

**Town of Southern Shores Capital Improvement Plan Committee**  
**Meeting Minutes**  
*March 17, 2016 2:00 p.m.*  
*Pitts Center*

Attendees:

Capital Improvement Planning (CIP) Committee members- Councilman Chris Nason (Mayor Bennett was absent from the meeting)

Citizen Representative- Glenn Riggin (Jim Connors was absent from the meeting)

Town Staff- Peter Rascoe, Joe Anlauf, Rachel Patrick

Two citizen attendees: Larry Lawhon and Jim Kranda.

The meeting was called to order by Councilman Chris Nason and turned over to Rachel Patrick as meeting facilitator.

Rachel Patrick gave an update on the current capital improvement projects underway. The street rebuild projects on Fox Grape Lane and Beech Tree Trail are continuing, and the majority of the existing asphalt on both streets has been removed and proper base-stone placed. These projects are on track to be complete in late May 2016. The Tall Pine Bridge project is also continuing and currently the contractor is setting concrete slabs; the middle stand of slabs will be set this week. That project is also set to be complete in May 2016.

Rachel Patrick and Joe Anlauf gave an update on a scoping meeting they attended with several environmental agencies regarding the potential future street project on Yaupon Trail and specifically the replacement of the structurally compromised bulkhead which runs along Whistling Swan canal adjacent to Yaupon Trail. The bulkhead is currently exhibiting signs of structural distress. In order for the new bulkhead to support a new, two-lane street and a vehicle turnaround on Yaupon Trail, it would be necessary to build the bulkhead waterward further than the 2' allowed under a CAMA Minor Permit in three areas along the canal. The environmental agency representatives attending the scoping meeting indicated that in order to go waterward further than 2', a CAMA Major Permit would be required for those areas and the total area of fill beyond the 2' would need to be under 1/10<sup>th</sup> of an acre. If the area goes above 1/10<sup>th</sup> of an acre, a different and more complex permitting process would be required. Several of the representatives indicated that they would like to review several design options for the new bulkhead, including the amount of fill being proposed and how the canal width would be affected under each option, since the canals are considered to be primary nursery areas (PNA) for aquatic life. They asked for the design options to be emailed to them in plan form for an initial, informal review. They indicated that the entire formal permitting process would take about 150 days. They also reminded Rachel and Joe that there is a annual moratorium on in-water work in PNA's from February 15 through September 30. Rachel reminded the committee that a structural report on the bulkhead has been completed by Kitty Hawk Engineering, which includes cost estimates. The estimate to do a new, vinyl bulkhead with tiebacks is \$311,250. This number is a planning estimate and does not include necessary tree removal or additional fill for the areas that are proposed to go further than 2' waterward. The committee discussed the Public Works Director proceeding with submitting the permits at this time to get that lengthy process underway. The Town Manager stated he and the Public Works Director would discuss proceeding with submission of a CAMA permit application during the current fiscal year utilizing existing budgeted funds for Departmental operations.

Rachel updated the committee on an on-site meeting with representatives from the NC Department of

Transportation (DOT) at the intersection of Highway 12 and East Dogwood Trail to again discuss the storm water flooding issue in that area. These discussions have been ongoing for the past several months. The DOT representatives included a staff member from their hydraulics group in Raleigh, who is now looking at options to mitigate the problem and is to communicate those options back to the Town in the coming weeks. Rachel also informed the committee that the Town's Public Works Department will be attempting to mitigate the storm water flooding issue at the intersection of Highway 12 and Skyline Road by installing a shallow infiltration swale in a small area in the right-of-way. This will help somewhat with removing some water from the road, but will not totally resolve the issue.

The group discussed recommending capital budget allocations for the upcoming 2016-2017 FY budget. Town staff recommends to the CIP Committee, for its recommendation to the Council, an appropriation of \$516,000 for capital street rebuild projects, which is equivalent to 4 cents on the current tax rate (which is equivalent ((revenue neutral)) to 3 cents previous to the revaluation done in 2013), and \$80,000 for bulkhead repair/replacement, as was allocated in the current 2015-2016 FY budget. Peter Rascoe explained that this same recommended budget allocation will be included in his draft FY 2016-2017 proposed operating budget to the Town Council during the budget workshop in mid-April. The budget will potentially be adopted by the Council in June, and recommended capital projects will be reported to the Council after the May CIP Committee meeting, and considered by Council in July.

The committee agreed that two streets should be added to the bottom of the ongoing street rebuild priority list: the intersection of Highway 12 and Skyline Road, which is experiencing a storm water flooding issue in the road and right-of-way; and West Holly Trail, which is experiencing driveability issues due to sunken areas in the road and a storm water problem at the end of the street.

Glenn Riggan asked for an update on the Dogwood Trails Task Force's efforts. Peter stated that the Task Force has been meeting monthly and they have stated they intend to have a report, including recommendations, ready for Council to review by the end of the summer. They are currently working on creating survey questions to pose to citizens, and they have also discussed the possibility of requesting funds in order to obtain a comprehensive physical survey of South and East Dogwood Trails.

The attending public citizens were asked if they had any comment. Larry Lawhon had none. Jim Kranda commented that the southern portion Juniper Trail between the Chicahawk bridge and US Highway 158 is now exhibiting extreme drivability issues.

The next CIP committee meeting is scheduled for May 19, 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.

