

Southern Shores Town Council
Town of Southern Shores, North Carolina
Special Meeting
January 27-28, 2005

MINUTES

Opening

Mayor Denny called a special meeting of the Southern Shores Town Council to order on January 28, 2005 at 8:00 AM. in the Pitts Center, Town Hall Complex, Southern Shores, and stated that the purpose of the special meeting was to conduct the annual retreat. The following members were present: Mayor Hal Denny and Council Members Jodi Hess, Dan Shields, David Sanders, and Brian McDonald. Also present was Carl Classen, Town Manager.

Issues Discussion

The Town Council held informal discussions on issues of importance. Presenters included: Ms. Geri Sullivan of the Southern Shores Civic Association (SSCA); Mr. Gary McDonald of the Chicahawk Property Owners Association (CPOA); Fire Chief Dave Bakken of the Southern Shores Volunteer Fire Department (SSVFD); Mr. Jim Pfizenmayer of the Southern Shores Boat Club (SSBC); Mr. Jack Sheehan of the Vegetation Advisory Committee; and Ms. Pat Storey of the Board of Adjustment. Each person presented a list of issues important to the Town from the perspective of the group represented. Mr. Gary McDonald, who also serves as principal of Kitty Hawk Elementary School, updated the Town Council on the extensive school renovations scheduled to begin in the spring 2005 on that facility. Council members asked questions about the issues raised and discussed other issues not raised by the presenters.

After a luncheon break, Police Chief Thad Pledger, Code Enforcement Administrator Mike Hejduk, and Public Works Supervisor Glenn Alexander each offered issues he felt important to the Town department under his supervision. Mr. Jay Russell of the Stormwater Management Policy Advisory Committee and Mr. Joe Walter of the Long Range Plan Advisory Committee each gave a presentation on the work of the advisory committee he chaired. Council members asked questions about the issues raised and discussed other issues not raised by the presenters.

At 5:00 PM, the Town Council heard comments from the public. Mr. Ray Sharpe, President of the Duck Woods Country Club, updated Council on the status of the renovations underway at the Country Club, plus he presented several issues he felt were important to the community. Hearing no further comments from the public, Council reviewed the numerous issues offered by email writers and discussed comments made by the email writers.

At 6:30 PM, Mayor Denny recessed the special meeting until 8:00 AM the following morning, Friday, January 28, in the Pitts Center, Town Hall Complex, Southern Shores.

Mayor Denny reconvened the special meeting of the Southern Shores Town Council to order on January 28, 2005 at 8:00 AM in the Pitts Center, Town Hall Complex, Southern Shores. The following members were present: Mayor Hal Denny and Council Members: Jodi Hess, Dan Shields, David Sanders, and Brian McDonald. Also present was Carl Classen, Town Manager.

Mr. Joe Walter and Mr. Mac McDanel reviewed the survey that the Long Range Plan Policy Advisory Committee wanted to mail to all property owners. Council members discussed with the presenters the issues raised and the questions used in the survey, and Mayor Denny thanked the gentlemen for the work of the Committee.

Mr. Classen then discussed with the Town Council the outline of a Capital Improvement Plan process and the types of items that would be included in the Plan. He stated that much of the Plan would focus on streets and roads and showed the Council a preliminary list of street/multi-use path projects completed in recent years plus projects identified by Mayor Denny and himself as needing completion in coming years. Mr. Classen stated that all Town projects and equipment having an estimated cost of \$10,000 or more, which is the capital project cost policy limit established by Council in August 2005, would be included in the Capital Improvement Plan. Mr. Classen stated that the streets improvement and multi-use path projects would be presented using the new geographic information system (GIS). Council members held a discussion about possible projects and the need for a Capital Improvement Plan and for its budgeting.

Chairman Stan White of the Dare County Board of Commissioners, who is also an NCDOT Transportation Board member representing Division 1 (northeast North Carolina), joined the Town Council for an extensive discussion on issues facing Dare County and the region. The Town Council and Chairman White discussed issues including but not limited to the Mid-Currituck Sound Bridge, school facilities, economic development issues, and a joint community center.

Mayor Denny and the Town Council then reviewed the many issues raised during the retreat and developed a list of priority issues to be addressed in 2005 and beyond. A list of "to do" items they wanted the Town Manager to address in 2005 was also developed. No action was taken. Mayor Denny ordered that the two draft lists be placed on the February 1 Council meeting agenda for action by the Town Council.

[Clerk's Note: The draft list of 2005 Town Council Retreat Goals is included herewith these minutes as Attachment A. The draft list of 2005 Town Council Retreat Town Manager's "To Do" List is included herewith as Attachment B. Attachments A and B shall be considered part of these minutes as if they were included within the body of these minutes.] Acting Clerk Initials ____ Date: 2/1/2005

Hearing no further business to come before the Town Council, Council Member Shields moved to adjourn the meeting. Council Member Hess seconded the motion.

The motion passed with Council Members Hess, Shields, Sanders, McDonald and Mayor Denny voting aye; no Council Member voting no; and no Council Members absent or not voting. Mayor Denny adjourned the meeting at 4:30 PM.

ATTEST:

Respectfully submitted:

Mayor Denny

Carl Classen, Town Manager

Attachment A**2005 Town Council Retreat Goals**

Below are Goals developed by the Town Council for completion immediately (within 6 months), in the near term (6–12 months); and in the long term (more than 12 months).

The Goals are listed in no particular order and all of them are important to the Southern Shores community. The categories give the Council, staff and community a time reference for action but completion is dependent upon many factors, including the availability of funds and other resources.

The Town Council deeply appreciates the help of many volunteers who submitted ideas, both individually and through such organizations as the Southern Shores Civic Association (SSCA), Chicahauk Property Owners Association (CPOA), Southern Shores Volunteer Fire Department (SSVFD), Planning Board, Board of Adjustment, Vegetation Advisory Committee, Long Range Plan Advisory Committee, and the Stormwater Management Advisory Committee.

The Retreat Goals will be on the February 1, 2005 Council Agenda for further consideration, amendment and adoption.

Immediate – Complete in next six months

- Transfer ownership of Gravey Pond to Town for dredging
- Work with SSVFD to fund and install second telecommunications tower at South Fire Station
- Establish and fund a Capital Improvement Plan, which would include streets and multi-use paths, Town property and buildings, vehicles and major equipment. Develop process for annual updates and funding.
- Develop user-friendly development guidelines for beach crossover walkways and platforms

Near Term – Complete in 6 – 12 months

- Receive and review a report on shared revenues, including projections.
- Delete Gravey Pond exemption from nuisance abatement chapter of the Town Code.
- Receive and review eventual report and recommendations from Stormwater Management Policy Advisory Committee. Work with SSCA and CPOA to study how ponds can assist in community stormwater management.

- Receive and review eventual report and recommendations from Long Range Plan Policy Advisory Committee.
- Provide annual public information to all property owners on vegetation enhancement and preservation issues, such as reasons to plant and preserve, vine management, proper use of irrigation systems, Town law on tree removal within rights-of-way, and other sources of information on vegetation management and preservation.
- Develop a multi-use path plan for the Town.
- Review existing bulkhead and boat lift/ramp rules.
- Provide narrative and illustrations explaining Southern Shores building height laws and rules; Mail copies to owners of unimproved properties. Provide copies to interested organizations and firms.
- Conduct Board of Adjustment training session in conjunction with other Towns and utilizing faculty from the UNC Institute of Government.
- Conduct public education campaign, provide information and services, and amend Town law as necessary to improve property numbering system and property numbering visibility throughout town.
- Increase regular police patrols of Hillcrest Parking Area and SSCA marinas, especially during weekdays and weekday evenings and nights.
- Increase police boat patrols of canal system.
- Work with the SSCA to place/maintain trash cans on beach side of crossovers.
- Install portable toilets at the new Town Chicahawk/Spindrift Parking Area.
- Work with Southern Shores Boat Club to assess existing waterway navigation markers, purchase/repair markers as necessary, and coordinate installation.

Long Term – Work on during coming year

- Urge Dare County to build water line loops from Chicahawk Trail to dead-end streets off Bayberry (Deer Path; Fox Grape, Mistletoe, Scuppernong).
- Work with Cooperative Extension and other agencies and organizations to establish a native plant demonstration area that encourages enhancement and preservation of native plants and shrubs.
- Develop polices and programs relating to post-dredging issues (e.g., shoreline stabilization, channel maintenance).
- Increase right-of-way mowing strip to 8' so as to enhance visibility of vehicles, to increase pedestrian and bicycle safety, and to encourage growth of dogwoods and other flowering trees.

Attachment B**2005 Town Council Retreat
Town Manager “To Do” List**

Below is a “To Do” List developed by the Town Council during its 2005 Retreat with items to be completed by the Town Manager immediately (within 6 months), in the near term (6–12 months); and in the long term (more than 12 months).

Immediate – Complete in next six months

- Provide revenue-neutral tax rate to the Town Council by mid-February; include problems about utilizing revenue-neutral tax rate.
- Implement Community Pride project so as to help citizens exhibit pride in their community.
- Improve and increase utilization of Broadcast Email, web site, government access channel and other communication channels to enhance public information and service delivery.
- Improve organization of Town records and files; Make report and recommendations to Council.
- Prepare and present Town Council with manpower plans for the Police and Public Works departments.
- Submit Urban Forestry Grant for consultant to use existing data and develop ordinance (including incentives) and guidelines for native vegetation preservation, maintenance, and enhancement.
- Adjust fees to continue implementing policy that land use development fees should cover costs of the Code Enforcement and Inspections Department.
- Move police boat from existing slip to wash rack tie-up at North Marina.
- Coordinate meeting between Fire Department and utilities to resolve clearance issue near fire hydrants.
- Investigate method by which the SSCA and the SSVFD can contract with the Town for striping of parking areas.
- During normal right-of-way work, be diligent to remove vines when trimming and clearing other brush.
- Increase public knowledge that vines are eligible for chipping program.
- Poll employees about an event showing Council's appreciation for employees, spouses and families (e.g., cook out and beach time; oyster roast; etc.).

Near Term – Complete in 6 – 12 months

- Work with SSCA Volunteer Coordinator to encourage volunteerism.
- Establish special Broadcast Email designed for Southern Shores commercial interests.
- Work with citizens to review existing responsiveness and make improvements to Town service delivery.
- Review existing Town financial software to determine compatibility with existing and future needs; Submit report and recommendations to Council.

- Work with Vegetation Advisory Committee to propose policy goal on vegetation preservation that can be used to direct development of public education, guidelines development, and Town law/rules.
- Establish and implement a vegetation management program for Town rights-of-way, including vine control growth, preservation of existing trees and shrubs, and mitigation of invasive non-native species. Encourage species whose roots grow downward rather than laterally.
- Investigate and report on demographic changes occurring in Southern Shores community.
- Meet with Kitty Hawk and developers regarding traffic and other impacts of planned hotel near former Kitty Hawk Pier. Report findings and make recommendations to Planning Board.
- Investigate and make recommendations to Planning Board regarding use of alternative human transportation devices (such as Segway) on multi-use paths and Town streets.
- Coordinate semi-annual canal assessment survey with So. Shores Boat Club.

Long Term – Work on during coming year

- Continue utilizing contracts for the provision of Town services and to avoid hiring staff when contracts can provide cost-effective, high-quality services; Enhance contract development and compliance monitoring.
- Investigate integration of existing computer data so as to increase information availability to the public and for utilization by employees outside the office (e.g. access from Town vehicles).
- Coordinate (including regular replacement and upgrades) and enhance use of technology to increase employee capacity to deliver services while avoiding increases in number of employees.
- Maintain existing vegetation management data and continue collecting data.
- Continue and enhance coordination between Town development review/building inspection process and SSCA/CPOA architectural review boards.
- Coordinate contract for CAMA Land Use Plan re-certification process. Update land use laws after completion of long range plan and CAMA land use plan.
- Allow people to buy into Town dredging project for additional dredging. Consider similar for bulkheads, if Town contract necessary.