



Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

www.southernshores-nc.gov

December 6, 2016

COUNCIL MEETING-5:30 P.M.-PITTS CENTER -Revised

1. Opening
 - A. Call Meeting to Order (all citizens interested in offering Public Comment are reminded to sign up.)
 - B. Pledge of Allegiance
 - C. Moment of Silence
 - D. Amendments/Approval to Agenda
 - E. Consent Agenda **(TAB 1)**
 - i. Approval of Minutes-November 1, 2016
 - ii. State-Applicant Disaster Assistance Agreement FEMA 4285-DR-NC
 - iii. Budget Amendment- #9-Beach Nourishment Public Forum Costs (Venue & Filming)
2. Staff Reports
 - A. Town Planner
 - B. Police Chief
 - C. Fire Chief, Southern Shores Volunteer Fire Department
 - D. Town Manager's Report
 - E. Town Attorney's Report
3. Board and Council Committee Reports
 - A. Council Planning Committee Report – Mayor Bennett **(TAB 2)**
4. General Public Comment (Limit: 3 minutes per speaker.)
5. Old Business (all business subject to action)
 - A. Second Reading of Motion to Amend Town Code (First Reading passed Council 3-2 on November 1, 2016 on Motion of Mayor Bennett, Seconded by Councilman Nason): *"To amend Section 20-149 of the Town Code to allow the issuance of "stickers or hanging tags", and to direct Staff to provide hanging tags and decals/stickers- no more than two of either per property owner. This can include one tag and one decal. These permits to be issued for a two-year term (2017-2018)."*
6. New Business (all business subject to action)
 - A. Recommended appointments to Reconstruction Task Force [Code Sec. 12-69] - Town Planner/Town Manager **3**
 - B. Council Consideration-Approval of Historic Landmark Commission Appointments - Town Planner/Town Manager **4**
 - C. Council Review of effectiveness of Standing Committees, Section 14. Rules of Procedure - and Appointments to Standing Committees
 - D. Council Adoption of a 2017 Council Meeting Schedule **(TAB 5)**
 - E. Council Reappointment of Town Representative to Dare County Tourism Board -Mayor Bennett
7. General Public Comment (Limit: 3 minutes per speaker.)
8. Other Business
 - A. Mayor's Comments & Responses
 - B. Council Member's Comments & Responses
9. Closed Session § 143-318.11. (a)(6) - Consider a personnel matter regarding an individual public officer/employee of the Town – Requested by Councilman Gary McDonald
10. Adjourn



**Town of Southern Shores
Regular Council Meeting
November 1, 2016**

The Town of Southern Shores Council met in the Pitts Center located at 5375 N. Virginia Dare Trail at 5:30 p.m. on Tuesday, November 1, 2016.

COUNCIL MEMBERS PRESENT: Mayor Bennett, Mayor Pro Tem Fred Newberry, Council Members Leo Holland, Chris Nason and Gary McDonald.

COUNCIL MEMBERS ABSENT: None

CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

Mayor Bennett called the meeting to order at 5:30 p.m., led the Pledge of Allegiance, and held a moment of silence.

AMENDMENTS / APPROVAL OF AGENDA

MOTION: Council Member McDonald moved to approve the agenda The motion was seconded by Council Member Nason. The motion passed unanimously (5-0).

CONSENT AGENDA

The consent agenda consisted of the following items:

- Approval of Minutes-October 4, 2016
- Budget Amendment #6 Transfer/Closeout-Capital Project Fund to General Fund
- Budget Amendment #8-To Recognize NCDOT Reimbursement Grant

MOTION: Council Member Holland moved to approve the consent agenda. The motion was seconded by Mayor Pro Tem Newberry. The motion passed unanimously (5-0).

EMPLOYEE RECOGNITION

Town Manager Rascoe presented a special recognition to Town Clerk Sheila Kane - Designation as Certified Municipal Clerk by the International Institute of Municipal Clerks through the NC School of Government

STAFF REPORTS

Town Planner:

The Town Planner presented the Planning Department's monthly report containing the following:

- Permitting and Inspections October, 2016

Southern Shores Police Department

Chief Kole presented the Police Department's monthly report for October and an incident/response report from Hurricane Matthew.

106 **OLD BUSINESS**

107 Consideration of Possible Speed Limit Change On Circle Drive-From The Current 15 Mph To
108 25 Mph

109 Council Member Holland and Council Member McDonald both stated they drove the proposed
110 speed limit change of 25 mph along Circle Drive and felt it was too fast for that street. Mayor
111 Pro Tem Newberry agreed.

112 **MOTION:** Council Member Holland moved to not change the speed limit on Circle Drive
113 and keep the current 15 mph speed limit. The motion was seconded by Council Member
114 McDonald. The motion passed unanimously (5-0).

115
116
117 Reconsideration of Scope of Scheduled December 1 "Beach Nourishment" Public Hearing

118 Mayor Pro Tem Newberry stated the discussion of beach nourishment should be in the form
119 of a public forum instead of a public hearing and experts should be brought in to give
120 information such as the costs, the impacts. Council Member Newberry stated he is
121 sympathetic to the citizens of Pelicans Watch but Council needs to be educated in order to
122 make a smart decision. He said the December public hearing previously set by Council should
123 be replaced by a Public Forum in a location large enough to hold the audience.

124 **MOTION:** Mayor Pro Tem Newberry moved to have the Town schedule, advertise and
125 vigorously promote a public forum, not a public hearing, on the issue of beach analysis and
126 nourishment. This is to be held separately from a regularly scheduled council meeting and
127 that time limitations for speakers be adjusted to allow accepted experts objective and data
128 driven scientific presentation on the pros and cons of beach nourishment. The motion was
129 seconded by Council Member McDonald. The motion passed unanimously (5-0).

130
131
132 **NEW BUSINESS**

133 Budget Amendment #7-Create and Fund Budget Line for FEMA Reimbursable Projected
134 Hurricane Matthew Expenses.

135 **MOTION:** Council Member Holland moved to approve budget amendment #7 to create
136 and fund budget line for FEMA reimbursable projected Hurricane Matthew expenses. The
137 motion was seconded by Council Member McDonald. The motion passed unanimously (5-0).

138
139 **GENERAL PUBLIC COMMENT**

140 Mayor Bennett called for public comment and the following citizens offered comment with
141 topic(s) as indicated:

- 142 - Van Price, 18 Ocean Blvd-If there is a way to piggyback with the other Towns doing
143 beach nourishment in the upcoming year it would save many properties.

144
145 **OTHER BUSINESS**

146 Mayor's Comment & Responses

147 Mayor Bennett presented a resolution provided by Dare County pertaining to summer traffic
148 control. He asked Dare County Commissioner Wally Overman who was present to explain
149 the resolution.

150 **MOTION:** Council Member McDonald moved to approve the Resolution 2016-11-01
151 Summer Traffic Control presented by Dare County Commissioner Wally Overman asking the
152 Highway Patrol to commit to working the intersection properly during the summer season.
153 The motion was seconded by Council Member Holland. The motion passed unanimously
154 (5-0).

155
156 Council Member's Comment & Responses

157 Mayor Pro Tem Newberry stated he wanted to express thanks to the Fire Chief, Police
158 Chief, and Southern Shores Staff for all of their efforts during Hurricane Matthew and also
159 Hermine. He then stated Council voted against going back to the parking sticker at the last
160 meeting and Council Member McDonald has done some research and looked at the Town

215 Council Member Nason and Holland stated because there are other members of the
216 community that want different.

217
218 Council Member Nason stated the only thing the article did was make people want more.

219
220 Council Member McDonald stated prior to 2015 there is no data to back the number of
221 permits. He also stated the Town knew the number of stickers out, but the Town didn't
222 keep who had what he said. He also stated the other thing he needs to add is that there is
223 a vanity side to this. A lot of people in our community have stickers and they do not care to
224 go to the beach. They want people to know they live in the Town of Southern Shores.

225
226 Council Member Holland stated if a sticker is provided to them as requested, then they can
227 have their sticker.

228
229 Council Member Nason stated you could give license plates stating the Town of Southern
230 Shores and he would support that. It would not be tied into the parking system.

231
232 Council Member Holland stated that those citizens that want the image can now get the
233 parking permit sticker and put it on their car. The other citizens that want hanging tags can
234 get the tags.

235
236 Mayor Pro Tem Newberry stated before he bought his house on Dogwood Trail he lived on
237 Ocean Blvd. It was at one of the main parking areas, East Dogwood access, and there was
238 not a parking issue with the sticker system.

239
240 Council Member Holland stated the hanging tag system has been in place since July 2015
241 and there was no conversation about it until Council Member Newberry wrote the article.

242
243 Citizen Al Ewerling commented to the Council he mentioned it at the first meeting.

244
245 Council Member Holland stated we have a good solution. You are only going to get two
246 tags, or two stickers, or one of each.

247
248 Council Member McDonald stated he has 87 communications from people, they may not
249 be all our people, but they have come forward and said they prefer stickers. He stated he
250 wanted to go on record that he is not doing this for what he himself feels, this is what the
251 community has asked, to go back to stickers.

252
253 Mayor Bennett then stated he is accommodating those people by giving them a choice.

254
255 Council Member McDonald stated he understands but that was changed without looking at
256 the Code and that is an issue.

257
258 Mayor Bennett stated we are resolving that by amending the Code. Council Member
259 McDonald stated but you simply just can't change every time you disagree just because
260 you want to.

261
262 Council Member Nason stated yes you can. Council is in charge of the Code.

263
264 Council Member McDonald asked the Mayor to clarify the number of tags. He stated for
265 instance if he owns seven (7) properties how many will he get. The Mayor stated his motion
266 only allows for two (2).

267

323
324
325
326
327
328
329

ATTEST:

Thomas G. Bennett, Mayor

Respectfully submitted,

Sheila Kane, Town Clerk



RESOLUTION
DESIGNATION OF APPLICANT'S AGENT

North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) Town of Southern Shores	Disaster Number: FEMA-4385-DR-NC
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):	
Applicant's Fiscal Year (FY) Start Month: July Day: 1	
Applicant's Federal Employer's Identification Number 56-1247392	
Applicant's Federal Information Processing Standards (FIPS) Number	

PRIMARY AGENT	SECONDARY AGENT
Agent's Name Peter Rascoe	Agent's Name Bonnie Swain
Organization Town of Southern Shores	Organization Town of Southern Shores
Official Position Town Manager	Official Position Finance Officer
Mailing Address 5375 N. Virginia Dare Tr.	Mailing Address 5375 N. Virginia Dare Tr.
City, State, Zip Southern Shores, NC 27449	City, State, Zip Southern Shores, NC 27449
Daytime Telephone 252-261-2394	Daytime Telephone 252-261-2394
Facsimile Number 252-255-0876	Facsimile Number 252-255-0876
Pager or Cellular Number 252-316-7524	Pager or Cellular Number

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this day of , 20 .

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title	Name
Name and Title	Official Position
Name and Title	Daytime Telephone

CERTIFICATION

I, _____, (Name) duly appointed and _____ (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of _____ (Organization) on the _____ day of _____, 20 .

Date: _____ Signature: _____



**North Carolina Department of Public Safety
Division of Emergency Management**

APPLICANT: Town of Southern Shores DISASTER: Hurricane Matthew
FEMA- 4285-DR-NC

PUBLIC ASSISTANCE CFDA# 97.036

STATE – APPLICANT DISASTER ASSISTANCE AGREEMENT

This Agreement made by and between the State of North Carolina, Dept. of Public Safety, Division of Emergency Management (“the State”) and Town of Southern Shores (“the Applicant”) shall be effective on the date signed by the State and the Applicant. It shall apply to all disaster assistance funds provided by or through the State to the Applicant as a result of the disaster called **Hurricane Matthew**, and pursuant to the Disaster Declaration made by the President of the United States numbered FEMA - 4285 - DR-NC.

The designated representative of the Applicant (Applicant’s Agent) certifies that:

1. He/She has legal authority to apply for assistance on behalf of the Applicant pursuant to a resolution duly adopted or passed by the Applicant’s governing body.
2. The Applicant shall provide all necessary financial and managerial resources to meet the terms and conditions of receiving Federal and State disaster grant assistance.
3. The applicant shall use disaster assistance funds solely for the purpose for which these funds are provided and as approved by the Governor’s Authorized Representative (GAR).
4. The Applicant is aware of and shall comply with cost-sharing requirements of Federal and State disaster assistance: specifically that Federal assistance is limited to 75% of eligible expenditures, and that State assistance is limited to 25% of the eligible costs. Alternate projects selected by the Applicant may be eligible for only 75% of the approved Federal share of estimated eligible costs.
5. The Applicant shall provide the following completed documentation to the State:
 - Designation of Applicant’s Agent;
 - State-Applicant Disaster Assistance Agreement
 - Private Non-Profit Organization Certification (if required);
 - Summary of Documentation Form itemizing actual costs expended for large project payment requests;
 - Monthly Progress Reports;
 - Copies of Single Audit Reports as applicable.

If the Applicant fails to provide any of the above documentation, the State will be under no obligation to reimburse the Applicant for eligible expenses.

6. The Applicant shall establish and maintain a proper accounting system to record expenditures of disaster assistance funds in accordance with generally accepted accounting principals or as directed by the Governor's Authorized Representative. If applicable, the Applicant shall conduct audit(s) pursuant to the Single Audit Act of 1984, 31 U.S.C. §7501 *et. seq.*, 44 C.F.R. Part 14, OMB Circular A-133, "Audits of States, Local Governments and Non-profit Organizations," and applicable North Carolina laws, rules and regulations.
7. The Applicant shall provide to the State monthly Progress Reports for all open large projects funded by State and Federal disaster assistance grants. The first Progress Report will be due on the 10th day of the first month following initiation of the project and subsequent Progress Reports will be due on the 10th day of each and every month thereafter until project completion. Forms and reporting requirements will be provided by the Governor's Authorized Representative.
8. The Applicant, its employees and agents, including consultants, contractors and subcontractors to be paid with funds provided under this Agreement, shall give State and Federal agencies designated by the Governor's Authorized Representative, full access to and the right to examine all records and documents related to the use of disaster assistance funds.
9. The Applicant shall return to the State, within thirty (30) days of a request by the Governor's Authorized Representative, any funds advanced to the Applicant that are not supported by audit or other Federal or State review of documentation maintained by the Applicant.
10. The Applicant shall comply with all applicable codes and standards in the completion of eligible work to repair or replace damaged public facilities.
11. The Applicant shall comply with all applicable provisions of Federal and State statutes, rules and regulations regarding the procurement of goods and services and regarding contracts for the repair and restoration of public facilities.
12. The Applicant shall begin and complete all items of work within the time limits established by the Governor's Authorized Representative and in accordance with applicable Federal and State statutes, rules and regulations.
13. The Applicant shall request a final inspection within ninety (90) days after completion of each and every large project funded under this Agreement, or within ninety (90) days after the expiration of the time limit established for each project under Paragraph 12 above, whichever occurs first. Applicant shall present all supporting documentation to State and/or Federal inspectors at the time of final inspection. **The State, as Grantee, reserves the right to conduct a final inspection of any large project after expiration of the ninety- (90) day period and to reimburse Applicant only for costs documented at the time of final inspection.**

14. The Applicant shall comply with all applicable Federal and State statutes, rules and regulations for publicly financed or assisted contracts including, but not limited to, non-discrimination, labor standard, and access by the physically handicapped.
15. The Applicant's Designated Agent shall execute and comply with the Lobbying Prohibition document incorporated herein as Attachment A.
16. The Applicant's Designated Agent shall execute and comply with the Statement of Assurances (SF 424D) document incorporated herein as Attachment B.
17. The Applicant shall not enter into cost-plus-percentage-of-cost contracts for debris removal, emergency protective measures, or completion of disaster restoration or repair work.
18. The Applicant shall not enter into contracts for which payment is contingent upon receipt of State or Federal funds.
19. The Applicant shall not enter into any contract with any entity that is debarred or suspended from participation in Federal Assistance. The State and/or FEMA will not be under any obligation to reimburse Applicant for payments made to a debarred or suspended contractor. Applicant may search for debarred or suspended contractors on the "Excluded Parties List System" (EPLS) at the following website: www.sam.gov.
20. The Applicant shall comply with the provisions of 42 U.S.C. §5155 (Section 312 of the Stafford Act) which prohibits duplication of benefits. Applicant shall notify State immediately if any other source of funds is available to offset disaster assistance provided pursuant to this Agreement. Applicant agrees that eligible costs under this Agreement will be reduced by duplicate benefits received from any other source.
21. The Applicant shall comply with all uniform grant administration requirements required by State and Federal statutes, rules and regulations, including but not limited to, the Robert T. Stafford Disaster Relief and Emergency assistance Act, Public Law 93-288, as amended, Title 44 of the Code of Federal Regulations, applicable OMB Circulars, and policy guidance issued by the Federal Emergency Management Agency (FEMA).
22. If the Applicant pays contractors, subcontractors or consultants with funds provided through this Agreement then the Applicant shall include language in all contracts that binds the contractor, subcontractor or consultant to the terms and conditions of this Agreement with the State. Contractual arrangements with contractors, subcontractors or consultants shall in no way relieve the Applicant of its responsibilities to ensure that all funds provided through this Agreement are administered in accordance with all State and Federal requirements.

FOR THE APPLICANT:

Date

56-1247392
Applicant's Federal Tax I.D.
Number (required)

BY: _____

Signature

Typed Name

Title

FOR THE STATE:

Date

BY: _____

Signature

Typed Name

Title

ATTACHMENT A

LOBBYING PROHIBITION

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of any State or Federal agency, a member of the N.C. Legislature, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-L. "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all recipients of funds under this Agreement shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Name of Applicant

BY: _____
Signature of Applicant's Designated Agent

ATTACHMENT B-1

OMB Approval No. 0348-0042

ASSURANCES-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project costs) to ensure proper planning, management and completion of the project described in this application
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply by the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-2763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

ATTACHMENT B-2

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S. C. §§276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L.93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of under ground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED



**Town of Southern Shores
Budget Amendment Number # 9**

Admin Increases			Streets Decreases		
Account Number	Description	Amount	Account Number	Description	Amount
42-50121	Admin. Misc.	\$3,000	57-50798	Dogwood Trail Physical Survey	\$3,000.00

Explanation: To cover the cost of a public mailing and forum on 1/17/17

Recommended By:

J. Peter Rascoe, III, Town Manager

Approved By:

Tom Bennett, Mayor

Date

Town of Southern Shores
Minutes of Meeting - Council Planning Committee (Bennett-Newberry)
November 7, 2016 – 10:00 AM
Town Hall Conference Room
5375 N Virginia Dare Trail
Southern Shores, NC 27949

Committee member attending: Mayor Bennett

Committee member absent: Mayor Pro Tem Newberry

Other persons attending: Councilman McDonald, Councilman Holland, Fire Chief Limbacher, Town resident Pat Riggan, Town Planner Wes Haskett, Town Manager Peter Rascoe, CPOA President Joannie Rose, CPOA Board member Craig Albert, Town resident Ursula Bateman, Town resident Ann Sjoerdsma.

The committee meeting was called to order by Mayor Bennett. He recognized that since Committee member Mayor Pro Tem Fred Newberry could not be in attendance, no committee action, including any committee recommendations to Council, could be made at the meeting.

Matters discussed:

A discussion of HX Matthew-downed CPOA trees in Gravey Pond Canal was held, with Chicahauk Property Owners' Association President Joanie Rose and CPOA Board member Craig Albert in attendance. Mrs. Rose recognized the downed trees are the responsibility of the CPOA under the Town Code provision, however the CPOA is seeking funding for their removal, and also then intends to clear out the downed trees and others along the canal banks so that such an incident would not occur again. The Town Manager reviewed the agencies he has contacted regarding possible funding for the trees' removal. Mr. Albert mentioned his recent contact with Dare County Soil and Water Conservation, and hopefully a contact with the NC Division of Forest Resources; he also stated the CPOA's desire to possibly stabilize the canal banks owned by the CPOA to prevent further tree loss in the future.

The Mayor recognized the Town Manager who stated he had recommended the Mayor include for today's committee meeting a follow-up discussion of the SSVFD's recent history and organization briefing given at the Council's previous meeting. The follow-up today is to answer any questions committee members might have regarding the SSVFD's legal and contractual relationship with the Town. The SSVFD is continuing the process of analyzing its facility needs for providing fire protection services to the Town. Fire Chief Ed Limbacher reviewed his previous briefing, and mentioned the SSVFD's current facility needs assessment which he hopes to have in hand to share by the end of the year. The concept of a potential land swap with the Town was again brought up, with the mention that the Town's land which currently houses its Public Works Department could come into discussion with such a potential proposed swap by the Fire Department. The Town Manager also informed the meeting that Dare County EMS had recently plotted historical response times and was since taking the position that it preferred to stay located at or in the vicinity of the East Dogwood Trail location owned by the SSVFD which is the current EMS location. The Town Manager stated that regardless of what arrangement the SSVFD

either proposes for assistance, or settles on itself, for a new or upgraded facility, Town staff is committed to working with the County to keep Dare EMS in Southern Shores in a facility suitable to the County.

The Mayor described his efforts to invite certain experts and an experienced elected official to serve as a speaking panel at the Council's planned January 17, 2016 Public Forum on beach nourishment.

The Mayor brought up the idea of the Town possibly developing infrastructure for emergency storm water removal and/or groundwater lowering in certain areas of the Town. He stated it is a question of how much the Town wanted to invest in planning for a flood event that may not happen again in four hundred years. The locations and effects of ponds owned by the Southern Shores Civic Association were acknowledged during discussion on this idea.

The Mayor brought up the idea of the Town possibly developing and implementing an urban forest management/maintenance initiative for the purpose of addressing existing damaged and threatened trees on public property which are susceptible to dangerously coming down either whole or partial as a result of any high wind event. The purpose would be preventive action to avoid potential damages to persons and property as well as post-storm removal costs to the Town.

Other matters discussed:

Councilman McDonald brought up his observation that the Town's current Land Use Plan seems to now be outdated and should be updated. He asked the Town Planner when an update is required. The Town Planner stated CAMA does not require a municipality to update its Land Use Plan within any certain time.

The Mayor brought up that the Dogwood Trail Task Force is in the process of developing a final report to the Council, and that his perception is that some type of walkway along S. Dogwood Trail would most likely be recommended by the Task Force.

The Mayor brought up that he, Councilman McDonald, and Mayor Pro Tem Newberry are all currently signed up for the NC Beach, Inlet & Waterway Association's conference November 13-15, 2016 in Wrightsville Beach, NC.

Town Planner Wes Haskett reported that he has received three applications from fulltime Town residents volunteering to serve on the Town's new Historic Landmarks Commission. He stated he hopes to receive two more applications prior to the Council's December 6 meeting.

Attending public comment:

Ann Sjoerdsma, Southern Shores resident, commented that she agreed with Councilman McDonald that the Town's current Land Use Plan was out of date. She also commented by asking the Town Manager how the emergency pumping of storm water from certain Town

streets after Hurricane Matthew occurred, and was complimentary of the action. The Town Manager explained to the meeting how the emergency pumping permit was obtained and how the manned pumps were acquired for this action. She also commented by asking the Mayor whether he had a preference for the Town's Public Works Department to move to a new location at 28 East Dogwood Trail as a part of any arrangement with the Fire Department for an updated facility for the Fire Department. The Mayor responded he has no preference. She also commented that she likes the Mayor's idea of an urban forest management/maintenance initiative and supports his idea, stating it should be done based on education and with knowledge and factual information, rather than based on emotional response.

Ursula Bateman, Southern Shores resident, commented by questioning if the Town was looking at sea-level rise as an ongoing concern for flooding on NC Highway 12. She also commented by asking Town staff if the Mid-County Bridge initiative was dead. A discussion of recent published articles ensued.

There being no further matters for discussion, the Mayor adjourned the committee meeting.



**CAMA Land Use Plan
Town of Southern Shores
Implementation Status Report
November 1, 2016**

I. All local, state, federal, and joint actions that have been undertaken successfully to implement the certified CAMA land use plan

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
The town will continue to support the private access policies of individuals and/or civic associations that own property with access to the beaches and the public trust waters within Town.	1-a	FY 09	The Town continues to support the private access policies of individuals and/or civic associations that own property with access to the beaches and the public trust waters within Town.
The Town will promote the maintenance of the boundaries of all zoning districts as they were defined as of September 2007.	2-a	FY09	Since 2007, only one rezoning has been approved which occurred on January 6, 2015.
The Town shall encourage the use of low impact development techniques and sound environmental preservation practices for all new development, remodeling and redevelopment within Southern Shores.	2-b	FY09	The Town continues to encourage the use of low impact development techniques and sound environmental preservation practices for all new development, remodeling and redevelopment.

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
Utilities - Maintain long range plans for public infrastructure systems to ensure that these systems are appropriately sized, located and managed to deliver the services the community needs while protecting adjacent environmental resources.	3-a	FY09	Water service is provided by Dare County which continues to accommodate new and existing development while protecting adjacent environmental resources.
Utilities - Encourage the use of defined service level standards in conjunction with demand estimates for both residents and seasonal visitors as a basis for determining infrastructure capacity requirements.	3-b	FY09	Water service is provided by Dare County which continues to accommodate new and existing development.
Wastewater & Water - Consider the establishment of a septic maintenance program to encourage the use of the best available technology and management practices to eliminate odors, avert impacts to adjacent properties and prevent degradation of water quality.	4-a	FY10	The Town will continue to consider the establishment of a septic maintenance program. No reports or data have been produced which indicate that there have been significant numbers of septic tank failures within the reporting cycle.
Wastewater & Water - Follow State requirements for package sewage treatment plants including but not limited to: permanent organizational ownership backed by financial guarantees to ensure the proper management, operation, maintenance and replacement of the plant.	5a	FY09	The Town continues to follow State requirements for package sewage treatment plants. One wastewater treatment plant replacement request has been submitted during the reporting cycle which will be reviewed by the Town

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
			Planning Board on November 21, 2016.
Wastewater & Water - Review water line extensions to ensure adequate water line capacity, pressure and water quality.	6-a	FY09	The Town requires a copy of receipt of payment from the Dare County Water Department prior to issuance of a building permit
Stormwater - Consider the development of a stormwater management program for all properties and roadways, based on the Stormwater Management Report (2007).	7-a	FY09	The Town implemented stormwater management regulations in 2012 which requires that properties shall retain all stormwater generated by a 1.5 inch rain event and will not adversely affect any stormwater management system previously constructed by the Town.
Stormwater - Encourage the use of Low Impact Development (LID), vegetative buffers to filter stormwater, impervious surface limits, and innovative stormwater management alternatives to reduce runoff and to improve water quality.	7-b	FY09	The Town encourages the use of LID during site visits with owners/contractors prior to the issuance of a lot disturbance permit and/or zoning permit. The Town also enforces CAMA setback requirements and the Town's lot coverage requirements.
Stormwater- Implement performance standards to ensure that all stormwater	7-c	FY09	The Town continues to implement performance

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
management facilities and infrastructure within Southern Shores, whether public or private, are designed, constructed and operated in the best manner possible.			standards to ensure that all stormwater management facilities and infrastructure within Southern Shores, whether public or private, are designed, constructed and operated in the best manner possible.
Stormwater - Implement engineering design standards for stormwater management and infrastructure.	7-d	FY09	The Town continues to implement engineering design standards for stormwater management and infrastructure when street projects in the Town's Capital Improvement Program (CIP) are designed and constructed.
Stormwater - Support and request NCDOT to make necessary stormwater improvements to NC 12 as outlined in the TOSS stormwater report.	7-e	FY09	The Town purchased property off of NC 12 near the East Dogwood Trail intersection in order to mitigate stormwater in that location. NCDOT has agreed to provide funding for infrastructure needs with an anticipated completion in 2017.
Transportation - Continue to support and encourage NC DOT, Dare County and its municipalities to develop a Comprehensive Transportation Plan for Dare County.	8-a	FY09	The Town adopted a resolution approving the Southern Shores portion of the Dare County

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
			Comprehensive Transportation Plan on November 18, 2014.
Transportation - Continue to support a new Mid-Currituck bridge.	8-b	FY09	The Town continues to support a Mid-Currituck Bridge. The Record of Decision is expected in Spring, 2017.
Transportation - With the exception of widening NC 12 in Southern Shores, support improvements to NC 12 and US158. These improvements will provide traffic relief, improve emergency access to and evacuation from the Outer Banks.	8-c	FY09	The Town continues to support improvements to NC 12 and US 158. An agreement was reached in 2015 for cooperative traffic enforcement at the NC 12 and US 158 intersection between Dare County and Kitty Hawk, Southern Shores, Duck, and Currituck County.
Transportation - Consider development of a town road maintenance plan for general repairs, tree root control and tree trimming, road resurfacing crack sealing, and right-of-way clearance.	9-a	FY09	The Town annually adopts a CIP to address general street repairs, tree root control and tree trimming, road resurfacing crack sealing, and right-of-way clearance.
Transportation - Integrate transportation and stormwater management planning and integrate structural and non-structural Best Management Practices (BMP's) and consider Low Impact Development (LID) principles	9-b	FY09	The Town continues to integrate transportation and stormwater management planning by integrating structural and non-structural BMP's and LID principles

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
where appropriate, using all available tools in the plans and policies.			when street projects in the Town's CIP are designed and constructed.
Transportation – Develop and implement a plan to expand, maintain and enhance a multi-purpose path network within the Town.	9-c	FY09	A Dogwood Trails Task Force was appointed on October 6, 2015 to study issues of vehicular and pedestrian safety, any future street improvements, and long-term maintenance of South and East Dogwood Trails. The Committee's study is still ongoing.
Transportation - To improve public safety, support transportation projects that promote interconnectivity for emergency vehicles.	9-d	FY09	Ongoing.
Transportation - Maintain programs for town-owned canal and lagoon system maintenance that includes but is not limited to: periodic dredging, control of overhanging vegetation and debris removal.	10-a	FY09	Control of overhanging vegetation and debris removal is routinely conducted.
Transportation - Encourage the owners of canal front properties to stabilize the canal/lagoon banks through appropriately designed, installed and maintained bulkheads or other means of stabilization and to maintain all appurtenant structures including but not limited to docks, piers, boat lifts and ramps in an environmentally sustainable manner.	10-b	FY09	The Town continues to issue zoning and building permits that meet CAMA requirements as well as the Town's zoning ordinance and beaches and waterways ordinance requirements.

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
Solid Waste - Continue to provide trash pickup, curb side recycling, large item pickup, and chipping programs.	11-a	FY09	The Town continues to provide trash pickup, curb side recycling, large item pickup, and chipping programs.
Public Safety - The Town should annually evaluate public safety services (i.e. law enforcement, fire fighting and rescue) needs to ensure sufficient resources are made available for proper equipment, training, staffing, and volunteers.	12-a	FY09	The Town continues to evaluate public safety service needs.
Public Safety - The need for additional/new fire stations or improvements to existing fire stations should be examined, in conjunction with the Southern Shores Volunteer Fire Department, Inc.	12-b	Ongoing	The Town continues to have a positive relationship with the Southern Shores Volunteer Fire Department. A feasibility study is currently underway and completion is anticipated in early 2017.
Public Safety - Annually evaluate the lifeguard services to assure that they meet the Town's needs.	13-a	FY09	The Town's lifeguard services contractor reports annually to the Town Council.
Parks & Recreation - Maintain a dialog with and promote civic associations regarding their open space and recreational facilities.	14-a	FY09	The Town continues to maintain a dialog with and promote civic associations regarding their open space and recreational facilities.
Coordinate Southern Shores efforts to maintain a hazard mitigation plan with Dare County and other municipalities.	15-a	FY09	The Town's Hazard Mitigation Plan is a part of the Albemarle Regional

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
			Hazard Mitigation Plan which was approved by FEMA on May 12, 2015.
Continue enforcement of the zoning ordinances as a hazard mitigation tool.	16-a		The Town continues to enforce the adopted Zoning Ordinance. Zoning Permits are issued for new development, changes in use, and new uses in order to ensure compliance.
Identify “at risk” X Zone properties for added emphasis on flood risks and notify the responsible agencies about discrepancies between floodplain maps (FIRM vs SLOSH).	16-b	FY09	The Town continues to identify at risk properties following storm events. Preliminary Flood Insurance Rate Maps (FIRMs) were released on June 30, 2016 and adoption of the maps are anticipated in 2017 or 2018.
Continue enforcement of the Flood Damage Prevention Ordinance.	16-c	FY09	The Town continues to enforce the Flood Damage Prevention Ordinance. Building permits are not issued unless plans demonstrate compliance with the established requirements. A new model Ordinance will be released in 2017 in conjunction with the preliminary FIRMs.

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
Implement stormwater management regulations.	16-d	FY09	The Town implemented stormwater management regulations in 2012 and continues to enforce those requirements. All lot disturbance permits and zoning permits, when applicable, are issued following demonstration of compliance.
Continue the enforcement of the NC State Fire Prevention Code, referenced by the Town's Fire Code.	17-a	FY09	The Town continues to enforce the Town Fire Code. The Dare County Fire Marshall continues to conduct inspections (contracted service) of non-residential properties to ensure compliance.
Continue enforcement of the Lot Disturbance provisions of the Town's Zoning Ordinance.	17-b	FY09	The Town continues to enforce the Lot Disturbance provisions of the Zoning Ordinance. No grading, filling, or other alteration of the topography or elevation of any unimproved lot, or demolition and clearing of improved property, nor any manmade change to any improved real estate resulting in the discharge of stormwater onto adjacent

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
			property and requiring a building permit, is undertaken without prior issuance of a lot disturbance permit.
Support continued testing of fire hydrants (including hydrant function and water pressure) once a year, recording data, and attaching blue reflectors on the roads to ease night spotting of hydrants.	17-c	FY09	The Southern Shores Volunteer Fire Department continues to test fire hydrants once a year and records data. The most recent tests were completed in October, 2016.
Continue implementation of the Beach and Waterway Ordinance.	18-a		The Town continues to implement the Waterways and Beaches Ordinance. The Town Community Resource Officer and contracted lifeguard service conduct patrols of the beach to ensure compliance. All development along Town waterways is approved following demonstration of compliance. The Town continues to send Notices of Violation for canal obstructions.
While considering resources needed, seek the most points available from the Community Rating System to keep flood insurance costs to the citizens as low as possible	18-b	FY09	The Town continues to seek the maximum points available from the Community Rating System.

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS

Implementation Actions	Policies-Actions	Begin	Status
			<p>The Town's last cycle visit was in November, 2015 and a class determination has not been completed. The Town currently maintains a Class 7 rating. Communities with a Class 7 rating receive a 15% discount on insurance policies issued for properties in special flood hazard areas (SFHA's).</p>
<p>Conduct the canal inspection and debris removal program twice a year.</p>	<p>18-c</p>	<p>FY09</p>	<p>The Southern Shores Civic Association (SSCA) Boat Club conducts inspections of the canals every three to four weeks. The Town and the SSCA conducted inspections following Hurricanes Hermine and Matthew.</p>
<p>Continue enforcement of the State building code, including wind load requirements.</p>	<p>18-d</p>	<p>FY09</p>	<p>The Town continues to enforce the state building code, including wind load requirements. All building plans must demonstrate compliance prior to issuance of a building permit. The Building Inspector continues to conduct inspections during</p>

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
			construction and no Certificate of Occupancy is issued unless all requirements are satisfied.
Provide property owners and developers with information regarding the construction of FEMA “safe rooms” from the effects of tornadoes and severe storms.	18-e	FY09	The Town continues to maintain a library of FEMA resources for storm preparation and other natural disasters.
Continue enforcement of the Dune Protection Ordinance.	19-a	FY09	The Town continues to enforce the Dune Protection Ordinance. The Town Community Resource Officer and contracted lifeguard service conduct patrols of the beach to ensure compliance.
Coordinate and adjust wildfire prevention efforts with vegetation preservation policies.	19-b	FY09	The Town encourages all property owners to contact the Southern Shores Volunteer Fire Department prior to any open burning.
Continue enforcement of the Coastal Area Management Act (CAMA) regulations.	19-c	FY09	The Town continues to enforce CAMA regulations. The Town’s Local Permit Officers continue to review and issue Minor Permits in accordance with the CAMA.
Continue enforcement of the State Erosion and Sedimentation Control regulations.	19-d	FY09	When applicable, all new development must obtain a

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
			State-issued permit prior to issuance of a building permit.
Continue to have a Reconstruction Task Force.	20-a	FY09	The Town's Reconstruction Task Force will be appointed at the December 6, 2016 Town Council meeting.
Develop guidelines for reconstruction efforts.	20-b	FY09	Chapter 12, Article III of the Southern Shores Town Code and the 2016 Southern Shores Emergency Management Plan identify reconstruction efforts which enable the Town to control the issuance of building permits in order to manage the location, timing, and sequence of reconstruction and repair.
Communicate with citizens about plans for and the problems of providing services after a storm event.	20-c	FY09	The Town utilizes social media and a bi-weekly newsletter to disseminate information regarding storm events and their affects. These methods were used during Hurricanes Hermine and Matthew.
Develop an efficient flood and storm warning system.	21-a	FY09	The Town utilizes social media and a bi-weekly newsletter to disseminate

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
			information regarding storm events and their affects. These methods were used during Hurricanes Hermine and Matthew.
Continue to monitor NC Turnpike Authority plans for the Mid-Currituck Bridge to expedite evacuation.	21-b	FY09	The Town continues to monitor the NC Turnpike Authority plans for the Mid-Currituck Bridge to expedite evacuation. The Record of Decision is expected in Spring, 2017.
Encourage food stores, pharmacies, and communication providers (including wireless) within the town to have alternative power supplies during and after storm events.	22-a	FY09	The Town continues to encourage food stores, pharmacies, and communications providers within the Town to have alternative power supplies during and after storm events.
Continue to provide a TOSS Emergency Operations Center.	22-b	FY09	The Town continues to provide an Emergency Operations Center when needed for storm events.
Keep emergency plans current and provide staff with continuing education opportunities.	22-c	FY09	The Town updates its Emergency Management Plan annually and provides Town Staff with continuing education opportunities.

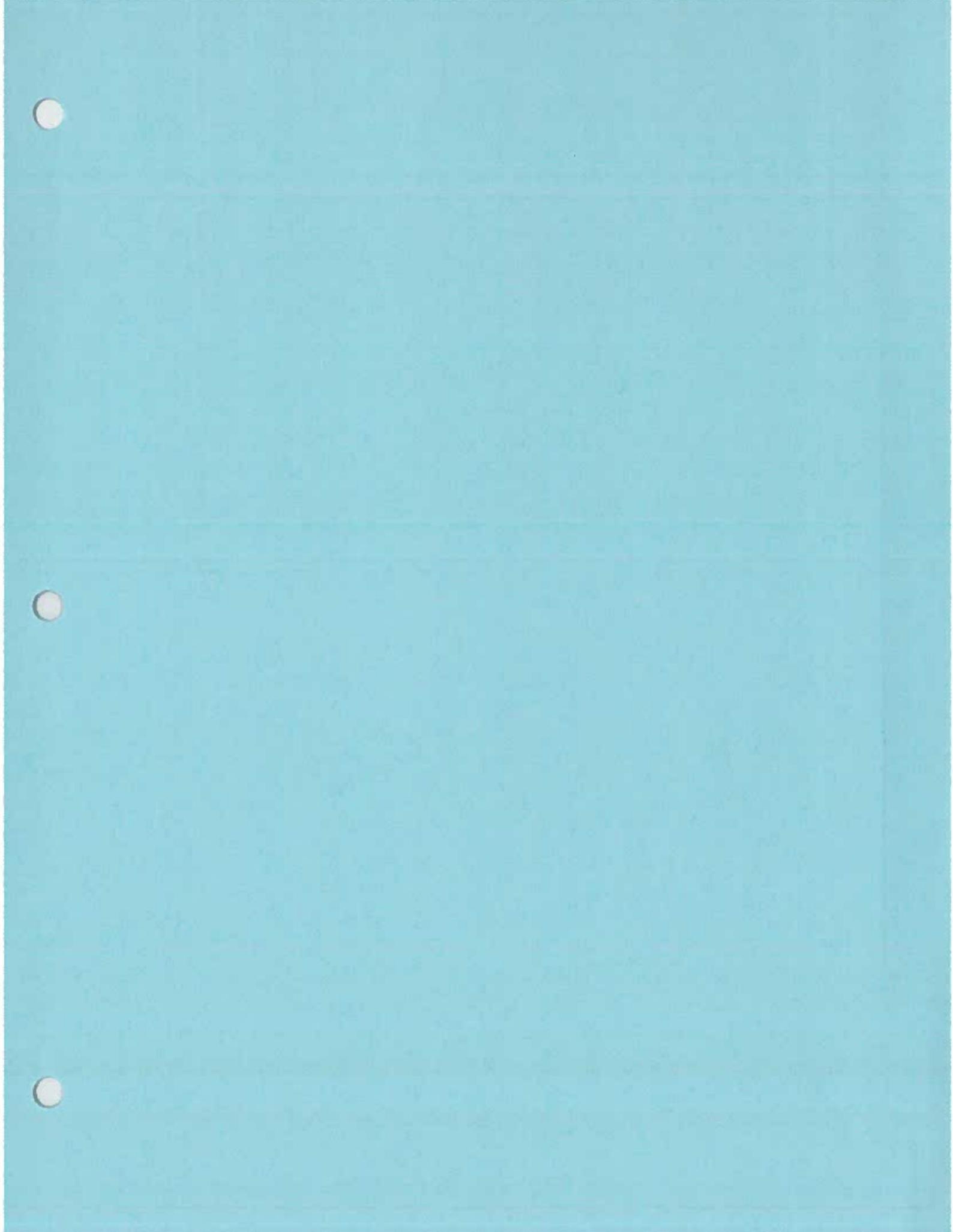
TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
Continue participation in Dare County Emergency Management Plan and operations procedures.	22-d	FY09	The Town continues to participate in Dare County Emergency Management Plan and operations procedures.
Educate citizens on the expected impacts of hazards on daily lives.	23-a	FY09	The Town utilizes social media and a bi-weekly newsletter to disseminate information regarding the impacts of hazards on daily lives.
Continue current public information outreach efforts regarding flooding.	23-b	FY09	The Town utilizes social media and a bi-weekly newsletter to disseminate information regarding flooding. The Town also mailed an informational brochure to all property owners in July, 2016
Continue e-mail and website services.	23-c	FY09	The Town continues to provide email and website services. The Town website is constantly updated in order to provide the most current information.
Maintain existing dune vegetation wherever and whenever possible.	24-a	FY09	The Town continues to encourage maintaining existing dune vegetation wherever and whenever possible.

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
Restore vegetation and install sand fencing to help stabilize dunes and protect against storm surge.	24-b	FY09	The Town installed beach grass in February, 2016 with funding from the Dare County Shoreline Management Fund and continues to encourage property owners to install and maintain sand fences.
Promote programs and practices that prevent soil erosion and sedimentation, and control stormwater entering the beach and estuarine waters.	25-a	FY09	The Town continues to Promote programs and practices that prevent soil erosion and sedimentation, and control stormwater entering the beach and estuarine waters.
Encourage and support State and Federal vegetative buffer requirements for all water bodies, canals and lagoons to enhance water quality.	25-b	FY09	The Town continues to enforce CAMA buffer requirements when applicable.
Prevent or control non-point source discharges to the Town's waters.	25-c	FY09	The Town continues to control non-point source discharges to the Town's waters by enforcing the lot disturbance ordinance and CAMA requirements. The Town also encourages LID principles and BMP's.
The Town should work with civic associations to identify and plan for the protection of open spaces and unique natural areas.	26-a	FY09	The Town continues to work with civic associations to identify and plan for the

TABLE 24 – IMPLEMENTATION ACTIONS FOR MANAGEMENT TOPICS			
Implementation Actions	Policies-Actions	Begin	Status
			protection of open spaces and unique natural areas.
Encourage lot preparation methods that preserve natural vegetation and minimize clear cutting.	26-b	FY09	The Town continues to encourage lot preparation methods that preserve natural vegetation and minimize clear cutting.

- II. Any actions that have been delayed and reasons for the delay**
- There have been no delayed actions during the reporting period.
- III. Any unforeseen land use issues that have arisen since certification of the CAMA land use plan**
- There have been no unforeseen land use issues that have arisen since certification of the CAMA land use plan.
- IV. Consistency of existing land use and development ordinances with current CAMA land use plan policies**
- The Town’s existing land use and development ordinances remain consistent with the Town’s currently adopted Land Use Plan policies. The following ordinances guide land use and development within the Town: Zoning Ordinance, Emergency Management Ordinance, Buildings and Building Regulations Ordinance, Beaches and Waterways Ordinance, Subdivisions Ordinance, Flood Damage Prevention Ordinance, and Utilities Ordinance.
- V. Current policies that create desired land use patterns and protection of natural systems**
- Policy 2: The community values and the Town will continue to comply with the founder’s original vision for Southern Shores: a low density (1–3 units per acre) residential community comprised of single family dwellings on large lots (20,000 square feet or larger) served by a small commercial district (56 acres out of 2,175 acres) for convenience shopping and services located at the southern end of the Town. This blueprint for land use naturally protects environmental resources and fragile areas by limiting development and growth.

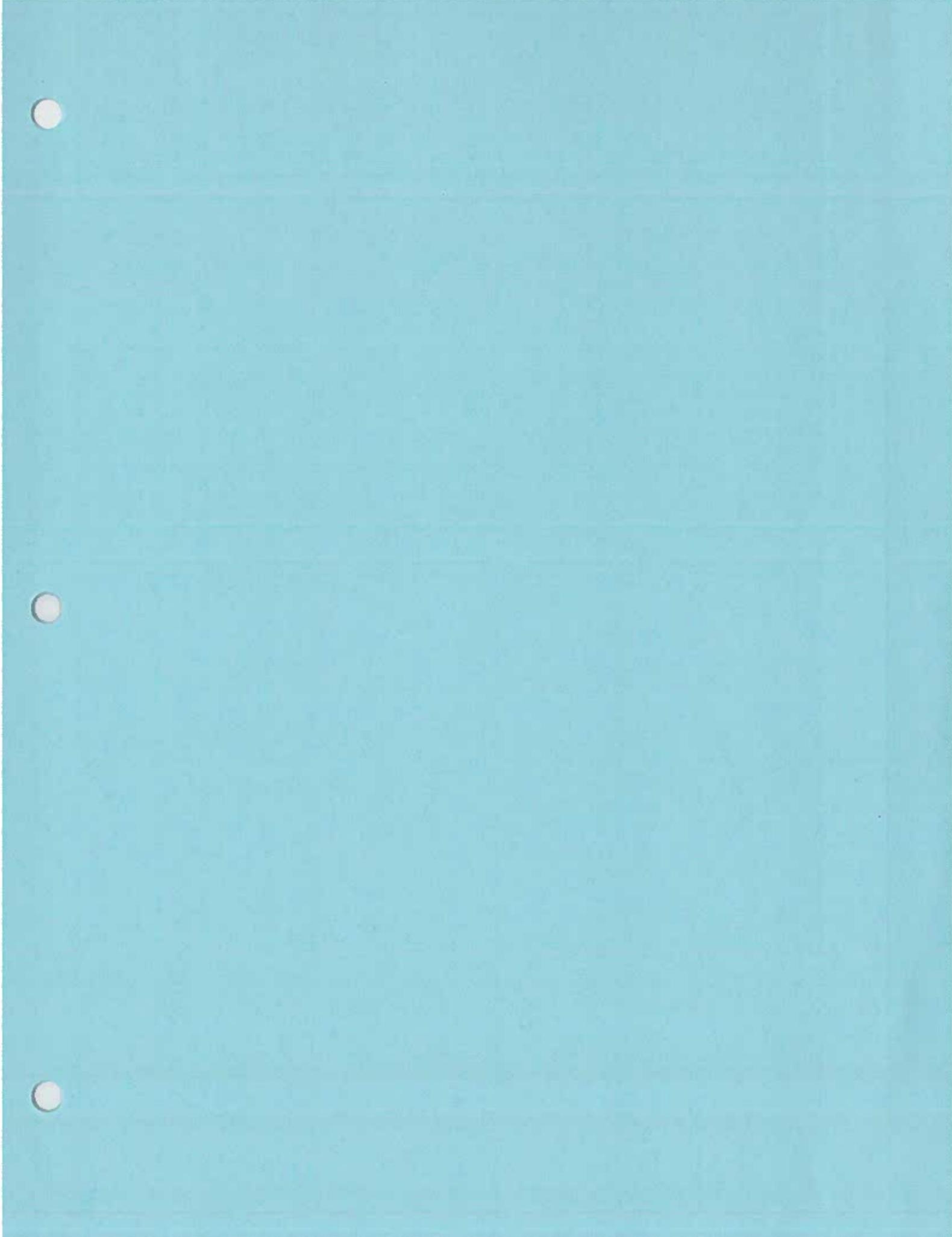
- **Policy 7:** Support stormwater management programs that reduce flooding and improve coastal water quality.
- **Policy 9:** Ensure an adequate system of roads, bridges and pathways to meet the transportation and pedestrian safety needs of the Town in a way that protects, preserves and where possible improves the environment and water quality.
- **Policy 14:** Encourage the protection, preservation, maintenance and use of common areas and open space.



Appointment of Reconstruction Task Force

Section 12-69 of the Town Code requires an annual appointment of a Reconstruction Task Force which would be activated upon the declaration of a building moratorium following a major storm event. The task force is responsible for advising the Town Council on a wide range of post-storm reconstruction issues. A primary function of the task force is to receive and review damage reports and other analyses of post-storm circumstances and to compare these circumstances with mitigation opportunities identified prior to the storm, to discern appropriate areas for post-storm change and innovation. The Task Force consists of two elected officials, two Planning Board members, Town Staff, a representative from the building or realty community, one representative from the SSCA, and one representative from the CPOA. The following members are recommended:

1. Council Member
2. Council Member
3. Jay Russell, Planning Board Member
4. David Neal, Planning Board Member
5. Joe McGraw, Planning Board/Board of Adjustment Member
6. Peter Rascoe, Town Manager
7. Wes Haskett, Town Planner/Code Enforcement Officer
8. David Kole, Chief of Police
9. Ed Limbacher, Fire Chief
10. Cory Taylor, Realty Community Representative
11. Ross Mitchell, SSCA Representative
12. Joanie Rose, CPOA Representative



TOWN OF SOUTHERN SHORES
BOARD VOLUNTEER APPLICATION

DATE: 11/07/16

Municipal Board(s) or Committee(s) interested in: HISTORIC LANDMARKS COMMISSION

NAME: RICHARD PERKINS PHONE: (HOME) 261-2872

PHONE: (WORK) 207-4569

Email: CELL RPERKINSCO@YAHOO.COM

ADDRESS: 4 FERN LN. SOUTHERN SHORES

OCCUPATION (Past & Present)
RETIRED
REAL ESTATE & CONSTRUCTION

EMPLOYER
PERKINS & COMPANY REALTORS

EDUCATIONAL BACKGROUND

School(s)	Dates	Area of Study	Cert or Degree
<u>WILSON CO. COM. COL.</u>	<u>1965-67</u>	<u>DRAFTING & DESIGN</u>	<u>AAS</u>

Specific experiences, training or interest, which you have that you feel would be useful in the work of this Board or Committee: (Use additional pages if needed)

SOUTHERN SHORES RESIDENT FOR 36 YEARS
LIFELONG RESIDENT OF EASTERN N.C. WITH INTEREST
IN AREA HISTORY.

TOWN OF SOUTHERN SHORES
BOARD VOLUNTEER APPLICATION

DATE: November 3, 2016

Municipal Board(s) or Committee(s) interested in: Historical Preservation

NAME: Kristine Kiousis

PHONE: (HOME) 252-715-0854

PHONE: (WORK) 252-207-2306

ADDRESS: The Spindrift Trail, Southern Email: Kristine@Deadr Realty nc. com

OCCUPATION (Past & Present)

Beach Realty - Broker
Stack'em High - owner/Mgr.
ADP - Print Analyst

EMPLOYER

Jimbo Ward
Steve Kiousis
Nicole Rappaport

EDUCATIONAL BACKGROUND

School(s)	Dates	Area of Study	Cert or Degree
<u>State Univ. of NY @ Farmingdale</u>	<u>2002</u>	<u>Business/Marketing</u>	<u>BS</u>

Specific experiences, training or interest, which you have that you feel would be useful in the work of this Board or Committee: (Use additional pages if needed)

Thank you for considering me to be a part of the Historical Preservation Committee! I've been a broker at Beach Realty since 2004. I own and operate Stack'em High with my husband Steve. Both of the jobs allow me to speak with many people about the homes that they own here on the Outer Banks as well as the people who are interested in buying. I've been in and out of hundreds of homes from Curves to Hatteras. I would love to be a part of this committee!

TOWN OF SOUTHERN SHORES
BOARD VOLUNTEER APPLICATION

DATE: November 8, 2016

Municipal Board(s), Commission(s), or Committee(s) interested in:

NAME: Lovelei Costa PHONE (HOME) 252-455-1404
PHONE (WORK) 252-261-8839
Email: ~~XXXXXX~~ Lovelei.Costa@yahoo.com

ADDRESS: 253 Wax Myrtle

OCCUPATION (Past & Present)

EMPLOYER

Executive Director

OSR Community Foundation

EDUCATIONAL BACKGROUND

School(s)	Dates	Area of Study	Cert or Degree
<u>UNC Chapel Hill</u>	<u>1995-1999</u>	<u>American Studies</u>	<u>BA</u>

Specific experiences, training or interest, which you have that you feel would be useful in the work of this Board, Commission, or Committee. (Use additional pages if needed)

I honestly do not have experience or education in architecture but I do have an interest in flat tops & in historic preservation.

I work for the Community Foundation & our office is a flat top cottage, so I know these quirky buildings fairly well. Also, have helped to organize the flat top tours each year that it's been held.

TOWN OF SOUTHERN SHORES
BOARD VOLUNTEER APPLICATION

DATE: 11/4/16

Municipal Board(s) or Committee(s) interested in: Historic Landmark Comm.

NAME: Tony DiBernardo PHONE: (HOME) 252 261 4365
PHONE: (WORK) C-252 722 2723
Email: LTD32@charter.net

ADDRESS: 32 9th Ave W

OCCUPATION (Past & Present)	EMPLOYER
<u>Part Time Retail Clerk</u>	<u>Trio</u>
<u>Deputy District Director</u>	<u>PA PAROLE BOARD</u>
<u>HEARING EXAMINER</u>	<u>" " "</u>

EDUCATIONAL BACKGROUND			
School(s)	Dates	Area of Study	Cert or Degree
<u>Temple U</u>	<u>Grad 1972</u>	<u>Anthropology</u>	<u>B.A.</u>
_____	_____	_____	_____
_____	_____	_____	_____

Specific experiences, training or interest, which you have that you feel would be useful in the work of this Board or Committee: (Use additional pages if needed)

• Current Chair of the SSCA Architectural Review Board (2014-present).
• TOSS Vegetation Advisory Board member (2005-07)

I have an interest in preserving the unique older structures in TOSS. Some of these structures date to the early development of Southern Shores and identifying them & preserving them contributes to the legacy of our Town.

TOWN OF SOUTHERN SHORES
BOARD VOLUNTEER APPLICATION

DATE: 11-1-2016

Municipal Board(s) or Committee(s) interested in: Historic Landmarks
Commission

NAME: Lee Whitley PHONE: (HOME) 252-202-8748
PHONE: (WORK) _____

Email: lee.whitley44@gmail.com

ADDRESS: _____

OCCUPATION (Past & Present)
Real estate broker
Sales Manager
Broker & Assistant to President

EMPLOYER
Brindley Beach - Duck
Marshes Light - Manteo 2007-2011
Kitty Hawk Land Co. S.S. 1978-2011

EDUCATIONAL BACKGROUND

School(s)	Dates	Area of Study	Cert or Degree
<u>COA</u>	<u>2011-2012</u>	<u>General</u>	<u>-</u>
<u>Wake Tech Community</u>	<u>2013</u>	<u>social media</u>	<u>-</u>

Specific experiences, training or interest, which you have that you feel would be useful in the work of this Board or Committee: (Use additional pages if needed)

See attached

From 1978 until 2011, I worked for Kitty Hawk Land Company and was executive assistant to Mickey Hayes, resident of Kitty Hawk Land Company during the development of Southern Shores and other Outer Banks communities. During that time I helped with architectural review as it transitioned from the developer to the control of the Civic Association and to the Chlcahawk POA. Architectural styles are always changing, but Mickey always encouraged owners to consider the lay of the land, preserve vegetation and aesthetics in the placement and design of their homes.

In 2007, I was promoted to Sales Manager for a new home and marina community, Marshes Light, located within the historic district of Manteo. I worked closely with Town officials, builders and clients to market a new neighborhood that embraces its southern charm and heritage. It gave me a deeper insight and appreciation of preserving our architectural and cultural resources.

I am proud to live in Southern Shores (since 1980) and have watched the Town grow and mature into an enviable residential community on the Outer Banks.

Lee Whitley





Town of Southern Shores
5375 N. Virginia Dare Trail, Southern Shores, NC 27949
Phone 252-261-2394 / Fax 252-255-0876
www.southernshores-nc.gov

DRAFT
Resolution 2016-12-01

COUNCIL MEETING SCHEDULE 2017

WHEREAS, the Town Council of Southern Shores hereby resolves to notice and implement the following monthly regular meeting schedule for calendar year 2017, and;

WHEREAS, all regular meetings of the Council are scheduled to be held in the Kern P. Pitts Center of the Town Hall complex and all appointed committee meetings will be held at the Town Hall.

BE IT RESOLVED that the regular monthly meetings of the Town of Southern Shores Town Council will take place in the Kern P. Pitts Center of the Town Hall complex at the address above (unless otherwise noted below), on the dates and times as follows:

- Tuesday, January 3, 2017, 5:30 p.m.
- * Tuesday, January 17, 2017, 5:30 p.m.
- Tuesday, February 7, 2017, 5:30 p.m.
- Tuesday, March 7, 2017, 5:30 p.m.
- Tuesday, March 21, 2017, 9:00 a.m. (budget planning)
- Tuesday, April 4, 2017, 5:30 p.m.
- Tuesday, April 18, 2017, 9:00 a.m. (budget planning)
- Tuesday, May 2, 2017, 5:30 p.m.
- Tuesday, June 6, 2017, 5:30 p.m.
- Wednesday, July 5, 2017, 5:30 p.m.
- Tuesday, August 1, 2017, 5:30 p.m.
- Tuesday, September 5, 2017, 5:30 p.m.
- Tuesday, October 3, 2017, 5:30 p.m.
- Wednesday, November 8, 2017, 5:30 p.m.
- Tuesday, December 5, 2017, 5:30 p.m.

*A regular meeting on Tuesday January 17, 2017 to be held at the Hilton Garden Inn, 5353 N. Virginia Dare Trail, Kitty Hawk, North Carolina

BE IT RESOLVED that any regular Council Committee meeting of the Town of Southern Shores will take place either in the conference room at Town Hall, 5375 N. Virginia Dare Trail, or in the Kern P. Pitts Center, 5377 N. Virginia Dare Trail, Southern Shores, NC 27949, on the dates and times as follows:

BE IT RESOLVED any meeting may be cancelled for lack of agenda items.

BE IT FURTHER RESOLVED that pursuant to North Carolina General Statute §143-318.10, each “official meeting” of the Council, “shall be open to the public, and any person is entitled to attend such meeting”, regardless of whether such meeting is a “regular”, “special”, or “emergency” meeting, and regardless of whether any meeting is described informally as a “retreat”, “forum”, or “workshop”; pursuant to North Carolina General Statute §143-318.11, the Council may hold a “closed session” and exclude the public only when such closed session is required by law as enumerated in the referenced statute.

BE IT FURTHER RESOLVED that to process routine actions in an expeditious manner, a consent agenda will be utilized and administered as part of Council’s regular meeting agenda.

BE IT FURTHER RESOLVED to insure public comment is heard, a Public Comment section will be placed on the agenda for each regular meeting of the Council, for any citizen to address the Council on any matter not on the agenda for public hearing; the Mayor is authorized to establish Rules for any Public Comment Period. [NCGS §16A-81.1; Section 15, Rules of Procedure for Southern Shores Town Council.]

Adopted this 6th day of December, 2016

S E A L

Thomas G. Bennett, Mayor

ATTEST:

Sheila Kane, Town Clerk