Town of Beaufort, NC

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, June 14, 2021

Call to Order

Roll Call

Agenda Approval

Public Comment

Presentations

1. Presentation of North Carolina League of Municipalities (NCLM) Law Enforcement Risk Review to the Beaufort Police Department

Town Manager's Report

Items of Consent

1. Minutes
2. FY 2021 Budget Amendment No. 11
3. 2022 Triathlon

Public Hearing

1. Voluntary Annexation Request - 186 Chadwick Road
2. Voluntary Annexation Request - 190 Chadwick Road
3. Modify/Revise the Existing Planned Unit Development (PUD) for Front Street Village; Case No. 21-16

Items for Discussion and Consideration

1. FY 2022 Budget Adoption
2. Site Plan for East Port II Apartments **and** Sewer Allocation Request; Case No 21-14

3. Dining on the Docks - Sip & Stroll

4. Appointment to the Volunteer Historic Preservation Commission (HPC)

5. Appointments to the Volunteer Beaufort Harbor and Waterways Master Plan Advisory Committee

Mayor/Commissioner 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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, June 14, 2021

AGENDA CATEGORY: Presentations

SUBJECT: Presentation of North Carolina League of Municipalities (NCLM) Law Enforcement Risk Review to the Beaufort Police Department

BRIEF SUMMARY:

On Monday, June 14, 2021 Matthew A. Selves, Public Safety Risk Management Consultant with the North Carolina League of Municipalities will present the Beaufort Police Department with a plaque recognizing their successful completion of the Law Enforcement Risk Review and for their proactive approach to serving the Beaufort community in a professional manner while taking steps to minimize risks to residents and officers.

The purpose for this law enforcement risk review is to assess an agency's adherence to best practices, court decisions, and policies and procedures related to high liability activities in law enforcement. The goal is to mitigate liability exposures, enhance officer safety, and validate that training and operating procedures are meeting industry standards. The risk management review was designed and peer-reviewed by a panel of police chiefs representing a cross section of N.C. law enforcement agencies and is available to those agencies who participate in the League's property and liability insurance pool.

REQUESTED ACTION:

The Manager recommends the Board receive this information and recognize the Beaufort Police Department for their exceptional efforts.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Paul Burdette, Chief of Police

BUDGET AMENDMENT REQUIRED:

N/A

THE NORTH CAROLINA
LEAGUE OF MUNICIPALITIES

Recognizes

Beaufort Police Department

For completing the Law Enforcement Risk Management Review and proactively serving the community in a professional manner while taking steps to minimize risks to our citizens and officers

Presented June 14th, 2021

NCLM
SHIELD SERVICES

WORKING AS ONE.
ADVANCING ALL.

Town of Beaufort, NC

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, June 14, 2021

AGENDA CATEGORY: Items of Consent

SUBJECT: Minutes

BRIEF SUMMARY:

In accordance with 160A-72 of the General Statutes, the Governing Board has the legal duty to approve all minutes that are entered into the official journal of the Board's proceedings.

The following draft minutes are recommended for approval:

March 11th – Virtual Board of Commissioners (BOC) Annual Retreat Day 1

March 12th – Virtual Board of Commissioners (BOC) Annual Retreat Day 2

March 22nd – Virtual Board of Commissioners (BOC) Work Session

April 8th – Virtual Board of Commissioners Regular Meeting

REQUESTED ACTION:

The Town Clerk recommends the Board consider the draft minutes and approve as submitted or amended.

EXPECTED LENGTH OF PRESENTATION:

2 minutes

SUBMITTED BY:

Allen Coleman,

Town Clerk and Assistant to the Town Manager

BUDGET AMENDMENT REQUIRED:

No

DRAFT

MINUTES
TOWN OF BEAUFORT
BOARD OF COMMISSIONERS
VIRTUAL 2021 ANNUAL RETREAT – DAY 1
MARCH 11, 2021
2:00 P.M.

Due to the State of North Carolina's Declaration of Emergency in response to the COVID-19 pandemic and per NCGS § 166A-19.24, the Town of Beaufort Board of Commissioners conducted a remote meeting using the Zoom application. Members of the Board of Commissioners participated in the meeting remotely.

The Town of Beaufort Board of Commissioners met remotely for an annual retreat meeting on Thursday, March 11, 2021 at 2:00 p.m. with the following members present:

Mayor Everette Newton presiding
Mayor Pro Tempore Charles McDonald*
Commissioner Ann Carter
Commissioner John Hagle
Commissioner Sharon Harker
Commissioner Marianna Hollinshed

Others Present: Town Manager John Day and Town Clerk and Assistant to the Town Manager Allen Coleman (All other staff members will be identified appropriately below)

Mayor Newton called the meeting to order at 2:00 p.m., welcomed everyone in attendance, and asked Town Clerk Allen Coleman to call the roll.

Roll Call ensued.

Mayor Pro-Tempore McDonald experienced technical difficulties and joined the meeting at the noted time on page 2.

Mayor Newton reminded the Board that this session would be for open flow conversation and not as rigid as most of their other meetings were.

Manager Day said the materials that were presented and being used over the next two days were draft and preliminary look into the five-year plan and the over all budget. He said the final budget would not be presented for a couple of months and because the budget document includes several comprehensive plans such as the Annual Budget, Five Year Plan, and Capital Investment Plan it may be helpful to review these plans in depth so the Board can gain a better understanding of all the projects and programs included. He said the Budget document was the single most important document the Town has, and it should reflect the goals and priorities of the Board for the Town.

Manager Day said it would be helpful for each Commissioner to talk about their expectations of this years retreat and what they hoped to gain from the sessions over the next two days. He said the structure this year was partly based on a suggestion from Commissioner Hagle to spend more time reviewing the Capital Investment Plan and Five-Year Plan documents outside of the normal budget process.

[RETREAT GOALS AND AGENDA REVIEW]

Commissioner Hagle said the agenda was well thought out and he hoped the Board would have an opportunity to go through the Five-Year plan and Capital Investment Plan in depth to gain an understanding of what is included in these plans. He said the Board would need to review the current projects and see if there were any new projects that may need to be added. He said after the next two sessions he hoped the budget was 95 percent complete and the Board would not feel as rushed and pushed down the wire to approve the next budget.

Commissioner Hagle said the five-year plan Manager Day developed was an outstanding way to review financials because a single year goes by quickly and does not always allow for a comparison of actuals or a way to plan future expenses. He said the five-year plan provides a great opportunity to look ahead and adjust, so the Board was not surprised by any major expenditures.

Manager Day said without the five-year plan it would be extremely difficult to start a project similar to the USSI project or the USDA funded projects. He said those projects were complicated and span over multiple years that it would be difficult to make financially sound decisions without the planning stage offered by the five-year plan.

Commissioner Harker said the five-year plan was excellent. She said it is a great way to compile ideas and present those in an easy format for the citizens of Beaufort. She said the goal of the five-year plan was to provide a projection over future years to allow the Board an opportunity to review the needs of the Town. She said emergencies do happen so the Board has to be flexible but that was the beauty of a plan.

Manager Day said although some of the projects were labeled as new, the need was not new.

Commissioner Hollinshed said over the last few work sessions the Board considered taking on a considerable amount of debt and this would be a cause-and-effect equation. She said one goal should be to look at several scenarios regarding the added debt and to clearly know what projects or future items would be off the table if the Board voted in favor of the added debt. She said the utility fund should be another area the Board drilled into to learn more about but not specifically during the retreat sessions.

Commissioner Carter said the tremendous load of debt was a bit concerning and the effects of the five-year plan was something she was interested in learning more about. She said she would like to see how the additional revenue was being utilized since the tax rate recently changed. She said the five-year plan was a flexible document and with the significant changes to the debt service their may need to be changes in the five-year plan to accommodate the added expenditures.

Mayor Pro-Tempore McDonald joined the meeting at 2:08 p.m.

Mayor Newton said the five-year plan provided tremendous stability to the community and he liked the fact the Board was reviewing five-years at once verses single years. He said the Commissioners have taken on some very tough decisions to increase taxes and the invest was clear across the community. He said the only additional request for the Board to consider was a drinking water facility which was needed in the next 10 years.

Mayor Pro-Tempore McDonald said Beaufort was experiencing a lot of growing pains and there was no way to stop the rapidly growing needs of the community. He said it would be beneficial for the Board to review the current effects of the tax increase and how those additional funds were being spent across the entire community. He said the infrastructure projects were good, but the community needed to see tangible and visible items.

[ITEMS FOR DISCUSSION]

The Board received a presentation from the Town Manager on the Capital Investment Plan and associated projects.

1. Capital Investment Plan (CIP) Project Discussion and Review – using previously adopted CIP in the FY 2021 Budget

• Boardwalk / Bulkhead Improvements page 142

FY 2022 Budget

Boardwalk / Bulkhead Improvements

This project includes extensive repairs to the concrete bulkhead along Front Street between Turner and Queen Streets, as well as removal of the existing boardwalk and construction of a new one.

TYPE	Capital Project
CATEGORY	Culture & Recreation
STATUS	Deferred
IDENTIFIED	FY 2019
PROJECT COST	$1,257,000
LIFE	30+ Years
CONTACT	Greg Meshaw
DEPARTMENT	PSA & Engineering

Background and Justification

The boardwalk is one of Beaufort's most important assets, and lies atop a bulkhead constructed in 1975. Structural engineers assessed the bulkhead's condition in 2018 and found it to be failing. The boardwalk, which is in need of replacement, must be removed to repair the bulkhead.

Status and Updates

In FY 2019, staff applied for a US Fish and Wildlife Service Boating Infrastructure Grant (BIG) which would have paid for about 50% of the project original project; it was not awarded.

As discussed at the February 2020 Town Board retreat, a comprehensive harbor and waterways master plan is needed to address water quality, harbor management, the expiration of the current Beaufort Docks and National Park Service leases in 2024, the possible development of a mooring field, and how such items impact the timing of the replacement of the Front Street bulkhead and boardwalk.

At the March 2021 Board retreat it was decided that an advisory committee should be appointed to assist in the effort. This committee will engage the public and work with the Town's staff and consultant to advise the Town Board of Commissioners during the formation of the Beaufort Harbor & Waterways Master Plan. The committee is expected to have its first meeting Summer 2021.

▸ Schedule, Cost, and Funding Estimates

The FY 2022 Harbor & Waterways Master Plan will affect the timing and design of this project, which could also have funding implications. The following cost estimates were developed in FY 2019, based on cost an estimate provided by a consulting engineer who was preparing the structural design for the project.

Manager Day said this item was discussed in greater detail during the last Board retreat and there were conversations around whether the Board wanted to establish a steering committee to oversee this project. He said the Beaufort Docks lease was set to expire in 2024 and the lease with the Park Service area at Town Hall was set to expire at the same time. He said the Board had previously discussed the possibility of mooring field and more discussion was needed on how this might settle into the future plans.

Manager Day said their would be considerable disruption along the docks when this project started and the Board may want to take time to think about how the new committee will work and function pre, during, and post project. He said the Board had designated funds to

contract with Moffit and Nichols, one of the better engineering firms, who had a great deal of experience in this type of work.

BOARDWALK/BULKHEAD IMPROVEMENTS

Updated for FY 2022

	COST ESTIMATES
Design, Permit & Bid	$ 35,000
Construction	1,222,000
Total Project Cost	$ 1,257,000

The following schedule is one option, which shows construction coinciding with the expiration of the Beaufort Docks lease in 2024.

BOARDWALK/BULKHEAD IMPROVEMENTS - PROJECT BUDGET

Updated for FY 2022

PROJECT EXPENDITURES	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Beyond
[CPF] Design, Permit & Bid	-	-	35,000	-	-	-	-
[CPF] Construction	-	-	-	1,222,000	-	-	-
Total Project Cost	$ -	$ -	$ 35,000	$ 1,222,000	$ -	$ -	$ -
PROJECT FUNDING							
[CRF] Boardwalk	-	-	35,000	565,000	-	-	-
[CRF] Intergovernmental	-	-	-	600,000	-	-	-
[GF] Property Taxes	-	-	-	57,000	-	-	-
Total Project Funding	$ -	$ -	$ 35,000	$ 1,222,000	$ -	$ -	$ -

Once this project is activated, a Boardwalk/Bulkhead Improvements capital project fund will be created to track all money associated with the project.

Money coming into the capital project fund includes:

- Transfer from Capital Reserve, contributed from General Fund in FY 2018 and FY 2019,
- Possible US Fish and Wildlife Service Boating Infrastructure Grant, and
- Property taxes and other General Fund revenues.

If the grant is not awarded, remaining funding may be provided through loan proceeds.

▸ Subsequent Impacts

There are no additional operating costs anticipated for this project once it is completed, aside from those already budgeted on an annual basis.

Commissioner Carter said her interest in this committee was great, but the scope of the project may need to be revised. She said the original project included repair work on the boardwalk and the bulkhead. She said the entire Harbor project could not be done at one time but rather the Board should consider the immediate needs which were the boardwalk and the bulkhead. She said the Harbor committee should focus on those two items sooner rather than later since the lease would expire or renew in 2024. She said a more extensive Harbor plan was needed but was not a priority in comparison to the other pressing issues.

Commissioner Hollinshed said the committee should have some representative from the downtown business owners since they would be the most affected during the work. She said Carolina Beach was closed for almost 2 years when they overhauled their harbor. She said the committee should be comprised of individuals from all across Town, but the scope of the project may need to be more clearly defined.

Commissioner Hollinshed said the project should be professionally managed and not by Town staff.

Commissioner Carter said municipalities have historically not done a good job at managing these types of projects.

Commissioner Hagle said the engineering firm, Moffat and Nichols, has a lot of experience in this kind of work. He said the question now should be if the Board wants to only fix what is broken or make a plan and look out ahead. He said he agreed with Commissioner Carter's comments and that it may be necessary to fix all of the issues.

Commissioner Hollinshed said the engineering firm was not going to focus on the impacts to the local merchants and that needed to be considered as the Board developed a plan to address all of the concerns.

Commissioner Carter said the process would be disruptive either way.

Commissioner Hagle asked if the Board wanted to receive input from the businesses downtown and make a plan for the disruption and focus primarily on the repairs.

Commissioner Carter said the scope of the project needed to be revised to a manageable size. She said downtown could not be closed for a year or two to complete the work and the project may need to be held over the half of two years particularly during off seasons. She said repairs are essential and the Board does not have an option in those.

Commissioner Harker said the downtown business owners definitely needed to be involved in the decision process. She said repairs are needed and if those are started and their may be a greater financial impact if the Board developed a harbor management committee afterwards. She said their were never enough funds to go around and this project was something the Board had discussed for several years.

Commissioner Hagle said the harbor plan would focus on adding a possible mooring field but the management of the docks should also be included in the harbor plan.

Commissioner Carter said repairs must be first.

Manager Day said these same issues were raised each year. He said many visitors come to Beaufort because it's scenic and they are able to walk along the Boardwalk, see the boats, shop, and dine at local restaurants. He said the impact to local business needed to be considered as well as the impact to the existing docks.

Manager Day said their was a lot of utility work to be done underneath the docks. He said the docks would be undergoing a great deal of transition in the next few years and it may be wise to plan the repair work around those changes. He said the Board may solicit for proposal from different companies on running and maintaining docks and if the selected company desires to rebuild or put in new infrastructure it may be wise to complete the repair work at the same time, in a coordination fashion.

Mayor Pro-Tempore McDonald said the Board is not aware of the exact repairs that are needed to the existing docks, but the heartbeat of Beaufort revolved around the Boardwalk and downtown area. He said the change of the Boardwalk would significantly impact the downtown area and the Board may need to research this further.

Commissioner Hagle said the Board needed to consult with Moffat and Nichols first to learn about the repair work and take time to engage the citizens. He said it made more sense to look at the repair work when the contract was up for renewal in 2024 so that it does not disrupt the Haywood and his business. He asked if waiting the additional years would change any of the current repairs.

Manager Day said no, the bulkhead was a slow deterioration and slow sinking. He said the primary reason for looking into this issue now was for the Boardwalk repairs. He said the Boardwalk needed repair as well as the Bulkhead and it didn't make sense to tear down the Boardwalk now and then have to tear it down again to fix or replace the Bulkhead in five years.

Commissioner Harker asked what the exact condition of the Boardwalk was.

Commissioner Carter said very bad.

Manager Day said staff continues to patch the Boardwalk, but he would hope the Board could have a plan for repair by 2024.

Commissioner Hagle said the applications for this committee should come through the normal appointment process but the Board members could ask individuals to apply.

Commissioner Carter said it ws important that the individuals have expertise in this type of work and have the time to dedicate to the project.

Manager Day said Commissioner Hollinshed had proposed a process for appointment.

Commissioner Hagle said the committee should be small and comprised of five or six members.

Commissioner Hagle asked if the safety of the existing Boardwalk was a concern and if it would pass inspection for another three to five years. He said it was important to know this considering the committee's plan may not start until then.

Manager Day said engineers were on staff would continue monitoring the Boardwalk and making the necessary repairs but the Boardwalk needed to be repaired before 2024.

Commissioner Hollinshed said a plan could be in place but if a massive storm come through the area, it could drastically change the plan and push the work out another two or three years.

Manager Day said construction drawings for repairing the bulkhead were approximately 85 percent complete and he agreed the plan should be developed sooner than later. He said his first question was about membership and if the Board wanted to suggest individuals or advertise the positions.

Commissioner Carter said the positions should be advertised but members of the Board could encourage interested stakeholders to apply.

Commissioner Hagle said the committee should be comprised of six members.

Commissioner Carter said the committee could be six of seven members, not 20 or thirty.

Commissioner Harker said six members is a good round number.

Mayor Newton said Elizabeth City just went through a similar boardwalk repair process and the Board may want to review their committee's structure and mirror a similar process.

Commissioner Carter said individuals on the committee should have expertise.

Manager Day said the recruitment process could begin as earlier as next week. He asked the Board how long they would prefer to accept applications.

Commissioner Carter said Town Clerk Allen Coleman was doing a phenomenal job in getting information out to the public and the process should be open for at least a couple of weeks.

Commissioner Hagle said the recruitment process should be open for two or three weeks.

Commissioner Carter asked if the committee members would be local residents or open to anyone.

Commissioner Hagle said they should be local residents.

Commissioner Hollinshed said consideration should be given to applicants from outside the area if their resume indicates they work in this type of arena each day.

Manager Day said the volunteer application was currently being revised and this may be an appropriate time to expedite that request. He said the application could include a question for the applicant to indicate what their specific connection to Beaufort was and why they were interested in serving on this committee.

Commissioner Hollinshed said that was a great idea.

Commissioner Carter said other committees had a preference and requirement to be in town but this committee may not need a requirement quite as rigid. She said she would prefer the committee be established before the consultants are brought on board.

Commissioner Harker said time was of the essence and it may not make a difference as long as everyone was at the table at the same time.

Mayor Pro-Tempore McDonald said Haywood Weeks needs to be included in the committee. He said Mr. Weeks has a lot of experiencing in managing docks, dredging plans, and so forth.

Commissioner Carter said Haywood could be a part of the committee.

Commissioner Harker said Haywood could apply for the committee if he so choses.

Commissioner Hollinshed said Haywood Weeks has a lot of information the Board knows nothing about and it would benefit the committee and likely the consultants to have Haywood a part of the process.

Commissioner Hagle said Haywood Weeks is not excluded from the committee and he could certainly be a part of the committee.

Commissioner Harker said Haywood was not being excluded by any means of this conversation.

Commissioner Carter said Haywood may prefer to be a consultant verses serving on the Committee. She said he had a wealth of knowledge especially after 40 years of managing the docks.

Commissioner Harker said she was excited about the new volunteer application as this had been discussed for several years.

Commissioner Carter said Town Clerk Allen Coleman was doing a great job on getting applicants to serve on committees and hoped the new application would encourage more to apply.

• Cedar Street Park page 144

Cedar Street Park

TYPE Capital Project
CATEGORY Culture & Recreation
STATUS In Process
IDENTIFIED FY 2018
PROJECT COST $1,355,000
LIFE 50+ Years

CONTACT Rachel Johnson
DEPARTMENT Administration

▶ Status and Updates

This project includes design and construction of a passive park at the site of the former Gallant's Channel drawbridge landing area.

Background and Justification

A popular fishing spot where accommodations can be made for additional passive recreational activities, this is a highly visible piece of property from the high-rise bridge and anchors the end of one of the Town's more prominent streets.

Prior to 2017, NC DOT agreed to provide the Town use of this property. NC DOT also agreed to resurface the road before turning the right-of-way over to the Town. This resurfaced road will serve as the entrance and parking area.

In FY 2017, a preliminary concept plan for the park was completed that relied on extensive public input.

In FY 2020:

- A more refined concept plan was completed with construction drawings to follow;
- NC DOT suspended a number of projects indefinitely until financial shortfalls were overcome, which delayed resurfacing of the road prior to transfer of right-of-way; and An adjacent property owner asked to receive ownership of the right-of-way in front of his property in exchange for him contributing restroom facilities at the park.

In FY 2021:

- Construction drawings are expected to be completed;
- NC DOT is expected to have turned the right-of-way over to the Town, and provide the Town with funding equivalent to the estimated cost of resurfacing the segment of Cedar Street from Moore Street to the western terminus, rather than actually performing the resurfacing work; and
- The Town agreed to abandon a portion of the right-of-way not needed for the park to an adjacent property owner, who has agreed to donate $125,000 to the Town for the construction of a restroom/kiosk at the park.

Manager Day said the Cedar Street Park project was another complicated project since the Town did not actually own all of the property associated with this park. He said NCDOT had to turn over the right of way to the Town before any work could be completed. He said DOT was willing to resurface that portion of Cedar Street but a turnaround circle was needed as well and the Town may be better off to accept funds from DOT and do this resurfacing work inhouse.

Manager Day asked if the Board was interested in NCDOT turning over the entire right away to the Town so the project does not experience any additional delays in development and permitting for the expansion of the marina.

Commissioner Hagle said this was a good idea.

Commissioner Hollinshed said an agreement was already made with Tony Front for the parcel near this area and committed to turning this over in his support of his effort. She asked if the Town would need to modify this agreement because of this scenario.

Manager Day said no. He said it was likely a year or two before Tony would receive all of the appropriate approvals for moving forward on this project. He said the agreement with Tony Front was worded with a stipulation that the property does not get turned over to the marina until those obligations are met.

Commissioner Carter asked if an additional agreement would need to be executed with Tony Frost if the Town chose to assume of the property in this area.

Manager Day said likely this could be done with an amendment to the existing agreement.

Commissioner Hollinshed said the money received from DOT should be earmarked for street resurfacing so the funds are not appropriate to other areas.

Manager Day said the funds would be designated with this specific work.

Commissioner Hagle said DOT was slow and this approach may help expedite the process.

In FY 2022, construction is expected to begin.

▸ **Schedule, Cost, and Funding Estimates**

Cost estimates shown below were developed in FY 2021.

CEDAR STREET PARK

Updated for FY 2022

	COST ESTIMATES
Design, Permit & Bid	$ 95,000
Construction	1,260,000
Total Project Cost	$ 1,355,000

Sufficient funding to complete all elements of the Cedar Street Park plan are not currently available, so initial construction will be limited to currently available funds.

CEDAR STREET PARK - PROJECT BUDGET

Updated for FY 2022

PROJECT EXPENDITURES	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Beyond
[CPF] Design, Permit & Bid	70,500	-	-	-	-	-	-
[CPF] Construction	-	542,000	-	-	-	-	-
Total Project Cost	$ 70,500	$ 542,000	$ -	$ -	$ -	$ -	$ -
PROJECT FUNDING							
Capital Project Fund	70,500	362,000	-	-	-	-	-
[GF] Intergovernmental	-	55,000	-	-	-	-	-
[GF] Other Revenues	-	125,000	-	-	-	-	-
Total Project Funding	$ 70,500	$ 542,000	$ -	$ -	$ -	$ -	$ -

Design and construction of Cedar Street Park (as well as Randolph Johnson Park, Phase 1) is funded through a capital project fund established by a $2-million grant from a private foundation. Additional funding comes from another private donation and a contribution from NC DOT described in Status and Updates.

Town staff will apply for additional grants to supplement existing funding for construction of additional park elements.

Commissioner Hollinshed asked for the timeline for implementing this approach with DOT and if all parties were on Board.

Manager Day said this could happen fairly soon. He said this approach was attractive to DOT because they did not have to turn over various areas to different groups and could issue all of it to the Town which is what they were accustom to doing.

Commissioner Carter asked if NCDOT would pass over the funds if the Town agreed to the work.

Manager Day said this was a process and suggestion by their district engineer. He said this process was familiar to them and recently done in New Bern.

Commissioner Harker said the currently proposal was attractive since it allowed for the Town to break even and essentially break-even verses having to dip into the General Fund balance.

Commissioner Carter said every project seem to be more than anticipated and the current proposal outlined the park would cost approximately $870,000, which was an increase from the prior estimates.

Manager Day said those figures were based the consultants estimates and certainly there were pieces of the project that could be tweaked or re-evaluated. He said the Town fully intended to seek other revenue sources and he didn't foresee any issues with obtaining those funds.

Commissioner Carter said the park was supposed to be simple and would be subject to damage from any of the hurricanes.

Commissioner Hagle said the park should be simple and low maintenance.

Commissioner Harker asked if NCDOT would be contacted first of Tony Frost.

Manager Day said NCDOT would be contacted first and then Tony Frost. He said NCDOT will review the guidelines to ensure everything is possible and in place prior to moving any legal documents forward with all of the respective parties.

Commissioner Carter asked if this change would interfere with Tony Frost's anticipated expansion of the marina area.

Manager Day said it would likely remove any complication by getting DOT out of the picture first and create less burden.

Commissioner Carter said anything to simply the process and make it easier would be helpful.

Manager Day said he would begin contacting DOT and start the process for getting all of the property turned over to the Town.

• Cedar Street Utility Line Improvements page 146

Manager Day said this project was currently underway but had a lot of pieces that involved the Department of Transportation, which were still incomplete due to their budgetary uncertainties. He said Greg Meshaw was available to provide a brief update on this work.

Town Engineer Greg Meshaw said essentially the water main work is complete. He said the concentration was now on the sewer work and they were expecting lighting crews at any time, but the work was right on target with the completion date which was sometime in April 2021.

Manager Day said the Cedar Street project was major and had been in bad condition for a while now but the work would be completed and on a very smooth piece of asphalt now. He said it was unfortunate the project had been delayed but it was glad to see some headway.

Commissioner Hagle asked if inspectors were onsite and reviewing the installation of the new lines as well as ensuring compliance with the old ones.

Greg Meshaw said a very experienced inspector was onsite and was monitoring the project. He said the existing lines would be reviewed as part of the USDA project.

Cedar Street Utility Line Improvements

TYPE Capital Project
CATEGORY Utilities
STATUS Complete
IDENTIFIED FY 2020
PROJECT COST $1,287,800
LIFE 30+ Years

CONTACT Greg Meshaw
DEPARTMENT PSA & Engineering

This project will:

- Replace older 6-inch cast iron pipe with new 6-inch ductile iron pipe from Pollock Street to Moore Street before planned repaving of Cedar Street by NC DOT;
- Repair or replace at least eight sanitary sewer manholes; and
- Examine at least four runs of previously lined runs of sanitary sewer and correct any deficiencies found.

Background and Justification

NC DOT plans to replace stormwater lines under Cedar Street, and then install stormwater devices in planted bump-outs to filter out impurities and provide for limited stormwater retention, before resurfacing the entire street.

The 6-inch cast iron pipe water lines beneath Cedar Street have exceeded their service life and are routinely in need of repairs. These repairs typically require removal of pavement followed by placement of a pavement patch. Replacement of these lines by the Town is planned prior to the repaving of Cedar Street by NC DOT.

Repair of sanitary sewer manholes that are known to leak is also planned ahead of the paving so that this new pavement will not have to be removed and then patched to facilitate repair of the manholes.

Investigation of approximately 1,600 linear feet of suspect segments of sanitary sewer is proposed so that any deficiencies can be identified and corrected ahead of the NC DOT paving.

► Status and Updates

In FY 2019 utility design began and was completed in FY 2020.

In early FY 2020, NC DOT suspended a number of projects indefinitely until financial shortfalls are overcome, including their portion of this project.

In FY 2021, the Town completed utility line replacements and repairs. NC DOT funding for the stormwater line replacement portion of the project is anticipated in late 2021. The installation of the stormwater devices and bump-outs is not expected until

Commissioner Carter asked if the project was dealing with lateral lines from the mainline.

Greg Meshaw said yes but this work did not include this work now since they were only replacing a segment of the sewer line.

Commissioner Harker said the project goes from Moore to Pollock Street. She asked if the cast iron pipes would be replaced and why the project didn't go all the way down to Live Oak Street.

Greg Meshaw said the areas between Live Oak Street and Pollock were PVC piping which meant it was newer material and newer construction.

Commissioner Hagle asked if all of the cast iron pipes were coming out.

Greg Meshaw said yes, all of the cast iron pipes were being eliminated.

Commissioner Harker asked how long the gravel patches would be along Cedar Street.

Greg Meshaw said there would be patches of asphalt within the next few weeks.

2022 or 2023 (depending upon NC DOT funding availability), which will immediately be followed by resurfacing.

▸ Schedule, Cost, and Funding Estimates

Cost estimates were revised in FY 2020 based upon an updated opinion of cost from the design engineer subsequent to final design.

CEDAR STREET UTILITY LINE IMPROVEMENTS

Updated for FY 2022

	COST ESTIMATES
Design, Permit & Bid	$ 75,800
Construction	1,200,000
Contingency	12,000
Total Project Cost	$ 1,287,800

The following schedule assumes NC DOT picks this project back up sometime in FY 2021.

CEDAR STREET UTILITY LINE IMPROVEMENTS - PROJECT BUDGET

Updated for FY 2022

PROJECT EXPENDITURES	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Beyond
[UF] Capital Outlay	72,000	-	-	-	-	-	-
[CPF] Construction	1,215,800	-	-	-	-	-	-
Total Project Cost	$1,287,800	$ -	$ -	$ -	$ -	$ -	$ -
PROJECT FUNDING							
[UF] Fund Balance	72,000	-	-	-	-	-	-
[CRF] Contribution	1,215,800	-	-	-	-	-	-
Total Project Funding	$1,287,800	$ -	$ -	$ -	$ -	$ -	$ -

Initial project work was tracked through the Utility Fund, with funding coming out of fund balance.

The Cedar Street Utility Line Capital Project Fund was created in late FY 2020 to track all money associated with this project from that point forward. Funding came from contributions to the Capital Reserve Fund, which originated as revenues in the Utility Fund.

▸ Subsequent Impacts

There are no additional operating costs anticipated for this project.

1

2 • Fire Station 1 Pumper Truck page 148

Fire Station 1 Pumper Truck

TYPE Equipment Purchase
CATEGORY Public Protection
STATUS Deferred
IDENTIFIED FY 2020
PROJECT COST $622,000
LIFE 20+ Years

CONTACT Tony Ray
DEPARTMENT Fire Department

Purchase of a new fire pumper truck to replace the 1994 pumper truck located at Fire Station 1 on Live Oak Street.

Background and Justification

National Fire Protection Association guidelines for first-line apparatus recommend that apparatus over 25 years old should be replaced. This truck reached that age in 2019.

Status and Updates

This project has not yet been activated. There are no updates.

Schedule, Cost, and Funding Estimates

The following cost estimates were developed in FY 2020 based on current pricing, adjusted to account for inflation through FY 2024. The cost includes not only the vehicle but also the additional gear needed (hose, appliances, fans, rescue equipment, nozzles, etc.) to properly outfit it.

FIRE STATION 1 - PUMPER TRUCK

Updated for FY 2022

	COST ESTIMATES
Apparatus (Vehicle)	$ 550,000
Equipment	72,000
Total Project Cost	$ 622,000

The existing truck will be 30 years old at the time of replacement.

FIRE STATION 1 - PUMPER TRUCK - PROJECT BUDGET

Updated for FY 2022

PROJECT EXPENDITURES	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Beyond
[GF] Capital Outlay	-	-	-	622,000		-	-
Total Project Cost	$ -	$ -	$ -	$622,000	$ -	$ -	$ -
PROJECT FUNDING							
[GF] Loan Proceeds	-	-	-	622,000		-	-
Total Project Funding	$ -	$ -	$ -	$622,000	$ -	$ -	$ -

This purchase will be funded by a loan. The initial capital outlay will impact the Fire Department budget.

3

▸ **Subsequent Impacts**

Debt service costs will impact the Fire Department budget. Funding comes from property tax revenues in the General Fund.

This truck will not have new maintenance impacts as it replaces an existing truck which is already in the maintenance budget.

FIRE STATION 1 - PUMPER TRUCK - SUBSEQUENT BUDGET IMPACTS

Updated for FY 2022

SUBSEQUENT EXPENDITURES	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Beyond
[GF] Debt Service	-	-	-	76,687	76,687	545,216
Total Subsequent Expenditures	$ -	$ -	$ -	$76,687	$76,687	$ 545,216
SUBSEQUENT FUNDING						
[GF] Property Taxes	-	-	-	76,687	76,687	545,216
Total Subsequent Funding	$ -	$ -	$ -	$76,687	$76,687	$ 545,216

Debt service payments assume a 10-year loan at 4%. These figures assume the truck will be purchased late in FY 2024, so debt service will take effect in FY 2025.

Manager Day said this time was anticipated being financed by Chief Tony Ray could provide an overview.

Fire Chief Tony Ray said Pumper Truck for Fire Station 2 at highway 101 would be funded through County Taxes in the fiscal year 2024 budget. He said the estimated cost associated with this truck was based on current estimates but cost were rising significantly each year. He said in order to maintain their insurance ratings and inspection scores a new truck was needed as the existing one was from 1994. He said the new replacement schedule would set a standard for trucks to last approximately 20 years.

Fire Chief Ray said the new EPA or emission standards that were being applied to diesel engines for any piece of equipment with this type of life span was becoming extremely costly.

Commissioner Hollinshed asked for clarification on whether the concept was two for the price of one.

Chief Ray said no, one truck was approximately $560,000. He said staff was looking at the possibility of a fast track program which would allow the truck and gear to be new at the time of the purchase so 10 years could be the starting life span.

Commissioner Carter asked if the County was paying for the new truck.

Chief Ray said the Commissioners needed to look at Fire Pumper truck number 2 which outlined the counties portion of the cost.

Commissioner Hagle said the truck would not be purchased if the County did not pay for it.

Chief Ray said that was correct. He said the County would be replacing a 35 year old truck with the purchase of Fire Station 2. He said this would be paid for by the County out of the central Carteret fire district money.

Commissioner Carter asked if the County had raised any of the fire district funding over the last several years.

Chief Ray said the Town had requested a half cent increases over the last two years specifically for capital reserves. He said the County had a 10 cent cap on the fire district tax and currently Beaufort's rate was at 7 cents with 1.5 cents being dedicated to paying for the new truck.

Commissioner Harker asked if the down payment being referenced was for Pumper Truck station 2.

Chief Ray said yes. He said the Town had applied those additional tax dollars to be applied to the capital reserves.

Manager Day said to be clear the capital reserve is held by the County and funds will come out of money the County raises.

• Fire Station 2 Pumper Truck page 152

Fire Station 2 Pumper Truck

TYPE Equipment Purchase
CATEGORY Public Protection
STATUS In Process
IDENTIFIED FY 2018
PROJECT COST $560,000
LIFE 20+ Years

CONTACT Tony Ray
DEPARTMENT Fire Department

This item includes the purchase of a new fire pumper truck and associated equipment to replace the 1985 pumper located at the fire substation on NC 101 in a rural fire district outside Town limits.

Background and Justification

The National Fire Protection Association guidelines for first-line apparatus recommend that apparatus over 25 years should be replaced. This truck reached that age in 2010.

The pumper is in poor condition and requires frequent maintenance. In order to maintain departmental capabilities to fight structure fires in the county fire districts, dependable replacement apparatus is needed.

This purchase will only be made if the Carteret County Board of Commissioners contributes the necessary funding for both the purchase and on-going maintenance of the pumper truck.

▸ Status and Updates

In FY 2020, this purchase was presented to the Carteret County Board of Commissioners to ask for 1.5-cent increase. A 0.75-cent increase was granted and directed into a County capital reserve fund for the truck along with an initial $100K contribution.

In FY 2021, the Town requested and was granted an additional 0.75-cent increase which was also directed into the County capital reserve fund.

In FY 2022, the purchase will be presented to the Carteret County Board of Commissioners for final purchase approval. The 1.5 cents will be used for debt service in FY 2022 and beyond.

▸ Schedule, Cost, and Funding Estimates

The following cost estimates were updated in FY 2021 and include the additional gear needed (hose, appliances, fans, rescue equipment, nozzles, etc.) to properly outfit the truck.

Capital Improvement Plan

FIRE STATION 2 - PUMPER TRUCK

Updated for FY 2022

	COST ESTIMATES
Apparatus (Vehicle)	$ 500,000
Equipment	60,000
Total Project Cost	$ 560,000

The existing truck will be 38 years old at the time of replacement.

FIRE STATION 2 - PUMPER TRUCK - PROJECT BUDGET

Updated for FY 2022

PROJECT EXPENDITURES	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Beyond
[GF] Capital Outlay	-	560,000	-	-	-	-	-
Total Project Cost	$ -	$ 560,000	$ -	$ -	$ -	$ -	$ -
PROJECT FUNDING							
[GF] Intergovernmental	-	200,000	-	-	-	-	-
[GF] Loan Proceeds	-	360,000	-	-	-	-	-
Total Project Funding	$ -	$ 560,000	$ -	$ -	$ -	$ -	$ -

The initial capital outlay will impact the Fire Department budget. Funding comes a loan, with a down-payment provided by Carteret County from a capital reserve fund set aside for this truck.

▸ Subsequent Impacts

Debt service costs will impact the Fire Department budget each year. Funding comes from Carteret County Fire District Tax, in Intergovernmental Revenues in the General Fund.

This truck will not have new maintenance impacts as it replaces an existing truck which is already in the maintenance budget.

FIRE STATION 2 - PUMPER TRUCK - SUBSEQUENT BUDGET IMPACTS

Updated for FY 2022

SUBSEQUENT EXPENDITURES	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Beyond
[GF] Debt Service	-	79,560	79,560	79,560	79,560	79,560
Total Subsequent Expenditures	$ -	$ 79,560	$ 79,560	$ 79,560	$ 79,560	$ 79,560
SUBSEQUENT FUNDING						
[GF] Intergovernmental	-	-	79,560	79,560	79,560	79,560
Total Subsequent Funding	$ -	$ -	$ 79,560	$ 79,560	$ 79,560	$ 79,560

Debt service payments assume purchase in FY 2022, using a 5-year loan of $360,000 at 3.5% after a $200,000 down payment, with debt service taking effect in late FY 2022.

• Fire Station 2 Living Quarters and Staffing page 150

Fire Station 2 Living Quarters and Staffing

TYPE Capital Project
CATEGORY Public Protection
STATUS Deferred
IDENTIFIED FY 2018
PROJECT COST $200,000
LIFE 30+ Years

CONTACT Tony Ray
DEPARTMENT Fire Department

This project adds living quarters to Fire Station 2 on NC 101, along with subsequent dedicated 24/7 staffing at the same location.

Background and Justification

This substation serves areas outside of the Town limits, but does not have 24/7 permanent staffing due to insufficient personnel funding from the fire tax district and the absence of living quarters. Response times would improve considerably if this substation were staffed 24/7.

The cost of fire services in this area are partially supported through a fire district property tax levied by Carteret County. Currently, the fire tax proceeds are insufficient to support permanent staffing at the substation.

However, even without dedicated staff at the substation there are occasions, such as during disaster recovery, when availability of the living quarters would be valuable for housing rescue workers.

This project will only be implemented if the Carteret County Board of Commissioners contributes the necessary funding for both the project and the on-going building maintenance costs. Permanent staffing would require additional County funding.

▸ **Status and Updates**

As of late FY 2021, Carteret County has not yet agreed to fund this project.

▸ **Schedule, Cost, and Funding Estimates**

The following cost estimates were updated in FY 2021, and include design, construction (including a sprinkler system), furnishings, and contingency.

FIRE STATION 2 - LIVING QUARTERS & STAFFING

Updated for FY 2022

	COST ESTIMATES
Design, Permit & Bid	$ 5,000
Construction	185,000
Furnishings	10,000
Contingency	20,000
Total Project Cost	$ 220,000

The following schedule assumes the County would be ready to fund the project with a one-time contribution in FY 2022.

FIRE STATION 2 - LIVING QUARTERS & STAFFING - PROJECT BUDGET

Updated for FY 2022

PROJECT EXPENDITURES	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Beyond
[GF] Capital Outlay	-	-	220,000	-	-	-	-
Total Project Cost	$ -	$ -	$ 220,000	$ -	$ -	$ -	$ -
PROJECT FUNDING							
[GF] Intergovernmental	-	-	220,000	-	-	-	-
Total Project Funding	$ -	$ -	$ 220,000	$ -	$ -	$ -	$ -

The initial capital outlay will impact the Fire Department budget. Funding comes from Carteret County as Intergovernmental Revenues in the General Fund.

Fire Chief Tony Ray said the population in this area had increased and the County originally did not want to include sleeping quarters into this stations design. He said the original quote received in 2018 for this upfit was for $125,000 but as of today the price had increase to $190,000. He said these funds would be provided by the County only. He said the staffing associated with this station would be included in fiscal year 2022 and would only be for half of the cost since the positions were not anticipated until December.

Commissioner Carter asked who would be responsible for the cost of staffing this station.

Chief Ray said the County would be responsible.

Manager Day asked if the request would be reduced from six firefighters to three.

Chief Ray said that was correct.

Chief Ray said the County was funding approximately 27 percent of the Town's overall fire department budget and essentially that represented approximately 1 firefighter on each of their shifts. He said the plan was to have two firefighters staffed at station two and four at the in-town station in Beaufort.

Commissioner Hollinshed asked if station two was equipped to handle storms and if the building would have to be abandoned if a powerful storm come through and demolished it.

Chief Ray said station two currently had a wind rating of 136 mile per hour wind rating and it would need to be equipped to handle 150 mile per hour winds, which would require bigger bolts into the foundation. He said this building is sturdy and has endured many hurricanes and actually held up very well.

Commissioner Carter asked about the flooding situation at station two.

Chief Ray said areas around the station had been a concern the station itself had not experienced any flooding.

Mayor Pro-Tempore McDonald asked what the impacts would be to the North River community.

Chief Ray said it would help North River respond to calls. He said although the response time would be reduced the fire rating itself would not change.

Chief Ray said the fire department was responding to a lot of motor vehicle collisions in that area.

Commissioner Hollinshed asked if an EMS staff person would be housed in station two as well.

Chief Ray said as of now that would not be the case. He said Beaufort Emergency Services currently operated as a 501(c)(3) and the County had not expressed any intention of merging the two together in this station.

Commissioner Hollinshed said it may be wise to include them if their were increased motor vehicle accidents in that area.

Chief Ray said the Town had contacted Beaufort EMS about this possibility, but the decision would be up to the County. He said the County was currently re-evaluating plans and having conversations around this issue.

Mayor Newton asked what the percentage of our responses were for calls outside of our jurisdiction.

Chief Ray said that was a moving target but the call count had increased with the increased development and large industries including Jarrett Bay, Eastman's Creek, Deerfield Crossing, etc. He said the EMS response criteria was changed at the beginning of the pandemic which allowed them to respond to more calls but that was shifting back to the normal setup.

- Police Department Building page 154

Manager Day said another project on the books was the Police Department building. He said the staff did take an interim step and remodeled the old Police Department and that project was completed.

Police Chief Paul Burdette said the facility that was remodeled is currently being used as a training facility. He said the facility offers his staff an area with a fully operational kitchen, two independent showers, sink, and toilet units to create more of a comfortable space. He said the primary reason for this remodeling design was to accommodate for major storm events so the Police Department could operate independently.

Manager Day said this facility was powered by generators and this site would be a resource during storm events in addition to the fire department.

Commissioner Carter asked if there was any anticipated land for a future police department.

Manager Day said the Town had raised that issue with the County on several occasions but never received a definite answer.

Police Department Building

This project includes land, design, and construction of a building to house the Police Department at a new location to be determined.

Background and Justification

The current building housing the Police Department is inadequate in size and function. A 2016 space needs analysis estimated space requirements for the Police Department at 6,500 square feet, based on a staff of 20.

The 2016 analysis indicated no further expansion would be possible to accommodate growth at the existing site. A future site would need to accommodate an 8,000-square foot building.

Status and Updates

To accommodate current staff size and operational needs, the current and former Police Department buildings were reconfigured and renovated to improve departmental function in FY 2020. This renovation was not a substitute for this project, but a stop-gap measure until this project is activated.

TYPE	Capital Project
CATEGORY	Public Protection
STATUS	Deferred
IDENTIFIED	FY 2018
PROJECT COST	$4,050,000
LIFE	30+ Years
CONTACT	Paul Burdette
DEPARTMENT	Police Department

▸ Schedule, Cost, and Funding Estimates

The following estimates for land and construction were updated by staff in FY 2021.

POLICE DEPARTMENT BUILDING

Updated for FY 2022

	COST ESTIMATES
Land & Right-of-way	$ 600,000
Design, Permit & Bid	360,000
Construction	2,400,000
Contingency	240,000
Furnishings	250,000
Oversight	200,000
Total Project Cost	$ 4,050,000

As of FY 2022, this project is not on the five-year schedule.

Once this project is activated, a Police Department Building capital project fund will be created to track all money associated with this project, including proceeds from a 20-year loan to be taken out for this project.

▸ Subsequent Impacts

Once the project is complete, the Police Department budget will incur costs of debt service, offset with funding from property tax revenues in the General Fund.

POLICE DEPARTMENT BUILDING - PROJECT BUDGET

Updated for FY 2022

PROJECT EXPENDITURES	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Beyond
[CPF] Land & Right-of-way	-	-	-	-	-	-	600,000
[CPF] Design, Permit & Bid	-	-	-	-	-	-	360,000
[CPF] Construction	-	-	-	-	-	-	2,400,000
[CPF] Contingency	-	-	-	-	-	-	240,000
[CPF] Furnishings	-	-	-	-	-	-	250,000
[CPF] Oversight	-	-	-	-	-	-	200,000
Total Project Cost	$ -	$ -	$ -	$ -	$ -	$ -	$4,050,000
PROJECT FUNDING							
[GF] Loan Proceeds	-	-	-	-	-	-	4,050,000
Total Project Funding	$ -	$ -	$ -	$ -	$ -	$ -	$4,050,000

Debt service payments assume a 20-year loan at 4%.

- Pollock Street Stormwater Improvements page 156

Pollock Street Stormwater Improvements

This project will result in improvements to the stormwater collection system at Pollock Street between Broad and Cedar Street to mitigate flooding that typically occurs in this block during heavy rain.

NEW in FY 2020

Public Works

Design and Construction

Total Cost: $160,200

Useful Life: 25 years

Background and Justification

Heavy rainfalls have historically caused significant street and yard flooding in the 300 block of Pollock Street. The proposed project is intended to mitigate this flooding.

Schedule and Funding

This project will only be undertaken if the Town is successful at obtaining Clean Water Act Section 319(h) grant funding. Proceeding with the project will also be dependent upon work with the NCDOT related to stormwater.

In FY 2020, expected design costs total $15,000. In FY 2021, construction costs are forecast at $145,200.

Funding of $96,120 comes from Clean Water Act Section 319(h) grant funding, which reimburses the Town for 60% of all eligible costs. Remaining funding of $64,080 comes through the Capital Reserve Fund–Streets.

	2020	2021	2022	2023	2024	Beyond
Pollock Street Stormwater Improvements						
Project Cost	15,000	145,200	-	-	-	-
Project Funding						
Intergovernmental	15,000	81,120	-	-	-	-
Capital Reserve Fund - Streets	-	64,080	-	-	-	-

Manager Day said this project would likely drop off for a while. He said many of the improvements being done on Pollock Street between Broad and Cedar would require additional planning. He said the majority of these projects and areas would be covered by the USDA project.

Town Engineer Greg Meshaw said the design work for this project had been started prior to his arrival and after the course of several reviews it was determined there was not sufficient fall for the pipe between the bio retention area and the pipping on Cedar Street. He said this project was considered as part of the USDA proposal but the funding may not work out.

Manager Day said this project would have to go back to the drawing board.

Commissioner Hagle asked if the area behind the Wheatley Office building would be looked at since this area flooded badly.

Greg Meshaw said the Coastal Federation was involved in obtaining the funding for this project and after the additional assessment of this area the water tables already are pretty much at the top of the ground.

Commissioner Carter said there is no where for the water to go and that's the main issue with flooding.

The Board went into a scheduled 15-minute break period at 3:30 p.m.

The Board resumed the meeting at 3:45 p.m.

- Public Works Facility page 158

Public Works Facility

TYPE Capital Project
CATEGORY General Services
STATUS Deferred
IDENTIFIED FY 2018
PROJECT COST $2,077,000
LIFE 25+ Years
CONTACT Greg Meshaw
DEPARTMENT PSA & Engineering

This project includes land, design, and construction of a building to house the Public Works Department at a location to be determined.

Background and Justification

The garage and shop buildings at Public Works are antiquated and inadequate for the purposes in which they are used. Additionally, the Randolph Johnson Park master plan calls for two buildings at the current Public Works facility to be repurposed and renovated and all the land to be used to expand the adjacent park facilities.

Status and Updates

This project has not yet been activated. There are no updates.

Schedule, Cost, and Funding Estimates

The following cost estimates were updated by staff in FY 2021.

PUBLIC WORKS FACILITY
Updated for FY 2022

	COST ESTIMATES
Land & Right-of-way	$ 300,000
Design, Permit & Bid	156,000
Construction	1,300,000
Contingency	130,000
Oversight	91,000
Furnishings	100,000
Total Project Cost	$ 2,077,000

As of FY 2022, this project is not on the five-year schedule.

Manager Day said the new public works facility was scheduled to be moved and when that happened this would free up space for expansion of Randolph Johnson Park.

Commissioner Carter said the original plans had the new facility going out beside the water department but there wasn't enough land out there.

PUBLIC WORKS FACILITY - PROJECT BUDGET
Updated for FY 2022

PROJECT EXPENDITURES	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Beyond
[CPF] Land & Right-of-way	-	-	-	-	-	-	300,000
[CPF] Design, Permit & Bid	-	-	-	-	-	-	156,000
[CPF] Construction	-	-	-	-	-	-	1,300,000
[CPF] Contingency	-	-	-	-	-	-	130,000
[CPF] Oversight	-	-	-	-	-	-	91,000
[CPF] Furnishings	-	-	-	-	-	-	100,000
Total Project Cost	$ -	$ -	$ -	$ -	$ -	$ -	$2,077,000
PROJECT FUNDING							
[GF] Loan Proceeds	-	-	-	-	-	-	2,077,000
Total Project Funding	$ -	$ -	$ -	$ -	$ -	$ -	$2,077,000

Once this project is activated, a Public Works Facility capital project fund will be created to track all money associated with this project, including proceeds from a loan taken out for this project.

▸ Subsequent Impacts

Once the project is complete, the Public Works budget will incur costs of debt service, with funding from property tax revenues in the General Fund.

PUBLIC WORKS FACILITY - SUBSEQUENT BUDGET IMPACTS
Updated for FY 2022

SUBSEQUENT EXPENDITURES	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Beyond
[GF] Debt Service	-	-	-	-	-	3,056,586
Total Subsequent Expenditures	$ -	$ -	$ -	$ -	$ -	$3,056,586
SUBSEQUENT FUNDING						
[GF] Property Taxes	-	-	-	-	-	3,056,586
Total Subsequent Funding	$ -	$ -	$ -	$ -	$ -	$3,056,586

Debt service payments assume a 20-year loan at 4%.

Manager Day said there was a possibility out behind the Glenda Street water plant but that would come a little bit later. He said staff had assessed the property, but additional information would be coming before the Board in the future.

- Randolph Johnson Park page 160

Randolph Johnson Park

This project includes the redesign and construction of Randolph Johnson Park in two phases.

Phase 1 includes: closing part of Pine Street to expand the park area; relocating fencing; redeveloping the park to include a splash pad, playground; a restroom/shelter building; and a sidewalk to connect existing tennis and basketball courts.

Phase 2 includes: conversion of the existing Public Works facility to expand the park, connecting with existing tennis courts.

TYPE	Capital Project
CATEGORY	Culture & Recreation
STATUS	Deferred
IDENTIFIED	FY 2018
PROJECT COST	$3,005,000
LIFE	50+ Years
CONTACT	Rachel Johnson
DEPARTMENT	Administration

Background and Justification

This is a long-standing project endorsed by the Parks and Recreation Advisory Board and the Town Board. It provides a more appropriate use of Town property in a residential area, while improving stormwater management in an area prone to flooding.

Status and Updates

In FY 2018, the Town Board adopted a master plan for this park. In FY 2019, Phase 1 planning and site preparation occurred. In FY 2020, Phase 1 construction began and was completed FY 2021.

Phase 2 cannot begin until a new Public Works facility is built elsewhere.

➨ Refer to *Public Works Facility* earlier in this section for more information.

► **Schedule, Cost, and Funding Estimates**

The following cost estimates were provided by the consultants who prepared the park master plan, and apply to Phase 2 only.

RANDOLPH JOHNSON PARK
Updated for FY 2022

	COST ESTIMATES
Design, Permit & Bid	$ 257,000
Construction	2,316,000
Contingency	232,000
Furnishings	200,000
Total Project Cost	$ 3,005,000

Manager Day said phase one of this project had been completed but he remaining phases would be held off until the Public Works facility was relocated.

Commissioner Hollinshed asked if the water tower would be moved in addition to Public Works.

Manager Day said the cost associated with this type of move would be extremely expensive. He said at one point the Board had considered naming the park as the Water Tower Park.

Commissioner Hollinshed said this would become a landmark for folks navigating the community.

RANDOLPH JOHNSON PARK - PROJECT BUDGET
Updated for FY 2022

PROJECT EXPENDITURES	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Beyond
[CPF] Design, Permit & Bid			-	-	-	-	257,000
[CPF] Construction			-	-	-	-	2,316,000
[CPF] Contingency	-	-	-	-	-	-	232,000
[CPF] Furnishings	-	-	-	-	-	-	200,000
Total Project Cost	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,005,000
PROJECT FUNDING							
[GF] Loan Proceeds	-	-	-	-	-	-	3,005,000
Total Project Funding	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,005,000

Funding for design and construction of Randolph Johnson Park-Phase 2 is anticipated to come from General Fund revenues. Grant funding will also be sought to support this project.

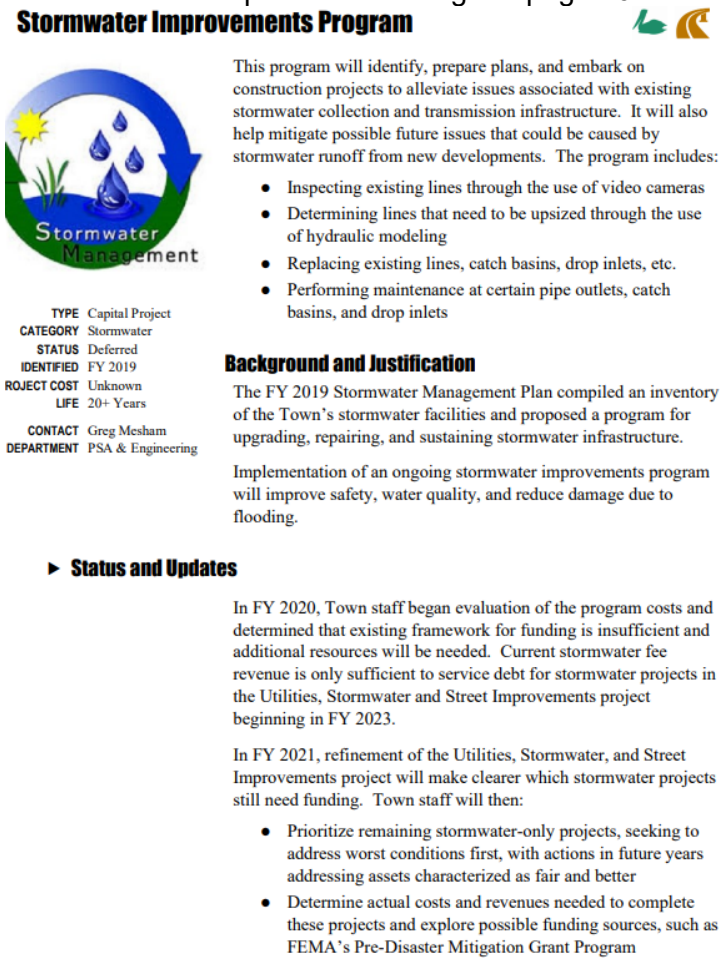
► **Subsequent Impacts**

Once the project is complete, the Town will incur debt service, which will be offset with revenue from property tax revenues in the General Fund.

RANDOLPH JOHNSON PARK - SUBSEQUENT BUDGET IMPACTS
Updated for FY 2022

SUBSEQUENT EXPENDITURES	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Beyond
[GF] Debt Service	-	-	-	-	-	4,422,263
Total Subsequent Expenditures	$ -	$ -	$ -	$ -	$ -	$ 4,422,263
SUBSEQUENT FUNDING						
[GF] Property Taxes	-	-	-	-	-	4,422,263
Total Subsequent Funding	$ -	$ -	$ -	$ -	$ -	$ 4,422,263

- Stormwater Improvements Program page 162



Stormwater Improvements Program

TYPE Capital Project
CATEGORY Stormwater
STATUS Deferred
IDENTIFIED FY 2019
ROJECT COST Unknown
LIFE 20+ Years

CONTACT Greg Mesham
DEPARTMENT PSA & Engineering

This program will identify, prepare plans, and embark on construction projects to alleviate issues associated with existing stormwater collection and transmission infrastructure. It will also help mitigate possible future issues that could be caused by stormwater runoff from new developments. The program includes:

- Inspecting existing lines through the use of video cameras
- Determining lines that need to be upsized through the use of hydraulic modeling
- Replacing existing lines, catch basins, drop inlets, etc.
- Performing maintenance at certain pipe outlets, catch basins, and drop inlets

Background and Justification

The FY 2019 Stormwater Management Plan compiled an inventory of the Town's stormwater facilities and proposed a program for upgrading, repairing, and sustaining stormwater infrastructure.

Implementation of an ongoing stormwater improvements program will improve safety, water quality, and reduce damage due to flooding.

▸ **Status and Updates**

In FY 2020, Town staff began evaluation of the program costs and determined that existing framework for funding is insufficient and additional resources will be needed. Current stormwater fee revenue is only sufficient to service debt for stormwater projects in the Utilities, Stormwater and Street Improvements project beginning in FY 2023.

In FY 2021, refinement of the Utilities, Stormwater, and Street Improvements project will make clearer which stormwater projects still need funding. Town staff will then:

- Prioritize remaining stormwater-only projects, seeking to address worst conditions first, with actions in future years addressing assets characterized as fair and better
- Determine actual costs and revenues needed to complete these projects and explore possible funding sources, such as FEMA's Pre-Disaster Mitigation Grant Program

Manager Day said another part of this project was taking a look at the stormwater fee structure we have currently. He said now that the area included more commercial property, actually sort of assess what the impervious area is and coming up with a different fee structure. He said in other areas an increased fee would only produce about fifteen thousand dollars a year and stormwater work was fairly expensive.

Town Engineer Greg Meshaw said the Town was tackling six different areas across town with the USDA funds and one of those high priority items was stormwater drainage. He said after meeting with many constituents across town there were a lot of stormwater issues. He said some projects require a lot more work than others and he would start to compile a list of capital improvement items for the Board to consider and prioritize each year as part of this Capital Improvement Plan.

Commissioner Carter asked if this was an area the Board should consider increasing the stormwater fee.

Greg Meshaw said stormwater work was expensive.

Commissioner Carter asked if the current rate was $48 per year.

Manager Day said he believed so but there were some limitations on stormwater fees.

Commissioner Hagle asked if the six projects could be reviewed.

Greg Meshaw said drainage between Fulford and Yaupon and then down to Front Street, extending back along that creek that is next to the park area on Yaupon and then carry

some drainage pipe, if the Town can get easements over to Elm Street. He said another one is on Mulberry Street from east of Queen all the way over to Craven and reworking the drainage in there because of upsizing pipes and regrading pipes.

Greg Meshaw said one is along Queen Street where they would be providing a number of catch basins and then carrying that stormwater towards Front Street and then also providing some additional drainage structures along Front Street. He said another one is on Broad street to either side of Marsh Street, extending about a half a block in each direction to pick up the drainage in that area He said one along Broad Street, pretty much in front of the the old train depot extending down to the police annex.

- Utility Line, Stormwater, & Street Improvements page 168

Utilities, Stormwater, & Street Improvements

TYPE Capital Project
CATEGORY Infrastructure
STATUS In Process
IDENTIFIED FY 2019
PROJECT COST $30,779,851
LIFE 15+ / 50+ years

CONTACT Greg Meshaw
DEPARTMENT PSA & Engineering

Based upon assessments of road and utility and storm water line conditions, this program provides for the replacement of water and sewer utility lines, stormwater lines, and road rehabilitation and resurfacing to streets affected streets.

Background and Justification

In FY 2019, a Water Asset and Inventory Analysis identified over $19 million in needed water line replacements. A 2010 sewer inflow and infiltration analysis revealed extensive work needed to repair and replace sewer lines, estimated by staff to equal a similar amount.

The lines in the worst conditions are in the oldest parts of Beaufort. The roads in this area, generally, have also been identified as being in poor to failed condition.

▸ Status and Updates

In the latter part of FY 2020, staff, supported by consulting engineers, submitted preliminary engineering reports, environmental assessments, and applications to secure a combination of grants and loans from USDA Rural Development. In March, 2021, USDA/RD offered the Town a financing package consisting of $5,505,000 in grants and $18,074,000 in low interest, long term loans for the utility and storm water portion of this project. The Town will now move to the design, permitting, and bidding phase, which will likely take a little more than a year.

▸ Schedule, Cost, and Funding Estimates

The following estimates are developed in conjunction with consultants who prepared the Preliminary Engineering Reports for the application for USDA funding.

UTILITY LINE, STORMWATER, & STREET IMPROVEMENTS
Updated for FY 2022

	COST ESTIMATES
Planning	$ 132,000
Design, Permit & Bid	2,019,270
Oversight	1,152,800
Legal, Fiscal & Admin	271,000
Contingency	2,289,605
Construction	23,310,367
Interim Financing	1,604,809
Total Project Cost	$ 30,779,851

The costs assume project design and permitting starts late-FY 2021, culminating with construction contract bidding and award by the end of FY 2022. Construction will follow in FY 2023, to be completed by FY 2025.

Funding for this project is complicated. In FY 2021 and FY 2022, design costs will be funded through capital reserve funds, and later reimbursed through proceeds from the USDA loans. In FY 2023, an interim loan (known as bond anticipation notes) for the project will be obtained as bridge funding, as the USDA financing proceeds are not available until after construction is completed. Debt service on the interim loan will be limited to interest only and will be capitalized, then the entire principal on the interim loan will be paid by proceeds from the USDA loan and grants.

A conventional loan will be used for the street resurfacing portion of this project. Debt service is anticipated to begin in FY 2025 to cover that part of the project.

UTILITY LINE, STORMWATER, & STREET IMPROVEMENTS - PROJECT BUDGET

Updated for FY 2022

PROJECT EXPENDITURES	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
[CPF] Planning	$ 132,000	-	-	-	-	-
[CPF] Design, Permit & Bid	-	1,602,070	-	417,200	-	-
[CPF] Oversight	-	-	487,000	487,000	178,800	-
[CPF] Legal, Fiscal & Admin	-	-	223,000	-	48,000	-
[CPF] Contingency	-	-	846,803	846,803	596,000	-
[CPF] Construction	-	-	8,675,183	8,675,183	5,960,000	-
[CPF] Interim Financing	-	-	802,404	802,404	-	-
Total Project Cost	$ 132,000	$ 1,602,070	$ 11,034,390	$ 11,228,590	$ 6,782,800	$ -
PROJECT FUNDING						
[GF] Property Taxes	45,000		-	-	-	-
[UF] Fund Balance	87,000	-	-	-	-	-
[CRF] Streets	-	254,000	-	417,200	-	-
[CRF] Utilities	-	1,348,070	-		-	-
[CPF] Interim Loan	-	-	11,034,390	10,811,390	-	-
[CPF] Intergovernmental	-	-	-		-	-
[CPF] Loan Proceeds	-	-	-		6,782,800	-
Total Project Funding	$ 132,000	$ 1,602,070	$ 11,034,390	$ 11,228,590	$ 6,782,800	$ -

In prior years, planning costs were funded through both the General Fund and Utility Fund. In late FY 2020, a Utilities, Stormwater, and Street Improvements capital project fund was created to track all expenditures and funding moving forward. In late FY 2021 two capital project funds were established to track this project: one for the storm water and street portions of the project (debt service for these will be paid from the General Fund), and the other for the water and sewer portion of the project (debt service for these will be paid from the Utility Fund).

► Subsequent Impacts

Debt service will impact the General Fund for the street and stormwater portions of the project. Utility line debt service will impact the Utility Fund.

UTILITY LINE, STORMWATER, & STREET IMPROVEMENTS - SUBSEQUENT BUDGET IMPACTS

Updated for FY 2022

SUBSEQUENT EXPENDITURES	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Beyond
[GF] Debt Service	-	-		338,507	677,014	11,540,039
[UF] Debt Service	-	-		240,555	481,110	18,522,735
Total Subsequent Expenditures	$ -	$ -	$ -	$ 579,062	$ 1,158,124	$ 30,062,774
SUBSEQUENT FUNDING						
[GF] Property Taxes	-			290,500	581,000	7,843,500
[GF] Permits and Fees	-	-		48,007	96,014	3,696,539
[UF] Sales and Service	-	-	-	240,555	481,110	18,522,735
Total Subsequent Funding	$ -	$ -	$ -	$ 579,062	$ 1,158,124	$ 30,062,774

Debt service calculations assume:

- FY 2023 USSI interim financing loan – Bond Anticipation Notes, 2-year, 2% interest on $23.58 with first payment mid-FY 2023
- FY 2025 USSI Streets loan – conventional, 15-year, 2.5% interest loan on $7.2M with first payment mid-FY 2025
- FY 2025 USSI Stormwater loan – USDA, 40-year, 1.25% interest loan on $3M with first payment in FY 2025
- FY 2025 USSI Utilities loan – USDA, 40-year, 1.25% interest loan on $15.1M with first payment in FY 2025

Funding to offset debt service comes from:

- General Fund property taxes – to cover the FY 2025 USSI Streets loan payments, with 2 cents earmarked by the Town Board in FY 2018 and expanded in FY 2019 and subsequent years to service debt for road improvements
- General Fund stormwater fees – to cover the FY 2025 USSI Stormwater loan. No fee increases are required.
- Utility Fund sales and service – to cover FY 2025 USSI Utilities loan payments. No fee increases are anticipated.

Manager Day said this project was associated with USDA financing and a lot of time had been spent talking about this one recently. He said the Board may recall the report they received about being awarded almost $5.5 million dollars in grants and almost $18.1 million dollars in low interest long term loans from the USDA. He said this is a fairly complicated project. He said the total budget for this project is close to $31 million dollars and this included storm water, sewer, water, and streets.

Manager Day said staff would be bringing back to the Board at their next to work session, contracts for the engineering work for each of the projects listed. He said he would expect the the design and permitting phase to begin in the late fiscal 21 before the end of this year, maybe as soon as May. He said then staff would hope to have everything in that phase, including bidding an award by the end of fiscal year 22, and then construction would follow in fiscal year 23.

Commissioner Carter asked if each of the projects would run concurrently verses being separated out.

Manager Day said yes, the plan was to start each of the projects together and have them all running at the same time.

Manager Day said a contractor would be on board first and control the scope of the entire project since some streets would be effected by all of the new water lines, rehabilitation of sewer lines or vice versa, and stormwater lines and it doesn't make much sense to tear the roads up two and three times when all the work could be done at once.

Commissioner Hagle asked if one contractor would be awarded the contract and then they would be responsible for sub-leasing for the varies projects.

Manager said that was his hope.

Commissioner Hagle asked if the paving work would be done as part of the sub-contractors or a separate contract between a vendor and the Town.

Town Engineer Greg Meshaw said typically utility contractors are not pavers. He said the intention was to have a contractor perform all of the utility work and then contractor out a paving company to come in a paving all of the roads effected.

Commissioner Carter said there would be unhappy people across town if the roads were tourn up for multiple years.

Greg Meshaw said the roads would not be torn up for several years. He said the hope would be the patch work would be completed at the same time or thereabouts.

Commissioner Harker asked if there would be another time for discussion around what projects would be funded and moving forward since the Town was not awarded all of the funds requested.

Manager Day said yes, with the debt service re-calculation all of the proposed projects would be completed.

Commissioner Hollinshed said some money would be freed up with the interest rate being cut.

Manager Day said that certainly helped.

- New Projects

1410 Front Street Storm Water Culvert Relocation

TYPE	Capital Project
CATEGORY	Storm Water
STATUS	Deferred
IDENTIFIED	FY 2022
PROJECT COST	$209,000
LIFE	50 Years
CONTACT	GREG MESHAW
DEPARTMENT	UTILITIES

The abandonment of the storm water culvert located directly beneath the house located at 1410 Front Street is proposed by filling it with a flowable type fill. Abandonment of this culvert will be accompanied by its replacement with the construction of a new culvert along a different route to Taylors Creek.

Background and Justification

The culvert beneath 1410 Front Street conveys storm water runoff from the 100 block of Belle Air Street. It outlets to the rear of the house at Taylors Creek. During 2020, staff learned that there were significant accumulations of water in the crawl space of the house from time-to-time. Staff's investigation revealed the storm water culvert to have multiple obstructions that could have potentially contributed to the accumulation of water. The line was ultimately cleared by Public Works thereby allowing for proper drainage. Through this effort staff also discovered an intersecting line that extended eastward onto 1500 Front Street. This line was subsequently cleared when it was discovered to be obstructed.

Public Works staff was again contacted in 2021 by the property owner who has indicated that water continues to accumulate in the crawl space. The owner has further indicated his belief that the culvert under the house is the source of this water. Additionally, it is worth noting that the 1500 Front Street parcel was vacant upon discovery of the aforementioned line. A new residential structure has since been constructed thereby placing the at least part of the line under the house.

Existence of a storm water culvert beneath a structure makes for a less than ideal situation that should be corrected. The crawl space issue perceived as being attributable to the culvert, whether true or not, makes the need for corrective measures even more evident.

Status and Updates

This is a newly proposed project.

Schedule, Cost, and Funding Estimates

The estimate to design, permit and construct the replacement storm water lines and to abandon the existing culvert beneath 1410 Front

Commissioner Carter asked if the Town had an easement for the culvert located underneath the house.

Town Engineer Meshaw said no.

Commissioner Hollinshed asked how many other culverts were across town.

Greg Meshaw said he knows of at least two or three more.

Commissioner Hagle said one was located across the street from him.

Commissioner Carter asked if the culvert underneath the house created a safety hazard as far as stability of the house.

Greg Meshaw said not to his knowledge, but the area would be filled with flowable fill which is similar to concrete. He said obtaining easements could be time consuming and that option had not been considered at this time.

Commissioner Harker asked if the Town checked for culverts before allowing new homes to be build to ensure this doesn't happen again with new property.

Director Kyle Garner said yes.

Commissioner Carter said a situation occurred about 10 years ago which cost the town a great deal of money.

Commissioner Hagle said approximately $10,000.

Public Works Sweeper Truck

TYPE	Capital Project
CATEGORY	General Services
STATUS	Deferred
IDENTIFIED	FY 2022
PROJECT COST	$200,000
LIFE	10 Years
CONTACT	GREG MESHAW
DEPARTMENT	PUBLIC WORKS

The purchase of a new sweeper truck is proposed to replace the sweeper truck that Public Works currently uses to sweep and vaccum Town streets and Town-owned/maintained parking lots.

Background and Justification

A replacement sweeper truck is proposed because the existing one is 15 years old and in poor condition – it was out of service for a number of weeks last uear and required significant repairs The American Public Works Association places the useful life of street sweepers at 10 years and recommends that evaluations of the sweepers should begin in the seventh year.

Status and Updates

This is a newly proposed asset.

Schedule, Cost, and Funding Estimates

The estimate to acquire a sweeper truck is as follows.

SWEEPER TRUCK
Originated for FY2022

	COST ESTIMATES
Capital Outlay	$ 200,000
Total Project Cost	$ 200,000

The following schedule of expenditures is proposed. It is accompanied by the method of funding currently envisioned.

SWEEPER TRUCK - PROJECT BUDGET
Originated for FY2022

PROJECT EXPENDITURES	FY2022	FY2023	FY2024	FY2025	FY2026
Capital Outlay		200,000	-	-	
Total Project Cost	$ -	$ 200,000	$ -	$ -	$ -
PROJECT FUNDING					
[GF] Property Tax	-	200,000			
Total Project Funding	$ -	$ 200,000	$ -	$ -	$ -

Commissioner Carter asked if the truck was needed.

Town Engineer Greg Meshaw said he believed. He said this particular truck was selected because of its vacuum capabilities on permeable pavement which was becoming more popular across Town.

Commissioner Harker asked if this new truck would still provide the street service in addition to the pervious concrete clean-up.

Greg Meshaw said yes.

Commissioner Hagle said in the fall the streets had to be kept clean and clutter free from all the leaves that fall.

Commissioner Harker said a street sweeping schedule would help the public to know when the truck was making it's way to there area.

Commissioner Hagle said it would be a good idea to publish a sweeping schedule.

FIRE BOAT REPLACEMENT

TYPE:	Equipment Purchase
CATEGORY:	Public Protection
STATUS:	Deferred
IDENTIFIED:	FY 2022
PROJECT COST:	$200,000
LIFE:	10+ years
CONTACT:	Tony Ray
DEPARTMENT:	Fire Department

Purchase of a new fire boat to replace the current 2016, converted recreational watercraft.

Background and Justification

The new watercraft will replace our 2016 fire boat in 2026 which will have exhausted its useful life.

In order to maintain and improve departmental capabilities to adequately meet marine firefighting, water rescue, and recovery demands, a dependable, purpose-built watercraft is required

Status and Updates

This project has not yet been activated.

Schedule, Cost and Funding Estimates

FY 2026 project costs are estimated at $200,000.

The cost estimates were developed in FY 2021 based upon current pricing, adjusted to account for inflation through FY 2025. The cost includes not only the vessel but also the additional gear needed (hose, nozzles, rescue gear etc.) to properly outfit it.

FIRE BOAT – STATION 1

	COST ESTIMATES
Vessel	$ 190,000
Equipment	$ 10,000
Total Project Cost	$ 200,000

Commissioner Harker asked how old the current fire boat vessel was.

Fire Chief Tony Ray said the existing boat was five to six years old and after reviewing the vehicle replacement schedule this is the year the boat fell. He said currently the boat was meeting the need but this project was being proposed in fiscal year 2026.

Commissioner Carter asked if it was a single engine vessel.

Commissioner Hollinshed asked if this new boat would fit in the existing slip

Chief Ray said not at the present time but since the docks may be reconstructed this would be the appropriate time to address this issue. He said this vessel would be dual engines.

Manager Day said this vessel was currently funded in fiscal year 2025 through the five-year plan.

Mayor Pro-Tempore McDonald asked if firefighters were required to be licensed on how to operate this vessel.

Chief Ray said the department did not currently have a license requirement but the several of his employees has their own personal licenses. He said their was a training schedule and each of his employees did go through training on how to operate the watercraft.

Commissioner Hollinshed asked how many other municipalities had similar vessels.

Chief Ray said there is no other boat like this one that is used by any local government in Carteret County. He said Morehead City had a similar boat to Beaufort currently but Atlantic Beach and Harkers Island both had smaller vessels than what the Town had currently.

Commissioner Hagle asked if this vessel could be something the County funded opposed to the Town.

Chief Ray said this conversation had been started.

Commissioner Hagle asked if this boat could be funded regionally and since it appeared to be serving multiple areas and not just Beaufort.

Chief Ray said this conversation had started with the Fire Chief in Morehead. He said he wanted to introduce this item to the Board now so discussions could be started before the current boat expired.

Town Engineer Greg Meshaw provided an overview of the background related to the Sewer Pump Station #7 and Station #1 Replacements.

Sewer Pump Station #7 Replacement

Full replacement of sewer pump station #7 is proposed to include a submersible sewage lift station with all equipment and piping, controls, electrical service upgrades, diesel generator, site improvements and the demolition/abandonment of the existing below ground wet pit/dry pit style lift station. The replacement station may be of a higher pumping capacity. The need for such an upgrade will be examined during the design process.

TYPE Capital Project
CATEGORY Utilities
STATUS Deferred
IDENTIFIED FY 2022
PROJECT COST $740,000
LIFE 40 Years

CONTACT Greg Meshaw
DEPARTMENT Public Utilities

Background and Justification

Sewer pump station #7 was constructed about 1969 and is operating in excess of the life normally expected for this type of station. In addition, the dry pit portion of this station holds the potential for life and safety issues for maintenance personnel. The dry pit is a deep metal vertical cylinder that houses both the electrical controls and pumps that serve the lift station. Maintenance of the station requires physical entry into a confined space, requiring entry with a tripod and metal cable, by maintenance personnel. Entry is made near electrical equipment surrounded by metal. When stations flood unexpectedly from leaks or during storm events the maintenance of equipment with the combined hazards of sewage gases and electricity pose a safety hazard to life and limb from electrocution, and/or possibly explosion.

Status and Updates

This project is not yet active.

Schedule, Cost, and Funding Estimates

The preliminary cost estimate to design, permit and construct the project is as follows.

PUMP STATION #7 REPLACEMENT
Originated for FY2022

	COST ESTIMATES
Design, Permit & Bid	$ 90,000
Construction	$ 600,000
Construction Admin & Observation	$ 50,000
Total Project Cost	$ 740,000

Commissioner Carter asked if the replacement would be an above ground station.

Town Engineer Greg Meshaw said the replacement would be a submersible pump station, where it is a wet pit and the pumps are lowered down into the wet pit. He said if any repairs were needed essentially the pumps would be hoisted up to the top side and you would perform the work above ground.

Commissioner Hollinshed asked if there would be superstructure on the side of this pump station to allow for maintenance.

Greg Meshaw said there would be control panels underneath a small rain guard.

Commissioner Hagle asked where this sewer pump station would be located.

Greg Meshaw said this one was located at the County School Bus Garage and as best he could tell their was no easement associated with this station. He said because the land associated with the sewer station was own the School System permission would need to be granted before proceeding with this project.

Commissioner Hollinshed said since a replacement was happening if the station could be moved closer into town where the land was already owned or the Town had an existing easement.

Greg Meshaw said that would be costly with having to relocate gravity lines and the existing infrastructure.

Commissioner Hagle said this item was important and it was critical to maintain.

Manager Day said there were approximately 20 pump stations across town and many of them were old.

Commissioner Harker said the pump station behind the bus garage was working somewhat but still a lot of water gathered in that area. She asked if there was an efficiency measure or functionality that would help gauge the effectiveness.

Greg Meshaw said this type of pump in this station is fairly efficient. He said the typical life for one of the stations is 40 years but the equipment inside the pump usually only held a life of about 20 years.

Commissioner Carter asked why the cost varied between the two stations.

Greg Meshaw said a wet pit drop pit type pump station was usually more expensive than a submersible pump station.

Commissioner Hagle said the replacement of the pump stations should be on a schedule.

Manager Day said this was budgeted in fiscal year 2025 and the financing would be from capital reserves.

Mayor Newton said if a failure was to occur to one of the sewer pump stations, for example if a storm rolled through and completely damaged a pump, he asked how would this be paid for.

Greg Meshaw said the Town had water intrusion where the sump pump failed to operate during a flooding event but any major work would require significant funding.

Sewer Pump Station #1 Replacement

Full replacement of sewer pump station #1 is proposed to include a submersible sewage lift station with all equipment and piping, controls, electrical service upgrades, diesel generator, site improvements and the demolition/abandonment of the existing below ground, wet pit/dry pit style lift station. The replacement station may be of a higher pumping capacity. The need for such an upgrade will be examined during the design process.

TYPE Capital Project
CATEGORY Utilities
STATUS Deferred
IDENTIFIED FY 2022
PROJECT COST $1,035,000
LIFE 40 Years

CONTACT Greg Meshaw
DEPARTMENT Public Utilities

Background and Justification

Sewer pump station #1 was constructed during the 1960's and is operating in excess of the life normally expected for this type of station. In addition, the dry pit portion of this station holds the potential for life and safety issues for maintenance personnel. The dry pit is a deep metal vertical cylinder that houses both the electrical controls and pumps that serve the lift station. Maintenance of the station requires physical entry into a confined space, requiring entry with a tripod and metal cable, by maintenance personnel. Entry is made near electrical equipment surrounded by metal. When stations flood unexpectedly from leaks or during storm events the maintenance of equipment with the combined hazards of sewage gases and electricity pose a safety hazard to life and limb from electrocution, and/or possibly explosion.

Status and Updates

This project is not yet active.

Schedule, Cost, and Funding Estimates

The preliminary cost estimate to design, permit and construct the project follows.

PUMP STATION #1 REPLACEMENT
Originated for FY2022

	COST ESTIMATES
Design, Permit & Bid	$ 120,000
Construction	$ 850,000
Construction Admin & Observation	$ 65,000
Total Project Cost	$ 1,035,000

The following schedule of expenditures is proposed. It is accompanied by the method of funding currently envisioned.

Town Egineer Greg Meshaw provided an overview of the proposed Water Treatment Plant Project.

Water Treatment Plant

TYPE Capital Project
CATEGORY Utilities
STATUS Deferred
IDENTIFIED FY 2022
PROJECT COST $27,500,000
LIFE 50 Years

CONTACT GREG MESHAW
DEPARTMENT UTILITIES

The construction of a new water treatment plant is proposed. The aging Pine Street Water Treatment Plant will be decommissioned upon the completion of the new plant. Accordingly, the new plant will be sized to replace the treatment capacity that will be lost by the decommisioning of the Pine Street Water Plant plus that necessary to accommodate future growth in water demands.

Background and Justification

The Town of Beaufort operates two water treatment plants: the Pine Street Treatment Plant and the Glenda Drive Treatment Plant. The main building of the Pine Street facility includes areas for storage, softeners, and an operation center/laboratory. This building is over 100 years old, built with brick and construction techniques of that age. In 2017 a Preliminary Structural Assessment was conducted of the main building, plus the adjacent well building and the High Service Pump/Chemical Feed Building. The assessment highlighted a number of deficiencies at all three buildings. While the Town did implement a degree remedy for these deficiencies, the buildings are old and have exceeded their useful service life. Likewise, most of the water treatment plant equipment is operating beyond its useful service life.

The Town's other facility, the Glenda Drive Water Treatment Plant, was built in 1986 and is now 35 years old. The facility includes two small concrete block buildings; one houses two softeners and the other houses Well No. 3 with its vertical turbine pump and associated valves, meter and piping for conveyance of raw water to the treatment process equipment. Under the same roof is electrical gear, a basic laboratory and two chemical feed rooms, plus a covered area for the auxiliary generator. In addition to these buildings the facility includes a 200,000 gallon elevated water storage tank, plus a 300,000 gallon above grade clearwell/ground storage tank.

The Glenda Drive WTP site is limited by its small size and adjacent residential property. The extent and arrangement of the existing facility does not easily lend itself to on-site expansion.

Status and Updates

This project is not yet active.

Commissioner Carter said this item was originally on the Boards radar several years ago and the Board received a presentation on those designs. She said the presentation included osmosis and saltwater instruction and the cost at that time was $22,000,000. She said the Board and staff had anticipated a 10-year plan before that was to be built.

Manager Day said that was the intention of this project proposal and it would be beneficial to go ahead and get the project on the books.

Commissioner Hagle asked if the Town built the new water treatment plant at the Glenda Drive location if this would replace the Pine Street plant.

Greg Meshaw said there was not enough room at Glenda drive for expansion or upgrade of a plant adjacent to the existing one. He said the lot and room available was extremely small in comparison to what was needed.

Commissioner Hollinshed said several municipalities in the area had issues with salt water intrusion and was curious if this issue was creeping toward Beaufort.

Greg Meshaw said his analysis, which was done several years ago, revealed that salt water intrusion issue had actually slowed down but there may be more recent data analysis available. He said the new plant would include cost associated with an Aeroplan and reverse osmosis.

Commissioner Hollinshed said recent government actions revealed there may be some funds available for this type of work.

Manager Day said the Town may be eligible for these funds. He said Rivers and Associates had performed a comprehensive plan several years back so the work was essentially already prepared.

Commissioner Hagle said staff could use the old plan and tweak it minimally to meet the needs of the Town today.

Manager Day said this was discussed and that was the direction staff was headed. He said the additional funds being proposed by the infrastructure bill was not included at this time but could certainly be updated once the requirements had been fine tuned.

Manager Day said that concluded the items for todays session.

Mayor Newton reminded the Board the next Retreat session would be held Friday, March 12, 2021 at 2:00 p.m.

[ADJOURN]

A motion was made by Commissioner Hagle to adjourn the meeting.
Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANIMOUS (5-0)

The meeting adjourned at 5:02 p.m.

_____
Everette “Rett” Newton
Mayor

_____
Allen Coleman
Town Clerk

DRAFT

MINUTES
TOWN OF BEAUFORT
BOARD OF COMMISSIONERS
VIRTUAL 2021 ANNUAL RETREAT – DAY 2
MARCH 12, 2021
2:00 P.M.

Due to the State of North Carolina's Declaration of Emergency in response to the COVID-19 pandemic and per NCGS § 166A-19.24, the Town of Beaufort Board of Commissioners conducted a remote meeting using the Zoom application. Members of the Board of Commissioners participated in the meeting remotely.

The Town of Beaufort Board of Commissioners met remotely for an annual retreat meeting on Friday, March 12, 2021 at 2:00 p.m. with the following members present:

Mayor Everette Newton presiding
Mayor Pro Tempore Charles McDonald
Commissioner Ann Carter
Commissioner John Hagle
Commissioner Sharon Harker
Commissioner Marianna Hollinshed

Others Present: Town Manager John Day and Town Clerk and Assistant to the Town Manager Allen Coleman (All other staff members will be identified appropriately below)

Mayor Newton called the meeting to order at 2:00 p.m., welcomed everyone in attendance, and asked Town Clerk Allen Coleman to call the roll.

Roll Call ensued.

[RETREAT GOALS – MAYOR/COMMISSIONER CHECK-IN]

Mayor Newton said yesterday's session was extremely informative and he really appreciated the Boards commitment to the Beaufort community. He said the discussion during todays session provided the Board another opportunity to review the five-year plan, which provided a lot of stability for the community. He said he was surprised by the lift stations.

Commissioner Carter said yesterdays' session provided a lot of usual information and provided clarity on what was included in the capital investment plan. She said the conversations were interesting and she agreed the lift station conversation was a bit surprising but the stations were essential.

Mayor Pro-Tempore McDonald said the presentation yesterday was impressive but he would like to receive more information on how the updates compared to previous Board discussions and decisions. He said a timeline would be helpful to understand how staff and the Board arrived at these points.

Commissioner Hagle said the five-year plan was great and it really allowed the Board to stay focused on what issues were ahead. He said he wasn't surprised by some of the updates especially the update about the water treatment plant which was originally built in the 1960s. He said the engineering team was doing a great job and the Town would benefit greatly from all of the infrastructure repairs.

Commissioner Harker said it was always a good idea to review the five-year plan periodically and the presentation was structured very well. She said staff did an excellent job compiling the items for discussion and she hoped the citizens were able to easily see the many projects going on throughout Town. She said it was exciting to see the Board was mostly on the same page regarding the capital projects and she appreciated the robust discussion. She said these types of discussions should happen more routinely.

Commissioner Hollinshed said a to-do list was always helpful and being able to clearly see the various projects and how those costs and timeframes all fit together was beneficial. She said sometimes costs and other circumstances drastically change which causes a shift in the project and the timeline. She said it was encouraging to see the Board was generally on the same page in terms of prioritizing the many projects across Town, especially the lift station item.

Manager Day said he appreciated the Boards' comments and support as staff worked through the planning stages of the many projects.

Manager Day said he sent an email to the Board about the American Recoveries Act and according to the preliminary information, Beaufort is slated to receive approximately $1.3 million dollars in direct funding assistance. He said information regarding how the funds could be spent had not been released yet but the first appropriation, which would be half, would be coming sometime in June 2021.

Manager Day said the projects included in the five-year plan were real and unless something major came-up, those projects would be funded.

Commissioner Hollinshed said her notes coincidentally revealed the Boardwalk and Bulkhead project was approximately $1.3 million dollars.

Manager Day said that thought occurred to him as well.

[ITEMS FOR DISCUSSION]

The Board received a presentation from the Town Manager on the Capital Investment Plan and associated projects.

1. FY 2022 Five Year Plan Draft Review

Town Manager John Day presented the Board with a pre-view of the preliminary five-year plan for fiscal year 2022 thru 2026.

FIVE YEAR FINANCIAL PLAN

FY 2022

GENERAL FUND	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Revenues	$ 11,048,072	$ 10,523,276	$ 11,380,055	$ 11,288,942	$ 11,427,156
Expenditures	11,038,173	10,508,082	11,346,398	11,282,011	11,398,669
Net Gain (Loss)	9,899	15,195	33,656	6,930	28,488
Unassigned Fund Balance	3,384,915	3,384,915	3,384,915	3,384,915	3,384,915
Unassigned as % of Expenditures	31.70%	32.21%	31.56%	30.00%	29.70%
UTILITY FUND					
Revenues	$ 4,490,254	$ 4,594,556	$ 4,711,374	$ 4,829,944	$ 4,900,293
Expenditures	4,490,254	4,580,879	4,656,182	4,579,929	4,861,652
Net Gain (Loss)	-	13,677	55,192	250,015	38,641
Unassigned Fund Balance	2,381,284	2,381,284	2,381,284	2,381,284	2,381,284
Unassigned as % of Expenditures	53.03%	51.98%	51.14%	51.99%	48.98%

FIVE YEAR FUND BALANCES at END of each year
FY 2022

GENERAL FUND	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Restricted / Assigned Fund Balance	$ 20,440	$ 20,440	$ 20,440	$ 20,440	$ 20,440
Unassigned Fund Balance	3,384,915	3,384,915	3,384,915	3,384,915	3,384,915
Unassigned as % of Expenditures	31.70%	32.21%	31.56%	30.00%	29.70%
UTILITY FUND					
Restricted / Assigned Fund Balance	367,598	367,598	367,598	367,598	367,598
Unassigned Fund Balance	2,381,284	2,381,284	2,381,284	2,381,284	2,381,284
Unassigned as % of Expenditures	53.03%	51.98%	51.14%	51.99%	48.98%

Manager Day reminded the Board that these numbers were preliminary and could be changed before the budget is released in May 2021.

GENERAL FUND - 5 YEAR PLAN
FY 2022

REVENUES	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Property Taxes	$ 5,078,273	$ 5,141,057	$ 5,262,139	$ 5,676,089	$ 5,694,027
Intergovernmental	3,536,389	3,294,015	3,361,838	3,431,464	3,502,944
Permits and Fees	1,134,820	1,120,381	1,135,939	1,151,808	1,167,994
Sales and Service	301,890	306,163	310,521	314,966	319,500
Other Revenues	12,700	12,700	12,700	12,700	12,700
Loan Proceeds	360,000	-	622,000	-	-
Transfers In	624,000	648,960	674,918	701,915	729,992
Appropriated Fund Balance	-	-	-	-	-
Total Revenues	$ 11,048,071	$ 10,523,276	$ 11,380,055	$ 11,288,942	$ 11,427,156
EXPENDITURES					
Personnel	5,872,683	6,237,334	6,435,089	6,644,101	6,865,324
Operations	2,694,659	2,665,105	2,855,260	2,840,943	2,914,055
Capital Outlay	1,320,298	445,000	972,000	400,000	60,000
Debt Service	865,533	866,643	842,049	1,236,477	1,559,290
Transfers Out	285,000	294,000	242,000	160,490	-
Total Expenditures	$ 11,038,174	$ 10,508,082	$ 11,346,398	$ 11,282,011	$ 11,398,669
Net Gain (Loss)	$ 9,897	$ 15,195	$ 33,656	$ 6,930	$ 28,488
Unassigned Fund Balance	3,384,915	3,384,915	3,384,915	3,384,915	3,384,915
Unassigned as % of Expenditures	31.70%	32.21%	31.56%	30.00%	29.70%

GENERAL FUND 5 YEAR REVENUE DETAIL - PROPERTY TAX
FY 2022

PROPERTY TAXES	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Real and Personal Property Tax	$ 4,848,273	$ 4,909,057	$ 5,030,139	$ 5,444,089	$ 5,462,027
Tax Base Valuation	*1,062,823,234*	*1,076,823,234*	*1,103,823,234*	*1,196,129,093*	*1,200,129,093*
Tax Rate per $100 Valuation	*0.45*	*0.45*	*0.45*	*0.45*	*0.45*
Collection Rate	*97.49%*	*97.49%*	*97.49%*	*97.49%*	*97.49%*
Prior Year, Penalties and Interest	*80,000*	*80,000*	*80,000*	*80,000*	*80,000*
Motor Vehicle Tax	200,000	200,000	200,000	200,000	200,000
Other Property Tax	32,000	32,000	32,000	32,000	32,000
TOTAL PROPERTY TAXES	$ 5,078,273	$ 5,141,057	$ 5,262,139	$ 5,676,089	$ 5,694,027

Manager Day said the plan includes $75,000 more in property tax for fiscal year 2022 than what was originally projected in the five-year plan. He said the reason for this is the evaluation ended up being a little higher than what was originally anticipated. He said staff tried to be conservative in their estimates.

Manager Day said in fiscal year 2023 additional revenue was anticipated beyond the natural residential growth for two major construction projects; Compass Hotel and Pruitt Healthcare. He said an additional $5million was included for each of those projects. He said another revaluation occurred in 2025 which could result in significant revenue growth.

Commissioner Carter asked if motor-vehicle tax was stable.

Manager Day said that line item was completely unpredictable. He said because that number tended to fluctuate staff would stick with the same number for stability in planning.

GENERAL FUND 5 YEAR REVENUE DETAIL - INTERGOVERNMENTAL

FY 2022

INTERGOVERNMENTAL	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Recurring Revenues					
Local Option Sales Tax	$ 1,508,856	$ 1,554,122	$ 1,600,745	$ 1,648,768	$ 1,698,231
Utilities Franchise Tax	385,000	385,000	385,000	385,000	385,000
Beer and Wine Tax	19,061	19,252	19,444	19,639	19,835
County ABC Profit Distribution	171,700	173,417	175,151	176,903	178,672
Powell Bill	120,000	120,000	120,000	120,000	120,000
Fire District Tax	752,122	1,042,225	1,061,498	1,081,155	1,101,206
Subtotal Recurring Revenues	$ 2,956,739	$ 3,294,015	$ 3,361,838	$ 3,431,464	$ 3,502,944
One-Time Revenues					
FEMA Hazard Mitigation Grant	84,650	-	-	-	-
Fire District Tax -Station 2 Pumper Truck	200,000	-	-	-	-
Fire District Tax -Station 2 Living Quarters	200,000	-	-	-	-
SCBA Grant	62,000				
School Resource Officer Grant	33,000	-	-	-	-
Subtotal One-Time Revenues	579,650	-	-	-	-
TOTAL INTERGOVERNMENTAL	$ 3,536,389	$ 3,294,015	$ 3,361,838	$ 3,431,464	$ 3,502,944

Manager Day said an increase of $84,000 in sales tax was included over the prior projection and this was attributed to the unexpected growth from the pandemic. He said most local governments anticipated sales tax to be hit significantly with the pandemic but it ended up being the opposite as travel patterns changed. He said it does not seem sustainable to continue to project double digits increases in sales tax since this was not a longer term trend.

Commissioner Hagle said according to several articles, travel patterns are set to change drastically. He said it was safe to continue budgeting conservatively.

Commissioner Harker said sugar highs should not be the basis of a sound plan.

Manager Day said revenues and expenses included in the five-year plan are calculated in different categories for one-time cost and recurring costs. He said the process was complex but items were tracked and factored into the plan.

Mayor Pro-Tempore McDonald asked if the County put stipulations on what certain monies could be spent on.

Manager Day said yes that was always the case.

GENERAL FUND 5 YEAR REVENUE DETAIL - PERMITS & FEES

FY 2022

PERMITS & FEES	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Recurring Revenues					
Solid Waste Fees	$ 615,570	$ 627,881	$ 640,439	$ 653,248	$ 666,313
Building Permits	130,000	150,000	153,000	156,060	159,181
Stormwater Fees	136,000	136,000	136,000	136,000	136,000
Parking Fees	200,000	200,000	200,000	200,000	200,000
Other Permits and Fees	3,250	6,500	6,500	6,500	6,500
Subtotal Recurring Revenues	$ 1,084,820	$ 1,120,381	$ 1,135,939	$ 1,151,808	$ 1,167,994
One-Time Revenues					
Nursing Home Building Fees	50,000	-	-	-	-
Subtotal Recurring Revenues	50,000	-	-	-	-
TOTAL PERMITS & FEES	$ 1,134,820	$ 1,120,381	$ 1,135,939	$ 1,151,808	$ 1,167,994

Manager Day said there were not any major changes to the permits and fees projections.

Commissioner Carter asked how much longer the agreement with Waste Industries was good for.

Manager Day said the original agreement was signed in 2016, for a period of 5 years. He said this item should be scheduled for renewal later this year.

Commissioner Carter asked if the Town could renogitate with waste industries since there seemed to be more companies in the area that provided a little more robust service.

Commissioner Hagle said the current provider was good and the Town should consider renegotiating the existing contract and consider renewing their contract.

Manager Day said in his experience Towns could either consider renegotiating with the existing vendor and solicit for RFPs (request for proposals).

Commissioner Carter said she had received a lot of complaints about the current provider missing pickups and the issue seemed to be increasing.

Commissioner Hagle said staff at waste industries was responsive.

Commissioner Harker said recycling seemed to be the biggest issue especially with weekend pickup stops.

Manager Day said this was an item Town Engineer Greg Meshaw and Public Works Director Mark Eakes would beginning working on.

Commissioner Hollinshed said it would be helpful to see a comparison between vendors to see if there would be any cost savings in addition to service benefits.

Commissioner Carter said waste industries was not following the schedule they published and that was extremely frustrating for people in town.

Commissioner Hagle said a conversation should be held with waste industries before starting over with a completely new vendor.

Finance Director Christi Wood said the existing contract was for July 20, 2017 to June 30, 2024 and was a seven year contract. She said the current agreement referenced possible five year extensions if both parties agreed.

Manager Day asked if that agreement was for all of the services.

Commissioner Hollinshed said it was originally a five-year term and their was one down in 2017 for a cardboard dumpster downtown.

Director Wood said the agreement was for the Waterfront Business District only and apologized for any confusion.

Manager Day said their were multiple agreements with waste industries because the waterfront business district was treated differently than the residential areas. He said staff would provide an update on the progress and status of the contracts.

GENERAL FUND 5 YEAR REVENUE DETAIL - SALES & SERVICE
FY 2022

SALES & SERVICE	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Recurring Revenues					
Property Leases	$ 228,490	$ 232,763	$ 237,121	$ 241,566	$ 246,100
Antenna Contract	69,900	69,900	69,900	69,900	69,900
Cemetery Lot Sales	3,500	3,500	3,500	3,500	3,500
Other Sales and Service	-	-	-	-	-
Subtotal Recurring Revenues	$ 301,890	306,163	310,521	314,966	319,500
One-Time Revenues					
Sale of Fixed Assets	-	-	-	-	-
Subtotal Recurring Revenues	-	-	-	-	-
TOTAL SALES & SERVICE	$ 301,890	$ 306,163	$ 310,521	$ 314,966	$ 319,500

Manager Day said this section increased by $21,000 from the prior edition to account for the antenna contracts as well as miscalculations in the fees associated with leases.

Commissioner Carter said the lease payment amount would change significantly in 2024 with the docks lease expiring.

GENERAL FUND 5 YEAR REVENUE DETAIL - OTHER REVENUE
FY 2022

OTHER REVENUE	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Recurring Revenues					
Investment Earnings	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
Insurance Reimbursements	-	-	-	-	-
Other Miscellaneous Revenues	2,700	2,700	2,700	2,700	2,700
Subtotal Recurring Revenues	$ 12,700	12,700	12,700	12,700	12,700
One-Time Revenues					
Donations	-	-	-	-	-
Subtotal Recurring Revenues	-	-	-	-	-
TOTAL OTHER REVENUE	$ 12,700	$ 12,700	$ 12,700	$ 12,700	$ 12,700

GENERAL FUND 5 YEAR REVENUE DETAIL - LOAN PROCEEDS
FY 2022

LOAN PROCEEDS	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Loan Proceeds	360,000	-	622,000		-
TOTAL LOAN PROCEEDS	$ 360,000	$ -	$ 622,000	$ -	$ -

Manager Day said the $360,000 was for the pumper truck. He said these funds would be offset by the County's fire district funds. He said this scenario was the same for fiscal year 2024.

GENERAL FUND 5 YEAR REVENUE DETAIL - TRANSFERS IN
FY 2022

TRANSFERS IN	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
From Capital Reserve Fund	-	-	-	-	-
From Utility Fund for Admin Expense	624,000	648,960	674,918	701,915	729,992
TOTAL TRANSFERS IN	$ 624,000	$ 648,960	$ 674,918	$ 701,915	$ 729,992

GENERAL FUND 5 YEAR REVENUE DETAIL - FUND BALANCE APPROPRIATION
FY 2022

FUND BALANCE APPROPRIATION	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Restricted or Assigned Fund Balance	-	-	-	-	-
Unassigned Fund Balance	-	-	-	-	-
TOTAL APPROPRIATION	$ -	$ -	$ -	$ -	$ -

GENERAL FUND 5 YEAR EXPENDITURE DETAIL - PERSONNEL
FY 2022

PERSONNEL	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Recurring Costs					
Salary	$ 4,114,234	$ 4,443,891	$ 4,721,875	$ 4,872,164	$ 5,031,045
Benefits	1,435,086	1,546,245	1,640,205	1,691,627	1,745,938
Merit Pay Raises	60,338	66,372	73,009	80,310	88,341
Future New Positions - Administration	110,285	-	-	-	-
Future New Positions - Fire	98,740	180,825		-	-
Future New Positions - Public Works	54,000		-	-	-
Subtotal Recurring Costs	5,872,683	6,237,334	6,435,089	6,644,101	6,865,324
One-Time Costs					
No One-Time Costs	N/A	-	-	-	-
Subtotal One-Time Costs	-	-	-	-	-
TOTAL PERSONNEL	$ 5,872,683	$ 6,237,334	$ 6,435,089	$ 6,644,101	$ 6,865,324

Manager Day said the General Fund Five Year Plan section for personnel included new positions, merit increases, and all the positions included salary and benefits.

Commissioner Carter said the cost associate with the Human Resources director position was high. She said her research showed a salary of about $52,000.

Manager Day said the cost included benefits which was a good percentage of the $110,285 shown.

Commissioner Carter said she is not convinced a full-time HR position as needed for an organization of our size. She said a part-time position may be acceptable but not full-time.

Manager Day said the HR position was critical for the success of the organization. He said there was a backlog of work and staff was currently filing the gaps where necessary, but it wasn't sufficient to handle the need.

Commissioner Carter asked for a list of comparative salaries for HR positions.

Commissioner Hagle asked if this item could be discussed as part of the next work session. He said it would be helpful to understand the backlog of work that wasn't being completed and what the primary focuses would be for the new HR Director.

Commissioner Carter said over 50 percent of the budget is dedicated to salaries and the administrative side was excessively high.

Manager Day said that was consistent across almost all local governments.

Commissioner Hollinshed asked if the Deputy Fire Chief would be split between the two stations or be an overall position.

Fire Chief Tony Ray said the Deputy Fire Chief would be over operations and would be responsible for both stations.

Commissioner Hagle asked for more information about what the new public works position would be doing.

Manager Day said this position would be dedicated to maintaining the parks and managing the splash pad and providing maintenance.

Commissioner Hagle asked if the public works position would be doing other work in the off seasons.

Manager Day said yes.

Commissioner Harker asked if the new individual would be required to obtain certifications on how to operate the splash pad and the chemicals associated with that operation.

Manager Day said there was training and certification that would be required. He said currently only the public information officer and public works director were certified and this was not really sufficient for continuity of operations.

Mayor Pro-Tempore McDonald asked if the new public works position would serve in a supervisory role over the parks in-town. He asked if a vehicle was needed for this position.

Manager Day said no this position was not supervisory and a new vehicle was not included in the budget for this position.

Commissioner Hagle said this position in public works would be to manage the splash pad and help with other maintenance around town.

Manager Day said there was some additional planning going on and ideally another person would be certified in playground equipment.

Commissioner Hollinshed said it would be helpful to have more than one staff person with specialized training in these areas.

GENERAL FUND 5 YEAR EXPENDITURE DETAIL - OPERATIONS

FY 2022

OPERATIONS	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Recurring Costs					
Budget Year Recurring Costs	$ 2,491,855	$ 2,493,555	$ 2,566,115	$ 2,755,368	$ 2,788,582
Police Info/Communication Services	6,000	-	-	-	-
Fire Station 2 Living Qtrs Maintenance	3,672	3,819			
Fire Fighter Health and Wellness Exams	7,000				
Public Works Cedar St Park Maintenace	-	3,000	-	-	-
Public Works Stormwater	(100,000)	(9,000)	109,000	(48,007)	(48,007)
Public Works Creek Seeling	6,000	-	-	-	-
Public Works Vehicle GPS Units	2,400				
Subtotal Recurring Costs	$ 2,420,927	2,491,374	2,675,115	2,707,361	2,740,575
One-Time Costs					
Governing Body Elections	$ 7,057	$ -	$ 7,342	$ -	$ 7,639
Finance Tax Collection Fees	107,725	108,181	110,603	118,882	119,241
Fire Deputy Chief Gear	-	7,400	-	-	-
Fire Eng 1 Appl & Nozzle Replacement	12,000	-	-	-	-
Fire Gear from 3 Firefighters at Station 2	29,550				
Fire Dress Uniforms	5,600	-	-	-	-
Fire Keiser Sled & Acessories	3,500	-	-	-	-
Police Ammunition	-	-	12,000	-	12,000
Police Bullet Proof Vest Replacement	800	2,400	7,200	3,200	1,600
Police Crime Scene Evidence Supplies	-	2,000	-	2,000	-
Police Human Performance Evaluations	-	-	8,000	-	-
Police MDT (x15)	-	27,750	-	-	-
Police Mobile Sign Trailer	-	15,000	-	-	-
Police Rifle Optics	7,000	-	-	-	-
Police Taser Replacement Program	13,500	3,000	12,000	1,500	-
Pubic Works Train Depot Improvements	25,000	-	-	-	-
Pubic Works Sidewalk Hazard Repairs	15,000	-	15,000	-	15,000
Public Works Courts & Fence Repairs	26,000	-	-	-	-
Public Works Zero Turn Mower	-	-	-	-	10,000
Public Works Seasonal Decorations	8,500	-	-	-	-
Public Works Vehicle GPS Units	4,500				
Non-Departmental Harbor Mgmt Plan	-	-	-	-	-
Non-Departmental ADA Transition Plan	-	-	-	-	-
Non-Departmental Tech Replacements	8,000	8,000	8,000	8,000	8,000
Subtotal One-Time Costs	273,732	173,731	180,145	133,582	173,479
TOTAL OPERATIONS	$ 2,694,659	$ 2,665,105	$ 2,855,260	$ 2,840,943	$ 2,914,055

Commissioner Carter asked for the storm water rate.

Manager Day said $48 dollars per year. He said staff had looked at expanding the stormwater rate structure to change the payments based on commercial businesses, but the formula only produced an addition $15,000.

Commissioner Hagle said more discussion was needed before a formal rate increase could be implemented.

Mayor Newton asked how the professional park was incorporated into the annual fee structure.

Manager Day said Greg Meshaw or Mark Eakes would have this answer.

Commissioner Carter said an ordinance was needed that would allow Town Staff to go into any stormwater ditch regardless of ownership. She said this has been recommended by Engineer Meshaw.

Public Works Director Mark Eakes said staff previously discussed renting equipment at least one-month a year for general maintenance. He said once a major overhaul was completed on the professional park area staff would periodically go in and clean and maintain those areas.

Commissioner Harker asked for more information on the Police Sign Trailer and asked if the need for purchasing the trailer was so that it can be used over and over again.

Manager Day said yes and Town staff has attempted to get a grant to help offset the cost.

Police Chief Paul Burdette said the Police Department recently submitted grants at the state and federal level for traffic calming devices and a mobile sign trailer, but a decision had not been rendered as of yet. He said he didn't anticipate an answer from the state until mid to late August. He said it was hard to estimate when he would hear from the federal government.

Commissioner Hollinshed asked if staff could make a notation on what items would be funded by other sources.

Manager Day said that was something being considered when the budget was released. He said items will be outlined or noted in a different color so it's easy for the Board and the public to understand.

Commissioner Hagle asked if the tennis court fencing would be replaced.

Director Eakes said the fencing shackles that hold the vertical rods have deteriorated and rusted over time. He said staff had received quotes on the repair and replacement and the cost would be around $7500 dollars.

GENERAL FUND 5 YEAR EXPENDITURE DETAIL - CAPITAL OUTLAY

FY 2022

CAPITAL OUTLAY	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Fire Station 2 Living Quarters	200,000	-	-	-	-
Fire SCBA Fill Station	62,000	-	-	-	-
Fire Station 2 Pumper Truck	560,000	-	-	-	-
Fire Station 1 Pumper Truck	-	-	622,000	-	-
Fire Deputy Chief Vehicle	-	45,000	-	-	-
Fire Boat Replacement of Watercraft 1	-	-	-	200,000	-
Public Works Sweeper Truck		200,000			
Public Works FEMA generators	112,950	-	-	-	-
Non-Departmental Vehicle Replacements	385,348	200,000	350,000	200,000	60,000
TOTAL CAPITAL OUTLAY	$ 1,320,298	$ 445,000	$ 972,000	$ 400,000	$ 60,000

Commissioner Carter asked what the impacts would be if the County chose not to fund the additional firefighters and trucks for station two.

Fire Chief Tony Ray said if the County did not provide improvements to the fire station two or increase the fire rate tax to supply the personnel, the levels would stay the same. He said he felt fairly confident the pumper truck funding would come through since that was replacing a 35 year old truck but if the county was not willing to step forward Beaufort would not be obligated to provide those positions. He said the lack of support or funding for this critical services would affect the ability to fight fires adequately.

Commissioner Carter said every year the County delayed making these critical decisions the worse the situation would get.

Commissioner Hollinshed asked what the impact to the fire ISO rating would be if this project in entirety was not funded.

Fire Chief Ray said the current insurance rating structure was based on property being within 1,000 feet from a water supply, meaning a fire hydrant that was maintained by the Town. He said in those cases the property owners tax rate would not change, however, those outside the 1,000 feet would be effected.

Commissioner Hollinshed asked if the linchpin was the hydrants verses personnel.

Chief Ray said personnel does have an effect, but the biggest part of the decision would be on water supply verses personnel. He said with all of the new developments around Town, personnel would become an issue if the calls grow to be larger than their capacity.

Commissioner Harker said their were other chemicals out in this industry that may help suppress fire other than water. She asked if the area out on highway 101 could use chemicals such as fibroblast and others instead of strictly water suppression.

Chief Ray said it depended on the type of fire and product involved.

Mayor Pro-Tempore McDonald said the County had anticipated selling the water plant in this area. He asked if there would be any barriers once this was sold to a private or third party.

Chief Ray said this would have no effect as long as the present water system is maintained as it is currently.

GENERAL FUND 5 YEAR EXPENDITURE DETAIL - DEBT SERVICE

FY 2022

DEBT SERVICE	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Existing Debt Service					
FY 2012 Town Hall	$ 116,438	$ 113,447	$ 110,456	$ 107,490	$ 104,474
FY 2016 Fire Station	265,325	258,625	251,925	245,225	238,525
FY 2017 Planning Truck	5,023	-	-	-	-
FY 2017 Police Cars	17,220	-	-	-	-
FY 2017 Public Works 1-Ton Truck	8,610	-	-	-	-
FY 2017 Public Works Grapple Truck	30,853	-	-	-	-
FY 2018 Parking Pay Stations	8,803	8,803			
FY 2020 Street Management	334,058	327,958	321,858	310,758	304,760
FY 2020 Ladder Truck	79,202	79,202	79,202	79,202	79,202
Subtotal Existing Debt Service	$ 865,533	$ 788,035	$ 763,441	$ 742,675	$ 726,961
New Debt Service					
FY 2022 Fire Station 2 Pumper Truck	-	78,608	78,608	78,608	78,608
FY 2025 USSI Streets	-	-	-	290,500	581,000
FY 2025 USSI Stormwater-USDA	-	-	-	48,007	96,014
FY 2024 Fire Station 1 Pumper Truck	-	-	-	76,687	76,687
Subtotal New Debt Service	-	78,608	78,608	493,802	832,309
TOTAL DEBT SERVICE	$ 865,533	$ 866,643	$ 842,049	$ 1,236,477	$ 1,559,290

Mayor Newton asked if there was a policy on borrowing money for some vehicles. He said it seemed to be odd to borrow money for a police car or truck. He asked there would be significant savings, since the interest rates were low, to refinance the town hall and fire station projects.

Manager Day said the Town stopped using debt to purchase vehicles about 4 years ago unless it was a large or costly.

Commissioner Harker asked if that includes any larger items where the debt service could be substantially higher.

Manager Day said that was correct.

Commissioner Carter asked for the debt amount remaining on Town Hall.

Mayor Newton asked if one cent still represented $104,000.

Manager Day said yes that number had increased over time.

Finance Director Christi Wood said $640,000 was remaining on Town Hall.

GENERAL FUND 5 YEAR EXPENDITURE DETAIL - TRANSFERS OUT
FY 2022

TRANSFERS OUT	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Transfers to Capital Funds	285,000	294,000	242,000	160,490	-
TOTAL TRANSFERS OUT	$ 285,000	$ 294,000	$ 242,000	$ 160,490	$ -

UTILITY FUND - 5 YEAR PLAN
FY 2022

REVENUES	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Intergovernmental	$ -	$ -	$ -	$ -	$ -
Permits and Fees	140,000	140,000	140,000	140,000	140,000
Sales and Service	4,330,597	4,454,556	4,571,374	4,689,944	4,760,293
Other Revenues	-	-	-	-	-
Loan Proceeds	-	-	-	-	-
Transfers In	-	-	-	-	-
Appropriated Fund Balance	19,657	-	-	-	-
Total Revenues	$ 4,490,254	$ 4,594,556	$ 4,711,374	$ 4,829,944	$ 4,900,293
EXPENDITURES					
Personnel	1,004,303	1,052,381	1,207,968	1,253,424	1,301,919
Operations	1,097,935	1,036,294	1,058,443	1,108,196	1,122,902
Capital Outlay	80,000	129,118	-	25,551	-
Debt Service	1,334,016	1,269,916	1,274,853	1,490,843	1,706,839
Transfers Out	974,000	1,093,170	1,114,918	701,915	729,992
Total Expenditures	$ 4,490,254	$ 4,580,879	$ 4,656,182	$ 4,579,929	$ 4,861,652
Net Gain (Loss)	$ -	$ 13,677	$ 55,192	$ 250,015	$ 38,641
Unassigned Fund Balance	2,381,284	2,381,284	2,381,284	2,381,284	2,381,284
Unassigned as % of Expenditures	53.03%	51.98%	51.14%	51.99%	48.98%

Commissioner Hollinshed asked what employees were included in the personnel figures being represented in the above chart.

Manager Day said employees in the sewer and water department as well Donovan Willis the Public Utilities Director.

UTILITY FUND 5 YEAR REVENUE DETAIL - PERMITS & FEES
FY 2022

PERMITS & FEES	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Sewer Permits and Fees	$ 41,250	$ 41,250	$ 41,250	$ 41,250	$ 41,250
Water Permits and Fees	84,750	84,750	84,750	84,750	84,750
Other Permits and Fees	14,000	14,000	14,000	14,000	14,000
TOTAL PERMITS & FEES	$ 140,000	$ 140,000	$ 140,000	$ 140,000	$ 140,000

Commissioner Carter asked if growth for sewer and water permits were projected a flat rate was continuously or if that rate increased each year.

Manager Day said it was a guess but certainly a projection based on current patterns. He said construction has certainly increased since the beginning of the pandemic. He said staff was projecting the rate to continue to increase and maintain a steady flow.

Commissioner Hagle said the numbers being projected were likely conservative but staff would make adjustments as needed.

UTILITY FUND 5 YEAR REVENUE DETAIL - SALES & SERVICE
FY 2022

SALES & SERVICE	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Sewer Sales and Service	$ 3,118,358	$ 3,210,133	$ 3,296,285	$ 3,383,729	$ 3,434,485
Water Sales and Service	1,212,239	1,244,423	1,275,089	1,306,215	1,325,808
Sale of Fixed Assets	-	-	-	-	-
Other Sales and Service	-	-	-	-	
TOTAL SALES & SERVICE	$ 4,330,597	$ 4,454,556	$ 4,571,374	$ 4,689,944	$ 4,760,293

UTILITY FUND 5 YEAR REVENUE DETAIL - FUND BALANCE APPROPRIATION
FY 2022

FUND BALANCE APPROPRIATION	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Restricted or Assigned Fund Balance	-	-	-	-	-
Unassigned Fund Balance	19,657	-	-	-	-
TOTAL APPROPRIATION	$ 19,657	$ -	$ -	$ -	$ -

Manager Day said the small fund balance appropriation included in fiscal year 2022 was to balance the utility fund budget.

UTILITY FUND 5 YEAR EXPENDITURE DETAIL - PERSONNEL
FY 2022

PERSONNEL	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Recurring Costs					
Salary	$ 727,982	$ 754,782	$ 783,342	$ 893,410	$ 927,570
Benefits	260,321	279,999	301,226	338,718	350,923
Merit Pay Raises	16,000	17,600	19,360	21,296	23,426
Future New Positions - Sewer	N/A	-	52,020	-	-
Future New Positions - Water	N/A	-	52,020	-	-
Subtotal Recurring Costs	1,004,303	1,052,381	1,207,968	1,253,424	1,301,919
One-Time Costs					
No One-Time Costs	-	-	-	-	-
Subtotal One-Time Costs	-	-	-	-	-
TOTAL PERSONNEL	$ 1,004,303	$ 1,052,381	$ 1,207,968	$ 1,253,424	$ 1,301,919

Manager Day said no new positions were allocated in the utility fund until fiscal year 2024.

Public Utilities Director Donovan Willis said the new utilities staff would be needed with the increase development in both Beau-Coast and Deerfield Shores.

Manager Day asked if a more specific explanation could be outlined on what staff would actually be doing since one position was in water and one position was in sewer.

Director Willis said with the additional usage and increased maintenance would be expected.

UTILITY FUND 5 YEAR EXPENDITURE DETAIL - OPERATIONS
FY 2022

OPERATIONS	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Recurring Costs					
Budget Year Recurring Costs	$ 988,635	1,018,294	1,048,843	1,090,196	1,122,902
SCADA Pump Station- Cell/Cloud Service	N/A	-	9,600	-	-
Subtotal Recurring Costs	$ 988,635	1,018,294	1,058,443	1,090,196	1,122,902
One-Time Costs					
HRIB Permit	$ 100,000	-	-	-	-
Maint - Water Softeners	-	18,000	-	18,000	-
Equip - Sewer Gorman Rupp Controller	2,300	-	-	-	-
Equip - Sewer Lift Station Pumps	7,000	-	-	-	-
Subtotal One-Time Costs	109,300	18,000	-	18,000	-
TOTAL OPERATIONS	$ 1,097,935	$ 1,036,294	$ 1,058,443	$ 1,108,196	$ 1,122,902

UTILITY FUND 5 YEAR EXPENDITURE DETAIL - CAPITAL OUTLAY
FY 2022

CAPITAL OUTLAY	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Sewer - Replacement Vehicle	30,000	49,118	-	-	-
Sewer - SCADA Pump Station Upgrade		80,000			
Water - Replacement Vehicle	50,000	-	-	25,551	-
TOTAL CAPITAL OUTLAY	$ 80,000	$ 129,118	$ -	$ 25,551	$ -

UTILITY FUND 5 YEAR EXPENDITURE DETAIL - DEBT SERVICE
FY 2022

DEBT SERVICE	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Existing Debt Service					
FY 2006 Sewer	$ 33,435	$ 3,277	$ 32,107	$ 31,443	$ 30,779
FY 2008 Sewer	34,325	33,654	32,986	32,312	31,641
FY 2009 Sewer	321,805	315,514	309,223	302,931	296,640
FY 2010 Sewer Plant	808,275	793,743	779,211	764,678	750,145
FY 2013 Water - Glenda	65,607	64,353	63,099	61,845	60,592
FY 2013 Water - Sycamore	60,523	59,375	58,227	57,079	55,932
FY 2017 Water Pickup Truck	5,023	-	-	-	-
FY 2017 WWTP Pickup Truck	5,023	-	-	-	-
Subtotal Existing Debt Service	$ 1,334,016	$ 1,269,916	$ 1,274,853	$ 1,250,288	$ 1,225,729
New Debt Service					
FY 2025 USSI Sewer-USDA	-	-	-	112,330	224,660
FY 2025 USSI Water- USDA	-	-	-	128,225	256,450
Subtotal New Debt Service	-	-	-	240,555	481,110
TOTAL DEBT SERVICE	$ 1,334,016	$ 1,269,916	$ 1,274,853	$ 1,490,843	$ 1,706,839

UTILITY FUND 5 YEAR EXPENDITURE DETAIL - TRANSFERS OUT
FY 2022

TRANSFERS OUT	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Contribution from UF to GF	$ 624,000	$ 648,960	$ 674,918	$ 701,915	$ 729,992
Transfers to Capital Funds	350,000	444,210	440,000	-	-
TOTAL TRANSFERS OUT	$ 974,000	$ 1,093,170	$ 1,114,918	$ 701,915	$ 729,992

Commissioner Hollinshed said Finance Director Christi Wood provided the chart below.

	A	B	C	D
	FY 2021 Budget			
		GF Costs	UF Portion	
	Administration personnel and operations	$ 352,656	25%	$ 87,852
	Governing Body personnel and operations	51,146	25%	12,741
	Finance (non-processing) personnel and operations	242,100	25%	60,311
	Finance (processing) personnel and operations	164,575	76%	124,977
	Public Works UF maintenance - personnel costs	796,638	10%	79,664
	Public Works UF maintenance - operations costs	1,164,542	5%	58,227
	PSA & Engineering - personnel costs	261,605	62%	162,195
	PSA & Engineering - operations costs	21,610	62%	13,398
	PSA & Engineering - capital outlay costs	-	62%	-
	PSA & Engineering - debt service costs	-	62%	-
				$ 600,000

Manager Day said a time allocation study could be conducted by a third party vendor.
Commissioner Hagle asked what the cost would be to conduct this study.
Manager Day said approximately $5,000.

[MAYOR/COMMISSIONER COMMENTS]

Commissioner Hagle said the presentation was well thought-out and he appreciated the thorough approach. He said he hoped this overview was helpful for others as they begin the budget cycle.

Commissioner Harker said thank you to staff for compiling the information.

Commissioner Hollinshed said to remind fellow Board members about their prior discussions about the new Harbor Advisory Committee. She said it was time to start looking at evaluation templates for the Manager's Evaluation and getting the details for that process ironed out.

Commissioner Hagle said to drive safely over the weekend.

Mayor Newton said the Board was committed to not increasing taxes and could pass a resolution to that effect if needed.

Manager Day said the five-year plan indicated this was not necessary at this time. He said the Board previously agreed to keep the tax rate the same over the next five years and the five-year plan incorporated that formula.

[ADJOURN]

A motion was made by Commissioner Harker to adjourn the meeting.
Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANIMOUS (5-0)

The meeting adjourned at 4:08 p.m.

_____
Everette "Rett" Newton
Mayor

_____
Allen Coleman
Town Clerk

DRAFT

MINUTES
TOWN OF BEAUFORT
BOARD OF COMMISSIONERS
VIRTUAL WORK SESSION
MARCH 22, 2021
4:00 P.M.

Due to the State of North Carolina's Declaration of Emergency in response to the COVID-19 pandemic and per NCGS § 166A-19.24, the Town of Beaufort Board of Commissioners conducted a remote meeting using the Zoom application. Members of the Board of Commissioners participated in the meeting remotely.

The Town of Beaufort Board of Commissioners met remotely for a work session on Monday, March 22, 2021 at 4:00 p.m. with the following members present:

Mayor Everette Newton presiding
Mayor Pro Tempore Charles McDonald
Commissioner Ann Carter
Commissioner John Hagle
Commissioner Sharon Harker
Commissioner Marianna Hollinshed

Others Present: Town Manager John Day and Town Clerk and Assistant to the Town Manager Allen Coleman (All other staff members will be identified appropriately below)

Mayor Newton asked Town Clerk Allen Coleman to open the meeting to the public and provide public comment instructions.

Mayor Newton called the meeting to order at 4:01 p.m., welcomed everyone in attendance, and asked Town Clerk Allen Coleman to call the roll.
Roll Call ensued.

[AGENDA APPROVAL]
A motion was made by Commissioner Hagle to approve the agenda as presented.
Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

[PUBLIC COMMENTS]
NONE

[PROJECT UPDATES]
The Board received a presentation from the Town Engineer on current and/or active projects ongoing throughout the Town.

Greg Meshaw made the following PowerPoint presentation:

Slide #1

Project Updates

Town of Beaufort

March 22, 2021

Slide #2

Active Projects

12 Active Projects

- 1 Parks & Recreation
- 3 Street and Pedestrian Improvements
- 5 Utility
  - → 1 Water
  - → 2 Sewer
  - → 1 Water & Sewer
  - → 1 Water, Sewer, and Stormwater
- 1 Stormwater
- 2 Building

Slide #3

Active Projects

12 Active Projects → 13

- 1 Parks & Recreation
  - → 2 Makeovers
  - → 1 New
- 3 Street and Pedestrian Improvements
- 5 Utility
  - → 1 Water
  - → 2 Sewer → 3
  - → 1 Water & Sewer
  - → 1 Water, Sewer, and Stormwater
- 1 Stormwater → 2
- 2 Building → 1

Slide #4

Active Projects

(1 through 7)

- Cedar Street Park
- FY20 Street Rehabilitation & Construction
- Turner Street 100 Block Pedestrian Improvements
- Town Wide Sidewalks (Part 5-FY20 Street Rehabilitation & Construction)
- Cedar Street Water & Sewer Rehabilitation & Replacements
- Campen Road Waterline Extension/Upgrade
- USDA Funding Applications (Water, Sewer & Stormwater)

Slide #5

Active Projects

(8 through 13)

- Wastewater Asset Inventory Assessment
- High-Rate Infiltration System Permit Requisition
- **ECHS Sewer Pumping Issue Investigation** **NEW**
- Meeting Street Drainage Improvements
- **Charles Street Area Drainage Improvements/Maintenance** **NEW**
- ✓ Town Hall Reception Area Renovation **COMPLETE**
- Town Hall Entrance Improvements

Slide #6

Active Projects

(8 through 13)

- Wastewater Asset Inventory Assessment
- High-Rate Infiltration System Permit Requisition
- **ECHS Sewer Pumping Issue Investigation** **NEW**
- Meeting Street Drainage Improvements
- **Charles Street Area Drainage Improvements/Maintenance** **NEW**
- ✓ Town Hall Reception Area Renovation **COMPLETE**
- Town Hall Entrance Improvements

Slide #7

FY20 Street Rehabilitation and Construction

- ✓ Stanton Road
- ✓ Hedrick Street
- ✓ Mashburn Avenue
- ✓ Professional Park Drive
- ✓ Jefferson Street
- ✓ Eastern Avenue
- ✓ Ricks Avenue
- ✓ Sherwood Boulevard
- ✓ Live Oak Street 100 Block
- ✓ Gordon Street
- ✓ Laurel Lane
- ✓ Safrit Drive
- ✓ Craven Avenue
- ✓ Carteret Avenue
- ✓ Pollock Street
- ✓ Olivia Road
- ✓ Live Oak Street 300 Block
- ✓ Taylors Creek Road
- ✓ Campen Road

Final Inspection & Punch List

Slide #8

FY20 Street Rehabilitation and Construction

Concrete Work

- ✓ Replace **467 feet** of rolled curb
- ✓ Replace **82 feet** of curb & gutter Complete
- ✓ Replace **69 sq. yards** of sidewalk
- ✓ Replace **16 each** concrete curb ramps Complete

Pavement Markings

- ✓ **75 feet** of 4" wide white lines Complete
- ✓ **1,078 feet** of 4" wide yellow lines Complete
- • **387 feet** of 24" wide crosswalk lines 231 feet complete

Seal Coating

- • Marsh Street, Broad to Mulberry — Awaiting warmer temperatures

Slide #9

FY20 Street Rehabilitation and Construction

Orange Street

- • Utilities in place
  - – Water line tested & disinfected
  - – Gravity sewer tested
- • Road base in place
- • Pervious concrete in place
- • To do
  - – Switchover water services
  - – Place asphalt surface course

Slide #10

FY20 Street Rehabilitation and Construction

New Street Construction

✓ Howard Jr. Lane

- Souza Development Access Street
  - Paused
  - Stormwater Permitting

Unchanged

Slide #11

Turner Street 100 Block Street Improvements (West Side)

- Work Underway
  - Utilities Relocated
  - Retaining Wall Construction In Progress
- April 30th Milestone
  - Complete Front Street to FishTowne Brew House

Slide #12

Cedar Street Utility Rehabilitation & Replacements

- Work continues
  - Water @ 95 percent
  - Sewer @ 30 percent
- May 3rd Completion (Schedule)
  - ≈ 1 week behind

Slide #13

Active Projects

(8 through 13)

- Wastewater Asset Inventory Assessment
- High-Rate Infiltration System Permit Requisition
- **ECHS Sewer Pumping Issue Investigation**
- Meeting Street Drainage Improvements
- **Charles Street Area Drainage Improvements/Maintenance**
- ✓ Town Hall Reception Area Renovation
- Town Hall Entrance Improvements

Slide #14

Active Projects

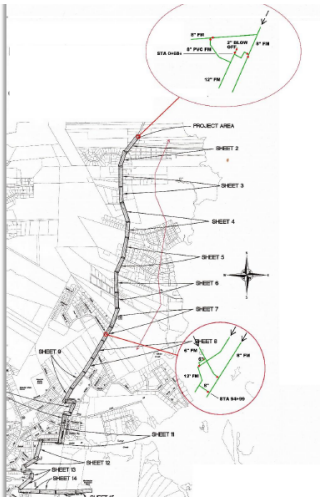
(8 through 13)

- Wastewater Asset Inventory Assessment
- High-Rate Infiltration System Permit Requisition
- **ECHS Sewer Pumping Issue Investigation**
- Meeting Street Drainage Improvements
- **Charles Street Area Drainage Improvements/Maintenance**
- ✓ Town Hall Reception Area Renovation
- Town Hall Entrance Improvements
- Wastewater Treatment Plant Odor Control System

Slide #15

ECHS SEWER PUMPING INVESTIGATION

- ECHS Pumps unable to discharge
- Multiple Month Issue
- School's efforts
  - "Pigging" of force main
  - Search for trapped air



1 Slide #16

ECHS SEWER PUMPING INVESTIGATION

Town's efforts

- Correlating 3 sets of historical drawings
- Searching for trapped air
- Checking & flushing Town air release valves
- Checking valves for open-closed status
- Looking for buried valves

VIDEO

2
3
4 Slide #17

Charles Street Area Drainage Improvements/Maintenance

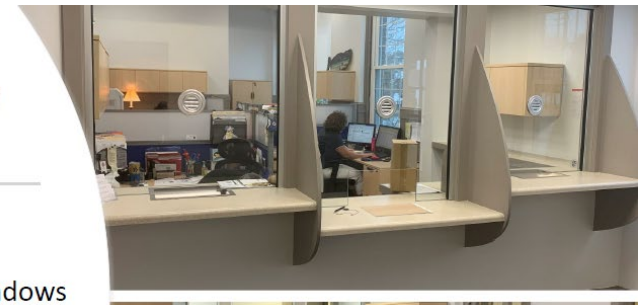
- Charles Street drainage issues
- Possible downstream pipe joint failures
- To do
  - Obtain temporary access agreements
  - Grading
  - Pipe flushing
  - Pipe joint repairs

5
6
7 Slide #18

Town Hall Reception Area Renovation

- Changed out transaction windows

⇒ Complete



8

Slide #19

Town Hall
Steps, ADA Ramp
& Sidewalks

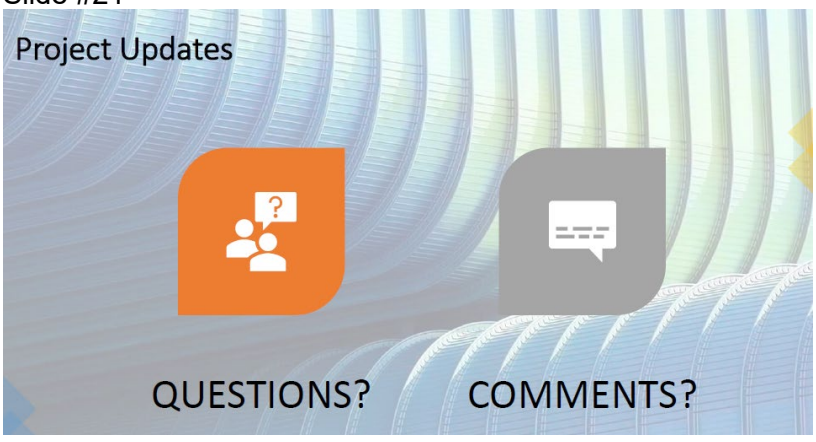
- Sidewalk
- Rails
  - Delayed
- Cleanup & Restoration

Slide #20

Wastewater Treatment Plant Odor Control Unit

Complete!

Slide #21



Commissioner Harker asked if staff was noticing any difference in the odor control now that this was in place.

Town Engineer Meshaw said he believed so. He said staff didn't leave it running the first week and there were a number of complaints from residents in Beau-Coast. He said now the equipment was running over the weekend and staff had received no other complaints to his knowledge.

Commissioner Harker asked if it was loud and noisy.

Greg Meshaw said no, it was very quiet.

Mayor Pro-Tempore McDonald asked how long the Wastewater Treatment Plant Odor Control project had been completed.

Greg Meshaw said approximately two to three weeks.

Commissioner Hagle said the report was comprehensive and he appreciated the run through. He asked if the air release valves were on a regular maintenance or inspection schedule.

Greg Meshaw said yes, staff would be popping the top on the manholes and inspecting them regularly. He said the valves do exhaust a little wastewater into the manholes and that was normal.

Commissioner Hagle said a maintenance program was needed.

Greg Meshaw said he agreed as they were notorious for having issues.

[ITEMS FOR DISCUSSION AND CONSIDERATION]

1. USDA Financing Package – Formal Offer and Acceptance

The Board discussed the formal offer and conditions from USDA Rural Development Office for an infrastructure financing package totaling $23,579,000.

John Day, Town Manager, presented the following information:

BACKGROUND:

On March 1, 2020, the Board of Commissioners voted unanimously to accept a preliminary offer from USDA/Rural Development of an infrastructure financing package totaling $23,579,000.

The package is broken down as follows:

Project	Type Loans	Grants	Total
Sewer	$ 7,036,000	$ 5,005,000	$ 12,041,000
Water	$ 8,031,000	$ -	$ 8,031,000
Storm Water	$ 3,007,000	$ 500,000	$ 3,507,000
Total	$ 18,074,000	$ 5,505,000	$ 23,579,000

The formal "offer and conditions" letter (attached) from USDA/Rural Development has been received and a vote of acceptance is required to move forward.

Commissioner Carter said in reading through the materials it stated the government may come back at a later date and suggested the Town could proceed with a different lender if they could get comparable rates. She asked if this has ever happened.

Manager Day said no, not that was aware of because no one offers comparable rates.

Commissioner Carter asked what government this document was referring to and if it was County or State.

Manager Day said it was likely boilerplate language that was included.

Commissioner Harker said the different programs presented a lot of contingencies. She asked if the construction monitoring would be done by staff or the contractor performing the work.

Manager Day said this would be done by a third party and Greg Meshaw may could speak more about this process when the next agenda item was presented.

Commissioner Harker said it appears the Town would have to go through the loans first before receiving the grants in the two areas the Town was eligible for grant funding. She asked if that was the standard procedure.

Manager Day said yes.

Commissioner Harker said the budget should be outlined to reflect when the loan funds are being depleted so the Board would be aware when the grant funding would start.

Manager Day said there was considerable reporting to the USDA and the Board would be apprised of the progress of each project.

Commissioner Harker asked if all of the numbers within the formal offer documents had been checked and the language appears consistent.

Manager Day said the documents were prepared by the consultants.

Commissioner Harker asked if the funding would be applied after the project was completed.

Manager Day said that was correct. He said this was a standard procedure from USDA and it was customary of the project to be completed prior to USDA awarding any funds. He said the wording name was “USDA interim loans” and this process was very common.

Commissioner Harker said under the water collection system there was a short-lived asset reserves in the amount of $92,491. She asked if there was requirement to show that specific amount in the reserves.

Manager Day said it was required to be aside 10 percent of the loan payments each year and it was for a five-year period. He said the Town would setup something similar to an escrow account.

Commissioner Harker asked if the loan would be affected if the Board chose to change the fee schedule, either by an increase or a decrease.

Manager Day said he didn’t expect this to have a major impact on the water loan, however one of the qualifications of the program was because of the current sewer rate. He said if the sewer rate was to change substantially then the Town would no longer qualify for the grant and there would not be adequate funds to pay the existing bills.

Mayor Pro-Tempore McDonald asked if there could be more specificity given on the geographic areas the USDA funding and corresponding projects would be applied to.

Manager Day said Town Engineer Greg Meshaw presented a number of slides at the Retreat which outlined theses areas and there not been any changes since then. He said the engineering contracts were the next item on the agenda and the areas would be identified in those documents.

Commissioner Hollinshed said she was primarily interested in the start-up money the Town would need to put forward and wanted to ensure these funds would be reimbursed.

Commissioner Hagle asked how long the front money period would last.

Manager Day asked for clarification on whether Commissioner Hagle’s question was directed to the amount for construction or design.

Commissioner Hagle said he was referring to the anticipation loan.

Manager Day said this was not anticipated until 2023.

Mayor Pro-Tempore McDonald asked if the current changes at the federal government level, related to infrastructure, would have an impact on the Town recuperating some of it’s money towards any of our current projects similar to this proposal.

Manager Day said he didn’t think their would be any impact, but the discussion the Board had at the retreat may allow for some of those funds to be applied to other projects like

the water treatment plant. He said staff had been in touch with consulting engineers about beginning that effort. He said street resurfacing may be another option from the funds with the federal government.

A motion was made by Commissioner Hagle to approve the resolution accepting the conditions in the Letters of Conditions from USDA, Rural Development.

Mayor Newton called each Commissioner by name (roll call).

Roll call ensued.

VOTE: UNANMIOUS (5-0)

Resolution of the Town of Beaufort
Accepting the Conditions in the
Letters of Conditions From USDA, Rural Development

BE IT RESOLVED

That the **Town of Beaufort** accepts the conditions set forth in a Letter of Conditions for Wastewater Collection, Storm Drainage, and Water Distribution Projects, and RUS BULLETIN 1780-27, Loan Resolution (Public Body)

That the Mayor and Town Clerk be authorized to execute all forms necessary to obtain a loan and grant from USDA, Rural Development, including, but not limited to the following forms:

Form RD 1942-46	Letter of Intent to Meet Conditions
RUS Bulletin 1780-27	Loan Resolution (Public Body)
RUS Bulletin 1780-12	Water or Waste System Grant Agreement
Form RD 1940-1	Request for Obligation of Funds

That if the interest rate charged by Rural Development should change between this date and the date of actual approval, the Mayor and Town Clerk be authorized to execute new forms reflecting the current interest rate and revised payments as required by Rural Development.

That the Board of Commissioners elects to have the interest charged by Rural Development to be the lower of the rate in effect at either the time of loan approval or loan closing.

This resolution also covers the adoption of the Mitigation Measures that were included in the Letters of Conditions. The Mitigation Measures will be in effect for the project area.

This resolution is to become a part of the official minutes of the Board meeting held on **March 22, 2021**.

MOTION MADE BY: Hagle

SECONDED BY : n/a

TO ADOPT THE RESOLUTION.

MOTION PASSED 5 to 0.

By: _____
Everette S. "Rhett" Newton, Mayor

Attest: _____
Allen Coleman, Town Clerk

SEAL OF TOWN OF BEAUFORT • NORTH CAROLINA
TOWN OF BEAUFORT
17 22
North Carolina
INC. 1722

2. USDA Funded Utilities Project – Engineering Consultant Contracts and Budget Amendment

The Board considered voting to approve three (3) Engineering Service Agreements related to the Water, Sewer, and Stormwater Utility Improvements Projects funded by the USDA, and authorize the Town Manger to execute the Agreements. In addition, the Board considered approving a Budget Amendment transferring funds necessary to underwrite consulting engineer services from capital reserves to project accounts established by the budget amendment.

Greg Meshaw, Town Engineer, presented the following information:

BACKGROUND:

The Town of Beaufort has received word from the North Carolina State Rural Development Office of the United States Department of Agriculture (USDA) that it will provide funding for the Town's proposed water, sewer and storm water improvements projects. USDA representatives have also requested that fully executed Engineering Service Agreements (ESAs) for the three projects be submitted for their concurrence after the funds have been formally obligated by their agency. Accordingly, Town staff asks the Board of Commissioners to consider authorizing the Town Manager to execute the three ESAs. To that end, a copy of each agreement is attached for review.

Each ESA was prepared utilizing the template documents approved by USDA for use with projects the agency funds. The resulting documents were then reviewed by the USDA State Engineer. The documents were, thereafter, refined to incorporate revisions intended to address the Engineer's review comments. They are now attached for Board review.

Town staff also recommends that the Board authorize the appropriation of the internal funds necessary to underwrite the cost of consulting engineering services for the three improvements projects in conjunction with an approval of the ESAs.

Commissioner Carter asked if the funds associated would be reimbursed once the Town received the loan or the grant.

Greg Meshaw said yes.

Commissioner Hagle said there were essentially two parts, one being the basic expenditure portion for design and another for a resident project observer that would be performed by Rivers and Associates.

Greg Meshaw said this was for full-time on-site inspections. He said the resident observer was basically the eyes and ears of the engineer who designed the project so that at the end of the project the design engineer can certify to the State of North Carolina the work associated with the project was done in accordance with the plans and specifications.

Commissioner Hagle asked if those funds represented the $985,000.

Greg Meshaw said yes.

Commissioner Carter asked if the Town would be required to provide housing to this individual.

Greg Meshaw said that was some of the cost but primarily it was for travel.

A motion was made by Commissioner Hagle to:

a. Approve the engineering services agreements for the USDA-funded water, sewer, and storm water improvement projects,
b. Authorize the Town Manager to execute the agreements and;

c. Approve the budget amendment transferring the funds necessary to underwrite the consulting engineer services from capital reserves to project accounts established by the budge amendment.

Mayor Newton reminded the Board the motion was for multiple parts.
Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

3. Request to Rezone 1001 Cedar Street from R-8 to CS-MU – Case No. 21-02

The Board considered voting to approve a request to rezone 1001 Cedar Street from R-8 Residential to CS-MU Cedar Street Mixed Use District.

Kate Allen, Town Planner, presented the following information:

BACKGROUND:

The Board of Commissioners conducted a public hearing at the March 8th Regular Meeting. Public comments were accepted for 24-hours following the hearing; there were none.

Property owner, Bradley Cummins, is requesting to rezone 1001 Cedar Street from R-8 Residential to CS-MU Cedar Street Mixed Use District.

The Planning Board reviewed the request at the February 15, 2021 meeting and found the request consistent with the CAMA Future Land Use Map. 5/5 members in attendance unanimously recommended approval of the request.

Commissioner Carter asked if there were any objections to the rezoning request.
Kate Allen said there was no feedback received after the public hearing.
Commissioner Hagle said the expansion on Cedar Street mixed use into the next block, which is primarily residential, if from a planning standpoint that was permissible.
Kate Allen said Kyle Garner and her thought the rezoning was reasonable considering the growth patterns for this area. She said the area in question served as a nice buffer between residential and commercial use.

A motion was made by Commissioner Hollinshed to approve the request to rezone 1001 Cedar Street from R-8 to CS-MU; Cedar Street Mixed Use.

Commissioner Hollinshed read the following consistency statement and ordinance amendment:

BEAUFORT BOARD OF COMMISSIONERS
AN ORDINANCE TO REZONE 1001 CEDAR STREET FROM R-8 to CS-MU
ORDINANCE NO. 21-05

Applicant:	Bradley Cummins
Location:	1001 Cedar Street
Parcel ID:	730618404112000
Lot Size:	0.24 acres
Existing District:	R-8 Residential District
Meeting Date:	March 8, 2021
Requested District:	CS-MU Cedar Street Mixed Use District

WHEREAS, the Applicant has submitted a request to rezone the above referenced property to CS-MU; and

WHEREAS, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on February 15, 2021, at which time the Planning Board recommended approval of the request; and

WHERAS, the Beaufort Board of Commissioners conducted a public hearing on March 8, 2021 at which time the applicant and/or applicant's representative was given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and

WHEREAS, at the March 22, 2021 meeting the Town Board of Commissioners has made the following findings and conclusions:

1. The request is consistent with surrounding land use patterns and zoning in the area.
2. The proposed zoning of CS-MU is consistent with the spirit and intent of the ordinance and the CAMA Core Land Use Plan - Future Land Use Map.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to rezone 1001 Cedar Street to CS-MU Cedar Street Mixed Use District is approved and the Town's Zoning Map is amended accordingly.

Enacted on motion of Commissioner Hollinshed and carried on a vote of 5 in favor and 0 against.

This, the 22nd day of March, 2021

TOWN OF BEAUFORT

Everette (Rett) Newton, Mayor

Allen Coleman, Town Clerk

SEAL OF TOWN OF BEAUFORT • NORTH CAROLINA
TOWN OF BEAUFORT
17 22
North Carolina
INC. 1722

1

Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

4. Request to Rezone 502 Cedar Street from TR to CS-MU; Case No. 21-03

The Board considered a rezoning request to add continuity to the 500 block of Cedar Street regarding the zoning of Mixed Use.

Kyle Garner, Director of Planning and Inspections, presented the following information:

BACKGROUND:

At the March 8th Commissioners a public hearing was conducted via zoom, however a decision was not made due to the requirement to wait 24 hours for written comments. The request is that the Commissioners make a decision to approve or deny the request and provide a consistency statement.

At the January 19th meeting the Planning Board requested that staff submit a rezoning request for this parcel to add continuity to the 500 block of Cedar Street regarding the zoning of Mixed Use. Per the Boards request staff is submitting 502 Cedar Street for rezoning from TR to CSMU.

At their February 15, 2021 meeting the Planning Board recommended unanimously to rezone 502 Cedar Street from TR to CS-MU.

Director Garner said to follow-up on Commissioner Hagle's question on the last item, he would echo agreed with Kate Allen that the pattern is fine. He said it will be interesting to see if it stays consistent in the CAMA Land Use Plan that was currently be updated.

A motion was made by Commissioner Hagle to approve the request to rezone 502 Cedar Street from TR to CS-MU.

Commissioner Hagle read the following consistency statement and ordinance amendment:

BEAUFORT BOARD OF COMMISSIONERS
AN ORDINANCE TO REZONE ~~508 & 510~~ Cedar Street FROM TR to CS-MU
ORDINANCE NO. 21-06

(A: 502

Applicant:	Town of Beaufort Staff
Location:	502 Cedar Street
Parcel ID:	730618215164000
Lot Size:	15,143 Sq. ft. Total (based on GIS data)
Existing District:	TR (Transitional)
Meeting Date:	March 8, 2021
Requested District:	CS-MU – Cedar Street – Mixed Use

WHEREAS, the Town of Beaufort Planning Staff has submitted a request to rezone the above referenced property to CS-MU; and

WHEREAS, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on February 15, 2021, at which time the Planning Board recommended approval of the request; and

WHERAS, the Beaufort Board of Commissioners conducted a public hearing on March 8, 2021 at which time the applicant and/or applicant's representative was given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and

WHEREAS, the Town Board of Commissioners has made the following findings and conclusions:

1. The request is consistent with surrounding land use patterns and zoning in the area.
2. The proposed zoning of CS-MU is consistent with the spirit and intent of the ordinance and the CAMA Core Land Use Plan.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to rezone 502 Cedar Street to CS-MU is approved and the Town's Zoning Map is amended accordingly.

Enacted on motion of Commissioner Hagle and carried on a vote of 5 in favor and 0 against.

This, the th day of March 2021

TOWN OF BEAUFORT

Everette (Rett) Newton, Mayor

Allen Coleman, Town Clerk

SEAL OF TOWN OF BEAUFORT · NORTH CAROLINA · TOWN OF BEAUFORT · 17 22 · North Carolina · INC. 1722

Attachment - F

1

Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

5. Request to Rezone 823 West Beaufort Road from R-8 to B-1; Case No. 21-04

The Board considered a request to rezone 823 West Beaufort Road from R-8 residential to B-1 General Business District.

Kate Allen, Town Planner, presented the following information:

BACKGROUND:

The Board of Commissioners conducted a public hearing at the March 8th Regular Meeting. Public comments were accepted for 24-hours following the hearing; there were none.

Janine Facciola is requesting to rezone 823 West Beaufort Road from R-8 Residential to B-1 General Business District.

The Planning Board reviewed the request at the February 15, 2021 meeting and found the request consistent with the CAMA Future Land Use Map. 5/5 members present unanimously recommended approval of the request.

A motion was made by Commissioner Hollinshed to approve the rezoning request of 823 West Beaufort Road from R-8 residential to B-1 General Business District.

Commissioner Hollinshed read the following consistency statement and ordinance amendment:

BEAUFORT BOARD OF COMMISSIONERS
AN ORDINANCE TO REZONE 823 WEST BEAUFORT ROAD FROM R-8 to B-1
ORDINANCE NO. 21-07

Applicant:	Janine Facciola
Location:	823 West Beaufort Road
Parcel ID:	730615634587000
Lot Size:	0.474 acres
Existing District:	R-8 Residential District
Meeting Date:	March 8, 2021
Requested District:	B-1 General Business District

WHEREAS, the Applicant has submitted a request to rezone the above referenced property to B-1; and

WHEREAS, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on February 15, 2021, at which time the Planning Board recommended approval of the request; and

WHERAS, the Beaufort Board of Commissioners conducted a public hearing on March 8, 2021 at which time the applicant and/or applicant's representative was given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and

WHEREAS, at the March 22, 2021 meeting the Town Board of Commissioners has made the following findings and conclusions:

1. The request is consistent with surrounding land use patterns and zoning in the area.
2. The proposed zoning of B-1 is consistent with the spirit and intent of the ordinance and the CAMA Core Land Use Plan - Future Land Use Map.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to rezone 823 West Beaufort Road to B-1 General Business District is approved and the Town's Zoning Map is amended accordingly.

Enacted on motion of Commissioner Hollinshed and carried on a vote of 5 in favor and 0 against.

This, the 22nd day of March, 2021

TOWN OF BEAUFORT

Everette (Rett) Newton, Mayor

Allen Coleman, Town Clerk

SEAL OF TOWN OF BEAUFORT • NORTH CAROLINA
TOWN OF BEAUFORT
17 22
North Carolina
INC. 1722

1

Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

6. Text Amendment modifying the Land Development Ordinance Section 20: Special Use Permits; Case No. 21-05

The Board discussed and considered a staff initiated text amendment modification proposal to replace the term "public hearing" with "quasi-judicial proceeding" in order to eliminate confusion between the legislative and quasi-judicial processes.

Kate Allen, Town Planner, presented the following information:

BACKGROUND:

Section 20: Special Use Permits, of the Land Development Ordinance, currently uses the language "public hearing." Staff is requesting the term "public hearing" be changed to "quasi-judicial proceeding" in order to eliminate confusion between the legislative and quasi-judicial processes. Staff has consulted with the Town Attorney to ensure the request is consistent with the North Carolina General Statutes.

Commissioner Harker asked for additional clarification on what exactly was confusing.

Kate Allen said the current ordinance was written with the term public hearing leading staff to believe the 24-hour period comment period was applicable to special use permit applications.

Commissioner Harker said not only does this change the term but also the process.

Kate Allen said that was correct. She said with a quasi-judicial proceeding the Board could render a decision at the same time and would not have to wait a 24-hour comment period.

Commissioner Harker asked if the public would have the opportunity to comment at any point during this process.

Kate Allen said during a quasi-judicial proceeding only individuals with standing are eligible to comment and must be subscribed an oath prior to giving testimony. She said on text amendments any member of the public could comment but with special use permits only individuals with standing would be eligible to comment.

Commissioner Hollinshed said replacing the language will clean things up a bit and create less confusion in the future.

Commissioner Hagle said this process change will make things a lot easier and stream decisions.

A motion was made by Commissioner Hagle to schedule a public hearing for April 12, 2021, the next Board of Commissioners regular meeting, and consider the text amendment modification at that time.

Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

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

The Board considered the applicant-initiated request to modify several standards in the PUD Booklet Dated February 22, 2021 for Beau-Coast Subdivision.

Kyle Garner, Director of Planning and Inspections, presented the following information:

BACKGROUND:
The applicant wishes to modify the following standards in the PUD Booklet Dated February 22, 2021 for Beau Coast Subdivision:

- Convert a section of eight (8) 22' wide townhome lots (existing lots 119-126) to four (4) single family lots (50' wide): Net loss of four (4) dwelling units; (See Attachment – A – Vicinity Map for location of lots.)
- Convert two (2) 20 foot wide townhome lots (lots 177 & 178) to one (1) 40' wide single family lot: Net loss of one (1) dwelling unit; o Total net loss of 5 dwelling units. (See Attachment – A – Vicinity Map for location of lots.)
- Add permeable pavement specifications to the PUD document for alleys, on-street parking areas, and sidewalks as an option for use in the PUD;
- Add note regarding lot configuration options

At their March 15, 2021 meeting, the Planning Board unanimously recommended to Modify the PUD for Beau Coast Subdivision with the above four revisions.

Director Garner said the Town Clerk had proposed a change in process for the public hearing items. He said instead of the Board receiving these items multiple times, the Board could vote on the proposal after the public hearing and place a contingency pending any written public comments. He said if written comments were received the Board would default to hearing those comments at the next work session.

Mayor Newton asked if this change had been vetted through the Town's Attorney.

Director Garner said yes.

A motion was made by Commissioner Hagle to schedule a public hearing for April 12, 2021, the next Board of Commissioners regular meeting, and consider the modification request at that time.

Mayor Newton called each Commissioner by name (roll call).

Roll call ensued.

VOTE: UNANMIOUS (5-0)

8. Final Plat – Beau Coast Phase V
The Board discussed an applicant-initiated request to subdivide a 15.31-acre tract into 86 lots (49 Single Family Residential Lots and 37 Townhome Lots).

Kyle Garner, Director of Planning and Inspections, presented the following information:

BACKGROUND:
The applicant wishes to subdivide a 15.31 acre tract into 86 lots (49 Single-Family Residential Lots & 37 Townhome Lots). In addition to Planning Staff, the Town Engineer and applicants Engineer will also be available to answer questions regarding the proposed infrastructure.

At their March 15, 2021, meeting, the Planning Board recommended unanimously to approve the Final Plat.

A motion was made by Commissioner Carter to consider this request at the April 12, 2021 Board of Commissioners Regular Meeting and place this item under discussion.
Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

9. Preliminary Plat – Beaufort East Village Phase 1 – Case No. 21-08

The Board discussed an applicant-initiated request to subdivide a 41.79-acre tract into 108 lots (60 Single-Family Residential Lots and 48 Townhome Lots).

Kyle Garner, Director of Planning and Inspections, presented the following information:

BACKGROUND:

The applicant wishes to subdivide a 41.79 Acre Tract into 108 Lots (60 Single-Family & 48 Townhouses). In addition to Planning Staff, the Town Engineer and applicants Engineer will also be available to answer questions regarding the proposed infrastructure.

At their March 15, 2021 meeting, the Planning Board recommended unanimously to approve the Preliminary Plat.

A motion was made by Commissioner Carter to consider this request at the April 12, 2021 Board of Commissioners Regular Meeting and place this item under discussion.
Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

10. Rotary Beaufort Historic Road Race

The Board considered an event application submitted by the Beaufort Ole Towne Rotary for the Historic Beaufort Road Race.

Rachel Johnson, Parks and Events Coordinator and Public Information Officer, presented the following information:

BACKGROUND:

Event organizers for the Historic Beaufort Road Race run by the Beaufort Ole Towne Rotary have submitted an event application to host the annual event on Saturday, June 12 2021. This is a change for the event that has traditionally been held in late July.

In addition to their event application, attached is the organizations' COVID-19 safety procedures.

The event requests the closure of the West parking lot. Staff has reviewed the application and raises the concern of a potential conflict if the closure of the West Parking Lot is approved. June 12 is the Big Rock fishing tournament's KWLA fishing tournament for lady anglers as such the parking area is often filled with participants at an early hour.

Organizers have also requested assistance with the fees associated with the event as outlined below.
* June 12, 2021

* Set-up 6 a.m. - Finished by 10 a.m.
* Request traditional 10K route
* Request Turner Street be closed from Middle Lane to Front Street from 6 -10 a.m.
* Request Front Street be closed from Orange to Queen Streets during race
* Request closure of the West Parking lot to reopen by 10 a.m.
* Request paid parking be suspended until 10:30 a.m.
* Event will provide volunteers to help supplement public safety personnel at intersections along Front Street
* Request assistance with fees. Traditionally they have received an event grant from the Town. This funding is unavailable for the 2021 event season due to the lack of a parking season in 2020. Fees incurred will come from closure of the West Parking lot during Paid Parking season, police/fire personnel to close streets and safety and trash/recycling services. The estimated total based on past years is around $450 without parking lot closure fees.

Rachel Johnson said the application request inadvertently said the west parking lot, but it was John Newton Park. She said this would clarify any confusion around parking.

Commissioner Harker said the COVID-19 safety procedures included in the event application were presented well.

A motion was made by Commissioner Hagle to approve the event application request submitted by the Beaufort Ole Towne Rotary for the Historic Beaufort Road Race on Saturday, June 12, 2021.

Mayor Newton called each Commissioner by name (roll call).

Roll call ensued.

VOTE: UNANMIOUS (5-0)

11. Residential Solid Waste Fee Increase

The Board discussed a 27-cents per month increase in the Residential Solid Waste Fee; (from $19.17 to $19.44).

Christi Wood, Finance Director, presented the following information:

BACKGROUND:

Per our residential service agreement with Waste Industries (now GFL), the monthly fee shall be adjusted on an annual basis to reflect the annual adjustment based on the Consumer Price Index for All Urban Consumers (CPI-U): South Region, as published by the US Department of Labor. Effective April 1, 2021, the rates will be increased by 1.4% for residential services. The notice from GFL is attached.

The term of the contract for Residential Service with GFI is 7 years: March 2017-February 2024. It can be extended for an additional 5 years. This contract was executed in November, 2016.

The term for the contract for WBD Service with GFI is also 7 years: July 2017 – June 2024. It can be extended for an additional 5 years. This contract was executed July, 2017.

A motion was made by Commissioner Hagle to include this item under consent for the April 12, 2021 Board of Commissioners Regular Meeting.

Mayor Newton called each Commissioner by name (roll call).

Roll call ensued.

VOTE: UNANMIOUS (5-0)

12. FY 2021 Budget Amendment No. 8

The Board considered a budget, grant, and capital project ordinance amendment for fiscal year 2020-21, which appropriates $6,500 of General Fund balance to purchase a new HVAC unit for the Public Works Wood Shop.

Christi Wood, Finance Director, presented the following information:

BACKGROUND:

This amendment requests a Fund Balance appropriation for a new HVAC unit for the Public Works Wood Shop. The current unit is 22 years old and has stopped working due to a rusted accumulator. A repair has been quoted for $2,000 but will still leave a 22-year-old unit. The cost for a new unit is $6,500.

Commissioner Carter asked if an investigation had been conducted because the cost seemed high.

Director Wood said the Town was required to have three quotes and all of the quotes were around the same price point.

A motion was made by Commissioner Harker to include this item under consent for the April 12, 2021 Board of Commissioners Regular Meeting.

Mayor Newton called each Commissioner by name (roll call).

Roll call ensued.

VOTE: UNANMIOUS (5-0)

13. February 2021 Financial Report-Notes

The Board received the Town's February 2021 Financial Report and Notes.

Christi Wood, Finance Director, presented the following information:

BACKGROUND:

Tax collections for January and February are listed below

January		
Tax Year	Balance Remaining	Collection Rate to Date
2014	$2,400	99.91%
2015	$7,614	99.70%
2016	$18,519	99.30%
2017	$21,944	99.25%
2018	$29,954	99.08%
2019	$65,549	98.29%
2020	$194,294	95.94%
February		

Tax Year	Balance Remaining	Collection Rate to Date
2014	$2,400	99.91%
2015	$7,267	99.72%
2016	$16,674	99.37%
2017	$21,834	99.26%
2018	$28,834	99.12%
2019	$60,221	98.43%
2020	$150,799	96.85%

- Sales and Use tax distribution for March is $177,189 (December sales)

Commissioner Carter asked if every employee was covered under Worker's Compensation because some departments showed an account and others did not.

Director Wood said some departments are lumped together.

Commissioner Hagle said the income from property tax and sales tax was coming in over projection. He asked if this was a trend and what the forecasted amounts were through the end of the fiscal year.

Director Wood said the actuals were coming in a little higher than projection. She said the property tax collections had likely reached a peak for this fiscal year and the Board would start to see a steady decline until the end of the fiscal year.

Commissioner Hagle asked how much of a decrease could be expected.

Director Wood said she could run a few reports and analysis and send those projections out to the Board for their review.

Commissioner Hagle said that would be helpful and if a projection for sales tax could be included as well.

Manager Day said the Board had talked about Sales Tax Revenue and the potential for it to diminish as the year continued but that declined hasn't happened yet.

14. Beaufort Harbor and Waterways Master Plan Advisory Committee

The Board discussed the charge and composition for the proposed Beaufort Harbor and Waterways Master Plan Advisory Committee.

John Day, Town Manager, presented the following information:

BACKGROUND:

As discussed at the February 2020 Town Board retreat, a comprehensive harbor and waterways master plan is needed to address water quality, harbor management, the expiration of the current Beaufort Docks and National Park Service leases in 2024, the possible development of a mooring field, and how such items impact the timing of the replacement of the Front Street bulkhead and boardwalk.

At this year's Town Board retreat it was decided that an advisory committee should be appointed to assist in the effort. This committee will engage the public and work with the town's staff and consultant to advise the Board of Commissioners during the formation of a Beaufort Harbor & Waterways Master Plan.

The Board also discussed preparation of an updated application for appointments to boards

and committees, including a question related to applicants' "connection" to Beaufort. There was consensus that there should not be a residency requirement for all appointees to this committee, and that there should be full disclosure of any potential financial implications for members.

A draft description of the committee background, charge, and composition is attached. Also, a draft application for boards and commissions will be introduced at the meeting.

Commissioner Carter said the Board had originally requested that the new committee be comprised of six members and each member of the Board would be eligible to appoint one individual. She said she objected to the current proposal which allowed the Mayor to select two individuals.

Commissioner Carter said water quality was listed as the primary element of this committee and this was not a concept a small group would be able to deal with.

Commissioner Harker said the Board had originally agreed to having a smaller group and was not opposed to having individual appointments. She said the understanding was applications would be received similar to any other appointment vacancy and the Board would work through those together to ensure good representation was on the committee. She asked if the committee members would serve a number of terms before having to be re-appointed or rolling off.

Manager Day said this decision was up to the Board but it may be beneficial to have the committee members serve for the duration of the project but the consultant may need to weigh in on this as well. He said the Board had discussed having five, six, and even seven members on this committee and this was a decision for the Board.

Mayor Pro-Tempore McDonald said he didn't have an issue with the number of positions on this committee but expected the individuals that were appointed to be just, fair, and work for the betterment of the Town of Beaufort.

Commissioner Hollinshed said based on her recollection the Board had discussed having five members, each appointed by a Commissioner, and a sixth member being appointed by the Mayor. She said if the Board wanted seven positions then that position could be an at-large and nominated by the entire Board.

Commissioner Hollinshed said that the money was in hand to hire Moffat and Nichols.

Mayor Newton asked if the Board wanted to bring Moffit and Nichols on board first before a definition was placed on the new advisory committee.

Commissioner Hollinshed said the stakeholder group and the consultant need to sit down at the same time together, equally.

Commissioner Hagle said appointments should be handled the same way the Town advertises and recruits for other positions. He said the Board should appoint all six positions or however many positions is designated.

Commissioner Carter said the Board would select the members from the applicant pool but in this case a certain applicant was preferred.

Commissioner Hagle said individuals throughout the community could be encouraged to apply but the process needed to stay the same.

Commissioner Harker said the emphasis would be on the new application and how the questions would be worded.

Commissioner Carter said the consultant really needed to get their feet wet before the committee was appointed.

Commissioner Hagle said consultant was very skilled in this type of work and should come at the same time as the committee members so everyone was starting from the same point.

Commissioner Carter said their were concerns about the consultant starting first and making decisions before the Committee was appointed.

Commissioner Hollinshed said that wasn't the intention and decisions would not be made before the committee was seated. She said bringing the consultants on board first would allow them time to prepare for the committee meetings.

Commissioner Carter said as long as the consultants are advisory and not making decisions then she supported bringing them on now.

Mayor Newton asked if it was possible to bring the consultants on and have them at the April 12, 2021 BOC regular meeting.

Manager Day said the Board did not need to approve a contract with Moffat and Nichols as this would be done in-house. He said the consultants were aware of this project and were on hold pending the Boards decision on timing. He said staff would begin the contractual process and routing through the attorney.

Manager Day said the Board had tossed around the idea of having six positions and possibly the Mayor being able to bring forward a name for appointment to the new committee. He said the Board also discussed having the option for applicants to follow the regular appointment process and clarification needed to be given.

Commissioner Hagle said the applicants should follow the normal appointment process.

Commissioner Carter said that was fine but any of the Commissioners could appoint someone as long as the individual was willing to serve.

Commissioner Hagle said the individual must apply and have an application on file.

Commissioner Hollinshed said it was up to the Commissioners to encourage qualified applicants to apply.

Commissioner Harker asked if the seventh member could be a tie-breaker appointment.

Commissioner Hollinshed said once the applications come in the Commissioners could chose to appoint additional members if a large pool of qualified applicants presented themselves.

Town Clerk Allen Coleman presented the Board of Commissioners with the new Volunteer Boards and Commissions application.

15. Manager and Board Evaluation Proposal

The Board reviewed and discussed the Town of Beaufort's Manager and Board Evaluation process proposal as recommended by the School of Government (SOG) at The University of North Carolina at Chapel Hill and provided direction to staff on next steps.

Commissioner Harker presented the following information:

BACKGROUND:

Donna Warner and Peg Carlson of the UNC School of Government worked with Commissioner Harker, Mayor Newton, and the Town Manager to develop a process for manager and board evaluation.

Donna Warner made a presentation at the December, 2020 Work Session explaining the proposed evaluation process. The presentation, proposal, and list of evaluation principles is attached.

Commissioner Carter said she completely disagreed with the proposal as it was presented. She said after attending the training at the School of Government the evaluation templates that were presented were very similar to those the Board has used in the past and

recommended the Board consider one of those as an option. She said the Manager evaluation templates from the City of Lexington as well as the Durham County Manager would be a good starting point. She said the school of government said each governing Board should think of themselves as a unit and not as individuals.

Commissioner Hagle said the form was important, but the process was key. He said evaluation discussions should be open and honest and anytime a group was evaluating one individual it could be challenging. He said the form would guide the discussion and help ensure transparency, solid expectations, and good results.

Mayor Pro-Tempore McDonald said the Board should operate as a group and share information, discuss items, and consider moving forward together. He said the course he attended did not reveal to him any difference procedures or processes than the Board was currently using and asked for clarification on what the intended outcome was from this discussion.

Commissioner Harker said the request was twofold. She said originally recommendation was for the Board to approve an evaluation process which would include an opportunity for the manager to provide a self-evaluation prior to the Board's input and this would be a change from the current setup. She said the second change was to consider the form that was used and allow the Manager an opportunity to provide feedback on the Board's performance.

Commissioner Harker said the City of Lexington's proposal may be an item for consideration but that information needed to be circulated to the entire Board. She said the process and timeline also needed to be determined and whether the Board would like for the evaluation and any type of merit raises to coincide with the fiscal year.

Commissioner Harker said the proposal still allowed for the Board to complete the evaluations individually and during a closed session discuss the individual reviews and compile those for a completed Manager evaluation from the Board as a group.

Commissioner Carter said the training revealed that merit raises and evaluations should not be tied together.

Commissioner Harker said it was unusual that the course did not say the two items could be completed at the same time because that differed from the conversations and training she and the Mayor had received from Peg Carlson and Donna Warner.

Mayor Pro-Tempore McDonald said he was from the old school and if the manager was not performing up to the appropriate standards then it should be discussed by the Board. He said communication was key and if the manager was not performing at the appropriate standards then their should be communication of specific examples throughout the year instead of waiting until the evaluation process. He said it would be helpful if the evaluation could include a spot for the Manager and the Board to set expectations on what each of them expected from each over in three years, five years, etc.

Commissioner Harker said that was the purpose of the form and it was critical to set expectations from the very beginning.

Mayor Pro-Tempore McDonald said out of the six members, including the Mayor, he was not aware of any conversation with the Town Manager where expectations were set and a thorough conversation around the Manager's job description was conducted. He said the Manager should have the opportunity to say whether he or she can perform certain elements of the job duties and what tools he or she may need to meet the expectations of the Board.

Commissioner Harker said Manager Day may want to elaborate on some of the points that had been raised so far.

Manager Day said the proposal did include a new form and the format was a little different but the process being recommended would include time for individual Commissioner reflection and then an opportunity for the Board to discuss their thoughts and comments as a group. He said the final rating would be done as an entire group at the facilitated evaluation session which was different than the current process.

Manager Day said the Board would need to reach a consensus or conclusion rather than just simply submitting their responses on a form.

Commissioner Hollinshed said the current proposal was not her favorite and that the Board should consider other forms that are a better fit for Beaufort. She said the Board of Commissioners answer to the people of Beaufort and are reviewed every four years at the time for elections. She said the emphasis should be on the Manager's ability to accomplish certain goals as designated by the Board and give him or her the tools to accomplish those goals. She said the Manager does not report to the people in the community unless the Board authorizes that relationship and their was to much emphasis on the monetary portion of the review.

Commissioner Hollinshed said it may be helpful and even needed to conduct two mini-reviews; one at the beginning of the fiscal year and a six month check in as this process unfolds. She said she liked the ideas that were presented by the School of Government and the Board could encompass some of those suggestions into their review process.

Commissioner Harker said the proposal that was currently presented outline several processes that could be considered as the Board worked to develop a unique process.

Commissioner Hollinshed said she disagreed with the proposal as written and said the training that was offered presented this information in a different light.

Mayor Newton said it was important that the Board operate by consensus verses giving individual goals and priorities preference. He said he agreed with Commissioner Hollinshed that it was important for the Board to clearly outline tangible goals and the process could be two mini-reviews. He said an informal session could be held in January and then a formal session in July or August to ensure the Manager was able to succeed with the Board's expectations.

Mayor Newton said the evaluation and merit raise conversations should be linked together but certainly the Board could hold two different discussions around the same time if that was the consensus by the Board.

Commissioner Hagle said the salary adjustment for the Manager should be made after the review and not discussed at the same time or the same meeting. He said it may be appropriate to review the merit raise discussion at the next closed session.

Commissioner Harker said there appeared to be consensus among the Board to go back to the drawing board and tweak the proposal to align more with what the Town of Beaufort needed.

Manager Day said he was interested to see the evaluation proposal from Durham County as that was what the School of Government used during their session as well.

Commissioner Carter said during the evaluation training several members agreed to using something similar to the Durham County's or the City of Lexington's proposals. She said Allen could send those documents to the entire Board so everyone could review those materials.

Town Clerk Allen Coleman said he would email the training materials that some of the Board members had received to the entire Board for their review.

Commissioner Harker said this meant the Board was going back to square one.

Commissioner Carter said the Board should be able to use one of the forms presented and go from there. She said the training encouraged the manager's evaluation and the Board evaluation be separate processes, but she did not see a need to evaluate the Board itself.

Commissioner Harker said the conversation about Board evaluation hit a high note with several members when this was presented in December of 2020.

Commissioner Hagle said the Board needed to review the various templates proposed so the Board could make a final decision at their next work session.

Commissioner Harker asked if the Board would like to consider a facilitator to help with the evaluation discussion.

Commissioner Carter said a facilitator was not needed as the Board was very compatible and respectful of others.

Commissioner Harker asked when the next work session was scheduled.
Town Clerk Allen Coleman said on April 26, 2021.

[MAYOR/COMMISSIONER COMMENTS]

Commissioner Carter said the Planning Board meeting was held and the Town's Attorney mentioned changes that would need to occur to mirror current legislative changes with 160-D. She asked if the Town was on track to having those in place by July.

Manager Day said yes, but the scope of the project was rather large and it would need to be out sourced.

Commissioner Hagle asked what the cost would be for the revision work.

Manager Day said one proposal was for $85,000 as this was not an inexpensive project.

Commissioner Hagle said the cost was excessive and a bit ridiculous from a tax payers perspective. He asked if the Town's Attorney could provide a reasoning behind why this was being done and the benefits of the changes.

Town Attorney Arey Grady said the end goal of the legislation would be good as the General Assembly really took all of the land use statutes applicable to counties and cities and consolidated them into one new chapter. He said the current Land Development Ordinance coupled with the new legislation in 160-D created a several hundred-page document for review.

Commissioner Hagle asked if the Land Development Ordinance would be compatible with the new legislation or if the Town would spend more money revising that document as well.

Attorney Grady said 160-D was geared to be primarily administrative regarding rules and regulations on permit issuance, violation enforcement, when to conduct a legislative or quasi-judicial proceeding, etc. He said the Land Development Ordinance would be more substance. He said the LDO and 160-D work addresses two different sides of the coin and while the work could be down simultaneously, it would likely be overwhelming.

Commissioner Harker said thank you to the staff for their hard work. She said there was a lot of traffic in downtown Beaufort on Front Street and she was excited to see things picking up in that area and hopefully that volume continued through the summer months.

Commissioner Harker said she appreciated everyone's input on the Board evaluation discussion and agreed that the Board should work together to reach a conclusion that worked for everyone.

Mayor Pro-Tempore McDonald said the citizens of Beaufort entrusted the Commissioners to make decisions in the best interest of the community. He said the Board evaluation process was cumbersome and it was time the Board work together and come to a conclusion.

Commissioner Hollinshed said the Board will likely come to a consensus must quicker than what may be expected. She said the Board had a lot of heavy items on their plate right now with the Harbor Committee, the Manger's evaluation, and the legislation requirements with 160-D.

Commissioner Hagle said there was a lot of thoughtful discussion today and everyone had been open and honest with one another. He said 160-D and the cost associated with those revisions was irritating and the General Assembly should work to make these types of revisions easier for small municipalities to maintain compliance.

Commissioner Hagle said the time had changed and may have some effect on peoples' sleep patterns. He said remember to drive defensively.

Mayor Newton said he appreciated the Boards ability to move through a very robust agenda with lots of good discussion.

[ADJOURN]

A motion was made by Commissioner Hagle to adjourn the meeting.
Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANIMOUS (5-0)

The meeting adjourned at 6:13 p.m.

_____
Everette “Rett” Newton
Mayor

_____
Allen Coleman
Town Clerk

DRAFT

MINUTES
TOWN OF BEAUFORT
BOARD OF COMMISSIONERS
VIRTUAL REGULAR MEETING
APRIL 12, 2021
6:00 P.M.

Due to the State of North Carolina's Declaration of Emergency in response to the COVID-19 pandemic and per NCGS § 166A-19.24, the Town of Beaufort Board of Commissioners conducted a remote meeting using the Zoom application. Members of the Board of Commissioners participated in the meeting remotely.

The Town of Beaufort Board of Commissioners met remotely for a regular meeting on Monday, April 12, 2021 at 6:00 p.m. with the following members present:

Mayor Everette Newton presiding
Mayor Pro Tempore Charles McDonald
Commissioner Ann Carter
Commissioner John Hagle
Commissioner Sharon Harker
Commissioner Marianna Hollinshed

Others Present: Town Manager John Day and Town Clerk and Assistant to the Town Manager Allen Coleman (All other staff members will be identified appropriately below)

Mayor Newton asked Town Clerk Allen Coleman to open the meeting to the public and provide public comment instructions.

Mayor Newton called the meeting to order at 6:03 p.m., welcomed everyone in attendance, and asked Town Clerk Allen Coleman to call the roll.
Roll Call ensued.

[AGENDA APPROVAL]
A motion was made by Commissioner Hagle to approval the agenda as presented.

Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

[PUBLIC COMMENTS]
NONE

[MANAGER'S REPORT]
Manager Day said Finance Director Christi Wood, Town Clerk Allen Coleman, and himself were all neck deep in budget and preparing for the recommended budget presentation in the next couple of weeks.
Manager Day said the Town Hall lobby had planned to be open to the public today, but unfortunately the railings going into the lobby did not pass inspection.

Manager Day said a the railings would be re-fabricated this week but a definite date was not determined at this time. He said as soon as those repairs and the railings pass inspection, the lobby will be open to the public.

Commissioner Hagle asked if the railing did meet our specifications.

Manager Day said the railing did not meet state code. He said the specifications listed that the railing must adhere to all state code guidance and that it was a requirement to be granted occupancy.

Commissioner Hollinshed said an update on Orange Street was needed.

Manager Day said he would defer to Town Engineer Greg Meshaw.

Town Clerk Allen Coleman said the Town Engineer was not on the call at the present time.

Commissioner Hagle said an update on Turner Street was needed as well.

Manager Day said the last updated he received from Assistant Town Engineer Sam Bell was the pavers were anticipated today and could start on that work this week but the project overall was progressing well.

Commissioner Harker said the street sweeper was back in business and it was good to see. She requested staff to publish a street sweeping schedule so that residents would know when to move their cars.

Manager Day said he would make a note of that.

Commissioner Harker said heading south on Turner Street, the left hand turn signal at Cedar and Turner Streets needed adjustment before summertime.

Manager Day said he would contact NCDOT again and obtain a status update.

Commissioner Carter asked for an update on Paid Parking and if everything was in place and ready to go.

Manager Day said recruitment was underway for the Parking Manager and Parking Ambassador positions and everything was going as scheduled.

[ITEMS OF CONSENT]

Mayor Newton provided a recap of the consent agenda items and asked for a motion to approve the consent agenda.

A motion was made by Commissioner Hagle to approve the Consent Agenda.

Mayor Pro-Tempore McDonald said he did not understand why the two items were being voted on together and could someone explain the reasoning.

Mayor Newton said the two items being considered under consent were discussed at the March work session where the Board unanimously agreed to place these items onto the consent agenda.

Mayor Pro-Tempore McDonald said the items should separate.

Mayor Newton said usually items of consent were grouped together based on prior Board actions.

Mayor Pro-Tempore McDonald said he supported the equipment purchase in budget amendment number eight but did not support the twenty-seven cents fee increase, or any amount of an increase.

Mayor Newton said he would recommend since the Board has already agreed by consensus to put the items on consent at the prior work session that Mayor Pro-Tempore McDonald vote with a nay.

Mayor Pro-Tempore McDonald said the record should reflect his support of the HVAC equipment purchase in the budget amendment but he did not support the waste industries fee increase of 27 cents.

Mayor Newton said the record would reflect those comments.

Mayor Newton call each Commissioner by name (roll call).

Roll call ensued.

VOTE: MOTION PASSED (4-1 with Mayor Pro-Tempore McDonald dissenting)

1. Residential Solid Waste Fee Increase
The Board voted to approve a 27 cents per month increase in the Residential Solid Waste Fee; (from $19.17 to $19.44).

2. FY 2021 Budget Amendment No. 8
The Board voted to approve the budget, grant, and capital project ordinance amendment for fiscal year 2020-21, which appropriates $6,500 of General Fund balance to purchase a new HVAC unit for the Public Works Wood Shop.

[PUBLIC HEARING]

1. Text Amendment modifying the Land Development Ordinance Section 20: Special Use Permits – Case No. 21-05
The Board received the Planning Board/staff recommendation, conducted a public hearing, and considered voting to approve the staff-initiated text amendment request contingent upon no public comments being received during the required 24-hour written public comment period (deadline 9:00 a.m. Wednesday, April 14, 2021.

BACKGROUND:
Section 20: Special Use Permits, of the Land Development Ordinance, currently uses the language “public hearing.” Staff is requesting the term “public hearing” be changed to “quasi-judicial proceeding” in order to eliminate confusion between the legislative and quasi-judicial processes. Staff has consulted with the Town Attorney to ensure the request is consistent with the North Carolina General Statutes.

Kate Allen, Town Planner, presented the following PowerPoint presentation:

Slide #1

Case No. 21-05
Text Amendment
Section 20: Special Use Permits

Slide #2

Background - Decision & Hearing Types

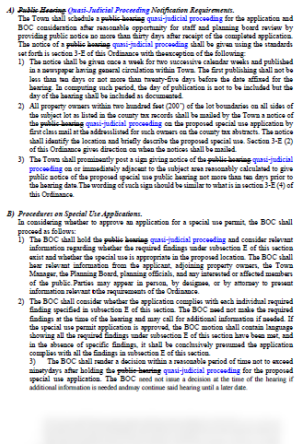
Background: "Public Hearing" has been used interchangeably for both Legislative and Quasi-judicial Proceedings

	Legislative	Quasi-Judicial
Applies to...	• Zoning Amendments • Text Amendments • Development Agreements	• Special Use Permits • Certificates of Appropriateness • Variance Requests • Appeals of Administrative Decisions
Who Can Speak?	Anyone! Not Under Oath; Time Limits Can be Imposed	Testimony Under Oath; Limited to Parties with Standing
Decision Based On...	Pleasure of the Board	Findings of Fact
Can We Talk About It?	Sure!	No! Ex Parte Communication!

Slide #3

Requested Text Amendment

Summary of Request	Text Amendment modifying language in the Land Development Ordinance Section 20: Special Use Permits.
Reason for Request	Expedite Special Use Permit Application Process (remote meetings law) & changes associated with 160D



A) ~~Public Hearing~~ *(quasi-Judicial Proceeding Notification Requirements.*
The Town shall schedule a ~~public hearing~~ quasi-judicial proceeding for the application and BOC consideration after reasonable opportunity for staff and planning board review by providing public notice no more than thirty days after receipt of the completed application. The notice of a ~~public hearing~~ quasi-judicial proceeding shall be given using the standards set forth in section 3-E of this Ordinance with theexception of the following:
1) The notice shall be given once a week for two successive calendar weeks and published in a newspaper having general circulation within Town. The first publishing shall not be less than ten days or not more than twenty-five days before the date affixed for the hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included as documented.
2) All property owners within two hundred feet (200') of the lot boundaries on all sides of the subject lot as listed in the county tax records shall be mailed by the Town a notice of the ~~public hearing~~ quasi-judicial proceeding on the proposed special use application by first class mail at the addresslisted for such owners on the county tax abstracts. The notice shall identify the location and briefly describe the proposed special use. Section 3-E (2) of this Ordinance gives direction on when the notices shall be mailed.
3) The Town shall prominently post a sign giving notice of the ~~public hearing~~ quasi-judicial proceeding on or immediately adjacent to the subject area reasonably calculated to give public notice of the proposed special use public hearing not more than ten days prior to the hearing date.The wording of such sign should be similar to what is in section 3-E (4) of this Ordinance.

B) *Procedures on Special Use Applications.*
In considering whether to approve an application for a special use permit, the BOC shall proceed as follows:
1) The BOC shall hold the ~~public hearing~~ quasi-judicial proceeding and consider relevant information regarding whether the required findings under subsection E of this section exist and whether the special use is appropriate in the proposed location. The BOC shall hear relevant information from the applicant, adjoining property owners, the Town Manager, the Planning Board, planning officials, and any interested or affected members of the public.Parties may appear in person, by designee, or by attorney to present information relevant tothe requirements of the Ordinance.
2) The BOC shall consider whether the application complies with each individual required finding specified in subsection E of this section. The BOC need not make the required findings at the time of the hearing and may call for additional information if needed. If the special use permit application is approved, the BOC motion shall contain language showing all the required findings under subsection E of this section have been met, and in the absence of specific findings, it shall be conclusively presumed the application complies with all the findings in subsection E of this section.
3) The BOC shall render a decision within a reasonable period of time not to exceed ninetydays after holding the ~~public hearing~~ quasi-judicial proceeding for the proposed special use application. The BOC need not issue a decision at the time of the hearing if additional information is needed andmay continue said hearing until a later date.

Slide #4

Planning Board Review & Requested Action

Planning Board Review
- The Planning Board reviewed the request at the March 15, 2021 Regular Meeting and unanimously recommended approval

Requested Action
- Conduct Public Hearing
- Render a decision on the request with an effective date of 9:01 a.m. Wednesday, April 14, 2021 provided no comments are received in the required 24-hour public comment period*

*If written comments are received before the 24-hour deadline (9:00 a.m. April 14, 2021), the request will come before the Board at the April 26th Work Session for further consideration

Commissioner Harker asked if going forward the Public Hearing items and Quasi-Judicial items would be separated on the agenda.

Kate Allen said once all of the 160-D updates were made to the ordinance, yes. She said as the current ordinance is written, all of the legislative items would still appear under the term public hearing.

Commissioner Harker said maybe the quasi-judicial items could be indicated in parathesis for clarity.

Kate Allen said yes.

A motion was made by Commissioner Hagle to open the public hearing.
Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

Town Clerk Allen Coleman said no members of the public had signed up to speak on this item.

A motion was made by Commissioner Hagle to close the public hearing.
Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

A motion was made by Commissioner Hollinshed to approve the staff initiated text amendment modifying the Land Development Ordinance Section 20: Special Use Permits, contingent upon no written public comments being received within the required 24-hour period (deadline 9:00 a.m. Wednesday, April 14, 2021).

Commissioner Hollinshed read the following ordinance amendment:

BEAUFORT BOARD OF COMMISSIONERS
AN ORDINANCE TO MODIFY THE LAND DEVELOPMENT ORDINACE
SECTION 20: SPECIAL USE PERMITS
ORDINANCE NO. 21-08

Applicant: Staff Initiated Request
Amendment: Modify the Land Development Ordinance Section 20: Special Use Permits by replacing the term “Public Hearing” with “Quasi-judicial Proceeding” 1

WHEREAS, the Applicant has submitted a request to modify the Land Development Ordinance Section 20: Special Use Permits; and
WHEREAS, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on March 15, 2021, at which time the Planning Board recommended approval of the request; and
WHERAS, the Beaufort Board of Commissioners conducted a public hearing on April 12, 2021 at which time the applicant and/or applicant’s representative was given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and
WHEREAS, at the April 12, 2021 meeting the Town Board of Commissioners has made the following findings and conclusions:

1. The request is consistent with the spirit and intent of the Land Development Ordinance.
2. The proposed text amendment is consistent with the spirit and intent of the ordinance and the CAMA Core Land Use Plan - Future Land Use Map.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to modify the Land Development Ordinance Section 20: Special Use Permits is approved and the Town's Land Development Ordinance is amended accordingly.

Enacted on motion of Commissioner Hollinshed and carried on a vote of 5 in favor and 0 against.
This, the 12th day of April 2021
TOWN OF BEAUFORT

_____
Everette (Rett) Newton, Mayor

_____
Allen Coleman, Town Clerk

Mayor Newton call each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

No written comments were received.

2. Modify/Revise the Existing Planned Unit Development (PUD) for Beau Coast Subdivision; Case No. 21-06

The Board received the Planning Board/staff recommendation, conducted a public hearing, and considered voting to approve the PUD modification request contingent upon no public comments being received during the required 24-hour written public comment period (deadline 9:00 a.m. Wednesday, April 14, 2021).

BACKGROUND:

The applicant wishes to modify the following standards in the PUD Booklet Dated February 22, 2021 for Beau Coast Subdivision:

- Convert a section of eight (8) 22' wide townhome lots (existing lots 119-126) to four (4) single family lots (50' wide): Net loss of four (4) dwelling units; (See Attachment – A – Vicinity Map for location of lots.)
- Convert two (2) 20 foot wide townhome lots (lots 177 & 178) to one (1) 40' wide single family lot: Net loss of one (1) dwelling unit; o Total net loss of 5 dwelling units. (See Attachment – A – Vicinity Map for location of lots.)
- Add permeable pavement specifications to the PUD document for alleys, on-street parking areas, and sidewalks as an option for use in the PUD;
- Add note regarding lot configuration options

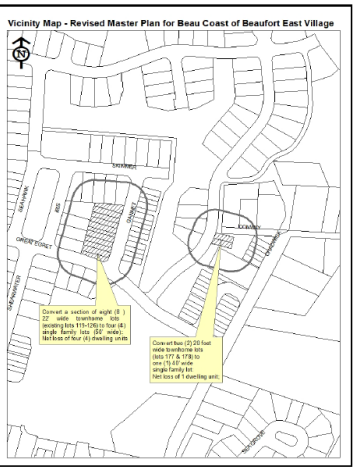
At their March 15, 2021 meeting the Planning Board unanimously recommended to Modify the PUD for Beau Coast Subdivision.

Kyle Garner, Director of Planning and Inspections, presented the following PowerPoint presentation:

Slide #1

Applicants Request

- Convert a section of eight (8) 22' wide townhome lots (existing lots 119-126) to four (4) single family lots (50' wide): Net loss of four (4) dwelling units;
- Convert two (2) 20 foot wide townhome lots (lots 177 & 178) to one (1) 40' wide single family lot: Net loss of one (1) dwelling unit; o Total net loss of 5 dwelling units
- Add permeable pavement specifications to the PUD document for alleys, on-street parking areas, and sidewalks as an option for use in the PUD;
- Add note regarding lot configuration options



Slide #2

Public Notice Information

In accordance with **NCGS 160A-384** and the **Town of Beaufort Land Development Ordinance, Public Notice** was provided via

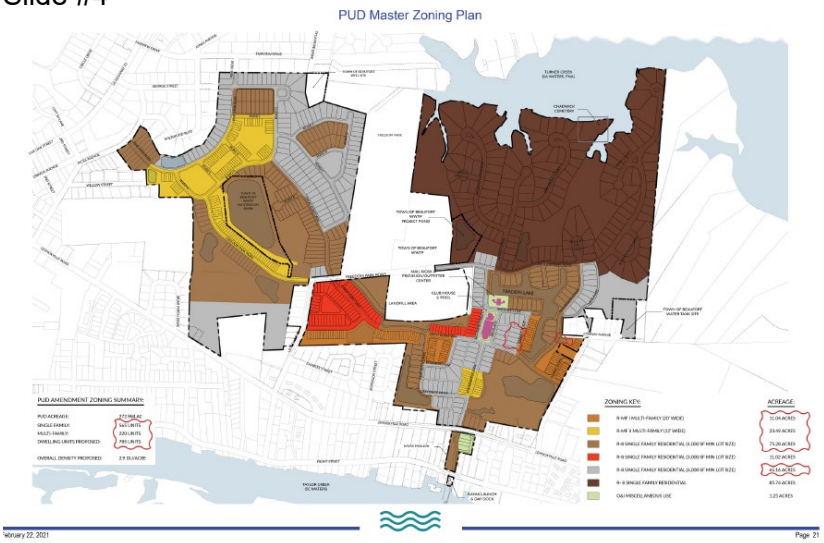
15 - Letters Mailed to property owners included in rezoning area and those within 100 feet. Information based on Carteret County GIS.

Signs - Posted on March 30th

Legal Advertisement – Wednesday March 31st & April 7th 2021

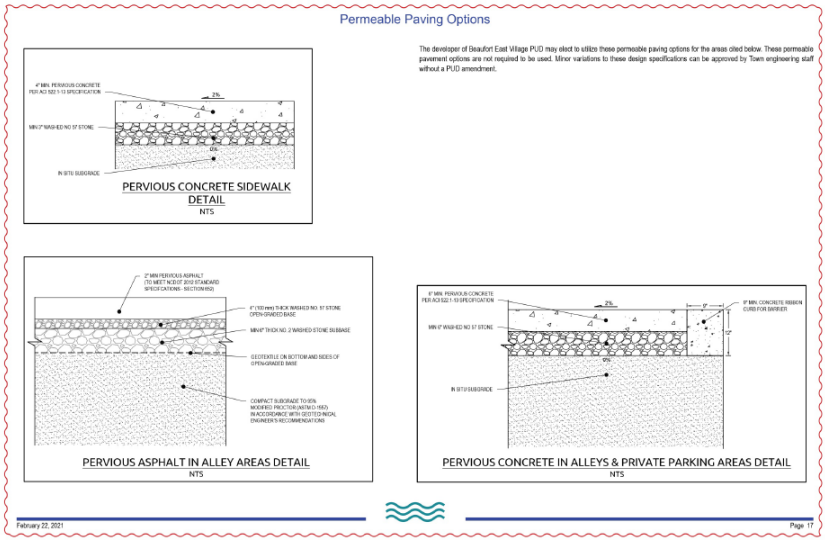
Slide #3

1 Slide #4



2
3

4 Slide #5



5
6

7 Slide #6

REQUESTED ACTION:

1. Conduct Public Hearing
2. Discussion on request to amend the Master Plan for Beau Coast
3. Decision to approve with the condition that if there are no comments then the request will be approved within 48 hours of the hearing or if there are comments within the 24 comment period then the decision will be made at the next Board of Commissioners workshop.
4. Consistency Statement

Consistency Statement

The Board of Commissioners must provide a consistency statement to support the request, recommend a more restrictive zoning classification, or deny the request as it relates to the surrounding land use development pattern and its relationship to the CAMA Land Use Plan.

In accordance with **NCGS § 160A-383**, the consistency statement must include one of the following:

- A statement recommending approval of the zoning amendment and describing its consistency with the CAMA Core Land Use Plan
- A statement recommending denial of the zoning amendment and describing its inconsistency with the CAMA Core Land Use Plan
- A statement recommending approval of the zoning amendment containing the following:
  - Declaration that the approval is also deemed an amendment to the CAMA Core Land Use Plan
  - An explanation of the change in conditions the board took into consideration when recommending approval

8 **Consistency statement must <u>explain why</u> the action taken is reasonable and in the public interest**

Commissioner Hagle asked who would be responsible for the maintenance of the permeable pavement long term after the project is done.

Director Garner said the Town Engineer, Mr. Karl Blackley, and their Engineers were working on the details on those areas, but the allies would be the developers and the homeowners associations responsibility. He said that language would be included in their land use documents.

Commissioner Hagle asked if special equipment was required to maintain the permeable pavement.

Director Garner said the applicant would likely contract out the work. He said because of the Town's work on Orange Street, the Town Engineer Greg Meshaw was already looking into the equipment for this maintenance.

Director Garner said the new vac-truck that was being acquired has the appropriate mechanisms to clean those type of areas. He said the key points were the dedication to the Town and accepted by the Town before the maintenance would be considered.

Commissioner Hagle asked about the sidewalks.

Director Garner said the same situation applied – if they were dedicated to the Town and accepted by the Town then they would fall under the Town's responsibility. He said right now that particular detail had not been worked out.

Commissioner Hagle asked how the developers would decide which sidewalks to use permeable pavement for.

Director Garner said that was likely a good question for Mr. Blackley, however, it would not surprise him if permeable pavers would be becoming more prevalent throughout the rest of the development. He said the developers see that as a positive for the overall stormwater system and the Town Engineering team was supportive of that as well.

Commissioner Hagle said he agreed but would like to know more about the maintenance aspects since permeable pavers will require more maintenance than regular concrete.

Mayor Newton asked if Mr. Blackley and Mr. Don Mizelle could join the call to answer any of Commissioners Hagle's questions.

Karl Blackley said his development organization was responsible for all of the private alleys. He said the only way the program works is if the permeable pavers is maintained and if the areas fill up with silt, as previously alluded to, then it doesn't work.

Karl Blackley said as a developer, they will go in and vacuum the areas effect by construction and go through an entire cleaning once the homes are built so that it will function properly. He said the responsibility of sidewalk maintenance would be on the Town, however, it is the developer's responsibility to have the permeable pavers in a form or format the Town can maintain.

Karl Blackley said as long as the permeable pavers areas are kept clean and it doesn't start out with debris, the cleaning could potentially not occur for three, four, or five years later.

Don Mizelle said in their research with permeable paver specialist, the initial construction period is when the permeable pavers will absorb the most silt and has the most problems. He said once the develop is stabilized, it is his belief that the maintenance frequency would diminish significantly over time.

Commissioner Hagle asked if Mr. Mizelle could share any other experiences from other developments and if he could explain how the process worked.

Joe Boyd said the maintenance would become more regulated after construction was completed. He said the state set requirements for the maintenance in permeable pavement areas to be inspected and maintained at least once quarterly or four times a year. He said his experience never allows him to see areas for extended periods of time and permeable pavement was relatively new concept, but his experience and research shows this is a good option.

Don Mizelle said his team met with Director Garner and Town Engineer Meshaw on several occasions and together they determined sidewalks to be the least obtrusive place to operate the permeable pavers. He said in researching options for the Orange Street project, the sidewalk route would be easiest to control and maintain long term. He said internally they were looking at alleys, parking lots, and crowded sidewalks to apply the permeable pavement formula.

Commissioner Harker asked if the Town would need to purchase the necessary equipment to maintain the permeable pavement areas.

Greg Meshaw said the plan to procure the street sweeper, which would have sufficient vacuum to vacuum permeable pavement is underway, but likely the machine would not be used on sidewalks.

Karl Blackley said other municipalities had an attachment to their street sweeper, similar to picking up leaves, but he was not aware of the Town had this equipment of functionality.

Greg Meshaw said he would research options that may be available and could certainly see where that would be a ideal approach.

Commissioner Harker said that would certainly offer a cost savings as opposed to purchasing an entirely new piece of equipment.

Commissioner Carter said she wanted to commend Karl Blackley and Beau Coast for looking at stormwater control methods.

A motion was made by Commissioner Hagle to open the public hearing.
Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

Town Clerk Allen Coleman said no members of the public had signed up to speak on this item.

A motion was made by Commissioner Hollinshed to close the public hearing.
Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

A motion was made by Commissioner Hagle to approve the Planned Unit Development (PUD) modification request for Beau Coast Subdivision, contingent upon no written public comments being received during the required 24-hour period (deadline: Wednesday, April 14, 2021).

Commissioner Hagle read the following ordinance amendment:

BEAUFORT BOARD OF COMMISSIONERS
AN ORDINANCE TO AMMEND THE PUD DOCUMENT FOR BEAU COAST & BEAUFORT EAST VILLAGE
ORDINANCE NO. 21-09

Applicant:	Withers & Ravenel, Engineers for Blue Treasure, LLC
Location:	Beau Coast & Beaufort East Village
Existing District:	PUD (Planned Unit Development)
Meeting Date:	April 12, 2021

Requested: Modification to Existing PUD Document

WHEREAS, the Town of Beaufort Planning Staff has submitted a request to modify the existing PUD for Beau Coast and Beaufort East Village: and
WHEREAS, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on March 15, 2021, at which time the Planning Board recommended approval of the request; and
WHERAS, the Beaufort Board of Commissioners conducted a public hearing on April 12, 2021 at which time the applicant and/or applicant's representative was given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and
WHEREAS, the Town Board of Commissioners has made the following findings and conclusions:
1. The request is consistent with surrounding land use patterns and zoning in the area.
2. The proposed changes of the PUD are consistent with the spirit and intent of the ordinance and the CAMA Core Land Use Plan.
NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to amend the PUD for Beau Coast and Beaufort East Village be approved and the PUD Booklet for Beau Coast & Beaufort East Village be amended accordingly.

Enacted on motion of Commissioner Hagle and carried on a vote of 5 in favor and 0 against.

This, the 12th day of April 2021
TOWN OF BEAUFORT

_____
Everette (Rett) Newton, Mayor

_____
Allen Coleman, Town Clerk

Mayor Newton call each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

No written comments were received.

Mayor Newton asked if the Town Engineer could provide an update on Orange Street.
Town Engineer Greg Meshaw said a proof roll was scheduled for 9:00 a.m. tomorrow morning on Orange Street. He said a proof roll is where they take a loaded dump truck and basically run it up and down the street to make sure they do not see any places where the sub grade, that will support the pavement, will give way. He said there is not indication the proof roll will not pass and once this process occurs the contractor plans to begin paving.
Commissioner Hagle asked for an update on Turner Street.
Engineer Meshaw said the work along side the businesses should be completed by the end of this month. He said as long as the weather cooperates, he doesn't foresee any changes to that schedule.
Commissioner Harker asked for more explanation on the work taking place at Cedar Street and Queen Street.
Engineer Meshaw said this area was effected by the water and sewer line repair work. He said there was an issue with the stormwater line in that area as well and a conflict box had to

be added. He said a conflict box is a big box where stormwater pipes enter and the water goes into the box as a blind pipe for the sewer or water, whatever the conflict is.

Commissioner Carter said if other streets decide to take as long as Orange Street perhaps the Board would consider not doing them or have a tighter schedule for completion.

Engineer Meshaw said their was quite a lot of work that needed to occur on Orange Street and there were some breaks in the work. He said the project may have been completed sooner if the breaks were not as staggered.

Engineer Meshaw said the scope of the Orange Street project included replacing the waterline, replacing the storm water line, replacing the sewer line and there was not only pavement there but concrete underneath the pavement and several unexpected items occurred. He said anytime a project included old infrastructure, unexpected items would occur naturally.

[ITEMS FOR DISCUSSION AND CONSIDERATION]

1. Final Plat – Beau Coast Phase V – Case No. 21-07

The Board discussed an applicant-initiated request to sub-divide a 15.31-acre tract into 86 lots (49 Single Family Residential Lots and 37 Townhome Lots).

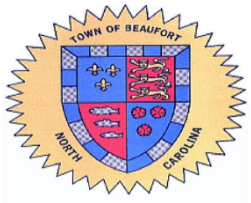
Kyle Garner, Director of Planning and Inspections, presented the following information:

BACKGROUND:

The applicant wishes to subdivide a 15.31 acre tract into 86 lots (49 Single-Family Residential Lots & 37 Townhome Lots). In addition to Planning Staff the Town Engineer and applicants Engineer will also be available to answer questions regarding the proposed infrastructure.

Kyle Garner, Director of Planning and Inspections, presented the following PowerPoint presentation:

Slide #1



Final Plat
Beau Coast – Phase V

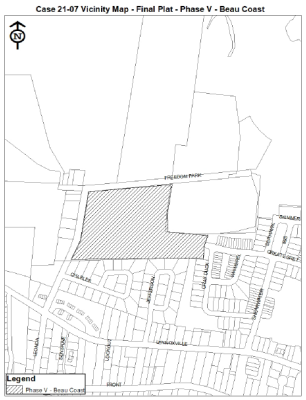
Slide #2

- **Location:** Leonda Drive & Freedom Park Drive
- **Request:** Subdivide a 15.31 Acre Tract into 86 Lots (49 Single-Family Lots & 37 Multi-Family Lots)

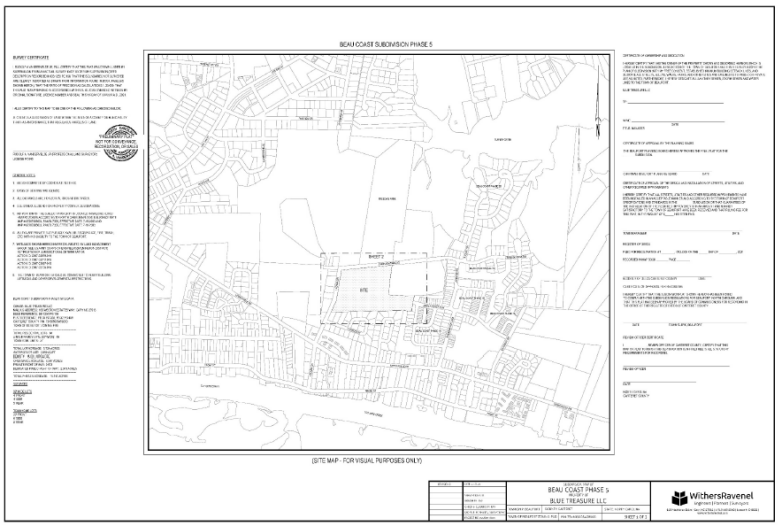
Acreage: **15.31** Acres

Amount of Wetlands: .17 Acres

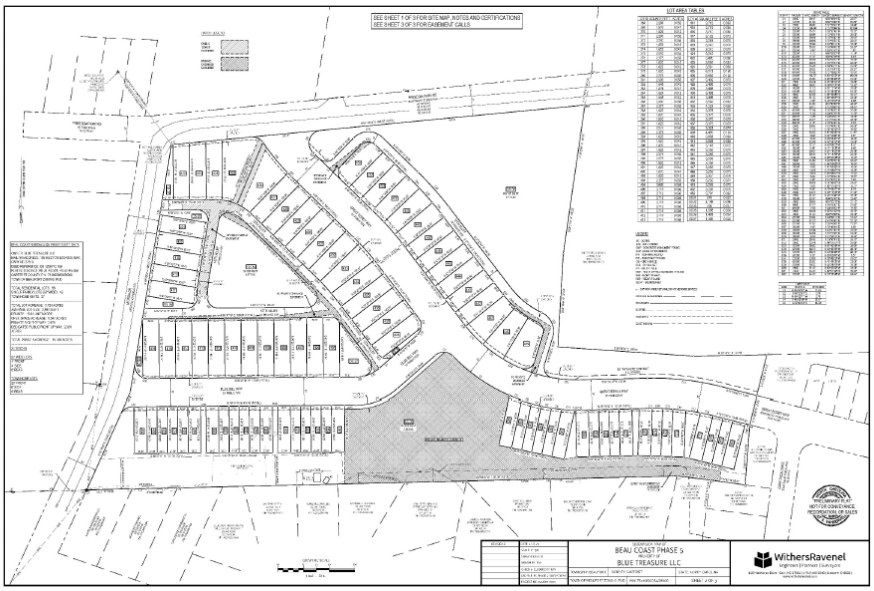
Amount of Open Space: 6.347 Acres



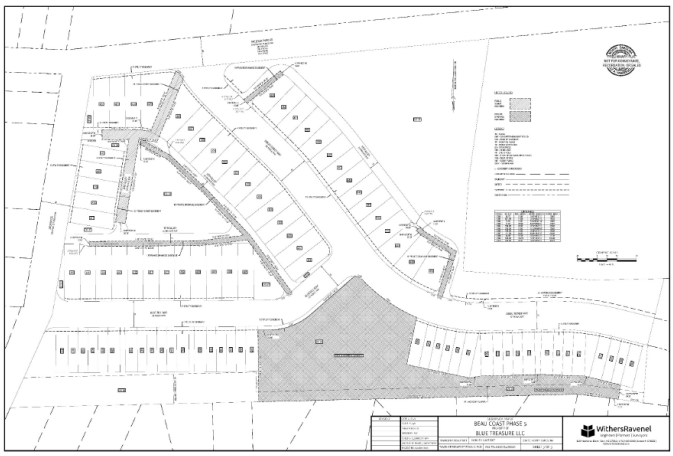
Slide #3



Slide #4



Slide #5



Commissioner Hagle said the materials mentioned pervious surfaces and asked if this would be similar to the previous discussions. He said his assumption would be they would use this on some alleyways or sidewalks.

Director Garner said yes. He said it worked out well tonight to have the modification requests before this item, but the intention was to use permeable pavement in these areas as well.

Commissioner Hagle asked for explanation on the difference between public and private easements.

Director Garner said public easements is for anyone who wants to use and a private easement is either for folks who live in the development or someone like the Town.

Commissioner Hagle said the areas around the pond are listed as private easement.

Director Garner said that was correct as that area is under the ownership of the homeowner's association and they were responsible fort he easements in this area.

A motion was made by Commissioner Hagle to approve the applicant's request to subdivide a 15.31-acre tract into 86 lots (49 Single Family Residential Lots and 48 Townhome Lots).

Mayor Newton called each Commissioner by name (roll call).

Roll call ensued.

VOTE: UNANMIOUS (5-0)

2. Preliminary Plat – Beaufort East Village Phase 1 – Case No. 21-08

The Board discussed an applicant-initiated request to subdivide a 41.79-acre tract into 108 lots (60 Single Family Residential Lots and 48 Townhome Lots).

Kyle Garner, Director of Planning and Inspections, presented the following information:

BACKGROUND:

The applicant wishes to subdivide a 41.79 Acre Tract into 108 Lots (60 Single-Family & 48 Townhouses). In addition to Planning Staff the Town Engineer and applicants Engineer will also be available to answer questions regarding the proposed infrastructure.

At their March 15, 2021 meeting the Planning Board recommended unanimously to approve the Preliminary Plat.

Kyle Garner, Director of Planning and Inspections, presented the following PowerPoint presentation:

Slide #1

Preliminary Plat
Beaufort East Village
Phase I

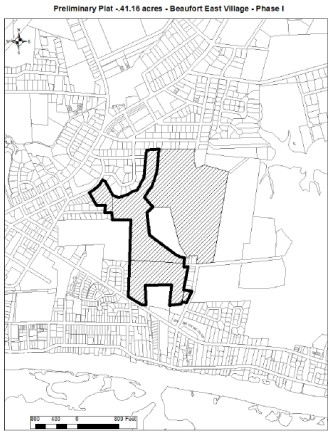
Slide #2

- **Location:** Ricks Avenue, George Street & Leonda Drive
- **Request:** Subdivide a 41.79 acre tract into 108 Residential Lots

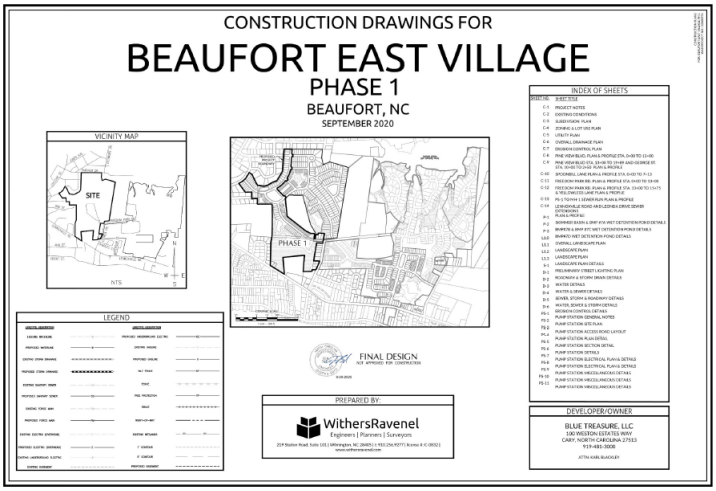
Amount of Open Space: 23.02 Acres

Amount of Recreation Area: 1.58 Acres

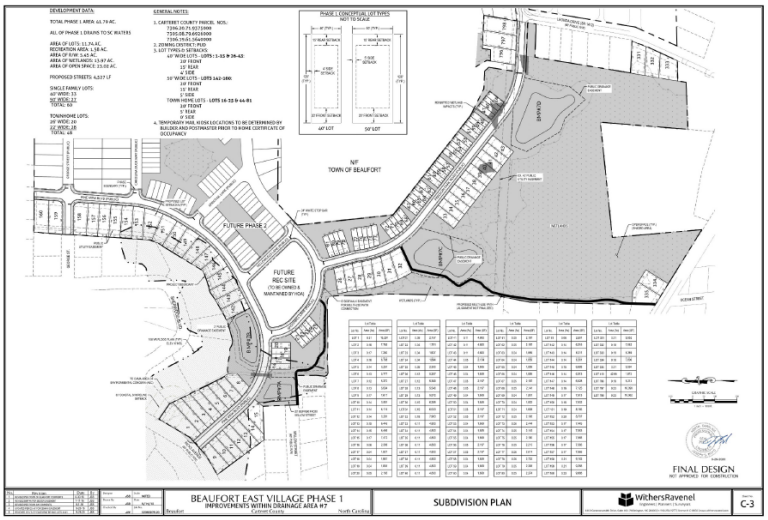
Amount of Wetlands: 13.97 Acres



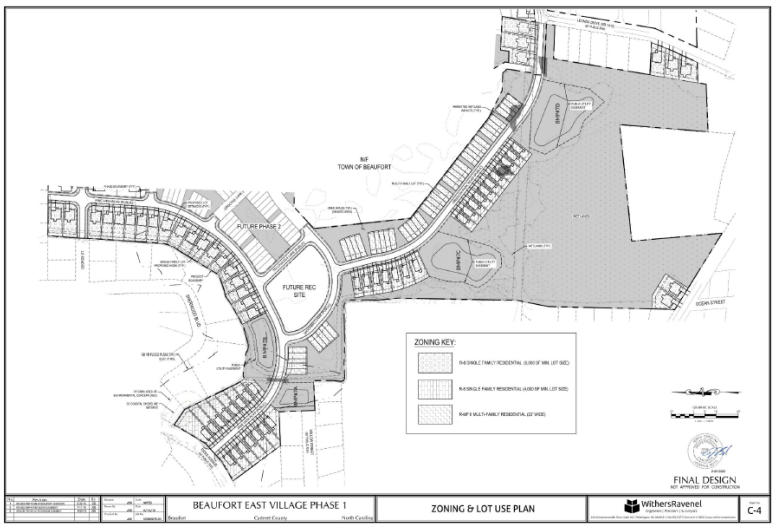
Slide #3



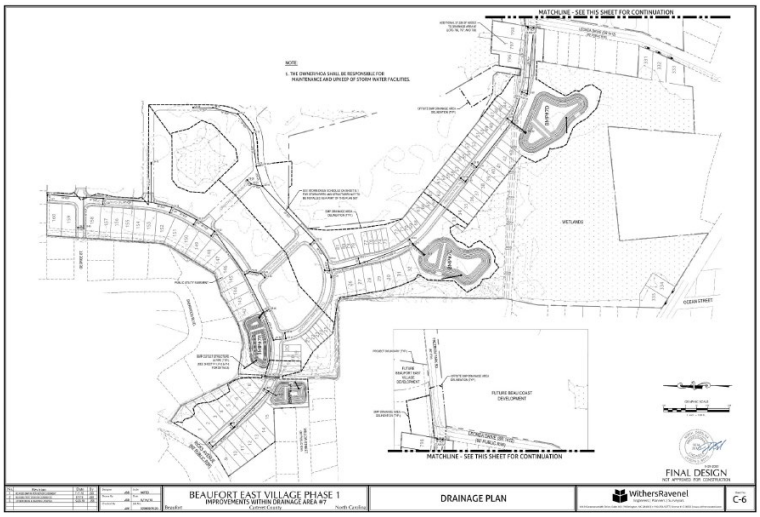
Slide #4



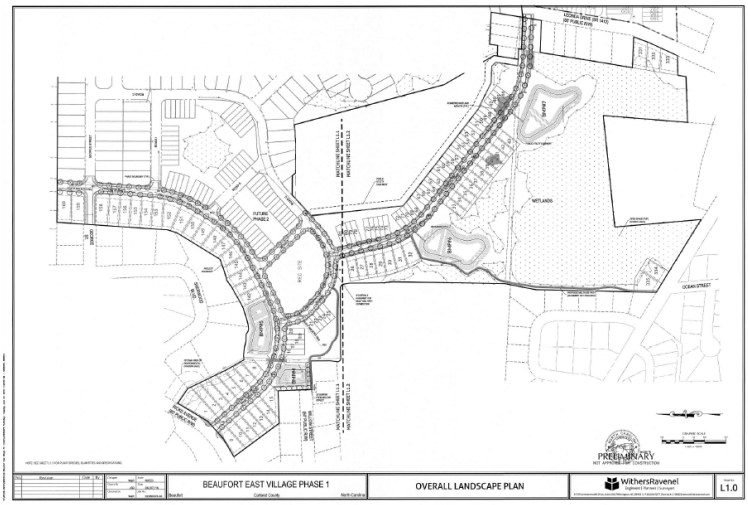
Slide #5



Slide #6



Slide #7



Commissioner Hagle said he would like a review of the BNP drainage and where they go to and asked if we could check the capacity of the downstream of these with the discharge of the ponds. He said particular the buffering along the lots that are adjacent to the Sherwood Boulevard lots.

Director Garner asked if that was request or a question.

Commissioner Hagle said he would like to know where these pumps drained to and if the capacity downstream was adequate to handle the discharge from these ponds.

Joe Boyd said this section of the development is discharged to Town Creek not Taylors Creek. He said Beau-Coast phase one and phase five all go to Taylors Creek, but this development would go through a wetland area, a large ditch, then deposit into Town Creek, and this would not effect those on the Beau-Coast side. He said tests had been completed to meet all town and state regulations for all four ponds.

Commissioner Hagle asked if their was any buffering between the lots on Sherwood Boulevard.

Joe Boyd said there was no buffer but there was an easement.

Commissioner Hagle asked how large the area was between the two lots.

Joe Boyd said approximately 20 feet.

Commissioner Hagle asked if the homeowners' association was responsible for maintaining the stormwater facilities, including the ponds, and if there was a force main pump in this area, too.

Joe Boyd said yes, and there was a sewer pump stage proposed in this phase.

Commissioner Harker asked if the trails that are leading within this neighborhood could be accessed by anyone.

Director Garner said yes.

Commissioner Harker said that means anyone can walk the trail within that area.

Commission Harker said to clarify the recreational facilities outside would be for individual use from outside patrons.

Director Garner said his understanding was, yes, anyone would be able to use the recreational facilities. He said the pool would not be for general public use.

Commissioner Hagle asked if more explanation could be give on the lot labeled as 42 acres.

Joe Boyd said that was the remaining open space and not a lot.

Mayor Newton said if the stormwater is going to flow westbound down to Town Creek verses eastbound to Taylor's Creek then he would need to followup with Greg Meshaw. He said the Board had not stressed the culverts underneath Live Oak Street to really determine if they were designed to handled that much extra stormwater discharge. He said it gets lost on people that Beaufort is bisected by this marshland that goes from Town creek all the way over to Turner Creek.

Commissioner Hagle said additional information needed to come before the Board on the 100 year storm event calculations.

Don Mizelle said the recreational facilities were not open for public use in Beaufort East Village, but the walking trails were open for public use.

A motion was made by Commissioner Hagle to approve request to subdivide a 41.79-acre-tract into 108 lots (60 Single Family Residential Lots and 48 Townhome Lots).

Mayor Newton called each Commissioner by name (roll call).

Roll call ensued.

VOTE: UNANMIOUS (5-0)

3. Beaufort Harbor and Waterways Master Plan (BHWMP) Advisory Committee

The Board discussed the charge and composition for the proposed Beaufort Harbor and Waterways Master Plan Advisory Committee (BHWMP).

John Day, Town Manager, presented the following information:

BACKGROUND:

As discussed at the February 2020 Town Board retreat, a comprehensive harbor and waterways master plan is needed to address water quality, harbor management, the expiration of the current Beaufort Docks and National Park Service leases in 2024, the possible development of a mooring field, and how such items impact the timing of the replacement of the Front Street bulkhead and boardwalk.

At this year's Town Board retreat it was decided that an advisory committee should be appointed to assist in the effort. This committee will engage the public and work with the town's staff and consultant to advise the Board of Commissioners during the formation of a Beaufort Harbor & Waterways Master Plan.

The Board also discussed preparation of an updated application for appointments to boards and committees, including a question related to applicants' "connection" to Beaufort. There was consensus that there should not be a residency requirement for all appointees to this committee, and that there should be full disclosure of any potential financial implications for members.

At the March 22, 2021 Virtual Work Session, the Board recommended the Beaufort Harbor & Waterways Master Plan Advisory Committee be comprised of six members, with the term limits being set for the duration of the project. The Board unanimously agreed to follow the normal process for advertisement, recruitment, and appointment of the six new/vacant positions. In addition, the Board directed staff to begin working with Moffit and Nichols on a consulting contract.

A revised description of the committee' background, charge, and composition is attached.

Commissioner Hagle said the scope of the committee seemed large and he was concerned the committee would not be able to accomplish all of the items listed. He said the Board may want to consider appointing an Commissioner to service on this ad-hoc committee. He said a timeline should be included and a progress reporting timeline should be incorporated so the Board is up-to-date with the committees progress.

Manager Day said progress reports could be provided at each work session or quarterly similar to the project updates, but it was up to the Board to advise how frequent they would like to receive those updates. He said the plan was for the plan to be completed by the end of fiscal year 2022.

Commissioner Hagle said he would recommend that completion date.

Mayor Newton said as a reminder their was a generous benefactor who has offered ten thousand ($10,000) for a group to travel to similar communities to gather lessons learned then report back to the committee.

Commissioner Hollinshed said she supported the items Commissioner Hagle mentioned and also would like to see a more defined and narrow scope and build components onto those elements. She said a Commissioner needed to be on the committee to help with reporting back to the Commissions so there was open communication and regular updates.

Mayor Newton said the Board's work session agendas could be tweaked to include an update under the project updates header. He said this would work similar to when the Board received bridge opening updates.

Commissioner Harker said of the six proposed positions a definition needed to be incorporated on whether outside applicants would be considered. She said since this is a Beaufort project preference should be given to Beaufort residents but perhaps a ETJ member or two could be appointed while the other members are in-town.

Commissioner Harker said the length of the scope is concerning and while there are a lot of items listed that need to be unpacked, she would prefer to keep the scope broad. She said some items affect others and the committee may need that flexibility as they are planning and fitting together the many pieces.

Commissioner Harker said updates are critical but did not see a need to have a Commissioner as an ex-officio member. She said all of the meetings were open to the public and any Commissioner is able to attend.

Commissioner Carter said the outline was far too excessive and the committee could be overwhelmed trying to deal with black and grey water or others. She said she did not anticipate the committee being completed by the end of the fiscal year but rather it functions for a period of time on certain elements of priority until the plan is fully complete.

Commissioner Carter said she was not concerned about committee members being local or outside of town if they provided the expertise that would help this committee be successful. She said she strongly supported selecting an ex-officio Commissioner as a member of this committee.

Mayor Newton said this was a real opportunity to look holistically at our waterways and black and grey water would not be daunting task. He said several other communities had dealt with this issue and this is not be the only limitation of this committee as the Town works towards a clean water coastal community.

Mayor Newton said the Board had somewhat of consensus around having an ex-officio Board member on this community. He asked if any additional revisions were needed to the proposed scope.

Commissioner Hagle said a timeline needed to be incorporated into the committee's plan.

Commissioner Carter said the Board was not involved in the development of the proposed elements of the new committee. She said the dock lease didn't expire until 2024 and

was not clear why the plan for implementation was being rushed for completion at the end of fiscal year 2022.

Mayor Newton said this document was included in several agenda packages.

Commissioner Carter said she did not agree with those versions either and the Board had been very minimally involved in the prioritize of the work for this committee.

Mayor Newton asked what items needed to be removed.

Commissioner Carter said waterway quality was an ongoing issue and should be included in all of the Town's plans but not a primary citation. She said black and grey water was not a primary concern as their were other higher and more pressing elements. She said all of the items included within the list are important but the prioritization order was critical so the committee understands the Boards critical need for this committee.

Manager Day said he understood the perception that some of the items listed had a higher priority so the Board may want to indicate which of these items should be addressed first by the committee as opposed to letting them have free range.

Commissioner Hagle said he saw this committee having two major focuses in the beginning the remaining could be incorporated in as the committee progressed.

Commissioner Hollinshed said the Board needed to prioritize different elements of the Committee especially if items have more of a timeliness about them.

Mayor Newton said he understood the comments of the Board but asked to not lose this opportunity to look holistically. He said there were constant problems in Town Creek after storms.

Commissioner Carter said more discussion on this needed to occur at the next work session.

Commissioner Hollinshed said the process to collect quality applicants may take longer than this discussion but the committee should be comprised on individuals with expertise regardless of their living location. She said individuals who have cruised our waterways and know Beaufort would be ideal.

Mayor Pro-Tempore McDonald said the plan should be comprehensive and include how Beaufort needs and wants over the next five years or so. He said he was not as concerned with the prioritization of the various reporting elements, but they were all important.

Commissioner Harker said the committee being discussed was a Beaufort Harbor and Waterways Master Plan Advisory Committee and the elements were essentially two major projects. She said the items being discussed were not placed in a numerical order of importance but rather a list of discussion points to be considered during the compilation of the master plan.

Commissioner Harker said she agreed with Commissioner Carter that the Board may want to provide firmer detail to the committee on what the priority items were but that each of the elements would overlap at some point.

Mayor Newton said this committee was critical in the future of Beaufort and the proper guidance was needed at the very beginning for this committee to be successful.

Manager Day asked if the recruitment for this Committee could begin.

The Board did not vote but agreed to begin advertisement of the newly created Beaufort Harbor and Waterways Master Plan Advisory Committee positions.

[MAYOR/COMMISSIONER COMMENTS]

Commissioner Hagle said he appreciated all of the work Greg and his team were doing on the streets and all over town. He said anytime infrastructure had to be completed in an old town areas of concern would pop up.

Commissioner Hagle said he enjoyed the pre-meeting music and the communications provided by the Town Clerk Allen Coleman pre and post meetings. He said thank you to the employees in the police department, fire department, public utilities department, and public works department. He said those folks provide a great deal of support to our citizens each and every day and their dedication was commended and their positive attitudes were appreciated.

Commissioner Hagle said his safety message was related to safety at home and safety on the highways. He said spring time was here and be careful using ladders and other power tools around the house. He said focus on your driving and stay safe. He said it's always good to keep a clear distance between your vehicle and others.

Commissioner Hollinshed said the Town had been extremely busy over the past two weeks with easter break and spring break for schools and the merchants seemed to be supportive.

Commissioner Hollinshed said Carteret County had released a memo today that COVID-19 shots would cease as of the 30th and encouraged everyone to go to a nearby clinic and be vaccinated.

Commissioner Hollinshed said the Beaufort Farmer's Market reopened this coming Saturday and for patrons to wear a masks and support those local vendors.

Mayor Pro-Tempore McDonald said he hoped the Board would do everything in their power to keep the charm of Beaufort alive and well.

Commissioner Harker said a public meeting was held last month to discuss Beaufort's Comprehensive Plan and said thank you to Town Planner Kate Allen and Stewart for a fabulous job facilitating that session. She said the breakout sessions during the public meeting were wonderful and another survey was ending tomorrow.

Commissioner Harker said April 22nd was Earth Day. She said when we take care of the Earth, the better the earth is able to take care of us.

Commissioner Harker said thank you to the Parks and Recreation committee as well as Back Street Pub for joining in the Carteret Big Sweep. She said this group would be cleaning up the public access along front street to help keep the waterways free of debris.

Commissioner Harker said thank you to Town Clerk Allen Coleman for the jewels being left around Town. She said for those that had not noticed, a color calendar of the board's meeting schedule had been published and was very easy to read.

Commissioner Harker said even though the vaccine clinics were closing down this did not mean the opportunity to get a shot was closed. She said most likely your local physician would have a supply and check with your primary care facility.

Commissioner Carter said she would be working the vaccination clinics in May so the dates may be revised.

Commissioner Carter asked if Town Hall was fully staffed.

Manager Day said not every day, but the staff that was required to be there each day was.

Commissioner Carter asked when Town Hall would be opened and fully staffed.

Manager Day said as soon as the lobby reopened staff would resume being on site.

[CLOSED SESSION]

Pursuant to North Carolina General Statutes § 143-318.11 (a)(3) "to consult with an attorney retained by the Board in order to preserve the attorney-client privilege between the attorney and the Board"

A motion was made by Commissioner Harker to enter into closed session at 7:28 p.m.

Mayor Newton called each Commissioner by name (roll call).

Roll call ensued.

VOTE: UNANMIOUS (5-0)

Town Clerk Allen Coleman asked for a pause to remove any unauthorized individuals from the closed session and to stop the live streaming to Facebook.

A motion was made by Commissioner Harker to return to open session at 8:40 p.m.
Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

Mayor Newton said the Town had been presented with two lawsuits labeled Queen Street Priorities and the other O'Neal.

A motion was made by Commissioner Hagle to authorize the attorney's to make an offer of up to $15,000 for the O'Neal case.
Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANMIOUS (5-0)

[ADJOURN]

A motion was made by Commissioner Harker to adjourn the meeting.
Mayor Newton called each Commissioner by name (roll call).
Roll call ensued.

VOTE: UNANIMOUS (5-0)

The meeting adjourned at 8:43 p.m.

_____
Everette "Rett" Newton
Mayor

_____
Allen Coleman
Town Clerk

Town of Beaufort, NC

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, June 14, 2021

AGENDA CATEGORY: Items of Consent

SUBJECT: FY 2021 Budget Amendment No. 11

BRIEF SUMMARY:

This amendment requests General Fund- Fund Balance appropriation for the increase in the cost of the Comingled Processing Charges, charged by GFL to dispose of recyclables, $64,000 for residential and $13,000 for WBD.

REQUESTED ACTION:

The Manager recommends the Board approve the budget amendment allocating funds to cover the increased cost associated with the Comingled Processing Fees imposed by GFL to dispose of recyclables.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood

Finance Director

BUDGET AMENDMENT REQUIRED:

Yes

TOWN OF BEAUFORT
FY 2021 BUDGET AMENDMENT #11

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 following appropriations:

- Fund Balance – Public Works Sanitation- Increase in the cost of comingled processing fees.

A. REVENUE

INCREASE

APPROPRIATED FUND BALANCE	$ 77,000
TOTAL INCREASE	**$ 77,000**

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

INCREASE

PUBLIC WORKS	$ 77,000
TOTAL INCREASE	**$ 77,000**

SECTION VI: DISTRIBUTION

Copies of this ordinance shall be furnished to the Town Manager and Finance Officer to be kept on file for their direction in the disbursement of funds.
Adopted this 14th day of June, 2021
ATTEST:

Allen Coleman	Everette S. Newton
Town Clerk	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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, June 14, 2021

AGENDA CATEGORY: Items of Consent

SUBJECT: 2022 Triathlon

BRIEF SUMMARY:

The directors of the Beaufort Triathlon would like to reschedule their 2020 event to May 14, 2022. The attached request was approved for 2020. This is a half triathlon.

The directors have added one request to close the Craven Street parking lot to serve as a medical location/site for Triathlon Clubs on Saturday, May 14, 2022. This requested closure is from 4:30 a.m. until the end of the event on Saturday. The event application requests the craven street parking lot be closed for 2 days but that is incorrect. The request is only for the day of the event (5/14/2022).

An alcohol waiver for Middle Lane and the Craven Street parking lot is requested for May 13 and 14.

REQUESTED ACTION:

The Manager recommends the Board approve the event and authorize staff to work with the organizers to coordinate the details.

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

Rachel Johnson,

PIO/Events Coordinator

BUDGET AMENDMENT REQUIRED:

No

Link to map
https://www.mapmyrun.com/routes/view/2764980556
Here is the turn by turn:

- Exit transition area to proceed under Highway 70 bridge
- Continue on Highway 70 Bypass
- TR Turner Street
- TR Cedar Street
- TL Moore Street
- TR Front Street
- Proceed around the round a bout down Front Street
- TR Lennoxville Road
- Turnaround at the end of Lennoxville Road
- TL Front Street
- TR Craven Street
- Turnaround on Craven Street near Middle Lane
- TL Front Street
- TR Lennoxville Road
- Turnaround at the end of Lennoxville Road
- TL Front Street
- TR Craven Street
- Finish on Middle Lane

ADDED Request for Craven St. lot Turner St.

3.

Date Application Received: 5/15/21

Permit Number:

TOWN of BEAUFORT NORTH CAROLINA

Updated Dates from Approved 2020 Application

APPLICATION FOR SPECIAL EVENT PERMIT

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

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

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

EVENT BASICS

Event Name: Crystal Coast Half Booty Triathlon

Location of Event Site: Maritime Museum Annex and Middle Lane/Turner St. Beaufort Historic Site

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

Maritime Museum Annex - Swim Course and Transition Area
Middle Lane - Finish Line
Turner Street - Beaufort Historic Site - POST RACE PARTY and Event Expo (May 8th)

Run by: Crystal Coast Triathlon Board of Directors

Applicant (Organizer) Name: Kaz Yahyapour Contact # 919-280-9737

Day of Event Contact #: 919-280-9737 Email: yahyapour5@aol.com

Type of Event:

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

- ○ Music Event
- ◉ Other Half Triathlon

Actual Event Date(s): May 14, 2022 Time of Event: 4:00 AM to 6:00 PM

Set-Up Date: May 14, 2022 12:01A to 5:00A Start Time: 7:00 AM

EXPO: MAY 13, 2022

Tear Down Date: May 14, 2022 End Time: 8:00 PM

Estimated Attendance: 1,000 to 2,000 Admission Fees: Entry Free

Event Description: 1.2 mile SWIM 56 MILE BIKE RIDE 13.1 MILE RUN

ORGANIZER/APPLICANT INFORMATION

Name of Organization: Crystal Coast Half Booty Triathlon

Primary Contact Person: Kaz Yahyapour

Mailing Address: 6100 Crescent Knoll Dr. Raleigh, NC 27614

Email: yahyapour5@aol.com

Daytime Phone #: 919 280 9737 Cell Phone #: 919-280-9737

Alternate Contact Person: Steve Tulevech Phone #: 252-241-3891

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

SITE PLAN

Site Plan Attached

- ◉ Yes
- ○ No

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

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

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

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

PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

- o East Parking Lot
- o West Parking Lot
- ● Craven Street Parking - ADDED Request for 2022
- ● Middle Lane
- o John Newton Park
- o Lynn Eury Park
- o Grayden Paul Park
- o Topsail Marine Park
- o Other Please list: _____

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

OTHER EVENT DETAILS

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

Grand Station Rentals
Blu Site Solutions

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

ALCOHOL

Alcohol at the event YES X NO ____ Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of $35 per hour for the duration. (The Police Chief will review the application for exceptions.) All local, state and Federal laws must be adhered to.

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

X _____ ***(Applicant's Signature)***

ROAD CLOSURES

Does your event require a road closure? X YES _____ NO

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
CRAVEN ST.		10:00 AM	6:00 PM	6:00 P to 7:00 PM
MIDDLE LN	12:01 AM	12:01 AM	6:00 PM	6:00 P to 7:00 PM
TURNER ST. (Front St to Ann St)		10:00 AM	6:00 PM	6:00 P to 7:00 PM

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

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

PARKING/PARKING LOTS

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

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

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

Bicycle Parking: Yes_____ No X

Additional Handicap Parking: Yes _____ No X Location: _____

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

Satellite Parking at Beaufort Middle School and Ace Hardware

PARADE/WALK INFORMATION

Parade Assembly Area: _____ Time: _____

Parade Dismissal Area: _____ Time: _____

Parade Start Time: _____

EMERGENCY MANAGEMENT

Route Map Attached: X YES _____ NO (Please note a route map is required)

Designated Emergency personal/liaison (onsite): Kaz Yahyapour

Cell #: 919 - 280 - 9737 Other Contact: _____

How will your event staff react to severe weather?
Event will be cancelled if severe weather is predicted.

How will you alert visitors to the event to evacuate the site? (If multiple sites are being requested, a plan must be submitted for each location)
Announcements made on site at both Transition Area and FINISH LINE / POST RACE PARTY to evacuate the area.

RISK ASSESSMENT

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

What training will you provide to your volunteers/staff/participants regarding emergencies?
All will know in advance that they are to seek cover in event of severe weather.

TENTS

Will you have tents at your event? X YES _____ NO

Please list the tent sizes: 30 x 100

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

FOOD

Will there be food served at your event? X YES _____ NO

If yes, please provide a detailed list of all food vendors. Papa Johns Pizza for participants

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

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

VENDORS

Will there be vendors selling items at your event? _____Yes __X__No

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

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

CHECKLIST

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

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

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

Applicant's Signature _____ Date 2-5-2020

Internal Use Only

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

Permit Issue Date: _____

Authorized Signature: _____

Insurance Certificate: Yes____ No____

Permit Fee: Yes____ No____

BOC Approval Date: _____

Police Chief Approval: _____

Fire Chief Approval: _____

Ann Street Methodist
Old Burying Grounds
North Carolina Maritime Museum
Beaufort Restoration Grounds
Beaufort Historic Site
Ann Street United Methodist Presc
CCT Finish Line
115

3.
116
Line

Town of Beaufort, NC

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, June 14, 2021

AGENDA CATEGORY: Public Hearing

SUBJECT: Voluntary Annexation Request - 186 Chadwick Road (Alan Scibal)

BRIEF SUMMARY:

In June 2020, a voluntary annexation request was received for .681 acres at 186 Chadwick Road (PIN 731505193342000).

This property is currently zoned Residential, contiguous, and is located approximately 60 feet from the Town of Beaufort's City Limits. The applicant mistakenly stated on their attached application that the property was not contiguous and was approx. 200 feet from the Town limits.

On November 9, 2020, the Board of Commissioners unanimously voted to approve a resolution directing the Deputy Town Clerk to investigate sufficiency of the petition in accordance with North Carolina's General Statutes 160A-31. On May 6, 2021, the Town Clerk completed the certificate of sufficiency which is included with this item.

The Town Engineer and Planning Inspections Director have both been involved in this voluntary annexation request and reviewed the anticipated impact to town services (Water and Sewer). Currently, Police and Fire serve this area and would not be impacted.

The Board of Commissioners approved a resolution on May 24th scheduling the public hearing for today's regular meeting.

A map of the property is attached.

REQUESTED ACTION:

The Town Clerk recommends the Board conduct a public hearing, discuss the annexation request, and consider voting to approve the attached ordinance which extends the corporate limits of the Town of Beaufort. The Boards approval would be contingent upon any written comments being received within the required 24 hour period.

If written comments to the proposed Voluntary Annexation Request are received before the 24-hour deadline (9:00 a.m. Wednesday, June 16, 2021) this item will be brought back to the BOC at the June 28, 2021 Work Session for further consideration. If no written comments

are received, the decision of the BOC shall become effective at 9:01 a.m. on Wednesday, June 16, 2021.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

Allen Coleman

Town Clerk & Assistant to the Town Manager

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

APPLICATION FOR VOLUNTARYANNEXATION REQUEST

Instructions: Please complete the form below and include all required attachments, including the **$100 application fee (to The Town of Beaufort)** and return to Town Manager, Town Hall, 701 Front St., PO Box 390, Beaufort, NC, 28516. Incomplete applications will not be processed and returned to the applicant. Please contact Town Hall at (252) 728-2141 with any questions.
Complete applications must be received 15 days prior to the scheduled meeting.

Applicant Name: Alan Scibal

Applicant Address: 186 Chadwick Road

Phone Number: 252-725-3201 Email: AHOY@BEAUFORTFURNITURE.com

Property Owner Name: Alan Scibal

Address of Property: 186 Chadwick Road

Phone Number: _____ Email: _____

PROPERTY INFORMATION

Property Address: 186 Chadwick Road Current Zoning: residential

15 Digit Pin: 731505193342000 Size of Property (Square Feet or Acres): .681 Acres

Is the property Contiguous to the City Limits: ☐ Yes ☑ No;

If Not Contiguous please indicate how many miles it is to the City Limits: 200 feet

Current Use of Property:

☑ Residential ☐ Vacant
☐ Commercial ☐ Other: _____

Alan Scibal Date: 7.30.20
Applicant Signature

OFFICE USE ONLY Revised 03/16

Received by: Rachel Johnson Reviewed for Completeness By: _____

Date: 10/14/20 Date Deemed Complete and Accepted: _____

AlanSco05 20-00844

Alan Scubal Date: 7.30.20

Property Owner Signature (if different than above)

A fee of $100 to the Town of Beaufort must accompany this application.

REQUIRED ATTACHMENTS FOR A VOLUNTARY ANNEXATION REQUEST

Please provide the following as attachments to the voluntary annexation request form:

1. Copy of the Annexation Survey (suitable for recording)
2. Copy of all the deeds for the area to be annexed to verify ownership
3. A TYPED list of adjoining property owners
4. Carteret County Tax Parcel Card (Included should be parcel number and tax value)
5. Anticipated impact to city services including estimated gallons of water/sewer per day

TOWN OF BEAUFORT
701 FRONT ST.
PO BOX 390
BEAUFORT, NC 28516-0390

INVOICE #
20-00844

INVOICE DATE: 10/15/20
DUE DATE: 10/16/20

ACCOUNT ID: ALANS005 PIN: 88941:

Alan Seibal Sciba1
186 Chadwick Road
Beaufort, NC 28516

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
		Annexation		
1.0000	APPFEE	Other Application Fees Annexation Request	100.000000	100.00
			TOTAL DUE:	$ 100.00

RECEIVED
OCT 16 REC'D
By

PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT

TOWN OF BEAUFORT
701 FRONT ST.
PO BOX 390
BEAUFORT, NC 28516-0390

INVOICE #: 20-00844
DESCRIPTION: Annexation
ACCOUNT ID: ALANS005 PIN: 889413
DUE DATE: 10/16/20
TOTAL DUE: $ 100.00

Alan Seibal
186 Chadwick Road
Beaufort, NC 28516

PID R 7315.05.19.3342000

SCIBAL,ALAN JOHN

PO BOX 1067
BEAUFORT NC 28516

2020 96,136 MKT
68,890 PY Val
USE
DEF
.681 ACRES

CARD 001
69,510 LAND 001
26,626 BLDG 001
XFOB 000

LISTER 7/31/2015 VWD
TWP BEAUFORT CITY
LOT BLK
NBHD 11004700 USE 000100 RESIDENTIAL
LEGAL: LOT OFF SR 1311 - BEAUFORT

FIRE BEAUFORT FIRE RESCUE BEAUFORT RESCUE OTHER
PL BK/PG PLAT ADDRESS 0000186 CHADWICK RD BEAUFORT 28516
DEED 1315 443 AICUZ PRINTED 9/09/2020 BY JEANH

BUILDING CHARACTERISTICS for BldgSeq# 001 (Item# 001)

Code	Description	Code	Description	Code	Description	Code	Description	Code	Description
MODL	01 SNG FAMILY	BVAL	00001D SNG FAMILY	ARCH	02 COTTAGE	QUAL	0D D GRADE	STYS	1.0
FNDN	05 SLAB	FRME	N/A	WNDO	N/A	EXW1	13 WOOD PANEL	EXW2	.
HEAT	10 HEATPUMP	A/C	N/A	RSTR	03 GABLE	RCV1	03 COMP SHNGL	RCV2	.
INT1	05 DRYWALL	INT2	N/A	INT2%		FLR1	14 CARPET	FLR2	08 VINYL
KTCH	N/A	DPRT	03	BATH	1.00	BDRM	1	ROOM	
+/-	N/A	FRPL	N/A	UD-3	N/A	UD-4	N/A	HTFL	04 ELECTRIC
COND	0G GOOD	INSP	04 ESTIMATED	UD-9	N/A	UD-9	N/A	UD-9%	

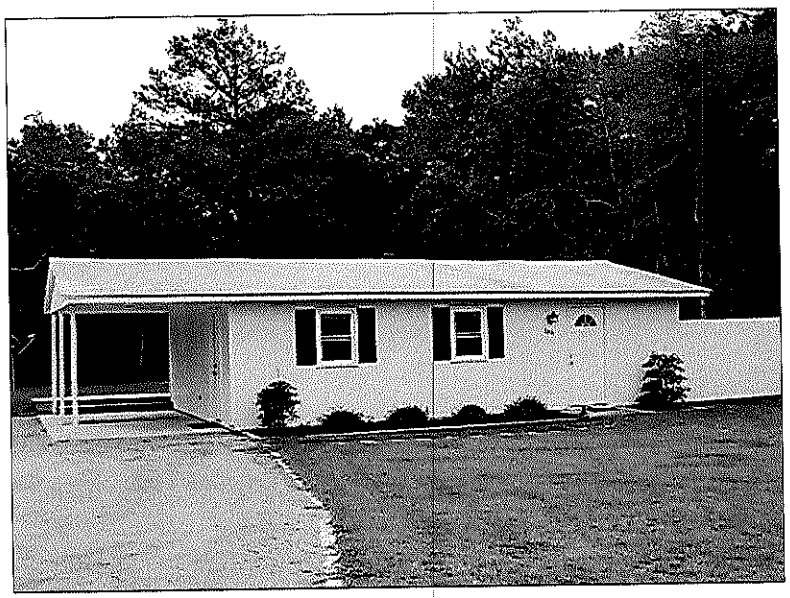
Code	Description
SIZE	N/A
EXW2%	
RCV2%	
FLR2%	50
SPCD	N/A
HTF2	N/A
AYB 1960	EYB 1989

AREA CALCULATION

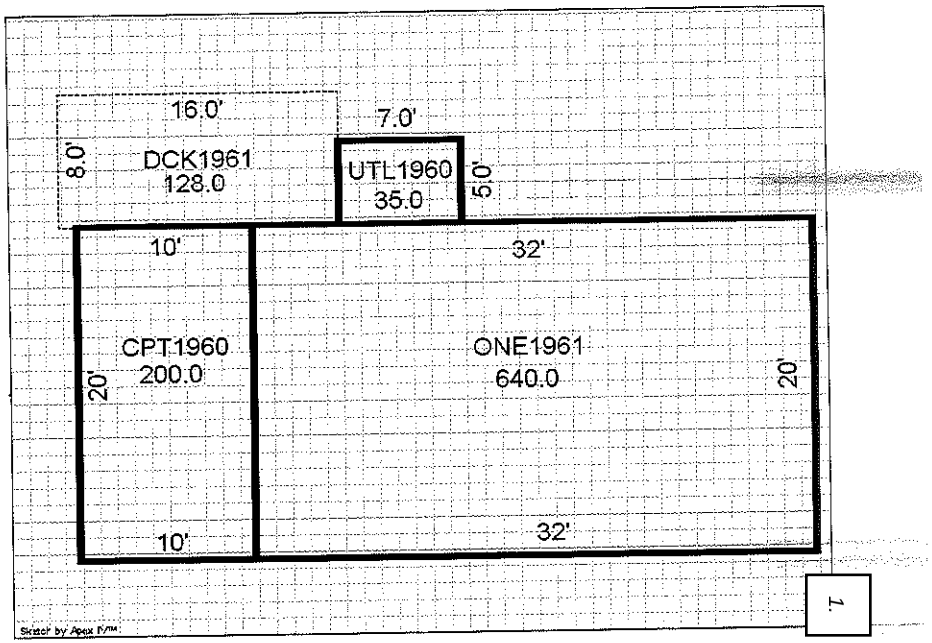
TRAVERSE

RCNLD CPT1960=200$ ONE1961=640$ DCK1961=128$ UTL1960=35$.

Subarea	Actual	Adj	Heated	Prime	Rate	Value	%Good	RCNLD
CARPORT	200	30			9.87	1974	54.00	1,066
ONE STO	640	640	640	640	65.79	42108	54.00	22,738
DECK	128	32			16.45	2105	54.00	1,137
UTILITY	35	14			26.31	921	54.00	497
122								
LUMP						2200	54.00	1,188
TOTAL	1003		640		77.04		54.00	
TOTAL		716		640		49308		26,626



73150519334200000l.jpg



PID R 7315.05.19.3342000

SCIBAL,ALAN JOHN

PO BOX 1067
BEAUFORT NC 28516

2020 96,136 MKT
68,890 PY Val
USE
DEF
.681 ACRES

CARD 002
69,510 LAND 001
26,626 BLDG 001
XFOB 000

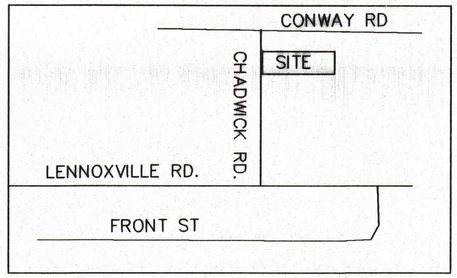
LISTER 7/31/2015 VWD
TWP BEAUFORT CITY
FIRE BEAUFORT FIRE RESCUE BEAUFORT RESCUE OTHER
LOT BLK PL BK/PG PLAT
ADDRESS 0000186 CHADWICK RD BEAUFORT 28516
NBHD 11004700 USE 000100 RESIDENTIAL DEED 1315 443 AICUZ PRINTED 9/09/2020 BY JEANH
LEGAL: LOT OFF SR 1311 - BEAUFORT

LAND

Seq	Zone	Code	Use	Description											
Front	Depth	Back	FT	#Units	UT	UTPrice	Adj1	Adj2	Adj3	Adj4	Fadj	Dadj	Nbhd Adj	Eff Rate	Value
1		114701		RESIDENTIAL LOT											
140	212	60		140.000	FF	500.000	1.00	1.00	1.00	1.00	.89	1.11	1.000	496.500	69,510

123

1.



VICINITY MAP NOT TO SCALE

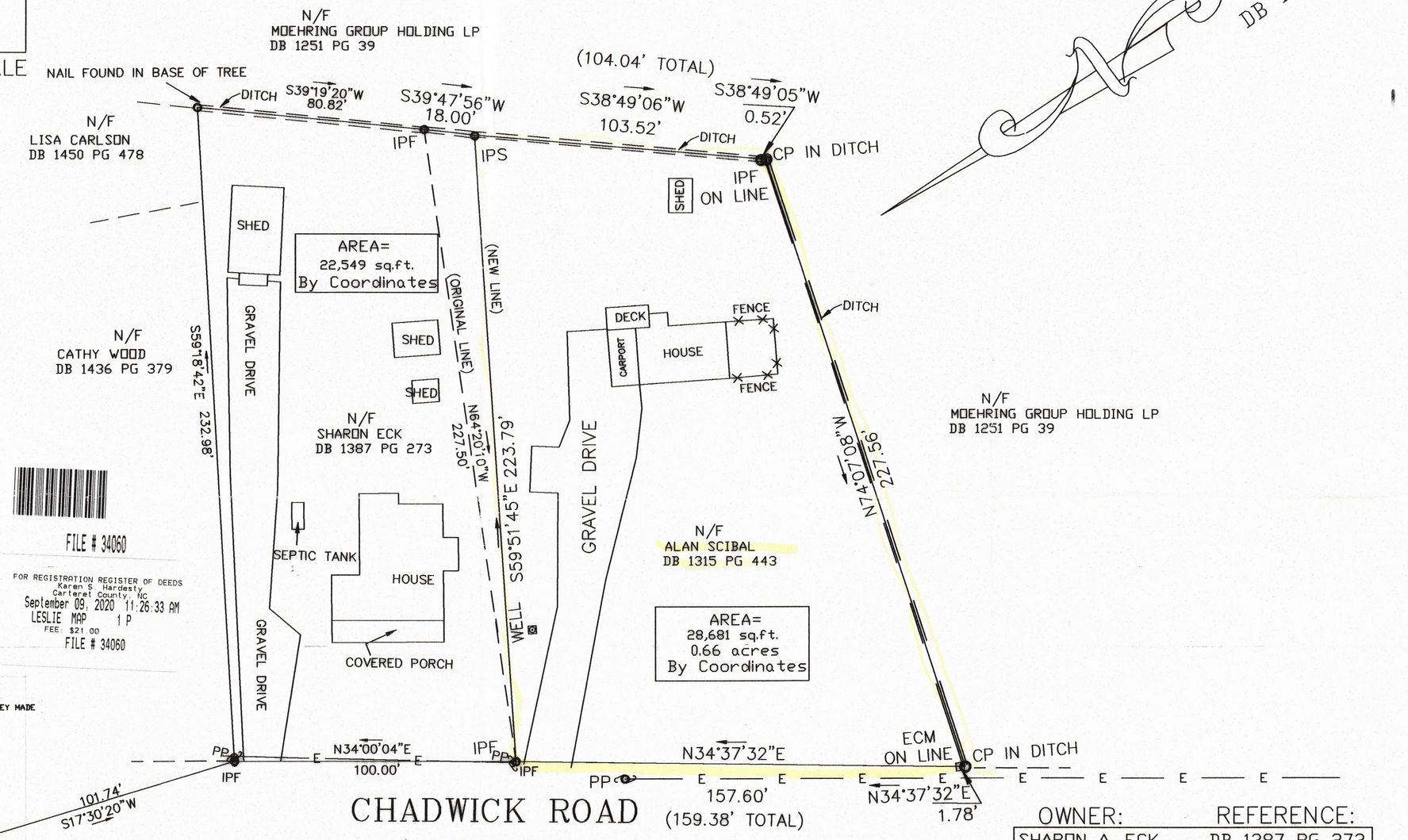
LEGEND

IRS	IRON ROD SET
IRF	IRON ROD FOUND
IPF	IRON PIPE FOUND
N/F	NOW OR FORMERLY
DB	DEED BOOK
MB	MAP BOOK
PG	PAGE
R/W	RIGHT OF WAY
MBL	MINIMUM BUILDING LINE
E	OVERHEAD ELECTRIC
PKF	PK NAIL FOUND
NF	NAIL FOUND
CP	COMPUTED POINT
PP	POWER POLE

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.



CHADWICK ROAD
60' R/W (PUBLIC)

OWNER:	REFERENCE:
SHARON A. ECK	DB 1387 PG 273
ALAN SCIBAL	DB 1315 PG 443

FILE # 34060

FOR REGISTRATION REGISTER OF DEEDS
Karen S. Hardesty
Carteret County, NC
September 09, 2020 11:26:33 AM
LESLIE MAP 1 P
FEE: $21.00
FILE # 34060

NORTH CAROLINA PROFESSIONAL SEAL L-3776 LAND SURVEYOR THOMAS EDWARD STRICKLAND III

I, THOMAS EDWARD STRICKLAND,III,PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION REFERENCED AS SHOWN ON THE FACE OF THIS PLAT); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS BROKEN LINES DRAWN FROM INFORMATION FOUND IN BOOK ___, PAGE ___; THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:10,000 ± ; AND ALL AREAS WERE CALCULATED BY COORDINATE COMPUTATION. THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS ___ DAY OF 3/2/14, A.D., 20___.

Thomas Edward Strickland, III 3/2/14
THOMAS EDWARD STRICKLAND,III P.L.S.
L-3776
REGISTRATION NUMBER

STATE OF NORTH CAROLINA, COUNTY OF CARTERET

I, Regan Ratcliff, REVIEW OFFICER OF CARTERET COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

Regan Ratcliff 9/9/2020
REVIEW OFFICER DATE

NORTH CAROLINA
CARTERET COUNTY

FILED FOR REGISTRATION AT 11:26 am O'CLOCK
ON THE 9 DAY OF September, 2020.
RECORDED IN MAP BOOK 34, PAGE 60.

Karen S. Hardesty by Leslie Talbot deputy
REGISTER OF DEEDS CARTERET COUNTY

I, THOMAS EDWARD STRICKLAND,III PROFESSIONAL LAND SURVEYOR L-3776, CERTIFY TO ONE OR MORE OF THE FOLLOWING AS INDICATED:

D. ☒ That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision;

3/2/14 Thomas Edward Strickland, III 3/2/14
DATE THOMAS EDWARD STRICKLAND,III P.L.S. 3776

THIS IS AN EXEMPT SUBDIVISION PER ARTICLE V 1a. THE COMBINATION/RECOMBINATION OF PREVIOUSLY RECORDED LOTS.

Kyle Garner, Town Planner 3/12/14
DIRECTOR OF PLANNING Town of BEAUFORT Date

RECOMBINATION SURVEY FOR
ANDY BIRMINGHAM
PROPERTIES
ON CHADWICK ROAD, BEAUFORT
BEAUFORT TWSP., CARTERET COUNTY, N.C.

STRICKLAND SURVEYING, P.A.
4915 ARENDELL ST, STE J
PMB 132
MOREHEAD CITY, N.C. 28557
(252) 727-1970 C-1496
THOMAS EDWARD STRICKLAND III P.L.S.

SURVEYED: 3/2/14
INV#/ FB#: 4545
DATE: 3/2/14
SCALE: 1" = 30'

34060

186 1.

RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEVIED UNDER G.S. 160A-31

WHEREAS, a petition requesting annexation of an area described in said petition was received on Oct. 14, 2020 by the Town of Beaufort; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Board of Commissioners of the Town of Beaufort deems it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Beaufort that:

The Town Clerk/Deputy Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Board of Commissioners the result of the investigation.

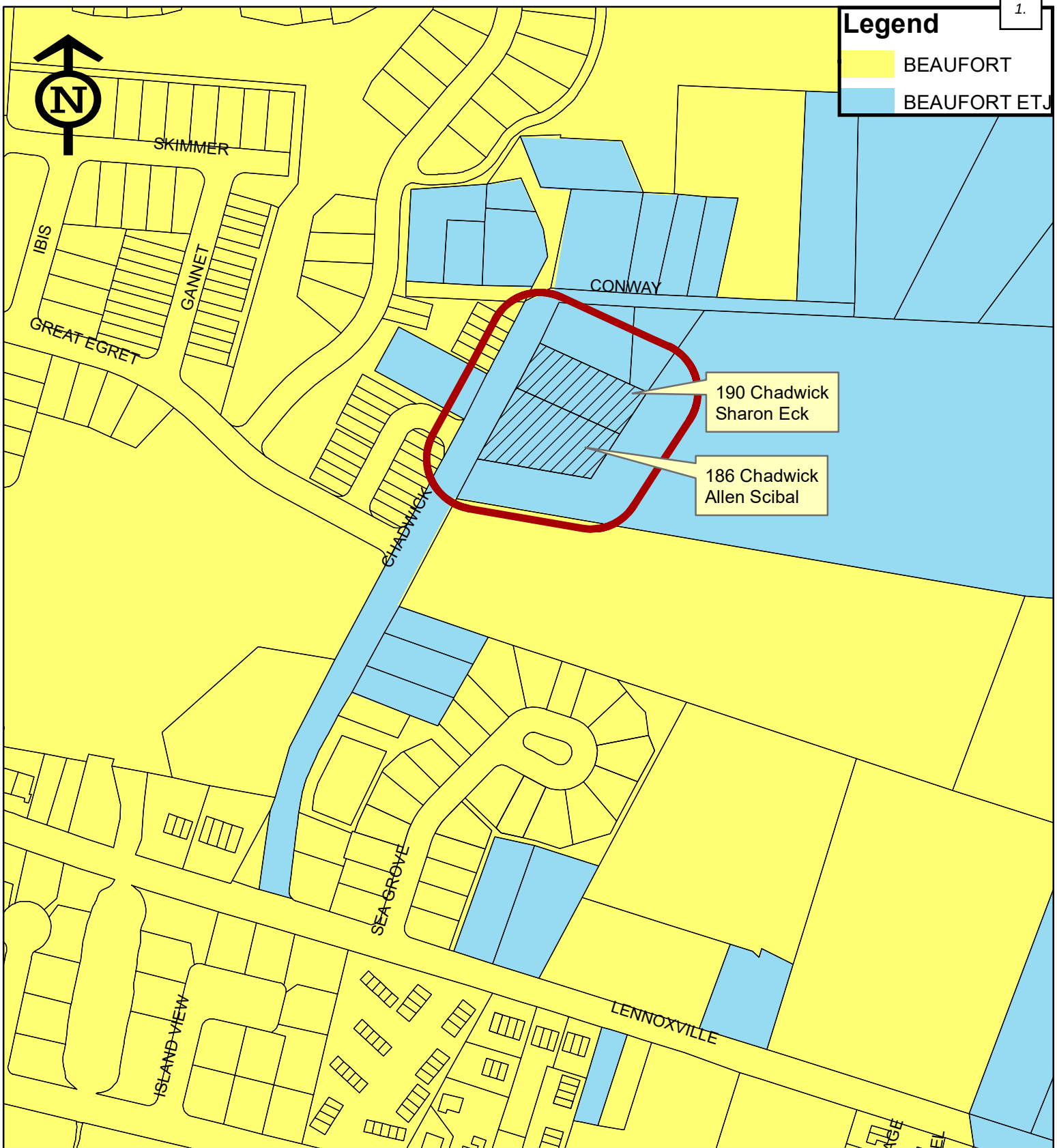
Adopted this 9th day of November 2020.

Mayor Everette S. (Rett) Newton

Rachel Johnson, Deputy Clerk

SEAL OF TOWN OF BEAUFORT • NORTH CAROLINA
TOWN OF BEAUFORT
17 22
North Carolina
INC. 1722

Voluntary Annexation Request - 186 & 190 Chadwick Road



ADJACENT OWNERS	#	Mailing Address	CITY	STATE		ZIP	MAIL_ADD2	St. Address	Street Name	
BLUE TREASURE LLC			CARY	NC		27519	PO BOX 3557	0000310	FISHING DUCK	
CARLSON,LISA WOOD	136	CONWAY ROAD	BEAUFORT	NC	7819	28516		0000136	CONWAY	RD
ECK,SHARON A	190	CHADWICK ROAD	BEAUFORT	NC		28516		0000190	CHADWICK	RD
FRONT STREET VILLAGE LLC	2400	LENNOXVILLE ROAD	BEAUFORT	NC		28516		0000000		
GODWIN,DAVID LEE ETUX DEBRA	185	CHADWICK RD	BEAUFORT	NC		28516		0000185	CHADWICK	RD
MOEHRING GROUP HOLDING LP			BEA	NC		28516	PO BOX 660	0000000		
SCIBAL,ALAN JOHN			BEA	NC		28516	PO BOX 1067	0000186	CHADWICK	RD
WOOD,CATHY RENEE	4909J	NC HIGHWAY 50 N	BENSON	NC	8124	27504		0000198	CHADWICK	RD

CERTIFICATE OF SUFFICIENCY

To the Board of Commissioners of the Town of Beaufort of Carteret County, North Carolina:

I, Allen Coleman, Town of Beaufort Clerk, do hereby certify that I have investigated the attached petition and herby make the following findings:

a) The petition for Voluntary Annexation of 186 Chadwick Road, contains an adequate property description of the area proposed for annexation.

b) The area described in the petition is contiguous to the Town of Beaufort primary corporate limits, as defined by G.S. 160A-31.

c) The petition is signed by the owner (186 Chadwick Road) and includes addresses of all owners of real property lying in the area described therein.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Beaufort of Carteret County, this 6th day of May 2021.

(SEAL)

Allen Coleman
Town Clerk

RES-2021-006
PAF 5/24/21
NLC #2

1.

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S.160A-58.2

WHEREAS, a petition requesting annexation of the area described herein (186 Chadwick Road) has been received; and

WHEREAS, the Town of Beaufort has by resolution directed the Deputy Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Town of Beaufort, North Carolina that:

Section 1. A public hearing on the question of annexation of the contiguous area described herein will be held virtually via Zoom at 6:00 p.m. or as soon thereafter on Monday, June 14, 2021.

Section 2. The area proposed for annexation is described as follows:
Beginning at an iron stake in the eastern right-of-way of State Road 1311 (Chadwick Road), said point of beginning being located the following courses and distances from a three (3) inch iron stake filled with concrete located at the intersection of the eastern right-of-way of Chadwick Road and the southern right of way of Conway Road S 33-43-28 W 89.70 feet to the existing iron stake; thence S 34-00-00 W 100.0 feet to the point and place of BEGINNING: thence from said point and place of beginning running S 64-20-10 E 227.50 feet to an iron stake set in the center of a ditch; thence running with center of said ditch S 39-19-20 W 122.05 feet to an existing iron pipe set at the intersection of said ditch with a second ditch; thence running with the center of said second ditch and the Atlantic Veneer line N 74-20-00 W 225.21 feet to an existing iron stake in the eastern right-of-way of Chadwick Road; thence running with the eastern right-of way of Chadwick Street N 34-00-00 E 159.38 feet to the point and place of Beginning.

This according to a survey prepared by Arthur Denning, RLS, dated April 20, 1996.

Section 3. Notice of the public hearing shall be published once in the Carteret News Times, a newspaper having general circulation in the Town of Beaufort, at least ten (10) days prior to the date of the public hearing.

Adopted this 24th day of May 2021.

Everette S. (Rett) Newton
Mayor

Allen Coleman
Town Clerk

SEAL OF TOWN OF BEAUFORT · NORTH CAROLINA
TOWN OF BEAUFORT
17 22
North Carolina
INC. 1722

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF BEAUFORT IN CARTERET COUNTY, NORTH CAROLINA

WHEREAS, the Town of Beaufort has been petitioned under G.S. 160A-31 to annex the area described below (186 Chadwick Road); and

WHEREAS, the Town of Beaufort has by resolution directed the Deputy Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held virtually on Monday, June 14, 2021, at 6:00 p.m., after due notice by publication in the Carteret News Times on Sunday, May 30th, 2021 and Sunday, June 6th, 2021; and

WHEREAS, the Town of Beaufort finds that the petition meets the requirements of G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED, by the Board of Commissioners of the Town of Beaufort, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is herby annexed and made part of the Town of Beaufort as of June 14, 2021:

Beginning at an iron stake in the eastern right-of-way of State Road 1311 (Chadwick Road), said point of beginning being located the following courses and distances from a three (3) inch iron stake filled with concrete located at the intersection of the eastern right-of-way of Chadwick Road and the southern right of way of Conway Road S 33-43-28 W 89.70 feet to the existing iron stake; thence S 34-00-00 W 100.0 feet to the point and place of BEGINNING: thence from said point and place of beginning running S 64-20-10 E 227.50 feet to an iron stake set in the center of a ditch; thence running with center of said ditch S 39-19-20 W 122.05 feet to an existing iron pipe set at the intersection of said ditch with a second ditch; thence running with the center of said second ditch and the Atlantic Veneer line N 74-20-00 W 225.21 feet to an existing iron stake in the eastern right-of-way of Chadwick Road; thence running with the eastern right-of way of Chadwick Street N 34-00-00 E 159.38 feet to the point and place of Beginning.

This according to a survey prepared by Arthur Denning, RLS, dated April 20, 1996.

Section 2. Upon and after June 14, 2021, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Beaufort and shall be entitled to the same privileges and benefits as other parts of the Town of Beaufort. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Beaufort shall cause to be recorded in the office of the Register of Deeds of Carteret County, North Carolina, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with the duly certified copy of this ordinance. Such a map shall also be delivered to the Carteret County, North Carolina Board of Elections, as required by G.S. 163-288.1

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Beaufort, North Carolina.

Adopted this 14th day of June 2021.

Everette S. (Rett) Newton
Mayor

ATTEST:

Allen Coleman
Town Clerk

APPROVED AS TO FORM:

Arey W. Grady, III
Town of Beaufort Attorney

Town of Beaufort, NC

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, June 14, 2021

AGENDA CATEGORY: Public Hearing

SUBJECT: Voluntary Annexation Request - 190 Chadwick Road (Sharon Eck)

BRIEF SUMMARY:

In June 2020, a voluntary annexation request was received for .523 acres at 190 Chadwick Road (PIN 731505194412000).

This property is currently zoned Residential, contiguous, and is located approximately 60 feet from the Town of Beaufort's City Limits. The applicant mistakenly stated on their attached application that the property was not contiguous and was approx. 200 feet from the Town limits.

On November 9, 2020, the Board of Commissioners unanimously voted to approve a resolution directing the Deputy Town Clerk to investigate sufficiency of the petition in accordance with North Carolina's General Statutes 160A-31. On May 6, 2021, the Town Clerk completed the certificate of sufficiency which is included with this item.

The Town Engineer and Planning Inspections Director have both been involved in this voluntary annexation request and reviewed the anticipated impact to town services (Water and Sewer). Currently, Police and Fire serve this area and would not be impacted.

The Board of Commissioners approved a resolution on May 24th scheduling the public hearing for today's regular meeting.

A map of the property is attached.

REQUESTED ACTION:

The Town Clerk recommends the Board conduct a public hearing, discuss the annexation request, and consider voting to approve the attached ordinance which extends the corporate limits of the Town of Beaufort. The Boards approval would be contingent upon any written comments being received within the required 24-hour period.

If written comments to the proposed Voluntary Annexation Request are received before the 24-hour deadline (9:00 a.m. Wednesday, June 16, 2021) this item will be brought back to the BOC at the June 28, 2021 Work Session for further consideration. If no written comments

are received, the decision of the BOC shall become effective at 9:01 a.m. on Wednesday, June 16, 2021.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

Allen Coleman,
Town Clerk & Assistant to the Town Manager

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

APPLICATION FOR VOLUNTARYANNEXATION REQUEST

Instructions: Please complete the form below and include all required attachments, including the **$100 application fee (to The Town of Beaufort)** and return to Town Manager, Town Hall, 701 Front St., PO Box 390, Beaufort, NC, 28516. Incomplete applications will not be processed and returned to the applicant. Please contact Town Hall at (252) 728-2141 with any questions.
Complete applications must be received 15 days prior to the scheduled meeting.

Applicant Name: Sharon A. Eck

Applicant Address: 190 Chadwick Rd. Beaufort

Phone Number: 919-602-4770 Email: Andy@Beaufort furniture.com

Property Owner Name: Same

Address of Property: _____

Phone Number: _____ Email: _____

PROPERTY INFORMATION

Property Address: 190 Chadwick Rd. Current Zoning: residential

15 Digit Pin: 7315 05 19 4412 000 Size of Property (Square Feet or Acres): .523 acres

Is the property Contiguous to the City Limits: ☐ Yes ☑ No;

If Not Contiguous please indicate how many miles it is to the City Limits: 200 ft.

Current Use of Property:

☒ Residential ☐ Vacant
☐ Commercial ☐ Other: _____

Sharon A. Eck Date: June 29 2020
Applicant Signature

OFFICE USE ONLY Revised 03/16

Received by: Rachel Johnson Reviewed for Completeness By: _____

Date: 10/14/20 Date Deemed Complete and Accepted: _____

Sharo 0/0 20-00843

Sharon A. Eck Date: June 20, 2020

Property Owner Signature (if different than above)

A fee of $100 to the Town of Beaufort must accompany this application.

REQUIRED ATTACHMENTS FOR A VOLUNTARY ANNEXATION REQUEST

Please provide the following as attachments to the voluntary annexation request form:

1. Copy of the Annexation Survey (suitable for recording)
2. Copy of all the deeds for the area to be annexed to verify ownership
3. A TYPED list of adjoining property owners
4. Carteret County Tax Parcel Card (Included should be parcel number and tax value)
5. Anticipated impact to city services including estimated gallons of water/sewer per day

TOWN OF BEAUFORT
701 FRONT ST.
PO BOX 390
BEAUFORT, NC 28516-0390

INVOICE #
20-00843

INVOICE DATE: 10/15/20
DUE DATE: 10/16/20

ACCOUNT ID: SHARO010 PIN: 87360

Sharon Eck
190 Chadwick Road
Beaufort, NC 28516

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
		Annexation		
1.0000	APPFEE	Other Application Fees Annexation Request	100.000000	100.00
			TOTAL DUE:	$ 100.00

RECEIVED
OCT 16 REC'D
By

PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT

TOWN OF BEAUFORT
701 FRONT ST.
PO BOX 390
BEAUFORT, NC 28516-0390

INVOICE #: 20-00843
DESCRIPTION: Annexation
ACCOUNT ID: SHARO010 PIN: 873607
DUE DATE: 10/16/20
TOTAL DUE: $ 100.00

Sharon Eck
190 Chadwick Road
Beaufort, NC 28516

PID R 7315.05.19.4412000

LISTER 7/31/2015 VWD

TWP BEAUFORT CITY

LOT BLK

NBHD 11004700 USE 000100 RESIDENTIAL

LEGAL: LOT OFF SR 1311 - BEAUFORT

ECK, SHARON A

190 CHADWICK ROAD

BEAUFORT NC 28516

2020 144,034 MKT CARD 002

117,183 PY Val USE 56,200 LAND 001

DEF 82,117 BLDG 001

.523 ACRES 5,717 XFOB 002

FIRE BEAUFORT FIRE RESCUE BEAUFORT RESCUE OTHER

PL BK/PG PLAT ADDRESS 0000190 CHADWICK RD BEAUFORT 28516

DEED 1500 270 AICUZ PRINTED 9/09/2020 BY JEANH

EXTRA FEATURES

Seq	Bldg	Code	Description	Length	Width	Height	#Units	UT	Qty	Qual	UTPrice	Year	Adj1	Adj2	Adj3	Adj4	%Good	Value
001		000190	SHED	12	16		192.000	SF	1	0C	14.930	0000	.85	1.00	1.00	1.00	100.00	2,437
002		000970	PREFAB GARAGE	32	18		576.000	SF	1	0D	6.700	0000	.85	1.00	1.00	1.00	100.00	3,280

LAND

Seq	Zone	Code	Use	Description											
Front	Depth	Back	FT	#Units	UT	UTPrice	Adj1	Adj2	Adj3	Adj4	Fadj	Dadj	Nbhd Adj	Eff Rate	Value
1		114701		RESIDENTIAL LOT											
100	228	60		100.000	FF	500.000	1.00	1.00	1.00	1.00	1.00	1.12	1.000	562.000	56,200

136

2

PID R 7315.05.19.4412000

ECK,SHARON A

190 CHADWICK ROAD
BEAUFORT NC 28516

2020 144,034 MKT CARD 001
117,183 PY Val USE 56,200 LAND 001
DEF 82,117 BLDG 001
.523 ACRES 5,717 XFOB 002

LISTER 7/31/2015 VWD
TWP BEAUFORT CITY FIRE BEAUFORT FIRE RESCUE BEAUFORT RESCUE OTHER
LOT BLK PL BK/PG PLAT ADDRESS 0000190 CHADWICK RD BEAUFORT 28516
NBHD 11004700 USE 000100 RESIDENTIAL DEED 1500 270 AICUZ PRINTED 9/09/2020 BY JEANH
LEGAL: LOT OFF SR 1311 - BEAUFORT

BUILDING CHARACTERISTICS for BldgSeq# 001 (Item# 001)

Code	Description	Code	Description	Code	Description	Code	Description	Code	Description	Code	Description
MODL	01 SNG FAMILY	BVAL	00001C SNG FAMILY	ARCH	04 RANCH	QUAL	0C C GRADE	STYS	1.0	SIZE	N/A
FNDN	02 CONC BLOCK	FRME	N/A	WNDO	N/A	EXW1	29 HARDIPLANK	EXW2	.	EXW2%	
HEAT	00 NO INFO	A/C	01 NO A/C	RSTR	03 GABLE	RCV1	03 COMP SHNGL	RCV2	.	RCV2%	
INT1	01 MINIMUM	INT2	N/A	INT2%		FLR1	02 MINIMUM	FLR2	.	FLR2%	
KTCH	N/A	DPRT	02	BATH	2.00	BDRM	3	ROOM		SPCD PC	%COMPLETE
+/-	N/A	FRPL	N/A	UD-3	N/A	UD-4	N/A	HTFL	01 NONE	HTF2	01 NONE
COND	0G GOOD	INSP	04 ESTIMATED	UD-9	N/A	UD-9	N/A	UD-9%		AYB 2012	EYB 2012

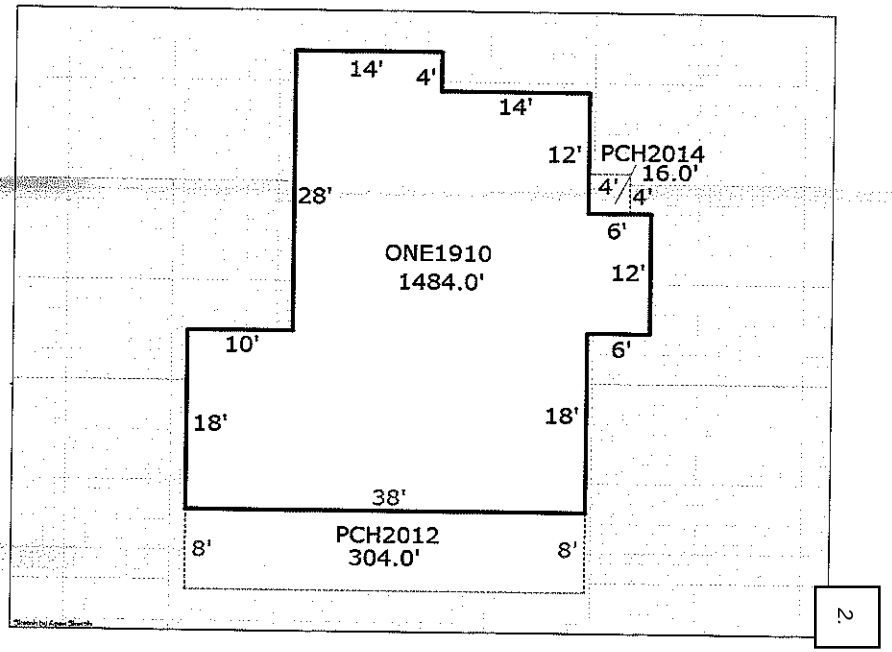
AREA CALCULATION

Subarea	Actual	Adj	Heated	Prime	Rate	Value	%Good	RCNLD
ONE STO	1484	1484	1484	1484	76.40	113377	65.00	73,695
PORCH	304	106			26.64	8099	65.00	5,264
PORCH	16	6			28.63	458	65.00	298
						4400	65.00	2,860
TOTAL	1804		1484		85.13		65.00	
TOTAL		1596		1484		126334		82,117

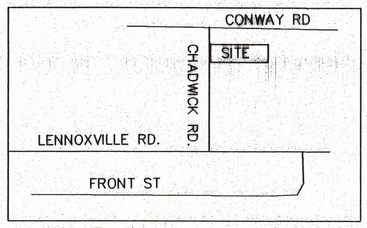
TRAVERSE

ONE1910=1484$ PCH2012=304$ PCH2014=16$.

137



2



VICINITY MAP NOT TO SCALE

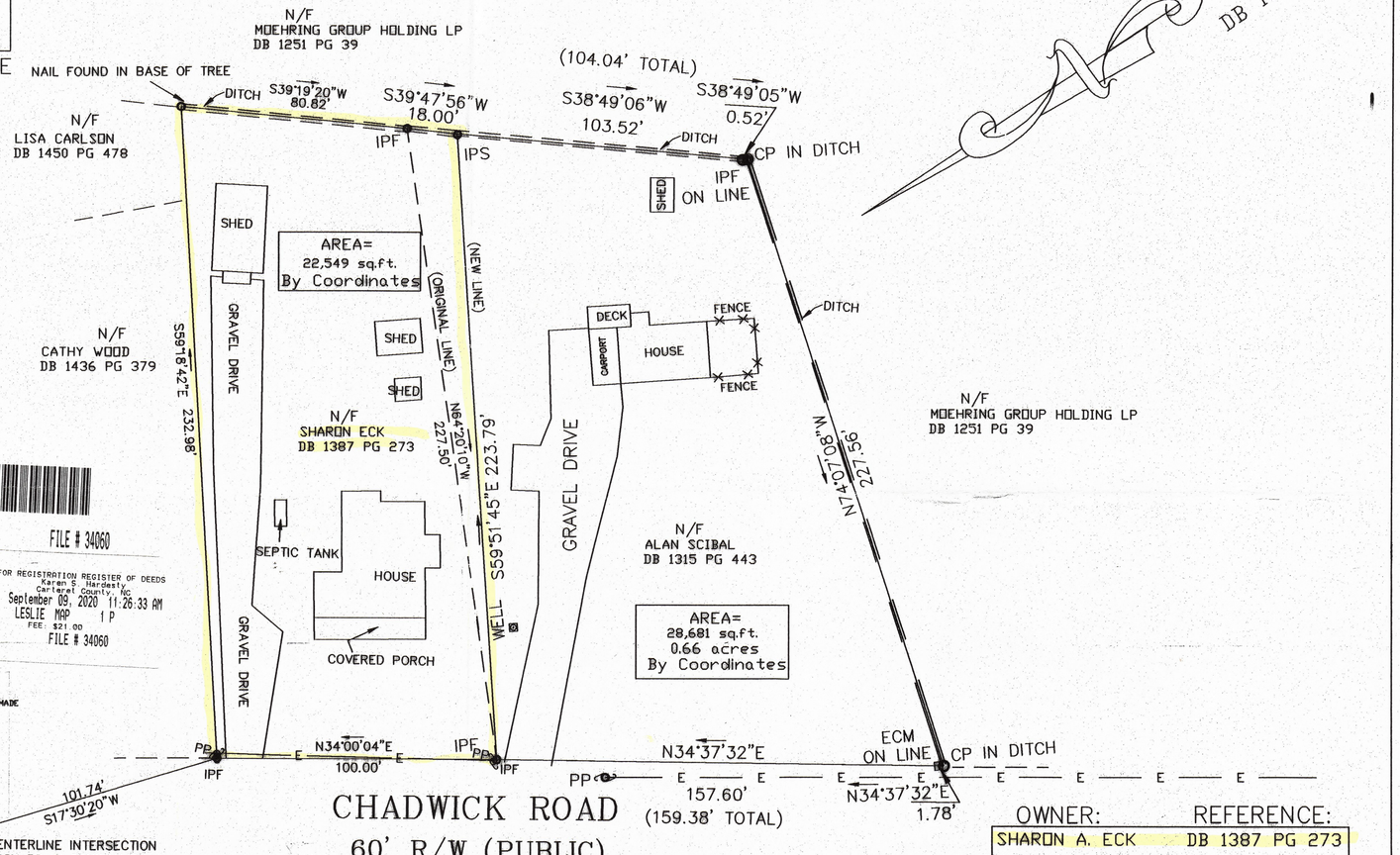
LEGEND

IRS	IRON ROD SET
IRF	IRON ROD FOUND
IPF	IRON PIPE FOUND
N/F	NOW OR FORMERLY
DB	DEED BOOK
MB	MAP BOOK
PG	PAGE
R/W	RIGHT OF WAY
MBL	MINIMUM BUILDING LINE
E	OVERHEAD ELECTRIC
PKF	PK NAIL FOUND
NF	NAIL FOUND
CP	COMPUTED POINT
PP	POWER POLE

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.



CHADWICK ROAD
60' R/W (PUBLIC)

OWNER:	REFERENCE:
SHARON A. ECK	DB 1387 PG 273
ALAN SCIBAL	DB 1315 PG 443

SEAL L-3776

FILE # 34060

FOR REGISTRATION REGISTER OF DEEDS
Karen S. Hardesty
Carteret County, NC
September 09, 2020 11:26:33 AM
LESLIE MAP 1 P
FEE: $21.00
FILE # 34060

I, THOMAS EDWARD STRICKLAND,III PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION REFERENCED AS SHOWN ON THE FACE OF THIS PLAT); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS BROKEN LINES DRAWN FROM INFORMATION FOUND IN BOOK ____, PAGE ____; THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:10,000+; AND ALL AREAS WERE CALCULATED BY COORDINATE COMPUTATION; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 2nd DAY OF 3/2/14, A.D., 20__

Thomas Edward Strickland, III 3/2/14
THOMAS EDWARD STRICKLAND,III P.L.S.
L-3776
REGISTRATION NUMBER

STATE OF NORTH CAROLINA, COUNTY OF CARTERET

I, Regan Rose Lilf, REVIEW OFFICER OF CARTERET COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

Regan Rose Lilf 9/9/2020
REVIEW OFFICER DATE

NORTH CAROLINA
CARTERET COUNTY

FILED FOR REGISTRATION AT 11:26 am O'CLOCK
ON THE 9 DAY OF September 2020
RECORDED IN MAP BOOK 31, PAGE 60

Karen S. Hardesty by Leslie Talbott
REGISTER OF DEEDS CARTERET COUNTY Deputy

I, THOMAS EDWARD STRICKLAND,III PROFESSIONAL LAND SURVEYOR L-3776, CERTIFY TO ONE OR MORE OF THE FOLLOWING AS INDICATED:

D. X That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision;

3/2/14 Thomas Edward Strickland, III 3/2/14
DATE THOMAS EDWARD STRICKLAND,III P.L.S. 3776

THIS IS AN EXEMPT SUBDIVISION PER ARTICLE V 1a. THE COMBINATION/RECOMBINATION OF PREVIOUSLY RECORDED LOTS.

Kyle Garner, Town Planner 3/12/14
DIRECTOR OF PLANNING Town of BEAUFORT Date

RECOMBINATION SURVEY FOR
ANDY BIRMINGHAM
PROPERTIES
ON CHADWICK ROAD, BEAUFORT
BEAUFORT TWSP., CARTERET COUNTY, N.C.

STRICKLAND SURVEYING, P.A.	SURVEYED: 3/2/14
4915 ARENDELL ST, STE J PMB 132 MOREHEAD CITY, N.C. 28557	INV#/ FB#: 4545
(252) 727-1970 C-1496 THOMAS EDWARD STRICKLAND III P.L.S.	DATE: 3/2/14
	SCALE: 1" = 30'

34060

190

RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEVIED UNDER G.S. 160A-31

WHEREAS, a petition requesting annexation of an area described in said petition was received on Oct. 14, 2020 by the Town of Beaufort; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Board of Commissioners of the Town of Beaufort deems it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Beaufort that:

The Town Clerk/Deputy Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Board of Commissioners the result of the investigation.

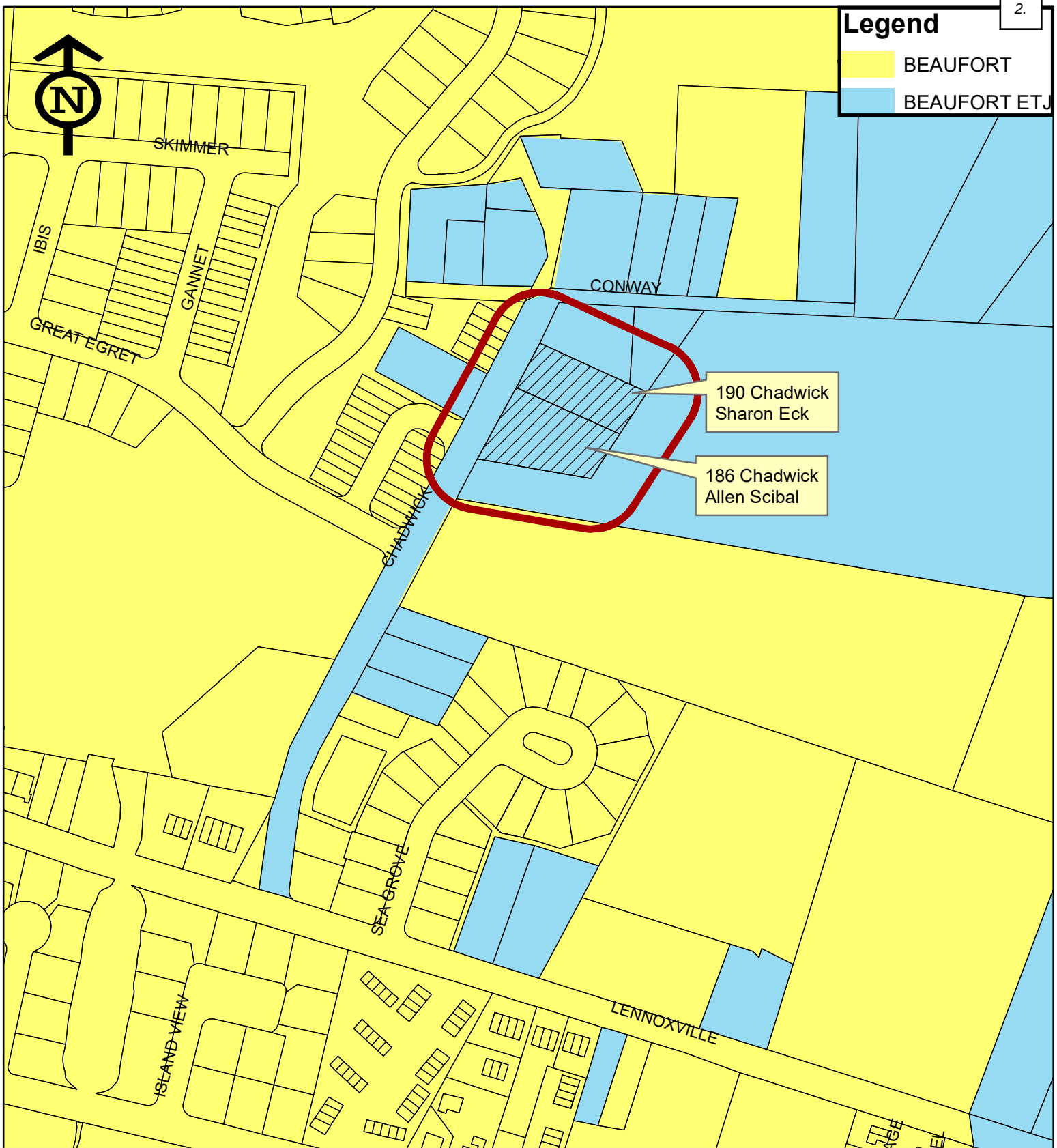
Adopted this 9th day of November 2020.

Mayor Everette S. (Rett) Newton

Rachel Johnson, Deputy Clerk

SEAL OF TOWN OF BEAUFORT • NORTH CAROLINA
TOWN OF BEAUFORT
17 22
North Carolina
INC. 1722

Voluntary Annexation Request - 186 & 190 Chadwick Road



ADJACENT OWNERS	#	Mailing Address	CITY	STATE		ZIP	MAIL_ADD2	St. Address	Street Name	
BLUE TREASURE LLC			CARY	NC		27519	PO BOX 3557	0000310	FISHING DUCK	
CARLSON,LISA WOOD	136	CONWAY ROAD	BEAUFORT	NC	7819	28516		0000136	CONWAY	RD
ECK,SHARON A	190	CHADWICK ROAD	BEAUFORT	NC		28516		0000190	CHADWICK	RD
FRONT STREET VILLAGE LLC	2400	LENNOXVILLE ROAD	BEAUFORT	NC		28516		0000000		
GODWIN,DAVID LEE ETUX DEBRA	185	CHADWICK RD	BEAUFORT	NC		28516		0000185	CHADWICK	RD
MOEHRING GROUP HOLDING LP			BEA	NC		28516	PO BOX 660	0000000		
SCIBAL,ALAN JOHN			BEA	NC		28516	PO BOX 1067	0000186	CHADWICK	RD
WOOD,CATHY RENEE	4909J	NC HIGHWAY 50 N	BENSON	NC	8124	27504		0000198	CHADWICK	RD

CERTIFICATE OF SUFFICIENCY

To the Board of Commissioners of the Town of Beaufort of Carteret County, North Carolina:

I, Allen Coleman, Town of Beaufort Clerk, do hereby certify that I have investigated the attached petition and herby make the following findings:

a) The petition for Voluntary Annexation of 190 Chadwick Road, contains an adequate property description of the area proposed for annexation.

b) The area described in the petition is contiguous to the Town of Beaufort primary corporate limits, as defined by G.S. 160A-31.

c) The petition is signed by the owner (190 Chadwick Road) and includes addresses of all owners of real property lying in the area described therein.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Beaufort of Carteret County, this 6th day of May 2021.

(SEAL)

Allen Coleman
Town Clerk

RES-2021-005
PAF 5/24/21
NDC #3

2.

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S.160A-58.2

WHEREAS, a petition requesting annexation of the area described herein (190 Chadwick Road) has been received; and

WHEREAS, the Town of Beaufort has by resolution directed the Deputy Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Town of Beaufort, North Carolina that:

Section 1. A public hearing on the question of annexation of the contiguous area described herein will be held virtually via Zoom at 6:00 p.m. or as soon thereafter on Monday, June 14, 2021.

Section 2. The area proposed for annexation is described as follows:
Beginning at an existing iron stake in the eastern right-of-way of State Road 1311 (Chadwick Road); said point being further identified as being located South 33-43-28 West 89.70 feet from an existing three (3) inch iron stake filled with concrete located at the intersection of the eastern right-of-way of Chadwick Road and the southern right of way of Conway Road; running thence from said Point and Place of Beginning South 59-18-42 East 232.98 feet to a point in the centerline of a ditch marked by a nail in the base of a tree; running thence with the centerline of a ditch South 39-19-20 West 80.82 feet to an iron stake; running thence North 64-20-10 West 227.50 feet to an iron stake located in the eastern right of way State Road 1311 (Chadwick Road); running thence with said right of way North 34-00-00 East 100 feet to the Point and Place of Beginning.

Being all of that property on that survey entitled, "Survey for Lawrence August Jr.", dated February 24, 1997 and prepared by James L. Powell R.L.S.

For further reference, see Boundary Line Agreement recorded in Deed Book 780, page 582, Carteret County Registry.

This being all the same property conveyed in that Deed recorded in Book 1321, page 478, Carteret County Registry.

Section 3. Notice of the public hearing shall be published once in the Carteret News Times, a newspaper having general circulation in the Town of Beaufort, at least ten (10) days prior to the date of the public hearing.

Adopted this 24th day of May 2021.

Everette S. (Rett) Newton
Mayor

Allen Coleman
Town Clerk

SEAL OF TOWN OF BEAUFORT • NORTH CAROLINA
TOWN OF BEAUFORT
17 22
North Carolina
INC. 1722

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF BEAUFORT IN CARTERET COUNTY, NORTH CAROLINA

WHEREAS, the Town of Beaufort has been petitioned under G.S. 160A-31 to annex the area described below (190 Chadwick Road); and

WHEREAS, the Town of Beaufort has by resolution directed the Deputy Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held virtually on Monday, June 14, 2021, at 6:00 p.m., after due notice by publication in the Carteret News Times on Sunday, May 30th, 2021 and Sunday, June 6th, 2021; and

WHEREAS, the Town of Beaufort finds that the petition meets the requirements of G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED, by the Board of Commissioners of the Town of Beaufort, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is herby annexed and made part of the Town of Beaufort as of June 14, 2021:

Beginning at an existing iron stake in the eastern right-of-way of State Road 1311 (Chadwick Road); said point being further identified as being located South 33-43-28 West 89.70 feet from an existing three (3) inch iron stake filled with concrete located at the intersection of the eastern right-of-way of Chadwick Road and the southern right of way of Conway Road; running thence from said Point and Place of Beginning South 59-18-42 East 232.98 feet to a point in the centerline of a ditch marked by a nail in the base of a tree; running thence with the centerline of a ditch South 39-19-20 West 80.82 feet to an iron stake; running thence North 64-20-10 West 227.50 feet to an iron stake located in the eastern right of way State Road 1311 (Chadwick Road); running thence with said right of way North 34-00-00 East 100 feet to the Point and Place of Beginning.

Being all of that property on that survey entitled, “Survey for Lawrence August Jr.”, dated February 24, 1997 and prepared by James L. Powell R.L.S.

For further reference, see Boundary Line Agreement recorded in Deed Book 780, page 582, Carteret County Registry.

This being all the same property conveyed in that Deed recorded in Book 1321, page 478, Carteret County Registry.

Section 2. Upon and after June 14, 2021, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Beaufort and shall be entitled to the same privileges and benefits as other parts of the Town of Beaufort. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Beaufort shall cause to be recorded in the office of the Register of Deeds of Carteret County, North Carolina, and in the office of the Secretary of

State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with the duly certified copy of this ordinance. Such a map shall also be delivered to the Carteret County, North Carolina Board of Elections, as required by G.S. 163-288.1

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Beaufort, North Carolina.

Adopted this 14th day of June 2021.

Everette S. (Rett) Newton
Mayor

ATTEST:

Allen Coleman
Town Clerk

APPROVED AS TO FORM:

Arey W. Grady, III
Town of Beaufort Attorney

Town of Beaufort, NC

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, June 14, 2021

AGENDA CATEGORY: Public Hearing

SUBJECT: Modify/Revise the Existing Planned Unit Development (PUD) for Front Street Village; Case No. 21-16

BRIEF SUMMARY:

The applicant wishes to modify the following standards from their 2008 approval. Those requested changes are as follows:

- The owner is requesting a zoning change from B-3 to R-8 for the expansion of the single family residential lots. The B-3 zoning originally included in portions of Phases II & III of the site which included parking and is now proposed as single family residential.

- The owner is requesting a reduction in the overall parking spaces to 398. The original PUD approved in 2008 included 631 spaces. This is a reduction of 233 parking spaces.

- The owner is requesting a reduction in the overall number of resort dwellings. If approved there will only be seven (7) resort dwellings that are developed on the south side of Lennoxville Road. The approved PUD included 202 resort dwellings. This is a reduction of 195 resort dwellings.

- The owner is requesting an expansion of the original eleven single family lots to a proposed thirty-four (34) single family lots, an increase of twenty-three (23) lots that were approved in the original 2008 PUD.

At the May 24th workshop staff and the applicant were requested to provide a map/exhibit showing clearer area proposed to be rezoned. A map/exhibit is now included and is labeled as "Attachment C" and identifies the proposed area of rezoning.

REQUESTED ACTION:

Conduct Public Hearing; CAMA Consistency Statement; Render a Decision with the following contingency:

If written comments to the proposed PUD Amendment are received before the 24-hour deadline (9:00 a.m. Wednesday, June 16, 2021) this item will be brought back to the Board

at the June 28 Work Session for further consideration. If no written comments are received, the decision of the Board shall become effective at 9:01 a.m. on Wednesday, June 16, 2021.

EXPECTED LENGTH OF PRESENTATION:

30 Minutes

SUBMITTED BY:

Kyle Garner, AICP

Planning & Inspections Director

BUDGET AMENDMENT REQUIRED:

N/A

Staff Report

To: Planning Board
From: Kyle Garner, AICP

Date: 5/3/2021
Meeting Date: 5/17/2021

Case Number 21-16

Summary of Request:

Request:

- The owner is requesting a zoning change from B-3 to R-8 for the expansion of the single family residential lots. The B-3 zoning originally included in portions of Phases II & III of the site which included parking and is now proposed as single family residential.
- The owner is requesting a reduction in the overall parking spaces to 398. The original PUD approved in 2008 included 631 spaces. This is a reduction of 233 parking spaces.
- The owner is requesting a reduction in the overall number of resort dwellings. If approved there will only be seven (7) resort dwellings that are developed on the south side of Lennoxville Road. The approved PUD included 202 resort dwellings. This is a reduction of 195 resort dwellings.
- The owner is requesting an expansion of the original eleven single family lots to a proposed thirty-four (34) single family lots, an increase of twenty-three (23) lots that were approved in the original 2008 PUD.

Background

Location(s) & PIN	Lennoxville Road (Multiple)
Owner	Front Street Village, LLC, Beaufort Hospitality Enterprises, LLC , Southern Marina Boat House,
Applicant	Arendell Engineers
Current Zoning	PUD
Lot(s) Size & Conformity Status	Conforming
Existing Land Use	Parking Lot (Rock Surface) & Undeveloped
CAMA Future Land Use Map	Mixed Use
Amendment Required	☐ Yes ☒ No

Adjoining Land Use & Zoning

North Undeveloped property, zoned IW (Industrial Warehouse) – Atlantic Veneer

South Taylor's Creek (unzoned), and Single-family homes zoned R-5 and commercial property (Boat Storage), zoned IW

East Former Atlantic Veneer, zoned Industrial Warehouse

West Single Family Homes, Zoned RS-5, R-8, R-20, Undeveloped Future Lots, zoned PUD (Beau Coast)

Special Flood Hazard Area ☐ Yes ☒ No

Public Utilities

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

Additional Information

Prior to the Public Hearing the applicant will give a history on the project as well as status report.

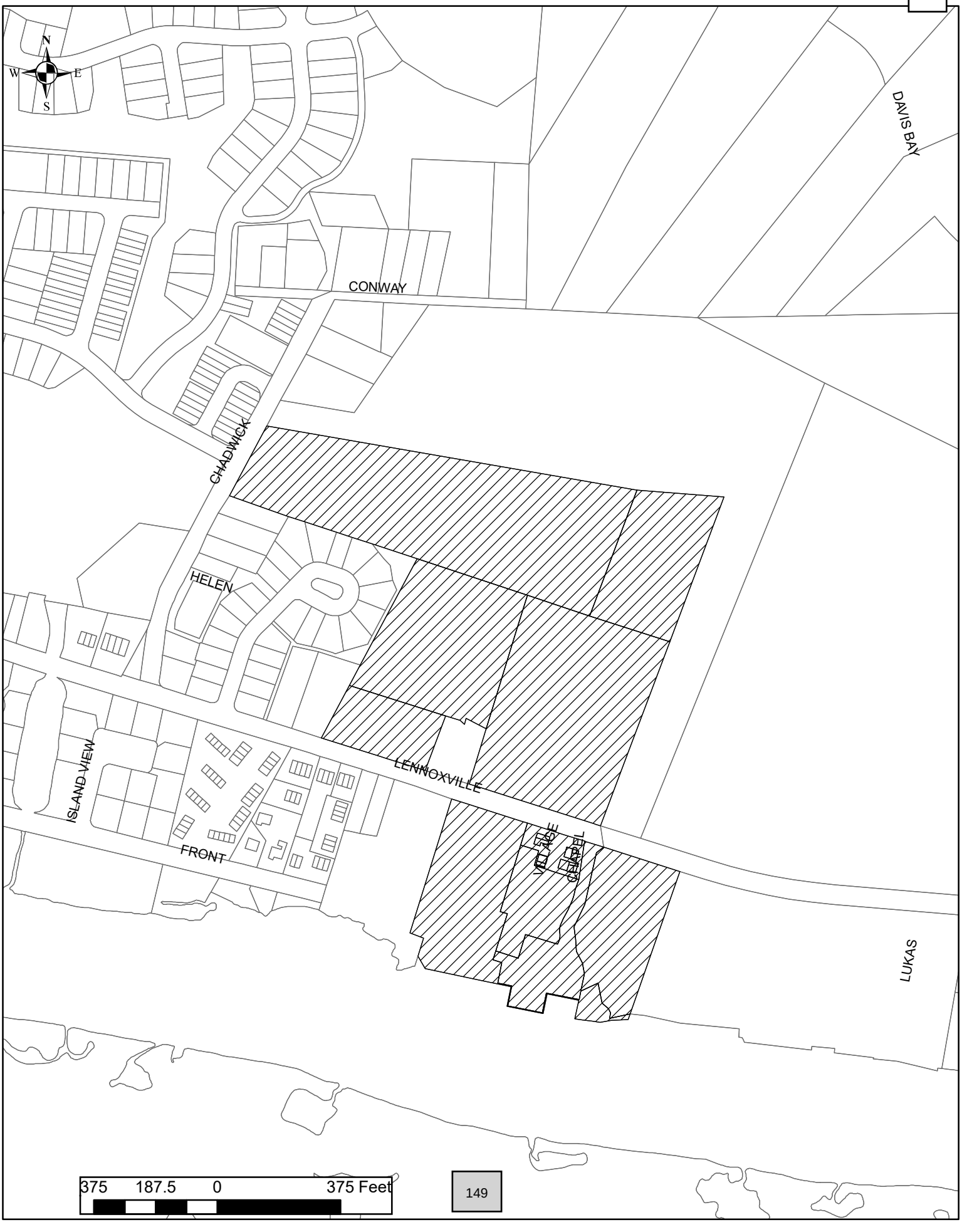
Requested Action

1. Conduct Public Hearing
2. Discussion on request to amend the PUD for Front Street Village
3. Recommendation to the Board of Commissioners regarding the amendments to the PUD for Front Street Village
4. Consistency Statement

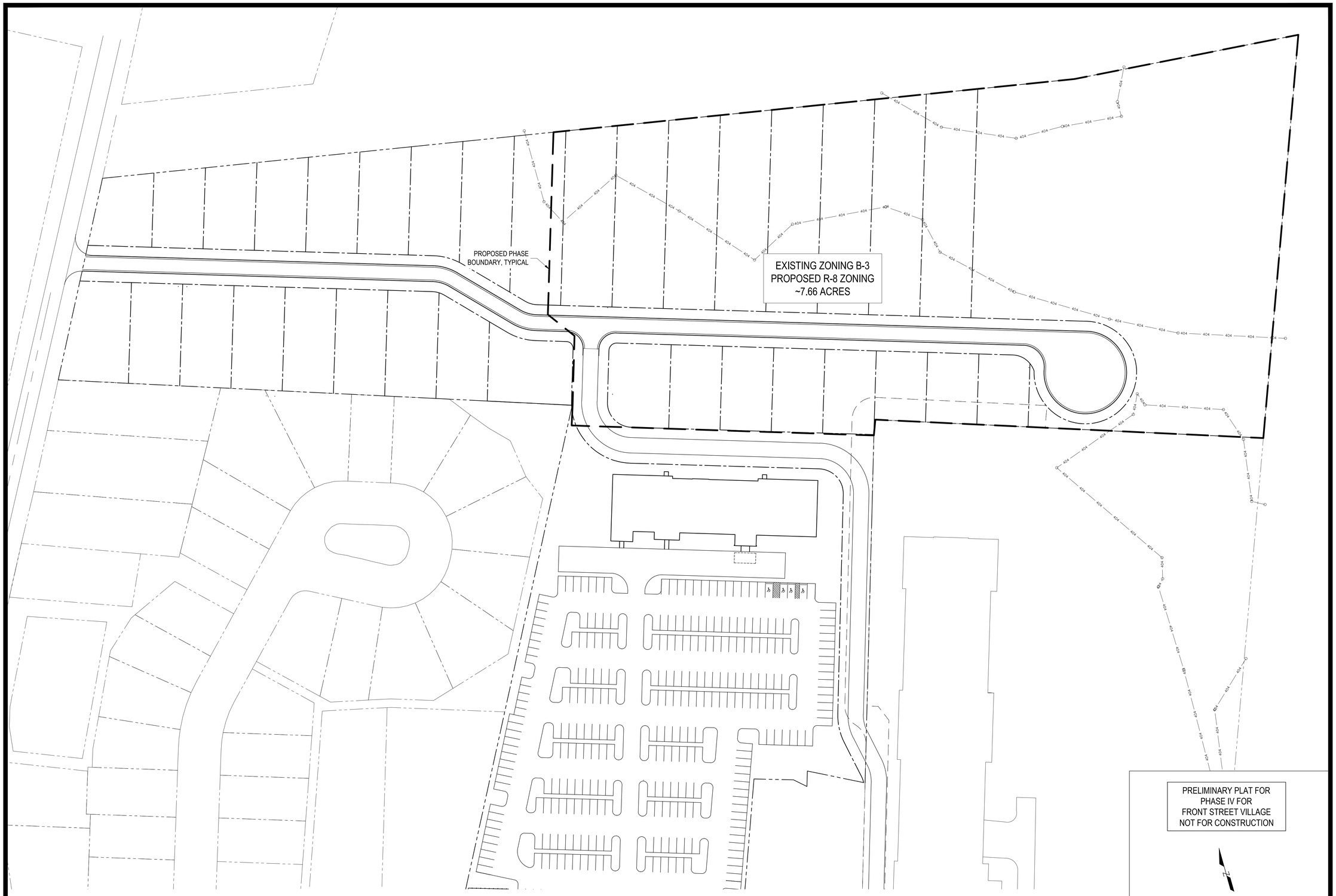
Attachments:

Attachment – A - Vicinity Map
Attachment – B - Property Owners Within 100 Feet
Attachment – C – Area Proposed for Rezoning
Attachment – D – PUD Amendment Cover Letter
Attachment – E – Draft Consistency Statement
Attachment – F – 2008 Approved PUD Plan

Case 21-16 PUD Amendment - Front Street Village



OWNER	AIL_HOU	MAIL_ST	MAIL_CITY	L_ST	AIL_ZI	AIL_ZI	MAIL_ADD2
ANDREWS,JOHN C ETUX CAROL H	2511	FRONT STREET U #16	BEAUFORT	NC		28516	
BAKER,HENRY RAY ETUX CAROLE	159	SEA GROVE LANE	BEAUFORT	NC		28516	
BEAUFORT LND VILLAGE HOMEOWNER	2511	FRONT STREET	BEAUFORT	NC		28516	
BEAUFORT PROPERTIES ASSOC LLC	106	LEONDA DRIVE	BEAUFORT	NC		28516	
BLUE TREASURE LLC			CARY	NC		27519	PO BOX 3557
CARLSON,LISA WOOD	136	CONWAY ROAD	BEAUFORT	NC	7819	28516	
CLAPP,CHARLES G ETUX PATRICIA	522	OAKWOOD LANE	GRAHAM	NC		27253	
DUMICZ,PIOTR ETUX KEILA GRAY	2	SEABISCUIT LANE	NEW BERN	NC		28562	
FOWLE,ROBERT A JR ETUX D/B/A	2511	FRONT STREET #13	BEAUFORT	NC		28516	
HAMAD,SAMER A	2500	BRIDGES ST	MOREHEAD CITY	NC	3491	28557	
J & J BEACH HOUSE LLC	821	WICKHAM DRIVE	WINTERVILLE	NC		28590	
KNIGHT,EVERETT V			RALEIGH	NC		27636	PO BOX 33037
MERRITT,CHAD W ETUX KATHERINE			HILLSBOROUGH	NC	0962	27278	PO BOX 962
MOBLEY,CLIFTON B ETUX BERNADET	9818	MACON ROAD	RALEIGH	NC	6132	27613	
MOEHRING GROUP HOLDING LP			BEAUFORT	NC		28516	PO BOX 660
MOLLICHELLA,SANDRA LEE	155	SEA GROVE LN	BEAUFORT	NC	6100	28516	
O NEAL,TOBY	2339	LESSOXVILLE RD	BEAUFORT	NC		28516	
O'CONNOR,CHARLES S ETUX REBECC	902	DAVENTRY DR	GREENVILLE	NC		27858	
QUINLAN,CHARLES HALL ETUX AMY	2934	FARRINGTON ROAD	APEX	NC		27523	
RABON,MITCHELL W ETUX ELAINE S			BEAUFORT	NC		28516	P O BOX 2522
SCIBAL,ALAN JOHN			BEAUFORT	NC		28516	PO BOX 1067
SICKLIN,PAUL ETUX LAURA	143	SEA GROVE LANE	BEAUFORT	NC		28516	
STREAMLINE DEVELOPERS LLC			MOREHEAD CITY	NC	0006	28557	PO BOX 6
TYRRELL,RAYMOND E ETUX REBECCA	171	SEA GROVE LANE	BEAUFORT	NC		28516	
WARNER,M JOBE JR TRUSTEE	137	STEEPLECHASE ROAD	ROCKY MOUNT	NC	2136	27804	
WELKER,MARK E ETUX SANDRA S	167	SEA GROVE LANE	BEAUFORT	NC		28516	
WOOD,CATHY RENEE	4909J	NC HIGHWAY 50 N	BENSON	NC	8124	27504	
ZAR LLC	5208	LEISURE CIR	WILMINGTON	NC	3708	28409	
BLUE TREASURE LLC			CARY	NC		27519	PO BOX 3557



PROPOSED PHASE SCHEMATIC

SCALE: 1"=50'

THIS DRAWING IS THE PROPERTY OF ARENDELL ENGINEERS AND IS NOT TO BE REPRODUCED OR USED FOR ANY PROJECT IN WHOLE OR IN PART WITHOUT EXPRESS WRITTEN PERMISSION.

PROJECT MANAGER: JWF

DESIGNED: JJW

DRAWN BY: JJW

CHECKED: JWF

SCALE: 1" = 50'

DATE: 03/29/2021

ARENDELL ENGINEERS
CIVIL · COASTAL · ENVIRONMENTAL

1004 Arendell Street
Morehead City, NC 28557
(252) 622-4338
Fax: (252) 622-4505

www.arendellengineers.com
North Carolina Certification No. C-1509

OWNER:

FRONT STREET VILLAGE, LLC
2400 LENNOXVILLE ROAD
BEAUFORT, NC 28516

PROJECT:

FRONT STREET VILLAGE
TRANSPORTATION CENTER-SITE
PLAN-PHASE II
AND PRELIMINARY PLAT PHASE IV
BEAUFORT, NORTH CAROLINA

CARTERET COUNTY, NC

DRAWING:

PROPOSED PHASE
SCHEMATIC

Preliminary Drawing
Not For Construction

NO.	REVISION	BY	DATE
1	TOWN COMMENTS	JJW	04/08/21
2	TOWN COMMENTS	JJW	04/30/21

SHEET NO:

C1

OF: 18

JOB NO. 19138

ARENDELL ENGINEERS
CIVIL · COASTAL · ENVIRONMENTAL
1004 Arendell Street
Morehead City, North Carolina 28557
(252) 622-4338
N.C. Certification No. C-1509

April 30, 2021

Mr. Kyle Garner, Town Planner
Town of Beaufort
Planning and Inspections Department
701 Front Street
Beaufort, NC 28516

Phone: (252) 728-2142
Email: k.garner@beaufortnc.org

Re: ***Front Street Village (19138)***
Revision to PUD & Site Plan Submittal
Beaufort, North Carolina

Dear Kyle:

On behalf of Front Street Village (FSV), please find enclosed the revised submittal documents for a modification to the current site plan approval for the transportation center and revision to the PUD for the development of 34 single-family lots for the referenced project. This submittal has been revised per the Town's comments. The Owner is proposing modifications to the northern portion of the project.

The following revisions have been made based on the Town of Beaufort's comments:

PUD Modification Request/Zoning

1. The Owner is requesting a zoning change from B-3 to R-8 for the expansion of the single family residential lots. The B-3 zoning originally included in portions of Phases II & III of the site which included parking and is now proposed as single family residential.
2. The Owner is requesting a reduction in the overall parking spaces to 398. The original PUD approval in 2008 included 631 spaces. This is a reduction of 233 parking spaces.
3. The Owner is requesting a reduction in the overall number of resort dwellings. If approved, there will only be seven (7) resort dwellings that are constructed south of Lennoxville Road. The approved PUD included 202 resort dwellings. This is a reduction of 195 resort dwellings.
4. The Owner is requesting an expansion of the original eleven (11) single family lots to a proposed thirty-four (34) single family lots, an increase of twenty-three (23) lots that were approved in the original 2008 PUD.
5. An Application for a Preliminary Subdivision Plat is included with this submittal.

Revise Submitted Plans

1. The title on Sheet C1 has been revised to "Front Street Village Transportation Center – Site Plan – Phase II with Preliminary Phase IV."
2. The drawing title on Sheet C4 has been revised to Phase IV Preliminary Plat & Phase II – Site Plan – Transportation Center.

Preliminary Plat Revisions – Sheet C4

1. The street names have been revised to "East Great Egret Way" and "Runway Road" and will remain private per the approved PUD.
2. Zoning has been labeled as R-8 for the single family lots.
3. Site calculations have been added to include the acreage in tract to be subdivided between lots 1 – 34 and the wetland area, total number of parcels created, and linear feet of the proposed streets.
4. A note has been added indicating that the street lights will be shoebox dark sky type.
5. The "Site Data Block" has been added to this sheet.
6. The seal of James W. Forman, Jr., P.E. has been added to this sheet and all applicable plan sheets.
7. The interior "B-1" zoning has been added to the site data block.
8. A concrete driveway approximately 20' long and 18' wide will be constructed for each residential unit.
9. Type of parking area surface has been added to the sheet.
10. No fire lanes are proposed in front of the transportation center.
11. Four (4) handicap parking spaces and dimensions have been added to the large parking lot south of the Transportation Center. In addition, there are twelve (12) handicap spaces located in the development south of Lennoxville Road.
12. The location of the loading/unloading zone has been added.
13. Access points for the transportation center have been added.
14. Traffic arrows for the streets and parking lot have been added.

Fire Department Comments

1. The diameter of the cul-de-sac has been increased to 96' in diameter.
2. The hammerhead roadway in front of the proposed Transportation Center is to be used to allow for truck access and turn-around.
3. The middle hydrant was mislabeled as existing and is currently shown as being proposed.

Town Engineer Comments

1. Pervious pavement will be used in Transportation Center parking lot and all streets and sidewalks and has been designed to provide in-pavement storage capacity for the 1.5" designed rainfall. Overflow from the Transportation Center parking lot will be collected via catch basins and piped to the existing pipe network in Lennoxville Road. Runoff from the Transportation Center Building will be treated through a sand filter and piped to the Lennoxville Road pipe network.

   The stormwater and grading plan proposed is shown as preliminary but meeting the State's regulations. Final stormwater design will be completed once the Owner receives preliminary plat approval from the Town of Beaufort. A stormwater permit issued by the State of North Carolina will be applied for prior to land disturbing activities.

   Preliminary runoff calculations are provided with this submittal for the three (3) drainage areas including the existing conditions and post-construction conditions. The use of pervious pavements will allow water to infiltrate into the ground and runoff from the houses will be directed towards the pervious pavement. Proposed contours are now shown on the plan and runoff from the site will not be directed towards neighboring properties.

2. Sewer Allocation. Per the Second Amendment to Preannexation, Infrastructure, and Reimbursement Agreement and Agreement Relating to Preannexation, Infrastructure, and Reimbursement Agreement between the Town of Beaufort and Blue Treasure, LLC and Front Street Village, a total of 324,000 gallons per day of sewer would be allocated between the Blue Treasure development and Front Street Village. 115,668 gallons per day would be allocated to Front Street Village as stated in the Amendment. The cumulative total proposed wastewater flow for Front Street Village with this submittal is 53,233 gallons per day prior to any flow reduction factors being included. The wastewater flow estimate spreadsheet is included with this submittal.
3. Proposed contours are now shown on Sheet C5 – Grading Plan.
4. East Great Egret Way and Runway Road will remain private. The streets will have a width of 18' with a 42' right-of-way per the approved PUD in 2008.
5. A doghouse manhole detail has been included with the plans.
6. Water & sewer main trench details have been included with the plans.
7. ADA ramps have been added on either side of the intersection between East Egret Way and Runway Road.
8. Sheet C12 – Dimension Plan has been revised.

We appreciate your review of the enclosed documents at your earliest possible convenience. If you have any questions or need additional information concerning this submittal, please give me a call.

Sincerely,
ARENDELL ENGINEERS

James W. (Bill) Forman, Jr., P.E.
President

Attachments

CC: Bucky Oliver, Front Street Village, LLC

FRONT STREET VILLAGE
WASTEWATER FLOW ESTIMATES
Revised March 29, 2021
By: James W. Forman, Jr., P.E.

ARENDELL ENGINEERS
1004 Arendell Street
Morehead City, NC 28557
(252) 622-4338
N.C. Certification No. C-1509

ALLOCATED WASTEWATER FLOWS USED AS OF APRIL 30, 2021[3]
PHASES 1, 2, 3 & 4

Facility	Wastewater Flows [1]	Units	Wastewater Flows gpd	Wastewater Flows Total	Phase 1 Flows	Phase 2A Flows	Phase 2B Flows	Phase 2C Flows	Phase 2D Flows	Phase 2E Flows	Phase 3A Flows	Phase 4 Flows
Phase 1												
Boat Storage #1												
Dry Storage - 213 slips w/o bathhouse	10 gpd/slip	213	10	2130	2130							
Boat House - 8 employees	25 gpd/employee/shift	8	25	200	200							
Boat House												
Convenience Store w/o food prep	250 gpd / plumbing fixture	9	250	2250	2250							
Caterers Kitchen - 455 s.f.	50 gpd / 100 s.f of floor space	4.55	50	228	228							
Meeting Room & Covered Porch - 150 seats	Banquet Dining Hall - 30 gal/seat	150	30	4500	4500							
				Phase 1 Total Flow (gpd)	**9,308**							
Phase 2A												
Pool - Pool users from Inn counted in Inn flows, Users from Marina Club [2]	10 gpd/person	20	10	200		200						
Marina Slips												
20 Full Service Slips	10 gpd/slip w/o bathhouse	20	10	200		200						
Residential units												
1000A 2 BR Unit	120 gpd/bedroom	2	120	240		240						
1000B 3 BR Unit	120 gpd/bedroom	3	120	360		360						
1001A 2BR Unit	120 gpd/bedroom	2	120	240		240						
1001B 3BR Unit	120 gpd/bedroom	3	120	360		360						
1002A 2BR Unit	120 gpd/bedroom	2	120	240		240						
1007A 2BR Unit	120 gpd/bedroom	2	120	240		240						
1007B 3BR Unit	120 gpd/bedroom	3	120	360		360						
				Phase 2A Total Flow (gpd)		**2,440**						
				ALLOCATED WASTEWATER FLOWS REMAINING TO BE USED			2,040					
				PHASES 2B, 2C, 2D, 2E, 3A AND 4								
Phase 2B												
Bistro												
Meeting space												
Multi Purpose 1208 s.f.												
Ball Room 4673 s.f.												
Board Room 320 s.f.												
Total Meeting Space 6201 s.f.	5gpd/person	620	5	3,100			3,100					
Rooms, 4	120 gpd/room	4	120	480			480					
Offices - 10 employees	25 gpd/day/employee	10	25	250			250					
Food & Drink Facilities												
Bar - 55 seats	20 gal/seat	55	20	1,100			1,100					
Restaurant - 146 seats	40 gal/seat	146	40	5,840			5,840					
Employees - 12	25 gpd/day/employee	12	25	300			300					
Transportation & Welcome Center												
Reception Area & warehouse - 10 employees/shift	25 gpd/employee	10	25	250			250					
Golf cart barn - 10 employees	25 gpd/day/employee	10	25	250			250					
				Phase 2B Total Flow (gpd)			**11,570**					
Phase 2C												
Guest Wing												
Rooms, 129	120 gpd/room	129	120	15,480				15,480				
Employees, maximum shift - 9 employees	25 gal/employee/shift	9	25	225				225				
				Phase 2C Total Flow (gpd)				**15,705**				
Phase 2D Multi-Family - Deleted from Project												
				Phase 2D Total Flow (gpd)					**0**			
Phase 2E												
Residential units												
~~1005A 2 BR Unit~~	~~120 gpd/bedroom~~	~~0~~	~~120~~	~~0~~						~~0~~		
~~1005B 3 BR Unit~~	~~120 gpd/bedroom~~	~~0~~	~~120~~	~~0~~						~~0~~		
~~1007A 2 BR Unit~~	~~120 gpd/bedroom~~	~~0~~	~~120~~	~~0~~						~~0~~		
~~1007B 3 BR Unit~~	~~120 gpd/bedroom~~	~~0~~	~~120~~	~~0~~						~~0~~		
~~1009A 2 BR Unit~~	~~120 gpd/bedroom~~	~~0~~	~~120~~	~~0~~						~~0~~		
~~1009B 3 BR Unit~~	~~120 gpd/bedroom~~	~~0~~	~~120~~	~~0~~						~~0~~		
~~1011A 2 BR Unit~~	~~120 gpd/bedroom~~	~~0~~	~~120~~	~~0~~						~~0~~		
~~1011B 3 BR Unit~~	~~120 gpd/bedroom~~	~~0~~	~~120~~	~~0~~						~~0~~		
~~1032 2BR Unit~~	~~120 gpd/bedroom~~	~~0~~	~~120~~	~~0~~						~~0~~		
~~1034A 2BR Unit~~	~~120 gpd/bedroom~~	~~0~~	~~120~~	~~0~~						~~0~~		
~~1034B 3 BR Unit~~	~~120 gpd/bedroom~~	~~0~~	~~120~~	~~0~~						~~0~~		
				Phase 2E Total Flow (gpd)						**0**		
Phase 3A												
Boat Storage												
Phase 3 - Dry stack - 237 boats	10 gpd/slip w/o bathhouse	237	10	2,370							2,370	
				Phase 3A Total Flow (gpd)							**2,370**	
Phase 4												
Residential												
~~82 1,600 SF 2 BR units~~	~~120 gpd/bedroom~~	~~0~~	~~120~~	~~0~~								~~0~~
Community Center												
~~Public Bathrooms~~	~~325 gpd/fixture~~	~~0~~	~~325~~	~~0~~								~~0~~
Residential - Single Family												
Single family 34-3 BR units	360 gpd/unit	34	360	12,240								12,240
				Phase 4 Total Flow (gpd)								**12,240**
				PHASE TOTALS (gpd) [1]	**9,308**	**2,440**	**11,570**	**15,705**	**0**	**0**	**2,370**	**12,240**
				CUMMULATIVE PHASE TOTAL (gpd)[1]	**9,308**	**11,748**	**23,318**	**39,023**	**39,023**	**39,023**	**41,393**	**53,633**
				PHASE TOTALS WITH 33% FLOW REDUCTION (gpd) [2]	**6,204**	**1,627**	**7,713**	**10,469**	**0**	**0**	**1,580**	**8,159**
				CUMMULATIVE PHASE TOTAL W/33% REDUCTION [2]	**6,204**	**7,831**	**15,543**	**26,012**	**26,012**	**26,012**	**27,592**	**35,751**
				TOTAL FLOW TO LIFT STATION #1	**9,508**							
				TOTAL FLOW TO LIFT STATION #2	**15,905**							
				TOTAL FLOW TO LIFT STATION #3	**31,685**							
				PROJECT TOTAL (gpd) [1]	**53,633**							
				PROJECT TOTAL WITH 33% FLOW REDUCTION (gpd) [2]	**35,755**							

[1] Wastewater flows in accordance with NCAC 15A 02T .0114
[2] 33% flow reduction achieved by use of flow reducing fixtures throughout the project
[3] Used allocation defined as use for facilities constructed, under construction, and proposed facilities.

APPLICATION FOR A PRELIMINARY SUBDIVISION PLAT

Instructions:

Please complete the form below and include all required attachments, including the $250.00 application fee 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 but will be returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

APPLICANT INFORMATION

Applicant Name: FRONT STREET VILLAGE LLC

Applicant Address: 2400 LENNOXVILLE ROAD

Phone Number: 919-349-5588 Email: BUCKY@JETCRAFT.COM

Property Owner Name: FRONT STREET VILLAGE LLC

Address of Property Owner: 2400 LENNOXVILLE ROAD

Phone Number: 919-349-5588 Email: BUCKY@JETCRAFT.COM

PROPERTY INFORMATION

Property Address: 2361 LENNOXVILLE ROAD

15-Digit PIN #: 731505187915000, 731505284836000, 731505187504000, 731505185229000 Lot/Block #: _____

Size of Property (in square feet or acres): 16.20 Current Zoning: PUD

Applicant Signature _____ Date of Signature _____

Property Owner Signature (if different than above) _____ Date of Signature _____

An application fee of **$250.00**, 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 ***Subdivision Ordinance,*** and all other pertinent sections of the Ordinance for the information required to accompany this application. We require one digital/electronic copy and one paper copy of any plans submitted for the preliminary plat

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

OFFICE USE ONLY Revised 8/2020

Date: _____ Reviewed for Completeness By: _____

Received by: _____ Date Deemed Complete and Accepted: _____

BEAUFORT BOARD OF COMMISSIONERS
AN ORDINANCE TO AMMEND THE PUD DOCUMENT FOR FRONT STREET VILLAGE
ORDINANCE NO. 21-

Applicant:	Arendell Engineers for Front Street Village, LLC, Beaufort Hospitality Enterprises, LLC, Southern Marina Boat House,
Location:	Lennoxville Road
Existing District:	PUD (Planned Unit Development)
Meeting Date:	June 14, 2021
Requested:	Modification to Existing PUD Document

WHEREAS, the Town of Beaufort Planning Staff has submitted a request to modify the existing PUD for Front Street Village: and

WHEREAS, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on May 24, 2021, at which time the Planning Board recommended approval of the request; and

WHERAS, the Beaufort Board of Commissioners conducted a public hearing on June 14, 2021 at which time the applicant and/or applicant's representative was given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and

WHEREAS, the Town Board of Commissioners has made the following findings and conclusions:

1. The request is consistent with surrounding land use patterns and zoning in the area.
2. The proposed changes of the PUD are consistent with the spirit and intent of the ordinance and the CAMA Core Land Use Plan.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to amend the PUD for Front Street Village be approved.

Enacted on motion of Commissioner _____ and carried on a vote of ___ in favor and ___ against.

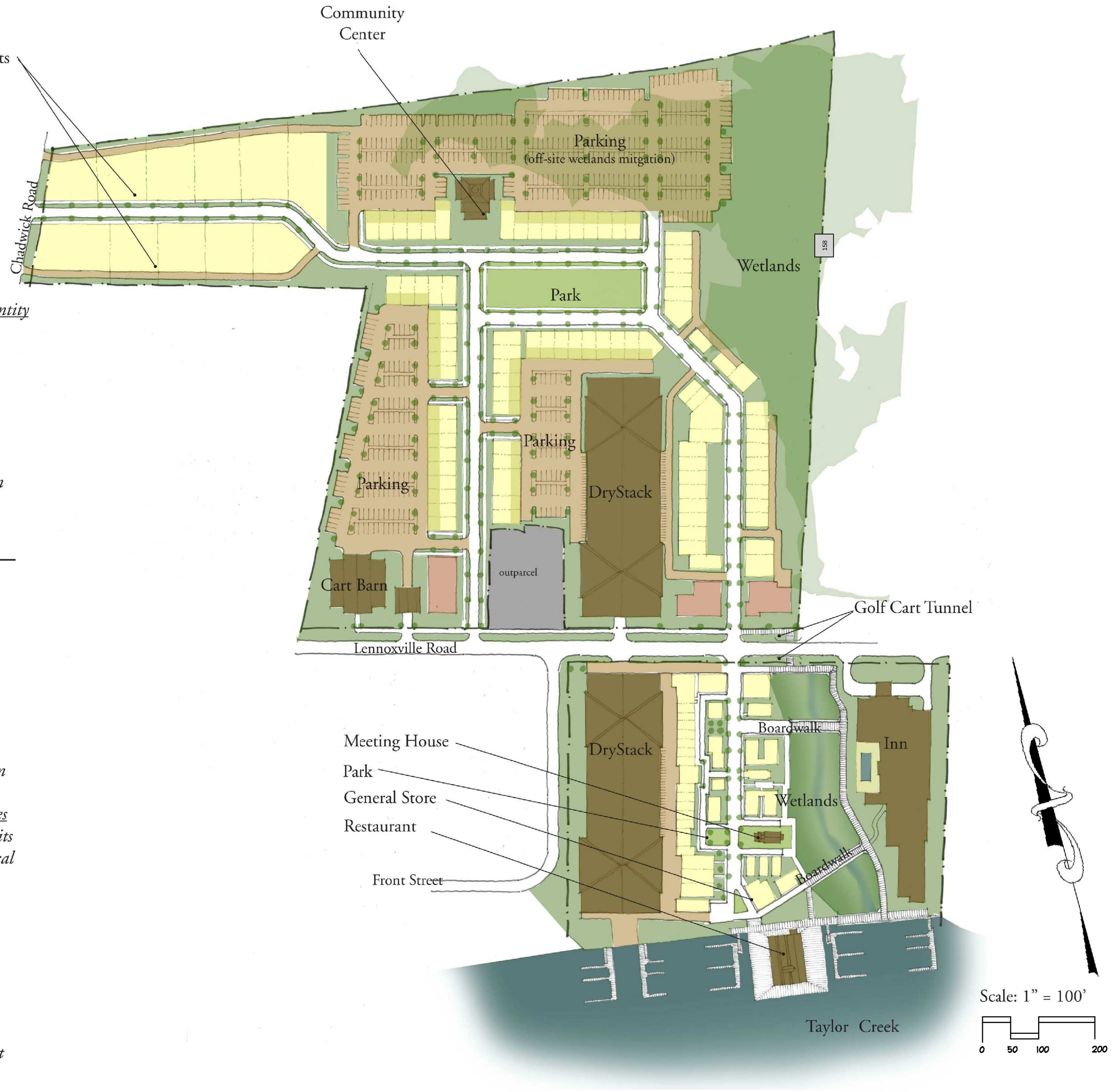
This, the 14th day of June 2021

TOWN OF BEAUFORT

_____
Everette (Rett) Newton, Mayor

_____
Allen Coleman, Town Clerk

DATE PLOTTED:
7/2/08



Site Plan Information:

Resort Residential Unit Size	*Quantity*
600sf Units	*22*
Studio	
1000sf Units	*57*
One Bedroom	
1100sf Units	*21*
One Bedroom plus Den	
1600sf Units	*102*
Two Bedroom	
Total Unit Count:	*202*

Inn and Conference Center

74 Rooms

4 Suites

3 Board Rooms

150-person Banquet Room

Parking *631 spaces*

Note: 104 spaces within units
Two-car garages, typical

Single Family Lots *11*

Site Key:

- *Wetlands*
- *Maintained Green*
- *Parking - pervious pavement*
- *Amenity Buildings*
- *Project Administration and Support Services*
- *Residential Units*
- *Units with Garages*

OWNERS:
CHARLES AND WENDI OLIVER
2500 Front Street
Beaufort, NC 28516
252-504-4799

HISTORICAL CONCEPTS
ARCHITECTS, PLANNERS, & PLACE MAKERS
403 Prime Point
Suite 103
Peachtree City, GA 30269

SEARS DESIGN GROUP, P.A.
LANDSCAPE ARCHITECTS
625 W. Jones Street Raleigh, NC 27603
(919)832-7000 Fax (919)832-8140
email: searsdesign@bellsouth.net

COLUMBIA MOREHEAD CITY CSE
Coastal Science & Engineering PLLC
PO Box 1643
Morehead City North Carolina 28557
Phone 252-222-0976
Fax 252-222-0967

TRUE LINE SURVEYING, P.C.
205 West Main Street
Clayton, NC 27520
telephone: (919) 359-0427
fax: (919) 359-0428
www.truelinesurveying.com

FRONT STREET VILLAGE

2500 Front Street
Beaufort, NC 28516

Date: 7/2/08
Revisions:

MASTER SITE PLAN

Sheet No.
Z2
Of 12

Town of Beaufort, NC

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, June 14, 2021

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: FY 2022 Budget Adoption

BRIEF SUMMARY:

The Board of Commissioners held three work sessions to discuss and deliberate the FY 2022 Budget. The work sessions were held on May 17, 20, and 26. A public hearing on the FY 2022 Budget was held during the regularly scheduled May 24 Board Work Session.

At the final budget work session on May 26, the Board agreed to a number of changes to the budget as indicated on the attached slides.

The changes are reflected in the attached FY 2022 Budget Ordinance. An updated budget document reflecting all the changes will be prepared after adoption and delivered by the end of July.

REQUESTED ACTION:

Adopt FY 2022 Budget Ordinance.

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

N/A

FY 2022 APPROVED BUDGET CHANGES

June 14, 2021

1. Human Resources Officer Position

- Moved from SG 25 ($66,160) to SG 22 ($57,151)
- Part Time (4 hours/day, 5 days/week)
  - Recruit for 2 Months
- If Unsuccessful, Position Automatically Converts to Full Time

2. Storm Water Outfall Contamination Analysis

- Performed by the Noble Lab, UNC-IMS
- Town Creek Outfall Analysis: $36,000
- Orange St. Outfall Review: $6,200

3. American Recovery Plan Funding

- Water Treatment Plant Site Evaluation and Purchase – FY22
  - $500K
- Sewer Pump Station #7 – FY22/FY23
  - $740K
- Miscellaneous Storm Water Work – FY22
  - $60K

4. Miscellaneous Changes

CIP:

- Fire Station 2 Living Quarters move from FY23 to FY22
- Fire Station 2 Pumper Truck debt service moves from FY23 to FY22
- Water Treatment Plant – testing and purchase of well sites changes to obtaining purchase options in FY22; preliminary planning moves to out years

4. Miscellaneous Changes

Five Year Plan:

- Add PD body cameras annual cost beginning FY23: $17,500
- Add filter media replacement cost for WWTP deodorizer in FY26: $50,000
- Fire Station 2 maintenance, firefighter positions/gear move from FY22 to FY23
- Increase residential solid waste revenues and expenses by $10,000 in FY22 and beyond

4. Miscellaneous Changes

Annual Budget:

- Increase residential solid waste revenues and expenses by $10,000
- Remove Fire Station 2 maintenance, firefighter positions/gear

QUESTIONS?

TOWN OF BEAUFORT
FY 2022 BUDGET ORDINANCE
BE IT ORDAINED
by the Board of Commissioners of the Town of Beaufort, North Carolina:

SECTION 1: GENERAL FUND

A. Revenues

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

GENERAL FUND REVENUES	
Property Taxes	$ 5,121,580
Intergovernmental	3,764,842
Permits and Fees	1,144,820
Sales and Service	301,890
Other Revenues	12,700
Loan Proceeds	360,000
Transfers In	624,000
Fund Balance Appropriation	-
TOTAL	$ 11,329,832

B. Expenditures Authorized by Department

The following amounts are hereby appropriated to each department in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

GENERAL FUND EXPENDITURES	
Governing Body	$ 97,726
Administration	629,071
Finance	544,852
Fire	2,989,641
Planning & Inspections	475,737
Police	2,248,079
PSA & Engineering	303,142
Public Works	2,745,165
Non-Departmental	1,296,419
TOTAL	$ 11,329,832

SECTION 2: UTILITY FUND

A. Revenues

It is estimated that the following revenues will be available in the Utility Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

UTILITY FUND REVENUES	
Intergovernmental	$ -
Permits and Fees	140,000
Sales and Service	4,390,000
Other Revenues	-
Loan Proceeds	-
Transfers In	90,000
Fund Balance Appropriation	19,657
TOTAL	$ 4,639,657

B. Expenditures Authorized by Department

The following amounts are hereby appropriated to each department or division in the Utility Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

UTILITY FUND EXPENDITURES	
Sewer	$ 2,650,380
Water	999,277
Non-Departmental	990,000
TOTAL	$ 4,639,657

SECTION 3: AD VALOREM TAX

There is hereby levied a tax as calculated below in the General Fund in Section I of this ordinance.

	Real & Personal	Motor Vehicles	Total Revenue
Valuation of property as listed January 1, 2021	$ 1,078,277,721	$ 43,478,260	
Rate $0.4600 per $100 value	4,960,078	200,000	
Rate of collection	97.49%	100.00%	
	$ 4,835,580	$ 200,000	
			$ 5,035,580

In accordance with NC General Statute 159-13, the estimated rate of collection for property and motor vehicle taxes for the 2021 fiscal year beginning July 1, 2022 is as shown in the calculation above.

The proceeds from two cents ($0.02) of the aforementioned tax rate shall be used only for resurfacing streets.

SECTION 4: AMENDMENTS AND CONTRACTS

Pursuant to NC General Statute 159-15, this budget may be amended by submission of proposed changes to the Board of Commissioners.

Notwithstanding the above subsection (a) above, the Town Manager is authorized to transfer funds from one appropriation to another within the same fund without limitation.

Funds may not be transferred between funds without prior approval from the Board of Commissioners.

The Town Manager may enter into and execute change orders or amendments to construction contracts in amounts less than $50,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.

The Town Manager may execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.

Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Town Manager may adjust budgets to match, including grants that require a match for which funds are available.

SECTION 5: DISTRIBUTION

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

Adopted this 14th day of June, 2021

ATTEST:

Allen Coleman	Everette S. Newton
Town Clerk	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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, June 14, 2021

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Site Plan for East Port II Apartments **and** Sewer Allocation Request; Case No 21-14

BRIEF SUMMARY:

The applicant wishes to construct three Multi-family buildings that will contain 48 total units and a total square footage of 31,948 square feet and use approximately 13,920 gallons per day of sewer allocation.

REQUESTED ACTION:

Decision on the Proposed Site Plan &

Decision on the Proposed Sewer Allocation

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Kyle Garner, AICP — Planning & Inspections Director

Greg Meshaw — Town Engineer

BUDGET AMENDMENT REQUIRED:

N/A

STAFF REPORT

To: Mayor & Board of Commissioners

From: Kyle Garner, AICP, Town Planner

Date: May 18, 2021

Project Professional Park Drive - Site Plan – East Port II Apartments

---

THE QUESTION: To approve or deny the Site Plan for East Port II Apartments proposing 48 apartment units (8-One bedrooms; 20-Two Bedrooms; and 20-Three bedrooms).

BACKGROUND: This site currently is an undeveloped tract of property adjacent to Eastport Phase I.

Location:	Professional Park Drive
Owners:	East Carolina Community Development Inc.
Requested Action:	To recommend approval or denial to the Board of Commissioners
Existing Zoning	TCA (Townhouse Condominium & Apartments)
Pin #:	730612860733000
Size:	4.00 acres (174,240 sq. ft.)
Building Square Footage:	31,948 Square Feet
Existing Land Use:	Undeveloped

PUBLIC UTILITIES & WORKS:

Water:	Town of Beaufort
Sanitary Sewer:	Town of Beaufort

OPTIONS:

1. Recommend approval of the Site Plan
2. Recommend denial of the Site Plan based on specific failures to meet requirements of the LDO.
3. Recommendation on proposed Sewer Allocation Request of 13,920 Gallons per day

ATTACHMENTS:

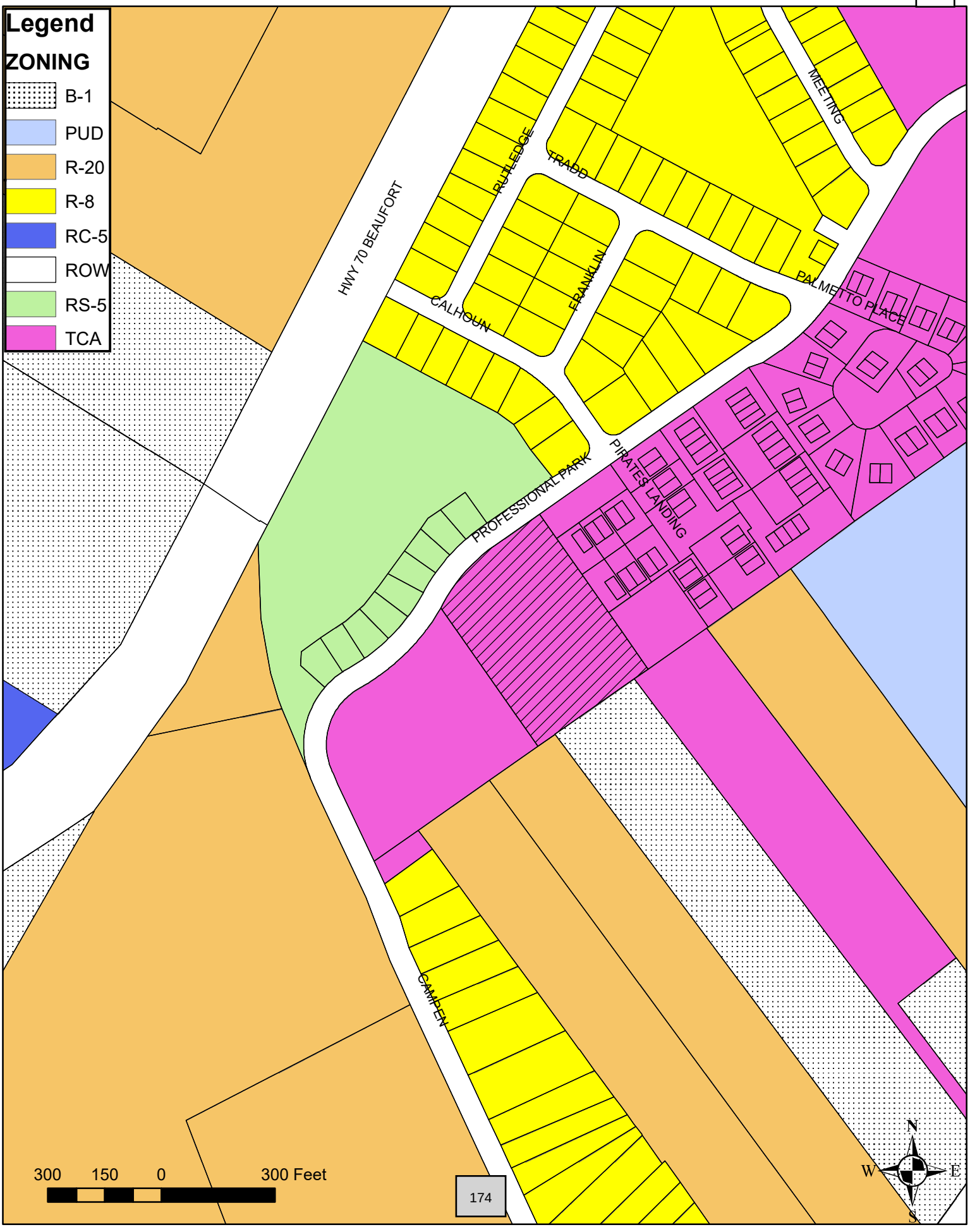
A. Vicinity Map
B. Site Plan – Eastport II Apartments
C. Wastewater Allocation Application

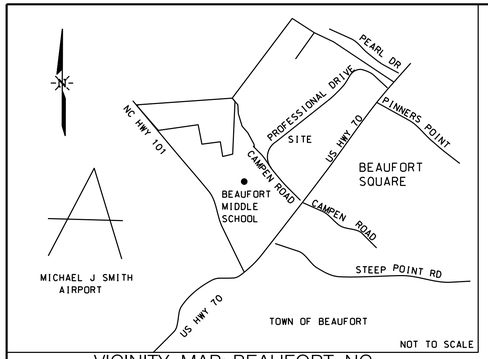
Staff Comments:
The applicant wishes to construct a 31,948 square foot apartment complex to be known as Eastport II. The plans show 3 apartment buildings with 48 total units including a community building picnic area & playground. In December 2014, Eastport Phase I was approved for the first 48 units of the project.

As part of the Town's new sewer allocation policy the applicant is requesting 13,920 gallons of allocation for this project that has been reviewed by the Towns Engineer. In addition to Planning Staff, the Town Engineer and Fire Chief have reviewed the plans for compliance.

Conclusion
This project meets the design criteria required in the LDO and the Planning Board at their May 17th meeting unanimously recommended approval.

Case 21-14 - Site Plan - Professional Park Drive - Eastport II Apartments





VICINITY MAP: BEAUFORT, NC

SITE DATA

THERE IS NOT A FLOOD ZONE ON THIS PROPERTY.

LOT SIZE: +/-174,258.72 SF
+/-4.00 ACRES
OPEN SPACE = 2.06+/- ACRES
LAND DISTRUBANCE AREA = +/-4.00 ACRES
ACTIVE RECREATION SPACE AREA = 11,473 SF
ZONE = TCA
DENSITY = 12 UNITS/AC

NUMBER OF APARTMENT BUILDINGS = 3
NUMBER OF UNITS = 48
TYPE OF UNITS = RENTAL APARTMENTS
NUMBER OF STORIES = 2
MAXIMUM HEIGHT = 35'
PROPOSED HEIGHT = 31'-6"
TOTAL BUILDING AREA = 31,948 SF

NUMBER OF COMMUNITY BUILDINGS = 1
MAXIMUM HEIGHT = 35'
PROPOSED HEIGHT = 19'-10"

TYPICAL PARKING SPACE = 9'x 18'
REQUIRED PARKING SPACES = 96
(2 SPACES PER UNIT)
PARKING SPACES PROVIDED = 88 REGULAR
8 HANDICAP
96 TOTAL SPACES

SETBACKS:
FRONT = 25'
REAR = 25'
SIDE = 8'

DEED BOOK/PAGE = 1369/200
PIN = 7306128607330000

NOTES

1. UNIT MIX (48 UNITS TOTAL)
8 ONE BEDROOM UNITS
20 TWO BEDROOM UNITS
20 THREE BEDROOM UNITS

2. QUALITY EXTERIOR SIDING SHALL BE VINYL + BRICK.

3. PROJECT WILL INCLUDE 5% (3 UNITS) TYPE "A" + AN ADDITIONAL 5% (3 UNITS) TYPE "A" UNITS WITH ROLL-IN SHOWERS.

4. ALL SITE AMENITIES TO BE HANDICAP ACCESSIBLE AS REQUIRED.

5. CONSTRUCTION TO MEET OR EXCEED ENERGY STAR VERSION 2.0.

6. PROJECT TO COMPLY WITH NCHFA 2020 QAP.

7. AMENITIES TO INCLUDE THE FOLLOWING:
A.PLAYGROUND
B.TOT LOT
C.COVERED PICNIC AREA (MIN 150 SQ.FT.) WITH TWO TABLES AND TWO BBQ GRILLS.
D.MIN OF 3 OUTDOOR SITTING AREAS (5 BENCHES WITH BACKS PROVIDED).
E.COVERED PATIO WITH SEATING AT REAR OF COMMUNITY BUILDING (MIN 150 SQ.FT.).
F.RESIDENT COMPUTER AREA WITHIN COMMUNITY BUILDING.

8. ACCESSIBLE RAMPS TO BE LOCATED AT ALL CROSSWALKS.

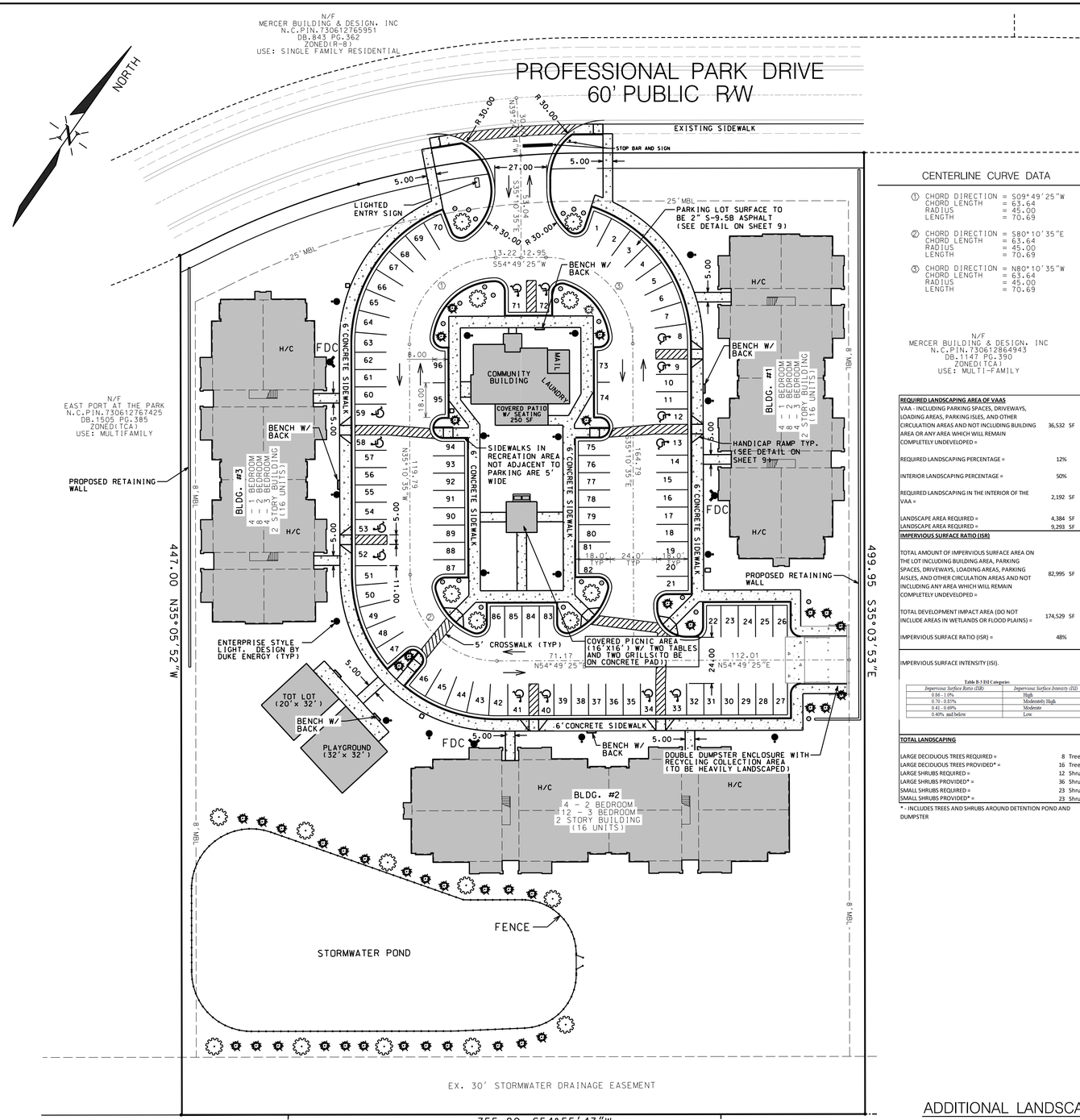
9. LANDSCAPING REQUIREMENT TO MEET OR EXCEED THE TOWN OF BEAUFORT STANDARDS.

10. DEDICATED LAND IS PRIVATELY OWNED.

LEGEND

AC	ACRE	LF	LINEAR FEET
BLDG	BUILDING	MAX	MAXIMUM
BRG	BEARING	MBL	MINIMUM BUILDING LINE
CB	CATCH BASIN	MH	MANHOLE
CF	CUBIC FEET	MIN	MINIMUM
CL	CENTERLINE	N/F	NOW OR FORMERLY
DR	DRIVE	NTS	NOT TO SCALE
DI	DROP INLET	O.C.	ON CENTER
DIP	DUCTILE IRON PIPE	R	RADIUS
EL	ELEVATION	RCP	REINFORCED CONCRETE PIPE
EIR	EX. IRON ROD	R/W	RIGHT-OF-WAY
EOP	EDGE OF PAVEMENT	SDMH	STORMDRAIN MANHOLE
EX	EXISTING	SH	SHEET
FE	FINISHED ELEVATION	SIR	SET IRON ROD
FES	FLARED END SECTION	STA	STATION
FF	FINISHED FLOOR	TC	TOP OF CURB
FT	FEET	TSW	TOP OF SIDEWALK
GV	GATE VALVE	TYP	TYPICAL
INV	INVERT		

SILT FENCE
LANDSCAPE POND FENCE
STORMWATER/DRAINAGE EASEMENT
CONCRETE
LARGE SHRUB
SMALL SHRUB
LARGE DECIDUOUS TREE
HANDICAP SPACE
ROCK DOUGHNUT
TRAFFIC FLOW ARROW
STOP BAR
STREET LIGHT



CENTERLINE CURVE DATA

① CHORD DIRECTION = S09°49'25"W
CHORD LENGTH = 63.64
RADIUS = 45.00
LENGTH = 70.69

② CHORD DIRECTION = S80°10'35"E
CHORD LENGTH = 63.64
RADIUS = 45.00
LENGTH = 70.69

③ CHORD DIRECTION = N80°10'35"W
CHORD LENGTH = 63.64
RADIUS = 45.00
LENGTH = 70.69

REQUIRED LANDSCAPING AREA OF VAAS		
VAA - INCLUDING PARKING SPACES, DRIVEWAYS, LOADING AREAS, PARKING ISLES, AND OTHER CIRCULATION AREAS AND NOT INCLUDING BUILDING AREA OR ANY AREA WHICH WILL REMAIN COMPLETELY UNDEVELOPED =	36,532	SF
REQUIRED LANDSCAPING PERCENTAGE =	12%	
INTERIOR LANDSCAPING PERCENTAGE =	50%	
REQUIRED LANDSCAPING IN THE INTERIOR OF THE VAA =	2,192	SF
LANDSCAPE AREA REQUIRED =	4,384	SF
LANDSCAPE AREA REQUIRED =	9,293	SF
IMPERVIOUS SURFACE RATIO (ISR)		
TOTAL AMOUNT OF IMPERVIOUS SURFACE AREA ON THE LOT INCLUDING BUILDING AREA, PARKING SPACES, DRIVEWAYS, LOADING AREAS, PARKING AISLES, AND OTHER CIRCULATION AREAS AND NOT INCLUDING ANY AREA WHICH WILL REMAIN COMPLETELY UNDEVELOPED =	82,995	SF
TOTAL DEVELOPMENT IMPACT AREA (DO NOT INCLUDE AREAS IN WETLANDS OR FLOOD PLAINS) =	174,529	SF
IMPERVIOUS SURFACE RATIO (ISR) =	48%	
IMPERVIOUS SURFACE INTENSITY (ISI).		

Table B-3 ISI Categories

Impervious Surface Ratio (ISR)	Impervious Surface Intensity (ISI)
0.86 - 1.0%	High
0.76 - 0.85%	Moderately High
0.41 - 0.69%	Moderate
0.40% and below	Low

TOTAL LANDSCAPING

LARGE DECIDUOUS TREES REQUIRED =	8	Trees
LARGE DECIDUOUS TREES PROVIDED* =	16	Trees
LARGE SHRUBS REQUIRED =	12	Shrubs
LARGE SHRUBS PROVIDED* =	36	Shrubs
SMALL SHRUBS REQUIRED =	23	Shrubs
SMALL SHRUBS PROVIDED* =	23	Shrubs

* - INCLUDES TREES AND SHRUBS AROUND DETENTION POND AND DUMPSTER

ADDITIONAL LANDSCAPING FOR DETENTION PONDS

PER THE TOWN OF BEAUFORT'S LAND DEVELOPMENT ORDINANCE

A. FENCING AROUND PONDS SHALL BE FOUR FEET (4) IN HEIGHT. IT SHALL BE A STEEL OR ALUMINUM CHAIN LINK FENCE WITH BLACK OR GREEN VINYL COATING. ALL FENCES SHALL PROVIDE SECURABLE ENTRANCES/EXITS TO ALL OF THE SIDES OF THE FENCE TO ALLOW ACCESS FOR MAINTENANCE PERSONNEL AND EQUIPMENT AND TO PROVIDE FOR THE SAFETY OF CITIZENS.

B. LANDSCAPING REQUIREMENTS
1. SHRUBS REQUIRED
EXCEPT FOR FENCE ENTRANCES, SHRUBS SHALL BE PROVIDED AROUND THE PERIMETER OF THE REQUIRED FENCE TO SCREEN FIFTY PERCENT (50%) OF THE FENCE AT MATURITY. THE REQUIRED SHRUBS SHALL BE MAINTAINED AT A HEIGHT OF FOUR FEET (4). THE PARTICULAR VARIETY OF SHRUB(S) TO BE USED TO SATISFY THIS REQUIREMENT SHOULD COME FROM THOSE LISTED AS TOLERANT OF WET CONDITIONS SHOWN IN THE TABLE ON THIS SHEET OR SHOULD OTHERWISE BE APPROVED IN WRITING BY THE TOWN.
2. TREES REQUIRED
LARGE OR MEDIUM TREES SHALL BE PLACED OUTSIDE THE REQUIRED FENCING AT A RATE OF ONE PER FIFTY LINEAR FEET OF FENCING AROUND THE POND. THE PARTICULAR VARIETY OF LARGE OR MEDIUM TREE(S) TO BE USED TO SATISFY THIS REQUIREMENT SHOULD COME FROM THOSE LISTED AS TOLERANT OF WET CONDITIONS SHOWN IN THE TABLE ON THIS SHEET. OR SHOULD OTHERWISE BE APPROVED IN WRITING BY THE TOWN.

Special Characteristics Key

Code	Special Characteristics Key	Code	Special Characteristics Key
AuF	Autumn flowering	S	Stately
AW	Attracts wildlife	SF	Spring flowering
D	Drought tolerant	ST	Salt tolerant
E	Evergreen	SuF	Summer flowering
F	Fragrant	TW	Tolerates wet areas
FC	Fall color	W	Resistant to wind damage
LL	Long-lived	WI	Winter interest
LM	Low maintenance	WK	Weak wood
S	Stately	YLI	Year-long interest

Native Shrubs

Common Name	Botanical Name	Special Characteristics*
American beauty berry	*Callicarpa Americana*	FC, SF-white, fuchsia berries in fall, AW
Bear grass	*Yucca filamentosa*	E, SF-white, ST, AW
Cabbage palmetto**	*Sabal palmetto*	E, ST, W
Carolina allspice	*Lindera benzoin*	FC, SF-white, berries, AW, F
Coastal, dwarf azalea	*Rhododendron atlanticum*	SF-white, F, TW
Dahoon (Holly)	*Ilex cassine*	E, SF-white, red berries, AW
Dwarf Yaupon Holly	*Ilex vomitoria*	E, SF-white, red berries, AW, culinaryleaves (tea)
Fetterbush, leucothoe	*Leucothoe axillaris*	E, SF-white, AW
Fringe tree, old man's beard	*Chionanthus virginicus*	FC, SF-white
Groundsel tree	*Baccharis halimifolia*	E, FC-white
Heart's-a-bustin'	*Euonymus americanus*	SF-white, striking fruit, WI
High bush blueberry	*Vaccinium corymbosum*	FC, very early SF-white, AW
Hydrangea	*Hydrangea sp.*	SuF-white, WI, ST
Inkberry holly	*Ilex glabra*	E, SF-white, berries, AW
Lyonia, fetterbush	*Lyonia lucida*	E, SF-pink, AW
New Jersey tea	*Ceanothus americanus*	SF-white, TW, AW
Red chokeberry	*Sorbus arbutifolia*	FC, SF-white/pink, AW, F
Smooth sumac**	*Rhus glabra*	FA, SuF-white, AW
Spanish dagger	*Yucca aloifolia*	E, SuF-white, ST, AW
St. John's wort	*Hypericum perforatum*	SuF-yellow
Swamp honeysuckle	*Rhododendron viscosum*	SF-white, TW
Swamp rose	*Rosa palustris*	SuF-pink, winter red hips, AW, TW
Sweet pepper bush	*Clethra alnifolia*	FC, SuF-white, AW, ST
Sweet shrub**	*Calycanthus floridus*	SF-maroon, F
Virginia sweet spire	*Itea virginica*	FC, SF-white, AW, F
Wax myrtle (myrkle)	*Myrica cerifera*	E, ST, AW, leaves fragrant
Wild azalea	*Rhododendron nudiflorum*	SF & SuF-white/pink, TW
Winter berry, black elder	*Ilex verticillata*	Red berries, AW, TW
Witch alder	*Fothergill gardenia*	FC, SF-white
Zenobia	*Zenobia pulverulenta*	SF, SuF-white, TW

Small Native Trees

Common Name	Botanical Name	Special Characteristics*
Georgia fever tree (rare)	*Pinckneya bractneata*	SuF-pink, YLI
Loblolly bay	*Gordonia lasianthus*	SuF-white, TW,F, semi-E
Persimmon	*Diospyros virginiana*	SF-white, edible fruit
Possum haw	*Ilex deciduas*	SF-white, AW, WI
Red buckeye	*Aesculus Pavia*	SuF-Red
Redbud	*Cercis Canadensis*	FC, FC-deep pink
Serviceberry	*Amelanchier Canadensis*	Early SF-pink/white
Tea olive	*Osmanthus americanus*	E, SF-white, ST,F
Titi, leatherwood	*Cyrilla racemiflora*	FC, SuF-white
Wax myrtle	*Myrica cerifera*	E, fast growing, AW, fragrant leaves
Witch hazel	*Hamamelis virginiana*	FC, early SF-orange/yellow
Yaupon holly	*Ilex vomitoria*	E, WI-red berries, SF-white, culinaryleaves (tea), dwarf varieties up to 10'

Medium Native Trees

Common Name	Botanical Name	Special Characteristics*
Black cherry	*Prunus serotina*	SF-white, AW
Carolina cherry laurel	*Prunus caroliniana*	E, SF-white
Dogwood	*Cornus florida*	SF-white, YLI
Eastern red cedar	*Juniperus virginiana*	E, LM
Margaretta or Post oak	*Quercus margaretta*	AW
Pawpaw	*Asimina triloba*	SF-maroon, edible fruit
Red bay	*Persea borbonia*	E, fragrant culinary leaves
Sassafras	*Sassafras albidum*	FC, SF-yellow, culinary
Sourwood	*Oxydendrum arboreum*	FC, SuF-white, YLI
Sweet Bay magnolia	*Magnolia virginiana*	SF-white, F, semi-E

Large Native Trees

Common Name	Botanical Name	Special Characteristics*
American holly	*Ilex opaca*	E, SF-white, YLI
Bald cypress	*Taxodium distichum*	FC, LL, TW
Laurel oak	*Quercus laurifolia*	E, LL, S, AW
Live oak	*Quercus virginiana*	E, LL, S, AW
Longleaf pine	*Pinus palustris*	E, large attractive pinecones
Pond Cypress	*Taxodium ascendens*	FC, LL, TW
Red Maple	*Acer rubrum*	FC, SF-red
Southern magnolia	*Magnolia grandiflora*	E, late SF-white, F
Southern red oak	*Quercus falcata*	AW, TW
Sweet gum	*Liquidamber styraciflua*	FC, fruitless variety available
Sycamore	*Platanus occidentalis*	Exfoliating bark
Tulip poplar	*Liriodendron tulipifera*	Late SF-yellow
Tupelo, black gum	*Nyssa sylvatica*	FC, M, TW, used in decoys
Water oak	*Quercus nigra*	AW

EAST PORT II APARTMENTS
619 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST CAROLINA COMMUNITY DEVELOPMENT, INC.
108 PROFESSIONAL PARK
BEAUFORT, NC 28516
252-504-3996

EAST PORT II APARTMENETS

THE CULLIPHER GROUP,P.A.
ENGINEERING & SURVEYING SERVICES
C-4486
151-A NC HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0090

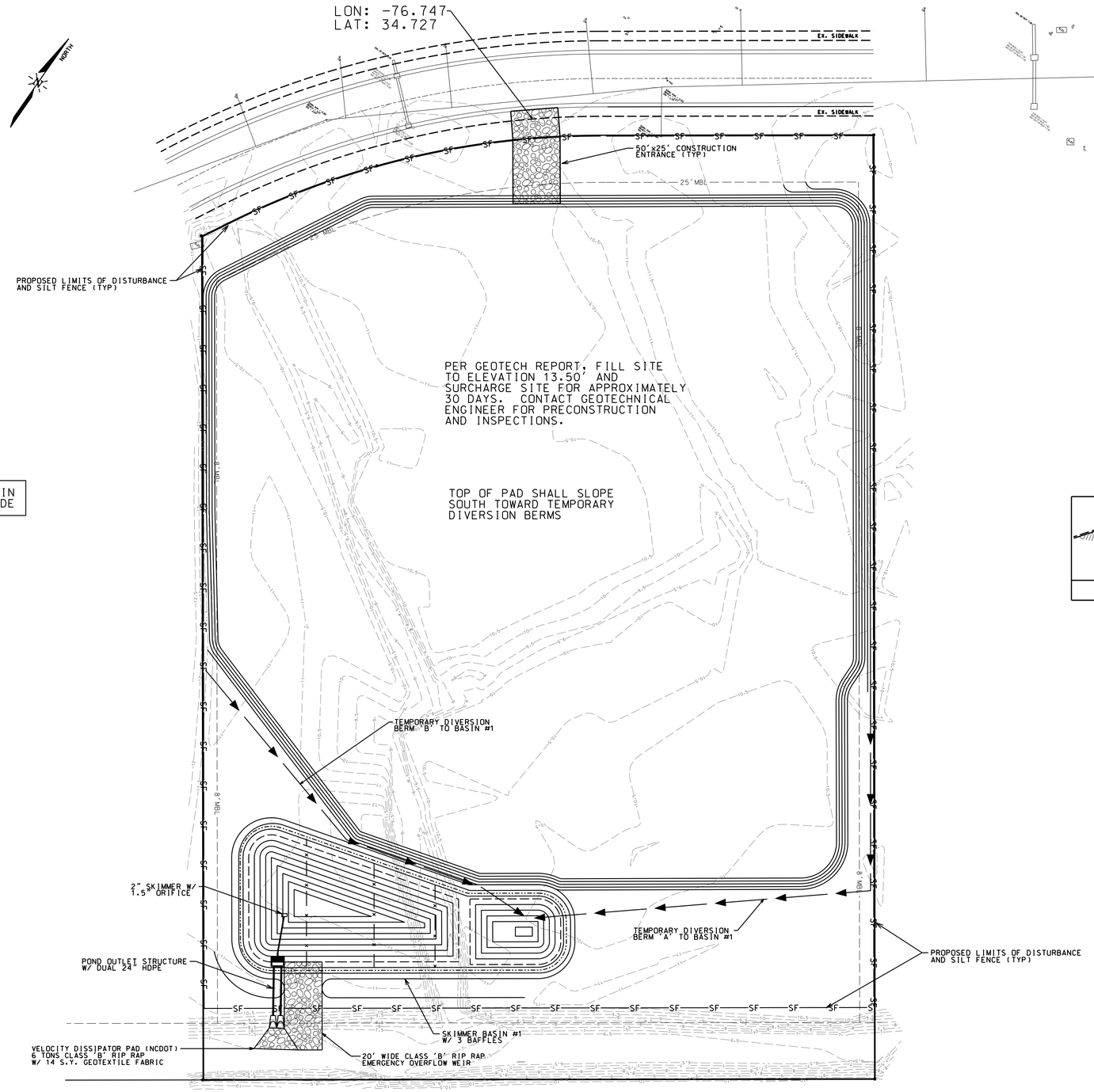
NORTH CAROLINA PROFESSIONAL SEAL 037378 ENGINEER CHARLES M. CULLIPHER 5/6/21

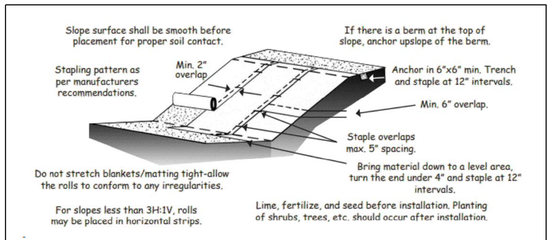
100% CONSTRUCTION DRAWINGS

date	05.06.2021
drafter	CMC
checked by	CMC
proj. no.	PM858-38
revisions	date

SITE & LANDSCAPE PLAN

C1.0

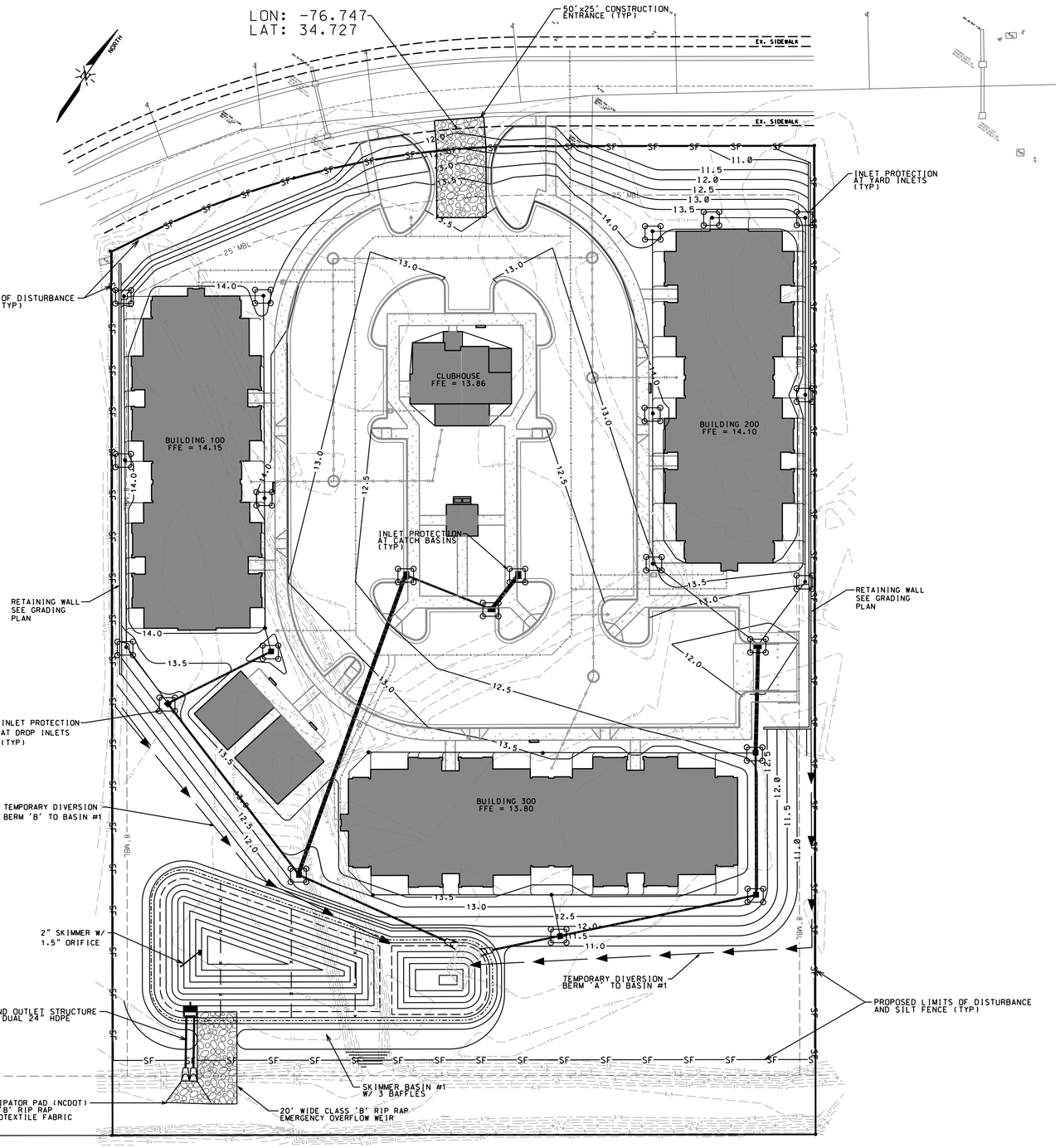

LON: -76.747
LAT: 34.727
NORTH
Ex. SIDEWALK
Ex. SIDEWALK
50'x25' CONSTRUCTION ENTRANCE (TYP)
25' MBL
PROPOSED LIMITS OF DISTURBANCE AND SILT FENCE (TYP)
PER GEOTECH REPORT, FILL SITE TO ELEVATION 13.50' AND SURCHARGE SITE FOR APPROXIMATELY 30 DAYS. CONTACT GEOTECHNICAL ENGINEER FOR PRECONSTRUCTION AND INSPECTIONS.
TOP OF PAD SHALL SLOPE SOUTH TOWARD TEMPORARY DIVERSION BERMS
TEMPORARY DIVERSION BERM 'B' TO BASIN #1
2" SKIMMER W/ 1.5" ORIFICE
POND OUTLET STRUCTURE W/ DUAL 24" HDPE
TEMPORARY DIVERSION BERM 'A' TO BASIN #1
PROPOSED LIMITS OF DISTURBANCE AND SILT FENCE (TYP)
SKIMMER BASIN #1 W/ 3 BAFFLES
VELOCITY DISSIPATOR PAD (NCDOT) 6 TONS CLASS 'B' RIP RAP W/ 14 S.Y. GEOTEXTILE FABRIC
20' WIDE CLASS 'B' RIP RAP EMERGENCY OVERFLOW WEIR
TOP 13.5
TOP 13.0
TOP 12.5
TOP 12.0
TOP 11.5
TOP 11.0
TOP 10.5
TOP 10.0
TOP 9.5
TOP 9.0
TOP 8.5
TOP 8.0
TOP 7.5
TOP 7.0
TOP 6.5
TOP 6.0
TOP 5.5
TOP 5.0
TOP 4.5
TOP 4.0
TOP 3.5
TOP 3.0
TOP 2.5
TOP 2.0
TOP 1.5
TOP 1.0
TOP 0.5
TOP 0.0
TOP -0.5
TOP -1.0
TOP -1.5
TOP -2.0
TOP -2.5
TOP -3.0
TOP -3.5
TOP -4.0
TOP -4.5
TOP -5.0
TOP -5.5
TOP -6.0
TOP -6.5
TOP -7.0
TOP -7.5
TOP -8.0
TOP -8.5
TOP -9.0
TOP -9.5
TOP -10.0
TOP



USE ROLLED JUTE NET FOR SLOPE REINFORCEMENT

SLOPE REINFORCEMENT DETAIL

LON: -76.747
LAT: 34.727



NO CONCRETE WASHDOWN ALLOWED

LAND DISTURBANCE = 4.00 AC

ALL DENUDED AREAS SHALL BE STABILIZED WITHIN 7 DAYS OF BEING BROUGHT TO ROUGH FINAL GRADE

THERE ARE PROPOSED WETLAN IMPACTS WITH THIS PLAN

CONSTRUCTION SEQUENCE - PHASE 2

AFTER GEOTECHNICAL ENGINEER HAS APPROVED THE SETTLEMENT CREATED BY THE SURCHARGE MATERIAL. THE CONTRACTOR CAN BEGIN ROUGH GRADING OF THE SITE.

AS THE SITE COMES UP TO GRADE CONTRACTOR SHALL INSTALL STORM DRAIN NETWORKS PER THE APPROVED PLANS. ALL STRUCTURES SHALL HAVE INLET PROTECTION PER THE DETAIL.

INSTALL UTILITIES, RETAINING WALLS AND BUILDINGS. STABILIZE THE SITE PER GROUND STABILIZATION DURING CONSTRUCTION GUIDELINES.

WHEN SITE IS STABILIZED AND CONSTRUCTION IS NEAR COMPLETE. CALL NCDEQ AND THE CULLIPHER GROUP, P.A. FOR SITE INSPECTION.

UPON APPROVAL, MUCK OUT SKIMMER BASIN AND CONVERT BASIN INTO STORM WATER DETENTION POND PER APPROVED PLANS.

STABILIZE ALL REMAINING SURFACES AND CALL FOR FINAL INSPECTION.

NOTE:
ALL SLOPES 3:1 OR STEEPER SHALL BE LINED WITH ROLLED EXCELSIOR MATTING

LEGEND

- 8.5 — EXISTING CONTOURS
- 9.0 — PROPOSED CONTOURS
- TEMPORARY DIVERSION BERM
- PROPOSED SILT FENCE & LAND DISTURBANCE
- INLET PROTECTION

30 15 0 30 60
SCALE: 1" = 30'

EAST PORT II APARTMENTS
619 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST CAROLINA COMMUNITY DEVELOPMENT, INC.
108 PROFESSIONAL PARK
BEAUFORT, NC 28516
252-504-3996

EAST PORT II APARTMENETS

THE CULLIPHER GROUP, P.A.
ENGINEERING & SURVEYING SERVICES
C-4485
101-A NC HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0090

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 037378 CHARLES M. CULLIPHER 5/4/21

100% CONSTRUCTION DRAWINGS

date	05.06.2021
drafter	CMC
checked by	CMC
proj. no.	PM858-38
revisions	date

EROSION CONTROL PLAN PHASE 2

C3.1

SITE DATA

THERE IS NOT A FLOOD ZONE ON THIS PROPERTY.

LOT SIZE: +/-174,258.72 SF
+/-4.00 ACRES
OPEN SPACE = 2.06+/- ACRES
LAND DISTRUBANCE AREA = +/-4.00 ACRES
ACTIVE RECREATION SPACE AREA = 11,473 SF
ZONE = TCA
DENSITY = 12 UNITS/AC

NUMBER OF APARTMENT BUILDINGS = 3
NUMBER OF UNITS = 48
TYPE OF UNITS = RENTAL APARTMENTS
NUMBER OF STORIES = 2
MAXIMUM HEIGHT = 35'
PROPOSED HEIGHT = 31'-6"
TOTAL BUILDING AREA = 31,948 SF

NUMBER OF COMMUNITY BUILDINGS = 1
MAXIMUM HEIGHT = 35'
PROPOSED HEIGHT = 19'-10"

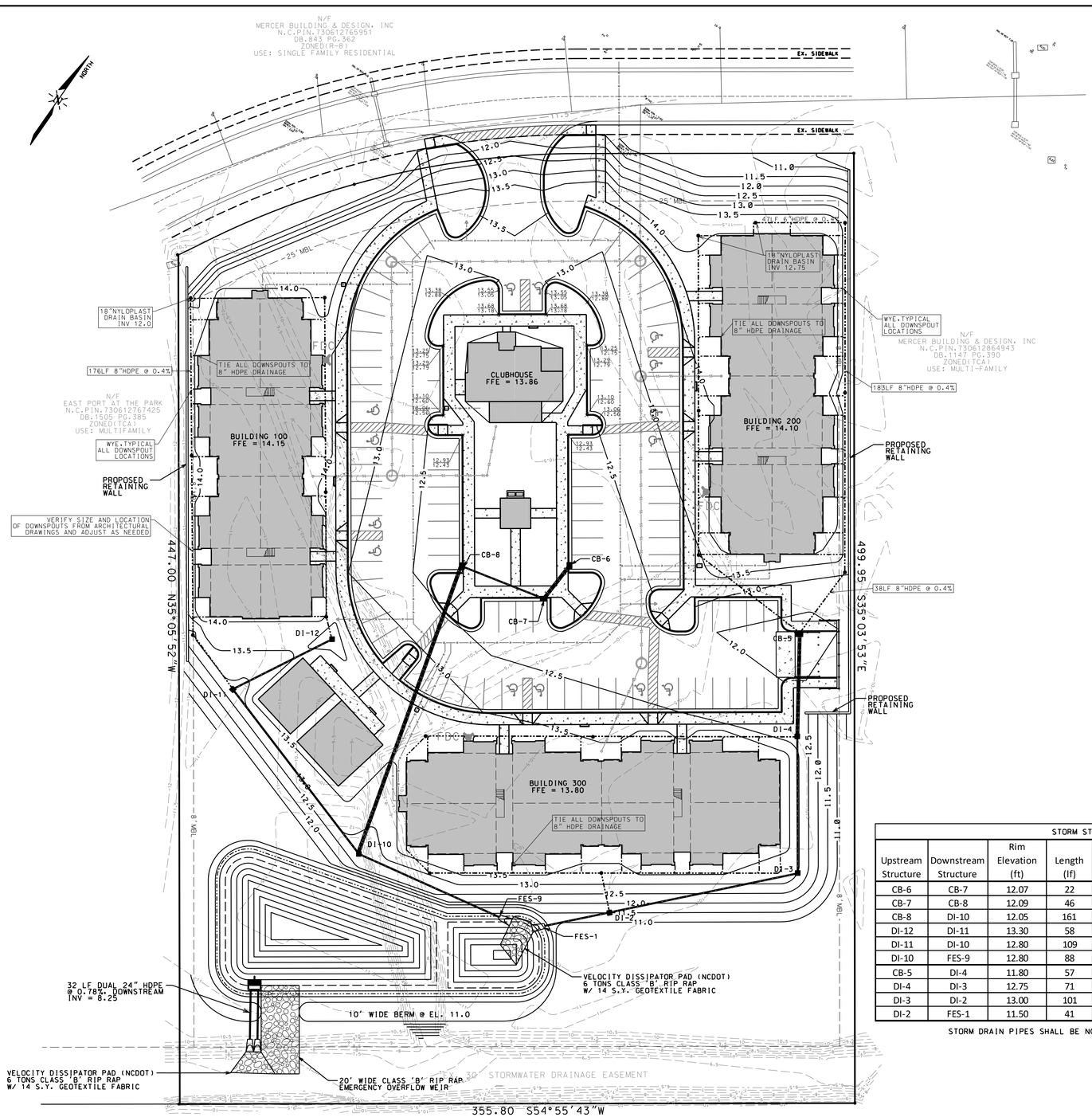
TYPICAL PARKING SPACE = 9'x 18'
REQUIRED PARKING SPACES = 96
(2 SPACES PER UNIT)
PARKING SPACES PROVIDED = 88 REGULAR
8 HANDICAP
96 TOTAL SPACES

SETBACKS:
FRONT = 25'
REAR = 25'
SIDE = 8'

DEED BOOK/PAGE = 1369/200
PIN = 730612860733000

NOTES

1. UNIT MIX (48 UNITS TOTAL)
   8 ONE BEDROOM UNITS
   20 TWO BEDROOM UNITS
   20 THREE BEDROOM UNITS
2. QUALITY EXTERIOR SIDING SHALL BE VINYL + BRICK.
3. PROJECT WILL INCLUDE 5% (3 UNITS) TYPE "A" + AN ADDITIONAL 5% (3 UNITS) TYPE "A" UNITS WITH ROLL-IN SHOWERS.
4. ALL SITE AMENITIES TO BE HANDICAP ACCESSIBLE AS REQUIRED.
5. CONSTRUCTION TO MEET OR EXCEED ENERGY STAR VERSION 2.0.
6. PROJECT TO COMPLY WITH NCHFA 2020 QAP.
7. AMENITIES TO INCLUDE THE FOLLOWING:
   A. PLAYGROUND
   B. TOT LOT
   C. COVERED PICNIC AREA (MIN 150 SQ.FT.) WITH TWO TABLES AND TWO BBQ GRILLS.
   D. MIN OF 3 OUTDOOR SITTING AREAS (5 BENCHES WITH BACKS PROVIDED).
   E. COVERED PATIO WITH SEATING AT REAR OF COMMUNITY BUILDING (MIN 150 SQ.FT.).
   F. RESIDENT COMPUTER AREA WITHIN COMMUNITY BUILDING.
8. ACCESSIBLE RAMPS TO BE LOCATED AT ALL CROSSWALKS.
9. LANDSCAPING REQUIREMENT TO MEET OR EXCEED THE TOWN OF BEAUFORT STANDARDS.
10. DEDICATED LAND IS PRIVATELY OWNED.



STORM STRUCTURE AND PIPE SUMMARY								
Upstream Structure	Downstream Structure	Rim Elevation (ft)	Length (lf)	Upstream Invert (ft)	Downstream Invert (ft)	Slope	Pipe Diameter (in)	Notes
CB-6	CB-7	12.07	22	9.74	9.59	0.68%	12.00	DOUBLE PIPE
CB-7	CB-8	12.09	46	9.59	9.30	0.63%	15.00	
CB-8	DI-10	12.05	161	9.30	8.80	0.31%	15.00	DOUBLE PIPE
DI-12	DI-11	13.30	58	9.30	9.13	0.29%	18.00	
DI-11	DI-10	12.80	109	9.13	8.80	0.30%	18.00	
DI-10	FES-9	12.80	88	8.80	8.50	0.34%	24.00	
CB-5	DI-4	11.80	57	9.30	9.14	0.28%	15.00	DOUBLE PIPE
DI-4	DI-3	12.75	71	9.14	8.92	0.31%	18.00	
DI-3	DI-2	13.00	101	8.92	8.62	0.30%	18.00	
DI-2	FES-1	11.50	41	8.62	8.50	0.29%	24.00	

STORM DRAIN PIPES SHALL BE NCDOT APPROVED TRAFFIC RATED HDPE

LEGEND

--18.5-- EX. CONTOURS
—19.5— PROPOSED CONTOURS
8" HDPE (COLLECT ROOF DRAINS)
FLOW DIRECTION
HP HIGH POINT
TW TOP OF WALL ELEVATION
BW BOTTOM OF WALL ELEVATION
PROPOSED STORM DRAINAGE
CB CATCH BASIN
DI DROP INLET
SDMH STORM DRAIN MANHOLE

30 15 0 30 60
SCALE: 1" = 30'

EAST PORT II APARTMENTS
619 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST CAROLINA COMMUNITY DEVELOPMENT, INC.
108 PROFESSIONAL PARK
BEAUFORT, NC 28516
252-504-3996

EAST PORT II APARTMENETS

THE CULLIPHER GROUP, P.A.
ENGINEERING & SURVEYING SERVICES
C-1482
104 NC HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0090

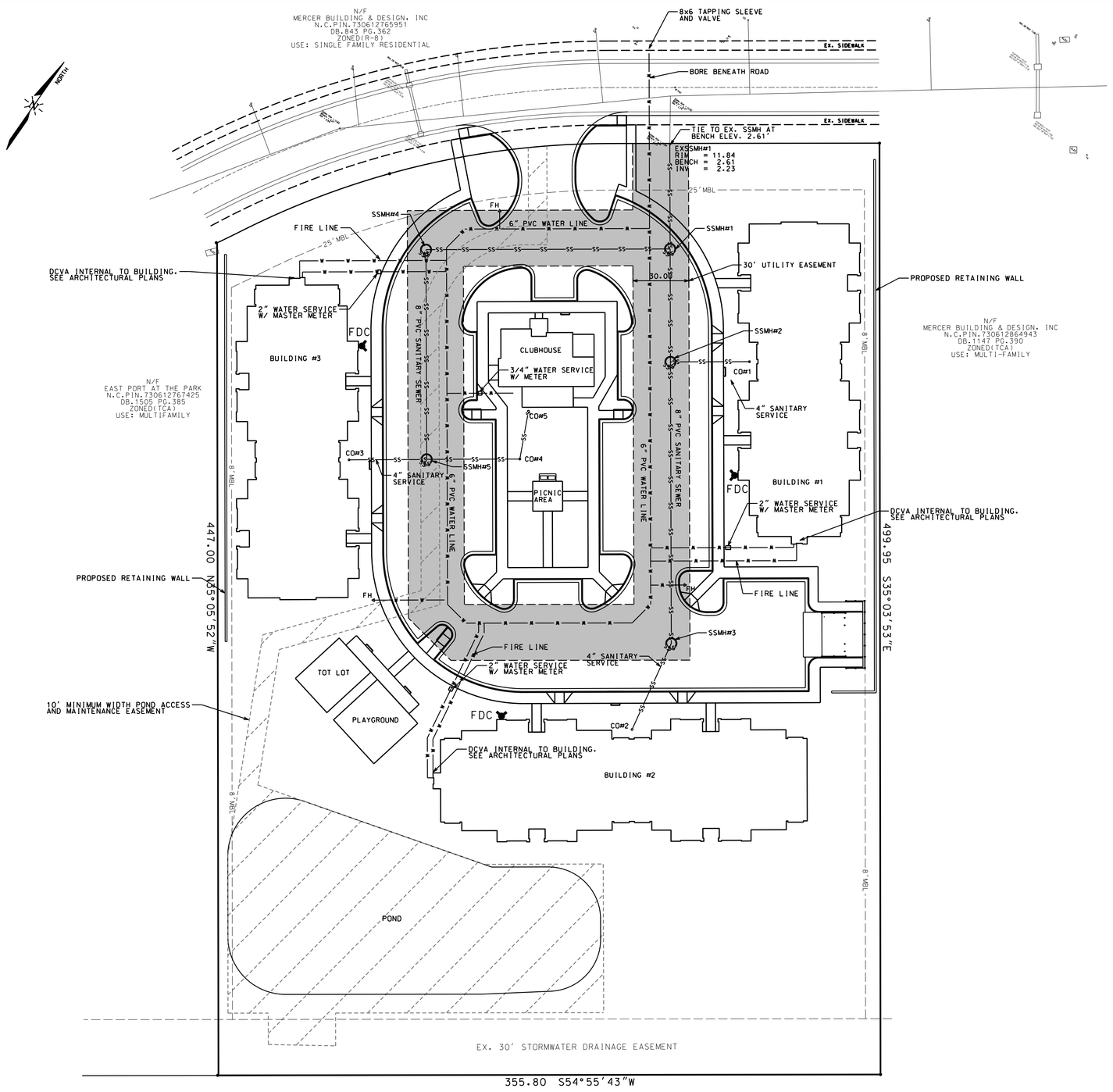
NORTH CAROLINA PROFESSIONAL SEAL 037373 ENGINEER CHARLES M. CULLIPHER 5/4/21

100% CONSTRUCTION DRAWINGS

date	05.06.2021
drafter	CMC
checked by	CMC
proj. no.	PM858-38
revisions	date

GRADING & DRAINAGE PLAN

C4.0



CLEAN OUT TABLE

CO #1
RIM=14.00'
INV=11.00'

CO#2
RIM=13.60'
INV=10.80'

CO#3
RIM=14.00'
INV=11.15'

CO#4
RIM=13.50'
INV= 9.75'

CO#5
RIM=13.70'
INV=10.50'

LEGEND

- 30' PUBLIC UTILITY EASEMENT
- 10' POND ACCESS EASEMENT
- FH — FIRE HYDRANT
- CO — CLEAN OUT
- FDC — FIRE DEPARTMENT CONNECTION
- SSMH — SANITARY SEWER MANHOLE
- ——ss—— SANITARY SEWER LINE
- ——w—— WATER LINE
- GV — GATE VALVE
- WM — WATER METER
- EX. — EXISTING (UTILITY)

EAST PORT II APARTMENTS
619 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST CAROLINA COMMUNITY DEVELOPMENT, INC.
108 PROFESSIONAL PARK
BEAUFORT, NC 28516
252-504-3996

EAST PORT II APARTMENETS

THE CULLIPHER GROUP,P.A.
ENGINEERING & SURVEYING SERVICES
C-4485
101 A NC HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0090

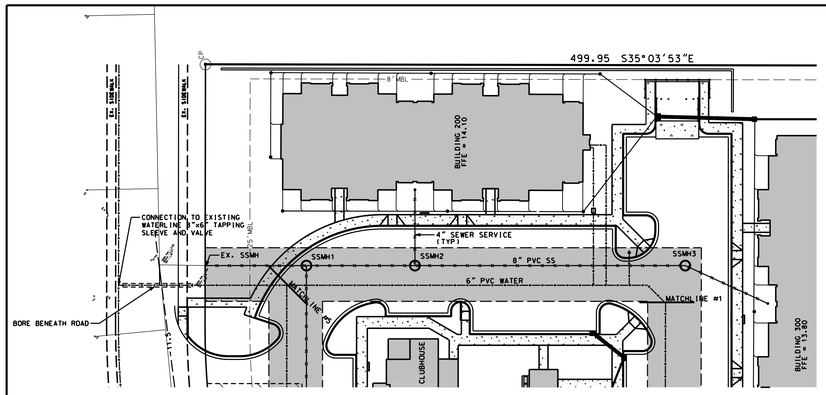
NORTH CAROLINA PROFESSIONAL SEAL 037378 ENGINEER CHARLES M. CULLIPHER 5/4/21

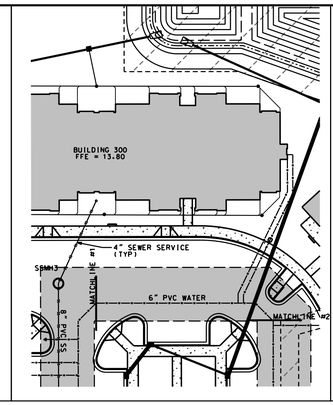
100% CONSTRUCTION DRAWINGS

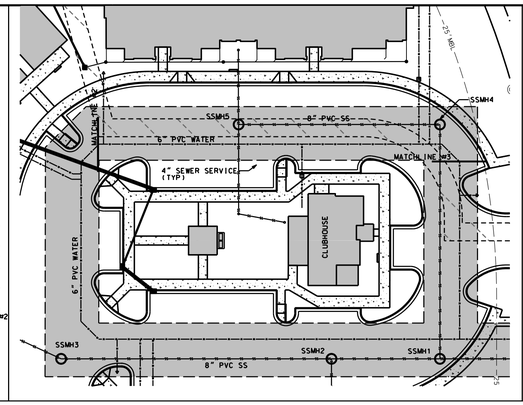
date	05.06.2021
drafter	CMC
checked by	CMC
proj. no.	PM858-38
revisions	date

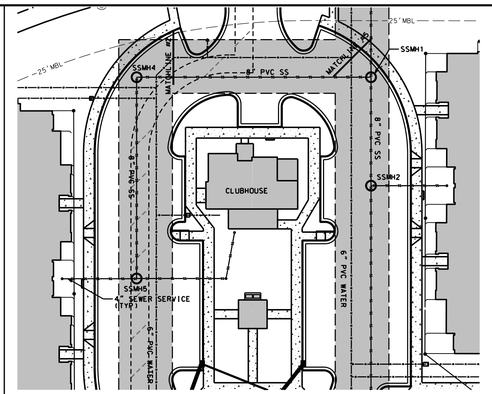
UTILITY PLAN

C5.0

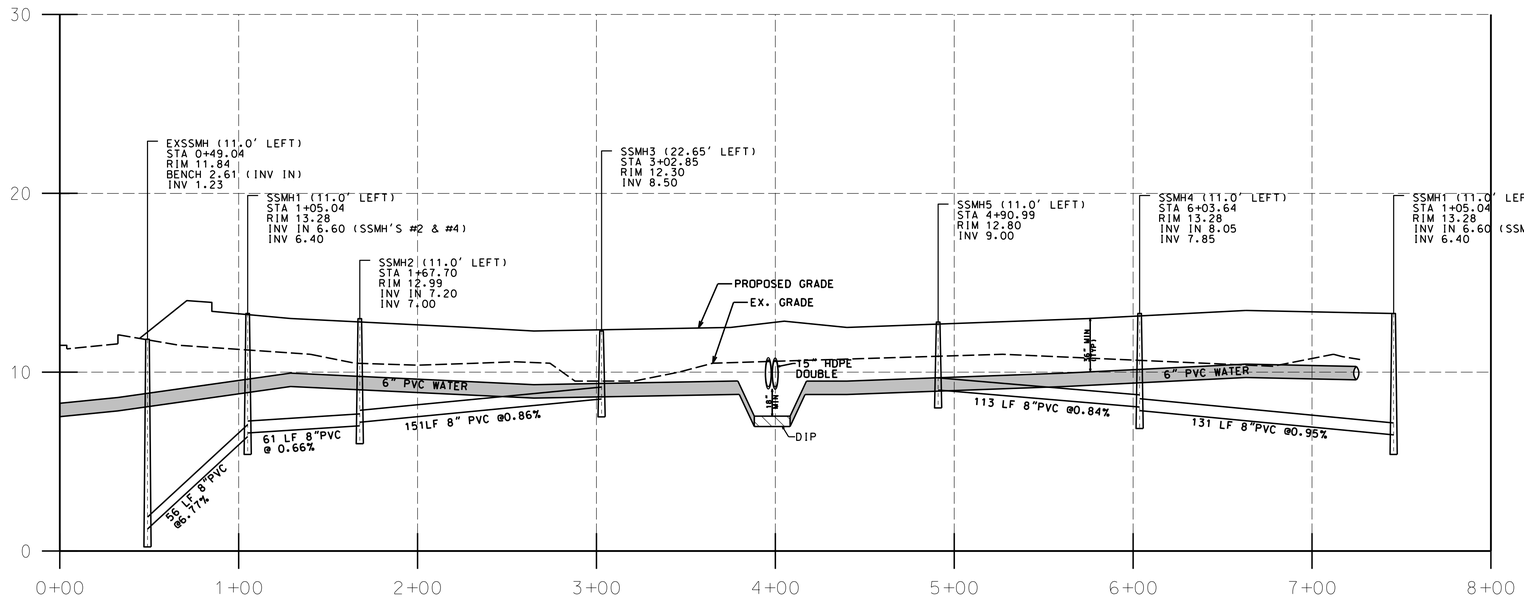






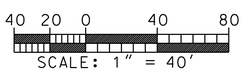


UTILITY PLAN VIEWS



6" PVC WATER LINE PROFILE WITH SANITARY SEWER OFFSET PROFILE

VERTICAL SCALE: 1"=4'
HORIZONTAL SCALE: 1=40'



LEGEND

	EX. WATER
	EX. SEWER
EX.SSMH	EX. SEWER MANHOLE
	PROPOSED WATER
	PROPOSED SEWER
CO	CLEAN OUT
	PUBLIC UTILITY EASEMENT
FH	FIRE HYDRANT
FDC	FIRE DEPARTMENT CONNECTION
GV	GATE VALVE
WM	WATER METER

EAST PORT II APARTMENTS
619 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST CAROLINA COMMUNITY DEVELOPMENT, INC.
108 PROFESSIONAL PARK
BEAUFORT, NC 28516
252-504-3996

EAST PORT II APARTMENETS

THE CULLIPHER GROUP, P.A.
ENGINEERING & SURVEYING SERVICES
C-4482
191-A NC HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0090

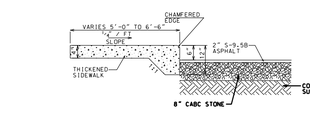
NORTH CAROLINA PROFESSIONAL SEAL 037378 ENGINEER CHARLES M. CHILLIPHER
5/4/21

100% CONSTRUCTION DRAWINGS

date	05.06.2021
drafter	CMC
checked by	CMC
proj. no.	PM858-38
revisions	date

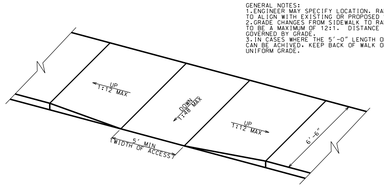
UTILITY PLAN & PROFILE

C6.0



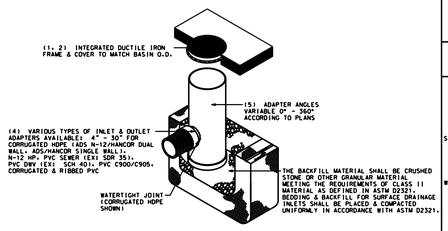
SCALE: NOT TO SCALE

1/7 TYPICAL SIDEWALK & PAVING SECTION



SCALE: NOT TO SCALE

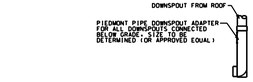
2/7 HANDICAP CURB RAMP



NOTES:
1. 8" - 30" SOLID COVERS SHALL BE DUCTILE IRON PER ASTM A536 GRADE 70-50-05.
2. 12" - 30" FRAMES SHALL BE DUCTILE IRON PER ASTM A536 GRADE 70-50-05. 8" & 10" SOLID COVERS FIT DIRECTLY ONTO DRAIN BASINS WITH THE USE OF A PVC RISER TOP.
3. DRAIN BASIN TO BE CUSTOM MANUFACTURED ACCORDING TO PLAN DETAILS. RISERS ARE NEEDED FOR BASINS OVER 84" DUE TO SHIPPING RESTRICTIONS.
4. DRAINAGE CONNECTION STUB JOINT TIGHTNESS SHALL CONFORM TO ASTM D3212 FOR CORRUGATED HDPE (ADS N-12/HANCOR DUAL WALL), N-12 HP, & PVC SEWER (4" - 24").
5. ADAPTERS CAN BE MOUNTED ON ANY ANGLE 0° TO 360°. TO DETERMINE MINIMUM ANGLE BETWEEN ADAPTERS SEE DRAWING NO. 7001-110-012.
6. 12" - 30" SOLID COVERS SHALL MEET H-20 LOAD RATING.
7. 8" & 10" SOLID COVERS ARE RATED FOR LIGHT DUTY APPLICATIONS ONLY; NO CONCRETE COLLAR NEEDED FOR LIGHT DUTY RATING.

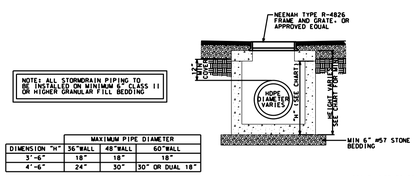
SCALE: NOT TO SCALE

3/7 NYLOPLAST DRAIN BASIN WITH SOLID COVER



SCALE: NOT TO SCALE

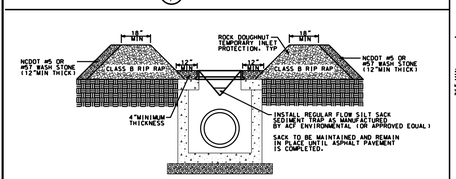
4/7 DOWNSPOUT BOOT



DIMENSION "H"	MAXIMUM PIPE DIAMETER		
	36"WALL	48"WALL	60"WALL
3'-6"	18"	18"	18"
4'-6"	24"	30"	30" OR DUAL 18"

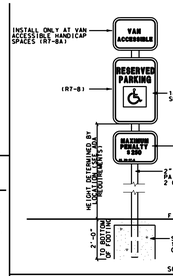
SCALE: NOT TO SCALE

5/7 DROP INLET



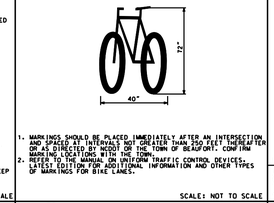
SCALE: NOT TO SCALE

6/7 ROCK DOUGHNUT TEMPORARY INLET PROTECTION



SCALE: NOT TO SCALE

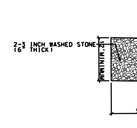
7/7 HANDICAP SIGN



1. MARKINGS SHOULD BE PLACED IMMEDIATELY AFTER AN INTERSECTION AND SPACED AT INTERVALS NOT GREATER THAN 250 FEET THEREAFTER OR AS DIRECTED BY WSDOT OR THE TOWN OF BEAUFORT. CONFIRM LOCATIONS WITH THE ENGINEER.
2. REFER TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION FOR ADDITIONAL INFORMATION AND OTHER TYPES OF MARKINGS FOR BIKE LANES.

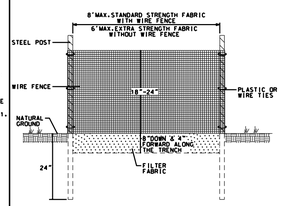
SCALE: NOT TO SCALE

8/7 BICYCLE LANE MARKING

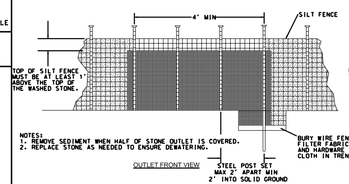


SCALE: NOT TO SCALE

9/7 STONE CONSTRUCTION ENTRANCE



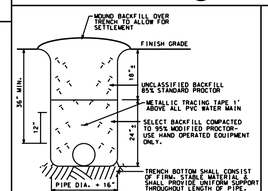
INSTALLATION NOTES:
1. THE BASE OF BOTH END POSTS SHOULD BE AT LEAST ONE FOOT HIGHER THAN THE MIDDLE OF THE FENCE. CHECK WITH A LEVEL IF NECESSARY.
2. INSTALL POSTS 4 FEET APART IN CRITICAL AREAS AND 6 FEET APART ON STANDARD APPLICATIONS.
3. INSTALL POSTS 2 FEET DEEP ON THE DOWNSTREAM SIDE OF THE SILT FENCE, AND AS CLOSE AS POSSIBLE TO THE FABRIC, ENABLING POSTS TO SUPPORT THE FABRIC FROM UPSTREAM WATER PRESSURE.
4. INSTALL THE FABRIC ON THE UPSTREAM SIDE OF THE POSTS AND WIRE (IF USED).
5. ATTACH THE FABRIC TO EACH POST WITH THREE TIES ALL SPACED WITHIN THE TOP 8 INCHES OF THE FABRIC. ATTACH EACH TIE DIAGONALLY 45 DEGREES THROUGH THE FABRIC, WITH EACH PUNCTURE AT LEAST 1 INCH VERTICALLY APART. ALSO, EACH TIE SHOULD BE POSITIONED TO HANG ON A POST NOTCH WHEN TIGHTENED TO PREVENT SAGGING.
6. WRAP APPROXIMATELY 6 INCHES OF FABRIC AROUND THE END POSTS AND SECURE WITH 3 TIES.
7. NO SPLICING SHOULD BE NECESSARY. EACH FABRIC IS ALLOWED ABOVE GROUND LEVEL.
8. THE INSTALLATION SHOULD BE CHECKED AND CORRECTED FOR ANY DEVIATIONS BEFORE COMPACTION.
9. COMPACTION IS VITALLY IMPORTANT FOR EFFECTIVE RESULTS. COMPACT THE SOIL IMMEDIATELY NEXT TO THE SILT FENCE FABRIC WITH THE FRONT WHEEL OF THE TRACTOR, SKID STEER, OR ROLLER EXERTING AT LEAST 80 POUNDS PER SQUARE INCH. COMPACT THE UPSTREAM SIDE FIRST, AND THEN EACH SIDE TWICE FOR A TOTAL OF 4 TRIPS.



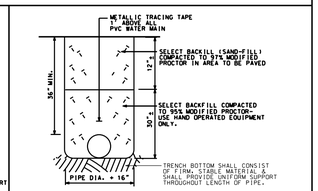
NOTES:
1. REMOVE SEDIMENT WHEN HALF OF STONE OUTLET IS COVERED.
2. REPLACE STONE AS NEEDED TO ENSURE DEWATERING.

SCALE: NOT TO SCALE

10/7 SILT FENCE AND OUTLET

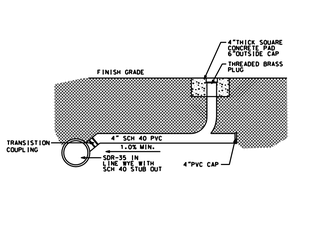


11/7 WATER PIPE TRENCH DETAIL OUTSIDE PAVED AERA



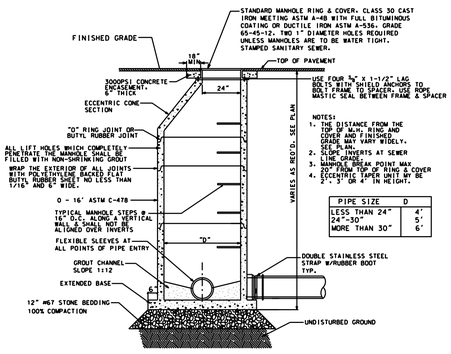
MAINTAIN 3' OF COVER OVER PIPE OR USE DUCTILE IRON PIPE

12/7 WATER PIPE TRENCH DETAIL AREA TO BE PAVED



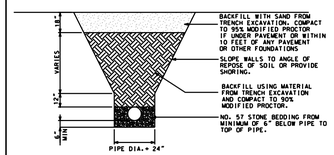
NOTE:
1. INSTALL SQUARE CONCRETE PAD 6" OUTSIDE BRASS PLUG.
2. IF SIZE THAN 36"COVER, WATS SLEEVE PIPE SHALL BE DUCTILE IRON PIPE.
3. SECONDARY LINE SHALL BE PVC C900 DR 18 OR DEISIRE CLASS I BEDDING IN ACCORDANCE WITH SPECIFICATIONS OF FLEXIBLE PIPE SERVICES.
4. SERVICE LINES GREATED THAN 20'FT OR LESS THAN 3'FT IN DEPTH MUST BE DUCTILE IRON.

13/7 SANITARY SEWER SERVICE



ALL MANHOLES TO HAVE EXTENDED BASES

14/7 TYPICAL PRECAST MANHOLE



15/7 SEWER PIPE TRENCH

SEED BED PREPARATION

LIME ---------- 2 TONS/AC
10-10-10 ---------- 1,000 LBS/AC

SURFACE ROUGHENING: IF RECENT TILLAGE OPERATIONS HAVE RESULTED IN A LOOSE SURFACE, ADDITIONAL ROUGHENING MAY NOT BE REQUIRED EXCEPT TO BREAK UP LARGE CLODS. IF RAINFALL CAUSES THE SURFACE TO BECOME SEALED OR CRUSTED, LOOSEN IT JUST PRIOR TO SEEDING BY DISKING, RAKING OR HARROWING. GROOVE OR FURROW SLOPES STEEPER THAN 3:1 ON THE CONTOUR BEFORE SEEDING.

TEMPORARY SEEDING MIXTURE

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

PERMANENT SEEDING MIXTURE

TALL FESCUE---------- 60 LBS/AC
PENSACOLA BAHIAGRASS---------- 50 LBS/AC
SERICEA LESPEDEZA---------- 30 LBS/AC
KOBE LESPEDEZA---------- 10 LBS/AC

1. FROM SEPTEMBER 1 - MARCH 1, USE UNSCARIFIED SERICEA SEED
2. ON POORLY DRAINED SITES OMIT SERICEA AND INCREASE KOBE TO 30 LBS/AC
3. WHERE A NEAT APPEARANCE IS DESIERED, OMIT SERICEA AND INCREASE KOBE TO 40 LBS/AC.
4. BETWEEN APRIL 15 AND AUGUST 15, ADD 10 LB/AC GERMAN MILLET OR 15 LB/AC SUDANGRASS. PRIOR TO MAY 1 OR AFTER AUG 15, ADD 25 LB/AC RYE (GRAIN).

PERMANENT SEEDING MIXTURE (SWALES & DITCHES)

COMMON BERMUDAGRASS---------- 80 LBS/AC

MULCHING

STRAW(WHEAT, OATS, BARLEY,RYE)------ 1-2 TONS/AC (AFTER SEEDING)
(STRAW QUALITY SHALL BE DRY, UNCHOPPED & UNWEATHERED)
ASPHALT TACK---------- 200 GAL./TON OF MULCH

1. APPLY 4000 LB/AC 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.
2. A CHANNEL LINING MATERIAL (SEE DETAIL BELOW) SHALL COVER THE BOTTOM OF SWALES & DITCHES. THE LINING SHALL EXTEND ABOVE THE HIGHEST DEPTH OF FLOW WITHIN GIVEN CHANNEL. ON CHANNEL SIDE SLOPES ABOVE THIS HEIGHT APPLY STRAW AS PREVIOUSLY INSTRUCTED.

MAINTENANCE

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

16/7 SEEDING SCHEDULE

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

TOTAL POUNDS

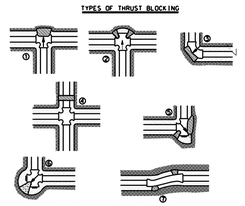
NOMINAL PIPE DIA.	DEAD END	90° BEND	22 1/2°/ 45° BEND	11 1/4° BEND
4"	2,700	3,800	2,100	1,100
6"	5,600	8,000	4,300	2,100
8"	9,700	13,600	7,400	3,900
10"	14,500	20,500	11,100	5,700
12"	20,500	29,000	15,700	8,000
14"	27,600	39,000	21,100	11,000
16"	35,700	50,400	27,300	14,000
18"	44,800	63,400	34,400	17,500
20"	55,000	77,800	42,100	21,500
24"	79,000	111,000	60,000	31,000
30"	125,800	178,600	98,300	47,100
36"	172,900	274,400	132,300	67,500
42"	235,500	330,000	178,600	91,000
48"	304,000	430,000	232,700	118,500
54"	384,100	543,200	294,000	149,000

BEARING LOAD TLB./SQ FT.

MUCK	0
SOFT CLAY	1,000
SILT	2,000
SANDY SILT	3,000
SAND	4,000
SANDY CLAY	6,000
HARD CLAY	9,000

TO DETERMINE THE SIZE OF A CONCRETE THRUST BLOCK, DIVIDE THE TOTAL FORCE BY THE BEARING VALUES OF THE SOIL; THE QUOTIENT WILL BE THE SIZE OF THE BEARING AREA OF THE THRUST BLOCK. THE ENGINEER MAY REQUIRE A SOILS TEST TO DETERMINE TYPE OF SOILS AND VALUES LISTED IN THE TABLE. NO RESPONSIBILITY CAN BE ASSUMED FOR THE ACCURACY OF THE DATA IN THIS TABLE DUE TO THE WIDE VARIATION OF BEARING LOAD CAPACITIES FOR EACH SOIL TYPE.

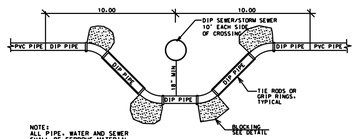
TYPES OF THRUST BLOCKING



1. THRU LINE CONNECTION. TEE
2. THRU LINE CONNECTION. CROSS USED AS TEE.
3. DIRECTION CHANGE. ELBOW
4. CHANGE LINE SIZE. REDUCER
5. DIRECTION CHANGE. TEE USED AS ELBOW
6. DIRECTION CHANGE. CROSS USED AS ELBOW
7. DIRECTION CHANGE

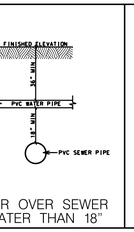
SEE BEAUFORT MANUAL FOR ADDITIONAL DETAILS ON THRUST BLOCKING

17/7 THRUST BLOCKING DETAIL

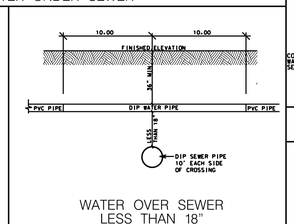


NOTE:
ALL PIPE - WATER AND SEWER SHALL BE FERROUS MATERIAL ON EACH SIDE OF CROSSING

WATER UNDER SEWER

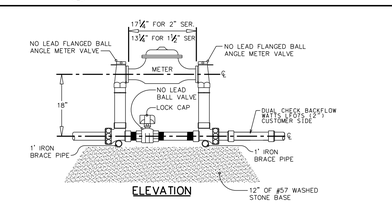


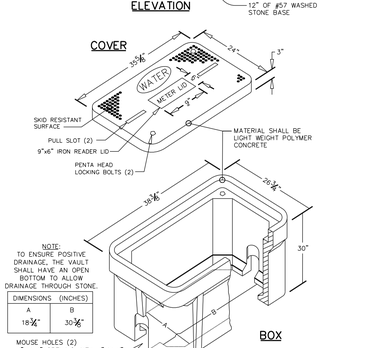
WATER OVER SEWER GREATER THAN 18"



WATER OVER SEWER LESS THAN 18"

18/7 CROSSING DETAILS





NOTE:
TO ENSURE POSITIVE DRAINAGE, THE VAULT SHALL HAVE AN OPEN BOTTOM TO ALLOW DRAINAGE THROUGH STONE.

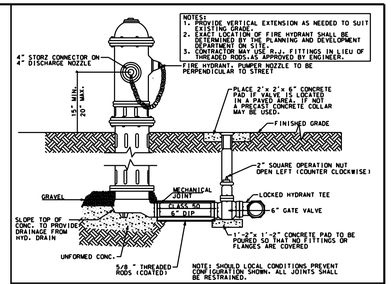
DIMENSIONS (INCHES)	
A	B
18¾	30⅜

MOUSE HOLES (2) 4" X 4" OPENING WITH 4" X 4" KNOCKOUT ABOVE OPENING

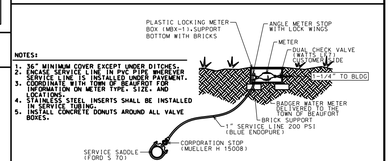
NOTES:
1) PIPING TO BE 'NO LEAD' BRASS AND COPPER TUBING. METER INLET AND OUTLET TO BE EQUIPPED WITH FLANGED BALL ANGLE METER VALVES.
2) CUSTOM SETTERS SHALL BE EQUIPPED WITH STANDARD LOW BYPASS WITH BALL VALVE AND PADLOCK WINGS.
3) CUSTOM SETTERS SHALL BE AS MANUFACTURED BY MUELLER, FORD, AY MCDONALD, OR APPROVED EQUAL.
4) ALL BRASS COMPONENTS SHALL BE 'NO LEAD' BRASS MEETING UNS C89833 AS PER ASTM B584.

19/7 1-1/2" & 2" METER VAULT

NOTES:
1. PROVIDE VERTICAL EXTENSION AS NEEDED TO SUIT EXISTING GRADE.
2. EXACT LOCATION OF FIRE HYDRANT SHALL BE DETERMINED BY THE PLANNING AND DEVELOPMENT DEPARTMENT ON SITE.
3. CONTRACTOR MAY USE P.J. FITTINGS IN LIEU OF THREADED RODS AS APPROVED BY ENGINEER.



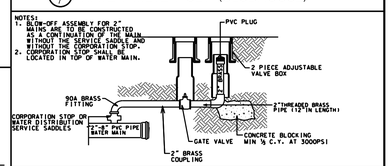
20/7 TYPICAL FIRE HYDRANT ASSEMBLY



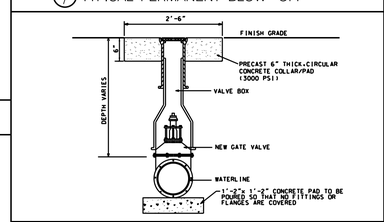
NOTES:
1. 36" MINIMUM COVER EXCEPT UNDER DITCHES.
2. ENCASE SERVICE LINE IN PVC PIPE WHEREVER SERVICE LINE IS INSTALLED UNDER PAVEMENT.
3. TERMINATE WITH CORP. STOP AT MAIN LOCATIONS.
4. STAINLESS STEEL INSERTS SHALL BE INSTALLED IN SERVICE TUBING.
5. INSTALL CONCRETE DONUTS AROUND ALL VALVE BOXES.

21/7 WATER METER SET (CLUBHOUSE)

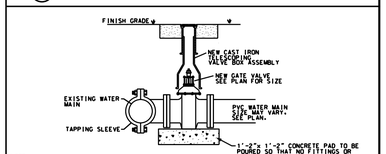
NOTES:
1. BLOW-OFF ASSEMBLY FOR 2" LINES ARE TO BE CONSTRUCTED AS A CONTINUATION OF THE MAIN WITHOUT THE SERVICE SADDLE AND WITHOUT THE CORPORATION STOP.
2. CORPORATION STOP SHALL BE LOCATED IN TOP OF WATER MAIN.



22/7 TYPICAL PERMANENT BLOW OFF



23/7 NEW GATE VALVE & VALVE BOX DETAIL



NOTE:
BACKSIDE TAPPING OF EXISTING MAIN SHALL BE APPROVED BY THE ENGINEER PRIOR TO INSTALLATION OF TAP.

24/7 TAPPING DETAIL

REFER TO THE TOWN OF BEAUFORT MANUAL FOR ADDITIONAL DETAILS

EAST PORT II APARTMENTS
619 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST CAROLINA COMMUNITY DEVELOPMENT, INC.
108 PROFESSIONAL PARK
BEAUFORT, NC 28516
252-504-3996

EAST PORT II APARTMENETS

THE CULLIPHER GROUP, P.A.
ENGINEERING & SURVEYING SERVICES
C-4485
151-A NC HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0990

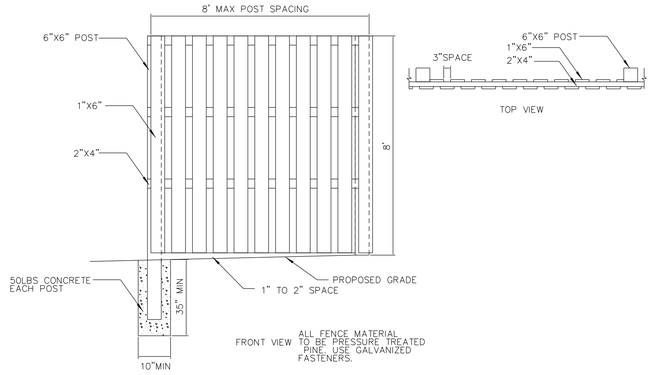
NORTH CAROLINA PROFESSIONAL SEAL 037378 ENGINEER CHARLES M. CULLIPHER 5/6/21

100% CONSTRUCTION DRAWINGS

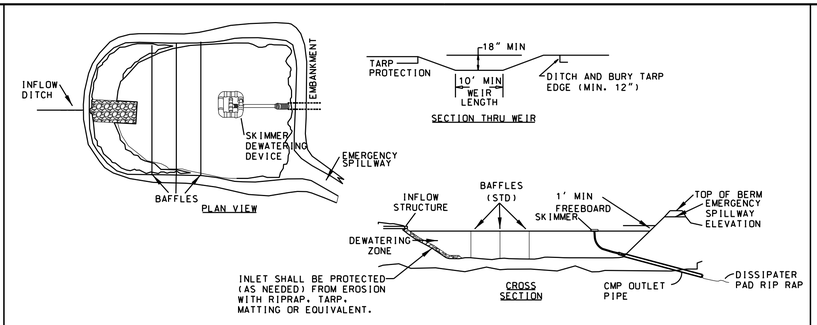
date	05.06.2021
drafter	CMC
checked by	CMC
proj. no.	PM858-38
revisions	date

DETAILS PLAN

C7.0

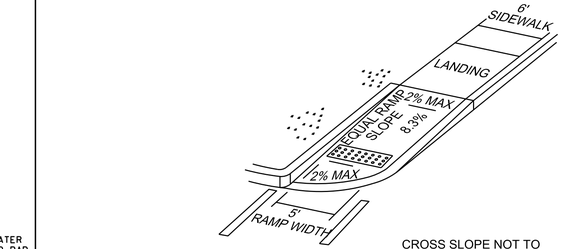


FENCE DETAIL FOR DUMPSTER ENCLOSURE AND POND



NOTES:
1) BASIN SHOULD BE CLEANED OUT WHEN CAPACITY REACHES AN ELEVATION REPRESENTING THAT THE BASIN IS HALF-FULL.
2) THE TARP USED TO PROTECT THE WEIR SHALL BE THE WIDTH SPECIFIED. THE LENGTH OF THE TARP SHALL BE ACCORDING TO AVAILABLE SUPPLY. IF MULTIPLE TARPS ARE TO BE USED, THEN TARPS SHALL BE OVERLAPPED AT LEAST 12". THE UPSTREAM 12" TARP SHALL OVERLAP THE DOWNSTREAM TARP. THE TARP SHALL BE 50 MIL. HEAVY DUTY SILVER TARPAULINS OR EQUIVALENT FOR U.V. RESISTANCE.
3) PROVIDE A MINIMUM OF THREE POROUS BAFFLES TO EVENLY DISTRIBUTE FLOW ACROSS THE BASIN. REDUCING TURBULENCE.
4) BAFFLE MATERIAL MUST BE SECURED AT THE BOTTOM AND SIDES USING STAPLES OR BY TRENCHING AS FOR A SILT FENCE.
5) MOST OF THE SEDIMENT WILL ACCUMULATE IN THE FIRST BAY, SO THIS SHOULD BE READILY AVAILABLE FOR MAINTENANCE.

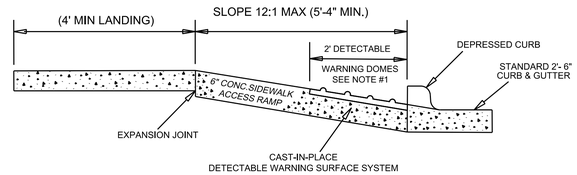
SEDIMENT BASIN WITH SKIMMER

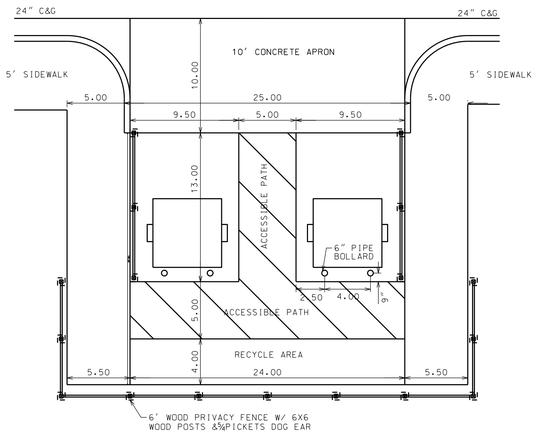


CURB RAMP
SCALE: NOT TO SCALE

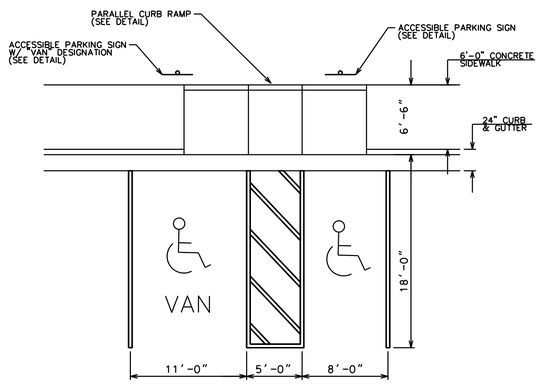
CROSS SLOPE NOT TO EXCEED 2% ON ANY PORTION OF RAMP OR TRANSITION TO STREET.

RAMP SECTION
WITH DETECTABLE WARNING SURFACE
CAST-IN-PLACE SYSTEM





DUMPSTER PAD DETAIL



NOTES: GRADE SHALL NOT EXCEED 2.0% IN ANY DIRECTION WITHIN THE AREA OF ACCESSIBLE PARKING. SEE SHEET C-10 FOR RAMP AND SIGN DETAILS

TYPICAL ACCESSIBILITY PARKING STALL LAYOUT (NTS)

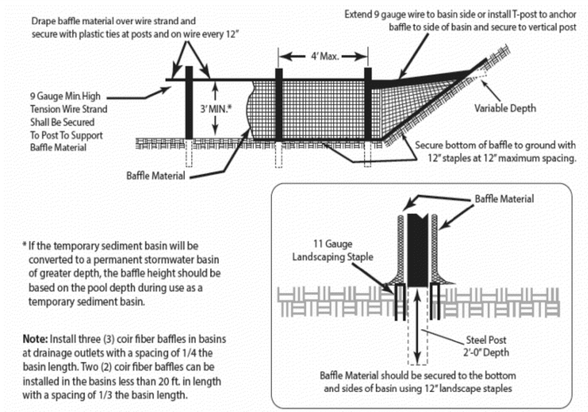
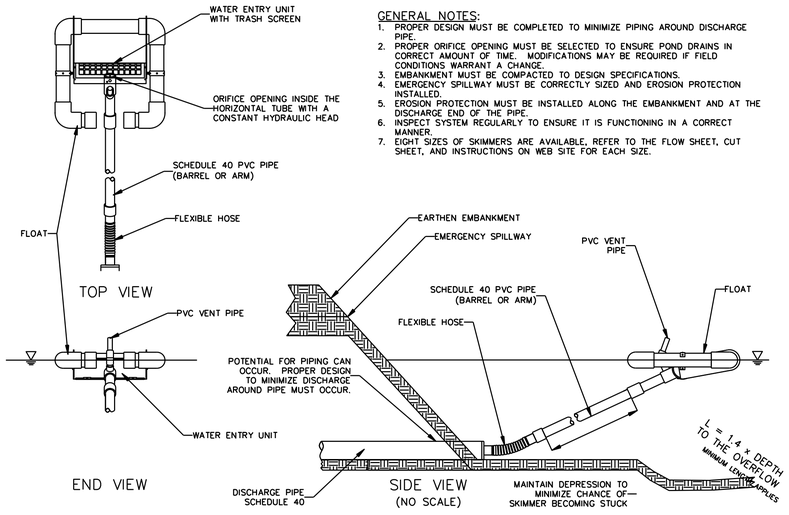


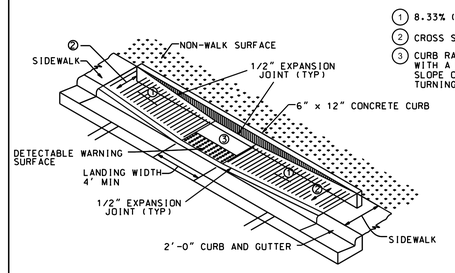
Figure 6.65b Coir Fiber Baffle Detail
Cross section of a porous baffle in a sediment basin.



GENERAL NOTES:
1. PROPER DESIGN MUST BE COMPLETED TO MINIMIZE PIPING AROUND DISCHARGE PIPE.
2. PROPER ORIFICE OPENING MUST BE SELECTED TO ENSURE POND DRAINS IN CORRECT AMOUNT OF TIME. MODIFICATIONS MAY BE REQUIRED IF FIELD CONDITIONS WARRANT A CHANGE.
3. EMBANKMENT MUST BE COMPACTED TO DESIGN SPECIFICATIONS.
4. EMERGENCY SPILLWAY MUST BE CORRECTLY SIZED AND EROSION PROTECTION INSTALLED.
5. EROSION PROTECTION MUST BE INSTALLED ALONG THE EMBANKMENT AND AT THE DISCHARGE END OF THE PIPE.
6. INSPECT SYSTEM REGULARLY TO ENSURE IT IS FUNCTIONING IN A CORRECT MANNER.
7. EIGHT SIZES OF SKIMMERS ARE AVAILABLE, REFER TO THE FLOW SHEET, CUT SHEET, AND INSTRUCTIONS ON WEB SITE FOR EACH SIZE.

SKIMMER DETAIL

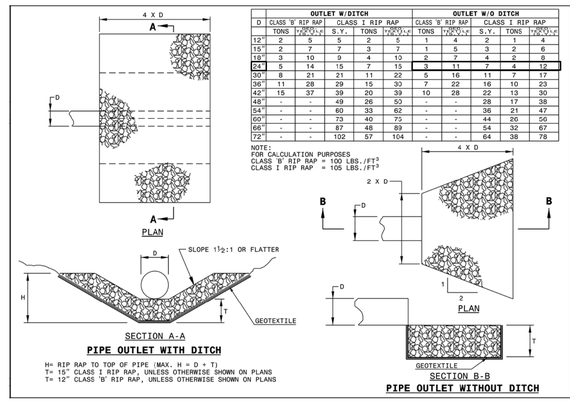
PARALLEL HANDICAP CURB RAMP



1. 8.33% (12:1) MAX RAMP SLOPE
2. CROSS SLOPE: 2.00%
3. CURB RAMPS REQUIRE A (4'-0") MINIMUM LANDING WITH A MAXIMUM CROSS SLOPE AND LONGITUDINAL SLOPE OF 2.00% WHERE PEDESTRIANS PERFORM TURNING MANEUVERS. SLOPE TO DRAIN TO CURB.

CONCRETE DEPTH	
RAMP	4"
LANDING	4"

PARALLEL HANDICAP CURB RAMP



D	OUTLET W/DITCH CLASS 'B' RIP RAP TONS	CLASS 'B' RIP RAP S.Y.	CLASS I RIP RAP TONS	CLASS I RIP RAP S.Y.	OUTLET W/O DITCH CLASS 'B' RIP RAP TONS	CLASS 'B' RIP RAP S.Y.	CLASS I RIP RAP TONS	CLASS I RIP RAP S.Y.
12"	2	5	2	5	1	4	2	1	4
15"	2	7	3	7	1	5	3	2	6
18"	3	10	4	10	2	7	4	2	8
24"	5	14	7	15	3	11	7	4	12
30"	8	21	11	22	5	16	11	7	17
36"	11	28	15	33	7	22	16	10	23
42"	15	37	20	39	10	28	22	13	30
48"	-	-	26	50	-	-	28	17	38
54"	-	-	33	62	-	-	36	21	47
60"	-	-	40	72	-	-	44	26	56
66"	-	-	48	89	-	-	54	32	67
72"	-	-	57	104	-	-	64	38	78

NOTE:
FOR CALCULATION PURPOSES
CLASS 'B' RIP RAP = 100 LBS./FT³
CLASS I RIP RAP = 105 LBS./FT³

STATE OF NORTH CAROLINA DEPT. OF TRANSPORTATION DIVISION OF HIGHWAYS RALEIGH, N.C.

1-1-18

ROADWAY STANDARD DRAWING FOR

GUIDE FOR RIP RAP AT PIPE OUTLETS

SHEET 1 OF 1

876.02

EAST PORT II APARTMENTS
619 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST CAROLINA COMMUNITY DEVELOPMENT, INC.
108 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST PORT II APARTMENETS

THE CULLIPER GROUP, P.A.
ENGINEERING & SURVEYING SERVICES
C-4485
151-A NC HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0090

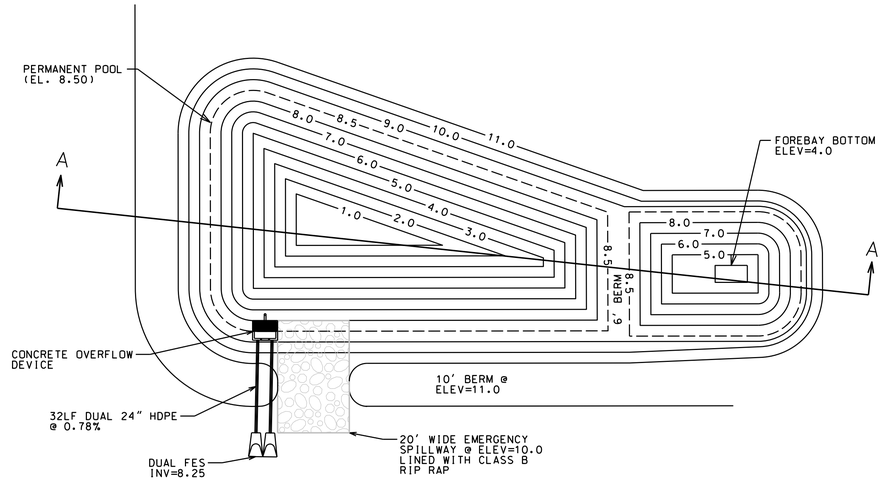
NORTH CAROLINA PROFESSIONAL SEAL 037378 ENGINEER CHARLES M. CULLIPER
5/14/21

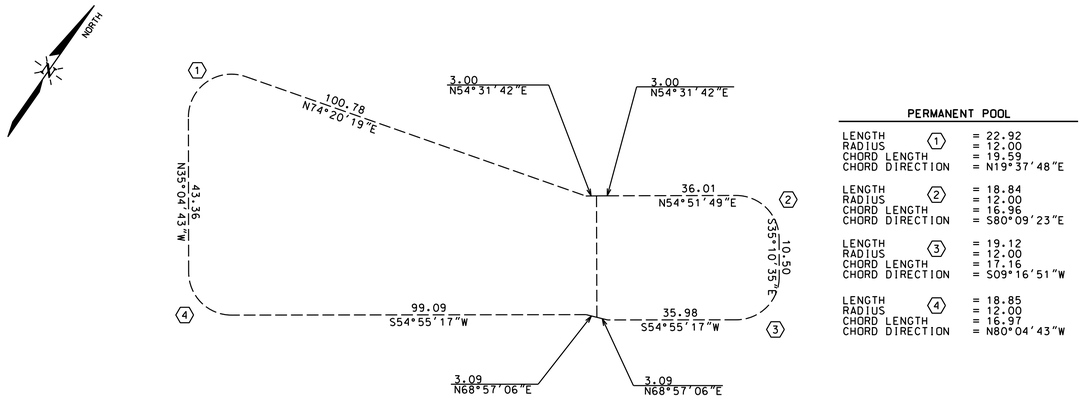
100% CONSTRUCTION DRAWINGS

date	05.06.2021
drafter	CMC
checked by	CMC
proj. no.	PM858-38
revisions	date

DETAILS
PLAN

C8.0

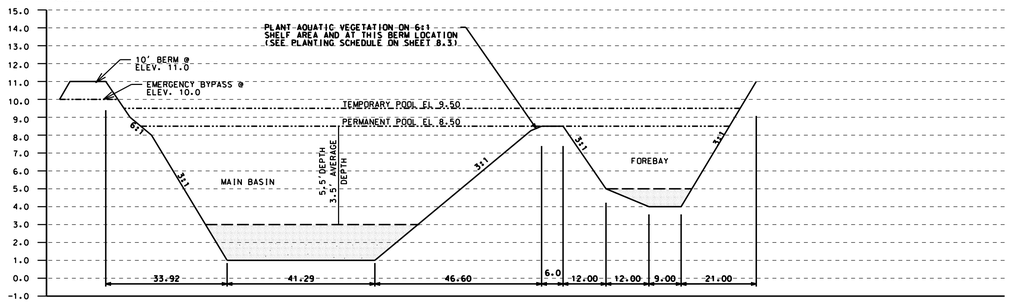




PERMANENT POOL

LENGTH	⟨1⟩	= 22.92
RADIUS		= 12.00
CHORD LENGTH		= 19.59
CHORD DIRECTION		= N19°37'48"E
LENGTH	⟨2⟩	= 18.84
RADIUS		= 12.00
CHORD LENGTH		= 16.96
CHORD DIRECTION		= S80°09'23"E
LENGTH	⟨3⟩	= 19.12
RADIUS		= 12.00
CHORD LENGTH		= 17.16
CHORD DIRECTION		= S09°16'51"W
LENGTH	⟨4⟩	= 18.85
RADIUS		= 12.00
CHORD LENGTH		= 16.97
CHORD DIRECTION		= N80°04'43"W

NOTES:
1. FOREBAY AND MAIN BASIN TO BE CLEANED OUT TO PERMANENT GRADE AT COMPLETION OF CONSTRUCTION.
2. PROVIDE PUMP MECHANISM ON SITE FOR MAINTENANCE AND/OR EMERGENCY POND DRAINING.



POND X-SECTION A-A

SCALE:
V: 1"= 4'
H: 1"= 20'

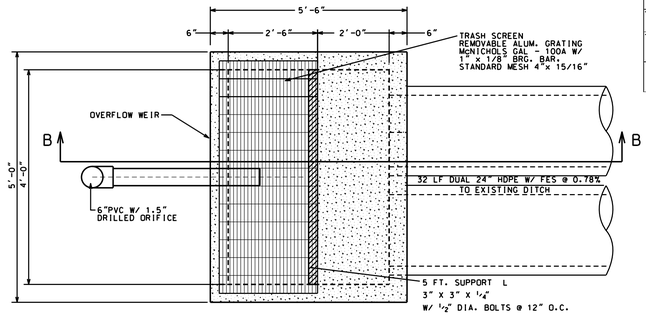
20 10 0 20 40
SCALE: 1"=20'

WET DETENTION POND DESIGN DATA

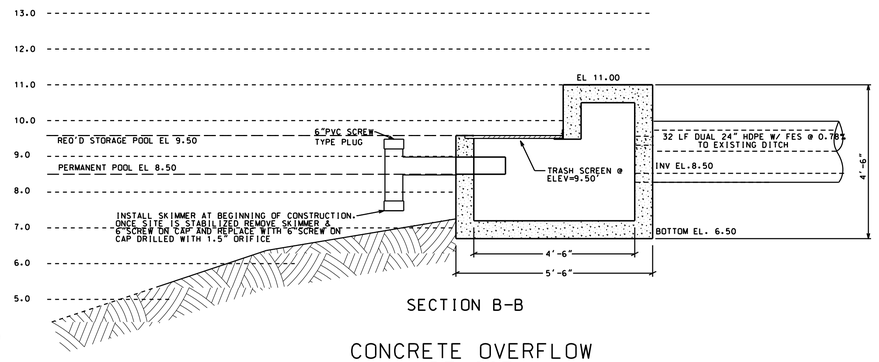
DRAINAGE AREA = 160.474 SF
DESIGN IMPERVIOUS AREA = 83.086 SF

POND DESIGN SUMMARY

PERMANENT POOL ELEVATION	=	8.5 FT
PERMANENT POOL SURFACE AREA REQ'D	=	5.231 SF
PERMANENT POOL SURFACE AREA	=	5.760 SF
PERMANENT POOL VOLUME	=	17.058 CF
STORAGE POOL ELEVATION	=	9.5 FT
STORAGE POOL SURFACE AREA	=	9.304 SF
REQ'D STORAGE VOLUME	=	8.467 CF
PROPOSED STORAGE VOLUME	=	8.492 CF
FOREBAY DEPTH	=	3.5 FT
FOREBAY VOLUME	=	3.071 CF
MAIN BASIN DEPTH	=	6.0 FT
MAIN BASIN VOLUME	=	17.658 CF
AVERAGE DEPTH	=	3.50 FT
		(USED 3.5'FOR SA/DA CHART)



PLAN VIEW



SECTION B-B

CONCRETE OVERFLOW DEVICE

SCALE: 1"= 2'

OPERATION AND MAINTENANCE

Wet Detention Pond Maintenance Requirements

The wet detention basin system is defined as the wet detention basin, pretreatment including forebays and the vegetated filter if one is provided.

Important maintenance procedures:

- Immediately after the wet detention basin is established, the plants on the vegetated shelf and perimeter of the basin should be watered twice weekly if needed, until the plants become established (commonly six weeks).
- No portion of the wet detention pond should be fertilized after the first initial fertilization that is required to establish the plants on the vegetated shelf.
- Stable groundcover should be maintained in the drainage area to reduce the sediment load to the wet detention basin.
- If the basin must be drained for an emergency or to perform maintenance, the flushing of sediment through the emergency drain should be minimized to the maximum extent practical.
- Once a year, a dam safety expert should inspect the embankment.

After the wet detention pond is established, it should be inspected **once a month and within 24 hours after every storm event greater than 1.0 inches (or 1.5 inches if in a Coastal County)**. Records of operation and maintenance should be kept in a known set location and must be available upon request.

Inspection activities shall be performed as follows. Any problems that are found shall be repaired immediately.

BMP element:	Potential problem:	How I will remediate the problem:
The entire BMP	Trash/debris is present.	Remove the trash/debris.
The perimeter of the BMP	Areas of bare soil and/or erosive gullies have formed.	Regrade the soil if necessary to remove the gully, and then plant a ground cover and water until it is established. Provide lime and a one-time fertilizer application.
	Vegetation is too short or too long.	Maintain vegetation at a height of approximately six inches.
The inlet device	The pipe is clogged.	Unclog the pipe. Dispose of the sediment off-site.
	The pipe is cracked or otherwise damaged.	Replace the pipe.
	Erosion is occurring in the swale.	Regrade the swale if necessary to smooth it over and provide erosion control devices such as reinforced turf matting or riprap to avoid future problems with erosion.
	Stone verge is clogged or covered in sediment (if applicable).	Remove sediment and replace with clean stone.
The forebay	Sediment has accumulated to a depth greater than the original design depth for sediment storage.	Search for the source of the sediment and remedy the problem if possible. Remove the sediment and dispose of it in a location where it will not cause impacts to streams or the BMP.
	Erosion has occurred.	Provide additional erosion protection such as reinforced turf matting or riprap if needed to prevent future erosion problems.
	Weeds are present.	Remove the weeds, preferably by hand. If pesticide is used, wipe it on the plants rather than spraying.
The vegetated shelf	Best professional practices show that pruning is needed to maintain optimal plant health.	Prune according to best professional practices
	Plants are dead, diseased or dying.	Determine the source of the problem: soils, hydrology, disease, etc. Remedy the problem and replace plants. Provide a one-time fertilizer application to establish the ground cover if a soil test indicates it is necessary.
	Weeds are present.	Remove the weeds, preferably by hand. If pesticide is used, wipe it on the plants rather than spraying.
The main treatment area	Sediment has accumulated to a depth greater than the original design sediment storage depth.	Search for the source of the sediment and remedy the problem if possible. Remove the sediment and dispose of it in a location where it will not cause impacts to streams or the BMP.
	Algal growth covers over 50% of the area.	Consult a professional to remove and control the algal growth.
	Cattails, phragmites or other invasive plants cover 50% of the basin surface.	Remove the plants by wiping them with pesticide (do not spray).
The embankment	Shrubs have started to grow on the embankment.	Remove shrubs immediately.
	Evidence of muskrat or beaver activity is present.	Use traps to remove muskrats and consult a professional to remove beavers.
	A tree has started to grow on the embankment.	Consult a dam safety specialist to remove the tree.
	An annual inspection by an appropriate professional shows that the embankment needs repair. (if applicable)	Make all needed repairs.
The outlet device	Clogging has occurred.	Clean out the outlet device. Dispose of the sediment off-site.
	The outlet device is damaged	Repair or replace the outlet device.
The receiving water	Erosion or other signs of damage have occurred at the outlet.	Contact the local NC Department of Environment and Natural Resources Regional Office.

The measuring device used to determine the sediment elevation shall be such that it will give an accurate depth reading and not readily penetrate into accumulated sediments.

EAST PORT II APARTMENTS
619 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST CAROLINA COMMUNITY DEVELOPMENT, INC.
108 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST PORT II APARTMENETS

THE CULLIPHER GROUP, P.A.
ENGINEERING & SURVEYING SERVICES
C-4486
151-A NC HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0090

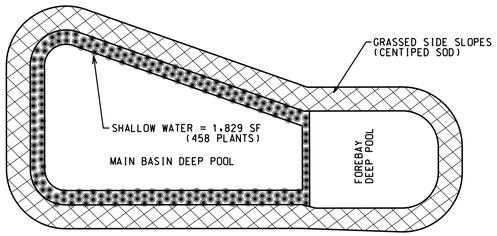
NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 037378 CHARLES M. CULLIPHER
5/4/21

100% CONSTRUCTION DRAWINGS

date	05.06.2021
drafter	CMC
checked by	CMC
proj. no.	PM858-38
revisions	date

POND DETAILS

C9.0



POND #1 VEGETATION SCHEDULE			
WETLAND AREA	SQ FT IN WETLAND AREA	PLANT CATEGORY	* PLANTS OF CATEGORY IN WETLAND AREA
VEGETATED SHELF	1,829	HERBACEOUS PLANTS	458

POND #1

LEGEND

SUBMERGED & PARTIALLY SUBMERGED PLANTS (ALONG THE 6' WIDE VEGETATED SHELF)

CENTIPEDE SOD (ALONG DAM AND FRONT AND BACK SLOPES OF POND)

20 10 0 20 40

SCALE: 1"=20'

WETLAND PLANT RECOMMENDATIONS

VEGETATIVE SHELF SUBMERGED AND PARTIALLY SUBMERGED PLANTS

BOTANICAL NAME	COMMON NAME
HERBACEOUS PLANTS	
ASCLEPIAS INCARNATA	SWAMP MILKWEED
CAREX TENERA	QUILL SEDGE
CHELONE GLABRA	WHITE TURTLEHEAD
EUPATORIADELPHUS DUBIUS	DWARF JOE PYE WEED
EUPATORIADELPHUS FISTULOSUS	JOE PYE WEED
EUPATORIADELPHUS MACULATUS	SPOTTED TRUMPETWEED
HIBISCUS COCCINEUS	SCARLET ROSE MALLOW
HIBISCUS LAEVIS	HALBEROLEAF ROSEMALLOW
KOSTELETZKYA VIRGINICA	SEASHORE MALLOW
LOBELIA CARDINALIS	CARDINAL FLOWER
LOBELIA ELONGATA	LONGLEAF LOBELIA
LOBELIA SIPHILITICA	GREAT BLUE LOBELIA
RHYNCHOSPORA COLORATA	STARRUSH WHITETOP
SACCHARUM BALDWINII	NARROW PLUMEGRASS
SHRUBS	
ARONIA ARBUTIFOLIA	RED CHOKEBERRY
CEPHALANTHUS OCCIDENTALIS	COMMON BUTTONBUSH
CLETHRA ALNIFOLIA	SWEET PEPPERBUSH
CORNUS AMOMUM	SILKY DOGWOOD
CYRILLA RACEMIFLORA	TITI
GORDONIA LASIANTHUS	LOBLOLLY BAY
HYPERICUM DENSIFLORUMBUSHY	ST. JOHNSWORT
ILEX DECIDUAS	POSSUMHAW
ILEX GLABRA	INKBERRY
ITEA VIRGINICA	VIRGINIA SWEETSPIRE
ROSA PALUSTRIS	SWAMP ROSE
VACCINIUM CRASSIFOLIUM	CREEPING BLUEBERRY
VIBURNUM NUDUM VAR. NUDUM	POSSUMHAW

PLANT REQUIREMENTS:

1. SELECT PLANTS FROM THE PLANT LIST ABOVE.
2. A MINIMUM OF THREE (3) DIVERSE SPECIES OF SHALLOW LAND HERBACEOUS VEGETATION.
3. A MINIMUM TWO-YEAR WARRANTY PERIOD STIPULATING REQUIREMENTS FOR PLANT SURVIVAL/REPLACEMENT. AT THE END OF THE FIRST YEAR AND AGAIN AT THE END OF THE TWO-YEAR WARRANTY PERIOD, ALL PLANTS THAT DO NOT SURVIVE MUST BE REPLACED.
4. THE DESIGN FOR PLANTINGS SHALL MINIMIZE THE NEED FOR HERBICIDES, FERTILIZERS, PESTICIDES, OR SOIL AMENDMENTS AT ANY TIME BEFORE, DURING AND AFTER CONSTRUCTION AND ON A LONG TERM BASIS. PLANTINGS SHALL BE DESIGNED TO MINIMIZE THE NEED FOR MOWING, PRUNING AND IRRIGATION.
5. PLANT MATERIAL SHOULD BE PURCHASED FROM A SIMILAR PROVENANCE OR LOCAL SOURCE TO ENSURE SURVIVABILITY.

GENERAL NOTES:

1. TOPSOIL FROM THE SITE WILL BE SPREAD ACROSS THE SHALLOW WATER AND SHALLOW LAND ZONES PRIOR TO PLACEMENT OF PLANTS.
2. SHRUBS SHOULD BE PLANTED IN CLUMPS TO FORM 'LANDSCAPE ISLANDS' RATHER THAN EVENLY SPACED. THE ISLANDS SHOULD BE A MINIMUM OF 6' APART.
3. NO SHRUBS SHOULD BE PLANTED WITHIN 10 FEET OF THE INLET OR OUTLET PIPES.

SOIL SPECIFICATIONS

SOILS USED WITHIN A STORMWATER BMP MUST ADHERE TO THE FOLLOWING REQUIREMENTS:

1. THE SOIL MIX MUST BE UNIFORM AND FREE OF STONES, STUMPS, ROOTS, OR OTHER SIMILAR MATERIAL GREATER THAN 2 INCHES.
2. SOIL TEXTURE OF THE MIX USED FOR STORMWATER WETLANDS SHOULD BE LOAMY SAND, WITH NO MORE THAN 10% CLAY (USDA SOIL TEXTURAL CLASSIFICATION).
3. A MINIMUM ORGANIC CONTENT OF 10% BY DRY WEIGHT FOR AREAS PLANTED WITH WOODY SPECIES AND 5% FOR TURF AREAS.
4. THE PH SHOULD BE BETWEEN 5.5 AND 7.0. IF THE PH FALLS OUTSIDE OF THIS RANGE, IT MAY BE MODIFIED WITH LIME TO INCREASE THE PH OR IRON SULFATE AND SULFUR TO LOWER THE PH. THE LIME OR IRON SULFATE MUST BE MIXED UNIFORMLY INTO THE SOIL PRIOR TO USE.
5. TOPSOIL STOCKPILE LOCATION (IF USING ON-SITE SOILS) OR SOURCE OF TOPSOIL IF IMPORTED TO THE SITE. SOIL ANALYSIS FOR ALL TOPSOIL TO BE USED WITHIN A BMP FACILITY.

PLANTING SPECIFICATIONS:

1. FOR EROSION CONTROL PLANTING AND BANK STABILIZATION (UPLAND AREA) FOLLOW EROSION CONTROL SEEDING SCHEDULE.
2. UTILIZE A 90-DAY SLOW RELEASE FERTILIZER TABLET FOR PLANTS.
3. PLACE 3 OR 4 INCHES OF QUALITY TOPSOIL TO THE SHALLOW LAND AND SHALLOW WATER REGIONS. THE PROJECT CAN UTILIZE THE EXISTING TOPSOIL BY STOCK PILING ON SITE AND AMENDING SOIL AS NECESSARY BASED ON SOIL ANALYSIS RESULTS.
4. THE DETENTION POND MUST BE STABILIZED WITHIN 14 DAYS OF CONSTRUCTION. CONSIDER CONSTRUCTION SEQUENCING SO THAT PLANTS CAN BE PLANTED AND THE POND CAN BE BROUGHT ONLINE WITHIN 14 DAYS.

PLANTING SEASONS:

TREES/SHRUBS.....OCTOBER TO JUNE
HERBACEOUS PLANTS (SHALLOW LAND).....OCTOBER TO JUNE
HERBACEOUS PLANTS (SHALLOW WATER)....APRIL TO JUNE (RECOMMENDED)
MID-SEPTEMBER TO MID-OCTOBER
GRASSES.....YEAR ROUND

PLANTING OUT OF SEASON IS NOT RECOMMENDED. IF CONSTRUCTION SCHEDULE AND PLANTING SCHEDULE DO NOT CORRESPOND, STABILIZE BANKS (UPLAND AREA AND SHALLOW LAND) WITH APPROPRIATE TEMPORARY COVER CROP AND EROSION CONTROL MATTING UNTIL APPROPRIATE PLANTING SEASON.

PLANTS SHOULD BE INSTALLED AS LARGE DRIFTS (I.E. MASSES OF A SINGLE SPECIE) WITHIN THEIR RESPECTIVE PLANTING AREA. OVERLAPPING OR WEAVING OF THE PLANTING AREA EDGES IS RECOMMENDED.

ALL PLANTS SHALL BE DIRECTLY DESCENDED FROM INDIVIDUALS GROWING WILD WITHIN 100 MILES OF THE PROJECT SITE. IF SUITABLE STOCK CANNOT BE OBTAINED, PLANTS OF OTHER GENETIC PROVENANCE MAY BE UTILIZED WITH THE APPROVAL OF THE LOCAL REGULATORY AGENCY.

IRRIGATION MAY BE NECESSARY FOR SHALLOW LAND AND WATER ZONES IF PROLONGED DROUGHT DRAWS WATER LEVELS 6" OR MORE BELOW NORMAL POOL DURING THE FIRST SUMMER FOLLOWING PLANT INSTALLATION.

DO NOT PLANT CATTAILS. CATTAILS, ALTHOUGH A WETLAND PLANT, PROVIDE A HAVEN FOR MOSQUITOES AND WILL TAKE OVER AND CROWD OUT OTHER VITAL VEGETATION.

CONTRACTOR SHALL COORDINATE WTIH A NURSERY SPECIALIST FROM A REGIONAL NURSERY FOR THREE HERBACEOUS PLANT SPECIES TO BE USED IN POND CONSTRUCTION BASED ON SEASONAL AVAILABILTY, REGIONAL SURVIVABILITY AND IN ACCORDANCE WITH THE APPROVED NCDEQ STORMWATER PERMIT.

EAST PORT II APARTMENTS
619 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST CAROLINA COMMUNITY DEVELOPMENT, INC.
108 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST PORT II APARTMENETS

THE CULLIPHER GROUP, P.A.
ENGINEERING & SURVEYING SERVICES
C-4488
181-A NC HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0090

NORTH CAROLINA PROFESSIONAL SEAL 037378 ENGINEER CHARLES M. CULLIPHER 5/4/21

100% CONSTRUCTION DRAWINGS

date	05.06.2021
drafter	CMC
checked by	CMC
proj. no.	PM858-38
revisions	date

SITE
POND
LANDSCAPE

C10.0

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.

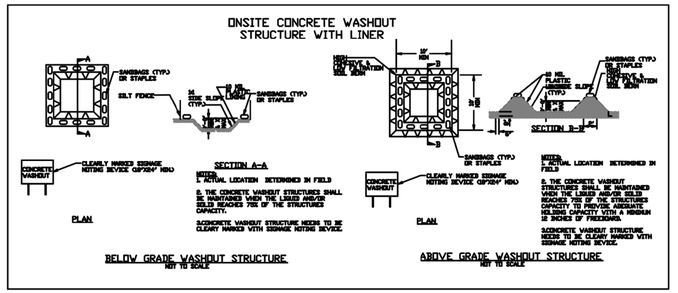
PORTABLE TOILETS

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.

NORTH CAROLINA *Environmental Quality*



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.

NCG01 GROUND STABILIZATION AND MATERIALS HANDLING

EFFECTIVE: 04/01/19

EAST PORT II APARTMENTS
619 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST CAROLINA COMMUNITY DEVELOPMENT, INC.
108 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST PORT II APARTMENETS

THE CULLIPER GROUP, P.A.
ENGINEERING & SURVEYING SERVICES
C-4486
101-A NC HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0090

NORTH CAROLINA PROFESSIONAL SEAL 037378 ENGINEER CHARLES M. CULLIPER 5/4/21

100% CONSTRUCTION DRAWINGS

date	05.06.2021
drafter	CMC
checked by	CMC
proj. no.	PM858-38
revisions	date

GROUND STABILIZATION

C12.0

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 documented in the manner described:

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

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 30 days. 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.

(c) All data used to complete the Notice of Intent and older 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) 662-7956, (800) 858-0368 or (919) 733-3300.

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.

NORTH CAROLINA *Environmental Quality*

NCG01 SELF-INSPECTION, RECORDKEEPING AND REPORTING

EFFECTIVE: 04/01/19

EAST PORT II APARTMENTS
619 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST CAROLINA COMMUNITY DEVELOPMENT, INC.
108 PROFESSIONAL PARK
BEAUFORT, NC 28516

EAST PORT II APARTMENETS

THE CULLIPHER GROUP, P.A.
ENGINEERING & SURVEYING SERVICES
C-4482
101-A NC HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0090

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 037378 CHARLES M. CULLIPHER 5/4/21

100% CONSTRUCTION DRAWINGS

date	05.06.2021
drafter	CMC
checked by	CMC
proj. no.	PM858-38
revisions	date

SELF INSPECTION

C13.0

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

WASTEWATER ALLOCATION REQUEST

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

Wastewater Allocation Request Review Fee: $50

SITE INFORMATION

Name of Project: East Port II Apartments **Acreage of Property:** 4.0

County Tag Number: N/A **NC PIN:** 730612860733

Address/Location: 619 Professional Park Dr. (Beside East Port Apartments)

Zoning District: TCA

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

APPLICANT INFORMATION

Applicant: East Carolina Community Development, Inc

Mailing Address: 108 Professional Park Dr. Beaufort, NC 28516

Phone Number: 252-504-3996 **Fax:**

Contact Person: Keith Walker, Manager

Email Address: kwalker@eccdi.com

PROPERTY OWNER INFORMATION

Name: East Carolina Community Development, Inc

Mailing Address: 108 Professional Park Dr. Beaufort, NC 28516

Phone Number: 252-504-3996 **Fax:**

Email Address: kwalker@eccdi.com

FOR OFFICE USE ONLY

Date Received: _____ File Number/Name: _____

PROJECT INFORMATION

Use: ■ New ☐ Expanded ☐ Change **Use Type:** ■ Residential ☐ Commercial

Proposed Use(s): Multifamily residential **Existing Use(s):** Vacant

Developer Name: East Carolina Community Development, Inc

Mailing Address: 108 Professional Park Dr. Beaufort, NC 28516

Phone Number: 252-504-3996 **Fax Number:**

Email Address: kwalker@eccdi.com

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

The following supplemental information is required:

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

Residential:

Gross Acreage: 4.0

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

Multi-Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units	28	240	6720
3 Bedroom Units	20	360	7200
>3 Bedroom Units			
Total		------	13,920

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

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

Gross Acreage:

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

TOTAL REQUESTED GALLONS PER DAY:

APPLICANT AFFIDAVIT

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

Keith Walker
Print Name

Signature of Applicant

5/10/21
Date

ENGINEER'S CERTIFICATION

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

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

NORTH CAROLINA PROFESSIONAL SEAL 37378 ENGINEER CHARLES M. CULLIPHER

5/10/21

Signed and Dated Professional Engineer Seal

The Cullipher Group, PA
Firm Name

151A NC HWY 24 Morehead City, NC 28557
Address

252-773-0090
Telephone No.

chase@tcgpa.com
Email Address

TOWN OF BEAUFORT OFFICE USE ONLY:

Approved by: ☒ Town Engineer
☐ Board of Comissioners

Allocation approved: 13,920 gallons per day

Date of Approval: 5-16-2021

Confirmation signature by:

_____
Town Manager

APPENDIX A: DESIGN FLOW RATES

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

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

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

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

Per 15A NCAC 02t .0114 (b), in determining the volume of sewage from dwelling units, the flow rate shall be 120 gallons per day per bedroom. The minimum volume of sewage from each dwelling unit shall be 240 gallons per day and each additional bedroom above two bedrooms shall increase the volume by 120 gallons per day. Each bedroom or any other room or addition that can function as a bedroom shall be considered a bedroom for design purposes. When the occupancy of a dwelling unit exceeds two persons per bedroom, the volume of sewage shall be determined by the maximum occupancy at a rate of 60 gallons per person per day.

Town of Beaufort, NC

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, June 14, 2021

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Dinning on Docks – Sip & Stroll

BRIEF SUMMARY: Beaufort Wine & Food has requested use of the West Parking lot and John Newton Park for a 2-day event on Thursday, Oct. 7 and Friday, Oct. 8, 2021. Part of the request is to allow alcohol in these areas.

Dining on the Docks is a seafood meal prepared by Beaufort chefs. Proceeds from the dinner will go to the Carteret County Public School Foundation.

Sip and Stroll will be on Friday with proceeds going to the Maritime Commercial Fishing Exhibit. This will be a multi-stop event with registration activities in John Newton Park and the West Parking lot.

2 officers will be required during times when alcohol will be served.

At this time a tent will not be set up, but the organizers would like to keep this option available as the weather can be unpredictable in October.

Event organizer will be present during the meeting to answer questions as this is a first time event.

REQUESTED ACTION:

Discussion/Consideration

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

Rachel Johnson, PIO/Events Coordinator

BUDGET AMENDMENT REQUIRED:

No

Date Application Received:

Permit Number:

TOWN of BEAUFORT NORTH CAROLINA

APPLICATION FOR SPECIAL EVENT PERMIT

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

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

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

EVENT BASICS

Event Name: Dining on the Docks / Sip and Stroll

Location of Event Site: West Parking Lot with John Newton Park

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

West Parking lot for dinner set up/possible tent due to inclement weather.
John Newton Park for check-in area/cocktail tables.

Run by: Beaufort Wine and Food

Applicant (Organizer) Name: Kristen Prescott Contact # 252-675-9231

Day of Event Contact #: 252-675-9231 Email: kristen@beaufortwineandfood.com

Type of Event:

- [X] Festival
- [ ] Parade
- [ ] 5K Race
- [ ] 10K Race

- [x] Music Event
- [ ] Other _____

Actual Event Date(s): Thursday 10.7 - Friday 10.8 Time of Event: Thursday 10.7 5:30PM

Set-Up Date: Thursday 8:00AM Start Time: 5:30PM

Tear Down Date: Friday 10.8 8:00PM End Time: Friday 10.8 7:00PM

Estimated Attendance: 200 - Thurs 150 - Friday Admission Fees: $150 - Thurs $65 - Friday

Event Description:

Thursday Night Dining on the Docks Wine Dinner honoring Beaufort's history by feasting on local seafood prepared by local Beaufort chefs. All proceeds of the dinner will go towards the Carteret County Public School Foundation. Friday Sip and Stroll Event will be a multi-stop event featuring downtown shops, restaurants, and vendors. All proceeds will go towards the Maritime Commerical Fishing Exhibit

ORGANIZER/APPLICANT INFORMATION

Name of Organization: Beaufort Wine and Food

Primary Contact Person: Kristen Prescott

Mailing Address: 129 Middle Lane Beaufort NC 28516

Email: kristen@beaufortwineandfood.com

Daytime Phone #: 252-675-9231 Cell Phone #: 252-675-9231

Alternate Contact Person: Brooke Cash Phone #: 919-620-2674

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

SITE PLAN

Site Plan Attached

- [x] Yes
- [ ] No

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

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

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

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

PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

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

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

Electricity Needed

Trash Cans/Recycling Needed

OTHER EVENT DETAILS

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

Tent - TBD based on weather Crystal Coast Tent and Event Rentals (Tables, Chairs, Linens, Stage)

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

ALCOHOL

Alcohol at the event YES X NO____ Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of $35 per hour for the duration. (The Police Chief will review the application for exceptions.) All local, state and Federal laws must be adhered to.

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

X _____ ***(Applicant's Signature)***

ROAD CLOSURES

Does your event require a road closure? _____YES X _____NO

Please provide specifics below:

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

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

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

PARKING/PARKING LOTS

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

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

Request to use entire West Parking lot for event space.

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

Parking Lots on Turner Street, Queen Street and Pollock Street.

Bicycle Parking: Yes_____ No ___x___

Additional Handicap Parking: Yes _____ No ___x___ Location: _____

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

Parking Lots on Turner Street, Queen Street and Pollock Street.

PARADE/WALK INFORMATION

Parade Assembly Area: _____ Time: _____

Parade Dismissal Area: _____ Time: _____

Parade Start Time: _____

EMERGENCY MANAGEMENT

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

Designated Emergency personal/liaison (onsite): _____

Cell #: _____ Other Contact: _____

How will your event staff react to severe weather?
In the case of severe or unsafe weather the event will be postponed/cancelled.

How will you alert visitors to the event to evacuate the site? (If multiple sites are being requested, a plan must be submitted for each location)
If a tent is being used Exit signs will be in place to ensure proper exit strategies.

RISK ASSESSMENT

It is important for Event Organizers to identify risks and hazards associated with their event and know how to prevent these risks. Please identify possible risks for your event and list below (weather, food, fire, etc.) Please provide details.
Weather including severe wind, rain or hurricane during the month of October will be the main focus leading up to the event to ensure the safety of our volunteers, staff and attendees.

What training will you provide to your volunteers/staff/participants regarding emergencies?
All weather related threats will be discussed days before the event takes place in order to ensure that our event does take all measure to ensure the safety of our patrons and staff.

TENTS

Will you have tents at your event? _____YES X_____NO

Please list the tent sizes: Tent will not be required if weather permits. 50x100 tent if inclement weather
If your event includes tents, you must make arrangements with the Beaufort Fire Department for a tent permit. There is a $50 fee. Please contact Tammy Turek at (252) 728-4325 to make arrangements. The Tent Permit Application and a list of requirements are available online at www.beaufortnc.org.

FOOD

Will there be food served at your event? X_____YES _____NO

If yes, please provide a detailed list of all food vendors. We will be featuring local chefs and wine makers for the event
Beaufort Grocery, Aqua, Black Sheep, Moonrakers and City Kitchen are on the list of potential restaurant participation.
If yes, have you contacted the Carteret County Health Department to set up inspections? _____YES X_____NO
All food will be prepared in the participating restaurant kitchen and brought to premises.
All food vendors must have proper licensing, inspections, etc.

VENDORS

Will there be vendors selling items at your event? ___X___Yes _____No

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

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

CHECKLIST

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

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

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

Applicant's Signature _____ Date _____

Internal Use Only

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

Permit Issue Date: _____

Authorized Signature: _____

Insurance Certificate: Yes____ No____

Permit Fee: Yes ____ No ____

BOC Approval Date: _____

Police Chief Approval: _____

Fire Chief Approval:_____

3

ABC
COMMISSION
NORTH CAROLINA

Beaufort Wine and Food Weekend Inc
Beaufort Wine and Food Weekend
129 Middle Lane
Beaufort, NC 28516

ISSUED: 03/03/2020
COUNTY: Carteret
TYPE: Corporation

PERMIT NUMBER	ORIGINALLY ISSUED	DESCRIPTION
00247633DB	09/19/2017	Wine Shop

Permit(s) expire on **04/30/2021** and must be renewed each year.

FILE NUMBER:
00247633DB-999

Pursuant to G.S. 18B-903, these permit(s) are valid only for the business listed at this address, are not transferable, and will automatically expire with an ownership change. See authorization(s) on the **back.**

A.D. "Zander" Guy Jr.
Chairman

201

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 09 2008

BEAUFORT WINE AND FOOD WEEKEND INC
PO BOX 104
BEAUFORT, NC 28516

Employer Identification Number:
20-2583979
DLN:
17053093328008
Contact Person:
L. WAYNE BOTHE ID# 31462
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
March 29, 2006
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2010
Addendum Applies:
No

Dear Applicant:

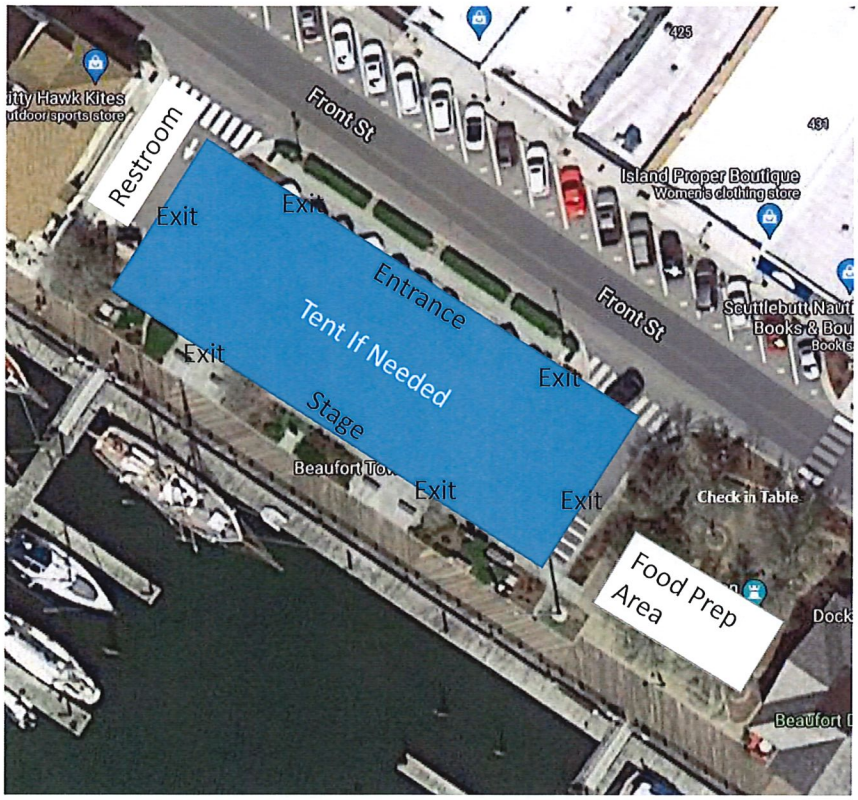
We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)


Restroom
Front St
Front St
Exit
Exit
Entrance
Tent If Needed
Exit
Exit
Stage
Exit
Exit
Check in Table
Food Prep Area
Island Proper Boutique
Women's clothing store
425
431

Town of Beaufort, NC

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, June 14, 2021

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Appointment to the Volunteer Historic Preservation Commission (HPC)

BRIEF SUMMARY:

Position(s) requested to be filled:

Board/ Commission/ Committee	# of Positions	Term Length	Reason
Historic Preservation Commission	1	Partial Term Expiring 1/31/2022	Resignation

In January/February 2021, recruitment for several vacancies on the Town's volunteer boards/commissions/committees produced several candidates who were interested in serving on the Historic Preservation Commission. At the Board of Commissioners March 8, 2021 Regular Meeting, the Board appointed two new candidates to serve on the Historic Preservation Commission leaving six candidates still eligible.

After a collaborative discussion between the Town Clerk, Planning and Inspections Director, and Town Manager, it was decided to re-submit the current (on-file) candidates for consideration of this partial term appointment.

As of Monday, May 17, 2021, six applications were on file in the Office of the Town Clerk and candidates were still interested in serving in this capacity. The applicants are:

Applicant	Re-Appointment Or New
Becky Bowler	NEW
Phillip Coe	NEW
Bradley Hedrick	NEW
Ian Huckabee	NEW
Jared Penland	NEW
Heather Poling*	NEW*

applicant previously served but is not currently appointed

Each applicant's submitted application is included as part of this agenda item. Of note, when these candidates applied the old application was in circulation. Staff we will work to obtain the necessary information being used on the Town's new Volunteer Application for consistency.

REQUESTED ACTION:

The Town Clerk recommends the Board consider appointing an applicant to the vacant Historic Preservation Commission position, which is a partial term expiring January 31, 2022.

EXPECTED LENGTH OF PRESENTATION:

10 min

SUBMITTED BY:

Allen Coleman,
Town Clerk & Assistant to the Town Manager

BUDGET AMENDMENT REQUIRED:

N/A

TOWN OF BEAUFORT

APPLICATION FOR VOLUNTEER BOARD

Name: Becky Bowler

Address: 107 Harper Street, Beaufort NC 28516

Telephone: (917) 565-3563 Email: becky.bowler@gmail.com

Employer: Guggenheim Partners Occupation: Managing Director, Strategic Partnerships

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

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

[X] **NEW APPOINTMENT** [ ] **REAPPOINTMENT**

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

Please see attached.

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

[x] YES [ ] NO

Town of Beaufort – Application for Volunteer Board
Applicant: Becky Bowler – February 2021

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

I'd love to be considered for the Town of Beaufort Planning Board or Historic Preservation Commission.

I was born and raised in Fayetteville, NC. After graduating from Meredith College in Raleigh, I moved to London and spent several years working for Lehman Brothers, an investment bank. For much of the past 25 years, I've lived in Greenwich Village, a landmarked historic district in NYC, and have worked for asset management firms including Invesco and Guggenheim Partners – my employer now and for the past 15 years. At Guggenheim, I'm a Managing Director in the Investments division and have responsibility for business development with institutions. My role involves strategic negotiation, budget development and collaborating with clients and colleagues around the globe. In addition to my education at Meredith, I attended Wharton-the University of Pennsylvania where I obtained the Certified Investment Management Analyst (CIMA) designation.

While I only recently bought my home in (and relocated to) Beaufort, I believe I can make an immediate contribute to either the Planning Board or the Historic Preservation Committee based on my education and professional experience – and, perhaps most important, through my passion for eastern NC, always positive attitude and approach to working diligently with others in a collaborative, congenial manner. I will be happy to provide a long list of references who can provide a candid assessment of me if that will be helpful.

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

Yes – please see below:

- Currently serve on Board of Directors of Hot Bread Kitchen, a non-profit focused on creating economic mobility for women, minorities & immigrants through job training programs and small business incubation www.hotbreadkitchen.org
- Guggenheim Partners Corporate Social Responsibility Committee – member of senior leadership committee (served for 5 years through December 2020)
- Board of Directors 108 East 91st – elected by my neighbors and fellow shareholders to serve as the vice president of our co-op board (2013-14)

If I'm selected to serve with you on the Planning Board or Historic Preservation Commission, you can depend on me to be engaged & prepared and an active participant in each meeting. Thank you for considering me, and please let me know if I can provide additional information.

Best,

Becky

Becky Bowler
becky.bowler@gmail.com
tel: (917) 565-3563

If yes, please state the name of the Board, Committee, or Commission:
Please see attached.

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

Do you attend regular town meetings? ☐ YES ☐ NO

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

Print Name: Becky Bowler Date: 2/4/21

Signature: Becky Bowler.

TOWN OF BEAUFORT
APPLICATION FOR VOLUNTEER BOARD

Name: Phillip V, Coe

Address: 420 Skimmer Cove Beaufort N, C, 28516

Telephone: (336) 682-8001 Email: phillip.coe@yahoo.com

Employer: retired Occupation: _____

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

☑ Planning Board ☐ Board of Adjustment ☑ Historic Preservation Commission

☐ Airport Authority ☐ Oceanview Cemetery ☐ Parks & Recreation

☐ Other: _____

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

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

I was until my retirement in November of 2019 the president of Coe Management Group Inc, The Center for a Drugfree Workplace, llc and Substance Abuse Control Systems, llc with home offices located in Winston-Salem, N. C. these three companies managed the drug and alcohol programs for over 2200 companies and operated in all fifty states. I also served on the Board of Trustees at Konnoak Hills Moravian Church for sixteen years before being elected to the Board of Trustees for Salem Congregation of the Southern Province of the Moravian Church, this board managed most of the buildings and the graveyard in Old Salem. I also worked with the Boy Scouts for eighteen years.

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

☐ YES ☑ NO

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

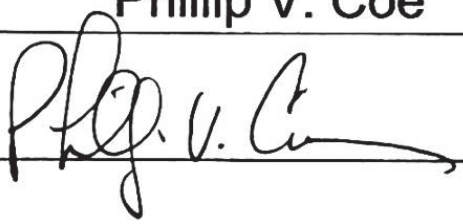
_____

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

Do you attend regular town meetings? ☐ YES ☑ NO

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

Print Name: Phillip V. Coe Date: 2/11/21

Signature: 

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

TOWN OF BEAUFORT

APPLICATION FOR VOLUNTEER BOARD

Name: Bradley Hedrick

Address: 315 Hedrick Street

Telephone: 540-220-9260 Email: sparkytect@hotmail.com

Employer: Williams Electric Occupation: Master Electrician

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

☐ Planning Board ☐ Board of Adjustment ☑ Historic Preservation Commission

☐ Airport Authority ☐ Oceanview Cemetery ☐ Parks & Recreation

☐ Other: _____

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

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

BS Historic Preservation, Mary Washington College, UMW
Preservation Contractor, Fredericksburg, VA with several projects completed working on National register properties
Past President, Historic Prince William, Inc. Prince William County, VA

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

☑ YES ☐ NO

If yes, please state the name of the Board, Committee, or Commission:
Zoning Appeals Board, Fredericksburg, VA

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

Do you attend regular town meetings? ☐ YES ☑ NO

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

Print Name: Bradley L Hedrick Date: 2/4/2021

Signature: Bradley L Hedrick

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

TOWN OF BEAUFORT

APPLICATION FOR VOLUNTEER BOARD

Name: Ian Huckabee

Address: 715 Ann Street, Beaufort, NC 28516

Telephone: 252.226.0480 Email: ian@crewcoastal.com

Employer: Crew Coastal (self-emp) Occupation: Real estate

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

☐ Planning Board ☐ Board of Adjustment ☑ Historic Preservation Commission

☐ Airport Authority ☐ Oceanview Cemetery ☐ Parks & Recreation

☐ Other: _____

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

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

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

☑ YES ☐ NO

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

Former board chair and current board member, Museum of Life and Science

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

Do you attend regular town meetings? ☐ YES ☑ NO

(Please see attached)

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

Print Name: Ian Huckabee Date: 2/12/21

Signature: Ian Huckabee

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

Ian Huckabee — HPC Qualifications

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

I've provided my board membership and work experience below. You'll see that I have a unique set of skills that will allow me to perform well as a member of the Historic Preservation Commission.

Most notably, from 2001-2010, I was involved in new home construction in Pinehurst and Chapel Hill, NC. I worked closely with the Village of Pinehurst Planning and Inspections, which maintains tight guidelines on all construction, as well as with the architectural review boards for National Golf Club (now Pinehurst No. 9), Pinewild Country Club in Pinehurst, and Briar Chapel in Chapel Hill. My experience with covenants, conditions and restrictions (CC&Rs) and architectural review board policies and procedures will help me to serve as a member of the HPC.

I recently moved to Beaufort full-time. My wife and I live in the 700 block of Ann Street. We're both thrilled to live here finally (my wife is from the area), and we seek to do our part to help maintain and promote its charm through community involvement. It's important to preserve the qualities that have landed Beaufort in such high regard regionally and nationally. The historic, charming, and quaint waterfront town has been recognized by TravelMag as the #1 Coolest Small Town in America. Southern Living voted Beaufort as the South's best small town, and Porter Briggs calls it the Nicest Place in the South. Proper stewardship, through the Town of Beaufort's HPC, BOA, and Planning Board, is vital to preserving the wonderful lifestyle Beaufort offers. I feel my experience would allow me to contribute meaningfully in this regard.

Board Memberships

Board Chair
Museum of Life and Science
2016 – 2017

Member Board Of Directors
Museum of Life and Science
2014 – Present

Member of Executive, Finance, Development, and Compensation committees

Board Member - TechHome Division
Consumer Technology Association (formerly Consumer Electronics Association)
2002 – 2003
Inaugural board member

Employment History

Real Estate Broker & Entrepreneur
Crew Coastal Real Estate (eXp Realty)
May 2020 – Present
Beaufort, NC

- Provide premium full-service listing and buying experiences. Agency-level marketing expertise. Thorough market research. Single-family, multi-family, vacation rentals (including B&Bs), new construction, commercial.

Chief Business Development Officer
Caktus Group
Durham, NC
Apr 2018 – May 2020

- Responsible for all aspects of business development, including marketing strategy and execution, sales planning, and operational and customer service improvements. Identified new growth areas through effective market segmentation and implementation strategies. Oversaw sales and marketing and project management teams.
- Helped lead a restructuring that resulted in improved organizational structure, service mix, revenue strategies, and overall operations.
- Created an integrated marketing and sales strategy that achieved 450% growth in number of new customers in 2019, exceeding Caktus' yearly sales goal.

Operations and Marketing – Chief Marketing Officer (CMO)
Principled Technologies
Sep 2015 – Mar 2018
Research Triangle Park, NC
Principled Technologies acquired Weejee Learning, a company co-founded by Ian Huckabee.

- Responsibilities for the post-acquisition integration of operational/marketing aspects of Weejee into PT daily operation.

- Successfully integrated all operations, marketing, sales and finance activities of Weejee into PT; maintained employee morale in a transition period.
- Developed and managed strategic marketing and sales planning activities. Worked with sales teams, and implemented sales strategies leading to increased learning revenue growth of 60%.
- Maintained overall key account development with large national accounts including Proctor & Gamble, Hilton, MassMutual, and Daimler.

Chief Executive Officer (CEO)/Co-founder
Weejee Learning
2010 – 2015
Durham, NC
(Acquired by Principled Technologies, Inc. in September 2015.)

- Co-founded and led the direction of this startup organization creating custom innovative elearning courses and programs for large enterprise. Created and implemented company vision. Developed marketing plans and objectives.
- Delivered solutions for Learning and Development directors to transform employee learning and engagement activities. Provided direction for 15 staff plus more than 30 contractors, overseeing all business operations activities including CX, marketing, sales, finance, technology, and human resources. Solicited, developed, and maintained large national accounts, such as PwC, Genworth, Halliburton, American Heart Association, DaVita, and Abbott Labs. Developed training segments on multiple topics including compliance, sales, and business process.
- Led strategic marketing efforts which led to greater than 50% year-over-year growth. Focused on company-wide strategy, innovation, and key initiatives, including customer experience initiatives that led to improved net promoter scores.
- Oversaw the creation of custom development frameworks and an elearning analytics platform enabling users to track learner competency and performance data from team members in other markets.
- Bootstrapped the organization on a staff/contractor model. Successfully negotiated the sale of the organization to Principled Technologies.

President
DwellWell Group
2001 – 2010

- Oversaw all aspects of residential construction. Maintained full P&L responsibilities and managed all financial activities. Conducted market research, negotiated land purchases, and secured construction and lot loans from lenders; managed borrowed funds. Provided daily direction for building teams and subcontractors.

- Identified new products/home types, reducing days-on-market and increasing profit; grew profit margins from 11% to 19%.
- Netted additional revenue of 12% annually through successful forecasting of cash needs, investment of excess cash, and reduction of interest charges.
- Created HomeConnect integrated home automation and security solution.
- Designed and oversaw the development of DwellWell.com, an online real estate marketing service allowing sellers to list and easily share information about their homes online and with social media connections.

Vice President, Audio Operations and Marketing
Sony Music Entertainment
1993 – 2000
New York, NY

- Supervised daily operations, marketing, and sales of five departments. Provided direction for 65+ staff including studio managers, audio engineers and technicians. Managed salary and expense planning; represented Sony Music in collective bargaining negotiations. Maintained P&L responsibilities; established new profit centers and set sales budget forecasts. Created and planned marketing activities.
- Successfully restructured Sony Music's audio operations into five integrated departments. Evaluated existing processes, drafted a new business and reorganization plan. Successfully executed reorganization, earning the promotion to Vice President.
- Achieved marketing and sales goals, including landing clients whose work at the studio earned over 160 Grammy awards; exceeded plans for growth and increased revenue from $8MM to $24MM per year.
- Led the design of a custom integrated scheduling and invoicing system which improved operational efficiency and reduced overhead.
- Prior Roles Held: Director of Audio Operations and Marketing; Studio Manager

TOWN OF BEAUFORT

APPLICATION FOR VOLUNTEER BOARD

Name: Jarrod C. Penland

Address: 209 Shearwater Lane

Telephone: (252) 344-1880 Email: jarrod@penlandheating.com

Employer: Self Employed Occupation: Business Owner

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

☑ Planning Board ☐ Board of Adjustment ☑ Historic Preservation Commission

☐ Airport Authority ☐ Oceanview Cemetery ☐ Parks & Recreation

☐ Other: _____

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

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

I am a licensed contractor in North Carolina, with 25 years of experience working throughout the state, on various residential and commercial projects. I have spent a majority of my career working in the historical town of Hillsborough. I have completed countless historical projects for the residents, and the town, all while working with the Historical society to preserve the history and character during the completion of those projects.

In addition, I have worked with various planning departments in NC to complete municiple and private commercial construction projects. I have experience with building codes as well as town ordinances. I have extensive experience with working alongside architects and engineers

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

☐ YES ☑ NO

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

_____

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

Do you attend regular town meetings? ☑ YES ☐ NO

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

Print Name: Jarrod C. Penland Date: 2/1/20

Signature: jarrod penland

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

TOWN OF BEAUFORT

APPLICATION FOR VOLUNTEER BOARD

Name: Heather Poling

Address: 503 courtyard East Beaufort NC 28516

Telephone: 704 877 1820 Email: pyratemermaid@me.com

Employer: Shack Shoppe Occupation: Shopkeep

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

- ☐ Planning Board
- ☐ Board of Adjustment
- ☒ Historic Preservation Commission
- ☐ Airport Authority
- ☐ Oceanview Cemetery
- ☐ Parks & Recreation
- ☐ Other: _____

☐ **NEW APPOINTMENT** ☒ **REAPPOINTMENT**

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

minor in History; previously have served on HPC as Vice Chair for 4 out of 6 years ~~3 of 6~~ of appointment. My passion is to help Beaufort both remain as she stands historically & allow for the forward momentum of change with grace.

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

☒ YES ☐ NO

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

Historic Preservation Commission

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

Do you attend regular town meetings? ☒ YES ☐ NO

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

Print Name: Heather Poling Date: 1/28/2021

Signature: Heather Poling

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

Town of Beaufort, NC

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, June 14, 2021

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Appointments to the Beaufort Harbor and Waterways Master Plan Advisory Committee

BRIEF SUMMARY:

Over the past several months, the Board of Commissioners have discussed the composition and charge of a new committee called the Beaufort Harbor and Waterways Master Plan Advisory Committee.

The purpose of this new advisory committee is to effectively address the many issues coming to bear on the town's waters over the next few years in a coordinated fashion that supports a positive outcome for Beaufort's residents and visitors. This committee will engage the public and work with the town's staff and consultant to advise the Board of Commissioners during the formation of a Beaufort Harbor & Waterways Master Plan.

On May 10, 2021, the Board adopted the top ten (10) key elements (among others) the committee will be tasked with addressing, coordinating, and integrating into the Master Plan. In addition, the Town has appropriated $40,000 in FY2021 to hire a consulting firm to assist in preparation of the Beaufort Harbor and Waterways Master Plan and has contracted with Moffatt and Nichols.

Position(s) requested to be filled:

Board/ Commission/ Committee	**# of Positions**	**Term Length**	**Reason**
Beaufort Harbor and Waterways Master Plan Advisory Committee	6	Duration of the Project *(Goal for Plan Completion is the end of FY22)*	New Committee

Active recruitment for the six vacant positions began in April, 2021 with an application deadline of Friday, May 14, 2021. In an effort to increase public participation and awareness, Town

staff used the Carteret County News Times, Facebook, and the Sunshine List to advertisement the position vacancies and to encourage a diverse group of applicants.

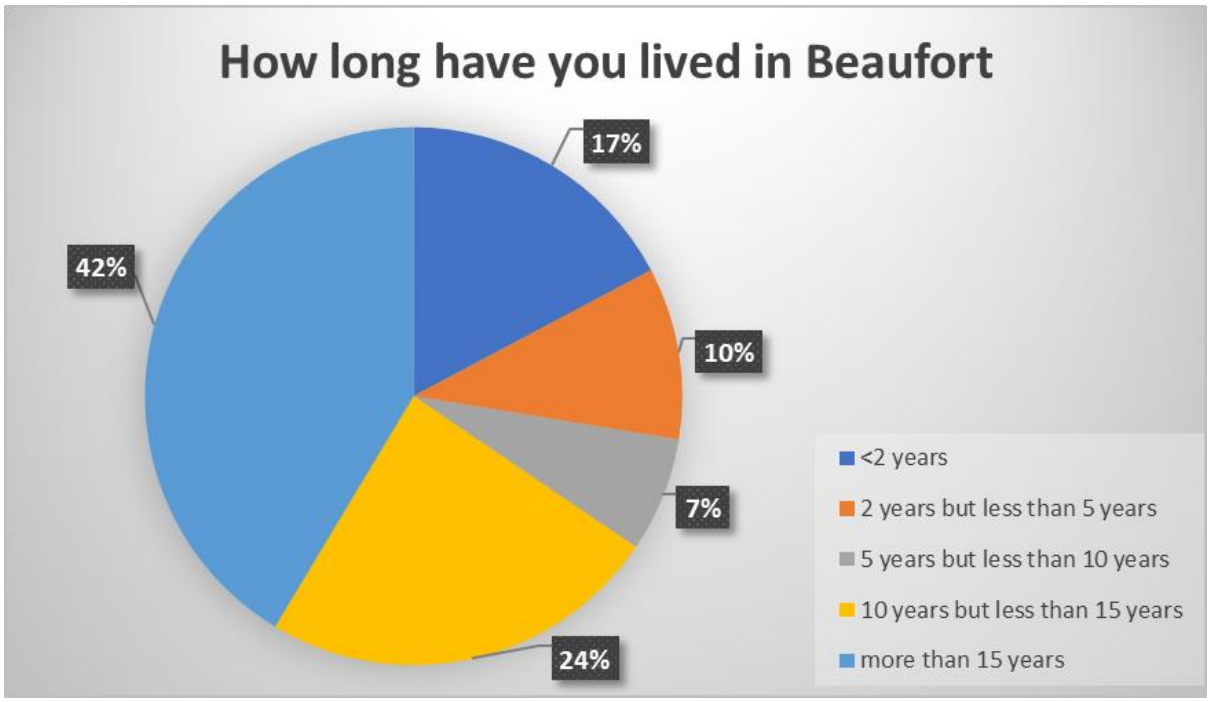
As of Monday, May 17, 2021, twenty-nine (29) applications were received.
The applicants are as follows:

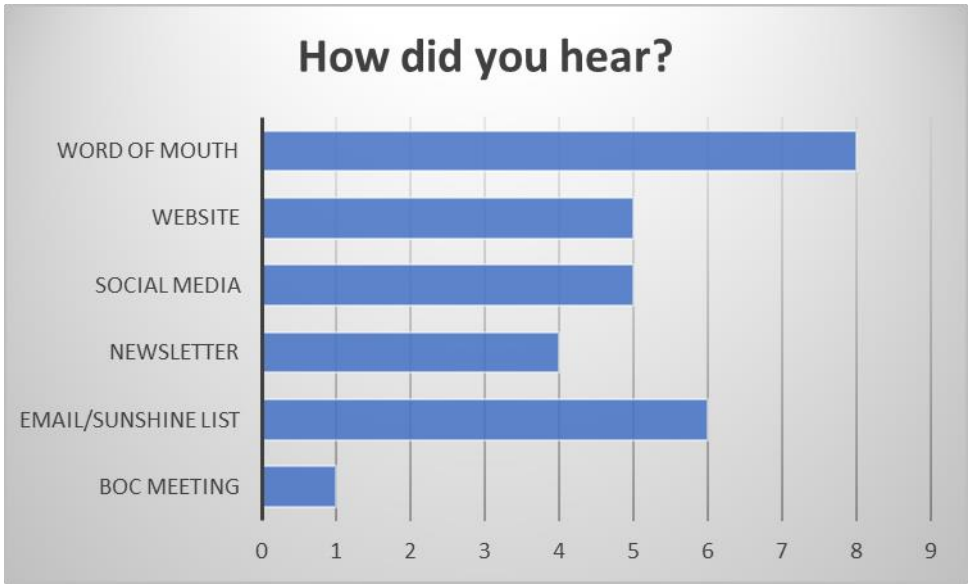
Applicant	Re-Appointment Or New	Full-Time Beaufort Resident
George Aswad	NEW	No (Newport)*
Steve Bishop	NEW	Yes
Becky Bowler	NEW	Yes
Norris Cotton	NEW	Yes
Tipper Davis	NEW	Yes
Douglas Doubleday	NEW	Yes
Barry Evans	NEW	Yes
Nicholas Fantano	NEW	No (Hilton Head)**
Victor Fasolino	NEW	Yes
Paula Gilikin	NEW	Yes
Robert Harper	NEW	Yes
Will Harvey	NEW	Yes
Tammy Hunsucker	NEW	Yes
Charles Llewellyn	NEW	Yes
Dexter Matthews	NEW	Yes
Ryan Neve	NEW	Yes
Charles Oliver II	NEW	Yes
Howard Paul	NEW	Yes
Captain Monty Poling	NEW	Yes
Susan Sanders	NEW	Yes
Susan Schmidt, PhD	NEW	Yes
Robert Shores	NEW	Yes
Hal Snyder	NEW	Yes
Jonathan Sprowl	NEW	No (Fuqauy Varina)*
George Stanziale	NEW	No (Durham)
Miriam Sutton	NEW	Yes
Dianne Tetreault	NEW	No (Morehead City)*
Doug Townsend	NEW	Yes
Doug Williams	NEW	Yes

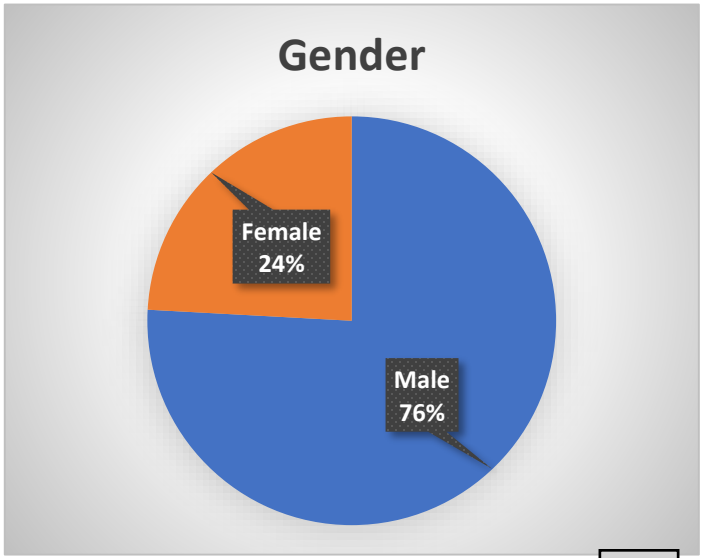
*Not be full-time residents, but are property owners in Beaufort.
**Does not own property in Beaufort.

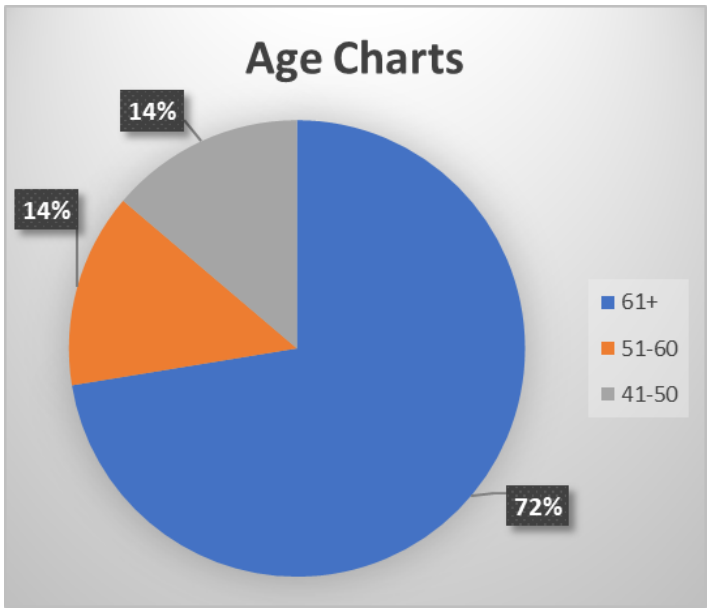
At the BOC's May 2021 Work Session, the Board decided to appoint eight total positions, increased for six, and appoint a commissioner to serve in an ex-officio capacity. The Board will each nominate eight candidates individually during the meeting and vote to accept the common candidates. The remaining vacant positions will receive nominations and be voted on individually until the Board has selected eight candidates.

A couple of statistics based on the above applications:

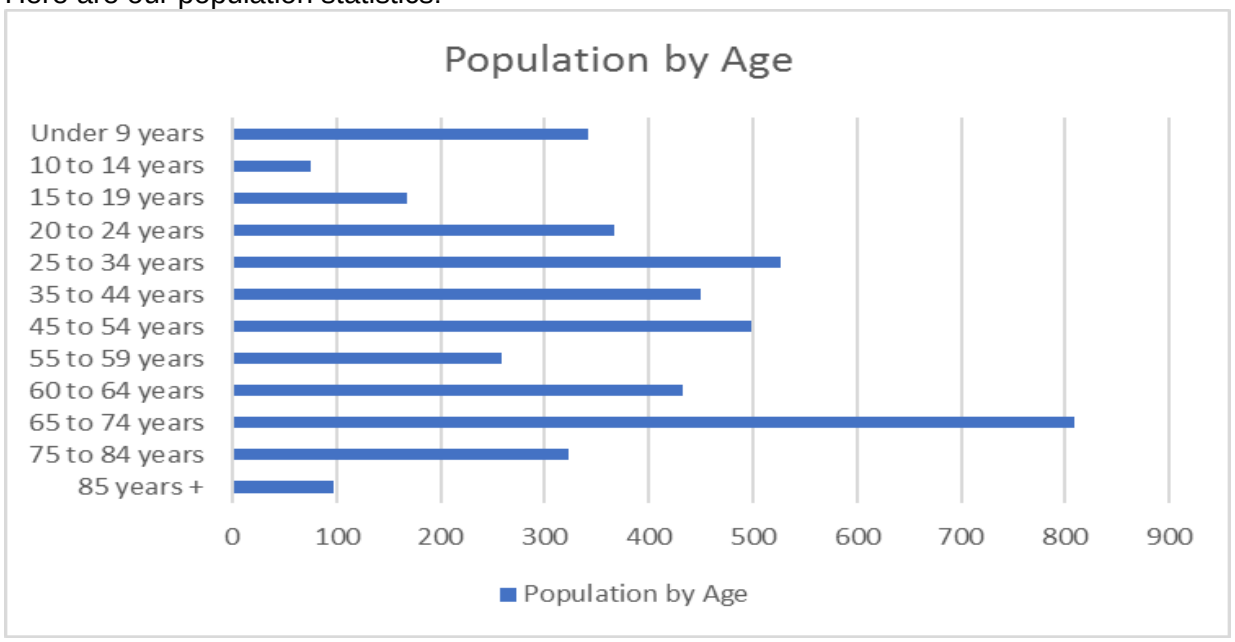

How long have you lived in Beaufort
17%
10%
7%
24%
42%
<2 years
2 years but less than 5 years
5 years but less than 10 years
10 years but less than 15 years
more than 15 years


How did you hear?
WORD OF MOUTH
WEBSITE
SOCIAL MEDIA
NEWSLETTER
EMAIL/SUNSHINE LIST
BOC MEETING
0
1
2
3
4
5
6
7
8
9


Gender
Female
24%
Male
76%



Here are our population statistics:



Each applicant's submitted application is included as part of this agenda item.

REQUESTED ACTION:

The Town Clerk recommends the Board consider appointing six applicants to serve on the new Beaufort Harbor and Waterways Master Plan Advisory Committee and designate the ex officio Commissioner member. The official appointment would be effective after the June 14, 2021 BOC Regular Meeting.

EXPECTED LENGTH OF PRESENTATION:

15 min

SUBMITTED BY:

Allen Coleman,
Town Clerk & Assistant to the Town Manager

BUDGET AMENDMENT REQUIRED:

No

George Aswald - 252-876-2288
georgeislandexpressferry@gmail.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

George

Last Name *

Aswad

Email Address *

georgeislandexpressferry@gmail.com

Home Address *

108 JR S Ranch Rd, Newport, NC 28570

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

George Aswald

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- ( ) Yes
- (•) No

Are you a part-time resident of the Town of Beaufort? *

- (•) Yes
- ( ) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

519 Front St, Beaufort, NC 28516

Telephone Number *

252-876-2288

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

230

George Aswald

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- (•) Associates Degree
- ( ) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

Island Express Ferry Service

What is your current Job Title? *

Owner

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

Running a passenger ferry service for the National Park Service, carrying over 100,000 passengers, maintenance of vessels and docks.

George Aswald

5.

Please briefly describe your community activities and/or volunteer experience: *

Member of Beaufort Olde Towne Rotary, Work with military operations for trips on ferries, Ferry trips for Mile of Hope, donated trips for cleanup of Shackleford Banks and Cape Lookout.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

<2 years

What is your connection to Beaufort? *

Business owner of 3 different companies, ferry service, retail shop, and tour boat agency.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

George Aswald

5.

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

Carteret County Chamber of Commerce, Craven County Chamber of Commerce

Why are you interested in serving on this board(s)/commission(s)? *

With my knowledge of 43 years of business in boating, I would like to help in any way I can and hopefully improve the Beaufort Waterfront for the future.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

I have been in the boating business for 43 years, dealing with mega ferry systems all the way down to the ferry system I am now involved in with the Park Service.

Steve Bishop - - 252-342-2291
sbishop7245@gmail.com

5.

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

5.

CHOICE 3 Steve Bishop

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Steve

Last Name *

Bishop

Email Address *

sbishop7245@gmail.com

Home Address *

131 Craven Street Beaufort,NC. 28516

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

5.

Steve Bishop

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

NA

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

NA

Telephone Number *

(252)342-2291

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

236

5.

Steve Bishop

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- (•) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

Lookout Cruises, Inc.

What is your current Job Title? *

Owner

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

Captain

5.

Steve Bishop

Please briefly describe your community activities and/or volunteer experience: *

Past Friends of NC Maritime Museum board member

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

more than 15 years

What is your connection to Beaufort? *

Full time resident

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

5.

Steve Bishop

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

NA

Why are you interested in serving on this board(s)/commission(s)? *

Have extensive knowledge of the surrounding Beaufort Waterways

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

Thousands of days on the surrounding waters

5.

Becky Bowler - 917-565-3563
becky.bowler@gmail.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Planning Board

240

Becky Bowler - 917-565-3563
becky.bowler@gmail.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Historic Preservation Commission

Contact Information

First Name *

Becky

Last Name *

Bowler

Email Address *

becky.bowler@gmail.com

Home Address *

107 Harper Street, Beaufort NC 28516

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Becky Bowler - 917-565-3563
becky.bowler@gmail.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

9175653563

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

242

Becky Bowler - 917-565-3563
becky.bowler@gmail.com

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- ( ) Bachelor's Degree
- (•) Master's Degree

Who is your current Employer? *

Guggenheim Partners

What is your current Job Title? *

Managing Director - Strategic Partnerships Group

Years in your current position: *

7 years or more

Becky Bowler - 917-565-3563
becky.bowler@gmail.com

5.

Please provide a brief description of your duties: *

Town of Beaufort – Application for Volunteer Board
Applicant: Becky Bowler – May 2021

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

I'd love to be considered for the Town of Beaufort – Beaufort Harbor and Waterways Master Plan Advisory Committee.

I was born and raised in Fayetteville, NC. After graduating from Meredith College in Raleigh, I moved to London and spent several years working for Lehman Brothers, an investment bank. For much of the past 25 years, I've lived in Greenwich Village, a landmarked historic district in NYC, and have worked for asset management firms including Invesco and Guggenheim Partners – my employer now and for the past 15 years. At Guggenheim, I'm a Managing Director in the Investments division and have responsibility for business development with institutions. My role involves strategic negotiation, budget development and collaborating with clients and colleagues around the globe. In addition to my education at Meredith, I attended Wharton-the University of Pennsylvania where I obtained the Certified Investment Management Analyst (CIMA) designation.

I relocated to Beaufort full-time in 2020, and believe I can make a contribution to the Committee based on my education and professional experience – and, perhaps most important, through my passion for eastern NC, always positive attitude and approach to working diligently with others in a collaborative, congenial manner. I will be happy to provide a long list of references who can provide a candid assessment of me if that will be helpful.

Becky Bowler - 917-565-3563
becky.bowler@gmail.com

5.

Please briefly describe your community activities and/or volunteer experience: *

- Currently serve on Board of Directors of Hot Bread Kitchen, a non-profit focused on creating economic mobility for women, minorities & immigrants through job training programs and small business incubation www.hotbreadkitchen.org
- Guggenheim Partners Corporate Social Responsibility Committee – member of senior leadership committee (served for 5 years through December 2020)
- Board of Directors 108 East 91st – elected by my neighbors and fellow shareholders to serve as the vice president of our co-op board (2013-14)

If I'm selected to serve with you on the Committee, you can depend on me to be engaged & prepared and an active participant in each meeting. Thank you for considering me, and please let me know if I can provide additional information.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

<2 years

What is your connection to Beaufort? *

I grew up in Fayetteville and spent many wonderful summers in and on the water in eastern NC.

Becky Bowler - 917-565-3563
becky.bowler@gmail.com

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

Please see details above. I currently serve on the board of Hot Bread Kitchen, a social enterprise organization dedicated to serving minorities, women and immigrants through a job-training program and a small business incubator.

Why are you interested in serving on this board(s)/commission(s)? *

Our harbor and waterways present multi-faceted challenges and opportunities for Beaufort - ecological, economic and much more. If selected for the committee, I'll be a collaborative member who dedicates all of the time necessary to listen and "do the homework" to ensure that we collectively develop a sound master plan.

Becky Bowler - 917-565-3563
becky.bowler@gmail.com

5.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

My experience in my career (and on non-profit boards and community organizations) requires me to synthesize complicated data and opinions from many constituents to develop sound strategic plans. Perhaps most important though, when I join a board or committee/commission, I can be counted on - I attend every meeting, am meticulously prepared and engage with others in collaborative, respectful manner, always.

Norris Cotton - 919-720-0000
cottonn@me.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Norris Cotton - 919-720-0000
cottonn@me.com

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Norris

Last Name *

Cotton

Email Address *

cottonn@me.com

Home Address *

2211 Front Street

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Norris Cotton - 919-720-0000
cottonn@me.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

19197200000

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

250

Norris Cotton - 919-720-0000
cottonn@me.com

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- ( ) Bachelor's Degree
- (•) Master's Degree

Who is your current Employer? *

Morgan Stanleyh

What is your current Job Title? *

Senior Vice President, Financial Advisor

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

Wealth Management/Financial Advisor

Norris Cotton - 919-720-0000
cottonn@me.com

5.

Please briefly describe your community activities and/or volunteer experience: *

Served six years on the board of Genesis Home (Non Profit for homeless families); Served six years on board of Triangle Land Conservancy and chaired the Development Committee and member of the Finance Committee; Have served four years and am currently a member of the Durham Veterans Hospital Institutional Review Committee; Served five years as member and three years as president of Forest Hills Neighborhood Association.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

2 years but less than 5 years

What is your connection to Beaufort? *

Resident. Spouse, Tracy Mancini, is President of Community College. I work remotely and will be fully retired in February 2022.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Norris Cotton - 919-720-0000
cottonn@me.com

5.

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

Genesis Home (6 years); Triangle Land Conservancy (6 years); VA Institutional Review Board (4 years and currently)

Why are you interested in serving on this board(s)/commission(s)? *

Resident of Beaufort and love community. Live on Front Street, so have water view/access. Longtime sailboat owner and have Captain's license, so have special interest in harbor and access to water. Have and use kayaks on public water. Have interest in preservation and improvement of environment conditions in harbor and on waterfront. Particularly concerned about intermediate and longterm effect climate change will have on Beaufort's harbor and waterfront.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

Many years on the water. 20 years as a Marine deployed aboard ships, so special affinity for the sea. Currently own and sail a 43' sailboat, so have experience with use of harbor for anchorage and shelter. Many years on conservation board makes me aware and sensitive to environmental issues. Have chaired committees on non profit boards, been president of one non profit board and currently serve on a VA review board with a panel of physicians and pharmacists, so have experience and expertise in working with diverse committees and groups.

Diversity/General Questions (Optional)

Tipper Davis - 252-241-9067
tipperdavis1151@gmail.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Tipper Davis - 252-241-9067
tipperdavis1151@gmail.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Tipper

Last Name *

Davis

Email Address *

tipperdavis1151@gmail.com

Home Address *

309 Live Oak St, Beaufort, NC 28516

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Tipper Davis - 252-241-9067
tipperdavis1151@gmail.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

252 241 9067

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

256

Tipper Davis - 252-241-9067
tipperdavis1151@gmail.com

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- (•) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

retired

What is your current Job Title? *

Retired

Years in your current position: *

1 year but less than 3 years

Please provide a brief description of your duties: *

Self employed historic restoration woodworker

Tipper Davis - 252-241-9067
tipperdavis1151@gmail.com

5.

Please briefly describe your community activities and/or volunteer experience: *

20 years of restoration projects for the BHA

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

more than 15 years

What is your connection to Beaufort? *

25 yrs Property owner and business owner

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Tipper Davis - 252-241-9067
tipperdavis1151@gmail.com

5.

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

N/A

Why are you interested in serving on this board(s)/commission(s)? *

I have 50 years of experience in the sailing and marine world, and feel I can relate to the towns' need in protecting the waterfront and allowing it to grow responsibly.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

I was a boat builder, world cruising sailor and have years of experience in dealing with and understanding of the marina enviroment. I have also been in charge of large restoration projects and understand the organizational skills needed.

Douglas Doubleday - 252-728-2259
dougdouble@aol.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Douglas Doubleday - 252-728-2259
dougdouble@aol.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Douglas

Last Name *

Doubleday

Email Address *

dougdouble@aol.com

Home Address *

114 Crystal Pines Court, Beaufort NC 28516

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Douglas Doubleday - 252-728-2259
dougdouble@aol.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

252-728-2259

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

262

Douglas Doubleday - 252-728-2259
dougdouble@aol.com

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- (•) Associates Degree
- ( ) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

Retired

What is your current Job Title? *

Retired

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

N/A

Douglas Doubleday - 252-728-2259
dougdouble@aol.com

5.

Please briefly describe your community activities and/or volunteer experience: *

Various volunteer positions including Town Planning Board (chair 4 yrs.), Many Pirate Invasions ' chair of all on the water activities incl.USCG, Past President Beaufort Lions Club, Beaufort Wine & Food, Beaufort Historical Society, Friends of the Museum, Tall Ships (13) Mooring chair at Gallant Channel Tall Ships Wharf and MHC Port, etc.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

more than 15 years

What is your connection to Beaufort? *

Arrived by sailboat during our cruising days after reading/hearing about Beaufort and visiting by auto. Spent a winter (1998) then left for the summer and kept returning yearly until we found local employment and have remained after making many many friends.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Douglas Doubleday - 252-728-2259
dougdouble@aol.com

5.

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

Beaufort Planning Board

Why are you interested in serving on this board(s)/commission(s)? *

My lifetime of enjoying things to do with boating and all things relating to our waterways. My experiences working as a Dock Master' at Beaufort Docks (10 yr.+) and living aboard in Beaufort for years have given me a deep appreciation of what we have here and I want to help preserve and protect it.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

Past experience at IBM Corporation with Project Planning and the experience I've mentioned previously in this application.

Barry Evans - 252-515-0407
barry.evans@gmail.com

5.

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Barry Evans - 252-515-0407
barry.evans@gmail.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Barry

Last Name *

Evans

Email Address *

barry.evans@gmail.com

Home Address *

210 ELM ST

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Barry Evans - 252-515-0407
barry.evans@gmail.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

n/a

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

n/a

Telephone Number *

2525150407

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

268

Barry Evans - 252-515-0407
barry.evans@gmail.com

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- (•) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

Identity Industries Corp

What is your current Job Title? *

Security Architect

Years in your current position: *

3 years but less than 7 years

Please provide a brief description of your duties: *

Security Consulting

Barry Evans - 252-515-0407
barry.evans@gmail.com

Please briefly describe your community activities and/or volunteer experience: *

I served a 3 year term on the board of directors of Durham County Wildlife Club and have regularly volunteered for NC Engineers Week as well as the local Military Appreciation Day and Beach Sweep events locally.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

10 years but less than 15 years

What is your connection to Beaufort? *

Grew up in New Bern, spent my youth fishing & diving in this area before eventually purchasing a boat and then a home in Beaufort and making it my full time residence a few years later.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Barry Evans - 252-515-0407
barry.evans@gmail.com

5.

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

N/A

Why are you interested in serving on this board(s)/commission(s)? *

Beaufort's access to the waters of the Crystal Coast defines it, it's what drew me here as a kid diving the rock jetties and fishing. Protecting that access and the quality of the resource here is in the best interests of us all.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

In support of the Harbor Committee, I have a current USCG OUPV Captains License, I have a PADI Dive Master certification as well as technical diving certs, and am fluent in the IT and digital mapping/charting technologies relevant to those topics.

Nicholas Fantano - 203-494-3467
nfantano2009@gmail.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Parks and Recreation Advisory Board

Nicholas Fantano - 203-494-3467
nfantano2009@gmail.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Planning Board

Contact Information

First Name *

Nicholas

Last Name *

Fantano

Email Address *

nfantano2009@gmail.com

Home Address *

21 Haul Away Apt 32 Hilton Head 29928

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Nicholas Fantano - 203-494-3467
nfantano2009@gmail.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

21 Haul Away Apt 32 Hilton Head 29928

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

203-494-3467

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

274

Nicholas Fantano - 203-494-3467
nfantano2009@gmail.com

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- (•) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

Retired

What is your current Job Title? *

Accountant/Programmer

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

I was an accountant after college. In 2000 became a programmer for the Web.

Nicholas Fantano - 203-494-3467
nfantano2009@gmail.com

Please briefly describe your community activities and/or volunteer experience: *

Bethany Athletic Association Treasurer Greater New Haven Youth Hockey Treasurer

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

<2 years

What is your connection to Beaufort? *

Retired here in Oct 2020

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Nicholas Fantano - 203-494-3467
nfantano2009@gmail.com

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

Bethany Athletic Association Greater New Haven Youth Hockey

Why are you interested in serving on this board(s)/commission(s)? *

Get involved in my community.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

The previous boards were both athletic but I am also interested in maintaining the waterways in the community.

Victor Fasolino - 252-269-3415
vlfasolino@hotmail.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Victor Fasolino - 252-269-3415
vlfasolino@hotmail.com

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Victor

Last Name *

Fasolino

Email Address *

vlfasolino@hotmail.com

Home Address *

1913 Front Street

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Victor Fasolino - 252-269-3415
vlfasolino@hotmail.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

NA

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

na

Telephone Number *

2522693415

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

280

Victor Fasolino - 252-269-3415
vlfasolino@hotmail.com

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- (•) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

Self

What is your current Job Title? *

Semi- retired

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

Construction project initiation, bidding and managing

Victor Fasolino - 252-269-3415
vlfasolino@hotmail.com

5.

Please briefly describe your community activities and/or volunteer experience: *

I hold a Bachelor's degree in Mechanical Engineering and have been in construction contracting for over forty years. My brother and I founded and operated Triple F Enterprises in New Jersey and have built over three hundred houses and light commercial stores. I currently hold Residential and Commrcial contracting licenses for the State of N.C.
I am currently on the Board of the Bonehenge Whale Center and the Beaufort Picture Show and Drive-In. I am frequently in or on the waters of Beaufort and do believe I have significant successful experience in both planning and executing construction projects and contracts. If selected, these seem to be valuable skills to bring to the Harbor Advisory Committee. Thank you

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

10 years but less than 15 years

What is your connection to Beaufort? *

Resident, active citizen

Are you currently serving on a Town Advisory Board/Commission? *

- ( ) Yes
- (•) No

Victor Fasolino - 252-269-3415
vlfasolino@hotmail.com

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

Beaufort Historic Preservation Commission, 2 terms

Why are you interested in serving on this board(s)/commission(s)? *

I belive the management of our waterways is a vital piece of our future in Beaufort and I believe I can bring useful skills to the Advisory Committee

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

I hold a Bachelor's degree in Mechanical Engineering and have been in construction contracting for over forty years. My brother and I founded and operated Triple F Enterprises in New Jersey and have built over three hundred houses and light commercial stores. I currently hold Residential and Commrcial contracting licenses for the State of N.C.
I am currently on the Board of the Bonehenge Whale Center and the Beaufort Picture Show and Drive-In. I am frequently in or on the waters of Beaufort and do believe I have significant successful experience in both planning and executing construction projects and contracts. If selected, these seem to be valuable skills to bring to the Harbor Advisory Committee.

Paula Gillikin - 252-725-9575
pcgillikin@gmail.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

Paula Gillikin - 252-725-9575
pcgillikin@gmail.com

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

Contact Information

First Name *

Paula

Last Name *

Gillikin

Email Address *

pcgillikin@gmail.com

Home Address *

106 Carteret Ave, Beaufort, NC 28516

Is your mailing address the same as your home address? *

- ○ Yes
- ◉ No

Paula Gillikin - 252-725-9575
pcgillikin@gmail.com

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

410 Margaret Street, Beaufort, NC 28516

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

252-725-9575

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to b[illegible]ned to your application.

286

Paula Gillikin - 252-725-9575
pcgillikin@gmail.com

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- ( ) Bachelor's Degree
- (•) Master's Degree

Who is your current Employer? *

N.C. Division of Coastal Management > Coastal Reserve

What is your current Job Title? *

Central Sites Manager

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

Responsible for all aspects of management and site stewardship of the Rachel Carson and Permuda Island Reserves, including environmental planning and impact assessment, community engagement, and wild horse herd management; lead technical expert on issues related to marine debris and abandoned and derelict vessels for the Division of Coastal Management.

Paula Gillikin - 252-725-9575
pcgillikin@gmail.com

Please briefly describe your community activities and/or volunteer experience: *

Town of Beaufort Planning Board

Board Member, 2018 - Present. Volunteer on a board that makes studies and recommendations to the Board of Commissioners on matters related to growth and development.

Bonehenge Whale Center (Carolina Cay Maritime Foundation)

President of the Board, November 2017 - Spring 2020
Board Member, Spring 2020-Present. As President of the Bonehenge Whale Center, I helped establish the Center through organizational development and successfully seeking external funding to construct the building.

North Carolina Court System, District 3B

Guardian Ad Litem Child Advocate, April 2014 – June 2019. I provided a voice in court for abused and neglected children and conducted independent investigations to determine the best outcomes for children.

Brandt Animal Fund

Advisory Committee Member, October 2015 - April 2016. Identified and advised the foundation on community funding needs and assisted in establishing a new grant program for community organizations.

Beaufort Community Cat Project

President and Founder, August 2006 – May 2019. I established and managed a spay-neuter program for cats that significantly reduced intake of cats from a target area to the local animal shelter.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

more than 15 years

Paula Gillikin - 252-725-9575
pcgillikin@gmail.com

What is your connection to Beaufort? *

My family has lived here since the Colonial Period.

Are you currently serving on a Town Advisory Board/Commission? *

- (●) Yes
- ( ) No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (●) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

Planning Board (2018 - Present); Waterfront Access Committee

Paula Gillikin - 252-725-9575
pcgillikin@gmail.com

Why are you interested in serving on this board(s)/commission(s)? *

I feel my knowledge, skills, and abilities in addition to the professional manner in which I conduct myself will be beneficial to the work of the committee and ultimately to the harbor that we all value. I understand the history and current status of harbor management challenges and have been a leader in helping the town assess what those issues are; who has legal authority over them; and how the public perceives them. I have been on the ground conducting research on harbor management challenges (marine debris and abandoned vessels) and subsequently working with partners to use that information to secure funds to address the challenge successfully.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

The following is a list of my relevant knowledge, skills, and certifications that would benefit my participation on the committee:

- Environmental planning and impact assessment
- Access to relevant science and regulatory network
- Public speaking and communications
- Facilitation and conflict resolution
- Non-profit and project management
- Grant proposal writing
- USCG Master Captain's License
- US Sailing certification
- Knowledge of marine operations

Robert Harper - 919-369-4711
trail4bike@nc.rr.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

Robert Harper - 919-369-4711
trail4bike@nc.rr.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

Contact Information

First Name *

Robert

Last Name *

Harper

Email Address *

trail4bike@nc.rr.com

Home Address *

1020 Broad St Beaufort NC

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Robert Harper - 919-369-4711
trail4bike@nc.rr.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

9193694711

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

293

Robert Harper - 919-369-4711
trail4bike@nc.rr.com

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- ( ) Bachelor's Degree
- (•) Master's Degree

Who is your current Employer? *

retired

What is your current Job Title? *

retired

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

N/A

Robert Harper - 919-369-4711
trail4bike@nc.rr.com

5.

Please briefly describe your community activities and/or volunteer experience: *

Raleigh Parks Recreation and Greenways Advisory Board 1994-2001
Chairman Raleigh Parks Recreation and Greenways Advisory Board 1998-2001
President Triangle Greenways Council 1999-2001
Steering Committee Triangle Open Space Network 1997-1998
Intermodal Transportation Committee NCDOT 2000-2002
2007 Pan American Games Bid Committee 1998-1999
Chairman Neuse River master plan committee 1997
President Raleigh Academy of Medicine 1991-1994
President Medical Staff, Raleigh Community Hospital 1993-1995
Duke Raleigh Hospital Board1996-2003
Chairman Duke Raleigh Hospital Board 1999-2001
Comprehensive land-use plan update steering committee
Maritime Museum nature Trail committee

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

10 years but less than 15 years

What is your connection to Beaufort? *

resident

Robert Harper - 919-369-4711
trail4bike@nc.rr.com

5.

Are you currently serving on a Town Advisory Board/Commission? *

- (●) Yes
- ( ) No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (●) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

Comprehensive land-use plan update steering committee

Robert Harper - 919-369-4711
trail4bike@nc.rr.com

5.

Why are you interested in serving on this board(s)/commission(s)? *

I have been following the conversation about a Beaufort Harbor committee for several years now and I am pleased and excited that the board of commissioners has moved forward to form such a committee.

I have been coming to this area since the 1960s. As a child my family vacationed here every summer and later as an adult I had a sailboat in town Creek Marina. In fact I believe I was the first boat on their original docks. During that time my two children grew up on that sailboat in these waters. We also used the sailboat to campaign in the Wachovia cup and other offshore sailing events that unfortunately seem to be less common now. Everyone learned how to scuba dive at the local dive shops. Thereafter we traveled around the world to scuba dive and sail. These trips were live aboard or I chartered and Captained my own boat. During those trips I had some passing exposure to harbors and boat operations in Thailand, Fiji, the Caribbean and northern South America. As I was winding down my medical practice Monica and I begin to spend more time in and around Beaufort and in 2013 built the house on Broad Street and moved to the area. We have given up sailing but do keep a boat at The Boathouse as well as Homers Marina. Occasionally I fill in as dock-master at Homers marina. Monica and I have both been very involved with the town and county and will continue to do so. We have also had the opportunity to participate in some survey and research endeavors sponsored by our major universities marine branches. The last been a turtle identification survey of the Rachel Carson Preserve. I had the great pleasure and opportunity to help build an osprey nest in the south east portion of the Rachel Carson preserve.
As an active almost daily participant in the waterways surrounding Beaufort and with my prior organizational experience I believe I could contribute significantly to this new harbor committee and would be appreciative for that opportunity.
As a physician in Raleigh North Carolina for several decades I became involvedIn a number of ways with the management and leadership of serval medical organizations including the establishment and management of an independent surgical center. I also became involved to a great extent with the City of Raleigh, Wake County and the State of North Carolina in the development of infrastructure, transportation, and particularly trails and Greenways I have attached some details in that regard. I believe my experience in working with committees involved with government interaction has been extensive and will be valuable as a member of this committee.

Robert Harper - 919-369-4711
trail4bike@nc.rr.com

5.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

1) As I detailed in the previous section I have extensive experience on the water and with environmental issues and advocacy
2) As a member and or chairman of the following list of committees and organizations I believe I have considerable experience and success in working in a committee structure and with community advisory boards
Raleigh Parks Recreation and Greenways Advisory Board 1994-2001
Chairman Raleigh Parks Recreation and Greenways Advisory Board 1998-2001
President Triangle Greenways Council 1999-2001
Steering Committee Triangle Open Space Network 1997-1998
Intermodal Transportation Committee NCDOT 2000-2002
2007 Pan American Games Bid Committee 1998-1999
Chairman Neuse River master plan committee 1997
President Raleigh Academy of Medicine 1991-1994
President Medical Staff, Raleigh Community Hospital 1993-1995
Duke Raleigh Hospital Board1996-2003
Chairman Duke Raleigh Hospital Board 1999-2001

Will Harvey - 252-375-7762
wshiiidds@yahoo.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

Will Harvey - 252-375-7762
wshiiidds@yahoo.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

Contact Information

First Name *

Will

Last Name *

Harvey

Email Address *

wshiiidds@yahoo.com

Home Address *

217 front st Beaufort nc 28516

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Will Harvey - 252-375-7762
wshiiidds@yahoo.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

NA

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

2523757762

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

301

Will Harvey - 252-375-7762
wshiiidds@yahoo.com

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- ( ) Bachelor's Degree
- (•) Master's Degree

Who is your current Employer? *

Self

What is your current Job Title? *

Dentist

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

Own manage and operate 7 dental practices and property management

Will Harvey - 252-375-7762
wshiiidds@yahoo.com

Please briefly describe your community activities and/or volunteer experience: *

Maritime friends board, several professional and university boards, past hospital arts council and school boards

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

5 years but less than 10 years

What is your connection to Beaufort? *

Home

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Will Harvey - 252-375-7762
wshiiidds@yahoo.com

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

N/A

Why are you interested in serving on this board(s)/commission(s)? *

Beaufort is my home and responsible growth and management of its harbor will impact the lives and future of my family, friends, and neighbors.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

Service on a diverse array of boards and a lifetime of enjoyment of this resource.

Tammy Hunsucker - 919-357-5046
tammy.hunsucker@gmail.com

5.

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Planning Board

305

Tammy Hunsucker - 919-357-5046
tammy.hunsucker@gmail.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Tammy

Last Name *

Hunsucker

Email Address *

tammy.hunsucker@gmail.com

Home Address *

107 Live Oak St

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Tammy Hunsucker - 919-357-5046
tammy.hunsucker@gmail.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

n/a

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

n/a

Telephone Number *

9193575046

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

307

Tammy Hunsucker - 919-357-5046
tammy.hunsucker@gmail.com

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- ( ) Bachelor's Degree
- (•) Master's Degree

Who is your current Employer? *

Claritas

What is your current Job Title? *

Senior Director, Product Leadership

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

Experienced product leader with a demonstrated history of working in data, digital and software product strategy. Currently focused on key initiatives and product solutions blending core Claritas data assets with marketing technology and acquired solutions (M&A) to meet the ever evolving needs of the marketplace.

Tammy Hunsucker - 919-357-5046
tammy.hunsucker@gmail.com

5.

Please briefly describe your community activities and/or volunteer experience: *

Involved in outreach activities and fundraising. Chaired and Co-Chaired annual event (Gifts of Grace) raising donations to 20+ non-profit organizations. Annual event raises over $25K to give back to local non-profits and national organizations across multiple causes while providing hands on education on their efforts to church members and guests. Overnight volunteer with women's homeless shelter as well as meal preparation. Other volunteering includes working with food banks, meal serving and preparation, environmental clean up events and other fund raising efforts for local and national environmental organizations.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

more than 15 years

What is your connection to Beaufort? *

I grew up in Beaufort attending Beaufort Elementary, Beaufort Middle and East Carteret High School.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Tammy Hunsucker - 919-357-5046
tammy.hunsucker@gmail.com

5.

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

n/a

Why are you interested in serving on this board(s)/commission(s)? *

Beaufort is my home town and I want to see it's natural beauty protected while also providing for economic vitality that the citizens should enjoy. I have a masters degree in Urban Geography/Transportation Planning as well as 3+ years in a PhD program in Economic Development. It is my desire to use this background to help the committee with the research required to bring voices of all stakeholders to the table when planning for the future of the harbor and the town. I strongly believe that communities can balance economic development and growth while protecting the environment and all their natural assets.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

Masters degree in Urban Geography and 3+ years in PhD program in Economic Development; understanding of the community from many years as a resident as well as understanding the varying views of the citizens and stakeholders

Charles Llewellyn 919-599-2147
charles.llewellyn@gmail.com

5.

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

311

Charles Llewellyn 919-599-2147
charles.llewellyn@gmail.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Charles

Last Name *

Llewellyn

Email Address *

charles.llewellyn@gmail.com

Home Address *

114 Marsg St., Beaufort, NC 28516

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Charles Llewellyn 919-599-2147
charles.llewellyn@gmail.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

919 599-2147

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

313

Charles Llewellyn 919-599-2147
charles.llewellyn@gmail.com

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- ( ) Bachelor's Degree
- (•) Master's Degree

Who is your current Employer? *

Retired US Foreign Service Officer with USAID

What is your current Job Title? *

Retired

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

None

Charles Llewellyn 919-599-2147
charles.llewellyn@gmail.com

5.

Please briefly describe your community activities and/or volunteer experience:

Served on many committees and boards while in foreign service; President of Commissary Board in Bangladesh, Scuba Diving Secretary on Board of the Tanzania Yacht Club. Volunteer with Beaufort Tree committee. Volunteer with Shackleford clean up with Power Squadron. Vessel Safety Check volunteer with Power Squadron.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

10 years but less than 15 years

What is your connection to Beaufort? *

Home owner

Are you currently serving on a Town Advisory Board/Commission? *

- ( ) Yes
- (•) No

Charles Llewellyn 919-599-2147
charles.llewellyn@gmail.com

5.

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

N/A (in Beaufort)

Why are you interested in serving on this board(s)/commission(s)? *

Contribute to Beaufort's improvement

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

Boat owner and environmentalist. Extensive bureaucratic experience with US Government and volunteer organizations.

Dexter Matthews - 919-345-8482
dextermatthews@icloud.com

5.

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Dexter Matthews - 919-345-8482
dextermatthews@icloud.com

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Dexter

Last Name *

Matthews

Email Address *

dextermatthews@icloud.com

Home Address *

606 Ann Street, Beaufort , NC 28516

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Dexter Matthews - 919-345-8482
dextermatthews@icloud.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

+1 919-345-8482

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

319

Dexter Matthews - 919-345-8482
dextermatthews@icloud.com

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ○ Bachelor's Degree
- ◉ Master's Degree

Who is your current Employer? *

Liberty Tire Recycling

What is your current Job Title? *

VP Government Relations and Environmental Affairs

Years in your current position: *

3 years but less than 7 years

Please provide a brief description of your duties: *

I manage legislative needs of the company throughout the US, at the state and federal level, involving scrap tire management and recycling.

Dexter Matthews - 919-345-8482
dextermatthews@icloud.com

Please briefly describe your community activities and/or volunteer experience.*

I retired from the state of NC in 2014 as Director of the Division of Waste Management of the Department of Environmental Quality. I worked with local governments and with the North Carolina League of Municipalities and the NC County Commission Association through administration of programs involving solid waste, recycling, hazardous waste, contaminated site cleanups, underground storage tanks, and brownfield redevelopment. From a direct volunteer experience perspective, I served on the Board of Adjustment for Fuquay-Varina, NC.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

<2 years

What is your connection to Beaufort? *

Prior to moving to Beaufort full-time, I have vacationed at the coast and in Beaufort since childhood.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Dexter Matthews - 919-345-8482
dextermatthews@icloud.com

5.

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

N/A for Beaufort

Why are you interested in serving on this board(s)/commission(s)? *

I totally agree with the statement describing the advisory committee that it is important that the town manage the resource of the waters around it, and the infrastructure in and around the waters, in a sustainable fashion that supports the town's economy.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

I believe my background and experience in environmental management as well as legislative and policy development experience, will be valuable to the advisory committee and its success.

Ryan Neve 252-622-7872
ryan.neve@gmail.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Ryan Neve 252-622-7872
ryan.neve@gmail.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Ryan

Last Name *

Neve

Email Address *

ryan.neve@gmail.com

Home Address *

444 Campen Rd

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Ryan Neve 252-622-7872
ryan.neve@gmail.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

2526227872

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to b[illegible]ed to your application.

325

Ryan Neve 252-622-7872
ryan.neve@gmail.com

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- (•) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

UNC Chapel Hill

What is your current Job Title? *

IT & Engineering Services

Years in your current position: *

1 year but less than 3 years

Please provide a brief description of your duties: *

IT and Engineering Support for Marine Research Projects.

Ryan Neve 252-622-7872
ryan.neve@gmail.com

Please briefly describe your community activities and/or volunteer experience: *

Tiller School Board of Directors (treasurer), Beaufort Planning Board (Chair)

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

more than 15 years

What is your connection to Beaufort? *

Moved here when my wife got a job with NOAA.

Are you currently serving on a Town Advisory Board/Commission? *

- (●) Yes
- ( ) No

Ryan Neve 252-622-7872
ryan.neve@gmail.com

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

Planning Board

Why are you interested in serving on this board(s)/commission(s)? *

I advocated that Beaufort could do a much better job of managing it's waterfront resources for almost 15 years. I have experience with other towns that do a great job in this respect, and I believe that it wouldn't be hard for Beaufort to manage its waterfront in a way that would greatly benefit our residents.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

Town planning background, boat owner, former live-aboard, USCG 50 ton captain.

Charles Oliver II - 919-349-5588
bucky@jetcraft.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Charles Oliver II - 919-349-5588
bucky@jetcraft.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Charles

Last Name *

Oliver II

Email Address *

bucky@jetcraft.com

Home Address *

2401 front street, Beaufort, NC 28516

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Charles Oliver II - 919-349-5588
bucky@jetcraft.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

919 349 5588

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

331

Charles Oliver II - 919-349-5588
bucky@jetcraft.com

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- (•) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- ( ) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

JETCRAFT CORP; FRONT STREET VILLAGE

What is your current Job Title? *

BOARD MEMBER; OWNER

Years in your current position: *

7 years or more

5.

Charles Oliver II - 919-349-5588
bucky@jetcraft.com

Please provide a brief description of your duties: *

Bucky is the Founder of Jetcraft Corporation, an international leader in new and pre-owned business aircraft acquisitions, sales, trades, and leases. Headquartered in Raleigh, NC, Jetcraft has sales offices/representation in seven US cities as well as Basel and Zurich, Switzerland; Hong Kong and Beijing, China; Dubai, UAE and Moscow, Russia. The company's 60-year track record in aircraft transactions has earned it a world class customer base and is one of the strongest global networks in the industry. (See www.jetcraft.com). I serve the Board of Directors.

He also founded, owned and managed a business aviation maintenance and service organization employing over 100 technicians for over 25 years

He has 1st hand experience as an owner/developer of over 2,000 acres in Teton County, Wyoming including 296 apartment units on 30 acres (See www.3creekranch-jh.com and www.blairplace.com), now managed by his Son.

Generationally and including Bucky, the Oliver's have supported conservation of public and private lands. Bucky has firsthand experience with the Jackson Hole Land Trust (https://jhlandtrust.org) and the Jackson Hole Community Housing Trust.

As an owner Bucky employs and oversee all personnel, operations and finances.

Please briefly describe your community activities and/or volunteer experience: *

Bucky sat and was Chairman of The Governor's Aviation Committee for which he was awarded The Order of the Long Leaf Pine in 1978. He sat on the National Board of Advisors at Duke Children's Hospital and served as a Board Member and co-chair of the Development Campaign and now is a Lifetime Board Member of The Hill Center in Durham (See www.hillcenter.org). He was a prior Board Member of the Beaufort Historic Association (www.historicbeaufort.com), prior Board Member and Chairman of the Carteret Chamber of Commerce, prior Board Member of the Crystal Coast Tourism Development Authority (www.crystalcoastnc.org), is a Board Member of the Carteret County Public Schools Foundation and the Beaufort Development Association and a Trustee of the Maritime Heritage Foundation (See www.maritimeheriitage-beaufortnc.org).

He is extremely active in other Beaufort civic activities.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

Charles Oliver II - 919-349-5588
bucky@jetcraft.com

5.

How long have you lived in the Town of Beaufort? *

more than 15 years

What is your connection to Beaufort? *

The Oliver's designed, permitted and built a 450-boat dry stack, docks and marina in Beaufort in 2009 and actively operated it until its sale in 2018.

He and his wife are developing the last 11 acres of a 31½ acre parcel north of Taylor's Creek in Beaufort, North Carolina. The Planned Unit Development project, called Front Street Village, incorporated far-sighted storm water, gray-water and other environmental elements and recycling and commenced operations in 2010.

The most recent phase includes the construction of a full-service boutique hotel (See www.beauforthotelnc.com).

Bucky holds a USCG Captain's License.

Bucky oversaw the selection, survey, maintenance, and modification of Rebel, a 1928 vintage Commuter Class vessel. He has an excellent technical knowledge of the boat, its upkeep, and its maintenance. He created a computer tracking system for Rebel's maintenance and components. M/V Rebel operates routinely in Beaufort's waterways.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Charles Oliver II - 919-349-5588
bucky@jetcraft.com

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

SEE PAGE 4 ABOVE

Why are you interested in serving on this board(s)/commission(s)? *

TO IMPROVE THE TOWN

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

SEE ABOVE

Howard Paul 650-918-8677
hap1000@me.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Howard Paul 650-918-8677
hap1000@me.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Howard

Last Name *

Paul

Email Address *

hap1000@me.com

Home Address *

1538 Ann St

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Howard Paul 650-918-8677
hap1000@me.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

1538 Ann St

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

1538 Ann St

Telephone Number *

6509188677

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

338

Howard Paul 650-918-8677
hap1000@me.com

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- (•) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

Retired

What is your current Job Title? *

Retired

Years in your current position: *

3 years but less than 7 years

Please provide a brief description of your duties: *

I owned a Commercial Shelving company that worked with Hospitals, BioTechs, and Retail Store Chains both nationally and internationally

Howard Paul 650-918-8677
hap1000@me.com

5.

Please briefly describe your community activities and/or volunteer experience: *

I have volunteered at the Museum, Watercraft Center, and with The Friends of the Museum Junior Sailing Program.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

2 years but less than 5 years

What is your connection to Beaufort? *

I was told about the museum while I was living in Oriental. I came to see it and shortly after started volunteering there. Within 6 months I moved to Beaufort. That was in October 2016.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Howard Paul 650-918-8677
hap1000@me.com

5.

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

N/A

Why are you interested in serving on this board(s)/commission(s)? *

Having started my own company and been a sailor all my life I understand the challenges and needs that will need to be addressed by the Advisory Board.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

I have been a sailor my entire life Professionally and as a sport. I have sailed extensively in the Great Lakes, on the West Coast, and along the East Coast. I have owned two boats while being here in Beaufort. I currently have a USCG Captains License.

Captian Monty Poling - 252-732-5794
charters@seavisions.net

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Captian Monty Poling - 252-732-5794
charters@seavisions.net

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Captain Monty

Last Name *

Poling

Email Address *

charters@seavisions.net

Home Address *

503 Courtyard E, Beaufort, NC 28516

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Captian Monty Poling - 252-732-5794
charters@seavisions.net

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

252-732-5794

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

344

Captian Monty Poling - 252-732-5794
charters@seavisions.net

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- (•) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- ( ) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

Seavisions Charters LLC

What is your current Job Title? *

Owner

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

Own and operate a boat charter company.

Captian Monty Poling - 252-732-5794
charters@seavisions.net

5.

Please briefly describe your community activities and/or volunteer experience: *

Active in the BDA. Provide donations to BDA and BHA through charter donations. Fundraising for Beaufort Fireworks display. Past Vice President of the Beaufort Pirate Invasion.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

more than 15 years

What is your connection to Beaufort? *

I moved to the area as a child in 1970. My family was a caretaker for a fish camp on Shackleford Banks during the 1970's. Spent many summers exploring what is now the Rachel Carson Reserve and Cape Lookout National Seashore. Have operated a charter and boat tour company in Beaufort for 20 years. Have maintained a Commercial Use Authorization with the Cape Lookout National Seashore for 14 years.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Captian Monty Poling - 252-732-5794
charters@seavisions.net

5.

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

N/A

Why are you interested in serving on this board(s)/commission(s)? *

I decided to make Beaufort my lifetime home and place of business specifically because of the harbor and waterways. I have a passion for the environment, people and wildlife of our unique ecosystem. I understand the history of our area and want to maintain it while at the same time improve the resources for future generations. I want contribute my time and ideas to make Beaufort Harbor a destination for boaters and visitors from around the world.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

When I was a young teenager I worked for Gladys Harker at the old Harkers Island Marina on Shell Point. During my later teen years I worked as a commercial fisherman on the Neuse River and surrounding areas primarily as a crabber and shrimper. I maintained many of the old moorings on Taylors Creek as a scuba diver. I worked on many of the tour boats and charter boats in the area as a mate prior to attaining my Master Captain License. I currently hold a 50 Ton Master Captain License with a Commercial Tow Endorsement. I'm an Advanced Open Water Scuba Diver. I served as a ferry boat Captain at Calico Jacks Marina on Harkers Island for 10 years prior to the concession being let. I've maintained a Commercial Use Authorization with the Cape Lookout National Seashore for 14 years. I currently hold a shellfish harvest license, commercial boat permit with the Department of Marine Fisheries and am a Licensed Interstate Fish and Shellfish dealer in the State of North Carolina. I own, operate and maintain a USCG Inspected Small Passenger Vessel.

Susan Sanders - 252-241-4485
susanrsanders@gmail.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

Susan Sanders - 252-241-4485
susanrsanders@gmail.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

Contact Information

First Name *

Susan

Last Name *

Sanders

Email Address *

susanrsanders@gmail.com

Home Address *

103 Moore Street, Unit 1

Is your mailing address the same as your home address? *

- ○ Yes
- ◉ No

Susan Sanders - 252-241-4485
susanrsanders@gmail.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

PO Box 565

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

n/a

Telephone Number *

2522414485

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

350

Susan Sanders - 252-241-4485
susanrsanders@gmail.com

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- ( ) Bachelor's Degree
- (•) Master's Degree

Who is your current Employer? *

Own Harbor Specialties

What is your current Job Title? *

Owner

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

Brick & mortar Retail business on Front Street, Beaufort

Susan Sanders - 252-241-4485
susanrsanders@gmail.com

5.

Please briefly describe your community activities and/or volunteer experience: *

President of Beaufort Business Development Association. participate in all activities the organization sponsors throughout the yeaar

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

more than 15 years

What is your connection to Beaufort? *

Started visiting Beaufort by water via Sailboat (oriental nc was home port in the 70"s. Have been visiting since then. Move my business to Beaufort in 2005.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Susan Sanders - 252-241-4485
susanrsanders@gmail.com

5.

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

n/a

Why are you interested in serving on this board(s)/commission(s)? *

I have observed the waterfront and downtown business district changes over the years since the 70's. I understand how valuable an asset the waterfront and nearby waters are to the town of Beaufort. I have a sincere interest in the projects that need to be addressed by this board being done right! I will devote as much time as required to get the project done right in all aspects.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

I have sailed for over 45 years in NC waters. I have a masters degree in business administration. I have had a business on the Beaufort waterfront for over 16 years.

Susan Schmidt - 252-269-0032
susankiwi15@gmail.com

5.

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Susan Schmidt - 252-269-0032
susankiwi15@gmail.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Susan

Last Name *

Schmidt, PhD

Email Address *

susankiwi15@gmail.com

Home Address *

1527 Ann St, Beaufort, NC 28516

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Susan Schmidt - 252-269-0032
susankiwi15@gmail.com

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

252-269-0032

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

Susan Schmidt - 252-269-0032
susankiwi15@gmail.com

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- ( ) Bachelor's Degree
- (•) Master's Degree

Who is your current Employer? *

self-employed

What is your current Job Title? *

Developmental Editor

Years in your current position: *

7 years or more

Susan Schmidt - 252-269-0032
susankiwi15@gmail.com

Please provide a brief description of your duties: *

For 10 years I polish book manuscripts for publication, particularly scientific and academic. I am listed among Top Ten Editors in New England; Harvard, MIT, UMass recommend me to faculty. I retired after 30+ years teaching Environmental Decision-Making: UVa, Duke, NC State, Brevard, Warren Wilson, NC School of Science & Math. I have had a Captain's License 38 years. In 1980s, 5 years, I delivered sailboats from Chesapeake & Beaufort to West Indies. In 2002, I cruised Chesapeake Bay 6 months, 2000 miles in a small boat following Capt John Smith (my book: "Landfall Along the Chesapeake, Johns Hopkins UP).

Please briefly describe your community activities and/or volunteer experience: *

When I arrived in Beaufort in 1979, Nature Conservancy appointed me Steward of Carrot Island. As Water Quality Scientist for NC Coastal Management 80-82, I wrote Resource Inventory, Management Plan, & Funding Proposal to establish NC Estuarine Reserve System & to buy Rachel Carson Preserve. Now, I volunteer at Bonehenge sighting dolphins for photo-ID and sweeping floors and for Master Gardeners maintaining NC Maritime Museum gardens. I skipper sailboats for Maritime Museum, serve on boards of Junior Sailing, Crossroads, Local Food Network.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

more than 15 years

What is your connection to Beaufort? *

Moved to Beaufort 42 years ago; homeowner 40 years

Susan Schmidt - 252-269-0032
susankiwi15@gmail.com

5.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

Town Strategic Planning Committee

Why are you interested in serving on this board(s)/commission(s)? *

I love the waters around Beaufort. I have education, training, & skills I can share.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

Post-doc in Collaborative Problem-Solving at NC State's Natural Resources Leadership Institute; Doctorate American Lit, Masters in Environmental Sciences/ Water Ecology & Engineering. Professor of Environmental Decision-Making 30 years. Captains License 38 years. Volunteer shorebird monitoring at Rachel Carson Preserve. Concerned citizen.

Robert Shores - 205-616-7641
bshores@shorespc.com

5.

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

360

Robert Shores - 205-616-7641
bshores@shorespc.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Robert

Last Name *

Shores

Email Address *

bshores@shorespc.com

Home Address *

112 Pollock Street

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Robert Shores - 205-616-7641
bshores@shorespc.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

n/a

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

n/a

Telephone Number *

2056167641

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

362

Robert Shores - 205-616-7641
bshores@shorespc.com

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- ( ) Bachelor's Degree
- (•) Master's Degree

Who is your current Employer? *

self

What is your current Job Title? *

Attorney

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

Civil Litigation

Robert Shores - 205-616-7641
bshores@shorespc.com

Please briefly describe your community activities and/or volunteer experience: *

Boy Scouts of America volunteer committee member at local council level

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

<2 years

What is your connection to Beaufort? *

Our son has a home here. Our children and grandchildren live in Raleigh

Are you currently serving on a Town Advisory Board/Commission? *

- ( ) Yes
- (•) No

Robert Shores - 205-616-7641
bshores@shorespc.com

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

n/a

Why are you interested in serving on this board(s)/commission(s)? *

To become involved in local activities and to, hopefully, improve local conditions.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

My involvement and achievements with Boy Scout activities in Birmingham, Alabama.

Hal Snyder 252-515-1735
halksnyder@hotmail.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Hal Snyder 252-515-1735
halksnyder@hotmail.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Hal

Last Name *

Snyder

Email Address *

halksnyder@hotmail.com

Home Address *

802 Pirates Landing Drive

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Hal Snyder 252-515-1735
halksnyder@hotmail.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

n/a

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

n/a

Telephone Number *

252-515-1735

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

368

Hal Snyder 252-515-1735
halksnyder@hotmail.com

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- (•) Associates Degree
- ( ) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

self employed

What is your current Job Title? *

Ship's Master

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

Boat Captain and Yacht Broker

Hal Snyder 252-515-1735
halksnyder@hotmail.com

5.

Please briefly describe your community activities and/or volunteer experience: *

Coast Guard Liaison Officer/Director, Medical Center/VP Business and Civic Org

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

more than 15 years

What is your connection to Beaufort? *

Grew up in Carteret County been on the water since age 10. It's home.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Hal Snyder 252-515-1735
halksnyder@hotmail.com

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

On Ocracoke, not Beaufort

Why are you interested in serving on this board(s)/commission(s)? *

As this is new I would like to use my experience and insight to help in the early setup.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

Have worked, lived, and played on the waters of Beaufort most of my adult life. The future of these waters both ecologically and economically is paramount to the future of Beaufort.

Jonathan Sprowl - 919-830-8984
Jsprowl28@gmail.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Jonathan Sprowl - 919-830-8984
Jsprowl28@gmail.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Jonathan

Last Name *

Sprowl

Email Address *

Jsprowl28@gmail.com

Home Address *

204 Second Street Beaufort

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Jonathan Sprowl - 919-830-8984
Jsprowl28@gmail.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

204 2nd Street Beaufort

Are you a full-time resident of the Town of Beaufort? *

- ○ Yes
- ◉ No

Are you a part-time resident of the Town of Beaufort? *

- ◉ Yes
- ○ No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

1412 Lakestone Village Ln Fuquay Varina, NC 27526

Telephone Number *

919 830 8984

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

374

Jonathan Sprowl - 919-830-8984
Jsprowl28@gmail.com

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- (•) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

BASF Corporation

What is your current Job Title? *

Customer Service Manager

Years in your current position: *

3 years but less than 7 years

Please provide a brief description of your duties: *

Responsible for the order to cash process and inventory management for a $300M business segment. Manage a team of 8 employees. Previous to this position I have 30years of experience as Human Resource Manager, 20 of those years with BASF.

Jonathan Sprowl - 919-830-8984
Jsprowl28@gmail.com

5.

Please briefly describe your community activities and/or volunteer experience: *

Board member of home owners associations, Sunday school teacher at One Harbor Beaufort

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

5 years but less than 10 years

What is your connection to Beaufort? *

Home owner

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Jonathan Sprowl - 919-830-8984
Jsprowl28@gmail.com

5.

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

NA

Why are you interested in serving on this board(s)/commission(s)? *

My interest is the sustainability of our waterway, ecosystem, natural resources and economy. I am interested in finding a solutions that provide the best balance between these competing interests.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

My years of human resource background have provided me with strong team building, communication, public speaking, negotiations, and project management skills. I also have experience with meeting financial targets, working directly with customers, logistics and supply planning through my customer service position.

I am also OUPV licensed and have over 40 years of boating experience.

George Stanziale - 919-949-7482
gstanziale@stewartinc.com

5.

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Planning Board

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

George Stanziale - 919-949-7482
gstanziale@stewartinc.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

George

Last Name *

Stanziale

Email Address *

gstanziale@stewartinc.com

Home Address *

302 Gordon Street, Beaufort

Is your mailing address the same as your home address? *

- ○ Yes
- ◉ No

George Stanziale - 919-949-7482
gstanziale@stewartinc.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

115 Cofield Circle, Durham, NC 27707

Are you a full-time resident of the Town of Beaufort? *

- ○ Yes
- ◉ No

Are you a part-time resident of the Town of Beaufort? *

- ◉ Yes
- ○ No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

9199497482

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to b[illegible]ned to your application.

380

George Stanziale - 919-949-7482
gstanziale@stewartinc.com

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- (•) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

Stewart Engineering Inc.

What is your current Job Title? *

President, CBDO

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

As president of a 200+ person professional services firm, I serve as an executive committee leader, carry out the firms strategic growth initiatives, oversee firmwide Business Development and serve as Principal in charge of specific projects as a Landscape Architect and Master Planner with 45 years experience as well as lead zoning and entitlement processes for certain key projects.

George Stanziale - 919-949-7482
gstanziale@stewartinc.com

5.

Please briefly describe your community activities and/or volunteer experience: *

- Founding member and Chair seven years of the Durham Appearance Commission
(7 years)
- Vice Chair and member of the Durham Convention Center Authority (5 years)
- Member of the Mayors council to develop Crime Prevention Through Environmental Design (CPTED) principals and guidelines for the City of Durham
- Founding member and Board member of the Triangle District of the Urban Land Institute (ULI)
- Mentor leader for young leaders for ULI District Council
Founding member, Urban Land Institute Carolinas
- Founding member, co-Chair and Chair of of the Rethinking Southern Cities Council of ULI Carolinas
- President, immediate past president and current member of the NC State University College of Design Board
- Visiting lecturer on zoning, the zoning process, and the Landscape Architects role in the process, NC State University College of Design
- Committee member to develop a new Master's Degree program in Real Estate Development, NC State University
- Visiting lecturer, Duke University department of Engineering on the development and entitle process
Visiting lecturer on the development process, design and the Developers role, UNC Chapel Hill, Kenan Flagler school of real estate
- Programming committee member for the annual NC State University Urban Design Conference (multiple years and current)

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

10 years but less than 15 years

George Stanziale - 919-949-7482
gstanziale@stewartinc.com

What is your connection to Beaufort? *

Quality of life on the water, its history and access to the islands and fishing. in addition, worked on or currently working on several projects for the town including:
- Author of the Gateways Master Plan
- New Turner Street Bridge design concept
- Turner Street streetscape improvements
- The Beaufort Comprehensive Plan and UDO update
- Design of the new Cedar Street Park
- ADA Transition Plan

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

Durham Appearance Commission, Durham Convention Center Authority

George Stanziale - 919-949-7482
gstanziale@stewartinc.com

5.

Why are you interested in serving on this board(s)/commission(s)? *

My wife and I are spending considerably more time in town since Covit and will continue to do so. I love to be involved in my community and utilize my experience and knowledge to better my community. as a landscape Architect and master Planner with 45 years experience, I have been involved in more than 200 rezoning's nationally and and countless development projects. I enjoy the zoning and development process and feel i would bring significant development experience to the planning board and or the Harbor and waterways advisory committee.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

I have a degree in Architecture and Landscape Architecture and have practiced for 45 years. I have been involved in the master planning, design, construction and entitlements of various project types nationally that include master planned communities, mixed use, hospitality, healthcare, higher education, retail and office. I have taught classed on the development and zoning and entitle processes. I am President of a large design and engineering firm and previously worked internationally on resort and hospitality projects.

I understand the political process and understand how to conduct and participate in public meetings and community input meetings.

Miriam Sutton - 252-808-7485
mirsutton@gmail.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Planning Board

Miriam Sutton - 252-808-7485
mirsutton@gmail.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Miriam

Last Name *

Sutton

Email Address *

mirsutton@gmail.com

Home Address *

2231 Lennoxville Road, Beaufort, NC 28516

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Miriam Sutton - 252-808-7485
mirsutton@gmail.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

NA

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

NA

Telephone Number *

2528087485

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

387

Miriam Sutton - 252-808-7485
mirsutton@gmail.com

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- ( ) Bachelor's Degree
- (•) Master's Degree

Who is your current Employer? *

Retired

What is your current Job Title? *

Retired Educator; currently working independently as an informal educator

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

I provide education, outreach and communication for research institutions, K-12+, and general audiences.

Miriam Sutton - 252-808-7485
mirsutton@gmail.com

5.

Please briefly describe your community activities and/or volunteer experience: *

Currently serving on the following boards: Carteret Cay Foundation/Bonehenge (President); Penguin Plunge (Co-founder); Science by the Sea (Owner/Operator); and Rachel Carson Reserve (Advisory Committee).

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

more than 15 years

What is your connection to Beaufort? *

Moved here to teach in the Carteret County School system in 1994; Visited Beaufort during childhood and early adulthood summers. I am committed to preserving Beaufort's unique character as the Town continues to progress through this growth spurt. I am a licensed boat captain and am currently providing eco-tours through Science by the Sea through the Rachel Carson Reserve. Proceeds from my tours allow me to donate 10% back to the Reserve.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Miriam Sutton - 252-808-7485
mirsutton@gmail.com

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

NA

Why are you interested in serving on this board(s)/commission(s)? *

I am committed to preserving Beaufort's unique character and our water quality while carefully navigating our current growth spurt.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

I spend an enormous amount of time on the water in and around Beaufort and am fully aware of the challenges our Town will face in the future based on extensive development projects and the subsequent stormwater issues brought on by that development. There are buffer systems that can assist in maintaining our water quality. My teaching career focused on estuarine ecosystems, marine biology, and ocean sciences.

Dianne Tetreault - 713-402-8708
Diannetet@cs.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Dianne Tetreault - 713-402-8708
Diannetet@cs.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Dianne

Last Name *

Tetreault

Email Address *

Diannetet@cs.com

Home Address *

4005 Galantis Dr #204H. MHC, NC. 28557

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Dianne Tetreault - 713-402-8708
Diannetet@cs.com

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- ○ Yes
- ◉ No

Are you a part-time resident of the Town of Beaufort? *

- ○ Yes
- ◉ No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

713-402-8708

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

Dianne Tetreault - 713-402-8708
Diannetet@cs.com

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- (•) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

Retired

What is your current Job Title? *

Volunteer

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

Volunteer at: NC Maritime Museum in Beaufort ; Ocean Cruising Club - international sailing organization of over 2500 sailboats (I am official OCC Port Officer for Beaufort. Hosting 25+ international sailing vessels & visitors a year. 2021 so far = 5). Lived in Beaufort from 2009-2020. Member of Morehead Beaufort Yacht Club.

Dianne Tetreault - 713-402-8708
Diannetet@cs.com

5.

Please briefly describe your community activities and/or volunteer experience: *

See above

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

10 years but less than 15 years

What is your connection to Beaufort? *

Loved living there

Are you currently serving on a Town Advisory Board/Commission? *

- ( ) Yes
- (•) No

Dianne Tetreault - 713-402-8708
Diannetet@cs.com

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

N/A

Why are you interested in serving on this board(s)/commission(s)? *

The oceans are important and I love encouraging sailors to come here.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

Lived on my 40 ft sailboat for 10 years in US & Caribbean

Doug Townsend - 919-630-9530
dtownsend350@gmail.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Planning Board

Doug Townsend - 919-630-9530
dtownsend350@gmail.com

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Historic Preservation Commission

Contact Information

First Name *

Doug

Last Name *

Townsend

Email Address *

dtownsend350@gmail.com

Home Address *

121 Front St. Beaufort, NC 28516

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Doug Townsend - 919-630-9530
dtownsend350@gmail.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

NA

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

NA

Telephone Number *

919.630.9530

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to b[illegible]ned to your application.

399

Doug Townsend - 919-630-9530
dtownsend350@gmail.com

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- ( ) Bachelor's Degree
- (•) Master's Degree

Who is your current Employer? *

Retired

What is your current Job Title? *

NA

Years in your current position: *

3 years but less than 7 years

Please provide a brief description of your duties: *

Founder of Parata Systems; Former investment banker to healthcare industry

400

Doug Townsend - 919-630-9530
dtownsend350@gmail.com

5.

Please briefly describe your community activities and/or volunteer experience: *

Co-Founded "Shift Happens" whose focus is to help local restaurants staff unfilled shifts with local volunteer residents. Also participate with Power Squadron and National Parks Service to clean Shackleford of litter.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

2 years but less than 5 years

What is your connection to Beaufort? *

I live here full time.

Are you currently serving on a Town Advisory Board/Commission? *

- ( ) Yes
- (•) No

Doug Townsend - 919-630-9530
dtownsend350@gmail.com

5.

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

Parata Systems; Amplicare; Cardinal State Bank; Hope Valley Junior Invitational Golf Tournament

Why are you interested in serving on this board(s)/commission(s)? *

Very interested in how Beaufort seeks to handle the negotiation and financial terms for the upcoming lease renewal of the Beaufort City Docks. This is a significant asset of the Town's and I think it is very important we negotiate a market deal that allows the financial value of this lease to inure to the Town of Beaufort as the lessor, not necessarily so heavily weighted to the lessee. I have significant financial background in the sale of commercial businesses and can bring this background to the town of Beaufort.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

Please see above. I have worked on at least $750 million - $ 1 billion of merger and acquisition transactions over my career. I think I can bring this expertise to allow the city to maximize the financial value of this upcoming lease transaction.

Doug Williams - 276-252-3320
dwbft@icloud.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Doug Williams - 276-252-3320
dwbft@icloud.com

5.

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Doug

Last Name *

Williams

Email Address *

dwbft@icloud.com

Home Address *

1501 Ann Street, Beaufort NC, 28516

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Doug Williams - 276-252-3320
dwbft@icloud.com

5.

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

276-252-3320

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

405

Doug Williams - 276-252-3320
dwbft@icloud.com

5.

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- ( ) Associates Degree
- (•) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

Retired

What is your current Job Title? *

N/A

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

Retired Furniture Executive. Past President, HOOKER Furniture, Martinsville, VA

Doug Williams - 276-252-3320
dwbft@icloud.com

5.

Please briefly describe your community activities and/or volunteer experience: *

6 years as Board Member of Friends of the NC Maritime Museum.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

10 years but less than 15 years

What is your connection to Beaufort? *

Fell in love with Beaufort in early 80's on vacation. Visited for many years. Bought a house at 1501 Ann Street in Beaufort in 2006, after retiring. Have been part time in Beaufort for many years, until moving here full time in 2020. Have been interested in all things relating to Beaufort and it's future. Avid sailor, kayaker, and power boater.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Doug Williams - 276-252-3320
dwbft@icloud.com

5.

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

Friends of the NC Maritime Museum

Why are you interested in serving on this board(s)/commission(s)? *

We are really happy living in Beaufort, and love and want to see the community prosper and thrive while retaining what drew us here in this first place. Small town atmosphere, fabulous history, great harbor, and waterways, friendly atmosphere, and spirit of wanting to maintain environmental conditions, while servings residents and visitors in the future.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

President of large Furniture Manufacturing company. Extensive travel and sourcing of materials and manufacturing equipment across the globe. Have served on multiple boards, including American Furniture Manufacturing Association and Henry County VA Economic Development Authority. Friends of the NC Maritime Museum.