



## **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](http://www.beaufortnc.org)

### **Town of Beaufort Board of Commissioners Regular Meeting 6:00 PM Monday, March 13, 2023 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting**

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#### **Call to Order/Pledge of Allegiance**

#### **Roll Call**

#### **Agenda Approval**

#### **Presentations**

1. Recognition of Beaufort Harbor & Waterways Master Plan Advisory Committee Members

#### **Public Comment**

#### **Items of Consent**

- [1.](#) Minutes- February 13th & February 27th
- [2.](#) Lion's Club Bridge Run

#### **Items for Discussion and Consideration**

- [1.](#) Request for Extension of Reserved Sewer Capacity, 504 Island Drive
- [2.](#) Police Department- Surplus Items
- [3.](#) Personnel Policy Update- Name Clearing Hearing
- [4.](#) Triathlon Update
- [5.](#) Music in the Park Concert Series

#### **Manager Report**

#### **Mayor/Commissioner Comments**

#### **Adjourn**



**Town of Beaufort, NC**

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**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, March 13, 2023  
Train Depot, 614 Broad Street  
Beaufort, NC 28516**

**AGENDA CATEGORY:** Items of Consent  
**SUBJECT:** Minutes

**REQUESTED ACTION:**

Approval of the following minutes:

February 13, 2023 Board of Commissioners Regular Meeting

February 27, 2023 Board of Commissioners Work Session

**SUBMITTED BY:**

Elizabeth Lewis, Town Clerk

**BUDGET AMENDMENT REQUIRED:**

No



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**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, February 13, 2023  
Train Depot, 614 Broad Street  
Beaufort, NC 28516  
Minutes**

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**Call to Order**

Mayor Harker called the meeting to order at 6:00 p.m. and invited all to join in reciting the pledge of Allegiance.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll.

**PRESENT:**

- Mayor Harker
- Mayor Pro Tem Hagle
- Commissioner Oliver
- Commissioner Cooper
- Commissioner Terwilliger
- Commissioner Hollinshed

Mayor Harker paused and asked that all join in for a moment of silence in remembrance of Beaufort resident, Doug Doubleday; and for those from Down East who were involved in a plane crash on February 13, 2022.

**Agenda Approval**

Commissioner Hagle made a motion to approve the agenda.

The motion carried unanimously.

**Public Comment**

There was none.

**Presentations**

- 1. Introduction of New Police Officers: Jacob Andrew, Josiah Bedsole, Matthew Maulshagen  
Police Chief, Paul Burdette, introduced three new Beaufort Police Department employees.

The Board welcomed the new Police Officers and thanked them for their service.

**Items of Consent**

- 1. Meeting Minutes- January 9th & 23rd
- 2. Wooden Boat Show Event Application

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

The motion carried unanimously.

**Public Hearing**

- 1. Voluntary Annexation (Davis Bay)

Commissioner Terwilliger made a motion to open the Public Hearing.

The motion carried unanimously.

Ms. Lewis provided the following information:

On January 23, 2023, the Town Clerk presented a Certificate of Sufficiency regarding two petitions for voluntary annexation submitted by the Burdett Family Trust. The associated addresses include 180 and 190 Davis Bay Drive. Notice of the February 13th Public Hearing was published in the Carteret County News-Times on February 1st and 8th, 2023.

Ms. Lewis explained staff was requesting a Public Hearing be conducted on the question of voluntary annexation. If approved, the draft ordinance, attached in the meeting packet, will need to be adopted.

Mayor Harker provided an opportunity for the audience to speak on the item.

There was no comments from the public.

Commissioner Hagle made a motion to close the Public Hearing.

The motion carried unanimously.

Commissioner Hagle made a motion to approve the annexation request and adopt the corresponding ordinance to make it effective.

The motion carried unanimously.

**Items for Discussion and Consideration**

- 1. Zoning Text Amendment - Dock Roofs as a Permitted Use on Riparian Lots in the R-8 Zone

Kyle Garner, Planning Director, shared that at the January 9, 2023 Board of Commissioners meeting, additional language was requested regarding the proposed Zoning Text Amendment- Section 2-H-4 (General Provisions Residential Zones – Docks and Piers in Certain Areas of R-8, R-8A & RS-5). He shared that he and the Town

Attorney had drafted a revised version of the proposed text amendment, noting it was included on page 54 of the meeting packet reference.

Commissioner Terwilliger asked if Mr. Garner believed the language encompasses all required standards of consideration to ensure the roof is built to meet regulations.

Mr. Garner confirmed he did.

Commissioner Hagle made a motion to approve the proposed Zoning Text Amendment, which reads:

Residential boat docks may include roofs over permitted platform areas not to exceed four hundred square feet. The area under the roof shall not be enclosed or obstructed with features such as netting, panels, coverings, awnings, screens, shutters or other similar improvements, nor shall any roof permitted hereunder allow for second story use. The height of the roof shall not exceed more than a height of sixteen feet above the decking of the dock. Any roof permitted or hereunder shall comply with all applicable legal requirements, including but not limited to the requirements of the North Carolina Coastal Area Management Act and regulations promulgated thereunder and the requirements of the North Carolina State Building Code.

The motion carried unanimously.

## 2. Sewer Allocation Request- Davis Bay Subdivision

Greg Meshaw, Town Engineer, explained the consulting firm of WithersRavenel (on behalf of the Burdett Family Trust) was requesting that 300 gallons per day (gpd) of sewer treatment capacity be allocated to the portion of the Davis Bay residential subdivision that borders the Beau Coast residential subdivision. He noted the requested capacity was four lots, with 5-bedroom houses. He shared that the allocation represents less than 0.02 percent of the 1.5 million gallons per day treatment capacity of the Town's wastewater treatment plant (WWTP); the most recent accounting shows the sum of the utilized and reserved capacities to stand at approximately 81 percent.

Commissioner Terwilliger made a motion to approve the Sewer Allocation Request for Davis Bay Subdivision.

The motion carried unanimously.

## 3. NC Department of Transportation Cedar Street Abandonment

Mr. Meshaw explained the North Carolina Department of Transportation Division of Highways (NCDOT) was proposing to abandon from the secondary road system, that portion of Cedar Street (SR 1493) from SR 1493 Live Oak Street (SR 1493) to Turner Street (SR 1174). He noted means that NCDOT intends for the Town to assume maintenance of this segment of Cedar Street once it is abandoned. The portion of Cedar Street from Turner Street to its western end will remain part of the secondary road system; however, abandonment of this segment by NCDOT is expected at a later date, once complete. He explained NCDOT was requesting that the Board of Commissioners adopt a resolution supporting abandonment of the road and that an "Abandonment Petition" be filed by the Town with NCDOT.

Commissioner Terwilliger asked if staff had done a study to determine how much it would cost the Town to perform yearly maintenance on Cedar Street.

Mr. Meshaw confirmed they had not.

Commissioner Terwilliger noted it would be something to consider in future budgets. He asked if the Town had requested that NCDOT certify the traffic lights associated at the intersections on Cedar Street.

Mr. Meshaw noted the Town would assume responsibility for the lights at the Turner Street intersection, but not the intersection at Live Oak Street. He shared the Town had not made any inquiries regarding the status of the traffic lights at either intersection.

Commissioner Hollinshed asked about the remaining pieces of Cedar Street, from Turner to Orange Street.

Mr. Meshaw explained NCDOT was holding off because there is a claim being made at the far end of the Cedar Street, and the road should revert to the property owner once it is abandoned. He noted other parties were working through that situation and the Town was waiting for an outcome; NCDOT will then follow up with the remaining abandonment which involves Orange Street.

Commissioner Hagle asked what kind of testing the Town would require for the stormwater system.

Mr. Meshaw explained they would be observed to make sure they were functioning properly.

Commissioner Hagle asked if all underground line issues had been addressed.

Mr. Meshaw confirmed the Town had done rehab and replacement of sewer lines along Cedar Street.

Commissioner Oliver noted there was one bioretention area that they were not installing; he asked if there were anything in that area that needed special stormwater attention.

Mr. Meshaw explained there would be a bioretention area where Commissioner Oliver referenced, but it would be smaller. He confirmed the Town would have complete authority to set the speed limit on the street as well.

Commissioner Hagle made a motion to adopt the resolution as presented, regarding the abandonment of Cedar Street from Live Oak Street to Turner Street; and instructed Town staff to file an "Abandonment Petition".

The motion carried unanimously.

#### 4. Police Department- Handheld Radio Replacement Project

Chief Burdette explained the Police Department was requesting the Board select a vendor to go with for handheld radio replacement project. He shared their current radios are severely outdated and this project started in 2021. He noted there was a grant associated with this project, and it was a 75/25 percent match; with the Town being responsible for the twenty five percent. He explained two quotes had been obtained, one from ECI Communications and the other from Motorola Solutions. Details of the estimates and request for proposal documents are included in the Board's meeting packet.

Commissioner Cooper asked if there was funds appropriated in the budget to cover the Town's match.

Chief Burdette confirm the funds were available in the current budget.

Commissioner Cooper made a motion to select ECI Communications as the vendor for the handheld radio replacement project.

The motion carried unanimously.

#### 5. Volunteer Board Appointments

Mayor Harker shared volunteer board appointments needed to be made for the Planning Board (3 members) and the Historic Preservation Commission (2 members).

Commissioner Hollinshed made a motion to open the floor to nominations for the Planning Board.

The motion carried unanimously.

Commissioner Oliver nominated John LoPiccolo.

Commissioner Hollinshed nominated Laura Holland.

Commissioner Cooper nominated Becky Bowler.

Commissioner Hagle nominated George Stanziale.

Commissioner Hagle made a motion to close nominations for Planning Board.

The motion carried unanimously.

Mayor Harker called for a vote of each nominee. The results are as follows: John LoPiccolo, 5 votes; Becky Bowler, 4 votes; George Stanziale, 3 votes; Laura Holland, 1 vote.

Mayor Harker confirmed that John LoPiccolo, Becky Bowler and George Stanziale received the top three votes, and deemed their appointment to the Planning Board.

Commissioner Terwilliger made a motion to open the floor to nominations for the Historic Preservation Commission.

The motion carried unanimously.

Commissioner Terwilliger nominated Bradley Hedrick.

Commissioner Hollinshed nominated Marissa Morris.

Commissioner Cooper nominated Margaret Powell.

Commissioner Hagle nominated John Stephens.

Commissioner Hollinshed made a motion to close nominations for Historic Preservation Commission.

Mayor Harker called for a vote of each nominee. The results are as follows: Bradley Hedrick, 5 votes; Marissa Morris, 4 votes; John Stephens, 1 vote; Margaret Powell, 1 vote.

Mayor Harker confirmed that Bradley Hedrick and Marissa Morris received the top two votes and deemed their appointment to the Historic Preservation Commission.

Following the appointments, there was a brief discussion on the volunteer board application process; it was suggested the Town Clerk make efforts to streamline the process in the future.

6. Town of Beaufort Charter Amendment

Mr. Grady provided background on the item and discussed the process of amending the Town of Beaufort Charter and Town Code of Ordinances. The proposed ordinance was presented as follows:

WHEREAS, the Town of Beaufort (hereinafter "Town") has determined that Town has historically suffered a loss of continuity in leadership based on the mayoral term being set for 2 years and the term for Commissioners being set for 4 years; and,

WHEREAS, the extension of the mayoral term from 2 to 4 years will benefit Town and its citizens by providing continuity in leadership; and,

WHEREAS, N.C. Gen. Stat. § 160A-102 provides in part:

**By following the procedure set out in this section, the council may amend the city charter by ordinance to implement any of the optional forms set out in G.S. 160A-101. The council shall first adopt a resolution of intent to consider an ordinance amending the charter. The resolution of intent shall describe the proposed charter amendments briefly but completely and with reference to the pertinent provisions of**

**G.S. 160A-101, but it need not contain the precise text of the charter amendments necessary to implement the proposed changes.**

WHEREAS, N.C. Gen. Stat. § 160A-101 provides in part:

**Any city may change its name or alter its form of government by adopting any one or combination of the options prescribed by this section:**

**(8) Selection of mayor:**

WHEREAS, pursuant to N.C. Gen. Stat. §§ 160A-101 and 102, the Board of Commissioners of Town adopted a RESOLUTION OF INTENT on December 12, 2022, to signify its intent to amend Town’s Charter and Code of Ordinances to change the term of the mayor from 2 to 4 years, to be effective beginning with the 2023 mayoral election.

WHEREAS, on January 9, 2023, and after due advertisement as required by law, Town’s Board of Commissioners held a public hearing regarding the amendments to Town’s Charter and Code of Ordinances as above described.

NOW, THEREFORE, be it resolved and ordained by the Board of Commissioners in and for the Town of Beaufort as follows:

Section 1. The recitals set forth above are incorporated herein as an integral part hereof.

Section 2. Section 5 of the Charter of the Town is amended by deleting the phrase “**and every year after**” from the first sentence and adding a sentence which reads “**The term of the Commissioners is 4 years, and the term of the mayor is 4 years.**” Any other provision of the Charter, of the Charter, or amendments thereto, providing for a 2 year mayoral term is hereby amended to reflect a 4 year mayoral term so as to conform to the amendments herein adopted.

Section 3. A new Section 30.27, entitled “Term of Office,” shall be added to the Town’s Code of Ordinances, which shall state “**The mayor shall be elected for a 4 year term, beginning at the regular municipal election to be held in 2023.**”

Section 4. The Clerk to the Board of Commissioners shall (a) file a certified true copy of this Ordinance with the North Carolina Secretary of State and the North Carolina General Assembly’s Legislative Library (b)

take such steps as may be reasonably necessary to update the Town’s Code of Ordinances to reflect the actions herein taken.

Commissioner Hollinshed made a motion to adopt the ordinance as presented and to move forward with the procedures to amend the Town of Beaufort Charter and Code of Ordinances.

The motion carried unanimously.

**Manager Report**

Mr. Clark shared his February 2023 Manager's Report, highlighting upcoming events, dates, meetings and projects within the Town. This full document can be found on the Town's website at: <https://www.beaufortnc.org/boardofcommissioners/page/managers-report>

Mr. Clark also shared several topics that would be discussed at the Board of Commissioners Retreat on March 9th and 10th, such as the Harbor & Waterways Master Plan and Space Needs Study to name a few.

**Mayor/Commissioner Comments**

Commissioner Terwilliger suggested they revisit the volunteer board process, to ensure the best applicants are being selected.

Commissioner Hollinshed, Commissioner Hagle, and Commissioner Oliver all shared kind words about Mr. Doug Doubleday and the positive impact he made on the Town of Beaufort.

Commissioner Cooper thanked all who were in attendance and those who were watching the meeting online.

Mayor Harker commended Town staff for their hard work. She also thanked the citizens for their continued involvement. She shared a letter of appreciation to the Coastal Federation, which noted their support, partnership and funding for projects within the Town of Beaufort.

**Adjourn**

Commissioner Hagle made a motion to adjourn the meeting at 7:05 p.m.

The motion carried unanimously.

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Sharon E. Harker, Mayor

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Elizabeth Lewis, Town Clerk



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**Board of Commissioners  
Work Session  
4:00 PM Monday, February 27, 2023  
Train Depot, 614 Broad Street  
Beaufort, NC 28516  
Minutes**

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**Call To Order**

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

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll:

**PRESENT:**

Mayor Harker  
Mayor Pro Tem Hagle  
Commissioner Hollinshed  
Commissioner Oliver  
Commissioner Terwilliger  
Commissioner Cooper

**Agenda Approval**

Commissioner Hagle made a motion to approve the agenda as presented.

The motion carried unanimously.

**Items for Discussion and Consideration**

1. George Street

Todd Clark, Town Manager, explained there had been questions as to whether a street will be constructed connecting the Jones Village neighborhood and Beaufort East Village, via George Street. He shared the inquiry had been made due to a concern for increased vehicular traffic within Jones Vill. He shared that the that the developers of Beaufort

East Village are under no obligation with the Town to construct a street that will connect both neighborhoods. He noted that it was the Town's original intent to connect both street segments when the plans for Beaufort East Village were approved. He pointed out another option would be to connect Pine View Boulevard, located within Beaufort East Village, to Fairview Drive. Alternatively, the segment of street located within Beaufort East Village could be renamed to eliminate duplicative street names. He noted that town staff has expressed that a failure to connect George Street represents a concern for the general health, safety, and welfare of the public. He explained that having two divided segments of street with the same name could create confusion for either fire, police or EMS who are responding to emergency calls for service.

Commissioner Terwilliger noted that adding more traffic avenues in and out of Beaufort East Village should improve the issues mentioned. He suggested an obtaining an estimate cost on paving and having a conversation with the developers to see if they would be interested in helping share the cost of opening/connecting the streets. He suggested George Street should be one street, with one name.

Commissioner Hollinshed shared she did not like the duplication of street names with a dead end. She suggested opening an outlet on Fairview would be dumping the problem somewhere else. She noted traffic calming devices could always be added in the area. She expressed support of the first responder's recommendations on the topic.

Commissioner Hagle shared increased traffic flow had been a concern in that area since Beau Coast first began. He noted there was a traffic study completed as a result of the increase. He agreed, the street should be connected and have one name.

Tony Ray, Fire Chief, explained the importance of connecting the two segments of George Street, which would allow better access to the area in the event mutual aid was called to the scene. He noted duplicate street names would be confusing and cause delayed response times.

Commissioner Oliver asked if the pathway in which Pine View would get extended to Fair View was publicly owned Town right-of-way.

Mark Eakes, Public Works Director, confirmed it was.

Commissioner Oliver asked if the George Street portion, outside of Beau Coast was also public property and public streets.

Arey Grady, Town Attorney, referred to the original plat to confirm the part the Board was contemplating opening was the Town's to use for roads and utilities.

Greg Meshaw, Town Engineer, confirmed there were utilities in that same right-of-way, noting a waterline had been extended on George Street.

Commissioner Oliver asked Kyle Garner, Planning Director if the Traffic Impact Analysis (TIA) was a requirement of the Town of Beaufort for the Beaufort East Village Development.

Mr. Garner confirmed that it was.

Commissioner Oliver questioned if both the George Street connection and the Pine View Boulevard connection were used as a hypothesis in the TIA.

Mr. Garner confirmed they were.

Commissioner Cooper noted he agreed with Commissioner Terwilliger and believed they should speak with the developer regarding the cost of extending the street. He questioned whether Town funds should be used to complete the project.

Commissioner Terwilliger noted residents in the area would benefit from any street extensions. He suggested having Mr. Meshaw or the appropriate staff member, work up

cost estimates on connecting George Street and extending Pine View Boulevard; after those numbers are obtained, a meeting with the developers could follow to discuss a cost sharing approach.

Commissioner Hagle noted the extension of George Street was the most important, for safety purposes.

Commissioner Terwilliger suggested taking care of both areas at once, rather than dividing the project up; he noted more outlets would be beneficial.

Commissioner Oliver made a motion to connect both streets, subject to reaching out to the developer for financial assistance. He amended the motion to include an estimate of cost to extend the roadway and sidewalks where necessary.

The motion carried unanimously.

## 2. UDO Status and Discussion of Consultant

Mr. Garner shared the Town's Attorney's were currently working to update the 160D portion of the Land Use Plan. He noted their goal was to have a draft plan to Town staff for review by the end of April. He explained it would then need to go to the Planning Board for review, hopefully by May, and to the Board of Commissioners. He shared staff hopes to have the 160D portion of the updates complete by sometime in July of 2023.

Mr. Garner suggested composing a UDO Committee at the time a 160D draft was received. He recommended the committee be two members of the Board of Commissioners and two members of the Planning Board; the committee would work with the UDO consultant; he noted a consultant had not yet been selected.

Mayor Harker asked if Mr. Garner had a recommendation on when the first meeting would be of the UDO Committee.

Mr. Garner suggested sometime in May of 2023, which would provide plenty of time to setup the committee.

Commissioner Oliver asked if there would be a Public Hearing on the UDO, and an estimate of when that would be.

Mr. Garner estimated about 18-20 months.

Mr. Grady noted the 160D portion of the UDO would be subject to a Public Hearing as well.

## 3. Board of Adjustment (ETJ Members) Resolution

Ms. Lewis explained the proposed resolution was to allow the Town of Beaufort Board of Commissioners the ability to appoint Board of Adjustment ETJ members, should the Carteret County Board of Commissioners fail to make the requested appointments within 90 days.

Commissioner Hagle made a motion to approve the resolution, subject to a review of the language in paragraph five of the document.

The motion carried unanimously.

Mr. Grady and Ms. Lewis confirmed they would review the language and address Commissioner Hagle's concerns.

## 4. Consideration of Offer to Purchase Real Property (601 Front Street)

Mr. Clark shared the Town of Beaufort currently owns a parcel of land located at 601 Front Street in Beaufort. The Town currently leases the land to the Inlet Inn, which is owned and operated by Mr. Jay Tervo and Mrs. Barbara Tervo. He explained that Mr. and Mrs. Tervo own the structure, known as the Inlet Inn, and the Town owns the underlying

property. He notified the Board that Mr. and Mrs. Tervo would like to purchase the underlying land and have submitted an offer to purchase; additionally, the offer to purchase includes a strip of land between the Inlet Inn and the public sidewalk located on Queen Street.

He noted that a copy of the “Summary of Two Appraisals For Lot At 601 Front Street, Beaufort”, and a map of the parcel including the associated strip of land has been included in the meeting packet for reference. He shared that the offer submitted to the town is \$800,000 cash. He shared that the owners of the Inn have procured the services of two independent real estate appraisers. He explained that an abridged copy of each appraisal has been included in the meeting packet for the Board’s review; due to the volume of each report, a full and complete copy of the appraisal has been provided to the Board as a separate document.

He addressed the procedures that typically allow a municipality to sell real property and noted this information was provided in the meeting packet. He requested that the Board of Commissioners consider the offer to purchase from Mr. and Mrs. Tervo.

Commissioner Terwilliger shared he believed it would be in the Town's best interest to sell the property, if they could reach the right deal. He suggested the offer was very low when considering other property around Town and properties that have sold recently. He noted the Board should determine what they deem fair value for the property. He shared that the appraisal packet was complete, but noted the projections on sea level rise and associated values, did not make sense in his opinion.

Commissioner Hollinshed noted that the leasehold presented value on both sides. She suggested the Town have the property appraised and do their due diligence in inspecting the entire lot. She noted it was important to ensure there was not anything on the property that would cause an issue in the future, for example a buried tank or something of that nature.

Commissioner Hagle discussed the importance of the leasehold interest for the Town when it was developed in the 1980s, and how that had changed in the present day. He agreed it would make sense to sell the property. He also suggested to reach a fair price, the Town should have the property appraised.

Commissioner Oliver shared he too was in favor of selling the property. He pointed out the Town was very fortunate to have the Tervo's as the current operators. He went on to discuss another appraisal that was completed by US Hotels in November 2021, noting it was a detailed document that provided a tremendous amount of insight on the entirety of the property.

Mr. Grady shared that he believed the Board consented to the Tervo's refinancing request in May of 2022; the US Hotels Appraisal was circulated prior to that.

Commissioner Cooper shared he would like time to review the appraisal Commissioner Oliver referenced. He agreed the Town should consider selling the property.

Mayor Harker deemed a consensus to instruct the Town Manger to provide a copy of the US Hotels Appraisal to the Board. Given adequate time to review the document, the item should then be placed on a future agenda to allow continued discussion.

## 5. January Financial Report

Mr. Clark, Town Manager, presented the financial report and made the below notes:

Carteret County is currently submitting estimates for property tax collections. The estimates are based on last year’s collections. Staff is awaiting additional information from the Tax Collector about the expected duration of the estimated payments. The estimate for December collections was \$1,488,588. This payment was received in January.

MVT collected in November and December was received in January \$40,257

Sales and Use tax distribution for February is \$181,677 (November sales). This is 5% lower than last year and the first-time monthly collections have been less than the previous month/year since 2020.

General Fund- Unrestricted Fund Balance as of 1/31/2023 is \$6,558,328.00.

Utility Fund Unrestricted Net Position Balance as of 1/31/2023 is \$3,359,093.00.

Commissioner Hagle suggested Mr. Clark and the Board be refreshed on the financial policies, as they have not been reviewed recently.

**Adjourn**

Commissioner Hagle made a motion to adjourn the meeting at 5:00 p.m.

The motion carried unanimously.

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Sharon E. Harker, Mayor

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Elizabeth Lewis, Town Clerk



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**Board of Commissioners**

**Regular Meeting  
6:00 PM – Monday, March 13,  
2023**

**AGENDA CATEGORY:** Items for Consent  
**SUBJECT:** Lions Club Bridge Run 2023

**REQUESTED ACTION:** Consider the event application for the 2023 Lions Club Bridge Run. They have requested to host the event on Saturday, Nov. 4, 2023. The 5K run involves road closures on Turner Street, Middle Lane and one lane of the high-rise bridge. Race routes are attached. The organizers bring in cones and assist with traffic control. This event requires 5 police officer for 3 hours each at the Hire an Officer Rate. The Farmers Market is notified each year and has been a supporter of the event. This event is entering it's 4<sup>th</sup> year and has been expertly run from the inception. There are no changes to this years event from past years.

**EXPECTED LENGTH OF PRESENTATION:**

None

**SUBMITTED BY:**

Rachel Johnson, Parks & Events Coordinator

**BUDGET AMENDMENT REQUIRED:** No



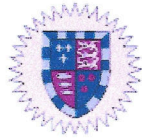
BEAUFORT LIONS FOUNDATION  
TOWN OF BEAUFORT  
EVENT APPLICATION

*For the 2023 Beaufort Bridge Run  
5K & 1+ Mile Dog Strut*

Date Application Received:

2.

Permit Number:



TOWN of  
**BEAUFORT**  
NORTH CAROLINA

## APPLICATION FOR SPECIAL EVENT PERMIT

Please return completed application form with permit fee and paperwork to:

Events Coordinator, Town of Beaufort  
701 Front Street  
P.O. Box 390  
Beaufort, NC 28516  
Phone: (252) 728-2141 Email: [r.johnson@beaufortnc.org](mailto:r.johnson@beaufortnc.org)

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

## EVENT BASICS

Event Name: Beaufort Bridge Run 5K & 1+ Mile Dog Strut

Location of Event Site: Front/Turner Streets to Grayden Paul Bridge

(If more than one site is being requested please be specific and list each one individually below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Run by: Beaufort NC Lions Club

Applicant (Organizer) Name: David Daly Contact # 919.270.8071

Day of Event Contact #: 919.270.8071 Email: davidrdaly@gmail.com

Type of Event:

- Festival
- Parade
- 5K Race
- 10K Race

- o Music Event
- o Other \_\_\_\_\_

Actual Event Date(s): 11-04-2023 Time of Event: 8:00am

Set-Up Date: 11-04-2023 Start Time: 6:00am

Tear Down Date: 11-04-2023 End Time: 9:30am

Estimated Attendance: 250-300 Admission Fees: \$35.00 - \$40.00

Event Description:

The Beaufort Bridge Run 5K & 1+ Mile Dog Strut are the primary fundraising events for the Beaufort NC Lions Club. Funds rasied are distributed to local charitable groups in Beaufort and Carteret County.

\_\_\_\_\_  
\_\_\_\_\_

**ORGANIZER/APPLICANT INFORMATION**

Name of Organization: Beaufort NC Lions Club

Primary Contact Person: David Daly

Mailing Address: 218 Gordon Street, Beaufort, NC 28516

Email: davidrdaly@gmail.com

Daytime Phone #: 919.270.8071 Cell Phone #: 919.270.8071

Alternate Contact Person: Dot Crumley Phone #: 336.403.0599

Is your group a non-profit organization? Yes If yes, please provide documentation with your application.

**SITE PLAN**

Site Plan Attached

- Yes
- o No

(If you need help, please set up a meeting with the Town of Beaufort's Events Coordinator)

A detailed site plan must be included with your event application. The following, should they be relevant, must be included in your Site Plan.

- Location of all tents and temporary structures
- Location of requested barricades and road closures
- Emergency exits
- Fire extinguishers, propane storage
- Location of command post, medical & first aid station, emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, etc.
- Food/refreshment tent vendors, refreshment tents
- Food Trucks
- Location of Restrooms
- 5K/10K race routes

If the Site Plan is not submitted with the event application, the deadline is 45 days before the event, otherwise a permit will not be issued.

## PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

- East Parking Lot
- West Parking Lot
- Craven Street Parking
- Middle Lane
- John Newton Park
- Lynn Eury Park
- Grayden Paul Park
- Topsail Marine Park
- Other Please list: \_\_\_\_\_

**Specific Requirements:** (Extra trash cans/recycling/electrical etc.) Please be specific and include each item on the Site Plan for the desired location. Please note extra charges may apply in accordance to the fee schedule. (Trash/Recycling Carts: \$10 each, Electricity: \$50)

1-2 trash cans

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### OTHER EVENT DETAILS

Please provide the name and contact information of all outside companies who are providing services during your event. IE: Tent Rentals, Inflatable Rentals, Port-A-Pottie Rentals, etc.

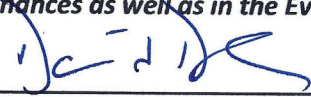
PSG Traffic Services, 2821 N. Kerr Avenue, Wilmington, NC 28405  
sales@psgtrafficservices.com, 910.821.1720

Will there be canon/re-enactment fire during your event? No If yes, please coordinate with the Beaufort Fire Department for safety procedures.

### ALCOHOL

Alcohol at the event YES \_\_\_ NO  Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$50 per hour for the duration. (The Police Chief will review the application for exceptions.) All local, state and Federal laws must be adhered to.

*I/we have read, understand and will comply with the rules outlined by the Town of Beaufort in the Town Code of Ordinances as well as in the Event Procedures.*

X  (Applicant's Signature)

### ROAD CLOSURES

Does your event require a road closure?  YES  NO

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
Turner Street	7:00am - 8:00am	8:00am	9:30am	9:30am
Middle Lane	6:30am - 8:00am	8:00am	8:15am	8:15am

*If a road closure has any impact on area businesses and/or residents, the applicant will be required to inform all residents and/or businesses in the area of the road closure, by letter or hand-delivered flyer at least 14 days in advance of the event, of the particulars of the approved temporary road closure and any detour route available.*

**Emergency Vehicle Access Requirements:** A road may be closed to regular traffic during an event, but an unobstructed fire lane must be left open at all times for emergency vehicles.

## PARKING/PARKING LOTS

Parking lots required for Event set-up: (Please mark on the site map if applicable) (Please note charges may apply. The rate is \$18 per day per space in the East & West parking lots and \$9 per on street parking space per day for special event closure during Pay-To-Park season).

Please list all parking lots and spaces you are requesting. Spaces are numbered so please be specific. Also please note that parking space closures MUST be approved by the Board of Commissioners. Event organizers are not permitted to acquire additional spaces without Town permission prior to an event.

Please list off-site Parking Location for Vendors & Event Staff: A letter of permission is required for the use of private property per the event procedures. Please include this with your event application.

Bicycle Parking: Yes \_\_\_\_\_ No

Additional Handicap Parking: Yes \_\_\_\_\_ No  Location: \_\_\_\_\_

Event Parking: (Please outline your plan for day of parking for event attendees. Please include parking lot locations and the name/contact information for any shuttle/trolley service):

Event attendees will park on their own in town/area lots and spaces

## PARADE/WALK INFORMATION

Parade Assembly Area: Turner St. and Middle Lane Time: 7:45am

Parade Dismissal Area: Turner St. and Middle Lane Time: 9:00am - 9:30am

Parade Start Time: 8:00am

## EMERGENCY MANAGEMENT

Route Map Attached:  YES \_\_\_\_\_ NO (Please note a route map is required)

Designated Emergency personal/liaison (onsite): Dot Crumley

Cell #: 336.403.0599 Other Contact: David Daly

How will your event staff react to severe weather?

In the event of hazardous or dangerous weather, the 5K/Dog Strut will be rescheduled or cancelled.

How will you alert visitors to the event to evacuate the site? (If multiple sites are being requested, a plan must be submitted for each location)

A sound system - microphone, speakers, bullhorn - will be used to alert participants, volunteers and spectators.

**RISK ASSESSMENT**

It is important for Event Organizers to identify risks and hazards associated with their event and know how to prevent these risks. Please identify possible risks for your event and list below (weather, food, fire, etc.) Please provide details.

Weather is our primary risk. We have dealt with adverse weather in the past with no problems or issues. Traffic and road safety is always a concern. We will have, for the 5th straight year, a professional traffic control company setting up, monitoring and controlling the course before, during and after the events.

What training will you provide to your volunteers/staff/participants regarding emergencies?

Detailed training and event information will be provided to all Lions Club members and volunteers. Those trained will b ready to inform all in attendance of evacuation routes and safe havens should an emergency arise.

**TENTS**

Will you have tents at your event? \_\_\_\_\_ YES  NO

Please list the tent sizes: \_\_\_\_\_

If your event includes tents, you must make arrangements with the Beaufort Fire Department for a tent permit. There is a \$50 fee. Please contact Tammy Turek at (252) 728-4325 to make arrangements. The Tent Permit Application and a list of requirements are available online at [www.beaufortnc.org](http://www.beaufortnc.org).

**FOOD**

Will there be food served at your event? \_\_\_\_\_ YES  NO

If yes, please provide a detailed list of all food vendors.

If yes, have you contacted the Carteret County Health Department to set up inspections? \_\_\_\_\_ YES \_\_\_\_\_ NO

All food vendors must have proper licensing, inspections, etc.

# VENDORS

Will there be vendors selling items at your event? \_\_\_\_\_ Yes  No

Please note vendors are only permitted to sell during the event hours listed on this application. Any vendor selling before or after the listed hours is in violation and subject to being shut-down.

All vendors must have proper certifications and licenses. They must display the required state sales and use tax information and the event organizer must keep all of this information on file pursuant to North Carolina State laws.

# CHECKLIST

Please submit the following documents with your event application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Tent Permit
- Detailed Site Plan
- Detailed Route Map (Parade/5K/10K)
- Map of Road Closures
- ABC Permit
- Health Inspection Documentation
- Insurance
- Non-profit documentation
- Private property parking permission letter
- List of food vendors
- List of vendors
- Application Fee
- Application Signature

I/We the event organizer David Daly, on behalf of Beaufort NC Lions Club, the party requesting the use of the Town of Beaufort facilities noted in the above application do hereby hold and save harmless and agree to indemnify the Town of Beaufort and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all liability, actions, debts, suits, demands, costs, damages and expenses whatsoever arising wither directly or indirectly as a result of the use of the Town of Beaufort's facilities, park, road or other and in accordance with the provisions contained in this policy. I/We have read and understand this application, the event procedures and the requirements placed upon this applicant and organization. I agree to abide by the Town of Beaufort rules, regulations and ordinances.

Applicant's Signature  Date 02-07-2023

**Internal Use Only**  
 Permission is granted to the applicant and/or sponsoring organization to use the streets/facilities/parks as listed in the application for the special event described.

Permit Issue Date: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_

Insurance Certificate: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Permit Fee: Yes \_\_\_\_\_ No \_\_\_\_\_  
 BOC Approval Date: \_\_\_\_\_  
 Police Chief Approval: \_\_\_\_\_  
 Fire Chief Approval: \_\_\_\_\_

SOSID: 1446464  
Date Filed: 5/19/2015 2:11:00 PM  
Elaine F. Marshall  
North Carolina Secretary of State  
C2015 121 02071

State of North Carolina  
Department of the Secretary of State  
**ARTICLES OF INCORPORATION  
NONPROFIT CORPORATION**

Pursuant to §55A-2-02 of the General Statutes of North Carolina, the undersigned corporation does hereby submit these Articles of Incorporation for the purpose of forming a nonprofit corporation.

1. The name of the nonprofit corporation is: Beaufort Lions Club

2.  (Check only if applicable.) The corporation is a charitable or religious corporation as defined in NCGS §55A-1-40(4).

3. The name of the initial registered agent is: Dot Crumley

4. The street address and county of the initial registered agent's office of the corporation is:

Number and Street: 108 Ricks Ave  
City: Beaufort State: NC Zip Code: 28516 County: Carteret

The mailing address if different from the street address of the initial registered agent's office is:

Number and Street or PO Box: PO Box 876  
City: Beaufort State: NC Zip Code: 28516 County: Carteret

5. The name and address of each incorporator is as follows:

Dot Crumley 108 Ricks Ave Beaufort NC 28516

6. (Check either a or b below.)  
a.  The corporation will have members.  
b.  The corporation will not have members.

7. Attached are provisions regarding the distribution of the corporation's assets upon its dissolution.

8. Any other provisions which the corporation elects to include are attached.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/21/2022

2.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	
	PHONE (A/C, No, Ext): 1-800-316-6705	FAX (A/C, No): 847-934-6186
E-MAIL ADDRESS: lionsclubs@dspins.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : ACE American Insurance Company		22667
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED  
  
Beaufort NC Lions Club  
Beaufort North Carolina

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			HDO G47352241	09/01/2022	09/01/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 10,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISA H10761220	09/01/2022	09/01/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

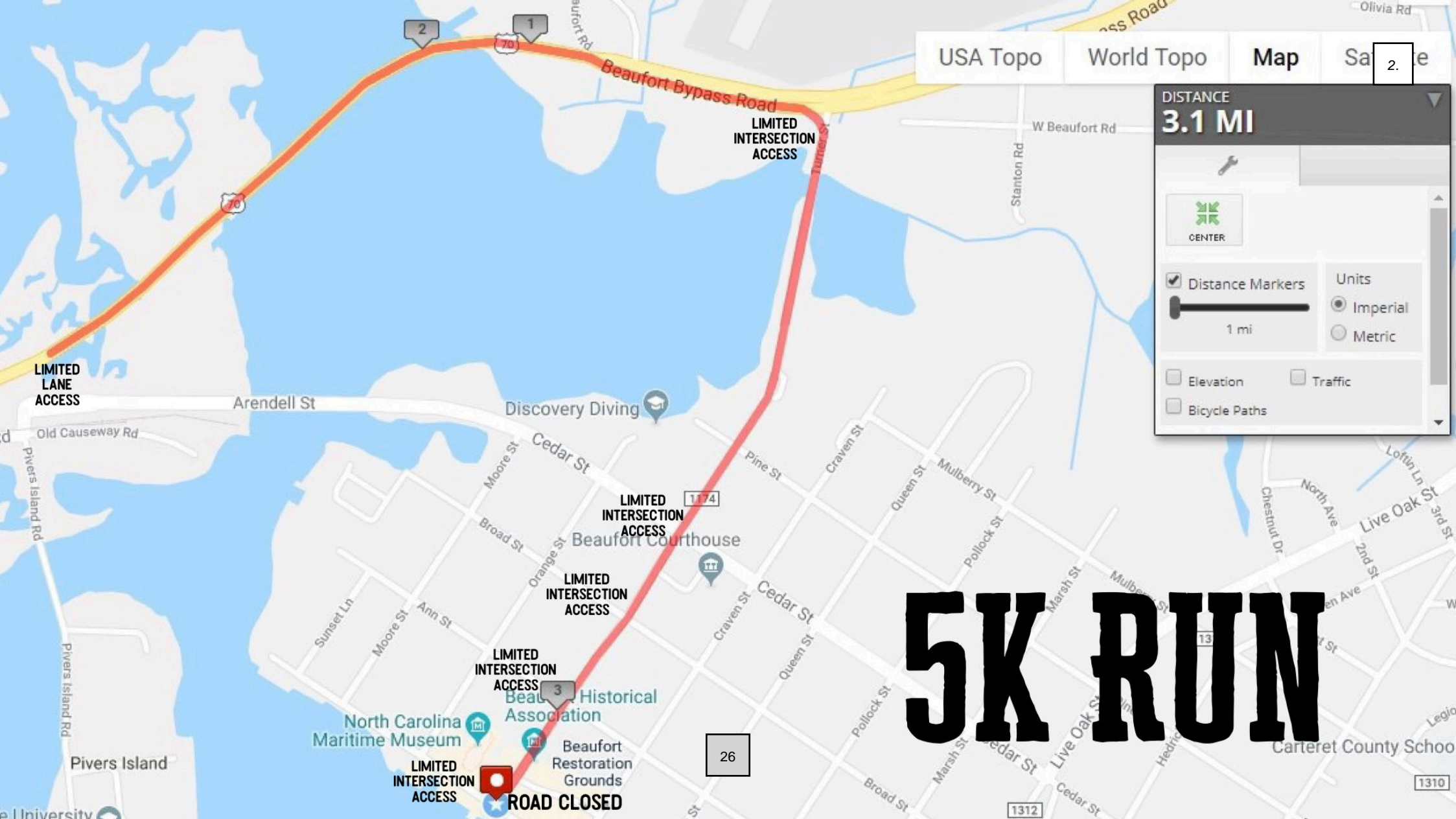
Provisions of the policy apply to the named insured's participation in the following activity during the policy period shown above: Beaufort Bridge Run 5K & 1+ Mile Dog Strut, 11-05-2022  
PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES.

**CERTIFICATE HOLDER****CANCELLATION**

Town of Beaufort; State of North Carolina, North Carolina Department of Transportation

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



DISTANCE  
**3.1 MI**

CENTER

Distance Markers  Units  
 Imperial  
 Metric

Elevation  Traffic  
 Bicycle Paths

# 5K RUN

North Carolina Maritime Museum

Beaufort Historical Association

Beaufort Courthouse

Discovery Diving

LIMITED INTERSECTION ACCESS

LIMITED INTERSECTION ACCESS

LIMITED INTERSECTION ACCESS

LIMITED INTERSECTION ACCESS

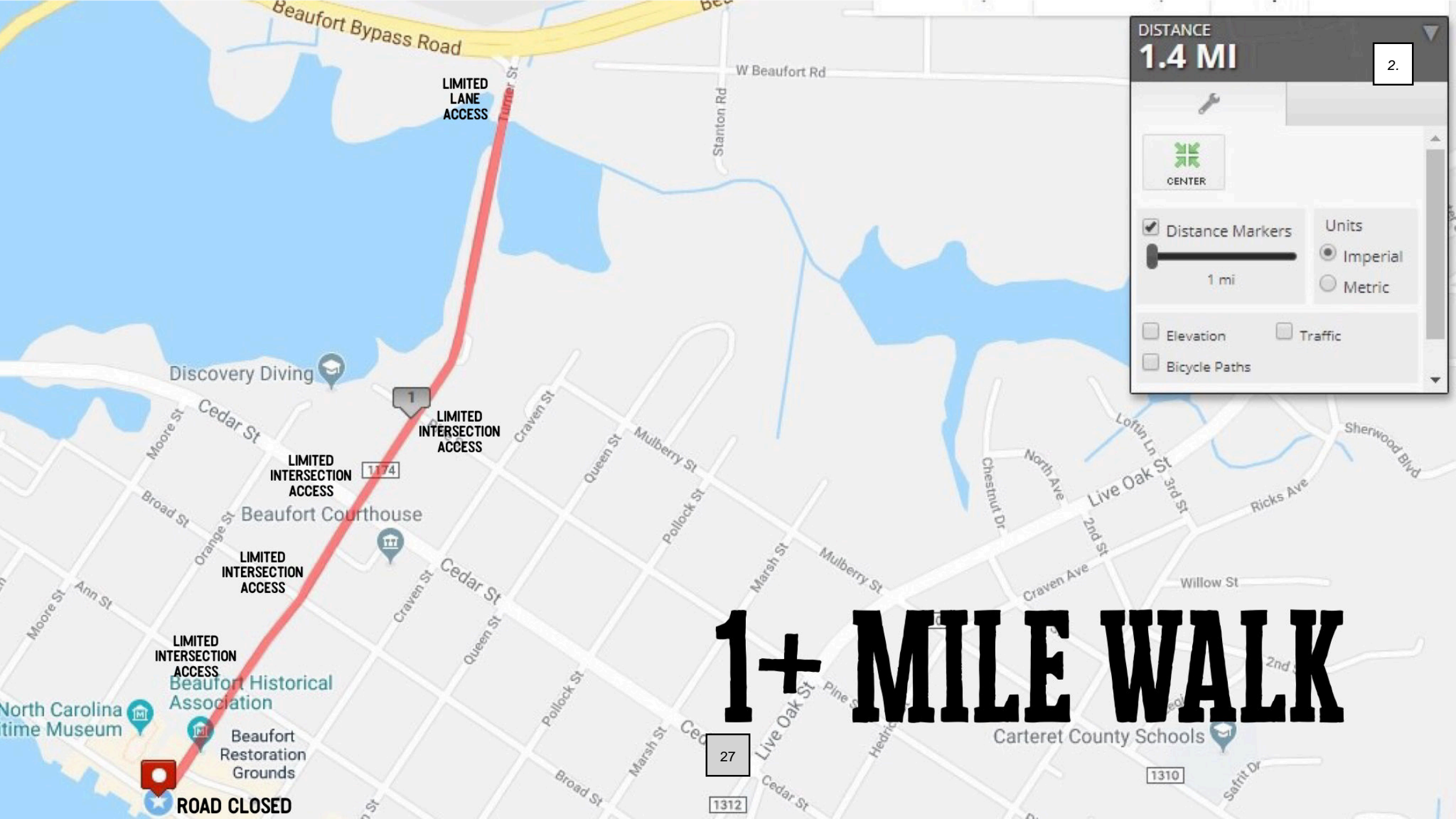
ROAD CLOSED

LIMITED LANE ACCESS

26

1312

1310



DISTANCE  
**1.4 MI**

CENTER

Distance Markers  
1 mi

Units  
 Imperial  
 Metric

Elevation  
 Traffic

Bicycle Paths

**1+ MILE WALK**

**ROAD CLOSED**

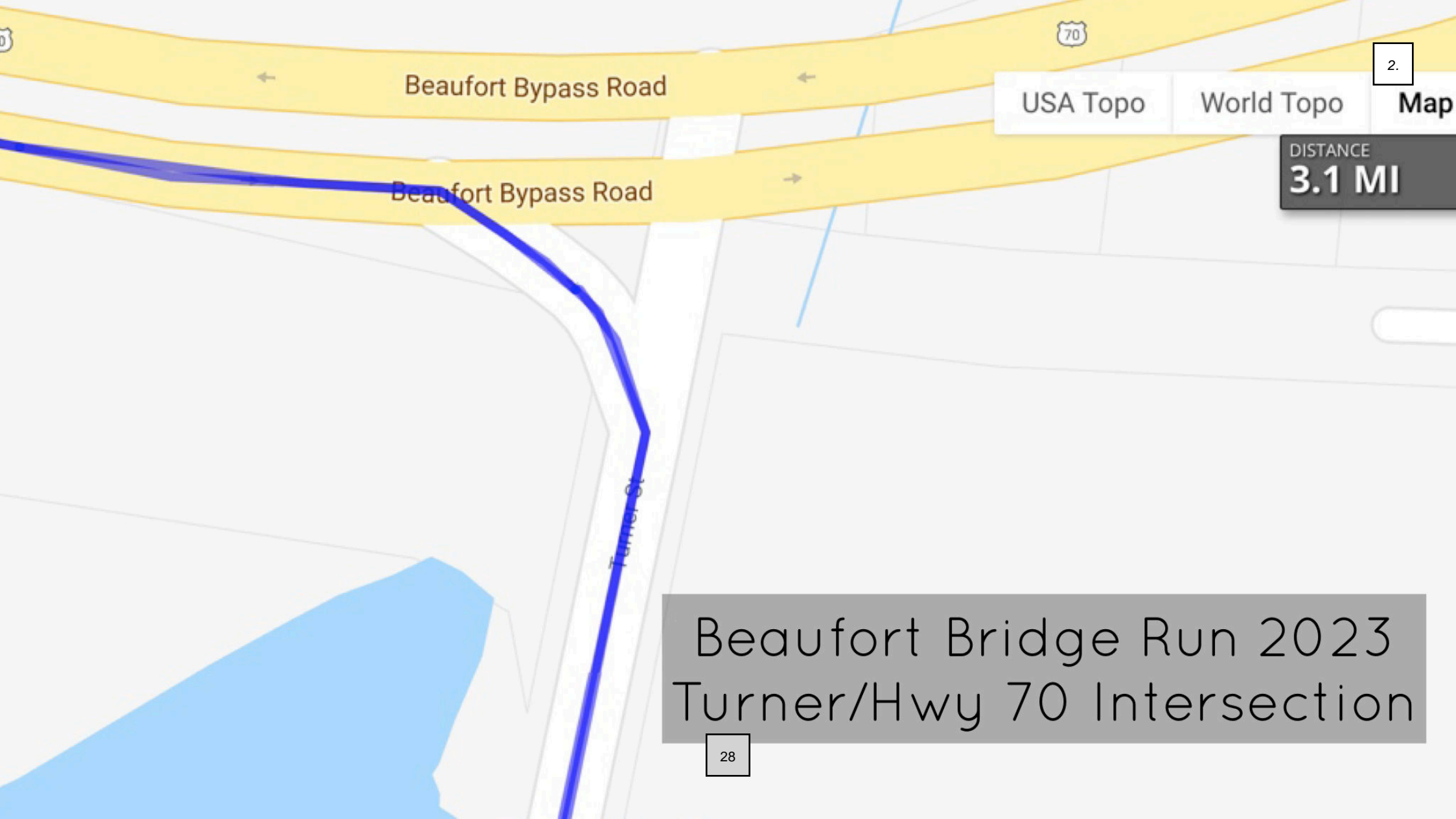
1

27

1312

1310

2.



Beaufort Bypass Road

Beaufort Bypass Road

Turner/Hwy 70

70

USA Topo

World Topo

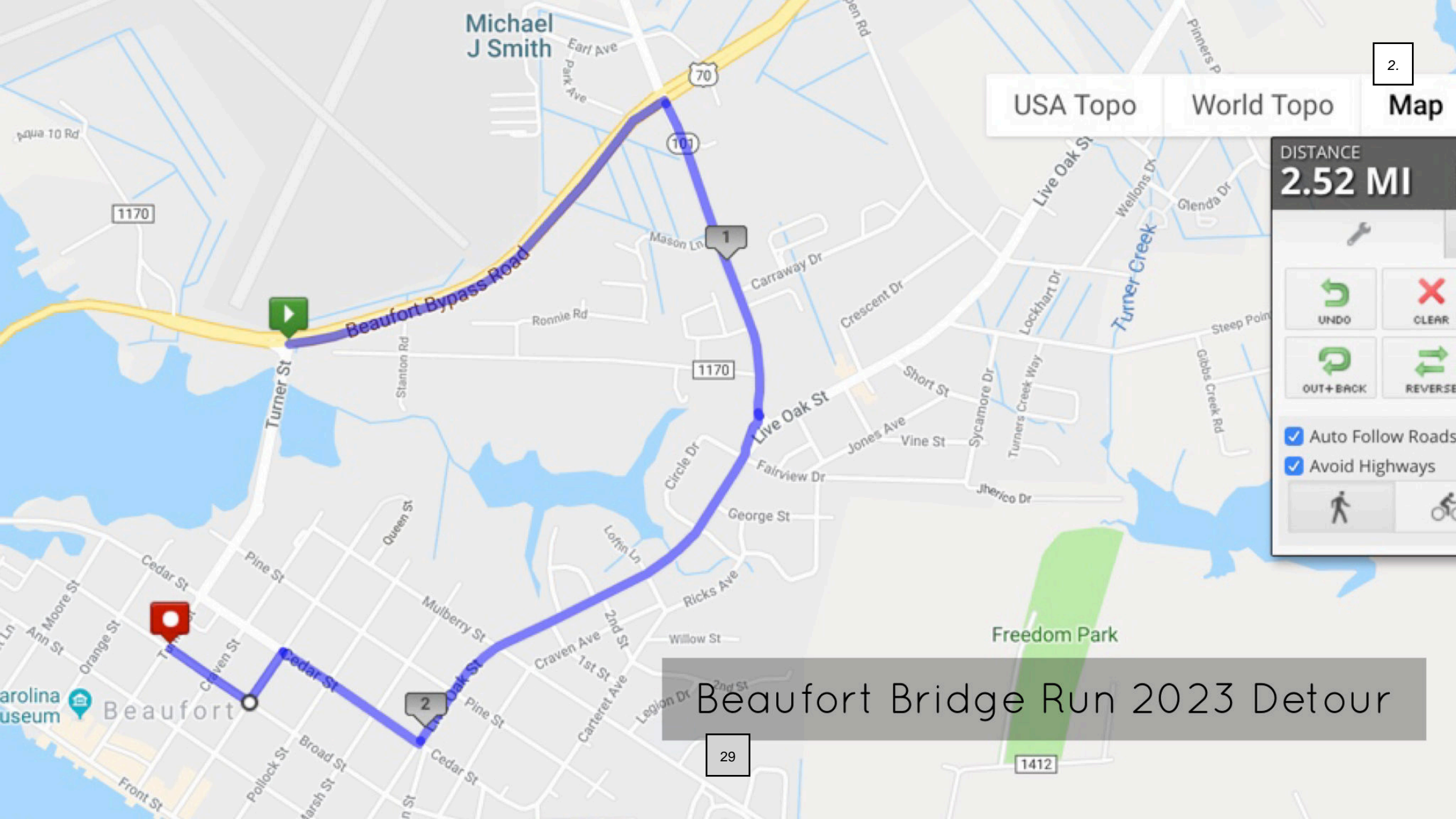
Map

DISTANCE  
3.1 MI

2.

Beaufort Bridge Run 2023  
Turner/Hwy 70 Intersection

28



USA Topo World Topo Map

DISTANCE  
**2.52 MI**

UNDO CLEAR

OUT+BACK REVERSE

Auto Follow Roads  
 Avoid Highways

# Beaufort Bridge Run 2023 Detour

USA Topo World Topo

DISTANCE  
2.52

UNDO

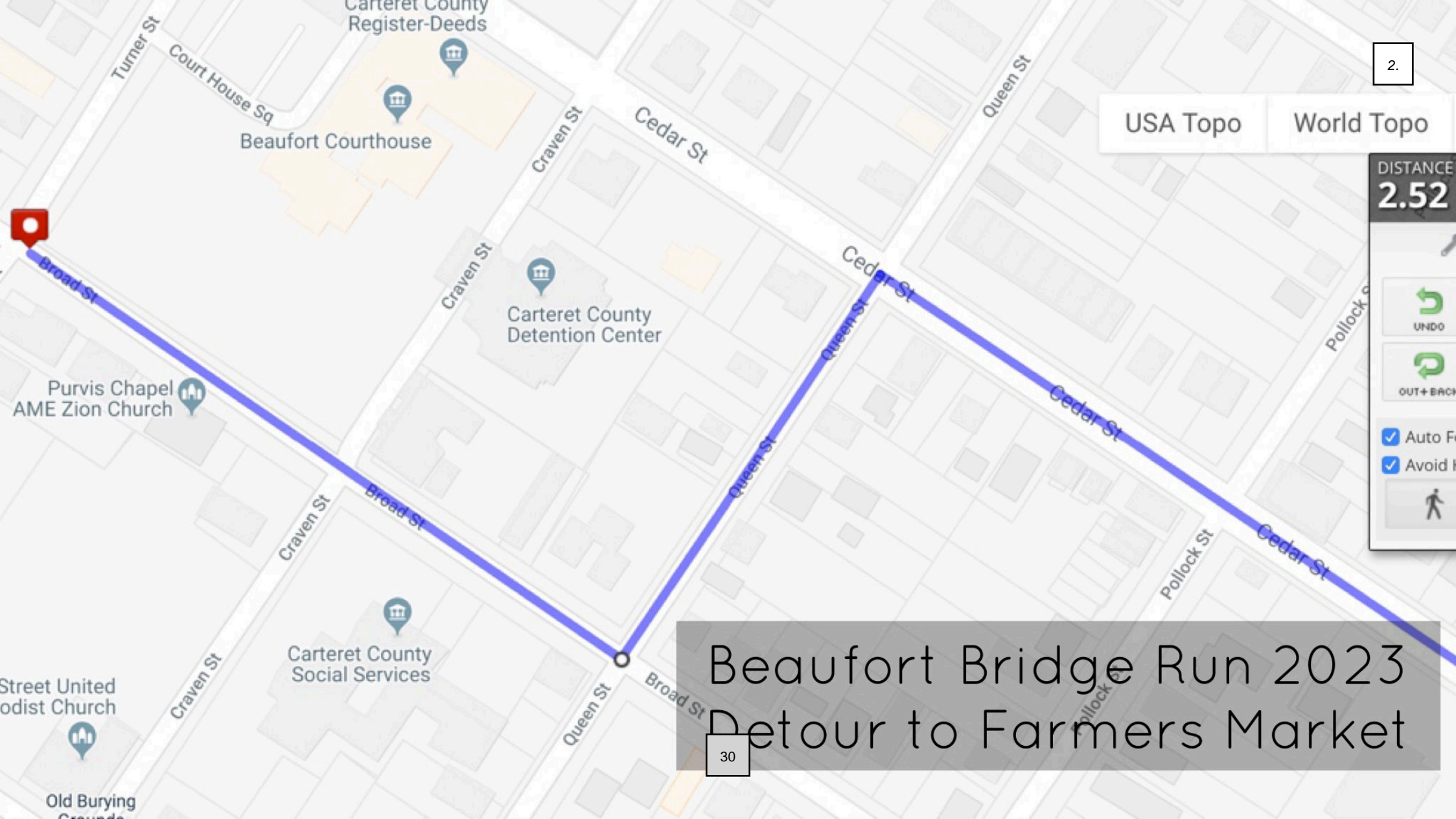
OUT+BACK

Auto F

Avoid H



Beaufort Bridge Run 2023  
Detour to Farmers Market





**TURNER STREET**

**Start-Finish Line**

**Public Address**

Late Registration

Check-In A-H

Check-In I-P

Check-In Q-Z

T-Shirts

Lions Club

**Sponsor Banners**

**MIDDLE LANE**



**BEAUFORT BRIDGE RUN**

**NOV 4 2023  
5K & 1+ MILE DOG STRUT**

**SITE MAP 2023**

Dogs Registration

Road Closed



**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, March 13, 2023**

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Request for Extension of Reserved Sewer Capacity, 504 Island Drive

**BRIEF SUMMARY:**

The owners of 504 Island, Drive David and Katy Wilson, have requested an extension to the deadline by which the sewer capacity reservation granted to the parcel was to have been used. Capacity sufficient to serve a 3-bedroom residence constructed at the address was granted by the Board of Commissioners during the regular meeting of March 8, 2021. The allocation remains unused because construction of the residence has not begun and because the water meter to serve the structure has not been installed. Accordingly, the reservation expired on March 7, 2023 in accordance with provisions of the Town’s “Wastewater Allocation Policy.”

The Wilson’s have submitted a letter dated February 21, 2023 to the Board of Commissioners requesting extension of the capacity reservation, a copy of which is attached. This letter states their expectation of the residence being complete by November 2023.

The Board of Commissioners is reminded that the Town’s policy allows for an initial 6-month extension. Additional extensions beyond the initial 6-month extension may also be considered by the Board of Commissioners in 12-month increments provided that valid building plans exist.

**REQUESTED ACTION:**

Consider approving a 6-month extension to the deadline by which the reserved capacity allocated to 504 Island Drive on March 8, 2021 was to have been used.

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Greg Meshaw, PE, Town Engineer

**BUDGET AMENDMENT REQUIRED:**

No

David and Kathy Wilson  
P.O. Box 98  
Harkers Island, NC 28531

February 21, 2023

Board of Commissioners  
Greg Meshaw, Town Engineer  
Town of Beaufort  
701 Front Street  
Beaufort, NC 28516

Re: Request for extension of sewer capacity allocation for property 504 Island Drive, Beaufort NC 28516

Town of Beaufort Board of Commissioners:

We are the owners of 504 Island Drive in Beaufort, NC, having purchased the property on June 3, 2021. The sewer allocation secured by the seller, Harold Booth, conveyed to us upon our closing on the property.

Since purchasing the lot we have been working to begin construction of our full time residence, which will be a 3 bedroom home. Unprecedented supply chain and labor shortage issues slowed our progress but construction is scheduled to start March, 2023. The work should be completed by November, 2023.

We are respectfully requesting an extension of the sewer capacity allocation for our property.

Thank you for your consideration.

Sincerely,

*David and Kathy Wilson*

David and Kathy Wilson



**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Meeting  
6:00 PM- Monday, March 13, 2023  
614 Broad Street, Beaufort NC**

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Police Department- Surplus Items

**BACKGROUND:**

These are less lethal weapons that were requested to be transferred to the Martin County Sheriff’s Office and Indian Beach Police Department to assist them in equipping their Patrol Divisions with individually assigned weapons. These weapons are no longer being used as we have completely transitioned to the Taser 7 platform. None of the equipment to be transferred is compatible with our new Taser 7 platform.

**REQUESTED ACTION:**

Approve attached resolutions declaring the items as surplus property, allowing us to transfer them to the requesting agencies.

**SUBMITTED BY:**

Chief Burdette

**BUDGET AMENDMENT REQUIRED:**

No



**RESOLUTION REGARDING SURPLUS PROPERTY OF  
THE TOWN OF BEAUFORT POLICE DEPARTMENT  
RESOLUTION NO. 23-\_\_\_\_\_**

**WHEREAS**, the Town of Beaufort Police Department wishes to do a surplus property transfer on equipment they own but no longer use; and,

**WHEREAS**, any personal property, including supplies, materials, and equipment, that the governing board deems to be surplus, obsolete, or unused, can be conveyed to a governmental unit, sister city (as defined in G.S. 160A-280), nonprofit, or charter school; and,

**WHEREAS**, Beaufort Chief of Police has been in contact with the Indian Beach Police Department and would like to donate the following items:

- (5) Taser handles, model X26P, conducted energy weapons w/ battery packs
- (15) 25' cartridges
- (5) Holsters

**WHEREAS**, these are less lethal weapons that will assist Indian Beach Police Department in fully equipping their full and part-time officers with individually assigned weapons; and,

**WHEREAS**, these weapons are no longer being used by the Beaufort Police Department as they have completely transitioned to the Taser 7 Platform, and the equipment is not compatible.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Town of Beaufort approve the conveyance of said surplus items of the Beaufort Police Department, and that this resolution shall be effective upon its adoption.

Ordained and adopted the \_\_\_\_\_ day of March, 2023.

**TOWN OF BEAUFORT**

(seal)

BY: \_\_\_\_\_

Sharon E. Harker, Mayor

ATTEST:

\_\_\_\_\_

Elizabeth Lewis, Town Clerk



**RESOLUTION REGARDING SURPLUS PROPERTY OF  
THE TOWN OF BEAUFORT POLICE DEPARTMENT  
RESOLUTION NO. 23-\_\_\_\_\_**

**WHEREAS**, the Town of Beaufort Police Department wishes to do a surplus property transfer on equipment they own but no longer use; and,

**WHEREAS**, any personal property, including supplies, materials, and equipment, that the governing board deems to be surplus, obsolete, or unused, can be conveyed to a governmental unit, sister city (as defined in G.S. 160A-280), nonprofit, or charter school; and,

**WHEREAS**, Beaufort Chief of Police has been in contact with the Martin County Sheriff and would like to donate the following items:

- (16) Taser handles, model X26P, conducted energy weapons
- (20) battery packs
- (25) 25' cartridges
- (3) 15" cartridges
- (12) Expired training cartridges
- (16) Holsters

**WHEREAS**, these are less lethal weapons that will assist Martin County Sheriff's Office in fully equipping their Patrol Division with individually assigned weapons; and,

**WHEREAS**, these weapons are no longer being used by the Beaufort Police Department as they have completely transitioned to the Taser 7 Platform, and the equipment is not compatible.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Town of Beaufort approve the conveyance of said surplus items of the Beaufort Police Department, and that this resolution shall be effective upon its adoption.

Ordained and adopted the \_\_\_\_\_ day of March, 2023.

**TOWN OF BEAUFORT**

(seal)

BY: \_\_\_\_\_

Sharon E. Harker, Mayor

ATTEST:

\_\_\_\_\_

Elizabeth Lewis, 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

**Board of Commissioners  
Regular Meeting  
6:00 PM- Monday, March 13, 2023  
614 Broad Street, Beaufort NC**

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Personnel Policy Update- Name Clearing Hearing

**BACKGROUND:**

The Town’s Personnel Policy was approved on May 23, 2023. The policy allows employees to request a hearing when terminated for failure to perform job duties, poor work performance or absenteeism.

**REQUESTED ACTION:**

A proposed revision to the policy is requested to clarify when a “Name Clearing Hearing” can be requested. The requested revision specifies that A hearing can only be requested for detrimental personal conduct, such as dishonesty or immorality, if the employee contends the reasons for the disciplinary action are stigmatizing and false.

**SUBMITTED BY:** Barbara Cooper, Human Resources Manager

**BUDGET AMENDMENT REQUIRED:** No

**Current**

**Section 8. Name Clearing Hearing**

Following the Town’s decision to dismiss or demote an employee, including a probationary employee, the employee shall be afforded an opportunity for a name-clearing hearing. The employee must request the hearing within ten (10) business days. If requested by the employee, a time and date for the hearing will be established such that the hearing takes place prior to the release of any negative or stigmatizing information about the employee that could inhibit future employment. The employee may invite anyone the employee wishes to invite (including the media) to the hearing. At this name-clearing hearing, the employee may present any response to information that the employee believes to be false and/or stigmatizing to the employee’s reputation with respect to his or her work performance or the reasons for the dismissal or demotion.

Any written comments submitted by the demoted or dismissed employee will be placed in the employee’s personnel file, and a copy will be provided to anyone who requests the termination letter on that employee. In lieu of actually attending the hearing, the employee may submit written comments and they will be placed in the file just as if the employee had presented them at the scheduled hearing. If the employee speaks at the hearing but does not provide written comments, the person conducting the hearing shall take notes and place a copy of the notes in the employee’s personnel file, and a copy will be provided to anyone who requests the termination letter on that employee. There is no requirement for the Town or the hearing officer to respond in any way to the comments of the demoted or dismissed employee at the hearing. The name clearing hearing is not a substitute for, or a second opportunity for, a pre-termination hearing at which the employee may contest the proposed disciplinary action. Information presented at the name clearing hearing will not be used by the Town to reconsider the disciplinary action.

**Proposed Changes**

**Section 8. Name Clearing Hearing**

Following the Town’s decision to dismiss or demote an employee for detrimental personal conduct, including but not limited to serious character defects such as dishonesty or immorality, the employee shall be afforded an opportunity for a name clearing hearing if he or she contends the reasons for the disciplinary action are stigmatizing and false. Employees who are demoted or dismissed solely for failure to perform job duties, incompetence/poor performance or absenteeism are not eligible to request a name clearing hearing. This policy applies to all employees, including regular, probationary, and part-time employees.

The employee must request the hearing within ten (10) business days of the disciplinary action. If requested by the employee, a time and date for the hearing will be established such that the hearing takes place prior to the release of any negative or stigmatizing information about the employee that could inhibit future employment. The employee may invite anyone (including the media) to the hearing. The Town Manager or his or her designee shall serve as the hearing officer.

At this name clearing hearing, the employee may present any response to information that the employee believes to be false and/or stigmatizing to the employee’s reputation with respect to the reasons for the dismissal or demotion. There is no requirement for the Town or the hearing officer to respond in any way to the verbal or written comments of the employee at or subsequent to the hearing.

Any written comments submitted by the demoted or dismissed employee will be placed in the employee’s personnel file, and a copy will be provided to anyone who requests the termination letter on that employee. In lieu of attending the hearing, the employee may submit written comments which will be placed in his or her personnel file. If the employee speaks at the hearing but does not provide written comments, the hearing officer shall take notes and place a copy of the notes in the employee’s personnel file. A copy of the written comments and/or notes described will be provided to anyone who requests the termination letter on that employee.

The name clearing hearing is not a substitute or second opportunity for a pre-dismissal conference at which the employee may contest the proposed disciplinary action. Information presented at the name clearing hearing will not be used by the Town to reconsider the disciplinary action.



**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, March 13, 2023**

**AGENDA CATEGORY:** Items for Discussion and Consideration

**SUBJECT:** Triathlon Update

**BRIEF SUMMARY:**

Organizers Kazem Yahyapour and Steve Tulevech submitted a request to the Board of Commissioners at the October 2022 Meeting to host a half Triathlon in Beaufort on Saturday, May 13, 2023. The Board asked for an update from the event organizers prior to final approval to ensure they addressed the staffs concerns. Staff provided an update at the January 2023 work session and was instructed to return to the March Regular Meeting with an update.

A request to host the 3<sup>rd</sup> Crystal Coast Half Booty Triathlon on Saturday, May 13, 2023. This event begins and ends in Beaufort with the 1.2-mile swim conducted at Gallants Channel, bikers than leave Beaufort headed over the bridge and return to Beaufort for the end of the 56-mile bike ride. The entire 13.1-mile run is in the Town of Beaufort.

This event has significant impacts on the entire region and requires an extraordinary amount of staffing and coordination between multiple jurisdictions.

Coordinators have reserved the Beaufort Historic Grounds to conduct an Expo and for registration beginning on Friday, May 12. They anticipate between 1,000-2,000 people in attendance throughout the day on Saturday.

The request from the Town involves the closure of Craven Street and the associated parking spaces on Craven Street and Middle Lane from midnight on Saturday until 7 p.m. on Saturday. Craven Street can remain open until 10 a.m. unless Public Safety deems it safer to close it earlier. The parking lot is to remain accessible.

Event organizers are aware that the off-duty rate for public safety not just in Beaufort but along the entire route is \$50/hour. Each jurisdiction will calculate their hours and send an invoice.

Since January, the organizers have conducted two meetings with the Town and area public safety. A virtual meeting with the Beaufort Police Department was held on Feb. 8 to discuss an alternative route from the initially proposed route along Front Street. The PD and event organizers worked together to create an alternative route that public safety has approved. The run will start at Gallant’s Channel to Turner Street, right on Broad Street to Moore Street to the end of Front Street to Orange Street to a right on Ann Street. The route will continue along Ann Street until Gordon Street. From Gordon runners will make a left on Front Street and follow Front around to Lennoxville Road back to Front to Gordon to Ann to Craven Street ending with a finish line on Middle Lane.

Event organizers per the BOC’s request will deliver information to all those impacted by the run route. The route was developed with many safety considerations in mind. The event organizers are also aware that NCDOT is conducting work on Cedar Street and that adjustments may need to be made as the

event draws closer.

On Feb. 28, the event organizers conducted an in-person meeting with area public safety where details of the bike course and the run course were discussed in detail. Assignments were made to critical intersections and organizers committed to providing necessary volunteers, cones and electronic signs for notifications. Organizers obtained and are in the process of completing the necessary paperwork for additional jurisdictions as well as NCDOT.

An additional virtual meeting will be scheduled for mid-late April for public safety to ask any additional questions and to address any concerns that may have arisen. A meeting specific to the public safety entities and organizers regarding the swim portion will also be conducted prior to the event. A detailed playbook is being compiled by the event organizers. Staff has asked to have a copy of the 2023 play book as soon as possible.

If organizers have trouble getting enough volunteers to work at the mandatory posts, they have been advised that they can ask the Town to help provide staffing for these locations; however, advanced notification of several weeks is needed in order to make arrangements and Town staff will be paid a for hire rate. The Town cannot guarantee we will have enough staff and as such organizers are attempting to get all locations covered.

Location/Route Attachments are included.

**REQUESTED ACTION:**

Request final approval or disapproval of the event as presented.

**EXPECTED LENGTH OF PRESENTATION:**

10 minutes

**SUBMITTED BY:**

Rachel Johnson, Events Coordinator on behalf of the Crystal Coast Triathlon

**BUDGET AMENDMENT REQUIRED:**

No

- POST #1 US 70 @ WEST BEAUFORT EXTENSION/TURNER ST.  
1 POLICE OFFICER Beaufort PD
- POST #2 US 70 WEST AT END OF 2 LANE NEAR BRIDGE (ONE LANE WESTBOUND CLOSURE BEGINS)  
1 POLICE OFFICER Morehead City
- POST #3 US 70 WEST AT END OF 2 LANE NEAR BRIDGE (ONE LANE EASTBOUND CLOSURE BEGINS)  
1 POLICE OFFICER Morehead City
- POST #4 US 70 @ 4<sup>th</sup> STREET  
1 POLICE OFFICER Morehead City
- POST #5 BRIDGES STREET @ 20<sup>th</sup> STREET  
1 POLICE OFFICER Morehead City
- POST #6 COUNTRY CLUB ROAD @ BRIDGES STREET  
1 POLICE OFFICER Morehead City
- POST #7 BUSINESS DRIVE @ OLD AIRPORT ROAD  
Volunteer Morehead City
- POST #8 US 70 @ OLD AIRPORT ROAD  
1 POLICE OFFICER Morehead City
- POST #10 US 70 @ CHATHAM STREET  
1 POLICE OFFICER Newport
- POST #11 ROBERTS ROAD @ EAST CHATHAM STREET  
1 POLICE OFFICER Newport
- POST #12 EAST CHATHAM STREET @ MAIN STREET  
1 POLICE OFFICER Newport
- POST #13 EAST CHATHAM STREET @ MARKET STREET  
1 POLICE OFFICER Newport
- POST #14 MARKET STREET @ ORANGE STREET  
1 POLICE OFFICER Newport
- POST #15 CHATHAM STREET @ NEWPORT LOOP ROAD  
1 POLICE OFFICER Carteret County Sheriff
- POST #16 WEST CHATHAM STREET @ US 70 (WEST)  
Cones for cyclist entry
- POST #17 US 70 (WEST) @ McCOTTER BLVD.  
1 POLICE OFFICERS Morehead PD
- POST #18 McCOTTTER BLVD. @ NC 101 (FONTANA BLVD.)  
1 POLICE OFFICER Morehead PD
- POST #19 NC 101 @ TUTTLE GROVE ROAD  
3 POLICE OFFICER Carteret County Sheriff
- POST #20 TUTTLE GROVE ROAD @ STEEL TANK ROAD  
1-2 Volunteers
- POST # 21 NC 101 @ US 70  
1 POLICE OFFICER Beaufort PD

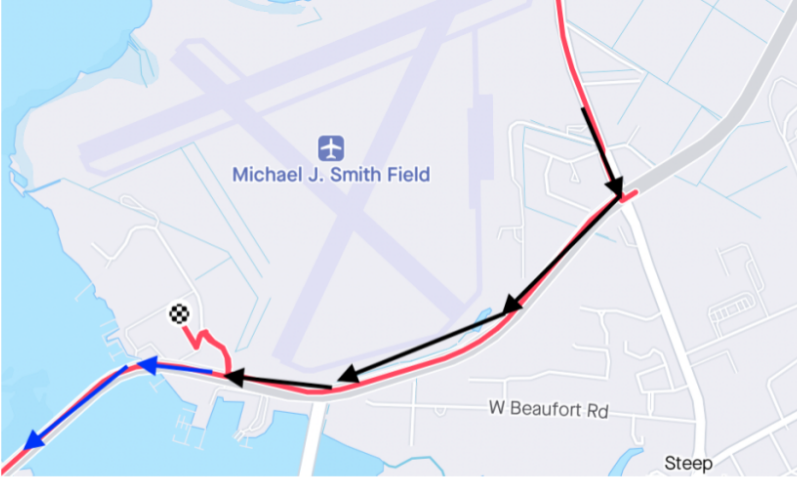
Course	First Start	Mileage at Start of Segment	Estimated Last Start	Mileage at End of Segment	Estimated Longest duration	Estimated Last Finisher (Earliest course close)	Posted Course Close Time
Swim	8:00 am		8:15am		1 hour and 30 minutes	10:45 am	1 hours and 30 minutes after last start (9:45 am)
Bike – West Beaufort	8:30 am	0	11:00 am	2		11:30 am	
Bike – Morehead City (to Chatham St.)	8:45 am	2	12:00 am	18		12:30 pm	
Bike – Newport	9:15 am	18	12:30 pm	25		1:00 pm	
Bike – Havelock (McCotter St. first – third loop)	9:30 am	27	1:00	30		1:30 pm	
Bike – Beaufort East	10:00 am	40	1:45 pm	56		2:15 pm	2:15 pm
Run	10:45 am		2:00 pm			2:30 pm	5:00 pm
Finish Line	12:00 am					5:00 pm	

# Crystal Coast Triathlon

Significant Turns and Intersections  
Information for NCDOT

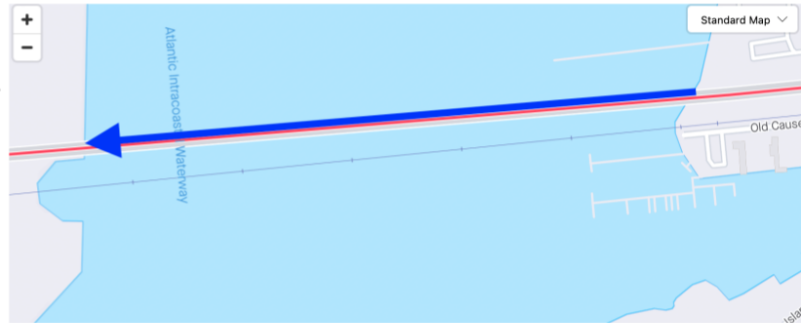
## (Beaufort Area) Beaufort Bypass at W. Beaufort Extension and Turner St.

- Cyclists exit W. Beaufort Extension to head west on Beaufort Bypass / US-70W over Gallant Channel Bridge



### (Morehead City) Arendell St. Bridge

- Cyclists heading west on Arendell St / US-70W
- Traffic on bridge will maintain normal flow of traffic with cyclist
- Police will assist with traffic control going East and West



### (Morehead City) Arendell St. at 4<sup>th</sup> St. and 4<sup>th</sup> St at Bridges St.

- Cyclists heading west on Arendell St / US-70W turn right onto 4<sup>th</sup> St.
  - Cones maintain westbound traffic merged into single lane through intersection
  - Officers controlling the intersection
- Cyclists heading north on 4<sup>th</sup> St. run left onto Bridges St.
  - Volunteer provides directional indication



### (Morehead City) Bridges St. at N. 20<sup>th</sup> St.

- Cyclists heading west on Bridges St turn right onto N 20<sup>th</sup> St.
  - Officers controlling the intersection



### (Morehead City) N. 20<sup>th</sup> St. at Blair Farm Pkwy

- Cyclists heading north on N 20<sup>th</sup> St turn right onto Blair Farm Parkway
  - Volunteer provide directional indicators.



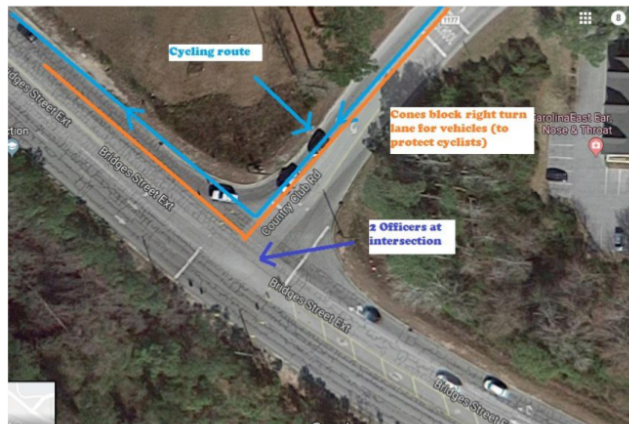
### (Morehead City) Blair Farm Pkwy at Country Club Rd.

- Cyclists heading east on Blair Farm Parkway turn left onto Country Club Rd.
  - Volunteer provide directional indicators.



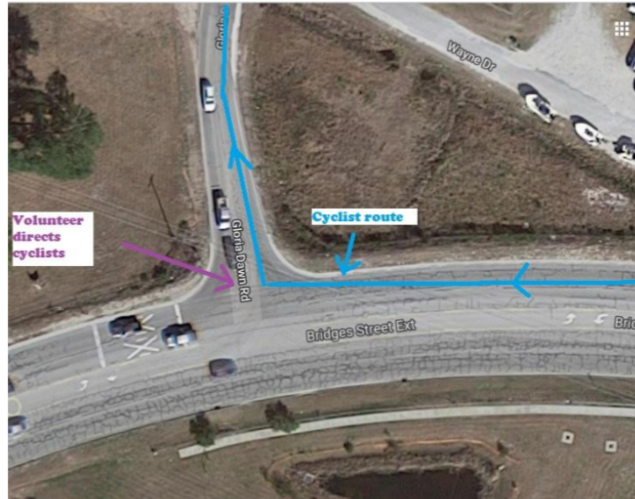
### (Morehead City) Country Club Rd. at Bridges St. Ext.

- Cyclists heading south on Country Club Rd turn right onto Bridges St. Extension
  - Cones block right turn lane on Country Club Rd. for vehicles
  - Cones maintain vehicle/cyclist separation beyond the intersection
  - Officers direct traffic at the intersection



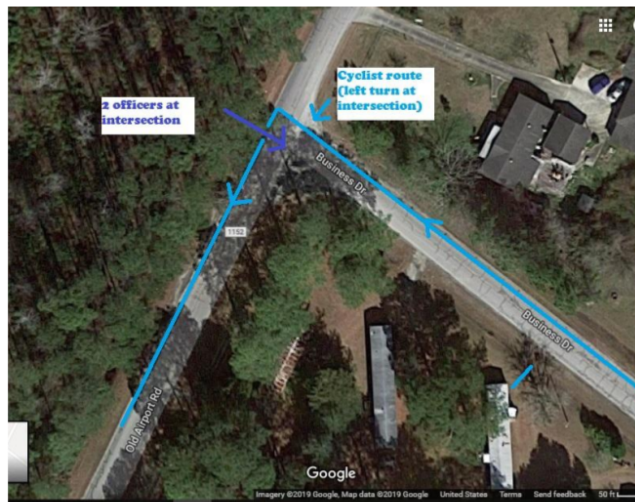
### (Morehead City) Bridges St. Ext. at Gloria Dawn Rd.

- Cyclists heading west on Bridges St. Extension turn right onto Gloria Dawn Rd.
  - Volunteers provide directional indicators.



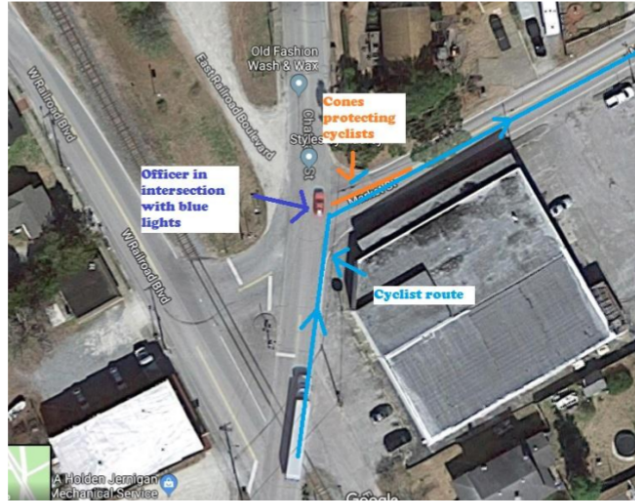
### (Morehead City) Business Dr. at Old Airport Rd.

- Cyclists heading west on Business Dr. turn left onto Old Airport Rd.
  - Officers direct traffic and vehicles at the intersection.



### (Newport) E. Chatham St. at Market St.

- Cyclists heading north E. Chatham St. turn right onto Market St.
  - Cones on Market St. protect cyclists from drifting into the westbound lane of Market St.
  - Officer directs cyclists and vehicles at the intersection.



### (Newport) Market St. at Orange St. and Newport Loop Rd.

- Half-distance cyclists merge with full distance cyclists at Market St. and Orange St.
- Road closures at Market St, Orange St, and Newport Loop Rd. allows full use of Market St. to enable safe merge using cones.



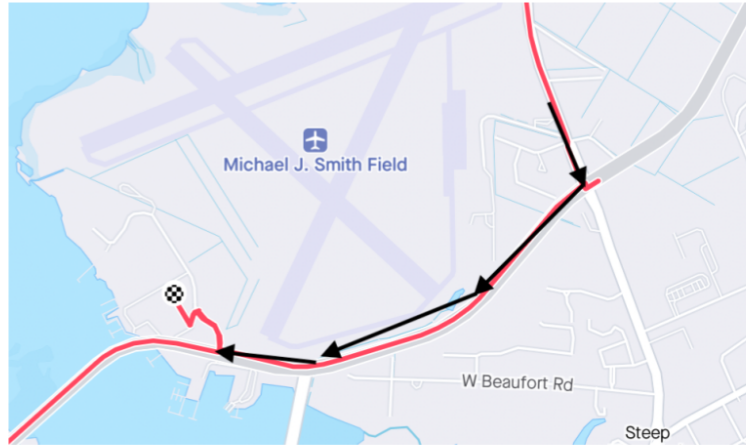
### (Beaufort) Tuttle's Grove Rd. at Steel Tank Rd.

- Cyclists traveling in both directions on Tuttle's Grove Rd crossing the Stop sign controlled intersection at Steel Tank Rd.
  - Officer will direct cyclists and vehicles at the intersection



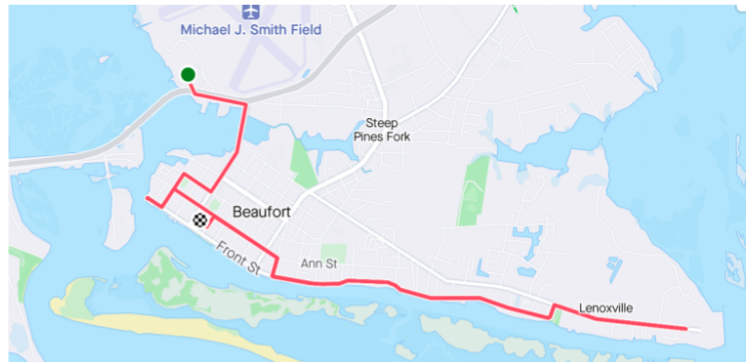
### (Beaufort) NC-101 at US-70W

- Cyclists traveling south on NC-101 turn right onto US-70W
  - Cones close the right hand turn lane from NC-101 to US-70W for vehicles
  - Cones maintain right hand shoulder on US-70W from east of NC-101 to West Beaufort Ext.
  - Officers control the intersection at US-70W at NC101
  - Patrol vehicle with lights in advance of the intersection on NC-101 warn vehicles



### (Beaufort) East end of Front Street and Lennoxville Roads.

- Runners on the east end of Front Street and Lennoxville Road with Beaufort PD controlling traffic



## Intersections for CCT Bike & Run Portion

Civilian Staff / Police Staff

### Bike Portion:

#### US 70 Bypass

- US 70/ West Beaufort Road Ext. (06:30- 09:00)
- US 70/ NC 101 (09:00 – 13:30)

### Run Portion:

Turner St./ Cedar St. (Straight Through) \*\*

Turner St./ Broad St. (Right Turn)

Broad St./ Orange St. (Straight Through) \*\*

Broad St./ Moore St. (Left Turn)

Moore St./ Ann St. (Straight Through, Right Turn Back) \*\*

Moore St./ Front St. (Right Turn, Left Turn Back) \*\*

Ann St./ Orange St. (Straight Through)

Ann St./ Turner St. (Straight Through) \*\*

Ann St./ Craven St. (Straight Through, Left Turn Back)

Ann St./ Queen St. (Straight Through)

Ann St./ Pollock St. (Straight Through) \*\*

Ann St./ Marsh St. (Straight Through) \*\*

Ann St./ Live Oak St. (Straight Through) \*\*

Ann St./ Gordon St. (Right Turn, Left Turn Back) \*\*

Gordon St./ Front St. (Left Turn, Right Turn Back) \*\*

Front St./ Lennoxville Rd. (Right Turn, Left Turn Back) \*\*





**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, March 13, 2023**

**AGENDA CATEGORY:** Items for Discussion and Consideration

**SUBJECT:** Music in the Park Concert Series

**BRIEF SUMMARY:**

The Beaufort Business Association has submitted a request to host Music in the Park for 29 consecutive Thursday evenings starting on April 13 and ending on Oct. 26. Each of these events would include amplified music and alcohol sales on Town property from 5-8 p.m. weekly. The BBA would have the park reserved weekly from 4 – 9 p.m. with an hour on either side of the event for set-up and breakdown.

In the past, the Town, under the guidance of the Police Chief, has waived the event alcohol requirement to hire 2 off-duty officers to provide security at the \$50 an hour rate. Chief Burdette has reviewed this application and states that he is still comfortable with waiving this requirement as these have historically been low impact family friendly events. However, should the events grow in size this requirement to hire officers could be reinstated at the direction of the Police Chief.

The BBA has also requested the Town consider waiving the event electricity fee. The rate is \$50 per event to equal \$1,450 over the 29 requested events.

Additionally, the BBA has requested the Town to provide lighting in the park. Staff recommends the existing lighting is all that the Town provide for these events and not enter into an agreement as a result of this event request to provide additional lighting.

The event request has been reviewed by the Police and Fire Chiefs and they did not express any public safety concerns with the event series.

After BOC approval, staff provides event organizers a letter to submit to the State regarding alcohol sales for one-time events and one-time ABC permits stating the Town has waived its ordinances for the specific date and time. Staff is comfortable providing a letter if approved; however, due to the 29 consecutive weeks, a lease may be required. If something more than a letter is required, staff will need BOC approval to provide such documentation.

**REQUESTED ACTION:**

Request approval or disapproval of the event for 29 weeks. If approved as requested, the approval would include the usage of John Newton Park for 29 consecutive Thursdays with approval to sell and serve alcohol on Town property with the alcohol security requirement waived contingent on the Chief of Police’s ongoing monitoring of the events and approval of the waiver. The BBA has also asked the BOC for a reduction in the electrical fee and for the Town to light the park.

**EXPECTED LENGTH OF PRESENTATION:**

10 minutes

**SUBMITTED BY:**

Rachel Johnson, Events Coordinator on behalf of the Crystal Coast Triathlon

**BUDGET AMENDMENT REQUIRED:**

No



**APPLICATION FOR SPECIAL EVENT PERMIT**

Please return completed application form with permit fee and paperwork to:

Events Coordinator, Town of Beaufort  
 701 Front Street  
 P.O. Box 390  
 Beaufort, NC 28516  
 Phone: (252) 728-2141 Email: [r.johnson@beaufortnc.org](mailto:r.johnson@beaufortnc.org)

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

**EVENT BASICS**

Event Name: MUSIC IN THE PARK "LIVE ON THURSDAYS"

Location of Event Site: JOHN NEWTON PARK

(If more than one site is being requested please be specific and list each one individually below)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Run by: BEAUFORT BUSINESS ASSOCIATION

Applicant (Organizer) Name: SUSAN SANDERS Contact # 252 241-4485

Day of Event Contact #: EVERY THURS 4/13 - 10/26 Email: susanrsanders@gmail.com

Type of Event:

- Festival
- Parade
- 5K Race
- 10K Race

- Music Event
- Other \_\_\_\_\_

Actual Event Date(s): THURS 4/13 - 10/26 Time of Event: 5-8 PM

Set-Up Date: DAY OF EVENT Start Time: 4pm

Tear Down Date: DAY OF EVENT End Time: 9pm

Estimated Attendance: 50-75 Admission Fees: FREE

Event Description:

LIVE MUSIC IN JOHN NEWTON PARK. BBA WILL SELL BEER, WINE. ATTENDEES WILL BRING LAWN CHAIRS, USE PARK BENCHES. FAMILY FRIENDLY EVENT  
GOAL: GET PEOPLE TO BEAUFORT TO SHOP & DINE.

**ORGANIZER/APPLICANT INFORMATION**

Name of Organization: BEAUFORT BUSINESS ASSOCIATION (BEAUFORT DEVELOPMENT ASSOC.)

Primary Contact Person: SUSAN SANDERS

Mailing Address: PO BOX 516 BEAUFORT NC 28516

Email: susanpsanders@gmail.com

Daytime Phone #: 252-241-4485 Cell Phone #: Same

Alternate Contact Person: NELSON OWENS Phone #: 252-342-1427

Is your group a non-profit organization? YES If yes, please provide documentation with your application.

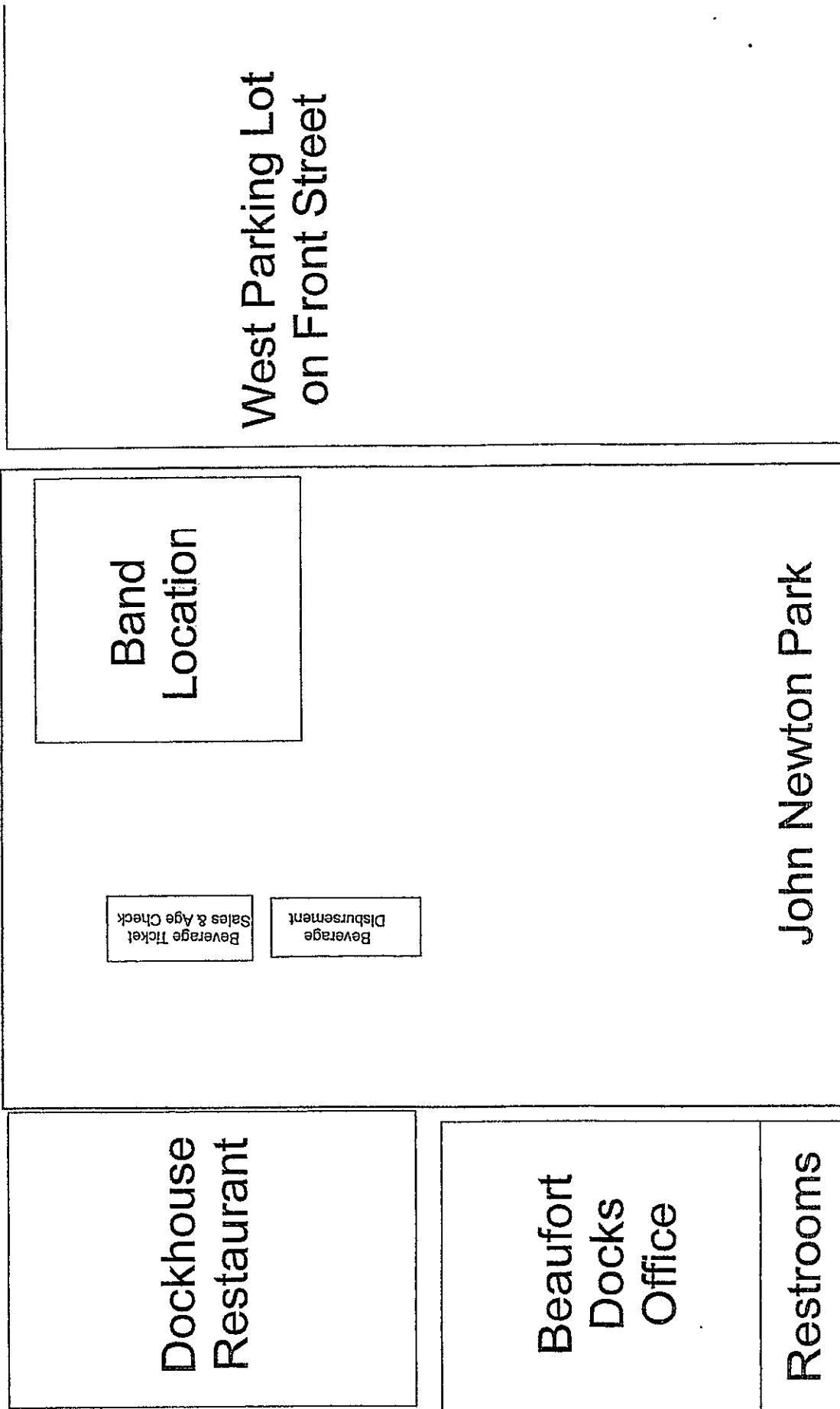
**SITE PLAN**

Site Plan Attached

- Yes
- No

(If you need help, please set up a meeting with the Town of Beaufort's Events Coordinator)

**Boardwalk and Docks**



**Live on Thursdays/Music in the Park**

A detailed site plan must be included with your event application. The following, should they be relevant, must be included in your Site Plan.

- Location of all tents and temporary structures
- Location of requested barricades and road closures
- Emergency exits
- Fire extinguishers, propane storage
- Location of command post, medical & first aid station, emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, etc.
- Food/refreshment tent vendors, refreshment tents
- Food Trucks
- Location of Restrooms
- 5K/10K race routes

If the Site Plan is not submitted with the event application, the deadline is 45 days before the event, otherwise a permit will not be issued.

## PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

- East Parking Lot
- West Parking Lot
- Craven Street Parking
- Middle Lane
- John Newton Park
- Lynn Eury Park
- Grayden Paul Park
- Topsail Marine Park
- Other Please list: \_\_\_\_\_

**Specific Requirements:** (Extra trash cans/recycling/electrical etc.) Please be specific and include each item on the Site Plan for the desired location. Please note extra charges may apply in accordance to the fee schedule. (Trash/Recycling Carts: \$10 each, Electricity: \$50)

NEED ELECTRICITY FOR BAND . NEED LIGHTING IN THE PARK FOR THE  
EARLY AND LATE MONTHS. ANY CHANCE FOR A BREAK ON THE ELECTRICITY SINCE  
EACH EVENT ONLY LASTS 3 HOURS ??

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# OTHER EVENT DETAILS

Please provide the name and contact information of all outside companies who are providing services during your event. IE: Tent Rentals, Inflatable Rentals, Port-A-Pottie Rentals, etc.

\_\_\_\_\_  
\_\_\_\_\_

Will there be canon/re-enactment fire during your event? \_\_\_\_\_ If yes, please coordinate with the Beaufort Fire Department for safety procedures.

# ALCOHOL

Alcohol at the event YES  NO  Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$50 per hour for the duration. (The Police Chief will review the application for exceptions.) All local, state and Federal laws must be adhered to.

*I/we have read, understand and will comply with the rules outlined by the Town of Beaufort in the Town Code of Ordinances as well as in the Event Procedures.*

X Susan R. Sanders (Applicant's Signature)

# ROAD CLOSURES

Does your event require a road closure? \_\_\_\_\_ YES  NO

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time

*If a road closure has any impact on area businesses and/or residents, the applicant will be required to inform all residents and/or businesses in the area of the road closure, by letter or hand-delivered flyer at least 14 days in advance of the event, of the particulars of the approved temporary road closure and any detour route available.*

**Emergency Vehicle Access Requirements:** A road may be closed to regular traffic during an event, but an unobstructed fire lane must be left open at all times for emergency vehicles.

## PARKING/PARKING LOTS

5.

Parking lots required for Event set-up: (Please mark on the site map if applicable) (Please note charges may apply. The rate is \$18 per day per space in the East & West parking lots and \$9 per on street parking space per day for special event closure during Pay-To-Park season).

Please list all parking lots and spaces you are requesting. Spaces are numbered so please be specific. Also please note that parking space closures MUST be approved by the Board of Commissioners. Event organizers are not permitted to acquire additional spaces without Town permission prior to an event.

Please list off-site Parking Location for Vendors & Event Staff: A letter of permission is required for the use of private property per the event procedures. Please include this with your event application.

Bicycle Parking: Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Handicap Parking: Yes \_\_\_\_\_ No \_\_\_\_\_ Location: \_\_\_\_\_

Event Parking: (Please outline your plan for day of parking for event attendees. Please include parking lot locations and the name/contact information for any shuttle/trolley service):

## PARADE/WALK INFORMATION

Parade Assembly Area: \_\_\_\_\_ Time: \_\_\_\_\_

Parade Dismissal Area: \_\_\_\_\_ Time: \_\_\_\_\_

Parade Start Time: \_\_\_\_\_

## EMERGENCY MANAGEMENT

Route Map Attached: \_\_\_\_\_ YES  NO (Please note a route map is required)

Designated Emergency personal/liaison (onsite): SUSAN SANDERS

Cell #: 252.241.4485 Other Contact: NELSON OWENS 252.242.1427

How will your event staff react to severe weather?

CANCEL EVENT

How will you alert visitors to the event to evacuate the site? (If multiple sites are being requested, a plan must be submitted for each location)

USE PA SYSTEM TO DISBURSE CROWD

**RISK ASSESSMENT**

It is important for Event Organizers to identify risks and hazards associated with their event and know how to prevent these risks. Please identify possible risks for your event and list below (weather, food, fire, etc.) Please provide details.

THUNDERSTORMS, LIGHTENING

What training will you provide to your volunteers/staff/participants regarding emergencies?

WILL MONITOR WEATHER VISUALLY AND DIGITALLY AND ANNOUNCE EVACUATION VIA PA SYSTEM

**TENTS**

Will you have tents at your event?  YES  NO

Please list the tent sizes: 10X10 POP UP TENTS

If your event includes tents, you must make arrangements with the Beaufort Fire Department for a tent permit. There is a \$50 fee. Please contact Tammy Turek at (252) 728-4325 to make arrangements. The Tent Permit Application and a list of requirements are available online at [www.beaufortnc.org](http://www.beaufortnc.org).

**FOOD**

Will there be food served at your event?  YES  NO

If yes, please provide a detailed list of all food vendors.

If yes, have you contacted the Carteret County Health Department to set up inspections?  YES  NO

All food vendors must have proper licensing, inspections, etc.

# VENDORS

Will there be vendors selling items at your event? \_\_\_\_\_ Yes  No JUST OUR ORGANIZATION SELLING BEER + WINE

Please note vendors are only permitted to sell during the event hours listed on this application. Any vendor selling before or after the listed hours is in violation and subject to being shut-down.

All vendors must have proper certifications and licenses. They must display the required state sales and use tax information and the event organizer must keep all of this information on file pursuant to North Carolina State laws.

# CHECKLIST

Please submit the following documents with your event application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Tent Permit
- Detailed Site Plan
- Detailed Route Map (Parade/5K/10K)
- Map of Road Closures
- ABC Permit
- Health Inspection Documentation
- Insurance
- Non-profit documentation
- Private property parking permission letter
- List of food vendors
- List of vendors
- Application Fee
- Application Signature

I/We the event organizer SUSAN R SANDERS, on behalf of BEAUFORT BUSINESS ASSOC., the party requesting the use of the Town of Beaufort facilities noted in the above application do hereby hold and save harmless and agree to indemnify the Town of Beaufort and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all liability, actions, debts, suits, demands, costs, damages and expenses whatsoever arising wither directly or indirectly as a result of the use of the Town of Beaufort's facilities, park, road or other and in accordance with the provisions contained in this policy. I/We have read and understand this application, the event procedures and the requirements placed upon this applicant and organization. I agree to abide by the Town of Beaufort rules, regulations and ordinances.

Applicant's Signature Susan R Sanders Date 2/28/2023

### Internal Use Only

Permission is granted to the applicant and/or sponsoring organization to use the streets/facilities/parks as listed in the application for the special event described.

Permit Issue Date: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_

Insurance Certificate: Yes \_\_\_ No \_\_\_  
 Permit Fee: Yes \_\_\_ No \_\_\_  
 BOC Approval Date: \_\_\_\_\_  
 Police Chief Approval: \_\_\_\_\_  
 Fire Chief Approval: \_\_\_\_\_