



**Minutes**  
**Town of Atlantic Beach, North Carolina**  
**Town Council – Work Session**  
**Thursday, October 15, 2015 – 2:00 p.m.**



A regularly scheduled work session of the Atlantic Beach Town Council was held Thursday, October 15, 2015 at 2:00 p.m. in the Council Meeting Room, 125 West Fort Macon Road, Atlantic Beach, North Carolina.

**Members Present:** Mayor A. B. Cooper, III; Mayor Pro Tem Danny Navey; Councilmembers: Harry Archer, Eddie Briley, and John Rivers

**Members Absent:** Councilmember Ann Batt

**Others Present:** David Walker, Town Manager; Katrina Tyer, Town Clerk; Jessica Fiester, Planning Director; Sabrina Simpson, Administrative Service Director; Adam Snyder, Fire Chief; Mike Shutak, Carteret News Times

### **CALL TO ORDER**

Mayor Cooper called the meeting to order at 2:00 p.m.

Councilmember Archer made a motion *to approve* the agenda as presented. Seconded by Councilmember Rivers. Vote was unanimous, 4-0. Motion carried.

Mayor Pro Tem Navey made a motion *to excuse* Councilmember Batt from today's meeting due to recovery from a medical procedure. Seconded by Councilmember Rivers. Vote was unanimous, 4-0. Motion carried.

#### **1. Review Staff Recommendation of CodeWright Planners, LLC, Durham to assist with UDO Revisions**

David Walker and Jessica Fiester presented the CodeWright proposal and expressed the desire of staff to hire CodeWright. CodeWright is a two person firm, our contact will be Chad Meadows. CodeWright has good references and is currently working with Beaufort. Staff wants to ensure Council is involved in the process from the beginning. Jessica will lead the project.

Mr. Meadows will review the current UDO and prepare a Code Diagnosis, a full list of recommended changes (including legislative changes) and options, for discussion with the Planning Board before Council approval. Items will be presented in sections over time, rather than all at once. He will modernize the UDO by adding graphics and impact statements. This is not a complete re-write of our UDO.

Mayor Cooper reviewed how the initial UDO was developed. The meat of the ordinances reflects what the citizens want in their neighborhoods. Mr. Meadows understands the value and appeal of Atlantic Beach will not be changed by the edits.

Council feels it is very important to include the public in the Code Diagnosis phase. Mr. Meadows recommends notifying the public and keeping them involved in the process and to allow comments. A lot of communities form a committee for assisting in the review process comprising 6-8 people from Council, Planning Board, staff, developers, marina owners, business owners, and other pertinent people.

Mr. Meadows explained it is not uncommon for a document as complex as a UDO to be amended and adjusted as time progresses. It is very helpful, and frankly unique, that staff has put so much into this and know and understand the changes that need to be made.

After the UDO is updated, we will need to update the LUP.

Councilmember Briley would like the UDO noted if we differ from the the NC Building Code.

It was the consenses of Council to contract with CodeWright and to proceed with the updated changes.

## 2. Skate Park Update

We plan to receive bids for the skatepark in late November for approval by Council in December. It is estimated it will take approximately three months to build the facility and we want it completed by Memorial Day 2016. The major corporate sponsorship of \$125,000 arranged by the late Rick Poillon is still intact. The County's three year agreement of \$200,000 per year is confirmed. The Skatepark Committee is working on other sponsorships.

The park master plan is being revised and will be presented at the next work session. The updates will include removal of the old Food Lion building and adding restroom facilities.

Mayor Cooper requested a front runner for the putt putt project, similar to Rick's involvement in the skatepark. He can assist, but would like someone to take the lead in organizing, planning and pricing.

Mayor Pro Tem Navey would like it clearly advertised how much money is spent on the project rather than having to handle incorrect public statements about the total amounts spent.

## 3. Capital Projects Review

Mr. Walker reviewed the status of current capital projects:

- The old Food Lion building demolition should be completed by November 15.
- Well 2A bids (well at the park) were received and came in lower than we anticipated. The contract will be presented to Council for review and approval at the October 26 meeting. If approved, work would begin December 1 and will take approximately 3-5 months to complete.
- West end facilities septic permit has been received. Engineers have been tasked with proceeding to get the site ready for a building (any other permits - including stormwater, level land, septic, etc.). Site work will be about \$300,000 (which includes septic, gravel and pavement) and \$750,000 for the building.
- The bid date set for November 18 for the Charlotte/Durham drainage project.
- Timeline for all town facility plans to be provided to Council in January.
- The Town Manager and Marc Schulze are working on a four-year stormwater project timeline plan as well for another \$1M worth of drainage work. In the past four years we have completed about \$1M in drainage work.
- The message display board for installation under the welcome sign at the Circle entrance is being ordered.

## Mayor Council Comments / Advisory to Staff

None.

There being no further action taken or business before Council the meeting stood adjourned. The time was 3:14 p.m.

These minutes were approved at the November 23, 2015 meeting of the Atlantic Beach Town Council.

ATTEST:

(seal)



TOWN OF ATLANTIC BEACH

*Katrina Tyer*  
Katrina Tyer - Town Clerk

*A. B. Cooper, III*  
A. B. Cooper, III - Mayor