

**Town of Southern Shores Capital Improvement Plan Committee
Meeting Minutes**

*January 14, 2016 2:00 p.m.
Pitts Center*

Attendees: Capital Improvement Planning (CIP) Committee members- Mayor Tom Bennett and Councilman Chris Nason; citizen representative- Jim Connors; Town staff- Peter Rascoe, David Kole, Joe Anlauf, Rachel Patrick, Bonnie Swain

The meeting was called to order by Mayor Tom Bennett and turned over to Rachel Patrick as meeting facilitator.

Peter Rascoe reviewed the Town's street design and construction standards, which are located on the Town's website and a copy of which are attached to these minutes as an exhibit. After review of the standards, Peter explained that the standards were endorsed by the Council for staff's use in street rebuild projects for FY 2015-2016, and recommends the Committee recommend the Council endorse the same standards for capital street rebuild design use for upcoming FY 2016-2017. Councilman Chris Nason stated that the standards seem very reasonable and that he plans to recommend they be approved for staff's use during the upcoming FY. Mayor Bennett concurred with the recommendation, and reminded Council Member Nason that he would be giving the Committee Report which would include any committee recommendations.

Regarding the design standard emphasizing the use of Best Management Practices (BMPs) and Low Impact Development (LID) design standards for storm water mitigation, Jim Connors suggested that a representative from the Coastal Studies Institute meet with Town staff to discuss LID guidelines and brainstorm as to whether any additional LID concepts could be appropriate for future capital street rebuild designs. Town engineer Joe Anlauf also explained the LID standards that are incorporated are site-specific depending on respective factors applicable to a particular project.

Regarding the design standard to re-vegetate sites upon project completion at 6 and 12 month intervals, Rachel reported that re-vegetation has been done at the Dogwood Trails intersection with the addition of five Eastern Redbud trees. It has also been implemented at Fairway Drive with the addition of three Crepe Myrtle trees planted in the new island-median, and native grasses planted in two of the stormwater swales. Both of these were done at a 6 month evaluation. Jim Connors commented that in the future he would like to see more extensive re-vegetation efforts, and suggested that re-planting plans be developed during the actual design process for a street rebuild. Rachel Patrick stated that Public Works favors very low-maintenance, native plants for re-vegetating. Chris Nason agreed that low-maintenance plantings make sense.

The public input processes for street rebuild projects was reviewed. Rachel explained that, prior to the Capital Improvement Planning Committee recommending projects to the Council for rebuild, Town staff invite the residents of a street that is being considered for rebuild to a public meeting where they discuss the potential project, listen to resident's concerns and gauge resident support for the project. Residents are typically then invited back for a second meeting once actual survey data is complete to further discuss the potential project. Peter also clarified that, in years past, capital street projects which only fronted a small number of adjacent residents were noticed to those residents by letter - inviting each resident to meet one-on-one with Town staff. He further clarified, that now, all capital street improvement projects follow the process described by Rachel

Peter explained that, prior to Council approving any capital street improvement project, a Public Hearing is held for the Town's actual proposed annual operating budget which contains a total proposed

expenditure for capital street improvement projects for the upcoming fiscal year. That proposed expenditure for capital street improvement projects has been \$516,000 for the past several fiscal years. Subsequent to budget adoption for the upcoming fiscal year, a second Public Hearing is then held prior to consideration and adoption of any CIP Committee recommended capital street improvement project priority list.

Rachel explained that, once the Council approves the recommended street rebuild priority list for the upcoming fiscal year, preliminary designs for street rebuilds are completed, and street residents are again invited to a public meeting to review the design and discuss the project construction and how it will impact the residents. Small changes may still be accommodated at this point if feasible, prior to the final design being completed and advertised for construction bid.

The street rebuild priority list was discussed for FY 2016-2017. It was agreed that rebuild projects that were completed this past fall, and projects set to be completed this upcoming spring, could be removed from the list. It was also agreed that the list's line containing the combined North, South and East Dogwood Trails could be removed, as each of those streets have now been given their own separate line item on the list. Mayor Bennett recommended that Yaupon Trail be moved to the top of the list due to its extremely deteriorated condition. Council Member Chris Nason concurred with this change in priority. Peter explained that, while the Committee had previously discussed phasing a rebuild of Yaupon Trail due to its large estimated cost, the Town would likely see a significant cost savings if the entire street was rebuilt at one time, and it would also be less of an inconvenience for the residents of the street to undergo experiencing one project rather than multiple projects over several years with multiple contractor mobilizations. Bulkhead replacement will be necessary along Yaupon Trail, and the bulkhead may need to be extended canalward further than the typical 2' that is allowed by a CAMA Minor Permit, to allow for both a two-lane street to be designed and to avoid the need for traffic-rated tiebacks, which would add to the expense of the project. Extending the bulkhead further than 2' canalward would require a CAMA Major Permit. Town staff will discuss the permitting process with the local CAMA representative to gain more understanding of that process.

Mayor Tom Bennett stated that he had a recent discussion with the NC Department of Transportation (DOT) regarding the storm water flooding issue on Highway 12 at the East Dogwood Trail intersection and at the 13th Avenue and Highway 12 intersection. The DOT has agreed to look at developing possible solutions for the problem at East Dogwood Trail sometime within the month. The Town may be asked to contribute monetarily to whatever the solution may be. Mayor Bennett suggested that this potential project (NC Hwy 12-East Dogwood Trail stormwater flooding) be added to the priority list.

The ranked prioritization of the streets will continue to be discussed at the next committee meeting, to be held on March 17th, 2016 at 2:00 p.m. at the Pitts Center.

There being no other business, the meeting was adjourned.

Minutes recorded by Rachel Patrick, and compiled with concurrence of all Committee Members, Citizen Representatives, and Staff Representatives in attendance.

Town of Southern Shores Street Rebuild Standards

1. **Appropriate and adequate stormwater management utilizing Best Management Practices (BMPs) and Low Impact Development systems (LIDs), and maximizing preservation of existing natural hydrologic conditions where feasible.**
2. **Re-align centerline in relation to existing R-O-W where practical; Realign all roadway centerline alignments to eliminate roadway encroachments on to private property. Reconstruction designs will maximize the preservation of existing trees, bulkheads and vegetated medians when practical without adversely impacting public safety.**
3. **Street curves shall be designed in accordance with NCDOT standards in all locations where these standards can be met within the configuration of the existing rights-of-way. Reconstruction designs will maximize the preservation of existing trees, bulkheads and vegetated medians when practical without adversely impacting public safety.**
4. **Street width shall be designed in accordance with NCDOT standards. Reconstruction designs will maximize the preservation of existing trees, bulkheads and vegetated medians when practical without adversely impacting public safety.**
5. **Cul-de-sacs or other NCDOT recognized turn-around areas adequately sized to facilitate the maneuvering of the Town's Fire apparatus shall be installed in all locations where the roadway/right-of-way has no outlet. Cul-de-sacs shall be considered in all locations where the existing right-of-way is platted for or otherwise supports the inclusion of said feature. In locations where adequate area is not available and the need for a larger turn-around area is necessary the Town may investigate other design options.**
6. **Having considered re-alignment of centerline while maximizing preservation of existing trees (Standard #2 above) when practical without adversely impacting public safety, remove trees and tree stumps under the following conditions:**
 - a. **All trees and tree stumps within 4 feet of the edge of the road pavement matrix of the rebuilt street;**
 - b. **Trees and tree stumps located within the proposed stormwater management areas;**
 - c. **Trees and tree stumps impacted by roadway grading;**
 - d. **Trees and tree stumps known to be in direct conflict with underground utility lines and the related above ground utility appurtenances;**
 - e. **All trees and stumps that compromise line of sight at roadway intersections.**
7. **Asphalt and road base shall be designed to meet NCDOT standards and geotechnical recommendations.**
8. **Construction installation methods and specifications shall be implemented according to DOT standards.**
9. **Re-vegetation needs shall be evaluated at 6 month and 12 months following project completion. A landscaping plan shall be developed if appropriate utilizing primarily native species of shrubs and small trees.**

*** Rebuild of a street is defined as complete removal and replacement of an existing street, or section thereof, due to failing sub-base and/or failing asphalt as a result of substandard initial construction and/or age.**