

CAROLINA BEACH

Town Council Regular Meeting

Tuesday, July 14, 2020 – 6:30 PM

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



AGENDA

CALL TO ORDER

ADOPT THE AGENDA

CONSENT AGENDA

Budget Amendment(s)

- [1.](#) Year End Budget Transfers
- [2.](#) Budget Amendments for Carryovers
- [3.](#) Budget Amendments/Transfers
- [4.](#) Appropriate Funds for COVID-19

Meeting Minutes

- [5.](#) Approval of Meeting Minutes

SPECIAL PRESENTATIONS

- [6.](#) Manager's Update

PUBLIC COMMENT

Public Comment allows the public an opportunity to address the Town Council. There is a three minute limit on public comments.

PUBLIC HEARINGS

- [7.](#) Consider adopting the 2020 CAMA Land Use Plan Update

ITEMS OF BUSINESS

NON-AGENDA ITEMS

ADJOURNMENT



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 07/14/2020

SUBJECT: Year End Budget Transfers

BACKGROUND:

Notification of Year-End Transfers:

With the closing of budget year 2019/2020, it is necessary to process year-end budget transfers. Monies are transferred from one account and placed into another. There is no effect on the budget totals. This serves as your notification of these transactions. I've attached a listing of all accounts affected.

BUDGET IMPACT:

Transfers will not affect budget.

ACTION REQUESTED:

Approve budget transfers as presented by the Finance Director.

BUDGET AMENDMENTS/TRANSFERS

Item 1.

Date	DESCRIPTION	GL #	DEBIT	CREDIT
6/30/2020	Year End Budget Transfers to clean up account			
	wages and benefits line items for FY19-20.			
	Legislative Wages	10-410-002	335.00	
	Legislative FICA	10-410-005	433.00	
	Legislative Auto Allowance	10-410-031	23.00	
	Legislative Travel & Training	10-410-014		791.00
	Clerk Wages	10-430-002	3,470.00	
	Clerk Wages FICA	10-430-005	169.00	
	Clerk Medical Insurance	10-430-005	22.00	
	Clerk Retirement	10-430-007	240.00	
	Clerk 401(k) Match	10-430-025	75.00	
	Clerk Printing & Publishing	10-430-012		3,976.00
	HR Wages	10-450-002	9,992.00	
	HR Overtime Pay	10-450-003	584.00	
	HR FICA	10-450-005	355.00	
	HR Retirement	10-450-007	2,368.00	
	HR 401(k) Match	10-450-025	187.00	
	HR Contract Service	10-450-045		13,486.00
	Planning Wages	10-491-002	22,371.00	
	Planning Overtime Pay	10-491-003		5,564.00
	Planning Travel & Training	10-491-014		16,807.00
	Public Works Wages	10-493-002	761.00	
	Public Works Medical Insurance	10-493-006	11.00	
	Public Works Retirement	10-493-007	22.00	
	Environmental Wages	10-580-002		794.00
	Lifeguard Medical Insurance	10-520-006	420.00	
	Lifeguard Wages	10-520-002		420.00
	Fire Wages	10-530-002	66,320.00	
	Fire Overtime Pay	10-530-003	7,702.00	
	Fire FICA	10-530-005	1,045.00	
	Fire Retirement	10-530-007	3,302.00	
	Fire 401(K) Match	10-530-025	343.00	
	Fire Longevity	10-530-059	1,535.00	
	Fire Holiday Pay	10-530-001		20,294.00
	Fire SAFR Grant	10-530-043		59,953.00
	Environmental Overtime Pay	10-580-003	3,560.00	
	Environmental Wages	10-580-002		3,560.00
	Parks & Rec Retirement	10-620-007	245.00	
	Parks & Rec Overtime Pay	10-620-003		245.00
	Total General Fund		125,890.00	125,890.00

FY20 BUDGET CARRYOVERS

Item 2.

PROJECT	From GL# FY20	TO GL# FY21	AMOUNT
Efficiency Study	10-420-002	10-420-045	\$30,000
		Total General Fund	<u>\$30,000</u>
Ocean Heights Stormwater Installation	30-900-074	30-900-074	\$100,000
1306 Snapper Lane Stormwater	30-900-020	30-900-020	\$15,000
Stormwater Improvements from June Rains	30-900-020	30-900-020	\$40,000
Repair of Drainage Canal to Lake at Atlanta	30-900-046	30-900-020	\$30,000
Repair of Alabama Pond Damage from June Rains	30-900-046	30-900-020	\$25,000
		Total Utility Fund	<u>\$210,000</u>

Debbie Hall

From: Brian Stanberry
Sent: Thursday, June 25, 2020 11:32 AM
To: Debbie Hall
Cc: Ed Parvin; Alisa Perry
Subject: Year End Rollover Request

Debbie,

I think we have spoken about all these, but I would like to request the following rollovers into the 2020-2021 budget;

- \$100,000 Ocean Heights Stormwater Installation 30-900-074
- \$15,000 1306 Snapper Lane Stormwater 30-900-020
- \$40,000 Stormwater Improvements from June Rains 30-900-020
- \$30,000 Repair of Drainage Canal to Lake at Atlanta 30-900-046
- \$25,000 Repair of Alabama Pond Damage from June Rains 30-900-046

We are trying to complete the projects covered by open PO's currently. Some may not meet completion by the August 15th deadline, so will request those rollovers once we see what projects will finish out and not. Thank you for your help. Let me know if there are any questions.

Brian Stanberry

Director of Public Works
Town of Carolina Beach
910-458-8291 office
910-443-1837 mobile
brian.stanberry@carolinabeach.org



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AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 07/14/2020

SUBJECT: Budget Amendments for Carryovers

BACKGROUND:

I have received several year-end budget carryover requests. As you know transfers require only your notification whereas amendments require your approval. Listed below you will find a description of the transfers. I have also attached a copy of the memos received for all requests.

Budget Amendments for Carryovers:

Carryover 2019/2020 funds to 2020/2021 to cover projects ordered but not yet invoiced. A list of the carryovers approved by the Town Manager is attached.

Carryover totals

General Fund = \$30,000

Utility Fund = \$210,000

BUDGET IMPACT:

The transfers will increase the 2019/2020 available fund balance and reduce the 2020/2021 available fund balance.

ACTION REQUESTED:

Approve budget amendments for carryovers as presented by the Finance Director.



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 07/14/2020

SUBJECT: Budget Amendments/Transfers

BACKGROUND:

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

Transfers:

Transfer \$3,000 from account 10-580-018 Environmental M&O Grounds to account 10-550-075 Marina Capital under \$10,000 to cover of moving piles at the Town Marina.

Transfer \$2,125 from account 10-580-045 Environmental Contract Service to account 10-550-046 Marina Professional Service to cover June harbor management.

Transfer \$82,152 from account 10-580-045 Environmental Contract Services; \$37,752 to account 10-570-046 Parking Professional Services and \$44,400 to account 10-630-046 Beach Maintenance Professional Services to cover cost for parking and Freeman Park management fees through the end of the fiscal year.

Transfer \$2,423.64 from account 10-620-014 P&R Travel & Training to account 10-620-015 P&R M&R Buildings to cover cost of Rec Center renovation projects.

Transfer \$3,139.70 from account 10-620-066 P&R Athletic Program to account 10-620-018 P&R M&O Grounds to cover the cost of LED lights for the tennis court, skate park & basketball court.

Transfer \$154.43 from account 10-620-066 P&R Athletic Program to account 10-620-023 P&R M&O Software to cover increase in software fees.

Transfer \$135.80 from account 10-620-066 P&R Athletic Program to account 10-620-033 P&R Supplies to cover the cost of janitorial supplies.

Transfer \$1,914.79 from account 10-620-066 P&R Athletic Program to account 10-620-074 P&R Capital Projects over \$10,000 to cover cost of bollards and fencing at Ryder Lewis Park.

Transfer \$180 from account 10-620-066 P&R Athletic Program to account 10-620-075 P&R Capital Projects under \$10,000 to cover cost of ball field storage shed at Mike Chappell Park.

Transfer \$59 from account 10-491-033 Planning Supplies to account 10-491-074 Planning Capital over \$10,000 to cover Town decal for Code Enforcement Vehicle.

Transfer \$120 from account 10-420-014 Executive Travel & Training to account 10-420-022 Executive M&O Computers to cover line item shortage.

Transfer \$142 from account 10-420-014 Executive Travel & Training to account 10-420-023 Executive M&O Software to cover line item shortage.

Transfer \$84 from account 10-570-074 Parking Capital over \$10,000 to account 10-570-018 M&O Grounds to cover line item shortage.

Transfer \$1,100 from account 30-812-049 Water Postage to account 30-812-050 Rental of Property to cover increase in MOTSU lease.

BUDGET IMPACT:

Transfer will not affect budget.

ACTION REQUESTED:

Approve the budget amendments and/or transfers as presented by the Finance Director.

Debbie Hall

From: Ed Parvin
Sent: Friday, June 26, 2020 3:34 PM
To: Debbie Hall
Cc: Brian Stanberry
Subject: budget transfer

Debbie,

I talked to Brian and no issues on his end with this transfer.

Transfer \$3,000 from 10-580-018 to 10-550-075

This will cover the overage for moving piles at the Town Marina.

V/R,

Ed H. Parvin
Assistant Manager

910 465 2766
ed.parvin@carolinabeach.org



1121 North Lake Park Blvd.
Carolina Beach, NC 28428

www.CarolinaBeach.org

From: Ed Parvin <ed.parvin@carolinabeach.org>
Sent: Monday, July 6, 2020 3:31 PM
To: Sheila Nicholson <sheila.nicholson@carolinabeach.org>; Debbie Hall <debbie.hall@carolinabeach.org>
Cc: Brian Stanberry <brian.stanberry@carolinabeach.org>
Subject: harbor management

Debbie,

Please transfer \$2,125 from 10-580-045 to 10-550-046. I've reviewed this with Brian and he is confident that there will be additional funds to cover this cost. Thank you!

V/R,

Ed H. Parvin
Assistant Manager

910 465 2766
ed.parvin@carolinabeach.org



1121 North Lake Park Blvd.
Carolina Beach, NC 28428

www.CarolinaBeach.org

Debbie Hall

From: Sheila Nicholson
Sent: Friday, June 12, 2020 9:56 AM
To: Debbie Hall
Cc: Bruce Oakley; Brian Stanberry
Subject: REVISED-Budget Transfer Request to cover funding for parking/FP management fees

Debbie,
Please process a budget transfer from account 10-580-045 to the following accounts:

10-570-046: \$37,752
10-630-046: \$44,400

These funds will cover estimated costs for parking and Freeman Park management fees for the remainder of the current budget year (19/20) and shortages in funding that currently exist.

If you have any questions, please let me know.

Thank you,

Sheila P. Nicholson

Executive Assistant to the Town Manager
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

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LeAnn Pierce
Mayor

Steve Shuttleworth
Council Member

Lynn Barbee
Council Member



Jay Item 3.
Mayor Pro Tem

JoDan Garza
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

To: Debbie Hall, Finance Director
Bruce Oakley, Town Manager

From: Eric Jelinski, Parks and Recreation Director

Date: 6/30/2020

Re: Budget Transfers

I am requesting the below budget transfers for the FY 19/20 Parks and Recreation Department budget. If you have any questions regarding the below transfers, please let me know.

Account	Amount	Transfer to Account	Reason
10-620-014	2,423.64	10-620-015	Overage due to Recreation Center renovation projects.
10-620-066	3,139.70	10-620-018	Overage due to additional LED lights at tennis court, skate park, and basketball court. We did receive a Duke Energy rebate for a portion of the additional cost.
10-620-066	154.43	10-620-023	Small overage due to increase in software fees
10-620-066	135.80	10-620-033	Small overage for Rec Center janitorial supplies
10-620-066	1,914.79	10-620-074	Overage for additional bollard and fencing at Ryder Lewis Park
10-620-066	180.00	10-620-075	Small overage for ball field storage shed at Mike Chappell Park.


Interoffice

TO: Debbie Hall, Finance Director
FROM: Jeremy Hardison, Director of Planning & Development (Andrea Deopp-Norris)
SUBJECT: Budget Transfer
DATE: July 2, 2020

Respectfully request Budget Transfer for the following:

\$59.00 FROM: 10-491- 033 **TO:** 10-491-074

Moving the requested funds will cover the overage on Decals for the Code Enforcement Vehicle.

Signature: JEREMY HARDISON (OUT OF OFFICE) Date: 7/2/20


Thank You,
Andrea Deopp-Norris

Debbie Hall

From: Sheila Nicholson
Sent: Thursday, July 2, 2020 1:16 PM
To: Debbie Hall
Cc: Bruce Oakley
Subject: Budget Transfer Requests-end of year 19/20

Debbie,

To cover shortages in funding, please make the following budget transfers:

- \$120 from 10-420-014 to 10-420-022 (computer maintenance and repairs needed)
- \$142 from 10-420-014 to 10-420-023 (computer software)
- \$ 84 from 10-570-074 to 10-570-018 (parking grounds and maintenance fees)

If you have any questions, please let me know.

Thank you,

Sheila P. Nicholson

Executive Assistant to the Town Manager
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

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Joe Benson
Mayor

Steve Shuttleworth
Council Member

LeAnn Pierce
Council Member



Tom B Item 3.
Mayor

JoDan Garza
Council Member

Michael Cramer
Town Manager

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

To: Debbie Hall
From: Mark Meyer
Re: Budget transfer
Date: July 2 , 2020

Budget transfer \$1,100

From: 30-812-049 (Water Postage)

To: 30-812-050 (Water Rental of Property)

Explanation: Cover the difference for rental property.

Mark Meyer

Director of Public Utilities



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 07/14/2020

SUBJECT: Appropriate Funds for COVID-19

BACKGROUND:

Since COVID-19 is still active, the Town needs to appropriate funds into the COVID budget expense line item 10-410-070 for fiscal year 2021. Some of the expenses will be reimbursed by New Hanover County through CARES Act funding.

BUDGET IMPACT:

The appropriation in affect the budget.

ACTION REQUESTED:

Approval of Ordinance No. 20-1142.

**ORDINANCE NO. 20-1142
AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET CREATING A
BUDGET APPROPRIATION FOR COVID-19**

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

SECTION ONE:

That the Fiscal Year 2020-2021 Budget for the Town of Carolina Beach is hereby amended to include the expenditures associated with COVID-19 by amending the following General Fund Budget Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
10-410-070	COVID-19	\$	<u>\$25,000</u>	+\$
TOTAL			<u>\$ 25,000</u>	

SECTION TWO:

That the Fiscal Year 2020-2021 Budget for the Town of Carolina Beach is hereby amended to include the revenue associated with Hurricane Dorian by amending the following General Fund Budget Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
10-399-000	Transfer from General Fund	\$	<u>\$ 25,000</u>	+\$
TOTAL:			<u>\$ 25,000</u>	

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 14th day of July, 2020.

LeAnn Pierce, MAYOR

ATTEST:

Kimberlee Ward, Town Clerk



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council – 07/14/2020

SUBJECT: Approval of Meeting Minutes

BACKGROUND:

Attached are the meeting minutes from the June meetings.

ACTION REQUESTED:

Review and approve under the consent agenda.

CAROLINA BEACH

Town Council Workshop Day Meeting Minutes
 Tuesday, May 26, 2020 @ 9:00 AM
 Council Chambers
 1121 N. Lake Park Boulevard
 Carolina Beach, NC 28428

ASSEMBLY

A Workshop Day Meeting of the Town of Carolina Beach Town Council was held on Tuesday, May 26, 2020, at 9:00 AM at Council Chambers.

PRESENT: Mayor LeAnn Pierce, Mayor Pro Tem Jay Healy, Council Member Lynn Barbee, Council Member Steve Shuttleworth, Council Member JoDan Garza

ALSO PRESENT: Town Manager Bruce Oakley and Town Clerk Kim Ward

1. MAYOR PIERCE CALLED THE MEETING TO ORDER

2. DISCUSSION ITEMS

a. Fire Department ISO Rating Update by Chief Griffin

Fire Chief Alan Griffin gave an update on the results of the latest Insurance Services Office (ISO) inspection for the Town Fire Department and what it means for residents. He said the inspection was done in February and then reviewed at the federal level for approval. The score dictates what people in a particular area pay for insurance premiums and is based on the following factors: quality of the local fire department, availability of water supply, and quality of the area's emergency communications system, with bonus points for community outreach.

The Town received a Class 2 rating, joining only 38 other fire departments in North Carolina. Class 1 is the highest, and Class 4-6 is the national average. Chief Griffin said the Town went from a Class 5 to a Class 3 in 2008 before moving up to a Class 2 this year, which will go into effect on September 1. He said this should translate into lower homeowners insurance premiums and praised staff and volunteers for the hard work and extra hours required to achieve this.

Mayor Pierce said a lower ISO rating makes the Town a safer community.

Mayor Pro Tem Healy asked how often the rating inspection is done. Chief Griffin said the goal is every five years, but it had been almost 10 years since the Town was last rated so it depends on how far behind the process is. He said the Town of Kure Beach also received a Class 2.

Mayor Pro Tem Healy and Council Member Barbee commended the Fire Department on the new rating.

b. Update on Committees by Jerry Haire

Project Manager Jerry Haire gave an update on the status of Town committees and led a discussion with Council about their goals for these committees. He said the process for evaluating the Town's standing and ad hoc committees started in February.

Purpose/Goal

- Advise local leaders on issues such as land use, recreation, environmental protection, transportation, and economic development
- Provide an effective mechanism for program planning and assessment by identifying community needs and interests and soliciting recommendations on how to meet those needs

Committee Role and Function

- Standing vs. ad hoc committees
- SOP for committees: Council directives or bylaws, elected Chair/Vice Chair/Secretary, Robert's Rules of Order
- How does chain of command work for a committee?
- How do committees communicate with staff/Council/community?
- How can we ensure the committees stay focused (back to fundamentals, bylaws, ordinance, Council directives)?

Benefits for Local Governments

- Tapping into citizen expertise
- Engaging citizens as partners
- Gathering information for governing and decision making
- Making governing process more transparent
- Expanding citizens understanding of how government works
- Going beyond what local governments can accomplish alone
- Improving communication between elected officials and public
- Receiving new information/perspectives
- Networking/collaboration with other groups on issues

Costs for Local Governments

- Time-consuming for staff and elected officials
- Can be costly to support projects, technical expertise, staff time for research, reports, etc.
- Can create tension and hostility through mixed or personal agendas, division, loss of focus, etc.
- Loss of control over decision making
- Overlapping/redundancy between committees
- Bad recommendations result in flawed decision making

Mr. Haire reviewed a list of the Town's 10 committees, which collectively have 85 members, and the staff and Council liaisons assigned to each. He said all committees have or will have Council-adopted bylaws, operating ordinances, or defined missions.

Mr. Haire discussed the process for re-engaging committees after the COVID-19 shutdown. He asked whether Council wanted to resume regular committee meetings in June or July via Zoom

or other virtual methods, or whether in-person meetings with social distancing and capacity limits were preferred.

Council Member Shuttleworth said he thought committees could resume meeting in person due to the small size of membership.

Mayor Pro Tem Healy said he would like to see changes to the nomination process for committee members. He wants to sit down with applicants in an open forum rather than just seeing names on a ballot.

Mayor Pierce said she wants committee members to look over applications and make recommendations.

Council Member Garza said he thinks virtual meetings might become a burden on Town staff to ensure everyone has accessibility, so he is in favor of giving in-person meetings a try starting in July. He also said he would like Council to have a workshop to meet and discuss committee applications before voting on them.

Council Member Barbee said he also thinks the technical challenges of virtual committee meetings could be a problem, so he would rather try in person.

Mayor Pierce said she does not like holding applications for 18 months, which is the current policy.

Mayor Pro Tem Healy said he thinks holding the applications for one year is sufficient.

Council Member Barbee said he thinks June might be too soon to start gathering again and bringing more people into Town Hall.

Mayor Pro Tem Healy and Mayor Pierce said they were in favor of waiting until July for committees to resume in-person meetings.

Council Member Shuttleworth said the process for appointing applicants to the Planning & Zoning Commission should be more thorough so that a diverse group of stakeholders is represented. He said he is in favor of interviews for Planning & Zoning Commission applicants and Council taking a more active role.

Assistant Town Manager Ed Parvin said Town staff can do interviews by the end of June for the Planning & Zoning Commission and Board of Adjustment. Then Council can make appointments in July with new members taking their seats in August.

Mayor Pierce said the consensus is that all committee meetings resume in person in July, with all appointments other than Planning & Zoning Commission and Board of Adjustment pushed to August. She also suggested that any absences in July and August be excused and not counted against members.

c. Budget Review

Mr. Oakley presented the Manager's Budget Message along with the proposed FY 20/21 budget. He also submitted an updated version of fourth quarter revenue averages for the past four years.

Mr. Oakley said balancing the budget was a challenge due to economic uncertainty and difficulty projecting revenues. He said the Town would be delaying as much spending as possible, including postponing some hiring, reducing the cost-of-living increase to 1.8%, and waiting until January to implement it. He also said there are few capital projects in the General Fund, including a storage unit at Mike Chappell Park, a knuckleboom for yard debris pickup, and a new beach can machine to help with trash. He said these were limited to dire needs while cutting out other major projects, such as restrooms at Mike Chappell Park and a playground at Lake Park. The goal is to continue to seek funding through stimulus grants and other outside sources so some of the delayed projects can move forward.

General Fund

FY 19/20: \$15,553,211

FY 20/21: \$15,442,611 (no tax increase)

Utilities

FY 19/20: \$9,549,270

FY 20/21: \$8,963,903 (includes 5% rate increase as required by bond covenants and \$314,943 transfer from utilities fund balance; anticipate significantly less revenue from system development and connection fees this year)

Mr. Oakley said the budget was a chance for staff to look at how things can be done better and cheaper. He said at the next regular meeting Council will discuss proposals for an efficiency study that will hopefully lead to more savings in future budgets.

3. NON-AGENDA ITEMS

Council Member Garza said he was happy to see things reopening after the COVID-19 shutdowns, but he was concerned about crowds at Freeman Park and wanted to see more enforcement of and education about social distancing.

Council Member Shuttleworth said people have been asking him about Thursday night music and fireworks. He said he assumes music is out of the question due to the size of the crowd it would draw, but fireworks were feasible other than the lack of money in the budget. He said some residents and business owners had asked about starting an online fundraiser for one large fireworks display for Fourth of July or Labor Day. The cost would be about \$12,000.

Mayor Pierce asked whether staff had heard anything about Military Ocean Terminal Sunny Point (MOTSU) visitation and permissions. Mr. Parvin said he had not heard any updates about the trip planned for elected officials, but there were discussions every week about the lake dredge situation.

Mayor Pierce also asked about the status of the Land Use Plan. Planning Director Jeremy Hardison said the Planning & Zoning Commission wants to take a final look at the revised document before making a recommendation to Council. Mayor Pierce said she was OK with the Planning & Zoning Commission resuming meetings in June if they practice social distancing.

Council Member Barbee said he wanted to know how much of the Town's water capacity goes to irrigation. He said if there are ever capacity issues, the Town might want to take a look at this.

Mayor Pro Tem Healy asked how the \$4 million allocated to New Hanover County for COVID-19 would be distributed. Council Member Shuttleworth said this round of money is only for expenses related directly to the pandemic and is not available to cover loss of revenue. Mr. Oakley said anything not covered would be submitted to the Federal Emergency Management Agency (FEMA).

4. ADJOURNMENT

Mayor Pierce adjourned the meeting at 10:05 AM.

CAROLINA BEACH

Regular Town Council Minutes
Tuesday, June 9, 2020 @ 6:30 PM
Council Chambers
1121 N. Lake Park Boulevard
Carolina Beach, NC 28428

ASSEMBLY

The Town of Carolina Beach Regular Town Council Meeting was held on Tuesday, June 9, 2020, at 6:30 PM in Council Chambers.

PRESENT: Mayor LeAnn Pierce, Mayor Pro Tem Jay Healy, Council Member Lynn Barbee, Council Member Steve Shuttleworth, Council Member JoDan Garza

ALSO PRESENT: Town Manager Bruce Oakley, Town Clerk Kim Ward, and Town Attorney Noel Fox

1. MAYOR PIERCE CALLED THE MEETING TO ORDER WITH INVOCATION BY MAYOR PIERCE FOLLOWED BY THE PLEDGE OF ALLEGIANCE

Mayor Pierce said Council Member Shuttleworth would be arriving about 15 minutes late.

2. ADOPT THE AGENDA

ACTION: Motion to adopt the agenda

Motion: Mayor Pierce

Vote: UNANIMOUS (excluding Council Member Shuttleworth)

3. CONSENT AGENDA

The following items were included on the consent agenda:

- a. Set a public hearing for July 14, 2020 to consider adopting the 2020 Land Use Plan Update
- b. Set a public hearing for July 14, 2020 to consider a Conditional Use Permit for a planned unit development located at 522 N 7th St for 8 single-family homes
- c. Annual Write-off of Outstanding Accounts Receivables

Mayor Pro Tem Healy said out of about 80 cases in which people have not paid bills, 4 of those have the same address. He asked if these were multiple occasions of not paying. Town Finance Director Debbie Hall said she would need to look into the reason for the duplications.

Mayor Pro Tem Healy asked about the typical process of disconnection for nonpayment. Ms. Hall said most of the accounts are closed, so the Town doesn't have that option.

Council Member Garza said he would like to customers get a reminder after payment is 2 weeks late.

d. Approve Kure Beach & Fort Fisher Aquarium Sewer Rates

Mayor Pro Tem Healy noted that Kure Beach's total went down \$44,000 and asked how that happened. Ms. Hall said the Town of Kure Beach has been making improvements to inflow and infiltration and therefore sending less sewer and water for treatment. She said use of a pond is reducing usage and affecting rates.

e. Budget Amendments & Transfers

f. ROT Funds Reimbursement Request

g. Approve May Meeting Minutes

ACTION: Motion to adopt the consent agenda

Motion: Mayor Pierce

Vote: UNANIMOUS (excluding Council Member Shuttleworth)

4. SPECIAL PRESENTATIONS

a. Manager's Update

Mr. Oakley gave updates on the following items:

- Carolina Beach Marina/Golden LEAF: The Town is waiting to hear about FEMA reimbursement for the marina. The Town has also submitted everything necessary to apply for a grant from the Golden LEAF Foundation and should hear back in August.
- Canal Drive Grant: The Town received information about a water-related grant up to \$5 million from Resource Institute, which would not require a match. The Town plans to look into this.
- Parking Permits: The Town offered curbside purchasing and extended the time to buy parking permits at a discounted rate. Nearly 4,500 residential, 400 non-residential, and 1,000 golf cart passes have been sold.
- Invoice Cloud: The Town has entered an agreement to help with automation and online utility payments. It will go live at the end of the summer. Transaction fees will be passed to the customer. The system is expected to be easier to use and have the ability to capture data better.

Council Member Barbee asked for a few words on how the financials for the fiscal year ending on June 30 will end up. Mr. Oakley said he thinks the Town will still be in the positive even with loss of revenue and expects the year will close without having to borrow money from the fund balance.

Council Member Shuttleworth joined the meeting at 6:41 PM.

5. PUBLIC COMMENT

Comment 1:

Diane Bomba of 211 Atlanta Ave. Apt. A said she submitted online to get a parking pass and received an email acknowledging her request but was never notified of anything further.

Council Response:

Mr. Oakley said Town staff will look into this. Council Member Garza asked about others in the same situation, and Mr. Oakley said Town staff will check to see how many others might be pending in the online system.

Comment 2:

Mayor Pierce read the following public comment submitted online:

Maureen Lewis, 1407 Croaker Lane

This week, council is scheduled to vote on approving the Lake Park Master Plan and applying for a grant of \$350K toward the project that is estimated at 4.8M- 5.2M. While I applaud the vision of the park and can see great value in some of the improvements, I question the timing and the priorities as outlined in the current proposal. Before approving this project, the town and taxpayers should understand the cost of maintenance for the new structures like a splash pad. How will this project impact the CB yearly budget?

I was one of the people who attended a public meeting last winter, but final costs were never discussed when the project was presented. Of course, we all want everything in the candy shop- but once costs and maintenance are factored in, public approval changes, especially when our local economy and town budget takes a huge hit because of something like COVID.

Some questions and opinions:

Is it possible before approval, to consider breaking the project into assign Phases to help manage risk?

Would the parks & rec department consider leveraging marketing opportunities to offset cost before the project is shovel ready? I.E. Name the new Bandshell for the Local or regional family, business or group that provides 75% or more funding for the new structure. This approach has been effective in raising revenue for gazebos, playground, and other public projects in other beach communities. Corporations & businesses are looking for organic & relevant ways to market their brand at the local level. A Win- Win.

Is the department working with a non- profit(s) to help raise monies for the “nice to haves” like a splash pad?

If plans are adopted, I believe the highest priorities should be the infrastructure of the lake and the current structures. We need to finish the dredging and shore up the banks before spending monies on other projects.

I personally do not see the necessity of a permanent vendor structure and think it needs to be removed from the plan entirely. The current situation allows the markets and other events to be fluid. The past 3 months have been a good reminder that our town and businesses need to be agile. This proposed structure limits the number of vendors and it would be a very tight squeeze to get customers flowing through. The proposed site is a narrow space. The sidewalk would be blocked to pedestrians and bikers when in use. Please consider:

What if the future of the farmer’s market location is the downtown boardwalk area?

What if the 6 feet distancing is a new normal for all public functions?

The proposed structure obstructs the view of the lake from the road.

Current vendors' tents add a bit of color and fun to the island on a weekend morning. It is exciting and drives curious visitors to the lake. A hard structure will not do that.

The return on this specific investment will be negative.

Thank you for all you do.

Council Response:

Mayor Pierce said Town Parks & Recreation Director Eric Jelinski would be addressing these items in his presentation later in the evening.

Council Member Barbee said there had been some confusion among the public about what the master plan is, so he would like to hear a general explanation of how the process works. Mayor Pierce said that would also be coming later in the meeting.

Comment 3:

Jeanette Morales, who lives on Atlanta Avenue along the lake, said she is concerned about flooding as a result of any changes that might be incorporated due to the master plan. She said the parking lot curves and water runs into properties, so expanding the parking lot will bring more water into yards.

Council Response:

Mayor Pierce asked for this to also be addressed later in the meeting.

6. PUBLIC HEARINGS

a. Text Amendment: Amend Article III Sec. 40-72. – Table of Permissible Uses, Article IX Sec. 40-261. – Development Standards for Particular & Article XVIII Sec.40-548. – Definitions to consider a registration program for short-term rentals

Town Planning Director Jeremy Hardison introduced Gloria Abbotts, a University of North Carolina Wilmington graduate fellow who is working with the Town Planning & Development Department. She gave a presentation about short-term rentals.

Ms. Abbotts said the Town is proposing to track short-term rentals using a registration program to easily identify which structures should pay the room occupancy tax. The annual fee would be \$25 per property. She shared a snapshot of fees in communities around the state, which indicated that other places have higher fees but also more regulations. She said research shows about 1,500 short-term rentals exist in the Town with an average daily rental rate of \$250, but only about 1,000 have been formally identified thus far.

The text amendment would allow short-term rentals in every zoning district, and it states that any rental available for a period of less than 31 days should register as a short-term rental with

the Town as well as with New Hanover County. Registration would be due on July 1 every year. After two notifications, the fine for noncompliance would be \$50 per day. No new regulations are being proposed.

Town staff is recommending that the text amendment be adopted as written. The Planning & Zoning Commission recommended requiring registration for any rental available for a period of less than 91 days instead of 31.

Mayor Pierce asked why the original recommendation was for less than 31 days instead of 91. She said hotels are required to pay room occupancy tax on rentals up to 90 days. Ms. Abbotts said less than 31 days is consistent with what is required by New Hanover County.

This led to some confusion among Council Members and staff. Council Member Garza suggested the item be tabled until clarification can be provided.

Council Member Barbee asked if the data collected would be public information. Mr. Hardison said the information on an application would be public record, but it has not been determined if the database itself would be accessible to the public.

ACTION: Motion to open the public hearing

Motion: Mayor Pierce

Vote: UNANIMOUS

Mayor Pierce read the following public comments submitted online:

Comment 1:

Ea Ruth from Palm Air Realty, Kure Beach

I am reading over the text amendment and wonder why the status for short term rental is not to exceed 31 consecutive days in the amendment, yet state statute allows for up to 90 days as a taxable short-term rental. I would think you'd want them to align. This is from our state statute Chapter 42A ((3) Vacation rental. - The rental of residential property for vacation, leisure, or recreation purposes for fewer than 90 days by a person who has a place of permanent residence to which he or she intends to return.) Also, Occupancy and state tax is to be collected on all rentals 90 days or less. Wouldn't want STR owners to think it was only 30 days or less and not collect appropriate taxes.

Section 1-B requires the registration number be displayed on any rental advertisement...that might be cumbersome for management companies who use their signs as a form of advertisement. We wouldn't be able to put the number on each sign. We would find a way to include it in the listing descriptions.

Comment 2:

Carolyn Danielle

I'm reaching out to you because I think there needs to be a change in the ordinance regarding the requirement that property owners register with New Hanover County for Room Occupancy

Tax - specifically those who advertise on Airbnb, as Airbnb collects the tax on behalf of its hosts and turns it over to the county. Maybe the section that talks about the requirement to register with the county for tax purposes could be revised to include an exception for individuals who advertise on Airbnb (and maybe as part of their registration you just have them submit a printout of their account homepage as proof?).

The other thing I wanted to bring to your attention is a state law that passed last year, which as I understand it, does not allow for registrations to be mandated on vacation rentals.

Thank you for taking the time to read this.

Council Response:

Mayor Pierce said room occupancy tax collection is only one goal of the registration program. She said there were issues contacting Airbnb to get them to let owners know about the short-term rental ban and other issues related to COVID-19, so the other goal of the registration program is to have a direct line of communication with all short-term rental owners.

Comment 3:

Kristen Dunn, 905 #2 Ocean Blvd.

Hello. I have a few questions about the proposed Text Amendment/Ordinance 20-1140 regarding registration of Short Term Rentals (STRs) in Carolina Beach.

I'm under the impression the ordinance mandates registration of all STRs operating in CB, but still permits their use in all zoning districts with no caps or separation (distance) requirements. The fee is \$25 annually, and the application requires that the owner provide a ROT number.

I will not be able to attend the meeting because we finally got back to youth baseball at Mike Chappell Park. Can you please go on record tonight by answering the questions below?

Who is going to enforce this?

Where will the money go / what will the money be used for?

What are your intentions for creating a new fee when the property owners already pay property taxes?....is it to make sure you get the ROT money and that will help CB get beach renourishment money or is this just the beginning of more fees and more restrictions on STRs?

Council Response:

Mayor Pierce said the goals are for the Town to know where all short-term rentals are located for communication purposes and ensure everyone is paying their fair share and following the rules.

Council Member Garza read the following public comment submitted online:

Comment 4:

Dorrene Stanley 1201 Saint Joseph Street & business owner Coastal Carolina Property Group LLC

Good afternoon Madam Mayor and Council. I have some questions for you regarding the Short-Term rental registration process that the Town is implementing.

1. I have property owners requesting clarification on the STR registration. The way it is written they want to know if a Hotel owner will be required to pay the \$25 registration fee per room on an annual basis. Can you please confirm?
2. Please confirm why the fee? Why do we have to charge a fee? When you have time... the way it is written it almost appears as if the town is going to have to physically go out and inspect each unit. I manage over 50 properties and I have property owners asking me if this will replace my business? Each application has to be "approved" per the registration template, so who will determine if they are in compliance with the codes? Who will approve each application and on what basis?
3. I asked to meet with representatives of the land use plan on multiple occasions to discuss this. No one gave me the time of day. (As usual) I created a lucrative business here focusing primarily on VRBO, Home Away, Evolve etc... Most of my property owners are out of state. What the Town should do--- is require each property to have a LOCAL representative to oversee their guest support, code enforcement, safety issues, issues with the Town, etc... This would create jobs. If the property owner does NOT have a local representative then the Town charges a \$250? Or more-- fee per year..(Trash can issues, trash, noise ordinance, safety issues - over occupancy -etc.) Not having local representation creates a problem with properly managing each unit, thus causes more work for the Town --- and in some cases maybe a liability for The Town Of Carolina Beach.

The proposed "STR Registration" only mimics what other municipalities have implemented. It has little to no thought put into it. It does not address ALL the areas of concern by our residents. MANAGEMENT is the concern, as well as ROT. Some of these concerns are trash build up, noise issues, over occupancy and the most important SAFETY.

I'm not advocating for more business here (I have enough). What I am advocating for is the proper way to "manage" the growing concern of property owners who do not live here that rent units to out of town guests. Merely collecting ROT will not address the issues.

Thanks for your time and consideration.

Council Response:

Mayor Pierce said the short-term rental registration program would not apply to hotel rooms because they have different types of registration they already do.

Mayor Pierce said the item would be tabled until the next workshop to get clarification on some of the issues, including the time frame for what is considered a short-term rental.

ACTION: Motion to close the public hearing

Motion: Mayor Pierce

Vote: UNANIMOUS

b. Public Hearing on FY2020/2021 Budget

ACTION: Motion to open the public hearing

Motion: Mayor Pierce

Vote: UNANIMOUS

Mr. Oakley reviewed key points for the FY 20/21 budget that begins on July 1.

General Fund

FY 19/20: \$15,553,211

FY 20/21: \$15,442,611 (no tax increase)

Utilities

FY 19/20: \$9,549,270

FY 20/21: \$8,963,903 (includes 5% rate increase as required by bond covenants and \$314,943 transfer from utilities fund balance; anticipate significantly less revenue from system development and connection fees this year)

Mr. Oakley said while he is hoping revenues will be better than expected, he projected the worst-case scenario. The budget reflects reduced and delayed spending as well as cuts or delays in capital projects.

Mr. Oakley said the Town is changing fees for the municipal marina. The rate is increasing from \$400 to \$432 per month for charter boats, and there will be a switch to the online bill pay system Dockwa. Mr. Oakley also said there will be transient boater slips on the west side available to rent for \$60 per night, which would be a great revenue generator.

There were no public comments.

ACTION: Motion to approve the budget as presented by the Manager for Carolina Beach budget year fiscal year 20/21

Motion: Council Member Shuttleworth

Vote: UNANIMOUS

Council Members praised Mr. Oakley and other Town staff for balancing the budget without burdening the citizens with a tax increase during a difficult time.

ACTION: Motion to close the public hearing

Motion: Mayor Pierce

Vote: UNANIMOUS

7. ITEMS OF BUSINESS

a. Lake Park Master Plan

Council Member Barbee said there was some confusion about what is being presented, what its purpose is, and what Council would be approving. He asked Mr. Jelinski to start with a general description of what a master plan is, why it was done, and how the process works.

Mr. Jelinski said the plan has been in the works for several years. He said the purpose is not to

request any money right now but to adopt a plan as an idea for what the future of Lake Park could look like. He said the plan came about from various meetings and surveys and is meant to be fluid as community needs change. The plan helps to guide Parks & Recreation staff on future expansion of facilities.

Mr. Jelinski said it is important to have a plan ready as a long-range vision for Lake Park in case money is available from bonds, grants, private donations, or other sources. He is asking Council to adopt the plan with prioritized amenities, and once adopted strategic funding methods can be investigated. His staff is already exploring the possibility of applying for a Land and Water Conservation Fund (LWCF) grant to build the playground portion of the master plan, and having a master plan finalized can help earn points toward this grant application as well as others. Mr. Jelinski said it is hard to go after money without a master plan. He also brought up the possibility of raising money through the community, and Mayor Pierce said she thought this was a great idea to look at this way of funding amenities.

Jeff Ashbaugh of Benesch presented specifics of the master plan. He detailed the steps in the process, reviewed the location and facilities in the 18-acre park, and outlined proposed improvements.

Priority improvements are:

- New playground with age-appropriate equipment and additional amenities such as picnic shelters, benches, shade trees, shade structure, and swings
- Sprayground, a new water facility in the northeast corner of park that would offer an option for younger kids and be decorative and attractive
- Amphitheater and multi-purpose lawn to replace Stingray Amphitheater with a new covered stage, ADA accessibility, and a larger concert lawn of 0.25 acres
- New facility for the farmers market featuring twin shelters with a connecting plaza that would also serve as a revenue-generating option rentable for private events; it would be located near Lake Park Boulevard for curb appeal

Other improvements include:

- Replacing restroom
- Shoreline erosion
- Bulkhead construction

The budget for the master plan is \$4.66 million, which includes \$700,000 for bulkhead construction mainly on east end. Park development can be broken in phases or scaled back in the future.

Mr. Ashbaugh said grants are very competitive and that there is a direct relationship between the money you get and how much planning you've done, so adopting a master plan is a good investment.

In response to a concern from the audience, Mayor Pierce asked how drainage would be controlled if the Town continues to build parking areas around the lake. Mr. Ashbaugh said there would be plans for a drainage system that would capture and release at a slow rate, plus the expansion of the parking area would reshape what is already there and not add impervious

surface.

Council Member Barbee asked whether the plan was taking into account that any structures or equipment added to the lake would likely have to deal with flooding. He specifically expressed concerns about cleanliness of playground equipment. Mr. Jelinski said there would be no wooden structures and that whatever is there would be built to withstand flooding.

Council Member Garza asked about the recycled water for the sprayground. Mr. Jelinski said it would be done through a recirculating chlorine pump that is basically like a swimming pool.

Council Member Shuttleworth compared the master plan to a similar plan for the Island Greenway that started 12 to 14 years ago and had undergone significant changes as things progressed. He said it was a visionary document that would allow the Town to move forward, and specific pieces would come back over time.

Mayor Pierce said the master plan was a wish list to allow the Town to go after money. She asked whether any further action could be taken before the dredging issue was resolved.

Mr. Jelinski said he hoped Council would adopt the master plan and give his staff permission to apply for the LWCF grant that is due on July 1 to get things moving ahead for the playground portion.

Mayor Pro Tem Healy praised the job done on the master plan and said it was something good to give back to the community and take care of its children. He said he liked that the master plan was broken into phases and would allow Council to pick and choose what's next.

Council Member Barbee said if there is a way to get funding, the playground is an easy discussion.

Mayor Pierce reiterated that a vote to adopt the master plan is not a commitment to any specific funding.

ACTION: Motion to accept Lake Park Master Plan as presented

Motion: Council Member Barbee

Vote: UNANIMOUS

Mr. Jelinski said a separate vote was necessary to allow his staff to pursue the LWCF grant. If awarded the grant, the Town would be required to come up with \$175,000 in matching funds, but this could be spread over two fiscal years and would not be allocated now. Mr. Jelinski said he expects to know about the outcome of the grant in late September or October.

Council Member Shuttleworth asked for specifics about the process for proceeding if the Town wins the grant. Mr. Jelinski said there would be an RFP for the playground equipment that would be designed to fit the budget. The item would come back before Council for a public hearing and vote before any money is spent. Construction could begin in May.

Mayor Pierce said if the Town prides itself on being a family beach, it needs activities for

children and beginning the process of allowing Parks & Recreation to provide that is important.

Mayor Pro Tem Healy said it is important that the Town move forward and not become stagnant.

ACTION: Motion to approve resolution 20-229 to authorize the Town of Carolina Beach to submit an application to the N.C. Department of Natural Resources for the Land and Water Conservation Fund grant

Motion: Mayor Pierce

Vote: UNANIMOUS

b. Review RFP Results for the Efficiency Study

Mr. Oakley said 10 firms responded with proposals for a study that strives to find ways to save costs and improve services for the Town. He said all respondents were qualified, and costs ranged from \$30,000 to \$118,000. He has narrowed down the pool to three respondents that were in the \$30,000 range. He hopes after some negotiations he can come back at the upcoming workshop with a contract for Council approval.

Mayor Pierce asked how long the study would take. Mr. Oakley said the process would be about four to five months. Mayor Pierce also asked if the money for the study was already in the budget. Mr. Oakley said no, but he anticipated there would be enough leftover in the executive budget to cover this. Mayor Pierce said she has been hoping for this for a year and wants to see more things being done online. She said this study can't be done internally and needs outside eyes.

Mr. Oakley said he would bring the top proposal and authorization to execute at the upcoming workshop.

Council Member Shuttleworth asked how the fiscal year is finishing up in terms of revenue. Mr. Oakley said he doesn't have any major updates to share and is still waiting to hear about some initiatives meant to help.

8. NON-AGENDA ITEMS

Council Member Barbee reminded Mr. Oakley to keep a General Fund balance analysis on his radar. He also mentioned a previous question he asked about how much of the Town's water usage goes to irrigation. He also said he likes Mr. Jelinski's idea about getting the community engaged and involved in raising funds for Carolina Beach Lake Park and hopes this will be encouraged. He said this will be easier and more palatable than doing it through tax increases, a measure that often becomes politically charged.

Council Member Garza asked about the Land Use Plan. Mr. Hardison said it is going before the Planning & Zoning Commission one more time before coming to Council in July. Mr. Hardison said he can give an update on the status of it at the upcoming workshop. Council Member Garza also mentioned Town staff looking into rates for water gallon usage and using the Town's Facebook pages to post updates about hurricane season preparation and fire safety.

Mayor Pro Tem Healy said the Town's Census has gone up slightly to 35.4%. He said the Census

will continue through the end of October and encouraged people to fill out the questionnaire online if they do not want an in-person visit from Census takers. He also thanked Mr. Hardison for taking care of the fence on Cape Fear Boulevard.

Mayor Pro Tem Healy also asked about the possibility of getting the speed limit changed at Dow Road and Harper Avenue for safety reasons. He said right now it changes from 55 mph to 45 mph in that area, but it should be 35 mph due to the crosswalk. Mayor Pierce said the Town has asked for permission to do this in the past but turned down by the N.C. Department of Transportation. Assistant Town Manager Ed Parvin said the DOT will do a study if Council requests it, but the data has to support a reduction in the speed limit. Council Member Shuttleworth asked Mr. Parvin to arrange a call with the DOT to find out exactly what needs to be done to justify a speed limit reduction. Mayor Pierce said the slower zone should extend past Mike Chappell Park. Council Member Barbee said he is also concerned about a higher speed limit on some areas of Dow Road during school hours.

Council Member Shuttleworth brought up Fourth of July fireworks. He asked whether the lack of room occupancy tax funding or the need to reduce crowd size was the reason for the cancellation. He said a private group would be able to come up with the money if necessary, but there was concern about whether having the only fireworks display in the county and local area would draw too many people. Council Member Barbee said he would love to see fireworks but that the Town needs to heed orders from N.C. Gov. Roy Cooper about crowd sizes. Mayor Pro team Healy said he agreed that fireworks would be great but was also concerned about the timing and not knowing what the crowd size orders would be in a few weeks. Council Member Garza said he would like to see plans for a large fireworks display on Labor Day weekend. Mayor Pierce said she did not want to act irresponsibly by encouraging people to gather in large groups for the only fireworks in the area, but she also expressed concern about whether the lack of a professional fireworks display would result in people shooting off more fireworks in their yard and causing a potential fire hazard. Council Member Shuttleworth said the price of the fireworks display would be around \$15,000 and added that he was fine with holding off on plans for it at this point.

Mayor Pierce said there had been some complaints about people parking at the lake and going to the beach. She asked if the town is specifying that the parking spots there are for Lake Park use only and if not, is that something the Town should do. Mr. Parvin said parking at the lake is for a maximum of 2 hours, but he is unsure whether signs are up yet. Mayor Pierce also clarified that all committee updates and decisions would happen in August after committees meet in July, and she asked Town Clerk Kim Ward to make sure the committees know this.

9. ADJOURNMENT

Mayor Pierce made a motion to adjourn at 8:45 PM. Motion passed unanimously.

CAROLINA BEACH

Town Council Workshop Minutes
 Tuesday, June 23, 2020 @ 9:00 AM
 Council Chambers
 1121 N. Lake Park Boulevard
 Carolina Beach, NC 28428

ASSEMBLY

The Town of Carolina Beach Town Council Workshop was held on Tuesday, June 23, 2020, at 9:00 AM in Council Chambers.

PRESENT: Mayor LeAnn Pierce, Mayor Pro Tem Jay Healy, Council Member Lynn Barbee, Council Member Steve Shuttleworth, Council Member JoDan Garza

ALSO PRESENT: Town Manager Bruce Oakley, Town Clerk Kim Ward, and Town Attorney Noel Fox

MAYOR PIERCE CALLED THE MEETING TO ORDER

Assistant Town Manager Ed Parvin recognized Public Works Director Brian Stanberry for 20 years of service with the Town.

DISCUSSION ITEMS

1. Hurricane Preparedness Update

Fire Chief Alan Griffin gave an update on measures Town staff has taken to prepare for the 2020 hurricane season. He discussed the four phases of a disaster: mitigation, preparedness, response, and recovery and said his staff had recently participated in a training exercise as part of preparedness measures. Chief Griffin also discussed the chain of events during a disaster, emphasizing that decisions are based on life safety, incident stabilization, and property conservation.

Chief Griffin said there are “7 musts” for elected officials during a hurricane:

- Attend briefings with the Town Manager
- Review incident action plans
- Work within the NC system
- Help spread a consistent message
- Ask questions
- Work through the Emergency Operations Center Manager
- Understand departmental priorities

Council member Garza asked about expectations for the upcoming hurricane season. Chief Griffin said the forecast is for an active season but reminded everyone that it only takes one storm to cause significant issues for the Town.

Mayor Pro Tem Healy said elected officials should stay out of the way and let Town staff do their job in a hurricane. Chief Griffin said it is better for Town staff to be in charge rather than elected

officials because elected officials can get political pressure from citizens and businesses.

Council Member Garza recommended the creation of a 5-minute video for social media about hurricane preparation. Chief Griffin said this was a good idea and that it was a good time for messaging about having enough supplies to self-sustain for 72 hours.

Mayor Pierce said she had confidence in Town staff to be in charge and that Council would follow their lead.

2. Overview of the 2020 Land Use Plan Update

Assistant Manager Ed Parvin reviewed the public involvement steps in the process of developing the current draft of the proposed Land Use Plan: public survey, steering committee, website, social media and outreach, public open house workshops, and several public comment sessions. The steering committee was made up of dedicated, appointed volunteers having regular meetings since November 2018. Members had various perspectives and backgrounds and reviewed and guided all aspects of information gathering and plan development. The process has been wrapping up this year; the most recent action was the Planning & Zoning Commission recommending approval of a plan in June. Remaining steps include presentation to Council for adoption in July and to the Coastal Resources Commission for certification in November.

Mr. Parvin also reviewed changes that were made to the plan during the process:

- Change Canal Drive from low to medium density
- Change west side of Bonito Lane from low to medium density
- Mirror Downtown Business Area classification to Central Business District zoning
- Mirror low density area with R-3 zoning
- Remove the Gateway Corridor overlay district and the term
- Make the medium density residential minimum lot size 5,000 square feet instead of a range of 5,000-9,000 square feet
- Make verbiage less restrictive to reflect “discouraging” rather than “restrict” development in land around the lake
- Match the T-1 zoning

Council Member Shuttleworth suggested making Pelican Lane the boundary for the Central Business District rather than having it extend north of there, which would affect some residential properties. He also wanted to see allowances for more neighborhood commercial development along Lake Park Boulevard south of the lake to help with traffic flow so all businesses aren't located in the Central Business District.

Council Member Shuttleworth also asked about whether there was discussion of extending height limits in the Marina Business District or Lake Park Boulevard Corridor. Mayor Pierce said there was some discussion about lowering height limits at one point. Council Member Garza said he did not recall any discussion about extending height limits. Mr. Parvin said the current height limit is 50 feet, but if you do some additional setbacks you can go up to 60 feet. Council Member Shuttleworth said there has been some interest in developing apartment buildings that would provide long-term rentals that would be affordable workforce housing.

3. Hurricane Building Damage Review

Council asked Town staff for an update on the status of hurricane-damaged buildings. Over 1,000 units that consisted of single-family, multi-family, and commercial were damaged during Hurricane Florence. Staff has worked with the property owners since then to either demolish the structures or repair them. There are only 6 remaining properties that Town staff is still working with owners on either repairing or demolishing them. Mr. Parvin gave details about each.

1) 3 Carolina Beach Avenue south

This building is owned by the Town. It is in need of major repairs to include roofing, floors, ceilings, electrical, and mechanical.

Council Member Shuttleworth said he thought it had already been determined that this building was a teardown because of the excessive cost of repairs. He said he thinks Council should lead by example and get rid of the building because it is an eyesore and health hazard. Mayor Pierce said she was not ready to move forward with this now. Mr. Parvin said he could bring it up again in the future. He said the Town included money for the demolition in the loan when they bought it. Mayor Pierce said this would need to be done in the off-season and that Council will know its options better within the next couple of months. She asked about covering the windows. Mr. Parvin said he would look into making sure that is done and see if there is any decorative work that the Beautification Committee can do.

2) 106 Carolina Beach Avenue North and 7 Pavilion Avenue

Buildings have been damaged and had temporary repairs done to the roof. Further evaluations will be required.

Mr. Parvin said owners have been periodically making repairs. He said condemnation and demolition are possible options, but this is challenging because the buildings are connected to other properties.

Council Member Shuttleworth said this property has been an issue for 7 years and has become a hindrance to further economic development in the area because it is an eyesore and devalues the surrounding area. He said because there has been no commitment from the property owner to make a reasonable plan, the Town needs to follow through on some action. Mayor Pierce said years ago there was a plan to possibly put public restrooms in this building instead of building a new structure. She asked if this was still possible or worth exploring.

Mayor Pro Tem Healy asked about the process for getting a building condemned. Mr. Parvin went over the steps and said it is a 90-day process. Mayor Pro Tem Healy said this would force the owners to do something. Council Member Barbee said they have had years to come up with a plan, so the town needs to push forward with other options.

Council Member Garza asked Mr. Parvin what Town staff needs to move forward. Mr. Parvin said he can reach out to the owners to talk about options for a 6-month plan. Council Member Shuttleworth said he thinks the time has elapsed for this and that they need to be sent a notice so this doesn't continue to drag out.

3) 12 Pavilion Avenue

Currently the owner has discussed selling the building or removing it. Cost of repairs was too extensive for the owner at this time. He was going to evaluate his situation and get back with the Town once he makes a decision on his plans. The meeting was early in June.

Mr. Parvin said the Town Ocean Rescue building was here for many years, and after that moved out the owner entered a contract for the building to become a restaurant, which has since fallen through.

4) 101 Cape Fear Boulevard

Front of building is currently open for business. Currently the rear section and second floor is vacant and in need of major repairs. The owner has the property up for sale.

5) 109 Cape Fear Boulevard

The building is currently vacant and proposed to be demolished. The owners are still working with the insurance company to finalize claims. Once completed, the building will be removed. There is a sign stating that the business has been closed due to Hurricane Florence.

Mr. Parvin said the owners have been working with a demolition company and are motivated to move forward. He said Town staff can talk to them about covering windows. Mayor Pierce said she thinks owners would be open to allowing the Beautification Committee to help with this. Council Member Barbee mentioned the mold and mildew smell coming from the building.

6) 308 Carolina Beach Avenue North

Mermaid Manor has new ownership and plans to remove the building. They have come to the TRC meeting and have been granted approval to construct a new building as proposed. They are now working with their designers on the plans for the new building and have plans to submit for permits this fall with the intention of constructing it during the off-season.

Mr. Parvin said this project has been approved for mixed use.

Council Member Shuttleworth asked if Town staff was looking at building improvements on other parts of the island, not just the Central Business District. He asked what Council needs to do to give Town staff teeth to expedite enforcement issues. Town Building Inspector Darrel Johnson said there has been progress with demolition in other parts of the town. He said these properties were typically identified on a complaint basis. Mr. Oakley said he will meet with the Town Attorney and other staff and report back with the next steps to address Council concerns. Council member Barbee said he would like to see the issue come back to Council in the fall for an off-season check on progress.

4. Review Proposed Marketing Budget for FY 20/21

Mr. Oakley gave an update on the proposed FY 20/21 marketing budget presented by the Convention and Visitors Bureau (CVB):

Total: \$408,325

Contingency 7.35%: \$32,394

FY Budget Total: \$440,719.00

Council Member Shuttleworth suggested a 15% holdback due to continuing economic uncertainty. He said the Town is already busy, and due to COVID-19 larger crowds should not be encouraged. Other Council Members agreed that they would like to see larger reserves of 15% or 20%. Council Member Shuttleworth said his suggestion would be to ask the CVB to approve a \$374,000 budget with the balance going into reserves and asking them to cut 10% of advertising and media services.

ACTION: Motion to adopt a 20 percent reduction in the proposed advertising budget

Motion: Mayor Pro Tem Healy

Vote: UNANIMOUS

Council Member Shuttleworth said he would like to present it as a “friendly amendment” to this proposal. Mr. Oakley said he would take the requested amendment back to the CVB.

5. Efficiency Study Contract

At the June 9 Council meeting, Council approved Mr. Oakley to move forward with negotiating an agreement with one of top three respondents to an RFP for an efficiency study. There were 10 respondents ranging in cost from \$30,000 to over \$100,000. After scoring of the top three by a Town staff committee, Evergreen Solutions was the top choice. Mr. Oakley negotiated a lower price of \$30,000 from the original proposal of \$38,500. The study would start on July 1 and take about 4 months. Mr. Oakley said the goal is to identify ways to maximize services with minimal costs.

Council Member Barbee asked Mr. Oakley to emphasize to Town staff that the firm is here to help and not harm. Mayor Pierce said if everyone is open-minded, then great ideas will come out of the study.

ACTION: Motion to authorize Mr. Oakley to engage Evergreen Solutions on this project

Motion: Council Member Barbee

Vote: UNANIMOUS

NON-AGENDA ITEMS

Council Member Barbee said he needed some guidance for what to tell people on Mackerel Lane. Mr. Oakley said he will work with Town staff to come up with a message to let them know of next steps or whether there are next steps.

Council Member Garza asked if it was possible to list all sections in the town that do not have a stormwater system. Mr. Oakley said there is a phased plan. Mr. Parvin said Town staff can show Council phases for stormwater and infrastructure projects, including what is already funded in the budget.

Mayor Pro Tem Healy said there are a couple of businesses downtown that have disregard for COVID-19 capacity regulations. He said he has brought this up to the Police Chief and Fire Chief but is worried about a lack of ways to enforce this as a Town. Mr. Oakley said the Town can cite a business and give a court date. Mayor Pierce suggested having private conversations with offenders to ask them to implement better procedures as a first step.

Mayor Pierce asked Mayor Pro Tem Healy to talk to Mr. Johnson about getting the Beautification Committee involved with helping with decorative window coverings for the Central Business District buildings discussed earlier in the meeting.

CLOSED SESSION

6. Closed Session to Discuss an Attorney/Client Matter

ACTION: Motion to go into closed session to discuss an attorney/client matter in accordance with NCGS 143-318.11(a)(3). The matters being discussed include:

TCB vs. Carolina Freeman LLC NHC 18 CVS 3151

TCB vs, B&F Enterprises LLC NHC 18 CVS 3152

TCB vs DRDK, LLC NHC 18 CVS 3153

TCB vs Freeman Beach, LLC 18 CVS 3154

Motion: Mayor Pierce

Vote: UNANIMOUS

Council returned to open session at 11:30 AM. No action was taken during closed session.

ADJOURNMENT

Mayor Pierce made a motion to adjourn at 11:30 AM. Motion passed unanimously.



AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council – July 14, 2020

SUBJECT: Manager’s Update

BACKGROUND:

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

ACTION REQUESTED:

No Action Needed



AGENDA ITEM COVERSHEET

PREPARED BY: Jeremy Hardison, Planning & Development Director **DEPARTMENT:** Planning & Development

MEETING: Town Council – 14 July 2020

SUBJECT: Consider adopting the 2020 CAMA Land Use Plan Update

BACKGROUND:

A land use plan is a collection of policies and maps that serves as a community's blueprint for growth. These plans are a fundamental element of coastal management in North Carolina. The Coastal Area Management Act requires each of the 20 coastal counties to have a local land use plan in accordance with guidelines established by the Coastal Resources Commission (CRC). The CRC's guidelines provide a common format for each plan and a set of issues that must be considered during the planning process; however, the policies included in the plan are those of the Town, not of the CRC. By law, the role of the CRC is limited to determining whether plans have been properly prepared.

The land use plan includes local policies that address growth issues such as, interconnectedness between land uses, transportation, utilities, recreation, economic development, desired types of economic development, natural resource protection and the reduction of storm hazards. Once a land use plan is certified by the CRC, the Division of Coastal Management uses the plan in making CAMA permit decisions and federal consistency determinations. Proposed projects and activities must be consistent with the policies of a local land use plan, or DCM cannot permit a project to go forward. A CAMA permit is required for ocean and sound front development. At the local level, land use plans provide guidance for both individual projects and a broad range of policy issues, such as the development of regulatory ordinances and public investment programs.

Land use planning provides one of the best opportunities for public involvement. The current CAMA Land Use Plan was adopted in 2007. The update focused on reevaluating community conditions and sentiment. With extensive public outreach and participation, the plan is a blueprint for Carolina Beach to achieve the community's collective vision. Council appointed a Land use Plan Committee and the first kick off meeting was in November 2018. Staff along with our consultant, Stewart started the process with several public engagement activities that consisted of stakeholder interviews, public survey's, monthly steering committee meetings, dedicated website to the plan, social media and outreach, public open houses, several public comment sessions.

In January of this year the Town Council and Planning & Zoning Commission held a joint meeting to review the plan and heard public comments. The Planning & Zoning Commission discussed the plan and held public comment in February, March and June. At the June meeting they forward the plan with several changes from the LUP committee recommendation that are depicted in the attached power point. The plan is scheduled for public comment and adoption at the July Town Council meeting. The plan recommendation from the LUP committee and the Planning & Zoning Commission can be found on the project website for review.

<https://www.carolinabeachcamaupdate.com/resources>

Once the plan has been adopted by the Town the plan shall be delivered to the NC Division of Coastal Management 45 days prior to the Coastal Resource Commission for certification. The plan will be heard tentatively at the November 18-19 CRC meeting in Emerald Isle.

Several questions were asked at the June Council workshop below

1. The meeting has been advertised to the sunshine list, facebook, website and newspaper.
2. The last P&Z meeting there were no one from the public in attendance. The plan has been vented through for several public meetings.
3. Possibly expanding the NB land classification area south of the lake to allow for additional commercial opportunities on the South end of CB. The area was recommended by P&Z to accommodate both residential and commercial uses.
4. Steve Shuttleworth brought up making CBD end at Pelican. P&Z recommended the Downtown business area to end at the existing CBD zoning line north of Pelican Ln. The LUP Committee has commercial ending at Pelican Ln and residential starting.
5. The area in Highway business zoned, specifically the Harris' Teeter property. This area is designated for 4-5 stories desired.

ACTION REQUESTED:

Adopt the 2020 CAMA Land Use Plan update

RECOMMENDED MOTION:

To adopt the 2020 Town of Carolina Beach CAMA Land Use Plan.

CAROLINA BEACH CAMA LAND USE PLAN

Planning Board

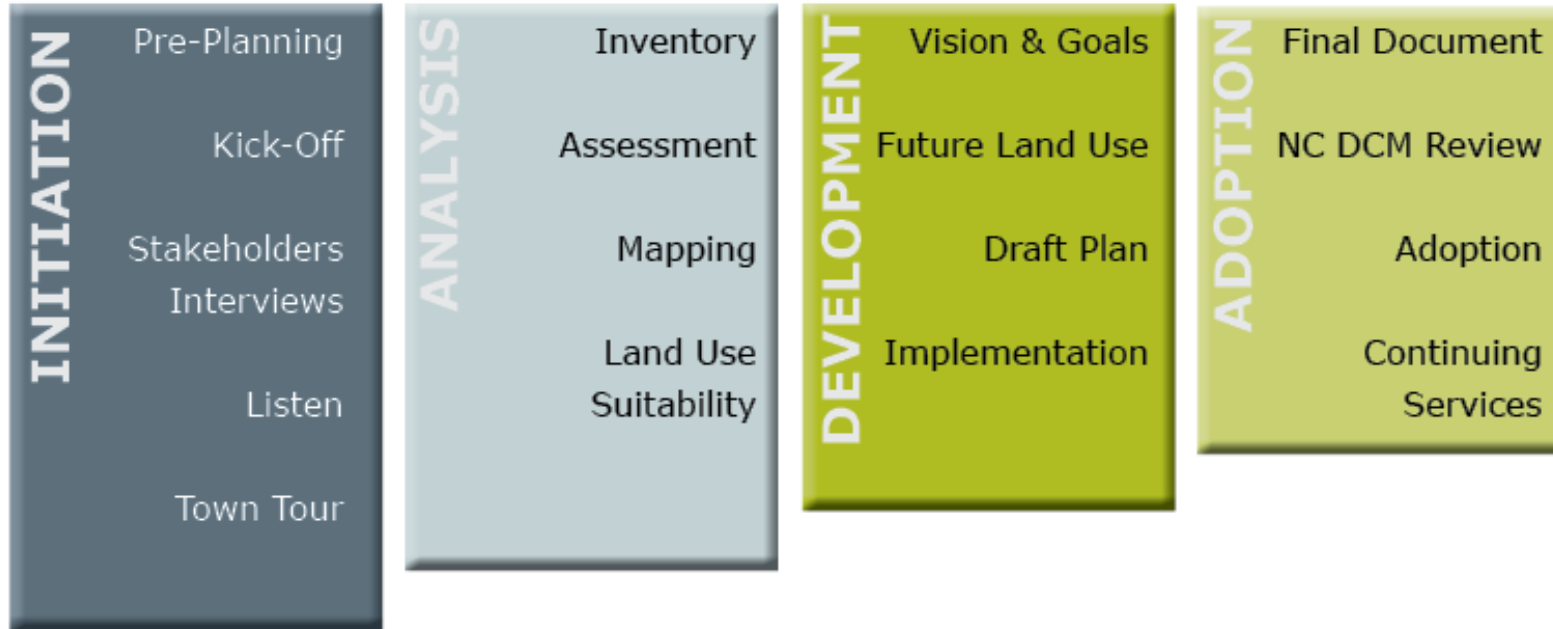
jointly with Town Council and Steering Committee

01/09/2020



THE PROCESS

Scope of Work



October 2018

WHY WE PLAN

Required:

- State / Coastal Resource Commission (CRC)
 - CAMA permitting decisions
- Chapter 160D

Guides:

- Policies
- Development standards
- Public and private investment
- Rezoning decisions
- Communicate community vision, priorities, and goals

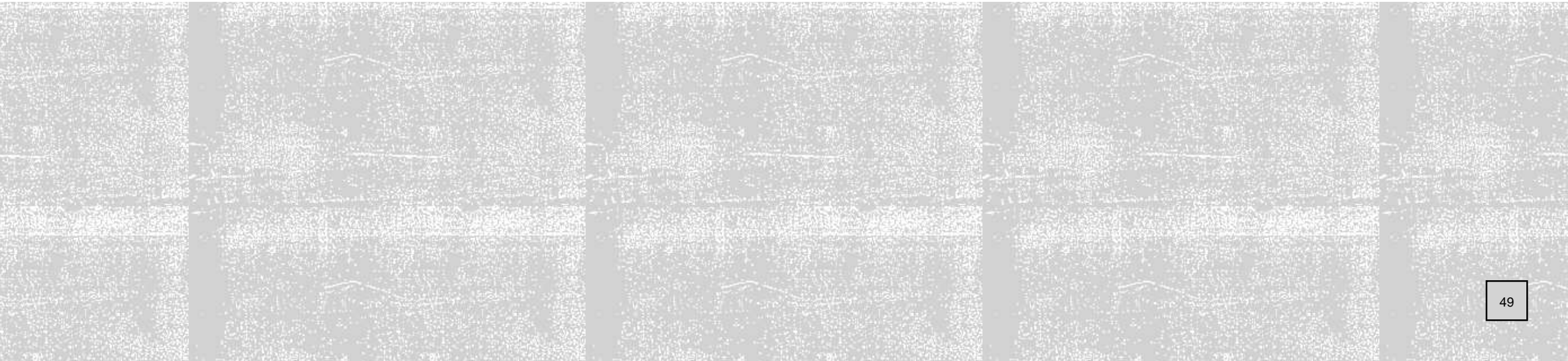
A Land Use Plan does not:

- Infringe on existing uses or structures
- Handcuff, decision-makers during rezonings
- Downzone property
- Constitute a “taking”
- Create nonconformities
- Change the UDO

“We plan so that we can make places/things better!”

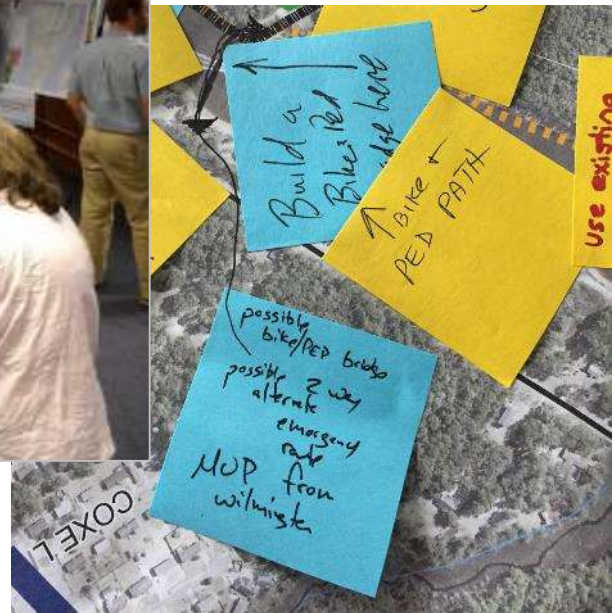


PUBLIC INVOLVEMENT



PUBLIC ENGAGEMENT

- Stakeholder Interviews
- Public Survey
- Steering Committee
- Website
- Social Media and Outreach
- Public Open House Workshops
- Several Public Comment Sessions



Item 7.

STAKEHOLDER THEMES & COMMUNITY TOUR

- Community members
- Business owners
- Neighborhood groups
- MOTSU
- NCDOT
- Town Staff
- And others

Highway & Appearance

Stormwater & Flooding

Redevelopment

Pedestrian & Cyclist Connectivity

Family-Friendly Character

Downtown Boardwalk

Marina, Inlet, Waterfront

Parks & Rec

Parking

PUBLIC SURVEY

- 494 respondents over 3 weeks
- >95% full- or part-time residents
- >90% residential property or business owners
- 100% completion rate
- Results used in crafting recommendations, future land use, and other steering committee considerations

Item 7.



STEERING COMMITTEE

- Dedicated, appointed volunteers having regular meetings since November 2018
- Various perspectives and backgrounds
- Have reviewed and guided all aspects of information gathering and plan development



STRENGTHS, WEAKNESSES, OPPORTUNITIES, & THREATS (SWOT ANALYSIS)

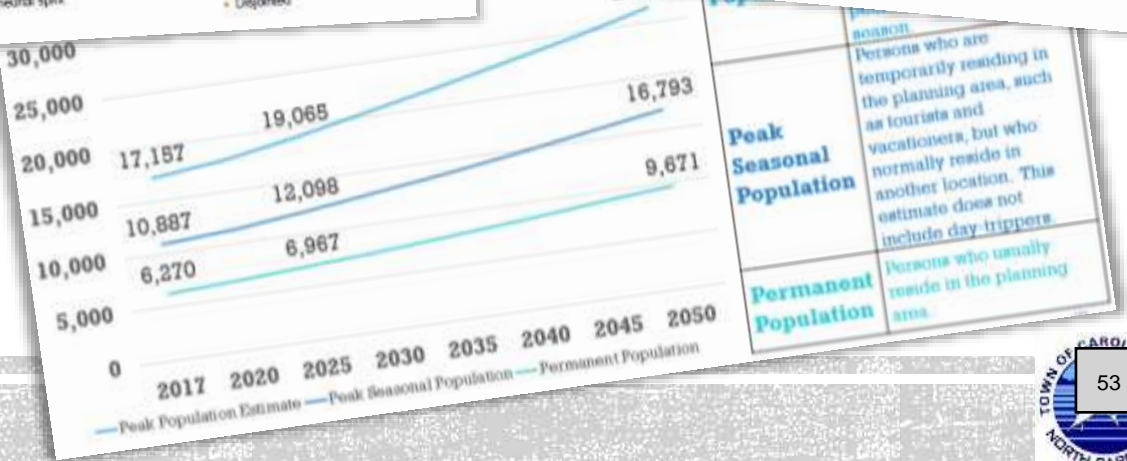
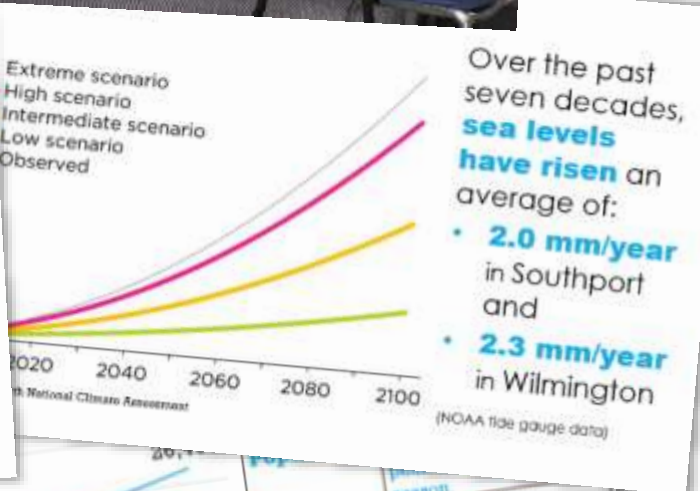
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Strengths:

- Tourism, incl. shoulder seasons (5 votes)
- Parks and rec (3 votes)
- Unique character, family-friendly atmosphere, small community (3 votes)
- Implementation, planning of infrastructure, and coordinated improvements (3 votes)
- Location / lots of amenities and events (3 votes)
- Diversity (2 votes)
- Healthy development trend, economy (2 votes)
- Bicycle / pedestrian connectivity and vision (2 votes)
- Effective Town staff
- High quality elementary school
- First responders
- Self-sufficiency (aka "no OTB")
- High ratio of commercial uses (tax base)
- Mix of land uses – commercial next to residential
- Entrepreneurial spirit

Weaknesses:

- Parking, esp. in tourist season (5 votes)
- Flooding (4 votes)
- Flooding / stormwater, esp. Canal St and Carolina Beach Lake (3 votes)
- Traffic / congestion (2 votes)
- Local, year-round employment opportunities (2 votes)
- Stormwater issues, drainage (2 votes)
- Land-locked / future ETJ expansions unlikely
- Infrastructure
 - Need traffic lights and crosswalks
 - Central Drive
 - Texas Ave pump
- Staffing for project management
- Limited public space
- Limited fund balance
- Overly strict regulation of commercial development
- Traffic safety / congestion and lack of cooperation from NCDOT
- Affordable / workforce housing
- Dejected

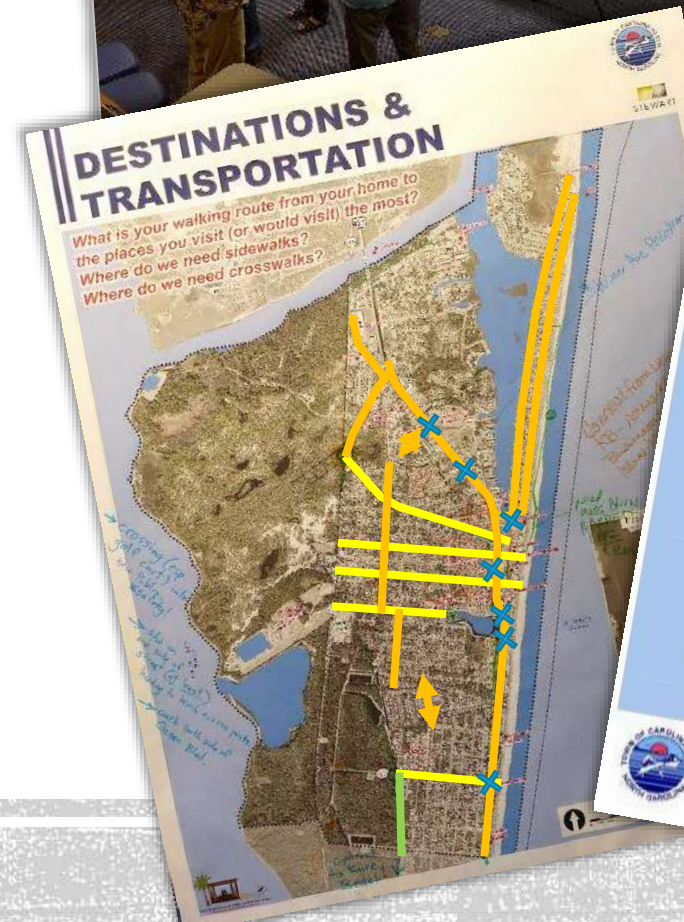


TWO PUBLIC OPEN HOUSES

- Over 100 attendees
- Shared knowledge and values
- Valuable insights
- Concerns heard and addressed



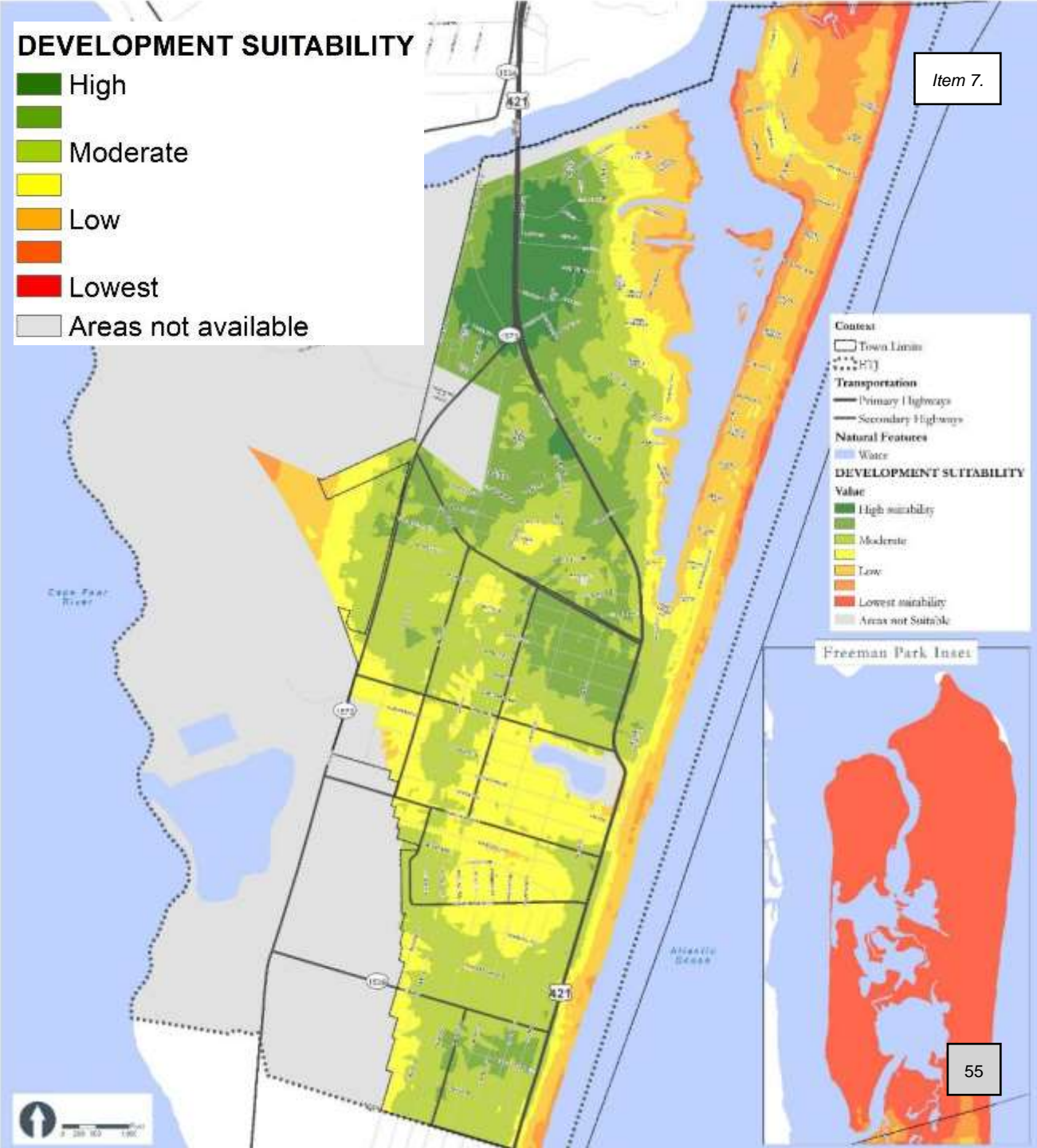
Item 7.



PUBLIC INPUT HAS SHAPED

- Community profile
- Data analysis
- Population projections
- Vision statement
- Goals
- Development style and preference recommendations
- Future Land Use and character areas
- Final plan recommendations

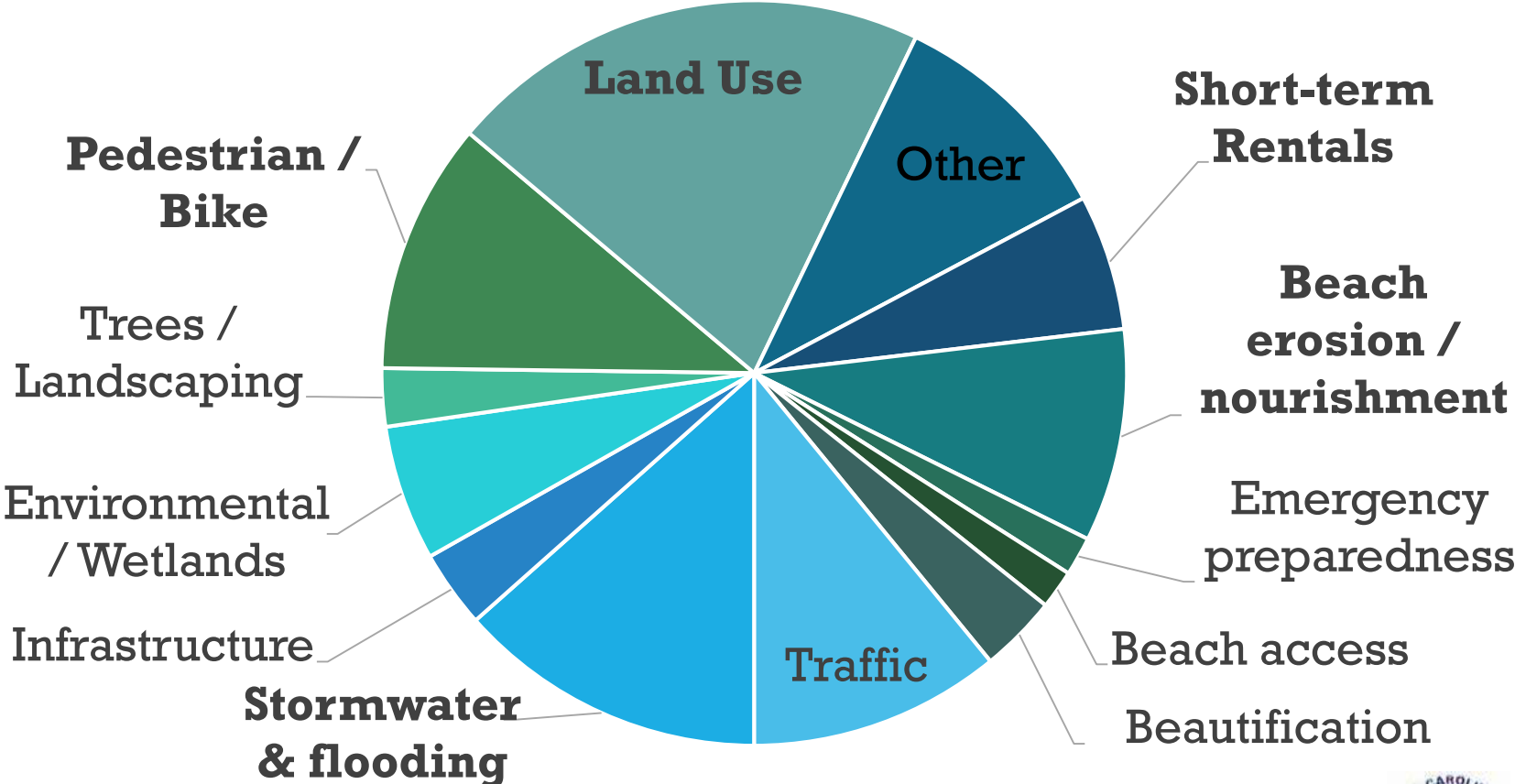
All aspects of plan development!



DRAFT PLAN COMMENT SUMMARY

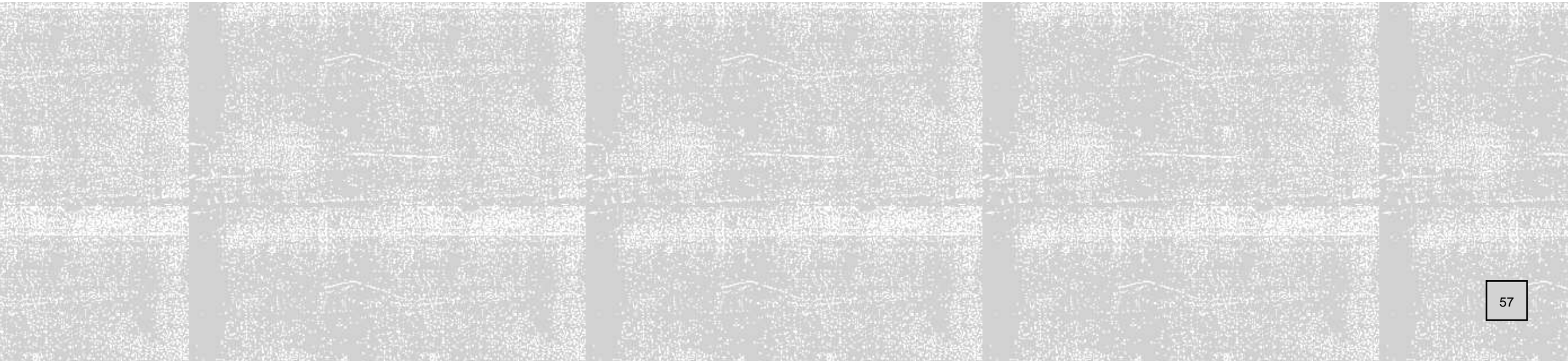
- In addition to...
 - Public survey: **almost 500 respondents**
 - Two public workshops: **over 100 attended**
 - Project website: **over 2,800 unique visitors**
 - Stakeholder interviews

**Public Comments on Draft Plan (to 08/29/19):
General Subject Area of Concern
(over 175 comments and over 120 respondents)**





COMMUNITY VISION



VISION & GOALS GUIDED PLAN RECOMMENDATIONS

Community Vision:

Carolina Beach is recognized for balancing its past and unique coastal attributes and challenges with integrity and enterprise. We will remain an attractive and safe family-oriented community, with a healthy ecosystem, quality recreational opportunities and a vibrant business environment that will connect families, residents, and visitors now and into the future.

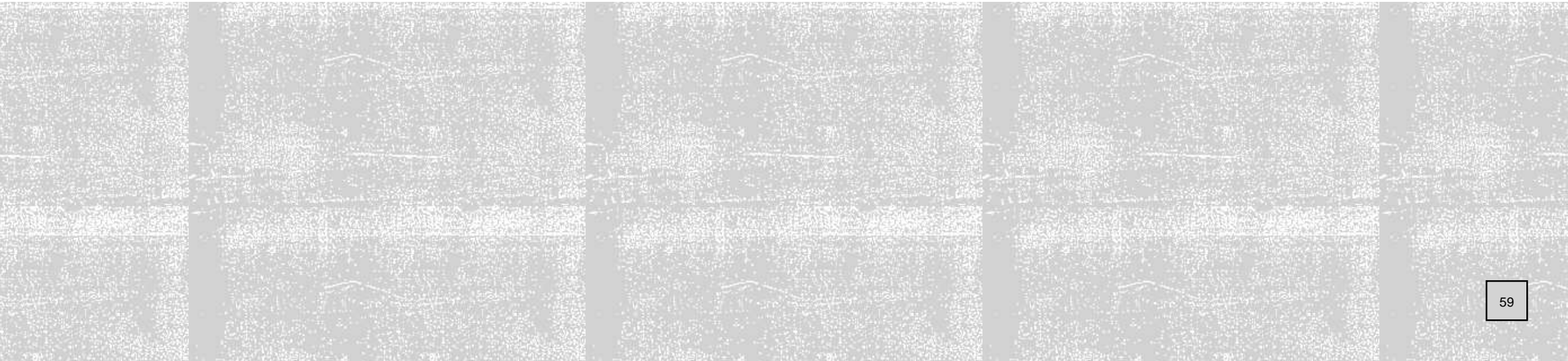


Goals related to:

- **Character & Appearance**
- **Natural Resources**
- **Connectivity & Mobility**
- **Economy**
- **Recreation & Access**



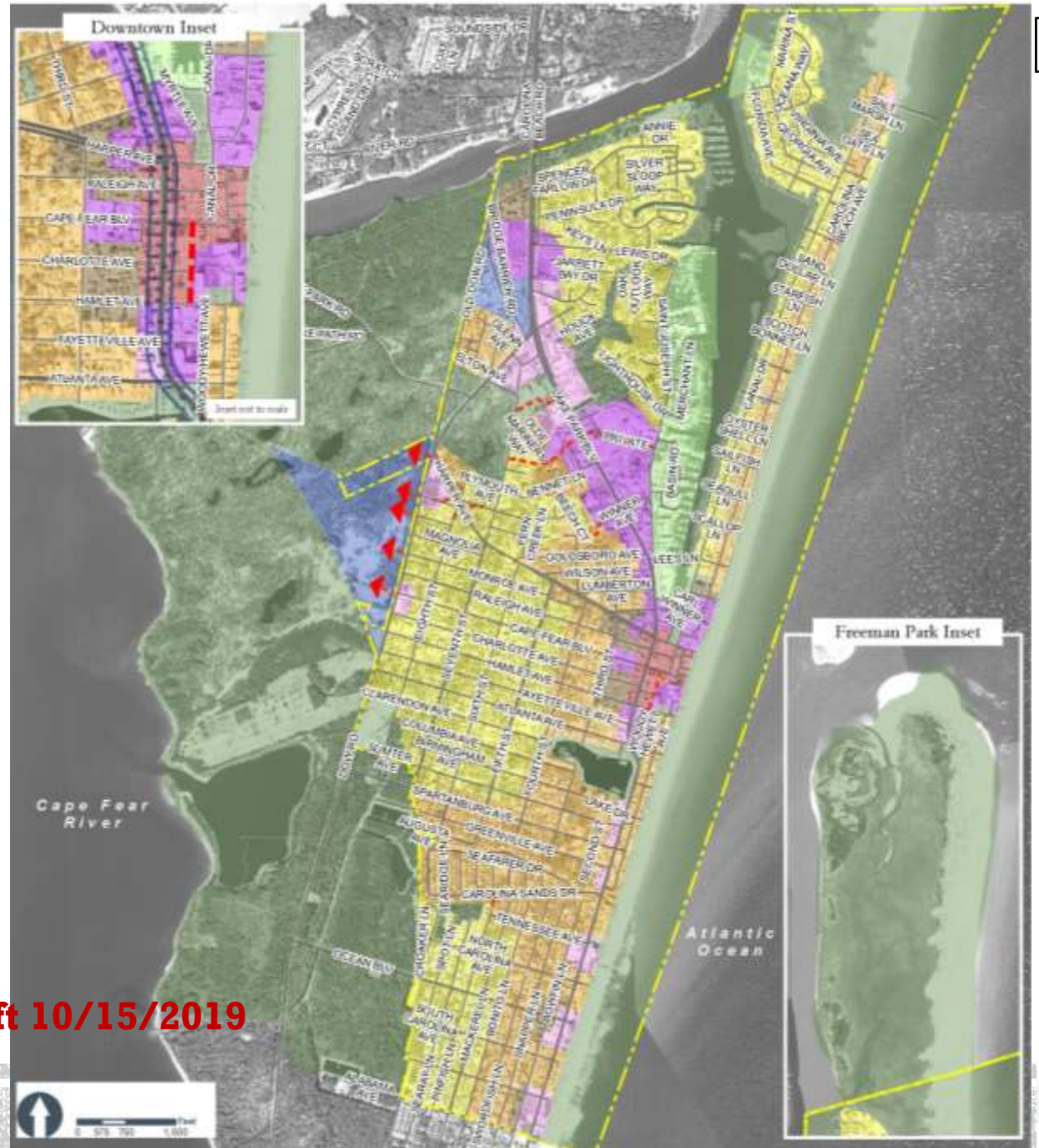
FUTURE LAND USE



DRAFT FUTURE LAND USE MAP

- Extensively reviewed and revised by the community and steering committee

Draft 10/15/2019



RESIDENTIAL AREAS



Low Density

- Primarily single family detached residential on larger lots



Medium Density

- Primarily single family detached residential
- Some attached residential at key locations



High Density

- Primarily attached, stacked residential
- Condos and apartments
- Located proximate to activity centers and/or waterfront



Item 7.

COMMERCIAL AND MIXED USE AREAS



Downtown Business Area

- boardwalk commercial area and central recreational district



Mixed Use Commercial

- Higher density area with mix of recreational, service, restaurants, and sometimes hotels



Low Intensity Commercial

- Low intensity commercial uses fit into the neighborhood

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EMPLOYMENT AND SPECIAL AREAS



Office, Industrial, & Employment

- Office, commercial, light industrial, employment-generating uses



Recreation, Civic, & Conservation

- Boating, recreational and commercial water access, parking lots, parks, trails, playgrounds, wetland/marsh/nature preserve, beachfront, public trust water access, civic or rec center, and dunes



Marina Commercial/Industrial Mixed Use

- Higher intensity, water-based uses, incl. marina



Gateway Corridor Overlay

- Unified aesthetic along the Lake Park Blvd



Item 7.



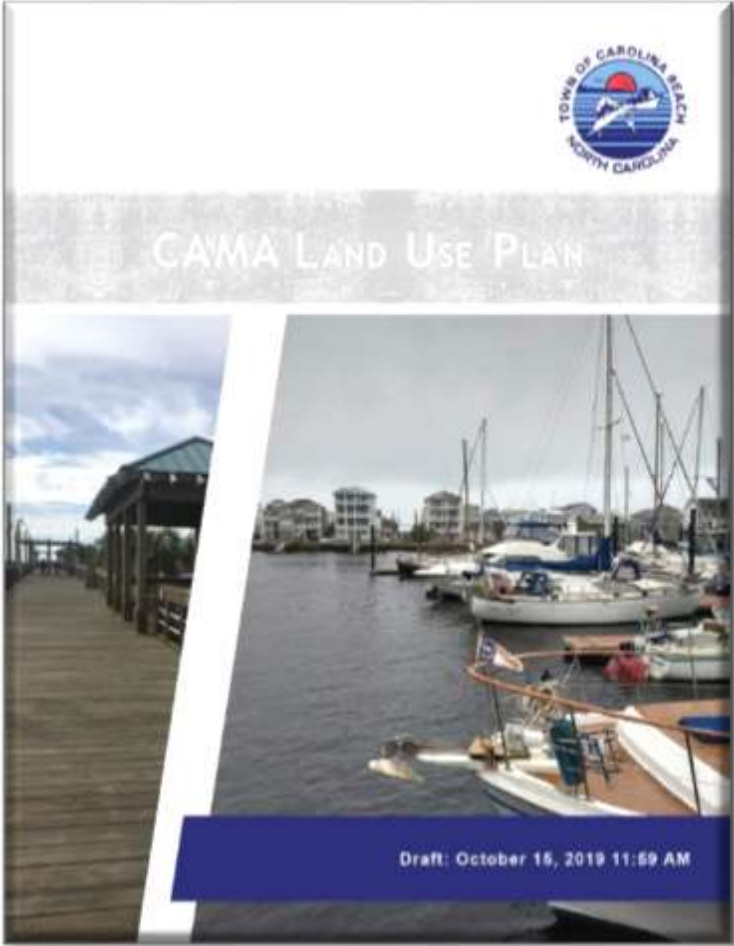
OVERVIEW OF POLICY RECOMMENDATIONS



CAMA PLAN FORMAT

- **Public Access**
 - Maximize public access
- **Land Use Compatibility**
 - Balance environment, economy, and safety
- **Infrastructure Carrying Capacity**
 - Use public infrastructure to protect AECs
- **Natural Hazard Areas**
 - Conserve beaches, floodplains, dunes for storm protection
- **Water Quality**
 - Protect and enhance public trust water quality

- and **Local Issues of Concern**



PUBLIC ACCESS

- Maintain marina operations and public moorings
- Improve water and beach access points
- Remain open to opportunities for new access points



LAND USE COMPATIBILITY

- Use the Future Land Use Map
- Find solutions for Canal Drive flooding
- Maximize C.B. Lake for stormwater
- Maintain Freeman Park operations



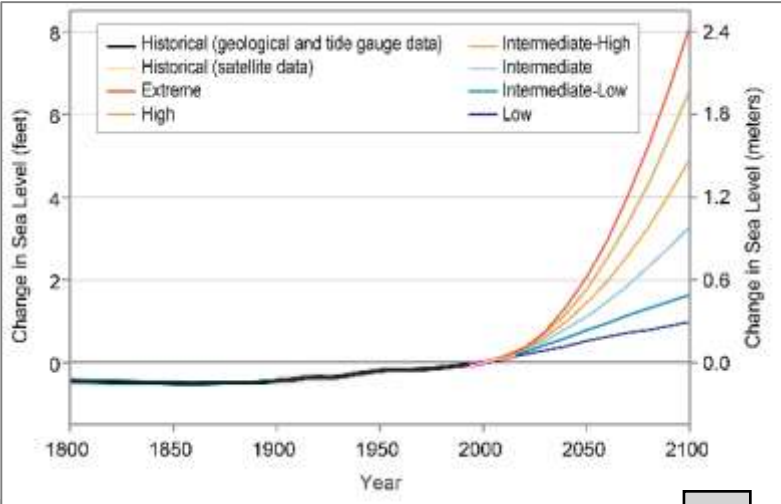
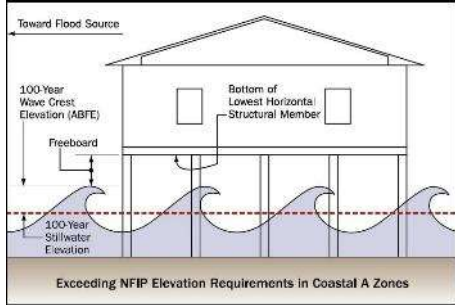
INFRASTRUCTURE CARRYING CAPACITY

- Expand public wells and wastewater treatment plant
- Manage public parking
- Expand golf cart parking



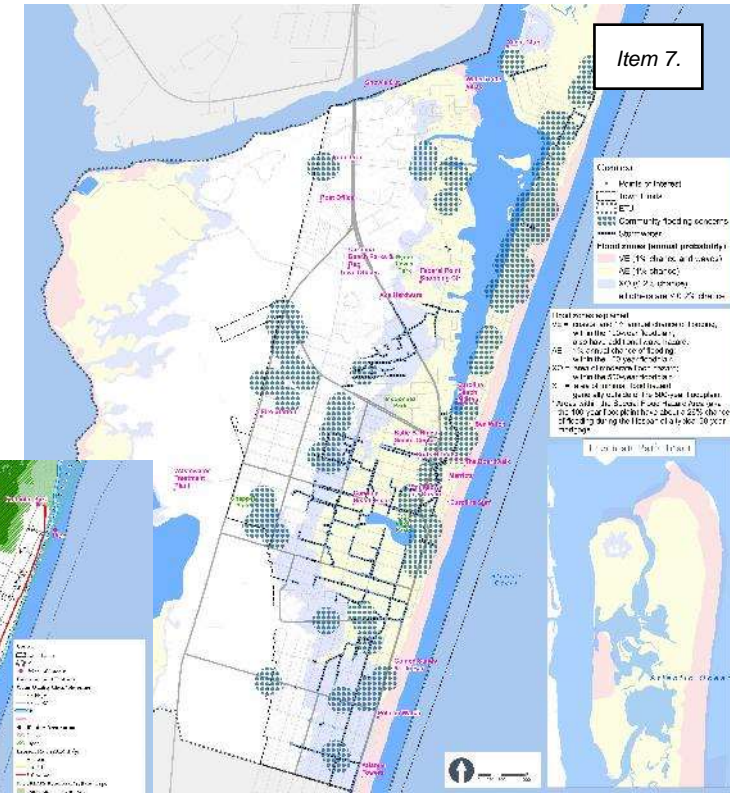
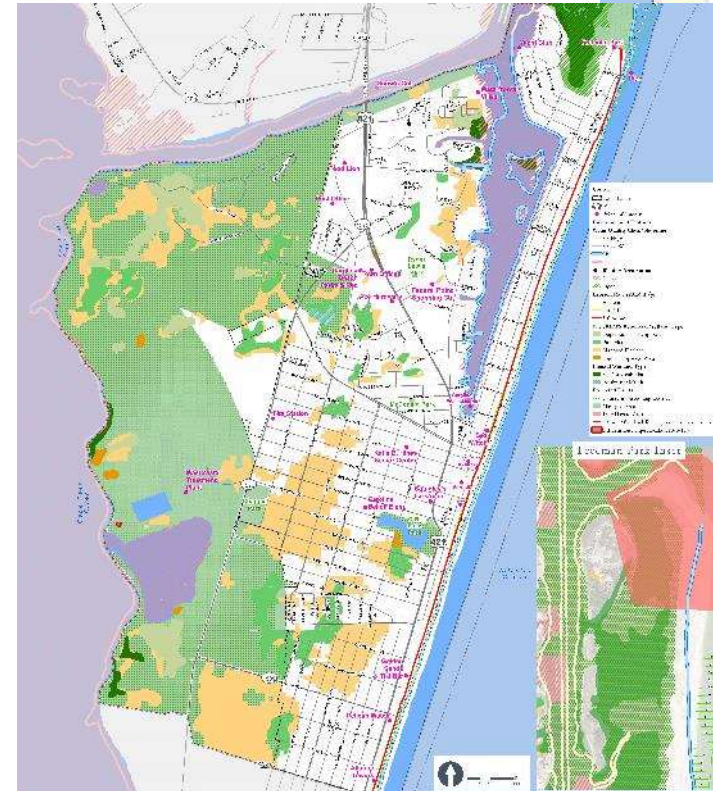
NATURAL HAZARD AREAS

- Monitor erosion and use public funds to combat it
- Continue beach nourishment
- Maintain the inlet
- Maintain Snow's Cut
- Don't allow development intensification in vulnerable areas
- Require additional structure elevation
- Continue Community Rating System and Hazard Mitigation Plan



WATER QUALITY

- Improve Myrtle Grove Sound water quality
- Preserve Freeman Park wetlands and water quality
- Control litter
- Reduce nonpoint source pollution
- Increase standards for stormwater management, incl. public solutions (like C.B. Lake, Henniker's Ditch, etc.)



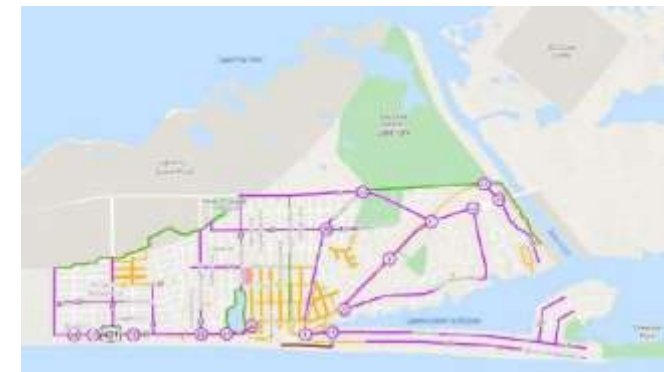
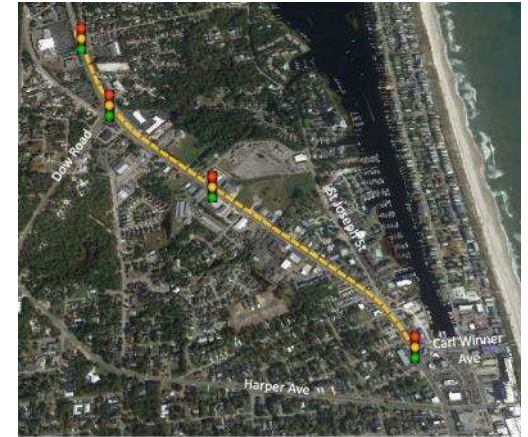
Item 7.

SPECIFIC LOCAL CONCERN

- Support local businesses
- Make Lake Park Blvd better
- Enhance non-auto transportation facilities and pedestrian safety
- Bury electric lines
- Protect family-oriented character
- Consider regulating short term rentals
- Preserve Dow Road traffic flow
- Preserve downtown character
- Develop broadband infrastructure
- Quality environment: mature trees, wetlands, dunes, and the beach



Item 7.





REQUESTED ACTION

Land Use Plan Steering Committee:

- Recommends plan approval.

Planning Board:

- ***Request recommendation to Council for approval.***

Upcoming Town Council hearing: TBD.

THANK YOU

PROJECT WEBSITE:
WWW.CAROLINABEACHCAMAUPDATE.COM/



Ed Parvin, Assistant Manager

ed.parvin@carolinabeach.com

Jeremy Hardison, Planning Director

jeremy.hardison@carolinabeach.com

Jay McLeod

jmcleod@stewartinc.com





2020 Land Use Plan Update

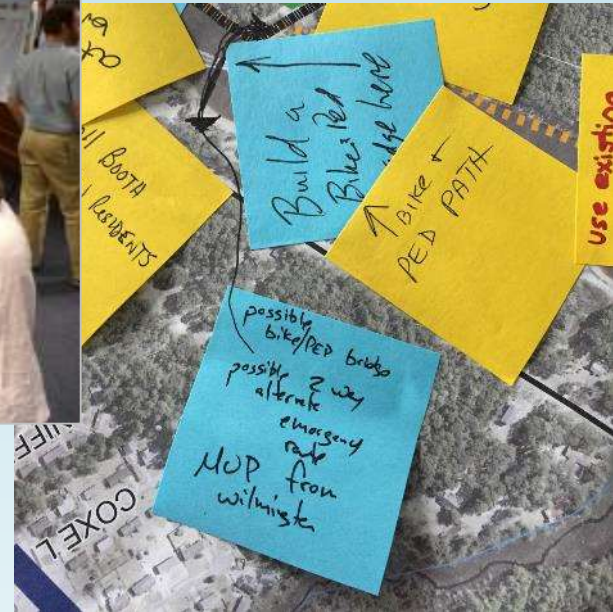
WEDNESDAY, JULY 26, 2016

Public Involvement

- Stakeholder Interviews
- Public Survey
- Steering Committee
- Website
- Social Media and Outreach
- Public Open House Workshops
- Several Public Comment Sessions



Item 7.



Steering Committee

- Dedicated, appointed volunteers having regular meetings since November 2018
- Various perspectives and backgrounds
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Item 7.



STRENGTHS, WEAKNESSES, OPPORTUNITIES, & THREATS (SWOT ANALYSIS)

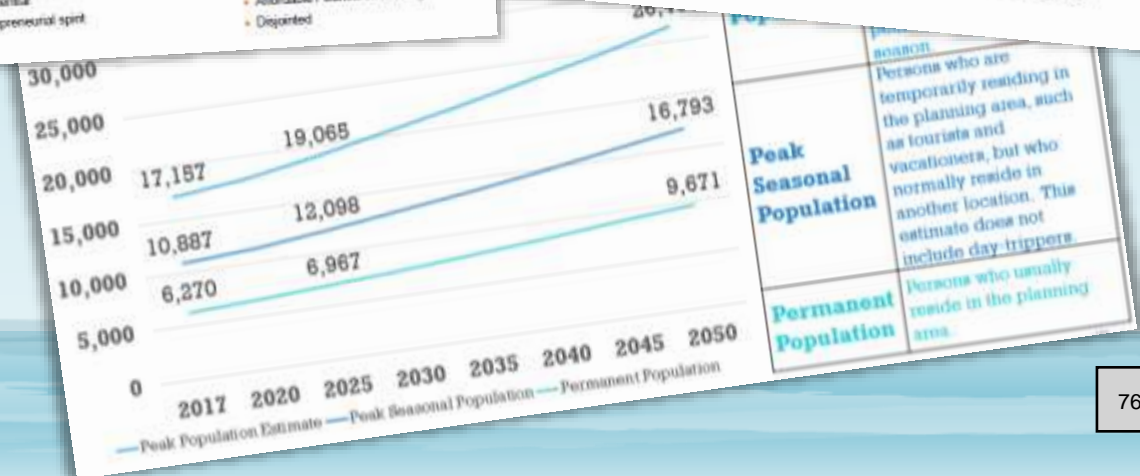
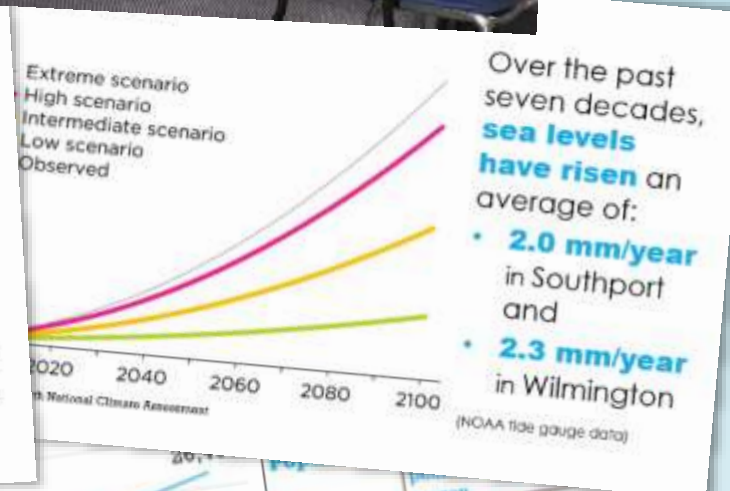
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- Entrepreneurial spirit

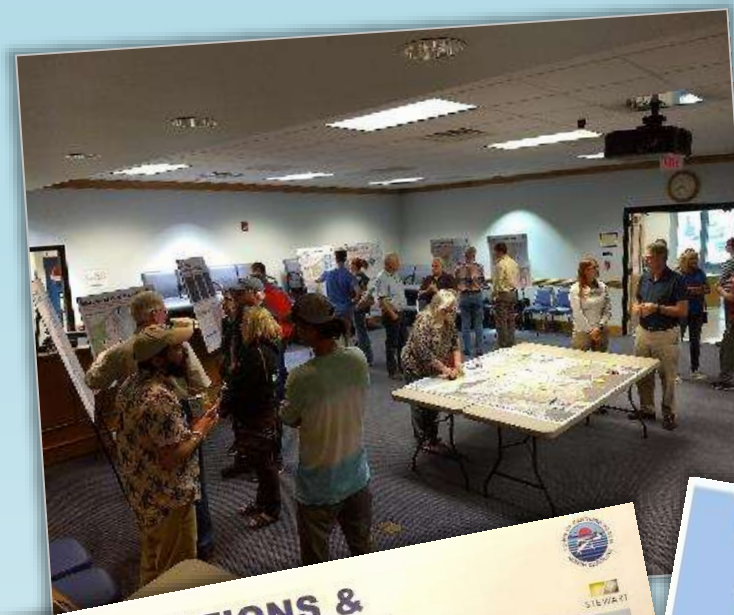
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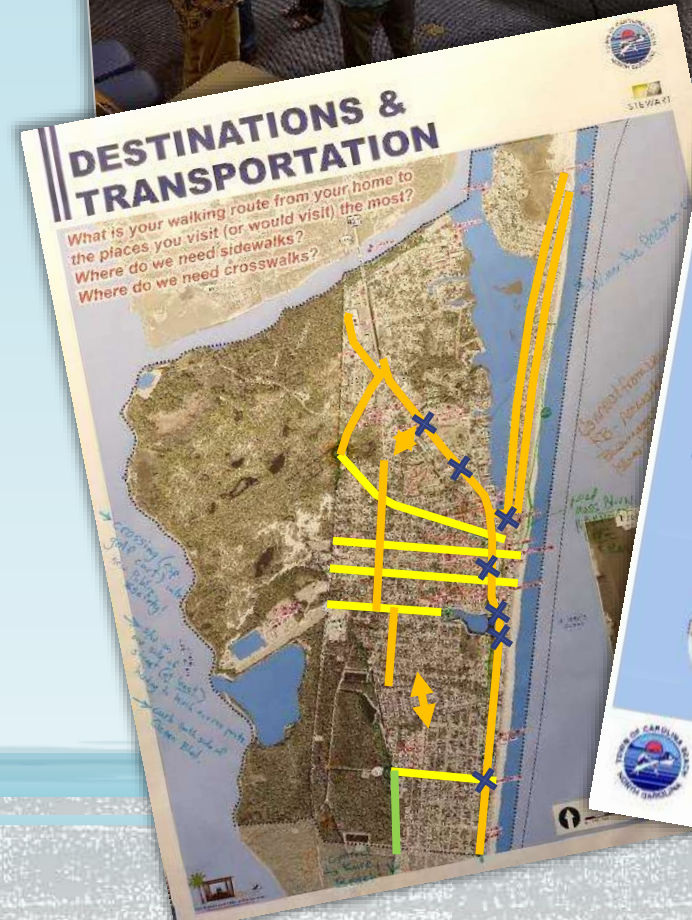


Two Public Open Houses

- Over 100 attendees
- Shared knowledge and values
- Valuable insights
- Concerns heard and addressed



Item 7.

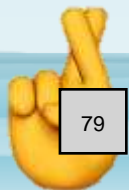


2020 Meetings

- January – Joint Town Council & P&Z meeting to review the LUP
- February – Planning & Zoning heard Public Comment
- March – Incorporated changes based on the Feb. comments
- June – P&Z Recommended approval of the plan

Left to do

- July - Present the plan to Town Council for adoption
- November – Present to the Coastal Resource Commission for Certification



Change Canal Dr from Low to Medium Density

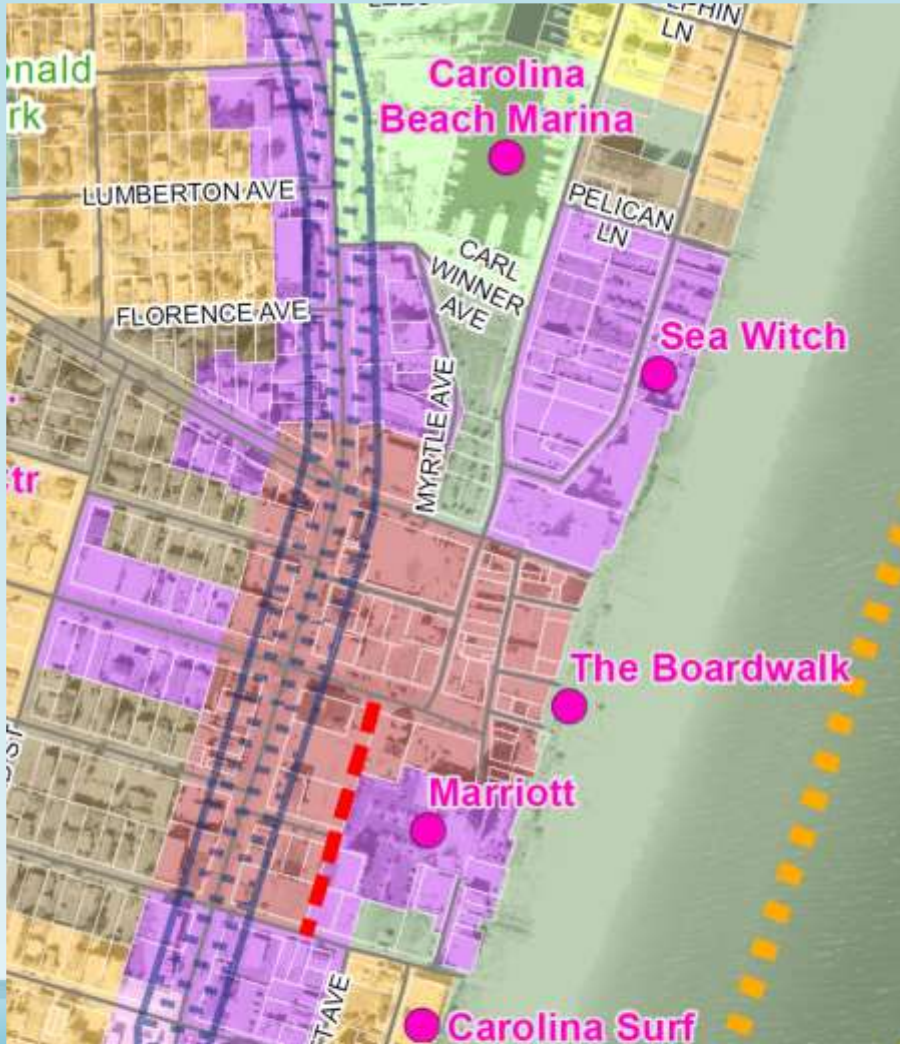




Change west side of Bonito Ln
form Low to Medium Density



Mirror Downtown Business Area Classification to CBD zoning



LUP Map



Zoning Map



Revised LUP Map

Mirror Low Density area with the R-3 zoning



Land Use Plan



Zoning Map

Remove the Gateway Corridor overlay district and the term in the LUP

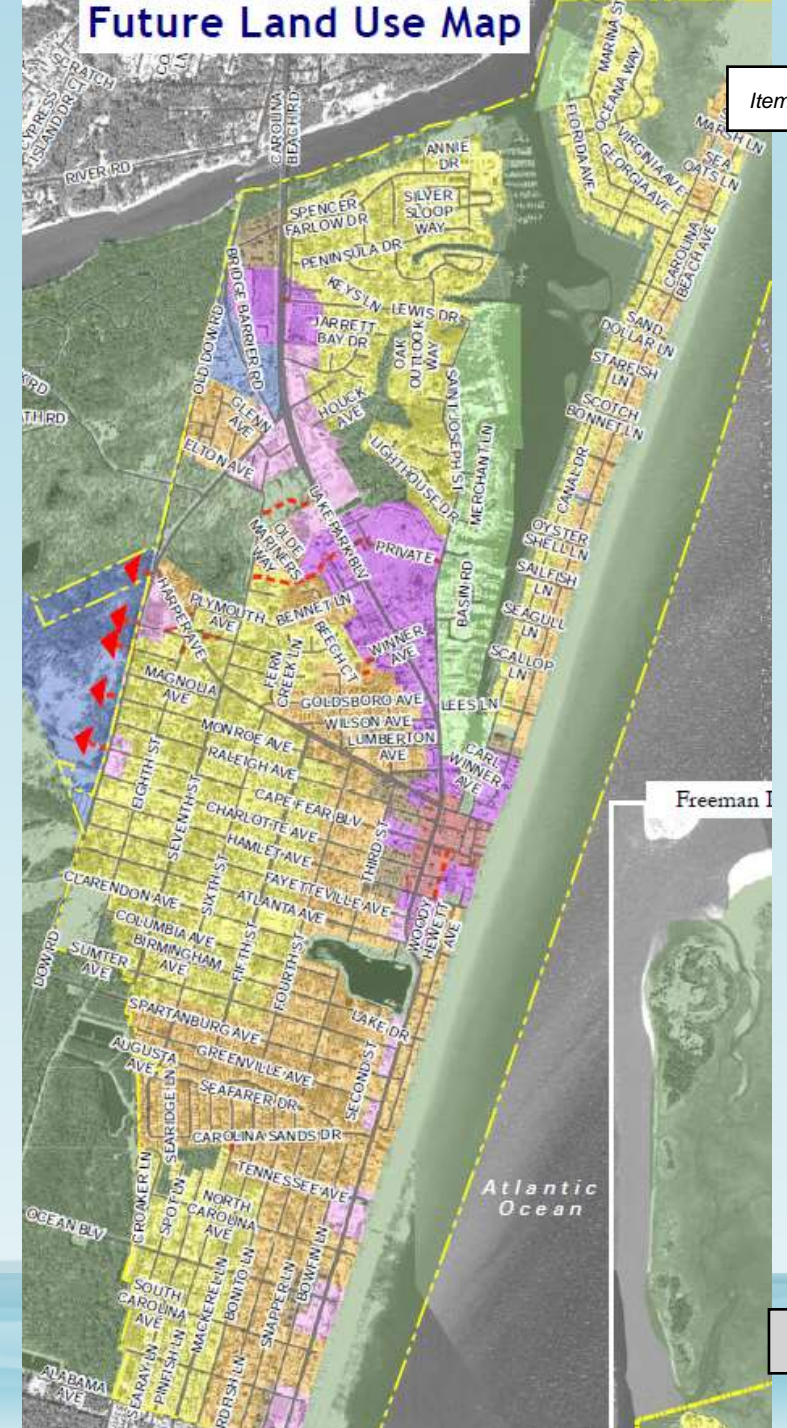


Amendment to LUP

Medium Density Residential

Mostly medium-sized lots (~5,000-9,000 sq ft) Minimum lot size 5,000 sq. ft.

Future Land Use Map



Item 7.

LUP Verbiage LU-3.1 Pg 52

- New Language

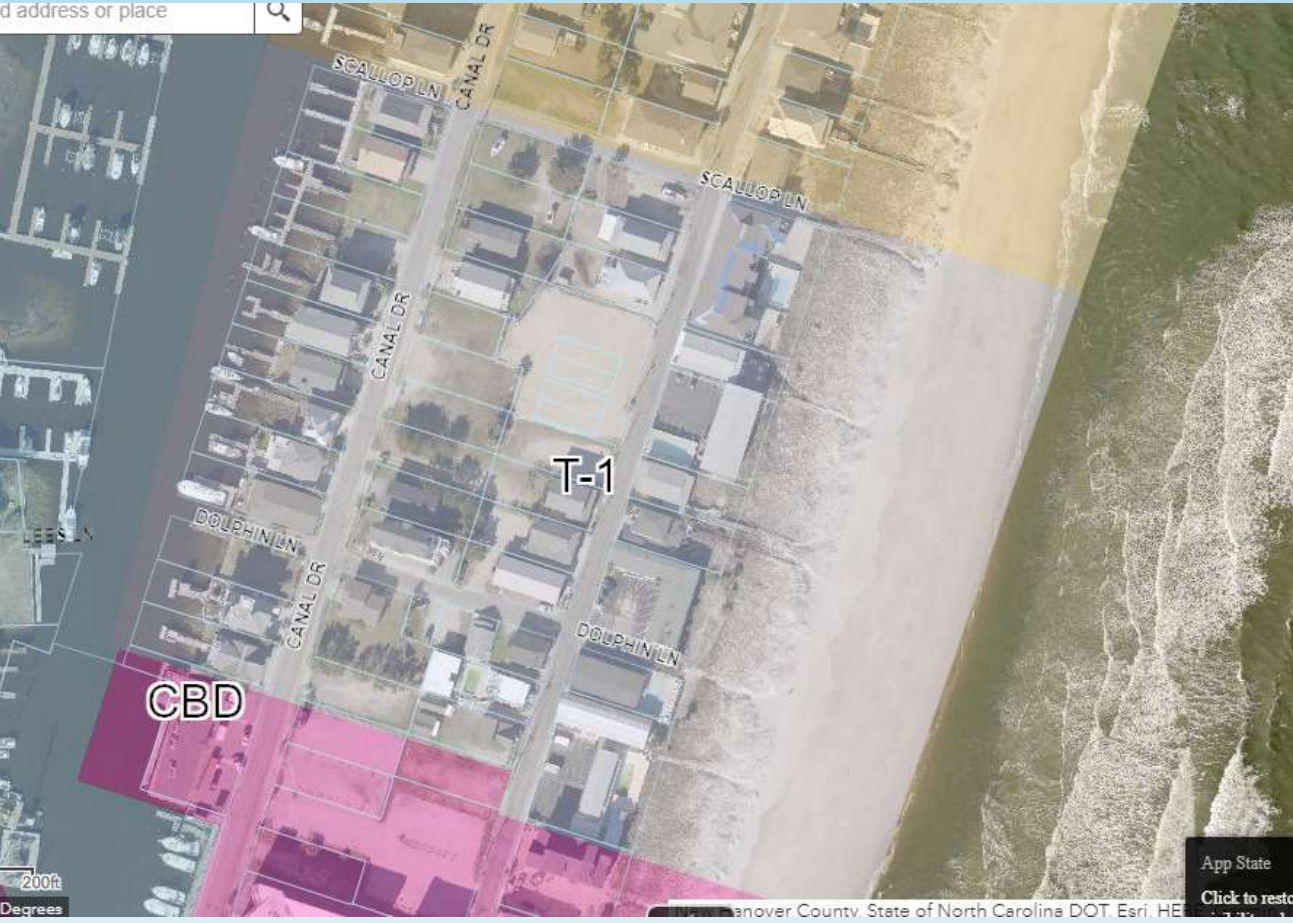
Explore the town purchasing lots in flood prone areas around the lake or discouraging development in that area, (2020-2021)

- Old language

Adjust the zoning code, possibly with an overlay district, to restrict development in flood prone areas around the lake (2020-2021)

Match the T-1 Zoning

Item 7.





Item 7.

High Density Residential / Light Commercial

Primarily attached, multi-story residential units (up to four stories) located within walking distance of activity centers and/or the waterfront. Structures are condominiums and apartments, and are often used as vacation and rental units. Streets move automobiles and pedestrians efficiently. Limited commercial may also be acceptable at select locations if the surrounding context is appropriate.

Some single family structures may also persist.

