

1 **MINUTES OF THE REGULAR SCHEDULED MEETING**
2 **OF THE EMERALD ISLE BOARD OF COMMISSIONERS**
3 **TUESDAY, DECEMBER 8, 2015 – 6:00 P.M.**
4 **TOWN BOARD MEETING ROOM**
5
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, Mayor Pro-Tem Floyd Messer,
15 Commissioners Jim Normile, John Wootten, and Maripat Wright.
16

17 Also present – Commissioners-Elect Candace Dooley, and Steve Finch.
18

19 Also present during the regular meeting: Town Manager Frank Rush, Town Attorney
20 Richard Stanley, Finance Director Laura Rotchford, Town Clerk Rhonda Ferebee, Fire
21 Chief Bill Walker, and Town Planner Josh Edmondson.
22

23 **3. Opening Prayer**
24

25 Curt Finch, Emerald Isle business owner, brother of Commissioner-Elect Steve Finch,
26 and founding pastor of Emerald Isle Baptist Church offered the opening prayer.
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 Messer to adopt the Agenda. The Board***
35 ***voted unanimously 5-0 in favor. Motion carried.***
36

37 **6. Recognition of the Service of Commissioner Tom Hoover, Jr. and**
38 **Commissioner John Wootten**
39

40 Mayor Pro-Tem Floyd Messer presented special plaques to both Commissioner Hoover
41 and Commissioner Wootten, recognizing them for their dedicated service and
42 contributions to the Town of Emerald Isle. Mayor Pro-Tem Messer noted that
43 Commissioner Wootten had served as a Town Commissioner for 14 years total,
44 including the last 12 consecutive years, and that Commissioner Hoover had served as a
45 Town Commissioner for 13 years total, including the last 9 consecutive years. Mayor
46 Pro-Tem Messer stated that Emerald Isle was a better place because of Tom and John.

1 Commissioner Wootten commented that he had thought of a couple things since he
2 spoke at the earlier ceremony at the boat launching facility, one being the
3 implementation of the staggered terms and how that had brought so much civility and
4 stability to the Town, and the other thing he thought they had done right was to hire
5 Frank Rush as Town Manager. Commissioner Hoover commented in addition to his
6 comments made at the earlier ceremony how much he loved Emerald Isle, and looked
7 forward to still seeing everyone on the Island.

8 9 **7. Installation of New town Commissioners**

- 10
11 a. **Oath of Office to Commissioners Floyd Messer, Jr., Candace Dooley, and**
12 **Steve Finch**
13 b. **Election of Mayor Pro-Tem**
14 c. **Oath of Office to Mayor Pro-Tem**
15

16 Mayor Barber administered the Oaths of Office to re-elected Commissioner Floyd
17 Messer, and newly elected Commissioners Candace Dooley and Steve Finch.

18
19 Following the Oaths of Office ***motion was made by Commissioner Maripat Wright to***
20 ***appoint Commissioner Floyd Messer as Mayor Pro-Tem. The Board voted***
21 ***unanimously 5-0 in favor. Motion carried.***
22

23 Mayor Barber then administered the Oath of Office to Mayor Pro-Tem Floyd Messer.

24
25 ******The Board took a brief break at this time for refreshments.******
26

27 **8. Introduction of New Employee**

- 28
29 a. **Zane Paddack, Fire Engineer**
30

31 Fire Chief Bill Walker introduced the Fire Department's newest full-time Fire Engineer.
32 Chief Walker stated that Zane came to the Town from Indiana where he worked as a
33 part-time fireman there and worked in the robotics industry for 20 years. Chief Walker
34 said as a fireman in Indiana he had received Fireman of the Year award and a Hero's
35 Award for rescuing a child from a fire. Chief Walker noted that Zane had moved to
36 Emerald Isle in 2013, and had volunteered with the Town since November of 2013.
37 Zane was hired part-time in May 2015 and full-time in August 2015. Zane Paddack
38 thanked Chief Walker for the opportunity and said he looked forward to working full-time
39 for the Town of Emerald Isle. The Board and public welcomed Zane to his position.
40

41 **9. Proclamations / Public Announcements**

42
43 Mayor Barber took the opportunity to thank the Emerald Isle Garden Club for decorating
44 the Town Board Meeting Room, making it so festive for the holidays.

1
2 Mayor Barber noted the following announcements for the public:
3

- 4 • **Santa and a Movie – Friday, December 11 – 6 pm – Community Center**
- 5 • **Police Educating the Public (PEP) – Tuesday, December 15 – 10 am – Town**
- 6 **Board Meeting Room**
- 7 • **Coffee With A Cop – Thursday, December 17 – 9 am – 4Js Café**
- 8 • **American Red Cross Blood Drive - Friday, December 18 – 2 pm – 7 pm –**
- 9 **Community Center**
- 10 • **Planning Board Regular Meeting – Monday, December 21 – 6 pm – Town**
- 11 **Board Meeting Room**
- 12 • **Christmas Holiday – Wed, Dec. 23, Thurs, Dec 24, and Friday, Dec 25 –**
- 13 **Town Offices Closed**
- 14 • **Community Center Closed on Thurs, Dec 24 and Friday, Dec 25**
- 15 • **No trash collection on Friday, January 1**
- 16 • **Crystal Coast Countdown Scavenger Hunt – Wednesday, December 30 –**
- 17 **10 am – Community Center**
- 18 • **New Year’s Eve Fireworks and “Shamrock Drop” – Thursday, December 31**
- 19 **– 9 pm – Bogue Inlet Pier**
- 20 • **New Year’s Day Holiday – Friday, January 1 – Town Offices Closed,**
- 21 **Community Center Closed**
- 22 • **No trash collection on Friday, January 1**
- 23 • **Friday Free Flick – Friday, January 8 – 7 pm – Community Center**
- 24 • **Board of Commissioners Regular Meeting – Tuesday, January 12 – 6 pm –**
- 25 **Town Board Meeting Room**

26
27 **10. Public Comment**

28
29 **Brief Summary:** The public will have the opportunity to address the Board about any
30 items of concern not on the agenda.

31
32 Jean Wilkerson, 132 Doe Drive, asked about the Town’s plans to help with mosquito
33 control this year. Town Manager Frank Rush stated they would take a look to see what
34 could be done, he hoped for colder temperatures that would knock the count down. Mr.
35 Rush said they routinely did landing counts throughout town and they would be sure to
36 look again at her area.

37
38 **11. Consent Agenda**

- 39
- 40 **a. Minutes – November 10, 2015 Regular Meeting**
- 41 **b. Tax Releases**
- 42 **c. Resolution Authorizing Firehouse Subs Foundation Grant Application**
- 43 **(15-12-08/R1)**

1 **d. 2016 Official Meeting Schedules – Board of Commissioners, Planning**
2 **Board**

3
4 ***Motion was made by Commissioner Messer to approve the items on the Consent***
5 ***Agenda. The Board voted unanimously 5-0 in favor. Motion carried.***

6
7 **Clerks Note:** A copy of Resolution 15-12-08/R1 and all other Consent Agenda items as referenced above are
8 incorporated herein by reference and hereby made a part of these minutes.

9
10 **12. Ordinance Amending Chapter 4 – Use Regulations – of the Unified**
11 **Development Ordinance To Amend the Table of Permitted and Special Uses to**
12 **Include Bed and Breakfast Lodging as a Permitted Use in the Residential (R-2)**
13 **Zoning District (15-12-08/O1)**

- 14
15 **a. Public Hearing**
16 **b. Consideration of Ordinance Amendment**

17
18 Town Planner Josh Edmondson addressed the Board regarding this Agenda item. The
19 following excerpt from his memo to the Town Manager is provided for additional
20 background:

21
22 Currently, bed and breakfast lodging are allowed as permitted uses in the Village East, Village West and Marina Village zoning
23 districts. Staff has been discussing amending the Table of Permitted and Special Uses to allow as a permitted use in the R2
24 district as well. Our thoughts are this particular use is very commonly found in residential settings and districts like the R2 district
25 of Emerald Isle. Also, bed and breakfast lodgings add no additional impacts to surrounding residential properties and in fact, are
26 less impactful than your typical rental unit in the R2 district. The Department of Environment and Natural Resources permits
27 every bed and breakfast establishment in North Carolina. DENR may impose conditions on the issuance of a permit or
28 transitional permit. Conditions may be specified for one or more of the following areas:

- 29 (1) The number of rooms or persons.
30 (2) The categories of food served.
31 (3) Time schedules in completing minor construction items.
32 (4) Modification or maintenance of water supplies.
33 (5) Use of facilities for more than one purpose.
34 (6) Continuation of contractual arrangements upon which basis the permit was issued. (7) Submission and approval of plans for
35 renovation.
36 (8) Any other conditions necessary for a bed and breakfast inn to remain in compliance.

37
38 Bed and breakfast establishments are stringently regulated by the State. Furthermore, permitting this use in the R2 district is
39 consistent with the 2004 CAMA Land Use Plan. The Planning Board discussed this issue at their November 23 meeting.
40 Following discussion, the Board voted unanimously to recommend to the Board of Commissioners to approve the amendment as
41 submitted. Attached to this memo is an ordinance to amend the Table of Permitted and Special Uses. I look forward to
42 discussing this issue at the Board of Commissioners December 8, 2015 meeting.

43
44 Town Planner Josh Edmondson stated that this item was coming before the Board
45 because over the past several months he had received a few phone calls about bed and
46 breakfast establishments, and where they were allowed. Mr. Edmondson stated that
47 Planning Board member Tom Minnick had noted at the Planning Board meeting that this

1 could provide some additional opportunities in the off season for visitors. He stated that
2 this would provide visitors with a different choice. Mr. Edmondson said they didn't feel
3 there were any negative impacts and it was probably less impactful than your typical
4 vacation rental home. Mr. Edmondson noted that bed and breakfast establishments
5 were heavily regulated through the State of North Carolina. Mr. Edmondson stated the
6 Planning Board had voted unanimously to recommend approval to the Board of
7 Commissioners.

8
9 ***Motion was made by Commissioner Wright to open the Public Hearing. The***
10 ***Board voted unanimously 5-0 in favor. Motion carried.***

11
12 There were no comments from the public.

13
14 ***Motion was made by Commissioner Messer to close the Public Hearing. The***
15 ***Board voted unanimously 5-0 in favor. Motion carried.***

16
17 ***Motion was made by Commissioner Normile to adopt the Ordinance Amending***
18 ***Chapter 4 – Use Regulations – of the Unified Development Ordinance to Amend***
19 ***the Table of Permitted and Special Uses to Include Bed and Breakfast Lodging as***
20 ***a Permitted Use in the Residential-2 (R-2) Zoning District.***

21
22 Commissioner Normile stated as the proprietor of the Emerald Isle Inn Bed & Breakfast
23 he thought everyone should own a bed and breakfast at least one time.

24
25 ***The Board voted unanimously 5-0 in favor. Motion carried.***

26
27 Clerks Note: A copy of Ordinance Amendment 15-12-08/O1 as referenced above is incorporated herein by
28 reference and hereby made a part of these minutes.

29
30 **13. Rezoning of Parcels in the Village West Planning Area from Business (B) and**
31 **Camp (C) to Village West (VW)**

- 32
33
- 34 a. **Public Hearings – Land Use Plan Amendment Proposed Rezoning, and**
35 **Amendments to Table of Permitted and Special Uses**
 - 36 b. **Resolution Amending Land Use Plan (15-12-08/R2)**
 - 37 c. **Ordinance Amending Chapter 4 – Use Regulations – of the Unified**
38 **Development Ordinance To Amend the Table of Permitted and Special Uses**
39 **in the Village West Zoning District (15-12-08/O2)**
 - 40 d. **Consideration of Rezoning of Parcels in the Village West Planning Area**
41 **from Business (B) and Camp (C) to Village West (VW)**

42 Town Planner Josh Edmondson addressed the Board regarding this Agenda item. The
43 following excerpt from his memo to the Town Manager is provided for additional
44 background:
45

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1 As we begin the process of updating the 2004 CAMA Landuse Plan, rezoning the last of those properties in the Village West
2 Area needs to be accomplished. Due to the rezoning request, an additional piece of property owned by the Brothers & Sisters
3 LLC has requested to be included in the rezoning. This parcel is part of the septic and repair area for the Boardwalk RV Park.
4 This parcel is not included in the original Village West Area as shown on the Future Landuse Map. In order for the potential
5 rezoning of the property to be consistent with the Future Landuse Map an amendment to the CAMA Landuse Plan is necessary.
6 The Planning Board discussed this matter at its November 23, 2015 meeting. Following discussion, the Board voted
7 unanimously to recommend to the Board of Commissioners to approve the amendment to the Future Landuse Map to include
8 this parcel in the Village West Area. Attached is a map that shows the boundaries of the Village West Area including this new
9 parcel and a resolution to amend the Town's 2004 CAMA Landuse Plan.

10 Also, with the potential rezoning of the Village West Area, amendments to the Table of Permitted and Special Uses are in order.
11 The carwash, storage facilities (including the camper storage areas) and Ice Machine are not listed as permitted uses in the
12 Village West Zoning District. If all of the properties in the Village West area are rezoned; then these uses would become existing
13 non-conforming uses. The non-conforming status of these uses does not require them to cease operation. However, non-
14 conforming status would prohibit the expansion of an existing non-conforming use and could affect the ability to re-establish such
15 a use if damaged or destroyed by more than 50%. Staff recommended to the Planning Board to amend the Table of
16 Permitted and Special Uses to include the above mentioned as permitted in Village West. The Planning Board discussed this
17 matter at its November 23, 2015 meeting. Following discussion, the Board voted unanimously to recommend to the Board of
18 Commissioners to approve the amendments to the Table of Permitted and Special Uses.

19 The Holiday Travel Park and Boardwalk RV Park are listed as permitted uses on the Table of Permitted and Special Uses in the
20 Camp District and a special use in the Business District. In the Village West Zoning District both are listed as a special use
21 meaning it is permitted with the issuance of a special use permit by the Board of Commissioners. Any proposed expansion of
22 the Travel Park or RV Park would trigger the need to obtain a special use permit. Like the above, staff recommended to the
23 Planning Board that the Table of Permitted and Special Uses be amended to allow campgrounds, travel trailer parks and RV
24 parks as a permitted use in the Village West Zoning District. The Planning Board discussed this matter at its November 23, 2015
25 meeting. The Planning Board pointed out that camping and those similar residential uses are outlined as uses that should be
26 promoted in the Village West Area within the CAMA Landuse Plan. A motion was made to keep both uses as a Special Use in
27 the Village West Zoning District. Not receiving a second the motion failed and a motion was made to recommend to the Board of
28 Commissioners to approve the amendments to the Table of Permitted and Special Uses to allow Travel Trailer Parks and RV
29 Parks as permitted in the Village West Zoning District. The vote passed 4-1.

30 Artisan Granite is a non-conforming use in the current Business Zoning District and would remain as such in the Village West
31 Zoning District. The owner of the property, staff and the Planning Board discussed this use at the meeting. With staff and the
32 Board not being familiar with the businesses, the Board gave a consensus for staff to talk with the owner and see how the use
33 could best fit within the Table of Permitted and Special Uses. After meeting with the owner, staff recommends adding a use to
34 the Table of Permitted and Special uses. This new use is proposed to be listed as Stone and Granite Sales and would be
35 permitted in the Business (B) and Village West (VW) Zoning District by the issuance of a special use permit by the Board of
36 Commissioners. Attached is a resolution to amend the Table of Permitted and Special Uses for all those uses discussed in the
37 above paragraphs.

38 The rezoning request is for those remaining parcels in the Village West (VW) Area as shown in the CAMA Landuse Plan. In
39 total, there are 36 parcels, two of which have already been rezoned to Village West (VW), the Western Access which will stay as
40 a Government Zoning District and the parcel requested as an addition to the Village West (VW) District by Brothers & Sisters
41 LLC. Also, Cape Emerald Properties LLC has requested one of their parcels located between Crew and Emerald Drive not be
42 including in the rezoning due to concerns of the 25% vegetative requirement in the Village West (VW) Zoning District. Attached
43 is a map that shows the boundaries of the Village West Area and the above parcels in question.

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1 If the Commissioners adopted the resolution to amend the Landuse Plan to include the additional parcel in the Village West
2 Area, the rezoning as presented would be consistent with the Town's Landuse Plan. Letters were mailed by Town staff to all
3 affected property owners in the Village West Area which informed them of the potential rezoning action and inviting them to
4 attend the November 23, 2015 meeting of the Planning Board. We have had meetings and discussion with many of the property
5 owners regarding this issue and except for the above mentioned property all have been supportive of this rezoning. The
6 Planning Board discussed this matter at its November 23, 2015 meeting. Following discussion, the Board voted unanimously to
7 recommend to the Board of Commissioners to approve the rezoning with the addition of the parcel owned by Brothers & Sisters
8 LLC.

9 In accordance with NC General Statutes, letters were sent to all property owners who could be affected by the potential rezoning
10 action by the Board of Commissioners. In addition, letters were sent to adjacent property owners. Attached is a map that shows
11 the current zoning of the parcels in the Village West Area and those adjacent to this area. Also, attached is the mailing affidavit
12 and rezoning statement. I look forward to discussing this issue with the Board of Commissioners at its December 8 meeting.
13 Please let me know if you have any questions regarding the foregoing information.

14 Town Planner Josh Edmondson stated that the Resolution to Amend the Land Use Plan
15 was required in order for the proposed rezoning to be consistent with the Land Use
16 Plan. Mr. Edmondson stated that staff had met with several property owners and the
17 owners of the Boardwalk RV Park were interested in having an additional property not
18 shown in Village West to be rezoned and included in Village West.

19
20 Mr. Edmondson said there were also several text amendments proposed, noting that
21 car wash, storage facilities, and ice manufacturing were currently permitted in the
22 Business district however with the rezoning they would not be permitted in the Village
23 West. Mr. Edmondson stated they would not want to negatively impact those property
24 owners and so therefore the request included those uses in the permitted use table in
25 the Village West district. Mr. Edmondson noted that the Travel-Park and the Boardwalk
26 RV Park were special uses in the Business district and were permitted uses in the
27 Campgrounds; the request was to change and allow them as a permitted use in the
28 Village West district. Mr. Edmondson said the Planning Board had discussed that in the
29 Land Use Plan it talked about Village West being a tourist oriented district which
30 allowed for camping and those type of uses so it was felt that allowing as a permitted
31 use would be consistent with the Land Use Plan. Mr. Edmondson also noted that there
32 was a new use category of stone and granite sales. Mr. Edmondson said he had
33 spoken with Artisan Granite which had been viewed by Town staff in the past as non-
34 conforming and moving forward they would like to update the permitted use table to
35 show stone and granite sales as a permitted use with the issuance of a special use
36 permit. Mr. Edmondson noted that the owner of Artisan Granite agreed with having this
37 use be permitted as a special use in the Village West district.

38
39 Mr. Edmondson lastly discussed the reasons for the rezoning request noting that this
40 rezoning was one of the last major items not addressed that was a goal in the Land Use
41 Plan. Mr. Edmondson said the goal of the Land Use Plan was to have these parcels
42 rezoned to the Village West district. Mr. Edmondson said that Village West was
43 envisioned as a tourist center with mixed uses, a village feel, multi-story buildings with

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1 commercial uses on the bottom and residential uses on the top, a real mixture of uses.
2 Mr. Edmondson said they had included for the Board a comparison of key differences
3 between the districts. Mr. Edmondson provided a presentation of the maps outlining the
4 proposed rezoning for the Board and public. Mr. Edmondson noted that the Planning
5 Board had voted unanimously to recommend to the Board of Commissioners that the
6 rezoning be approved as submitted. Mr. Edmondson noted that in addition to the letters
7 that had been sent to all property owners, over 400 letters were sent to adjacent
8 property owners informing of the rezoning.
9

10 Mayor Barber asked about the permitted use of bicycle sales in the Village East and
11 Marina Village but that bicycle sales were not permitted in the Village West, wondering if
12 that was just a glitch. Mr. Edmondson didn't know the reason for that but said he could
13 certainly take that issue to the Planning Board for a recommendation.
14

15 ***Motion was made by Commissioner Messer to open the Public Hearing for the***
16 ***land use plan amendment, the ordinance amending the table of permitted and***
17 ***special uses in the Village West zoning district, and the rezoning of parcels in the***
18 ***Village West planning area from Business and Camp to Village West. The Board***
19 ***voted unanimously 5-0 in favor. Motion carried.***
20

21 There were no comments from the public.
22

23 ***Motion was made by Commissioner Wright to close the Public Hearings. The***
24 ***Board voted unanimously 5-0 in favor. Motion carried.***
25

26 ***Motion was made by Commissioner Normile to approve the Resolution Amending***
27 ***Land Use Plan. The Board voted unanimously 5-0 in favor. Motion carried.***
28

29 ***Motion was made by Commissioner Normile to approve the Ordinance Amending***
30 ***Chapter 4 – Use Regulations – of the Unified Development Ordinance to Amend***
31 ***the Table of Permitted and Special Uses in the Village West Zoning District. The***
32 ***Board voted unanimously 5-0 in favor. Motion carried.***
33

34 ***Motion was made by Commissioner Dooley to approve the rezoning of various***
35 ***parcels in the Village West Planning Area from Business (B) and Camp (C) to***
36 ***Village West (VW, as noted on the attached map and Record of Zoning***
37 ***Amendment. The Board voted unanimously 5-0 in favor. Motion carried.***
38

39 Clerks Note: A copy of Resolution 15-12-08/R2, and Ordinance Amendment 15-12-08/O2 as referenced above
40 are incorporated herein by reference and hereby made a part of these minutes.
41
42
43
44

1 **14. Presentation – Potential Installation of Traffic Roundabouts to Improve NC 58**
2 **Traffic Flow**
3

4 Town Manager Frank Rush introduced Patrick Flanagan, lead planner for the Down
5 East Regional Planning Organization (RPO) to present information about potential
6 installation of traffic roundabouts on NC 58. The following excerpt from his memo to
7 the Board is provided for additional background:
8

9 I have scheduled time on the Board's December 8 meeting agenda to receive a presentation about potential traffic improvements
10 along NC 58 in Emerald Isle that are intended to improve traffic flow at the Town's 4 signalized intersections. The purpose of the
11 presentation is to educate the Board and the community about the potential improvements, and receive feedback from the Board
12 and the community so that additional planning may occur in the coming months.
13

14 The potential improvements are being considered as part of the NC 58 Corridor Study that has been underway (led by the Down
15 East Regional Planning Organization) for the past several months. The scope of that study includes the entire NC 58 corridor
16 from the NC 24/58 intersection along all of Bogue Banks over the Atlantic Beach bridge and up to the US 70 intersection in
17 Morehead City, with a goal to improve traffic flow during peak traffic periods.
18

19 Patrick Flanagan, lead planner for the Down East Regional Planning Organization, will brief the Board on the potential
20 improvements, and will likely be accompanied by representatives from the NC Department of Transportation.
21

22 Potential Installation of Traffic Roundabouts

23 The most significant preliminary recommendation in the NC 58 Corridor Study is the installation of traffic roundabouts at the 4
24 signalized intersections in Emerald Isle:
25

- 26 • NC 58 / Coast Guard Road
27 200 ft. wide right of way available
28 Full, single-lane roundabout contemplated
29
- 30 • NC 58 / Loon Drive (Emerald Plantation Shopping Center)
31 200 ft. wide right of way available
32 Mini-roundabout contemplated, but full, single-lane roundabout preferred
33
- 34 • NC 58 / Mangrove Drive (K&V Plaza, CVS Pharmacy)
35 200 ft. wide right of way available
36 Mini-roundabout contemplated, but full, single-lane roundabout preferred
37
- 38 • NC 58 / Bogue Inlet Drive
39 100 ft. wide right of way available
40 Mini-roundabout contemplated.
41

42 A roundabout is an intersection feature that eliminates the need for traffic signals and keeps traffic flowing continuously by
43 requiring entering traffic to yield the right of way to traffic already in the roundabout. Traffic flows in a single direction around the
44 feature, with only right turns out of the roundabout in the desired direction. There are several different sizes of roundabouts:
45 large traffic circles, double-lane roundabouts, single-lane roundabouts (contemplated for Emerald Isle), and compact / mini-
46 roundabouts (contemplated for Emerald Isle).
47

48 I have included photos of single-lane roundabouts currently installed in Ocean Isle Beach, NC and Asheville, NC to provide a
49 better understanding of a traffic roundabout, along with a diagram of a mini-roundabout. I have also included a NCDOT brochure
50 about roundabouts, along with a 2011 study of traffic safety at roundabouts in North Carolina.
51

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1 NCDOT staff has reviewed traffic counts and crash data for the 4 intersections in Emerald Isle, and believe that the installation of
2 traffic roundabouts in Emerald Isle will improve traffic flow during peak periods, and will reduce the potential for backups and
3 delays. Initial discussion with Patrick Flanagan indicated a preliminary NCDOT recommendation for a full, single-lane
4 roundabout at the Coast Guard Road intersection and three mini-roundabouts at Loon Drive, Mangrove Drive, and Bogue Inlet
5 Drive. Because there is sufficient right of way to accommodate full, single-lane roundabouts at Loon Drive and Mangrove Drive
6 (200 ft. right of way available), in the interest of consistency, and for aesthetic reasons I requested that the final NC 58 Corridor
7 Study consider including full, single-lane roundabouts at Loon Drive and Mangrove Drive rather than mini-roundabouts. There is
8 not sufficient right of way for a full, single-lane roundabout at Bogue Inlet Drive (only 100 ft. right of way available). A full, single-
9 lane roundabout requires between 100 ft. and 150 ft. of diameter.

10
11 The Town's existing bicycle path and sidewalks would be integrated into the new roundabouts, slightly set back from the
12 roundabout feature and also including an island midway across the road.

13
14 Other Potential Traffic Improvements

15 Other potential improvements under consideration include longer, additional, and/or realigned turn lanes at the Town's signalized
16 intersections. It is likely, regardless of whether or not a traffic roundabout is installed, that a separate right-turn lane (slightly
17 away from the main intersection) will be planned for the Coast Guard Road intersection for traffic entering Emerald Isle (utilizing
18 the available right of way between NC 58 and Bell Cove Village shopping center). This separate turn lane would enable traffic
19 headed down Coast Guard Road to avoid the intersection altogether.

20
21 If the roundabouts are not installed, it is possible that other turn lane improvements could be constructed at each intersection to
22 enable those vehicles to exit NC 58 more efficiently, thereby enhancing traffic flow on NC 58.

23
24 Potential NC 58 / Coast Guard Road Roundabout

25 The installation of a roundabout at the NC 58 / Coast Guard Road intersection is likely the single greatest traffic flow
26 improvement being considered, as that intersection is viewed as the main choke point during peak traffic periods. The
27 installation of a roundabout at this intersection also represents a significant opportunity to improve aesthetics at this area. I
28 envision a new "Welcome to Emerald Isle" sign being installed in the center of the roundabout, along with attractive landscaping
29 improvements.

30
31 It will be important for NCDOT staff to fully consider and evaluate the relationship with the Coast Guard Road / Reed Drive
32 intersection when planning any new roundabout at the NC 58 / Coast Guard Road intersection. As you know, recreational
33 vehicles often use that intersection to access the Holiday TravLPark, and appropriate planning should occur for these vehicles.
34 Additionally, Reed Drive represents the only alternative to access the Coast Guard Road communities, and is a popular
35 alternative route.

36
37 Additional Curb & Gutter Improvements in the "Downtown" Area

38 As part of any traffic improvements near the Bogue Inlet Drive intersection (either including a mini-roundabout or not), I have
39 asked Patrick Flanagan to also include curb and gutter improvements on both sides of NC 58 between the new Welcome Center
40 and the US Post Office. As you know, this area now includes older, somewhat uneven curb and gutter "islands" near commercial
41 driveways, and it would be helpful to remove these features and reconstruct more modern and aesthetically pleasing curb and
42 gutter features in the "downtown" area. It may also be possible to consolidate some existing commercial driveways (for locations
43 that have more than one driveway) to improve traffic flow and aesthetics.

44
45 I have attached an aerial photo map indicating the area to be considered for additional curb and gutter improvements. The total
46 distance is approximately 875 feet on the north side of NC 58, and approximately 700 linear feet on the south side of NC 58. I
47 believe this improvement, potentially also including limited on-street parking spaces, could be a significant aesthetic
48 improvement and further the Town's goal to create more of a "downtown" feel in this area of Emerald Isle.

49
50 Process and Timeline

51 If the Board and the community are interested in pursuing the roundabout improvements, the proposed project(s) could be
52 incorporated into NCDOT's planning process in 2016. Depending on how the project(s) scores, it is possible that funding could

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1 be made available within the next 2 years, although it is probably more likely that any such improvements would be programmed
2 further out.
3

4 Because the cost of these improvements is relatively small (compared to many NCDOT improvement projects), it is possible that
5 these improvements could be "bumped up" on the schedule if other projects are delayed or have unanticipated savings. Thus, I
6 am optimistic that if the Town pursues these improvements that they could be constructed sooner rather than later. The
7 estimated construction cost for each full, single-lane roundabout location is likely in the \$250,000 - \$500,000 range.
8

9 Steel Traffic Signal Pole Funding Request

10 The Town previously requested funding from the NC General Assembly and the NC Board of Transportation (a total of \$684,000,
11 to be matched with \$36,000 from the Town) for the installation of new steel traffic signal poles at the Town's 4 signalized
12 intersections. The Town has been working with NC Representative Pat McElraft and NC Senator Norm Sanderson to secure
13 funding from the NC General Assembly, and with NC Board of Transportation member Gus Tulloss to secure funding from
14 NCDOT. These efforts continue, and I remain optimistic that the Town will ultimately secure this funding at some point in the
15 future.
16

17 Obviously, if the Town pursues the installation of roundabouts, there will be no need for new traffic signal poles. Because of
18 uncertainty regarding the timeline for the funding and installation of roundabouts, I recommend that the Town continue to pursue
19 State funding for the new steel traffic signal poles until such time that the funding for the installation of roundabouts is confirmed.
20 If and when funding is secured for the steel traffic signal poles, it may also be possible to "convert" this funding and use it for the
21 roundabout installations. Obviously, if the Board is not interested in pursuing the roundabouts, the Town would continue to seek
22 State funding for the new steel traffic signal poles only.
23

24 Community Aesthetics

25 Assuming that NCDOT's traffic engineers are correct that roundabouts will improve traffic flow and safety along NC 58 in
26 Emerald Isle, I believe this represents a significant opportunity for the Town to improve the overall aesthetics of our community.
27 The installation of the roundabouts provides an opportunity for new infrastructure, a new look, removal of unsightly traffic signal
28 poles and cables, landscaping enhancements, and new curb and gutter improvements. The continued aesthetic improvement of
29 Emerald Isle has been among the Town's highest priorities over the past decade+, and the proposed roundabouts could further
30 that goal.
31

32 I look forward to receiving Patrick Flanagan's presentation at the December 8 meeting, and await the Board's and the
33 community's feedback.
34

35 Patrick Flanagan, Down East RPO planner provided an informative presentation
36 highlighting the potential installation of traffic roundabouts in Emerald Isle on NC 58 that
37 were intended to improve the traffic flow at the Town's 4 signalized intersections. Mr.
38 Flanagan also provided a YouTube video showing the actual flow of traffic through an
39 existing roundabout as it was intended in order to improve traffic flow, and reduce the
40 potential for backups and delays. Mr. Flanagan answered many questions and
41 concerns from the Board and public about the roundabouts, including the process and
42 timeline with NCDOT's schedule if the Board and community were interested in
43 pursuing roundabout improvements.
44

45 Commissioner Normile stated that the Town had approached Mr. Flanagan about this
46 issue and Mr. Flanagan had done an incredible amount of work, research and analysis
47 and thanked him. Commissioner Normile said that this issue stemmed from the survey
48 done several years ago in regard to improving traffic flow during peak times, and felt this
49 was a good package to think about and discuss.
50

1 **15. Community Information Signs**

2
3 **a. Recommended Strategy**

4 **b. Proposed Amendments to Sign Ordinance**

5
6 Town Manager Frank Rush addressed the Board regarding this Agenda item. The
7 following excerpt from his memo to the Board is provided for additional background:

8
9 I have scheduled time on the Board's December 8 meeting agenda to receive the Board's feedback on a revised strategy for
10 dealing with temporary signs placed in the public right-of-way to advertise special events sponsored by a public, non-profit,
11 charitable, or religious organization.

12
13 At the August 2015 meeting, the Board agreed in concept to a plan to prohibit all such temporary signs in the future, in
14 conjunction with the installation of multiple, Town-owned electronic community information signs that would be strategically
15 located to communicate the same information in a more organized and aesthetically pleasing manner. At the time, the Town was
16 working toward a plan to install two-way electronic message signs in the NC 58 right-of-way near the Coast Guard Road / NC 58
17 intersection and possibly at another location in eastern Emerald Isle. These locations would likely reach nearly every motorist
18 travelling in and out of Emerald Isle, and were viewed as an effective replacement for the temporary signs. This initiative was
19 aimed at improving the overall aesthetic appearance of the NC 58 corridor, but also reflected a continuing desire to be supportive
20 of the various good causes that rely on the temporary signs. The Town would control the messages on the electronic community
21 information signs, and would establish basic rules for which events / organizations may have messages on the signs, what
22 duration, etc.

23
24 The Town later learned that NCDOT could not permit the location of the electronic community information signs in the NC 58
25 right-of-way due to Federal Highway Administration regulations and concerns from the outdoor advertising industry. The Town
26 may still install electronic community information signs, however, they can not be located on the NC 58 right-of-way, and must be
27 on private property. The 200 ft. right-of-way width of NC 58 between the NC 58 bridge and the Welcome Center, along with the
28 fact that the Town does not own any adjacent land, makes it impractical to consider placing electronic community information
29 signs between the NC 58 bridge and the Welcome Center.

30
31 The inability to place the signs along NC 58 between the NC 58 bridge and the Welcome Center has caused me to reconsider
32 this initiative, and I am now presenting 4 options (including a recommendation) for the Board to consider to resolve this issue:

33
34 1. Do nothing.

35 The Town would not install new electronic community information signs. This option would simply continue the
36 historical practice of allowing temporary signs in the right-of-way, and the Town would likely continue to see temporary
37 banners and other signs on a routine basis (some that are probably not offensive, and some that perhaps don't look as
38 nice as some might like). The Town's sign ordinance would not be amended, and would continue to read as follows:

39
40 **SIGN, TEMPORARY**

41 A sign that is an advertising display constructed of cloth, canvas, fabric, plastic, paper, plywood, or other material
42 intended to be displayed to inform the public of an unusual or special event sponsored by a non-profit, public,
43 charitable or religious organization. Such signs shall not exceed thirty-two (32) square feet in area per display surface.
44 The signs may be erected not more than thirty (30) days prior to the event and must be removed within ten (10) days
45 following the completion of the event. Each such event shall be limited to a maximum of six (6) signs. Such signs may
46 be placed in a street right-of-way; provided that the sign is placed in such a manner as to not obstruct driver vision of
47 any vehicle entering a roadway from any street, alley, driveway, or parking lot.
48

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1 This option has been tolerated by NCDOT over the years because the signs that have been placed are temporary in
2 nature, are usually relatively small, and because NCDOT has not received complaints. Technically, NCDOT could
3 likely force the removal of such signs, but I believe they are unlikely to take that approach.
4

5 2. Fixed banner posts managed by the Town.

6 The Town would not install new electronic community information signs. The Town would instead install fixed 4 x 4 or
7 6 x 6 posts with white vinyl wrapping at key locations in the NC 58 right-of-way, and the posts would be specially fitted
8 to display banners that are sized appropriately. In theory, the banners would be more uniform in placement and would
9 be secured better, and not be as much of an eyesore. The posts could be installed to accommodate two banners per
10 location, and the suggested locations include:
11

- 12 • NC 58 / Coast Guard Road intersection,
- 13 • NC 58 across from Emerald Plantation Shopping Center.
- 14 • NC 58 across from CVS and K&V Plaza,
- 15 • Town government complex, and
- 16 • Eastern Ocean Regional Access.

17
18 Organizations wishing to advertise special events would be required to have banners professionally made to the size
19 required to fit the fixed posts. Organizations would be required to notify the Town Planner when such signs are placed,
20 and the Town would establish basic rules for which events / organizations may use the poles, what duration, etc. No
21 other banners, banner locations, or other temporary signs would be permitted. The Town's sign ordinance would be
22 amended accordingly.
23

24 NCDOT could likely force the removal of such fixed posts and banners, however, I believe they are unlikely to take that
25 approach.
26

27 3. Temporary, professionally-made campaign size signs only.

28 The Town would not install new electronic community information signs. The Town would amend the sign ordinance to
29 continue to allow temporary signs for public, non-profit, charitable, or religious events only, but the signs would be
30 limited in size to a total of 6 sq. ft. (the same size limit as campaign signs) and would be required to be professionally
31 made (no hand-written, home-made signs).
32

33 No banners would be permitted anywhere in the NC 58 right-of-way, and the same "30 days prior / 10 days after"
34 timeframe would remain in effect. An exemption would be included for one larger sign (up to 32 sq. ft.), professionally-
35 made, for Town sponsored special events (i.e., St. Patrick's Festival, Fireworks) only. All temporary signs would be
36 required to be made with a wood, aluminum, plastic or other hard surface (no banners).
37

38 NCDOT could likely force the removal of the campaign size signs contemplated under this option, however, I believe
39 they are unlikely to take that approach. In reality, this option is perhaps the most likely option to continue to be
40 tolerated by NCDOT in the future.
41

42 In essence, this option mirrors the Town's (modeled after State law) campaign sign regulations.
43

44 4. Electronic community information signs on Town property. The Town would implement the concept approved by the
45 Board at the August 2015 meeting, and would purchase new electronic community information signs to be located on
46 Town property only. The Town's sign ordinance would be amended to prohibit all temporary signs in the right-of-way.
47 The Town would control the messages on the signs, and would establish basic rules for which events / organizations
48 may have messages on the signs, what duration, etc.
49

50 The new electronic signs would be located on the Coast Guard Road right of way near Reed Drive (two-way signs,
51 facing each direction), at the Town government complex (two-way signs), and at the Eastern Ocean Regional Access

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1 or Fire Station 1 (two-way signs). A total of 6 electronic signs would be purchased, and the total cost would increase
2 from approximately \$10,000 - \$15,000 originally envisioned to \$25,000 - \$30,000. The installation of the signs in the
3 three locations could be scheduled over multiple budget years to make it more affordable.
4

5 NCDOT would have no jurisdiction over these signs, as they'd all be located on Town right-of-ways or Town-owned
6 property. The signs would likely be visible to most, but probably not all, Emerald Isle motorists, and would likely be an
7 effective mechanism for public, non-profit, charitable, and religious organizations to promote their special events.
8

9 Recommended Strategy

10 After talking with various individuals (including Commissioners) in recent weeks, discussing this issue with Town staff,
11 considering NCDOT regulations, and attempting to achieve the proper balance between community aesthetics and assisting the
12 various good causes that use temporary signs, I am recommending that the Board pursue **Option 3** described above:
13 **temporary, professionally made campaign sized signs only.**
14

15 My rationale for this recommendation is as follows:
16

- 17 • unsightly banners, often unsecured and flapping in the wind, and occasionally home-made, would be eliminated,
- 18 • the Town does not allow commercial establishments to use banners, and this approach would make the Town's
19 regulations consistent for commercial establishments and these public, non-profit, charitable, or religious special
20 events,
- 21 • although the sheer number of campaign signs is offensive to some, most campaign signs are not offensive, are highly
22 portable, and relatively small in size,
- 23 • this option mirrors the Town's (modeled after State law) campaign sign regulations,
- 24 • a total of 6 sq. ft. allows for somewhat larger signs than typical campaign-size signs,
- 25 • NCDOT is more likely to tolerate this approach than the other options,
- 26 • some community members expressed opposition to the electronic signs, including some Planning Board members,
27 and
- 28 • there is no cost to the Town, and the \$10,000 budgeted for electronic community information signs can be reallocated
29 for another beneficial purpose.
30
31
32
33
34
35
36
37

38 Potential pitfalls or criticisms of this approach are as follows:
39

- 40 • the requirement for the signs to be professionally made may increase the cost for some special event sponsors
41 (banners are often relatively inexpensive),
- 42 • Town staff will need to effectively communicate the banner prohibition, and will likely remove several banners initially,
- 43 • some special events may believe they are not adequately promoting their cause without banners, and
- 44 • this approach may or may not comply with the recent US Supreme Court ruling regarding sign regulations, however, it
45 is not any worse than the Town's current ordinance in that respect (and may be more consistent with that ruling).
46
47
48
49
50

Proposed Amendments to Sign Ordinance

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1 If the Board is comfortable with the recommended strategy outlined in Option 3, I will task Town Planner Josh Edmondson with
2 presenting recommended sign ordinance amendments to the Planning Board at their December or January meeting. The
3 recommended sign ordinance amendments would then be presented to the Board of Commissioners for formal consideration at
4 your January or February meeting.

5
6 The proposed sign ordinance amendments may be similar to the following:
7

8 **SIGN, TEMPORARY**

9 A sign that is an advertising display constructed of ~~cloth, canvas, fabric, plastic, paper,~~ plywood, aluminum, or other
10 hard material intended to be displayed to inform the public of an unusual or special event sponsored by a non-profit,
11 public, charitable or religious organization. Such signs shall not exceed ~~thirty-two (32)~~ six (6) square feet in area per
12 display surface, and must be professionally-made. The signs may be erected not more than thirty (30) days prior to
13 the event and must be removed within ten (10) days following the completion of the event. ~~Each such event shall be~~
14 ~~limited to a maximum of six (6) signs.~~ Such signs may be placed in a street right-of-way; provided that the sign is
15 placed in such a manner as to not obstruct driver vision of any vehicle entering a roadway from any street, alley,
16 driveway, or parking lot. Town-sponsored special events may utilize one additional sign that shall not exceed thirty-two
17 (32) square feet in area per display surface.
18
19

20 There are likely other ideas or variations of the 4 options above that could be considered, and I am happy to explore any other
21 ideas the Board may wish to consider. I look forward to your feedback on this issue at the December 8 meeting.
22

23 Town Manager Frank Rush discussed a revised strategy for dealing with temporary
24 signs placed in the public right-of-way to advertise special events sponsored by a
25 public, non-profit, charitable, or religious organization. Mr. Rush said they had originally
26 envisioned the electronic information signs in the NC 58 right of way near the Coast
27 Guard Road intersection and possibly on the town government complex or maybe the
28 east end of town. Mr. Rush said the Board had approved the electronic signs and to
29 move forward with that plan and in conjunction with that plan they would adopt sign
30 ordinance amendments that would change the sign ordinance rules for the non-profit,
31 charitable signs. Mr. Rush said they often see banners hung up in the right of way in
32 various locations, and they would typically see other signs put out in the right of way,
33 some being of high quality and some not as neatly or professionally done that didn't
34 look as nice. Mr. Rush said there had been concerns expressed by the Board members
35 over the last few years about the appearance of those signs and banners. Mr. Rush
36 said after being authorized by the Board to proceed with the electronic signs they
37 learned that NCDOT would not allow electronic signs to be placed in the NC 58 right of
38 way. Mr. Rush noted they technically don't allow the temporary banners and signs that
39 go in the right of way but they don't typically come down hard on folks because they are
40 temporary in nature and relatively minor.

41
42 Town Manager Rush outlined 4 options for the Board to consider and briefly describing
43 each as described in detail in his memo above as follows: 1) Do nothing; 2) Fixed
44 banner posts managed by the Town; 3) Temporary, professionally made campaign size
45 signs only; 4) Electronic information signs on Town owned property only.
46

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1 Town Manager Rush said that following discussion with staff and thinking about
2 different issues in terms of DOT regulations, campaign sign laws, the supreme court
3 case in Arizona a few months ago, the recommendation he proposed was option 3.
4 This was essentially to amend our sign ordinance and model the non-profit, charitable
5 signs after the same rules we had for campaign signs, either with those same time
6 frames or a shorter time frame, and at this time he would like the Board's direction as to
7 how they would like to proceed going forward.

8
9 Commissioner Messer felt they didn't need 5-6 electronic signs in Emerald Isle.
10 Commissioner Wright agreed and suggested that if using the campaign size sign plan
11 they should shorten the timeframe the signs could remain up to 10 days or 2 weeks
12 prior to the event, and then down the day after, two at the most. Commissioner Normile
13 agreed they didn't need the expense of all the electronic signs because of the situation
14 at Coast Guard Road.

15
16 Town Manager Rush said that DOT was clearly not going to allow the fixed permanent
17 signs, and probably were not crazy about the fixed banner posts either, the campaign
18 size signs option seemed to be the most temporary and least offensive and impactful
19 alternative. Mr. Rush said he was sure there would be concerns expressed by
20 charitable groups about the cost of a professionally made sign. Mr. Rush said that it
21 was a balancing act on behalf of the community, the desire to help those groups to do
22 good things, with the overall aesthetics and the values of the community.

23
24 Mr. Rush, in response to a question from Commissioner Messer as to whether there
25 would be a limit on the number of signs, stated that he had not contemplated limiting the
26 number of signs and felt you wouldn't see nearly the amount you saw for campaigns.
27 Mr. Rush said essentially they would be saying no more banners and when a banner
28 went up the Town Planner Josh Edmondson would be removing them.

29
30 Commissioner Finch asked if a church group for example had an individual standing by
31 the road holding a sign whether the same philosophy would apply as far as the size of
32 the sign made up professionally in those situations. Town Manager Rush said with
33 option 3 that he didn't see where someone couldn't stand holding a sign for the day
34 alerting people to a car wash or yard sale, he felt if it was something going on every day
35 for two weeks straight they may have to get involved, but for the typical thing he
36 wouldn't imagine getting heavy handed.

37
38 Ken Stone, speaking about the parrothead group he was involved with was concerned
39 with the small size of a 2x3 sign and having to be professionally made for smaller
40 community groups, he agreed though with the timeframe, suggesting they could even
41 be limited to 1 week.

42

1 Commissioner Dooley felt that it would be hard to get a lot of information about a
2 particular event on a sign that size, and still allow for people to be able to read it while
3 driving.

4
5 Mr. Stone added that he thought they may want to limit the number of signs to 3 signs
6 max not seeing the need for 10 signs when you could have one at Coast Guard Road,
7 one at the east end, and something by the Food Lion or Community Center.

8
9 Jean Wilkerson suggested that they could make the ordinance strict enough with
10 specifications about how the sign should appear with professional lettering to look neat
11 without having to have the cost of having a sign professionally made.

12
13 Town Manager Rush said they would consider all of these ideas going forward when
14 bringing back a proposed sign ordinance amendment for the Board to consider.

15
16 **16. Appointments**

- 17
18 a. **Planning Board – 1 Vacancy**
19 b. **Bicycle and Pedestrian Advisory Committee – 4 Vacancies**
20 c. **Joint EMS Committee – 1 Vacancy**

21
22 **Brief Summary:** With the recent election of Candace Dooley to the Board of
23 Commissioners, the Board should appoint one individual to fill a vacancy on the
24 Planning Board for a term that expires in March 2016.

25
26 The terms of four members of the Bicycle and Pedestrian Advisory Committee expire in
27 December 2015, and the Board should appoint four individuals to new 2-year terms that
28 will expire in December 2017.

29
30 The Board should also appoint one of its own to replace departing Commissioner John
31 Wootten on the Joint EMS Committee.

32
33 ***Motion was made by Commissioner Messer to appoint Mark Taylor to an***
34 ***unexpired term on the Planning Board that expires in March 2016. The Board***
35 ***voted unanimously 5-0 in favor. Motion carried.***

36
37 ***Motion was made by Commissioner Normile to appoint Ken Stone, Wanda***
38 ***Collins, Brandon Staton, and Deborah Styron to 2-year terms on the Bicycle and***
39 ***Pedestrian Advisory Committee that expire in December 2017. The Board voted***
40 ***unanimously 5-0 in favor. Motion carried.***

41
42 ***Motion was made by Commissioner Dooley to appoint Commissioner Steve Finch***
43 ***to serve on the Joint EMS Committee. The Board voted unanimously 5-0 in favor.***
44 ***Motion carried.***

1
2 **17. Comments from Town Clerk, Town Attorney, and Town Manager**
3

4 Town Clerk Rhonda Ferebee welcomed the new Commissioners. Town Attorney
5 Stanley had no further comments.
6

7 Town Manager Frank Rush spoke of the recent ruling on the NC Court of Appeals –
8 Nies v. Emerald Isle case and how they were pleased with the ruling that confirmed the
9 public's right to use the dry sand beach in Emerald Isle, and really everywhere in North
10 Carolina. Mr. Rush said that the Nies' did have the option of appealing to the NC
11 Supreme Court, and maybe even the US Supreme Court. Commissioner Wright noted
12 that she learned from the news earlier in the day that a petition to appeal had been filed.
13

14 Mr. Rush mentioned that the NADRA deck evaluation course would be held Thursday,
15 December 10 at 8am, one more thing to better educate people about deck safety. Mr.
16 Rush said that the Board had indicated they were comfortable with the date of Friday,
17 February 19 for the Budget Workshop meeting, and also noted that on Wednesday,
18 December 16 at 10am they had invited Emerald Isle food establishments to a special
19 meeting to learn about potential vendor opportunities at the Town's two regional beach
20 access facilities. Mr. Rush said that his expectation was that they would discuss the
21 ideas for that with those who had a brick and mortar food presence in Emerald Isle, get
22 their feedback and input, and come back to the Board with a recommended framework
23 for a plan.
24

25 The following is an excerpt from the Town Manager Comments memo to the Board
26 providing additional background information for all items of importance:
27

28 **NC Court of Appeals Ruling - Nies v. Emerald Isle**

29 On November 17, the NC Court of Appeals issued a unanimous decision in the Town's favor in this case. The ruling
30 affirms the public's right to use the dry-sand, public trust beach area on all North Carolina beaches, thus I am very
31 pleased with the ruling. A copy of the ruling is attached. It is uncertain at this time whether or not the plaintiffs plan
32 to seek an appeal to the NC Supreme Court or, possibly, to the US Supreme Court.
33

34 **NADRA Deck Evaluation Class – December 10, 8 am**

35 The North American Deck and Railing Association will present a special deck evaluation class on Thursday,
36 December 10 at 8 am in the Town Board Meeting Room. The class is expected to last for approximately 4 hours.
37 The Town is partnering with Carteret County, Simpson Stong-Tie (fastener company), and Cox Industries (treated
38 lumber) to offer this class as a public service at no charge. We are hopeful that this class will expand everyone's
39 collective knowledge about best practices for deck construction and maintenance in Emerald Isle.
40

41 As of December 4, a total of 58 contractors, inspectors, vacation rental maintenance personnel, and others had
42 signed up for the class. We can accommodate up to 100 people in the class, and will allow members of the general
43 public to attend until we reach the limit. Participants may register at:

44 <http://events.r20.constantcontact.com/register/event?llr=z6g7a5bab&oeidk=a07ebu255nd92195ce4> .
45
46

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1 **New Fall Music and Food Festival - on the Beach?**

2 Based on input from the Town's Economic Development Steering Committee in 2014 and ideas expressed during the
3 2015 campaign for Town Commissioner, we are considering the possible creation of a fall music and food festival on
4 the beach strand in the future.

5
6 Preliminary ideas include renting a stage to be placed at the Western Ocean Regional Access near the top of the
7 dune, facing the ocean, with the crowd enjoying the music from the beach strand. The music festival would be held
8 in late September, when the air and water temperatures are still very warm, in an effort to lure a large crowd to
9 Emerald Isle for the entire weekend. The parking lot at the Western Ocean Regional Access would be used to host
10 various food vendors and food trucks, and public parking would be located on the NC 58 right of way. It is expected
11 that visitors would arrive via the beach strand and via the street, and visitors could pass freely between the beach
12 strand and the parking lot.

13
14 Beach music is an obvious theme for the event, along with other popular genres. Alcohol would be permitted, but
15 would be monitored by law enforcement. It will be necessary to determine the best mechanism to fund the musical
16 entertainment (charge a fee for vendors to set up and/or use a beer tent area to generate sufficient funds to pay for
17 the stage rental and music acts? contributions from sponsors?). With the proper planning (and the luck of good
18 weather!) this could become a second signature event (along with the St. Patrick's Festival) for Emerald Isle each
19 fall.

20
21 Please let me know your thoughts on this idea.

22
23 **Storm Water Issues – November 19 Rainfall Event**

24 The Town received approximately 6 – 7 inches of rain in a matter of a few hours during the afternoon of November
25 19, causing several nuisance flooding concerns, primarily in eastern Emerald Isle and in areas along Coast Guard
26 Road. Public Works staff worked tirelessly to address the worst problem areas that evening and through the
27 following weekend, and by November 21 most problems were resolved.

28
29 The Town's fixed pumps at Deer Horn Drive, Conch Court, Spinnakers Reach (2 pumps), and Lands End (multiple
30 private pumps connected to Town system) worked very well, and cleared those areas that evening. The pump at
31 Island Circle took about a day to fully clear water from the road surface on Coast Guard Road and Island Circle.
32 Town staff worked with Lands End representatives to modulate the flow from the two neighborhoods (The Point and
33 Lands End) to maximize pump effectiveness, and will continue to evaluate the best mix of pumps (Lands End actually
34 has 2 diesel pumps and 2 electric pumps, and relied primarily on 1 powerful diesel pump during this event) to
35 maximize effectiveness in the future. The older fixed pump at Doe Drive was working throughout and after the event,
36 but it was later discovered that a large piece of concrete inside the pump station severely restricted the outflow.
37 Portable pumps were used to clear that area on November 23.

38
39 The Osprey Ridge neighborhood was perhaps the worst-impacted area in Emerald Isle, and Public Works deployed
40 several portable pumps to clear that area by discharging in Emerald Isle Woods Park. I believe the Town should
41 begin planning for the installation of a new fixed pump station in Osprey Ridge in the near future, and I plan to
42 discuss this potential project with the Board during the FY 16-17 budget process that will begin in February.

43
44 The Emerald Isle Woods emergency discharge was activated for approximately 3 days, and worked exactly as
45 intended. I am also currently working with Town staff, the Cape Emerald Homeowners Association, and State
46 officials to reduce pond-level fluctuation in Cape Emerald, which receives storm water from a major Town drainage
47 pipe in Ocean Oaks.

48

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1 **Budget Planning Workshop – Friday, February 19?**

2 It is hard to believe, but it's almost time to start the FY 16-17 budget process. I am suggesting Friday, February 19
3 (likely from 8 am – early afternoon) for the Board's annual budget planning workshop. Please let me know if this date
4 is acceptable to you.

5
6 **Vendors at Eastern Ocean Regional Access, Western Ocean Regional Access**

7 We have invited Emerald Isle food establishments to a special meeting on Wednesday, December 16 at 10 am to
8 discuss the possibility of allowing food vendors to set up at both of the Town's regional access facilities during
9 summer 2016. I hope to use the December 16 meeting to determine the level of interest by EI food establishments in
10 this opportunity, solicit their input, and then present a formal plan to the Board of Commissioners at either the
11 January or February Board meeting. Following Board approval, we would seek proposals from interested vendors
12 this spring, and be ready to offer this service no later than May.

13
14 **Land Use Plan Consultant Selection Process**

15 The Town received submissions from 5 consulting firms interested in assisting with the Town's upcoming Land Use
16 Plan update. A subcommittee of Commissioner Messer, Planning Board Chairman Ken Sullivan, Town Planner Josh
17 Edmondson, and me will meet on December 11 to review the submissions and invite 1 or more firms to interview for
18 the project. I expect to have a contract recommendation on the Board's January 12 meeting agenda.

19
20 **Essentials of Municipal Government Course**

21 New Commissioners Dooley and Finch and I will attend this course presented by the UNC School of Government on
22 January 8 and 9 in Hickory, NC. This course includes a wealth of information about local government in North
23 Carolina, and I look forward to attending with the two new Commissioners.

24
25 **"Downtown" Trees and Lighting**

26 The new trees will be installed along NC 58 beginning the week of December 7, and the installation of the new
27 decorative lights is expected to also begin that week. I expect the trees to be completed before Christmas, while the
28 light installation will likely extend into January.

29 **Fire Prevention Month a Big Success**

30 The Emerald Isle Fire Department hosted a total of 395 kids and 125 adults at Fire Station 1 during Fire Prevention
31 Month in October. Children from White Oak Elementary, Morehead City Primary, Bogue Sound Elementary,
32 Gramercy School, and the Emerald Isle Community Center participated in the program this year. EIFD does a great
33 job!

34
35 **3-Way STOP Signs - 12th St. / Ocean Dr.**

36 Chief Waters and I have reviewed speed data for motorists on Ocean Drive in multiple locations and timeframes over
37 the past 6 months, and the data indicates frequent speeding in this area. In an effort to slow traffic down in this area,
38 I am planning to install new 3-way STOP signs at the intersection of 12th St. / Ocean Dr. in the coming weeks.

39
40 **Welcome Center Visits Up During First Two Months of Operation in EI**

41 A total of 2,177 people visited the new Welcome Center in Emerald Isle in September and October 2015. This is
42 significantly higher than the total of 817 visitors at the old mainland location during September and October 2014,
43 and is encouraging. I suspect that some of these visitors were simply curious about the new building, and I am
44 looking forward to seeing a full year comparison next fall.

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1 **New Sidewalk Stubs**

2 New sidewalk stubs near the entrance to Emerald Plantation Shopping Center and Old Ferry Road will be
3 constructed in January, and should provide a safer route for pedestrians and bicyclists crossing NC 58 to access
4 nearby retail establishments. The \$3,300 cost is being funded by revenues in the Bicycle and Pedestrian Fund.
5

6 **New Beach Vehicle Ramp Gates**

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

12 I also hope to eventually install similar gates at the Western Ocean Regional Access, El Woods Park, Doe Drive
13 ramp, and 16th St. ramp in the future.
14

15 **Planned Beach Access Walkway Replacements**

16 The FY 15-16 budget includes \$50,000 for beach access walkway replacements, and Town staff will soon be
17 soliciting bids for 18th Street, Bryan Street, and Nina Street. I hope to have a contract award on the Board's January
18 or February meeting agenda. In light of recent deck issues, we will be soliciting bids using all stainless steel
19 fasteners and bolts, which may increase the cost slightly.
20

21 **Update – The Rusty Pelican**

22 The deadline for the owner of The Rusty Pelican to either make necessary repairs or demolish the structure was
23 December 4, and no progress has occurred. Town staff will continue to work with the owner over the next several
24 weeks, and if no progress occurs the Board will be asked to consider Town-initiated demolition at the January Board
25 meeting.
26

27 **Update – 7405 Archers Creek Court**

28 The deadline for the owner of this property to either make necessary repairs or demolish the structure is December
29 31. Although we are not certain, it does not appear that much progress is occurring on this property. If no progress
30 occurs over the next several weeks, the Board will also be asked to consider Town-initiated demolition at the January
31 Board meeting.
32

33 **New Year's Eve Fireworks**

34 As part of the annual Crystal Coast Countdown events on New Year's Eve, there will again be a fireworks show from
35 the end of Bogue Inlet Pier. Fireworks will begin at 9 pm this year in hopes of generating a bigger turnout for the
36 fireworks. Town staff are also planning a "Shamrock Drop" from the Fire Department's ladder truck as part of the
37 event. The fireworks display is funded by the Crystal Coast Countdown organizers.
38

39 **Retiree Health Insurance Program**

40 I continue to consider various ideas to provide health insurance benefits to employees who retire with 20 or more
41 years of service to the Town, and I hope to present a proposal to the Board at the January or February meeting. I am
42 attempting to provide a meaningful benefit to our dedicated, long-serving employees while building in appropriate
43 cost-control and predictability mechanisms.
44

45 **2016 Controlled Deer Hunt**

46 The Emerald Isle Police Department continues to plan for the 2016 controlled hunt, which will begin in early January.
47 EIPD personnel will remove deer only from Town right of ways, Town property, and wooded private properties that
48 provide permission. All hunting will be completed with bow and arrow, in the middle of the night, on weekdays only in

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1 January (and February, if necessary). Due to EIPD's efficiency, the 2015 controlled hunt was complete (quota met)
2 by late January, and I am hopeful that the 2016 hunt will also be complete by late January. Based on the
3 recommendation of the NC Wildlife Resources Commission, a total of 30 – 50 deer will be removed. All deer meat
4 will be donated to the Hope Mission in Morehead City to feed the hungry in our county.
5

6 **Expanded Use of New Logo**

7 Decals with the new Town logo have been installed on all Public Works and Parks and Recreation vehicles, and will
8 also soon be added (in a complementary manner) to Police and Fire vehicles. The new logo will also be added to the
9 Town Planner truck soon.

10
11 The new logo has also been added at both "Welcome to Emerald Isle" signs, and will also soon be added to the signs
12 at the Town Government complex.
13

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

15 I am working with SunLand Builders to have the driveway connection installed in December or January, with much of
16 the cost donated by SunLand Builders. Yardworks and Task Contracting have arranged for the donation of attractive
17 brick pavers to construct the new parking spaces, and that work will occur after the driveway connection is
18 completed.
19

20 We are currently evaluating playground equipment proposals, and will present a contract recommendation to the
21 Board at either the January or February meeting. The playground equipment will be funded entirely by donations for
22 the project. A combination of Rotary grant funds and contributions by Yardworks will fund the landscaping
23 improvements.
24

25 We remain on track to open the playground on May 25, 2016, the late Senator Preston's birthday.
26

27 **Beach Patrol / Lifeguard Program Improvements**

28 Emerald Isle Fire Department personnel are working on various improvements to the Town's beach patrol / lifeguard
29 program for 2016, and I hope to finalize these improvements later in December. We expect to begin recruitment
30 efforts in early 2016.
31

32 **Drones?**

33 We are currently researching the applicable laws, potential equipment, and other issues associated with the Town
34 possibly utilizing drones in the future. We are still early in our research, but drones may eventually be helpful to
35 Town staff to monitor beach erosion and inlet migration, identify rip currents, monitor crowds at public events,
36 photograph construction projects, assess Fire scenes, and even deliver floatation devices to distressed swimmers,
37 among many other potential applications. I hope to eventually present a recommendation to the Board for the
38 purchase of a Town drone at some point in the next year.
39

40 **Promotional Video**

41 I have contracted with Playa Graphics, an Emerald Isle graphic arts firm (Brad Styron), to produce a 3 – 5 minute
42 promotional video about Emerald Isle that will highlight all of the great things about our community. I expect to
43 showcase the attractiveness of Emerald Isle to potential future permanent residents (families and retirees), second
44 homeowners, and visitors. The video will initially be utilized on the Town's website, Facebook, and Twitter
45 applications, and could potentially become a television commercial for Emerald Isle.
46
47
48

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1 **The Emerald Isle “App”**

2 I am currently considering the development of a smartphone “app” that could be used by our residents and visitors to
3 learn about the Town, request Town services, report problems, identify local businesses, and more. I hope to
4 implement the “app” sometime in 2016.

5
6 **Unified Development Ordinance Review**

7 I continue to review the Town’s UDO (that regulates new construction and development in Emerald Isle) in an effort
8 to create a much simpler, user-friendly document. I hope to complete this review in the next few months and present
9 it to the Planning Board and ultimately the Board of Commissioners for review and approval sometime in 2016.

10
11 **Emerald Isle Logo T-Shirts ON SALE Soon**

12 T-shirts with the new Town logo (including Nice Matters!) will soon be on sale at the Town Administration Building
13 and the new Welcome Center. The 100% cotton beefy-Ts will be available for \$15 each.

14
15 **18. Comments from Board of Commissioners and Mayor**

16
17 Commissioner Wright welcomed Commissioners Dooley and Finch.

18
19 Commissioner Finch took the moment to wish his wife Robin a happy birthday.

20
21 Commissioner Messer welcomed Commissioner Dooley and Finch.

22
23 Commissioner Dooley thanked everybody for the warm welcome and stated that she
24 looked forward to working with everyone.

25
26 Commissioner Normile welcomed Commissioner Dooley and Finch, and stated that he
27 looked forward to serving with both of them.

28
29 Mayor Barber welcomed Commissioner Dooley and Finch, and said he was looking
30 forward to working with all the Board members. Mayor Barber thought it had been a
31 great meeting, honoring our outgoing Commissioners and honoring our incoming
32 Commissioners.

33
34 **19. Adjourn**

35
36 ***Motion was made by Commissioner Messer to adjourn the meeting. The Board***
37 ***voted unanimously 5-0 in favor. Motion carried.***

38
39 ***The meeting was adjourned at 7:45pm.***

40
41 Respectfully submitted:

42
43
44 Rhonda C. Ferebee, CMC, NCCMC
45 Town Clerk