

Town of Southern Shores Capital Improvement Planning Committee

May 19, 2016 2:00 p.m.

Pitts Center

Attendees:

Committee Members- Mayor Tom Bennett and Councilman Chris Nason

Citizen Representatives- Jim Conners, Glenn Riggin

Staff- Town Manager Peter Rascoe, Police Chief David Kole, Public Works Director Rachel Patrick, Finance Officer Bonnie Swain

Consultants- Arborist Andy McConaughy

Members of the Public Attending - Leo Holland, Jim Kranda, Fred Newberry, Joseph Van Giesen

Local arborist and Southern Shores resident Andy McConaughy was present for a discussion regarding the Town's street rebuild design standards, and how preservation of trees have been incorporated into the standards and what that can mean for Town assets such as streets, bulkheads and sidewalks that have tree roots located immediately adjacent to them. Andy is an ISA (International Society of Arborists) Certified Arborist and a licensed tree expert. Andy explained that tree root damage to structures can vary based on the species of tree and size of the root ball, but generally he would recommend not planting trees within ten feet of any structure to avoid potential damage to both the tree and the structure. The Town's street rebuild design guidelines currently state that trees within four feet of asphalt are to be removed. Andy pointed out that planting trees immediately adjacent to a structure such as a bulkhead can cause damage to the tree roots and over time will weaken the tree, making it more susceptible to come down during a storm event. Rachel Patrick pointed out that while it is easy to see how roots affect visible structures such as streets and bulkheads, they also affect underground utility lines such as water mains that are expensive to replace and cause service interruptions to residents. Andy stated that tree roots are typically located in the top 8-10 inches of soil, and if pruning either limbs or roots, a good rule of thumb to use is a 30% rule- pruning 30% or less of the total limbs or roots will help keep the tree healthy and strong. Andy distributed a list of small, medium and large trees that shows their growth rate and sizes that would be useful for replanting efforts. Jim Connors commented that the Town should continue their replanting effort as street rebuild projects are completed.

The committee discussed the prioritization of the current study list of potential capital street improvements, and the two voting committee members are to make a recommendation to the full Council for projects to be funded by the fiscal year 2016-2017 proposed budget allocation of \$516,000 for street rebuild projects. Rachel stated that her recommendation to the committee members is to begin the bulkhead replacement and environmental permitting phase for Yaupon Trail; a CAMA Major Permit will be required to complete the bulkhead replacement for that street, and tree removal along the bulkhead will be required due to root damage to the bulkhead. Rachel also suggested that Wild Swan Lane and Osprey Lane be included in the street prioritization list for the upcoming fiscal year. Rachel stated that minor asphalt repairs can be made to Turtle Pond Court and Twisted Tree Court to extend the life of those streets and possibly avoid needing to rebuild them for a few more years, and she suggested keeping them on the prioritization list but moving them further down the list to be monitored. Rachel also pointed out that the stormwater flooding mitigation project at the Highway 12/East Dogwood Trail intersection area has a separate line item of \$300,000 in the proposed budget and is not included in the \$516,000 proposed allocation for capital street rebuild projects. Glenn Riggin stated that he agreed that Yaupon Trail bulkhead replacement and environmental permitting and Wild Swan Lane and Osprey Lane street rebuilds should be at the top of the priority list. Jim Conners

agreed, and also stated that any action regarding any of the Dogwood Trails should be delayed until recommendations from the Dogwood Trails Task Force are made. Jim stated that the Task Force chair will be giving an update to Council at the June Council meeting, and that they will likely be requesting funding for a physical survey of South and East Dogwood Trails as well as sharing the results of a citizen survey that they recently conducted. Committee member Councilman Chris Nason stated that he has noticed tree root damage to Juniper Trail in the area south of the Juniper Trail culvert bridge, and that several residents in that area have contacted him asking if the damage can be addressed by the Town. Chris suggested adding this area of Juniper Trail to the prioritization list under Osprey Lane. Committee members Mayor Bennett and Councilman Nason concurred on the following prioritization of projects to be recommended by them to Council for FY 2016-2017:

1. Yaupon Trail bulkhead replacement (includes necessary tree removal) and environmental permitting
2. Wild Swan Lane street rebuild
3. Osprey Lane street rebuild
4. Juniper Trail rebuild in area south of culvert bridge

Mayor Bennett updated the group on his recent communications with the NC DOT regarding the stormwater flooding issue at Highway 12 and East Dogwood Trail intersection area. He relayed that he feels confident that the Town will receive some amount of funding from the state to offset at least a portion of the Town's cost share for a mitigation project, as he has received positive feedback from representatives with the DOT as well as from Representative Paul Tine and Senator Bill Cook. Legislative contacts have recommended that the Town Council formally adopt a resolution to move forward with a project as that will help to secure state funding for the Town's cost share by showing commitment from the Town. Rachel stated that the Town has an engineer under contract to complete a survey of the area as well as to complete stormwater modeling and make recommendations as to solutions to mitigate the water. Once complete, his recommendations will be reviewed by the DOT's hydraulic engineers and they will make their own recommendations as to what is the most viable solution for the problem. Those recommendations will likely be made to the Town by the DOT sometime in July. Peter Rascoe stated that the Town retained an engineer with current budgeted funds for this work due to ongoing safety concerns that have now become more prevalent. He reminded everyone that \$300,000 has been included in the proposed FY 2016-2017 budget for this project in the case the Council does decide to proceed with a remedial project as a partner with NCDOT. He also stated a conceptual overall budget for a NCDOT/Town partnered project is as follows: \$200,000 for property acquisition if that is a part of the Council's approved project with NCDOT, \$50,000 for engineering/design, and \$50,000 for construction to be performed by NCDOT.

The group discussed the Town property at 7 Skyline Road which was purchased by the Town for possible future expansion of the Town Hall complex. The residence was vacated by a former tenant in April. The Town has the option of renovating the interior of the residence if there is a desire to lease the space to a new tenant, or to demolish the building. Renovations would be necessary if there is a desire to lease due to the poor condition of the interior. Peter stated that renovations are estimated to cost approximately \$20,000, while demolition has been quoted to cost approximately \$10,000. It is thought that after renovations, the building could be leased for \$1,000-\$1,200 per month. Rachel stated that she has concerns regarding leasing the property as it could require Public Works employees to be on call for repairs and service calls, including on weekends and holidays. Glenn said that a property management company could be hired to manage the lease and maintenance of the home on behalf of the Town. Councilman Nason suggested that, if the building was demolished, the Town could create a park or greenspace there for enjoyment by residents and their families. Mayor Bennett and Councilman Nason agreed to discuss this further with the other members of Council at an upcoming meeting.

Mayor Bennett and Councilman Nason discussed the Town Engineer RFQ process. Proposals from two local firms were received in response to the Council's RFQ on May 9, 2016, and a copy was provided to each individual Council member on May 10, 2016 for their review. A copy of each proposal was also

placed in the conference room at Town Hall for the public to review at any time during normal business hours. Councilman Nason stated that he has reviewed the proposals and has worked with both firms in the past, and he believes both firms are equally qualified to perform the work. He pointed out that there is a large difference in the unit pricing of the firms. Mayor Bennett stated that he has carefully reviewed the proposals and agrees that both firms appear to be qualified, and also noted that there is a large difference in the unit pricing for the firms. Rachel stated that she also reviewed the proposals at length and agrees that both firms appear to be equally qualified. Rachel suggested that Council check the references provided by both firms or instruct staff to do so. Peter stated that if an engineering firm is not under contract with the Town by the start of the fiscal year, Town staff will be required to undergo the same RFQ process for each and every project with a value in excess of \$30,000. Peter also noted that the current Town Engineer's contract expired in March of 2016. Mayor Bennett and Councilman Nason agreed that this effort would be further discussed during an upcoming Council meeting.

Rachel stated that the next meeting of the Council Capital Improvement Planning Committee is scheduled for October 13, 2016 at 2:00 PM at the Pitts Center.

Rachel asked individuals in the audience if they would like to ask a question or make a comment to the group. Southern Shores resident Joseph Van Giesen suggested that Council request that the two engineering firms who submitted proposals in response to the Town Engineer RFQ be given a sample task and asked to submit a mock schedule showing the amount of time they would take to complete the task. Mr. Van Giesen suggested that one firm may be able to complete the task more quickly than the other. Leo Holland, Fred Newberry and Jim Kranda were also in attendance as members of the public but did not comment.

Glenn asked when work on Beechtree Trail would be completed. Rachel stated that paving would be completed on both Fox Grape Lane and Beechtree Trail the following week. Glenn said that residents on Beechtree Trail are concerned about the narrowness of the entrance to the street. Rachel said that it should be easier to navigate once paving is complete because the asphalt and bottom of curb will be at the same level, creating a wider driving area for vehicles. Rachel said that narrow streets are a part of a Low Impact Development design and that the total footprint of the street (asphalt and curb) is the same width as the old street (asphalt only). Glenn said that he recalled that during the design process, the engineer said that the new drivable surface area would be the same width as the old drivable surface area, but the new area is narrower due to the addition of curbing. Rachel said that she plans to allow the contractor to finish the project and complete paving, then a decision can be made on whether the street needs to be widened at the entrance.

There being no other business, the meeting was adjourned.

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

**Capital Street Improvement prioritization for FY 2016-2017 as recommended by the CIP Committee
May 19, 2016**

“Targets” for rebuild for FY 16-17:

1. **Yaupon Trail** - street rebuild due to asphalt failure, edge failure and continuing tree root undermining. Bulkhead replacement. [recommend phasing]
 2. **Wild Swan Lane** – street rebuild: cracking, root upheaval, potholes, and stormwater. [exclude extreme south and north ends]
 3. **Osprey Lane** [within house addresses #95-105] - street rebuild: alligator cracking, root upheaval, and stormwater
 4. **Juniper Trail**- asphalt failure in area south of the Juniper culvert bridge on both street and sidewalk
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Remaining priorities for rebuild:

5. **Clamshell Trail** - asphalt & subgrade failure. [phased: Chicahawk Trail to Otter Slide- remainder following]
6. **Turtle Pond Court** - street rebuild [Public Works to perform minor repairs to extend life of street]
7. **Twisted Tree Court** - street rebuild [Public Works to perform minor repairs to extend life of street]
8. **South Dogwood Trail**
9. **East Dogwood Trail**
10. **North Dogwood Trail**
11. **Wax Myrtle Trail** - Block and alligator cracking, edge failures. [recommend partial]- **including Dolphin and Porpoise Run**
12. **Ginguite Trail** - [recommend partial segments]
13. **Land Fall Loop** - street rebuild: alligator cracking.
14. **Happy Indian Lane** - cul-de-sac rebuild: alligator cracking, eroded areas.
15. **Teal Court** - repair, portion of road leading to cul-de-sac cracking.
16. **Hillcrest Drive**
17. **Sea Oats Trail**
18. **Spindrift Trail/High Dune Loop/Wild Pony Intersection**
19. **Clamshell Trail/Chicahawk Trail Intersection**
20. **Wax Myrtle and Hickory Intersection**
21. **Pintail Trail**
22. **Skyline Road and Highway 12 intersection**- stormwater flooding issue
23. **West Holly Trail**- stormwater flooding and driveability issues

****NC Hwy 12-East Dogwood Trail** stormwater flooding- a separate individual line item of \$300,000 has been included in the proposed FY 2016-2017 budget for a potential project in partnership with the NCDOT to mitigate this flooding, if the Council approves such a project. Fund matching may be available from the state to offset this budgetary allotment.