



**City of Boiling Spring Lakes
Board of Commissioners Workshop Meeting
August 14, 2018,
City Hall – 6:30 pm**

PLEASE TURN OFF CELL PHONES

1. Call to Order ~ Mayor Craig Caster

The Board of Commissioners Workshop Meeting was called to order at 6:30 pm

2. Attendance ~

Mayor Craig Caster
Commissioner Mark Stewart
Commissioner Dana Witt
City Clerk Jane McMinn

Commissioner Steve Barger
Commissioner Guy Auger
City Manager Jeff Repp
Chief Code Enforcement Ruth Bek

3. Introduction ~ City Manager Jeff Repp

Mr. Repp covered three separate areas of concern; which are the review of the Stormwater Management Master Plan, Stormwater Ordinance, and Driveway Culvert and Ditch Maintenance.

Mr. Repp stated Sungate Engineering was awarded the contract for the Stormwater Master Plan and the Stormwater Ordinance. This same firm had previously performed engineering work on the areas of Holly, Crabapple and Trevino.

The additional work for the Stormwater Ordinance was placed on hold by the previous board in 2016 to wait until the new UDO was completed. As we all are aware, the new UDO was just approved and adopted in June of 2018.

Mr. Repp has instructed Sungate Engineering to develop the Stormwater Master Plan and provide input on the Stormwater Ordinance..

The Board held a discussion on the Stormwater Master Plan, Stormwater Ordinance and the driveways, culverts and ditch maintenance.

A copy of the workshop handouts to the Board are hereby made a part of these minutes.

A full recording of the workshop meeting can be found on our website at www.cityofbsl.org.

4. Mr. Repp stated there would be pending legislation for the Board to review and approve at the Board of Commissioners meeting on September 4, 2018 and that the changes for the stormwater ordinance will be referred to the Planning Commissioner for recommendation since those provision will be included in the Unified Development Ordinance.

5. Adjourn ~

The Board of Commissioner Workshop was adjourned at 7:25 pm.

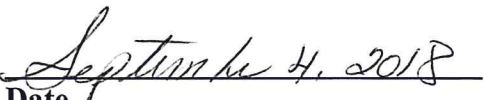


Craig M. Caster, Mayor

ATTEST:



Jane McMinn, City Clerk



Date



A. Stormwater Management Master Plan and Ordinance

a. Sungate Design Group

- i. September 2016 – Contract awarded to Sungate Design Group in an amount not to exceed \$ 30,000
- ii. Work was tabled until completion of UDO

b. Master Plan

- i. Delineate and map existing drainage patterns and ditch locations.*
- ii. Compile existing drainage patterns and ditch locations into GIS database and have included in County GIS maps.*
- iii. Develop buffers along major drainage outfalls to ensure that there will be no disruption of 100-year flood elevations.*
- iv. Denote areas of existing drainage problems.*
- v. Provide current regulations on what is and is not permissible to be maintained with or without state/federal permits.*

c. Stormwater Ordinance

- i. City currently has adopted Brunswick County Stormwater Management Ordinance
- ii. Criteria for permit
 1. One (1) acre of disturbance;
 2. Thirty (30%) percent impervious surface;
 3. Four (4") inches of fill.
- iii. BSL's problem is:
 1. Individual existing platted lots, which is most of BSL, don't meet the threshold for stormwater permits.
 2. Private ditches on lots not regulated by any level of government; owners may fill in ditches and only recourse is civil litigation by property owners.
- iv. Stormwater Ordinance would require:**
 - 1. Grading permits for all lot owners with review of "lot grading plan" prior to commencing construction.**
 - a. This will increase the cost of development for landowner since surveyor will need to provide topo and plan; city cost of \$ 250 to review and approve plan.**
 - 2. Create a section on "Storm Drainage Conveyance - Property Owner Responsibility" to prevent blocking/obstructing private ditches.**

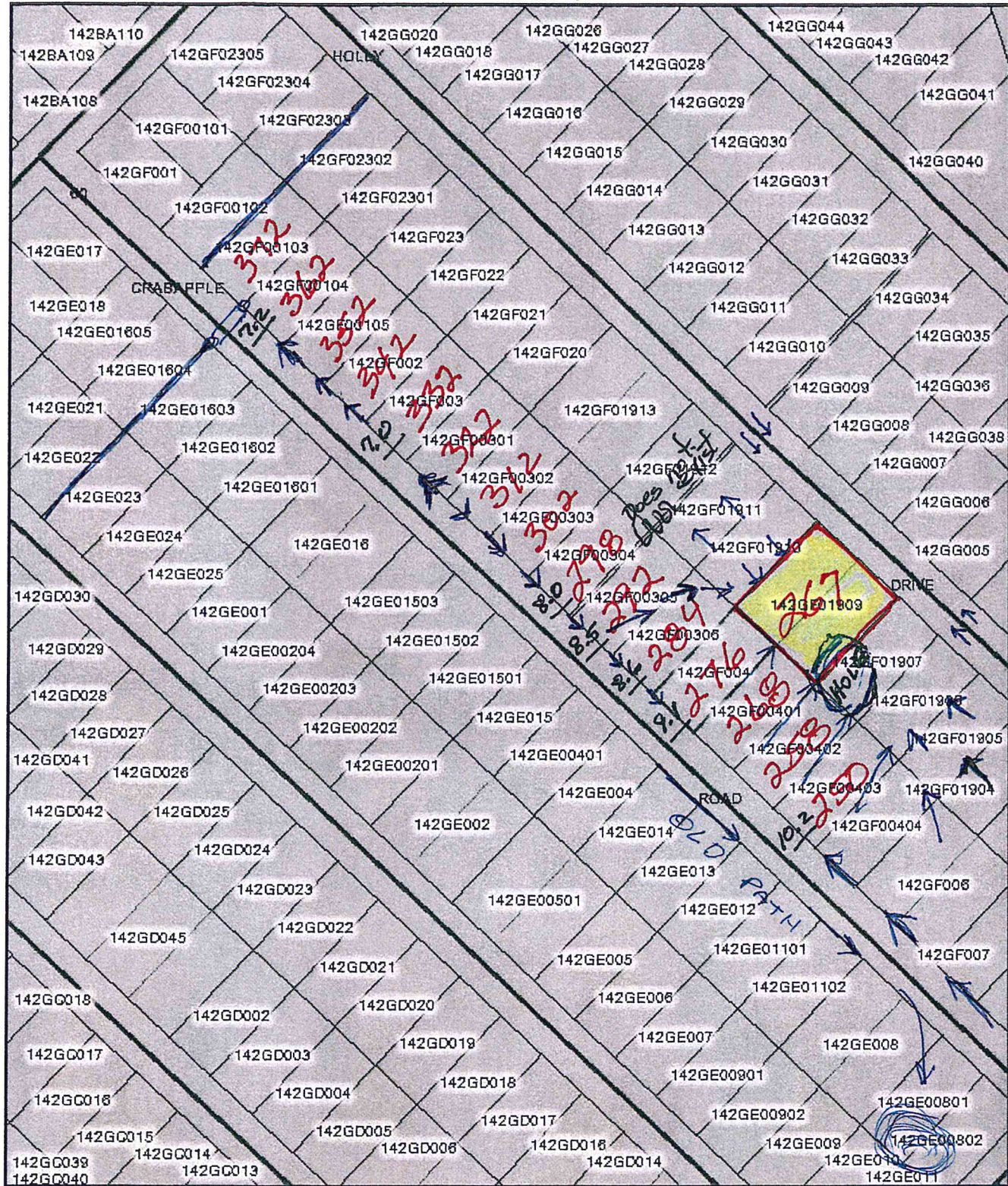
B. Driveway Culvert and Ditch Maintenance

a. Conflict between Code of Ordinances and Uniform Development Ordinance (UDO) regarding culvert maintenance responsibility.

- i. Code does not specifically call out maintenance responsibility; UDO specifically states it is "property owner responsibility".*
- ii. BOC needs to decide whether to keep current policy or change it to City responsibility for culvert maintenance.*
- iii. If decision is to keep culverts the responsibility of the property owner: then*

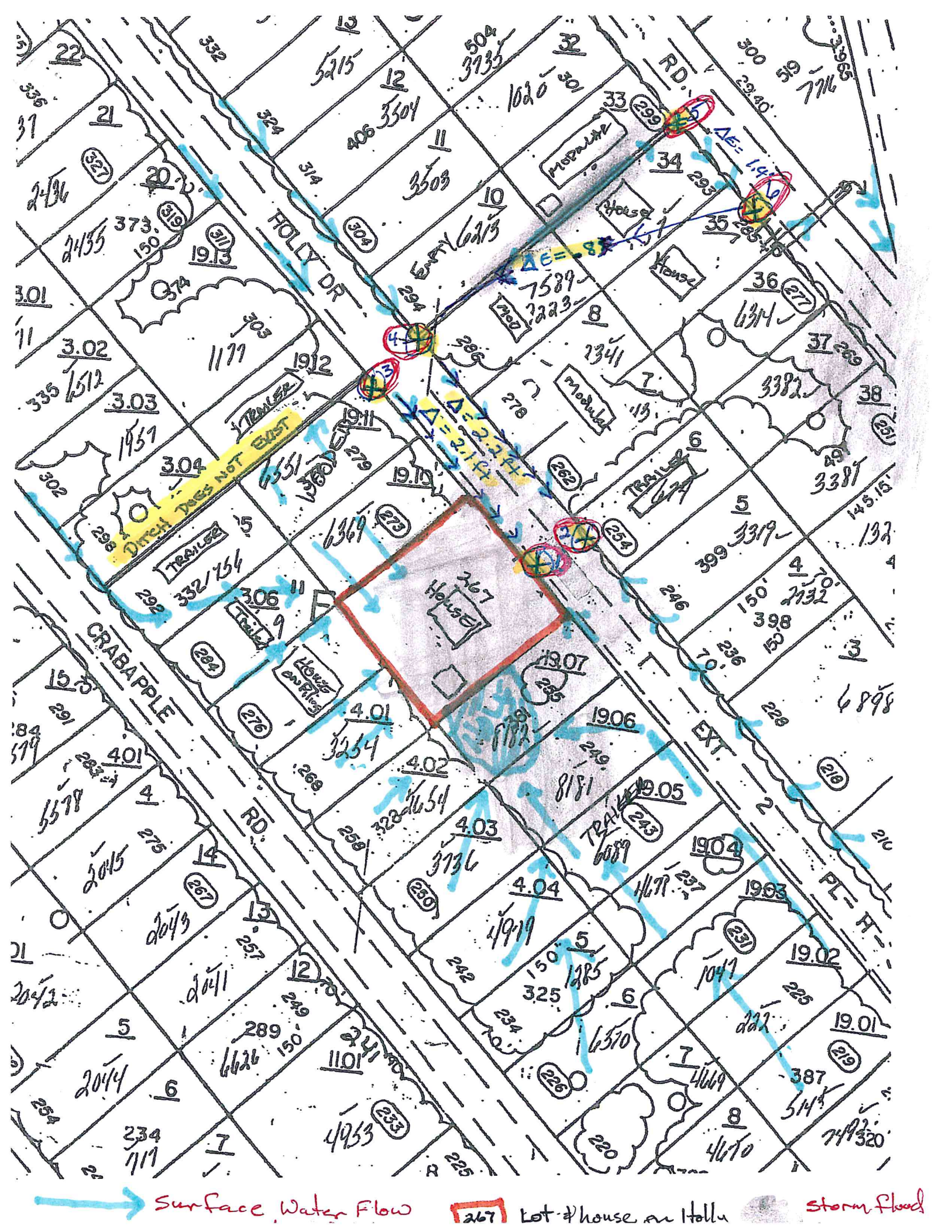
- 1.** Need to make the failure to maintain a culvert a “nuisance” per Section 9 of the Code of Ordinances to avoid the costly and lengthy process of civil violation.
 - a.** Provides that after notice city can clean/replace culvert and assess cost on property.

Brunswick County, NC



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Map Scale
1 inch = 180 feet



1	is lower than	3	2.1 ft.
2	is lower than	4	2.2 ft.
1	is lower than	4	3.5 ft.
4	is lower than	6	.8 ft.
5	is higher than	6	1.4 ft.
5	is higher than	4	2.2 ft.
1	is lower than	6	4.3 ft.
2	is lower than	6	3 ft.

ARTICLE 7. DEVELOPMENT STANDARDS

presence of natural features, and/or vehicular safety factors make connection impractical.

- (D) Where vehicular access connections are determined by the UDO Administrator to be impractical, pedestrian and bicycle connections should still be provided.

7.9.3 Driveway Requirements

These driveway requirements do not apply to individual one and two-family residences.

- (A) Driveways shall be not less than 10 feet in width for one-way traffic and 18 feet in width for two-way traffic.
- (B) Twelve (12) foot wide driveways are permissible for two way traffic when:
 - (1) The driveway is not longer than 50 feet; and
 - (2) The driveway provides access to not more than six parking spaces; and
 - (3) Sufficient turning space and stacking area is provided so that vehicles need not back into a public street.
- (C) In no case shall a driveway width exceed 36 feet, except as required by NCDOT.
- (D) No surface parking or circulation driveway is permitted within any required buffer area, except that driveways providing access to the parking area may be installed across these areas.
- (E) In parking lots where large hourly volumes of entering traffic may be expected, the developer shall provide a setback between pavement edge of the public roadway and the edge of proposed internal drives to accommodate vehicle stacking within the parking lot.
- (F) Driveways shall be as nearly perpendicular to the street right-of-way as possible.
- (G) Driveways on opposite sides of the street shall either be offset by at least fifty feet (50') or aligned, unless such standards cannot be met for safety reasons.
- (H) No driveway on NC Highway 87 shall be less than 300 feet from an existing driveway, unless a shared driveway arrangement is not feasible, or other similar hardships as determined by the UDO Administrator.
- (I) No drive shall be located closer than twenty-five (25) feet to the right-of-way of any local street intersection.

ARTICLE 7. DEVELOPMENT STANDARDS

- (J) All driveways connecting to NCDOT-maintained roads must be approved by NCDOT prior to issuance of any building permits by the City, and be completed with any required turn lanes prior to issuance of any certificate of occupancy.
- (K) Driveways, except Churches and Synagogues shall be paved using: asphalt, concrete, paver blocks or brick.

7.9.4 Driveway Connections to City Streets

No driveway shall be connected to the City street system without a permit which shall be issued by the UDO Administrator. The following shall be applicable for all driveway connections approved for driveways abutting City-owned streets:

- (A) All costs (labor, material, permit cost) shall be borne by the property owner.
- (B) Driveway culverts without abutments shall be either metal pipe (fully galvanized), or plastic polyurethane pipe with a diameter of at least fifteen (15) inches and a length of twenty (20) feet as determined by the Public Works Department prior to the issuance of a permit. Plastic culvert pipe (hbpc) must be smooth core with a rib outer wall forming a double wall type of construction.
- (C) Any design wherein a paved surface (either concrete or asphalt) driveway abuts or passes over the City right-of-way must be approved in detail by the Public Works Department prior to the issuance of a permit prior to construction.
- (D) In no event shall any driveway connection interfere with the normal street drainage system or the grade level of the street abutting such driveway.
- (E) The maintenance of driveways and culverts shall be the responsibility of the property owner.
- (F) Driveways constructed in violation of this section may be removed by the Boiling Spring Lakes public works department, and such action on the part of a property owner shall constitute a violation of this Ordinance.
- (G) All driveway connections will be checked for elevation by the City of Boiling Spring Lakes public works department and the ditch area shall be prepared by said personnel for the culvert installation. Installation of the culvert will be completed by the Boiling Spring Lakes public works department. The culvert to be used and the material to cover the pipe must be at the location prior to the site preparation.

7.9.5 Driveway Abutments

- (A) A building permit shall be required for construction of an abutment.

ARTICLE 7. DEVELOPMENT STANDARDS

- (B) Where the height of a driveway connection exceeds four (4) feet in height, along any point of the span, prior to issuance of building permit, a professional engineer must certify that the construction plans are both sufficient to maintain structural integrity and the stormwater flow is unobstructed adjacent to the driveway.
- (C) Abutments shall be made with concrete blocks, poured concrete or brick similar to brick used on homes.
- (D) Distance between abutments shall not exceed the length of the culvert, outside to outside measurement, so as not to cover ditch pipe.
- (E) Abutments shall not extend more than two (2) feet from centerline of pipe toward roadway.
- (F) Mailboxes, paper boxes, etc., shall not be a part of the abutment.

Section 7.10 Parking General Provisions

The purpose of this section is to ensure that adequate and well-designed parking is provided for developments in the City of Boiling Spring Lakes. The following are general requirements for all new developments except single-family detached residential and two-family attached residential (duplexes). The expansion of existing development shall follow these requirements to the greatest extent possible.

- (A) *Surfacing.* All parking lots with 10 or more spaces shall provide a dustproof surface with adequate drainage facilities. Parking facilities containing between 10 and 24 spaces may be paved or surfaced with a stone material provided that handicap spaces must comply with all applicable codes, ordinances, and technical requirements. Parking facilities containing 25 or more spaces shall be paved with concrete, asphalt material, or with alternative paving material determined to exhibit equivalent water resistance and load bearing characteristics as asphalt or concrete. When parking is proposed in excess of the minimum requirements, alternative pervious surface materials are encouraged.
- (B) *Lighting.* Any lighting shall be so arranged as to direct the light and glare away from streets and adjacent property.
- (C) *Yards.* All parking lots shall observe a minimum front yard of not less than five feet and a side yard on a corner lot of not less than five feet. Parking lots in residential districts shall have front yards of not less than 15 feet and side and rear yards of not less than five feet.
- (D) *Curb or Bumpers.* The required yards shall be set off from parking areas by either continuous curb or one noncontinuous stationary bumper for each parking space

ARTICLE 8.

PARKING, INFRASTRUCTURE, AND SUBDIVISION

DESIGN REQUIREMENTS

Amended January 8, 2013

- (D) No surface parking or circulation driveway is permitted within any required buffer area, except that driveways providing access to the parking area may be installed across these areas.
- (E) Driveways shall be as nearly perpendicular to the street right-of-way as possible.
- (F) Driveways shall line up with other driveways across the street and be shared between adjacent uses wherever possible.
- (G) No driveway on NC Highway 87 shall be less than 300 feet from an existing driveway, unless a shared driveway arrangement is not feasible, or other similar hardships as determined by the TRC. On state-maintained roads, all driveways must be permitted by NCDOT.
- (H) All driveways connecting to NCDOT-maintained roads must be approved by NCDOT prior to issuance of any building permits by the City, and be completed with any required turn lanes prior to issuance of any certificate of occupancy.
- (I) Driveways, except Churches and Synagogues (6.1.7) Shall be paved using: asphalt, concrete, paver blocks or brick.

8.4.2 Driveway Connections

No driveway shall be connected to the City street system without a permit which shall be issued at the City Hall; and no driveway shall be connected to the NCDOT road system without a permit from the state department of transportation regional office. The following shall be applicable for all driveway connections approved for driveways abutting City-owned streets:

- (A) All costs (labor, material, permit cost) shall be borne by the property owner.
- (B) Driveway culverts without abutments shall be either metal pipe (fully galvanized), or plastic polyurethane pipe with a diameter of at least fifteen (15) inches and a length of twenty (20) feet as determined by the Public Works Department prior to the issuance of a permit. Plastic culvert pipe (hbpc) must be smooth core with a rib outer wall forming a double wall type of construction.
- (C) Any design wherein a paved surface (either concrete or asphalt) driveway abuts or passes over the City right-of-way must be approved in detail by the Public Works Department prior to the issuance of a permit prior to construction.
- (D) In no event shall any driveway connection interfere with the normal street drainage system or the grade level of the street abutting such driveway.
- (E) The maintenance of driveways and culverts shall be the responsibility of the property owner.

Responsibility of culvert pipes and who is responsible.
We can enforce to require a topo map.

Workshop adjourned at 7:25pm