



TOWN OF SOUTHERN SHORES
TOWN COUNCIL MID-MONTH MEETING
5375 N. Virginia Dare Trail, Southern Shores, NC 27949
Phone 252-261-2394 / Fax 252-255-0876
www.southernshores-nc.gov
PITTS CENTER
Tuesday, January 16, 2024 at 9:00 AM

AGENDA

Call to Order

Pledge of Allegiance
Moment of Silence

Approval of Agenda

Business Items

1. Minutes Approval (11.14.2023 & 12.05.2023)
2. Budget Amendment #23 (file room addition-Planning Dept.) & Award of Contract
3. Budget Amendment #24-Ripple Fiber Street Repair
4. Consideration of Historic Landmarks Commission (HLC) Application Submittal -13 Skyline Rd.

General Public Comment (Limit: 3 minutes per speaker.)

Closed Session-pursuant to N.C.G.S. § 143-318.11(a)(3)

Adjourn



TOWN OF SOUTHERN SHORES
TOWN COUNCIL REGULAR MEETING

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PITTS CENTER

Tuesday, November 14, 2023 at 5:30 PM

MINUTES

1 **Call Meeting to Order**

2 Pledge of Allegiance

3 Moment of Silence

4 **Present**

5 Mayor Elizabeth Morey

6 Mayor pro tem Matt Neal

7 Council Member Leo Holland

8 Council Member Paula Sherlock

9 Council Member Mark Batenic

10 Mayor Morey announced there have been several significant events, stating a recent election has
11 taken place and she thanked the candidates and all the citizens that came out to vote. The town held
12 an excellent Veterans Day service here in town hall, a service co-sponsored by the Knights of
13 Columbus. Council Member Leo Holland and Town Manager Cliff Ogburn were instrumental in planning
14 the service. The Wall That Heals has arrived and opened up in Nags Head. She encouraged all citizens
15 to take the opportunity to go and see the wall.

16

17 **Amendments to / Approval of Agenda**

18 **Motion** made by Council Member Sherlock to amend the agenda and add a closed session to the end
19 of business, Seconded by Mayor Morey. The motion passed unanimously.

20 Voting Yea: Mayor Morey, Mayor pro tem Neal, Council Member Holland, Council Member Sherlock,
21 Council Member Batenic

22 **Motion** made by Council Member Holland to approve the agenda as amended, Seconded by Council
23 Member Sherlock. The motion passed unanimously.

24 Voting Yea: Mayor Morey, Mayor pro tem Neal, Council Member Holland, Council Member Sherlock,
25 Council Member Batenic

26

27 **Consent Agenda**

28 Motion made by Council Member Holland to approve the consent agenda, Seconded by Council
29 Member Sherlock. The motion passed unanimously.

30 Voting Yea: Mayor Morey, Mayor pro tem Neal, Council Member Holland, Council Member Sherlock,
31 Council Member Batenic

32

33 1. Minutes Approval-Regular Mtg. 8/1, 9/5, 10/3 & Closed Session Bundle-emailed

34 2. Resolution 2023.11.01 Closed Session Minute Consideration

35 3. Resolution 2023.11.02- Electronic Transfers Usage

36 4. Budget Amendments #19 & #20

37

38 **Staff Reports**

39 Deputy Town Manager/Planning Director Wes Haskett provided the October permit report and an
40 update to the following highlights.

41 Comprehensive Land Use Plan Update-The consultant submitted the draft plan to DCM for their
42 required review on November 1st. Following DCM review, the draft plan will come back to you for
43 adoption or be sent back to the Planning Board depending on revisions suggested or required.

44 Planning Board-The Town Planning Board's next regular meeting will be held on November 20th at
45 5:00 p.m. in the Pitts Center. The purpose of the meeting is for the Board to
46 continue consideration of SUP-23-01, a Special Use Permit application submitted by Quible
47 & Associates, P.C. on behalf of Ginguite LLC for a mixed-use group development of
48 commercial and residential buildings at 6195 N. Croatan Hwy.

49 Police Chief David Kole presented the Police Department report for the months of September and
50 October.

51 Fire Chief Ed Limbacher presented the Fire Department report for the months of September and
52 October.

53 Town Manager Cliff Ogburn presented the following operational highlight:

- 54 ○ Sidewalk from the Triangle to East Dogwood-the contract was signed with the low bidder
55 Hatchell Concrete and they have 150 days to complete the project, which puts completion
56 around the end of March.
- 57 ○ Tourism Impact Grant- The Board of Commissioners approved the recommendation from
58 The Tourist Bureau for the Tourism Impact Grant. The next phase of this project will run
59 from East Dogwood up to Hickory. That project's estimated cost is \$278,800.00 of which
60 \$118,855.00 will come from the Tourism Impact Grant and we have two years to get this
61 project done.
- 62 ○ Survey work for other path projects is being conducted -existing paths maintenance,
63 portion of Skyline and Juniper, and up to Hillcrest.
- 64 ○ Ripple Fiber -continues to work through town. Ripple Fiber has had some hiccups along the
65 way but continues to communicate with staff and meet weekly to provide updates.
- 66 ○ Juniper/Trinitie Culvert Bridge-two contracts are in place right now, one before the Coast
67 Guard decision and one after the Coast Guard decision. The total combined is \$434,500
68 worth of work and the town has only been billed for about a quarter of that amount.
69 Kimley Horn has worked on a design, and they believe they found an efficient profile that
70 will satisfy the constraints we have while minimizing overall property impacts.
- 71 ○ Quarterly financial update [PowerPoint attached]

72 Council Member Sherlock inquired if there had been any reported damage from Ripple Fiber. Town
73 Manager Ogburn stated some sprinkler heads were in the right of way but no property damage.

74 Mayor Morey stated a citizen can contact the town with a property damage claim, if necessary, it may
 75 require some forms. Town Manager Ogburn stated Ripple Fiber is responsible for any property damage
 76 and the reason the town holds money for potential claims.

77 Town Attorney Phillip Hornthal provided a brief update of the lawsuit in opposition To Section 24.8
 78 (A.K.A. "Dare County Affordable Housing" Provision) of the appropriations bill of 2023 recently passed
 79 by the General Assembly. He stated the suit has been filed and they have assigned this case to a
 80 specific attorney general who's handled similar matters. At this time, only conversations with him
 81 about procedural matters have occurred.

82 Mayor Morey asked if there was a timeframe to respond. Attorney Hornthal stated they can get an
 83 extension of time to respond. You get 30 days from the date that that it served to respond as a matter
 84 of course and then you can ask the clerk for an additional 30 days.

85

86 **General Public Comment**

87 Chris Nason- 72 Trinitie Trail- spoke on behalf of Dare Arts which is the county's designated leader
 88 under the North Carolina Arts Council. Mr. Nason stated as an architect he has been documenting
 89 flattop cottages for a number of years and just this past year approached Dare Arts about working
 90 together on a visual arts exhibit, featuring the iconic flattop cottages of Southern Shores. The
 91 exhibit titled "*The flat tops of the Outer Banks*" is opened at the upstairs Courtroom Gallery in Manteo.
 92 It opened November 3rd to a great response and will remain up until Christmas. He extended a
 93 personal invitation to everyone in Southern Shores to come and see this blending of art
 94 and architecture.

95

96 **Old Business**

97 None

98

99 **New Business**

100 Consideration of Police Recruit Position

101 The agenda summary read as, to fill at least one of our three current vacancies, it has for
 102 some time been contemplated the possibility of hiring a qualified non-certified non-sworn
 103 individual and putting this person through the NC Basic Law Enforcement Training (BLET)
 104 Academy. Police Chief Kole has had some reservations, such as, if the Recruit decides at some
 105 point while in the academy that he/or/she does not want to continue on for whatever reason,
 106 or if the recruit becomes injured or doesn't pass the NC BLET State exam, and didn't want the
 107 town to be placed in a situation where we would have to either retain this person or if they
 108 quit how would we recoup some of our expenses. Chief Kole contacted Town Attorney John
 109 Leidy for his assistance in helping develop a new policy, contract and a new classification
 110 position 'Recruit' including a new pay grade.

111 Chief Kole stated he is confident with the presented policy, contract, and new additional
 112 classification position of "Police Recruit" that the town will be better protected. He believes
 113 this policy is fair and protects the recruit as well as the town. If approved by council, it is the
 114 goal to hire and get the recruit into the BLET this January 2024.

115 All council members were in favor of trying something that has not been done before to fill
116 the officer vacancies and felt it was a brilliant idea.

117 Mayor pro tem Neal stated it was a creative solution. **Motion** made by Mayor pro tem Neal to
118 approve police recruit training employment agreement and add to that the costing part, and
119 approval of the additional job description position classification and pay grade, Seconded by
120 Council Member Batenic. The motion passed unanimously. Voting Yea: Mayor Morey, Mayor
121 pro tem Neal, Council Member Holland, Council Member Sherlock, Council Member Batenic

122 **General Public Comment**

123 None

124 **Council Business**

125 Mayor Morey stated the staff is working on improvements that will be required to make 13 Skyline a
126 livable residence. She stated Chief Kole has been working on a spreadsheet of the expenditures and
127 requested the item be placed on the December agenda for consideration. She announced the next
128 council meeting will be December 5th at 5:30 p.m. and reelected and newly elected candidates will be
129 sworn into office.

130

131 Council Member Holland congratulated Council Member Neal and Batenic on their reelection. He
132 provided the Tourism Board numbers for the month of September. Occupancy was up 9%, year to date
133 2.21%. Meals were off .37%, but up 4% year to date.

134

135 **Motion** made by Council Member Sherlock to go into closed session pursuant to NCGS 143-318.11 (A)
136 Section (3), Seconded by Mayor Morey. The motion passed unanimously.
137 Voting Yea: Mayor Morey, Mayor pro tem Neal, Council Member Holland, Council Member Sherlock,
138 Council Member Batenic

139

140 **Adjourn**

141 Upon returning to open session, Motion to adjourn by Council Member Holland, Seconded by Council
142 Member Batenic. Motion passed unanimously.

143 Voting Yea: Mayor Morey, Mayor pro tem Neal, Council Member Holland, Council Member Sherlock, Council
144 Member Batenic



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PITTS CENTER

Tuesday, December 05, 2023 at 5:30 PM

MINUTES

1 **Call Meeting to Order**

2 Pledge of Allegiance

3 Moment of Silence

4 **PRESENT**

5 Mayor Elizabeth Morey

6 Mayor pro tem Matt Neal

7 Council Member Leo Holland

8 Council Member Paula Sherlock

9 Council Member Mark Batenic

10

11 **Amendments to / Approval of Agenda**

12 **Motion** made by Council Member Sherlock to amend the agenda by moving consent agenda item #4
13 (budget amendment for beach grass/ sand fence) to New Business item 6A, Seconded by Mayor
14 Morey. The motion passed unanimously.

15 Voting Yea: Mayor Morey, Mayor pro tem Neal, Council Member Holland, Council Member Sherlock,
16 Council Member Batenic

17 **Motion** made by Council Member Holland to approve the agenda as amended, Seconded by Council
18 Member Sherlock. The motion passed unanimously. Voting Yea: Mayor Morey, Mayor pro tem Neal,
19 Council Member Holland, Council Member Sherlock, Council Member Batenic

20

21 **Consent Agenda**

22 **Motion** made by Council Member Holland to approve the consent agenda, Seconded by Council
23 Member Batenic. The motion passed unanimously.

24 Voting Yea: Mayor Morey, Mayor pro tem Neal, Council Member Holland, Council Member Sherlock,
25 Council Member Batenic

26

- 27 1. Tax Pickup/Releases
- 28 2. Fee Schedule Amendment
- 29 3. Town Engineer Contract Extension
- 30 4. Budget Amendment-Sand Fence/Beach Grass

31 **Organization of Council**

32 Mayor Morey stated this is a special evening, it's called the organizational meeting for our Town, a
33 time for outgoing and incoming members. She thanked Council Member Holland for his numerous

34 years of service and stated from her perspective he is always a steady, solid person that will tell you
35 what he thinks, and he always wants to do what's best for the town. The council agreed and thanked
36 Mr. Holland for his service.

37 Council Member Holland thanked his wife for being flexible with his schedule, thanked council, citizens
38 and the staff of the town.

39 Mayor Morey presented Council Member Holland with a plaque of recognition.

40 Mayor pro tem Neal thanked the voters for reelecting him to serve another four years on council.

41 Council Member Batenic stated he was originally appointed to fill a vacancy. He is humbled and
42 honored to be elected this term by the citizens to serve on the council and represent this truly special
43 place.

44 Town Clerk Sheila Kane swore in reelected Council Members Matt Neal, Mark Batenic, and newly
45 elected member Robert Neilson.

46 Following oaths, Mayor Morey proceeded with the organization of the governing board.

47

48 **Election of Mayor Pro Tempore**

49 Council Member Sherlock nominated Council Member Matt Neal to serve as Mayor pro tem. Hearing
50 no other nominations, Mayor Morey called for a vote. Matt Neal was nominated Mayor pro tem 5-0
51 vote.

52

53 **Dare County Tourism Board of Directors (3 Nominees Required - includes Primary)**

54 Council Member Sherlock nominated Council Member Mark Batenic to be the Southern Shores
55 representative on the Tourism Board. Hearing no other nominations, Council Member Mark Batenic
56 was nominated 5-0.

57 Mayor Morey stated the county requires a primary nominee and two backups. By consensus of council,
58 Mayor Morey and Mayor pro tem Neal will be the second and third choice to serve on the Tourism
59 Board.

60

61 **Albemarle Rural Planning Organization (ARPO)**

62 Mayor Morey nominated Council Member Sherlock to serve another term on the Albemarle Rural
63 Planning Organization (ARPO). Hearing no other nominations, Council Member Sherlock was
64 nominated 5-0.

65

66 **Dare County Gov-Ed Access Channel Committee**

67 Council Member Sherlock nominated Council Member Neilson to serve as the Southern Shores
68 representative on the Gov-Ed Access Channel Committee. Hearing no other nominations, Council
69 Member Neilson was nominated 5-0.

70

71 **2024 Council Meeting Schedule-Resolution #2023-12-01**

72 **Motion** made by Council Member Batenic to adopt 2024 Council Meeting Schedule-Resolution #2023-
73 12-01 as presented, Seconded by Council Member Sherlock. The motion passed 5-0.

74 Voting Yea: Mayor Morey, Mayor pro tem Neal, Council Member Sherlock, Council Member Batenic,
75 Council member Neilson.

76 Mayor pro tem Neal informed Mayor Morey and Council that he may be absent from the June 4th
77 Council meeting.

78

79 **Staff Reports**

80 Deputy Town Manager/Planning Director Wes Haskett provided the November permit report and an
81 update to the following highlights.

82 Land Use Plan Update

83 The consultant submitted the draft plan to DCM for their required review on November 1st and
84 we received their comments on November 27th. Most of the comments can be addressed by
85 updating the CAMA matrix in Appendix A. Two new maps also need to be added (water supply
86 and wastewater) along with new descriptions and one policy clarification. The consultant should
87 have the comments addressed within the next couple of weeks and they're looking into whether
88 the revised plan will need to go back to the Planning Board before resubmittal to DCM.

89 Planning Board

90 -The Town Planning Board meet on December 18th at 5:00 p.m. here in the Pitts Center. The
91 purpose of the meeting is for the Board to hold a public hearing to consider VA-23-02, a Variance
92 application submitted by Gerald Soucy to seek relief from Town Code Section 36-202(d)(4),
93 Minimum Side Yard (Setback) for the property located at 17 Ninth Ave. The Board may also
94 consider ZTA-23-05, a Zoning Text Amendment application submitted by the Town of Southern
95 Shores to amend Town Code Sections 36-57, 36-202(d)(2), 36-203(d)(2), 36-204(d)(2), 36-
96 205(d)(2), and 36-206(d)(2) to amend the Town's current lot width requirements.

97 Police Chief David Kole presented the Police Department report for the month of November.

98 Fire Chief Ed Limbacher presented the Fire Department report for the month of November.

99 Town Manager Cliff Ogburn presented the following operational highlight:

- 100 ○ Ripple Fiber- their projected end date for the conduit installation was sometime in mid- January
- 101 but they have slowed down in large part because they're just so few utility line locator crews.
- 102 ○ Juniper/ Trinitie culvert bridge replacement- Staff received the draft roadway plans (about 35%
- 103 complete) and Kimley Horn will be making a presentation at the February meeting.
- 104 ○ NC12 Path-staff is pleased with the progress, and they are nearly halfway complete.
- 105 ○ Survey work on Juniper and Skyline Rd-Council authorized survey work to be done for a partial
- 106 path on Juniper and Skyline Rd. That has been done and the data collected. In the next couple
- 107 of months drawings and preliminary costs will be available and the council can decide if they
- 108 want to authorize to move forward.
- 109 ○ NC12 east Dogwood to Hickory Path-survey work has been completed and a grant was received
- 110 for this project. The project is expected to be started in the fall.
- 111 ○ Chicahauk Sidewalk-The contractor of the new construction house at Chicahauk has been
- 112 informed that the town is takin the right of way back the 1st of March and the sidewalk will be
- 113 scheduled to be completed by Memorial Day.
- 114 ○ East Dogwood EMS Station- is nearly complete and speculate they will want a Certificate of
- 115 Occupancy (C/O) issued by mid-February.

116 Council Member Batenic stated he has observed people having to walk on the street because of
 117 contractors' vehicles and materials parked on the sidewalk at Chicahauk and this is a safety hazard. He
 118 also asked if the dip on the Juniper/Trinitite bridge could be temporarily filled in with asphalt.

119 Town Attorney Phillip had nothing to report other than they are waiting on a response to the lawsuit
 120 which was filed in opposition To Section 24.8 (A.K.A. "Dare County Affordable Housing" Provision) of
 121 the appropriations bill of 2023.

122

123 **General Public Comment**

124 Steve Gudas- 156 Wax Myrtle-encouraged the Town to seek historic designation for the flattop
 125 property at 13 Skyline Rd. which was recently purchased by the Town. He feels the Historic Landmark
 126 Commission is the most logical citizen entity to be involved with providing input regarding preservation
 127 of the property and designation by the Historic Landmark commission. They would help balance the
 128 many practical needs for the town use of the building with the important need for preservation of the
 129 Frank Stick designed home in his legacy.

130

131 **New Business**

132 Budget Amendment-Sand fence and Beach Grass

133 Town Manager Ogburn stated originally the budget amendment request was for \$15,000, 10,000 of
 134 that was to install sand fence and 5,000 of that was to make sure that we had the funding available to
 135 keep up the Better Beaches folks. There are approximately 112 50-foot rolls of sand fence that were
 136 left over from the beach nourishment project, and staff would like to get them installed. The quote was
 137 \$39.80 to put out a 10- foot section and staff is requesting an additional \$12,288 be added to the
 138 budget amendment to have the fence installed.

139 Council Member Batenic asked if that included all costs and when it would be installed. Town Manager
 140 Ogburn stated the quote covered all fees and the hope is to get it installed quickly to capture as much
 141 sand as possible this winter.

142 Mayor Morey asked if CAMA was being advised of the installation. Town Manager Ogburn stated the
 143 sand fence will be installed per CAMA guidelines and if staff have any questions they will reach out to
 144 CAMA for clarification.

145

146 **Motion** made by Mayor Morey to amend the budget amendment #21 to be in the amount of \$27,288
 147 for additional grass and sand fencing and this is coming from the beach nourishment part of the CRF,
 148 Seconded by Council Member Batenic. The motion passed unanimously 5-0.

149 Voting Yea: Mayor Morey, Mayor pro tem Neal, Council Member Sherlock, Council Member Batenic,
 150 Council Member Neilson.

151

152

153 Presentation-Ken Willson with CPE-Beach Nourishment Monitoring Results

154 Ken Willson, CPE presented the results from the first survey of the beach after the recent nourishment
 155 project [PowerPoint attached] and highlighted the following:

156

Goals

157 ○ Provides a reasonable level of storm damage reduction to public and private development.

- 158 ○ Mitigates long-term erosion that could threaten public and private development, recreational
 159 opportunities, and biological resources.
 160 ○ Maintains a healthy beach that provides sufficient useable beach and supports valuable
 161 shorebird and sea turtle nesting habitat.

162

163 2022-2023 Construction Timeline

- 164 ○ Oct. 7 – Nov. 21, 2022: 990,400 cy of sand placed along the beach.
 165 ✓ South of 4th Avenue – Average Fill Density = 60.7 cy/ft.
 166 ✓ North of 4th Avenue – Average Fill Density = 13.6 cy/ft.
 167 ○ Nov. 22 – Dec. 30, 2022: Negotiations with Contractor to place additional fill material north of
 168 7th Avenue.
 169 ✓ North of 4th Avenue – Average Fill Density = 13.6 cy/ft.
 170 ✓ Natural accretion of fill North of 4th Avenue = 9 cy/ft.
 171 ✓ Target Volume = 22 cy/ft.
 172 ✓ Target Volume achieved on average, but fill density was not uniform.
 173 ✓ Negotiations to place additional fill north of 8th Avenue.
 174 ○ May 9 – May 11, 2023: Placement of 58,100 cy north of 7th Avenue, resulted in an average fill
 175 density of 25.3 cy/ft. north of 4th Avenue.

176 Annual Monitoring Analysis Update

- 177 ○ Data: Beach Profile Surveys (June 2023, November 2022 (Post-Construction), August 2022 (Pre-
 178 Construction), and December 2017)
 179 ○ 23 Beach Profiles Along Southern Shores Oceanfront
 180 ○ Shoreline Change Analysis: Recent changes (November 2022 to June 2023) and Pre-
 181 Construction Rates (December 2017 to August 2022)
 182 ○ Volume Change Analysis: Recent changes (November 2022 to June 2023) and Pre-Construction
 183 Rates (December 2017 to August 2022)

184 Shoreline Change Analysis Results

MONITORING AREA	Shoreline Change (Ft.) Nov. 2022 (Post-Con) to June 2023 (Year-1 Monitoring)	Shoreline Change Rate (Ft./Yr.) Dec. 2017 (2017 Post-con) to August 2022 (Pre-con)
NORTHERN SECTION (-197+12 TO -153+00)	11.8	0.8
CENTRAL SECTION (-153+00 TO -50+00)	-45.5	-4.0
SOUTHERN SECTION (-50+00 TO 0+00)	-9.4	-5.8
TOTAL SOUTHERN SHORES (-197+12 TO 0+00)	-23.8	-3.4

185

186

187 Volume Change Analysis Results

MONITORING AREA	Project Volume Change (CY)	Volume Change (CY/Yr.) Nov. 2022 (Post-Con) to June 2023 (Year-1 Monitoring)
NORTHERN SECTION (-197+12 TO -153+00)	124,000	161,400
CENTRAL SECTION (-153+00 TO -50+00)	580,800	140,600
SOUTHERN SECTION (-50+00 TO 0+00)	343,700	97,900
TOTAL SOUTHERN SHORES (-197+12 TO 0+00)	1,048,400	399,900

188
189

Volume Change Analysis Results

MONITORING AREA	Volume Change (CY/Ft.) Nov. 2022 (Post-Con) to June 2023 (Year-1 Monitoring)	Volume Change Rate (CY/Ft./Yr.) Dec. 2017 (2017 Post-con) to August 2022 (Pre-con)
NORTHERN SECTION (-197+12 TO -153+00)	35.5	5.3
CENTRAL SECTION (-153+00 TO -50+00)	12.8	0.4
SOUTHERN SECTION (-50+00 TO 0+00)	17.6	0.1
TOTAL SOUTHERN SHORES (-197+12 TO 0+00)	20.9	1.8

190
191

Next Steps

- 192 ○ Town is installing additional sand fence.
- 193 ○ 2024 Annual Monitoring: May/June 2024
- 194 ○ Project Optimization – Evaluate design performance & evaluate longer nourishment interval.
- 195 ○ Regional Sand Resource Investigation

196
197 Council Member Sherlock recommended the Town put out a statement of what a success the beach
198 nourishment project was.

199 Council Member Batenic stated he heard positive comments all summer about the condition and size
200 of the beach.

201 Council Member Neilson agreed with Council Member Sherlock in putting out a statement or report of
202 the success of the project as a good communication tool.

203
204 **Mayor Morey called for a brief 5-minute recess.**
205 **The meeting resumed at 6:56 p.m.**

206
207
208
209

13 Skyline Renovation Consideration

210 The agenda summary read as, the renovations at 13 Skyline are intended to return the use to
211 residential from office. Staff is requesting that the property become available for use as temporary
212 housing for newly hired Police Officers. Staff is seeking approval of a budget amendment in the amount
213 of \$36,150. (\$21,150 – renovations and \$15,000 - \$450 annual water, \$1,200 annual electricity, \$528
214 pest control, \$11,669 legal fees).

215 Mayor Morey inquired about the annual \$3000 endowment that came with the property. Town
216 Manager Ogburn stated the Community Foundation is in the process of reviewing their policies but
217 there is a fund that is designated for historic preservation of the home. The fund is about \$60,000 and
218 we can withdraw about 5% a year. That amount may be reduced as the fund is not growing at the rate
219 of spending. The Town Manager did not expect to receive any endowment money until March.

220 Council Member Batenic clarified that the exterior would not be changed but asked if it would be
221 painted. Town Manager Ogburn clarified that there will be no change to the exterior but most likely
222 will have the soffit painted.

223 Chief Kole addressed the council on some of the specific necessary changes to the interior to have it
224 changed from commercial office back to residential.

225 Mayor pro tem Neal asked about the porcelain sink. Chief Kole stated it was going to be saved and
226 used in one of the bathrooms.

227 Chief Kole stated most of the renovations will be done by staff and volunteers.

228 Mayor Morey asked about getting the property designated as a historic landmark and proposed placing
229 the discussion on a future agenda.

230

231 **Motion** made by Mayor pro tem Neal to approve budget amendment #22 in the amount of \$36,150,
232 Seconded by Mayor Morey. The motion passed unanimously 5-0.

233 Voting Yea: Mayor Morey, Mayor pro tem Neal, Council Member Sherlock, Council Member Batenic,
234 Council Member Neilson.

235 Mayor Morey stated the council is open to any member of the public providing feedback on the use of
236 the flattop property.

237

238 **General Public Comment**

239 None

240 **Council Business**

241 Mayor Morey announced the next meeting will be held January 9th and welcomed newly elected
242 Council Member Robert Neilson.

243 Council Member Neilson thanked the voters of Southern Shores and stated he wanted to set a good
244 example for his grandchildren by continuing with public service and is grateful to be elected. He further
245 stated he is looking forward to working with the Town Council, the Mayor, staff, and the various
246 committees.

247 **Adjourn**

248 Motion made by Mayor Morey to adjourn the meeting at 7:12 p.m., Seconded by Council Member
249 Batenic. The motion passed unanimously 5-0.

250 Voting Yea: Mayor Morey, Mayor pro tem Neal, Council Member Sherlock, Council Member Batenic,
251 Council Member Neilson.

Town of Southern Shores
Budget Amendment Number # 23

Planning/Code Enforcement

Increases			Decreases		
Account Number	Description	Amount	Account Number	Description	Amount
	Revenues				
40-39909	Unassigned Fund Balance	\$82,667			
	Expenditures				
63-50978	Town Building Update	\$82,667			
	TOTAL			TOTAL	\$ -

Explanation: Amount needed for file room expansion.

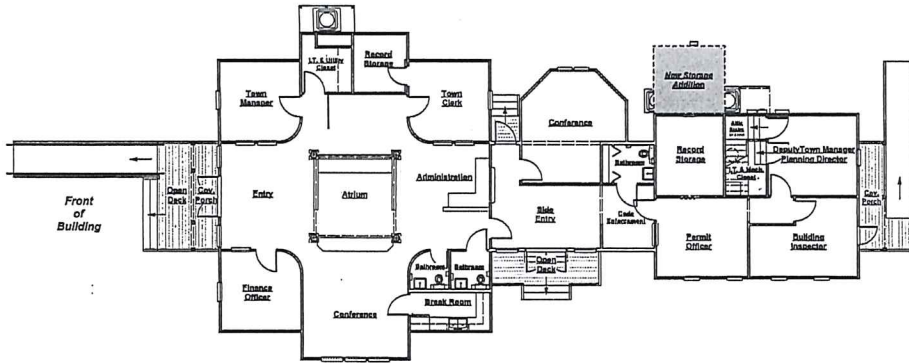
Recommended By:

Cliff Ogburn, Town Manager

Approved By: Town Council

Elizabeth Morey, Mayor

Date



OVERALL KEY PLAN
SCALE: NOT TO SCALE

AREA SCHEDULE	
EXISTING AREA	2,976 SQ.FT.
NEW STORAGE ADDITION	101 SQ.FT.
TOTAL AREA	3,077 SQ.FT.

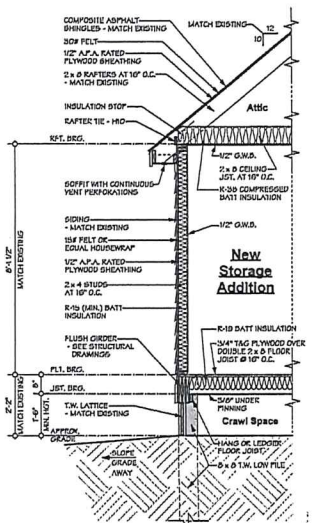
WALL LEGEND	
	EXISTING WALL TO REMAIN
	EXISTING WALL TO BE REMOVED
	NEW WALL

REMODEL & ADDITION NOTE:
 1. CONTRACTOR TO INSPECT ALL EXISTING STRUCTURE FOR ROT AND / OR MEMBER FAILURE, AND REPAIR OR REPLACE AT TIME OF CONSTRUCTION.
 2. CONTRACTOR TO HAVE NEW STORAGE ADDITION CONSTRUCTION DRIED IN & SEALED FROM WEATHER, PRIOR TO DEMO. OF EXISTING STORAGE WALL & WINDOW. THE TOWN OF SOUTHERN SHORES WOULD LIKE TO USE THE EXISTING STORAGE ROOM PURING CONSTRUCTION OF THE NEW ADDITION.

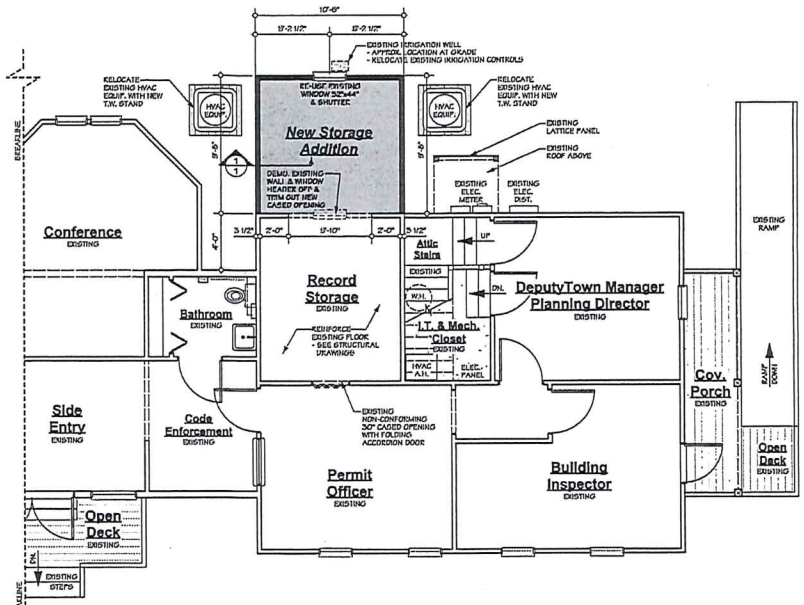
INTERIOR FINISH NOTE:
 1. CONTRACTOR TO MATCH ALL EXISTING INTERIOR FINISHES, SUCH AS: WINDOW & DOOR TRIM, BASE BOARD TRIM, DRYWALL FINISH, FLOORING & INTERIOR PAINT.

WALL NOTE:
 1. ALL NEW ADDITION WALLS TO BE 2 x 4 @ STUDS AT 16" O.C., UNLESS NOTED OTHERWISE.

GENERAL NOTE:
 1. CONTRACTOR TO FIELD VERIFY ALL CONSTRUCTION DIMENSIONS WITH EXISTING STRUCTURE. ALL DIMENSIONS SHOWN ARE TO FRAMED LUMBER, NOT INCLUDING DRYWALL OR WALL SHEATHING OR SIDING.



1 WALL SECTION
SCALE: 1/2" = 1'-0"



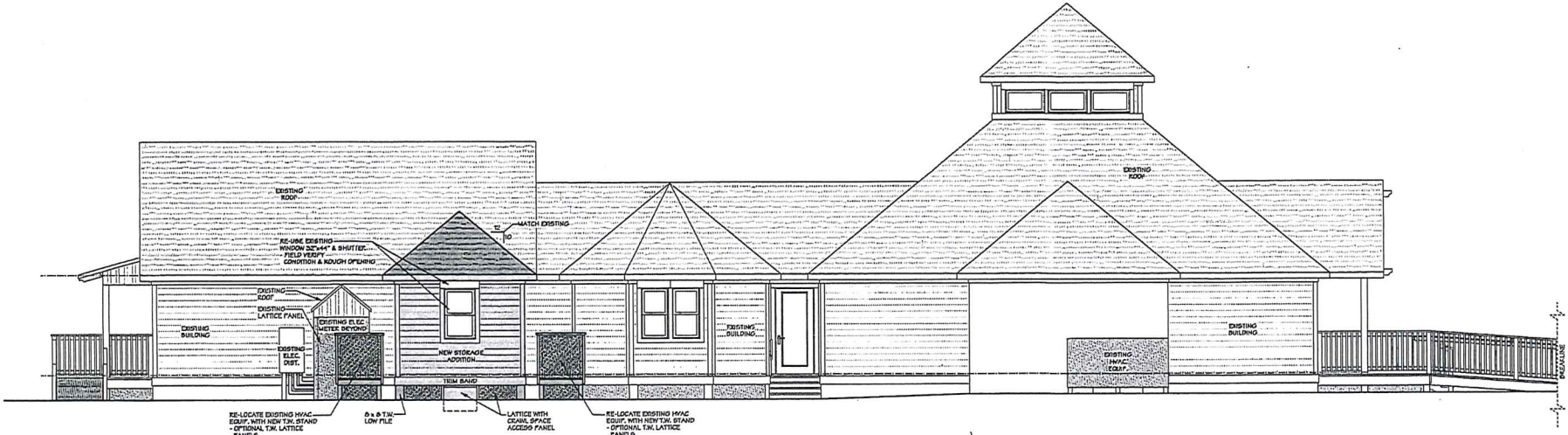
PARTIAL FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"



Addition to Town Hall
Town of Southern Shores
 Location: 5375 North Virginia Dare Trail
 Southern Shores, Dare County, NC

CONVERTED BY: CAROL ANN FLOREZ DESIGN STUDIOS, P.C.
 FLOREZ DESIGN STUDIOS, P.C.
 1000 S. W. 10TH AVENUE, SUITE 1000, MIAMI, FL 33135
 TEL: 305-441-1000 FAX: 305-441-1001
 PROJECT # 23-614 DATE: NOV. 8, 2023 SHEET # 1

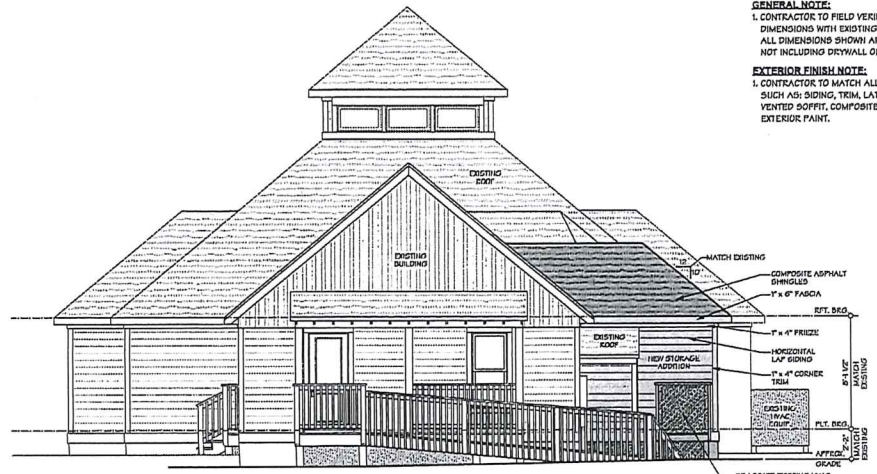
FLOREZ
 DESIGN STUDIOS, P.C.
 www.florezdesign.com
 PO Box 370, 4138 Carolina Hwy.
 Palm Harbor, NC 27854
 Email: info@florezdesign.com



LEFT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

GENERAL NOTE:
1. CONTRACTOR TO FIELD VERIFY ALL CONSTRUCTION DIMENSIONS WITH EXISTING STRUCTURE. ALL DIMENSIONS SHOWN ARE TO FRAMED LUMBER, NOT INCLUDING DRYWALL OR WALL SHEATHING OR SIDING.

EXTERIOR FINISH NOTE:
1. CONTRACTOR TO MATCH ALL EXISTING EXTERIOR FINISHES, SUCH AS SIDING, TRIM LATTICE, OVERHANG, FASCIA, VENTED SOFFIT, COMPOSITE ASPHALT SHINGLES & EXTERIOR PAINT.



REAR ELEVATION
SCALE: 1/4" = 1'-0"



FRONT ELEVATION
SCALE: 1/4" = 1'-0"

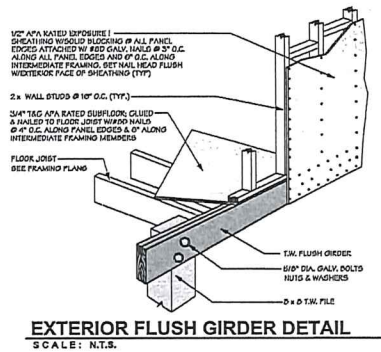
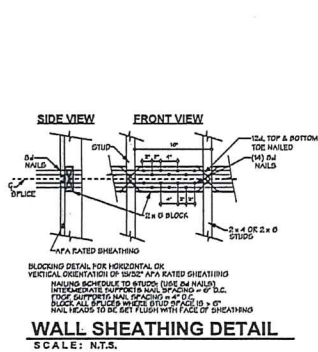
NOTE:
NO ADDITIONS OR ALTERATIONS TO FRONT OR RIGHT SIDE ELEVATIONS.

FLOREZ DESIGN STUDIOS, P.C.
 1000 W. STATE ST. SUITE 100
 WILMINGTON, NC 28403
 TEL: 754-225-4818
 FAX: 754-225-4818
 WWW.FLOREZDESIGNSTUDIOS.COM
 EMAIL: INFO@FLOREZDESIGNSTUDIOS.COM

Addition to Town Hall
Town of Southern Shores
 Location: 5375 North Virginia Dare Trail
 Southern Shores, Dare County, NC

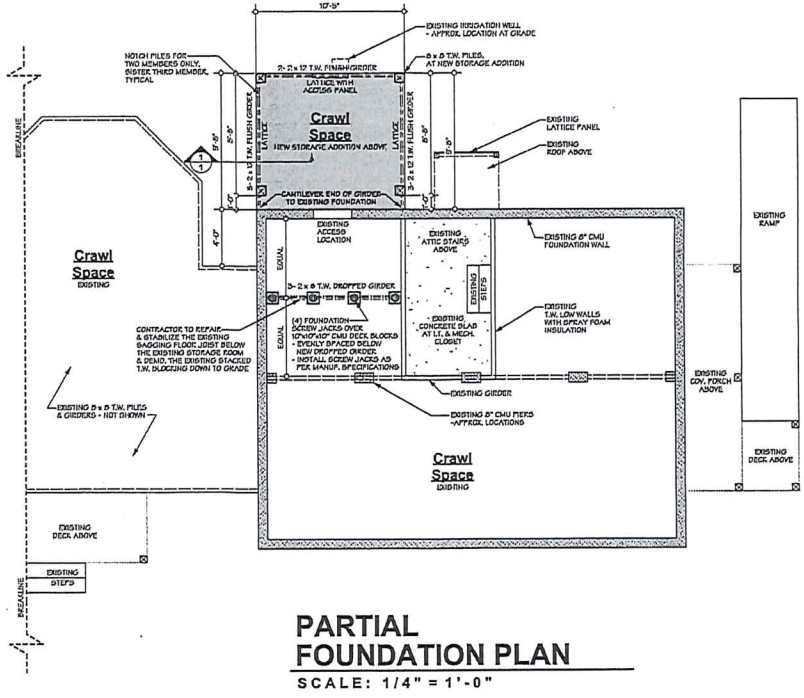
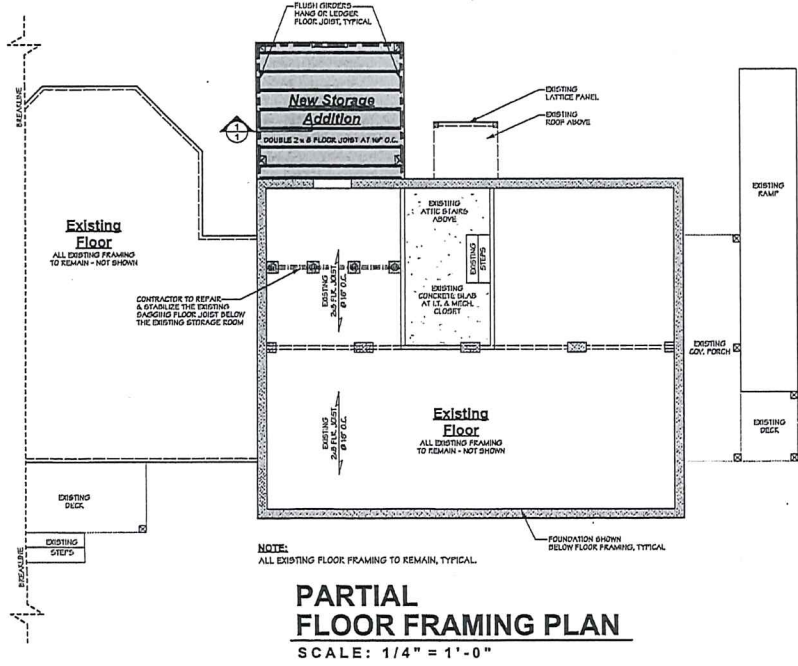
FLOREZ
DESIGN STUDIOS, P.C.
 www.florezdesign.com
 PO Box 179, 8188 Carraoke Hwy.
 Point Harbor, NC 27954
 Email: info@florezdesign.com

PROJECT #	23-614
DATE	NOV. 8, 2023
SCALE	AS NOTED
DESIGNED BY	JLF, CH
REVISIONS	
SHEET #	2



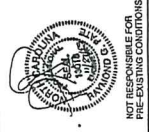
- FOUNDATION NOTES:**
1. PILES SHALL BE 6" X 6" P.T. WITH EMBEDMENT DEPTH OF - 0'-0" FROM EXISTING GRADE (MIN.) & TAMPED TO REFUSAL OR AS PER ENGINEER.
 2. CONTRACTOR RESPONSIBLE TO VERIFY ELEVATION OF SEAT CUT COMPLIES WITH COMMUNITY, LOCAL, AND STATE ORDINANCES.
 3. GIRDER MATERIAL SHALL BE 2 X 12 #2 SOUTHERN YELLOW PINE PRESERVATIVE TREATED U.L.O.
 4. METAL FASTENERS SHALL BE HOT-DIPPED GALVANIZED FINISH.
 5. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO INSURE PROPER INSTALLATION OF ALL METAL FASTENERS PER MANUFACTURER'S SPECIFICATIONS.
- GIRDER/BEAM NOTE:**
1. FOR ALL TRIPLE (OR QUAD) MEMBER GIRDERS OR BEAMS, NOTCH FILINGS FOR TWO MEMBERS, INSTALL THIRD (OR FOURTH) MEMBER BETWEEN FILINGS AND DOLT OR SCREW TOGETHER.
- FLOOR BLOCKING NOTE:**
1. PROVIDE SOLID BLOCKING OR METAL BRIDGING AT MIDSPAN OF FLOOR JOIST OVER 0'-0" LONG, TYPICAL.

- LUMBER NOTE:**
1. ALL FLOOR JOIST, DECK JOIST, GIRDERS, BEAMS, CEILING JOIST & RAFTERS TO BE #2 SOUTHERN YELLOW PINE, UNLESS NOTED OTHERWISE. ANY SUBSTITUTIONS TO BE COORDINATED BY THE CONTRACTOR, WITH THE STRUCTURAL ENGINEER.
- FRAMING NOTES:**
1. HANG OR LEDGER ALL JOIST AT FLUSH GIRDER & FLUSH BEAM LOCATIONS.
 2. ENGINEERED LUMBER SHALL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS.
- GENERAL NOTE:**
1. CONTRACTOR TO FIELD VERIFY ALL CONSTRUCTION DIMENSIONS WITH EXISTING STRUCTURE. ALL DIMENSIONS SHOWN ARE TO FRAMED LUMBER, NOT INCLUDING DRYWALL OR WALL SHEATHING OR SIDING.



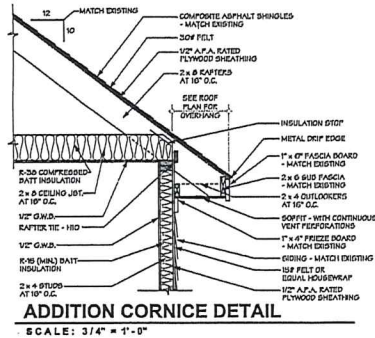
Addition to Town Hall
Town of Southern Shores
 Location: 5375 North Virginia Dare Trail
 Southern Shores, Dare County, NC

Reviewed G. P. H. P.E., P.E. P.L.A.
 No. 23-014
 Date: Nov. 8, 2023
 Project No. 23-014

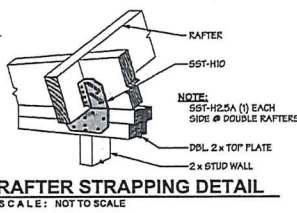


"THESE PLANS HAVE BEEN PROPERLY EXAMINED BY THE ENGINEER. I HAVE DETERMINED, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT THEY COMPLY WITH EXISTING LOCAL NORTH CAROLINA CODES, AND HAVE BEEN PROPERLY AND ADVISORILY FOR USE IN THIS AREA."

SCALE: AS NOTED	EXAMINER: G.P.H.
DATE: NOV. 8, 2023	REVISIONS:
PROJECT # 23-014	SHEET #
S1	



SCALE: 3/4" = 1'-0"



SCALE: NOT TO SCALE

- ROOF FRAMING GENERAL NOTES:**
- 1) SEE ROOF PLAN AND ELEVATIONS FOR PITCHES & LOCATIONS
 - 2) ALL RAFTERS SHALL BE 2x6 @ 16" O.C. AT NEW ADDITION.
 - 3) ALL EDGES TO BE (1) 2x12 WITH 2x6 RAFTERS U.L.D. (U.N.D.) UNLESS NOTED OTHERWISE. ALL OVERHANGS AND VALLEYS TO BE AS FOLLOWS:
 0'-11" (1) 2x12
 1'-0" (2) 2x12 OR (1) 2x4" x 11 7/16" LIE LV.
 10'-20" (3) 2x4" x 11 7/16" LIE LV.
 25'- (3) 2x4" x 11 7/16" LIE LV.
 OR AS NOTED ON ROOF PLAN.
 - 4) PROVIDE ROOF SUPPORT POSTS AND INTERIOR HEADERS AT MAIN ROOF MEMBERS AS SHOWN AND/OR REQUIRED
 - 5) ALL FLAT CEILING AREAS SHALL BE 2x6 CEILING JOIST @ 16" O.C. U.L.D.
 - 6) BLIND VALLEY REFERS TO THE INTERSECTION MADE WHEN A ROOF PLANE INTERSECTS ANOTHER ROOF PLANE. NO STRUCTURAL VALLEY MEMBER IS REQUIRED.
 - 7) FASTEN ALL 16" RAFTERS TO 10" PLATE BY SIMPSON STRONG-TIE 16"X4" PATTEN PER MANUFACTURER'S SPECIFICATIONS (OR) CS90 WITH 5" END LENGTH (TYP.)
 - 8) 16" / VALLEY MEMBERS SHALL BE FULL DEPTH SECTION ABOVE FINISHED CEILING ELEVATION (TYP.)

- ROOF VENTING NOTE:**
1. PROVIDE ROOF / ATTIC VENTING AT ALL ROOF OVERHANGS & BOX VENTS AT THE UPPER THIRD OF THE ROOF, OR RIDGE VENTS AS REQUIRED, CONTRACTOR TO VERIFY.

LUMBER NOTE:

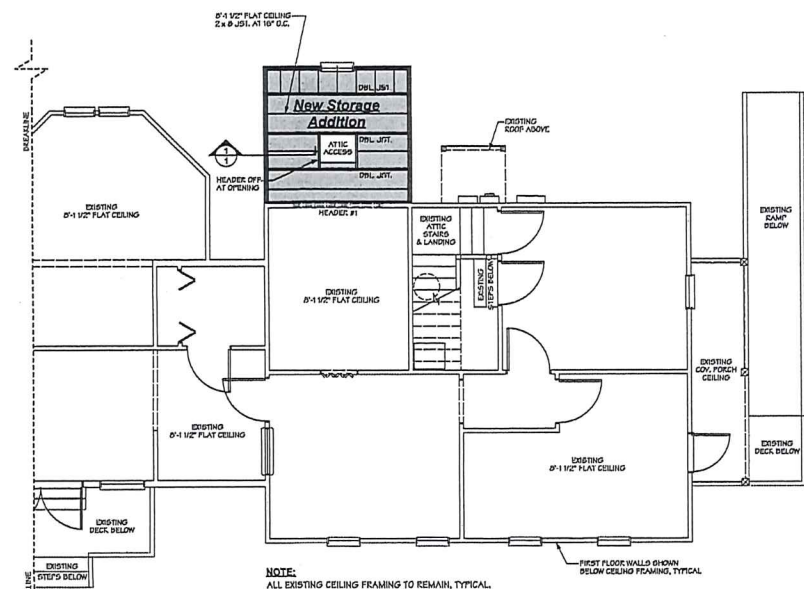
1. ALL FLOOR JOIST, DECK JOIST, GIRDERS, BEAMS, CEILING JOIST & RAFTERS TO BE #2 SOUTHERN YELLOW PINE, UNLESS NOTED OTHERWISE. ANY SUBSTITUTIONS TO BE COORDINATED BY THE CONTRACTOR, WITH THE STRUCTURAL ENGINEER.

FRAMING NOTES:

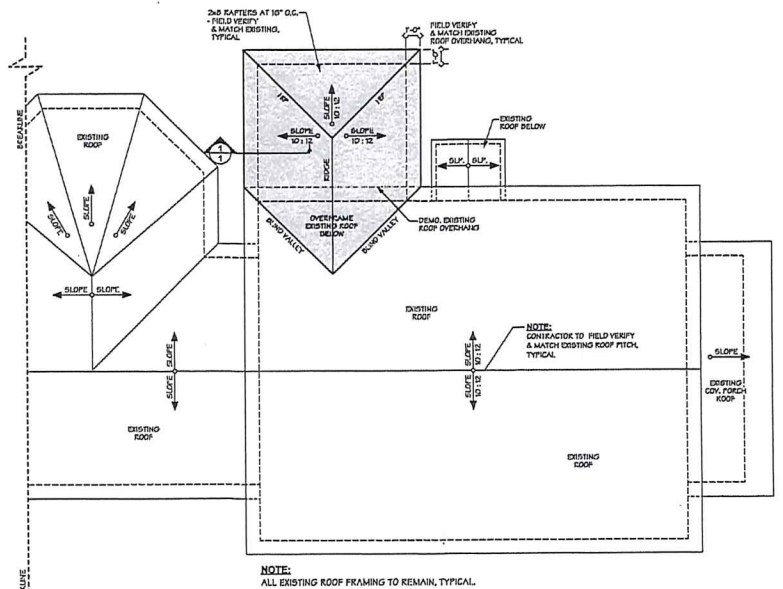
1. HANG OR LEDGER ALL JOIST AT FLUSH GIRDERS & FLUSH BEAM LOCATIONS.
2. ENGINEERED LUMBER SHALL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS.

GENERAL NOTE:

1. CONTRACTOR TO FIELD VERIFY ALL CONSTRUCTION DIMENSIONS WITH EXISTING STRUCTURE. ALL DIMENSIONS SHOWN ARE TO FRAMED LUMBER, NOT INCLUDING DRYWALL OR WALL SHEATHING OR SIDING.



PARTIAL CEILING FRAMING PLAN
SCALE: 1/4" = 1'-0"



PARTIAL ROOF PLAN
SCALE: 1/4" = 1'-0"

Addition to Town Hall
Town of Southern Shores
 Location: 5375 North Virginia Dare Trail
 Southern Shores, Dare County, NC

Registered Civil Engineer
 P. O. Box 225
 Pottersville, NC 27884



THESE PLANS HAVE BEEN PROPERLY EXAMINED BY THE ENGINEER. I HAVE DETERMINED TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT THEY COMPLY WITH EXISTING LOCAL, NORTH CAROLINA CODES, AND HAVE BEEN PROPERLY SITE ADAPTED FOR USE IN THIS AREA.

SCALE AS NOTED	DATE: NOV. 9, 2023	S2
PROJECT # 25-014	DRAWN BY: M.F. CH	
REVISIONS:	SHEET #	



Agenda Item Summary Sheet

Date: 1/16/24

Item #: 3

Item Title: Budget Amendment #24-Ripple Fiber Street Repair

Item Summary: On December 16, 2023, a sub-contractor doing work on behalf of Ripple Fiber cut a water line in the Town's right-of-way at approximately 156 S Dogwood Trl. The Dare County Water Department repaired the line. Three days later, the Town's Public Works staff noticed damage to the road caused by erosion from the leaking water line undermined the road putting it in need of immediate repair. Due to the emergency need for repairs, the Town contracted Hatchell Concrete for the work which was performed the same day the damage was noticed. The road was repaved the following day.

Prior to fiber being installed in the Town rights-of-way, the Town entered into an encroachment agreement with Ripple Fiber and secured a performance guarantee to ensure that repairs to the Town's infrastructure are completed in an efficient and full manner. The performance guarantee is more than sufficient to cover the cost of repairs. This budget amendment is necessary for the Town to recognize the guarantee and pay Hatchell Concrete. Town Staff has invoiced Ripple Fiber for the expense which will return the performance guarantee to its full amount. Failure to pay by Ripple Fiber will put them in default of the encroachment agreement and result in a stop work order until payment is received.

Staff Recommendation: Approval of budget amendment.

Requested Action: A motion to approve budget amendment #24

Attachment: Budget Amendment #24

**Town of Southern Shores
Budget Amendment Number # 24**

**Streets
Increases**

Decreases

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
40-33500	Revenues Misc. Revenue	\$18,125			
57-50906	Expenditures Street Maintenance	\$18,125			
	TOTAL			TOTAL	\$ -

Explanation: To recognize money received from Ripple Fiber to pay for street repair on S. Dogwood

Recommended By:

Approved By: Town Council

Cliff Ogburn, Town Manager

Elizabeth Morey, Mayor

Date



Agenda Item Summary Sheet

Date: 1/16/24

Item #: 4

Item Title: Consideration of Historic Landmarks Commission (HLC) Application Submittal – 13 Skyline Rd

Item Summary: Town staff is requesting that the Town Council direct staff to start the process for consideration of designating Town owned property at 13 Skyline Rd as a Historic Landmark. If directed, staff will submit the application for review and recommendation from the Town’s Historic Landmark Commission

Requested Action: A motion to direct staff to make the application to designate 13 Skyline a Historic Landmark.