

**Town of Sunset Beach  
2013/2014  
Annual Retreat  
February 18, 2014**

**MINUTES**

**Members Present:** Mayor Ron Watts, Mayor Pro-Tem Lou DeVita, Councilman Mike Williams, Councilwoman Carol Scott, Councilman Terry Johnson and Councilman Wilson Sherrill.

**Staff Present:** Susan Parker, Town Administrator; Cindi Stephenson, Deputy Finance Director; Dustin Graham, Public Works Department Director; Sandy Wood, Building Inspections Department; Randy Walters, Building Inspector; Kevin Dempsey, Fire Department Chief; Richard Childres, Assistant Fire Chief; Lisa Massey, Police Chief; Joe Smith, Detective and Lisa Anglin, Town Clerk.

Mayor Watts called the Work Session to order. The Council reached a consensus to add a discussion concerning Mad Inlet to the agenda.

**CRC – Mad Inlet**

Mayor Watts and the Council discussed a proposed letter to be distributed to the Coastal Resources Commission (CRC) opposing the removal of the Inlet Hazard Designation area from Mad Inlet.

COUNCILWOMAN SCOTT MADE A MOTION TO APPROVE THE PROPOSED LETTER AND REQUESTED MAYOR WATTS TO ATTEND AND PRESENT THE LETTER TO THE CRC AT THE UPCOMING MEETING. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR WATTS CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Watts advised that he has accepted an invitation on behalf of the Town to speak at a public hearing at the OIB Town Hall Wednesday March 26<sup>th</sup> from 6-9 pm as part of a series of four meetings the CRC has scheduled to discuss the management of ocean inlets.

**Beach Safety Topics**

**Beach Patrol**

The Council reviewed the police and fire department proposals to utilize part-time police officers and firemen for Beach Patrol. The majority of the Council agreed that a police and fire presence was needed on the strand and reached a consensus to discuss this expenditure during the 2014/2015 budget process for the April 2015 beach season.

**Public Works**

**39<sup>th</sup> Street Walkway Conversion to Emergency Access**

The Council reviewed the proposal to convert the 39<sup>th</sup> Street Walkway into an Emergency Access. The conversion would include removing the current walkway and installing a wooden Hatteras ramp. The estimated cost is \$40,000 - \$50,000 including surveying and engineering services. The Council reached a consensus to add this item to the March 3, 2014 Agenda for approval consideration. If approved, all effected property owners will be notified.

## **Beach Safety Topics (Cont.)**

### **Beach Signs**

The Council reviewed the proposal for installing new beach signs which would contain relative information to the beach strand and the related cost. A model of the proposed 6' sign including Town specific information was displayed during this meeting. Staff advised that the installation cost is \$100 per sign. The Council reached a consensus to add this item to the March 3, 2014 Agenda for approval consideration and Staff will make a recommendation for number of signs to order and location preferences.

### **Chapter 95**

The Council reviewed the proposed Chapter 95 and made amendments where desired. The Council reached a consensus to add this item to the March 3, 2014 Agenda for approval consideration.

The Council recessed for a morning break and then reconvened.

## **Project Updates**

### **Streetscape Project**

Sandy Wood advised that the Streetscape project is nearing completion and the annuals are expected to be planted in late April. Sandy Wood reminded Council that the maintenance cost of this area will need to be addressed during the 2014/2015 budget process. Councilwoman Scott encouraged Council to request the merchants to place flower boxes in front of their businesses and to maintain them with annuals also.

### **Town Park 1<sup>st</sup> Phase**

Sandy Wood advised that the eight (8) trees in the parking area will be removed soon and construction of the parking area and trails will begin soon after. Councilwoman Scott recommended that the Town plant trees in the park to replace the ones that were removed.

### **NCDOT Roundabout**

Sandy Wood advised that the Roundabout is scheduled to begin next week and will be completed by mid-June.

## **Review Current Capital Improvement Plan**

Susan Parker and the Council reviewed the current Capital Improvement Plan for the current budget and the street repairs plan through 2015/2016. The plan will be further developed during the 2014/2015 budget process for adoption.

## **Review Asset Replacement Cost/Life Expectancy Schedule**

Susan Parker and the Council reviewed the Equipment Replacement Schedule and Worksheet provided. This schedule will be discussed further during the 2014/2015 budget process.

## **Review Road Resurfacing Schedule-roads and sidewalks**

The Council reviewed the Road Resurfacing Schedule projected through 2015/2016 including the associated cost. Dustin Graham advised that 2014 road resurfacing project will be completed before Easter. The Council discussed informing the property owners along the unpaved streets of the paving request procedure for the Town. Mayor Pro-Tem DeVita suggested the Town contact the community POA's concerning streets with poor drainage caused by grass or landscaping higher than the roadway preventing runoff.

## **Summarize Sunset Blvd. Vision Plan and Bike/Pedestrian Path Plans**

### **Vision Plan**

Carol Santavicca, Planning Board Chairman, advised that the purpose of the Vision Plan is to produce an overlay district for Sunset Blvd. North from the Highway 904/179 intersection to the Intracoastal Waterway. The Planning Board is reviewing Chapter 4 and appendix 1 – 3 for amendments and will present the proposed overlay district to the Council by June, 2014 for adoption consideration.

### **Bike Path**

The Council discussed the proposed bike path from Old Georgetown Road through Sea Trail to Shoreline Drive West and Shoreline Drive East. The Council reached a consensus to contact Sea Trail concerning stripping Clubhouse Road from Old Georgetown Road to the Maples Clubhouse. The Council also requested Staff to obtain an estimated cost for paving the bike path from the Maples Clubhouse to Shoreline Drive West and for “Share the Road” signs to be placed on Shoreline Drive East and Park Road.

## **Canal Dredging/Maintenance District Status and Next Steps**

Mayor Watts advised that the Town has received the authority through North Carolina General Assembly to create a fee-supported canal dredging and maintenance district and to impose an annual fee for the dredging.

The Council discussed canal, channel and Bay dredging with Holley Snider, CAMA Representative. Snider advised that dredging permits would be approved for the feeder channel, the finger canals, Mary’s Creek and Turtle Creek due to recent dredging project in those areas. Snider advised that Blaine Creek, Inlet and Bay canals have never been dredged since developed so the likelihood of a dredging permit being approved for those areas is doubtful. Snider advised that the Bay area, behind Canal Drive, Cobia Street, etc. would be a new dredging area and suggested Town official hold a scoping meeting with CAMA, NC Wildlife and the Army Corps of Engineers to determine if those agencies would be favorable to the bay being dredged before applying for a permit.

Snider explained the importance of establishing a pier head alignment ordinance for the finger canals similar to the alignment ordinance recently adopted for the feeder channel.

The Council reached a consensus for Town officials and Holley Snider to proceed with securing dredging permits for the feeder channel, fingers canals, Mary’s Creek and Turtle Creek and to set up a scoping meeting, with the appropriate agencies, for the Bay area. The Council also reached a consensus to proceed with establishing a pier head alignment ordinance for the finger canals.

The Council recessed for a lunch break and then reconvened.

## **Review Town Hall Space/Parking Report**

Keith Carlyon, ADW Architects, discussed the Space Needs Study Option D, which encompasses the space needs within the footprint of the existing building, with the Council. Council pointed out additional spaces available and requested Carlyon to provide a cost estimate for renovating the Council Chambers and Conference Room only.

## **Discussion Concerning Longer-Term Issues**

### **Staffing Needs**

This item was deferred until the 2014/2015 budget process.

### **Fire Department Beach Safety Equipment**

The Council reviewed and discussed the proposed purchase of a jet-ski and Polaris Utility Vehicle for use by the Fire Department staff on the Beach Strand and for water rescues. Staff was requested to obtain a legal opinion from Attorney Isenberg as to if the presence of this equipment on the beach strand was a liability issue for the Town.

## **General Issues for Future Consideration**

### **Angel Trace Road**

Mayor Watts reminded the Council about the need for the Town to acquire Angel Trace Road if it ever becomes available to the Town.

### **Beach Nourishment**

Terminal Groin Baseline/Projects – The Council discussed the need to establish a baseline of the beach strand and line of vegetation prior to terminal groins being installed along the North Carolina coast. Staff was requested to determine if FEMA has up-to-date maps and pictures of the area. The Council discussed FEMA and the State reducing or eliminating beach re-nourishment funding programs.

Funding Threats/Issues – Mayor Watts informed the Council of pending funding threats from the State including a cap on how much accommodations tax and sales tax the Town can collect with the excess going to the State.

### **Fire Department & County**

Mayor Watts advised that the County is not expected to make any changes this budget year, but will be considering imposing a fire tax instead of the current fire fee in the next budget year. Kevin Dempsey advised that volunteer stations within the county are struggling with funding and volunteer manpower.

## **Consider Establishing Advisory Committees**

Mayor Watts and the Council discussed establishing the following Advisory Committees:

- Standing Committees: Communications, Finance, Capital Project Coordination, Environmental Issues
- Tasked Committees: Facilities, Beach Quality of Life

The Council reached a consensus to table the establishment of any committees until the budget process is completed.

**Set Our Priorities**

The Council established the following priorities per budget year:

<u>2013/2014</u>	<u>2014/2015</u>	<u>2015 and Beyond</u>
39 <sup>th</sup> Street Emergency Access	Beach Patrol	Road Paving
Update Beach Signs	Park Phase II	Efficiency/Cost Reduction
Chapter 95	Task Force	Audit
Streetscape	(Main Street /Ped/Bike)	
Park Phase I	Update CIP	
Roundabout	Asset Replacement	
Road Paving	Schedule/Plan	
Dredging	Road Paving	
Dredging Plan	Adopt Vision Plan	
Fire Department	Public Works Space Plan	
Beach Equipment	Town Hall Parking Plan	
PEG Channel	Strand Measurement Baseline	
	Staff Development	
	Landscape Management Plan	
	Tech/Computer System	
	Space Needs	

**Public Comments**

Len Steiner 613 Kings Trail - Suggested the Town consider electronic recordkeeping.

Jan Harris 206 North Shore Drive – Spoke in favor of advisory committees and replacing the trees that are removed in the park.

Carol Santavicca 9109 Forest Drive – Advised that citizens desire and expect the level of service that the Town is providing and that the Town might need to raise taxes to maintain that level.

Karen Joseph 915 Sandpiper Bay Drive – Thanked the Staff for their service during the recent ice storm and that the website was constantly updated.

COUNCILMAN SHERRILL MADE A MOTION TO ADJOURN THE FEBRUARY 18, 2014 ANNUAL RETREAT. COUNCILWOMAN SCOTT SECONDED THE MOTION. MAYOR WATTS CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Town of Sunset Beach**

*Ron Watts, Mayor*

Submitted by:

*Lisa Anglin, Town Clerk*

\*The February 18, 2014 Annual Retreat Work Session Minutes were approved by Council during the April 7, 2014 Regular Meeting.