



1 **6. Introduction / Recognition of Employees**  
2

- 3 a. **Douglas Ludden, Firefighter**  
4 b. **Danielle Andelin, Firefighter**  
5 c. **Jacob Smith, Police Officer I Advancement**  
6

7 Fire Chief Bill Walker introduced Douglas Ludden and Danielle Andelin, new Firefighters, to the  
8 Board and the public. Chief Walker noted that Firefighter Danielle Andelin started as a junior  
9 firefighter at age 14, received her Firefighter certification in December 2015, and had been a  
10 paid Firefighter for the city of Rocky Mount for the past two years. Chief Walker noted that  
11 Danielle was also a basic EMT with plans to obtain a Paramedic certificate, and planned to  
12 return to school to obtain her Fire Science and Emergency Management degrees. Chief Walker  
13 introduced Firefighter Doug Ludden noting he had worked 4 years for the Jacksonville Fire  
14 Department and prior to that had served 8 years as a Police Officer. The Board and public  
15 applauded both new employees.  
16

17 Police Chief Tony Reese recognized Officer Jacob Smith on his recent advancement to the Police  
18 Officer I level. Chief Reese stated that Officer Smith had been with the Town since starting  
19 part-time June 2014 and was promoted to full-time for the Town in November 2015. Chief  
20 Reese noted the training and certifications that Officer Smith had completed in accordance with  
21 the POCAP program and he was now being promoted from a Police Officer to Police Officer I.  
22 The Board and public applauded the advancement of Officer Jacob Smith.  
23

24 **7. Special Presentation – Emerald Isle Sea Turtle Protection Program**  
25

26 Mayor Barber presented a Certificate of Appreciation to the volunteers of the Emerald Isle Sea  
27 Turtle Protection Program. The Certificate noted that the many volunteers involved in this  
28 program worked diligently each summer to identify, monitor, and protect sea turtle nests along  
29 Emerald Isle's 12+ miles of ocean beaches. Their significant efforts resulted in environmental  
30 protection benefits, enhanced community cohesiveness, added to the overall desirability of  
31 Emerald Isle as a tourism and retirement destination, and brought many smiles to those  
32 involved in the program and those fortunate to observe the hatching of a sea turtle nest.  
33

34 Emilie Zucker, Program Coordinator, joined by a large group of volunteers that were able to  
35 attend the meeting, thanked the Town of Emerald Isle for the recognition, also thanking the  
36 well over 100 volunteers and subs that had been admitted into their program over the years.  
37 Ms. Zucker said the program was successful because it was well organized, attributing much of  
38 the success to the dedication of Dale Bacquer, also Program Coordinator, along with the  
39 volunteers and subs who were devoted to the process, and because Town Manager Frank Rush  
40 and the Town employees Public Works Director Artie Dunn, his crew, Parks and Recreation, and  
41 Police Chief Reese and the Emerald Isle Police Department were available at all hours to assist

1 whenever needed. Ms. Zucker stated that visitors and residents were amazed at the spectacle,  
2 whether a nesting sea turtle crawling up on the beach, a hatch in progress, or a 100+ hatchlings  
3 guided to the ocean by volunteers. Ms. Zucker said it took a Town and our Town was a great  
4 one.

5  
6 **8. Proclamations / Public Announcements**

7  
8 Mayor Barber noted the above Proclamations as well as announcements below for the public:  
9

- 10 • **Bike and Ped Committee Meeting – Wednesday, November 15 – 9 am – Community**
- 11 **Center**
- 12 • **Elder Exploitation Seminar – Wednesday, November 15 – 6 pm – Community Center**
- 13 • **Coffee With A Cop – Thursday, November 17 – 9 am – Ben & Jerry’s**
- 14 • **Planning Board Regular Meeting – Monday, November 20 – 6 pm – Town Board**
- 15 **Meeting Room**
- 16 • **Thanksgiving Holiday – Thursday, November 23 and Friday, November 24 – Town**
- 17 **Offices Closed**
- 18 • **Community Center Closed on Thursday, November 24 but Open on Friday, November**
- 19 **25**
- 20 • **No trash collection on Thursday, November 23 or Friday, November 24**
- 21 • **EMS Pancake Breakfast With Santa – Saturday, November 25 – 7 am – 11 am – EMS**
- 22 **Station**
- 23 • **14<sup>th</sup> Annual EI Christmas Parade – Saturday, December 2 – 8 am – 4 pm – Community**
- 24 **Center**
- 25 • **Holiday Arts and Crafts Fair – Saturday, December 2 – 8 am – 4 pm – Community**
- 26 **Center**
- 27 • **Golf Cart Safety Class – Monday, December 4 – 6 pm – Town Board Meeting Room**
- 28 • **Santa and a Movie – Friday, December 8 – 6 pm – Community Center (must pre-**
- 29 **register by Dec 7 )**
- 30 • **Golf Cart Safety Class – Saturday, December 9 – 10 am – Town Board Meeting Room**
- 31 • **Board of Commissioners Regular Meeting – Tuesday, December 12 – 6 pm – Town**
- 32 **Board Meeting Room**
- 33
- 34
- 35
- 36
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- 41

1 **9. Public Comment**

2  
3 **Brief Summary:**

4  
5 The public will have the opportunity to address the Board about any items of concern not on the agenda. The  
6 Mayor and Board welcome and appreciate all comments from the public, and will take these comments into  
7 consideration as they make decisions on Town issues and provide direction to Town staff. Public comment is a time  
8 for the Board to listen to the public's concerns and ideas, and is not intended for a lengthy dialogue or question  
9 and answer session.

10  
11 The Mayor, Board, and Town staff are happy to meet with any citizen during normal business hours or at any other  
12 mutually agreeable time to discuss Town issues and answer any questions.

13  
14 Angel Hamlin, 8809 Edgewater Court, stated at the last EMS Joint Committee Meeting Scott  
15 Jones had made a request that the transition of EMS to a Town Department be added to the  
16 agenda for this meeting. Ms. Hamlin noticed the transition was not on the agenda and wanted  
17 to make this request known to the Commissioners and the citizens. Ms. Hamlin strongly urged  
18 the Board to entertain an open discussion about this subject. Ms. Hamlin said as an Emerald  
19 Isle resident she felt it was extremely important for the citizens and Commissioners to know the  
20 facts about this takeover. Ms. Hamlin said as an Emerald Isle EMS board member she had  
21 signed a contract that stated they would work cooperatively and diligently towards becoming a  
22 Town department however she felt they hadn't had the opportunity to work cooperatively as  
23 the process had been very one sided. Ms. Hamlin said she made several attempts to work with  
24 the Town Administrators and had been told twice there was nothing to negotiate. Ms. Hamlin  
25 stated at the time of the contract signing EMS was given two options – the first continuing to  
26 provide EMS services to the Town as an independent agency with mandated stipulations set by  
27 the Town, or transition to a Town department. Ms. Hamlin said they agreed to the terms of the  
28 contract with the stipulations that included a restructuring of their Board of Directors to include  
29 two Town appointed members with hopes of continuing as an independent agency. Ms.  
30 Hamlin felt as though the EMS Board of Directors including the Town appointed members were  
31 misled and it appeared that the Town taking over EMS was the plan all along. Ms. Hamlin said  
32 if this was the case that was fine, she just thought the citizens and the Commissioners needed  
33 to have all the facts before a decision was made. Ms. Hamlin felt as an independent agency  
34 they were able to provide citizens with high quality EMS services at a much lower cost than the  
35 Town, the Town already had oversight of their finances through the Joint EMS Committee and  
36 two Town appointed members, and as a taxpayer great service for less money and  
37 accountability without politics seemed great to her. Ms. Hamlin formally asked the Board to  
38 hold a Town meeting to discuss the future of EI EMS before any decisions were made.

39  
40 Mayor Barber noted that the Board decided not to place the issue on the agenda as they felt it  
41 was a personnel matter, and one of the duties of the Town Manager would be to hire the staff.  
42 Mayor Barber said they thought this was the best approach to take, and that they had the  
43 public comment period so that citizens had the opportunity to comment.

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1  
2 Arlayne Calhoun, 117 James Drive, commented that since the newspaper article came out  
3 during the Joint EMS Committee meeting she had been asked why the Town was taking over EI  
4 EMS, Inc. if the Town Government and citizens were happy with the performance of the  
5 company. Ms. Calhoun said the response she received was that elected officials could manage  
6 the money better than the EMS Board of Directors, noting the Town Manager's statement that  
7 it was going to cost the Emerald Isle taxpayers more when the Town took over. Ms. Calhoun  
8 felt that wasn't a good way to handle the taxpayers money. Ms. Calhoun compared Police and  
9 Fire Department budgets to the contracted amount with EI EMS, Inc. in the amount of  
10 \$390,000. Ms. Calhoun noted the remainder of their operating expense came from transport  
11 revenues and donations. Ms. Calhoun asked if EI EMS, Inc. as an independent agency could  
12 provide a high level of service and patient care at a lower cost to the taxpayers why the Town  
13 would be interested in taking them over. Ms. Calhoun noted the Town had oversight of their  
14 finances through the Financial Services Agreement; saw all their appropriations and billing  
15 revenue. Ms. Calhoun said Mr. Rush had stated that taking over EI EMS, Inc. would create  
16 another headache for him so she asked what was the real motive. Ms. Calhoun said they hired  
17 their first full-time Chief in the spring, prior to that their Chief was elected by their members  
18 and was a stipend volunteer but due to changes in their bylaws they went through a rigorous  
19 hiring process. Ms. Calhoun said the Town even had a say in their Chief selection as they  
20 required they be allowed to appoint two Emerald Isle citizens to sit on their Board of Directors,  
21 a medical doctor and a retired CEO of a national corporation. Ms. Calhoun said the other three  
22 directors were EI EMS members, all EMT's, two being business owners, and as per the Town's  
23 requirements, they all were Emerald Isle citizens. Ms. Calhoun stated out of 19 candidates they  
24 unanimously chose the current Chief Clinton Baysden. Ms. Calhoun said that now before he  
25 had the opportunity to prove himself the Town had decided that their choice wasn't good  
26 enough and they wanted to go through another hiring process and put in a Chief of their  
27 choice. Ms. Calhoun said they were now faced with the potential to add \$90,000 to the EMS  
28 budget due to the potential new Chief because Chief Baysden would be allowed to continue his  
29 employment, just not as a chief unless he was chosen by Mr. Rush. Ms. Calhoun spoke of Chief  
30 Baysden's background with EI EMS, Inc. Ms. Calhoun thought that EI EMS, Inc., the town  
31 residents, and visitors would be better served by keeping Chief Baysden in charge. Ms. Calhoun  
32 noted EI EMS, Inc. got glowing reviews from town leaders, town residents, and visitors, and  
33 thought perhaps EI EMS, Inc. would be better left as an independent agency.

34  
35 James Wolfe, 9100 Reed Drive, spoke about EI EMS, Inc., a non-profit organization noting that  
36 the term non-profit was important because non-profit's can take donations. Mr. Wolfe said  
37 that when the Town took EI EMS, Inc. over in 10 years' time you were talking about between  
38 \$500,000 - \$1,000,000 in donations that the Town could not accept. Mr. Wolfe felt  
39 management was not doing things right, elected officials were about doing the right thing and  
40 that was the difference between an appointed position and elected officials. Mr. Wolfe said as  
41 elected officials they had a responsibility to their voters thus EI EMS, Inc. is being taken by the

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1 Town as stated in the April 2017 Commissioner’s meeting minutes and the only reason stated  
2 that was any benefit for the Town was to have more control. Mr. Wolfe said the Town had  
3 changed the contract making it a requirement to add personnel, and to change the contract to  
4 end March 1 so they could change over in off-season. Mr. Wolfe spoke about changes the  
5 Town would likely have to make and additional cost in the transition. Mr. Wolfe said that EI  
6 EMS personnel felt that instead of communication it appeared more like a hostile takeover.  
7 Mr. Wolfe said there were no informational documents after nearly seven months so current  
8 employees could make an educated decision on their desire to continue employment with the  
9 Town. Mr. Wolfe spoke of his past experience in HR and payroll and the biggest complaint was  
10 giving employees information so they could understand what was happening. Mr. Wolfe said  
11 no person or organization should ever mess with money, family and job security. Mr. Wolfe  
12 said that the Town seemed to make a habit of not making a plan before acting on decisions.  
13 Mr. Wolfe felt it was a shame the way the Town failed to provide accurate and timely  
14 information.

15  
16 Nick Markham, 9100 Reed Drive, said he understood that the Board during their last meeting  
17 agreed not to build an event center on the Western Ocean Regional Access property. Mr.  
18 Markham said when he read the agenda information that stated “it promotes the development  
19 of a meeting and event center in Emerald Isle to promote economic development and  
20 accommodate larger public events” it gave him pause. Mr. Markham said it bothered him that  
21 statement was still there.

22  
23 Debby Mallette, Oceanview Drive, thanked Town Manager Frank Rush for meeting with them to  
24 walk and view the roundabout location. Ms. Mallette said she felt there was a disconnect when  
25 they talked about meeting and event center and what that meant, and what did a small town  
26 family beach atmosphere mean. Ms. Mallette said the wonderful video on the town’s website  
27 showed what they came here for and why others came – to see families, the beach, have  
28 relaxing time, and she didn’t see big tall or smaller meeting and event centers. Ms. Mallette  
29 said Amazon was getting ready for a HQ2 – Headquarters 2 city – and they wanted to establish  
30 it like they had in Seattle , Washington. Ms. Mallette said there were towns that were saying  
31 they wanted to be the HQ2 Amazon city and part of the proposal was that Amazon was going to  
32 put X number of dollars into their town but Amazon wanted from them 8 million square feet for  
33 office space, etc. Ms. Mallette said she noticed that Little Rock, Arkansas took out a full-page  
34 ad in the Washington Post that said “thank you very much Amazon for considering us but what  
35 you want - this is not us”. Ms. Mallette said they didn’t want to be a Myrtle Beach, an Ocean  
36 City, or any other ocean resort town – they wanted to be Emerald Isle – this is us - a small  
37 quaint family beach like in the video. Ms. Mallette said she knew you had to do some things  
38 but she wanted people that visited to look out and see what they didn’t get when they went  
39 back home to Little Rock, Arkansas, Ohio, or Pennsylvania. Ms. Mallette said they had things to  
40 offer here that they couldn’t buy so her hallmark card to Emerald Isle would be what Little Rock  
41 said to Amazon – this is us, lets major on what we had – small town beach atmosphere, the

1 ocean is the event and let's keep it that way. Ms. Mallette felt she spoke for many when she  
2 spoke of what they wanted for this Town.  
3

4 **10. Consent Agenda**

- 5  
6 a. Minutes – October 10, 2017 Regular Meeting  
7 b. Tax Releases  
8

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

11  
12 Clerks Note: A copy of all Consent Agenda Items as noted above are incorporated herein by reference and hereby made a  
13 part of these minutes.  
14

15 **11. Presentations – Carteret County Clerk of Court, Register of Deeds**

16  
17 Pamela Hanson, Carteret County Clerk of Court, and Karen Hardesty, Carteret County Register  
18 of Deeds explained to the Board and public their roles and the services they provided in an  
19 effort to better inform Emerald Isle's residents.  
20

21 **12. Final Adoption – 2017 Comprehensive Land Use Plan – (17-11-14/R1)**

- 22  
23 a. Public Hearing  
24 b. Resolution Adopting 2017 Comprehensive Land Use Plan  
25

26 Town Planner Josh Edmondson addressed the Board concerning this Agenda item. The  
27 following excerpt from his memo to the Town Manager is provided for additional background:  
28

29 The Board of Commissioners conducted a public hearing and gave preliminary approval of the 2017  
30 Comprehensive CAMA Land Use Plan at their February 14, 2017 meeting. Since this time, Holland Consulting and  
31 staff have been working with the Division of Coastal Management's District Planner to ensure the Plan complies  
32 with all requirements of Subchapter 7B Landuse Planning Guidelines Section .0700 CAMA Land Use Planning  
33 Requirements. The Town received final approval from DCM in late August. No policies were changed during this  
34 process and many of the changes were very small in nature. Examples of these items are as follows:  
35

- 36
- 37 o Updating section headings
  - 38 o Updating the plan matrix to match the correct page in the plan with the matrix
  - 39 o Updating the plan to say not applicable
  - 40 o Adding a sentence to address specific criteria outlined in the CAMA Planning Guidelines
  - o Adding a map to show Town water and sewer infrastructure

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1  
2 As noted above, many of the items addressed were minor and did not add nor take away from the substantive  
3 elements of the plan reviewed at the February meeting. The new plan used the 2004 plan as a starting point.  
4 There is a great deal of data and information about Emerald Isle, and summarizes the significant public input  
5 received from the year plus process of updating the plan. Many of the policies and goals in the 2017 update are  
6 consistent with those in the 2004 plan. Some of these include:

- 7  
8     o Family friendly image and small town atmosphere
- 9     o High value on public access to the beach and sound
- 10     o High quality community aesthetics
- 11     o Maintains a commitment to current building heights 40-50 ft.

12  
13 As we have discussed, the 2017 plan includes a few notable changes from the policies included in the 2004 plan, as  
14 follows:

- 15  
16     o Promotes the allowance of complimentary residential use above commercial zoned properties
- 17     o Promotes the future development of limited centralized wastewater treatment systems to serve the  
18 Village Areas and NC 58 Commercial areas only
- 19     o Specific language promoting the development of a traditional, full service marina facility
- 20     o Specific language supporting the continued existence of Bogue Inlet Pier
- 21     o Promotes the development of a meeting and events center to promote economic development and  
22 accommodate larger public events

23  
24 Included for Board review is the presentation from the February meeting giving a brief overview of the 2017 Plan.  
25 After the conclusion of the public hearing, if the Commissioners approve, staff will take the necessary action to get  
26 the plan to DCM for review of final approval by the Coastal Resources Commission. This is expected to take place  
27 in early 2018. Attached to this memo is a Resolution to adopt the 2017 Emerald Isle Comprehensive CAMA Land  
28 Use Plan. I look forward to discussing this with the Commissioners at their November 14, 2017 meeting.

29  
30 Town Planner Josh Edmondson spoke to the Board about the details of the final adoption of the  
31 2017 Comprehensive Land Use Plan as further outlined in detail in the above memo. Town  
32 Planner Edmondson discussed the specific guidelines to be followed for the CAMA Land Use  
33 Plan to be adopted by the Coastal Resources Commission.

34  
35 ***Motion was made by Commissioner Messer to open the Public Hearing. The Board voted***  
36 ***unanimously 5-0 in favor. Motion carried.***

37  
38

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1 Joan Pate, 9100 Reed Drive, speaking of the parts in the CAMA Land Use Plan deemed most  
2 notable inconsistencies in the new plan as compared to the 2004 plan – the first bullet noted -  
3 places the communities highest value on the family beach image and small town atmosphere  
4 and the primarily residential nature of the community. Ms. Pate said the last items in the  
5 bullets included a few notable changes from the policies and goals including in the 2004 Plan as  
6 follows skipping to the last bullet – promotes the development of a meeting and event center in  
7 Emerald Isle to promote economic development and accommodate larger public events. Ms.  
8 Pate stated that she must have a different image of small town and family beach as her image  
9 was a two-lane bridge with a two-lane road with some nice businesses and restaurants and  
10 predominantly residential. Ms. Pate questioned an event center, when they had a beautiful  
11 one at the Islander, and when there was a beautiful one just miles down the road in Salter Path  
12 that went belly-up and was being sold. Ms. Pate said the new town video promoted what we  
13 are – sea, sand, sun, and salt, great fun, great beauty, and great people. Ms. Pate said keeping  
14 the event center off the Western Ocean Regional Access may have been the primary goal but  
15 the need for it anywhere on Emerald Isle didn't fit with the small town family beach. Ms. Pate  
16 asked that they look back at the video and realize their jewels were already here – the natural  
17 beauty, the ocean, the people – not the manmade monstrosities.

18  
19 James Wolfe, 9100 Reed Drive, said in the Town Manager's memo it talked about the CAMA  
20 plan starting in 2004, being updated today and that in the year 2023 they wanted 50,000  
21 people. Mr. Wolfe said math, space and the ability to do things didn't always work out the way  
22 they looked at small town family atmosphere. Mr. Wolfe said that the event center was really  
23 to build hotels because you would have to have more space to put the people. Mr. Wolfe  
24 stated the same thing he said in April, which was if you kept promoting the number of people  
25 that come here, you would have to build hotels because there were only 804 buildable lots left  
26 on the island, and after they were gone the only space left was in the East, West and Pier  
27 districts. Mr. Wolfe wondered where the 20-25,000 people would stay, and if that was small  
28 town atmosphere he was confused. Mr. Wolfe said he would love to hear how they could get  
29 65,000 people here in 15.5 years.

30  
31 ***Motion was made by Commissioner Messer to close the Public Hearing. The Board voted***  
32 ***unanimously 5-0 in favor. Motion carried.***

33  
34 ***Motion was made by Commissioner Finch to approve the Resolution Adopting the 2017***  
35 ***Comprehensive Land Use Plan.***

36  
37 Commissioner Normile commented that he thought everyone's input tonight was absolutely  
38 great. Commissioner Normile noted in the last CAMA Land Use Plan 2004 version they were  
39 able to make several amendments to that plan over the years. Commissioner Normile said that  
40 the current plan they were about to vote on could certainly be changed in the years to come.  
41 Commissioner Normile said what was mentioned a lot tonight was the meeting and event

1 center, and he thought the tool, if desired by the taxpayers and community, would be to  
2 facilitate and start that at the Planning Board. Commissioner Normile said whether the  
3 Planning Board concluded to take that out or leave that in the land use plan they would then  
4 send that to the Board of Commissioners for a vote. Commissioner Normile said he had  
5 listened to a lot of folks and felt they could certainly change the plan, he would just recommend  
6 starting the public comment at the Planning Board.

7  
8 Following this discussion ***the Board voted unanimously 5-0 in favor. Motion carried.***

9  
10 Clerks Note: A copy of Resolution 17-11-14/R1 is incorporated herein by reference and hereby made a part of these minutes.

11  
12 **13. Ordinances Amending the Unified Development Ordinance (UDO) to Implement the**  
13 **“Commercial Village” Concept**

- 14  
15 a. **Public Hearing**  
16 b. **To Amend Chapter 3 – Zoning Districts – Defining the Business Zoning District**  
17 (17-11-14/O1)  
18 c. **To Amend Chapter 4 – Use Regulations – To Allow Complementary Residential Uses**  
19 **and Mixed-Use Structures in the Business Zoning District – (17-11-14/O2)**  
20 d. **To Amend Chapter 5 – Density, Intensity, and Dimensional Standards – To Reduce**  
21 **Building Setbacks in Certain Zoning Districts**  
22 e. **To Amend Chapter 5 – Density, Intensity, and Dimensional Standards – To Amend**  
23 **Natural Area / Vegetated Area Requirements in the Business, Village East, Village**  
24 **West, and Marina Village Zoning Districts**  
25 f. **To Amend Chapter 6 – Development Standards – Regarding Sidewalk Standards**  
26 (17-11-14/O3)  
27

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

30  
31 Over the last several months, the Planning Board and staff have been working on amendments to the Business  
32 District. The amendments are meant to apply some of the characteristics you find in a more traditional small  
33 downtown setting than currently allowed in the Business Zoning District. This concept is outlined and supported in  
34 the Land Use Plan as a commercial village concept. The following are excerpts from the Land Use plan, which  
35 supports this initiative:

36  
37 **Future Land Use 4-11**

38  
39 Commercial Village - these portions of Town are dedicated to commercial land uses intended to provide goods,  
40 tourism-based services and businesses and professional series to both citizens and visitors. This district will also  
41 allow residential use that is complementary to commercial uses, but is not intended for solely residential housing.  
42  
43  
44  
45

1       **Land Use Compatibility 5-10 – 5-11**

2  
3       **22.** The Town supports development of a more traditional “town center” that builds on  
4 development and redevelopment of the existing business areas. These development and  
5 redevelopment efforts should focus on providing a range of goods and services, serving  
6 both the year-round and transient population base, while establishing a sustainable built  
7 environment that has the potential to support a range of uses. These efforts align with the  
8 goal of preserving and enhancing Emerald Isle’s small town atmosphere. When considering  
9 future developments within these portions of Town, the following should be considered  
10 during design and approval phases of the project:

- 11       • The town center will encourage mixed uses such as retail services, restaurants,  
12 entertainment, and residences.  
13       • It will take advantage of the ocean beach and strive to provide easy pedestrian and bike  
14 connections to surrounding neighborhoods and the sound.  
15       • It will encourage interconnections between businesses and shopping centers that  
16 minimize the need for trips on NC 58 (P/I). **Schedule: High**

17       **25.** The Town supports the development of complementary residential uses above ground  
18 floor commercial uses within the Commercial Village area (P). **Schedule: High**

19       **26.** The Town encourages the siting of commercial and mixed use buildings closer to the  
20 property line (street/right-of-way) and encourages the location of rear and/or side yard  
21 parking facilities (P/I). **Schedule: High**

22       There are several amendments proposed for review by the Commissioners. Each  
23 amendment is outlined below showing current vs proposed or new use.

24

25       Chapter 3

26       Section 3.2.1 - Base Districts

27       **Current Definition** - Business (B)

28       Business district allowing a general and wide variety of retail trade.

29

30       **Proposed Definition** – Business (B)

31       Business district allowing a general and wide variety of retail & professional uses. **The**  
32 **district will also allow residential use that is supplemental to business uses, but is not**  
33 **intended solely for residential housing. Only business use is allowed on the ground**  
34 **level of a structure, while upper levels are allowed to have residential and/or business**  
35 **uses**

36

37       Chapter 4

38       Section 4.1.2 - Table of Permitted and Special Uses

39       Add a **(P) for permitted use** beside **mixed-use structures in the Business (B) Column**  
40 (located under Retail and Office Use Heading)

41

42

43

44

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- 1 Section 4.1.2 - Table of Permitted and Special Uses  
2 **New Use**  
3 Add **new use Dwelling and Condominiums as (P) for permitted use in the Business (B) Column**  
4 (located under residential and Related Uses)  
5  
6 Chapter 5  
7 Section 5.1 - Density, Intensity, Dimensional Table  
8 Front, Side and Through Street Setback  
9  
10 **Current Setback - 10'**  
11 Note 4. In the B, G, C, VE, VW, VE-C, VW-C, MV and MV-C zoning districts, every building or property in these  
12 districts that has NC 58 (Emerald Drive) as an adjoining street shall also be set back an additional ten (10) feet  
13 from NC 58 (Emerald Drive) for each additional story over two (2) stories.  
14  
15 **Proposed Setback - 0'** in Business, Government and Village East and West Districts  
16 Note 4. In the C, MV and MV-C zoning districts, every building or property in these districts that has NC 58  
17 (Emerald Drive) as an adjoining street shall also be set back an additional ten (10) feet from NC 58 (Emerald  
18 Drive) for each additional story over two (2) stories. **In the G,B, VE, VW, VE-C and VW-C zoning districts, every**  
19 **building or property in these districts that has NC 58 (Emerald Drive) as an adjoining street shall have a zero**  
20 **(0) feet set back if parking is located on the side or rear of the building and has a primary building entrance**  
21 **located along NC 58 (Emerald Drive). Carteret Craven Electric Membership Cooperative (CCEMC) and Bogue**  
22 **Banks Water Corporation (BBWC) may require additional setbacks.**  
23  
24 Section 5.1 - Density, Intensity, Dimensional Table  
25 Side and Rear Setbacks  
26  
27 **Current Setback - 0'**  
28 Note 5. In the Business and Government zoning districts, when a side or rear lot line abuts a residentially zoned  
29 lot, there shall be a minimum yard of fifteen (15) feet for the first and second story of commercial building and  
30 ten (10) feet yard width for each additional story.  
31  
32 **Proposed Setback – 0'** in Business district  
33 Note 5. **In the Business and Government zoning districts, when a side or rear lot line abuts a residentially**  
34 **zoned lot, there shall be a minimum yard of ten (10) feet for the first and second story of commercial building**  
35 **and five (5) feet for each additional story.**  
36  
37 Section 5.1 Density, Intensity, Dimensional Table  
38 Minimum Natural/Vegetated Area (% of site)  
39  
40 **Current % - 15% Natural Area**  
41  
42 **Proposed % - 15% Vegetated Area**  
43  
44 Chapter 6  
45 Section 6.1.6 - Sidewalk Standard  
46  
47 **Current Standard**  
48 (1) Sidewalk Standard  
49 No sidewalk shall be without a written permit from the Town.

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1 **Proposed Standard**

2 **(1) Sidewalk Standard**

3 **No sidewalk shall be constructed without a written permit from the Town.**

4 **(A) All connections from the sidewalk to a business front shall be no less than four (4) feet in width and**  
5 **no greater than eight (8) feet in width.**

6 In an effort to provide consistency within the Business District and Village Districts, an amendment has been  
7 proposed reducing the vegetative requirement in the Village Districts to match the proposed amendment to the  
8 vegetative requirement in the Business District. The amendment is outline as follows.:

9  
10 **Current Standard**

11 25% Vegetative in VE, VW, MV, VE-C, VW-C and MV-C

12  
13 **Proposed Standard**

14 **15% Vegetative in VE, VW, MV, VE-C, VW-C and MV-C**

15  
16 The Planning Board and staff worked extremely hard to ensure that the proposed changes would not change the  
17 small town characteristics currently enjoyed in Emerald Isle. We feel this will lead to redevelopment opportunities  
18 and provide developers with a quicker return on their investment allowing this residential component. This  
19 concept is meant to continue to foster attractive development, pedestrian and bicycle connectivity, shared  
20 commercial driveways and most importantly the family friendly beach we all enjoy. I look forward to discussing  
21 this with the Commissioners at their November 14, 2017 meeting.

22  
23 Town Planner Josh Edmondson outlined step-by-step each of the proposed amendments to the  
24 Unified Development Ordinance (UDO) to implement the "Commercial Village Concept" as  
25 described in his memo provided above.

26  
27 Commissioner Normile asked for clarity that the 0' setback was in regards to the right-of-way  
28 and not the street. Town Manager Rush confirmed that and said on NC 58 between the bridge  
29 and Welcome Center there was a 200' right-of-way and the rest of NC 58 had a 100' right-of-  
30 way.

31  
32 Commissioner Wright said just to make it clear they were not talking about being on the street  
33 but 200' back from the right-of-way.

34  
35 Town Manager Frank Rush noted for example that El Zarape, Highway 58 Bikes, those buildings  
36 were probably 5' off the property line.

37  
38 Town Planner Edmondson continued with the details of the setback reductions, vegetative, and  
39 screening requirements.

40  
41 ***Motion was made by Commissioner Messer to open the Public Hearing. The Board voted***  
42 ***unanimously 5-0 in favor. Motion carried***

43

1 Hank Mahns, 108 Jackson Avenue, said his concern was that they kept talking about how to  
2 keep this a small town but all they heard was business development, bringing buildings closer  
3 to the road. Mr. Mahns said he didn't see the need for this as they had 5-6 empty buildings  
4 here as it is and he didn't know where these businesses would come from. Mr. Mahns said if  
5 you looked at Town's like Kinston where their businesses were right up to the sidewalk and  
6 they were all empty, nothing was going to come in and magically fill those areas. Mr. Mahns  
7 felt they were losing the small town atmosphere gradually and promoting business seemed to  
8 be the objective. He would like to keep the small town atmosphere, which was why most of  
9 them were here.

10  
11 James Wolfe, 9100 Reed, asked whether the 15% vegetative area being discussed was just in  
12 the commercial district or throughout Emerald Isle. Town Planner Edmondson stated it was  
13 just in the Village and Commercial districts. Mr. Wolfe commented on developments that had  
14 no trees or bushes because they had leveled it and the 15% didn't seem like much but if you  
15 were taking the natural habitat out and just putting grass or mulch you took away from the  
16 natural beauty and felt they should seriously consider that as not an option. Mr. Wolfe said it  
17 didn't seem like much now, like the setback changes didn't seem like much now, but it was just  
18 one more step and pretty soon it was all gone.

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

22  
23 Commissioner Normile expressed concerns with the amendments proposed to Chapter 5  
24 regarding the setbacks and the vegetative screening. There was considerable discussion about  
25 the proposed amendments, asking questions of staff as well as soliciting input from Planning  
26 Board chair Ken Sullivan who was in attendance.

27  
28 ***Motion was made by Commissioner Normile to adopt the Ordinance Amending Chapter 3 –***  
29 ***Zoning Districts – of the UDO Defining the Business Zoning District. The Board vote***  
30 ***unanimously 5-0 in favor. Motion carried.***

31  
32 ***Motion was made by Commissioner Wright to adopt the Ordinance Amending Chapter 4 –***  
33 ***Use Regulations – of the UDO To Allow Complementary Residential Uses and Mixed-Use***  
34 ***Structures in the Business Zoning District. The Board voted unanimously 5-0 in favor. Motion***  
35 ***carried.***

36  
37 ***Motion was made by Commissioner Normile to adopt the Ordinance Amending Chapter 6 –***  
38 ***Development Standards – of the UDO Regarding Sidewalk Standards. The Board voted***  
39 ***unanimously 5-0 in favor. Motion carried.***

40

1 At the conclusion of the discussion the Board decided to not vote on either Chapter 5  
2 amendments and directed that staff take Board suggestions for Chapter 5 back to the Planning  
3 Board for their review.

4  
5 **Clerks Note: A copy of Ordinance Amendments 17-11-14/O1, 17-11-14/O2, and 17-11-14/O3 are incorporated herein by**  
6 **reference and hereby made a part of these minutes.**  
7

8 **14. Presentation – Annual Financial Reports**  
9

10 **a. Town of Emerald Isle – June 30, 2017 Comprehensive Annual Financial Report**

11 **b. Emerald Isle EMS, Inc. – June 30, 2017 Financial Statements**  
12

13 Finance Director Laura Rotchford addressed the Board concerning this Agenda item. The  
14 following excerpt from her memo to the Town Manager is provided for additional background:  
15

16 I am pleased to present the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30,  
17 2017. A copy of the CAFR is attached for your review. Following the presentation of the financial results to the  
18 Board of Commissioners we will formally submit a copy of the CAFR to the NC Local Government Commission for  
19 their review process. We will also have a copy of the CAFR available on our website, and by end of the calendar  
20 year, we will submit a copy of the report to the Government Finance Officers Association for application to the  
21 Certificate of Achievement for Excellence in Financial Reporting award program.  
22

23 As you are aware, for fiscal years 2011 through 2016 we had previously worked with the CPA firm, Williams  
24 Scarborough Smith Gray, LLP (WSSG) of New Bern, NC. During FY 2017, WSSG notified the Town that they would  
25 no longer be offering governmental audit work as part of their services. Town staff solicited proposals from  
26 several area CPA firms and the Town's Audit Committee recommended the selection of S. Preston Douglas &  
27 Associates, LLP (SPDA) of Lumberton, NC to conduct the audit along with the compilation of the financial  
28 statements for FY 2017. The auditors began their field work in August and effectively concluded their work by the  
29 end of September with a presentation to the Town's Audit Committee on October 30th. Lee Grissom, CPA is the  
30 partner in charge of the engagement. He and his team have been a pleasure to work with during these past  
31 months for the entire audit process. Their work was very professional, and timely, and we look forward to working  
32 with them again in future fiscal years.  
33

34 The Audit was conducted in accordance with generally accepted auditing standards, which are standards contained  
35 in Government Auditing Standards, issued by the Comptroller General of the United States. As in prior years we  
36 have again, received an unmodified opinion (or a "clean opinion") from the auditors. As stated in the Auditor's  
37 Report, the Town's financial statements for the fiscal year ended, June 30, 2017, "present fairly, in all material  
38 respects..."  
39

40 There are several financial highlights which can be found in the detail of the CAFR, and are briefly mentioned  
41 below:  
42

- 43 • The Town had \$4,279,754 of both unrestricted and restricted cash and cash equivalents on hand as of  
44 June 30, 2017. The Town also had total net receivables of \$40,258 as of June 30, 2017. Additionally, a total of  
45 \$718,339 was due from other governments, which is primarily comprised of sales and utility taxes earned during  
46 the 4th quarter.  
47

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1 • The Town had total capital assets, net of depreciation of \$21,492,294 as of June 30, 2017. The bulk of  
2 these assets are land, buildings, and other improvements in the community. During FY 2017 the Town completed  
3 several capital projects, including the Osprey Ridge Stormwater Pump project, as well as purchased several assets  
4 such as land and vehicles, which added to the Town's overall capital assets on hand.

5  
6 • The Town reported net position of \$23,164,099 as of June 30, 2017. Total net position increased by  
7 \$1,024,865. The overall increase is attributed to the annual increase to the Beach Nourishment Fund, through the  
8 collection of special district property taxes and General Fund contributions held for the purpose of future beach  
9 renourishment, along with a significant payment of principal on installment purchase obligations related to capital  
10 assets.

11  
12 • The Town had total revenues of \$10,142,877 across all funds during FY 2017. The Town had total  
13 expenditures of \$9,581,417 across all funds during FY 2017, resulting in an overall increase in fund balance of  
14 \$561,460. Additions to the Future Beach Nourishment's fund balance of \$683,563 are associated with reserve  
15 funds for future beach nourishment activities.

16  
17 • As of the close of the current fiscal year, the Town's governmental funds reported combined ending fund  
18 balances of \$4,793,729, an increase in comparison to the prior year. Increases to fund balance were related the  
19 annual increase in the Future Beach Nourishment Fund from the collection of special district property taxes and  
20 General Fund contributions held for the purpose of future beach renourishment.

21  
22 • As of June 30, 2017, the Town's General Fund had a total fund balance of \$2,179,388, of which a total of  
23 \$1,358,642 is classified as unassigned fund balance.

24  
25 • The total General Fund balance of \$2,179,388 is equal to 22.8% of total General Fund expenditures during  
26 FY 2017 (\$9,573,380, including transfers out). This percentage is down from the previous year (25.5%), due to two  
27 key factors; 1) the intentional early retirement of Fire Truck debt, and 2) an increase in transfers out to capital  
28 projects during FY 2017 compared to the prior fiscal year. Total General Fund balance represents 23.1% percent of  
29 the FY 17-18 adopted budget of \$9,454,176 (including transfers out).

30  
31 • The total unassigned General Fund balance amount of \$1,358,642 is equal to 14.2% of total General Fund  
32 expenditures during FY 2017 (\$9,573,380, including transfers out). Unassigned General Fund balance represents  
33 14.4% of the FY 17-18 adopted budget of \$9,454,176 (including transfers out).

34  
35 • The Town's Future Beach Nourishment Fund had a year-end fund balance of \$2,505,027, as the Town  
36 collected another year of special district property taxes and General Fund contributions reserved for future beach  
37 nourishment activities.

38  
39 • The Town's total loans outstanding at June 30, 2017 is \$2,150,823. This includes three (3) existing  
40 installment purchase agreements. The Town's total outstanding debt is equal to approximately 0.08% of the  
41 Town's total assessed valuation at June 30, 2017, which remains a very low percentage.

42  
43 Finally, each year the Governmental Accounting Standards Board (GASB) issues new pronouncements on key  
44 accounting standards and financial reporting. From time-to-time the Town's financial statements have been  
45 affected by these accounting changes. During FY 2017, the Town fully implemented all the provisions of GASB  
46 Statement #73 – Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the  
47 Scope of GASB 68. The Town participates in the Law Enforcement Officers' Special Separation Allowance (LEOSSA)  
48 which falls under the reporting requirements of GASB 73. While the Town has disclosed the LEOSSA obligations in  
49 the Notes to the Financial Statements in previous years, the total pension liability for FY 2017 has been reflected in  
50 the Statement of Net Position. The result of this recognition was a \$359,028 increase in total pension liability

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1 compared to FY 2016. The Town budgets for the LEOSSA benefit payments on a pay-as-you-go basis, and  
2 considers these required annual benefit payments in long-term planning.  
3

4 I look forward to discussing the results of the financial statements with you further, and I am happy to answer any  
5 questions you may have.  
6

7 Finance Director Laura Rotchford presented the June 30, 2017 Comprehensive Annual Financial  
8 Report providing a PowerPoint presentation that highlighted the key components, as also noted  
9 in further detail in her memo provided above. Finance Director Rotchford stated that the Town  
10 received a clean audit report, or an unmodified opinion as it is formally called.  
11

12 Town Manager Frank Rush thanked and recognized Finance Director Laura Rotchford for her  
13 excellent work. Town Manager Rush said Laura had done a great job for the Town in her time  
14 as Finance Director, and felt that was reflected in the solid financial position that we had with  
15 the Town. Town Manager Rush noted the Certificate of Achievement that the Town had  
16 received for 4 years in a row now, and commended the entire fiscally conscious staff for the  
17 great job, he appreciated all their efforts.  
18

19 Additionally, Finance Director Rotchford also noted that EI EMS, Inc. went through the audit  
20 process at the same time as the Town and she reported that they also had received a clean  
21 audit opinion.  
22

23 The Board and public applauded Finance Director Laura Rotchford.  
24

25 ***Motion was made by Commissioner Finch to accept the June 30, 2017 Comprehensive Annual***  
26 ***Financial Report. The Board voted unanimously 5-0 in favor. Motion carried.***  
27

28 ***Motion was made by Commissioner Wright to accept the June 30, 2017 financial statements***  
29 ***for Emerald Isle EMS, Inc. The Board voted unanimously 5-0 in favor. Motion carried.***  
30

31 **15. Resolution Defining Emerald Isle Central Business District – (17-11-14/R2)**  
32

33 Town Manager Frank Rush addressed the Board concerning this Agenda item. The following  
34 excerpt from his memo to the Board is provided for additional background:  
35

36 The Board of Commissioners is scheduled to consider the attached resolution formally defining the Emerald Isle  
37 central business district at the November 14 meeting.  
38

39 The attached resolution references the attached map and defines the central business district as the land area  
40 centered on NC 58, Islander Drive, and Bogue Inlet Drive in central Emerald Isle between the Emerald Isle bridge  
41 and the Town Government complex. This area includes all properties currently developed or zoned for commercial  
42 uses and mixed-uses, and, with the exception of a very small area in eastern Emerald Isle, is the location of all  
43 commercial activity in Emerald Isle. This land area includes approximately 200 acres, or 6% of the approximately  
44 3,200 acres of land in Emerald Isle.

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1  
2 As you know, the Town acquired property at 203 Islander Drive earlier this year in order to remove abandoned  
3 features and improve the aesthetic quality of this area, pursue economic development goals, and promote quality  
4 redevelopment in this area. The abandoned features have been removed and the aesthetic quality of this area has  
5 already been improved, and work continues on economic development and quality redevelopment goals. At its  
6 October 10 meeting, the Board directed the Town Manager to take steps to offer this 1.8-acre tract of land for sale  
7 to a private development group, and I have begun work on this effort. There are several methods available in the  
8 North Carolina General Statutes by which the Town can proceed with the sale of this land, and I continue to  
9 evaluate different methods to determine the most strategic approach for the Town to achieve its goals. One  
10 statute, NCGS 160A-458.3 – Downtown development projects, may ultimately be advantageous for the Town to  
11 use to facilitate the sale of 203 Islander Drive. In an effort to provide as much flexibility for the Board as possible  
12 when a potential buyer and desired development project are identified, it is helpful for the Board to formally  
13 define the central business district, or the “downtown”, in Emerald Isle. The attached resolution and map would  
14 meet the requirements of NCGS 160A-458.3, and I recommend the Board approve the attached resolution.  
15 Ultimately, the Town may wind up utilizing an alternative method available in the NC General Statutes for the land  
16 sale, however, the attached resolution will provide additional flexibility to the Town.

17  
18 I am currently working to finalize a formal Request for Proposals from interested development groups for the 1.8-  
19 acre tract of land at 203 Islander Drive, and hope to release this RFP in the coming weeks. My intent is for  
20 development groups to submit proposals that outline the proposed land purchase price, the proposed private  
21 development, and any investment in public facilities as part of the project. The Town would receive proposals  
22 from interested development groups in the coming months, evaluate the proposals, seek public input, and then  
23 determine the most advantageous proposal for Emerald Isle. After identifying the best proposal, the Town would  
24 negotiate the finer details with the selected development group, and the Town would then proceed with the sale  
25 of the land using the selected method available under the NC General Statutes. The end goal for this effort is to  
26 promote quality redevelopment in this area that is consistent with the Town’s family beach image and small-town  
27 atmosphere, that results in additional economic development in Emerald Isle, and that will ideally include  
28 additional public benefits for the people of Emerald Isle.

29  
30 Town Manager Frank Rush discussed this item with the Board as further detailed in the memo  
31 above. Town Manager Rush noted that the Board at their last meeting directed him to take  
32 steps to offer the 1.8 acre property at 203 Islander Drive for sale to interested private  
33 developers. Town Manager Rush said he was currently working on a request for proposals he  
34 hoped to release in the next few weeks and essentially those proposals would ask for the  
35 offering price for the land, their proposed development plans, and any public amenities they  
36 may provide as part of their development plan. Mr. Rush said there were several different  
37 statutes available for a municipal government to sell land and they were looking at five  
38 different statutes that may be helpful to the Town. Mr. Rush pointed out one statute in Board  
39 packets NCGS 160A-458.3 that had to do with downtown development. Mr. Rush said in the  
40 interest of providing the Board the most flexibility and the most discretion in determining who  
41 they sell the land to, and what they did with the land, he was trying to create as many options  
42 under the statute as possible. Mr. Rush said the Board was asked to formally designate their  
43 central business district for the downtown area, which was really just a formality to say this is  
44 our downtown. Mr. Rush said by doing this it gave more flexibility and in the end they may use  
45 that statute to sell that land. Mr. Rush said he had received very good feedback from the UNC

1 School of Government and also from Town Attorney Richard Stanley and hoped to have  
2 proposals back from interested parties in the January / February timeframe.

3  
4 ***Motion was made by Commissioner Messer to adopt the Resolution Defining Emerald Isle  
5 Central Business District. The Board voted unanimously 5-0 in favor. Motion carried.***

6  
7 Clerks Note: A copy of Resolution 17-11-14/R2 is incorporated herein by reference and hereby made a part of these minutes

8  
9 **16. Potential Establishment of Dog Park Committee**

10  
11 Town Manager Frank Rush addressed the Board concerning this Agenda item. The following  
12 excerpt from his memo to the Board is provided for additional background:

13  
14 I have scheduled time on the November 14 meeting agenda for the Board to discuss the potential establishment of  
15 a new committee to work on the future development of a dog park in Emerald Isle. Over the years, there have  
16 been many suggestions for a dog park from our residents and visitors, and it may be helpful to solicit volunteers for  
17 a new committee to work toward making this goal a reality in the future.

18  
19 If the Board is so inclined, I would envision the Town advertising for interested volunteers to serve on the new  
20 committee. An advertisement would be posted on the Town's various digital platforms, and would simply request  
21 a brief email from interested individuals that states their interest in serving on the new committee. Ideally, the  
22 new committee would consist of 7 – 10 members, and the committee could be tasked with the following activities:

- 23  
24
- generate community support and advocate for the future construction of a dog park in Emerald Isle,
  - coordinate fundraising activities aimed at generating 50% of the construction cost, with the Town contributing the remaining 50% (similar to the model used for other Town projects in recent years),
  - review potential dog park locations in Emerald Isle, and determine the most cost-effective location,
  - assist in the design of the new dog park, including type of fencing, layout, features, etc., and
  - any other associated activities.
- 25  
26  
27  
28  
29  
30  
31  
32  
33  
34

35 The new committee would generally be modeled after the Town's successful Bicycle and Pedestrian Advisory  
36 Committee. If the Board concurs, Town staff will advertise for interested volunteers during November, and the  
37 Board could consider appointments at the December 2017 or January 2018 meeting.

38  
39 Based on very preliminary research, and depending on the specific location and design, Town staff believe that a  
40 new dog park would likely cost somewhere between \$25,000 and \$50,000 if it is located on land already owned by  
41 the Town. The main costs will be associated with clearing, grading, and fencing, and any new facility should have  
42 an attractive appearance and match the Town's quality standard established for other park facilities.

43  
44 It is likely that a new dog park will require ¼ - 1 acre of land for the actual facility, plus additional land for parking  
45 (if not already provided at the selected location). Among the Town-owned properties that may be suitable for a  
46 dog park are:  
47

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- 1 • a small area in the interior portion of Emerald Isle Woods Park,
- 2
- 3 • the use of an existing wooded area on the Town Government complex campus, perhaps between the
- 4 tennis courts and the Police Station, or between the Community Center and Fire Station 1,
- 5
- 6 • at the new McLean-Spell Park to be developed in the future,
- 7
- 8 • at the Senator Preston Memorial Playground site,
- 9
- 10 • at the Eastern Ocean Regional Access in the grassy area near the bathroom building, or
- 11
- 12 • any other suitable location in the Town that could be acquired / provided at minimal cost to the Town (a
- 13 location in the wide NC 58 right of way may also be worth considering).
- 14

15 Town staff will be happy to support the new committee in any way helpful, and it may also be helpful for one  
16 member of the Board of Commissioners to serve as a member of the committee or as a liaison with the committee  
17 members.

18  
19 Town Manager Rush discussed with the Board the potential establishment of a new Dog Park  
20 Committee to lead efforts toward the future construction of a dog park in Emerald Isle. The  
21 Board directed the Town Manager to advertise for interested individuals.

22  
23 **17. Potential Establishment of Golf Cart Advisory Committee**

24  
25 Town Manager Frank Rush addressed the Board concerning this Agenda item. The following  
26 excerpt from his memo to the Board is provided for additional background:

27  
28 I have scheduled time on the November 14 meeting agenda for the Board to discuss the potential establishment of  
29 a new Golf Cart Advisory Committee to assist the Board and Town staff with improvements to the Town's golf cart  
30 program in the future.

31  
32 The Town's golf cart program was initiated in 2011 and continues to be very popular among our residents and  
33 visitors. There are now more than 800 golf carts registered with the Town, and golf carts represent a convenient  
34 alternative mode of transportation to and from the beach and to shopping and dining areas in Emerald Isle. As you  
35 know, the Town strives to educate golf cart owners and operators about important safety regulations, and has also  
36 been working to expand golf cart access to areas of Emerald Isle that are geographically isolated (due to the fact  
37 that golf carts are not permitted to operate on the bicycle path, NC 58, or Coast Guard Road). Additionally, the  
38 Town has been working to create additional golf-cart-only parking spaces near public beach access locations.

39  
40 If the Board is so inclined, I would envision the Town advertising for interested volunteers to serve on the new  
41 committee. An advertisement would be posted on the Town's various digital platforms, and would simply request  
42 a brief email from interested individuals that states their interest in serving on the new committee. Ideally, the  
43 new committee would consist of 7 – 10 members, and the committee could be tasked with the following activities:

- 44
- 45 • promote the safe use of golf carts by residents and visitors,
- 46

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- 1 • serve as an advocate for golf cart owners and the golf cart program, and advise the Board on beneficial  
2 golf cart policies,  
3
- 4 • identify strategies to expand golf cart access to geographically isolated areas of Emerald Isle,  
5
- 6 • coordinate fundraising activities aimed at generating 50% of the construction cost for future golf cart  
7 paths to expand golf cart access, and  
8
- 9 • any other associated activities.

10  
11 The new committee would generally be modeled after the Town's successful Bicycle and Pedestrian Advisory  
12 Committee. If the Board concurs, Town staff will advertise for interested volunteers during November, and the  
13 Board could consider appointments at the December 2017 or January 2018 meeting.

14  
15 Town staff will be happy to support the new committee in any way helpful, and it may also be helpful for one  
16 member of the Board of Commissioners to serve as a member of the committee or as a liaison with the committee  
17 members.

18  
19 Town Manager Rush discussed with the Board the potential establishment of a new Golf Cart  
20 Advisory Committee to assist the Board and Town staff with continued improvements to the  
21 Town's golf cart program. The Board directed the Town Manager to advertise for interested  
22 individuals.

23  
24 **17a. Bicycle & Pedestrian Advisory Committee Appointment – (Added Agenda Item)**

25  
26 ***Motion was made by Commissioner Wright to appoint Anne Schrott to a term on the Bicycle***  
27 ***and Pedestrian Advisory Committee. The Board voted unanimously 5-0 in favor. Motion***  
28 ***carried.***

29  
30 **18. Comments from Town Clerk, Town Attorney, and Town Manager**

31  
32 There were no comments from the Town Clerk or Town Attorney.

33  
34 Town Manager Frank Rush reminded the Board and announced to the public that on December  
35 12 at 4pm there was a special public ceremony planned to honor Commissioner Maripat Wright  
36 for her 12 years of service to the Town of Emerald Isle. Town Manager Rush congratulated  
37 everyone on their elections the past week noting he looked forward to working with them in  
38 the future. Additionally, Town Manager Rush mentioned the Christmas Parade scheduled for  
39 the following Saturday which he thought epitomized the family beach and small town  
40 atmosphere in Emerald Isle.

41  
42 Town Manager Rush also stated in reaction to some of the comments tonight that were very  
43 good and constructive and talked a lot about family beach and small town atmosphere, that  
44 was exactly what the land use plan said, exactly what the old land use plan said, and the reason

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1 for that was because that was what the Town was all about. Town Manager Rush said this is us,  
2 that is what they were all committed to, and that is what everyone had been working toward  
3 for many, many years long before the folks currently serving, and he suspected that would  
4 continue for a long time after all of us had completed our service to the Town. Town Manager  
5 Rush said when the video that was on the Town's website was created they captured those  
6 images and included that narration specifically to convey that to people and so he was really  
7 glad to hear that folks had picked up on that and appreciated it because that was exactly what  
8 they were about, and exactly what they were selling to our permanent residents, second home  
9 owners, and to visitors who came here, and that was exactly what was reflected in the land use  
10 plan so he looked forward to continuing that. Town Manager Rush said they had been working  
11 very hard for many years to promote and achieve that vision and many of the things the Town  
12 had done in the last 15 years or so had been firmly rooted in the 2004 land use plan. Town  
13 Manager Rush felt what they heard was that everyone agreed with all of the things in the land  
14 use plan with the exception of the meeting and event center idea so that was pretty good and  
15 that was probably 99% plus and that was because ultimately the elected leaders of Emerald Isle  
16 hung with that vision, solicited that input, and then formalized that vision. Town Manager Rush  
17 thought tonight was an extremely important night for Emerald Isle as that land use plan was  
18 going to guide all of their actions going forward just as the previous plan did in 2004.

19  
20 The following is an excerpt from the Town Manager Comments memo to the Board providing  
21 additional background information for all items of importance:

22  
23 **Special Ceremony in Honor of Commissioner Wright – December 12, 4 pm**

24 We have scheduled a special ceremony to honor and thank Commissioner Maripat Wright for her 12 years of  
25 service on the Board of Commissioners for 4 pm on Tuesday, December 12. The ceremony will be held on the  
26 beach at The Point, assuming nice weather, and if the weather does not cooperate we will conduct the ceremony  
27 in the Town Board Meeting Room. We will miss working with Commissioner Wright, and wish her well!

28  
29 **New Commissioners**

30 Congratulations to Candace Dooley, Jim Normile, and Mark Taylor on their election to the Emerald Isle Board of  
31 Commissioners! We will plan on a formal swearing-in ceremony for the December 12 meeting.

32  
33 **14<sup>th</sup> Annual Emerald Isle Christmas Parade – Saturday, November 25 at 3 pm**

34 The 14<sup>th</sup> Annual Emerald Isle Christmas Parade will be held on November 25, and Town staff and volunteers are  
35 assisting Parade Chairman Don Wells with planning. We expect another great event this year, and look forward to  
36 a big crowd.

37  
38 **Special Budget Planning Meeting – December 18 or 19?**

39 I would like to schedule a special Board meeting for either Monday, December 18 or Tuesday, December 19 – at  
40 either 10 am or 6 pm – for the Board to have a general, open-ended discussion about FY 18-19 budget priorities.  
41 My intent is to receive general feedback from the Board at this meeting, and use that feedback to prepare for the  
42 traditional annual budget planning workshop meeting in February. Please let me know if these dates and times are  
43 acceptable.

44  
45

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1 **Beach Access Walkway Replacements**

2 We plan to solicit quotes for the replacement of beach access walkways at Fairfax, Beachview, and Whitewater  
3 later this month, and we will also be soliciting quotes for the construction of a new walkway near West Landing  
4 Drive (to be funded with significant property owner contributions). I expect to present a contract  
5 recommendation to the Board at the December meeting, with a goal to have all walkways completed prior to April  
6 1.

7  
8 **Police Department Considering Implementation of Body Cameras**

9 I have asked Chief Reese to make a presentation to the Board at the December 12 meeting on the potential  
10 implementation of body cameras in the Emerald Isle Police Department. Chief Reese's presentation will address  
11 the pros and cons, cost implications, and legal issues associated with body cameras. If the EIPD implements body  
12 cameras, we intend to discontinue the use of in-car cameras.

13  
14 **Planning Board Vacancy**

15 With the election of Mark Taylor to the Board of Commissioners, there will be a vacancy on the Planning Board for  
16 a term that expires in March 2018. The Board should provide direction on the desired procedure to fill this  
17 vacancy, and we will include this appointment on the Board's December 12 meeting agenda.

18  
19 **Old Ferry Road Sidewalk**

20 The FY 17-18 adopted budget includes a total of \$30,000 for the construction of a new sidewalk along Old Ferry  
21 Road between CVS and Canal Drive. We plan to solicit bids for this work this month, and present a contract  
22 recommendation to the Board at the December meeting.

23  
24 **Charters of Freedom Monuments**

25 I continue to work with Emerald Isle residents Doug and Erin Starcke on a project to install Charters of Freedom  
26 monuments at a public location in Emerald Isle. The Charters of Freedom monuments include attractive  
27 monuments that include the text of the US Constitution, Declaration of Independence, and the Bill of Rights. I  
28 expect to schedule a presentation about this project for the December or January meeting.

29  
30 **New STOP Signs Along Lee Avenue?**

31 I have received concerns from residents on Lee Avenue (soundside) about vehicles exceeding the 25 mph speed  
32 limit in this area. I am considering installing a 4-way STOP intersection at the Lee Avenue / Archers Creek Drive  
33 intersection, and also a 3-way STOP intersection at the intersection of Sound Drive / Lee Avenue. The Town  
34 ordinance grants this authority to the Town Manager, however, I am seeking the Board's direction on this issue  
35 before proceeding. Please let me know your thoughts on this issue.

36  
37 **Surfside Realty Tract Acquired by The Conservation Fund**

38 With the Town's assistance, The Conservation Fund completed the acquisition of this 30-acre tract on October 31.  
39 The Conservation Fund will hold title to the land until sometime in spring 2018 when Federal and State funds are  
40 released for the land purchase, and the land will be conveyed to the Town at that time. In the meantime, Town  
41 staff and Eagle Scouts will be working to open new nature trails on the property, and I am scheduled to meet with  
42 both on November 16 to initiate this process. Once these trails are established, we will install appropriate signage  
43 and announce that the land is open for public use as McLean-Spell Park.

44  
45 **Request for Proposals – Islander Drive Land**

46 I am currently working to finalize a formal Request for Proposals from interested development groups for the 1.8-  
47 acre tract of land at 203 Islander Drive, and hope to release this RFP in the coming weeks. I expect that proposals  
48 will be due to the Town in January or February 2018, and the Board will review the proposals and solicit public  
49 input soon thereafter.

50

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1 **NC 58 Detour**

2 The NC 58 detour will begin on Monday, November 13, and likely remain in effect until early March. Town staff  
3 and the contractor will be working diligently to address any issues or problems that arise as a result of the detour,  
4 and will adjust accordingly to promote a safer, more efficient traffic flow during construction of the new  
5 roundabout at the NC 58 / Mallard Drive intersection. I have attached a copy of the official public notice for the  
6 detour.  
7

8 **Landscaping, Public Art in Center of New Roundabout**

9 The developer of the new Publix has suggested the installation of bronze egret art work in the center of the new  
10 roundabout, complemented by attractive, low-profile landscaping. An example image is attached. Please let me  
11 know if the Board is comfortable with this approach.  
12

13 **Crew Drive, Mallard Drive Construction**

14 Much of the work associated with the improved Crew Drive segment between Mallard Drive and Emerald  
15 Plantation is complete, and vehicular travel will begin using the new segment on November 13. The temporary  
16 detour will be discontinued at that time.  
17

18 Construction of the improved Mallard Drive segment between NC 58 and Crew Drive will occur in conjunction with  
19 the new NC 58 roundabout, and this segment of Mallard Drive will remain closed during this time. The segment of  
20 Mallard Drive between NC 58 and Reed Drive will remain open, but can only be accessed via Reed Drive.  
21

22 **Transition of EMS to a Town Department**

23 Town staff, EMS staff, and the Joint EMS Committee continue to work to transition Emerald Isle EMS to a Town  
24 department on or before March 1, 2018. There is much work to be done, however, it is manageable and no  
25 significant impediments exist.  
26

27 I will begin the recruitment process for the Town EMS Chief position later this month, and expect to post the  
28 advertisement prior to November 30. I expect to establish a deadline for applications no later than December 31,  
29 and select the new Chief no later than January 31. The selection process will be very inclusive, and will include  
30 input from other Town department heads, other EMS leaders in North Carolina, and EI EMS staff and volunteers.  
31

32 **New Golf Cart Path Along NC 58 Near Olde Cove Road**

33 I recently met with NCDOT about this new path, and I am awaiting the necessary construction permit. The new  
34 path will be a concrete path on the north side of NC 58 between Olde Cove Road and Whitewater Drive, and will  
35 likely be 8 feet wide. The new path will be clearly marked as a golf cart path, and will remain effectively  
36 segregated from the NC 58 travel lanes and the NC 58 bicycle path. I hope to begin construction of the new path  
37 later this month.  
38

39 **NC58 / Bogue Inlet Drive Intersection Improvements**

40 As reported previously, this project was in fact included in the new Statewide Transportation Improvement  
41 Program, and NCDOT has already begun preliminary design work. I recently met with NCDOT engineers to discuss  
42 the project, which is included in the State plan for construction in 2025. It is possible, however, that construction  
43 will be expedited, and may occur in the next 2 – 3 years.  
44

45 To date, NCDOT has focused on three options – 1) construction of a mini-roundabout, 2) construction of a full-size  
46 roundabout, and 3) lane and traffic signal improvements. Regardless of the option selected, the project also  
47 involves construction of new curb and gutter between the Welcome Center and the Post Office. Because the  
48 available NC 58 right of way is only 100 feet in this area, a full-size roundabout is not feasible without additional  
49 right- of-way acquisition and negative impacts to nearby businesses. For this reason, I have advised NCDOT that  
50 the Town is not likely to support this option, and I don't believe it will be considered further. There is some

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1 concern about the effectiveness of the mini-roundabout option, and NCDOT will likely focus on the lane and traffic  
2 signal improvements.  
3

4 I expect NCDOT to contact me again when additional work is completed, and I then expect to schedule meetings  
5 with nearby business owners to discuss potential improvements. NCDOT will then schedule a public input  
6 meeting, and a proposed plan will then be presented to the Board of Commissioners for consideration, likely  
7 sometime in the next year.  
8

9 **NC 58 / NC 24 Intersection Improvements**

10 NCDOT is currently soliciting public input on proposed lane improvements at the NC 58 / NC 24 intersection in  
11 Cape Carteret and Cedar Point. (I have attached a copy of the information sheet for this project for the Board's  
12 review.) This project is included in the Statewide Transportation Plan for construction in 2020, and has an  
13 estimated cost of \$4.8 million. This project involves the addition of a second dedicated right turn lane on all 4  
14 spokes of the intersection, and the addition of a second stacking / storage lane (both directions) between the  
15 mainland side of the Emerald Isle bridge and the old Welcome Center site.  
16

17 As you know, the Board previously adopted a resolution (April 2016, copy attached) requesting intersection  
18 improvements at the 4 signalized intersections on NC 58 in Emerald Isle, and this resolution also requested  
19 improvements at the NC 58 / NC 24 intersection in conjunction with the Emerald Isle intersection improvements.  
20 The Board's April 2016 resolution specifically suggested an elevated interchange at the NC 58 / NC 24 intersection,  
21 however, that project, which has an estimated cost in excess of \$35 million, did not make it into the State plan and  
22 is likely further off in the future.  
23

24 Please let me know if you have any thoughts or concerns about the proposed project for 2020, and whether or not  
25 you'd like the Town to provide any official comments on the planned improvements.  
26

27 **"Downtown" Light Improvements?**

28 Commissioner Finch and I recently met with officials from Carteret-Craven Electric Cooperative about potential  
29 improvements to the "downtown" decorative lights. The current lights utilize high pressure sodium bulbs that  
30 include a yellow color, and these lights were originally installed to match the existing, older lights on wood and  
31 concrete poles. These older lights have since been removed, and there is now a desire to convert the "downtown"  
32 decorative lights to a white light – either metal halide or LED. We also discussed the possibility of installing  
33 decorative banners on the existing poles in the future. I am awaiting additional information from Carteret-Craven  
34 Electric Cooperative, and plan to present information for the Board's consideration at the FY 18-19 annual budget  
35 planning workshop in February.  
36

37 **Golf Cart Safety Classes Scheduled**

38 The Police Department has scheduled the following golf cart safety classes, and attendance at one of these  
39 sessions will entitle the attendee to a \$25 discount on the annual golf cart registration fee:

- 40 • Monday, December 4 @ 6 pm,
- 41 • Saturday, December 9 @10 am,
- 42 • Saturday, January 13 @10 am,
- 43 • Friday, January 19 @ 6 pm,
- 44 • Friday, February 2 @ 6 pm, and
- 45 • Saturday, February 3 @10 am.

46  
47

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1 **Demolition of Fire-Damaged House on Heverly Drive**

2 Town staff are assisting the widow of the owner of this house with solicitation of demolition bids, and hope to  
3 have the remains of this house removed by the end of December. Due to a significant illness and the recent  
4 passing of the owner, we have been very patient on this issue.

5  
6 **EIPD Plans Additional Coyote Trapping This Winter**

7 Due to continued concerns from our residents about coyotes, the EIPD will be duplicating its coyote trapping  
8 efforts again this winter. The authorized coyote trapping season runs from December 1 – February 28, and we will  
9 again arrange for trappers to provide services on any private properties that are interested, and also conduct  
10 trapping on certain Town-owned properties. Interested property owners should contact the Emerald Isle Police  
11 Department to learn more and coordinate trapping activities.

12  
13 **New Position to Assist Town Administration and Town Planner**

14 I continue to work to identify sufficient funds in the FY 17-18 budget to add a new position to assist Town  
15 administrative staff and the Town Planner, and hope to present a recommendation to the Board at the January  
16 meeting.

17  
18 **Cape Emerald Pond Bulkhead**

19 The Town's contractor, B&P Services, is nearing completion of this project, with only approximately 200 linear feet  
20 remaining (out of approximately 1100 linear feet). I expect all work to be complete within the next 1-2 weeks.

21  
22 **Annual Meeting With Vacation Rental Agencies**

23 I have not yet had time to schedule this helpful annual meeting, but hope to convene the group sometime later in  
24 November or December. I greatly appreciate the cooperative relationship between the Town and the EI vacation  
25 rental agencies, and always value their feedback.

26  
27 **New Parks Maintenance Worker Position**

28 The FY 17-18 adopted budget includes funding for a new Parks Maintenance Worker position to improve bicycle  
29 path and NC 58 corridor maintenance, and the Town has hired Dana Gelinger for this position. I expect to  
30 introduce Dana Gelinger at the December meeting.

31  
32 **New Firefighter Positions**

33 We have filled 2 of the 3 new firefighter positions, and expect to fill the 3<sup>rd</sup> position in the coming weeks. I hope to  
34 introduce the 3<sup>rd</sup> new firefighter at the December meeting.

35  
36 **Emerald Isle Marathon, Half-Marathon, and 5K Races – March 10, 2018**

37 Early planning is underway for the 5<sup>th</sup> annual event, to be held on March 10.

38  
39 **Emerald Isle St. Patrick's Festival – March 17, 2018**

40 The Town's signature festival will be held for the 27<sup>th</sup> time on the actual St. Patrick's Day holiday, and planning is  
41 underway.

42  
43 **Emerald Isle APP Improvements**

44 Rhonda Ferebee, Town Clerk, and I continue to work with the APP developer to complete the planned  
45 improvements. This project has taken longer than expected, due primarily to other higher priorities, but we hope  
46 to unveil the new design no later than January 1.

47  
48  
49  
50

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1 **Police Department Audit**

2 The NC Criminal Justice Education and Training Standards Commission recently completed an audit of the Police  
3 Department's personnel and training files, and the EIPD received a clean report. We are fortunate to have an  
4 excellent staff in the EIPD.

5  
6 **Small Area Storm Water Improvements**

7 Public Works is currently working to install drainage improvements on Doe Drive (closer to Coast Guard Road), and  
8 route the water to the Doe Drive fixed storm water pump. We hope to complete this small project before  
9 Thanksgiving. Following completion of this project, Public Works will begin installation of a new storm water relay  
10 pump at the Wyndward Court cul-de-sac, and route this water to the Town's fixed storm water pump at Island  
11 Circle.

12  
13 Public Works staff will also be installing a new storm water relay pump in the cul-de-sac on Sunset Lane to address  
14 chronic nuisance flooding. This water will be routed to a Town easement between Bogue Sound Drive and Sunset  
15 Lane. We hope to complete this work in early 2018.

16  
17 **Pickleball Courts**

18 Town staff have received requests for the creation of new pickleball courts in Emerald Isle, and Town staff  
19 continue to explore suitable locations. There is currently one set of court markings on the basketball court at Blue  
20 Heron Park.

21  
22 **Archers Creek Watershed Restoration Plan**

23 I have had recent discussions with the NC Coastal Federation about the development of a comprehensive  
24 watershed restoration plan for Archers Creek, and will be pursuing this idea in the coming weeks. It is likely that  
25 the Town can secure grant funds for this plan, and also rely on significant technical assistance from the NC Coastal  
26 Federation. The new plan would then serve as the basis for future grant funding requests to improve water quality  
27 in Archers Creek.

28  
29 **Unified Development Ordinance Simplification**

30 I hope to finally find time to work with Town Planner Josh Edmondson on a significantly simplified UDO to present  
31 to the Planning Board and Board of Commissioners in the coming months. My goal is to eliminate all unnecessary  
32 regulations and confusing language, and create a simple, reader-friendly ordinance that achieves the Town's most  
33 important development policy goals.

34  
35 **19. Comments from Board of Commissioner and Mayor**

36  
37 Commissioner Normile thanked everyone for their great input tonight.

38  
39 Commissioner Dooley thanked Commissioner Wright for everything she had done for the Town,  
40 and personally appreciated her friendship, and mentoring for the last two years.

41  
42 Commission Messer commented that they had made the decision to move Commissioner  
43 Wright down to the extra chair, adding she would be missed.

44  
45 Commissioner Finch said they would miss Commissioner Wright and extended to everyone a  
46 Happy Thanksgiving.

47

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1 Commissioner Wright said she knew that Mark Taylor would do a great job and she said her  
2 time on the Board had been fun and she had learned an amazing amount. Commissioner  
3 Wright said it had been a wonderful experience.  
4

5 Mayor Barber commented that Commissioner Wright would be missed, she had been an  
6 excellent Commissioner, she had been a calming influence, and they appreciated her 12 years  
7 of service to the Town.  
8

9 **20. Adjourn**

10  
11 ***Motion was made by Commissioner Messer to adjourn the meeting. The Board voted***  
12 ***unanimously 5-0 in favor. Motion carried.***  
13

14 ***The meeting was adjourned at 8:08 pm.***  
15

16 Respectfully submitted:  
17  
18  
19

20 Rhonda C. Ferebee, CMC, NCCMC  
21 Town Clerk  
22  
23  
24  
25