



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 Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Calendar

Public Comment

Presentations

1. USDA Project Financing

Manager Report

Items of Consent

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

Public Hearing

1. Renewal of Permit for Hungry Town Tours

Items for Discussion and Consideration

1. Preliminary Plat for Live Oak Commons
2. Soil Mining Request
Proposed High Rate Infiltration System Basin

[3.](#) Appointment to Airport Authority

[4.](#) Human Resources Officer

Mayor/Commission Comments

Adjourn



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**Town of Beaufort Board of Commissioners Regular Monthly Meeting
6:00 PM Monday, September 14, 2020 – Held Through Zoom Due to COVID19 Pandemic**

AGENDA CATEGORY: Presentation
SUBJECT: USDA Project Financing

BRIEF SUMMARY:

The Town is applying for USDA financing to complete water, sewer, and storm water line replacements and repairs. A public meeting is required to inform the public of the project:

(b) *General public meeting.* Applicants should inform the general public regarding the development of any proposed project. Any applicant not required to obtain authorization by vote of its membership or by public referendum, to incur the obligations of the proposed loan or grant, must hold at least one public information meeting. The public meeting must be held not later than loan or grant approval. The meeting must give the citizenry an opportunity to become acquainted with the proposed project and to comment on such items as economic and environmental impacts, service area, alternatives to the project, or any other issue identified by Agency. To the extent possible, this meeting should cover items necessary to satisfy all public information meeting requirements for the proposed project. To minimize duplication of public notices and public involvement, the applicant shall, where possible, coordinate and integrate the public involvement activities of the environmental review process into this requirement. The applicant will be required, at least 10 days prior to the meeting, to publish a notice of the meeting in a newspaper of general circulation in the service area, to post a public notice at the applicant's principal office, and to notify the Agency.

A presentation describing the project and an opportunity for public comment will be held at the September 14th Regular Meeting.

REQUESTED ACTION:

Receive presentation and seek public comment.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No

1.



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**Town of Beaufort Board of Commissioners Regular Monthly Meeting
6:00 PM Monday, September 14, 2020 – Held Through Zoom Due to COVID19 Pandemic**

AGENDA CATEGORY: Items of Consent
SUBJECT: Draft Minutes of the July 13, 2020 Regular Meeting, July 27, 2020 Work Session, and August 10, 2020 Regular Meeting

BRIEF SUMMARY:
Draft minutes for the July 13, 2020 Meeting, July 27, 2020 Work Session, and August 10, 2020 Regular Meeting

REQUESTED ACTION:
Approval of minutes as presented or amended.

EXPECTED LENGTH OF PRESENTATION:
2 minutes

SUBMITTED BY:
Michele Davis, Town Clerk

BUDGET AMENDMENT REQUIRED:
No



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**Town of Beaufort Board of Commissioners Regular Meeting
6:00 PM Monday, July 13, 2020 - Held Electronically Through Zoom Due to COVID-19
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 change the order of the public hearings and approve the agenda as amended.

Motion made by Commissioner Hagle.

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

Calendar

Town Clerk Davis reviewed the calendar noting Chat with the Chief would be held on July 21, 2020. She also noted the Farmer's Market is still open on Saturday mornings.

Mayor Rett Newton indicated the organizers of the Pirate Invasion would be making an announcement in the near future the event is postponed until a date in the future.

Public Comment

No public comments were made.

Project Updates

Town Engineer Greg Meshaw provided updates on projects. He indicated there was a new storm water project currently being added.

He reported the Tiller School project crosswalk is moving forward since the encroachment agreement had been received from the NC Department of Transportation. He reported the markings will be thermoplastic since they have a tendency to last longer.

He reported Topsail Park is behind at this time but staff is revisiting the plan for the park design.

A new project is the design for First Street culvert location at the corner of First Street and Live Oak Street. He indicated the plan is to move the drain and tie it into the catch basin located on Live Oak Street. The reason for the location is due to plans for a structure to be built on the parcel where the line is currently located.

Mr. Meshaw reported Randolph Johnson Park playground area is complete. The splash pad is also complete but awaiting a test. The anticipated completion date is around the beginning of August.

Mr. Meshaw reported the street project has begun and with paving done around town. He indicated the bases of most of the streets are being stabilized by mixing cement into the base to help with the strength of the pavement base. Each street will get two layers of asphalt before the project is completed.

He reported on the Meeting Street project also. Mr. Meshaw indicated the plan implemented was to clean the drainage ditches across Hwy 70 over to Hwy 101. Additionally, the ditches in the immediate area of Meeting Street will be cleaned within the next two weeks.

All commissioners were concerned over the process to maintain the clearing of the ditches in order to avoid future flooding issues. Town Engineer Meshaw indicated the town would need to develop a plan/policy and possibly obtain easements to allow the town on certain properties. They also expressed concern over the maintenance of the drainage ponds.

Commissioner McDonald asked if the original paving project was to use the cement to strengthen the base. Mr. Meshaw responded in the affirmative.

Commissioner Harker asked if the the replacement of the storm water drainage pipe in the First Street area would cause drainage issues for the two houses on Live Oak Street. Mr. Meshaw indicated it would not impact the drainage of those properties. She also asked about the material put down in the playground area of Randolph Johnson Park. Mr. Meshaw indicated it was a granular rubber product with reinforcement bars then covered with a bound rubber surface.

All commissioners were also pleased with the paving project and seeing asphalt being put down. Commissioner McDonald asked if the method of adding cement to the bases was a method of longevity. Mr. Meshaw indicated information he had reviewed did provided support for the longevity of the paving. Mr. Meshaw also reported the cost for this process was included in the budgeting for the project.

Manager Report

Town Manager Day reported all signatures had been received for the sale of 400 Pollock Street.

Commissioner Hollinshed asked Town Manager Day to please have staff move forward with the stripping for parking on side streets. She also asked for the parking of trailers on streets to please be enforced.

Commissioner McDonald asked about the odor control process at the WWTP. Town Engineer Meshaw indicated staff had received 90% of the plans.

Commissioner Hagle asked about 1509 Ann Street. Town Manager Day indicated there was an appeal hearing scheduled for later in the week.

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 Hollinshed, Commissioner Hagle

- 2. Dark Skies at Night Resolution
- 3. Minutes of Meetings

Public Hearing

- 4. Case #20-08 513 Front Street - Micro Distillery/Restaurant

Mayor Newton outlined the process for the public hearing since the request for this item was a Special Use Permit. Commissioner Hollinshed made a motion to open the evidentiary hearing. The vote was unanimous for the opening of the evidentiary hearing.

Town Clerk Davis administered the oath for those speaking as witnesses. Planning Director Kyle Garner was the only one taking the oath.

Mr. Garner reported the request was for a Special Use Permit for 513 Front Street for a Micro-Distillery/Restaurant outside and Tavern/Bar outside submitted by Nelson Owens the owner of the property. Mr. Garner reported notification had been provided to all property owners within 200 feet of 513 Front Street.

Mr. Garner indicated the zoning and the land use is consistent with the CAMA Land Use Plan. There will be an addition of a small building with decking along with three parking spaces to the rear of the structure. The actual micro-distillery will be in the small building and not in the original structure. Mr. Garner reported there was a requirement for a site plan submittal and any outside components for the property will need to be reviewed by the Historic Preservation Commission since the property was located in the district.

Planning Director Garner indicated since this was a special use permit the required findings must be addressed. He testified all requirements were in compliance and consistent with what is being requested.

Commissioner Hollinshed asked about the character of this business and how this distillery would work as far as scrubbing odor or an excessive noise associated with a distillery.

Nelson Owns, property owner and applicant was affirmed in by Town Clerk Davis. Mr. Owens reported the odor would not be different from the current microbrewery on Turner Street and would have little to no noise during operation.

Commissioner Harker asked Mr. Garner if any of the neighboring businesses provided any comments. Mr. Garner indicated he had not received any comments. Mr. Owens indicated the distillery would not begin production until the building behind the original structure was completed.

Commissioner Carter asked Mr. Nelson to confirm the original structure would remain the same and asked about uses for the structure. Mr. Nelson reported he was restoring the structure under the State Historic requirements with the first floor being a restaurant and the upstairs being two one bedroom rental units.

Commissioner Hagle asked about the fire suppression. Mr. Nelson indicated it would be what is required per the building code.

Commissioner McDonald asked if there would be any odor and if so what can be done to control the odor. Mr. Nelson indicated he did not believe there would be a problem with any odors.

Commissioner Hagle also asked about the increase of pervious surface. Mr. Nelson indicated everything being put in would be pervious surface.

Commissioner Hagle made a motion to close the public hearing. The vote was unanimous.

A motion was made to recess this item until the July 27, 2020 work session.

Motion made by Commissioner Hagle.

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

5. Modify/Revise the Existing Planned Unit Development (PUD) for Beau Coast Subdivision

Town Planning Director, Kyle Garner indicated the request was to amend the master plan for the PUD Beau Coast Subdivision. He reported the original approval was in 2008. The applicant requested to modify the street cross sections to create a new type of street detail (D2) which has a 57' right of way which will replace a 63' right of way for part of Phase V. The second request for the amendment is the lot type to reduce the number of 22' wide town home lots from 131 lots to 90 lots resulting in a reduction of 41 lots. Additionally, the request is to reduce type A and D lots which are 40' wide single family lots from 181 to 171 lots and increase the number of B2 type lots with are 32' wide single family lots from 120 to 69 lots. Also as a part of their master zoning plan to reduce the multi family 22' wide residential area from 29.8 acres to 24.10 acres. Mr. Garner indicated the overall number of units is staying the same. He indicated the original design showed 520 single family homes and 271 town homes. With the requested changes there will be 560 single family homes and 231 town homes.

Town Planning Director Garner indicated there were several comments made at the Planning Board meeting regarding the requested changes.

Commissioner Hagle indicated he was not clear on the proposed number of structures from the previous plan. Mr. Garner reported for this particular phase there is an increase of 50 to 60 units from the previous plan.

Commissioner Hollinshed indicated she understood the developer was just moving around the configured units and open space. Mr. Garner indicated that was correct and the actual open space was increasing slightly.

Commissioner McDonald asked if there would be an increase in the projected price points from what had previously been submitted. Mr. Garner indicated that answer would need to be provided during the public hearing portion of the discussion.

Commissioner Harker asked Mr. Garner for clarification on the number of increase in units and the type would be single family homes. Mr. Garner confirmed this for Commissioner Harker.

Mr. Garner confirmed for Commissioner Carter there was not an increase in the overall number of units but some of the types of units as well as the size of lots would be changing.

Mayor Newton asked about the possibility of water coming in from Davis Bay and Turners Creek and how that will be mitigated for a Hurricane Florence type situation.

Commissioner Hagle made a motion to go into Public Hearing. The vote was unanimous.

Hunter Freeman, Director of Sustainable Storm Water for Withers Ravenel, the storm water expert spoke about the Mayor's questions. Mr. Freeman reported the storm water control measure was designed to handle the 100 year storm. He further indicated this area was outside of the FEMA regulated area and did not expect inundation up to the 500 year storm level. The water is diverted just to the west of Phase I.

Don Mizelle, Withers Ravenel, indicated he would like to expound on some statements made by Kyle Garner. He stated the initial plan was done in 2008 with some updates occurring in 2015. There are 706 units with 38% open space. Mr. Mizelle indicated discussions were held with the adjacent property owners on Charles, Willow and Jefferson Streets. As a result of those discussions, the developer set aside some permanent buffers for those adjacent neighborhoods. He reported those buffers were identified as 20 foot in 2015. Mr. Mizelle indicated the only amendments being requested tonight are for Phase V. He indicated the reshuffling of the units was resulting in a loss of two lots resulting in a reduction of impervious surface.

Mr. Mizelle referenced a letter from surrounding neighbors requesting a 60 foot buffer and indicated the developer was kind of on the same page as the request. He reported the plan was to from the storm water pond back to Leonda Drive to set aside the approximate 60 feet of open space as buffer for the Charles Street area. From the storm water pond going east, Mr. Mizelle reported the developer does not have the luxury of dedicating a 60 foot buffer. He did indicate the 20 foot buffer would still be in place.

Sarah Speigler of Charles Street indicated she was a new homeowner in the Charles Street area. She thanked the Town of Beaufort staff for their efforts in helping to address this request for the additional buffer. She stated the 60 foot natural undisturbed buffer is a great solution. She indicated the group would like to make sure the 60 ft buffer will remain forever. She did indicate Phase V would be the most dense part of the development. Concern was expressed for the privacy of the current residents of Charles and Jefferson Streets and for the residents of Phase V.

Chris Stevens, 136 Charles Street, indicated his biggest concern was storm water runoff since his property has been impacted in the past from flooding.

Vern Lee, 140 Charles Street, asked why the density was increased in this area so close to an established neighborhood. She indicated an additional concern was storm water runoff since there is a ditch directly behind her property.

Don Mizelle indicated the density in this area is being reduced by 2 lots in Phase V. There are 88 lots approved with the amendment the number will change to 86.

Hunter Freeman indicated the storm water runoff from the impervious area is controlled by a storm water control center. He indicated runoff will held in the retention pipe and then discharge to the east and then turns south along the lots on the east side of Jefferson Street. He indicated there was currently 2 acres of area flowing toward Charles and Jefferson Streets. With the change in the retention the flow should be reduced to about a quarter acre.

Commissioner Hagle asked for a confirmation of the 60 foot buffer being retained and will be maintained. Don Mizelle confirmed for Commissioner Hagle there was room to accommodate from the edge of the pond west to Leonda Drive but a provision would be needed to maintain over time.

Commissioner Hollinshed indicated she did not wish for the open area ditch or swale become a hot spot as has happened in other areas of the town.

Commissioner Hagle asked about the construction period and the use of the pond for temporary drainage. Don Mizelle indicated it would be used a temporary sediment pond during construction and then used as the permanent retention pond. Hunter Freeman also agreed with Mr. Mizelle.

Commissioner Harker stated the 60 ft buffer would only be to the west of the project and the 20 ft buffer would only be to the east. She asked how the 20 ft buffer was decided upon. Planning Director Garner indicated the Board of Commissioners decided on the 20 ft as provided in the Subdivision Ordinance for buffers. He further stated normally a buffer was not required but the

board decided as a condition for the development there would need to be a 20 ft buffer of vegetation between this development and other adjacent properties.

Commissioner Carter stated this approval was originally done in 2008. She indicated she had a concern about adding the additional 40 ft to the original 20 ft buffer and if open space was being reduced. Don Mizelle indicated the 60 ft wide buffer would remain in the open space calculation and would also fall into the natural area calculation for the overall plan.

Brent Creelman indicated there is already major storm water issues. He indicated for Charles Street his concern was the issue being exacerbated by the pipes that go under the old railroad tracks. He also commented he was concerned the natural area would not be saved during the construction of the pond. Hunter Freeman indicated to the east of Phase V there is a plan to maintain the existing culvert to bring back to good condition but the exact timing of the work is unknown. Mr. Mizelle indicated precautions would be taken to protect the offsite vegetation. Mr. Creelman asked if there would be fencing against the property line. Mr. Mizelle indicated it would go about one foot off of the property line during construction. He reported the buffer would be post construction.

Mayor Newton indicated he understood the trees would be kept in the buffer area. Mr. Mizelle indicated in the 60 foot buffer area the trees would be kept but for the 20 ft buffer it will need to be graded for the pond and re-vegetate the 20 ft area. The silt fencing would be in prior to land disturbance and would be removed after construction and stabilization.

Mr. Creelman asked about the 20 ft buffer and where it began. Mr. Mizelle indicated the 20 ft buffer abuts from property line into the Beau Coast property. Mr. Creelman asked for a meeting with the development team to discuss the vegetative buffer. Mr. Creelman also asked about working on weekends and holidays. Town Planning Director Garner indicated the Town of Beaufort Code of Ordinances addresses the times during which construction work cannot be done and which days.

Commissioner Hollinshed made a motion to close the public hearing. All members were in favor. Mayor Newton indicated the final decision would be made during the July 27, 2020 work session.

Items for Discussion and Consideration

6. Final Plat - Beau Coast Phase 2B

Town Planning Director Garner indicated this request was for the Final Plat for Phase 2B for Beau Coast. The request is to subdivide a 27.498 acre tract into 49 Single-Family Residential Lots. As part of the Final Plat process the infrastructure can be either installed or bonded through a financial guarantee process to ensure completion of the project. The applicant has chosen to request to bond the infrastructure improvement and has submitted cost estimates for the complete cost of improvements totaling \$331,105. At their June 15th meeting the Planning Board voted unanimously to recommend the Final Plat.

Commissioner Hagle asked about how storm water management would be handled. Town Planning Director indicated the storm water plan had been approved at the time of the preliminary plat. Mr. Garner indicated these lots were select cut meaning to remain as open as possible. Hunter Freeman indicated the drainage would be to SA waters (high quality waters designated commercial shellfishing) using vegetative swales to Taylors Creek.

A motion was made to approve the Final Plat for Beau Coast Phase 2B as presented.

Motion made by Commissioner Hagle.

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

7. Preliminary Plat for Beau Coast Subdivision Phase V

Town Planning Director Garner indicated this item goes along with the Preliminary Plat Amendment Public Hearing for Phase V. Considering several of the design features were discussed during the discussion for the amendment, Mr. Garner asked for the decision for this item to be held until the July 27, 2020 work session also.

All members of the board were in favor of holding a decision until the July 27, 2020 work session.

Planning Director Garner indicated the current preliminary plan did not show the 60 ft buffer so he requested Don Mizelle provide an updated plan prior to the work session on July 27, 2020.

Mayor/Commission Comments

Commissioner Hagle stated he was glad to see the paving being done around town. He also spoke about the need to socially distance. He also encouraged everyone to please observe safe distancing while driving on the highways.

Commissioner Hollinshed commented the maintenance of the ditches and swales for drainage ditches was very important. She also asked about getting answers on the parking spaces being marked.

Commissioner McDonald had no comments.

Commissioner Harker thanked the staff for cleaning the ditches around Meeting Street. She reported she was glad the town had received another accolade for being the number one small town for adventure. She also commented on this year being the 20th anniversary of the Clean Marina and commended those businesses who had received the distinction. She encouraged everyone to continue to wear masks and social distance since the virus is starting to spread.

Commissioner Carter thanked Greg Meshaw for clarity and explanations. She stated Beau Coast was originally approved in 2008 and it is not something new.

Mayor Newton reported there were 21 additional positive cases announced this afternoon. He indicated the tools had been provided for being COVID19 and they were wearing masks, hygiene and social distancing. He encouraged everyone to take all precautions to stop the spread of the virus.

Closed Session

A motion was made to enter into Closed Session for the permitted purpose of Personnel.

Motion made by Commissioner Harker.

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

Being no further business, Commissioner Hagle made a motion to return to Open Session. The vote was unanimous.

8. Closed Session for Personnel

Adjourn

A motion was made to adjourn the meeting.

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

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**Town of Beaufort Board of Commissioners Work Session Meeting
4:00 PM Monday, July 27, 2020 - Held Virtually through Zoom Due to the COVID-19 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

Mayor Newton asked for the agenda to be amended by moving Case 20-02 PUD Zoning Amendment-Beau Coast, Case 20-03 Preliminary Plat Beau Coast Phase V and Case 20-08 513 Front Street Micro Distillery/Restaurant to just below the Cedar Street Park discussion.

A motion was made to approve the agenda as amended.

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

Public Comment

Dick Debutts commented on the parking situation along Cedar, Orange and Moore Streets with boats and trailers. He asked for the board members to please address the issue early before the hotel comes into the mix. He recommended the board members consider stickers for residents.

Sarah Spiegler of Charles Street neighborhood expressed her thanks to the Beau Coast developers for working with them on the 60 ft natural buffer. She asked for the buffer to exist perpetuity.

Presentations

1. Eastern Carteret County Collaborative

Barbara Garrity-Blake, BJ Frazier, Ava Bryant and Julia Royall Johnson of the Eastern Carteret County Collaborative gave a presentation for the annual report. The report outlined the purpose of the collaborative focus as well as the financial aspects of the grant funds received from the Z Smith Reynolds Foundation. A copy of the annual report is attached to these minutes for reference. A copy of the power point presentation is also attached for review.

The collaborative is structured so it is sustainable long after the grant funds are gone.

Commissioner Carter asked what specifically the collaborative was wanting to accomplish; something tangible. Ms. Garrity-Blake indicated a platform to facilitate collaboration to help line up efforts to support eastern Carteret County.

Commissioner Harker indicated it was very unusual to try and understand how this would be handled. She thanked Ms. Garrity-Blake and Ms. Shi-Day for helping to make this a bit clearer. She indicated it did seem intangible at times, but it will be tangible in the end.

Commissioner McDonald commented in order to get something done then you have to go to the ground root (people having the problems) and work up. He indicated the ECCC helps to eliminate broken communications and promises.

Commissioner Hollinshed thanked Julia Royall Johnson for her hard work after Hurricane Florence. She asked if the collaborative worked with organizations already in place or create something new. Ms. Garrity-Blake indicated the collaborative is expanding their network all of the time. Commissioner Hollinshed asked about the top heavy salaries for consultants and management; over 90%. Ms. Garrity-Blake indicated the experts were being brought in to provide training and guidance. The process is helping to grow human capital and human skills as well as helping to get funds into the community through stipends. Ms. Johnson reported one aspect was to teach people how to use and teach people how to do. Commissioner Hollinshed recommended letting people know what is being done to facilitate support.

Commissioner Hagle indicated he felt the tangible things to come out of this collaboration will be the network of people and the establishment of relationships.

Mayor Newton indicated he has watched this network develop with people talking to those whom they have not talked to before. He indicated this collaborative foundation was established and helped with the Black Lives Matter movement.

Items for Discussion and Consideration

2. Preliminary Plat for Beau Coast Subdivision Phase V

Town Planning Director Garner stated the amendment to the Planned Unit Development (PUD) mainly focused on the streets and right of ways. He continued to say it did impact the Phase V infrastructure through the streets, right of way trees and the exchange of town homes for single

family cottages. Mr. Garner indicated no additional comments were received during the 24 hour time period.

Commissioner Hollinshed asked for the town to please get easements granted to BeauCoast for the properties abutting the project in order to be able to maintain the 60 foot buffer natural area. Planning director Garner indicated he would work with the developers and adjacent property owners.

Commissioner Hagle echoed Commissioner Hollinshed regarding the easements. He also asked for as many trees as possible to be saved on the east end of properties in the 20 foot vegetative buffer.

A motion was made to approve the request as presented.

Motion made by Commissioner Hagle.

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

3. Modify/Revise the Existing Planned Unit Development (PUD) for Beau Coast Subdivision

Planning Director Garner reported once the plans are approved by the commissioners, then the construction plans, documents and maps will be recorded and require dedication of the undisturbed area. All of this information will be transferred over to the Home Owners Association (HOA) and recorded in the Register of Deeds office. Mr. Garner continued by stating Town Engineer Greg Meshaw had reviewed the plans for the storm water and believed it to be in compliance.

Don Mizelle reported the 60 foot buffer natural area would be taken to the edge of the future storm water pond and the additional 20 feet area to the east will be re-vegetated.

Commissioner Carter indicated the 60 foot buffer was very considerable for Beau Coast. She further commented the original plan was approved in 2008 and it was generous of Beau Coast to come back and work with the adjacent property owners.

Commissioner Harker echoed Commissioner Carter. She also stated the town and members of the surrounding neighborhood are looking to save as much as possible.

Commissioner McDonald indicated he was concerned about the additional four properties with the 20 foot buffer and hoped the town could help work out any issues.

Commissioner Hollinshed indicated she felt the best management practices for storm water put in place will help in this area. She commented again to get easements in place.

Commissioner Hagle thanked the developer for the 60 foot buffer. He also thanked the developer for trying to keep as much of the 20 foot buffer as natural as possible. Additionally, he commented he felt the landscaping plans looked good.

A motion was made to approve the request as presented.

A motion made by Commissioner Carter.

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

4. Case #20-08 513 Front Street - Micro Distillery/Restaurant

Planning Director Garner indicated the item was for a Special Use Permit for 513 Front Street. The board conducted the public hearing during the July 13, 2020 meeting with no additional comments being received during the 24 hour comment period.

Commissioner Carter made a motion to open the Evidentiary Hearing. The vote was 5 to 0 in favor.

Planning Director Garner indicated he testified regarding the items listed below in the previous meeting and all requirements had been

E) Required Findings

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

- a) The proposed use is an allowable special use in the zoning district it is being located within;
- b) The application is complete;
- c) The location and character of the use will be in conformity with the Town’s land use plan and other comprehensive planning elements;
- d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
- e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
- f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
- g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.

Commissioner Harker made a motion was made to close the evidentiary hearing. The vote was 5 to 0.

Commissioner Hagle made a motion based on the evidence presented by the town planning staff as being in compliance. The vote was 5 to 0 in favor off the motion.

5. Cedar Street Park

Town Manager Day gave the following report.

Two adjoining property owners to the site of the future Cedar Street Park have requested the Town to support the abandoning of NCDOT right of way (ROW) in front of their properties. The owner of Homer Smith Seafood has requested that the town support NCDOT abandoning 19,409 square feet of ROW, which will be used for parking for an expansion of the marina. In exchanged, the owner has offered to contribute \$75,000 toward the construction of the restroom/kiosk at the new Cedar Street Park.

The other adjoining property owner would like the portion of the ROW abandoned as outlined in the "100 Cedar Survey". Note, however, that the Carteret County Property Tax Maps show that same portion of property as being owned by Irma Wiggins. Staff has not researched the conflict in information.

Homer Smith Seafood has received a Boating and Infrastructure Grant (BIG) to expand parking for the marina. The NCDOT has agreed to turn ROW over to the town for the park development and transportation related use. One issue is the road currently in place will serve as the entrance to the park. NCDOT had agreed to resurface the road prior to it being turned over to the Town. This resurfacing has been delayed due to the NCDOT funding crisis. Once the Town accepts the ROW the NCDOT will not resurface.

The questions to answer are whether the board is supportive of NCDOT abandoning the ROW for adjacent property owners. Mr. Day reported the owner of the marina indicated the parking spaces would be available for park patrons when not in use by his customers. Mr. Day also reported the approximate cost for the restroom/kiosk area would be \$135K to \$150K with Homer Smith Seafood donating \$75K toward the project.

Homer Smith Seafood representative, Ron Cullipher indicated it would be easier for the town to control the look of the structure. He also indicated the ROW acquisition would allow for more parking, landscaping and marina expansion. Homer Smith Seafood respectfully requested the Town to support the NCDOT abandonment of the ROW.

Commissioner Carter indicated she was under the impression the original agreement was for M^{1.} Frost to build the structure. The proposal to donate \$75K is far below the cost and from where would the additional funding be received. She also indicated the Parks and Recreation Advisory Board had expressed concern over some aspects of the park plan. She stated until NCDOT could pay for the paving she supported delaying.

Mayor Newton asked about the proposed cost for the paving. Mr. Day indicated he would ask Town Engineer Meshaw to provide an estimate.

Commissioner Harker indicated she supported waiting to hear from NCDOT regarding the paving. Mr. Day indicated this portion Mr. Frost is asking for would be a transaction between he and NCDOT and would not include the road which would come to the town later.

Commissioner Carter indicated it was a pretty prime piece of land for no more than Mr. Frost was offering for the construction of the restroom. Mr. Day indicated it was approximately .44 acres.

Commissioner McDonald indicated he was concerned about the shared parking at the marina. Mr. Cullipher indicated the shared parking would be for anyone. Commissioner McDonald indicated he believed it was a win-win to go along with Mr. Frost's request.

Commissioner Hollinshed asked about the surface of the parking area. Mr. Cullipher indicated the surface type has not been decided. She indicated there are storm water issues around the corner at Moore Street to be considered. She also stated it was a good deal of land being turned over to a private owner. Commissioner Hollinshed also asked about the regulation of who can park where. She expressed concern of parking spaces being available for people using the park.

Commissioner Hagle indicated he had the same concerns as Commissioner Hollinshed and the parking. Mr. Cullipher indicated there was not a boat ramp so there was no anticipation of boat trailers. Commissioner Hagle asked about the value of the land. Mr. Day indicated there was limitations on the property since there was a ROW for major power transmission lines. He further indicated no type of structures could be placed on the property. Mr. Day stated he believed the value of the property for the entire area was close to \$500K.

Commissioner Hagle asked if the road into the turn around area for the park was the existing roadway. Commissioner Carter indicated part of it was. Mr. Day also confirmed this for Commissioner Hagle. Commissioner Hagle asked if it could be used as is until the resurfacing occurs by NCDOT. Mr. Day informed the board members the only way the town could use the area is by taking ownership of the ROW and at that time DOT would not resurface. Commissioner Hagle indicated he preferred DOT pay for the resurfacing.

Commissioner Hollinshed asked for staff to look at the figures for running the water and sewer infrastructure.

Mr. Day indicated for the second property it is located in the parking area on the corner of Moore Street. The tax maps show the parcel belonging to Irma Wiggins. A more current survey completed for Vic and Laura Fasolino shows a different ROW.

Mr. Vic Fasolino indicated two years ago the town gave up right of way for the hotel. He proceeded to say he could also ask for that same amount but it would be the area where the trees and curbing are currently located. Mr. Fasolino indicated the survey completed by Jimmy Powell did not show the parcel as belonging to Ms. Wiggins. He continued by saying instead of asking the town to vacate the ROW he is asking for the inside cut in their parking lot vacated to provide more access to their parking lot area. He indicated it would not change the area of the proposed park.

Commissioner Carter indicated the Wiggins property was just a small portion. Mr. Fasolino indicated he felt the Wiggins did a Quit Claim when the park was filled in. She asked if Durwood's Landing was close to this area. Mr. Fasolino stated the property in question was marsh area where the old Welcome to Beaufort sign used to be located.

Commissioner Harker asked for clarification if one document was more legal than the other since there were two documents showing ownership. Mr. Day indicated this was not the town's decision

but NCDOT's decision. He continued to say the property owners would need to ask DOT for the property and DOT would then ask if the town wants to vacate the ROW.

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

6. FY 21 Budget Amendment #1

Finance Director Wood gave the following report for the FY21 BA #1.

General Fund (\$114,286)

This amendment requests the appropriation of fund balance for projects and professional services budgeted in FY20 but not completed prior to June 30, 2020. Projects and services include:

Utility Fund (\$12,500)

This amendment requests the appropriation of fund balance for services that were budgeted in FY20 but not completed prior to June 30, 2020. These include:

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

7. Order for Carteret County to Collect Taxes for 2020

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

8. Special Revenue Fund – Z. Smith Reynolds

Finance Director Wood gave the following report for the creation of the Special Revenue Fund for the Z Smith Reynolds Grant.

For external reporting purposes only, our auditor suggested that a special revenue fund be formally created and approved by the Board of Commissioners for the Z. Smith Reynolds Grant. Internally a separate fund was created last year (fall 2019) to account for the revenue and expenditures associated with this grant.

A special revenue fund is established by a government to account for money collected that is to be used for a specific purpose. The NC General Statutes (159-26(b)(2)(iii) names grant project ordinances as one of the classes for a special revenue fund.

According to the grant resolution the Z. Smith Reynolds Foundation resolved to make a three-year Collaborative Problem-Solving grant of \$450,000, payable for three years, \$150,000 each year, to the Town of Beaufort.

Commissioner Carter asked why the fund had not been established when the funds were first received. Ms. Wood indicated the auditor did not mention any specific need to create the revenue fund at the time of receipt but to just make sure it was kept separate. Ms. Wood further stated when talking with the auditor during the pre-audit, the discussion centered on creating the special revenue fund.

Commissioner Harker asked how the money was provided to the coalition? Ms. Wood indicated there was a separate checking account for the grant. She indicated two approvals were needed before payments could be made as well as two signatures required.

Commissioner McDonald asked if the town was liable in anyway on how the funds are handled by the coalition since the town is the agent for the funds. Ms. Wood indicated as long as the guidelines of the grant are being followed then the funds are being used properly. Mr. Day indicated the requirements of the grant must be met. Secondly, the financial procedures must be followed as far as receipts and payments. Commissioner Carter indicated in her experience in dealing with funds through Coastal Federation if there is a gross misuse of funds then the town can be held liable.

Finance Director Wood indicated the foundation requires a monthly reporting as well as a yearly reporting of the use of the funds.

Commissioner Hollinshed asked about being reimbursed for in-kind services being provided by town staff time. Town Manager Day indicated any town staff time is counted toward the in-kind payment. Commissioner Hollinshed asked about the total amount for in-kind services. In response to a question of how many town employees are performing activities, Mr. Day indicated there were a couple of employees working with the coalition.

Commissioner Hagle asked for clarification if there was a separate checking account for this funding. Ms. Wood confirmed this for him. Commissioner Hagle asked if activities and materials were being purchased that were not allowed by the grant who would be responsible. Town Manager Day indicated the town would be responsible for identifying the issue and require repayment by the individuals. Mr. Day continued by saying the part Finance Director Wood plays is making sure the financial reporting requirements are met. Commissioner Hagle continued by saying the amount of town personnel time involvement should be provided.

Finance Director Wood indicated the item needed to be approved this evening.

A motion was made to approve the item as presented.

Motion made by Commissioner Hagle.

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

9. June Financial Report/Notes

Finance Director Wood indicated there was not an actual report for the month of June since the year end was still being completed. She continued by saying the FY20 audit was in process.

She indicated the tax collections for the county for April, May and June were included in the packet.

Commissioner McDonald asked to see the amount the Town pays to the County based on the percentage collected by the County. Ms. Wood indicated she would be able to provide that amount to everyone.

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

10. Draft Minutes for June 8, 2020 Regular Meeting, June 15, 2020 Budget Work Session, June 22, 2020 Work Session/Budget Work Session

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

11. Amendments to the Personnel Policy

Town Clerk Davis reported the Personnel Policy needed to be amended as to how disciplinary and non-disciplinary suspensions are handled as well as how grievances should be handled if they are related to the manager. The question is to identify if the grievance should go directly to the board or the mayor first. Ms. Davis continued by saying Town Attorney Jill Quattlebaum had provided guidance and written the amendments to the policy.

Commissioner Harker asked about the steps that would be taken if a grievance is against the town manager and if the employee should put the grievance in writing through Human Resources or go directly to the mayor. Ms. Davis indicating the Ms. Quattlebaum recommended the writing go directly to the Mayor. Commissioner Harker asked if the fifteen day time period would also apply to this process. Ms. Davis confirmed this for Commissioner Harker. Commissioner Harker also asked about the establishment of a committee to address the complaint and what members would make up the committee. Ms. Davis reported the committee would be made up of board members only.

Commissioner McDonald asked if the employee has a problem with a supervisor why are we going around them to the mayor. Ms. Davis explained the process of having the complaint going to the Mayor if the employee has a grievance against the town manager.

Commissioner Harker indicated the process needs to be more defined.

Commissioner Hollinshed indicated she would like this to be broken down as a separate section or paragraph and identify the specific reasons. She also asked for a time frame for which it will be brought to the board for consideration.

Commissioner Hagle commented the need to form a committee may not be needed since all commissioners would need to be involved in gathering the information and a final decision.

Mayor Newton asked for clarification to be provided as the best manner in which to communicate the grievance to the board members.

12. Emergency Management Ordinance

Commissioner Carter commented she was interested in talking about the proclamation part that may need to be revised slightly. She indicated an emergency proclamation is something that is imminent. She expressed concern over the process that was used for the pandemic since it was an urgent situation but not an emergent situation and the board should be involved in discussion about specific actions.

Commissioner Harker indicated it should help clarify the process also. Commissioner Carter stated the point she was trying to make was that an emergency situation where there are only a few days to react the process was working, but in a situation that was urgent like the pandemic requiring restrictive action without the total decision being put on the board. She asked for a discussion to be held with the board all at one time.

Mayor Newton indicated he was all about making things better. Commissioner Carter indicated the key would be the item is urgent and not emergent.

Commissioner Hollinshed indicated she supported more widespread input for the board when time allows.

Commissioner Hagle agreed there should have been more board discussion about details prior to the proclamation being put in to place. He continued by saying more board involvement before the proclamation is issued would help the commissioners with being more supportive of the actions and help with being able to explain the actions to the public. Commissioner Hagle indicated he felt the closure of the town limits should have been discussed more prior to the closing.

Mayor Newton indicated he had hundreds of citizens come to him and thank him for the closure of the town limits. Commissioner Carter indicated she hoped the problems encountered by the board members could have been avoided if more discussion had taken place.

Mayor Newton indicated the declaration of emergency had been made on March 17th so funding could be received from FEMA. He continued by saying an open letter was published on March 24th and then the following weekend Beaufort was overrun with visitors not following recommended social distancing. Because so many people were not social distancing the State of NC shut down the Rachel Carson Reserve. He continued by saying Beaufort needed to be calm during the month of April. He also stated April was calm in Beaufort due to many processes. He openly admitted the actions were not perfect but a portion of each day was spent gathering information from all local regulatory agencies on how to address the pandemic. He continued by saying the town's process was reflective of the Governor's actions also.

Mayor Newton asked Commissioner Carter if she had any further comments. She indicated she hoped the urgency of a pandemic never came about again but did express concern of addressing the issuance of a proclamation without more board involvement.

Commissioner Harker indicated she worked at the hospital and had heard from people they wished their town was doing what Beaufort was doing. She continued by saying this was an unusual time and no one knew exactly how to react. She suggested coming up with a pandemic protocol and what to do when and how to act as a board. She asked for Town Manager Day to check into someone who might could help establish a protocol for pandemic. Town Manager Day indicated Chief Ray was looking into a process.

Commissioner Hollinshed indicated she hoped the new General Statute would help clear up the issue. She continued by saying having good data was a must.

Commissioner Hagle indicated he was not being critical but was expressing the concerns he had heard. He continued by saying this is a different situation and more involvement would have been better so each could be equipped with the information needed.

Mayor Newton indicated he appreciated the dialogue the group was having regarding the issue.

Commissioner McDonald indicated he received comments from citizens in town in reference to the closure both pros and cons. He responded by saying he appreciated the Mayor taking a stance in preserving life ahead of making dollars. No one from residential areas complained. He commented he heard more negative comments from business owners and others not being able to get into a business. He also stated he felt the protocol was important.

13. Noise Ordinance Review

Town Manager Day reported there had been recent complaints about amplified sound on Sunday mornings. He reported the ordinance had been established some time ago and needed to be amended to meet the current zoning. He reported the Police Department currently has an accepted support able device to use to establish noise measurement. Town Manager Day indicated he was providing this information in order to receive additional information or suggestions from the board members.

Mayor Newton asked the commissioners to please provide comments about their experiences.

Commissioner Carter indicated there had been issues when the board was establishing the current ordinance. She stated coming up with a realistic noise ordinance was hard to do.

Commissioner Harker indicated the enforcement piece needed to be considered and how the enforcement would take place. She commented she had received a complaint about leaf blowers with one citizen asking for them to be banned. Commissioner Harker also indicated the time frames (7 am to 10 pm) needed to be considered also.

Commissioner McDonald stated he felt his hands were all over the place when noise complaints since that was during his time of working with the PD. He recommended having a plan but making sure it was a sensible one.

Commissioner Hollinshed stated she felt things could be added to the ordinance as well as some being taken away. She indicated she would send the Town Manager some suggestions. She continued by saying she hoped it would all be enforceable.

Commissioner Hagle indicated it was hard to write the ordinance. He stated the ordinance was hard to enforce since the time frame from reporting to time of measuring the noise may be different. He continued by saying there were a lot of parameters that had to be considered when writing the ordinance.

Mayor Newton asked everyone to get their suggestions to the Town Manager.

14. Designation of Legal Counsel

Town Manager Day informed the board members of the change needed in attorney services. He stated the current attorneys Arey Grady and Jill Quattlebaum were leaving the firm of Sumrell Suggs and forming their own firm.

Commissioner McDonald asked for some discussion on the current contract with Sumrell Sugg. He asked if the town was bound to the current law firm or if the town could change lawyers at any time. Town Manager Day reported the retaining of a town attorney is like that of a town manager; a change can be made at any time.

Mr. Arey Grady reported he and Ms. Quattlebaum were leaving Sumrell Sugg in order to downsize and streamline their work. He indicated there was no bad or negative reason for starting the new firm. He stated internal administrative requirements took time away from clients, so he stated they decided to make a change. Mr. Grady encouraged the board members to reach out to any of the lawyers remaining at Sumrell Sugg if they had any questions.

Commissioner Hollinshed asked about the scope of work since there were multiple attorneys on staff at Sumrell Sugg and their having to go outside if the town needs expertise in other areas. She also asked about billing rates and processes. Mr. Grady indicated he and Ms. Quattlebaum would honor the same rates and processes as the town agreed with Sumrell Sugg. He also indicated he and Ms. Quattlebaum had handled at least 98% of the town's work since coming on board and they did not anticipate having to go outside for help.

Commissioner Hagle indicated he also was concerned about things such as Commissioner Hollinshed and the depth of the resources at Sumrell Sugg.

A motion was made that Jill R. Quattlebaum and Arey W. Grady, III are designated as legal counsel for the Town of Beaufort, and that the Mayor and the Town Manager are authorized to take any steps they deem necessary or reasonable to transition the Town's legal representation from the Town's former legal counsel.

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

Mayor/Commission Comments

No commissioner comments were made.

Adjourn

A motion was made to adjourn the meeting. The meeting adjourned at 7:18 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
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**Town of Beaufort Board of Commissioners Regular Meeting
6:00 PM Monday, August 10, 2020 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes**

Call to Order

Mayor Newton called the meeting to order.

Roll Call

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.

Calendar

Town Clerk Davis reported all events for August and September had been cancelled with the exception of the Farmer's Market. She also stated all meetings of the various boards will continue to be held through Zoom due to COVID-19.

- 1. August 2020 and September 2020 Calendar

Public Comment

Janet Woodward, Lennoxville Road, asked for the board members to please consider amending the zoning ordinance to not allow gated communities. She indicated she felt this may be an issue in the future with all of the development in the town.

Manager Report

Town Manager Day reported on the proposed use of CARES Act Relief Funds. These funds can be used for expenses that are budgeted and allow for compliance with COVID-19

recommendations for social distancing, and/or teleworking. The Town of Beaufort allocation is \$ 94,768 from Carteret County.

• **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 NCDOT 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.

All commissioners indicated the list was comprehensive and asked if the requests would be used after the COVID19 pandemic has subsided. Mr. Day indicated all of the requests were able to be used after the pandemic. Additionally, he confirmed training would be received for the operation of the drone.

Items of Consent

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

In regards to the collection of taxes by Carteret County, Commissioner Carter asked if it would be more cost effective to collect in house rather than contracting out to the county. Town Manager Day indicated a cost analysis could be done. Commissioner Hagle indicated the analysis would need to make sure it included all costs related to personnel, software, processing and mailings.

Motion made by Commissioner Harker.

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

- 2. Draft Minutes for June 8, 2020 Regular Meeting, June 15, 2020 Budget Work Session, June 22, 2020 Work Session/Budget Work Session
- 3. FY 21 Budget Amendment #1
- 4. Order for Carteret County to Collect Taxes for 2020

Items for Discussion and Consideration

- 5. Cedar Street Park

Town Manager Day reported two adjoining property owners to the site of the future Cedar Street Park have requested the Town to support the abandoning of NCDOT right-of-way (ROW) in front of their properties. The owner of Homer Smith Seafood has requested that the town support NCDOT abandoning 19,409 square feet of ROW, which will be used for parking for an expansion of the marina. In exchange, the owner has offered to contribute \$75,000 toward the construction of the restroom/kiosk at the new Cedar Street Park.

The other adjoining property owner would like the portion of the ROW abandoned as outlined in red on the attached survey labeled "100 Cedar Survey". Note, however, that the Carteret County Property Tax Maps show that same portion of property as being owned by Irma Wiggins. Staff has not researched this conflict.

NCDOT has agreed to give the Town the Cedar Street ROW, beginning at the intersection of Moore Street and extending west to Gallants Channel. NCDOT has also agreed to resurface Cedar Street from the intersection of Moore Street to its western terminus prior to turning over the ROW. Due to current budgetary constraints, however, funding for resurfacing is not currently available. The cost of simply resurfacing that portion of Cedar Street is approximately \$60,000. If NCDOT is willing to add a cul-de-sac and entryway, that would cost an additional \$38,000; and if NCDOT was instead willing to complete the road and parking as designed, then the total cost would be about \$87,000.

Mayor Newton indicated he understood there were three parts to the request and indicated the decisions should be made individually. The first question is regarding the south property, the second question is regarding the north property and the third question is regarding paving. Town Manager Day indicated the paving did not require an immediate decision.

Mayor Newton indicated the first component was the southern property and whether or not the board supports the abandonment of the ROW. Mr. Day remarked the process that would need to be taken is the notification to NCDOT the town does not have an interest in the property.

Commissioner Hollinshed asked if the property could be used for additional parking. Mr. Day reported the designers recommended having just an entrance into the park. He also stated the property owners are not asking for any of the area except for the piece on the south side of the sidewalk.

Commissioner Hagle asked about the trapezoid shaped property and if that was the area being asked for from the NCDOT. Mr. Day indicated the issue relating to the ownership of the property would be for NCDOT to work through and not the Town of Beaufort.

Commissioner Carter expressed concern over the ownership of the property and whether or not the town should wait until the rightful owners are identified. Mr. Day reported the town would just be letting the NCDOT know there is no interest in receiving that part of the ROW.

Commissioner Hagle made a motion notify NCDOT the town has no interest in the property on the south side of Cedar Street. The vote was 5 to 0 in favor.

The second decision to be made is regarding the north property.

Commissioner Hollinshed she had questions regarding the design of the park.

Commissioner Harker indicated she had questions also about the design. She also asked for clarification on the restroom structure that was to be located on the north side of the park. Town Manager Day indicated the designers recommended the location to be in the park area. He

continued by saying the original concept in 2016 showed the restroom in the northern property area. He also stated there was a concern of the distance of the structure in relation to the park. Commissioner Harker also asked about the ramps that were in the original design for handicapped citizens and visitors. Town Manager Day reported the town did not own that piece of property so it would be hard to place ramps in the area. He did inform the board members the town was going to be applying for grant funding for ADA accessibility for Cedar Street Park.

Commissioner Hagle expressed concern about the appraised price and how that was completed. He stated the proposed restrooms will be better for use by the park patrons.

Commissioner Carter asked about if the ROW was turned into parking it is adjacent to park parking and so would overflow from the marina be in the park parking area. She continued by saying the original agreement for the restrooms was for Mr. Frost to maintain the restrooms and keep them cleaned; by moving them it is now the responsibility of the town and a larger cost. Town Manager Day indicated signage would be put up stating parking is for park patrons only with enforcement being a challenge. In regards to the maintenance of the restroom, Mr. Day indicated he did not see that as a terrible problem for the town to undertake. He also continued by saying the location is better for serving the public. Mr. Day indicated he suspected Mr. Frost would put in a similar structure closer to his operation.

Commissioner Hagle indicated he hoped Mr. Frost would understand the town's purpose for the restroom and would make his patrons aware of the purpose. Commissioner Carter also asked if the property could be used for the park. Mr. Day reported the proximity to the marina might limit the usefulness for the park. The farther away from the marina the better it would be. He suggested some type of barrier would need to be put in place. Commissioner Hagle stated the park needed to be kept as simple as possible for maintenance purposes.

Commissioner Harker asked if the barrier was to separate the properties. Mr. Day reported it could be some type of fence or some type of vegetative barrier.

Town Manager Day indicated if the town kept the property there would be more parking available for the park. Commissioner Carter commented if Mr. Frost wants the land then give us the restroom.

Commissioner Harker asked about the offer of \$75K and whether or not it was still in play. Town Manager Day indicated he understood that to be the proposal. Town Manager Day indicated if the board so chose he and the Town Attorney could negotiate with Mr. Frost to finalize the details. Commissioner Harker indicated she was good with the negotiations taking place. She also expressed concern about how the property would be separated. She stated she would prefer it not be a fence but a natural barrier. She asked for a full scope of what is going to be done.

Commissioner Hagle indicated he preferred the driveway be moved as far east as possible then more open space might be gained. He also stated he felt the offer was too low.

Mayor Newton indicated he heard the board indicating they would like the Town Manager and Town Attorney to negotiate with Mr. Frost.

Commissioner Hollinshed asked for parking restrictions to also be worked out in order to prevent the parking being pushed into the neighborhood. She also asked about the amount of funding still remaining for the park from the \$2 million dollars. Mr. Day indicated the expected amount for Cedar Street Park is \$500K. Commissioner Hollinshed also indicated she did not like the idea of a kiosk with paper products available. Mr. Day reported there is no intention to have paper out there but more of an interpretive display.

Commissioner Hagle also expressed concern over parking spilling over into the neighborhood. Commissioner Carter also expressed concern over parking in the area. Town Manager Day recommended asking Mr. Frost to have some type of parking decal for his patrons for identification.

Commissioner McDonald expressed concerns over the money spent on Randolph Johnson Park (RJP) and the limited amount still available for Cedar Street Park. He continued to say it was his understanding the \$2 million would be divided equally among the parks. Commissioner Carter

indicated that was not the understanding she had for the donated funds. Town Manager Day reported the board had decided to make RJP the primary project with Cedar Street being secondary project for the funds.

Commissioner Hagle indicated the board was asking for the Manager and Town Attorney speak with Mr. Frost and then come back with additional information.

6. Amendments to the Personnel Policy

Town Clerk Davis reported the Town Attorney had worked on a more defined process for the time frame, how the grievance/allocation is to be presented, who is to see the information first and then how the decision should be made.

Town Attorney Quattlebaum indicated there are discretionary areas for each stage in the process. She stated the decision could be made on the documents alone or could have interviews if needed. All of that is to be done within 10 calendars and ready for decision to be made at the next board meeting. The final decision must be rendered in writing to the complainant within 30 days.

Commissioner Harker asked about forms and whether or not they are needed. Town Clerk Davis indicated the complaint would not necessarily need to be on a form but definitely put in writing in order to start the process.

Commissioner McDonald asked about when the 30 day period would begin. Attorney Quattlebaum indicated the 30 days would begin when the Mayor receives the documentation.

A motion was made to approve the amendments as presented.

Motion made by Commissioner Hagle.

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

Mayor/Commission Comments

Commissioner McDonald had no comments.

Commissioner Hollinshed asked about the mask policy which is an executive order. She indicated she would like some emphasis to be placed on the executive order without coming to a police state.

Commissioner Harker had no comments.

Commissioner Hagle indicated his safety message was to drive defensively since school was getting ready to start. He also urged everyone to observe the three Ws.

Commissioner Carter indicated she agreed with Commissioner Hollinshed that masks needed to be worn and to not do so was foolhardy.

Mayor Newton indicated the CARES act could be used for enforce the executive order without being draconian. He stated lessons were learned from Hurricane Isaias as a result of what happened in the Oak Island and Southport areas. He stated looking at categories was not enough but more understanding of storm surge was needed.

Adjourn

Commissioner Hagle made a motion to adjourn the meeting. The vote was 5 to 0 in favor. The meeting adjourned at 7:09 pm.

Mayor Everette S. (Rett) Newton

Michele Davis, Town Clerk



Town of Beaufort, NC

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**Town of Beaufort Board of Commissioners Regular Monthly Meeting
6:00 PM, Monday, September 14, 2020 – Held Through Zoom Due to COVID19 Pandemic**

AGENDA CATEGORY: Items of Consent
SUBJECT: Navigable Waters Ordinance Amendment

BRIEF SUMMARY:

The recent experience of Hurricane/Tropical Storm Isaias illustrated the need for an amendment to section 96.03 (D) of the Navigable Waters Ordinance regarding storm evacuation.

The current language for that section, along with the proposed amendment, is attached in an ordinance amendment.

REQUESTED ACTION:

Consider approval of amendment.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No

ORDINANCE AMENDING TITLE IX GENERAL REGULATIONS
CHAPTER 96 NAVIGABLE WATERS OF THE TOWN OF BEAUFORT
CODE OF ORDINANCES

WHEREAS, the Board of Commissioners of the Town of Beaufort previously established a Code of Ordinance to insure the health, safety and welfare of its citizens; and

WHEREAS, there are many derelict vessels and moorings that are interfering with the navigation of waters within the jurisdictional boundaries of the Town of Beaufort; and

WHEREAS, the Board of Commissioners of the Town of Beaufort finds it necessary to amend the Code of Ordinances title IX General Regulations Chapter 96 Navigable Water to meet the town’s needs.

NOW, THEREFORE BE IT RESOLVED, Title IX General Regulations Chapter 96 Navigable Water will be amended as outlined below:

Remove: 96.03 - Anchoring; docking; mooring: interference with navigation.

(D) Within 4 hours of a hurricane warning being declared by the National Weather Service, anchored vessels shall not be permitted in any of the navigable waters of the Town of Beaufort except for the Town Creek Harbor of Refuge. Vessels in town Creek during a hurricane warning must be adequately secured by at least two anchors, and all parts and contents of the vessels shall also be adequately secured.

Add: 96.03 - Anchoring; docking; mooring: interference with navigation.

(D) Within 4 hours of a warning being declared by the National Weather Service for a tropical storm (including other weather events with similar wind speeds) or hurricane, anchored vessels shall not be permitted in any of the navigable waters of the Town of Beaufort except for the Town Creek Harbor of Refuge. Vessels in Town Creek during a hurricane warning must be adequately secured by at least two anchors, and all parts and contents of the vessels shall also be adequately secured.

Adopted this ____ day of _____ 2020.

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 Monthly Meeting
6:00 PM Monday, September 14, 2020 – Held Electronically Due to COVID19 Pandemic**

AGENDA CATEGORY: Items of Consent
SUBJECT: FY 21 Budget Amendment #2

BRIEF SUMMARY:

General Fund

- This amendment requests the appropriation of insurance reimbursements for repairs made to Engine #4.
- Appropriation of Fund Balance is requested for the amount approved for the Beaufort Development Association (BDA) in FY 20, \$7,500.00. The marketing plan and an invoice has been received from BDA. This was mistakenly omitted from Budget Amendment #1, with the other roll forward items from FY 2020.

Utility Fund

- This amendment requests the appropriation of fund balance for sandblasting and repainting the canopy at the Wastewater Treatment Plant. The cost of this project is \$30,000, The FY 2021 budget included \$15,000 for this project which was the estimate at the time of budget preparation.
- 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.

REQUESTED ACTION:

Approve Budget Amendment #2

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

Yes



**TOWN OF BEAUFORT
FY 2021 BUDGET AMENDMENT #2**

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2021 Budget through Ordinance on June 25, 2020, and

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

BE IT THEREFORE ORDAINED that the Board of Commissioners amends the Fiscal Year 2021 Budget as follows:

SECTION I: GENERAL FUND

This amendment requests the appropriation of insurance reimbursements for repairs made to Engine #4. A Fund Balance appropriation is also requested for the funds approved for the Beaufort Development Association that was approved in FY 2020.

A. REVENUE

<u>INCREASE</u>	
OTHER REVENUES	\$ 2,817
APPROPRIATED FUND BALANCE.....	\$ 7,500
TOTAL INCREASE	\$ 10,317

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

<u>INCREASE</u>	
FIRE DEPARTMENT.....	\$ 2,817
NON-DEPARTMENTAL.....	\$ 7,500
TOTAL INCREASE	\$ 10,317

SECTION III: UTILITY FUND

This amendment requests the appropriation of fund balance for sandblasting and repainting the canopy at the Wastewater Treatment Plant. The cost of this project is \$30,000, The FY 2021 budget included \$15,000 for this project which was the estimate at the time of budget preparation. 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.

A. REVENUE

INCREASE

APPROPRIATED UNRESTRICTED FUND BALANCE.....	\$ 15,000
OTHER REVENUES.....	\$ 150,000
TOTAL INCREASE.....	\$165,000

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

INCREASE

SEWER DIVISION.....	\$ 165,000
TOTAL INCREASE.....	\$ 165,000

SECTION VI: DISTRIBUTION

Copies of this ordinance shall be furnished to the Town Manager and Finance Officer to be kept on file for their direction in the disbursement of funds.

Adopted this 14th day of September, 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 Monthly Meeting
6:00 PM Monday, September 14, 2020 - Held Through Zoom Due to COVID19 Pandemic**

AGENDA CATEGORY: Items of Consent
SUBJECT: Emergency Management Ordinance

BRIEF SUMMARY:

Commissioner Carter requested a discussion of the Town’s Emergency Management Ordinance at the July 27 work session. There was discussion about potential changes to the ordinance, but no specific amendments were offered at that meeting.

Subsequently, Commissioner Carter worked with Town Attorney Arey Grady to draft amendments for the Board’s consideration.

The current ordinance, along with the proposed amendments, are attached.

REQUESTED ACTION:

Discussion.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

Ann Carter, Town Commissioner

BUDGET AMENDMENT REQUIRED:

No

Sec. 33.01. - State of emergency; restrictions authorized.

(A) A state of emergency shall be deemed to exist whenever during times of public crisis, disaster, rioting, catastrophe or similar public emergency, for any reason, public safety authorities are unable to maintain public order or afford adequate protection for lives, safety or property, or whenever the occurrence of any such condition is imminent.

(B) In the event of an existing or threatened state of emergency endangering the lives, safety, health and welfare of the people within the town, or any part thereof, or threatening damage to or destruction of property, the Mayor is hereby authorized and empowered under G.S. 166A-8 to issue a public proclamation declaring to all persons the existence of such a state of emergency and, in order to more effectively protect the lives and property of people within the town, to place in effect any or all of the restrictions hereinafter authorized.

(C) The Mayor is hereby authorized and empowered to limit by the proclamation the application of all or any part of such restrictions to any area specifically designated or described within the town limits and to specific hours of the day or night; and to exempt from all or any part of such restrictions, while acting in the line of and within the scope of their respective duties, law enforcement officers, firefighters and other public employees, rescue squad members, doctors, nurses, employees of hospitals and other medical facilities; on-duty military personnel, whether state or federal; on-duty employees of public utilities, public transportation companies, and newspaper, magazine, radio broadcasting and television broadcasting corporations operated for profit; and such other classes of persons as may be essential to the preservation of public order and immediately necessary to serve the safety, health and welfare needs of the people within the town.

(D) Any proclamation issued under this section without the affirmative vote of a majority of the Board of Commissioners shall be valid and in effect for no more than seven (7) days from the date and time of issuance, provided that if the circumstances giving rise to any proclamation are such that the Board of Commissioners is unable to meet to consider an extension, a proclamation issued under this section may be extended by the Mayor for up to seven (7) additional days.

Sec. 33.02. - Proclamation imposing prohibitions and restrictions.

(A) The Mayor, by proclamation, may impose the prohibitions and restrictions specified in sections [33.03](#) through [33.08](#) in the manner described in those sections. The Mayor may impose as many of those specified prohibitions and restrictions as he or she finds are necessary, because of an emergency, to maintain an acceptable level of public order and services, and to protect lives, safety and property. The Mayor shall recite his or her findings in the proclamation.

(B) The proclamation shall be in writing. The Mayor shall take reasonable steps to give notice of the terms of the proclamation to those affected by it and shall post a copy of it in the town hall. The Mayor shall send reports of the substance of the proclamation to the mass communications media which serves the affected area. The Mayor shall retain a text of the proclamation and furnish upon request certified copies of it for use as evidence.

(C) Any prohibition or restriction imposed in a proclamation issued under this section without the affirmative vote of a majority of the Board of Commissioners shall be valid and in effect for no more than seven (7) days from the date and time of issuance, provided that if the circumstances giving rise to such prohibition and restrictions are such that the Board of Commissioners is unable to meet to consider an extension, prohibitions or restrictions imposed in a proclamation issued under this section may be extended by the Mayor for up to seven (7) additional days.

CHAPTER 33. - EMERGENCY MANAGEMENT³¹

Footnotes:

--- (3) ---

State Law reference— Emergency management generally, see G.S. Ch. 166A.

Sec. 33.01. - State of emergency; restrictions authorized.

- (A) A state of emergency shall be deemed to exist whenever during times of public crisis, disaster, rioting, catastrophe or similar public emergency, for any reason, public safety authorities are unable to maintain public order or afford adequate protection for lives, safety or property, or whenever the occurrence of any such condition is imminent.
- (B) In the event of an existing or threatened state of emergency endangering the lives, safety, health and welfare of the people within the town, or any part thereof, or threatening damage to or destruction of property, the Mayor is hereby authorized and empowered under G.S. 166A-8 to issue a public proclamation declaring to all persons the existence of such a state of emergency and, in order to more effectively protect the lives and property of people within the town, to place in effect any or all of the restrictions hereinafter authorized.
- (C) The Mayor is hereby authorized and empowered to limit by the proclamation the application of all or any part of such restrictions to any area specifically designated or described within the town limits and to specific hours of the day or night; and to exempt from all or any part of such restrictions, while acting in the line of and within the scope of their respective duties, law enforcement officers, firefighters and other public employees, rescue squad members, doctors, nurses, employees of hospitals and other medical facilities; on-duty military personnel, whether state or federal; on-duty employees of public utilities, public transportation companies, and newspaper, magazine, radio broadcasting and television broadcasting corporations operated for profit; and such other classes of persons as may be essential to the preservation of public order and immediately necessary to serve the safety, health and welfare needs of the people within the town.

(1992 Code, § 7-1; Ord. passed 9-11-1989)

Sec. 33.02. - Proclamation imposing prohibitions and restrictions.

- (A) The Mayor, by proclamation, may impose the prohibitions and restrictions specified in sections 33.03 through 33.08 in the manner described in those sections. The Mayor may impose as many of those specified prohibitions and restrictions as he or she finds are necessary, because of an emergency, to maintain an acceptable level of public order and services, and to protect lives, safety and property. The Mayor shall recite his or her findings in the proclamation.
- (B) The proclamation shall be in writing. The Mayor shall take reasonable steps to give notice of the terms of the proclamation to those affected by it and shall post a copy of it in the town hall. The Mayor shall send reports of the substance of the proclamation to the mass communications media which serves the affected area. The Mayor shall retain a text of the proclamation and furnish upon request certified copies of it for use as evidence.

(1992 Code, § 7-2; Ord. passed 9-11-1989)

Sec. 33.03. - Evacuation.

The Mayor is authorized to direct and compel the evacuation of all or part of the population of the town, to prescribe routes, modes of transportation, and destination in connection with evacuation; and to control ingress and egress of a disaster area, the movement of persons within the area, and the occupancy of premises therein. Details of the evacuation may be set forth or amended in a subsequent proclamation which shall be well publicized.

(1992 Code, § 7-3; Ord. passed 9-11-1989)

Sec. 33.04. - Curfew.

- (A) The proclamation may impose a curfew prohibiting in certain areas and during certain periods the appearance in public of anyone who is not a member of an exempted class. The proclamation shall specify the geographical area or areas and the period during each 24-hour day to which the curfew applies. The Mayor may exempt from some or all of the curfew restrictions classes of people whose exemption the Mayor finds necessary for the preservation of the public health, safety and welfare. The proclamation shall state the exempted classes and the restrictions from which each is exempted.
- (B) Unless otherwise specified in the proclamation, the curfew shall apply during the specified period each day until the Mayor by proclamation removes the curfew.

(1992 Code, § 7-4; Ord. passed 9-11-1989)

Sec. 33.05. - Restrictions on possession, consumption or transfer of alcoholic beverages.

The proclamation may prohibit the possession or consumption of any alcoholic beverage, including beer, wine and spirituous liquor other than on one's own premises, and may prohibit the transfer, transportation, sale or purchase of any alcoholic beverage within the area of the town described in the proclamation. The prohibition, if imposed, may apply to transfers of alcoholic beverages by employees of alcoholic beverage control stores as well as by anyone else within the geographical area described.

(1992 Code, § 7-5; Ord. passed 9-11-1989)

Sec. 33.06. - Restrictions on possession, transportation and transfer of dangerous weapons and substances.

- (A) The proclamation may prohibit the transportation or possession, off one's own premises, or the sale or purchase of any dangerous weapon or substance. The Mayor may exempt from some or all of the restrictions classes of people whose possession, transfer or transportation of certain dangerous weapons or substances is necessary to the preservation of the public's health, safety or welfare. The proclamation shall state the exempted classes and the restrictions from which each is exempted.
- (B) For the purpose of this section, the following definition shall apply unless the context clearly indicates or requires a different meaning.

Dangerous weapon or substance means:

- (a) Any deadly weapon, ammunition, explosive, incendiary device, radioactive material or device, gasoline or other instrument or substance designed for a use that carries a threat of serious bodily injury or destruction of property;
- (b) Any other instrument or substance that is capable of being used to inflict serious bodily injury or destruction of property, when the circumstances indicate that there is some probability that such instrument or substance will be so used; and/or

- (c) Any part or ingredient in any instrument or substance included above when the circumstances indicate a probability that such a part or ingredient will so be used.
- (C) If imposed, the restrictions shall apply throughout the jurisdiction of the town or such part thereof as designated in the proclamation.

(1992 Code, § 7-6; Ord. passed 9-11-1989)

Sec. 33.07. - Restrictions on access to areas.

- (A) The proclamation may prohibit obtaining access or attempting to obtain access to any area, designated in the manner described in this section, in violation of any order, clearly posted notice or barricade indicating that access is denied or restricted.
- (B) Areas to which access is denied or restricted shall be designated by the Chief of Police and his or her subordinates when directed in the proclamation to do so by the Mayor. When acting under his or her authority, the Chief of Police and his or her subordinates may restrict or deny access to any area, street, highway or location within the town if that restriction or denial of access or use is reasonably necessary to promote efforts being made to overcome the emergency or to prevent further aggravation of the emergency.

(1992 Code, § 7-7; Ord. passed 9-11-1989)

Sec. 33.08. - Restriction of activity.

The proclamation may prohibit or restrict:

- (A) Movements of people in public areas;
- (B) The operation of offices, business establishments and other places to or from which people may travel or at which they may congregate; and
- (C) Other activities or conditions the control of which may be reasonably necessary to maintain order and protect lives or property during the state of emergency, within the area designated in the proclamation.

(1992 Code, § 7-8; Ord. passed 9-11-1989)

Cross reference— Penalty, see section 10.99.

Sec. 33.09. - Removal of prohibitions and restrictions.

The Mayor shall, by proclamation, terminate the entire declaration of emergency or remove the prohibitions and restrictions as the emergency no longer requires them, or when directed to do so by the Board of Commissioners.

(1992 Code, § 7-9; Ord. passed 9-11-1989)

Sec. 33.10. - Superseding and amendatory proclamations.

The Mayor, in his or her discretion, may invoke the restrictions authorized by this chapter in separate proclamations, and may amend any proclamation by means of a superseding proclamation in accordance with the procedures set forth in section 33.02.

(1992 Code, § 7-10; Ord. passed 9-11-1989)

Sec. 33.11. - Termination of proclamation.

Any proclamation issued under this chapter shall expire five days after its last imposition, unless sooner terminated in writing under the same procedures set forth in section 33.02 for proclamations.

(1992 Code, § 7-11; Ord. passed 9-11-1989)

Sec. 33.12. - Absence or disability of mayor.

In case of the absence or disability of the Mayor, the Mayor Pro Tem or such other person as may be designated by the Board of Commissioners, shall have and exercise all of the powers given to the Mayor in this chapter.

(1992 Code, § 7-12; Ord. passed 9-11-1989)



Town of Beaufort, NC

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**Town of Beaufort Board of Commissioners Regular Monthly Meeting
6:00 PM Monday, September 14, 2020 – Held Through Zoom Due to COVID19 Pandemic**

AGENDA CATEGORY: Public Hearing
SUBJECT: Renewal of Permit for Hungry Town Tours

BRIEF SUMMARY:

Mr. and Mrs. Cartier are requesting a renewal of the permit for Hungry Town Tours. The permit renewal will be for a two-year period. The permit application document and other supporting documentation are included in this file. This will need to be a Public Hearing item.

REQUESTED ACTION:

Receive Information for Public Hearing and Comments. Approval or Denial will need to be made at the September 28, 2020 Work Session.

EXPECTED LENGTH OF PRESENTATION:

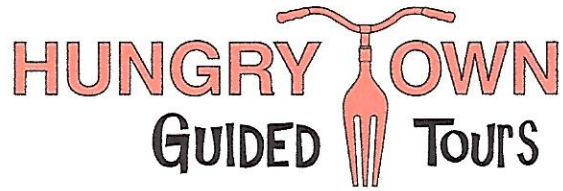
5 minutes

SUBMITTED BY:

Michele Davis, Town Clerk

BUDGET AMENDMENT REQUIRED:

No



406 Live Oak Street • Beaufort, North Carolina
252.648.1011 • info@hungrytowntours.com • hungrytowntours.com

August 10, 2020

Board of Commissioners
Town of Beaufort
Town Hall
701 Front Street
Beaufort, North Carolina 28516

Dear Town Commissioners:

We are pleased to submit our application renewal for a walking tour permit for Hungry Town Tours.

For your review, I have included a copy of the application and supporting documents to show that we meet the approval for another two-year walking tour permit.

A copy of our current Certificate of Liability Insurance is on file with the town. In accordance with the application requirements, we have also made payment to the town for the \$50 application fee.

If you have any questions, I can be reached at 252-503-7449 on my mobile phone.

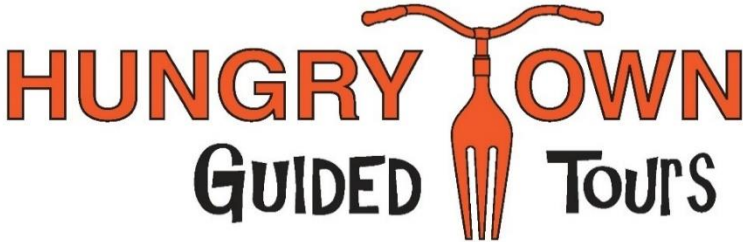
Thank you, in advance, for your consideration.

Sincerely,

HUNGRY TOWN TOURS

David R. Cartier
Co-Owner

Application Renewal for Walking Tour Permit in Beaufort, North Carolina



Presented to:

**Board of Commissioners
Town of Beaufort, North Carolina**

**Public Hearing
September 14, 2020**

Hungry Town Tours
406 Live Oak Street • Beaufort, North Carolina 28516
hungrytowntours.com • 252-648-1011
info@hungrytowntours.com

About the Applicant – Hungry Town Tours

Hungry Town Tours offers several unique award-winning tours by bicycle and foot in Beaufort, North Carolina. While each tour is different, the underlying goal remains the same. They provide environmentally friendly options to those who love the outdoors and are keenly aware that preserving nature is essential to their travel experience today and for years to come.

Founded:

Hungry Town Bike Tours was founded in 2011 by a local personal chef who wanted to create a tour for people to hear some unusual stories about Beaufort that they might not hear on a typical tour.

In May 2013, the company was sold to David & Betsy Cartier with an extensive background in the hospitality and restaurant business. Their experience includes tourism destination marketing. In 2014, the name was changed to Hungry Town Tours to reflect both walking and bicycle tours.

About our Name – Hungry Town Tours:

“Hungry Town” and “Fish Towne” were some of the early names for Beaufort, North Carolina.

The name “Hungry Town” was noted on the only surviving 1713 plat of Beaufort. This draft is the only documentation that the newly laid-out town may have been casually called “Hungry Town.”

Architectural historian Tony P. Wrenn, who did the 1970 study for Beaufort’s nomination to the National Register of Historic Places, had his theory concerning “Hungry Town.” Wrenn believes that surveyor Richard Graves spilled ink but continued to use the sheet as he practiced with his ink and quill. Graves’ “Hungry Town” scribbles may have referred to the new town full of lots “hungry” for buyers, or to a few struggling settlers in the area.

Today, the name “Hungry Town” is a natural tie-in with Beaufort’s history and bountiful culinary offerings.

Customer Reviews:

Hungry Town Tours has received the 2020 TripAdvisor® Travelers Choice Award. This is the sixth year in a row that the Beaufort-based tour company has received TripAdvisor® Certificate of Excellence award.

Currently, Hungry Town Tours is rated on *TripAdvisor* as:

- #1 Activity on the Crystal Coast.
- #5 Activity on the North Carolina Coast.

TripAdvisor.com is the world's largest travel site with more than 60 million reviews and opinions by travelers around the world.

About the Applicant – Hungry Town Tours

Green Travel Recognition:

Hungry Town Tours is the first business in Carteret County to be accepted into the NC Green Travel Initiative. We promote green from “spoke to fork” by combining nature-based travel with culinary tourism through bicycle and walking tours.

Giving Back:

Hungry Town Tours believes in giving back to the community and participates as a member of the following organizations:

- Beaufort Development Association
- Beaufort Historical Association
- Friends of the North Carolina Maritime Museum
- Friends of Beaufort Wine & Food
- Carteret Catch
- Core Sound Heritage Museum
- Carteret County Chamber of Commerce

Hungry Town Tours has donated in-kind donations to several local organizations including:

- Beaufort Historical Association
- Friends of the North Carolina Maritime Museum
- Beaufort Wine & Food
- Beaufort Women’s Club
- Beaufort Garden Club
- Beaufort Lion’s Club
- Loaves and Fishes of Beaufort
- Carteret County Chamber of Commerce

Supporting Local Fishermen & Farmers

Hungry Town Tours prides themselves in working with restaurants offering fresh, local products that support our local fishermen and farmers. They also promote three Beaufort-based organizations:

- **Carteret Catch**
Their mission is to sustain the livelihood and heritage of the Carteret County fishing industry through public marketing and education. Hungry Town Tours is a member of Carteret Catch. www.carteretcatch.org
- **Walking Fish**
An award-winning community supported fishery (CSF) that links fishermen on the coast of North Carolina to consumers in the Triangle. www.walking-fish.org
- **Olde Beaufort Farmers’ Market**
They provide high quality local food to Beaufort and the surrounding area, show support for small farmers, held weekly, April thru November. Hungry Town Tours has been a market sponsor. www.beaufortfarmersmarket.com

About the Applicant – Hungry Town Tours

Local Seafood Partners:

- Carolina Mariculture Co.**
 Owned and operated by Jay and Jennifer Styron, Carolina Mariculture Co. is a small, family-owned, North Carolina oyster farm located on Cedar Island. They raise oysters using mariculture practices: buying seed from a hatchery and raising them to market size in floating cages on our lease in Core Sound. Available year-round at Salty Catch Seafood Co. ww.carolinamariculture.com.

Hungry Town Tours promotes seafood availability to consumers looking for fresh local fish.

- North Carolina Sea Grant**
 Utilizing collateral materials provided by NC Sea Grant, Hungry Town Tours provides seasonal availability guides on the food tours. www.ncseagrant.org

Recent Press:

In the last seven years, Hungry Town Tours has been featured or mentioned in more than seventy-five (75) regional and national publications, magazines, newspapers, and online articles.

Forbes magazine featured Hungry Town Tours in August 2019 with an article “They Ditched Their Jobs to Live in their Dream Destination.”

Hungry Town Tours was featured of a story in the May 2019 issue of *Southern Living* magazine.

In July 2018, *Our State* magazine launched a new video series, 'Around Town!' where they visit small towns across North Carolina and let locals show you “around town”. First in the series was Beaufort guided by Betsy Cartier of Hungry Town Tours.

Our State magazine featured 22-pages of stunning photography of Historic Beaufort, NC and Hungry Town Tours. The photo essay ‘Beaufort by Bike’ was one of the highlights of their annual Coastal Issue (June 2017).

North Carolina Weekend, UNC-TV

The Beaufort Culinary Bike Tour by Hungry Town Tours has been featured on UNC-TV’s popular television program, North Carolina Weekend.

Safety

Safety is the utmost importance to Hungry Town Tours. We have created a brochure “Bicycling in Beaufort” that includes the bicycle routes in Beaufort. These will be distributed to Inns and B&B’s to promote safe biking in Beaufort. See Addendum.

Walking Tour Application Renewal Request

By offering walking tours, the permit has allowed Hungry Town Tours to:

Offer year-round tours

Walking tours have allowed Hungry Town Tours to operate year-round. It has provided Beaufort and The Crystal Coast with another activity for people to do in the off-season - especially November thru March - when many of the activities are not available such as boat tours. Since 2017, we offered holiday walking culinary tours.

Add an option for non-bike riders

Some people would like to take a bicycle tour but cannot ride a bike. Hence, walking tours have filled that desire.

Weather-proofs our tours

Well, not exactly. But Hungry Town Tours offers walking tours in light rain rather than riding bicycles. We also provide umbrellas for participants in inclement weather.

Allow more families

Families with children are be able to participate. Several families with infants have taken walking tours. There are no age requirements for walking tours. Bicycle tours are only offered for ages 15 and older unless families provide bicycles for children. Food tours are offered for ages 21 and over. Younger adults and children can be accommodated. Limited availability. Private tours, at no additional fee, can be arranged for groups or families.

In doing so, the walking tour permit has allowed Hungry Town Tours to:

Increase the number of participants

Hungry Town Tours can increase the number of participants to 15 on the walking tours. This is currently allowed under the code for walking tour permits. We offer bicycle tours for 8 people.

90.28, Minimum Requirements for Permit

Hungry Town Tours meets the minimum requirements for a walking tour permit:

A. Office within a fixed structure in the town

Hungry Town Tour’s office is located at 406 Live Oak Street in Beaufort. It is referred to as a Welcome Center. Bicycle tours depart from the Welcome Center and walking tours depart from Front Street in front of Clawson’s 1905 Restaurant & Pub.

B. General Liability Insurance minimum amount of \$100,000

Hungry Town Tours has a liability policy on file with the Town of Beaufort for \$1,000,000 and exceeds the requirement of \$100,000. The policy specifically provides the clause that the coverage may not be cancelled without notice to the town.

C. Proposed Tour follows handicapped accessible right away.

All proposed walking tours follow handicapped accessible right away. Our Welcome Center has a handicapped accessible ramp.

Hungry Town Tours has done several walking tours with multiple wheelchairs

Hungry Town Tours is submitting our request, in writing, as part of the application process presented to the Board of Commissioners, Town of Beaufort, to receive a renewal of our walking tour permit.

A. Owner and Operator of the Business

The name, address & telephone (and emergency number) for the owners are listed below:

David R. Cartier and Elizabeth H. Cartier
130 Jefferson Street
Beaufort, North Carolina 28516

Telephone: 252-503-7449 (mobile)
Emergency Telephone Number: 252-503-7449 (mobile)

B. Address of the Office

Hungry Town Tours relocated to Live Oak Street in October 30. The address is:

406 Live Oak Street
Beaufort, North Carolina 28516

Telephone: 252-648-1011

C. Description of Tour Route(s)	(Pages 7)
D. Description of the Time of Operation for Each Tour	(Pages 8)
E. Detailed Description of Tour Information	(Page 8 - 12)
F. Schedule of Rates & Charges	(Page 12)
G. Hearing / Approval	(Page 13)
H. General Requirements for Walking Tours	(Page 14 – 15)
I. Certificate of General Liability Insurance	On File
J. Application Fee, \$50	Paid
K. Criminal Background Check	Approved

ADDENDUM

- **Hungry Town Tours COVID-19 Safety Guidelines**
- **Map of Route Boundaries - Bicycle Route (Yellow) Walking Route (Orange)**
- **Description of Time of Operation for Each Tour**
- **Bicycling in Beaufort Brochure**

90.29, C., Description of Tour Route

All walking tours are bound by the following streets. The streets used and stops will vary within the designated boundaries:

Current Walking Tour Boundaries:

The point of origin and point of return will be Hungry Town Tours at 400 Front Street. The boundaries for the walking tours will include:

- West on Front Street to the Duncan House.
- East on Front Street to Gordon Street
- South from Marsh Street to Broad Street
- North from Broad Street to Front Street

(Within the above boundaries, Hungry Town Tours has been approved to take groups down every street, if needed, within the historic district).

Map of Tour Boundaries

See Addendum. The map outlines the boundaries of the approved walking tour. In addition, the map illustrates the boundaries of the bicycle tours.

90.29, D., Description of the Time of Operation for Each Tour

See Addendum

90.29, E., Detailed Description of Tour Information

Hungry Town Tours offers several walking versions of their popular bicycle tours:

Hidden Beaufort Tour

It's the perfect tour to see a unique side of historic Beaufort. Participants will travel along the waterfront and make their way through historic streets – all while their local guide reveals a side of history, they won't get anywhere else. They will get an insider's perspective on where the locals go to eat and play.

Historic Beaufort Walking Tour

Please note: This is a walking tour version of Hidden Beaufort Tour and does not include Fulford Street. Currently, the bicycle tours stop at the Hammock House. Since walking tours must use sidewalks, this walking tour has been modified not to include the Hammock House.

Early Morning Risers Tour

Get an early start on your day with our early morning tour. Participants travel along the waterfront for a breath of salty fresh air. Enjoy the sights, sounds and smells of our seaport town as we pedal down the tree-lined streets and past the historic homes and buildings.

Please note: Due to the time of day, a walking tour version of this bicycle tour is not offered since the starting time is 8 a.m.

Ride with the Bride

Hungry Town Tours offers a unique outing for your bridal parties. Brides-to-Be can book any one of our bicycle or walking tours for their group outing - even with or without food options. Customized tours are available. Minimum of eight people.

Please note: This tour is offered as either a walking or bicycle tour.

A Ride to Remember

This tour features places in Beaufort that were inspired by Nicholas Sparks and referenced in his books, *A Walk to Remember* and *The Choice*. The tour serves as a memorable way for people to get to know Beaufort, as visitors take in the unique setting for the story of each novel, and the movie adaptation of *A Walk to Remember*.

Hungry Town Tours signed a partnership agreement with the Nicholas Sparks Foundation in 2014.

90.29, E., Detailed Description of Tour Information

To support the organization, Hungry Town Tours gives back 100% of the proceeds from autographed books and tee shirts directly to the Foundation. These are considered a donation to the organization.

Beaufort gained from international exposure in February 2016 with the premiere of the feature film, *The Choice*. Although the movie was produced in Wilmington, the inspiration for the book is Beaufort.

Beaufort Lifestyle & Living Tour

This is the ideal tour for first time visitors, long time tourists, people relocating to the Crystal Coast, and couples looking to retire here. People who have recently moved to Beaufort have found this tour to be a wonderful orientation. Think of it as “Beaufort 101.”

See why *Coastal Living* magazine named Beaufort one of the “20 Best Places to Live on the Coast in 2018.”

From the new residential community at Beau Coast to the golf course community at The Beaufort Club, we’ll talk about the advantages of living in Beaufort and The Crystal Coast.

In addition to our Hidden Beaufort Tour, participants receive a welcome kit with information on where to go, what to do, and where to dine in Beaufort. We’ve partnered with the Crystal Coast Tourism Development Authority and the Carteret County Chamber of Commerce to help educate them on everything here at the Crystal Coast with their visitor’s guide and business directory.

Please note: This tour is offered as part of the Hidden Beaufort Tour during the same times.

Culinary Tours

Please note: All culinary tours have been suspended since March 2020 due to COVID-19 since our restaurant partners are operating at 50% capacity.

Hungry Town Tours promotes restaurants with locally sourced food that allow for an enhanced experience with their walking and bicycle culinary tours. These tours include:

Beaufort Culinary Bike Tour

Participants travel along the waterfront and through beautiful historic streets, stopping at several of Beaufort’s best culinary treasures. Inside, they’ll nosh and sip on some of the most delicious flavors on the Crystal Coast. Participants will enjoy delicious seafood appetizers, wine tastings, and more. We make five culinary stops on this tour - all are within close proximity to each other. This tour is built around a three-course progressive dining experience.

90.29, E., Detailed Description of Tour Information

Participating Restaurants:

The three restaurant stops vary based on the season and their operating days of the week. These include any of the following:

- Finz Grill
- Front Street Grill at Stillwater
- Clawson’s Restaurant & 1905 Pub
- Moonrakers
- Black Sheep
- Beaufort Grocery Company
- Mezcalito Grill & Tequila Bar
- Cru Wine & Coffee Shop

Participating Merchants:

- Beaufort Olive Oil (Olive Oil Tastings & Pairings)
- Fishtowne Brew House

Food by Foot Culinary Walking Tour

Please note: The walking tour version of this Beaufort Culinary Bike Tour and does not include Fulford Street. Currently, the bicycle tour stops at the Hammock House. Since walking tours must use sidewalks, this walking tour has been modified not to include the Hammock House.

Bike, Brunch & Bubbles

Participants enjoy Sunday Brunch at Beaufort Grocery Company, one of the region's most renowned dining establishments. Each person will select an entrée from a number of culinary features and enjoy a mimosa or Bloody Mary, or other non-alcoholic beverages. Before brunch, participants will go on a bicycle tour through Beaufort's historic district and along the waterfront.

Participating Restaurants:

- Beaufort Grocery Company

Sunday Brunch Walkabout

Please note: The walking tour version of Bike, Brunch & Bubbles tour and does not include Fulford Street. Currently, the bicycle tours stop at the Hammock House. Since walking tours must use sidewalks, this walking tour has been modified not to include the Hammock House.

Please note: Due to the distance, a walking tour version of this bicycle tour has not been offered.

90.29, E., Detailed Description of Tour Information

Holiday Stroll & Food Tour

Participants travel along the waterfront and through beautiful historic streets, stopping at several of Beaufort’s best culinary treasures. Inside, they will nosh and sip on some of the most delicious flavors on the Crystal Coast. Participants will enjoy delicious seafood appetizers, holiday wine tastings, and more. We make six culinary stops on this tour - all are within proximity to each other. This tour is built around a three-course progressive dining experience.

Participating Restaurants:

The three restaurant stops vary based on the season and their operating days of the week. These include any of the following:

- Finz Grill
- Front Street Grill at Stillwater
- Black Sheep
- Clawson’s Restaurant & 1905 Pub
- Beaufort Grocery Company
- Mezcalito Grill & Tequila Bar
- Cru Wine & Coffee Shop

Participating Merchants:

- Beaufort Olive Oil (Olive Oil Tastings & Pairings)
- Fishtowne Brew House

Sunday Brunch Holiday Walkabout

Participants enjoy Sunday Brunch Holiday Walkabout at Beaufort Grocery Company, one of the region's most renowned dining establishments. Each person will select an entrée from a number of culinary features and enjoy a mimosa or Bloody Mary, or other non-alcoholic beverages. After brunch, participants will go on a walking tour through Beaufort's historic district and along the waterfront.

Participating Restaurants:

- Beaufort Grocery Company

90.29, E., Detailed Description of Tour Information

The bicycle and walking tour durations vary by tour. The following tours run approximately 1 to 1 ¼ hours.

- Hidden Beaufort Tour
- Historic Beaufort Walking Tour
- A Ride to Remember
- Early Morning Risers Tour
- Ride with the Bride
- Beaufort Lifestyle & Living Tour

The following food tours typically run 3 to 3 ¼ hours. Those noted with an asterisk run approximately 2 hours.

- Beaufort Culinary Bike Tour
- Food by Foot Culinary Walking Tour
- Bike, Brunch & Bubbles *
- Sunday Brunch Walkabout *
- Holiday Stroll & Food Tour
- Sunday Brunch Holiday Walkabout *

Hungry Town Tours accepts the general requirements for Walking Tours as outlined in Sections D through I.

90.29, F., Schedule of Rates and Charges

The following food tours cost \$20 per person.

- Hidden Beaufort Tour
- Historic Beaufort Walking Tour
- A Ride to Remember
- Early Morning Risers Tour
- Ride with the Bride
- Beaufort Lifestyle & Living Tour

The following food tours cost \$69 per person.

- Beaufort Culinary Bike Tour
- Food by Foot Culinary Walking Tour
- Bike, Brunch & Bubbles *
- Sunday Brunch Walkabout *
- Holiday Stroll & Food Tour
- Sunday Brunch Holiday Walkabout *

90.30, Hearing / Approval

In accordance with 90.30, Hearing Approval, the owners of Hungry Town Tours have met the code requirements.

Section A, 1.

The applicants are fit, willing, able, and sufficiently knowledgeable about the history of the town to perform the proposed service.

Professional Training

The owners of Hungry Town Tours continue on-going learning about the history of Beaufort. They have participated in the following:

- **Beaufort Historic Site Volunteer Orientation**
Completed Volunteer Orientation provided by the Beaufort Historical Association for volunteers at the Beaufort Historic Site.
- **Beaufort Old Homes & Garden Tour**
Visited and toured the inside over 70 different historic homes, historic churches and gardens in Beaufort over the last five years by participating in the annual Beaufort Old Homes and Garden Tour hosted by the Beaufort Historical Association.
- **Open Houses**
Participated at several open houses for both Duke Martine Lab and NOAA.
- **Research**
In addition, the owners of Hungry Town Tours have worked with local researchers to ensure that all tours offered are based on facts rather than filled with folklore and hearsay.
- **Social Media**
The owners of Hungry Town Tours own several social media platforms including the Historic Beaufort, NC Facebook Page, Twitter and Pinterest.

90.31, General Requirements for Walking Tours

Under 90.31, General; Requirements for Walking Tours, Hungry Town Tours agrees to the following:

Section A

Walking tours shall be operated only during the following hours:

- 1.) Between 9 a.m. and 9 p.m. from May 1 to October 31; and
- 2.) Between 9 a.m. and 8 p.m. from November 1 to April 30

Please note: To meet the general requirements for walking tours, the Early Morning Risers Tour is the only bicycle tour that is not offered as a walking tour since the starting time is 8 a.m. daily.

All other bicycle tours fall within the code for operating hours for conducting a walking tour.

Section B

Walking tours are limited to not more than 15 persons per tour group, excluding the tour guide.

Section C

No more than one (1) walking tour will be conducted within a city block each 30 minutes.

Section D

Walking tours will be conducted from sidewalks except when the group is crossing a street

Section E

Participants in a tour will not move on sidewalks in excess of a column of 2 persons abreast.

Section F

No amplifying device will be used during a tour

Section G

Flash photography will not be permitted during a walking tour.

Section H

No participant in a walking tour will enter private property without the express consent of the owner.

90.31, General Requirements for Walking Tours

Section I

Tour groups will not move on congregate in a manner that blocks entrances to store homes, or driveways, or interferes with street traffic.

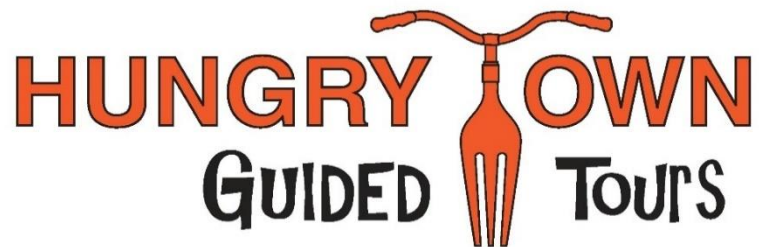
Please Note:

Hungry Town Tours will communicate the general requirements for walking tours to our participants in two (2) ways:

- 1.) At the start of each bicycle tour, the tour guide reviews the state requirements for helmets and rules of the road. For walking tours, Hungry Town Tours has incorporated Sections D through I into our presentation.
- 2.) Hungry Town Tours has added a section to their website (www.hungrytowntours.com) that incorporates Sections D through I into the Conditions & Terms for people participating in the walking tours.

Participants will know when they sign a liability release form, they agree to the Terms & Conditions of the walking tours.

Addendum



Hungry Town Tours COVID-19 Safety Guidelines

We're in the hospitality business. So, we take fun seriously.

We know you are ready for a trip to the coast and many of you are planning a Beaufort getaway.

For eight years, hospitality has been the cornerstone of our business. That core piece of our business has not changed.

We have pivoted our business with the addition of a complete line of bicycle rentals. We offer the same style adult-size Huffy cruiser bicycles that we use on our tours. With Beaufort becoming more bike friendly, we planned this expanded service prior to the COVID-19 pandemic.

We have implemented some procedural changes necessary during the COVID-19 pandemic. Your health and safety are our utmost concern.

Thank you for your calls and emails. We genuinely appreciate you making Hungry Town Tours a part of your coastal vacation experience. We look forward to taking you through 300 years of Beaufort's history.

We appreciate your patience and understanding.

— Betsy and David

Our New Process

- All tours and bicycle rentals are by advanced reservations only. As always, we take telephone reservations daily from 7 am – 9 pm.
- Walk-ins for tours and rentals are not currently available. If it is a spur of the moment idea, just call ahead so we can accommodate you. It's not an inconvenience for us so please call 252-648-1011.
- Our Welcome Center is only staffed for pre-booked tours.
- Waiver forms for each participant are now done electronically and in advance of the tour or rental.
- All payments are done by credit card. For your convenience, we will send you a link for payment after we take your reservation over the telephone. Telephone reservations give us the opportunity to help you plan the right tour.
- Tour confirmations will be sent via email once your payment had been processed.
- If you prefer to ride using a helmet, we advise you to bring your own. In North Carolina, helmets are required for riders under the age of 16.
- All bicycles and touch points are sanitized before and after each use.
- CDC guidelines for social distancing will be required.

- We are limiting the number of people on each tour. Tours are currently limited to 8 people or less and must be comprised of one singular group of friends or family. We will not be combining groups on tours.
- All culinary tours have been suspended at this time so that our restaurant partners have time to get back into operation.

We are in the hospitality business, so this different environment is new for us! Please do not be offended if we do not shake hands or hug our regulars! (If you have been on a tour with us before, you know Betsy is a hugger).

What We Need You to Do

- When you arrive at our Welcome Center, please stay in your car, call us (252-648-1011), and we will let you know when your bicycles are ready. We have free on-site parking at our new location at 406 Live Oak Street.
- Wear a mask while on site at our Welcome Center.
- Follow CDC guidelines for safety.
- If you have been sick, feel sick, feverish, a cough, please stay home. We will gladly give you a 100% refund.
- Stay with your group.
- Use the restroom and wash your hands prior to arriving for your tour or rental. There are no public restrooms at our Welcome Center.
- Bring proper footwear and water along with other essential supplies including hand sanitizer and sunscreen. We do not have bottled water available.
- Relax and enjoy your time with us as we continue to provide you with the best possible experience during this unprecedented time.

Social Responsibility.

The best time to visit is the right time. When you are ready to travel, we'll be here!

Have you planned your 2020 Travel Bucket List for this summer? There's no better place to go than Beaufort for your Southern Outer Banks vacation or getaway.

Real Simple magazine ranked Beaufort #1 on their short list of "5 Small U.S. Towns Worthy of Your 2020 Destination Bucket List." We're proud that Hungry Town Tours was featured in the article.

We encourage you to support our local restaurants and businesses in Beaufort. It will truly make a difference.

Bicycling in Beaufort



HUNGRY TOWN GUIDED TOURS

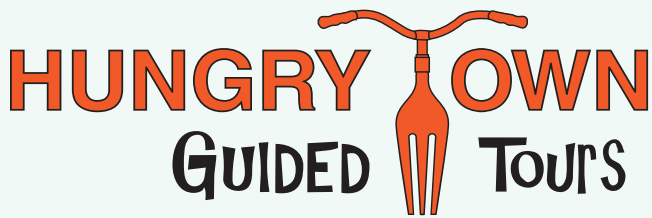
Walking • Bike • Culinary • History

252-648-1011

www.HungryTownTours.com

406 Live Oak Street Beaufort, NC

Bicycle Rentals Available



Walking • Bike • Culinary • History

1.

Featured in **Our State** magazine
#1 Activity on The Crystal Coast
—TripAdvisor.com

2020 Hungry Town Tours Schedule

Open Year-Round • 7 Days A Week

Call for Advance Reservations 252-648-1011 • 7 a.m. to 9 p.m. Daily

During certain times of the year, you can "Create Your Own Tour" by picking the tour, time and day you prefer. Call today for advance reservations.

MONDAY, WEDNESDAY & FRIDAY

- 8 a.m. Early Morning Risers Tour (Bike)
- 9 a.m. Historic Beaufort Walking Tour
- 10 a.m. A Ride to Remember (Bike)
- Noon Beaufort Culinary Bike Tour or Food by Foot Culinary Walking Tour
- 2 p.m. Hidden Beaufort Tour (Bike)
- 4 p.m. Hidden Beaufort Tour (Bike)

TUESDAY, THURSDAY & SATURDAY

- 8 a.m. Early Morning Risers Tour (Bike)
- 9 a.m. Historic Beaufort Walking Tour
- 10 a.m. Hidden Beaufort Tour (Bike)
- Noon Beaufort Culinary Bike Tour or Food by Foot Culinary Walking Tour
- 2 p.m. Hidden Beaufort Tour (Bike)
- 4 p.m. A Ride to Remember (Bike)

SUNDAY

- 8 a.m. Early Morning Risers Tour (Bike)
- 9 a.m. Historic Beaufort Walking Tour
- 10 a.m. Bike, Brunch & Bubbles or Sunday Brunch Walkabout
- 2 p.m. Hidden Beaufort Tour (Bike)
- 4 p.m. A Ride to Remember (Bike)

Tour descriptions on reverse side

All Occasion
Gift Certificates Available
Birthdays, Weddings, Anniversaries, and Holidays.
For complete information, visit us online at
www.hungrytowntours.com
Email us info@hungrytowntours.com

2020 HOLIDAY TOURS

See why *Coastal Living* magazine named Beaufort one of "America's 10 Best Beach Towns for Christmas." Choose one of our holiday tours and see some of the beautiful homes with festive holiday decorations in Beaufort's Historic District.

HOLIDAY STROLL & FOOD TOUR

December 1st-30th, – 2020
Tuesday – Saturday, 11:30 a.m.

Join us for our Holiday Stroll & Food Tour as you nosh, sip, and stroll your way through 300 years of Beaufort's history this holiday season. We will make five culinary stops including three restaurants, holiday wine tasting, and olive oil pairings at a chef-inspired kitchen store. \$69 per person includes tour, local guide, food samples, holiday wine tasting, non-alcoholic beverages, taxes, and restaurant gratuity. Duration 3 -3 ¼ hours.

SUNDAY BRUNCH HOLIDAY WALKABOUT

December 6, 13, 20, 27 – 2020 • Sundays, 10 a.m.
Take a leisurely stroll through Beaufort's Historic District with your guide to see some of the beautiful homes with festive holiday decorations. Relax and enjoy Sunday Brunch at Beaufort Grocery Company, one of the region's most renowned dining establishments. Choose your entrée from several breakfast or lunch culinary features on their restaurant menu. Enjoy a mimosa, Bloody Mary, or a holiday drink, and non-alcoholic beverages. \$69 per person includes tour, local guide, brunch, some alcoholic beverages, taxes, and restaurant gratuity. Duration 2 ½ hours.

Ages: 21 yrs. old & up. Younger adults and children can be accommodated. Private tours, at no additional fee, can be arranged for groups or families. Two-person minimum. Available rain or shine! Limited availability. Call for advanced reservations at 252-648-1011 from 7 a.m. to 9 p.m.

Give the family a
memorable experience
with a holiday gift
certificate.



Award-Winning Guided History & Culinary Tours

Pedal or walk through 300 years of Beaufort's history...

Hidden Beaufort Tour (Bike)

It's the perfect tour to see a unique side of historic Beaufort, North Carolina. From the pirate, Blackbeard to shipbuilders and historic homes, your local guide will reveal a side of history you won't get anywhere else. We'll ride from the waterfront through historic district. You'll get an insider's perspective on where the locals go to eat and play.

Historic Beaufort Walking Tour

Discover the historic homes in Beaufort that once belonged to the town's earliest sea captains, seafarers, and merchants. You'll learn about many of the 18th and 19th century homes as you step back into 300 years of history in Beaufort's historic district. *This is a walking version of the Hidden Beaufort Tour.*

A Ride to Remember inspired by Nicholas Sparks (Bike only)

This bicycle tour features places in Beaufort that were inspired by Nicholas Sparks and referenced in his books, "The Choice" and "A Walk to Remember." The tour serves as a memorable way for people to get to know Beaufort, as visitors take in the unique setting for the story of each novel. *Hungry Town Tours works in partnership with the Nicholas Sparks Foundation.*

Early Morning Risers Tour (Bike only)

Get an early start on your day with our early morning tour. Enjoy the sights, sounds and smells of our seaport town as we pedal down the tree-lined streets and past the historic homes.

Beaufort's Lifestyle & Living Tour (Bike only)

The ideal tour for first time visitors, prospective homeowners and people relocating to the Crystal Coast. People who have recently moved to Beaufort have found this tour to be a wonderful orientation. Think of it as "Beaufort 101." You'll get an insider's perspective on living in "America's Favorite Town."

Ride with the Bride

Getting married on the Crystal Coast? Hungry Town Tours offers a unique outing for your bridal party. Take the bride on any one of our tours or we can customize one for the group. Four-person minimum. Many options with or without food. Price varies.

The above tours are \$20, per person, all-inclusive. Bike Tours: Ages 15 & up. Walking Tours: All ages welcome. Family tours available for all ages.

Choose from several guided bicycle and walking culinary tours...

Beaufort Culinary Bike Tour

Participants will ride along the waterfront and through beautiful historic streets, stopping at several of Beaufort's best culinary treasures. We'll make five culinary stops on this tour - all are within close proximity to each other. Our restaurant partners vary according to day of week and by season. This tour is built around a three-course progressive dining experience, so you definitely won't leave hungry.

Food by Foot Culinary Walking Tour

We'll take a leisure walk through the historic streets, stopping at several of the best local culinary treasures. Inside, you'll nosh and sip on some of the most delicious flavors on the Crystal Coast. *This is a walking version of the Beaufort Culinary Bike Tour.*

Bike, Brunch & Bubbles

Enjoy Sunday Brunch at Beaufort Grocery Company, one of the area's most renowned dining establishments. Select an entrée from a number of culinary features. Enjoy a mimosa, Bloody Mary, or non-alcoholic beverage. We'll take a bicycle tour through Beaufort's historic district.

Sunday Brunch Walkabout

After walking through the historic district, you'll enjoy Sunday Brunch at Beaufort Grocery Company, one of the area's most renowned dining establishments. Select an entrée from a number of culinary features. Enjoy a mimosa, Bloody Mary, or non-alcoholic beverage. *This is a walking version of Bike, Brunch & Bubbles.*

All culinary tours are \$69, per person, all-inclusive. Ages 21 & up. Younger adults and children can be accommodated. Limited availability. Private tours, at no additional fee can be arranged for groups or families.

Hourly and Daily Bicycle Rentals Available

As featured in...



Open Year-Round! Advance Telephone Reservations 252-648-1011 from 7 a.m. to 9 p.m.
Hungry Town Tours • 406 Live Oak St • Beaufort, North Carolina 28516

Beaufort's Most "Instagrammable" Places

Beaufort, North Carolina is the perfect coastal destination for snapping Instagram shots. From the historic district, to the waterfront and local attractions, below is a list of some of the favorite, photogenic spots in "America's Favorite Town."

Beaufort Boardwalk From sailboats to mega-yachts, Beaufort's waterfront is picture perfect for those lasting memories. A photo of the nautical flags is a visitor favorite. *Front Street*

Harvey W. Smith Watercraft Center Beaufort's maritime history comes to life at an authentic boat shop. Watch wooden boats being built by local boat builders. *308 Front Street*

Old Burying Ground Military heroes, star-crossed lovers, privateers and noted Beaufort residents are buried under a canopy of live oaks. Weathered tombstones date back to the 1700s including the grave of the little girl in the rum barrel. *400 Block of Ann St*

Beaufort Historic Site The Beaufort Historical Association's 2-acre site includes the original Carteret County Courthouse, the Old Jail, the Apothecary, and Doctor's Office. *100 Block of Turner Street*

Menhaden Net Reel The Beaufort Hotel is located on the former site of the last operating menhaden processing plant in North Carolina. The net reel is a lasting icon of Beaufort's menhaden industry. *2440 Lenoxxville Road*

Taylor's Creek It's not uncommon to see wild horses on Rachel Carson Reserve while riding along the waterfront. Also, you may see dolphins swimming or even a shrimp trawler. *Front Street*

Beaufort Historic District Pedal through more than 300 years of Beaufort's history. See the historic homes that once belonged to the town's earliest sea captains. *These homes are private property so please respect their privacy.*

North Carolina Maritime Museum The museum features artifacts from Blackbeard's flagship, *Queen Anne's Revenge*. In 1718, the notorious pirate ran his ship aground in Beaufort Inlet. *315 Front Street*

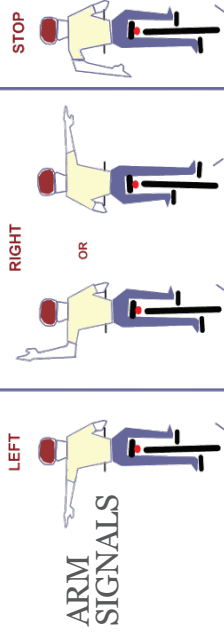
Bicycle Laws & Safety Tips

In North Carolina, the bicycle has the legal status of a vehicle. Thus bicyclists have full rights and responsibilities on the roadway and are subject to the regulations governing the operation of a motor vehicle.

North Carolina Traffic Laws:

- Ride on the right in the same direction as other traffic.
- Obey all traffic signs and signals.
- Use hand signals to communicate intended movements.
- Wear a bicycle helmet on public roads, public paths and public rights-of-way.
- Helmets are mandatory for those under 16 years old.
- No riding on sidewalks.
- Yield to pedestrians and stop for people at crosswalks.
- Drinking and driving laws apply to bicyclists.
- Bicyclists must obey all stop signs and red lights.

Remember, the bicyclist always loses in a conflict with a motor vehicle. Ride defensively in a predictable manner to avoid accidents. Be courteous to other drivers.



Recommended Safety Precautions:

- Always wear a helmet.
- Use a backpack or bicycle bag to carry goods.
- Avoid biking at night.
- When riding with a group, ride single file.
- Wear bright clothes to increase visibility; be sure your bicycle is the right size and keep it in good repair.

Local Guidelines & Tips:

- Do not ride bicycles on the Beaufort Boardwalk.
- Riders should respect their surroundings when riding through the historic district and residential areas.
- Be aware of cars backing up from diagonal parking spaces on Front Street and parking lots. Watch for backup lights. Drivers may not see you.
- Use extreme caution when passing parallel parked cars as car doors may open into the street.
- Bring plenty of water and sunscreen.
- Make sure your shoelaces are tied tight so they do not wrap around the pedals.

Bicycling in Beaufort



One of the best ways to explore Beaufort, North Carolina is by bicycle. The leisurely pace of life and flat topography make the seaport an ideal place for getting around by bicycle.

Beaufort possesses an old-world, southern charm, steeped in maritime history and the adventure brought by its proximity to the Atlantic Ocean. Discover why Beaufort has been named "Best Small Town for Adventure" by USA Today.

Bicycling in Beaufort

- Signed route
- Connector routes
- Busy streets
- Railroad tracks
- Points of interest 1 2 3 4
- Shopping areas \$
- Parks
- Schools
- Recommended areas to ride



HUNGRY TOWN GUIDED TOURS
 Walking • Bike • Culinary • History
 252-648-1011
www.HungryTownTours.com
 406 Live Oak Street Beaufort, NC
Bicycle Rentals Available



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 Meeting
6:00 PM Monday, September 14, 2020 – Virtual Meeting via Zoom**

AGENDA CATEGORY: Discussion & Consideration
SUBJECT: Preliminary Plat for Live Oak Commons

BRIEF SUMMARY:

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 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.

REQUESTED ACTION:

Discussion/Decision for Agenda

EXPECTED LENGTH OF PRESENTATION:

20 Minutes

SUBMITTED BY:

Kyle Garner, AICP
Planning & Inspections Director

BUDGET AMENDMENT REQUIRED:

N/A



STAFF REPORT

To: Mayor & Board of Commissioners
From: Kyle Garner, AICP, Town Planner
Date: August 19, 2020
Project: Live Oak Commons – Preliminary Plat

THE QUESTION: Subdivide a 1.279 Acre Tract into 8 Single-Family Lots

BACKGROUND:

Location:	Live Oak Street & Loftin Lane
Owners:	New Vision Trust
Requested Action:	Subdivide a 1.279 acre tract into 8 lots
Existing Zoning	RS-5
Existing Land Use:	Vacant-Cleared
Adjoining Land Use & Zoning:	North – By Single-Family Homes, Zoned R-8 South – Across Live Oak Street By Single-Family Homes, Zoned R-8 & RS-5 East – By Single-Family Homes, Zoned R-8 West – By Single-Family Homes, Zoned R-8

SPECIAL INFORMATION:

This preliminary plat is in concert with the recent rezoning to RS-5 which took place in July 2019. This plan is also consistent with the adopted Small Area Plan developed by Stantec and will contain a 5 foot sidewalk along Live Oak Street. It should be noted that the street is to be private and not dedicated to the Town. The attached set of plans is also from our Town Engineer recommending approval with conditions noted on the plans.

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.

Public Utilities & Works:

Water:	Town Water
Sanitary Sewer:	Town Sewer

OPTIONS:

1. Place as a Discussion Item on the September BOC Agenda.
2. Place the item on Hold for another meeting for the applicant to address the Planning Board’s Concerns.

ATTACHMENTS:

Zoning Map
 Vicinity Map
 Construction Drawings

Case 20-09 Vicinity Map - Preliminary Plat - Live Oak Commons

1.



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Case 20-09 Zoning Map - Preliminary Plat - Live Oak Commons

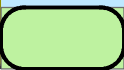
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Legend ZONING



R-8



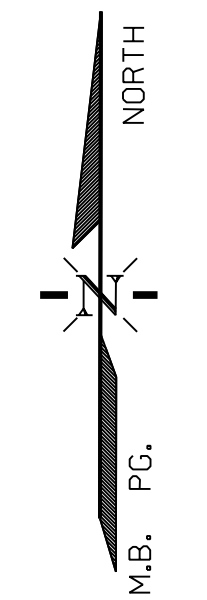
RS-5

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**CRUCIAL DURING CONSTRUCTION
THAT TOTAL LAND DISTURBANCE
REMAINS LESS THAN 1 ACRE**

LOT DATA

LOT #	LOT AREA	50% LOT COVERAGE
1	5087.04 SF	2543 SF
2	5102.47 SF	2551 SF
3	7166.51 SF	3583 SF
4	6002.04 SF	3001 SF
5	5638.00 SF	2819 SF
6	10665.85 SF	5332 SF
7	5177.27 SF	2588 SF
8	5064.58 SF	2532 SF



SITE DATA
TOTAL TRACT AREA = 1.279 AC +/- (55,740.57 SF)

RIVER BASIN = WHITE OAK
RECEIVING STREAM = TOWN CREEK
STREAM CLASS = SC
STREAM ID = 21-33

FLOOD ZONE = AE6
REFERENCED FIRM COMMUNITY PANEL NO. 3720730600J
EFFECTIVE DATE 7/16/13

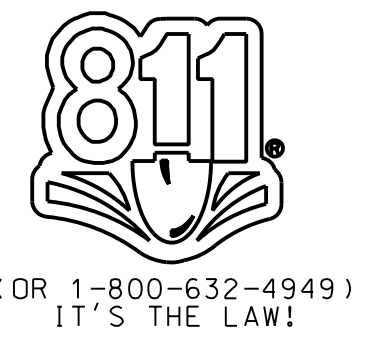
PIN NUMBERS = 73061951523000
730619516709000
730619515910000

DEED BOOK/PAGE = 1649/183 AND 1649/191
CURRENT ZONE = RS-5
PROPOSED USE = SINGLE FAMILY RESIDENTIAL
NUMBER OF LOTS PROPOSED = 8
SMALLEST LOT SIZE = 5,064.71 SF
AVERAGE LOT SIZE = 6,448.64 SF
LINEAR FEET OF STREET = 145 LF

BUILDING SETBACKS
FRONT = 20'
SIDE = 5'
REAR = 15'
REAR = 20' (DOUBLE FRONTAGE LOTS)

- NOTES**
- THIS MAP IS NOT FOR RECORDING.
 - ALL DRAINAGE AND UTILITY EASEMENTS, RIGHTS OF WAY AND FACILITIES TO BE DEDICATED AND RECORDED AT THE CARTERET COUNTY REGISTER OF DEEDS AS REQUIRED BY THE PUBLIC WORKS AND PUBLIC UTILITIES DEPARTMENTS.
 - HYDRAULIC ANALYSIS PERFORMED ON EXISTING WATER SYSTEM BASED ON INFORMATION OBTAINED FROM THE TOWN OF BEAUFORT & FIRE FLOW DEMAND DOES NOT EXCEED THE AVAILABLE WATER SUPPLY & HYDRANTS CONFORM TO THE TOWN OF BEAUFORT ISO STANDARDS. CLOSEST EXISTING HYDRANTS LOCATED AT THE MARINA AND INTERSECTION OF TURNER ST AND WEST BEAUFORT DRIVE.
 - BOUNDARY, TOPOGRAPHICAL AND EXISTING FEATURES TAKEN FROM DIGITAL FILE PREPARED BY GLENN E. CORBETT, PLS OF THE CULLIPHER GROUP, PA
 - ALL STORMWATER FEATURES INCLUDING DRAINAGE SWALES AND DITCHES SHALL BE MANAGED AND MAINTAINED BY THE HOME OWNERS ASSOCIATION. THE TOWN OF BEAUFORT IS NOT RESPONSIBLE FOR THEIR MAINTENANCE.
 - SITE STAKING INFORMATION IS COMPUTER GENERATED AND SHALL BE REVIEWED AND CONFIRMED BY THE REGISTERED LAND SURVEYOR PROVIDING CONSTRUCTION STAKING.
 - RELOCATE OR ABANDON EXISTING UTILITIES AS REQUIRED BY UTILITY COMPANY.
 - NO ADDITIONAL ACCESS FOR LOTS 1 AND 8 TO LIVE OAK STREET. LOTS MUST BE ACCESSED BY PRIVATE DRIVE ONLY.

BEFORE YOU DIG!
NC ONE CALL
(TOLL FREE)



REVISIONS:

No.	BY	DATE	DESCRIPTION
1	GYT	7/16/2020	BEAUFORT COMMENTS
2	GYT	8/31/2020	HAMMERHEAD

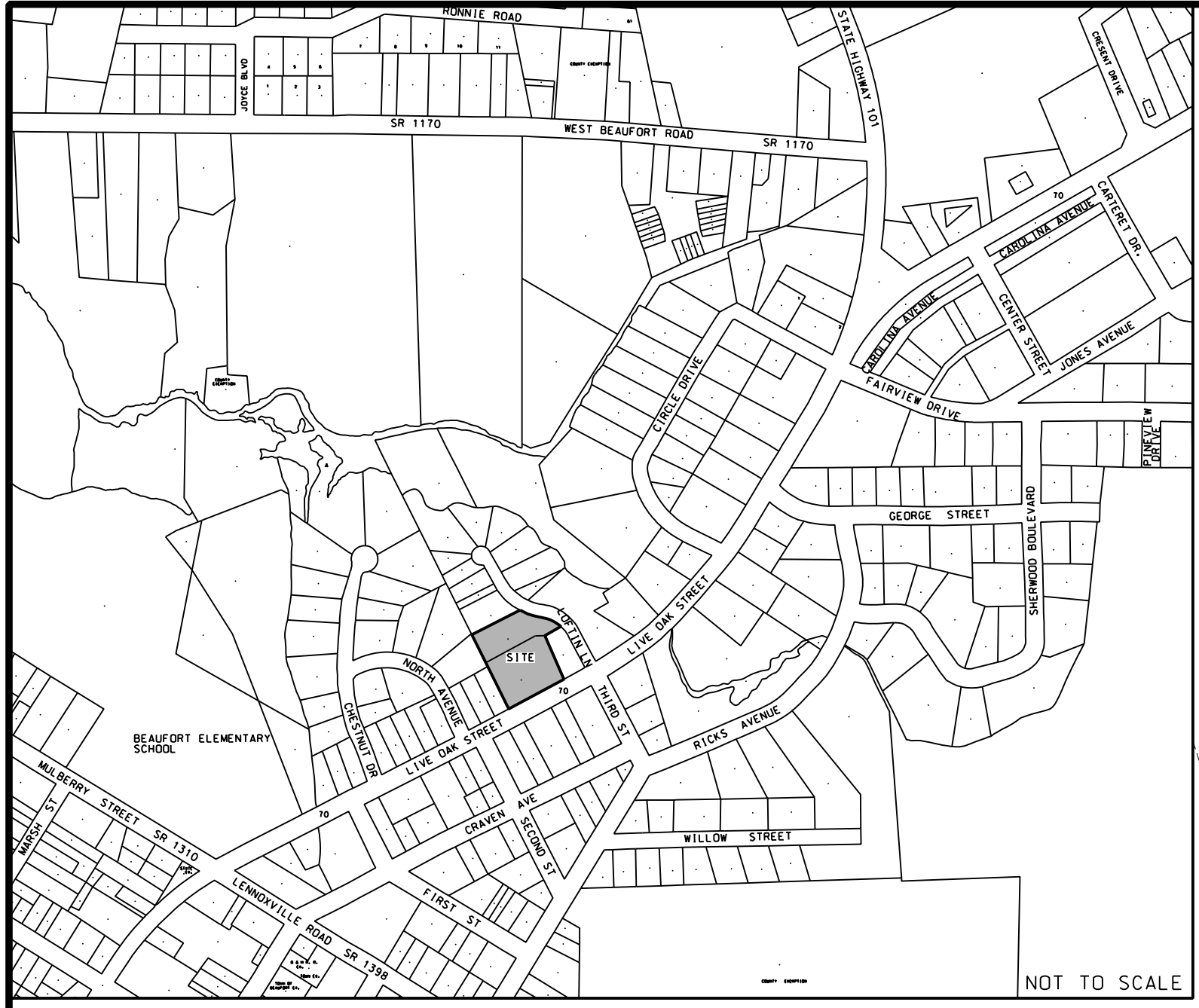
ADDRESS: 1107 & 1111 LIVE OAK ST
101 LOFTIN LANE

PRELIMINARY PLAT

LIVE OAK COMMONS

BEAUFORT, CARTERET COUNTY, NORTH CAROLINA

CLIENT: NEW VISION TRUST CUSTODIAN FBO WALTER D. BRADY IRA	DESIGNED: WDB/LFC/GYT
ADDRESS: 805 FRONT STREET BEAUFORT, NC 28516	DRAWN: WDB/LFC/GYT
PHONE: 252-241-2780	CHECKED:
THE CULLIPHER GROUP, P.A. ENGINEERING & SURVEYING SERVICES 151A HIGHWAY 24 MORHEAD CITY, N.C. 28557 (252) 773-0090 LICENSE NO. C-4482	APPROVED: GYT
DATE: 7/1/2020	SCALE: 1" = 20'



VICINITY MAP
NOT TO SCALE

N/F
JO ANN CANNON
NCPIN 730619514838000
DB 1197 PG264
ZONE R-8

N/F
DWIGHT YELTON ETUX PATRICIA
NCPIN 730619513860000
DB 1389 PG138
ZONE R-8

N/F
LYNN B SWANN ETAL HELEN MILLER
NCPIN 730619514669000
DB 1645 PG122
ZONE R-8

CHORD
BEARING = S61°10'50"E
LENGTH = 34.19
ARC
LENGTH = 34.30
RADIUS = 123.00

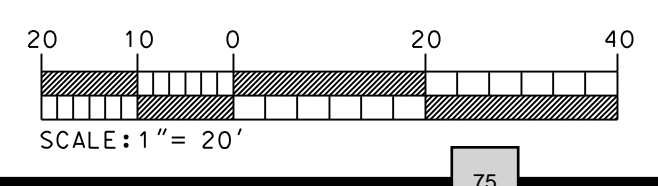
CHORD
BEARING = S44°42'20"E
LENGTH = 36.01
ARC
LENGTH = 37.35
RADIUS = 40.00

N/F
TERRY LEE ALLEN
NCPIN 730619516882000
DB 1582 PG116
ZONE R-8

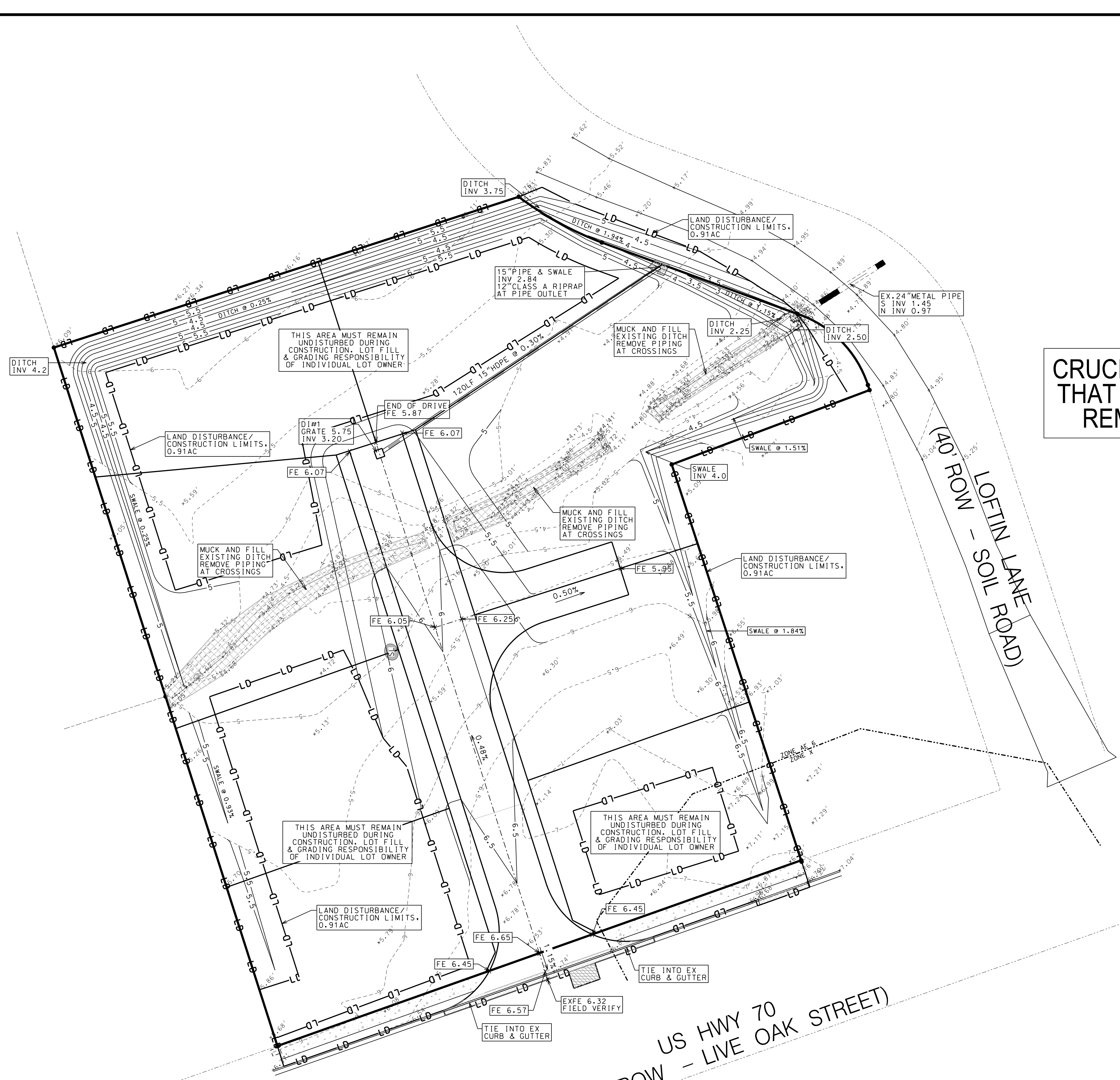
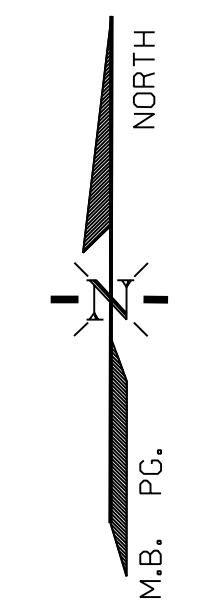
LEGEND

AC - ACRE	MBL - MAXIMUM BUILDING LINE
BLDG - BUILDING	MBL - MINIMUM BUILDING LINE
BRG - BEARING	MH - MANHOLE
CF - CUBIC FEET	MIN - MINIMUM
CL - CENTERLINE	N/F - NOW OR FORMERLY
CD - CLEAN OUT	NTS - NOT TO SCALE
DI - DROP INLET	D.C. - ON CENTER
DIP - DUCTILE IRON PIPE	R - RADIUS
EL - ELEVATION	RCP - REINFORCED CONCRETE PIPE
EIR - EX. IRON ROD	ROW - RIGHT-OF-WAY
EOP - EDGE OF PAVEMENT	SF - SQUARE FEET
EX - EXISTING	SH - SHEET
FE - FINISHED ELEVATION	SIR - SET IRON ROD
FF - FINISHED FLOOR	STA - STATION
FT - FEET	TC - TOP OF CURB
GV - GATE VALVE	TSW - TOP OF SIDEWALK
INV - INVERT	TYP - TYPICAL
LF - LINEAR FEET	

SHEET C-1
PROJECT # PM1070-11
DESIGN FILE: PM1070-11/PM1070-11 CONSTRUCTION.dgn



Ginger Y. Turner 8/31/2020
GINGER Y. TURNER, P.E. DATE



**CRUCIAL DURING CONSTRUCTION
THAT TOTAL LAND DISTURBANCE
REMAINS LESS THAN 1 ACRE**

BEFORE YOU DIG!
NC ONE CALL
(TOLL FREE)
811
(OR 1-800-632-4949)
IT'S THE LAW!

REVISIONS:

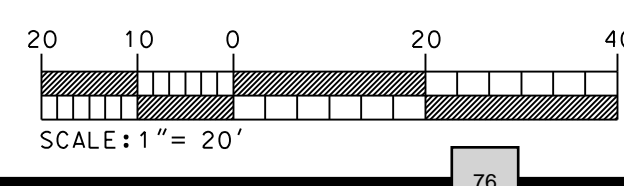
No.	By	DATE	DESCRIPTION
1	GYT	7/6/2020	BEAUFORT COMMENTS
2	GYT	8/31/2020	HAMMERHEAD

LEGEND

AC - ACRE	MAX - MAXIMUM
BLDG - BUILDING	MBL - MINIMUM BUILDING LINE
BRG - BEARING	MH - MANHOLE
CF - CUBIC FEET	MIN - MINIMUM
CL - CENTERLINE	N/F - NOW OR FORMERLY
CD - CLEAN OUT	NTS - NOT TO SCALE
DJ - DROP INLET	D.C. - DN CENTER
DIP - DUCTILE IRON PIPE	R - RADIUS
EL - ELEVATION	RCP - REINFORCED CONCRETE PIPE
ELR - EX. IRON ROD	ROW - RIGHT-OF-WAY
EDP - EDGE OF PAVEMENT	SF - SQUARE FEET
EX - EXISTING	SH - SHEET
FE - FINISHED ELEVATION	SIR - SET IRON ROD
FF - FINISHED FLOOR	STA - STATION
FT - FEET	TC - TOP OF CURB
GV - GATE VALVE	TSW - TOP OF SIDEWALK
INV - INVERT	TYP - TYPICAL
LF - LINEAR FEET	

—LD— LAND DISTURBANCE LIMITS	—18— EXISTING CONTOUR
—SS— PROPOSED SEWER	—19— PROPOSED CONTOUR
—W— PROPOSED DOMESTIC WATER	

SHEET C-2
PROJECT # PM1070-11
DESIGN FILE: PM1070-11/PM1070-11 CONSTRUCTION.dgn



Ginger Y. Turner 8/31/2020
GINGER Y. TURNER, P.E. DATE

US HWY 70
60' ROW - LIVE OAK STREET

ADDRESS: 1107 & 1111 LIVE OAK ST
101 LOFTIN LANE

GRADING & DRAINAGE PLAN

LIVE OAK COMMONS

BEAUFORT, CARTERET COUNTY, NORTH CAROLINA

CLIENT: NEW VISION TRUST CUSTODIAN
FBO WALTER D. BRADY IRA

ADDRESS: 805 FRONT STREET
BEAUFORT, NC 28516

PHONE: 252-241-2780

DESIGNED: WDB/LFC/GYT
DRAWN: WDB/LFC/GYT
CHECKED: GYT
APPROVED: GYT

DATE: 7/1/2020
SCALE: 1" = 20'

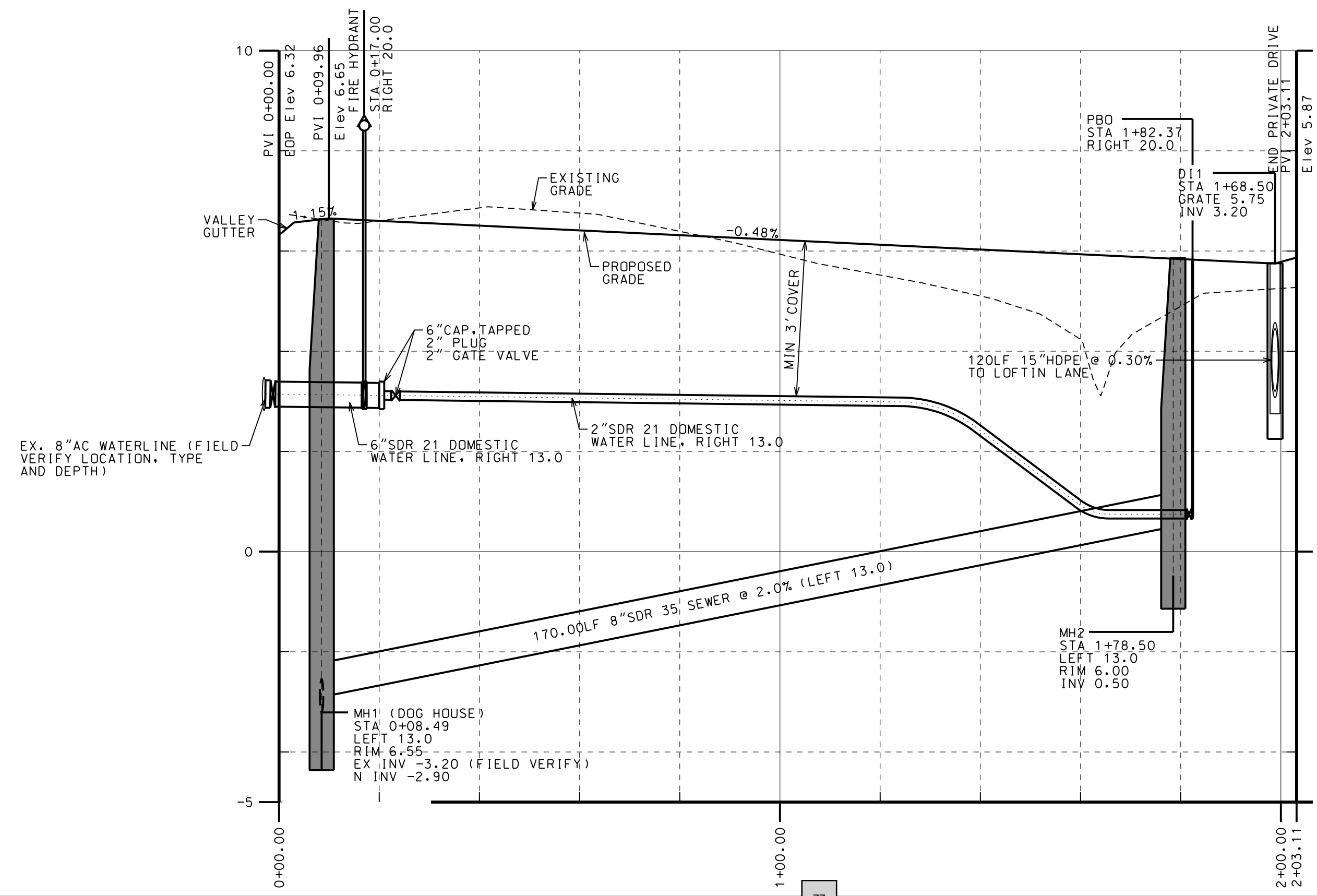
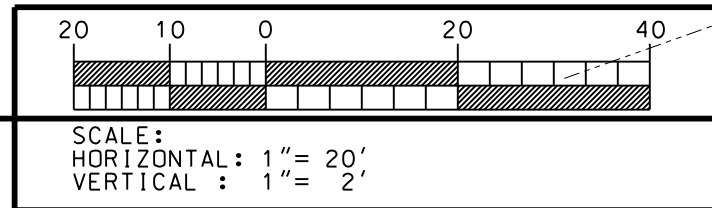
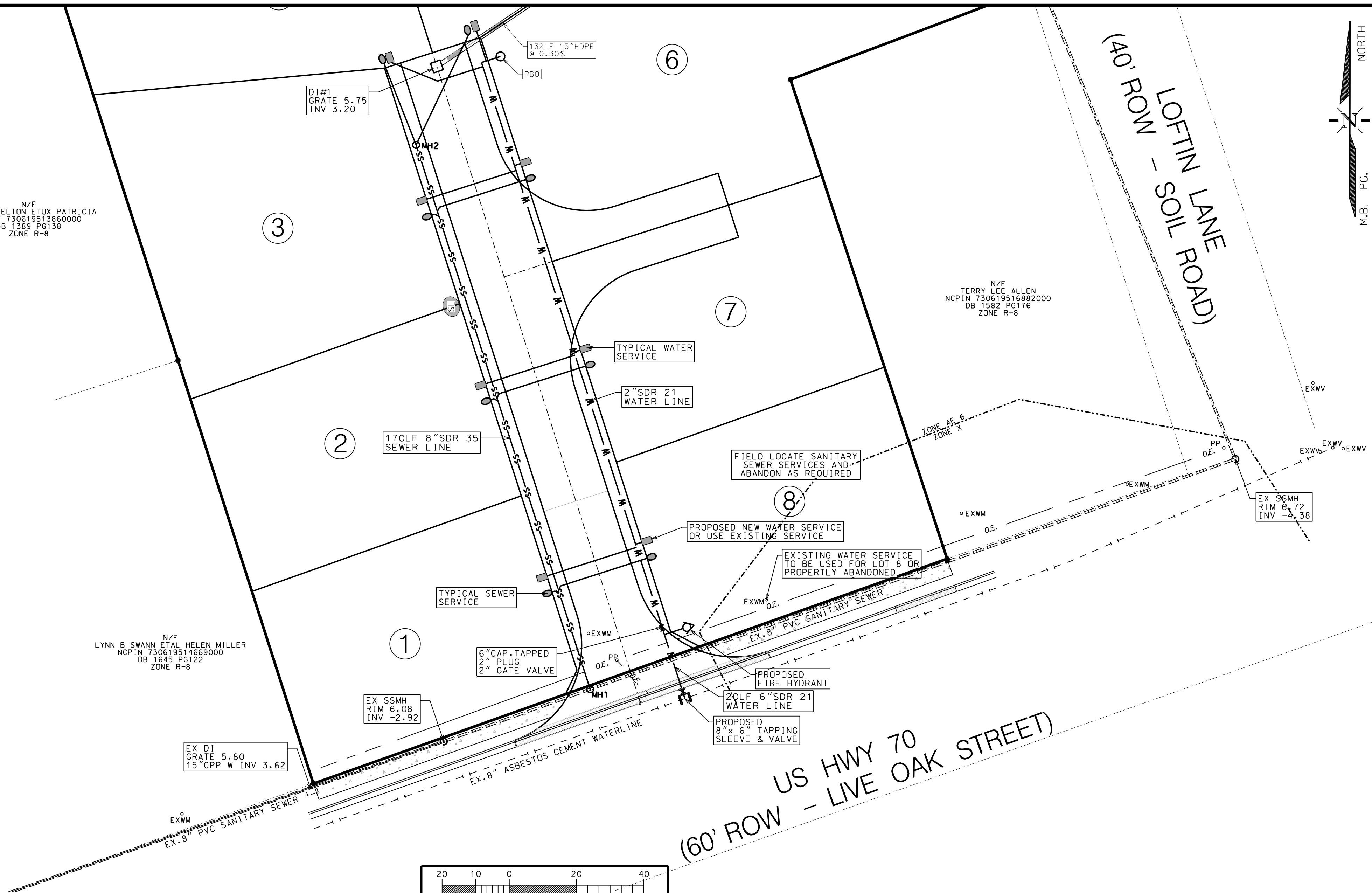
THE CULLIPHER GROUP, P.A.
ENGINEERING & SURVEYING SERVICES
151A HIGHWAY 24
MORHEAD CITY, N.C. 28557
(252) 773-0090 LICENSE NO. C-4482

LEGEND	
AC	- ACRE
BLOC	- BUILDING
BRG	- BEARING
CF	- CUBIC FEET
CL	- CENTERLINE
CO	- CLEAN OUT
DI	- DROP INLET
DIP	- DUCTILE IRON PIPE
EL	- ELEVATION
EIR	- EX. IRON ROD
EOP	- EDGE OF PAVEMENT
EX	- EXISTING
FE	- FINISHED ELEVATION
FF	- FINISHED FLOOR
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MAX	- MAXIMUM
MBL	- MINIMUM BUILDING LINE
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N/F	- NOW OR FORMERLY
NTS	- NOT TO SCALE
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R	- RADIUS
RCP	- REINFORCED CONCRETE PIPE
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TSW	- TOP OF SIDEWALK
TYP	- TYPICAL
LD	- LAND DISTURBANCE LIMITS
SS	- PROPOSED SEWER
W	- PROPOSED DOMESTIC WATER
- - -	- EXISTING CONTOUR
- - -	- PROPOSED CONTOUR

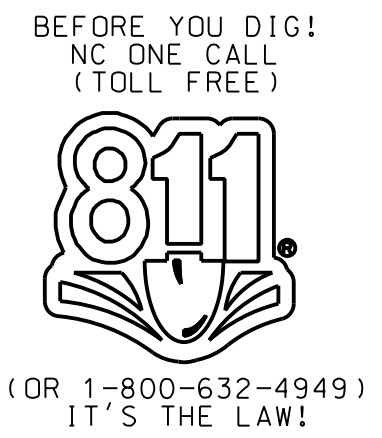
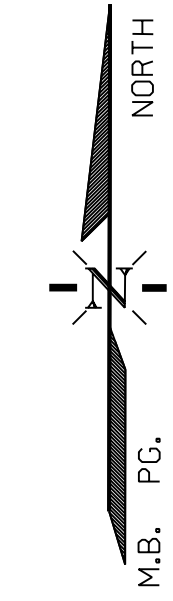
N/F
DWIGHT YELTON ETUX PATRICIA
NCPIN 730619513860000
DB 1389 PG138
ZONE R-8

N/F
LYNN B SWANN ETAL HELEN MILLER
NCPIN 730619514669000
DB 1645 PG122
ZONE R-8

N/F
TERRY LEE ALLEN
NCPIN 730619516882000
DB 1582 PG176
ZONE R-8



SHEET C-3
PROJECT # PM1070-11
DESIGN FILE: PM1070-11/PM1070-11 CONSTRUCTION.dgn



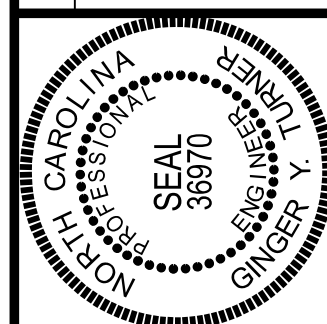
REVISIONS:	
NO.	DATE
1	7/6/2020
2	8/31/2020
3	
4	
5	
6	

DESIGNED:	
WOB/LFC/GYT	WOB/LFC/GYT
DRAWN:	
APPROVED:	
DATE:	
	7/1/2020
SCALE:	
	AS NOTED

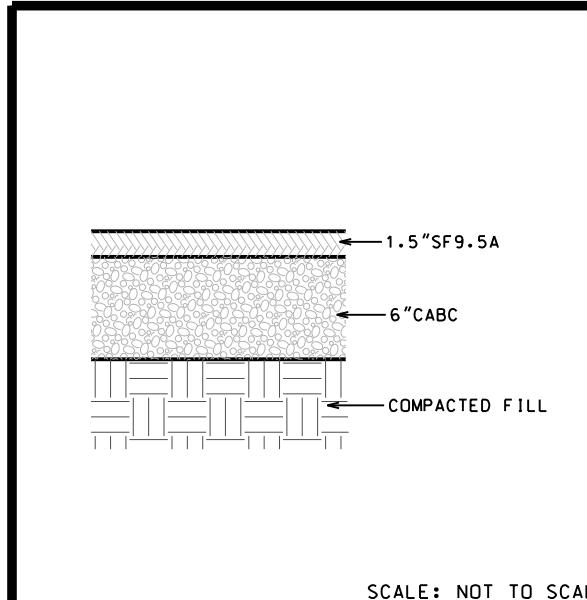
CLIENT: NEW VISION TRUST CUSTODIAN
FBO WALTER D. BRADY IRA
ADDRESS: 805 FRONT STREET
BEAUFORT, NC 28516
PHONE: 252-241-2780

PLAN AND PROFILE
LIVE OAK COMMONS
BEAUFORT, CARTERET COUNTY, NORTH CAROLINA

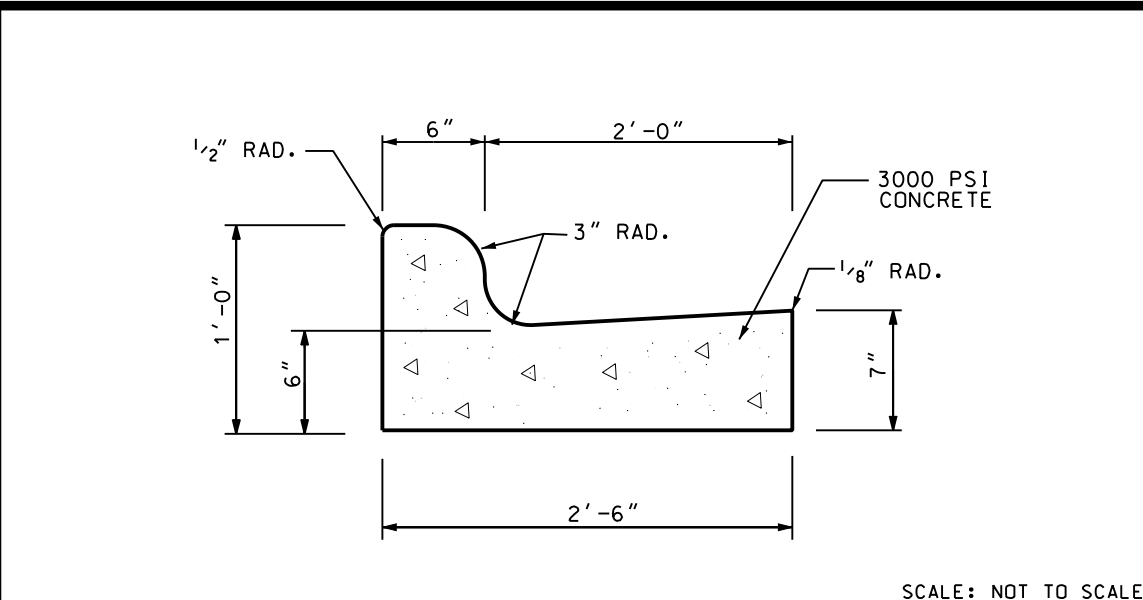
THE CULLIPHER GROUP, P.A.
ENGINEERING & SURVEYING SERVICES
1514 HIGHWAY 24
MORRHEAD CITY, N.C. 28657
LICENSE NO. C-4482
12325773-0090
August 13, 2020
INGOR Y. TURNER, P.E.



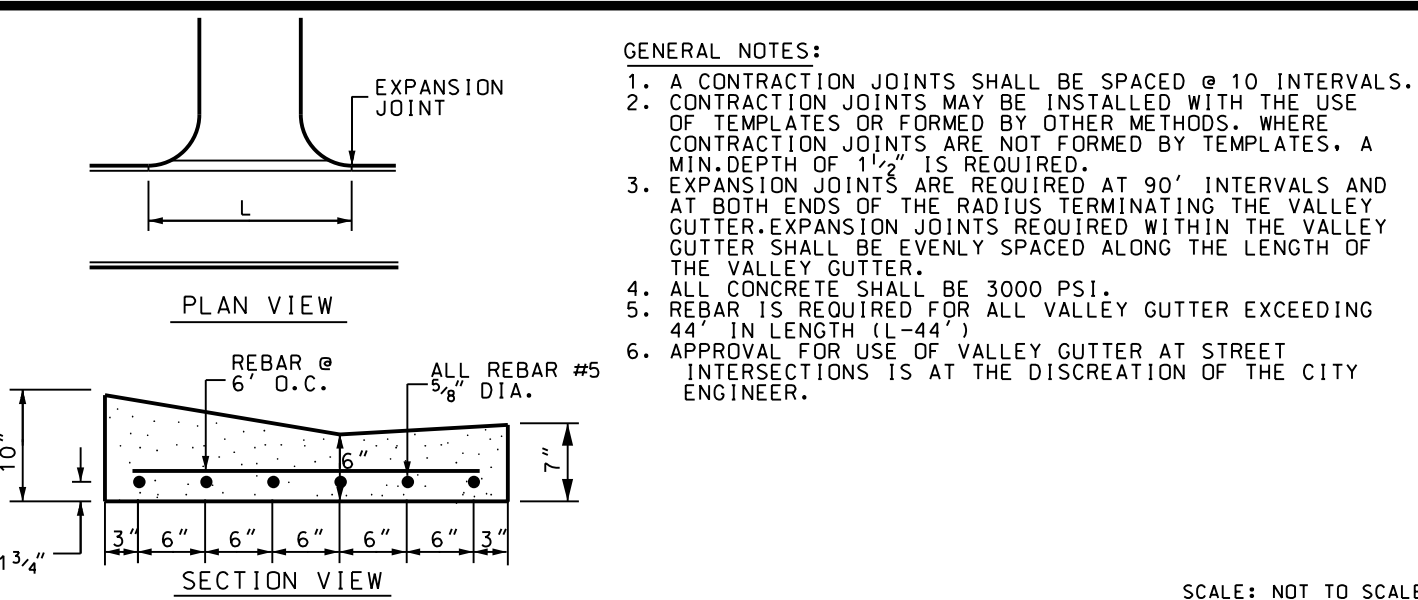
SHEET NO.: C-3 OF 4



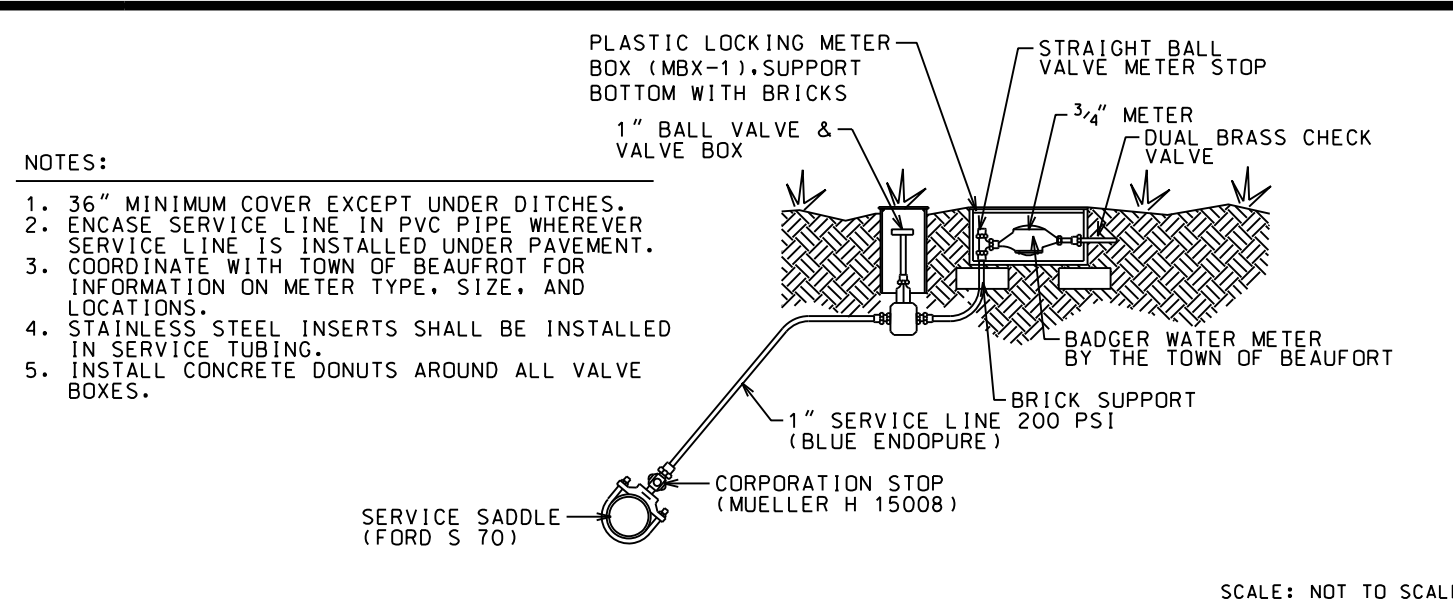
PAVEMENT SECTION



30" STANDARD CURB AND GUTTER



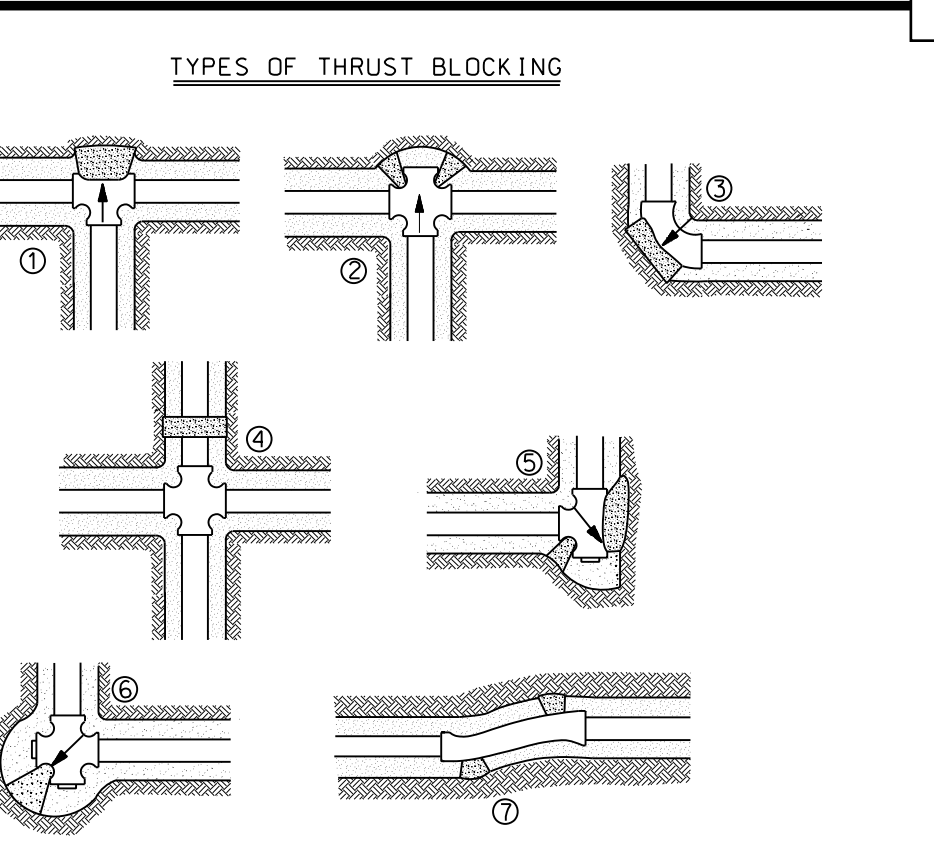
STANDARD 36" VALLEY GUTTER W/REINFORCEMENT



WATER METER SET

RESULTANT THRUST AT FITTING AT 150 P.S.I. WATER PRESSURE

NORMAL PIPE DIA.	TOTAL POUNDS			
	90° BEND	45° BEND	22 1/2° BEND	11 1/4° BEND
4"	2,700	3,800	2,100	1,100
6"	5,600	8,000	4,300	2,200
8"	9,700	13,600	7,400	3,600
10"	14,500	20,500	11,100	5,700
12"	20,500	29,000	15,700	8,000
14"	27,600	39,000	21,100	11,000
16"	35,700	50,400	27,300	14,000
18"	44,800	63,400	34,400	17,500
20"	55,000	77,800	42,100	21,500
24"	78,500	111,000	60,000	31,600
30"	120,800	170,600	98,300	47,100
36"	172,800	274,400	132,300	67,500
42"	233,300	330,000	178,600	91,000
48"	304,000	430,000	232,700	118,600
54"	384,100	543,200	294,000	149,000



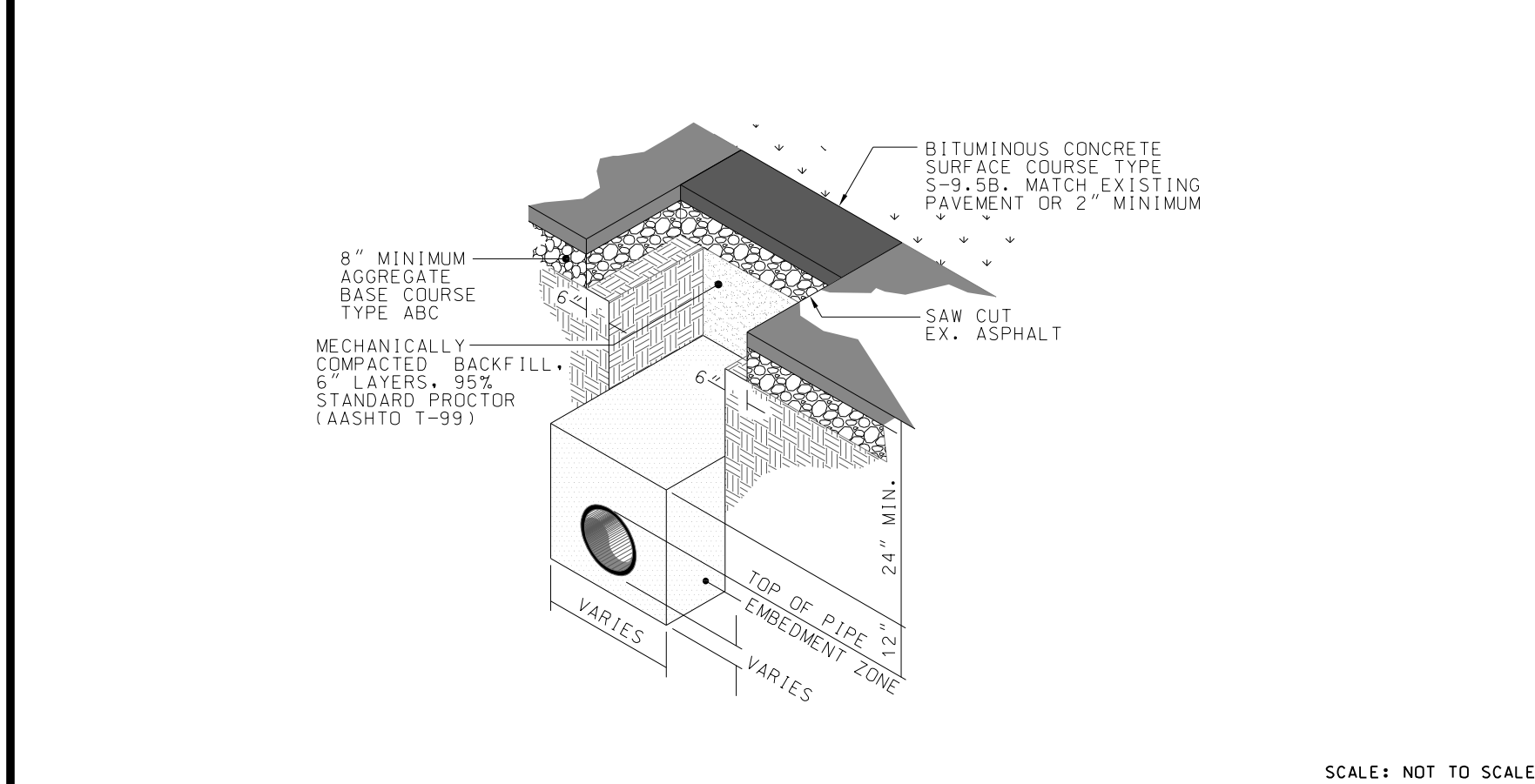
SOIL BEARING LOAD (LB./SQ FT.)

MUCK	0
SOFT CLAY	1,000
SILT	1,500
SANDY SILT	3,000
SAND	4,000
SANDY CLAY	6,000
HARD CLAY	9,000

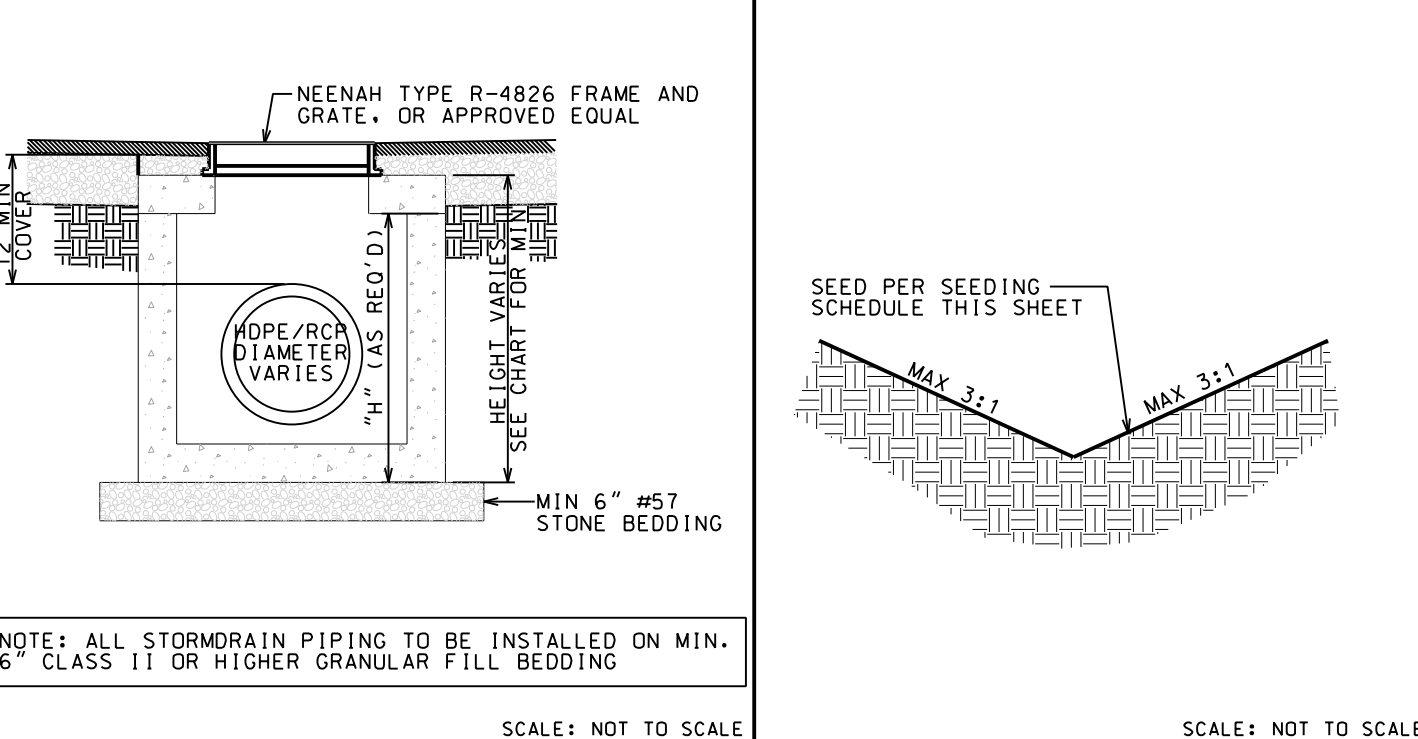
- THRU LINE CONNECTION, TEE
- THRU LINE CONNECTION, CROSS USED AS TEE
- DIRECTION CHANGE, ELBOW
- CHANGE LINE SIZE, REDUCER
- DIRECTION CHANGE, TEE USED AS ELBOW
- DIRECTION CHANGE, CROSS USED AS ELBOW
- DIRECTION CHANGE

TO DETERMINE THE SIZE OF A CONCRETE THRUST BLOCK, DIVIDE THE TOTAL FORCE BY THE BEARING VALUES OF THE SOIL. THE QUOTIENT WILL BE THE SIZE OF THE BEARING AREA OF THE THRUST BLOCK IN SQUARE FEET. APPROXIMATE VALUES FOR VARIOUS TYPES OF SOILS ARE LISTED IN THE TABLE. NO RESPONSIBILITY CAN BE ASSUMED FOR THE ACCURACY OF THE DATA IN THIS TABLE DUE TO THE WIDE VARIATION OF BEARING LOAD CAPACITIES FOR EACH SOIL TYPE.

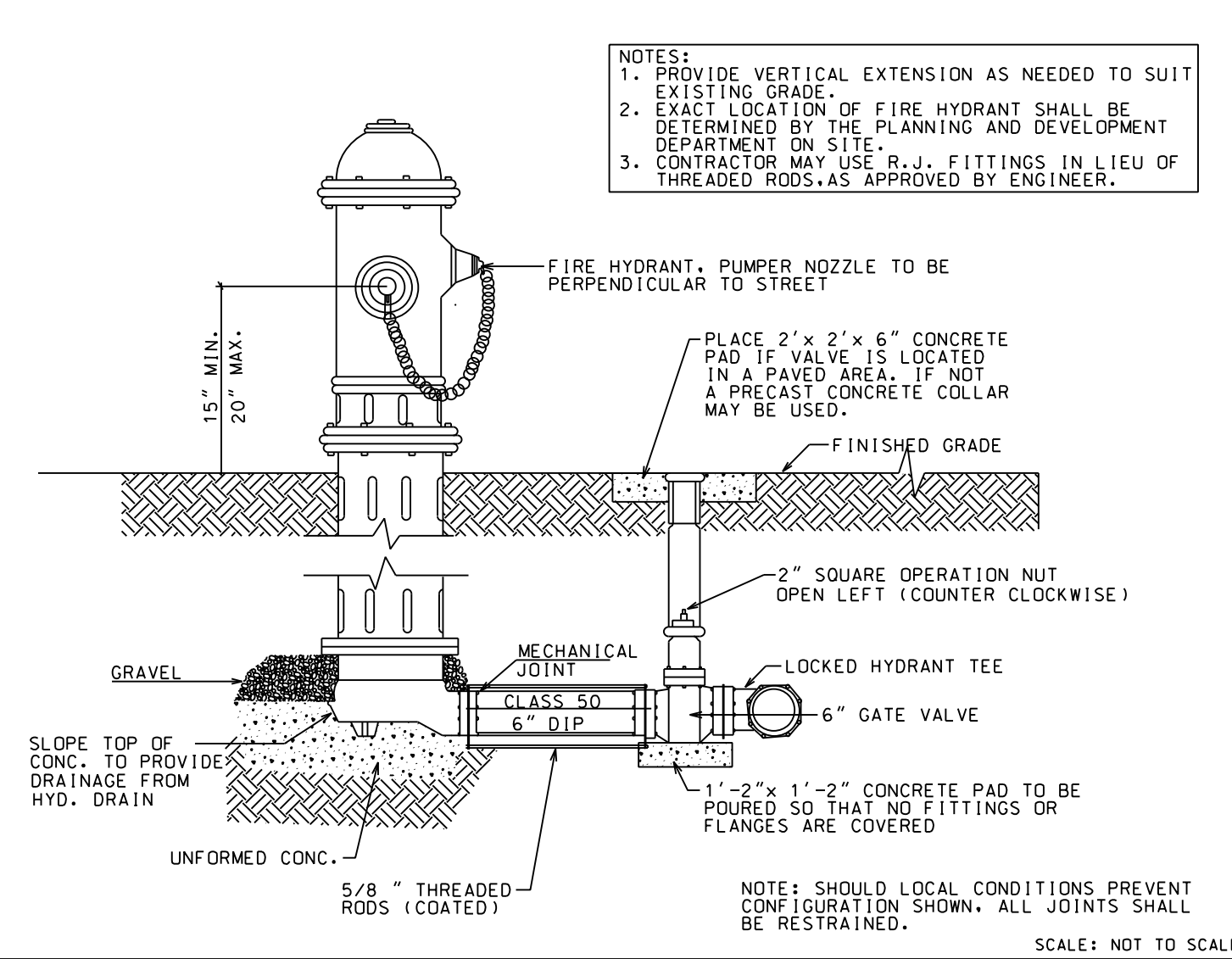
SEE BEAUFORT MANUAL FOR ADDITIONAL DETAILS ON THRUST BLOCKING



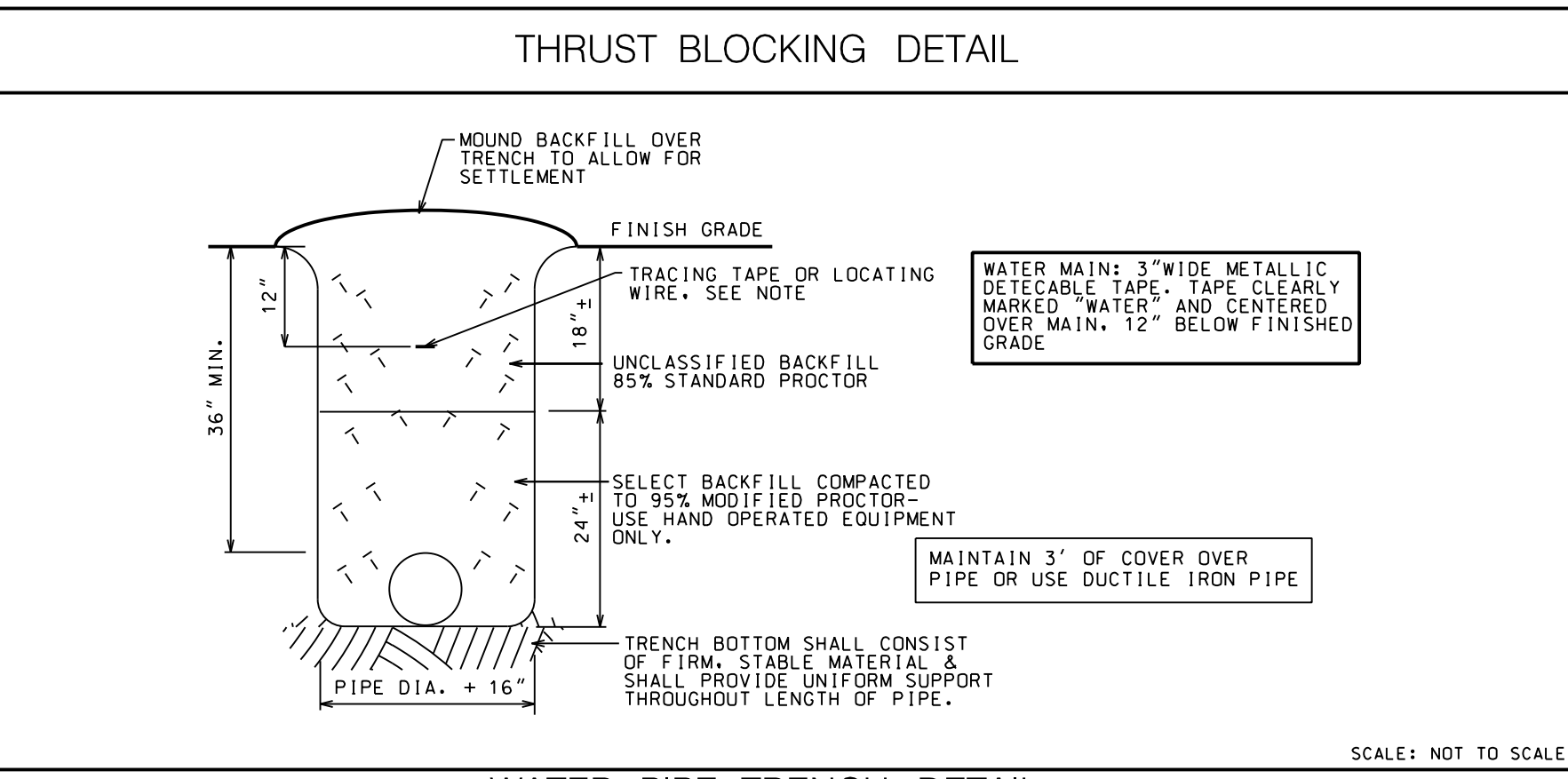
PAVEMENT REPAIR SECTION



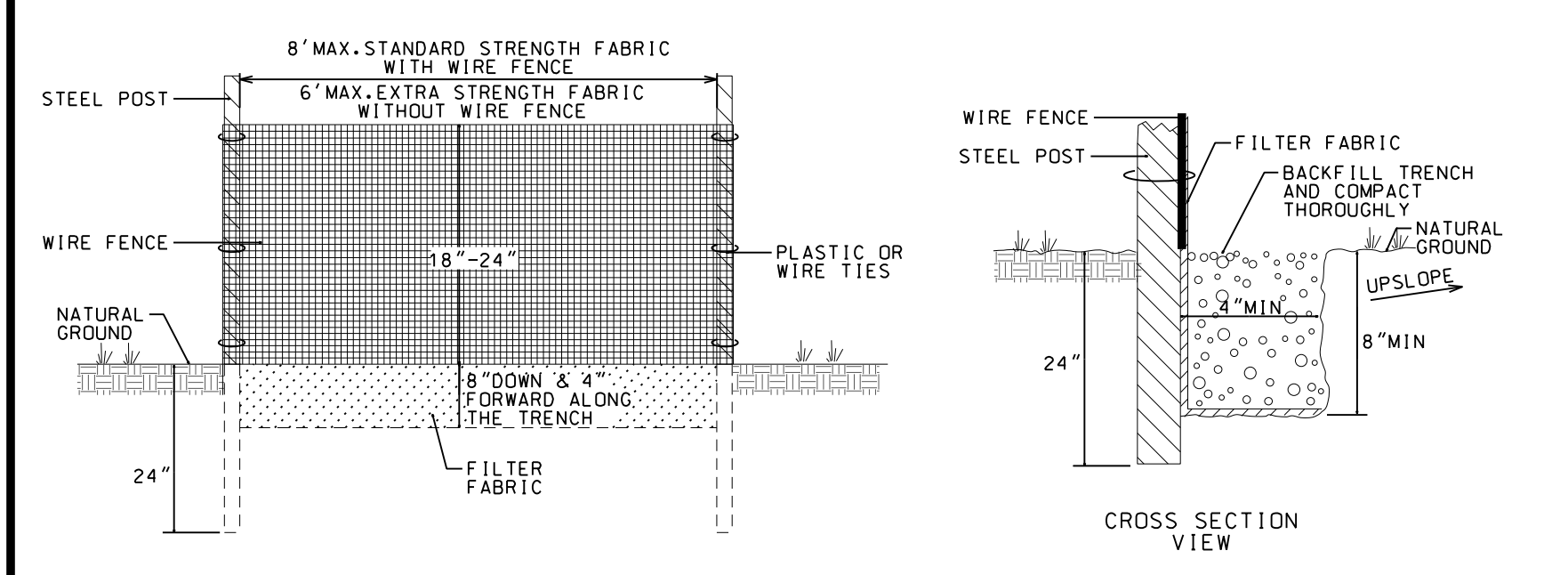
DROP INLET DITCH SECTION



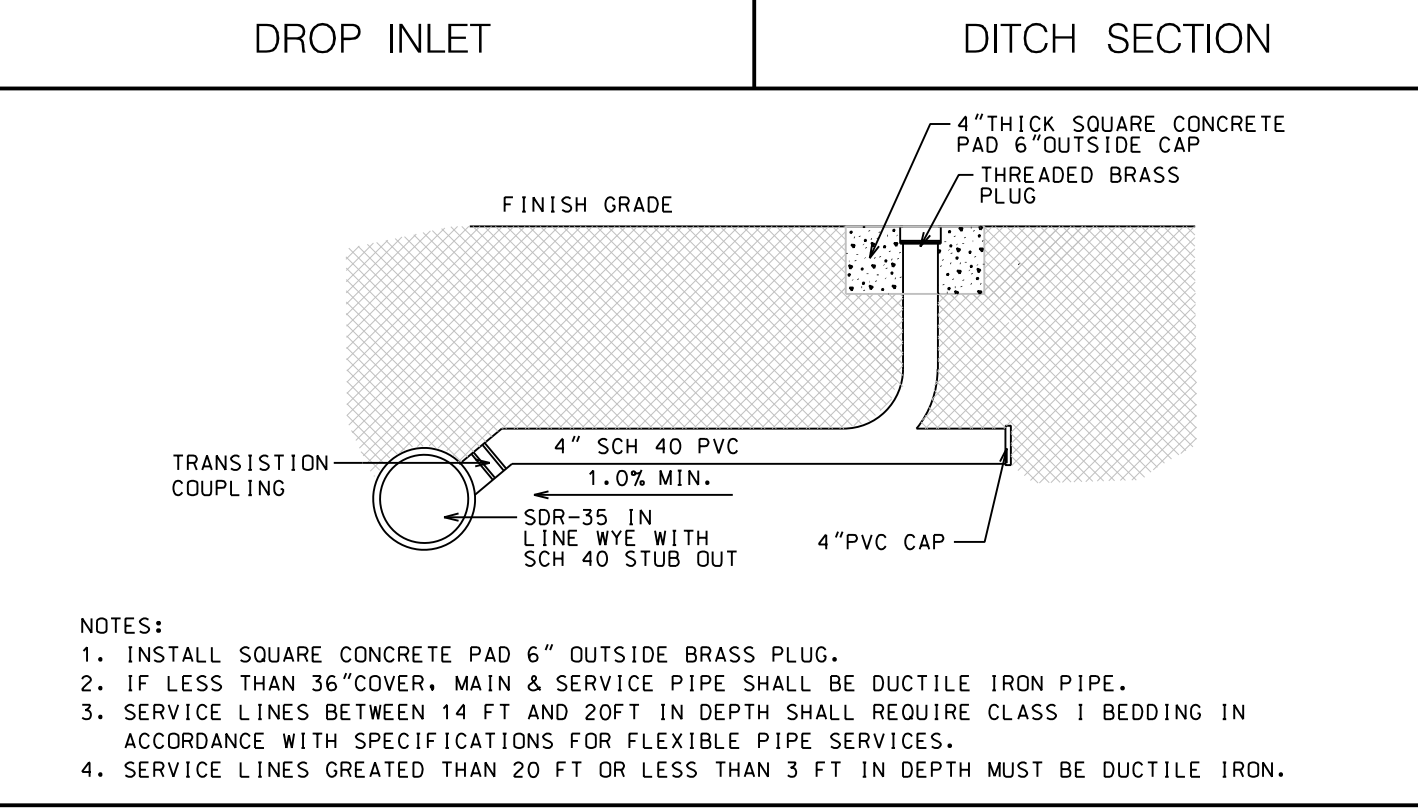
TYPICAL FIRE HYDRANT ASSEMBLY



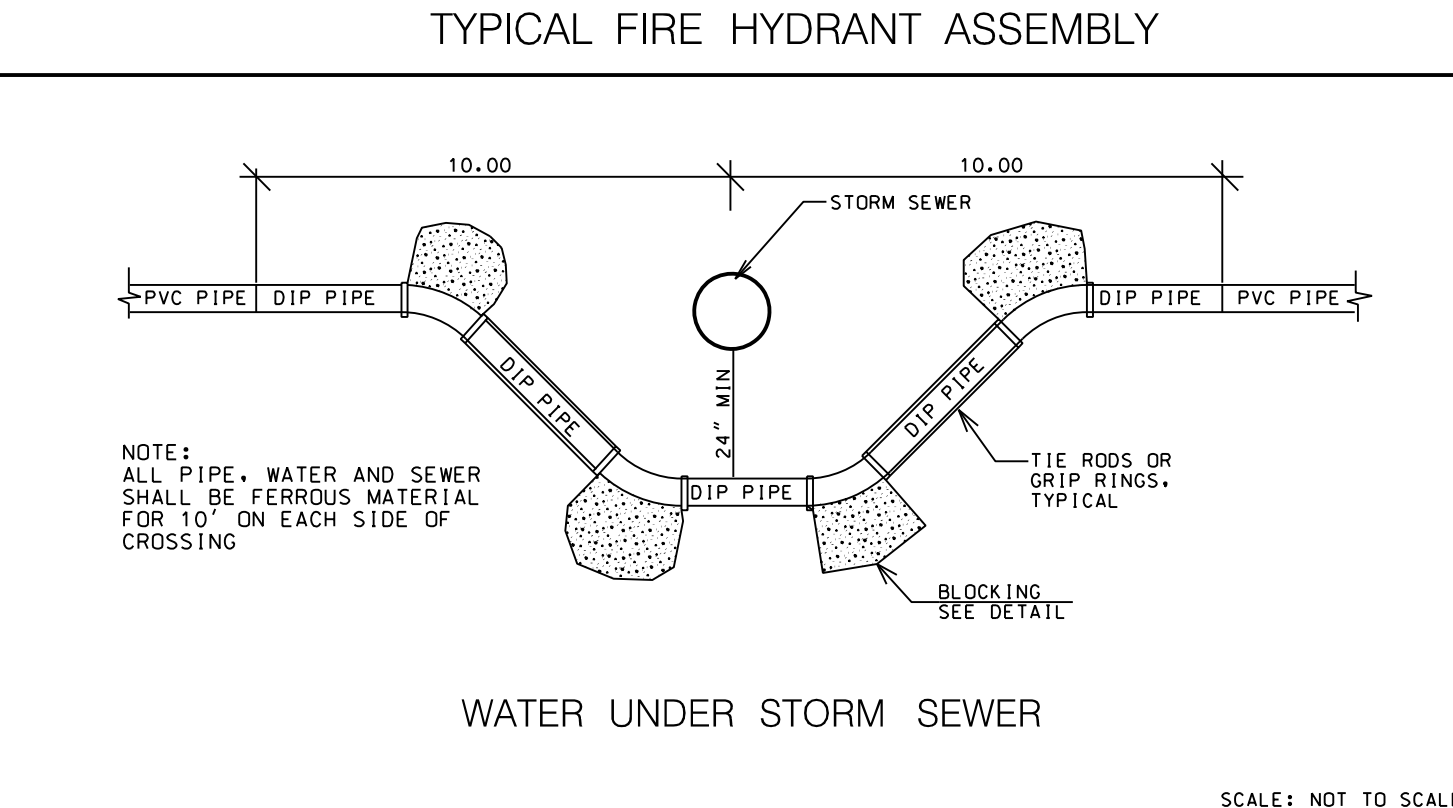
THRUST BLOCKING DETAIL



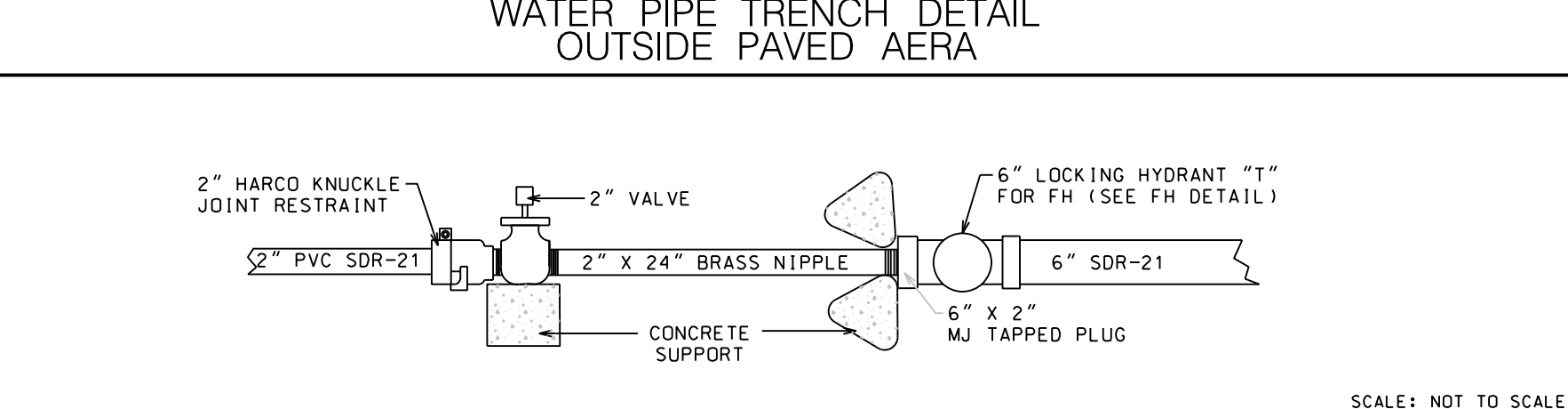
CONSTRUCTION OR SILT FENCE



SANITARY SEWER SERVICE



WATER UNDER STORM SEWER



WATER PIPE TRENCH DETAIL OUTSIDE PAVED AREA

INSTALLATION NOTES:
 1. THE BASE OF BOTH END POSTS SHOULD BE AT LEAST ONE FOOT HIGHER THAN THE MIDDLE OF THE FENCE. CHECK WITH A LEVEL IF NECESSARY.
 2. INSTALL POSTS 4 FEET APART IN CRITICAL AREAS AND 6 FEET APART ON STANDARD APPLICATIONS.
 3. INSTALL POSTS 2 FEET DEEP ON THE DOWNSTREAM SIDE OF THE SILT FENCE, AND AS CLOSE AS POSSIBLE TO THE FABRIC. ENABLING POSTS TO SUPPORT THE FABRIC FROM UPSTREAM WATER PRESSURE.
 4. INSTALL POSTS WITH THE NIPPLES FACING AWAY FROM THE SILT FENCE.
 5. ATTACH THE FABRIC TO EACH POST WITH THREE TIES. ALL SPACED WITHIN THE TOP 8 INCHES OF THE FABRIC. ATTACH EACH TIE DIAGONALLY 45 DEGREES THROUGH THE FABRIC. WITH EACH PUNCTURE AT LEAST 1 INCH VERTICALLY APART. ALSO, EACH TIE SHOULD BE POSITIONED TO HANG ON A POST NIPPLE WHEN TIGHTENED TO PREVENT SAGGING.
 6. WRAP APPROXIMATELY 6 INCHES OF FABRIC AROUND THE END POSTS AND SECURE WITH 3 TIES.
 7. NO MORE THAN 24 INCHES OF A 36 INCH FABRIC IS ALLOWED ABOVE GROUND LEVEL.
 8. THE INSTALLATION SHOULD BE CHECKED AND CORRECTED FOR ANY DEVIATIONS BEFORE COMPACTION.
 9. COMPACTION IS VITALLY IMPORTANT FOR EFFECTIVE RESULTS. COMPACT THE SOIL IMMEDIATELY NEXT TO THE SILT FENCE FABRIC WITH THE FRONT WHEEL OF THE TRACTOR, SKID STEER, OR ROLLER EXERTING AT LEAST 60 POUNDS PER SQUARE INCH. COMPACT THE UPSTREAM SIDE FIRST, AND THEN EACH SIDE TWICE FOR A TOTAL OF 4 TRIPS.

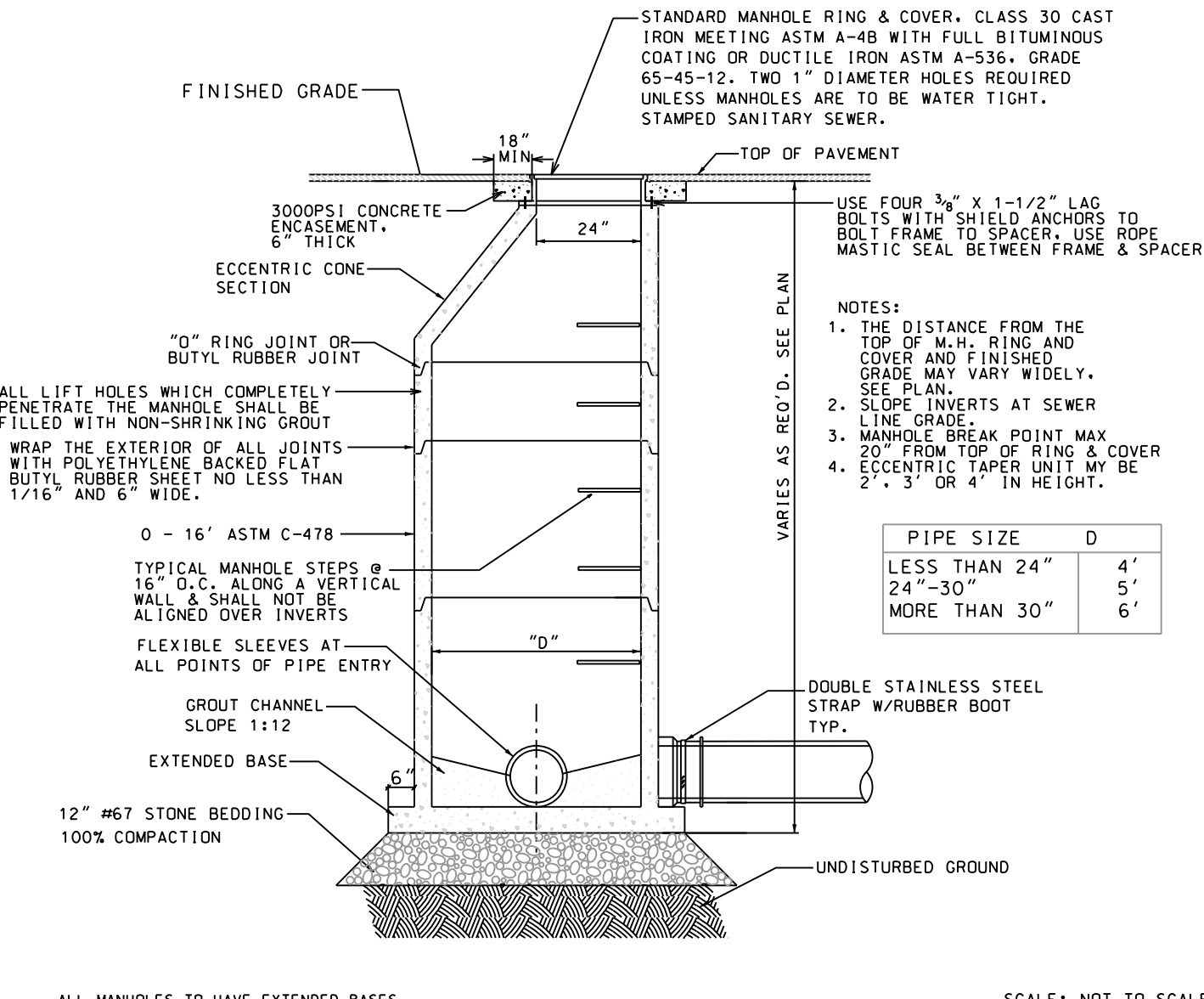
SEED BED PREPARATION
 LIME ----- 2 TONS/AC
 10-10-10 ----- 1,000 LBS/AC

PERMANENT SEEDING MIXTURE
 TALL FESCUE ----- 60 LBS/AC
 PENSACOLA BAHIA GRASS ----- 50 LBS/AC
 SERICEA LESPEDEZA ----- 30 LBS/AC
 KOBE LESPEDEZA ----- 10 LBS/AC

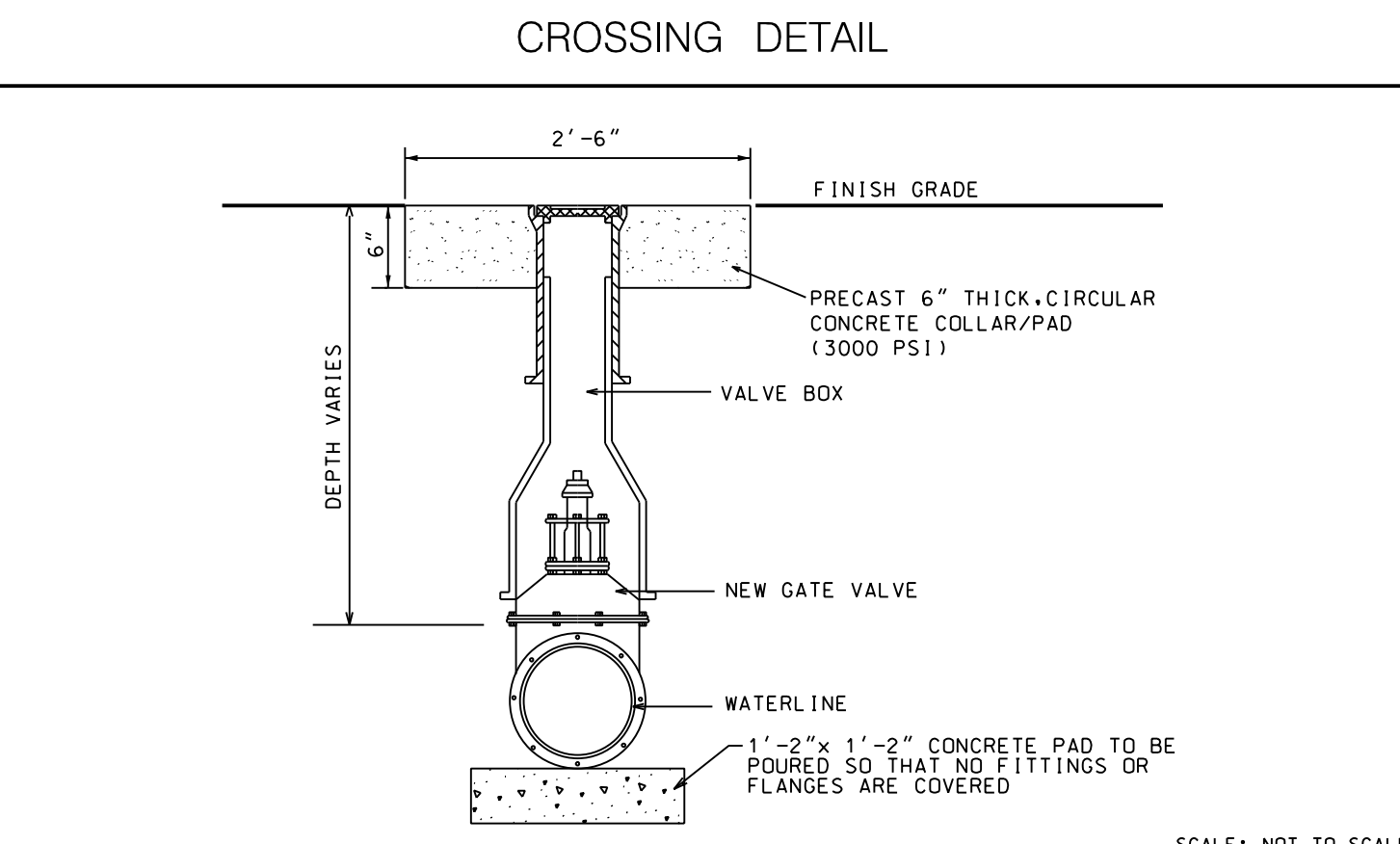
TEMPORARY SEEDING MIXTURE
 (DECEMBER 1 - APRIL 15)
 RYE (GRAIN) ----- 120 LBS/AC
 KOBE LESPEDEZA (SCARIFIED) ----- 50 LBS/AC
 (OMIT ANNUAL LESPEDEZA WHEN DURATION OF TEMPORARY COVER IS NOT TO EXTEND BEYOND JUNE)
 (APRIL 15 - AUGUST 15)
 GERMAN MILLET ----- 40 LBS/AC
 (AUGUST 15 - DECEMBER 30)
 RYE (GRAIN) ----- 25 LBS/AC
 (IF IT IS NECESSARY TO EXTEND TEMPORARY COVER BEYOND JUNE 15, OVERSEED WITH 50LB/AC KOBE.)

MAINTENANCE
 IF GROWTH IS LESS THAN FULLY ADEQUATE, RE-FERTILIZE IN THE SECOND YEAR WITH 500 LB/AC 10-10-10 FERTILIZER. NOW AS NEEDED WHEN SERICEA IS OMITTED FROM THE MIXTURE. RE-SEED, FERTILIZE AND MULCH DAMAGED AREAS IMMEDIATELY.

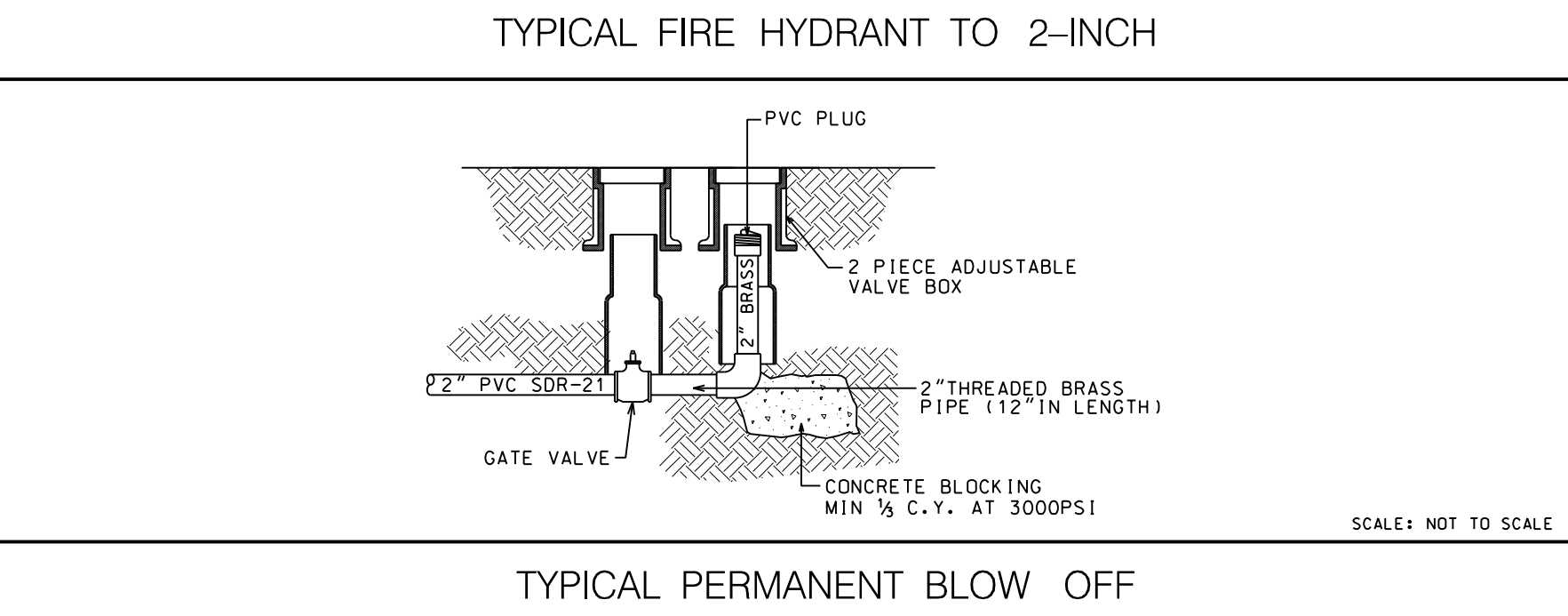
SEEDING SCHEDULE



TYPICAL PRECAST MANHOLE



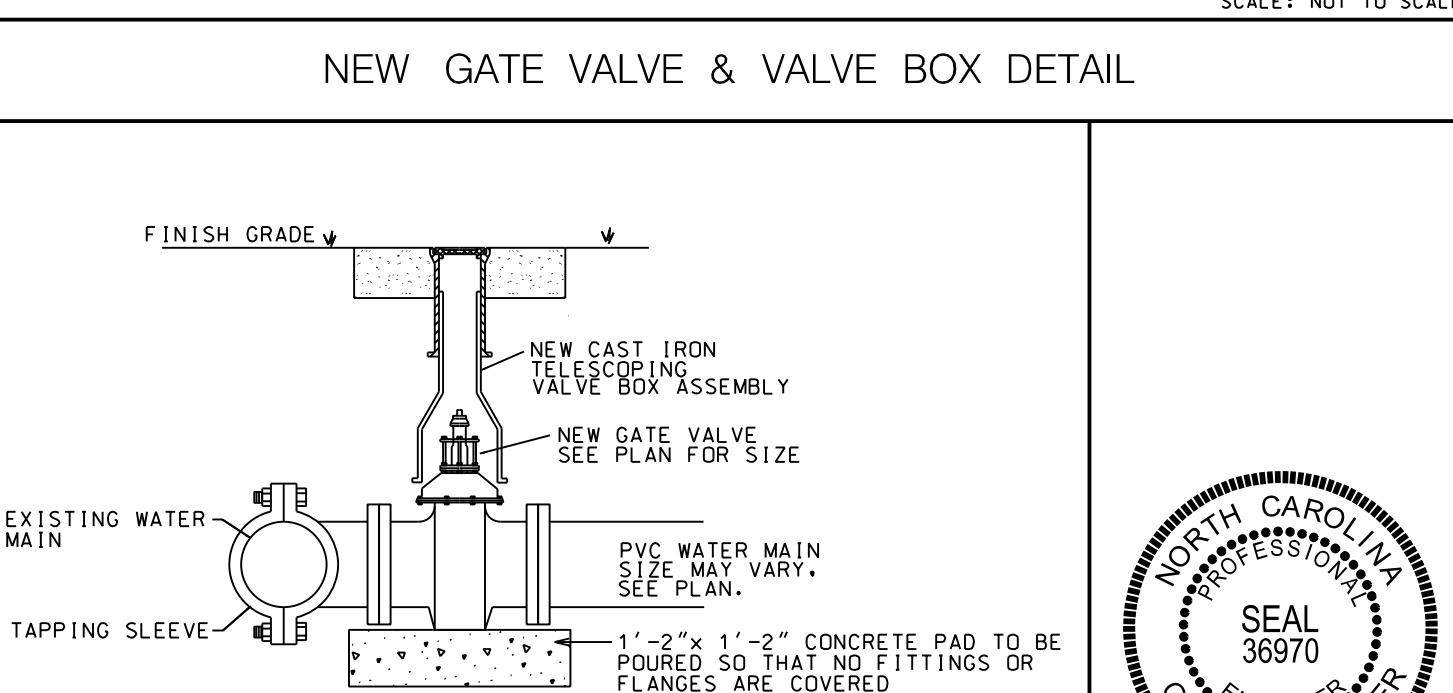
NEW GATE VALVE & VALVE BOX DETAIL



TYPICAL PERMANENT BLOW OFF

SEWER PIPE TRENCH diagram showing 18\"/>

SEWER PIPE TRENCH



TAPPING DETAIL

SHEET C-4
 PROJECT # PM1070-11
 DESIGN FILE: PM1070-11/PM1070-11 CONSTRUCTION.dgn

GENERAL NOTES:
 1. A CONTRACTION JOINTS SHALL BE SPACED @ 10 INTERVALS.
 2. CONTRACTION JOINTS MAY BE INSTALLED WITH THE USE OF TEMPLATES OR FORMED BY OTHER METHODS. WHERE CONTRACTION JOINTS ARE NOT FORMED BY TEMPLATES, A MIN. DEPTH OF 1 1/2\"/>

NOTES:
 1. 3/8\"/>

REVISIONS:

No.	BY	DATE	DESCRIPTION

ADDRESS: 1107 & 1111 LIVE OAK ST
 101 LOFTIN LANE

LIVE OAK COMMONS

BEAUFORT, CARTERET COUNTY, NORTH CAROLINA

CLIENT: NEW VISION TRUST CUSTODIAN
 FBO WALTER D. BRADY IRA

ADDRESS: 805 FRONT STREET
 BEAUFORT, NC 28516

PHONE: 252-241-2780

DESIGNED: WOB/LFC/GYT
 DRAWN: WOB/LFC/GYT
 CHECKED: GYT
 APPROVED: GYT
 DATE: 7/1/2020
 SCALE: AS NOTED

THE CULLIPHER GROUP, P.A.
 ENGINEERING & SURVEYING SERVICES
 151A HIGHWAY 24
 MORRISVILLE, N.C. 28557
 (252) 773-0090 LICENSE NO. C-4482

GINGER Y. TURNER, P.E. DATE





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 Through Zoom Due to COVID19 Pandemic**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Soil Mining Request
Proposed High Rate Infiltration System Basin

BRIEF SUMMARY:

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. The location of the Town’s tract is shown on aerial photography (**Figure 1**) while the proposed layout of the basin is shown by a draft plan sheet by the firm of WithersRavenel (**Attachment 1**).

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.

REQUESTED ACTION:

Consider granting 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.

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

Greg Meshaw, Public Services Director/Town Engineer

BUDGET AMENDMENT REQUIRED:

No



Staff Report

Soil Mining Request - Proposed High Rate Infiltration System Basin

Introduction

Blue Treasure LLC, a North Carolina limited liability company and 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. The location of the Town’s tract is shown on aerial photography (**Figure 1**) while the proposed layout of the basin is shown by a draft plan sheet by the firm of WithersRavenel (**Attachment 1**)

Historical Background

On **February 8, 2008**, the developer of the Beau Coast subdivision was issued a permit to construct and operate a wastewater treatment system. The permit also allowed for construction and operation of high rate infiltration facilities to which the package system was to discharge treated effluent. Not long thereafter, a “Pre-annexation, Infrastructure and Reimbursement Agreement” was executed by the Town and the developer. This agreement dated **June 4, 2008** set forth obligations and commitments by both parties for the provision of water and sanitary sewer service for what is currently known as the Beau Coast development. This agreement among many other things, set in motion the process of the developer foregoing the construction of the permitted wastewater treatment system in favor of directing the development’s wastewater to the Town’s wastewater treatment plant (WWTP). The option of directing wastewater from the development to the WWTP was recognized as an option because the Town was about to begin constructing improvements to the WWTP. It was realized that changes to the WWTP improvements design might be possible which would allow the high rate infiltration system (HRIS) permitted by the developer to be constructed at some future date as a means of increasing the disposal capacity of the WWTP. As such, the developer funded an engineering investigation into options for expanding WWTP’s treatment and disposal capacity so it could accommodate the planned developer’s needs. The investigation included examination and execution of the following:

- Modifying and expanding the Town’s WWTP to process an additional 350,000 gpd of wastewater that would be suitable for disposal in a HRIS; and
- revising the developer’s HRIS permit to 1) exclude the developer’s package WWTP, 2) change the source of wastewater effluent from the package WWTP to the Town’s WWTP, and 3) relocate the 5-day reject pond that was part of the overall infiltration system (but no longer appears as if it will be needed).

The developer paid for the above services in the amount of \$135,286.

Several related milestones were achieved after the execution of the agreement between the Town and the developer that were called for by the agreement. A summary of these events is as follows:

- The Developer's permit was modified on **June 22, 2009** to: 1) remove the previously permitted wastewater treatment package plant, 2) change the source of reclaimed effluent to the HRIS from the package plant to the Town's WWTP, and 3) relocate the 5-day reject pond to land adjacent to the Town's WWTP.
- The Town's engineering consultant prepared plans, specifications, and permit applications to expand the WWTP capacity to produce an additional 350,000 gpd of reclaimed-type effluent for disposal in a HRIS. Authorization to Construct these improvements was issued on **February 19, 2010** by the NC Department of Environment and Natural Resources (now NC Department of Environmental Quality).
- The Town's engineering consultant created and issued a change order to the contractor constructing the WWTP improvements. The change order detailed the modifications that needed to be made to the construction underway at the time to accommodate an additional 350,000 gpd of treatment capacity.
- The Town executed the change order with the WWTP improvements contractor to construct the "initial" changes to the WWTP. The developer reimbursed the Town \$2,457,269 for the cost of this work.
- The wastewater improvements project was completed on **April 28, 2010**.
- The High-Rate Infiltration System permit was modified such that the Town of Beaufort became the Permittee on **February 12, 2014**.
- The permit for the HRIS expired on **December 31, 2016**. The advance notice of the pending expiration date and advising of the need to renew the permit was apparently transmitted near the time of the former Town Manager's retirement and before the new Town Manager assumed his position.
- The NC Department of Environmental Quality (NC DEQ) issued a "Notice of Violation" (NOV) on **March 30, 2017** for the Town's failure to renew the permit in a timely manner. The NOV contained language advising the Town that it could either rescind the permit or apply for a new permit.
- The Town requested rescission of the permit on **April 28, 2017**. The Town's permit termination request was made in error and was the direct result of a recent transition between Public Utilities Directors whereupon institutional knowledge regarding the background, circumstances, and importance of the HRIS permit acquisition was lost. It is worth noting again however, the NOV stated that a "**new** high rate infiltration permit" would need to be sought.
- A letter by the Mayor dated **December 18, 2019** was transmitted to the Non-Discharge Permitting Unit of NC DEQ advising that the 2017 permit termination request was made in error. It also requested that the permit be reinstated.

- The NC DEQ Division of Water Resources authored a letter dated **February 19, 2020** denying the request for reinstatement of the permit. The letter also stated that the Town could apply for a new permit under regulations revised in 2018.

Recent HRIS Re-permitting Efforts

Given the inability to have the HRIS permit reinstated, the Town entered into an **April 17, 2020** agreement with the engineering firm of McKim & Creed. The agreement called for McKim & Creed to: 1) assist the Town in discussions and negotiations with NCDEQ Division of Water Quality to determine requirements for the re-permit process; and 2) to evaluate the prior design and hydrogeological work completed for the purposes of developing a recommended approach for preparation of a design and permit application package compliant with recently revised regulations. This work lead to additional work to include the performance of a limited geotechnical investigation, hydrologic modeling, and the development of a hydrogeologic framework for updating the design of the HRIB and a subsurface drainage system. This work culminated with the issuance of a report dated **June 29, 2019**, a copy of which is provided as an **Attachment 2**.

The geotechnical report concluded that a high rate infiltration configured as depicted within the report should be capable of infiltrating an average of 350,000 gallons per day of reclaim-type effluent with a groundwater lowering drain in place. This infiltrative capacity matches that which the rescinded permit allowed. The report also provided guidance for excavation of the soils when forming the basin. It provided recommendations as well for maintaining the basin in the period between the time it is constructed and put into service as a wastewater effluent disposal site. Both the guidance and recommendations were made with the knowledge that Blue Treasure LLC desires to excavate the soils as soon as possible.

It is worth noting that an additional, more comprehensive phase of geotechnical work needs to be completed in support of a HRIS permit application. Staff conversations with a representative of McKim & Creed indicate that this additional work can be performed after Blue Treasure has completed its excavation. It is understood that NC DEQ indicated their agreement with this assessment when the matter was discussed with McKim & Creed.

Lastly, it is also worth noting that the original permit called for a 5-day upset pond in conjunction with the HRIB. Such a pond would be in-place to receive effluent believed not to comply with the quality standards set for effluent to be infiltrated. It would also need to be sized to hold up to 5 days' worth of discharge flow. It is obvious however, that the layout shown by Attachment 1 does not include an upset pond. As such, Staff has undertaken conversations with McKim & Creed representatives about the need for an upset pond. Staff has learned through these conversations that McKim & Creed does not believe an upset pond will be needed. This is because under current rules, the need for five days' worth of upset storage is required of irrigation systems, not infiltration systems. Nonetheless, staff asked McKim & Creed to attempt to confirm with representatives of NCDEQ Division of Water Quality that such a pond will not be required of the Town's planned HRIS. This led to McKim & Creed obtaining confirmation of their assessment via an August 21, 2020 email from the Branch Chief of the Non-Discharge Branch of NCDEQ.

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 request by Blue Treasure LLC to allow mining of the soils from the Town's tract subject to: 1) 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 2) Blue Treasure LLC abiding by recommendations of a recently completed geotechnical report commissioned by the Town.
 - **Pros:** The rough grades of the HRIB will be constructed at no cost to the Town.
 - **Cons:** The site will be developed as HRIB for future infiltration of high-quality wastewater effluent at a rate of up to 350,000 gallons per day. Should it be determined at some future date that this additional capacity is unneeded, it will be difficult and costly to redevelop the tract for an alternate use.

- 2) **Disapprove** the request by Blue Treasure LLC to allow mining of the soils from the Town's tract.
 - **Pros:** The site will remain undeveloped thereby leaving the door open for the site to be developed as something other than a HRIB at a future time.
 - **Cons:** Funding of the HRIB will likely have to be by the Town. There is also a risk that revisions to current regulations could occur between now and when the Town is ready to go proceed with the HRIB. Such revisions could make it more difficult to develop the HRIB.

- 3) **Delay Action** regarding the request by Blue Treasure LLC to allow mining of the soils from the Town's tract.
 - **Pros:** None.
 - **Cons:** Blue Treasure LLC is in almost immediate need of the soils for the next phase of the Beau Coast development. As such, the firm may have to identify and purchase rights to fill materials as a result the request not being approved. This likely means that they will no longer be interested in mining the Town's site which again, means that funding of the HRIB will likely have to be by the Town.

FIGURE 1



ATTACHMENT 2: GEOTECHNICAL REPORT

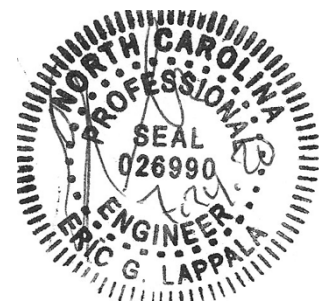
**SITE INVESTIGATION, CAPACITY ANALYSIS & EXCAVATION GUIDANCE
HIGH-RATE INFILTRATION BASIN**

Town of Beaufort
Beaufort, NC

June 29, 2020

Prepared for:

McKim & Creed
243 North Front Street
Wilmington, NC 28401



Eric G. Lappala, P.E.

Eagle Resources, P.A.
215 /West Moore Street
Southport, NC 28461

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1 Introduction

This report documents the results of field investigations of subsurface conditions in and around the location of the proposed high-rate infiltration basin that may be permitted for the disposal of treated wastewater effluent under the North Carolina Non-Discharge Rule 15A.NCAC .02T.0700. The proposed basin location and configuration is shown in **Figure 1**. The basin is located entirely within property owned by the Town of Beaufort, North Carolina. The surrounding property is owned by Blue Treasure LLC, the entity that proposes to excavate fill material from the proposed basin.

2 Basin Placement and Configuration

The placement and configuration of the proposed basin was based upon the following so as to conform with the requirements of the 15A NCAC .02T.0700 for setbacks from property lines and wetlands.

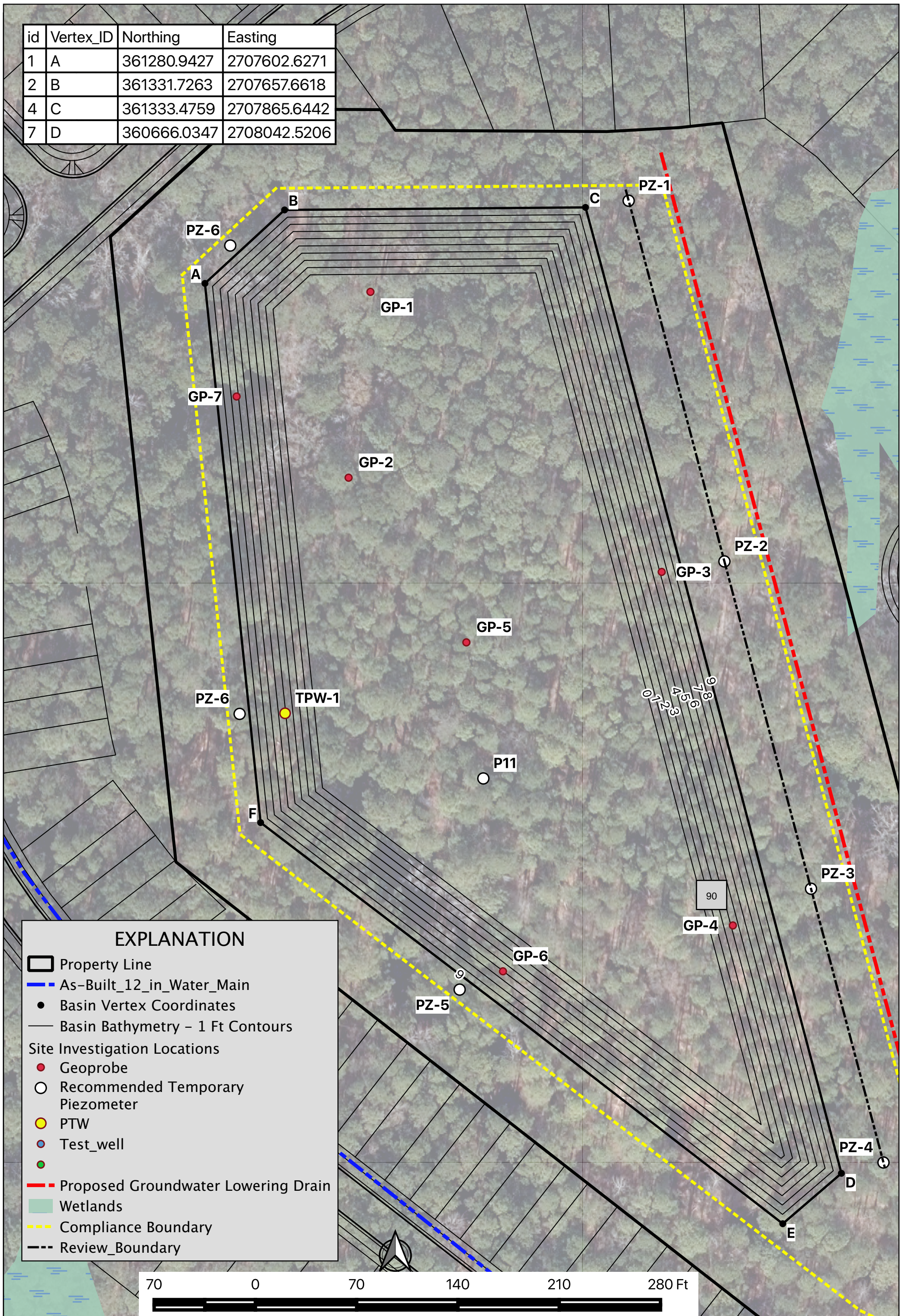
- The wastewater treatment plant will produce effluent that meets Total Nitrogen (TN) of ≤ 4 mg/l and Total Phosphorous (TP) of ≤ 2 mg/l;
- Setbacks from wetlands and property Lines = 50 ft (wetlands boundaries were used from the certified boundaries supplied by McKim & Creed¹;
- Groundwater standards Compliance Boundary: 50 feet Interior to Property Line;
- Groundwater Lowering Drain 50 feet from high water line assumed to be at elevation 0 feet and outside of Compliance Boundary as required by 15A NCAC 02T .0705(y);
- Basin interior and exterior slopes – 4H:1V;
- The coordinates of the basin boundary are shown as points A through F on **Figure 1** and the table shown on that Figure; and
- Available excavatable fill volumes from the existing grade of 9 ft to basin bottom of 0 ft are shown in **Table 1** and **Figure 2**.

Elevation Ft	Area_SF	Area_Ac	Volume_CF	Volume_CY
0.00	103,279	2.37	-	-
1.00	110,978	2.55	110,978	4,110
2.00	118,924	2.73	229,902	8,515
3.00	127,059	2.92	356,962	13,221
4.00	135,371	3.11	492,332	18,235
5.00	143,859	3.30	636,192	23,563
6.00	152,525	3.50	788,716	29,212
7.00	161,367	3.70	950,083	35,188
8.00	170,385	3.91	1,120,469	41,499
9.00	179,559	3.70	1,300,027	48,149

Table 1.-- Elevation-Area and Elevation-Volume for Preliminary Basin Design.

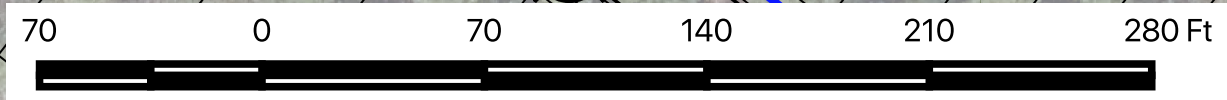
¹ Pdf entitled Jones 02.12.16 from Atlantic Coast Survey, PLLC : Wetlands Survey, USACOE Certification Date 02/12/16.

id	Vertex_ID	Northing	Easting
1	A	361280.9427	2707602.6271
2	B	361331.7263	2707657.6618
4	C	361333.4759	2707865.6442
7	D	360666.0347	2708042.5206



EXPLANATION

- Property Line
- As-Built 12 in Water Main
- Basin Vertex Coordinates
- Basin Bathymetry - 1 Ft Contours
- Site Investigation Locations
- Geoprobe
- Recommended Temporary Piezometer
- PTW
- Test_well
- Test_well
- - - Proposed Groundwater Lowering Drain
- Wetlands
- - - Compliance Boundary
- - - Review_Boundary



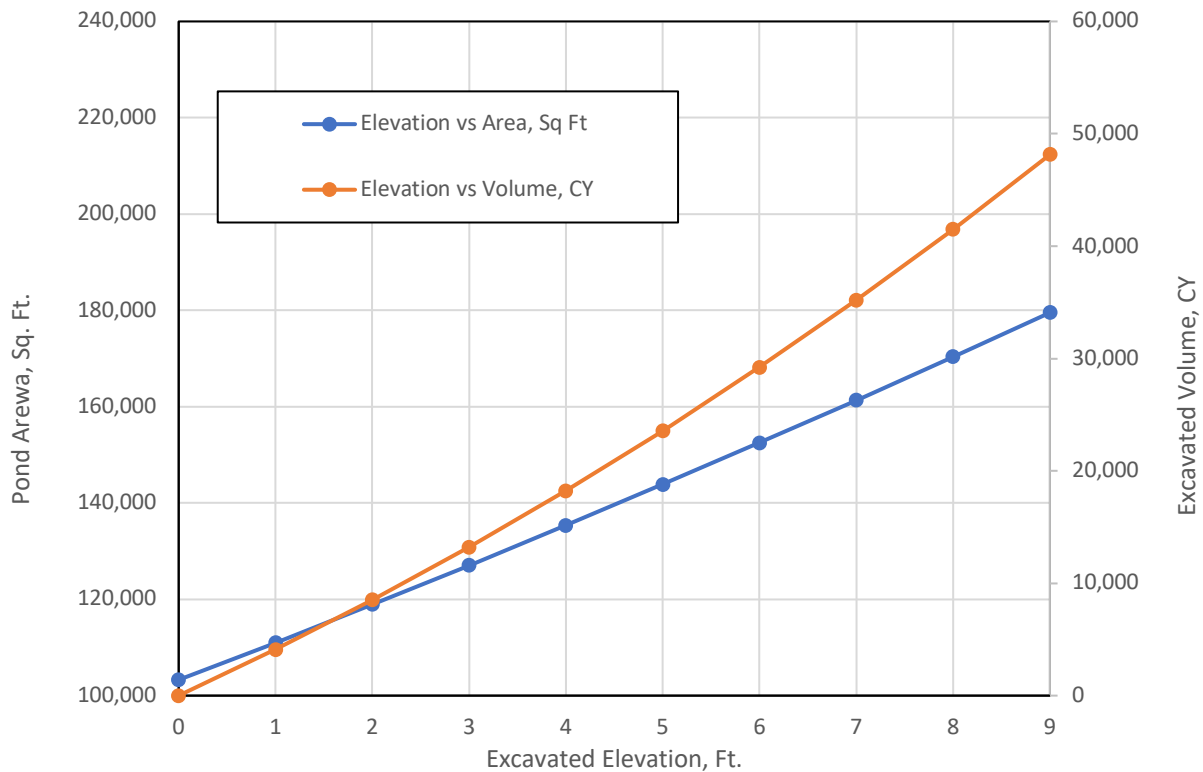


Figure 2.--Elevation-Volume and Elevation-Area Curves

3 Site Investigation

Previous site investigations^{2,3} were conducted in support of the previously permitted basin for which the permit was voluntarily rescinded by the Town of Beaufort. However, none of the locations from those studies that included data on subsurface conditions were within or near the footprint of the presently proposed basin.

This investigation included the following:

- Geoprobe soundings and logging of materials encountered to 30 feet at the seven locations shown in **Figure 1** (GP-1 through GP-7);
- Installation of temporary 2-inch diameter piezometers to 15 feet screened from 10 to 15 feet in each Geoprobe boring;
- Installation of a Test Well (TPW-1) show on **Figure 1** and three observation wells (OW01 through OW-3);
- Slug tests in GP-1 through GP-7; and
- Three rounds of water level measurements in all piezometers and wells.

² Edwin Andrews & Associates, P.C. June 2007: Soils, Geologic, and Hydrogeologic Site Analysis for the Proposed Wastewater Infiltration Pond Site - Preston Development Beaufort Carteret County, North Carolina.

³ GeoTechnologies Inc, May 1, 2008: Submittal of Test Boring Data Beaufort Tract Beaufort North Carolina Project No 1-07-0448-EA

3.1 Boring Logs

The boring logs for the Geoprobe soundings and the observation wells are shown in **Attachment 1**. Based upon these logs. At least 20 feet of very-fine sand to clayey sand is present to depths of at least 20 feet beneath the footprint of the proposed basin. As indicated by the boring log for GP-3, a clay layer approximately one foot thick at depths of 5 to 6 feet exists along at least portions of the eastern edge of the proposed basin. This clay may be related to the wetlands shown on **Figure 1** that occur just outside of the eastern property line.

3.2 Pumping Test

A pumping test was conducted in TPW-1 to quantify the hydraulic properties of the materials beneath the proposed basin that will convey treated effluent to the ambient groundwater system and to the proposed groundwater lowering drain shown in **Figure 1**. The test comprised pumping TPW-1 for 22 1/2 – hours and monitoring water level drawdown in OW-1, OW02, and OW-3 for this period and water level recovery for an additional 1/2 hour after the pumping stopped. Water level changes were measured using a combination of down-hole recording pressure transducers and hand measurements with an electric water level sounder

The pumping test data were analyzed using the commercial program AQTESOLV™ to quantify the horizontal and vertical hydraulic conductivities (Kh and Kz) and the storage coefficients (S and Sy) of the materials to a depth of 25 feet at the test site. The delayed drainage or Neumann equation was used to fit the observations. The conductivity values determine the rate at which water will be conducted in three dimensions from the infiltration basin and the storage properties are used to determine the time the groundwater system will respond to changes in water levels in the basin and to infiltration of precipitation. The results of these analyses are shown in **Table 2**. Table 2 also includes the values of these parameters determined from drawdowns in EAA OW2 while pumping PW2 15 feet from OW-2. That test was located 500 feet northwest of the northwest corner of the proposed basin and was conducted as part of the study in 2007 by Ed Andrews¹. The fitted curves for the pump test analyses shown in **Table 2** are included in **Attachment 2**.

Well	Distance from pumped well	Transmissivity	Aquifer Thickness	Hydraulic Conductivity		Storage Coefficient	
				Hori - zontal	Vertical	Con- fined	Uncon- fined
	r	T	b	Kh	Kz	S	Sy
	ft	ft ² /day	ft	ft/day	ft/day	dim	dim
OW-1	8.98	631	23	27.43	21.16	n/a	0.24
OW-2	14.05	711	23	30.91	30.73	0.0639	n/a
OW-3	26.53	434	23	18.87	6.62	0.0120	0.15
Average		592	23	25.74	19.50	0.0380	0.19
EAA OW2	15.00	1330	23	57.83	39.51	0.0028	0.03

Table 2.-- Hydraulic properties from pumping tests.

3.3 Slug Tests

Slug tests were conducted in all of the temporary piezometers by recording the water level response to the rapid addition of approximately one gallon of water. Two such tests were conducted in GP-5. The slug tests were analyzed by fitting the Bouwer and Rice curves to the observations using AQTESOLVE™. The results of the slug tests are shown in **Table 3**. The geometric mean and average hydraulic conductivity values from the slug tests agree well with those from the pumping test conducted within the basin footprint.

Well	Kh	Well	Kh
	ft/day		ft/day
GP-1	16.00	GP-5 1	42.00
GP-2	23.00	GP-5 2	49.00
GP-3	6.20	GP-6	6.20
GP-4	21.00	GP-7	10.70
Geomean			16.86
Average			21.76

Table 3.--Hydraulic Conductivity values from slug tests in temporary piezometers.

The low values Kh in GP-3 are associated with the presence of the thin clay layer from 5 to 6 feet encountered in that boring. The low value in GP-6 may be associated with interbedded clay lenses associated with previous wetland deposits observed at that location.

3.4 Survey

The coordinates (NAD83 North Carolina State Plane – Feet) and elevations of top of all piezometer and well casings and ground surface (NAVD88 feet) were surveyed by McKim and Creed and are shown in **Table 4**.

Site ID	Northing NAD83 Ft	Easting NAD83 Ft	Elevation		Completion		
			Ground	Top Casing	Diam.	Depth	Screen
			NAVD88 Ft	NAVD88 Ft	In	Ft	Ft
TPW-1	360,983.90	2,707,658.00	9.20	9.75	1.25	18.00	8-18
OW-1	360,988.80	2,707,665.50	9.10	10.14	2.00	10.00	5 - 10
OW-2	360,988.50	2,707,671.30	9.10	9.21	2.00	15.00	10 - 15
OW-3	361,009.50	2,707,664.90	9.10	9.66	2.00	20.00	15 - 20
GP-1	361,275.10	2,707,717.00	8.30	8.80	2.00	15.00	10-15
GP-2	361,146.70	2,707,701.90	9.10	9.80	2.00	15.00	10-15
GP-3	361,081.60	2,707,918.30	9.00	10.12	2.00	15.00	10-15
GP-4	360,837.30	2,707,967.50	9.80	10.60	2.00	15.00	10-15
GP-5	361,032.90	2,707,783.30	9.10	10.40	2.00	15.00	10-15
GP-6	360,805.60	2,707,808.60	8.80	9.25	2.00	15.00	10-15
GP-7	361,202.80	2,707,624.50	9.20	10.54	2.00	15.00	10-15

Table 4.-- Location, elevation and completion data for wells and piezometers.

3.5 Water Level Measurements

Water levels were measured on three dates in all wells and piezometers and are shown in **Table 5**. The shallow water levels measured on 6/30/20 were the result of high rainfall as recorded at Weather Underground Station KNCBEAUF24 (Turners Creek Plantation) located 1000 feet north of the north side of the basin. The precipitation and water levels are shown in **Figure 3**.

Site ID	NORTHING	EASTING	Water Level Elevation, Ft NAVD88		
			6/30/20	7/7/20	7/15/20
TPW-1	360,984	2,707,658	6.87	6.00	5.24
OW-1	360,989	2,707,666	6.84	5.99	5.22
OW-2	360,989	2,707,671	6.86	6.00	5.21
OW-3	361,010	2,707,665	6.83	6.01	5.26
GP-1	361,275	2,707,717	n/m	5.66	4.82
GP-2	361,147	2,707,702	6.75	5.85	5.05
GP-3	361,082	2,707,918	7.21	6.51	5.62
GP-4	360,837	2,707,968	7.66	6.90	6.12
GP-5	361,033	2,707,783	7.14	6.29	5.50
GP-6	360,806	2,707,809	7.35	6.61	5.90
GP-7	361,203	2,707,625	6.36	5.44	4.74

Table 5.-- Water level elevations.

The preliminary three-dimensional groundwater flow model that was constructed using data and information from previous studies^{2,3} was updated with the results of the Phase 1A Site Investigation. The model was calibrated to the observed water levels shown in **Figure 3** using infiltration from precipitation observed at the Weather Underground Station KNCBEAUF24 (Turners Creek Plantation - located approximately 1000 feet north of the proposed basin) for the period from June 1 through July 17 and an average rate of evapotranspiration during non-rainfall days of 0.1 inches/day. The calibrated hydraulic conductivity was 21 ft/day or approximately the average of the values from the pumping and slug tests.

The solid lines on **Figure 3** are the modeled water level elevations at the locations and screen midpoint elevations of GP-2 through GP-7 resulting from this calibration. Based upon the reasonable match between the observed and water level elevations as well as to the slope of water level declines following the high precipitation that occurred between June 13 and June 17, The fit is considered adequate for the model to be used in conjunction with the results of the pumping and slug tests to assess the infiltration capacity of the proposed basin.

If the town makes the decision to proceed with permitting the basin, additional water level measurements should be made to cover seasonal variations and the model should be tested for its ability to reproduce them as part of the Hydrogeologic Assessment required for a Non-Discharge Permit.

However, because the hydraulic conductivity values used for the calibrated model are supported both by the pumping and slug tests and by data from previous studies, and because no extensive low permeability layers were encountered by the Site Investigation, the model is considered to be conservative in that it may underestimate the likely operational infiltration capacity.

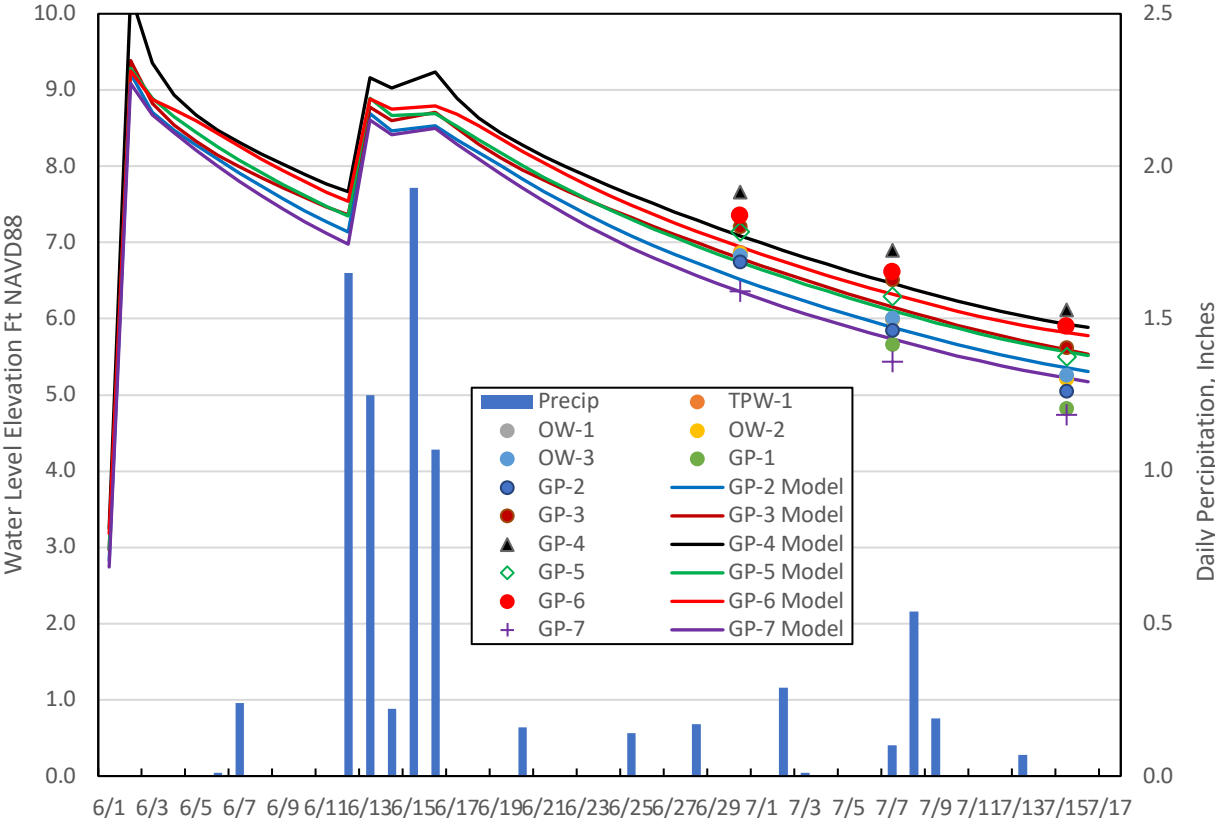


Figure 3.—Precipitation, observed water level elevations, and modeled water level elevations.

4 Infiltration Capacity Assessment

The updated model groundwater flow model was used to assess the ability of the combination of the groundwater system and the groundwater lowering drain to dispose of the 350,000 gpd of treated effluent.

The infiltration capacity of the basin was assessed by modeling it as a lake with input from the WWTP and precipitation and output to evaporation and seepage to groundwater. Inputs and outputs were modeled as varying by month. The inflow from the WWTP is shown in **Figure 4**.

The groundwater lowering drain shown on **Figure 1** was modeled as a drain with invert elevations of 0.0 feet and a conductance equal to the formation hydraulic conductivity of 21 ft/day.

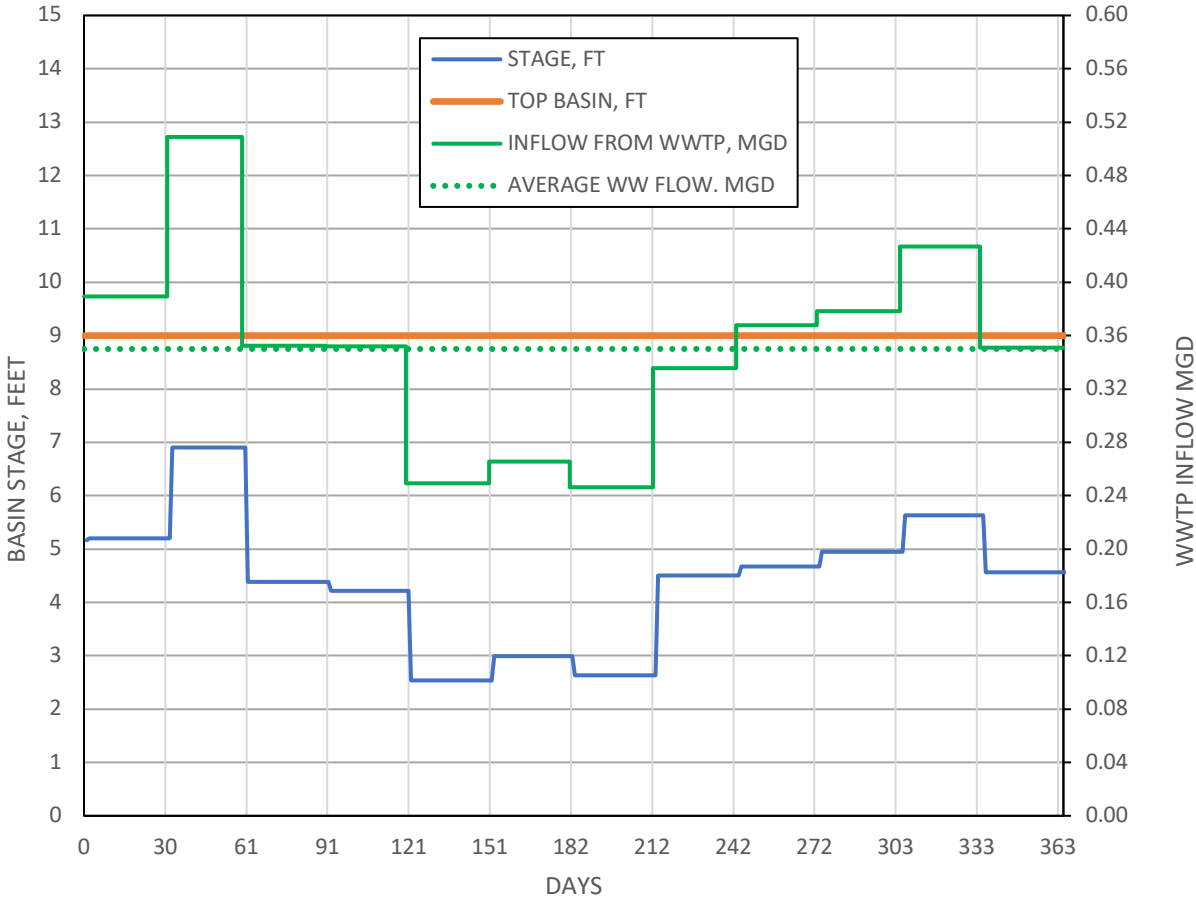


Figure 4.-- Modeled stage in the infiltration basin and inflow from the WWTP.

As shown in **Figure 4**, the proposed basin with the proposed groundwater lowering drain will infiltrate the requested average flow of 350,000 GPD as well as seasonal variations about that value that are based on the last year of inflow to the WWTP. Because the average inflow to the WWTP for 2019 was approximately 740,000 GPD, the inflow pattern shown in **Figure 4** for the average basin inflow of 350,000 GPD was determined by scaling the average monthly plant inflow by 0.48 (350,000 / 740,000).

As shown in **Figure 4**, the modeled infiltration capacity should also maintain the required 2 feet of freeboard from the existing grade. This freeboard would be increased by the height of the temporary and/or permanent berms around the basin.

5 Excavation Guidance

The following is provided for the excavation of material from the proposed basin to minimize damage from compaction and smearing of clays and silts from the basin bottom. Because the watertable will be present at depths of as shallow as one foot following wet period based on site observations and measurements, site preparation and excavation should be done after allowing the watertable to recede to depths of at least 2 to three feet as measured in the existing temporary piezometers on site as well as in additional

temporary piezometers (PZ-1 through PZ-7) shown on **Figure 1**. The proposed temporary piezometers have been placed approximately on the review boundary so that any of these required by the permit can be made permanent and used as compliance wells. The existing temporary piezometers (GP-1 through GP-7) should be properly abandoned in accordance with the regulations in 15A NCAC .02C.113 ahead of excavation from the areas where each is located.

The coordinates of the corners of the basin are shown on **Figure 1** and are repeated below in **Table 6**.

Vertex ID	Northing	Easting
(See Figure 1)	NAD83 Ft	NAD83 Ft
A	361,280.94	2,707,602.63
B	361,331.73	2,707,657.66
C	361,333.48	2,707,865.64
D	360,666.03	2,708,042.52
E	360,631.19	2,708,001.98
F	360,908.37	2,707,641.11

Table 6.-- Vertices of the proposed infiltration basin.

5.1 Site Preparation and Excavation

1. Site Preparation

- a. Remove all trees and vegetation from within the property boundary. Tree Removal should minimize surface disturbance as much as possible.
- b. Remove all topsoil, tree roots and other material to a depth of 2 feet below present grade over the footprint of the basin plus a buffer of 20 feet.
- c. Track mounted equipment should be used for all removal activities.
- d. Avoid all areas of standing water with any equipment used for site preparation.
- e. Trees, vegetation and topsoil removed should not be stockpiled within the footprint of the basin.

2. Excavation

- a. Any equipment used within the footprint of the basin should be track mounted.
- b. Where possible removal should be using long-reach excavators to minimize repeated travel over the bottom of the excavated area.
- c. Excavated material should not be stockpiled within the footprint of the basin.
- d. Excavation should proceed from the center of the basin working outward to the edges of the footprint to avoid equipment traffic on the bottom of the final excavated grade.
- e. The elevation configuration of the final basin bottom should be surveyed and reported on a periodic basis as excavation proceeds.

5.2 Site Maintenance and Testing

There may be a significant period between the completion of material excavation from the basin and its use as an infiltration facility. Consequently, the following is recommended to maintain and test the capacity of the basin.

1. A berm should be constructed at an elevation of 10.5 feet comprised of the fine sand excavated from the basin and compacted to 95% Maximum Proctor around the entire basin.
2. The exterior slope of the berm should be planted and maintained with turf grass.
3. A standard silt-barrier fence should be constructed on top of the berm and maintained until the final basin is put into operation.
4. The interior of the basin should be maintained by periodic removal of all vegetation and debris using track mounted equipment.
5. Additional infiltration tests should be conducted in the bottom and on the sides of the basin following each maintenance operation as part of the permitting process .

Attachment 1 – Boring Logs

Drilled Boring Logs

<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
GP1	0.0 – 1.0'	Gray (10YR 6/1) mucky fine sand (OH)
	1.0 – 4.0'	Dark gray (10YR 4/1) clayey fine sand (SC)
	4.0 – 6.0'	Dark gray (10YR 4/1) clayey fine to medium sand (SC)
	6.0 – 12.0'	Light gray (10YR 7/2) fine sand (SM); moderately well-sorted;
	12.0 – 28.0'	Dark gray (10YR 4/1) very fine sand (SM)
	28.0 – 28.5'	Dark greenish gray (10G 6/1) fine sandy clay (CH)
	28.5 – 30.0'	Gray (10YR 6/1) fine sand
Set 15' x 2" piezometer with 5' 0.010" screen; H ₂ O @ 2.13' (0.8' stick-up)		

<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
GP2	0.0 – 1.0'	Black (10YR 2/1) mucky fine sand (OH)
	1.0 – 3.0'	Dark brown (10YR 3/3) clayey fine sand (SC)
	3.0 – 6.0'	Light brown (7.5YR 6/3) fine sand (SM)
	6.0 – 12.0'	Light grayish brown (10YR 5/2) fine sand (SM)
	12.0 – 20.0'	Very dark gray (10YR 3/1) moderately well sorted fine sand (SM)
	20.0 – 24.0	Black (10YR 2/1) clayey fine sand (SC)
	24.0 – 25.0'	Bluish gray (10B 5/1) fine sandy clay (CL)
	25.0 – 30.0'	Grayish brown (10YR 5/2) fine sand (SM); moderately well sorted
Set 15' x 2" piezometer with 5' 0.010" screen; H ₂ O @ 3.05' (0.6' stick-up)		

<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
GP3	0.0 – 1.0'	Black (10YR 2/1) mucky fine sand (OH)
	1.0 – 2.0'	Gray (10YR 5/1) clayey fine sand (SC)
	2.0 – 5.0'	Gray (10YR 5/1) very fine sand (SC)
	5.0 – 6.0'	Gray (10YR 5/1) clay (CL)
	6.0 – 15.0'	Brown (10YR 5/2) very fine sand (SM)
	15.0 – 30.0'	Grayish brown (10YR 5/2) fine sand (SM); poorly sorted
Set 15' x 2" piezometer with 5' 0.010" screen; H ₂ O @ 2.94' (0.5' stick-up)		

<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
GP4	0.0 – 1.0'	Black (10YR 2/1) mucky fine sand (OH)
	1.0 – 3.0'	Dark brown (10YR 3/3) clayey fine sand (SC)
	3.0 – 6.0'	Light brown (7.5YR 6/3) fine sand (SM)
	6.0 – 12.0'	Light grayish brown (10YR 5/2) fine sand (SM)
	12.0 – 20.0	Very dark gray (10YR 3/1) moderately well sorted fine sand (SM)
	20.0 – 23.0	Black (10YR 2/1) clayey fine sand (SC)
	23.0 – 24.0'	Bluish gray (10B 5/1) fine sandy clay (CL)
	24.0 – 30.0'	Grayish brown (10YR 5/2) moderately well sorted sand (SM)
Set 15' x 2" piezometer with 5' 0.010" screen; H ₂ O @ 2.91' (0.8' stick-up)		

Beaufort High-Rate Infiltration Basin
Hydrogeologic Investigation
Protocol Job No. 20-36

<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
GP5	0.0 – 1.0'	Black (10YR 2/1) mucky fine sand (OH)
	1.0 – 3.0'	Dark brown (10YR 3/3) clayey fine sand (SC)
	3.0 – 6.0'	Light brown (7.5YR 6/3) fine sand (SM)
	6.0 – 12.0'	Light grayish brown (10YR 5/2) fine sand (SM)
	12.0 – 20.0'	Very dark gray (10YR 3/1) moderately well sorted fine sand (SM)
	20.0 – 30.0'	Grayish brown (10YR 5/2) clayey fine sand (SC); poorly sorted sand (SM)
Set 15' x 2" piezometer with 10' 0.010" screen ; H ₂ O @ 3.26' (1.25' stick-up)		

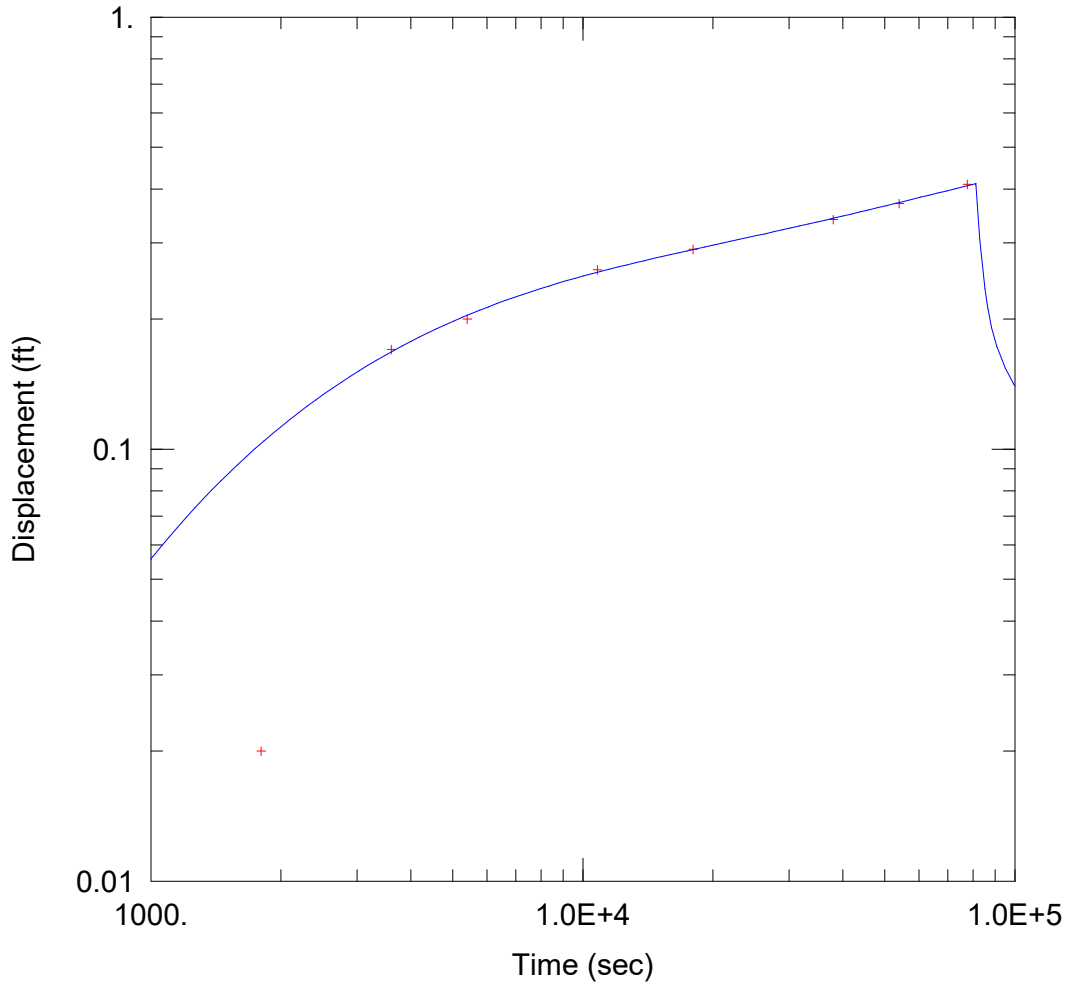
<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
GP6	0.0 – 1.0'	Black (10YR 2/1) mucky fine sand (OH)
	1.0 – 3.0'	Dark brown (10YR 3/3) clayey fine sand (SC)
	3.0 – 6.0'	Light brown (7.5YR 6/3) fine sand (SM)
	6.0 – 12.0'	Light grayish brown (10YR 5/2) clayey very fine sand (SC)
	12.0 – 23.0'	Gray (10YR6/1) clayey very fine sand (SC)
	23.0 – 23.5	Bluish gray (10B 5/1) fine sandy clay (CL)
	23.5 – 30.0'	Grayish brown (10YR 5/2) moderately well sorted sand (SM)
Set 15' x 2" piezometer with 5' 0.010" screen; H ₂ O @ 1.90' (0.5' stick-up); installed in former wetland		

<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
GP7	0.0 – 1.0'	Black (10YR 2/1) mucky fine sand (OH)
	1.0 – 3.0'	Dark brown (10YR 3/3) clayey fine sand (SC)
	3.0 – 6.0'	Light brown (7.5YR 6/3) fine sand (SM)
	6.0 – 15.0'	Light grayish brown (10YR 5/2) fine sand (SM)
	15.0 – 20.0'	Very dark gray (10YR 3/1) micaceous fine sand (SM)
	20.0 – 30.0'	Grayish brown (10YR 5/2) clayey fine sand (SC);
Set 15' x 2" piezometer with 4' 0.010" screen ; H ₂ O @ 4.18' (1.5' stick-up)		

<u>Boring</u>	<u>Depth (feet)</u>	<u>Description</u>
OW1	0.0 – 1.0'	Black (10YR 2/1) mucky fine sand (OH)
	1.0 – 2.0'	Light gray (10YR 7/1) clayey fine sand (SC)
	2.0 – 5.0'	Gray (10YR 6/1) clayey fine sand (SC)
	5.0 – 10.0'	Light grayish brown (10YR 5/2) very fine sand (SM)
OW2	10.0 – 15.0'	Very dark gray (10YR 3/1) moderately well sorted very fine sand with shell hash (SM)
OW3	15.0 – 20.0'	Greenish gray (10Y 6/1) fine sand (SM); well sorted

Set 10', 15' and 20' x 2" piezometer all with 5' **0.010" screen**; H₂O @ 3.30', 2.35' and 2.82' each
TOC elevation of 9.66' msl on OW3; surveyors have stick-ups

Attachment 2 Pumping Test Analysis Curves



WELL TEST ANALYSIS

Data Set: X:\...\OW-1.aqt
 Date: 07/17/20

Time: 12:01:41

PROJECT INFORMATION

Company: Eagle Resources
 Client: Town of Beaufort
 Location: SPT WWTF
 Test Well: TW-1
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

WELL DATA

Pumping Wells

Observation Wells

Well Name	X (ft)	Y (ft)
TW-1	0	0

Well Name	X (ft)	Y (ft)
+ OW-1	8.98	0

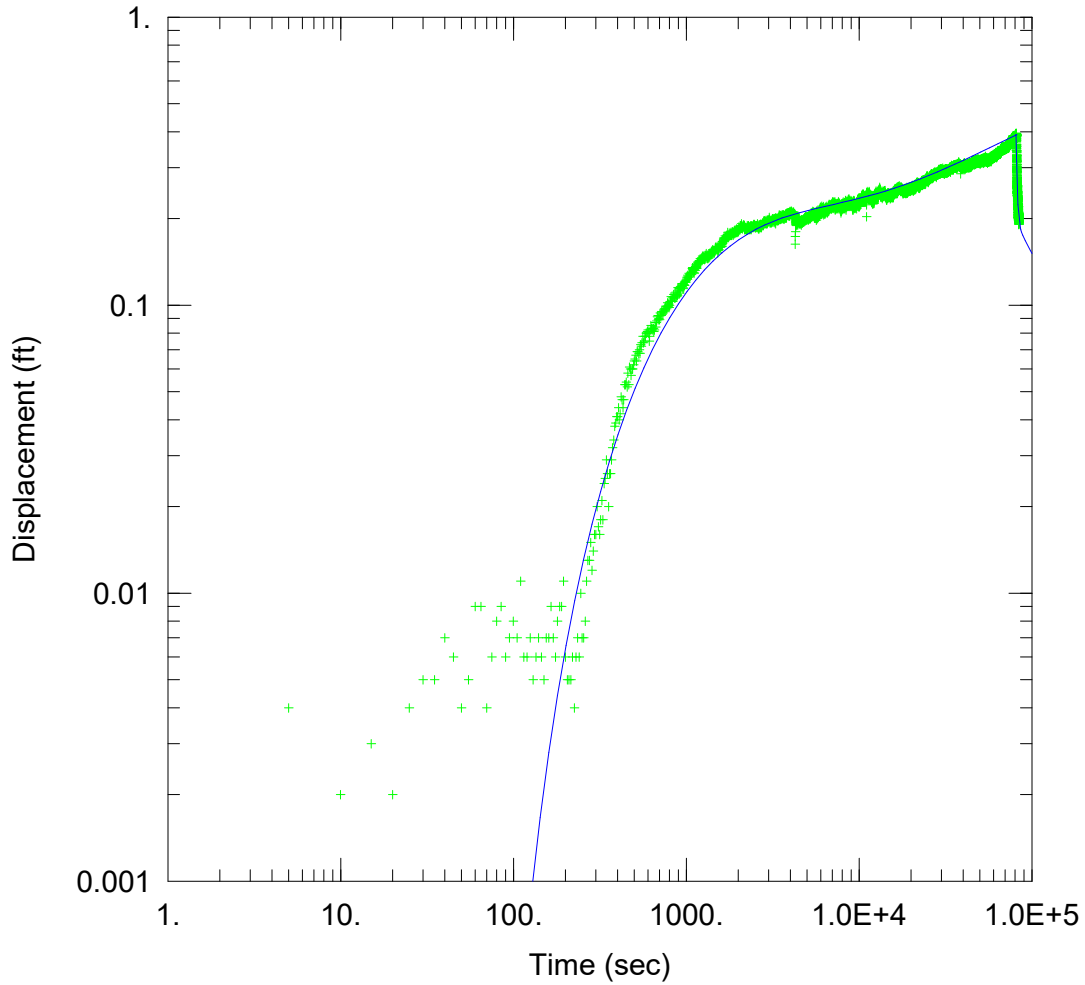
SOLUTION

Aquifer Model: Unconfined

Solution Method: Neuman

T = 631.1 ft²/day
 Sy = 0.5

103 = 0.235
 13 = 0.1176



WELL TEST ANALYSIS

Data Set: X:\...\OW-2.aqt
 Date: 07/17/20

Time: 12:09:01

PROJECT INFORMATION

Company: Eagle Resources
 Client: Town of Beaufort
 Location: SPT WWTF
 Test Well: TW-1
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

WELL DATA

Pumping Wells

Observation Wells

Well Name	X (ft)	Y (ft)
TW-1	0	0

Well Name	X (ft)	Y (ft)
+ OW-2	14.05	0

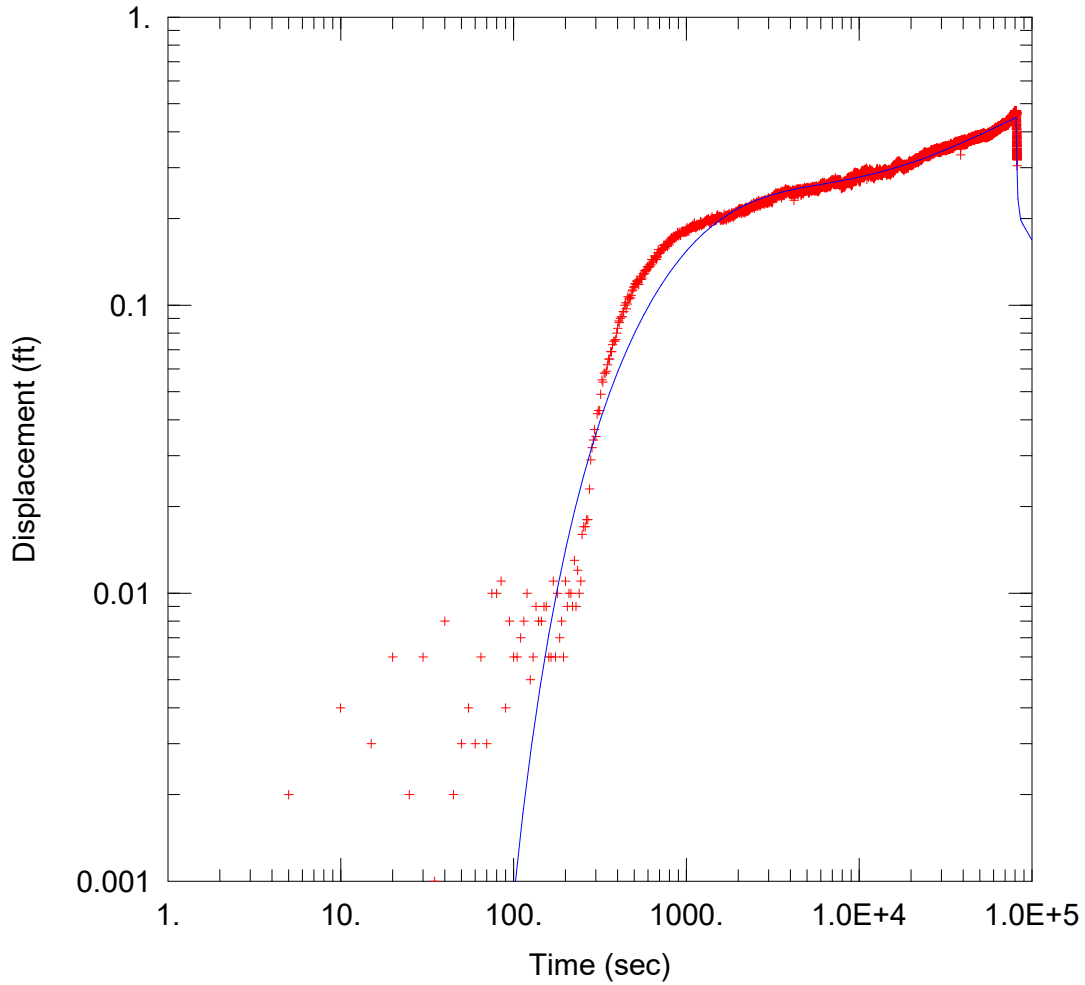
SOLUTION

Aquifer Model: Unconfined

Solution Method: Neuman

T = 630. ft²/day
 Sy = 0.6

104 = 0.06389
 13 = 0.371



WELL TEST ANALYSIS

Data Set: X:\...\OW-3.aqt
 Date: 07/17/20

Time: 12:19:03

PROJECT INFORMATION

Company: Eagle Resources
 Client: Town of Beaufort
 Location: SPT WWTF
 Test Well: TW-1
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 23. ft

WELL DATA

Pumping Wells

Observation Wells

Well Name	X (ft)	Y (ft)
TW-1	0	0

Well Name	X (ft)	Y (ft)
+ OW-3	26.53	0

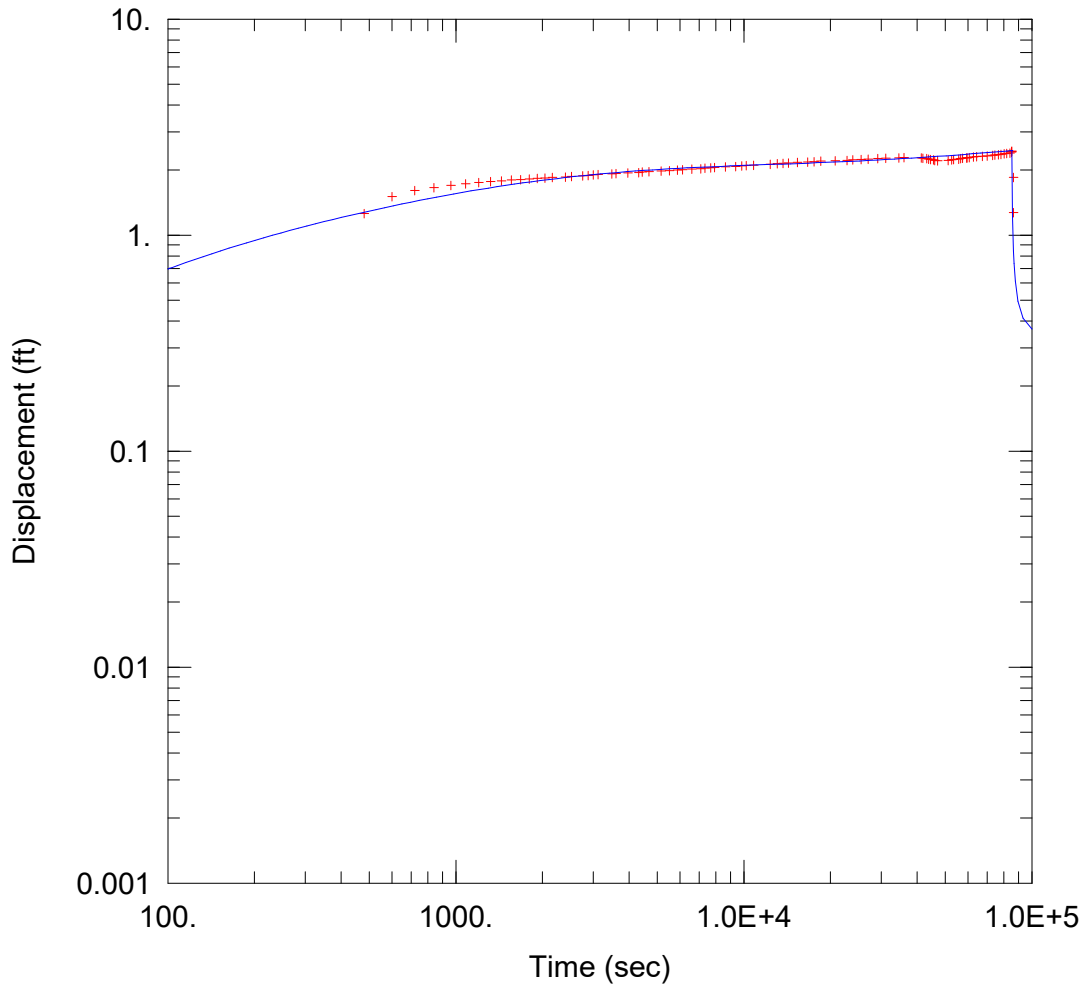
SOLUTION

Aquifer Model: Unconfined

Solution Method: Neuman

T = 434.3 ft²/day
 Sy = 0.1584

105	= <u>0.01204</u>
13	= <u>0.4666</u>



WELL TEST ANALYSIS

Data Set: X:\...\EAA_OW2.aqt
 Date: 07/17/20

Time: 12:25:10

PROJECT INFORMATION

Company: Eagle Resources
 Client: Town of Beaufort
 Location: SPT WWTF
 Test Well: TW-1
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 25. ft

WELL DATA

Pumping Wells

Observation Wells

Well Name	X (ft)	Y (ft)
PW2	0	0

Well Name	X (ft)	Y (ft)
+ OW2	15	0

SOLUTION

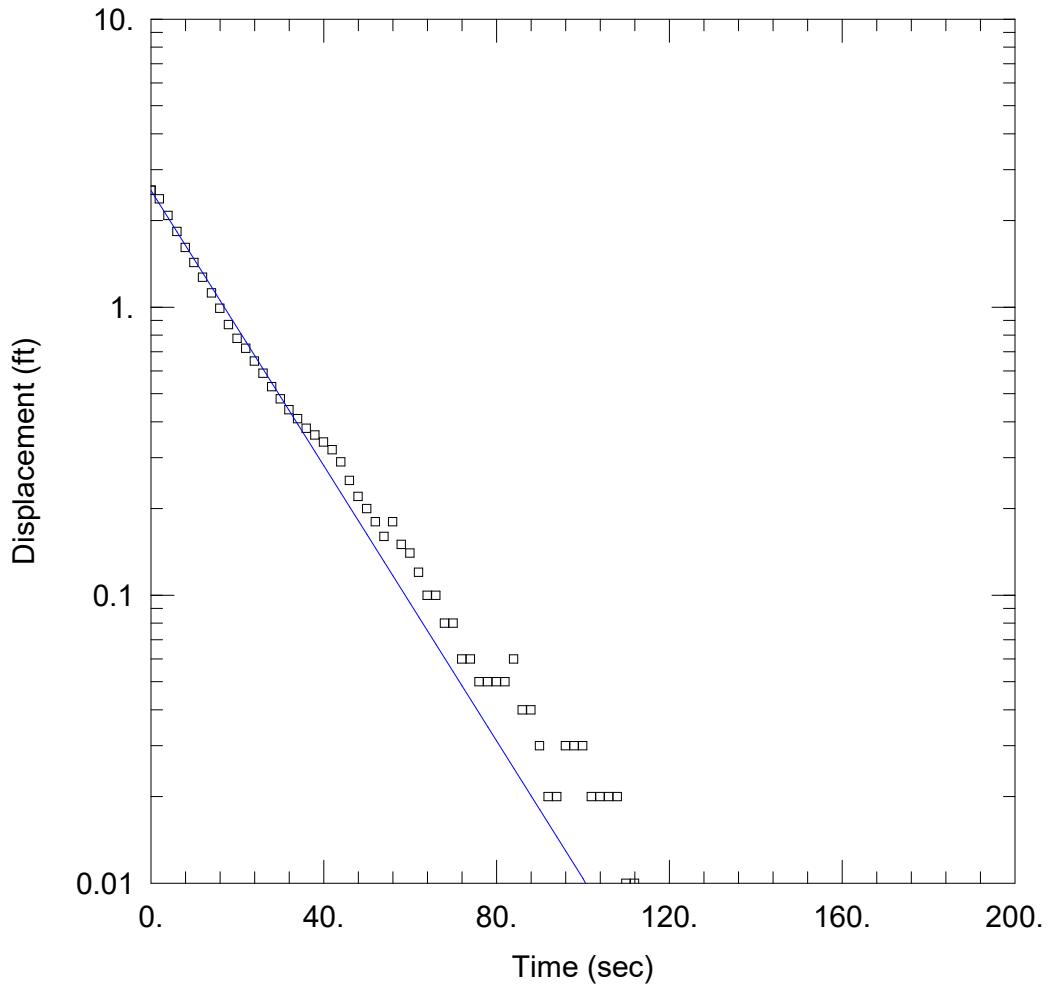
Aquifer Model: Unconfined

Solution Method: Neuman

T = 1330.7 ft²/day
 Sy = 0.03046

106 = 0.002764
 13 = 0.004

Attachment 3 Slug Test Analysis Curves



WELL TEST ANALYSIS

Data Set: X:\...\GP-1 Slug test.aqt
 Date: 07/07/20

Time: 13:17:09

PROJECT INFORMATION

Company: Eagle Resources
 Client: Town of Beaufort
 Location: Beaufort
 Test Well: GP-5
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-1)

Initial Displacement: 2.55 ft
 Total Well Penetration Depth: 20. ft
 Casing Radius: 0.1667 ft

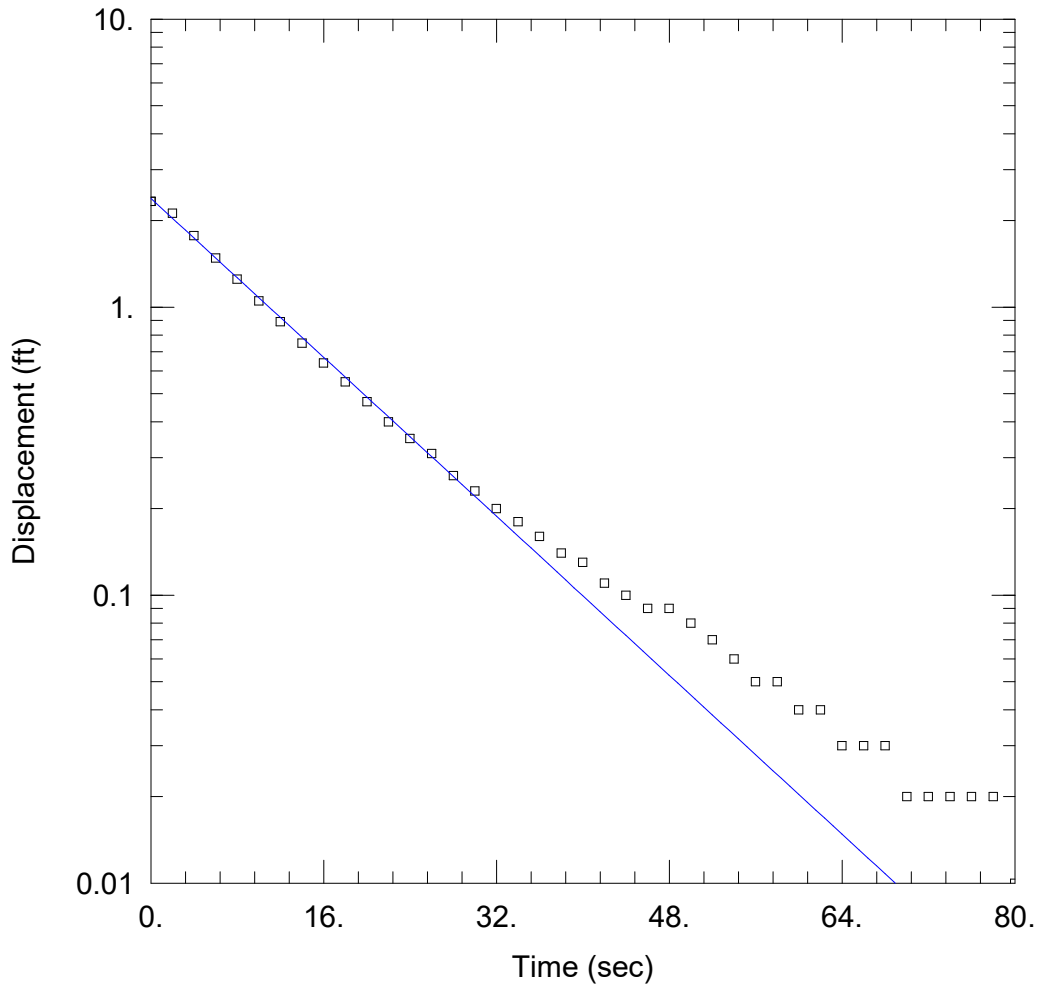
Static Water Column Height: 20. ft
 Screen Length: 15. ft
 Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined
 K = 16.05 ft/day

108

Solution Method: Bower-Rice
 $y_0 = \underline{2.542 ft}$



WELL TEST ANALYSIS

Data Set: X:\...\GP-2 Slug test.aqt
 Date: 07/07/20

Time: 13:26:28

PROJECT INFORMATION

Company: Eagle Resources
 Client: Town of Beaufort
 Location: Beaufort
 Test Well: GP-5
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-2)

Initial Displacement: 2.33 ft
 Total Well Penetration Depth: 20. ft
 Casing Radius: 0.1667 ft

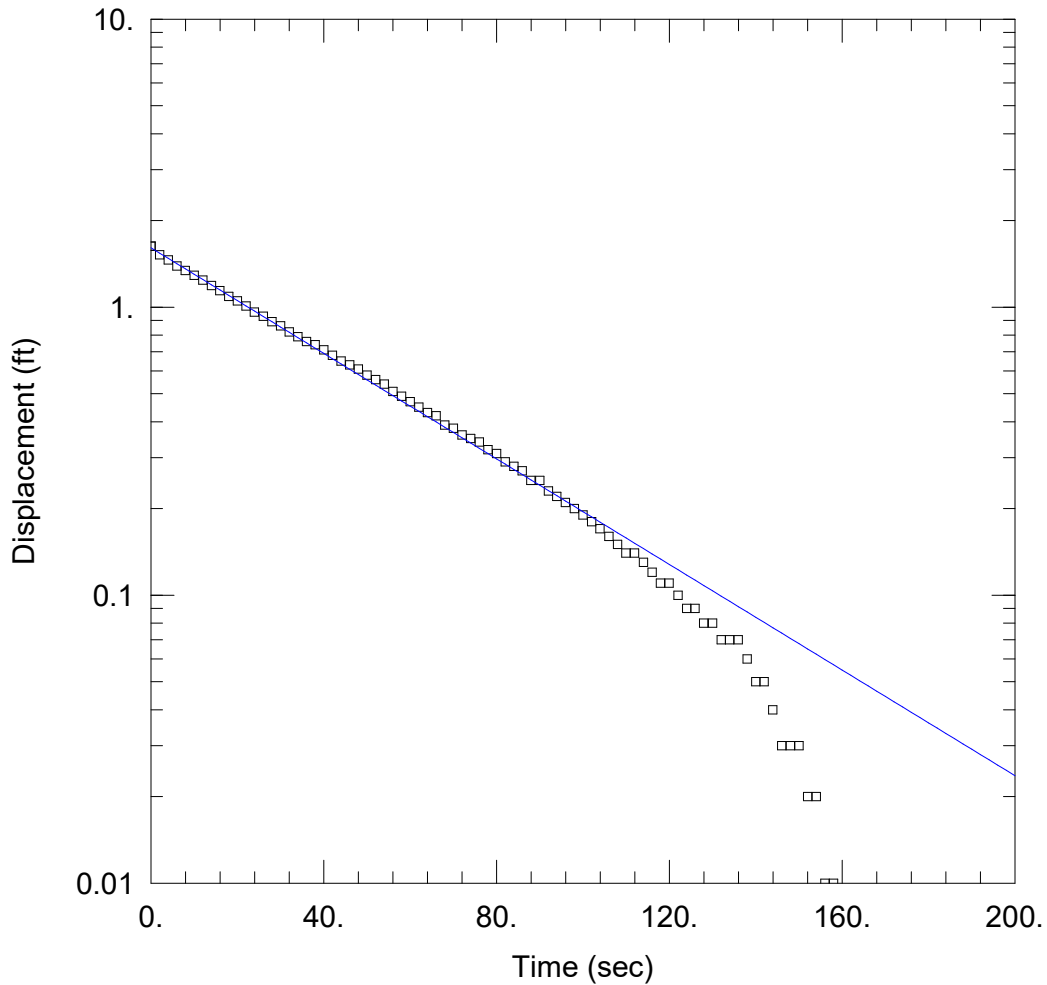
Static Water Column Height: 20. ft
 Screen Length: 15. ft
 Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined
 K = 23.16 ft/day

109

Solution Method: Bower-Rice
 $y_0 = \underline{2.383 ft}$



WELL TEST ANALYSIS

Data Set: X:\...\GP-3 Slug test.aqt
Date: 07/07/20

Time: 13:34:15

PROJECT INFORMATION

Company: Eagle Resources
Client: Town of Beaufort
Location: Beaufort
Test Well: GP-5
Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-3)

Initial Displacement: 1.63 ft
Total Well Penetration Depth: 20. ft
Casing Radius: 0.1667 ft

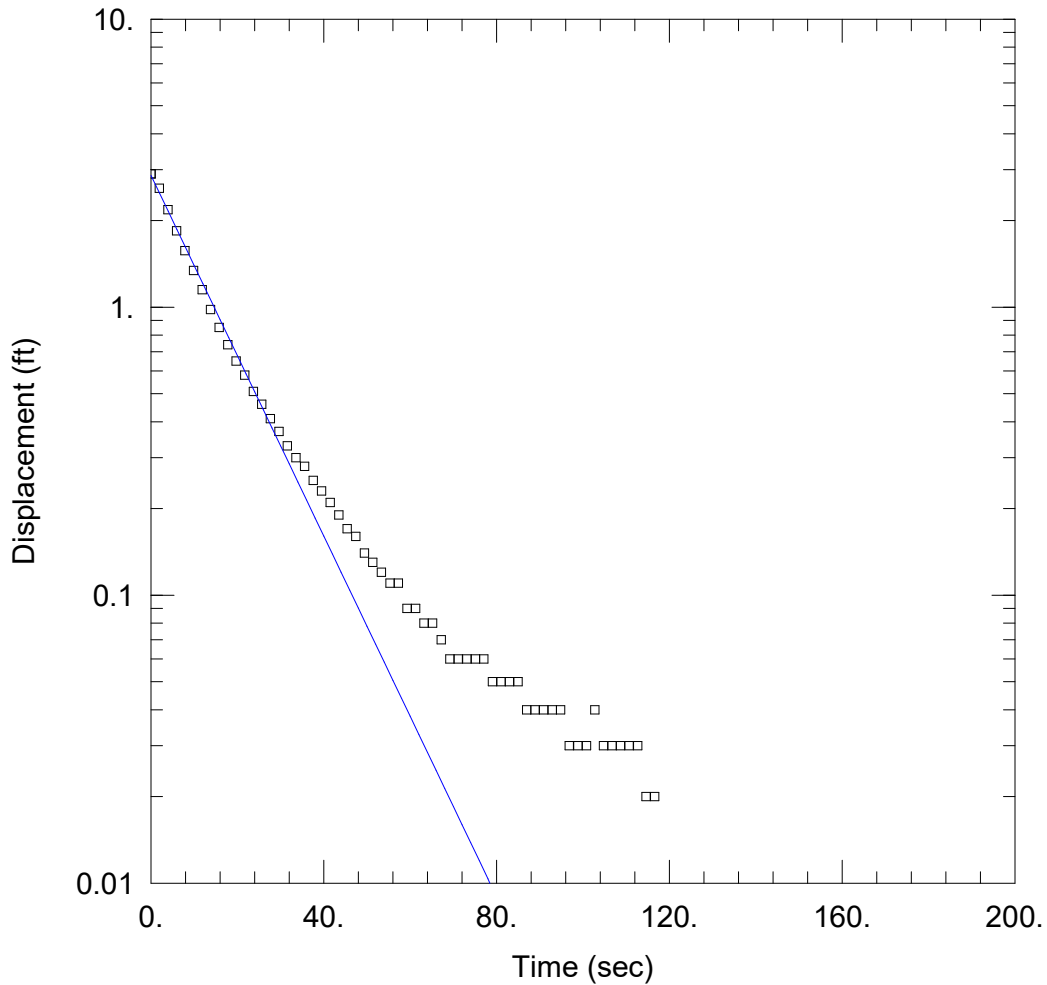
Static Water Column Height: 20. ft
Screen Length: 15. ft
Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined
K = 6.154 ft/day

110

Solution Method: Bower-Rice
 $y_0 = \underline{1.607 ft}$



WELL TEST ANALYSIS

Data Set: X:\...\GP-4 Slug test.aqt
 Date: 07/07/20

Time: 14:04:44

PROJECT INFORMATION

Company: Eagle Resources
 Client: Town of Beaufort
 Location: Beaufort
 Test Well: GP-5
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-4)

Initial Displacement: 2.9 ft
 Total Well Penetration Depth: 20. ft
 Casing Radius: 0.1667 ft

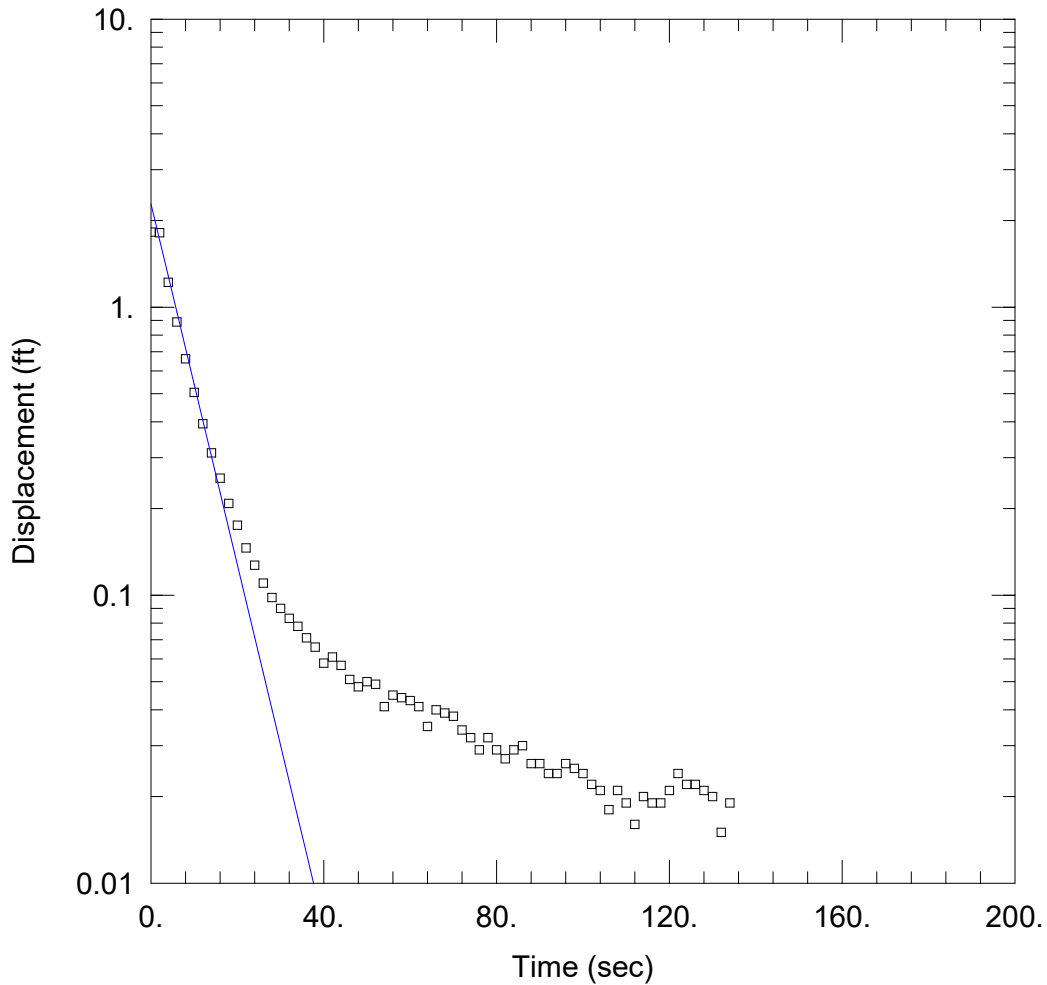
Static Water Column Height: 20. ft
 Screen Length: 15. ft
 Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined
 K = 21.03 ft/day

111

olution Method: Bower-Rice
 y0 = 2.867 ft



WELL TEST ANALYSIS

Data Set: X:\...\GP-5 Slug test.aqt
 Date: 07/07/20

Time: 14:05:44

PROJECT INFORMATION

Company: Eagle Resources
 Client: Town of Beaufort
 Location: Beaufort
 Test Well: GP-5
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-5 2)

Initial Displacement: 1.82 ft
 Total Well Penetration Depth: 20. ft
 Casing Radius: 0.1667 ft

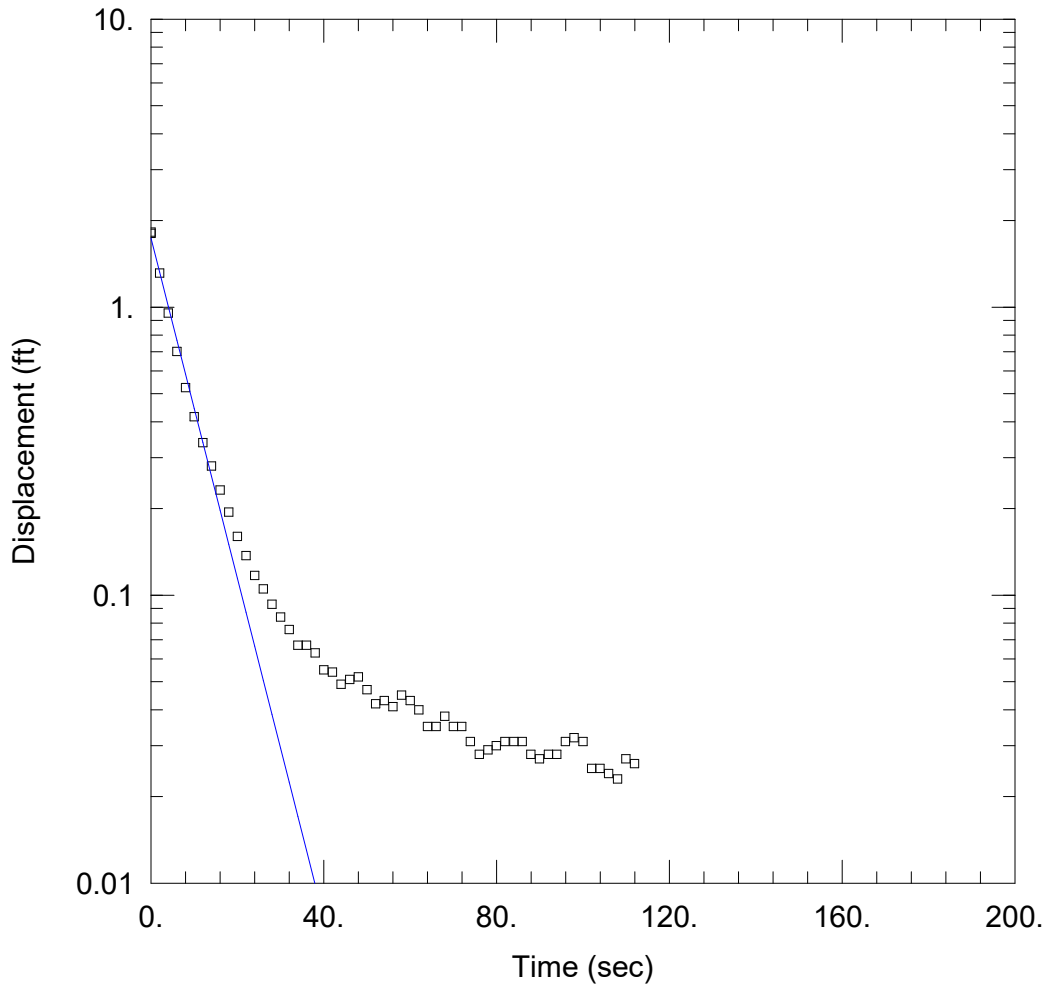
Static Water Column Height: 20. ft
 Screen Length: 15. ft
 Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined
 K = 42.09 ft/day

112

solution Method: Bower-Rice
 $y_0 = \underline{2.283 ft}$



WELL TEST ANALYSIS

Data Set: X:\...\GP-5-2 Slug_test.aqt
 Date: 07/07/20

Time: 14:06:15

PROJECT INFORMATION

Company: Eagle Resources
 Client: Town of Beaufort
 Location: Beaufort
 Test Well: GP-5
 Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-5 2)

Initial Displacement: 1.82 ft
 Total Well Penetration Depth: 15. ft
 Casing Radius: 0.1667 ft

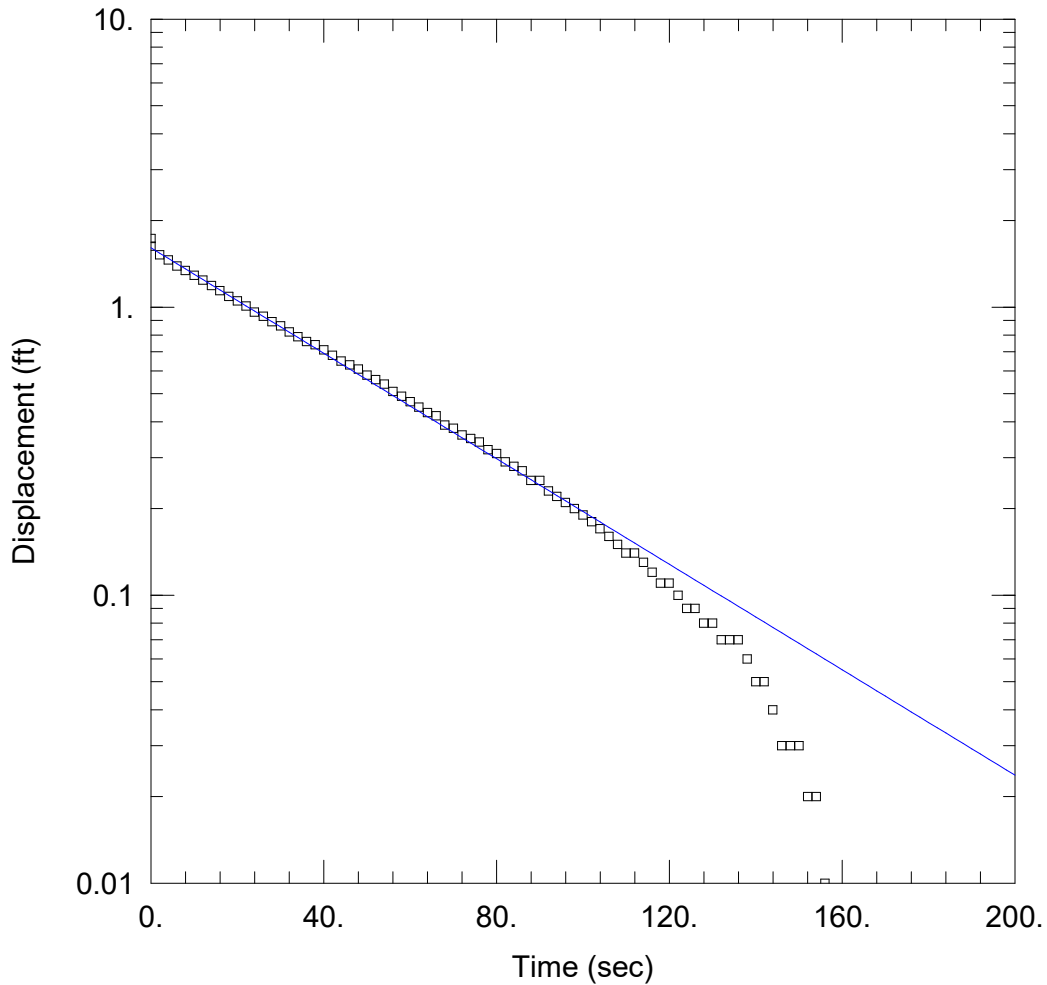
Static Water Column Height: 20. ft
 Screen Length: 10. ft
 Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined
 K = 49.24 ft/day

113

Solution Method: Bower-Rice
 $y_0 = \underline{1.735 ft}$



WELL TEST ANALYSIS

Data Set: X:\...\GP-6 Slug test.aqt
Date: 07/07/20

Time: 13:57:09

PROJECT INFORMATION

Company: Eagle Resources
Client: Town of Beaufort
Location: Beaufort
Test Well: GP-5
Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-6)

Initial Displacement: 1.733 ft
Total Well Penetration Depth: 20. ft
Casing Radius: 0.1667 ft

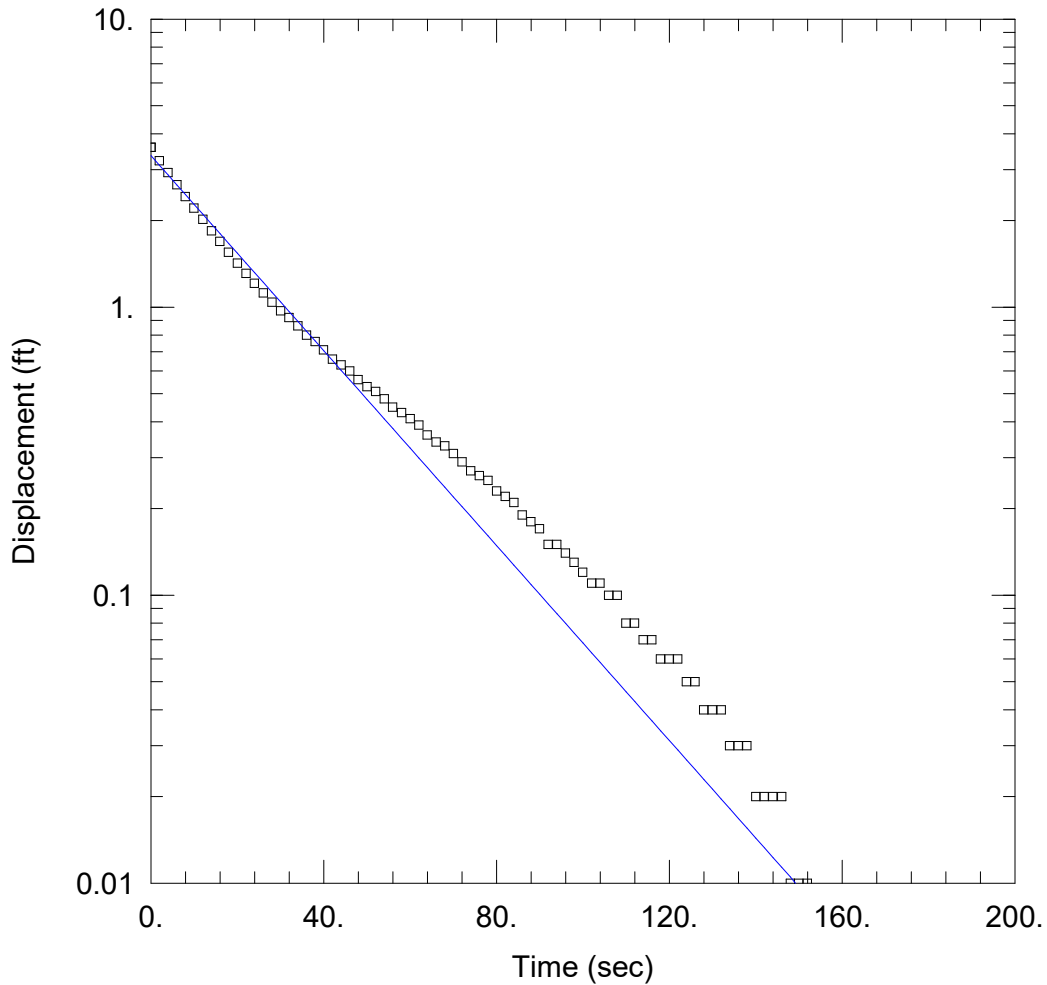
Static Water Column Height: 20. ft
Screen Length: 15. ft
Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined
K = 6.149 ft/day

114

Solution Method: Bower-Rice
 $y_0 = \underline{1.606 ft}$



WELL TEST ANALYSIS

Data Set: X:\...\GP-7 Slug test.aqt
Date: 07/07/20

Time: 14:04:21

PROJECT INFORMATION

Company: Eagle Resources
Client: Town of Beaufort
Location: Beaufort
Test Well: GP-5
Test Date: 06/22/20

AQUIFER DATA

Saturated Thickness: 20. ft

Anisotropy Ratio (Kz/Kr): 1.

WELL DATA (GP-7)

Initial Displacement: 3.59 ft
Total Well Penetration Depth: 19. ft
Casing Radius: 0.1667 ft

Static Water Column Height: 20. ft
Screen Length: 15. ft
Well Radius: 0.1667 ft

SOLUTION

Aquifer Model: Unconfined
K = 10.67 ft/day

115

Solution Method: Bower-Rice
 $y_0 = \underline{3.354 ft}$



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 Monthly Meeting
6:00 PM Monday, September 14, 2020 – Held Through Zoom Due to COVID19 Pandemic**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Appointment to Airport Authority

BRIEF SUMMARY:

It is time to make an appointment for a two-year term for the Airport Authority. Currently Mr. Gerard Currier is serving on the board. Notification has been advertised of this vacancy. The last date applications will be accepted is August 31, 2020.

REQUESTED ACTION:

Consider appointment to serve a two-year term on the Airport Authority

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Michele Davis, Town Clerk

BUDGET AMENDMENT REQUIRED:

No



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: GERARD CURRIER

Address: 115 BROAD ST. BEAUFORT NC 28516

Telephone: 728-5884 Email: 9369e@earthlink.net

Employer: Retired Occupation: Retired chemist

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:

AIRPORT AUTHORITY

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

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: GERARD CURRIER Date: 7-27-20

Signature: *Gerard Currier*

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

To Beaufort Town Commissioners
Mayor Rett Newton
July 27, 2020

My name is Gerard M. Currier, and I live at 115 Broad Street, Beaufort NC. I have submitted my application for appointment to the Carteret County Beaufort Airport Authority.

The following is a list of my qualifications for this appointment:

Education

BS degree in polymer chemistry from High Point University and University of Louisville.

Employment

- *Retired from AKZO/Nobel coatings as vice president of Research and Development
- *After retirement, consultant and expert witness to businesses and lawyers relating to coatings

Aviation

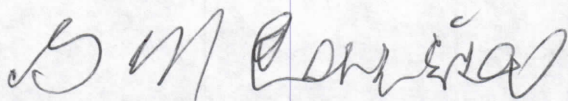
- *Logged over 13,000 hours
- * Hold pilot licenses with the following ratings: Private, Commercial, Instrument, Airline Transit, Land, and Sea
- *Member of Carteret County Aviation Association, EAA (Experimental Aviation Association), AOPA (Aircraft Operators and Pilots Association), and Quiet Birdmen

The reasons I would like to be appointed to the Airport Authority as the Beaufort representative are as follows:

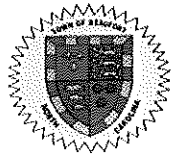
- *Have been an aircraft operator from MRH for 20 years
- *Have maintained aircrafts and hangars at MRH for that time and feel I have a good working knowledge for what is in the best interest of the airport and Beaufort
- *Regularly attend town commissioners' meetings and other town meetings
- *In my position at AKZO/Nobel, I was in charge of financial budgeting for the labs at various locations in North America, South America, and the Pacific Rim. This management required millions of dollars of expenditures, which revolved around hundreds of technicians and chemists at these locations. This experience will allow me to deal with the financial interests of Beaufort and the Authority.

I have a strong interest in the airport, its operation and maintenance and ensuring that persons who rent and own hangars are treated fairly. Increasing rent is also a concern.

Thank you for your consideration.



Gerard M. Currier



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):

- 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:

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 committee
Leader of the safety committee
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?

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: *James Taylor*

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



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: SCOTT W. EVANS

Address: 207 LIVE OAK ST.

Telephone: 901-361-2088 Email: SCOTTE65@GMAIL.COM

Employer: Retired Occupation: PROFESSIONAL PILOT

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 cover letter and resume.

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

YES NO

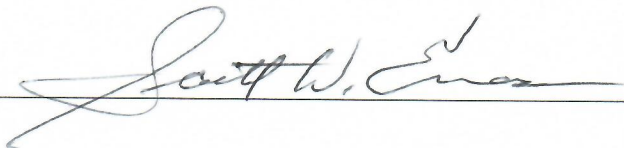
If yes, please state the name of the Board, Committee, or Commission:

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

Do you attend regular town meetings? YES 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: SCOTT W. EVANS Date: 8/24/2020

Signature: 

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

August 21, 2020

Town of Beaufort
Town Clerk/Human Resources Department
701 Front Street
PO Box 390
Beaufort, NC 28516

Dear Search Committee:

I am applying for the Town of Beaufort's Volunteer Airport Authority vacancy. My qualifications for this position include a 37 year career in aviation with experience, as a pilot, in both the military and civil commercial environments. In addition, my undergraduate degree, from Embry Riddle Aeronautical University, was in Aviation Management, with a focus on airport management, and I have completed post graduate studies in Aviation Safety. I am confident with my background and relevant experience, I could make an immediate contribution to the Town's Airport Authority Board volunteer appointment.

I have a long time connection to the eastern North Carolina area having been stationed three times at Cherry Point during my military career and also, specifically with Carteret County, as we have owned our home in Beaufort for nearly 20 years. I have witnessed, first hand, the growth of this area in recent years and I understand how critical the future development of the Michael J. Smith Airport will be to our town and the surrounding area.

Thank you for your consideration of my qualifications for this volunteer Board appointment. I would welcome the opportunity to personally discuss this position with you.

Sincerely,



Scott W. Evans

207 Live Oak Street
Beaufort, NC 28516
901-361-2088

Scott William Evans

207 Live Oak Street
Beaufort, NC 28516
901-361-2088

Objective: Volunteer Board Position with Airport Authority

Flight Time: Current Pilot Total.....13000+
Pilot in Command.....11000+
Flight Engineer Total.....3000+
Military.....4200+

Aircraft Flown: B-757, B-767, B-727, B-737, T-34C, T-2C, A-4, AV8, T-45A

Flight Ratings:	<u>Civil</u>	<u>Military</u>
	Airline Transport Pilot	NATOPS Check Pilot
	Flight Engineer Turbojet	Instrument Check Pilot
	B-757, B-767 Type	Special Instrument Rating
	B-727 Type	Post Maintenance Check Pilot

Education: Embry Riddle Aeronautical University, Bachelor of Science
U.S. Navy Post Graduate School – Aviation Safety & Accident Investigation
U.S. Navy Maintenance Officer School

Experience: Federal Express, B-767, B-757 Captain
 Federal Express, B-727 Captain, Check Airman, FAA Designee
 Federal Express, B-727 S/O Check Airman, 4 ½ years
 Continental Airlines, B-727 S/O, B-737 F/O
 Naval Aviator

March 1997 to December 2017 Federal Express Pilot – B-767, B-757, B-727 Captain; B-727 F/O

January 1991 to March 1996 Chief Flight Instructor, Training Air Wing Two, NAS Kingsville, TX (1993-1996)
 T-45 Curriculum Manager, U.S. Navy
 Admin Officer, Marine Air Group 32, MCAS, Cherry Point, NC (1991-1993)
 RAG Instructor, VMAT-203

March 1990 to January 1991 B-727 Flight Engineer, Continental Airlines (1990-1991)
 A-4M Pilot, VMA 131 MAG 49, NAS Willow Grove, PA, USMCR (1990-1991)

May 1980 to February 1990 AV8B Pilot, VMA 231, Director of Safety & Standardization (1988-1990)
 Amphibious Warfare School (1987-1988)
 TA-4J Instructor Pilot, VT-25, Wing 3, NAS Chase Field (1985-1987)
 AV8A Pilot, VMA 542, MCAS Cherry Point, NC (1983-1985)
 A-4M Pilot, VMAT 102, VMA 331, MCAS Cherry Point, NC (1980-1983)
 Naval Aviator Designated (May 1980)



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 September 14, 2020**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Human Resources Officer

BRIEF SUMMARY:

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, it appears we will exceed the budgeted sales tax revenue for FY21.

The HR Officer job description is attached. The minimum salary is \$66,160 (salary grade 25).

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.

REQUESTED ACTION:

Approve as requested.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

Internal budget amendment will be prepared when needed.

Human Resources Officer

Dept: Administration

FLSA Status:
Exempt

General Definition of Work

Performs intermediate professional and administrative work directing, planning, organizing, supervising and administering human resources programs and services including recruitment and selection, employee relations, benefits administration, grievance administration, classification and compensation, policy administration, employee training and development and staff performance appraisals, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Town Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Advises and assists the Town Manager on personnel matters; counsels department heads, supervisors and employees on personnel policies and procedures; develops, maintains and interprets personnel policies, recommends changes and assists with implementation of new policies.

Administers, manages and coordinates employee benefits programs.

Processes enrollments and terminations; processes retirement applications.

Administers Workers' Compensation, Unemployment claims/appeals and Family Medical Leave Act.

Coordinates annual open enrollment activities.

Manages recruitment and selection process for filling Town vacancies; prepares and posts advertisements; screens and interviews applicants; conducts background and drug and alcohol screenings; conducts new hire orientation and exit interviews; processes associated paperwork.

Maintains all personnel records; adheres to laws and issues of confidentiality.

Administers and manages the Town's classification and compensation plan; prepares and maintains salary schedules.

Prepares OSHA and OPEB reports and associated records.

Prepares and maintains an employee handbook.

Provides assistance to department heads and employees regarding employee relations issues; assists with counseling employees, conducting performance evaluations, staff training, conflict resolution and grievance processes.

Prepares and manages wellness and employee relations programs and associated budgets and controls expenditures of appropriated funds; assists with the preparation of the Administration budget.

Serves on a variety of committees.

Attends meetings, workshops and training seminars to maintain awareness of best practices all aspects of human resources administration in employment law.

Knowledge, Skills and Abilities

Comprehensive knowledge of the philosophy, principles and practices of public human resources administration such as the accepted methods and practices of classification and pay, testing and selection and affirmative action; thorough knowledge of governmental organization and administration; thorough knowledge of employee training procedures and programs; ability to communicate and present ideas effectively both orally and in written form; ability to conduct detailed analytical evaluations and studies and to prepare related reports and recommendations; ability to establish and maintain effective working relationships with officials, supervisors, employees and the general public.

Human Resources Officer

Education and Experience

Bachelor's degree with coursework in human resource management, business administration, or related field and moderate experience in personnel and benefits administration, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of North Carolina.