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

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

Call To Order

Roll Call

Agenda Approval

Public Comment

Presentations

1. Eastern Carteret County Collaborative

Items for Discussion and Consideration

1. Cedar Street Park
2. FY 21 Budget Amendment #1
3. Order for Carteret County to Collect Taxes for 2020
4. June Financial Report/Notes
5. Special Revenue Fund – Z. Smith Reynolds
6. Draft Minutes for June 8, 2020 Regular Meeting, June 15, 2020 Budget Work Session, June 22, 2020 Work Session/Budget Work Session
7. Modify/Revise the Existing Planned Unit Development (PUD) for Beau Coast Subdivision
8. Preliminary Plat for Beau Coast Subdivision Phase V
9. Case #20-08 513 Front Street - Micro Distillery/Restaurant
10. Amendments to the Personnel Policy
11. Emergency Management Ordinance
12. Noise Ordinance Review
13. Designation of Legal Counsel

Mayor/Commission Comments

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 Work Session
4:00 PM Monday July 27, 2020 – Held Virtually Due to COVID-19 Pandemic

AGENDA CATEGORY: Presentation

SUBJECT: Eastern Carteret County Collaborative

BRIEF SUMMARY:

Barbara Garrity-Blake will give a presentation of the work of the Eastern Carteret County Collaborative funded by the Z Smith Reynolds Grant.

REQUESTED ACTION:

Receive Information

EXPECTED LENGTH OF PRESENTATION:

10 – 20 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No

EASTERN CARTERET COUNTY

ANNUAL REPORT 2019 - 2020

Z. Smith Reynolds Collaborative Problem-Solving Grant Program

Engage. Connect. Strengthen.

We are a group of people in Eastern Carteret County
who are building our collaboration skills
to create a more resilient community.

PROJECT SUMMARY 1
Eastern Carteret County (ECC) Collaborative 1
STRATEGIC AIMS & LENSES 2
INFLUENCING FACTORS 3
FINANCIAL REPORT 4
Financial Summary for Year Ending June 30, 2020 4
Financial Narrative for Year Ending June 30, 2020 5
ACTIVITIES & EVENTS 8
PROGRESS & LEARNING 9

PROJECT SUMMARY

Eastern Carteret County (ECC) Collaborative

What? An effort bringing people together to form a collaborative network that draws on our strengths to address shared problems. We are actively building our collaboration muscles and support systems needed to ensure this emerging collaborative network persists when initial funding from Z. Smith Reynolds Foundation (ZSR) ends in 2022.

This effort supports bridging any class, cultural, geographic, or racial divides that separate us.

Where? Carteret County NC, east of Core Creek waterway, including Beaufort (incorporated and surrounds), Down East communities, Laurel Road, Merrimon, North River, and South River.

Why? ECC has experienced wrenching changes, including declines in traditional industry (e.g. commercial fishing, menhaden processing, and related occupations), high substance abuse and suicide rates, out-migration of youth, and chronic flooding exacerbated by devastating storms.

Who? Our core group of collaborators includes educators, emergency responders, faith leaders, local government leaders and staff, networks, non-profits, residents, and youth organizations. Throughout the process new people and organizations continue to join the effort.

ZSR funding pays for two part-time project staff to develop the collaborative network. It also pays for outside expertise from advisors specializing in community engagement, cultural competency, diversity & inclusion, leadership development, and personal resilience. ZSR staff are also engaged, as the funder wants to learn alongside us and support ECC all they can.

How? Collaborators and staff co-create various meetings, trainings, and events designed to build our collective ability to practice the process of collaboration in low-risk situations. It's a fluid and adaptive process: one month we may be convening faith and food groups to talk about hunger relief, the next month we are equipping youth leaders with skills for greater resilience, and the next month we convene emergency responders to explore opportunities to increase our collective storm readiness.

Currently collaborators serve on smaller teams, including: Shared Aspiration, Network Development, and Capacity Building.

The collaborative network makes strategic decisions by consent – everyone has equal say.

10-minute video about the reason for the Eastern Carteret County collaborative effort

STRATEGIC AIMS & LENSES

The following aims and lenses are derived from the grant application we submitted to Z. Smith Reynolds in March 2019.

Aim: Build Collaborative Partnership

- Increase # & Diversity of Collaborators
- Strengthen Connections & Build Capacity to Collaborate
- Inform & Shape Partner Organization Strategic Plans

Aim: Promote Community Resilience

- Identify Community Concerns Around Resilience
- Develop Shared Understanding of Resilience across ECC
- Implement Strategic Doing Process to Increase Shared Resilience

Lenses:

- Personal Resilience
- Cultural Difference
- Equity & Empowerment
- Systems Design
- Network Improvement

The following tasks are taken from the application. In addition, collaborators and staff also participate in joint learning opportunities with other Z. Smith Reynolds grantees.

Tasks	2019-2020	2020-2021	2021-2022	2022-2023
Hired staff to provide scaffolding for collaboration				
Increase cohesion of core collaborator group				
Develop new collaborator on-boarding program				
Describe social and geographic target areas				
Map social network and identify gaps in collaboration				
Identify and recruit to fill gaps in collaboration				
Increase collaboration capacity and skills				
Develop and empower network weavers				
Provide organizational development support				
Understand and design for variations in readiness				
Engage to understand community views on resilience				
Develop shared understanding of resilience				
Establish resilience priorities and key measures				
Practice 30-day actions to learn what works				
Align partner workplans to amplify shared priorities				

INFLUENCING FACTORS

The work of Z. Smith Reynolds' Collaborative Problem Solving grantees is complex, as are the communities they serve. Despite the urgency to advance, ZSR realizes that addressing complex and meaningful issues takes time.

We understand that in some instances, we must go slow to give people time and space to engage, identify a shared goal, and advance forward together to chart a better path for the future. ZSR is proud to be able to partner with, and learn from, the important work of these community collaborations.

- Mo Greene
Executive Director, Z. Smith Reynolds

Most people don't ever give much thought to what makes collaboration really work. Few experiences prepare us for co-creation; as such, there are varying degrees of readiness for collaborative work. We focus on spaces in-between: developing trust, building stamina to learn in public, and creating a shared container in which collaborative acts can thrive.

In addition to variations in internal readiness, external events also compel us to adapt. Sometimes we must further slow down, sometimes we are speeding up, and other times, we lean further into a situation to maximize its opportunity. This year, impacts included:

- Hurricane Dorian in September 2019 triggered widespread PTSD as Eastern Carteret was still recovering from devastating Hurricane Florence the prior year. The energy drained out of the community, and shifted collaborative focus on mitigating the stress impacts by increasing personal resilience.
- COVID-19 pandemic from March 2020 to the present time forced tremendous growth in technology use by participants, which will serve the collaboration and its partner organizations into the future. Efforts shifted away from capacity building and planning to purposeful action addressing immediate community concerns, such as mask-making and distribution, hunger relief, and increasing personal resilience.
- Unusually early and fast tropical storms in late May 2020 gave validity to concerns that 2020 would be a more active hurricane season, complicated by COVID-19. Following the collaborative energy, we convened County emergency management representatives and other first responders in a "Faith, Fire, and Food" conversation to strengthen connections and align efforts for storm preparedness and response.
- Black Lives Matter uprisings in June 2020 brought social anxiety and reckoning to our nation and local communities, community leaders, and collaborators. The movement introduced us to young African American leaders, and we worked together to support their virtual town hall, "Building a Bridge Over the Racial Divide."

FINANCIAL REPORT

Financial Summary for Year Ending June 30, 2020

Actual Revenue

Z. Smith Reynolds	$150,000
Pooled In-Kind Support	$67,176
Total Revenue	**$217,176**

Actual Expenses

		ZSR	*In-Kind*
Project Staff	$105,448	66,006	39,442
Outside Expertise (Consulting)	$67,198	42,344	24,854
Materials and Supplies	$931	931	
Meetings and Trainings	$3,265	3,265	
Travel (Staff & Collaborators)	$3,107	227	2,880
Total Expenses	**$179,949**	**$112,773**	**$67,176**

Remaining Unspent ZSR Balance $37,227

External factors (Hurricane Dorian, COVID-19, national and local social justice protests) along with internal readiness (delay in staffing, expanding diversity of partners, time needed to develop trust, etc.) have resulted in unspent funds originally budgeted for YR 1 activities that are delayed until YR 2.

We anticipate using these unspent funds by December 2020 on meetings & training (which includes participant stipends for those without organizational support) and outside expertise.

Financial Narrative for Year Ending June 30, 2020

Financial Management

Project Staff, in conjunction with the Staffing Team, is responsible for financial planning, budgeting, and ensuring funds are used in accordance with agreements made between the grantees and the grantor. The Town of Beaufort serves as the fiscal agent for the ZSR grant funds. In this capacity, its Finance Director provides accounting, financial reporting, banking controls, and auditing functions for the collaboration effort.

Income Sources

All identified funding specific to this initiative comes from Z. Smith Reynolds, with the exception of in-kind contributions provided by collaborator organizations.

In-kind contributions come from collaborator organizations in the form of project staffing assistance, meeting space, and travel to meetings. In addition, Duke University Marine Lab provided an in-kind contribution in the form of a social network study of our area. Changes to in-kind contributions are as follows:

- The Director of The Bridge Downeast who was also linked to Carteret Community College was unable to commit as much in-kind time as expected because of staffing challenges and COVID-19 onset.
- Austin / Wilder Associates has stepped in to provide in-kind organizational development and strategic planning services.
- Persistent turnover in leadership at East Carteret High School combined with COVID-19 have resulted in a lower in-kind contribution than expected.
- Former ECHS principal Katherine Steele stepped in as a pro bono advisor from her new position as HR Advisor Organizational Specialist for FedEx Freight.
- InterFaith Power & Light in-kind contribution for pastor breakfasts was not realized due to internal readiness and the stay-at-home orders sparked by COVID-19.

Over time, we are seeing additional in-kind contributions in the form of staff expertise, meeting spaces, meeting supplies, etc. which have not been quantified, and are therefore not included as income.

Expenses

As explained in the application to ZSR, none of the collaborator organizations has capacity to absorb the role of project manager, so the main intent of funding was for Project Staff and Advisors to provide support in the space between organizations.

Project Staff

The Project Staff budget was set in the initial proposal to ZSR, based on market rates for one full-time independent contractor with qualifications and experience needed to implement the effort. For various reasons, the single budgeted position was split between two part-time positions. The Staffing Team, composed of representation from each of the partners with pledged in-kind contributions, selected two well-qualified internal candidates to staff the effort. They are:

> **Barbara Garrity-Blake**, who has 30 years experience working and building trust in Eastern Carteret. With a PhD in cultural anthropology and her experience documenting maritime culture and history, she brings a wealth of local insight to this project. Barbara was the Down East coordinator on an asset-based community development project called Saltwater Connections, led a project to develop leadership capacity in next generation fishermen, and has conducted programs specializing in stakeholder engagement and dispute mediation.
>
> **Christy Shi Day**, who has provided support and process facilitation for network development in over a dozen NC communities and laid groundwork for these networks to align their actions for collective impact. Her masters degree in Leadership and Management focused on creating sustainable social systems change and strategic communication. Christy has over 20 years experience providing coaching, organizational consulting, and related technical assistance needed to build collaboration capacity and develop leadership among key collaborators. She has experience designing, planning, and managing three other grant-funded efforts of this size or scope.

Project staff report to the Staffing Team, not to any specific collaborator organization. Two Staffing Team members, one each from the Down East Council and the Town of Beaufort, are responsible for signing contracts and fielding any staffing concerns. Project staff submit monthly progress reports to the Staffing Team.

Although funds were available in July 2019, project staff did not officially start until October 1, 2019. This late start resulted in three months lapsed funds, which was partly used for external consultants during the months without internal staff support. In addition, the Staffing Team earmarked lapsed project staff funds to fund participant stipends and outsourcing of project tasks whenever feasible. About a dozen stipends were provided for training participants, and three community members were hired to help produce different meetings.

Outside Expertise

Funds earmarked for outside expertise pay for guidance, advice, training, and coaching from project advisors as well as ad hoc training specialists. Our standing advisors include:

> **Drs. Forrest Toms** and **Sylvia Burgess**, of **One Step at a Time Consulting**: cultural competence (recognizing, appreciating, and accommodating differences) and systems-based community engagement and leadership development.
>
> **Dr. Patrick Jeffs**, of **The Resiliency Solution**: workplace and personal resilience (transforming stress, grief, and trauma) through a systems lens.
>
> **Lydian Altman** and **Dr. Rick Morse**, both of **UNC School of Government**: community development, leadership development, and community engagement processes such as Appreciative Inquiry and Strategic Doing.

Our advisors have been engaged with this effort from the outset, both helping to craft the proposal to ZSR and informing collaborators as they prepared for the initial site visit with the funders. Throughout the past year, project advisors have provided process facilitation support in the form of training, coaching and advising; helped build local capacity needed for community-based systems change; and helped staff navigate the various internal and external challenges affecting the collaborative effort.

In 2019, advisors provided in-person training or coaching in March, August, September, and December. Advisors provided extra levels of support until project staff were hired, participated by phone in some collaborator meetings, and advised staff on a regular basis. Advisors also worked among themselves to find cohesion as a group, modeling collaboration across their organizations just as we aim to do in Eastern Carteret.

Due to internal variations in readiness and external forces beyond our control, some of the ad hoc training anticipated in YR 1 (dynamic governance, network development, in-depth personal resilience workshop) did not happen. Unspent funds remain earmarked for this purpose in YR 2.

Materials & Supplies

Small items that support the overall effort, such as flipcharts, markers, paper, ink, etc.

Meetings & Training

Costs associated with planned meetings, such as printed charts, handouts, food, etc. We also provided stipends for training participants without organizational support and outsourced meeting production when feasible.

Travel

Mileage for project staff was minimal, involving either long tours taking funders or advisors around the region, or making a trip to Tarboro to learn from a sister collaboration. Travel costs for cross-grantee meetings are funded separately by ZSR, outside of grant funds.

ACTIVITIES & EVENTS

PROGRESS & LEARNING

Collaborators met in early July 2020 to reflect on what has been accomplished toward aims and lenses, and identify lessons learned about how to collaborate in Eastern Carteret County. Reflection format was designed by staff and advisors. Advisors facilitated and recorded three sessions that took place July 6, 7, & 8. Findings will be synthesized and brought forward to a late July retreat.

Primary Questions & Key Response Themes

1. What changes have you noticed as a result of this collaborative effort?
    - Building a platform/container for collaborative work
    - A diverse network is developing
    - Collaborative mindset is taking hold
    - Increasing readiness/capacity of group

2. How has being part of this collaborative challenged your assumptions?
    - Trauma underlies more than we might think
    - Capacity-building is a critical need
    - Leadership can assume different forms
    - Process is moving forward

Subsequent Questions & Key Response Themes

3. Are there any themes emerging or new discoveries?
    - Meeting management has provided model for meetings in other settings
    - We are learning how change might happen and how to build community
    - Change is possible without going through traditional gate-keepers

4. What do you want to see carried forward?
    - Our collaborative can facilitate change that individual communities cannot; must push forward
    - Infographic/blurbs/ elevator pitch re: explaining collaborative
    - Define data sources to pull together (e.g. property evaluation, drug abuse stats, census data)
    - Onboarding: time to widen the circle
    - Develop more internal leadership and distributed responsibilities

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

Town of Beaufort Board of Commissioners Work Session
4:00 PM July 27, 2020 – Held Electronically Due to COVID19 Pandemic

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Cedar Street Park

BRIEF SUMMARY:

Two adjoining property owners to the site of the future Cedar Street Park have requested the Town to support the abandoning of NCDOT right-of-way (ROW) in front of their properties.

The owner of Homer Smith Seafood has requested that the town support NCDOT abandoning 19,409 square feet of ROW, which will be used for parking for an expansion of the marina. In exchange, the owner has offered to contribute $75,000 toward the construction of the restroom/kiosk at the new Cedar Street Park. A concept plan for the park showing the parking lot design at Homer Smith Seafood and the marina expansion is attached.

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

REQUESTED ACTION:

Consider requests.

EXPECTED LENGTH OF PRESENTATION:

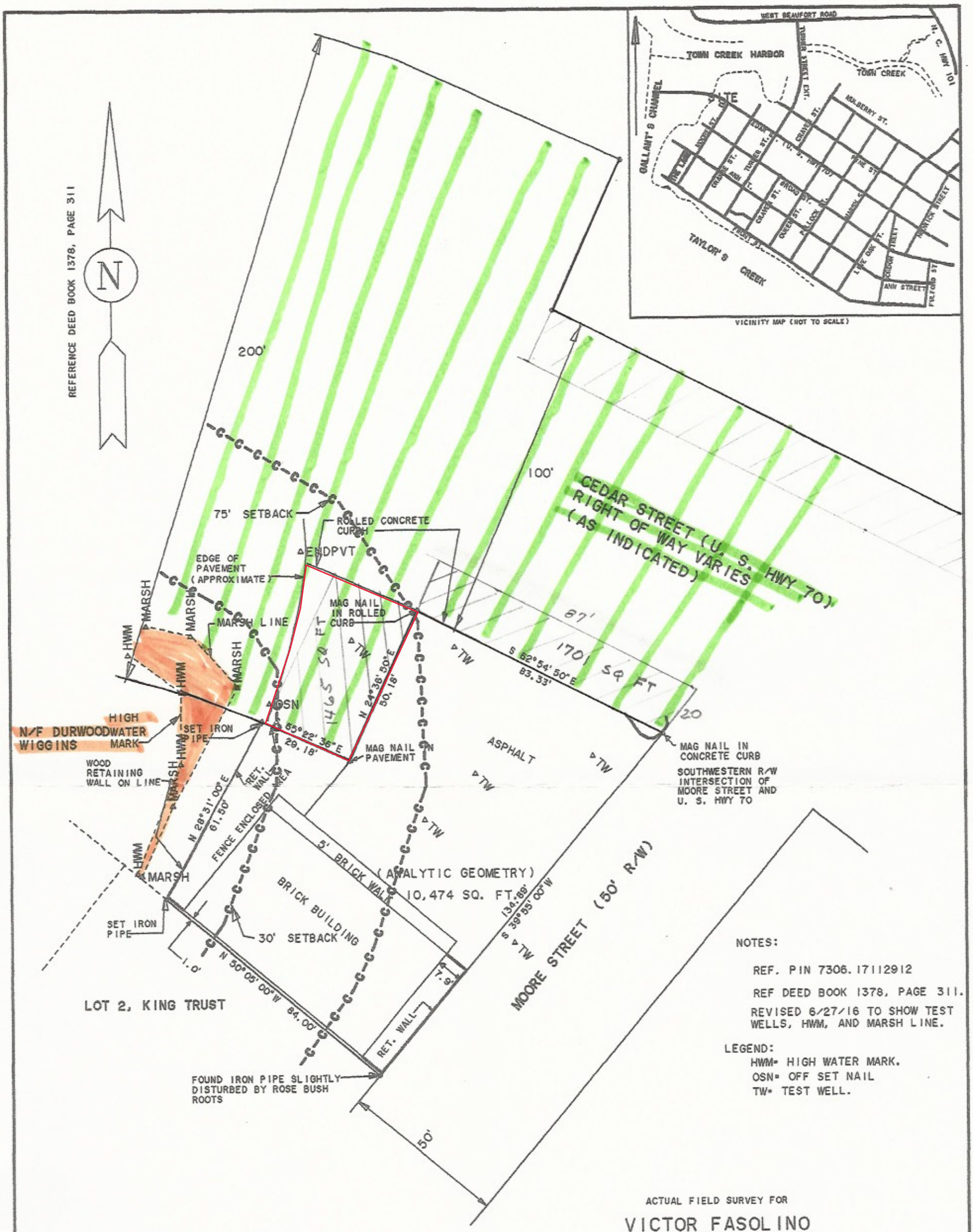
15 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No



NOTES:

REF. PIN 7306.17112912

REF DEED BOOK 1378, PAGE 311.

REVISED 6/27/16 TO SHOW TEST WELLS, HWM, AND MARSH LINE.

LEGEND:

HWM= HIGH WATER MARK.
OSN= OFF SET NAIL
TW= TEST WELL.

I JAMES L. POWELL, PLS L1531, CERTIFY THAT THIS MAP WAS DRAWN FROM AN ACTUAL CLOSED FILED SURVEY MADE BY ME, AND THAT IT IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

6/28/16

JAMES L. POWELL PLS L1531 DATE

NORTH CAROLINA PROFESSIONAL SEAL L-1531 LAND SURVEYOR JAMES L. POWELL

ACTUAL FIELD SURVEY FOR

VICTOR FASOLINO

LOCATED AT 100 CEDAR STREET

TOWN OF BEAUFORT

BEAUFORT TOWNSHIP

CARTERET COUNTY, N. C.

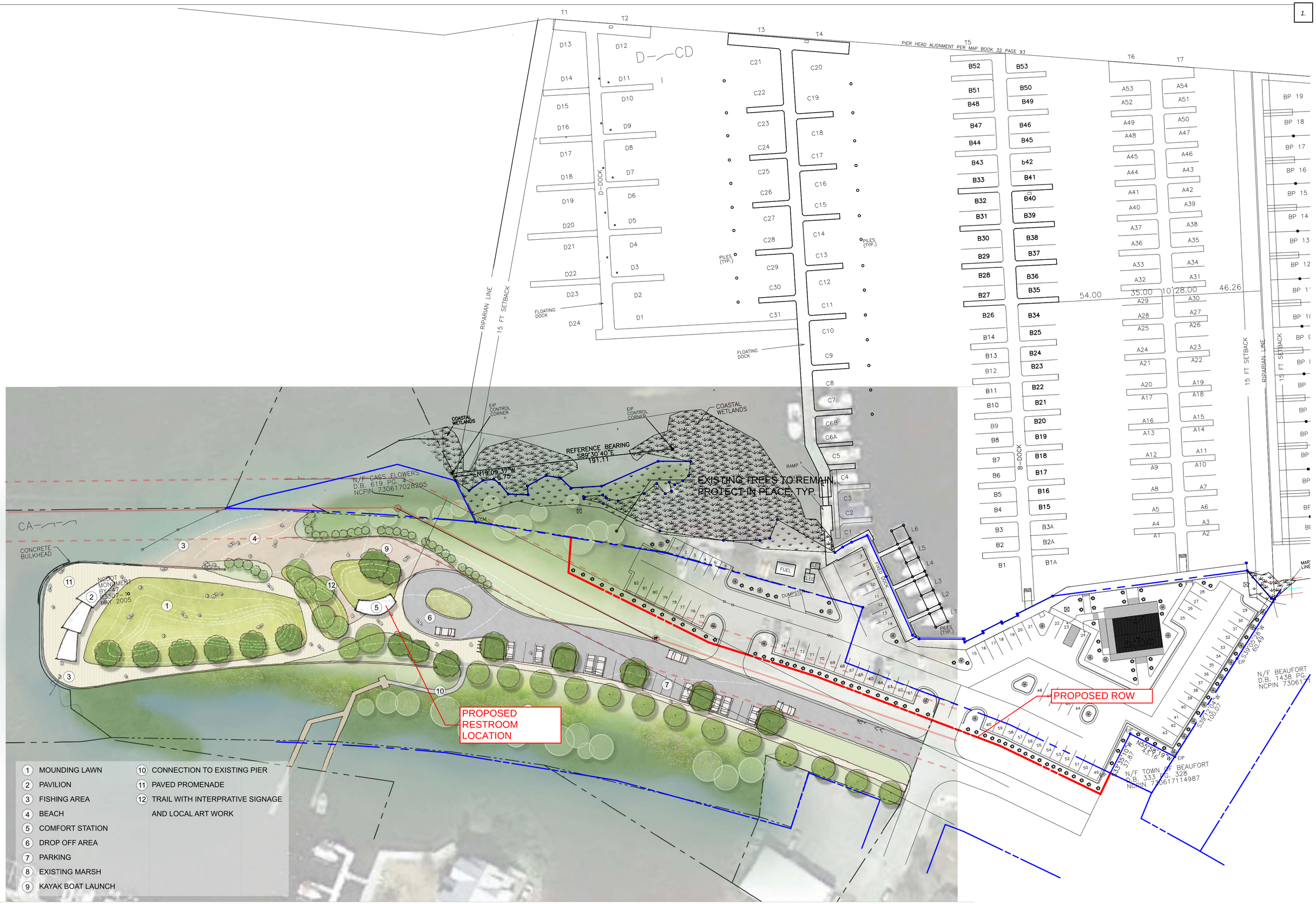
SEPT. 23, 2015 SCALE 1"=30'

REVISED JUNE 27, 2016

30 0 30 60 90

GRAPHIC SCALE - FEET

SURVEYED BY
POWELL SURVEYING COMPANY, P.A.
P. O. BOX 616 BEAUFORT, N. C. 28516
FILE L1531 TEL: (252) 728-4233 CORPORATION NO. C-0253



Date: 11.07.2019

0′ 20′ 40′ 80′

TOWN of BEAUFORT NORTH CAROLINA

CEDAR STREET PARK
- SITE PLAN-

STEWART

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

Tax Parcel Information:

Carteret County, N.C.

Owner: WIGGINS,IRMA BEST

Current PIN: 730617111912000

Site Address:
0

Mailing Address:
1677 WEST NEW HOPE ROAD

GOLDSBORO NC 27534

Legal Description:
PART L112 OLD TOWN BEAUFORT

Prior PIN: 11007K0226

City Limits: BEAUFORT

Rescue District: BEAUFORT RESCUE

Fire District:

Tax District: 1159

Township: BEAUFORT

Use: COMMERCIAL

Land Value: $6,408

Bldg Value: $0

Other Value: $0

Total Value: $6,408

Sale Price: $0

Deeded Acres: 0.021

Plat Ref: /

Deed Ref: 657 / 215

Bedrooms:

NBHD: 590018

Bldg Htd Sq Ft:

Bldg Tot Sq Ft: 0

Year Built:

Noise Level:

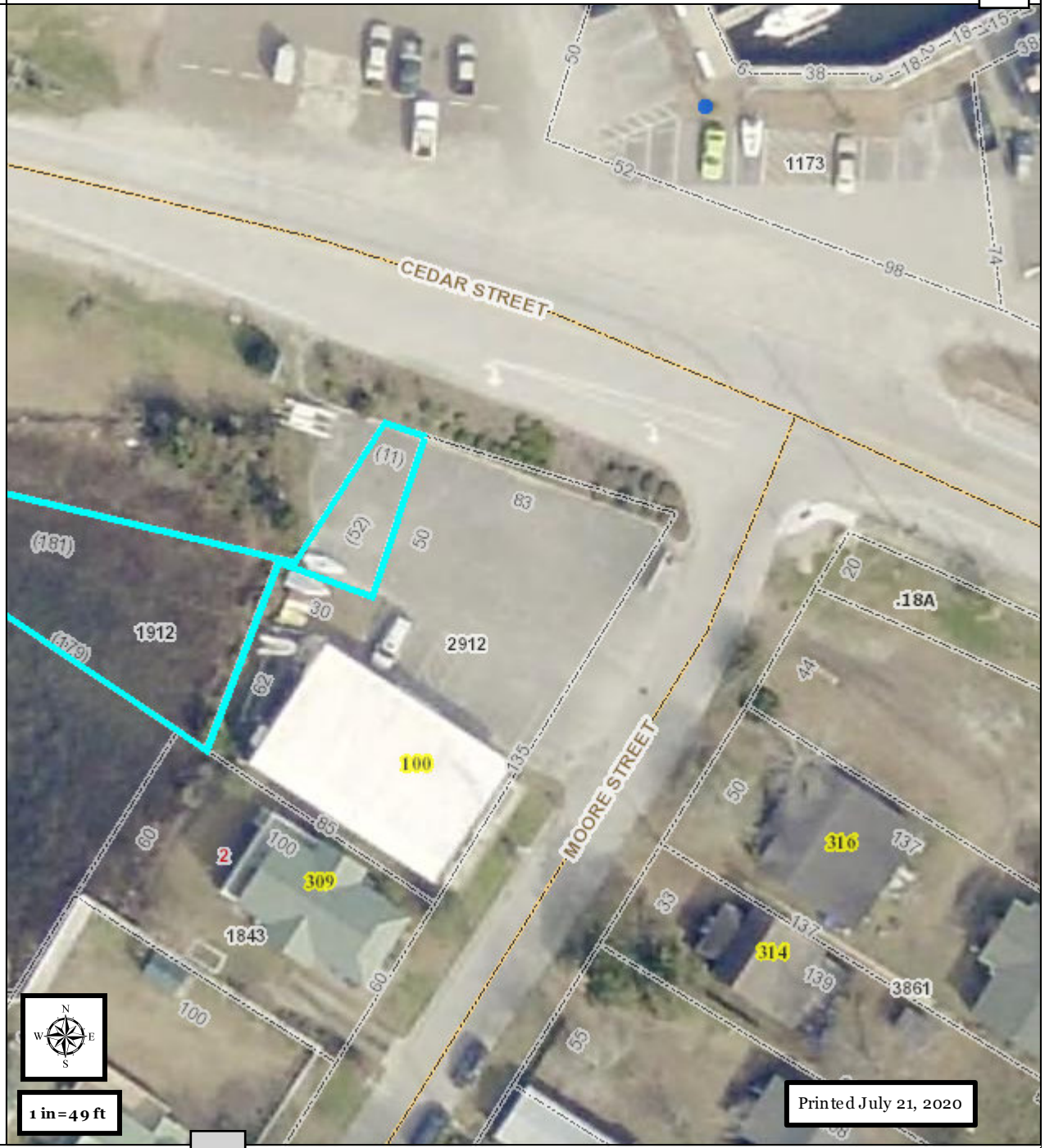
AICUZ Zone:

GIS Acres: 0.152

Roll Type: R

Deed Date: 0

Bathrooms:



The information displayed by this website is prepared for the inventory of real property found within this jurisdiction and is compiled from deeds, plats, and other public records and data. Users of this information are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained on this site. Carteret County assumes no legal resp for the information contained on this site. Carteret County does not guarantee that the data and map services will be available to users without interruption or error. Furthermore, Carteret County may modify or remove map services and access methods at will.

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

Town of Beaufort Board of Commissioners Worksession Meeting
4:00 PM Monday, July 27, 2020 – Held Electronically Due to COVID19 Pandemci

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: FY 21 Budget Amendment #1

BRIEF SUMMARY:

General Fund

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

- Public Works- Survey of 100 block of Turner and road improvements, mulcher rental for ditch clean up, Town Hall lintel repair and ADA sidewalks, stucco on PD Annex
- Planning – Design Guidelines
- Fire – Safety equipment, PPE for Covid-19 response, building maintenance
- Non- Departmental – ADA plan

Utility Fund

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

- Repermitting Wastewater High Rate Infiltration System
- Campen Road Sidewalk Water Main

REQUESTED ACTION:

Approve Budget Amendment #1

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

Yes

TOWN OF BEAUFORT
FY 2021 BUDGET AMENDMENT #1

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

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

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

SECTION I: GENERAL FUND

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

- Public Works- Survey of 100 block of Turner and road improvements, mulcher rental for ditch clean up, Town Hall lintel repair and ADA sidewalks, stucco on PD Annex
- Planning – Design Guidelines
- Fire – Safety equipment, PPE for Covid-19 response, building maintenance
- Non- Departmental – ADA plan

A. REVENUE

INCREASE

APPROPRIATED FUND BALANCE	$ 114,286
TOTAL INCREASE	**$ 114,286**

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

INCREASE

PUBLIC WORKS	$ 80,675
PLANNING DEPARTMENT	$ 22,500
FIRE DEPARTMENT	$ 8,577
NON-DEPARTMENTAL	$ 2,534
TOTAL INCREASE	**$ 114,286**

SECTION III: UTILITY FUND

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

- Repermitting Wastewater High Rate Infiltration System
- Campen Road Sidewalk Water Main

A. REVENUE

INCREASE

APPROPRIATED UNRESTRICTED FUND BALANCE	$ 12,500
TOTAL INCREASE	**$ 12,500**

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

INCREASE

SEWER DIVISION	$ 10,000
WATER DIVISION	$ 2,500
TOTAL INCREASE	**$ 12,500**

SECTION VI: DISTRIBUTION

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

Adopted this 10th day of August, 2020

ATTEST:

Michele Davis	Everette S. Newton
Town Clerk	Mayor

Vendor	Descr	Amount to roll forward	Acct Code
NAFECO	turnout gear	$ 5,310.00	10-531-1421
MechWorks Mechanical	training rm AC repair	$ 1,857.00	10-531-1510
ACE Marine	masks covid-19	$ 1,410.00	10-531-9000
Thomason and Associates	grant for guidelines	$ 22,500.00	10-540-4510
James Phillips Land Survey	Turner St 100 block	$ 1,500.00	10-560-3814
Bell & Phillips Parker & Assoc Surveying	Ph I Road Improvements	$ 7,675.00	10-560-4550
MayRHI	mulcher rental	$ 10,000.00	10-580-1710
Collins Masonry	replace brick and lintels Town Hall	$ 26,800.00	10-620-1510
Collins Masonry	ADA Ramp Sidewalk Handrails	$ 23,500.00	10-620-1510
superior plastering & stucco	PD Annex exterior stucco	$ 11,200.00	10-620-1530
Stewart Engineering	ADA plan	$ 2,534.00	10-700-4510
McKim & Creed	Repermitting	$ 10,000.00	40-810-4510
Cullipher Group PA	Campen Rd Sidewalk Water Main	$ 2,500.00	40-812-4550

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

Town of Beaufort Board of Commissioners Worksession Meeting
4:00 PM Monday, July 27, 2020 – Held Electronically Due to COVIS 19 Pandemic

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Order for Carteret County to Collect Taxes for 2020

BRIEF SUMMARY:

Each year the Town must authorize the County Tax Collector to collect taxes for the Town of Beaufort.

REQUESTED ACTION:

Approve the order for Carteret County to collect taxes for the Town of Beaufort for 2020

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

No

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

ORDER OF THE BOARD OF COMMISSIONERS
FOR THE TOWN OF BEAUFORT
IN ACCORDANCE WITH N.C.G.S. 105-321
FOR THE COLLECTION OF
2020 TAXES

To: Sarah Davis
Tax Collector of Carteret County and the Town of Beaufort

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the Office of the Tax Collector for the Town of Beaufort and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Beaufort, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property for such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this _____ day of _____, 2020.

_____(SEAL)
Everette S. Newton, Mayor

Attest:

_____
Michele Davis, Town Clerk

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

Town of Beaufort Board of Commissioners Worksession Meeting
4:00 PM Monday, July 27, 2020 – Held Electronically Due to COVID19 Pandemic

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: June Financial Report/Notes

BRIEF SUMMARY:

- As you will recall from years past, the June financial report is not reported at this time as entries are still being made to post accruals and finalize FY 20 Expenditures.
- The FY 20 audit is in process. I have been in contact with our auditor and the audit will be completed remotely this year. The items that require walk throughs will be completed via zoom/video. Requested items are being scanned and securely emailed for review.
- Tax collections for April, May and June are listed below

April

Tax Year	Balance Remaining	Collection Rate to Date
2014	$4,787	99.81%
2015	$11,185	99.56%
2016	$24,249	99.08%
2017	$31,681	98.92%
2018	$40,700	98.76%
2019	$109,729	97.15%

May

Tax Year	Balance Remaining	Collection Rate to Date
2014	$4,554	99.71%
2015	$10,857	99.58%
2016	$23,910	99.09%
2017	$30,515	98.96%
2018	$38,729	98.82%

2019	$99,693	97.41%

June

Tax Year	Balance Remaining	Collection Rate to Date
2014	$3,944	99.84%
2015	$10,136	99.60%
2016	$23,044	99.12%
2017	$29,196	99.01%
2018	$37,739	98.85%
2019	$96,578	97.49%

REQUESTED ACTION:

No action requested/ review notes above.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

No

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

Town of Beaufort Board of Commissioners Worksession Meeting
4:00 PM Monday, July 27, 2020 – Held Electronically Due to COVID 19 Pandemic

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Special Revenue Fund – Z. Smith Reynolds

BRIEF SUMMARY:

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

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

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

REQUESTED ACTION:

Approve the Special Revenue Fund Ordinance

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

No

TOWN OF BEAUFORT
SPECIAL REVENUE FUND ORDINANCE
Z. Smith Reynolds Grant

BE IT ORDAINED by the Board of Commissioners by the Town of Beaufort that the following Special Revenue Fund Ordinance is adopted in accordance the General Statutes of North Carolina Chapter 159-26 (b)(2).

SECTION I: REVNUE

To establish Special Revenue Fund Ordinance for the ZSR Grant, revenue will be received from the grantor annually, three consecutive years. Annual amount is $150,000, total grant $450,000.

GRANTOR FUNDING	$ 450,000
TOTAL REVENUE	**$ 450,000**

SECTION II: EXPENDITURES

The following amounts are appropriated for the grant.

STAFF	$ 272,000
CONSULTANTS	$ 138,780
MATERIALS	$ 2,600
MEETINGS	$ 24,976
TRAVEL	$ 11,644
TOTAL EXPENDITURES	**$ 450,000**

SECTION III: DISTRIBUTION

Copies of this ordinance shall be furnished to the Town Manager and Finance Officer to be kept on file for their direction in the disbursement of funds for carrying out this project.
Adopted this 27th day of July 2020.

ATTEST:

Michele Davis
Town Clerk

Everette S. Newton
Mayor

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

Town of Beaufort Board of Commissioners Work Session
4:00 PM Monday, July 27, 2020 – Held Electronically Due to COVID19 Pandemic

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Draft Minutes for June 8, 2020 Regular Meeting, June 15, 2020 Budget Work Session, June 22, 2020 Work Session/Budget Work Session

BRIEF SUMMARY:

Draft Minutes

REQUESTED ACTION:

Approve as presented or as amended.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Michele Davis, Town Clerk

BUDGET AMENDMENT REQUIRED:

No

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

Town of Beaufort Board of Commissioners Regular Meeting Held Electronically Due to COVID-19 6:00 PM Monday, June 08, 2020 - Minutes

Call to Order

Mayor Newton called the meeting to order. The meeting was held electronically through Zoom due to the COVID-19 pandemic.

Roll Call

Mayor Newton called order and declared a quorum present.

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

Agenda Approval

The agenda was amended to remove the Voluntary Annexation Request for 165 Lena Perry Lane and two move Item 2 Final Plat Gallants Point Subdivision to number 1 and put 511/513 Turner Street as item number 2.

A motion was made to amend the agenda as presented.

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

Calendar

Town Clerk Davis reviewed the events taking place. She noted the Farmer's Market was open each Saturday morning. Additionally, she noted the Big Rock Blue Marlin Fishing Tournament will be held June 5, 2020 through June 12, 2020.

1. June 2020 and July 2020 Calendar

   Town Clerk Davis reviewed the calendars for June 2020 and July 2020. She noted the Big Rock Tournament would be taking place June 5th through June 12th. Additionally, the Farmers Market is open on Saturday mornings. She announced all meetings schedule for the boards will be held electronically,

Public Comment

Healther Walker, 1013 Cedar Street, expressed concern over the Cedar Street and Live Oak District Overlay and whether or not it will put small businesses out of business. She also suggested forming a citizen review committee to discuss the overlay district. Ms. Walker also indicated she felt more waterfront community recreation access was needed.

Paula Gillikin spoke against the proposed structure at 511/513 Tuner Street. She indicated she was a member of the Planning Board but she was speaking this evening as a citizen. She asked for the board to review the proposal and consider other issues such as does the town want multiple residences at this location, the risk of environmental impact and the aesthetics of the gateway into the town.

Larry Baldwin, the River Keeper, indicated he believed the development was wrong for Beaufort and the river. He too believes the environmental impacts are too big for the harbor. He asked for the board to please deny the request.

Rebecca Drohan of the Coastal Carolina Water Watch indicated the request was for placement of housing on what has been largely wetlands. She indicated that Town Creek was currently experiencing water quality issues. She asked the board to please deny.

Wendy Merrill, 311 Fairview Drive, indicated she felt the plan was unacceptable due to the it not being environmentally sensitive and what was being considered for storm water drainage was not enough. Ms. Merrill read the following email.

"Officially, the Planning Board case was for 511 & 513 Turner Street, Site Plan/Preliminary Plat, 3 Unit Townhome.

Staff stated the plan meets the requirements of the Land Development Ordinance (LDO). The problem is no information was presented regarding the CAMA impact for a 11,806 Square Foot (SF) lot of which 70% of its area is in an Area of Environmental Concern (AEC). The planned impervious area is 7291 SF resulting in an impervious surface ratio of 61.75%.

The lot is in an AE6 flood zone and with the free board requirement of 1 foot results in a minimum floor elevation of 7 feet. The lot's existing elevation within the building's footprint is 4 feet. The plans show that fill will be added to raise lot's elevation by about 5 feet.

This project appears to be such a gross environmental violation that it should not be approved until evidence is presented that proves otherwise. The LDO does not address environmental impacts of waterfront development and the planning department staff offered no information or insight addressing how the environmental compliance is satisfied other than vague statements about CAMA permits.

511 and 513 Turner Street are within the Entry Corridor (EC) Overlay District as defined in Section 10 of the LDO. Will this project enhance this entryway into Beaufort and help maintain the historical context and aesthetics of the community?"

Project Updates

Town Engineer, Greg Meshaw provided a power point presentation for discussion of the project updates. The power point presentation is attached to the end of the minutes.

Mr. Meshaw reported there are 14 active projects with three of them being Parks and Recreation porjects, four of them are street and pedestrian improvement projects, six of them are utility projects and then one storm water project.

The colored squares in the power point presentation are representative of the stage of the project. Green means on schedule or ahead of schedule and yellow means we are a bit behind schedule.

Randolph Johnson Park is scheduled to be completed toward the end of July or first of August; this is slightly behind the time anticipated for completion.

The street rehabilitation project was awarded to a local construction firm and were given a notice to proceed date as of June 1, 2020. Currently they are anticipating beginning the street work and utility work concurrently.

The Tiller School crosswalk is behind where anticipated earlier in the year. We are awaiting comments from the NCDOT and whether an encroachment agreement was needed. An encroachment agreement will be needed before moving forward with the project. We hope for the project to be completed before the start of school.

The red block indicates the project is temporarily suspended, recently cancelled or behind schedule. The gray block indicates the project is just beginning with no time table established as of yet.

Topsail Park has been suspended since the Spouter Inn fire. The parcel is a bit reconfigured. The project will need to be worked. There has also been a request concerning allowing an adjacent property owner to procure a little bit of right of way in return for some consideration.

Cedar Street Park is further behind than has been anticipated. There is a consultant working on the project. The design proposal got lost in translation for a couple of weeks, but the work has started again.

The High Rate Infiltration System field work has been commissioned for test wells. The filed work will tell us how well infiltration will occur. The information should help with the decision regarding the mining of the basin while at the same time setting it up and configuration that will look much like the infiltration basin itself. We should be able to make decisions based on the information in four to five weeks.

The Meeting Street Drainage improvements are to alleviate the flooding of Meeting Street. The action plan essentially involves an immediate action plan and a long term action plan. The immediate action plan involves performing maintenance of the drainage ways downstream of the subdivision. A tour of Offsite Area 1 shows evidence of blockage along the ditch, accumulation of some sediment and some branches causing issues. The proposal is to trim the vegetation which does not harm the root system or the banks. Trimming the vegetation will help reveal further blockages in the streams. Additionally, there is a need to clear pipes of any sediment. All drainage of Meeting Street flows to the stream other than that which occurs from heavy rains that drains into the pond behind the subdivision. The pond has heavy vegetation but does not seem to block the drainage. The proposal is to trim the vegetation to help improve drainage. Concurrently, the proposal is to continue in-subdivision spot maintenance which is also overgrown and causing issues. Additionally, we would like to cooperate with NCDOT to clean out the pipes under the bypass. The proposal is to use town staff with the work being completed in 30 to 45 days with a cost between $12k to $18K. Rental equipment will need to be used for this project. Once all of this is completed, the next step will be to observe what then happens on Meeting Street during some significant rain falls regarding the drainage and flooding. The town does not have control over to which some of the storm water flows which has a pump. The pond takes up some of the water headed down stream. The management of the pond will also be observed before, during and after rain events. If the performed work does not help create an improvement, then some structural recommendations may need to be completed. Annual clearing needs to occur in order keep the areas clear of blockages. The property owners seem amenable to allowing the town to clean the offsite ditches, but if the land is sold there is not a guarantee future land owners will feel the same. So, easements will need to be obtained.

Commissioner Hollinshed thanked Mr. Meshaw for all of the work that has been done on the projects. She did ask if any of the flooding on Meeting Street is tidal. Mr. Meshaw indicated the down stream pipes do handle some tidal waters during storms.

Commissioner McDonald commented since the onset of the development the board has received complaints about the drainage in the area especially Meeting Street. He asked what obligations does the developer have to help with the costs of the project to alleviate the project. Mr. Mesahw indicated the developer was currently taking responsibility of the maintenance of the pond. In the past some maintenance has been done on the streams. Some would argue the developer is responsbile and some would argue the town is responsible. Mr. Meshaw indicated the town needed a definitive drainage policy. Commissioner McDonald indicated he believed the town was obligated to the citizens to ask the developer to pay a portion of the costs.

Commissioner Carter indicated there was a legal agreement with the developer to maintain the pond, ditches and swales in the area which may not have been followed through. She indicated she felt this maintenance was beyond the normal town responsibility and asked if there was any recourse with the developer or the area because of the problems created there. Mr. Meshaw indicated Commissioner McDonald's comments were applicable and we could share in the cost with the developer. Mr. Meshaw also commented with drainage issues it becomes a civil matter.

Town Manager Day indicated one of the complications was that the problems were not on site but on offsite properties which is hard for the town to maintain. Town Manager Day indicated he would have town staff to look for the agreement and forward to the Town Attorney. Town Manager Day also reported there is some difficulty determining if the developer had paid the funds to the town as outlined in the agreement for the purpose of downstream work.

Commissioner Harker asked about the three step plan. She asked about the clearing of vegetation as Step 1 which would take approximately 30 to 40 days? Mr. Meshaw confirmed this for Commissioner Harker. She asked for a confirmation of the cost being $12K to $18K and when was the anticipated time of the work to be completed or started. Mr. Meshaw indicated the anticipated starting time is as soon as possible within a week. She asked if notification will be given of sufficient funding prior to the beginning of the project. Town Manager Day reported the Finance Director was currently reviewing the funding and would have an answer shortly. Commissioner Harker also asked how the town would grade if the improvements are working.

Commissioner Hagle thanked Mr. Meshaw for the hard work on putting this information together. He indicated there were a lot of parts to this complex storm water system. He indicated what he had seen was things had not been maintained as they should have been. Commissioner Hagle also stated he believed there had always been a question on to whom the responsibility belonged. He continued by saying he felt the town owed it to the citizens to clarify the agreement mentioned. He also suggested working on an agreement to help cover the costs and get it back to where it should have been all along. Further, Commissioner Hagle indicated this offsite issues makes this an even more complex issue. He continued by saying this was a tough issue to deal with and this would be a long term project. He closed by saying this is just one of the many storm water drainage issues all through the town.

Mayor Newton thanked Mr. Meshaw for providing the information on the current projects.

Manager Report

In the aftermath of the killing of George Floyd there have been huge gatherings of people across the world demanding change. And not just change in policing techniques and violence against civilians, but change to bring about social justice and racial equity. In America we have a 400 year history of oppression and a

long history of falling short in our efforts to end that oppression.

I believe the convergence of events in the world has made this a pivotal time to make lasting and meaningful change. And that changes starts for us right here in Beaufort.

Last week in Beaufort there were two peaceful protests and I'm proud to say that both town staff members and elected officials participated. And now is the beginning of change.

The organizers of last week's protests are also organizing a virtual town hall meeting on the topic of "Building a Bridge Over the Racial Divide". It will be held June 23rd from 6pm to 8pm. Commissioner Harker and Chief Burdette are among the panelist for this event. We'll put out information later about how our residents can participate.

At the same time, town leadership is embarking on an effort to become educated and build readiness for the kind of change that lies ahead.

As we prepare for this change we must first stop and be aware of and present in the events unfolding around us. Then, we must listen to and learn from those who have been marginalized and haven't been heard. Next, we must engage with those folks and make sure we understand what they're saying and what they've experienced. Then, we must plan how we can all move forward together and determine what we can do as town leadership to affect the changes that are needed. Finally, we must act.

Now Chief Burdette is going to speak about the Beaufort Police Department in the context of current events.

Chief Paul Burdette reported the department has seen demostrations all over the nation and the message that is resonating, we echo that message and we all want the same thing. What was seen on Tuesday and Thursday on Turner Street is what happens with the community and police department along with town leaders have a consistent and open dialogue. The dialogue has to be on going and relationships in place when times get hard. He indicated he could not be more proud of his staff and the community in recognizing the message.

Commissioner McDonald indicated he supported what is being in the Police Department and further stated the town leaders would need to be involved. He stated we need to go beyond reading a proclamation during Black History Month. He indicated we are in the position now to take what we say in the proclamation and do it now. Commissioner McDonald indicated we could be the beginning of bringing the small town together.

Commissioner Carter thanked those in town for the positive approach to the issue.

Commissioner Harker thanked Town Manager Day for what he stated. She thanked Chief Burdette for his leadership, support, and respect for members of the community and protestors.. She stated she was proud of the men and women of the department for their work. She stated this was the time for change and having a open dialogue and a difficult dialogue with listening and acting.

Commissioner Hagle indicated he agreed with Commissioner Harker. He commented the key words for him were listen and engage. He expressed to Commissioner McDonald he could hear his comments coming directly from his heart. He also stated everyone needed to talk with everyone and work hard to understand everyone.

Items of Consent

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

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

1. Asset Inventory Assessment Wastewater
2. Repetitive Loss Area Analysis – 2020 Update

Public Hearing

1. Voluntary Annexation Request for Old Seaport Development, LLC (153 Aqua 10 Road and 103 Aqua 10 Road) Doug Brady

   Town Clerk Michele Davis gave the report for the annexation. She reported a request had been made for a voluntary annexation for 10.87 acres located at 153 Aqua 10 Road (PIN 130601053225000) and .585 acres located at 103 Aqua 10 Road (PIN 730601058167000). This is a satellite annexation request and both properties are currently zoned R8. The adjoining property owners are State of North Carolina (Maritime Museum Property) and the Michael J. Smith Airport. The anticipated impact to town services will be 6400 GPD for Water and 7770 GPD for Sewer. Currently Police and Fire serve the area. During the April 13, 2020 meeting the Board of Commissioners approved a Resolution Directing the Clerk to Investigate the Petition for Voluntary Annexation. During the May 11, 2020 meeting the clerk presented the Certificate of Sufficiency to the Board of Commissioners and recommended a Public Hearing be set for the June 8, 2020 meeting.

   Town Clerk Davis reported this annexation was also related to the Final Plat for Gallants Point Subdivision which will be presented by Town Planning and Inspections Director.

   Commissioner McDonald commented he could not think of a reason it should not be annexed.

   Commissioner Hagle made a motion to open the Public Hearing. The vote was unanimous.

   Ron Cullipher, Engineer for the Old Seaport Development, indicated he was requesting for annexation to be approved.

   Heather Walker, 1013 Cedar Street, she indicated she was concerned about the severing of the oil and minerals rights for the property. Additionally, she asked about the storm water plan and could a situation like that on Meeting Street also occur.

   Being no further comments, Commissioner Hagle made a motion to close the Public Hearing. The vote was unanimous.

   The decision was made for final consideration to be done during the June 22, 2020 work session.

Items for Discussion and Consideration

1. Final Plat – Gallants Point Subdivision (Aqua 10)

   Town Planning and Inspections Director, Kyle Garner provided the background information for consideration of the Final Plat for Gallants Point Subdivision. Mr. Garner reported the plat is an 11 acre tract with 16 single family lots with 4.94 acres of open space. Infrastructure and improvements are progressing on the property. There is a requirement of a $1800 recreational fees. The streets are private and will be maintained by the developer.

   Commissioner Cater asked about grinder pumps for the sewer. Mr. Garner confirmed the system being put in does require grinder pumps. Also the developer will be required to give to the town two additional pumps and maintenance parts.

   Commissioner Hagle asked about the storm water flow. Mr. Garner indicated this is a low impact development as recognized by the State of NC and does not require any storm waters ponds by taking advantage of the wetlands. Mr. Cullipher, Engineer for the developer, indicated the flow

was runoff from the curb and gutter outlets as well as drainage easements. The front yards dra to the streets and the backyards sheet flow to Gallants Channel/Town Creek.

Commissioner Harker asked about the clearing of the ditches. Mr. Cullipher indicated the roads were private so once it is completed it is the responsibility of the Homeowners' Association (HOA).

A motion was made to approve the final plat for the Gallants Point Subdivision as presented.

Motion made by Commissioner Hagle.

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

2. 511 & 513 Turner Street - Site Plan/Preliminary Plat

Town Planning Director, Kyle Garner gave the background information for the preliminary plat and site plan for 511/513 Turner Street. The request is to subdivide a .27 acre tract into three multi-family residential lots. If approved Recreational Fees in the amount of $868.32 will be paid.

Commissioner Hollinshed commented about the storm water boxes and indicated she would like for the Town Engineer to please provide comments.

Commissioner McDonald indicated he noticed there is quite a bit of flooding of high tides or storms. He continued by asking if this structure would have any impact on those issues or would something be built to relieve those issues.

Town Engineer Greg Meshaw gave an overview of the storm water plan for the project. Mr. Meshaw indicated he questioned whether or not if this was part of the adjacent development. If it were, this development would have triggered the town's storm water ordinance where the post development runoff would need to equal the pre-development runoff. It involves less than a quarter acre of land disturbance so consequently it triggers nothing when it comes to the town.There are these storage devices being proposed to be put under the ground. Mr. Meshaw continued to say that since this is a CAMA project he knew they were over the impervious amount that a CAMA allows without having to do any storm water management. He indicated CAMA would allow in some instances the developer to put in storm water features that will allowance to go over the impervious amount. In this particular case they are over by about 30%. This type of system has been permitted by CAMA time and time again. Mr. Meshaw indicated the roof leaders that drain the runoff from the roof are directly connected to these storage bins. The water is supposed to drain out slowly into the surrounding ground. When the units are full the water bypasses and it runs out of a separately outlet down onto the ground and it sheets off of the property. Mr. Meshaw indicated the project engineer, Ron Cullipher, provide soils information from the adjacent property. The soil scientist concluded the pervious pavement on the adjacent site would indeed infiltrate. The assumption was that if the band was continued across to the new site, then by and large the project development would have the same conditions. The system is permitted by the Division of Coastal Management and none of the town ordinances apply when it comes to storm water.

Commissioner Hollinshed indicated Mr. Meshaw had explained the information very good.

Commissioner McDoanld asked about building on the property and whether or not that helped increase or decrease the drainage in the area. He continued by saying currently water stands in the area if there is a significant amount of rain and even a high tide. Mr. Meshaw indicated he believed there would be some increase in the runoff of the property. Mr. Meshaw also stated the developer was filling the property a foot to a foot and a half. Mayor Newton asked Commissioner McDonald if he was referring to the west end of Pine Street. Commissioner McDonald confirmed that for Mayor Newton. Mr. Meshaw indicated the west end of Pine Street was quite a bit lower than this property with it being much like a valley which was unfortunate.

Commissioner Carter asked about the retaining wall and if the opening for the dock would allow for storm water to runoff. Mr. Meshaw in ed he was not sure whether the retaining wall was

completely all the way across the site. He continued by saying if there was not a retaining wall there and it was graded down to the water's edge then he would guess the water would ingress on to the property. Engineer Ron Cullipher indicated the retaining wall was built by the Wesley's family some time ago. He indicated the water would sheet flow across the grass to the wall. The normal high water is farther out than the retaining wall with marsh grasses along the other side of the wall. He continued by saying the NCDOT owns the big drain on the adjoining piece Mr. Smith owns also that will be part of this drainage system.

Commissioner Harker asked if the storage boxes would take up the 30% of the impervious surface on just a normal rain and what happens if it goes over. Mr. Meshaw indicated once the boxes are full it the runoff will sheetflow out to the creek. Commissioner Carter asked if there was any debris that could possibly clog and cause a back flow. Mr. Meshaw indicated not typically from a roof.

Commissioner Hagle asked about the soils and the information from the adjacent lot. He asked if this was the lot to the south. Mr. Meshaw confirmed this for Commissioner Hagle. Mr. Hagle continued by saying he understood this lot to be fill and would it be an assumption this lot would be filled with the same kind of soils. Mr. Meshaw stated the report from the other lot noted that particular lot was also filled and noted it had toward the front good fills soils over some not so great soils. The report also provided toward the back of the lot were poorer fill soils with low filtration capacity over not good soils. Mr. Meshaw indicated he understood the soils sort of banded and considered it would continue to band all across the property. Mr. Meshaw indicated since there was not a particular policy addressing storm water then he felt he did not have the right to require any further actions. Commissioner Hagle also asked about the chambers for the long term and whether or not maintenance required. Mr. Meshaw indicated these were a maintenance column with a hose being insert from a jet truck and pump water into the tank to remove the solids and then reverse flow and suck the solids and sediments out. Mr. Meshaw indicated remember this is drainage from a roof. In response to a question from Commissioner Hagle, Engineer Ron Cullipher indicated he the first time he saw these type of cistern was for the Walgreens in Morehead City at the Atlantic Beach Bridge. Mr. Cullipher continued by saying he has been using these for the last five to seven years for residential projects. Mr. Cullipher indicated for this project they were placed in grass areas and they were shallow. Commissioner Hagle also commented the parking area was tight and concerned about the traffic flow.

Mayor Newton asked about the storm water plan already on Turner Street and if the water drained into the marsh grass and oyster beds in the creek. Mr. Cullipher confirmed this for Mayor Newton.

Commissioner Hollinshed indicated she would like to have this postponed until the work session so she would be able to get the Planning Board minutes and read them as well as the recording.

Commissioner McDonald was in agreement because he also wanted to talk with concerned citizens.

Commissioner Cater stated she had spoken with Ms. Merrill and indicated she had told Ms. Merrill the Planning Director had to follow the ordinances.

Commissioner Harker agreed with the postponement. She further stated the board was hearing alot about the environmental impact of this project and she would like some of the questions and concerns to answered and addressed.

Commissioner Hagle indicated he would like to see more information about the CAMA report and asked if a rough environmental impact report could be received. He continued by saying this information was critical since this property had not been developed before. He also stated he would like to ask the developer to reduce the size of the unit from three to two and reduce the amount of impervious surface.

Mayor Newton indicated the decision will be made during the work session.

3. Adoption of Pamlico Sound Regional Hazard Mitigation Plan

Town Planner, Kate Allen indicated the plan was required in order to receive FEMA public assistance. She indicated the current plan expired on June 3, 2020.

Commissioner Hollinshed indicated she would like to see it adopted if it helped with insurance ratings.

A motion was made to approve the Pamlico Sound Regional Hazard Mitigation Plan as presented.

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

4. FY 20 Budget Amendment #13

Finance Director Christi Wood reported the Budget Amendment #13 covered the General Fund and Utility Fund as listed below.

General Fund

Property Tax Revenue--Tax collections are higher than budgeted; therefore, tax collection expense is more than budgeted. An additional appropriation of $15,000 is requested.

Decrease the appropriation in Public Works for a debt service interest payment that was budgeted for FY20 before the schedule was finalized for the street project. These funds are being transferred to the Capital Reserve Fund for Street Projects $68,566. The first payment is due May 2021.

Decrease the appropriation in Public Works/Storm water and transfer the funds to the Capital Project Fund Utilities, Storm water, and Streets Improvements to include storm water line repair and replacement in the USDA application process $45,000.

Utility Fund

This amendment requests a new appropriation in the amount of $10,000 for engineer work to reapply for the HRIB permit.

Additionally, this amendment reverses prior amendments appropriating funds in the Utility Fund that were transferred in from the Capital Reserve Fund or appropriated fund balance. Capital Project Funds have now been created for Cedar Street Rehab/Replacement and Utilities, Storm water, and Streets Improvements. Budget for these projects will be in the Capital Project Fund:

1. Reverse part of Budget Amendment #1, appropriating Fund Balance for Cedar Street Rehab/Replacement Engineer/Design work $62,000.

2. Reverse Budget Amendment #7, appropriating Capital Reserve funds for the USDA application $87,000.

3. Reduce Budget Amendment #5, appropriating Capital Reserve funds for the sewer main repair to the actual cost. The appropriation was for $30,000 but the actual cost was $22,504. The decrease amount of the appropriation is $7496.00.

Commissioner McDonald asked about the additional amount of taxes than what had been budgeted and what is the amount for the 2% paid to the county. The amounts paid to the county for collection to date is $78,000 through March. We pay the county monthly by deducting the fee from the collection amounts and send to us a check. Within a year, what do they collect roughly in taxes for the town. Ms. Wood reported there was $3.7M collected as of the March financial statement.

Commissioner Carter asked if it would be more cost effective for the town to resume the responsibility of tax collection. Ms. Wood indicated there should be a lot of things to consider to make that decision.

A motion was made to approve the amendment as presented.

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

5. Capital Project Ordinances

Finance Director Wood reported on the three Capital Projects.

Capital Project Funds are created for projects that are going to take more than one fiscal year to complete.Staff request that you adopt the ordinance to establish the project. Once the ordinance is adopted amendments can be made to the project as needed. Capital Project Funds last for the life of the project and do not terminate at the end of each fiscal year.

The three Capital Project Ordinances are:

1. Cedar Street Utility Rehab/Replacement

2. Utilities, Storm Water and Streets Improvements

3. Street Rehabilitation and Pedestrian Improvements

A motion was made to approve the Capital Project Ordinances as presented.

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

6. Capital Reserve Fund #3

Finance Director Wood gave the following report for amendment #3.

This amendment reverses prior amendments. Transfers were made between the Capital Reserve Fund and the Utility Fund for projects that are now part of a Capital Project Fund. Capital Project Funds have been created for Cedar Street Rehab/Replacement and Utilities, Storm water and Streets Improvements. Budgets for these projects will be in the Capital Project Fund.

1. Reverse Capital Reserve Fund (CRF) Amendment #2, appropriating $87.000 of for the USDA application work.

2. Transfer funds from the General Fund to the Capital Project Fund (CPF) for a debt service interest payment that was budgeted in FY20, prior to the final schedule $68,566 with the first payment being due in May 2021.

3. Fund Balance transfer in the amount of $98.864 for the Cedar Street Rehab/Replacement for the engineer design work.

4. Reduce CRF Amendment #1, for Capital Reserve Funds for the sewer main repair to the actual cost of $22,504 which was $7496 less than appropriated.

5. Receive funds budgeted in FY20 General Fund Budget Transfer to Capital Reserve in the amount of $460,433.

6. Receive funds budgeted in the FY20 Utility Fund Budget Transfer to Capital Reserve in the amount of $333,930.

A motion was made to approve the Capital Reserve Fund Amendment #3 as presented.

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

7. Voluntary Annexation Request for 165 Lena Perry Lane

This item was removed from the agenda permanently.

8. Presentation of FY 2021 Budget

   Town Manager Day summarized the budget by stating the General Fund is approaching $9.2M and the Utility Fund is approaching $4.7M. A copy of Town Manager Day's presentation is included in these minutes. The starting point for each budget year is based on what is projected for each year in the five year plan.

   All of the commissioners indicated they had questions regarding the budget presentation but all of them indicated they would send a listing for Town Manager Day to review.

Mayor/Commission Comments

Commissioner Hollinshed joined the fellow commissioners when thanks were given to LEOs and citizens for the peaceful and passionate protest on Turner Street. She indicated there would be uncertainty as we move forward with the COVID19 pandemic. She noted the comment made by a citizen during the Public Comment period of not understanding some of the terminology. She stated most documents have a glossary for terms and explanations. Commissioner Hollinshed urged citizens to tune into the meetings.

Commissioner Carter thanked the staff for the hard work on the budget. She also thanked the staff for helping with the peaceful protests.

Commissioner Harker also thanked the staff for the excellent budget document. She indicated the hard decisions made in the past few years have helped the town to move forward with getting projects started. She stated she felt the budget was informative and also transparent. She thanked the Fire Department for giving her an up close and personal explanation of the new ladder truck. She indicated she was thrilled with how Randolph Johnson Park is coming. Commissioner Harker stated she like many other Americans were horrified on how George Floyd died. She continued by saying her heart was broken over the situation. Continuing she stated she was hopeful and concerned about the movement coming about. She indicated she was excited about the coalition that is coming together to bring about change and saying no more, no more injustice. She also stated she is concerned about the senseless actions that are occurring and highjacking the righteous moments of this movement. She encouraged everyone int he community to help come up with a solution acknowledging this does exist since this is the only way to make a change. She thanked the Police Department and Fire Department for being at the peaceful protests. She thanked everyone for wearing their masks since the COVID 19 pandemic is still occurring.

Commissioner Hagle expressed thanks to John and Christi who helped prepare the budget. The five year plan is key to our continuous improvement. He thanked the Public Services/Engineering Department for all of the work being done to tackle the issues and work that needs to be done in the town as well as the everyday tasks. There is change occurring in the country and it is amazing what has happened in the last four to five months. He commended the gatherings that took place on Turner Street. It was people expressing their concerns from the heart is what needs to happen. He encouraged all citizens to get to know each other and work to understand other's issues and how it impacts the community. He closed by saying he was looking forward to working with the board to makes changes that will be everlasting.

Mayor Newton stated the town is still moving forward despite the pandemic. He indicated social distancing still needed to be followed with all of the visitors in town. He asked the board members to please think about environmental considerations when preparing the Unified Development Ordinance (UDO) and the historical nature of Beaufort. He thanked the staff for the work completed on the budget. The five year plan provides stability for the town and movement forward.

Commissioner McDonald stated everyone has praised the employees and to please keep in mind they need to be compensated.

Adjourn

A motion was made to adjourn the meeting. The meeting adjourned at 8:51 pm.

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

_____

Mayor Everette S. (Rett) Newton

_____

Michele Davis, Town Clerk

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

Town of Beaufort Board of Commissioners Work Session Meeting Budget FY21 4:00 PM Monday, June 15, 2020 – Held Electronically Due to COVID19 Pandemic Minutes

Call To Order

Mayor Newton called the meeting to order.

Roll Call

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

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

Agenda Approval

A motion was made to approve the agenda as presented.

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

Items for Discussion and Consideration

1. Proposed FY21 Budget

   Town Manager Day discussed the overall annual budget and how it is developed based on the Five Year Plan established by the board members. The five year plan forecasts revenues and expenditures for each budget over the five year period. Using a five year plan helps ensure that commitments, obligations and anticipated needs are met in a fiscally sound manner.

   Through a five year plan, the FY21 budget serves as the starting point for all subsequent years since forecasts are made. Budgeting through the five year plan forecasts overall budgets, General Fund revenues and expenses and Utility Fund revenues and expenses.

Mr. Day reported the proposed tax rate was established by using the increase approved in the previous financial plan and and increase of .756 cents for the purchase of the ladder truck for the Fire Department bringing the proposed tax rate down from 46 cents to 43.68 cents.

The proposed FY21 General Fund Five Year Plan required an appropriation of Unassigned Fund Balance for FY 21, FY22, FY23 and FY24 thus causing a reduction in the Fund Balance to a level of 20% of estimated expenditures. The board has set a threshold of unassigned balance at 20%.

The proposed FY21 Utility Fund Five Year Plan only requires an appropriation of Unassigned Fund Balance in FY22 while increasing the Unassigned Fund Balance as a percentage of expenditures up towards 44%. The board has set a threshold of unassigned balance for the Utility Fund at 50%.

During discussions, Town Manager Day reported to the board members the anticipated submittal for the USSI funding will be by the end of June. He also indicated the the storm water portion of the application should be submitted by August.

Commissioner Carter indicated she was concerned over the level of the General Fund Unassigned Fund Balance since it would be getting close to the level of 20% for expenditures. She commented one bad storm could possibly cause a major expense of funds. Town Manager Day indicated he felt it would be sufficient. Commissioner Hagle was in agreement; he indicated the citizens expect to have what is needed and not a great overage. Commissioner Carter also expressed concern over raising taxes again since taxes were recently raised 2 cents and 3 cents in the past two years. She also commented it was not actually a reduction in taxes to 43.68 since there was an increase in the tax evaluation numbers.

Commissioner Harker expressed concern over lowering the tax rate for FY21 and then in just a couple of years raising the tax rate again. She asked for consideration to be given to a stable tax rate. Town Manager Day indicated a stable tax rate would reduce the amount of Fund Balance appropriations in future years.

Commissioner Hagle commented he liked the five year plan as it was presented and that it made good sense. He did ask for consideration to be given to the storm water fees. Commissioner Carter commented she was also in agreement.

Town Manager Day indicated he would have staff look at the options with the possibility of storm water becoming a utility or enterprise fund.

Commissioner Hollinshed asked for the fees to be set in the UDO when it is redone so the developers will know what is required when the projects are being developed. She also asked about the National Park Service agreement and whether or not the town will continue the agreement and tie up parking spaces. Additionally, she asked about the development and work needed on the boardwalk. Commissioner Hollinshed also asked for additional information about the park funding gift and the status of the expenditures.

Town Manager Day reported the Harbor Master plan for the docks and the National Park Service should all be completed around the same time frame. Mr. Day also reported the $2 million for the parks (Randolph Johnson and Cedar Street) were kept together and not separated. He reported the amount spent for Randolph Johnson Park was $1.5 million and staff was searching for additional grant funds for the Cedar Street Park.

Commissioner Carter asked about revenues from rental property since the dock lease expires in 2024 and would the revenues not reduce drastically. Town Manager Day indicated he left that in the budget as status quo.

Commissioner Harker expressed concerns over the critical shortfalls and the much needed vehicle replacements. Town Manager Day indicated the current situation was much improved over where the town had actually been. He continued by saying the town is making progress but slowly.

Commissioner Harker also asked about the opening of the Randolph Johnson Park and the position needed to facilitate taking care of the park and splash pad. Mr. Day reported the Public

Works employees did a good job of keeping things clean but there may be some instances whe other issues may suffer.

Commissioners Hollinshed, Hagle and Harker all asked through different variations about the labor needed, whether the position would be full-time and if it the position would be in-house or outsourced. Town Manager Day indicated he did not anticipate if being a full-time position. He did commented the position would cover Randolph Johnson Park and Cedar Street Park maintenance of equipment and general maintenance and landscaping, as well as being able to operate the splash pad basically like a pool. Commissioner Hollinshed indicated she felt there were two different levels of expertise needed for the position.

Commissioner McDonald asked Town Manager Day to please clarify what the tax rate is currently, the amount of the increase and the purpose of reduction. He also asked why not maintain the current rate and be able to better serve the citizens of Beaufort.

Town Manager Day stated the revenue neutral rate for taxes results in the same production of revenue during a property re-eval. Since the re-eval was higher than anticipated the rate did not need to remain the same but to be lowered to the 40.68 for FY21 and then raise the rate 3 cents in FY23.

Commissioner Harker recommended the rate being set at 43.68 for FY21 and it remaining the same for all five years. Commissioner McDonald indicated he felt the rate should be left at 46 cent and be able to get additional projects completed.

Town Manager Day indicated the advantage of the rate being 43.68 in FY21 is additional revenue will be produced allowing some much needed expenditures to be considered.

Commissioner Hagle indicated he felt the five year plan was solid since there was some uncertainty about revenues from sales tax this year and next year. He also commented the state required the revenue neutral rate to be recalculated and having an increase on that rate is concerning due to property values increasing. Commissioner Hagle stated he supported Town Manager Day's current proposal and make needed adjustments in the future years.

Mayor Newton thanked Town Manager Day, Christi Wood and Christy Shi-Day for their work on the proposed FY21 budget. He asked about the expense of $6300 per month since there will be no paid parking during this summer season. Town Manager Day indicated he would look at that after the budget had been adopted.

Mayor/Commission Comments

All commissioners indicated they had already made all of their comments.

Adjourn

Being no further discussions, a motion was made to adjourn the meeting. The meeting adjourned at 5:30 pm.

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

_____

Mayor Everette S. (Rett) Newton

_____

Michele Davis, Town Clerk

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

Town of Beaufort Board of Commissioners Work Session Meeting/FY21 Proposed Budget Public Hearing
4:00 PM Monday, June 22, 2020 - Held Electronically Due to COVID-19 Pandemic
Minutes

Call To Order

Mayor Newton called the meeting to order.

Roll Call

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

Agenda Approval

A motion was made to approve the agenda as presented.

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

Public Comment

No public comments were made.

FY21 Budget Public Hearing

Town Manager Day stated there were three possible scenarios for consideration as a result of comments and questions from commissioners. Mr. Day reported two of the plans held the tax rate at 43.68 cents and one of them maintained the current tax rate of 46 cents.

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

No comments were made.

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

Mayor Newton indicated since this was a public hearing the final decision will not be made until the June 25, 2020 budget meeting.

Items for Discussion and Consideration

1. Cape Lookout National Park International Dark Sky Designation

   Mayor Newton asked the board to please consider approving the Cape Lookout National Park Service Dark Skies at Night resolution. He reported Jeff West, Superintendent asked for the town to support the resolution.

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

2. 511 & 513 Turner Street - Site Plan/Preliminary Plat

   Town Planner Garner reported this item had been tabled from the June regular meeting so additional information could be received regarding the project. Mr. Garner reported the project engineer, Ron Cullipher provided the requested information.

   Mr. Cullipher reported the project meets the rules and regulations as set out in the town's ordinances. He reported the project had been granted a CAMA permit. He indicated the permeability of the soil was tested and found to be pretty rapid. Additionally, Mr. Cullipher reported during the investigation of the project he found out there was a house located on this property at one time until fairly recently. Mr. Cullipher commented the water quality impairments of the creek would hopefully be helped since the new bridge has been completed. He indicated the portion of storm water drainage from the project is minimal compared to what it has been in the past.

   Commissioner Cater indicated she remembered the house that was once located on the property. Additionally, she stated the creek will always be SE waters since there are marinas in the area.

   Commissioner Harker thanked Mr. Cullipher for providing the requested information.

   Commissioner Hagle thanked Mr. Cullipher for the information. He asked if the culverts in front of the project went directly into Town Creek. Mr. Cullipher confirmed this for Commissioner Hagle. Commissioner Hagle indicated he was concerned about the size of the project and was concerned about the traffic pattern and flow.

   A motion was made to approve the site plan as presented.

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

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

   Town Planning Director Garner reported this request was to modify the Panned Unit Standards for Beau Coast. He reported there would be some replacement of townhouse lots with single family homes and adding an additional street type design allowing for a larger street tree planting area. Mr. Garner reported the request was to set a public hearing for the July 13, 2020 meeting.

   Mayor Newton expressed concern over water coming out of Davis Bay in a hurricane type situation and flooding the northwest corner of the project.

   This item was placed on the agenda under Public Hearing for July 13, 2020.

4. Final Plat - Beau Coast Phase 2B

   Town Planning Director Garner reported this item was for the final plat for Phase 2B. He indicated the Planning Board had recommended approval.

   Commissioner Hagle asked for an explanation of the storm water plan. Mr. Garner indicated that discussion could be had during the Public Hearing item for the PUD Zoning Amendment.

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

5. Preliminary Plat for Beau Coast Subdivision Phase V

   Planning Director Garner indicated this item correlated with the PUD Zoning Amendment regarding some of the street types and the structure types. Mr. Garner indicated at the Planning Board meeting there was a request from some of the adjacent property owners to increase the buffer area from 20 feet to 25 feet and retain it as natural. Mr. Garner indicated updated plans with those requests will be in the July 13, 2020 packet. Mr. Garner reported the Planning Board recommended approval.

   Commissioner Hagle asked for the developers to be prepared to talk about erosion control during construction and the storm water control since it is adjacent to two neighborhoods on Charles Street and Jefferson Street. He also asked about the overflow of the retention pond in regards to where does it go and how does it get to its destination.

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

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

   Planning Director Garner indicated this was a request for a Special Use Permit. He indicated this would be a quasi-judicial proceeding. Mr. Garner indicated this was for a Micro Distillery with an outside restaurant and potentially an outside tavern or bar type area. Mr. Garner indicated property owners within 200 feet of the property will be notified.

   Commissioner Hagle also request additional information regarding the storm water plan.

   This item was placed on the agenda under Public Hearing.

7. Right-of-Way Acquisition Request

   Orange Street (Topsail Park)

   Town Engineer Greg Meshaw indicated this request from J218 LLC who owns the adjacent parcel on the west side of the right of way of Topsail Park which until recently was the location of a portion of the Spouter Inn. Mr. Meshaw continued by saying the request was for approximately 596 square feet which is roughly a six to seven foot of right of way that will run parallel to their property. The stated purpose of the request was to take in the turn in the seawall so the turn could be part of a repair or replacement for the property. This request also will square up their parcel in the process. The owners have offered to donate in return for this portion of the land $29,000 to be used for the Topsail Park redesign. The $29,000 represents the estimate of funding needed to complete the project along with the grant monies.

   Commissioner Carter asked if it was to be used as a right of way if the property would be usable as part of the park. Mr. Meshaw reported they are not asking for a right of way but for the land to be recombined and become part of their parcel. Mr. Meshaw indicated the area being requested was all originally covered by building and concrete.

   Commissioner Harker asked if there was any reason the town could allow for the repair to be made without selling the parcel. Mr. Mewshaw indicated he had not spoken with the property owners along those lines. Commissioner Harker indicated it would be nice to recapture that land for the park area. Mr. Meshaw indicated he would talk with the property owners.

   Commissioner Hollinshed thanked Mr. Meshaw for information provided regarding the town finishing the portion of the bulkhead.

Commissioner Hagle indicated he would like to see if it was possible for the repair of the bulkhead without losing the land for the park area.

Commissioner Carter asked if the repair could be made without obtaining the property. Mr. Meshaw stated it could probably be completed in that manner although it may not be as easy for the property owner.

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

8. Voluntary Annexation Request for Old Seaport Development, LLC (153 Aqua 10 Road and 103 Aqua 10 Road) Doug Brady

Town Clerk Michele Davis reported the Public Hearing for this item was held during the June 8, 2020 meeting. She reported the final decision needed to be decided on whether or not to annex and the effective date of the annex.

A motion was made to approve the annexation with the date of annexation being July 1, 2020.

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

9. May Financial Report

Finance Director Christi Wood provided a brief report on the May Financial Report. She stated the tax information collection percentage was not available to the time of agenda submission which is why on the April information is available. She reminded the board members the revenue from Local Option Sales Tax shows eight months of collections with four more months to be received. Additionally, she indicated there were two additional months remaining to collect the Utility Franchise Tax.

Ms. Wood indicated the FEMA reimbursements for Hurricanes Florence and Dorian have been submitted.The state and FEMA will be finalizing the projects.

Mayor/Commission Comments

Commissioner Carter indicated she had received a call from Dock Master Haywood Weeks and he was pleased with the interim dredging that had been completed.

Commissioner Harker had no comments.

Commissioner McDonald had no comments.

Commissioner Hollinshed had not comments.

Commissioner Hagle thanked the staff for the work done on the budget.

Closed Session

10. Closed Session for Personnel

A motion was made to enter into Closed Session for the Permitted Purpose of Personnel.

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

Being no further business to discuss, a motion was made to return to Open Session.

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

Budget Work Session

The board members decided through consensus to add a Budget Work Session to the agenda.

Town Manager Day reviewed the changes reflected in each of the scenarios as requested by the board members.

Scenario 1--has a tax rate of 43.68 cents resulting no fund balance appropriation in FY21; reduces fund balance appropriation in FY22 by $384,039; provides a new appropriation of $100,398 in FY21 for vehicle replacement plan and reduces the 5-year shortfall to $295,000; increases contingency in FY21 by $10,697; moves remainder of funding for UDO in FY22 ($82,500) to FY21 so UDO can be completed in FY21; increases fund balance as a percentage of General Fund expenditures each year; leaves about $252,000 available in FY25, which is sufficient to service debt of #3.1 million for delayed capital projects.

Scenario 2--has a tax rate of 43.68 cents resulting in no fund balance appropriation in FY21; reduces fund balance appropriation in FY22 by $356,539; provides new appropriation of $100,398 in FY21 for vehicle replacement and reduces the 5-year shortfall to $295,000; increasees contingency in FY21 by $10,967; moves remainder of funding for UDO in FY22 to FY21 so UDO can be completed in FY21; adds debt service for # million in additional road resurfacing in USSI Project beginning in FY22; increases fund balance as a percentage of General Fund expenditures for FY21, FY22 and FY23.

Scenario 3--has a tax rate of 46 cents resulting in no fund balance appropriations in FY21 and FY22; provides new appropriation of $336.572 in FY21 for vehicle replacement and additional increase of $58,961 in FY22 eliminates projected $395,533 shortfall over 5-year planning period; moves remainder of funding for UDO in FY22 to FY21; adds $19,448 to contingency in FY21; adds debt service for $4.4 million in additional road resurfacing in USSI Project beginning in FY22 to complete project; increases fund balance as a percentage of General Fund expenditures for FY22, FY23, FY24 and FY25; leaves about $160,000 available in FY25 which is sufficient to service debt of $2 million for delayed capital projects.

Adjourn

Being no further discussions, a motion was made to adjourn the meeting.

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

_____

Mayor Everette S. (Rett) Newton

_____

Michele Davis, Town Clerk

Town of Beaufort, NC
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, July 27, 2020 – Virtual Meeting via Zoom

AGENDA CATEGORY:	Discussion & Consideration
SUBJECT:	Modify/Revise the Existing Planned Unit Development (PUD) for Beau Coast Subdivision

BRIEF SUMMARY:

The applicant wishes to modify the following standards in the PUD Booklet Dated February 14,2020 for Beau Coast Subdivision:

- Modify Key Plan for Street Cross Sections
- Modify Key Plan for Lot Type
- Modify PUD Master Zoning Plan

During the public hearing the applicant agreed to show a 60 foot natural buffer in Beau Coast Phase V from the detention pond west and an installed 20' vegetative buffer from the pond east. This buffer area is now updated in the master plan images as well as the preliminary plat for Beau Coast Phase V.

As required by statute a 24 hour comment period was given and no additional comments were received.

REQUESTED ACTION:

Schedule Date of decision on PUD Amendment

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Kyle Garner, AICP

Planning & Inspections Director

BUDGET AMENDMENT REQUIRED:

N/A

Staff Report

To: Mayor & Board of Commissioners
From: Kyle Garner, AICP

Date: 6/4/2020
Meeting Date: 7/13/2020

Case Number 20-02

Summary of Request:

Request: Modify Key Plan for Street Cross Sections (Pages 12 & 15 Revised Master Plan Booklet – February 14, 2020)
To create a "Type D2" street detail with a 57' ROW.
To exchange a "Type A" street detail with a 63' ROW to a Type D2 street detail in a portion of Phase V – Beau Coast.
Amend street type F to remove street trees.

Request: Modify Key Plan for Lot Types (Page 17) - Revised Master Plan Booklet – February 14, 2020)
To reduce the # of 22' Wide Townhome Lots in Beau Coast from 131 lots to 90 lots. 41 lot reduction.
To reduce the # of A&D 40' wide Single-Family Lots in Beau Coast from 181 lots to 171 lots. 10 lot reduction.
To increase the # of B2 32' wide Single-Family lots from 20 lots to 69 lots in Beau Coast
Request: Modify PUD Master Zoning Plan (Page 20) - Revised Master Plan Booklet – February 14, 2020)
To reduce the R-MF Multi-Family (22' Wide) Residential Zoning from 29.88 Acres to 24.10 Acres
To increase the R-8 Single Family Residential (3,000 SF Min Lot Size) from 0.90 Acres to 11.02 Acres.

Background

Location(s) & PIN Lennoxville Road (Multiple)

Owner Blue Treasure, LLC
Applicant Withers & Ravenel, Engineers

Current Zoning PUD

Lot(s) Size & Conformity Status Conforming

Existing Land Use Water Well Site & Undeveloped

CAMA Future Land Use Map General Commercial

Amendment Required ☐ Yes ☒ No

Adjoining Land Use & Zoning

North Undeveloped Future Tracts, zoned PUD
South Multi & Single Family Residential, zoned PUD
East Beau Coast Club House, zoned PUD
West Undeveloped Future Tracts, zoned PUD

Special Flood Hazard Area ☐ Yes ☒ No

Public Utilities

Water ☒ Available ☐ Not Available
Sewer ☒ Available ☐ Not Available

Additional Information

At their May 18th, 2020 meeting (Held Virtually) the Planning Board and conducted the public hearing. Then on Friday May 29th held another meeting per the new statutes and unanimously recommended approval of the proposed modification to the PUD. However, as a request of adjacent property owners recommended that the developer keep as much natural vegetation in the 20' landscape buffer as possible.

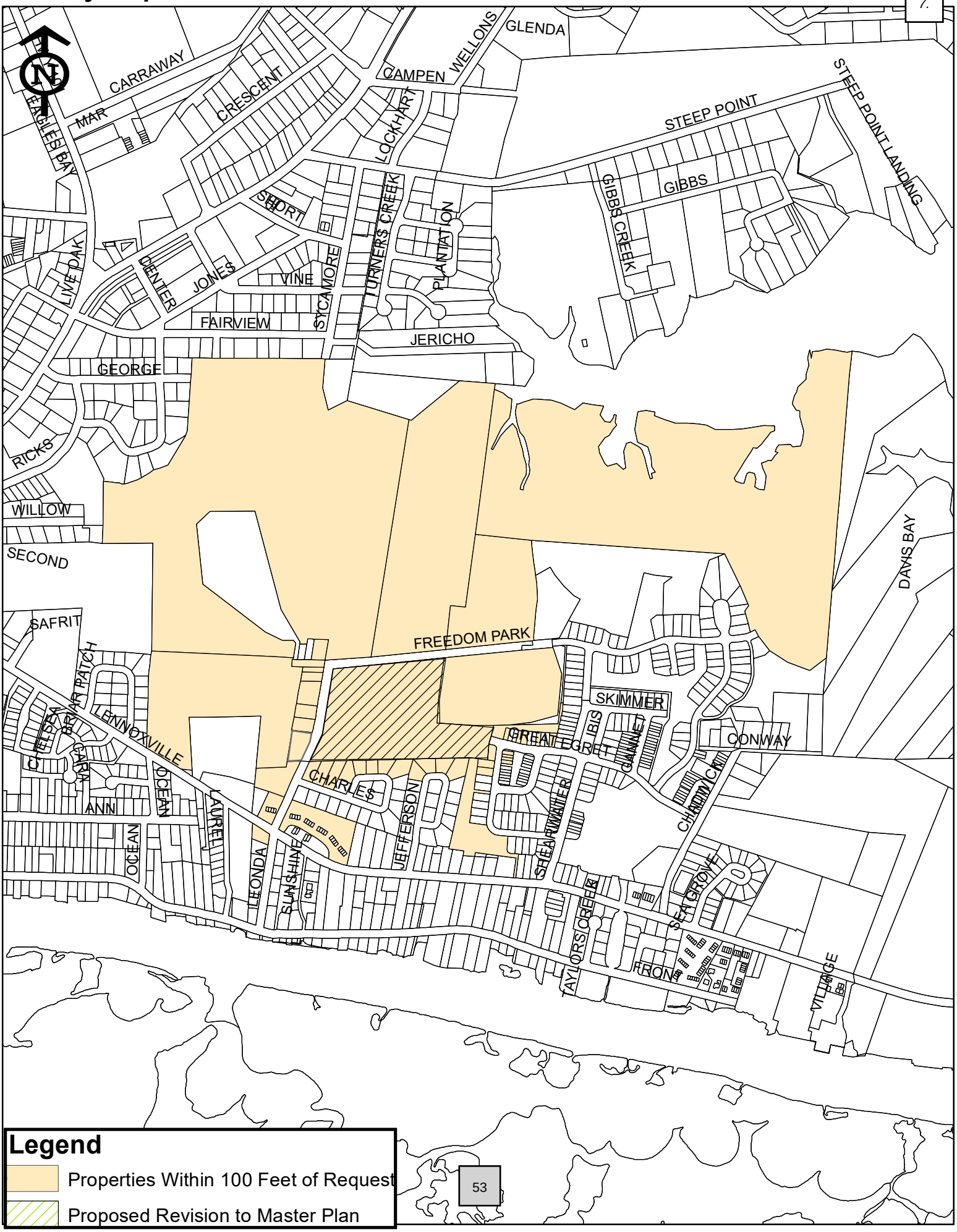
Requested Action

1. Conduct Public Hearing
2. Discussion on request to amend the Master Plan for Beau Coast
3. Recommendation to the Board of Commissioners regarding the amendments to the Master Plan for Beau Coast.
4. Consistency Statement

Attachments:

Revised PUD Zoning Master Plan (February 14, 2020)
Property Owners Within 100 Feet
Vicinity Map
PUD Data Sheet 2020
PUD Booklet – 02/2020

Vicinity Map - Revised Master Plan for Beau Coast of Beaufort East Villa



Legend

- Properties Within 100 Feet of Request
- Proposed Revision to Master Plan

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

APPLICATION FOR AN AMENDMENT TO THE BEAUFORT ZONING MAP

Instructions:

Please complete the application below, include all the required attachments and the **application fee of $200.00** and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Please contact Town Hall at 252-728-2141 if there are any questions.

APPLICANT INFORMATION

Applicant Name: WithersRavenel

Applicant Address: 219 Station Road Suite 101 Wilmington, NC 28405

Phone Number: (910) 256-9277 Email: dmizelle@withersravenel.com

Property Owner Name: Blue Treasure, LLC

Address of Property Owner: PO BOX 3557 CARY NC 27519

Phone Number: (919) 481-3000 Email: karl@prestondev.com

PROPERTY INFORMATION

Property Address: Lennoxville Road

15-Digit PIN: 731605005458000 (Phase 5) Lot/Block Number: n/a

Size of Property (in square feet or acres): 282 acres +/-

Current Zoning: PUD Requested Zoning: PUD - Amendment

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

Karl D. Bradley, Agent — 2/11/20
Applicant Signature — Date of Applicant's Signature

Property Owner Signature (if different than applicant) — 2/11/20
Date of Owner's Signature

An application fee of $200.00, either in cash, money order, or check made payable to the "Town of Beaufort," should accompany this application. Payments can be made in person on the day of submittal and at such time, a credit card can be used to make the payment. Credit card payments are subject to a 3% extra fee.

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

REQUIRED ATTACHMENTS FOR AN AMENDMENT TO THE BEAUFORT ZONING MAP

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

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

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

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

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

OFFICE USE ONLY

Received by: _____ Reviewed for Completeness By: _____

Date: _____ Date Deemed Complete and Accepted: _____

WithersRavenel
Our People. Your Success.

Letter of Transmittal

219 Station Road, Suite 101
Wilmington, NC 28405
t: 910.256.9277

DATE	2-14-2020	JOB NO.	02080976.50
ATTENTION	Mr. Kyle Garner		
RE:	Beaufort East Village & Beau Coast		
PUD ReZoning Submittal			

TO: Town of Beaufort
701 Front Street
Beaufort, NC 28516

WE ARE SENDING YOU THE FOLLOWING ITEMS

☒ Attached ☐ Under Separate Cover via _____

☐ Shop Drawings ☐ Prints ☐ Plans ☐ Samples ☐ Specifications

☐ Copy of Letter ☐ Change Order ☐ Diskette ☐ Other _____

COPIES	DATE	NO.	DESCRIPTION
9	2-12-20		Updated PUD Booklet
1	2-13-20		CD with PDF & JPEG Sheets
1	2-11-20		Signed Application
1	2-14-20		$200 Application Fee

THESE ARE TRANSMITTED as checked below:

☒ For approval ☐ Approved as submitted ☐ Resubmit _____ copies for approval

☐ For your use ☐ Approved as noted ☐ Submit _____ copies for distribution

☐ As requested ☐ Returned for corrections ☐ Return _____ corrected prints

☐ For review and comment ☐ Other _____

☐ FOR BIDS DUE _____ ☐ PRINTS RETURNED AFTER LOAN TO US

REMARKS: Kyle,

Let me know if you have any questions or need anything else.

Thanks!

COPY TO: _____ SIGNED: Joe Boyd, PE

If enclosures are not as noted, kindly notify us at once.

OWNER	MAIL_HOUSE	MAIL_ST	MAIL_CITY	IL_ST	MAIL_ZI4	MAIL_ZI5	MAIL_ADD2
BEAUFORT BUTTERFLY LLC	4805	BAYVIEW PLACE	WILSON	NC		27896	
BLUE TREASURE LLC			CARY	NC		27519	PO BOX 3557
BOUHARNA,FOUZI	116	JEFFERSON ST	BEAUFORT	NC		28516	
BOYD,JACOB ETAL SARAH SPIEGLER	130	CHARLES STREET	BEAUFORT	NC		28516	
COPELAND,WILLIAM R ETAL KAREN	135	COLLEGE AVENUE	DURHAM	NC		27713	
CREELMAN,KELLI S ETVIR BRENTON	124	CHARLES STREET	BEAUFORT	NC	9607	28516	
HORNE,ANGELA ETVIR REX B	2708	DAVISTOWN RD	WENDELL	NC	7932	27591	
KERNODLE,MITCHELL A	125	RIDGE ROAD	TYRONE	GA		30290	
MCCARTHY,STERLING P SR ETU L/T	132	CHARLES STREET	BEAUFORT	NC	9607	28516	
MITCHELL,BRANDON L ETUX CRISTY	820	VAN GERT DRIVE	WINTERVILLE	NC		28590	
MITCHELL,EULA L/T	237	LEONDA DRIVE	BEAUFORT	NC		28516	
MITCHELL,ROBIN			HAVELOCK	NC		28532	PO BOX 1883
ODONNELL,JACQUELINE	138	CHARLES ST	BEAUFORT	NC		28516	
OSBORNE,JAMES T SR ETUX L/T	125	JEFFERSON STREET	BEAUFORT	NC		28516	
RICHBURG,BILL ETUX PAULA	219	GREY DUCK DR	BEAUFORT	NC	3101	28516	
SEABOARD MANAGEMENT LLC	35	TAMARAC AVE	PONTE VEDRA BEACH	FL		32081	
SHORELINK PROPERTIES LLC	39	FLORIDA PARK DRIVE	PALM COAST	FL	8191	32137	
SOWERS,CONSTANCE WARREN	109	LEONDA DRIVE	BEAUFORT	NC		28516	
STEPHENS,CHRISTOPHER A ETUX	136	CHARLES STREET	BEAUFORT	NC		28516	
VENUE HOLDINGS LLC	300	COTANCHE STREET	GREENVILLE	NC		27858	
WHITLEY,PHILIP HUGH TRUSTEE			WENDELL	NC		27591	PO BOX 1600

Data Sheet (CASE#20-____)
Beaufort East Village
Minor PUD Amendment

Owner: -Blue Treasure, LLC; Sunken Treasure, LLC; Buried Treasure, LLC

Current Zoning: -Planned Unit Development Beaufort East Village
-Adopted June 8, 2015
-Amended April 11, 2016
-Amended June 13, 2019
-Amendment submitted February 14, 2020

Requested Actions: -Minor Amendment to Current PUD Zoning;
1. Replace planned townhome lots with cottage lots (Type B2) in Phase 5 Beau Coast.
2. Added additional street type (D2) to allow for wider street tree planting area to match existing Great Egret Way.
3. Amend street type F to remove street trees.

Project Size: 282.99 acres

Total Dwellings: Current PUD Zoning:
791 (520 Single Family Detached)
(271 Townhome/Attached)
Proposed PUD Amendment
791 (560 Single Family Detached)
(231 Townhome/Attached)

Overall Density: 2.8 dwelling units per acre

Proposed Open Space: 98 acres provided (41 acres required)

Open Space %: 38%

Land Dedicated to the Town: 16.05 acres

BEAUFORT EAST VILLAGE

PLANNED UNIT DEVELOPMENT AMENDMENT

FEBRUARY 14, 2020

PREPARED FOR: BLUE TREASURE, LLC

PRESTON DEVELOPMENT COMPANY

WithersRavenel
Engineers | Planners | Surveyors
115 Mackenan Drive, Cary NC 27511

Table of Contents

Chapter 1: Planned Unit Development Elements.....01

1. Introduction.....01
2. Aerial of the Site.....02
3. Existing Conditions Plan.....03
4. Site Watershed Map 04
5. Conceptual Land Use Plan.....05
6. Conceptual Plan Detail – Kayak Launch & Day Dock.....06
7. Conceptual Architecture – Kayak Pavilion.....07
8. i. Conceptual Pool and Clubhouse Detail (Beau Coast Neighborhood).....08
   ii. Conceptual Pool and Tot Lot Detail (Beaufort East Village Neighborhood).....09
9. Conceptual Architecture - Pool and Clubhouse.....10
10. PUD Phasing Plan.....11
11. Key Plan for Street Cross Sections.....12
12. Street Cross Sections Type A-B.....13
13. Street Cross Sections Type C-D.....14
14. Street Cross Sections Type D 2.....15
15. Street Cross Sections Type E-F-G.....16
16. Key Plan for Lot Types.....17
17. Beau Coast Conceptual Lot Types.....18
18. Beaufort East Village Conceptual Lot Types.....19
19. PUD Master Zoning Plan.....20
20. PUD Open Space Plan.....21
21. Planned Unit Development Neighborhood Map (Beau Coast & Beaufort East Village).....22

Chapter 2 - Beau Coast Conceptual Product Types.....23

1. Townhomes: 20’ Wide Front Load 1 Car Garage Townhome Collection.....23
2. Townhomes: 22’ Wide Rear Load 2 Car Garage Townhome Collection.....24
3. Single family: 24’ Wide Detached Garage Cottage Collection.....25
   - i. BC 24 A (1734 sq ft)
   - ii. BC 24 B (1763 sq ft)
   - iii. BC 24 C (1830 sq ft)
   - iv. BC 24 D (2052 sq ft)
   - v. BC 24 E (2301 sq ft)
   - vi. BC 24 F (2416 sq ft)
4. Single Family: 39’ Wide Rear Load Garage Collection.....26
   - i. BC 39 A (2066 sq ft)
   - ii. BC 39 B (2274 sq ft)
   - iii. BC 39 C (2306 sq ft)
   - iv. BC 39 D (2630 sq ft)
   - v. BC 39 E (2964 sq ft)
   - vi. BC 39 F (3180 sq ft)
5. Single Family: 24’ Wide Rear Load 27

Chapter 3 - Beaufort East Village Conceptual Product Types.....28

1. Townhome: 22’ Wide One Car Garage Townhome Collection.....28
2. Single Family: 26’ 2 Car Garage Collection.....29
   - i. BEV 26 A (1927 sq ft)
   - ii. BEV 26 B (1932 sq ft)
   - iii. BEV 26 C (1896 sq ft)
   - iv. BEV 26 D (1832 sq ft)
3. Single Family: 40’ Wide 2 Car Garage Collection.....30
   - i. BEV 40 A (2228 sq ft)
   - ii. BEV 40 B (2335 sq ft)
   - iii. BEV 40 C (2529 sq ft)
   - iv. BEV 40 D (2791 sq ft)
   - v. BEV 40 E (2925 sq ft)

Chapter 1. Planned Unit Development Elements

Introduction

The Existing Planned Unit Development

The Beaufort East Village Planned Unit Development (PUD) consists of approximately 283 acres of land situated between Taylor Creek and Turner's Creek in Beaufort, North Carolina. The existing PUD document was approved on September 8, 2008 by the Town of Beaufort Board of Commissioners and allowed for up to 671 total dwelling units with a mix of residential, commercial, and amenity uses. The vision for the PUD was centered upon creating "… a natural continuation of Beaufort, with new and exciting homes and amenities."

The PUD contains several design elements that emulate local land planning principals which serve to support the vision of a natural continuation of the town. Such elements include narrow pedestrian-oriented street designs with on-street parking, street trees, and sidewalks that encourage slow speed vehicular traffic. The position and orientation of the planned dwelling units relative to the public streetscape also supports the vision for the PUD.

A majority of the home sites are situated adjacent to natural areas or other open space features. The PUD is well connected internally with a system of pedestrian paths and sidewalks that allow for convenient access to various neighborhoods and amenities within Beaufort East Village.

Since the approval of Beaufort East Village in 2008, the following development activities have occurred:

- 16.05 acres of land and was dedicated to the Town of Beaufort for waste water utility sites and a well site and water tank sites;
- Construction of permitted wetland impacts was completed;
- Installation of landscaping and hardscapes for the future Shearwater Lane South corridor was completed; and
- Construction plans were approved by the Town of Beaufort for Phase 1A, 1B, and 1C of Beaufort East Village .

The Proposed Planned Unit Development Amendment

Blue Treasure, LLC, the owners and developers of Beaufort East Village, propose to amend the existing PUD document to allow a greater variety of housing options for a wider range of potential residents. The introduction of specific types of attached single family (townhomes) lots into the PUD supports this effort.

The following general modifications to the existing PUD Master Plan are proposed:

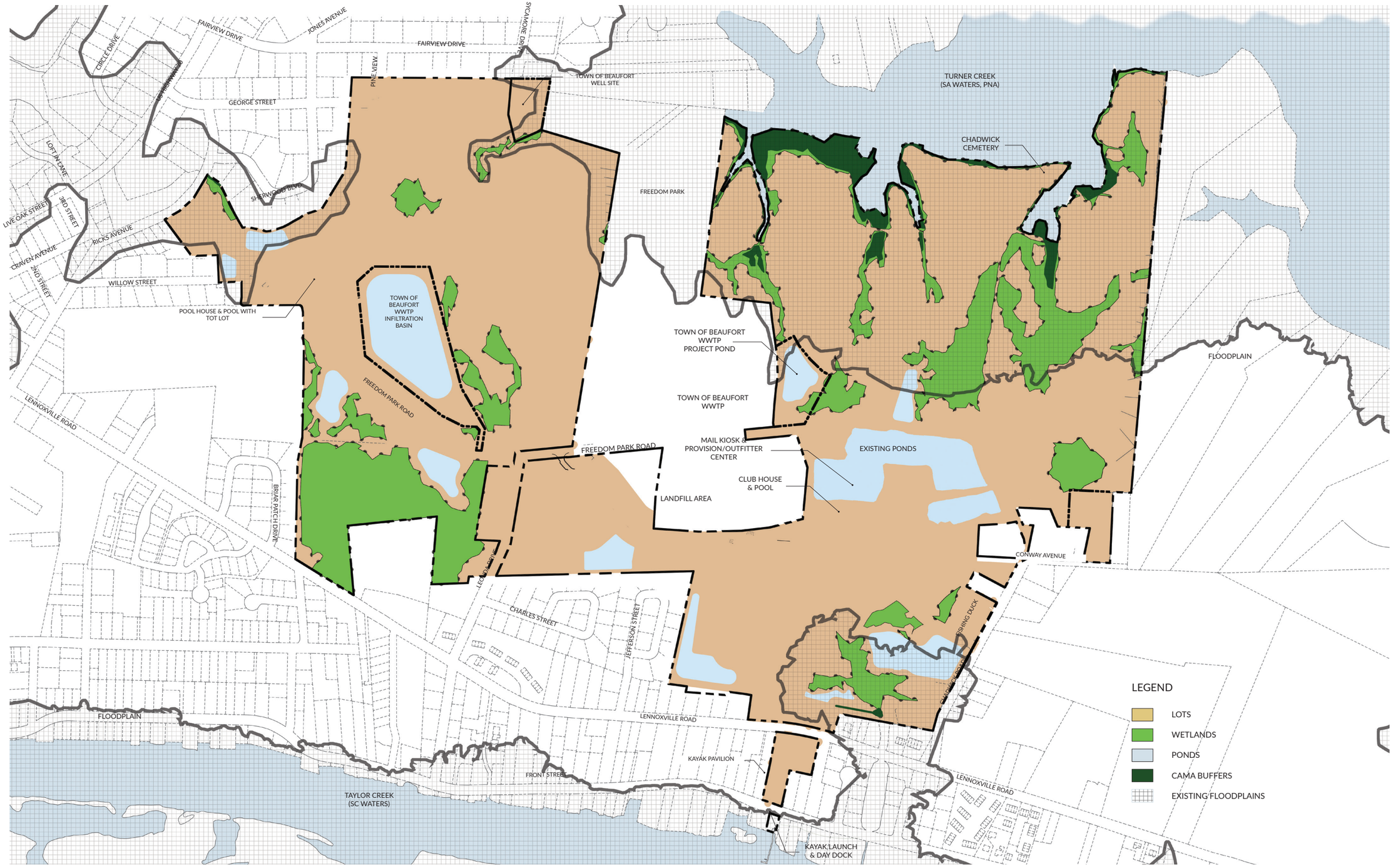
- Reconfiguration of the internal street and lot layout to improve the overall project design;
- Increase in overall proposed density from 2.458 dwelling units per acre to 2.9 dwelling units per acre;
- Increase in open space area from 36% to 38%;
- Removal of the central commercial Town Center concept;
- Revision to the planned street cross-sections to provide wider sidewalks and additional on-street parking options; and
- Revisions to the Master Plan to reflect compliance with State stormwater/watershed standards. Incorporation of lower density development options within the Turner Creek watershed portion of the property and provisions for stormwater management devices (BMPs) to address pockets of higher density development within the project boundary.

Planned Unit Development master plans often evolve over the lifetime of the project to better meet the needs of the community and the ever-changing real estate market. This amendment seeks to update the 2008 Beaufort East Village PUD document so that it continues to meet the goals originally envisioned in 2008 while addressing the needs of today and beyond.

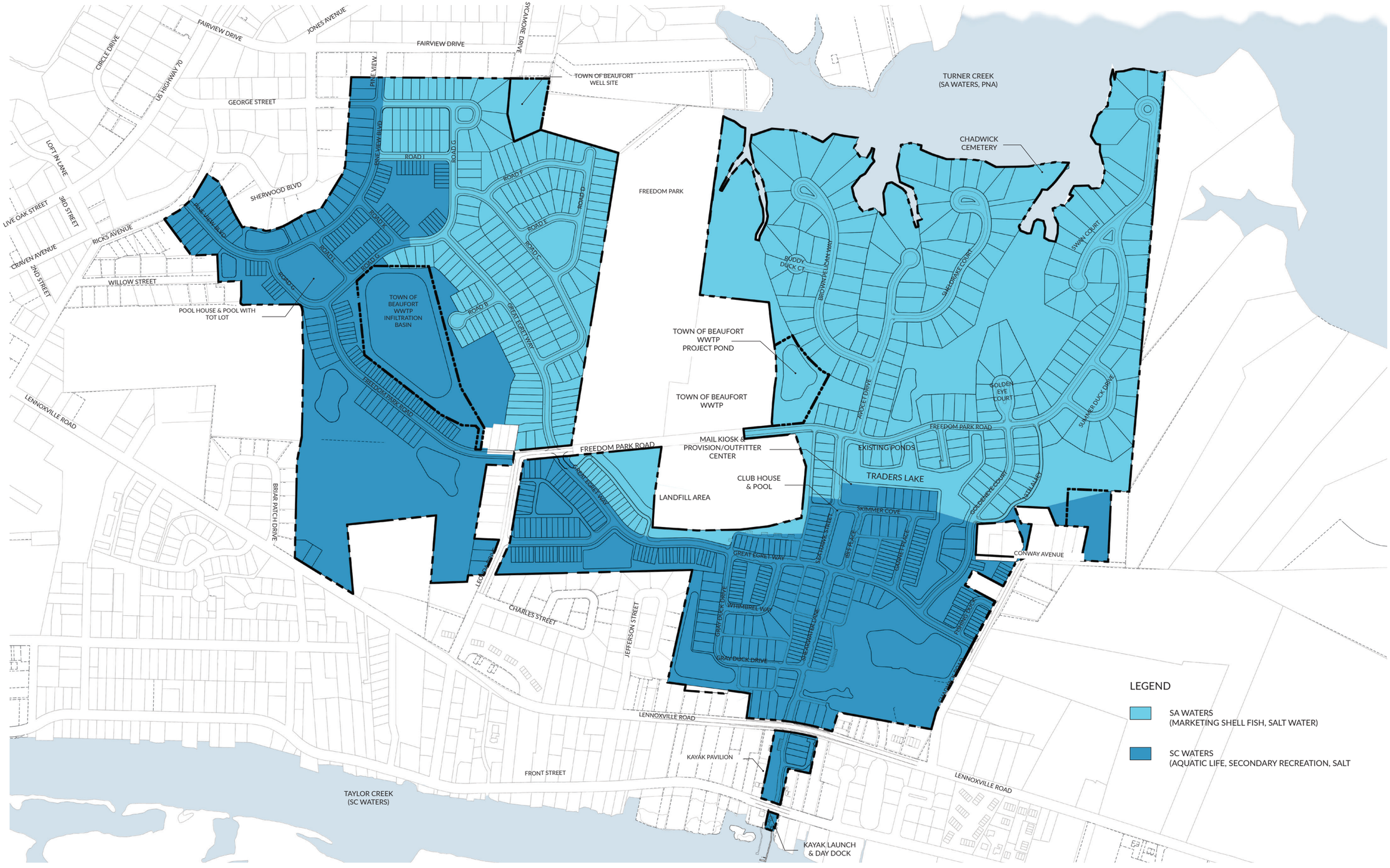
Aerial of the Site

All the drawings are conceptual and actual conditions may vary.

Existing Conditions Plan

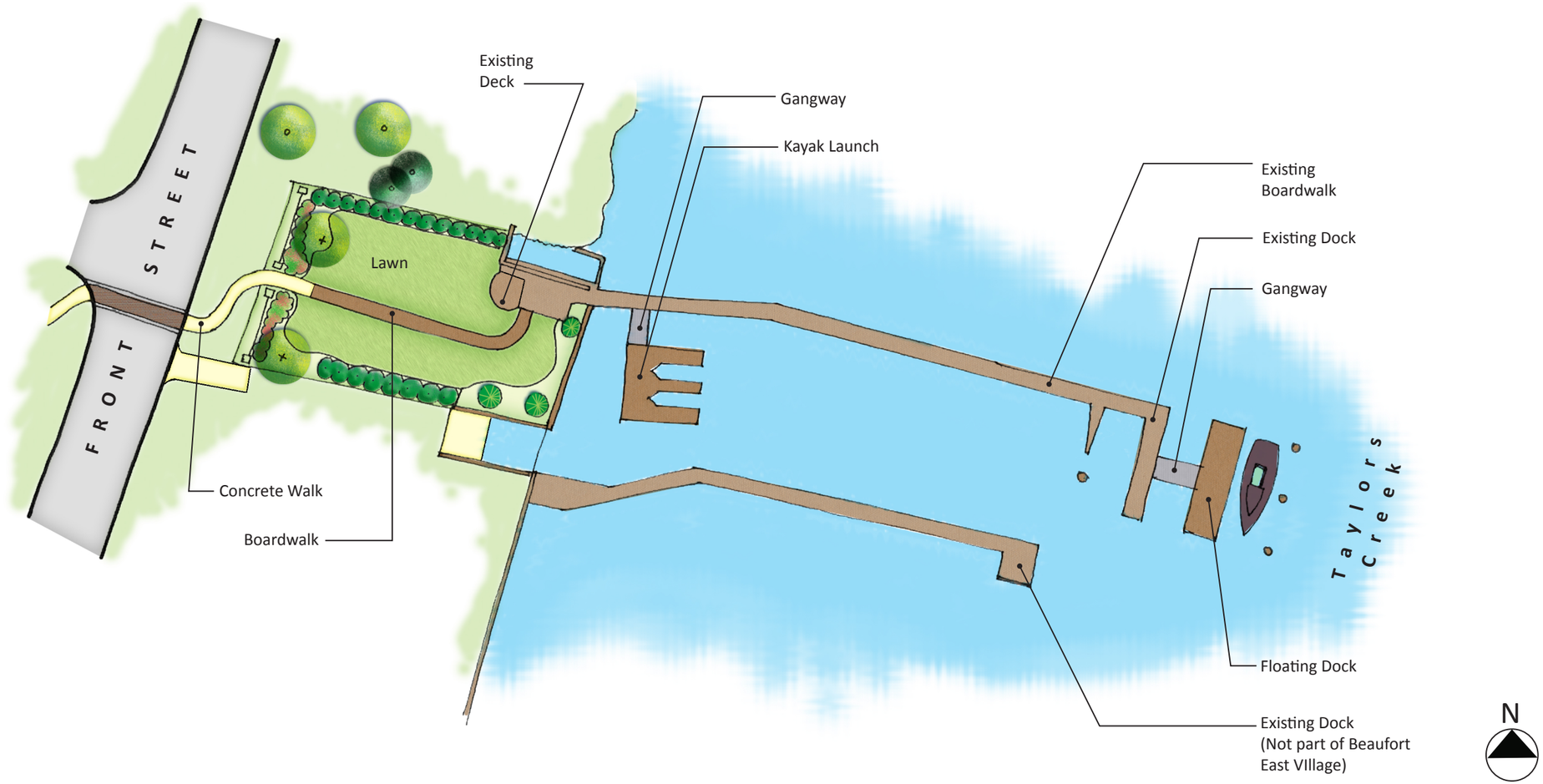


Site Watershed Map

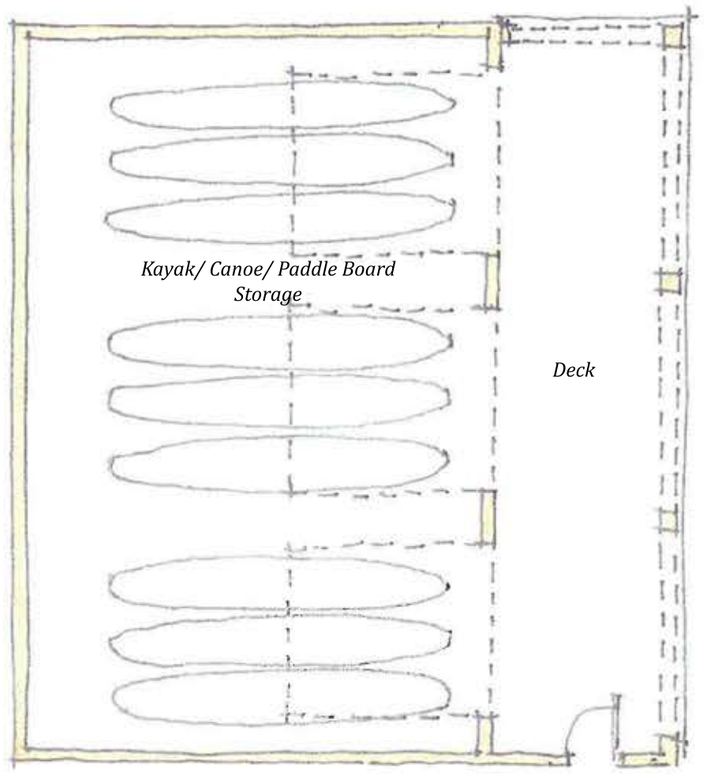


Conceptual Land Use Plan

Conceptual Plan Detail – Kayak Launch & Day Dock

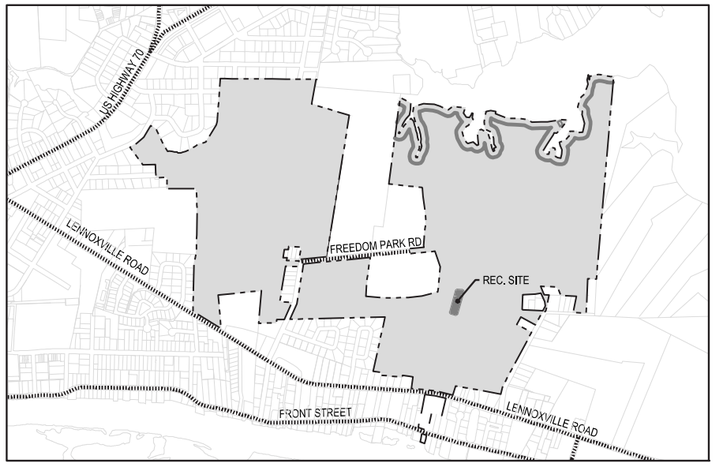


Kayak Pavilion

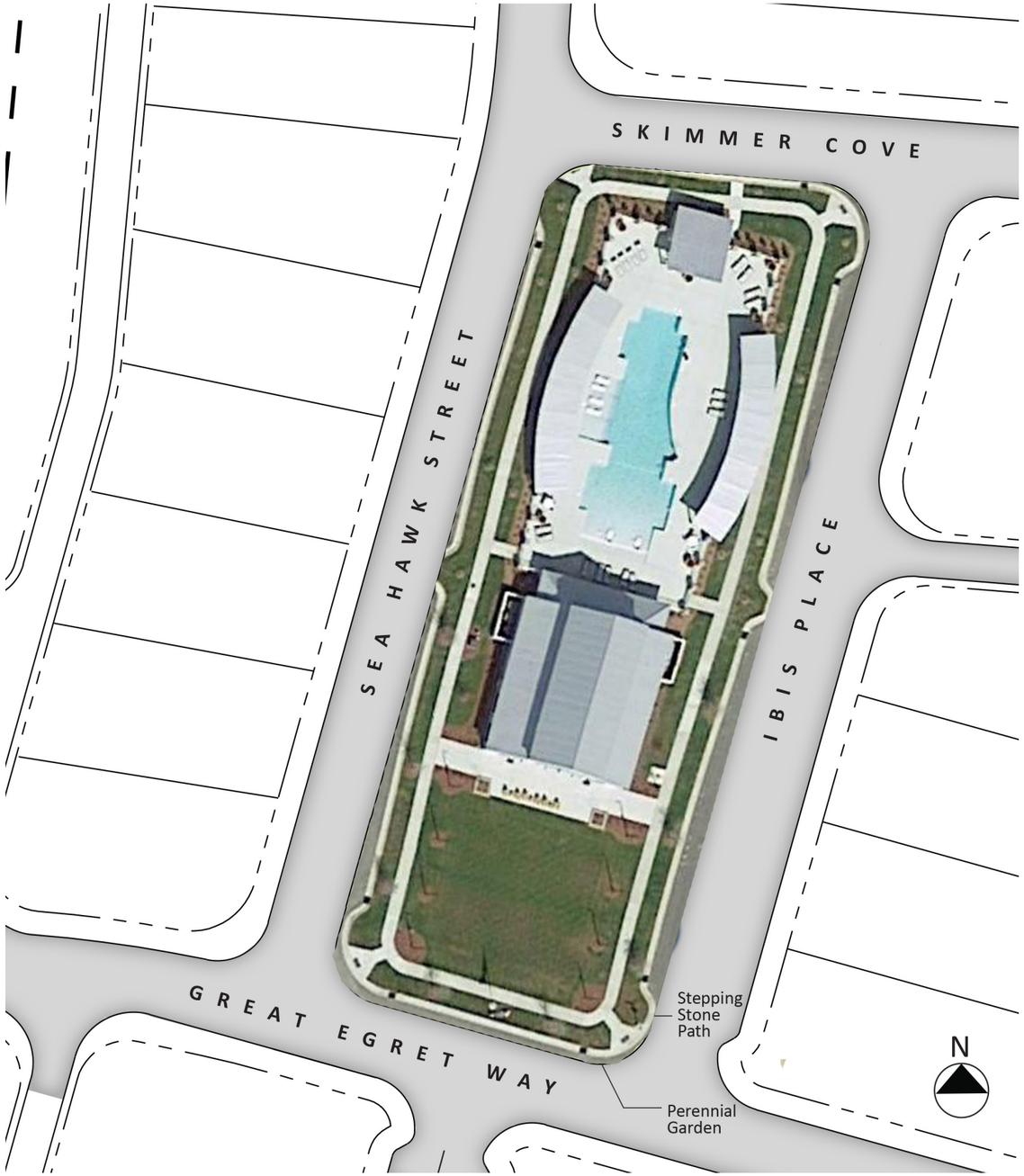


Floor Plan

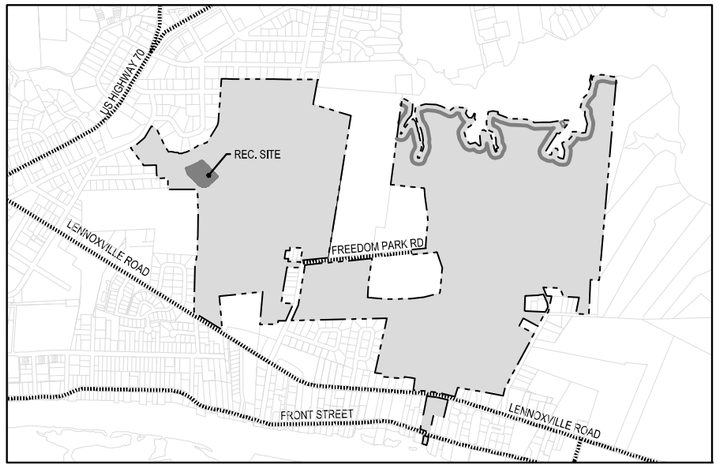
Pool and Clubhouse Detail (Beau Coast Neighborhood)



VICINITY MAP
SCALE: 1" = 1000'



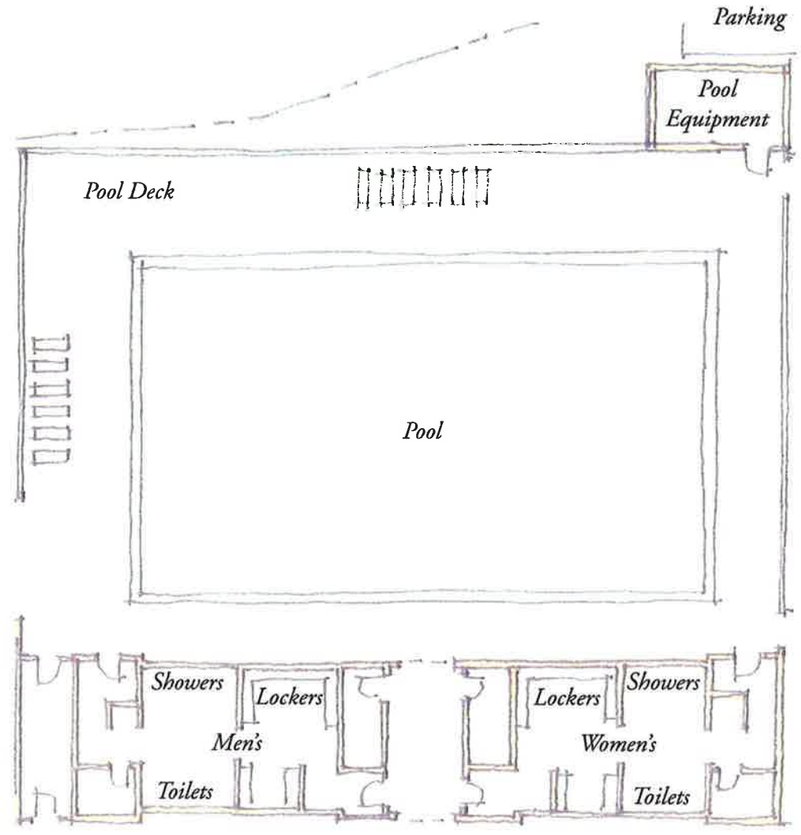
Conceptual Pool and Tot Lot Detail (Beaufort East Village Neighborhood)



VICINITY MAP
SCALE: 1" = 1000'

Conceptual architecture - Pool and Clubhouse for Beaufort East Village

Conceptual Imagery

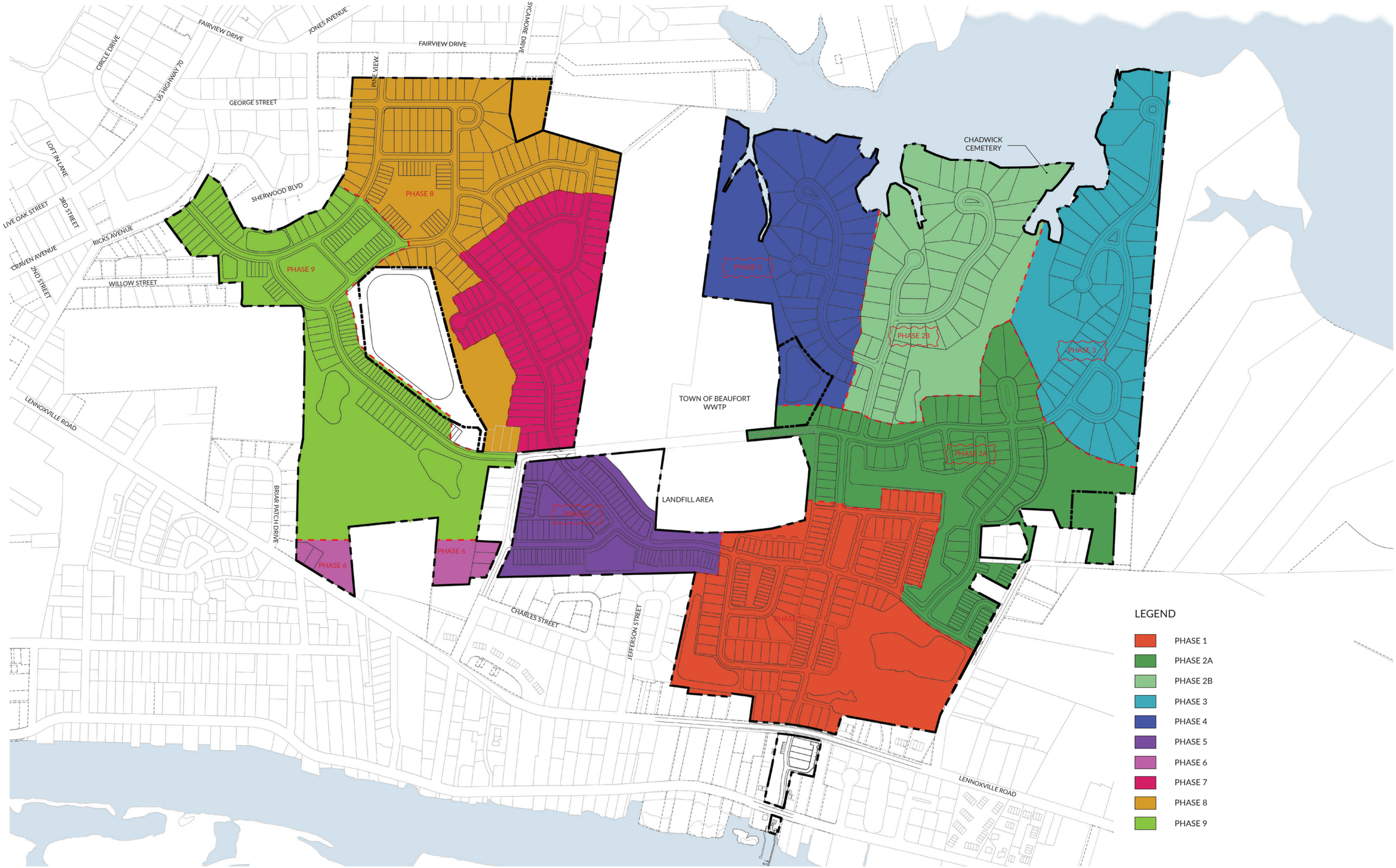


Floor Plan

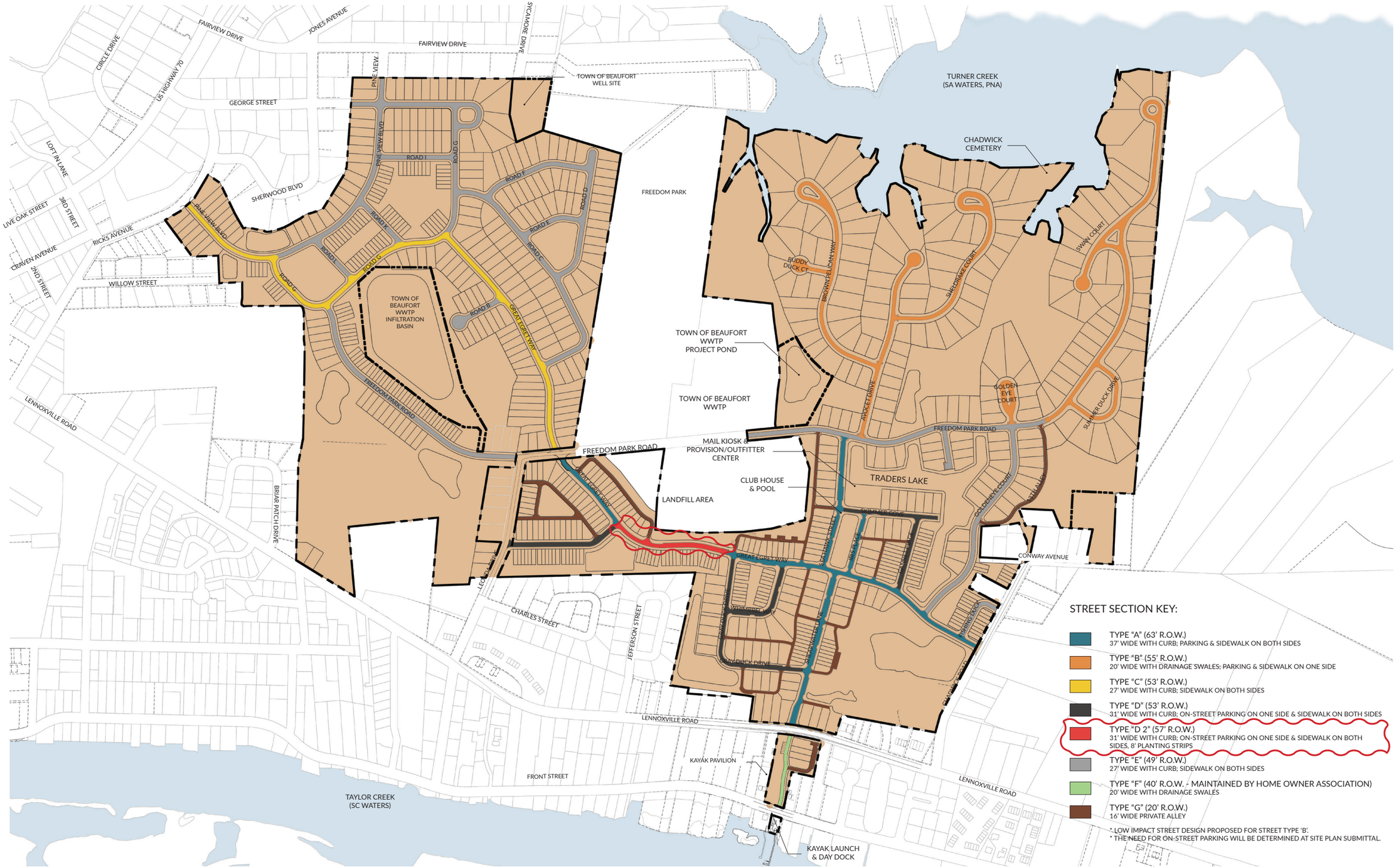
Photos from Spring Island (Okatie, South Carolina) and Ford Plantation (Richmond Hill, Georgia)

All drawings are conceptual in nature and actual conditions may vary.

PUD Phasing Plan



Key Plan for Street Cross Sections

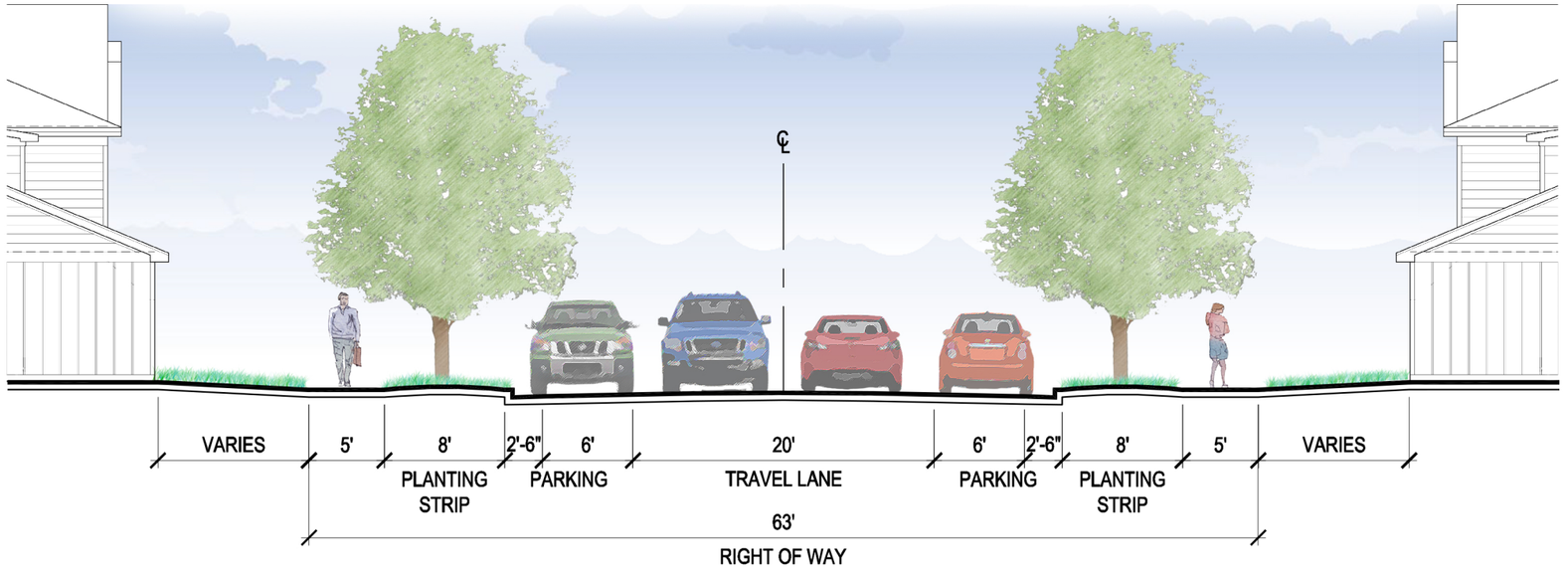


STREET SECTION KEY:

- TYPE “A” (63’ R.O.W.)
  37’ WIDE WITH CURB; PARKING & SIDEWALK ON BOTH SIDES
- TYPE “B” (55’ R.O.W.)
  20’ WIDE WITH DRAINAGE SWALES; PARKING & SIDEWALK ON ONE SIDE
- TYPE “C” (53’ R.O.W.)
  27’ WIDE WITH CURB; SIDEWALK ON BOTH SIDES
- TYPE “D” (53’ R.O.W.)
  31’ WIDE WITH CURB; ON-STREET PARKING ON ONE SIDE & SIDEWALK ON BOTH SIDES
- TYPE “D 2” (57’ R.O.W.)
  31’ WIDE WITH CURB; ON-STREET PARKING ON ONE SIDE & SIDEWALK ON BOTH SIDES, 8’ PLANTING STRIPS
- TYPE “E” (49’ R.O.W.)
  27’ WIDE WITH CURB; SIDEWALK ON BOTH SIDES
- TYPE “F” (40’ R.O.W. - MAINTAINED BY HOME OWNER ASSOCIATION)
  20’ WIDE WITH DRAINAGE SWALES
- TYPE “G” (20’ R.O.W.)
  16’ WIDE PRIVATE ALLEY

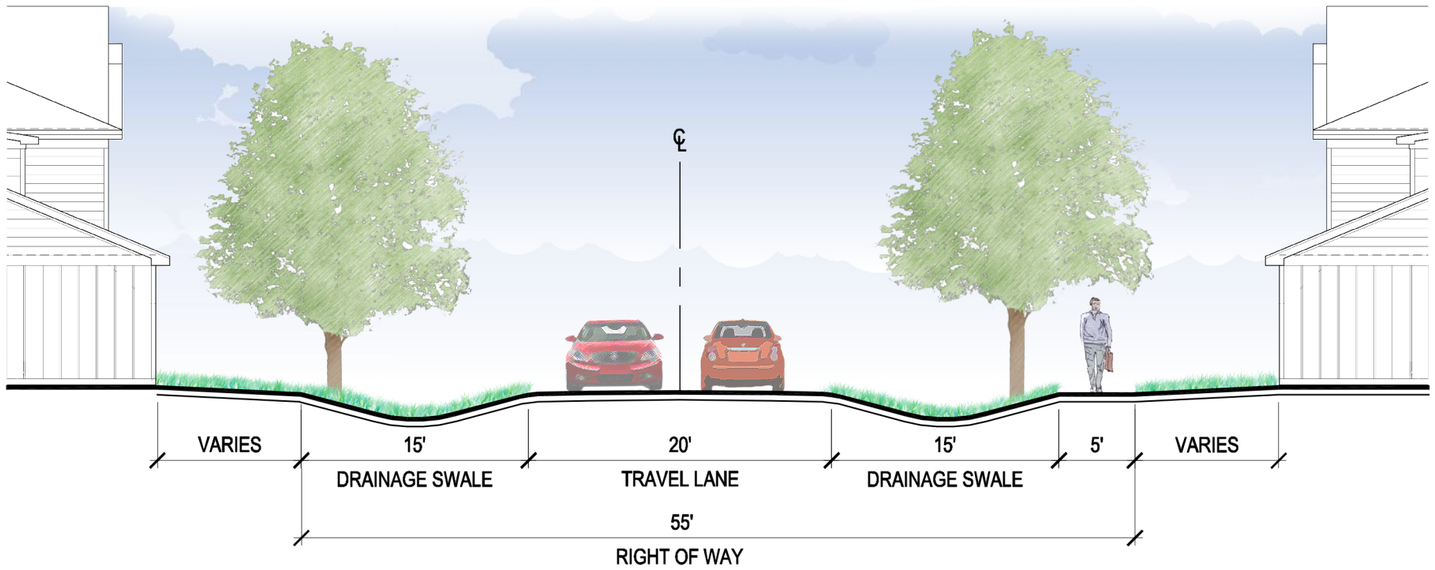
* LOW IMPACT STREET DESIGN PROPOSED FOR STREET TYPE ‘B’.
* THE NEED FOR ON-STREET PARKING WILL BE DETERMINED AT SITE PLAN SUBMITTAL.

Street Cross Sections



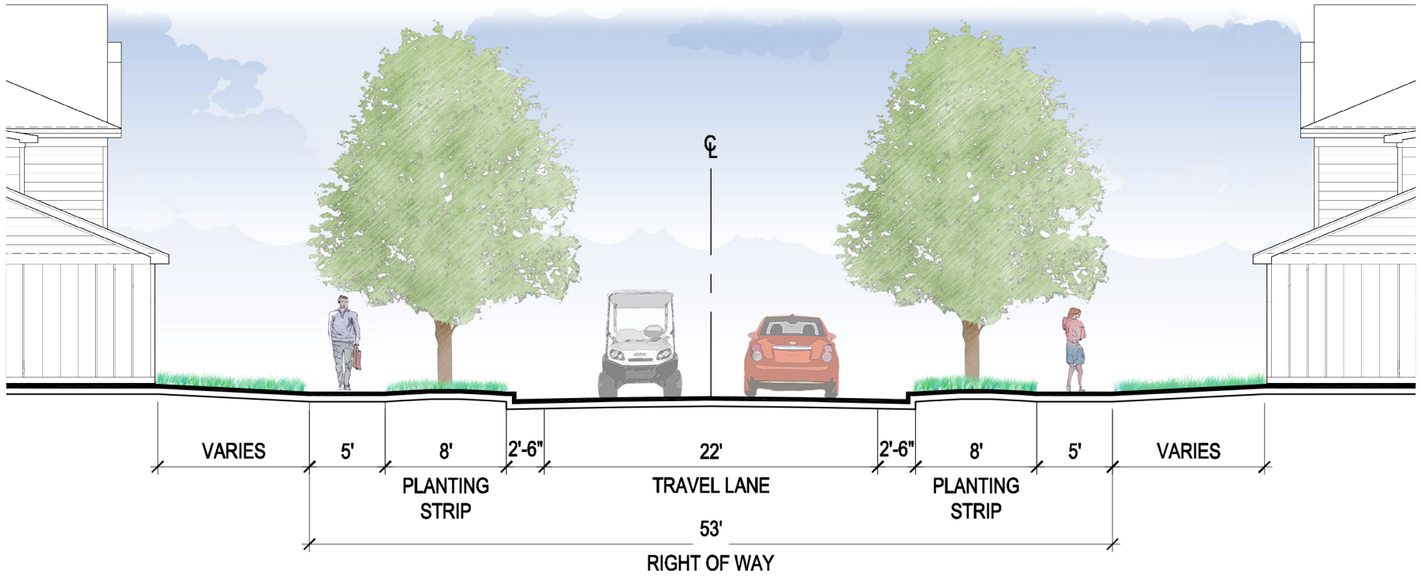
Street Cross Section Type A

*NOTE: The need for on-street parking will be determined at site plan submittal.

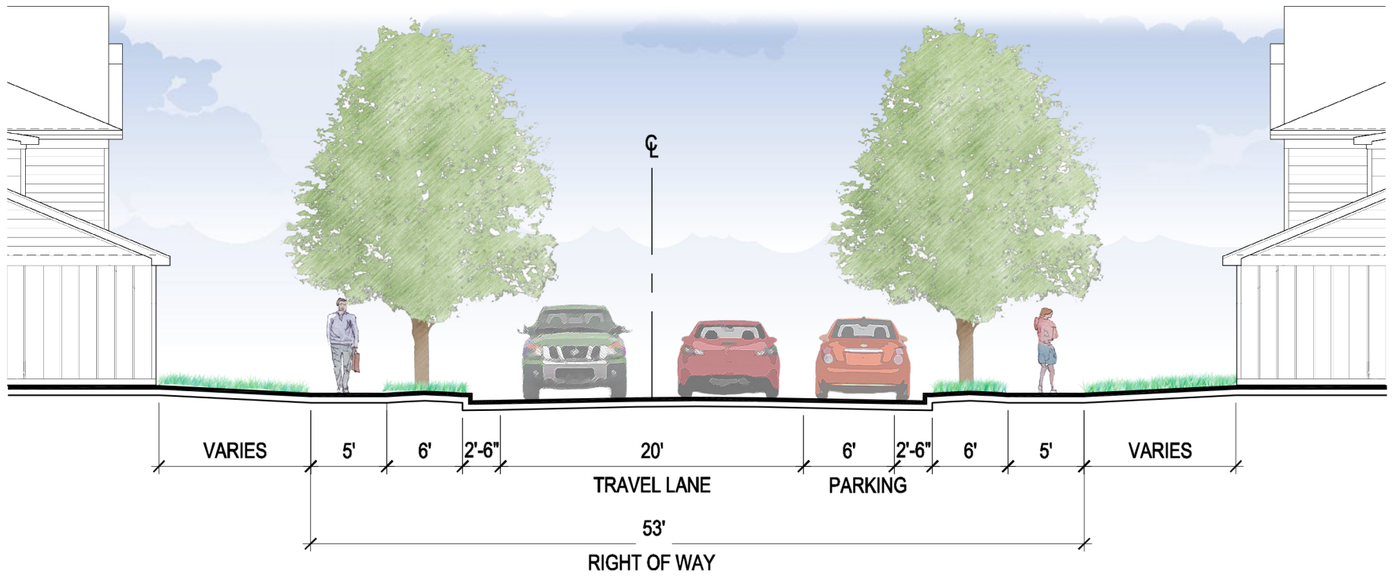


Street Cross Section Type B

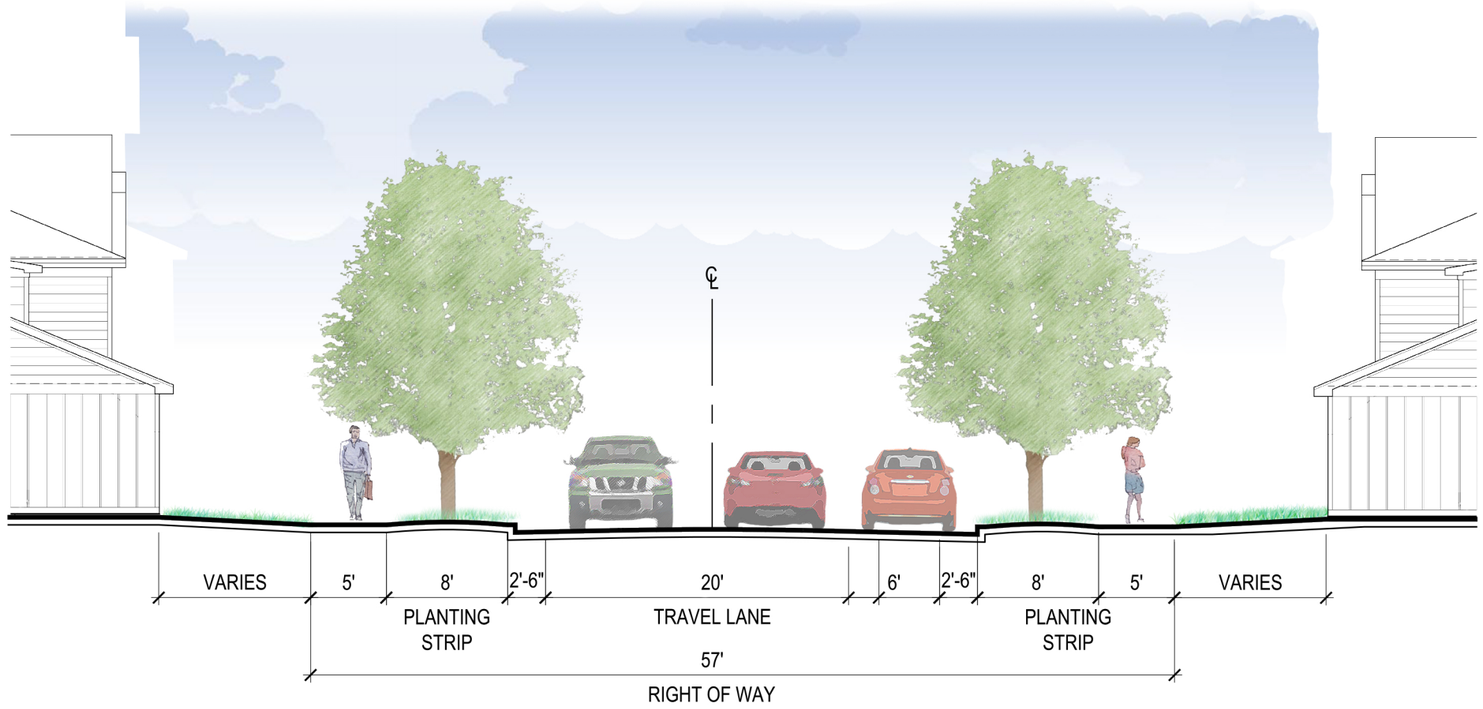
Street Cross Sections



Street Cross Section Type C

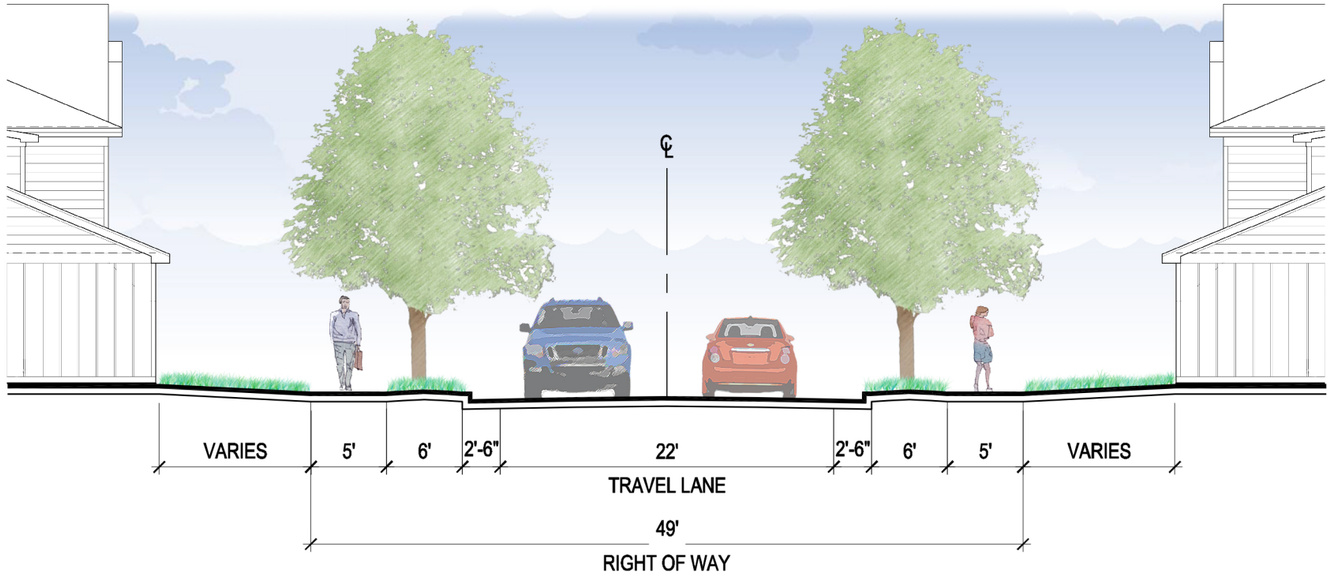


Street Cross Section Type D

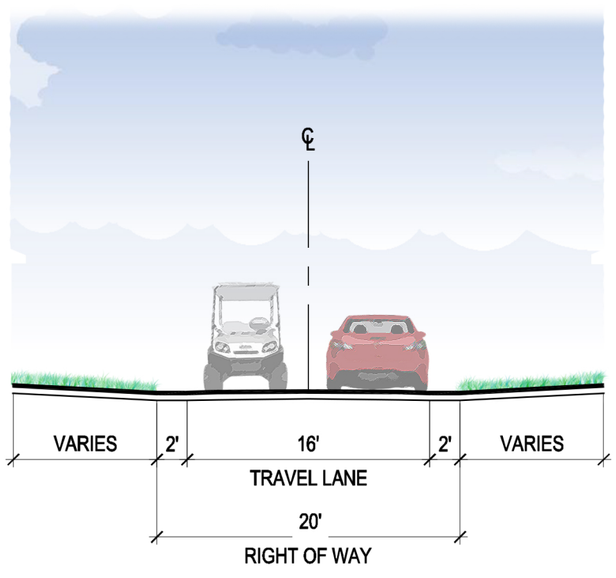


Street Cross Section Type D2

Street Cross Sections

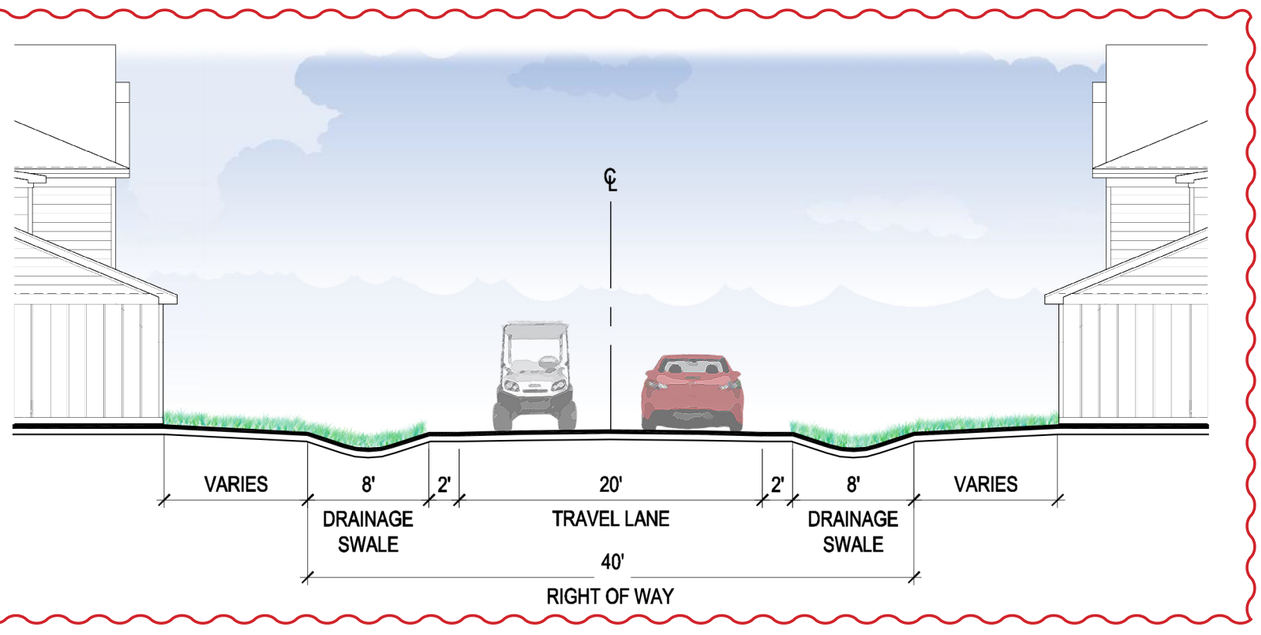


Street Cross Section Type E



Street Cross Section Type G

*NOTE: To be maintained by HOA



Street Cross Section Type F

Key Plan for Lot Types

LOT TYPE	DESCRIPTION	FRONT SET BACK	REAR SET BACK	SIDE SET BACK
A	40 FRONT LOAD (DETACHED GARAGE)	5'	5'	3' *
B	50' ALLEY LOAD	5'	5'	5'
B2	32' REAR LOAD	4'	5'	4'
C(1)	60'+ FRONT LOAD	5'	15'	5'
C(2)	60'+ FRONT LOAD	25'	15'	5'
D	40' FRONT LOAD	20'	15'	4'
E	50' FRONT LOAD	20'	15'	5'
TOWNHOME (FRONT LOAD)		20'	5'	0' **
TOWNHOME (ALLEY LOAD)		5'	5'	0' **

* ONE-STORY DETACHED GARAGES W/O HABITABLE SPACE MAY HAVE 0' SIDE SETBACK
** TOWNHOME BUILDING TO BUILDING SEPARATION IS A MINIMUM OF 10'.

LOT TYPE	DESCRIPTION	PUD AMENDMENT LOT COUNT	APPROVED PUD LOT COUNT
	20' WIDE TOWNHOME LOTS	96	96
	22' WIDE TOWNHOME LOTS	90	131
	26' WIDE TOWNHOME LOTS	44	44
B2	32' WIDE SINGLE-FAMILY LOTS	69	20
A&D	40' WIDE SINGLE-FAMILY LOTS	171	181
B1&E	50' WIDE SINGLE-FAMILY LOTS	175	175
C	60-90' WIDE SINGLE-FAMILY LOTS	145	144
TOTAL LOTS ALLOWED:		791	791
TOTAL LOTS PROPOSED:		790	791
	OPEN SPACE		

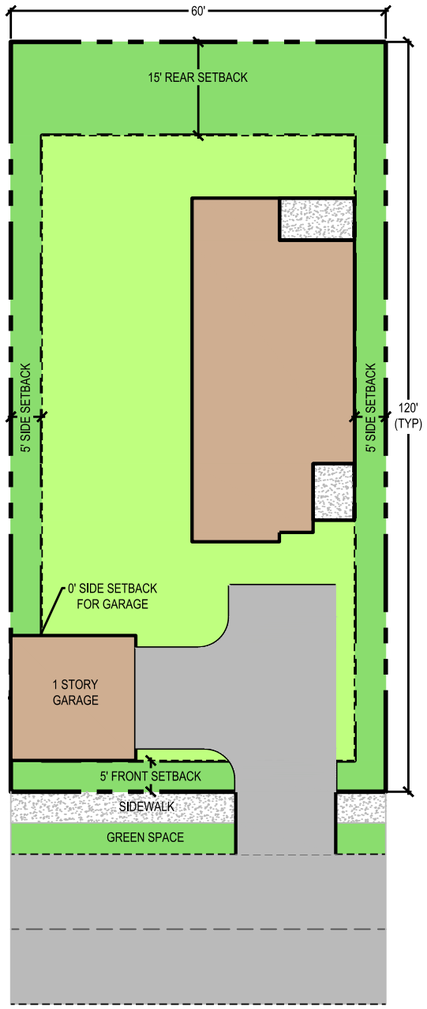
Conceptual Lot Types

LOT TYPE A
BEAU COAST - 40' FRONT LOAD w/ DETACHED GARAGE
* OPTIONAL TWO-STORY GARAGE w/ HABITABLE SPACE SHALL HAVE THE SAME SETBACKS AS THE PRIMARY STRUCTURE

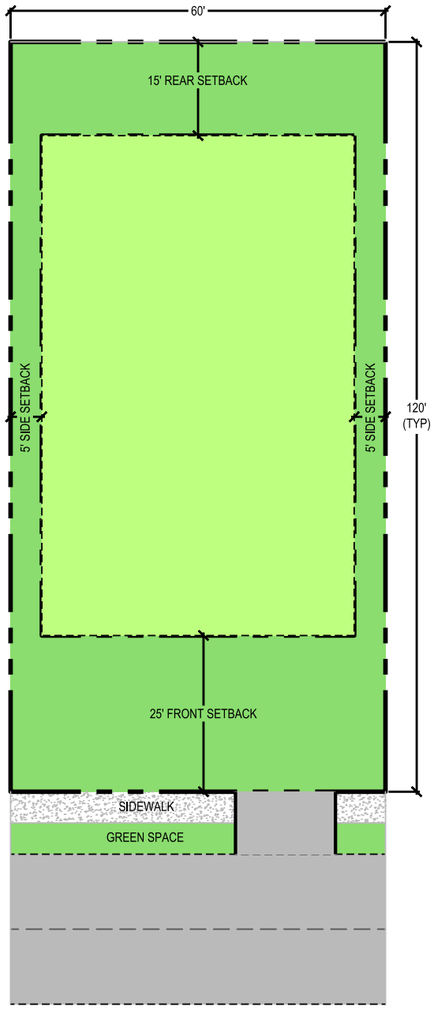
LOT TYPE B1
BEAU COAST - 50' ALLEY LOAD

LOT TYPE B2
BEAU COAST - 4' SETBACK
32' REAR ALLEY LOAD

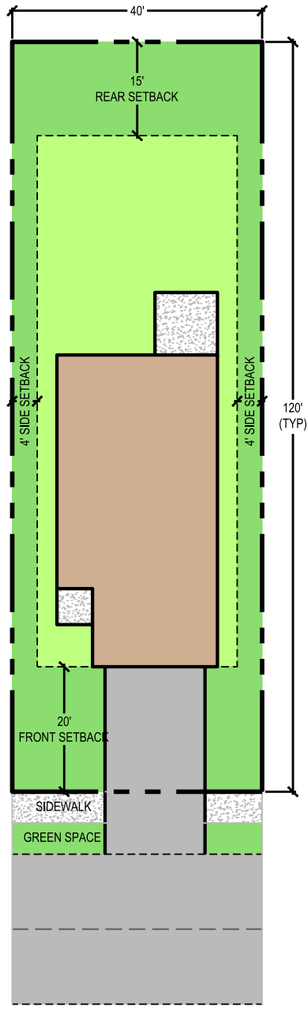
Conceptual Lot Types



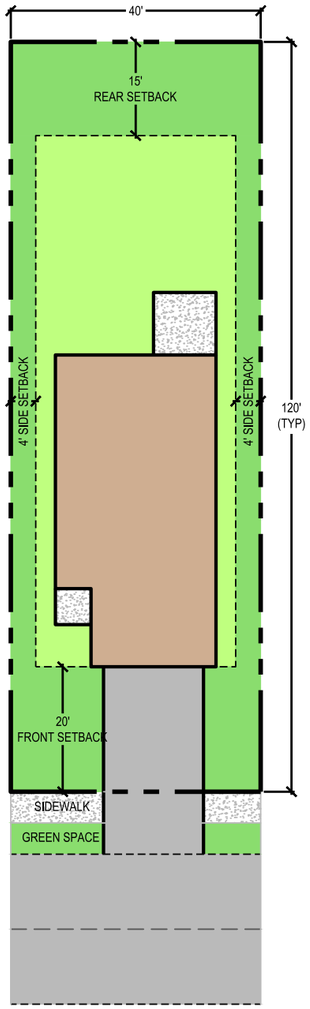
LOT TYPE C (OPTION 1)
BEAU COAST - 60' TO 90' FRONT LOAD WITH DETACHED GARAGE



LOT TYPE C (OPTION 2)
BEAU COAST - 60' TO 90' FRONT LOAD

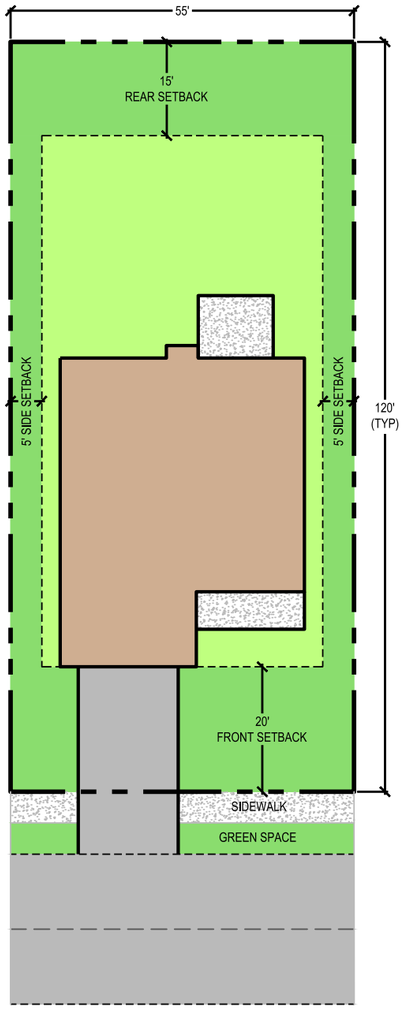


LOT TYPE D
BEAUFORT
EAST VILLAGE - 40' FRONT LOAD



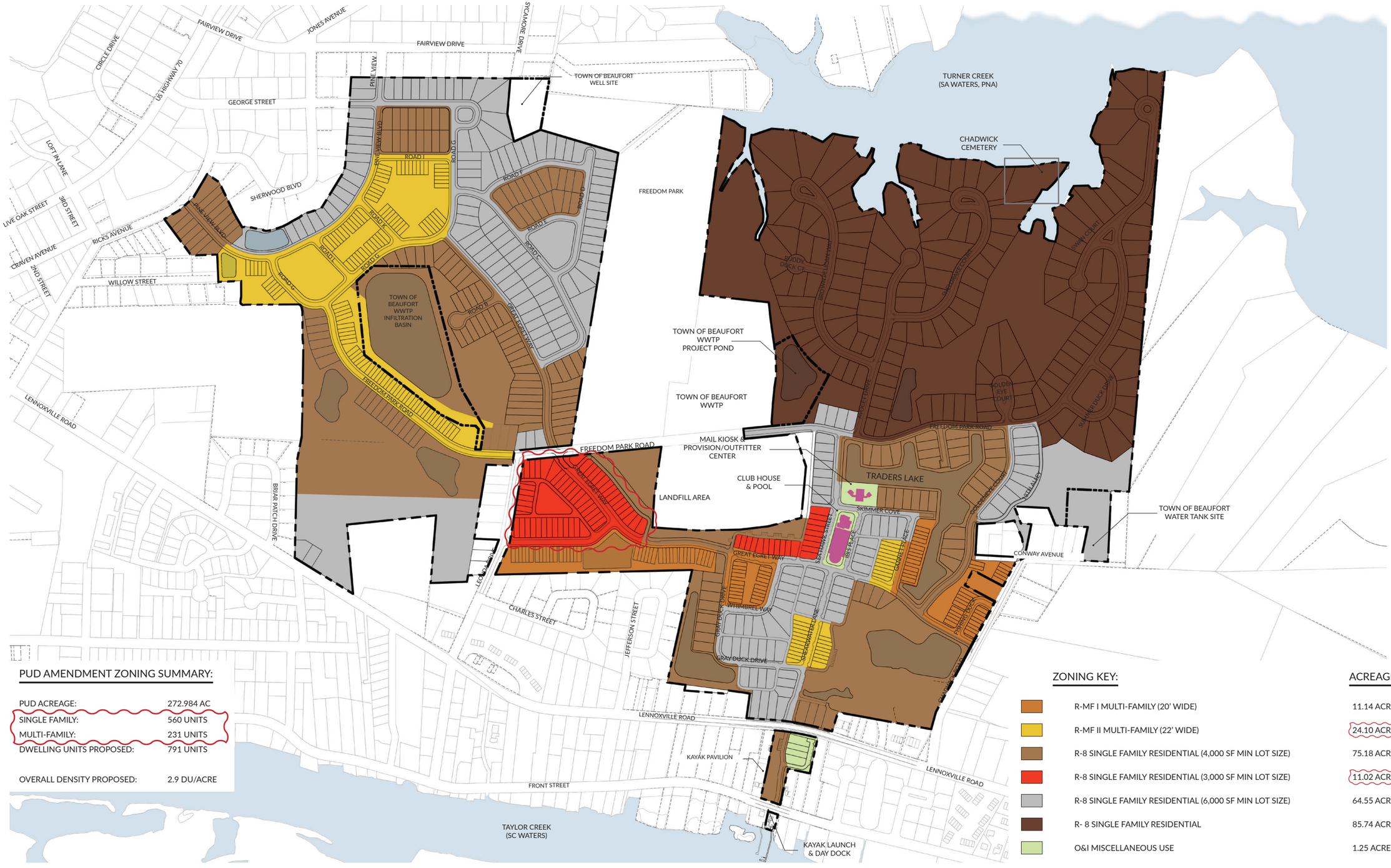
LOT TYPE D
BEAU COAST - 40' FRONT LOAD

NOTE: FRONT LOADED "D" LOT ALLOWED IN BEAU COAST SECTION FOR LOTS 203-206 IN PHASE 2A ONLY



LOT TYPE E
BEAUFORT
EAST VILLAGE - 50' FRONT LOAD

PUD Master Zoning Plan



PUD AMENDMENT ZONING SUMMARY:

PUD ACREAGE:	272.984 AC
SINGLE FAMILY:	560 UNITS
MULTI-FAMILY:	231 UNITS
DWELLING UNITS PROPOSED:	791 UNITS
OVERALL DENSITY PROPOSED:	2.9 DU/ACRE

ZONING KEY:	ACREAGE:
R-MF I MULTI-FAMILY (20' WIDE)	11.14 ACRES
R-MF II MULTI-FAMILY (22' WIDE)	24.10 ACRES
R-8 SINGLE FAMILY RESIDENTIAL (4,000 SF MIN LOT SIZE)	75.18 ACRES
R-8 SINGLE FAMILY RESIDENTIAL (3,000 SF MIN LOT SIZE)	11.02 ACRES
R-8 SINGLE FAMILY RESIDENTIAL (6,000 SF MIN LOT SIZE)	64.55 ACRES
R- 8 SINGLE FAMILY RESIDENTIAL	85.74 ACRES
O&I MISCELLANEOUS USE	1.25 ACRES

PUD Open Space Plan

LAND DEDICATED TO TOWN BY DEVELOPER	16.05 ACRES

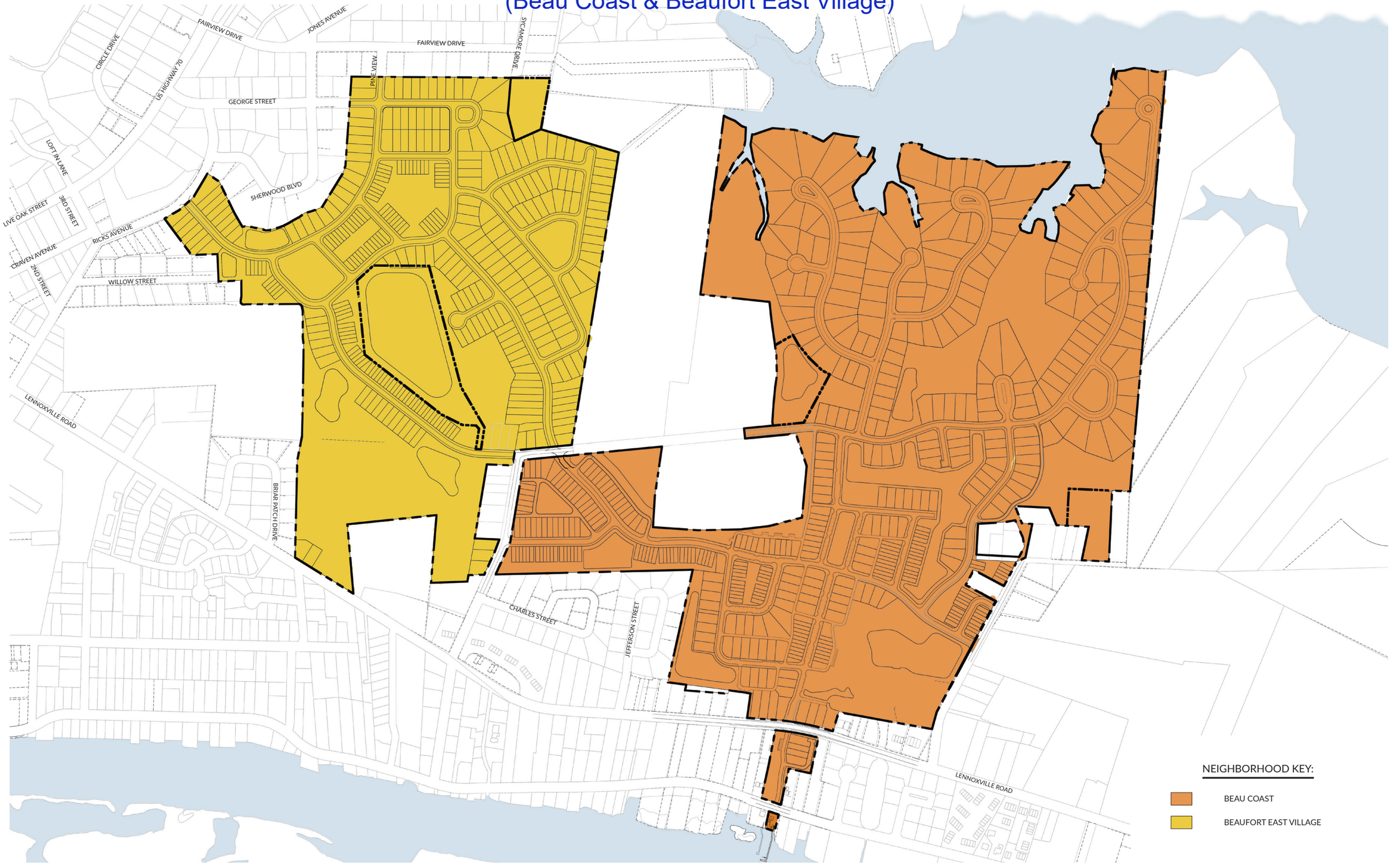
OPEN SPACE CALCULATIONS:

TOTAL OPEN SPACE REQUIRED:	(41 AC) 15%
TOTAL OPEN SPACE PROVIDED:	(99.32 AC) 36%

OPEN SPACE KEY:

TOTAL ACREAGE: **272.98 AC**	
PARKS, PLAZAS, PONDS & RECREATION SPACE	(99.32 AC - 36%)
COMMON AREA NOT COUNTED AS OPEN SPACE	(4.76 AC)
TOTAL ACREAGE INCLUDED LANDFILL AREA: **282.99 AC**	
PARK FROM LANDFILL ACQUISITION	(10.01 AC - 38%)
LOTS	

Planned Unit Development Neighborhood Map
(Beau Coast & Beaufort East Village)



Chapter 2. Beau Coast Conceptual Product Types

Townhomes: 20’ Wide Front Load 1 Car Garage Townhome Collection

Townhomes: 22’ Wide Rear Load 2 Car Garage Townhome Collection

Single Family: 24’ Wide Detached Garage Cottage Collection

Beau Coast Lot Type A

i. BC 24 A (1734 sq ft)

ii. BC 24 B (1763 sq ft)

iii. BC 24 CTTT (1830 sq ft)

iv. BC 24 D (2052 sq ft)

v. BC 24 E (2301 sq ft)

vi. BC 24 F (2416 sq ft)

Single Family: 39’ Wide Rear Load Garage Collection

Beau Coast Lot Type B

i. BC 39 A (2066 sq ft)

ii. BC 39 B (2274 sq ft)

iii. BC 39 C (2306 sq ft)

iv. BC 39 D (2630 sq ft)

v. BC 39 E (2964 sq ft)

vi. BC 39 F (3180 sq ft)

Single Family: 24’ Wide Rear Load Garage Collection

Beau Coast Lot Type B2

Planter's Way

Streamline Developers

The Seaview

Streamline Developers

The Pollock

Streamline Developers

Chapter 3. Beaufort East Village Conceptual Types

Townhome: 22’ Wide One Car Garage Townhome Collection

Single Family: 26’ 2 Car Garage Collection

Beaufort East Village Lot Type D

i. BEV 26 A (1927 sq ft)

ii. BEV 26 BT (1932 sq ft)

iii. BEV 26 C (1896 sq ft)

iv. BEV 26 D (1832 sq ft)

Single Family: 40’ Wide 2 Car Garage Collection

Beaufort East Village Lot Type E

i. BEV 40 A (2228 sq ft)

ii. BEV 40 B (2335 sq ft)

iii. BEV 40 C (2529 sq ft)

iv. BEV 40 D (2791 sq ft)

v. BEV 40 E (2925 sq ft)

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

Town of Beaufort Board of Commissioners Workshop Meeting
4:00 PM Monday, July 27, 2020 – Virtual Meeting via Zoom

AGENDA CATEGORY: Discussion & Consideration

SUBJECT: Preliminary Plat for Beau Coast Subdivision Phase V

BRIEF SUMMARY:

The applicant wishes to Subdivide a 15.45 Acre Tract into 86 Lots (49 Single-Family Lots & 37 Multi-Family Lots). In addition to Planning Staff the Town Engineer and applicants Engineer will also be available to answer questions regarding the proposed infrastructure.

During the public hearing on the PUD Modification the applicant agreed to show a 60 foot natural buffer in Beau Coast Phase V from the detention pond west and an installed 20' vegetative buffer from the pond east. This buffer area is now updated in the master plan images as well as the preliminary plat for Beau Coast Phase V.

Because a 24 hour comment period was required for the PUD amendment this item needed to be held until such time a decision was made on the amendment since several proposed infrastructure standards were included in the design.

REQUESTED ACTION:

Decision on the preliminary Plat

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Kyle Garner, AICP

Planning & Inspections Director

BUDGET AMENDMENT REQUIRED:

N/A

STAFF REPORT

To: Mayor & Board of Commissioners

From: Kyle Garner, AICP, Town Planner

Date: June 4, 2020

Project Beaufort Coast Phase V – Preliminary Plat

THE QUESTION: Subdivide a 15.45 Acre Tract into 86 Lots (49 Single-Family Lots & 37 Multi-Family Lots)

BACKGROUND:

Location:	Leonda Drive & Freedom Park Drive
Owners:	Blue Treasure, LLC
Requested Action:	Subdivide a 15.45 acre tract into 86 lots
Existing Zoning	PUD
Size:	15.45 Acres
Amount of Wetlands:	.17 Acres
Amount of Open Space:	6.49 Acres
Existing Land Use:	Undeveloped
Adjoining Land Use & Zoning:	North – By Freedom Park & Town of Beaufort Utilities, Zoned R-20 South – By Single-Family Homes, Zoned R-8 East – Beau Coast Phase I, Zoned PUD West – Across Leonda Drive by residential properties, Zoned R-20

SPECIAL INFORMATION: This preliminary plat runs concurrently with the Amendment to the Master Plan dated February 14, 2020.

Public Utilities & Works:

Water:	Town Water
Sanitary Sewer:	Town Sewer

OPTIONS:

1. Approve the request as presented.
2. Deny the request.
3. Table the request.

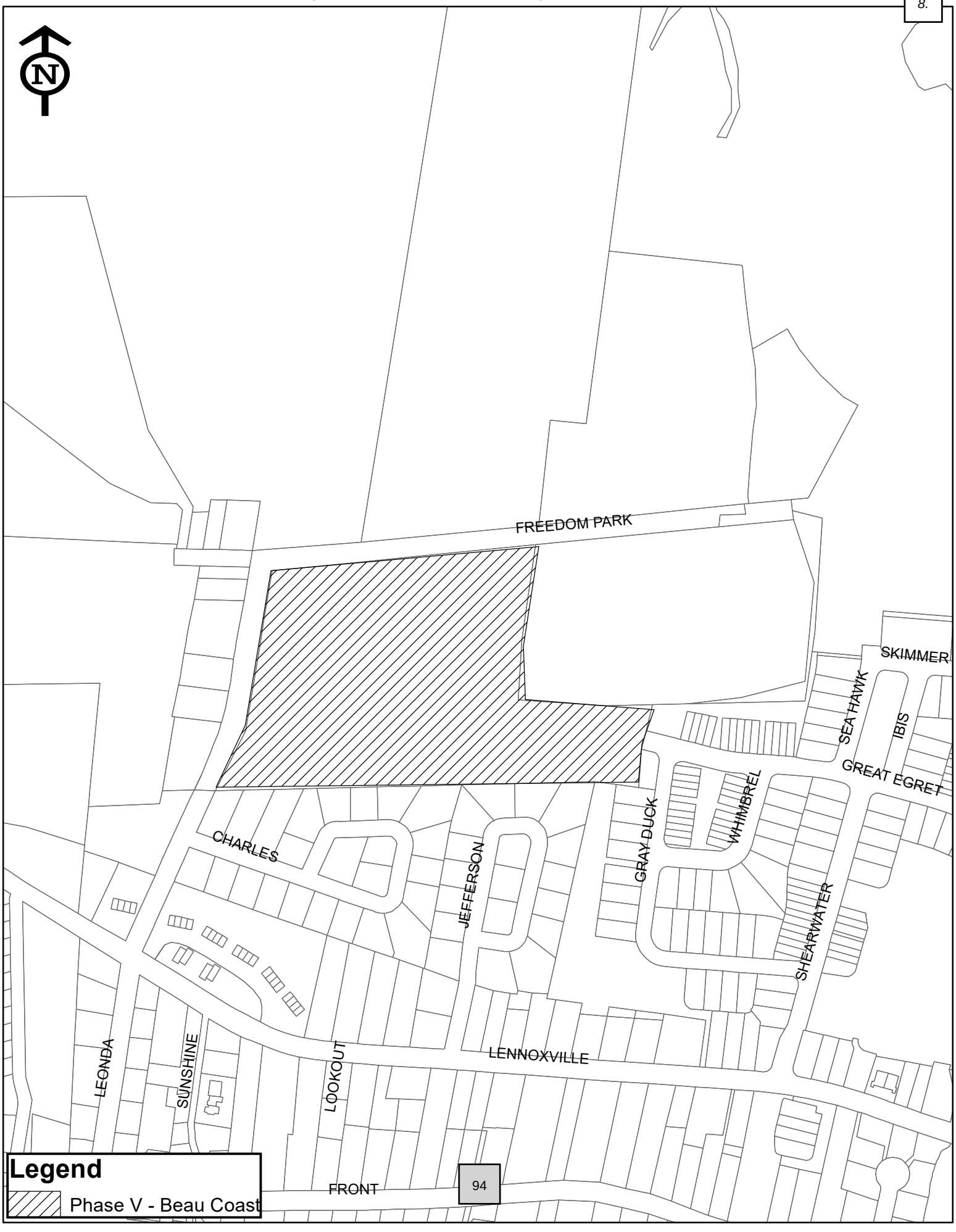
RECOMMENDATIONS:

At their May 18, 2020 meeting the Planning Board unanimously recommend approval with a request of the developer to retain as much natural vegetation in the 20' buffer as possible along the southern boundary with the Charles Street Subdivision.

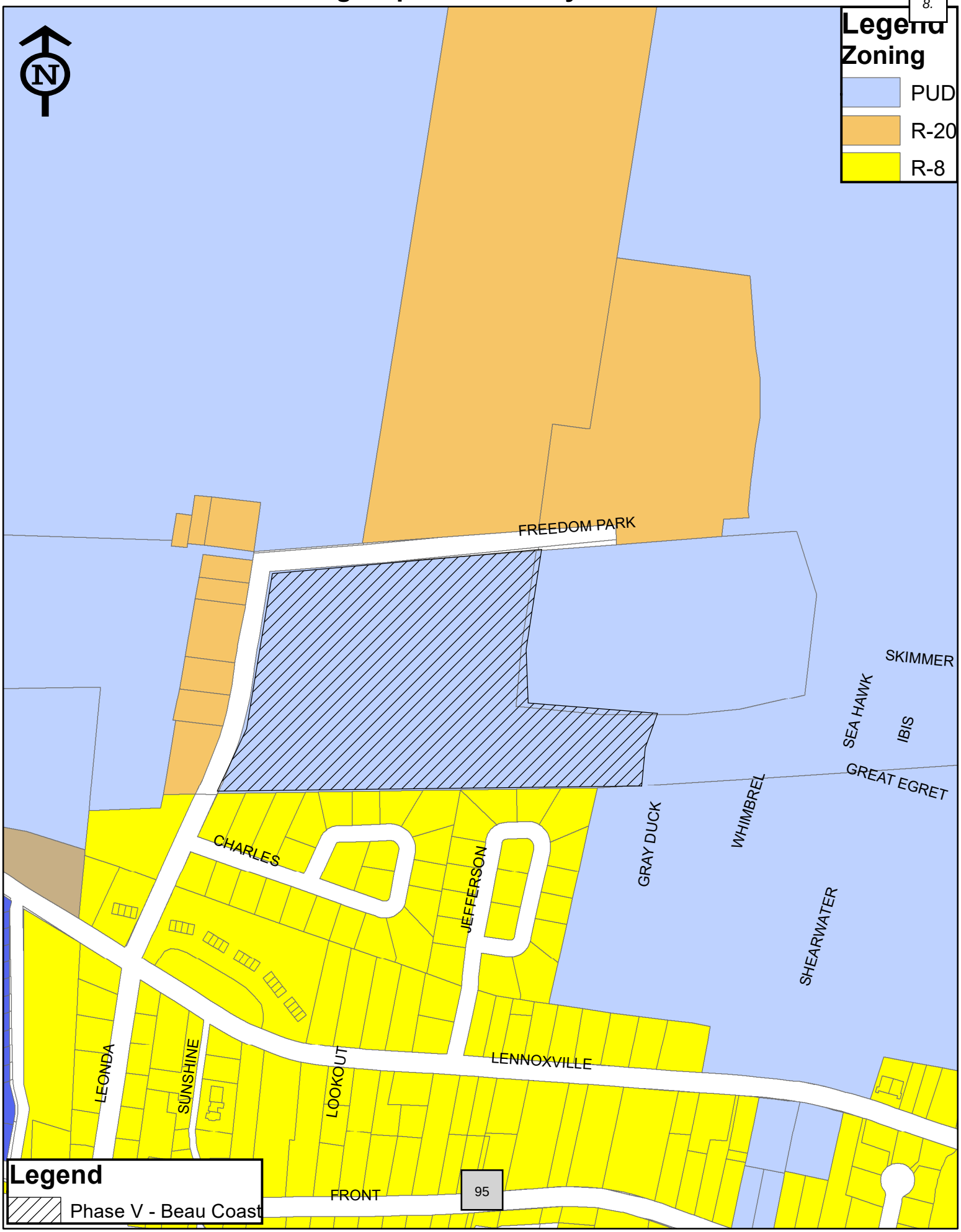
ATTACHMENTS:

Vicinity Map
Zoning Map
Construction Drawings

Case 20-03 Vicinity Map - Preliminary Plat - Phase V - Beau Coast



Case 20-03 Current Zoning Map - Preliminary Plat - Phase V - Beau Coast



SITE DEVELOPMENT DATA

GENERAL NOTES:

OWNER: BLUE TREASURE, LLC
ADDRESS: 105 WESTON ESTATES WAY
CARY, NC 27513
PHONE: (919) 481-3000
ATTN: KARL BLACKLEY

CARTERET COUNTY PARCEL NO.:
7316005005458000

TOTAL TRACT AREA: 15.45 AC.±

SETBACKS:

32' WIDE LOTS:

4' FRONT

4' SIDE

5' REAR

TOWNHOME LOTS:

20' FRONT

0' SIDE

5' REAR

DEVELOPMENT DATA:

TOTAL TRACT AREA: 15.45 AC +/-

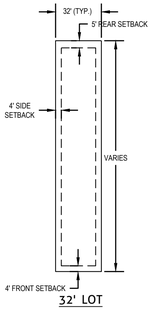
AREA OF LOTS = 5.72 AC.
AREA OF R/W = 3.24 AC.
AREA OF WETLANDS = 0.17 AC.
AREA OF OPEN SPACE = 6.49 AC.
LINEAR FEET OF STREETS = 1,722
LINEAR FEET OF ALLEYS = 1,963
IMPERVIOUS AREA = 2.54 AC.
STREETS = 2.00 AC.
SIDEWALKS = 0.41 AC.
PARKING LOT = 0.13 AC.

SINGLE FAMILY LOTS:
32' WIDE = 49

TOWNHOME UNITS:
20' WIDE = 23
25' WIDE = 14
TOTAL = 37

Line Table		
Line #	Length	Direction
L1	1151.632	S88° 38' 11.91"W
L2	206.707	N24° 21' 55.41"E
L3	488.104	N09° 27' 57.99"E
L4	809.565	N84° 30' 57.32"E
L5	293.115	S08° 11' 35.19"W
L6	181.075	S03° 19' 39.71"W
L7	265.551	S86° 06' 37.33"E
L8	214.120	N88° 49' 56.58"E
L9	83.303	S13° 59' 00.04"W
L11	51.765	N76° 00' 59.96"W
L12	57.000	S13° 58' 35.28"W
L13	116.895	S04° 21' 17.43"W
L14	68.413	N82° 07' 50.29"W
L15	65.956	N82° 59' 57.72"W

Curve Table			
Curve #	Length	Radius	Delta
C1	26.704	17.000	090.0000



32' LOT

PARCEL TABLE		
Parcel #	Area (SF)	Area (Ac)
368	2,286	0.05
369	1,829	0.04
370	1,829	0.04
371	2,280	0.05
372	2,290	0.05
373	1,853	0.04
374	1,853	0.04
375	2,292	0.05
376	2,275	0.05
377	1,820	0.04
378	1,820	0.04
379	1,820	0.04
380	2,276	0.05

PARCEL TABLE		
Parcel #	Area (SF)	Area (Ac)
381	2,380	0.05
382	1,848	0.04
383	1,824	0.04
384	1,824	0.04
385	1,848	0.04
386	2,380	0.05
387	2,275	0.05
388	1,820	0.04
389	1,820	0.04
390	1,820	0.04
391	1,820	0.04
392	2,275	0.05
393	2,275	0.05

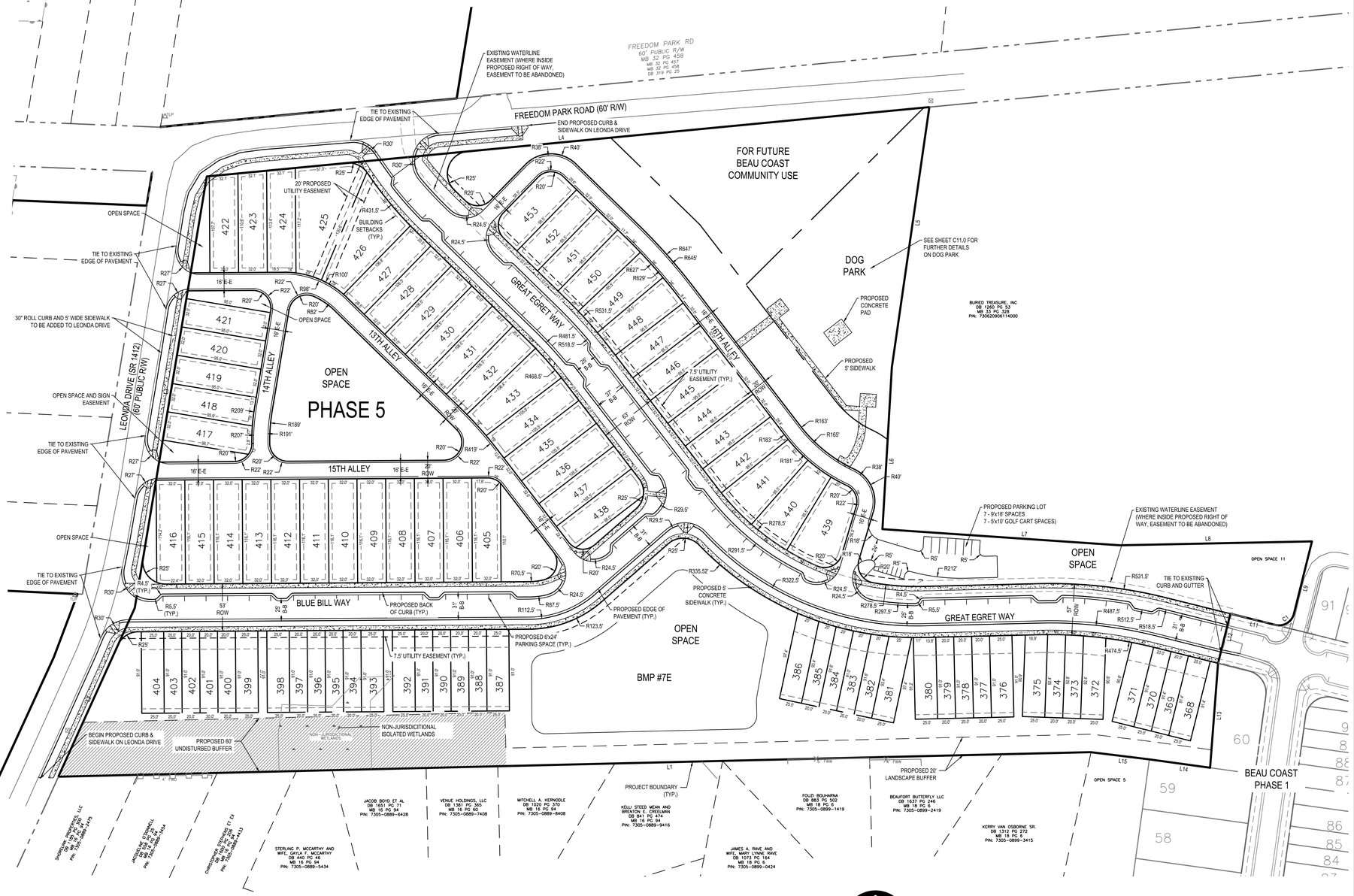
PARCEL TABLE		
Parcel #	Area (SF)	Area (Ac)
394	1,820	0.04
395	1,820	0.04
396	1,820	0.04
397	1,820	0.04
398	2,275	0.05
399	2,275	0.05
400	1,820	0.04
401	1,820	0.04
402	1,820	0.04
403	1,820	0.04
404	2,275	0.05
405	3,689	0.08
406	3,716	0.09

PARCEL TABLE		
Parcel #	Area (SF)	Area (Ac)
407	3,716	0.09
408	3,716	0.09
409	3,716	0.09
410	3,716	0.09
411	3,716	0.09
412	3,716	0.09
413	3,716	0.09
414	3,716	0.09
415	3,716	0.09
416	3,710	0.09
417	3,121	0.07
418	3,045	0.07
419	3,040	0.07

PARCEL TABLE		
Parcel #	Area (SF)	Area (Ac)
420	3,040	0.07
421	3,040	0.07
422	3,493	0.08
423	3,584	0.08
424	3,680	0.08
425	6,971	0.16
426	5,859	0.13
427	3,409	0.08
428	3,408	0.08
429	3,408	0.08
430	3,408	0.08
431	3,408	0.08
432	3,589	0.08

PARCEL TABLE		
Parcel #	Area (SF)	Area (Ac)
433	4,022	0.09
434	3,378	0.08
435	3,376	0.08
436	3,376	0.08
437	3,376	0.08
438	3,323	0.08
439	4,499	0.10
440	3,858	0.09
441	3,858	0.09
442	3,146	0.07
443	3,056	0.07
444	3,056	0.07
445	3,056	0.07

PARCEL TABLE		
Parcel #	Area (SF)	Area (Ac)
446	3,056	0.07
447	3,056	0.07
448	3,259	0.07
449	3,331	0.08
450	3,230	0.07
451	3,056	0.07
452	3,056	0.07
453	3,701	0.08



GRAPHIC SCALE
60 0 30 60 120
1 inch = 60 ft.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license #: C-0832 | www.withersravenel.com

BEAU COAST PHASE 5
BEAUFORT, NC

SITE PLAN

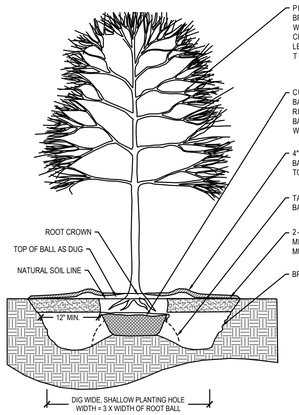
Job No. 02080976.50 | Drawn By TG
Date 2/13/2020 | Designer JSB

NORTH CAROLINA PROFESSIONAL SEAL 39113 ENGINEER JOSEPH S. BOYD

Revisions

Sheet No.
C2.0

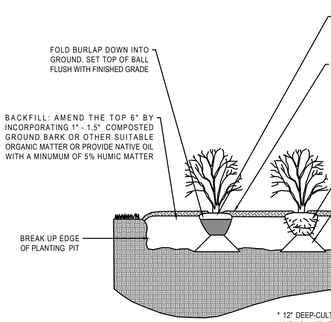
K:\08\08-09\02080976.50-Beau Coast Phase 5\CAD\Drawing Sets\Construction\C2.0 SITE PLAN.dwg Tuesday, July 14, 2020 9:12:08 AM BOYD, JOSEPH



NOTES

1. CONTRACTOR TO VERIFY THAT ADEQUATE DRAINAGE EXISTS PRIOR TO PLANTING.
2. DO NOT WRAP TRUNK OF TREE.
3. STAKING OF TREES IS NOT RECOMMENDED, EXCEPT ON WINDY SITES OR FOR LARGE EVERGREEN TREES. IF STAKING IS DONE, FLEXIBLE STRAPS - NOT HOSE AND WIRE - SHOULD BE USED AND MUST BE REMOVED AT APPROPRIATE TIME. PROPERTY OWNER IS RESPONSIBLE FOR REPLACEMENT OF DESTROYED OR DAMAGED TREES.
4. ALL TREES SHALL CONFORM TO THE STANDARDS SET FORTH IN THE MOST RECENT AMERICAN STANDARDS FOR NURSERY STOCK PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN (A.A.N.).
5. TREES WITH ROOT FLARE COVERED BY MORE THAN 1.5" OF SOIL WILL BE REJECTED PRIOR TO INSTALLATION.

TREE PLANTING DETAIL (LAN-37)
NTS



* 12" DEEP-CULTIVATE ENTIRE PLANTING AREA AS SINGLE BED WHEN PLANTING MULTIPLES (FOR LARGER SHRUB ROOT BALLS, MAKE 4" DEEPER THAN ROOT BALL)

NOTES

1. ALL SHRUBS SHALL CONFORM TO THE STANDARDS SET FORTH IN THE MOST RECENT *AMERICAN STANDARDS FOR NURSERY STOCK* PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN (A.A.N.).
2. SOIL ANALYSIS SHALL BE OBTAINED PRIOR TO PLANTING. SOIL SHALL BE AMENDED AS RECOMMENDED.
3. SHEET PREPARATION OF BEDS IS HIGHLY PREFERRED TO INDIVIDUAL DUG HOLE.S.

SHRUB/GROUNDCOVER PLANTING DETAIL (LAN-38)
NTS

GENERAL LANDSCAPE NOTES

1. THIS PLAN IS FOR PLANTING PURPOSES ONLY. FOR INFORMATION REGARDING ROADWAY GEOMETRY, GRADING, ETC., REFER TO THE ROADWAY LAYOUT AND GRADING PLANS.
2. VERIFICATION OF TOTAL PLANT QUANTITIES AS SHOWN IN THE PLANT SCHEDULE SHALL BE THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR AND THE TOTAL QUANTITIES SHALL BE AS SHOWN ON THIS PLAN.
3. THE LANDSCAPE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO INSTALLATION OF ANY PLANT MATERIAL.
4. TREE PROTECTION FENCE SHALL SURROUND ALL EXISTING PLANTINGS AND EXISTING BUFFER AREAS.
5. THE SITE SHALL BE STABILIZED AND SEEDED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY (CO).
6. ALL HVAC SYSTEMS AND TRASH BINS WILL BE SCREENED FROM OFF-SITE VIEWS.
7. ALL DUMPSTER AND RECYCLING LOCATIONS WILL BE SCREENED FROM OFF-SITE VIEWS.
8. BRANCHES OF TREES EXISTING AND PROPOSED INSIDE R.O.W. SHALL BE MAINTAINED TO NOT IMPACT SAFE MOVEMENT OF TRAFFIC.
9. ALL ABOVE GROUND UTILITY EQUIPMENT AND FACILITIES ASSOCIATED WITH ON-SITE ELECTRIC, TELEPHONE, GAS, CABLE, OR OTHER SIMILAR UTILITY SHALL BE LOCATED IN THE SIDE OR REAR YARD AREAS OF THE SITE AND SHALL BE SCREENED TO THE MAXIMUM EXTENT POSSIBLE WITH EVERGREEN SHRUBS. PLANTINGS SHALL ALLOW FOR A MINIMUM 5 FEET CLEARANCE AROUND THE STRUCTURE TO ALLOW FOR ACCESS. PLANTING SHALL ALLOW FOR 10 FEET OF CLEARANCE WHERE THERE IS A DOOR OR LOCK. THE AMOUNT OF CLEARANCE SHALL ACCOUNT FOR THE SIZE OF THE PLANT MATERIAL AT MATURITY.
10. ALL PLANTS AND PLANTING PROCEDURES SHALL MEET OR EXCEED A.N.L.A. STANDARDS AS SET FORTH IN "AMERICAN STANDARD FOR NURSERY STOCK", 2004 OR LATER EDITION.
11. ALL TREES AND SHRUBS SHALL BE FULL, WELL-BRANCHED PLANTS WHICH ARE CHARACTERISTIC TO THE SPECIES.
12. ALL TREES TO BE A MINIMUM OF 2" CALIPER AND 8' HEIGHT AT TIME OF INSTALLATION.
13. TURF VARIETY, WHETHER SEED OR SOD, SHALL BE DETERMINED BY OWNER.
14. ALL TREE SAUCERS SHALL BE SOAKED WITH WATER AND MULCHED IMMEDIATELY FOLLOWING INSTALLATION.
15. PINE STRAW MULCH SHALL BE PROVIDED IN ALL LANDSCAPE BEDS TO A DEPTH OF 4".
16. PRUNING SHALL ONLY CONSTITUTE THE THINNING OF BRANCHES AND FOLIAGE (NOT ALL END TIPS) TO RETAIN THE NORMAL PLANT SHAPE. NEVER CUT AND EVERGREEN LEADER.
17. EXISTING TREES WILL BE UTILIZED TO MEET STREET TREE REQUIREMENTS ON LOTS THAT ARE NOT MASS GRADED. IF NO EXISTING TREES ARE IN PLACE TO MEET THE STREET TREE REQUIREMENTS, TREES WILL BE PLANTED 50' O.C. AS NEEDED PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR EACH LOT ON A CASE BY CASE BASIS.

LANDSCAPE MAINTENANCE

THE OWNERS OF THE PROPERTY AND THEIR AGENTS, HEIRS OR ASSIGNS SHALL BE RESPONSIBLE FOR THE INSTALLATION, PRESERVATION AND MAINTENANCE OF ALL PLANTINGS AND PHYSICAL FEATURES SHOWN ON THIS PLAN. THE OWNERS SHALL BE RESPONSIBLE FOR ANNUAL MAINTENANCE OF THE VEGETATION TO INCLUDE BUT NOT BE LIMITED TO:

LAWN AREA

1. THE LAWN AREA WILL BE MOWED AS NEEDED TO PROVIDE A NEAT AND UNIFORMLY FINISHED LAWN.
2. FOR AREAS INACCESSIBLE TO MOWERS, A STRING TRIMMER WILL BE USED TO CUT GRASS TO SAME HEIGHT AS MOWER.
3. CURB, SIDEWALK, AND BED EDGES WILL BE MECHANICALLY EDGED AS NEEDED TO PROVIDE A NEAT AND UNIFORM APPEARANCE.
4. ALL DEBRIS WILL BE REMOVED FROM TURF PRIOR TO MOWING AND FROM TURF AND PAVEMENT AREAS FOLLOWING EDGING.
5. THE ENTIRE LAWN WILL BE CORE AERIFIED IN THE FALL.
6. SEEDING AND FERTILIZATION WILL BE PERFORMED IN CONJUNCTION WITH AERIFICATION.
7. THE LAWN AREA WILL BE OVERSEEDED (TYPE DEPENDING ON TURF SELECTION) AT A RATE OF 75 POUNDS PER ACRE.
8. THE TURF WILL BE FERTILIZED THREE TIMES DURING THE YEAR (MARCH, SEPTEMBER, AND NOVEMBER). A SLOW RELEASE NITROGEN PRODUCT WILL BE USED AT A RATE OF 1-2 POUNDS OF NITROGEN PER 100 SQUARE FEET.

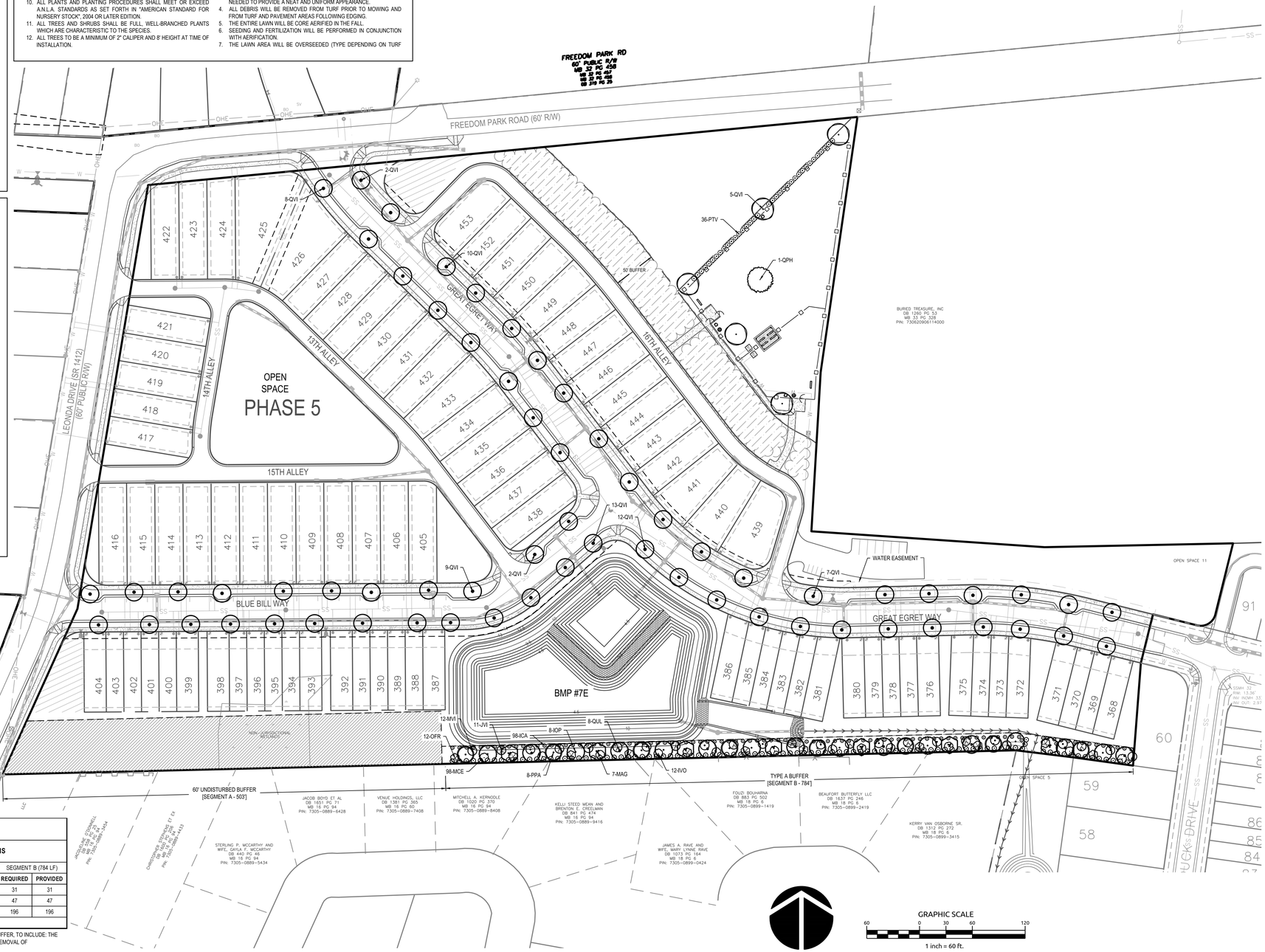
PLANT BEDS AND SMALL ORNAMENTAL TREES

1. ALL PLANT BEDS WILL BE SPRAYED AND WEEDED BY HAND TO MAINTAIN THEM FREE OF WEEDS AT ALL TIMES.
2. ALL SHRUBS WILL BE FERTILIZED AS REQUIRED WITH A SLOW-RELEASE FERTILIZER AT A RATE ACCORDING TO PLANT TYPE.
3. ALL TREES WILL BE FERTILIZED BY DEEP ROOT FEEDING WITH A SLOW-RELEASE FERTILIZER DESIGNED TO FEED FOR TWO YEARS.
4. ALL SHRUBS AND TREES WILL BE PRUNED WITH HAND PRUNERS TO ENCOURAGE GROWTH AND REMOVE DEAD MATERIAL.
5. REPLACE PINE STRAW MULCH ANNUALLY.
6. FORMAL HEDGES WILL BE TRIMMED TO AN INVERT 'V' SHAPE TO ENCOURAGE LOW LIMB STRUCTURE AND DENSE GROWTH.
7. AN I.P.M. (INTEGRATED PEST MANAGEMENT) PROGRAM WILL BE ESTABLISHED AND IMPLEMENTED.

LEAVES AND NATURAL AREAS

1. ALL LEAVES WILL BE REMOVED FROM THE LAWN AREAS WEEKLY AND FOUR TIMES A YEAR FROM THE PLANT BEDS. LEAVES MAY BE PLACED IN ADJACENT WOODED AREAS
2. NATURAL AREAS WILL BE MAINTAINED FREE OF BRUSH AND WEEDS WITHIN THE FIRST 10 FEET OF THE NATURAL AREA.

PLANT SCHEDULE							
QTY	KEY	BOTANICAL NAME	COMMON NAME	ROOT	SIZE	HEIGHT	NOTES
LARGE TREES							
68	QVI	*Quercus virginiana*	Live Oak	B&B	2" CAL. MIN.	8' MIN.	
OVERALL PLANT SCHEDULE							
QTY	KEY	BOTANICAL NAME	COMMON NAME	ROOT	SIZE	HEIGHT	NOTES
LARGE TREES							
8	IOP	*Ilex opaca*	American Holly	B&B	2" CAL. MIN.	8' MIN.	
7	MAG	*Magnolia grandiflora*	Southern Magnolia	B&B	2" CAL. MIN.	8' MIN.	
8	PPA	*Pinus palustris*	Long Leaf Pine	B&B	2" CAL. MIN.	8' MIN.	
8	QUL	*Quercus laurifolia*	Laurel Oak	B&B	2" CAL. MIN.	8' MIN.	
1	QPH	*Quercus phellos*	Willow Oak	B&B	2" CAL. MIN.	8' MIN.	
SMALL TREES							
12	IVO	*Ilex vomitoria*	Yaupon Holly	B&B	1" CAL. MIN.	4' MIN.	
11	JVI	*Juniperus virginiana*	Eastern Red Cedar	B&B	1" CAL. MIN.	4' MIN.	
12	MVI	*Magnolia virginiana*	Sweetbay Magnolia	B&B	1" CAL. MIN.	4' MIN.	
12	OFR	*Osmanthus americanus*	Tea Olive	B&B	1" CAL. MIN.	4' MIN.	
SHRUBS							
97	ICA	*Ilex cassine*	Dahoon Holly	CONT.		36" HT. MIN.	
98	MCE	*Myrica cerifera*	Wax Myrtle	CONT.		36" HT. MIN.	
36	PTV	*Pittosporum tobira 'Variegata'*	Pittosporum	CONT.		18" HT. MIN.	



PERIMETER BUFFER CALCULATIONS

PERIMETER BUFFER SEGMENTS		
Buffer Name	Length (LF)	Type
Segment A	503	60' UNDISTURBED BUFFER
Segment B	784	20' TYPE 'A' BUFFER YARD

STREETSCAPE / PERIMETER BUFFER CALCULATIONS					
20' TYPE 'A' BUFFER YARD		SEGMENT A (503 LF)		SEGMENT B (784 LF)	
REQUIREMENTS PER 100 LF		**REQUIRED**	**PROVIDED**	**REQUIRED**	**PROVIDED**
LARGE TREES (EVERGREEN)	4	20	EXISTING	31	31
SMALL TREES (EVERGREEN)	6	30	EXISTING	47	47
LARGE SHRUBS (EVERGREEN)	25	126	EXISTING	196	196

SELECTIVE CLEARING: DEVELOPER/CONTRACTOR RESERVES THE RIGHT TO PERFORM SELECTIVE VEGETATION CLEARING WITHIN THE 60' UNDISTURBED BUFFER, TO INCLUDE: THE REMOVAL OF INVASIVE SPECIES, DEAD, DYING, DISEASED, AND DANGEROUS TREES THAT PRESENT A FALL HAZARD TO THOSE AROUND THE OPEN SPACE AREA, REMOVAL OF UNDERGROWTH, REMOVAL OF STORM DEBRIS, AND PRUNING OF LIMBS AS NEEDED.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # : C-0832 | www.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

LANDSCAPE PLAN AND DETAILS

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA REGISTERED LANDSCAPE ARCHITECT 2087 JOSEPH ROSE TANKSLEY

Revisions

Sheet No.
L1.0

K:\08\08-09\08080976.50 Beau Coast Phase 5\CAD\Drawing Sets\Construction\L1.0 LANDSCAPE PLAN.dwg Wednesday, July 23, 2020 11:12:23 AM - TANKSLEY, ROSE

CONSTRUCTION PLANS
FOR BEAU COAST PHASE 5
W&R PROJECT NO.: 0208097A.50

CONSTRUCTION DRAWINGS FOR

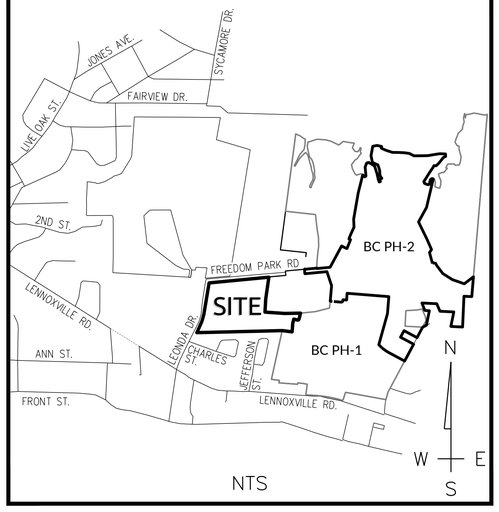
BEAU COAST

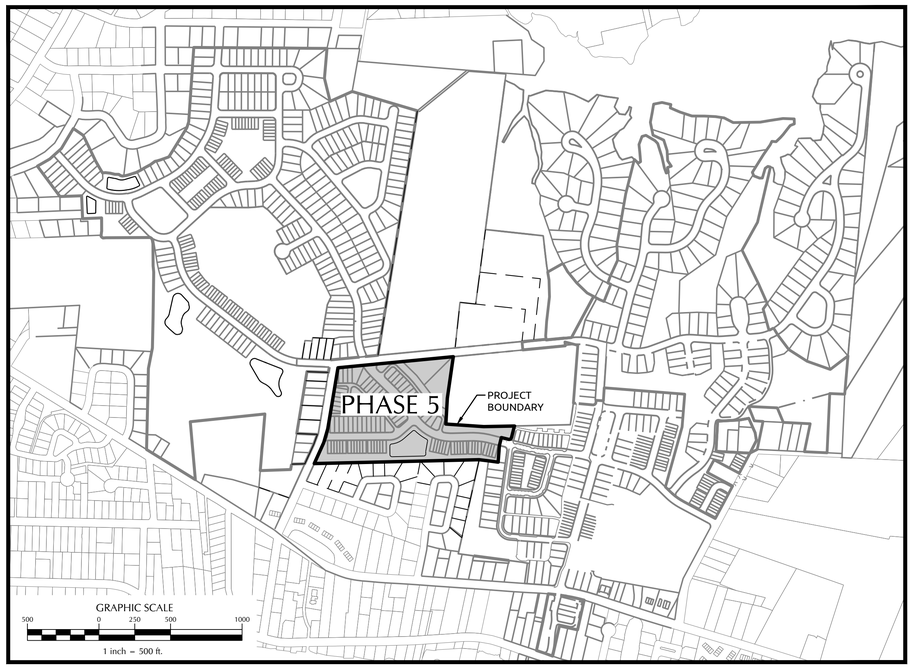
PHASE 5

BEAUFORT, NC

JUNE 2020

VICINITY MAP





LEGEND

LINETYPE DESCRIPTION		LINETYPE DESCRIPTION	
EXISTING WATERLINE	W	PROPOSED UNDERGROUND ELECTRIC	UE
PROPOSED WATERLINE	W	EXISTING GASLINE	G
EXISTING STORM DRAINAGE		PROPOSED GASLINE	G
PROPOSED STORM DRAINAGE		SILT FENCE	SF
EXISTING SANITARY SEWER	SS	EXISTING FENCE	XX XX XX XX XX XX
PROPOSED SANITARY SEWER	SS	TREE PROTECTION	TP
PROPOSED FORCE MAIN	FM	SWALE	
EXISTING FORCE MAIN	FM	RIGHT-OF-WAY	
EXISTING ELECTRIC (OVERHEAD)	E	WETLANDS	
PROPOSED ELECTRIC (OVERHEAD)	E	1' CONTOUR	1
EXISTING UNDERGROUND ELECTRIC	UE	5' CONTOUR	5
EXISTING EASEMENT		PROPOSED EASEMENT	

Sheet List Table

Sheet Number	Sheet Title
C0.0	COVER
C0.1	PROJECT NOTES
C0.2	NCG01 NOTES
C1.0	EXISTING CONDITIONS PLAN
C2.0	SITE PLAN
C3.0	LOT FIT PLAN
C4.0	ZONING PLAN
C5.0	EROSION CONTROL PLAN - PHASE 1
C6.0	EROSION CONTROL PLAN - PHASE 2
C7.0	STORMWATER PLAN
C8.0	UTILITY PLAN
C9.0	GREAT EGRET WAY PLAN & PROFILE
C9.1	BLUE BILL WAY & 14TH ALLEY PLAN & PROFILE
C9.2	16TH ALLEY PLAN & PROFILE
C9.3	13TH ALLEY & 15TH ALLEY PLAN & PROFILE
C9.4	EX-MH-1-MH2 & MH7-MH9 PLAN & PROFILE
C9.5	EXISTING LEONDA DRIVE PLAN & PROFILE
C10.0	BMP 7E DETAILS
C11.0	AMENITY SITE PLAN
C11.1	AMENITY SITE DETAILS
D1.0	ROADWAY & STORM DRAIN DETAILS
D2.0	BMP 7E EROSION CONTROL DETAILS
D3.0	WATER DETAILS
D4.0	WATER & SEWER DETAILS
D5.0	WATER, SEWER, STORM & ROADWAY DETAILS
D6.0	SEWER, STORM & ROADWAY DETAILS
D7.0	EROSION CONTROL DETAILS
L1.0	LANDSCAPE PLAN AND DETAILS

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL JOSEPH S. BOYD

PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

PREPARED BY:

WithersRavenel

219 Station Road, Suite 101 | Wilmington, NC 28405 | t: 919.469.3340 | license #: C-0832 |
www.withersravenel.com

DEVELOPER/OWNER

BLUE TREASURE, LLC
105 WESTON ESTATES WAY
CARY, NORTH CAROLINA 27513
919-481-3000

ATTN: KARL BLACKLEY

K:\QA\QA-09701\0809776.50-Beau Coast Phase 5\CAD\Drawing Set\Construction\C0.0 COVER.dwg - Wednesday, June 17, 2020 8:59:25 AM - BOYD, JOSEPH

COORDINATION NOTES:

1. THE CONTRACTOR IS REQUIRED TO OBTAIN ANY/ALL PERMITS REQUIRED FOR CONSTRUCTION OF THESE PLANS.
2. ALL WORK IS TO BE IN ACCORDANCE WITH THE TOWN OF BEAUFORT, CARTERET COUNTY, AND THE STATE OF NORTH CAROLINA.
3. THE CONTRACTOR IS TO ESTABLISH AND CHECK ALL HORIZONTAL AND VERTICAL CONTROLS TO BE USED WITH THE PROJECT. IN ADDITION, THE CONTRACTOR IS TO COMPUTE THE LAYOUT OF THE ENTIRE SITE PLAN IN ADVANCE OF BEGINNING ANY WORK ASSOCIATED WITH THE SUBJECT PLANS. CONTRACTOR SHALL EMPLOY A PROFESSIONAL SURVEYOR TO PERFORM SITE IMPROVEMENT STAKEOUT(S).
4. ANY TIME WORK IS PERFORMED OFF-SITE OR WITHIN AN EXISTING EASEMENT, THE CONTRACTOR IS TO NOTIFY THE HOLDER OF SAID EASEMENT AS TO THE NATURE OF PROPOSED WORK, AND TO FOLLOW ANY GUIDELINES OR STANDARDS WHICH ARE ASSOCIATED WITH OR REFERENCED IN THE RECORDED EASEMENT.
5. THE CONTRACTOR SHALL SCHEDULE A PRECONSTRUCTION MEETING WITH DEMLR-WILMINGTON REGIONAL OFFICE AND NOTIFY THE ENGINEER AT LEAST 48 HOURS PRIOR TO THE MEETING.

GENERAL NOTES:

1. THE TOPOGRAPHIC SURVEY HAS BEEN PROVIDED BY WITHERSRAVENEL.
2. WETLAND DELINEATION BY LAND MANAGEMENT GROUP, INC. ENVIRONMENTAL CONSULTANTS, P0 BOX 2522, WILMINGTON, NC 28402, TEL. (910) 452-0001. WETLAND LOCATION BY WITHERS RAVENEL, INC. USING TRIMBLE PRO XR GPS RECEIVER CAPABLE OF SUB-METER ACCURACY.
3. FEMA FLOOD DESIGNATIONS ON THIS PROPERTY TAKEN FROM FIRM PANEL #3720731600J, 3720731500J, 3720730600J, AND 3720730500J, DATED JULY 16, 2003.
4. THERE ARE NO KNOWN U.S. LISTED DEPARTMENT OF INTERIOR'S NATIONAL REGISTER OF HISTORICAL PLACES, "HISTORICAL PROPERTY" PURSUANT TO G.S. CHAPTER 160A, ARTICLE 19, PART 3 ,OR A "HISTORIC DISTRICT" DESIGNATED BY A LOCAL ORDINANCE PURSUANT TO G.S. CHAPTER 160A-400.4 WITHIN THIS PROJECT.
5. REASONABLE CARE HAS BEEN EXERCISED IN SHOWING THE LOCATION OF EXISTING UTILITIES ON THE PLANS. THE EXACT LOCATION OF ALL EXISTING UTILITIES IS NOT KNOWN IN ALL CASES. THE CONTRACTOR SHALL EXPLORE THE AREA AHEAD OF DITCHING OPERATIONS BY OBSERVATIONS, ELECTRONIC DEVICES, HAND DIGGING AND BY PERSONAL CONTACT WITH THE UTILITY COMPANIES. IN ORDER TO LOCATE EXISTING UTILITIES IN ADVANCE OF TRENCHING OPERATIONS SO AS TO ELIMINATE OR MINIMIZE DAMAGE TO EXISTING UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL COSTS RESULTING FROM ANY DAMAGE TO THE EXISTING UTILITY LINES INCLUDING LOSS OF UTILITY REVENUES. CONTRACTOR SHALL ARRANGE FOR TEMPORARY SUPPORT OF EXISTING UTILITIES, SUCH AS POLES, CONDUITS, FIBER OPTIC CABLES, TELEPHONE CABLES, WATER LINES, ETC.
6. CONTRACTOR SHALL COMPLY WITH THE LATEST REVISIONS AND INTERPRETATIONS OF THE DEPARTMENT OF LABOR SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION PROMULGATED UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT. CONTRACTOR SHALL PLAN AND CONSTRUCT WORK SO AS TO CAUSE MINIMUM INCONVENIENCE TO THE OWNER AND THE PUBLIC.
7. CONTRACTOR SHALL PLAN AND CONSTRUCT WORK SO AS TO CAUSE MINIMUM INCONVENIENCE TO THE OWNER AND THE PUBLIC. THE CONTRACTOR SHALL PROVIDE, ERECT AND MAINTAIN AT ALL TIMES DURING THE PROGRESS OR TEMPORARY SUSPENSION OF WORK, SUITABLE BARRIERS, FENCES, SIGNS OR OTHER ADEQUATE PROTECTION, INCLUDING FLAG MEN AND WATCHMEN AS NECESSARY TO INSURE THE SAFETY OF THE PUBLIC AS WELL AS THOSE ENGAGED IN THE CONSTRUCTION WORK. CONSTRUCTION SIGNING SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF "CONSTRUCTION AND MAINTENANCE OPERATIONS SUPPLEMENT TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" BY THE NCDOT.
8. ALL MATERIAL CLEARED OR DEMOLISHED BY THE CONTRACTOR IN ORDER TO CONSTRUCT THE WORK SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE PROPERLY DISPOSED OF OFF-SITE OR BURNED IF PROPER PERMITS ARE RECEIVED.
9. ALL WORK BY THE CONTRACTOR SHALL BE WARRANTED BY THE CONTRACTOR FOR A PERIOD OF ONE YEAR AFTER THE OWNER ACCEPTS THE WORK.
10. CONTRACTOR SHALL CALL THE NORTH CAROLINA ONE-CALL CENTER AT 811 FOR ASSISTANCE IN LOCATING UTILITIES. THE CONTRACTOR SHALL CALL AT LEAST 72 HOURS PRIOR TO ANY DIGGING.
11. ALL PAVEMENT MARKINGS IN PUBLIC RIGHT-OF-WAYS AND FOR DRIVEWAYS ARE TO BE THERMOPLASTIC AND MEET TOWN AND/OR NCDOT STANDARDS.
12. ALL SIGNS AND PAVEMENT MARKINGS IN AREAS OPEN TO PUBLIC TRAFFIC ARE TO MEET MUTCD (MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES) STANDARDS.
13. ALL TRAFFIC CONTROL SIGNS AND MARKINGS OFF THE RIGHT-OF-WAY ARE TO BE MAINTAINED BY THE PROPERTY OWNER IN ACCORDANCE WITH MUTCD STANDARDS.
14. ALL PARKING STALL MARKINGS AND LANE ARROWS WITHIN THE PARKING AREAS SHALL BE WHITE.
15. ANY BROKEN OR MISSING SIDEWALK PANELS, DRIVEWAY PANELS AND CURBING SHALL BE REPLACED BY THE CONTRACTOR AT NO COST TO THE OWNER.
16. THE HOMEOWNERS ASSOCIATION WILL MAINTAIN THE TREES AND GRASS IN THE RIGHT OF WAY.
17. DURING CONSTRUCTION, COPIES OF NPDES AND SIMILAR MAINTENANCE REPORTS ARE TO BE SUBMITTED TO THE TOWN ON AT LEAST A QUARTERLY BASIS. AFTER PROJECT COMPLETION, THE HOMEOWNERS ASSOCIATION WILL TAKE RESPONSIBILITY OF SUBMITTING SUCH MAINTENANCE REPORTS TO THE TOWN.
18. THERE WILL BE NO PARKING ON 13TH, 14TH 15TH & 16TH ALLEYS.

DEMOLITION NOTES:

1. CONTRACTOR TO COORDINATE WITH THE OWNER TO PROPERLY MAINTAIN OR RELOCATE EXISTING SERVICE CONNECTIONS WHEN NECESSARY.
2. CONTRACTOR IS TO WALK THE SITE AND BECOME FAMILIAR WITH THE SCOPE OF DEMOLITION REQUIRED. ALL DEMOLITION WORK REQUIRED TO CONSTRUCT NEW SITE IMPROVEMENTS WILL BE PERFORMED BY THE CONTRACTOR AND WILL BE UNCLASSIFIED EXCAVATION.
3. DEMOLITION SHALL INCLUDE BUT IS NOT LIMITED TO THE EXCAVATION, HAULING AND OFFSITE DISPOSAL OF CONCRETE PADS, CONCRETE DITCHES, FOUNDATIONS, SLABS, STEPS, AND STRUCTURES; ABANDONED UTILITIES, BUILDINGS, PAVEMENTS AND ALL MATERIALS CLEARED AND STRIPPED TO THE EXTENT NECESSARY AS DIRECTED BY THE SOILS ENGINEER FOR THE INSTALLATION OF THE NEW IMPROVEMENTS AND WITHIN THE LIMITS OF CLEARING AND GRADING AND AS SHOWN ON THESE PLANS.
4. THE CONTRACTOR SHALL PROTECT ALL ADJACENT PROPERTY, STRUCTURES AND UTILITIES ON THE PROPERTY NOT TO BE DEMOLISHED. DAMAGE TO PROPERTIES OF OTHERS DUE TO THE CONTRACTOR'S ACTIVITIES SHALL BE REPLACED IN KIND BY THE CONTRACTOR AT NO COST TO OWNER.
5. ELECTRIC, TELEPHONE, SANITARY SEWER, WATER AND STORM SEWER UTILITIES THAT SERVICE OFF-SITE PROPERTIES SHALL BE MAINTAINED DURING THE CONSTRUCTION PROCESS BY THE CONTRACTOR.
6. EXISTING UTILITIES NOT INTENDED FOR DEMOLITION SHALL BE MAINTAINED, PROTECTED AND UNDISTURBED DURING DEMOLITION.
7. ALL EXISTING IMPROVEMENTS INDICATED OR REQUIRED TO BE DEMOLISHED SHALL INCLUDE REMOVAL FROM THE PROPERTY AND PROPER DISPOSAL.
8. CONTRACTOR SHALL COORDINATE RELOCATION OF ALL EXISTING OVER HEAD AND UNDERGROUND UTILITIES INCLUDING CABLE, GAS, TELEPHONE AND ELECTRIC AND ANY OTHER UTILITIES THROUGH THE SITE WITH THE RESPECTIVE COMPANIES.
9. PROVIDE SMOOTH SAW CUT OF EXISTING PAVEMENTS, CURBS AND GUTTERS AND SIDEWALKS TO BE DEMOLISHED.
10. ALL DEMOLITION WORK SHALL BE DONE IN STRICT ACCORDANCE WITH LOCAL, STATE AND FEDERAL REGULATIONS AS WELL AS OSHA REGULATIONS.
11. INFORMATION CONCERNING UNDERGROUND UTILITIES WAS OBTAINED FROM AVAILABLE RECORDS, BUT THE CONTRACTOR MUST DETERMINE THE EXACT LOCATION AND ELEVATIONS OF THE MAINS BY DIGGING TEST PITS BY HAND.

STABILIZATION NOTES

1. SLOPES LEFT EXPOSED WILL, WITHIN 14 CALENDAR DAYS OF ANY PHASE OF GRADING, BE PLANTED OR OTHERWISE PROVIDED WITH GROUND COVER, DEVICES, OR STRUCTURES TO RESTRAIN EROSION.
2. ALL OTHER DISTURBED AREAS SHALL BE PLANTED OR OTHERWISE PROVIDED PERMANENT GROUND COVER WITHIN 14 WORKING DAYS FOLLOWING COMPLETION OF CONSTRUCTION OR DEVELOPMENT WHICHEVER PERIOD IS SHORTER.

EROSION AND SEDIMENT CONTROL NOTES

1. CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING AND RESTORING TO PRE-CONSTRUCTION CONDITIONS ANY AREAS OUTSIDE THE PROJECT LIMITS THAT MAY INADVERTENTLY BE DAMAGED DUE TO THE FAILURE OF THE EROSION MEASURES
2. DURING GRADING AND AFTER GRADING HAS BEEN COMPLETED, CONTRACTOR SHALL CONTINUE TO MAINTAIN PERMANENT AND TEMPORARY EROSION CONTROL MEASURES UNTIL FINAL INSPECTION AND APPROVAL BY THE N.C.D.E.M.L.R.
3. WATER, FERTILIZE, MOW AND MAINTAIN SPRIGGED, SODDED AND PLANTED AREAS UNTIL FINAL APPROVAL BY N.C.D.E.M.L.R
4. PRIOR TO ANY CLEARING, GRADING OR CONSTRUCTION ACTIVITY, TREE PROTECTION FENCING WILL BE INSTALLED AROUND PROTECTED TREES OR GROVES OF TREES AND NO CONSTRUCTION WORKERS, TOOLS, MATERIALS, OR VEHICLES ARE PERMITTED WITHIN THE TREE PROTECTION FENCING.

SEQUENCE OF CONSTRUCTION:

1. FLAG THE CLEARING LIMITS AND INSTALL ALL SILT AND TREE PROTECTION FENCE.
2. HOLD PRE-CONSTRUCTION CONFERENCE AT LEAST ONE WEEK PRIOR TO STARTING CONSTRUCTION, NOTIFY BEAUFORT TOWN ENGINEER AND DEMLR-WILMINGTON REGIONAL OFFICE AT (910) 796-7215 A MINIMUM OF 48 HOURS PRIOR TO CONSTRUCTION BEGINNING.
3. INSTALL TEMPORARY CONSTRUCTION ENTRANCE ON GREAT EGRET WAY AND SILT FENCE.
4. CLEAR AND REMOVE FROM SITE ALL TREES, ROOTS, ROOT MAT, ETC. FROM THE AREA WITHIN THE DESIGNATED CLEARING LIMITS.
5. INSTALL BMP #7E AND OUTLET SWALE.
6. INSTALL TEMPORARY DIVERSION DITCHES TO DIRECT RUNOFF TO THE BMP #7E.
7. ROUGH GRADE THE REMAINING AREA WITHIN THE DESIGNATED CLEARING LIMITS.
8. INSTALL STORM DRAINAGE, INCLUDING INLET PROTECTION, SANITARY SEWER AND WATER AS SHOWN ON THE PLANS. ALL TRENCHES SHALL BE BACKFILLED AND STABILIZED DAILY.
9. DIRECT RUNOFF FROM ROADWAY INTO STORM DRAINAGE SYSTEM. REMOVE TEMPORARY DIVERSION DITCHES AS NEEDED FOR ROADWAY CONSTRUCTION. AFTER DITCH REMOVAL, CONTRACTOR SHALL VERIFY STORM WATER IS ROUTED THROUGH A BASIN OR SILT FENCE PRIOR TO LEAVING SITE.
10. COMPLETE FINE GRADING SITE.
11. MAINTAIN SEDIMENTATION AND EROSION CONTROL MEASURES UNTIL PERMANENT GROUND COVER IS ESTABLISHED.
12. REQUEST FINAL APPROVAL OF GROUND COVER BY THE EROSION CONTROL INSPECTOR.
13. ONCE SITE IS FULLY STABILIZED, REMOVE ALL REMAINING TEMPORARY MEASURES AND IMMEDIATELY REPAIR, DRESS-OUT, AND SEED & MULCH THESE AREAS.

MAINTENANCE PLAN

1. ALL EROSION AND SEDIMENT CONTROL PRACTICES WILL BE CHECKED FOR STABILITY AND OPERATION FOLLOWING EVERY RUNOFF-PRODUCING RAINFALL BUT IN NO CASE LESS THAN ONCE EVERY WEEK AND WITHIN 24 HOURS OF EVERY HALF INCH RAINFALL. ANY NEEDED REPAIRS WILL BE MADE IMMEDIATELY TO MAINTAIN ALL PRACTICES AS DESIGNED.
2. ALL POINTS OF EGRESS WILL HAVE CONSTRUCTION ENTRANCES THAT WILL BE PERIODICALLY TOP-DRESSED WITH AN ADDITIONAL 2 INCHES OF #4 STONE TO MAINTAIN PROPER DEPTH. THEY WILL BE MAINTAINED IN A CONDITION TO PREVENT MUD OR SEDIMENT FROM LEAVING THE SITE. IMMEDIATELY REMOVE OBJECTIONABLE MATERIAL SPILLED WASHED OR TRACKED ONTO THE CONSTRUCTION ENTRANCE OR ROADWAYS.
3. SEDIMENT WILL BE REMOVED BEHIND THE SEDIMENT FENCE WHEN IT BECOMES 0.5 FEET DEEP AT THE FENCE. THE SEDIMENT FENCE WILL BE REPAIRED AS NECESSARY TO MAINTAIN A BARRIER. SILT FENCE STAKES WILL BE SPACED 6 FEET APART UNLESS A WIRE BACKING IS USED WITH 8 FOOT STAKE SPACING.
4. SEDIMENT WILL BE REMOVED FROM SEDIMENT TRAPS WHEN THE SEDIMENT POOL NO LONGER DRAINS OR WHEN THE ROCK IS DISLODGED. BAFFLES WILL BE REPAIRED OR REPLACED IF THEY COLLAPSE, TEAR, DECOMPOSE OR BECOME INEFFECTIVE. THEY WILL BE REPLACED PROMPTLY. SEDIMENT WILL BE REMOVED WHEN DEPOSITS REACH HALF THE HEIGHT OF THE 1ST BAFFLE.
5. INLET PROTECTION DEVICES SHALL BE INSPECTED AFTER EVERY RAINFALL EVENT. DAMAGED SILT FENCE SHALL BE REPLACED AND GRAVEL SHALL BE CLEANED OR REPLACED WHEN INLET NO LONGER DRAINS PROPERLY.
6. ALL SEEDED AREAS WILL BE FERTILIZED, RESEEDED AS NECESSARY, AND MULCHED ACCORDING TO SPECIFICATIONS IN THE VEGETATIVE PLAN TO MAINTAIN A VIGOROUS, DENSE VEGETATIVE COVER. ALL SLOPES WILL BE STABILIZED PER THE GROUND STABILIZATION TABLE. ALL OTHER AREAS WILL BE STABILIZED WITHIN 14 WORKING DAYS.
7. SEDIMENT WILL BE REMOVED FROM AROUND TEMPORARY ROCK CHECK DAMS ONCE A WEEK AND AFTER EVERY RAIN EVENT.

PERMANENT SEEDING SCHEDULE - MIXTURE 5CP

Seeding Mixture

SPECIES	RATE (LB/ACRE)
CENTIPEDE GRASS	10-20

Seeding Dates
MARCH - JUNE

Soil Amendments
APPLY LIME AND FERTILIZER ACCORDING TO SOIL TESTS, OR APPLY 300 LB/ACRE 10-10-10 FERTILIZER.

Mulch
DO NOT MULCH.

Maintenance
FERTILIZE VERY SPARINGLY - 20 LB/ACRE NITROGEN IN SPRING WITH NO PHOSPHORUS.
CENTIPEDE GRASS CANNOT TOLERATE HIGH PH OR EXCESS FERTILIZER.

TEMPORARY SEEDING-LATE WINTER/EARLY SPRING

Seeding Mixture

WINTER AND EARLY SPRING

SPECIES	RATE (LB/ACRE)
Rye (GRAIN)	120
ANNUAL LESPEDEZA (KOBE IN PIEDMONT AND COASTAL PLAIN, KOREAN IN MOUNTAINS)	50

OMIT ANNUAL LESPEDEZA WHEN DURATION OF TEMPORARY COVER IS NOT TO EXTEND BEYOND JUNE.

SUMMER

SPECIES	RATE (LB/ACRE)
GERMAN MILLET	40

FALL

SPECIES	RATE (LB/ACRE)
RYE (GRAIN)	120

Seeding dates
COASTAL PLAIN - DEC.1-APR. 15 - LATE WINTER AND EARLY SPRING
APRIL 15 - AUG. 15 - SUMMER
AUG. 15 - DEC. 30 - FALL

Soil amendments
FOLLOW RECOMMENDATIONS OF SOIL TESTS OR APPLY 2,000 LB/ACRE GROUND AGRICULTURAL LIMESTONE AND 750 LB/ACRE 10-10-10 FERTILIZER.

Mulch
APPLY 4,000 LB/ACRE STRAW. ANCHOR STRAW BY TACKING WITH ASPHALT, NETTING OR A MULCH ANCHORING TOOL. A DISK WITH BLADES SET NEARLY STRAIGHT CAN BE USED AS A MULCH ANCHORING TOOL.

Maintenance
REFERTILIZE IF GROWTH IS NOT FULLY ADEQUATE. RESEED, REFERTILIZE AND MULCH
IMMEDIATELY FOLLOWING EROSION OR OTHER DAMAGE.

GROUND STABILIZATION

SITE AREA DESCRIPTION	STABILIZATION TIME FRAME	STABILIZATION TIME FRAME EXCEPTIONS
PERIMETER DIKES, SWALES, DITCHES AND SLOPES	7 DAYS	NONE
HIGH QUALITY WATER (HQW) ZONES	7 DAYS	NONE
SLOPES STEEPER THAN 3:1	7 DAYS	IF SLOPES ARE 10' OR LESS IN LENGTH AND ARE NOT STEEPER THAN 2:1, 14 DAYS ARE ALLOWED
SLOPES FLATTER THAN 3:1	14 DAYS	7 DAYS FOR SLOPES GREATER THAN 50 FEET IN LENGTH
ALL OTHER AREAS WITH SLOPES FLATTER THAN 4:1	14 DAYS	NONE (EXCEPT FOR PERIMETERS AND HQW ZONES)

Extensions of time may be approved by the permitting authority based on weather or other site-specific conditions that make compliance impracticable. (Section 11.B(2)(b))

SITE NOTES

1. ANY DISCREPANCY IN THIS PLAN AND ACTUAL FIELD CONDITIONS SHALL BE REPORTED TO THE OWNER PRIOR TO START OF CONSTRUCTION. GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF ALL SETBACKS, EASEMENTS AND DIMENSIONS SHOWN HEREON BEFORE BEGINNING CONSTRUCTION.
2. THE GENERAL CONTRACTOR SHALL CONTACT ALL OWNERS OF EASEMENTS, UTILITIES AND R.O.W.'S PUBLIC OR PRIVATE, PRIOR TO WORKING IN THESE AREAS.
3. CONTRACTOR SHALL MAINTAIN THE SITE IN A MANNER SO THAT WORKMEN AND PUBLIC SHALL BE PROTECTED FROM INJURY, AND ADJOINING PROPERTY PROTECTED FROM DAMAGE.
4. ACCESS TO UTILITIES, FIRE HYDRANTS, STREET LIGHTING, ETC., SHALL REMAIN UNDISTURBED, UNLESS COORDINATED WITH THE RESPECTIVE UTILITY.
5. DO NOT SCALE THIS DRAWING AS IT IS A REPRODUCTION AND SUBJECT TO DISTORTION.
6. THE GENERAL CONTRACTOR SHALL REMOVE ALL DEBRIS FROM THE SITE UPON COMPLETION OF THE PROJECT AND AT LEAST ONCE A WEEK DURING CONSTRUCTION.
7. THE GENERAL CONTRACTOR SHALL KEEP THE AREA OUTSIDE THE "CONSTRUCTION LIMITS" BROOM CLEAN AT ALL TIMES.
8. CONTRACTOR SHALL MAINTAIN AN "AS-BUILT" SET OF DRAWINGS TO RECORD THE EXACT LOCATION OF ALL PIPING PRIOR TO CONCEALMENT. DRAWINGS SHALL BE GIVEN TO THE OWNER AND TOWN OF BEAUFORT UPON COMPLETION OF THE PROJECT WITH A COPY OF THE TRANSMITTAL LETTER TO THE ENGINEER.
9. IF DEPARTURES FROM THE SPECIFICATIONS OR DRAWINGS ARE DEEMED NECESSARY BY THE CONTRACTOR, DETAILS OF SUCH DEPARTURES AND REASONS THEREOF SHALL BE GIVEN TO THE OWNER AND TOWN OF BEAUFORT FOR REVIEW, NO DEPARTURES FROM THE CONTRACT DOCUMENT SHALL BE MADE WITHOUT THE PERMISSION OF THE OWNER AND TOWN OF BEAUFORT.
10. CONTRACTOR SHALL VERIFY LOCATION AND ELEVATION OF ALL UNDERGROUND UTILITIES. THE LOCATION OF ALL EXISTING UTILITIES ARE NOT NECESSARILY SHOWN ON PLANS AND WHERE SHOWN ARE ONLY APPROXIMATE. THE CONTRACTOR SHALL ON HIS INITIATIVE AND AT NO EXTRA COST HAVE LOCATED ALL UNDERGROUND LINES AND STRUCTURES AS NECESSARY. NO CLAIMS FOR DAMAGES OR EXTRA COMPENSATION SHALL ACCRUE TO THE CONTRACTOR FROM THE PRESENCE OF SUCH PIPE OTHER OBSTRUCTIONS OR FROM DELAY DUE TO REMOVAL OR REARRANGEMENT OF THE SAME. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO UNDERGROUND STRUCTURES. CONTACT NORTH CAROLINA ONE CALL" TOLL FREE 1-800-632-4949 AT LEAST 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING ALL NONSUBSCRIBING UTILITIES.
11. ALL PERMITS RELATIVE TO PROJECT MUST BE OBTAINED, PRIOR TO CONSTRUCTION
12. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH PERMITS ISSUED AND APPLICABLE STATE, COUNTY, AND LOCAL CODES.
13. THE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL INSPECTIONS, CERTIFICATIONS, EQUIPMENT, ETC., THAT MAY BE REQUIRED.
14. THE ENGINEER AND/OR OWNER DISCLAIM ANY ROLE IN THE CONSTRUCTION MEANS AND METHODS ASSOCIATED WITH THE PROJECT AS SET FORTH IN THESE PLANS.

EXISTING UTILITY NOTES:

1. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO VERIFY THE ACTUAL LOCATION AND AVAILABILITY OF ALL EXISTING AND PROPOSED UTILITIES IN THE FIELD PRIOR TO GROUND BREAKING.
2. EXISTING UTILITIES AND STRUCTURES SHOWN, BOTH UNDERGROUND AND ABOVE GROUND ARE BASED ON A FIELD SURVEY AND THE BEST AVAILABLE RECORD DRAWINGS. THE CONTRACTOR SHALL FIELD VERIFY FIELD CONDITIONS PRIOR TO BEGINNING RELATED CONSTRUCTION. ANY DISCREPANCIES SHALL BE REPORTED TO THE OWNER'S REPRESENTATIVE IMMEDIATELY.

UTILITY CONTACTS:

1. CONTACT THE NORTH CAROLINA ONE CALL CENTER PRIOR TO DOING ANY DIGGING. 811.

NOTICE REQUIRED:

1. ALL EXISTING UNDERGROUND UTILITIES SHALL BE PHYSICALLY LOCATED BY CONTRACT PRIOR TO THE BEGINNING OF ANY CONSTRUCTION IN THE VICINITY OF SAID UTILITIES.
2. CONTRACTORS SHALL NOTIFY OPERATORS WHO MAINTAIN UNDERGROUND UTILITY LINES IN THE AREA OF PROPOSED EXCAVATION AT LEAST THREE WORKING DAYS, BUT NOT MORE THAN TEN WORKING DAYS PRIOR TO ANY EXCAVATION OR DEMOLITION.

CONTACT "CAROLINA ONE CALL" AT
811
EMERGENCY DIAL 911 POLICE - FIRE - RESCUE

UTILITY NOTES:

1. ALL UTILITY SERVICES, SUCH AS ELECTRIC POWER, CATV, GAS, AND TELEPHONE SHALL BE INSTALLED UNDERGROUND.
2. WATER AND SEWER SERVICES CAN NOT BE ACTIVATED ON NEW MAINS UNTIL THE ENGINEER'S CERTIFICATION AND AS-BUILTS ARE RECEIVED AND "FINAL APPROVAL" ISSUED BY THE PUBLIC WATER SUPPLY SECTION OF NCDEQ, AND "FINAL ENGINEERING CERTIFICATION" ISSUED BY DIVISION OF WATER QUALITY SECTION OF N.C.D.E.Q.
3. IF CONTRACTOR DESIRES WATER FOR CONSTRUCTION, HE SHALL APPLY IN ADVANCE FOR THIS SERVICE AND MUST PROVIDE A REDUCED PRESSURE ZONE (RPZ) BACKFLOW PREVENTION DEVICE ON THE DEVELOPER'S SIDE OF THE WATER METER BOX.
4. WHEN PVC WATER MAINS AND SERVICES ARE PROPOSED, THE PIPES ARE TO BE MARKED WITH NO. 10 INSULATED COPPER WIRE INSTALLED AND STRAPPED TO THE PIPES WITH DUCT TAPE. THE INSULATED WIRE IS TO BE STRIPPED TO BARE WIRE AND SECURED TO ALL VALVES AND FITTINGS. THIS WIRE IS TO BE ACCESSIBLE IN ALL VALVE AND METER BOXES TO AID IN FUTURE LOCATION OF FACILITIES.
5. THE CONTRACTOR IS RESPONSIBLE FOR THE LOCATION AND PROTECTION OR EXISTING UTILITIES DURING CONSTRUCTION. DAMAGED ITEMS HALL BE REPAIRED TO AT LEAST THE QUALITY OR WORKMANSHIP FOUND IN THE ORIGINAL ITEM.
6. SOLID WASTE DISPOSAL TO BE SERVED BY TOWN, AND PROVIDED BY INDIVIDUAL WASTE BINS FOR EACH LOT.

FIRE & LIFE SAFETY NOTES:

1. LANDSCAPING CANNOT BLOCK OR IMPEDE THE FDC OR FIRE HYDRANTS. A 3-FOOT (3') CLEAR SPACE SHALL BE MAINTAINED AROUND THE CIRCUMFERENCE OF THE HYDRANT AND FDC.
2. HYDRANTS MUST BE LOCATED WITHIN 8' OF THE CURB AND SET TO FINAL GRADE AT BURIAL LINE INDICATED ON THE RISER.
3. NEW HYDRANTS MUST BE AVAILABLE FOR USE PRIOR TO CONSTRUCTION OF THE BUILDING(S).
4. CONTRACTOR SHALL MAINTAIN AN ALL WEATHER ACCESS FOR EMERGENCY VEHICLES AT ALL TIMES DURING CONSTRUCTION.
5. TEMPORARY STREET SIGNS SHALL BE INSTALLED AT EACH STREET INTERSECTION WHEN CONSTRUCTION OF NEW ROADWAYS ALLOWS PASSAGE BY VEHICLES.
6. ALL FIRE PROTECTION SHALL BE INSTALLED PRIOR TO VERTICAL CONSTRUCTION.

TRAFFIC NOTES:

1. ALL SIGNS AND PAVEMENT MARKINGS IN AREAS OPEN TO PUBLIC TRAFFIC ARE TO MEET MUTCD STANDARDS.
2. ANY BROKEN OR MISSING SIDEWALK PANELS AND/OR CURBING SHALL BE REPLACED.

GRADING & STORMWATER MANAGEMENT NOTES:

1. STORMWATER MANAGEMENT WILL MEET BOTH THE STATE OR NORTH CAROLINA AND TOWN OF BEAUFORT REQUIREMENTS.
2. NO EQUIPMENT IS ALLOWED ON THE SITE UNTIL ALL TREE PROTECTION FENCING AND SILT FENCING HAS BEEN INSTALLED AND APPROVED.
3. PROTECTIVE FENCING IS TO BE MAINTAINED THROUGHOUT THE DURATION OF THE PROJECT. LAND CLEARING AND CONSTRUCTION CONTRACTORS SHALL RECEIVE ADEQUATE INSTRUCTION ON TREE PROTECTION REQUIREMENTS AND METHODS.
4. UPON PROJECT COMPLETION AND AFTER WARRANTY PERIOD, THE HOMEOWNERS ASSOCIATION WILL MAINTAIN AND BE RESPONSIBLE FOR ALL STORMWATER BMP'S AND ALL PIPING LOCATED IN THE RIGHT OF WAY.

K:\08\08-997\08097676.50 Beau Coast Phase 5\CAD\Drawing Sets\Construction\C0.1 PROJECT NOTES.dwg Thursday, March 12, 2020 4:34:15 PM JSBIBICH, TOM

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # : C-0832 | www.withersravenel.com

BEAU COAST PHASE 5
BEAUFORT, NC

PROJECT NOTES

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 040504 JOSEPH S. BOYLE
PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

Sheet No.
C0.1

NCGO1-DETAIL GROUND STABILIZATION AND HANDLING PLAN

EFFECTIVE: 04/01/19

GROUND STABILIZATION AND MATERIALS HANDLING PRACTICES FOR COMPLIANCE WITH THE NCG01 CONSTRUCTION GENERAL PERMIT

Implementing the details and specifications on this plan sheet will result in the construction activity being considered compliant with the Ground Stabilization and Materials Handling sections of the NCG01 Construction General Permit (Sections E and F, respectively). The permittee shall comply with the Erosion and Sediment Control plan approved by the delegated authority having jurisdiction. All details and specifications shown on this sheet may not apply depending on site conditions and the delegated authority having jurisdiction.

SECTION E: GROUND STABILIZATION

Required Ground Stabilization Timeframes		
Site Area Description	**Stabilize within this many calendar days after ceasing land disturbance**	**Timeframe variations**
(a) Perimeter dikes, swales, ditches, and perimeter slopes	7	None
(b) High Quality Water (HQW) Zones	7	None
(c) Slopes steeper than 3:1	7	If slopes are 10' or less in length and are not steeper than 2:1, 14 days are allowed
(d) Slopes 3:1 to 4:1	14	-7 days for slopes greater than 50' in length and with slopes steeper than 4:1 -7 days for perimeter dikes, swales, ditches, perimeter slopes and HQW Zones -10 days for Falls Lake Watershed
(e) Areas with slopes flatter than 4:1	14	-7 days for perimeter dikes, swales, ditches, perimeter slopes and HQW Zones -10 days for Falls Lake Watershed unless there is zero slope

Note: After the permanent cessation of construction activities, any areas with temporary ground stabilization shall be converted to permanent ground stabilization as soon as practicable but in no case longer than 90 calendar days after the last land disturbing activity. Temporary ground stabilization shall be maintained in a manner to render the surface stable against accelerated erosion until permanent ground stabilization is achieved.

GROUND STABILIZATION SPECIFICATION

Stabilize the ground sufficiently so that rain will not dislodge the soil. Use one of the techniques in the table below:

Temporary Stabilization	Permanent Stabilization
• Temporary grass seed covered with straw or other mulches and tackifiers • Hydroseeding • Rolled erosion control products with or without temporary grass seed • Appropriately applied straw or other mulch • Plastic sheeting	• Permanent grass seed covered with straw or other mulches and tackifiers • Geotextile fabrics such as permanent soil reinforcement matting • Hydroseeding • Shrubs or other permanent plantings covered with mulch • Uniform and evenly distributed ground cover sufficient to restrain erosion • Structural methods such as concrete, asphalt or retaining walls • Rolled erosion control products with grass seed

POLYACRYLAMIDES (PAMS) AND FLOCCULANTS

1. Select flocculants that are appropriate for the soils being exposed during construction, selecting from the *NC DWR List of Approved PAMS/Flocculants*.
2. Apply flocculants at or before the inlets to Erosion and Sediment Control Measures.
3. Apply flocculants at the concentrations specified in the *NC DWR List of Approved PAMS/Flocculants* and in accordance with the manufacturer's instructions.
4. Provide ponding area for containment of treated Stormwater before discharging offsite.
5. Store flocculants in leak-proof containers that are kept under storm-resistant cover or surrounded by secondary containment structures.

EQUIPMENT AND VEHICLE MAINTENANCE

1. Maintain vehicles and equipment to prevent discharge of fluids.
2. Provide drip pans under any stored equipment.
3. Identify leaks and repair as soon as feasible, or remove leaking equipment from the project.
4. Collect all spent fluids, store in separate containers and properly dispose as hazardous waste (recycle when possible).
5. Remove leaking vehicles and construction equipment from service until the problem has been corrected.
6. Bring used fuels, lubricants, coolants, hydraulic fluids and other petroleum products to a recycling or disposal center that handles these materials.

LITTER, BUILDING MATERIAL AND LAND CLEARING WASTE

1. Never bury or burn waste. Place litter and debris in approved waste containers.
2. Provide a sufficient number and size of waste containers (e.g dumpster, trash receptacle) on site to contain construction and domestic wastes.
3. Locate waste containers at least 50 feet away from storm drain inlets and surface waters unless no other alternatives are reasonably available.
4. Locate waste containers on areas that do not receive substantial amounts of runoff from upland areas and does not drain directly to a storm drain, stream or wetland.
5. Cover waste containers at the end of each workday and before storm events or provide secondary containment. Repair or replace damaged waste containers.
6. Anchor all lightweight items in waste containers during times of high winds.
7. Empty waste containers as needed to prevent overflow. Clean up immediately if containers overflow.
8. Dispose waste off-site at an approved disposal facility.
9. On business days, clean up and dispose of waste in designated waste containers.

PAINT AND OTHER LIQUID WASTE

1. Do not dump paint and other liquid waste into storm drains, streams or wetlands.
2. Locate paint washouts at least 50 feet away from storm drain inlets and surface waters unless no other alternatives are reasonably available.
3. Contain liquid wastes in a controlled area.
4. Containment must be labeled, sized and placed appropriately for the needs of site.
5. Prevent the discharge of soaps, solvents, detergents and other liquid wastes from construction sites.

PORTABLE TOILETS

1. Install portable toilets on level ground, at least 50 feet away from storm drains, streams or wetlands unless there is no alternative reasonably available. If 50 foot offset is not attainable, provide relocation of portable toilet behind silt fence or place on a gravel pad and surround with sand bags.
2. Provide staking or anchoring of portable toilets during periods of high winds or in high foot traffic areas.
3. Monitor portable toilets for leaking and properly dispose of any leaked material. Utilize a licensed sanitary waste hauler to remove leaking portable toilets and replace with properly operating unit.

EARTHEN STOCKPILE MANAGEMENT

1. Show stockpile locations on plans. Locate earthen-material stockpile areas at least 50 feet away from storm drain inlets, sediment basins, perimeter sediment controls and surface waters unless it can be shown no other alternatives are reasonably available.
2. Protect stockpile with silt fence installed along toe of slope with a minimum offset of five feet from the toe of stockpile.
3. Provide stable stone access point when feasible.
4. Stabilize stockpile within the timeframes provided on this sheet and in accordance with the approved plan and any additional requirements. Soil stabilization is defined as vegetative, physical or chemical coverage techniques that will restrain accelerated erosion on disturbed soils for temporary or permanent control needs.

CONCRETE WASHOUTS

1. Do not discharge concrete or cement slurry from the site.
2. Dispose of, or recycle settled, hardened concrete residue in accordance with local and state solid waste regulations and at an approved facility.
3. Manage washout from mortar mixers in accordance with the above item and in addition place the mixer and associated materials on impervious barrier and within lot perimeter silt fence.
4. Install temporary concrete washouts per local requirements, where applicable. If an alternate method or product is to be used, contact your approval authority for review and approval. If local standard details are not available, use one of the two types of temporary concrete washouts provided on this detail.
5. Do not use concrete washouts for dewatering or storing defective curb or sidewalk sections. Stormwater accumulated within the washout may not be pumped into or discharged to the storm drain system or receiving surface waters. Liquid waste must be pumped out and removed from project.
6. Locate washouts at least 50 feet from storm drain inlets and surface waters unless it can be shown that no other alternatives are reasonably available. At a minimum, install protection of storm drain inlet(s) closest to the washout which could receive spills or overflow.
7. Locate washouts in an easily accessible area, on level ground and install a stone entrance pad in front of the washout. Additional controls may be required by the approving authority.
8. Install at least one sign directing concrete trucks to the washout within the project limits. Post signage on the washout itself to identify this location.
9. Remove leavings from the washout when at approximately 75% capacity to limit overflow events. Replace the tarp, sand bags or other temporary structural components when no longer functional. When utilizing alternative or proprietary products, follow manufacturer's instructions.
10. At the completion of the concrete work, remove remaining leavings and dispose of in an approved disposal facility. Fill pit, if applicable, and stabilize any disturbance caused by removal of washout.

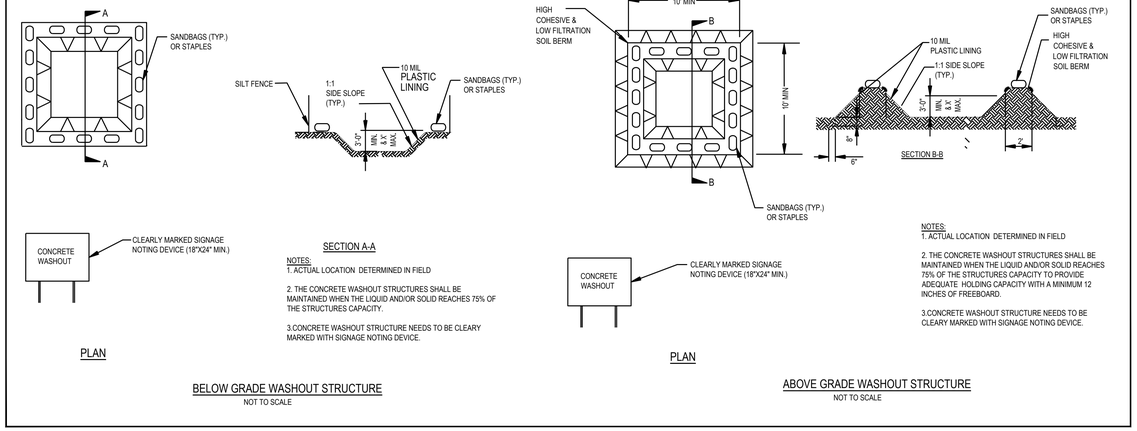
HERBICIDES, PESTICIDES AND RODENTICIDES

1. Store and apply herbicides, pesticides and rodenticides in accordance with label restrictions.
2. Store herbicides, pesticides and rodenticides in their original containers with the label, which lists directions for use, ingredients and first aid steps in case of accidental poisoning.
3. Do not store herbicides, pesticides and rodenticides in areas where flooding is possible or where they may spill or leak into wells, stormwater drains, ground water or surface water. If a spill occurs, clean area immediately.
4. Do not stockpile these materials onsite.

HAZARDOUS AND TOXIC WASTE

1. Create designated hazardous waste collection areas on-site.
2. Place hazardous waste containers under cover or in secondary containment.
3. Do not store hazardous chemicals, drums or bagged materials directly on the ground.

ONSITE CONCRETE WASHOUT STRUCTURE WITH LINER



NCGO1-SELF INSPECTION, RECORDKEEPING & REPORTING

EFFECTIVE: 05/17/19

PART III
SELF-INSPECTION, RECORDKEEPING AND REPORTING

SECTION A: SELF-INSPECTION

Self-inspections are required during normal business hours in accordance with the table below. When adverse weather or site conditions would cause the safety of the inspection personnel to be in jeopardy, the inspection may be delayed until the next business day on which it is safe to perform the inspection. In addition, when a storm event of equal to or greater than 1.0 inch occurs outside of normal business hours, the self-inspection shall be performed upon the commencement of the next business day. Any time when inspections were delayed shall be noted in the Inspection Record.

Inspect	**Frequency (during normal business hours)**	**Inspection records must include:**
(1) Rain gauge maintained in good working order	Daily	Daily rainfall amounts. If no daily rain gauge observations are made during weekend or holiday periods, and no individual-day rainfall information is available, record the cumulative rain measurement for those un-attended days (and this will determine if a site inspection is needed). Days on which no rainfall occurred shall be recorded as "zero." The permittee may use another rain-monitoring device approved by the Division
(2) E&SC Measures	At least once per 7 calendar days and within 24 hours of a rain event ≥ 1.0 inch in 24 hours	1. Identification of the measures inspected, 2. Date and time of the inspection, 3. Name of the person performing the inspection, 4. Indication of whether the measures were operating properly, 5. Description of maintenance needs for the measure, 6. Description, evidence, and date of corrective actions taken.
(3) Stormwater discharge outfalls (SDOs)	At least once per 7 calendar days and within 24 hours of a rain event ≥ 1.0 inch in 24 hours	1. Identification of the discharge outfalls inspected, 2. Date and time of the inspection, 3. Name of the person performing the inspection, 4. Evidence of indicators of stormwater pollution such as oil sheen, floating or suspended solids or discoloration, 5. Indication of visible sediment leaving the site, 6. Description, evidence, and date of corrective actions taken.
(4) Perimeter of site	At least once per 7 calendar days and within 24 hours of a rain event ≥ 1.0 inch in 24 hours	If visible sedimentation is found outside site limits, then a record of the following shall be made: 1. Actions taken to clean up or stabilize the sediment that has left the site limits, 2. Description, evidence, and date of corrective actions taken, and 3. An explanation as to the actions taken to control future releases.
(5) Streams or wetlands onsite or offsite (where accessible)	At least once per 7 calendar days and within 24 hours of a rain event ≥ 1.0 inch in 24 hours	If the stream or wetland has increased visible sedimentation or a stream has visible increased turbidity from the construction activity, then a record of the following shall be made: 1. Description, evidence and date of corrective actions taken, and 2. Records of the required reports to the appropriate Division Regional Office per Part III, Section C, Item (2)(a) of this permit of this permit.
(6) Ground stabilization measures	After each phase of grading	1. The phase of grading (installation of perimeter E&SC measures, clearing and grubbing, installation of storm drainage facilities, completion of all land-disturbing activity, construction or redevelopment, permanent ground cover). 2. Documentation that the required ground stabilization measures have been provided within the required timeframe or an assurance that they will be provided as soon as possible.

NOTE: The rain inspection resets the required 7 calendar day inspection requirement.

PART III
SELF-INSPECTION, RECORDKEEPING AND REPORTING

SECTION B: RECORDKEEPING

1. E&SC Plan Documentation

The approved E&SC plan as well as any approved deviation shall be kept on the site. The approved E&SC plan must be kept up-to-date throughout the coverage under this permit. The following items pertaining to the E&SC plan shall be kept onsite and available for inspection at all times during normal business hours.

Item to Document	Documentation Requirements
(a) Each E&SC Measure has been installed and does not significantly deviate from the locations, dimensions and relative elevations shown on the approved E&SC Plan.	Initial and date each E&SC Measure on a copy of the approved E&SC Plan or complete, date and sign an inspection report that lists each E&SC Measure shown on the approved E&SC Plan. This documentation is required upon the initial installation of the E&SC Measures or if the E&SC Measures are modified after initial installation.
(b) A phase of grading has been completed.	Initial and date a copy of the approved E&SC Plan or complete, date and sign an inspection report to indicate completion of the construction phase.
(c) Ground cover is located and installed in accordance with the approved E&SC Plan.	Initial and date a copy of the approved E&SC Plan or complete, date and sign an inspection report to indicate compliance with approved ground cover specifications.
(d) The maintenance and repair requirements for all E&SC Measures have been performed.	Complete, date and sign an inspection report.
(e) Corrective actions have been taken to E&SC Measures.	Initial and date a copy of the approved E&SC Plan or complete, date and sign an inspection report to indicate the completion of the corrective action.

2. Additional Documentation to be Kept Onsite

In addition to the E&SC Plan documents above, the following items shall be kept on the site and available for agency inspectors at all times during normal business hours, unless the Division provides a site-specific exemption based on unique site conditions that make this requirement not practical:

(a) This general permit as well as the certificate of coverage, after it is received.

(b) Records of inspections made during the previous twelve months. The permittee shall record the required observations on the Inspection Record Form provided by the Division or a similar inspection form that includes all the required elements. Use of electronically-available records in lieu of the required paper copies will be allowed if shown to provide equal access and utility as the hard-copy records.

3. Documentation to be Retained for Three Years

All data used to complete the e-NOI and all inspection records shall be maintained for a period of three years after project completion and made available upon request. [40 CFR 122.41]

PART III
SELF-INSPECTION, RECORDKEEPING AND REPORTING

SECTION C: REPORTING

1. Occurrences that must be reported

Permittees shall report the following occurrences:

(a) Visible sediment deposition in a stream or wetland.

(b) Oil spills if:
- They are 25 gallons or more,
- They are less than 25 gallons but cannot be cleaned up within 24 hours,
- They cause sheen on surface waters (regardless of volume), or
- They are within 100 feet of surface waters (regardless of volume).

(a) Releases of hazardous substances in excess of reportable quantities under Section 311 of the Clean Water Act (Ref: 40 CFR 110.3 and 40 CFR 117.3) or Section 102 of CERCLA (Ref: 40 CFR 302.4) or G.S. 143-215.85.

(b) Anticipated bypasses and unanticipated bypasses.

(c) Noncompliance with the conditions of this permit that may endanger health or the environment.

2. Reporting Timeframes and Other Requirements

After a permittee becomes aware of an occurrence that must be reported, he shall contact the appropriate Division regional office within the timeframes and in accordance with the other requirements listed below. Occurrences outside normal business hours may also be reported to the Division's Emergency Response personnel at (800) 858-0368.

Occurrence	**Reporting Timeframes (After Discovery) and Other Requirements**
(a) Visible sediment deposition in a stream or wetland	• ***Within 24 hours***, an oral or electronic notification. • ***Within 7 calendar days***, a report that contains a description of the sediment and actions taken to address the cause of the deposition. Division staff may waive the requirement for a written report on a case-by-case basis. • If the stream is named on the NC 303(d) list as impaired for sediment-related causes, the permittee may be required to perform additional monitoring, inspections or apply more stringent practices if staff determine that additional requirements are needed to assure compliance with the federal or state impaired-waters conditions.
(b) Oil spills and release of hazardous substances per Item 1(b)-(c) above	• ***Within 24 hours***, an oral or electronic notification. The notification shall include information about the date, time, nature, volume and location of the spill or release.
(c) Anticipated bypasses [40 CFR 122.41(m)(3)]	• ***A report at least ten days before the date of the bypass, if possible***. The report shall include an evaluation of the anticipated quality and effect of the bypass.
(d) Unanticipated bypasses [40 CFR 122.41(m)(3)]	• ***Within 24 hours***, an oral or electronic notification. • ***Within 7 calendar days,*** a report that includes an evaluation of the quality and effect of the bypass.
(e) Noncompliance with the conditions of this permit that may endanger health or the environment[40 CFR 122.41(l)(7)]	• ***Within 24 hours***, an oral or electronic notification. • ***Within 7 calendar days***, a report that contains a description of the noncompliance, and its causes; the period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time noncompliance is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance. [40 CFR 122.41(l)(6). • Division staff may waive the requirement for a written report on a case-by-case basis.

PART II, SECTION G, ITEM (4)
DRAW DOWN OF SEDIMENT BASINS FOR MAINTENANCE OR CLOSE OUT

Sediment basins and traps that receive runoff from drainage areas of one acre or more shall use outlet structures that withdraw water from the surface when these devices need to be drawn down for maintenance or close out unless this is infeasible. The circumstances in which it is not feasible to withdraw water from the surface shall be rare (for example, times with extended cold weather). Non-surface withdrawals from sediment basins shall be allowed only when all of the following criteria have been met:

(a) The E&SC plan authority has been provided with documentation of the non-surface withdrawal and the specific time periods or conditions in which it will occur. The non-surface withdrawal shall not commence until the E&SC plan authority has approved these items,
(b) The non-surface withdrawal has been reported as an anticipated bypass in accordance with Part III, Section C, Item (2)(c) and (d) of this permit,
(c) Dewatering discharges are treated with controls to minimize discharges of pollutants from stormwater that is removed from the sediment basin. Examples of appropriate controls include properly sited, designed and maintained dewatering tanks, weir tanks, and filtration systems,
(d) Vegetated, upland areas of the sites or a properly designed stone pad is used to the extent feasible at the outlet of the dewatering treatment devices described in Item (c) above,
(e) Velocity dissipation devices such as check dams, sediment traps, and riprap are provided at the discharge points of all dewatering devices, and
(f) Sediment removed from the dewatering treatment devices described in Item (c) above is disposed of in a manner that does not cause deposition of sediment into waters of the United States.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

NCG01 NOTES

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

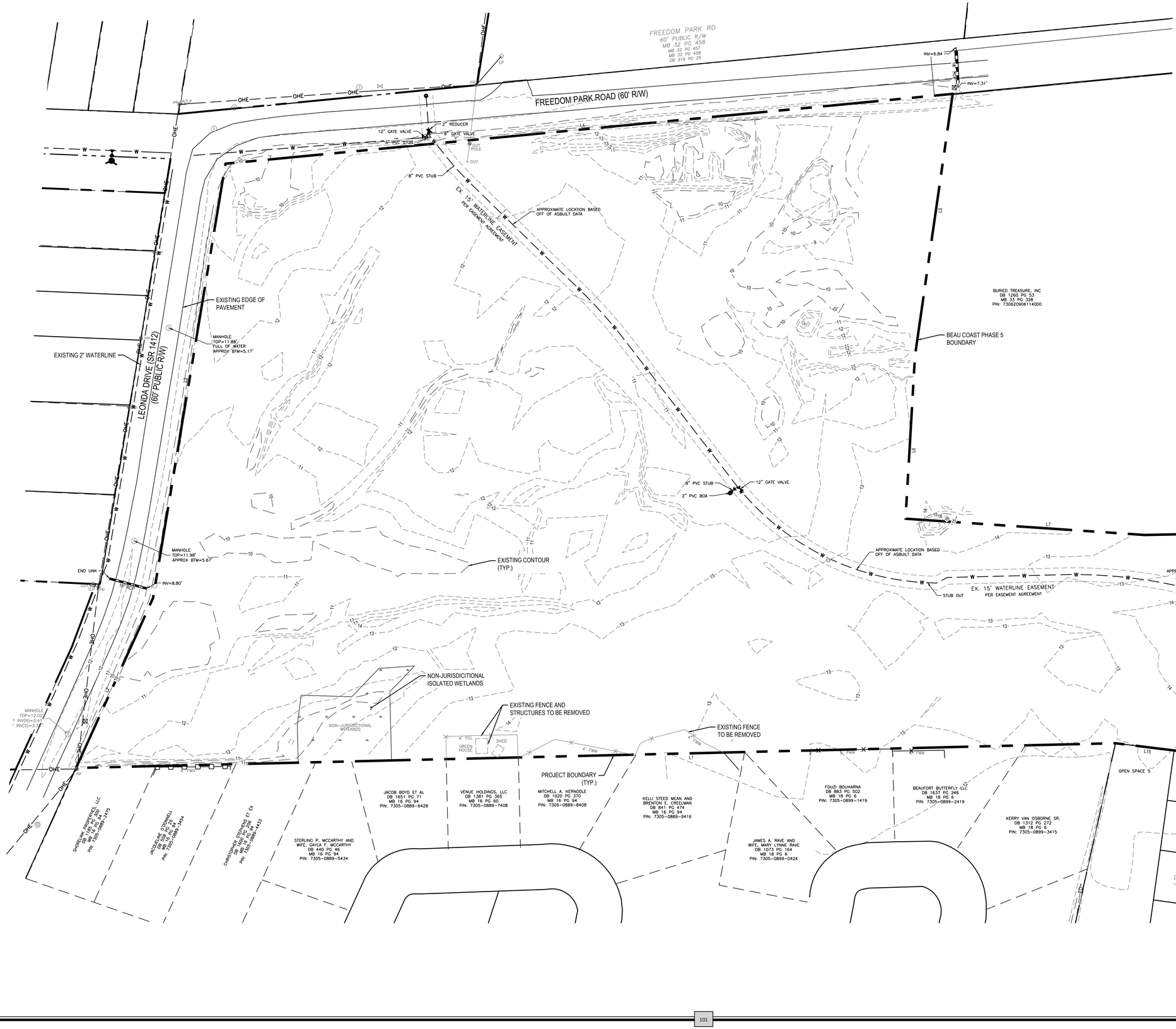
NORTH CAROLINA PROFESSIONAL ENGINEER JOSEPH S. BOYD

PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

Sheet No.
C0.2

K:\08\08-09\7608976.50\Beau Coast Phase 5\CAD\Drawing Sets\Construction\C01 PROJECT NOTES.dwg, Thursday, February 13, 2020 1:42:09 PM, GARRICK.TOM



Line Table		
Line #	Length	Direction
L1	1151.632	S88° 38' 11.91"W
L2	206.707	N24° 21' 55.41"E
L3	488.104	N09° 27' 57.99"E
L4	809.565	N84° 30' 57.32"E
L5	293.115	S08° 11' 35.19"W
L6	181.075	S03° 19' 39.71"W
L7	265.551	S86° 06' 37.33"E
L8	214.120	N88° 49' 56.58"E
L9	83.303	S13° 59' 00.04"W
L11	51.765	N76° 00' 59.96"W
L12	57.000	S13° 58' 35.28"W
L13	116.895	S04° 21' 17.43"W
L14	68.413	N82° 07' 50.29"W
L15	65.956	N82° 59' 57.72"W

Curve Table			
Curve #	Length	Radius	Delta
C1	26.704	17.000	090.0000

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license #: C-0832 | www.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

EXISTING CONDITIONS PLAN

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 040224 JOSEPH S. BOYD

PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

Sheet No.
C1.0

K:\BR\08-09\02080976.50 Beau Coast Phase 5\CAD\Drawing Sets\Construction\C1.0 EXISTING CONDITIONS.dwg Thursday, February 13, 2020 1:42:31 PM GABBOCK, TOM

SITE DEVELOPMENT DATA

GENERAL NOTES:

OWNER: BLUE TREASURE, LLC
ADDRESS: 105 WESTON ESTATES WAY
CARY, NC 27513
PHONE: (919) 481-3000
ATTN: KARL BLACKLEY

CARTERET COUNTY PARCEL NO.:
7316005005458000

TOTAL TRACT AREA: 15.45 AC.±

SETBACKS:

32' WIDE LOTS:

4' FRONT

4' SIDE

5' REAR

TOWNHOME LOTS:

20' FRONT

0' SIDE

5' REAR

DEVELOPMENT DATA:

TOTAL TRACT AREA: 15.45 AC +/-

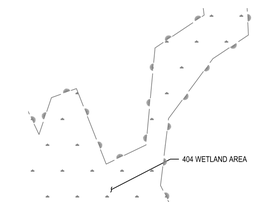
AREA OF LOTS = 5.72 AC.
AREA OF R/W = 3.24 AC.
AREA OF WETLANDS = 0.17 AC.
AREA OF OPEN SPACE = 6.49 AC.
LINEAR FEET OF STREETS = 1,722
LINEAR FEET OF ALLEYS = 1,963
IMPERVIOUS AREA = 2.54 AC.
STREETS = 2.00 AC.
SIDEWALKS = 0.41 AC.
PARKING LOT = 0.13 AC.

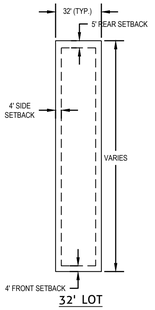
SINGLE FAMILY LOTS:
32' WIDE = 49

TOWNHOME UNITS:
20' WIDE = 23
25' WIDE = 14
TOTAL = 37

Line Table		
Line #	Length	Direction
L1	1151.632	S88° 38' 11.91"W
L2	206.707	N24° 21' 55.41"E
L3	488.104	N09° 27' 57.99"E
L4	809.565	N84° 30' 57.32"E
L5	293.115	S08° 11' 35.19"W
L6	181.075	S03° 19' 39.71"W
L7	265.551	S86° 06' 37.33"E
L8	214.120	N88° 49' 56.58"E
L9	83.303	S13° 59' 00.04"W
L11	51.765	N76° 00' 59.96"W
L12	57.000	S13° 58' 35.28"W
L13	116.895	S04° 21' 17.43"W
L14	68.413	N82° 07' 50.29"W
L15	65.956	N82° 59' 57.72"W

Curve Table			
Curve #	Length	Radius	Delta
C1	26.704	17.000	090.0000





PARCEL TABLE		
Parcel #	Area (SF)	Area (Ac)
368	2,286	0.05
369	1,829	0.04
370	1,829	0.04
371	2,280	0.05
372	2,290	0.05
373	1,853	0.04
374	1,853	0.04
375	2,292	0.05
376	2,275	0.05
377	1,820	0.04
378	1,820	0.04
379	1,820	0.04
380	2,276	0.05

PARCEL TABLE		
Parcel #	Area (SF)	Area (Ac)
381	2,380	0.05
382	1,848	0.04
383	1,824	0.04
384	1,824	0.04
385	1,848	0.04
386	2,380	0.05
387	2,275	0.05
388	1,820	0.04
389	1,820	0.04
390	1,820	0.04
391	1,820	0.04
392	2,275	0.05
393	2,275	0.05

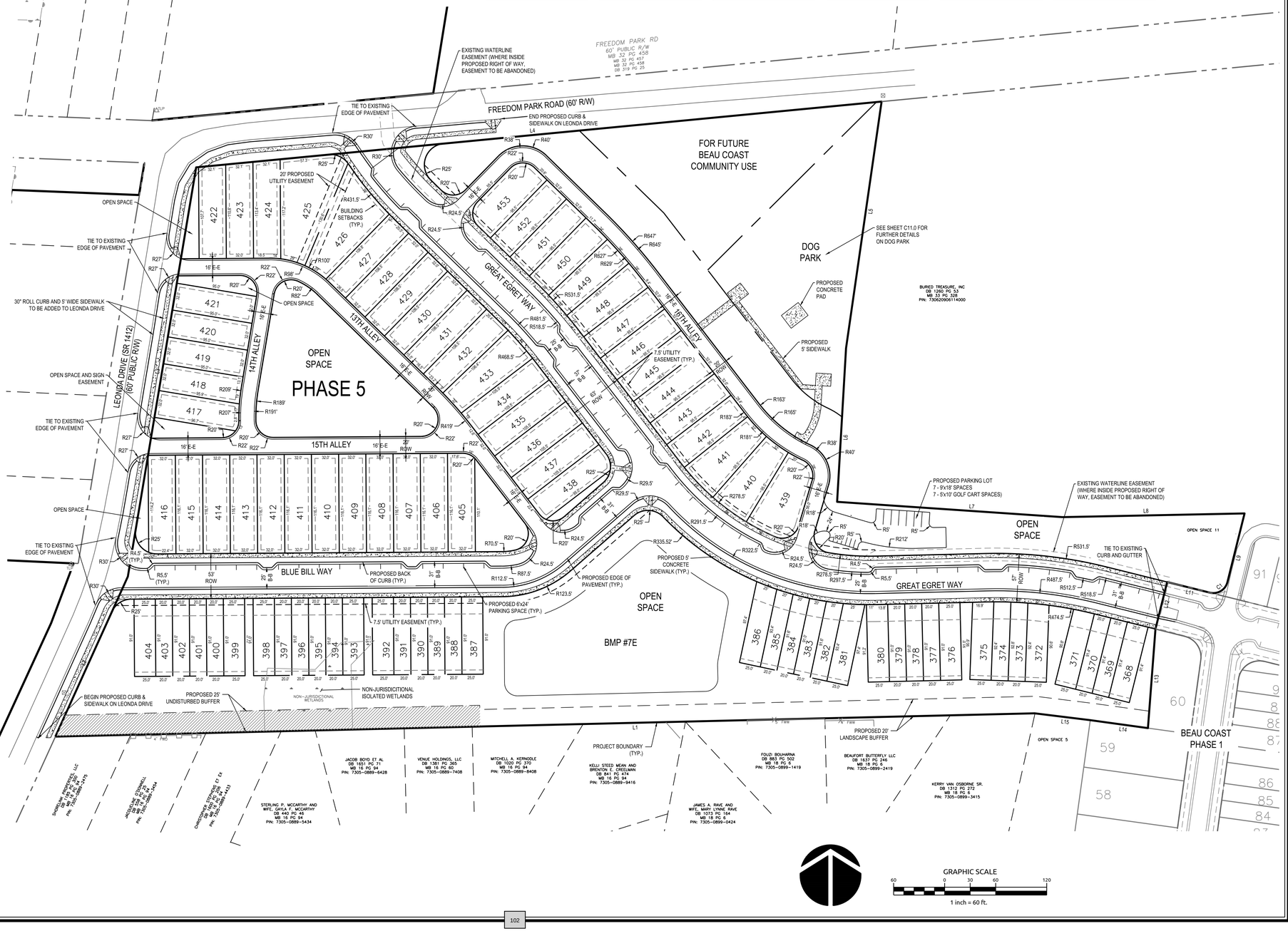
PARCEL TABLE		
Parcel #	Area (SF)	Area (Ac)
394	1,820	0.04
395	1,820	0.04
396	1,820	0.04
397	1,820	0.04
398	2,275	0.05
399	2,275	0.05
400	1,820	0.04
401	1,820	0.04
402	1,820	0.04
403	1,820	0.04
404	2,275	0.05
405	3,689	0.08
406	3,716	0.09

PARCEL TABLE		
Parcel #	Area (SF)	Area (Ac)
407	3,716	0.09
408	3,716	0.09
409	3,716	0.09
410	3,716	0.09
411	3,716	0.09
412	3,716	0.09
413	3,716	0.09
414	3,716	0.09
415	3,716	0.09
416	3,710	0.09
417	3,121	0.07
418	3,045	0.07
419	3,040	0.07

PARCEL TABLE		
Parcel #	Area (SF)	Area (Ac)
420	3,040	0.07
421	3,040	0.07
422	3,493	0.08
423	3,584	0.08
424	3,680	0.08
425	6,971	0.16
426	5,859	0.13
427	3,409	0.08
428	3,408	0.08
429	3,408	0.08
430	3,408	0.08
431	3,408	0.08
432	3,589	0.08

PARCEL TABLE		
Parcel #	Area (SF)	Area (Ac)
433	4,022	0.09
434	3,378	0.08
435	3,376	0.08
436	3,376	0.08
437	3,376	0.08
438	3,323	0.08
439	4,499	0.10
440	3,858	0.09
441	3,858	0.09
442	3,146	0.07
443	3,056	0.07
444	3,056	0.07
445	3,056	0.07

PARCEL TABLE		
Parcel #	Area (SF)	Area (Ac)
446	3,056	0.07
447	3,056	0.07
448	3,259	0.07
449	3,331	0.08
450	3,230	0.07
451	3,056	0.07
452	3,056	0.07
453	3,701	0.08



GRAPHIC SCALE
60 0 30 60 120
1 inch = 60 ft.

K:\08\08-09\02080976.50-Beau Coast Phase 5\CAD\Drawing Sets\Construction\C2.0 SITE PLAN.dwg Wednesday, June 17, 2020 9:14:21 AM BOYD, JOSEPH

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license #: C-0832 | ww.withersravenel.com

BEAU COAST PHASE 5
BEAUFORT, NC

SITE PLAN

Job No. 02080976.50 | Drawn By TG
Date 2/13/2020 | Designer JSB

NORTH CAROLINA
JOSEPH S. BOYD
PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

Sheet No.
C2.0

FREEDOM PARK RD
60' PUBLIC R/W
MB 32 PG 458
MB 32 PG 457
MB 32 PG 458
DB 319 PG 25

FREEDOM PARK ROAD (60' R/W)

POSSIBLE HOME BUILDING AREA (TYP.)

JURISDICITIONAL WETLANDS

LEONDA DRIVE (SR 1412)
(60' PUBLIC R/W)

GREAT EGRET WAY

13TH ALLEY

14TH ALLEY

16TH ALLEY

PHASE 5

15TH ALLEY

BLUE BILL WAY

BURIED TREASURE, INC
DB 1260 PG 53
MB 33 PG 328
PIN: 7306209061140000

BUILDABLE AREA (TYP.)

OPEN SPACE 11

GREAT EGRET WAY

PROPOSED 25' UNDISTURBED BUFFER

NON-JURISDICTIONAL WETLANDS

NON-JURISDICITIONAL ISOLATED WETLANDS

PROPOSED 20' LANDSCAPE BUFFER

PROJECT BOUNDARY (TYP.)

OPEN SPACE 5

JOYNELL
DB 25
PG 3454

ANTOINETTE STEPHENS ET UX
DB 1008 PG 2
MB 6 PG 6
PIN: 7305-0889-4433

STERLING P. MCCARTHY AND WIFE, GAYLA F. MCCARTHY
DB 440 PG 46
MB 16 PG 94
PIN: 7305-0889-5434

JACOB BOYD ET AL
DB 1651 PG 71
MB 16 PG 94
PIN: 7305-0889-6428

VENUE HOLDINGS, LLC
DB 1381 PG 365
MB 16 PG 60
PIN: 7305-0889-7408

MITCHELL A. KERNODLE
DB 1020 PG 370
MB 16 PG 94
PIN: 7305-0889-8408

BRENTON E. CREELMAN
DB 841 PG 474
MB 16 PG 94
PIN: 7305-0889-9416

JAMES A. RAVE AND WIFE, MARY LYNNE RAVE
DB 1073 PG 164
MB 18 PG 6
PIN: 7305-0889-0424

FOUZI BOUHARNA
DB 883 PG 502
MB 18 PG 6
PIN: 7305-0889-1419

BEAUFORT BUTTERFLY LLC
DB 1637 PG 246
MB 18 PG 6
PIN: 7305-0889-2419

KERRY VAN OSBORNE SR.
DB 1312 PG 272
MB 18 PG 6
PIN: 7305-0889-3415

91 92 93 90 89 88 87 86 85 84 83 82 81 60 59 58 57 56

GRAPHIC SCALE
50 0 25 50 100
1 inch = 50 ft.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

LOT FIT PLAN

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA PROFESSIONAL ENGINEER JOSEPH S. BOYD

PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

Sheet No.
C3.0

K:\08\08-09\7\02080976.50-Beau Coast Phase 5\CAD\Drawing Set\Construction\C3.0 LOT FIT PLAN.dwg Wednesday, June 17, 2020 9:14:53 AM BOYD, JOSEPH

ZONING KEY:

- B2 SINGLE FAMILY RESIDENTIAL
- TOWNHOUSE FAMILY RESIDENTIAL

FREEDOM PARK RD
60' PUBLIC R/W
MB 32 PG 458
MB 32 PG 457
MB 32 PG 458
DB 319 PG 25

FREEDOM PARK ROAD (60' R/W)

LEONDA DRIVE (SR 1412)
(60' PUBLIC R/W)

PHASE 5

13TH ALLEY
14TH ALLEY
15TH ALLEY
16TH ALLEY
GREAT EGRET WAY
BLUE BILL WAY

BURIED TREASURE, INC
DB 1260 PG 53
MB 33 PG 328
PIN: 7306209061140000

OPEN SPACE 11
OPEN SPACE 5

NON-JURISDICTIONAL WETLANDS
NON-JURISDICITIONAL ISOLATED WETLANDS

PROJECT BOUNDARY (TYP.)

SHORELINE PROPERTIES, LLC
MB 18 PG 6
PIN: 7305-0889-2475

JACQUINE O'DONNELL
DB 1628 PG 34
PIN: 7305-0889-3454

KRISTOPHER STEPHENS ET UX
DB 1615 PG 326
MB 18 PG 6
PIN: 7305-0889-4413

STERLING P. MCCARTHY AND WIFE, GAYLA F. MCCARTHY
DB 440 PG 46
MB 16 PG 94
PIN: 7305-0889-5434

JACOB BOYD ET AL
DB 1651 PG 71
MB 16 PG 94
PIN: 7305-0889-6428

VENUE HOLDINGS, LLC
DB 1381 PG 365
MB 16 PG 60
PIN: 7305-0889-7408

MITCHELL A. KERNODLE
DB 1020 PG 370
MB 16 PG 94
PIN: 7305-0889-8408

KELLI DIEU MEAN AKA BRENTON E. CREELMAN
DB 841 PG 474
MB 16 PG 94
PIN: 7305-0889-9416

JAMES A. RAVE AND WIFE, MARY LYNNE RAVE
DB 1073 PG 164
MB 18 PG 6
PIN: 7305-0899-0424

FOUZI BOUHARNA
DB 883 PG 502
MB 18 PG 6
PIN: 7305-0899-1419

BEAUFORT BUTTERFLY LLC
DB 1637 PG 246
MB 18 PG 6
PIN: 7305-0899-2419

KERRY VAN OSBORNE SR.
DB 1312 PG 272
MB 18 PG 6
PIN: 7305-0899-3415

91 92 93 94
90 89 88 87
86 85 84 83 82 81
59 58 57
60

GRAPHIC SCALE
50 0 25 50 100
1 inch = 50 ft.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

ZONING PLAN

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA
PRELIMINARY
NOT APPROVED FOR CONSTRUCTION
JOSEPH S. BOYD

Revisions

Sheet No.
C4.0

K:\08\08-09\7\02080976.50-Beau Coast Phase 5\CAD\Drawing Set\Construction\C4.0 ZONING PLAN.dwg Wednesday, June 17, 2020 9:14:09 AM - BOYD, JOSEPH

FREEDOM PARK RD
60' PUBLIC R/W
MB 32 PG 458
MB 32 PG 457
MB 32 PG 458
DB 319 PG 25

FREEDOM PARK ROAD (60' R/W)

LEONDA DRIVE (SR 1412)
(60' PUBLIC R/W)

OFFSITE LIMITS OF DISTURBANCE

EX. 15' WATERLINE EASEMENT PER EASEMENT AGREEMENT

TEMP. DIVERSION DITCH #3
DA = 144,400 SF

EXISTING 12" WATERLINE (TYP.)

TEMP. SILT FENCE (TYP.)

EXISTING CONTOURS (TYP.)

DIVERSION DITCHES DRAINAGE AREA DELINATION (TYP.)

TEMP. DIVERSION DITCH #2
DA = 142,460

TEMP. CONSTRUCTION ENTRANCE (TYP.)

TEMPORARY DIVERSION DITCH (LINE WITH JUTE MATTING) (TYP.)

PROPOSED BAFFLES

SCM TO BE USED AS SEDIMENT BASIN DURING GRADING ACTIVITIES

BMP #7E

SKIMMER (SEE DETAIL)

OUTLET STRUCTURE PIPING (SEE SHEET C7.0)

TEMP. CHECK DAM (TYP.)

POND OUTLET DRAINAGE SWALE, TO BE INSTALLED WITH POND WHEN IN SEDIMENT BASIN FORM. (SEE SHEET C7.0 FOR DETAILS)

ONSITE LIMITS OF DISTURBANCE

NON-JURISDICTIONAL WETLANDS

NON-JURISDICITIONAL ISOLATED WETLANDS

PROJECT BOUNDARY (TYP.)

EX. 15' WATERLINE EASEMENT PER EASEMENT AGREEMENT

TEMP. DIVERSION DITCH #1
DA = 102,050 SF

TEMP. CONSTRUCTION ENTRANCE (TYP.)

OPEN SPACE 11

OPEN SPACE 5

MANHOLE
TOP=12.02'
18" RCP INV(N)=3.41'
18" RCP INV(S)=3.07'

MANHOLE
TOP=11.39'
DIP INV(N)=5.93'

SHORELINE PROPERTIES, LLC
DB 1616 PG 150
MB 16 PG 94
PIN: 7305-0889-9175

JACQUELINE O'DONNELL
MB 16 PG 94
PIN: 7305-0889-3454

CHRISTOPHER STEPHENS ET EX
MB 16 PG 94
PIN: 7305-0889-4433

STERLING P. MCCARTHY AND WIFE, GAYLA F. MCCARTHY
DB 440 PG 46
MB 16 PG 94
PIN: 7305-0889-5434

JACOB BOYD ET AL
DB 1651 PG 71
MB 16 PG 94
PIN: 7305-0889-6428

VENUE HOLDINGS, LLC
DB 1381 PG 365
MB 16 PG 60
PIN: 7305-0889-7408

MITCHELL A. KERNODLE
DB 1020 PG 370
MB 16 PG 94
PIN: 7305-0889-8408

KELLI STEED MEAN AND BRENTON E. CREELMAN
DB 841 PG 474
MB 16 PG 94
PIN: 7305-0889-9416

JAMES A. RAVE AND WIFE, MARY LYNNE RAVE
DB 1073 PG 164
MB 18 PG 6
PIN: 7305-0899-0424

FOUZI BOUHARNA
DB 883 PG 502
MB 18 PG 6
PIN: 7305-0899-1419

BEAUFORT BUTTERFLY LLC
DB 1637 PG 246
MB 18 PG 6
PIN: 7305-0899-2419

KERRY VAN OSBORNE SR.
DB 1312 PG 272
MB 18 PG 6
PIN: 7305-0899-3415

MATCHLINE - SEE BELOW

MATCHLINE - SEE ABOVE

LEGEND

- TEMPORARY INLET PROTECTION
- TEMPORARY GRAVEL CONSTRUCTION ENTRANCE
- ONSITE CONSTRUCTION/DISTURBANCE LIMIT
- OFFSITE CONSTRUCTION/DISTURBANCE LIMIT
- TP — TEMPORARY TREE PROTECTION FENCE
- SF/TP — TEMPORARY SILT/TREE PROTECTION FENCE
- >TD — TEMPORARY DIVERSION DITCH

GRAPHIC SCALE
50 0 25 50 100
1 inch = 50 ft.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

EROSION CONTROL PLAN - PHASE 1

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA PROFESSIONAL ENGINEER JOSEPH S. BOYD

PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

Sheet No.
C5.0

K:\08\08-09\76\08976.50-Beau Coast Phase 5\CAD\Drawing Set\Construction\C5.0 EROSION CONTROL PLAN - PHASE 1.dwg - Monday, March 16, 2020 1:06:38 PM - BOYD, JOSEPH

FREEDOM PARK RD
60' PUBLIC R/W
MB 32 PG 458
MB 32 PG 457
MB 32 PG 458
DB 319 PG 25

FREEDOM PARK ROAD (60' R/W)

FUTURE COMMUNITY USE SITE
(SURROUNDING SILT FENCE MUST BE INSTALLED BEFORE ANY DISTURBANCE ACTIVITIES ARE TO OCCUR)

PROPOSED 20' ACCESS TO FUTURE COMMUNITY USE SITE
REMOVE SILT FENCE AS NECESSARY

OFFSITE LIMITS OF DISTURBANCE

LEONDA DRIVE (SR 1412)
(60' PUBLIC R/W)

14TH ALLEY

15TH ALLEY

16TH ALLEY

EXISTING CONTOURS (TYP.)

EXISTING 12" WATERLINE (TYP.)

CATCH BASIN WITH INLET PROTECTION (TYP.)

TEMP. CONSTRUCTION ENTRANCE (TYP.)

BLUE BILL WAY

GREAT EGRET WAY

SCM TO BE USED AS SEDIMENT BASIN DURING GRADING ACTIVITIES

BMP #7E

RIP RAP APRON (TYP.)
(SEE SHEET D7.0)

SKIMMER (SEE DETAIL)

OUTLET STRUCTURE PIPING
(SEE SHEET C7.0)

TEMP. CHECK DAM (TYP.)

POND OUTLET DRAINAGE SWALE, TO BE INSTALLED WITH POND WHEN IN SEDIMENT BASIN FORM.
(SEE SHEET C7.0 FOR DETAILS)

ONSITE LIMITS OF DISTURBANCE

NON-JURISDICTIONAL ISOLATED WETLANDS

NON-JURISDICTIONAL WETLANDS

PROJECT BOUNDARY (TYP.)

OPEN SPACE 5

OPEN SPACE 11

MANHOLE
TOP=12.02'
18" RCP INV(N)=3.41'
18" RCP INV(S)=2.91'

MANHOLE
TOP=11.39'
6" PP INV(N)=5.93'

SHORELINE PROPERTIES, LLC
DB 1651 PG 71
MB 16 PG 94
PIN: 7305-0889-2475

JACQUELINE O'DONNELL
DB 1548 PG 22
MB 16 PG 94
PIN: 7305-0889-3464

CHRISTOPHER STEPHENS ET EX
DB 1606 PG 236
MB 16 PG 94
PIN: 7305-0889-4433

STERLING P. MCCARTHY AND WIFE, GAYLA F. MCCARTHY
DB 440 PG 46
MB 16 PG 94
PIN: 7305-0889-5434

JACOB BOYD ET AL
DB 1651 PG 71
MB 16 PG 94
PIN: 7305-0889-6428

VENUE HOLDINGS, LLC
DB 1381 PG 365
MB 16 PG 60
PIN: 7305-0889-7408

MITCHELL A. KERNODLE
DB 1020 PG 370
MB 16 PG 94
PIN: 7305-0889-8408

KELLI STEED MEAN AND BRENTON E. CREELMAN
DB 841 PG 474
MB 16 PG 94
PIN: 7305-0889-9416

FOUZI BOUHARNA
DB 883 PG 502
MB 18 PG 6
PIN: 7305-0899-1419

JAMES A. RAVE AND WIFE, MARY LYNNE RAVE
DB 1073 PG 164
MB 18 PG 6
PIN: 7305-0899-0424

BEAUFORT BUTTERFLY LLC
DB 1637 PG 246
MB 18 PG 6
PIN: 7305-0899-2419

KERRY VAN OSBORNE SR.
DB 1312 PG 272
MB 18 PG 6
PIN: 7305-0899-3415

MATCHLINE - SEE BELOW

MATCHLINE - SEE ABOVE

LEGEND

- TEMPORARY INLET PROTECTION
- TEMPORARY GRAVEL CONSTRUCTION ENTRANCE
- ONSITE CONSTRUCTION/DISTURBANCE LIMIT
- OFFSITE CONSTRUCTION/DISTURBANCE LIMIT
- TP — TEMPORARY TREE PROTECTION FENCE
- SF/TP — TEMPORARY SILT/TREE PROTECTION FENCE
- >TD — TEMPORARY DIVERSION DITCH

GRAPHIC SCALE
50 0 25 50 100
1 inch = 50 ft.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

EROSION CONTROL PLAN - PHASE 2

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA
JOSEPH S. BOYD
PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

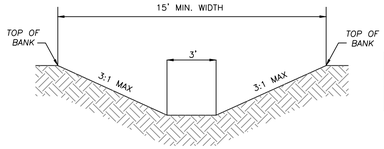
Revisions

Sheet No.
C6.0

K:\08\08-09750\08097675.00 Beau Coast Phase 5\CAD\Drawing Sets\Construction\GA\EROSION CONTROL PLAN - PHASE 2.dwg - Thursday, June 4, 2020 8:44:50 AM - BOYD, JOSEPH

NOTES:

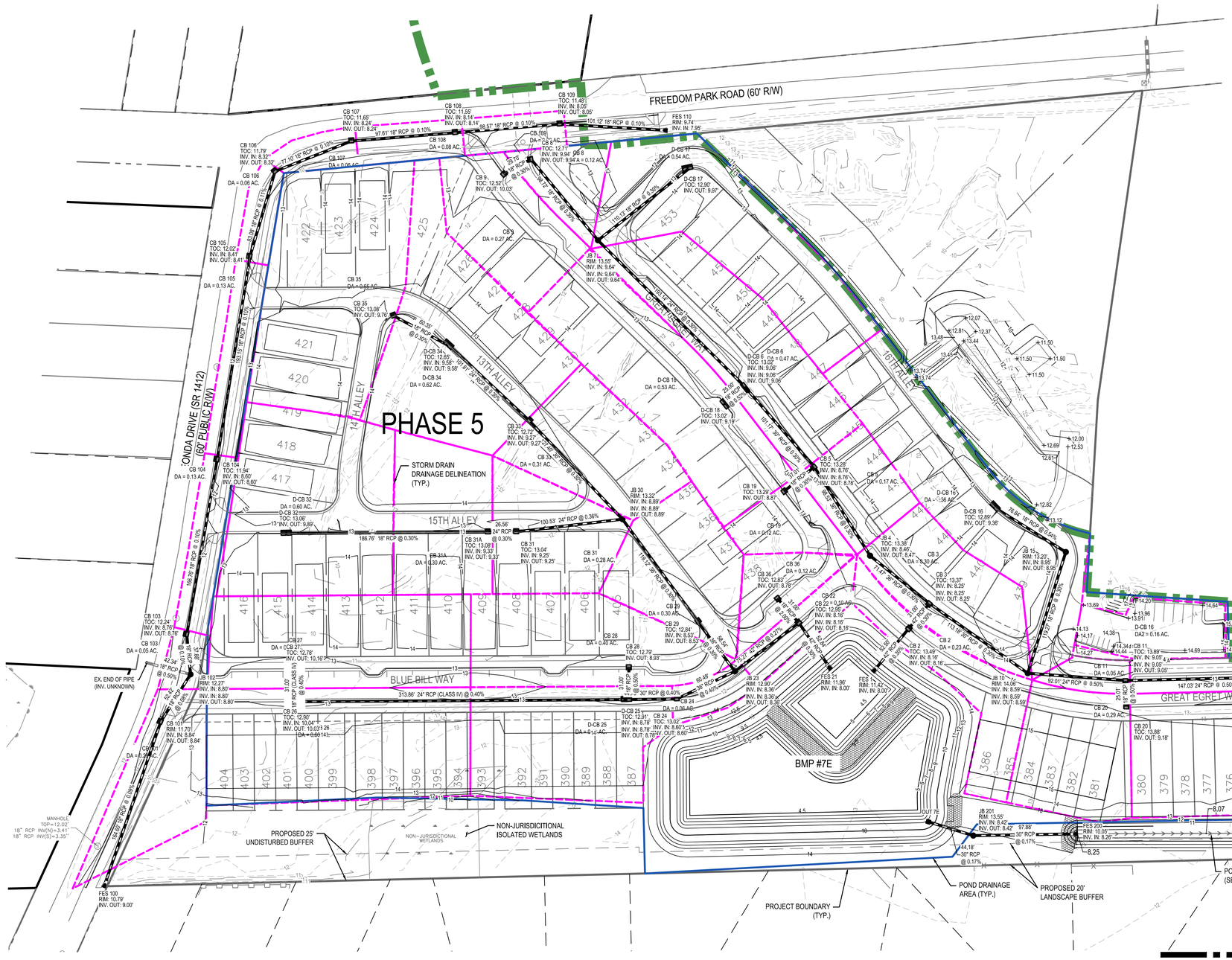
1. ALL ROOF DRAINAGE TO DIRECTED STORM DRAIN SYSTEM.
2. STRUCTURES LABELED "D-CB" DENOTES A DOUBLE CATCH BASIN.

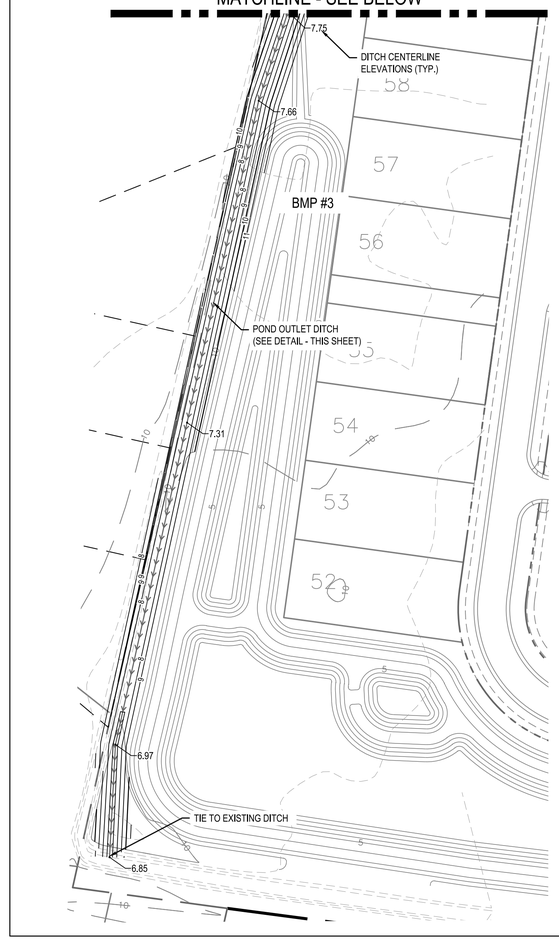


STARTING ELEV.	ENDING ELEV.	LENGTH	AVERAGE SLOPE	TEMP. LINER	SWALE LINER
8.25	6.85	1030'	0.17%	EXCELSIOR MATTING	GRASS

POND OUTLET TRAPEZOIDAL DITCH CROSS SECTION DETAIL

NOT TO SCALE





GRAPHIC SCALE

50 0 25 50 100

1 inch = 50 ft.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

STORMWATER PLAN

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA PROFESSIONAL ENGINEER JOSEPH S. BOYD

PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

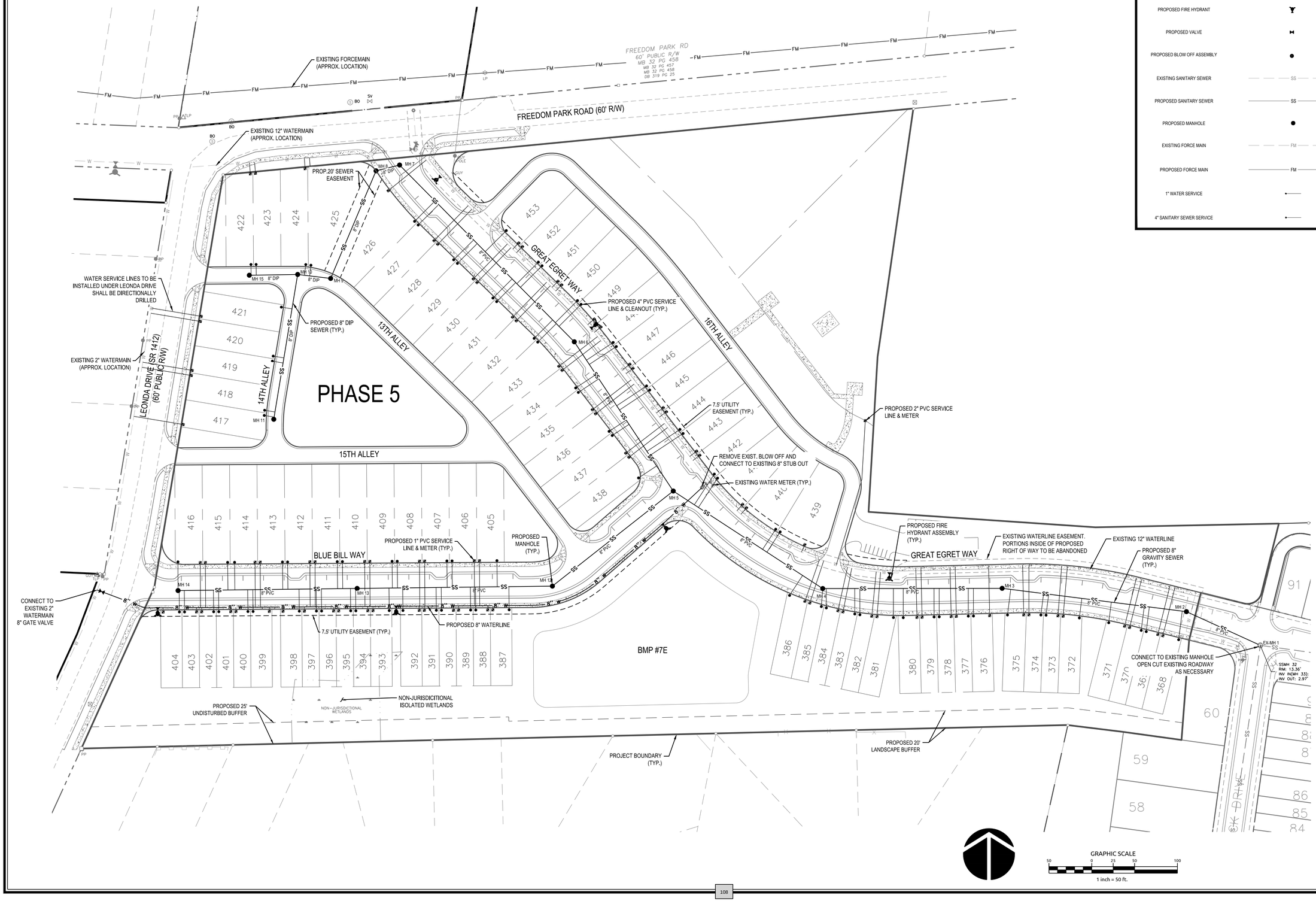
Revisions

Sheet No.
C7.0

K:\08\08-09\08080976.50 Beau Coast Phase 5\CAD\Drawing Sets\Construction\C7.0 STORMWATER PLAN.dwg Wednesday, June 17, 2020 9:14:53 AM BOYD, JOSEPH

LEGEND

DESCRIPTION	
EXISTING WATERLINE	W
PROPOSED WATERLINE	W
PROPOSED FIRE HYDRANT	
PROPOSED VALVE	
PROPOSED BLOW OFF ASSEMBLY	
EXISTING SANITARY SEWER	SS
PROPOSED SANITARY SEWER	SS
PROPOSED MANHOLE	
EXISTING FORCE MAIN	FM
PROPOSED FORCE MAIN	FM
1" WATER SERVICE	
4" SANITARY SEWER SERVICE	



GRAPHIC SCALE

50 0 25 50 100

1 inch = 50 ft.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # : C-0832 | www.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

UTILITY PLAN

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

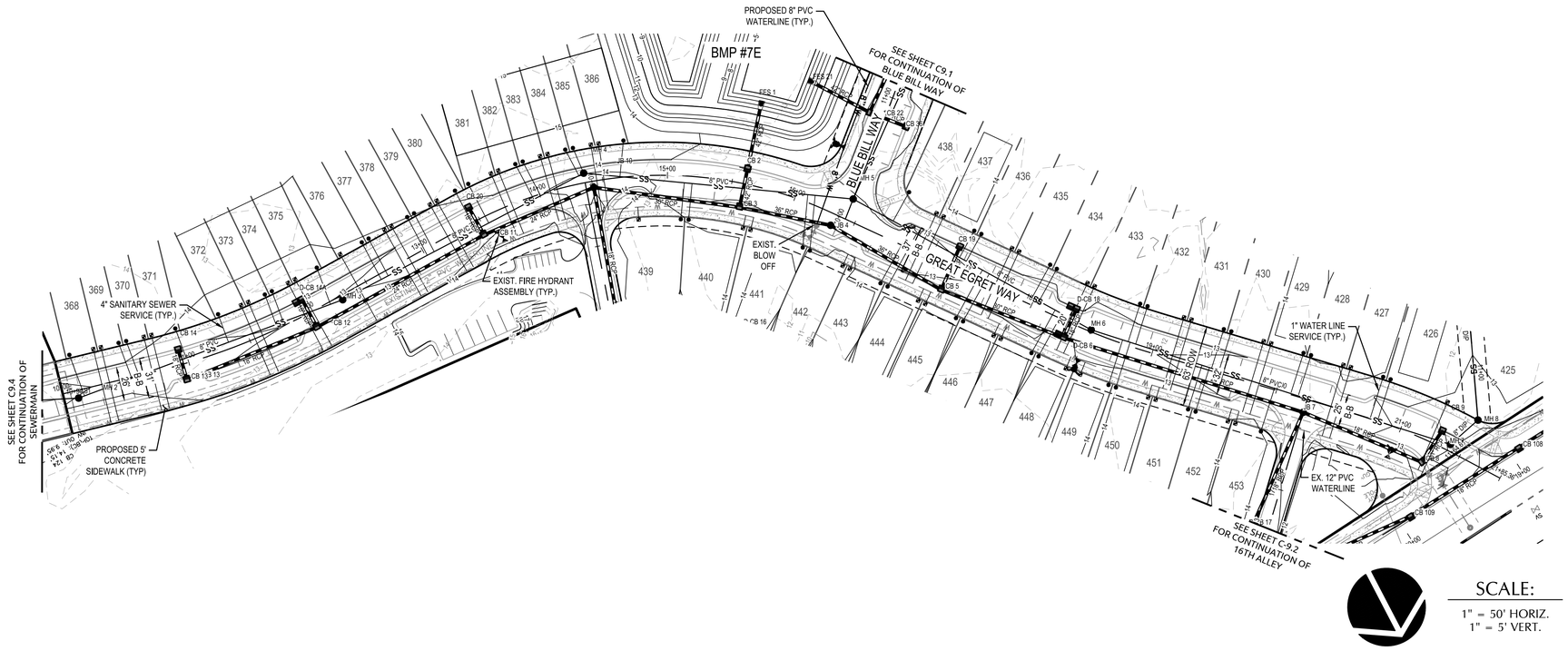
NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 042990 JOSEPH S. BOYD

PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

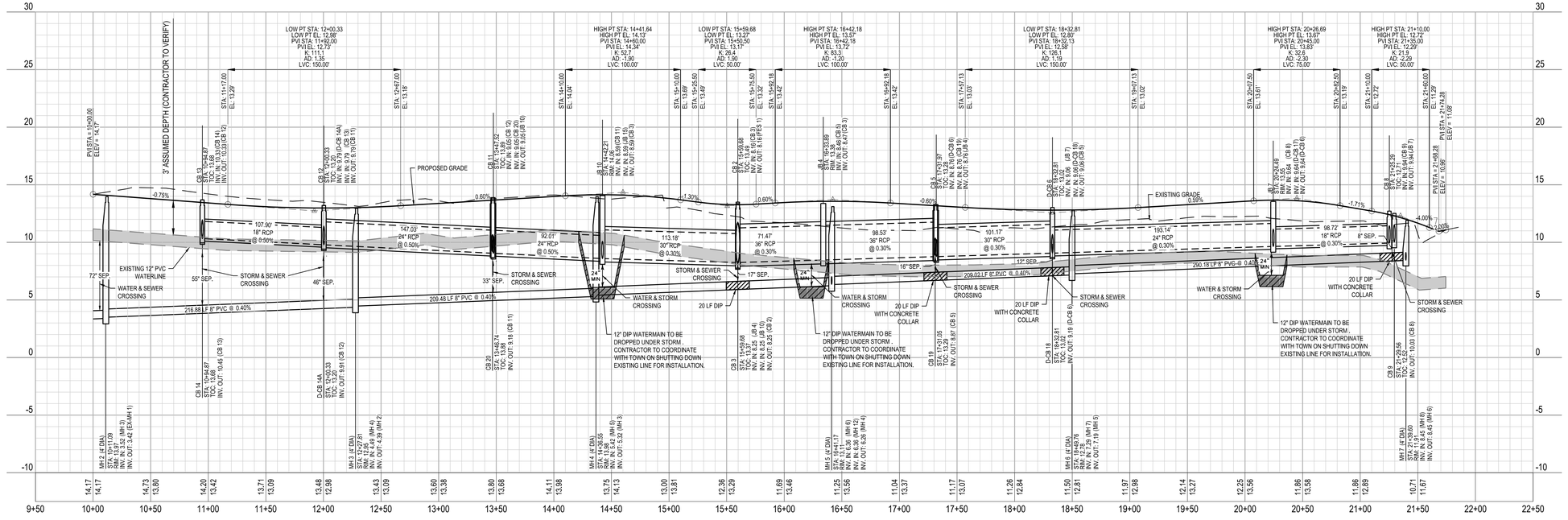
Sheet No.
C8.0

K:\08\08-09\02080976.50\Beau Coast Phase 5\CAD\Drawing Sets\Construction\C8.0 UTILITY PLAN.dwg Wednesday, June 17, 2020 9:16:09 AM BOYD, JOSEPH



SCALE:
1" = 50' HORIZ.
1" = 5' VERT.

GREAT EGRET WAY



GRAPHIC SCALE
50 0 25 50 100
1 inch = 50 ft.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5
BEAUFORT, NC

GREAT EGRET WAY PLAN & PROFILE

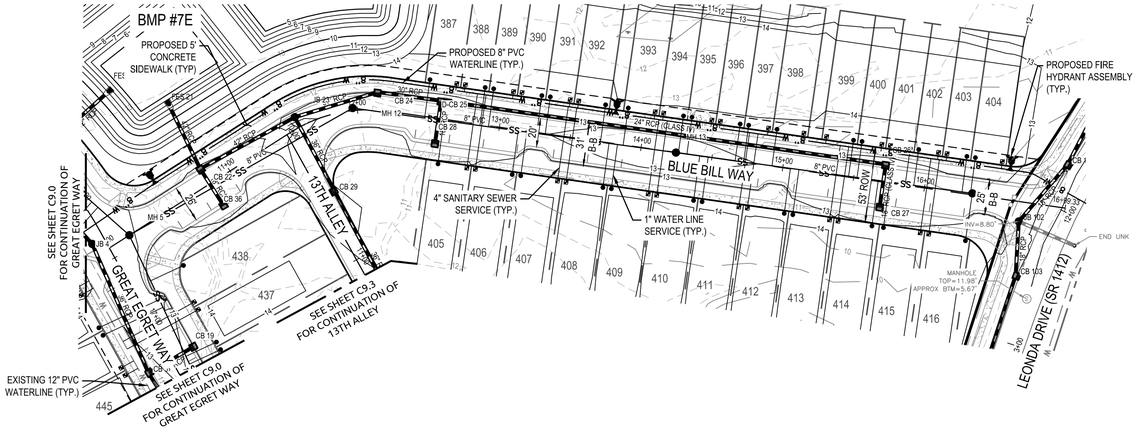
Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA
PRELIMINARY
NOT APPROVED FOR CONSTRUCTION
JOSEPH SEPH BOYD

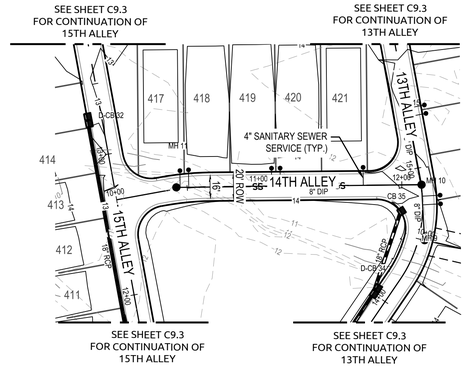
Revisions

Sheet No.
C9.0

K:\08\08-09\7\08097\5.50 Beau Coast Phase 5\CAD\Drawing Sets\Construction\C9.0 PLAN & PROFILE.dwg Thursday, June 4, 2020 8:47:06 AM BOYD, JOSEPH

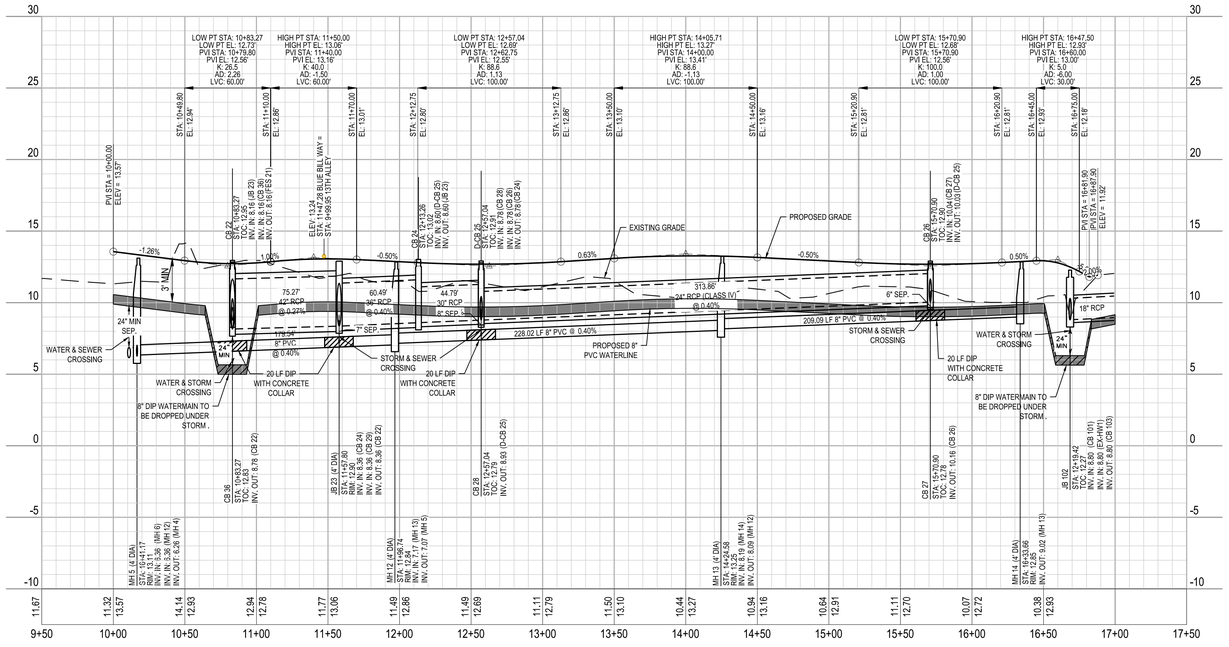


SCALE:
1" = 50' HORIZ.
1" = 5' VERT.

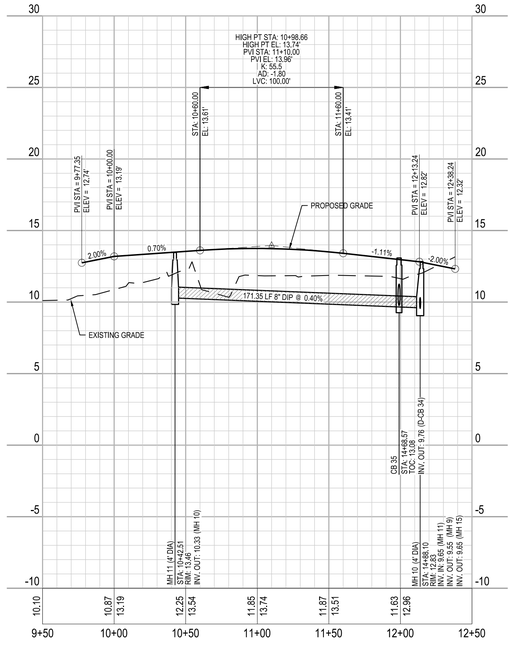


SCALE:
1" = 50' HORIZ.
1" = 5' VERT.

BLUE BILL WAY



14TH ALLEY



GRAPHIC SCALE
50 0 25 50 100
1 inch = 50 ft.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5
BEAUFORT, NC

BLUE BILL WAY & 14TH ALLEY PLAN & PROFILE

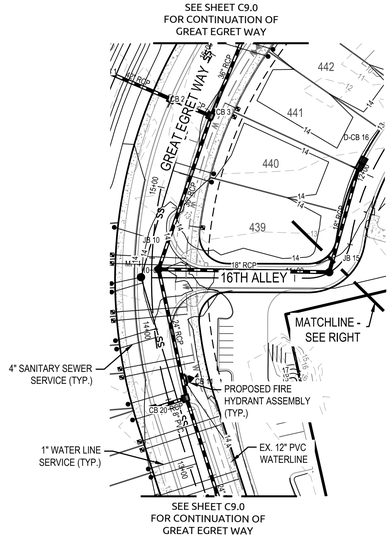
Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA
PRELIMINARY
NOT APPROVED FOR CONSTRUCTION
JOSEPH S. BO...

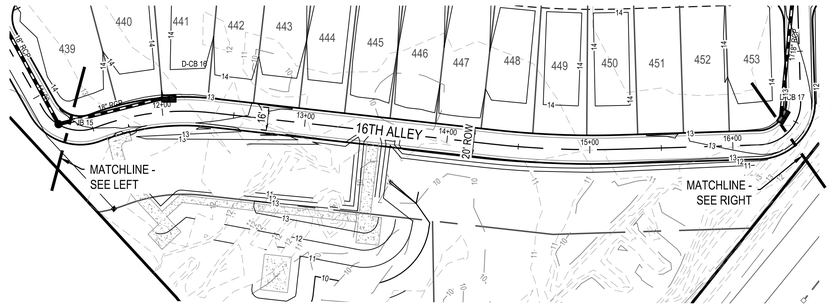
Revisions

Sheet No.
C9.1

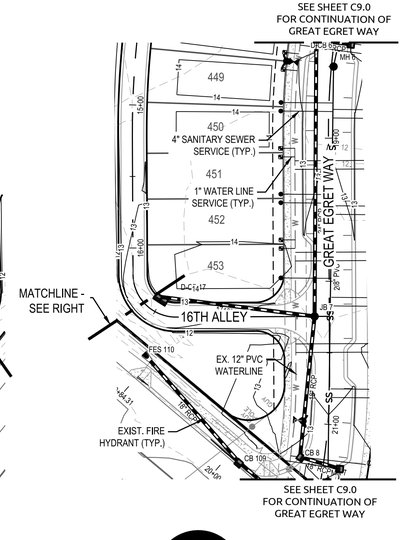
K:\08\08-97\08097650-Beau Coast Phase 5\CAD\Drawing Set\Construction\C9.1-PLAN & PROFILE.dwg Thursday, June 4, 2020 8:47:21 AM BOYD, JOSEPH



SCALE:
1" = 50' HORIZ.
1" = 5' VERT.

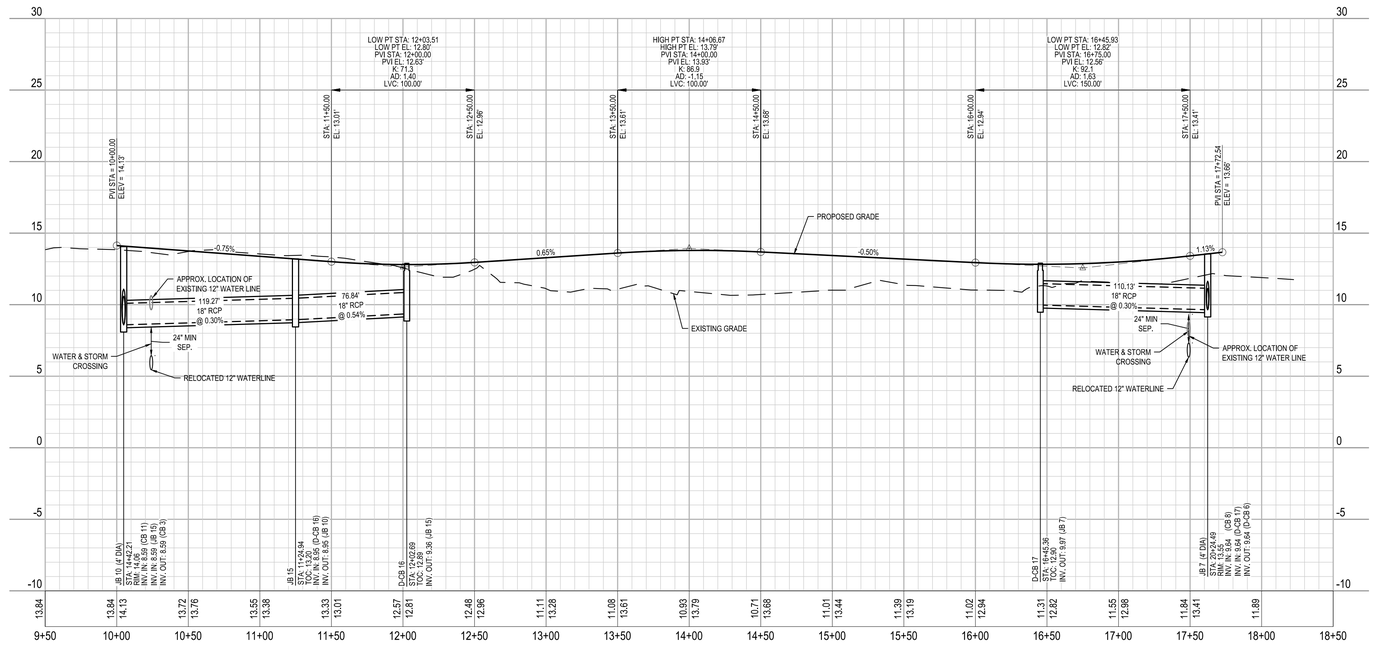


SCALE:
1" = 50' HORIZ.
1" = 5' VERT.



SCALE:
1" = 50' HORIZ.
1" = 5' VERT.

16TH ALLEY



GRAPHIC SCALE
50 0 25 50 100
1 inch = 50 ft.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5
BEAUFORT, NC

16TH ALLEY PLAN & PROFILE

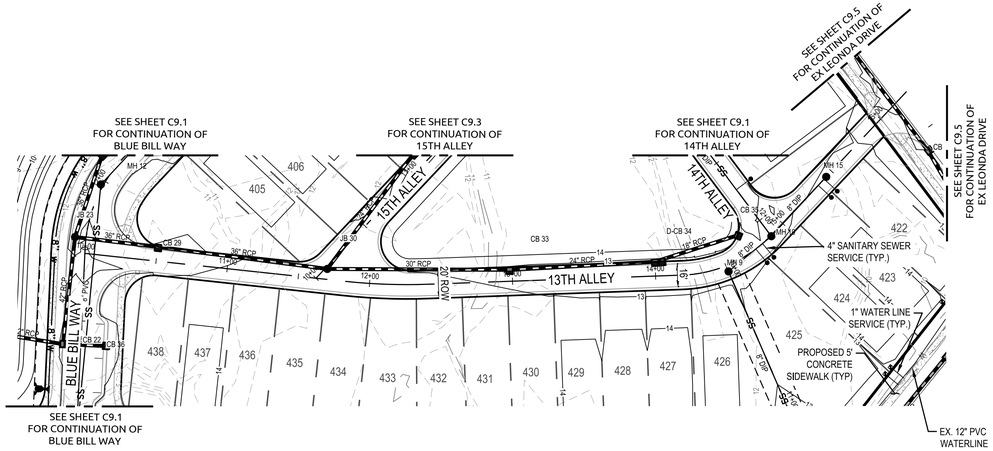
Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA
ENGINEER
JOSEPH S. BOYD
PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

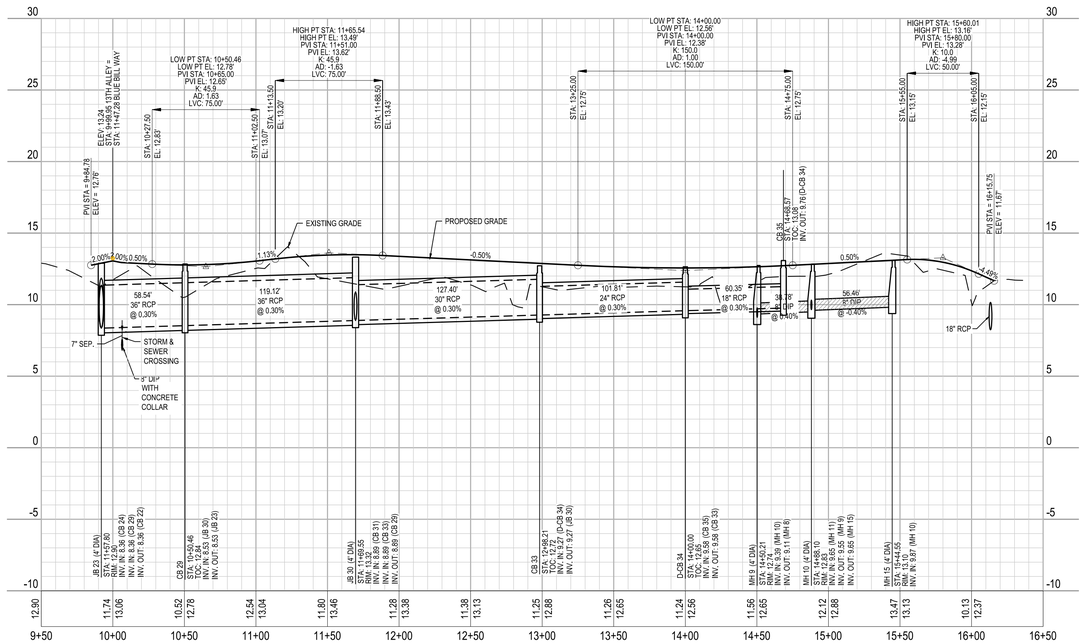
Sheet No.
C9.2

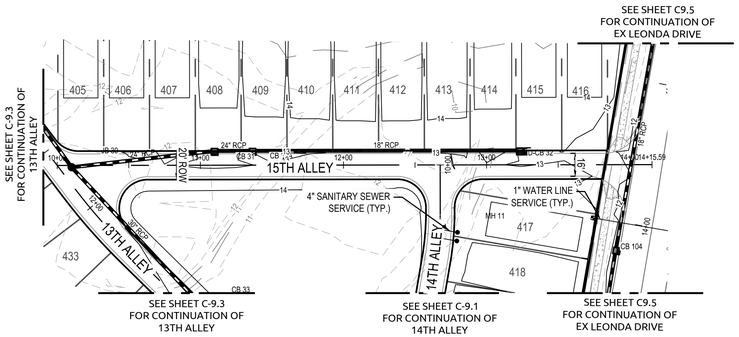
K:\08\08-97\08097650-Beau Coast Phase 5\GAD\Drawing Set\Construction\C9.0 PLAN & PROFILE.dwg Thursday, June 4, 2020 8:47:34 AM BOYD, JOSEPH



SCALE:
1" = 50' HORIZ.
1" = 5' VERT.

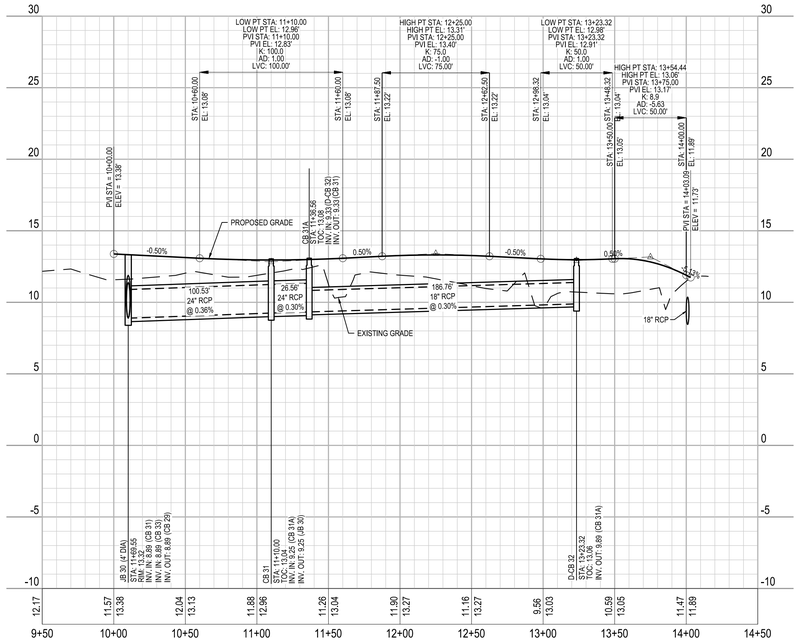
13TH ALLEY





SCALE:
1" = 50' HORIZ.
1" = 5' VERT.

15TH ALLEY



GRAPHIC SCALE
50 0 25 50 100
1 inch = 50 ft.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5
BEAUFORT, NC

13TH ALLEY & 15TH ALLEY
PLAN & PROFILE

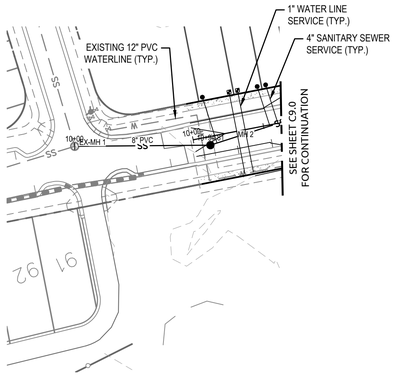
Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 049181 JOSEPH S. BOYD
PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

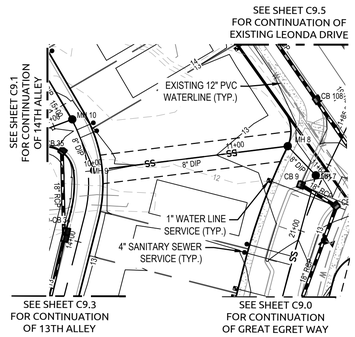
Revisions

Sheet No.
C9.3

K:\BH\08-09\02080976.50 Beau Coast Phase 5\CAD\Drawing Sets\Construction\C9.0 PLAN & PROFILE.dwg Thursday, June 4, 2020 8:47:52 AM BOYD, JOSEPH

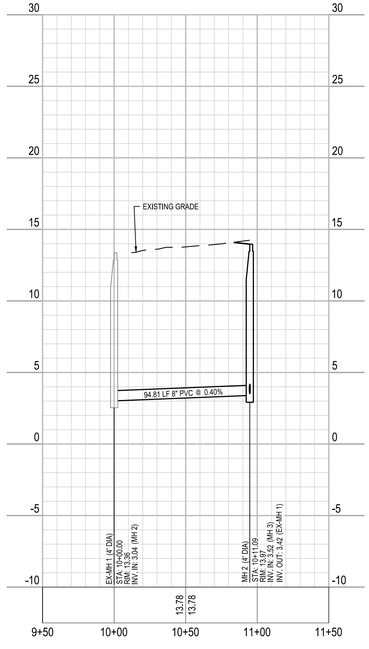


SCALE:
1" = 50' HORIZ.
1" = 5' VERT.

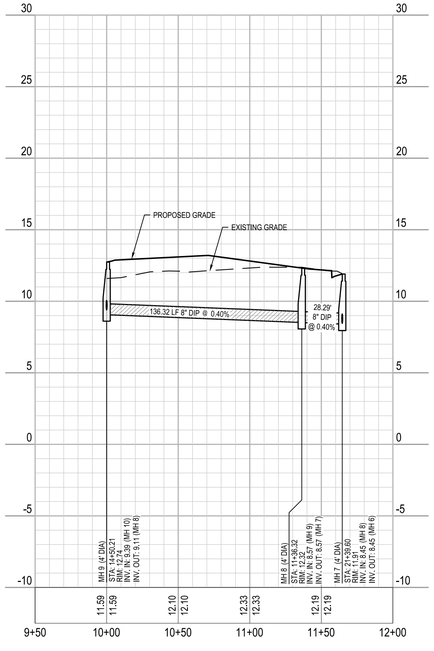


SCALE:
1" = 50' HORIZ.
1" = 5' VERT.

EX-MH1-MH2



MH7-MH9



GRAPHIC SCALE
50 0 25 50 100
1 inch = 50 ft.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5
BEAUFORT, NC

EX-MH1-MH2 & MH7-MH9
PLAN & PROFILE

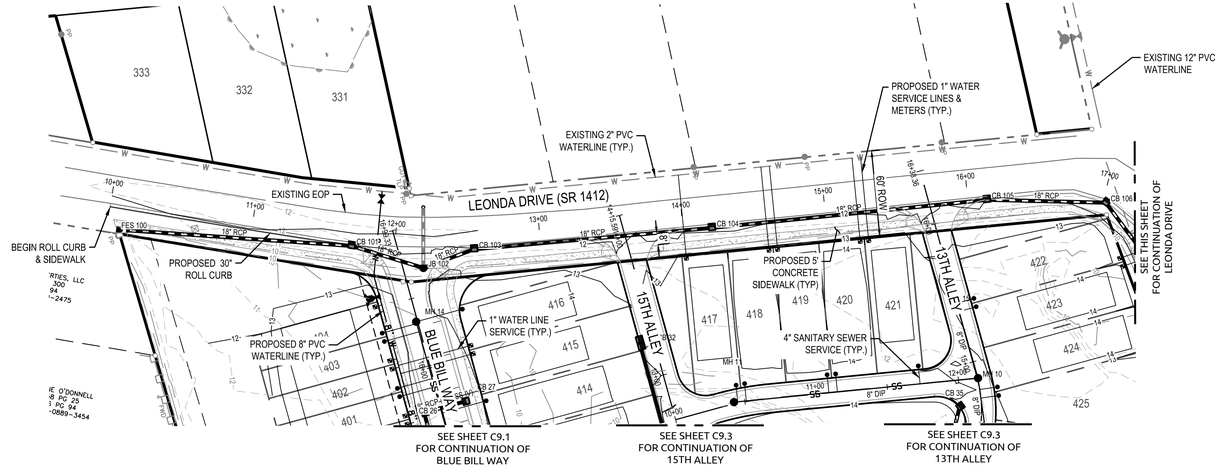
Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA
PROFESSIONAL ENGINEER
JOSEPH S. BOYD
PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

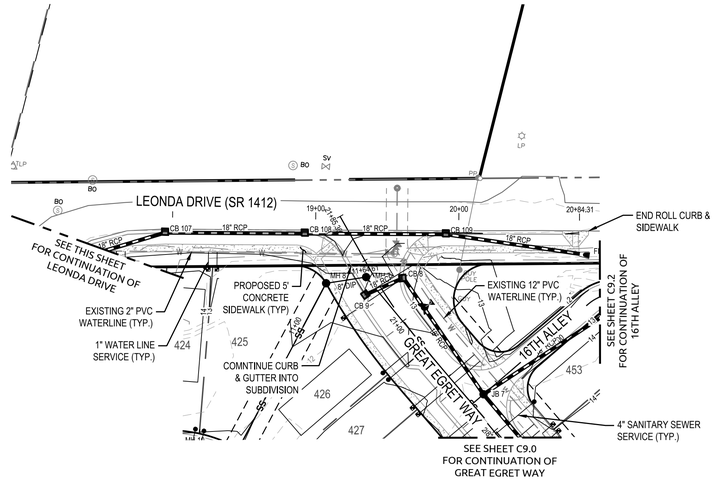
Revisions

Sheet No.
C9.4

K:\08\08-09\76\08097676.50 Beau Coast Phase 5\CAD\Drawing Set\Construction\C9 PLAN & PROFILE.dwg Thursday, June 4, 2020 8:48:08 AM - BOYD, JOSEPH



SCALE:
1" = 50' HORIZ.
1" = 5' VERT.

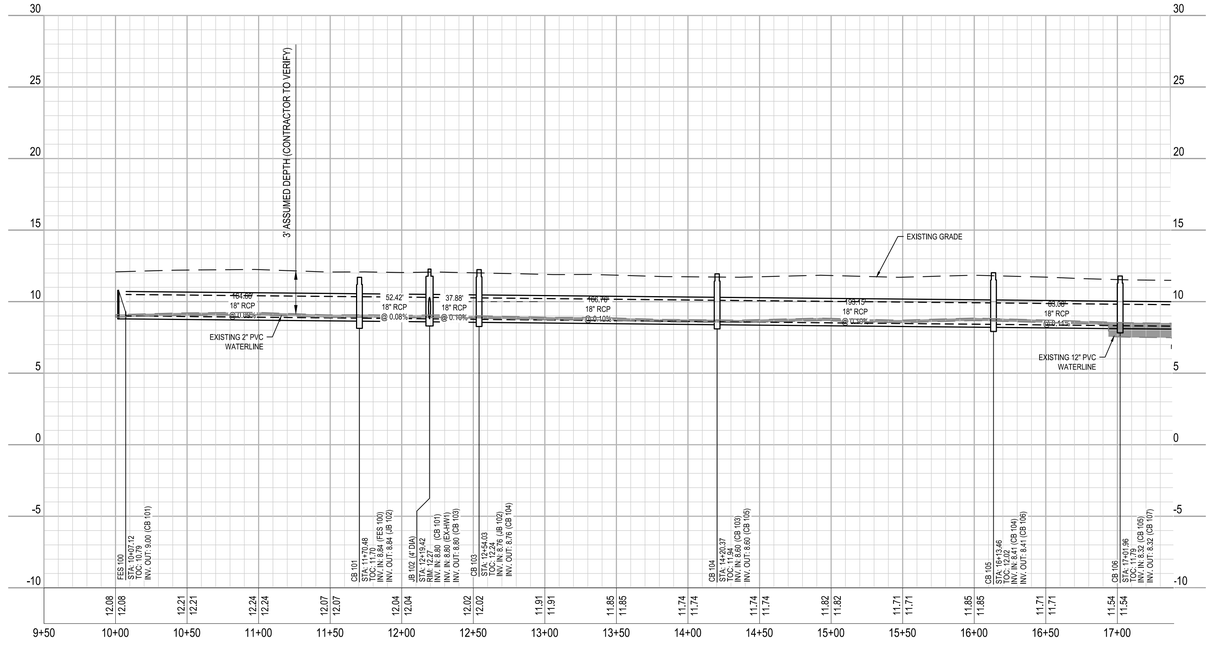


SCALE:
1" = 50' HORIZ.
1" = 5' VERT.

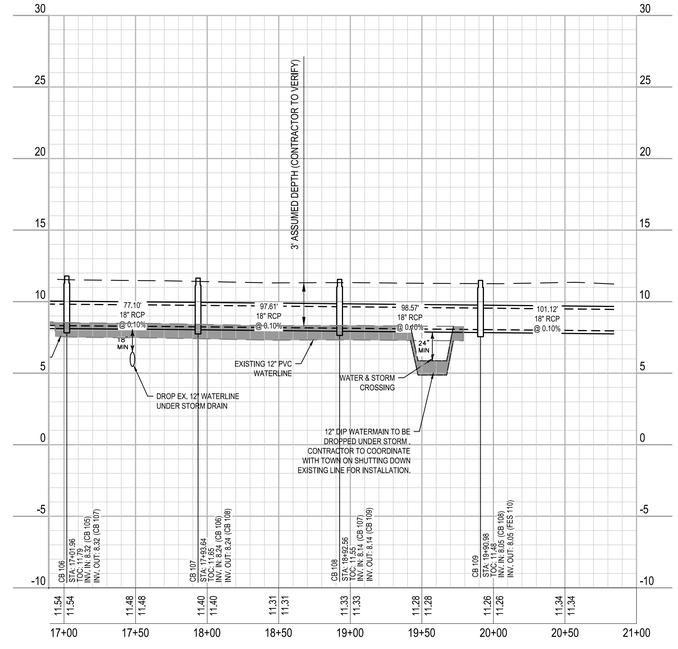
NOTE:

EXISTING LEONDA DRIVE PROPOSED TO HAVE 30" CURB & GUTTER AND SIDEWALKS IN NCDOT RIGHT OF WAY FROM STATION 10+00 TO 20+85.

LEONDA DRIVE



LEONDA DRIVE



GRAPHIC SCALE
50 0 25 50 100
1 inch = 50 ft.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5
BEAUFORT, NC

EXISTING LEONDA DRIVE
PLAN & PROFILE

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

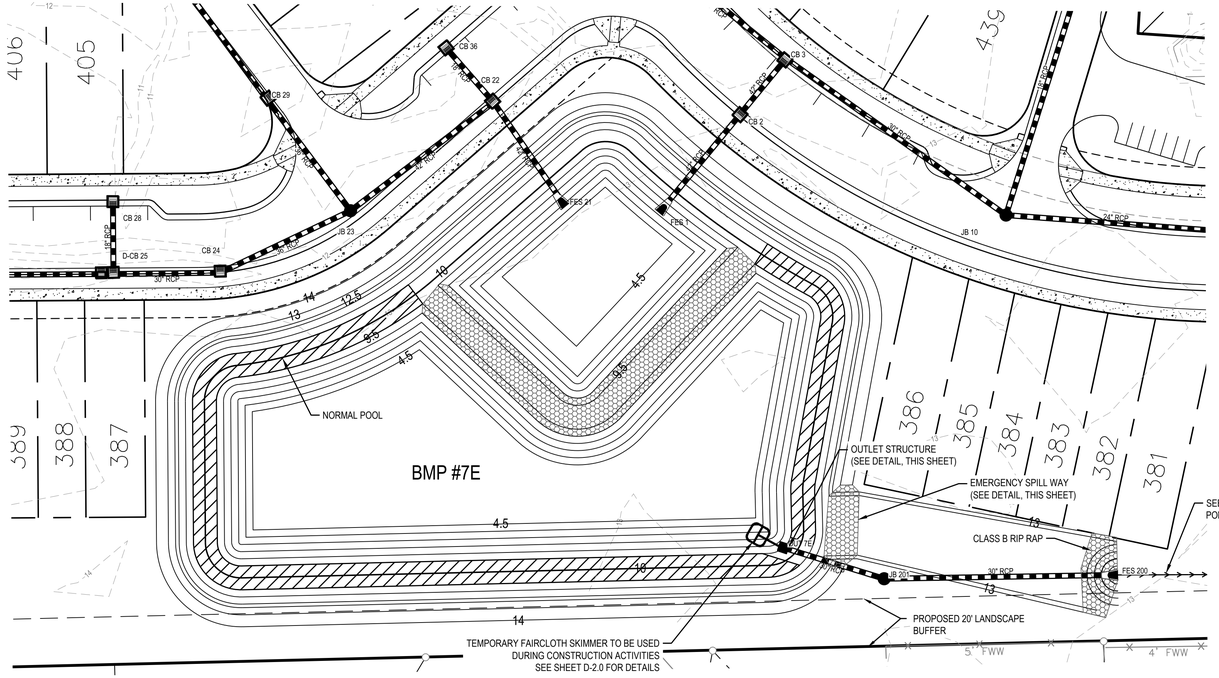
NORTH CAROLINA
PRELIMINARY
NOT APPROVED FOR CONSTRUCTION
JOSEPH S. BL...

Revisions

Sheet No.
C9.5

K:\08\08-97\70\08970.50-Beau Coast Phase 5\CAD\Drawing Set\Construction\C9.0 PLAN & PROFILE.dwg Thursday, June 4, 2020 8:48:39 AM BOYD, JOSEPH

BMP #7E SITE PLAN



VEGETATIVE SHELF SHALLOW WATER EMERGENT COMMUNITY MINIMUM REQUIREMENT: 1,425 PLANTS & MIN. 3 SPECIES (50 PLANTS PER 200 SF)

PROPOSED PLANTINGS:

QUA.	BOTANICAL NAME	COMMON NAME	LAYER	SPACING (FT) ON-CENTER	MIN. PLANT SIZE
360	SAGITTARIA LATIFOLIA	DUCK POTATO	HERBACEOUS	2X2	PLUG
360	JUNCUS EFFUSUS	COMMON RUSH	HERBACEOUS	2X2	PLUG
360	PONTEDERIA CORDATA	PICKEREL WEED	HERBACEOUS	2X2	PLUG
360	PELTANDRA VIRGINICA	ARROW ARUM	HERBACEOUS	2X2	PLUG

STORMWATER POND NOTES:

1. REMOVE ACCUMULATED SEDIMENTS FROM BOTH FOREBAY AND MAIN POND AT COMPLETION OF CONSTRUCTION.
2. SEE LANDSCAPE PLAN FOR POND PLANTINGS.
3. PONDS SHALL BE PUMPED OUT OR HAVE OUTLET STRUCTURE VALVE OPENED FOR MAINTENANCE IF THEY EVER NEED TO BE DRAINED.

POND MAINTENANCE:

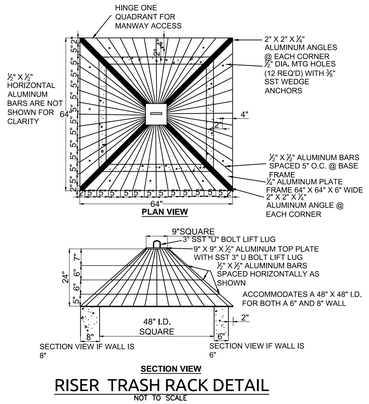
INSPECT SEDIMENT BASINS AT LEAST WEEKLY AND AFTER EACH SIGNIFICANT (½ INCH OR GREATER) RAINFALL EVENT AND REPAIR IMMEDIATELY. REMOVE SEDIMENT AND RESTORE THE BASIN TO ITS ORIGINAL DIMENSIONS WHEN IT ACCUMULATES TO ONE-FOURTH (¼) THE DESIGN DEPTH. PLACE REMOVED SEDIMENT IN AN AREA WITH SEDIMENT CONTROLS.

CHECK THE EMBANKMENT, SPILLWAYS, AND OUTLET FOR EROSION DAMAGE, AND INSPECT THE EMBANKMENT FOR PIPING AND SETTLEMENT. MAKE ALL NECESSARY REPAIRS IMMEDIATELY. REMOVE ALL TRASH AND OTHER DEBRIS FROM THE RISER AND POOL AREA.

GRAPHIC SCALE

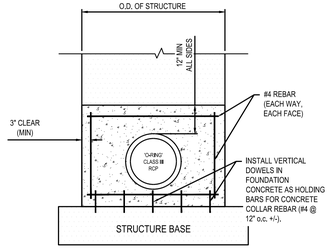
30 0 15 30 60

1 inch = 30 ft.



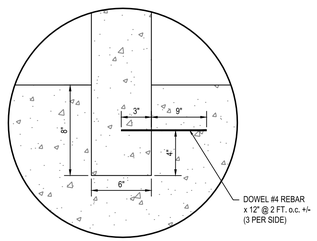
RISER TRASH RACK DETAIL

NOT TO SCALE



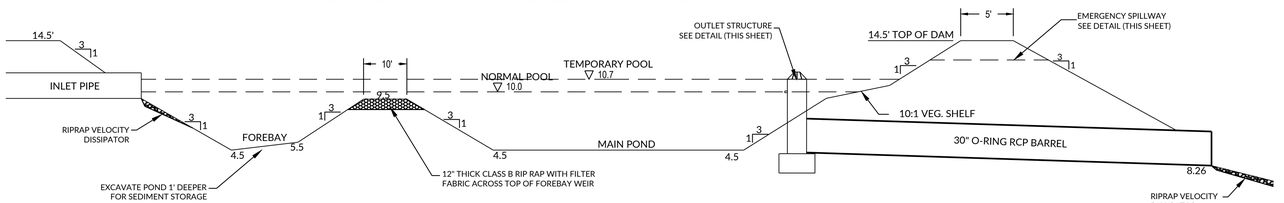
CONCRETE COLLAR DETAIL

NOT TO SCALE



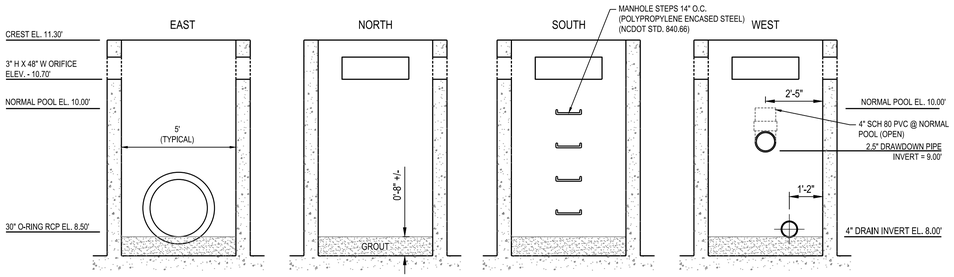
ANCHOR DETAIL

NOT TO SCALE



STORMWATER MANAGEMENT BMP #7E SECTION

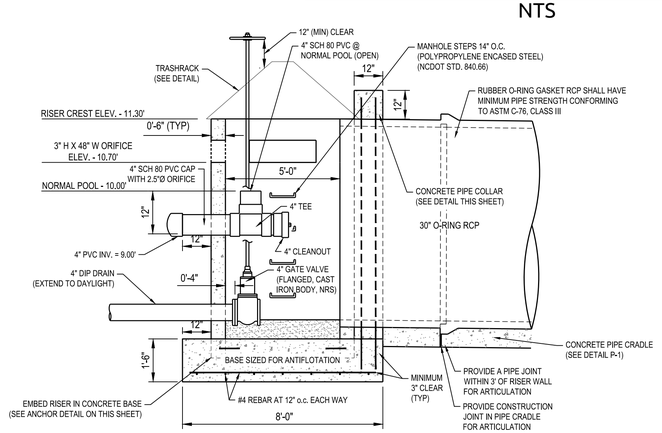
NTS



NOTE: TRASH RACK NOT SHOWN FOR CLARITY

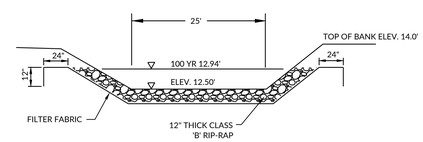
BMP #7E RISER WALL ELEVATIONS

NOT TO SCALE



BMP #7E RISER DETAIL

NOT TO SCALE



BMP #7E EMERGENCY SPILLWAY

NTS

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

BMP 7E DETAILS

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

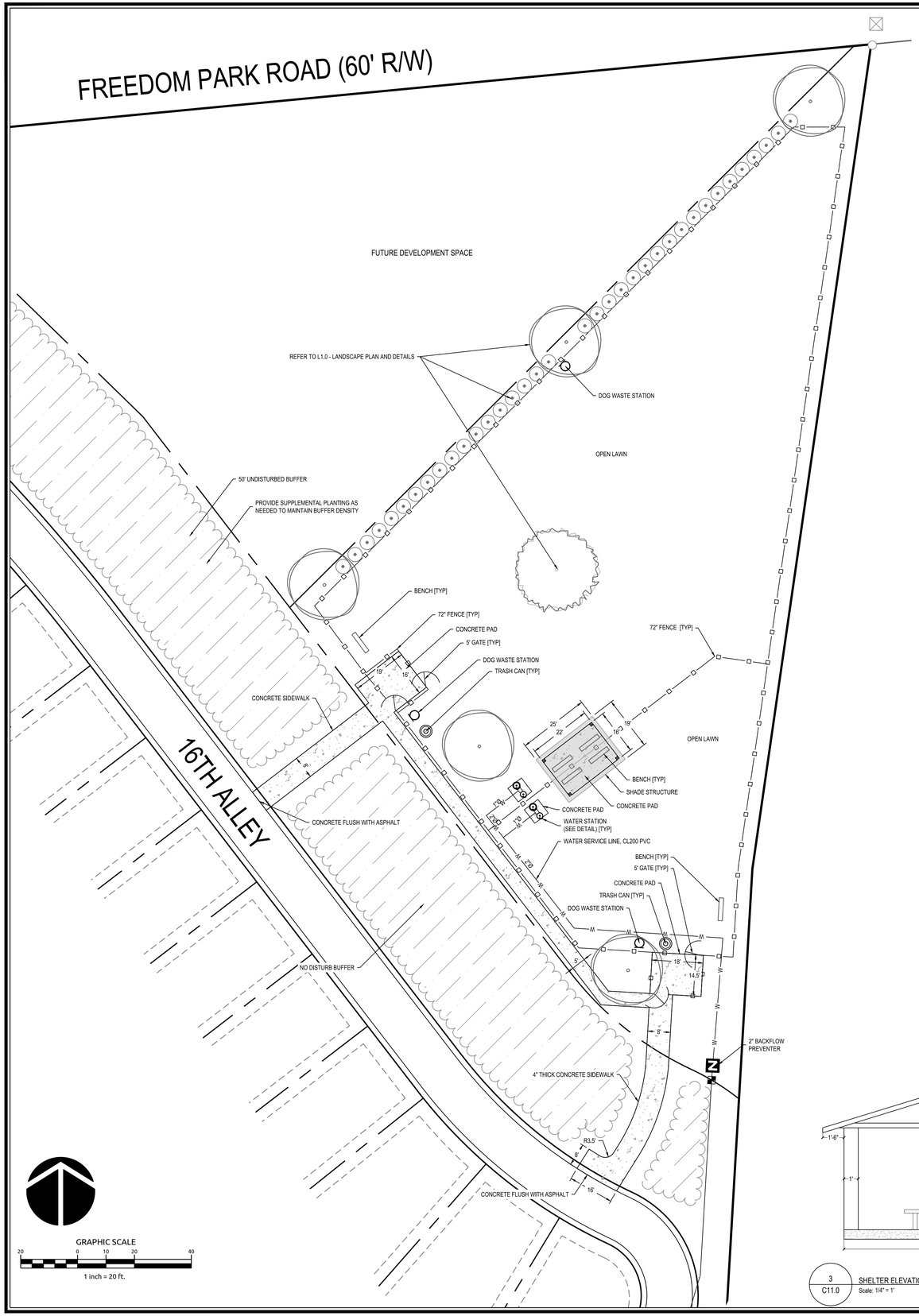
NORTH CAROLINA PROFESSIONAL ENGINEER JOSEPH S. BU...

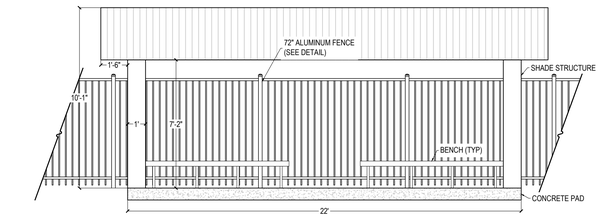
PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

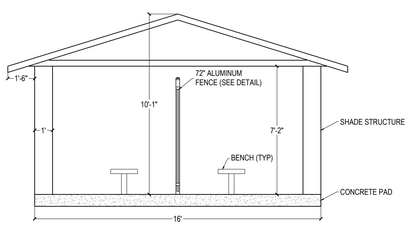
Sheet No.
C10.0

K:\BH\08-09\TG\02080976.50-Beau Coast Phase 5\CAD\Drawing Sets\Construction\C10.0 BMP DETAILS.dwg Thursday, June 4, 2020 8:49:05 AM BOYD, JOSEPH

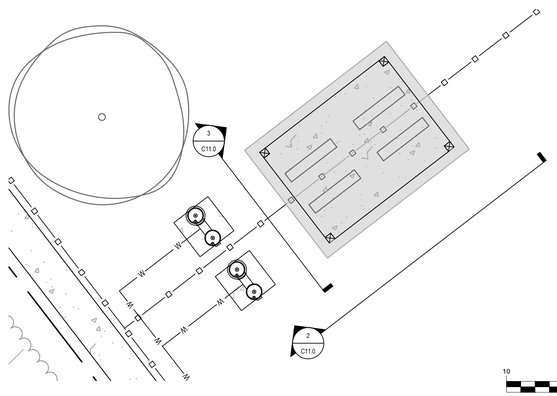




2 / C11.0 SHELTER ELEVATION SOUTH
Scale: 1/4" = 1'



3 / C11.0 SHELTER ELEVATION WEST
Scale: 1/4" = 1'



ENLARGED SHELTER PLAN

GRAPHIC SCALE
1 inch = 10 ft.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

AMENITY SITE PLAN

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

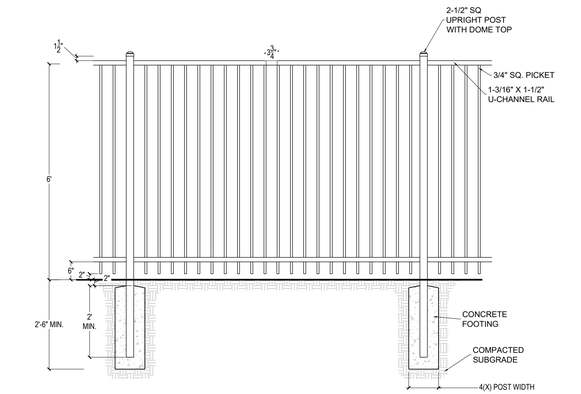
NORTH CAROLINA REGISTERED LANDSCAPE ARCHITECT JESSICA S. BEAL WHITE

PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

Sheet No.
C11.0

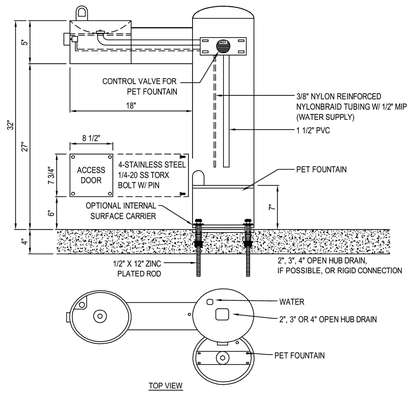
K:\08\08-09\02080976.50-Beau Coast Phase 5\CAD\Drawing Set\Construction\C11.0 AMENITY SITE PLAN.dwg Thursday, March 12, 2020 4:40:47 PM GARBOW, TOM



C11.1

FENCE DETAIL(2)
Scale: 1/2" = 1'-0"

MOST DEPENDABLE FOUNTAINS, INC.
5705 COMMANDER DR. P.O. BOX 587
ARLINGTON, TN 38002-0587
PHONE: (901) 867-0039
FAX: (901) 867-0159
www.mostdependable.com



TOP VIEW

NOTES:
1. OPTIONAL STAINLESS STEEL SURFACE CARRIER RECOMMENDED.
2. SHOWN WITH OPTIONAL 10 SS SURFACE CARRIER, ATTACHED PET FOUNTAIN.
3. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.
4. DO NOT SCALE DRAWING.
5. THIS DRAWING IS INTENDED FOR USE BY ARCHITECTS, ENGINEERS, CONTRACTORS, CONSULTANTS AND DESIGN PROFESSIONALS FOR PLANNING PURPOSES ONLY. THIS DRAWING MAY NOT BE USED FOR CONSTRUCTION.
6. ALL INFORMATION CONTAINED HEREIN WAS CURRENT AT THE TIME OF DEVELOPMENT BUT MUST BE REVIEWED AND APPROVED BY THE PRODUCT MANUFACTURER TO BE CONSIDERED ACCURATE.
7. CONTRACTOR'S NOTE: FOR PRODUCT AND COMPANY INFORMATION VISIT www.CADdetails.com/info AND ENTER REFERENCE NUMBER 3354-1.32.

MODEL 410 SM
SHOWN W/ OPTIONAL SS SURFACE CARRIER,PF

3354-1-32 REVISION DATE 06/13/2018

PROTECTED BY COPYRIGHT © 2018 CADDETAILS.COM LTD. CADdetails.com

GYMS FOR DOGS™
Natural Dog Park Products

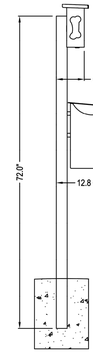
GYMS FOR DOGS™
3815 RIVER CROSSING PKWY SUITE 100
INDIANAPOLIS, IN 46240
PHONE: (800) 931-1562
FAX: (800) 931-6152
www.livinthedoglife.com

☑ SELECT DESIRED COLOR:
- ☐ BLACK
- ☐ NUTMEG BROWN
- ☐ CORN YELLOW
- ☐ GRASS GREEN
- ☐ WATER BLUW
- ☐ CARDINAL RED

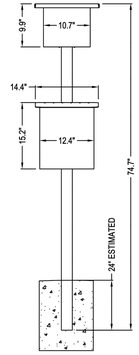
☑ SELECT DESIRED MOUNT:
- ☐ IN-GROUND (**IG**) (SHOWN)
- ☐ SURFACE MOUNT (**SM**)
- ☐ PORTABLE / FREESTANDING (**FS**)

STANDARD FEATURES:
-MADE IN U.S.A
-ALUMINUM ALL-WEATHER MATERIAL
-ADA COMPATIBLE
-HEAVY-DUTY ONE PIECE MOUNTING POST
-CAN BE CUSTOMIZED WITH YOUR BRAND OR SPECIAL LOGO
-PROPRIETARY FLAT SURFACE FOR STORAGE: LEASH, KEYS, CELL PHONES
-600 BAG CAPACITY MEANS LESS REFILL TIME

PRODUCT DIMENSIONS:
DIMENSIONS:
72" H X 15" W X 69" L
RECOMMENDED SPECIFICATIONS:
ITEM:
-DL-PWS100-PCIG
COMPONENTS:
-DL-PNSBAG-TPC (BOX)
-DL-PWSIGP (POST - IG)
MATERIALS:
-POWDER COATED ALUMINUM BAG DISPENSER BOX
-POWDER COATED ALUMINUM POST DESIGNED FOR BURIAL



SIDE ELEVATION



FRONT ELEVATION

NOTES:
1. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.
2. DO NOT SCALE DRAWING.
3. THIS DRAWING IS INTENDED FOR USE BY ARCHITECTS, ENGINEERS, CONTRACTORS, CONSULTANTS AND DESIGN PROFESSIONALS FOR PLANNING PURPOSES ONLY. THIS DRAWING MAY NOT BE USED FOR CONSTRUCTION.
4. ALL INFORMATION CONTAINED HEREIN WAS CURRENT AT THE TIME OF DEVELOPMENT BUT MUST BE REVIEWED AND APPROVED BY THE PRODUCT MANUFACTURER TO BE CONSIDERED ACCURATE.
5. CONTRACTORS NOTE: FOR PRODUCT AND COMPANY INFORMATION VISIT www.CADdetails.com/info AND ENTER REFERENCE NUMBER 5017-066.

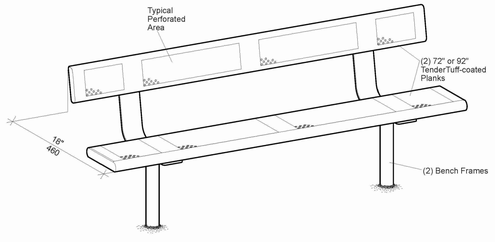
NATURAL DOG PARK - PET WASTE STATION
GYMS FOR DOGS™ - THE PET WASTE STATION™ ALUMINIUM - EXCLUSIVE SIGNATURE DECORATIVE PET WASTE STATION W STARTER KIT OF 400 BAGS (BLACK OR GREEN)

5017-066 ALL RIGHTS RESERVED - GYMS FOR DOGS™ REVISION DATE 01/03/2020

landscape structures®

ISO 14001 CERTIFIED ISO 9001 Certified

14169100



Site Furnishings **141683 Bench, TenderTuff-coated, w/Back** Sheet 1 of 2

601 7TH STREET SOUTH, DELANO, MINNESOTA 55328-0605 888-874-4679 LSI Install Help 888-438-6574 LSI Direct 763-972-6200 Int. FAX (763) 972-3185

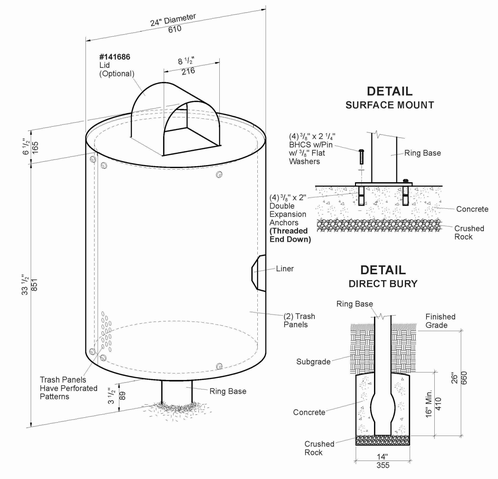
© 2013 by Landscape Structures. All rights reserved.

Document #18819700

landscape structures®

ISO 14001 CERTIFIED ISO 9001 Certified

18819100



Site Furnishings **141685 Litter Receptacle** Sheet 1 of 2

601 7TH STREET SOUTH, DELANO, MINNESOTA 55328-0605 888-874-4679 LSI Install Help 888-438-6574 LSI Direct 763-972-6200 Int. FAX (763) 972-3185

© 2013 by Landscape Structures. All rights reserved.

Document #18819100

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | ww.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

AMENITY SITE DETAILS

Job No. 02080976.50	Drawn By TG
Date 2/13/2020	Designer JSB

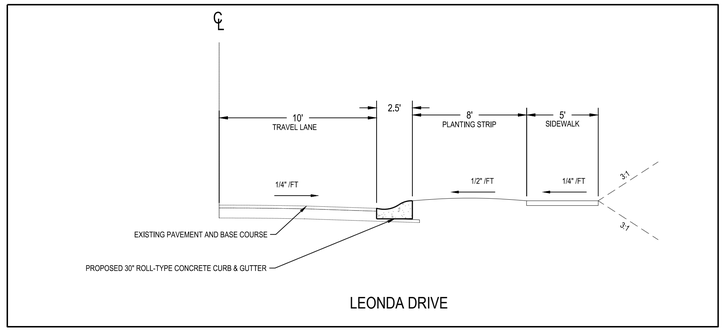
NORTH CAROLINA REGISTERED LANDSCAPE ARCHITECT JOEL B. WHITLEY

PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

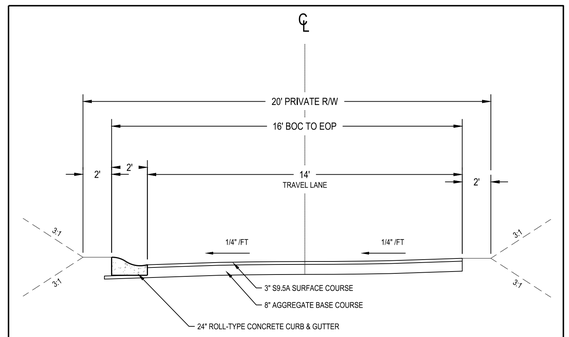
Revisions

Sheet No.
C11.1

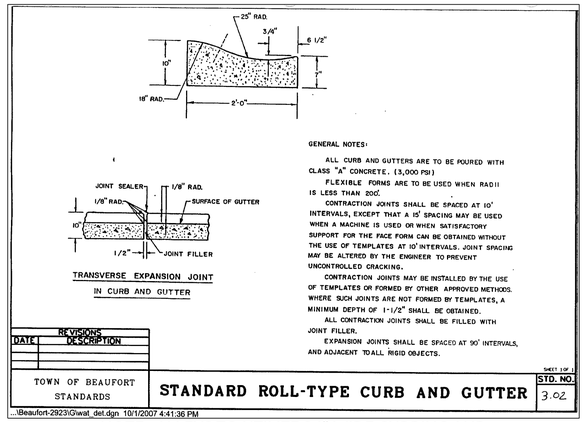
\\wrcorp-file03.withersnt01.com\K\08108-09793\08976.50 Beau Coast Phase 5\CAD\Drawing Set\Construction\C11.0 AMENITY SITE PLAN.dwg Thursday, February 13, 2020 11:46:16 AM JWHITLEY (JWHI



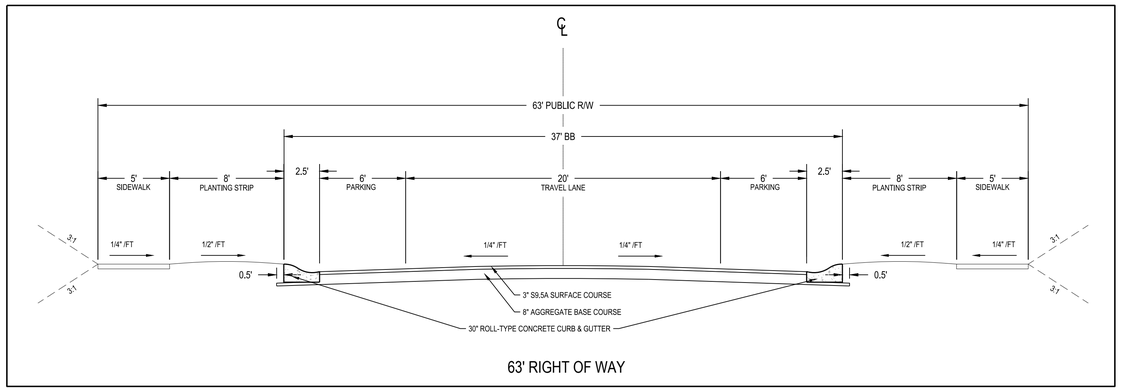
LEONDA DRIVE



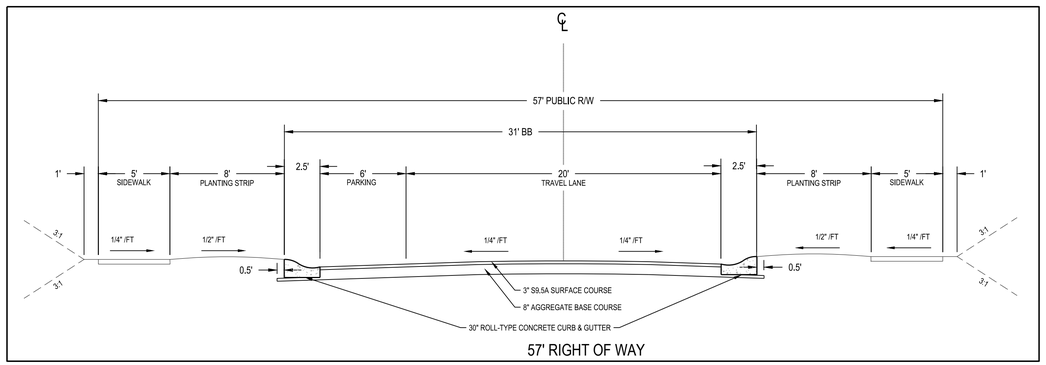
20' ALLEY RIGHT OF WAY



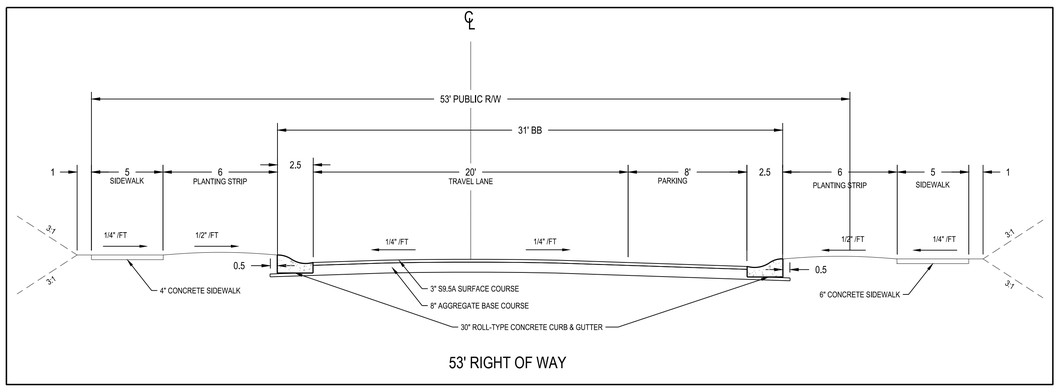
NOTE: ALLEYS TO UTILIZE 24" WIDE CURBING AND ROADWAYS TO UTILIZE 30" WIDE CURBING



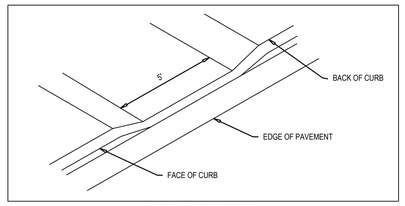
63' RIGHT OF WAY



57' RIGHT OF WAY

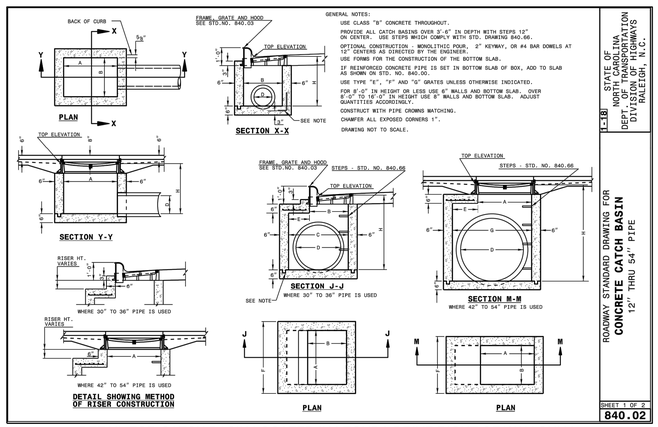


53' RIGHT OF WAY



CURB CUT DETAIL

N.T.S.



DETAIL FOR CATCH BASIN LOCATED IN LEONDA DRIVE RIGHT OF WAY ONLY

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

ROADWAY & STORM DRAIN DETAILS

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

PRELIMINARY
NOT APPROVED FOR CONSTRUCTION
JOSEPH S. BLAU

Revisions

Sheet No.
D1.0

K:\BR\08-9979\08097650\Beau Coast Phase 5\CAD\Drawing Sets\Construction\D1.0 DETAILS.dwg Thursday, June 4, 2020 9:23:20 AM - BDYD, JOSEPH

SEDIMENT BASIN MAINTENANCE:

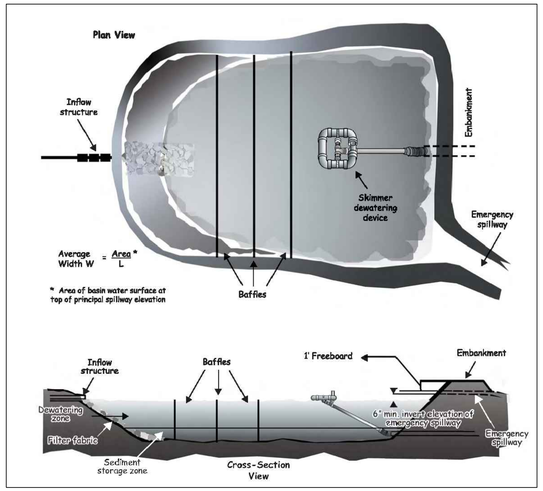
INSPECT SEDIMENT BASINS AT LEAST WEEKLY AND AFTER EACH SIGNIFICANT (ONE-HALF INCH OR GREATER) RAINFALL EVENT AND REPAIR IMMEDIATELY. PULL THE SKIMMER TO ONE SIDE SO THAT THE SEDIMENT UNDERNEATH IT CAN BE EXCAVATED. EXCAVATE THE SEDIMENT FROM THE ENTIRE BASIN, NOT JUST AROUND THE SKIMMER OR THE FIRST CELL. MAKE SURE VEGETATION GROWING IN THE BOTTOM OF THE BASIN DOES NOT HOLD DOWN THE SKIMMER.

IF THE SKIMMER IS CLOGGED WITH TRASH AND THERE IS WATER IN THE BASIN, USUALLY JERKING ON THE ROPE WILL MAKE THE SKIMMER BOB UP AND DOWN AND DISLODGE THE DEBRIS AND RESTORE FLOW. IF THIS DOES NOT WORK, PULL THE SKIMMER OVER TO THE SIDE OF THE BASIN AND REMOVE THE DEBRIS. ALSO CHECK THE ORIFICE INSIDE THE SKIMMER TO SEE IF IT IS CLOGGED; IF SO REMOVE THE DEBRIS.

IF THE SKIMMER ARM OR BARREL PIPE IS CLOGGED, THE ORIFICE CAN BE REMOVED AND THE OBSTRUCTION CLEARED WITH A PLUMBER'S SNAKE OR BY FLUSHING WITH WATER. BE SURE AND REPLACE THE ORIFICE BEFORE REPOSITIONING THE SKIMMER.

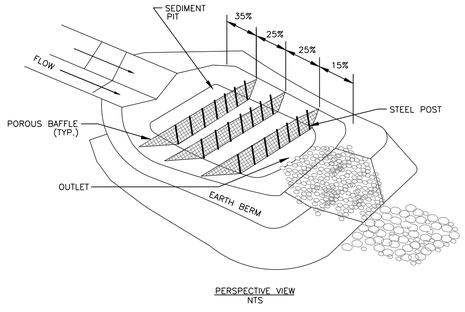
CHECK THE FABRIC LINED SPILLWAY FOR DAMAGE AND MAKE ANY REQUIRED REPAIRS WITH FABRIC THAT SPANS THE FULL WIDTH OF THE SPILLWAY. CHECK THE EMBANKMENT, SPILLWAYS, AND OUTLET FOR EROSION DAMAGE, AND INSPECT THE EMBANKMENT FOR PIPING AND SETTLEMENT. MAKE ALL NECESSARY REPAIRS IMMEDIATELY. REMOVE ALL TRASH AND OTHER DEBRIS FROM THE SKIMMER AND POOL AREAS.

FREEZING WEATHER CAN RESULT IN ICE FORMING IN THE BASIN. SOME SPECIAL PRECAUTIONS SHOULD BE TAKEN IN THE WINTER TO PREVENT THE SKIMMER FROM PLUGGING WITH ICE.



SEDIMENT BASIN DETAIL

NTS



PERSPECTIVE VIEW
NTS

POROUS BAFFLE INSTALLATION DETAIL

NTS

MAINTENANCE

INSPECT BAFFLES AT LEAST WEEKLY AND AFTER EACH RAINFALL EVENT. MAKE ANY REQUIRED REPAIRS IMMEDIATELY.

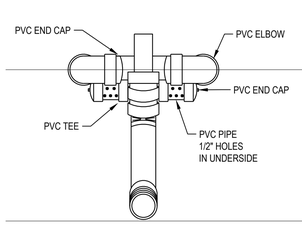
BE SURE TO MAINTAIN ACCESS TO THE BAFFLES. SHOULD THE FABRIC OF A BAFFLE COLLAPSE, TEAR, DECOMPOSE, OR BECOME INEFFECTIVE, REPLACE IT PROMPTLY.

REMOVE SEDIMENT DEPOSITS WHEN IT REACHES HALF FULL TO PROVIDE ADEQUATE STORAGE VOLUME FOR THE NEXT RAIN AND TO REDUCE PRESSURE ON THE BAFFLES. TAKE CARE TO AVOID DAMAGING THE BAFFLES DURING CLEANOUT. SEDIMENT DEPTH SHOULD NEVER EXCEED HALF THE DESIGNED STORAGE DEPTH.

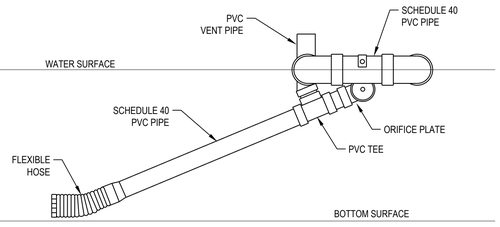
AFTER THE CONTRIBUTING DRAINAGE AREA HAS BEEN PROPERLY STABILIZED, REMOVE ALL BAFFLE MATERIALS AND UNSTABLE SEDIMENT DEPOSITS, BRING THE AREA TO GRADE, AND STABILIZE IT.

CONSTRUCTION SPECIFICATION

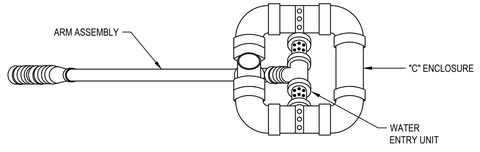
1. GRADE THE BASIN SO THAT THE BOTTOM IS LEVEL FRONT TO BACK AND SIDE TO SIDE.
2. INSTALL POSTS OR SAW HORSES ACROSS THE WIDTH OF THE SEDIMENT TRAP.
3. STEEL POSTS SHOULD BE DRIVEN TO A DEPTH OF 24 INCHES, SPACED AT A MAXIMUM OF 4 FEET APART, AND INSTALLED UP THE SIDES OF THE BASIN AS WELL. THE TOP OF THE FABRIC SHOULD BE 6 INCHES HIGHER THAN THE INVERT OF THE SPILLWAY. TOPS OF BAFFLES SHOULD BE 2 INCHES LOWER THAN THE TOP OF THE BERM.
4. INSTALL AT LEAST THREE ROWS OF BAFFLES BETWEEN THE INLET AND OUTLET DISCHARGE POINT.
5. WHEN USING POSTS, ADD A SUPPORT WIRE OR ROPE ACROSS THE TOP OF THE MEASURE TO PREVENT SAGGING.
6. WRAP POROUS MATERIAL, LIKE JUTE BACKED BY COIR MATERIAL, OVER A SAWHORSE OR THE TOP WIRE. HAMMER REBAR INTO THE SAWHORSE LEGS FOR ANCHORING. THE FABRIC SHOULD HAVE FIVE TO TEN PERCENT OPENINGS IN THE WEAVE. ATTACH FABRIC TO A ROPE AND A SUPPORT STRUCTURE WITH ZIP TIES, WIRE, OR STAPLES.
7. THE BOTTOM AND SIDES OF THE FABRIC SHOULD BE ANCHORED IN A TRENCH OR PINNED WITH 8 INCH EROSION CONTROL MATTING STAPLES.
8. DO NOT SPLICE THE FABRIC, BUT USE A CONTINUOUS PIECE ACROSS THE BASIN.



PROFILE



PROFILE



SKIMMER DETAIL

NTS

SKIMMER SIZING TABLE

NUMBER	SKIMMER SIZE (IN)	ORIFICE DIA. (IN)
SKIMMER BASIN #7E	3.0	3.00

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # : C-0832 | ww.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

BMP 7E EROSION CONTROL DETAILS

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

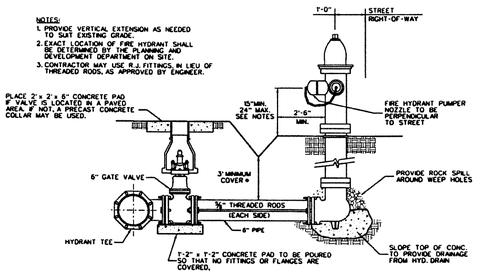
NORTH CAROLINA ENGINEER JOSEPH S. BOYD

PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

Sheet No.
D2.0

K:\08\08-97\02080976.50 Beau Coast Phase 5\CAD\Drawing Set\Construction\D2.0 DETAILS.dwg Wednesday, March 18, 2020 11:58:31 AM JBOYD, JOSEPH



REVISIONS DATE	DESCRIPTION

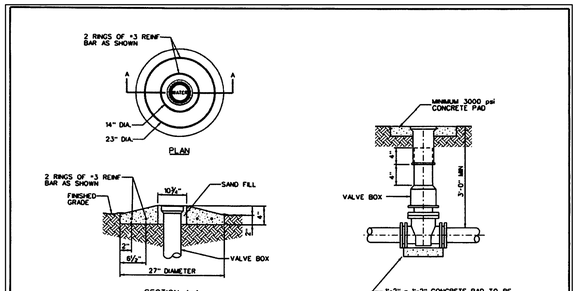
SHEET 1 OF 1

TOWN OF BEAUFORT STANDARDS

TYPICAL FIRE HYDRANT DETAIL

STD. NO. 1.01

\Beaufort-2923\Gwat_det.dgn 10/8/2007 3:40:46 PM



REVISIONS DATE	DESCRIPTION

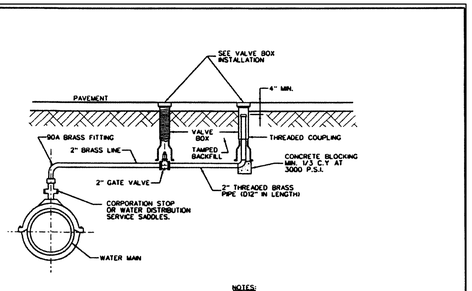
SHEET 1 OF 1

TOWN OF BEAUFORT STANDARDS

TYPICAL VALVE BOX INSTALLATION

STD. NO. 1.02

\Beaufort-2923\Gwat_det.dgn 10/8/2007 3:40:59 PM



REVISIONS DATE	DESCRIPTION

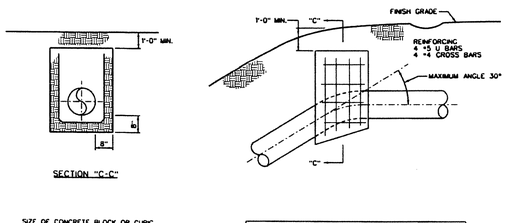
SHEET 1 OF 1

TOWN OF BEAUFORT STANDARDS

STANDARD 2" BLOW-OFF ASSEMBLY

STD. NO. 1.03

\Beaufort-2923\Gwat_det.dgn 10/8/2007 3:41:19 PM



VERTICAL BENDS-THRUST 150 P.S.I.				
ANGLE	TOTAL RADIAL THRUST - LBS.			
	4" PIPE	6" PIPE	8" PIPE	12" PIPE
11¼° BEND	750	950	1,700	3,500
22½° BEND	1,000	1,800	3,000	7,500
30° BEND	1,250	2,500	4,000	9,500

REVISIONS DATE	DESCRIPTION

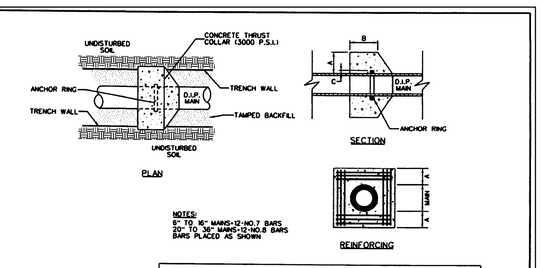
SHEET 1 OF 1

TOWN OF BEAUFORT STANDARDS

VERTICAL THRUST BLOCK DETAIL

STD. NO. 1.05

\Beaufort-2923\Gwat_det.dgn 10/8/2007 3:40:08 PM



SCHEDULE				
PIPE DIAMETER	CONCRETE THRUST COLLAR		ANCHOR RING	RING REQUIRED
	A	B	C	
6",8",12"	T'-0"	T'-0"	2"	ONE
16"	T'-4"	T'-0"	2"	ONE
20"	T'-4"	T'-0"	3"	ONE
24"	T'-4"	T'-0"	3"	TWO
30"	T'-4"	T'-2"	4"	TWO
36"	T'-4"	T'-4"	4"	TWO

REVISIONS DATE	DESCRIPTION

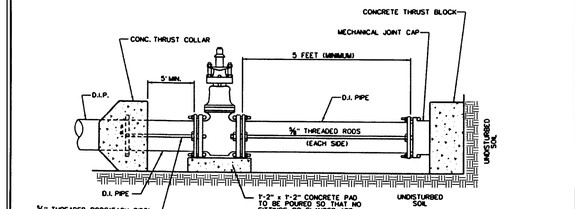
SHEET 1 OF 1

TOWN OF BEAUFORT STANDARDS

STANDARD THRUST COLLAR INSTALLATION

STD. NO. 1.06

...\Beaufort-2923\Gwat_det.dgn 10/8/2007 4:14:11 PM



REVISIONS DATE	DESCRIPTION

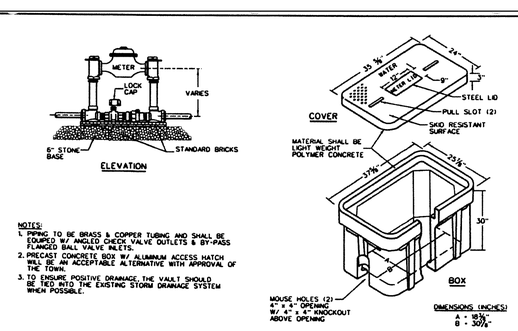
SHEET 1 OF 1

TOWN OF BEAUFORT STANDARDS

STANDARD CAPPING DETAIL

STD. NO. 1.07

\Beaufort-2923\Gwat_det.dgn 10/8/2007 3:39:39 PM



REVISIONS DATE	DESCRIPTION

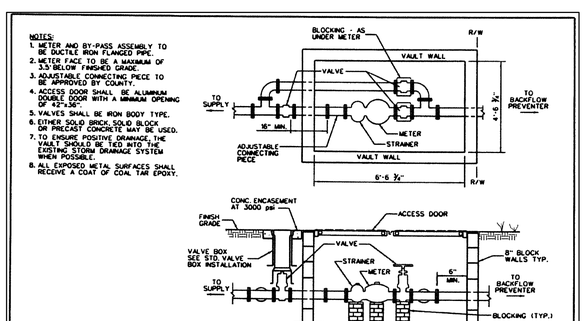
SHEET 1 OF 1

TOWN OF BEAUFORT STANDARDS

STANDARD 1 ½" & 2" METER INSTALLATION AND VAULT

STD. NO. 1.09

\Beaufort-2923\Gwat_det.dgn 10/8/2007 3:38:01 PM



REVISIONS DATE	DESCRIPTION

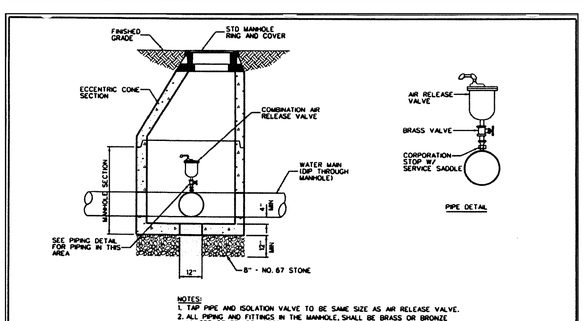
SHEET 1 OF 1

TOWN OF BEAUFORT STANDARDS

STANDARD 3" & 4" METER INSTALLATION AND VAULT

STD. NO. 1.10

...\Beaufort-2923\Gwat_det.dgn 10/8/2007 4:15:28 PM



REVISIONS DATE	DESCRIPTION

SHEET 1 OF 1

TOWN OF BEAUFORT STANDARDS

COMBINATION AIR VALVE MANHOLE (FOR WATER MAINS)

STD. NO. 1.15

\Beaufort-2923\Gwat_det.dgn 10/8/2007 3:37:19 PM

TYPICAL DETAILS NOTE:
THE TYPICAL DETAILS ON THIS SHEET WERE DESIGNED AND PREPARED BY OTHERS.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5
BEAUFORT, NC

WATER DETAILS

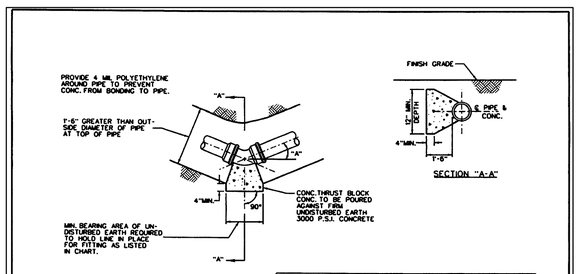
Job No. 02080976.50 | Drawn By TG
Date 2/13/2020 | Designer JSB

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL JOSEPH S. BO
PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

Sheet No.
D3.0

K:\02\08-09\2080976.50\Beau Coast Phase 5\CAD\Drawing Sets\Construction\D3.0 DETAILS.dwg Thursday, June 4, 2009 9:23:22 AM BOYD, JOSEPH



SQ. FT. BEARING AREA				
FITTING	4" PIPE	6" PIPE	8" PIPE	12" PIPE
90° BEND	1	3	5.5	40.8
D.E. OR TEE	1	2.5	3.8	31.5
45°OR LESS	1	2	3	22.1

EXCAVATE AS NEARLY VERTICAL AS POSSIBLE

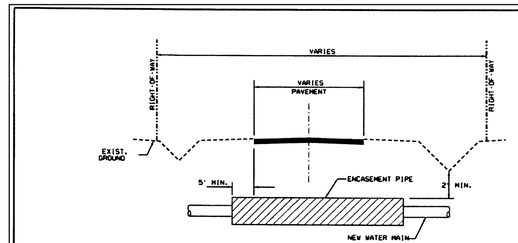
REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

THRUST BLOCK FOR HORIZONTAL PIPE BENDS

SHEET 1 OF 1 — STD. NO. 1.04

\Beaufort-2923\G\wat_det.dgn 10/8/2007 3:39:56 PM



NOTES:
METAL "SPIDERS" SHALL BE USED FOR SUPPORT OF THE CARRIER PIPE WITHIN THE CASING PIPE. SEE DETAIL 1.12.

NOMINAL WATER SIZE	ENCASEMENT SIZE	MINIMUM WALL THICKNESS NCDOT CROSSING	MINIMUM WALL THICKNESS RAILWAY CROSSING
4	NONE	---	---
6	12"	0.188"	0.188"
8	16"	0.258"	0.281"
10	18"	0.258"	0.312"
12	20"	0.258"	0.344"

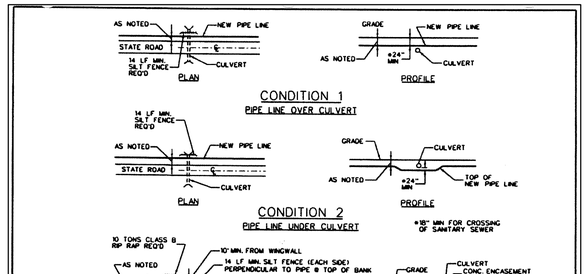
REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

BORE CROSSING DETAIL

SHEET 1 OF 1 — STD. NO. 1.11

...\Beaufort-2923\G\wat_det.dgn 10/8/2007 4:15:43 PM



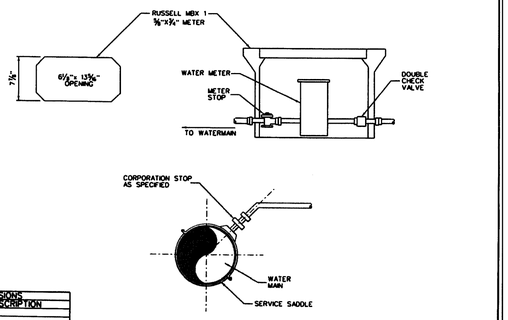
REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

INSTALLATION OF PIPELINE AT CULVERT DETAIL

SHEET 1 OF 1 — STD. NO. 1.13

\Beaufort-2923\G\wat_det.dgn 10/8/2007 3:36:18 PM



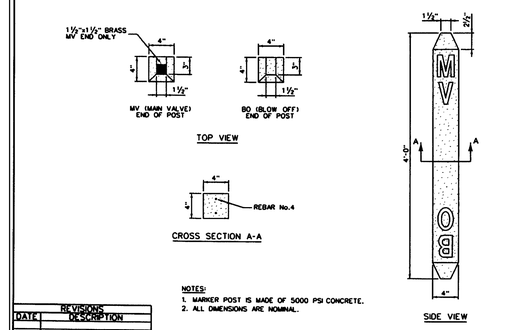
REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

WATER SERVICE ASSEMBLY

SHEET 1 OF 1 — STD. NO. 1.08

\Beaufort-2923\G\wat_det.dgn 10/8/2007 3:38:23 PM



NOTES:
1. MARKER POST IS MADE OF 5000 PSI CONCRETE.
2. ALL DIMENSIONS ARE NOMINAL.

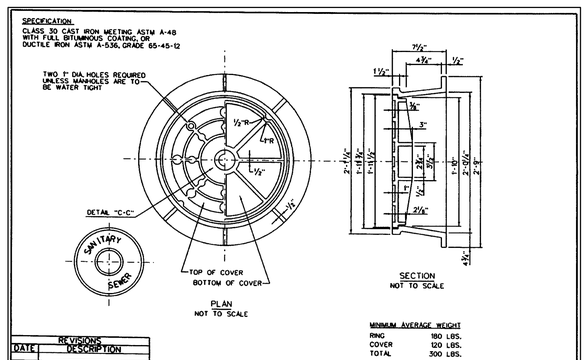
REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

4'x4"x4" WITNESS POST

SHEET 1 OF 1 — STD. NO. 1.17

...\Beaufort-2923\G\wat_det.dgn 10/8/2007 3:33:59 PM



MINIMUM AVERAGE WEIGHT

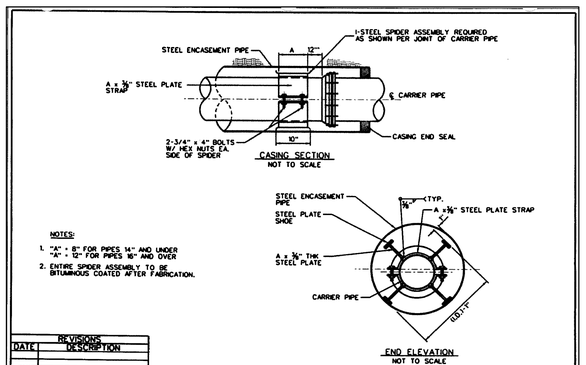
RING	180 LBS.
COVER	120 LBS.
TOTAL	300 LBS.

REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

MANHOLE RING AND COVER

SHEET 1 OF 1 — STD. NO. 2.02



NOTES:
1. "A" = 8" FOR PIPES 14" AND UNDER "A" = 12" FOR PIPES 16" AND OVER
2. ENTIRE SPIDER ASSEMBLY TO BE BITUMINOUS COATED AFTER FABRICATION.

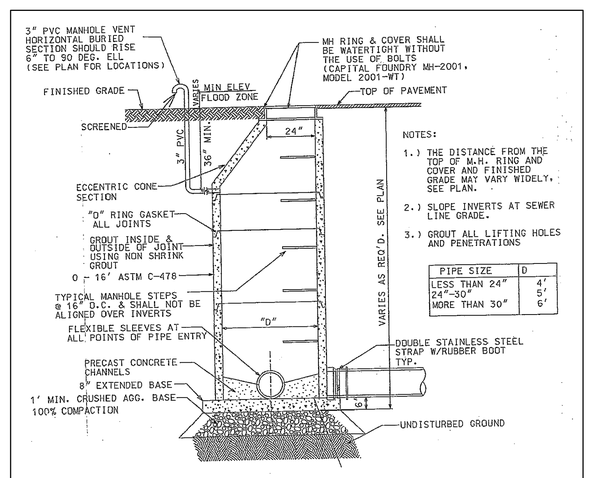
REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

WATER LINE STEEL ENCASEMENT

SHEET 1 OF 1 — STD. NO. 1.12

\Beaufort-2923\G\wat_det.dgn 10/8/2007 3:37:42 PM

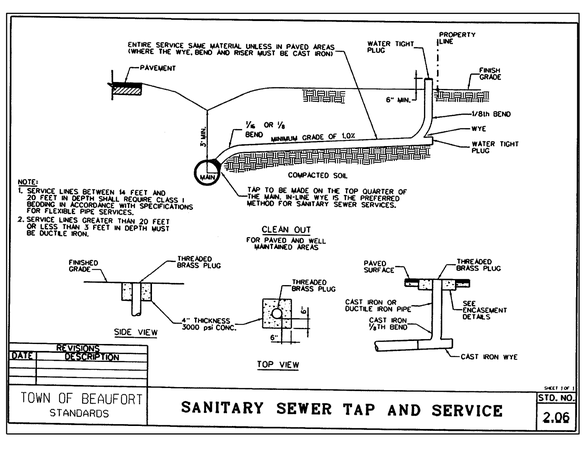


NOTES:
1.) THE DISTANCE FROM THE TOP OF M.H. RING AND COVER AND FINISHED GRADE MAY VARY WIDELY, SEE PLAN.
2.) SLOPE INVERTS AT SEWER LINE GRADE.
3.) GROUT ALL LIFTING HOLES AND PENETRATIONS

PIPE SIZE	D
LESS THAN 24"	4'
24"-30"	5'
MORE THAN 30"	6'

TYPICAL PRECAST MANHOLE

SCALE: NOT TO SCALE
EXTEND BASE 12"



NOTE:
1. SERVICE LINES BETWEEN 14 FEET AND 20 FEET IN DEPTH SHALL REQUIRE CLASS I BEDDING IN ACCORDANCE WITH SPECIFICATIONS FOR FLEXIBLE PIPE SERVICES.
2. SERVICE LINES GREATER THAN 20 FEET OR LESS THAN 3 FEET IN DEPTH MUST BE DUCTILE IRON.

REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

SANITARY SEWER TAP AND SERVICE

SHEET 1 OF 1 — STD. NO. 2.06

TYPICAL DETAILS NOTE:
THE TYPICAL DETAILS ON THIS SHEET WERE DESIGNED AND PREPARED BY OTHERS.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5
BEAUFORT, NC

WATER & SEWER DETAILS

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

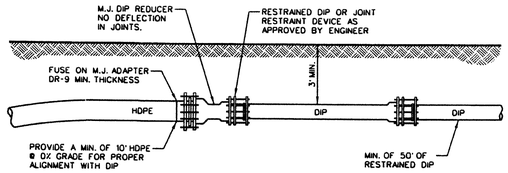
NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 040826 JOSEPH S. BUCHANAN

PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

Sheet No.
D4.0

K:\08\08-09\2080976.50\Beau Coast Phase 5\CAD\Drawing Sets\Construction\20.0 DETAILS.dwg Thursday, June 4, 2009 9:23:23 AM - KEVIN JOSEPH



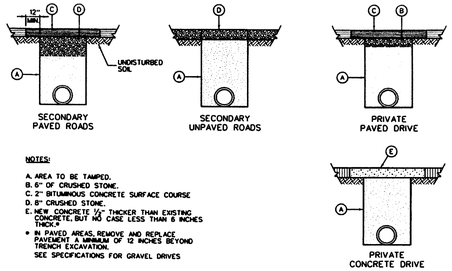
REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

PIPELINE RESTRAINT AT HDPE/DI CONNECTIONS DETAIL

SHEET 1 OF 1 — STD. NO. 1.14

..\Beaufort-2923\G\wat_det.dgn 10/8/2007 3:36:44 PM



NOTES:

A. AREA TO BE TAMPED.
B. 6" OF CRUSHED STONE.
C. 2" BITUMINOUS CONCRETE SURFACE COURSE
D. 8" CRUSHED STONE.
E. NEW CONCRETE ½" THICKER THAN EXISTING CONCRETE, BUT NO CASE LESS THAN 6 INCHES THICK.
* IN PAVED AREAS, REMOVE AND REPLACE PAVEMENT A MINIMUM OF 12 INCHES BEYOND TRENCH EXCAVATION.
SEE SPECIFICATIONS FOR GRAVEL DRIVES

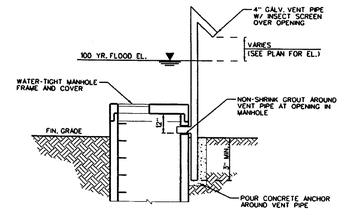
REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

PAVEMENT REPLACEMENT DETAIL

SHEET 1 OF 1 — STD. NO. 1.16

..\Beaufort-2923\G\wat_det.dgn 10/8/2007 3:34:20 PM

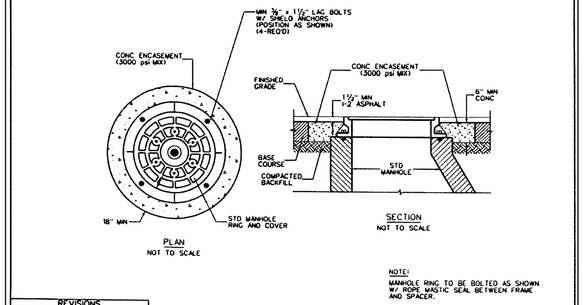


REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

MANHOLE VENT

SHEET 1 OF 1 — STD. NO. 2.15



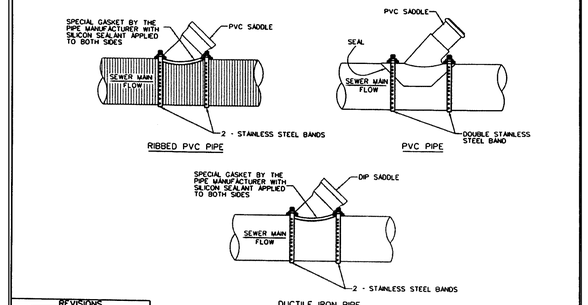
NOTE:
MANHOLE RING TO BE BOLTED AS SHOWN W/ ROPE MASTIC SEAL BETWEEN FRAME AND SPACER.

REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

MANHOLE RING AND COVER INSTALLATION IN PAVEMENT AREAS

SHEET 1 OF 1 — STD. NO. 2.03

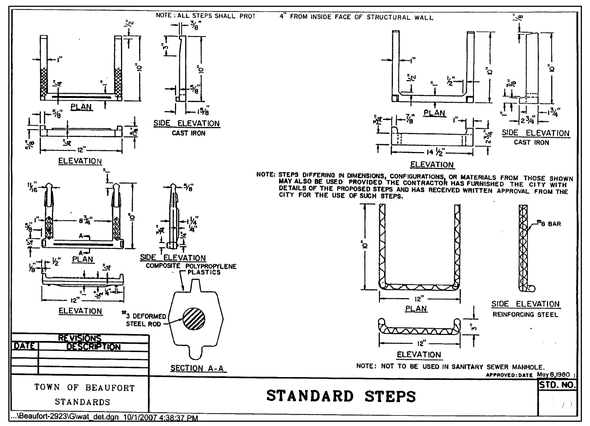


REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

SANITARY SEWER LATERAL CONNECTION

SHEET 1 OF 1 — STD. NO. 2.05



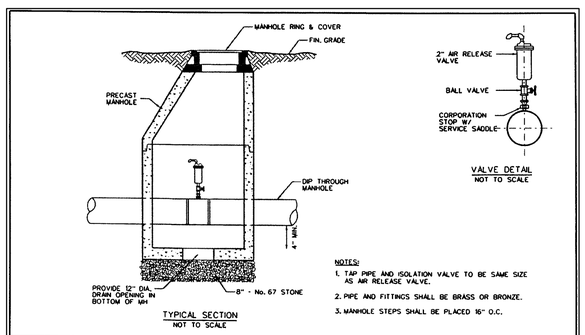
REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

STANDARD STEPS

STD. NO. 2.11

..\Beaufort-2923\G\wat_det.dgn 10/1/2007 4:38:37 PM



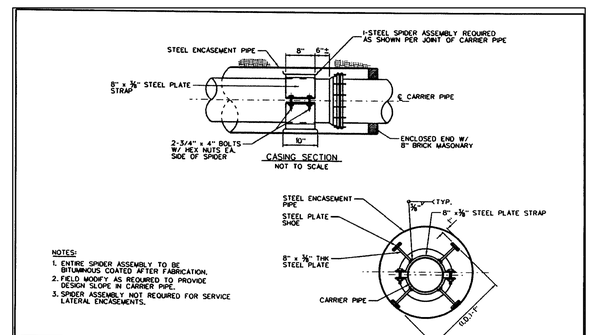
NOTES:
1. TAP PIPE AND ISOLATION VALVE TO BE SAME SIZE AS AIR RELEASE VALVE.
2. PIPE AND FITTINGS SHALL BE BRASS OR BRONZE.
3. MANHOLE STEPS SHALL BE PLACED 16" O.C.

REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

AIR RELEASE MANHOLE

SHEET 1 OF 1 — STD. NO. 2.07



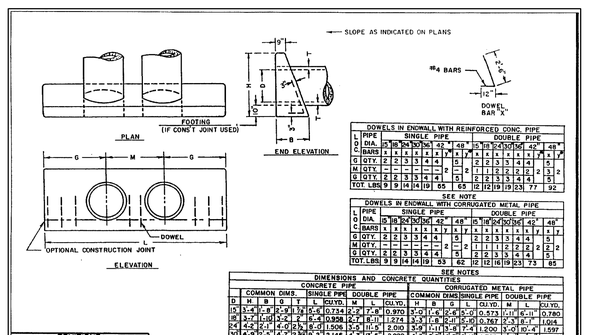
NOTES:
1. ENTIRE SPIDER ASSEMBLY TO BE BITUMINOUS COATED AFTER FABRICATION.
2. FIELD MODIFY AS REQUIRED TO PROVIDE DESIGN SLOPE IN CARRIER PIPE.
3. SPIDER ASSEMBLY NOT REQUIRED FOR SERVICE LATERAL ENCASEMENTS.

REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

GRAVITY SEWER STEEL ENCASEMENT

SHEET 1 OF 1 — STD. NO. 2.08



DOWELS IN ENDWALL WITH REINFORCED CONC. PIPE

L PIPE	SINGLE PIPE						DOUBLE PIPE					
D DIA.	18"	24"	30"	36"	42"	48"	18"	24"	30"	36"	42"	48"
C BARS	3 x 5	3 x 5	4 x 5	4 x 5	4 x 7	5 x 7	3 x 5	3 x 5	4 x 5	4 x 5	4 x 7	5 x 7
G QTY.	2	2	3	3	4	4	4					
M QTY.	–	–	–	–	–	–	2	2	2	3	4	5
G QTY.	2	2	3	3	4	4	4					
TOT. LBS.	9	9	14	14	19	65	65	12	12	19	23	77	92

SEE NOTE

DOWELS IN ENDWALL WITH CORRUGATED METAL PIPE

L PIPE	SINGLE PIPE						DOUBLE PIPE					
D DIA.	18"	24"	30"	36"	42"	48"	18"	24"	30"	36"	42"	48"
C BARS	3 x 5	3 x 5	4 x 5	4 x 5	4 x 7	5 x 7	3 x 5	3 x 5	4 x 5	4 x 5	4 x 7	5 x 7
G QTY.	2	2	3	3	4	4	4					
M QTY.	–	–	–	–	–	–	2	2	2	3	4	5
G QTY.	2	2	3	3	4	4	4					
TOT. LBS.	9	9	14	14	19	53	62	12	12	16	19	23	73	85

SEE NOTES

DIMENSIONS AND CONCRETE QUANTITIES

	CONCRETE PIPE								CORRUGATED METAL PIPE					
	COMMON DIMS.				SINGLE PIPE		DOUBLE PIPE		COMMON DIMS.		SINGLE PIPE		DOUBLE PIPE	
D	H	B	G	T	L	CU.YD.	M	L	CU.YD.	H	B	G	L	CU.YD.	M	L	CU.YD.
18"	3'-4"	1'-6"	5'-0"	9"	5'-6"	0.734	2'-2"	7'-8"	0.970	3'-0"	1'-6"	2'-6"	5'-0"	0.573	1'-1"	8'-11"	0.780
24"	3'-7"	1'-9"	5'-0"	9"	6'-0"	0.858	2'-2"	8'-1"	1.224	3'-3"	1'-6"	2'-6"	5'-0"	0.767	1'-3"	9'-1"	1.004
30"	4'-0"	2'-1"	4'-0"	9"	6'-0"	1.006	3'-0"	11'-5"	2.010	3'-9"	1'-6"	3'-0"	7'-4"	1.200	3'-0"	10'-8"	1.597
36"	4'-9"	2'-5"	4'-0"	9"	6'-0"	1.153	4'-3"	15'-3"	2.920	4'-3"	2'-0"	4'-0"	8'-0"	1.757	3'-9"	12'-2"	2.348
42"	5'-3"	2'-8"	5'-6"	3"	11'-0"	3.040	5'-0"	16'-0"	4.086	4'-9"	2'-5"	5'-2"	10'-4"	3.456	4'-6"	14'-10"	3.258
48"	5'-10"	2'-11"	6'-4"	3½"	12'-8"	4.120	5'-10"	18'-8"	5.554	5'-3"	2'-8"	5'-11"	11'-10"	3.310	5'-3"	17'-1"	4.434
54"	6'-5"	3'-3"	7'-2"	4"	14'-4"	5.535	6'-8"	21'-0"	7.457	5'-9"	2'-11"	6'-8"	13'-4"	4.337	6'-0"	19'-4"	5.962

REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

STANDARD CONCRETE ENDWALL FOR SINGLE AND DOUBLE PIPE CULVERTS 15" THRU 48" PIPE-90° SKEW

SHEET 1 OF 1 — STD. NO. 4.03

..\Beaufort-2923\G\wat_det.dgn 10/1/2007 4:38:19 PM

TYPICAL DETAILS NOTE:
THE TYPICAL DETAILS ON THIS SHEET WERE DESIGNED AND PREPARED BY OTHERS.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5
BEAUFORT, NC

WATER, SEWER, STORM & ROADWAY DETAILS

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA ENGINEER JOSEPH S. BU...
PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

Sheet No.
D5.0

K:\08\08-09\7608976.50\Beau Coast Phase 5\CAD\Drawing Sets\Construction\D1.0 DETAILS.dwg Thursday, June 4, 2009 9:23:23 AM BOYD, JOSEPH

LOW PRESSURE AIR TESTING FOR GRAVITY SEWER MAINS

MINIMUM TIME REQUIRED FOR A MAXIMUM 1.0 PSIG PRESSURE DROP FOR SIZE AND LENGTH OF PIPE INDICATED

1 PIPE DIAMETER (IN)	2 MINIMUM TIME (MIN:SEC)	3 LENGTH FOR MINIMUM TIME (FT)	4 TIME FOR LONGER LENGTH (SEC)	SPECIFICATION TIME FOR LENGTH (L) SHOWN (MIN:SEC)							
				100 FT	150 FT	200 FT	250 FT	300 FT	350 FT	400 FT	450 FT
4	3:46	597	.398 L	3:46	3:46	3:46	3:46	3:46	3:46	3:46	3:46
6	5:40	398	.854 L	5:48	5:48	5:48	5:48	5:48	5:48	5:42	6:24
8	7:34	298	1.528 L	7:34	7:34	7:34	7:36	7:36	8:52	10:00	11:24
10	9:26	239	2.374 L	9:26	9:26	9:26	9:53	11:52	13:51	15:49	17:48
12	11:20	199	3.418 L	11:20	11:20	11:24	14:15	17:05	19:56	22:47	25:38
15	14:10	159	5.324 L	14:18	14:18	17:48	22:15	26:42	31:09	35:36	40:04
18	17:00	133	7.692 L	17:00	19:13	25:38	32:03	38:27	44:52	51:16	57:41
21	19:50	114	10.478 L	19:50	26:18	34:54	43:37	52:21	61:00	69:48	78:31
24	22:40	99	13.674 L	22:47	34:11	45:34	56:58	68:22	79:46	91:18	102:33
27	25:30	88	17.306 L	28:51	43:16	57:41	72:07	86:32	100:57	115:22	129:48
30	28:20	80	21.366 L	35:37	53:25	71:13	89:02	106:50	124:38	142:26	160:15
33	31:10	72	25.852 L	43:05	64:38	86:10	107:43	129:16	150:43	172:21	193:53
36	34:00	66	30.768 L	51:17	76:55	102:34	128:12	153:50	179:29	205:07	230:46

NOTE:
THIS TABLE IS FROM UNI-B-6-98. THE TABLE IS BASED ON A 0.0 ALLOWABLE AIR LOSS RATE IN TEST SECTION = 0.0015 CUBIC FEET/MINUTE/SQUARE FEET. TO SHORTEN REQUIRED TEST TIME, A MAXIMUM PRESSURE DROP OF 0.5 PSIG MAY BE USED AND TIME REQUIREMENTS REDUCED BY HALF.

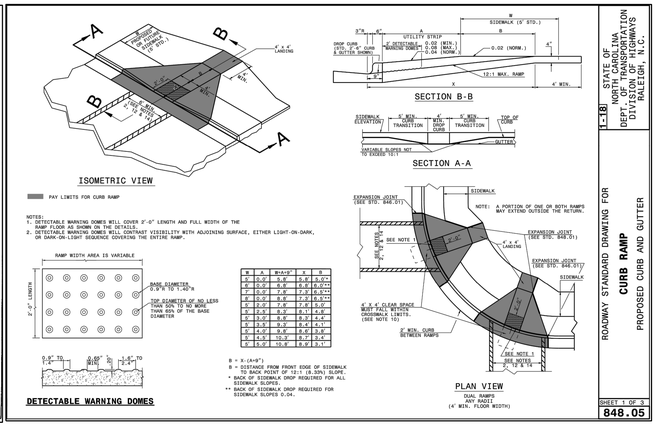
REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

LOW PRESSURE AIR TESTING FOR GRAVITY SEWER MAINS

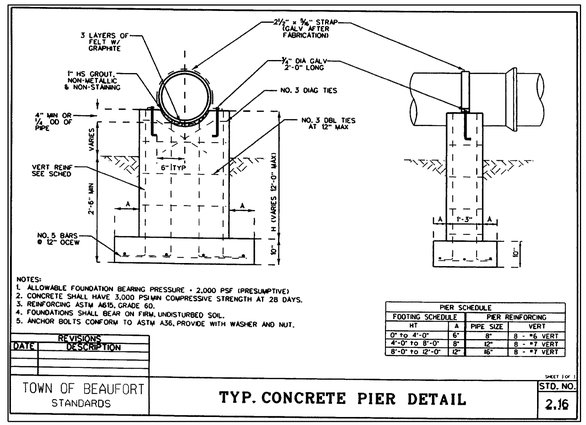
STD. NO. 2.11

\Beaufort-2923\G\sew_det.dgn 10/8/2007 3:52:34 PM



R	A	W(A+9")	X	B
4	0.0'	0.8'	0.8'	0.0'*
5	0.0'	0.8'	0.8'	0.0'*
6	0.0'	0.8'	0.8'	0.0'*
7	0.0'	0.8'	0.8'	0.0'*
8	0.0'	0.8'	0.8'	0.0'*
9	0.0'	0.8'	0.8'	0.0'*
10	0.0'	0.8'	0.8'	0.0'*
11	0.0'	0.8'	0.8'	0.0'*
12	0.0'	0.8'	0.8'	0.0'*
13	0.0'	0.8'	0.8'	0.0'*
14	0.0'	0.8'	0.8'	0.0'*
15	0.0'	0.8'	0.8'	0.0'*
16	0.0'	0.8'	0.8'	0.0'*
17	0.0'	0.8'	0.8'	0.0'*
18	0.0'	0.8'	0.8'	0.0'*
19	0.0'	0.8'	0.8'	0.0'*
20	0.0'	0.8'	0.8'	0.0'*
21	0.0'	0.8'	0.8'	0.0'*
22	0.0'	0.8'	0.8'	0.0'*
23	0.0'	0.8'	0.8'	0.0'*
24	0.0'	0.8'	0.8'	0.0'*
25	0.0'	0.8'	0.8'	0.0'*
26	0.0'	0.8'	0.8'	0.0'*
27	0.0'	0.8'	0.8'	0.0'*
28	0.0'	0.8'	0.8'	0.0'*
29	0.0'	0.8'	0.8'	0.0'*
30	0.0'	0.8'	0.8'	0.0'*
31	0.0'	0.8'	0.8'	0.0'*
32	0.0'	0.8'	0.8'	0.0'*
33	0.0'	0.8'	0.8'	0.0'*
34	0.0'	0.8'	0.8'	0.0'*
35	0.0'	0.8'	0.8'	0.0'*
36	0.0'	0.8'	0.8'	0.0'*
37	0.0'	0.8'	0.8'	0.0'*
38	0.0'	0.8'	0.8'	0.0'*
39	0.0'	0.8'	0.8'	0.0'*
40	0.0'	0.8'	0.8'	0.0'*
41	0.0'	0.8'	0.8'	0.0'*
42	0.0'	0.8'	0.8'	0.0'*
43	0.0'	0.8'	0.8'	0.0'*
44	0.0'	0.8'	0.8'	0.0'*
45	0.0'	0.8'	0.8'	0.0'*
46	0.0'	0.8'	0.8'	0.0'*
47	0.0'	0.8'	0.8'	0.0'*
48	0.0'	0.8'	0.8'	0.0'*
49	0.0'	0.8'	0.8'	0.0'*
50	0.0'	0.8'	0.8'	0.0'*

B = X-(A+9")
B = DISTANCE FROM FRONT EDGE OF SIDEWALK TO BACK POINT OF 12:1 (8.33%) SLOPE.
* BACK OF SIDEWALK DROP REQUIRED FOR ALL SIDEWALK SLOPES.
** BACK OF SIDEWALK DROP REQUIRED FOR SIDEWALK SLOPES 0.04.



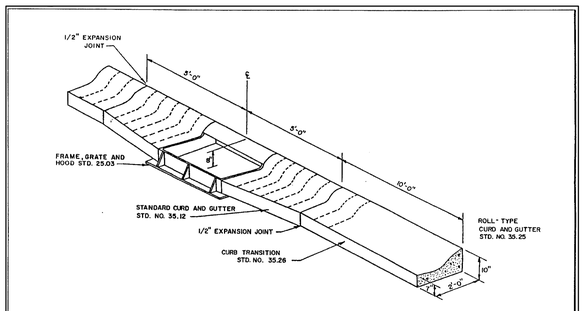
PIER SCHEDULE			
FOOTING SCHEDULE		PIER REINFORCING	
HT	A	PIPE SIZE	VERT
0' to 4'-0"	5'-	8"	8 - #6 VERT
4'-0" TO 8'-0"	5'-	12"	8 - #7 VERT
8'-0" to 12'-0"	12'-	16"	8 - #7 VERT

REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

TYP. CONCRETE PIER DETAIL

STD. NO. 2.16



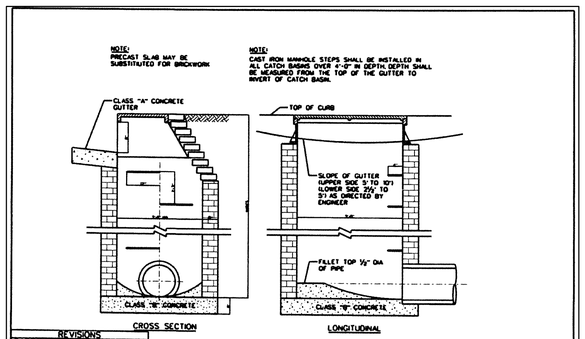
REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

STANDARD CATCH BASIN IN ROLL TYPE CURB AND GUTTER

STD. NO. 3.06

\Beaufort-2923\G\wat_det.dgn 10/17/2007 4:41:56 PM



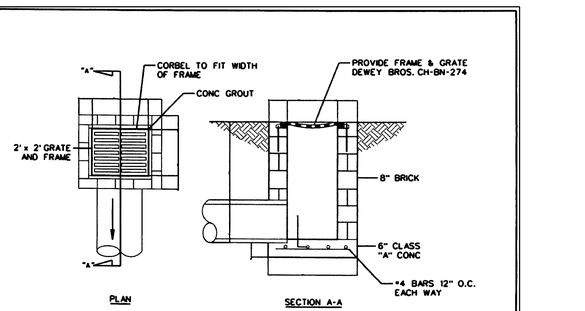
REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

TYPICAL CURB INLET

STD. NO. 4.01

...\Beaufort-2923\G\wat_det.dgn 10/8/2007 3:32:52 PM



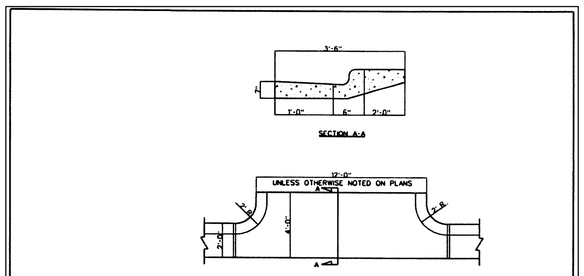
REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

YARD INLET

STD. NO. 4.02

...\Beaufort-2923\G\wat_det.dgn 10/8/2007 3:32:39 PM



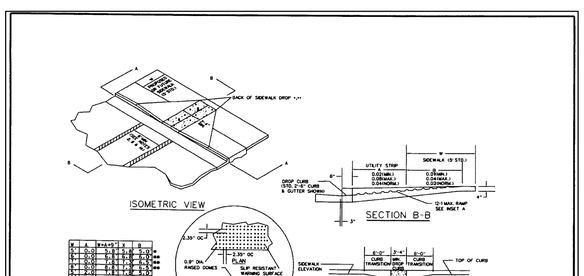
REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

TYPICAL DRIVEWAY

STD. NO. 3.03

\Beaufort-2923\G\wat_det.dgn 10/8/2007 3:31:40 PM



R	A	W(A+9")	X	B
4	0.0'	0.8'	0.8'	0.0'*
5	0.0'	0.8'	0.8'	0.0'*
6	0.0'	0.8'	0.8'	0.0'*
7	0.0'	0.8'	0.8'	0.0'*
8	0.0'	0.8'	0.8'	0.0'*
9	0.0'	0.8'	0.8'	0.0'*
10	0.0'	0.8'	0.8'	0.0'*
11	0.0'	0.8'	0.8'	0.0'*
12	0.0'	0.8'	0.8'	0.0'*
13	0.0'	0.8'	0.8'	0.0'*
14	0.0'	0.8'	0.8'	0.0'*
15	0.0'	0.8'	0.8'	0.0'*
16	0.0'	0.8'	0.8'	0.0'*
17	0.0'	0.8'	0.8'	0.0'*
18	0.0'	0.8'	0.8'	0.0'*
19	0.0'	0.8'	0.8'	0.0'*
20	0.0'	0.8'	0.8'	0.0'*
21	0.0'	0.8'	0.8'	0.0'*
22	0.0'	0.8'	0.8'	0.0'*
23	0.0'	0.8'	0.8'	0.0'*
24	0.0'	0.8'	0.8'	0.0'*
25	0.0'	0.8'	0.8'	0.0'*
26	0.0'	0.8'	0.8'	0.0'*
27	0.0'	0.8'	0.8'	0.0'*
28	0.0'	0.8'	0.8'	0.0'*
29	0.0'	0.8'	0.8'	0.0'*
30	0.0'	0.8'	0.8'	0.0'*
31	0.0'	0.8'	0.8'	0.0'*
32	0.0'	0.8'	0.8'	0.0'*
33	0.0'	0.8'	0.8'	0.0'*
34	0.0'	0.8'	0.8'	0.0'*
35	0.0'	0.8'	0.8'	0.0'*
36	0.0'	0.8'	0.8'	0.0'*
37	0.0'	0.8'	0.8'	0.0'*
38	0.0'	0.8'	0.8'	0.0'*
39	0.0'	0.8'	0.8'	0.0'*
40	0.0'	0.8'	0.8'	0.0'*
41	0.0'	0.8'	0.8'	0.0'*
42	0.0'	0.8'	0.8'	0.0'*
43	0.0'	0.8'	0.8'	0.0'*
44	0.0'	0.8'	0.8'	0.0'*
45	0.0'	0.8'	0.8'	0.0'*
46	0.0'	0.8'	0.8'	0.0'*
47	0.0'	0.8'	0.8'	0.0'*
48	0.0'	0.8'	0.8'	0.0'*
49	0.0'	0.8'	0.8'	0.0'*
50	0.0'	0.8'	0.8'	0.0'*

B= X-(A+9")
B= DISTANCE FROM FRONT EDGE OF SIDEWALK TO BACK POINT OF 12:1(8.33%) SLOPE.
* BACK OF SIDEWALK DROP REQUIRED FOR ALL SIDEWALK SLOPES.
** BACK OF SIDEWALK DROP REQUIRED FOR SIDEWALK SLOPES 0.04.

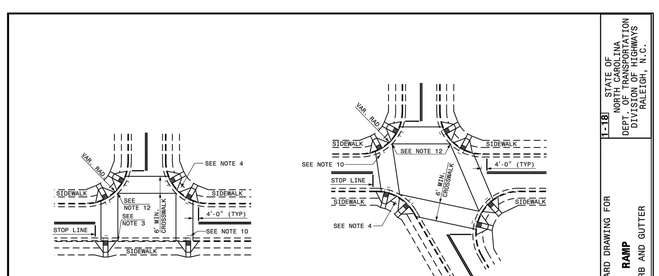
REVISIONS DATE	DESCRIPTION

TOWN OF BEAUFORT STANDARDS

TYPICAL HANDICAP RAMP

STD. NO. 3.04

...\Beaufort-2923\G\wat_det.dgn 10/8/2007 3:32:14 PM



NOTE:
THE LOCATION OF THE PEDESTRIAN CROSSWALKS TO BE DETERMINED BY THE TOWN OF BEAUFORT PRIOR TO RECORDATION OF THE FINAL PLAT.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5
BEAUFORT, NC

SEWER, STORM & ROADWAY DETAILS

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 042911 JOSEPH S. BU...

PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

Sheet No.
D6.0

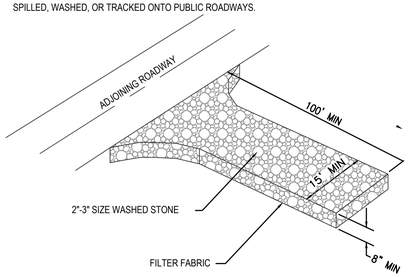
K:\08\08-09\2080976.50-Beau Coast Phase 5\CAD\Drawing Sets\Construction\D1.0 DETAILS.dwg Thursday, June 4, 2020 9:23:26 AM BOYD, JOSEPH

NOTES:

1. PROVIDE TURNING RADIUS SUFFICIENT TO ACCOMMODATE LARGE TRUCKS.
2. LOCATE ENTRANCE TO PROVIDE MAXIMUM UTILITY BY ALL CONSTRUCTION VEHICLES.
3. MUST BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING, OR DIRECT FLOW, OF MUD ONTO STREETS. PERIODIC TOPDRESSING WITH STONE WILL BE NECESSARY.
4. ANY MATERIAL WHICH MAKES IT ONTO THE ROAD MUST BE CLEANED UP IMMEDIATELY.
5. APPLICABLE AT ALL POINTS OF INGRESS EGRESS UNTIL SITE IS STABILIZED, FREQUENT CHECKS OF THE DEVICE AND TIMELY MAINTENANCE MUST BE PROVIDED.
6. WHEN TEMPORARY CONSTRUCTION ENTRANCES ARE LOCATED ON PAVED SURFACES, PLACE MINIMUM OF 2" OF SCREENINGS OR SAND TO HELP FACILITATE IN CLEAN-UP AND SITE RESTORATION.

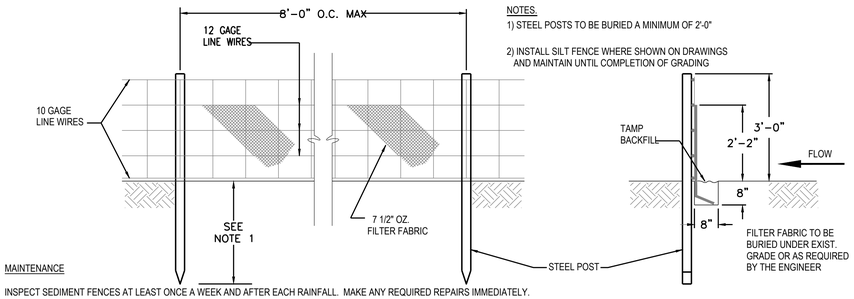
MAINTENANCE:

MAINTAIN THE GRAVEL PAD IN A CONDITION TO PREVENT MUD OR SEDIMENT FROM LEAVING THE C CONSTRUCTION SITE. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH 2-INCH STONE. AFTER EACH RAINFALL, INSPECT ANY STRUCTURE USED TO TRAP SEDIMENT AND CLEAN IT OUT AS NECESSARY. IMMEDIATELY REMOVE ALL OBJECTIONABLE MATERIALS SPILLED, WASHED, OR TRACKED ONTO PUBLIC ROADWAYS.



TEMPORARY CONSTRUCTION ENTRANCE

NTS



NOTES.

1) STEEL POSTS TO BE BURIED A MINIMUM OF 2'-0"

2) INSTALL SILT FENCE WHERE SHOWN ON DRAWINGS AND MAINTAIN UNTIL COMPLETION OF GRADING

MAINTENANCE

INSPECT SEDIMENT FENCES AT LEAST ONCE A WEEK AND AFTER EACH RAINFALL. MAKE ANY REQUIRED REPAIRS IMMEDIATELY.

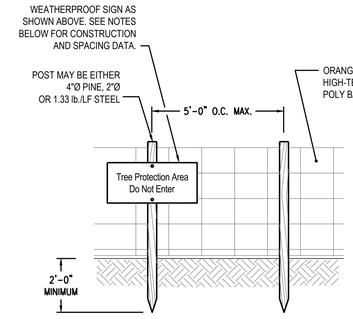
SHOULD THE FABRIC OF THE SEDIMENT FENCE COLLAPSE, TEAR, DECOMPOSE OR BECOME INEFFECTIVE, REPLACE IT PROMPTLY.

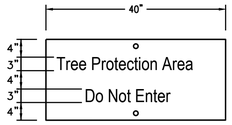
REMOVE SEDIMENT DEPOSITS AS NECESSARY TO PROVIDE ADEQUATE STORAGE VOLUME FOR THE NEXT RAIN AND TO REDUCE PRESSURE ON THE FENCE. TAKE CARE TO AVOID UNDERMINING THE FENCE DURING CLEANOUT.

REMOVE ALL FENCING MATERIALS AND UNSTABLE SEDIMENT DEPOSITS AND BRING THE AREA TO GRADE AND STABILIZE IT AFTER THE CONTRIBUTING DRAINAGE AREA HAS BEEN PROPERLY STABILIZED.

SILT FENCE

NTS



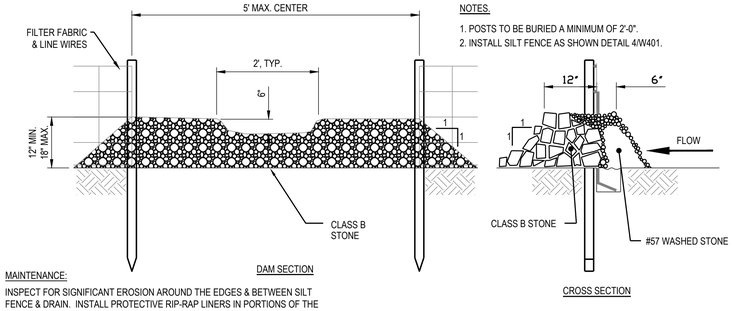


NOTES:

1. WARNING SIGNS TO BE MADE OF DURABLE, WEATHERPROOF MATERIAL.
2. LETTERS ARE TO BE 3" HIGH MIN., CLEARLY LEGIBLE AND SPACED AS DETAILED.
3. SIGNS ARE TO BE PLACED NO GREATER THAN 200' ON CENTER.
4. PLACE SIGN AT EACH END OF LINEAR TREE PROTECTION AREA AND ON CENTER THEREAFTER. FOR TREE PROTECTION AREAS LESS THAN 200' IN PERIMETER, PROVIDE NO LESS THAN ONE SIGN PER PROTECTION AREA.
5. ATTACH SIGNS SECURELY TO FENCE POST AND FABRIC.
6. MAINTAIN TREE PROTECTION FENCE THROUGHOUT DURATION OF PROJECT.

TREE PROTECTION FENCE

NTS



NOTES.

1. POSTS TO BE BURIED A MINIMUM OF 2'-0".
2. INSTALL SILT FENCE AS SHOWN DETAIL 4/W401.

DAM SECTION

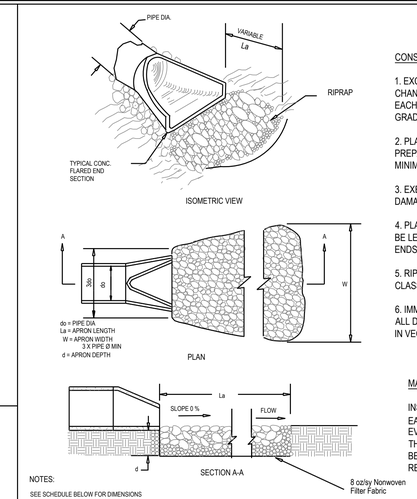
CROSS SECTION

MAINTENANCE:

INSPECT FOR SIGNIFICANT EROSION AROUND THE EDGES & BETWEEN SILT FENCE & DRAIN. INSTALL PROTECTIVE RIP-RAP LINERS IN PORTIONS OF THE CHANNEL WHERE EROSION OCCURS. REMOVE SEDIMENT ACCUMULATED BEHIND THE DRAINS AS REQUIRED PREVENTING DAMAGE TO SILT FENCE & ADJACENT VEGETATION. ADD STONES TO DRAINS AS REQUIRED MAINTAINING DESIGN HEIGHT & CROSS SECTION.

SILT FENCE OUTLET

NTS



CONSTRUCTION SPECIFICATION

1. EXCAVATE BELOW CHANNEL OUTLET AND WIDEN CHANNEL TO THE REQUIRED RIPRAP THICKNESS FOR EACH APRON. FOUNDATION TO BE CUT TO ZERO GRADE AND SMOOTHED.

2. PLACE FILTER CLOTH ON BOTTOM AND SIDES OF PREPARED FOUNDATION. ALL JOINTS TO OVERLAP A MINIMUM OF 1.0'.

3. EXERCISE CARE IN RIPRAP PLACEMENT TO AVOID DAMAGE TO FILTER FABRIC.

4. PLACE RIPRAP ON ZERO GRADE - TOP OF RIPRAP TO BE LEVEL WITH EXISTING OUTLET - NO OVERFALL AT ENDS.

5. RIPRAP TO BE HARD, ANGULAR, WELL GRADED CLASS B EROSION CONTROL STONE.

6. IMMEDIATELY AFTER CONSTRUCTION STABILIZED ALL DISTURBED AREAS WITH VEGETATION AS SHOWN IN VEGETATIVE PLAN.

MAINTENANCE

INSPECT RIP RAP DISSIPATERS WEEKLY AND AFTER EACH SIGNIFICANT (½ INCH OR GREATER) RAINFALL EVENT TO SEE IF ANY EROSION AROUND OR BELOW THE RIP RAP HAS TAKEN PLACE, OR IF STONES HAVE BEEN DISLODGED. IMMEDIATELY MAKE ALL NEEDED REPAIRS TO PREVENT FURTHER DAMAGE.

do = PIPE DIA
La = APRON LENGTH
W = APRON WIDTH
3 X PIPE Ø MIN
d = APRON DEPTH

NOTES:

SEE SCHEDULE BELOW FOR DIMENSIONS

1. La is the length of the riprap apron.

2. d = 1.5 times the maximum stone diameter but not less than 6"

3. A filter blanket (filter fabric) shall be installed between the riprap and soil foundation.

ENERGY DISSIPATER SCHEDULE

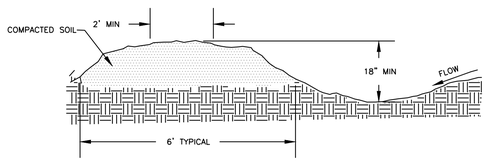
ENERGY DISSIPATOR NO.	PIPE DIAMETER (in)	APRON THICKNESS (in)	La (ft)	WIDTH (ft)	3do	RIPRAP SIZE
FES#1	42	36	20	24	11	CLASS 2
FES#21	42	36	20	24	11	CLASS 2
FES#108	18	18	9	11	5	CLASS A
FES#200	30	24	12	15	8	CLASS 1

RIP RAP ENERGY DISSIPATER

N.T.S.

TEMPORARY DIVERSION BERMS

TD#	DRAINAGE AREA (AC)	RUNOFF COEFFICIENT	SLOPE (%)	CONSTRUCTED DEPTH (FT)	NORMAL DEPTH (FT)	TOP WIDTH (FT)	VELOCITY (FPS)
1	1.25	0.35	0.5	2.0	1.1	9	1.89
2	1.25	0.35	0.5	2.0	1.1	9	1.89
3	1.25	0.35	0.5	2.0	1.1	9	1.89



MAINTENANCE

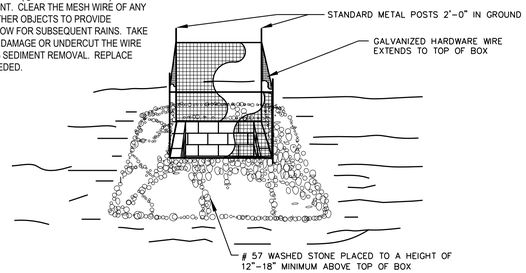
INSPECT TEMPORARY DIVERSIONS ONCE A WEEK AND AFTER EVERY RAINFALL. IMMEDIATELY REMOVE SEDIMENT FROM THE FLOW AREA AND REPAIR THE DIVERSION RIDGE. CAREFULLY CHECK OUTLETS AND MAKE TIMELY REPAIRS AS NEEDED. WHEN THE AREA PROTECTED IS PERMANENTLY STABILIZED, REMOVED THE RIDGE AND THE CHANNEL TO BLEND WITH THE NATURAL GROUND LEVEL AND APPROPRIATELY STABILIZE IT.

TEMPORARY DIVERSION SWALE

NTS

MAINTENANCE

INSPECT INLETS AT LEAST WEEKLY AND AFTER EACH SIGNIFICANT (½ INCH OR GREATER) RAINFALL EVENT. CLEAR THE MESH WIRE OF ANY DEBRIS OR OTHER OBJECTS TO PROVIDE ADEQUATE FLOW FOR SUBSEQUENT RAINS. TAKE CARE NOT TO DAMAGE OR UNDERCUT THE WIRE MESH DURING SEDIMENT REMOVAL. REPLACE STONE AS NEEDED.



STANDARD CATCH BASIN/YARD INLET PROTECTION

NTS

SEEDBED PREPARATION

1. CHISEL COMPACTED AREAS AND SPREAD TOPSOIL 3 INCHES DEEP OVER ADVERSE SOIL CONDITIONS, IF AVAILABLE.

2. RIP THE ENTIRE AREA TO 6 INCHES DEPTH.

3. REMOVE ALL LOOSE ROCK, ROOTS, AND OTHER OBSTRUCTIONS LEAVING SURFACE REASONABLY SMOOTH AND UNIFORM.

4. APPLY AGRICULTURAL LIME, FERTILIZER, AND SUPERPHOSPHATE UNIFORMLY AND MIX WITH SOIL.

5. CONTINUE TILLAGE UNTIL A WELL PULVERIZED, FIRM REASONABLY UNIFORM SEEDBED IS PREPARED 4 TO 6 INCHES DEEP.

6. SEED ON A FRESHLY PREPARED SEEDBED AND COVER SEED LIGHTLY WITH SEEDING EQUIPMENT OR CULTIPACK AFTER SEEDING.

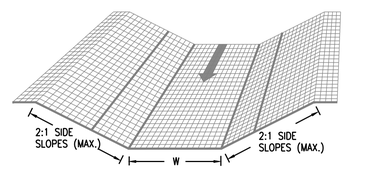
7. MULCH IMMEDIATELY AFTER SEEDING AND ANCHOR MULCH.

8. INSPECT ALL SEEDED AREAS AND MAKE NECESSARY REPAIRS OR RE-SEEDINGS WITHIN THE PLANTING SEASON, IF POSSIBLE. IF STAND SHOULD BE OVER 60% DAMAGED, RE-ESTABLISH FOLLOWING ORIGINAL LIME FERTILIZER AND SEEDING RATES.

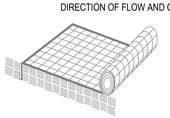
9. CONSULT CONSERVATION INSPECTOR ON MAINTENANCE TREATMENT AND FERTILIZATION AFTER PERMANENT COVER IS ESTABLISHED.

CONSULT CONSERVATION ENGINEER OR SOIL CONSERVATION SERVICE FOR ADDITIONAL INFORMATION CONCERNING OTHER ALTERNATIVES FOR VEGETATION OF DENUDED AREAS. THE VEGETATION RATES ARE THOSE WHICH DO WELL UNDER LOCAL CONDITIONS; OTHER SEEDING RATES COMBINATIONS ARE POSSIBLE.

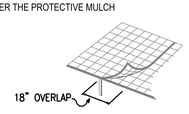
* TEMPORARY-RESEED ACCORDING TO OPTIMUM SEASON FOR DESIRED PERMANENT VEGETATION. DO NOT ALLOW TEMPORARY COVER TO GROW OVER 12" IN HEIGHT BEFORE MOWING.



IN CHANNELS, ROLL OUT STRIPS OF MATTING/NETTING PARALLEL TO THE DIRECTION OF FLOW AND OVER THE PROTECTIVE MULCH



ANCHOR MATTING/NETTING IN A 12" TRENCH



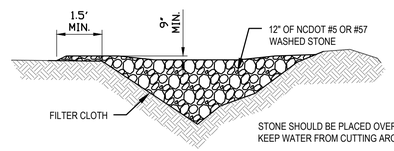
JOIN STRIPS BY ANCHORING AND OVERLAPPING

ROLLED EROSION CONTROL PRODUCT MAINTENANCE:

1. INSPECT ROLLED EROSION CONTROL PRODUCTS AT LEAST WEEKLY AND AFTER EACH SIGNIFICANT (1/2 INCH OR GREATER) RAINFALL EVENT, REPAIR IMMEDIATELY.
2. GOOD CONTACT WITH THE GROUND MUST BE MAINTAINED, AND EROSION MUST NOT OCCUR BENEATH THE RECP.
3. ANY AREAS OF THE RECP THAT ARE DAMAGED OR NOT IN CLOSE CONTACT WITH THE GROUND SHALL BE REPAIRED AND STAPLED.
4. IF EROSION OCCURS DUE TO POORLY CONTROLLED DRAINAGE, THE PROBLEM SHALL BE FIXED AND THE ERODED AREA PROTECTED.
5. MONITOR AND REPAIR THE RECP AS NECESSARY UNTIL GROUND COVER HAS ESTABLISHED.

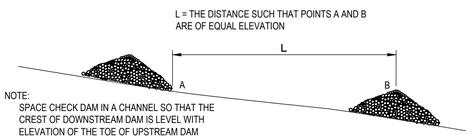
MATTING/NETTING PLACEMENT

NTS

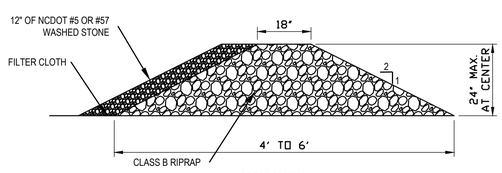


STONE SHOULD BE PLACED OVER THE CHANNEL BANKS TO KEEP WATER FROM CUTTING AROUND THE DAM.

DAM SECTION



NOTE:
SPACE CHECK DAM IN A CHANNEL SO THAT THE CREST OF DOWNSTREAM DAM IS LEVEL WITH ELEVATION OF THE TOE OF UPSTREAM DAM



CROSS SECTION

MAINTENANCE

INSPECT CHECK DAMS AND CHANNELS AT LEAST WEEKLY AND AFTER EACH SIGNIFICANT (½ INCH OR GREATER) RAINFALL EVENT AND REPAIR IMMEDIATELY. CLEAN OUT SEDIMENT, STRAW, LIMBS, OR OTHER DEBRIS THAT COULD CLOG THE CHANNEL WHEN NEEDED.

ANTICIPATE SUBMERGENCE AND DEPOSITION ABOVE THE CHECK DAM AND EROSION FROM HIGH FLOWS ROUND THE EDGES OF THE DAM. CORRECT ALL DAMAGE IMMEDIATELY. IF SIGNIFICANT EROSION OCCURS BETWEEN DAMS, ADDITIONAL MEASURES CAN BE TAKEN SUCH AS, INSTALLING A PROTECTIVE RIP RAP LINER IN THE THAT PORTION OF THE CHANNEL.

REMOVE SEDIMENT ACCUMULATED BEHIND THE DAMS AS NEEDED TO PREVENT DAMAGE TO CHANNEL VEGETATION, ALLOW THE CHANNEL TO DRAIN THROUGH THE STONE CHECK DAM, AND PREVENT LARGE FLOWS FROM CARRYING SEDIMENT OVER THE DAM. ADD STONES TO DAMS AS NEEDED TO MAINTAIN DESIGN HEIGHT AND CROSS SECTION.

TEMPORARY CHECK DAM

NTS

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # C-0832 | www.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

EROSION CONTROL DETAILS

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

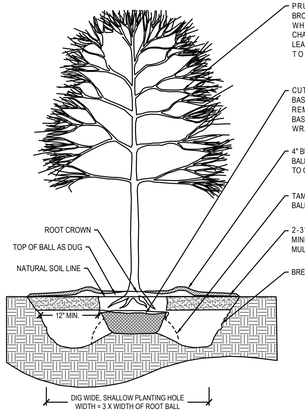
NORTH CAROLINA PROFESSIONAL ENGINEER JOSEPH S. BOYD

PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

Sheet No.
D7.0

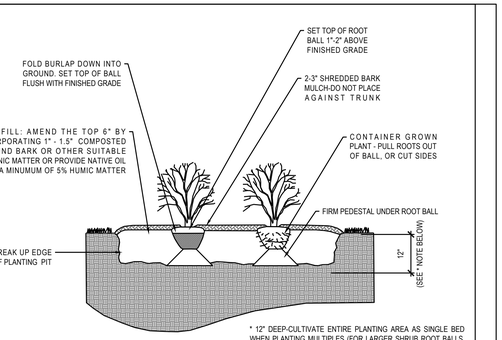
K:\08\08-09\02080976.50-Beau Coast Phase 5\CAD\Drawing Sets\Construction\D3.0 DETAILS.dwg, Friday, February 14, 2020 2:12:00 PM, BOYD, JOSEPH



NOTES

1. CONTRACTOR TO VERITY THAT ADEQUATE DRAINAGE EXISTS PRIOR TO PLANTING.
2. DO NOT WRAP TRUNK OF TREE.
3. STAKING OF TREES IS NOT RECOMMENDED, EXCEPT ON WINDY SITES OR FOR LARGE EVERGREEN TREES. IF STAKING IS DONE, FLEXIBLE STRAPS - NOT HOSE AND WIRE - SHOULD BE USED AND MUST BE REMOVED AT APPROPRIATE TIME. PROPERTY OWNER IS RESPONSIBLE FOR REPLACEMENT OF DESTROYED OR DAMAGED TREES.
4. ALL TREES SHALL CONFORM TO THE STANDARDS SET FORTH IN THE MOST RECENT AMERICAN STANDARDS FOR NURSERY STOCK PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN (A.A.N.).
5. TREES WITH ROOT FLARE COVERED BY MORE THAN 1.5" OF SOIL WILL BE REJECTED PRIOR TO INSTALLATION.

TREE PLANTING DETAIL (LAN-37)
NTS



* 12" DEEP-CULTIVATE ENTIRE PLANTING AREA AS SINGLE BED WHEN PLANTING MULTIPLES (FOR LARGER SHRUB ROOT BALLS, MAKE 4" DEEPER THAN ROOT BALL)

NOTES

1. ALL SHRUBS SHALL CONFORM TO THE STANDARDS SET FORTH IN THE MOST RECENT *AMERICAN STANDARDS FOR NURSERY STOCK* PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN (A.A.N.).
2. SOIL ANALYSIS SHALL BE OBTAINED PRIOR TO PLANTING. SOIL SHALL BE AMENDED AS RECOMMENDED.
3. SHEET PREPARATION OF BEDS IS HIGHLY PREFERRED TO INDIVIDUAL DUG HOLE.S.

SHRUB/GROUNDCOVER PLANTING DETAIL (LAN-38)
NTS

GENERAL LANDSCAPE NOTES

1. THIS PLAN IS FOR PLANTING PURPOSES ONLY. FOR INFORMATION REGARDING ROADWAY GEOMETRY, GRADING, ETC., REFER TO THE ROADWAY LAYOUT AND GRADING PLANS.
2. VERIFICATION OF TOTAL PLANT QUANTITIES AS SHOWN IN THE PLANT SCHEDULE SHALL BE THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR AND THE TOTAL QUANTITIES SHALL BE AS SHOWN ON THIS PLAN.
3. THE LANDSCAPE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO INSTALLATION OF ANY PLANT MATERIAL.
4. TREE PROTECTION FENCE SHALL SURROUND ALL EXISTING PLANTINGS AND EXISTING BUFFER AREAS.
5. THE SITE SHALL BE STABILIZED AND SEEDED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY (CO).
6. ALL HVAC SYSTEMS AND TRASH BINS WILL BE SCREENED FROM OFF-SITE VIEWS.
7. ALL DUMPSTER AND RECYCLING LOCATIONS WILL BE SCREENED FROM OFF-SITE VIEWS.
8. BRANCHES OF TREES EXISTING AND PROPOSED INSIDE R.O.W. SHALL BE MAINTAINED TO NOT IMPACT SAFE MOVEMENT OF TRAFFIC.
9. ALL ABOVE GROUND UTILITY EQUIPMENT AND FACILITIES ASSOCIATED WITH ON-SITE ELECTRIC, TELEPHONE, GAS, CABLE, OR OTHER SIMILAR UTILITY SHALL BE LOCATED IN THE SIDE OR REAR YARD AREAS OF THE SITE AND SHALL BE SCREENED TO THE MAXIMUM EXTENT POSSIBLE WITH EVERGREEN SHRUBS. PLANTINGS SHALL ALLOW FOR A MINIMUM 5 FEET CLEARANCE AROUND THE STRUCTURE TO ALLOW FOR ACCESS. PLANTING SHALL ALLOW FOR 10 FEET OF CLEARANCE WHERE THERE IS A DOOR OR LOCK. THE AMOUNT OF CLEARANCE SHALL ACCOUNT FOR THE SIZE OF THE PLANT MATERIAL AT MATURITY.
10. ALL PLANTS AND PLANTING PROCEDURES SHALL MEET OR EXCEED A.N.L.A. STANDARDS AS SET FORTH IN "AMERICAN STANDARD FOR NURSERY STOCK", 2004 OR LATER EDITION.
11. ALL TREES AND SHRUBS SHALL BE FULL WELL-BRANCHED PLANTS WHICH ARE CHARACTERISTIC TO THE SPECIES.
12. ALL TREES TO BE A MINIMUM OF 2" CALIPER AND 8' HEIGHT AT TIME OF INSTALLATION.
13. TURF VARIETY, WHETHER SEED OR SOD, SHALL BE DETERMINED BY OWNER.
14. ALL TREE SAUCERS SHALL BE SOAKED WITH WATER AND MULCHED IMMEDIATELY FOLLOWING INSTALLATION.
15. PINE STRAW MULCH SHALL BE PROVIDED IN ALL LANDSCAPE BEDS TO A DEPTH OF 4".
16. PRUNING SHALL ONLY CONSTITUTE THE THINNING OF BRANCHES AND FOLIAGE (NOT ALL END TIPS) TO RETAIN THE NORMAL PLANT SHAPE. NEVER CUT AND EVERGREEN LEADER.
17. EXISTING TREES WILL BE UTILIZED TO MEET STREET TREE REQUIREMENTS ON LOTS THAT ARE NOT MASS GRADED. IF NO EXISTING TREES ARE IN PLACE TO MEET THE STREET TREE REQUIREMENTS, TREES WILL BE PLANTED 50' O.C. AS NEEDED PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR EACH LOT ON A CASE BY CASE BASIS.

LANDSCAPE MAINTENANCE

THE OWNERS OF THE PROPERTY AND THEIR AGENTS, HEIRS OR ASSIGNS SHALL BE RESPONSIBLE FOR THE INSTALLATION, PRESERVATION AND MAINTENANCE OF ALL PLANTINGS AND PHYSICAL FEATURES SHOWN ON THIS PLAN. THE OWNERS SHALL BE RESPONSIBLE FOR ANNUAL MAINTENANCE OF THE VEGETATION TO INCLUDE BUT NOT BE LIMITED TO:

LAWN AREA

1. THE LAWN AREA WILL BE MOWED AS NEEDED TO PROVIDE A NEAT AND UNIFORMLY FINISHED LAWN.
2. FOR AREAS INACCESSIBLE TO MOWERS, A STRING TRIMMER WILL BE USED TO CUT GRASS TO SAME HEIGHT AS MOWER.
3. CURB, SIDEWALK, AND BED EDGES WILL BE MECHANICALLY EDGED AS NEEDED TO PROVIDE A NEAT AND UNIFORM APPEARANCE.
4. ALL DEBRIS WILL BE REMOVED FROM TURF PRIOR TO MOWING AND FROM TURF AND PAVEMENT AREAS FOLLOWING EDGING.
5. THE ENTIRE LAWN WILL BE CORE AERIFIED IN THE FALL.
6. SEEDING AND FERTILIZATION WILL BE PERFORMED IN CONJUNCTION WITH AERIFICATION.
7. THE LAWN AREA WILL BE OVERSEEDED (TYPE DEPENDING ON TURF SELECTION) AT A RATE OF 75 POUNDS PER ACRE.
8. THE TURF WILL BE FERTILIZED THREE TIMES DURING THE YEAR (MARCH, SEPTEMBER, AND NOVEMBER). A SLOW RELEASE NITROGEN PRODUCT WILL BE USED AT A RATE OF 1-2 POUNDS OF NITROGEN PER 100 SQUARE FEET.

PLANT BEDS AND SMALL ORNAMENTAL TREES

1. ALL PLANT BEDS WILL BE SPRAYED AND WEEDED BY HAND TO MAINTAIN THEM FREE OF WEEDS AT ALL TIMES.
2. ALL SHRUBS WILL BE FERTILIZED AS REQUIRED WITH A SLOW-RELEASE FERTILIZER AT A RATE ACCORDING TO PLANT TYPE.
3. ALL TREES WILL BE FERTILIZED BY DEEP ROOT FEEDING WITH A SLOW-RELEASE FERTILIZER DESIGNED TO FEED FOR TWO YEARS.
4. ALL SHRUBS AND TREES WILL BE PRUNED WITH HAND PRUNERS TO ENCOURAGE GROWTH AND REMOVE DEAD MATERIAL.
5. REPLACE PINE STRAW MULCH ANNUALLY.
6. FORMAL HEDGES WILL BE TRIMMED TO AN INVERT "V" SHAPE TO ENCOURAGE LOW LIMB STRUCTURE AND DENSE GROWTH.
7. AN I.P.M. (INTEGRATED PEST MANAGEMENT) PROGRAM WILL BE ESTABLISHED AND IMPLEMENTED.

LEAVES AND NATURAL AREAS

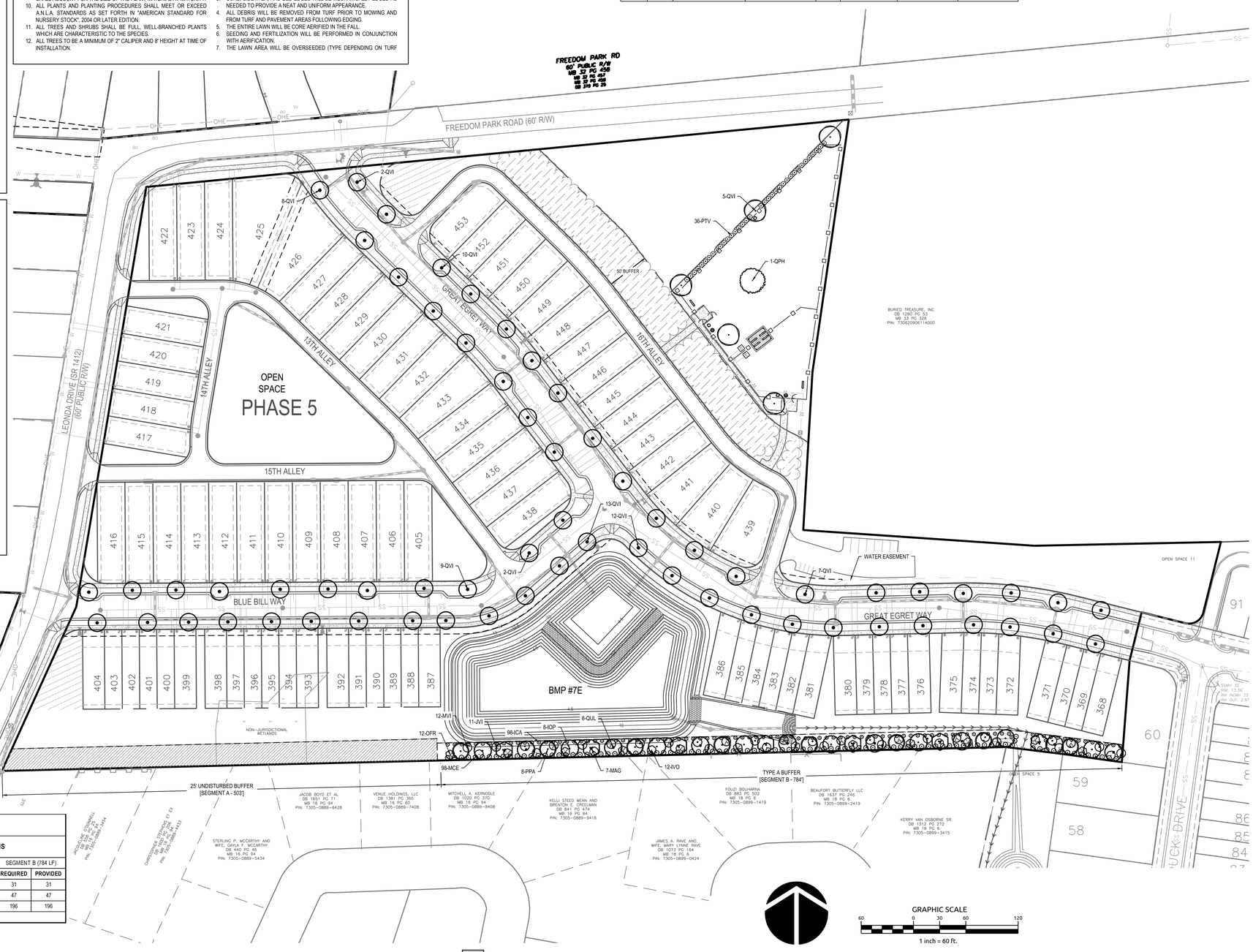
1. ALL LEAVES WILL BE REMOVED FROM THE LAWN AREAS WEEKLY AND FOUR TIMES A YEAR FROM THE PLANT BEDS. LEAVES MAY BE PLACED IN ADJACENT WOODED AREAS
2. NATURAL AREAS WILL BE MAINTAINED FREE OF BRUSH AND WEEDS WITHIN THE FIRST 10 FEET OF THE NATURAL AREA.

PLANT SCHEDULE

QTY	KEY	BOTANICAL NAME	COMMON NAME	ROOT	SIZE	HEIGHT	NOTES
LARGE TREES							
68	QVI	*Quercus virginiana*	Live Oak	B&B	2" CAL. MIN.	8' MIN.	

OVERALL PLANT SCHEDULE

QTY	KEY	BOTANICAL NAME	COMMON NAME	ROOT	SIZE	HEIGHT	NOTES
LARGE TREES							
8	IOP	*Ilex opaca*	American Holly	B&B	2" CAL. MIN.	8' MIN.	
7	MAG	*Magnolia grandiflora*	Southern Magnolia	B&B	2" CAL. MIN.	8' MIN.	
8	PPA	*Pinus palustris*	Long Leaf Pine	B&B	2" CAL. MIN.	8' MIN.	
8	QUL	*Quercus laurifolia*	Laurel Oak	B&B	2" CAL. MIN.	8' MIN.	
1	QPH	*Quercus phellos*	Willow Oak	B&B	2" CAL. MIN.	8' MIN.	
SMALL TREES							
12	IVO	*Ilex vomitoria*	Yaupon Holly	B&B	1" CAL. MIN.	4' MIN.	
11	JVI	*Juniperus virginiana*	Eastern Red Cedar	B&B	1" CAL. MIN.	4' MIN.	
12	MVI	*Magnolia virginiana*	Sweetbay Magnolia	B&B	1" CAL. MIN.	4' MIN.	
12	OFR	*Osmanthus americanus*	Tea Olive	B&B	1" CAL. MIN.	4' MIN.	
SHRUBS							
97	ICA	*Ilex cassine*	Dahoon Holly	CONT.		36" HT. MIN.	
98	MCE	*Myrica cerifera*	Wax Myrtle	CONT.		36" HT. MIN.	
36	PTV	*Pittosporum tobira 'Variegata'*	Pittosporum	CONT.		18" HT. MIN.	



PERIMETER BUFFER CALCULATIONS

PERIMETER BUFFER SEGMENTS		
Buffer Name	**Length (LF)**	**Type**
Segment A	503	25' UNDISTURBED BUFFER
Segment B	784	20' TYPE 'A' BUFFER YARD

STREETSCAPE / PERIMETER BUFFER CALCULATIONS

20' TYPE 'A' BUFFER YARD		SEGMENT A (503 LF)		SEGMENT B (784 LF)	
REQUIREMENTS PER 100 LF		**REQUIRED**	**PROVIDED**	**REQUIRED**	**PROVIDED**
LARGE TREES (EVERGREEN)	4	20	EXISTING	31	31
SMALL TREES (EVERGREEN)	6	30	EXISTING	47	47
LARGE SHRUBS (EVERGREEN)	25	126	EXISTING	196	196

GRAPHIC SCALE
60 0 30 60 120
1 inch = 60 ft.

WithersRavenel
Engineers | Planners | Surveyors
219 Station Road | Ste 101 | Wilmington, NC 28405 | t: 910.256.9277 | license # : C-0832 | ww.withersravenel.com

BEAU COAST PHASE 5

BEAUFORT, NC

LANDSCAPE PLAN AND DETAILS

Job No.	02080976.50	Drawn By	TG
Date	2/13/2020	Designer	JSB

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 049001 JOSE TANSKY
PRELIMINARY
NOT APPROVED FOR CONSTRUCTION

Revisions

Sheet No.
L1.0

K:\BU\08-09\7b\02080976.50\Beau Coast Phase 5\CAD\Drawing Sets\Construction\L1.0 LANDSCAPE PLAN.dwg, Wednesday, June 17, 2020 8:45:23 AM, SHARMA, BRAT

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, July 27, 2020 – Virtual Meeting via Zoom

AGENDA CATEGORY: Discussion & Consideration

SUBJECT: Case #20-08 513 Front Street - Micro Distillery/Restaurant

BRIEF SUMMARY:

The applicant, Mr. Nelson Owens, wishes to for a Special Use Permit for Micro distillery, Microbrewery, Restaurant with Outdoor Operation & Tavern/Bar/Pub with Outdoor Operation for 513Front Street.

A public hearing for this item was conducted at the July 13th meeting and no one provided testimony or evidence in opposition or in favor (except the applicant) of the Special Use Permit application.

As required by statute a 24 hour comment period was given and no additional comments were received.

REQUESTED ACTION:

Decision on the Special Use Permit Request with required findings.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Kyle Garner, AICP

Planning & Inspections Director

BUDGET AMENDMENT REQUIRED:

N/A

BOARD OF COMMISSIONERS
STAFF REPORT

To: The Honorable Mayor & Board of Commissioners

From: Kyle Garner, AICP, Planning Director

Date: June 16, 2020

Case No.: 20-08

THE REQUEST: Special Use Permit for Micro distillery, Microbrewery, Restaurant with Outdoor Operation & Tavern/Bar/Pub with Outdoor Operation for 513Front Street

BACKGROUND:

Location:	513 Front Street
Owner:	Nelson Owens
Applicant:	Nelson Owens
Requested Action:	Provide Recommendation to Board of Commissioners
CAMA Land Use:	Downtown Commercial
PINs:	730505198922000
Size:	13,725 sq. feet
Existing Land Use:	Former Single Family Dwelling/Antique Gallery
Adjoining Land Use & Zoning:	North – Ann Street United Methodist Church; Zoned TR South – Across Front Street by East Parking Lot (TOB) East – By the General Store & Queen St. Parking Lot Zoned H-BD West – Retail Shops and Multi-family Residential; Zoned HB-D

SPECIAL INFORMATION: In November of 2019 the Board of Commissioners approved the text amendment to allow Micro Distilleries in the H-BD Zone as Special Uses. At the June 15th, 2020 Planning Board Meeting tis item was discussed and recommended unanimously to the Board of Commissioners for a public hearing on the Special Use Permit.

Public Utilities:	Water	Existing Service
	Sanitary Sewer	Existing Service

ACTION:

1. Provide consistency statement to the Board of Commissioners; and
2. Provide comments, concerns and suggestions to the Board of Commissioners

Exhibit - A

STAFF COMMENTS:

The applicant will have to submit any new construction or changes to the exterior of the property (including landscaping and off street parking) to the Historic Commission for approval through the Certificate of Appropriateness process. That process requires quasi-judicial hearing and specific findings of fact for approval of development within the local Historic District.

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

Section 20 E – Special Use Permits – Required Findings
A written narrative has also been submitted by the applicant as to how the required findings of the special use permit subsection E1.

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

E) Required Findings

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

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

b) The application is complete;

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

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

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

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

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

CAMA Core Land Use Plan

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

Future Land Use Map Classifications

Downtown Commercial Classification

- The Downtown Commercial classification encompasses approximately 0.03 square miles (18 acres) or about 0.4 percent of the planning jurisdiction. The properties classified as Downtown Commercial are located in the Front Street commercial district and the downtown waterfront area. The core of the Downtown Commercial area is generally bounded by Taylor's Creek on the south, Orange Street on the west, and Pollock Street on the east.
- The Downtown Commercial classification is intended to delineate properties that can accommodate a variety of retail, office, business services, and personal services. Areas classified as Downtown Commercial may also include some public and institutional land uses. The Downtown Mixed Use classification specifically includes waterfront tourist-oriented land uses. The minimum lot size is 3,000 square feet unless a larger minimum lot area is required by the health department for land uses utilizing septic systems. Maximum floor area ratios range from 1.73 to 2.13. Land uses within the Downtown Commercial-designated areas are generally compatible with the C-D, Central Downtown Business and the W-C, Waterfront Commercial zoning districts.
- Public water and sewer service is needed to support the land uses characteristic of this classification. Streets with the capacity to accommodate higher traffic volumes are also necessary to support the intensive land uses within this classification.
- The Town's goals and policies support the use of land in Downtown Commercial-classified areas for a wide variety of retail and commercial services uses where adequate public utilities and streets are available or can be upgraded to support the intensity of development encouraged in this classification. Redevelopment of the downtown waterfront area for tourist-oriented mixed uses consisting of retail shops, places of entertainment, restaurants, boating services, and overnight lodging is promoted by the Town's goals and policies.

Use of the Future Land Use Plan Map to Guide Development

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

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

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

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

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

Guide for Land Use Decision Making

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

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

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

Exhibits:

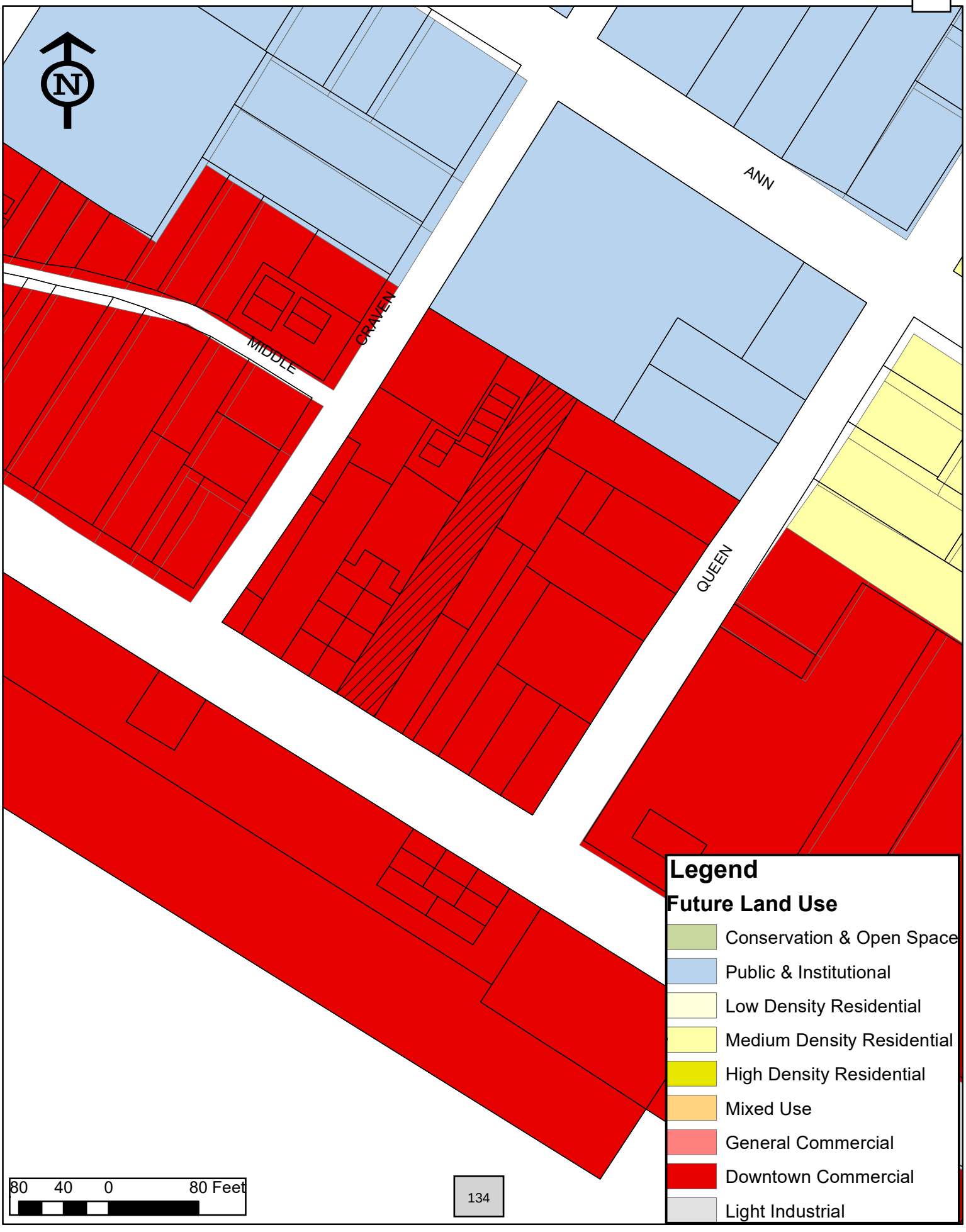
Vicinity Map
Zoning Map
CAMA Land Use Map
Application
Site Plan
List of Property Owners within 200 feet

Commented [KG1]:

Case # 20-08 Vicinity Map - 513 Front Street - Special Use Permit - Properties Within 200 Feet

Case # 20-08 Zoning Map - 513 Front Street - Special Use Permit

Case # 20-08 CAMA Landuse Map - 513 Front Street - Special Use Permit



OWNER	MAIL_HO	MAIL_ST	MAIL_CITY	MA	MAIL_Z	MAIL_	MAIL_ADD2
ADAMS,JEFFREY SMITH	510	FRONT STREET UNIT 21	BEAUFORT	NC		28516	
ALL PARK CORPORATION D/B/A	117	QUEEN ST	BEAUFORT	NC		28516	
ANN STREET METHODIST CHURCH	417	ANN STREET	BEAUFORT	NC		28516	
BEAUFORT FLATS LLC			BEAUFORT	NC	1143	28516	PO BOX 1143
BEAUFORT HOUSE LLC	510	FRONT STREET #21	BEAUFORT	NC		28516	
BEAUFORT LINEN INTERIORS LLC	125	CRAVEN STREET	BEAUFORT	NC		28516	
BISHOP,STEPHEN F ETUX GAIL B	131	CRAVEN STREET	BEAUFORT	NC		28516	
BISHOP,STEPHEN FEREBEE	131	CRAVEN STREET	BEAUFORT	NC		28516	
BLUE TREASURE LLC			CARY	NC		27519	PO BOX 3557
CHANDLER,KRISTIN	2813	MARKET BRIDGE LANE	RALEIGH	NC	1240	27608	UNIT #202
COYNER,BARBARA BLACKWELL TRU	3101	DURALEIGH RD APT 328	RALEIGH	NC	4194	27612	
CRAVEN 118 CONDO OWN ASSOC INC	608	ANN STREET	BEAUFORT	NC		28516	
DUNCUN HOUSE LLC	115	MOORE STREET	BEAUFORT	NC		28516	
GECI,JACKIE B ETVIR HERMAN SR	119	SHADY HOLLOW LANE	GARNER	NC		27529	
GILLIKIN,FRANK S JR ETAL BEN	2756	RENAISSANCE WAY	VIRGINIA BEACH	VA		23456	
GREENBERG,BRENT ETUX SINDEE			BEAUFORT	NC		28516	PO BOX 27
HARDY,CAROLYN DAY	157	PINE CONE DRIVE	OXFORD	NC		27565	
HARPER,THOMAS J ETUX SANDRA			BURLINGTON	NC		27216	PO BOX 1031
HAWKES,ELIZABETH K	121	QUEEN ST	BEAUFORT	NC		28516	
HILTON,PETER V ETUX TAMMERA K	103	SYCAMORE DRIVE	PINE KNOLL SHORES	NC		28512	
HINES,LAURA MATHEWS BREGLER	6518	ZACK ROAD	OAK RIDGE	NC		27310	
HISTORIC HOLDINGS LP			CHARLESTON	SC		29417	PO BOX 31457
IRA SERVICES TRUST COMPANY	104	TAYLORS CREEK LN	BEAUFORT	NC		28516	
JARRETT BAY GROUP LLC	530	SENSATION WEIGH	BEAUFORT	NC	7764	28516	
LOW VALLEY LLC	500	FRONT STREET	BEAUFORT	NC		28516	
MOORE,GERALD O ETUX RUTH B	5113	HOLLY LANE	MOREHEAD CITY	NC		28557	
OWENS,ELBERT WEST JR	120	GOODWIN LAMP ROAD	BEAUFORT	NC	7803	28516	
OWENS,NELSON N ETUX PATRICIA A	723	COMET DRIVE	BEAUFORT	NC		28516	
PLAZA MEXICO BAR & GRILL INC	5167	HIGHWAY 70 WEST #60	MOREHEAD CITY	NC		28557	
SANDERS,SUSAN RAY			BEAUFORT	NC	0565	28516	PO BOX 565
SANTORO,DINA CHARLENE TRUSTEE	120	CRAVEN STREET	BEAUFORT	NC		28516	
SMITH,ANNE HILL ETAL GORDON	1205	FRONT STREET	BEAUFORT	NC		28516	
SOUTHERN FROCK LLC	360	STEEP POINT ROAD	BEAUFORT	NC		28516	

STRICKLAND,DORIS O ETAL	519	E HILL ST	WARSAW	NC	28358	
SWAIN,ROBERT KYLE ETUX LINDA	107	NORTH SHORE	BEAUFORT	NC	28516	
THREE L'S LLC			BEAUFORT	NC	28516	PO BOX 407
WILLIAMS INVEST PROPERTIES LLC	205	PLAZA DRIVE STE #A	GREENVILLE	NC	27858	

APPLICATION FOR A SPECIAL USE PERMIT

Instructions:

Please complete the form below including all required attachments, a **$200.00 application fee,** and return to the Beaufort Town Hall; 701 Front Street; P.O. Box 390; Beaufort, N.C.; 28516. Incomplete applications will not be processed but will be returned to the applicant. Please call Town Hall at (252) 728-2141 if there are any questions.

APPLICANT INFORMATION

Applicant Name: Nelson Owens

Applicant Address: 723 Comet Drive, Beaufort, NC, 28516

Phone Number: (252) 342-1427 Email: nelson.n.owens@gmail.com

Property Owner Name: Same

Address of Property Owner: _____

Phone Number: _____ Email: _____

PROPERTY INFORMATION

Property Address: 513 Front Street, Beaufort, NC, 28516

15-Digit PIN: 730505198922000 Lot/Block #: PART L10 11 TOWN OF BEAUFORT

Size of Property (in square feet or acres): 13,725 sq ft Current Zoning: H-BD

Current Use of Property: Commercial Historic Restoration Requested Use: Micro distillery, Micro Brewery Restaurant with Outdoor Operation Tavern/Pub/Bar with Outdoor Operation

An application fee of **$200.00**, either in cash, money order, or check made payable to the "*Town of Beaufort*" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

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

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

Applicant Signature — Date of Applicant's Signature: 5/25/2020

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

OFFICE USE ONLY

Date: _____ Reviewed for Completeness By: _____

Received by: _____ Deemed Complete and Accepted: _____

Application for Special Use Addendum

513 Front Street

Section 20, B), 1), b) Requested Uses:
Microdistillery
Microbrewery
Restaurant With Outdoor Operation
Tavern/Bar/Pub with Outdoor Operation

Section 20, B), 1), b) Information supporting the existence of the required findings

- Section 20, E), 1), a) The proposed uses are allowable in H-BD
- Section 20, E), 1), b) I believe the application is complete
- Section 20, E), 1), c) I believe the location and character of use conforms with the town's land use plan and other planning elements including the strategic priorities for economic development:
    - *Increase our tax revenue base and improve citizen employment opportunities by encouraging private enterprise through retention, support of expansion, and recruitment.*
    - *Continue to embrace tourism as our primary economic driver and work to increase visitation by promoting Beaufort as a destination and working to maximize the visitor experience.*
- Section 20, E), 1), d) Streets, driveways, parking lots, traffic control, and traffic circulation will not be affected by this special use change
- Section 20, E), 1), e) The proposed special use will not injure the value of adjoining properties. In fact the total renovation of this historic property and increased tourism draw from this venue will enhance the value of the whole historic district.
- Section 20, E), 1), f) The proposed use is compatible with the adjoining land uses in the H-BD district
- Section 20, E), 1), g) The proposed use will not materially endanger the public health or safety of the community

5/25/2020

APPLICATION FOR A SPECIAL USE PERMIT

Instructions:

Please complete the form below including all required attachments, a **$200.00 application fee,** and return to the Beaufort Town Hall; 701 Front Street; P.O. Box 390; Beaufort, N.C.; 28516. Incomplete applications will not be processed but will be returned to the applicant. Please call Town Hall at (252) 728-2141 if there are any questions.

APPLICANT INFORMATION

Applicant Name: Nelson Owens

Applicant Address: 723 Comet Drive, Beaufort, NC, 28516

Phone Number: (252) 342-1427 Email: nelson.n.owens@gmail.com

Property Owner Name: Same

Address of Property Owner: _____

Phone Number: _____ Email: _____

PROPERTY INFORMATION

Property Address: 513 Front Street, Beaufort, NC, 28516

15-Digit PIN: 730505198922000 Lot/Block #: PART L10 11 TOWN OF BEAUFORT

Size of Property (in square feet or acres): 13,725 sq ft Current Zoning: H-BD

Current Use of Property: Commercial Historic Restoration Requested Use: Microdistillery, Micro Brewery Restaurant with Outdoor Operation Tavern/Pub/Bar with Outdoor Operation

An application fee of **$200.00**, either in cash, money order, or check made payable to the "*Town of Beaufort*" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

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

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

Applicant Signature _____ Date of Applicant's Signature 5/25/2020

Property Owner Signature (if different than above) _____ Date of Owner's Signature _____

OFFICE USE ONLY

Date: _____ Reviewed for Completeness By: _____

Received by: _____ Date Deemed Complete and Accepted: _____

Application for Special Use Addendum

513 Front Street

Section 20, B), 1), b) Requested Uses:
Microdistillery
Microbrewery
Restaurant With Outdoor Operation
Tavern/Bar/Pub with Outdoor Operation

Section 20, B), 1), b) Information supporting the existence of the required findings

- Section 20, E), 1), a) The proposed uses are allowable in H-BD
- Section 20, E), 1), b) I believe the application is complete
- Section 20, E), 1), c) I believe the location and character of use conforms with the town's land use plan and other planning elements including the strategic priorities for economic development:
    - *Increase our tax revenue base and improve citizen employment opportunities by encouraging private enterprise through retention, support of expansion, and recruitment.*
    - *Continue to embrace tourism as our primary economic driver and work to increase visitation by promoting Beaufort as a destination and working to maximize the visitor experience.*
- Section 20, E), 1), d) Streets, driveways, parking lots, traffic control, and traffic circulation will not be affected by this special use change
- Section 20, E), 1), e) The proposed special use will not injure the value of adjoining properties. In fact the total renovation of this historic property and increased tourism draw from this venue will enhance the value of the whole historic district.
- Section 20, E), 1), f) The proposed use is compatible with the adjoining land uses in the H-BD district
- Section 20, E), 1), g) The proposed use will not materially endanger the public health or safety of the community

5/25/2020

Properties within 200 feet of 513 Front Street

PARCEL NUMBER: 730617108077006
OWNER: BEAUFORT FLATS LLC
PHYSICAL ADDRESS 118 6 CRAVEN ST BEAUFORT
MAILING ADDRESS: PO BOX 1143 BEAUFORT NC 1143 28516

PARCEL NUMBER: 730505197913000
OWNER: HARPER,THOMAS J ETUX SANDRA
PHYSICAL ADDRESS 505 FRONT ST BEAUFORT
MAILING ADDRESS: PO BOX 1031 BURLINGTON NC 27216

PARCEL NUMBER: 73050519795100D
OWNER: HINES,LAURA MATHEWS BREGLER
PHYSICAL ADDRESS 509 FRONT ST BEAUFORT
MAILING ADDRESS: 6518 ZACK ROAD OAK RIDGE NC 27310

PARCEL NUMBER: 73050519795100E
OWNER: HILTON,PETER V ETUX TAMMERA K
PHYSICAL ADDRESS 509 FRONT ST BEAUFORT
MAILING ADDRESS: 103 SYCAMORE DRIVE PINE KNOLL SHORES NC 28512

PARCEL NUMBER: 73050519795100B
OWNER: OWENS,ELBERT WEST JR
PHYSICAL ADDRESS 509 FRONT ST BEAUFORT
MAILING ADDRESS: 120 GOODWIN LAMP ROAD BEAUFORT NC 7803 28516

PARCEL NUMBER: 73050519795100H
OWNER: THREE L'S LLC
PHYSICAL ADDRESS 509 FRONT ST BEAUFORT
MAILING ADDRESS: PO BOX 407 BEAUFORT NC 28516

PARCEL NUMBER: 73050519795100A
OWNER: WILLIAMS INVEST PROPERTIES LLC
PHYSICAL ADDRESS 509 FRONT ST BEAUFORT
MAILING ADDRESS: 205 PLAZA DRIVE STE #A GREENVILLE NC 27858

PARCEL NUMBER: 73050519795100G
OWNER: JARRETT BAY GROUP LLC
PHYSICAL ADDRESS 507 FRONT ST BEAUFORT
MAILING ADDRESS: 530 SENSATION WEIGH BEAUFORT NC 7764 28516

PARCEL NUMBER: 730617108143000
OWNER: GREENBERG,BRENT ETUX SINDEE
PHYSICAL ADDRESS 122 CRAVEN ST BEAUFORT
MAILING ADDRESS: PO BOX 27 BEAUFORT NC 28516

PARCEL NUMBER: 730505198836000
OWNER: MOORE,GERALD O ETUX RUTH B
PHYSICAL ADDRESS 515 FRONT ST BEAUFORT
MAILING ADDRESS: 5113 HOLLY LANE MOREHEAD CITY NC 28557

PARCEL NUMBER: 730505198869000
OWNER: SOUTHERN FROCK LLC
PHYSICAL ADDRESS 517 FRONT ST BEAUFORT
MAILING ADDRESS: 360 STEEP POINT ROAD BEAUFORT NC 28516

PARCEL NUMBER: 730505198877000
OWNER: SMITH,ANNE HILL ETAL GORDON
PHYSICAL ADDRESS 519 FRONT ST BEAUFORT
MAILING ADDRESS: 1205 FRONT STREET BEAUFORT NC 28516

PARCEL NUMBER: 730505198871000
OWNER: PLAZA MEXICO BAR & GRILL INC
PHYSICAL ADDRESS 521 FRONT ST BEAUFORT
MAILING ADDRESS: 5167 HIGHWAY 70 WEST #60 MOREHEAD CITY NC 28557

PARCEL NUMBER: 730505199800000
OWNER: COYNER,BARBARA BLACKWELL TRU
PHYSICAL ADDRESS 523 FRONT ST BEAUFORT
MAILING ADDRESS: 3101 DURALEIGH RD APT 328 RALEIGH NC 4194 27612

PARCEL NUMBER: 730505199728000
OWNER: BLUE TREASURE LLC
PHYSICAL ADDRESS 525 FRONT ST BEAUFORT
MAILING ADDRESS: PO BOX 3557 CARY NC 27519

PARCEL NUMBER: 730505290927000
OWNER: ALL PARK CORPORATION D/B/A
PHYSICAL ADDRESS 115 QUEEN ST BEAUFORT
MAILING ADDRESS: 117 QUEEN ST BEAUFORT NC 28516

PARCEL NUMBER: 730617200033000
OWNER: GILLIKIN,FRANK S JR ETAL BEN
PHYSICAL ADDRESS 117 QUEEN ST BEAUFORT
MAILING ADDRESS: 2756 RENAISSANCE WAY VIRGINIA BEACH VA 23456

PARCEL NUMBER: 730617200087000
OWNER: SWAIN,ROBERT KYLE ETUX LINDA
PHYSICAL ADDRESS 119 QUEEN ST BEAUFORT
MAILING ADDRESS: 107 NORTH SHORE BEAUFORT NC 28516

PARCEL NUMBER:	730617201111000
OWNER:	HAWKES,ELIZABETH K
PHYSICAL ADDRESS	121 QUEEN ST BEAUFORT
MAILING ADDRESS:	121 QUEEN ST BEAUFORT NC 28516

PARCEL NUMBER:	730617201177000
OWNER:	GECI,JACKIE B ETVIR HERMAN SR
PHYSICAL ADDRESS	512 ANN ST BEAUFORT
MAILING ADDRESS:	119 SHADY HOLLOW LANE GARNER NC 27529

PARCEL NUMBER:	730617109293000
OWNER:	ANN STREET METHODIST CHURCH
PHYSICAL ADDRESS	500 ANN ST BEAUFORT
MAILING ADDRESS:	417 ANN STREET BEAUFORT NC 28516

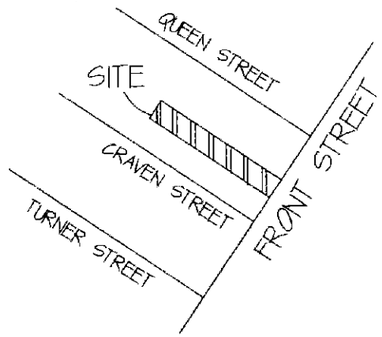
PARCEL NUMBER:	730505196802000
OWNER:	LOW VALLEY LLC
PHYSICAL ADDRESS	500 FRONT ST BEAUFORT
MAILING ADDRESS:	500 FRONT STREET BEAUFORT NC 28516

PARCEL NUMBER:	730505196928000
OWNER:	STRICKLAND,DORIS O ETAL
PHYSICAL ADDRESS	435 FRONT ST BEAUFORT
MAILING ADDRESS:	519 E HILL ST WARSAW NC 28358

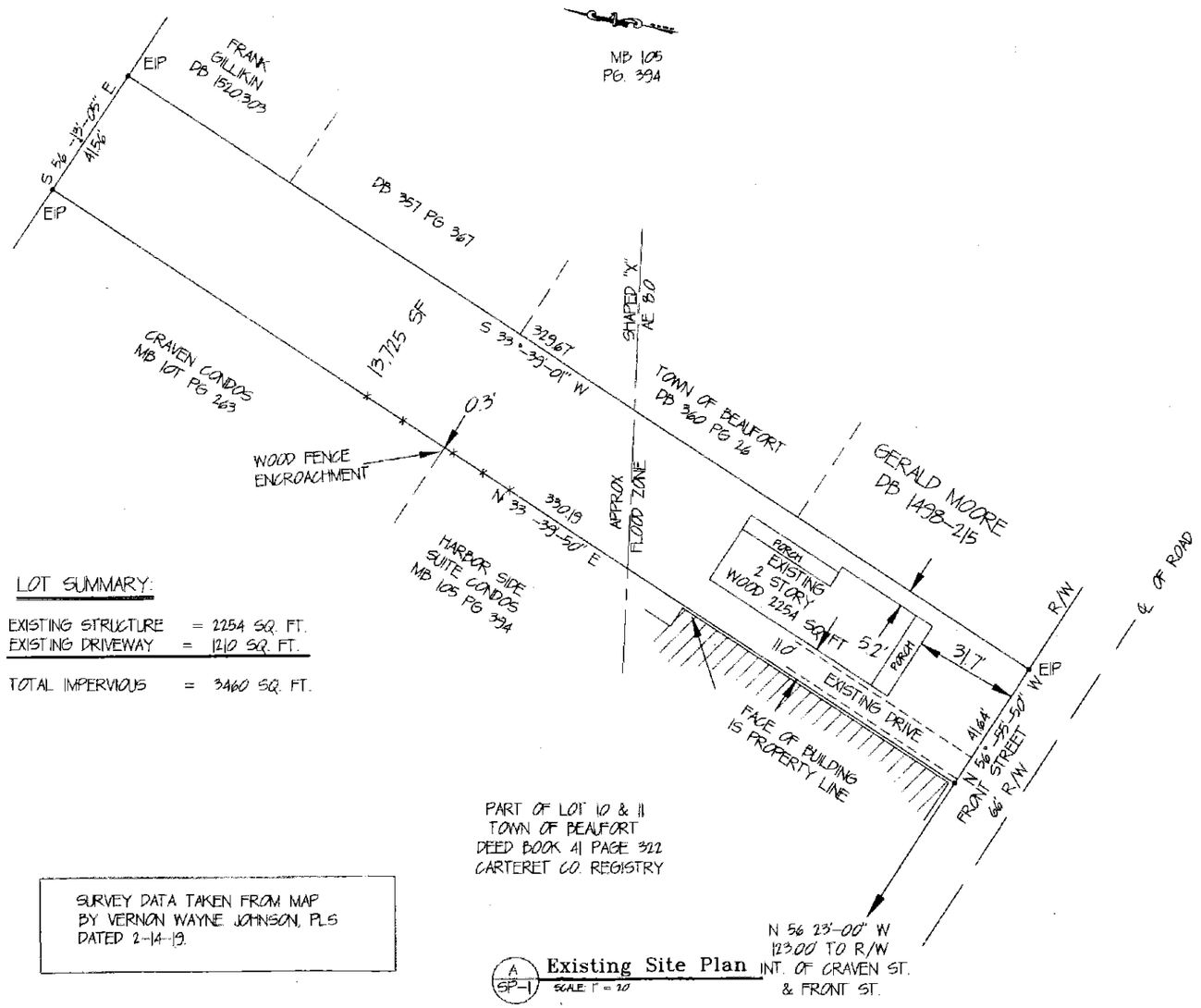
PARCEL NUMBER:	730617107116000
OWNER:	IRA SERVICES TRUST COMPANY
PHYSICAL ADDRESS	121 CRAVEN ST BEAUFORT
MAILING ADDRESS:	104 TAYLORS CREEK LN BEAUFORT NC 28516

PARCEL NUMBER:	730617107250000
OWNER:	BEAUFORT LINEN INTERIORS LLC
PHYSICAL ADDRESS	125 CRAVEN ST BEAUFORT
MAILING ADDRESS:	125 CRAVEN STREET BEAUFORT NC 28516

PARCEL NUMBER:	730617107248000
OWNER:	BISHOP,STEPHEN FEREBEE
PHYSICAL ADDRESS	129 CRAVEN ST BEAUFORT
MAILING ADDRESS:	131 CRAVEN STREET BEAUFORT NC 28516



VICINITY MAP NTS



LOT SUMMARY:

EXISTING STRUCTURE	=	2254 SQ. FT.
EXISTING DRIVEWAY	=	1210 SQ. FT.
TOTAL IMPERVIOUS	=	3460 SQ. FT.

PART OF LOT 10 & 11
TOWN OF BEAUFORT
DEED BOOK 41 PAGE 322
CARTERET CO. REGISTRY

SURVEY DATA TAKEN FROM MAP BY VERNON WAYNE JOHNSON, PLS DATED 2-14-19.

A SP-1 **Existing Site Plan**
SCALE: 1" = 10'

REVISIONS

DATE	MARK	DESCRIPTION

Existing Site Plan

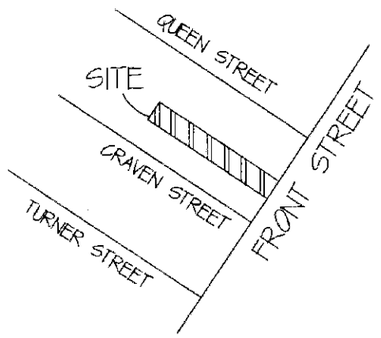
Nelson A. Owens & Patricia A. Owens
513 Front Street
Beaufort, N. C. 28516

CONSULTING ENGINEER
Meridian Engineering, P.A.
P.O. Box 1291, Kinston, N.C. 28503
809 Rhem Street, Kinston, N.C. 28501
Phone 1 - 252 - 522 - 2587
Fax 1 - 252 - 522 - 2501

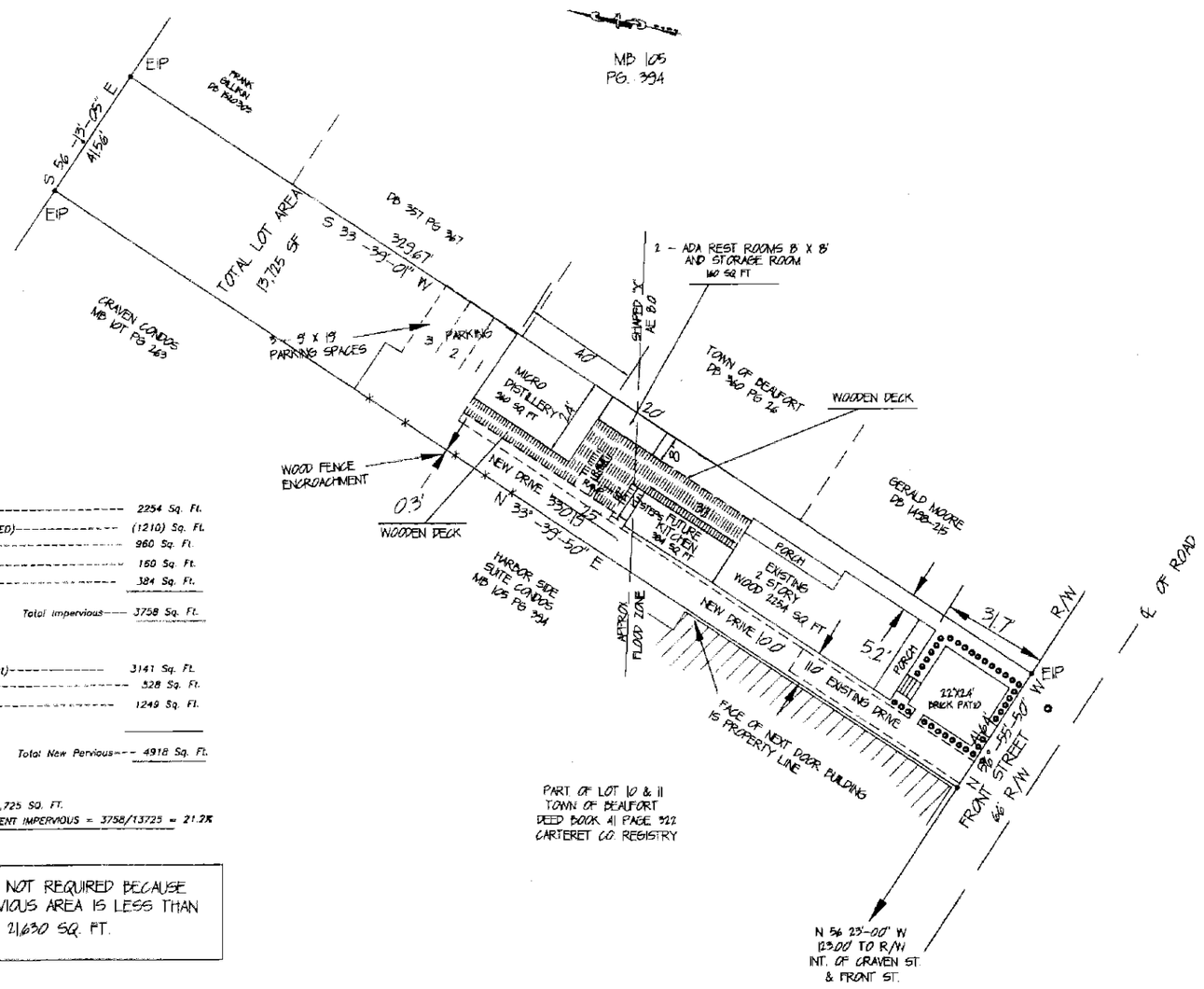
NORTH CAROLINA SEAL 5-22-20 WILLIAM A. GOLD

DRAWN BY	VPJ	SCALE
FILE	NELSONOWENS	AS NOTED
APPVD. BY	WAG	
DATE	5-26-20	

DRAWING NUMBER
SP - 1
OF
2



VICINITY MAP NTS



LOT SUMMARY.

IMPERVIOUS AREA	
Existing Dwelling(Two Stories)	2254 Sq. Ft.
Existing Driveway (10 BE REMOVED)	(1210) Sq. Ft.
New Distillery Bld	960 Sq. Ft.
New Rest Rooms/Storage	160 Sq. Ft.
New Storage @ House	384 Sq. Ft.
Total Impervious	3758 Sq. Ft.
PERVIOUS AREA	
New Driveway (Pervious Pavement)	3141 Sq. Ft.
Front Pervious Brick Patio	528 Sq. Ft.
Wooden Decks(Pervious)	1249 Sq. Ft.
Total New Pervious	4918 Sq. Ft.

LOT AREA = 13,725 SQ. FT.
NEW TOTAL PER CENT IMPERVIOUS = 3758/13725 = 27.3%

STORMWATER NOT REQUIRED BECAUSE TOTAL IMPERVIOUS AREA IS LESS THAN 1/2 ACRE OR 21,630 SQ. FT.

SURVEY DATA TAKEN FROM MAP BY VERNON WAYNE JOHNSON, PLS DATED 2-14-19.

A SP-2 **Proposed Site Plan**
SCALE: 1" = 10'

REVISIONS

DATE	MARK	DESCRIPTION

Proposed Site Plan

Nelson A. Owens & Patricia A. Owens
513 Front Street
Beaufort, N. C. 28516

CONSULTING ENGINEER
Meridian Engineering, P.A.
P.O. Box 1291, Kinston, N.C. 28503
809 Rhem Street, Kinston, N.C. 28501
Phone 1 - 252 - 522 - 2587
Fax 1 - 252 - 522 - 2501

NORTH CAROLINA SEAL 036161 ENGINEER WILLIAM A. OSBORNE
5-25-20

DRAWN BY	VPJ	SCALE
FILE	NELSONOWENS	AS NOTED
APPVD. BY	WAO	
DATE	5-26-20	

DRAWING NUMBER
SP - 2

2

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

Town of Beaufort Board of Commissioners Work Session
4:00 PM Monday, July 27, 2020 – Held Electronically Due to COVID19 Pandemic

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Amendments to the Personnel Policy

BRIEF SUMMARY:

Recent events in the Town of Beaufort regarding personnel issues have highlighted the need for changes in the policy. Town Attorney Jill Quattlebaum provided guidance on making the amendments and has provided an updated policy for review. The specific changes in the policy are noted with light blue lettering and red lettering.

The sections being amended are listed below.

Chapter 3 Employee Rights& Obligations, Section C Anti-Harassment, Item 4 Complaint Reporting, Item 5 Investigation Procedures, Item 7 Responsibility of Supervisory Personnel, and Item 8 Retaliation Prohibited

Chapter 4 Employment, Section E Separation & Reinstatement, Item 4 Non-disciplinary Suspension for Investigatory Purposes, Item 6 Employee Grievance or Appeal, Sub-item 2 Grievance & Adverse Action-Definitions, Sub-item 3 Grievance & Adverse Action Appeal Procedures Non-Discrimination, Sub-item 4 Grievance & Adverse Action Appeal Process Discrimination and Sub-item 5 Protection of Complainants, Employees, Witnesses, and Representatives from Interference, Harassment, Intimidation and Reprisal

Attached are two versions of the Personnel Policy. The first one is the highlighted copy showing the changes. The second one is a clean version with all of the changes being made.

REQUESTED ACTION:

Approval of the changes in the Personnel Policy as presented during this meeting.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Michele Davis, Town Clerk/HR Officer and Mayor Rett Newton

BUDGET AMENDMENT REQUIRED:

No

2013

Town of Beaufort

EFFECTIVE DATE: JANUARY 1, 2013
Updated 2015
Updated 2017
Updated 2018
Updated 2019
Updated 2020

[PERSONNEL POLICY MANUAL]

Copyright Town of Beaufort 2013

CONTENTS

1.GENERAL PROVISIONS 7

A.POLICY OVERVIEW 7

B. AT WILL EMPLOYMENT 7

C. RESPONSIBILITIES OF THE TOWN BOARD OF COMMISSIONERS 7

D. RESPONSIBILITIES OF THE TOWN MANAGER 7

E. DEPARTMENTAL RULES & REGULATIONS 7

2. RECRUITMENT & HIRING 9

A. RECRUITMENT 9

1. Recruitment Sources 9

2. Job Advertisements 9

3. Application for Employment 9

4. Application Reserve File 9

B. SELECTION & APPOINTMENT 9

C. PROBATIONARY PERIOD 10

D. EMPLOYMENT OF RELATIVES 10

3. EMPLOYEE RIGHTS & OBLIGATIONS 11

A. OPEN DOOR POLICY 11

B. NON-DISCRIMINATION & EQUAL EMPLOYMENT OPPORTUNITY POLICY 11

C. ANTI-HARASSMENT 11

1. Policy Against Harassment 11

2. Applicability 12

3.Sexual Harassment 12

4.Complaint Reporting 12

5.Investigation Procedures 13

6.Privacy 14

7. Responsibility of Supervisory Personnel 14

8. Retaliation Prohibited 14

D. VIOLENCE IN THE WORKPLACE 14

1.Prohibited Conduct 15

2.Reporting Procedures 15

3.Enforcement 15

E. AMERICANS WITH DISABILITIES ACT 16

1. ADA Policy Statement 16

2.Procedure for Requesting an Accommodation 16

F. ALCOHOL-FREE AND DRUG-FREE WORKPLACE 17

1. Policy 17

2.Scope 17

3.Definitions 17

4.Employee Responsibilities 18

5.Authorized Use of Prescribed Medication 18

6.Reasonable Suspicion Testing 18

7.Random Testing 19

8.Post-Accident Testing 19

9.Disciplinary Action 19

10. Voluntary Identification 19

G. ETHICS POLICY 19

1. Overview 19

2.Solicitation & Acceptance of Gifts & Favors 20

3.Political Activity 20

H. CONFLICT OF INTEREST 20

I. OUTSIDE EMPLOYMENT 21

J. SAFETY POLICY 21

K. WORK PRODUCT OWNERSHIP 21

4.EMPLOYMENT 22

A. DEFINITIONS 22

B. COMPENSATION 23

1. The Pay Plan 23

2.Administration and Maintenance 23

3.Starting Salaries 23

4.Trainee Designation and Provisions 23

5.Merit Pay 24

6.Salary Changes 24

9. Effective Date of Salary Changes 25

10. Overtime Pay 25

11. Call-back and Stand-by Pay 26

12. Compensation for Travel 26

13. Longevity Pay 27

14. Payroll 28

C. WORK SCHEDULE 28

1.Call-back & Stand-by 28

2.Inclement Weather 28

3. Commercial driver license requirements 29

4.INMATE CUSTODIAL AGENT 29

D. PERFORMANCE EVALUATION 30

1.Promotion 30

2.Demotion 30

3.Transfer 30

E. SEPARATION & REINSTATEMENT 31

F. Disciplinary Actions and Suspensions 32

3. Disciplinary Suspension 33

4. Nondisciplinary Suspension for Investigatory Purposes 33

5. Pre-discipline Conference 34

6. Employee Grievance or Appeal 35

1. Grievance Procedure and Adverse Action Appeal Policy 35

2. Grievance and Adverse Action - Definitions 36

3. Grievance and Adverse Action Appeal Proc Non-Discrimination 36

4. Grievance and Adverse Action Appeal Procedure - Discrimination 37

5. Protection of Complainants, Employees, Witnesses, and Representatives from Interference, Harassment, Intimidation, and Reprisal 37

6. Back Pay Awards 38

5.EMPLOYEE BENEFITS 0

A. ELIGIBILITY 0

B. WORKERS' COMPENSATION 0

C. SOCIAL SECURITY 0

D. UNEMPLOYMENT COMPENSATION 0

E. GROUP HEALTH INSURANCE 0

F. LIFE INSURANCE 1

G. RETIREMENT 1

H. TUITION ASSISTANCE PROGRAM 1

I. HOLIDAYS AND LEAVES OF ABSENCE 2

1. Holidays 2

3. Sick Leave 5

4. Family & Medical Leave 6

5. Bereavement Leave 8

6. Workers' Compensation Leave 8

7. Military Leave 8

8. Civil Leave 9

9. Parental School Leave 9

10. Leave Without Pay 10

6.EMPLOYEE CODE OF CONDUCT 11

A. ATTENDANCE, PUNCTUALITY & DEPENDABILITY 11

B. APPEARANCE 11

C. Tobacco Use/SMOKING POLICY 11

D. USE OF TOWN SUPPLIES & EQUIPMENT 12

E. E-MAIL AND INTERNET CODE OF CONDUCT 12

1.Confidentiality, Privacy and Monitoring 12

2.Acceptable Uses of the Internet 13

3.Unacceptable Uses of the Internet 13

4.Software 13

5.Copyright Issues 13

6. E-Mail Communications & Instant Messaging 13

F. PERSONAL WEBSITE & SOCIAL MEDIA POLICY 14

1.General Rule 14

2.Scope 14

3.Content 14

4.Use of Town Computer Equipment 15

G. CELL PHONE POLICY 15

1.Personal Cellular Phones 15

2.Town-Provided Cellular Phones 15

3.Safety Issues for Cellular Phone Use 16

APPENDIX I: HARRASSMENT COMPLAINT FORM 17

APPENDIX II: SALARY SCHEDULE AND ASSIGNMENTS OF GRADES/RANGES 18

APPENDIX III: PERFORMANCE EVALUATION FORM 19

ADDENDUM 1: POLICE DEPARTMENT- STANDARD WORK PERIOD & OVERTIME PAY 19

1.GENERAL PROVISIONS

A.POLICY OVERVIEW

It is the policy of the Town to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The Personnel Policy and all rules and regulations adopted pursuant thereto shall be binding on all Town employees. The Town Manager, Town Attorney, members of the Town Board of Commissioners and advisory boards and committees will be exempted except in sections where specifically included.

The Town Manager and all managerial/supervisory personnel are responsible for administration of these personnel policies and procedures. Employees, volunteers and independent contractors are to report anything perceived to be improper to their supervisor, or the Town Manager. The Town believes strongly in an Open Door Policy and encourages employees to talk with their supervisor, Department Head, or the Town Manager concerning any problem. This Policy contains many, but not necessarily all of the rules, regulations, and conditions of employment for Town personnel. An employee violating any of the provisions of this policy shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated. This Personnel Policy is also intended to provide guidelines covering public service by Town employees and is not a contract.

The provisions of this handbook may be amended and supplemented from time to time without notice and at the discretion of the Town Manager and the Board of Commissioners.

B. AT WILL EMPLOYMENT

To the maximum extent permitted by law, the employment practices of the Town shall operate under the legal doctrine known as “employment at will.” Within Federal and State law, all employees serve at the pleasure of the Town of Beaufort. This policy does not create an employment contract or term between the Town and its employees, nor does this policy vest the employee with property or liberty interest in their positions and does not grant any continuing expectation of future employment.

C. RESPONSIBILITIES OF THE TOWN BOARD OF COMMISSIONERS

The Town Board of Commissioners shall be responsible for establishing and approving personnel policies and may change the policies and benefits as necessary. They also shall make and confirms appointments when so specified by the General Statutes of North Carolina.

D. RESPONSIBILITIES OF THE TOWN MANAGER

The Town Manager shall be responsible to the Town Board of Commissioners for the administration and technical direction of the personnel program. The Town Manager shall appoint, suspend, and remove all Town employees except those whose appointment is otherwise provided for by law. The Town Manager shall make appointments, dismissals, and suspensions in accordance with the Town charter and other policies and procedures as defined by this Policy.

E. DEPARTMENTAL RULES & REGULATIONS

Because of the particular personnel and operational requirements of the various departments of the Town, each department is authorized to establish supplemental written rules and regulations applicable only to the personnel of that department. All such rules and regulations shall be subject to the approval of the

Town Manager, and shall not in any way conflict with the provisions of this Policy, but shall be considered as a supplement to this Chapter.

2. RECRUITMENT & HIRING

A. RECRUITMENT

1. RECRUITMENT SOURCES

When position vacancies occur, the Town Manager or his/her designee shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices will be provided to recruitment sources, including organizations and news media available to minority applicants. In addition, notice of vacancies shall be posted at designated conspicuous sites within Town buildings in order that qualified employees and other interested candidates may apply for vacant positions. Individuals shall be recruited from a geographic area as wide as necessary to ensure that well-qualified applicants are obtained for Town service. Equally qualified internal applicants may be given first priority for the position.

2. JOB ADVERTISEMENTS

When a vacancy occurs, the job(s) will be posted internally as well as externally in local newspapers, professional publications, and other relevant publications in order to establish a diverse and qualified applicant pool. Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

3. APPLICATION FOR EMPLOYMENT

All persons expressing interest in employment with the Town shall be given the opportunity to file an application for employment for positions which are vacant.

4. APPLICATION RESERVE FILE

Applications shall be kept in an inactive reserve file for a period of two (2) years, in accordance with Equal Employment Opportunity Commission guidelines.

B. SELECTION & APPOINTMENT

Department Heads shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience qualifications required for the position. Prior to appointment, in addition to completing the required use of E-verify to check an employee's documentation, the Town may require additional screening information including but not limited to criminal background checks and credit reports. All selection devices administered by the Town shall be valid measures of job performance.

It is the policy of the Town to foster, maintain and promote equal employment opportunity. The Town shall select employees on the basis of the applicant's qualifications for the job and award them, with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, race, color, religion, national origin, disability, political affiliation, or marital status. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreas[illegible]barrier to satisfactory performance of duties with or without reasonable accommodation.

Before any commitment is made to an applicant either internal or external, the Department Head shall make recommendations to the Town Manager on the position to be filled, the salary to be paid, and the reasons for selecting the candidate over other candidates. The Town Manager shall approve appointments and the starting salary for all applicants.

C. PROBATIONARY PERIOD

An employee appointed or promoted to a permanent position shall serve a probationary period. Employees shall serve a six (6) month probationary period, with the exception of sworn police personnel and Department Heads who shall serve a twelve (12) month probationary period. During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress. Employees serving a twelve (12) month probationary period shall have a performance review at the end of six (6) months as well as before the end of twelve (12) months.

Employees serving a probationary period are not eligible to apply for other positions within the Town until they have successfully completed the probationary period evaluation and six (6) months as a full time employee. If it is in the best interest of the Town, this time period may be waived or extended upon approval of the Town Manager.

Before the end of the probationary period, the supervisor shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion should be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. Probationary periods may be extended for a maximum of six (6) additional months.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in this policy. A promoted employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If no such position is available, the employee shall be dismissed. Promoted and demoted employees who are on probation retain all other rights and benefits such as the right to use the grievance procedures.

D. EMPLOYMENT OF RELATIVES

The Town prohibits the hiring and employment of immediate family in positions within the same work unit. “Immediate Family” is defined as spouse, child, parent, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law, parent-in-law, brother-in-law, sister-in-law, aunt, or uncle of the employee or spouse of the employee. The Town also prohibits the employment of any person into permanent position who is an immediate family member of individuals holding the following positions: Mayor, Mayor Pro Temp, member of the Board of Commissioners, Town Manager, Town Clerk, Finance Officer, or Town Attorney. Otherwise, the Town will consider employing family members or related persons in the service of the Town, provided that such employment does not:

1. Result in a relative supervising relatives
2. Result in a relative auditing the work of a relative;
3. Create a conflict of interest with either relative and the Town; or
4. Create the potential or perception of favoritism.

This provision shall not apply retroactively to anyone employed when the provision is adopted by the Town.

3. EMPLOYEE RIGHTS & OBLIGATIONS

A. OPEN DOOR POLICY

The Town encourages employees who feel they have been treated unfairly or contrary to the Town's policies to discuss their concerns with their supervisor, or if they prefer with their Department Head, or the Town Manager. This includes work related problems or those of harassment or discrimination. The Town encourages employees to express their concerns about their employment with the Town. Please refer to the following policies – *Non-Discrimination and Equal Employment Opportunity Policy, Policy Against Harassment* and *Complaint Reporting*- below as to complaint procedures.

B. NON-DISCRIMINATION & EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Town of Beaufort that there shall be equal employment opportunity for all municipal employees and applicants without regard to race, creed, color, religion, sex, sexual orientation, age, national origin, marital or political status, veteran status, disability or handicap, genetic information or any other classification protected by federal, state or local law or regulation.

1. This policy applies to all areas of employment and includes recruitment, selection, promotion, demotion or transfer, layoff, recall, termination, rates of pay and other forms of compensation, selection for training and special assignments.
2. All levels of management through day--to--day actions, shall ensure the full integration of all employees into the work force in all occupations and at all levels regardless of the marital status, veteran status, disability or handicap or any other classification protected by federal, state or local law or regulation.
3. Employees are encouraged to report any instance of alleged discrimination or harassment by members of the public, vendors or employees of the Town workforce.

All inquiries and reports of discrimination should be directed to the Town Manager.

The Town of Beaufort is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the Town of Beaufort expects that all relationships among persons in the workplace will be business--like and free of bias, prejudice and harassment. The Town will not tolerate discrimination or harassment of or by Town employees towards anyone, including any supervisor, co--worker, vendor, or citizen.

Violations of this policy will result in disciplinary action up to and including discharge or, in the event non--employees are found to be at fault, other appropriate action. Employees who feel they have been subject to discrimination, harassment or disrespect as prohibited above, are directed to the *Harassment Complaint Reporting*, noted below.

C. ANTI-HARASSMENT

1. POLICY AGAINST HARASSMENT

The Town is committed to maintaining a workplace free from harassment or intimidation of any employee or job applicant, male or female. The Town does not accept, condone or tolerate actions of harassment by any employee, vendor, member of the public or any other person associated with the Town on the basis of any personal characteristic, including, but not limited to race, creed, color, religion, sex, sexual orientation,

national origin, age, marital or political status, veteran status, disability or handicap genetic information, or any other classification protected by federal, state or local law.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as race, creed, color, religion, sex, sexual orientation, civil union status, gender identity or expression age, national origin, marital or political status, veteran status, disability or handicap which can be reasonably accommodated without undue hardship genetic information, or any other classification protected by federal, state or local law or regulation. Harassment involves behavior that is personally offensive, fails to respect the rights of others, lowers morale and interferes with work effectiveness. Harassment may take different forms. Whatever form it takes, harassment is insulting and demeaning to the recipient and will not be tolerated in the workplace. The Town will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

2. APPLICABILITY

Town officials, appointees, managers, supervisors, employees, volunteers and outside contractors alike must comply with this policy and take appropriate measures to ensure that such conduct does not occur. Independent contractors, vendors and all other parties, engaged in a professional business relationship with the Town of Beaufort are also expected to abide by the policy.

3.SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome, unsolicited conduct of a sexual nature or because of one's sex, which an employee reasonably regards as undesirable or offensive. It includes unwelcome sexual advances, requests for sexual favors and any other conduct of a physical, verbal or nonverbal nature where:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, or creating an intimidating hostile or offensive employment environment.

Sexual harassment of non-employees by a Town employee is also prohibited. Unwelcome sexual advances toward non-employees such as, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;
2. Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual or creating an intimidating, hostile or offensive environment.

4.COMPLAINT REPORTING

Employees and non--employees who believe that they have been subject to harassment should report the incident directly to their supervisor or the Town Manager who will ask the employee to complete a Harassment Complaint Form (Appendix 1). The complaining party should specify the name of the alleged harasser and any and all witnesses to such alleged harassment. Completion of the written Complaint form is preferred but not required. Harassment does not have to occur on Town property during regular work hours to file a complaint under this policy. Under no circumstances shall an employee be required to make a

report of harassment to the person he/she is accusing of harassment. Any employee who receives a complaint of harassment or of conduct which would violate this policy from a non--employee or has knowledge of harassment or conduct which would violate this policy, by any Town employee, agent, volunteer or representative, must report the matter to the Town Manager immediately. Any complaint alleging harassment or discrimination against the Town Manager shall be reported to the Mayor, who in turn shall report the complaint to the Town Board of Commissioners. The failure to make such a report may subject the employee to discipline.

It is recommended, but not required, that an individual who believes that he/she has been subjected to harassment from either a co--worker or a supervisor should confront his/her harasser and make clear that such behavior is not welcome. Thereafter, the individual should immediately bring the matter to the attention of his/her immediate supervisor or Department Head. If this is not practical, or if the employee does not feel comfortable with this avenue of redress, the employee may bring the complaint directly to the Town Manager or other Town representative as set forth above.

The Town encourages employees who witness conduct which they believe violates the Town's *Policy Against Harassment* to report the violation pursuant to this complaint procedure. All supervisory personnel are required to ensure adherence to and compliance with this policy. Upon being informed of and/or witnessing possible harassment, supervisory employees are required to inform the Town Manager and take appropriate remedial action to stop the harassment.

The Town encourages the prompt reporting of complaints so that rapid response and appropriate action may be taken. Any complaint should be reported within 120 days to be considered current. Nevertheless, due to the sensitive nature of these problems, all complaints will be investigated, regardless of when they are filed.

5.INVESTIGATION PROCEDURES

The Town shall conduct an investigation into the harassment complaint to determine the merits of the allegations. The Town Manager shall designate an objective investigator to determine the validity of any complaint. The objective investigator may include the Town Manager or any third party deemed appropriate. The investigation shall be completed in a reasonable time to resolve the issue and minimize the effects of such investigation on the parties involved.

1. The investigation will, at a minimum, include an interview with the employee bringing the complaint and the accused. If the Town determines that the complaint has merit, the accused shall face appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges against the individual. Disciplinary action may include a written warning, suspension, demotion, and/or termination of employment. Any disciplinary action shall be consistent with applicable collective negotiations agreements and applicable due process safeguards.
2. All employees have a responsibility to cooperate fully with the investigation of harassment. Although the extent of each investigation will vary, discretion and cooperation are crucial at all levels.
3. In the event that the Town determines the complaint to be intentionally dishonest, appropriate disciplinary action may be taken against the employee who filed the complaint.

The Town Board of Commissioners shall appoint a committee to evaluate any allegations of retaliation or discrimination involving the Town Manager, and shall use these standards as a guideline for conducting any investigation deemed necessary. This does not include grievances regarding work conditions, job performance, or disciplinary matters, for which employees must exclusively use the Grievance Procedure and Adverse Action Appeal Policy herein.

6.PRIVACY

To the extent possible, all persons involved in a harassment complaint will be given the utmost protection of privacy. Specifically, the Town will strive, both during and after the investigation, to maintain confidentiality to the fullest extent possible, including confidentiality of the identities of all persons involved or alleged to be involved in the incident, revealing only those particulars of the matter to the extent necessary for a thorough investigation. Any employee who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate discipline.

7. RESPONSIBILITY OF SUPERVISORY PERSONNEL

Supervisors are to monitor the work environment to ensure that all subordinates comply with this *Policy Against Harassment*. When a supervisor learns of a violation of this policy, the supervisor shall assist the victim in reporting the alleged incident(s) of harassment. Alternatively, the supervisor shall report the matter to the Town Manager. Any supervisor who receives a harassment complaint from any employee must bring it to the attention of the Town Manager (or to the Mayor, for allegations concerning the Town Manager) for resolution.

8. RETALIATION PROHIBITED

The Town encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result from the good faith reporting of harassment. It is a violation of this policy for any personnel to retaliate against another because he or she filed a complaint or otherwise participated in the complaint procedure. Supervisors shall closely monitor the work environment for any forms of retaliation once an allegation has been made. This will include but not be limited to verbal remarks, irregular assignments or any other activity that may contribute to a hostile work environment. Any retaliatory conduct or recurrence of the offensive behavior should be reported immediately to the Town Manager, or to the Mayor, for allegations concerning the Town Manager.

Any employee with questions regarding the Town's *Policy Against Harassment* may contact the Town Manager.

D. VIOLENCE IN THE WORKPLACE

The Town of Beaufort maintains the policy that any violent acts or threats of the same, made by an employee against another person's life, health, well-being, and family or property or for the purpose of intimidation, are entirely unacceptable and cause for disciplinary action up to and including immediate dismissal. This policy applies to any threats made on Town property, at Town events, or under other circumstances that may negatively affect the Town's ability to conduct business. Such acts or threats of violence whether made directly or indirectly, by words, gestures or symbols, infringe upon the Town's right or obligation to provide a safe workplace for its employees.

An employee who believes that he or she has been the target of violence or threats of violence or intimidation, or has witnessed or otherwise learned of violent conduct by another employee in the capacity described above, should contact the Town Manager and his or her immediate supervisor immediately.

1.PROHIBITED CONDUCT

The Town will not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

1. Causing physical injury to another person;
2. Making threatening remarks;
3. Aggressive, hostile or intimidating behavior that creates a reasonable fear of injury or loss to another person or to personal property or subjects another individual to emotional distress;
4. Intentionally damaging employer property or property of another employee;
5. Possession of a weapon while on company property or while on company business;
6. Committing acts motivated by, or related to, harassment or domestic violence.

2.REPORTING PROCEDURES

Any potentially dangerous situations must be reported immediately to a supervisor or the Town Manager. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. The Town will actively intervene at any indication of a possibly hostile or violent situation.

3.ENFORCEMENT

Threats, threatening or intimidating conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer’s premises will be reported to the proper authorities and fully prosecuted.

E. AMERICANS WITH DISABILITIES ACT

1. ADA POLICY STATEMENT

The Town is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA") and the North Carolina Law Against Discrimination. It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability, perceived disability or handicap so long as the employee can perform the essential functions of the job with or without accommodation. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodations to a qualified individual with a disability to allow them to perform their job. Accommodations will be made to employees who have made the Town aware of his or her disability or handicap, provided that such accommodation is reasonable and does not constitute an undue hardship on the Town.

Accommodations include modifications to facilities, equipment and work procedures, auxiliary aides, services and permanent reassignment to vacant positions. Employees who are reassigned to a different position shall receive the salary of their new position. Accommodations shall not be unduly expensive, extensive and disruptive or fundamentally alter the nature of the operation. ADA does not require the Town to offer permanent "light duty", relocate essential functions or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc. To be eligible for accommodations, individuals must:

1. Be able to perform the essential function of the position,
2. Not create a real safety hazard to themselves, co-employees or the public, and
3. Be otherwise qualified for the position in that they possess the prerequisites including education, experience, training, skills, licenses or certificates and other job-related requirements.

All decisions with respect to accommodations shall be made by the Town Manager.

Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact their immediate supervisor.

2.PROCEDURE FOR REQUESTING AN ACCOMMODATION

On receipt of an accommodation request, the employee's supervisor will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Town might make to help overcome those limitations.

The supervisor will make recommendations to the Town Manager to determine the feasibility of the requested accommodation considering various factors including, but not limited to, the nature and cost of the accommodation, and the accommodation's impact on the operation of the Town, including its impact on the ability of other employees to perform their duties and on the Town's ability to conduct business.

The supervisor will inform the employee of the decision on their accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the Town Manager. If the request on appeal is denied, that decision is final.

The ADA does not require the Town to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Town Manager. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

F. ALCOHOL-FREE AND DRUG-FREE WORKPLACE

1. POLICY

The Town has a vital interest in maintaining a safe, healthy and efficient working environment. Being under the influence of drugs or alcohol on the job poses serious safety and health risks to the user and to those who work or come in contact with the user in the workplace. Accordingly, the use, sale, purchase, transfer, possession or being under the influence of illegal drugs or alcohol in the workplace poses unacceptable risks for safe, healthy and efficient operations and will be grounds for immediate discipline up to and including termination of employment.

The Town further expresses its intent, through this policy, to comply with federal, state and local rules, regulations and/or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.

As a condition of employment, all employees are required to abide by the terms of this Policy and to notify the Town of any criminal drug statute conviction for a violation no later than five (5) days after such conviction.

2.SCOPE

This Policy applies to all departments, all employees (including all contracted employees) and all job applicants. Employees who are required to maintain a CDL license as an essential function of their job, fire, police, and emergency services personnel will also be subject to additional procedures (including random testing) pursuant to federal law and regulations.

3.DEFINITIONS

ALCOHOL: Any beverage that contains ethyl alcohol (ethanol), including, but not limited to, beer, wine and distilled spirits.

TOWN PREMISES/FACILITIES: All property of the Town, including, but not limited to, the offices, facilities and surrounding areas of Town-owned or leased property, parking lots and storage areas. The term also includes all Town owned or leased vehicles and equipment wherever located, and includes all other premises or facilities visited by employees in the course of their employment.

ILLEGAL DRUG: Any drug which is not legally obtainable; any drug which is legally obtainable, but has not been legally obtained; any prescribed drug not legally obtained, not being used for the prescribed purpose or by the prescribed person or not being used in the prescribed dosage or manner; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples include, but are not limited to, marijuana, hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), barbiturates and so-called designer or look-alike drugs. (Refer to Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and North Carolina General Statute 90-87(5)).

REASONABLE SUSPICION:A belief based on objective facts sufficient to lead a prudent person to conclude that a particular employee is under the influence of alcohol or drugs. Reasonable suspicion must be directed at a specific person and must be based on specific and articulable facts and the logical inferences and deductions that can be drawn from those facts. Reasonable suspicion may be based upon

things such as: observable phenomena – such as the direct observation of the possession or use of a drug or alcohol or the direct observation of physical symptoms of being under the influence of a drug or alcohol such as slurred speech, unsteady gait; a pattern of unusual or abnormal conduct or erratic behavior; information provided by a reliable and credible source; work-related accidents and deviations from safe working practices.

4.EMPLOYEE RESPONSIBILITIES

Each employee has the responsibility to:

1. Report to work at all times free of alcohol or illegal drugs and their effects;
2. Be aware of the Town's Alcohol-Free and Drug-Free Workplace Policy;
3. Seek assistance for alcohol and other drug abuse or related problems through an approved program before job performance is impacted;
4. Support the Town's efforts to eliminate alcohol and other drug abuse among employees.
5. Supervisors and other management personnel will be trained in detecting the signs and behavior of employees who may be using illegal drugs or alcohol at work.

5.AUTHORIZED USE OF PRESCRIBED MEDICATION

An employee undergoing prescribed medical treatment with any drug that may impair his/her ability to perform his/her job without posing a safety risk to himself/herself or others must report this treatment to the Town Manager who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. . An employee may continue to work under the influence of a prescribed drug only if, after consultation with medical professionals, it is determined that such use does not pose a safety risk and the employee's job performance is not negatively impacted and/or cannot be reasonably accommodated.

If justified by medical information and the employee's work performance, the Town may restrict an employee's work activity, place the employee on a leave of absence, or take other appropriate action in compliance with law.

6.REASONABLE SUSPICION TESTING

Whenever the Town has reasonable individualized suspicion that an employee is under the influence of alcohol or illegal drugs, the following procedures shall be applied:

1. An employee reasonably believed to be under the influence of alcohol or illegal drugs shall be immediately prevented from engaging in further work by his/her supervisor and department head and shall be prohibited from returning to work until negative test results are received. Any employee removed from a job for suspected drug or alcohol use will suffer no loss in pay provided the test result is negative.
2. The decision to test an employee shall be made by the Town Manager after consultation with legal counsel.
3. If the Town decides to test an employee, the employee will be given a direct order to submit to the test. Refusal on the part of the employee to submit to a test shall be considered misconduct and shall subject the individual to discharge.
4. The employee shall be transported in a reasonable amount of time to a qualified testing facility where a drug and/or alcohol screening will be administered. The employee will be required to sign a consent form prior to the test. Refusal t[illegible]e consent form or intentional interference with

the effective operation of the test shall be considered misconduct and shall be grounds for discharge.

5. The Town will afford the employee subject to testing the opportunity to list all prescription and non-prescription drugs they have used or recently used and the circumstances surrounding the use of such drugs and controlled substances.
6. The Town will allow a split sample to be taken so the employee may independently test the specimen at his/her own expense.
7. All alcohol and drug testing reports shall be treated in a confidential fashion and will only be revealed to those with a business need to know.

7.RANDOM TESTING

Employees who are required to hold a Commercial Driver's license for the purpose of performing their duties or as a condition of employment are subject to random drug testing as are all safety sensitive positions including fire, EMS and police.

8.POST-ACCIDENT TESTING

A post-accident test for drugs and/or alcohol shall be administered within 2 hours following the accident.

9.DISCIPLINARY ACTION

Any person violating any of the provisions of this policy, including testing positive for illegal drugs and/or alcohol, will be subject to discipline up to and including termination of employment. Disciplinary action taken may be appealed to the Town Manager, subject to applicable statutory appeal procedures. The determination of the Town Manager will be final and binding unless appealed pursuant to the "Disciplinary/Corrective Action Procedures" as stated in this policy.

At its discretion based on the individualized circumstances of the case, the Town may provide a one-time opportunity to the employee to enter and successfully complete a rehabilitation program that has been approved by the Town at the employee's own expense. Costs not covered under the employee's health insurance plan shall be paid for by the employee. During rehabilitation, the employee will be prohibited from working and will be required to submit periodic updates to the Town. Upon successful completion of rehabilitation, the employee will be subject to unannounced drug and/or alcohol testing for a period of 36 months. In the event the employee fails to successfully complete the rehabilitation program or tests positive in a test conducted after rehabilitation, the employee will be terminated.

10. VOLUNTARY IDENTIFICATION

Employees who come forward and identify themselves as having a drug and/or alcohol abuse problem prior to being requested to take a test by the Town based on reasonable suspicion, will be provided the opportunity to successfully complete a rehabilitation program at his/her own expense.

G. ETHICS POLICY

1. OVERVIEW

The Town of Beaufort is committed to conducting its business with integrity underlying all relationships, including those with citizens, customers, suppliers, [illegible]unities, and among employees. The highest standards of ethical business conduct are required of Town employees in performance of their

responsibilities. Employees will not engage in conduct or activity that may raise questions as to the Town's honesty, impartiality or reputation or otherwise cause embarrassment to the Town. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:

1. Using public office or public position for private gain;
2. Giving preferential treatment to any person or entity;
3. Losing impartiality;
4. Adversely affecting the confidence of the public in the integrity of the Town of Beaufort

Every employee has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this policy.

Employees with specific guidelines through licensing, certification etc., i.e. construction or code official or inspector, must also comply with such guidelines as required.

Employee concerns should be directed to the Town Manager for review and investigation. Retaliation against employees who use this reporting mechanism to raise genuine concerns will not be tolerated.

2.SOLICITATION & ACCEPTANCE OF GIFTS & FAVORS

The conduct of an employee in Town service shall be free from influence arising from gifts, favors, or special privileges in situations where it is reasonable to believe that such may be offered so as to affect the giver's interest or otherwise exert influence on the actions of the employee.

3.POLITICAL ACTIVITY

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of North Carolina and in accordance with the Constitution and laws of the United States. However, no employee shall:

1. Engage in any political or partisan activity while on duty;
2. Use official authority of influence for the purpose of interfering with or affecting the result of a nomination or an election for office;
3. Be required as a duty of employment or as condition for employment, promotion or tenure of office to contribute funds for political or partisan purposes;
4. Coerce or compel contributions from another employee of the Town for political or partisan purposes;
5. Use any supplies or equipment of the Town for political or partisan purposes; or
6. Be a candidate for nomination or election to office under the Town Charter;

Any violation of this section shall subject the employee to disciplinary action, including dismissal.

H. CONFLICT OF INTEREST

It is the policy of the Town of Beaufort that no officer or employee of the Town receive any personal or private benefit resulting from the activities of the Town or from the receipt of the Town of funds, from the State of North Carolina, or from any other source, apart from reasonable compensation for services rendered and reimbursement for reasonable expe[illegible]urred in the conduct of the business of the Town. Further, officer or employee of the Town shall obtain any direct or indirect economic stake in any entity

participating in the programs of the Town, and the Town shall not employ any individual who owns a stake in such entity.

I. OUTSIDE EMPLOYMENT

The Town has no intention of attempting to regulate what an employee does during his/her own time away from the job as long as off-duty activities do not represent a conflict of interest or reflect discredit to the Town. To avoid possible conflict of interest, the employee's outside employment shall be reported in writing to and approved by the Town Manager, through the Department Head. An employee is cautioned not to engage in outside activities that are so exhausting that one's physical or mental abilities are consistently impaired to the extent that his or her own Town service is adversely affected.

Examples of conflicts of interest in outside employment *include but are not limited to:*

1. Employment with organizations or in capacities that are regulated by the employee or employee's department; or
2. Employment with organizations or in capacities that negatively impact the employee's perceived integrity, neutrality, or reputation related to performance of the employee's Town duties.

J. SAFETY POLICY

The Town will provide a safe and healthy work environment and shall comply with the Occupational Safety and Health Act of North Carolina. The Town is equally concerned about the safety of the public. Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the supervisor or Department Head. Any on-the-job accident or accident involving Town facilities, equipment or motor vehicles must also be immediately reported.

K. WORK PRODUCT OWNERSHIP

The Town retains legal ownership of the work product of all employees. Work product includes: written and electronic documents, audio and video recordings, system code, and any concepts, ideas or other intellectual property developed for the Town regardless of whether the intellectual property is actually used by the Town. No work product created while an individual is employed by the Town can be claimed, construed or presented as their property, even after their commission with the Town is terminated or the relevant project completed. If any individual requests use of a document created by them, the release of said document shall be with the written authorization of the Town Manager.

4.EMPLOYMENT

A. DEFINITIONS

EMPLOYEE An "employee" of the Town of Beaufort is a person who regularly works for the Town on a wage or salary basis. "Employees" may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed by the Town who are subject to the control and direction of the Town in the performance of their duties.

EXEMPT Employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Employees in positions classified as Exempt shall be required to work a 40-hour workweek and any additional hours needed to fulfill the responsibilities of the position. The weekly salary established for such employees shall be their total compensation for all the time worked. Overtime pay shall only be granted to these employees in unusual circumstances and with the approval of the Town Manager.

NON-EXEMPT Employees whose positions do not meet FLSA criteria and who are eligible for overtime compensation.

REGULAR FULL-TIME Employees who have completed their respective probationary period and who are regularly scheduled to work 35 or more hours per week. They are eligible for the Town's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME Employees who have completed their respective probationary period and who are regularly scheduled to work less than 35 hours per week. Regular part-time employees may be eligible for some benefits sponsored by the Town, subject to the terms, conditions, and limitations of each benefit program.

TEMPORARY (FULL-TIME OR PART-TIME) Those whose performance is being evaluated to determine whether further employment in a specific position or with the Town is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Town's benefit programs.

B. COMPENSATION

1. THE PAY PLAN

The pay plan includes the Basic Salary Schedule and the Assignment of Grades and Ranges (Appendix II).

2.ADMINISTRATION AND MAINTENANCE

The Town Manager shall be responsible for the administration and maintenance of the pay plan. All employees covered by the pay plan shall be paid at a rate listed within the salary range established for the respective position classification, except for employees in trainee status or employees whose existing salaries are above the established maximum rate following transition to a new pay plan.

The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the cost of living, the financial conditions of the Town, and other factors. To this end, each budget year, the Town Manager shall make comparative studies of all factors affecting the level of salary ranges including the consumer price index, anticipated changes in surrounding employer plans, and other relevant factors, and will recommend to the Board of Commissioners such changes in salary ranges as appear to be pertinent. Such changes shall be made in the salary ranges such that the hiring rate, all intervening rates and the maximum change according to the market.

Periodically, the Town Manager shall recommend that individual salary ranges be studied and adjusted as necessary to maintain market competitiveness. Such adjustments will be made by increasing or decreasing the assigned salary grade for the class and adjusting the rate of pay for employees in the class when the action is approved by the Board of Commissioners.

3.STARTING SALARIES

All persons employed in positions approved in the position classification plan shall be employed within the hiring salary range for the classification in which they are employed; exceptionally well qualified applicants may be employed at a starting salary of mid-range of the established salary range upon approval by the Town Manager.

4.TRAINEE DESIGNATION AND PROVISIONS

Applicants being considered for employment or Town employees who do not meet all of the requirements for the position for which they are being considered may be hired, promoted, demoted, or transferred by the Town Manager to a "trainee" status. In such cases, a plan for training, including a time schedule, must be prepared by the Department Head. "Trainee" salaries may be no more than two grades below the hiring rate salary established for the position for which the person is being trained. A new employee designated as "trainee" shall be regarded as a probationary employee.

If the training is not successfully completed to the satisfaction of the Town Manager, the trainee shall be transferred, demoted, or dismissed. If the training is successfully completed, the employee shall be paid at least at the hiring rate established for the position for which the employee was trained.

5.MERIT PAY

Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related criteria. Procedures for determining performance levels and performance pay increases or other performance-related movement within the range shall be established in procedures approved by the Town Manager. An employee is eligible for a performance evaluation with merit pay, subject to the quality of work performed, at the one year anniversary of the hire date and every year thereafter on that anniversary date. Merit Pay shall be based upon available funds and by approval of the Board of Commissioners.

MERIT PAY - BONUS FOR TOP OF SALARY RANGE EMPLOYEES Employee**s** who are at the maximum amount of the salary range for their position classification are eligible to be considered for a Merit Bonus at their regular performance evaluation time. Merit bonuses shall be awarded based upon the performance of the employee as described in the performance evaluation and in the same amounts as employees who are within the salary range. Merit bonuses shall be awarded in lump sum payments and do not become part of base pay. Merit Bonus Pay shall be based upon available funds and by approval of the Board of Commissioners.

6.SALARY CHANGES

PROMOTIONS

The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility. When an employee is promoted, the employee's salary shall normally be advanced to the minimum rate of the new position, or to a salary which provides an increase of 10%, whichever is greater. In the event of highly skilled and qualified employees, shortage of qualified applicants, or other reasons related to the merit principle of employment, the Town Manager, with approval of the Board of Commissioners**,** may set the salary at an appropriate rate in the range of the position to which the employee is promoted that best reflects the employees qualifications for the job and relative worth to the Town. In no event, however, shall the new salary exceed the maximum rate of the new salary range. In setting the promotion salary, the Town shall consider internal comparisons with other employees in the same or similar jobs. Promoted employees will be required to complete a six-month probationary period. Annual evaluation date will not be changed due to promotion.

DEMOTIONS

When an employee is demoted to a position for which qualified, the salary shall be set at the rate in the lower pay range which provides a salary commensurate with the employees' qualifications to perform the job and consistent with the placement of other employees within the same classification in that salary range when the demotion is not the result of discipline. If the current salary is within the new range, the employee's salary may be retained at the previous rate if appropriate. If the demotion is the result of discipline, the salary shall be decreased at least 5%. Salaries of demoted employees may be no greater than the maximum of the new range.

TRANSFERS

The salary of an employee who is reassigned to a position in the same grade shall not have his/her annual salary or evaluation date changed by the reassignment.

GRADE CHANGES

An employee whose position is given a new a grade having a higher salary range shall receive a pay increase of approximately 5% or an increase to the hiring rate of the new pay range, whichever is higher. If the employee has completed probation, the employee's salary shall be advanced to at least the probation completion amount (minimum) in the new range. If the position is changed to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

8.TRANSITION TO A NEW SALARY PLAN

The following principles shall govern the transition to any new salary plan:

1. No employee shall receive a salary reduction as a result of a transition to a new salary plan.
2. All employees being paid at a rate lower than the hiring rate established for their respective classes shall have their salaries raised to the new minimum for their classes.
3. All employees being paid at a rate below the maximum rate established for their respective classes shall be paid at a rate listed in the salary schedule if a step plan is in use; all employees not at a listed rate shall have their salaries raised to a listed rate.
4. All employees being paid at a rate above the maximum rate established for their respective classes shall be maintained at that salary level until such time as the employee's salary range is increased above the employee's current salary.

9. EFFECTIVE DATE OF SALARY CHANGES

All salary changes, excluding merit pay changes, approved after the first working day of a pay period shall become effective at the beginning of the next pay period or at such specific date as may be provided by procedures approved by the Town Manager.

10. OVERTIME PAY

Employees of the Town can be requested and may be required to work in excess of their regularly scheduled hours as necessitated by the needs of the Town and determined by the Department Head. Overtime work should normally be approved in advance by the Department Head or Town Manager.

To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act (FLSA). The Town Manager shall determine which jobs are "non-exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7 day period; 171 hours for police and 212 hour for fire personnel in a 28 day cycle). Hours worked beyond the FLSA established limit will be compensated in either time or pay at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will vacation, sick leave, or holidays be included in the computation of hours worked for FLSA purposes. Compensatory leave requires approval by the Town Manager when creating a balance that exceeds 40 hours. Department Heads will report all overtime hours to the payroll administrator. Employees who are non-exempt will be paid for the compensatory leave balance at the end of the fiscal year.

Whenever practicable, Department Heads will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime. When time off within the work period cannot be granted, overtime worked will be paid in accordance with the FLSA.

Employees who hold a full-time position within any Town department and works part-time with another department within the Town will be compensated for any total worked hours over their normal scheduled hours. The department where the part-time duties are performed will be responsible for compensation to the employee.

Employees receive one hour for meal periods. Any employee whose meal period is less than 30 minutes shall be compensated for the full 30 minutes.

The FLSA regulations allows exempt employees additional compensation for hours worked beyond what is expected without jeopardizing exemption. Exempt employees of the town may be offered an additional benefit of paid time-off which will be identified as Bonus Time-Off. Bonus Time-Off may be granted when exempt employees have worked in excess of 40 hours or in excess of their scheduled hours. Additional leave will be granted on an hour for hour basis. Bonus Time-Off is not allowed to carry over from year to year and will not be paid out when an employee separates from service. Once Bonus Time-Off is recorded the employee must exhaust it before using Vacation Leave or Sick Leave. As a means of recording the Bonus Time-Off, exempt employees will need to complete a time sheet each week showing the hours worked. Employees should not work over intentionally as a means of increasing their Bonus Time-Off. An agreement/acceptance form will be completed for each exempt employee and kept on file in their personnel folder.

Exempt positions include (but are not limited to):

1. Town Manager
2. Finance Director
3. Assistant Town Manager
4. Fire Chief/Director of Emergency Services
5. Planning Director
6. Police Chief
7. Public Works Director
8. Town Clerk

11. CALL-BACK

CALL-BACK

“On call” employees will be paid a daily rate of $20 per day. The “On Call” week will run from Monday through Sunday. Town vehicles may be driven from work to home while the employee is “On Call”. An employee who is “Called In” will be paid a minimum of two (2) hours wages for being called back to work outside of normal business hours. This replaces previous Stand-by time.

12. COMPENSATION FOR TRAVEL

Travel time is compensable to all employees provided that the time occurs during the course of the regular work day. However, if two or more employees commute together to any Town required classes, meetings, or conferences before the beginning of the work day, travel time for both the driver and passenger(s) will be compensable**.**

13. LONGEVITY PAY

Full-time employees of the Town are compensated for consecutive years of service with the Town by payment of an annual longevity supplement based on the following table. Employees hired after June 30, 2013 are not eligible for Longevity Pay.

Years of Service	Longevity Amount
0 – 1	$ 125
2 - 4	$ 250
5 - 9	$ 350
10 - 14	$ 500
15 - 19	$ 600
20 plus	$ 750

14. PAYROLL

DEDUCTIONS

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made upon the request of the employee on determination by the Town Manager as to capability of payroll equipment and appropriateness of the deduction.

PAYDAY

Employees are paid on a bi-weekly basis.

DIRECT DEPOSIT

Employees are required to submit direct deposit information to the Human Resource Officer upon hire. The Town does not remit salary payments via check.

15. Compensation During State of Emergency

For the period of time from when regular town services are suspended to when regular work schedules resume, non-exempt employees will be paid at the overtime rate for their class and departments, and exempt employees will receive compensation equal to their hourly rate for hours worked beyond their regular work period schedules.

C. WORK SCHEDULE

Department heads shall establish work schedules, with the approval of the Town Manager which meet the operational needs of the department in the most cost effective manner possible.

1.CALL-BACK & STAND-BY

The Town provides a continuous twenty-four (24) hour a day, seven (7) day a week service to its customers. Therefore, it is necessary for certain employees to respond to any reasonable request for duty at any hour of the day or night. One of the conditions of employment with the Town is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal by the Town Manager.

2.INCLEMENT WEATHER

Town departments will remain open during periods of inclement weather unless otherwise authorized by the Town Manager or his/her designee for delayed opening, early closing, or other deviation. The Town Manager or his/her designee will implement policies and procedures for delayed opening, early closing, or other deviations from normal operations.

It shall be at the discretion of the Department Head to determine what positions within his/her department are considered essential. Essential personnel shall be defined as those employees who are required to carry on the operations of the department during a disas n inclement weather.

3. COMMERCIAL DRIVER LICENSE REQUIREMENTS

Many positions within the Town of Beaufort require employees to obtain a Commercial Driver License (CDL). If an applicant does not have a CDL, a requirement of employment will be to obtain a CDL within a six month probationary period for continued employment. Any employee already in town service must maintain their CDL while employed. A revocation of a CDL will result in the dismissal of an employee.

4.INMATE CUSTODIAL AGENT

The Town of Beaufort participated in the employment of NC Department of corrections inmates. Town personnel in the Public Works department are required as part of employment to attend the Department of Correction Inmate Orientation Training. Successful completion of the training will result with employees being designated as Custodial Agents. Employees will be required to maintain their Custodial Agent designation in order to remain employed with the town. Actions resulting in the revocation of the Custodial Agent designation may result in dismissal from employment.

D. PERFORMANCE EVALUATION

Supervisors and/or Department Heads shall conduct Performance Evaluation conferences with each employee at least once a year. These performance evaluations shall be documented in writing and placed in the employee's personnel file. Procedures for the performance evaluation program are included as Appendix III.

Members of the Board of Commissioners will do an annual evaluation of the Town Manager in written form and will discuss the findings of the reports with the Town Manager in closed session at the close of a regular Board of Commissioners meeting. The evaluations will be done by all Commissioners on a standard form and the review will be done as close to the employment anniversary date of the Town Manager as possible. Original copies of the evaluations are to be placed in the Town Manager's personnel file following the evaluation.

1.PROMOTION

Promotion is the movement of an employee from one position to a vacant position in a class assigned to a higher salary range. The Town will balance three goals in the employment process: 1) the benefits to employees and the organization of promotion from within; 2) providing equal employment opportunity and a diversified workforce to the community; and 3) obtaining the best possible employee who will provide the most productivity in that position. Therefore, except in rare situations where previous Town experience is essential or exceptional qualifications of an internal candidate so indicate, the Town will consider external and internal candidates for selection rather than automatically promoting from within. Candidates for promotion shall be chosen on the basis of their qualifications and their work records. Internal candidates shall apply for promotions using the same application process as external candidates.

2.DEMOTION

Demotion is the movement of an employee from one position to a position in a class assigned to a lower salary grade. Demotion may be voluntary or involuntary. An employee whose work or conduct in the current position is unsatisfactory may be demoted provided that the employee shows promise of becoming a satisfactory employee in the lower position. Such disciplinary demotion shall follow the disciplinary procedures outlined in this chapter.

An employee who wishes to accept a position with less complex duties and reduced responsibilities may request a voluntary demotion. A voluntary demotion is not a disciplinary action and is made without using the below-referenced disciplinary procedures.

3.TRANSFER

Transfer is the movement of an employee from one position to a position in a grade in the same salary range. If a vacancy occurs and an employee in another department is eligible for a transfer, the employee shall apply for the transfer using the usual application process. The Department Head wishing to transfer an employee to a different department or grade level shall make a recommendation to the Town Manager with the consent of the receiving Department Head. Any employee transferred without requesting the action may appeal the action in accordance with the grievance procedure outlined in the following chapter. An employee who has successfully completed a probationary period may be transferred into the same grade level without serving another probationary period.

E. SEPARATION & REINSTATEMENT

SEPARATION FROM EMPLOYMENT

Separation occurs when an employee leaves the payroll for reasons indicated below. Employees who have acquired regular employment status will not be subject to involuntary separation or suspension except for cause or reduction-in-force.

1. **Resignation or Retirement.** An employee may terminate his or her services with the Town by submitting a written resignation or request for retirement to the department head (or in the case of department heads to the Town Manager). It is expected that an employee will give at least two weeks (four weeks for department heads) notice prior to the separation date for resignation, for retirement the Town requests additional notice to allow time for position posting and knowledge transfer.

2. **Dismissal.** Dismissal is involuntary separation for cause, and shall be made in accordance with the provisions of Section F of this Policy. Dismissal may be due to unsatisfactory job performance, grossly inefficient job performance and/or unacceptable personal conduct.

3. **Separation During Probation.** An employee may be dismissed at any time during the probationary period for failure in performance of duties or failure in personal conduct. Separation during the probationary period creates no right of grievance or appeal pursuant to Section G of this Policy.

4. **Reduction in Force.** For reasons of curtailment of work, reorganization, or lack of funds the appointing authority may separate employees. Retention of employees in classes affected shall be based on systematic consideration of position, employment status, length of service, and job performance. No regular employee shall be separated while there are emergency, intermittent, temporary, probationary, or trainee employees in their first six months of the trainee progression serving in the same or related class, unless the regular employee is not willing to transfer to the position held by the non-regular employee, or the regular employee does not have the knowledge and skills required to perform the work of the alternate position within a reasonable period of orientation and training given any new employee. Employees laid off because of a reduction in force shall be given at least 30 calendar days' notice.

5. **Voluntary Resignation Without Notice.** An employee voluntarily terminates employment by failing to report to work without giving written or verbal notice to the employing department and is absent without approved leave one scheduled workday. Separation pursuant to this policy should not occur until the employing department has undertaken reasonable efforts to indicate that the employee was able to give or have someone else give notice during the period absent. This provision also applies when the employee is absent for one scheduled workday, has been verbally or in writing instructed of a specific manner of reporting an absence by management, and does not report to the appropriate supervisory personnel on a regular basis satisfactory to the employing department.

   Such terminations are voluntary resignations from employment and create no right of grievance or appeal pursuant to Section G of this Policy.

6. **Separation Due to Unavailability When Leave is Exhausted.** An employee may be separated on the basis of unavailability when the employee becomes or remains unavailable for work after applicable leave has been exhausted and leave without pay has not been granted for reasons deemed sufficient by the employing department. Such reasons include but are not limited to, lack of suitable temporary assistance, criticality of the position, budgetary constraints, etc. Such a separation is an involuntary separation, not a disciplinary dismissal, and may be grieved or appealed.

7. **Unable to Perform the Essential Functions of the Position.** An employee may be separated for inability to perform the essential functions of his or her position because of physical or mental impairment. Action may be initiated by the employee or the Town, and supported by medical evidence certified by a licensed medical physician. The Town may require an examination at its expense and performed by a licensed medical physician of its choice. Before an employee is separated for inability to perform the essential functions of his or her position, a reasonable effort shall be made to accommodate the employee in his or her current position or locate an alternate position within the Town for which the employee may be suited.

8. **Death.** The date of death shall be recorded as the employment separation date for the deceased employee. All compensation due in accordance with this Policy will be paid to the estate of the deceased employee. This includes earned but unpaid salary and payment for accumulated vacation leave up to the designated maximum.

1. **Discipline.** While it is desirable that all employees strive to achieve the highest level of success in their jobs, it is the responsibility of each employee to maintain at least an acceptable level of job performance and conduct.

   When employee performance and/or conduct falls below acceptable standards supervisors should address deficiencies at the time they are observed.

   Disciplinary action may occur when the unacceptable performance/conduct is at a level of severity or frequency to be deemed inappropriate to the best interests of the Town. While progressive discipline should be used in most situations with the employee given warning with time to correct the unacceptable behavior prior to disciplinary action, the severity of an individual situation may preclude such a warning.

   Discipline may include official reprimand, written warning, disciplinary suspension without pay, reassignment, demotion, or dismissal.

2. **Disciplinary Procedures.** The disciplinary process includes written warnings, disciplinary suspension (Section 3), nondisciplinary suspension for investigative purposes (Section 4), reassignment, demotion, and dismissal.

While the disciplinary procedures outlined are to be followed whenever possible, they are not to be construed as a limitation on the Town's right to take any form of disciplinary action, including dismissal, when deemed appropriate.

(a) First written warning. Such action shall commence from the immediate supervisor, intermediate supervisor or department head and should include:
   (1) That it is a part of the Town disciplinary process;
   (2) A detailed list of deficiencies/issues including specific examples which constitute evidence of same;

(3) A review of the impact of the employee's failure;
(4) Corrective action expected with time frames (if applicable);
(5) Consequences of failure to take corrective action;
(6) Reference to other disciplinary actions (if applicable); and
(7) Employee's grievance rights.

A copy of the warning and any subsequent warnings are forwarded to the Human Resources Officer for inclusion in the employee's personnel file. All disciplinary warnings become inactive after 18 months unless extended in writing or if a following warning or disciplinary action takes place during the 18-month period. Disciplinary warnings remain in the employee's personnel file.

(b) Second written warning. This action is the same as above but with a statement that any additional unacceptable behavior may subject the employee to disciplinary action up to and including dismissal from employment with the Town.

(c) Pre-discipline conference. If unacceptable behavior continues after the two written warnings, the employee should be given written notice of a pre-discipline conference. The conference should take place as outlined in Section 5 of this Article.

(d) Action resulting from the pre-discipline conference with the appropriate documentation. This may include a final written warning, suspension without pay, demotion, or dismissal or lesser action as appropriate.

3. DISCIPLINARY SUSPENSION

A regular employee who is suspended for disciplinary reasons shall be temporarily relieved of all duties and responsibilities and shall receive no compensation, including pay for accumulated vacation leave, for the period of suspension. Such disciplinary suspension shall be for no less than two work days or shifts, but no more than four full work weeks. The supervisor or department head taking such action must furnish the employee a written statement stating the specific acts or omissions that are the reasons for the suspension and the employee's appeal rights; one copy shall be given to the employee, and one copy shall be placed in the employee's personnel file.

Such a suspension by the department head may occur immediately and without notice in order to avoid undue disruption of work, to protect the safety of persons or property, or for other serious reasons. When a department head suspends an employee, he or she shall tell the employee to leave Town property at once and remain away for the specified time. The department head shall immediately notify the Human Resources Officer. Additional disciplinary action may be taken in such cases if deemed appropriate.

4. NONDISCIPLINARY SUSPENSION FOR INVESTIGATORY PURPOSES

Investigatory suspension may be used to provide time to investigate, establish facts and reach a decision concerning a regular employee's status in those cases in which it is determined the employee should not continue to work during the investigation or pending a decision. Investigatory suspension may be appropriately used to provide time to schedule and hold a pre-discipline conference. Also, management may elect to use an investigatory suspension in order to avoid undue disruption of work or to protect the safety of persons or property. An employee suspended for nondisciplinary or investigatory reasons shall be notified in writing of the reasons

for the suspension: one copy shall be given to the employee, and one copy shall be placed in the employee's personnel file.

An investigatory suspension usually should not exceed 45 calendar days. However, a department head may, with Town Manager approval, extend the period of investigatory suspension without pay beyond the 45-day limit. The employee must be informed in writing of the extension, the length of the extension and the specific reasons for the extension. A copy of the above communication shall be sent to the Human Resources Officer. If no action has been taken by management by the end of 45 calendar days, and no extension has been made, one of the following must occur: return the employee to active work status with full back pay and benefits or take appropriate disciplinary or other action based on the results of the investigation and/or a pre-discipline conference. If investigatory suspension is used for resolution of a civil or criminal court matter involving the employee this is not a guarantee that the position will be held.

An investigatory suspension will be without pay, but the employee may use accumulated compensatory time and/or vacation leave to receive compensation during this period. If no disciplinary or other action is taken based on the results of the investigation, the employee will be returned to active work status with full back pay and benefits. An employee placed on disciplinary suspension for investigatory purposes has no appeal rights regarding this suspension under Section 4.F.6. herein: Employee Grievance or Appeal.

5. PRE-DISCIPLINE CONFERENCE

(a) Before a regular employee may be subjected to any adverse action (disciplinary suspension without pay, reassignment, demotion or dismissal), other than as noted in (5) below, the following shall occur:

(1) The supervisor recommending disciplinary action should discuss the recommendation with and receive the approval of the department head, with notice to the Human Resources Officer, to schedule a conference.

(2) A pre-discipline conference shall be held between management representatives and the employee. No attorneys or other such representatives for either party will be present at this conference; a witness or security personnel may be present if management deems necessary. The Human Resources Officer shall attend to monitor the pre-discipline conference process. A management representative (usually the employee's supervisor or Department Head) shall present the employee and with written and specific reasons for the proposed disciplinary action and a brief summary of the information that supports it. The employee shall have a right to respond to the written notice of proposed action in the conference.

(3) After the end of the conference, the ranking management representative should review and reflect upon the information provided in the conference, and render a recommendation on appropriate action to the Town Manager no sooner than the next day and no later than five working days. If the management representative determines that a disciplinary action is justified, and the Town Manager concurs, the management representative shall present the employee with a letter notifying the employee of the action. However, the management representative or Town Manager may elect to defer the action, reconsider the entire issue, or initiate a disciplinary action less severe than recommended. If, following deferral or reconsideration, the decision is to take the proposed action, then no further conference is required.

(4) The employee must be given written notice of any disciplinary action. The ranking management representative at the pre-disciplinary conference shall issue the written

notice to include the specific acts or omissions that are the basis of the action and the employee's right of appeal.

(5) A pre-discipline conference shall not be held under the following circumstances:

1. When having a conference would be inconsistent with Section 3 (Disciplinary Suspension) of this Article F where there is immediate suspension for cause related to personal conduct in order to avoid undue disruption at work, to protect the safety of persons or property, or for other serious reasons.

2. When the employee is physically unable to attend a conference.

3. When the employee waives the conference either through expressed intent or implied actions.

4. When to conduct a conference would otherwise not be practical.

(6) When a conference is not held as set forth under (5) above, the Department Head should review and reflect on all information available, and render a recommendation on appropriate action to the Town Manager no sooner than the day following the decision not to conduct the conference and no later than five working days from the decision not to conduct the conference is made. If the Town Manager determines that a disciplinary action is justified, The Department Head shall present the employee with a letter notifying the employee of the action to include the specific acts or omissions that are the basis of the action and the employee's right of appeal.

6. EMPLOYEE GRIEVANCE OR APPEAL

Any employee wishing to grieve or appeal a disciplinary action may present the matter in accordance with the provisions of the grievance procedure or adverse action appeal prescribed in Article G of this policy.

Grievance Procedure, Discrimination, and Adverse Action Appeal

1. GRIEVANCE PROCEDURE AND ADVERSE ACTION APPEAL POLICY

In order to maintain a harmonious and cooperative relationship between the Town and its employees, it is the policy of the Town to provide for the settlement of problems and differences through an orderly grievance procedure. Every regular employee shall have the right to present his or her problem, grievance or adverse action appeal in accordance with established policy free from interference, coercion, restraint, discrimination, or reprisal.

It is the responsibility of supervisors at all levels, consistent with the authority delegated to them, to consider and take appropriate action promptly and fairly on a grievance or adverse action appeal of any employee.

In adopting this policy, the Town sets forth the following objectives to be attained in this program:

- Assure employees of a way in which they can get their problems or complaints considered rapidly, fairly, and without fear of reprisal.
- Encourage the employee to express how the conditions of work affect him or her as an employee.
- Have better employee understandi 184 olicies, practices, and procedures which affect them.

- Provide employees with assurance that actions are taken in accordance with policies.
- Provide a check on how policies are carried out by supervisors.
- Give supervisors a greater sense of responsibility in their dealings with employees.

2. GRIEVANCE AND ADVERSE ACTION - DEFINITIONS

Grievance. A claim or complaint based upon an event or condition which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment conditions. A grievance might involve alleged safety or health hazards, unsatisfactory physical facilities, surroundings, materials or equipment, unfair or discriminatory supervisory or disciplinary practices, unjust treatment by fellow workers, unreasonable work quotas, or any other grievance relating to conditions of employment.

Adverse Action. A disciplinary suspension, demotion, dismissal, reduction in pay, involuntary transfer or lay off. An adverse action does not include a non-disciplinary suspension for investigatory purposes.

3. GRIEVANCE AND ADVERSE ACTION APPEAL PROCEDURE - NON-DISCRIMINATION

A regular Town employee having a problem or grievance arising out of or due to his or her employment and who does not allege discrimination because of his or her age, color, disability, genetic information, national origin, political affiliation, race, religion, or sex shall first discuss the problem or grievance with his or her supervisor. If the issue is not resolved, the employee should then follow the grievance and adverse action appeal procedure established by the Town. The number of steps in this procedure will vary from a minimum of one to a maximum of three, depending upon:

1. The number of supervisory levels in the department.
   Example: In a department in which the only supervisor is the department head, the procedure would start at Step Two.
2. At what supervisory level was the decision made/action taken that the employee is grieving.
   Example: If the department head has made the decision that is being grieved, then the procedure should be initiated at Step Two and move upward.
3. Where the employee is a supervisor.

   Examples:

   a. If the employee reports directly to the department head, the procedure would begin at Step Two.
   b. If the department head is the grieving party, the process would start (and end) at Step Three.

If an employee has any question as to which step of the procedure he or she should initiate his or her grievance or adverse action appeal, he or she should contact the Human Resources Officer for direction.

Step One: The employee with a grievance or adverse action appeal shall present the matter in writing to his or her immediate supervisor within 15 calendar days of its occurrence or within 15 calendar days of the time the employee learns of its occurrence, with the objective of resolving the matter informally. In the case of an unlawful workplace harassment grievance involving the employee's supervisor, the employee may skip step one of [illegible]evance procedure. If the supervisor presented the discipline in question this [illegible]ay also be skipped. The supervisor should be and is encouraged to consult with any employee or officer deemed necessary to

reach a correct, impartial, and equitable determination and shall give the employee an answer in writing as soon as possible, but within 10 calendar days.

Step Two: If the decision in Step One is not satisfactory to the employee, or if he or she fails to receive an answer within the designated period provided in Step One, the employee may file the grievance or adverse action appeal in writing within 10 calendar days with the department head, who shall hear the grievance or adverse action appeal and then render a decision in writing within a maximum of 10 calendar days of the meeting.

Step Three: If the decision is not satisfactory to a general Town employee in Step Two, or if he or she fails to receive an answer within the designated period provided in Step Two, the employee may file the grievance or adverse action appeal with the Town Manager. The appeal must be made in writing within 10 calendar days following the decision reached in Step Two. The Town Manager or his designee shall hear the grievance or adverse action appeal and then render a decision in writing within 10 calendar days of the meeting. The Manager's decision shall be final regarding the grievance or adverse action appeal, and there is no further right of appeal.

4. GRIEVANCE AND ADVERSE ACTION APPEAL PROCEDURE - DISCRIMINATION

Any applicant for Town employment, Town employee or former Town employee who believes that employment, promotion, training or transfer was denied him or her or that demotion, lay off, or termination of employment was forced upon him or her because of his or her age, color, disability, genetic information, national origin, political affiliation, race, religion, or sex, except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient administration, shall have the right to appeal directly to the Human Resources Officer or Town Manager. An employee also has the right to appeal using the grievance procedure outlined in Section 3 of this Article. An employee or applicant must appeal an alleged act of discrimination within 30 calendar days after becoming aware of the alleged act or the date he or she should have become aware of it. Any such complaint allegations of discrimination against the Town Manager shall be made to the Mayor, who shall report same to the Town Board of Commissioners. The Board of Commissionersshall evaluate the complaint, and in its discretion, appoint a committee to investigate, as necessary.

5. PROTECTION OF COMPLAINANTS, EMPLOYEES, WITNESSES, AND REPRESENTATIVES FROM INTERFERENCE, HARASSMENT, INTIMIDATION, AND REPRISAL

Each employee shall be free from any and all restraint, interference, coercion, or reprisal on the part of Town employees and/or other persons when making any complaint or appeal, in serving as representative of an appellant, in appearing as a witness, or in seeking information in accordance with these procedures. The above principles apply with equal force after a complaint has been resolved. Should these principles be violated, the facts shall be brought to the attention of the Human Resources Manager or Town Manager (or to he Mayor, for allegations concerning the Town Manager) by the appellant, the appellant's representative or the person affected so that the appropriate remedial action may be taken.

6. BACK PAY AWARDS

Back pay and benefits may be awarded to reinstated employees in suspension, demotion, dismissal, and discrimination cases.

5.EMPLOYEE BENEFITS

A. ELIGIBILITY

All full-time and part-time employees of the Town are eligible for employee benefits as provided for below. Benefits are subject to change at the Town's discretion. Temporary employees are eligible only for Workers' Compensation and FICA.

B. WORKERS' COMPENSATION

All employees of the Town (full-time, part-time, and temporary) are covered by the North Carolina Workers' Compensation Act and are required to report all injuries arising out of and in the course of employment to their immediate supervisors at the time of the injury in order that appropriate action may be taken at once. Responsibility for claiming compensation under the Workers' Compensation Act is on the injured employee. Such claims must be filed by the employee with the North Carolina Industrial Commission within thirty (30) days from date of injuryunless reasonable excuse is made to the satisfaction of the Industrial Commission for not giving such notice and the Commission is satisfied that the employer has not been prejudiced thereby. The Human Resources Officer will assist the employee in filing the claim. (Also see Worker's Compensation Leave)

C. SOCIAL SECURITY

Social Security is federal government insurance to provide an employee with income in his/her senior years. Disability and death benefits are also provided by Social Security.

The cost for Social Security is paid through an automatic payroll tax. The Town matches the amount that is deducted from the employee's payroll check for payment into the Social Security Trust Fund.

D. UNEMPLOYMENT COMPENSATION

In accordance with the Federal Unemployment Tax Act, under Public Law 94-566 and subsequent amendments, local governments are covered by unemployment insurance. Town employees who are terminated due to a reduction in force or released from Town service may apply for benefits through the local Employment Security Commission office, where a determination of eligibility will be made.

E. GROUP HEALTH INSURANCE

The Town provides group health and hospitalization insurance programs for full-time employees and their families. Full-time employees may, if they so desire, purchase available group health through the Town for themselves or for themselves and qualified dependents. The Town may contribute an amount of the cost of coverage for a full-time employee, with the remainder of the cost payable by the employee.

Employees who retire may remain on the Town group health plan to age 65. Retirees are eligible for premium supplements based on criteria established by the Town Board of Commissioners.

Information concerning cost and benefits shall be available to all full-time employees.

F. LIFE INSURANCE

The Town may elect to provide group life insurance for each employee subject to the stipulations of the insurance contract. Employees may elect to purchase additional coverage and/or insure other family members under this plan at their expense subject to the stipulations of the insurance contract.

G. RETIREMENT

Each full-time employee shall enroll in the North Carolina Local Governmental Employees' Retirement System when eligible as a condition of employment. New hires who are current members of the North Carolina Local or State Government Employees' Retirement Systems shall be covered under the retirement system by the Town on their first day of employment.

The Town may provide supplemental retirement benefits for its full-time employees. Each law enforcement officer shall receive 401-K beneftis as prescribed by North Carolina State Law. Each general employee may receive supplemental benefits as approved by the Town Board of Commissioners.

H. TUITION ASSISTANCE PROGRAM

Full-time employees who have completed initial probation may apply for tuition reimbursement for courses taken on their own time, which will improve their skills for their current job or prepare them for promotional opportunities within the Town service. Employees may be reimbursed for tuition up to five hundred dollars ($500) per fiscal year. Satisfactory completion of the courses will be required for reimbursement. Requests for tuition assistance shall be submitted to the Department Head prior to course registration and are subject to the review and approval of Town Manager, subject to availability of funds.

I. HOLIDAYS AND LEAVES OF ABSENCE

The policy of the Town is to provide vacation leave, sick leave, and holiday leave to all full-time employees, and to provide proportionately equivalent amounts to employees having average work weeks of different lengths. Employees shall accrue leave proportionately with each payroll.

1. HOLIDAYS

The Town shall observe the following holidays and others as observed by the State of North Carolina, and as may be amended by the State. Town staff will be notified of the holiday schedule at the beginning of each calendar year. When a holiday, other than Christmas, falls on Saturday or Sunday, the preceding Friday shall be observed for a Saturday holiday and the following Monday shall be observed for a Sunday holiday:

- New Year's Day
- Martin Luther King's Birthday
- Friday before Easter
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas - 3 days designated as follows:
  When Christmas falls on: Workdays Off
  Sunday: Friday, Monday, Tuesday
  Monday: Monday, Tuesday, Wednesday
  Tuesday: Monday, Tuesday, Wednesday
  Wednesday: Tuesday, Wednesday, Thursday
  Thursday: Wednesday, Thursday, Friday
  Friday: Thursday, Friday, Monday
  Saturday: Friday, Monday, Tuesday

Effect on Other Types of Leave: Regular holidays which occur during a vacation, sick or other leave period of any employee shall not be considered as vacation, sick, or other leave.

Compensation When Work is Required or Regularly Scheduled Off for Shift Personnel : As **a <u>benefit</u>**, all Town employees receive (13) paid holidays per year. When a holiday occurs, each employee receives payment for that day without having to actually come to work.

- A "work" day is defined per department, as follows:
  - Administration, Planning, Public Works, Public Utilities**: 8 hours**
  - Fire Department: **10.6 hours**
  - Police Department: **8.4 hours**
- Holiday hours are defined as beginning at Midnight and ending at 11:59 pm on the calendar day of the holiday.

1. VACATION LEAVE

DESCRIPTION

Vacation leave is intended to be used for rest and relaxation, and may be used for medical appointments. Vacation leave may also be used by employees who wish to observe religious holidays other than those granted by the Town. Employees who wish to use leave for religious observances must request leave from their respective Department Heads. The Department Head will attempt to arrange the work schedule so that an employee may be granted vacation leave for the religious observance. Vacation leave for religious observance may be denied only when granting the leave would create an undue hardship for the Town.

ACCRUAL RATE

Each full employee of the Town shall earn vacation leave at the following schedule. Vacation leave shall be computed by multiplying an employee's total annualized regular work hours (as specified by the employee's approved departmental work schedule) by the employee's corresponding leave percentage determined by the employee's years of service. The result equals annual vacation leave hours. These hours shall be accrued at a rate of 1/12 monthly. A regular full-time employee shall earn paid vacation according to his or her length of service with the Town of Beaufort as follows:

Years of Service

0 – 2: 10 days per year

3 – 9: 12 days per year

10- 19: 15 days per year

20-24: 18 days per year

25+ : 20 days per year

MAXIMUM ACCUMULATION

Vacation leave may be accumulated without any applicable maximum until December 31 of each year. Employees are not eligible to receive pay for vacation time not taken. However, if the employee departs from service, payment for accumulated vacation leave shall not exceed 30 days. On the last payroll of the calendar year, any employee with more than 30 days may have the excess accumulation over 30 days converted to sick leave so that only 30 days are carried forward to January 1 of the next calendar year.

Employees are cautioned not to retain excess accumulated vacation leave until late in the year. Because of the necessity to keep all functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation. This provision may be waived in case of natural disasters, upon approval of the Town Manager.

MANNER OF TAKING

Employees shall be granted the use of earned vacation leave upon request in advance at those times designated by the Department Head which will least obstruct normal operations of the Town. Department Heads are responsible for ensuring that approved vacation leave does not hinder the effectiveness of service delivery. Vacation may be taken in one hour (1 hour) increments.

PAYMENT UPON SEPARATION

An employee who has successfully completed six (6) months of the probationary period will normally be paid for accumulated vacation leave upon separation not to exceed 30 days, provided notice is given to the supervisor at least two weeks in advance of the effective date of resignation. Any employee failing to give the notice required by this section shall forfeit payment for accumulated leave. The notice requirement may be waived by the Town Manager when deemed to be in the best interest of the Town. Employees who are involuntarily separated shall receive payment for accumulated vacation leave subject to the 30 day maximum. Employees dismissed for criminal conduct may be determined ineligible to receive vacation pay.

PAYMENT UPON DEATH

The estate of an employee who dies while employed by the Town shall be entitled to payment of all the accumulated vacation leave credited to the employee's account not to exceed the maximums established in this Policy.

USE BY PROBATIONARY EMPLOYEES

Employees serving a probationary period following initial employment may accumulate vacation leave but shall be permitted to use earned vacation leave during the probationary period. Vacation leave will not be advanced to an employee serving a probationary period unless the request was made and approval given in a pre-employment agreement.

3. SICK LEAVE

DESCRIPTION

Sick leave may be granted to a probationary or regular employee absent from work for any of the following reasons: sickness, bodily injury, required physical or dental examinations or treatment, or exposure to a contagious disease, when continuing work might jeopardize the health of others.

Sick leave may be used when an employee must care for a member of his or her immediate family who is ill. “Immediate family" shall be defined as spouse, child, parent, brother, sister. This also includes various combinations of “step”, “half”, and adopted relationships.

Sick leave may also be used to supplement Workers' Compensation Disability Leave both during the waiting period before Workers' compensation benefits begin, and afterward to supplement the remaining one-third of salary, except that the employee may not exceed the regular salary amount using this provision.

MANNER OF TAKING

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave, or not later than one (1) hour after the beginning of a scheduled workday. Such notice shall include the nature of the absence and the expected duration. All efforts should be made to speak directly to one’s supervisor; any voicemail messages should be followed by additional attempts to make personal contact. Sick leave may be taken in one (1) hour increments.

ACCRUAL RATE AND ACCUMULATION

Sick leave for regular full-time employees shall accrue at a rate of one day per month of service or twelve (12) days per year. Monthly accrued sick leave for full-time employees working other than the basic work schedule shall be pro-rated via the following formula:

Monthly accrued sick leave (in hours) = The number of hours worked per week divided by 40, then multiplied by 96 (12 days x 8 hrs/day), then divided by 12

In the event an employee has five (5) consecutive years (60 months) of continuous employment, and terminates employment in good standing, he/she shall be compensated at a rate of fifty dollars ($50) per day of accumulated sick leave for a maximum of sixty (60) days. For employees with less than five (5) years of continuous service, all sick leave shall end and terminate without compensation when the employee resigns or is separated from the Town, except as stated for employees terminated due to reduction in force.

Upon retirement, consistent with the provisions of the North Carolina Local Government Employee’s Retirement System, one (1) month of credit is allowed for each twenty (20) days, or any portion thereof, of sick leave to an employee’s creditable service. In lieu of this provision, employees may elect the aforementioned payout option of fifty ($50) per day for a maximum of sixty (60) days.

TRANSFER FROM PREVIOUS EMPLOYER

The Town may accept the transfer of all sick leave hours for employees from other employers who are participants of the Local or State Employees Retirement System. The sick leave amount must be certified by the previous employer and transfer eligibility is determined by the Town Manager at the time of hire.

ABUSE AND REQUIREMENT OF MEDICAL CERTIFICATION

Abuse of sick time shall not be tolerated and shall subject the employee to disciplinary action. Examples of abuse of sick leave shall include but are not be limited to: taking unapproved leave; failure to notify a supervisor in advance of the need to take a personal day; use of all sick time accrued; taking leave as soon as it is earned; or falsifying the reason for the use of sick time.

The employee's supervisor or Department Head may require a physician's certificate stating the nature of the employee's or family member's illness and the employee's capacity to resume duties, for each occasion on which an employee uses sick leave or whenever the supervisor observes a "pattern of absenteeism."; however, a physician's certificate does not excuse the abuse of leave privileges.

The employee shall be required to present a certified doctor's note of illness if the employee has been absent for more than three (3) consecutive days and also may be required to submit to such medical examination or inquiry as the Department Head deems desirable. The Department Head shall be responsible for the application of this provision to the end that:

a. Employees shall not be on duty when they might endanger their health or the health of other employees; and

b. There will be no abuse of leave privileges.

Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action, up to and including dismissal.

4. FAMILY & MEDICAL LEAVE

DESCRIPTION

The Town will grant up to 12 weeks of family and medical leave per calendar year to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). The leave may be paid (coordinated with the Town's Vacation and Sick Leave policies), unpaid, or a combination of paid and unpaid. Unpaid leave will be granted only when the employee has exhausted all appropriate types of paid leave. Additional time away from the job beyond the 12 week period may be approved in accordance with the Town's Leave without Pay policy.

To qualify for FMLA coverage, the employee must have worked for the employer 12 months or 52 weeks; these do not have to be consecutive. However, the employee must have worked 1,250 hours during the twelve (12) month period immediately before the date when the FMLA time begins.

Family and medical leave can be used for the following reasons:

a. the birth of a child and in order to care for that child;

b. the placement of a child for adoption or foster care;

c. to care for a spouse, child, or parent with a serious health condition; or

d. the serious health condition of the employee.

A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider. This policy covers illness of a serious and long-term nature resulting in recurring or lengthy absences. Generally, a chronic or long term health condition which results in a period of incapacity or more than three days would be considered a serious health condition.

If a husband and wife both work for the Town and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (not parent in-law) with a serious health condition, the husband and wife together may only take a total of 12 weeks leave under FMLA.

An employee taking leave for the birth of a child may use paid sick leave for the period of actual disability, based on medical certification. The employee shall then use all paid vacation for the remainder of the 12 week period.

The request for the use of leave must be made in writing by the employee and approved by the Department Head and Town Manager.

CERTIFICATION

In order to qualify for leave under FMLA, the Town requires medical certification. This statement from the employee's or the family member's physician should include the date when the condition began, its expected duration, diagnosis, and brief statement of treatment. For the employee's own health condition, it should state that the employee is unable to perform the essential functions of his/her position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and the employee's presence would be beneficial or desirable.

This certification should be furnished at least 30 days prior to the needed leave unless the employee's or family member's condition is a sudden one. The certification should be furnished as soon as possible (no longer than 15 days from the date of the employee's request). The certification and request must be made to the Department Head and filed with the Town Manager.

The employee is expected to return to work at the end of the time frame stated in the medical certification, unless he/she has requested additional time in writing under the Town's Leave Without Pay policy.

RETENTION AND CONTINUATION OF BENEFITS

When an employee is on leave under FMLA (maximum of 12 weeks in a year), the Town will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the

employee had continued to work. If an employee chooses not to return to work for reasons other than a continued serious health condition, the Town will require the reimbursement of the amount paid for the employee's health insurance premium during the FMLA leave period.

Other insurance and payroll deductions are the responsibility of the employee and the employee must make those payments for continued coverage of that benefit.

An employee shall retain all unused vacation and sick leave while on Leave Without Pay. An employee ceases to earn leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the Town's group insurance plans at his or her own expense, subject to any regulation adopted by the Council and the regulations of the insurance carrier.

5. BEREAVEMENT LEAVE

Bereavement leave may be used for death in the employee's immediate family. “Immediate family shall be defined as spouse, child, parent, brother, sister.” Full-time employees are granted three (3) days for any single occurrence. Additional leave time required for such occurrence may be charged to vacation or other approved leave when approved by the Department Head and/or Town Manager. Bereavement Leave is for use if you need to help make arrangements or your emotional lee is so you will not be able to complete work assignments.

6. WORKERS’ COMPENSATION LEAVE

An employee absent from duty because of sickness or disability covered by the North Carolina Workers' Compensation Act may elect to use accrued sick leave, vacation, or compensatory time during the first waiting period. The employee shall supplement workers' compensation payments after they begin with sick leave, vacation, or compensatory time, provided that the combination of leave supplement and workers' compensation payments does not exceed normal compensation. An employee on workers' compensation leave may be permitted to continue to be eligible for benefits under the Town's group insurance plans. When workers' compensation leave extends long enough for the waiting period to be reimbursed, the employee shall return the reimbursement check to the Town and have leave hours re-instated for all time covered by paid leave. In such cases, the Town will pay the employee for any unpaid time that is owed to the employee.

7. MILITARY LEAVE

Regular employees who are members of an Armed Forces Reserve organization or National Guard shall be granted two calendar weeks per year for military leave without pay. On rare occasions due to annual training being scheduled on a federal fiscal year basis, an employee may be required to attend two periods of training in one calendar year. For this purpose only, an employee shall be granted an additional ten days of military leave during the same calendar year. If the compensation received while on military leave is less than the salary that would have been earned during this same period as a Town employee, the employee shall receive partial compensation equal to the difference. The effect will be to maintain the employee's salary at the normal level during this period. If such duty is required beyond this ten workdays, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status, and the provisions of that leave shall apply. While taking military leave, the employee's leave credits and other benefits shall continue to accrue as if the employee physically

remained with the Town during this period. Employees who are eligible for military leave have all job rights specified by the Vietnam Veterans Readjustment Act.

REINSTATEMENT FOLLOWING MILITARY SERVICE

An employee called to extended active duty with the United States military forces, who does not volunteer for service beyond the period for which called, shall be reinstated with full benefits provided the employee:

a. Applies for reinstatement within ninety (90) days after the release from military service; and

b. Is able to perform the duties of the former position or similar position; or

c. Is unable to perform the duties of the former position or a similar position due to disability sustained as a result of the military service, but is able to perform the duties of another position in the service of the Town. In this case, the employee shall be employed in such other position as will provide the nearest approximation of the seniority, status, and pay which the employee otherwise would have been provided, if available.

8. CIVIL LEAVE

A Town employee called for jury duty or as a court witness for the federal or state governments, or a subdivision thereof, shall receive leave with pay for such duty during the required absence without charge to accumulated leave. The employee may keep fees and travel allowances received for jury or witness duty in addition to regular compensation; except, that employees must turn over to the Town any witness fees or travel allowance awarded by that court for court appearances in connection with official duties. While on civil leave, benefits and leave shall accrue as though on regular duty.

9. PARENTAL SCHOOL LEAVE

A Town employee who is a parent, guardian, or person standing in loco parentis (in place of the parent) may take up to four hours of unpaid leave annually to involve him or herself in school activities of his or her child(ren). This leave is subject to the three following conditions:

a. The leave must be taken at a time mutually agreed upon by the employee and the Town;

b. The Town may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave; and

c. The Town may require written verification from the child's school that the employee was involved at the school during the leave time.

Paid leave (vacation time) taken by an employee to attend to school activities of his or her child shall count towards the fulfillment of this provision by the Town.

10. LEAVE WITHOUT PAY

A full or part-time employee may be granted a leave of absence without pay for a period of up to twelve (12) months by the Town Manager. The leave shall be used for reasons of personal disability after both sick leave and vacation have been exhausted, sickness or disability of immediate family members, continuation of education, special work that will permit the Town to benefit by the experience gained or the work performed, or for other reasons deemed justified by the Town Manager.

The employee shall apply in writing to the supervisor for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the Town Manager. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay. If the employee decides not to return to work, the supervisor shall be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, shall be considered a resignation.

6.EMPLOYEE CODE OF CONDUCT

A. ATTENDANCE, PUNCTUALITY & DEPENDABILITY

Attendance, punctuality, and dependability are essential at all times. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time. When an employee is going to be late or absent, he/she should speak directly to his/her supervisor or department head at least one hour prior to his/her scheduled starting time. If it is necessary for the employee to leave a message, and his/her supervisor returns the call, the employee is responsible for following up with his/her supervisor prior to the close of business on the day in question.

An employee who fails to contact his/her immediate supervisor or his/her designated representative may be considered as having voluntarily resigned. A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the employee's personnel record. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in corrective disciplinary action up to and including dismissal.

B. APPEARANCE

It is expected that each employee will dress appropriately, maintaining a neat, well-groomed appearance at all times. Work assignments determine which type of clothing is appropriate and supervisors will advise employees of what is acceptable attire. If an employee is unsure if something is appropriate to wear to work, he/she will check with his/her supervisor. Foot apparel is mandatory.

Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards. Uniforms are the property of the Town and must be returned to the Town upon termination of employment, or the employee will be financially responsible for replacing the uniform.

If provided with identification (i.e. T-shirt or ID badge) employees are required to wear it while representing the Town. The identification card is the property of the Town and must be returned to the Town when upon termination of employment.

Employees are responsible for observing safety rules and wearing any personal protective equipment as required.

C. TOBACCO USE/SMOKING POLICY

The Town has adopted a tobacco-free, smoke-free policy for all buildings AND vehicles. Town facilities shall be tobacco-free, smoke-free and no employee or visitor will be permitted to use tobacco or smoke anywhere in Town buildings or vehicles. Employees of legal age are permitted to smoke only outside Town buildings in designated areas. Excessive breaks are not acceptable and employees should plan their time accordingly.

Tobacco Use/Smoking encompasses chewing tobacco, cigarettes as well as electronic smoking devices.

Any violation of this policy may result in appropriate corrective disciplinary action, up to and including dismissal.

D. USE OF TOWN SUPPLIES & EQUIPMENT

Town equipment, materials, tools and supplies shall not be available for personal use or be removed from Town property except in the conduct of official Town business. Town employees are not to use Town equipment or vehicles for private purposes.

Vehicles owned by the Town shall be cared for by an employee in the same responsible way that he would care for his own. Such vehicles are to be used exclusively for official Town business, except that by special approval by the Town Manager. An employee may be directed to take the vehicle home when doing so shall serve the best interest of the Town. Use of Town vehicles for commuting to and from work shall usually be limited to an employee who is subject to emergency call-back work.

Equipment, materials, tools and supplies that are used for public training or educational purposes must have prior approval of the Town Manager.

E. E-MAIL AND INTERNET CODE OF CONDUCT

Access to the Internet has been provided to public employees for the benefit of Beaufort and its residents. It allows employees to connect to information resources around the state, the country and the world. Every employee has a responsibility to maintain and enhance the Town's public image and to use the Internet in service of the Town of Beaufort. Personal internet use must be kept to an absolute minimum and must not interfere with employee productivity. To ensure that all employees are responsible, productive Internet users and are protecting the Town's public image, the following guidelines have been established for using the Internet.

1.CONFIDENTIALITY, PRIVACY AND MONITORING

All Town computer systems, including e-mail and Internet connections, are the property of the Town. All documents, information and data created, stored and/or copied to the Town's computer system are the property of the Town and may not be copied or in any form transmitted to any third party other than in the ordinary course of business on behalf of the Town. Employees using the Town's computer systems are cautioned that e-mail and Internet systems do not provide complete confidentiality and Town employees have no right to privacy when they use Town systems. The Town has the right to access, monitor and disclose the contents of any file or electronic message composed, sent received or viewed on Town computer systems for any business purpose, including but not limited to breaches of security, violations of Town policy or other computer system or e-mail misuse.

All business communication is to be done through the beaufortnc.org email account. Employees should be aware and understand that the use of personal e--mail accounts to engage in Town business may result in those personal accounts being subject to the provisions of the Open Public Records Act (OPRA) and/or other statutes pertaining to access to government records.

2.ACCEPTABLE USES OF THE INTERNET

Employees accessing the Internet are representing the Town. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Databases may be accessed for information as needed for Town business. E-mail may be used for business contacts.

3.UNACCEPTABLE USES OF THE INTERNET

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-Town business or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the Town network or the networks of other users.

4.SOFTWARE

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be done through the Town's authorized Information Technology Contractor.

5.COPYRIGHT ISSUES

Copyrighted materials belonging to third parties may not be transmitted by Town Employees on the Internet. One copy of the copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename and/or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action or legal action by the copyright owner.

6. E-MAIL COMMUNICATIONS & INSTANT MESSAGING

All employees are responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have the sender's name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. A generic signature of name, title, and contact number should be included in your e-mail communications. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language may be transmitted through the system. Employees are prohibited from expressing personal opinions through the use of the Town's Internet names and connections.

Notwithstanding the Town's right to read and retrieve any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval from the Town Manager. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer passwords and login names must be submitted to the Information Technology Contractor. No codes may be used that are unknown to the Information Technology Contractor.

F. PERSONAL WEBSITE & SOCIAL MEDIA POLICY

Social networking, both professional and personal, is a popular way to connect with friends, foster relationships and create a complex group of online networks and online communities. However, these new communication and networking opportunities also create new responsibilities for those who engage in social networking. Employees who choose to use or contribute to online media are not only impacting their personal image, but may be potentially impacting the image of the Town. The purpose of this policy is to provide reasonable guidelines for online behavior for employees of the Town.

1.GENERAL RULE

When communicating in social media, you ACT AT YOUR OWN RISK. Employees must never engage in communication which injures the reputation of the Town or its clients or which discloses confidential information. Employees should remain mindful that what one says or does, even if not otherwise connected to the Town, may be seen by others who will make judgments based upon what one places online. An employee's position with the Town could thus be impacted by personal Internet activities.

2.SCOPE

This Internet Postings Policy applies, but is not limited, to use of the following multimedia and social networking websites:

- Facebook, Twitter, Google+, LinkedIn, You-Tube, etc.
- Websites and Blog Site(s) including Personal Blog(s)
- Wikis such as Wikipedia and any other site(s) where text can be edited or posted
- Social bookmarks such as Digg and Delicious

All activities—postings, comments, videos, and images--on these sites are referred to as "Internet postings" in this Policy. Please be aware that a violation of this policy may result in disciplinary action up to and including termination of employment by the Town.

3.CONTENT

If an employee posts information that is in any way related to the Town, its residents, or his/her employment, they are urged to use common sense. If an employee is unsure about information disclosed in any particular posting, he or she should contact his/her immediate supervisor. Internet posting(s) should reflect personal points of view, not the point of view of the Town. Employees are personally responsible for all online activity conducted on Town equipment, with a Town email address, and/or communications traceable back to the Town's domain name. This includes activity conducted on personal social networks that reference his/her affiliation with the Town or one's status as an employee of the Town. When posting, an employee should neither claim nor imply he/she is speaking on behalf of the Town unless authorized by the Town Manager to do so. If an employee identifies his/herself as a Town employee in any manner on any internet posting, comment on any aspect of the Town's business, or post a link to the Town, the following disclaimer must be included in an openly visible location: "the views expressed on this post are mine and do not necessarily reflect the views of Town or anyone associated/affiliated with the Town."

Also, please be respectful when responding to negative posts. Your Internet postings should not violate any other applicable Town policy, including, but not limited to, the following: Anti--Harassment Policy, Non--Discrimination and Equal Employment Opportunity Policy, and E--Mail and Internet Code of Conduct Policy. Notwithstanding the above, no employee shall be disciplined for using social media to engage in protected concerted activity under the Employer-Employee Relations Act. Employees must agree that the Town shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any of your Internet postings. The Town may request, in its sole and absolute discretion, that an employee temporarily or permanently confine his/her website, web log or other commentary to topics unrelated to the Town if it believes this is necessary or advisable to ensure compliance with laws or regulations.

4.USE OF TOWN COMPUTER EQUIPMENT

Town equipment and resources shall not be used for personal internet and social media use. Violation of this rule may lead to disciplinary action up to and including dismissal.

G. CELL PHONE POLICY

This policy outlines the use of personal cell phones at work, the personal use of business cell phones, and the safe use of cell phones by employees while driving.

1.PERSONAL CELLULAR PHONES

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of the Town phone system. Personal calls or text-messaging during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make the vast majority of personal calls and texts on non-work time and to ensure that friends and family members are aware of the Town's policy. Flexibility will be provided in circumstances demanding immediate attention. Abuse of this policy may result in disciplinary action including removal of the cell phone during work hours. The Town will not be liable for the loss of personal cellular phones brought into the workplace.

2.TOWN-PROVIDED CELLULAR PHONES

Where job or business needs demand immediate access to an employee the Town may issue a business cell phone to an employee for work-related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Each employee will be provided with a plan that allows a specific number of minutes on a monthly basis. If an employee exceeds the allowable monthly minutes, and the overage is due to business, use the employee should notify the Town so alternative plans may be reviewed. In the event the overage is due to personal use, the employee will be responsible for reimbursing the Town for the overage charge and may be subject to disciplinary action up to and including dismissal.

Employees in possession of Town equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone

in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

3.SAFETY ISSUES FOR CELLULAR PHONE USE

Employees using a Town vehicle MUST use a hands free device. Further, employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business must use a hands free device. Safety comes before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. Text messaging while operating a Town vehicle is strictly prohibited.

In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy. Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result, and may be subject to disciplinary action.

APPENDIX I: HARRASSMENT COMPLAINT FORM

APPENDIX II: SALARY SCHEDULE AND ASSIGNMENTS OF GRADES/RANGES

APPENDIX III: PERFORMANCE EVALUATION FORM

ADDENDUM 1: POLICE DEPARTMENT- STANDARD WORK PERIOD & OVERTIME PAY

29\\\SERVER04\lssdocs\00000078\00111462.000.DOCX

2013

Town of Beaufort

EFFECTIVE DATE: JANUARY 1, 2013
Updated 2015
Updated 2017
Updated 2018
Updated 2019
Updated 2020

[PERSONNEL POLICY MANUAL]

Copyright Town of Beaufort 2013

CONTENTS

1.GENERAL PROVISIONS 7

A.POLICY OVERVIEW 7

B. AT WILL EMPLOYMENT 7

C. RESPONSIBILITIES OF THE TOWN BOARD OF COMMISSIONERS 7

D. RESPONSIBILITIES OF THE TOWN MANAGER 7

E. DEPARTMENTAL RULES & REGULATIONS 7

2. RECRUITMENT & HIRING 9

A. RECRUITMENT 9

1. Recruitment Sources 9

2. Job Advertisements 9

3. Application for Employment 9

4. Application Reserve File 9

B. SELECTION & APPOINTMENT 9

C. PROBATIONARY PERIOD 10

D. EMPLOYMENT OF RELATIVES 10

3. EMPLOYEE RIGHTS & OBLIGATIONS 11

A. OPEN DOOR POLICY 11

B. NON-DISCRIMINATION & EQUAL EMPLOYMENT OPPORTUNITY POLICY 11

C. ANTI-HARASSMENT 11

1. Policy Against Harassment 11

2. Applicability 12

3.Sexual Harassment 12

4.Complaint Reporting 12

5.Investigation Procedures 13

6.Privacy 14

7. Responsibility of Supervisory Personnel 14

8. Retaliation Prohibited 14

D. VIOLENCE IN THE WORKPLACE 14

1.Prohibited Conduct 15

2.Reporting Procedures 15

3.Enforcement 15

E. AMERICANS WITH DISABILITIES ACT 15

1. ADA Policy Statement 15

2.Procedure for Requesting an Accommodation 16

F. ALCOHOL-FREE AND DRUG-FREE WORKPLACE 16

1. Policy 16

2.Scope 17

3.Definitions 17

4.Employee Responsibilities 17

5.Authorized Use of Prescribed Medication 18

6.Reasonable Suspicion Testing 18

7.Random Testing 18

8.Post-Accident Testing 18

9.Disciplinary Action 19

10. Voluntary Identification 19

G. ETHICS POLICY 19

1. Overview 19

2.Solicitation & Acceptance of Gifts & Favors 20

3.Political Activity 20

H. CONFLICT OF INTEREST 20

I. OUTSIDE EMPLOYMENT 20

J. SAFETY POLICY 21

K. WORK PRODUCT OWNERSHIP 21

4.EMPLOYMENT 21

A. DEFINITIONS 21

B. COMPENSATION 22

1. The Pay Plan 22

2.Administration and Maintenance 22

3.Starting Salaries 22

4.Trainee Designation and Provisions 22

5.Merit Pay 23

6.Salary Changes 23

9. Effective Date of Salary Changes 24

10. Overtime Pay 24

11. Call-back and Stand-by Pay 25

12. Compensation for Travel 25

13. Longevity Pay 26

14. Payroll 26

C. WORK SCHEDULE 26

1.Call-back & Stand-by 27

2.Inclement Weather 27

3. Commercial driver license requirements 27

4.INMATE CUSTODIAL AGENT 27

D. PERFORMANCE EVALUATION 27

1.Promotion 28

2.Demotion 28

3.Transfer 28

E. SEPARATION & REINSTATEMENT 28

F. Disciplinary Actions and Suspensions 30

3. Disciplinary Suspension 31

4. Nondisciplinary Suspension for Investigatory Purposes 31

5. Pre-discipline Conference 32

6. Employee Grievance or Appeal 33

1. Grievance Procedure and Adverse Action Appeal Policy 33

2. Grievance and Adverse Action - Definitions 33

3. Grievance and Adverse Action Appeal Proc Non-Discrimination 34

4. Grievance and Adverse Action Appeal Procedure - Discrimination 35

5. Protection of Complainants, Employees, Witnesses, and Representatives from Interference, Harassment, Intimidation, and Reprisal 35

6. Back Pay Awards 35

5.EMPLOYEE BENEFITS 0

A. ELIGIBILITY 0

B. WORKERS' COMPENSATION 0

C. SOCIAL SECURITY 0

D. UNEMPLOYMENT COMPENSATION 0

E. GROUP HEALTH INSURANCE 0

F. LIFE INSURANCE 1

G. RETIREMENT 1

H. TUITION ASSISTANCE PROGRAM 1

I. HOLIDAYS AND LEAVES OF ABSENCE 2

1. Holidays 2

3. Sick Leave 5

4. Family & Medical Leave 6

5. Bereavement Leave 8

6. Workers' Compensation Leave 8

7. Military Leave 8

8. Civil Leave 9

9. Parental School Leave 9

10. Leave Without Pay 10

6.EMPLOYEE CODE OF CONDUCT 11

A. ATTENDANCE, PUNCTUALITY & DEPENDABILITY 11

B. APPEARANCE 11

C. Tobacco Use/SMOKING POLICY 11

D. USE OF TOWN SUPPLIES & EQUIPMENT 12

E. E-MAIL AND INTERNET CODE OF CONDUCT 12

1.Confidentiality, Privacy and Monitoring 12

2.Acceptable Uses of the Internet 13

3.Unacceptable Uses of the Internet 13

4.Software 13

5.Copyright Issues 13

6. E-Mail Communications & Instant Messaging 13

F. PERSONAL WEBSITE & SOCIAL MEDIA POLICY 14

1.General Rule 14

2.Scope 14

3.Content 14

4.Use of Town Computer Equipment 15

G. CELL PHONE POLICY 15

1.Personal Cellular Phones 15

2.Town-Provided Cellular Phones 15

3.Safety Issues for Cellular Phone Use 16

APPENDIX I: HARRASSMENT COMPLAINT FORM 17

APPENDIX II: SALARY SCHEDULE AND ASSIGNMENTS OF GRADES/RANGES 18

APPENDIX III: PERFORMANCE EVALUATION FORM 19

ADDENDUM 1: POLICE DEPARTMENT- STANDARD WORK PERIOD & OVERTIME PAY 19

1.GENERAL PROVISIONS

A.POLICY OVERVIEW

It is the policy of the Town to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The Personnel Policy and all rules and regulations adopted pursuant thereto shall be binding on all Town employees. The Town Manager, Town Attorney, members of the Town Board of Commissioners and advisory boards and committees will be exempted except in sections where specifically included.

The Town Manager and all managerial/supervisory personnel are responsible for administration of these personnel policies and procedures. Employees, volunteers and independent contractors are to report anything perceived to be improper to their supervisor, or the Town Manager. The Town believes strongly in an Open Door Policy and encourages employees to talk with their supervisor, Department Head, or the Town Manager concerning any problem. This Policy contains many, but not necessarily all of the rules, regulations, and conditions of employment for Town personnel. An employee violating any of the provisions of this policy shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated. This Personnel Policy is also intended to provide guidelines covering public service by Town employees and is not a contract.

The provisions of this handbook may be amended and supplemented from time to time without notice and at the discretion of the Town Manager and the Board of Commissioners.

B. AT WILL EMPLOYMENT

To the maximum extent permitted by law, the employment practices of the Town shall operate under the legal doctrine known as “employment at will.” Within Federal and State law, all employees serve at the pleasure of the Town of Beaufort. This policy does not create an employment contract or term between the Town and its employees, nor does this policy vest the employee with property or liberty interest in their positions and does not grant any continuing expectation of future employment.

C. RESPONSIBILITIES OF THE TOWN BOARD OF COMMISSIONERS

The Town Board of Commissioners shall be responsible for establishing and approving personnel policies and may change the policies and benefits as necessary. They also shall make and confirms appointments when so specified by the General Statutes of North Carolina.

D. RESPONSIBILITIES OF THE TOWN MANAGER

The Town Manager shall be responsible to the Town Board of Commissioners for the administration and technical direction of the personnel program. The Town Manager shall appoint, suspend, and remove all Town employees except those whose appointment is otherwise provided for by law. The Town Manager shall make appointments, dismissals, and suspensions in accordance with the Town charter and other policies and procedures as defined by this Policy.

E. DEPARTMENTAL RULES & REGULATIONS

Because of the particular personnel and operational requirements of the various departments of the Town, each department is authorized to establish supplemental written rules and regulations applicable only to the personnel of that department. All such rules and regulations shall be subject to the approval of the

Town Manager, and shall not in any way conflict with the provisions of this Policy, but shall be considered as a supplement to this Chapter.

2. RECRUITMENT & HIRING

A. RECRUITMENT

1. RECRUITMENT SOURCES

When position vacancies occur, the Town Manager or his/her designee shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices will be provided to recruitment sources, including organizations and news media available to minority applicants. In addition, notice of vacancies shall be posted at designated conspicuous sites within Town buildings in order that qualified employees and other interested candidates may apply for vacant positions. Individuals shall be recruited from a geographic area as wide as necessary to ensure that well-qualified applicants are obtained for Town service. Equally qualified internal applicants may be given first priority for the position.

2. JOB ADVERTISEMENTS

When a vacancy occurs, the job(s) will be posted internally as well as externally in local newspapers, professional publications, and other relevant publications in order to establish a diverse and qualified applicant pool. Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

3. APPLICATION FOR EMPLOYMENT

All persons expressing interest in employment with the Town shall be given the opportunity to file an application for employment for positions which are vacant.

4. APPLICATION RESERVE FILE

Applications shall be kept in an inactive reserve file for a period of two (2) years, in accordance with Equal Employment Opportunity Commission guidelines.

B. SELECTION & APPOINTMENT

Department Heads shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience qualifications required for the position. Prior to appointment, in addition to completing the required use of E-verify to check an employee's documentation, the Town may require additional screening information including but not limited to criminal background checks and credit reports. All selection devices administered by the Town shall be valid measures of job performance.

It is the policy of the Town to foster, maintain and promote equal employment opportunity. The Town shall select employees on the basis of the applicant's qualifications for the job and award them, with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, race, color, religion, national origin, disability, political affiliation, or marital status. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreas[illegible]barrier to satisfactory performance of duties with or without reasonable accommodation.

Before any commitment is made to an applicant either internal or external, the Department Head shall make recommendations to the Town Manager on the position to be filled, the salary to be paid, and the reasons for selecting the candidate over other candidates. The Town Manager shall approve appointments and the starting salary for all applicants.

C. PROBATIONARY PERIOD

An employee appointed or promoted to a permanent position shall serve a probationary period. Employees shall serve a six (6) month probationary period, with the exception of sworn police personnel and Department Heads who shall serve a twelve (12) month probationary period. During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress. Employees serving a twelve (12) month probationary period shall have a performance review at the end of six (6) months as well as before the end of twelve (12) months.

Employees serving a probationary period are not eligible to apply for other positions within the Town until they have successfully completed the probationary period evaluation and six (6) months as a full time employee. If it is in the best interest of the Town, this time period may be waived or extended upon approval of the Town Manager.

Before the end of the probationary period, the supervisor shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion should be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. Probationary periods may be extended for a maximum of six (6) additional months.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in this policy. A promoted employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If no such position is available, the employee shall be dismissed. Promoted and demoted employees who are on probation retain all other rights and benefits such as the right to use the grievance procedures.

D. EMPLOYMENT OF RELATIVES

The Town prohibits the hiring and employment of immediate family in positions within the same work unit. “Immediate Family” is defined as spouse, child, parent, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law, parent-in-law, brother-in-law, sister-in-law, aunt, or uncle of the employee or spouse of the employee. The Town also prohibits the employment of any person into permanent position who is an immediate family member of individuals holding the following positions: Mayor, Mayor Pro Temp, member of the Board of Commissioners, Town Manager, Town Clerk, Finance Officer, or Town Attorney. Otherwise, the Town will consider employing family members or related persons in the service of the Town, provided that such employment does not:

1. Result in a relative supervising relatives
2. Result in a relative auditing the work of a relative;
3. Create a conflict of interest with either relative and the Town; or
4. Create the potential or perception of favoritism.

This provision shall not apply retroactively to anyone employed when the provision is adopted by the Town.

3. EMPLOYEE RIGHTS & OBLIGATIONS

A. OPEN DOOR POLICY

The Town encourages employees who feel they have been treated unfairly or contrary to the Town's policies to discuss their concerns with their supervisor, or if they prefer with their Department Head, or the Town Manager. This includes work related problems or those of harassment or discrimination. The Town encourages employees to express their concerns about their employment with the Town. Please refer to the following policies – *Non-Discrimination and Equal Employment Opportunity Policy, Policy Against Harassment* and *Complaint Reporting*- below as to complaint procedures.

B. NON-DISCRIMINATION & EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Town of Beaufort that there shall be equal employment opportunity for all municipal employees and applicants without regard to race, creed, color, religion, sex, sexual orientation, age, national origin, marital or political status, veteran status, disability or handicap, genetic information or any other classification protected by federal, state or local law or regulation.

1. This policy applies to all areas of employment and includes recruitment, selection, promotion, demotion or transfer, layoff, recall, termination, rates of pay and other forms of compensation, selection for training and special assignments.
2. All levels of management through day--to--day actions, shall ensure the full integration of all employees into the work force in all occupations and at all levels regardless of the marital status, veteran status, disability or handicap or any other classification protected by federal, state or local law or regulation.
3. Employees are encouraged to report any instance of alleged discrimination or harassment by members of the public, vendors or employees of the Town workforce.

All inquiries and reports of discrimination should be directed to the Town Manager.

The Town of Beaufort is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the Town of Beaufort expects that all relationships among persons in the workplace will be business--like and free of bias, prejudice and harassment. The Town will not tolerate discrimination or harassment of or by Town employees towards anyone, including any supervisor, co--worker, vendor, or citizen.

Violations of this policy will result in disciplinary action up to and including discharge or, in the event non--employees are found to be at fault, other appropriate action. Employees who feel they have been subject to discrimination, harassment or disrespect as prohibited above, are directed to the *Harassment Complaint Reporting*, noted below.

C. ANTI-HARASSMENT

1. POLICY AGAINST HARASSMENT

The Town is committed to maintaining a workplace free from harassment or intimidation of any employee or job applicant, male or female. The Town does not accept, condone or tolerate actions of harassment by any employee, vendor, member of the public or any other person associated with the Town on the basis of any personal characteristic, including, but not limited to, race, creed, color, religion, sex, sexual orientation,

national origin, age, marital or political status, veteran status, disability or handicap genetic information, or any other classification protected by federal, state or local law.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as race, creed, color, religion, sex, sexual orientation, civil union status, gender identity or expression age, national origin, marital or political status, veteran status, disability or handicap which can be reasonably accommodated without undue hardship genetic information, or any other classification protected by federal, state or local law or regulation. Harassment involves behavior that is personally offensive, fails to respect the rights of others, lowers morale and interferes with work effectiveness. Harassment may take different forms. Whatever form it takes, harassment is insulting and demeaning to the recipient and will not be tolerated in the workplace. The Town will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

2. APPLICABILITY

Town officials, appointees, managers, supervisors, employees, volunteers and outside contractors alike must comply with this policy and take appropriate measures to ensure that such conduct does not occur. Independent contractors, vendors and all other parties, engaged in a professional business relationship with the Town of Beaufort are also expected to abide by the policy.

3.SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome, unsolicited conduct of a sexual nature or because of one's sex, which an employee reasonably regards as undesirable or offensive. It includes unwelcome sexual advances, requests for sexual favors and any other conduct of a physical, verbal or nonverbal nature where:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, or creating an intimidating hostile or offensive employment environment.

Sexual harassment of non-employees by a Town employee is also prohibited. Unwelcome sexual advances toward non-employees such as, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;
2. Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual or creating an intimidating, hostile or offensive environment.

4.COMPLAINT REPORTING

Employees and non--employees who believe that they have been subject to harassment should report the incident directly to their supervisor or the Town Manager who will ask the employee to complete a Harassment Complaint Form (Appendix 1). The complaining party should specify the name of the alleged harasser and any and all witnesses to such alleged harassment. Completion of the written Complaint form is preferred but not required. Harassment does not have to occur on Town property during regular work hours to file a complaint under this policy. Under no circumstances shall an employee be required to make a

report of harassment to the person he/she is accusing of harassment. Any employee who receives a complaint of harassment or of conduct which would violate this policy from a non--employee or has knowledge of harassment or conduct which would violate this policy, by any Town employee, agent, volunteer or representative, must report the matter to the Town Manager immediately. Any complaint alleging harassment or discrimination against the Town Manager shall be reported to the Mayor, who in turn shall report the complaint to the Town Board of Commissioners. The failure to make such a report may subject the employee to discipline.

It is recommended, but not required, that an individual who believes that he/she has been subjected to harassment from either a co--worker or a supervisor should confront his/her harasser and make clear that such behavior is not welcome. Thereafter, the individual should immediately bring the matter to the attention of his/her immediate supervisor or Department Head. If this is not practical, or if the employee does not feel comfortable with this avenue of redress, the employee may bring the complaint directly to the Town Manager or other Town representative as set forth above.

The Town encourages employees who witness conduct which they believe violates the Town's *Policy Against Harassment* to report the violation pursuant to this complaint procedure. All supervisory personnel are required to ensure adherence to and compliance with this policy. Upon being informed of and/or witnessing possible harassment, supervisory employees are required to inform the Town Manager and take appropriate remedial action to stop the harassment.

The Town encourages the prompt reporting of complaints so that rapid response and appropriate action may be taken. Any complaint should be reported within 120 days to be considered current. Nevertheless, due to the sensitive nature of these problems, all complaints will be investigated, regardless of when they are filed.

5.INVESTIGATION PROCEDURES

The Town shall conduct an investigation into the harassment complaint to determine the merits of the allegations. The Town Manager shall designate an objective investigator to determine the validity of any complaint. The objective investigator may include the Town Manager or any third party deemed appropriate. The investigation shall be completed in a reasonable time to resolve the issue and minimize the effects of such investigation on the parties involved.

1. The investigation will, at a minimum, include an interview with the employee bringing the complaint and the accused. If the Town determines that the complaint has merit, the accused shall face appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges against the individual. Disciplinary action may include a written warning, suspension, demotion, and/or termination of employment. Any disciplinary action shall be consistent with applicable collective negotiations agreements and applicable due process safeguards.
2. All employees have a responsibility to cooperate fully with the investigation of harassment. Although the extent of each investigation will vary, discretion and cooperation are crucial at all levels.
3. In the event that the Town determines the complaint to be intentionally dishonest, appropriate disciplinary action may be taken against the employee who filed the complaint.

The Town Board of Commissioners shall appoint a committee to evaluate any allegations of retaliation or discrimination involving the Town Manager, and shall use these standards as a guideline for conducting any investigation deemed necessary. This does not include grievances regarding work conditions, job performance, or disciplinary matters, for which employees must exclusively use the Grievance Procedure and Adverse Action Appeal Policy herein.

6.PRIVACY

To the extent possible, all persons involved in a harassment complaint will be given the utmost protection of privacy. Specifically, the Town will strive, both during and after the investigation, to maintain confidentiality to the fullest extent possible, including confidentiality of the identities of all persons involved or alleged to be involved in the incident, revealing only those particulars of the matter to the extent necessary for a thorough investigation. Any employee who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate discipline.

7. RESPONSIBILITY OF SUPERVISORY PERSONNEL

Supervisors are to monitor the work environment to ensure that all subordinates comply with this *Policy Against Harassment*. When a supervisor learns of a violation of this policy, the supervisor shall assist the victim in reporting the alleged incident(s) of harassment. Alternatively, the supervisor shall report the matter to the Town Manager. Any supervisor who receives a harassment complaint from any employee must bring it to the attention of the Town Manager (or to the Mayor, for allegations concerning the Town Manager) for resolution.

8. RETALIATION PROHIBITED

The Town encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result from the good faith reporting of harassment. It is a violation of this policy for any personnel to retaliate against another because he or she filed a complaint or otherwise participated in the complaint procedure. Supervisors shall closely monitor the work environment for any forms of retaliation once an allegation has been made. This will include but not be limited to verbal remarks, irregular assignments or any other activity that may contribute to a hostile work environment. Any retaliatory conduct or recurrence of the offensive behavior should be reported immediately to the Town Manager, or to the Mayor, for allegations concerning the Town Manager.

Any employee with questions regarding the Town's *Policy Against Harassment* may contact the Town Manager.

D. VIOLENCE IN THE WORKPLACE

The Town of Beaufort maintains the policy that any violent acts or threats of the same, made by an employee against another person's life, health, well-being, and family or property or for the purpose of intimidation, are entirely unacceptable and cause for disciplinary action up to and including immediate dismissal. This policy applies to any threats made on Town property, at Town events, or under other circumstances that may negatively affect the Town's ability to conduct business. Such acts or threats of violence whether made directly or indirectly, by words, gestures or symbols, infringe upon the Town's right or obligation to provide a safe workplace for its employees.

An employee who believes that he or she has been the target of violence or threats of violence or intimidation, or has witnessed or otherwise learned of violent conduct by another employee in the capacity described above, should contact the Town Manager and his or her immediate supervisor immediately.

1.PROHIBITED CONDUCT

The Town will not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

1. Causing physical injury to another person;
2. Making threatening remarks;
3. Aggressive, hostile or intimidating behavior that creates a reasonable fear of injury or loss to another person or to personal property or subjects another individual to emotional distress;
4. Intentionally damaging employer property or property of another employee;
5. Possession of a weapon while on company property or while on company business;
6. Committing acts motivated by, or related to, harassment or domestic violence.

2.REPORTING PROCEDURES

Any potentially dangerous situations must be reported immediately to a supervisor or the Town Manager. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. The Town will actively intervene at any indication of a possibly hostile or violent situation.

3.ENFORCEMENT

Threats, threatening or intimidating conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

E. AMERICANS WITH DISABILITIES ACT

1. ADA POLICY STATEMENT

The Town is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA") and the North Carolina Law Against Discrimination. It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability, perceived disability or handicap so long as the employee can perform the essential functions of the job with or without accommodation. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodations to a qualified individual with a disability to allow them to perform their job. Accommodations will be made to employees who have made the Town aware of his or her disability or handicap, provided that such accommodation is reasonable and does not constitute an undue hardship on the Town.

Accommodations include modifications to facilities, equipment and work procedures, auxiliary aides, services and permanent reassignment to vacant positions. Employees who are reassigned to a different position shall receive the salary of their new positi[illegible]ommodations shall not be unduly expensive, extensive and disruptive or fundamentally alter th[illegible]e of the operation. ADA does not require the Town

to offer permanent “light duty”, relocate essential functions or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc. To be eligible for accommodations, individuals must:

1. Be able to perform the essential function of the position,
2. Not create a real safety hazard to themselves, co-employees or the public, and
3. Be otherwise qualified for the position in that they possess the prerequisites including education, experience, training, skills, licenses or certificates and other job-related requirements.

All decisions with respect to accommodations shall be made by the Town Manager.

Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact their immediate supervisor.

2.PROCEDURE FOR REQUESTING AN ACCOMMODATION

On receipt of an accommodation request, the employee’s supervisor will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Town might make to help overcome those limitations.

The supervisor will make recommendations to the Town Manager to determine the feasibility of the requested accommodation considering various factors including, but not limited to, the nature and cost of the accommodation, and the accommodation's impact on the operation of the Town, including its impact on the ability of other employees to perform their duties and on the Town’s ability to conduct business.

The supervisor will inform the employee of the decision on their accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the Town Manager. If the request on appeal is denied, that decision is final.

The ADA does not require the Town to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Town Manager. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

F. ALCOHOL-FREE AND DRUG-FREE WORKPLACE

1. POLICY

The Town has a vital interest in maintaining a safe, healthy and efficient working environment. Being under the influence of drugs or alcohol on the job poses serious safety and health risks to the user and to those who work or come in contact with the user in the workplace. Accordingly, the use, sale, purchase, transfer, possession or being under the influence of illegal drugs or alcohol in the workplace poses unacceptable risks for safe, healthy and efficient operations and will be grounds for immediate discipline up to and including termination of employment.

The Town further expresses its intent, through this policy, to comply with federal, state and local rules, regulations and/or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.

As a condition of employment, all employees are required to abide by the terms of this Policy and to notify the Town of any criminal drug statute conviction for a violation no later than five (5) days after such conviction.

2.SCOPE

This Policy applies to all departments, all employees (including all contracted employees) and all job applicants. Employees who are required to maintain a CDL license as an essential function of their job, fire, police, and emergency services personnel will also be subject to additional procedures (including random testing) pursuant to federal law and regulations.

3.DEFINITIONS

ALCOHOL: Any beverage that contains ethyl alcohol (ethanol), including, but not limited to, beer, wine and distilled spirits.

TOWN PREMISES/FACILITIES: All property of the Town, including, but not limited to, the offices, facilities and surrounding areas of Town-owned or leased property, parking lots and storage areas. The term also includes all Town owned or leased vehicles and equipment wherever located, and includes all other premises or facilities visited by employees in the course of their employment.

ILLEGAL DRUG: Any drug which is not legally obtainable; any drug which is legally obtainable, but has not been legally obtained; any prescribed drug not legally obtained, not being used for the prescribed purpose or by the prescribed person or not being used in the prescribed dosage or manner; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples include, but are not limited to, marijuana, hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), barbiturates and so-called designer or look-alike drugs. (Refer to Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and North Carolina General Statute 90-87(5)).

REASONABLE SUSPICION:A belief based on objective facts sufficient to lead a prudent person to conclude that a particular employee is under the influence of alcohol or drugs. Reasonable suspicion must be directed at a specific person and must be based upon specific and articulable facts and the logical inferences and deductions that can be drawn from those facts. Reasonable suspicion may be based upon things such as: observable phenomena – such as the direct observation of the possession or use of a drug or alcohol or the direct observation of physical symptoms of being under the influence of a drug or alcohol such as slurred speech, unsteady gait; a pattern of unusual or abnormal conduct or erratic behavior; information provided by a reliable and credible source; work-related accidents and deviations from safe working practices.

4.EMPLOYEE RESPONSIBILITIES

Each employee has the responsibility to:

1. Report to work at all times free of alcohol or illegal drugs and their effects;
2. Be aware of the Town's Alcohol-Free and Drug-Free Workplace Policy;
3. Seek assistance for alcohol and other drug abuse or related problems through an approved program before job performance is impacted;
4. Support the Town's efforts to eliminate alcohol and other drug abuse among employees.
5. Supervisors and other management personnel will be trained in detecting the signs and behavior of employees who may be using illegal drugs or alcohol at work.

5.AUTHORIZED USE OF PRESCRIBED MEDICATION

An employee undergoing prescribed medical treatment with any drug that may impair his/her ability to perform his/her job without posing a safety risk to himself/herself or others must report this treatment to the Town Manager who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. . An employee may continue to work under the influence of a prescribed drug only if, after consultation with medical professionals, it is determined that such use does not pose a safety risk and the employee's job performance is not negatively impacted and/or cannot be reasonably accommodated.

If justified by medical information and the employee's work performance, the Town may restrict an employee's work activity, place the employee on a leave of absence, or take other appropriate action in compliance with law.

6.REASONABLE SUSPICION TESTING

Whenever the Town has reasonable individualized suspicion that an employee is under the influence of alcohol or illegal drugs, the following procedures shall be applied:

1. An employee reasonably believed to be under the influence of alcohol or illegal drugs shall be immediately prevented from engaging in further work by his/her supervisor and department head and shall be prohibited from returning to work until negative test results are received. Any employee removed from a job for suspected drug or alcohol use will suffer no loss in pay provided the test result is negative.
2. The decision to test an employee shall be made by the Town Manager after consultation with legal counsel.
3. If the Town decides to test an employee, the employee will be given a direct order to submit to the test. Refusal on the part of the employee to submit to a test shall be considered misconduct and shall subject the individual to discharge.
4. The employee shall be transported in a reasonable amount of time to a qualified testing facility where a drug and/or alcohol screening will be administered. The employee will be required to sign a consent form prior to the test. Refusal to sign the consent form or intentional interference with the effective operation of the test shall be considered misconduct and shall be grounds for discharge.
5. The Town will afford the employee subject to testing the opportunity to list all prescription and non-prescription drugs they have used or recently used and the circumstances surrounding the use of such drugs and controlled substances.
6. The Town will allow a split sample to be taken so the employee may independently test the specimen at his/her own expense.
7. All alcohol and drug testing reports shall be treated in a confidential fashion and will only be revealed to those with a business need to know.

7.RANDOM TESTING

Employees who are required to hold a Commercial Driver's license for the purpose of performing their duties or as a condition of employment are subject to random drug testing as are all safety sensitive positions including fire, EMS and police.

8.POST-ACCIDENT TESTING

A post-accident test for drugs and/or alcohol shall be administered within 2 hours following the accident.

9.DISCIPLINARY ACTION

Any person violating any of the provisions of this policy, including testing positive for illegal drugs and/or alcohol, will be subject to discipline up to and including termination of employment. Disciplinary action taken may be appealed to the Town Manager, subject to applicable statutory appeal procedures. The determination of the Town Manager will be final and binding unless appealed pursuant to the "Disciplinary/Corrective Action Procedures" as stated in this policy.

At its discretion based on the individualized circumstances of the case, the Town may provide a one-time opportunity to the employee to enter and successfully complete a rehabilitation program that has been approved by the Town at the employee's own expense. Costs not covered under the employee's health insurance plan shall be paid for by the employee. During rehabilitation, the employee will be prohibited from working and will be required to submit periodic updates to the Town. Upon successful completion of rehabilitation, the employee will be subject to unannounced drug and/or alcohol testing for a period of 36 months. In the event the employee fails to successfully complete the rehabilitation program or tests positive in a test conducted after rehabilitation, the employee will be terminated.

10. VOLUNTARY IDENTIFICATION

Employees who come forward and identify themselves as having a drug and/or alcohol abuse problem prior to being requested to take a test by the Town based on reasonable suspicion, will be provided the opportunity to successfully complete a rehabilitation program at his/her own expense.

G. ETHICS POLICY

1. OVERVIEW

The Town of Beaufort is committed to conducting its business with integrity underlying all relationships, including those with citizens, customers, suppliers, communities, and among employees. The highest standards of ethical business conduct are required of Town employees in performance of their responsibilities. Employees will not engage in conduct or activity that may raise questions as to the Town's honesty, impartiality or reputation or otherwise cause embarrassment to the Town. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:

1. Using public office or public position for private gain;
2. Giving preferential treatment to any person or entity;
3. Losing impartiality;
4. Adversely affecting the confidence of the public in the integrity of the Town of Beaufort

Every employee has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this policy.

Employees with specific guidelines through licensing, certification etc., i.e. construction or code official or inspector, must also comply with such guidelines as required.

Employee concerns should be directed to the Town Manager for review and investigation. Retaliation against employees who use this reporting mechanism to raise genuine concerns will not be tolerated.

2.SOLICITATION & ACCEPTANCE OF GIFTS & FAVORS

The conduct of an employee in Town service shall be free from influence arising from gifts, favors, or special privileges in situations where it is reasonable to believe that such may be offered so as to affect the giver's interest or otherwise exert influence on the actions of the employee.

3.POLITICAL ACTIVITY

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of North Carolina and in accordance with the Constitution and laws of the United States. However, no employee shall:

1. Engage in any political or partisan activity while on duty;
2. Use official authority of influence for the purpose of interfering with or affecting the result of a nomination or an election for office;
3. Be required as a duty of employment or as condition for employment, promotion or tenure of office to contribute funds for political or partisan purposes;
4. Coerce or compel contributions from another employee of the Town for political or partisan purposes;
5. Use any supplies or equipment of the Town for political or partisan purposes; or
6. Be a candidate for nomination or election to office under the Town Charter;

Any violation of this section shall subject the employee to disciplinary action, including dismissal.

H. CONFLICT OF INTEREST

It is the policy of the Town of Beaufort that no officer or employee of the Town receive any personal or private benefit resulting from the activities of the Town or from the receipt of the Town of funds, from the State of North Carolina, or from any other source, apart from reasonable compensation for services rendered and reimbursement for reasonable expenses incurred in the conduct of the business of the Town. Further, officer or employee of the Town shall obtain any direct or indirect economic stake in any entity participating in the programs of the Town, and the Town shall not employ any individual who owns a stake in such entity.

I. OUTSIDE EMPLOYMENT

The Town has no intention of attempting to regulate what an employee does during his/her own time away from the job as long as off-duty activities do not represent a conflict of interest or reflect discredit to the Town. To avoid possible conflict of interest, the employee's outside employment shall be reported in writing to and approved by the Town Manager, through the Department Head. An employee is cautioned not to engage in outside activities that are so exhausting that one's physical or mental abilities are consistently impaired to the extent that his or her own Town service is adversely affected.

Examples of conflicts of interest in outside employment *include but are not limited to:*

1. Employment with organizations or in capacities that are regulated by the employee or employee's department; or
2. Employment with organizations or in capa[illegible]hat negatively impact the employee's perceived integrity, neutrality, or reputation related[illegible]ormance of the employee's Town duties.

J. SAFETY POLICY

The Town will provide a safe and healthy work environment and shall comply with the Occupational Safety and Health Act of North Carolina. The Town is equally concerned about the safety of the public. Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the supervisor or Department Head. Any on-the-job accident or accident involving Town facilities, equipment or motor vehicles must also be immediately reported.

K. WORK PRODUCT OWNERSHIP

The Town retains legal ownership of the work product of all employees. Work product includes: written and electronic documents, audio and video recordings, system code, and any concepts, ideas or other intellectual property developed for the Town regardless of whether the intellectual property is actually used by the Town. No work product created while an individual is employed by the Town can be claimed, construed or presented as their property, even after their commission with the Town is terminated or the relevant project completed. If any individual requests use of a document created by them, the release of said document shall be with the written authorization of the Town Manager.

4.EMPLOYMENT

A. DEFINITIONS

EMPLOYEE An "employee" of the Town of Beaufort is a person who regularly works for the Town on a wage or salary basis. "Employees" may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed by the Town who are subject to the control and direction of the Town in the performance of their duties.

EXEMPT Employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Employees in positions classified as Exempt shall be required to work a 40-hour workweek and any additional hours needed to fulfill the responsibilities of the position. The weekly salary established for such employees shall be their total compensation for all the time worked. Overtime pay shall only be granted to these employees in unusual circumstances and with the approval of the Town Manager.

NON-EXEMPT Employees whose positions do not meet FLSA criteria and who are eligible for overtime compensation.

REGULAR FULL-TIME Employees who have completed their respective probationary period and who are regularly scheduled to work 35 or more hours per week. They are eligible for the Town's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME Employees who have completed their respective probationary period and who are regularly scheduled to work less than 35 hours per week. Regular part-time employees may be eligible for some benefits sponsored by the Town, subject to the terms, conditions, and limitations of each benefit program.

TEMPORARY (FULL-TIME OR PART-TIME) Thos[228]e performance is being evaluated to determine whether further employment in a specific position the Town is appropriate or individuals who are

hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Town's benefit programs.

B. COMPENSATION

1. THE PAY PLAN

The pay plan includes the Basic Salary Schedule and the Assignment of Grades and Ranges (Appendix II).

2.ADMINISTRATION AND MAINTENANCE

The Town Manager shall be responsible for the administration and maintenance of the pay plan. All employees covered by the pay plan shall be paid at a rate listed within the salary range established for the respective position classification, except for employees in trainee status or employees whose existing salaries are above the established maximum rate following transition to a new pay plan.

The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the cost of living, the financial conditions of the Town, and other factors. To this end, each budget year, the Town Manager shall make comparative studies of all factors affecting the level of salary ranges including the consumer price index, anticipated changes in surrounding employer plans, and other relevant factors, and will recommend to the Board of Commissioners such changes in salary ranges as appear to be pertinent. Such changes shall be made in the salary ranges such that the hiring rate, all intervening rates and the maximum change according to the market.

Periodically, the Town Manager shall recommend that individual salary ranges be studied and adjusted as necessary to maintain market competitiveness. Such adjustments will be made by increasing or decreasing the assigned salary grade for the class and adjusting the rate of pay for employees in the class when the action is approved by the Board of Commissioners.

3.STARTING SALARIES

All persons employed in positions approved in the position classification plan shall be employed within the hiring salary range for the classification in which they are employed; exceptionally well qualified applicants may be employed at a starting salary of mid-range of the established salary range upon approval by the Town Manager.

4.TRAINEE DESIGNATION AND PROVISIONS

Applicants being considered for employment or Town employees who do not meet all of the requirements for the position for which they are being considered may be hired, promoted, demoted, or transferred by the Town Manager to a "trainee" status. In such cases, a plan for training, including a time schedule, must be prepared by the Department Head. "Trainee" salaries may be no more than two grades below the hiring rate salary established for the position for which the person is being trained. A new employee designated as "trainee" shall be regarded as a probationary employee.

If the training is not successfully completed to the satisfaction of the Town Manager, the trainee shall be transferred, demoted, or dismissed. If the training is successfully completed, the employee shall be paid at least at the hiring rate established for the position for which the employee was trained.

5.MERIT PAY

Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related criteria. Procedures for determining performance levels and performance pay increases or other performance-related movement within the range shall be established in procedures approved by the Town Manager. An employee is eligible for a performance evaluation with merit pay, subject to the quality of work performed, at the one year anniversary of the hire date and every year thereafter on that anniversary date. Merit Pay shall be based upon available funds and by approval of the Board of Commissioners.

MERIT PAY - BONUS FOR TOP OF SALARY RANGE EMPLOYEES Employee**s** who are at the maximum amount of the salary range for their position classification are eligible to be considered for a Merit Bonus at their regular performance evaluation time. Merit bonuses shall be awarded based upon the performance of the employee as described in the performance evaluation and in the same amounts as employees who are within the salary range. Merit bonuses shall be awarded in lump sum payments and do not become part of base pay. Merit Bonus Pay shall be based upon available funds and by approval of the Board of Commissioners.

6.SALARY CHANGES

PROMOTIONS

The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility. When an employee is promoted, the employee's salary shall normally be advanced to the minimum rate of the new position, or to a salary which provides an increase of 10%, whichever is greater. In the event of highly skilled and qualified employees, shortage of qualified applicants, or other reasons related to the merit principle of employment, the Town Manager, with approval of the Board of Commissioners**,** may set the salary at an appropriate rate in the range of the position to which the employee is promoted that best reflects the employees qualifications for the job and relative worth to the Town. In no event, however, shall the new salary exceed the maximum rate of the new salary range. In setting the promotion salary, the Town shall consider internal comparisons with other employees in the same or similar jobs. Promoted employees will be required to complete a six-month probationary period. Annual evaluation date will not be changed due to promotion.

DEMOTIONS

When an employee is demoted to a position for which qualified, the salary shall be set at the rate in the lower pay range which provides a salary commensurate with the employees' qualifications to perform the job and consistent with the placement of other employees within the same classification in that salary range when the demotion is not the result of discipline. If the current salary is within the new range, the employee's salary may be retained at the previous rate if appropriate. If the demotion is the result of discipline, the salary shall be decreased at least 5%. Salaries of demoted employees may be no greater than the maximum of the new range.

TRANSFERS

The salary of an employee who is reassigned to a position in the same grade shall not have his/her annual salary or evaluation date changed by the reassignment.

GRADE CHANGES

An employee whose position is given a new a grade having a higher salary range shall receive a pay increase of approximately 5% or an increase to the hiring rate of the new pay range, whichever is higher. If the employee has completed probation, the employee's salary shall be advanced to at least the probation completion amount (minimum) in the new range. If the position is changed to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

8.TRANSITION TO A NEW SALARY PLAN

The following principles shall govern the transition to any new salary plan:

1. No employee shall receive a salary reduction as a result of a transition to a new salary plan.
2. All employees being paid at a rate lower than the hiring rate established for their respective classes shall have their salaries raised to the new minimum for their classes.
3. All employees being paid at a rate below the maximum rate established for their respective classes shall be paid at a rate listed in the salary schedule if a step plan is in use; all employees not at a listed rate shall have their salaries raised to a listed rate.
4. All employees being paid at a rate above the maximum rate established for their respective classes shall be maintained at that salary level until such time as the employee's salary range is increased above the employee's current salary.

9. EFFECTIVE DATE OF SALARY CHANGES

All salary changes, excluding merit pay changes, approved after the first working day of a pay period shall become effective at the beginning of the next pay period or at such specific date as may be provided by procedures approved by the Town Manager.

10. OVERTIME PAY

Employees of the Town can be requested and may be required to work in excess of their regularly scheduled hours as necessitated by the needs of the Town and determined by the Department Head. Overtime work should normally be approved in advance by the Department Head or Town Manager.

To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act (FLSA). The Town Manager shall determine which jobs are "non-exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7 day period; 171 hours for police and 212 hour for fire personnel in a 28 day cycle). Hours worked beyond the FLSA established limit will be compensated in either time or pay at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will vacation, sick leave, or holidays be included in the computation of hours worked for FLSA purposes. Compensatory leave requires approval by the Town Manager when creating a balance that exceeds 40 hours. Department Heads will report all overtime hours to the payroll administrator. Employees who are non-exempt will be paid for the compensatory leave balance at the end of the fiscal year.

Whenever practicable, Department Heads will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime. When time off within the work period cannot be granted, overtime worked will be paid in accordance with the FLSA.

Employees who hold a full-time position within any Town department and works part-time with another department within the Town will be compensated for any total worked hours over their normal scheduled hours. The department where the part-time duties are performed will be responsible for compensation to the employee.

Employees receive one hour for meal periods. Any employee whose meal period is less than 30 minutes shall be compensated for the full 30 minutes.

The FLSA regulations allows exempt employees additional compensation for hours worked beyond what is expected without jeopardizing exemption. Exempt employees of the town may be offered an additional benefit of paid time-off which will be identified as Bonus Time-Off. Bonus Time-Off may be granted when exempt employees have worked in excess of 40 hours or in excess of their scheduled hours. Additional leave will be granted on an hour for hour basis. Bonus Time-Off is not allowed to carry over from year to year and will not be paid out when an employee separates from service. Once Bonus Time-Off is recorded the employee must exhaust it before using Vacation Leave or Sick Leave. As a means of recording the Bonus Time-Off, exempt employees will need to complete a time sheet each week showing the hours worked. Employees should not work over intentionally as a means of increasing their Bonus Time-Off. An agreement/acceptance form will be completed for each exempt employee and kept on file in their personnel folder.

Exempt positions include (but are not limited to):

1. Town Manager
2. Finance Director
3. Assistant Town Manager
4. Fire Chief/Director of Emergency Services
5. Planning Director
6. Police Chief
7. Public Works Director
8. Town Clerk

11. CALL-BACK

CALL-BACK

“On call” employees will be paid a daily rate of $20 per day. The “On Call” week will run from Monday through Sunday. Town vehicles may be driven from work to home while the employee is “On Call”. An employee who is “Called In” will be paid a minimum of two (2) hours wages for being called back to work outside of normal business hours. This replaces previous Stand-by time.

12. COMPENSATION FOR TRAVEL

Travel time is compensable to all employees provided that the time occurs during the course of the regular work day. However, if two or more employees commute together to any Town required classes, meetings, or conferences before the beginning of the work day, travel time for both the driver and passenger(s) will be compensable**.**

13. LONGEVITY PAY

Full-time employees of the Town are compensated for consecutive years of service with the Town by payment of an annual longevity supplement based on the following table. Employees hired after June 30, 2013 are not eligible for Longevity Pay.

Years of Service	Longevity Amount
0 – 1	$ 125
2 - 4	$ 250
5 - 9	$ 350
10 - 14	$ 500
15 - 19	$ 600
20 plus	$ 750

14. PAYROLL

DEDUCTIONS

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made upon the request of the employee on determination by the Town Manager as to capability of payroll equipment and appropriateness of the deduction.

PAYDAY

Employees are paid on a bi-weekly basis.

DIRECT DEPOSIT

Employees are required to submit direct deposit information to the Human Resource Officer upon hire. The Town does not remit salary payments via check.

15. Compensation During State of Emergency

For the period of time from when regular town services are suspended to when regular work schedules resume, non-exempt employees will be paid at the overtime rate for their class and departments, and exempt employees will receive compensation equal to their hourly rate for hours worked beyond their regular work period schedules.

C. WORK SCHEDULE

Department heads shall establish work schedules, with the approval of the Town Manager which meet the operational needs of the department in the most cost effective manner possible.

1.CALL-BACK & STAND-BY

The Town provides a continuous twenty-four (24) hour a day, seven (7) day a week service to its customers. Therefore, it is necessary for certain employees to respond to any reasonable request for duty at any hour of the day or night. One of the conditions of employment with the Town is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal by the Town Manager.

2.INCLEMENT WEATHER

Town departments will remain open during periods of inclement weather unless otherwise authorized by the Town Manager or his/her designee for delayed opening, early closing, or other deviation. The Town Manager or his/her designee will implement policies and procedures for delayed opening, early closing, or other deviations from normal operations.

It shall be at the discretion of the Department Head to determine what positions within his/her department are considered essential. Essential personnel shall be defined as those employees who are required to carry on the operations of the department during a disaster or in inclement weather.

3. COMMERCIAL DRIVER LICENSE REQUIREMENTS

Many positions within the Town of Beaufort require employees to obtain a Commercial Driver License (CDL). If an applicant does not have a CDL, a requirement of employment will be to obtain a CDL within a six month probationary period for continued employment. Any employee already in town service must maintain their CDL while employed. A revocation of a CDL will result in the dismissal of an employee.

4.INMATE CUSTODIAL AGENT

The Town of Beaufort participated in the employment of NC Department of corrections inmates. Town personnel in the Public Works department are required as part of employment to attend the Department of Correction Inmate Orientation Training. Successful completion of the training will result with employees being designated as Custodial Agents. Employees will be required to maintain their Custodial Agent designation in order to remain employed with the town. Actions resulting in the revocation of the Custodial Agent designation may result in dismissal from employment.

D. PERFORMANCE EVALUATION

Supervisors and/or Department Heads shall conduct Performance Evaluation conferences with each employee at least once a year. These performance evaluations shall be documented in writing and placed in the employee's personnel file. Procedures for the performance evaluation program are included as Appendix III.

Members of the Board of Commissioners will do an annual evaluation of the Town Manager in written form and will discuss the findings of the reports with the Town Manager in closed session at the close of a regular Board of Commissioners meeting. The evaluations will be done by all Commissioners on a standard form and the review will be done as close to the employment anniversary date of the Town Manager as possible. Original copies of the evaluations are to be placed in the Town Manager’s personnel file following the evaluation.

1.PROMOTION

Promotion is the movement of an employee from one position to a vacant position in a class assigned to a higher salary range. The Town will balance three goals in the employment process: 1) the benefits to employees and the organization of promotion from within; 2) providing equal employment opportunity and a diversified workforce to the community; and 3) obtaining the best possible employee who will provide the most productivity in that position. Therefore, except in rare situations where previous Town experience is essential or exceptional qualifications of an internal candidate so indicate, the Town will consider external and internal candidates for selection rather than automatically promoting from within. Candidates for promotion shall be chosen on the basis of their qualifications and their work records. Internal candidates shall apply for promotions using the same application process as external candidates.

2.DEMOTION

Demotion is the movement of an employee from one position to a position in a class assigned to a lower salary grade. Demotion may be voluntary or involuntary. An employee whose work or conduct in the current position is unsatisfactory may be demoted provided that the employee shows promise of becoming a satisfactory employee in the lower position. Such disciplinary demotion shall follow the disciplinary procedures outlined in this chapter.

An employee who wishes to accept a position with less complex duties and reduced responsibilities may request a voluntary demotion. A voluntary demotion is not a disciplinary action and is made without using the below-referenced disciplinary procedures.

3.TRANSFER

Transfer is the movement of an employee from one position to a position in a grade in the same salary range. If a vacancy occurs and an employee in another department is eligible for a transfer, the employee shall apply for the transfer using the usual application process. The Department Head wishing to transfer an employee to a different department or grade level shall make a recommendation to the Town Manager with the consent of the receiving Department Head. Any employee transferred without requesting the action may appeal the action in accordance with the grievance procedure outlined in the following chapter. An employee who has successfully completed a probationary period may be transferred into the same grade level without serving another probationary period.

E. SEPARATION & REINSTATEMENT

SEPARATION FROM EMPLOYMENT

Separation occurs when an employee leaves the payroll for reasons indicated below. Employees who have acquired regular employment status will not be subject to involuntary separation or suspension except for cause or reduction-in-force.

1. **Resignation or Retirement.** An employee may terminate his or her services with the Town by submitting a written resignation or request for retirement to the department head (or in the case of department heads to the Town Manager). It is expected that an employee will give at least two weeks (four weeks for department heads) notice prior to the separation date for resignation, for retirement the Town requests additional notice to allow time for position posting and kno[illegible] transfer.

2. **Dismissal.** Dismissal is involuntary separation for cause, and shall be made in accordance with the provisions of Section F of this Policy. Dismissal may be due to unsatisfactory job performance, grossly inefficient job performance and/or unacceptable personal conduct.

3. **Separation During Probation.** An employee may be dismissed at any time during the probationary period for failure in performance of duties or failure in personal conduct. Separation during the probationary period creates no right of grievance or appeal pursuant to Section G of this Policy.

4. **Reduction in Force.** For reasons of curtailment of work, reorganization, or lack of funds the appointing authority may separate employees. Retention of employees in classes affected shall be based on systematic consideration of position, employment status, length of service, and job performance. No regular employee shall be separated while there are emergency, intermittent, temporary, probationary, or trainee employees in their first six months of the trainee progression serving in the same or related class, unless the regular employee is not willing to transfer to the position held by the non-regular employee, or the regular employee does not have the knowledge and skills required to perform the work of the alternate position within a reasonable period of orientation and training given any new employee. Employees laid off because of a reduction in force shall be given at least 30 calendar days' notice.

5. **Voluntary Resignation Without Notice.** An employee voluntarily terminates employment by failing to report to work without giving written or verbal notice to the employing department and is absent without approved leave one scheduled workday. Separation pursuant to this policy should not occur until the employing department has undertaken reasonable efforts to indicate that the employee was able to give or have someone else give notice during the period absent. This provision also applies when the employee is absent for one scheduled workday, has been verbally or in writing instructed of a specific manner of reporting an absence by management, and does not report to the appropriate supervisory personnel on a regular basis satisfactory to the employing department.

   Such terminations are voluntary resignations from employment and create no right of grievance or appeal pursuant to Section G of this Policy.

6. **Separation Due to Unavailability When Leave is Exhausted.** An employee may be separated on the basis of unavailability when the employee becomes or remains unavailable for work after applicable leave has been exhausted and leave without pay has not been granted for reasons deemed sufficient by the employing department. Such reasons include but are not limited to, lack of suitable temporary assistance, criticality of the position, budgetary constraints, etc. Such a separation is an involuntary separation, not a disciplinary dismissal, and may be grieved or appealed.

7. **Unable to Perform the Essential Functions of the Position.** An employee may be separated for inability to perform the essential functions of his or her position because of physical or mental impairment. Action may be initiated by the employee or the Town, and supported by medical evidence certified by a licensed medical physician. The Town may require an examination at its expense and performed by a licensed medical physician of its choice. Before an employee is separated for inability to perform the essential functions of his or her position, a reasonable effort shall be made to accommodate the employee in his or her current position or locate an alternate position within the Town for which the employee may be suited.

8. **Death.** The date of death shall be recorded as the employment separation date for the deceased employee. All compensation due in accordance with this Policy will be paid to the estate of the deceased employee. This includes earned but unpaid salary and payment for accumulated vacation leave up to the designated maximum.

1. **Discipline.** While it is desirable that all employees strive to achieve the highest level of success in their jobs, it is the responsibility of each employee to maintain at least an acceptable level of job performance and conduct.

   When employee performance and/or conduct falls below acceptable standards supervisors should address deficiencies at the time they are observed.

   Disciplinary action may occur when the unacceptable performance/conduct is at a level of severity or frequency to be deemed inappropriate to the best interests of the Town. While progressive discipline should be used in most situations with the employee given warning with time to correct the unacceptable behavior prior to disciplinary action, the severity of an individual situation may preclude such a warning.

   Discipline may include official reprimand, written warning, disciplinary suspension without pay, reassignment, demotion, or dismissal.

2. **Disciplinary Procedures.** The disciplinary process includes written warnings, disciplinary suspension (Section 3), nondisciplinary suspension for investigative purposes (Section 4), reassignment, demotion, and dismissal.

While the disciplinary procedures outlined are to be followed whenever possible, they are not to be construed as a limitation on the Town's right to take any form of disciplinary action, including dismissal, when deemed appropriate.

(a) First written warning. Such action shall commence from the immediate supervisor, intermediate supervisor or department head and should include:
   (1) That it is a part of the Town disciplinary process;
   (2) A detailed list of deficiencies/issues including specific examples which constitute evidence of same;
   (3) A review of the impact of the employee's failure;
   (4) Corrective action expected with time frames (if applicable);
   (5) Consequences of failure to take corrective action;
   (6) Reference to other disciplinary actions (if applicable); and
   (7) Employee's grievance rights.

A copy of the warning and any subsequent warnings are forwarded to the Human Resources Officer for inclusion in the employee's personnel file. All disciplinary warnings become inactive after 18 months unless extended in writing or if a following warning or disciplinary action takes place during the 18-month period. Disciplinary warnings remain in the employee's personnel file.

(b) Second written warning. This action is the same as above but with a statement that any additional unacceptable behavior may subject the employee to disciplinary action up to and including dismissal from employment with the Town.

(c) Pre-discipline conference. If unacceptable behavior continues after the two written warnings, the employee should be given written notice of a pre-discipline conference. The conference should take place as outlined in Section 5 of this Article.

(d) Action resulting from the pre-discipline conference with the appropriate documentation. This may include a final written warning, suspension without pay, demotion, or dismissal or lesser action as appropriate.

3. DISCIPLINARY SUSPENSION

A regular employee who is suspended for disciplinary reasons shall be temporarily relieved of all duties and responsibilities and shall receive no compensation, including pay for accumulated vacation leave, for the period of suspension. Such disciplinary suspension shall be for no less than two work days or shifts, but no more than four full work weeks. The supervisor or department head taking such action must furnish the employee a written statement stating the specific acts or omissions that are the reasons for the suspension and the employee's appeal rights; one copy shall be given to the employee, and one copy shall be placed in the employee's personnel file.

Such a suspension by the department head may occur immediately and without notice in order to avoid undue disruption of work, to protect the safety of persons or property, or for other serious reasons. When a department head suspends an employee, he or she shall tell the employee to leave Town property at once and remain away for the specified time. The department head shall immediately notify the Human Resources Officer. Additional disciplinary action may be taken in such cases if deemed appropriate.

4. NONDISCIPLINARY SUSPENSION FOR INVESTIGATORY PURPOSES

Investigatory suspension may be used to provide time to investigate, establish facts and reach a decision concerning a regular employee's status in those cases in which it is determined the employee should not continue to work during the investigation or pending a decision. Investigatory suspension may be appropriately used to provide time to schedule and hold a pre-discipline conference. Also, management may elect to use an investigatory suspension in order to avoid undue disruption of work or to protect the safety of persons or property. An employee suspended for nondisciplinary or investigatory reasons shall be notified in writing of the reasons for the suspension: one copy shall be given to the employee, and one copy shall be placed in the employee's personnel file.

An investigatory suspension usually should not exceed 45 calendar days. However, a department head may, with Town Manager approval, extend the period of investigatory suspension without pay beyond the 45-day limit. The employee must be informed in writing of the extension, the length of the extension and the specific reasons for the extension. A copy of the above communication shall be sent to the Human Resources Officer. If no action has been taken by management by the end of 45 calendar days, and no extension has been made, one of the following must occur: return the employee to active work status with full back pay and benefits or take appropriate disciplinary or other action based on the results of the investigation and/or a pre-discipline conference. If investigatory suspension is used for resolution of a civil or criminal court matter involving the employee this is not a guarantee that the position will be held.

An investigatory suspension will be without pay, but the employee may use accumulated compensatory time and/or vacation leave to receive compensation during this period. If no disciplinary or other action is taken based on the results of the investigation, the employee will be returned to active work status with full back pay and benefits. An employee placed on disciplinary suspension for investigatory purposes has no appeal rights regarding this suspension under Section 4.F.6. herein: Employee Grievance or Appeal.

5. PRE-DISCIPLINE CONFERENCE

(a) Before a regular employee may be subjected to any adverse action (disciplinary suspension without pay, reassignment, demotion or dismissal), other than as noted in (5) below, the following shall occur:

(1) The supervisor recommending disciplinary action should discuss the recommendation with and receive the approval of the department head, with notice to the Human Resources Officer, to schedule a conference.

(2) A pre-discipline conference shall be held between management representatives and the employee. No attorneys or other such representatives for either party will be present at this conference; a witness or security personnel may be present if management deems necessary. The Human Resources Officer shall attend to monitor the pre-discipline conference process. A management representative (usually the employee's supervisor or Department Head) shall present the employee and with written and specific reasons for the proposed disciplinary action and a brief summary of the information that supports it. The employee shall have a right to respond to the written notice of proposed action in the conference.

(3) After the end of the conference, the ranking management representative should review and reflect upon the information provided in the conference, and render a recommendation on appropriate action to the Town Manager no sooner than the next day and no later than five working days. If the management representative determines that a disciplinary action is justified, and the Town Manager concurs, the management representative shall present the employee with a letter notifying the employee of the action. However, the management representative or Town Manager may elect to defer the action, reconsider the entire issue, or initiate a disciplinary action less severe than recommended. If, following deferral or reconsideration, the decision is to take the proposed action, then no further conference is required.

(4) The employee must be given written notice of any disciplinary action. The ranking management representative at the pre-disciplinary conference shall issue the written notice to include the specific acts or omissions that are the basis of the action and the employee's right of appeal.

(5) A pre-discipline conference shall not be held under the following circumstances:

1. When having a conference would be inconsistent with Section 3 (Disciplinary Suspension) of this Article F where there is immediate suspension for cause related to personal conduct in order to avoid undue disruption at work, to protect the safety of persons or property, or for other serious reasons.

2. When the employee is physically unable to attend a conference.

3. When the employee waives the conference either through expressed intent or implied actions.

4. When to conduct a conference would otherwise not be practical.

(6) When a conference is not held as set forth under (5) above, the Department Head should review and reflect on all information available, and render a recommendation on appropriate action to the Town Manager no sooner than the day following the decision not to conduct the conference and no later than five working days from the decision not to conduct the conference is made. If the Town Manager determines that a disciplinary

action is justified, The Department Head shall present the employee with a letter notifying the employee of the action to include the specific acts or omissions that are the basis of the action and the employee's right of appeal.

6. EMPLOYEE GRIEVANCE OR APPEAL

Any employee wishing to grieve or appeal a disciplinary action may present the matter in accordance with the provisions of the grievance procedure or adverse action appeal prescribed in Article G of this policy.

Grievance Procedure, Discrimination, and Adverse Action Appeal

1. GRIEVANCE PROCEDURE AND ADVERSE ACTION APPEAL POLICY

In order to maintain a harmonious and cooperative relationship between the Town and its employees, it is the policy of the Town to provide for the settlement of problems and differences through an orderly grievance procedure. Every regular employee shall have the right to present his or her problem, grievance or adverse action appeal in accordance with established policy free from interference, coercion, restraint, discrimination, or reprisal.

It is the responsibility of supervisors at all levels, consistent with the authority delegated to them, to consider and take appropriate action promptly and fairly on a grievance or adverse action appeal of any employee.

In adopting this policy, the Town sets forth the following objectives to be attained in this program:

- Assure employees of a way in which they can get their problems or complaints considered rapidly, fairly, and without fear of reprisal.
- Encourage the employee to express how the conditions of work affect him or her as an employee.
- Have better employee understanding of policies, practices, and procedures which affect them.
- Provide employees with assurance that actions are taken in accordance with policies.
- Provide a check on how policies are carried out by supervisors.
- Give supervisors a greater sense of responsibility in their dealings with employees.

2. GRIEVANCE AND ADVERSE ACTION - DEFINITIONS

Grievance. A claim or complaint based upon an event or condition which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment conditions. A grievance might involve alleged safety or health hazards, unsatisfactory physical facilities, surroundings, materials or equipment, unfair or discriminatory supervisory or disciplinary practices, unjust treatment by fellow workers, unreasonable work quotas, or any other grievance relating to conditions of employment.

Adverse Action. A disciplinary suspension, demotion, dismissal, reduction in pay, involuntary transfer or lay off. An adverse action does not include a non-disciplinary suspension for investigatory purposes.

3. GRIEVANCE AND ADVERSE ACTION APPEAL PROCEDURE - NON-DISCRIMINATION

A regular Town employee having a problem or grievance arising out of or due to his or her employment and who does not allege discrimination because of his or her age, color, disability, genetic information, national origin, political affiliation, race, religion, or sex shall first discuss the problem or grievance with his or her supervisor. If the issue is not resolved, the employee should then follow the grievance and adverse action appeal procedure established by the Town. The number of steps in this procedure will vary from a minimum of one to a maximum of three, depending upon:

1. The number of supervisory levels in the department.
   Example: In a department in which the only supervisor is the department head, the procedure would start at Step Two.
2. At what supervisory level was the decision made/action taken that the employee is grieving.
   Example: If the department head has made the decision that is being grieved, then the procedure should be initiated at Step Two and move upward.
3. Where the employee is a supervisor.

   Examples:

   a. If the employee reports directly to the department head, the procedure would begin at Step Two.
   b. If the department head is the grieving party, the process would start (and end) at Step Three.

If an employee has any question as to which step of the procedure he or she should initiate his or her grievance or adverse action appeal, he or she should contact the Human Resources Officer for direction.

Step One: The employee with a grievance or adverse action appeal shall present the matter in writing to his or her immediate supervisor within 15 calendar days of its occurrence or within 15 calendar days of the time the employee learns of its occurrence, with the objective of resolving the matter informally. In the case of an unlawful workplace harassment grievance involving the employee's supervisor, the employee may skip step one of the grievance procedure. If the supervisor presented the discipline in question this step may also be skipped. The supervisor should be and is encouraged to consult with any employee or officer deemed necessary to reach a correct, impartial, and equitable determination and shall give the employee an answer in writing as soon as possible, but within 10 calendar days.

Step Two: If the decision in Step One is not satisfactory to the employee, or if he or she fails to receive an answer within the designated period provided in Step One, the employee may file the grievance or adverse action appeal in writing within 10 calendar days with the department head, who shall hear the grievance or adverse action appeal and then render a decision in writing within a maximum of 10 calendar days of the meeting.

Step Three: If the decision is not satisfactory to a general Town employee in Step Two, or if he or she fails to receive an answer within the designated period provided in Step Two, the employee may file the grievance or adverse action appeal with the Town Manager. The appeal must be made in writing within 10 calendar days following the decision reached in Step Two. The Town Manager or his designee shall hear the grievance or adverse action appeal and then render a decision in writing within 10 calendar days of the meeting. The Town Manager's decision shall be final regarding the grievance or adverse action appeal, and there is no further right of appeal.

4. GRIEVANCE AND ADVERSE ACTION APPEAL PROCEDURE - DISCRIMINATION

Any applicant for Town employment, Town employee or former Town employee who believes that employment, promotion, training or transfer was denied him or her or that demotion, lay off, or termination of employment was forced upon him or her because of his or her age, color, disability, genetic information, national origin, political affiliation, race, religion, or sex, except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient administration, shall have the right to appeal directly to the Human Resources Officer or Town Manager. An employee also has the right to appeal using the grievance procedure outlined in Section 3 of this Article. An employee or applicant must appeal an alleged act of discrimination within 30 calendar days after becoming aware of the alleged act or the date he or she should have become aware of it. Any such complaint allegations of discrimination against the Town Manager shall be made to the Mayor, who shall report same to the Town Board of Commissioners. The Board of Commissioners shall evaluate the complaint, and in its discretion, appoint a committee to investigate, as necessary.

5. PROTECTION OF COMPLAINANTS, EMPLOYEES, WITNESSES, AND REPRESENTATIVES FROM INTERFERENCE, HARASSMENT, INTIMIDATION, AND REPRISAL

Each employee shall be free from any and all restraint, interference, coercion, or reprisal on the part of Town employees and/or other persons when making any complaint or appeal, in serving as representative of an appellant, in appearing as a witness, or in seeking information in accordance with these procedures. The above principles apply with equal force after a complaint has been resolved. Should these principles be violated, the facts shall be brought to the attention of the Human Resources Manager or Town Manager (or to the Mayor, for allegations concerning the Town Manager) by the appellant, the appellant's representative or the person affected so that the appropriate remedial action may be taken.

6. BACK PAY AWARDS

Back pay and benefits may be awarded to reinstated employees in suspension, demotion, dismissal, and discrimination cases.

5.EMPLOYEE BENEFITS

A. ELIGIBILITY

All full-time and part-time employees of the Town are eligible for employee benefits as provided for below. Benefits are subject to change at the Town's discretion. Temporary employees are eligible only for Workers' Compensation and FICA.

B. WORKERS' COMPENSATION

All employees of the Town (full-time, part-time, and temporary) are covered by the North Carolina Workers' Compensation Act and are required to report all injuries arising out of and in the course of employment to their immediate supervisors at the time of the injury in order that appropriate action may be taken at once. Responsibility for claiming compensation under the Workers' Compensation Act is on the injured employee. Such claims must be filed by the employee with the North Carolina Industrial Commission within thirty (30) days from date of injuryunless reasonable excuse is made to the satisfaction of the Industrial Commission for not giving such notice and the Commission is satisfied that the employer has not been prejudiced thereby. The Human Resources Officer will assist the employee in filing the claim. (Also see Worker's Compensation Leave)

C. SOCIAL SECURITY

Social Security is federal government insurance to provide an employee with income in his/her senior years. Disability and death benefits are also provided by Social Security.

The cost for Social Security is paid through an automatic payroll tax. The Town matches the amount that is deducted from the employee's payroll check for payment into the Social Security Trust Fund.

D. UNEMPLOYMENT COMPENSATION

In accordance with the Federal Unemployment Tax Act, under Public Law 94-566 and subsequent amendments, local governments are covered by unemployment insurance. Town employees who are terminated due to a reduction in force or released from Town service may apply for benefits through the local Employment Security Commission office, where a determination of eligibility will be made.

E. GROUP HEALTH INSURANCE

The Town provides group health and hospitalization insurance programs for full-time employees and their families. Full-time employees may, if they so desire, purchase available group health through the Town for themselves or for themselves and qualified dependents. The Town may contribute an amount of the cost of coverage for a full-time employee, with the remainder of the cost payable by the employee.

Employees who retire may remain on the Town group health plan to age 65. Retirees are eligible for premium supplements based on criteria established by the Town Board of Commissioners.

Information concerning cost and benefits shall be available to all full-time employees.

F. LIFE INSURANCE

The Town may elect to provide group life insurance for each employee subject to the stipulations of the insurance contract. Employees may elect to purchase additional coverage and/or insure other family members under this plan at their expense subject to the stipulations of the insurance contract.

G. RETIREMENT

Each full-time employee shall enroll in the North Carolina Local Governmental Employees' Retirement System when eligible as a condition of employment. New hires who are current members of the North Carolina Local or State Government Employees' Retirement Systems shall be covered under the retirement system by the Town on their first day of employment.

The Town may provide supplemental retirement benefits for its full-time employees. Each law enforcement officer shall receive 401-K beneftis as prescribed by North Carolina State Law. Each general employee may receive supplemental benefits as approved by the Town Board of Commissioners.

H. TUITION ASSISTANCE PROGRAM

Full-time employees who have completed initial probation may apply for tuition reimbursement for courses taken on their own time, which will improve their skills for their current job or prepare them for promotional opportunities within the Town service. Employees may be reimbursed for tuition up to five hundred dollars ($500) per fiscal year. Satisfactory completion of the courses will be required for reimbursement. Requests for tuition assistance shall be submitted to the Department Head prior to course registration and are subject to the review and approval of Town Manager, subject to availability of funds.

I. HOLIDAYS AND LEAVES OF ABSENCE

The policy of the Town is to provide vacation leave, sick leave, and holiday leave to all full-time employees, and to provide proportionately equivalent amounts to employees having average work weeks of different lengths. Employees shall accrue leave proportionately with each payroll.

1. HOLIDAYS

The Town shall observe the following holidays and others as observed by the State of North Carolina, and as may be amended by the State. Town staff will be notified of the holiday schedule at the beginning of each calendar year. When a holiday, other than Christmas, falls on Saturday or Sunday, the preceding Friday shall be observed for a Saturday holiday and the following Monday shall be observed for a Sunday holiday:

- New Year's Day
- Martin Luther King's Birthday
- Friday before Easter
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas - 3 days designated as follows:
  When Christmas falls on: Workdays Off
  Sunday: Friday, Monday, Tuesday
  Monday: Monday, Tuesday, Wednesday
  Tuesday: Monday, Tuesday, Wednesday
  Wednesday: Tuesday, Wednesday, Thursday
  Thursday: Wednesday, Thursday, Friday
  Friday: Thursday, Friday, Monday
  Saturday: Friday, Monday, Tuesday

Effect on Other Types of Leave: Regular holidays which occur during a vacation, sick or other leave period of any employee shall not be considered as vacation, sick, or other leave.

Compensation When Work is Required or Regularly Scheduled Off for Shift Personnel : As **a <u>benefit</u>**, all Town employees receive (13) paid holidays per year. When a holiday occurs, each employee receives payment for that day without having to actually come to work.

- A "work" day is defined per department, as follows:
  - Administration, Planning, Public Works, Public Utilities**: 8 hours**
  - Fire Department: **10.6 hours**
  - Police Department: **8.4 hours**
- Holiday hours are defined as beginning at Midnight and ending at 11:59 pm on the calendar day of the holiday.

1. VACATION LEAVE

DESCRIPTION

Vacation leave is intended to be used for rest and relaxation, and may be used for medical appointments. Vacation leave may also be used by employees who wish to observe religious holidays other than those granted by the Town. Employees who wish to use leave for religious observances must request leave from their respective Department Heads. The Department Head will attempt to arrange the work schedule so that an employee may be granted vacation leave for the religious observance. Vacation leave for religious observance may be denied only when granting the leave would create an undue hardship for the Town.

ACCRUAL RATE

Each full employee of the Town shall earn vacation leave at the following schedule. Vacation leave shall be computed by multiplying an employee's total annualized regular work hours (as specified by the employee's approved departmental work schedule) by the employee's corresponding leave percentage determined by the employee's years of service. The result equals annual vacation leave hours. These hours shall be accrued at a rate of 1/12 monthly. A regular full-time employee shall earn paid vacation according to his or her length of service with the Town of Beaufort as follows:

Years of Service

0 – 2: 10 days per year

3 – 9: 12 days per year

10- 19: 15 days per year

20-24: 18 days per year

25+ : 20 days per year

MAXIMUM ACCUMULATION

Vacation leave may be accumulated without any applicable maximum until December 31 of each year. Employees are not eligible to receive pay for vacation time not taken. However, if the employee departs from service, payment for accumulated vacation leave shall not exceed 30 days. On the last payroll of the calendar year, any employee with more than 30 days may have the excess accumulation over 30 days converted to sick leave so that only 30 days are carried forward to January 1 of the next calendar year.

Employees are cautioned not to retain excess accumulated vacation leave until late in the year. Because of the necessity to keep all functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation. This provision may be waived in case of natural disasters, upon approval of the Town Manager.

MANNER OF TAKING

Employees shall be granted the use of earned vacation leave upon request in advance at those times designated by the Department Head which will least obstruct normal operations of the Town. Department Heads are responsible for ensuring that approved vacation leave does not hinder the effectiveness of service delivery. Vacation may be taken in one hour (1 hour) increments.

PAYMENT UPON SEPARATION

An employee who has successfully completed six (6) months of the probationary period will normally be paid for accumulated vacation leave upon separation not to exceed 30 days, provided notice is given to the supervisor at least two weeks in advance of the effective date of resignation. Any employee failing to give the notice required by this section shall forfeit payment for accumulated leave. The notice requirement may be waived by the Town Manager when deemed to be in the best interest of the Town. Employees who are involuntarily separated shall receive payment for accumulated vacation leave subject to the 30 day maximum. Employees dismissed for criminal conduct may be determined ineligible to receive vacation pay.

PAYMENT UPON DEATH

The estate of an employee who dies while employed by the Town shall be entitled to payment of all the accumulated vacation leave credited to the employee's account not to exceed the maximums established in this Policy.

USE BY PROBATIONARY EMPLOYEES

Employees serving a probationary period following initial employment may accumulate vacation leave but shall be permitted to use earned vacation leave during the probationary period. Vacation leave will not be advanced to an employee serving a probationary period unless the request was made and approval given in a pre-employment agreement.

3. SICK LEAVE

DESCRIPTION

Sick leave may be granted to a probationary or regular employee absent from work for any of the following reasons: sickness, bodily injury, required physical or dental examinations or treatment, or exposure to a contagious disease, when continuing work might jeopardize the health of others.

Sick leave may be used when an employee must care for a member of his or her immediate family who is ill. “Immediate family" shall be defined as spouse, child, parent, brother, sister. This also includes various combinations of “step”, “half”, and adopted relationships.

Sick leave may also be used to supplement Workers' Compensation Disability Leave both during the waiting period before Workers' compensation benefits begin, and afterward to supplement the remaining one-third of salary, except that the employee may not exceed the regular salary amount using this provision.

MANNER OF TAKING

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave, or not later than one (1) hour after the beginning of a scheduled workday. Such notice shall include the nature of the absence and the expected duration. All efforts should be made to speak directly to one’s supervisor; any voicemail messages should be followed by additional attempts to make personal contact. Sick leave may be taken in one (1) hour increments.

ACCRUAL RATE AND ACCUMULATION

Sick leave for regular full-time employees shall accrue at a rate of one day per month of service or twelve (12) days per year. Monthly accrued sick leave for full-time employees working other than the basic work schedule shall be pro-rated via the following formula:

Monthly accrued sick leave (in hours) = The number of hours worked per week divided by 40, then multiplied by 96 (12 days x 8 hrs/day), then divided by 12

In the event an employee has five (5) consecutive years (60 months) of continuous employment, and terminates employment in good standing, he/she shall be compensated at a rate of fifty dollars ($50) per day of accumulated sick leave for a maximum of sixty (60) days. For employees with less than five (5) years of continuous service, all sick leave shall end and terminate without compensation when the employee resigns or is separated from the Town, except as stated for employees terminated due to reduction in force.

Upon retirement, consistent with the provisions of the North Carolina Local Government Employee’s Retirement System, one (1) month of credit is allowed for each twenty (20) days, or any portion thereof, of sick leave to an employee’s creditable service. In lieu of this provision, employees may elect the aforementioned payout option of fifty ($50) per day for a maximum of sixty (60) days.

TRANSFER FROM PREVIOUS EMPLOYER

The Town may accept the transfer of all sick leave hours for employees from other employers who are participants of the Local or State Employees Retirement System. The sick leave amount must be certified by the previous employer and transfer eligibility is determined by the Town Manager at the time of hire.

ABUSE AND REQUIREMENT OF MEDICAL CERTIFICATION

Abuse of sick time shall not be tolerated and shall subject the employee to disciplinary action. Examples of abuse of sick leave shall include but are not be limited to: taking unapproved leave; failure to notify a supervisor in advance of the need to take a personal day; use of all sick time accrued; taking leave as soon as it is earned; or falsifying the reason for the use of sick time.

The employee's supervisor or Department Head may require a physician's certificate stating the nature of the employee's or family member's illness and the employee's capacity to resume duties, for each occasion on which an employee uses sick leave or whenever the supervisor observes a "pattern of absenteeism."; however, a physician's certificate does not excuse the abuse of leave privileges.

The employee shall be required to present a certified doctor's note of illness if the employee has been absent for more than three (3) consecutive days and also may be required to submit to such medical examination or inquiry as the Department Head deems desirable. The Department Head shall be responsible for the application of this provision to the end that:

a. Employees shall not be on duty when they might endanger their health or the health of other employees; and

b. There will be no abuse of leave privileges.

Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action, up to and including dismissal.

4. FAMILY & MEDICAL LEAVE

DESCRIPTION

The Town will grant up to 12 weeks of family and medical leave per calendar year to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). The leave may be paid (coordinated with the Town's Vacation and Sick Leave policies), unpaid, or a combination of paid and unpaid. Unpaid leave will be granted only when the employee has exhausted all appropriate types of paid leave. Additional time away from the job beyond the 12 week period may be approved in accordance with the Town's Leave without Pay policy.

To qualify for FMLA coverage, the employee must have worked for the employer 12 months or 52 weeks; these do not have to be consecutive. However, the employee must have worked 1,250 hours during the twelve (12) month period immediately before the date when the FMLA time begins.

Family and medical leave can be used for the following reasons:

a. the birth of a child and in order to care for that child;

b. the placement of a child for adoption or foster care;

c. to care for a spouse, child, or parent with a serious health condition; or

d. the serious health condition of the employee.

A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider. This policy covers illness of a serious and long-term nature resulting in recurring or lengthy absences. Generally, a chronic or long term health condition which results in a period of incapacity or more than three days would be considered a serious health condition.

If a husband and wife both work for the Town and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (not parent in-law) with a serious health condition, the husband and wife together may only take a total of 12 weeks leave under FMLA.

An employee taking leave for the birth of a child may use paid sick leave for the period of actual disability, based on medical certification. The employee shall then use all paid vacation for the remainder of the 12 week period.

The request for the use of leave must be made in writing by the employee and approved by the Department Head and Town Manager.

CERTIFICATION

In order to qualify for leave under FMLA, the Town requires medical certification. This statement from the employee's or the family member's physician should include the date when the condition began, its expected duration, diagnosis, and brief statement of treatment. For the employee's own health condition, it should state that the employee is unable to perform the essential functions of his/her position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and the employee's presence would be beneficial or desirable.

This certification should be furnished at least 30 days prior to the needed leave unless the employee's or family member's condition is a sudden one. The certification should be furnished as soon as possible (no longer than 15 days from the date of the employee's request). The certification and request must be made to the Department Head and filed with the Town Manager.

The employee is expected to return to work at the end of the time frame stated in the medical certification, unless he/she has requested additional time in writing under the Town's Leave Without Pay policy.

RETENTION AND CONTINUATION OF BENEFITS

When an employee is on leave under FMLA (maximum of 12 weeks in a year), the Town will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the

employee had continued to work. If an employee chooses not to return to work for reasons other than a continued serious health condition, the Town will require the reimbursement of the amount paid for the employee's health insurance premium during the FMLA leave period.

Other insurance and payroll deductions are the responsibility of the employee and the employee must make those payments for continued coverage of that benefit.

An employee shall retain all unused vacation and sick leave while on Leave Without Pay. An employee ceases to earn leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the Town's group insurance plans at his or her own expense, subject to any regulation adopted by the Council and the regulations of the insurance carrier.

5. BEREAVEMENT LEAVE

Bereavement leave may be used for death in the employee's immediate family. “Immediate family shall be defined as spouse, child, parent, brother, sister.” Full-time employees are granted three (3) days for any single occurrence. Additional leave time required for such occurrence may be charged to vacation or other approved leave when approved by the Department Head and/or Town Manager. Bereavement Leave is for use if you need to help make arrangements or your emotional lee is so you will not be able to complete work assignments.

6. WORKERS’ COMPENSATION LEAVE

An employee absent from duty because of sickness or disability covered by the North Carolina Workers' Compensation Act may elect to use accrued sick leave, vacation, or compensatory time during the first waiting period. The employee shall supplement workers' compensation payments after they begin with sick leave, vacation, or compensatory time, provided that the combination of leave supplement and workers' compensation payments does not exceed normal compensation. An employee on workers' compensation leave may be permitted to continue to be eligible for benefits under the Town's group insurance plans. When workers' compensation leave extends long enough for the waiting period to be reimbursed, the employee shall return the reimbursement check to the Town and have leave hours re-instated for all time covered by paid leave. In such cases, the Town will pay the employee for any unpaid time that is owed to the employee.

7. MILITARY LEAVE

Regular employees who are members of an Armed Forces Reserve organization or National Guard shall be granted two calendar weeks per year for military leave without pay. On rare occasions due to annual training being scheduled on a federal fiscal year basis, an employee may be required to attend two periods of training in one calendar year. For this purpose only, an employee shall be granted an additional ten days of military leave during the same calendar year. If the compensation received while on military leave is less than the salary that would have been earned during this same period as a Town employee, the employee shall receive partial compensation equal to the difference. The effect will be to maintain the employee's salary at the normal level during this period. If such duty is required beyond this ten workdays, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status, and the provisions of that leave shall apply. While taking military leave, the employee's leave credits and other benefits shall continue to accrue as if the employee physically

remained with the Town during this period. Employees who are eligible for military leave have all job rights specified by the Vietnam Veterans Readjustment Act.

REINSTATEMENT FOLLOWING MILITARY SERVICE

An employee called to extended active duty with the United States military forces, who does not volunteer for service beyond the period for which called, shall be reinstated with full benefits provided the employee:

a. Applies for reinstatement within ninety (90) days after the release from military service; and

b. Is able to perform the duties of the former position or similar position; or

c. Is unable to perform the duties of the former position or a similar position due to disability sustained as a result of the military service, but is able to perform the duties of another position in the service of the Town. In this case, the employee shall be employed in such other position as will provide the nearest approximation of the seniority, status, and pay which the employee otherwise would have been provided, if available.

8. CIVIL LEAVE

A Town employee called for jury duty or as a court witness for the federal or state governments, or a subdivision thereof, shall receive leave with pay for such duty during the required absence without charge to accumulated leave. The employee may keep fees and travel allowances received for jury or witness duty in addition to regular compensation; except, that employees must turn over to the Town any witness fees or travel allowance awarded by that court for court appearances in connection with official duties. While on civil leave, benefits and leave shall accrue as though on regular duty.

9. PARENTAL SCHOOL LEAVE

A Town employee who is a parent, guardian, or person standing in loco parentis (in place of the parent) may take up to four hours of unpaid leave annually to involve him or herself in school activities of his or her child(ren). This leave is subject to the three following conditions:

a. The leave must be taken at a time mutually agreed upon by the employee and the Town;

b. The Town may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave; and

c. The Town may require written verification from the child's school that the employee was involved at the school during the leave time.

Paid leave (vacation time) taken by an employee to attend to school activities of his or her child shall count towards the fulfillment of this provision by the Town.

10. LEAVE WITHOUT PAY

A full or part-time employee may be granted a leave of absence without pay for a period of up to twelve (12) months by the Town Manager. The leave shall be used for reasons of personal disability after both sick leave and vacation have been exhausted, sickness or disability of immediate family members, continuation of education, special work that will permit the Town to benefit by the experience gained or the work performed, or for other reasons deemed justified by the Town Manager.

The employee shall apply in writing to the supervisor for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the Town Manager. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay. If the employee decides not to return to work, the supervisor shall be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, shall be considered a resignation.

6.EMPLOYEE CODE OF CONDUCT

A. ATTENDANCE, PUNCTUALITY & DEPENDABILITY

Attendance, punctuality, and dependability are essential at all times. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time. When an employee is going to be late or absent, he/she should speak directly to his/her supervisor or department head at least one hour prior to his/her scheduled starting time. If it is necessary for the employee to leave a message, and his/her supervisor returns the call, the employee is responsible for following up with his/her supervisor prior to the close of business on the day in question.

An employee who fails to contact his/her immediate supervisor or his/her designated representative may be considered as having voluntarily resigned. A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the employee's personnel record. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in corrective disciplinary action up to and including dismissal.

B. APPEARANCE

It is expected that each employee will dress appropriately, maintaining a neat, well-groomed appearance at all times. Work assignments determine which type of clothing is appropriate and supervisors will advise employees of what is acceptable attire. If an employee is unsure if something is appropriate to wear to work, he/she will check with his/her supervisor. Foot apparel is mandatory.

Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards. Uniforms are the property of the Town and must be returned to the Town upon termination of employment, or the employee will be financially responsible for replacing the uniform.

If provided with identification (i.e. T-shirt or ID badge) employees are required to wear it while representing the Town. The identification card is the property of the Town and must be returned to the Town when upon termination of employment.

Employees are responsible for observing safety rules and wearing any personal protective equipment as required.

C. TOBACCO USE/SMOKING POLICY

The Town has adopted a tobacco-free, smoke-free policy for all buildings AND vehicles. Town facilities shall be tobacco-free, smoke-free and no employee or visitor will be permitted to use tobacco or smoke anywhere in Town buildings or vehicles. Employees of legal age are permitted to smoke only outside Town buildings in designated areas. Excessive breaks are not acceptable and employees should plan their time accordingly.

Tobacco Use/Smoking encompasses chewing tobacco, cigarettes as well as electronic smoking devices.

Any violation of this policy may result in appropriate corrective disciplinary action, up to and including dismissal.

D. USE OF TOWN SUPPLIES & EQUIPMENT

Town equipment, materials, tools and supplies shall not be available for personal use or be removed from Town property except in the conduct of official Town business. Town employees are not to use Town equipment or vehicles for private purposes.

Vehicles owned by the Town shall be cared for by an employee in the same responsible way that he would care for his own. Such vehicles are to be used exclusively for official Town business, except that by special approval by the Town Manager. An employee may be directed to take the vehicle home when doing so shall serve the best interest of the Town. Use of Town vehicles for commuting to and from work shall usually be limited to an employee who is subject to emergency call-back work.

Equipment, materials, tools and supplies that are used for public training or educational purposes must have prior approval of the Town Manager.

E. E-MAIL AND INTERNET CODE OF CONDUCT

Access to the Internet has been provided to public employees for the benefit of Beaufort and its residents. It allows employees to connect to information resources around the state, the country and the world. Every employee has a responsibility to maintain and enhance the Town's public image and to use the Internet in service of the Town of Beaufort. Personal internet use must be kept to an absolute minimum and must not interfere with employee productivity. To ensure that all employees are responsible, productive Internet users and are protecting the Town's public image, the following guidelines have been established for using the Internet.

1.CONFIDENTIALITY, PRIVACY AND MONITORING

All Town computer systems, including e-mail and Internet connections, are the property of the Town. All documents, information and data created, stored and/or copied to the Town's computer system are the property of the Town and may not be copied or in any form transmitted to any third party other than in the ordinary course of business on behalf of the Town. Employees using the Town's computer systems are cautioned that e-mail and Internet systems do not provide complete confidentiality and Town employees have no right to privacy when they use Town systems. The Town has the right to access, monitor and disclose the contents of any file or electronic message composed, sent received or viewed on Town computer systems for any business purpose, including but not limited to breaches of security, violations of Town policy or other computer system or e-mail misuse.

All business communication is to be done through the beaufortnc.org email account. Employees should be aware and understand that the use of personal e--mail accounts to engage in Town business may result in those personal accounts being subject to the provisions of the Open Public Records Act (OPRA) and/or other statutes pertaining to access to government records.

2.ACCEPTABLE USES OF THE INTERNET

Employees accessing the Internet are representing the Town. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Databases may be accessed for information as needed for Town business. E-mail may be used for business contacts.

3.UNACCEPTABLE USES OF THE INTERNET

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-Town business or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the Town network or the networks of other users.

4.SOFTWARE

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be done through the Town's authorized Information Technology Contractor.

5.COPYRIGHT ISSUES

Copyrighted materials belonging to third parties may not be transmitted by Town Employees on the Internet. One copy of the copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename and/or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action or legal action by the copyright owner.

6. E-MAIL COMMUNICATIONS & INSTANT MESSAGING

All employees are responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have the sender's name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. A generic signature of name, title, and contact number should be included in your e-mail communications. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language may be transmitted through the system. Employees are prohibited from expressing personal opinions through the use of the Town's Internet names and connections.

Notwithstanding the Town's right to read and retrieve any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval from the Town Manager. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer passwords and login names must be submitted to the Information Technology Contractor. No codes may be used that are unknown to the Information Technology Contractor.

F. PERSONAL WEBSITE & SOCIAL MEDIA POLICY

Social networking, both professional and personal, is a popular way to connect with friends, foster relationships and create a complex group of online networks and online communities. However, these new communication and networking opportunities also create new responsibilities for those who engage in social networking. Employees who choose to use or contribute to online media are not only impacting their personal image, but may be potentially impacting the image of the Town. The purpose of this policy is to provide reasonable guidelines for online behavior for employees of the Town.

1.GENERAL RULE

When communicating in social media, you ACT AT YOUR OWN RISK. Employees must never engage in communication which injures the reputation of the Town or its clients or which discloses confidential information. Employees should remain mindful that what one says or does, even if not otherwise connected to the Town, may be seen by others who will make judgments based upon what one places online. An employee's position with the Town could thus be impacted by personal Internet activities.

2.SCOPE

This Internet Postings Policy applies, but is not limited, to use of the following multimedia and social networking websites:

- Facebook, Twitter, Google+, LinkedIn, You-Tube, etc.
- Websites and Blog Site(s) including Personal Blog(s)
- Wikis such as Wikipedia and any other site(s) where text can be edited or posted
- Social bookmarks such as Digg and Delicious

All activities—postings, comments, videos, and images--on these sites are referred to as "Internet postings" in this Policy. Please be aware that a violation of this policy may result in disciplinary action up to and including termination of employment by the Town.

3.CONTENT

If an employee posts information that is in any way related to the Town, its residents, or his/her employment, they are urged to use common sense. If an employee is unsure about information disclosed in any particular posting, he or she should contact his/her immediate supervisor. Internet posting(s) should reflect personal points of view, not the point of view of the Town. Employees are personally responsible for all online activity conducted on Town equipment, with a Town email address, and/or communications traceable back to the Town's domain name. This includes activity conducted on personal social networks that reference his/her affiliation with the Town or one's status as an employee of the Town. When posting, an employee should neither claim nor imply he/she is speaking on behalf of the Town unless authorized by the Town Manager to do so. If an employee identifies his/herself as a Town employee in any manner on any internet posting, comment on any aspect of the Town's business, or post a link to the Town, the following disclaimer must be included in an openly visible location: "the views expressed on this post are mine and do not necessarily reflect the views of Town or anyone associated/affiliated with the Town."

Also, please be respectful when responding to negative posts. Your Internet postings should not violate any other applicable Town policy, including, but not limited to, the following: Anti--Harassment Policy, Non--Discrimination and Equal Employment Opportunity Policy, and E--Mail and Internet Code of Conduct Policy. Notwithstanding the above, no employee shall be disciplined for using social media to engage in protected concerted activity under the Employer-Employee Relations Act. Employees must agree that the Town shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any of your Internet postings. The Town may request, in its sole and absolute discretion, that an employee temporarily or permanently confine his/her website, web log or other commentary to topics unrelated to the Town if it believes this is necessary or advisable to ensure compliance with laws or regulations.

4.USE OF TOWN COMPUTER EQUIPMENT

Town equipment and resources shall not be used for personal internet and social media use. Violation of this rule may lead to disciplinary action up to and including dismissal.

G. CELL PHONE POLICY

This policy outlines the use of personal cell phones at work, the personal use of business cell phones, and the safe use of cell phones by employees while driving.

1.PERSONAL CELLULAR PHONES

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of the Town phone system. Personal calls or text-messaging during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make the vast majority of personal calls and texts on non-work time and to ensure that friends and family members are aware of the Town's policy. Flexibility will be provided in circumstances demanding immediate attention. Abuse of this policy may result in disciplinary action including removal of the cell phone during work hours. The Town will not be liable for the loss of personal cellular phones brought into the workplace.

2.TOWN-PROVIDED CELLULAR PHONES

Where job or business needs demand immediate access to an employee the Town may issue a business cell phone to an employee for work-related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Each employee will be provided with a plan that allows a specific number of minutes on a monthly basis. If an employee exceeds the allowable monthly minutes, and the overage is due to business, use the employee should notify the Town so alternative plans may be reviewed. In the event the overage is due to personal use, the employee will be responsible for reimbursing the Town for the overage charge and may be subject to disciplinary action up to and including dismissal.

Employees in possession of Town equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone

in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

3.SAFETY ISSUES FOR CELLULAR PHONE USE

Employees using a Town vehicle MUST use a hands free device. Further, employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business must use a hands free device. Safety comes before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. Text messaging while operating a Town vehicle is strictly prohibited.

In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy. Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result, and may be subject to disciplinary action.

APPENDIX I: HARRASSMENT COMPLAINT FORM

APPENDIX II: SALARY SCHEDULE AND ASSIGNMENTS OF GRADES/RANGES

APPENDIX III: PERFORMANCE EVALUATION FORM

ADDENDUM 1: POLICE DEPARTMENT- STANDARD WORK PERIOD & OVERTIME PAY

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

Town of Beaufort Board of Commissioners Work Session
4:00 PM July 27, 2020

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Emergency Management Ordinance

BRIEF SUMMARY:

Commissioner Carter requested a discussion of the Town's Emergency Management Ordinance. The ordinance is attached.

REQUESTED ACTION:

Discussion.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

Ann Carter, Town Commissioner

BUDGET AMENDMENT REQUIRED:

No

CHAPTER 33. - EMERGENCY MANAGEMENT[3]

Footnotes:

--- (**3**) ---

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

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

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

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

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

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

Sec. 33.02. - Proclamation imposing prohibitions and restrictions.

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

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

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

Sec. 33.03. - Evacuation.

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

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

Sec. 33.04. - Curfew.

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

(B) Unless otherwise specified in the proclamation, the curfew shall apply during the specified period each day until the Mayor by proclamation removes the curfew.

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

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

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

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

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

(A) The proclamation may prohibit the transportation or possession, off one's own premises, or the sale or purchase of any dangerous weapon or substance. The Mayor may exempt from some or all of the restrictions classes of people whose possession, transfer or transportation of certain dangerous weapons or substances is necessary to the preservation of the public's health, safety or welfare. The proclamation shall state the exempted classes and the restrictions from which each is exempted.

(B) For the purpose of this section, the following definition shall apply unless the context clearly indicates or requires a different meaning.

Dangerous weapon or substance means:

(a) Any deadly weapon, ammunition, explosive, incendiary device, radioactive material or device, gasoline or other instrument or substance designed for a use that carries a threat of serious bodily injury or destruction of property;

(b) Any other instrument or substance that is capable of being used to inflict serious bodily injury or destruction of property, when the circumstances indicate that there is some probability that such instrument or substance will be so used; and/or

(c) Any part or ingredient in any instrument or substance included above when the circumstances indicate a probability that such a part or ingredient will so be used.

(C) If imposed, the restrictions shall apply throughout the jurisdiction of the town or such part thereof as designated in the proclamation.

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

Sec. 33.07. - Restrictions on access to areas.

(A) The proclamation may prohibit obtaining access or attempting to obtain access to any area, designated in the manner described in this section, in violation of any order, clearly posted notice or barricade indicating that access is denied or restricted.

(B) Areas to which access is denied or restricted shall be designated by the Chief of Police and his or her subordinates when directed in the proclamation to do so by the Mayor. When acting under his or her authority, the Chief of Police and his or her subordinates may restrict or deny access to any area, street, highway or location within the town if that restriction or denial of access or use is reasonably necessary to promote efforts being made to overcome the emergency or to prevent further aggravation of the emergency.

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

Sec. 33.08. - Restriction of activity.

The proclamation may prohibit or restrict:

(A) Movements of people in public areas;

(B) The operation of offices, business establishments and other places to or from which people may travel or at which they may congregate; and

(C) Other activities or conditions the control of which may be reasonably necessary to maintain order and protect lives or property during the state of emergency, within the area designated in the proclamation.

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

Cross reference— Penalty, see section 10.99.

Sec. 33.09. - Removal of prohibitions and restrictions.

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

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

Sec. 33.10. - Superseding and amendatory proclamations.

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

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

Sec. 33.11. - Termination of proclamation.

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

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

Sec. 33.12. - Absence or disability of mayor.

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

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

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

Town of Beaufort Board of Commissioners Work Session
4:00 PM July 27, 2020

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Noise Ordinance Review

BRIEF SUMMARY:

Recent complaints about amplified sound on Sunday mornings led to a suggestion from elected officials for a review of the Town's noise ordinance by the Board of Commissioners. There are some changes that may be appropriate now, for example, there is no differentiation in acceptable sound levels for times of day for week days versus weekends.

The current ordinance is attached. Please note that the zoning districts have changed since the noise ordinance was adopted. Here is a conversion chart:

Former Zoning	Current Zoning
RMF	TCA
R-10	R-8
R-15	R-20
B-3	B-1
WC	BW
O&I	TR
CD	HBD

REQUESTED ACTION:

Review noise ordinance, and make changes if desired.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No

ARTICLE I. - NOISE

Sec. 91.01. - Purpose of noise regulations.

(A) It is recognized that excessive and unnecessary noise endangers the physical and emotional health and welfare of the people, interferes with legitimate business and recreational activity, increases construction costs, depresses property values, offends the senses, creates public nuisances and in other respects reduces the quality of life.

(B) It is further recognized that a substantial body of science and technology exists by which excessive sound may be measured and substantially abated. Because the regulation of excessive and unnecessary noise that may jeopardize human health or welfare or substantially degrade the quality of life is well within the purview of the town police powers, it is declared to be the purpose of this article to prevent, prohibit and provide for the regulation and abatement of excessive and unnecessary noise which may injure the physical and emotional health or welfare of its citizens or degrade the quality of life.

(Ord. 08:007, passed 5-1-2008)

Sec. 91.02. - Definitions.

(A) For the purpose of §§ 91.01 through 91.07 (which sections are referred to herein as "this article"), the following definitions shall apply unless the context clearly indicates or requires a different meaning.

A-weighted sound level means the sound pressure level in decibels as measured on a sound level meter using the A-weighting network. The level so read is designated dB(A).

Decibel (dB) means a unit for describing the amplitude of sound, equal to 20 times the logarithm to the base ten of the ratio of the pressure of the sound measured to the reference pressure, which is 20 micronewtons per square meter.

Emergency work means any work performed for the purposes of preventing or alleviating physical trauma or property damage threatened or caused by an existing or imminent peril.

Event means a gathering of people for the purpose of recreation, entertainment, worship, fundraising, or cultural activity outdoors on a zoning lot, or other property, where amplified sound is emitted from the property.

Nighttime. As used in this article, *nighttime* shall mean the time period between the hours of 10:00 p.m. and the following 7:00 a.m.

Noise means any sound which annoys or disturbs humans or which causes or tends to cause an adverse psychological or physiological effect on humans.

Outdoor amplified sound means any sound using sound amplifying equipment where such equipment is located outside of a residential or commercial structure or within such structures where it is obvious that the sound emitted from the amplifying equipment is intended to be transmitted to the outside through open doors or windows or other openings in the structure.

Sound amplifying equipment means any device for the amplification of the human voice, music, or any other sound, including televisions, electronic loud speakers, jukeboxes, stereos, compact disc players and radios.

Sound level meter means an instrument which includes a microphone, amplifier, IRS detector, integrator or time averages, output meter and weighting network used to measure sound pressure levels.

Unnecessary noise means any excessive or unusually loud sound which disturbs the peace and quiet of any neighborhood or which does annoy, disturb, injure or endanger the comfort, repose, health, peace or safety of any reasonable person of ordinary sensibilities or causes damage to property.

(B) All terminology not defined in this section but used in this article shall be in conformance with applicable publications of the American National Standards Institute (ANSI) or its successor body.

(Ord. 08:007, passed 5-1-2008; Am. Ord. 09-04, passed 10-14-2009)

Sec. 91.03. - Sound level allowances.

(A) *General standards.* Except as set forth herein, it shall be unlawful during the daytime or night time hours for any person to cause or allow the emission of sound from any source or sources which, when measured pursuant to the procedure outlined by this article, exceed the maximum decibel limits as follows:

Zone	Time	Allowable dB(A) without amplified sound permit*	Allowable dB(A) with amplified sound permit*
Residential**	7:00 a.m. - 10:00 p.m.	60	85
	10:00 p.m. - 7:00 a.m.	50	
Business***	7:00 a.m. - 10:00 p.m.	75	
	10:00 p.m. - 7:00 a .m.	60	
	8:00 a.m. - 10:00 p.m.		90
WC Zone****	7:00 a.m. - 12:00 a .m.	75	
	12:00 a.m. - 7:00 a.m.	60	
	8:00 a.m. - 1:00 a.m.		90
*Exceptions allowed in accordance with § 91.06			
**Residential Zones: R-MF (CU), R-5 (CU), R-8 (CU), R-8A (CU), R-10 (CU), R-10MH (CU), R-15 (CU), R-20 (CU)			

***Business Zones: B-l (CU), B-3 (CU), WC (CU), O & I (CU), CD (CU), L-I(CU), I-W(CU), I-P (CU)
****WC Zone: WC (CU)

(B) *Amplified sound permit standards.*

(1) The amplified sounds authorized by the amplified sound permit under § 91.07 shall conform with the table in subsection (A) of this section.

(2) In residentially zoned areas all outdoor amplified sound permits shall expire at 10:00 p.m. each night with the following exception. A nonprofit organization sponsoring a cultural event open to the general public on a fee or non-fee basis may be issued up to three outdoor amplified sound permits per calendar year that expire at 12:00 a.m. on a zoning parcel basis.

(3) In all residentially zoned areas amplified sound permits are available only for zoning lots with habitable dwellings, and a maximum of four amplified sound permits may be issued for a zoning lot during a calendar year. An amplified sound permit issued under this article may be transferred to an owner's adjacent vacant lot or lots. Multi-family buildings and duplexes shall be considered one zoning lot.

(Ord. 08:007, passed 5-1-2008)

Sec. 91.04. - Noise measurement standards and determinations.

(A) Sound level measurements shall be made with a sound level meter using the A-weighting scale set on low response.

(B) Sound level meters shall be at least Type II meeting the American National Standard Institute (ANSI) S1.4-1971 requirements and shall be operated according to the manufacturer's standards. Person(s) using the sound level meters shall be trained in sound level measurement and the operation of sound level measurement equipment.

(C) The measurement shall be made on the public street right-of-way adjoining the property where the noise is being produced, using sound measuring equipment. The measurement shall not be made on the private property where the noise is being produced. At the discretion of the police officer, the sound measurement may be taken on the property of the person complaining about the noise.

(D) Sound measurements shall be conducted at the time when the suspect noise or sound is being emitted.

(Ord. 08:007, passed 5-1-2008)

Sec. 91.05. - Noises prohibited.

(A) *General prohibitions.* In addition to the unlawful acts set forth in § 91.03, it shall be a public nuisance and therefore unlawful to create, cause or allow the continuance of any excessive or unusually loud noise which disturbs the peace and quiet of any neighborhood or which does annoy, disturb, injure or endanger the comfort, repose, health, peace or safety of any reasonable person of ordinary sensibilities or causes damage to property particularly during the nighttime. The following are deemed to be examples of a violation of this section when the noise from such activity is of such character, intensity, and duration as to be a public nuisance:

(1) *Yelling shouting, whistling, singing.* Yelling, shouting, whistling or singing on the public streets or private property particularly at nighttime.

(2) *Noisy parties.* Congregating or participating in any party or gathering of people particularly at nighttime.

(3) *Loading operations.* Loading, unloading, opening or otherwise handling boxes, crates, containers, or other similar objects during nighttime.

(4) *Repair of motor vehicles.* The repair, rebuilding or testing of any motor vehicle during nighttime.

(5) *Radio, phonograph, television, musical instruments.* The playing of any radio, phonograph, musical instrument, television or any similar device, particularly during nighttime.

(6) *Power equipment.* Operating or permitting the operation of any power saw, sander, drill, grinder, leaf blower, lawnmower or other garden equipment or tools of a similar nature outdoors during the nighttime.

(B) *Specific prohibitions.* The following acts are declared unlawful.

(1) *Horns and signaling devices.* The intentional sounding of any horn or signaling device of a motor vehicle on any street or public place continuously or intermittently, except as a danger or emergency warning. The intentional sounding of any horn or signaling device on any boat located at a private or public dock or on a public water continuously or intermittently, except as a danger or emergency warning or as required by United States Coast Guard regulation.

(2) *Motor vehicles.* Operating or permitting the operation of any motor vehicle or motorcycle not equipped with a muffler or other device in good working order so as to effectively prevent loud or explosive noises therefrom.

(3) *Explosives.* The use or firing of explosives, fireworks or similar devices unless pursuant to a lawfully issued permit.

(4) *Outdoor amplified sound.* Outdoor amplified sound exceeding the standards set forth in § 91.03.

(5) *Garbage disposal at night.*

(a) Any of the following acts during the nighttime:

1. The dumping or emptying of garbage containers into garbage trucks;

2. The operating of exterior mechanical trash compactors; or

3. The placing or removing of garbage containers with motor vehicles.

(b) Excepted from the prohibitions in this subsection (B)(5) are garbage removal activities during events or festivals that have been specifically approved by the Board of Commissioners.

(6) *Loading and unloading activities at night.*

(a) Any of the following acts from 11:00 p.m. until 7:00 a.m. within the WC and CD zoning districts:

1. Loading or unloading of a vehicle with more than six wheels;

2. The parking of a motor vehicle with more than six wheels with its engine running;

3. The parking of a vehicle with more than six wheels with a refrigerated cargo compartment while the refrigeration unit is operating;

4. The loading or unloading of cargo from a motor vehicle with the use of mechanical or hydraulic lifts; or

5. The outdoor dumping of bottles or cans from one container into another.

(b) Excepted from the prohibitions in this subsection (B)(6) are activities during events or festivals that have been specifically approved by the Board of Commissioners.

(C) *Incidental factors.* In determining whether a noise is a public nuisance, the following factors incident to such noise are to be considered.

(1) The time of day;

(2) Whether the noise is recurrent, intermittent or constant;

(3) The volume and intensity;

(4) Whether the noise has been enhanced in volume or range by any type of electronic or mechanical means; and

(5) Whether the noise is related to the normal operation of a business or other labor activity.

(D) *Enforcement.* The Chief of Police or designee shall have the authority to order those person(s) determined to be in violation of this article to cease producing the sound in excess of that authorized. Such order shall not affect other enforcement methods available to the town for violation of this article.

(Ord. 08:007, passed 5-1-2008)

Cross reference— Penalty, see § 91.99.

Sec. 91.06. - Exceptions.

The following are exempt from the provisions of this article:

(A) Any bell or chime from any building clock, school or church;

(B) Any siren, whistle or bell lawfully used by emergency vehicles or any other alarm systems used in an emergency situation, provided that burglar alarms not terminating within 30 minutes after the owner or tenant of the property has been notified shall be unlawful;

(C) Noise created as a result of or relating to an emergency;

(D) Warning devices required by OSHA or any local, county, state or federal safety regulations;

(E) Noise created by any aircraft flight operations which are specifically preempted by the Federal Aviation Administration;

(F) Noises resulting from the provision of municipal sanitation services;

(G) Commercial construction operations from the daylight hours between 7:30 a.m. and 7:00 p.m. for which building permits have been issued or for which permits are not required due to ownership of the project by an agency of government, providing all equipment is operated in accordance with the manufacturer's specifications and with all the manufacturer's standard mufflers and noise-reducing equipment in use and operating properly;

(H) All noises coming from motor vehicles properly equipped with the manufacturer's standard mufflers and noise-reducing equipment;

(I) Noise from lawful fireworks on legal holidays from dawn until the following midnight;

(J) Commercial lawnmowers and agricultural equipment used between the daylight hours of 7:30 a.m. and 7:00 p.m. when operated with all the manufacturer's standard mufflers and noise-reducing equipment in use and operating properly;

(K) Sound amplification equipment used in conjunction with a telecommunications system on business properties to notify employees of that business of incoming phone calls; providing that this system be

used only between the hours of 7:00 a.m. and 10:00 p.m. and that any speakers attached to the system be oriented toward the interior of the property;

(L) Sound emanating from regularly scheduled, outdoor athletic events held by schools or local government recreation departments;

(M) Yard maintenance and construction activities by the occupants of private residences between 7:30 a.m. and 7:00 p.m.;

(N) Noises resulting from the provision of government services;

(O) Emergency work necessary to restore property to a safe condition following a fire, accident or natural disaster; to restore public utilities; or to protect persons or property from an imminent danger;

(P) Sounds emitted by manufacturing operations in L-1, I-P, and I-W zones of less than 75 dB(A) at the property line; and

(Q) Notwithstanding any provision to the contrary in this article, noise pursuant to a permit issued under § 91.07 and within the decibel limits of § 91.03 shall not be a violation of § 91.05.

(R) The sound of a person's voice at an event transmitted over a public address system prior to 8:30 p.m.; provided, however that the noise from such public address system shall not exceed the dB(A) limits provided in subsection (A) of this section, and, this exemption is only available on a zoning lot during two days during a calendar year.

(Ord. 08:007, passed 5-1-2008; Am. Ord. 09-04, passed 10-14-2009)

Cross reference— Penalty, see § 91.99.

Sec. 91.07. - Amplified sound permit.

(A) *Permit required.*

(1) It shall be unlawful for any person to sponsor, promote, supervise, participate in or produce outdoor amplified sound in the town exceeding the dB(A) levels established in § 91.03(A) chart for "Allowable dB(A) without amplified sound permit" without having first secured an amplified sound permit under this section.

(2) Permits issued under this section shall allow sound limits within the standards of § 91.03.

(3) A minimum of 14 days before an event where outdoor amplified sound is to be used, the person, business or nonprofit organization sponsoring or promoting the event shall apply to the town for a permit authorizing the outdoor amplified sound. The 14-day period may be waived by the town for applications filed under the expedited process provided in subsection (A)(4) of this section. The application for the permit shall state the following:

(a) Name of the sponsoring person or organization;

(b) The proposed date or dates and time for the event utilizing outdoor amplified sound;

(c) The proposed location of the outdoor amplified sound;

(d) The estimated number of people who will attend the event;

(e) The type of outdoor amplified sound to be offered;

(f) The location, type and numbers of musical instruments to be involved in the outdoor amplified sound;

(g) The location and orientation of all devices to transmit amplified outdoor sound, including, but not limited to, loud speakers or any other non-amplified instrument or device, including but not limited to drums and other percussion devices, whether amplified or not, for the

purpose of creating noise at any performance, show, sale or display of merchandise involving outdoor amplified sound; and

(h) The direction that the outdoor amplified sound will project.

(4) Failure to apply a minimum of 14 days prior to the date of the first proposed use of amplified outdoor sound at an event shall be grounds for denial of the application. Applicants who fail to meet the 14-day minimum may be granted a permit through a special expedited process upon payment of an additional fee to offset the town's staff costs of processing an expedited application.

(5) Annual outdoor amplified sound permit. A business owner or operator within a nonresidential zoning district may apply for an annual outdoor amplified sound permit if the business provides events with amplified outdoor sound in a consistent manner. The application shall include the information listed in subsection (A)(3) of this section.

(6) The applicant shall pay a fee for the investigation and processing of each permit and activities hereunder for each application.

(B) *Issuance and expiration.*

(1) The applicant shall be the individual property owner, tenant or appointed agent responsible for the event. The applicant must designate on the application form a natural person who will be responsible for the permit holder's compliance with the terms of this article. This person shall be known in this article as the "monitor" and shall be an agent of the permit holder if he himself or she herself is not the permit holder.

(2) The application for an outdoor amplified sound permit shall be investigated by the Building Inspector and the Chief of Police. The Town Clerk shall issue a permit allowing outdoor amplified sound to the applicant if the Building Inspector and the Chief of Police find as a fact that the proposed outdoor entertainment meets the following standards:

(a) The location and use of electrical equipment in connection with the outdoor entertainment meets the state's Electrical Code.

(b) Sound speakers will be elevated not more than ten feet off the ground.

(c) Sound speakers and amplified equipment will be arranged so as to minimize the disturbance to residences resulting from the orientation of amplifying equipment.

(d) The proposed site for the outdoor amplified sound is adequate for the number of people estimated to be in attendance and that adequate safety precautions have been provided for by the person sponsoring or promoting the entertainment.

(e) The proposed outdoor amplified sound will not interfere with the operations and functions of any hospital, rest home, family care home, group care facilities, private or public schools or day care centers.

(3) Any permit issued pursuant to this section shall be valid only for the dates and time indicated in the permit. Upon expiration of a permit, a new application for a permit and an application fee is required for additional events on the property where amplified sound will be used, subject to the limits on the number of events on a lot in § 91.03(B). Annual outdoor amplified sound permits in non-residential zoning areas expire at the end of the calendar year for the year issued.

(a) For properties in residential zoning areas, a permit shall be issued and be valid for up to two consecutive days only beginning on the first proposed date of use of amplified sound.

(b) For properties in non-residential zoning areas, excluding properties for which an annual outdoor amplified sound permit has been issued, a permit shall be issued and be valid for up to seven consecutive days only beginning on the first proposed date of use of amplified sound.

(C) *Conditions.*

(1) In a residentially zoned area, if the estimated number of people attending the event where an outdoor amplified sound permit is required exceeds 99, the permit holders are required to pay to the town a fee calculated by the Town Manager to be the cost to the town, including overtime pay, of assigning a police officer full-time to monitor the event.

(2) Permit holders shall agree to cooperate with the Police Department in enforcing this article by having the monitor available at the site during the entire time for which the permit has been issued and capable of assisting the police in enforcing this article. Failure of such monitor to be present or to assist the police in complying with the terms of the permit will be cause for the immediate revocation of said permit.

(D) *Revocation.*

(1) The Town Clerk shall have the authority to revoke any permit for outdoor amplified sound if he or she finds that the information stated in the application is incorrect, either when originally filed or at the time of the review by the Town Clerk, or that the terms and conditions of this article are not being complied with by the permit holder.

(2) Upon revocation of the permit, the permit holder shall not thereafter sponsor, promote, supervise, participate in or engage in any outdoor entertainment in the town without having secured another permit from the town.

(3) The Chief of Police or his or her designee shall have the authority to revoke any permit for outdoor entertainment if he or she finds that the noise created during an event exceeds allowable decibel levels or if he or she finds that the noise or a combination of noise and behaviors of participants constitutes a public nuisance, or if he or she notifies the monitor of a violation of this article or the conditions of the permit and the violation is not immediately abated and remains abated for the duration of the event.

(Ord. 08:007, passed 5-1-2008; Am. Ord. 09-04, passed 10-14-2009)

State Law reference— Authority to regulate mass gatherings, see G.S. 130A-258.

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

Town of Beaufort Board of Commissioners Work Session
4:00 PM July 27, 2020 – Held Electronically Due to COVID19 Pandemic

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Designation of Legal Counsel

BRIEF SUMMARY:

The Board of Commissioners is currently represented by the law firm of Sumrell Sugg, and the individual attorneys involved are Arey Grady and Jill Quattlebaum. Mr. Grady and Ms. Quattlebaum have left Sumrell Sugg to form their own law firm.

In order to retain Mr. Grady and Ms. Quattlebaum, the Board is required to designate them as the Town's legal representation.

REQUESTED ACTION:

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

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No