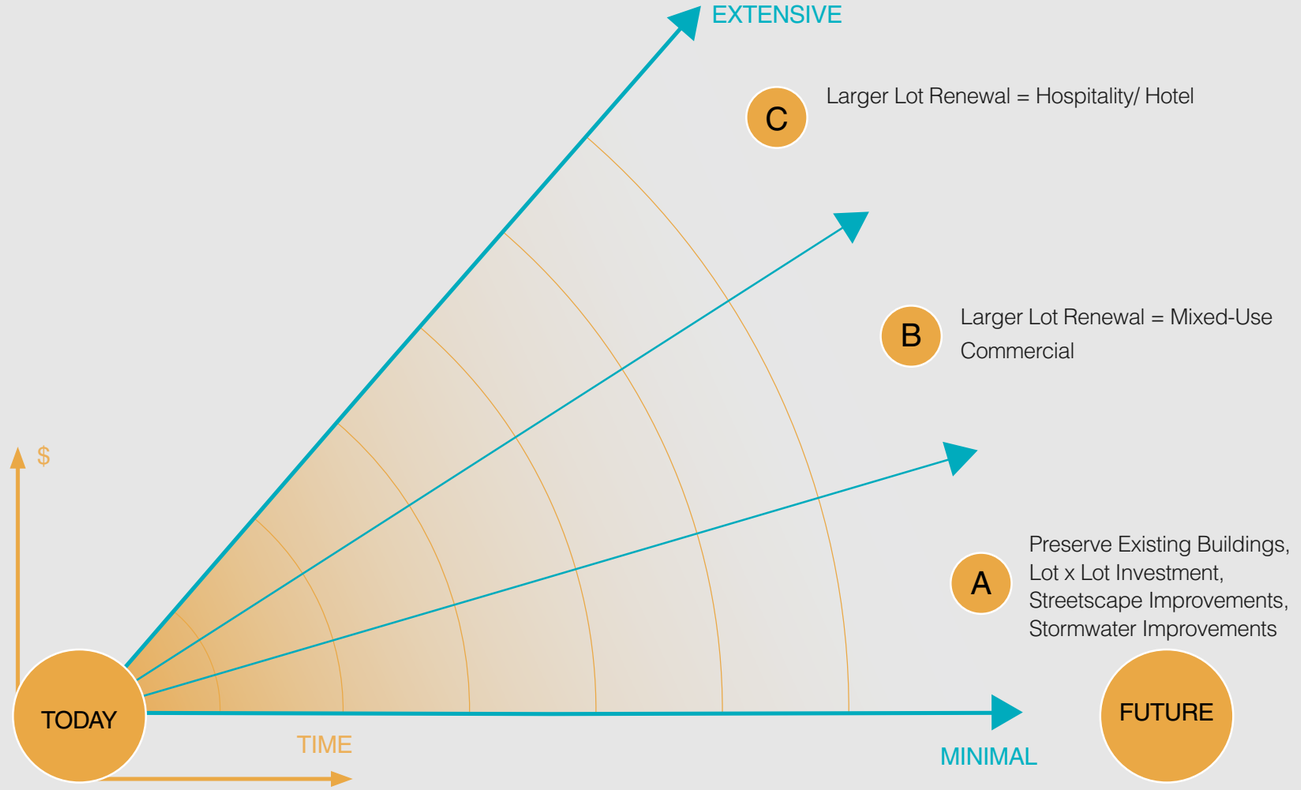


Figure A
Preserve Existing Buildings, Lot x Lot Investment, Streetscape Improvements, Stormwater Improvements

Figure B
Larger Lot Renewal = Mixed-Use Commercial

Figure C
Larger Lot Renewal = Hospitality/ Hotel

C. JENNETTE BROTHERS SITE

The Jennette Brothers site, while not a critical transformation, presents a compelling opportunity to broaden waterfront activity and engagement from one focused along the Harborfront to one that expands north of the Pasquotank River Bridge. Full or selective (and adaptive) renewal of parcels and existing buildings present the possibility for a true mix of land uses to be developed on the site, from residential units and office spaces to ground floor commercial. The vision plan contemplates options that encourage more robust access along N. Water and N. Poindexter Streets as well as the possibility for a pedestrian link under the bridge. Vessel docking parallel to the site is also suggested under each renewal approach.

Along the spectrum of investment, figure “A” calls for modest improvements to surrounding streetscape and connective elements linking the Harborfront and University districts. Over time, these public investments along with possible partnering with Jennette Brothers site owners could lead to waterside (figure “B”) and more intensive waterside and inland parcel redevelopment (figure “C”).

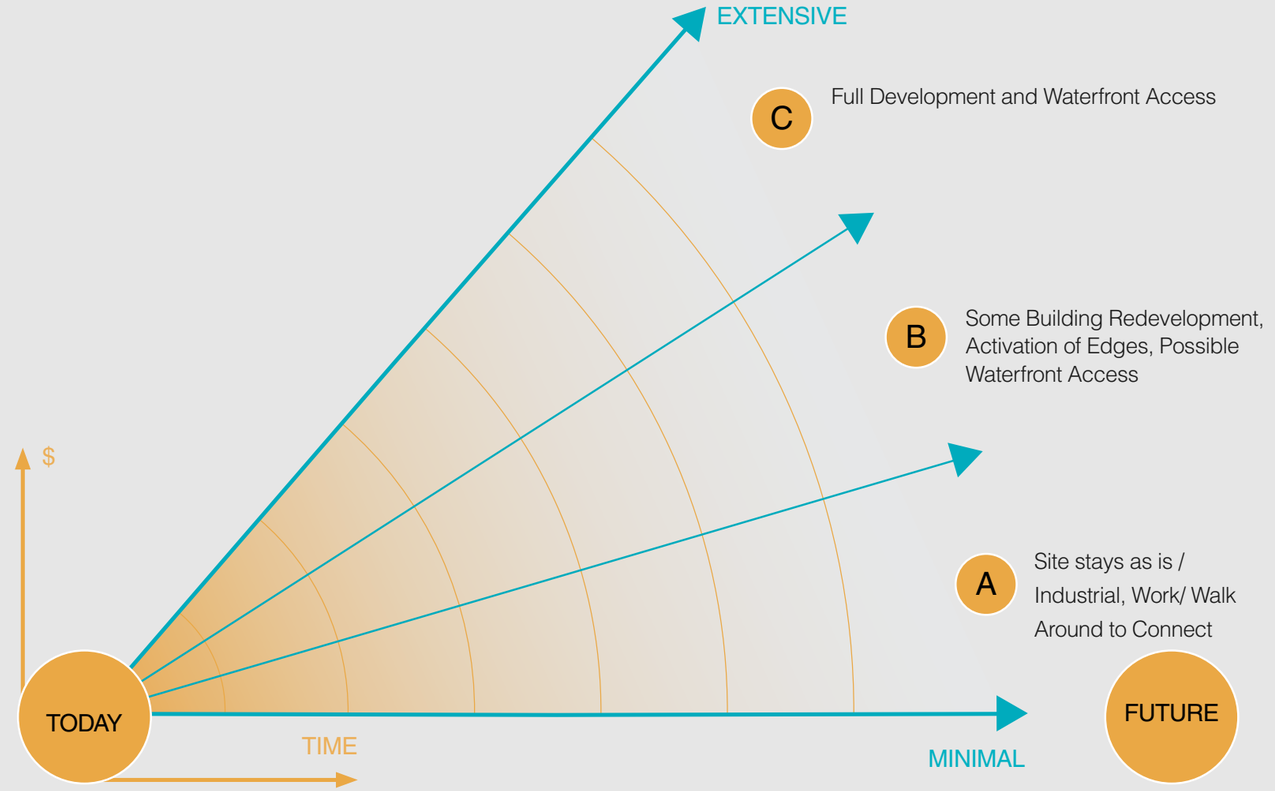
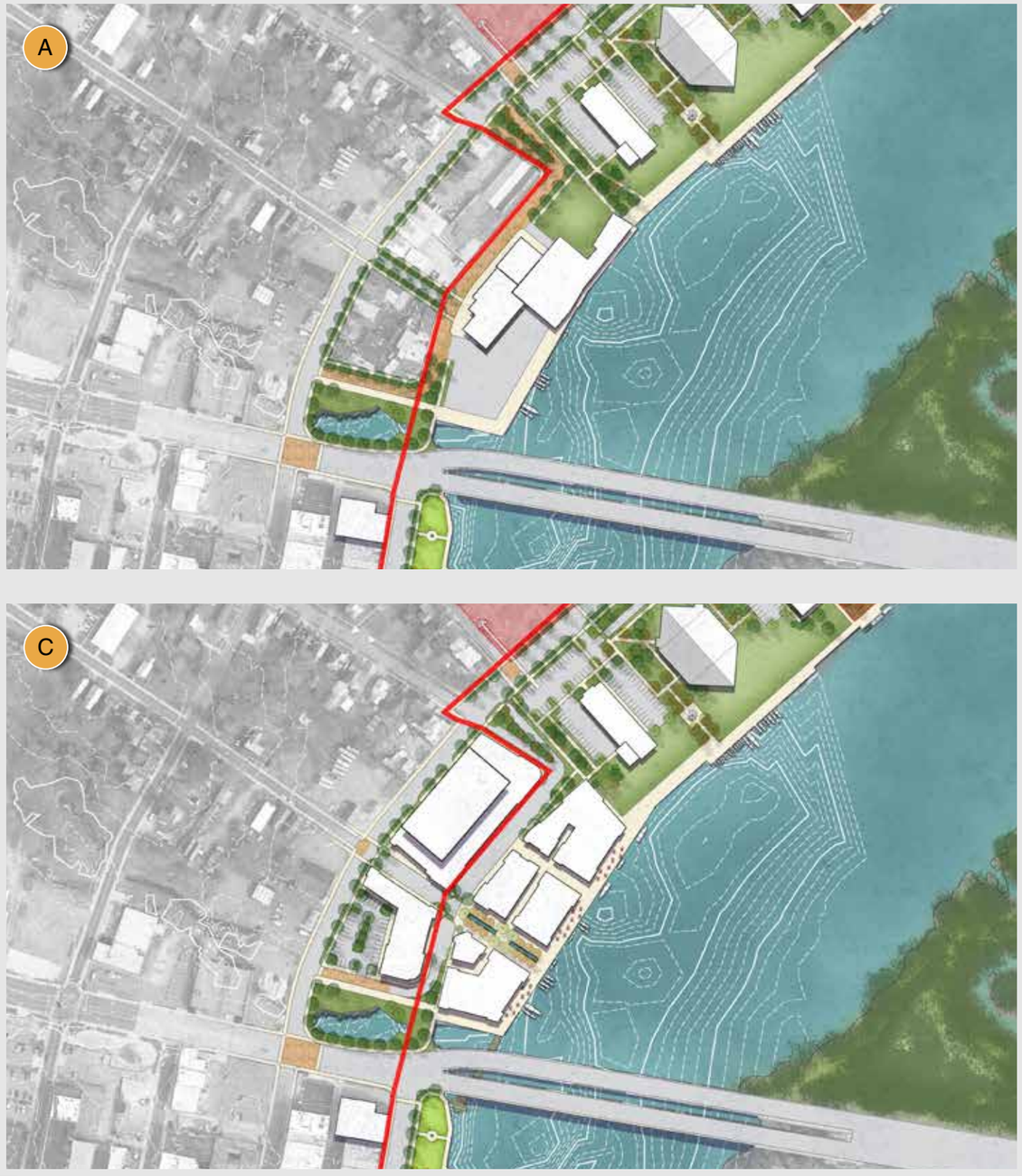


Figure A
Site stays as is / Industrial, Work/ Walk Around to Connect

Figure B
Some Building Redevelopment, Activation of Edges, Possible Waterfront Access

Figure C
Full Development and Waterfront Access



4 // Verdant, Resilient Shore

As coastal towns face the threat of rising tides, urban waterfronts must prepare for environmental future hazards and plan accordingly. The Charles Creek area of Elizabeth City is prone to flooding due to local rainfall, coastal storms, and wind tide events. The City of Elizabeth City received a grant through North Carolina Division of Coastal Management's Planning and Management Grants Program to create a plan to mitigate flooding.

In preparing the Charles Creek Flooding Mitigation Plan, an existing conditions assessment and watershed evaluation. Hydrologic/hydraulic modelling and was conducted to develop and support proposed flood mitigation alternatives in coordination with this Waterfront Master Planning effort.

Based on modeling efforts and cost analysis, the elevation or relocation of flood-prone structures and use of protective berms is one of the recommended flood mitigation alternatives. The elevation of structures provides the highest benefit-cost ratio followed by relocating structures, but the berm option also provides ancillary neighborhood connectivity and recreational benefits. A combination of flood mitigation alternatives may be used in substitute of a singular flood mitigation alternative in order to best meet the needs of the City. The revision of existing ordinances to promote the use of green infrastructure, as well as enforce specific freeboard requirements for new and existing development, would further improve resilience in Elizabeth City.

Green infrastructure is an approach to stormwater management that protects and restores the natural water cycle within the built environment. Planting trees and restoring wetlands, creating bioswales and designing stormwater systems are various green infrastructure methods. Fusing landscape architecture and stormwater mitigation, the use of protective berms and other green infrastructure improvements will promote sustainability, resilience, and betterment of Elizabeth City's development future.

Naturalized stormwater detention areas can be both beautiful and serve a green infrastructure purpose.

Open space can be flooded with little or no damage and provide recreation spaces when not flooded.

Conserved natural areas can be attractive not only to plants and animals, but also to tourists and residents, thereby increasing business and property values.

Preserved marshlands and swamps help protect towns by providing large areas to absorb flooding during storms.

Berms protecting nearby homes from flooding with attractive landscaping.

THE VISION

LEGEND

1. Green Infrastructure (Including Low Impact Development, Rain Gardens, Bioretention Basins, Streetscape Improvements, Berming)

LEGEND

1. Protective Berms
2. Flood Gate
3. Green Infrastructure (Including Low Impact Development, Rain Gardens, Bioretention Basins, Streetscape Improvements, Berming)

This analysis focused on Charles Creek and the impact of rainfall events and tide increases. The objectives of this study included:

- Determine how rainfall and coastal flooding interact within Charles Creek watershed
- Determine appropriate level of flood resilience that is achievable given site constraints
- Develop a suite of potential green and gray infrastructure to meet flood resiliency goals
- Make recommendations to existing policies and ordinances to increase flood resilience
- Investigate and document potential permitting and funding strategies

Through a series of data collection and analysis, including the examination of low-lying ground elevations in relation to wind tides, analysis of soil levels, storm surge and precipitation levels, rising river and tide levels, several flood mitigation options were proposed and analyzed to provide a range of possible outcomes and how best to address future catastrophes.

Flood mitigation options included: protective berms, flood gate and pump system, elevating structures, buying and renovating structures, green infrastructure, and policy/ordinance revisions.

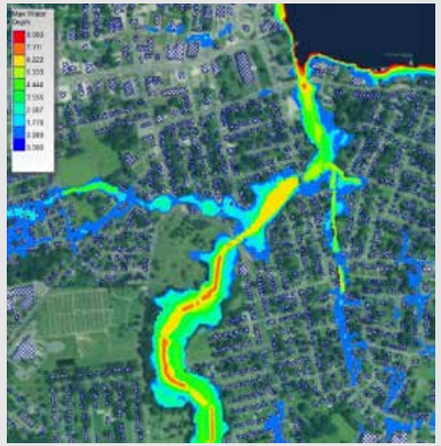
Protective berms along the Charles Creek shoreline, incorporated into the landscape, would mitigate river and wind tide flooding and help to maintain current rising water standard levels. A flood gate, immediately downstream from Riverside/ Shepard Street Bridge, would require additional pumping infrastructure to route Charles Creek water flows around the flood gate and into the Pasquotank River during major storms. Elevating, buying and renovating structures would safeguard future structures from storm surge damage.

Green infrastructure would reduce impervious surface area and decrease runoff to stormwater infrastructure systems. However, the soil conditions in this area are somewhat challenging and may not be adequate for this to be a stand-alone option. Policy and ordinance revisions were also recommended to be updated to reflect recent changes in stormwater systems. Lastly, funding options, like FEMA and other relevant grant programs, were researched to gather a sense of the types of dollars that are available to commence this work.

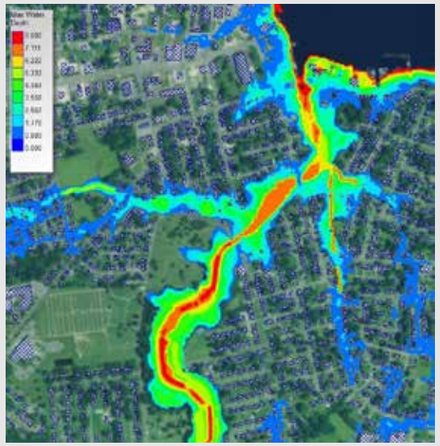
In conclusion, recommendations are:

- Elevation/relocation of structures or protective berms as the recommended flood mitigation alternatives
- Combinations of flood mitigation alternatives can be utilized
- Green infrastructure would be more of an add-on to other alternatives listed to improve existing stormwater system behavior with respect to water quantity and quality
- Update Stormwater and Flood Ordinances to better reflect 2017 stormwater rules and design guidance, and provide additional freeboard to FEMA flood elevations

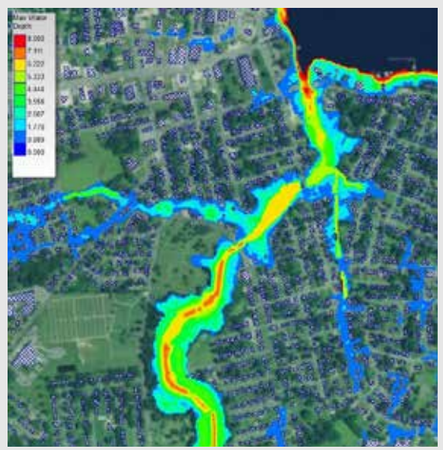
EXISTING CONDITIONS



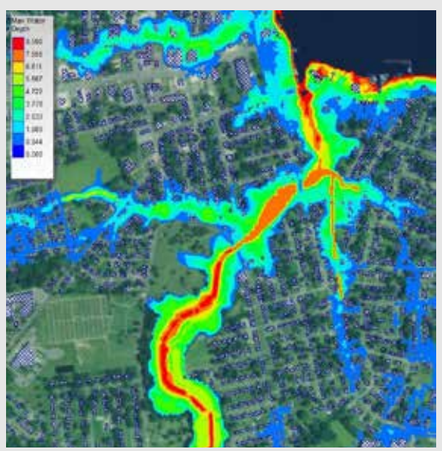
EXISTING 10 YEAR RAINFALL, 1.0' SURGE



EXISTING 25 YEAR RAINFALL, 3.0' SURGE

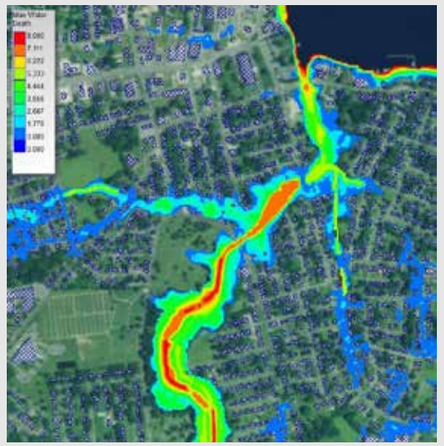


EXISTING 10 YEAR RAINFALL, 1.8' SURGE

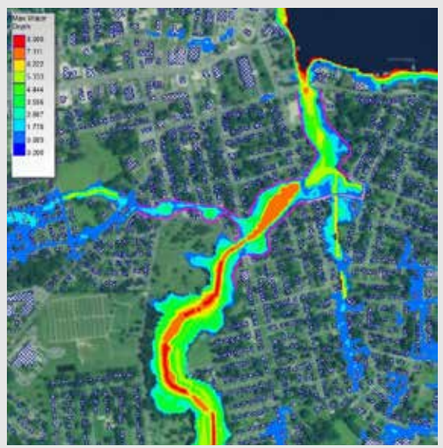


EXISTING 50 YEAR RAINFALL, 3.6' SURGE

POTENTIAL FLOOD MITIGATION 25 YEAR EVENT

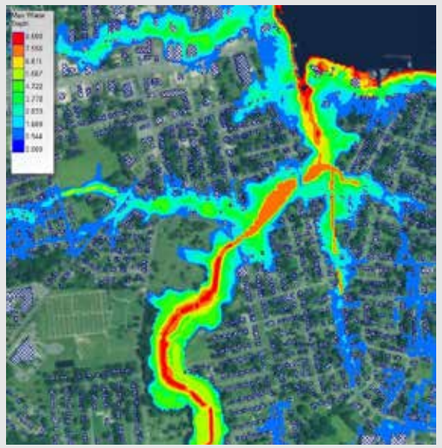


EXISTING CONDITIONS: 25 YEAR EVENT, NO SURGE

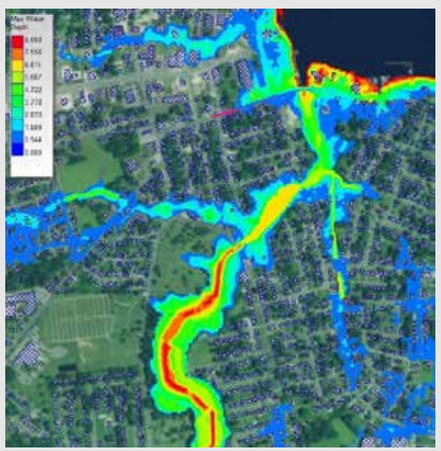


WITH PROTECTIVE BERMS: 25 YEAR EVENT, 3.'0 SURGE

POTENTIAL FLOOD MITIGATION 50 YEAR EVENT



EXISTING CONDITIONS: 50 YEAR EVENT, NO SURGE



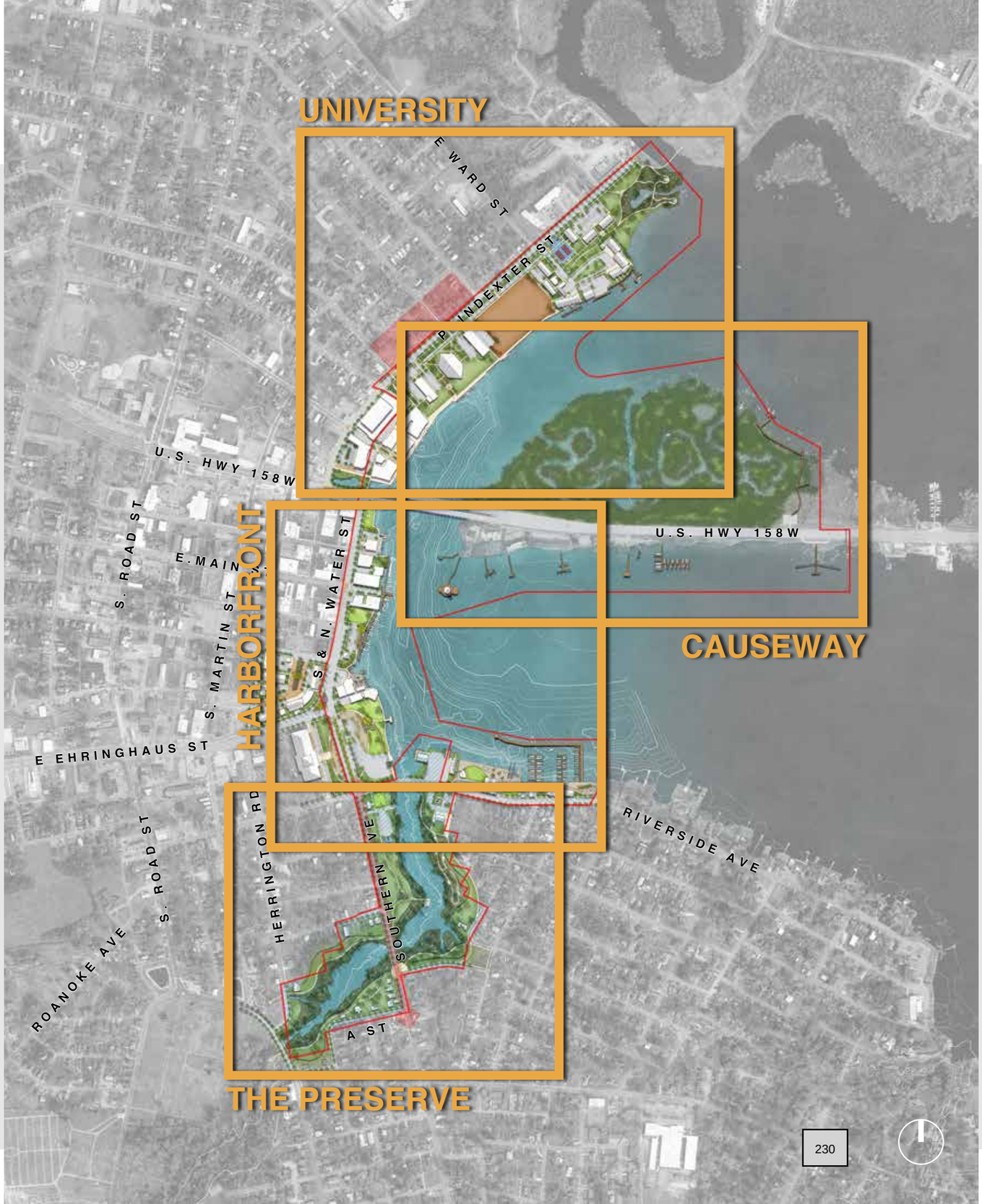
WITH FLOOD GATE / PUMP: 50 YEAR EVENT, 3.6' SURGE

5 // Celebration of Community Heritage

Elizabeth City's past, present, and future culminate in an communal place and time where locals are proud of their heritage while welcoming their future. Four redevelopment zones of interest – university, causeway, harborfront, and the preserve – make up distinct focus areas of integration for the betterment of the Elizabeth City Waterfront Masterplan.

Each zone presents an opportunity for placemaking and communal celebration. MACU campus is a meeting ground of intellect and engaging conversations, advancing the University's research and long-term growth of the area. Machelhe Island beckons to be more than just a causeway by offering ecological preservation and ecotourism discoveries. The harborfront's fifty acres is ideal for reinvestment opportunities, elevating the current cityscape to a mixed-use and diverse destination. Targeted redevelopment and revitalization efforts, coupled with enhanced landscaping and green infrastructure elevate downtown and the harborfront's appearance. Wayfinding, signage and connected pathways unify the project area, and provide opportunities to celebrate the community heritage. Charles Creek's preservation efforts are engineered to reduce flooding impacts, preserving ample area for parks and open space while demonstrating the dire need to sustain natural ecosystems.

These zones come together to create a range of integrated uses that promote a viable and sustainable vision for Elizabeth City.



◂ UNIVERSITY

The district supports expansion of research, athletics, recreation and residential uses. Mid Atlantic Christian University and other regional institutions of higher learning are catalytic to the long-term growth of this area.

◂ CAUSEWAY

A compelling welcome to Elizabeth City. Machelhe Island balances residential, maritime and ecological zones. Northern Machelhe Island evolves into an ecopark supporting hand powered water dependent recreation and other natural features.

◂ HARBORFRONT

Fifty acres of quintessential North Carolina Harborfront supporting recreational boating, sailing, restaurants, parks and open spaces, and residential living. Key landside and in-water investments are advanced by the public and private sector to support Elizabeth City's mission to be the Harbor of Hospitality.

◂ THE PRESERVE

Charles Creek and floodplain are engineered to reduce flooding impacts to southern Elizabeth City. Extensive areas are preserved for park, open space and natural habitat zones.

PLAN IMPLEMENTATION

The plan is an assemblage of places and spaces introduced over time to result in the transformation of the water's edge into a dynamic, well-loved community space. As much as we wish the entirety of this transformation could occur in one narrow development window, conducting follow-up studies, identifying funding sources, timing development to market factors, permitting, design and construction all take time. What becomes essential in large scale waterfront development effort is establishing the right initial action steps that set the foundation for future efforts. Introducing flexibility into the plan is also critical. In this section, we present the overall phasing plan for the project as well as the project schedule.

Phasing

The community vision assembled for Elizabeth City's waterfront will be implemented over time. The goal of implementing a majority of the Vision Plan project efforts will occur over the next decade. Critically setting initial actions and investments will establish a foundation for later stage projects.

Our recommended phasing strategy reflects a purposeful desire to advance those initiatives that have high community value, offer good potential for funding, and set the stage for follow-up project efforts. In several cases, listed projects can be further broken down into smaller improvement efforts tailored to the city's economic reach and the availability of grants and other public/private funding sources.

The timing of several projects rests squarely on conditions in the marketplace and the ability of the public sector to assemble a compelling public/private package on key projects and show leadership in getting the word out in the development community. There is likely no greater development effort than the one envisioned for a potential downtown hotel, illustrated for the Water and Ehringaus Street targeted redevelopment site. The upside rewards could be very sizable for Elizabeth City, but securing the right hotel deal will take creativity and perseverance.

Key private development opportunities denoted in the vision plan should also be enthusiastically supported by the government/public sector. While redevelopment of these parcels/buildings will follow private property owner wishes, the City, county and public sector should consider taking a proactive role with these owners to see what type of collaborative opportunities are available.

There are other studies and initiatives which need to be prioritized that are not depicted within the accompanying illustrations. Finally, the suggested phasing strategy presented herein has several inherent flexibilities to allow certain projects to be reprioritized and/or shuffled based on market conditions and community desire.

Funding

The following tables outline various projects and funding strategies based on the four districts. Each district is broken down into its own table, with a list of projects accompanied by a designated rating code and potential funding source.

The rating codes were deciphered as follows:

- Community Desire (CD) is a result of public input through community engagement, meetings, interviews and survey results.
- Funding (F) relates to local, state and federal grant, funding and resource opportunities available.
- Linking (LK) is based on Moffatt & Nichol's assessment of the project site through research, analysis and design.

	(1) Location Codes
(U)	University
(C)	Causeway
(H)	Harborfront
(P)	Preserve / Charles Creek

	(2) Rating Codes
(CD)	Community Desire; degree of community prioritization, with 1 (highest) to 3 (lowest)
(F)	Funding; degree to which a reliable funding source has been identified, with 1 (highest) to 3 (lowest)
(LK)	Linking; critical nature of project to other follow-on efforts, with 1 (highest) to 3 (lowest)

	(3) Funding Source Codes
(FEMA HMGP)	FEMA Hazard Mitigation Grant Program (HMGP)
(FEMA PDM)	FEMA Pre-Disaster Mitigation (PDM) Program
(FEMA FMA)	Flood Mitigation Assistance (FMA) Program
(CDBG-DR)	HUD Community Development Block Grant - Disaster Recover (CDBG-DR)
(CWMTF)	NC Clean Water Management Trust Fund (CWMTF) Grant
(NCDEQ)	NC Department of Environmental Quality (NCDEQ) Water Resources Development Program Grant
(CRG)	NOAA Coastal Resilience Grant (CRG)
(EPA UWSG)	EPA Urban Waters Small Grant (EPA UWSG)
(EPA 205)	EPA Section 205(j) Grant (EPA 205)
(NFWF 5Star)	National Fish and Wildlife Foundation Five Star and Urban Waters Restoration Grant (NFWF 5Star)
(CWSRF)	Clean Waters State Revolving Fund (CWSRF)
(NC CRFL)	NC Coastal Recreational Fishing License Grant (NC CRFL)
(RTG)	Recreational Trails Grant (RTG)
(B&WAG)	Public Beach & Waterfront Access Grant (B&WAG) (CAMA)
(NPS L&WCF)	NPS Land & Water Conservation Fund (NPS L&WCF)
(BIG)	Fish & Wildlife Service - Wildlife & Sport Fish Restoration Program Boating Infrastructure Grant (BIG)
(MSD)	Fish & Wildlife Service - Wildlife & Sport Fish Restoration Program Marine Sewage Pumpout and Dump Grant (MSD)
(NCDOT BP)	NCDOT Bike and Pedestrian Planning Grant (NCDOT BP)
(TAP)	FHA Transportation Alternatives Program (TAP)
(NC P&R)	NC Parks and Recreation Fund (PARTF)
(CITY)	Public Sector - City of Elizabeth City
(COUNTY)	Public Sector - Pasquotank County
(PRIVATE)	Private Sector

University District // Improvements and Projects

University District Improvements and Projects focus on expansion of MACU's campus and key redevelopment opportunities:

Creating a nature park at the far northwestern edge of the harborfront will link to campus and provide connectivity throughout Elizabeth City via bike and pedestrian pathways.

Constructing a Rowing Center and adding student housing will add value to the University's campus.

Streetscape improvements along N. Pointdexter will connect to the other green infrastructure improvements occurring throughout the project site.

The Jennette Brothers site is a key target redevelopment opportunity, offering the potential for mixed-use development and wharf improvements, creating a viable destination for downtown.

Lastly, a waterfront walkway extending from the waterfront condominiums, along the MACU campus, the Jennette Brothers waterfront and under US HWY 158W, will promote accessibility by linking the entire University district to the Harborfront District and beyond.

ID	Project Name	Location (Code)[1]	Description	Rating[2]			Estimated Cost	Potential Funding Source (Code)[3]
				CD	F	LK		
1	Jennette Brothers - Wharf Redevelopment	U	Wharf redevelopment along Jennette Brothers site.	2	3	1	$1.6M - $2.4M	B&WAG, CITY, PRIVATE
2	US HWY 158W Waterfront Walkway	U	Waterfront walkway linking Jennette Brothers site to Veterans Park.	2	3	1	$240,000 - $360,000	B&WAG, CITY, COUNTY
3	University Rowing Center	U	Rowing club boat house and launch (possible link to MACU, CECSU and CA).	2	2	3	$1.2M - $1.7M	B&WAG, PRIVATE (MACU, CECSU, CA), CITY, COUNTY
4	Streetscape Improvements - N. Poindexter Street	U	Landscape, sidewalk, crossing, lighting, wayfinding and other corridor enhancements.	2	3	3	$2.3M - $3.4M	CDBG, CITY
5	Jennette Brothers - Site Redevelopment	U	Mixed-use development with GF commercial and residential above; waterfront promenade.	2	3	3	PRIVATE INVESTMENT	PRIVATE; Possible City / Grant Support for Public Realm Investments.
6	Expanded Residential Units / Student Housing	U	Residential townhomes.	3	2	3	PRIVATE INVESTMENT	
7	North University / Pasquotank River Nature Park	U	Enhanced walking trails, paths, overlook areas, parking and art.	3	3	3	$680,000 - $1M	RTG, NPS L&WCF, PRIVATE (MACU), CITY

(1) Location Codes

- (U) University
- (C) Causeway
- (H) Harborfront
- (P) Preserve / Charles Creek

(2) Rating Codes

- (CD) Community Desire; degree of community prioritization, with 1 (highest) to 3 (lowest)
- (F) Funding; degree to which a reliable funding source has been identified, with 1 (highest) to 3 (lowest)
- (LK) Linking; critical nature of project to other follow-on efforts, with 1 (highest) to 3 (lowest)

(3) Funding Source Codes

(FEMA HMGP)	FEMA Hazard Mitigation Grant Program
(FEMA PDM)	FEMA Pre-Disaster Mitigation Program
(FEMA FMA)	Flood Mitigation Assistance Program
(CDBG-DR)	HUD Community Development Block Grant Disaster Recover
(CWMTF)	NC Clean Water Management Trust Fund
(NCDEQ)	NC Department of Environmental Quality Water Resources Development Program Grant
(CRG)	NOAA Coastal Resilience Grant
(EPA UWSG)	EPA Urban Waters Small Grant
(EPA 205)	EPA Section 205(j) Grant
(NFWF 5Star)	National Fish and Wildlife Foundation Five Star and Urban Waters Restoration Grant
(CWSRF)	Clean Waters State Revolving Fund
(NC CRFL)	NC Coastal Recreational Fishing License Grant
(RTG)	Recreational Trails Grant
(B&WAG)	Public Beach & Waterfront Access Grant (CAMA)
(NPS L&WCF)	NPS Land & Water Conservation Fund
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(CITY)	Public Sector - City of Elizabeth City
(COUNTY)	Public Sector - Pasquotank County
(PRIVATE)	Private Sector

Causeway District // Improvements and Projects

Causeway District Improvements and Projects open up opportunities for blueway and greenway expansion efforts on the island. From kayaking to an expanded boardwalk, these projects promote ecological sustainability and educational efforts. Construction of a harbor beacon will provide a notable landmark to the waterfront and can incorporate an art installation piece.

ID	Project Name	Location (Code)[1]	Description	Rating[2]			Estimated Cost	Potential Funding Source (Code)[3]
				CD	F	LK		
1	City of Elizabeth City Harbor Beacon	C	Harbor beacon / art installation	1	2	3	$200,000 - $300,000	CITY, ARTS DONATIONS
2	Causeway Island Kayak Trails and Launch Improvements	C	Expanded kayak / SUP launch capability, access walkways, and interpretive signage.	3	2	3	$1.7M - $2.5M	RTG, NPS L&WCF, CITY, COUNTY
3	Causeway Island Conservation Area Enhancements	C	Blueways trail enhancements and hazard markers.	3	2	3	$1.2M - $1.9M	RTG, NPS L&WCF, CITY, COUNTY

(1) Location Codes

- (U) University
- (C) Causeway
- (H) Harborfront
- (P) Preserve / Charles Creek

(2) Rating Codes

- (CD) Community Desire; degree of community prioritization, with 1 (highest) to 3 (lowest)
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- (CITY) Public Sector - City of Elizabeth City
- (COUNTY) Public Sector - Pasquotank County
- (PRIVATE) Private Sector

Harborfront District // Improvements and Projects

Harborfront District Improvements and Projects pertain to parcels, enhancements and connections that involve the waterfront. Beautification and upgrading efforts of existing open space will promote a robust and versatile waterfront experience. Streetscape improvements along major streets and key intersections will unify downtown to its harborfront, creating a dynamic interplay of use and activity. By developing targeted renewal properties, like the Elizabeth City Shipyard and E. Ehringaus (Chambers site) / Water Street Area, investment dollars will yield a greater return by capitalizing on these land acquisition opportunities.

ID	Project Name	Location (Code)[1]	Description	Rating[2]			Estimated Cost	Potential Funding Source (Code)[3]
				CD	F	LK		
1	Recreational Boating Slips at Mariners' Wharf Park	H	Renewed and updated boating slips along Mariners Wharf.	1	1	1	$320,000 - $480,000	B&WAG, BIG, MSD, CITY
2	Elizabeth City Shipyard Renewal - Land Acquisition	H	Shipyard land acquisition.	1	1	1	TBD	CWMTF, B&WAG, NC P&R, CITY
3	Museum of the Albemarle to Mariners Wharf Linkages	H	Streetscape and pedestrian linkages between the museum and Mariners Wharf; possible sculpture garden.	2	2	2	$1.7M - $2.6M	TBD
4	Mariners Wharf Enhancements	H	Open space, performance area and multi-use event upgrades.	2	2	2	$1.9M - 2.9M	B&WAG, NPS L&WCF, CITY
5	Main Street and Moth Boat Park Enhancement and Community Wharf	H	Enhancement of Moth Boat Park and public fishing pier and overlook development.	1	2	3	$1M - $1.5M	B&WAG, NPS L&WCF, CITY
6	Waterfront Parcel(s) Beautification - Veterans to Moth Boat Parks	H	Exterior beautification efforts along waterside facing structures from Veterans to Moth Boat Parks.	2	3	3	PRIVATE INVESTMENT	TBD
7	E. Ehringhaus / Water Street Redevelopment Area	H	Redevelopment of +/-4 acres of property at the corner of E. Ehringhaus and Water Street.	2	3	3	PRIVATE INVESTMENT	CITY TO SUPPORT ROW IMPROVEMENTS

(1) Location Codes

- (U) University
- (C) Causeway
- (H) Harborfront
- (P) Preserve / Charles Creek

(2) Rating Codes

- (CD) Community Desire; degree of community prioritization, with 1 (highest) to 3 (lowest)
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(TAP)	FHA Transportation Alternatives Program
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(COUNTY)	Public Sector - Pasquotank County
(PRIVATE)	Private Sector

Harborfront District // Improvements and Projects (Cont.)

The Elizabeth City Shipyard Renewal effort is broken up into several phases given its costly undertaking. Fortunately, there are a variety of grant and funding opportunities available to phase out the project's intent. Additionally, restoring the Elizabeth City Milling Co. Building and incorporating streetscape improvements will unify the harborfront as a distinct district. Various green infrastructure implementations along Riverside Avenue tie into the Preserve / Charles Creek improvements and extend the flood mitigation zone beyond Charles Creek, north along the water's edge in the form of park space and streetscape improvements.

ID	Project Name	Location (Code)[1]	Description	Rating[2]			Estimated Cost	Potential Funding Source (Code)[3]
				CD	F	LK		
1	Elizabeth City Shipyard Renewal - Marina (Low Options)	H	Breakwater, slips, docks, and other in-water enhancements.	1	1	1	$2.3M - $3.5M	B&WAG, BIG, MSD, CITY, PRIVATE
2	Elizabeth City Shipyard Renewal - Uplands Phase 1 (Low Options)	H	Uplands Phase 1 improvements.	1	2	1	$3M - $4.6M	B&WAG, CITY, PRIVATE
3	Elizabeth City Shipyard Renewal - Uplands Phase 2 (Low Options)	H	Uplands Phase 2 improvements.	2	3	2	$1M - $1.5M	B&WAG, NPS L&WCF, CITY, PRIVATE
4	Elizabeth City Shipyard Renewal - Uplands Phase 3 (Low Options)	H	Uplands Phase 3 improvements.	2	3	3	$2.7M - $4M	B&WAG, CITY, PRIVATE
5	Streetscape and Infrastructure Improvements - Riverside Avenue	H	Infrastructure BMPs, Landscape, sidewalk, crossing, lighting, wayfinding and other corridor enhancements.	2	2	3	$1.1M - $1.7M	CDBG, CITY
6	Streetscape Improvements - N. & S. Water Street	H	Landscape, sidewalk, crossing, lighting, wayfinding and other corridor enhancements.	2	3	3	$1.5M - $2.3M	CDBG, CITY
7	Elizabeth City Milling Co. Building Restoration	H	Adaptive reuse of the historic Elizabeth City Milling building.	3	3	3	$1.1M - $1.6M	TBD

(1) Location Codes

- (U) University
- (C) Causeway
- (H) Harborfront
- (P) Preserve / Charles Creek

(2) Rating Codes

- (CD) Community Desire; degree of community prioritization, with 1 (highest) to 3 (lowest)
- (F) Funding; degree to which a reliable funding source has been identified, with 1 (highest) to 3 (lowest)
- (LK) Linking; critical nature of project to other follow-on efforts, with 1 (highest) to 3 (lowest)

(3) Funding Source Codes

- (FEMA HMGP) FEMA Hazard Mitigation Grant Program
- (FEMA PDM) FEMA Pre-Disaster Mitigation Program
- (FEMA FMA) Flood Mitigation Assistance Program
- (CDBG-DR) HUD Community Development Block Grant Disaster Recover
- (CWMTF) NC Clean Water Management Trust Fund
- (NCDEQ) NC Department of Environmental Quality Water Resources Development Program Grant
- (CRG) NOAA Coastal Resilience Grant
- (EPA UWSG) EPA Urban Waters Small Grant
- (EPA 205) EPA Section 205(j) Grant
- (NFWF 5Star) National Fish and Wildlife Foundation Five Star and Urban Waters Restoration Grant
- (CWSRF) Clean Waters State Revolving Fund
- (NC CRFL) NC Coastal Recreational Fishing License Grant
- (RTG) Recreational Trails Grant
- (B&WAG) Public Beach & Waterfront Access Grant (CAMA)
- (NPS L&WCF) NPS Land & Water Conservation Fund
- (BIG) Fish & Wildlife Service - Wildlife & Sport Fish Restoration Program Boating Infrastructure Grant
- (MSD) Fish & Wildlife Service - Wildlife & Sport Fish Restoration Program Marine Sewage Pumpout and Dump Grant
- (NCDOT BP) NCDOT Bike and Pedestrian Planning Grant
- (TAP) FHA Transportation Alternatives Program
- (NC P&R) NC Parks and Recreation Fund (PARTF)
- (CITY) Public Sector - City of Elizabeth City
- (COUNTY) Public Sector - Pasquotank County
- (PRIVATE) Private Sector

Preserve & Charles Creek // Improvements and Projects

The Preserve / Charles Creek Improvements and Projects range from green infrastructure improvements, like protective berms, for flood mitigation to the construction of additional amenities, like greenways and a fishing pier. Streetscape improvements along Southern Avenue will help unify the southern portion of the project site to the waterfront and downtown core, while a revitalization effort for the Charles Creek Bridge will upgrade the existing bridge with further enhancements.

ID	Project Name	Location (Code)[1]	Description	Rating[2]			Estimated Cost	Potential Funding Source (Code)[3]
				CD	F	LK		
*1	Charles Creek Flood Mitigation - Relocation	P	Relocation of flood prone structures	1	1	1	$3.5M - $4M	FEMA, HMGP, FEMA PDM
*2	Charles Creek Flood Mitigation - Elevation	P	Elevation of flood prone structures	1	1	1	$1.6M - $2.1M	FEMA, HMGP, FEMA PDM
*3	Charles Creek Flood Mitigation - Berms and Flood Mitigation	P	Construction of berms with drainage infrastructure	1	1	1	$2.2M (Only practical to a 25yr event)	FEMA HMGP, FEMA PDM, FEMA FMA, CDBG-DR, CWMTF, NCDEQ, CRG, EPA UWSG, EPA 205
4	Charles Creek Park MLK Eco Walk	P	Phase 2 (southern) expansion of the MLK Eco Walk	2	2	2	$1.1M - $1.5M	RTG, CITY
5	Charles Creek Greenway and Trail Systems	P	Construction of greenway and trail park system	2	2	2	$3M - $4.5M	RTG, NCDOT BP, CITY
6	City of Elizabeth City Sailing Center Enhancements	P	Launch area improvements; building and site beautification.	1	1	3	$400,000 - $650,000	B&WAG
7	Charles Creek Fishing Pier	P	Creation of a 30’ fishing pier at Charles Creek.	1	2	3	$140,000 - $210,000	NC CRFL, CITY
8	Streetscape Improvements - Southern Avenue	P	Landscape, sidewalk, crossing &wayfinding	2	3	3	$1.1M - $1.7M	TBD

* Costs are for stand alone alternatives. A combination of these strategies may ultimately be implemented, including property acquisition

(1) Location Codes

- (U) University
- (C) Causeway
- (H) Harborfront
- (P) Preserve / Charles Creek

(2) Rating Codes

- (CD) Community Desire; degree of community prioritization, with 1 (highest) to 3 (lowest)
- (F) Funding; degree to which a reliable funding source has been identified, with 1 (highest) to 3 (lowest)
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(3) Funding Source Codes

- (FEMA HMGP) FEMA Hazard Mitigation Grant Program
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- (CWMTF) NC Clean Water Management Trust Fund
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- (NFWF 5Star) National Fish and Wildlife Foundation Five Star and Urban Waters Restoration Grant
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- (CITY) Public Sector - City of Elizabeth City
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- (PRIVATE) Private Sector

Other Studies, Improvements and Projects

The Other Studies, Improvements and Projects pertain to bike/ped and signage/wayfinding projects to strengthen connectivity in downtown and along the waterfront. Planning and designing facilities that cater to bike/pedestrian traffic increases access from downtown to the waterfront. Building off of “The Harbor of Hospitality” brand, it is recommended to create a comprehensive signage and wayfinding system for cohesion and identity within the overall project site.

Project Name	Description
City of Elizabeth City (CEC) Comprehensive Bike / Ped Program - Plan / Design	Planning and design of revitalized bicycle and pedestrian facilities along the waterfront.
CEC Comprehensive Bike / Ped Program - CAPX	Implementation of revitalized bicycle and pedestrian facilities along the waterfront.
Comprehensive Signage and Wayfinding - Plan / Design	Branding, planning and design of downtown and waterfront signage and wayfinding program.
Comprehensive Signage and Wayfinding	Implementation of downtown and waterfront signage and wayfinding program.

Next Steps

As presented, the Vision Plan identifies the following key projects that will help bring a renewed Elizabeth City to life. The plan and its respective tables also work to present linkages as to how projects are connected and require initial investment.

So what next steps need to happen to advance the vision? Recommendations in three categories are suggested as follows:

1. Starter projects and studies;
2. Funding and finance; and
3. Implementors and champions

These key starter projects are:

- Renewed and updated recreational boating slips at Mariners' Wharf Park, including Moth Boat to Mariners' Wharf Park waterfront walkway.
- Implementation of next steps for the Charles Creek Flood Mitigation Study, including: land acquisition; protective berms and flood mitigation; green infrastructure and greenways; trails and interconnected park system; beautification and amenitization improvements.
- Streetscape and pedestrian linkages between the Museum of the Albemarle and Waterfront Park, including a sculpture garden and improved wayfinding.
- Elizabeth City shipyard marina and uplands renewal, including breakwater, slips and in-water enhancements, adaptive re-use of the historic Elizabeth City Milling Co. building and landside improvements.
- Streetscape and infrastructure improvements, including infrastructure best management practices (BMPs), landscape, sidewalk, crossing, lighting, wayfinding and other corridor enhancements. The locations shown in this master plan are indicative of the general improvements and intent. Further study is required to ascertain the necessary level of improvements and propose locations for each of these improvements based on detailed analysis.
- Machelhe Island conservation area enhancements, including blueways, trails enhancements, and hazard markers.
- City of Elizabeth City sailing center enhancements, including launch area improvements, building, art/mural and site beautification.
- North University/ Pasquotank River Nature Park enhanced walking trails, paths, overlook areas and parking.

In terms of funding and finance, often funding initiatives need to be a combination of City, County, grant and public/private partnerships to be most effective. An itemized list of potential funding sources is listed on each of the designated improvements and projects tables stated in the prior pages.

The implementors and champions for these efforts need to be a combination of the City, the downtown group, and possibly other key stakeholders as deemed necessary. As a precedent, Washington, NC created a harborfront alliance that has worked to implement their vision plan into action. It is our recommendation that the City of Elizabeth City would benefit from a similar alliance formation.

moffatt & nichol

1776 Statesville Avenue,
Suite 12, Charlotte NC 28206

www.moffattnichol.com

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

Town of Beaufort Board of Commissioners Worksession Meeting
4:00 PM Monday, November 23 – Zoom meeting due to Covid-19

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: FY 21 Budget Amendment #4

BRIEF SUMMARY:

General Fund

- Last year the Town moved to a purchase card (pcard) program that allowed for rewards to be earned on purchases. The program provides for 1.5 points to be earned per $1 spent. As of November 5, 2020, rewards available are $16,125. The reward dollars were not budgeted in the annual budget. Through the pcard rewards program we have an opportunity to pay for the town hall lobby renovation by appropriating the rebate.

REQUESTED ACTION:

Approve Budget Amendment #4

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

Yes

TOWN OF BEAUFORT
FY 2021 BUDGET AMENDMENT #4

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2021 Budget through Ordinance on June 25, 2020, and

WHEREAS, the Board of Commissioners recognizes that periodic modifications to the estimated revenues and expenditures for the fiscal year may be necessary for fiscal management purposes and to implement decisions of the Board of Commissioners;

BE IT THEREFORE ORDAINED that the Board of Commissioners amends the Fiscal Year 2021 Budget as follows:

SECTION I: GENERAL FUND

This amendment requests the appropriation of pcard rewards for the Town Hall lobby renovation project.

A. REVENUE

INCREASE

MISC REVENUE	$ 16,325
TOTAL INCREASE	**$ 16,325**

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

INCREASE

PUBLIC WORKS	$ 16,325
TOTAL INCREASE	**$ 16,325**

SECTION VI: DISTRIBUTION

Copies of this ordinance shall be furnished to the Town Manager and Finance Officer to be kept on file for their direction in the disbursement of funds.
Adopted this 14th day of December, 2020
ATTEST:

Lance Heater
Town Clerk

Everette S. Newton
Mayor