

1 **MINUTES OF THE REGULAR SCHEDULED MEETING**
2 **OF THE EMERALD ISLE BOARD OF COMMISSIONERS**
3 **TUESDAY, NOVEMBER 10, 2015 – 6:00 P.M.**
4 **TOWN BOARD MEETING ROOM**

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6
7 **1. Call To Order**

8
9 The regular monthly meeting of the Emerald Isle Board of Commissioners was called to
10 order by Mayor Eddie Barber at 6:00 PM in the Town Board Meeting Room.

11
12 **2. Roll Call**

13
14 Present for the meeting: Mayor Eddie Barber, Tom Hoover, Floyd Messer, Jim Normile,
15 John Wootten, and Maripat Wright.

16
17 Also present during the regular meeting: Town Manager Frank Rush, Town Attorney
18 Richard Stanley, Finance Director Laura Rotchford, Town Clerk Rhonda Ferebee, Town
19 Planner Josh Edmondson, Public Works Director Artie Dunn, Parks and Recreation
20 Director Alesia Sanderson, and Police Chief Jeff Waters.

21
22 **3. Opening Prayer**

23
24 Mayor Barber offered the Opening Prayer. Mayor Barber asked all veterans who were
25 present to stand or raise their hand to be recognized in honor of Veterans Day for their
26 service.

27
28 **4. Pledge of Allegiance**

29
30 Mayor Barber led the Pledge of Allegiance.

31
32 **5. Adoption of Agenda**

33
34 ***Motion was made by Commissioner Hoover to adopt the Agenda. The Board***
35 ***voted unanimously 5-0 in favor. Motion carried***

36
37 **6. Introduction of New Employees**

- 38
39 a. Julie O'Neil, Police Records Administrator
40 b. Jacob Smith, Police Officer
41 c. Kerry Caldwell, Police Officer
42 d. Paul Stango, Equipment Operator
43 e. Rusty Hill, Parks Maintenance Worker
44 f. Greg Fulghum, Parks Maintenance Worker
45

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1 Police Chief Jeff Waters introduced his three newest full-time employees. Chief Waters
2 first introduced Julie O'Neil, Police Records Administrator who replaced former Records
3 Clerk Joan Moore who retired October 30. Chief Waters noted that Julie's husband was
4 previously an officer in Emerald Isle and he now worked for Jacksonville Police, Julie
5 started work for the Town part-time in April and they were glad to have her with the
6 department. Chief Waters introduced Jacob Smith, a part-time officer for the Town
7 since 2014. Chief Waters noted Officer Smith was in the Marine Corps Infantry
8 beginning 2003, served 8 years in the military, and was also an Iraq/Afghanistan
9 veteran and they were glad to have him with the department full-time. Chief Waters
10 introduced Kerry Caldwell, a part-time officer for the Town following BLET this past
11 summer, noting Officer Caldwell also came to our area with the Marine Corps as well,
12 having served as Sergeant. Chief Waters noted that Officer Caldwell had already
13 obtained her BS in Criminal Justice Degree from the University of Mount Olive and they
14 were glad to have her on board with the department full-time.

15
16 Public Works Director Artie Dunn introduced the department's newest full-time
17 Equipment Operator, Paul Stango. Mr. Dunn noted that Mr. Stango was now one of the
18 permanent Brush Truck drivers and weekend driver. Mr. Dunn noted that before
19 coming to the Town Mr. Stango worked for Yardwork's and had also been an OTR
20 Truck Driver and he was pleased to have him onboard with the department.

21
22 Parks and Recreation Director Alesia Sanderson introduced her two newest full-time
23 Parks Maintenance Workers. Ms. Sanderson noted that Rusty Hill was originally from
24 Kinston where he worked for 25 years for Onslow Container Services. Mr. Hill and his
25 wife recently purchased a home here in Emerald Isle. Ms. Sanderson also introduced
26 Greg Fulghum who previously worked with Yardwork's for a short time after relocating
27 here from Raleigh where he worked with Raleigh Parks and Recreation as the Primary
28 Supervisor, responsible for all of the Capitol grounds in downtown Raleigh. Ms.
29 Sanderson stated Mr. Hill and Mr. Fulghum were both perfectionists and she welcomed
30 the work ethic they both brought to the Town.

31
32 The Board and public provided a warm welcome for all of the newest full-time
33 employees with the Town.

34
35 **7. Proclamation / Public Announcements**

36
37 Police Chief Jeff Waters presented Intermediate Law Enforcement Certificates to
38 Captain Paul Cheshire and Police Officer I Bill Morris. Chief Waters said it was an
39 honor and privilege to recognize both of these officers for their achievements in
40 receiving these certificates.

- 41
42 **a. Intermediate Law Enforcement Certificates – Captain Paul Cheshire, Sgt.**
43 **Clayton Pittman, POI Bill Morris**
44 **b. Proclamation Honoring the Emerald Isle Garden Club (15-11-10/P1)**

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- 1 c. Veterans Day Holiday – Wednesday, November 11 – Town Offices Closed,
2 Community Center Open
- 3 d. Blue Star Memorial Highway Dedication Ceremony – Wed, November 11 –
4 11 am – Welcome Center
- 5 e. Friday Free Flick – Friday, November 13 – 7 pm – Community Center
- 6 f. Police Educating the Public (PEP) – Tuesday, November 17 – 10 am – Town
7 Board Meeting Room
- 8 g. Bike and Pedestrian Committee Meeting – Wednesday, November 18 – 9 am
9 – Community Center
- 10 h. Coffee With A Cop – Thursday, November 19 – 9 am – Ben & Jerry’s
- 11 i. Planning Board Regular Meeting – Monday, November 23 – 6 pm – Town
12 Board Meeting Room
- 13 j. Thanksgiving Holiday – Thursday, November 26 & Friday, November 27 –
14 Town Offices Closed
- 15 k. Community Center Closed on Thursday, November 26 but open on Friday,
16 November 27
- 17 l. No trash collection on Thursday, November 26 or Friday, November 27
- 18 m. EI EMS Pancake Breakfast – Saturday, November 28 – 7 am – 11 am – EMS
19 Station
- 20 n. Holiday Arts and Crafts Fair – Saturday, November 28 – 8 am – 6 pm –
21 Community Center
- 22 o. Emerald Isle Christmas Parade – Saturday, November 28 – 3 pm – NC 58
- 23 p. Special Ceremony in Honor of Commissioners Hoover’s and Wootten’s
24 Service – Tuesday, December 8 – 4 pm – Emerald Isle Public Boating
25 Access Area
- 26 q. Board of Commissioners Regular Meeting – Tuesday, December 8 – 6 pm –
27 Town Board Meeting Room

28
29 Clerks Note: A copy of Proclamation 15-11-10/P1 as referenced above is incorporated herein by reference
30 and hereby made a part of these minutes.

31
32 **8. Public Comment**

33
34 **Brief Summary:** The public will have the opportunity to address the Board about any
35 items of concern not on the agenda.

36
37 There were no comments from the public.

38
39 **9. Consent Agenda**

- 40
- 41 a. Tax Releases
- 42 b. Minutes – October 13, 2015 Regular Meeting
- 43 c. Budget Amendment – General Fund (Yard Debris Collection)
- 44 d. Capital Project Ordinance Amendment – New Welcome Center

- 1 e. Resolution Amending Board of Commissioners Rules of Procedure(15-11-10/R1)
- 2
- 3 f. Resolution Authorizing Grant Application for Fire Department Air-Packs(15-11-10/R2)
- 4
- 5

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

7
8
9 **Clerks Note:** A copy of Resolution 15-11-10/R1, 15-11-10/R2, and all other Consent Agenda items as
10 referenced above are incorporated herein by reference and hereby made a part of these minutes.

11
12 **10. Proposed Rezoning – 3307 Emerald Drive**

- 13
- 14 a. Public Hearing – Land Use Plan Amendment (Eastern Commercial Area to Single / Dual-Family Residential)
- 15
- 16 b. Resolution Amending Land Use Plan (15-11-10/R3)
- 17
- 18 c. Public Hearing Proposed Rezoning
- 19
- 20 d. Consideration of Rezoning Request

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

22
23
24 **Land Use Plan Amendment Memo**

25 Due to a request for a change in zoning of the property located at 3307 Emerald Dr., an amendment to the 2004 Future Land Use Plan (FLUP), specifically the Future Land Use Map (FLUM) is necessary for the rezoning to be consistent with the FLUP. The property is currently shown to be in the Eastern Commercial Area and the rezoning request was a change to Single/Dual-Family Category as defined in the FLUP. The following is an excerpt from the FLUP regarding the Eastern Commercial Area of which the property in question is a part of:

26
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30
31 The planned Commercial Area on the east-end is located on the south side of Emerald Drive between Connie Drive and Hunter Circle. The objective of this land use category is to provide residents of the surrounding neighborhoods with shopping areas and community facilities that provide goods and services that meet residents' day-to-day needs or that meet the service needs of neighborhood properties. Examples of appropriate uses in this area are convenience retail, barber shops and hair salons, real estate rental offices, small restaurants, and small gift shops. These types of uses add to the convenience of these neighborhoods and help reduce the number and length of trips on NC 58.

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37 The Town encourages uses in the Eastern Commercial Area that meet the following guidelines:

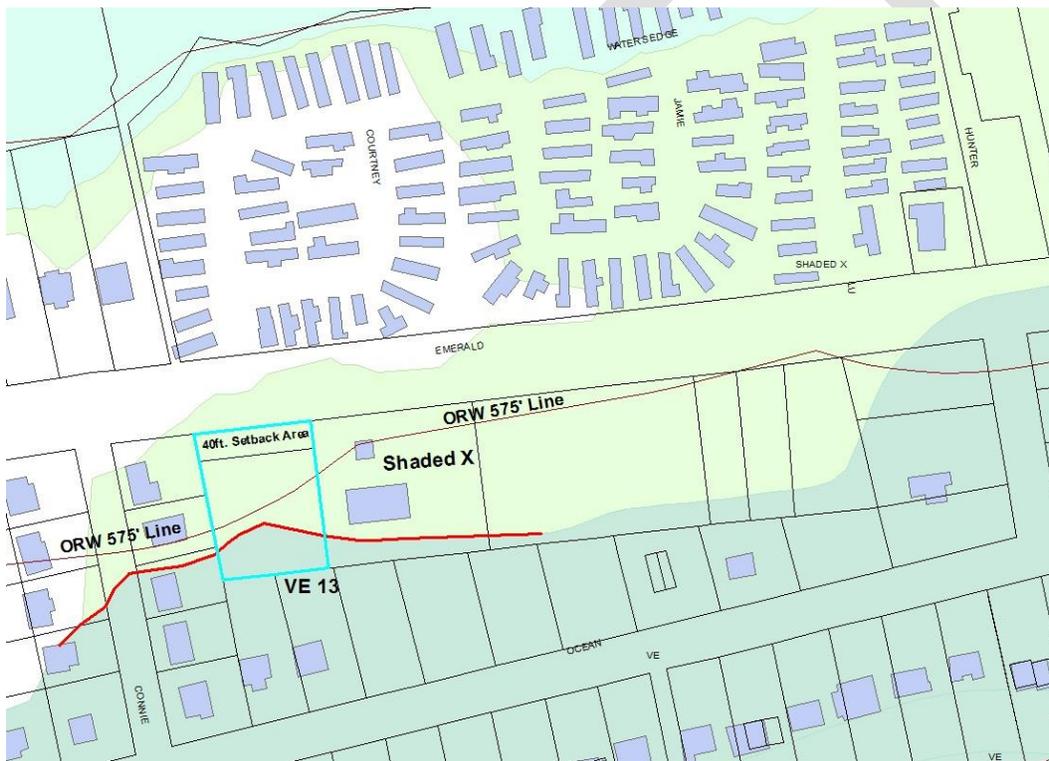
- 38 • provide shopping areas and community facilities with goods and services that meet day-to-day needs of nearby residences and properties;
- 39
- 40 • are in scale with the overall neighborhood development; and
- 41 • are in keeping with the other policies of this plan.

42 The Town will ensure full compliance with all policies and development requirements, including the minimum lot sizes, setbacks, height restrictions, density limits, and preservation of native vegetation as established by the Town's current development management ordinances.

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1 The reason for sharing this is to show the importance of this area for commercial development to the eastern end of the Town.
2 With that said, I would point out there are still vacant or undeveloped parcels in this commercial area that are zoned Business
3 which provides opportunity for further commercial development. Also, a change to Single/Dual-Family use of the property is
4 consistent with the residential land use goals of the LUP, the contiguous Residential properties of the area and eastern part of
5 Town.
6

7 Furthermore, physical and environmental conditions are factors that limit the use of this property for commercial purposes.
8 Included in this memo is map depicting some of these issues. First, note the bright red line separating the Shaded-x flood zone
9 and the VE zone. The reason for pointing this out is that per NFIP and Town flood regulations, no fill can be used in the VE zone
10 as a means of structural support. This takes away a little more than 8,000 square feet from the 31,000 square feet of lot area
11 that can essentially not be built on. Also, note the thin black line south of Emerald Drive. This is the 40ft front setback/minimum
12 building line. Again, this is a portion of the property that can have no structure. Combine this with the VE zone issue and
13 buildable area for a commercial land use is limited. Lastly, note the thin red line towards the center of the lot. This is the CAMA
14 575' ORW line limiting every lot within to 25% maximum impervious cover. This is another limiting factor for a commercial lot
15 that would have roof impervious and parking impervious areas. I say all this just to point out the challenges of this property as a
16 commercial land use.
17



18
19
20
21 The Planning Board discussed this potential amendment at its October meeting and following discussion of the matter, voted 4-2
22 to recommend to the Board of Commissioners that the amendment be denied. If the amendment is approved by the Board, then
23 it will have to be certified by the Coastal Resources Commission at a future meeting of the CRC. Please find attached a
24 Resolution in support of the amendment to the CAMA Land Use Plan.

25 **Rezoning Request Memo**

26 A request has been received from Ritchie & Marcie Creech, for the rezoning of 3307 Emerald Dr. from Business (B) to the
27 Residential (R2) Zoning District. The parcel, which is located immediately west of Flip Flops, is approximately .6 acre and is

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1 currently vacant. The owners of the property have possessed the parcel for some time. The owners are considering developing
2 the property for a residential use. The current zoning, Business (B), does not permit residential uses; therefore, the owner has
3 requested a rezoning to the Residential (R2) Zoning District. The R2 district allows for single family uses including duplexes.
4 The zoning change would be contiguous to adjacent (R2) designations and very compatible with the uses of the area. The
5 change of this property to (R2) is consistent with the overall land use policies of the CAMA Landuse Plan, however unless
6 amended by the Board the proposed rezoning is not consistent with the Future Landuse Map. Attached to this memorandum is
7 an excerpt from the Town's Zoning Map which shows the zoning of adjacent and nearby parcels, rezoning mailing affidavit and
8 rezoning statement.
9

10 The Planning Board at its October meeting discussed this potential amendment and following discussion of the matter, voted 4-2
11 to recommend to the Board of Commissioners that the amendment be denied. The reasons cited for denial was the
12 inconsistency with the Landuse Plan and removing commercially zone property from the limited Eastern Commercial Area. I look
13 forward to discussing this issue with the Commissioners at its November 10 meeting. Please let me know if you have any
14 questions regarding the foregoing information.
15

16 Town Planner Josh Edmondson spoke to the Board about the two issues to be
17 considered by the Board beginning with the Land Use Amendment that had been
18 brought on by the request for the rezoning and was necessary for the rezoning to be
19 consistent with the future Land Use Plan, more importantly the future Land Use Map.
20 Mr. Edmondson noted the location of the property as being west of Flips Flops and was
21 currently designated as being the eastern commercial area in the Land Use Plan with
22 the thought being if a future pier was ever located in that area there would be potential
23 for commercial development at that time. Mr. Edmondson noted that the land uses
24 surrounding the proposed lot requested to be rezoned were single/dual family uses
25 which was what the owners Ritchie and Marcie Creech were requesting the property be
26 zoned.
27

28 Mr. Edmondson noted that while this commercial property was important, there were
29 several more properties to the east zoned commercial that could potentially be
30 developed for those uses. Mr. Edmondson also pointed out that changing the land use
31 of this property from Business to single / dual family would be very consistent with the
32 existing uses surrounding that were also single / dual family uses. Mr. Edmondson also
33 noted the physical and environmental challenges for developing this property for
34 commercial purposes because of the flood zone, setbacks and the CAMA 575' ORW
35 which would be a limiting factor for roof and parking impervious areas all as outlined in
36 his memo above.
37

38 Mr. Edmondson noted that the Planning Board on both issues, the Land Use Plan
39 amendment and the proposed rezoning, had voted to deny by a 4-2 vote. Mr.
40 Edmondson said the Planning Board felt as the property was shown as commercial it
41 was important that it should remain as commercial. Mr. Edmondson noted for the
42 proposed rezoning that if the Land Use Plan and the future Land Use Map were to be
43 updated the rezoning would be consistent with the zoning classifications in that area.
44 Mr. Edmondson said it would probably be less of an impact for the surrounding
45 residents were this property to be zoned residential rather than commercial.
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1 Commissioner Messer asked whether Town Planner Edmondson had presented the
2 same information to the Planning Board. Mr. Edmondson noted that he had not gone
3 over the environmental issues but he wasn't sure that would have changed their mind.
4 Commissioner Wootten disagreed and thought they should send this issue back to the
5 Planning Board.

6
7 ***Motion was made by Commissioner Messer to open the Public Hearing for the***
8 ***proposed amendment to the Town's 2004 CAMA Land Use Plan, and the Public***
9 ***Hearing for the proposed rezoning of 3307 Emerald Drive from Business to***
10 ***Residential-2.***

11
12 Ritchie Creech, owner of 3307 Emerald Drive, thanked the Board for hearing this
13 proposal. Mr. Creech noted they had purchased Flip Flops / Emerald Isle Mini-Mart in
14 2003. Mr. Creech said they purchased the property proposed to be rezoned in 2005
15 with every intention of building a restaurant, and had found when talking with an
16 engineer that there were some issues as noted by Town Planner Edmondson that
17 would have caused challenges and because of the cost he and his wife had decided not
18 to pursue a restaurant on that property. Mr. Creech said they thought the rezoning
19 would benefit their neighbors, and thanked the Board for their consideration.

20
21 ***Motion was made by Commissioner Messer to close both of the Public Hearings.***
22 ***The Board voted unanimously 5-0 in favor. Motion carried.***

23
24 ***Motion was made by Commissioner Messer to approve the Resolution Amending***
25 ***Land Use Plan.***

26
27 Commissioner Wootten stated that he had a problem with this more to do with the
28 process, and that they were making a change to the Land Use Plan where one of the
29 major tenets of the Land Use Plan was to keep the commercial property on the east end
30 of town. Commissioner Wootten said he would much rather send this back to the
31 Planning Board.

32
33 Following this discussion, ***the Board voted on the motion as presented 4-1 in favor,***
34 ***Commissioner Wootten opposed. Motion carried.***

35
36 ***Motion was made by Commissioner Messer to approve the proposed rezoning of***
37 ***3307 Emerald Drive from Business to Residential-2.***

38
39 Commissioner Wright felt that there was enough commercial land still available on the
40 other end of the commercial area, a much bigger property that would not be as difficult
41 to develop. Commissioner Hoover said he had always felt it was best to do what the
42 landowner wanted to do with their own property, and they were not putting a residential
43 house in the middle of a business district as this property was on the edge.
44

1 Following this discussion, ***the Board voted on the motion as presented unanimously***
2 ***5-0 in favor. Motion carried.***

3
4 **Clerks Note:** A copy of Resolution 15-11-10/R3 as referenced above is incorporated herein by reference and
5 hereby made a part of these minutes.
6

7 **11. “Downtown” Streetscape Improvements**

- 8
9 **a. Resolution Authorizing Contract for Installation of Contemporary**
10 **Decorative Street Lighting (15-11-10/R4)**
11 **b. Resolution Authorizing Application to NCDOT for New Street Trees Along**
12 **NC 58 (15-11-10/R5)**
13 **c. Planned “WayFinding” Signage**
14

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

18 The Board of Commissioners is scheduled to consider three items intended to improve the appearance of the “downtown”
19 streetscape at the November 10 meeting. First, the Board will formally consider the award of a \$45,735 contract for the
20 installation of new decorative street lighting. Second, the Board will consider authorizing a formal application to NCDOT for 80
21 new street trees along NC 58 in the “downtown” area and other areas of the NC 58 right-of-way. Third, the Board will review
22 plans for new “wayfinding” signage (in the “downtown” area and other areas of Emerald Isle).
23

24 As you know, the Town has worked hard over the past decade+ to improve the appearance of the entire NC 58 corridor in
25 Emerald Isle, including the “downtown” area. In my mind, the “downtown” area is defined as the 0.6 mile segment of NC 58
26 between the new Welcome Center and the Town government complex. Prior to the early 2000s, this area consisted only of a
27 collection of businesses fronting on NC 58, with no sidewalks or bicycle paths present and very little cohesion to the entire area.
28 Consistent with the Town’s 2004 Land Use Plan, and in a deliberate effort to create more of a true “downtown” feel, improve
29 aesthetics, and ultimately help the businesses in this area, the Town has implemented several initiatives in recent years,
30 including:
31

- 32 • construction of sidewalks on the north side of NC 58,
33
34 • construction of the bicycle path on the south side of NC 58,
35
36 • installation of pedestrian crosswalks and pedestrian traffic signals,
37
38 • painting of the formerly yellow curbs to a natural concrete color,
39
40 • creation of the Village East zoning district to encourage quality, mixed-use redevelopment in the entire area,
41
42 • improved landscaping maintenance of the entire NC 58 corridor (to look like a park),
43
44 • encouraged NCDOT to resurface NC 58 throughout the Town,
45
46 • construction of higher quality buildings at the Town complex to anchor the eastern end of the “downtown” (new Town
47 Administration Building and new EMS Station), and
48

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- construction of the new Welcome Center to anchor the western end of the “downtown” area, along with a new small park feature with cornhole courts, Christmas tree location, and future public art spaces..

Additionally, the Town has requested State funding for the installation of new steel traffic signal poles to replace existing creosote poles and wires supporting the traffic signal at Bogue Inlet Drive (and the Town’s other 3 signalized intersections). This funding request is pending and is uncertain at this time, however, I remain hopeful that this improvement will also be accomplished in the near future.

The Town’s efforts over the past decade+ have moved us much closer to the goal of creating a true “downtown” in Emerald Isle, but there is still much work to be done. The three items presented for Board consideration at the November 10 meeting represent three more deliberate initiatives to enable us to get closer to the overall goal.

Resolution Authorizing Contract for Installation of Contemporary Decorative Street Lighting

The attached resolution authorizes a contract with Carteret-Craven Electric Cooperative for the installation of 37 new decorative street lights along both sides of NC 58 between the Welcome Center and the Town government complex. The total cost of the new lights is \$45,735, and would be funded with reserve funds in the Bicycle and Pedestrian Fund (that are solely derived from donations, fundraising activities, and special event proceeds).

The new lights are contemporary in style, and are identical to the existing decorative lights along the NC 58 bike path between Coast Guard Road and the new Welcome Center. (See attached photo.) The new lights are 16 ft. tall, and will be installed approximately every 200 feet in a consistent pattern. The new lights should significantly enhance safety and aesthetics in this area of Town, and it is hoped that the additional lighting will create a more comfortable environment and encourage more commercial activity in the “downtown” area at night.

The attached aerial photo maps indicate the planned locations for the new lights. These locations were determined by Carteret Craven Electric Cooperative based on the Town’s goals, the Town’s budget, and the proximity of nearby power sources. If the Board approves the attached resolution, Carteret Craven will likely install the new lights just prior to Christmas or just after the new year begins.

I have visited most (but not all) of the businesses in this area over the past few weeks, and received a great deal of positive feedback about the proposed new lights.

Resolution Authorizing Application to NCDOT for New Street Trees Along NC 58

As you know, NCDOT has been a great partner with the Town in recent years on various projects, including the bicycle paths, sidewalks, the Welcome Center, and more. NCDOT has now indicated that they can provide a total of 80 new trees to the Town for installation along the NC 58 corridor, and the attached resolution formally authorizes the Town to apply for this NCDOT assistance. The total estimated value of the new trees and the installation labor (NCDOT would install the trees with assistance from Town staff) is estimated at \$8,000 or more.

The attached aerial photo maps indicate the proposed location of 47 new trees in the “downtown” area. These 47 locations were carefully selected in an attempt to provide a consistent look through the “downtown” area but, most importantly, to not block any existing business signs in this area. It will be essential for the new trees to be installed in such a manner that retains maximum visibility of signs by motorists driving down NC 58. In most cases, only one or two new trees are planned in front of each business, and the locations are either in relatively open areas away from the signs or are directly in front of the signs that are perpendicular to the highway (to retain visibility of the signs by approaching motorists).

The new trees are planned for a location directly adjacent to either the bike path or the sidewalk, with some on the street side of the bike path or sidewalk and some on the back side. NCDOT staff have reviewed the proposed locations and have indicated that the locations are acceptable. Based primarily on survivability, aesthetic, and consistency criteria, NCDOT staff, Town staff, and Yardworks (Chad MacAvery) staff have all recommended the planting of crape myrtle “Muskogee” trees in this area. (A picture and information sheet is attached.) The “Muskogee” will be 8 – 10 feet tall at the time of planting, and will be pruned and maintained in a tree shape in the future. These trees have a relatively fast growth rate, and it is hoped that they will be of comparable size to other crape myrtles in the NC 58 right of way within the next 5 years.

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1
2 Town staff are extremely sensitive to the concerns of the businesses in the “downtown” area, and truly want this street tree
3 project to be a positive enhancement for their business and the Town. I have also discussed the street tree project with most
4 (but not all) of the businesses in this area, and also received very positive feedback. In order to prevent any potential problems,
5 we intend to place a small flag at the planned location of each new tree, and then ask the adjacent business owner to either “ok”
6 the location or place the flag in an alternate location that is more acceptable to them. Although I suspect that some of the
7 planned locations on the attached aerial photo maps will be adjusted by the adjacent business owners, I remain hopeful that
8 most of the locations will ultimately be planted.
9

10 I truly believe the new street trees can be added without harming any businesses, and note that the street tree “look” that we are
11 seeking for each business is similar to that in front of Mike’s Place and the BP / Pizza Inn. Both of these businesses have had
12 two mature crape myrtles in front for several years, and those businesses have thrived during that time. We are hopeful that the
13 addition of similar trees in a consistent pattern throughout the whole “downtown” area will greatly enhance the aesthetics of this
14 area.
15

16 In addition to the 47 trees planned for the “downtown” area, NCDOT would also provide a total of 33 additional trees to be
17 installed in the 200 ft. wide right of way between Coast Guard Road and the Welcome Center. These 33 trees would consist of
18 crape myrtle “Muskogee” and also crape myrtle “High Cotton”. The “High Cotton” variety will initially be smaller than the
19 “Muskogee”. (A picture and information sheet is attached.)
20

21 If the Board approves, NCDOT plans to install the new trees as early as the first week in December.
22

23 Planned “WayFinding” Signage

24 In addition to the proposed new street lights and street trees, several new “wayfinding” signs are proposed for various locations
25 in the “downtown” area and other locations in Emerald Isle. The intent behind the “wayfinding” signs is both for utility purposes
26 (to direct visitors not familiar with Emerald Isle to significant public facilities) and for aesthetic purposes (to create a banner-like
27 sign with the new Emerald Isle logo and promote the “brand”).
28

29 I have attached a sketch of the concept for the proposed new “wayfinding” signs. The new signs would be approximately 2 ft.
30 wide by 3 ft. tall in the text area, and would also include the new Emerald Isle logo approximately 1 ft. higher. Notably, the
31 proposed new signs also include the tag line “Nice Matters”. As discussed previously with the Board, I hope to greatly expand
32 the use of the new logo and the “Nice Matters” tag line in the coming months. The new signs would be mounted on white vinyl-
33 wrapped posts, with the top of the post approximately 12 ft. high and the bottom of the sign approximately 8 ft. high. I had
34 initially hoped to simply install the new signs on the same post as the decorative street light, however, I have been advised that
35 these posts are not strong enough to support the signs also.
36

37 I envision a total of 15 – 20 signs being installed all around Emerald Isle, with each sign being double-sided and providing an
38 arrow pointing toward three different public facilities. I envision the following public facilities potentially being noted on these
39 signs:
40

- 41 • The Point Vehicle Ramp,
- 42
- 43 • Coast Guard Station,
- 44
- 45 • Station Street Beach Parking Area,
- 46
- 47 • Ocean Oaks Park,
- 48
- 49 • Emerald Isle Woods Park,
- 50
- 51 • Cameron Langston Bridge,

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- Western Ocean Regional Access,
 - Welcome Center,
 - "Downtown" Emerald Isle,
 - Cedar Street Sound Access,
 - "Fishing Pier" (for Bogue Inlet Pier; the only privately-owned facility to be included),
 - US Post Office,
 - Town Government Complex,
 - Community Center,
 - Police Station,
 - Town Administration Building,
 - Blue Heron Park,
 - Tennis Courts,
 - Fire Station 1,
 - EMS Station,
 - Bogue Banks Water,
 - Black Skimmer Vehicle Ramp,
 - Public Boating Access Area,
 - Ocean Drive "Dog-Leg" Vehicle Ramp,
 - Fire Station 2,
 - Eastern Ocean Regional Access,
 - Soundfront Access (across from Eastern Ocean Regional Access),
 - 3rd Street Beach Parking Area, and

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1 also the three most significant Town-maintained streets:

- 2
- 3 • Ocean Drive,
- 4
- 5 • Coast Guard Road, and
- 6
- 7 • Sound Drive.
- 8

9 I am awaiting more artistic versions of the attached concept “wayfinding” sign from two local graphic artists, along with
10 competitive bids for the sign fabrication. I expect this total cost to be relatively minor, and hope to identify funds in the FY 15-16
11 Town budget to install the new signs before the 2016 tourism season begins. I am hopeful that the combination of the new
12 lights, new trees, and new signs will make a nice enhancement to the aesthetic character and quality of the “downtown” area for
13 the 2016 season and beyond.

14
15 Although not a part of the items presented for Board consideration on November 10, I am hopeful that the Town may also be
16 able to extend these concepts to Bogue Inlet Drive between the Pier and NC 58 in the future. The Bicycle and Pedestrian
17 Advisory Committee has had some preliminary discussions about extending a new bike path along Bogue Inlet Drive to the Pier
18 in the future, and it may also be wise consider realignment / improvement of the public street at the same time, along with the
19 incorporation of decorative lighting and street trees at that time.

20
21 Town Manager Rush spoke of three potential improvements in the Downtown area as
22 outlined in detail in his memo above. First being a Resolution authorizing a contract
23 with Carteret-Craven Electric Cooperative in the amount of \$45,735 to provide for the
24 installation of 37 new decorative street lights between the Welcome Center and the
25 Town Government Complex. Mr. Rush said the project would be funded with proceeds
26 generated by the Bicycle and Pedestrian Advisory Committee and the Emerald Isle
27 Marathon event. Secondly, the Board would consider a Resolution authorizing a Grant
28 Application to the NCDOT that would provide for 80 new street trees to be installed in
29 Emerald Isle, with 47 of the trees planted in the downtown area and the remaining 33 to
30 be planted in other areas of Emerald Isle. Mr. Rush lastly discussed a proposed
31 concept for “wayfinding” signs in Emerald Isle. Mr. Rush said they would be new public
32 signs, decorative in nature, incorporating the new Town logo, and would direct the
33 public to various public facilities.

34
35 Commissioner Wootten asked about the size of the signs if they only pointed to one
36 location. Mr. Rush said that his goal would be to make all signs the same size and to
37 always have three locations on the signs, some being more general direction in some
38 cases, and they could certainly make different sizes but his thought was to keep them
39 all consistent. Commissioner Wootten suggested that they go slow as that would be a
40 lot of signs going up in the Town.

41
42 Commissioner Hoover asked about the cost of the electricity for the street lights. Mr.
43 Rush said he thought the cost would be \$12-\$15 per month per light range. Mr. Rush
44 said most of the cost was in the actual purchase of the post and lamp itself.

45
46 Mr. Rush said the goal with all three proposals was as much aesthetic as it was useful
47 to contribute to the “downtown” feel they were working toward. Mr. Rush also noted he

1 would envision the “wayfinding” signs going everywhere in Town so they wouldn’t be all
2 located in the downtown area, there may be signs on the east end at the Eastern Ocean
3 Access, a couple on Coast Guard Road as well.
4

5 ***Motion was made by Commissioner Wootten to approve the Resolution***
6 ***Authorizing Contract for Installation of Contemporary Decorative Street Lighting.***
7 ***The Board voted unanimously 5-0 in favor. Motion carried.***
8

9 ***Motion was made by Commissioner Hoover to approve the Resolution***
10 ***Authorizing Application to NCDOT for New Street Trees Along NC 58. The Board***
11 ***voted unanimously 5-0 in favor. Motion carried.***
12

13 **Clerks Note:** A copy of Resolution 15-11-10/R4 and 15-11-10/R5 as referenced above are incorporated herein
14 by reference and hereby made a part of these minutes.
15

16 **12. 2016 Land Use Plan Update**

- 17
- 18 **a. Discussion – Planning Process / Steering Committee**
 - 19 **b. Appointment(s) – Consultant Selection**
- 20

21 Town Manager Frank Rush addressed the Board regarding this Agenda item. The
22 following excerpt from his memo to the Board is provided for additional background:
23

24 The Board of Commissioners is scheduled to receive an update on the proposed planning process for a new 2016 update to the
25 Town’s current land use plan (LUP) at the November 10 meeting. I anticipate that the Town will spend most, if not all, of 2016
26 working on the updated land use plan, culminating with formal Board of Commissioners approval in late 2016 or early 2017.
27

28 Current Land Use Plan

29 As you know, the Town’s current land use plan was completed in 2004. The Town has diligently relied on the 2004 LUP in all
30 land use decisions over the past 11 years, and has also taken action on many initiatives outlined in the LUP. The Town has also
31 amended the LUP several times over the past 11 years as needed to reflect changing conditions and/or changing priorities. I
32 have attached excerpts from the 2004 LUP that include the overall vision outlined in the plan, along with the goals and policies
33 included in the plan. Goals and policies identified in the 2004 LUP that the Town has taken action on over the last 11 years
34 include:
35

- 36 • the development of a unified development ordinance to implement the goals and policies in the plan,
- 37
- 38 • the elimination of the old Residential-Motel-Hotel (RMH) zoning district and the rezoning of approximately half of the
39 Town from the RMH zoning to Residential-2 (R-2) zoning,
- 40
- 41 • effective management of beach erosion and inlet migration threats through beach nourishment and channel
42 realignment projects,
- 43
- 44 • the construction of a significant bicycle path and sidewalk network,
- 45
- 46 • the creation of an additional ocean access parking area and improvements to existing ocean access facilities,
47 including significant handicapped ramps at WORA and EORA,

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- 1
- 2 • consistent enforcement of storm water management regulations,
- 3
- 4 • construction of significant storm water management infrastructure along the Coast Guard Road corridor,
- 5
- 6 • improvements to soundside access facilities,
- 7
- 8 • construction of a new public boat launching facility,
- 9
- 10 • creation of the Village East, Village West, and Marina Village zoning districts to encourage flexible and quality
- 11 redevelopment in those areas,
- 12
- 13 • ordinance amendments to promote the disclosure of noise impacts and accident potential zones in the Bogue Field
- 14 flight pattern, and encouragement of noise attenuation construction techniques in these areas,
- 15
- 16 • maintenance of low building height limits,
- 17
- 18 • the preservation of commercially zoned areas in eastern Emerald Isle for future commercial development to serve
- 19 that area,
- 20
- 21 • attractive landscaping along the NC 58 corridor, and
- 22
- 23 • most importantly, the preservation of Emerald Isle's "small-town atmosphere".
- 24

25 Hopes for the 2016 LUP Update

26 I was very pleased with the process used by the Town to develop the 2004 LUP, which included a great deal of public
27 participation. I was also very pleased with the final product – a thorough, yet concise and easy-to-understand expression of the
28 Town's land use goals and policies that, I believe, accurately captured (and likely still reflects, for the most part) the overall
29 sentiments of the members of our community. I am hopeful that the 2016 LUP update will result in a similar outcome, and that
30 the Town will diligently rely on the 2016 plan for the next decade.

31
32 Ideally, the 2016 LUP update will:

- 33
- 34 • confirm that the goals and policies outlined in the 2004 plan are still valid, and/or
- 35
- 36 • amend the goals and policies in a way that is more consistent with current conditions in 2016 and the current
- 37 sentiments of our community members, and/or
- 38
- 39 • eliminate out-of-date or no longer valid goals and policies, and
- 40
- 41 • also result in the identification of new goals and policies to guide the Town's growth and development over the next
- 42 decade.
- 43

44 Planning Process

45 I envision the 2016 LUP update process beginning in January or February 2016 with the Board's award of a contract to a
46 consultant to assist in the planning process and the development of the updated plan. The Town recently released the attached
47 Request for Qualifications / Statement of Approach document, and established a deadline of November 25, 2015 for interested
48 consultants to submit. After Thanksgiving, I envision an ad-hoc consultant selection committee reviewing the submissions and

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1 then interviewing the top consultant candidates in December. I then envision the ad-hoc committee making a recommendation to
2 the Board of Commissioners for formal consideration of a contract at the January 12, 2016 meeting.
3

4 I envision that the ad-hoc consultant selection committee will consist of:
5

- 6 • Town Planner Josh Edmondson,
7
- 8 • Town Manager Frank Rush,
9
- 10 • either 1 or 2 members of the Planning Board, selected by their membership, and
11
- 12 • either 1 or 2 members of the Board of Commissioners, selected by the Board at the November 10 meeting.
13

14 The Board should a) indicate whether or not the ad-hoc consultant selection committee should include 1 or 2 members of the
15 Planning Board and the Board of Commissioners, and b) identify the specific 1 or 2 members of the Board of Commissioners to
16 serve on the ad-hoc committee. If the Board concurs with this approach, the Planning Board would identify 1 or 2 members to
17 serve on the ad-hoc committee at its November 23 meeting.
18

19 I envision that the 2016 LUP process will be overseen by a diverse, Board-appointed "steering committee" that will provide its
20 insights and opinions on the Town's future goals and policies, provide general oversight of the entire process, and promote
21 significant public participation (likely including an online survey) in the development of the 2016 plan. I envision that the Board
22 would appoint the specific members of the steering committee at the January 12, 2016 when the consultant contract is awarded.
23

24 I would like to receive input from the selected consultant on the exact makeup of the steering committee, however, at this point in
25 time I would recommend the following size and representation, aimed at including representative of all of the Town's customer
26 groups on the committee :
27

- 28 • 2 members of the Board of Commissioners,
29
- 30 • 2 members of the Planning Board,
31
- 32 • 3 retail / restaurant business owners (fishing, gift shops, food establishments, etc.),
33
- 34 • 1 tourism-oriented business owner (adventures, equipment rentals, etc.)
35
- 36 • 1 real estate agent,
37
- 38 • 1 vacation rental company owner / manager,
39
- 40 • 1 campground / RV park owner / manager,
41
- 42 • 2 second home owners, and
43
- 44 • 2 permanent residents.
45

46 The total membership of the steering committee would be 15 individuals. The Board can certainly add to, reduce, or adjust this
47 committee composition in any way deemed best. I would caution the Board, however, against making it larger than 15
48 individuals, as the group can become more difficult to manage as it gets larger.
49

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1 I envision the steering committee meeting monthly, or perhaps only every other month, during the planning process. Following
2 the steering committee's recommended LUP, the full Planning Board would review the plan and recommend approval or
3 amendment. Following the Planning Board's recommendation, the full Board of Commissioners would formally consider the
4 adoption of the new LUP, hopefully in late 2016 or early 2017.
5

6 Consultant Expenses

7 As noted in the attached RFQ document, we indicated that the Town has established a budget of \$25,000 – \$30,000 for
8 consulting services, due to the fact that this is primarily an update and also due to the fact that the Town Planner and Town
9 Manager will be assisting. Many consultants may consider this level of compensation insufficient by their standards, and I am
10 not certain how many or what quality level of submissions we will receive. We can certainly adjust later if needed.
11

12 The Town's FY 15-16 budget for contacted building inspections services with Carteret County is approximately \$85,000, or
13 nearly \$7,000 per month. Thus far, our monthly expenses are averaging less than \$5,000 per month and projects out to
14 approximately \$60,000 for the year, resulting in \$25,000 of savings for the LUP consultant.
15

16 Town Manager Rush updated the Board on the proposed planning process for a new
17 2016 update to the Town's current land use plan. Mr. Rush said the goal if the Board
18 was comfortable with the process as outlined in his memo would be to come back to the
19 Board in January with a contract for a Consultant to assist him and Town Planner Josh
20 Edmondson in leading the plan development. Mr. Rush said his belief was that most of
21 the policies were still valid but the main goal was to confirm the policies were still valid
22 and still represented the top goals in our community. Mr. Rush said he would like for
23 the Board tonight to identify either one or two of their own to assist in selecting a
24 consultant and then ideally have the Planning Board identify one or two of their
25 membership in creating the ad hoc committee to review submissions in December. Mr.
26 Rush said that he also envisioned coming to the Board at the January meeting with a
27 recommendation to enter into a contract with the selected consulting firm. Mr. Rush
28 said he also envisioned at that January meeting the Board would appoint as many as 15
29 different individuals to serve on a Steering Committee to help guide the process, and to
30 be representative of the community, offering diverse perspectives.
31

32 Commissioner Wootten felt they didn't need 6 people to select the Consultant, he felt
33 that the Town Manager, Town Planner, one Commissioner and one Planning Board
34 member would suffice. Commissioner Wootten also felt that they should talk to the
35 Consultant selected about the setup of the Steering Committee.
36

37 Commissioner Messer offered to serve on the Ad Hoc Committee. Mr. Rush said he
38 would ask the Planning Board to identify one of their members to serve as well, and
39 they would get started on the Consultant selection in December.
40

41 Mayor Barber asked for any questions from the public. There were no public
42 comments.
43
44
45
46

1 **13. Appointment – Carteret County Beach Commission (1 Vacancy;**
2 **Recommendation Only)**
3

4 **Brief Summary:** The Board of Commissioners is scheduled to make a recommendation for a new appointment to the Beach
5 Commission to represent Emerald Isle. Commissioner Tom Hoover's term on the Beach Commission expires in January, and he
6 will no longer serve.
7

8 As per the State legislation establishing the Carteret County room occupancy tax, the County Commissioners must appoint 2
9 individuals that reside in Emerald Isle to serve on the 11-member Beach Commission. Although not legally mandated, the Town
10 has historically recommended individual(s) to the Beach Commission's Nominating Committee, which has, in turn, historically
11 recommended the individual(s) recommended by the Town to the County Commissioners. The County Commissioners have
12 then historically appointed the individual(s) recommended by the Town.
13

14 Although not legally required, the Town has typically recommended one or two elected officials to represent the Town on the
15 Beach Commission. As you know, the Town's participation on the Beach Commission is essential to our ability to maintain a
16 healthy beach strand, and the Beach Commission controls millions of dollars of room occupancy taxes (with more than 60% of
17 the amount generated within Emerald Isle) earmarked for future beach nourishment activities. In light of the high importance of
18 the Beach Commission, I believe that at least one of the Town's representatives should be either the Mayor or a Town
19 Commissioner.
20

21 Although Commissioner John Wootten will be leaving the Board of Commissioners in December, his term on the Beach
22 Commission does not expire until January 2017, and he has expressed interest in continuing to serve. Thus, it is prudent for the
23 Board to recommend one of its own to serve on the Beach Commission for a new 2-year term that would expire in January 2018.
24

25 In order to have the new member seated on the Beach Commission by the time Commissioner Hoover's term expires, it is
26 necessary for the Board to make a recommendation at the November 10 meeting.
27

28 Commissioner Hoover stated that it had been a privilege to serve on the Carteret
29 County Beach Commission for the last 9 years plus the 4 years when they called it the
30 Preservation Task Force. Commissioner Hoover felt that Jim Normile would be a good
31 candidate for the Beach Commission.
32

33 ***Motion was made by Commissioner Hoover to recommend that Commissioner***
34 ***Jim Normile be appointed to the Carteret County Beach Commission to represent***
35 ***Emerald Isle in a term that will expire in January 2018. The Board voted***
36 ***unanimously 5-0 in favor. Motion carried.***
37

38 **14. Comments from Town Clerk, Town Attorney, and Town Manager**
39

40 Town Clerk Rhonda Ferebee commented that she had enjoyed serving as Town Clerk
41 during the past years with Commissioner Hoover and Commissioner Wootten.
42

43 Town Attorney Richard Stanley wished Commissioner Hoover and Commissioner
44 Wootten some peace, well deserved, and they had done a great job.
45

46 Town Manager Frank Rush echoed those thoughts and appreciated working with both
47 Commissioners and thanked them for all of their support over the years.
48

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1 Town Manager Rush updated the Board on several items of interest included in his
2 memo below including the status of the Rusty Pelican and Archers Creek Court
3 properties. Mr. Rush noted they did plan another controlled deer hunt this winter using
4 the exact same approach as last year. Mr. Rush brought to the Board's attention new
5 State laws that may impact the Town's stormwater management ordinance. Mr. Rush
6 noted they would be researching these new laws further but wanted to make the Board
7 aware. Lastly, Mr. Rush noted they were tentatively set for a deck education program
8 presented by the North American Deck and Railing Association on December 10. Mr.
9 Rush stated they would be inviting local contractors, home inspectors, vacation rental
10 management personnel, and perhaps the general public depending on the response
11 and whether there was room to accommodate. Mr. Rush said this was one more
12 initiative to better educate the community about good techniques and materials to use.

13
14 The following is an excerpt from the Town Manager Comments memo to the Board
15 providing additional background information for all items of importance:

16
17 **Special Ceremony to Honor Commissioner Hoover and Commissioner Wootten – Dec 8**

18 Town officials, staff, and the general public will honor the service of Commissioner Hoover and Commissioner Wootten at a
19 special ceremony on Tuesday, December 8 at 4 pm. The ceremony will be held at the Emerald Isle Public Boating Access Area.
20 Light refreshments will be served.

21
22 Commissioner Wootten has served as a Town Commissioner for 14 years total, including the last 12 consecutive years.
23 Commissioner Hoover has served as a Town Commissioner for 13 years total, including the last 9 consecutive years.
24 Commissioner Wootten is currently tied with Commissioner Messer as the longest serving elected official in the history of the
25 Town of Emerald Isle. After Commissioner Messer and Commissioner Wootten, Lenora Heverly served as Mayor and
26 Commissioner for a total of 13 years, 7 months, and George Spell served as a Commissioner for 13 years, 4 months.
27 Commissioner Hoover is the 5th-longest serving elected official in the Town's history.

28
29 I know the entire town joins me in thanking Commissioner Hoover and Commissioner Wootten for their exceptional service to the
30 Town of Emerald Isle.

31
32 **New Commissioners Sworn In at December 8 Meeting**

33 Steve Finch and Candace Dooley will be sworn in as new Town Commissioners near the beginning of the Board's December 8
34 regular meeting, and we will also schedule a brief reception at that meeting for the public to offer congratulations.

35
36 **Blue Star Memorial Ceremony – November 11 at 11 am – One Lane Detour**

37 Town staff have assisted the El Garden Club with the November 11 ceremony for the Blue Star Memorial Highway Marker
38 located near the new Welcome Center. The ceremony will begin at 11 am. The eastbound lane of NC 58 will be closed during
39 the ceremony, and eastbound traffic will use the westbound lane near the new Welcome Center. Westbound traffic will be
40 detoured down Bogue Inlet Drive to Canal Drive and over to Old Ferry Road. We expect the detour to be in effect for less than
41 one hour.

42
43 **Annual Christmas Parade – November 28 at 3 pm**

44 The 12th annual Christmas parade is coming together, and we appreciate the hard work of Don Wells, parade organizer, the
45 Emerald Isle Business Association, and other volunteers to continue this great annual tradition. The parade route will again
46 begin near the Town Government complex and travel west on NC 58 to the Mangrove Drive intersection.

47
48 **Update – The Rusty Pelican**

49 The deadline for the owner of The Rusty Pelican to either make necessary repairs or demolish the structure is November 30.
50 The owner recently secured a demolition permit, and indicated to Josh Edmondson, Town Planner, that she intends to demolish

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1 the building and retain the septic system and parking lot. Town staff will assist the owner in any way that we can be helpful in
2 this process.
3

4 **Update – 7405 Archers Creek Court**

5 The deadline for the owner of this property to either make necessary repairs or demolish the structure is December 31. The
6 owner has been working with a real estate agent on the potential sale of the property, however, we are uncertain as to the status.
7 The Town has offered to make the EI Fire Department available to burn the structure as a training exercise, however, the owner
8 must secure approval from the mortgage company before this process can proceed.
9

10 **New Year's Eve Fireworks**

11 As part of the annual Crystal Coast Countdown events on New Year's Eve, there will again be a fireworks show from the end of
12 Bogue Inlet Pier. Fireworks will begin at 9 pm this year in hopes of generating a bigger turnout for the fireworks. Town staff are
13 also working on a "Shamrock Drop" from the Fire Department's ladder truck as part of the event. The fireworks display is funded
14 by the Crystal Coast Countdown organizers.
15

16 **Electronic Message Sign(s)**

17 With NCDOT's recent communication indicating that the planned electronic message sign(s) can not be located on NC 58 right-
18 of-way, we continue to consider alternative ideas. Based on feedback from several individuals, the most likely scenario involves
19 a revision to the Town's sign ordinance to require non-profit events to use professionally made signs and/or banners for
20 placement in the right-of-way, and/or the installation of attractive, Town-maintained and controlled posts set up specifically for
21 approved banners. I expect to present the relevant sign ordinance amendment and plan to the Board for consideration at the
22 December or January Board meeting.
23

24 **Retiree Health Insurance Program**

25 I continue to consider various ideas to provide health insurance benefits to employees who retire with 20 or more years of
26 service to the Town, and I hope to present a proposal to the Board at either the December, January, or February meeting. I am
27 attempting to provide a meaningful benefit to our dedicated, long-serving employees while building in appropriate cost-control
28 and predictability mechanisms.
29

30 **2016 Controlled Deer Hunt**

31 The NC Wildlife Resources Commission recently completed the new deer population estimate, and again estimates a total
32 population of 105 deer in the western area of Emerald Isle. This compares with 105 in fall 2014 and 159 in fall 2013. Although
33 the population has remained stable, the NC WRC still recommends that the Town strive to remove 30- 50 deer with a controlled
34 hunt in early 2016. I have attached a copy of the recent letter from the NC WRC Regional Biologist, Evin Stanford.
35

36 We intend to duplicate our 2015 approach for the 2016 controlled hunt, and will again use EIPD personnel to remove deer only
37 from Town right of ways, Town property, and wooded private properties that provide permission. All hunting will be completed
38 with bow and arrow, in the middle of the night, on weekdays only in January (and February, if necessary). If the Board concurs
39 with this approach, we will begin planning for the 2016 controlled hunt.
40

41 **New Sidewalk Stubs**

42 Based on positive feedback from the Bicycle and Pedestrian Advisory Committee, we are planning to install 4 new sidewalk
43 stubs near the entrance to Emerald Plantation Shopping Center and Old Ferry Road in order to provide for a safer route for
44 pedestrians and bicyclists crossing NC 58 to access nearby retail establishments. I hope to have these stubs installed before the
45 St. Patrick's Festival in March. The new stubs (estimated cost of \$6,600 or less) will be funded by funds in the Bicycle and
46 Pedestrian Fund generated through donations and fundraising.
47

48 **EI EMS, Inc. Audit Completed**

49 I have attached a draft copy of the June 30, 2015 audit report for EI EMS, Inc. that was recently completed by Williams,
50 Scarborough, Smith, and Gray CPAs. As a result of higher than anticipated call service fees and lower expenditures, EI EMS,
51 Inc. ended the fiscal year with an ending cash balance of \$59,329. I expect that the Joint EMS Committee will discuss the
52 potential use of these funds for the purchase of a new quick-response vehicle in the coming months.
53

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1 **Joint EMS Committee**

2 The Town's 3 appointments to the Joint EMS Committee are Mayor Barber, Commissioner Wootten, and me. With
3 Commissioner Wootten's departure, the Board will need to appoint a replacement to serve on the Joint EMS Committee. I hope
4 to convene the Joint EMS Committee soon thereafter to discuss the planned vehicle purchase and begin work on their FY 16-17
5 budget.
6

7 **Update – Senator Jean Preston Memorial Playground**

8 I met recently on-site with SunLand Builders, Yardworks, and Task Contracting to discuss in-kind construction services for the
9 new playground. The support from these companies is outstanding and is greatly appreciated.

10
11 I expect to have SunLand Builders complete the roadway connection from the existing boat ramp parking lot to the new
12 playground before Christmas, with much, if not all of the work being donated. We then expect to order the playground equipment
13 on or around February 1 with donations in hand at that time (approximately \$45,000 in hand now). Yardworks, Task Contracting,
14 and Sewell Turf Grass will provide in-kind labor, donated materials, and Rotary grant funds to complete landscaping and parking
15 area improvements in February or March.
16

17 The Town expects to learn the outcome of the grant request for the construction of an elevated wooden walkway from the
18 playground to the boat ramp pier by February. If the grant is awarded, grant funds would not be available until later in 2016, and
19 this feature would be constructed in fall 2016. If the grant funds are not awarded, this walkway will be delayed indefinitely
20

21 Depending on available funds in the future, we also hope to add a small, prefabricated unisex bathroom near the new playground
22 equipment. There is sufficient land available to accommodate this addition after the playground equipment is installed.
23

24 **Bogue Inlet Drive Bicycle Path, Street Improvements?**

25 After the installation of decorative lighting this winter and other minor expenses, the balance in the Bicycle and Pedestrian Fund
26 Committee's account will be approximately \$30,000, with an additional \$25,000 +/- expected from the 2016 marathon races.
27

28 There is some ongoing discussion about using these funds to construct a dedicated bicycle path spur from NC 58 to Bogue Inlet
29 Pier, which would be a great addition to the Town's bicycle path network. If this idea is pursued, I'd like to also explore the
30 potential for resurfacing Bogue Inlet Drive or potentially even redesigning the street layout for Bogue Inlet Drive to create a more
31 attractive and functional street. It would also be ideal to add new decorative lights, trees, and signage in this area also. Please
32 let me know your thoughts on this idea.
33

34 **Donation Jar Pays Off Over Time**

35 As noted in the attached letter from Ken Stone, Chairman of the Bicycle and Pedestrian Advisory Committee, to Ronnie Ryan,
36 owner of Highway 58 Bikes, the donation jar in place at their store has generated a total of \$4,796 in recent years. That's a
37 significant amount from a donation jar, and reflects the popularity of the Town's bicycle path network.
38

39 **New State Laws May Impact Town**

40 Additional research is necessary before making any adjustments, however, 4 new State laws may have a significant impact on
41 Town operations in the future:
42

- 43 • A new law appears to prohibit a municipality from enforcing a local storm water ordinance that is more stringent than
44 State regulation. For more than 15 years, the Town has enforced a storm water ordinance that requires all
45 development, including single-family homes and duplexes (not required by State regulations) to control runoff from all
46 impervious surfaces on site from the first 2 inches of rainfall. The Town's 2 inch standard is also greater than the
47 State's 1.5 inch standard. The Town's storm water ordinance may need to be amended to reflect these changes, or
48 may even need to be completely repealed. If the Town's ordinance can not be more stringent than State regulations,
49 there may be no point in having a Town storm water ordinance.
50

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- 1 • A new law appears to require the Town to formally notify adjacent property owners about all new public construction
2 projects. The Town often notifies nearby property owners about construction projects anyway, but this new
3 requirement will add another formal step to the construction process.
4
- 5 • A new law requires all State and local government agencies to post financial data on a website, and we are awaiting
6 guidance from the Local Government Commission regarding the level of detail required to be posted. The Town has
7 routinely posted summary budget information each month for many years, however, it's not clear if the new law will
8 require real-time reporting of all Town financial transactions. This could result in additional workload and expense for
9 the Town to comply.
10
- 11 • There has long been authority for a municipality to collect an annual \$5 motor vehicle fee for all registered vehicles in
12 the Town. The Town has never seriously considered this fee in the past because it would have only generated
13 approximately \$12,000 - \$15,000 annually. The General Assembly has adopted new legislation that increases this fee
14 to \$30 per motor vehicle annually, and the Board may wish to consider this potential revenue source in future budgets
15 to augment the street resurfacing budget. The \$30 fee could generate anywhere from \$72,000 - \$90,000 in new
16 revenue.
17

18 **Gradual Distribution of Topsoil in NC 58 Right of Way**

19 As time and funds permit, Town staff plan to gradually add topsoil to the sandy depressions along the wide NC 58 right of way
20 between Coast Guard Road and the Welcome Center in an effort to promote the establishment of grass in these areas. The
21 establishment of grass will improve the aesthetics of this area and also make it easier to mow these areas in the future. As
22 discussed previously with the Board, our initial goal was to make the NC 58 right of way "look like a park", and I believe we have
23 achieved that goal. Our new goal is to eventually make the NC 58 right of way "look like a golf course". I hope we will be able to
24 achieve that goal over time.
25

26 **12th Street Speed Concerns**

27 EIPD continues to collect data on motor vehicle speeds on Ocean Drive near 12th Street. Depending on the average speeds,
28 maximum speeds, and frequency of speeding in this 25 mph zone, Town staff may install a 3-way STOP sign at this intersection
29 in the coming weeks.
30

31 **Additional Deck Safety Efforts**

32 Town staff still plan to coordinate with the condominium complexes in Emerald Isle to develop a similar, voluntary deck
33 inspection program for these rental units. This initiative will take additional effort due to the number of condo complexes and the
34 need to get several HOA boards involved.
35

36 Additionally, Town staff are working with Planning Board member Jim Osika to potentially schedule a special training session
37 offered by the North American Deck and Railing Association. The intended audience for the training is licensed general
38 contractors, home inspectors, rental property maintenance personnel, local government inspectors, and the general public. We
39 hope to schedule this training for December if there is sufficient interest.
40

41 **Planned Beach Access Walkway Replacements**

42 The FY 15-16 budget includes \$50,000 for beach access walkway replacements, and Town staff will soon be soliciting bids for
43 18th Street, Bryan Street, and Nina Street. Our goal is to have all new walkways completed by the St. Patrick's Festival in
44 March.
45

46 **Old Soundside Walkways at Lee, Piney, and Ridge Removed**

47 A contractor for the Town recently removed these three soundside walkways from Sound Drive to Bogue Sound that were very
48 old, in poor condition, and not built to acceptable standards originally. Natural paths remain in place for people to access the
49 Bogue Sound shoreline, and additional minor path clearing will likely be completed to insure a safe route.
50
51

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1 **New Sea Turtle Monument / Public Art Display**

2 Based on a recommendation from the Bicycle and Pedestrian Advisory Committee, Town staff have ordered a new bronze sea
3 turtle monument to be placed in the park-like area adjacent to the new Welcome Center. New benches will also be added.
4

5 The Bicycle and Pedestrian Advisory Committee is also discussing ideas for the addition of public art in this area. It is hoped that
6 any new public art would clearly identify “Emerald Isle”, and become a popular photo location, with photos then posted on
7 various social media sites, in turn helping to promote Emerald Isle as a tourism and retirement destination.
8

9 **New Gates Ordered for Beach Vehicle Ramps**

10 Town staff have ordered 3 new steel gates for the Ocean Drive dog-leg ramp, Black Skimmer ramp, and The Point ramp, and we
11 expect to install them in December. The new gates are similar to the new gates installed at the Eastern Ocean Regional Access
12 earlier this year, and should greatly improve the aesthetic appearance of the ramps. We will also be working on other ways to
13 improve the appearance at the ramps.
14

15 I also hope to eventually install similar gates at the Western Ocean Regional Access, El Woods Park, Doe Drive ramp, and 16th
16 St. ramp in the future.
17

18 **NC 58 Corridor Study**

19 NCDOT staff and Down East Regional Planning Organization staff are currently reviewing traffic counts and accident data for the
20 4 signalized intersections in Emerald Isle, and will soon identify options to improve traffic flow at these locations. Potential
21 improvements may include the installation of traffic circles, additional turn lanes, longer turn lanes, signal timing adjustments, and
22 other improvements. I expect to share these options with the Board of Commissioners in the next 3 – 4 months.
23

24 **Nies v. Emerald Isle**

25 The North Carolina Court of Appeals heard oral arguments in this case on August 24. A decision by the 3-judge panel is
26 expected literally any day.
27

28 **2016 – Vendors at WORA, EORA?**

29 Town staff plan to reach out to local business owners this fall, and then draft a recommended set of regulations and develop a
30 selection process that would enable mobile vendors to operate at the Eastern Ocean Regional Access and Western Ocean
31 Regional Access during the 2016 tourism season. At this point, I expect that the process will limit this opportunity to businesses
32 with a “brick and mortar” presence in Emerald Isle only. I hope to present recommendations to the Board in the next few months.
33

34 **Village West Rezoning**

35 I have tasked Town Planner Josh Edmondson with proceeding with the rezoning of most, if not all, of the properties included in
36 the Village West land use plan area to the Village West zoning classification. These properties are all currently zoned Business,
37 but are projected for Village West. Village West is a much more flexible and lucrative zoning district, and is intended to promote
38 quality new and re-development in this area.
39

40 To date, two properties (The Islander and Transportation Impact) have already been rezoned to Village West, and we hope to
41 also rezone the go-kart track, batting cage, Water Boggan, Lighthouse Mini-Golf, Artisan Marble, Bert’s Surf Shop, Island Self-
42 Storage, Emerald Oasis Car Wash, Wilco gas station, and nearby vacant properties to Village West in the coming months. Town
43 staff are in the process of reaching out to affected property owners, and will soon discuss the rezonings with the Planning Board.
44

45 **15. Comments from Board of Commissioners and Mayor**

46
47 Commissioner Hoover said it had been a great pleasure serving as Commissioner and
48 he couldn’t have asked to work with finer people, the staff, department heads and all
49 employees. Commissioner Hoover said he took away no bad memories and thanked
50 everyone.
51

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1 Commissioner Wootten stated that it had been good and he would comment further at
2 the December 8 ceremony.
3

4 Commissioner Normile commented for the record that immediately after he was
5 appointed following the passing of Commissioner Hedreen, Commissioner Hoover and
6 Commissioner Wootten both called him the next day offering their help, and he wanted
7 to compliment them. Commissioner Normile said that he had felt very awkward coming
8 in and was immediately put at ease by their counsel and recommendations and he
9 thanked both of them very much.

10
11 Commissioner Messer stated they had been together a long time and for the most part
12 they had agreed on most things. Commissioner Messer said it had been a good
13 experience with everyone here, and he thought about comments made by Rhonda
14 following clerk seminars and round tables where there was talk by others of problems
15 with their Board's and how we didn't have those problems here, and he felt that spoke
16 highly of the entire Board. Commissioner Messer said it had been his pleasure to sit on
17 the Board with both Commissioner Hoover and Wootten for a long time.

18
19 Commissioner Wright felt we were really lucky to have had such a nice relationship.
20 Commissioner Wright said they had all helped when she first came on the Board and
21 she could call on the other Commissioners for their help, and she would really miss both
22 of them.

23
24 Mayor Barber commented for the entire Town they would all miss both Tom and John,
25 appreciated their leadership and their many years of service to the Town of Emerald
26 Isle. Mayor Barber said they would both be missed and he hoped they enjoyed some
27 much needed rest, and that God would bless them in everything.

28
29 Mayor Barber reminded everyone once again of the Blue Star Memorial Dedication
30 Ceremony the next day, November 11 at 11am at the Welcome Center. A fantastic
31 program was planned by the Emerald Isle Garden Club.

32
33 Mayor Barber also congratulated Floyd Messer on his recent re-election to the Board,
34 and Steve Finch and Candace Dooley who were newly elected to the Board of
35 Commissioners.

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1 **16. Adjourn**

2

3 ***Motion was made by Commissioner Messer to adjourn the meeting. The Board***
4 ***voted unanimously 5-0 in favor. Motion carried.***

5

6 ***The meeting was adjourned at 7:10 pm.***

7

8 Respectfully submitted:

9

10

11

12 Rhonda C. Ferebee, CMC, NCCMC

13 Town Clerk

14

DRAFT