

CAROLINA BEACH

Town Council Workshop

Tuesday, September 28, 2021 — 9:00 AM

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



AGENDA

CALL TO ORDER

DISCUSSION ITEMS

1. Employee Recognition
2. WMPO Presentation on Traffic Calming Devices
3. Bike/Ped Committee Update
4. Review Proposed Landscaping Ordinance
5. Manager's Update

NON-AGENDA ITEMS

CLOSED SESSION

6. Closed Session to Discuss a Personnel Matter

ADJOURNMENT



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Workshop – 9/28/2021

SUBJECT: Employee Recognition

BACKGROUND:

Jeremy Hardison will recognize Gigi Baggarley for 5 years of service in Planning.

Chief Ward will recognize Justin McDade for 5 years of service with the Police Department.

Chief Ward will recognize Anthony Marcucilli for 25 years with the Police Department.



AGENDA ITEM COVERSHEET

PREPARED BY: Ed Parvin, Assistant Town Manager

DEPARTMENT: Executive

MEETING: Town Council Workshop 9/28/2021

SUBJECT: WMPO Presentation on Traffic Calming Devices

BACKGROUND:

The Wilmington Metropolitan Planning Organization will present traffic calming options.

Introduction

Purpose:

The purpose of these fact sheets is to provide transportation practitioners, public agencies, and the general public general facts and information regarding the most popular traffic calming measures used today. ITE and the Federal Highway Administration (FHWA) recently produced a Traffic Calming ePrimer (web link shown below), which documents the results of several decades of traffic calming experience in the United States, presenting a thorough review of current traffic calming practices. These fact sheets summarize information presented in the ePrimer.

ITE/FHWA Traffic Calming EPrimer: https://safety.fhwa.dot.gov/speedmgt/traffic_calm.cfm

Traffic Calming Measures Included:

A **horizontal deflection** hinders the ability of a motorist to drive in a straight path by creating a horizontal shift in the roadway. This shift reduces the ability of a motorist to maintain speed while comfortably navigating the measure.

- Lateral shift
- Chicane
- Realigned Intersection
- Traffic Circle
- Small Modern Roundabout/Mini-Roundabout
- Roundabout

A **vertical deflection** creates a change in the height of the roadway that typically forces a motorist to slow down to maintain an acceptable level of comfort.

- Speed Hump
- Speed Cushion
- Speed Table
- Raised Crosswalk
- Raised Intersection

A **street width reduction** narrows the width of a vehicle travel lane or roadway, so a motorist likely needs to slow the vehicle to maintain an acceptable level of comfort and safety. The measure can also reduce the distance required for pedestrian crossings, reducing exposure to vehicular conflicts.

- Corner Extension/Bulb-Out
- Choker
- Median Island
- On-Street Parking
- Road Diet

A **routing restriction** prevents particular vehicle movements at an intersection and is intended to eliminate some portions of cut-through traffic.

- Diagonal Diverter
- Closure
- Median Barrier/Forced Turn Island

Measures Not Included:

A variety of other measures have been part of traffic calming efforts in jurisdictions throughout the United States. These measures are not included in these fact sheets for a variety of reasons, including:

- The measure is a standard traffic control measure typically used for improving traffic flow and has a secondary benefit for non-motorist safety
- The measure produces only a temporary benefit
- The measure requires additional enforcement beyond typical activities
- The measure has minimal or no measurable effect on vehicle speed or non-motorist safety

The excluded measures include:

- Signs
- Pavement Markings
- Gateways
- Corner Radius Reductions
- Textured Pavements and/or Rumble Strips
- Streetscaping/Landscaping

Although these fact sheets focus on mostly physical measures to calm traffic, non-physical measures can also be effective as part of traffic calming efforts. For example, education and enforcement efforts have long been used as part of neighborhood traffic calming programs and should continue to be considered as either supplements to self-enforcing physical means or as precursors to physical measures.

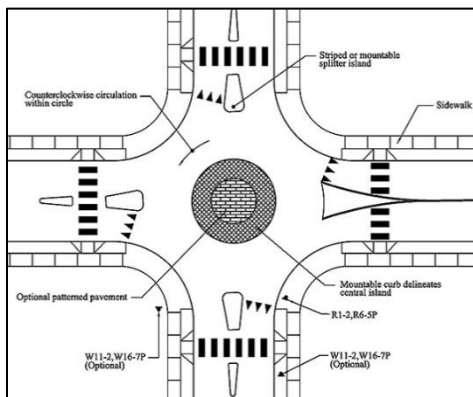
Mini Roundabout

Description:

- Raised islands, placed in unsignalized intersections, around which traffic circulates
- Motorists yield to motorists already in the intersection
- Require drivers to slow to a speed that allows them to comfortably maneuver around them
- Center island of mini roundabout is fully traversable, splitter islands may be fully traversable

Applications:

- Intersections of local and/or collector streets
- One lane each direction entering intersection
- Not typically used at intersections with high volume of large trucks or buses turning left
- Appropriate for low-speed settings



(Source: Delaware DOT)



(Source: Gary Schatz)

ITE/FHWA Traffic Calming EPrimer: https://safety.fhwa.dot.gov/speedmgt/traffic_calm.cfm

Design/Installation:

- See NCHRP Report 672 for design details
- Typically circular in shape, but may be an oval shape
- Controlled by YIELD signs on all approaches with pedestrian crosswalks, if included, one car-length upstream of YIELD bar
- Preferable for roadway to have urban cross section (i.e., curb and gutter)
- Can be applied to road with on-street parking
- Can be applied to roads both with and without a bicycle facility. Bicycle facilities, if provided, must be separated from the circulatory roadway with physical barriers; cyclists using the circulatory roadway must merge with vehicles. Bicycle facilities are prohibited in the circulatory roadway to prevent right-hook crashes.
- Key design features are the fastest paths and path alignment.

Potential Impacts:

- Slight speed reduction
- Little diversion of traffic
- Bicycle and motorist will share lanes at intersections because of narrowed roadway
- Large vehicles/buses usually drive over the center island for left turns

Emergency Response:

- Emergency vehicles maneuver using the center island at slow speeds

Typical Cost

- Cost is similar to bulb-outs because pedestrian ramps and outside curb lines usually have to be relocated

Traffic Circle

Description:

- Raised islands placed in unsignalized intersections around which traffic circulates
- Approaching motorists yield to motorists already in the intersection
- Require drivers to slow to a speed that allows them to comfortably maneuver around them
- Approaches not designed to modern roundabout principals - no deflection

Applications:

- Appropriate at intersections of local streets
- One lane each direction entering intersection
- Not typically used at intersections with high volumes of large trucks or buses turning left
- appropriate for both one-way and two-way streets in urban and suburban settings



(Source: Scott Batson)



(Source: Scott Batson)

ITE/FHWA Traffic Calming EPrimer: https://safety.fhwa.dot.gov/speedmgt/traffic_calm.cfm

Design/Installation Issues:

- Typically circular in shape but may be an oval shape
- Usually have landscaped center islands
- Recommend YIELD signs on all approaches
- Preferable for roadways to be closed-section (i.e. curb and gutter)
- Can be applied to roads with on-street parking
- Can be applied to roads both with and without dedicated bicycle facilities; bike lanes not striped in circulatory roadway
- Key design features include: offset distance (distance between projection of street curb and center island), lane width of circulatory roadway, circle diameter, and height of mountable apron for large vehicles

Potential Impacts:

- Minimal anticipated traffic diversion
- Bicyclist and motorists will share lanes at intersections because of narrowed roadway
- Large vehicles/buses usually not able to circulate around center island for left turns
- Landscaping needs to be designed to allow adequate sight distance, per AASHTO
- Minimize routing of vehicles through unmarked crosswalks on side-streets
- May require additional street lighting

Emergency Response Issues:

- Emergency vehicles maneuver intersections at slow speeds
- Constrained turning radii typically necessitates a left turn in front of the circle for large vehicles

Typical Cost (2017 dollars):

- Typical cost is \$15,000, with a range between \$10,000 and \$25,000

Choker

Description:

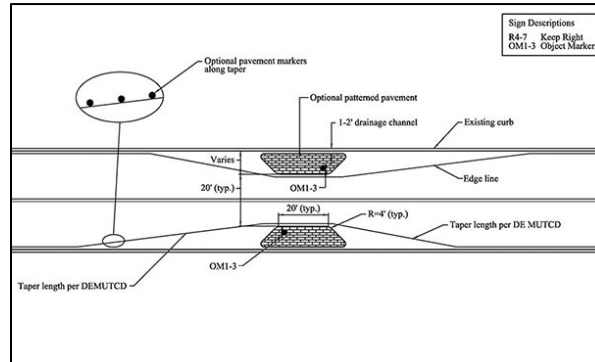
- Curb extension is a lateral horizontal extension of the sidewalk into the street, resulting in a narrower roadway section
- If located at an intersection, it is called a corner extension or a bulb-out
- If located midblock, it is referred to as a choker
- Narrowing of a roadway through the use of curb extensions or roadside islands

Applications:

- Can be created by a pair of curb extensions, often landscaped
- Encourages lower travel speeds by reducing motorist margin of error
- One-lane choker forces two-way traffic to take turns going through the pinch point
- If the pinch point is angled relative to the roadway, it is called an angled choker
- Can be located at any spacing desired
- May be suitable for a mid-block crosswalk
- Appropriate for arterials, collectors, or local streets



(Source: City of An Arbor, Michigan)



(Source: Delaware DOT)

ITE/FHWA Traffic Calming EPrimer: https://safety.fhwa.dot.gov/speedmgt/traffic_calm.cfm

Design/Installation Issues:

- Only applicable for mid-block locations
- Can be used on a one-lane one-way and two-lane two-way street
- Most easily installed on a closed-section road (i.e. curb and gutter)
- Applicable with or without dedicated bicycle facilities
- Applicable on streets with, and can protect, on-street parking
- Appropriate for any speed limit
- Appropriate along bus routes
- Typical width of 6 to 8 feet; offset from through traffic by approximately 1.5 feet
- Locations near streetlights are preferable
- Length of choker island should be at least 20 feet

Potential Impacts:

- Encourages lower speeds by funneling it through the pinch point
- Can result in shorter pedestrian crossing distances if a mid-block crossing is provided
- May force bicyclists and motor vehicles to share the travel lane
- May require some parking removal
- May require relocation of drainage features and utilities

Emergency Response Issues:

- Retains sufficient width for ease of use for emergency vehicles

Typical Cost (2017 dollars):

- Between \$1,500 and \$20,000, depending on length and width of barriers

Table 2B-1. Regulatory Sign and Plaque Sizes (Sheet 4 of 4)

Sign or Plaque	Sign Designation	Section	Conventional Road		Expressway	Freeway	Minimum	Oversized
			Single Lane	Multi-Lane				
SUNDAY (and times) (2 lines) (plaque)	R10-20aP	2B.53	24 x 18	24 x 18	—	—	—	—
Crosswalk, Stop on Red	R10-23	2B.53	24 x 30	24 x 30	—	—	—	—
Push Button To Turn On Warning Lights	R10-25	2B.52	9 x 12	9 x 12	—	—	—	—
Left Turn Yield on Flashing Red Arrow After Stop	R10-27	2B.53	30 x 36	30 x 36	—	—	—	—
XX Vehicles Per Green	R10-28	2B.56	24 x 30	24 x 30	—	—	—	—
XX Vehicles Per Green Each Lane	R10-29	2B.56	36 x 24	36 x 24	—	—	—	—
Right Turn on Red Must Yield to U-Turn	R10-30	2B.54	30 x 36	30 x 36	—	—	—	—
At Signal (plaque)	R10-31P	2B.53	24 x 9	24 x 9	—	—	—	—
Push Button for 2 Seconds for Extra Crossing Time	R10-32P	2B.52	9 x 12	9 x 12	—	—	—	—
Keep Off Median	R11-1	2B.57	24 x 30	24 x 30	—	—	—	—
Road Closed	R11-2	2B.58	48 x 30	48 x 30	—	—	—	—
Road Closed - Local Traffic Only	R11-3a,3b,4	2B.58	60 x 30	60 x 30	—	—	—	—
Weight Limit	R12-1,2	2B.59	24 x 30	24 x 30	36 x 48	—	—	36 x 48
Weight Limit	R12-3	2B.59	24 x 36	24 x 36	—	—	—	—
Weight Limit	R12-4	2B.59	36 x 24	36 x 24	—	—	—	—
Weight Limit	R12-5	2B.59	24 x 36	24 x 36	36 x 48	48 x 60	—	—
Weigh Station	R13-1	2B.60	72 x 54	72 x 54	96 x 72	120 x 90	—	—
Truck Route	R14-1	2B.61	24 x 18	24 x 18	—	—	—	—
Hazardous Material	R14-2,3	2B.62	24 x 24	24 x 24	30 x 30	36 x 36	—	42 x 42
National Network	R14-4,5	2B.63	30 x 30	30 x 30	36 x 36	36 x 36	—	42 x 42
Fender Bender Move Vehicles	R16-4	2B.65	36 x 24	36 x 24	48 x 36	60 x 48	—	48 x 36
Lights On When Using Wipers or Raining	R16-5,6	2B.64	24 x 30	24 x 30	36 x 48	48 x 60	—	36 x 48
Turn On Headlights Next XX Miles	R16-7	2B.64	48 x 15	48 x 15	72 x 24	96 x 30	—	72 x 24
Turn On, Check Headlights	R16-8,9	2B.64	30 x 15	30 x 15	48 x 24	60 x 30	—	48 x 24
Begin, End Daytime Headlight Section	R16-10,11	2B.64	48 x 15	48 x 15	72 x 24	96 x 30	—	72 x 24

* See Table 9B-1 for minimum size required for signs on bicycle facilities

Notes: 1. Larger signs may be used when appropriate
2. Dimensions in inches are shown as width x height

07 **Where side roads intersect a multi-lane street or highway that has a speed limit of 45 mph or higher, the minimum size of the STOP signs facing the side road approaches, even if the side road only has one approach lane, shall be 36 x 36 inches.**

08 **Where side roads intersect a multi-lane street or highway that has a speed limit of 40 MPH or lower, the minimum size of the STOP signs facing the side road approaches shall be as shown in the Single Lane or Multi-lane columns of Table 2B-1 based on the number of approach lanes on the side street approach.**

Guidance:

09 *The minimum sizes for regulatory signs facing traffic on exit and entrance ramps should be as shown in the column of Table 2B-1 that corresponds to the mainline roadway classification (Expressway or Freeway). If a minimum size is not provided in the Freeway column, the minimum size in the Expressway column should be used. If a minimum size is not provided in the Freeway or Expressway Column, the size in the Oversized column should be used.*

Section 2B.04 Right-of-Way at Intersections

Support:

01 State or local laws written in accordance with the “Uniform Vehicle Code” (see Section 1A.11) establish the right-of-way rule at intersections having no regulatory traffic control signs such that the driver of a vehicle approaching an intersection must yield the right-of-way to any vehicle or pedestrian already in the intersection.

When two vehicles approach an intersection from different streets or highways at approximately the same time, the right-of-way rule requires the driver of the vehicle on the left to yield the right-of-way to the vehicle on the right. The right-of-way can be modified at through streets or highways by placing YIELD (R1-2) signs (see Sections 2B.08 and 2B.09) or STOP (R1-1) signs (see Sections 2B.05 through 2B.07) on one or more approaches.

Guidance:

- 02 *Engineering judgment should be used to establish intersection control. The following factors should be considered:*
- A. *Vehicular, bicycle, and pedestrian traffic volumes on all approaches;*
 - B. *Number and angle of approaches;*
 - C. *Approach speeds;*
 - D. *Sight distance available on each approach; and*
 - E. *Reported crash experience.*
- 03 *YIELD or STOP signs should be used at an intersection if one or more of the following conditions exist:*
- A. *An intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;*
 - B. *A street entering a designated through highway or street; and/or*
 - C. *An unsignalized intersection in a signalized area.*
- 04 *In addition, the use of YIELD or STOP signs should be considered at the intersection of two minor streets or local roads where the intersection has more than three approaches and where one or more of the following conditions exist:*
- A. *The combined vehicular, bicycle, and pedestrian volume entering the intersection from all approaches averages more than 2,000 units per day;*
 - B. *The ability to see conflicting traffic on an approach is not sufficient to allow a road user to stop or yield in compliance with the normal right-of-way rule if such stopping or yielding is necessary; and/or*
 - C. *Crash records indicate that five or more crashes that involve the failure to yield the right-of-way at the intersection under the normal right-of-way rule have been reported within a 3-year period, or that three or more such crashes have been reported within a 2-year period.*
- 05 *YIELD or STOP signs should not be used for speed control.*

Support:

- 06 Section 2B.07 contains provisions regarding the application of multi-way STOP control at an intersection.

Guidance:

- 07 *Once the decision has been made to control an intersection, the decision regarding the appropriate roadway to control should be based on engineering judgment. In most cases, the roadway carrying the lowest volume of traffic should be controlled.*
- 08 *A YIELD or STOP sign should not be installed on the higher volume roadway unless justified by an engineering study.*

Support:

- 09 The following are considerations that might influence the decision regarding the appropriate roadway upon which to install a YIELD or STOP sign where two roadways with relatively equal volumes and/or characteristics intersect:
- A. Controlling the direction that conflicts the most with established pedestrian crossing activity or school walking routes;
 - B. Controlling the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds; and
 - C. Controlling the direction that has the best sight distance from a controlled position to observe conflicting traffic.

Standard:

- 10 **Because the potential for conflicting commands could create driver confusion, YIELD or STOP signs shall not be used in conjunction with any traffic control signal operation, except in the following cases:**
- A. **If the signal indication for an approach is a flashing red at all times;**
 - B. **If a minor street or driveway is located within or adjacent to the area controlled by the traffic control signal, but does not require separate traffic signal control because an extremely low potential for conflict exists; or**
 - C. **If a channelized turn lane is separated from the adjacent travel lanes by an island and the channelized turn lane is not controlled by a traffic control signal.**

- 11 Except as provided in Section 2B.09, STOP signs and YIELD signs shall not be installed on different approaches to the same unsignalized intersection if those approaches conflict with or oppose each other.
- 12 Portable or part-time STOP or YIELD signs shall not be used except for emergency and temporary traffic control zone purposes.
- 13 A portable or part-time (folding) STOP sign that is manually placed into view and manually removed from view shall not be used during a power outage to control a signalized approach unless the maintaining agency establishes that the signal indication that will first be displayed to that approach upon restoration of power is a flashing red signal indication and that the portable STOP sign will be manually removed from view prior to stop-and-go operation of the traffic control signal.
- Option:
- 14 A portable or part-time (folding) STOP sign that is electrically or mechanically operated such that it only displays the STOP message during a power outage and ceases to display the STOP message upon restoration of power may be used during a power outage to control a signalized approach.
- Support:
- 15 Section 9B.03 contains provisions regarding the assignment of priority at a shared-use path/roadway intersection.

Section 2B.05 STOP Sign (R1-1) and ALL WAY Plaque (R1-3P)

Standard:

- 01 When it is determined that a full stop is always required on an approach to an intersection, a STOP (R1-1) sign (see Figure 2B-1) shall be used.
- 02 The STOP sign shall be an octagon with a white legend and border on a red background.
- 03 Secondary legends shall not be used on STOP sign faces.
- 04 At intersections where all approaches are controlled by STOP signs (see Section 2B.07), an ALL WAY supplemental plaque (R1-3P) shall be mounted below each STOP sign. The ALL WAY plaque (see Figure 2B-1) shall have a white legend and border on a red background.
- 05 The ALL WAY plaque shall only be used if all intersection approaches are controlled by STOP signs.
- 06 Supplemental plaques with legends such as 2-WAY, 3-WAY, 4-WAY, or other numbers of ways shall not be used with STOP signs.

Support:

- 07 The use of the CROSS TRAFFIC DOES NOT STOP (W4-4P) plaque (and other plaques with variations of this word message) is described in Section 2C.59.

Guidance:

- 08 Plaques with the appropriate alternative messages of *TRAFFIC FROM LEFT (RIGHT) DOES NOT STOP (W4-4aP)* or *ONCOMING TRAFFIC DOES NOT STOP (W4-4bP)* should be used at intersections where STOP signs control all but one approach to the intersection, unless the only non-stopped approach is from a one-way street.

Option:

- 09 An EXCEPT RIGHT TURN (R1-10P) plaque (see Figure 2B-1) may be mounted below the STOP sign if an engineering study determines that a special combination of geometry and traffic volumes is present that makes it possible for right-turning traffic on the approach to be permitted to enter the intersection without stopping.

Support:

- 10 The design and application of Stop Beacons are described in Section 4L.05.

Figure 2B-1. STOP and YIELD Signs and Plaques



Section 2B.06 STOP Sign Applications*Guidance:*

- 01 *At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see Sections 2B.08 and 2B.09).*
- 02 *The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:*
- A. *The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;*
 - B. *A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or*
 - C. *Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.*

Support:

- 03 *The use of STOP signs at grade crossings is described in Sections 8B.04 and 8B.05.*

Section 2B.07 Multi-Way Stop Applications*Support:*

- 01 *Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.*
- 02 *The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.*

Guidance:

- 03 *The decision to install multi-way stop control should be based on an engineering study.*
- 04 *The following criteria should be considered in the engineering study for a multi-way STOP sign installation:*
- A. *Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*
 - B. *Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
 - C. *Minimum volumes:*
 - 1. *The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
 - 2. *The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
 - 3. *If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.*
 - D. *Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

Option:

- 05 *Other criteria that may be considered in an engineering study include:*
- A. *The need to control left-turn conflicts;*
 - B. *The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;*
 - C. *Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and*
 - D. *An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.*



AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council Workshop 9/28/2021

SUBJECT: Bike/Ped Committee Update

BACKGROUND:

Mike Hoffer, Chairman of the Carolina Beach Bike/Ped Committee will give an update on the committee's projects.



AGENDA ITEM COVERSHEET

PREPARED BY: Gloria Abbotts, Senior Planner

DEPARTMENT: Planning

MEETING: Town Council Workshop 9/28/2021

SUBJECT: Review Proposed Landscaping Ordinance

BACKGROUND:

Town Council has requested that staff and Planning and Zoning look at options for tree protection and preservation. Past discussions of a tree preservation ordinance led to a discussion to protect heritage trees and focus on stormwater. The intent of the ordinance is to encourage residents to protect and replace trees pre and post construction. Staff put together options for Planning and Zoning's consideration and guidance. Planning and Zoning recommended an ordinance that requires new construction and redevelopment to submit a list of trees within the setback area except for driveways before any land disturbance takes place. Trees to be kept must be marked on site and any heritage trees removed must be replaced with a 2.5" caliper tree from the Town's approved list.

ACTION REQUESTED:

Discuss and provide direction on the text amendment.

ARTICLE VI. - LANDSCAPING AND DEVELOPMENT SPECIFICATION STANDARDS



ORDINANCE NO. 21-

Text Amendment: To amend the Chapter 40 Article VI Sec. 40-175, Sec. 40-177, to update the ordinance to provide protections for heritage trees.

ARTICLE VI. – Landscaping and Development Specification Standards^[5]

Sec. 40-175. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Heritage Tree means a canopy tree listed on the Town's landscaping/buffer yard information guide and plant selection list, with a caliper larger than 6"

Sec. 40-177. - Tree/landscape plan.

- (a) Required. A tree/landscaping plan shall be required for all clearing, grading, or other earth disturbing activity proposals. The plan must contain the information set forth in subsection (b) of this section (the required tree/landscape plan can be incorporated into the general site plan).
- (b) Landscape plan submittal requirements. The landscape plan shall contain the following information:
 - (1) General location, type, and quantity of existing plant materials.
 - (2) Existing plant materials and areas to be left in natural state.
 - (3) Methods and details for protecting existing plant materials during construction and the approved erosion control plan, if required.
 - (4) Locations, size and labels for all proposed plants.
 - (5) Plant lists with common name, quantity, and spacing and size of all proposed landscape material at the time of planting.
 - (6) Location and description of other landscape improvements, such as earth berms, walls, fences, screens, sculptures, fountains, street furniture, lights, and courtyards or paved areas.
 - (7) Planting and installation details as necessary to ensure conformance with all required standards.

- (8) Location and type of irrigation system, if applicable.
 - (9) Location of any proposed buildings.
 - (10) Layout of parking and traffic patterns.
 - (11) Location of overhead and underground utilities.
 - (12) Location of signage.
 - (13) Connections to existing streets.
 - (14) Zoning designation of adjacent properties.
 - (15) Landscape plan shall be drawn to scale and include a north arrow and necessary interpretive legends.
- (c) Information guide and plant selection list. A landscaping/buffer yard information guide and plant selection list is available from the Zoning Administrator.
- (d) All vacant lots and demolitions proposed for new construction will be required to submit a list of trees in the required setback area except for driveway areas, before any ground disturbance. Trees to be left shall be marked with an (L) on the submitted list and marked with flagging on site; trees to be removed shall be marked with an (R) on the submitted list. For each heritage tree removed, one 2.5-inch caliper heritage tree must be planted.

(Code 1986, app. A, § 8.8; Ord. No. 05-598, 7-12-2005)

Adopted this ____ day of _____.

LeAnn Pierce, Mayor

Attest: _____

Kimberlee Ward, Town Clerk



AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council Meeting 9/28/2021

SUBJECT: Manager's Update

BACKGROUND:

Town Manager Bruce Oakley will give an update on various projects and events.

Topics include:

- Lake Dredge Update
- Canal Drive
- Stormwater Projects
- Freeman Park Pass Vendors



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 9/21/2021

SUBJECT: Budget Transfer

BACKGROUND:

I have received a budget transfer request. As you know, transfers require only your notification whereas amendments require your approval. Listed below you will find a description of the budget transfer. I have also attached a copy of the supporting documentation for the transfer.

Transfers:

Move unused loan proceeds allocated to 3 Carolina Beach Avenue S to Hamlet Avenue Restroom/Ocean Rescue facility. Transfer \$36,676.74 from account 34-002-046 3CBAS Professional Services to account 34-001-046 Hamlet Professional Services; transfer \$132,406.04 from account 34-002-046 3 CBAS Professional Services and .39 from account 34-002-074 3CBAS Capital over \$10,000 to account 34-001-074 Hamlet Capital over \$10,000.00.

BUDGET IMPACT:

Transfer will not affect the budget.

ACTION REQUESTED:

Approve the budget transfer as presented by the Finance Director.

BUDGET AMENDMENTS/TRANSFERS				
Date	DESCRIPTION	GL #	DEBIT	CREDIT
9/21/2021	Transfer funds from 3 Carolina Beach Ave S			
	to Hamlet Ave Restroom/Ocean Rescue Facility			
	Hamlet Professional Services	34-001-046	36,676.74	
	3CBAS Professional Services	34-002-046		36,676.74
	Hamlet Capital Over \$10,000	34-001-074	132,406.43	
	3 CBAS Professional Services	34-002-046		132,406.04
	3 CBAS Capital Over \$10,000	34-002-074		0.39
	Totals		169,083.17	169,083.17



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council Workshop– 09/21/21

SUBJECT: Appropriate Funds for Hamlet Ave Facility

BACKGROUND:

Due to the increase cost of building materials, additional funds are needed to cover construction of the new Hamlet Avenue Restrooms/Ocean Rescue Facility. On December 5, 2019, a \$1,200,000 was obtained for construction of the facility as well as the purchase of 3 Carolina Beach Avenue S. The construction contract for Hamlet is \$777,000 with a 5% contingency it comes to \$815,850. Available loan proceeds are \$730,605 leaving a deficit of \$85,245. An amendment to the Capital Project Ordinance is needed to appropriate funds out of the General Fund fund balance to cover the construction costs

BUDGET IMPACT:

The appropriation of funds will affect the budget.

ACTION REQUESTED:

Approval of Ordinance No. 21-1157

ORDINANCE NO. 21-1157
AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET CREATING A
CAPITAL PROJECT ORDINANCE FOR THE HAMLET AVENUE
BATHROOM/OCEAN RESCUE FACILITY AND 3 CAROLINA BEACH AVENUE
SOUTH PROJECTS

The Town Council of the Town of Carolina Beach, North Carolina, doth ordain:

SECTION ONE:

That the Fiscal Year 2021-2022 Budget for the Town of Carolina Beach is hereby amended to include the expenditures associated with the 102 Hamlet Ave and 3 CBAS Capital Projects by amending the following General Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
34-001-046	Professional Services	\$ 12,791	\$	+
34-001-074	Capital Over \$10,000	\$659,023	\$ 85,245	+ \$744,268
34-002-046	Professional Services	\$186,695	\$	+
34-002-074	Capital Over \$10,000	\$341,491	\$	+
TOTAL		\$1,200,000	\$ 85,245	

SECTION TWO:

That the Fiscal Year 2021-2021 Budget for the Town of Carolina Beach is hereby amended to include the revenue associated with the 102 Hamlet Ave and 3 CBAS Capital Projects by amending the following General Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
34-350-000	Transfer from General Fund	\$ 674,814	\$ 85,245	+ \$760,059
34-350-000	Transfer from General Fund	\$ 528,186	\$	+
TOTAL:		\$1,200,000	\$ 85,245	

SECTION THREE:

A copy of this Ordinance shall be furnished to the Finance Officer for direction in disbursement of Town funds and for public inspection.

Duly adopted this 28th day of September 2021.

 LeAnn Pierce, Mayor

ATTEST:

 Kimberlee Ward, Town Clerk

	Hamlet
Contract	777,000.00
10% Contingency	77,700.00
Total	854,700.00
Available Loan Proceeds	730,604.96
Appropriate from Fund Balance	124,095.04

	Hamlet
Contract	777,000.00
5% Contingency	38,850.00
Total	815,850.00
Available Loan Proceeds	730,604.96
Appropriate from Fund Balance	85,245.04



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Council Meeting 9/28/2021

SUBJECT: Closed Session to Discuss a Personnel Matter

RECOMMENDED MOTION:

Motion to go into closed session to discuss a personnel matter in accordance with NCGS 143-318.11(a)(6).