

# Pender County Planning and Community Development

## Parks and Recreation Division

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## AGENDA

### Pender County Parks and Recreation Advisory Board Meeting

January 14, 2016 6:30 p.m.

Pender County Public Meeting Room  
805 S. Walker Street, Burgaw, North Carolina

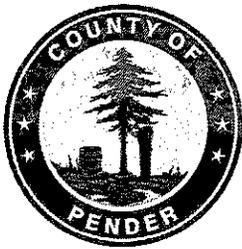
**Call to Order:** Vice Chairman Brad George

**Roll Call:** Vice Chairman Brad George

Pender County Parks and Recreation Advisory Board Members:

George: \_\_\_\_\_ Collier: \_\_\_\_\_ Hooks: \_\_\_\_\_ Kapiko: \_\_\_\_\_ Price: \_\_\_\_\_ Shuford: \_\_\_\_\_

1. **Election of Officers (Chair/Vice Chair)**
2. **Adoption of the Agenda**
3. **Approval of Minutes:** December 10, 2015
4. **Presentations** – None Requested
5. **Public Comment**
6. **Discussion and Action Items**
  - a. Staff
    - i. Parks and Recreation Project Prioritization Worksheet
    - ii. Play Together Construction Grant Update
    - iii. Park Facilities Update
    - iv. Recreation Programming Update
  - b. Board Members
7. **Set Next Meeting Date:** February 11, 2016
8. **Adjournment**



# Parks and Recreation Advisory Board

## MINUTES

**Pender County Parks and Recreation Advisory Board Meeting**

**December 10, 2015**

**Pender County Public Meeting Room**

**805 S. Walker Street, Burgaw, North Carolina**

**Call to Order:** Meeting called to order by Board member Collier at 6:47 pm.

**Roll Call:** Board member Mike Collier

**Board Members:** George \_\_ Collier X Hooks X Kapiko X Shuford X  
*Vice Chairman George called that he will not be in attendance.*

1. **Adoption of Agenda:** Motion made by Board member Kapiko to adopt agenda; seconded by Board member Hooks. Vote unanimously passed.
2. **Adoption of Minutes:** Motion made by Board member Shuford to adopt minutes; seconded by Board member Kapiko. Vote unanimously passed.
3. **Presentations:** None Requested.
4. **Public Comments:** None.
5. **Discussion and Action Items:**
  - a. **Staff**
    - i. **Prioritizing Park Facilities in the 2010 Comprehensive Parks and Recreation Master Plan:**

Planning Director Breuer gave a brief background explaining that the Prioritization Worksheet uses objective criteria to rank the recommended facilities within the Comprehensive Parks and Recreation Master Plan. Staff will develop an Implementation Plan on each recommended facility that will address the information needed to complete the Prioritization Worksheet to rank the facility. By ranking the facilities, this will give staff direction on what new facilities to develop capital plans to start proceeding with development. Mr. Breuer stated one question that has come up among staff. How to address existing facilities and the expansion of those facilities? Does the County build them out before moving on to building new facilities? Mr. Breuer stated this can be addressed after completing the recommended facilities. Board members shared their ranking for Millers Pond Park; Collier 71, Hooks, 67, Kapiko 76, Shuford 73. Board member Kapiko indicated he felt the worksheet was a fair tool to use in ranking the facilities. It validated why you ranked a facility the way you did. Board member Shuford stated it was a logical way to present the information. He addressed one technical thing regarding the calculation of the score. He stated that by multiplying each category by 0.2 then multiplying the total by 5 was the same as multiplying everything by 1. Board member Hooks questioned if utilizing existing county property category could hurt a community that did not have county property or parks in their area? Director Breuer stated yes. Board member Shuford added that not having a park in your community helped in other categories. Board member Collier questioned knowing the urgency of the acquisition of land at the time that the ranking is being done since this is a long term project. He stated that urgency could be based on need. Board member Kapiko stated that urgency could be because rules and regulations (i.e. wetlands) will be changing and the land needs to be purchased prior to those changing. Mr. Breuer added that staff may need to define urgency. Mr. Breuer discussed the addition of

health benefits to the worksheet. Staff will meet with Health Department staff and request their attendance at the next Advisory Board meeting to discuss 2015 Pender County Health Assessment and possible health benefits to incorporate into the prioritization worksheet.

- ii. **Play Together Construction Grant:** Supervisor Turner gave an overview of the two existing playgrounds at Hampstead Kiwanis and Pender Memorial Parks. Ms. Turner has met with representatives from Miracle Playground Equipment Company, which is the vendor of the existing equipment at both park sites. It was the representatives' recommendation to remove the playground equipment at Pender Memorial Park and install a new inclusive piece. Due to the position of the mega tower in the middle of the equipment, it would be almost impossible or feasible to make it inclusive. This playground equipment can be relocated near the Phase II restroom facility at Hampstead Kiwanis Park. Ms. Turner stated that the existing equipment at Hampstead Kiwanis Park gets so much traffic that it was recommended to leave as is and add the inclusive equipment and poured in place surfacing beside it with a transition from one to the other. Ms. Turner shared examples of inclusive playground designs that Miracle Playground Company had done for Phase I Trillium Health Resources Grant Recipients. She states she will be meeting with other playground vendors and will bring all of their designs to the Parks and Recreation Board for their review and recommendation. If it is the Board's desire, she will request the representatives to attend a meeting and make a presentation.
- iii. **Field Usage Priority:** Supervisor Turner requested the Board's view on the priority of field use at the parks. She stated that she has been operating in the following order: 1) Pender County Parks and Recreation, 2) Recreation Partners, 3) Pender County Schools, 4) General Public with Reservations (which would include travel teams), 5) General Public. It was agreed by all Board members that should be the priority order. Board member Collier asked if travel team pay for use. Ms. Turner stated yes, \$10 per hour and if they use lights, it is an additional \$10 per hour. She added that she has heartburn with this during the off season due to the lack of maintenance staff, the fields are not kept up so travel team coaches have to drag, rake and maintain the fields for practice. Board member Collier asked what if a coach does not have access to a drag, etc. Ms. Turner replied that is another concern that we have not had to deal with yet.
- iv. **Recreation Programming Update:** Supervisor Turner stated Parks and Recreation has been asked by Communities in Schools of Cape Fear and Pender County Schools to provide the recreational component of the 21<sup>st</sup> Century After School Programs. The request would be to provide one hour of programming per week in four middle and four elementary after school programs. Both Communities in Schools of Cape Fear and Pender County Schools will contract with the Parks and Recreation for \$50 per programming hour which will pay for a part time employee's planning time, programming time, Ms. Turner's administrative cost, etc. Ms. Turner will be presenting this item to the Board of County Commissioners on December 14<sup>th</sup> since this request will require hiring at least two new employees and a Budget Ordinance Amendment increasing revenues and expenditures within the Parks and Recreation budget.

6. **Next Board meeting date:** January 14, 2016

7. **Adjournment:** Motion to adjourn was made by Board member Kapiko; seconded by Board member Hooks. Vote unanimously passed. Meeting adjourned at 8:18pm.

## ***Criteria for Consideration in Parks and Recreation Project Prioritization Process***

### **Need and Justification for Project**

- **Citizen Input** – Is the project supported by an advocacy group, public surveys, or other types of public input?
- **Enhances Private - Public Partnership Opportunities** – Will the project utilize an existing privately-owned facility that provides recreation opportunities? Does the property owner approve and support the project? Has the neighboring community expressed similar desire? Is the site feasible to host such opportunities?
- **Potential Partners** – Are there potential partnerships for the project? If so, how committed are the potential partners?
- **Urgency** – Is the acquisition a distinct opportunity that will be lost?
- **Availability of Existing Opportunities and/or Facilities** – Is the project located in an area that is currently unserved or underserved by recreational opportunities?
- **Impact on Facility Deficit/Surplus** – Does this project help to meet standards for distribution of parks and park facilities throughout Pender County? Will the project alleviate the existing deficits for park acreage and facilities within Pender County?
- **Population Within Functional Service Area** – Does the project serve a populated area or include a significant population density within its functional service area?

### **Potential Benefits and Opportunities to be Realized by Project**

- **Multiple Benefits** – Does the project respond to recommendations of numerous plans, including but not limited to the 2010 Pender County Comprehensive Parks and Recreation Master Plan, the 1998 Pender County Recreation and Open Space Plan, the 1993 Pender County Waterfront Access Plan, the Coastal Pender Collector Street Plan, and the Comprehensive Land Use Plan/CAMA Land Use Plan? Does the project serve multiple user groups?
- **Environmental Conservation and/or Preservation Benefits** – Does the project offer any environmental conservation and/or preservation benefits? Will the project leverage additional conservation and/or preservation efforts?
- **Programming Opportunities** – Will the project allow for additional programming opportunities at the site?
- **Educational Opportunities** – Will the project allow for educational opportunities, such as environmental education?

### **Implementation, Management, and Maintenance Issues**

- **Special Funding Availability** – Is there any potential special funding (including donations) for the project? If so, what percent of funding is available and how committed is that funding?
- **Affordability** – For an acquisition project, is there alternative funding available to match with CIP funding? For a development/redevelopment project, how does the cost compare to the benefit?
- **Maintenance and Management Requirements** – Would the project require additional Staff and equipment resources for maintenance and management?
- **Utilizes Existing County Property** – Is the project on existing county-owned property?
- **Revenue Generation** – Will the project offer opportunities for revenue generation for Pender County Parks and Recreation? Will long-term revenue generated by the project assist to offset maintenance and management costs?
- **Permitting and Approval Requirements** – Are there significant permitting and approval requirements necessary for the project?

### **Location/Site-Specific Considerations**

- **Neighborhood Impacts** – Would this project have positive benefits to the surrounding neighborhood? Would it increase property values? Is the community involved and supportive of this project?
- **Suitability of Site** – Is the proposed development appropriate for the site's natural systems, topography, and/or neighboring land uses?
- **Availability of Utilities** – Is the project located in an area with available water and wastewater service? If not, will service be available by project development?

### **Potential Economic Impacts and Benefits to be Realized by Project**

- **Economic Impact** – Would this project have a favorable economic impact to Pender County? Would it help to recruit and retain businesses and residents? Would it increase the tax base, contribute to the vitality of the community?
- **Tourism Impact** – Would the project help to attract regional and national tourism?

**2010 Pender County Comprehensive Parks and Recreation Master Plan  
Parks and Recreation Project Prioritization Worksheet**

Worksheet Completed By: \_\_\_\_\_  
 Park Project Name: \_\_\_\_\_  
 Total Score (out of 100 Total Available Points): \_\_\_\_\_

**Note: Total Score is calculated by using a weighted average formula:  
 $[(S_1*0.2) + (S_2*0.2) + (S_3*0.2) + (S_4*0.2) + (S_5*0.2)] * 5$**

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| <b>Need and Justification for Project (30 Total Possible Points) (S<sub>1</sub>)</b>  |  |
| <b>Citizen Input</b> – Is the project supported by an advocacy group, public surveys, or other types of public input?<br><i>Scale Range = 0 to 5; 0 points if project is not supported by demonstrated citizen input to 5 points if project is substantially supported by demonstrated citizen input.</i>   |  |
| <b>Potential Partners</b> – Are there potential partnerships for the project? If so, how committed are the potential partners?<br><i>Scale Range = 0 to 5; 0 points if there are no potential partners at this time to 5 points if potential partners for the project have been identified and have committed to the project.</i>   |  |
| <b>Urgency</b> – If acquisition is necessary, is the acquisition a distinct opportunity that will be lost?<br><i>Scale Range = 0 to 5; 0 points if no property acquisition is necessary for the project to 5 points if property acquisition is necessary and urgent to avoid losing a distinct opportunity.</i>   |  |
| <b>Availability of Existing Opportunities and/or Facilities</b> – Is the project located in an area that is currently unserved or underserved by recreational opportunities?<br><i>Scale Range = 0 to 5; 0 points if the project is in an area currently served by an existing park's functional service area to 5 points if the project is in an area not currently served by an existing park's functional service area.</i>  |  |
| <b>Impact on Facility Deficit/Surplus</b> – Will the project alleviate the existing deficits for park acreage and facilities within Pender County?<br><i>Scale Range = 0 to 5; 0 points if the project will not alleviate any deficits for park acreage and facilities to 5 points if the project will alleviate significant acreage and facility deficits.</i>   |  |
| <b>Population Within Functional Service Area</b> – Does the project serve a populated area or include a significant population density within its functional service area?<br><i>Scale Range = 0 to 5 points; 0 points if the population within the proposed project's functional service area is less than 50 persons per square mile to 5 points if the population within the proposed project's functional service area is greater than 300 persons per square mile.</i> |  |

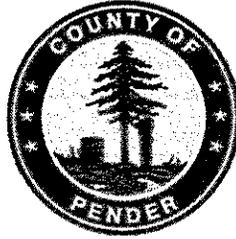
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| <b>Potential Benefits and Opportunities to be Realized by Project (20 Total Possible Points) (S<sub>2</sub>)</b>  |  |
| <b>Conformance with Other Plans</b> – Does the project respond to recommendations of numerous plans, including but not limited to the 2010 Pender County Comprehensive Parks and Recreation Master Plan, the 1998 Pender County Recreation and Open Space Plan, the 1993 Pender County Waterfront Access Plan, the Coastal Pender Collector Street Plan, and the Comprehensive Land Use Plan/CAMA Land Use Plan?<br><i>Scale Range = 0 to 5; 0 points if the project is not supported by any plans to 5 points if the project is supported by multiple plans.</i> |  |
| <b>Environmental Conservation and/or Preservation Benefits</b> – Does the project offer any environmental conservation and/or preservation benefits? Will the project leverage additional conservation and/or preservation efforts?<br><i>Scale Range = 0 to 5; 0 points if the project does not offer any environmental conservation/preservation efforts to 5 points if the project offers substantial environmental conservation/preservation efforts and leverages additional similar efforts.</i>  |  |
| <b>Programming Opportunities</b> – Will the project allow for multiple programming opportunities at the site?<br><i>Scale Range = 0 to 5; 0 points if the project will offer no programming opportunities to 5 points if the project will offer substantial programming opportunities.</i>  |  |
| <b>Educational Opportunities</b> – Will the project allow for educational opportunities, such as environmental education and agricultural education?<br><i>Scale Range = 0 to 5; 0 points if the project will offer no educational opportunities to 5 points if the project will offer substantial educational opportunities.</i>   |  |

**2010 Pender County Comprehensive Parks and Recreation Master Plan  
Parks and Recreation Project Prioritization Worksheet**

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| <b>Implementation, Management, and Maintenance Issues (25 Total Possible Points) (S<sub>3</sub>)</b>   |  |
| <b>Funding Availability</b> – Is there any potential special funding (such as donations and grants) for the project?   |  |
| <i>Scale Range = 0 to 5; 0 points if no special funding opportunities have been identified to 5 points if special funding opportunities may contribute up to 100% of the project cost.</i>   |  |
| <b>Maintenance and Management Requirements</b> – Would the project require additional Staff and equipment resources for maintenance and management?  |  |
| <i>Scale Range = 0 to 5; 0 points if the project will require an annual maintenance and management cost of \$150,000 or greater to 5 points if the project will require an annual maintenance and management cost of less than \$50,000.</i> |  |
| <b>Utilizes Existing County Property</b> – Is the project on existing county-owned property or will property acquisition be necessary?   |  |
| <i>Scale Range = 0 to 5; 0 points if property acquisition will be necessary to 5 points if the project utilizes existing county-owned property.</i>  |  |
| <b>Revenue Generation</b> – Will the project offer opportunities for revenue generation for Pender County Parks and Recreation?  |  |
| <i>Scale Range = 0 to 5; 0 points if the project will not offer any revenue generation to 5 points if the project will offer an estimated annual revenue generation of \$150,000 or greater.</i>   |  |
| <b>Permitting and Approval Requirements</b> – Are there significant permitting and approval requirements necessary for the project? Are any of the necessary permits currently in-hand?  |  |
| <i>Scale Range = 0 to 5; 0 points if the project will require more than six of the permits/approvals listed below to 5 points if the project will not require any of the permits/approvals listed below.</i>                                 |  |
| <u>Potential Necessary Permits and Approvals:</u>  |  |
| 1. Planning, zoning, and central permitting approvals from Pender County or an incorporated municipality   |  |
| 2. Approval of a Sedimentation and Erosion Control Plan from NC DENR DLR   |  |
| 3. Stormwater Permit from NC DENR DWQ  |  |
| 4. Wetland Delineation approval from ACE   |  |
| 5. Letter of Permission or Nationwide, General, Regional, or Individual Permit from ACE  |  |
| 6. Major, Minor, or General CAMA Permit from DCM   |  |
| 7. Driveway and/or encroachment permit from NC DOT   |  |
| 8. NEPA and/or SEPA review process   |  |
| 9. Other permits and/or approvals  |  |

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| <b>Location/Site-Specific Considerations (15 Total Possible Points) (S<sub>4</sub>)</b>   |  |
| <b>Neighborhood Impacts</b> – Would this project have positive benefits to the surrounding neighborhood? Is the community involved and supportive of this project?  |  |
| <i>Scale Range = 0 to 5; 0 points if the project will have no positive benefits to the surrounding neighborhood to 5 points if the project will have positive to the surrounding neighborhood and the community is involved and supportive of the project.</i>                  |  |
| <b>Suitability of Site</b> – Is the proposed development appropriate for the site's natural systems, topography, and/or neighboring land uses?  |  |
| <i>Scale Range = 0 to 5; 0 points if the project is not appropriate for the site's natural systems, topography, and/or neighboring land uses to 5 points if the project is completely appropriate for the site's natural systems, topography, and/or neighboring land uses.</i> |  |
| <b>Availability of Utilities</b> – Is the project located in an area with available water and wastewater service? If not, will service be available by project development?   |  |
| <i>Scale Range = 0 to 5 points; 0 points if neither water or wastewater service are available or planned for the area to 5 points if both water and wastewater service is available for the area.</i>   |  |

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| <b>Potential Economic Impacts/Benefits to be Realized by Project (10 Total Possible Points) (S<sub>5</sub>)</b>  |  |
| <b>Economic Impact</b> – Would this project have a favorable economic impact to Pender County? Would it help to recruit and retain businesses and residents? Would it increase the tax base and contribute to the vitality of the community? |  |
| <i>Scale Range = 0 to 5; 0 points if the project will not have any economic impacts for the county to 5 points if the project will have substantial economic impacts for Pender County.</i>  |  |
| <b>Tourism Impact</b> – Would the project help to attract regional and state tourism?  |  |
| <i>Scale Range = 0 to 5; 0 points if the project will not have any tourism impacts for the county to 5 points if the project will have substantial tourism impacts for Pender County.</i>  |  |



**PARKS AND RECREATION ADVISORY BOARD**  
**PUBLIC INFORMATION/DEPARTMENTAL UPDATE**

**DATE OF MEETING:** November 12, 2015

**SUBMITTED BY:** Dee Turner

**TITLE:** Play Together Construction Grant Update

**DEPARTMENTAL UPDATE:**

**Play Together Construction Grant** – Supervisor Turner has met with representatives from Landscape Structures Playground Company and Playworld Playground Company. We are waiting on initial designs from those two companies, as well as from Miracle Playground Company. She has talked with two more playground companies and potentially may meet with them. Final designs must be approved by Trillium Health Resources by March 31, 2016. Construction must be completed with six (6) months; earlier if at all possible.



**PARKS AND RECREATION ADVISORY BOARD**  
**PUBLIC INFORMATION/DEPARTMENTAL UPDATE**

**DATE OF MEETING:** January 14, 2016

**SUBMITTED BY:** Dee Turner

**TITLE:** Park Facilities Update

**DEPARTMENTAL UPDATE:**

**Hampstead Kiwanis Park** – Ball fields and athletic fields are closed for the winter.

**Millers Pond Park** – Gregory Construction Company will begin installing the pilings for the canoe/kayak launch on Tuesday, January 19<sup>th</sup>.

**Pender Memorial Park** – Ball fields and athletic fields are closed for the winter.



**PARKS AND RECREATION ADVISORY BOARD**  
**PUBLIC INFORMATION/DEPARTMENTAL UPDATE**

**DATE OF MEETING:** January 14, 2016

**SUBMITTED BY:** Dee Turner

**TITLE:** Recreation Programming Update

**DEPARTMENTAL UPDATE:**

**Pender County Parks and Recreation** – The Board of County Commissioners approved the request to hire part time staff to provide the recreational component for the 21<sup>st</sup> Century after school programs operated by Communities in Schools of Cape Fear and Pender County Schools. Interviews will be conducted within the next week. Part time staff will begin programming by February 1<sup>st</sup>.

**Basketball** – Pender Youth Basketball Association and Topsail Basketball Association are in full swing.

**Baseball/Softball** – Burgaw Dixie Youth, Topsail Ball Club and Topsail Girls Softball Organization will begin registration the end of January/first of February.

**Soccer** – Port City Soccer Club has already held registration for the leagues that play at Hampstead Kiwanis Park. This coming season those leagues at HKP will be playing for Pender County Soccer Club, which will be run by Port City Soccer Club. Pender Youth Soccer Association will begin registration January 23<sup>rd</sup>.