



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 Work Session Meeting
4:00 PM Monday, November 25, 2024
Train Depot, 614 Broad Street**

Call To Order

Roll Call

Agenda Approval

Presentations

1. Town of Beaufort Economic Development Strategic Plan

Items for Review and Discussion

1. Sewer Allocation Reservation Request- Beaufort Club- Enclave
2. Phase Two UDO Development Draft Contract
3. Carteret Community College MOU
4. Parks & Recreation Advisory Board Recommendations for the West End of Ann Street
5. Beaufort Waterfront Operations and Finance Committee Update

Adjourn



Town of Beaufort, NC

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

**Town of Beaufort Board of Commissioners Workshop Meeting
4:00 PM Monday, November 25, 2024 – Train Depot, 614 Broad Street, Beaufort, NC**

AGENDA CATEGORY: Presentation
SUBJECT: Town of Beaufort Economic Development Strategic Plan – Ms. Samantha Darlington

SUMMARY:

In March 2024 the Board of Commissioners adopted a resolution for the Department of Commerce (DOC) to develop an Economic Development Strategic Plan for the Town of Beaufort in the event the Town consider applying to become part of the Main Street program and to provide a path to improving economic stability throughout the community.

In April staff began working with Ms. Samantha Darlington (DOC) by conducting tours of the Town and development of a steering committee to aid in the development of the plan. At the end of April, twelve citizens agreed to participate including two Town Commissioners.

The committee met every month from May to September and provided feedback on various topics from vision statements to strengths and opportunities for the community. At the conclusion of the process a number of goals and objectives were developed that were attainable for the community within the next year which are included in the study itself which is attached.

The presentation by Ms. Darlington will focus on key aspects of the plan and next steps for the Town to consider through the recommended goals and objectives.

REQUESTED ACTION:

Endorsement of the Economic Development Strategic Plan

SUBMITTED BY:

Kyle Garner



Town of Beaufort

Economic Development Strategic Plan

2025-2030



**NC DEPARTMENT
of COMMERCE**
RURAL ECONOMIC
DEVELOPMENT

Table of Contents

Acknowledgements

Executive Summary

Setting and Background

Setting

Existing Plan Review

Planning Process

Local Work Group Establishment & Involvement

Asset Mapping

SWOT Analysis

Stakeholder Interviews

Strategic Plan Development & Adoption

Plan Implementation, Monitoring, & Evaluation

Plan Implementation

Monitoring and Evaluation

Economic Positioning Statement/Vision

Economic Development Strategies

Goals

Recommended Workplans

Appendices

Funding & Resource Guide

Retail Marketplace Snapshot



**NC DEPARTMENT
of COMMERCE**
RURAL ECONOMIC
DEVELOPMENT

Acknowledgements



Town of Beaufort Board of Commissioners

- Sharon Harker, Mayor
- Melvin Cooper, Mayor Pro Tempore
- Paula Gillikin, Commissioner
- John LoPiccolo, Commissioner
- Charles “Bucky” Oliver, Commissioner
- Sarah Spiegler, Commissioner

Beaufort Local Work Group

- Melvin Cooper
- Gene Foxworth
- Jacob Hardesty
- Trey Hardesty
- Perry Harker
- Robert Harper
- Barbara Francis Heckman
- Rod Kirk
- Joyce Matthews
- Nelson Owens
- Sarah Spiegler
- Victoria Washington
- Kyle Garner, Town Planner

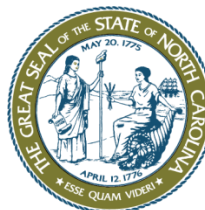
The North Carolina Main Street & Rural Planning Center (MS&RP)

NC Main Street & Rural Planning Center’s Rural Planning Program, which is responsible for facilitating strategic economic development planning and implementation services, worked with the Town of Beaufort staff to facilitate the strategic planning process for the Town of Beaufort Economic Development Strategic Plan (2025—2030).

Main Street & Rural Planning (MS&RP) staff would like to thank and recognize all who contributed their time and efforts to the development of the Town of Beaufort Economic Development Strategic Plan. The plan centers around economic development strategies that adopt a place-based approach to economic development. This refers to strategies that build upon existing assets, take incremental actions to strengthen the community, and build long-term value to attract a range of investments. The plan identifies strategies, goals, objectives, priority project development and implementation actions.

The Town of Beaufort Economic Development Strategic Plan was prepared by:

Samantha Darlington
 Community Economic Development Planner, Southeast Region
 North Carolina Department of Commerce
 Email: samantha.darlington@commerce.nc.gov



NC DEPARTMENT
of COMMERCE
RURAL ECONOMIC
DEVELOPMENT



Plan Review & Adoption

A draft of the Town of Beaufort Economic Development Strategic Plan (2025—2030) was produced in October 2024 and shared with the Town of Beaufort’s Local Work Group for review. Following review, the Town of Beaufort Board of Commissioners adopted the plan on _____.



Economic Positioning Statement

Beaufort is a small, vibrant town on the coast of Eastern North Carolina renowned for its environmental significance, rich history, and cultural experiences. Supported by a strong community fabric of residents and local businesses, Beaufort promotes sustainable growth for residents and visitors alike with an emphasis on physical and social connectivity

Executive Summary

The population of the Town of Beaufort is approximately 4,500. Located in Carteret County, the town is the county seat and important contributor to the regional economy. Beaufort is blessed with an abundance of beautiful natural resources and deep-rooted history that attract residents and visitors alike. Currently, tourism is the largest contributor to their economy.

The Town of Beaufort collaborated with the N.C. Department of Commerce, Rural Economic Development Division staff members and local stakeholders through a strategic planning process to identify and develop assets that present economic growth opportunities. Strategy development focused on leveraging assets to encourage small business development, enhance quality of life for residents, plan for asset and infrastructure development, position the community to grow sustainably, and protect critical natural assets for resiliency.

The planning process was tailored to meet the specific needs, goals, and opportunities that local stakeholders identified. This strategic plan was drafted using input from the Town of Beaufort Commissioners, stakeholder interviews, and members of the local work group, which were appointed by the Mayor Sharon Harker, and staff of the North Carolina Department of Commerce.

While the report is for the town as a whole, the workgroup created two different workplans: one for the whole town and one for downtown. This was to ensure that both areas were properly addressed. Each has its own vision and set of recommendations. The plan includes a total of 5 Strategies, 14 objectives and 39 recommendations. These objectives and recommendations should serve as guideposts for the appointed and elected officials of the Town of Beaufort in serving residents and visitors.

Executive Summary

This plan makes a total of 23 recommendations for actions under three priority strategies. These priority strategies and goals include:

⇒ **Strategy 1: The Town of Beaufort is renowned for its environment, culture, and history.**

Goal 1: Promote the history, arts, and cultural assets that are outside the downtown area, making sure to include underrepresented parts of the community.

Goal 2: Protect and restore the town’s environmental assets.

⇒ **Strategy 2: The Town of Beaufort promotes sustainable growth for residents and visitors.**

Goal 3: Achieve a balanced approach of residential and commercial growth.

Goal 4: Enhance workforce housing initiatives to support local employment.

⇒ **Strategy 3: The Town of Beaufort is physically and socially connected**

Goal 5: Enhance the physical connectivity of Beaufort.

Goal 6: Strengthen the social connectivity and community engagement within the town.



This plan makes a total of **23** recommendations for actions under three priority strategies.

Downtown Executive Summary

Economic Positioning Statement: *Downtown Beaufort is a vibrant, accessible waterfront destination on the coast of Eastern North Carolina renowned for its rich history, maritime activities, and cultural experiences. Supported by a strong fabric of local businesses, downtown Beaufort provides residents and visitors with a variety of shopping, dining, and events.*

This plan makes a total of 20 downtown recommendations for actions under two priority strategies. These priority strategies and goals include:

⇒ **Strategy 1: Downtown Beaufort is a vibrant and accessible waterfront destination.**

Goal 1: Enhance parking accessibility and convenience.

Goal 2: Foster an inclusive and welcoming atmosphere downtown.

⇒ **Strategy 2: Downtown Beaufort has a strong fabric of local businesses with a variety of shopping, dining, and events.**

Goal 3: Grow downtown’s commercial footprint and increase foot traffic on adjacent streets.



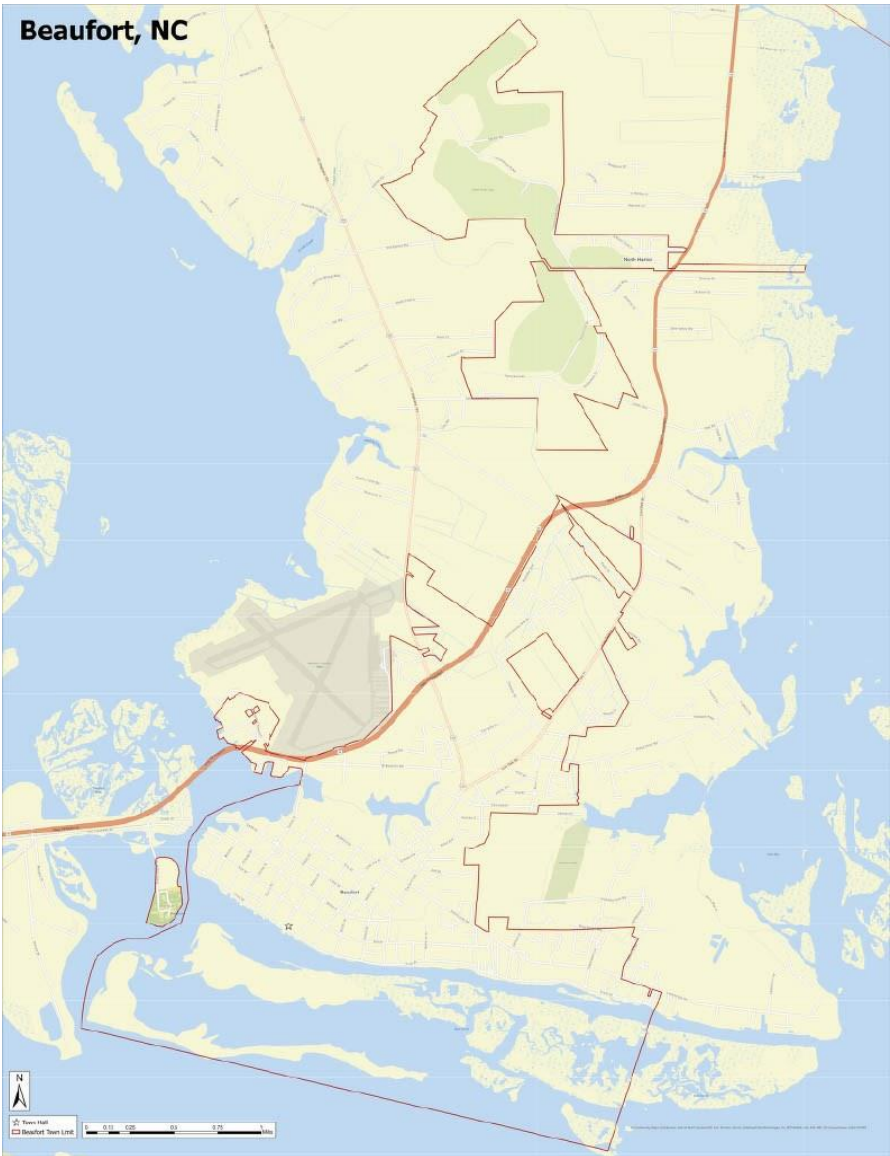
This plan makes a total of **20** recommendations for actions under two priority strategies.

Setting

The Town of Beaufort

Beaufort, North Carolina, is a historic coastal town situated in Carteret County. It was settled in 1709 and later incorporated in 1723. Renowned for its charming waterfront, Beaufort boasts a vibrant blend of rich history, picturesque scenery, and a thriving maritime culture. With a population of approximately 4,500 residents, the town serves as a gateway to the Crystal Coast, attracting both tourists and new residents seeking a coastal lifestyle.

The local economy is predominantly driven by tourism, marine industries, and small businesses. Fishing, boating, and eco-tourism are significant contributors to local livelihoods, providing not only jobs but also fostering a culture that values the town's natural resources. The town's strategic location along the Intracoastal Waterway and proximity to major highways facilitates trade and commerce, while its scenic beauty and recreational opportunities draw visitors year-round. Beaufort's historic downtown area, characterized by well-preserved 18th and 19th-century architecture, serves as a focal point for economic activity, featuring local shops, restaurants, and cultural attractions.



Residents enjoy a lifestyle deeply connected to the water, as the town is framed by the scenic Beaufort Inlet and the lush landscapes of surrounding salt marshes. The community is diverse, with a mix of long-time locals and newcomers who are drawn to the area's natural beauty and recreational opportunities. Beaufort's active engagement in local events, such as the annual Beaufort Pirate Invasion and the Beaufort Music Festival, fosters a strong sense of identity and pride among residents. The town also benefits from a variety of community organizations and volunteer initiatives that promote environmental stewardship and social well-being.

As Beaufort navigates the challenges of growth and development, community members are eager to engage in discussions about sustainable practices that honor their heritage while promoting economic resilience. This collaborative spirit sets the foundation for a strategic economic development plan aimed at enhancing opportunities for all residents.

Background

Existing Plan Review:

In an effort to complement and build upon subsequent community planning efforts, staff assembled and reviewed other relevant plans and documents. This review provides valuable insight and helps avoid duplication or contradictions of past planning proposals. The following documents were reviewed and considered during the planning process:

Town of Beaufort Comprehensive and CAMA Land Use Plan

The Town of Beaufort's Comprehensive and CAMA Land Use Plan represents a collaborative effort over nearly two years to outline the community's vision and goals for future growth and development. It was adopted by the Beaufort Board of Commissioners in October 2023. Integrating both comprehensive land use planning and compliance with the Coastal Area Management Act (CAMA), the plan fulfills requirements under NC General Statutes 160D-501 and CAMA regulations (15A NCAC 07B.0702). It begins with a thorough analysis of Beaufort's current socioeconomic and demographic profile, historical trends, and anticipated future conditions, providing a solid foundation for strategic decision-making. Public engagement played a crucial role, ensuring that community values and aspirations shaped the plan's development. The resulting community goals encompass a wide range of issues including environmental protection, resiliency, housing, infrastructure, economic development, transportation, town character, diversity, and inclusion.

Central to the plan is the Future Land Use Map (FLUM) and associated character areas, which project an idealized vision for Beaufort's built and natural environments. This map guides future development in alignment with community goals and aspirations. Addressing CAMA requirements, the plan discusses key management topics and categorizes recommendations into CAMA Policies and Implementation Items, ensuring compliance with state regulations and facilitating consistency in permit applications and plan implementation. Throughout the process, the Board of Commissioners provided guidance, emphasizing specific considerations such as flood hazard mitigation, wetlands protection, and resilience strategies. While the plan's contents are advisory rather than regulatory, they serve as a comprehensive roadmap for the town.

Resilient Beaufort Plan

The Resilient Beaufort Plan is a strategic initiative developed to address the significant threats posed by coastal and climate hazards such as sea level rise, flooding, and storm surge to the Town of Beaufort. As a frontline coastal community, Beaufort is highly vulnerable to these hazards, which can disrupt daily life and have widespread impacts.

Funded through a grant from the North Carolina Division of Coastal Management's North Carolina Resilient Coastal Communities Program (RCCP), the plan envisions making Beaufort a leader in climate and coastal adaptation. Key goals include integrating climate change considerations into all infrastructure and budgeting decisions, reducing the impact of flooding events, especially in disadvantaged neighborhoods, and managing natural shoreline loss. Additionally, the plan emphasizes collaboration with the Rachel Carson Reserve to protect coastal habitats and ensures that people are either supported in their current neighborhoods or relocated as necessary, with reclaimed areas serving as green space buffers.

Overall, the Resilient Beaufort Plan focuses on enhancing the town's resilience to future climate and coastal challenges through comprehensive planning and community-driven solutions.

Background

Town of Beaufort Bicycle and Pedestrian Master Plan

The Town of Beaufort's Bicycle and Pedestrian Master Plan, adopted in 2018, focuses on enhancing connectivity and street aesthetics in its historic community. The plan was developed in response to the impact of the new US 70 Bypass and includes specific design recommendations based on crash data and public input. Residents and business owners actively contributed neighborhood-level recommendations to improve pedestrian and bicyclist infrastructure. The overarching goal is to enrich the quality of life in each community area, ensuring that all endorsed recommendations reflect informed decision-making and community input. Challenges such as traffic shifts due to the bypass construction, issues with pedestrian and bicyclist safety, and maintenance deficiencies on corridors like Cedar, Turner, and Live Oaks were identified and addressed through a comprehensive process. Guided by principles of Complete Streets, stormwater management, safety, and development integration, the plan aims to create safer and more attractive pedestrian and bicycling environments throughout Beaufort, aligning with community values and enhancing overall street network functionality.

Town of Beaufort Parks and Recreation Comprehensive Plan

The Beaufort Parks and Recreation Comprehensive Plan highlights the town's commitment to maintaining and enhancing its reputation as a premier destination for adventure and yachting. Established in 2011, the Beaufort Parks and Recreation Advisory Board (BPRAB) has played a crucial role in developing and managing the town's recreational facilities and open spaces.

Key achievements include the renovation of Louis Randolph Johnson Jr. Memorial Park and the implementation of popular programs such as the annual kayak lottery and community festivals. The plan outlines a detailed inventory of the town's eight parks and additional recreational facilities, reflecting on past accomplishments and ongoing projects.

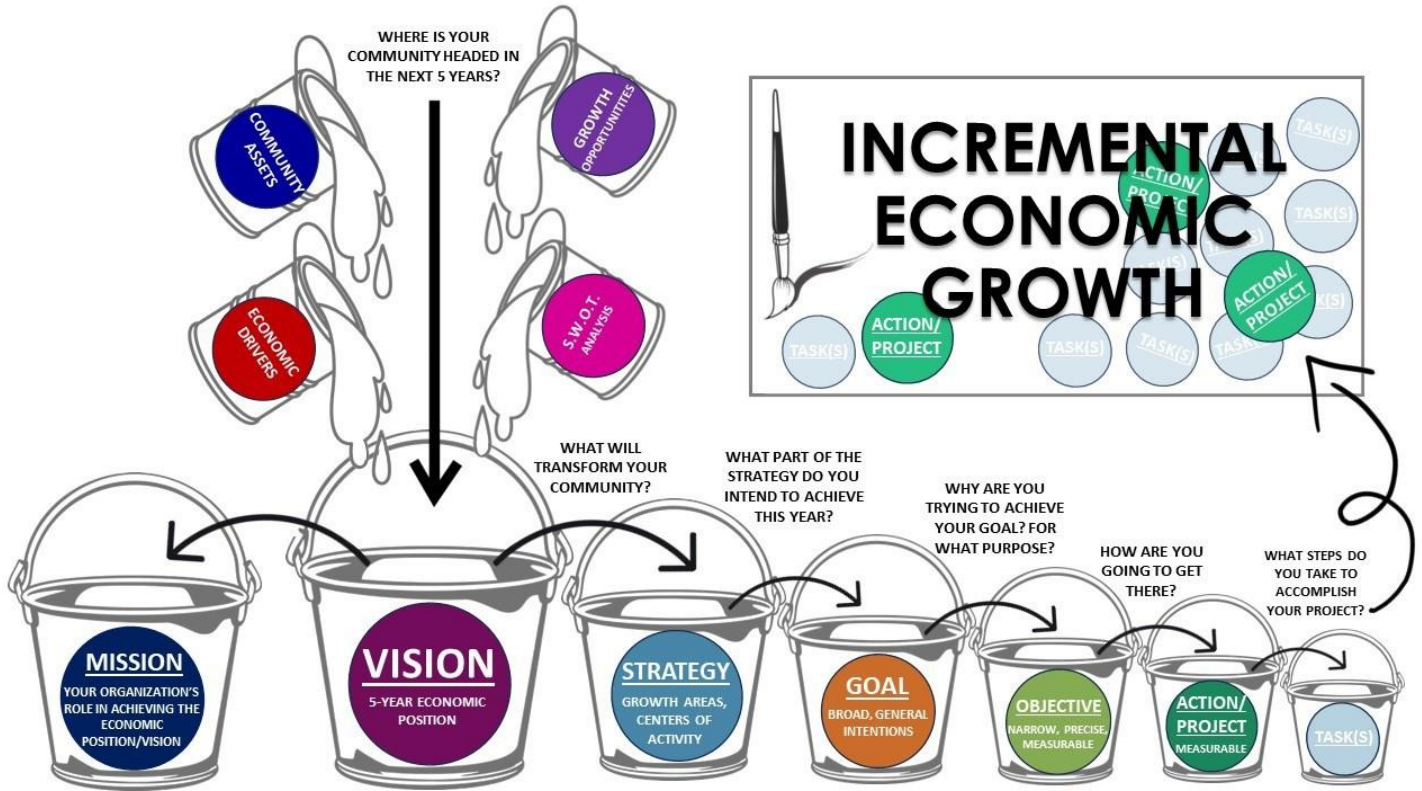
Looking ahead, the plan emphasizes the need to expand recreational spaces and public water access, secure funding, and ensure safe walking and biking routes. Future efforts will continue to focus on meeting community needs and enhancing the quality of life for residents. The BPRAB's guiding principles and comprehensive community assessments guide resource allocation and project development, ensuring that Beaufort remains a vibrant and recreationally rich community.

Pamlico Sound Hazard Mitigation Plan

The Pamlico Sound Hazard Mitigation Plan, covering Carteret, Craven, Pamlico, and Beaufort Counties in North Carolina, aims to reduce the impacts of natural and human-caused hazards through coordinated planning and mitigation strategies. Developed in compliance with federal requirements under the Disaster Mitigation Act of 2000, the plan ensures eligibility for federal disaster assistance programs administered by FEMA. It was crafted collaboratively by a Hazard Mitigation Planning Committee representing local governments, agencies, citizens, and stakeholders. The plan encompasses a comprehensive risk assessment that identifies and profiles high and moderate priority hazards such as coastal erosion, floods, hurricanes, wildfires, and others. It evaluates each jurisdiction's vulnerability and capacity to mitigate these hazards, proposing specific actions and strategies for implementation. The plan's framework supports ongoing monitoring, updates, and adoption by participating jurisdictions, reinforcing resilience and disaster preparedness across the Pamlico Sound region.

An update on this plan is currently underway

Planning Process



NC Main Street & Rural Planning Center Strategic Plan Development Process

Under the REDD, MSRP Center staff facilitated the strategic planning process with participation from the local government and an established local work group. This work group was comprised of individuals with a vested interest in leveraging Beaufort’s assets to enhance economic development. The planning process employed established planning methods including economic and associated data, asset mapping, economic driver identification, SWOT analysis, stakeholder interviews, local work group discussions, and more. The planning process was tailored to meet the specific needs, goals, and opportunities that local stakeholders identified.



Local Work Group Establishment and Involvement

A discussion about the work group makeup was held with the Town of Beaufort staff. Members of the group represented a wide swath of the community from Carteret Community College to private business owners to local volunteer groups. The work group actively participated in the six meetings that were held from May 2024 to October 2024. Some of the work group responsibilities were to vet information presented, partake in activities such as asset mapping that fleshed out potential economic development ideas, provide stakeholders to interview, and review the final report and plan of work. The work group provided sound guidance for the plan of work. Specific members of the work group were tasked with actions and tasks. The group also identified partners and resources to achieve the goals laid out in the plan of work.

A full outline of the work group meetings can be seen in the table below.

Meeting Date	Topics
April 4, 2024	Beaufort Site Tour ⇒ Tour of Town Assets and Opportunities
May 2, 2024	Meeting #1 ⇒ Overview of the MS&RP Strategic Planning Process ⇒ Presentation of Economic Market Data ⇒ Brainstorming Economic Drivers Exercise ⇒ Asset Mapping Exercise
June 6, 2024	Meeting #2 ⇒ Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis ⇒ Survey Results
July 11, 2024	Meeting #3: ⇒ Stakeholder Interview Results ⇒ Identifying Common Themes Exercise ⇒ Visioning Exercise ⇒ Identify Areas of Focus
August 8, 2024	Meeting #4 ⇒ Review Economic Positioning Statement ⇒ Drafting Economic Development Strategies, Goals, and Objectives
September 12, 2024	Meeting #5 ⇒ Create Downtown Vision ⇒ Draft Economic Development Strategies, Goals, and Objectives for Downtown
October 10, 2024	Meeting #6 ⇒ Review Final Report ⇒ Review Final Presentation to give to the Board of Commissioners

Asset Mapping

Asset Type	Definition	Examples
Economic Assets	Goods, services, information, etc., produced, exchanged & consumed in/by a community.	Businesses/Industries, Services, Business Clusters, Buildings/Structures/Districts, Downtowns, Commercial Activity Nodes, Industrial Parks/Warehouse Districts, Infrastructure, Workforce.
Cultural Assets	Tangible, such as: buildings, sites or places. Intangible, such as the stories and traditions that define a community’s identity	Museums, Mills (Former), Buildings/Architecture, National Register Districts/ Properties, Music/Art/Dance, Writers, Festivals and Events, Language, Occupations, Traditions/Values, History/Heritage.
Natural Assets	Relating to/of the natural environment. Recreational — relating to/denoting activity done for enjoyment.	Scenic Beauty, Water Bodies, Blueways, Wetlands, Fish/Wildlife (Types), Forest (Types), Geology/Minerals, Soils/Prime Farmland, Greenways/Trails, Recreational Activities (Types), Sports (Types).
Institutional Assets	Public or private entities and places devoted to a particular cause, program, or social purpose.	Universities/Colleges, Community College, Pre-K—12 Schools (Public & Private), Technical Schools, Vocational Schools, Hospitals.
Community/Human Resource Assets	Accumulated knowledge and skills that make a community productive. Individuals and organizations.	Community/Human Service Agencies and Nonprofits, Civic Groups, Community Clubs, Youth, Seniors, People with Special Skills/Expert Knowledge, Faith-Based Organizations, Social Fabric.
Governmental Assets	Any governmental unit, department, agency, special purpose district, or other public entity.	City/Town, County, State, Federal, Tribal, Water/Sewer District, Airport, Municipal Service District, Central Business District, Business Improvement District, Redevelopment District.

Asset Mapping

During the May 2024 work group meeting, staff facilitated an asset mapping exercise to identify key assets in the community. Asset mapping is a process that identifies the strengths of a community, highlights areas for growth opportunities, and brings together key stakeholders. Identifying Beaufort’s unique assets helped to establish clear economic development strategies to achieve measurable growth.

Area Asset List

- ⇒ Local Airport
- ⇒ Beaufort Docks
- ⇒ Boardwalk
- ⇒ Seafood Market
- ⇒ Golf Cart Rentals
- ⇒ Morehead City Port
- ⇒ Cherry Point
- ⇒ Camp Lejeune
- ⇒ Carteret County
- ⇒ Small Business Community
- ⇒ Banks
- ⇒ Future HWY 42
- ⇒ Uptown
- ⇒ Live Oak Corridor
- ⇒ Education Facilities
- ⇒ Jarrett Bay
- ⇒ Hospital and Medical Facilities
- ⇒ Sailing School
- ⇒ Loaves and Fishes
- ⇒ Farmers
- ⇒ Beaufort Club
- ⇒ Local Fisherfolk
- ⇒ Tourism and tourism based businesses
- ⇒ Downtown Beaufort
- ⇒ Beaufort Hotel
- ⇒ Local history
- ⇒ Rotary Club
- ⇒ Carteret Community College
- ⇒ Beaufort Food and Wine Festival
- ⇒ Juneteenth
- ⇒ Mardi Gras
- ⇒ Beaufort Music Festival
- ⇒ Rock the Dock
- ⇒ Pirate Invasion
- ⇒ Beaufort BHA Homes Tour
- ⇒ Maritime Museum
- ⇒ The historic grounds and district
- ⇒ Road Races
- ⇒ Art Walk and Local Artists
- ⇒ Farmers Market
- ⇒ Ghost Tours
- ⇒ Lookout Cruise
- ⇒ Restaurants
- ⇒ Food Trucks
- ⇒ Bars
- ⇒ Big Rock
- ⇒ Fishing Tournaments
- ⇒ Seafood Festival
- ⇒ Town Docs
- ⇒ Beach music
- ⇒ Seafood
- ⇒ Beaufort Business Association
- ⇒ Hope is Alive
- ⇒ Parks and Recreation
- ⇒ Costal Community Action
- ⇒ Boys and Girls Club

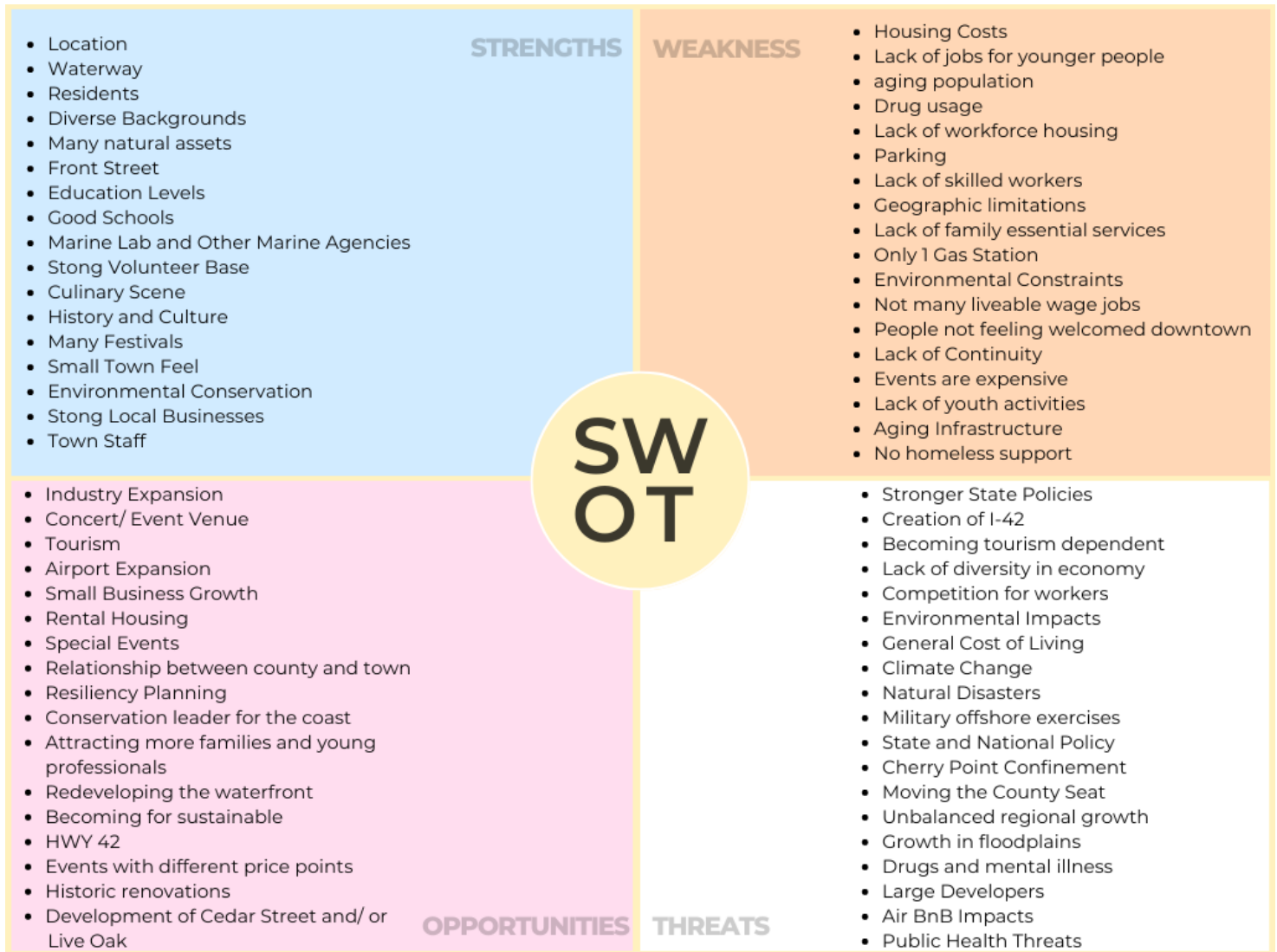
Area Asset List Continued

- ⇒ Beaufort Burial Grounds
- ⇒ Broad St Clinic
- ⇒ Local Girl Scouts and Boy Scouts
- ⇒ Young Life
- ⇒ SBC
- ⇒ Culinary Program at CCC
- ⇒ Marine Lab
- ⇒ Duke University Lab
- ⇒ IMS (UNC)
- ⇒ CMAST (NCSU)
- ⇒ NOAA Beaufort Lab
- ⇒ Backstreet Pub
- ⇒ Pruitt Health
- ⇒ Parkers
- ⇒ County Civic Center
- ⇒ Marine Tech School
- ⇒ County School System
- ⇒ Nursing
- ⇒ County Commissioners
- ⇒ Beaufort Town Staff
- ⇒ Beaufort Commissioners
- ⇒ Courthouse and Jail
- ⇒ National Park Service
- ⇒ NCDEQ– Division of Marine Fisheries and CAMA
- ⇒ Rachel Carson Reserve
- ⇒ Cape Lookout National Seashore
- ⇒ Taylor’s Creek
- ⇒ Ocean
- ⇒ Beaches
- ⇒ ICW
- ⇒ Beaufort Inlet
- ⇒ Salt Marshes
- ⇒ Croatan
- ⇒ Newport River
- ⇒ Hunting
- ⇒ Bird Watching
- ⇒ Shelling
- ⇒ Gibbs Creek
- ⇒ Fishing
- ⇒ Paddle Boarding
- ⇒ Boating
- ⇒ Gallant’s Channel
- ⇒ Oyster Reefs
- ⇒ Sailing
- ⇒ Parasailing
- ⇒ Skydiving
- ⇒ Agriculture
- ⇒ Aquaculture



SWOT Analysis

During the June 2024 meeting, staff facilitated a SWOT analysis exercise that identified the strengths, weaknesses, opportunities, and threats in the community. The purpose of this exercise is to help identify internal and external factors that are impacting the community and the local economy. This will help ensure the plan’s goals are not only minimizing the negative aspects of the current economic state, but also maximizing the positives by taking into consideration the capacity and capabilities of the community.



Local Stakeholder Interviews

The local workgroup and town staff identified a list of stakeholders for the MS&RP staff to interview. These interviews were held over the phone and the stakeholders were asked questions about the current state of Beaufort, opportunities within the town, and where they see the town in the future. While the stakeholders will remain anonymous to ensure transparency, the MS&RP staff did put together a synopsis of the data gathered.

Stakeholder Interview Synopsis

- Needs that should be addressed:
 - ⇒ Gas Station
 - ⇒ Parking
 - ⇒ Livable wage jobs
 - ⇒ Workforce housing
 - ⇒ Childcare
 - ⇒ Health Care
 - ⇒ Teen and/or elderly friendly activities
 - ⇒ Infrastructure updates
 - ⇒ Short-term rental regulations

- Opportunities that were mentioned during multiple interviews:
 - ⇒ events focused on locals
 - ⇒ making downtown more inclusive/welcoming/affordable
 - ⇒ small business development (incentives)
 - ⇒ more green space for locals

- Focus of the town should be on local needs and the local people.

- The tourism industry is very strong, but the economy needs to be diverse and negative impacts of tourism need to be addressed.

- Common feeling of two worlds in the town: those that work and/or live in the town vs those that own a second home/retired there/visit

- Beaufort needs to figure out who they are and who they want to be. Right now, there is a lack of focus and identity seems to be shifting.



Plan Implementation Monitoring & Evaluation

The Town of Beaufort will be responsible for monitoring, evaluation, and reporting accomplishments on the objectives of this plan to the Rural Economic Development Division.

Plan Implementation

Maintaining a dedicated group to follow through after the planning process to begin addressing goals and objectives outlined in this plan is critical to attaining the potential economic impact of these strategies. These efforts could be led by the same local work group that helped develop this plan, or another similar group that is representative of the town and its downtown district and can advance the goals of this plan. The sustained presence of such a group builds social capital within the group that improves their ability to work together and effectively address common goals. Furthermore, a dedicated group ensures continuity from planning stage through implementation, provides accountability to ensure that objectives are being met, and allows the community to react and respond quickly when an opportunity is presented. To clarify, this group should not be the sole entity responsible for implementing all the goals of the plan. Instead, the group should function as a convener and point of contact to connect to other individuals, organizations, and resources to help the broader community achieve these goals. Maintaining a regular meeting schedule will also help increase the effectiveness of the group, and the plan.

Monitoring & Evaluation

Constant evaluation of the goals, objectives, and actions in this plan, via regular review sessions with the Local Work Group and other community leadership, is critical to ensuring it remains a viable document. The Town of Beaufort will continually monitor progress on how well and successful the Local Work Group (or Local Organization) is at managing projects, meeting deadlines, communicating internally and to multiple external audiences and utilizing the resources available. The Town of Beaufort Economic Development Strategic Plan is a living document used to prioritize the needs of the community and outline the town’s objectives. The value of this plan lies with the ability of the Town of Beaufort to set realistic goals—and implement innovative strategies— against which progress can be measured. It also allows the community to gauge the ongoing product of its local government.

Implementation, evaluation, and modification will be continuous for the plan to remain relevant, responsive, and proactive. This strategic effort will provide greater accountability and represents an organization-wide approach to the preservation and enhancement of the quality of life that Beaufort enjoys, and to improve upon it. The most successful strategic planning efforts approach implementation from a network-based model, versus a more traditional hierarchical model (top-down approach). By working with economic partners such as NC Department of Commerce, and regional partners, Beaufort’s Economic Development Strategic Plan can leverage resources and capacity. The NC Main Street & Rural Planning Center (MS&RP) of NC Commerce has yearly implementation plan templates to assist the area in measuring progress, and the local implementation committee should reach out to the Southeast Community Economic Development Planner (NC Commerce) at least once a year to help evaluate success.

Economic Positioning Statement:

Beaufort is a small, vibrant town on the coast of Eastern North Carolina renowned for its environmental significance, rich history, and cultural experiences. Supported by a strong community fabric of residents and local businesses, Beaufort promotes sustainable growth for residents and visitors alike with an emphasis on physical and social connectivity.

Economic Positioning/Visioning Statement

An economic positioning/vision statement is the vision for the economic role that Beaufort will play in the greater economy (local, county, regional) over the next five years. An economic positioning statement should demonstrate what the community can achieve and how the community will be different from other areas in the county/region. Economic positioning statements are grounded in growth opportunities and the economic development strategies are derived directly from the community's vision. The statement should be built on consensus and based in reality.

In addition to this vision for the whole town, the work group created a supporting economic positioning statement for the downtown portion of the work plan. While they are complimentary to one another, the workgroup felt it was important to distinguish between the two areas.

Beaufort Strategic Plan: 1 Year Implementation Plan 2025

Vision: *Beaufort is a small, vibrant town on the coast of Eastern North Carolina renowned for its environmental significance, rich history, and cultural experiences. Supported by a strong community fabric of residents and local businesses, Beaufort promotes sustainable growth for residents and visitors alike with an emphasis on physical and social connectivity.*

Strategy 1 <i>Beaufort is renowned for its environment, culture, and history.</i>	Strategy 2 <i>Promote sustainable growth for residents and visitors.</i>	Strategy 3 <i>Beaufort is physically and socially connected.</i>
<p>Goal 1: Promote the history, arts, and cultural assets that are outside the downtown area, making sure to include underrepresented parts of the community.</p> <p>Objective 1.1: Utilize at least 3 different types of media options to expand promotion of culture and events by the end of 2025.</p> <p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Create a brochure/graphic that includes a map of local historic events/experiences. 2. Create a QR code that can be scanned for an interactive map and information about local history, culture, and arts. 3. Continue to promote local art and events using social media. 4. Ensure that town website is cell phone friendly. <p>Objective 1.2: Tell the story of the diverse people and history of town by the end of 2025.</p> <p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Create videos telling the stories of local people and history. 2. Update the town’s website to include the stories of locals and underrepresented parts of the community. 3. Create an annual storytelling community gathering/ round table that is centered around local stories and resident connection. 	<p>Goal 3: Achieve a balanced approach of commercial and residential growth.</p> <p>Objective 3.1: Encourage diversified commercial growth on Live Oak that meets local needs.</p> <p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Create design and aesthetic standards for new development along Live Oak. 2. Identify sites for and start to recruit a new gas station. <p>Objective 3.2: Begin to address the growing unregulated rental options within the town by the end of 2025.</p> <p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Research options and legalities of regulation 2. Look into hiring a consultant to address this issue. <p>Goal 4: Enhance workforce housing initiatives to support local employment.</p> <p>Objective 4.1: Under the Town of Beaufort’s leadership, create a workforce housing taskforce by the end of 2025.</p>	<p>Goal 5: Enhance the physical connectivity of Beaufort.</p> <p>Objective 5.1: Advance 2 projects from the Beaufort Bike and Ped Plan by the end of 2025.</p> <p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Continue the development of the Trestle Walk Project. 2. Begin Lenoxville Road Connectivity project that calls for a multi-use trail with signage and lighting. <p>Objective 5.2: Enhance accessibility and inclusivity by advancing at least 2 projects within the ADA Transition Plan (2022).</p> <p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Work with the NC Wildlife Commission to ensure ADA compliance at the Beaufort Boat Ramp. 2. Create and install accessible signage and signals throughout main roads, intersections, and public parks. <p>Goal 6: Strengthen the social connectivity and community engagement within the town.</p> <p>Objective 6.1: Under the Town of Beaufort’s leadership, create a taskforce focused on community connection by the end of 2025.</p>

(Continued) Beaufort Strategic Plan: 1 Year Implementation Plan 2025

Vision: *Beaufort is a small, vibrant town on the coast of Eastern North Carolina renowned for its environmental significance, rich history, and cultural experiences. Supported by a strong community fabric of residents and local businesses, Beaufort promotes sustainable growth for residents and visitors alike with an emphasis on physical and social connectivity.*

<p>Strategy 1 <i>Beaufort is renowned for its environment, culture, and history.</i></p>	<p>Strategy 2 <i>Promote sustainable growth for residents and visitors.</i></p>	<p>Strategy 3 <i>Beaufort is physically and socially connected.</i></p>
<p>Goal 2: Protect and restore the town’s environmental assets.</p> <p>Objective 2.1: Encourage and support shoreline restoration throughout town limits utilizing nature-based solutions when feasible.</p> <p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Complete the Estuarine Shoreline Management Plan as recommended as a high priority in the Resilient Beaufort Plan (RBP) to assess erosion and balance land use, coastal and climate hazards, ecosystem health, public health, and recreational opportunities. 2. Promote living shoreline educational resources to property owners. <p>Objective 2.2: Support the design interventions identified in the Resilient Beaufort Plan (RBP) for their potential to reduce Beaufort’s exposure and sensitivity to identified hazards.</p> <p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Develop a Floodplain Management Plan or Program that comprehensively addresses flooding in the community as recommended as a high priority in the RBP. 2. Incorporate/implement the 2024 Beaufort Parks and Recreation Comprehensive Plan in ongoing actions. 	<p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Collect data and information about current workforce housing availability. 2. Collect data and information about workforce housing initiatives in other communities. 3. Meet with Carteret County staff to establish a partnership in addressing this issue. 	<p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Identify gaps in services for families that live within the town. 2. Begin researching possible community gathering spaces with the intent to have one established by 2029. 3. Meet with Carteret County staff to establish a partnership in addressing this issue.

Beaufort Strategic Plan Workplan: *Downtown* 1 Year Implementation Plan 2025

Vision: *Downtown Beaufort is a vibrant, accessible waterfront destination on the coast of Eastern North Carolina renowned for its rich history, maritime activities, and cultural experiences. Supported by a strong fabric of local businesses, downtown Beaufort provides residents and visitors with a variety of shopping, dining, and events.*

<p style="text-align: center;">Strategy 1</p> <p style="text-align: center;"><i>Downtown Beaufort is a vibrant and accessible waterfront destination.</i></p>	<p style="text-align: center;">Strategy 2</p> <p style="text-align: center;"><i>Downtown Beaufort has a strong fabric of local businesses with a variety of shopping, dining, and events.</i></p>
<p>Goal 1: Enhance Parking Accessibility and Convenience</p> <p>Objective 1.1: Begin creating or recruiting a public transportation service such as a water taxi or shuttle service to connect nearby neighborhoods, parking areas, and gallant’s channel to downtown.</p> <p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Begin researching public transportation options for downtown. 2. Complete a feasibility study for the chosen public transportation option with a budget attached. <p>Objective 1.2: Improve parking and streetscapes of side streets and Cedar Street to encourage parking in less used areas.</p> <p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Create and install signage that encourages visitors of downtown to park on side streets and cedar streets. 2. Create and promote a downtown parking map that highlights all available parking. 3. Improve appearance and design of parking on cedar street and side streets in the downtown. <p>Goal 2: Foster an inclusive and welcoming atmosphere downtown</p> <p>Objective 2.1: Promote one existing event as a local resident focused event with emphasis on affordability and accessibility.</p>	<p>Goal 3: Grow downtown’s commercial footprint and increase foot traffic on adjacent streets.</p> <p>Objective 3.1: Encourage and support the redevelopment of Cedar Street.</p> <p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Advance the Cedar Street Redevelopment project listed in the Bike & Ped Plan. 2. Create 1 new piece of public art near Cedar Street. 3. Contact and establish a relationship with commercial property owners on Cedar Street. <p>Objective 3.2: Create a Downtown Beaufort development focused committee/organization/group to lead implementation of this work plan.</p> <p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Look into possibility of hiring a dedicated staff member for downtown. 2. Survey downtown businesses to gauge interest in joining a committee/organization. 3. Create a building inventory for all properties in the downtown area. MS&RP can provide examples. <p>Objective 3.3: Support the design interventions identified in the RBP to ensure accessibility and walk-ability of downtown with the increased sunny day and rainfall flooding.</p> <p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Front Street Green Infrastructure and Nature-Based Solutions project as recommended as a high priority in the RBP. 2. Cedar Street Waterfront Park project as recommended as a high priority in the RBP.

(Continued) Beaufort Strategic Plan Workplan: *Downtown* 1 Year Implementation Plan 2025

1.

Vision: *Downtown Beaufort is a vibrant, accessible waterfront destination on the coast of Eastern North Carolina renowned for its rich history, maritime activities, and cultural experiences. Supported by a strong fabric of local businesses, downtown Beaufort provides residents and visitors with a variety of shopping, dining, and events.*

<p style="text-align: center;">Strategy 1</p> <p style="text-align: center;"><i>Downtown Beaufort is a vibrant and accessible waterfront destination.</i></p>	<p style="text-align: center;">Strategy 2</p> <p style="text-align: center;"><i>Downtown Beaufort has a strong fabric of local businesses with a variety of shopping, dining, and events.</i></p>
<p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Choose one existing event to promote as a local resident focused event. 2. Research which part of downtown this event should be in and what businesses should be represented. 3. Promote this event using social media, partners, and local champions to bring in residents outside of downtown. <p>Objective 2.2: Create at least 1 new local incentive project within the downtown.</p> <p>Actions/Projects:</p> <ol style="list-style-type: none"> 1. Determine interest of downtown businesses partnering with the town or local organization to offer local discount or a local special on slower business days or specific “locals’ night”. 2. Implement coupon/ parking validation program through the parking app currently used by the town allowing business to send coupons or incentives directly to users <p>Objective 2.3: Ensure goal 2 is incorporated in the current waterfront development project.</p> <p>Actions/projects:</p> <ol style="list-style-type: none"> 1. Coordinate with the Beaufort Waterfront Operations and Finance (BWOFF) committee to align dock design and management in waterfront development project to foster and inclusive and welcoming downtown. 	<ol style="list-style-type: none"> 3. Low-Impact Development for Reduced Flooding and Enhanced Water Quality project as recommended as a high priority in the RBP.

Appendix A: NC Main Street & Rural Planning Center Resource and Funding Guide

[Download the Resource and Funding Guide Linked Here](#)

Appendix B: NC Main Street & Rural Planning Center Beaufort Retail Marketplace Snapshot Report 2024



Downtown Beaufort Retail Marketplace Snapshot-April 2024

The purpose of this report is to give Downtown Beaufort the baseline information for a better understanding of its current market. The NC Main Street & Rural Planning Center Staff studied the retail marketplace data within the 5, 10, and 20-mile radiuses around the downtown area. The retail leakage analysis examines the quantitative aspects of the retail opportunities.

By reviewing the retail gap, we can:

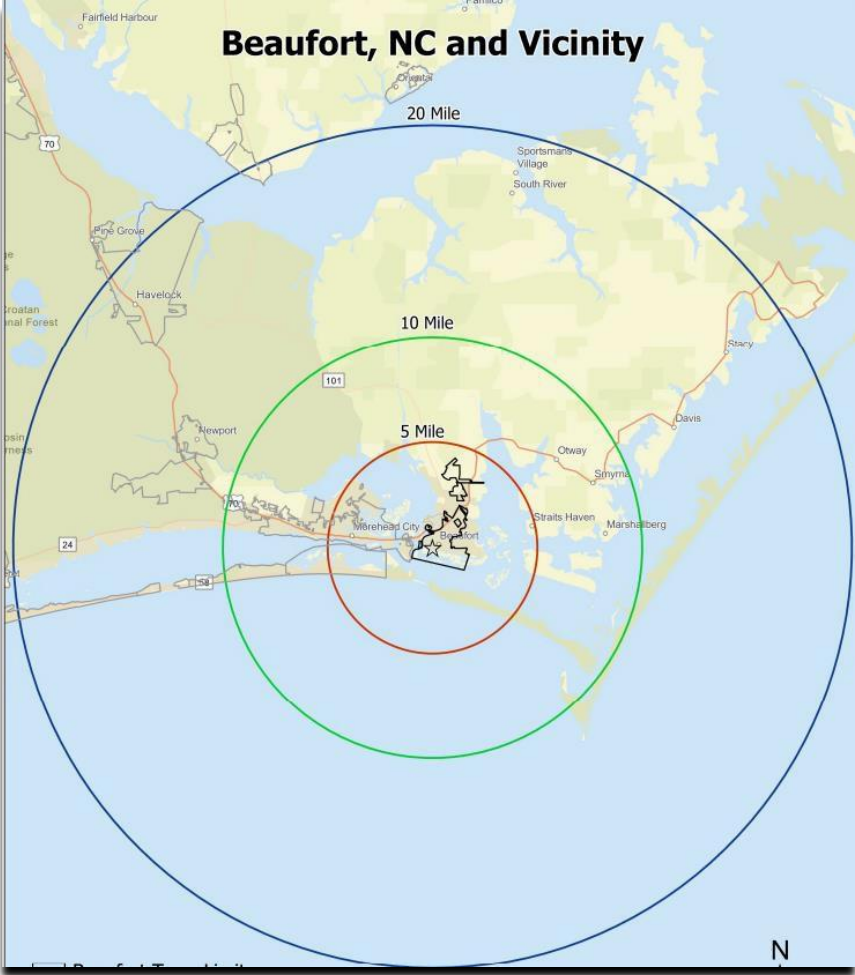
- Understand how well the retail needs of residents are being met.
- Uncover unmet demand and possible opportunities.
- Understand the strengths and weaknesses of the local retail sector.

When consumers spend their dollars outside the specific radii of Downtown Beaufort this is known as “Retail Gap” throughout this report. Retail Gap or leakage indicates an **unmet demand in the trade area**. This suggests the possibility the community can support additional retail for those business categories. Residents within the specified primary trade areas are purchasing products outside that area indicating opportunity to capture those dollars within the downtown district.

There are also categories for which Downtown Beaufort is exceeding the local market demand. Those are measured as red numbers on the below report. For the 5-,10-, and 20-mile information, this means that Downtown Beaufort is exceeding its market potential in these categories. This retail surplus means the community’s trade area is capturing local market plus attracting non-local shoppers. Surplus means the community has possibly developed strong clusters of retail that have broad geographical appeal.

You can also seek additional retail market data that Carteret County Economic Development or the Eastern Carolina Council of Governments can provide. This report is based on the data collected and should serve as a starting point for your economic vitality efforts.

We highly encourage you to couple this report with consumer surveys to get a complete understanding of the Downtown Beaufort potential. The NC Main Street and Rural Planning Center can share examples of consumer surveys and assist with this process as needed.



The above Carteret County map outlines the two trade areas within the 5-, 10 and 20-mile radiuses around downtown. Defining the downtown trade area is critical in determining retail opportunities for the downtown market. The NC Main Street & Rural Center staff only reviewed the data within these two segments. Downtown Beaufort should be targeting residents within these two areas. The goal is to capture the retail sales volume leaking to neighboring communities, such as Morehead City. The chart below shows total industry summaries for the 5-, 10-and 20-mile radiuses around downtown. It details the total retail sales gap, potential 10% capture and retail square footage needed to attract this sales volume.

The sales per square foot column in the charts is the average number based on recent research across the state. Typically, restaurant annual retail sales are higher than \$300 per square foot. There are variables that impact this number such as building owned versus rented, rental rates either higher or lower as well as overall expenses, such as employee wages, insurance, utilities, etc. **Surplus is shown as a red number and retail gap is shown as a black number.**

Distance	Total Retail Gap	10% Capture	Sales/SF	S.F. Needed
5-mile radius	\$7,033,803	\$703,380	\$300	2,345
10-mile radius	\$9,552,508	\$955,251	\$300	3,184
20-mile radius	\$26,624,578	\$2,662,458	\$300	8,875

The above chart shows the aggregate number of potential sales within the 5-,10- and 20-mile radiuses around Downtown Beaufort. Below you will see these numbers broken down by retail category.

5-Mile Radius around Downtown

Beaufort				
Primary Trade Area 5-mile around downtown	DOWNTOWN POTENTIAL			
Business Type	Retail Gap	10% of Retail Gap	Sales/SF	SF
		10%	\$300	Needed
Furniture Stores	\$ 888,648	\$ 88,865	\$ 300	296
Electronics Stores	\$ 1,637,927	\$ 163,793	\$ 300	546
Speciality Food Stores	\$ 557,222	\$ 55,722	\$ 300	186
Cosmetics and Beauty Supply Stores	\$ 620,442	\$ 62,044	\$ 300	207
Women's Clothing Stores	\$ 996,757	\$ 99,676	\$ 300	332
Children's and Infants' Clothing Stores	\$ 427,536	\$ 42,754	\$ 300	143
Shoe Stores	\$ 992,525	\$ 99,253	\$ 300	331
Luggage and Leather Goods Stores	\$ 912,746	\$ 91,275	\$ 300	304
Total Gap	\$ 7,033,803	\$ 703,380	\$ 300	2,345

10-Mile Radius around Downtown

Beaufort				
Primary Trade Area 10-mile radius around downtown	DOWNTOWN POTENTIAL			
Business Type	Retail Gap	10% of Retail Gap	Sales/SF	SF
		10%	\$300	Needed
Specialty Food Stores	\$ 516,539	\$ 51,654	\$ 300	172
Cosmetics and Beauty Supplies Stores	\$ 984,471	\$ 98,447	\$ 300	328
Men's Clothing Stores	\$ 893,634	\$ 89,363	\$ 300	298
Women's Clothing Stores	\$ 2,511,912	\$ 251,191	\$ 300	837
Children's and Infants' Clothing Stores	\$ 966,809	\$ 96,681	\$ 300	322
Shoe Stores	\$ 1,076,238	\$ 107,624	\$ 300	359
Luggage and Leather Goods Stores	\$ 2,086,234	\$ 208,623	\$ 300	695
Drinking Places	\$ 516,671	\$ 51,667	\$ 300	172
Total Gap	\$ 9,552,508	\$ 955,251	\$ 300	3,184

20-Mile Radius around Downtown

Beaufort				
Primary Trade Area 20-mile radius around downtown		DOWNTOWN POTENTIAL		
Business Type	Retail Gap	10% of Retail Gap	Sales/SF	SF
		10%	\$300	Needed
Electronics Stores	\$ 4,790,100	\$ 479,010	\$ 300	1,597
Specialty Food Stores	\$ 1,667,096	\$ 166,710	\$ 300	556
Cosmetics and Beauty Supply Stores	\$ 1,773,889	\$ 177,389	\$ 300	591
Men's Clothing Stores	\$ 1,465,690	\$ 146,569	\$ 300	489
Women's Clothing Stores	\$ 4,166,979	\$ 416,698	\$ 300	1,389
Children's and Infants' Clothing Stores	\$ 1,163,601	\$ 116,360	\$ 300	388
Family Clothing Stores	\$ 3,840,201	\$ 384,020	\$ 300	1,280
Shoe Stores	\$ 2,093,963	\$ 209,396	\$ 300	698
Luggage and Leather Goods Stores	\$ 4,007,012	\$ 400,701	\$ 300	1,336
Drinking Places	\$ 1,656,047	\$ 165,605	\$ 300	552
Total Gap	\$ 26,624,578	\$ 2,662,458	\$ 300	8,875

5-Mile Radius Retail Surplus

Category	Retail Surplus
Home Furnishing Stores	\$ 785,739
Home Centers	\$ 42,372,919
Paint and Wallpaper Stores	\$ 2,443,489
Hardware Stores	\$ 1,764,602
Grocery Stores	\$ 25,111,076
Beer, Wine, and Liquor Stores	\$ 5,109,984
Pharmacies and Drug Stores	\$ 15,511,845
Family Clothing Stores	\$ 4,321,334
Sporting Goods Stores	\$ 2,518,410
Hobby, Toy, and Game Stores	\$ 751,454
Department Stores	\$ 3,448,179
Office Supply and Stationary Stores	\$ 1,141,653
Gift, Novelty and Souvenir Stores	\$ 452,063
Pet and Pet Supplies Stores	\$ 755,235
Full-Service Restaurants	\$ 25,557,028
Limited-Service Restaurants	\$ 11,831,919
Total	\$143,876,929

10-Mile Radius Retail Surplus

Category	Retail Surplus
Furniture Stores	\$ 4,054,752
Home Furnishing Stores	\$ 9,125,418
Appliance Stores	\$ 1,839,551
Electronics Stores	\$ 1,767,229
Home Centers	\$ 65,380,108
Paint and Wallpaper Stores	\$ 6,383,368

Hardware Stores	\$ 4,800,142
Nursery, and Garden Supply Stores	\$ 505,139
Grocery Stores	\$ 52,748,140
Beer, Wine, and Liquor Stores	\$ 9,462,485
Pharmacies and Drug Stores	\$ 16,809,931
Family Clothing Stores	\$ 2,850,902
Jewelry Stores	\$ 431,084
Sporting Goods Stores	\$ 8,504,333
Hobby, Toy, and Game Stores	\$ 2,646,134
Book Stores	\$ 1,182,609
Department Stores	\$ 12,428,505
Office Supply and Stationary Stores	\$ 3,660,169
Gift, Novelty and Souvenir Stores	\$ 1,813,741
Pet and Pet Supplies Stores	\$ 2,818,915
Full-Service Restaurants	\$ 54,145,093
Limited-Service Restaurants	\$ 7,729,248
Total	\$ 271,086,996

20-Mile Radius Retail Surplus

Category	Retail Surplus
Home Furnishing Stores	\$ 6,725,934
Appliance Stores	\$ 1,701,230
Home Centers	\$ 56,806,923
Paint and Wallpaper Stores	\$ 8,320,091
Hardware Stores	\$ 5,134,845
Nursery, and Garden Supply Stores	\$ 3,362,754
Grocery Stores	\$ 56,306,596
Beer, Wine, and Liquor Stores	\$ 12,390,167
Pharmacies and Drug Stores	\$ 12,240,424
Jewelry Stores	\$ 774,327
Sporting Goods Stores	\$ 8,576,402
Hobby, Toy, and Game Stores	\$ 3,245,442
Book Stores	\$ 1,887,250
Department Stores	\$ 17,297,268
Office Supply and Stationary Stores	\$ 5,123,422
Gift, Novelty and Souvenir Stores	\$ 2,352,885
Pet and Pet Supplies Stores	\$ 4,168,867
Full-Service Restaurants	\$ 42,736,130
Limited-Service Restaurants	\$ 42,295,916
Total	\$ 291,446,873

The retail surpluses confirm that Downtown Beaufort is attracting a disproportionate amount of retail sales in these categories and potential exists to attract additional retail and restaurant establishments to take advantage of the additional business potential.

Below are two tables showing the projected sales growth in different commercial categories. This information can help your recruitment process.

5-Mile Measurement

Beaufort Demand Growth by Retail Store Types				
Primary Trade Area: 5-mile radius around downtown				Compound
Business Type	2024	2029	Growth	Growth
	Demand	Demand	\$	Rate (%)
Furniture Stores	\$ 3,765,034	\$ 4,157,807	\$ 392,773	2
Home Furnishings Stores	\$ 2,777,537	\$ 3,108,823	\$ 331,286	2
Appliance Stores	\$ 955,544	\$ 1,058,116	\$ 102,572	2
Electronics Stores	\$ 4,101,275	\$ 45,474,392	\$ 446,216	2
Home Centers	\$ 10,935,555	\$ 12,238,163	\$ 1,302,608	2
Paint and Wallpaper Stores	\$ 873,808	\$ 1,023,655	\$ 149,846	3
Hardware Stores	\$ 1,730,810	\$ 1,933,680	\$ 202,870	2
Nursery, Garden and Farm Supply Stores	\$ 2,586,100	\$ 2,858,162	\$ 272,062	2
Grocery Stores	\$ 36,286,825	\$ 40,402,305	\$ 4,115,481	2
Specialty Food Stores	\$ 1,040,490	\$ 1,163,072	\$ 122,582	2
Beer, Wine and Liquor Stores	\$ 3,005,248	\$ 3,373,147	\$ 367,899	2
Pharmacies and Drug Stores	\$ 16,176,026	\$ 17,256,666	\$ 1,082,639	1
Family Clothing Stores	\$ 4,949,523	\$ 5,035,855	\$ 86,333	1
Sporting Goods Stores	\$ 2,709,790	\$ 2,912,943	\$ 203,153	1
Hobby, Toy and Game Stores	\$ 924,120	\$ 1,031,573	\$ 107,453	2
Pet and Pet Supply Stores	\$ 1,202,420	\$ 1,320,423	\$ 118,003	2
Drinking Places	\$ 1,554,338	\$ 1,692,711	\$ 138,373	2
Full Service Restaurants	\$ 19,001,104	\$ 20,719,066	\$ 1,717,962	2
Limited Service Restaurants	\$ 15,768,608	\$ 17,212,603	\$ 1,443,995	2
Total Sales	\$ 130,344,155	\$ 183,973,162	\$ 12,704,106	

Note: The compound annual growth rate (CAGR) is the annualized average rate of revenue growth between two given years, assuming growth takes place at an exponentially compounded rate. The most important factor in both charts is the amount of projected growth per category.

10-Mile Measurement

Beaufort Demand Growth by Retail Store Types				
Primary Trade Area: 10-mile radius around downtown				Compound
Business Type	2024	2029	Growth	Growth
	Demand	Demand	\$	Rate (%)
Furniture Stores	\$ 8,774,567	\$ 9,692,566	\$ 917,989	2
Home Furnishings Stores	\$ 6,479,869	\$ 7,145,964	\$ 666,095	2
Appliance Stores	\$ 2,193,787	\$ 2,438,178	\$ 244,391	2
Electronics Stores	\$ 9,354,709	\$ 10,428,144	\$ 1,071,434	2
Home Centers	\$ 25,320,383	\$ 28,270,529	\$ 2,950,145	2
Paint and Wallpaper Stores	\$ 2,031,469	\$ 2,369,182	\$ 337,723	3
Hardware Stores	\$ 4,006,324	\$ 4,471,061	\$ 464,737	2
Nursery, Garden and Farm Supply Stores	\$ 5,965,491	\$ 6,600,256	\$ 634,764	2
Grocery Stores	\$ 82,045,249	\$ 92,585,405	\$ 10,540,156	2
Specialty Food Stores	\$ 2,351,824	\$ 2,667,367	\$ 315,473	3
Beer, Wine and Liquor Stores	\$ 6,771,464	\$ 7,719,396	\$ 947,932	3
Pharmacies and Drug Stores	\$ 36,791,814	\$ 39,549,561	\$ 2,757,747	1
Cosmetics and Beauty Supply Stores	\$ 2,687,471	\$ 2,890,289	\$ 202,819	1
Sporting Goods Stores	\$ 6,272,161	\$ 6,794,601	\$ 522,440	2
Hobby, Toy and Game Stores	\$ 2,105,875	\$ 2,367,143	\$ 261,268	2
Office Supplies and Stationary Stores	\$ 1,343,374	\$ 1,479,923	\$ 135,549	2
Drinking Places	\$ 3,595,094	\$ 3,945,464	\$ 350,370	3
Full Service Restaurants	\$ 43,368,714	\$ 48,014,114	\$ 4,655,400	2
Limited Service Restaurants	\$ 35,841,545	\$ 39,824,251	\$ 3,982,706	2
Total Sales	\$ 287,301,184	\$ 319,253,394	\$ 31,959,138	

Note: The compound annual growth rate (CAGR) is the annualized average rate of revenue growth between two given years, assuming growth takes place at an exponentially compounded rate. The most important factor in both charts is the amount of projected growth per category.

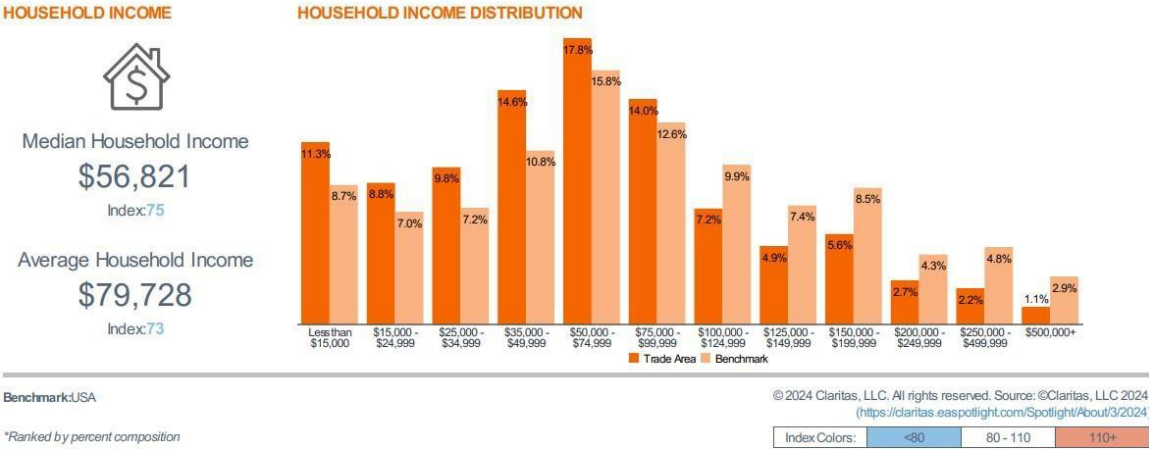
20-Mile Measurement

Beaufort Demand Growth by Retail Store Types				
Primary Trade Area 20-mile radius around downtown		DOWNTOWN POTENTIAL		
Business Type	2024	2029	Growth	Compound
	Demand	Demand	\$	Rate (%)
Furniture Stores	\$ 16,576,277	\$ 18,286,905	\$ 1,710,628	2
Home Furnishings Stores	\$ 12,256,648	\$ 13,588,727	\$ 1,332,079	2
Appliance Stores	\$ 4,247,959	\$ 4,702,338	\$ 454,379	2
Electronics Stores	\$ 18,253,691	\$ 20,309,577	\$ 2,045,886	2
Home Centers	\$ 48,430,557	\$ 54,038,870	\$ 5,608,313	2
Paint and Wallpaper Stores	\$ 3,883,299	\$ 4,485,119	\$ 601,820	3
Hardware Stores	\$ 7,662,288	\$ 8,543,101	\$ 880,813	2
Nursery, Garden and Farm Supply Stores	\$ 11,418,618	\$ 12,633,398	\$ 1,214,720	2
Grocery Stores	\$ 164,019,805	\$ 182,351,563	\$ 18,331,758	2
Specialty Food Stores	\$ 4,703,602	\$ 5,254,835	\$ 551,233	2
Beer, Wine and Liquor Stores	\$ 13,661,552	\$ 15,267,312	\$ 1,605,761	2
Pharmacies and Drug Stores	\$ 72,056,538	\$ 77,152,689	\$ 5,096,151	1
Cosmetics and Beauty Supplies	\$ 5,260,146	\$ 5,634,286	\$ 374,140	1
Jewelry Stores	\$ 7,871,546	\$ 7,999,763	\$ 128,217	1
Sporting Goods Stores	\$ 11,986,497	\$ 13,079,109	\$ 1,092,612	2
Hobby, Toy and Game Stores	\$ 4,160,477	\$ 4,648,766	\$ 488,289	2
Book Stores	\$ 2,477,001	\$ 2,635,401	\$ 158,400	1
Florists	\$ 1,489,337	\$ 1,654,673	\$ 165,336	2
Office Supplies and Stationary Stores	\$ 2,619,671	\$ 2,865,634	\$ 245,963	2
Gift, Novelty and Souvenir Stores	\$ 3,465,283	\$ 3,613,675	\$ 148,392	1
Drinking Places	\$ 6,771,847	\$ 7,483,201	\$ 711,354	2
Full Service Restaurants	\$ 83,915,342	\$ 92,994,850	\$ 9,079,508	2
Limited Service Restaurants	\$ 69,915,686	\$ 77,592,399	\$ 7,676,713	2
Total Sales	\$ 577,103,667	\$ 636,816,191	\$ 59,702,465	

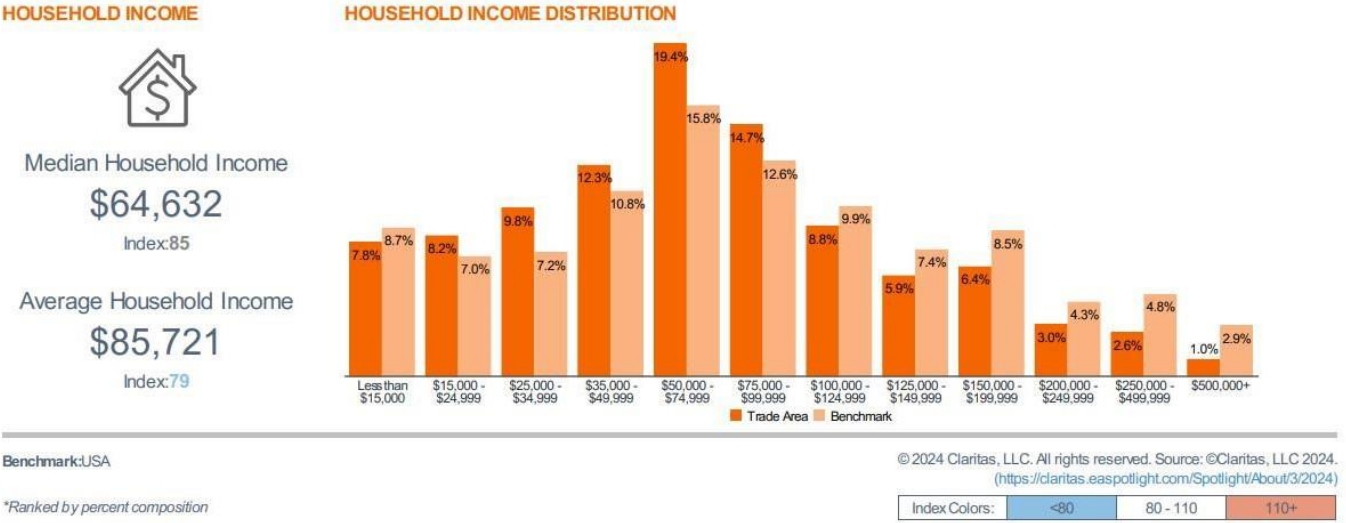
Note: The compound annual growth rate (CAGR) is the annualized average rate of revenue growth between two given years, assuming growth takes place at an exponentially compounded rate. The most important factor in both charts is the amount of projected growth per category.

The above data can be used to help recruit businesses to Downtown Beaufort to meet the unmet potential and reduce the retail gap or leakage. The priorities are to first retain, then expand and finally to recruit new businesses. The categories that show the most potential should be focused on first, especially within the 5-mile radius of downtown. This data can help existing businesses realize there may be potential to expand to capture additional retail sales.

Claritas 5-Mile Radius Income Distribution



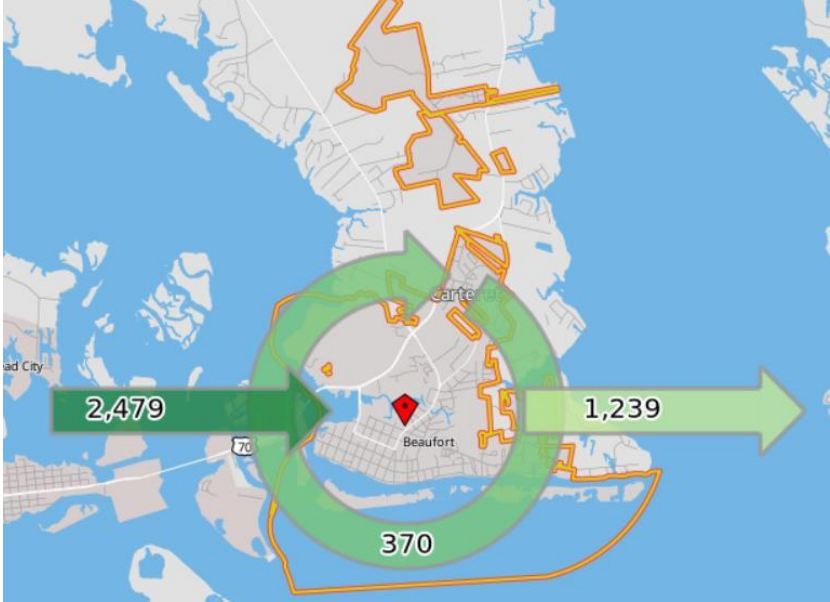
Claritas 20-Mile Radius Income Distribution



Income Distributions

	<u>5-Mile Radius</u>	<u>20-Mile Radius</u>
Median Household Income	\$56,821	\$64,632
Average Household Income	\$79,708	\$85,721
Highest Income Distribution	\$50,000-\$79,000	\$50,000-\$79,000
% earning below \$50,000	44.5%	38.1%
% earning above \$50,000	55.5%	61.8%

The median household income is \$56,821 and \$64,632 at the 5-mile and 20-mile measurements respectively. The highest income distribution at both measurements is \$50,000-\$79,000 and more citizens earn above \$50,000, than below.



U.S. Census On the Map

- 2,479 workers enter Beaufort daily for employment.
- 370 workers live and work in Beaufort.
- 1,239 workers leave Beaufort daily for employment.
- Twice as many workers enter Beaufort daily than leave daily.
- 2,849 workers either enter or live and work in Beaufort daily.
 - This is equivalent to 60% of the Beaufort population.
 - These are all potential downtown consumers.

Included in this information package is a business recruitment fact sheet that includes the above information and provides space to include available properties for targeted recruitment efforts.

Tapestry Segmentation identified by ESRI On-Line Business Analyst

We find that studying the Tapestry Segments helps to identify a retail mix based on demographics that could enhance the shopping experience. Tapestry Segmentations provide detailed descriptions of America’s neighborhoods. U.S. residential areas are divided into 67 distinctive segments based on their socioeconomic and demographic composition, then further classifies the segments into LifeMode and Urbanization Groups. Each radius has numerous LifeMode groups for a total of 100%. The detailed information can give Downtown Beaufort a sense of who its customer is and insight into how to market to, and what types of products to possibly add to existing inventory. By diving deeper into each Tapestry Segment’s LifeMode and Urbanization Group there may be an entirely new business that could emerge and possibly be a good fit for downtown.

The information provided reflects the U.S. characteristics. The table below shows the top three segments for each category with brief descriptions. Detailed descriptions are obtained by going to the raw ESRI data’s Tapestry information and clicking on each segment for the specific drive times. Visit <http://doc.arcgis.com/en/esri-demographics/data/tapestry-segmentation>

Top 3 Tapestries for each location

Total Community		5-mile radius		20-mile radius	
Small Town Sincerity	46.2%	Small Town Sincerity	18.1%	Rural Resort Dwellers	12.1%
Mid-life Constants	26.7%	Midlife Constants	16.2%	Middleburg	9.0%
In-Style	14.7%	Rural Resort Dwellers	14.5%	Down the Road	8.2%

Small Town Sincerity is the top segment for the entire Beaufort community and those who live within a 5-mile radius of downtown. Midlife Constants is the second highest segment for those living within the entire Beaufort community and those living within a 5-mile radius of downtown. Rural Resort Dwellers is the third largest segment for those living within a 5-mile and 20-mile radius of downtown. Each of these segments will be addressed below:

Small Town Sincerity		
	Total Households (U.S.)	2,305,700
	Average Household Size	2.26
	Median Age	40.8
	Average HH Income	\$31,500

WHO ARE WE?

Small Town Sincerity includes young families and senior householders that are bound by community ties. The lifestyle is down-to-earth and semirural, with television for entertainment and news, and emphasis on convenience for both young parents and senior citizens. Residents embark on pursuits including online computer games, renting movies, indoor gardening, and rural activities like hunting and fishing. Residents keep their finances simple— paying bills in person and avoiding debt.

SOCIOECONOMIC TRAITS

- Education: 67% with high school diploma or some college.
- Labor force participation lower at 52%, which could result from lack of jobs or retirement.
- Income from wages and salaries, Social Security, or retirement, increased by Supplemental Security Income.
- Price-conscious consumers that shop accordingly, with coupons at discount centers.
- Connected, but not to the latest or greatest gadgets; keep their landlines.
- Community-oriented residents; more conservative than middle of the road.
- Rely on television or newspapers to stay informed.

Midlife Constants		
	Total Households (U.S.)	3,068,400
	Average Household Size	2.31

Median Age	47.0
Average HH Income	\$53,200

WHO ARE WE?

Midlife Constants residents are seniors, at or approaching retirement, with below-average labor force participation and below-average net worth. Although located in predominantly metropolitan areas, they live outside the central cities, in smaller communities. Their lifestyle is more country than urban. They are generous but not spendthrifts.

SOCIOECONOMIC TRAITS

- Education: 63% have a high school diploma or some college.
- At 31%, the labor force participation rate is low in this market.
- Almost 42% of households receive Social Security; 27% also receive retirement income.
- Traditional, not trendy; opt for convenience and comfort not cutting edge. Technology has its uses, but the bells and whistles are a bother.
- Attentive to price, but not at the expense of quality, they prefer to buy American and natural products.
- Radio and newspapers are the media of choice (after television).

Rural Resort Dwellers	Total Households (U.S.)	1,227,200
	Average Household Size	2.22
	Median Age	54.1
	Average HH Income	\$50,400

WHO ARE WE?

Although the Great Recession forced many owners of second homes to sell, Rural Resort Dwellers residents remain an active market, just a bit smaller. These communities are centered in resort areas, many in the Midwest, where the change in seasons supports a variety of outdoor activities. Retirement looms for many of these blue collar, older householders, but workers are postponing retirement or returning to work to maintain their current lifestyles. Workers are traveling further to maintain employment. They are passionate about their hobbies, like freshwater fishing and hunting.

SOCIOECONOMIC TRAITS

- Rural Resort Dwellers residents are close to retirement. They've accumulated wealth and begun to shift their portfolios to low-risk assets. These active residents continue to work in skilled occupations.
- Simple tastes and modesty characterize these blue-collar residents. They shop for timeless, comfortable clothing but only when something must be replaced. They pay little attention to advertising and usually stick to the brands they know.
- They spend time with their spouses and maintain a social calendar.

AARP Livability Index

The AARP Livability Index for Downtown Beaufort is 54 on a scale ranging from 0 to 100. The higher the score the more livable the community. Beaufort ranks above average on this scale. It is important to consider the different index categories, such as health, environment, neighborhood, and opportunity to help you determine what needs to be done to improve this score. Some areas of particular interest include:

The positive.....

<u>Category</u>	<u>2023</u>	<u>2023 Median U.S. Neighborhood</u>
Housing (63 out of 100)		
Zero- Step Entrances	53.8%	53.8%
Availability of multi-family housing (% of units multi-family)	34.8%	16.7%
Housing Costs (Costs per month)	\$952	\$1,101
Housing Cost Burden	13.4%	14.7%
Availability of subsidized housing (Units per 10,000)	62.4	0
Neighborhoods (43 out of 100)		
Access to Grocery Stores & Farmer’s Mkts (# of stores or markets)	2.0	0.0
Access to parks	2.0	1
Access to libraries	0.0*	0
Access to jobs by transit	0.0	0
Crime Rate (Crimes per 10,000 people)	152.5	268.9
*The Beaufort Branch of the Carteret County Library system is not acknowledged.		
Transportation (56 out of 100)		
Frequency of local transit (Buses and trains per hour)	0.0	0

<u>Category</u>	<u>2023</u>	<u>2023 Median U.S. Neighborhood</u>
Transportation (56 out of 100)		
ADA-Accessible stations/vehicles (% of stations and vehicles accessible)	82.2%	82.2%
Congestion (Hours per person per year)	0.0	26.0
Household Transportation Costs (Costs per year)	\$15,447	\$15,468
Speed Limits (Miles/Hour)	27.9	28.3
Crash Rate (Fatal crashes per 100,000 people per year)	7.6	7.6
Environment (57 out of 100)		
Regional air quality (Unhealthy air quality days/year)	0.0	3.9
Near-Roadway Pollution (% of people exposed)	0.00%	0.00%
Local Industrial Pollution (ORSE score from 0 to 9,070)	0.00	0.00
Health (48 out of 100)		
Smoking prevalence (% of adults smoke regularly)	16.1%	16.8%
Obesity prevalence (% of adults obese)	32.4%	33.0%
Preventable Hospitalization Rate (% of preventable hospitalizations per 1,000 patients)	37.0%	38.3%
Patient Satisfaction (% satisfied)	74.0%	69.0%

<u>Category</u>	<u>2023</u>	<u>2023 Median U.S. Neighborhood</u>
Engagement (76 out of 100)		
Opportunity for Civic Involvement (Number of organizations per 10,000 ppl.)	15.8%	9.5%
Voting Rate (% of people voting)	76.0%	61.9%
Social Involvement Index (Index 0 to 2.5)	1.04	0.97
Cultural, Arts, Entertainment Institutions (Institutions per 10,000 people)	12.7	2.4
Opportunity (37 out of 100)		
Income inequality (Index from 0 to 1)	0.45	0.46
The negative.....		
Neighborhood (43 out of 100)		
Access to jobs by auto	3,102	43,172
Diversity of Destinations (Index from 0 to 1)	0.66	0.70
Activity Density (Jobs and people per square mile)	433.2	2,910.2
Vacancy Rate (% of units vacant)	47.1%	7.7%
Transportation (56 out of 100)		
Walk Trips (Trips per household per day)	8.67	9.00
Environment (57 out of 100)		
Drinking Water Quality (% of people exposed)	12.36%	0%

<u>Category</u>	<u>2023</u>	<u>2023 Median U.S. Neighborhood</u>
Health (48 out of 100)		
Access to Exercise Equipment (% of people having access)	83.2%	85.8%
Healthcare Professional Shortage Areas (Index from 0 to 26)	15.0%	8.0%
Engagement (76 out of 100)		
Broadband Cost and Speed (% of residents who have affordable, competitively priced service.)	0.09%	98.9%
Opportunity (37 out of 100)		
Jobs per worker	0.58	0.76
High School Graduation Rate (% of high school students graduate)	87.0%	90.0%
Age Diversity (Index from 0 to 1)	0.79	0.84

Walkscore



Get Scores My Favorites Add to Your Site

Type an address, neighborhood or city Go

701 Front Street

Beaufort, North Carolina, 28516

Commute to **Downtown Beaufort**

1 min 4 min 1 min 6 min View Routes

- Favorite
- Map
- Nearby Beaufort Apartments on Redfin

Looking for a home for sale in Beaufort?

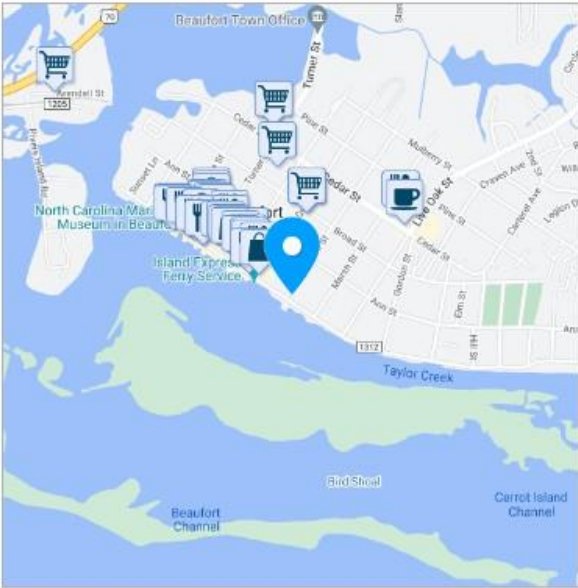
Walk Score
61

Somewhat Walkable
Some errands can be accomplished on foot.

Bike Score
68

Bikeable
Some bike infrastructure.

About your score
Add scores to your site



Visit <https://www.walkscore.com> for more information.

Summary and Recommendations

1. Retail Gap

At the 5-, 10-, and 20-mile measurements, retail gaps are seen in specialty foods, cosmetics and beauty supplies, women’s and children’s/infants’ clothing, shoes and luggage and leather goods. At the 10-and 20-mile radius measurement, retail gaps are seen in men’s clothing and drinking places. At just the 20-minute radius measurement, retail gaps are seen in electronics.

The chart below outlines the gaps by measurement:

Retail Gaps

<u>Category</u>	<u>5-mile radius</u>	<u>10-mile radius</u>	<u>20-mile radius</u>
Furniture	\$ 888,648		
Electronics	\$1,637,927		\$4,790,100
Specialty Foods	\$ 557,222	\$ 516,539	\$1,667,096
Cosmetics/Beauty supplies	\$ 620,442	\$ 984,471	\$1,773,889
Women’s Clothing	\$ 996,757	\$2,511,912	\$4,166,979
Children’s & Infants Clothing	\$ 427,536	\$ 966,809	\$1,163,601
Shoes	\$ 992,525	\$1,076,238	\$2,093,963
Luggage & Leather Goods	\$ 912,746	\$2,086,234	\$4,007,012
Men’s Clothing		\$ 893,634	\$1,465,690
Drinking Places		\$ 516,671	\$1,656,047

2. Retail Surplus

At the 5-, 10-, and 20-mile measurements, retail surpluses are seen in home furnishings, home centers, paint and wallpaper stores, hardware, groceries, pharmacies, sporting goods, hobby, toy and game stores, department stores, office supplies and stationary stores, gift, novelty and souvenir stores, pet and pet supplies stores, full and limited-service restaurants. At the 10 and 20-mile radius measurements, retail surpluses are also seen in appliances, electronics, nursery and garden supplies, books, and jewelry.

It appears the Claritas data is picking up retail sales at all measurements from Morehead City which is located 4.6 miles from Beaufort. Just from Beaufort alone, there are 10 furniture and home furnishing stores, 3 hardware and paint stores, 5 grocery stores, 4 pharmacies and drug stores, Kitty Hawk Surf. Co and Dick’s Sporting Goods (MHC) for sporting goods, Harbor Specialties, and Hobby Lobby (MHC) for hobbies, toys, and games, department stores (Roses, Island Traders, Beaufort Linens, and MHC department stores) Staples (MHC) and General Store, several local gift shops, Beaufort Pet Provisions (pet supplies) 20 full-service and 6 limited-service restaurants. These local and MHC retailers are contributing to these surpluses.

3. Intersection of Retail Gaps and Projected Growth

Retail gaps and projected sales growth are seen in the following categories:

Category	Retail Gaps			Projected Growth		
	5-mile Radius	10-mile Radius	20-mile Radius	5-mile Radius	10-mile Radius	20-mile Radius
Furniture	\$888,648			\$392,773	\$917,989	\$1,719,628
Electronics	\$1,637,927		\$4,790,100	\$446,216	\$1,071,434	\$2,045,886
Specialty						
Foods	\$557,222	\$516,539	\$1,667,096	\$122,582	\$315,473	\$374,140
Drinking						
Places		\$893,634	\$1,465,690	\$138,573	\$350,370	\$711,354
Electronics			\$4,790,100	\$446,216	\$1,071,434	\$2,045,886

For recruitment purposes, this reveals current retail sales potential (gaps) and significant projected retail sales to assure prospective business owners that there is ample data to support consumer products businesses in these categories.

4. Walkability and Bikeability

The Downtown Beaufort Walkscore of 61 is above average. Concerning bikeability, Downtown Beaufort scores a 68 which is also above average. You will want to work with the local NCDOT division to incorporate bike lanes into their downtown streets as well as those controlled by the Town of Beaufort.

According to a study by real estate advising company Robert Charles Lesser & Co., homebuyers are increasingly looking for green space and trail systems for walking, running, and biking. In fact, green space and trail systems were the No. 1 and No. 2 desirable community features in this referenced article---Source: New Home Source:

<https://www.newhomesource.com/learn/top-community-amenities/>

The list is below:

Parks and green spaces

Paved trail systems for walking, jogging, biking, etc.

Note that in addition to the walking and biking trail amenities, the #3 amenity that new homeowners want is:

Main street village centers with retail services and cafes for gathering and socializing.

Downtown Beaufort fits the #3 desired community amenity and will want to see ways to increase walkability and biking options to meet consumer demands.

Finally, Diane Young created the Downtown Directors’ Guide to Working with Development Projects--<https://www.ncmainstreetandplanning.com/economic-vitality>-- an invaluable resource for downtown revitalization.

There is additional Claritas retail data and the U.S. Census Quickfacts report to support your retail recruitment efforts.

If you have any questions concerning the above information, do not hesitate to contact Downtown Development Specialist Mike Dougherty at mike.dougherty@commerce.nc.gov or 919-817-7086.

Sources: Claritas Retail Data
<http://doc.arcgis.com/en/esri-demographics/data/tapestry-segmentation>
Livabilityindex.aarp.org
Carteret County map—Glen Locascio, NC Department of Commerce



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
Work Session Meeting
4:00 PM Monday, November 25, 2024**

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Sewer Allocation Reservation Request
The Beaufort Club - Enclave

BRIEF SUMMARY:

The applicant Beaufort Investment Holdings LLC is requesting that 12,600 gallons per day (gpd) of sewer treatment capacity be reserved for allocation to the Beaufort Club - Enclave proposed residential subdivision. The capacity being requested for 70 residential units with 3 bedrooms that are to be constructed on the 22-acre tract located on Taylorwood Drive.

The allocation request is being brought forth by Town staff concurrent with the request by the applicant to approve the site plan for the proposed subdivision. The allocation request will fall within the Priority Level 1 category described by the Town’s “Wastewater Allocation Policy” if the site plan is approved. Priority Level 1 projects include the following classes of development provided all permitting and approval application requirements by the Town and other regulatory agencies having jurisdiction have been satisfied: 1) Infill development located within the Town’s corporate limits; 2) redevelopment located within the Town’s corporate limits; and 3) new development within the corporate limits.

If approved, the allocation represents approximately 1.0 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/allocated capacities to stand at approximately 75 percent.

REQUESTED ACTION:

Consider approving the allocation of 12,600 gpd of sewer capacity to BIH LLC for the Beaufort Club – Enclave proposed residential subdivision.

EXPECTED LENGTH OF PRESENTATION:

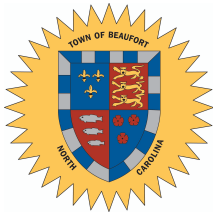
10 minutes

SUBMITTED BY:

Sam Bell, PE, Interim Town Engineer

BUDGET AMENDMENT REQUIRED:

No



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

1.

WASTEWATER ALLOCATION REQUEST

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

Wastewater Allocation Request Review Fee: \$50

SITE INFORMATION

Name of Project: The Enclave at Beaufort Club Acreage of Property: 22.52
County Tag Number: N/A NC PIN: 730704847177000
Address/Location: Parcel B - North River Club Section 2

Zoning District: PUD

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

APPLICANT INFORMATION

Applicant: Filter Design Studio
Mailing Address: 707 Bridges Street, Morehead City, NC 28557
Phone Number: 252-230-0788 Fax: NA
Contact Person: Jay Horton
Email Address: jay@filterdesignstudio.com

PROPERTY OWNER INFORMATION

Name: Beaufort Investment Holdings LLC
Mailing Address: 3301 Benson Drive, Ste. 103, Raleigh, NC 27603
Phone Number: _____ Fax: _____
Email Address: _____

FOR OFFICE USE ONLY

Date Received: _____ File Number/Name: _____

PROJECT INFORMATION

1.

Use: New Expanded Change

Use Type: Residential Commercial

Proposed Use(s): PUD Existing Use(s): Vacant Land / Planned Development Land in Beaufort Club

Developer Name: Beaufort Investment Holdings LLC

Mailing Address: 3301 Benson Drive, Ste. 103, Raleigh, NC 27603

Phone Number: _____ Fax Number: _____

Email Address: _____

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

The following supplemental information is required:

- Complete development proposal for Priority Levels 1, 2 or 3 allocation request
- Preliminary plan or sketch plan for Priority Level 4 allocation request meeting requirements for site plans as established on the Town's Building Permit Application or as described for sketch plans by the Town's Subdivision Ordinance
- If a phasing schedule is proposed, include as an attachment

Residential:

Gross Acreage: 22.52

Single Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units			
3 Bedroom Units	70	180	12,600
>3 Bedroom Units			
Total		-----	12,600

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

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

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

Gross Acreage: _____

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

TOTAL REQUESTED GALLONS PER DAY: 12,600

APPLICANT AFFIDAVIT

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

Jay Horton
Print Name


Signature of Applicant

10/9/2024
Date

ENGINEER'S CERTIFICATION

The allocation request data provided on page 2 of this form shall be provided by a Professional Engineer for all requests except single lot residential infill requests and commercial requests equal to or less than 360 gallons per day. The certification statement below shall be completed by the Professional Engineer providing the data.

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

Signed and Dated Professional Engineer Seal

Firm Name

Address

Telephone No.

Email Address

Approved by: Town Engineer
 Board of Comissioners

Allocation approved: _____ gallons per day

Date of Approval: _____

Confirmation signature by:

Town Manager

APPENDIX A: DESIGN FLOW RATES

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

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

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

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

The North Carolina Division of Environmental Quality (NCDEQ) approved on August 8, 2022 the Town of Beaufort's request for an adjusted daily sewage flow rate (flow reduction) that would apply to all permitted but not yet tributary connections and all future connections from single-family, detached residential units within the Town of Beaufort service area. NCDEQ also approved on November 28, 2022 the Town's request that would apply to all permitted but not yet tributary multi-family residential units within the Town's service area. Accordingly, the in determining the volume from single-family, detached residential units and multi-family residential units, the flow rate shall be 60 gallons per day per bedroom. The minimum volume of sewage from each residential dwelling unit shall be 120 gallons per day and each additional bedroom above two bedrooms shall increase the volume by 60 gallons per day.

Each bedroom or any other room or addition that can function as a bedroom shall be considered a bedroom for design purposes.



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
Work Session
4:00 PM Monday, November 25, 2024
614 Broad Street- Train Depot**

AGENDA CATEGORY: Items for Review and Discussion
SUBJECT: Phase Two UDO Development Draft Contract
BRIEF SUMMARY:

Consultants with White & Smith have provided a draft Contract for Services and Scope of Work/Budget for the Board to consider for creation of the UDO as captured in phase two of the project.

REQUESTED ACTION:
Review/discussion of the Draft Contract and Scope/Budget to provide direction moving forward with the project.

EXPECTED LENGTH OF PRESENTATION:
15 minutes

SUBMITTED BY:
Michelle Eitner
Town Planner

BUDGET AMENDMENT REQUIRED:
N/A

November 15, 2024

Mr. Charles Burgess, Interim Town Manager
Town of Beaufort
701 Front Street
Beaufort, North Carolina 28516

RE: Contract for Services between the Town of Beaufort, North Carolina and White & Smith, LLC
Phase 2: UDO Development

Dear Mr. Burgess:

Thank you for the opportunity to once again serve The Town of Beaufort in the Development of a Unified Development Ordinance. This letter will address the retention of White & Smith, LLC (the "Firm") for planning consultation services on behalf of the Town Board of Commissioners (the "Town").

The objective of "Phase 2" is to develop a Unified Development Ordinance (UDO) based on Phase 1's *Codes Assessment* we worked with the Board to prepare over the last several months. We have attached the Scope of Work we have worked with Town staff to prepare in recent weeks. Including a detailed description of the task in Module 1 of the project, along with an estimated project schedule. As each Module is completed, we will work with you to generate a similarly detailed description of tasks to be completed in the following Module, along with a module project schedule.

The primary deliverable from our work will be a final UDO that reflects the final direction of the Town Board, following public input and the participation of the Planning Board and the UDO Subcommittee as provided for in the Scope of Work.

Based on our conversations with Town staff in the development of the Scope of Work, we anticipate

completing the Scope of Work for a sum not to exceed \$454,375, based on the currently anticipated tasks and deliverables as provided in the Scope. Firm invoices will describe work performed in the prior period and the percent of the project complete to that point, based on the Scope of Work. The Town agrees to pay the Firm for services performed, as described in our monthly invoices. Invoices must be paid within thirty (30) calendar days of receipt of the invoice. Either party may terminate this agreement at any time, with or without cause, upon written notice sent via an established overnight carrier or by email upon a verified receive date of the email. However, a terminating party must first confer with the other prior to termination to take steps necessary to ensure the non-terminating party's rights and interests are reasonably protected. The Town would be responsible for all expenses for services rendered by the Firm up to the receipt of notice of termination.

The Town of Beaufort, North Carolina
November 15, 2024
Page 2

We will communicate through and receive direction from your designated project manager, Michelle Eitner, Town Planner. If at any time, however, if you wish for us to communicate directly with you, the Town Board of Commissioners, or other Town officials on any matter, we are happy to do so.

Please sign, date, and return this contract letter to me, and I will execute and return a copy for your files. Also, don't hesitate to contact me should you have any questions or need more information before signing this agreement. I look forward to working with you and your staff on this matter.

Sincerely,

Tyson Smith, AICP
for White & Smith, LLC

ON BEHALF OF THE BOARD OF COMMISSIONERS OF THE TOWN OF BEAUFORT, NORTH CAROLINA, I HEREBY AGREE TO THE TERMS AND CONDITIONS SET FORTH ABOVE.

By: _____

CHARLES BURGESS, TOWN MANAGER
Authorized Representative of the Board of Commissioners

Dated: _____

ON BEHALF OF WHITE & SMITH, LLC, I HEREBY AGREE TO THE TERMS AND CONDITIONS SET FORTH ABOVE.

By: _____

TYSON SMITH, AICP, SHAREHOLDER
White & Smith, LLC

Dated: _____

Attachments:

- Detailed Scope of Work for Module 1
- Task overview and budget allocation for Modules 1-5

Development of Beaufort Unified Development Ordinance * Module 1 Resilience, Other Related & Initial UDO Outreach

Phase/Task	Team Member						Subtotals	
	Smith / White		Cousino		Sr. Planning Assoc		Hours	Fees **
	\$225	Firm Principals, Policy and Project Direction	\$185	Project Management, Research, Drafting	\$100	Research, Drafting, Graphics		
Hours	Fees **	Hours	Fees **	Hours	Fees **	Hours	Fees **	
1 UDO Project Initiation and Set-Up (no trips)								
1.1 UDO Outline and Document Set-Up	2	\$450	12	\$2,220	12	\$1,200	26	\$3,870
1.2 Document Review and Public Comment Platform (Konveio) Set-Up	2	\$450	8	\$1,480	12	\$1,200	22	\$3,130
1.3 Development of Vision Statement and Project Goals	8	\$1,800	8	\$1,480	4	\$400	20	\$3,680
2 Module 1: Resilience Standards and Plans Implementation (3 Review Iterations (staff/UDO Subcommittee, PB and BOC, and BOC requested revisions for this module), 1 final) ***								
2.1 Impervious Coverage Standards	4	\$900	8	\$1,480	12	\$1,200	24	\$3,580
2.2 Low Impact Development Standards	4	\$900	24	\$4,440	16	\$1,600	44	\$6,940
2.3 Stormwater Retrofit Requirements	16	\$3,600	28	\$5,180	24	\$2,400	68	\$11,180
2.4 Non-intensification Zone (NIZ) & Resilience Development Standards and Overlays	40	\$9,000	80	\$14,800	80	\$8,000	200	\$31,800
2.5 Regulatory Implementation of Increased Construction Standards	12	\$2,700	20	\$3,700	20	\$2,000	52	\$8,400
2.6 Initial Shoreline Management Ordinances	20	\$4,500	24	\$4,440	20	\$2,000	64	\$10,940
2.7 Resilience-Based FDP Ordinance updates	6	\$1,350	8	\$1,480	8	\$800	22	\$3,630
2.8 3 Meetings with UDO Subcommittee, Planning Board, and BOC Meetings (1-2 persons) ****	24	\$5,400	74	\$13,690	32	\$3,200	130	\$22,290
3 Resilience-Related Design and Development Standards, Procedures, Administration (drafting schedule and iterations aligned with Task 2) *****								
3.1 Stormwater, Erosion, and Sediment Control (Orig Mod 3)	12	\$2,700	32	\$5,920	60	\$6,000	104	\$14,620
3.2 Trees Landscaping and Bufferyards (Orig Mod 3)	8	\$1,800	32	\$5,920	42	\$4,200	82	\$11,920
3.3 Minor Revisions from Subsequent Modules (e.g., parking, procedures, density bonuses, definitions)	8	\$1,800	14	\$2,590	16	\$1,600	38	\$5,990
3.4 1 Add'l Meeting for UDO Subcommittee, Planning Board, and BOC Meetings (1 person)	4	\$900	24	\$4,440	24	\$2,400	52	\$7,740
4 General UDO Public Outreach								
4.1 Prepare UDO Table, materials, Plan, Attend Community Event (e.g., Farmers Market) (2 persons)	32	\$7,200	32	\$5,920	24	\$2,400	88	\$15,520
4.2 3 UDO Community Meetings (3 different locations) (2 persons)	16	\$3,600	24	\$4,440	34	\$3,400	74	\$11,440
TOTALS	218	\$49,050	452	\$83,620	440	\$44,000	1,110	\$176,670

* Estimate includes any outside expertise if needed (e.g., environmental engineering). Estimate does not include GIS analysis/map development, scientific or technical studies, legal advice, memoranda or workproduct other than that identified in Tasks 2 & 3, recurring calls or video conferences, rounds of draft or meetings beyond those included in Tasks 2 and 3. The estimate recognizes that the Town will identify a point of contact/project manager for the work, who will lead internal reviews of draft materials and will assemble and resolve conflicting comments and provide direction re: same to White & Smith prior to initiating the next drafting round. Services may be added at Town request.

** Hourly rates and final pricing includes all travel and associated travel expenses.

*** These tasks will be oriented to achieving compliance with the Town's DCM grant; Module 1 (only) assumes revisions may be adopted prior to completion of the UDO in Module 1 due to Resilience matters' urgency

**** If fewer meetings are necessary to meet the terms of the Town's DCM grant, work effort may be shifted to the tasks above to accomplish the full extent of the Town's Resilience goals.

***** The UDO Codes Assessment anticipated these tasks to occur in later Modules, mostly Module 3 related to Design and Development Standards. These have been moved to Module 1 due to the relevance to Resilience matters and the preference to complete drafting of these sections in the first 12-15 months.

Development of Beaufort Unified Development Ordinance Module 2 - Zoning Districts Uses, Minimum Housing

Phase/Task	Team Member						Subtotals	
	Smith / White		Cousino		Sr. Planning Assoc		Hours	Fees
	\$225	Firm Principals, Policy and Project Direction	\$185	Project Management, Research, Drafting	\$100	Research, Drafting, Graphics		
Hours	Fees	Hours	Fees	Hours	Fees	Hours	Fees	
1 Module 2: Districts, Uses, Minimum Housing Standards (3 Review iterations, [staff/UDO Subcommittee, PB and BOC, and BOC requested revisions for this module] (trips in task 2))								
1.1 Update, Consolidate, and Align Residential Districts	4	\$900	8	\$1,480	12	\$1,200	24	\$3,580
1.2 Update Density Standards; Develop Density Bonuses (re: housing, resilience, open space)	4	\$900	16	\$2,960	32	\$3,200	52	\$7,060
1.3 Update Change of Use Standards, Minimum Separation Standards, Prohibited Uses	4	\$900	8	\$1,480	16	\$1,600	28	\$3,980
1.4 Develop Use-Specific Standards (incl. Home Occupations)	2	\$450	12	\$2,220	8	\$800	22	\$3,470
1.5 Update Accessory Use and Temporary Use Standards and Allowed Districts	2	\$450	4	\$740	6	\$600	12	\$1,790
1.6 Update Telecommunications Standards to Current Statutory/Federal Code requirements	4	\$900	6	\$1,110	24	\$2,400	34	\$4,410
1.7 Update Housing Definitions and Development Standards to Encourage Housing Affordability	4	\$900	12	\$2,220	24	\$2,400	40	\$5,520
1.8 Develop Alternative Conditional Zoning Approaches for Consideration	4	\$900	24	\$4,440	12	\$1,200	40	\$6,540
1.9 Update PUD Standards, Procedures, Requirements	4	\$900	16	\$2,960	24	\$2,400	44	\$6,260
1.10 Develop Minimum Standards for Entry Corridor Overlay Districts	2	\$450	6	\$1,110	22	\$2,200	30	\$3,760
1.11 Develop Commercial Property Maintenance Standards for Designated Corridors	2	\$450	8	\$1,480	12	\$1,200	22	\$3,130
1.12 Revise Zoning Map to Indicate Overlay Districts (in-house, Town staff)	0	\$0	0	\$0	0	\$0	0	\$0
1.13 Update Transitional Area Zoning Standards to Enhance Compatibility	2	\$450	8	\$1,480	12	\$1,200	22	\$3,130
1.14 Update Accessory Dwelling Standards re: Compatibility and Affordability	4	\$900	8	\$1,480	16	\$1,600	28	\$3,980
1.15 Develop Code Revisions to Address Short-Term Rental Uses and Compatibility	12	\$2,700	16	\$2,960	24	\$2,400	52	\$8,060
1.16 Lot Coverage, Setbacks, and Building Height	4	\$900	12	\$2,220	16	\$1,600	32	\$4,720
2 Module 2 Public Outreach Boards' Review (up to 2 trips, 1-2 persons)								
2.1 Community Workshops (up to 3)	8	\$1,800	32	\$5,920	12	\$1,200	52	\$8,920
2.2 Attend UDO Subcommittee, Planning Board, and BOC Meetings (Up to 3 meetings)	8	\$1,800	32	\$5,920	12	\$1,200	52	\$8,920
TOTALS	74	\$16,650	228	\$42,180	284	\$28,400	586	\$87,230

Development of Beaufort Unified Development Ordinance Module 3 - Development and Design Standards

Phase/Task	Team Member						Subtotals	
	Smith / White		Cousino		Sr. Planning Assoc		Hours	Fees
	\$225	<i>Firm Principals, Policy and Project Direction</i>	\$185	<i>Project Management, Research, Drafting</i>	\$100	<i>Research, Drafting, Graphics</i>		
Hours	Fees	Hours	Fees	Hours	Fees	Hours	Fees	
1 Module 3: Development and Design Standards (3 Review Iterations, [staff/UDO Subcommittee, PB and BOC, and BOC requested revisions for this module]) (trips in Task 2)								
1.1 Urban Design, Infill, & Rural Character	2	\$450	24	\$4,440	32	\$3,200	58	\$8,090
1.2 Building Design	2	\$450	24	\$4,440	24	\$2,400	50	\$7,290
1.3 Parking	2	\$450	12	\$2,220	16	\$1,600	30	\$4,270
1.4 Signs	4	\$900	12	\$2,220	32	\$3,200	48	\$6,320
1.5 Exterior Lighting	2	\$450	6	\$1,110	16	\$1,600	24	\$3,160
1.6 Update Cedar Street Mixed Use District Overlay and Standards	4	\$900	18	\$3,330	24	\$2,400	46	\$6,630
1.7 Develop Incentives for Universal Design in Residential	2	\$450	8	\$1,480	8	\$800	18	\$2,730
2 Module 3 Public Outreach and Boards' Review (up to 2 trips, 1-2 persons)								
2.1 Community Workshops (up to 2)	8	\$1,800	32	\$5,920	12	\$1,200	52	\$8,920
2.2 Attend UDO Subcommittee, Planning Board, and BOC Meetings (Up to 2 meetings)	8	\$1,800	32	\$5,920	12	\$1,200	52	\$8,920
TOTALS	34	\$7,650	168	\$31,080	176	\$17,600	378	\$56,330

Development of Beaufort Unified Development Ordinance Module 4 - Subdivision and Land Development

Phase/Task	Team Member						Subtotals	
	Smith / White		Cousino		Sr. Planning Assoc		Hours	Fees
	\$225	Firm Principals, Policy and Project Direction	\$185	Project Management, Research, Drafting	\$100	Research, Drafting, Graphics		
Hours	Fees	Hours	Fees	Hours	Fees	Hours	Fees	
1 Module 4: Subdivision Regs & Flood Damage Prevention (3 Review iterations [staff/UDO Subcommittee, PB and BOC, and BOC requested revisions for this module]) (trips in Task 2)								
1.1 Remove Cap on Recreational Fees and Update Fee Calculation and relevant Ordinance provisions	16	\$3,600	12	\$2,220	40	\$4,000	68	\$9,820
1.2 Revise Private-Improvement Maintenance Standards to Ensure Post-Approval Compliance	2	\$450	4	\$740	6	\$600	12	\$1,790
1.3 Develop Standards to Encourage Preservation of Natural Site Features for newly Subdivided Parcels	2	\$450	4	\$740	6	\$600	12	\$1,790
1.4 Address off-site erosion from construction fill; including inspections and standards	6	\$1,350	12	\$2,220	16	\$1,600	34	\$5,170
1.5 Site & Design Standards for Multi-family and Townhouses (e.g., street trees, landscaping, bike/ped)	4	\$900	16	\$2,960	22	\$2,200	42	\$6,060
1.6 Update Driveways Spacing Standards, consistent with NCDOT	0	\$0	2	\$370	2	\$200	4	\$570
1.7 Remove Street Design and Construction Standards from the UDO	0	\$0	0	\$0	2	\$200	2	\$200
1.8 Update Subdivision Improvement guarantees and timing of Improvement Completion Schedules	4	\$900	8	\$1,480	8	\$800	20	\$3,180
1.9 Develop Standards for open space, clustering, density transfers, incl. long-term compliance	4	\$900	12	\$2,220	12	\$1,200	28	\$4,320
1.10 Augment Regulations related to Trees and Tree Canopy Preservation (building on Mod. 1)	4	\$900	12	\$2,220	12	\$1,200	28	\$4,320
1.11 Consider Buffers for known Archeological sites	2	\$450	4	\$740	2	\$200	8	\$1,390
1.12 Requirements for bike/ped/trail features/improvements in Subd and town-wide Land Development Regs	4	\$900	16	\$2,960	24	\$2,400	44	\$6,260
1.13 General requirement that subdivisions and development include evaluation of public facility adequacy *	4	\$900	16	\$2,960	24	\$2,400	44	\$6,260
2 Module 4 Public Outreach and Boards' Review (up to 2 trips, 1-2 persons)								
2.1 Community Workshops (up to 2)	8	\$1,800	32	\$5,920	12	\$1,200	52	\$8,920
2.2 Attend UDO Subcommittee, Planning Board, and BOC Meetings (Up to 3 meetings)	8	\$1,800	32	\$5,920	12	\$1,200	52	\$8,920
TOTALS	68	\$15,300	182	\$33,670	200	\$20,000	450	\$68,970

* Anticipated to be generalized procedural requirement that responsible Town departments or other agencies make a determination of relevant facility capacity prior to final approval, but does not include development of new APF procedures, levels of service, impact areas, or CIP standards

Development of Beaufort Unified Development Ordinance Module 5 - Administration and Procedures & Final UDO Adoption

Phase/Task	Team Member						Subtotals	
	Smith / White		Cousino		Sr. Planning Assoc		Hours	Fees
	\$225	<i>Firm Principals, Policy and Project Direction</i>	\$185	<i>Project Management, Research, Drafting</i>	\$100	<i>Research, Drafting, Graphics</i>		
Hours	Fees	Hours	Fees	Hours	Fees	Hours	Fees	
1 Module 5: Administration and Procedures (3 Review iterations, [staff/UDO Subcommittee, PB and BOC, and BOC requested revisions for this module]) (trips in Task 2)								
1.1 Clarify Legally-Authorized Roles of Town Boards; and staff re: subdivision & development approvals	8	\$1,800	8	\$1,480	8	\$800	24	\$4,080
1.2 Clarify Definition, Determination of Prohibited Uses, and Enforcement	0	\$0	2	\$370	2	\$200	4	\$570
1.3 Update Non-Conformity standards for parking, landscaping, and other site-development	2	\$450	8	\$1,480	12	\$1,200	22	\$3,130
1.4 Requirements and scope of Pre-Applications Meetings, update Review times, checklists	0	\$0	2	\$370	2	\$200	4	\$570
1.5 Update Review Criteria per state law and best practices in North Carolina / similar communities	2	\$450	4	\$740	8	\$800	14	\$1,990
1.6 Develop alternative Town Review Options re: Private Sector impact studies	2	\$450	6	\$1,110	4	\$400	12	\$1,960
1.7 Clarify and Update EIS standards and Planning Board review and requirement of EIS	4	\$900	6	\$1,110	8	\$800	18	\$2,810
1.8 Establish/Update traffic impact analysis requirement, review processes, thresholds	4	\$900	8	\$1,480	12	\$1,200	24	\$3,580
1.9 Review and Enhance public notice and participation options and outreach	2	\$450	1	\$185	1	\$100	4	\$735
1.10 Create Review Procedure for Minor Subdivisions	2	\$450	6	\$1,110	8	\$800	16	\$2,360
1.11 Review procedure to address changes in commercial uses, incl. site plan review as appropriate	2	\$450	6	\$1,110	4	\$400	12	\$1,960
1.12 Updates to Improve Review process for site plan review for developments over 5,000 SF	0	\$0	6	\$1,110	8	\$800	14	\$1,910
1.13 Clarify zoning aspects of annexations and annexation process	4	\$900	8	\$1,480	16	\$1,600	28	\$3,980
1.14 Update Certificate of Occupancy procedures to require Final Elevation Certificate in SFHAs	2	\$450	2	\$370	4	\$400	8	\$1,220
2 Module 5 Public Outreach and Final UDO Preparation and Adoption Process (up to 3 trips, 1-2 persons)								
2.1 Community Workshops (up to 2)	16	\$3,600	44	\$8,140	0	\$0	60	\$11,740
2.2 Development of Consolidated UDO Document for Public / Board Review and Final for Codification	8	\$1,800	44	\$8,140	28	\$2,800	80	\$12,740
2.3 Attend UDO Subcommittee, Planning Board, and BOC Meetings (Up to 3 meetings)	24	\$5,400	24	\$4,440	0	\$0	48	\$9,840
TOTALS	82	\$18,450	185	\$34,225	125	\$12,500	392	\$65,175

Summary of UDO Development Project, including Cost Reduction Options

UDO Development Budget Estimate, by Module		Hours	In-Person Trips ***	Approx. Year Complete	Running Budget Allocation	
Module 1	Resilience, Other Related & Initial UDO Outreach	\$176,670.00	1,110	5	2025	\$176,670.00
Module 2	Zoning Districts, Uses, Minimum Housing	\$87,230.00	586	2	2026	\$263,900.00
Module 3	Development and Design Standards	\$56,330.00	378	2	2026	\$320,230.00
Module 4	Subdivision and Land Development	\$68,970.00	450	2	2027	\$389,200.00
Module 5	Administration and Procedures, Final UDO Adoption	\$65,175.00	392	3	2027	\$454,375.00
TOTAL		\$454,375.00	2,916	14		

UDO Development Tasks* v. In-Person Meeting Costs **

UDO Development	\$322,285.00
In-Person Meetings	\$132,090.00
	\$454,375.00

* UDO Development Tasks Include:

- 3 Rounds of Drafting for Each Module and compilation of UDO and Final for Codification
- All calls and videocalls with Staff during drafting and review; meeting planning, etc.
- Clarifying Graphics for definitions, site and building design, and other to Illustrate meaning
- Flowchart illustrations of written procedures
- Any subject-specific expertise needed, including environmental engineering

** In-Person Meeting Costs Include:

- Meeting Preparation (incl. slides, handouts, agendas, etc.)
- Travel Costs (mileage, hotels, meals)
- On-site Meeting Attendance

*** In-Person meetings may require special or joint meetings of the Planning Board or Board of Commissioners to align with allocated # of trips, since regular meetings are staggered in a given month.

Estimate assumes 2 people attend half the trips; a total of 21 "person trips."

Not included in Cost Estimates

- Revisions to the Town's Maps
- GIS Analysis
- Infrastructure capacity studies supporting separate adequate public facility program (i.e., including development of level of service standards, impact areas, CIP assumptions)
- Development of new fees-in-lieu (other than update parks) or impact fees
- Separate Project Website

Additional Services *

	Team Member						Subtotals	
	Smith / White		Cousino		Sr. Planning Assoc		Hours	Fees
	Hours	Fees	Hours	Fees	Hours	Fees		
Optional Services								
In-Person , 1-day trips (two in attendance)	16	\$3,600	24	\$4,440	16	\$1,600	56	\$9,640
In-Person , 1-day trips (one in attendance)	8	\$1,800	16	\$2,960	16	\$1,600	40	\$6,360
Virual Committee or Board Meetings	4	\$900	8	\$1,480	8	\$800	20	\$3,180
Prepare Additional Round of Revisions to a Module	8	\$1,800	28	\$5,180	20	\$2,000	56	\$8,980

* Where additional services can be absorbed into other tasks or may replace other tasks, additional costs may not be necessary.



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
Work Session
Monday, November 25, 2024
614 Broad Street, Beaufort NC**

AGENDA CATEGORY: Items for Review and Discussion
SUBJECT: Carteret Community College MOU

BACKGROUND: Carteret Community College is requesting approval of an MOU with Town of Beaufort to place a mobile classroom at Beaufort Fire Station 2 on Hwy 101. The classroom will be utilized to support Carteret Community College’s Crystal Coast Fire Academy and the Continuing Education Workforce Development Program with classroom space in the Northeast community of Carteret County.

REQUESTED ACTION:

If request is approved by the Board, staff will work to finalize a draft MOU to be placed on the December 9, 2024, Regular Meeting agenda under Items of Consent.

SUBMITTED BY: Tony Ray, Fire Chief

BUDGET AMENDMENT REQUIRED: No



Town of Beaufort, NC

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

Board of Commissioners

Work Session Meeting 4:00 PM – Nov. 25, 2024

AGENDA CATEGORY: Items for Review and Discussion

SUBJECT: Parks & Recreation Advisory Committee Recommendations for the West End of Ann Street

SUMMARY: At the November meeting of the Beaufort Parks & Recreation Advisory Board, the committee voted unanimously to recommend the below potential uses for the West End of Ann Street to the Board of Commissioners. These recommendations were made after much consideration from the committee members and after discussion with citizens.

Recommendation: Create a public park at the West End of Ann Street with water access that maintains the existing vistas and strives to mitigate existing stormwater/flooding issues.

Recommendations on how to achieve this include the following:

- Eliminate portions of the existing concrete area
- Make parking spaces permeable
- Include a bike/walking path to the center of the space – no golf carts
- Picnic tables
- Benches
- Lush gardens
- Irrigation for the landscaping
- Handicap Access
- Incorporate historical markers – Original location of the bridge into Beaufort, boat building & fishing industries
- Public Art/Water Feature
- Reduce the existing number of parking spaces and move them away from the residence at 102 Ann Street
- Build an observation deck/dock similar in style to Harborside Park for public use
- Bicycle Racks
- Native plants/Rain Gardens
- Explore flood mitigation
- Keep the view open with no obstructions
- Shade – maybe in the form of a swinging bench with a covered area to the side
- Consider community gardening options
- Involve the Beaufort Garden Club
- Design an attractive entryway
- Pocket seating areas
- Green Space

It is the opinion of both staff and the advisory committee that much of the work on this project can be done in-house. The next steps are to create a design concept and seek estimates on the construction of a dock/observation deck. Town Engineer Sam Bell is working on a concept plan.

The Park Improvements Project Fund has \$521,676. This includes Recreation Fees paid to the Town and the remainder is from a donation made to the town for recreation.

The project is in alignment with the adopted Town of Beaufort Parks & Recreation Comprehensive Plan.

REQUESTED ACTION:

Staff requests BOC authorization to proceed with planning a park project for this location that is in alignment with creating a public park at the West End of Ann Street with water access that maintains the existing vistas and strives to mitigate existing stormwater/flooding issues. Staff requests authorization to utilize existing funds in the Park Improvement Projects while leveraging potential grants in order to move forward with a park project at this location that incorporates items outlined in the provided list. If the project is authorized to move forward in the outlined direction, staff will continue to seek public input on the project and will plan a public meeting to introduce concept plans and garner additional community feedback.

SUBMITTED BY: Rachel Johnson, Parks Coordinator

BUDGET AMENDMENT REQUIRED: No





Town of Beaufort, NC

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

**Board of Commissioners
Work Session
4:00 PM Tuesday, November 25, 2024**

AGENDA CATEGORY: Items for Review and Discussion

SUBJECT: Beaufort Waterfront Operations and Finance Committee Update

SUMMARY:

Commissioner Spiegler and Commissioner Gillikin will provide an update from the Beaufort Waterfront Operations and Finance Committee.

Meeting dates and other information related to the committee can be found on the Town’s website: <https://www.beaufortnc.org/boardofcommissioners/page/beaufort-waterfront-operations-finance-committee>

SUBMITTED BY:

Elizabeth Lewis, Town Clerk