



**Minutes**  
**Town of Atlantic Beach, North Carolina**  
**Town Council Meeting**  
**Monday, July 25, 2016**



The regularly scheduled meeting of the Atlantic Beach Town Council was held Monday, July 25, 2016 at 6:00 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; Derek Taylor, Town Attorney; Katrina Tyer, Town Clerk; Sabrina Simpson, Administrative Service Director; Jeff Harvey, Police Chief; Michelle Shreve, Planner; John Harrell, Chief Inspector; Marc Schulze, Public Service Director; Arrington Moore, Management Assistant; Kenneth LeBlanc, ABPD Intern UNC Pembroke

**CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Mayor Cooper called the meeting to order at 6:00 p.m. Mayor Pro Tem Navey led the assembly in the Pledge of Allegiance.

Councilmember Briley made a motion *to excuse* Councilmember Batt from the meeting due to caring for a family member. Seconded by Councilmember Rivers. Vote was unanimous, 4-0. Motion carried.

**APPROVAL OF AGENDAS**

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

**4. CONSENT AGENDA**

- a) Financial Report
- b) Tax Collection Report
- c) Tax Releases
- d) Tax Collection FY15-16 Annual Report
- e) Tax Order of Collections
- f) Town Council Meeting Minutes: 6/27/2016

Mayor Pro Tem Navey made a motion *to approve* the Consent Agenda. Seconded by Councilmember Briley. Vote was unanimous, 4-0. Motion carried.

**(Clerk's Note: a copy of Consent Agenda items are attached and therefore made a part of these minutes.)**

**5. CITIZEN REQUESTS/COMMENTS**

None.

**6. CALL FOR A PUBLIC HEARING on proposed text amendment of Town Code, Chapter 18, Unified Development Ordinance; Article, II, General Regulation; Section 2.25(B) Encroachments for the August 22, 2016 Council meeting**

Michelle Shreve, Planner explained the purpose for the proposed changes. Per Section 2.25(B), no part of a septic system is allowed within setbacks. Because there was not specific discussion of septic systems within the setbacks when the UDO was created, it has been determined that the placement of the end parenthesis could be in the wrong place. The text amendment process has been initiated by staff including a public hearing at the August 2 Planning Board meeting.

The Carteret County Environmental Health Department adheres to NC statutes that regulate the placement of septic systems on lots based on several variables, such as soil suitability, size of the system, and the date the lot was recorded.

The Board of Adjustment recently granted a setback variance so part of a septic infiltration field could be constructed closer to the property line than this ordinance would allow.

Councilmember Archer made a motion *to schedule a public hearing* on proposed text amendment of Town Code, Chapter 18, Unified Development Ordinance; Article, II, General Regulation; Section 2.25(B) Encroachments for the August 22, 2016 Council meeting. Seconded by Councilmember Briley. Vote was unanimous, 4-0. Motion carried.

#### **7. PUBLIC HEARING Approval to submit grant applications to Division of Coastal Management for funding the beach access at Raleigh Avenue**

Ms. Shreve explained the Town submitted the pre-application paperwork to be considered for funding under the Public Beach and Coastal Waterfront Access Grant Program through CAMA. The preliminary request was reviewed and the Town was invited to submit a final application. The Town is requesting grant funding to construct an ADA-compliant pedestrian ramp at the Raleigh Avenue Beach Access. This ramp will facilitate pedestrian use of this beach access, while leaving the vehicle access clear for continued use during beach driving months. The floor boards will be constructed of Trex material like our other pedestrian access ramps for greater durability. The final application for this grant requests a 50% match of the estimated \$81,400 cost of the project, a cost of \$41,200 for the Town. If awarded the grant, we will be notified in September.

Councilmember Archer made a motion *to enter public hearing* on the approval to submit grant applications to Division of Coastal Management for funding the beach access at Raleigh Avenue. Seconded by Councilmember Briley. Vote was unanimous, 4-0. Motion carried.

No Public Comments.

Councilmember Briley made a motion *to close public hearing* on the approval to submit grant applications to Division of Coastal Management for funding the beach access at Raleigh Avenue. Seconded by Councilmember Archer. Vote was unanimous, 4-0. Motion carried.

Councilmember Briley made a motion *to approve* submitting grant application to Division of Coastal Management for funding the beach access at Raleigh Avenue. Seconded by Councilmember Rivers. Vote was unanimous, 4-0. Motion carried.

#### **8. PLANNING UPDATES:**

- a) **Denial of traffic signal at Lee Drive and West Fort Macon Road** – Per DOT, traffic counts were not high enough to warrant a stoplight. Even though DOT denied a traffic light, we can investigate other options for the Lee Drive area.
- b) **Initiative to connect sidewalk between Jungle Land and Lee Drive** - Surveys and cost estimates are being generated to install a pedestrian walkway between the boardwalk in front of the former Jungle Land property and the newly constructed sidewalk in front of Dollar General. We are working with DOT on potential cost sharing. The information will be posted on the town website for the public.
- c) **Interest to implement a crosswalk between Atlantic Station Shopping Center and Town Park** - Residents have noted interest in a crosswalk from Atlantic Station Shopping Center to the Town Park. Per DOT regulations, this will require a sidewalk on the north side of Fort Macon Road to have pedestrian access at both ends of the crosswalk.
- d) **Initiative to implement a crosswalk in the E. Bogue Sound Dr. - Bayview area** – Residents have noted interest to implement a crosswalk in this area. We will work with DOT for approval of a crosswalk.
- e) **Unified Hazard Mitigation Assistance Program** - The Town's submission for a Flood Mitigation Assistance grant from FEMA's Unified Hazard Mitigation Assistance Program was denied due to lack of funding. Staff will resubmit the grant application for fiscal year 2017 when that opportunity becomes available.
- f) **Flood Plain Maps and Freeboard** - The effective Flood Insurance Rate Maps show where Special Flood Hazard Areas are in a community. The preliminary maps, which are now accessible online, show the newly mapped Special Flood Hazard Areas and are anticipated to become the effective late next year. Atlantic Beach will generally benefit from the new maps, especially on the oceanfront due to beach nourishment and high dunes. We requested the County print an effective map and a preliminary map for us to review and provide citizens. In the next coming months, a public meeting will be held in cooperation with representatives from the NC Floodplain Mapping Program to provide additional information to citizens. Atlantic Beach has a two foot freeboard, requiring certain aspects of new and substantially improved development to surpass Base Flood Elevation height by two feet.
- g) **Land Disturbance Ordinance Research** - With continued issues regarding land disturbance and stormwater, staff is researching how and to what extent other municipalities regulate grading, filling, dumping or otherwise disturbing of

lots. Unregulated land disturbance can cause sediment pollution, increased stormwater runoff, and water quality degradation. Land disturbance of an acre or more is subject to the North Carolina Department of Environmental Quality Soil and Erosion Control Plan permitting process. Most land disturbing activities within town are far less than an acre in size, and are held to local standards.

Council discussed the possibilities of requiring property owners to provide an engineer's certificate assuring they do not put water and sediment on their neighbors and requiring notification to adjacent property owners of land disturbing activities (similar to CAMA requirements).

Councilmember Briley inquired if anything can be done at the main intersection. It is dangerous for bicyclists.

**9. ABPD Summer Intern Report; Municipal Skatepark Operations**

Chief Harvey introduced Kenneth LeBlanc, ABPD Summer Intern and Senior at UNC Pembroke. This summer, Mr. LeBlanc worked with other towns discussing and learning about their security measures for park operations.

Mr. LeBlanc presented his findings to Council. He researched the Tony Hawk Foundation, which helps build parks for communities to get kids off the streets. He discussed the approach of formal versus informal security methods at the park. Formal Supervision is recommended by all the towns he interviewed and involves the park being attended and monitored during all hours of operation with strict rule enforcement. One town stated they will close their park when a group is not respecting the rules, they felt this concept works. Overall, security cameras were highly recommended and either a fence around the area or chain across the skate park to effectively close it after hours.

**10. TOWN MANAGER'S REPORT**

a) **Fiscal year end highlights**

Town Wide Gas Usage /Cost results	Parking Meters/Stickers Revenues Comparison
FY 14/15 37,733 gallons @ \$85,170	FY 14/15: \$111,900
FY 15/16 35,897 gallons @ <u>57,067</u>	FY 15/16: \$120,049
- \$28,103	

b) **Status of Capital Projects**

- **Skatepark Opens** – the skatepark is complete and opened on July 22.
- **Mini Golf Facility** – the landscaping will be complete this week. A mobile trailer will be delivered August 1 for staff to open and offer play on weekends beginning August 5.
- **Park Expansion Projects** – We plan to accept bids next month for the concession/restroom facility for construction to begin in the fall. We will also expand the parking lot and install lighting.
- **New Public Works Facility** – Grading is taking place. This site has been used for approximately 20 years as a deposit for dredged material. We are using the fill to prep the site. The building is being designed by Lee Dixon and will be submitted for bid in the upcoming months.
- **Stormwater Projects** – We will begin the Old Causeway Drainage project after Labor Day.

c) **National Night Out** – Reminded everyone to come out Tuesday, August 2 from 6-8 at Town Park.

**MAYOR/COUNCIL COMMENTS**

None.

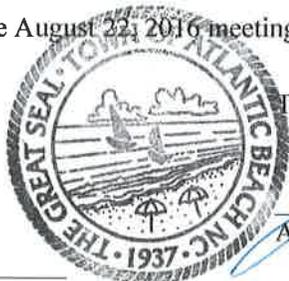
There being no further action taken or business before Council the meeting stood adjourned. The time was 7:08 p.m.

These minutes were approved at the August 22, 2016 meeting of the Atlantic Beach Town Council.

ATTEST:

(seal)

*Katrina Tyer*  
Katrina Tyer - Town Clerk



TOWN OF ATLANTIC BEACH

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