



**Town of Southern Shores
Regular Council Meeting
April 4, 2017**

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, April 4, 2017.

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 Holland moved to amend the agenda to include Resolution opposing the current format of House Bill 531. The motion was seconded by Mayor Bennett.

Council Member Nason stated he preferred a substitute motion to add the Resolution opposing the format of HB531 to April 18th mid-month meeting agenda.

Mayor pro tem Newberry and Council Member McDonald both stated they would like to have more time to study the issue.

MOTION: Council Member McDonald moved to add Resolution opposing HB531 to the April 18th agenda and approve the agenda. The motion was seconded by Council Member Nason. The motion passed (4-1) with Mayor Bennett, Mayor pro tem Newberry, Council Member McDonald and Council Member Nason voting YES; Council member Holland voting NO.

CONSENT AGENDA

The Consent Agenda consisted of the following items:

- Approval of Minutes- February 21, 2017, March 7, 2017 & March 20, 2017
- 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

Mayor pro tem Newberry asked the clerk to provide more detail to a segment of his comments in the draft March 7, 2017 minutes.

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

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" gave a presentation advocating alternatives to construction of a Mid-Currituck Bridge.

STAFF REPORTS

The following Department Heads presented department reports for the month of March:

- Town Planner Wes Haskett presented the Planning Department's monthly report containing permitting and inspections as well as an update on the Historic Landmark Commission.
- Police Chief David Kole presented the Police Department's monthly report
- Ronnie Carlson Deputy Chief presented the Fire Department's monthly report.
- The Town Manager presented his report and addressed several matters:
 - o The Wild Swan and Osprey Lane Capital Street Improvement Projects have begun.
 - o The storm water remediation project that Council authorized at East Dogwood / NC12 is underway, and by contract is to be completed by the third week in June. The pedestrian walkway will be detoured to a block away during construction.
 - o Capital improvement by rebuild of a 400 ft section of Juniper Trail will be going out for bid at the end of the next week. The remainder of the street will have to have more geotechnical testing as to why it keeps sinking in spots.
 - o The Town Engineer is in the process of designing walkways for South and East Dogwood as directed by Council. The survey was completed by Quible and Associates and sent to the Town Engineer.
 - o The crosswalk lights are scheduled to be installed on NC12 mid-April
 - o Congratulations to Planning Department's Dabni Shelton and Wes Haskett for achieving Community 6 status for the national flood insurance program.

Mayor Pro Tem stated he has noticed a lot of clearing at the NC12/ East Dogwood project and it has pretty much been clear-cut. He stated there is a little group of trees left and the adjoining property has some trees. He stated he thought there was going to be minimal disruption there and some nice landscaping. It looks now like it is going to be a real eye sore for the community.

The Town Manager stated he went to the site today and compared what is there with what the plans the Town Engineer presented to Council and reviewed with them. Every tree that is to be saved is on that plan. It is the exact plan that was brought in.

Mayor Bennett stated nothing on it changed and it was discussed that additional planting would be placed if needed once the project is completed. The issue was to solve a drainage problem, a safety problem.

The Mayor pro tem Newberry stated he understands it was to solve a drainage problem but at the same time make it nice looking.

The Town Manager stated it will look nice and there will be more planting but the trees that are there are the ones presented in the plan to Council.

Mayor Bennett stated he has been to the site on two occasions and the Town Engineer is working closely with the contractor about the removal of trees and trimming some limbs off of others to save the trees. He stated it is a pretty substantial project to address the stormwater issue we have there.

BOARD REPORTS

Planning Board Chairperson Sam Williams reported on variance request 16-02 to reduce the size of side yard setbacks at 103 Ocean Blvd. The Planning Board, acting as the Board of Adjustment (Quasi-Judicial Hearing), granted the variance request. He stated this is the second variance request pertaining to the side yard setback and should be looked at in the Town Code update process.

GENERAL PUBLIC COMMENT

Mayor Bennett called for public comment and the following citizens offered comment:

- Gerri Sullivan 31 10th Avenue – she here as former Build the Bridge Save Our Roads Board Member, and presented facts to go with this evening presentation from Southern Environmental Law Center. Southern Shores and Duck would have up to 70% less traffic on a summer weekend if the Mid-Currituck Bridge was built and 30% less traffic on RT158 south of Aydlett (2006 NCDOT Traffic Study). SELC not concerned with Hurricane Evacuation. Town Council supported building the bridge in Resolutions.
- Yvonne Duiker ,10Kingfisher - impact of summer traffic, build a bridge before RT12 experiences disaster.
- Ursula Bateman 360 Sea Oats Trl.-Cannot get out of her driveway on Sea Oats Trail during summer weekends
- Tina Uperti 157 Wax Myrtle Trl-The Fire Department location should remain where it is currently located; supports the Fire Department needs, but does not want it built on the 2 acres of natural preserve area in Chicahawk. How can all these projects be done, where is funding coming from?
- Toni Radomski 183 Duck Rd.- Need for the Mid-Currituck Bridge is so necessary
- Andrew Darling 232 N Dogwood - Proposed widening of Duck Road would have no effect as the bottle neck is in Duck. 80% of Currituck taxes come from Corolla.

[Clerk's Note: A copy of the public comment signup sheet is hereby attached].

Hearing no other citizen wishing to speak, the Mayor closed public comment.

PUBLIC HEARING

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

Town Planner Wes Haskett presented the Staff Report (attached). The Planning Board approved the Condition Use Permit with a (4-1) vote.

Mayor Bennett called for public comment and the following citizens offered comment:

- Don Vaquera, 247 Wax Myrtle-In favor of a veterinary clinic
- Mike Davenport, Landlord of Sandy Ridge Shopping Center-in favor of veterinary clinic
- John Ryan, 41 Porpoise Run-In favor of veterinary clinic

Hearing no other citizens, the Mayor closed the Public Hearing.

MOTION: Following a brief discussion, Mayor Bennett moved to approve Conditional Use Permit 17-01 submitted by Emily Worthy with adoption of the finding of facts presented by own Planner Wes Haskett and the condition recommended by the Planning Board. The motion was seconded by Council Member Holland. The motion passed unanimously (5-0).

OLD BUSINESS

Mayor Bennett stated before Council moves on with old business he has a motion for Council to consider. He stated at Council's most recent budget planning work session he jumped the gun with Council Member McDonald's motion to direct the Town Manager to significantly increase the capital expense for street improvement by \$134,000 in the projected budget. He stated he did this because he is an proponent of continuing street improvement projects, but in retro-spec projected revenues for the upcoming year are not yet known.

MOTION: Mayor Bennett moved to direct the Budget Officer to restore the draft budget to the original \$516,000 as the proposed expense for capital street improvements. The motion was seconded by Council Member Holland.

After Council discussion, Mayor Bennett withdrew his motion and Council member Holland withdrew the second..

Consideration of SSVFD Request for Financial Support for a New Fire Station

Council Member Holland stated he is in total support of the Fire Department and its request for the Town to provide funding for a new fire station. He stated it is needed for the good of the Town and if Council knew the Town's projected revenues for the new year, tonight he would move to direct the Town Manager to include the first year's expenses for the project in the projected budget. Since Council does not yet know projected revenues, he stated he plans to make the motion at the April 18th Budget Planning meeting when those revenues are known and are sufficient to cover the project expenses for the first year.

Council Member McDonald stated if Council is going to move forward he would include the Fire Department in the budget, project it and have a long-range plan. He stated right now he is not clear what Council is being asked by the Fire Department, and asked if this a request for a specific dollar amount of money. He said when he looks at the current year Council has taken somewhere around 1.7 million dollars from the undesignated fund balance for projects. Some of the money will be recaptured hopefully but is not guaranteed. He stated the fund balance is now well under 2.5 million and was 3.7 million. He stated the Fire Station could result in a 4-5 cent tax increase to pay that off over a period of twenty years and he is not willing to jump into that this evening. He stated we need to discuss this when the revenues are received.

Council Member Holland stated in response - before you start talking more taxes we need to know what the revenues are going to be. Council may be able to cover it but at this time are not sure of that.

Mayor pro tem Newberry stated Council should be prepared, if the revenues do not meet what are required, to know what the tax increase implications are going to be. He stated we cannot do all these projects and a new Fire Department without raising taxes unless we get one heck of a revenue increase. He stated he surely does not anticipate it and if anything, he thinks we will see a cut in revenues.

Council Member Holland stated projects can be prioritized and do not need to be done all at once.

Mayor Bennett stated Council should wait and see what the projected revenues will be in April, and what can and cannot be done before fretting over tax increases.

Council Member McDonald stated he supports the fire station. He stated it is going to be a revenue increase to the Department but almost a double revenue? increase when you look at what is budgeted for the Fire Department now, and taking on a 4-million-dollar loan is a significant amount of money. He stated we think we may have some of that in the budget but not all of it.

Council Member Nason stated Council has seen the Fire Department facility and there is clearly a need and he doesn't want Council to lose track of that need. How Council gets there is the hard part but Council seems willing to put money aside for it.

Council Member Holland stated we need to put money in the budget to see where things are going as there is a lot of work ahead. It is needed to get an accurate project cost. Over time with all the regulations, the current facility will not hold up to an audit, and ratings and insurance will be effected. The state wants to inspect the Fire Departments every 4-5 years. He stated the Fire Department impacts every resident. If there is an issue, we want to make sure they can respond and that they have the equipment to do their job properly.

Mayor Bennett stated in the design phases there are a considerable amount of things that will need to be done prior to being able to do anything else and Council may want to bring them up at the April budget work session and allocate those needed funds in the next fiscal year budget.

The Town Manager stated it seems that there is a consensus of Council to include the funds as an expense in the proposed draft budget for the April 18th budget work session.

Council Member Nason stated after the design it will give the residents a better vision of how the project will actually look and a better cost estimate.

MOTION: Council Member McDonald moved to direct the Town Manager to include the \$267,700 for architectural planning Phases 1-4 of the Fire Department in the April 18th proposed draft budget. The motion was seconded by Council Member Holland. The motion passed unanimously (5-0).

Next Agenda Item

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 Gallop stated approval of the two resolutions is a statutory procedural requirement in order to implement the special assessment.

MOTION: Council Member Holland moved to approve the *Preliminary Assessment Resolution for Beach Nourishment Project Assessment*. The motion was seconded by Council Member McDonald. The motion passed unanimously (5-0).

MOTION: Council Member McDonald moved to approve *Resolution Adopting Preliminary Assessment Roll for Beach Nourishment Project Assessment*. The motion was seconded by Council Member Holland. The motion passed unanimously (5-0).

NEW BUSINESS

None

GENERAL PUBLIC COMMENT

Mayor Bennett called for public comment and hearing no citizens wishing to speak, the Mayor closed public comment.

Mayor's Comments:

Mayor Bennett stated he attended the ribbon cutting of the new Regional Emergency Communication center servicing Dare, Hyde and Tyrell Counties.

Council Member's Comment & Responses

Mayor pro tem Newberry thanked Dabni Shelton for her work in achieving Community 6 status for the national flood insurance program.

Council Member Holland stated he attended the annual NC Beach Inlet and Waterway Association NCBIWA meeting.

Council Member Nason stated he would like to address one of the speakers and the lack of a long-range plan. He stated about a year ago this was discussed and some of Council voted to do a three-year plan. He stated Council member Newberry agreed to work with the Town Manager. He stated perhaps Mr. Newberry or another Council Member would be willing to now work on it and update the plan so that you can look ahead. He stated he did not see a reason to create something else and a Council Member can work with staff of updating the plan and bring it back to Council.

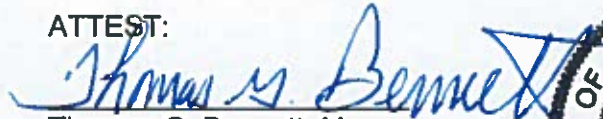
Council Member McDonald stated the draft budget does not project out past FY17-18 and Council did agree and vote on a three-year plan and it needs to be done. He also asked why the verbiage

of "all matters heard and considered by Council are subject to action by Council" is placed on the agenda. He stated under the Council Rules of Procedure, a Council member is supposed to submit any agenda items 10 days in advance.

ADJOURN

MOTION: Council Member McDonald moved to adjourn. The motion was seconded by Council Member Holland. The motion passed unanimously (5-0). The time was 7:31 pm.

ATTEST:


Thomas G. Bennett, Mayor



Respectfully submitted,


Michelle Kane, Town Clerk



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

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

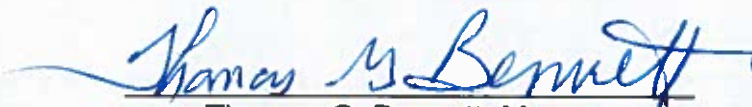
WHEREAS, in addition to naming a Coast Guard Cutter in his honor, the United States Coast Guard has awarded Captain Etheridge and his crew the Gold Lifesaving Medal for their valiant and brave rescue of those on board the schooner E.S. Newman during a hurricane; and

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 4th day of April, 2017.




Thomas G. Bennett, Mayor

ATTEST: 
Sheila Kane, Town Clerk



April 4, 2017

[illegible]



April 4, 2017

Public Hearing- - Conditional Use Permit application CUP-17-01 submitted by Emily Worthy to operate a Veterinary Clinic at 5385 N. Virginia Dare Trail

[illegible]



Town of Southern Shores

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

PLANNING BOARD GENERAL APPLICATION FORM TOWN OF SOUTHERN SHORES, NC 27949

Date: 1/17/17 Filing Fee: \$300 Receipt No. 892715 Application No. CUA-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) 617-4726 Email emilyworthydlvr@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

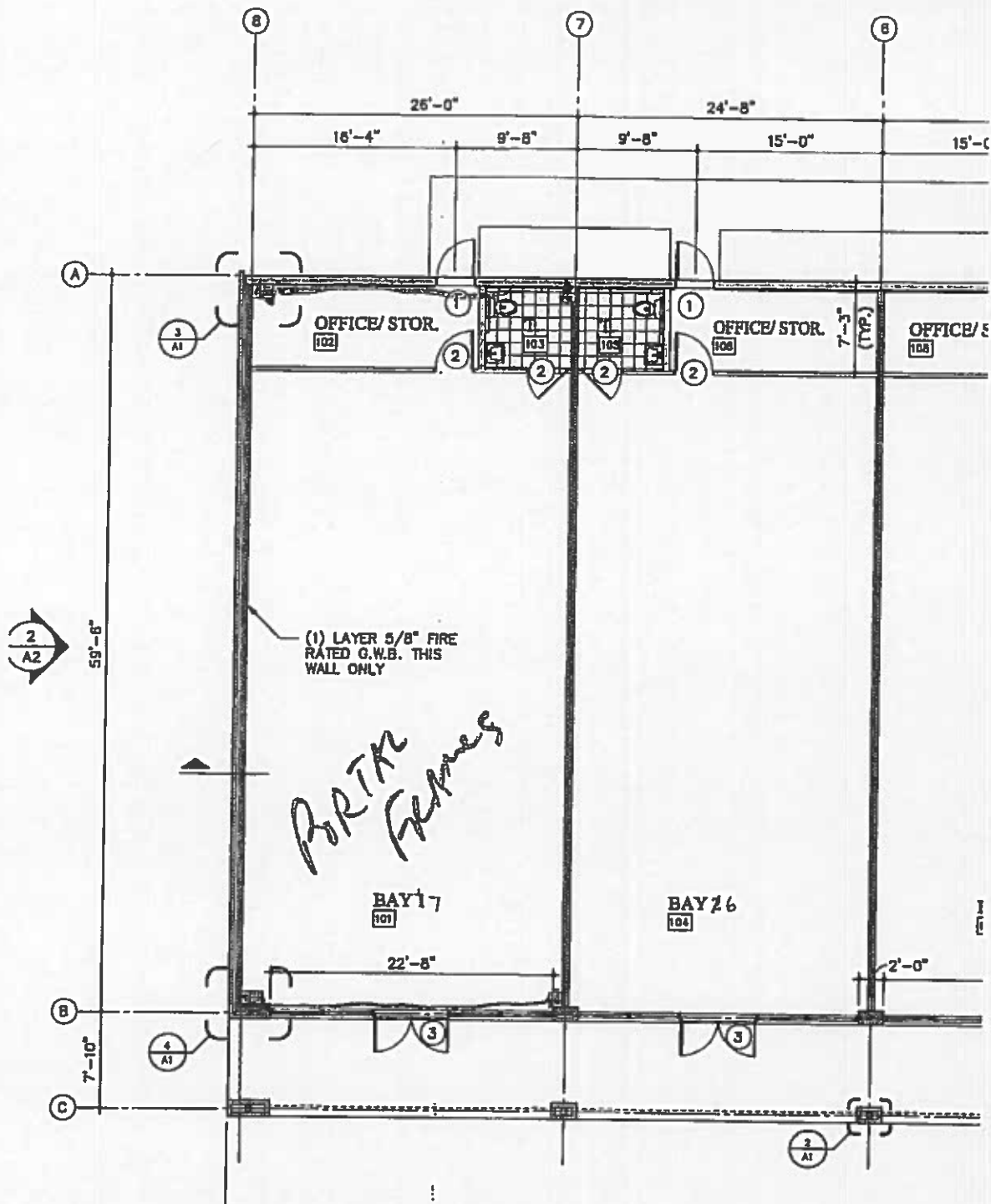
To: Town of Southern Shores Planning Board

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

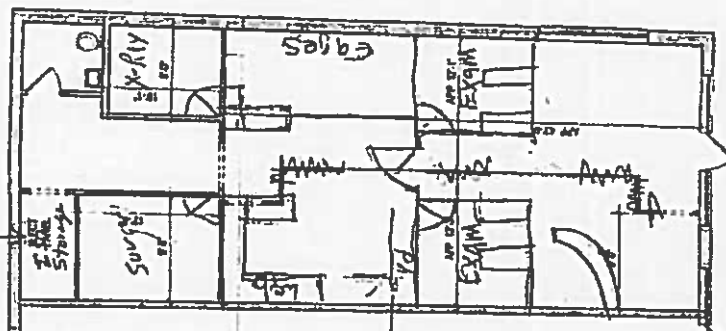
Dear Planning Board:

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



140 ± Storage



Pharmacy

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

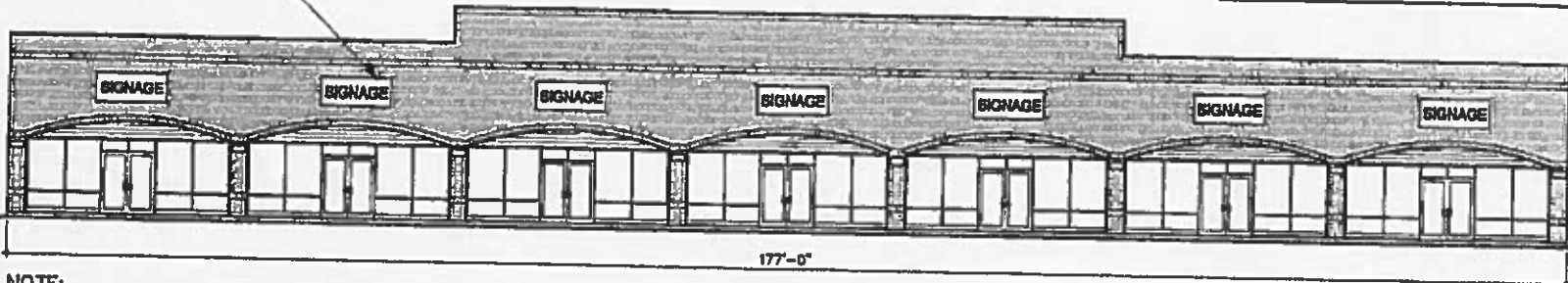
Sandy Ridge Center

Southern Shores, North Carolina

CAHOON & KASTEN, ARCHITECTS
ARCHITECTS-PLANNERS-INTERIORS-DESIGN-CONSTRUCTION-ADMINISTRATION

114A West Woodhill Drive
Nags Head, North Carolina 27959
Phone: (252) 441-0271
Fax: (252) 441-8734
E-mail: cahoon@kasten.com or c.kasten@carlink.net

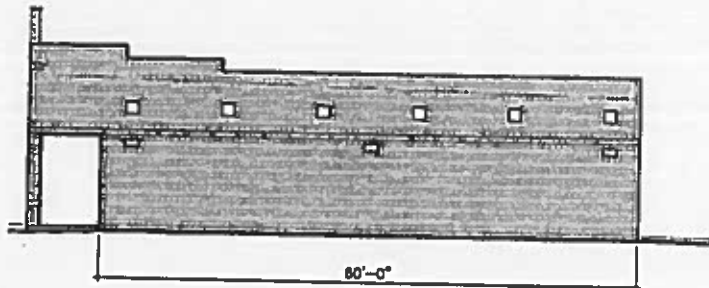
SIGNAGE ALLOWED EACH
SINGLE-BAY UNIT
~25 S.F. (TYP.)
8'-0" x 3'-1 1/2" SHOWN



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 Chicahauk 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 18th 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 18th budget work session meeting, the Budget Officer will file his recommended balanced operating budget on May 2nd 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,

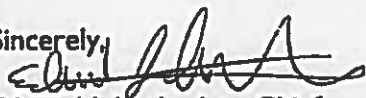
Approximately one year ago, I began discussions with the Town staff about the Fire Department's need for an updated facility and what options we could explore to make it happen. Possible financing and site location options were all discussed with Town staff several times. Over the following months, I 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,



Edward J. Limbacher, Chief
Southern Shores Fire Department



Stewart Cooper Newell
Architects

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.

03.16.17

FIRE VEHICLE BAYS	Size	Size	Size
Apparatus Bays (5-4) Pull through, Double Loaded (80'D x 66'W; 70'D x 78'W)	7,680	5,488	5,488
Bay 1: Engine 123 @ 38' & F160 @ 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'			
Fluorescent Lights (TB)			
Infrared 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)			
Airline 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 fit line over each truck			
Sealed Concrete Floors with Stained Traffic Lines			
Height Clearances to Top Cabs one bay (min.)			
Sprinkler Riser in Bays w/ Bollard protection			
(48) 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
Decor/Laundry Room: Obl. 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	600	600
TOTAL FIRE VEHICLE BAY SQUARE FOOTAGE	9,428	7,096	6,276

FIRE PUBLIC SPACES	Size	Size	Size
Lobby/Airlock (2 Seated Visitors) w/ Water Cooler	120	120	120
Public Restroom - HC accessible	84	84	84
Receptionist Office: 2 Desks, 2 File Cabs., Closet - w/ Pass Window to Lobby - Furniture (BO)	200	488	308
Radio/Report Room: 3 2 Built-in Workstations, 3 File Cabs, Closet - Base Radio & Chargers	225	225	180
Chief's Office: Desk w/ return, 4 File Cabs., Small Conf. 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	1,180
Conference Room: Table & Chairs for 10p - Full AV	200	200	0
(2) Study Alcoves	32	32	0
TOTAL FIRE PUBLIC SPACES SQUARE FOOTAGE	2,283	2,483	1,864

FIRE PRIVATE SPACES	Size	Size	Size
Dayroom: 10 people at recliners - TV - separate from kitchen/dining			
Kitchen/Dining with exterior door to Patio	420	420	420
1 Double Sink Deep & 1 HC Food Prep Sink	625	625	668
Solid Surface Countertops			
Disposal			
Suppression Hood			
(2) Gas Ovens w/ 4 Burner each			
Connection for Bunn Coffee Machine			
3 Refrigerator/Freezers w/ Ice Makers			
Wide Dining table for 40 & people			
1 Built-in MW Oven (Low)			
1 Dishwashers			
Covered Outside Patio w/ low walls, gas grill connection, and 3 picnic tables	300	300	178
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	438	238
Individual Toilet/Shower Rooms - 1 tl., 1 sink, 1 shower (3x5), 1 bench (2 @ 120 sf each)	240	240	240
Exercise Room: (5) (4) workout stations - Equip BO (wired for TV & DVD)	500	500	468
Residential Laundry / Linen Alcove: Residential Washer/Dryer (BO), Tub Sink, Base & Upper Cabs. for linen and supply storage	100	100	88
Janitor's Closet: Mop Sink and Shelving	64	64	64
TOTAL FIRE PRIVATE SPACES SQUARE FOOTAGE	2,789	2,678	2,188

Total Net Square Feet	14,488	12,178	10,431
Mechanical / Circulation 40% not including Apparatus Bays	2,722	2,687	1,984
Grossing Factor Bays Only - 10%	788	548	548
Total Gross Square Feet	17,978	15,411	12,961

Projected Base Construction Costs			
Low Range - New Construction Costs @ \$276 / sf	4,944,228	4,238,025	3,681,828
High Range - New Construction Costs @ \$326 / sf	5,843,178	5,008,578	4,289,878

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

Rev. 12/07

○ SITE PLAN OPTION P- SOUTH
 SCALE: 1/8" = 1'-0"
 DATE: 12/07



Stewart · Cooper · Newell · Architects
 Architecture Planning Interiors
www.scn-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

March 8, 2017

Joanie Rose, President
Chicahawk 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 4th regular meeting.

Thank-you.

Sincerely,

Peter Rascoc, 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

Item			Cost/Sq Ft		Total Cost		Comments
			Low	High	Low	High	
Building Cost	1 story; current lot	12,951	\$ 275	\$ 325	\$ 3,561,525	\$ 4,209,075	NC Municipal consuction costs are +30% in 2017 Normally 25%; 20% if no land is purchased
Soft Costs		20.0%	\$ 55	\$ 65	\$ 712,305	\$ 841,815	
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	
Other Fire Equipment (condition or movability)					\$ 80,000	\$ 80,000	Equipment that can't move to new buiilding
Contingency (7%)					\$ 249,307	\$ 294,635	
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
919-788-5763

Kenny Marshall
Commercial Banking
kenneth.marshalljr@pnc.com
252-473-9381

Comparison

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

Comparison

	Borrower: Town of Southern Shores	Borrower: Southern Shores VFD
<u>\$4,283.830</u>		
Annual Debt Service:	\$598,336, declines each year	\$236,667
Lifetime Interest:	\$940,243	\$1,479,778
<u>\$5,050.890</u>		
Annual Debt Service:	\$707,125, declines each year	\$279,697
Lifetime Interest:	\$1,111,196	\$1,748,828



Town of Southern Shores

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

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

info@southernshores-nc.gov

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RESOLUTION CONFIRMING ASSESSMENT ROLL AND LEVYING ASSESSMENTS FOR A BEACH NOURISHMENT PROJECT

WHEREAS, the Town Council for the Town of Southern Shores, North Carolina has on this day held a public hearing, after due notice as required by law, on the Preliminary Assessment Roll for a proposed beach nourishment project along approximately 1,500 feet of public trust ocean beach at the southern-most end of the Town of Southern Shores town limits, which beach nourishment project will involve acquiring, constructing, reconstructing, extending, or otherwise building or improving beach erosion control or flood and hurricane protection works (the "Project"); and

WHEREAS, the Project more generally affects those parcels located North of the southern-most Town Limit of the Town of Southern Shores, East of the eastern right-of-way boundary of North Carolina State Highway 12, West of the Atlantic Ocean, and South of the southern boundary of a parcel of land owned by the Southern Shores Civic Association, Inc. with a Dare County Parcel Identification Number of 987713035293; and

WHEREAS, the Town Council for the Town of Southern Shores, North Carolina has heard all those present who requested to be heard, and has found the said Assessment Roll to be proper and correct.

NOW, THEREFORE, BE IT RESOLVED by the Town Council for the Town of Southern Shores, North Carolina that:

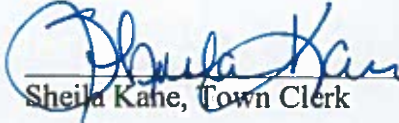
1. The Assessment Roll for the Project is hereby declared to be correct, and is hereby confirmed in accordance with G.S. 160A-228.
2. The Town Council for the Town of Southern Shores, North Carolina pursuant to authority conferred by Chapter 160A, Article 10 and Article 10A of the General Statutes of North Carolina does hereby levy assessments as contained in the said Assessment Roll, a copy of which is attached as **Exhibit A**.
3. The Town Clerk for the Town of Southern Shores, North Carolina is hereby directed to deliver to the said Assessment Roll to the Tax Collector for the Town of Southern Shores, North Carolina.

4. The Tax Collector for the Town of Southern Shores, North Carolina is hereby charged with the collection of the said assessments in accordance with the procedure established by law.

5. The Town Clerk for the Town of Southern Shores, North Carolina is hereby further directed to publish once on or after the 23rd day of May, 2017 (must be published after the expiration of 20 days from date of adoption), a notice of confirmation of the Assessment Roll, which notice shall set forth the terms of payment of the assessments, with installment payments to be due and payable on the same date as of ad valorem property taxes.

Adopted this 2 day of may, 2017.

Attest:


Sheila Kane, Town Clerk




Tom Bennett, Mayor

No.	Street Name	Land Area (sq ft) Per Dare County	AREA %	PARCEL	PIN	AREA %	Total Assessment	Annual Assessment (\$ yrs)
26	OCEAN BLVD	19000	4.2986%	22813000	987713036128	4.2986%	\$6,447.96	\$1,289.59
24	OCEAN BLVD	19000	4.2986%	22812000	987713036151	4.2986%	\$6,447.96	\$1,289.59
22	OCEAN BLVD	18500	4.1855%	22811001	987713036095	4.1855%	\$6,278.28	\$1,255.66
20	OCEAN BLVD	25000	5.6561%	22811000	987713027938	5.6561%	\$8,484.16	\$1,696.83
18	OCEAN BLVD	19000	4.2986%	28714000	987713027879	4.2986%	\$6,447.96	\$1,289.59
8	SEA BASS CIR	15000	3.3937%	22810000	987713028803	3.3937%	\$5,090.50	\$1,018.10
6	SEA BASS CIR	10000	2.2624%	22809000	987713028880	2.2624%	\$3,393.67	\$678.73
4	SEA BASS CIR	8000	1.8100%	22808000	987713029723	1.8100%	\$2,714.93	\$542.99
2	SEA BASS CIR	20500	4.6380%	22807000	987713029637	4.6380%	\$6,957.01	\$1,391.40
1	SEA BASS CIR	17500	3.9593%	27135000	987713027657	3.9593%	\$5,938.91	\$1,187.78
12	OCEAN BLVD	20500	4.6380%	22802498	987713029576	4.6380%	\$6,957.01	\$1,391.40
30	PELICAN WATCH WAY	6500	1.4706%	22802013	98771712042802	1.4706%	\$2,205.88	\$441.18
32	PELICAN WATCH WAY	6500	1.4706%	22802001	98771712042801	1.4706%	\$2,205.88	\$441.18
26	PELICAN WATCH WAY	6500	1.4706%	22802025	98771712046102	1.4706%	\$2,205.88	\$441.18
28	PELICAN WATCH WAY	6500	1.4706%	22802002	98771712046101	1.4706%	\$2,205.88	\$441.18
22	PELICAN WATCH WAY	6250	1.4140%	22802014	98771712130402	1.4140%	\$2,121.04	\$424.21
24	PELICAN WATCH WAY	6250	1.4140%	22802003	98771712130401	1.4140%	\$2,121.04	\$424.21
18	PELICAN WATCH WAY	6250	1.4140%	22802000	98771712029601	1.4140%	\$2,121.04	\$424.21
20	PELICAN WATCH WAY	6250	1.4140%	22802004	98771712029602	1.4140%	\$2,121.04	\$424.21
14	PELICAN WATCH WAY	6250	1.4140%	22802017	98771712129102	1.4140%	\$2,121.04	\$424.21
16	PELICAN WATCH WAY	6250	1.4140%	22802005	98771712129101	1.4140%	\$2,121.04	\$424.21
10	PELICAN WATCH WAY	6500	1.4706%	22802018	98771712213402	1.4706%	\$2,205.88	\$441.18
12	PELICAN WATCH WAY	6500	1.4706%	22802006	98771712213401	1.4706%	\$2,205.88	\$441.18
6	PELICAN WATCH WAY	6000	1.3575%	22802019	98771712207702	1.3575%	\$2,036.20	\$407.24
8	PELICAN WATCH WAY	6000	1.3575%	22802007	98771712207701	1.3575%	\$2,036.20	\$407.24
2	PELICAN WATCH WAY	6500	1.4706%	22802020	98771712301002	1.4706%	\$2,205.88	\$441.18
4	PELICAN WATCH WAY	6500	1.4706%	22802008	98771712301001	1.4706%	\$2,205.88	\$441.18
1	PELICAN WATCH WAY	10000	2.2624%	22802021	98771711093202	2.2624%	\$3,393.67	\$678.73
3	PELICAN WATCH WAY	10000	2.2624%	22802009	98771711093201	2.2624%	\$3,393.67	\$678.73
5	PELICAN WATCH WAY	10000	2.2624%	22802015	98771702904602	2.2624%	\$3,393.67	\$678.73
7	PELICAN WATCH WAY	10000	2.2624%	22802010	98771702904601	2.2624%	\$3,393.67	\$678.73
9	PELICAN WATCH WAY	10000	2.2624%	22802023	98771702912902	2.2624%	\$3,393.67	\$678.73
11	PELICAN WATCH WAY	10000	2.2624%	22802011	98771702912901	2.2624%	\$3,393.67	\$678.73
13	PELICAN WATCH WAY	10000	2.2624%	22802024	98771702836302	2.2624%	\$3,393.67	\$678.73
15	PELICAN WATCH WAY	10000	2.2624%	22802012	98771702836301	2.2624%	\$3,393.67	\$678.73
8	OCEAN BLVD	20500	4.6380%	022819009	987717018978	4.6380%	\$6,957.01	\$1,391.40
6	OCEAN BLVD	27500	6.2217%	022819010	987717019836	6.2217%	\$9,332.58	\$1,866.52
4	OCEAN BLVD	20500	4.6380%	022819011	987717018812	4.6380%	\$6,957.01	\$1,391.40

100.0000%

100.0000%

442000

ASSESSMENT

150,000.00

150,000.00

30,000.00

X5

150,000.00



Town of Southern Shores

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

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RESOLUTION DIRECTING THAT A BEACH NOURISHMENT PROJECT BE UNDERTAKEN AND SPECIALLY ASSESSED

WHEREAS, the property owners of some of the benefitted property shown on the attached Exhibit A (the "Assessed Parcels") filed a petition (the "Petition") with the Town of Southern Shores (the "Town") requesting a special assessment for the costs of acquiring, constructing, reconstructing, extending, or otherwise building or improving beach erosion control or flood and hurricane protection works via a proposed beach nourishment project (the "Project");

WHEREAS, the Project as proposed will be an engineered beach nourishment project along approximately 1,500 feet of public trust ocean beach at the southern-most end of the Town of Southern Shores town limits, including engineered placement of approximately 1,000 feet of sand to be tapered north of the 1,500 feet as a necessary function of the Project;

WHEREAS, the total cost of the Project is estimated to be \$1,000,000, and the Town's portion of said cost is estimated to be \$500,000. The Petition has requested an assessment of 30% of the Town's estimated project cost in the amount of \$150,000. The remaining 70% of the Town's estimated project cost, or \$350,000, shall be paid from the general revenues of the Town;

WHEREAS, the signatories to the Petition and the Town Council have concluded that levying assessments based upon the area of the Assessed Parcels as shown on the Dare County Tax Department records is the method that will most accurately assess each lot or parcel of land subject to the assessments according to the benefits conferred upon it by the Project;

WHEREAS, the signatories to the Petition and the Town Council have concluded that the Assessed Parcels will be benefitted by the Project;

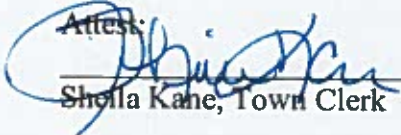
WHEREAS, the Town Clerk has certified to the Town Council that the Petition is sufficient in all respects and in conformity with all the requirements of Chapter 160A, Article 10 and 10A of the General Statutes of North Carolina; and

WHEREAS, a preliminary assessment resolution was adopted by the Town Council and a public hearing thereon duly held.

NOW, THEREFORE BE IT RESOLVED, pursuant to Chapter 160A, Article 10 and 10A of the General Statutes of North Carolina, that the Town Council of the Town of Southern Shores, North Carolina adopts this resolution to undertake the Project and impose special assessments as follows:

1. The Petition is found to be sufficient in all respects.
2. The Town shall undertake the Project.
3. The Project will be an engineered beach nourishment project along approximately 1,500 feet of public trust ocean beach at the southern-most end of the Town of Southern Shores town limits, including engineered placement of approximately 1,000 feet of sand to be tapered north of the 1,500 feet as a necessary function of the Project.
4. The assessments will be levied against the Assessed Parcels based upon the area of the parcels as shown on the Dare County Tax Department records as of the date of this resolution. The approximate boundaries of the assessment area are shown on Exhibit A.
5. The Assessed Parcels will be assessed at 30% of the Town's estimated cost for the Project in the total aggregate amount of \$150,000 for the Assessed Parcels. The Town will pay the remaining 70% of the Town's estimated cost for the Project, or \$350,000, from the general revenues of the Town.
6. No assessments shall be held in abeyance. Assessments shall be due on the same schedule as ad valorem taxes for the years that the assessments are billed.
7. The terms of the assessment will be as follows:
 - a. This assessment will be assessed to the property owners in five (5) equal annual installments.
 - b. Installment payments shall be due and payable on the same dates as of ad valorem property taxes.
 - c. Interest and penalties shall accrue on the assessment amounts in accordance with the rates and procedures for ad valorem taxes.
 - d. The assessed property owner has the option to pay all of their total assessment in one (1) payment without incurring interest. This payment must be paid within thirty (30) days after the publication of the notice that the final Assessment Roll has been confirmed.

Adopted this 2 day of May, 2017.

Attest:

Shella Kane, Town Clerk




Tom Bennett, Mayor

The "Southern Shores Beach Erosion Control Service District-South", is identified all those residential-zoned real properties, being parcels of land located in the Town of Southern Shores, Dare County, North Carolina and situated north of the southern-most Town Limit of the Town of Southern Shores also being the northern-most Town limit of the Town of Kitty Hawk, East of the eastern right-of-way boundary of North Carolina State Highway 12, West of the Atlantic Ocean, and South of the southern boundary of a parcel of land owned by the Southern Shores Civic Association, Inc., Dare County Parcel Identification Number (PIN) 987713035293 and commonly known as "Ocean View Loop Beach Access".

Map (yellow highlighted area):

