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, October 12, 2020 - Zoom Meeting due to Covid-19
Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Calendar

Public Comment

Manager Report

Items of Consent

1. Draft Minutes for the August 24, 2020 Work Session and the September 14, 2020 Regular Meeting
2. Capital Project- Park Improvements Projects Budget Amendment #1
3. Capital Reserve Fund Amendment #4

Items for Discussion and Consideration

1. Approval of Stewart Inc. as the consultant for the CAMA Comprehensive Land Use Plan & Unified Development Ordinance
2. Potential Project Additions

   Turner Street 100 Block Pedestrian Improvements
3. Cedar Street Park/Homer Smith Marina
4. Upcoming Events and Activities
5. Appointments to Historic Preservation Commission, Parks and Recreation Advisory Board and Board of Adjustment

Mayor/Commission Comments

Closed Session

1. Closed Session

Adjourn

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, Oct. 12, 2020 – Held Through Zoom Due to COVID19 Pandemic

AGENDA CATEGORY: Items for Consent

SUBJECT: Draft Minutes for the August 24, 2020 Work Session and the September 14, 2020 Regular Meeting

BRIEF SUMMARY:

Draft minutes for the August 24, 2020 Work Session and the September 14, 2020 Regular Meeting

REQUESTED ACTION:

Approve minutes as presented or amended.

EXPECTED LENGTH OF PRESENTATION:

2 minutes

SUBMITTED BY:

Michele Davis, Town Clerk

BUDGET AMENDMENT REQUIRED:

No

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, August 24, 2020 - Town Hall Conference Room, 701 Front Street, Beaufort, NC
Minutes

Call To Order

Mayor Newton called the meeting to order.

Roll Call

Mayor Newton called roll. There was a quorum present for the meeting.

PRESENT
Mayor Everette Newton
Commissioner Sharon Harker
Commissioner Charles McDonald
Commissioner Ann Carter
Commissioner Marianna Hollinshed
Commissioner John Hagle

Agenda Approval

A motion was made to approve the agenda as presented.

Motion made by Commissioner Hagle.
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

Public Comment

No public comments were made.

Project Updates

Town Engineer Greg Meshaw provided updates on several of the fifteen projects being undertaken by the Town.

He reported the Randolph Johnson Park work is continuing with the parking area paved and the building primed and painted. He noted the contractor believes he would be finished with the project by September 4, 2020. Items remaining to be done and the placement of sod and fixtures for the bathrooms. The splash pad will then need to be started up and tested.

The street rehabilitation is progressing with many of the streets being paved. The cement stabilization of the base of the streets has been completed and then two lift of pavement down. On some of the streets he replaced some broken curbing. He is beginning to work on the utility work on Howard Jr. Lane and then work on Orange Street.

Tiller School crosswalk is finished. The stripping is thermoplastic since it will last longer.

Topsail Park is back on track after being stopped by a request from an adjacent property owner to possibly gain a portion of the land. The plan has been re-worked and the advertisement has been placed to receive bids on or by September 10, 2020.

Cedar Street Park development is moving forward but at a slower pace than was anticipated. He noted the consultant is working on the plans and the town has been in conversations with adjacent property owners over Right-of-Way (ROW) acquisition. The anticipated date for cost estimates is September 18, 2020.

The Sludge Handling Facility sandblasting and repainting project has been awarded with anticipated work to begin soon.

The USAD funding application is still moving forward. The requested environmental reports for water and sewer have submitted. In all total so far, the project cost is $20.1 million dollars for water and sewer. He reported the next step was to have a public meeting in September to inform the public and allow for public comment. The next steps are to have a Request for Qualifications (RFQ) and the Statement of Qualifications.

Lastly, the Meeting Street drainage issue clearing has been completed downstream by the Public Works Department. Through the process ditches were found to be completely grown in and a couple of beaver dams. Once that was completed the water level in the ditches fell several feet. During a recent rain event, there was some measured improvement in the flooding issues along Meeting Street. It is not perfect but the severity is less than it would have been. It cleared much quicker than what has typically been seen in the past. The large pump in the pond was also pumping during the rain event which helped with the drainage. He continued by saying in order to completely eliminate the issue, the town will need to complete a topographic survey to evaluate steps that need to be taken if this becomes a project in the future.

Commissioner Carter asked about the sludge shed and why it had not been maintained all along to avoid the need of repair work. Mr. Meshaw commented there has been nothing all along that has caused the loss of metal. He reported the town could have done some work along the way such as routine maintenance. Commissioner Hagle asked if the coatings being used for this project would be better than the original. Mr. Meshaw indicated it should last a bit longer but in this environment longer will not be significantly longer.

Commissioner McDonald asked about Randolph Johnson Park and once that is completed what will happen after September 4th. Mr. Meshaw indicated he did not anticipate the splash pad being opened at that time since the Governor's order allowed for a splash pad to open but not a playground. There is also a concern of opening the use of the picnic shelter due to the COVID19 pandemic.

Town Manager Day indicated in addition to work being completed on Randolph Johnson Park there will be sidewalks installed during the street habilitation project around the park and down to the tennis and basketball courts.

Commissioner Hollinshed asked about what is involved in the Orange Street rehabilitation project. Mr. Meshaw indicated the water line along with services to the houses will be replaced. He also stated the sewer lines are also being replaced. During the replacement of the lines, by-passing pumping will occur.

Once the utility work is completed a new base will be put down with asphalt paving for the travel lanes a on one side of the street pervious concrete for parking spaces. Mr. Meshaw indicated the project is just for the 100 block of Orange Street. He reported a portion of this project is funded by a Clean Water Management grant for the pervious concrete surface for parking. This is the project that was bid out at the same time as Hurricane Florence and was pushed back due to the cost of the one bid that was received.

Commissioner Hagle thanked Mr. Meshaw for his hard work on the projects. He indicated the Meeting Street presentation was interesting and was please with what had been done in the area.

Mayor Newton thanked Mr. Meshaw for his comprehensive reports and attention to detail. Mr. Meshaw indicated Public Works was instrumental in making sure all of the work got done in a timely manner.

Items for Discussion and Consideration

1. Draft Minutes of the July 13, 2020 Regular Meeting and July 27, 2020 Work Session

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

2. Renewal of Permit for Hungry Town Tours

   Town Clerk Davis indicated she had received the renewal application for the Hungry Town Tours Walking permit. She indicated there were no changes in the walking tours from what has been presented in the past. The permit renewal will be for a two year period. Ms. Davis reported there will need to be a public hearing during the September 14, 2020.

   The board members directed Ms. Davis to advertise for the public hearing. This item was placed on the agenda under Public Hearing.

3. Appointment to Airport Authority

   Town Clerk Davis reported two applications had been received for the appointment to the Airport Authority. She continued by saying since one of the applicants did not live within the town limits the application could not be considered for appointment. She informed the board members applications could be submitted through August 31, 2020.

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

4. FY 21 Budget Amendment #2

   Finance Director Christi Wood gave the following report for FY21 Budget Amendment #2.

   General Fund

   Utility Fund

   Additionally, the revenue and expenditures associated with the Wastewater AIA grant ($150,000) are included in this amendment. The Town match amount of $22,000 was budgeted for in FY 2021.

   Commissioner Carter asked for a copy of the promotional plan presented by the BDA. Ms. Wood indicated Rachel Johnson received the plan and would forward it to all board members.

   Commissioner Harker indicated she also would like to see the outline for the plan.

   Town Manager Day indicated it was forwarded in June along with a video ad.

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

5. FY 21 Budget Amendment #3

   Finance Director Wood gave the following presentation. She asked for the budget amendment to be approved during this meeting.

   General Fund

• **Pubic Information**
Total Requested: $2,000
High quality camera/video camera
Microphone for camera
Lapel microphone – Would like to purchase several to also assist with BOC meetings in the future as the sound is an issue
Video Editing Software
Large moveable logos – Town, Police and Fire
Memory Cards
Possibly a computer dedicated to video
Photoshop or other photo editing software
These items would be used to film updates, virtual newsletters, make important public announcements etc. Additionally, these items to produce a virtual Citizen's Academy as well as other programs that can no longer be held in person due to the pandemic.

• **Finance**
Up to 10 laptops for teleworking -$12,000
Edmunds Enterprise Software Upgrade $53,800 – allows for remote time sheet entry (currently a paper process), move Edmunds to the cloud for security, includes HR and Payroll modules, includes conversion fees.
Data Entry Clerk (Temp position) $18.00/hr. for 6 months $18,700 may be needed to assist with migration to new HR/PR system.

• **Planning and Inspections**
Equipment to support inspectors working remotely
Two 10.2" iPad Wi-Fi 128GB (space gray) - $920. Interfaces with Edmunds inspections software – allows inspectors to download daily inspections from system and upload inspection reports remotely.
Drone: Parrot Anafi Extended - $961. NC Dept of Insurance has authorized use of any technology for live remote inspections. More importantly, during these times NCDOI advises all inspectors to minimize contact with others. This drone will serve a two-fold purpose; First, it allows us to conduct remote inspections of exterior work without coming into contact with any one. Secondly, it will serve as an important damage assessment tool during post storm response. This would help us get more accurate numbers when reporting total damage. Another use is for code enforcement. We can perform remote site visits without coming into contact with anybody.

Commissioner Hagle asked if the software upgrade would allow for accounts payble electronically. Ms. Wood indicated the town currently had that availability the files just needed to be compiled.

A motion was made to approve the FY21 BA#3 as presented.

Motion made by Commissioner Hagle.
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

6. July Financial Report/Notes

Ms. Wood reported there was not much to report for the month of July.

Mayor Newton asked about the sales tax revenue for March and April. Ms. Wood reported the numbers have been received and she would provide a comparison from this year to last year.

7. Preliminary Plat for Live Oak Commons

Town Planning Director Kyle Garner the request was for Live Oak Commons which is an eight lot subdivision on the corner of Live Oak Street and Loftin Lane. Mr. Garner indicated the plan had been revised from the original submission to include a hammerhead design for a turn around area. He reported concerns expressed by the Planning Board resulted in the redesign for the turn around. He reported the staff is recomm[illegible]ng approval based on the design changes. Staff was

concerned about going from a paved surface to a dirt road since Loftin Lane was a dirt road and not a part of the town street network.

Commissioner Carter asked if the lots backing up to Loftin Lane would have access to Loftin Lane or would they only have access to Hwy 70. Mr. Garner reported they will have access to Loftin Lane if they chose to do so.

Commissioner McDonald asked about the 24 feet minimum for street width and the plan only showing 19 feet. Mr. Garner indicated the proposed street width is at 20 feet and will remain as a private street and not maintained by the Town of Beaufort. Commissioner McDonald indicated he understood the Planning Board had turned it down based on those actions. Mr. Garner confirmed for Commissioner McDonald. Commissioner McDonald also asked about the flow of traffic in regards to the hammerhead for a turn around. He continuing by asking if the Planning Board had any additional discussion since the adjustments had been made. Mr. Garner responded the Planning Board had not seen the amended plat. Commissioner McDonald asked would it not be better for the Planning Board to review. Mr. Garner indicated that would be a Board of Commissioner decision. He also stated the applicant and developer ask for the item to move forward for review by the commissioners. Commissioner McDonald indicated he would like for the adjustments to be considered by the Planning Board before a decision is made.

Commissioner Hollinshed stated she had listened to the Planning Board meeting regarding the project. She reported her understanding was their concern was for emergency vehicles to be able to get in and turn around as well as the Waste Industries vehicles. She continued by saying it appears the adjustment with the hammerhead has accommodated concerns of the Planning Board.

Commissioner Hagle echoed Commissioner Hollinshed's comments. He stated he had also had a personal concern of backing out onto Hwy 70 and the hammerhead will be a better option. He also stated he believed access to Loftin Lane would also be a good option.

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

8. Soil Mining Request/Proposed High Rate Infiltration System Basin

Town Engineer Meshaw reported the town has received a request from Blue Treasure LLC the developer of BeauCoast to mine soils from a town owned tract. The tract was transferred to the town back in 2006/2007 for the purpose of future wastewater effluent capacity of 350,000 gallons per day. The proposal is to clear the site and mine the soils within their development for use as fill while at the same time mining it for the infiltration system. The developer is also proposing to fund the construction of an odor control system at the WWTP to the tune of approximately $263,000. The Town has commissioner a preliminary investigation if the site to make sure it can infiltrate 350,000 gallons a day and if so have the hydrogeologist to look at the site and allow us to mine the soils now realizing it may be some time before the use is needed. The hydrogeologist confirmed the site could handle 350,000 gallons per day and it was reasonable to allow Blue Treasure to mine the site. The request is for permission to mine the site to the grades for the infiltration basin and abide by any requirements imposed by the town.

Commissioner Carter asked about the association with the mining and the previously approved odor control project. Mr. Meshaw indicated it was one of the things the developer indicated he was funding as part of the compensation he is willing to provide to the town as a right to mine the soils. Commissioner Carter indicated that was not her understanding when the odor control project was approved. Commissioner Carter also asked about the status of the approval for the reinstatement of the permit. Mr. Meshaw indicated the preliminary work has been completed to make efforts to indicated it was worth moving forward to get the permit. He continued by saying the hydrogeologist indicated the mining could be done in conjunction with the permit process or afterward. Commissioner Carter also asked about the notation the pond would not need to be used as a holding pond. She indicated the holding pond was need during a time of large rain and for hurricane. Mr. Meshaw reported the pond is for disposal of wastewater effluent. He continued

by saying there was mention in the original permit of a five day upset pond due to the package plant that was going to be used by the development and the infiltration pond as the only means of discharge. So, a holding pond was needed. Mr. Meshaw reported the town has an authorized discharge permit so the town would not need a holding pond in order to help with discharge. Mr. Meshaw indicated that portion of the permit would be going away. Mr. Meshaw also reported the town has been looking at the expansion of the NDPS permit for the future.

Commissioner Harker asked for clarification about the 5 day upset plan and it was not necessary for the permit to be issued. Mr. Meshaw confirmed for her. She continued by asking if the mining of the soils would cause any issues down the road. Mr. Meshaw indicated there would be not problem. She also asked about more of the deal with this scrubber. Commissioner Harker indicated she like Commissioner Carter understood it to be an independent deal and not associated with this request.

Commissioner McDonald indicated he also questioned the odor control and how it was going to be given to the town and no bearings on the property he needed. He asked about the status of the odor control project promised to the town. Mr. Meshaw indicated the developer was about to write a check for the equipment. He asked if the only hold up to writing the check was depending on being able to use the soils for fill in the subdivision.

Commissioner Hollinshed indicated she also recollected the area is an insurance policy for the town and given during 2008. She continued by saying she understood discharge could not continue unless the town had the availability. She stated the tract has remained fallow and more angst would be caused when the actually mining will begin. She stated it was part of the overall plan that had been in place for a long time. Commissioner Hollinshed continued by saying it was a win win situation.

Commissioner Hagle asked about an inferred belief that an infiltration basin would not be needed and the site would need to be redeveloped. He asked Mr. Meshaw if his opinion would be the current waste treatment capacity would enable handling of 350,000 gallons without the pond. Mr. Meshaw responded his sense of having the site dedicated for what it was intended is what the town needs. He continued by saying NDPS discharges are hard to get and increase. He continued saying the town had a bird in the hand and if they town decided it did not want to pursue the site for a basin then it could be redeveloped for something else not that is was not needed. Mr. Meshaw also reminded the board members that a change was made in the middle of the construction of the WWTP to allow for a side stream distribution into this infiltration basin. Commissioner Hagle also asked about the excavation and the time period for which it will not be used if the soils will compact from water over time and cause infiltration problems. He asked if there would be some sort of cover protection. Mr. Meshaw indicated that was the purpose of not excavating down to lines and grades leaving some vegetation. He continued by saying the town would need to maintain the vegetation and not be allowed to grow unrestricted.

Developer Karl Blackley of Preseton Development and Blue Treasure, LLC. Mr. Blackely indicated the discussion was held to have an access into the infiltration pond. He indicated a discussion was held at the same meeting the town did not have the funds to go in and install an odor control system at the WWTP. Mr. Blackley indicated the odor was not specific just for BeauCoast but for other areas of Beaufort. He continued the odor was predominantly during the winter months when there is a dominate west wind and not a southwest wind. Mr. Blackley continued by saying is approximately $300,000 committed to the odor control project. Continuing on Mr. Blackley stated during the first meeting to discuss the odor control indication was made the developer would like to have access to mine the sands out of the infiltration basin. He also stated the developer would leave it in condition so the town would not have as much work to do. Mr. Blackley reported the access would be controlled by a locked gate with the town having a key. He continued by saying the developer had a need for the soil and then the town will have it for use by the town without a great deal of cost to the citizens of Beaufort.

Commissioner Carter stated her main concern was the soil mining would not interfere with being able to get a permit.

Commissioner Harker indicated she was glad the 5 day upset would not be impacted and the scrubber device was going to be put in with no issues.

Commissioner McDonald indicated his concerns were the odor control system not being put in if the soil mining request was not approved.

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

9. Navigable Waters Ordinance Amendment

Town Manager Day reported this request was to change the ordinance relating to the evacuations of the town waters with exception of Town Creek. He reported the evacuation would be changed from hurricanes to named storms.

Mayor Newton about how should the town differentiate from named winter storms and named hurricane storms. Town Manager Day responded it could be changed to read named tropical storms.

Commissioner Carter asked how the town would make sure the vessels moving to Town Creek would be properly anchored. Mr. Day reported the Police Department would enforce those regulations.

Commissioner Harker asked about storms that are not during hurricane season and if the police would go out and let them know about the storm and whether or not 4 hours is sufficient time. Secondly she asked about boats coming into Beaufort for provisions just a few hours before the warning. Mr. Day reported no marinas allow them to be docked during an impending storm. The police will enforce the ordinance once a warning has been issued. Commissioner Harker asked about the 4 hours and a warning in this area not for just any area. Mr. Day reported the fours hours pertains to once a warning is issued.

Commissioner Hollinshed expressed she was concerned about the enforcement portion when the police may need to be in other areas for more pressing issues rather than making someone's boat is securely anchored. She also stated some of the nor'easters can be quite fierce and named.

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

10. Emergency Management Ordinance

Commissioner Carter stated the request was to amend the existing ordinance. She indicated Town Attorney Arey Grady suggested the change to reflect if there is a longer term emergency action then the board must be involved. It does not change anything for the mayor for a short term action. If it is a short term issue and none of the board members are available for longer term decisions then another seven days can be granted until the board members can meet.

Mayor Newton indicated the commissioners could currently ask for a special meeting in an emergency situation. Mr. Grady confirmed the statement. Mayor Newton asked that currently the board can with consensus can rescind any orders made by the Mayor. Mr. Grady confirmed. He asked for a clarification of the seven to fourteen day window the commissioners could not reverse the Mayor's decision. Mr. Grady reported that was not the intent when drafting the ordinance. He reported his intent was to limit the time horizon of the order. Mayor Newton stated he believed the board members had super powers such as calling meetings, the ability to rescind the Mayor's orders and the ability to vote. He commented he did not want a seven to fourteen day window. He indicated the board with the right circumstances should be able to question the Mayor order. He continued by saying the window time was not good for transparency and did not think the super powers of the commissioners should be chipped away.

The commissioners indicated they did not see the change in the amendment as described by the Mayor. Commissioner Hagle indicated t[illegible]ange could be made the same day or at any

moment. Mayor Newton then asked why the change was needed. Commissioner Hagle commented the purpose was not have to rescind something. Mayor Newton indicated he wanted the commissioners to do their job. He continued by saying that if there is ever a time when a conflict occurs then the commissioners need to come up with a consensus and make the changes.

Commissioner Harker indicated she did not see it reading that way either. She stated it read that if they were not all available to make the decision then the Mayor had the authority to make the decision and start the process until everyone can get together up to seven days.

Town Attorney Grady indicated the suggested amendment does not call for any pre-approval requirement. He reported the action of the Mayor would only be active for seven days without board input and decision. He stated it is an outside window so the Mayor can issue proclamations without having the board approval.

Commissioner Harker indicated he could still move forward but there should be some form of communication after the seven days for the board assessment. Mr. Grady confirmed this understanding for Commissioner Harker and stated the proclamation is no longer active after the seven days if the board does not meet. Mr. Grady stated the seven day time frame is arbitrary.

Mayor Newton asked what had precedent if this amendment was approved; did the seven days come first or the board powers for reversal. Mr. Grady reported the board always has the power. Mr. Grady also stated the powers of the board are not changed by this amendment.

Commissioner Harker stated that when the Mayor makes decisions it is not totally in a bubble because a reasoning has to be provided to support the decision. She asked if there was a crisis communication plan to help guide the mayor and the board. Town Manager Day indicated the Public Safety folks advised the Mayor on situations.

Commissioner McDonald indicated in his previous life of Police Chief the staff along with the Mayor made decisions based on recommendations made by the staff. He continued by saying he hoped the staff recommendations would still continue to be highly relied upon.

Commissioner Hollinshed stated she thought it was coming down to the golden hour with trying to get the communication after the known event is going to occur. She continued by saying they needed to be advised. She continued by saying she thought it came down to the essence of timing.

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

Mayor Newton asked the commissioners to please not let politics get involved during an emergency.

11. USDA Project Financing

Town Manager Day indicated the USDA project financing requires a general public meeting held within sixty days of the application. He reported this will need to be on the agenda as a presentation at the September 14, 2020 meeting.

This item was placed on the agenda under Presentation.

Mayor/Commission Comments

Commissioner Carter asked about the sewer allocation currently and the status on 400 Pollock Street. Town Manager Day asked Engineer Meshaw if he had any information for the usage allotted. Mr. Mewshaw indicated he did not have the numbers in front of him but would check the number and get the information out. Mr. Day reported the Mayor had emailed the representatives of Preservation NC (PNC) and was informed the closing was on schedule.

Commissioner Harker indicated she hoped PNC met the deadline for closing on the property at 400 Pollock Street. She stated today was the first day of in person school in the county and hoped everyone enjoyed their day. She thanked the staff and teachers for what has been done to get ready for the first day

of school. She reminded everyone it is hurricane season and to please be aware. She also urged everyone to remember the three Ws; wash, wait and wear. She thanked the town for their hard work and the ownership the Public Works department has taken. She also stated she has been a member of the Beaufort Women's Club for five years and they have been in existence for 99 years this year.

Commissioner McDonald had no comments.

Commissioner Hollinshed urged everyone to please get out and vote.

Commissioner Hagle urged everyone to please pay attention on the roads since kids are back in school and school buses are on the roads. He indicated he was glad to have two engineers on staff.

Adjourn

A motion was made to adjourn the meeting. The meeting adjourned at 6:00 pm.

Motion made by Commissioner Harker.
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

_____

Mayor Everette S. (Rett) Newton

_____

Michele Davis, 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 Regular Meeting
6:00 PM Monday, September 14, 2020 - Held Electronically Through Zoom Due to the COVID19 Pandemic
Minutes

Call to Order

Mayor Newton called the meeting to order.

Roll Call

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

PRESENT
Mayor Everette Newton
Commissioner Sharon Harker
Commissioner Charles McDonald
Commissioner Ann Carter
Commissioner Marianna Hollinshed
Commissioner John Hagle

Agenda Approval

A motion was made to approve the agenda as presented.

Motion made by Commissioner Hagle.
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

Calendar

Town Clerk Davis reviewed the calendars for September and October. She noted all meetings will continue to be held virtually through Zoom due to the COVID19 pandemic. All events have been cancelled with the exception of the Beaufort Farmers Market which is held each Saturday.

She did reminded everyone that early voting began on October 15, 2020.

Mayor Newton added other information. Gallants Channel will start a drive in with the first movie taking place on October 3, 2020. Halloween is October 31st. He also indicated the Christmas Flotilla is on December 5th and Race to the North Pole is December 12th.

Public Comment

No public comments were made.

Presentations

1. USDA Project Financing

   Mark Garner of Rivers & Associates, Inc. gave the following report regarding the Town of Beaufort's application for USDA funding through grants and/or loans.

   TOWN OF BEAUFORT

   USDA SEWER, WATER & STORMWATER PROJECTS

   PRESENTATION TO BOARD OF COMMISSIONERS

   September 14, 2020

   OVER-ARCHING PROJECT PURPOSE:

   1. The Town desires to improve certain City-owned streets.

   2. Prior to doing so, the Town also desires to improve previously targeted wet infrastructure underlying its

   3. Town staff met with USDA in October 2019 to discuss potential funding opportunities for wet

   infrastructure improvements.

   4.Early in 2020, Town staff engaged in the process of prioritizing previously identified specific projects for water

   distribution, sewer collection and stormwater drainage improvements as related to future street improvements.

   SEWER PROJECT:

   1. Groundwater infiltration and surface water inflow into the sewer collection system is an ongoing concern.

   2. Over the years, documented sanitary sewer overflows have occurred at various locations at least

   partially attributed to extraneous flows.

   3. Infiltration & Inflow increases pumping & treatment costs as well as occupying hydraulic capacity in the

   WWTP better utilized for treatment of wastewater.

   4. Leaking pipelines can lead to surface settlement and failure.

   5. Failed pipelines can lead to blockages, overflows & disruption of service.

6. Various surface water quality studies have identified pollutant markers which may be affiliate with

direct or indirect cross connection contamination from wastewater via stormwater drainage.

7. After the mid-2000s sewer rehab project, a follow-up study of the sewer collection system was performed

in 2010. The study indicated positive results for reduction of infiltration / inflow.

8. The study also indicated that of 25+ miles of gravity sewer main, approx. 10 miles of sewer main not

previously rehabbed now exhibited infiltration measured at a rate in excess of 1,500 GPD/in-mi.

9.Those pipeline locations are fairly well scattered throughout the community.

10. The proposed project intends to address pipelines exceeding 1,500 GPD/in-mi.

11. Alternatives considered:

- No Action - not a viable solution to meet project goals

- Complete Pipeline Replacement - most disruptive to surface conditions, most

environmental impacts, by far the most expensive option to implement

- Sewer Line Rehabilitation - meets project goals, least disruptive to surface conditions with

only "spot" excavations, least environmental impacts, least expensive option

to implement

12. Project includes approximately:

- 32,000 LF 8" & 10" pipe liner.

- 4,700 LF replace/point repair pipe.

- 49 EA manhole rehab/replacement.

- 623 EA 4" & 6" service lateral replacement.

13. Preliminary Opinion of Project Cost = $12,041,000

14. Negative impacts:

- Block-by-block traffic detours during construction.

- Short-term noise from construction activity.

- Short-term interruptions of sewer service.

- Surface disruption (streets, sidewalks) during construction.

15. Positive impacts:

- Construction mainly on public rights-of-way.

- Reduction in infiltration/inflow volume.

- Flow reduction at PS & WWTP (saves annual cost & increases available

capacity).

- Improvement to aging infrastructure.

- Restore integrity of sanitary sewer infrastructure, mitigating potential for direct /

indirect cross connection with stormwater infrastructure.

- Facilitates future street improvements.

WATER PROJECT:

1. Town received a State grant to inventory & assess current condition of water system assets.

2. Water System Assessment Project completed in 2019 identified multiple distribution system needs.

3. The older portions of the water system were constructed 70-100 years ago.

4. Approx. 48 miles of distribution system.

5. Older parts of the system include:

- 4.1% (10,000 LF) is Asbestos Cement Pipe
- 3.1% (7,800 LF) is small diameter Galvanized Steel Pipe
- 9.9% (25,000 LF) is unlined Cast Iron Pipe

6. As part of the asset assessment process, staff reported:

- Re-occurring repair of breaks (leaks) in Abestos Cement, Galvanized and Cast Iron pipes.
- Numerous non-functioning valves in the older portions of the system.
- Parts no longer available for certain older components (i.e. valves, hydrants).
- Several areas served by small diameter dead-end galvanized water mains.

7. Leaking pipelines contribute to unaccounted for water loss, increasing annual cost of service.

8. Leaking pipelines can lead to surface settlement and failure.

9. Non-functional valves contribute to large area service disruption for repairs.

10. Hydrants in disrepair are unavailable for service if needed.

11. Proposed project intends to:

- Replace ACP, GIP and CIP mains in areas targeted by Town staff.
- Replace associated hydrants and valves.
- Replace associated service laterals.
- Eliminate various small diameter dead-end water mains.
- Begin upgrade of water delivery to the older residential and downtown commercial area.

12. Project locations are mostly concentrated in the older portion of the system (older sections of Town).

13. Alternatives considered:

- No Action - not a viable solution to meet project goals
- Pipeline Bursting - requires long & impractical periods of service disruption, tends to be a

more expensive option to implement

- Water Main Replacement - meets project goals, implemented with various short-term

disruptions to service, least expensive option to implement

14. Project includes approximately:

- 24,000 LF 6", 8" & 12" water main replacement.
- 38 fire hydrants replacement.
- 65 new valve replacement.
- 422 EA service lateral replacement.

15. Preliminary Opinion of Project Cost = $8,302,000

16. Negative impacts:

- Block-by-block traffic detours during construction.
- Short-term noise from construction activity.
- Short-term interuptions of water service.
- Surface disruption (streets, sidewalks) during construction.

17. Positive impacts:

- Construction mainly on public rights-of-way.
- Reduction in unaccounted for water loss due to leaks.
- Reduction at WTP (saves annual cost & increases available water capacity).
- Improvement to aging infrastructure.
- Eliminate several small diameter mains, increasing flow and potentially pressure.
- Improved water distribution circulation in certain areas.
- Facilitates future street improvements.

STORMWATER PROJECT:

1. Town has had performed several studies of the drainage network as far back as 2005.

2. Three main watersheds are: Taylor Creek, Town Creek & Davis Bay (Turner Creek & Gibbs Creek).

3. Taylor Creek & Town Creek are the most developed watersheds.

4. Increased density of impervious area has contributed to undersized existing conveyances.

5. Most area soils are either partially or fully hydric soils w/ high moisture content & limited absorption /

retention capability.

6. Topographic relief is minimal translating to slow movement of surface runoff.

7. Within the Town, the drainage network includes approx.:

- 36.5 mile of open channel.
- 10.7 miles of closed conveyances (6" - 84").
- 600+ drainage structures

8. Thirteen "hotspots" were previously identified as areas of frequent flooding, potentially due to:

- Extreme high tides.
- High levels of impervious area.
- Mis-management of privately-owned Stormwater Control Measures.
- Inadequate or failed infrastructure.
- Infrequent maintenance.

9. Various surface water quality studies have identified pollutant markers which may be affiliated with

direct or indirect cross connection contamination from wastewater via stormwater drainage.

10. In 2020, Town staff identified six priority areas of problematic infrastructure.

11. Project proposes to:

- Upgrade existing failed or undersized drainage infrastructure.
- Replace associated drainage structures.
- Re-route drainage conveyance from under existing an home.
- Re-route drainage to remove flow from certain overburdened existing infrastructure.
- Relocate / realign certain water / sewer utilities in conflict with proposed improvements.

12. Locations are mostly concentrated in the older portion of the system, drain to Taylor Creek & address

several "hotspots".

13. Alternatives considered:

- No Action - not a viable solution to meet project goals
- Stormwater Pipeline Replacement - meets project goals, implemented with least disruption

to private property, least expensive option to implement

14 Project includes approximately:
- 3,100 LF remove existing drainage culverts.
- 5,100 LF 15", 18", 24", 30" & 36" drainage culvert replacement.
- 84 EA new drainage structures.
- Associated utility relocations.

15. Preliminary Opinion of Project Cost = $3,507,000

16. Negative impacts:

- Block-by-block traffic detours during construction.
- Short-term noise from construction activity.
- Some construction activity on private property.
- Short-term interuptions of utility service.
- Surface disruption (streets, sidewalks) during construction.

17. Positive impacts:

- Construction mostly on public rights-of-way.
- Upgrade to aging infrastructure.
- Increased capacity, mitigate flood potential.

- Address Town targeted areas of concern.

- Addresses several "hotspots".

- Restore integrity of drainage infrastructure, mitigating potential for direct /indirect cross connection with sanitary sewer infrastructure.

- Facilitates future street improvements.

GENERAL:

1. Three separate projects will mostly happen in parallel.

2. Anticipated timeline for project completion is 3 - 3.5 years after funding is secured.

Commissioner Harker asked about the application process and the time line and whether or not COVID19 has impacted the submittal. Mr. Garner reported the process had not been impacted by COVID19. All environmental reports and preliminary engineering reports have been approved by USDA for water and sewer.

Commissioner McDonald asked how long the drainage studies had been done. Mr. Garner indicated the drainage study he knew about was done in 2005. The Water Project is based on the Asset Inventory Assessment completed in 2019. He reported a comprehensive water system study was completed by Rivers in 2005. As far as the sanitary sewer project the first studies started in 1999. During the mid 2000s some repairs were made to lower leakage into the system. Commissioner McDonald asked Mr. Garner to identify target areas. Mr. Garner indicated the water system target areas were mainly in the older section of town in the historic district. The sewer system target is all over the town.

Commissioner McDonald asked if the areas noted are the ones being recommended for repair. Mr. Garner reported his firm along with town staff were recommending the areas outlined in the presentation. Commissioner McDonald asked if the repairs would cause an impact on other areas needing repair. Mr. Garner indicated that should not be the case. Commissioner McDonald asked if the repairs would impact the quality of the water or impact the water tower. Mr. Garner indicated the repairs would help fix water that is being lost through leakage and going into the ground. The upgrade in lines should provide a more efficiently operating treatment plant. On the sewer side if you have leakage into the lines, then water is treated that does not need treatment.

Mr. Garner also spoke about the target areas for the storm water drainage system infrastructure repairs. He reported the goal was to keep the cost under $4 million dollars so the storm water fee could support the project. Commissioner McDonald asked when the projects would begin. Mr. Garner indicted once a funding package is received then the total process time would be approximately 3 to 3 1/2 years.

Commissioner Hagle asked about the original schedule was for construction to begin sometime next year and if that was still in line. Mr. Garner stated it would all depend on when the funding agency offered a funding package (loan and grant funding) the town could accept. Once the funding has come forth then it should take about a year in order to obtain permits and put the project out for bid. Mr. Garner indicated it would most likely be early 2022 before construction would begin.

Commissioner Hollinshed asked if the funding was not as robust would the projects be cut back in parallel or would the worst areas be isolated and leave the other areas for another time. Mr. Garner indicated if the loans and grants offered were not enough to be supported by the current rate structures and revenue streams in place, then discussions would need to be held to address the adjustment of the projects. He stated he believed the three projects would still run in parallel since there are three different rates. Commissioner Hollinshed asked if the burden was too great the town could either back out of the funding or raise rates. He confirmed this for Commissioner Hollinshed.

Town Manager Day indicated the timing is pretty much as expected which is based on the financing offer from USDA. Mr. Day reported the expectation was to have an offer during the month of October. Mr. Day stated the project maximizes the grant funding.

Commissioner McDonald asked at what point from taxes will the town have enough money to move forward along with the grant. Mr. Day reported the funding is already available. He informed Commissioner McDonald the taxes collected are only for streets. The revenues from fees for utilities will help pay for the water, sewer and storm water projects. Mr. Day reported there were no rate changes provided the full amount of funding is received.

Mayor Newton asked if the storm water outfalls would be refurbished or new ones placed. Mr. Garner indicated there would be new outfall lines in two areas.

Town Manager Day reported no one had signed up for public comments regarding the proposed financing/funding for the project.

Manager Report

Town Manager Day reported the sales tax revenues are actually 34% higher than last year, so a significant rebound occurred. He stated he did not expect that trend to continue. He also reported Randolph Johnson Park may very well be finished next week with training for operation of the splash pad also scheduled for the next week. Finally, there was discussion about the Right of Way (ROW) in front of Homer Smith Seafood some meetings ago and we should be able to come back with information in the near future after a meeting being held next week.

Commissioner Harker asked about the time frame of when to turn the waterpark off. Mr. Day reported that would be up to the engineers and the public works supervisor. Once the park is finished it will be opened. If the weather is still good, then the splash pad will also be opened as long as the weather is good.

Commissioner Hagle asked about the Godette Hotel and the gym on Ann Street. Mr. Day reported the Mayor had contact with representatives of Preservation NC but indicated he had not received a response from Maggie Gregg. Mr. Day reported a complaint was received that daily drop ins were being allowed at the gym. Mr. Day called the owner and was informed that was not the case in the Beaufort location.

Commissioner Hollinshed asked if the opening of the park would be mutually exclusive if the splash pad was not able to be opened due to the time of the year. Mr. Day indicated it would be opened. She also asked about the time frame for opening town hall. Mr. Day reported one of the things being worked on is the redesign of the lobby for security changes in Town Hall. He indicated there was also a ramp to be installed on the Pollock Street side of the building. He indicated some areas of town hall are very small and are not feasible to create a six foot distance. She asked how many were in town hall working on a daily basis. Mr. Day indicated it varies on a daily basis. He reported the move to upgraded software will help with the inspectors being out of the office instead of having to come to the office. One planner works remotely three days a week. The positions upstairs are in and out since most of them can work remotely. There is not a hard fast schedule.

Commissioner Carter indicated she tried to call the water department today and got no answer. She indicated she left a message and still had not received a call back. She asked why Town Hall could not be reopened and limiting the number of people that can come in. Commissioner Carter indicated the building needed to be opened so that we could get back to functioning. Town Manager Day reported the lobby was not sufficient for more than two people. She indicated she was hearing complaints daily.

Items of Consent

A motion was made to approve the Items of Consent as presented.

Motion made by Commissioner Hagle.
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner

2. Draft Minutes of the July 13, 2020 Regular Meeting, July 27, 2020 Work Session, and August 10, 2020 Regular Meeting
3. Navigable Waters Ordinance Amendment
4. FY 21 Budget Amendment #2
5. Emergency Management Ordinance

Public Hearing

6. Renewal of Permit for Hungry Town Tours

   Town Clerk Davis reported the request was for the renewal of the Walking Tour Permit for Hungry Town Tours. Ms. Davis stated the application was complete with no new changes being made to the tours. The renewal permit will be for a two year time period. Ms. Davis informed the board members both Mr. and Mrs. Cartier were available for questions or comments if the board so desired.

   Commissioner Harker indicated she was glad the Cartiers were asking for a tour renewal since they have been so successful with this venture.

   Mr. Cartier reported they are only taking one family or group at a time due to the COVID19 pandemic. Additionally, he reported there were not changes to the routes/tours and running only be appointment at this time. He indicated they closed down the third week in March and did not reopen until after Memorial Day. He indicated the starting locations have been pivoted.

   Commissioner Hollinshed recommended approval of the renewal permit.

   Commissioner Carter indicated the tours are a positive approach for the town.

   Commissioner Harker made a motion to open the public hearing. The vote was 5 to 0 in favor.

   Being no comments made, Commissioner Hollinshed made a motion to close the public hearing. The vote was 5 to 0 in favor.

   Mayor Newton reminded everyone since this was a public hearing the public comment time period would be extended for a 24 hour period after the meeting. He stated the final decision would be made during the September 28, 2020 work session.

Items for Discussion and Consideration

7. Preliminary Plat for Live Oak Commons

   Town Planning Director Kyle Garner gave the following presentation.

   The applicant wishes to Subdivide a 1.279 Acre Tract into 8 Single-Family Lots. In addition to Planning Staff the Town Engineer and applicants Engineer will also be available to answer questions regarding the proposed infrastructure. During the August 24 BOC Workshop the applicants engineer provided a revised plan showing a turn around (hammerhead between lots 6 and 7) to address some of the Planning Boards concerns regarding service and safety vehicles.

   At the August 17th meeting the Planning Board unanimously recommended denial of the Preliminary Plat based on:

   The design having 20 foot wide pavement width when section 9.11 of the Subdivision Ordinance has a Minimum of 24 foot pavement width and;

The need for better vehicular circulation found in Section 10.01 of the Subdivision Ordinance.

The location is at the intersection of Live Oak Street and Loftin Lane. The street will be private and not dedicated to the town. This subdivision will have grass swales instead of curb and gutter. Sidewalks will not be included on the internal street but there will be a sidewalk along Live Oak Street. Finally, on each deed when the property is sold, there will be a requirement for a notation the owner is aware the street in the subdivision is not a town owned street and the HOA is required to maintain the street.

Commissioner Harker asked about the hammerhead turn around and what could be done if there is parking in the turn around area. Mr. Garner indicated he believed the turn around area would still be able to accommodate the area needed for safety vehicle. She also asked about the width of the street and the minimum required. Mr. Garner indicated the 24 width is required if the street is going to be dedicated to the town. Chief Ray commented when the proposal for the turn around was presented it was noted that parking was not to be allowed in the area. The HOA would be responsible to enforce the no parking area.

Commissioner McDonald asked why it was be a private road. Town Planning Director Garner indicated the developer was asking for the road to be private. Ron Cullipher reported the primary reason for the private road was due to it being such a small community and trying to limit the impacts in such a small subdivision. Commissioner McDonald also asked about public services. Mr. Garner indicated the town would serve the homes in the subdivision for utilities and trash collection.

Commissioner Hagle indicated he thought of the street as more a common driveway for the eight lots in the subdivision.

Commissioner Hollinshed asked if the clearance of the hammerhead could be a condition of approval. Mr Garner and Town Attorney Grady confirmed it could be a condition for approval.

A motion was made to approve the subdivision with the hammerhead clearance and signage a condition of approval.

Motion made by Commissioner Carter.

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

8. Soil Mining Request

Proposed High Rate Infiltration System Basin

Town Engineer Greg Meshaw gave the following report.

Blue Treasure LLC, the developer of the Beau Coast subdivision, has requested permission to mine the soils from a tract that it transferred to the Town in 2014. More specially, Blue Treasure LLC has proposed to excavate soil from the tract to within 12+ inches of the future, finished lines and grades needed to form a wastewater effluent high rate infiltration basin (HRIB). This basin once complete, will be available for future expansion of the Town's wastewater disposal capacity, subject to permitting by the NC Department of Environmental Quality.

Blue Treasure will benefit if the request is granted because there will be a close source of fill material during the construction of the next phase of Beau Coast. The Town will benefit because the HRIB will be constructed to near the future, finished grades at no cost to the Town.

A geotechnical study was completed with the geotechnical engineer indicating the design and layout of the proposed HRIB should be able to accommodate the 350,000 gallons per day. The basin will not need to be used right away. The geotechnical engineer provided suggestions on how to keep the area maintained until the time came for use.

Currently the permit has expired for this HRIB. He reported the process for the re-permitting ca be done concurrent with the excavation or after the excavation. A recommendation was made to put some small wells in the area which is being done before the excavation begins.

Staff recommendation is to approve the request.

Commissioner Harker commented that the re-permitting be completed and stated as long as the dirt being removed does not have an impact on the permit process then she is in favor of the request.

Commissioner McDonald asked approximately how much would be removed? Mr. Meshaw indicated he did not have the exact figure but would be the information out.

Commissioner Hagle asked about the time limit on the permit. Mr. Meshaw indicated it would be for a number of years and will require renewal. Commissioner Hagle also asked about the safety around the pond. Mr. Meshaw indicated at the very least a gate will be put at the vehicular entrance. Commissioner Hagle asked if a fence could be put around the pond. Mr. Meshaw indicated that could be considered.

Commissioner Carter asked about the proposed wells that will be placed around the pond. Mr. Meshaw indicated the wells will monitor the ground level around the site.

A motion was made to approve the request by Blue Treasure LLC to allow mining of the soils from the Town's tract subject to Blue Treasure LLC agreeing to mine the soils to near the future, finished lines and grades needed to form a permittable HRIB and in accordance with the guidelines and recommendations of a recently completed geotechnical report commissioned by the Town.

Motion made by Commissioner Hollinshed.
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

9. Appointment to Airport Authority

Town Clerk Davis reported the Town of Beaufort appoints one in town resident to serve on the Airport Authority. Currently Gerard Currier serves on the board with his term expiring on August 31, 2020. The appointment to the board will become effective immediately and will be for a two year term. Three citizens have expressed interest in serving on the board. Those citizens are Gerard Currier, Scott Evans and James Taylor.

Commissioner Harker made a motion to open the nomination period. The vote was 5 to 0 in favor.

Commissioner Carter made nominated Scott Evans.

Commissioner McDonald nominated Gerard Currier.

Being no further nominations, Commissioner Hagle made a motion to close the nominations. The vote was 5 to 0.

Scott Evans received four votes. Gerard Currier received one vote.

10. Human Resources Officer

Town Manager Day gave the following report.

The recently adopted Five Year Financial Plan includes a new Human Resources Officer position in FY 2022, separating the human resources functions from the current, combined Town Clerk/Human Resources Officer position.

Due to the upcoming departure of the current Town Clerk/Human Resources Officer, recruitment and hiring of an HR Officer now, rather than waiting until next July, is requested.

With the current tax rate, sufficient funds are available for the HR Officer position in the FY21 adopted budget. Additionally, based on the most recent sales tax receipts (May – a 9% increase

over last year, and June, a 34% increase) and robust tourist and building activity this fiscal year appears we will exceed the budgeted sales tax revenue for FY21.

The current Town Clerk/Human Resources Officer position will become the Town Clerk/Assistant to the Town Manager position and remain at salary grade 22 (minimum salary of $57,151). In its new form this position will assist the Town Manager with various projects and issues as the incumbent is available.

Commissioner Harker stated the position had been looked at for FY22 and this is an opportunity to separate the two positions. She continued by saying the HR requirements due to the COVID19 situation are numerous and someone is needed who is skillful to make sure employees are taken of. Also we need someone that can help diversity. She concluded by saying she was for moving the time line forward to hire a Human Resources Officer because we have a growing staff and need some more diversity in the administrative area.

Commissioner McDonald indicated he hoped the person would be able to work with people and have the skills needed for the position. He asked if the position was needed now. He commented he suggested moving forward now instead of waiting until later. Town Manager Day indicated the timing is due to a departure and over the past couple of years the bar has been raised and now is the time to continue moving forward.

Commissioner Hagle stated he understood the need for HR as well as the clerk job being a full-time position. He asked if the organization at a point in history a full-time HR person is needed. He agreed we have had continued growth in staff but could it be contracted out until the organization is at a point a full-time HR person is needed.

Town Manager Day stated as with other functions we do there are limitations that occur due to staffing but HR is an essential function of the organization tasked with making sure legislative requirements are met and followed. He further indicated as being a previous HR Manager, he understood all that needed to be done as well as how a well developed HR Department looked and operated. Mr. Day also commented progress has been made, but there are many issues that have not been able to be addressed because of the lack of time to put forward with one person doing both jobs.

Commissioner Hollinshed stated she was opposed to hiring an additional staff member for HR at this time. As just mentioned it has gotten so specialized and Commissioner Hollinshed she was sure there were organizations that could handle the outsourcing. She continued by saying a clerk can do both functions for a very short time until and HR person can take on the job. Additionally, she indicated the funding was not in the budget until next year, there is no space in Town Hall for another person, people are not coming into the office, so cross training for several months could take place. She concluded by saying she did not want to see staff grow in the higher levels.

Commissioner Carter indicated she agreed with Commissioner Hollinshed at the time and further stated the biggest single item in the budget is personnel. Hiring new personnel has escalated every year as far as costs. She stated Town Hall was not open and no place for them to be housed. She questioned the salary which was close to $1000 per employee and that was not easy to overcome. She continued by saying this position could be contracted out.

Mayor Newton asked what was meant by building too much admin staff. Commissioner Carter indicated there were a lot of admin staff and she understood they were needed, but we do not need to keep adding. She stated people in town were not happy about having so many people working in town hall and not being able to get into town hall at this time.

Commissioner Harker stated she did not understand when exactly would be the right time. She indicated the size of the organization should not be taken into consideration but how the employees are being treated. She stated the connection with employees is key and not something that could be fostered with contracting out the services. She continued by saying she advocated for adding in the new HR position.

A motion was made to approve the hiring of a new HR Director. Commissioner Hagle commented a supervisor can also help out with the HR function and help support the employees. He further stated the supervisor is key to employee [illegible]tions also.

Motion made by Commissioner Harker.
Voting Yea: Commissioner Harker, Commissioner McDonald
Voting Nay: Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

Mayor/Commission Comments

Commissioner Harker thanked the Mayor, Chief Ray, Chief Burdette and Rachel Johnson for participating in the Hurricane Community Forum. With fall approaching please make sure you get your flu shot. She also thanked the commissioners for an open robust conversation. Commissioner Harker also thanked Michele Davis for her work.

Commissioner McDonald thanked Michele Davis for her work and wished her the best.

Commissioner Hagle thanked all those citizens who volunteered time to serve on boards. He wished Michele Davis the best. His safety message was to focus on driving since it was getting dark earlier.

Commissioner Hollinshed commented two years ago tonight we were waiting for Hurricane Florence. She urged everyone to stay aware of the weather issues. She wished Michele Davis the best in her new position.

Commissioner Carter thanked Michele Davis for her help over the years.

Mayor Newton thanked Michele Davis for the work she has done. On the COVID19 front there is a reduction in the number of cases for the county.

Adjourn

A motion was made to adjourn. The meeting the adjourned at 8:35 pm.

Motion made by Commissioner Hagle.
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

_____

Mayor Everette S. (Rett) Newton

_____

Michele Davis, 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 Regular Meeting
6:00 PM Oct. 12, 2020
Zoom Meeting due to Covid-19

AGENDA CATEGORY: Items of Consent

SUBJECT: Capital Project- Park Improvements Projects Budget Amendment #1

BRIEF SUMMARY:

- This amendment requests the appropriation of donations ($12,640) and recreation fees ($5,912) for the Capital Project – Park Improvement Projects.
- Additionally, as requested by the Board of Commissioners, the name of this Capital Project has changed from Community Improvements to Park Improvements.

.

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
PARK IMPROVEMENT PROJECTS FUND

WHEREAS, the Town of Beaufort adopted a Capital Project Budget Ordinance for Community Improvement Projects on February 8, 2016, and

WHEREAS, the Board of Commissioners recognizes that periodic modifications to the estimated revenue and expenditures for capital projects 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 Capital Project Budget Ordinance for the Community Improvement Projects as follows and changes the name from Community Improvements to Parks Improvements:

SECTION I: REVNUE

INCREASE

DONATIONS FOR RANDOLPH JOHNSON PARK	$12,640
RECREATION FEES	$ 5,912
TOTAL REVENUE	**$ 18,552**

SECTION II: EXPENDITURES

INCREASE

CEDAR ST/RANDOLPH JOHNSON PARK	$ 18,552
TOTAL EXPENDITURES	**$ 18,552**

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 12th day of October 2020.

ATTEST:

Michele Davis
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 Regular Meeting
6:00 PM Oct. 12, 2020
Zoom Meeting due to Covid-19

AGENDA CATEGORY: Items of Consent

SUBJECT: Capital Reserve Fund Amendment #4

BRIEF SUMMARY:

- This amendment receives funds in the Capital Reserve Fund that are budgeted in FY 21 General Fund annual budget ($185,000- Future Capital Outlay for Street Project). It also, receives funds in the Capital Reserve Fund that are budgeted in the FY 21 Utility Fund annual budget ($350,000 Future Capital Outlay for Utility Line Project).
  .

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
CAPITAL RESERVE FUND AMENDMENT #4

WHEREAS, the Town of Beaufort adopted a Capital Reserve Fund Ordinance for Bulkhead/Board Walk Project, Utility Line Improvement Project, and Street Resurfacing Project on May 13, 2019, and

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 amend the Capital Reserve Fund for the Bulkhead/Board Walk Project, Utility Line Improvement Project, and Street Resurfacing Project as follows:

- Receive funds budgeted in FY 21 General Fund Budget Transfer to Capital Reserve $185,000
- Receive funds budgeted in the FY 21 Utility Fund Budget Transfer to Capital Reserve $350,000

SECTION I: REVENUE

INCREASE

TRANSFER IN FROM UTILITY FUND	$ 350,000
TRANSFER IN FROM GENERAL FUND	$ 185,000
TOTAL INCREASE	**$ 535,000**

SECTION II: EXPENDITURES

INCREASE

FUTURE CAPITAL OUTLAY FOR UTILITY LINE PROJECT	$ 350,000
FUTURE CAPITAL OUTLAY FOR STREET PROJECT	$ 185,000
TOTAL INCREASE	**$ 535,000**

SECTION III: DISTRIBUTION

Copies of this ordinance shall be furnished to the Town Manager/Finance Officer, Assistant Town Manager, and the Deputy Finance Officer to be kept on file by them for their direction in the disbursement of funds for carrying out this project:

Adopted this 12th day of October 2020

ATTEST:

Michele Davis
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 Regular Meeting
6:00 PM Monday, October 12, 2020 – Train Depot, 614 Broad Street, Beaufort, NC

AGENDA CATEGORY:	Items for Discussion & Consideration
SUBJECT:	Approval of Stewart Inc. as the consultant for the CAMA Comprehensive Land Use Plan & Unified Development Ordinance

BRIEF SUMMARY:

An RFP for services to create a new CAMA Comprehensive Plan and Unified Development Ordinance was distributed in July 2020. The Selection Committee (Commissioner Ann Carter, John Day, Kyle Garner, and Kate Allen) reviewed five proposals and conducted interviews October 1st and 2nd. The committee unanimously selected Stewart Inc. with a total project cost of $180,000, consistent with the funds allocated in the FY 2021 budget.

REQUESTED ACTION:

Authorize the Town Manager and Town Attorney to enter into a contract on behalf of the Town for services from Stewart to create a new CAMA Comprehensive Land Use Plan and Unified Development Ordinance.

EXPECTED LENGTH OF PRESENTATION:

5 -10 minutes

SUBMITTED BY:

Kate Allen

BUDGET AMENDMENT REQUIRED:

No













TOWN OF BEAUFORT

COMPREHENSIVE LAND USE PLAN & UNIFIED DEVELOPMENT ORDINANCE

Stewart
223 S. West Street / Suite 1100 / Raleigh, NC 27603
O 919.380.8750
F 919.380.8752
stewartinc.com

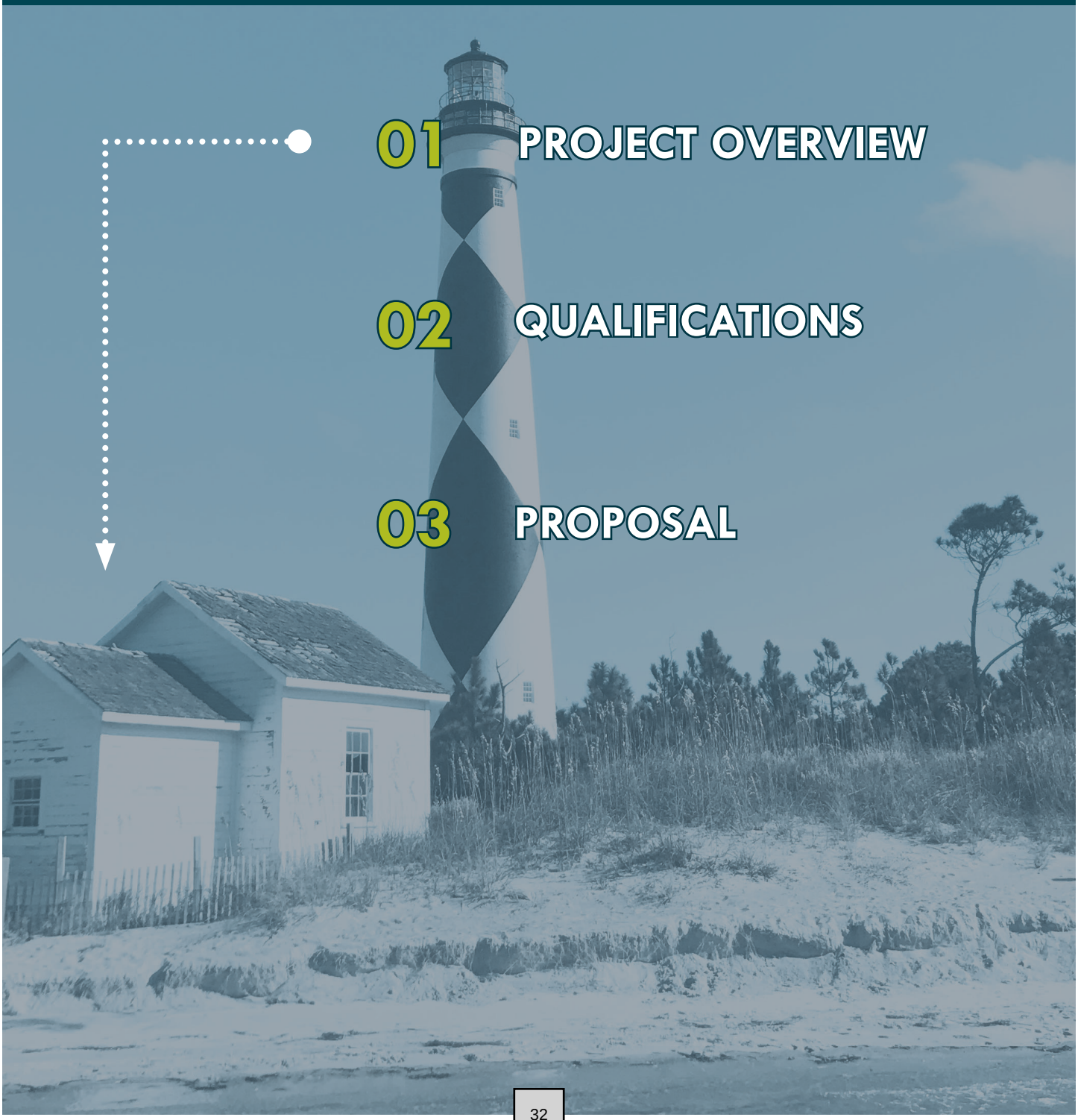
AUGUST 21, 2020

NCLM NC LEAGUE OF MUNICIPALITIES
Preferred Partner

STEWART

COMPREHENSIVE LAND USE PLAN AND UNIFIED DEVELOPMENT ORDINANCE

CONTENTS



01 PROJECT OVERVIEW

02 QUALIFICATIONS

03 PROPOSAL

August 21, 2020

Kate Allen, Town Planner
Town of Beaufort
701 Front Street
Beaufort, NC 28516

RE: Request for Proposals for Comprehensive Land Use Plan and Unified Development Ordinance

Dear Ms. Allen,

The Town of Beaufort is embarking on an important planning initiative - to update both the Comprehensive Land Use Plan and develop a Unified Development Ordinance. Stewart is pleased to submit our proposal for this project. This is an exciting venture, one that will serve as an important tool to guide public and private decisions about the future of the Town of Beaufort over both the short and long term.

We have assembled an exemplary team of professionals for this assignment that are available to begin upon a notice-to-proceed. I will oversee this project as the Principal-in-Charge, and Jay McLeod, AICP will serve as Project Manager, responsible for regular communications with the Town. We will be supported by a team of Certified Planners with decades of public and private sector planning experience, as well as professional landscape architects, engineers, architects, and economic development experts.

Stewart is well-positioned to provide the Town with an innovative community engagement strategy and a well-managed plan development process, which will lead to a visually-engaging guidance document with actionable strategies that assist with implementation and capital planning. Our firm's recent planning experience includes comprehensive plans, CAMA plans, small area plans, and development ordinance updates in Duck, Swansboro, Carolina Beach, Lillington, Smithfield, Ayden, Huntersville, Eden, and Winterville as well as many counties across the state.

STEWART | THE BEST TEAM FOR YOUR PROJECT

Experienced Municipal Planning Team

Our team has several Certified Planners with decades of North Carolina-centered local planning experience. Our staff is proficient in ordinance comprehension, zoning, GIS mapping, and understands the interplay between land use, potential growth/ preservation areas, infrastructure needs, and other elements necessary to craft an effective plan.

Planning and Private Development Experience

Stewart's planners, landscape architects, and engineers utilize these plans and documents on a daily basis assisting municipalities throughout the state. Our experience in land development projects allows us to "ground truth" the documents prior to implementation.

Familiarity

Stewart has worked on multiple projects in the Town of Beaufort and understands the unique characteristics of the Town.

Focus on Small- to Mid-Size Communities

Our team works almost exclusively with small- to mid-size communities and understands the complexities of allocating financial resources to achieve large visions. Stewart will meet the project schedule and budget requirements of the project.

CAMA Plans

Our project team has experience with developing CAMA-compliant land use plans that meet state requirements but also incorporate a community's specific vision and goals.

NCLM Preferred Partner

Stewart's Municipal Planning Practice is endorsed as a Preferred Partner by the NC League of Municipalities.

Core Values

Stewart has developed a rich culture of servant leadership that closely aligns with the services that local governments provide.

We appreciate the opportunity to submit this RFP response. We look forward to the prospect of working with the Town of Beaufort. Please call me at 919.866.4742 or email at csary@stewartinc.com should you have any questions or need additional information.

Sincerely,

Chad Sary, AICP, CZO, CFM
Associate Vice President | Practice Leader, Municipal Planning

POINTS OF CONTACT

PRINCIPAL-IN-CHARGE
Chad Sary, AICP
223 S. West Street, Suite 1100
Raleigh, NC 27603
919.866.4742
csary@stewartinc.com

PROJECT MANAGER
Jay McLeod, AICP
223 S. West Street, Suite 1100
Raleigh, NC 27603
919.866.4858
jmcleod@stewartinc.com

FIRM OVERVIEW
STEWART STRONGER BY DESIGN

Stewart is a planning, design, and engineering firm located in Raleigh, Durham, Charlotte, and Wilmington, NC, and Columbia, SC, serving clients throughout the southeastern US. With a unique collaborative, cross-disciplinary approach that results in stronger and more creative design solutions, Stewart offers a full range of services to meet the needs of its clients, including:

- Landscape Architecture
- Civil Engineering
- Structural Engineering
- Sports & Events
- **Municipal Planning**
- Transportation
- Geomatics
- Geotechnical & Construction Services

NCLM NC LEAGUE OF MUNICIPALITIES
Preferred Partner

community viz®
Gold Consultant

STEWART

MISSION STATEMENT
Strengthening communities by serving, leading, and working in a creative and interdisciplinary way.

AWARDS
2020 AIA Triangle Design Honor Award
Durham County Main Library

2020 Healthiest Employer Award
Charlotte Business Journal

2020 Durham Golden Leaf Awards People's Choice Award
Durham Innovation District Southern Gateway

2020 Durham Golden Leaf Awards Large Development Award
Durham Police Headquarters Complex and Emergency 911 Call Center

2019 ASLA Southeast Region Award of Excellence
Ann and Jim Goodnight Museum Park at NC Museum of Art

2019 ENR-Southeast Best University Project Award
NC A&T University Student Center

2019 AIA NC Design Honor Award
NC A&T University Student Center

2019 Eagle Award in the ABC Excellence in Construction Awards
Durham Police Headquarters Complex

2019 Excellence in Structural Engineering
National Council of Structural Engineers Associations (NCSEA)
NC A&T University Student Center

2019 Business North Carolina Building North Carolina Awards, Best Commercial Design
Durham Innovation District

COMPANY MISSION/BELIEFS
Stewart has developed a rich culture of servant leadership, summarized by the acronym, THREAD: Trust, Humility, Respect, Excellence, Accountability, and Discipline. These core values are at the heart of how we work with each other, our clients, our partners, and our community. THREAD has evolved into a curriculum that is taught to employees through our THREAD Institute.

MINORITY BUSINESS STATUS
The firm is a certified Historically Underutilized Business (HUB) with the State of North Carolina through the Statewide Uniform Certification (SWUC) program.

"Stewart's coordination with staff and plan development process is one of the better planning projects I have been a part of."

- J. Scott Chase
Former Town Manager
Town of Swansboro

"Pitt County and its partners, the City of Greenville, the Towns of Ayden and Winterville, the Greenville Urban Area MPO, and the North Carolina Department of Transportation chose Stewart's planning group to assist with the development of the Southwest Bypass Land Use Plan due to their collaborative, hands-on approach and their commitment to innovative land use modeling techniques. Their team members became intimately familiar with the unique characteristics of southwestern Pitt County and the people that live and work within the study area. In doing so, Stewart developed a plan that can be readily implemented and that truly reflects the needs and wants of the community."

- Eric T. Gooby, AICP
Senior Planner
Pitt County Planning Department

MUNICIPAL PLANNING AT STEWART

Since its inception, the Municipal Planning practice area has impacted numerous municipalities and counties in the state, in part due to its focus on small- to mid-sized communities. This practice area brings an emphasis on interdisciplinary collaboration and brings years of combined experience from planners, urban designers, landscape architects and engineers.

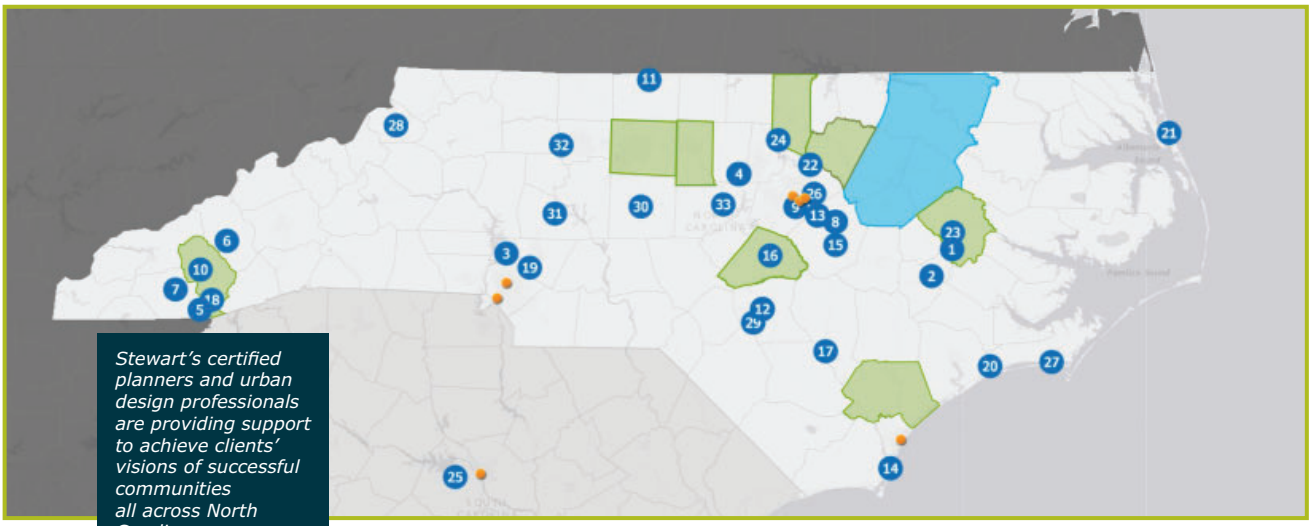
The Municipal Planning Practice is uniquely positioned to lead Beaufort in the Comprehensive Land Use Plan and Unified Development Ordinance efforts based on our experience in bringing these intertwined disciplines together. Projects currently underway include developing comprehensive plans, small area plans, Unified Development Ordinances, corridor and mobility plans as well as providing on-call planning services. Through these projects, Stewart is making an impact that can be seen throughout the state by providing communities with the tools they need to monitor, support, and manage growth while enhancing quality of life.

Stewart emphasizes the importance of building relationships with its clients and communities - even after project completion. Stewart's Municipal Planning Practice understands the unique challenges and requirements of the communities we serve and customizes a team to address them. Stewart brings together the technical skills of civil engineers and GIS professionals, the keen attention to design of landscape architects, and the community vision of planners for each project. This emphasis on interdisciplinary collaboration effectively delivers on the clients' needs and expertly positions the firm to create documents and underpinning spatial decision support systems that will guide future policy.

"Stewart's planning team used a collaborative approach that incorporated infrastructure analysis, scenario planning, and opportunities for meaningful public input that resulted in a quality plan that will provide a strong foundation for Granville County for years to come."

- Barry Baker
Planning Director
Granville County

MUNICIPAL PLANNING PROJECT LOCATIONS



Stewart's certified planners and urban design professionals are providing support to achieve clients' visions of successful communities all across North Carolina.

MAP LEGEND
- Municipality
- County
- Other
- Stewart Office Locations

MUNICIPALITIES
1. Ayden
2. Kinston
3. Huntersville
4. Chapel Hill
5. Highlands
6. Waynesville
7. Franklin
8. Wilson's Mill
9. Garner
10. Cullowhee
11. Eden
12. Fayetteville
13. Clayton
14. Caronlina Beach
15. Smithfield
16. Lillington
17. Garland
18. Cashiers
19. Harrisburg
20. Swansboro
21. Duck
22. Wake Forest
23. Winterville
24. Butner
25. Lexington, SC
26. Knightdale
27. Beaufort
28. Boone
29. Hope Mills
30. Asheboro
31. Salisbury
32. Lewisville
33. Pittsboro

COUNTIES
Alamance County
Franklin County
Granville County
Guilford County
Harnett County
Jackson County
Pender County
Pitt County

OTHER
Upper Coastal Plains
Council of Governments

YOUR PROJECT TEAM



CHAD SARY AICP, CZO, CFM
PRINCIPAL-IN-CHARGE



JAY McLEOD AICP
PROJECT MANAGER

STEWART Prime Consultant

Municipal Planning

Allison Evans
Caroline Richardson
Jake Petrosky, AICP

Landscape Architecture

Stephen Faber, PLA
Emily Blackwell, PLA
Katie Hamilton, PLA

Civil Engineering

Natalie Carmen, PE

LEGEND

- Land Use
- Public Engagement
- Environmental
- GIS
- Urban Design
- Tourism
- Bicycle/Pedestrian Planning
- Historic Preservation
- Parks/Greenways
- Green Stormwater Infrastructure
- Development Ordinance Writing

Stewart brings together the technical skills of civil engineers, the keen attention to design of landscape architects, and the community vision of planners for each project. This emphasis on interdisciplinary collaboration effectively delivers on the clients' needs and expertly positions the firm to create documents that will guide their future growth. In addition, Stewart can call upon the expertise of our Transportation, Landscape Architecture, Civil Engineering, and Geomatics practice areas to provide a complete range of services for this project.



CHAD SARY AICP, CZO, CFM

PRINCIPAL-IN-CHARGE

As Practice Leader of the Municipal Planning group, Chad leads a team of planners, landscape architects and engineers on a variety of projects. He is a certified planner with over 20 years of professional experience in all aspects of community planning, plan implementation and general government administration. Before joining Stewart, he served as the Assistant Town Manager of Knightdale, Assistant Planning Director for the Town of Wake Forest, and Planning & Inspections Director for Chowan County/Town of Edenton. He is experienced in consensus building, meeting facilitation, current planning activities and development ordinance writing.

RELEVANT EXPERIENCE

Town of Swansboro Downtown Study | Swansboro, NC
Senior Planner | Chad was part of the team that provided a land use study of several properties within downtown Swansboro. The study included identifying site constraints and producing conceptual illustrations for the expansion of the Town's Municipal Campus area and downtown waterfront park. The study will aid the Town on future budgetary decisions and Capital Improvements Planning.

City of Eden Unified Development Ordinance | Eden, NC
Principal-in-Charge | Stewart was hired to assist the City in drafting their first Unified Development Ordinance. Our team worked closely with City Staff and the UDO Steering Committee to reorganize and update the existing development regulations and merge them into a user-friendly unified development ordinance that is consistent with current state laws, including NCGS Chapter 160D. The project is in the adoption phase now and is expected to be officially adopted in November 2020.

Town of Lillington Downtown Master Plan | Lillington, NC
Principal-in-Charge/Project Manager | Stewart was hired by the Town of Lillington to develop a Downtown Master Plan that analyzes and makes recommendations for land use, public realm improvements, and potential redevelopment and economic development opportunities in the downtown area. Using feedback from the community, the plan focuses on how streets and a few key sites can unlock potential for an entire downtown. The Plan enhances the historic area using streetscape, open space plans, and site plans that promote safety, activity, and economic vitality for residents and tourists.

EDUCATION

Bachelor of Science in Applied Geography, Urban and Regional Planning
East Carolina University

Graduate Certificate in Facilities Planning and Management
Ohio State University

REGISTRATION

American Institute of Certified Planners (AICP): #022793

NC Associate of Floodplain Managers
CFM #NC-05-0157

UNC School of Government
Certified Zoning Official

PUBLIC INVOLVEMENT

Town Commissioner, Wake Forest
Past Member, Wake Forest Planning Board
Past Member, Wake County Community Health Needs Assessment Committee

PROJECT HIGHLIGHT



TOWN OF AYDEN LAND USE PLAN & UDO | AYDEN, NC

Stewart developed a new Land Use Plan and Unified Development Ordinance for the Town of Ayden, NC. By utilizing the Stewart team's experience in long-range planning and development, the project prompts the community to address multiple topics over a long-time horizon, and contemplate how a development ordinance could incrementally achieve the vision in the near term. This parallel process relies on a well-structured public engagement strategy, data-rich mapping, and strong visual communication skills to help the community see both the big picture and the essential details of implementation.



JAY W. McLEOD AICP

PLANNING MANAGER

Jay has over ten years of planning experience in long-range, regional, and local/current planning. He likes to focus on research and analysis before focusing on achieving desired outcomes through placemaking and public realm enhancement and design. His local government experience provides a heightened awareness of how plans are implemented. He has coordinated urban and long-range planning projects and is also experienced in ordinance creation and implementation with a focus on progressive and achievable outcomes.

RELEVANT EXPERIENCE

Carolina Beach CAMA Land Use Plan Update | Carolina Beach, NC
Project Manager | Redevelopment is becoming the rule rather than the norm in Carolina Beach. To prepare for and ensure continuing prosperity, Stewart is assisting the Town in updating their CAMA (Coastal Area Management Act) Land Use Plan, which guides future land use decisions and policies relating to development, the environment, and other state-mandated requirements. The town is driven by three broad interest groups — residents, businesses, and tourism — and finding the balance is key as the community furthers the broader conversation about their collective future vision.

Town of Duck CAMA Land Use Plan | Duck, NC
Project Manager | The Planning process is an opportunity for residents and business and property owners of Duck to tell their story and help shape the distinct vision and unique identity for the community. It also communicates a cohesive community direction and provides a framework for making land use decisions. Stewart was engaged to coordinate a CAMA land use plan and comprehensive plan update, including public engagement, visioning, public survey, future land use, and policy recommendations. In particular, this Comprehensive and CAMA Land Use Plan dealt with issues of septic system and coastal erosion vulnerability to sea level rise, community character, and connectivity. This unique coastal community required a unique approach due, in part, to their tourism-dependent economy and character rich, coastal village feel.

EDUCATION

Master of Urban Planning
University of Florida

Master of Urban Ecology
University of Louisville

Bachelor of Science in Biology Florida State University

REGISTRATION

American Institute of Certified Planners (AICP): #268453

PUBLIC INVOLVEMENT

Triangle Land Conservancy, Board Member

PROJECT HIGHLIGHT



TOWN OF GARNER UNIFIED DEVELOPMENT ORDINANCE | GARNER, NC

Following the success of their recent Comprehensive Plan update, the Town sought to revise their Unified Development Ordinance (UDO) to help bring the recommendations from the plan to life. In addition to the changes mandated by recent state legislation due to Chapter 160D, the update also included updating standards, graphics, and tables, bringing forward best practices from other communities in development regulation, reviewing for consistency with state and federal case law (e.g. Reed v. Town of Gilbert), reviewing existing procedures and outcomes, converting to a conditional zoning process, and encouraging better coordination between Town departments and outside service providers. This project is currently ongoing with an estimated completion of late 2021.



JAKE PETROSKY AICP

PLANNING MANAGER

As Planning Manager, Jake is responsible for Land Use Planning and Urban Design at Stewart. His duties include project management, analysis, conceptual design and public engagement activities. Jake has 17 years of experience in land use and comprehensive plans, small area plans, multi-modal transportation planning, parks, greenways, and environmental planning. He believes in data-driven, design-oriented planning and has a professional and personal interest in well designed, connected places and open spaces and how they can improve quality of life.

EDUCATION

Master of Urban Planning
University of Florida

Bachelor of Community and Regional Planning
Appalachian State University

REGISTRATION

American Institute of Certified Planners (AICP): #026937

RELEVANT EXPERIENCE

Smithfield Comprehensive Growth Management Plan | Smithfield, NC

Project Manager | Stewart facilitated the creation of a new Comprehensive Growth Management Plan for the Town of Smithfield. The development of the plan included a visioning process with innovative outreach activities like pop-up meetings at festivals, district conversations with residents, and an interactive, advanced, custom survey platform website. The plan includes a housing and economic analysis, land use suitability analysis, downtown revitalization strategies, conceptual designs, and a focus on tying together land use and infrastructure recommendations and investment decisions. Jake created a custom GIS-based CommunityViz model to assist in the development of land use recommendations. A build-out model allowed the quantification of the residential and non-residential carrying capacity of land within the study area. The team compared existing zoning with alternative future land use policies to understand the economic, fiscal and environmental impacts.

Town of Ayden Land Use Plan and Unified Development Ordinance | Ayden, NC

Project Manager | Stewart developed a new Land Use Plan and Unified Development Ordinance for the Town of Ayden, NC. By utilizing the Stewart team's experience in long-range planning and development, the project prompts the community to address multiple topics over a long-time horizon, and contemplate how a development ordinance could incrementally achieve the vision in the near term. This parallel process relies on a well-structured public engagement strategy, data-rich mapping, and strong visual communication skills to help the community see both the big picture and the essential details of implementation.

PROJECT HIGHLIGHT



TOWN OF FRANKLIN COMPREHENSIVE LAND USE PLAN | FRANKLIN, NC

Stewart worked with the Town of Franklin, North Carolina on a new Town Plan. Stewart led a multi-disciplinary team to create a strategic plan that seeks to diversify the economy, guide growth and development, protect natural resources, and build on the successful downtown. The plan includes conceptual plans for the re-purposing of a town-owned site for a park and middle-income housing. A visualization of a park and redevelopment centered around The Nikwasi Indian Mound, a historic Cherokee site, and a future cultural center/museum that has been proposed by the tribe is also shown in the plan. The Comprehensive Land Use Plan was adopted by the Town in June 2020.



ALLISON EVANS

PLANNER

Allison brings municipal experience in Boston and Raleigh, combined with international study in the area of urban design. She has worked on area plans with the City of Raleigh, and knows firsthand what local governments need when it comes to a consultant. She also is experienced in urban design policy analysis and development, and has a special interest in the intersection of planning, design, and economic development.

EDUCATION

Master of Science in Urban Design and City Planning
University College London

Bachelor of Arts in Urban Studies
Northeastern University

RELEVANT EXPERIENCE

Town of Franklin Comprehensive Land Use Plan | Franklin, NC

Planner | Stewart worked with the Town of Franklin, North Carolina on a new Town Plan. Stewart led a multi-disciplinary team to create a strategic plan that seeks to diversify the economy, guide growth and development, protect natural resources, and build on the successful downtown. The plan includes conceptual plans for the re-purposing of a town-owned site for a park and middle-income housing. A visualization of a park and redevelopment centered around The Nikwasi Indian Mound, a historic Cherokee site, and a future cultural center/museum that has been proposed by the tribe is also shown in the plan. The Comprehensive Land Use Plan was adopted by the Town in June 2020.

Town of Huntersville Community Plan Update | Huntersville, NC

Planner | Stewart was engaged by the Town of Huntersville to update their comprehensive plan. The town is experiencing significant growth and has several NCDOT projects planned for its future. The existing Comprehensive Plan did not address growth on the scale the town is currently exhibiting and did not prepare the Town for the rapid change it has seen in the past decade. The intent of the plan is to direct growth responsibility while maintaining the Town's natural resources and character that have been its longtime attraction. The planning process was multidisciplinary. Stewart applied best practices in growth management, coordinated land use and transportation planning, and urban design and placemaking to the process and the final result. In order to engage the large population, the team conducted in-person and online public engagement, which included multiple surveys and a multi-day charrette in downtown Huntersville. The final product had recommendations and goals that addressed all aspects of livability for Huntersville residents. It also included a focused Downtown Concept, which is a concept design that shows building orientation, scale, and key public space improvements that would help revitalize the historic Downtown.

PROJECT HIGHLIGHT



TOWN OF DUCK CAMA LAND USE PLAN | DUCK, NC

The Planning process is an opportunity for residents and business and property owners of Duck to tell their story and help shape the distinct vision and unique identity for the community. It also communicates a cohesive community direction and provides a framework for making land use decisions. Stewart was engaged to coordinate a CAMA land use plan and comprehensive plan update, including public engagement, visioning, public survey, future land use, and policy recommendations. In particular, this Comprehensive and CAMA Land Use Plan dealt with issues of septic system and coastal erosion vulnerability to sea level rise, community character, and connectivity. This unique coastal community required a unique approach due, in part, to their tourism-dependent economy and character rich, coastal village feel.



CAROLINE RICHARDSON

PLANNER

Caroline combines her personal skills with a data-driven mindset to achieve beneficial outcomes for communities. Her experiences in the public, private, and non-profit sectors have culminated in her appreciation for public engagement and ability to build consensus amongst diverse groups. Her technical strengths include GIS, research and analysis, writing, and plan review.

EDUCATION

Master of City and Regional Planning (anticipated graduation 2020)
Clemson University

Bachelor of Science in Tourism Management
University of South Carolina

RELEVANT EXPERIENCE

Town of Waynesville Comprehensive Land Use Plan | Waynesville, NC

Planner | The Town sought to update the Town of Waynesville 2002 Plan. The planning process presented an opportunity for residents, business owners, and other stakeholders to have a say in the Town's future growth, development, and quality of life through a variety of public engagement efforts including a survey, large public workshop, and small group presentations. The final Comprehensive Land Use Plan and Future Land Use Map reflects the identity of the community and vision of the residents establishing goals and strategies relevant to land use, economic development, housing and neighborhoods, natural resources, and more. Stewart helped the Town of Waynesville win a REALTOR Party Smart Growth Action Grant from the Haywood REALTOR Association, which sponsored a Visioning Workshop in June 2018 to gather ideas and opinions from local stakeholders. The plan also included land use suitability analysis, the creation of a GIS-based build-out model, created using CommunityViz, that allowed the project team and steering committee to understand changes to future housing capacity created by adjustments to the Future Land Use Map.

Town of Franklin Comprehensive Land Use Plan | Franklin, NC

Planner | Stewart is working with the Town of Franklin, North Carolina on a new Town Plan. Stewart has led a multi-disciplinary team to create a strategic plan that seeks to diversity the economy, guide growth and development, protect natural resources, and build on the successful downtown. The plan includes conceptual plans for the re-purposing of a town-owned site for a park and middle-income housing. A visualization of a park and redevelopment centered around The Nikwasi Indian Mound — a historic Cherokee site — and a future cultural center/museum that has been proposed by the tribe is also shown in the plan. Stewart led the development of the land use, housing, natural and cultural resources elements of the plan. Stewart also led project management, public involvement activities and landscape architecture/urban design services.

PROJECT HIGHLIGHT



CITY OF EDEN UNIFIED DEVELOPMENT ORDINANCE | EDEN, NC

Stewart was hired to assist the City in drafting their first Unified Development Ordinance. Our team worked closely with City Staff and the UDO Steering Committee to reorganize and update the existing development regulations and merge them into a user-friendly unified development ordinance that is consistent with current state laws, including NCGS Chapter 160D. The project is in the adoption phase now and is expected to be officially adopted in November 2020.



STEPHEN FABER PLA, ASLA

LANDSCAPE DESIGNER

Stephen has over 12 years of a wealth of experience across multiple project types. Through research, design and real estate advisory services, Stephen combines design and strategic planning to drive positive outcomes for clients, users, and the environment in projects of varying scales from residential design to large master-planned communities. Stephen's work includes mixed-use development, education planning and design, urban infill design, residential design, resort planning, brownfield reclamation, public open space and park design, greenways and roadway corridors, campus and community master-planning, and ecological restoration.

EDUCATION

Master of Real Estate Development
Clemson University

Bachelor of Landscape Architecture, minor in Horticulture
University of Arkansas

REGISTRATION

Professional Landscape Architect:
North Carolina #2054

RELEVANT EXPERIENCE

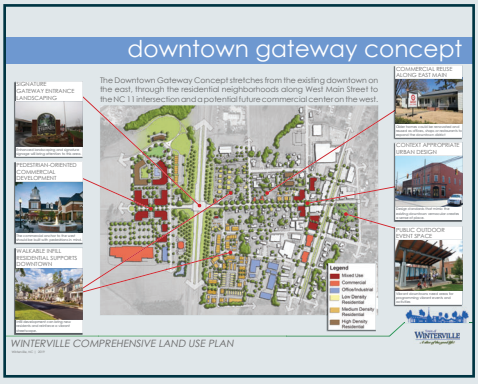
Smithfield Comprehensive Growth Management Plan | Smithfield, NC

Landscape Designer | Stewart facilitated the creation of a new Comprehensive Growth Management Plan for the Town of Smithfield. The development of the plan included a visioning process with innovative outreach activities like pop-up meetings at festivals, district conversations with residents, and an interactive, advanced, custom survey platform website. The plan includes a housing and economic analysis, land use suitability analysis, downtown revitalization strategies, conceptual designs, and a focus on tying together land use and infrastructure recommendations and investment decisions. Jake created a custom GIS-based CommunityViz model to assist in the development of land use recommendations. A build-out model allowed the quantification of the residential and non-residential carrying capacity of land within the study area. The team compared existing zoning with alternative future land use policies to understand the economic, fiscal and environmental impacts.

Waynesville Comprehensive Land Use Plan | Waynesville, NC

Landscape Designer | Stewart prepared the update to the Town of Waynesville 2002 Plan. The planning process presented an opportunity for residents, business owners, and other stakeholders to have a say in the Town's future growth, development, and quality of life through a variety of public engagement efforts including a survey, large public workshop, and small group presentations. The final Comprehensive Land Use Plan and Future Land Use Map reflects the identity of the community and vision of the residents establishing goals and strategies relevant to land use, economic development, housing and neighborhoods, natural resources, and more.

PROJECT HIGHLIGHT



TOWN OF WINTERVILLE COMPREHENSIVE LAND USE PLAN | WINTERVILLE, NC

Stewart completed a new Comprehensive Land Use Plan for the Town of Winterville. The Plan addresses the impacts and growth resulting from major transportation investments, a shifting employment base, a desire to preserve open space, and the unique constraints of a high water table and flooding. A land use suitability analysis was conducted to determine future land use recommendations. The plan also included conceptual plans for downtown revitalization including gateway improvements, infill opportunities and a new public space.



EMILY BLACKWELL PLA, ASLA, CLARB

LANDSCAPE DESIGNER/TOURISM PLANNING

Emily is dedicated to the profession of landscape architecture and has nine years of experience, including over six at Stewart. Emily's portfolio is quite diverse, from rural regional planning and small downtown streetscapes to urban design, parks and greenways, and detailed garden design for upscale residences. She is a recent Past President of the North Carolina ASLA and is thus very connected in the professional market. She is a determined professional with a passion for designing spaces people want to return to time after time.

RELEVANT EXPERIENCE

Surf City Park Planning | Surf City, NC

Project Manager | A primary goal of this project was to create a multi-generational park that incorporates social engagement for pickleball players, inclusive playground users, and skate park goers. Stewart worked through solutions to utilize the site layout to safely blend the different facilities and provide nodes for social interaction of the diverse user groups. Surf City's recent needs survey showed a public desire for more park facilities. Stewart worked with the Town to develop a concept plan for recently acquired property to provide a skate park, inclusive playground, trails, sand volleyball, pickleball courts, a picnic shelter, and connecting trails.

Wilmington Tree Root and Sidewalk Study | Wilmington, NC

Project Manager | The purpose of the Wilmington Tree Root and Sidewalk Study was to analyze and evaluate conditions in specified areas associated with displaced sidewalks caused by roots from adjacent trees and to develop a menu of recommended remedies to repair displaced sidewalk and a set of standards for future streetscape projects. Stewart was challenged to create tools for City staff to use in almost every imaginable tree and pavement conflict that may arise. The detailed Solution Matrix will allow Wilmington City staff to evaluate a conflict location and the opportunities and constraints of that site, successfully select a consistent and defensible solution for removing or protecting a tree, and what methods should be used to construct a safe space for the public.

Greenville Loop Trail | Wilmington, NC

Landscape Designer | The Greenville Loop Trail is a 4.3-mile multi-use path that will run the entire length of Greenville Loop Road, connecting neighborhoods to Bradley Creek Elementary School as well as the commercial areas on either end of Greenville Loop. Upon completion, the trail will create safe connections for bicycling and walking between existing and planned trails and provide a healthy, safe option to get exercise. Stewart began a feasibility study for the project to determine the best path alignment in December 2019.

EDUCATION

Bachelor of Landscape Architecture
North Carolina State University

REGISTRATION

Professional Landscape Architect:
North Carolina #1912
South Carolina #1306

CLARB Certified Landscape Architect, #39024

Permaculturist, Permaculture Designer and The International Ecotourism Society

PUBLIC INVOLVEMENT

President of the North Carolina Chapter of the American Society of Landscape Architects, 2017-2018

PROJECT HIGHLIGHT



ETTA LEA & LAWRENCE POPE MEMORIAL PARK MASTER PLAN | KERNERSVILLE, NC

The Etta Lea & Lawrence Pope Memorial Park will be an 80-acre park near downtown Kernersville. The largest parcel of the park property was donated to the Town by the Pope family in December 2017 and adjoins several other Town owned parcels. The Pope family set forth a vision for this to become "Kernersville's central park." Stewart was responsible for developing a master plan for the project, which involved revenue-generating facilities (rentable shelters, ampitheatre, paddle boat/canoe/kayak rental facility), programs and attractions (including the tallest playground slide in the United States, labyrinth, and a midway point on the greenway connection between the City of Greensboro and City of Winston-Salem, and agrotourism (agricultural fields for corn maze, pumpkin patch, and strawberry picking).



KATIE HAMILTON PLA

LANDSCAPE DESIGNER/HISTORIC PRESERVATION

Katie is a Project Landscape Architect with over six years of experience. She assists developers in entitlements research, rezonings, site development, and construction documentation to bring their projects to life. Katie is a member of the City of Durham Historic Preservation Commission, which holds quasi-judicial hearings to determine whether requested changes to the exterior of locally-designated historic district or landmark properties are appropriate by state law, local ordinance, and historic preservation plans for the districts.

RELEVANT EXPERIENCE

Jackson County Unified Development Ordinance | Jackson County, NC

Graphics | Stewart was engaged to provide planning services to Jackson County for the development of the County's first Unified Development Ordinance. The project included an assessment of their existing Land Use Ordinances and how they are equipped to implement the newly adopted Comprehensive Land Use Plan. This was a very technical effort that involved reformatting and reorganizing the existing 21 separate ordinances into a new UDO. The new UDO was unanimously approved by the Jackson County Board of Commissioners in 2018.

Pitt County SW Bypass Land Use Plan | Pitt County, NC

Graphics | Stewart was engaged by Pitt County (in conjunction with Greenville, Ayden, Winterville and NCDOT) to prepare the Southwest Bypass Corridor Land Use Plan. Pitt County and the surrounding area is experiencing growth in anticipation of the Southwest Bypass. The bypass will improve mobility and alleviate congestion but also presents challenges. Existing land use policy and regulations did not address the type, scale and design of non-residential uses typically associated with a transportation facility of the magnitude of the bypass. The intent of the plan is to help local governments take advantage of development opportunities along the corridor while ensuring that future development is managed appropriately and is compatible with existing communities and long term plans for growth in the County and partner municipalities.

EDUCATION

Masters of Urban Design
University of North Carolina at Charlotte

Bachelor of Landscape Architecture North Carolina State University

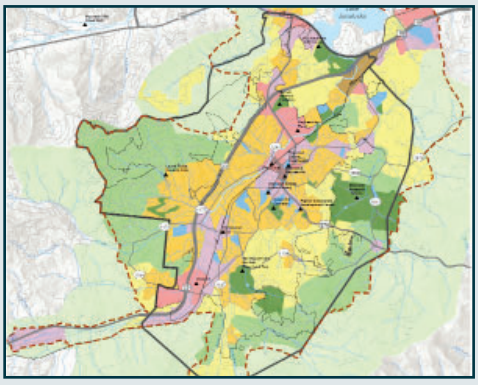
REGISTRATION

Professional Landscape Architect (PLA):
North Carolina #2136

ORGANIZATIONS

City of Durham Historic Preservation Commission

PROJECT HIGHLIGHT



WAYNESVILLE COMPREHENSIVE LAND USE PLAN | WAYNESVILLE, NC

Stewart prepared the update to the Town of Waynesville 2002 Plan. The planning process presented an opportunity for residents, business owners, and other stakeholders to have a say in the Town's future growth, development, and quality of life through a variety of public engagement efforts including a survey, large public workshop, and small group presentations. The final Comprehensive Land Use Plan and Future Land Use Map reflects the identity of the community and vision of the residents establishing goals and strategies relevant to land use, economic development, housing and neighborhoods, natural resources, and more. The plan has not yet been adopted.



NATALIE CARMEN PE, ASSOCIATE ASLA

GREEN STORMWATER INFRASTRUCTURE/ENVIRONMENTAL

Natalie has five years of design experience working in civil engineering plus two years of experience working in landscape design and landscape architecture. She has experience in urban design, master planning, K-12, commercial civil and landscape design, university civil and landscape design, neighborhood civil design, and Parks and Recreation. She is an expert in stormwater design, including low impact development and has published her research on innovative stormwater solutions. Her design approach combines technical expertise with a sensitivity to natural systems. She is dedicated to designing multi-purpose site amenities that meet engineering and landscape goals. Natalie has extensive software experience in AutoCAD Civil 3D, Adobe Creative Suite, HEC-RAS, and ArcGIS.

EDUCATION

Master of Science in Biological and Agricultural Engineering
North Carolina State University

Bachelor of Landscape Architecture
North Carolina State University

REGISTRATION

Professional Engineer (PE): North Carolina #049487

RELEVANT EXPERIENCE

Martin Luther King Jr. Park | Carrboro, NC

Civil Engineering Intern, Stormwater Design | Stewart created construction and permit drawings from a master plan that was created for this 10-acre Town park. The park includes two bicycle pump tracks, an enlarged community garden, pollinator gardens, sustainable features of rainwater harvesting from the structures, a constructed wetland for stormwater treatment, a walking trail, a small amphitheater for outdoor teaching and performances, and natural playground with open space for flex play. The existing community garden was increased in size and parking and restroom facilities added. The park includes a contemporary restroom with potential greenroof, picnic shelters with reclaimed wood, and storage structures. The site features an existing wetland, an ephemeral stream and large maturing trees that will be protected.

Downtown Fayetteville Master Plan | Fayetteville, NC

Civil Engineering Intern | Fayetteville recently created a updated plan for downtown to capitalize on and leverage opportunities resulting from the new ballpark to be opened in Spring 2019. As a subconsultant to Urban Design Associates of Pittsburgh, Stewart's role was to assist with public engagement including stakeholder interviews and a 3-day charrette. Stewart's in-house team was responsible for review of the current regulatory framework and recommendations for changes that will facilitate downtown development with the character and form to create a vibrant environment. The team also analyzed potential street retrofits to better accommodate bicycles and pedestrians and issues related to flooding, stormwater, and connections to Cross Creek and the Cape Fear River. Creative ways to detain or control stormwater from runoff and flooding were recommended and can serve as amenities that contribute to the network of urban greenspaces. Natalie assisted with a conceptual, green infrastructure stormwater feature design.

PROJECT HIGHLIGHT



NORTH WATERFRONT PARK | WILMINGTON, NC

This new dynamic 7-acre urban park will learn from the City's historic past to create a place for future generations to enjoy concerts, festivals or simply a walk along the riverfront. The park's diverse program will feature stormwater gardens, event lawns, a performance venue, spraygrounds and many other elements to create a new destination for Wilmington. The park is located on a brownfield site that has been capped with a 2' liner. In addition to considering the park's location along the tidal river, the design has soils and geotechnical experts to assist with guidance on how to design the site in an ecologically and environmentally sensitive manner. The cap will be strategically manipulated in several areas and grading will be a balance between flood elevation studies and brownfield remediation considerations.

WORKLOAD CAPACITY
AVAILABILITY & RATES

ANTICIPATED TIME COMMITMENTS AND HOURLY RATES

Our current availability can comfortably support the staffing necessary for this project, and we are confident that the Town of Beaufort will receive our full attention to this project and we can meet your project requirements in a timely manner. The amount of effort dedicated to any given project varies between staff members based on their position within each firm and their designated role for the project.

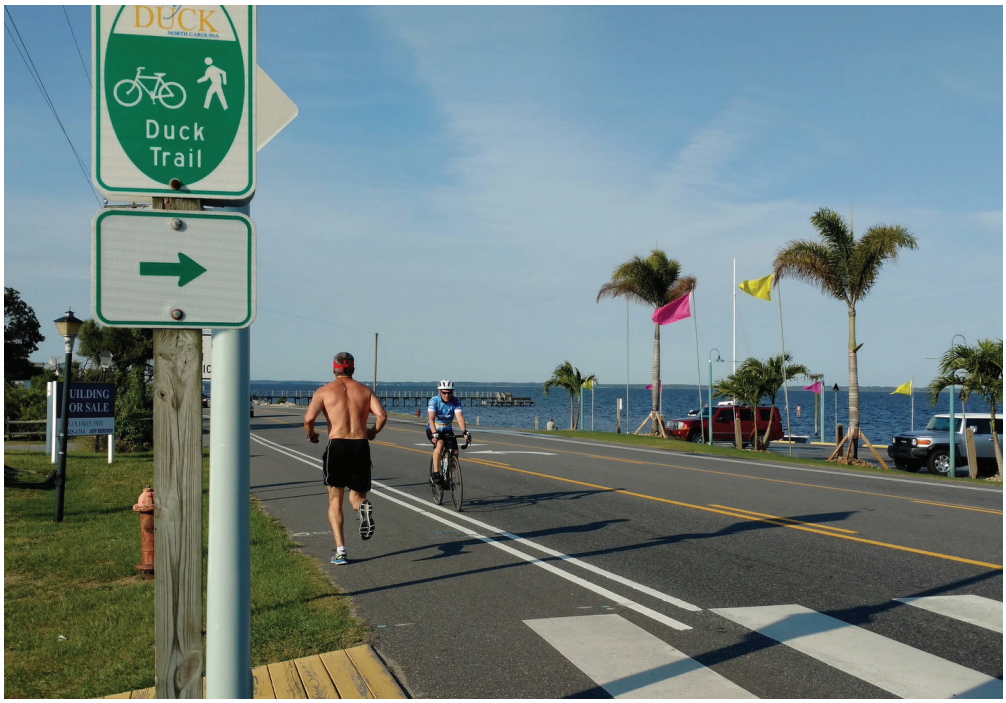
PHASE ONE: COMPREHENSIVE PLAN		PHASE TWO: ORDINANCE UPDATE
20%	**CHAD** Principal-in-Charge QA/QC Hourly Rate: $180.00 	30%
70%	**JAY** Project Manager Municipal Planning Hourly Rate: $160.00 	70%
30%	**JAKE** Municipal Planning Hourly Rate: $160.00 	10%
70%	**ALLISON** Municipal Planning Hourly Rate: $95.00 	50%
60%	**CAROLINE** Municipal Planning Hourly Rate: $95.00 	70%
50%	**STEPHEN** Landscape Architecture Hourly Rate: $140.00 	10%
40%	**EMILY** Landscape Architecture Hourly Rate: $140.00 	10%
40%	**KATIE** Landscape Architecture Hourly Rate: $110.00 	30%
30%	**NATALIE** Civil Engineering Hourly Rate: $115.00 	30%

TOWN OF DUCK
CAMA LAND USE PLAN

STEWART

View the project website here: **https://www.townofduck.com/lup/**

View the draft plan here: **https://bit.ly/3azZTVP**



LOCATION
Duck, NC

OWNER
Town of Duck
Joe Heard
Director of Community Development
1200 Duck Road
Duck, NC 27949
252.255.1234
jheard@townofduck.com

DATES
Start: May 2019
Completion: August 2020

DISCIPLINES
Planning
Public Involvement

TEAM
Chad Sary, AICP
Principal-in-Charge
Jay McLeod, AICP
Project Manager
Allison Evans
Planner

PROJECT OVERVIEW
This small, coastal village is tourism-driven and has a sound-side commercial district that is unique in North Carolina. The plan addressed community-informed challenges such as stormwater flooding and increased vulnerability to erosion and potentially compromised septic systems due to rising seas. Preservation and enhancement of local character was a key element of the future land use map, as well as identifying opportunities for enhanced pedestrian connectivity. The Plan looks at the interconnectedness between land uses, transportation, utilities, recreation, economic development, and the like.

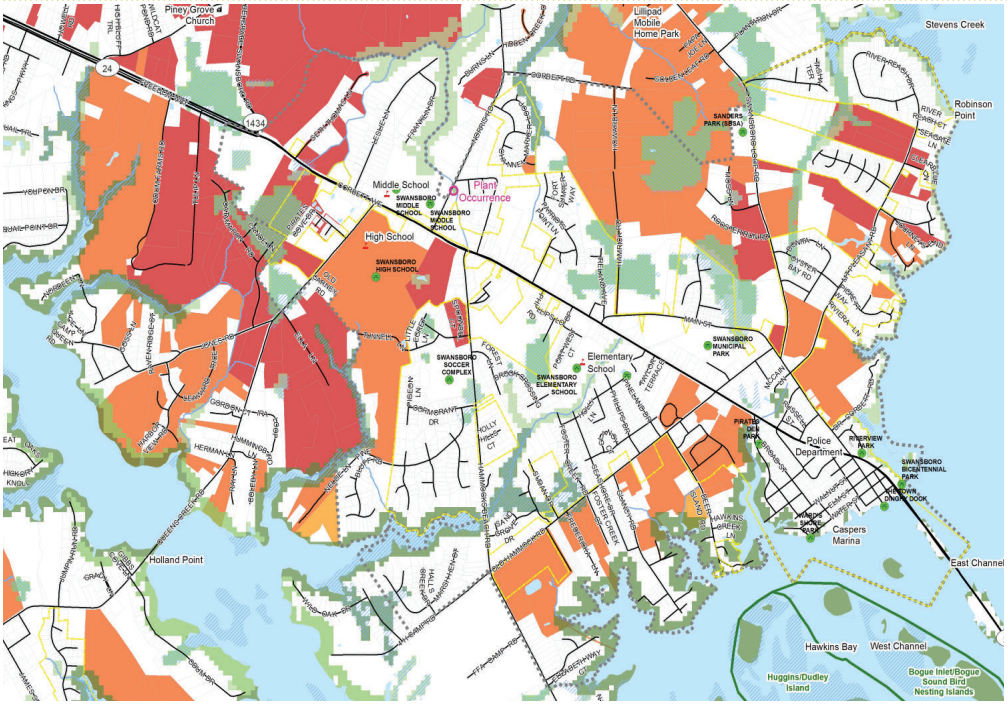
STEWART RESPONSIBILITIES
Stewart was engaged to coordinate a CAMA land use plan and comprehensive plan update, including public engagement, visioning, public survey, future land use, and policy recommendations.

This resort/vacation community has a strong character, built-out development pattern that relies on septic, and is sandwiched between the Atlantic Ocean and the Currituck Sound. Stewart took all of this into account when working with Duck to develop their CAMA Land Use Plan tailored to the Town.

SWANSBORO CAMA LAND USE PLAN UPDATE
LONG-RANGE PLANNING

STEWART

View the CAMA Land Use Plan Update here: **https://bit.ly/2vHAfL1**



LOCATION
Swansboro, NC

OWNER
Town of Swansboro
Scott Chase
Former Town Manager
601 W. Corbett Avenue
Swansboro, NC 28584
919.567.4020
scott.chase@hollyspringsnc.us

DATES
Start: May 2018
Completion: January 2019

DISCIPLINES
Planning
Public Engagement

TEAM
Jay McLeod, AICP
Project Manager
Jake Petrosky, AICP
Project Planner

PROJECT OVERVIEW

The Town of Swansboro engaged Stewart to update the Future Land Use element of its CAMA Land Use Plan. Stewart analyzed existing conditions including patterns of land use, transportation, and natural resources to prepare a plan that addresses future land use suitability for this small coastal community.

The Plan complies with the Coastal Area Management Act (CAMA) and provides a framework for land use decisions and the investment of public resources. The community engagement included an enthusiastic steering committee, stakeholder interviews, a user-friendly website, online survey, open-house style workshops, and going into the community to attend events and distribute information about the project. The Plan was adopted in January 2019.

The goal of the project was to balance community growth and corridor development with preservation of wetlands and natural areas.

"Overall, I feel Stewart got it! They heard our plea and reiterated our priorities, as an entire town's master plan. We allowed participation from so many different perspectives, I feel confident we have conveyed the message of the majority."

-Michelle McLeod
Steering Committee Member
Swansboro CAMA Land Use Plan Update

CAROLINA BEACH CAMA LAND USE PLAN UPDATE
LAND USE PLAN

STEWART

View the draft plan here: **https://bit.ly/321gEFz**









LOCATION
Carolina Beach, NC

OWNER
Town of Carolina Beach
Ed Parvin
Interim Town Manager
910.458.2526
ed.parvin@carolinabeach.org

DATES
Start: October 2018
Adoption Date: September 2020

DISCIPLINES
Planning
Public Engagement

TEAM
Chad Sary, AICP
Principal-in-Charge
Jay McLeod, AICP
Project Manager

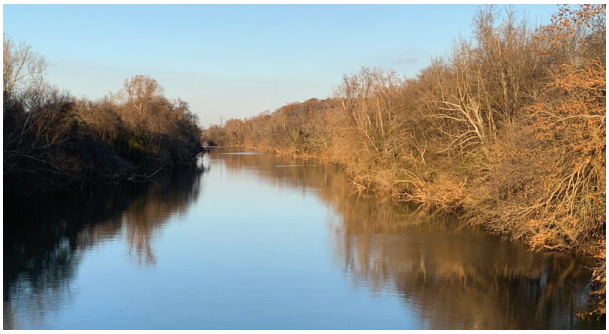
PROJECT OVERVIEW

Redevelopment is becoming the rule rather than the norm in Carolina Beach. To prepare for and ensure continuing prosperity, Stewart is facilitating the Town in updating their CAMA (Coastal Area Management Act) Land Use Plan, which guides future land use decisions and policies relating to development, the environment, and other state-mandated requirements. CAMA Land Use Plans are required for coastal counties by the State's Coastal Resource Commission, though most jurisdictions like Carolina Beach also have a plan.

The Plan has a number of functions, including regulating development that impacts public environmental resources in coastal communities. The town is driven by three broad interest groups – residents, businesses, and tourism – and finding the balance is key as the community furthers the broader conversation about their collective future vision.

CITY OF EDEN
UNIFIED DEVELOPMENT ORDINANCE

STEWART









LOCATION
Eden, NC

OWNER
City of Eden
Kelly Stultz
Planning & Inspections Director
308 E Stadium Drive
Eden, NC 27288
336.623.2110
kstultz@edennc.us

DATES
Start: December 2019
Completion: December 2020

DISCIPLINES
Municipal Planning
Master Planning
Site Planning
Urban Design

TEAM
Chad Sary, AICP, CZO, CFM
Principal-in-Charge
Jay McLeod, AICP
Planning Manager
Caroline Richardson
Planner

PROJECT OVERVIEW
Stewart was hired to assist the City in drafting their first Unified Development Ordinance. Our team worked closely with City Staff and the UDO Steering Committee to reorganize and update the existing development regulations and merge them into a user-friendly unified development ordinance that is consistent with current state laws, including NCGS Chapter 160D. The project is in the adoption phase now and is expected to be officially adopted in November 2020.

TOWN OF LEWISVILLE
UNIFIED DEVELOPMENT ORDINANCE ASSESSMENT

STEWART







LOCATION
Lewisville, NC

OWNER
Town of Lewisville
Stacy Tolbert, Town Planner
6510 Shallowford Road
P.O. Box 547
Lewisville, NC 27023
336.945.1023
planner@lewisvillenc.net

DATES
Start: December 2019
Completion: May 2020

DISCIPLINES
Municipal Planning
Master Planning
Parks & Conservation Planning
Public Involvement
Urban Design

TEAM
Chad Sary, AICP, CZO, CFM
Principal-in-Charge
Jay McLeod, AICP
Planning Manager
Caroline Richardson
Planner

PROJECT OVERVIEW

Stewart was retained to conduct an analysis of the Town's Unified Development Ordinance and to recommend best practice approaches to improve their development regulations. In addition, our team evaluated how well the code was equipped to implement the Town's comprehensive planning documents.

The code assessment report our team prepared accomplished the following:

- Identified overarching strengths and weaknesses
- Provided specific recommendations on major sections pertaining to development, land use and zoning
- Outlined recommendations to improve the overall organization and format
- Identified inconsistencies and redundancies
- Provided suggestions for compliance with applicable North Carolina General Statues and recent court rulings
- Identified areas where graphics, charts, and illustrations could improve user-friendliness

"Working with the Stewart Municipal Planning Team on the Town of Lewisville's UDO Assessment project has been a pleasure. The team showed great professionalism and their experience and guidance in the field was outstandingly helpful. The Town of Lewisville looks forward to working with them again in the future."

- Stacy Y. Tolbert
Town Planner
Town of Lewisville

TOWN OF WINTERVILLE
COMPREHENSIVE LAND USE PLAN

STEWART

View the draft plan here: **https://www.wintervillenc.com/comprehensive-land-use-plan**

downtown gateway concept



WINTERVILLE COMPREHENSIVE LAND USE PLAN

Winterville, NC | 2019

PROJECT OVERVIEW

Stewart completed a new Comprehensive Land Use Plan for the Town of Winterville. The Plan addresses the impacts and growth resulting from major transportation investments, a shifting employment base, a desire to preserve open space, and the unique constraints of a high water table and flooding. A land use suitability analysis was conducted to determine future land use recommendations. The plan also included conceptual plans for downtown revitalization including gateway improvements, infill opportunities and a new public space.

STEWART RESPONSIBILITIES

A visioning process with innovative outreach activities like a multi-day charrette built on Stewart's strength as an integrated planning, design and engineering firm to develop implementation concepts that have community buy-in and are both aspirational and feasible.

LOCATION
Winterville, NC

OWNER INFORMATION
Town of Winterville
Bryan Jones, Planning Director
2571 Railroad Street
Winterville, NC 28590
252.215.2358
bryan.jones@wintervillenc.com

DATES
Start: Fall 2018
Completion: Fall 2019

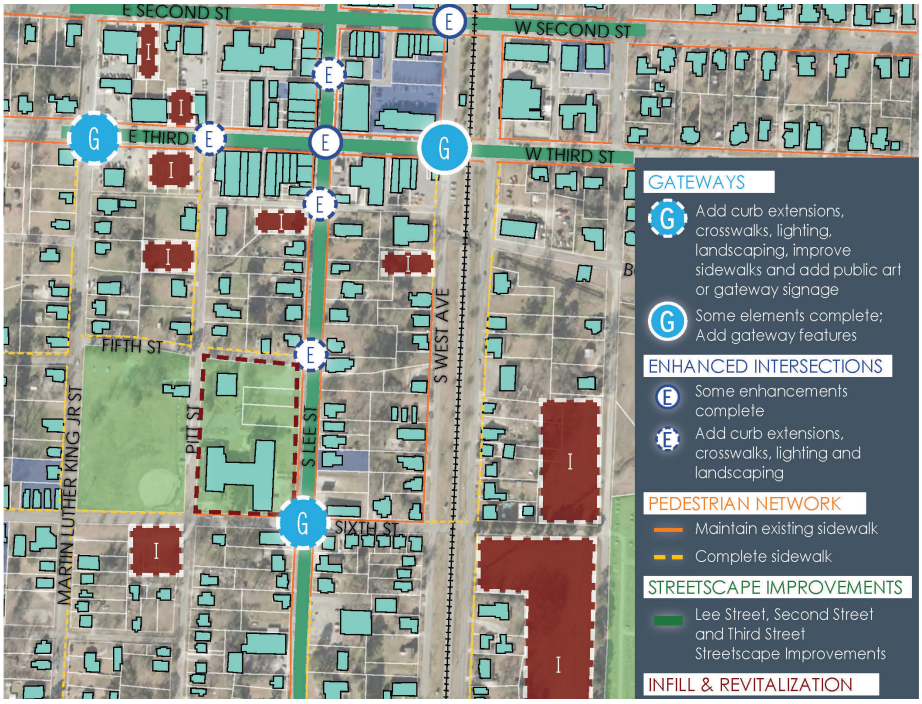
DISCIPLINES
Master Planning
Municipal Planning
Bicycle & Pedestrian Planning
Economic Development
Public Involvement

TEAM
Jake Petrosky, AICP
Project Manager
Jay McLeod, AICP
Code Writing/Land Use Planning/ Mapping
Stephen Faber, PLA, ASLA
Graphics

TOWN OF AYDEN
LAND USE PLAN AND UNIFIED DEVELOPMENT ORDINANCE UPDATE

STEWART

View the draft plan here: **https://bit.ly/32aB9zw**



PROJECT OVERVIEW

Stewart recently worked on a new Land Use Plan and preparation of a Unified Development Ordinance for the Town of Ayden. By utilizing the Stewart team's experience in both long range planning and development, the project prompted the community to address multiple topics over a long-time horizon, and contemplate how a development ordinance could incrementally achieve the vision in the near term.

The Town's development regulations have been modernized and organized to a more user-friendly UDO. The Land Use Plan and UDO were adopted in Winter 2019.

STEWART RESPONSIBILITIES

Stewart staff facilitated the update of the Land Use Plan and the subsequent modernization of the Town's development regulations. The Land Use Plan included public outreach in the form of stakeholder interviews, pop-up events, public meetings and a community survey. Major updates to land use policies included a refined approach to designated mixed use districts, prioritized public realm improvements for downtown and customized greenway, open space and infrastructure policies. The recommendations in the Land Use Plan shaped the direction of the Unified Development Ordinance update.

LOCATION
Ayden, NC

OWNER
Town of Ayden
Stephen Smith
Planning Director
4061 N East Avenue
Ayden, NC 28513
252.481.5828
ssmith@ayden.com

DATES
Start: Winter 2018
Completion: Winter 2019

DISCIPLINES
Master Planning
Municipal Planning
Bicycle & Pedestrian Planning
Economic Development
Public Involvement

TEAM
Chad Sary, AICP, CZO, CFM
Principal-in-Charge
Jake Petrosky, AICP
Project Manager
Jay McLeod, AICP
Code Writing/Land Use Planning/ Mapping

TOWN OF BEAUFORT
STEWART EXPERIENCE

STEWART



CEDAR STREET PARK

Stewart was contracted with the Town of Beaufort to provide a schematic design for a proposed park along Gallants Channel on a bulkhead which used to support the highway 70 bridge and main entrance into town from the east. Since completing the schematic design, Stewart has been contracted to provide full construction documentation and cost estimation services for the project. The park will include new sidewalks, restroom/information kiosk, shade structure for outdoor events, space for fishing, and access to the channel. Stewart's design proposes sustainable materials, native plants, provides accessibility, and takes sea level rise and harsh marine conditions into consideration.

OWNER
Town of Beaufort
Gregory K. Meshaw, PE
Town Engineer
701 Front Street
Beaufort, NC 28516
252.728.2141
g.meshaw@beaufortnc.org

DISCIPLINES
Landscape Architecture, Civil Engineering

DATE
Start: June 2020
Completion: December 2020

STEWART



BEAUFORT ADA TRANSITION PLAN

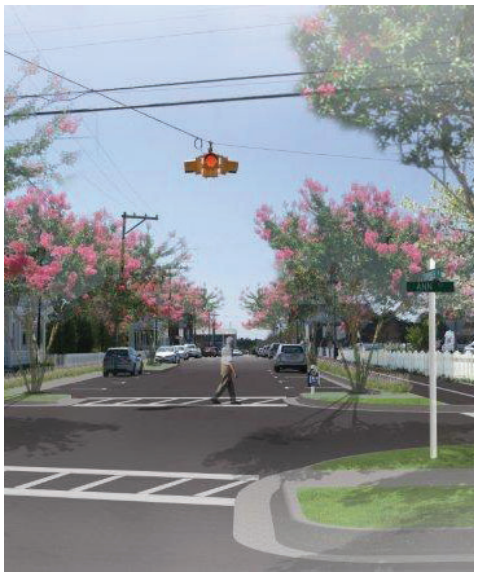
For this project, the Stewart team used the mobile app that we developed to collect transition data within the public right-of-way. We also conducted a public participation and public input meeting, and trained Town staff to perform ADA assessments in the building and Town Parks.

OWNER
Town of Beaufort
Kate Allen
Town Planner
701 Front Street
Beaufort, NC 28516
252.728.2141 ext. 223
k.allen@beaufortnc.org

DISCIPLINES
Transportation Planning

DATE
Start: December 2019
Completion: June 2020

STEWART



BEAUFORT CORRIDOR STUDIES

This project included the creation of a beautification, gateways, and wayfinding master plan for the new entries into the Town of Beaufort. The project included the study of four major entry roadway corridors in Beaufort totaling five miles. We led an interactive master planning and design process which involved interaction with a steering committee and three public meetings. The master planning process included a step-by-step approach beginning with a kick-off meeting with the committee to determine the project vision and goals, and to set the project in a successful direction.

OWNER
Town of Beaufort
Kyle Garner, AICP
Planning & Inspections Director
701 Front Street
Beaufort, NC 28516
252.728.2142 ext. 222
k.garner@beaufortnc.org

DISCIPLINES
Corridor Beautification, Gateways and Wayfinding, Master Plan

DATE
Start: 2011
Completion: 2012

STEWART

REFERENCES

01

Town of Duck
Joe Heard
Director of Community Development
252.255.1234
jheard@townofduck.com

02

Town of Waynesville
Elizabeth Teague
Development Services Director
828.456.2004
eteague@waynesvillenc.gov

03

Town of Winterville
Bryan Jones
Planning Director
252.215.2357
bryan.jones@wintervillenc.com

04

Jackson County
Mike Poston
Planning Director
828.631.2255
michaelposton@jacksonnc.org

05

City of Eden
Kelly Stultz
Planning Director
336.623.2110
kstultz@edennc.us

"I would like to take this opportunity to recommend an outstanding group at Stewart. We are working through our Land Development Update, a complete overhaul of what we have ever done before. Stewart has dug in and made this process work with our small staff and hurdles we could have never expected. They have just made this process be whatever it needs to be in order to be successful. Stewart has worked well with staff and really made sure our plan and process feel like Alamance County and not just a cookie-cutter plan. We couldn't have picked a better group to drive home this new way of thinking we are in and the leaps and bounds we are trying to go to help Alamance County step into the future and do things that have never been done here before. We believe this project has been a success from the personal touch and true dedication of the Stewart team."

- Tonya Caddle
Planning Director
Alamance County Government

PROJECT APPROACH
COMPREHENSIVE PLAN

PROJECT UNDERSTANDING
Stewart approaches the Beaufort Comprehensive Plan and Unified Development Ordinance (UDO) update with a community-driven and data-informed planning process that will prioritize local issues and refine the Town's vision while also meeting the requirements of a CAMA land use plan. The update will be informed by past planning efforts and trends, but will look to current stakeholders and future trends for context and guidance. It will include policies and strategies to guide land use regulations, promote economic development, and direct public policy related to services and investments. The subsequent UDO reorganization and update will be compliant with the state's 160D regulations and will also begin to implement the vision and goals established in the comprehensive plan.

PROJECT APPROACH
Stewart's Municipal Planning practice works almost exclusively with small- to mid-size communities in North Carolina and understands the operations and context of these organizations. The Stewart team has experience creating project schedules and scopes of work that meet project goals and span multiple fiscal years. Our team will facilitate the creation of a well-organized, user-friendly plan guided by community engagement and vision. We will accomplish this by executing a scope of work customized to meet the Town's needs.

The Stewart team will work together with Town staff in all facets of the project including identification of stakeholders, data analysis and mapping, and the creation of policies and implementation strategies that are informed, actionable, and attainable. Community engagement is an ongoing, collaborative process between the project team and the staff and citizens of Beaufort. The public participation process will continue through the entire project and will offer many tools for community outreach, including virtual and online communication. The Stewart team will involve residents, business owners, and other stakeholders to ensure that multiple opportunities are provided to ask questions, voice concerns, and be part of the process. Ultimately, a successful public engagement process enhances community support and buy-in and bolsters the confidence of Town leaders to implement future projects and prioritize resources.

Our approach begins with refining the community engagement process and project brand during the project kickoff. Visual branding of the project is reflected in outreach materials to raise awareness of the process and generate excitement throughout the community. The project branding is also carried throughout the comprehensive plan and UDO update process to maintain visual continuity and consistency.

Following successful development of the comprehensive plan, the Stewart team will begin updating the Town's development ordinances. Although highly technical, this process will be transparent and will include residents and stakeholders to the extent that they desire to be involved. The public direction gathered in the comprehensive plan development process will also largely provide the guidance and direction necessary to complete the technical UDO update.



Beaufort's historic charm and natural amenities create a magnetism that draws residents and visitors alike from near and far. We are adept at tailoring long-term planning efforts like this to match the character of the Town.

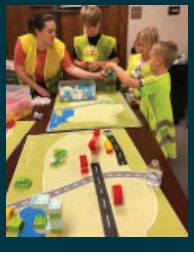


Community Engagement Plan

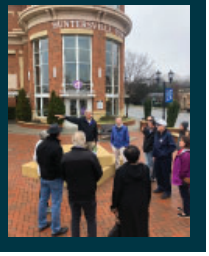
Stewart has a history of successful community engagement in comprehensive planning and UDO development. The Stewart team will lead the development of a targeted public engagement program, in close coordination with Town staff.

The public engagement plan could include a mix of these public involvement techniques:

- Leadership and Stakeholder Interviews – discuss the issues one-on-one within strategic groups
- Steering Committee – a diverse committee is recommended to meet regularly during the planning process and assist in oversight and development
- Multi-media and Online Public Engagement - Online and multi-media content can sometimes better engage stakeholders and are essential during the COVID-19 pandemic. Stewart has the capacity to conduct live, online events and create concise, engaging video clips to create and record public involvement efforts and capture comments
- Focus Group Worksessions – targeted meetings with members of the community and public boards at key stages in the planning process to guide the development of the plan and associated recommendations
- Community Open House Public Meeting – online meeting(s) where draft plan elements will be presented, and feedback documented to help guide plan development and implementation steps
- Multi-Day Visioning Workshop/Charrettes – on-site, design-oriented workshops with Town leadership and staff (but open to the public) to gather input on issues, priorities, recommendations and conceptual designs through an interactive, iterative design process
- Walkabouts – stakeholders and the consultant team walk the project area to observe real, physical opportunities and constraints and discuss solutions
- Surveys – prepare a public survey customized for the community with 24/7 online access to ensure a complete cross-section of the citizenry is polled
- Project Website/Social Media – provide materials and "post-able" updates to staff for the project webpage, Facebook, Instagram, and/or Twitter







Work Program

Stewart has led dozens of successful planning efforts across North Carolina using a similar project approach. However each community is unique, and the specific program is set so that the process is responsive and can address the most pressing issues, build on ongoing/previous efforts, and deliver a plan that is community-focused, innovative, visionary, and pragmatic. What follows will be customized through further discussion with Town staff following selection of the Stewart team. Prior to beginning the planning process, our team will meet with staff to refine the work plan and milestones, deliverables, community engagement methods, project schedule, and other items related to project execution.

PHASE I - COMMUNITY VISIONING AND COMPREHENSIVE PLAN DEVELOPMENT

Existing Plan & Document Review/Data Gathering

Assessments of past planning efforts and existing regulatory approaches are vital to understanding the challenges, opportunities, and successes of a place. In addition to the plans identified in the request for proposals, the Stewart team will work with Town staff to identify and assemble relevant background documents for review. Spatial data and adopted plans will be collected from the Town, County, State, and federal agencies as well as private organizations, as appropriate.

Kickoff, Community Tour, & Meetings

To initiate the planning process, the Stewart team will conduct an initial round of meetings with staff, the Steering Committee, and stakeholders to help identify key issues to be addressed in the Comprehensive Plan and to understand expectations. The meetings will include the following:

- Kick-off Community Tour – Tour the community to inventory and view key areas and features such as Town-owned land and buildings, protected and unprotected natural resource areas, housing, the historic district, catalyst areas, recently approved developments (or areas proposed/being considered



Even in today's physically distanced environments, interactive exercises can be designed that allow for a balance of structured and informal input that can be used to create a plan framework.

for development), and utilities/infrastructure.

- **Stakeholder Interviews –** The project team will conduct a series of stakeholder/focus group interviews (usually three to four meetings). We will work with Town staff to identify these stakeholders (business owners, community leaders, economic development and tourism officials, representatives from the environmental community, real estate brokers and developers, Town staff and boards, historic preservationists, etc). The purpose of the meetings is to listen to and understand concerns and identify opportunities and constraints.
- **Steering Committee Meeting –** The first meeting with the Steering Committee will occur during this phase of the project, where we will discuss the project scope, schedule, stakeholder feedback, and initial impressions and issues. Early identification of outreach opportunities as well as communicating a sense of inclusion and ownership are important to engage steering committee members in the process moving forward.

Typical Mapping & Deliverables:

- Existing Land Use inventory
- Environmental Constraints Map (Floodplains, Wetlands, Topography, Valuable Habitat, Vulnerable Areas, and other sensitive resources)
- Multi-modal Transportation Inventory
- Infrastructure and Services (Water, Sewer, Storm, Electric, Gas, Police, Fire, and EMS, as appropriate)
- Parks, Recreation, and Open Space
- Cultural and Historic Resources and other major community cornerstones or social resources

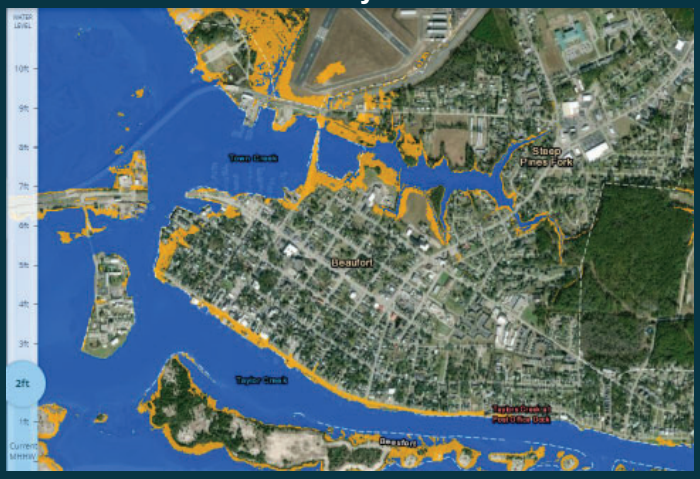
Vulnerability Assessment

Rising seas are a significant threat to coastal North Carolina's communities, especially those with historic waterfronts. Stewart will incorporate the best available data from NOAA and other scientific resources to communicate that risk to the public and decision-makers. This information will be used not only for public awareness, and to promote resiliency measures that will benefit the community, but also for discussion and planning with the public utilities department.

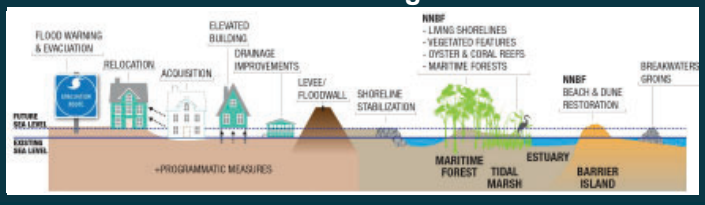
Community Survey

The team will work closely with Town staff to develop a Community Survey to gather feedback from the public regarding community vision, goals, and key issues to be addressed by plan policies, future regulatory efforts, and investment decisions. The survey may include a visual preference survey that provides images of a variety of different development types or elements. The Community

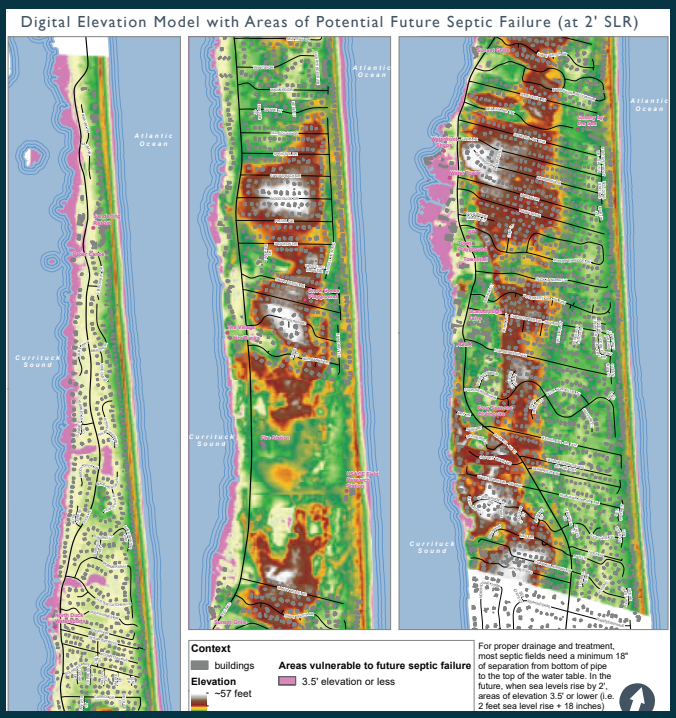
Sea Level Rise Vulnerability



Coastal Risk Reduction Strategies



Septic System Vulnerability to Rising Seas



According to NOAA, sometime between 2040 and 2060 Beaufort will experience beyond two feet of sea level rise. Stewart has the creativity and expertise to anticipate, communicate, plan for, and mitigate these challenges.
From top-left, clockwise, Beaufort's sea level rise projection, preliminary septic vulnerability analysis in Duck, and a selection of USCAE coastal risk reduction interventions.

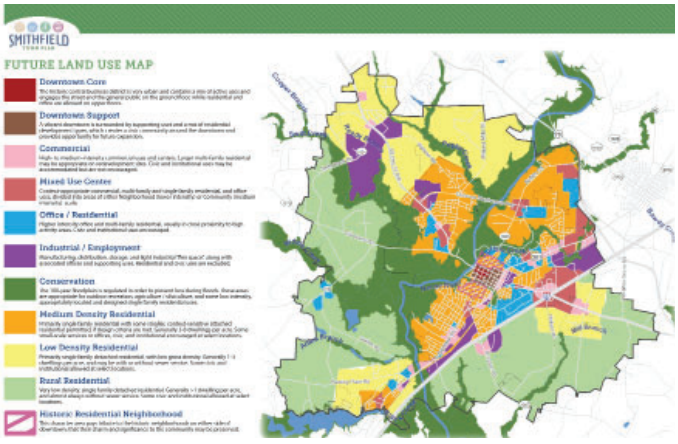
Survey can be made available on-line, in print form, or as a component of a public meeting. In the current pandemic, surveys have proven a very effective method of keeping the community involved and maintaining transparency in the plan development process.

Community Profile

The team will complete a thorough inventory and analysis of CAMA-mandated existing conditions and other, locally relevant data, including but not limited to population, housing stock, local economy, natural areas and natural systems, flood and storm surge areas, water quality, existing land use, and other relevant topics. This information, once reviewed by the steering committee, will serve as the baseline information for the comprehensive plan update process. A "Community Profile", summarizing key facts and figures in a highly graphic and easily understandable format, will be presented to staff, the steering committee, and the public. This data will provide education material for community engagement efforts, guide the team's work efforts, and be incorporated into the final plan.

Community Visioning

Public open house meetings or workshops are important ways to gather perspective from the general public, understand overall community vision, goals, and priorities, and to test out concepts or potential recommendations. During this unprecedented time of global pandemic, Stewart has further developed online engagement tools in order to continue to gather public input while also remaining sensitive to individual health concerns. Stewart can also create unique, custom videos and narrated presentations to serve as outreach engagements that catalyze community conversation. Collaborative, online pin-up/pasteboard platforms are also used for collaborative ideation. Since many people are now more likely to engage online than in person, these efforts have also paid off with large attendance and participation rates. The option to hold a physically-distanced, in-person event is also a complementary route to help people be as engaged as they want to be. The community vision and goals are primarily formulated from information gathered during this stage.



A future land use map that shows different character areas and describes allowable land uses, density, and other design characteristics can communicate public priorities and provide policy guidance.

OPTIONAL SERVICE: MARKET ASSESSMENT

Data sources from national/global providers, such as Esri, can be used to highlight consumer spending patterns, areas of retail sales leakage, and the most promising regional business segments. The market assessment can be used to guide economic development or tourism recommendations.

Project Initiation Meetings (subject to adjustment according to Town needs)

- Project Kickoff Meeting with Staff
- Community Tour
- Stakeholder Interviews
- Steering Committee Meeting #1
- Monthly coordination calls with Town Staff
- Kickoff update materials provided to Board of Commissioners

Project Initiation & Analysis Deliverables

- Data Request
- Plan Assessments
- Stakeholder Interview Schedule and Invitation Template
- Website Materials
- Public Engagement Plan
- Analysis Maps
- Public Values Survey
- Community Profile

Land Use & Growth Management

The Stewart team will conduct a detailed analysis of issues and opportunities in various portions of the Town. Growth, preservation, and opportunity areas will be studied for residential, redevelopment, commercial, historic, character, recreation, economic development, and conservation uses.

Existing Land Use

We will conduct analyses of Existing Land Use to understand capacity for growth in town. This GIS mapping helps shine light on the effectiveness of previous efforts and areas that need further refinement.

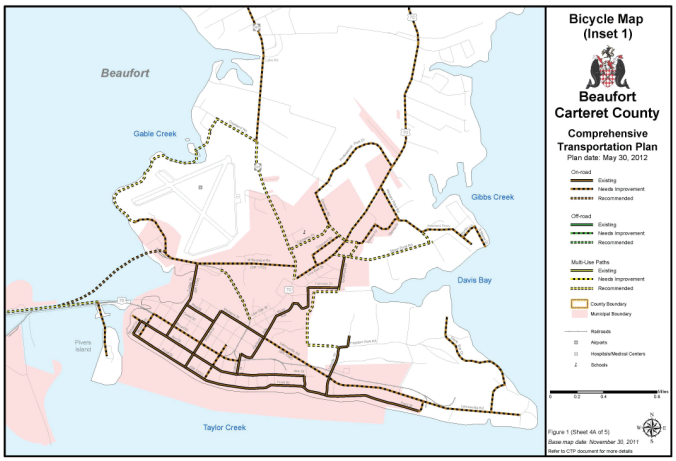
Future Land Use Map

Stewart will work to create a Future Land Use Map to accommodate growth and development in the town through the next 30 years, which is the horizon CAMA prescribes. However, we recommend looking further into the future and considering the best available predictive modeling when making land use decisions, especially in constrained coastal communities facing an uncertain climate future. The Future Land Use Map will be supplemented with descriptions of the future land use character areas. The focus will be to clarify the Town's development pattern, enhancing the character of the Beaufort experience, and facilitating investment. Ultimately, these character areas might be used to update existing zoning ordinances, reinforce special districts within the Town or achieve other economic or conservation goals. Appropriately relating land use decisions with transportation and infrastructure investments is also a prime objective.

Transportation

The planning of a transportation system requires a coordinated effort between multiple local, regional, state, federal and non-profit entities. The links between transportation, land use, economic development, tourism, and recreation are complex, and all must be addressed to achieve successful community mobility. Our team will study Beaufort's street network and plans to improve livability by improving its streetscape.

We will assess Beaufort's roadway and pedestrian network, looking at existing infrastructure and short- and long-range local, regional, and state transportation projects. We will consider how they are designed, how the improvements may impact adjacent properties and how the Town might better capitalize on state funding to get positive results that align with the Town's vision for its future.



Creating a mobility network for successful places and spaces can be costly. Stewart understands the interaction between transportation investments and land use and we can support Beaufort in the prioritization and decision-making process.

FLU: Mixed Use Center

General Character

Mixed Use Centers allow flexibility to respond to market demands by emphasizing the form of development over use or intensity. These areas feel made for people and have just a little "hustle-and-bustle" with some small-town hospitality mixed in.

Typical Components	
Density	No limit on upper story residential, up to 20 units per acre elsewhere
Lot coverage	High to very high
Building height	2-4 stories
Parking	Off-street or on-street
Street pattern	Urban grid
Right-of-way width	50'-60', less for alleys
Block length	400'-600'
Drainage	Curb-and-gutter
Bicycle/Pedestrian	Wide sidewalks
Civic Space	10-20%, Plazas or greens as organizing elements, greenways, pocket parks, naturalized stormwater detention
Potential zoning	C-B, possibly M-R, G-B, C-N or O-I, potentially a need for a new district

Uses

Retail, restaurants, and shopping create active street frontage, with upper story residential and office adding diversity. Stand-alone commercial, office and multi-family possible as part of larger-scale developments. Smaller detattched and attached housing options blend with existing homes.

Buildings & Parking

Buildings are packed closely together and pulled up to the street, which creates a walkable environment. On-street parking and high lot coverage maximize the amount of attractions available.

Streets & Connections

The streets have wide sidewalks that foster an active pedestrian environment. The tight grid and pleasant streetscapes encourage walking and window-shopping.



Detailed character area descriptions will be used to capture Beaufort's unique character while also providing inspiration and detailed recommendations for future zoning updates.

★ Public Engagement during the COVID-19 Pandemic

Remote Meetings – Stewart has the flexibility to livestream public meetings via client video streaming systems or with our own system using Open Broadcasting Software. Live streams are commonly streamed on client Facebook pages, which has the added ability to conduct live polling and chats during the meetings. Virtual public meetings also have the advantage of being posted online after the initial meeting, so that residents who were not able to attend the live stream can get the same experience on their own time and schedule.

Remote Collaboration – For smaller events such as focus groups and stakeholder meetings, Stewart uses online collaboration tools such as Miro or Conceptboard. These allow people to post, write, or draw comments and upload images to accurately replicate the collaboration of an in-person work session.

Public Infrastructure & Utilities

Our analysis and recommendations will address capacity and constraints as it relates to potential growth within Beaufort. A framework for publicly and privately-funded infrastructure improvements needs to be updated regularly to ensure that it is in line with the type of growth that is envisioned as part of the land use element of the plan. This element of the plan will include information on water and wastewater, stormwater systems, and other key public services. Consideration will be given to sea level rise and the impact it has on public infrastructure. Our project team also includes a civil engineer with green infrastructure experience, who will explore issues of stormwater control as well. We will work with Town staff to coordinate capital improvement projects with land use and community goals.

Plan Development

The project team will prepare and submit a draft comprehensive plan to Town staff and the Steering Committee. After collaborative, iterative review, the draft document will be rolled out to the public and posted on the Town website for public comment. Town staff and the Stewart team will conduct a community open house to reveal the full draft plan and take public comment. All comments received from staff, the Steering Committee, and the public will be cataloged and reviewed by the Steering Committee. to determine if further revisions are needed. The draft document will be revised and amended as appropriate.

Visioning & Plan Development Meetings

- Public Meeting #1
- Steering Committee Meeting #2 – Framework & Vision
- Steering Committee Meeting #3 – Draft Plan development
- Public Meeting #2 - Draft Plan rollout
- Board of Commissioners Plan Status Update Presentation
- Monthly coordination calls with Town Staff

Visioning & Plan Development Deliverables

- Public Meeting Materials and Conceptual Designs
- Preliminary Vision, Goals, and Recommendations
- Character Area Descriptions
- Draft Comprehensive Plan and Future Land Use Map
- Meeting and Public Workshop Materials and Summaries

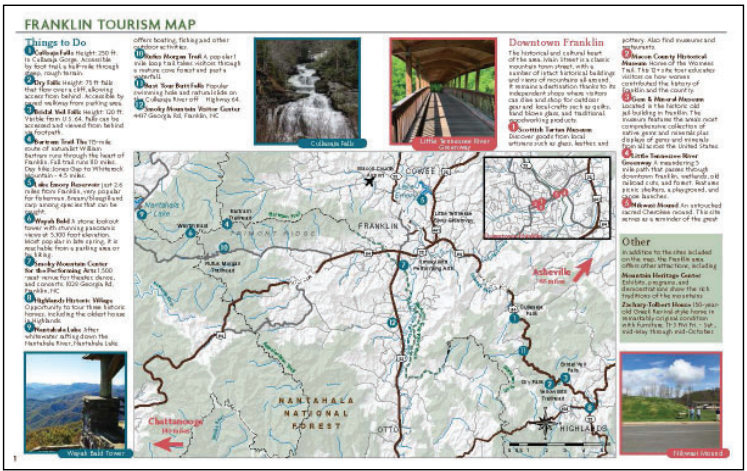
Implementation

After the plan is in draft form and the plan rollout has occurred at the second public meeting, the Stewart team will solicit input from planning staff and other Town departments to discuss strategic goals, capital resources, and implementation steps. Potential amendments to existing development regulations and other design standards recommended during the Plan process may also be discussed.

OPTIONAL SERVICE:
LAND USE MODELING & ALTERNATIVE SCENARIO PLANNING

As one of fewer than a handful of certified CommunityViz consultants in the nation, the project team has the capacity to create a build-out model for one or more areas using data-driven GIS software, modeling, and visualization tools. CommunityViz is a powerful tool that enables dynamically-updatable, advanced suitability analysis, build-out analysis, growth allocation, land use scenarios, and impact analysis.

The Stewart team has experience creating alternative scenario planning models to evaluate how effectively certain land use policies will achieve community goals.

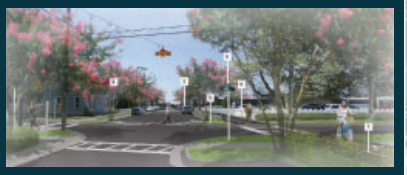


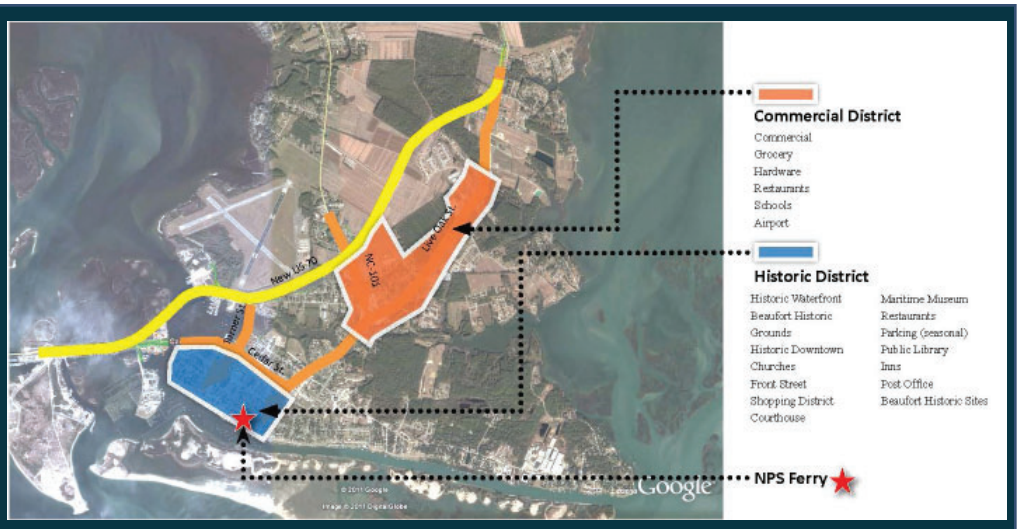
Franklin Tourism Map developed by the Stewart Municipal Planning practice provided the Town with detailed promotional materials of key sites for visitors to utilize.

OPTIONAL SERVICE: TOURISM MAPPING

Stewart's GIS experts and tourism-focused landscape architects and planners can craft marketing materials that highlight the area's cultural resources and ecotourism opportunities. This work can be incorporated into an enhanced comprehensive plan element or as a separate standalone deliverable. Regardless, tourism will be a consideration in the comprehensive plan as it is an economic driver in the Town.







Stewart was previously engaged by the Town of Beaufort to create the Beaufort Entry Master Plan. The plan identified destinations, gateways, and established parameters for wayfinding signage. Community engagement contributed heavily to this effort.

Pursuant to CAMA requirements, each CAMA-required plan recommendation will include a time frame for implementation and achievement. Other recommendations can be used to inform the Town's Capital Improvement Plan (CIP) and other departmental budgeting activities and departmental work plans.

Plan Adoption

Plan adoption will be a collaboration between Town staff and the Stewart Team to work through the Comprehensive Plan adoption process. Key members of the Stewart team will be available to attend the official Planning Board review meeting and will attend adoption hearing. It is understood that several rounds of plan revision may be needed. Following Town-endorsement, the plan will be submitted for review by the Coastal Resources Commission. Depending on comments from that review, additional revisions may be necessary and Stewart will coordinate with the Town to address those concerns until the plan is CRC-certified and officially adopted. Additional presentations to individual groups (either in person or through a virtual format) can be provided as deemed necessary by the Town.

Final Plan Document

Following the public hearing and adoption process, a final set of plan documents will be provided including plan document, appendices, maps and map data, public engagement summaries, etc. in electronic formats to be determined by the Town.

Implementation & Adoption Meetings

- Steering Committee Meeting #4 - Final Plan Review
- Planning Board Recommendation Meeting
- Board of Commissioners Adoption Hearing
- Monthly coordination calls with Town staff



Rendering of a catalyst redevelopment opportunity area.

OPTIONAL SERVICE: REDEVELOPMENT / SMALL AREA PLANNING

Stewart's landscape architects, urban designers, civil engineers, and planners can collaborate with Town staff and local stakeholders to identify and reimagine key catalyst areas. Conceptual drawings produced by Stewart's Landscape Architects can provide guidance for catalyst sites and augment existing marketing materials. These renderings and site-specific recommendations can be used to help shape zoning overlays, incentive programs, or development regulation updates in order to realize these visions.

Implementation & Adoption Deliverables
- Implementation Matrix
- Final Adopted Plan (Print and Electronic Versions, including supporting data and documentation)
- Meeting Summaries
- Website Materials

PHASE 2 - UNIFIED DEVELOPMENT ORDINANCE CREATION

Nearing the end of the Comprehensive Plan process, the Stewart Team will begin to transition the Town's current land development, subdivision, and flood damage prevention ordinances into a Unified Development Ordinance (UDO). The project team has experience completing ordinance updates for similarly-sized communities and also is well versed in achieving compliance with the state's NCGS Chapter 160D requirements. Stewart will review the Town's ordinances, recommend revisions, and prepare the associated text amendments for review and adoption. The project team is also familiar with the nuances of the interactions between CAMA land use plans, development regulations, and ordinances.

General UDO Revisions
By its very nature, a UDO is a technical, working document for professionals. However, improvements can be made to create a more user friendly, simplified, clear and easily understood ordinance, including:
- Identifying and correcting grammatical errors, typos, and misaligned references
- Revising vague, unclear or confusing language and ensuring that language, terms and intent are consistent from one section to another
- Ensuring the essential words used in the text of the document are defined in the Definitions section, including revising incorrect or inadequate definitions
- Revising sections of the ordinances that are in conflict with other sections, have unintended impacts on other sections, are overly complex, or awkwardly worded
- Recommending improvements to the layout of the ordinance
- Creating a Table of Permitted Uses and Development Standards which is more modern and comprehensive, but still tailored to the Town's zoning districts and development climate
- Remapping - also known as the preparation of a new zoning map that corresponds with any new or consolidated zoning districts

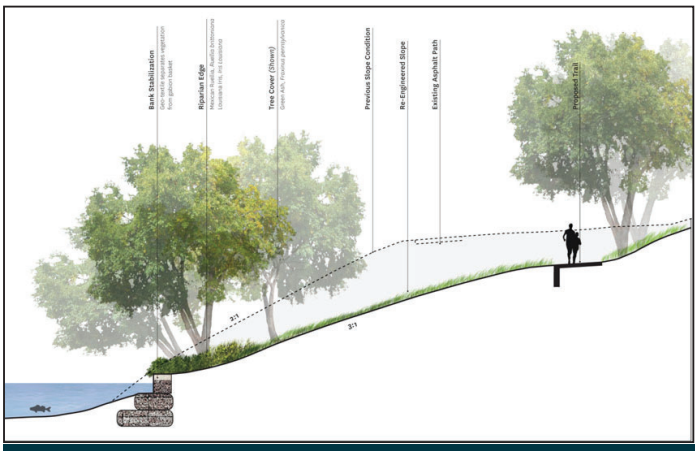
Project Initiation (1-2 Months)
To facilitate discussion about the updates, Stewart will research independently and review with staff the existing land use regulations. During this phase we will conduct interview style stakeholder meetings with Town staff, elected/appointed officials, and various members of the community.

The purpose of these stakeholder meetings will be to help begin the code preparation process, provide an opportunity for general input into the process, review the existing land use regulations and record valuable information on the experience of those involved with using and administering the existing land development regulations. Additional outreach will be through the Town's website and involve online dissemination of information to interested parties to participate in this process. Additional presentations to individual groups may be provided as additional meetings.

During this phase, Stewart will also have an administrative kickoff meeting with staff and tour the community. Stewart will assist staff in the identification and designation of a steering committee to help provide guidance, direction, and context where required to facilitate the process. Near the end of the Project Initiation, we will prepare a high-level presentation that will outline the proposed revisions to the Town's ordinances and other key components of the new UDO.

Deliverables:
- Stakeholder Interview Schedule and Invitation Template
- Meeting Materials
- Meeting Summaries
- Proposed revisions and UDO outline presentation

Meetings:
- Project Kickoff Meeting with Staff
- Community Tour
- Stakeholder Interviews – up to four virtual/online meetings
  - Recommend one each for Planning Board, Board of Adjustment, Commissioners, staff, and community



When used appropriately, graphics can quickly convey intent and regulatory boundaries.

leaders
- Steering Committee Meeting #1 – virtual, review project scope, process, schedule, etc.
- Coordination calls with staff

UDO Preparation & Composition (6-8 months)

We will draft the UDO in accordance with the recommendations generated during the comprehensive plan update, the proposed revisions from the Project Initiation Phase, and under the guidance of staff and the UDO Steering Committee. Based on the outcome of the report, we will prepare drafts of the revised UDO to be delivered via groupings of similar topics facilitating easier review of the proposed changes. The following is expected to be completed with this phase:

- Draw on recommendations provided in the comprehensive plan, from stakeholder interviews and prepare UDO articles for review
- Recommend best practices to achieve stated goals and solve issues identified in the comprehensive plan and the proposed revisions presentation
- Document layout:
  - Prepare a page layout that will serve as a template for the preparation of all drafts. Graphics and illustrations will be created using other programs and inserted as .jpeg images in MS Word
  - Provide a final layout including all appropriate text, tables, and graphics. Maximum of two (2) rounds of revisions
- Review, revise, and draft the updated UDO articles:
  - Incorporate revisions that will achieve the project goals and vision established during the Comprehensive Plan update
  - Delivery of two draft versions of each chapter or article: one preliminary draft and one final draft, with each draft including a strikethrough/underline version and a "clean" version
  - Final "clean" adopted version of each chapter, following adoption by the Town, delivered as a MS Word document
- Provide new and updated graphics, charts, and illustrations to visually demonstrate the applicable sections of the ordinance. These will be provided when they reduce redundancy or enhance clarity of the regulations beyond that provided in the text.
- Additional ordinance coordination:
  - Coordinate with staff on the potential for related revisions or avoidance of unintended consequences that the UDO update might have on other Town ordinances
- Zoning Map Consultation:
  - Consult with staff in project-related Town-led mapping updates
  - Provide guidance/consultation on proposed ordinance revisions that may affect the official zoning map and

FIGURE 4-1: TABLE OF PERMITTED USES

LAND USE TYPE:	RR	RA-20	R-12	R-10	R-8	MF	MH	RMX	B-1	B-2	LI	HI
A. RESIDENTIAL												
Class A – Single Family Manufactured Home	PS	PS	-	-	-	-	PS	-	-	-	-	-
Class B & C – Single Family Manufactured Home	C	C	-	-	-	-	PS	-	-	-	-	-
Manufactured Home Park	-	-	-	-	-	-	PS	-	-	-	-	-
Dwelling – Accessory	PS	PS	PS	PS	PS	-	-	PS	-	-	-	-
Dwelling – Multi-Family (3 or more units)	-	-	-	-	-	P	-	P	PS	-	-	-
Dwelling – Multi-Family Conversion	C	C	-	-	-	PS	-	PS	PS	-	-	-
Dwelling – Single Family Attached (Townhome)	-	-	-	P	P	P	-	P	-	-	-	-
Dwelling – Single Family Detached	P	P	P	P	P	P	P	P	-	-	-	-
Dwelling – Two Family (Duplex)	-	-	C	C	C	P	-	P	-	-	-	-
Family Care Home (6 or fewer residents)	PS	PS	PS	PS	PS	PS	-	PS	-	-	-	-
Residential Care Facilities (more than 6 residents)	-	PS	PS	PS	PS	PS	-	PS	-	PS	-	-

LAND USE TYPE:	RR	RA-20	R-12	R-10	R-8	MF	MH	RMX	B-1	B-2	LI	HI
B. LODGING AND ACCOMMODATIONS												
Bed and Breakfast Facilities	PS	C	C	C	C	-	-	PS	PS	-	-	-
Hotel/Motel/Inn	-	-	-	-	-	-	-	-	P	P	-	-
Rooming and Boarding House	-	-	-	C	C	C	-	C	-	-	-	-

LAND USE TYPE:	RR	RA-20	R-12	R-10	R-8	MF	MH	RMX	B-1	B-2	LI	HI
C. OFFICE AND SERVICES												
Banks, Credit Unions, Financial Services	-	-	-	-	-	-	-	-	PS	P	-	-
Dry Cleaning & Laundry	-	-	-	-	-	-	-	-	P	P	-	-
Funeral Homes/Crematoria	P	-	-	-	-	-	-	-	C	P	-	-
Home Occupation	PS	PS	PS	PS	PS	PS	PS	PS	PS	-	-	-
Medical Clinic	-	-	-	-	-	-	-	P	P	P	-	-
Personal Care Service	-	-	-	-	-	-	-	P	P	P	-	-
Restricted Personal Care Service	-	-	-	-	-	-	-	-	PS	PS	-	-

A color-coded permitted use table is more legible and organized. Small details like this greatly enhance the usability of a UDO.

CHAPTER 160D COMPLIANCE

STEWART staff have extensive local government planning experience and understand the demands placed on local government staff, particularly as the new Chapter 160D requirements are being implemented across the state. Stewart will work with staff to create a Comprehensive Plan that is 160D-compliant and can help to transition the Town's development regulations to ensure continuing service to residents and businesses.

any potential conflicts or follow up steps that may be required

Existing Code Formatting & Organization

The existing ordinances will be reorganized to a more intuitive and user-friendly structure. The suggested schedule of draft categories is shown below:

- General Provisions
- Administration
- Development Review Procedures
- Zoning Districts
- Individual Use Standards and Table of Permitted Uses
- Specific Use Standards
- General Development Standards
- Subdivision Design & Infrastructure Standards
- Natural Resources Regulations
- Flood Damage Prevention
- Nonconformities
- Enforcement
- Definitions & Interpretations

310.070 **Dimensional Standards Table**

This table and the setback illustration below provides basic design elements for each base zoning district.

Zoning District	Maximum Height [4] [5]	Minimum Lot Size [4] [5]	Minimum Lot Width [4] [5]	Maximum Density [4] [5]	Front Setback [3] [4] [5]	Side Setback [3] [4] [5]	Side Street Setback [3] [4] [5]	Rear Setback [3] [4] [5]
RR	35 ft.	40,000 sf	150 ft.	1 unit/acre	40 ft.	20 ft.	40 ft.	45 ft.
RA-20	35 ft.	20,000 sf	100 ft.	2 units/acre	30 ft.	12 ft.	30 ft.	35 ft.
R-12	35 ft.	12,000 sf	80 ft.	3 units/acre	25 ft.	10 ft.	25 ft.	30 ft.
R-10	35 ft.	10,000 sf	60 ft.	4 units/acre	20 ft.	8 ft.	20 ft.	25 ft.
R-8	35 ft.	8,000 sf	50 ft.	5 units/acre	20 ft.	8 ft.	20 ft.	25 ft.
MF	35 ft.	6,000 sf plus 3,000 sf per every additional unit	N/A	11 units/acre	25 ft.	8 ft.	25 ft.	20 ft.
MH	35 ft.	MH Park - 3 ac.; RV Park - 1 ac.; Single Lot - 5,000 sf	75 ft.	8 units/acre	25 ft.	MH Park - 25 ft.; RV Park – 25 ft.; Single Lot – 10 ft.	25'	35'
RMX [6]	4 stories [1]	N/A	N/A	18 units per acre	10 ft. max.	N/A	20 ft.	8 ft.
NMX [6]	4 stories [1]	N/A	N/A	N/A	10 ft. max.	N/A	12 ft. max.	N/A
PUD	4 stories [1]	25 acres	N/A	N/A	[2]	[2]	[2]	[2]
B-1 [6]	4 stories [1]	N/A	N/A	N/A	6 ft. max.	N/A	6 ft. max.	N/A
B-2	*35 ft.	20,000 sf	100 ft.	N/A	35 ft.	20 ft.	25 ft.	25 ft.
LI	50 ft.	30,000 sf	100 ft.	N/A	35 ft.	20 ft.	35 ft.	25 ft.
HI	*50 ft.	2 acres	150 ft.	N/A	40 ft.	25 ft.	40 ft.	30 ft.
CON	35 ft.	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes to table:

[1] *Maximum building height & width may be exceeded with a Conditional Use Permit.*

[2] *See Section 310.060 for PUD Standards.*

[3] *Accessory structures must be a located in the side or rear yard and comply with the following:*

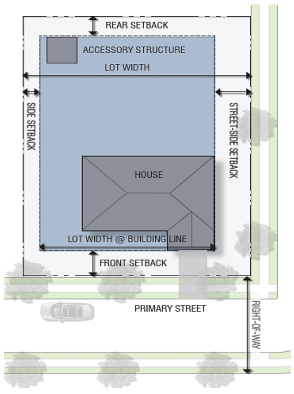
- ***Location** – A minimum of five (5) feet from the side and rear property lines; if located in side yard, accessory structures must be behind the front elevation of the principal structure.*
- ***Height** - A maximum of two (2) stories;*
- ***Size** –There shall be no more than 25% of the total square footage of the principal building (properties zoned RR & RA-20 are exempt from this requirement);*
- ***Quantity** - Two (2) per lot in the R-12 & R-10 zoning districts and one (1) per lot in the R-8, MF, MH, RMX & NMX zoning districts (properties zoned RR & RA-20 are exempt from this requirement);*
- *See Article 4 – Individual Use Standards for accessory dwelling unit standards.*

[4] *Standards may vary if located in an Overlay District per Section 310.050 – Overlay Zoning Districts.*

[5] *Standards may vary per Article 4 – Individual Use Standards.*

[6] *See Article 5 – General Development Standards [Section 510.090 Building Design Standards] for specific building & site design standards.*

The figure to the right should be used to visually illustrate setbacks and measurements as listed in the table above.



Zoning district dimensional standards can be easy to find, concise, descriptive, and nuanced. Visuals and tables help those that are visual learners and/or require quick reference.

During the revision process, all requested revisions should be transmitted by Town staff to Stewart in the form of a consolidated set of redlines. We will then deliver a full working draft (in strikethrough/ underline) of the UDO in Microsoft Word format. To demonstrate additional transparency, it is suggested that the revised UDO be posted online and advertised to the public for review for at least one month once the final draft UDO has been prepared.

Deliverables:

- First, Second and Final Draft UDO Articles
- Meeting Summaries
- Meeting Materials

Meetings:

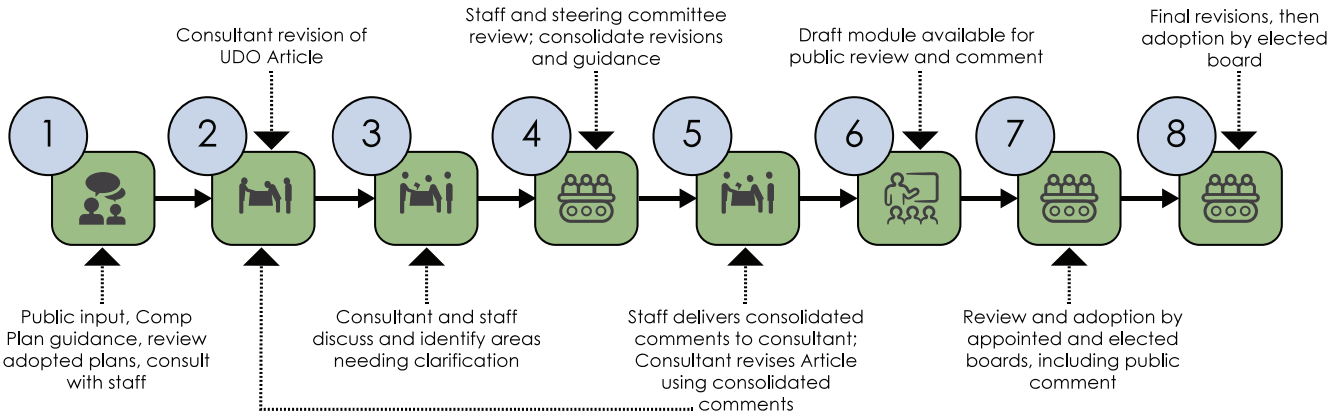
- Steering Committee Meetings (online) – discuss first draft of ordinances and provide direction.
- Coordination calls with Town Staff

Adoption (1-2 months)

The Stewart team will make revisions (as requested by staff or steering committee) and prepare the final consolidated UDO document into a Final Draft for review by the general public and for adoption hearing review.

Stewart, in conjunction with Town staff, will present the UDO to the Planning Board and Town Commissioners. Once the UDO has been adopted, Stewart will make one round of final revisions/edits and provide the final electronic version (MS Word) in a "stand-alone" format. This format is easily posted to a website or housed online by a code-hosting company (e.g. Municode or American Legal). The document will be searchable with cross references to Articles for ease of use by all users.

TYPICAL UDO REVISION PROCEDURE



Deliverables:
- Final UDO (clean version) in MS Word
- Meeting materials

Meetings:
- Adoption meetings
  - Planning Board Review Meeting
  - Town Commissioner's Adoption Meeting
- Coordination calls with Town Staff

Implementation and training (1 month)

Following adoption of the updated UDO, the Stewart team will facilitate a training session for staff, the Planning Board, Board of Adjustment, and/or the Board of Commissioners on the implementation of the new UDO.

Deliverables:
- Meeting materials

Meetings:
- Training Meeting – one, 1.5-hour meeting with any combination of attendees



The pedestrian experience is a key component of the Town's charm. Stewart has experience incorporating bicycle/pedestrian master plan recommendations into comprehensive plan documents and ordinances updates.

HISTORY AND LEGACY

Quality assurance and history of meeting established schedules

Stewart delivers high quality work with a commitment to keeping project schedules on track while also being flexible to client needs and community input. Continually communicating and coordinating with partners, residents, and stakeholders is key. The assembled project team has a track record of successful collaboration and achievement in communities across the state. Stewart's project managers know how to successfully manage projects on schedule and on budget to deliver a product that meets client needs.

If selected to proceed further, we look forward to hearing your perspectives on the planning process proposed and working together to refine it to better meet the needs of the Town and its residents.

Continuing Service

As part of our Continuing Service promise, Stewart will be available by phone or email for a period of six months following plan adoption to assist staff with questions about the plan and associated implementation. This continuing service is included in our base fee and is not an additional cost to the Town. This service is a commitment from Stewart to continue to remain a community partner, even after the contract has been fulfilled. As a company, our mission at Stewart is to build stronger communities, and that mission drives us.

Project Schedule

From notice to proceed, and given adequate organizational coordination with Town staff, the project team can initiate this project in September 2020 if the Town desires and can execute a contract within that time frame. Typically Comprehensive Plan updates for a community this complex and character-rich require 9-16 months which does not include adoption hearings or NC Coastal Resource

Commission review. The significant variability depends on the exact scope and detail of the deliverables, particularly those related to non-CAMA, comprehensive plan elements. Public involvement also is time- and resource-intensive, but it is essential to a transparent process. In tourism-reliant communities such as Beaufort, it is also important to make sure that non-resident property owners are sufficiently notified and involved, which may necessitate holding public involvement events during the off-season. This also allows business owners to participate more fully as well.

The process of deconstructing and reorganizing land development ordinances into a user-friendly UDO, complete with NCGS Chapter 160D compliance and implementation of comprehensive plan recommendations can take between 6-12 months, exclusive of adoption hearings. The variation is hard to determine in advance of knowing the recommendations that come out of the comprehensive plan update process. Fortunately, the Stewart team has the capacity to begin some of the work in advance of the completion of the comprehensive plan update, which can mean time savings and a continuation of project momentum.

Project Budget

The project scope outlined here is the recommended course of action given the information known today. It is important to note that often a community visioning and UDO update project such as this will discover some item(s) that may deserve additional exploration. Generally these result in additional data analysis or investigation, an additional steering committee or staff meeting, an additional public meeting or outreach event, or additional guidance from an appointed or elected board. In these uncertain times, this may be especially true as the conditions for traditional public engagement is limited. It is recommended that the Town set aside a 10% contingency allowance that may or may not be used in such an instance. These funds are not obligated, but could be used at the discretion of the project administrator to facilitate additional efforts as they may deem necessary for a execution of a complete planning process.

The scope outlined herein for a Comprehensive Plan update and UDO creation and update are subject to future negotiation with Town staff and leadership to identify additional refinements to ensure the Town's needs are fulfilled. However, to begin the discussion of project budget, please consider the following estimates:

PHASES	NOT TO EXCEED ESTIMATED COST
Phase 1: Comprehensive Plan Development	$97,000
Phase 2: UDO Creation & Update	$83,000

Any additional services could be negotiated in advance or during the project. Some additional services may also be included as less-involved enhancements to plan elements and any expenses are assumed to be covered by the Town, including lodging for required overnight meetings, meals, and other project related expenses required by the Town.

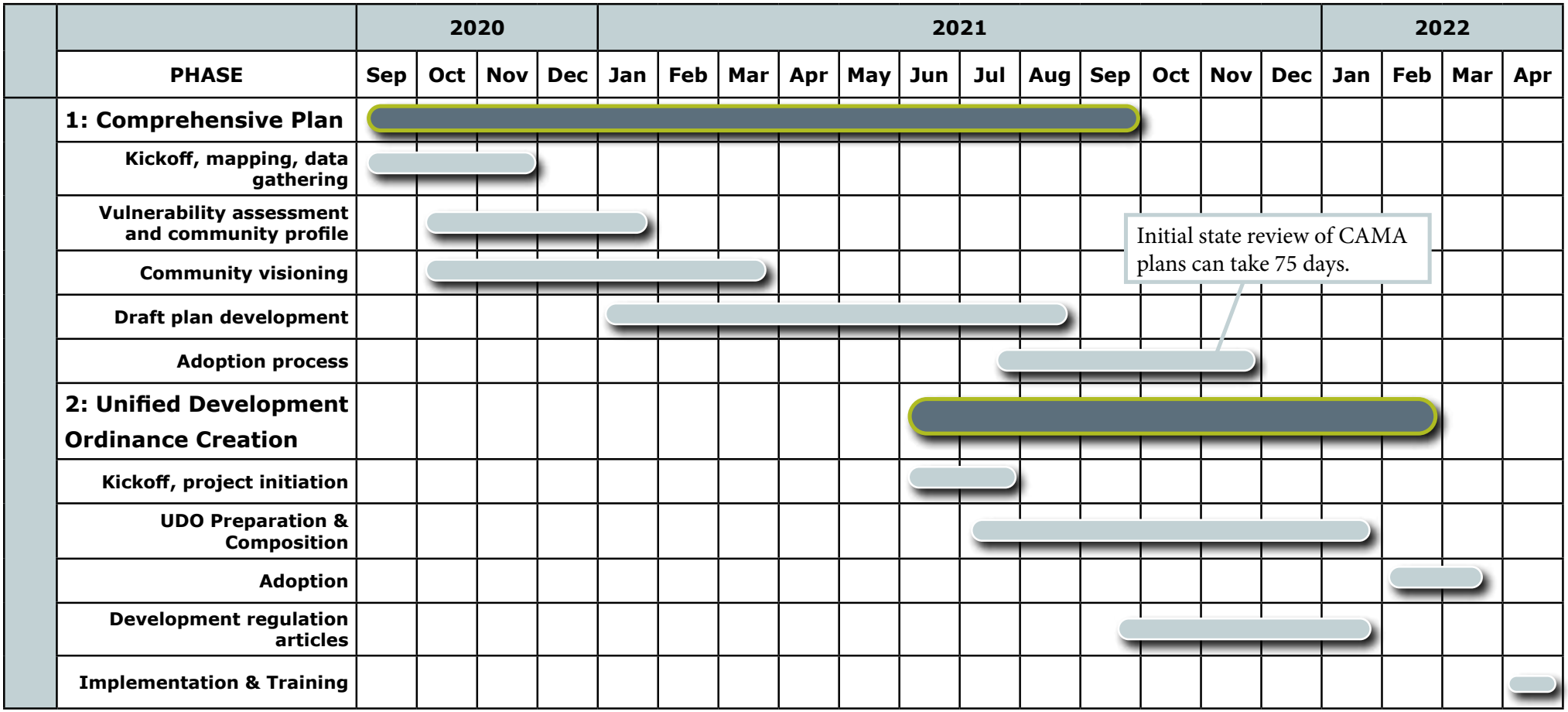
Conclusion

Stewart and the project team sincerely thank the Town of Beaufort, the selection committee, and the Town leadership for the opportunity to submit this proposal. We hope that we have correctly understood the intent of the RFP and that we have the opportunity to discuss this partnership further.



Katie Hamilton is on the Stewart project team for Historic Preservation. Katie is a member of the City of Durham Historic Preservation Commission, which holds quasi-judicial hearings to determine whether requested changes to the exterior of locally-designated historic district or landmark properties are appropriate by state law, local ordinance, and historic preservation plans for the districts.

Proposed Schedule



Note: exact schedule and number of meeting is subject to further discussion with staff following selection.

We anticipate this schedule for the development lifespan of this project.

STRONGER BY DESIGN

stewartinc.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 Regular Session
6:00 PM October 12, 2020

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Potential Project Additions
Turner Street 100 Block Pedestrian Improvements

BRIEF SUMMARY:

The Turner Street 100 Block Pedestrian Improvements project is currently expected to begin within the coming days. The $152,694 construction contract was awarded to Sunland Builders, Inc. on March 6, 2020; however, the contractor was asked to delay the start of work until after Labor Day per the desire of the Board of Commissioners. During this timeframe, Town Staff in conjunction with the consulting firm of Stewart examined the possibility of incorporating one or more crosswalks into the project. This examination yielded two sets of proposed improvements that were discussed with the Board of Commissioners during the September 28, 2020 work session. One improvement would mirror a non-ADA accessible crosswalk option presented by Stewart from their palette of options. The other would involve reworking a portion of the sidewalk at the north end of the current project together with an existing ramp to make the ramp and its crosswalk ADA compliant. Restriping a portion of the street in proximity to the ramp to create a truck loading/unloading zone was also discussed.

The discussion of the options resulted in a request that Staff consider alternatives to some of that presented. These alternatives are discussed in the attached “Staff Report.”

REQUESTED ACTION:

Consider approving the expansion of the Turner Street 100 Block Pedestrian Improvements as recommended, and the attached budget amendments.

EXPECTED LENGTH OF PRESENTATION:

20 minutes

SUBMITTED BY:

Greg Meshaw, Town Engineer and Sam Bell, Assistant Town Engineer

BUDGET AMENDMENT REQUIRED:

Yes

Staff Report

Potential Project Additions
Turner Street 100 Block Pedestrian Improvements

Introduction

During the September 28, 2020 work session two potential additions to the Turner Street 100 Block Pedestrian Improvements project were discussed with the Board of Commissioners. A summary of the potential additions is as follows:

- Add a non-ADA accessible crosswalk as depicted by a schematic drawing by the consulting firm Stewart. A copy of the drawing is provided as Exhibit 1. The exhibit shows the proposed crosswalk at Turner Street's intersection with Middle Lane.

  Estimated Cost: $19,400

- Rework a portion of the sidewalk at the north end of the current project and existing crosswalk ramp to make the ramp and the crosswalk ADA compliant. Restriping a portion of the street in proximity to the ramp to create a truck loading/unloading zone was also discussed. Lastly, construction of a street "bump-out" was also to be part of the work. The proposed location for this bump-out is between the driveway apron that leads to the alley beside the Fishtowne Brew House and the apron at the driveway into the nearby paid parking lot. The start of the sidewalk rework effort is shown on Exhibit 1 while Exhibit 2 provides a ground level view of the proposed improvements.

  Estimated Cost: $21,500

Staff does not believe it prudent to construct a non-accessible crosswalk at Middle Lane while leaving the existing cross walk as is since it is not compliant with accessible guidelines. For this reason, Staff recommended constructing both sets of improvements at a total estimated cost of $40,900. If, however, the Board of Commissioners desires to fund only one improvement, then staff recommends that the upgrades to the existing crosswalk be funded so that there will be a compliant crosswalk located within the 100 block.

The discussion of the above potential project additions resulted in a request that Staff consider alternatives to some of aspects of the potential additions presented. Requests were also made relative to the work already under contract. The requests were as follows:

- Consider making the existing crosswalk more visible by relocating the bump-out island previously proposed (see Exhibit 2) to the north side of it while also keeping the bump-out on the west side of the street.
- Consider constructing a raised cross walk at the location of the existing crosswalk.
- Consider constructing a raised cross walk at the proposed Middle Lane crosswalk.

- Consider removing the 75+ ft. long unused concrete driveway apron and thereafter, construct a concrete curb along the edge of the street while also filling and vegetating the void left by the removed apron.
- Consider placing the loading/unloading zone directly in front of the businesses along the west side of Turner Street such that would front some of the businesses bookended by The Royal James and the Fishtowne Brew House
- Consider installing grid type bicycle racks rather than inverted "U" type racks.

A discussion of the above options is presented in the following section.

Examination of Alternative Options

Below are Town Staff's comments concerning the potential project additions and revisions that the Board of Commissioners suggested as possibilities.

Relocate Bump-out Island adjacent to Existing Crosswalk

Again, Town Staff previously proposed the construction of a bump-out island as shown by Exhibit 2. Relocating the bump-out island adjacent to the north side of the existing cross walk while keeping it on the west side of Turner Street is feasible. Exhibit 3 shows a potential configuration of such an island. The island would of course, be bounded by new curb & gutter at the street edge. Such an island would as the Board suggested, provide separation between nearby parked vehicles and a pedestrian intending to cross the street. As such, it should make persons crossing from west to east more visible to southbound traffic. Additionally, it should also provide better northward line-of-site for those crossing the street.

There should be relatively little difference in cost between the two bump-out options; however, it is worth noting that a bicycle ramp was to be placed within the originally proposed bump-out. Accordingly, Exhibit 3 depicts the bicycle rack being located within an area bordered by white paint markings since the previously proposed bump-out will have been "relocated." As such, there will be no curb and gutter barrier to protect the rack from vehicular strikes.

Estimated Cost: No significant cost difference from that previously recommended.

Construct Raised Cross Walk at the location of the Existing Crosswalk

It was suggested during the work session that elevating the existing cross walk might increase the visibility of the crosswalk. Town Staff does believe that raising the cross walk will increase the visibility of the crosswalk. Also, Staff sees a raised cross walk as a means of slowing vehicular traffic through the crosswalk area.

A cost is given for construction of an elevated crosswalk below. This cost is based upon constructing a cross walk like the one constructed at Front Street between the Maritime Museum and Moonrakers Restaurant. The sloped portions of the crosswalk would be constructed of concrete while the pedestrian area would be constructed of brick or block pavers. The sloped portions of the crosswalk will encroach into two parking spaces on the East side of Turner St.; thus, we will need to eliminate these two parking spaces. However, eliminating these two spaces will significantly increase

pedestrian visibility. A plan view of the elevated crosswalk envisioned by Town Staff is shown by Exhibit 3.

Estimated Cost: $12,700

Construct Raised Cross Walk at the proposed Middle Lane Crosswalk

The Board of Commissioners comments provided above are applicable to the proposed Middle Lane Crosswalk as is the crosswalk description.

Town Staff does not believe that two raised crosswalks should be constructed in such close proximity. Staff believes that selection of the most appropriate location for a raised crosswalk comes down to which would provide the most benefit. This subject will be covered in "Staff Recommendations."

Estimated Cost: $11,400

Remove Unused 75+ Long Concrete Apron

Town Staff had not suggested removing the existing unused apron for two reasons: 1) so as to limit project costs; and 2) so that the old apron could be used as a ramp for moving items to the sidewalk being unloaded from trucks using the ***proposed*** loading zone. If, however, it is decided to position the loading/unloading zone at another location, then Staff sees no reason for keeping the apron. On the other hand, Staff suggests that at least two, five foot wide runs of the apron be retained to serve as the ramps between the street and the sidewalk if the area adjacent to the apron is selected as the loading zone location. All else can be removed and replaced with earth fill topped by sod (See Exhibit 3).

Estimated Cost: $8,400 (full removal, curb construction, earth fill, and sod)

Place the Unloading Zone adjacent to the Businesses along the West Side of Turner Street bookended by The Royal James and the Fishtowne Brew House

Board members had suggested locating the loading/unloading at the location depicted by Exhibit 4 to reduce the travel distances between the zone and the businesses. While it is true that a loading/unloading zone at this location would reduce the distance over which merchandise/supplies would need to be moved, the positioning of a parked truck at this location may be off-putting to those who might be dining on the sidewalk at the Turner Street Market or Fishtowne Brew House. With this in mind, it might be better to locate the zone at the south end of Turner Street where a parked tractor-trailer would essentially be fronting a blank wall. Additionally, the end of the trailer parked at this alternate location would be about the same distance from The Royal James as it would be from Fishtowne Brew House in the Board-suggested location. This means that the different truck-to-door front delivery distances would be about the same for both alternatives, just reversed. The location of such a loading/unloading zone is depicted by Exhibit 5.

Estimated Cost: No change in cost from that for the previously recommend location.

Install Grid Type Bicycle Racks instead of Inverted "U" Type Racks

Exhibit 6 consists of pictures of the two type of bicycle racks. Currently, inverted "U" racks are currently planned for installation. These types of racks are better for

securing bicycles using a locking type chain, cable, or bar. The center of a bicycle being secured is also generally placed at the center of the rack so that the rack can prop-up the bicycle. Bicycles using the grid-type rack are held up by the wedging created by a tire being placed between two grid bars. This type of rack is generally used where securing of bicycles is not a priority. The grid type rack also allows for the storage of more bicycles than the inverted U rack within the same areal footprint. Additionally, it tends to make for more orderly storage of bicycles that do not have kickstands.

Estimated Cost: No significant cost difference between installation of the planned inverted U-type racks and the Board-proposed grid racks.

Staff Recommendations

Town Staff recommendations are as follows:

1. Traffic calming measures that improve street crossing visibility for a pedestrian, shorten the street crossing distance, and reduce the speed and volume of passing vehicular traffic can have positive effects on pedestrian safety and mobility. Such calming measures include raised crosswalks, median islands and barriers (designed to include a pedestrian refuge), corner extensions, chokers (i.e. "bump-outs"). Town Staff understands that the construction of the bump-out/choker on the west side of Turner Street, adjacent to the northern side of the existing cross walk, was proposed by the Board of Commissioners in this vein. Town Staff concurs that a bump-out constructed at the crosswalk will affect better visibilities for both drivers and pedestrians. Additionally, the bump-out will result in a lessened street travel distance for pedestrians. This is an important consideration for both older and younger pedestrians, because of their potentially slower walking speeds. They should benefit from the shorter walking distance.

   Town Staff recommends inclusion of the bump-out construction as part of the work to be added to the existing project.

2. It was stated earlier that Town Staff does not favor the creation of two raised cross walks within the 100 block of Turner Street. It is believed that elevating the existing crosswalk while constructing a new one at Middle Lane will ultimately result in features that serve more as irritants to the motoring public than as traffic calming devices. Instead, Staff believes that the elevation of the existing cross walk together with the creation of an adjacent bump-out on the west side of the street (see recommendation 1 above) will sufficiently slow traffic approaching the business from the north. Additionally, traffic approaching from the south must make a turn from Front Street. This turning motion essentially serves to slow vehicles coming from Front Street as they immediately access the business area of Turner Street. As such, a calming device at Middle Lane seems unnecessary for traffic moving from Front Street northward.

   Lastly, the institution of the raised cross walk as a traffic calming measure (in conjunction with the construction of the bump-out) seems better suited to the current crossing since it is being recommended for reworking so as to make it the accessible mid-block crossing. The safety and mobility of persons with disabilities (including persons who need assistance walking or cannot walk at all, cannot

clearly see printed words, have limited cognitive functions, or have limited hearing) should be improved with this traffic calming measure.

Given the foregoing, Town staff recommends an elevating the existing crosswalk while also constructing a street level crosswalk at Middle Lane.

3. Town Staff's recommendation for the location of the loading/unloading zone remains unchanged from that made during the September 28th work session. As was noted earlier, the positioning of the unloading/loading zone such that part of it fronts Turner Street Market or Fishtowne Brew House seems an inappropriate location given the dining at the adjacent sidewalk

   Placement of the loading/unloading zone at the corner at the south end of Turner Street has been suggested in the above narrative as another possible location to affect a shorter truck-to-business carrying distance. This location was suggested since a parked tractor-trailer would essentially be fronting a blank wall. Nonetheless, Staff does not support positioning the loading/unloading zone at this location. It is believed that enforcing no parking by passenger vehicles at this location will prove challenging given its proximity to the businesses of both Front and Turner Streets. Staff also believes the same will be true for a zone located in proximity to Turner Street Market and Fishtowne Brew House since it would be located immediately adjacent to the Turner Street business strip.

4. Given recommendation 3, Town Staff recommends that at least two, five-foot-wide runs of the existing unused, concrete apron be retained to serve as the ramps between the street side loading zone and the sidewalk. All else can be removed.

5. Town Staff has no particular bicycle rack preference. Staff does believe that most bicycle parking will be short term in nature. Given this belief, Staff supports the request to substitute grid type racks for the planned inverted U racks.

Summary of Recommended Project Additions

Below are the recommended additions to the current Turner Street 100 Block Improvements project along with each's estimated cost adder. A proposed change to the existing scope of work is also provided.

Construct street level crosswalk at Middle Lane (Exhibit 1)	$19,400
Rework a portion of the sidewalk at the north end of the current project together with an existing ramp to make the ramp and its crosswalk ADA compliant. Restripe a portion of the street in proximity to the ramp to create a truck loading/unloading zone (Exhibit 2)	$21,500
Relocate planned bump-out island so that it is adjacent to existing mid-block cross walk (Exhibit 3)	--
Construct raised crosswalk at the location of the existing mid-block crosswalk	$12,700
Listing continued on next page	

Remove unused 75+ long concrete apron except for two, five foot wide runs of the apron that are to serve as the ramps between the street loading zone and the sidewalk; construct a concrete curb at street's edge, place earth fill, and sod.	**$ 8,400**
Substitute grid type bicycle racks for inverted U racks.	--
TOTAL ESTIMATED ADDITIONAL COST	**$62,000**

Options

The following are the potential actions which Town Staff sees being available to the Board of Commissioners along with Staff's assessment of the pros and cons of each.

1) **Approve** the Town Staff recommended additions to the existing Turner Street 100 Block Improvements project and a budget amendment allocating $62,000 from the Streets Improvements portion of the Capital Reserve to the project.
RECOMMENDED

   - Pros: Allows for the construction of safety related pedestrian improvements within the 100 block of Turner Street. Will result in improvements to an existing crosswalk designed to bring it into compliance with ADA guidelines. Will promote better traffic safety and flow through the establishment of a defined loading/unloading zone.
   - Cons: The approval of the budget amendment will reduce the Streets Improvements portion of the Capital Reserve by $62,000 which could otherwise be used for other projects/improvements.

2) **Disapprove** the Town Staff recommended additions to the existing Turner Street 100 Block Improvements project.

   - Pros: Preserves $62,000 within the Streets Improvements portion of the Capital Reserve which can be used for other projects/improvements.
   - Cons: The existing crosswalk will remain non-compliant with ADA guidelines. Crossing of Turner Street within the business strip of the 100 block will continue to occur at random locations and with limited visibility to vehicular traffic. The parking of delivery trucks will continue to occur at several different locations with some of that parking occurring within the travel lanes of the street.

3) **Approve with Changes** the additions proposed by Town Staff to the existing improvements project along with a budget amendment that allocates a monetary amount from the Streets Improvements portion of the Capital Reserve sufficient for the additional work.

   - Pros: Staff cannot adequately quantify the pros of such action without knowing the specifics of the changes.
   - Cons: Town Staff may not be able to adequately perceive the full implications of the changes until after approval.

4) **Delay Action**

- Pros: Gives the Board of Commissioners more time to consider the matter.
- Cons: Any additions to the current improvements project approved at a later meeting may not be able to be incorporated into the project easily. Since construction of the project will likely be underway at the time of approval, construction work already performed may have to be modified. This could result in extra cost on top of the cost to construct the addition(s).

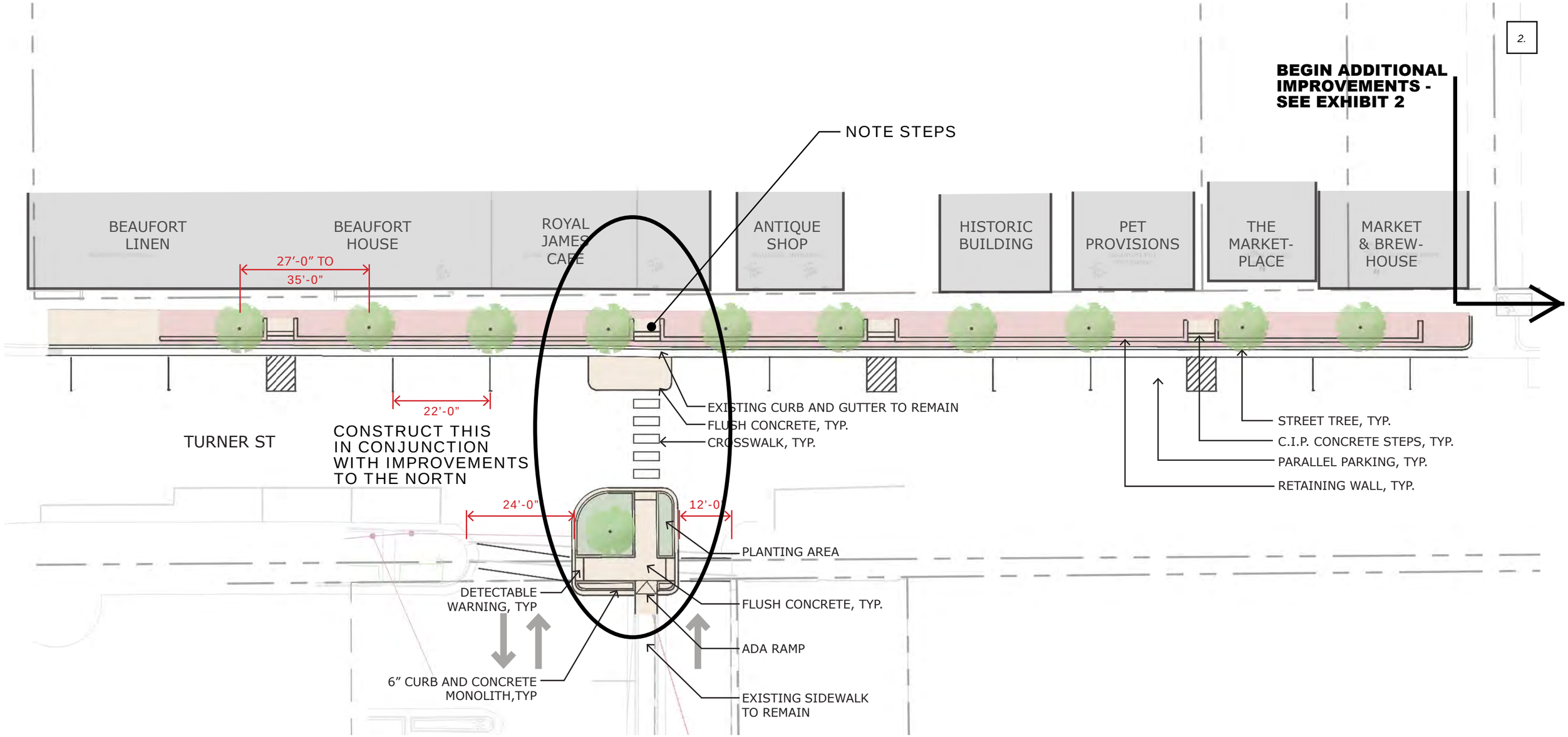


EXHIBIT 1

Date: 08.21.2020


BEGIN WORK
(APPROXIMATE)
REPLACE DRIVEWAY APRONS WITH
ONES AT LESS STEEP SLOPES
REPLACE RAMP AT ADA COMPLIANT
SLOPE (I.E. LESS STEEP SLOPE)
BUMP-OUT ISLAND
REPLACE SIDEWALK WITH LOWERED ONE
MARK AS A LOADING ZONE - NO PARKING
Google Earth
© 2020 Google

EXHIBIT 2

CONCRETE SIDEWALK

TRASH ENCLOSURE

SOD

CONCRETE CURB AND GUTTER

LOADING ZONE

BIKE RACK

RAISED CROSSWALK

4" WHITE PARKING STRIPE (TYP.)

TURNER STREET 60' PUBLIC R\W

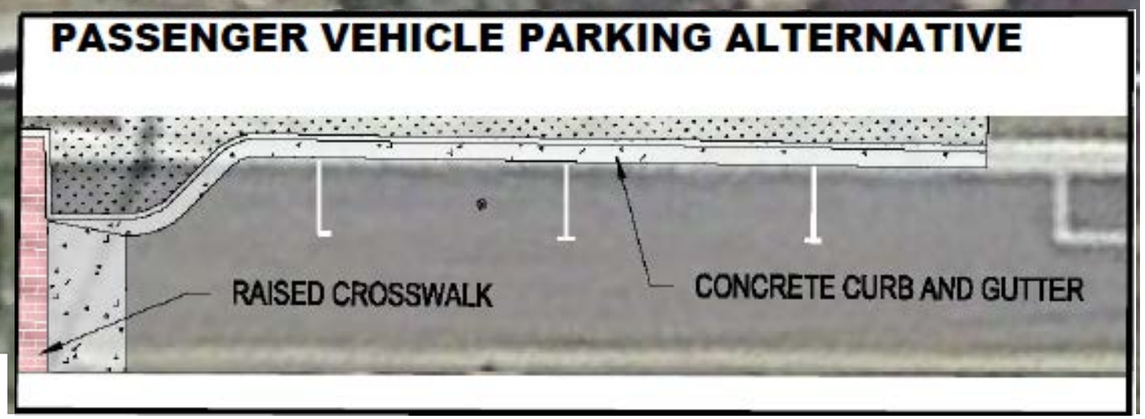


EXHIBIT 3

\\BEAUFORT-SERVER\Engineering\Private\1 Town Projects\Turner Street 100 Block Improvements\4 Drawing Files (dwg & pdf)\19-100TOB-North Side ADA.dwg, 10/8/2020 1:34:11 PM, DWG To PDF.pc3



\\BEAUFORT-SERVER\Engineering\Private\1 Town Projects\Turner Street 100 Block Improvements\4 Drawing Files (dwg & pdf)\19-100TOB-North Side ADA.dwg, 10/7/2020 9:04:20 PM, DWG To PDF.pc3

EXHIBIT 4



EXHIBIT 5

\\BEAUFORT-SERVER\Engineering\Private\1 Town Projects\Turner Street 100 Block Improvements\4 Drawing Files (dwg & pdf)\19-100TOB-North Side ADA.dwg, 10/7/2020 2:46:42 PM, DWG To PDF.pc3



Inverted U Bicycle Racks



Grid Bicycle Rack

EXHIBIT 6

TOWN OF BEAUFORT
CAPITAL RESERVE FUND AMENDMENT #5

WHEREAS, the Town of Beaufort adopted a Capital Reserve Fund Ordinance for Bulkhead/Board Walk Project, Utility Line Improvement Project, and Street Resurfacing Project on May 13, 2019, and

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 amend the Capital Reserve Fund for the Bulkhead/Board Walk Project, Utility Line Improvement Project, and Street Resurfacing Project as follows:

- Transfer funds from Capital Reserve Fund to Capital Project Fund – Street Rehabilitation and Pedestrian Improvements for Turner Street improvements.
    - Baseline work $152,694
    - Crosswalks/Change order $62,000

SECTION II: EXPENDITURES

DECREASE

FUTURE CAPITAL OUTLAY FOR STREET PROJECT	$ 214,694
TOTAL DECREASE	**$ 214,694**

INCREASE

TRANSFER TO CPF- STREET REHABILITATION ANAD PEDESTRIAN IMPROVEMENTS	$ 214,694
TOTAL INCREASE	**$ 214,694**

SECTION III: DISTRIBUTION

Copies of this ordinance shall be furnished to the Town Manager/Finance Officer, Assistant Town Manager, and the Deputy Finance Officer to be kept on file by them for their direction in the disbursement of funds for carrying out this project:

Adopted this 12th day of October 2020

ATTEST:

Rachel Johnson
Deputy Town Clerk

Everette S. Newton
Mayor

TOWN OF BEAUFORT
CAPITAL PROJECT BUDGET AMEDNMENT #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 Reserve Fund for Street Rehabilitation and Pedestrian improvements as follows:

SECTION I: REVNUE

Transfer from Capital Reserve Fund to fund the Turner Street sidewalk and crosswalks

INCREASE

TRANSFER FOM 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 12th day of October 2020.

ATTEST:

Rachel Johnson
Deputy 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, Monday, September 28, 2020 – Held Through Zoom Due to COVID19 Pandemic

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Cedar Street Park/Homer Smith Marina

BRIEF SUMMARY:

At the August regular meeting the Board discussed a request from Homer Smith Marina for the town to support NCDOT abandoning 19,409 square feet of ROW, which would be used for parking needed for an expansion of the marina. In exchange, the owner offered to contribute $75,000 toward the construction of the restroom/kiosk at the new Cedar Street Park. A concept plan for the park showing the parking lot design at Homer Smith Seafood and the marina expansion is attached.

Commissioners expressed concerns about the desire for visible separation between marina parking from Cedar Street Park parking, marina patrons parking in the Cedar Street Park lot, and the amount of the contribution.

The Board directed staff to meet with Homer Smith Marina representatives to address these concerns and report back on how the concerns might be mitigated.

The report is attached.

REQUESTED ACTION:

Consider request.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No

Homer Smith Marina Expansion Revised Proposal
September 23, 2020

Homer Smith Marina desires to expand from 85 to 178 slips and replace the fish house with a clubhouse for marina patrons. Of the 178 slips, 4 will be reserved for fueling and pump-out, and 33 for transient boaters, with construction of the latter funded through a Boating Infrastructure Grant (Homer Smith representatives wish to note that transient and fueling/pump-out slips will not generate parking traffic).

Obtaining the previously requested 19,409 square feet of ROW from the NCDOT will provide enough space to exceed the Town's parking requirements for marinas.

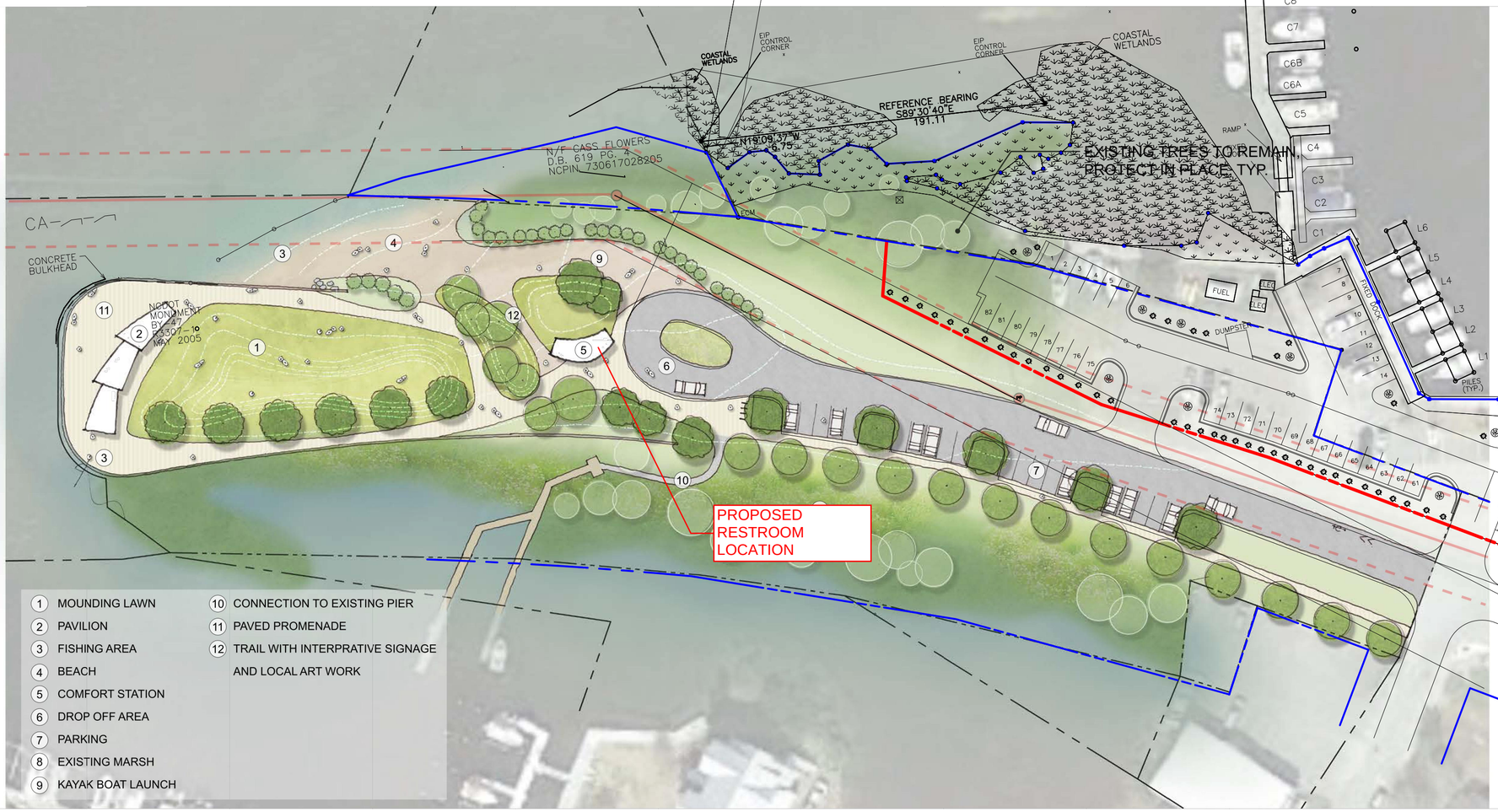
To address concerns raised by Board members at the August regular meeting, Homer Smith Marina agrees to the following:

1. Marina patrons will be required to adhere a marina parking decal to their vehicle, making any marina patrons parking in the Cedar Street Parking lot identifiable.
2. Homer Smith Marina will construct a vegetative buffer between its parking lot and the Cedar Street Park parking lot that exceeds the Town's requirements, and also construct a fence (see attachment: *Homer Smith Parking Detail – Vegetative Buffer*).
3. Homer Smith Marina is willing to place a gate at the proposed west parking lot entrance. The gate would be locked and only accessible to fire, police, trash removal service, and large delivery vehicles. Town staff believe two entrances to the marina parking lot are necessary.
4. Homer Smith Marina is willing to donate $125,000 for the construction of a restroom/kiosk building at the Cedar Street Park.

Other Related Matters

In addition to obtaining the19,409 square feet of ROW from the NCDOT, there are a number of other requirements that Homer Smith Marina must fulfill before the expansion may proceed:

1. Obtaining a CAMA Major permit
2. Obtaining site plan approval from the Town
3. Obtaining proper building permits
4. Reaching agreement with the Board of Commissioners to amend the 2012 covenant with the Town limiting the total number of boat slips from 85 to 178 (see attached covenant).



Date: 11.07.2019

0′ 20′ 40′ 80′

TOWN of BEAUFORT NORTH CAROLINA

CEDAR STREET PARK
- SITE PLAN-

STEWART

2020.07.01 - TCGPA SITE PLAN OVERLAY
1" = 50'-0"

K+W

NORTH CAROLINA, CARTERET COUNTY
This instrument and this certificate are duly filed at the date and time and in the Book and Page shown on the first page hereof.
Joy Lawrence, Register of Deeds
By _____
Asst. Deputy, Register of Deeds

FILE # 1402013

FOR REGISTRATION REGISTER OF DEEDS
Joy Lawrence
Carteret County, NC
March 06, 2012 04:28:02 PM
COUNTER R/C 15 P
FEE: $26.00
FILE # 1402013

STATE OF NORTH CAROLINA

COUNTY OF CARTERET

COVENANT

This Covenant is made for purposes of reference this the 21st day of October, 2011 by and between the Town of Beaufort, a North Carolina municipal corporation, and Homer Smith, LLC, a North Carolina limited liability company.

Article I

DEFINITIONS

As used in this Covenant, the following terms are defined as described:

1.1 "1/4 Rule" shall mean the regulation issued by the North Carolina Department of Environment and Natural Resources published at 15A NCAC 07H .0208 (b)(6)(G)(iii) which, with certain exceptions, limits pier and docking facility lengths to 1/4 the width of the body of water in which such facilities are located.

1.2 "Beaufort" shall mean the Town of Beaufort, North Carolina.

1.3 "CAMA" shall mean the Coastal Area Management Act (N.C.G.S. 113A-100, et seq.) and any successor or replacement legislation that regulates the

BOOK 1402 PAGE 13

construction, maintenance or operation of marinas in public trust waters of North Carolina.

1.4 "Contested Case" shall mean the proceeding in the North Carolina Office of Administrative Hearings, file number 10 EHR 8547, captioned Beaufort Partners, LLC & John Gardner v. DCM & Homer Smith, LLC wherein Beaufort Partners challenges the validity or scope of the Homer Smith, LLC CAMA Permit.

1.5 "DCM" shall mean the Division of Coastal Management of the North Carolina Department of Environment and Natural Resources "DENR").

1.6 "Homer Smith, LLC ("Homer Smith, LLC or Homer Smith")", is a North Carolina limited liability company.

1.7 "Homer Smith, LLC CAMA Permit" shall mean that major development permit No. 114-10 issued to Homer Smith, LLC on October 15, 2010 for construction of an 85 wet-slip marina and associated facilities on the Homer Smith, LLC Property and extending into the public trust waters of Town Creek adjacent thereto.

1.8 "Homer Smith Marina" shall mean the system of piers, docks, pilings and related structures permitted for construction and operation in the waters of Town Creek adjacent to the Homer Smith, LLC Property (as defined below) as well as the related facilities constructed or maintained on the Homer Smith, LLC Property.

1.9 "Homer Smith, LLC Property" is that real property, and the riparian area appurtenant thereto, in the Town of Beaufort, Carteret County, North Carolina and more particularly described in that certain deed, dated January 10, 2008, and recorded in Book 1254, beginning at Page 222, Carteret County Registry.

1.10 "Municipal Pierhead Line" shall mean the line described in more detail below on the south side of Town Creek, established and adopted by Beaufort on August 8, 2011 pursuant to 15A NCAC 07H .0208 (b) (6) (G) (iii) to modify the 1/4 Rule and allow the Partners' Marina and the Homer Smith Marina (and other riparian owners on the south side of Town Creek) to extend their pier and docking facilities further north

BOOK 1402 PAGE 13

than permitted by the 1/4 Rule. A drawing defining said Municipal Pier Head Line is attached as Exhibit "A" and incorporated by this reference.

1.11 "Partners" shall mean Beaufort Partners, LLC, a North Carolina limited liability company, John G. Gardner and wife, Gypsie W. Gardner and Wade Cary Enterprises, Inc., a North Carolina corporation.

1.12 "Partners' CAMA Permit" shall mean Major Development CAMA Permit No. 103-09, issued on July 16, 2009 to Beaufort Partners, LLC for construction of a 59 wet slip marina and associated facilities on the Partners' Property and extending into the public trust waters of Town Creek adjacent to the Partners' Property pursuant

1.13 "Partners' Marina" shall mean the system of piers, docks, pilings and related structures permitted for construction and operation in the waters of Town Creek adjacent to the Partners' Property (as defined below) as well as related facilities constructed or maintained on said Property

1.14 "Partners' Property" is that real property, and the riparian rights appurtenant thereto, in the Town of Beaufort, Carteret County, North Carolina as more particularly described in those certain deeds identified as follows: (1) Beaufort Partners, LLC deed, dated February 21, 2008, recorded in Book 1259, beginning at Page 284; (2) Wade Cary Enterprises, Inc. deed, dated July 3, 1997, recorded in Book 803, beginning at Page 91; and (3) the Gardners' deed, dated April 14, 2009, recorded in Book 1305, beginning at Page 141 - all recorded in the Carteret County Registry, and all being referred to for a more specific description of the properties subject to these Restrictive Covenants.

1.15 "Wet Slip" shall mean an area defined on two or more sides by docking and/or tie pilings, for the purposes of accommodating a single boat, vessel or personal watercraft. "Wet Slip" does not encompass or include transient boat docking along the side or end or T-heads of piers or docks.

Article II

RECITALS

2.1 Partners are the current owner of Partners' Property. Partners has been issued the Partners' CAMA Permit and a building permit by Beaufort to construct the same. The Partners' CAMA Permit and Beaufort's building permit allow Partners to construct and maintain 59 Wet Slips in the Partners' Marina.

2.2 Homer Smith is the current owner of the Homer Smith Property. Homer Smith has been issued the Homer Smith CAMA Permit and a declaration of vested rights to construct the same by the Beaufort Board of Commissioners. The Homer Smith CAMA Permit and Beaufort's declaration of vested rights allow Homer Smith to construct and maintain 85 Wet Slips in the Homer Smith Marina.

2.3 Partners filed the Contested Case generally to challenge the alleged navigation issues between the Partners' Marina and the Homer Smith's Marina. In mediation of the Contested Case, the concept of Beaufort establishing a "pierhead line" near the southern side of Town Creek arose as a means of modifying the 1/4 Rule allowing Partners and Homer Smith additional flexibility to reconfigure their marinas to eliminate the alleged navigational conflict over Homer Smith's setback of its marina from the common riparian line, or extension thereof.

BOOK 1402 PAGE 13

2.4 Beaufort, having considered, among other factors, the irregular shore line on the south side of Town Creek, has found it to be in the public interest to establish a pierhead line in this area that will allow construction of marinas extending into Town Creek more than permitted by the 1/4 Rule. A pierhead line established by Beaufort could allow Partners and/or Homer Smith to construct more wet slips in public trust waters than currently permitted as part of their marinas. Beaufort has determined that, at this time, additional slips in 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 more congestion of boats and boat traffic on public trust waters, additional vehicular traffic to and from the marinas, additional security needs, and other secondary effects not set forth herein. Accordingly, while Beaufort has established the Municipal Pierhead Line, it has conditioned the validity of the same on the following three conditions which are:

(a) Both Partners and Homer Smith agree that, notwithstanding the extended Municipal Pierhead Line, the numbers of Wet slips in their marinas will be limited to those specified in their existing CAMA and

municipal permits, subject to amendment only by future written agreement between that respective property owner or owners and Beaufort amending the terms of that respective owner's or owners' Restrictive Covenants;

(b) Partners and Homer Smith agree in writing to reconfigure their respective marina layouts to avoid any dispute over the setback of their marinas from their mutual riparian line, or an extension thereof; and

(c) The Municipal Pierhead Line is presented to the United States Army Corps of Engineers and DCM for consultation purposes, and no objections are received.

The Board of Commissioners of Beaufort also delegated to the Beaufort Town Manager the authority to review the revised schematic plans for the two marinas in light of changes facilitated by the Municipal Pierhead Line to determine if there remains substantial compliance with the marina plans previously approved by Beaufort so that the "vested rights" of each marina project continue. On or about September 16, 2011, Partners and Homer Smith reached agreement in writing regarding reconfiguration of their respective marina layouts to resolve their existing disputes regarding the setback of their marinas from their mutual riparian line. The Town Manager has reviewed

this agreement and associated marina layouts drawing, and has determined that said plans remain in substantial compliance with those previously reviewed and approved by Beaufort.

2.5 Prior to the execution and delivery hereof, the Corps of Engineers and DCM have been consulted and have not objected to the Municipal Pierhead Line, and Partners and Homer Smith have each agreed in writing to the reconfiguration of their marina project layouts relative to their mutual riparian line or extension thereof and the manager of the Town of Beaufort has reviewed and approved the schematic drawing of each marina project.

2.6 The purpose of this Covenant is for Homer Smith to agree to limit the number of Wet slips in its marina to the number currently permitted by DCM, unless Homer Smith and Beaufort mutually agree in writing otherwise, in order to satisfy the remaining condition imposed by Beaufort for its establishment and adoption of the Municipal Pierhead Line. Partners similarly has agreed to limit the number of Wet slips in its marina and has executed and delivered to Beaufort a similar Covenant accomplishing same. Attorneys for Partners and Homer Smith have reviewed both covenants to assure their acceptability. For this Covenant to be effective, it and the Partners' Covenant with Beaufort will be recorded on the same

day, and as close to the same moment in time as possible at the Carteret County Registry.

2.7 The holder of all deeds of trust on the Partner's Property have joined in the execution of its Covenant to subordinate the terms of such deed of trust to the terms thereof, and the holder of any deed of trust on the Homer Smith property will join in the execution of this Covenant to subordinate the terms of such deed of trust to the terms hereof.

Article III

COVENANT AND STATEMENT OF AGREEMENT

To satisfy a condition for the effectiveness of the Municipal Pierhead Line, and for other good and valuable consideration, Homer Smith covenants and agrees with Beaufort as follows:

3.1 Recitals Incorporated. The Recitals above are incorporated herein and made a part hereof.

3.2 Limit on Numbers of Slips. Notwithstanding that establishment of the Municipal Pierhead Line would, or might, allow Homer Smith to construct additional Wet Slips as part of its marina under CAMA regulations, Homer Smith covenants and agrees with Beaufort that the number of Wet Slips in the Homer Smith Marina will not, without the written consent of Beaufort, exceed 85. This Covenant shall apply to the Homer Smith

Property and the riparian area appurtenant to and/or adjacent to the Homer Smith Property and will run with the title to the Homer Smith Property and the riparian area appurtenant to and/or adjacent to the Homer Smith Property.

3.3 Amendment. This Covenant may be amended or modified only by written instrument approved by the Board of Commissioners of Beaufort, the holder at the time of amendment of the Homer Smith CAMA Permit or successor permit, and the owner at that time of the Homer Smith Property.

3.4 Continuation of Vested Rights. The Manager of the Town of Beaufort has reviewed the schematic drawings of Homer Smith Marina made to reconfigure the same within the Municipal Pierhead Line. This schematic drawing is identified as that certain drawing by Stroud Engineering, P.A., captioned "Proposed Site Plan, Beaufort Harbor Marina & Yacht Club, Revision No. 2, 9/21/11." By executing this Covenant the Town Manager determines and affirms that the revised plan for the previously permitted Homer Smith Marina is in substantial conformity with the Homer Smith Marina for which a 5 year declaration of vested rights to construct the same previously was issued by the Beaufort Board of Commissioners and, as a result, Homer Smith's vested rights to construct the marina shall remain in full force and effect until expiration of such rights according to State law or municipal ordinance.

3.5 Miscellaneous.

a. Successors and Assigns. This Covenant shall inure to the benefit of and shall bind, Homer Smith, the holder of the Homer Smith's CAMA Permit, and the successor owners of the Homer Smith Property and or successor holder(s) of Homer Smith's CAMA Permit.

b. Rule of Construction. All parties to this Covenant have had ample opportunity to participate in the drafting hereof and there will be no rule of construction or interpretation applied on account of draftsmanship.

(Intentionally left blank.)

IN WITNESS WHEREOF this instrument is executed and delivered.

TOWN OF BEAUFORT

By: _____
Richard L. Stanley, Mayor

Attest: _____
Town Clerk

_____
Charles W. Burgess, Jr.
Beaufort Town Manager

HOMER SMITH, LLC

By: _____
Tony M. Frost, Manager

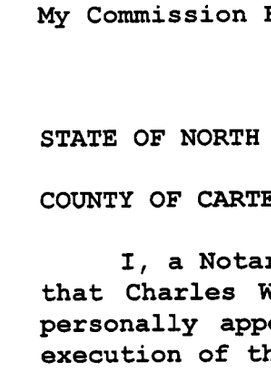
BOOK 1402 **PAGE** 13

STATE OF NORTH CAROLINA

COUNTY OF CARTERET

I, a Notary Public of the county and state aforesaid, certify that Richard L. Stanley, personally appeared before me this day and acknowledged he is Mayor of the Town of Beaufort and that by authority duly given and as the act of said municipal corporation, he signed the foregoing instrument in its name on its behalf as its act and deed.

WITNESS my hand and official stamp or seal this 15th day of November, 2011.



M Michele Davis
Notary Public

M Michele Davis
Printed name of Notary Public

My Commission Expires: 5-10-2014

STATE OF NORTH CAROLINA

COUNTY OF CARTERET

I, a Notary Public of the County and State aforesaid, certify that Charles W. Burgess, Jr., Manager of the Town of Beaufort, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this the 15th day of November, 2011.

M Michele Davis
Notary Public

M Michele Davis
Printed name of Notary Public

My Commission Expires: 5-10-2014

BOOK 1402 PAGE 13

STATE OF NORTH CAROLINA

COUNTY OF CARTERET

I, a Notary Public for said County and State, certify that Tony M. Frost, Manager of HOMER SMITH, LLC, a North Carolina limited liability company, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal this the 10th day of November, 2011.

GREENE COUNTY NC NOTARY PUBLIC EDGAR W HAGGERTY JR

Edgar W Haggerty JR
Notary Public

Edgar W Haggerty
Printed name of Notary Public

My Commission Expires: 6-20-2014

BOOK 1402 PAGE 13

Subordination Statement/Agreement

This Subordination Statement/Agreement is given pursuant to paragraph 2.7 of the above Covenant. As used in this Statement/Agreement the "Deed of Trust" is described as:

Date of Deed of Trust: November 28, 2007

Recording Information: Book 1250, Page 130, Carteret County Registry

Grantor: Anna Marie Frost and Alice Marie Willis

Trustee: C.R. Wheatly, III

Beneficiary: Marie Smith

The undersigned executes this Subordination Statement/Agreement to subordinate the terms of the Deed of Trust to the Covenant dated October 21, 2011 between the Town of Beaufort and Homer Smith, LLC to which this Statement/Agreement is attached.

Marie Smith

Marie Smith, Beneficiary

BOOK 1402 **PAGE** 13

STATE OF NORTH CAROLINA

COUNTY OF CARTERET

I, a Notary Public of the County and State aforesaid, certify that Marie Smith, Beneficiary, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this the 10th **day of** November**, 2011.**

GREENE COUNTY, NC
NOTARY PUBLIC
EDGAR W HAGGERTY JR

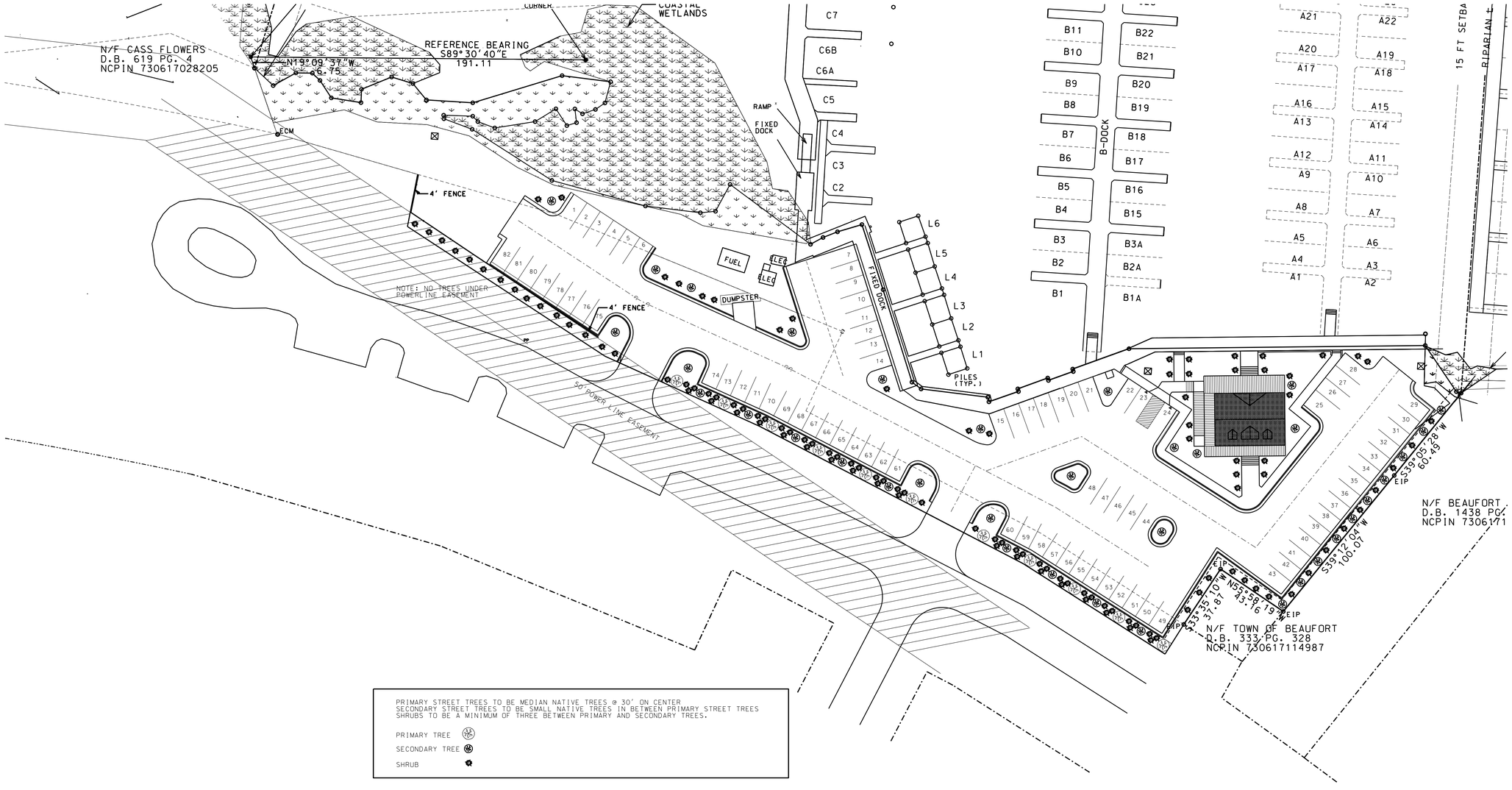
Signature of Notary Public

Edgar W Haggerty JR

Printed Name of Notary Public

My Commission Expires: 6-20-2014

BOOK 1402 **PAGE** 13



PRIMARY STREET TREES TO BE MEDIAN NATIVE TREES @ 30' ON CENTER
SECONDARY STREET TREES TO BE SMALL NATIVE TREES IN BETWEEN PRIMARY STREET TREES
SHRUBS TO BE A MINIMUM OF THREE BETWEEN PRIMARY AND SECONDARY TREES.

PRIMARY TREE

SECONDARY TREE

SHRUB

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, Oct. 12, 2020 – Held Through Zoom Due to COVID19 Pandemic

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Upcoming Events and Activities

BRIEF SUMMARY:

Pirate Invasion was asked during the Work Session to submit a social distancing plan and a cannon fire schedule as a part of the tentative approval to move forward with the event.

Upcoming Events and Activities

Halloween, Lions Club Bridge Run-Nov. 7, Pirate Invasion-Nov 21, Santa House/Tree Lighting-John Newton Park, Christmas Parade, Flotilla, New Years Eve-Pirate Drop

REQUESTED ACTION:

Discussion/Approval

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

Rett Newton, Mayor

BUDGET AMENDMENT REQUIRED:

No

Pirate Invasion Requests:

John Newton Park - Set-up of two outside vendors who sell pirate clothing and jewelry On Saturday, Nov. 21

GraydenPaul/Eury Park - Set-up a living history encampment with one crew of less than 20 people with a firing line. This area would be blocked off so the public could not enter the encampment but rather view from behind a safety line at least 6 feet from the reenactors.
Set-up of a station to sell t-shirts and face masks on the side of Grayden Paul away from the encampment

Friday evening: a mini water flotilla from Gallants Channel to the Boathouse and back with canon fire

Saturday: living history display, canon fire demonstrations, two vendors in John Newton and a water battle at 3 pm. The water battle would start at Gallants Channel and run along Front Street on Taylor's Creek to the Boathouse and back.

Camp set up would begin on Thursday at Eury Park and camp would be broken down on Sunday.

This event would only be advertised locally as the intent is to be a community activity that does not draw a large number of people.

Let me or Carl know if there are any questions we can answer prior to Monday.

THE BEAUFORT PIRATE INVASION™ Inc.

Greetings,

The following tentative schedule at Militia camp for Cannons/small arms firings for November 21st and 22nd is as follows,…

Friday 21st - –3”:30pm, return fire to Flotilla signaling Invasion

Saturday 22nd - – 9am, opening cannon salute , single shot

11am, Black powder demonstration

1:30pm, Black powder demonstration

3:30pm, Join attack on Blackbeard’s Ship

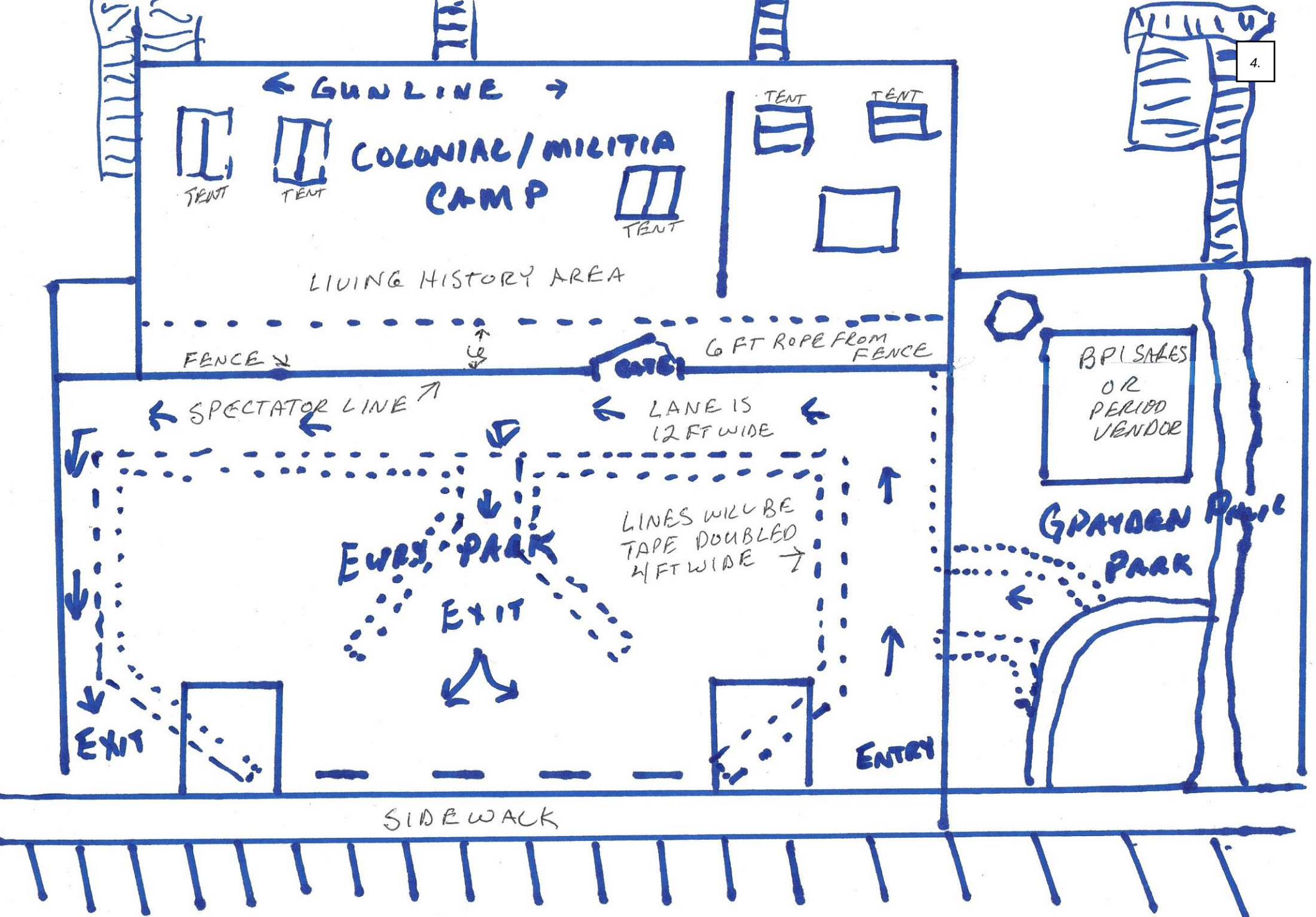
Schedule is flexible and can be changed to suit preference of Town,… this is only our recommendations’’. Thank you!

Standing by,

Capt. Carl Cannon Jr., , aka – Blackbeard

Social Distancing explanation of submitted map:

As to the distancing, wide lanes will be used to give plenty of room for spectators to view camp and living history. Hand sanitizer will be available and temperature checks could be done. Face coverings recommended. Performers will be behind second line 6 to 8 feet from fence and will interact from a safe distance. Traffic will enter one way and have several exits as not to bunch folks up'. Barriers can be rope, plastic tape or plastic fencing. Any suggestions or recommendations are welcome. Traffic here should move through quickly, usually about 10 minutes or less to view exhibits. Black powder demonstrations last about 15 minutes.



EURY PARK NOV 21,22, 2020

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 Oct. 12, 2020
Zoom Meeting due to Covid-19

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Appointments to Historic Preservation Commission, Parks and Recreation Advisory Board and Board of Adjustment

BRIEF SUMMARY:

The Town of Beaufort has the following vacancies on the Historic Preservation Commission, Board of Adjustment and Parks and Recreation Advisory Board:

- HPC—one position to fill an unexpired term ending in January 2021
- BOA—one position for an in-town alternate unexpired term ending in January 2022
- P&R—three positions for three-year terms

REQUESTED ACTION:

Consider applicants for appointment to serve on Volunteer Boards.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Michele Davis, Town Clerk

BUDGET AMENDMENT REQUIRED:

No

TOWN OF BEAUFORT

APPLICATION FOR VOLUNTEER BOARD

Name: C. Brian O'Haver

Address: 509 Carteret Avenue Beaufort, NC

Telephone: 9198802179 Email: bohaver@stewartinc.com

Employer: Stewart Occupation: Landscape Architect

Board, Committee, or Commission Interested In (please check all that apply):

☐ Planning Board ☐ Board of Adjustment ☐ Historic Preservation Commission

☐ Airport Authority ☐ Oceanview Cemetery ☑ Parks & Recreation

☐ Other: _____

☐ **NEW APPOINTMENT** ☑ **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Successful Landscape Architect with 25+ years of experience in all phases of project development. Extensive experience in both the public and private sectors. I have lead multi-discipline teams through complex projects from conception to completion. I am active in the community and experienced and engaged in commissions, non-profit organizations and industry groups. .I just completed my first term on the Beaufort P&RAB and believe my experience and expertise brought value to the board's efforts. (Resume Attached)

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

☑ YES ☐ NO

If yes, please state the name of the Board, Committee, or Commission:

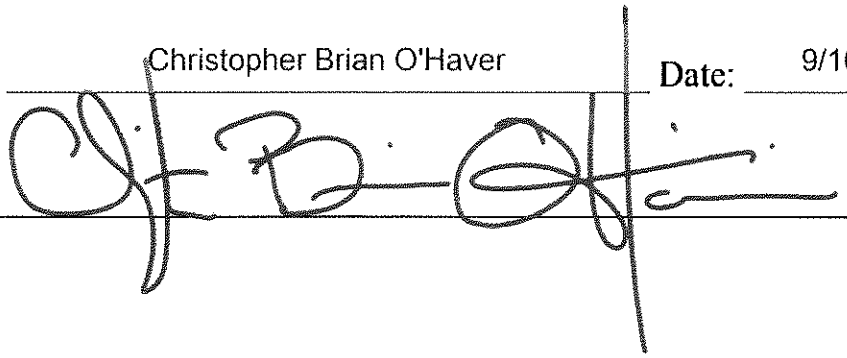
Beaufort Parks & Rec Advisory Board; City of Raleigh Planning Commission

If this is a reappointment, please list the number of meetings attended during the last 12 months: 7 out of 8. SEPT 2019 CANCELLED FOR HURRICANE DORIAN FEB 2020 CANCELLED APR, MAY, JUNE CANCELLED DUE TO COVID 19

Do you attend regular town meetings? ☑ YES ☐ NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Christopher Brian O'Haver Date: 9/10/20

Signature: 

Date received _____ Received by: _____ Date Reviewed by BOC: _____

C. BRIAN O'HAVER, PLA

bohaver@stewartinc.com

919.880.2179

www.linkedin.com/in/c-brian-o

DIRECTOR, BUSINESS DEVELOPMENT // VICE PRESIDENT // REGISTERED LANDSCAPE ARCHITECT

Successful landscape architect with 25+ years experience and outstanding qualifications in organizational management and in all phases of project development. Extensive experience in the public and private sectors of business. Capable leader of multi-disciplinary teams through complex projects from conception to completion. Accomplished in building client relationships and maintaining client confidence from pursuit through project completion. Active in the community, engaged in commissions, non-profit organizations and industry groups.

CORE STRENGTHS + SKILLS

- Comprehensive site development experience
- Team-first attitude
- Solutions oriented
- Well respected
- Extensive and diverse relationships
- Works well under pressure
- Strategic
- Community minded
- Understands value of successful public spaces
- Resourceful
- Ambitious
- Competitive

PROFESSIONAL EXPERIENCE

- Leads business development efforts in the Triangle for Stewart across all Practice Areas
- Managed 60+ person studio; responsibilities focused on culture, growth, strategic initiatives, client satisfaction, profitability, staffing, billing/AR, forecasting, training and human resources
- Served as principal-in-charge on dozens of high-profile, complicated projects that were completed on time and on schedule
- Responsible for business development strategies
- Created LLT (Land Leadership Team) to assist in running studio efficiently and profitably
- Responsible for maintaining client relationships and expectations
- Identified need and orchestrated organizational restructuring to accomodate 200% growth
- Initiated CRM (Customer Relationship Management) development and implementation
- Opened regional office in new market
- Instituted monthly financial meetings with metrics for reporting and accountability
- Strategized and influenced RFP/RFQ submittals, proposals and presentations
- Developed agenda and led quarterly LLT Strategic Retreats + annual strategic meetings
- Developed organizational structure to ensure desired level of excellence achieved on all projects
- Maintained rigorous one-on-one monthly meeting with direct reports resulting in career advancement
- Established strong rapport and continued trust of clients
- Worked to coach, develop, and train team members
- Built satellite office into successful, profitable practice
- Chaired and represented City Council appointed commission
- Prepared and led presentations to community, council and clients
- Active member and leader in multiple industry organizations
- Commitment and involvement in multiple non-profit organizations

CAREER HISTORY

Current - 2014 // Stewart
Director, Business Development & Vice President
- Managing Studio Leader
- Manager of Landscape Architecture

2014 - 1997 // ColeJenest & Stone
Studio Leader
- Raleigh Manager
- Team Manager
- Project Manager
- Project Landscape Architect
- Site Designer

1997 - 1994 // El Paso Patriots Professional Soccer Team
Player and team member
- Finalist 1995 US Open Cup – Runner-up

COMMUNITY AND PROFESSIONAL ENGAGEMENT

- Member, Town of Beaufort Parks and Recreation Advisory Board
- Member, City of Raleigh Planning Commission
- Board of Directors, Downtown Raleigh Alliance
- Member, American Society of Landscape Architects
- Member, Urban Land Institute
- Member, Greater Raleigh Chamber of Commerce, Government Affairs Committee
- Member, Triangle Community Coalition
- Member, City of Raleigh Development Services Advisory Committee
- Mentor, NC State Landscape Architecture Program
- Graduate, Leadership Raleigh Class 34
- Former Chair + Member, City of Raleigh Appearance Commission
- Former Member, Advisory Group City of Raleigh Unified Development Ordinance
- Former Member, Board of Directors, Rebuilding Together of the Triangle – Executive Committee
- Former Task Force Chair, City of Raleigh Outdoor Dining Ordinance
- Former Task Force Member, City of Raleigh Sign Ordinance

EDUCATION

Bachelor of Landscape Architecture, University of Rhode Island
D-1 Athlete, recipient of four year soccer scholarship

REFERENCES

Available upon request

9.3.20
mdavis

5.

TOWN OF BEAUFORT

APPLICATION FOR VOLUNTEER BOARD

Name: Melvin Cooper

Address: 304 Cedar Street

Telephone: 252-259-1599 Email: cvmcoope_2000@hotmail.com

Employer: _____ Occupation: Retired

Board, Committee, or Commission Interested In (please check all that apply):

☐ Planning Board ☐ Board of Adjustment ☐ Historic Preservation Commission

☐ Airport Authority ☐ Oceanview Cemetery ☑ Parks & Recreation

☐ Other: _____

☑ **NEW APPOINTMENT** ☐ **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

☑ YES ☐ NO

If yes, please state the name of the Board, Committee, or Commission:

NC Board of Social Services

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.

Do you attend regular town meetings? ☐ YES ☑ NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Melvin Cooper Date: 09/03/2020

Signature: _____

Date received _____ Received by: _____ Date Reviewed by BOC: _____

Melvin Cooper

313 Scott Street
New Bern, North Carolina 28560
(252)259-1599

OBJECTIVE: To obtain an entry-level position with growth through merit and achievement. As well as to acquire more knowledge, use the experience to lead and inspire those under my supervision.

QUALIFICATIONS

In the past have used my skills and technical knowledge to perform difficult tasks. My responsibilities have included many under my supervision; I have supervised, skilled, semi-skilled and unskilled.

EDUCATION

2011-2012 University of Phoenix
2010-2011 Craven Community College
1987-88 Craven Community College

EMPLOYMENT

Aug.2010-2015 H.J. MacDonald Middle School
Aug 2005-2010 Craven County School (P.R.I.D.E.)
Aug 2003-2005 Trent Park Elementary School
Oct.2002-2003 Coastal Carolina Red Cross
Dec.1998-2002 J.T. Barber Elementary School
Feb.1991-1998 Craven Regional Airport

Business

1997-2007- The Citizen Newspaper
2005-2010- 3C's Landscaping and Mowing
2000-2009- Medical Record Courier
1995-1998- Private Investigator for Law Firm

Organization

Elks
Community Black Council
James City Hwy 70 Committee
Craven County NAACP
African-American Men Alliance
Coastal Empowerment Network
Craven Co. Hispanic Council
Fatherhood Initiative

James City Historic Society
Martin L King Jr Committee

Appointment

Jan. 2002-2012 Commissioner of NC Dept. of Social Services (appointed by Governor Easley, Governor Purdue)
Feb. 2001-2004 Fatherhood Initiative Program (appointed by Governor Hunt)

Awards

1998 State of North Carolina Governor Award for Volunteer Service

TOWN OF BEAUFORT

APPLICATION FOR VOLUNTEER BOARD

Name: John C. Bunting

Address: 136 D Glenda Drive

Telephone: (910) 308-2831 Email: jbunting365@gmail.com

Employer: St. Egbert Catholic Church Occupation: Pastoral Associate

Board, Committee, or Commission Interested In (please check all that apply):

☐ Planning Board ☐ Board of Adjustment ☐ Historic Preservation Commission

☐ Airport Authority ☐ Oceanview Cemetery ☑ Parks & Recreation

☐ Other: _____

☑ **NEW APPOINTMENT** ☐ **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

I lived here in Beaufort from 1995-2003 and returned in 2018. While here those first 8 years, I served as Athletic Coordinator for the Carteret County Parks and Recreation Department, organizing and running Athletic programs throughout the county. I also spent 4 years as President of the Down East Girls Softball Program and upon my return, am currently their Treasurer.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

☑ YES ☐ NO

If yes, please state the name of the Board, Committee, or Commission:
Board of Directors of my Homeowners Association in Fayetteville

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.

Do you attend regular town meetings? ☐ YES ☑ NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: John C. Bunting Date: 8/26/20

Signature: 

Date received _____ Received by: _____ Date Reviewed by BOC: _____

TOWN OF BEAUFORT

APPLICATION FOR VOLUNTEER BOARD

Name: Julie Arthur

Address: 205 Sycamore Dr., Beaufort, NC 28516

Telephone: (252) 241-6325 Email: julie28516@gmail.com

Employer: Department of Defense Occupation: Industrial Hygienist

Board, Committee, or Commission Interested In (please check all that apply):

☐ Planning Board ☐ Board of Adjustment ☐ Historic Preservation Commission

☐ Airport Authority ☐ Oceanview Cemetery ☑ Parks & Recreation

☐ Other: _____

☐ **NEW APPOINTMENT** ☑ **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

For the past several years I have been an active member of the Beaufort Parks & Recreation board, attending and participating in our regularly scheduled meetings. I enjoy being outdoors and use town park facilities regularly when I am out running, walking, or biking. My background in coastal and natural resource management allows me to provide a different perspective in regards to park management. I have enjoyed serving on the Parks & Rec board and hope to continue working on the exciting projects we have planned!

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

☑ YES ☐ NO

If yes, please state the name of the Board, Committee, or Commission:

Parks & Rec Board - Beaufort; National Scenic Byway Committee

If this is a reappointment, please list the number of meetings attended during the last 12 months: 10.

Do you attend regular town meetings? ☐ YES ☑ NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Julie Arthur Date: 9/21/20

Signature: Julie Arthur

Date received _____ Received by: _____ Date Reviewed by BOC: _____

TOWN OF BEAUFORT

APPLICATION FOR VOLUNTEER BOARD

Name: James Taylor

Address: 201 Ann St. Beaufort NC 28516

Telephone: (252) 725-7237 Email: jt966726@gmail.com

Employer: N/A Occupation: Retired

Board, Committee, or Commission Interested In (please check all that apply):

- [x] Planning Board
- [x] Board of Adjustment
- [x] Historic Preservation Commission
- [x] Airport Authority
- [ ] Oceanview Cemetery
- [x] Parks & Recreation
- [ ] Other: _____

- [x] **NEW APPOINTMENT**
- [ ] **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

BS in business administration from the UNCW 1988.
15 years at General Electric in purchasing
15 years at Cameron and Barkley in sales
President Beaufort Lions Club 2019-2020
Leader of the Farmers market commitee
Leader of the safety commitee
Member of the board of directors

My stepfather, John Costlow and mother have been extremely involved in Beaufort for many years and i would like to participate and help as well. Please let me know if there is any additional information you need.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

- [x] YES
- [ ] NO

If yes, please state the name of the Board, Committee, or Commission:

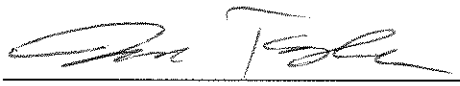
Beaufort Lions Club as President and now as past president.

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.

Do you attend regular town meetings? ☐ YES ☑ NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: james taylor Date: 8/26/20

Signature: 

Date received _____ Received by: _____ Date Reviewed by BOC: _____

TOWN OF BEAUFORT

APPLICATION FOR VOLUNTEER BOARD

Name: Heather Walker

Address: 1013 Cedar Street Beaufort, NC

Telephone: (252) 622-5894 Email: heatherray1216@gmial.com

Employer: N/A Occupation: Automotive Technician

Board, Committee, or Commission Interested In (please check all that apply):

☐ Planning Board ☑ Board of Adjustment ☑ Historic Preservation Commission

☐ Airport Authority ☑ Oceanview Cemetery ☑ Parks & Recreation

☐ Other: _____

☑ **NEW APPOINTMENT** ☐ **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

* I attended Carteret Community College's Automotive Technology Program and hold 6 certifications in the Automotive field
* 15 years experience researching vital records, deeds/land descriptions, antique maps and artifacts
* 20 years experience restoring and refinishing antique furniture
* 15 years experience restoring/repairing/renovating 100+ year old homes with my parents
* Previously worked as a Licensed (expired 2012) Real Estate Broker in the state of Virginia at Keller Williams-Virginia Beach

I am passionate about history, detail-oriented, and eager to learn. I believe in considering all perspectives and opinions in order to make fair and equitable decisions and maintain transparency. I currently do not work outside of the home in order to care for my three children but I spend most of my free time researching the OceanView Cemetery, the people that established it, and the people buried there.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

☐ YES ☑ NO

If yes, please state the name of the Board, Committee, or Commission:

_____

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.

Do you attend regular town meetings? ☑ YES Facebook Live ☑ NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Heather R. Walker Date: 8/31/20

Signature: Heather R Walker

Date received _____ Received by: _____ Date Reviewed by BOC: _____

TOWN OF BEAUFORT

APPLICATION FOR VOLUNTEER BOARD

Name: Johnna Davis

Address: 322 Orange St.

Telephone: 615.419.9663 Email: johnnadbythesea@gmail.com

Employer: Learn Ethos Occupation: writing & design specialist

Board, Committee, or Commission Interested In (please check all that apply):

☐ Planning Board ☐ Board of Adjustment ☐ Historic Preservation Commission

☐ Airport Authority ☐ Oceanview Cemetery ☑ Parks & Recreation

☐ Other: _____

☐ **NEW APPOINTMENT** ☑ **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Please see attached resume. I have a Master's in Rehabilitation Counseling as well as in Recreation and Leisure. I have worked in several organizations, the majority of which have been non-profit, including the YMCA of Middle Tennessee, The Leukemia & Lymphoma Society/Team In Training, and Wounded Warrior Project. I have a passion for health and wellness - sharing it with others and participating in it myself. I love trying new activities to include kayaking, SUPing, rock climbing, cycling, trail running, triathlon, and most recently crossfit. The area that brings me the most joy is working with people with challenges - physical or mental. I'm currently helping coach the Bonefit program at IronTide Crossfit which is a specialized program for people with osteoporosis. I grew up in Morehead City and have returned to make my home in Beaufort after 20+ years of living in different areas of the county. I am SO happy to be home and would love to do my part to make our area the best it can be.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

☐ YES ☑ NO

If yes, please state the name of the Board, Committee, or Commission:

_____

If this is a reappointment, please list the number of meetings attended during the last 12 months: all.

Do you attend regular town meetings? ☐ YES ☑ NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Johnna Davis Date: 9/23/2020

Signature: Johnna Davis

Date received _____ Received by: _____ Date Reviewed by BOC: _____

JOHNNA DAVIS

Beaufort, NC • Johnnadbythesea@gmail.com • (615) 419 - 9663

PROFESSIONAL SUMMARY

Progressive, hands-on leader in the **Health/Wellness** and **Social Services** fields with over 18+ years of experience in the Program Management and Social Services fields. In-depth knowledge of recreation and leisure issues. Comfortable and experienced in speaking to large groups of people. Passionate about service integrity and the growth of an organization while assisting in meeting and exceeding current expectations. Looking to utilize experiences with a variety of populations and skill set in outreach and social services to contribute to a positive work environment where teamwork and office culture are valued. Highly experienced in the following areas:

- Organizational Leadership
- Strategic Planning
- Experiential Based Learning
- Psycho-Educational Materials
- Event Planning/Logistics
- Data Analysis & Metrics
- Outreach Assessments
- SafeTalk & Mental Health Issues
- Veteran Outreach & Engagement

PROFESSIONAL EXPERIENCE

Learning and Development Specialist 2016-present
Learn Ethos – Beaufort, NC
Coordinates instructional design in the areas of learning strategy. Develops learning strategies, assessment-based certificate programs, along with eLearning and continuing education programs. Completes needs and gap analyses and supports content and curriculum strategy and development.

Physical Health and Wellness Coordinator 2013 - 2016
Wounded Warrior Project – Various Locations
Successfully develop and plan health and wellness programs and events for Warriors and Family Support Members so that they have the tools to be empowered to incorporate these skills and knowledge into everyday life in support of their readjustment goals, recovery process, and well-being. Coordinate logistics to ensure successful programmatic events including location scouting, scheduling activities, preparing and revising contracts, and coordinating Alumni's travel which requires the ability to build effective relationships with external vendors and community partners. Assess Alumni's needs and provide resources/referrals so they are engaged with appropriate programs and resources while adhering to the standards of Wounded Warrior Project's strategic plan.

- Served as the Point of Contact for the North Central PH&W Expo to include coordinating the recruitment of 30 Warriors, communicating and coordinating with Travel & Events team, working with external vendors, as well as program development and implementation.
- Led the 2015 Run 2 Somewhere national program managing 19 coordinators nationwide which led to 180+ Alumni served and an increased number of races from 2 to 9.
- Co-led the 2014 Run 2 Somewhere West program which included developing and implementing the marathon training program, facilitating weekly communication to Warriors, and event management for 2 races.
- Have served over 1,420+ Warriors and 1,020+ Family Support Members through programs and events and collaborated with teammates to gather and maintain referral information to increases Alumni awareness while also providing programmatic briefings in support of the organization's mission.

Physical Therapy Technician 2011 - 2013
Elite Sports Medicine and Orthopedic Center – Nashville, TN
Supported patients with their exercise programs to ensure proper technique and performed necessary modalities including ultrasound, traction, iontophoresis, and several types of e-stim. Provided education, support, and encouragement to patients so that their recovery and transition process was successful.

- Supported physical therapist in managing a case load of an average of 18 patients per day.
- Provided updates to physical therapist and doctors on an as needed basis regarding patient progress.

Campaign Manager 2009 - 2011
The Leukemia and Lymphoma Society – Nashville, TN
Achieved fundraising goals for the area of operations by carrying out strategic planning, financial analysis, recruitment and staffing, and the successful development of marketing and sponsorship plans. Managed Team In Training programmatic elements which included event planning, volunteer recruitment and management, logistics, lead generation, and conversion goals. Cultivated volunteer relationships and provided training and management for Team In Training coaches and mentors. Developed partnerships with local merchants and YMCAs to offer discounts and benefits to participants as well as different clinics throughout the season.

- Provided leadership by serving as the point person for the Country Music Marathon which included managing volunteers, staffing the expo booth, developing community sponsorships, working with the race management team, and maintaining the finish line Team In Training tent.
- Maintained high level of retention rates for program participants; positive efforts resulted in a 50% growth in participants for the cycle and triathlon teams in FY11.
- Added the first international event (Dublin Marathon) to the event line up with 12 participants including 3 fundraising coaches and 3 fundraising mentors and recruited 6 new coaches.

Personal Trainer/Wellness Specialist 2006 - 2009
YMCA – Nashville, TN
Developed individualized fitness programs for members; led workouts and demonstrated appropriate lifting techniques; provided education and support to members in setting and achieving their health and wellness goals. Recruited, trained, and provided leadership for the Personal Training and Wellness staff. Developed and implemented Personal Training and Wellness Programs to include TechnoGym, Self-Defense, HydroRider, Treadwall Challenge, Tour de Y, TRX, Boot Camp, and 8 Week Transformation. Developed and organized the Masters Swim Team.

- Increased revenue from $14,900 to $48,453 and collaborated and contributed on the development of the 2008 program budget.
- Partnered with Team In Training and Team Magic Triathlon team to produce the Multisport Expo and Indoor Triathlon, 2009.
- Supported the development, marketing, and implementation of the 1st Annual Try-a-Tri at the Downtown YMCA.

Recreational Therapist 2002 - 2006
Parthenon Pavilion – Nashville, TN
Completed psychosocial assessments including identifying psychological triggers which provided basis for patient programs and treatment plans for case management. Established goals and objectives for group therapy in the areas of recreation and leisure and tracked progress/monitored outcomes in support of goals. Facilitated multidisciplinary patient treatment team including physicians, nurses, and social workers and also assisted in the design and implementation of HCA's ICARE program.

- Worked 1:1 with patients diagnosed with a wide range of mental and physical illnesses. Planned and implemented resources to support patient's needs, recovery, and psychological well-being which required knowledge and expertise on mental health issues and diagnostics.
- Led five group sessions on a daily basis focused on developing appropriate coping skills in areas such as assertiveness, positive self- image, and fitness for the adult psychiatric unit which assisted in overcoming mental well-being barriers.

EDUCATION

University of Georgia - Athens, GA
Master of Education, Recreation and Leisure Studies

University of North Carolina at Chapel Hill – Chapel Hill, NC
Master of Science, Rehabilitation Counseling
Bachelor of Arts, Psychology

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 Session
6:00 PM October 12, 2020

AGENDA CATEGORY: Closed Session

SUBJECT: Closed Session

BRIEF SUMMARY:

A closed session will be held pursuant to in NCGS 143-318.11(a)(3) and (6).

REQUESTED ACTION:

None

EXPECTED LENGTH OF PRESENTATION:

20 minutes

SUBMITTED BY:

John Day, Town Manager and Jill Quattlebaum, Town Attorney

BUDGET AMENDMENT REQUIRED:

Yes

Staff Report

Potential Project Additions
Turner Street 100 Block Pedestrian Improvements

Introduction

During the September 28, 2020 work session two potential additions to the Turner Street 100 Block Pedestrian Improvements project were discussed with the Board of Commissioners. A summary of the potential additions is as follows:

- Add a non-ADA accessible crosswalk as depicted by a schematic drawing by the consulting firm Stewart. A copy of the drawing is provided as Exhibit 1. The exhibit shows the proposed crosswalk at Turner Street's intersection with Middle Lane.

  Estimated Cost: $19,400

- Rework a portion of the sidewalk at the north end of the current project and existing crosswalk ramp to make the ramp and the crosswalk ADA compliant. Restriping a portion of the street in proximity to the ramp to create a truck loading/unloading zone was also discussed. Lastly, construction of a street "bump-out" was also to be part of the work. The proposed location for this bump-out is between the driveway apron that leads to the alley beside the Fishtowne Brew House and the apron at the driveway into the nearby paid parking lot. The start of the sidewalk rework effort is shown on Exhibit 1 while Exhibit 2 provides a ground level view of the proposed improvements.

  Estimated Cost: $21,500

Staff does not believe it prudent to construct a non-accessible crosswalk at Middle Lane while leaving the existing cross walk as is since it is not compliant with accessible guidelines. For this reason, Staff recommended constructing both sets of improvements at a total estimated cost of $40,900. If, however, the Board of Commissioners desires to fund only one improvement, then staff recommends that the upgrades to the existing crosswalk be funded so that there will be a compliant crosswalk located within the 100 block.

The discussion of the above potential project additions resulted in a request that Staff consider alternatives to some of aspects of the potential additions presented. Requests were also made relative to the work already under contract. The requests were as follows:

- Consider making the existing crosswalk more visible by relocating the bump-out island previously proposed (see Exhibit 2) to the north side of it while also keeping the bump-out on the west side of the street.
- Consider constructing a raised cross walk at the location of the existing crosswalk.
- Consider constructing a raised cross walk at the proposed Middle Lane crosswalk.

- Consider removing the 75+ ft. long unused concrete driveway apron and thereafter, construct a concrete curb along the edge of the street while also filling and vegetating the void left by the removed apron.
- Consider placing the loading/unloading zone directly in front of the businesses along the west side of Turner Street such that would front some of the businesses bookended by The Royal James and the Fishtowne Brew House
- Consider installing grid type bicycle racks rather than inverted "U" type racks.

A discussion of the above options is presented in the following section.

Examination of Alternative Options

Below are Town Staff's comments concerning the potential project additions and revisions that the Board of Commissioners suggested as possibilities.

Relocate Bump-out Island adjacent to Existing Crosswalk

Again, Town Staff previously proposed the construction of a bump-out island as shown by Exhibit 2. Relocating the bump-out island adjacent to the north side of the existing cross walk while keeping it on the west side of Turner Street is feasible. Exhibit 3 shows a potential configuration of such an island. The island would of course, be bounded by new curb & gutter at the street edge. Such an island would as the Board suggested, provide separation between nearby parked vehicles and a pedestrian intending to cross the street. As such, it should make persons crossing from west to east more visible to southbound traffic. Additionally, it should also provide better northward line-of-site for those crossing the street.

There should be relatively little difference in cost between the two bump-out options; however, it is worth noting that a bicycle ramp was to be placed within the originally proposed bump-out. Accordingly, Exhibit 3 depicts the bicycle rack being located within an area bordered by white paint markings since the previously proposed bump-out will have been "relocated." As such, there will be no curb and gutter barrier to protect the rack from vehicular strikes.

Estimated Cost: No significant cost difference from that previously recommended.

Construct Raised Cross Walk at the location of the Existing Crosswalk

It was suggested during the work session that elevating the existing cross walk might increase the visibility of the crosswalk. Town Staff does believe that raising the cross walk will increase the visibility of the crosswalk. Also, Staff sees a raised cross walk as a means of slowing vehicular traffic through the crosswalk area.

A cost is given for construction of an elevated crosswalk below. This cost is based upon constructing a cross walk like the one constructed at Front Street between the Maritime Museum and Moonrakers Restaurant. The sloped portions of the crosswalk would be constructed of concrete while the pedestrian area would be constructed of brick or block pavers. The sloped portions of the crosswalk will encroach into two parking spaces on the East side of Turner St.; thus, we will need to eliminate these two parking spaces. However, eliminating these two spaces will significantly increase

pedestrian visibility. A plan view of the elevated crosswalk envisioned by Town Staff is shown by Exhibit 3.

Estimated Cost: $12,700

Construct Raised Cross Walk at the proposed Middle Lane Crosswalk

The Board of Commissioners comments provided above are applicable to the proposed Middle Lane Crosswalk as is the crosswalk description.

Town Staff does not believe that two raised crosswalks should be constructed in such close proximity. Staff believes that selection of the most appropriate location for a raised crosswalk comes down to which would provide the most benefit. This subject will be covered in "Staff Recommendations."

Estimated Cost: $11,400

Remove Unused 75+ Long Concrete Apron

Town Staff had not suggested removing the existing unused apron for two reasons: 1) so as to limit project costs; and 2) so that the old apron could be used as a ramp for moving items to the sidewalk being unloaded from trucks using the ***proposed*** loading zone. If, however, it is decided to position the loading/unloading zone at another location, then Staff sees no reason for keeping the apron. On the other hand, Staff suggests that at least two, five foot wide runs of the apron be retained to serve as the ramps between the street and the sidewalk if the area adjacent to the apron is selected as the loading zone location. All else can be removed and replaced with earth fill topped by sod (See Exhibit 3).

Estimated Cost: $8,400 (full removal, curb construction, earth fill, and sod)

Place the Unloading Zone adjacent to the Businesses along the West Side of Turner Street bookended by The Royal James and the Fishtowne Brew House

Board members had suggested locating the loading/unloading at the location depicted by Exhibit 4 to reduce the travel distances between the zone and the businesses. While it is true that a loading/unloading zone at this location would reduce the distance over which merchandise/supplies would need to be moved, the positioning of a parked truck at this location may be off-putting to those who might be dining on the sidewalk at the Turner Street Market or Fishtowne Brew House. With this in mind, it might be better to locate the zone at the south end of Turner Street where a parked tractor-trailer would essentially be fronting a blank wall. Additionally, the end of the trailer parked at this alternate location would be about the same distance from The Royal James as it would be from Fishtowne Brew House in the Board-suggested location. This means that the different truck-to-door front delivery distances would be about the same for both alternatives, just reversed. The location of such a loading/unloading zone is depicted by Exhibit 5.

Estimated Cost: No change in cost from that for the previously recommend location.

Install Grid Type Bicycle Racks instead of Inverted "U" Type Racks

Exhibit 6 consists of pictures of the two type of bicycle racks. Currently, inverted "U" racks are currently planned for installation. These types of racks are better for

securing bicycles using a locking type chain, cable, or bar. The center of a bicycle being secured is also generally placed at the center of the rack so that the rack can prop-up the bicycle. Bicycles using the grid-type rack are held up by the wedging created by a tire being placed between two grid bars. This type of rack is generally used where securing of bicycles is not a priority. The grid type rack also allows for the storage of more bicycles than the inverted U rack within the same areal footprint. Additionally, it tends to make for more orderly storage of bicycles that do not have kickstands.

Estimated Cost: No significant cost difference between installation of the planned inverted U-type racks and the Board-proposed grid racks.

Staff Recommendations

Town Staff recommendations are as follows:

1. Traffic calming measures that improve street crossing visibility for a pedestrian, shorten the street crossing distance, and reduce the speed and volume of passing vehicular traffic can have positive effects on pedestrian safety and mobility. Such calming measures include raised crosswalks, median islands and barriers (designed to include a pedestrian refuge), corner extensions, chokers (i.e. "bump-outs"). Town Staff understands that the construction of the bump-out/choker on the west side of Turner Street, adjacent to the northern side of the existing cross walk, was proposed by the Board of Commissioners in this vein. Town Staff concurs that a bump-out constructed at the crosswalk will affect better visibilities for both drivers and pedestrians. Additionally, the bump-out will result in a lessened street travel distance for pedestrians. This is an important consideration for both older and younger pedestrians, because of their potentially slower walking speeds. They should benefit from the shorter walking distance.

   Town Staff recommends inclusion of the bump-out construction as part of the work to be added to the existing project.

2. It was stated earlier that Town Staff does not favor the creation of two raised cross walks within the 100 block of Turner Street. It is believed that elevating the existing crosswalk while constructing a new one at Middle Lane will ultimately result in features that serve more as irritants to the motoring public than as traffic calming devices. Instead, Staff believes that the elevation of the existing cross walk together with the creation of an adjacent bump-out on the west side of the street (see recommendation 1 above) will sufficiently slow traffic approaching the business from the north. Additionally, traffic approaching from the south must make a turn from Front Street. This turning motion essentially serves to slow vehicles coming from Front Street as they immediately access the business area of Turner Street. As such, a calming device at Middle Lane seems unnecessary for traffic moving from Front Street northward.

   Lastly, the institution of the raised cross walk as a traffic calming measure (in conjunction with the construction of the bump-out) seems better suited to the current crossing since it is being recommended for reworking so as to make it the accessible mid-block crossing. The safety and mobility of persons with disabilities (including persons who need assistance walking or cannot walk at all, cannot

clearly see printed words, have limited cognitive functions, or have limited hearing) should be improved with this traffic calming measure.

Given the foregoing, Town staff recommends an elevating the existing crosswalk while also constructing a street level crosswalk at Middle Lane.

3. Town Staff's recommendation for the location of the loading/unloading zone remains unchanged from that made during the September 28th work session. As was noted earlier, the positioning of the unloading/loading zone such that part of it fronts Turner Street Market or Fishtowne Brew House seems an inappropriate location given the dining at the adjacent sidewalk

   Placement of the loading/unloading zone at the corner at the south end of Turner Street has been suggested in the above narrative as another possible location to affect a shorter truck-to-business carrying distance. This location was suggested since a parked tractor-trailer would essentially be fronting a blank wall. Nonetheless, Staff does not support positioning the loading/unloading zone at this location. It is believed that enforcing no parking by passenger vehicles at this location will prove challenging given its proximity to the businesses of both Front and Turner Streets. Staff also believes the same will be true for a zone located in proximity to Turner Street Market and Fishtowne Brew House since it would be located immediately adjacent to the Turner Street business strip.

4. Given recommendation 3, Town Staff recommends that at least two, five-foot-wide runs of the existing unused, concrete apron be retained to serve as the ramps between the street side loading zone and the sidewalk. All else can be removed.

5. Town Staff has no particular bicycle rack preference. Staff does believe that most bicycle parking will be short term in nature. Given this belief, Staff supports the request to substitute grid type racks for the planned inverted U racks.

Summary of Recommended Project Additions

Below are the recommended additions to the current Turner Street 100 Block Improvements project along with each's estimated cost adder. A proposed change to the existing scope of work is also provided.

Construct street level crosswalk at Middle Lane (Exhibit 1)	$19,400
Rework a portion of the sidewalk at the north end of the current project together with an existing ramp to make the ramp and its crosswalk ADA compliant. Restripe a portion of the street in proximity to the ramp to create a truck loading/unloading zone (Exhibit 2)	$21,500
Relocate planned bump-out island so that it is adjacent to existing mid-block cross walk (Exhibit 3)	--
Construct raised crosswalk at the location of the existing mid-block crosswalk	$12,700

Listing continued on next page

Remove unused 75+ long concrete apron except for two, five foot wide runs of the apron that are to serve as the ramps between the street loading zone and the sidewalk; construct a concrete curb at street's edge, place earth fill, and sod.	**$ 8,400**
Substitute grid type bicycle racks for inverted U racks.	--
TOTAL ESTIMATED ADDITIONAL COST	**$62,000**

Options

The following are the potential actions which Town Staff sees being available to the Board of Commissioners along with Staff's assessment of the pros and cons of each.

1) **Approve** the Town Staff recommended additions to the existing Turner Street 100 Block Improvements project and a budget amendment allocating $62,000 from the Streets Improvements portion of the Capital Reserve to the project.
RECOMMENDED

   - Pros: Allows for the construction of safety related pedestrian improvements within the 100 block of Turner Street. Will result in improvements to an existing crosswalk designed to bring it into compliance with ADA guidelines. Will promote better traffic safety and flow through the establishment of a defined loading/unloading zone.
   - Cons: The approval of the budget amendment will reduce the Streets Improvements portion of the Capital Reserve by $62,000 which could otherwise be used for other projects/improvements.

2) **Disapprove** the Town Staff recommended additions to the existing Turner Street 100 Block Improvements project.

   - Pros: Preserves $62,000 within the Streets Improvements portion of the Capital Reserve which can be used for other projects/improvements.
   - Cons: The existing crosswalk will remain non-compliant with ADA guidelines. Crossing of Turner Street within the business strip of the 100 block will continue to occur at random locations and with limited visibility to vehicular traffic. The parking of delivery trucks will continue to occur at several different locations with some of that parking occurring within the travel lanes of the street.

3) **Approve with Changes** the additions proposed by Town Staff to the existing improvements project along with a budget amendment that allocates a monetary amount from the Streets Improvements portion of the Capital Reserve sufficient for the additional work.

   - Pros: Staff cannot adequately quantify the pros of such action without knowing the specifics of the changes.
   - Cons: Town Staff may not be able to adequately perceive the full implications of the changes until after approval.

4) **Delay Action**

- Pros: Gives the Board of Commissioners more time to consider the matter.
- Cons: Any additions to the current improvements project approved at a later meeting may not be able to be incorporated into the project easily. Since construction of the project will likely be underway at the time of approval, construction work already performed may have to be modified. This could result in extra cost on top of the cost to construct the addition(s).