

# CAROLINA BEACH

Town Council Workshop

Tuesday, July 26, 2022 – 9:00 AM

Council Chambers, 1121 N. Lake Park Boulevard, Carolina Beach, NC



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## AGENDA

### CALL TO ORDER

### DISCUSSION ITEMS

- [1.](#) Employee Recognition
- [2.](#) Parking Update by Pivot Parking
- [3.](#) Presentation on the Proposed Harper Avenue Project
- [4.](#) Stormwater Update by Brian Stanberry
- [5.](#) Mooring Field Overview by Ed Parvin
- [6.](#) Review Code Enforcement Procedures and Policies
- [7.](#) ROT Reimbursement Request
- [8.](#) Appointments to Ad-hoc Parking Committee

### MANAGER'S UPDATE

### COUNCIL COMMENTS

### CLOSED SESSION

### ADJOURNMENT



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Town Council Workshop – 7/26/2022

**SUBJECT:** Employee Recognition

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**BACKGROUND:**

Brian Stanberry will recognize Tim Mattingly for 20 years of service with the Town.



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Town Council Workshop 7/26/2022

**SUBJECT:** Parking Update by Pivot Parking

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**BACKGROUND:**

Pivot Parking will give an update.



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Ed Parvin, Assistant Town Manager      **DEPARTMENT:** Executive

**MEETING:** Town Council Workshop 7/26/2022

**SUBJECT:** Presentation on the Proposed Harper Avenue Project

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**BACKGROUND:**

Ed Parvin will give a presentation on the proposed Harper Avenue Project.

**ACTION REQUESTED:**

Discussion

# Harper Avenue

# Streetscape

# Council Workshop

July 26, 2022



# HARPER AVENUE PARKING & MULTI-USE PATH

Parking 1 Block from Amenity – Relieve Congestion

Item 3.

70 +- 5% Spaces @ North Side of Median ONLY on Harper Avenue Only. 800 Ft Long 11.5" wide spaces.

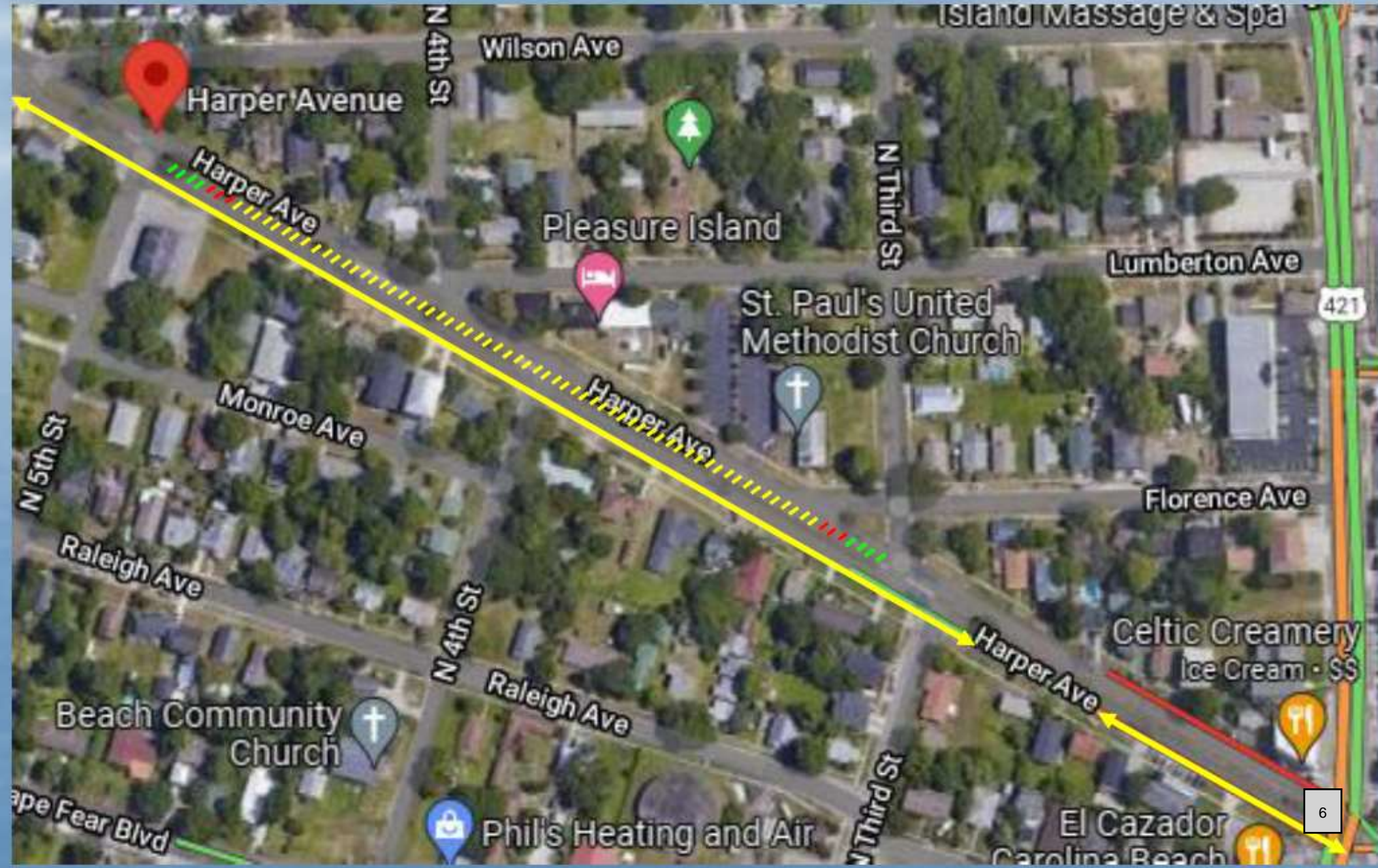
Exiting parking spaces would encourage egress naturally to Dow Road to ease congestion.

### Assumption:

1. Retain "C" Shape of Existing Curbing to define parking area.
2. Hollow out dirt from median.
3. Apply Crush & Run Surface.
4. Apply Angled Parking Blocks.
5. Apply Signage prohibiting Back-In Parking and Double Parking for all vehicles.



8 ft. Wide Sidewalk Placed on Opposite side as Existing Underground Water & Sewer



# Harper Avenue Streetscape

Where do we start?

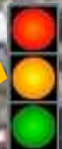


# The Corridor

Dow Road

Lake Park

Harper Ave



## Harper Avenue Streetscape



# By the Numbers

- Length: 1 Mile
- R/W: 90 – 100 ft
- 35 mph
- Sidewalks 1/3 of corridor
- Undesignated Collector
- 1,522 vpd

Dow Road

Lake Park

Harper Ave



## Harper Avenue Streetscape

# The Process

Item 3.

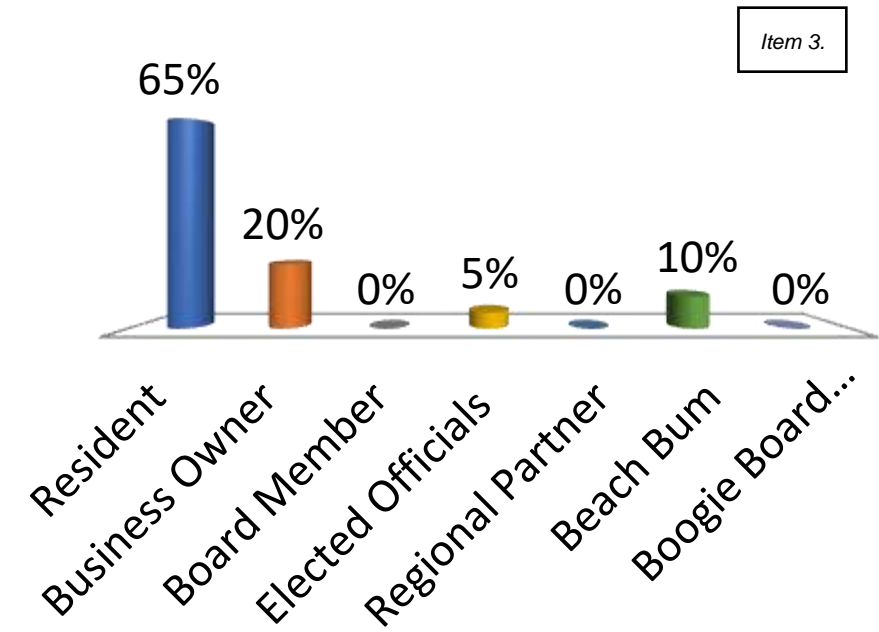


- Two Day Design Workshop (*on site*)
- Field Observations
- Data Collection
- Conversations with:
  - Property Owners
  - Residents
  - Business Owners
  - NCDOT
  - Wilmington MPO
  - Town of Carolina staff
- Workshop with residents both evenings
- Public Meeting - *tonight*

# What We Heard – *At a Glance*



- 21 participants
- Residents, business owners, council representative
- 15 questions



# What We Heard - *Vision Statements*

- Harper Ave is a unique street that is worthy of special attention.
- The corridor represents the best opportunity to connect the State Park with the beach.
- The corridor is in need of a unifying character or design.
- There is support for reinforcing the corridor primarily as a residential corridor.
- A secret passage for those in the know that serves local mobility rather than regional traffic



# What We Heard - *Parking*

- Must maintain parking for the residential areas.
- The need for parking changes depending on where you are in the corridor
- Parking additions should focus on accommodating adjacent demand as opposed to town-wide.
- A town-wide parking study is needed to establish a comprehensive parking strategy



# What We Heard- *Stormwater*

- The intersection at Dow is in need of attention
- Efforts should be made to minimize the impervious surface in the corridor
- “green infrastructure” can help with stormwater management
- The existing median doesn’t do anything to help with stormwater.



# Key Takeaways – “Green”

- Support for the inclusion of “green” elements (landscaping, trees, grass, etc.).
- Mixed thoughts about the value of maintaining a median.
- If a median isn’t incorporated ensure that green elements are added elsewhere
- Landscaping could help establish recognition as a “green street” corridor.



# Key Takeaways – *Bike and Pedestrian*

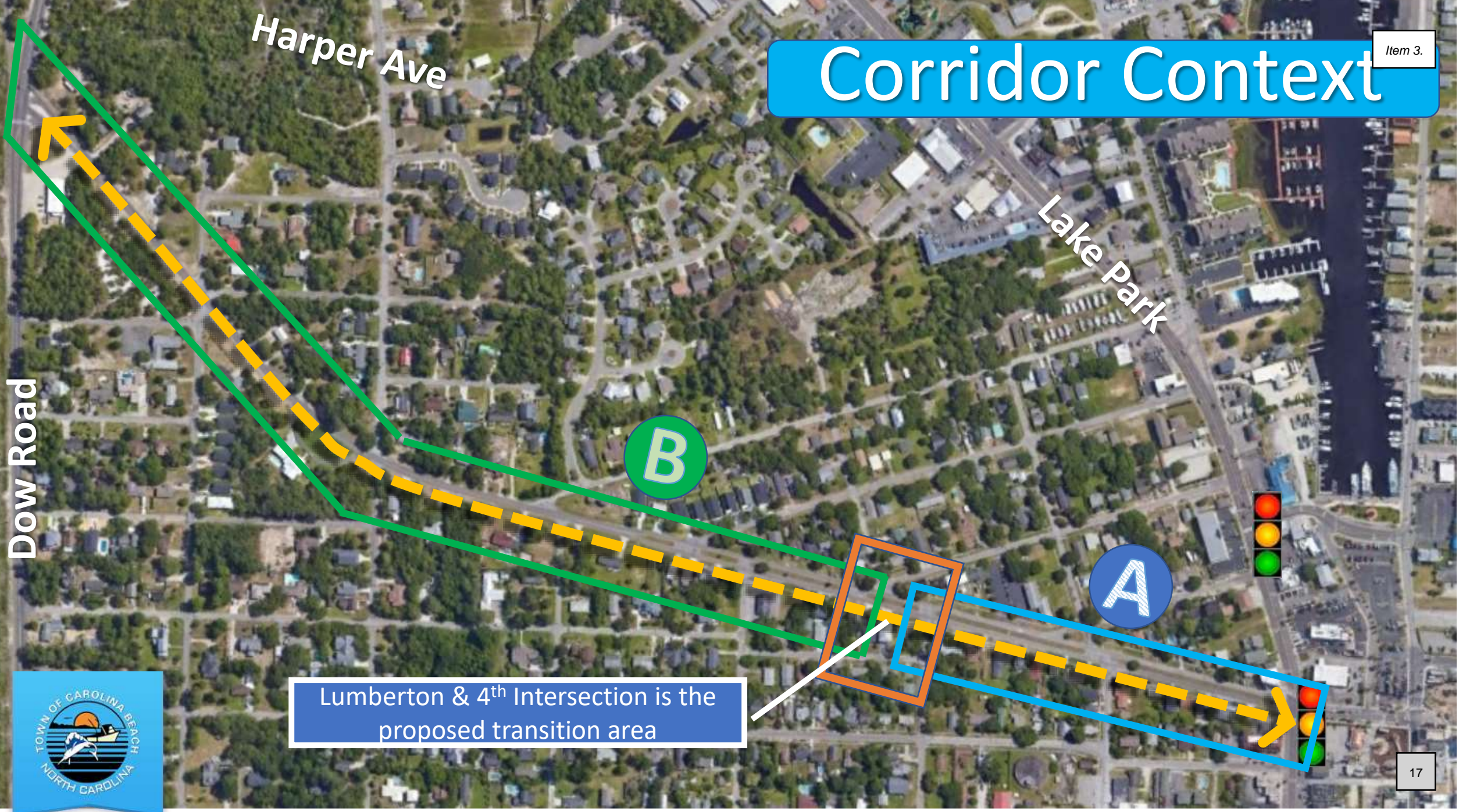
- Several examples of conflicts between cars and bikes/peds.
- Overhanging parking creates many of the conflicts
- Current sidewalks feel disconnected from the street given the setback
- Current sidewalks aren't wide enough for two people to walk side-by-side.
- Preference is to mix bike and ped into one facility (multi-use path)
- Consider a difference surface for the multi-use path - distinguish from the road.
- Need enhanced safety measures at Lake Park and Dow Road.

Kimley»Horn





# Corridor Context



Harper Ave

Lake Park

Dow Road

B

A

Lumberton & 4<sup>th</sup> Intersection is the proposed transition area





Harper Avenue Improvements

Concept Design | August 2018

Scale = 1"=50'





# Harper Avenue – Lake Park to Fourth Street



# Harper Avenue –Fourth Street to Sixth Street



# Harper Avenue – Sixth Street to Dow Road

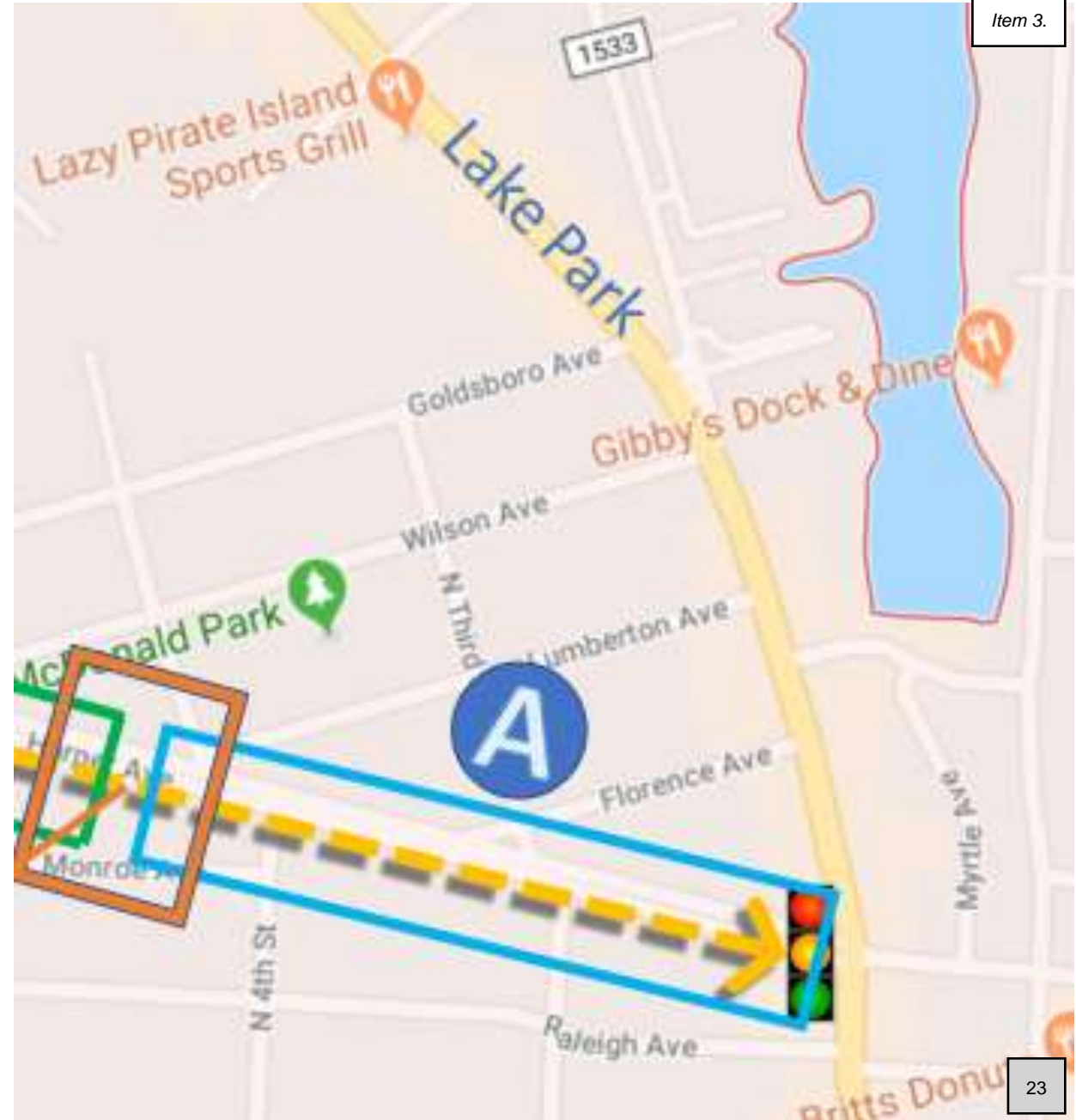


# Discussion

# Section A:

## *Lake Park to 4<sup>th</sup> Street*

- Need to accommodate parking
- Pedestrian accommodations on both sides
- Formal landscaping is most appropriate in this section
- Include pedestrian lighting.
- Consider pervious surfaces where feasible.



# Transition Area

*Between 4<sup>th</sup> and Lumberton*

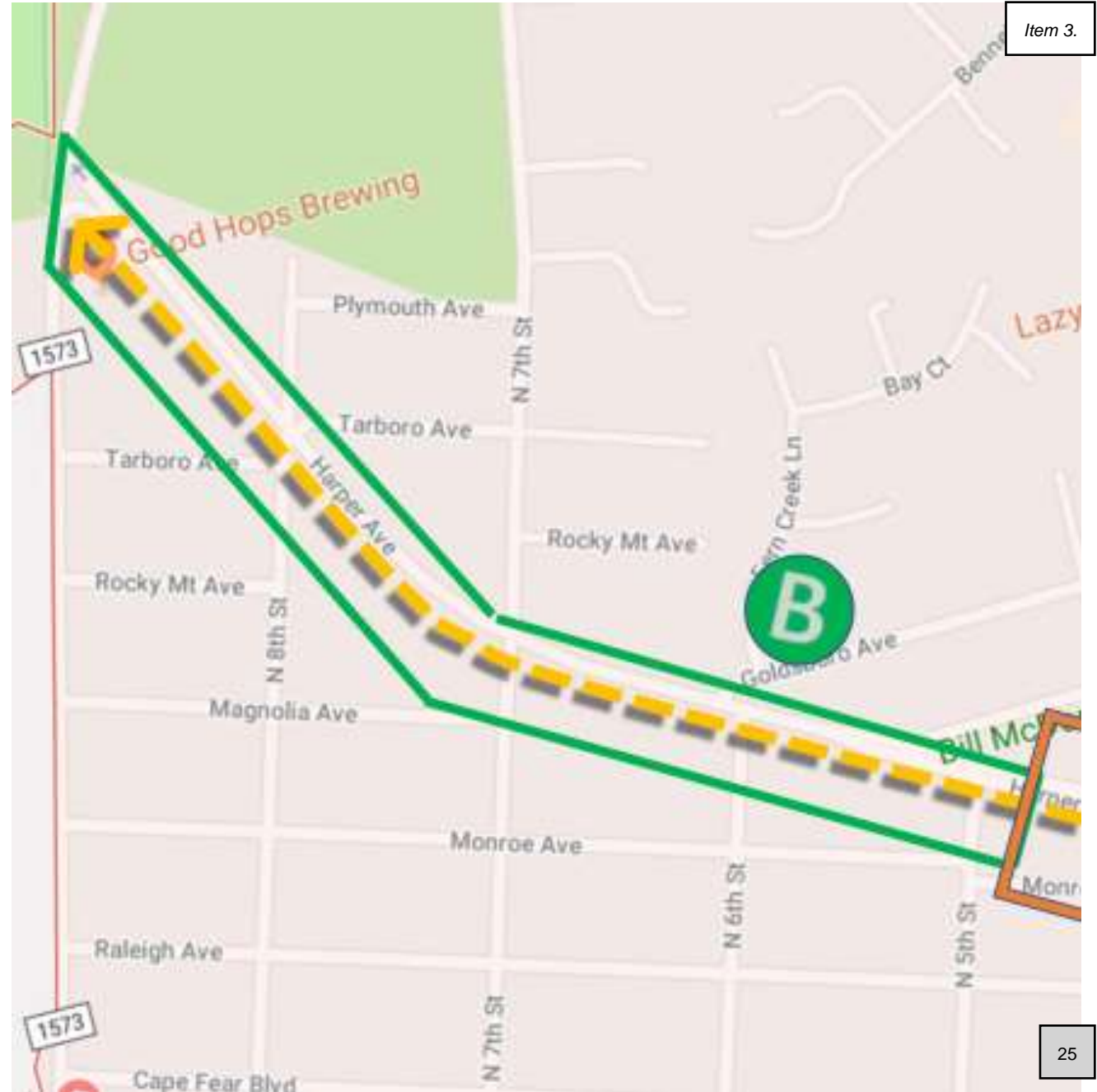
- The offset intersections is a logical spot to transition to a context sensitive cross-section.
- Careful attention is required to maintain a seamless transition





# Section B: *Lumberton to Dow Road*

- Minimize road width to maintain distance from residences
- Undivided roadway section
- Incorporate stormwater management where feasible
- Multi-use trail on south side
- Optional sidewalk on north side
- Street trees on both sides





## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Brian Stanberry, Public Works Director    **DEPARTMENT:** Public Works

**MEETING:** Town Council Workshop 7/26/2022

**SUBJECT:** Stormwater Update by Brian Stanberry

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**BACKGROUND:**

Brian Stanberry will give an update on some of the top stormwater projects.



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Ed Parvin, Assistant Town Manager

**DEPARTMENT:** Executive

**MEETING:** Town Council Workshop 7/26/2022

**SUBJECT:** Mooring Field Overview by Ed Parvin

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**BACKGROUND:**


Assistant Town Manager Ed Parvin will give an overview of the Mooring Field.







# PROPOSED MOORING FIELD AREA FOR BOATS GREATER THAN 26 FEET AND LESS THAN 55 FEET (75 FOOT SWING RADIUS)



1 inch = 300 feet

 Swing Field @ 75' radius and 150' circumference

**Legend**

-  Future Expansion
-  Shoals an Marsh
-  Field Area
-  Channel Line



Lynn Barbee  
Mayor

Joe Benson  
Council Member

Deb LeCompte  
Council Member



Item 5.  
Jay  
Mayor Pro Tem

Mike Hoffer  
Council Member

Bruce Oakley  
Town Manager

**Town of Carolina Beach**  
1121 N. Lake Park Blvd.  
Carolina Beach, NC 28428  
Tel: (910) 458-2999  
Fax: (910) 458-2997

July 8, 2022

### MEMORANDUM

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**TO: Honorable Mayor and Town Council**  
**FROM: Ed H. Parvin, Assistant Town Manager**  
**RE: Mooring Field Overview**  
**Report request by Town Council**

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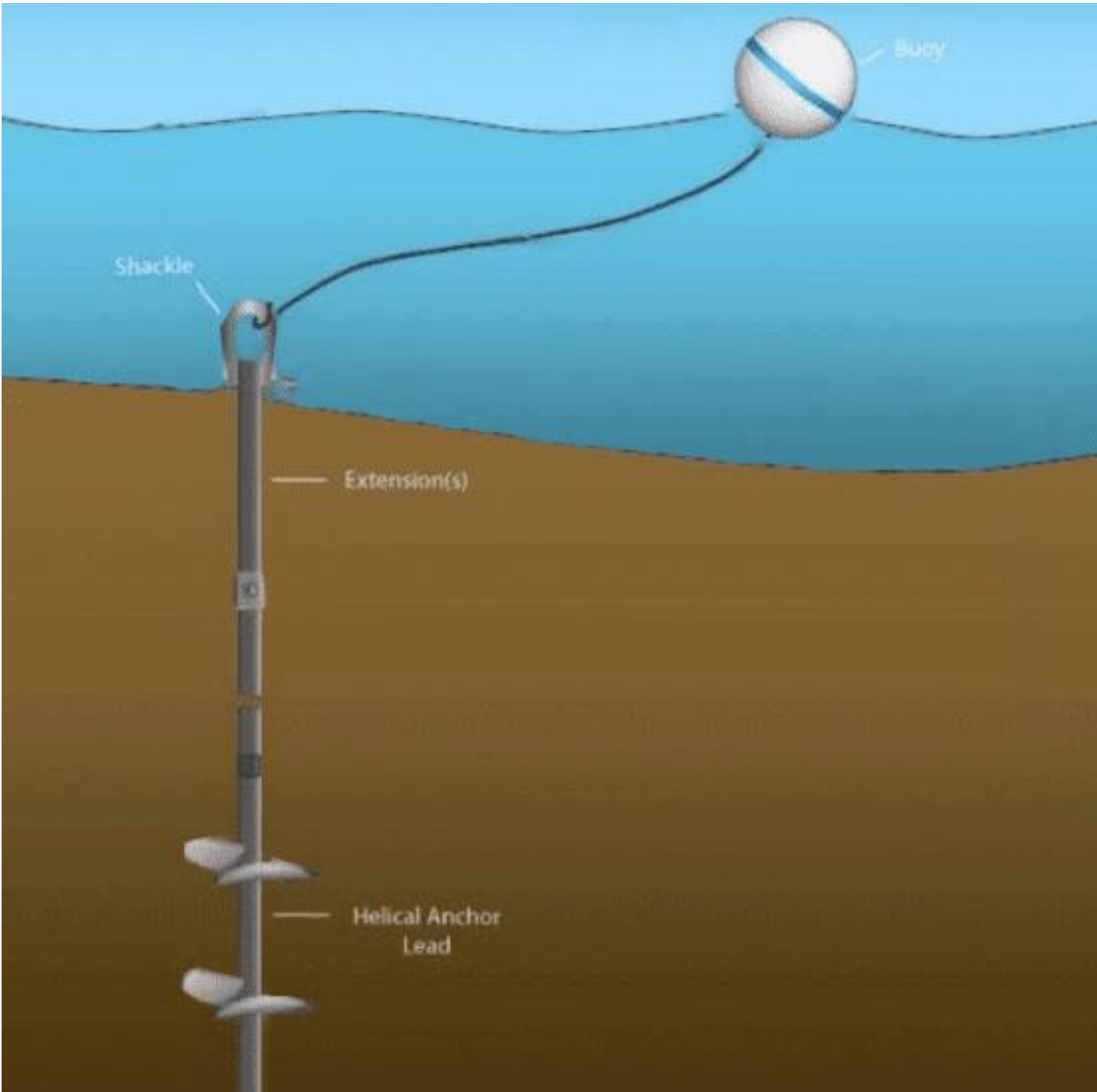
The moorings were originally funded by the Town and a Boating Infrastructure grant through NC Marine Fisheries. Ten mooring balls were installed in the Spring of 2012. The design utilizes a concrete block with two pivot chains. The moorings allow for vessels between 26' and 55' feet in length to tie on for up to 10 days at a time. Dinghy Docks provided at Sandpiper and the Town Marina allow patrons of the moorings to visit Carolina Beach. One of the mooring ball's chain did fail several years ago leaving us with 9 functioning moorings.

A night on a mooring ball is \$20 and is scheduled to be increased to \$30 starting January 1, 2023. An overview of last year's usage is included which shows the dates, and gross profits of just over \$30K.

The Town utilizes one full time and one part-time employee to manage the mooring field. With the current setup one of the employees is available 24/7/365 for monitoring (ensure rules are enforced), maintenance (mooring lines, baskets, balls), and management (DOCKWA, online reservations, phone calls, emails). Under this design we have experienced approximately 38 overtime hours per 2 week pay period for the full time employee. In addition, the Executive staff provides management support by overseeing all contracts for maintenance and manages administrative issues with reservation software.

Last fiscal year we had the chains analyzed by a contractor. It was determined that the chain directly connecting to the mooring balls will need to be replaced w/in the next 5 years. Due to the difficulties with maintenance on the existing mooring tackle staff has investigated installing helical anchors to replace and expand the moorings. The helical anchors would replace the massive block and chain system that is currently in place. The helical anchors would allow for access to maintain the tackle without full replacement. There is a large range in anchor cost with many variables to consider. The size of the Helix Mooring anchor depends upon the site location bottom and the holding requirements. Compared to other anchors on the basis of delivered holding and effective life, the Helix Mooring anchor is the most cost-effective option.

The grant we previously used was just released and is due on August 15, 2022. It requires a 25% match by the municipality. Currently the town does not have this project in the budget. We do not have plans, permitting, or cost estimates. If Town Council is interested we could (1) move forward this year if we dedicate additional resources to developing the project asap, or (2) spend additional time planning and be ready to submit in August 2023?



	HOLDING POWER	ADVANTAGES	DISADVANTAGES	NOTES
Deadweight	An 8,000lb. concrete mooring has approximately 4,000lb. of holding power	<ul style="list-style-type: none"> <li>• Simple design</li> <li>• Good for most bottom types</li> <li>• Still holds position even if dragged during storm</li> </ul>	<ul style="list-style-type: none"> <li>• Heavy, bulky, requires assistance for installation</li> </ul>	<ul style="list-style-type: none"> <li>• Better suited for rock bottoms than other anchors</li> <li>• Deadweight moorings made from concrete can lose over half their weight when submerged in water</li> <li>• Deadweight moorings made from granite can lose over a third of their weight when submerged in water</li> <li>• Fault lines in stone anchors can crack when putting in staples</li> </ul>
Mushroom	A 500lb. mushroom anchor has approximately 1,200lb. of holding power	<ul style="list-style-type: none"> <li>• Has a high holding power-to-weight ratio</li> </ul>	<ul style="list-style-type: none"> <li>• Limited success in rocky areas</li> <li>• Prone to spin out and chain wrap</li> </ul>	<ul style="list-style-type: none"> <li>• Better suited for muddy bottom conditions</li> <li>• Limited success in rocky areas</li> <li>• Prone to spin out and chain wrap</li> <li>• Better suited for muddy bottom conditions</li> <li>• Generally, weight of mushroom anchors would be 10-20 lbs per foot of boat in mud bottom</li> <li>• Proper installation is important to assure it is buried</li> </ul>
Pyramid	A 650lb. pyramid anchor has approximately 6,500lb. of holding power	<ul style="list-style-type: none"> <li>• Has high holding power to weight ratio</li> <li>• Simple design</li> </ul>	<ul style="list-style-type: none"> <li>• Limited success in rocky areas</li> <li>• Higher cost</li> </ul>	<ul style="list-style-type: none"> <li>• Better suited for muddy bottom conditions</li> <li>• Size and shape help it penetrate the bottom more rapidly</li> <li>• Generally, weight of pyramid anchors would be 10-20 lbs per foot of boat in mud bottom</li> </ul>
Helix	A 10" screw Helix anchor has approximately 10,000lb. of holding power	<ul style="list-style-type: none"> <li>• High holding power to weigh ratio</li> <li>• Small size</li> <li>• Longevity</li> <li>• More environmentally sensitive</li> </ul>	<ul style="list-style-type: none"> <li>• Specialized installer needed</li> <li>• Difficult in rock</li> <li>• Heavy, bulky, requires assistance for installation</li> <li>• More difficult to move</li> </ul>	<ul style="list-style-type: none"> <li>• Better suited for softer bottom conditions and don't perform as well in rocky bottom conditions</li> <li>• Type of helix used might differ with condition of bottom.</li> <li>• Requires diver to set and maintain</li> </ul>

ATTACHMENTS

- 1. 2021-22 fiscal year usage and revenue
- 2. Proposed area of expansion





## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Jeremy Hardison

**DEPARTMENT:** Planning &  
Development

**MEETING:** Town Council Workshop 7/26/2022

**SUBJECT:** Review Code Enforcement Procedures and Policies

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**BACKGROUND:**

During the regular Town Council meeting on July 12<sup>th</sup> Councilman Healy requested for a review of the Code Enforcement job description. Staff will present the Town's Code Enforcement process and procedures.

**ACTION REQUESTED:**

Information item only

**RECOMMENDED MOTION:**

## **CODE ENFORCEMENT OFFICER**

### **Primary Reason Why Classification Exists**

To enforce town code and administrator the compliance process while also conducting plan review and inspections for compliance with the state building code.

### **Distinguishing Features of the Class**

The position of Code Enforcement Officer, which may also be called Code Administrator, Permit and Inspection Administrator, Compliance Officer, or other specialized technician, is paraprofessional work. The Code Enforcement Officer devotes a significant amount of time to developing and maintaining compliance process and procedures as well as conducting administrative tasks. The Code Enforcement Officer works closely with plan review, internal and external customers on a regular basis to provide customer service on permitting, inspection, and code issues. Successful Code Enforcement Officers may be asked to perform professional-level duties of limited complexity. Work is performed under general supervision of the Chief Building Inspector.

### **Illustrative Examples of Work**

- Investigates violations associated with state building codes, minimal housing, abandoned structures, abandoned property, weeds, junk, and other unique development codes in Carolina Beach.
- Oversees code compliance processes after initial recognition and contact to a violator has been documented by the appropriate town official.
- Provides technical assistance and information to staff and the public in the administration of specific development programs areas or ordinances
- Reviews permit applications to assure compliance with requirements of the Building Code and Town Codes
- Inspects residential and commercial construction and reconstruction to enforce State codes for building construction .
- Performs routine office tasks in designated program areas, including data entry, file management, copying and answering telephone
- Develops and maintains automated tracking systems, hard copy files and records
- Researches and compiles information on a variety of development/permitting issues from multiple sources
- Prepares public notices or property owner verifications
- Prepares maps, charts, tables of limited complexity
- Attends public meetings, assisting other planning and development staff as appropriate
- Compiles, collects, prints and records a variety of data and records for analysis of trends and preparation of reports; creates reports and data bases; maintains databases.
- Instruct the public on using online GIS programs and the Town website
- Instruct the public on the need for various permits.
- Track and accurately prepares the Planning Departments bi-weekly payroll report for submission to Human Resources, Prepare Quarterly reports to Finance on Home Recovery, Monthly building report to US Department of Commerce, send copies of permits to New Hanover County.

- Assist with the Town's Damage Assessment team following hurricanes and other disasters .
- Perform related duties as required

### **Knowledge Skills & Abilities**

- Knowledge of processes utilized for code compliance
- Knowledge of building code or associated trades and permitting processes principles and practices, including pertinent specialties
- Knowledge of effective writing techniques
- Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer hardware and software programs, which may include Microsoft Office, including experience in Excel spreadsheets, Internet applications, and GIS
- Strong customer service and oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to work on several projects or issues simultaneously

### **Physical Requirements**

Must be physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, typing, grasping, feeling, talking, and hearing. Must be able to perform light work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and a negligible amount of force constantly to move objects. Must possess the visual acuity to do extensive reading, use measurement devices, operate a motor vehicle, and perform building inspection tasks. Employee will be exposed to both inside office and outside working conditions, including working outdoors during periods of cold or extreme heat.

### **Working Conditions**

Work may be performed at various locations and in an environmentally controlled office environment. Work may also be performed outside exposing employee to various weather conditions including temperatures of extreme cold or heat. This position has been deemed Safety Sensitive. May be exposed to Bloodborne pathogens.

### **Required Education and Experience**

The Code Enforcement Officer level generally requires, at a minimum, a high school diploma, supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, or other related field. One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes

is highly desirable. Possession of or ability to pass required NIMS Certification Training. Possess or ability to obtain building inspection certifications. Must be immunized against Bloodborne pathogens. Must be immunized against Tetanus. Requires possession of a North Carolina Driver's License.

**FLSA Status:** Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the Town's official work week and not the employee's work schedule)

Town of Carolina Beach – 2021



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Sheila Nicholson

**DEPARTMENT:** Executive

**MEETING:** Town Council Workshop 7/26/2022

**SUBJECT:** ROT Reimbursement Request

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### **BACKGROUND:**

The Town is request a Room Occupancy Tax reimbursement in the amount of \$288,664.02. The expenses include the following:

- 21/22 debt service payment for Hamlet bathroom/lifeguard facilities: \$75,597.13
- 21/22 donation to Pleasure Island Chamber of Commerce: \$10,000.00
- 11/1/21-6/30/22 expenses for lifeguards/Ocean Rescue: \$160,534.74
- 11/1/21-6/30/22 expenses for Parks & Rec (movies, fireworks, bands, etc.): \$42,532.15

### **ACTION REQUESTED:**

Motion to approve the ROT reimbursement request in the amount of \$288,664.02.



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Town Council Workshop 7/26/2022

**SUBJECT:** Appointments to Ad-hoc Parking Committee

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**BACKGROUND:**

Mayor Barbee will announce the new appointments to the ad-hoc parking committee.

**RECOMMENDED MOTION:**

Motion to appoint the new members of the ad-hoc parking committee.