
The Washington City Council met in a regular session on Monday, December 8, 2014 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Larry Beeman, Councilman; Brian M. Alligood, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

Also present were: Matt Rauschenbach, Administrative Services Director/C.F.O.; Stacy Drakeford, Police & Fire Services Director; Robbie Rose, Fire Chief; Lynn Wingate, Tourism Director; Gloria Moore, Library Director; Susan Hodges, Human Resources Director; Kristi Roberson, Parks and Recreation Manager; Keith Hardt, Electric Utilities Director; John Rodman, Community & Cultural Services Director; David Carraway, Network Administrator and Mike Voss, Washington Daily News.

Mayor Hodges called the meeting to order and Councilman Pitt delivered the invocation.

APPROVAL OF MINUTES:

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the minutes of December 8, 2014 as presented.

APPROVAL/AMENDMENTS TO AGENDA:

- Add: Under Consent Agenda Item D: Adopt the resolution directing the City Clerk to investigate a petition for the non-contiguous annexation of DCD Enterprises Inc.
- Add: Under Appointments: Appointment (Nomination) of Council liaison to the Economic Development Advisory Board.
- Add: Under XII – Other Business from Mayor and Members of Council: Discussion of Advocacy Goals

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council approved the agenda as amended.

***PRESENTATION OF MEMORIAL & RETIREMENT RESOLUTIONS**

Retiree Recognition

On behalf of the North Carolina League of Municipalities and the City of Washington, we would like to recognize City of Washington employees that retired during the past year: David Gibbs, Al Leggett, William Galloway, Eddie Edwards, and Richard Stout.

“Whereas each of these gentlemen retired during the past year, having served the City of Washington faithfully and well;

Whereas their work benefited the citizens of the City of Washington and upheld the standards of excellence in municipal government;

The North Carolina League of Municipalities recognizes and honors these former employees of the City of Washington for their faithful service and lasting contributions to municipal government.”

- **David Gibbs** — former Public Works Superintendent – retired February 1, 2014 after 36 years 4 months of service
- **Al Leggett** – former Electric Line Operations Superintendent – retired February 1, 2014 after 34 years 7 months of service
- **William Galloway** –former Sanitation Worker – retired July 1, 2014 after 28 years of service
- **Eddie Edwards** – former Equipment Operator – retired September 1, 2014 after 25 years 10 months of service
- **Richard Stout** – former Sr. Equipment Operator – retired August 1, 2014 after 18 years 8 months of service



Mayor Hodges & David Gibbs



Mayor Hodges & Al Leggett



Mayor Hodges & Eddie Edwards

MEMORIALS

The City of Washington lost 4 long term City retirees this past year and we want to take this opportunity to recognize and honor them.

Mayor Hodges invited the families of Glenn Cushing, Hugh Sterling, Agnes Stevens and Doris Wilson to come forward.

We want to take this opportunity to present you with resolutions from the NC League of Municipalities to acknowledge their faithful service to the City of Washington; and wish to express our sincere sorrow at the passing of your loved ones.

Whereas each of these retirees made significant contributions to the City of Washington and its residents; and contributed to the advancement of excellence in municipal government.

We are proud to honor the memory of:

- **Glenn Cushing** - former Treatment Plant Operations Supervisor – Retired March 1, 2013 after 31 years 10 months of service
- **Hugh Sterling** - former Fire Chief – Retired November 1, 1996 after 30 years 7 months of service
- **Agnes Stevens** - former Customer Services Representative – Retired January 1, 1992 after 15 years 5 months of service
- **Doris Wilson** - former Firefighter / EMT – August 1, 2001 after 11 years 7 months of service



Mayor Hodges & Teresa Cushing
(Glenn Cushing)



Mayor Hodges & Elizabeth Junak
(Hugh Sterling)

PRESENTATION TO ALAN & CAROLYN McCUTCHEON

The Mayor and City Council of the City of Washington commend the willingness to act and quick thinking of Alan and Carolyn McCutcheon

On December 4, 2014 Alan and Carolyn were leaving the ECU football game when they came upon a motor vehicle crash that had just occurred. They immediately pulled over to check on the occupants of the vehicles involved. In that process they encountered one person who had been removed from the vehicle and was lying in the roadway unresponsive with no pulse or respirations. They began CPR and continued that process with the assistance of other medical care personnel until EMS arrived on scene. Greenville EMS personnel continued to administer emergency care on scene and were able to revive the patient. The willingness to act and quick thinking of Alan and Carolyn are credited to the positive outcome of this incident.



Stacy Drakeford, Carolyn & Alan McCutcheon,
Robbie Rose



Stacy Drakeford, Freddie C. Fuller, II
Carolyn & Alan McCutcheon, Robbie Rose

CONSENT AGENDA:

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the consent agenda as amended.

**A. Adopt – Library EZ Edge Technology Grant Budget Ordinance Amendment
AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2014-2015**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section 1. That the Estimated Revenues in the General Fund be increased in the following accounts and amounts:

10-40-3611-3303	Library Grant-LSTA	\$4,863
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Section 2. That the following accounts and amounts be increased in the Library Department of the General Fund appropriations Budget:

Account	Description	Amount
10-40-6110-7000	Non-capitalized Purchases	\$4,863

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 8th day of December, 2014.

ATTEST:

**s/Cynthia S. Bennett
City Clerk**

**s/Mac Hodges
Mayor**

**B. Adopt – Airport Vision Grant Budget Ordinance Amendment for the engineering of the approach surveys and analysis project
AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2014-2015**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section 1. That the Estimated Revenues in the Airport Fund be increased in the following accounts and amounts:

37-90-3490-0010	Vision 100 Grant 36237.38.11.1	\$5,620
37-90-3991-9910	Fund Balance Appropriated	626

Section 2. That the following accounts and amounts be increased in the Warren Field Airport division of the Airport Fund appropriations budget:

37-90-4530-4523 Vision 100 Grant 36237.38.11.1 \$6,246

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 8th day of December, 2014.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

C. Approve – Purchase Orders >\$20,000

- Requisition # 15435, \$61,696, to Miller Supply Co. to purchase water meters, account 30-90-7250-7000. Miller Supply is the sole source provider for these type meters.
- Requisition # 15449, \$30,000, to Carolina Parks & Play to purchase a polygon structure for the peoples pier project, account 72-40-6124-4500. This structure matches Festival Park.
- Requisition # 15458, \$85,000, to EMA Resources for land application for residual sludge, account 32-90-8220-4500.

D. Adopt - Resolution directing the City Clerk to investigate a petition for the non-contiguous annexation of DCD Enterprises Inc.

**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER G.S. 160 A-58.1**

WHEREAS, a petition requesting annexation of an area described in said petition was received on December 8, 2014 by the Washington City Council; and

WHEREAS, G.S. 160A-58.2 provides that the sufficiency of the petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

WHEREAS, the City Council of the City of Washington deems it advisable to proceed in response to this request for annexation:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington that:

The City Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the City Council the result of her investigation.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

COMMENTS FROM THE PUBLIC: NONE

PUBLIC HEARING – ZONING: NONE

PUBLIC HEARING – OTHER: NONE

SCHEDULED PUBLIC APPEARANCES:

DWAYNE ALLIGOOD – NCDOT – 15TH STREET UPDATE

Mr. Dwayne Alligood and Haywood Daughtry with North Carolina Department of Transportation provided Council with an update on 15th Street. Public involvement sessions were held with business owners as well as residents, based on comments/concerns received at those meetings regarding access, we have come up with a very good plan to address the majority of those concerns. Mr. Alligood reviewed the proposed plan with Council. Wendy's is looking at redeveloping their current site. They will utilize their existing site as well as an adjacent vacant lot. There are hopes of an inner connection with Burger King and Wendy's. Mr. Alligood reviewed the access points along the project area.

Discussion was also held regarding potential development at Washington Plaza and Mid-Town Crossing, if/when this occurs, inner connectivity will need to be discussed. The traffic signal will be removed at Washington Street and relocated at Pierce Street. The plan presented is the finalized product; they are working hard on getting the utilities relocated for this project.

NCDOT is working towards the project being release during June 2015, there could be a delayed availability date based upon how long it takes to get the utilities relocated. Discussion was held regarding storm drainage; Mr. Alligood explained a meeting will be held on Wednesday of this week at his NCDOT office. Traffic will not be able to make a left turn onto Bridge Street from 15th Street due to the proximity of the traffic signal; there is good connectivity at that area. The next step is determining the right-of-way and easement needs for this project. The right-of-way is 80'. This is a four-lane divided section with sidewalks on both sides of the road. NCDOT will acquire right-of-ways to just the outside of where the sidewalks will go, there would be additional easements for utilities (aerial & underground).

NCDOT released a new 10 year Transportation Improvement Program last week. The first five years are pretty much set and the remaining years listed the remainder of 15th Street from US 17 to Brown Street – to widen this five lane area to a multilane facility. That is in the developmental program for 2021 for right-of-way utilities with construction in 2023. Mr. Alligood explained that NCDOT will look at the possibility of a right turn lane onto Carolina Avenue from 15th Street and will see if this would be beneficial. Discussion was held regarding 5th Street and Mr. Alligood explained that in the current plan in 2016 this road would be milled and resurfaced, but this is not a long term fix being this would be a thin layer of asphalt on top of concrete. A plan was provided to the City some time ago that suggested a “road diet” for this area. This would reduce the number of lanes in this area from 4 lanes to 3 lanes (two thru lanes and one center turn lane). This project would be accomplished with restriping the areas exclusive of the intersections.

Questions were asked regarding construction on the Hwy 17 Bridge.
(Email response from Dwayne Alligood provided after the meeting.)

The work occurring on Bridge #25 on US 17 Business is part of Contract C203439 that was let in October of 2013. The date of availability of this contract was from 12/1/2013-4/15/2014 with 390 days to complete. The contract includes Bridge 25 in Beaufort County, Bridge 13 in Carteret County and Bridge 139 in Craven County. The contractor, Freyssinet, Inc. is doing preservation work to the non-movable part of Bridge #25. The preservation work includes cleaning & painting, span and beam jacking, and structural steel repairs. This work should be completed by the end of February 2015.

The work occurring on bridge 353 on US 17 Bypass is part of the warranty for this project. As part of the contract, the Department had a 5-year warranty on the bridge to cover major items. As part of the final inspection for year 5, the last year of the warranty, the Department identified issues with some of the joints on the bridge and some other items. The contractor was called in to do repair work and they are now complete.





FRED WATKINS – CHAIRMAN WATERFRONT DOCKS ADVISORY COMMITTEE – REGARDING DOCK FEES

Chairman of the Waterfront Docks Advisory Committee, Fred Watkins expressed that the Committee would like for Council to implement the fees that were presented last month and have the new fees effective January 1, 2015. Mr. Watkins noted that the Committee would like to have the option to come back to Council later in the year to re-evaluate the fees, if that need arises. There are basically a few new rates, because there was no charge for electricity. To encourage smaller boats, we are going to a per foot rate in order to be competitive with other docking facilities and to fill the vacant slips. Mr. Watkins noted there was no rhyme or reason to the current docking fees. The charge for length now includes the entire length of the boat, including everything hanging off of the front and back of the boat.

Councilmembers discussed the proposed fees and the request to implement the fees effective January 1, 2015. Councilman Mercer expressed concern with implementing the fees now, he stated he was not prepared to approve/implement the fees tonight and wanted more time to review the fees. He additionally noted that this item will require a supermajority vote (4 voting in the affirmative) in order to be approved, since the item is not listed under Old/New Business. Councilman Mercer was concerned that the change in the rates would decrease the potential revenue. City Manager, Brian Allgood explained that would be correct, only if based on the same volume. The belief is that with these changes, the volume will increase and the revenue will increase as well.

A motion was made by Mayor Pro tem Roberson, seconded by Councilman Brooks, for Council to approve the recommended dock fees as presented last month. Voting for: Roberson, Brooks, Beeman; Against: Pitt & Mercer. Motion failed 3-2. This item will be discussed at the January 12, 2015 Council meeting.

CORRESPONDENCE AND SPECIAL REPORTS: NONE

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: NONE

APPOINTMENTS: ECONOMIC DEVELOPMENT ADVISORY BOARD

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council approved Councilman Doug Mercer as the nominee for the City of Washington for the Economic Development Advisory Board. Term to expire December 31, 2015.

OLD BUSINESS: NONE

NEW BUSINESS:

APPROVE – UTILITY ADJUSTMENTS IN THE AMOUNT OF \$63,861.69 ON EIGHT (8) UTILITY ACCOUNTS

City Manager, Brian Allgood explained that during a recent review of utility accounts, it was discovered that the wrong rates were entered for water and sewer services for the attached accounts, as well as no stormwater fee being charged for some of these same accounts. No information regarding the specific account number, location or the identity of the utility account holder is included on the attachment because this information is not a matter of public record. All of the rates that were charged, or not charged, were from the inception of each account. As a result of these rates being entered incorrectly, the customers as a whole were overcharged \$38,505.98 for water usage and \$42,125.89 for sewer usage. Conversely, the customers who should have been paying stormwater fees were undercharged as a whole by \$16,770.18.

Staff believes that full adjustments on all accounts should be made due to the fact that the rates erroneously used were from the inception of the accounts. This did not provide the utility account holder any comparison data to work from. We also believe that instead of a credit shown on these accounts that each customer be issued a check in the full amount of the adjustment due to the amount some of the individual accounts should be refunded and that they have been overcharged for as much as 7-9 years. Finally, the funds needed to refund these accounts should be taken from fund balance in the appropriate fund since that is where the revenue rolled over to each fiscal year. This will also help with this year's revenues meeting projections.

Customer 1

Water & sewer rates were set up incorrectly as a W30 and S30 (developer rate). At some point, the rates were changed to W50 and S50 (Outside City, County Main) which is incorrect. The customer has been billed wrong the entire time. Since the account was set up in 2005, the customer has been overcharged a total of \$2,035.79 for water and \$3,210.27 for sewer. The total amount overcharged is \$5,246.06.

Customer 2

Account 1

Water & sewer rates were set up incorrectly as W22 and S22 (Outside City). This property was annexed into the City on 2005. The customer has been billed wrong the entire time. Since the account was set up in September 2007, the customer has been overcharged a total of \$5,788.38 for water and \$6,612.62 for sewer. The total amount overcharged is \$12,401.00.

Account 2

Water & sewer rates were set up in October 2005 as W24 and S24 (Outside City). This property was annexed into the City in 2005. Water & sewer rates should have been changed at that time. The customer has been billed incorrectly since January 2006. Since that time, the customer has been overcharged a total of \$21,699.53 for water and \$25,387.51 for sewer. The total amount overcharged is \$47,087.04.

Since these two accounts were in the City limits as of 2005, they should have been charged a stormwater fee. One of these accounts (there are four total) should have been charged an SC4 rate from January

2006 until June 2007. From July 2007 to present, the charge should have been an SC5. The total that should have been billed for stormwater was \$12,625.68.

Customer 3

Account 1

A water rate was set up in June 2012 as W22 (Outside City). This property was previously annexed into the City earlier in 2012. The customer has been billed incorrectly the entire time. The customer has been overcharged a total of \$2071.26 for water. There is no sewer charge as this account is for irrigation purposes only.

Account 2

Water & sewer rates were set up in June 2012 as W23 and S23 (Outside City). This property had previously been annexed into the City earlier in 2012. The customer has been billed incorrectly the entire time. The customer has been overcharged a total of \$4,811.02 for water and \$4,494.71 for sewer. The total amount overcharged is \$9,305.73.

This account was also billed incorrectly for Stormwater. The account was billed as an SC2, but should have been charged an SC4. Since the account was set up, the customer was undercharged \$1,174.50.

Customer 4

Account 1

A water rate was set up in June 2012 as W21 (Outside City). This property was annexed into the City later in 2012. The water rate should have been changed at that time. The customer has been billed incorrectly since January 2013. Since that time, the customer has been overcharged a total of \$615.76 for water. There is no sewer charge as this account is for irrigation purposes only.

Account 2

Water & sewer rates were set up in June 2012 as W21 and S21 (Outside City). This property was annexed into the City later in 2012. The water rate should have been changed at that time. The customer has been billed incorrectly since January 2013. Since that time, the customer has been overcharged a total of \$357.72 for Water and \$543.94 for sewer. The total water and sewer amount overcharged is \$901.66.

When these two accounts were annexed into the City Limits later in 2012, they should have been charged a stormwater fee. One of the accounts (there are two) should have been charged an SC3 rate. Since January 2013, the total that should have been billed for stormwater was \$1,188.00.

Customer 5

Water & sewer rates were set up incorrectly as W21 and S21 (Outside City). This property was annexed into the City in 2008. The customer has been billed wrong the entire time. Since the account was set up in May 2009, the customer has been overcharged a total of \$1,126.52 for water and \$1,876.84 for sewer. The total water and sewer amount overcharged is \$3,003.36.

Since this property was in the City Limits in 2008, it should have been charged a stormwater fee. This account should have been charged an SC2 rate. Since May 2009, the total that should have been billed for stormwater was \$1,782.00.

Mayor Pro tem Roberson noted that if we made the mistake, then we need to correct it and reimburse the customers.

By motion of Councilman Brooks, seconded by Councilman Beeman, Council approved utility adjustments for eight utility accounts in the total amount of \$63,861.69.

The City Manager explained that staff will bring back an overview of the current policy and proposed changes to that policy. We were in the wrong and we want to make things right. Councilman Mercer asked staff to pay close attention to the policy regarding "loss of water". Mr. Alligood explained the current policy regarding this item.

AUTHORIZE – AREA LIGHT ADJUSTMENT

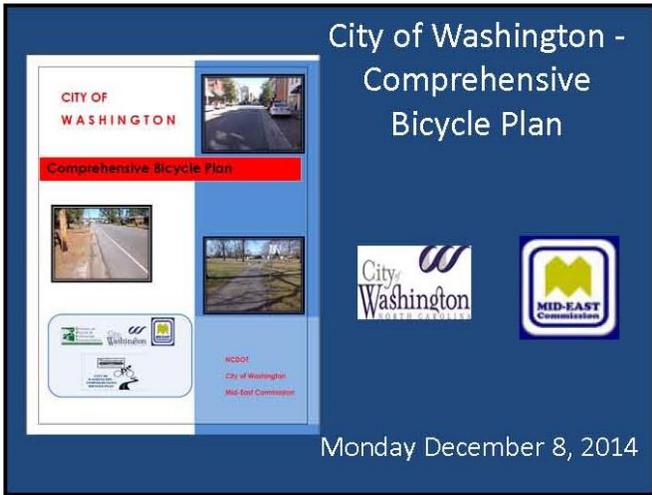
Brian Alligood, City Manager directed Council attention to an email received from Alvin Ambrose and stated that Ambrose Auto Sales had been charged for four area lights since they opened in

2012 and should have been charged for three. The policy is to adjust for 12 months but staff recommends a credit to Ambrose Auto Sales in the amount of \$2,198.02 for the full 34 months.

By motion of Councilman Beeman, seconded by Councilman Brooks, Council authorized staff to credit Ambrose Auto Sales \$2,198.02 for thirty-four months of area light charges.

ADOPT – CITY OF WASHINGTON COMPREHENSIVE BIKE PLAN

Justin Oakes, Mid-East Commission summarized the Comprehensive Bike Plan with the following presentation.



Purpose of the Plan

- The purpose of the City of Washington Comprehensive Bicycle Plan is to provide a comprehensive view of cycling needs and opportunities within the City and to identify strategies to meet these needs and to take advantage of opportunities. The plan includes both on-road and off-road facilities, including bicycle lanes, bicycle sharrows, bicycle boulevards, paved shoulders, and a multi-use greenway. Signage and intersection crossing improvements are also addressed.
- Developed in coordination with the City's existing Comprehensive Pedestrian Plan and the Beaufort County Comprehensive Transportation Plan, the document supports the development of a comprehensive bicycle transportation network that will be incorporated with other modes of transportation to allow cyclist of all ages and skill level the ability to safely ride and connect to all locations in Washington. This plan designates a bicycle network between destinations throughout Washington that can be used for transportation, enjoyment, and fitness. Bicycle accessibility and safety for all residents throughout Washington served as a driving force behind plan development.

History and Overview

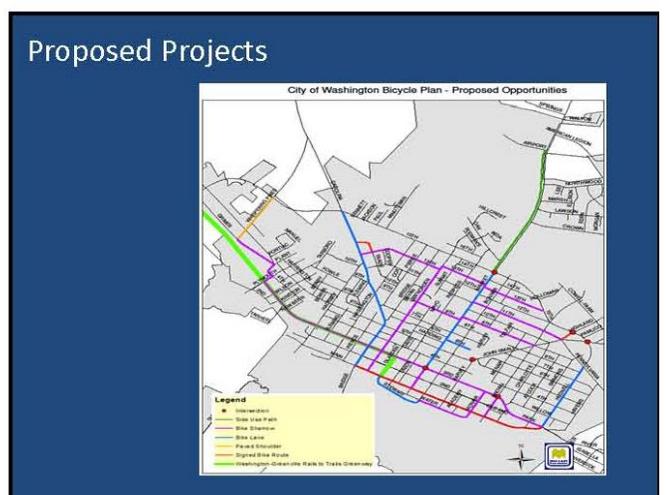
- In the Fall of 2010, the City prepared a NCDOT Bicycle Planning Grant application.
- Upon receiving notice the City had been awarded in mid 2011, Washington retained the services of the Mid-East Commission to develop the plan. Washington received the Notice to Proceed from NCDOT in Spring of 2012, and work began in May 2012 with the first Steering Committee Meeting.
- Following Steering Committee Meetings, a public input survey, Plan Open Houses, and informational exhibits at public events, an initial Draft of the Plan was submitted to the City and NCDOT for review in late 2013.

History and Overview

- Following coordination with the NCDOT Bicycle and Pedestrian Division, review and revisions of the plan document continued through early 2014. Mid-East submitted the Comprehensive Plan document to the NCDOT Bicycle and Pedestrian Division as well as the NCDOT Division 2 Office for review. Both the Bike/Pedestrian Division and Division 2 Office approved the plan to be presented to the City in September 2014.
- In October, the plan was presented to the Washington Recreation Advisory Board and in November the Washington Planning Board. At those meetings, each Board gave their approval to take before the City Council.

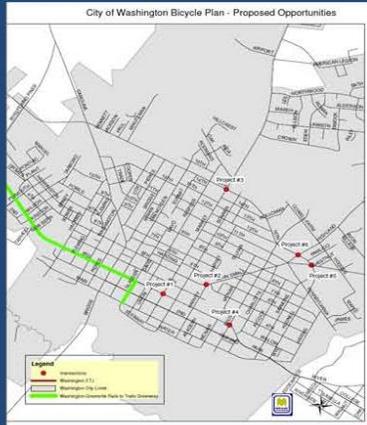
Public Input

- Public Input was a driving force behind the proposals that have been included in the Plan. As this is Washington's Plan, Mid-East worked to make sure it was representative of the needs expressed by the citizens of Washington.
- Public Input was collected through several forums:
 - **Plan Steering Committee:** Comprised of interested Citizens representing diverse interest in the community, this Committee met throughout the planning process to discuss the direction of plan development, including project, program, and policy recommendations.
 - **Public Input Survey:** A public input survey regarding cycling and bicycle facilities was conducted as a part of the Bicycle Plan process. The survey was available to pick up and complete at various locations throughout the City, and was also available to take online. An advertisement for the survey also ran in The Washington Daily News.
 - **Public Open House:** A pair of Public Open Houses were held during the planning process, allowing citizens the opportunity to provide feedback on areas of concern, areas or destinations they would like better access to, feedback on proposed projects, programs, and policies. An informational/input tent was also present at the 2013 BoCo Muac Festival.



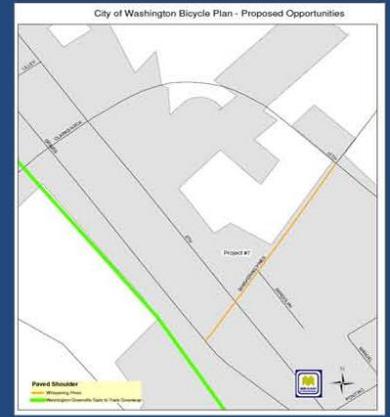
Intersection Improvements

1. 3rd and Market
2. 5th and Harvey at Jack's Creek Greenway
3. 15th and Market
4. 3rd and Brown
5. John Small and Hudnell
6. 11th and 12th Streets



Paved Shoulders

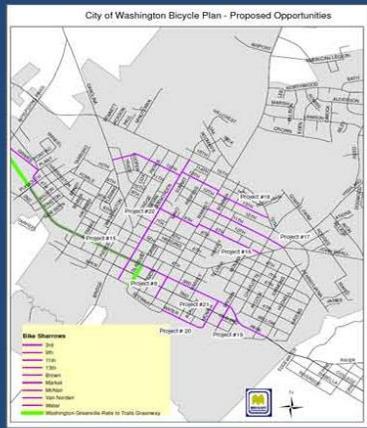
7. Whispering Pines



Bicycle Sharrow

Sharrows Only

8. Market Street (Water to 5th)
- Sharrows (Bicycle Boulevard)
15. 3rd Street (Whispering Pines to Hudnell)
 16. 9th Street (John Small to Van Norden)
 17. 11th Street (Highland to Market)
 18. 13th Street (15th to Carolina)
 19. Brown Street (Main to 3rd)
 20. Water Street (Stewart Parkway to Main)
 21. McNair Street (Water to 3rd)
 22. Van Norden Street (Main to 15th)



Bicycle Lane

9. Market Street (5th to 15th)
10. Stewart Parkway (Main to Water)
11. Bridge Street (Main to 5th)
12. Carolina Avenue (5th to 15th)
13. Hudnell Street (Park to John Small)
14. 6th and Bonner Streets (Jack's Creek Greenway to Market)



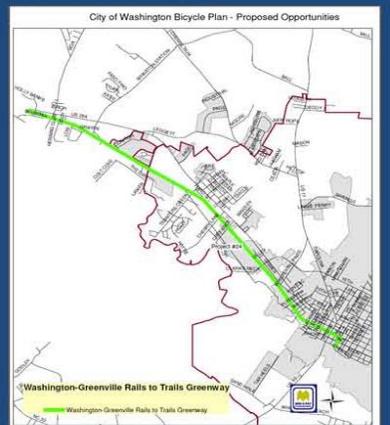
Side Use Path

23. Market Street Extension (15th to Airport Road)



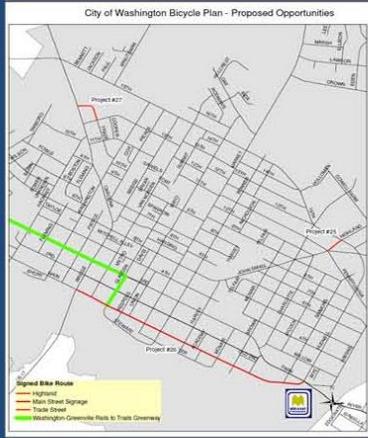
Washington/Greenville Greenway

24. Washington/Greenville Greenway (3rd to Tranters Creek Road)



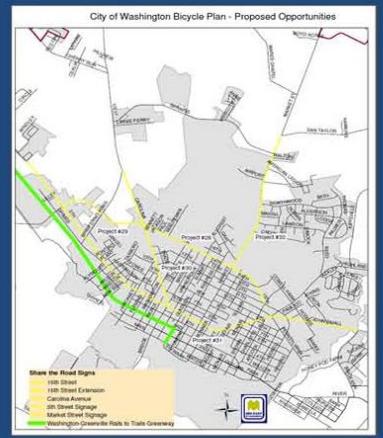
Signed Bike Routes

- 25. Highland Drive (12th to 11th)
- 26. Main Street (Bridge to Hudnell)
- 27. Trade Street (13th to Carolina)



Share the Road Signage

- 28. 15th Street (12th to Carolina)
- 29. 15th Street Extension (Carolina to 5th)
- 30. Carolina Avenue (5th to Highway 17)
- 31. 5th Street (Flanders Filters Road to Asbury Church Road)
- 32. Market Street Extension (15th to Dan Taylor)



Programs and Policies



- The implementation of various programs and policies not only encourages biking, but also provides education, enforcement, and maintenance opportunities to ensure Washington has a comprehensive bicycle network where its users feel comfortable to bike in the community. The recommended programs for Washington include:

Programs

- Spot Improvement and Maintenance Program
- Education Programs
- Enforcement Programs
- Encouragement Programs & Initiatives

Policies

- Zoning Ordinance & Subdivision Regulations
- Complete Streets Ordinance
- Maintenance
- City Funding
- Bicycle Parking Ordinance
- New bridge Project Ordinance
- Street Improvements Ordinance
- Commercial Development Access Management Policy
- Bikeways and Bike Facilities Ordinance

SPOT Improvement and Maintenance Programs

- The City should consider implementing a "Spot Improvement Program" to identify, report, and correct potential issues on the roadways. The potential issues may include pothole repair, grate repair/replacement, bridge rails, or cracked pavements. The City should consider an online notification form on the Bicycle and Pedestrian page which would allow residents to report needed repairs online (see Encouragement Programs & Initiatives sub-section for discussion of web page).

Education Programs

- Bicycle Rodeo Program
- Bike Law Education for Police
 - Development of courses for law enforcement officers about bicycle safety and laws, and Safe Routes to School
 - Development of Bicycle Safety Enforcement Plans
 - Development of easy reference materials for officers, such as brochures
 - Development of bicycle safety videos
 - Joint education and enforcement activities conducted by law enforcement officers and volunteers
- Smart Cycling Program

Enforcement Programs

- Public Relations & Awareness Program
- Bicycle Registration Program
- Bicycle Helmet Give-Away Program
- Police-on-Bikes Program

Encouragement and Promotional Programs

- Bicycle Parking Rack Installation Program
- Bicycle and Pedestrian Advisory Committee
- Zoning Ordinance & Subdivision Regulations
- Complete Streets Ordinance
- City Funding

Zoning Ordinance & Subdivision Regulations

- Washington should consider revising its Zoning Ordinance and Subdivision regulations to set standards for:
 - Requiring bicycle facilities with certain development
 - Requiring bicycle facilities on all arterial and connector roads as development occurs while providing connections to neighboring roads and bike facilities
 - Include greenway set-asides to promote future development through conservation of recreational land

Complete Streets Ordinance

- Development and implementation a Complete Streets Ordinance is recommended to ensure all new and reconstruction of roadways have "complete street" elements (components for all types of transportation) incorporated into the design and construction as appropriate. These elements include:

Maintenance

- The City should consider implementing bicycle facilities into the regular maintenance schedule to maintain safety and usability of facilities. Maintenance activities may include repairing bicycle-parking racks, cracks/potholes in pavement, restriping of lanes, and removal of debris from the roadways/shoulders.

City Funding

- The City should consider allocating resources on an annual basis to establish a bicycle network, maintain existing facilities, and fund programs and on-going activities directed towards encouragement, enforcement, and education. The allocation of City funding for bicycle facilities will be an ongoing need.

Bicycle Parking Ordinance

- To ensure alternative transportation is adequately served, the City should consider including bicycle parking in permitted uses or districts.
- The Bicycle Parking ordinance should define the number of expected parking spaces rather than the number of expected racks.
- Downtown and commercial areas would benefit from this type of ordinance as cyclists would have a place to safely secure their bicycles.

New Bridge Project Ordinance

- An ordinance requiring bicycle accommodations on all new bridge projects is recommended. Currently, there are no identified bridge replacement projects. However, when projects are planned, bicycle facilities should be implemented to provide safe crossings to bicyclists, pedestrians, and motor vehicles.

Street Improvements Ordinance

- An ordinance requiring bikeway construction on all streets is recommended to provide for continuation and enhancement of existing bikeways, provide access to current or future school sites, and would conform to the adopted bicycle plan.

Commercial Development Access Management Policy

- It is important that the City maintain a policy of access management to limit the number of commercial and residential crossings of any sidepath and on roadways with bike lanes.
- Uncontrolled access points from the roadways into the parking area of a commercial building, parking lots, and access from parking lot to the building can all be potential accident areas. Limiting and consolidating vehicle driveways into a commercial site reduces conflict points.

Bikeways and Bike Facilities Ordinance

- An ordinance that would define the various types of bikeways and bicycle facilities and set forth a set of criteria for development of such facilities is recommended, with all criteria being consistent with minimum approved measures set forth by the NCDOT.
- As a part of this ordinance, the City should also consider developing/keeping an inventory of bike routes and facilities as they are developed or installed.

Table 8.1: Implementation Table

Program Name	Implementation Phase
SPOT Improvement Program	Short-Term
Infrastructure Maintenance Program	Short-Term
Education Programs	Short-Term
Bicycle Rodeo Program	Short-Term
Smart Cycling Program	Mid-Term
Public Relations & Awareness Program	Short-Term
Bicycle Registration Program	Short-Term
Bicycle Helmet Give-Away Program	Short-Term
Bicycle Parking Installation Program	Short-Term
Bicycle and Pedestrian Advisory Committee	Short-Term
Mapping/Signage Program	Short-Term
Local, Regional, and National Rides	Mid-Term
Bike Law Education for Police	Short-Term
Police on Bikes	Short-Term
Policy Name	Implementation Phase
Zoning Ordinance and Subdivision Regulations	Short-Term
Complete Streets Ordinance	Short-Term
Maintenance Policy	Short-Term
City Funding Policy	Short-Term, Ongoing
Bicycle Parking Ordinance	Short-Term
New Bridge Projects Policy	Mid-Term
Streets Improvements Ordinance	Short-Term
Commercial Development Access Management Policy	Short-Term
Bikeways and Bike Facilities Ordinance	Short-Term
Speed Limit/Traffic Calming	Mid-Term

Implementation

- **Action: Establish a Standing Bicycle and Pedestrian Advisory Committee**
 - Establish an on-going committee to monitor progress of the plans implementation. Section 7 of this document includes a comprehensive list of all recommended projects. Projects are listed according to priority rank by project type.
 - Review development plans to identify opportunities for bicycle facilities.
- **Action: Providing Bicycle Facilities as parts of all existing/proposed roadways**
 - Accommodate bicycles as part of all new roadway projects. Seek opportunities to provide bike lanes, shared roadway markings, and signage as part of road projects in an effort to provide the City additional bicycle friendly facilities.
 - Incorporate requirements for bicycle facilities into the City's policies and ordinances.

Implementation

- **Action: All City departments should consult the Comprehensive Bicycle Plan when implementing projects and conducting plan reviews.**
 - Washington's development review process should be modified to include requirements for on and off-site bicycle connections, sidewalks, crosswalks, and other amenities.
 - Establish a Bicycle and Pedestrian Committee to review development plans.
- **Action: Develop a Bicycle Education Program and Enforce Traffic Laws.**
 - See Section 6 for recommended programs, such as Bike Helmet program and other encouragement programs.
 - Develop a bicycle education program as part of the City's overall communication and education programs.
 - Use the City's website, newsletter, and local newspaper as information and educational tools.
 - Use Local Public Access Channel to advertise Bicycle Safety Education Public Service Announcements as well as any events such as Safety Rodeos and Rides.

Implementation

- **Action: Plan and Construct Bicycle Amenities.**
 - Develop and provide maps of bicycle facilities, routes, and popular destinations. See Section 4 for discussion related to color coded route designation, mapping, route signage, and other facilities.
- **Action: Reduce Speed Limits and Use Bicycle-Friendly Devices.**
 - The City should consider traffic calming measures and/or speed reductions on roads with bicycle facilities.
- **Action: Update the Comprehensive Bicycle Plan every 5 - 10 years.**
 - Updates to the plan are essential in aiming to address the changing needs and priorities in Washington. The plan should be reviewed on no less than an annual basis, with public input serving as an essential piece for future plan updates and reviews.

Implementation

- **Action: Evaluate new bicycle facility treatments.**
 - New bicycle treatments should be evaluated to determine their effectiveness. The results of the evaluations will be used to refine, adjust, and guide future use of these treatments. Bicycle usage, motorist response, safety, and maintenance needs should be addressed during evaluation of new bicycle facilities. This includes the evaluation of the following facilities:
 - Shared Lane Markings (Sharrows) and Bicycle Lane Markings
 - Signage
 - Roadway Crossing Improvements/Treatments

Implementation

- **Action: Establish partnerships based on their potential interest or involvement in a project.**
 - The City should look to local agencies, businesses, organizations and governmental departments to provide partnership opportunities to assist them in meeting the goals of the Bicycle Plan. These partnerships may be utilized to develop bicycle education, enforcement, and encouragement programs.
 - Washington should consider establishing or strengthening partnerships with the following to achieve the completion of the Plan's projects and recommendations:
 - North Carolina Department of Transportation
 - Mid-East RPO
 - Mid-East Commission Local Government Services Department
 - Beaufort County Government
 - Beaufort County Health Department
 - Beaufort County Schools
 - Washington Harbor District Alliance
 - Washington-Beaufort County Chamber of Commerce
 - Local Businesses
 - Local Developers
 - Local Bicycle Clubs
 - Neighborhood Associations
 - Elected Officials

Implementation

- **Plan, Recruit, and Host Local, Regional, and National Rides/Events**
 - The City should look to partner with its allies at the Harbor District, Chamber of Commerce, and other local recreation and leisure promotional programs to organize local and regional rides, while also attracting national and regional cycle rides and organizations to bring their groups/events to Washington.
 - These events can benefit the City both through economic promotion and increased local participation/interest in cycling. Rides can attract numerous participants, both on the regional and national level, to the area, which could boost the local economy through business at hotels and restaurants. Through rides and events such as these, Washington can boost its reputation as a bicycle friendly community, further attracting cyclist to the City.

Implementation

- **Performance Measures**
 - The City of Washington should continue to monitor performance measures following the adoption of the plan. In doing so, the City can determine the amount of progress being made toward the eventual goal of achieving the plan’s vision. These measures should be reviewed and updated every few years to ensure that goals which require the City’s resources are being met when the resources are available.

Implementation

- **Evaluation/Monitoring Process**
 - Based on the recommendations made in the plan, Washington can measure success a number of ways, including:
 - Miles of on-street bicycleroutes created
 - Changes in the number of people using bicycle programs
 - Creation/Adoption of multi-modal policies that improve the quality of travel experience
 - Connections to surrounding communities/multi-modal facilities
 - New linear feet of multi-modal accommodation

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Commercial Development Access Management Policy	Short-Term
Bikeways and Bike Facilities Ordinance	Short-Term
Speed Limit/Traffic Calming	Mid-Term

By motion of Councilman Pitt, seconded by Mayor Pro tem Roberson, Council adopted the City of Washington Comprehensive Bike Plan as presented.

AUTHORIZE/ADOPT/AWARD – MAYOR TO EXECUTE THE NECESSARY DOCUMENTS FOR APPLICATION OF AN ECONOMIC INFRASTRUCTURE PROGRAM, ADOPT A RESOLUTION SUPPORTING THE LOCAL GOVERNMENT MATCH OF THIS PROJECT, AND AWARD THE GRANT ADMINISTRATION CONTRACT TO THE MID-EAST COMMISSION

City Manager, Brian Alligood advised that a Chrysler, Dodge, Jeep dealership will be relocating to Beaufort County and has petitioned for voluntary annexation. Sewer infrastructure improvements will be made to support the facility and a grant with the Rural Economic Development Division of the NC Department of Commerce is being sought for this purpose. Thirty-three jobs are planned to be created as a result of the new facility. The project cost estimate is \$ 222,000, the grant requested is \$210,900 (22 jobs @ \$10,000), and requires a 5% local government match of \$11,100. The dealership will reimburse the City for the match. An ElectriCities grant will be applied for to pay for the cost of the Mid-East Commission preparing the grant application. A pre-application conference call is planned with the Rural Center prior to December 23rd, the application deadline is January 7th, and the award will be announced February 19th.

Councilman Mercer noted that his only request involved Section D of the proposed agreement with Mid-East Commission should read "...a lump sum total of \$2,500. Four invoices for \$625 each....".

Mayor Pro tem Roberson inquired about the time requirement for creating the 22 jobs. Mr. Alligood explained that they are anticipating creating 33 jobs, but we are only using 22 jobs for the grant. Once the grant agreement is awarded and signed, they have 18 months to create those 22 jobs and they have to hold them for 6 months. Once they hold the jobs for 6 months, then they are relieved from that grant requirement. If they fail to meet the job requirements, then there would be a clawback agreement that the dealership would have to reimburse the City, for the jobs that weren't created, then the City would reimburse the State. Councilman Mercer noted that currently the property is not in the City. Mr. Alligood explained that the annexation process has been started. Councilman Brooks asked if Mr. Alligood was confident that this grant requirement would be fulfilled, Mr. Alligood explained he was very confident that there won't be any issues with this grant.

By motion of Councilman Beeman, seconded by Councilman Brooks, Council authorized the Mayor to execute the necessary documents for application of an Economic Infrastructure Program, adopted a resolution supporting the local government match of this project, and awarded the grant administration contract to the Mid-East Commission in the amount of \$2,500.

**RESOLUTION SUPPORTING AN APPLICATION ON BEHALF OF PROJECT CAR TO THE
NORTH CAROLINA DEPARTMENT OF COMMERCE RURAL ECONOMIC
DEVELOPMENT DIVISION ECONOMIC INFRASTRUCTURE PROGRAM**

WHEREAS, the City of Washington is committed to advancing and promoting economic development in Washington;

WHEREAS, the City of Washington advocates enhancing the quality of life in Washington by advancing economic opportunities for businesses and residents of the City of Washington;

WHEREAS, North Carolina General Statute 158-7.1(a) authorizes the use of economic incentives for the purpose of private sector job creation;

WHEREAS, the Chrysler Jeep Dodge dealership has pledged to create 21 jobs in the corporate limits, it is eligible to apply for a Economic Infrastructure Program in the amount of \$210,900 for building renovations and upfit through the North Carolina Department of Commerce, and requires sponsorship of the City of Washington to make application; and

WHEREAS, the City of Washington acknowledges that, if the grant is awarded, it will be required to commit to a match of 5% of the grant amount;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington that it does hereby support and endorse the application of Project Car to the North Carolina Department of Commerce's Economic Infrastructure Program for a grant in the amount of \$210,900.

ATTEST:

**s/Cynthia S. Bennett
City Clerk**

**s/Jay MacDonald Hodges
Mayor**

December 9, 2014

This agreement between the Mid-East Commission and the City of Washington is for the preparation of a North Carolina Department of Commerce Rural Economic Development Division Economic Infrastructure Program grant application for the City of Washington-Car Dealership project.

The Mid-East Commission agrees to prepare and submit the required full application to the NC Department of Commerce Rural Economic Development Division.

The City of Washington hereby agrees to pay the Mid-East Commission \$2,500.00 for the completion of the previously mentioned item.

**s/Brian M. Alligood
City of Washington
City Manager**

**s/Timmy Baynes
Executive Director
Mid-East Commission**

ANY OTHER ITEMS FROM CITY MANAGER: NONE

**ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:
DISCUSSION OF ADVOCACY GOALS**

Councilman Pitt reminded members that the Advocacy Goals Conference will be held Thursday in Raleigh.

CLOSED SESSION: NONE

PAM PACK FOOTBALL

Mayor Hodges and Members of the City Council extended well wishes to the Washington High School Pam Pack Football Team as they head to the state title game for the first time in more than 50 years. Go Pam Pack!



**Pam Pack
Pride!**



**WE SUPPORT
WASHINGTON
PAM PACK!**

ADJOURN:

By motion of Councilman Brooks, seconded by Councilman Beeman, Council adjourned the meeting at 6:30 pm until Monday, January 12, 2015 at 5:30 pm, in the Council Chambers.

**Cynthia S. Bennett, CMC
City Clerk**