



**Minutes**  
**Town of Atlantic Beach, North Carolina**  
**Town Council – Work Session**  
**Thursday, November 15, 2018 – 10:00 a.m.**



A regularly scheduled work session of the Atlantic Beach Town Council was held Thursday, November 15, 2018 at 10:00 a.m. in the Council Meeting Room, 125 West Fort Macon Road, Atlantic Beach, North Carolina.

**Members Present:** Mayor A. B. Cooper, III; Councilmembers: Harry Archer, Rich Johnson, Danny Navey and Austin Waters

**Members Absent:** Mayor Pro Tem Richard Porter

**Others Present:** David Walker, Town Manager; Katrina Tyer, Town Clerk; Arrington Moore, Management Assistant; Michelle Shreve, Planning Director; Morgan Kerns, Parks and Rec Director; Jeff Harvey, Police Chief; Adam Snyder, Fire Chief; Marc Schulze, Public Works Director; Sabrina Simpson, Admin Services Director  
Mike Shutak, Carteret News-Times;

### **CALL TO ORDER**

Mayor Cooper called the meeting to order at 10:00 a.m.

Councilmember Archer made a motion *to approve* the agenda. Seconded by Mayor Pro Tem Porter. Vote was unanimous, 5-0. Motion carried.

### **Ambulance Replacement: Review of Cost and Financing Options**

Chief Snyder reviewed the need for a new ambulance. The new unit will use gasoline instead of diesel. Council discussed the purchase contract, trade-in versus sale of old unit and finance options.

It was the consensus of Council to add approval of purchase contract and bank lending resolution for BB&T on the November 26, 2018 consent agenda.

### **2. Review of Updated Emergency Operation Plan Draft**

Chief Harvey presented an update to the Emergency Operation Plan. Hurricane Florence prompted the need to make some changes to logistics and staging.

Mayor Cooper suggests adding a list of immediate needs for storm recovery. Mayor Pro Tem Porter would like to discuss the re-entry pass policy and removal of RVs prior to a storm. Council will review the re-entry policy at their retreat.

Staff will further amend the plan and hopefully present to Council for approval at the December meeting.

### **3. Presentation of UDO Amendments: off-street parking requirements for single-family homes and land disturbance regulations.**

Michelle Eitner, Planner, reviewed the proposed amendments to off-street parking for public hearing on November 26. The proposal is determined by square footage, not bedrooms:

Under 2000 sq. ft.: 2 spaces

2,000-3,000 sq. ft.: 3 spaces

3,000-4,000 sq. ft.: 4 spaces

Greater than 5,000 sq. ft.: 5 spaces

For land disturbance regulations, she is recommending:

- No fill within 5ft of property line (except for grading the driveway)
- No more than 2ft of fill at any point on the lot
- Stabilized by retaining wall or 3:1 slope (terminating at 5ft)

After discussion, it was the consensus to further review other beach town's regulations and require an engineer seal if filling more than 6 inches and if fill will be higher than neighboring property. This item will be sent back to Planning Board with these recommendations and further review.

**4. Parks and Recreation Expense and Revenue Report**

Morgan Kerns, P&R Director, reviewed the revenues and expenses for the town park. There was discussion on whether the increased mini golf rate had an impact on attendees at the park, but the numbers do not show a decrease:

- 13,065 paid mini-golfers
- 2,708 free mini-golfers (ages 6 and under)
- Total of 15,773 mini-golfers

She would like to look into only staffing one person, rather than two, in the concession stand during the early and late season. She reviewed the success of the recent Spooky Seas Trunk or Treat, which had 24 trunks and over 3,000 attendees.

Plans for a Parks and Recreation Committee are still in the progress as we seek volunteers.

**5. Summary of Summer Parking Season**

David Walker reviewed the summer season parking program with total revenue of \$171,647.28. Total operating costs was \$26,125.49. Council is aware they need to address parking at the Circle in front of businesses.

**6. Appointments to Board of Adjustment**

Gary Plough resigned from the Board of Adjustment on November 13, 2018. There is been an issue with attendance for various reasons lately. Council may consider combining the Board of Adjustment and Planning Board into one board.

Planning Board members Fred Dean and Neil Chamblee are willing to serve as alternates on the Board of Adjustment also. Councilmember Archer made a motion to *appoint* Fred Dean and Neil Chamblee as alternates on the Board of Adjustment immediately. Seconded by Mayor Pro Tem Porter. Vote was unanimous, 5-0.

**7. Recreational Water Quality Committee Progress Report**

Councilmember Johnson noted in the committee meeting yesterday that Nags Head Planner Todd Craft spoke, he recommends more dog clean up stations, but feels our beaches are in great shape due to current stormwater drainage systems. Overall findings are:

	<b>STATUS</b>	<b>RISKS</b>	<b>POTENTIAL ACTION</b>
<b>OCEANSIDE</b>	Good Shape	Dogs	Education (Beach etiquette, Dog etiquette)
	Good Testing (State)	Birds	Doggie bag stations
	Low Risk	Diapers/Trash	Stronger pet ordinance
			Enforcement

<b>SOUNDSIDE</b>	Problem Spots (4 of 8)	Storm Water Runoff	Supplemental on-going testing
	Little Testing (State)	Failing Septic Systems	Watershed Restoration Plan (NCCF)
	Significant Risks	Mobile Home Parks	Residential Septic Inspection Program
	UNC/IMS Study Underway	Boats	Stronger commercial storm water code
		Pets	Inspection program-commercial systems
		Birds	Education/Outreach Programs:
			Homeowners Manual
			Smart Yards
			Septic System Operations and Maintenance
			Pet Waste

Councilmember Johnson suggests that the January meeting be a joint meeting with the committee and Council for Dr. Nobles' presentation on sound side testing results.

### 8. Appearance Committee Progress Report

Mayor Cooper presented findings from the Appearance Committee. Since 1990, the year round population has decreased 23%, but increased 51% in Emerald Isle. Less people are moving here year round, but tourism and occupancy numbers are still strong. We need to do what we can to allure full time residency. He provided a picture collage of things that look great in Atlantic Beach and things that could be improved on. Over the course of their meetings, they created a project list:

- o Property Maintenance Standards
- o Entrance/Gateway Features
- o Climate Appropriate/Native Landscaping
- o Garbage & Recycling Cans
- o Causeway Master Plan and Improvements
- o Boardwalk Upgrade
- o Business Signage
- o Parking in Residential Districts
- o Replace Old Poles on Street Signs
- o Utility Line Clean Up
- o Landscaping Maintenance of Roadways and Intersections
- o Placemaking Structures
- o Public Pier as Signature Feature of Town
- o Form Garden Club
- o Encourage/Incentivize use of Architects on new buildings
- o Pop Up Projects
- o Delightful Details
- o Attractive Shade Structures
- o Improved Soundside Water Access
- o Public Art

We have some things we do well with great Atlantic Beach character, but we have a lot that needs to be improved.

### 9. Council Comments

None.

There being no further action taken or business before Council the meeting stood adjourned. The time was 12:41 pm.

These minutes were approved at the December 13, 2018 meeting of the Atlantic Beach Town Council.

TOWN OF ATLANTIC BEACH

ATTEST:

*Katrina E Tyer*  
Katrina Tyer - Town Clerk

(seal)



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