



# 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](http://www.southernshores-nc.gov)

April 4, 2017

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

## 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- February 21, 2017, March 7, 2017 & March 20, 2017
  - ii. Consideration of Resolution 2017-04-01 Naming the Pea Island Bridge in Honor of USLSS Keeper Richard Etheridge - Forwarded by Clerk to the Dare County Board of Commissioners

## 2. Special Presentation - Kym Hunter, Legal Counsel of Southern Environmental Law Center representing "No Mid-Currituck Bridge-Concerned Citizens and Visitors Opposed to the Mid-Currituck Bridge" and the "North Carolina Wildlife Federation" – Advocating alternatives to construction of a Mid-Currituck Bridge

## 3. 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

## 4. Board Reports

- A. Planning Board

## 5. General Public Comment (Limit: 3 minutes per speaker.)

## 6. Public Hearings- (All matters heard or considered by the Council are subject to possible action by the Council.)

- A. Conditional Use Permit application CUP-17-01 submitted by Emily Worthy to operate a Veterinary Clinic at 5385 N. Virginia Dare Trail **(TAB 2)**

## 7. Old Business (All matters heard or considered by the Council are subject to possible action by the Council.)

- A. Consideration of SSVFD Request for Financial Support for a New Fire Station **(TAB 3)**
- B. Statutory-Required Council Action to Implement Special Assessments on Beachfront Properties in Beach Nourishment project area (Consideration of a preliminary assessment resolution and preliminary assessment roll) – Town Attorney

## 8. New Business (All matters heard or considered by the Council are subject to possible action by the Council.)

## 9. General Public Comment (Limit: 3 minutes per speaker.)

## 10. Other Business (All matters heard or considered by the Council are subject to possible action by the Council.)

- A. Mayor's Comments & Responses
- B. Council Member's Comments & Responses

## 11. Adjourn



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RESOLUTION 2017-04-01

## RESOLUTION SUPPORTING THE NAMING OF THE PEA ISLAND BRIDGE IN HONOR OF CAPTAIN RICHARD ETHERIDGE

**WHEREAS**, the Southern Shores Town Council desires to have the North Carolina Department of Transportation name the new Pea Island Bridge in honor of Captain Richard Etheridge, a remarkable man from Dare County; and

**WHEREAS**, the story of Captain Etheridge is a compelling one having been born a slave who grew up to serve in the Union Army during the Civil War and who would later become the first African-American to command a Life-Saving station; and

**WHEREAS**, under the leadership of Captain Etheridge, the Pea Island Life-Saving Station had a crew that consisted of all African-Americans who are credited with bravely saving lives off the shores of the Outer Banks; and

**WHEREAS**, Captain Etheridge was highly respected throughout the United States Life-Saving Service for the rigorous life-saving drills that he developed, which earned the Pea Island Station an exemplary reputation; and

**WHEREAS**, in addition to naming a Coast Guard Cutter in his honor, the United States Coast Guard has awarded Captain Etheridge and his crew the Gold Lifesaving Medal for their valiant and brave rescue of those on board the schooner E.S. Newman during a hurricane; and

**WHEREAS**, the Southern Shores Town Council believes that naming the Pea Island Bridge in honor of Captain Etheridge is a fitting tribute to a man who overcame slavery, war, and racism to lead the finest Life-Saving Station in the nation, where he and his African-American crew saved lives at a place that is in close physical proximity to the site of the Pea Island Bridge.

**NOW THEREFORE BE IT RESOLVED** that the Southern Shores Town Council hereby formally requests that the North Carolina Department of Transportation name the Pea Island Bridge in honor of Captain Richard Etheridge as a lasting tribute to his dedication and service.

Adopted this the 4<sup>th</sup> day of April, 2017.

\_\_\_\_\_  
Thomas G. Bennett, Mayor

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
Sheila Kane, Town Clerk



# Town of Southern Shores

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info@southernshores-nc.gov  
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## PLANNING BOARD GENERAL APPLICATION FORM TOWN OF SOUTHERN SHORES, NC 27949

Date: 1/17/17 Filing Fee: \$300 Reprint No. 892718 Application No. CUP-17-01

NOTE: The Planning Board will follow the specific provisions of the Zoning Ordinance Chapter 36, Article X Administration and Enforcement, Section 36-299.

Please check the applicable Chapter/Article:

- ☐ Chapter 30, Subdivisions-Town Code
- ☐ Chapter 36, Article VII, Schedule of District Regulations, Section 36-207 C-General Commercial District
- ☐ Chapter 36, Article IX, Planned Unit Development (PUD)
- ☐ Chapter 36, Article X, Administration and Enforcement, Section 36-299 (b) Application for Building Permits and Site Plan Review other than one and two family dwelling units \*
- ☒ Chapter 36, Article X, Section 36-300-Application for Permit for Conditional Use
- ☐ Chapter 36, Article X, Section 36-303 Fees
- ☐ Chapter 36, Article X, Section 36-304-Vested Rights
- ☐ Chapter 36, Article XIV, Changes and Amendments

Certification and Standing: As applicant of standing for project to be reviewed I certify that the information on this application is complete and accurate.

### Applicant

Name Emily Worthy  
Address 1105 West Rd  
Chesapeake VA 23323  
Phone (252) 619-4726 Email emilyworthyclm@gmail.com

### Applicant's Representative (if any)

Name \_\_\_\_\_  
Agent, Contractor, Other (Circle one)  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Property Involved: ☒ Southern Shores ☐ Martin's Point (Commercial only)

Address: 5385 N. VA Dare Trail Zoning district \_\_\_\_\_

Section 1 Block A Lot 24A Lot size (sq.ft.) 1500

Request: ☐ Site Plan Review ☐ Final Site Plan Review ☒ Conditional Use ☐ Permitted Use  
☐ PUD (Planned Unit Development) ☐ Subdivision Ordinance ☐ Vested Right ☐ Variance

Change To: ☐ Zoning Map ☐ Zoning Ordinance

Signature [Signature]

Date 1/17/17

\* Attach supporting documentation and twelve copies of the site plan.

January 19, 2017

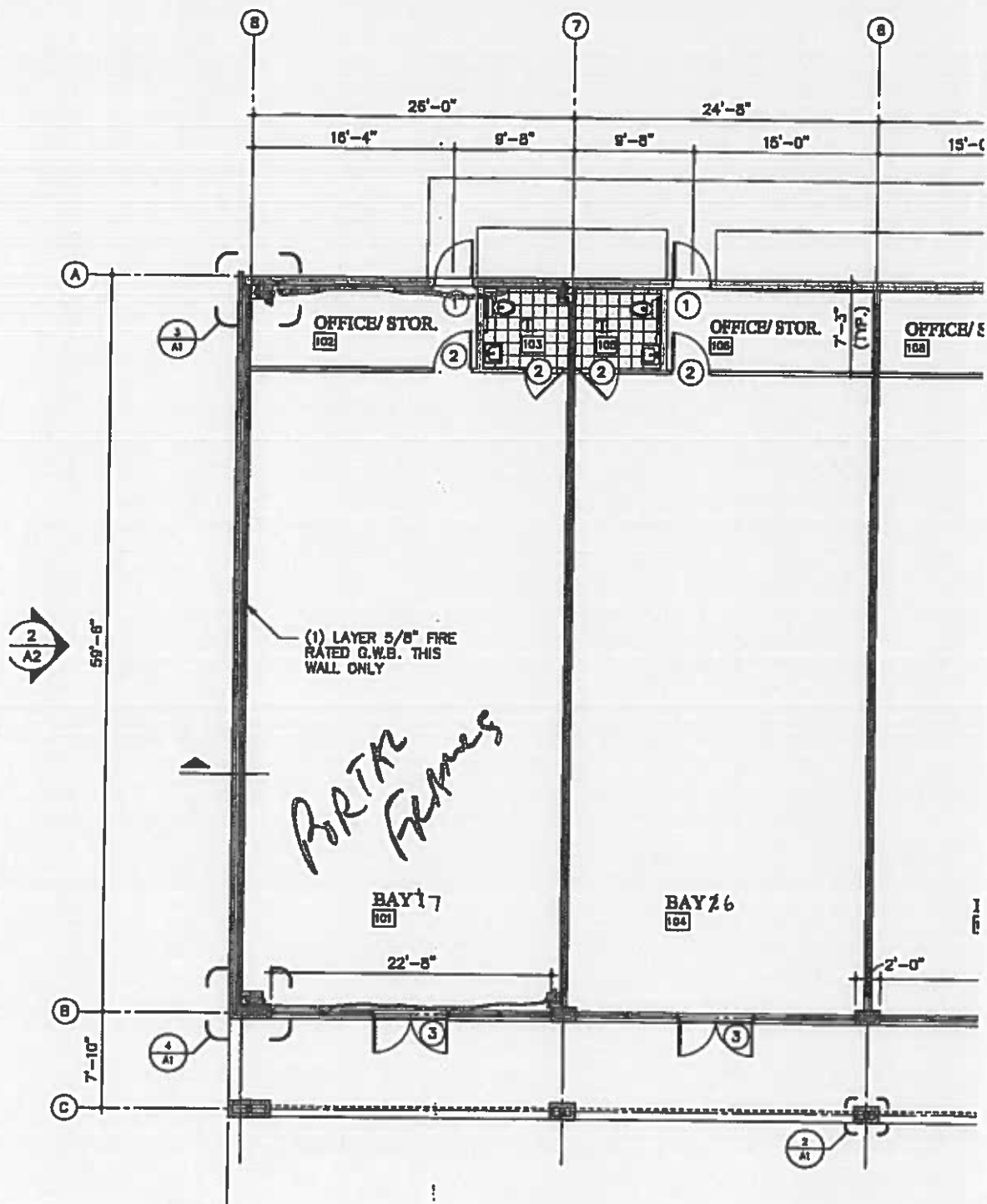
To: Town of Southern Shores Planning Board

Re: Conditional Use Permit for a Veterinary Hospital located at:  
Sandy Ridge Shopping Center  
5385 North Virginia Dare Trail

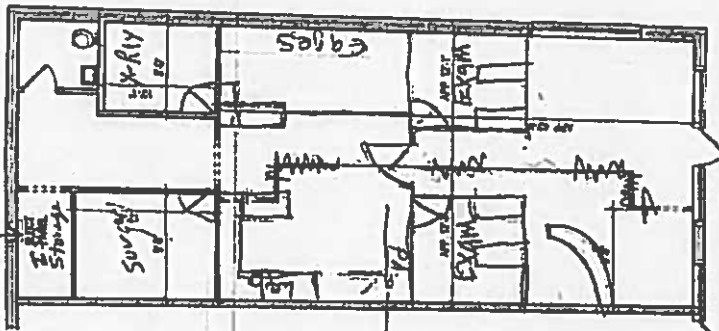
Dear Planning Board:

I request a Conditional Use Permit to allow us to operate a veterinary hospital at the address above. I intend to operate during normal business hours from 7:30 AM – 5:30 PM Monday – Friday and 8:00 AM – 12:00 PM on Saturdays, although I may extend hours during the summer season. It would primarily be an outpatient facility with very limited patients, if any, staying over-night at the hospital. Any patients which do stay overnight would be sick patients staying in confined cages. We will not offer boarding or grooming services for pets. We will primarily treat Dogs and Cats and focus on general veterinary services, including: examinations, vaccinations, dentistry, surgery, radiology, and diagnostic testing. We would sell limited medications, food and over-the-counter products. We expect modest client volume flow somewhere between 10 – 20 visits per day. We expect to initially employ between 2 – 4 people who will function as client service representatives and veterinary nurses.

Sincerely,  
Dr. Emily Worthy

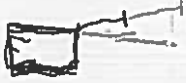


1st & Storage



Pharmacy

1 FLOOR PLAN - SUITE 603-5  
1/8" = 1'-0"



1st & Storage

# Sandy Ridge Center

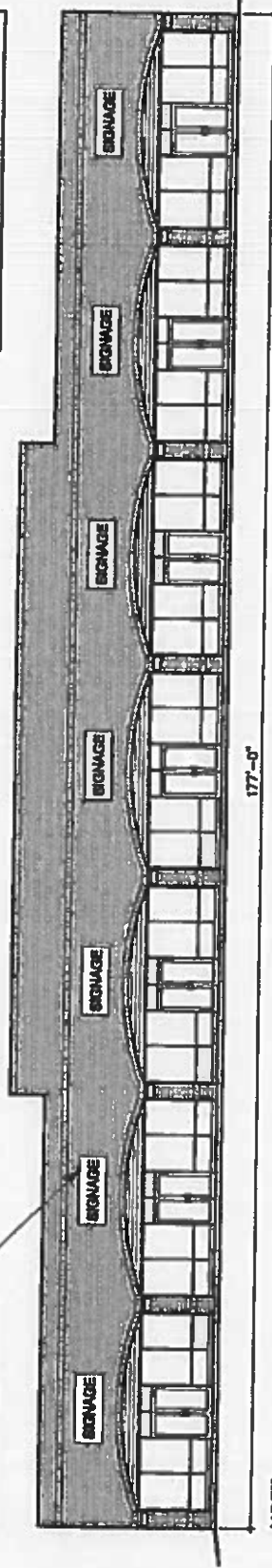
## Southern Shores, North Carolina



**CAROON & EASTEN ARCHITECTS**  
ARCHITECTS

1154 Wm. Woodhill Drive  
Nags Head, North Carolina 27959  
Phone: (252) 441-4771  
Fax: (252) 441-4774  
Email: caroon@caroonandcasten.com

SIGNAGE ALLOWED EACH  
SINGLE-BAY UNIT  
~25 S.F. (TYP.)  
8'-0" x 3'-1 1/2" SHOWN

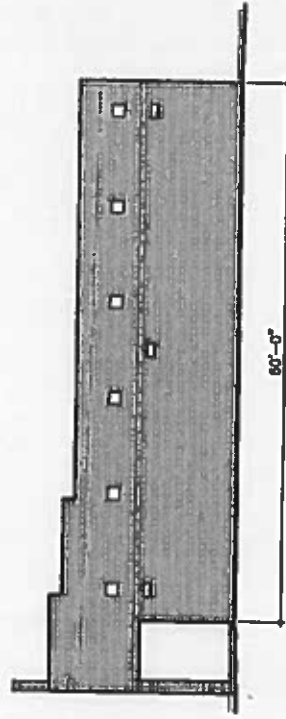


NOTE:

TWO-BAY STORE- 50 S.F. ALLOWED  
THREE-BAY STORE- 75 S.F. ALLOWED, ETC.

**SOUTH (FRONT) ELEVATION**

1/16" = 1'-0"



**EAST (SIDE) ELEVATION**

1/16" = 1'-0"

**SIGNAGE**

Town of Southern Shores  
Zoning Ordinance

Article VI, Section 6.03  
I, 4, b, Wall Signs  
1 sq. ft. for each linear foot of store frontage  
Corner or end stores- frontage based on total frontage of store front  
and adjacent side

Total Frontage = 177' -----> 177 S.F. total signage PLUS  
End Units = 60 sq. ft. additional signage each unit

2/9/05



March 26, 2017

To: Town Council

From: Town Manager

Detailed Information Regarding Funding Request  
of the Southern Shores Volunteer Fire Department

As early as 2014, the Southern Shores Volunteer Fire Department, Inc. (SSVFD) engaged in discussions in committee meetings of the Southern Shores Town Council regarding the eventual need of a new fire station. In June 2016, the Southern Shores Volunteer Fire Department, Inc. began a more serious dialogue with members of the Southern Shores Town Council through its Council committees, and with the Council itself regarding the Department's need for a new fire station to provide better and modern fire protection services to properties in the Town and maintaining qualified volunteer firefighters to provide those services. Following is detailed information assembled for the Town Council pursuant to its March 7, 2017 directive to the Town Manager regarding the SSVFD's request to the Council for funding for a new fire station.

- **Relationship Between the Southern Shores Volunteer Fire Department, Inc. (SSVFD) and the Town of Southern Shores (Town):** The Southern Shores Volunteer Fire Department, Inc. is a separate, not-for-profit entity which provides fire protection services to all properties within the Town of Southern Shores pursuant to the terms and conditions of a 10-year fire protection services contract entered into by the two parties in 2009. Compensation paid to the SSVFD annually by the Town under the 2009 contract is determined by a function of a portion of the Town's tax rate. With the exception of its full-time Chief and administrative staff, firefighters and other support members of the SSVFD are all volunteers. All assets of the SSVFD, including real property, firefighting apparatus, and fire-protection equipment are owned either by the SSVFD or by its wholly-owned subsidiary holding company. Both the SSVFD and its wholly-owned subsidiary holding company, Fire Services Real Estate, Inc. (FSRE) are governed by Boards of Directors and elected officers, with no governance control by the Town. The SSVFD develops an annual operating budget and has an audit performed annually of its financial status. The SSVFD is certified by the NC Department of Insurance's State Fire Marshall's Office as qualified to provide fire protection services with volunteer firefighters. By providing the service to the Town pursuant to an out-source contract, the Town is able to forego the necessary expense of having to build infrastructure, acquire apparatus and fire-protection equipment, and employing full-time firefighters for necessary round-the-clock shifts. All documents regarding this relationship are posted on the Town's website and have been accessible for citizens at:  
<http://southernshores-nc.gov/wp-content/uploads/2012/07/SSFVD-2009-to-2019.pdf>  
<http://southernshores-nc.gov/wp-content/uploads/2012/07/FSRE-Contract-09-30-2012.pdf>  
<http://southernshores-nc.gov/wp-content/uploads/2012/07/FSRE-Memo-of-Agreement.pdf> .

On November 1, 2016, an overview of the SSVFD's organizational structure and operations was presented to the Town Council, and has been accessible on the Town's website at:  
<http://southernshores-nc.gov/wp-content/uploads/2012/03/SSFVD-Overview-Final-2016-November-TOSS-Meeting1.pdf> .



- Relationship Between the SSVFD and the Martins Point Fire District:** The SSVFD also provides fire protection services to all properties within the unincorporated section of Dare County known as Martins Point. Martins Point is situated adjacent to both municipal boundaries of the Town of Southern Shores and the Town of Kitty Hawk. The Martins Point Rural Fire Protection District is governed by State law and is accordingly administered by Dare County. A special fire tax is levied on each property in Martins Point annually by the Dare County Board of Commissioners to provide the fire protection services pursuant to a contract between Dare County and the SSVFD. I have conferred with the County Manager on two occasions to verify the County's position regarding providing fire protection services to properties in unincorporated areas of the County. The County Manager reports the County does not provide funds to any of its other not-for-profit contract fire protection providers for construction of buildings and other infrastructure items. North Carolina General Statute § 69-25.1 limits the amount of special fire tax levied at a maximum of fifteen cents (15%) per hundred dollars (\$100) of property value. In the case of the unincorporated area of Martins Point, Dare County has a choice of nearby fire protection providers.
- SSVFD's Need for a New Fire Station to Provide Fire Protection Services:** In June 2016 the SSVFD engaged the architectural firm of Stewart-Cooper-Newell to conduct an "Existing Facility Assessments & Program Needs" study. The Town Council was notified by the SSVFD of this endeavor in 2016 at several of its meetings and during several Council committee meetings. The report was completed and delivered to the SSVFD on January 3, 2017. It was then also transmitted to the Town Council and posted on the Town website for citizen access at: <http://southernshores-nc.gov/wp-content/uploads/2012/03/Southern-Shores-Volunteer-Fire-Station-Existing-Facility-Assessments-Program-Needs-1.3.2017.pdf> .

Both of the SSVFD's station sites were assessed, including the storage "East Station" at 28 E. Dogwood Trail and the operational "South Station" at 15 S. Dogwood Trail in Southern Shores. The report describes the conditions of the two buildings as including structural deficiencies, and cites several non-compliant Code requirements for an essential facility, including non-compliant ADA access ways. Due to its size, the report also concludes that the South Station does not meet the programmatic needs of the SSVFD today, and many of the station's existing conditions do not meet generally accepted practice for new stations. The report also states that if the South Station is to remain in service for many more years, it will require upgrades. Program space standards based on national norms were developed for the various operational needs of the SSVFD. The report concludes that the existing 7,872 square foot South Station is not large enough to accommodate those program needs suitable for providing fire protection services for the Town. The study states renovations and additions are not viable options for the existing building and site. The report also describes programmatic station prototypes which were developed to meet the programmatic needs of the SSVFD.

A public forum was conducted by the SSVFD and the architect from Stewart-Cooper-Newell in the Pitts Center on February 9, 2017 to allow all members of the public, including any Town Council members, to be briefed on the facility and program needs assessment and to answer any questions or concerns regarding the facility assessment and program needs report and the

SSVFD's endeavor for a new fire station. A presentation from that public forum has been available for subsequent review by the public on the Town's website at: <http://southernshores-nc.gov/wp-content/uploads/2017/02/SSVFD-Public-Forum-020917-Final-3.pdf> .

On February 14, 2017 the SSVFD Fire Chief, on behalf of the SSVFD, submitted a letter to the Town Council formally affirming the entity's previous request for funding for development of a new fire station to provide fire protection services. A copy of that letter is attached as Attachment A and may be viewed by the public on the Town's website at: <http://southernshores-nc.gov/wp-content/uploads/2012/03/Letter-to-Council.pdf> .

Based on individual Council member comments made during various public meeting discussions and at the time direction was given to the Town Manager to engage with the SSVFD on its request, I subsequently conferred with the SSVFD and its architect regarding the size and location of a potential new fire station. The projected size of a new South Station prototype with four apparatus bays has now been reduced from 15,411 square feet to a size of 12,951 square feet, and allowing a one-story prototype to fit on the SSVFD's current South Station site, assuming some amendments to the Town Code's regulation of off-site parking for a public fire department would be enacted.

- **Site and Size:** According to the SSVFD's architect, the SSVFD's existing property at S. Dogwood Trail can accommodate a new, four-bay, one-story 12,951 square foot fire station. The architect's conclusion assumes the Town Council would amend current parking requirements in the Town Code pertaining to off-site parking for a public fire department, assumes certain parking requirements could be shared with the Town's adjacent Public Works Department, and assumes engineering will accommodate sufficient sewerage and storm water disposal and/or retention. A copy of the revised space needs data with revised site plan for a one-story, four-bay fire station on the SSVFD's existing site at 15 S. Dogwood Trail is attached as Attachment B and may also be viewed by the public on the Town's website at: <http://southernshores-nc.gov/wp-content/uploads/2012/03/March-15-2017-Station-Size-Update.pdf> .

Potential alternate and suitable sites for a new station were explored throughout Southern Shores by the SSVFD in 2016 and 2017, with ultimate facility cost, response times, and distance minimums for favorable insurance rates for property owners being major qualifiers. On March 8, 2017, formal inquiries were made by the SSVFD, and by me on behalf of the Town for the SSVFD, to the Chicahawk Property Owners Association (CPOA) asking if that entity would consider a long-term ground lease of on an undeveloped portion (1.5- 2.0 acre) of its property located at the corner of Porpoise Run and NC Highway 12 for the purpose of the SSVFD constructing a new fire station – and if so under what terms and conditions. Copies of both letters of inquiry are attached as Attachments C and D, and may be viewed by the public on the Town's website at: <http://southernshores-nc.gov/wp-content/uploads/2012/03/Town-Inquiry-Letter-to-CPOA.pdf> <http://southernshores-nc.gov/wp-content/uploads/2012/03/SSVFD-Inquiry-letter-to-CPOA.pdf> . As of the date of this information, no response has been received by either the SSVFD or the Town from the governing board of the CPOA.

- **Estimated Costs:** Copies of all reports received from the SSVFD and its architectural firm have indicated that the estimated cost of construction of a one-story fire station, designed with the SSVFD's program needs considered, ranges from \$275 per square foot (low range) to \$325 per square foot (high range). Since the Town Council's directive for me to become involved in this process, the SSVFD's architect has maintained those estimates – but has since also indicated that construction costs are projected to rise. I made recent inquiry to two reputable eastern North Carolina commercial construction firms which do work in Dare County and which would most likely bid on this project if it progresses. Each stated construction costs for large institutional buildings are higher in remote areas and are likely to go up as the commercial market changes.

The SSVFD has also transmitted its architect's revised and updated estimates of the architectural, engineering, soft costs, and construction costs. This revision document indicates the low (\$275 per sf) and high (\$325 per sf) ranges of construction costs for a one-story, 12,951 square feet fire station. Adding to that, the architect's estimate for total soft costs (as described in the document which includes the 8% architect's fees) of 20% of the construction costs (since no land acquisition cost) results in total project cost estimate computations on the low range of \$4,273,830 and on the high range of \$5,050,890. Included in the estimated 20% soft costs, are architectural fees for design and oversight in amount of 8% of the construction costs.

As indicated in the revision document, funds would be needed in five (5) separate phases which could be funded incrementally as needed. The SSVFD or the Town Council could decide at the completion of each phase as to whether to continue on to the next phase or discontinue the project. Phases 1-4 are projected to take 10 months and would use up 85% of the architect's fees, while the Phase 5 Construction administration are projected to take up 14 months and would use up the remaining architectural fees. The SSVFD has already funded \$19,600 towards an assessment which is a part of Phase One, and is committed to funding the site survey which is a part of Phase Two. The revision document, showing the estimated low and high level budgets of the phases, is attached as Attachment E and may be viewed by the public on the Town's website at: <http://southernshores-nc.gov/wp-content/uploads/2012/03/SSVFD-Architect-Phases.pdf>.

- **Financing:** On March 21, 2017, representatives of PNC Bank who specialize in local government financing, made a presentation to the Town Council on the procedural aspects of either the SSVFD or the Town borrowing funds for the costs of constructing a fire station. The PNC officials explained that current available interest rates would allow either entity to obtain a 4% or better interest rate for an installment loan, but that rates could rise towards the end of 2017. The PNC local government financing officials explained that by the SSVFD being the actual borrower for the construction of its own fire station, a longer loan term would be available resulting in amortized smaller annual loan payments. The SSVFD is not subject to the same legal limitations for an installment loan term as would the Town if it was the borrower. The PNC official explained, in the case of the SSVFD as the borrower, a bank would require the Town to maintain a contract with the SSVFD to provide annual appropriation of funds sufficient to cover the SSVFD's annual payments under the loan. If the Town becomes the borrower, expenses appropriated by the Town prior to the loan closing, such as for the soft costs of each Phase listed in the architects phasing document above, could, by Council resolution, be rolled into the Town's loan at closing for financing and reimbursement by the loan back to the Town's general

fund. If the SSVFD were to be the borrower, presumably the loan amount and contract with the Town could be structured for similar financing of pre-loan closing costs and reimbursement upon loan closing.

If the Council acts to provide the SSVFD funding for construction of a new fire station, it would also need to decide which entity would be the borrower of an installment loan. Following that action and once enough of the design phase has been completed to more closely verify estimate costs and resulting collateral value, the SSVFD's architect would be able to request installment financing proposals from interested lending institutions for the entire project costs. The PNC officials' March 21, 2017 presentation to the Council indicated an example cost amount to be financed. The March 21, 2017 presentation has been available for subsequent review by the public on the Town's website at: <http://southernshores-nc.gov/wp-content/uploads/2012/03/Financing-options-presentation.pdf> .

The March 21, 2017 presentation has now been revised to reflect the recently revised total cost numbers. Debt service expense for a 10-year installment loan to the SSVFD for the architect's revised low range total cost number of \$4,283,830 is projected at \$236,667 per year amortized at 20 years. A high range total cost number of \$5,050,890 is projected at a \$279,697 annual payment for the SSVFD with same term. ... Debt service expense for an installment loan to the Town for the architect's revised low range total cost number of \$4,283,830 is projected at \$598,336 (declining each year) per year for 10 years with corresponding 10-year amortization. A high range total cost number of \$5,050,890 is projected at a \$1,111,196 annual payment for the SSVFD with same term. The revised presentation is attached as Attachment F, and is available for subsequent review by the public on the Town's website at: <http://southernshores-nc.gov/wp-content/uploads/2012/03/Financing-Options-Presentation---revised-March-29-2017.pdf> .

The SSVFD's architect predicts the usable life of the new building to be between 30-50 years depending on construction materials selected.

- **Current Contract Terms to be Amended:** The current fire services contract existing between the SSVFD and the Town could be amended to accommodate any funding commitment for a new fire station the Town Council may act to approve. Such an amendment to the existing contract could accommodate either the SSVFD or the Town being the borrower of an installment loan.

As of now, the SSVFD Fire Chief has confirmed with me that the governing boards of both the SSVFD and its wholly-owned subsidiary holding company, FSRE, are committed to entering into or amending any legal documents necessary to create a legally binding requirement for the transfer of title of all SSVFD assets to the Town of Southern Shores in the event (1) the SSVFD ever reaches a defined and determinable threshold at which the SSVFD can no longer provide fire protection services to the Town, or (2) the SSVFD defaults on any term or condition of the new fire station construction installment loan if it is the borrower.

- **Budget Effect:** If the Town Council makes an overall decision to provide funding to the SSVFD for a new fire station, it would also need to determine when the funding would be provided and in

what steps or phases. As certain of the project phases may be approved and funded incrementally, the Council may direct the Budget Officer to budget the estimated cost of the phases indicated in Attachment E in his draft projected budget for the upcoming fiscal year 2017-2018. The Budget Officer and Finance Officer are still anticipating receiving projected revenue figures for the Town's upcoming fiscal year prior to the Council's April 18<sup>th</sup> budget work session meeting. When realistic projected revenue amounts are developed for the upcoming year, the Budget Officer will be able to develop a draft budget inclusive of budgeting directives of the Council. Any amount of costs for the phases for the project, could be directed by the Council to be included in the upcoming fiscal year's recommended budget. After the Council's April 18<sup>th</sup> budget work session meeting, the Budget Officer will file his recommended balanced operating budget on May 2<sup>nd</sup> for the FY 2017-2018. The final effect of any budget adopted by the Town Council will depend on whether the projected expenses exceeded the realistic anticipated revenues and how the Town Council decides to close that gap for balancing the adopted budget.



**SOUTHERN SHORES  
VOLUNTEER FIRE DEPARTMENT**

February 14, 2017

Dear Members of the Town Council,

Approximately one year ago, I began discussions with the Town staff about the Fire Department's need for an updated facility and what options we could explore to make it happen. Possible financing and site location options were all discussed with Town staff several times. Over the following months, I presented the content of those discussions at several committee meetings for further discussion with your members. I subsequently began to brief you, as a Council, last summer and informed you that the Fire Department had funded a facility needs assessment to be conducted by a reputable architectural firm experienced in designing institutional buildings, especially for municipal fire departments in eastern North Carolina. Based on that completed study, it is evident the Southern Shores Volunteer Fire Department needs a modernized and up to date facility if it is going to keep meeting the fire protection needs of the Town of Southern Shores. A modern facility would aid in maintaining the volunteer staff and is needed to protect the safety of our membership. As I have stated many times before, safety is my number one priority as Chief. I take our members health and safety very personally and consider them as part of my own family. The volunteer system is, without a doubt, the most cost effective way to provide emergency services for the town. It is my belief that we, as leaders in the community, must do everything in our power to preserve and cultivate an environment that will perpetuate the volunteer system. As Chief, it is my responsibility to provide the Southern Shores Volunteer Fire Department Board of Directors and our customers with the information necessary make sure the department is prepared to provide the best service possible for our community 10, 20, 30 years in to the future. If for any reason we were unable to continue with the volunteers and had to hire a staff, the station must be able to accommodate that staff. Currently, we would be unable to do this. I understand this is a decision that should not be taken lightly, however, I believe in my heart this is absolutely the right thing to do for the Town of Southern Shores and its residents.

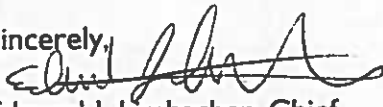
The Southern Shores Volunteer Fire Department has now made a formal request to you as a Town Council to consider committing financial support for a modern fire station, serving the Town's fire protection needs. Site location, layouts, and basic size options have been investigated and presented to you. In order to proceed, the Fire Department needs a commitment from the Town Council to support this initiative financially. The next step is for the architect to complete the Schematic Design



Phase which takes the project through rendering drawings. The public will be included in this process in order to select an acceptable and appropriate design for a modern building. The Southern Shores Volunteer Fire Department has already funded the first portion of the Schematic Design Phase in the amount of \$17,000 for the complete facility assessment and needs study. Approximately \$40,000 more is needed to complete the Schematic Design Phase. In order to commence the remainder of that phase, the architect would need to know the cost and size the Town Council is willing to build.

There is no higher calling than serving the public, be it as Fire Chief, Police Chief or in your role as members of Council. Ensuring the safety and security of our citizens is a job that we must take very seriously; it must be our highest priority. Public safety has always been my passion; I hold myself and our crew to the highest standard possible and would not be asking you to consider this request unless I truly believed it was absolutely necessary. As you as individuals consider this prior to you March 7th meeting, please do not hesitate to contact me at any time to discuss any aspect of the Fire Department's request to the Council.

Sincerely,

A handwritten signature in black ink, appearing to read "Edward J. Limbacher", written over a horizontal line.

Edward J. Limbacher, Chief  
Southern Shores Fire Department





# Southern Shores Fire Department

## Program Needs

Attendees: Joseph Buckley, Patrick Regan, Edward J. Limbacher, Ken Newell

Draft 10.21.16 rev. 12.02.16 rev. 03.15.17

| FIRE VEHICLE BAYS                                                                                      | Size         | Size         | Size         |
|--------------------------------------------------------------------------------------------------------|--------------|--------------|--------------|
| Apparatus Bays (5-4) Pull through, Double Loaded (80'D x 96'W; 70'D x 78'W)                            | 7,680        | 5,460        | 5,460        |
| Bay 1: Engine 123 @ 38' & F150 @ 21'                                                                   |              |              |              |
| Bay 2: Engine 124 @ 38' and F250 @ 20'                                                                 |              |              |              |
| Bay 3: Tower 121 @ 33' and Rehab @ 24'                                                                 |              |              |              |
| Bay 4: Tower 12 @ 40' and Yukon @ 17'                                                                  |              |              |              |
| Flourescent Lights (TB)                                                                                |              |              |              |
| Infra Red Gas Tube Heaters                                                                             |              |              |              |
| 14x14 OH Doors w/ Remotes: Sectional Steel Doors - Full Glass @ front and 2 Rows of View Panels @ rear |              |              |              |
| OH Door Controls @ each door; @ entry to bay area                                                      |              |              |              |
| Normal Built-In Bay Exhaust System                                                                     |              |              |              |
| Plymovent Exhaust System (Reuse)                                                                       |              |              |              |
| Electric Shorelines Junction Boxes (2 per Bay - 30A) - Cord Reels By Owner (BO)                        |              |              |              |
| Airlines Drops - 1 per double Bay                                                                      |              |              |              |
| No sewer, so the Bay Floors will need to be sloped to bay doors and exterior                           |              |              |              |
| Oil Separator is required by AHJ                                                                       |              |              |              |
| Normal Inside/Outside Hosebibs                                                                         |              |              |              |
| 1.5" Truck fill line over each truck                                                                   |              |              |              |
| Sealed Concrete Floors with Stained Traffic Lines                                                      |              |              |              |
| Height Clearances to Tip Cabs one bay (min.)                                                           |              |              |              |
| Sprinkler Riser in Bays w/ Bollard protection                                                          |              |              |              |
| (40) Gear Grid Style Turn-Out Lockers (BO) along Bay walls                                             |              |              |              |
| SCBA Compressor / Racks for Bottles - Cascade System along Bay walls                                   |              |              |              |
| Turn-out Gear Room - (40) Gear Grid Style Turn-Out Lockers (BO)                                        | 500          | 500          | 0            |
| Decon/Laundry Room: Dbl. Stainless Stl. Sink w/ sideboards, Emergency Shower/Eyewash, Mop Sink,        | 230          | 230          | 230          |
| Extractor & Gas Gear Dryer (cuts and equipment BO, installed By GC)                                    |              |              |              |
| Compressor Room: SCBA compressor (cuts BO) - storage racks for 20 bottles (BO) - Cascade System (BO)   | 230          | 230          | 0            |
| (1) Ice Machine (BO); Tool air compressor (BO)                                                         |              |              |              |
| FD Med. Closet - HVAC, Shelves (BO)                                                                    | 36           | 36           | 36           |
| Tool Shop: 10' workbench; shelving, cabinets, Flammable Storage Cab. (BO), Ice Machine (BO)            | 150          | 150          | 150          |
| Mech./Training/Storage Mezzanine w/ steel stairs from bays - Tool Air Compressor (BO)                  | 600          | 400          | 400          |
|                                                                                                        |              |              |              |
| <b>TOTAL FIRE VEHICLE BAY SQUARE FOOTAGE</b>                                                           | <b>9,426</b> | <b>7,006</b> | <b>6,276</b> |

| FIRE PUBLIC SPACES                                                                                   | Size         | Size         | Size         |
|------------------------------------------------------------------------------------------------------|--------------|--------------|--------------|
| Lobby/Airlock (2 Seated Visitors) w/ Water Cooler                                                    | 120          | 120          | 120          |
| Public Restroom - HC accessible                                                                      | 64           | 64           | 64           |
| Receptionist Office: 2 Desks, 2 File Cabs., Closet - w/ Pass Window to Lobby - Furniture (BO)        | 200          | 400          | 300          |
| Radio/Report Room: 3 2 Built-in Workstations, 3 File Cabs, Closet - Base Radio & Chargers            | 225          | 225          | 150          |
| Chief's Office: Desk w/ return, 4 File Cabs., Small Genl. Area w/ Table, Closet                      | 252          | 252          | 172          |
| Training Room: Table & Chairs for 48p w/ Storage Closet plus Table & Chair Stor. Rm (400-sf)-(50 sf) | 1,200        | 1,200        | 1,150        |
| Conference Room: Table & Chairs for 10p. - Full A/V                                                  | 200          | 200          | 0            |
| (2) Study Alcoves                                                                                    | 32           | 32           | 0            |
|                                                                                                      |              |              |              |
| <b>TOTAL FIRE PUBLIC SPACES SQUARE FOOTAGE</b>                                                       | <b>2,293</b> | <b>2,493</b> | <b>1,956</b> |

| FIRE PRIVATE SPACES                                                                                                          | Size         | Size         | Size         |
|------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|--------------|
| Dayroom: 10 people at recliners - TV - separate from kitchen/dining                                                          | 420          | 420          | 420          |
| Kitchen/Dining with exterior door to Patio                                                                                   | 625          | 625          | 600          |
| 1 Double Sink Deep & 1 HC Food Prep Sink                                                                                     |              |              |              |
| Disposal                                                                                                                     |              |              |              |
| (2) Gas Ovens w/ 4 Burner each                                                                                               |              |              |              |
| 3 Refrigerator/Freezers w/ Ice Makers                                                                                        |              |              |              |
| 1 Built-In MW Oven (Low)                                                                                                     |              |              |              |
| Solid Surface Countertops                                                                                                    |              |              |              |
| Suppression Hood                                                                                                             |              |              |              |
| Connection for Bunn Coffee Machine                                                                                           |              |              |              |
| Wide Dining table for 40 & people                                                                                            |              |              |              |
| 1 Dishwashers                                                                                                                |              |              |              |
| Covered Outside Patio w/ low walls, gas grill connection, and 3 picnic tables                                                | 300          | 300          | 175          |
| Individual Sleep Rooms - 1 bed, 3 lockers, 1 desk, wired for TV Outlets (4 @ 130-sf each; 1 @ 130 sf and 3 @ 100 sf ea.)     | 520          | 430          | 230          |
| Individual Toilet/Shower Rooms - 1 t/l, 1 sink, 1 shower (3x5), 1 bench (2 @ 120 sf each)                                    | 240          | 240          | 240          |
| Exercise Room: (6) (4) workout stations - Equip. BO (wired for TV & DVD)                                                     | 500          | 500          | 400          |
| Residential Laundry / Linen Alcove: Residential Washer/Dryer (BO), Tub Sink, Base-& Upper Cabs. for linen and supply storage | 100          | 100          | 80           |
| Janitor's Closet: Mop Sink and Shelving                                                                                      | 64           | 64           | 64           |
|                                                                                                                              |              |              |              |
| <b>TOTAL FIRE PRIVATE SPACES SQUARE FOOTAGE</b>                                                                              | <b>2,769</b> | <b>2,679</b> | <b>2,189</b> |

|                                                           |               |               |               |
|-----------------------------------------------------------|---------------|---------------|---------------|
| <b>Total Net Square Feet</b>                              | <b>14,488</b> | <b>12,178</b> | <b>10,421</b> |
|                                                           |               |               |               |
| Mechanical / Circulation 40% not including Apparatus Bays | 2,723         | 2,687         | 1,984         |
| Grossing Factor Bays Only - 10%                           | 768           | 546           | 546           |
|                                                           |               |               |               |
| <b>Total Gross Square Feet</b>                            | <b>17,979</b> | <b>15,411</b> | <b>12,951</b> |

|                                                  |           |           |           |
|--------------------------------------------------|-----------|-----------|-----------|
| <b>Projected Base Construction Costs</b>         |           |           |           |
| Low Range - New Construction Costs @ \$275 / sf  | 4,944,225 | 4,238,025 | 3,581,525 |
| High Range - New Construction Costs @ \$325 / sf | 5,843,175 | 5,008,575 | 4,209,075 |
|                                                  |           |           |           |

#### SITE:

50' min. Concrete Aprons front and rear  
All Apparatus Driveways to be heavy-duty asphalt  
Asphalt Paving for non-Apparatus Circulation  
On-site Fire Hydrant at front & rear of station (water by City)  
Building & Yard Signage  
1 Flagpole (Marine) w/ lighting  
Conc. Filled Steel Bollards at Bay Doors  
FD Parking: 25 paved car spaces & Overflow grass spaces  
Additional Parking for 1 visiting apparatus  
Full Building Propane Gas Generator w/ screen wall  
Dumpster enclosure  
Site Locations for Training Tower & Props  
Ham Radio Tower  
37' Height Limit on Bldg.

#### GENERAL NOTES:

All gas appliances and equipment possible  
Integral Corner Guards and Chair Rail Guards at Corridors  
All furniture & equipment by owner Unless Noted Otherwise (UNO)  
As many incorporated training scenarios as possible: confined space - ropes/rappelling -  
ground ladder evolutions - stokes basket - etc.

#### POTENTIAL ALTERNATES:

Fueling Station  
All Concrete Paving





**SOUTHERN SHORES VOLUNTEER FIRE DEPT**  
**SOUTHERN SHORES, NC**

○ SITE PLAN OPTION F- SOUTH  
 SCALE: 1/8" = 1'-0"  
 DATE: 8.8.2017



**Stewart Cooper Architects**  
 Architecture Planning Interiors  
 www.sca-architects.com



# 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](http://www.southernshores-nc.gov)

March 8, 2017

Joanie Rose, President  
Chicahauk Property Owners Association  
5377 N. Virginia Dare Trail  
Southern Shores, NC 27949

Dear Joanie,

As you know the Southern Shores Volunteer Fire Department, Inc. is the Town's contract fire protection provider. That organization has had a reputable architectural firm perform an assessment of its existing aging fire station at 15 South Dogwood Trail and found it to be in need of complete replacement. The goal of the Fire Department is to operate a modern facility that best provides for the safety needs of all Southern Shores residents and property owners, while at the same time, representing a sound and efficient financial investment for all Southern Shores taxpayers.

As the Town is the primary beneficiary of the Fire Department's contract services, I am authorized to assist the Fire Department in seeking suitable sites for a new fire station. The Department's architectural firm can then make a recommendation as to the most suitable location for an appropriate size building. Once all realistic potential sites have been identified, a recommendation can be made on which location best suits an appropriate building size. That recommendation, along with the projected cost of the facility, will then allow the Town Council to consider a decision on whether to fund the Fire Department's new facility through an amendment of the current fire services contract.

As we have previously discussed with you and some members of the CPOA Board of Directors, I am now making official inquiry as to whether the CPOA is willing to ground-lease a 1.5 to 2 acre tract of real property for the purpose of the SSVFD constructing a new fire station for the benefit of the Town's residents and property owners. The potential preferred location would be at the corner of North Carolina State Highway 12 and Porpoise Run. If the CPOA is willing to assist in this endeavor to provide better fire services to the Town's residents and property owners, the CPOA would be indemnified from incurring any costs of the transaction as well as any indirect costs. Once the CPOA indicates a willingness to ground-lease its property, and the site is subsequently recommended and selected as the preferred site for the station, all details would be worked out regarding survey, building design, legal documentation, etc. If the CPOA Board is in fact willing to entertain a ground-lease of its property in the described location, please let me know CPOA's terms and conditions for such a transaction so that they may be immediately considered. I intend to give a report to the Town Council at its April 4<sup>th</sup> regular meeting.

Thank-you.

Sincerely,

Peter Rascoe, Town Manager

cc: Ed Limbacher, Chief, SSVFD  
Members, Town Council





**SOUTHERN SHORES  
VOLUNTEER FIRE DEPARTMENT**

**March 8, 2017**

**Joanie Rose  
CPOA Board of Directors**

As previously discussed, I am inquiring of you and your Board the possibility of CPOA making a one or two-acre parcel of land at the corner of North Carolina Highway 12 and Porpoise Run available to the Fire Department for the construction and long-term maintenance of a new and modern fire station. It would be strictly used for the purpose of public safety and emergency services for the benefit of all residents and property owners of Southern Shores. I understand the Town Manager is making a similar inquiry by separate letter. I look forward to your response, together with CPOA's terms and conditions for any possible transaction.

**Respectfully,  
Edward J. Limbacher, Chief**

# Southern Shores Volunteer Fire Department

## New Station High Level Budget





# Stewart-Cooper-Newell Design Phases



|         | Phase                       | Output                                     | Timing       | % of Cost | Estimated Cost |
|---------|-----------------------------|--------------------------------------------|--------------|-----------|----------------|
| Phase 1 | Schematic Design            | Floor plan, site plan, exterior elevations | 0-2 months   | 20%       | \$67,600**     |
| Phase 2 | Design Development          | Final design documents                     | 2-6 months   | 20%       | \$67,600       |
| Phase 3 | Construction Documents      | Detailed construction plans                | 6-8 months   | 40%       | \$135,200      |
| Phase 4 | Bid Negotiation             | Post and negotiate to final bid cost       | 8-10 months  | 5%        | \$16,900       |
| Phase 5 | Construction Administration | Manage construction to completion          | 10-24 months | 15%       | \$50,700       |
| Total   |                             |                                            |              |           | \$338,000*     |

\*Architect fee estimate (based on 8% of construction cost)

1.  $\$300/\text{sqft} \times 13,000 \text{ sqft} \times 8\% = \$312,000$

2.  $\$325/\text{sqft} \times 13,000 \text{ sqft} \times 8\% = \$338,000$

\*\* SSVFD has already paid \$19,600 of Phase 1





# High Level Budget

| High Level Budget                              |                      |        |            |        |              |              |                                                   |  |  |
|------------------------------------------------|----------------------|--------|------------|--------|--------------|--------------|---------------------------------------------------|--|--|
|                                                |                      |        | Cost/Sq Ft |        | Total Cost   |              |                                                   |  |  |
| Item                                           |                      |        | Low        | High   | Low          | High         | Comments                                          |  |  |
| Building Cost                                  | 1 story; current lot | 12,951 | \$ 275     | \$ 325 | \$ 3,561,525 | \$ 4,209,075 | NC Municipal consuction costs are +30% in 2017    |  |  |
| Soft Costs                                     |                      | 20.0%  | \$ 55      | \$ 65  | \$ 712,305   | \$ 841,815   | Normally 25%; 20% if no land is purchased         |  |  |
| Total Cost                                     |                      |        |            |        | \$ 4,273,830 | \$ 5,050,890 |                                                   |  |  |
|                                                |                      |        |            |        |              |              |                                                   |  |  |
| Soft Cost Break-out (estimates)                |                      |        |            |        |              |              |                                                   |  |  |
| Arch Design & Oversight (8%)                   |                      |        |            |        | \$ 284,922   | \$ 336,726   | Budgeted at 8% of construction costs              |  |  |
| Survey                                         |                      |        |            |        | \$ 3,000     | \$ 5,000     |                                                   |  |  |
| Special Septic                                 |                      |        |            |        | \$ 25,000    | \$ 50,000    | Current system far to small                       |  |  |
| Permits                                        |                      |        |            |        | \$ 5,000     | \$ 7,500     |                                                   |  |  |
| Furniture                                      |                      |        |            |        | \$ 50,000    | \$ 50,000    | Offices, lobby, kitchen, sleeping rooms, day room |  |  |
| Kitchen/Laundry Equipment                      |                      |        |            |        | \$ 15,000    | \$ 20,000    | Kitchen and laundry appliances - commerical grade |  |  |
| Other Fire Equipment (condition or movability) |                      |        |            |        | \$ 80,000    | \$ 80,000    | Equipment that can't move to new buiilding        |  |  |
| Contingency (7%)                               |                      |        |            |        | \$ 249,307   | \$ 294,635   | Unanticipated costs                               |  |  |
| Total                                          |                      |        |            |        | \$ 712,229   | \$ 843,861   | Total soft cost estimate                          |  |  |
|                                                |                      |        |            |        | 20.0%        | 20.0%        |                                                   |  |  |



## FIRE STATION FINANCING OPTIONS PRESENTATION

Casey Turner  
Public Finance  
[casey.turner@pnc.com](mailto:casey.turner@pnc.com)  
919-788-5763

Kenny Marshall  
Commercial Banking  
[kenneth.marshalljr@pnc.com](mailto:kenneth.marshalljr@pnc.com)  
252-473-9381

## Comparison

|                                   | Borrower:<br>Town of Southern Shores                                  | Borrower:<br>Southern Shores VFD                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type</b>                       | Installment Financing Contract<br>(NC G.S. 160A-20)                   | Term Note                                                                                                                                                                                            |
| <b>Term</b>                       | 10 years                                                              | 10 years                                                                                                                                                                                             |
| <b>Amortization</b>               | 10 years                                                              | 20 years                                                                                                                                                                                             |
| <b>Interest Rate*</b>             | 4.00% Tax-exempt, Bank Qualified                                      | 4.00% Tax-exempt, Bank Qualified                                                                                                                                                                     |
| <b>Payments</b>                   | Annual, straight-line principal<br>(LGC required)                     | Annual, mortgage-style                                                                                                                                                                               |
| <b>Prepayment Penalty</b>         | Yield protection                                                      | Yield protection                                                                                                                                                                                     |
| <b>Security</b>                   | Deed of trust on Town asset                                           | Assignment of contract** revenue                                                                                                                                                                     |
| <b>Due Diligence Requirements</b> | Title Insurance, Hazard Insurance,<br>Flood Insurance (if applicable) | Title Insurance, Hazard Insurance,<br>Flood Insurance (if applicable)                                                                                                                                |
| <b>Expenses</b>                   | Bank legal counsel, max of \$10,000                                   | Bank legal counsel, max of \$10,000                                                                                                                                                                  |
| <b>Other</b>                      | LGC approval                                                          | **New contract between the Town and<br>the VFD incorporating debt service for<br>full term, Town must have option to<br>purchase property in event of default for<br>outstanding balance of the loan |

\*Interest Rates are indicative and subject to change based on market conditions

## Comparison

|                             | Borrower:<br>Town of Southern Shores | Borrower:<br>Southern Shores VFD |
|-----------------------------|--------------------------------------|----------------------------------|
| <b><u>\$4,283,830</u></b>   |                                      |                                  |
| <b>Annual Debt Service:</b> | \$598,336, declines each year        | \$236,667                        |
| <b>Lifetime Interest:</b>   | \$940,243                            | \$1,479,778                      |
| <b><u>\$5,050,890</u></b>   |                                      |                                  |
| <b>Annual Debt Service:</b> | \$707,125, declines each year        | \$279,697                        |
| <b>Lifetime Interest:</b>   | \$1,111,196                          | \$1,748,828                      |