

**TOWN OF CAROLINA SHORES
PARKS COMMISSION
MEETING MINUTES
August 15, 2018
2:00 p.m.**

Chairperson Janet Vetrano called the August 15, 2018 meeting to order at 2:00 p.m. The Pledge of Allegiance was recited and there was a moment of silence. Members present: Greg Hapner, William Hanley, Brett Thomaswick, Thomas DiPaolo, Ed Lillis. Also, present: Jon Mendenhall, Town Administrator, Gere Dale, Commissioner, Gail Treglia, Code Enforcement Officer, Sara Hammonds, Office Assistant/Commission Secretary, and Dale Holland, Holland Consulting Planners. Members Absent: Teddy Altreuter.

Approval of Minutes:

Member Hanley made a motion to approve the minutes from the May 16, 2018 meeting. Member Thomaswick seconded the motion. Chairperson Vetrano called for a vote and the motion carried by unanimous vote.

Administrative Reports:

Jon Mendenhall welcomed everyone to the meeting and introduced Dale Holland of Holland Consulting Planners and reintroduced Gail Treglia, Gere Dale, and Sara Hammonds to the Commission. Jon stated that the Town has purchased the Thomasboro Road property and the Country Club Road property at the water tower for 2 parks. The Town Green park and concert venue are complete, along with drainage improvements, parking and walkways, and stormwater ponds. The Greenway has a completed area of 0.4 miles across Persimmon Road and there will be a ribbon cutting for it at the 20th Anniversary Celebration. Jon added that there will need to be a special called meeting in September. There was a short discussion regarding the property on Thomasboro Road, which closes at the end of August. Jon said that he hopes both parks will be built by the end of the calendar year. Member Hanley asked what the town wants to do with the parks. Jon stated that Dale Holland will discuss that today.

New Business:

Parks and Recreation Master Plan

At this time, Dale Holland addressed the Commission and had everyone turn to Attachment A in their packets, which discusses the Parks and Recreation Master Plan. Dale Holland said that he cannot answer any questions today since this is the first meeting regarding the Plan and it's a learning process. Dale Holland said first he will discuss an overview of what will be in the plan and then he will go over the survey he has created for the residents.

Addressing Attachment A, Dale Holland discussed how it outlines the contract with the Town and what will be done to develop the master plan. In the next week, a project website will be set up, and everything Holland Consulting Planners does goes on it. Anyone in

Carolina Shores will have access to the plan, as it's a completely open process. The Parks and Recreation Survey will also be on the website. Dale Holland added that Holland Consulting Planners did a website for the Town for its Land Use Plan and had 1,500-1,800 hits on the website, so it had lots of interest. Dale Holland said he will develop a database for recreational opportunities and a needs assessment. This will be a comprehensive plan which includes goals and strategies. Non-motorized transportation, such as bicycle and walking paths will also be included, and also the option for interconnecting parks for pedestrians as well. This plan plots the course for what the Town wants to do. PARTF funds are available from the state that the Town can apply for to help pay for the parks, but the application process for the funds is very competitive. There are points awarded that go in to deciding who gets money and how much money is awarded, and 1-2 points could make a difference. Having a Parks and Recreation Plan in place gets the Town's application more points. Also, stronger citizen participation gets more attention from the state. Dale Holland encouraged the Commission to tell people to fill out the survey. Dale Holland said there were about 650 responses to the Comprehensive Plan Survey and that it's important to spread the word.

The Parks and Recreation Plan will have the following format:

1. Introduction
2. Community Profile (which will include information from the Comprehensive Plan)
3. Existing Conditions
4. Recreational Needs Survey
5. Existing Facilities
6. Level of Service
7. Proposed Facilities

Dale Holland said that his contract says this needs to be completed in 6 months, so it cannot wait. The Town paid \$14,000 to Holland Consulting Planners, which shows its commitment for getting this accomplished. Chairperson Vetrano asked if the grant application is part of what Holland Consulting Planners does and Dale Holland said yes it is. Dale Holland said we have to be judicious in what is asked for and we must create priorities for funding. The Town has never had a PARTF grand before, which helps us because the state likes to move funding around. The survey will help prioritize items and give the Town a better sense of direction. The survey hasn't gone out yet, but if everyone finds it satisfactory today, it can be posted to the website as soon as possible. Commissioner Dale said half of the people in the Carolina Shores Property Owners Association is not computer literate. Dale Holland said the Town will be able to provide paper copies to anyone who needs one and Holland Consulting Planners will manually enter those responses. Gail Treglia asked if the survey can ask how many children under 18 are in a residence, because new families are coming in to the Town and the area is starting to have more children. Dale Holland said yes. Dale Holland added that periodic results are not published so that it does not swing results. Dale Holland said they also keep track of responses and only accept 1-2 responses per household. Any out of the ordinary responses are rejected. Member DiPaolo asked how Holland Consulting Planners handles paper responses, since a person could fill out multiple copies. Dale Holland said they would be careful in how they handled any paper responses. Member DiPaolo asked if it's possible to set up a computer workstation at Town Hall, and Jon said that it is not a

possibility. Dale Holland said that the website will be plancarolinashoresrecreation.com. Member Hanley asked if a limit for responses can be added. Commissioner Dale said that we can't limit it to 1 response per household.

As everyone went through the survey, Commissioner Dale asked the word parking to be removed from the selection area "parking area for 'quiet' time." Dale Holland added that people can also add comments above filling out the survey.

Chairperson Vetrano asked if the survey needs a vote, and Jon said that it does not. Dale Holland said that Holland Consulting Planners should have the website up and running by August 22nd. A Special Called Meeting needs to take place before the November regular meeting.

Member DiPaolo made a motion for there to be a Special Called Meeting held on Wednesday, September 26th at 2 pm for the purpose of going over the survey results from Holland Consulting Planners. Member Lillis seconded the motion. Chairperson Vetrano called for a vote and the motion carried by unanimous vote.

Member Hapner asked if we get extra points towards the grand application if the parks are connected, and Dale Holland said yes. Member Hapner asked if that should be added to the survey and Dale Holland said yes, but he will have to be careful with the wording. Dale Holland added that the Comprehensive Plan has a draft pedestrian plan included in it, and he will look at that to see how easily the proposed park areas could be connected. Dale Holland thanked the Commission for their time.

Calendar of Events

Gail Treglia went over the upcoming 20th Anniversary Celebration with the Commission. Gail said that the celebration will take place on September 21st, with a rain date of September 28th. Jerome's will be catering the event with hot dogs, hamburgers, fries, and cake. Food will be served from 5:30-6:30 pm and the band Smokin' Hot will play from 6:30-8:30 pm. Gail said she is gathering volunteers to help with the event. Food will be available with a ticket only, and residents can get the tickets at Town Hall. Commissioner Dale added that the Town Hall campus can accommodate around 100 cars, but if it looks like the crowd will exceed that amount, a shuttle will be provided. Gail said an email will be sent out, and flyers will be posted. Chairperson Vetrano asked if there is a charge for the tickets and Gail said they are free.

Member Hapner asked Jon about the size of the two properties that were purchased. Jon said they are each about 3 acres.

Public Comment: None

Adjourn:

Member Thomaswick made a motion to adjourn the August 15, 2018 Parks Commission

meeting. Member DiPaolo seconded the motion. Chairperson Vetrano called for a vote and the motion carried by unanimous vote.

Chairperson Janet Vetrano

Submitted by:

Sara Hammonds, Office Assistant