

1 the scholarship the *Senator Jean R. Preston Distinguished Young Women Scholarship*, with the
2 change in the name recognizing Senator Preston's 30 years as an educator in North Carolina,
3 and her relentless efforts to educate the residents of Carteret County as well as North Carolina.
4 Ms. Cosgrove noted that in 2012 when Senator Preston announced she would not run for re-
5 election they once again decided they wanted to recognize not only her term but also her
6 lifetime accomplishments so the scholarship was renamed *the Jean R. Preston Lifetime of*
7 *Service Distinguished Young Women*. Ms. Cosgrove stated that from 2003 until 2014 the
8 Council awarded 41 scholarships and \$24,000. Ms. Cosgrove stated that Jean Preston and Pat
9 McElraft made a commitment to always attend the events and so enjoyed interfacing with
10 those women and recognizing their accomplishments. Ms. Cosgrove noted that the Council had
11 disbanded with remaining funds and they felt it appropriate to continue the gift of love and
12 appreciation by donating those funds to the Senator Jean Preston Memorial Park. Ms.
13 Cosgrove presented the Town with a check in the amount of \$4578.17. Mayor Eddie Barber
14 and Town Manager Frank Rush thanked Ms. Cosgrove and were pleased to accept the generous
15 donation on behalf of the Town.

16

17 **Proclamation / Public Announcements**

18

19 Mayor Barber noted the following announcements for the public:

20

- 21 • **EmeraldFest Concert – Thursday, Aug 10 – 6:30 pm – Western Ocean Regional Access –**
22 **Scearce & Ketner**
- 23 • **Police Educating the Public (PEP) – Tuesday, August 15 – 10 am – Town Board Meeting**
24 **Room**
- 25 • **Ice Cream Social / Author Presentation – Tuesday, August 15 – 6:30 pm – Town Board**
26 **Meeting Room**
- 27 • **EmeraldFest Concert – Thursday, Aug 17 – 6:30 pm – Western Ocean Regional Access –**
28 **Naked Knees**
- 29 • **American Red Cross Blood Drive – Friday, August 18 – 2 pm – 7 pm – Community**
30 **Center**
- 31 • **Coffee With a Cop – Thursday, August 24 – 9 am – K9s and Coffee**
- 32 • **EmeraldFest Concert – Thursday, Aug 24 – 6:30 pm – Western Ocean Regional Access –**
33 **Justin Castellano**
- 34 • **Planning Board Regular Meeting – Monday, August 28 – 6 pm – Town Board Meeting**
35 **Room**
- 36 • **EMS Pancake Breakfast – Saturday, September 2 – 7 am – 11 am – EMS Station**
- 37 • **Labor Day Holiday – Monday, September 4 – Town Offices Closed, Community Center**
38 **Closed**
- 39 • **Friday Free Flick – Friday, September 8 – 7 pm – Community Center**
- 40 • **Board of Commissioner's Regular Meeting – Tuesday, September 12 – 6 pm – Town**
41 **Board Meeting Room**

- 1 • **12th Annual Emerald Isle Day 4 Kids – Saturday, September 16 – 10 am – 2 pm –**
- 2 **Community Center**
- 3 • **Emerald Isle Beach Music Festival – Saturday, Sept 30 – 11 am – 5:30 pm – Western**
- 4 **Ocean Regional Access**
- 5

6 Commissioner Wright remarked that the Friends of the Western Carteret Library planned Ice
7 Cream Social / Author Presentation would feature author Tom Kies, President of the Carteret
8 County Chamber of Commerce, and a published author. Commissioner Wright said author Tom
9 Kies would talk about his first book in the series, and already had his second book on the way.
10 Commissioner Wright noted the event was free with ice cream being served starting at 6:30pm
11 and author Tom Kies speaking at 7:15pm.

12 **8. Public Comment**

13 **Brief Summary:**

14
15
16
17 The public will have the opportunity to address the Board about any items of concern not on the agenda. The
18 Mayor and Board welcome and appreciate all comments from the public, and will take these comments into
19 consideration as they make decisions on Town issues and provide direction to Town staff. Public comment is a time
20 for the Board to listen to the public's concerns and ideas, and is not intended for a lengthy dialogue or question
21 and answer session.

22
23 The Mayor, Board, and Town staff are happy to meet with any citizen during normal business hours or at any other
24 mutually agreeable time to discuss Town issues and answer any questions.

25
26 Paul Schwartz, 10550 Wyndtree Drive, first congratulated those running for re-election - Mayor
27 Barber, Commissioner Dooley and Normile, also congratulating Mark Taylor for running this
28 year. Mr. Schwartz said he would miss Commissioner Wright on the Board who was not
29 running for re-election this year. Mr. Schwartz requested as they were all running unopposed
30 this year if they would continue the tradition of not putting up election signs.

31
32 Joan Pate, 9100 Reed Drive, commented that it appeared Town officials had tired of the older
33 stand-up businesses, and neighbors to the new projects they wanted to bring to Emerald Isle.
34 Ms. Pate spoke of those who had supported the community, paid taxes, shopped local, and had
35 been here for a long time. Ms. Pate felt the Board courted the new projects, letting them do
36 whatever they wanted such as 50-foot buildings, or letting a grocery store and its developers do
37 roundabouts on Town streets, anything for progress or was it decline. Ms. Pate said nice
38 doesn't seem to matter all the time.

39
40 James Wolfe, 9100 Reed Drive, Unit 4301, commented regarding the 10th Street issue since they
41 would be leaving a 10-foot easement he thought it would be in the best interest of the Town to
42 ensure it be identified by a sign and markings locating the easement property. Secondly, Mr.

1 Wolfe requested that the event center development be placed on the agenda every month as
2 he thought it was an important issue to be discussed, and to be kept informed of along the way.
3 He said since this was a comment period only and to ask questions they needed to be on the
4 agenda that he would like it to be on the agenda for every meeting until the event center was
5 either done or dismissed.

6
7 **9. Consent Agenda**

- 8
9 a. **Minutes – June 13, 2017 Regular Meeting**
10 b. **Minutes – June 13, 2017 Closed Session**
11 c. **Minutes – July 11, 2017 Regular Meeting**

12
13 ***Motion was made by Commissioner Finch to approve the items on the Consent Agenda. The***
14 ***Board voted unanimously 5-0 in favor. Motion carried.***

15
16 **10. Street Closing – Segment of 10th Street**

- 17
18 a. **Public Hearing**
19 b. **Order Closing a Segment of 10th Street Between Emerald Drive and Bogue Sound**

20
21 Town Planner Josh Edmondson addressed the Board concerning this Agenda item. The
22 following excerpt from his memo to the Town Manager is provided for additional background:

23
24 As we discussed at the July Commissioners meeting, the Town has been approached by the adjacent parcel
25 owners of 10th Street to close 185 linear feet of 10th Street between Bogue Sound and Emerald Drive. Mr.
26 William Proctor owns 912 Emerald Drive and Mr. Charles Jordan owns 1002 Emerald Drive. The request
27 specifically is to close that portion of 10th Street starting at Bogue Sound and running south 185 linear feet.

28
29 As you will see in the attached road closure order, each owner will vest 12.5' of the 25' easement. There will
30 remain a 10' public access easement from the mean high water mark south to the 10th Street right of way. All
31 public notice requirements have been met which include:

- 32
33 • The Resolution of Intent to close a portion of 10th Street was published once a week for 4 consecutive
34 weeks prior to the hearing,
35
36 • A copy was sent by certified mail to all owners of property adjoining the street as shown on the County
Tax Records,
37
38 • A copy was posted prominently in at least two places along the street.

38
39 Included with this memo is an excerpt from the Town's Powell Bill Map and the Order to Close a portion of 10th
40 Street. I look forward to discussing this with the Commissioners at their August 8, 2017 meeting.
41

1 Town Planner Josh Edmondson stated that the Board at their July meeting had approved a
2 Resolution of Intent to hold a public hearing tonight to consider the closing of a 185 linear foot
3 segment of 10th Street between Bogue Sound and Emerald Drive. Town Planner Edmondson
4 referred to several maps provided for review, noting that the 25-foot right-of-way would go
5 away but would be replaced with a 10-foot access easement. Town Planner Edmondson stated
6 each adjacent owner would take half of the 25 feet and they would put the 10-foot access
7 easement down the middle where the steps go down to the sound. Town Planner Edmondson
8 said that from a practical use standpoint, the access would continue to be used as is / as was
9 and Mr. William Proctor could inform the Board as to why he and Mr. Charles Jordan were
10 making the request. Town Planner Edmondson said the owners were looking for extra security
11 as they were already maintaining part of the right-of-way and he thought they were having
12 issues with folks coming to the end and using their docks and they wanted to put security
13 fencing closer to the middle of the right-of-way to deter use of their docks on their property.
14

15 ***Motion was made by Commissioner Finch to open the Public Hearing. The Board voted***
16 ***unanimously 5-0 in favor. Motion carried.***
17

18 William Proctor, 912 Emerald Drive, stated that he was one of the petitioners requesting the
19 closing of a segment of 10th Street and would answer any questions from the Board.
20

21 Commissioner Normile asked Mr. Proctor to brief the Board on the spirit and intent of what
22 they hoped to accomplish.
23

24 Mr. Proctor said that he and Charles Jordan both liked it natural down towards the water and
25 they saw this as an opportunity to keep it that way to be sure it was not asphalted or a boat
26 ramp placed there in the future that they would object to, adding they didn't have any concerns
27 about a 10-foot easement. Mr. Proctor said they didn't want to block anyone's access to the
28 sound but would simply like to make it a better area and maintain it as such.
29

30 Paxon McLean Holz, stated she had property at 6715 Ocean Drive and she remembered way
31 back when Emerald Isle was different and the first recorded map of what became Emerald Isle.
32 Ms. Holz, said that the developers, one being her father William Britton McLean, decided that
33 each block needed accesses to the ocean and the sound for the property owners in those
34 blocks primarily, their intention was not public access but access by the people in the blocks.
35 Ms. Holz said she had visited the property and was surprised that these were not owner
36 occupied properties but were both rental cottages. Ms. Holz said she had nothing against
37 rental cottages as she had one and was very proud of it as it was the only handicap accessible
38 cottage she knew of on Emerald Isle, and they tried to do everything they could to encourage
39 rentals in Emerald Isle. Ms. Holz said she couldn't conceive of one legitimate reason and
40 considered it a very slippery slope to get rid of any of this access to the adjacent property
41 owners. She felt if they wanted to put up fencing they could do it on their own land, they didn't

1 need more land. Ms. Holz asked why would Emerald Isle who had required every developer of
2 a subdivision to put in public accesses, not private, throw those away to adjacent property
3 owners. Ms. Holz felt it was a dangerous precedent and wondered whether they would do it
4 for everyone who just asked. Ms. Holz wondered what was the compelling reason, if security
5 they should put up a fence, a security system, a gate across their docks with a chain and sign.
6 Ms. Holz felt it was a bad move and had brought old documents with her to show how long ago
7 it was that her father and the others deeded to the Town the alleys and streets in the first 15
8 blocks. Ms. Holz was sure they had no idea that the Town would ever give any of that away.
9

10 James Wolfe, 9100 Reed Drive stated that no street or alley under the control of the
11 Department of Transportation could be closed unless they gave permission, and he would like
12 to see a certificate from the Department of Transportation before the Board voted that
13 authorized them to actually close the street.
14

15 Town Planner Josh Edmondson stated that 10th Street was not a DOT street.
16

17 ***Motion was made by Commissioner Messer to close the Public Hearing. The Board voted***
18 ***unanimously 5-0 in favor. Motion carried.***
19

20 ***Order closing segment of 10th Street dies for lack of a motion.***
21

22 **11. Commercial Site Plan Review – Lighthouse Inn & Suites (Reed Drive / Islander Drive /**
23 **NC 58**
24

25 Town Planner Josh Edmondson addressed the Board concerning this Agenda item. The
26 following excerpt from his memo to the Town Manager is provided for additional background:
27

28 **Property Information and Existing Site Conditions**
29

30 Larry and Daisy Spell have submitted a site plan to review for the Lighthouse Inn and Suites. The new Inn will be
31 located at 216 Islander Drive. The Town's Unified Development Ordinance (UDO) requires a motel to be situated
32 on at least 1 acre of land. The property is a little over 1 acre of land. The property is currently zoned Village West
33 and surrounding properties are zoned Village West and Business.
34

35 A small portion of the parking lot on the property is located in the Shaded-X Special Flood Hazard Area. This
36 property is not located in an Area of Environmental Concern. Currently, the property consist of a parking lot and
37 putt-putt course. Existing topography ranges from elevations of about 12' above sea level in the parking lot to 34'
38 above sea level on the far eastern property line. There are 2 existing drives for ingress and egress to the property
39 off Islander Drive and Reed Drive. An existing guy pole and wire on the northern portion of the property is to be
40 relocated out of the proposed building footprint. There is an existing fire hydrant on the southeast corner of Reed
41 and Islander Drives opposite of the site. The portion of the Islander Drive right of way opposite the site is 80' and
42 the Reed Drive right of way is 60'. There is no current stormwater drain/management system onsite.
43
44

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1 **Site Improvements**

2
3 Disturbance for the redevelopment of this property will be under 1 acre and therefore no State Soil Erosion and
4 Sedimentation Control Permit is needed. As noted above in the existing conditions, the elevations on the property
5 are quite dramatic. The grade will be taken down to 11" - 13.5' above sea level in the parking lot area, 15' above
6 sea level at the finished floor grade of the building and the septic field will be at 14' above sea level. No offsite fill
7 will be needed for the grading of the lot.

8
9 The TRC reviewed the site plan and offered the following comments to the developer:

- 10
11 • The 12' wide driveway located along the northern property line will increase to 20' to accommodate the
12 Fire Department's access requirements for the Ladder Engine
- 13 • The aisle width for the two way traffic will increase from 20' to 24' as required by the Unified
14 Development Ordinance
- 15 • The aisle width for one way traffic will increase from 20' to 22' as required by the Unified Development
16 Ordinance
- 17 • A fire hydrant and FDC will be installed by the northwest corner of the building and the fire hydrant main
18 will come off the 8" water main on Reed Drive

19
20 The site plan included for your review includes the above revisions. The following list highlights the major site
21 improvements that have been reviewed by staff and meet the requirements of the Unified Development
22 Ordinance:

- 23
24 • Setback/MB Lines – 10' plus 10' for each additional story over 2 stories
- 25 38' front setback provided
- 26 • Proposed Driveways – One way dr. off Islander Dr. to be 20, Two way drive of Reed Dr. to
- 27 be 24'
- 28 • Proposed Drive Aisles – One way drive aisle to be 22', Two way drive aisle to be 24'
- 29 • Materials for Parking Lot – 6" pervious concrete, 6" #57 stone base
- 30 • Proposed Parking/Handicap Spaces – 31 total, 2 handicap
- 31 • Garbage Areas – 10'x10' dumpster pad to be screened
- 32 • Fire Hydrants – 1 hydrant onsite, 1 hydrant on southeast corner of Reed and Islander Dr.
- 33 • Vegetative Area – 34.7% provided, 25% required
- 34 • Building Square Feet – 17,668
- 35 • Building Height – Mean roof height 39' 8 ¾"

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1
2 Please note that there is 110' from Emerald Drive to the one-way driveway of the development on Islander Drive
3 to allow for vehicle stacking while waiting to turn into the development. In addition, vehicle traffic can use the
4 two-way driveway to access the development as well. The one-way traffic pattern along the northern part of the
5 property will allow additional stacking of vehicles and even accommodate two wide stacking if needed. I point this
6 out just to show that during peak traffic hours this site layout and stacking on Islander Drive will allow vehicles to
7 stack out of the traffic flow on NC 58.
8

9 There are a few additional items to note. Included with the site plan is the landscaping plan for the project. The
10 stormwater management plan has been submitted to the Town's consulting engineer for review. Bogue Banks has
11 certified that water of adequate quantity, quality and pressure is available to this site for the 25-room hotel. Also,
12 Carteret-Craven Electric Cooperative certified they can meet the electrical service requirements of the project as
13 well. The low-pressure pipe plans for the project have been approved by the Carteret County Health Department.
14 A construction authorization by the Health Department can be issued after grading/site modifications have been
15 completed.
16

17 Lastly, due to the enlargement of the one-way driveway off Islander Drive, some reconfiguration of the on-street
18 parking spaces along Islander Drive will be needed. There are currently four spaces each 10' x 25' in dimension. I
19 believe we will be able to slide these spaces to the south closer the intersection of Islander and Reed Drive to
20 accommodate the four spaces. If repositioning these spaces south causes concern, we may have to go back with
21 three spaces. This will probably not be determined until the Lighthouse Inn project is complete.
22

23 **Commercial Structures**
24

25 The exterior of the building will feature a sea salt color cement hardie plank siding with white accent features. The
26 front, sides and rear building elevations use a combination of building offsets, roof lines, windows and variations in
27 building materials to create the required visual break every 20'. Exterior materials used will be brick, cement
28 hardie plank siding, board & batten, and shingles. Any exterior lighting will be shielded away from neighboring
29 properties and right of ways.
30

31 There are a number of items for your review included with the memo. These items are as follows:
32

- 33 • Site & Commercial Plan Checklist (Statements from Bogue Banks Water, CCEC and Health Dept. included)
- 34 • Zoning, Aerial Photography and Noise Contour Maps
- 35 • Sample of Exterior Color and Brick
- 36 • Commercial Structure Elevation Plans
- 37 • Landscaping Plan
- 38 • Site Plan

39
40 The Planning Board reviewed the site plan at their July meeting and recommended approval of the project,
41 contingent upon receiving the final stormwater approval, required utility improvements and issuance of a
42 construction authorization from the Health Department. I look forward to discussing this with the Commissioners
43 at their August 8, 2017 meeting.
44

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1 Town Planner Josh Edmondson outlined the site plan submitted by Larry and Daisy Spell for
2 commercial review for the proposed Lighthouse Inn & Suites as described in full detail in his
3 memo above, and as displayed onscreen.
4

5 Mayor Barber asked for comments from the public. There were no comments from the public.
6

7 ***Motion was made by Commissioner Messer to approve the commercial site plan, building***
8 ***elevations, exterior colors, and lighting plan for the proposed Lighthouse Inn & Suites hotel,***
9 ***contingent upon approval of the storm water management plan by the Town's consulting***
10 ***engineer. The Board voted unanimously 5-0 in favor. Motion carried.***
11

12 **12. Resolution Accepting Fire SAFER Grant – 3 Additional Fire Personnel (17-08-08/R1)**
13

14 Fire Chief Bill Walker addressed the Board concerning this Agenda item. The following excerpt
15 from the Town Manager's memo to the Board is provided for additional background:
16

17 The Board of Commissioners is scheduled to consider the formal acceptance of a Federal grant to fund 3 additional
18 Fire personnel at the August 8 meeting. The attached resolution formally authorizes the acceptance of a Federal
19 SAFER grant that would fund a significant portion of salary and benefit costs for the 3 additional personnel for a
20 period of 3 years. Fire Chief Bill Walker will brief the Board on this grant award and be available to answer any
21 questions.
22

23 The Emerald Isle Fire Department currently operates with a total of 4 personnel per shift responding from 2 fire
24 stations, with 2 personnel on duty at all times at each station. Typically, all 4 personnel respond to calls on 2 Fire
25 apparatus (1 from each station) and begin firefighting efforts with at least 4 personnel on scene. This is an
26 acceptable (but minimal) approach, and EIFD has operated with this approach for nearly 20 years. Despite this
27 minimal staffing approach, the Town is fortunate to enjoy an ISO fire rating of "4", which is very good for a
28 community and Fire Department of our size.
29

30 National Fire Protection Association (NFPA) standards require a minimum of 4 personnel on scene to begin
31 firefighting efforts, and the Town meets this standard with the response from both stations and/or a response
32 from off-duty fire personnel (and volunteers) and/or a mutual aid response from nearby departments. Ideally,
33 however, each responding EIFD apparatus (from each station) would be staffed with 4 personnel, and many Fire
34 departments operate with this approach. As discussed with the Board earlier this year and during the annual
35 budget process, the Town's goal is to gradually increase staffing levels in the Fire Department in the coming years
36 to eventually meet this standard, and this grant opportunity represents a cost-effective strategy toward this goal.
37

38 The Federal Emergency Management Agency (FEMA) administers the SAFER (Staffing for Adequate Fire and
39 Emergency Response) grant program to enable local Fire departments to increase or maintain the number of
40 trained, "front line" firefighters available in their communities and comply with NFPA standards. The SAFER grant
41 program provides initial funding for additional Fire personnel for 3 years - 75% of salary and benefit costs for the
42 first 2 years and 35% for the 3rd year. The local Fire department is responsible for all costs in the 4th year and
43 beyond.
44

45 The Town was recently informed that the EIFD has been awarded a 2016 SAFER grant to fund 3 additional Fire
46 personnel. This grant award would provide a total of approximately \$123,000 annually in years 1 and 2, and

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1 approximately \$58,000 in year 3. The required local match for years 1 and 2 is approximately \$41,000 annually,
2 and approximately \$108,000 for year 3. (The FY 17-18 adopted budget includes the required local match for year
3 1.) The Town would be responsible for the annual cost of approximately \$164,000 after the SAFER grant expires in
4 2020.

5
6 The additional 3 Fire personnel funded by the SAFER grant would increase staffing from 2 personnel to 3 personnel
7 on each shift at Fire Station 1, and represents the first step in the Town's efforts to gradually increase staffing
8 levels in the Fire Department in the coming years. The additional personnel will promote firefighter safety, enable
9 a more effective response to fire scenes, and move the EIFD closer to recommended NFPA staffing standards. Fire
10 Station 2 would continue to operate with 2 personnel on each shift for the foreseeable future.

11
12 The Town has until August 26 to accept or decline the SAFER grant award. If the Board approves the attached
13 resolution, the Fire Department will begin both internal and external recruiting efforts later this month, with a goal
14 to have the new personnel on board by October 1. SAFER grant funding would then expire on or around October
15 1, 2020, and the Town would be responsible for 100% of the additional personnel costs from that date forward.
16 The Town has committed to retain these additional personnel for at least one year beyond the expiration of the
17 SAFER grant, however, the Town's expectation is that the additional personnel will be retained indefinitely in the
18 future (barring some unforeseen significant budget challenge). Depending on future needs and the Town's budget
19 situation in the coming years, the Town may also consider an additional SAFER grant application in the future for
20 additional Fire personnel.

21
22 I recommend approval of the attached resolution, as it represents the most cost-effective strategy to gradually
23 increase staffing levels in the EIFD, and is consistent with the Town's priorities established in the FY 17-18 budget.
24 Chief Walker and I look forward to discussing the SAFER grant and EIFD staffing issues with the Board at the August
25 8 meeting.

26
27 Fire Chief Bill Walker started out by recognizing Paxon Holz who was in attendance as the first
28 female volunteer firefighter in Emerald Isle. Chief Walker provided the Board with a brief
29 summary of the history of the Emerald Isle Fire Department. Chief Walker discussed with the
30 Board the Resolution presented for their consideration that would formally accept a Federal
31 grant that would fund a significant portion of salary and benefit costs for three additional Fire
32 personnel for a period of 3 years. Chief Walker outlined the specifics of the SAFER Grant as
33 outlined in full detail in the memo provided above.

34
35 Town Manager Frank Rush noted that the grant awards for years 1 and 2 were approximately
36 \$123,000 annually and the local match for each of those years was \$41,000 annually. Town
37 Manager Rush stated those funds were included in the FY 17-18 budget. Town Manager Rush
38 stated in the third year the grant went down to \$58,000 with the Town's local match being
39 \$108,000, and beyond year 3 the annual cost would be approximately \$164,000 per year. Town
40 Manager Rush said as discussed during the budget process the past winter and spring they
41 definitely needed to make efforts to increase staffing in the Fire Department in future years and
42 this grant program was an excellent way to reduce the costs on our taxpayers and make the
43 transition a little easier on our community.

44

1 **Motion was made by Commissioner Wright to adopt the Resolution Accepting Fire SAFER**
2 **Grant – 3 Additional Fire Personnel. The Board voted unanimously 5-0 in favor. Motion**
3 **carried.**

4
5 Clerks Note: A copy of Resolution 17-08-08/R1 as noted above is incorporated herein by reference and hereby made a part
6 of these minutes.

7
8 **13. Golf Cart Program Issues**

- 9
10 a. **Golf Cart Path Construction – Olde Cove**
11 b. **Golf Cart Registration Fee Increase Discount for Safety / Regulations Class Attendance**
12 c. **Budget Amendment – General Fund**
13 d. **Capital Project Ordinance – Olde Cove Golf Cart Path**
14 e. **Fee Schedule Amendment**

15
16 Town Manager Frank Rush addressed the Board concerning this Agenda item. The following
17 excerpt from his memo to the Board is provided for additional background:

18
19 The Board of Commissioners is scheduled to consider two new initiatives aimed at improving golf cart accessibility
20 and golf cart safety and compliance at the August 8 meeting.

21
22 One initiative is a “pilot project” for the construction of a new golf cart path to serve the Olde Cove subdivision
23 that would enable registered golf carts in this subdivision to legally access other areas of Emerald Isle via golf cart.
24 This initiative includes the establishment of a new “golf cart infrastructure fee” that would be applied only to
25 registered golf carts within a designated geographical area – in this case the Olde Cove subdivision – to cover at
26 least 50% of the cost of construction of a new golf cart path. If this initiative is successful, this model could be
27 applied to other areas of Emerald Isle that are currently geographically isolated from participating in the Town’s
28 golf cart program.

29
30 The second initiative is aimed at better educating registered golf cart owners about golf cart safety and the Town’s
31 regulations for golf cart operation. This initiative includes a slight increase in the annual golf cart registration fee
32 (from \$75 to \$100), with essentially a new \$25 “discount” (to reduce the fee back to \$75) if the owner attends a
33 golf cart education program sponsored by the Emerald Isle Police Department. Additionally, any additional golf
34 cart registration fee revenues generated by the fee increase (derived from those who don’t attend the education
35 program and pay the \$100 fee) would be earmarked specifically for future golf cart path construction (at the
36 Board’s discretion).

37
38 **Golf Cart Path Construction – Olde Cove**

39 As you know, the Town’s golf cart regulations prohibit golf cart operation on NC 58 and Coast Guard Road (and the
40 bicycle paths along these roads), but allow golf carts to cross over these roads to access other public streets. In the
41 vast majority of cases, public streets on the soundside line up directly with a public street on the oceanside, and it
42 is legal for golf cart operators to access the beach and other areas of Emerald Isle. In the case of Olde Cove
43 subdivision (and a few others), the soundside street does not line up with a public street on the oceanside, and the
44 nearest public street on the oceanside is Whitewater Drive, approximately 300 feet west. Thus, it is technically
45 illegal for a golf cart to travel outside of Olde Cove, as such travel would require illegal operation on either NC 58
46 or the bicycle path.

47

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1 There are currently 5 golf carts registered to property owners in the Olde Cove subdivision, and I have been
2 working with these golf cart owners to identify a solution that would enable them to access the oceanside and
3 other areas of Emerald Isle. The proposed solution is to construct an approximately 300 ft. long golf cart path
4 along the north side of NC 58 between Olde Cove Road and Whitewater Drive. The estimated cost of this new
5 path is approximately \$15,000, and it would be constructed to similar standards as the Town's bicycle paths. In
6 order to finance 50% of the construction of the new golf cart path, the registered golf cart owners in Olde Cove
7 would pay an additional "golf cart infrastructure fee" of \$300 per year for a 5-year period (or any other fee amount
8 and duration, as determined by the Board of Commissioners). This additional fee, which would be applicable to
9 the 5 currently registered golf cart owners and any additional registered golf carts in Olde Cove (there are a total of
10 16 property owners in Olde Cove subdivision), would generate at least \$1,500 annually, or a total of \$7,500 over
11 the proposed 5-year period. At the end of the 5-year period (or at such time that the \$7,500 total is realized), the
12 Board of Commissioners would simply eliminate the "golf cart infrastructure fee" for this area. Following a similar
13 model as other Town projects, the Town would fund the remaining 50% of the cost of the new golf cart path from
14 the General Fund (but likely derived from overall golf cart registration fees in the future; see below).
15

16 I have discussed this approach with golf cart owners in Olde Cove, and they are supportive of this initiative. If the
17 Board is comfortable with this initiative, I would consider it as a "pilot project". If the Town's initiative in Olde
18 Cove is successful, this approach could potentially be applied in other areas with the support of golf cart owners in
19 those areas. If this approach does not work as intended, the Town would simply not undertake any new initiatives
20 like the Olde Cove initiative.
21

22 The attached aerial photo map indicates the properties in the Olde Cove subdivision that would be subject to the
23 new "golf cart infrastructure fee", and also the location of the new golf cart path along NC 58. If the Board
24 approves of this initiative, I would anticipate the new fee being implemented on January 1, 2018, with construction
25 of the new golf cart path occurring sometime this winter or spring.
26

27 Golf Cart Registration Fee Increase, Discount for Safety / Regulations Class Attendance

28 The annual golf cart registration fee of \$75 was established in 2011, and this amount was recommended by the
29 proponents of the golf cart program at that time. This annual fee has not been increased since the program's
30 inception. Over time, the number of golf carts registered in the program has increased significantly, with more
31 than 800 golf carts registered in FY 16-17, resulting in total registration fee revenue of \$54,300. These revenues
32 are credited to the General Fund, and cover the Police Department's administrative and enforcement costs
33 associated with the golf cart program. (The FY 17-18 adopted budget conservatively anticipates a total of \$52,500
34 from golf cart registration fees.)
35

36 As you know, safety has always been the Town's top priority for the golf cart program, and all of the Town's
37 regulations are aimed at promoting the safety of golf cart operators, passengers, pedestrians and bicyclists, and
38 other motor vehicles. The Town has made several efforts to better educate golf cart owners and the general
39 public about golf cart safety and the Town's regulations since 2011, including the following:
40

- 41 • every golf cart owner must sign a form indicating that they have read and understand the Town's rules
42 and regulations for golf cart operation when they register the golf cart each year,
- 43
- 44 • the Police Department inspects each golf cart each year when the registration is renewed,
- 45
- 46 • the Town has included all golf cart program information on the Town's website, and periodically includes
47 golf cart information in the Town's email newsletter,
48

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- 1 • a sticker is now affixed to the inside windshield of each registered golf cart, and the sticker includes the
2 most important regulations, and
- 3
- 4 • the Police Department devotes one of the monthly PEP (Police Educating the Public) information sessions
5 to golf cart safety and regulations, and has also assisted with information sessions presented by local golf
6 cart companies.
- 7

8 As is the case for all aspects of Town government, the Town is constantly seeking new ways to better communicate
9 with our customers and better educate the public. In this spirit, and in response to recent concerns about the golf
10 cart program, Police Chief Tony Reese is planning additional public information sessions about golf cart safety and
11 the Town's regulations. He also recently suggested that the Town consider providing those who attend the
12 information sessions a "discount" on their annual golf cart registration fee. It is our hope that a "discount" might
13 encourage higher attendance at these information sessions, and ultimately promote a greater understanding of
14 safety concerns and the Town's regulations among golf cart operators.

15
16 After considering all of these issues, I am now recommending that the Board consider increasing the annual golf
17 cart registration fee from \$75 per year to \$100 per year, but also implement a \$25 "discount" for golf cart owners
18 who attend one of the Police Department's information sessions. Attendees at the information session would be
19 documented and would receive a certificate that would entitle them to the \$25 registration fee "discount", and
20 this would enable them to continue paying the historical \$75 annual registration fee. Those who do not attend an
21 information session would be charged the \$100 annual registration fee. Any additional revenue generated by the
22 higher fee would be specifically earmarked for future golf cart path construction, and could be used to provide the
23 proposed 50% Town contribution for future projects like the proposed Olde Cove golf cart path (at the Board's
24 discretion). To keep it simple, I simply recommend that the Board specifically earmark any golf cart registration
25 fees that exceed \$50,000 annually (or whatever amount is desired) specifically for future golf cart path
26 construction. (As noted earlier, the FY 17-18 budget anticipates \$52,500, and the Town actually received \$54,300
27 in FY 16-17.)

28
29 Budget Amendment – General Fund

30 The attached General Fund budget amendment appropriates a total of \$7,500 of additional anticipated golf cart
31 registration fees for the Town's 50% contribution toward the Olde Cove golf cart path. This additional amount is
32 anticipated due to the conservative nature of the FY 17-18 budget estimate, continued growth in golf cart
33 registrations, and projected additional revenues associated with the proposed fee increase to \$100. These

34
35 additional funds would be transferred to a new capital project ordinance established for the Olde Cove golf cart
36 path.

37
38 Capital Project Ordinance – Olde Cove Golf Cart Path

39 The attached new capital project ordinance for the Olde Cove golf cart path would account for all golf cart path
40 construction expenses, the Town's 50% contribution, and the annual "golf cart infrastructure fee" collected from
41 golf cart owners in Olde Cove. The attached ordinance establishes a project budget of \$15,000 for the new golf
42 cart path.

43
44 It is anticipated that the Olde Cove "golf cart infrastructure fee" would remain in effect for 5 years to fully recover
45 the 50% cost assigned to the Olde Cove golf cart owners, and these fees would be credited annually to this capital
46 project ordinance. From a cash-flow perspective, the Town would essentially be "up-fronting" the funds for
47 construction, but would recoup these funds from Olde Cove over a 5-year period.

48
49

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1 Fee Schedule Amendment

2 The attached fee schedule amendment would be effective January 1, 2018 (for all 2018 golf cart registrations and
3 beyond), and includes the following:

- 4
- 5 • the establishment of the “golf cart infrastructure fee” for the Olde Cove subdivision (additional \$300 per
6 year for golf carts registered to owners in the Olde Cove subdivision),
 - 7
 - 8 • the increase in the annual golf cart registration fee from \$75 to \$100, and
 - 9
 - 10 • the establishment of the “discount” fee of \$75 for golf cart owners who attend a golf cart safety /
11 regulations information session sponsored by the Emerald Isle Police Department.
 - 12

13 I look forward to discussing these issues with the Board at the August 8 meeting, and welcome any other
14 suggestions aimed at addressing these concerns.

15

16 Town Manager Frank Rush spoke to the Board about five different golf cart program items,
17 three requiring formal approval as outlined in full detail in the memo provided above. Town
18 Manager Rush spoke first of the first initiative for Board consideration which he called a “pilot
19 project” involving the construction of a new golf cart path to serve the Olde Cove subdivision,
20 which was geographically isolated and didn’t line up with a public street across Highway 58 on
21 the Oceanside. Town Manager Rush noted the “pilot project” would create a 300 ft. long golf
22 cart path along the north side of NC 58 between Olde Cove Road and Whitewater Drive which
23 would take them to the oceanfront and potentially other areas in Emerald Isle.

24

25 Town Manager Rush said there were currently 5 golf cart owners in Olde Cove who had
26 technically been accessing the rest of Town illegally for the past few years and in discussing a
27 solution they came up with the proposal before the Board tonight. Town Manager Rush said
28 the proposal essentially involved creating a new golf cart infrastructure fee that would be
29 established by the Board of Commissioners through a fee schedule amendment. The Board
30 would decide to levy a special fee, in addition to the annual golf cart registration fee, just on
31 people who registered a golf cart within a specific geographic area. Town Manager Rush stated
32 that in this case it would be just the Olde Cove Road area with 16 property owners, with 5
33 property owners with golf carts that were very interested in seeing this project move forward
34 and were willing to pay. Town Manager Rush noted the program was structured in a way
35 similar to what they had done with bicycle and pedestrian projects in Town so that the main
36 beneficiaries of the improvement would pay 50% of the cost and the Town would put in the
37 other 50%. In this particular case the 300 ft. stretch had an estimated cost of \$15,000, and the
38 would envision constructing a new 10 ft. wide asphalt path along the north side of Highway 58
39 in a similar standard as the bicycle path and it would be a golf cart path. Town Manager Rush
40 said if the Board concurred, the fee schedule amendment would set up an additional fee of
41 \$300 per year for 5 years on everyone who registered a golf cart within the Olde Cove Road
42 neighborhood. Town Manager Rush said that five property owners paying \$300 per year for 5
43 years equated to \$7,500, the Town would contribute the additional \$7,500 to construct the

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1 project. Town Manager Rush said if this project worked, he could envision applying this in
2 other areas at the request of other property owners. Town Manager Rush said they received a
3 lot of requests from folks in the Coast Guard Road area as there was basically a gap on Coast
4 Guard Road between Deer Horn Drive and Reed and that may be something the Board wanted
5 to think about in the future. For now, this was a first test, a “pilot project” for the Olde Cove
6 Road area and the golf cart owners in that neighborhood were supportive of this effort, and if
7 the Board was supportive he would ask them to consider the attached general fund budget
8 amendment, and capital project ordinance. Town Manager Rush said the Town’s 50%
9 contribution for this particular project would be derived from additional golf cart registration
10 fees so the people benefiting from the program were paying for the full cost of this
11 improvement.

12
13 Town Manager Rush stated that the other part of the fee schedule amendment in Board
14 packets was really aimed at primarily encouraging more people to attend one of the Police
15 Department’s Golf Cart Safety / Regulation Courses. The Town did several things to try to
16 educate the public about golf cart rules and safety issues in order to be sure that people were
17 operating golf carts safely. Town Manager Rush said the proposal was to increase the golf cart
18 registration fee for all golf cart owners from \$75 to \$100 with those golf cart owners who
19 attended a Police Department Golf Cart Safety session receiving a \$25 discount which would
20 take their fee back down to \$75. Town Manager Rush thought there would be several who
21 would take advantage of the sessions and receive the discount but there would be some who
22 wouldn’t and so there would be additional revenues generated by the fee increase. The
23 proposal for the Board called for any additional golf cart permit fees beyond \$50,000 to be
24 specifically reserved for future golf cart infrastructure improvements and therefore potentially
25 provide the 50% contribution if they made improvements in the future. Town Manager Rush
26 said if the Board was comfortable with it he would recommend they approve all three items,
27 and if they weren’t comfortable or felt the fees should be structured in some other way he
28 welcomed their input and suggestions. Town Manager Rush felt this would be a good “pilot
29 project” that if it worked, they could perhaps do it again and if it didn’t work he wouldn’t
30 expect to do any more of these projects.

31
32 Commissioner Messer commented that a lot could change in 5 years and he wondered if there
33 were any safeguards in the event they built the golf cart path and the Olde Cove property
34 owners decided they didn’t want to pay. Secondly, what if three golf cart owners moved away
35 or no longer had a golf cart leaving only two golf cart owners. Commissioner Messer wanted to
36 make sure they could come up with the \$7,500 in 5 years.

37
38 Town Manager Rush thought that was a very good concern and the Board would quite frankly
39 be going out on a leap of faith on the belief that folks would continue to register their golf carts
40 and be a part of the program but there was some risk to the Town if people decided not to
41 register their golf carts, moved away, or sold them. Town Manager Rush added the only

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1 alternative would be the ability each year for the Board to either extend the fee or shorten it; if
2 for example 3 more people in the neighborhood registered their golf cart and were paying their
3 \$300 per year and they achieved \$7,500 in year 3 or 4, the Board would have the discretion to
4 terminate the fee early and would also have the discretion to extend the fee.

5
6 Commissioner Finch asked if the golf cart path could be closed if the golf cart owners didn't
7 desire to continue paying the money. Town Manager Rush said technically the Town could
8 remove the path and therefore not have it available anymore which would be an unlikely
9 approach they would take but technically they could do that although there would be
10 additional minimal costs associated with that.

11
12 Commissioner Messer said you liked to think people would do what they said they would do.
13 Commissioner Normile felt it was a good "pilot project".

14
15 Mayor Barber asked for comments from the public.

16
17 Bob Lopes, 2516 Emerald Drive, commented that the area between 25th Street / Park Street to
18 the dog leg had no access and wondered how this project would figure in 5-10 years from now.

19
20 Town Manager Rush said that was another area that had been requested in the past and if this
21 approach was successful could potentially be applied in that area, and be constructed along the
22 north side of Highway 58. Town Manager Rush thought it would depend on how well this pilot
23 project went and the public demand in the future.

24
25 Jim Hackett, 6410 Ocean Drive, said he loved the project but thought that anything they would
26 do for the benefit of the golf carts should be funded by those people with golf carts and not the
27 general public. Mr. Hackett thought all work done for this type of project should come from
28 funds generated by those with golf carts.

29
30 Town Manager Rush stated the way this particular proposal was structured 50% of the cost of
31 the path's construction would be borne directly by those property owners in the Olde Cove
32 Road subdivision with the other 50% from the general fund but derived from golf cart
33 registration fees that all golf cart owners paid.

34
35 Town Manager Rush in response to a question from Commissioner Normile noted that in FY 16-
36 17 golf cart fee revenue generated was \$54,300 and the FY 17-18 revenue estimate was
37 \$52,500 which was being conservative. He stated that historically each year they had seen a
38 \$6-7,000 per year increase and with the fee increase proposed they should see an increase as
39 well. According to the budget amendment in the Board packets \$7,500 would be borne by golf
40 cart registration fees.

41

1 ***Motion was made by Commissioner Normile to approve the General Fund budget***
2 ***amendment. The Board voted unanimously 5-0 in favor. Motion carried.***
3

4 ***Motion was made by Commissioner Dooley to approve the Capital Project Ordinance for the***
5 ***Olde Cove golf cart path. The Board voted unanimously 5-0 in favor. Motion carried.***
6

7 ***Motion was made by Commissioner Finch to approve the Fee Schedule Amendment. The***
8 ***Board voted unanimously 5-0 in favor. Motion carried.***
9

10 Mayor Barber and the Board took this time to recognize and welcome NC State Representative
11 Pat McElraft who had recently arrived to the meeting, thanking her for everything she had done
12 for Emerald Isle. They also welcomed Emerald Isle resident Bernie Whalley to the meeting.
13

14 Town Manager Rush also noted that both Pat McElraft and Bernie Whalley had served on the
15 Jean Preston committee that had worked very hard on the park.
16

17 Clerks Note: A copy of General Fund budget amendment, Capital Project Ordinance, and Fee Schedule Amendment as noted
18 above are incorporated herein by reference and hereby made a part of these minutes.
19

20 **14. Appointment – EI Parks and Recreation Association, Inc.**
21

22 **Brief Summary:**
23

24 The Board should fill a vacancy on the Emerald Isle Parks and Recreation Association, Inc. Board
25 of Directors.
26

27 ***Motion was made by Commissioner Dooley to appoint Bernie Whalley to a new term on the***
28 ***Emerald Isle Parks and Recreation Association, Inc. that expires in August 2020. The Board***
29 ***voted unanimously 5-0 in favor. Motion carried.***
30

31 **15. Comments from Town Clerk, Town Attorney, and Town Manager**
32

33 There were no comments from the Town Clerk or Town Attorney.
34

35 Town Manager Frank Rush updated the Board on the status of the Comprehensive Land Use
36 Plan review noting that the public hearing would be scheduled for later this year and perhaps as
37 late as January as the plan now had to go to various State agencies. Town Manager Rush also
38 stated he expected to have a presentation on the September 12 meeting about Charters of
39 Freedom monuments as a local couple was interested in making a significant contribution to
40 install monuments with the US Constitution, Declaration of Independence, and the Bill of Rights
41 and they were currently considering the Jean Preston Memorial Park for those improvements.
42

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1 Town Manager noted staff continued to work on the Beach Music Festival planning and we had
2 been fortunate to have received really great turnout from local sponsors including
3 Transportation Impact, the presenting sponsor.
4

5 Town Manager Rush said the Town's four intersection improvements on Highway 58, as
6 discussed over the course of the last year or so, were not included in the draft statewide
7 transportation improvement program mostly because of funding limitations available for that
8 5-year plan but he had learned that the Bogue Inlet Drive intersection improvements actually
9 were included in the final version of that plan. Town Manager Rush noted they were scheduled
10 for funding from DOT and construction in 2022. Town Manager Rush said that particular
11 project involved a mini roundabout at the Bogue Inlet Drive intersection, and involved redoing
12 all the curb and gutter between the Welcome Center and the Post Office. Town Manager Rush
13 stated that the pilot project was approved at the Publix that would be constructed this winter
14 so they would have the opportunity to see how that functioned, how well received, and have
15 plenty of time to comment on the DOT's plans.
16

17 Town Manager Rush noted that property tax bills should go in the mail on Friday and he
18 appreciated Gayle Parker and Laura Rotchford's hard work in getting those ready over the last
19 few weeks.
20

21 The following is an excerpt from the Town Manager Comments memo to the Board providing
22 additional background information for all items of importance:
23

24 **Comprehensive Land Use Plan Review**

25 The Town's consultant and Town Planner Josh Edmondson are currently making final modifications to the Town's
26 Comprehensive Land Use Plan for final approval by the NC Division of Coastal Management. None of the changes
27 are substantive in nature, and the previously approved policies and goals remain in the plan. I expect to present
28 this plan to the Board for final approval at the September 12 meeting.
29

30 **Water Resources Development Grant – Archers Creek**

31 I hope to present a revised scope of work for this grant, focused on improvements in the Emerald Plantation
32 subdivision, at the Board's September 12 meeting. The grant award (\$25,000) and local match (\$25,000, shared
33 between the Town and adjacent property owners) will not change, however, the revised scope of work will likely
34 include a "living shoreline" concept in Emerald Plantation to replace an existing bulkhead, along with other clean-
35 up activities to improve water quality in the creek and hopefully enhance its use for kayaking in this area.
36

37 **Grant for Islander Drive Revitalization**

38 I will be working over the next few weeks to finalize the project scope for the \$100,000 grant awarded to the Town
39 to assist with revitalization efforts in the Islander Drive area. As noted previously, State Representative Pat
40 McElraft worked with others in the NC General Assembly to provide these grants to many municipalities across NC,
41 and Emerald Isle was included. I expect to have a specific proposal on the Board's September 12 meeting agenda.
42

43 **Charters of Freedom Monuments**

44 I am currently working with Emerald Isle residents Doug and Erin Starcke on a project to install Charters of
45 Freedom monuments at the Senator Jean Preston Memorial Park in the future. The Charters of Freedom

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1 monuments include attractive monuments that include the text of the US Constitution, Declaration of
2 Independence, and the Bill of Rights. I expect to schedule a presentation about this project on the Board's
3 September 12 meeting agenda.
4

5 **Conceptual Site Plans for New Meeting and Events Center**

6 I have been working with engineering consultants on the development of multiple conceptual site plans for a
7 potential "meeting and events center" on the Islander Drive property, and expect to review their work in the
8 coming weeks. My goal is to present multiple (perhaps 3 – 6) conceptual plans to the Board and the public at an
9 upcoming Town meeting, and begin to refine the Board's goals for the future development of the Islander Drive
10 site.
11

12 **Islander Drive Site Clean-Up**

13 All debris removal and re-grading is complete, and the site is essentially restored to vacant lot status. I have
14 intentionally delayed the seeding of the site until the fall in order to increase the chances for successful
15 establishment of a grassy cover.
16

17 **Surfside Realty Tract Acquisition**

18 I continue to work with officials at MCAS Cherry Point to secure the requested \$1.5 million of Federal funds for this
19 land acquisition. I expect to receive additional information in the coming weeks to enable the Town to proceed
20 with the planned closing prior to October 31. It is likely that The Conservation Fund of NC will complete the
21 purchase on the Town's behalf in October, and then hold the property for several months until the Federal cash is
22 released for the land purchase. I expect the Town to utilize the two State grants (\$1,045,000) in October, along
23 with the Town's contribution of up to \$500,000. I am planning to schedule Board approval of an installment
24 financing agreement for the Town's contribution on the October Town meeting agenda.
25

26 **Commercial Village Zoning District**

27 Town Planner Josh Edmondson continues to work with the Planning Board on new zoning regulations for the
28 proposed Commercial Village zoning district. In a nutshell, the Commercial Zoning district will likely include all of
29 the areas currently zoned Business, but allow complementary residential uses as part of any new commercial
30 development (residential uses are currently prohibited in the Business zoning district). I hope to have Josh
31 Edmondson present formal ordinance language to the Board at an upcoming Town meeting this fall.
32

33 **Bogue Inlet Drive Intersection Improvements To Be Included in New Statewide Transportation Improvement
34 Program (STIP)**

35 Although the Town's requested intersection improvements at the 4 signalized intersections along NC 58 scored
36 well in NCDOT's review process, they were not included in the draft version of the new STIP earlier this year due to
37 limited funding. The Town was recently informed, however, that additional funding has been identified for the
38 final version of the STIP, and the Bogue Inlet Drive intersection improvements will be included in the final version
39 of the STIP, with construction tentatively scheduled for 2022 (and perhaps earlier).
40

41 The initial scope of the project includes a new mini-roundabout and curb and gutter improvements along NC 58
42 between the Welcome Center and the Post Office. NCDOT is currently working on preliminary design, and expects
43 to present the preliminary design to the Town later this fall or winter. I expect to schedule the Board's review for a
44 Town meeting sometime this winter.
45

46 **NC 58 / Mallard Drive / Emerald Landing Roundabout Construction**

47 I am scheduled to meet with NCDOT officials and engineers for the new Publix project later in August to review
48 plans for the new roundabout to be constructed at the NC 58 / Mallard Drive / Emerald Landing intersection. I am
49 working with NCDOT and the developer to insure that construction impacts are minimized and that all work occurs

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1 during the winter months. My goal is for all work to be complete prior to the annual St. Patrick's Day festival on
2 March 17, 2018.

3
4 **Transition of EMS to a Town Department**

5 The Joint EMS Committee is scheduled to meet in September to discuss the upcoming transition of EMS to a Town
6 department. As discussed previously, EMS will become a part of the Town organization on or before March 1,
7 2018. There are several logistical issues to be resolved between now and then, however, no significant hurdles are
8 anticipated. I expect to present a detailed plan to the Board at a Town meeting in November or December.

9
10 **Potential Winter 2018-19 Beach Nourishment Project**

11 I have had preliminary discussions with County officials and our engineers about a potential beach nourishment
12 project for eastern Emerald Isle during the winter months of 2018-19. We will be meeting in September to
13 advance this concept and potentially begin work on detailed design.

14
15 We expect to receive permit authorizations for the 50-year "Master Plan" in early 2018, and will be working to
16 complete design work during spring 2018 and solicit bids in late summer 2018. The exact scope of the project
17 (project boundaries, volume of sand necessary, estimated project costs, etc) will likely be determined this fall or
18 winter and presented to the Board for approval sometime in spring 2018. I also anticipate a request for significant
19 State funding for this beach nourishment project, and remain hopeful that funding may be approved in the 2018-
20 19 State budget.

21
22 **Beach Music Festival Set for September 30**

23 Town staff continue planning for the new Emerald Isle Beach Music Festival to be held at the Western Ocean
24 Regional Access on Saturday, September 30 from 11 am to 5:30 pm. More than \$18,000 of sponsors have been
25 signed on, including presenting sponsor Transportation Impact. We are hopeful that this year's event will match or
26 exceed last year's crowd! In preparation for this event, the Town's contractor will be adding an additional 200 sq.
27 ft. to the dune stage in the coming weeks.

28
29 **Bogue Inlet Dredging Funding Requests**

30 The Town of Cedar Point has approved its \$2,500 contribution for Bogue Inlet dredging, and the Carteret County
31 Board of Commissioners will consider its \$35,000 contribution later in August. Onslow County, Swansboro, and
32 Cape Carteret are also expected to consider the request in the coming weeks.

33
34 **Property Tax Bills**

35 Tax Collector Gayle Parker and Finance Director Laura Rotchford are currently working to finalize the property tax
36 database so that property tax bills can be mailed out. I am hopeful that the property tax bills will be mailed on or
37 around August 14. Under State law, property tax bills are due on September 1, however, penalties and interest do
38 not accrue until January 5.

39
40 **Beach Driving Permits**

41 Beach driving season begins on September 15, and beach driving permits are available for sale to the public
42 beginning August 14. A new Town ordinance requires all old beach driving permit stickers to be removed from the
43 vehicle, and also requires the stickers to be placed in the lower driver's side corner of the windshield.

44
45 **Comment Period Open for Proposed New Flood Maps**

46 The Federal Emergency Management Agency (FEMA) has announced the formal public comment period on the
47 proposed new Flood Insurance Rate Maps (FIRMs) for Carteret County (including Emerald Isle). The public
48 comment period provides an opportunity for those with concerns about the flood zone assigned to their property
49 to express concern and seek adjustments. Public comments are due by September 20, 2017. Town Planner Josh

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1 Edmondson is available to assist Emerald Isle property owners with any questions about the proposed new maps
2 or the public comment process.

3 As reported previously, the proposed new flood maps include beneficial changes for many Emerald Isle property
4 owners, particularly near the oceanfront, and these changes will likely result in potentially significant flood
5 insurance premium reductions when the new maps are finalized. There are, however, a relatively small number of
6 Emerald Isle properties that could be negatively impacted, and Town Planner Josh Edmondson is available to assist
7 these property owners upon request.
8

9 **Town Receives GFOA Award**

10 For the 4th year in a row, the Town has received the Certificate of Achievement for Excellence in Financial
11 Reporting from the national Government Finance Officers Association. The award recognizes local
12 governments that exceed the minimum requirements of generally accepted accounting principles to prepare
13 comprehensive annual financial reports that evidence the spirit of transparency and full disclosure.
14

15 **Nies v. Emerald Isle**

16 The Town's attorneys will be submitting the Town's official response to Nies' petition to the US Supreme Court
17 later this week. The Washington, DC law firm of Deutsch Hunt PLLC is assisting the Town's attorney, Brian Edes,
18 with this response. We expect to receive the US Supreme Court's decision on whether or not they will hear the
19 case sometime later this fall.
20

21 **New Beach Swing at Western Ocean Regional Access**

22 I will be working with NC Division of Coastal Management staff in the coming weeks to request a rule change to
23 allow the Town's new "beach swing" to remain in place at the Western Ocean Regional Access. In the meantime,
24 NC DCM staff has indicated that the new "beach swing" may remain until this issue is resolved.
25

26 Alesia Sanderson, Parks and Recreation Director, has received several requests from Emerald Isle property owners
27 interested in sponsoring additional "beach swings", and we have placed these requests on hold until we can
28 resolve the permit issue.
29

30 **Cape Emerald Pond Bulkhead**

31 I will be working with the Cape Emerald homeowners association this fall to install a new, 2-ft. high bulkhead along
32 the south side of the Cape Emerald pond. All adjacent property owners have expressed support for this approach,
33 with the exception of one, and the bulkhead may "skip" this property if the owner does not wish to participate in
34 the project.
35

36 **Unified Development Ordinance Simplification**

37 Josh Edmondson and I will be working on a significantly simplified UDO to present to the Planning Board and Board
38 of Commissioners in the coming months. My goal is to eliminate all unnecessary regulations and confusing
39 language, and create a simple, reader-friendly ordinance that achieves the Town's most important development
40 policy goals.
41

42 **Emerald Isle Commercial**

43 I hope to meet with TDA officials in the coming weeks to pursue the airing of the new "Emerald Isle commercial"
44 video in strategic markets. I remain hopeful that the TDA will embrace this idea and help to better promote
45 Emerald Isle as a tourism destination.
46

47 **Old Ferry Road Sidewalk**

48 The FY 17-18 adopted budget includes a total of \$30,000 for the construction of a new sidewalk along Old Ferry
49 Road between CVS and Canal Drive. I hope to solicit bids for this work in the coming weeks, present a contract

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1 recommendation to the Board this fall, and complete construction later this fall or winter. If bids are favorable, we
2 may also try to identify funding to extend the new sidewalk all the way to Sound Drive.
3

4 **New Welcome to Emerald Isle Sign**

5 The FY 17-18 adopted budget includes a total of \$15,000 for a new, sandblasted wood "Welcome to Emerald Isle"
6 sign near the NC 58 bridge. The new sign will include the new EI logo and the "Nice Matters" tagline, and will
7 replace the existing sign. I hope to have the new sign installed later this fall.
8

9 **NC 58 Right of Way Under Power Lines Near Bridge**

10 We are considering installing pine straw along the entire length of the NC 58 right of way under the power lines
11 (on the north / east side) between Coast Guard Road and the bridge. The total cost for this pine straw is
12 approximately \$5,000, and would enhance the appearance of this area if maintained properly in the future.
13

14 **NC 58 Bridge Work**

15 NCDOT has awarded a contract for structural work on the Emerald Isle bridge and the Atlantic Beach bridge. Work
16 will begin on the Atlantic Beach bridge in the coming weeks, and will continue for up to a year. Work on the
17 Emerald Isle bridge will not begin until Atlantic Beach is completed, with work expected to begin in EI in fall 2018.
18 The majority of the work on the EI bridge will be underneath of the bridge deck, and should not significantly
19 impact traffic. This project also includes the installation of new, higher guardrails on the EI bridge, and this portion
20 of the work may result in minor traffic impacts.
21

22 **Improvements to the Emerald Isle APP**

23 Town Clerk Rhonda Ferebee and I are working with the Town's app developer on significant improvements to the
24 Emerald Isle APP, and hope to unveil the redesigned app in September. The new design is more customizable, and
25 will provide more flexibility for the Town to highlight specific information (i.e., hurricanes, rip currents, other
26 emergency situations, etc.).
27

28 **New Parks Maintenance Worker Position**

29 The FY 17-18 adopted budget includes funding for a new Parks Maintenance Worker position to improve bicycle
30 path and NC 58 corridor maintenance. Due to the uncertainty surrounding potential sales tax changes by the NC
31 General Assembly, we delayed filling this position. Because the proposed sales tax changes were not approved (at
32 least for this year), we will now proceed with filling this position. I expect to have the new position filled sometime
33 in September.
34

35 **Wyndtree Drive Public Beach Access**

36 Historically, the public using this beach access has deviated out of the public access easement boundaries and onto
37 private property to cross through the frontal dunes and access the flat beach strand. Because both adjacent
38 property owners advised the Town that they no longer wish to allow the public to cut across their property, Town
39 staff delineated the boundaries of the public access easement and marked a new sand path that remains within
40 the boundaries of the public access easement. However, this route requires the public to traverse a larger dune in
41 this area, and this can be difficult for older or handicapped individuals. As a result, we have received a few
42 complaints about this route.
43

44 The Town's options for resolving this issue are limited to either a) constructing a wooden walkway extension over
45 the dune (at considerable expense), b) manipulating the frontal dune to make the grade less steep (with
46 appropriate approval from the NC Division of Coastal Management), or c) doing nothing and hopefully allowing
47 the continued public use to gradually reduce the slope.
48
49
50

MINUTES OF THE REGULAR MEETING
OF THE EMERALD ISLE BOARD OF COMMISSIONERS
AUGUST 8, 2017
Page **23** of **23**

1 **Fire Engine Debt Fully Retired**

2 The Town made an approximately \$189,000 payment in June to fully retire an outstanding installment financing
3 agreement for a 2013 Fire Engine purchase. The debt was retired two years earlier than required.
4

5 **Town Financial Audit, EMS Audit**

6 Finance Director Laura Rotchford is working with the Town's new auditors, S. Preston Douglas & Associates (SPDA),
7 on the June 30, 2017 financial statements and financial audit. We expect SPDA to present the audit report to the
8 Board at the October Town meeting. Williams, Scarborough, Smith, and Gray (WSSG), the Town's previous audit
9 firm, will continue to perform the annual EMS audit for the Town for what may be the final year that a separate
10 EMS audit is necessary.
11

12 **Drinks at Two Regional Beach Access Facilities**

13 Parks and Recreation Director Alesia Sanderson is working to either a) install drink vending machines or b) install
14 new water fountains at both the Western Ocean Regional Access and the Eastern Ocean Regional Access in order
15 to provide this option for visitors to the two facilities. The Town has previously offered these amenities at these
16 two facilities in the past, but the equipment often did not function correctly due to exposure to the salt air. We
17 are hopeful that we can identify a more reliable product for these two facilities in the future.
18

19 **16. Comments from Board of Commissioners and Mayor**

20
21 There were no further comments from the Mayor or Board of Commissioners.
22

23 **17. Adjourn**

24
25 ***Motion was made by Commissioner Messer to adjourn the meeting. The Board voted***
26 ***unanimously 5-0 in favor. Motion carried.***
27

28 ***The meeting was adjourned at 7:00 pm.***
29

30 Respectfully submitted:
31
32
33

34 Rhonda C. Ferebee, CMC, NCCMC
35 Town Clerk
36
37