



**Wrightsville Beach Board of Aldermen
Regular Meeting**

5:30 p.m. THURSDAY, MARCH 10, 2016
Wrightsville Beach Town Hall Council Chambers
321 Causeway Drive, Wrightsville Beach, NC

AGENDA (ALL ITEMS ARE FOR DISCUSSION AND POSSIBLE ACTION)

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Invocation**
- 4. Public Comments**

Notes on Comment Period: Each speaker is asked to limit comments to **3-5 minutes**. Citizens should sign up at Town Hall by 5:00 p.m. the day of the meeting. The Board is interested in hearing your concerns, but speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town officials or staff and may be scheduled for a future agenda.

5. Consent Agenda

Notes on Consent Agenda: All items on the Consent Agenda are considered routine, to be enacted by one motion without discussion. If a member of the Governing Body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.

- a. Approval of Closed Session Minutes of December 10, 2015 and Board Retreat Minutes of January 12, 2016.
- b. Approval of special event permits as follows:
 1. Community Sunrise Service – WB Churches (1,500 participants)
Sunday, March 27, 2016 (6:00 – 8:30 am)
Location: Beach strand at public access #19 (Oxford Street)
 2. First Presbyterian Church Easter Sunrise Worship Service (200 participants)
Sunday, March 27, 2016 (6:45-7:45 am)
Location: Beach Strand at public access #34 (Taylor Street)
 3. Pine Valley Church of Christ – Easter Sunrise Service (30 participants)
Sunday, March 27, 2016 (6:45-7:30 am)
Location: Beach Strand at public access #43 (Jack Parker Blvd.)
 4. Wrightsville United Methodist Church Son Run 5k (150 participants)
Saturday, October 8, 2016 (8:00 am Kids Run, 8:30 am Adult Run) (Setup 5 am)
Location: Wrightsville Beach Park, John Nesbitt Loop and N. Channel Drive
- c. Acknowledge previously approved special events for April.
- d. Adoption of Resolution No. (2016) 1971 to adopt an updated Local Water Supply Plan.
- e. Adoption of Budget Ordinance No. (2016) 431-B to add additional sewer main on Bahama Drive.
- f. Adoption of Budget Ordinance No. (2016) 430-B for Boardroom renovations.

- g. Approval of revised 2016 Board of Adjustment Meeting Schedule to cancel the March 24th meeting.
- h. Set public hearing for Thursday, April 14, 2016 at 5:30 p.m., or as soon thereafter as possible, for consideration of a text amendment to Section 155.6.4 Table of Permitted Uses of the Code of Ordinances to amend Boat Rental Facility as a permitted use in the Commercial III Zoning District.

REQUESTED ACTION: Motion to APPROVE Consent Agenda.



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AGENDA (ALL ITEMS ARE FOR DISCUSSION AND POSSIBLE ACTION)

6. PUBLIC HEARINGS

1. Public hearing to receive input into the FY 16/17 Budget Process and to schedule upcoming budget workshops.

REQUESTED ACTION: Receive public input; set budget workshop dates/times.

7. REGULAR AGENDA

1. Consideration of Resolution No. (2016) 1972 to adopt the Southeastern NC Regional Hazard Mitigation Plan.

REQUESTED ACTION: Adopt Resolution No. (2016) 1872.

2. Consideration of Resolution No. (2016) 1970 approving an Interlocal Agreement with the New Hanover County Sheriff's Office for docking space at the Town's Joint Use Municipal Pier.

REQUESTED ACTION: Adopt Resolution No. (2016) 1970.

3. Discussion and Direction on the hiring of a Landscape Architect and other professionals to begin the planning and design process for a Multi-use Path between Salisbury Street and Causeway Drive on Town Hall property; set date for special public meeting to present the PARTF Grant Project; and discussion of a future grant application process.

REQUESTED ACTION: 1) Adopt Budget Ordinance No. (2016) 429-B in the amount of \$11,500 to begin the project; 2) Hire Scott Stewart to create a conceptual plan of the Multi-use Trail and provide cost estimates and move forward with surveying and environmental work; and 3) Authorize Ms. Katie Ryan to hold an open house to receive input on a future NCPARTF Grant and on elements of the Multi-use Path being considered.

4. Discussion and Direction on moving forward with Modeling of the Town's Water System and Interconnection with Cape Fear Public Utility Authority.

REQUESTED ACTION: Direct Staff to re-advertise an RFQ for the modeling of the Town's water system.

5. Discussion and Direction regarding local Churches charging or taking donations for public beach parking and regarding consideration of an ordinance for events on commercial property.

REQUESTED ACTION: 1) Determine if the Board wants to move forward on this type of ordinance and either ask the Town Attorney to draft an ordinance or direct the Planning Board to review the matter; and 2) If interested in creating a permit process or ordinance for events on commercial property, consider asking the Planning Board to come back with recommendations.

6. Consideration of request to apply for a CAMA Planning Grant to update the Town's CAMA Land Use Plan.

REQUESTED ACTION: Discuss and give direction to Staff.

7. Discussion and Direction on the Lifeguard Stand Sponsorship Program.

REQUESTED ACTION: Discuss and give direction to Staff.

8. OTHER ITEMS AND REPORTS

- a. Mayor
- b. Board of Aldermen
- c. Town Attorney
- d. Town Manager
- e. Town Clerk

CITIZENS WITH DISABILITIES REQUIRING SPECIAL NEEDS TO ACCESS THE SERVICES OR PUBLIC MEETINGS OF WRIGHTSVILLE BEACH GOVERNMENT SHOULD CONTACT THE TOWN MANAGER'S OFFICE FIVE DAYS PRIOR TO THE MEETING BY CALLING (910) 256-7900.

MINUTES
BOARD OF ALDERMEN
BOARD RETREAT
JANUARY 12, 2016

Mayor Blair called the meeting to order at 3:00 p.m. in Council Chambers of Town Hall.

Attendance: Mayor William J. Blair III, Mayor Pro Tem Darryl Mills, Alderman Elizabeth King, Alderman Henry E. Miller III, and Alderman Lisa Weeks; together with Town Attorney John C. Wessell III, Town Manager Timothy W. Owens and Town Clerk Sylvia J. Holleman.

BOARD ROOM UPGRADES

Design:

Mr. Owens stated that the Town had hired the services of Big Sky Design to bring back a conceptual design to update the look and function of the Boardroom. He said they were supposed to make a presentation at the Retreat but since they were unable to get to where we needed to be on the cost, the Board would have to review their proposal at a later date.

Audio / Visual Equipment Upgrade:

Information Technology (IT) Manager Raquel Ivins reviewed the following three options for upgrading the audio and visual equipment in the Boardroom: 1) Two 55"-65" monitors in the corners and two 49'-50' tilt mount monitors on the audience walls (\$22,194-\$23,398); 2) Take out the two monitors in the corners and replace them with one 90" monitor in the center (\$25,820-\$28,269); and 3) Take out the two monitors in the corners and replace them with one 75" monitor in the center (\$20,770-\$23,126). Mrs. Ivins said the gooseneck microphones would be replaced with tabletop microphones and a ceiling mounted microphone would be included to catch the audio when meetings are held in the middle of the room. She noted that all equipment would be controlled by a touch panel controller. Mrs. Ivins stated that the tabletop computer would be replaced with a laptop computer in a box on the wall. Mr. Owens stated that the budget was \$25,000 and the monitors could be purchased from Wal-Mart.

Following a lengthy discussion regarding the possibility of holding Board meetings in the Public Safety Training Room, there was Board consensus to keep the Board meetings in Council Chambers (because the Fire Department uses the other room for training at least four nights a week); to do the whole upgrade at one time that would include two monitors in each corner and two on each side for the audience. Fire Chief Frank Smith asked the Board to also consider the safety issues with the current setup that places people and easels in the exit aisle.

Paperless Agenda:

Mr. Owens stated that there was a cost-free alternative (Agenda Free) if the Board wanted to go to a paperless agenda. He said the agenda packet would be scanned and given to the board digitally. Mrs. Ivins noted that if the Board used iPads, they would be able to highlight information on the screen. When asked if there would be an additional fee for internet service, she said the room already had WiFi so there would be no extra cost. Following a brief discussion regarding whether the Board members should use their personal iPads, there was Board direction to move forward with the purchase of uniform iPads or tablets to be under uniform control by the Town.

When asked if the Planning Board should also go paperless, Mr. Owens said he thought the Board of Aldermen should try it first and see how it works before trying it on the Planning Board.

FY2016/17 BUDGET PROCESS AND DIRECTION.

Finance Officer Erica Walters stated that as of December 31, 2015, all revenues and expenditures should be at 50%, but as a whole, the General Fund was at 53% for revenues and the Water and Sewer Fund was at 49%, which was slightly below projected because we only bill every other month. She stated that there were a couple of departments that were above the 50% rate with expenditures but, as a whole, the General Fund was at 42% and the Water and Sewer Fund was at 39%. She then gave a recap of the Fund Balance and the CIP Balance for Fiscal Years 2013-2015. Mayor Blair asked if there was a way to know from the CIP Balance recap what impact we had from the water rate increase. Mr. Owens said all of that went strictly into the fund in the CIP. He referenced the \$500,000 in the SSWWTP and said we took money from that to do some infrastructure upgrades. He said the Board would review that in the budget process. A brief review of the Budget Calendar followed.

BOARD DIRECTION

Merit Implementation:

Mr. Owens said, "In this budget year, we had a 1% COLA that was effective July 1, 2015; everybody got a 1% pay increase. We had another 1% loaded into the budget that the Board would decide on at the end of the year. 1% of the General fund budget is approximately \$35,000 and 1% of the Water and Sewer Fund budget is roughly \$3,500. Option A would be a merit salary increase – not a bonus; Option B would be a bonus; and Option C would be no merit raises in FY15/16 and reconsider for FY16/17. If you decide on Option A or Option B, we would implement in April."

Mayor Pro Tem Mills stated that we had improved ourselves significantly in the last couple of years and he was in favor of a merit increase. He said he was open to considering more than 1%.

Alderman Weeks stated that there had been a flattening of the salaries within the departments because of so little change in salaries over the last ten years. She said since we are in a better position and we finally pulled out of the recession, she was in favor of getting salaries back in line.

Mayor Blair agreed that the General Fund balance was better than anticipated. He said if they were looking for percentages, he thought they should consider 1% to 1.5% or something higher than that on a merit basis because we had a good year. He said merit and COLA were two different things to him and he thought this would be based on performance.

Alderman Miller stated that he liked the 1.5% versus the 1% in the form of a merit bonus but he was not sure he agreed with where the economy is.

Alderman Weeks noted that they had talked about this being a "bell shape" within departments because one person may get 2% and one person may get nothing but the total for the department would not go over the amount.

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Mr. Owens stated that some employees would not qualify because they have been here less than a year. He said a merit salary increase would do more towards competition between Wilmington, New Hanover County and Carolina Beach.

Mayor Blair stated that he was suggesting a 1.5% merit “bonus”. Alderman King clarified that he was talking about a “bonus” and not a merit “salary increase”. Mayor Blair said he was proposing a merit “bonus” for this. Mayor Pro Tem Mills stated that we had a good year and he felt staff should share. He said he had no problem with 1.5% bonus. There was Board consensus to give a 1.5% bonus. Mr. Owens stated that he would place that on the Board’s next agenda.

Town Operations Audit / Pay and Classification Study / Personnel Policy Review

Mr. Owens said, “A lot of folks around us have done a pay and classification study and have implemented some or all of it. The Town’s last pay and classification study was completed in 2004. The Board talked about an operations or efficiency study. The last time we bid this out, the vendor cost ranged from \$35,000 to \$125,000. At that time, it seemed to be something new to local governments but with the economy, I think more and more local governments have done an audit or efficiency study. So, if you were to go with Municipal Solutions at some point, I think we could do the project for \$30,000 to \$35,000. That would be an operations audit; they’d come in and look at your departments and look for ways to be more efficient and save money. You may or may not use Municipal Solutions or you may send each facet out for an RFP. I’m guessing the cost of that pay and classification study would be around \$15,000. Then there’s a personnel policy review that would be about \$10,000. We could undertake all of this now or we could talk about it during the budget process.”

Mayor Pro Tem Mills stated that he wanted to make sure everyone understood that the Town would be paying somebody up to \$15,000 to do a pay and classification study that we could do in-house if we made it a priority. He said an efficiency study was different. Mr. Owens said we could do it in-house but he liked the objectivity of somebody from the outside doing it.

Mayor Blair referenced the upcoming department head retirements and said he felt we should have the new department heads onboard before moving forward with an efficiency study. Mr. Owens suggested putting \$35,000 in the budget and talking about it during the budget process. Mayor Blair stated that he would be fine with leaving the pay and classification study in the budget if the Board could get better information than Municipal Solutions. He said he was not interested in getting information from towns in Florida and Texas; he felt we should be within our region. He said he would be in favor of putting the efficiency study on hold until we’re ready. Mr. Owens stated that staff would bring this back during the budget process.

CONSIDERATION OF CHANGES TO THE PIER AND DOCK ORDINANCE

Mr. Wilson reviewed proposed changes to the Pier and Dock Ordinances that staff felt needed to be made. One of those changes was to Section 150.12 to add an exception that would be made in unusual cases to require adjacent property owners to sign off on any pier, dock or piling closer than fifteen feet instead of having to come to the Board of Aldermen for approval of that exception. He said staff would like to bring back a text amendment for Board approval in March or April.

Mr. Owens stated that staff wanted to make things a little more consistent with what CAMA will allow. He said they were not proposing any changes to the Pierhead Line. Mr. Wilson said most of the things coming before the Board recently had been the nonconforming piers and staff felt that definitely needed to be looked at.

Mayor Pro Tem Mills stated that he thought this would simplify everybody's life but he wanted to make sure Mr. Wessell was okay with the proposed changes. Mr. Wessell said he thought a lot of time is wasted on the fifteen-foot restriction when neighbors are onboard with it. Mr. Owens said, with Mr. Wessell's help, staff would draft an ordinance and bring it back to the Board at a later date.

FUTURE COASTAL STORM DAMAGE REDUCTION FUNDING BY THE TOWN

Mr. Owens said, "The Board recently put another \$37,500 away to increase the amount of funding for the year to \$437,500. If the Town places this amount in a CIP account each year, the Town should be able to sustain funding for a \$10 million dollar beach project every four years with 17.5% funding coming from the Town and the remaining funding from the ROT funds. Federal and state funding is becoming more difficult to come by so the burden will be on us."

Mayor Blair stated that he met with Senator Richard Burr last Tuesday and it was clear that federal funding was going away completely at some point. He said the Town needs to plan to manage that financial burden, along with the County, and if we're going to use parking revenues, we need to be hard on parking because the burden is going to be big. He referenced the upcoming parking workshop and said some things would be presented that would keep this moving forward, unless the Board wants that to be managed through property taxes. Mayor Pro Tem Mills stated that he had gotten the same signals from Congressman Rouzer.

REVITALIZATION PLAN FOR BUSINESS DISTRICTS ON WRIGHTSVILLE BEACH

Ms. Sue Bulluck said, "I was here last year at the Retreat; we talked about putting together a collaborative effort to plan for revitalization in our business district. As we approached the election, the Board and I made a decision to pull that request off and not involve the issue of height or changes in zoning and all of those issues in the election process because whatever we do has to be collaborative. I surveyed the downtown (Salisbury, Old Causeway and Marina) and we have more nonconforming than we have conforming. We probably have ten owners that actually have property that can be rebuilt. The problem is that the owners versus the businesses that operate within those buildings and the Chamber are at a point where, along with two of the property owners downtown, we will be sending out one last letter which says basically, "If you're an owner and you want a future for your business, you need to step up to the plate and begin to look at the issues of FEMA, and the cost of making a new building water tight or water resistant. We need the owners as well as the business operators. The Chamber is willing to put in some money. I've approached the Foundation; they would be willing to put in some money. We would look at the Town to come up with some money when we get to the point of asking for a real revitalization study. But until the owners and businesses step up; until they decide whether they want to be businesses or whether they want this as a residential beach, there's really not any point to having us go out and implement a plan for them. So, we're going to spend our time looking at FEMA, beach nourishment and what we can do collaboratively, go out-

side the state and lobby at the national level where we can make a difference for that sporadic funding. As far as our research, we're probably looking at a seven to ten million dollar bullet every four or five years, if we have good times with no hurricanes or anything else. So, folks here, businesses and residences better get prepared and that's to say nothing of our infrastructure or other issues. The Chamber is willing to work with the different groups but until we've got some interest from the owners of the buildings, there is not much point in pushing ahead."

Mayor Blair said, "We had a group in the state last year trying to make a run on our sales tax distribution monies. According to everyone I've talked to, it appears that they will make another run at it." Ms. Bulluck said it was already in construction at the Legislature. She said, "We're willing to help but we're facing beach reconstruction, infrastructure, FEMA, all kinds of sales tax, and revenue stream from the County. Folks who have had the privilege of living here with relatively low tax rates comparatively may have to get prepared unless we have some very different legislative action. We will continue to work with you. I asked Layton Bedsole for all of the ownership lists of all of the owners that have properties here that live outside of New Hanover County and outside of the state. They need to be leveraged and talked to about who they go to in their particular congressional district. We can't do it alone; we can't do it without leveraging those other folks. And if we have a hurricane, we have nothing planned. So it would be at minimum, eighteen months or two years before anybody would rebuild anything. We'll all work together and keep pushing the rock uphill." The Board expressed appreciation to Ms. Bulluck for her hard work.

LONG-RANGE TRAFFIC FLOW / PEDESTRIAN / BIKE PLAN

Mr. Owens reviewed a list of prior recommendations of the Community Transportation Plan and the Salisbury and Pelican Street Bike and Pedestrian Plan as well as several other projects identified in the area between Waynick Boulevard and Columbia Street. He said the Town had only one plan in the Cape Fear Transportation Plan and that was bike and pedestrian improvements on Causeway Drive (considered a low priority for funding). He noted that having named projects in the Transportation Plan is tied directly to future STP-DA funding.

Alderman Weeks referenced a roundabout that was planned for the area across the drawbridge and expressed concern that something needed to be done to help with that traffic flow. Mayor Blair said when he was on the Transportation Advisory Committee, he got the sense then that the transportation guys did not think a roundabout was a solution. Alderman Weeks said there had been a modification with the previous supervisor where the outer lane would continue to go across the bridge and not be part of the roundabout. Mayor Blair said he thought the transportation people should be able to give us their thoughts on if that would be good or bad. Alderman Weeks said it is dangerous on Causeway Drive when you're riding a bike because you're weaving in and out between the parked cars. Mayor Blair said, "We have some people on Causeway that are not in favor of putting a bike path on their side because of cars having to back out into the lane." Alderman Weeks said she had talked to people that said it was more dangerous for them to look around parked cars to see cars that are pulling out. Mayor Blair asked if there was a way to canvas what the people on Causeway think about having a bike lane. Mayor Pro Tem Mills said Seapath people want the parking to go away but that would impact everyone.

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Mr. Owens expressed the need to have a public hearing on a bike lane to help the Board decide what is best for the Town. Alderman Weeks said, “Just a wide shoulder along the Loop beside the sidewalk and a wide shoulder on the opposite side. There are very few parking places along there. I’m trying to look at the greater good. It is safer on Salisbury now than it has been in the past. I biked from Poe’s the other night and had to weave in and out of parked cars and I think that is more dangerous. Mayor Blair expressed the need to have some way of knowing that they would not be creating a safety problem with all of the driveways on Causeway Drive.

Following a brief discussion regarding roundabouts in other areas and the bike lane on Eastwood Road that is not being used by cyclists, Alderman Miller and Alderman King expressed concern with any future plans for Waynick Boulevard with regard to bike lanes. Alderman Miller asked the Board to let him talk to Mike Kozlosky to see if any funds were available. Alderman Weeks asked him to tell Mike Kozlosky that the modified roundabout made more sense and also to keep in mind Harold King’s alternative route off the beach.

DISCUSSION OF FUTURE PROJECTS AND GRANTS

Mr. Owens presented the following list of projects that could be considered for grants or that the Town might wish to pursue without grant funding:

PROJECT	NOTES
1. Coral Drive Sidewalk	We just got the signed contract back for Coral Drive; we will move forward on that within the next week.
2. Mid-Loop Crossing and other amenities	Multiuse connection from Causeway to Salisbury; could undercut some of the brush for better views; could have education component; could have memorial bricks to pay for matching amount; could potentially hire a landscape architect to help.
3. Additional Parking on Old Causeway	Options: 1) provide 35 additional spaces and retain the bike lane – encroachments would be needed from NCDOT; 2) provide 39 spaces instead of 15 with limited involvement from NCDOT (bike lane cannot remain but you could have sharrows). Mayor Blair asked if that could be turned over to Parking to review what that would do to revenue.
4. Additional Parking Near Shell Island	The Town has lost some land at the north end. Additional consultation with NCDOT would need to occur. Three options: 1) provide 44 parking spaces within the NCDOT and land owned by the Town (probably the most feasible option); 2) provide 55 parking spaces; and 3) provide 75 parking spaces (probably the least feasible).
5. Wrightsville Beach Street Banners	Now that the Town has a truck with a lift, we could consider installing WB street banners, welcome banners, or seasonal banners in strategic areas of Town. The cost of the project would not be covered by any grants. The cost for 20 banners and hardware is approximately \$5,000.
6. Trolley Stop Bathrooms	The Town applied for a CAMA grant which scored well but there were limited funds available. If the Board wishes to consider this, a public hearing or open house is recommended for the property owners surrounding the facility to give their input. Then we could apply for the next CAMA grant with an estimated cost of the facility of \$220,000.

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PROJECT	NOTES
7. Bridge Signage	This has been discussed with NCDOT but we do not know the feasibility. Staff feels having an NCDOT and Wrightsville Beach carved sign on the bridge tower would be a welcome addition.
8. Parks and Recreation Master Plan	There are a lot of recommendations that came out of the Parks and Recreation Master Plan in 2013: 1) Land Acquisition; 2) Area and Facility Development; 3) Program and Service Development; 4) Policy and Procedure Considerations; and 5) Personnel Considerations.
9. Parks and Recreation Advisory Committee Recommendations	Recommendations for future projects (some may likely be eligible for grant funding and some may not: 1) Fitness Equipment along potential multiuse trail (\$1,200-\$5,000/unit); 2) Tennis Court Lighting (\$53,000 with approximately \$1,200-\$1,500 annual expense); 3) Landscaping on Back Side of Tennis Court Fence (\$3,000); 4) Pedestrian Lighting Around Tennis Court Walkways (\$6,500); 5) Pickleball Courts (\$70,000 – does not include engineered plans and sand removal); 6) 100 W. Salisbury Street Property for Park with Kayak, Paddleboard Launch (\$1,500,000 – property asking price only – does not include development).
10. Other Projects	Future Streetscape Improvements: 1) East and West Salisbury Street; 2) Lumina Avenue from Salisbury to Latimer; 3) Waynick Boulevard; and 4) Keel, Marina, Short Street, Old Causeway Commercial Area. These improvements should be pre-planned for the entire Town and in the context of a Master Development Plan/Streetscape Plan. The additional benefit to this type of pre-planning is that NCDOT may implement some of the improvements when resurfacing or allow the Town to partner with them and possibly save money.

The Board briefly discussed the additional parking near Shell Island. Mr. Owens stated that the NCDOT wants the Town to maintain all the way to Salisbury Street. He said they were hesitant to come out and say yes because part of the project would be in their right of way. Mayor Blair asked staff to “run this up the flagpole” to see what problems we find and to see if we can do it. When he expressed the need to have committal from NCDOT, Mr. Owens said he would check with them.

Meeting recessed at 4:35 p.m. and reconvened at 4:40 p.m.

WATER AD HOC COMMITTEE ACTION

Mr. Owens gave the following update on the Water and Sewer Ad Hoc Committee: “Their last meeting was a joint meeting with the Board of Aldermen on August 25, 2015. Since that time, I’ve tried to meet with the Cape Fear Public Utility Authority (CFPUA) a couple of times to discuss the different scenarios because most of the scenarios, at some level, involve their guys. The Water and Sewer Ad Hoc Committee has a meeting next Tuesday, January 19th, to systematically go through the different options we have and try to get a final list to bring back to this Board. One of the items that I think we need to do immediately, because we have an interconnection with CFPUA for emergency purposes or maybe for a portion of our water supply or maybe all of our water supply – we just don’t know that yet – I think we need to have that system modeled along with our system because their pressure is so much different than ours. We also have different types of water quality and different kinds of chemicals. In my opinion, we need to hire somebody to model the system and figure out what happens when we turn that valve on. The second phase of

the study will be to inventory and assess the condition of the Town's water and sewer infrastructure. We should, 1) inventory all assets of the system; 2) determine the value of all assets; 3) identify the overall condition of the system; 4) identify needed or required infrastructure improvements and estimated costs; and 5) create a ten-year CIP to implement needed infrastructure improvements. I would be ready to move forward with the modeling. If the Board wanted to do that, on the upcoming agenda, we could exempt ourselves from the qualification-based process that engineers would have to go through. When you approve the exemption, I will send it out to a couple of engineers in town. I think we need to do this regardless of whether we deal with CFPUA or not. You have an emergency access over there and if you ever decide to turn it on, you need to know what will happen. Their pressure is 75psi and ours is 35-45psi." Mayor Blair expressed the need for Mr. Owens to give the Board a plan and a price. Mr. Owens said, "The ad hoc committee is meeting on the 19th of January and it's my hope that by the end of February, you will have their recommendations to begin pondering. I realize this is a priority of the Board and the goal is to get moving on this as quickly as possible."

SANITATION / CURBSIDE RECYCLING

Mr. Owens reviewed the following information: Curbside Recycling: "Whether in-house or contracted, it would result in an additional nominal monthly cost for residents but it would be more convenient and would likely divert more waste flow from the landfill. There are some logistical hurdles for whoever we would hire to do this like having to back down a lot of streets." Recycling Convenience Center: "At the request of the Board of Aldermen, the County took over the operation of our Recycling Center. During the Board discussion, we conservatively estimated that the cost savings was around \$40,000 but when you start looking at wear and tear on vehicles, wear and tear on dumpsters, tires, gas going to and from the landfill, etc., we are probably closer to \$60,000-\$80,000 savings." Sanitation: "If you did outsource Sanitation, you'd still have to have some function where you're picking up vegetative debris and all the trashcans we have around Town. I'm estimating 5,000 man hours to provide all those peripheral things to the daily duties besides commercial and residential trash pickup. So that would be a cost addition to going out for bids."

Mayor Blair expressed the need to wait until the new Public Works Director is onboard before making a decision.

Alderman Weeks stated that she thought the County would be willing to partner with us in a recycling project because they want to keep the tonnage down in order to extend the life of the landfill. She said our Sanitation rates have not gone down since 2009; we are still paying \$22.50 a month without curbside pickup based on a \$65 tipping fee but the tipping fee is now \$52. She noted that Carolina Beach is paying \$21.75 per month and that includes curbside. Mr. Owens stated that the Board could address the rates during the budget process. A brief discussion followed regarding why our previous sign-up program with Green Coast did not work and the issues we faced with comingling our recycling. Mayor Pro Tem Mills agreed with Mayor Blair that the Board should not make a decision until the new Public Works Director is onboard and can be included in the process. He said, "We get consistently high marks for Sanitation and we need to be careful before we tinker with that."

BEACH AMBASSADOR DISCUSSION

Mr. Owens said, “We did this program in 2013-2014. Generally, the program would cost from six to eight thousand dollars and we were using TDA funding to pay for that. It provided a service from Stone Street to Salisbury Street but it was hard to quantify what the benefits of that program were.”

Mayor Pro Tem Mills stated that he thought we had the program when the Town was going through some changes relative to smoking on the beach. He said just because we’ve done it once, it shouldn’t go on forever. He said, “Once it serves its purpose, you stop and look for a better use of those resources. The seriousness of this whole sand and beach re-nourishment thing can’t be overstated. We’re going to have to look for ways to fund that. The Beach Ambassador Program is one example of something that is not necessary and can be stopped. I talked to Shannon (Slocum) about this and he tends to agree that it served its purpose with regard to educating people about not smoking and drinking on the beach. We have signs in place and if there are consistent and constant violations with that, then we might look at it.”

Alderman Miller concurred with Mayor Pro Tem Mills and said he thought it was an enforcement issue. He said he couldn’t see people walking up and down the beach telling people what they should and shouldn’t do. Alderman King said it was her understanding that one of the reasons we stopped it was because we had trouble with the ambassadors not showing up for their job and when asked questions, some were not clear on the answers. Mr. Wilson stated that the first year was shaky but the second year was better; then questions came up about how you measure the success of the program. Mayor Blair said, “If you could come up with a way to quantify the effort, then I would be more than happy to support the program but not to just keep throwing money at something.” Alderman Weeks agreed and said this program would be nice to have but we need money for what we’re facing.

Ms. Bulluck said, “The Hospitality Division at UNCW may well be an intern site for folks and that may be a summer avenue to gain some free service. I’m not a big fan of seeing our ROT money go for ambassadors. I think if we can find a vehicle for interns in providing information through some other vehicle, that’s good.” Mayor Blair asked if Ms. Bulluck would get that information to Mr. Owens.

YOUTH SPORTS PROGRAMS.

Program Supervisor Katie Ryan said, “We have received some emails from people who have participated in our youth basketball league and a few emails from residents wanting more youth programs in basketball and soccer. Our six-week youth instructional basketball league in the spring and fall were well attended by residents.” Ms. Ryan then reviewed possible opportunities for adding instructional programs for soccer and flag football. Mr. Owens stated that he thought instructional programs work well for us because our fields are not set up for leagues.

Alderman Weeks said more and more of her constituents and friends do not want to go across the bridge. She said they like the basketball program so adding soccer and flag football would be good. Mr. Owens said we would move into the new programs and see how well they do.

HAWK LIGHT DISCUSSION.

Mr. Owens reviewed the lighting sequence of the HAWK light on Causeway Drive and said some people don't know you can continue when it is blinking red. He said he was not sure the D.O.T. would change that but he could ask that question. He suggested adding signage to better explain the light or asking the D.O.T. to help make the existing signage clearer. Alderman King asked if they could go back to blinking yellow. She said people do not continue when the light is blinking red because the signs say "Crosswalk – Stop on Red."

Alderman Weeks said when we install the sidewalk on Coral Drive, it would make more sense to have the HAWK light there and not so close to the bridge. Mr. Owens said the problem was that most folks are coming down Live Oak and they would have to go back up. Alderman Miller said he thought the purpose of the light was for school crossing. Mayor Blair said, "Let's get the Coral Drive sidewalk in and get the current signs cleared up."

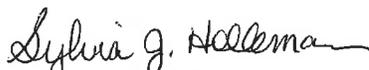
LED LIGHTING IMPLEMENTATION BY DUKE ENERGY.

Mr. Owens said, "We talked about LED lighting implementation probably two years ago. There are about 400 street lights in Town. We could save close to \$10,000 if we changed them all to LED. We decided to do the Town Hall Complex about a year ago. I think it's clearer, brighter, safer and cheaper. Duke Energy did move forward on some of the other areas – about 50 lights mainly along North Lumina Avenue from Stone Street to just past Seagull Street. I only got two complaints; one issue was resolved; the other one would like to see a shield placed on the light or the old light put back." Mr. Owens noted that Progress Energy used to put shields on these lights but Duke Energy doesn't do it now. He also noted that the Town has been asked to put street lights by Poe's on Old Causeway Drive.

Mr. Owens said, "I need direction from the Board. Are we going to put up LED lights everywhere or just use them in certain areas?" Following a brief discussion, Mayor Blair said, "I say you proceed on with it and just manage it as you go." Mr. Owens said he thought it should be all or nothing. He asked if the Board wanted this placed on a future agenda for further discussion. There was Board consensus to just do it and not put it on a future agenda.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 5:22 P.M.

Respectfully submitted,



Sylvia J. Holleman
Town Clerk

**TOWN OF WRIGHTSVILLE BEACH
PARKS & RECREATION**

1 BOB SAWYER DRIVE • P. O. BOX 626
WRIGHTSVILLE BEACH, N.C. 28480
(910) 256-7925 • FAX (910) 256-7926 • www.towb.org

MEMORANDUM

To: Mayor Blair and Board of Aldermen
From: Katie Ryan, Recreation Program Supervisor *Katie*
Subject: Special Event Permit Applications
Date: March 4, 2016

The following special event permit applications for Easter Sunday Sunrise Services require Board of Aldermen approval because they begin prior to 8:00 am:

- 1) Community Sunrise Service – WB Churches**
Sunday, March 27, 2016, 6:00 – 8:30 a.m.
Location: Beach strand at public access #19 (Oxford Street)
Number of Participants: ~1,500

- 2) First Presbyterian Church – Easter Sunrise Worship Service**
Sunday, March 27, 2016, 6:45 – 7:45 a.m.
Location: Beach strand at public access #34 (Taylor Street)
Number of Participants: ~200

- 3) Pine Valley Church of Christ – Easter Sunrise Service**
Sunday, March 27, 2016, 6:45 – 7:30 a.m.
Location: Beach strand at public access #43 (Jack Parker Blvd.)
Number of Participants: ~30

The special event permit application for the annual Son Run 5k requires contracted Police Department support for closure of the outside westbound lane of Causeway for the start of the race which requires Board approval:

- 4) Wrightsville United Methodist Church Son Run 5k**
Saturday, October 8, 2016, 8:00 a.m. Kids Run, 8:30 a.m. Adult Run
(set up begins at 5:00 a.m.)
Number of participants: ~150
Location: WB Park and Loop & N. Channel

RECOMMENDED ACTION: Approve special event permit applications as presented.

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

5-b-1-a

Applications requiring Board of Aldermen approval must be submitted 60 days prior to the event.
A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

- New Event
 - Recurring Event
- Fee Per Day:
- | Participants | Fee |
|---------------|------------|
| 1 - 25 | \$125.00 |
| 26 - 100 | \$175.00 |
| 101 - 199 | \$225.00 |
| 200 - 400 | \$350.00 |
| 401 - 600 | \$450.00 |
| 601 - 1,000 | \$500.00 |
| 1,001 - 2,000 | \$600.00 |
| 2,001 - 3,000 | \$700.00 |
| 3,001 - 4,000 | \$800.00 |
| 4,001 + | \$1,000.00 |

Non-profit organization?
 Yes No

Tax Exempt ID: _____

Time between 8 am & 10 pm? No

Number of Hours 2 1/2

Rain date necessary?
Yes No

Park Facility Used? No

Reservation Obtained?
Yes No Not Required

Reservation Fees: _____

Portable toilets needed?
Yes No Not Required

Number of trash carts needed _____
X \$25.00 per cart
Amount due = _____

Health Department permit obtained?
Yes No Not Required

1. Description of event: Community Sunrise Service

2. Event Date: March 27, 2016 Time: 6:00 am / pm to 8:30 am / pm
(Events must occur between 8:00 a.m. and 10:00 p.m.)

3. Estimated number of participants (including spectators): 1500

4. Location: Beach access #19. (At end of Oxford St.)

5. Individual making request: Rev. Pat Rabun on behalf of WB churches.
Complete Mailing Address: 2 West Fayetteville St., WB, NC 28480
Phone Number: 910-256-2819 ext. 103 E-mail: pat@littlechapel.org

6. Individual who will be on site and in charge of activity: Rev. Pat Rabun
Complete Mailing address: 2 West Fayetteville St., WB, NC 28480
Phone Number: 910-256-2819 ext. 103 E-mail: pat@littlechapel.org

7. Sponsoring organization/corporation (if applicable): Wrightsville Beach Ministerial Group
Contact: Rev. Pat Rabun
Complete Mailing Address: same as above
Phone Number: same as above E-mail: same as above

8. Briefly describe provisions for the following:

Toilet facilities no

Trash disposal no
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking Street parking / parking at Little Chapel.

Electrical power needs no

Water needs no

9. Will food be served? no If yes, has permit from Health Dept. been obtained? —

Describe types of containers, cooking equipment, etc. to be used _____

FOR OFFICE USE ONLY

Site plan included?
Yes No Not Required

Permit(s) needed for vehicle on the beach? Yes No
Number needed: 1

Vehicle permit issued to:

Pat Rabun

Vendors requested?
Yes No

Police support required?
Yes No Not Required

PD Comments:

Fire Dept. support required?
Yes No Not Required

FD Comments:

Ocean Rescue support required?
Yes No Not Required

OR Comments:

EMS support required?
Yes No Not Required

Other staff Comments?

Certificate of Insurance obtained?
Yes No Not Required

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? There will be a PA system for the Ministers who will speak. Also there will be congregational singing.

If yes, provide information specifying location and direction of noise-emulating devices along with proposed noise level, frequency, and duration: 5-b-1-b

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? _____

If so, what company is providing the equipment? A small platform for the

Describe equipment in detail and provide a sketched plan: ministers to stand on will be provided by Wrightsville Beach Baptist church.

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property? No

If so, describe in detail: _____

13. Is police assistance necessary? No Are you requesting the closing of any streets? No

If so, please specify: _____

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department. Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less a \$15 administrative fee.

*** See attached memo for additional stipulations.***

Signature: Pat Rabun Date: 2/9/16

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

Applications requiring Board of Aldermen approval must be submitted 60 days prior to the event.
A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

New Event

Recurring Event

Fee Per Day:

Participants	Fee
1 - 25	\$125.00
26 - 100	\$175.00
101 - 199	\$225.00
200 - 400	\$350.00
401 - 600	\$450.00
601 - 1,000	\$500.00
1,001 - 2,000	\$600.00
2,001 - 3,000	\$700.00
3,001 - 4,000	\$800.00
4,001 +	\$1,000.00

Non-profit organization?
Yes No

Tax Exempt ID: _____

Time between 8 am & 10 pm? No

Number of Hours 1

Rain date necessary?
Yes No

Park Facility Used? No

Reservation Obtained?
Yes No Not Required

Reservation Fees: _____

Portable toilets needed?
Yes No Not Required

Number of trash carts needed _____
X \$25.00 per cart
Amount due = _____

Health Department permit obtained?
Yes No Not Required

1. Description of event: Easter Sunrise Worship Service

2. Event Date: March 27 2016 Time: 6:45 am pm to 7:45 am pm
(Events must occur between 8:00 a.m. and 10:00 p.m.)

3. Estimated number of participants (including spectators): 175 - 199

4. Location: Beach at Public Access #34

5. Individual making request: Lorene Walsh - First Presbyterian Church

Complete Mailing Address: 125 S. 3rd St., Wilmington, NC 28401

Phone Number: (910) 762-6688 E-mail: lorene@firstonthird.org

6. Individual who will be on site and in charge of activity: Charlie Lee and Jay Atkinson

Complete Mailing address: 125 S. 3rd St., Wilmington, NC 28401

Phone Number: (910) 762-6688 E-mail: charlie@firstonthird.org
jay@firstonthird.org

7. Sponsoring organization/corporation (if applicable): First Presbyterian Church

Contact: Lorene Walsh

Complete Mailing Address: 125 S. 3rd St., Wilmington, NC 28401

Phone Number: (910) 762-6688 E-mail: lorene@firstonthird.org

8. Briefly describe provisions for the following:

Toilet facilities none

Trash disposal none
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking on street

Electrical power needs none

Water needs none

9. Will food be served? no If yes, has permit from Health Dept. been obtained? N/A

Describe types of containers, cooking equipment, etc. to be used none

FOR OFFICE USE ONLY

Site plan included?
Yes No Not Required

Permit(s) needed for vehicle on the beach? Yes No
Number needed: _____

Vehicle permit issued to: _____

Vendors requested?
Yes No

Police support required?
Yes No Not Required

PD Comments: _____

Fire Dept. support required?
Yes No Not Required

FD Comments: _____

Ocean Rescue support required?
Yes No Not Required

OR Comments: _____

EMS support required?
Yes No Not Required

Other staff Comments? _____

Certificate of Insurance obtained?
Yes No Not Required

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? _____

No

If yes, provide information specifying location and direction of noise-emulating devices along with proposed noise level, frequency, and duration: _____

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? No

If so, what company is providing the equipment? _____

Describe equipment in detail and provide a sketched plan: _____

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property? No

If so, describe in detail: _____

13. Is police assistance necessary? No Are you requesting the closing of any streets? No

If so, please specify: _____

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department. Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less a \$15 administrative fee.

*** See attached memo for additional stipulations.***

Signature: Lorene C. Walsh Date: 2/10/2016

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

Wrightsville Beach Parks & Recreation
P. O. Box 628, Wrightsville Beach, NC 28480
(910) 246-7925

5-b-3-a

Applications requiring Board of Aldermen approval must be submitted 60 days prior to the event.
A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

New Event
 Recurring Event

Fee Per Day:
 Participants / Fee

1 - 25	\$125.00
26 - 100	\$175.00
101 - 199	\$225.00
200 - 400	\$390.00
401 - 600	\$450.00
601 - 1,000	\$500.00
1,001 - 2,000	\$600.00
2,001 - 3,000	\$700.00
3,001 - 4,000	\$800.00
4,001 +	\$1,000.00

Non-profit organization?
 Yes No

Tax Exempt ID: _____

Time between 8 am & 10 pm Private 8 am

Number of Hours 1

Rain date necessary? Yes No

Park Facility Used?

Reservation Obtained? Yes No Not Required

Reservation Fees: _____

Portable toilets needed? Yes No Not Required

Number of trash carts needed _____
 X \$25.00 per cart
 Amount due = _____

Health Department permit obtained? Yes No Not Required

1. Description of event: Easter Synrise Service

2. Event Date: March 27, 2016 Time: 6:45 (am) pm to 7:30 (am) pm
 (Events must occur between 8:00 a.m. and 10:00 p.m.)

3. Estimated number of participants (including spectators): 25-30

4. Location: Beach Access #3 Gazebo

5. Individual making request: Mark Bishop
 Complete Mailing Address: 4204 Forward Place, Wilmington, N
 Phone Number: 910-262-5369 E-mail: mbishop@pc.rr.com

6. Individual who will be on site and in charge of activity: Mark Bishop
 Complete Mailing address: Same as Above
 Phone Number: _____ E-mail: _____

7. Sponsoring organization/corporation (if applicable): Pine Valley Church of Christ
 Contact: Mark Bishop
 Complete Mailing Address: Same as Above
 Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:

Toilet facilities: Not Needed

Trash disposal: Should not be any but we can take any trash (Plastic) and aluminum must be recycled. Use of styrofoam and glass is prohibited) with us.

Parking: 10 cars or less, we will carpool or shuttle if necessary

Electrical power needs: NA

Water needs: NA

9. Will food be served? No If yes, has permit from Health Dept. been obtained? _____

Describe types of containers, cooking equipment, etc. to be used _____

FOR OFFICE USE ONLY

Is plan included? Yes No **Not Required**

Permit needed for vehicle in the beach? Yes No **Not Required**

Vehicle permit issued to:

Permit requested? Yes No **Not Required**

Police permit required? Yes No **Not Required**

Dept. support required? Yes No **Not Required**

Police support required? Yes No **Not Required**

Police support required? Yes No **Not Required**

Additional Comments?

Police of insurance obtained? Yes No **Not Required**

10. Will there be any music, PA system, or loud activities of any kind? any equipment used

Singing, No amplification or equipment
If yes, provide information specifying location and direction of noise-emitting devices along with proposed noise level, frequency, and duration: ~ 30 minute service

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? No

If so, what company is providing the equipment?
Describe equipment in detail and provide a sketched plan:

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property? No

If so, describe in detail:

13. Is police assistance necessary? No Are you requesting the closing of any streets? No

If so, please specify:

Organizers of runs and other race events are responsible for providing traffic control which shall be handled by the Wrightsville Beach Police Department. Organizers of waterborne activities are responsible for providing adequate water safety resources to ensure the safety of participants. Depending on the nature of the event the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found out to be inaccurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally named insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less a \$15 administrative fee.

* See attached memo for additional stipulations.*

Signature: [Signature] Date: 3/2/2016

This application is hereby approved, this the _____ day of _____ 20____

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

Applications requiring Board of Aldermen approval must be submitted 60 days prior to the event.
A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

5-b-4-a

FOR OFFICE USE ONLY

New Event
 Recurring Event

Fee Per Day:
Participants / Fee

1 - 25	\$125.00
26 - 100	\$175.00
101 - 199	\$225.00
200 - 400	\$350.00
401 - 600	\$450.00
601 - 1,000	\$500.00
1,001 - 2,000	\$600.00
2,001 - 3,000	\$700.00
3,001 - 4,000	\$800.00
4,001 +	\$1,000.00

pd \$ 225 #1749
Non-profit organization?
 Yes No

Tax Exempt ID: _____

Time between 8 am & 10 pm? Set up 8:00 am

Number of Hours 5

Rain date necessary?
 Yes No

Park Facility Used?
Yes

Reservation Obtained?
 Yes No Not Required

Reservation Fees:
70/day

Portable toilets needed?
 Yes No Not Required

Number of trash carts needed
X \$25.00 per cart
Amount due = _____

Health Department permit obtained?
 Yes No Not Required

1. Description of event: SON RUN 5K

2. Event Date: Saturday 10/8/16 Time: 8:00 am/pm to 11:00 am/pm
(Events must occur between 8:00 a.m. and 10:00 p.m.) KIDS 8 AM
ADULTS 8:30

3. Estimated number of participants (including spectators): ~ 150

4. Location: WB PARK LOOP
(Open area in front of Town Hall)

5. Individual making request: KATHLEEN BARBER
Complete Mailing Address: 4 LIVE OAK DR. WRIGHTSVILLE BEACH, NC 28480
Phone Number: 910-262-4804 E-mail: KATHLEENBARBER60@GMAIL.COM

6. Individual who will be on site and in charge of activity: KATHLEEN BARBER
Complete Mailing address: Same
Phone Number: _____ E-mail: _____

7. Sponsoring organization/corporation (if applicable): WIDUUM CHURCH
Contact: Same
Complete Mailing Address: _____
Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:

Toilet facilities WILL CONTRACT

Trash disposal WILL HANDLE (ORGANIZER WILL REMOVE)
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking WB PARK

Electrical power needs _____

Water needs _____

9. Will food be served? NO If yes, has permit from Health Dept. been obtained? _____

Describe types of containers, cooking equipment, etc. to be used _____

SEP # 225
Resv 70
295 dc # 1749

COI

FOR OFFICE USE ONLY

Site plan included?
 Yes No Not Required

Permit(s) needed for vehicle on the beach? Yes No
 Number needed: _____

Vehicle permit issued to: _____

Vendors requested?
 Yes No

Police support required?
 Yes No Not Required

PD Comments:
 None

Fire Dept. support required?
 Yes No Not Required

FD Comments:

Ocean Rescue support required?
 Yes No Not Required

OR Comments:

EMS support required?
 Yes No Not Required

Other staff Comments?

Certificate of Insurance obtained?
 Yes No Not Required

To provide prior to the event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? _____

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: _____

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? YES

If so, what company is providing the equipment? _____

Describe equipment in detail and provide a sketched plan: _____

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property? _____

If so, describe in detail: _____

13. Is police assistance necessary? YES Are you requesting the closing of any streets? _____

If so, please specify: OUTSIDE WESTBORDAM LANE FOR START OF RACE

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department. Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less a \$15 administrative fee.

*** See attached memo for additional stipulations.***

Signature: [Signature] Date: 2/3/16

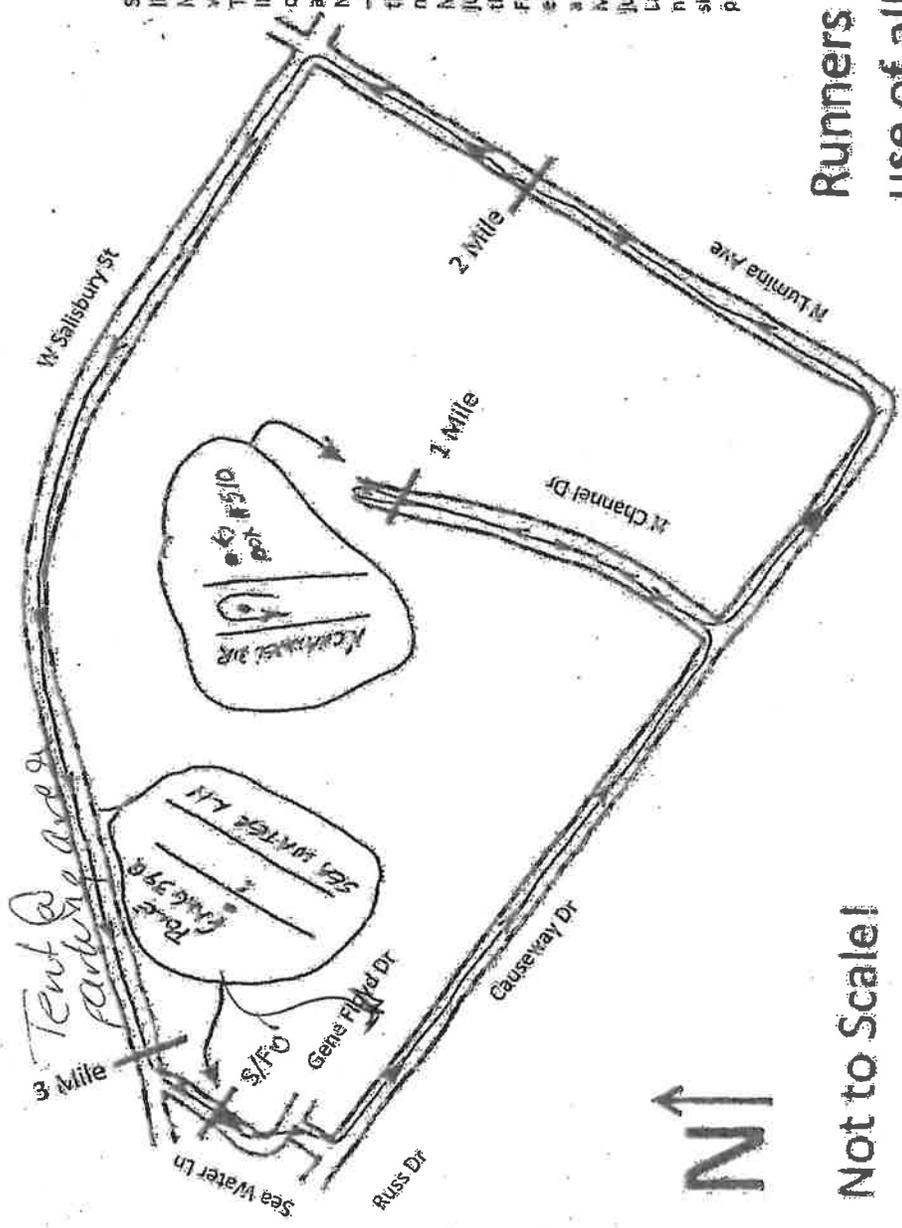
This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

Wrightsville Beach 5K

Wrightsville Beach, North Carolina

Measured by: Herb Dykes
10166 N. Olde Towne Wynd. SE
Leland, NC 28456
(910)371-9786



Start/Finish: On Sea Water Lane in line with Power pole numbered AAG39Q. Marked on the west edge of the street with two washers, nailed and painted.

Turn Around: On N Channel drive in line with mailbox 510. Marked in the center of the street with washer, nailed and painted.

Mile 1: On N Channel Drive 1' - 11" south of mailbox 508B. Marked on the east edge of the street with washer, nailed and painted.

Mile 2: On N Lumina Avenue just north of Fayetteville. 15' - 0" north of the north edge of storm drain at Fayetteville intersection. Marked on the east side of the street with washer, nailed and painted.

Mile 3: On W Salisbury Street just east of intersection with Sea Water Lane. 18' - 7" east of power pole numbered ABC53Q. Marked on the east side of the street with washer, nailed and painted.

Runners have full use of all Roads



Not to Scale!

APPROVED SPECIAL EVENTS April 2016

Distribution List:

Dave Baker, Ocean Rescue
 Robert Pugh, WBFD
 Daniel House, WBPD
 Diana Zeunen, WBPD
 Jason Bishop, WBPD
 Greg Gowin, WBPD
 Joe Newberry, WBPD
 Jimmy Rich, WBPD

Jordan Smith, WBPD
 Tim Owens, Town Manager
 Jonathan Babin, Public Works
 Bill Bailey, Public Works
 David Clodfelter, Public Works
 Tony Wilson, Planning & Parks
 Katie Ryan, Parks and Recreation
 Shannon Slocum, Park Ranger

Evan Morigerato, Parks Maintenance
 Sylvia Holleman, Town Clerk
 Wrightsville Beach Museum
 Bryant Sykes, Lanier Parking
 Tiffany Rice, General Admin
 Board of Aldermen
 Ted Wilgis, NC Coastal Federation

**FOR PARKING PURPOSES: Highlighted Events are reservations/events in WB Park.
 Bold print indicates event is pending approval**

EVENT DATE	TIME	NUMBER OF PARTICIPANTS	ACTIVITY	NAME	LOCATION	Vehicle on Beach and Parking Permit
Sat 4/2	9:30 am - 12:30 pm	65	Wedding	Roberts	Beach strand at access 43	
Wed 4/6	6:30 pm - 8:30 pm	25	Sea Turtle Meeting	Fahey	Fran Russ Recreation Center	
Sat 4/9	6:00 am - 6:00 pm	100	WBLA Pro Am Surf Event	Laura Shearin	Beach strand at Stone Street	5
Sat 4/9	9:30 am - 12:30 pm	50	Wedding	West	Beach strand at Shell Island Resort	
Wed 4/13	5:30 pm - 8:30 pm	50	Kickball Game	Howell	WB Park Softball Field	
Fri 4/15	6:00 am - 6:00 pm	0	Scaffolding Set Up	Madeline Flagler	Beach strand at accesses 37-38	3
Sat 4/16	6:00 am - 6:00 pm	400	WB Museum SUP Surf Contest	Madeline Flagler	Beach strand at accesses 37-38	3
Sat 4/16	8:30 am - 11:30 am	70	Wedding	Nix	Beach strand at Shell Island Resort	
Sat 4/16	1:00 pm - 4:00 pm	40	Wedding	Oblen	Beach strand north of access 8	*
Sun 4/17	6:00 am - 6:00 pm	400	WB Museum SUP Surf Contest	Madeline Flagler	Beach strand at accesses 37-38	3
Sat 4/23	7:00 am - 4:00 pm	1500	Carolina Cup Paddleboard Race	Mark Schmidt	Beach strand at the Blockade Runner	
Sat 4/23	7:00 am - 4:00 pm	400	British Motor Club Car Show	Eric Robinson	WB Park	
Sat 4/23	1:00 pm - 4:00 pm	60	Wedding	Bailey	Beach strand at Holiday Inn Resort	
Sun 4/24	3:00 pm - 6:00 pm	60	Wedding	Churchey	Beach strand at Shell Island Resort	

APPROVED SPECIAL EVENTS**April 2016**

EVENT DATE	TIME	NUMBER OF PARTICIPANTS	ACTIVITY	NAME	LOCATION	Vehicle on Beach and Parking Permit
Sun 4/24	3:00 pm - 6:00 pm	50	Wedding	Aloi	Beach strand at access 8	*
Mon 4/25	3:00 pm - 6:00 pm	60	Wedding	Berry	Beach strand at Shell Island Resort	
Thurs 4/28	4:00 pm - 7:00 pm	50	Wedding	Tisdale	Beach strand at Shell Island Resort	
4/30	9:00 am - 12:00 pm	150	Wedding	Sherricle	Beach strand at access 4	
Sat 4/30	4:00 pm - 7:00 pm	100	Wedding	Pollock	Beach strand at access 35	

* indicates vehicle on beach permit issued to L&L Tent Rentals, Beach Side Occasions, ETC. Party Rentals or Sweet Water Bamboo

5-d-1



TOWN OF WRIGHTSVILLE BEACH

PUBLIC WORKS DEPARTMENT - 200 PARMELE BLVD

WRIGHTSVILLE BEACH, NC 28480 - 910-256-7935; FAX 910-256-7935

MEMORANDUM

To: Tim Owens, Town Manager
From: Jonathan Babin, Interim Public Works Director
Subject: Updated Local Water Supply Plan Resolution
Date: February 25, 2016

ITEM	ACTION
Updated 2015 Local Water Supply Plan Resolution	Adopt

The North Carolina Department of Environmental Quality, Division of Water Resources, has reviewed and approved the Town's updated 2015 Local Water Supply Plan (LWSP). This approval indicates the water system serving the Town meets the minimum criteria established in NC-GS 143-355 (1) and verifies our efforts in providing our residents and visitors a safe and reliable supply of drinking water.

The Local Water Supply Plan must be adopted by the Town's governing body and a copy of the signed resolution must be submitted to the Chief of the Water Supply Planning Section. Please place on the March 10, 2016 Board of Alderman Agenda for adoption.

RESOLUTION NO. (2016) 1971

**A RESOLUTION OF
THE BOARD OF ALDERMEN OF
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ADOPTING AN UPDATED LOCAL WATER SUPPLY PLAN**

WHEREAS, North Carolina General Statute 143-355 (I) requires that each unit of local government that provides public water services or plans to provide such services shall, either individually or together with other such units of local government, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the Town of Wrightsville Beach has been developed and submitted to the Town of Wrightsville Beach Board of Aldermen for approval; and

WHEREAS, the Town of Wrightsville Beach Board of Aldermen finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (I) and that it will provide appropriate guidance for the future management of water supplies for the Town of Wrightsville Beach as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute; and

WHEREAS, a copy of the Local Water Supply Plan is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the 2015 Local Water Supply Plan is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This Resolution duly adopted this 10th day of March, 2016.

William J. Blair III, Mayor

ATTEST:

Sylvia J. Holleman, Town Clerk

Wrightsville Beach

2015 ▾

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

1. System Information

Contact Information

Water System Name:	Wrightsville Beach	PWSID:	04-65-020
Mailing Address:	200 Parmele Blvd Wrightsville Beach, NC 28480	Ownership:	Municipality
Contact Person:	Michael F Vukelich	Title:	Public Works Director
Phone:	910-256-7935	Fax:	910-256-7939
Secondary Contact:	James Hunnicutt	Phone:	910-256-7935
Mailing Address:	200 Parmele Blvd Wrightsville beach, NC 28480	Fax:	910-256-7939

Provisional

Distribution System

Line Type	Size Range (Inches)	Estimated % of lines
Asbestos Cement	4-6	13.60 %
Cast Iron	6	19.80 %
Ductile Iron	6-8	9.90 %
Galvanized Iron	1-4	13.70 %
Other	14	0.30 %
Polyvinyl Chloride	1-12	42.70 %

What are the estimated total miles of distribution system lines? 30 Miles

How many feet of distribution lines were replaced during 2015? 730 Feet

How many feet of new water mains were added during 2015? 0 Feet

How many meters were replaced in 2015? 160

How old are the oldest meters in this system? 34 Year(s)

How many meters for outdoor water use, such as irrigation, are not billed for sewer services? 703

What is this system's finished water storage capacity? 0.500 Million Gallons

Has water pressure been inadequate in any part of the system since last update? No

Programs

Does this system have a program to work or flush hydrants? Yes, As Needed

Does this system have a valve exercise program? Yes, As Needed

Does this system have a cross-connection program? Yes

Does this system have a program to replace meters? Yes

Does this system have a plumbing retrofit program? No

Does this system have an active water conservation public education program? Yes

Does this system have a leak detection program? Yes

The raw water and metered water systems are monitored so that production versus billed history can be compared to assist in leak detection. In addition, the raw water meters are calibrated annually

Water Conservation

What type of rate structure is used? Flat/Fixed, Increasing Block

How much reclaimed water does this system use? 0.000 MGD For how many connections? 0

Does this system have an interconnection with another system capable of providing water in an emergency? Yes

2. Water Use Information

Service Area

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
Cape Fear River (02-3)	100 %	New Hanover	100 %

What was the year-round population served in 2015? 2,500

What was the seasonal population and months served in 2015? (if applicable) 25,000 (Apr May Jun Jul Aug Sep)

Has this system acquired another system since last report? No

Water Use by Type

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	2,537	0.550	0	0.000
Commercial	149	0.151	0	0.000
Industrial	0	0.000	0	0.000
Institutional	5	0.000	0	0.000

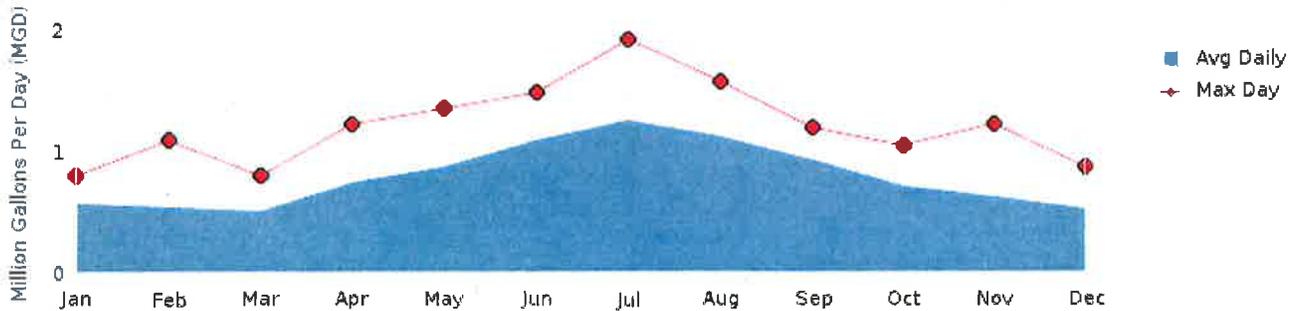
How much water was used for system processes (backwash, line cleaning, flushing, etc.)? 0.005 MGD

3. Water Supply Sources

Monthly Withdrawals & Purchases

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	0.540	0.787	May	0.856	1.346	Sep	0.904	1.184
Feb	0.512	1.084	Jun	1.075	1.471	Oct	0.696	1.038
Mar	0.492	0.788	Jul	1.234	1.916	Nov	0.609	1.215
Apr	0.716	1.208	Aug	1.101	1.566	Dec	0.497	0.859

Wrightsville Beach's 2015 Monthly Withdrawals & Purchases



Ground Water Sources

Name or Number	Average Daily Withdrawal (MGD)		Max Day Withdrawal (MGD)	12-Hour Supply (MGD)	CUA Reduction	Year Offline	Use Type
	MGD	Days Used					
01	0.088	357		0.166			Regular
02	0.208	362		0.220			Regular
03	0.074	361		0.200			Regular
04	0.044	305		0.166			Regular
05	0.052	360		0.134			Regular
06	0.090	360		0.170			Regular
07	0.052	360		0.101			Regular
08	0.096	360		0.216			Regular

11 0.068 345 0.216 Regular

Ground Water Sources (continued)

Name or Number	Well Depth (Feet)	Casing Depth (Feet)	Screen Depth (Feet)		Well Diameter (Inches)	Pump Intake Depth (Feet)	Metered?
			Top	Bottom			
01	179	163	0	0	8	100	Yes
02	174	152	0	0	14	100	Yes
03	193	156	0	0	6	100	Yes
04	180	150	0	0	8	100	Yes
05	157	145	145	157	8	100	Yes
06	163	141	141	163	8	100	Yes
07	163	141	141	163	8	100	Yes
08	165	140	0	0	8	100	Yes
11	185	148	148	185	10	110	Yes

Are ground water levels monitored? Yes, Monthly

Does this system have a wellhead protection program? No

Water Purchases From Other Systems

Seller	PWSID	Average Daily Purchased (MGD)	Days Used	Contract		Required to comply with water use restrictions?	Pipe Size (s) (Inches)	Use Type
				MGD	Expiration			
Cape Fear Public Utility Authority	04-65-010	0.000	0	3.000		Yes	8	Emergency

Water Treatment Plants

Plant Name	Permitted Capacity (MGD)	Is Raw Water Metered?	Is Finished Water Output Metered?	Source
WTC 1	1.234	Yes	Yes	Well 5, 6, 7, 8
WTC 2	0.301	Yes	Yes	Well 11

Did average daily water production exceed 80% of approved plant capacity for five consecutive days during 2015? No

If yes, was any water conservation implemented? No

Did average daily water production exceed 90% of approved plant capacity for five consecutive days during 2015? No

If yes, was any water conservation implemented? No

Are peak day demands expected to exceed the water treatment plant capacity in the next 10 years? Yes

4. Wastewater Information

Monthly Discharges

	Average Daily Discharge (MGD)		Average Daily Discharge (MGD)		Average Daily Discharge (MGD)
Jan	0.446	May	0.576	Sep	0.772
Feb	0.418	Jun	0.654	Oct	0.979
Mar	0.431	Jul	0.746	Nov	0.648
Apr	0.479	Aug	0.746	Dec	0.458



How many sewer connections does this system have? 2,025

How many water service connections with septic systems does this system have? 0

Are there plans to build or expand wastewater treatment facilities in the next 10 years? No

Wastewater Interconnections

Water System	PWSID	Type	Average Daily Amount		Contract Maximum (MGD)
			MGD	Days Used	

Cape Fear Public Utility Authority 04-65-010 Discharging 0,612 365 1,500

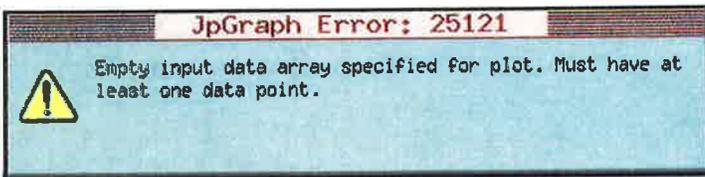
5. Planning

Projections

	2015	2020	2030	2040	2050	2060
Year-Round Population	2,500	2,500	2,500	2,500	2,500	2,500
Seasonal Population	25,000	25,000	25,000	25,000	25,000	25,000
Residential	0.550	0.700	0.700	0.700	0.700	0.700
Commercial	0.151	0.235	0.235	0.235	0.235	0.235
Industrial	0.000	0.000	0.000	0.000	0.000	0.000
Institutional	0.000	0.001	0.001	0.001	0.001	0.001
System Process	0.005	0.001	0.001	0.001	0.001	0.001
Unaccounted-for	0.047	0.039	0.039	0.039	0.039	0.039

Demand v/s Percent of Supply

	2015	2020	2030	2040	2050	2060
Surface Water Supply	0.000	0.000	0.000	0.000	0.000	0.000
Ground Water Supply	1.589	1.589	1.589	1.589	1.589	1.589
Purchases	0.000	0.000	0.000	0.000	0.000	0.000
Future Supplies		0.000	0.000	0.000	0.000	0.000
Total Available Supply (MGD)	1.589	1.589	1.589	1.589	1.589	1.589
Service Area Demand	0.753	0.976	0.976	0.976	0.976	0.976
Sales	0.000	0.000	0.000	0.000	0.000	0.000
Future Sales		0.000	0.000	0.000	0.000	0.000
Total Demand (MGD)	0.753	0.976	0.976	0.976	0.976	0.976
Demand as Percent of Supply	47%	61%	61%	61%	61%	61%



The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is 220 gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here.

Are there other demand management practices you will implement to reduce your future supply needs?

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs?

How does the water system intend to implement the demand management and supply planning components above?

Additional Information

Has this system participated in regional water supply or water use planning? Yes, Yes, the Town is in continuing talks with Cape Fear Public Utility Authority on the matters of water usage, long range needs and other possible water demand scenarios.

What major water supply reports or studies were used for planning? Current monthly water usage reports for the Town and area aquifer studies

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues. The town continues to lower the levels of TTHM in the system. Through aggressive flushing and altering daily operations levels have dropped and remained in compliance.

William Blair, III
Mayor

Elizabeth King
Alderman

Lisa Weeks
Alderman



Darryl Mills
Mayor Pro Tem

Hank Miller
Alderman

Tim Owens
Town Manager

TOWN OF WRIGHTSVILLE BEACH

Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)239-1700
FAX (910)256-7910

March 10, 2016

MEMORANDUM

To: Mayor Blair and Board of Aldermen
From: Tim Owens, Town Manager
Re: Budget Adjustment for Parmele Isle Sewer Rehab Project

Agenda Item

Attached is a budget adjustment to do additional work sewer replacement work on Bahama Drive. While in the field, the contractor found a section of pipe that is roughly 150 feet that needed to be replaced. The total cost for replacing the section was just under \$40,000. Attached is a budget adjustment for the work.

Action

1. Consider the approval of Budget Ordinance No. (2016)431-B

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2016) 431-B
FISCAL YEAR 2015/2016

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section I. To amend the Water & Sewer Fund (Fund 30) for unanticipated/unbudgeted expenses during FY 2016. The Town's Water & Sewer Fund (Fund 30) accounts are to be amended as follows:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>
30-6110-4500 Contracted Services		40,000
30-6110-9845 Transfer to Fund 45	40,000	

Section II. To amend the Water & Sewer Projects Fund (Fund 45) for unanticipated/unbudgeted expenses during FY 2016. The Town's Water & Sewer Projects Fund (Fund 45) accounts are to be amended as follows:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>
45-3970-3000 Transfer from Fund 30		40,000
45-7140-5991 Parmele Island Sewer Repairs	40,000	

Section III. Copies of this Budget Ordinance No. (2016) 431-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 10th day of March 2016.

WILLIAM J. BLAIR, III
Mayor

ATTEST:

SYLVIA J. HOLLEMAN
Town Clerk

Seal

CONTRACT CHANGE ORDER

	ORDER NO.: 1
	DATE: February 26, 2016
	STATE: North Carolina
CONTRACT: Parmele Island Sewer Rehabilitation Project – Wrightsville Beach, NC	COUNTY: New Hanover
OWNER: Town of Wrightsville Beach	Original Contract Amount: \$394,000.00

To: T.A. Loving Company

(Contractor)

You are hereby requested to comply with the following changes from the contract plans and/or specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract	INCREASE in Contract
Additional 155'± of additional sewer main piping on Bahama Drive (see attached line item breakdown by T. A. Loving dated 02-24-16).	\$	\$ 39,997.57
TOTALS	\$	\$ 39,997.57
NET CHANGE IN CONTRACT PRICE	\$	\$ 39,997.57

JUSTIFICATION:

During design, the Town of Wrightsville Beach Public Works Department believed that the last sewer manhole on Bahama Dr. was the end of the main and only a single service came into the back of the manhole. During construction, we discovered that the sewer extended up Bahama Dr. for 5 more service connections. Therefore, an additional 155'± of additional sewer main piping on Bahama Drive will be needed to pick up the additional services (see attached line item breakdown by T. A. Loving dated 02-24-16). Change Order payment will be based on actual installed quantities measured in the field.

The amount of the Contract will be (Decreased)(**Increased**) by the Sum of:

\$ 39,997.57

The Contract Total Including this and previous Change Orders Will Be:

\$433,997.57

The Contract Period Provided for Completion Will be (**Increased**) (Decreased)

(Unchanged) to: 82 Days (Original Contract Time of 75 Days [Due to Alternate Taken] plus an additional 7 days for this Change Order = March 25, 2016).

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____

3/2/16

(Owner)

(Date)

Recommended _____

3/1/16

(Owner's Architect/Engineer)

(Date)

Accepted _____

February 26, 2016

T.C. Edmondson, III

(Contractor) T.A. Loving Company

(Date)



T.A. LOVING COMPANY
Construction Services

919.734.8400
P.O. Drawer 819
Goldsboro, NC 27533
www.teloving.com



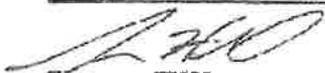
February 24, 2016

John S. Tunstall, P.E.
Norris & Tunstall Consulting Engineers, P.C.
902 Market Street
Wilmington, NC 28401

RE: Parmele Island Sewer Rehab Project

See pricing below for the additional footage on Bermuda Drive for the Parmele Island Sewer Rehab Project. The prices in the schedule below are based on acceptance of this change order by 2/25/16 at 12:00pm. Please let me know if you have any questions.

3722 - Parmele Island				
Item Description	Quantity	Unit	Unit Cost	Total
Demo & Haul Off	133	SY	\$ 10.00	\$ 1,330.00
Grading & Cleanup	14%	LS	\$ 1,000.00	\$ 140.00
8" SS DIP (0-6')	155	LF	\$ 118.00	\$ 18,290.00
4" Sewer Service & Wye	5	EA	\$ 1,200.00	\$ 6,000.00
8" ABC Stone	110	SY	\$ 14.00	\$ 1,540.00
2" SF9.5B	110	SY	\$ 16.00	\$ 1,760.00
6" Concrete Drive	23	SY	\$ 46.00	\$ 1,058.00
Additional Temp ABC	23	SY	\$ 9.00	\$ 207.00
Sawcut Pavement	165	LF	\$ 2.00	\$ 330.00
Traffic Control	5%	LS	\$ 1,000.00	\$ 50.00
SS Test & Camera	31%	LS	\$ 500.00	\$ 155.00
New Sewer Service Cleanout	5	EA	\$ 1,200.00	\$ 6,000.00
Landscape Replacement	31%	LS	\$ 8,347.00	\$ 2,587.57
Layout & Mob	5%	LS	\$ 7,500.00	\$ 375.00
As-Built Survey & Testing	5%	LS	\$ 3,500.00	\$ 175.00
TOTAL				\$ 39,997.57


Jason Hill
 TA Loving
 Project Engineer
 Utility Division
 400 Patetown Road
 Goldsboro, NC 27530
 Cell: 919-581-7924

5-f-1

William Blair, III
Mayor

Elizabeth King
Alderman

Lisa Weeks
Alderman



Darryl Mills
Mayor Pro Tem

Hank Miller
Alderman

Tim Owens
Town Manager

TOWN OF WRIGHTSVILLE BEACH

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Wrightsville Beach, North Carolina 28480
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FAX (910)256-7910

March 10, 2016

MEMORANDUM

To: Mayor Blair and Board of Aldermen
From: Tim Owens, Town Manager
Re: Budget Adjustment to move Funds Allocated for the Board Room Audio Visual Project to

Agenda Item

In the FY15/16 Budget, we budgeted \$20,000 for Audio/Visual Improvements to the Board Room. We will not implement the project until we decide on whether the Board Room will be renovated or not. With that in mind, I am recommending that we place the \$20,000 in a capital account so that it will be there when the Town is ready to complete the work.

Action

1. Consider approving Budget Ordinance No. (2016) 430-B

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2016) 430-B
FISCAL YEAR 2015/2016

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2016. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>
10-4500-7400 Equipment		20,000
10-4500-9841 Transfer to Fund 41	20,000	

Section II. To amend the IT Capital Project Fund (Fund 41) for unanticipated/unbudgeted expenses during FY 2016. The Town's IT Capital Project Fund (Fund 41) accounts are to be amended as follows:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>
41-3970-1000 Transfer from Fund 10		20,000
41-4500-7440 Town Hall Audio Visual Project	20,000	
41-4500-7410 Server Virtualization		8,396
41-4500-7420 Hosted Exchange		22,346
41-4500-7430 Website Redesign	30,742	

Section III. Copies of this Budget Ordinance No. (2016) 430-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 10th day of March 2016.

WILLIAM J. BLAIR, III
Mayor

ATTEST:

SYLVIA J. HOLLEMAN
Town Clerk

Seal

5-9-1



Planning and Inspections

TOWN OF WRIGHTSVILLE BEACH
PLANNING AND INSPECTIONS • 321 CAUSEWAY DRIVE • P.O. BOX 626
WRIGHTSVILLE BEACH, N.C. 28480 • 910-256-7937

MEMORANDUM

To: Mayor Blair and Board Members
From: Tony Wilson, Director of Planning and Parks *TW*
Re: **Consent Agenda:** Cancellation of the March 24, 2016 Board of Adjustment Meeting
Date: March 1, 2016
Cc: Tim Owens, Town Manager

Staff respectfully that the following meeting be cancelled due to the lack of agenda items.

- To cancel the March 24, 2016 Board of Adjustment Meeting at 5:30 p.m.

Requested Action:

Cancel the March 24, 2016 Board of Adjustment Meeting.



5-9-2



**Town of
Wrightsville Beach**

321 Causeway Drive – P. O. Box 626
Wrightsville Beach, North Carolina 28480

PUBLIC NOTICE

2016 Board of Adjustment Meeting Schedule

The public will take notice that the regular meeting schedule for the Wrightsville Beach Board of Adjustment for 2016 will be as follows; and that this is a true copy of the schedule kept on file in the office of the Town Clerk, as required by G.S. 143-318.12:

- ~~Thursday, January 28, 2016 – Cancelled~~
- ~~Thursday, February 25, 2016 – Cancelled~~
- Thursday, March 24, 2016 – Cancelled**
- Thursday, April 28, 2016
- Thursday, May 26, 2016
- Thursday, June 23, 2016
- Thursday, July 28, 2016
- Thursday, August 25, 2016
- Thursday, September 22, 2016
- Thursday, October 27, 2016
- Thursday, November 17, 2016
- Thursday, December 15, 2016

All meetings will commence at 5:00 p.m., unless otherwise noted above, in Council Chambers of Town Hall, 321 Causeway Drive, Wrightsville Beach, North Carolina.

Sylvia Holleman
Town Clerk

03/10/16



TOWN OF WRIGHTSVILLE BEACH
 PLANNING AND INSPECTIONS • 321 CAUSEWAY DRIVE • P.O. BOX 626
 WRIGHTSVILLE BEACH, N.C. 28480 • 910-256-7937

Planning and Inspections

MEMORANDUM

To: Mayor Blair and Members of the Board of Aldermen
From: Tony Wilson, Director of Planning and Parks *TW*
Re: **Consent Agenda: To Set Public Hearing**
Date: March 1, 2016
Cc: Tim Owens, Town Manager

Staff respectfully requests to set the following public hearing to be heard at the Thursday, April 14, 2016 **Board of Aldermen** meeting at 5.30 p.m.

- To set a public hearing for Thursday, April 14, 2016, or as soon thereafter as possible to consider an text amendment to 155.6.4 Table of Permitted Uses of the Code of Ordinances, Town of Wrightsville Beach, is hereby amended by amending Boat Rental Facility as a permitted use in the Commercial District III, Zoning District.

Requested Action: Set the public hearing as requested.

Set the public hearings as requested.



6-1-a

William Blair, III
Mayor

Elizabeth King
Alderman

Lisa Weeks
Alderman



Darryl Mills
Mayor Pro Tem

Hank Miller
Alderman

Tim Owens
Town Manager

TOWN OF WRIGHTSVILLE BEACH

Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)239-1700
FAX (910)256-7910

March 10, 2016

MEMORANDUM

To: Mayor Blair and Board of Aldermen
From: Tim Owens, Town Manager
Re: Public Hearing for Input into the FY16/17 Budget Process and Schedule
Upcoming Budget Workshops

Agenda Item

FY16/17 Public Hearing

Each budget year, the Town has a public hearing in March to receive input into the budget process from the public that could be considered in the budget formulation process. The Town will have another required public hearing which is typically held at the Board's regular June agenda.

Future Budget Workshops

The following are potential budget workshop dates to complete the budget review process for FY 16/17.

- Wednesday, March 23rd (4 – until) – Department Head presentation to Board of Alderman
- Tuesday, April 5th (4-until) – Board Budget Review (Alderman King is not available)
- Tuesday, April 12th (4 – until) – Board Budget Review
- April 19th (4 – until) – Board Budget Review
- May 5th (4 – until) – Board Budget Review
- May 12th (before Board meeting) If needed

Action

1. Discuss the Item and Ask Questions
2. Open the meeting up to a public hearing to take input into the FY16/17 Budget Process.
3. Close the public hearing
4. Set Budget workshop dates and times



Planning and Inspections

TOWN OF WRIGHTSVILLE BEACH
PLANNING AND INSPECTIONS • 321 CAUSEWAY DRIVE • P.O. BOX 626
WRIGHTSVILLE BEACH, N.C. 28480 • 910-256-7937

MEMORANDUM

To: Mayor Blair and Board Members
From: Tony Wilson, Director of Planning and Parks *TW*
Re: Adoption of Hazard Mitigation Plan
Date: March 2, 2016
Cc: Tim Owens, Town Manager

Background:

The Town of Wrightsville Beach is required by the Federal Emergency Management agency (FEMA) to update its existing Hazard Mitigation Plan (HMP) every five years. On August 14, 2014 the Board of Aldermen voted to be a part of the Southeastern NC Regional Hazard Mitigation Plan which includes New Hanover, Pender, and Brunswick Counties. By joining this regional plan the Town saved over \$15,000.

The final public meeting was held on February 25, 2016 and the final plan has received preliminary approval from (FEMA) stating that all jurisdictions should proceed with adoption. Basically, the plan assesses the current vulnerabilities resulting from past decisions relating to development design and location in an effort to reduce the harmful impacts of natural, and in some cases, man-made hazards. The mitigation plan outlines specific measures to reduce the impact of these identified natural and man-made hazards on people and the built environment.

Requested Action:

Adopt Resolution No. (2016)1972, a resolution of the Board of Aldermen of the Town of Wrightsville Beach adopting the Hazard Mitigation Plan Update.

Attachments:

1. Holland Consulting Planners Memo
2. Resolution (2016) 1972





7-1-b

Memorandum

To: All Jurisdictions Participating in the Southeastern NC Regional HMP

From: Landin Holland, AICP, MPA, CZO, Senior Planner *lwh/jc*

Date: February 25, 2016

Subject: MANDATORY Adoption Procedures

The Southeastern NC Regional Hazard Mitigation Plan (HMP) has received preliminary approval from the Federal Emergency Management Agency (FEMA) stating that all jurisdictions should proceed with adoption. A digital copy of the draft Regional HMP can be accessed via the project website at <http://www.southeasternhmp.net/>.

Adoption of the Regional HMP will require the adoption of a resolution by your elected board (consent agenda is acceptable). **NOTE: Failure to adopt the plan immediately could jeopardize your ability to secure emergency response funding in the event of a natural disaster.** A sample resolution is attached for your use. Please modify this draft resolution to comply with any necessary local requirements. An editable digital copy can be found on the project website. The following steps should be carried out to ensure that the Regional HMP is certified by FEMA in an expedient manner:

- Place adoption of the Regional HMP plan on the agenda for your **April or May meeting**, if possible (consent agenda is acceptable). Provide your elected board members with the draft plan. **Once you have determined which meeting of your elected board the HMP will be adopted at, please forward the meeting date and time to Cindy Anderson via email at canderson@hcpplanning.com or by phone at 910/392-0060.**
- At the regularly scheduled meeting, the governing body should consider adopting the plan through approval of the attached resolution. If your governing body elects to table the adoption of the plan for any reason, please contact me immediately so that we may address any problems and/or concerns.
- Forward the executed adoption resolution to **Holland Consulting Planners, Inc., 3329 Wrightsville Avenue, Suite F, Wilmington, NC 28403, Attention: Cindy Anderson, *immediately*** following the meeting.

You may contact Cindy Anderson at 910/392-0060 if you have any questions or concerns regarding these instructions.

RESOLUTION NO. (2016) 1972

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: March 10, 2016



A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA ADOPTING THE SOUTHEASTERN NC REGIONAL HAZARD MITIGATION PLAN

WHEREAS, the citizens and property within New Hanover County are subject to the effects of natural hazards and man-made hazard events that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the county are particularly vulnerable to flooding, high winds, droughts/heat waves, and severe winter weather; and

WHEREAS, the County and participating municipal jurisdictions desire to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Parts 3, 5, and 8 of Article 19 of Chapter 160A; and Article 8 of Chapter 160A of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has in Part 6 of Article 1A of Chapter 166A of the North Carolina General Statutes, stated in Item 19.41(b)(2): "For a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2002, P.L. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act;" and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five year cycle; and

WHEREAS, the County and its participating municipal jurisdictions have performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and have updated the said Plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; and

WHEREAS, it is the intent of the County Board of Commissioners to fulfill this obligation in order that the County will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County; and

WHEREAS, the Town of Wrightsville Beach actively participated in the planning process of the Southeastern NC Regional Hazard Mitigation Plan and has fulfilled all of their part of the multi-jurisdictional planning elements required by FEMA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Wrightsville Beach as follows:

1. The Southeastern NC Regional Hazard Mitigation Plan is hereby adopted.
2. The sections of the Plan that are specific to the Town of Wrightsville Beach are hereby adopted separately.
3. The Town Manager is hereby vested with the responsibility, authority, and the means to:
 - (a) Inform all concerned parties of this action.
 - (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map, and identify floodplain or flood-related erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain and/or flood-related erosion areas in order to prevent aggravation of existing hazards.
4. The Town Manager is hereby appointed to assure that, in cooperation with New Hanover, the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Town of Wrightsville Beach Board of Aldermen for consideration.
5. The Board of Aldermen hereby agrees to take such other official action as may be reasonably necessary to carry out the objectives of the 2016 Southeastern NC Regional Hazard Mitigation Plan.

This Resolution adopted this 10th day of March, 2016.

William J. Blair III, Mayor

ATTEST:

Sylvia J. Holleman, Town Clerk

(SEAL)



Wrightsville Beach Police Department

Office of the Chief of Police

Memorandum

To: Tim Owens, Town Manager

From: Dan House, Chief of Police *DH*

Date: 03/04/2016

Re: NHC Sheriff's Office – Marine Vessel Docking

As you are aware, the Town of Wrightsville Beach and the City of Wilmington entered into an agreement several years ago to build and maintain a dock at Public Works for the mutual use of the Wrightsville Beach Police Department and the Wilmington Fire Department. Since that time the Wrightsville Beach Police Department has had its vessel docked there and the Wilmington Fire Department has had their vessel docked there.

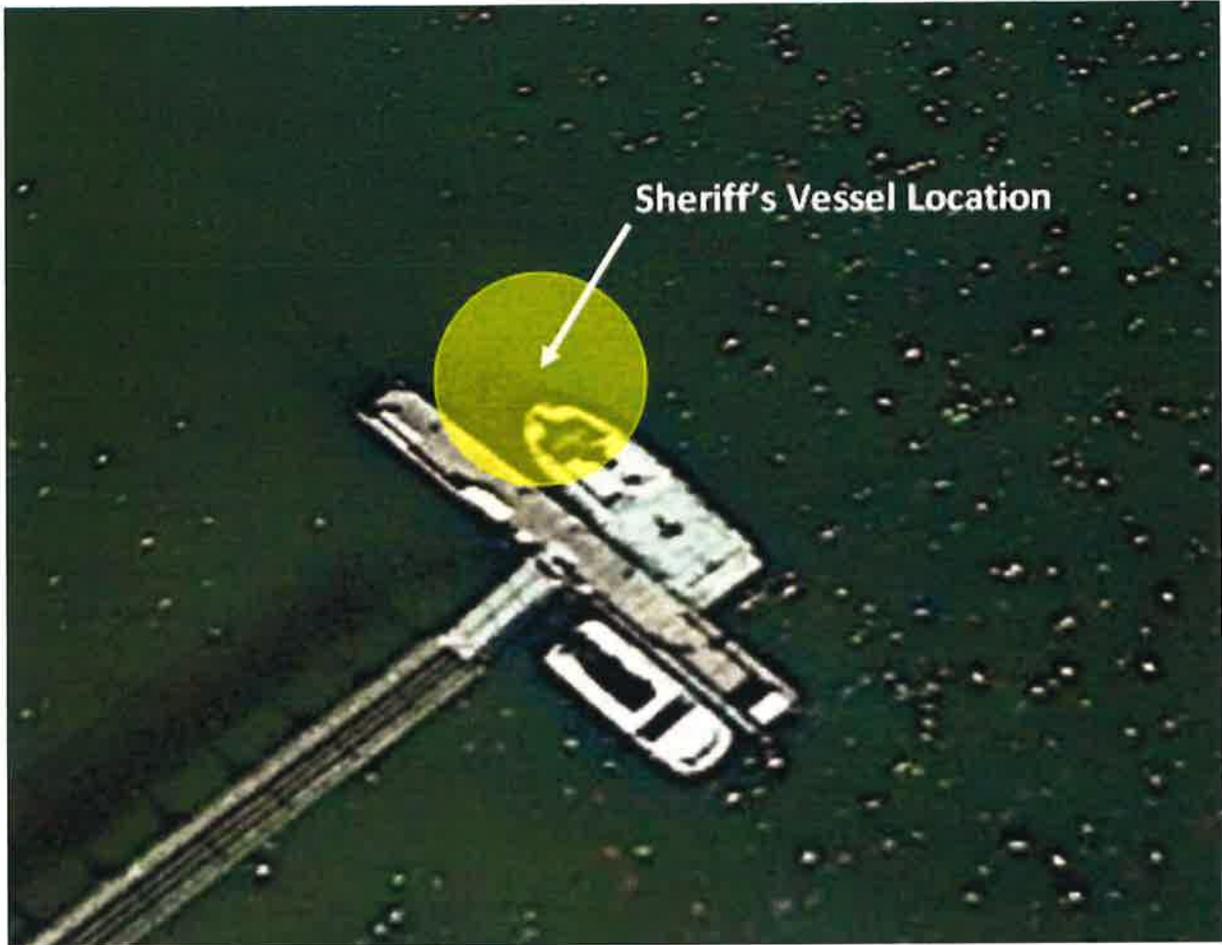
Late last year we learned that The Wilmington Fire Department was going to retire their vessel and had no plans to replace it. This would open up the dock space that had been utilized by the Wilmington Fire Department at the Public Works dock. Since that time, The New Hanover County Sheriff's Office has expressed interest in utilizing the space vacated by the City of Wilmington.

After speaking with you about the Sheriff's request, I had Town Attorney John Wessell look over the former agreement with the City of Wilmington to determine if it was possible to allow the Sheriff's Office to utilize this space. Mr. Wessell looked over the agreement and spoke with the Wilmington City Attorney and came up with an understanding that the Sheriff's Office could utilize the space with the stipulation that the City of Wilmington could have the dock space back if a need ever arose. The new interlocal agreement drafted by Mr. Wessell reflects this stipulation.

It is our opinion that having the Sheriff's Vessel docked at Public Works would be a great benefit to the Town of Wrightsville Beach. The Sheriff's Office has their own dedicated Marine Unit that patrols the waterways in the county. Having the vessel docked in Wrightsville Beach would ensure that the waterways in and around Wrightsville Beach would be patrolled more frequently by the Sheriff's Office and Sheriff's Office personnel would be readily available to assist the Wrightsville Beach Police Department in time of need.

I am therefore respectfully requesting that the Board of Aldermen approve the proposed interlocal agreement allowing the New Hanover County Sheriff's Office to dock their vessel at the public works dock. Please feel free to give me a call if you have any questions.

Proposed Sheriff's Vessel Location



RESOLUTION NO. (2016) 1970

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: March 10, 2016



A RESOLUTION OF THE BOARD OF ALDERMEN OF
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
APPROVING AN INTERLOCAL AGREEMENT BETWEEN
THE TOWN OF WRIGHTSVILLE BEACH AND
THE NEW HANOVER COUNTY SHERIFF'S OFFICE FOR DOCKING SPACE
AT THE TOWN'S JOINT-USE MUNICIPAL PIER

WHEREAS, the attached Interlocal Agreement between the Town of Wrightsville Beach and the New Hanover County Sheriff's Office for docking space at the Town's joint-use municipal pier is hereby approved; and

WHEREAS, the Mayor and the Clerk of the Town of Wrightsville Beach are hereby authorized to sign and execute the said Interlocal Agreement for and on behalf of the Town of Wrightsville Beach and to affix the official seal of the Town to said Agreement; and

WHEREAS, upon final execution, a copy of said Interlocal Agreement will be filed with the Clerk of the Town of Wrightsville Beach.

NOW, THEREFORE, BE IT RESOLVED that the Wrightsville Beach Board of Aldermen does hereby approve the Interlocal Agreement with the New Hanover County Sheriff's Office, a copy of which is attached hereto and made a part hereof.

This Resolution adopted this 10th day of March, 2016.

William J. Blair III, Mayor

ATTEST:

Sylvia J. Holleman, Town Clerk

(SEAL)

INTERLOCAL AGREEMENT BETWEEN NEW HANOVER COUNTY
AND THE TOWN OF WRIGHTSVILLE BEACH REGARDING DOCKING
A VESSEL OPERATED BY THE NEW HANOVER COUNTY SHERIFF'S DEPARTMENT

THIS AGREEMENT, made and entered into this the ____ day of _____, 2016,
by and between New Hanover County, North Carolina, (the "County") and the Town of Wrightsville
Beach, North Carolina (the "Town").

WITNESSETH:

WHEREAS, the Town is the owner of a pier located adjacent to the Wrightsville Beach Public
Works Department; and

WHEREAS, County has requested that the New Hanover County Sheriff's Department ("Sheriff")
be permitted to utilize the pier for docking of a vessel operated by the Sheriff; and

WHEREAS, the County and Town are authorized by G.S. 160A-274, G.S. 160A-461 and G.S.
153A-445 to enter in to contracts or agreements with each other in order to execute any undertaking.

NOW, THEREFORE, in consideration of the foregoing and the mutual benefits inuring to the
parties hereto, it is hereby understood and agreed as follows:

1. Purpose of Agreement. The purpose of this Agreement is to set forth the terms of a license granted by the Town to the County for the use of the Town's dock located adjacent to the Wrightsville Beach Public Works Department for docking of a vessel operated by the Sheriff.
2. License for Docking Vessel. The Town hereby grants the County a license permitting the County to dock one (1) Sheriff's vessel not to exceed twenty-five feet in length at the dock owned by the Town located adjacent to the Wrightsville Beach Public Works Department in accordance with the terms and conditions of this Agreement. The County shall also have the right of access over the Town Property to reach the pier at which the vessel is docked.

3. Duration. This Agreement shall become effective on _____, 2016 and unless sooner terminated as provided herein shall continue until _____, 2017. After the initial term, the Agreement shall automatically renew for successive periods of one year each.

4. County's Use of the Dock.

- a. County shall have the right to use that portion of the Town's dock identified on Exhibit "A" as "Sheriff's boat location" as dockage for the Sheriff's vessel. The County shall also have the right of ingress and egress and parking on and over Town property necessary for access to and use of the dock. Parking of County vehicles shall be available only when the County's vessel is being operated or worked on and shall be limited to no more than three vehicles.
- b. The Town has previously granted a license to the City of Wilmington (the "City") for use of this dock for mooring of a fire boat. At the time of execution of this agreement, the City is not mooring a vessel at the pier. If at some point while this agreement remains in effect, the City elects to place a vessel at the pier, then the County must move its vessel to another location at the pier to be chosen by the Town in its sole discretion or the Town may terminate this agreement. Nothing contained in this Agreement shall be construed to limit or restrict the rights previously granted by the Town to the City under that Agreement between the Town and City and described above.

5. County's Obligation to Repair the Dock. The County shall have no obligation to maintain the dock. However, the County shall be responsible for the repair of any damage to the dock caused by use and operation of the Sheriff's vessel.

6. Termination. Either party shall have the right to terminate this Agreement for any reason whatsoever by giving the other party thirty (30) days written notice of its intent to terminate.

7. Amendment of Agreement. This Agreement may be amended or modified upon mutual agreement of the respective parties, provided that any such amendment shall be reduced to writing and signed by both parties.

8. Non-Assignability. The rights and duties under this Agreement shall not be assigned by any of the parties without the written consent of the other.

9. Entire Agreement. This Agreement constitutes the entire understanding of the parties.

10. Binding Effect. This Agreement shall be binding upon the heirs, successors, assigns, agents, officials, employees, independent contractors, and subcontractors of the parties.

11. Continuing Obligation. The parties will make and execute all further instruments and documents required to carry out the purposes and intent of this Agreement.

12. Reference. Use of the masculine herein includes the feminine and neuter; singular includes plural; and captions and headings are inserted for convenience of reference and do not define, describe, extend or limit the scope of intent of the Agreement.

13. Interpretation. All of the terms and conditions contained herein shall be interpreted in accordance with the laws of the State of North Carolina. In the event of a conflict between the various terms and conditions contained herein or between these terms and other applicable provisions, then the more particular shall prevail over the general and the more stringent or higher standard shall prevail over the less stringent or lower standard.

14. Immunity Not waived. This Agreement is governmental in nature, for the benefit of the public, and is not intended to be for private profit or gain. Neither party intends to waive its sovereign immunity by reason of this Agreement.

15. Indemnification. To the fullest extent permitted by law, County shall defend, indemnify, and hold harmless the Town, its officers, employees, and agents from and against any and all claims, liabilities, loss, costs, damages, injury or death, fees, expenses, demands and actions including payment of reasonable attorney's fees arising out of or resulting from the performance of this Memorandum of Understanding or any part thereof or from any negligent act or omission of the County and the Sheriff's Department, their officers, employees, or agents, or anyone directly or indirectly employed by the County or Sheriff's Department.

To the fullest extent permitted by law, the Town shall defend, indemnify, and hold harmless the County and the Sheriff's Department, their officers, agents, departments, officials, representatives, and employees from and against any and all claims, liabilities, loss, costs, damages, injury or death, fees, expenses, demands and actions including payment of reasonable attorney's fees arising out of or resulting from the performance of this Memorandum of Understanding or any part thereof or from any negligent act or omission of the Town, its contractors, subcontractors, or anyone directly or indirectly employed by the Town.

16. Savings Clause. If any section, subsection, paragraph, sentence, clause, phrase or portion of this agreement is for any reason held invalid, unlawful or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

IN WITNESS WHEREOF, the County has caused this Agreement to be duly executed in its name and behalf and the Town has caused this Agreement to be duly executed in its name and behalf all pursuant to resolutions of their respective governing bodies.

SIGNATURES ON NEXT PAGE

TOWN OF WRIGHTSVILLE BEACH

By: _____
Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

COUNTY OF NEW HANOVER

By: _____
Chairman

ATTEST:

County Clerk

APPROVED AS to FORM:

County Attorney

William Blair, III
Mayor

Elizabeth King
Alderman

Lisa Weeks
Alderman



Darryl Mills
Mayor Pro Tem

Hank Miller
Alderman

Tim Owens
Town Manager

TOWN OF WRIGHTSVILLE BEACH

Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)239-1700
FAX (910)256-7910

March 10, 2016

MEMORANDUM

To: Mayor Blair and Board of Aldermen
From: Tim Owens, Town Manager
Re: Discussion and Direction on Hiring a Landscape Architect and Other Professionals to begin the Planning and Design Process for a Multi-Use path between Salisbury Street and Causeway Drive on Town Hall property, Future Grant Application Process and Budget Adjustment

Agenda Item

Landscape Architect, Surveying, Environmental Work

At the last board meeting, I received permission to seek several quotes from landscape architects to complete a conceptual design for a multi-use trail on the edge of the Town Hall property adjacent to the Town park. The estimated cost of the project was \$6,000.

I would like for the Board to consider allowing me to hire Scott Stewart to create the conceptual design and provide other services as outlined in his proposal. The other landscape architect that I requested a quote from could not meet the deadline. In addition to work done by a landscape architect, the Town needs to survey the area and identify the mean high water mark and coastal marsh lands. The Total cost of both the landscape work and environmental work is estimated at \$11,500.

Attached is a budget adjustment that uses \$11,500 in general fund reserves to complete the project. It is important to begin immediately in order to have some form of a document to submit for the NCPARTF grant that is due May 1st.

Public Meetings

Recreation Programs Supervisor Katie Ryan, with the boards permission, will be holding a public open house to explain the multi-use trail project, the NCPARTF grant, and seek input on both which is scheduled for April 18th at 6pm. She will also attend the Parks and Recreation Advisory Board meeting, the WB Foundation Meeting and the Harbor Island Garden Club meeting to discuss the project and seek further input. All of these actions are to determine if there is support for a NCPARTF grant, support for the project elements and does improve the Town's chances of actually receiving a grant. It would appear that there is already community support for a NCPARTF grant. The grant could include; the multi-use trail (trail, landscaping, lighting, boardwalk, etc) that has been discussed, replacement of the softball field outfield fence which is needed and would correspond with the trail improvement, installation of fitness stations along the trail and possibly lighting for the tennis courts. Public financial support is possibly through a variety of organizations may be possible thought will help off-set the grant match that may be needed by the Town.

Action

1. Discuss the item and ask questions
2. Approve Budget Ordinance No. (2016) 429-B in the amount of \$11,500 to begin the project
3. Hire Scott Stewart to create a conceptual plan of the Multi-use Trail and provide cost estimates and move forward with surveying and environmental work.
4. Authorize Ms. Katie Ryan to hold an open house to receive input on a future NCPARTF grant and on elements of the Multi-use path being considered.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2016) 429-B
FISCAL YEAR 2015/2016

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2016. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>
10-3990-0000 Appropriated Fund Balance		11,500
10-6200-4500 Contracted Services	11,500	

Section II. Copies of this Budget Ordinance No. (2016) 429-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 10th day of March 2016.

WILLIAM J. BLAIR, III
Mayor

ATTEST:

SYLVIA J. HOLLEMAN
Town Clerk

Seal

Demarest Company

Landscape Architects Land Planners ASLA

6933 Running Brook Terrace
Wilmington, North Carolina 28411
910-231-2428
NC # 1128

February 28, 2016

Town of Wrightsville Beach

Post Office Box 626
Wrightsville Beach, North Carolina 28480

Attn: Mr. Tim Owens AICP
Town Manager
Re: **Landscape Architectural Services for:
Multi-Use Path Concept Plan & Cost Estimates**
Wrightsville Beach, North Carolina

Dear Mr. Owens,

We are pleased to submit the following proposal which will act as an Agreement by and between Town Of Wrightsville Beach, Wrightsville Beach, North Carolina (Hereinafter called the "Owner) and the **Demarest Company Landscape Architects**, Wilmington, North Carolina (Hereinafter called "**DCLA**") for Landscape Architectural Services with respect to the above referenced Multi-use Path Concept Plan & Cost Estimates (hereinafter called the "Project").

Services will be provided as per the following:

Article 1 DESIGN SERVICES

A Review, research and evaluation of all existing and proposed development restrictions, limitations and existing permitted, construction documents and improvements within jurisdiction of the project applicable to professional services rendered.

Site inspection and evaluation of existing site features and conditions applicable to the Project's mutually agreed upon proposed landscape architectural program.

DCLA shall evaluate the existing improvements, existing site conditions, limitations recognized by the Owner, Owner's Project Design Team Consultant's and make applicable recommendations through expediting the production of Schematic Plans to convey a general site and landscape design direction complimentary to the

envisioned site program for the Multi-Use Path study area as referenced in the attached "Exhibit A", incorporating the mutually agreed upon landscape architectural program requirements and alternatives, including plans, elevations, sections and/or sketches, illustrating the imagery of the proposed Schematic Plans, for approval by Owner, Owner's selected Staff, Project Design Team, and if applicable, Municipal, County, State and Federal Agencies within jurisdiction of the Project.

- B Coordination and correspondence concerning the Project's landscape architectural site systems with civil, architectural, structural, mechanical, electrical, environmental, pedestrian and vehicular site systems with Owner, and Owner's designated Project Design Team consultants respectively, and attendance at all applicable scheduled design team coordination meetings necessary to design develop a project menu, assemble a design team to correctly expedite the Schematic Plans for the Project.
- C DCLA shall attend all required coordination, workshop, committee and/or public meetings with Municipal, County, State and/or Federal Agencies within jurisdiction of the Project. Compensation will be in accordance with the allowances outlines in Article 4B of this Agreement.

Article 2 SITE DOCUMENTS

The design development and production of reproducible plans for the Schematic Plans will represent, whole and in part, "approximately 1,700 foot multi-use path located on the property adjacent to the Town Hall" as referenced in the attached "Exhibit A".

The following documents will be generated for the Owner by DCLA in accordance with the design criteria of Article 1A, 1B, 1C of this Agreement:

A Schematic Plans

DCLA shall illustrate on a site plan, the general development approach and any proposed alternatives for each part of the site, exhibiting; existing vegetation to remain, removed and/or transplanted, landscape architectural program, proposed site amenities and/or enhancements, including walkways, bikeways, seating, common open space, landscape structures and/or water features, site structures, lawn areas, landscape areas, new planting areas, courtyards, landscape buffers, rails, fences, recreation areas and other specialized site facilities that are mutually agreed upon by and between DCLA and Owner, and deemed appropriate within the design program.

Generalized plan recommendations for exterior: vehicular/pedestrian lighting, landscape lighting for specialized areas, landscape accent lighting, landscape grading considerations to accommodate proposed landscape architectural elements coordinated with and complimentary to the existing: landscape architectural program, existing buildings, structures, pedestrian/vehicular circulation, storm drainage, grading and infrastructure within the jurisdiction of the Project.

The Schematic Plans shall be prepared at a mutually agreed upon drawing scale by and between Owner and DCLA. The Schematic Plans may include illustrative solutions and alternatives, plan sketches, perspectives, photographs, exhibiting potential Project alternative and solutions. The Schematic Plans shall be utilized to clearly present the evaluation, compliance and endorsement of the mutually agreed upon site design and landscape architectural program requirements described by the Owner, and recommendations of DCLA, Owner's designated Design Team and or Selected Town Staff, Project Committee Members, including a schematic design cost estimate exhibiting approximate costs for the proposed scope of work for future grant applications for the Project.

One (1) Color Illustrative of the Schematic Conceptual Plan approved by Owner shall be generated by DCLA. All reproductions shall be in accordance with Article 4B of this Agreement.

Article 3 PROJECT INFORMATION

- A. Owner shall furnish or direct DCLA to obtain, at Owner's expense, the following information:

A certified boundary and topographical survey, approved by Owner and governing agency within jurisdiction of the Project, exhibiting all required existing and proposed grade and subgrade physical site conditions and improvements.

All existing and proposed documented development restrictions and limitations within jurisdiction of the Project, listed or graphically shown, coordinated with Owner's Project Team consultants, including: property deed restrictions, wetland delineations, 100 year, 500 year flood hazard line, topography, existing and proposed infrastructure improvements, soils and environmental evaluations adjacent to and within the Project area. Existing soil test boring reports and pit locations necessary to determine subsoil conditions for the proposed site and mutually agreed landscape architectural program. Owner shall provide additional testing, if recommended by DCLA and mutually agreed upon by Owner, at Owner's expense.

- B. If the Owner observes, discovers or is directed by a governing agency of any defect in the Project, the Owner shall give written notice of condition within seven (7) working days of receipt thereof, to DCLA.

- C Owner shall examine the design development of the Schematic Plans associated conceptual site plan work-ups and sections submitted by DCLA and render decisions pertaining to Owner's approval within ten (10) working days to avoid unnecessary delay in the progress of DCLA

Article 4 LANDSCAPE ARCHITECTURAL FEES

A The Fee for Landscape Architectural Services outlined in Article 1 and 2 of this Agreement is a "Lump Sum" fee range of a minimum of Five Thousand Dollars (\$5,000) to a maximum not to exceed of Seven Thousand Dollars (\$7,000). A retainer of \$1,500 is required upon acceptance of this Agreement and shall be deducted from DCLA's final invoice.

1 Payment schedule attributed to the lump sum fee is anticipated to be disbursed during the design development and generation of the following Project fee schedule phases/tasks in accordance with Article 4B not to exceed the maximum lump sum fee, *however the fee allocations for phases/tasks may be adjusted at the discretion of DCLA:*

a. Schematic Plans	\$4,000.00
b. Project Coordination and Correspondence	\$0,700.00
c. Internal, Municipal, County, State, Federal Meetings	\$0,875.00
d. Opinion Of Cost For Itemized Improvements (Excel)	\$0,875.00
e. Illustrative Color Site Plan Exhibit (PDF)	\$0,550.00

The estimated timeline to complete this program forty five (45) to ninety (90) days upon acceptance of this Agreement, scheduling and coordination by and between Owner, Owner's selected Staff and Consultants.

2 The Owner will be billed monthly for Project time accumulated by DCLA against the fee for the Project in accordance with the hourly fee schedule exhibited in Article 4B, payable within ten (10) business days. Landscape Architectural Services will commence upon receipt of a signed Agreement and the requested retainer. Invoicing will commence on the first day of the consecutive month following the date of the signed Agreement.

a. The Owner and DCLA agree that the submittal of the designed documents to the Owner, Owner's Consultants and/or reviewing agencies shall form the end of a phase of work required of DCLA and DCLA shall have the right to request payment to date of all outstanding invoices prior to the submittal of documents to the Owner, Owner's Design Team Consultants and/or reviewing agencies.

In the event DCLA elects this right, they shall so notify the Owner in writing ten (10) days prior to the required date of submittal. Upon proper notification, if the Owner does not comply with DCLA's request, DCLA shall not be required to make submittal to the Owner, Owner's Consultants and/or reviewing agencies and no liability whatsoever against DCLA shall arise from this failure to submit said documents.

B. Hourly Fee Schedule as follows:

Principal/Landscape Architect	\$175.00
Associate/CADD Technician	\$ 90.00
Administration	\$ 60.00
Day Meetings (Article 4A.1.c)	1 Hour Minimum
Evening Meetings (Article 4A.1.c)	2 Hour Minimum

The following contingent additional services will not be subject to the limitations established in Article 4A.

1. Revisions after Owner's and/or Governing Agency's approval. Should a judgment be made by the Owner, Municipal, County, State and/or Federal Agency within jurisdiction of the Project, that the plans, documents and/or supportive technical data must be revised to accommodate a revision observing a different design concept, design alternative and/or requirements not exhibited within the mutually agreed upon design criteria, ordinances or internal design program criteria provided to DCLA by Owner, after Owner's approval.
2. Revisions to drawings, specifications or other documents when such revisions are inconsistent with written approvals or instructions previously given, are required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents, or are due to other cases not solely within the control of DCLA.
3. Preparation of documents for Preliminary, Final And Contract Documents for the Project..
4. Preparation of additional site plan documents, not outlined in this agreement, architectural concept perspectives and elevations; additional presentation exhibits in addition to the one (1) site plan illustrative referenced in Article 2 of this Agreement; site models; detailed: landscape design, grading plan, lighting design, irrigation design, schematic site plan design development for Project beyond previously approved schematic design by Owner; site plan design for contiguous land, extensions, additional phases and/or alterations of Project design criteria by Owner and/or reviewing agencies.

5. Attending all public and private: coordination, workshop, design team, Municipal, Committee, County, State, Federal:
Day Meetings: One (1) hour minimum, plus expenses
Evening Meetings: Two (2) hour minimum plus expenses
6. Detailed: investigations, surveys, valuations, inventories, appraisals of existing facilities, and services required in connection with the construction for the Project.
7. Preparing to serve or serving as a witness in connection with public hearings, arbitration proceedings or legal proceedings.
8. Providing services of other than the normal Landscape Architectural Services for the Project, and any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted Landscape Architectural practice.
9. Preparing a CADD File of the Schematic Plan of the Schematic Design furnished by DCLA.
10. Construction, Construction Management/Administration Services.

Article 5 REIMBURSABLES

Not included in this Agreement is DCLA's expenses and costs, plus 10%, of all reproductions, reprographics, printing, reductions, PDF digital file reproductions greater than 8 ½" X 11', photography, special postage and handling of documents, fees for securing all permits and approvals, expenses associated with generating and obtaining technical, documented, mapped and/or other information necessary to proceed with the Schematic Plans.

Article 6 PROPRIETORSHIP OF DOCUMENTS

Conceptual sketches, Schematic Plans, sections, elevations, digital information, written correspondence and documentation are instruments of service and shall remain the property of DCLA whether the Project is executed or not. They are not to be used by the Owner on other business endeavors, similar developments, additional phases or extensions to the Project, not outlined in this Agreement, except by agreement in writing and appropriate compensation to DCLA.

Article 7 TERMINATION

- A. If the Project is suspended for more than two (2) months or abandoned in whole or part, DCLA shall be compensated for services performed prior to receipt of written notice from Owner of such said suspension or abandonment together with reimbursable expenses then due and all resulting expenses. If the Project is resumed after being suspended for more than two (2) months, DCLA's compensation shall be subject to renegotiation.

- B. This Agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In the event of termination due to the fault of parties other than DCLA, DCLA shall be paid for services performed to the termination date, including reimbursable expenses.

Article 8 STANDARD CONDITIONS

To assure a clear understanding of all matters related to our mutual responsibilities, the following standard conditions shall apply:

1. This proposal, if not accepted and executed as an Agreement is valid for a period of fifteen (15) days, after which DCLA has the right to review and revise the estimated fee, time schedule and other terms specified herein.
2. This Agreement, if executed by both parties will serve as a Contract for the proposed professional services.
3. The individual executing this document, if acting on behalf of a municipality, agency, partnership, corporation, or funding agency represents that he/she has the authority to do so, and to bind the entity to this Agreement.
4. This Contract is not assignable except with the prior written consent of DCLA and no assignment shall relieve the undersigned of any obligations under this Contract.
5. The undersigned Owner agrees to pay DCLA for work performed in accordance with the terms of this Agreement, without regard to the success of the Project. Payment to DCLA is expressly not conditioned upon the undersigned receiving any payments from third parties who are a party to this Contract, such as property owners, developers, partners or funding agencies.
6. DCLA will prepare all plans in accordance with all known local, Municipal, County, State, Federal and other applicable regulations and ordinances but cannot guarantee passage or approval of any plans.
7. DCLA must have the right to work as efficiently as possible and the Owner will assist him in this effort.
8. Normal work hours are 8:00 am to 5:30 pm, Monday through Friday except Holidays. If directed and authorized in advance by Owner, overtime work requiring higher than regular rates exhibited in Article 4B of this Agreement shall be applied observing a 1.25 multiple to said rates and will be honored as an additional service.

- 9. The fees listed in Article 4 shall remain in force and effect for a period of six (6) months from this date. At that time, this Agreement may be renegotiated to the mutual satisfaction of both parties. Unit prices applicable to Article 4B, hourly fee schedule, shall be adjusted in accordance with the cost of living increase or decrease referencing the annual Cost of Living Index published by the United States Government.
- 10. It is mutually agreed that no discount shall be given for prepayment. An interest charge of .8% per month shall be added to all invoices remaining unpaid beyond thirty (30) days from the invoice date. DCLA shall stop all work under contract if payment is not received within thirty (30) days after rendering of the invoice.
- 11. The Owner agrees to permit DCLA to exhibit the name and logo of DCLA concerning professional design services rendered in selected advertisements, brochures, competitions and publications to the public.
- 12. Insurance: DCLA shall maintain at its cost such insurance that will protect it from claims under worker's compensation acts; claims for damages because of bodily injury, including personal injury, sickness, disease or death of any of its employees or any other person other than its employees; from claims because of injury to or destruction of tangible property including the loss of use resulting there from; and from any claims arising out of the performance of professional services caused by errors, omissions or negligent acts for which DCLA is liable.
- 13. This Agreement shall be governed by the laws of the State of North Carolina applicable to contracts made and to be performed in the State of North Carolina. The jurisdiction and venue for any judicial proceeding regarding or pertaining to this Agreement shall lie in the United States Superior Court Law Division: New Hanover County.
- 14. The terms set forth in this Agreement constitute the entire Agreement by and between the Owner and DCLA with respect to the subject matter herein. This Agreement may only be altered by an instrument in writing, executed by both DCLA and an authorized officer of the Owner.

If this Agreement is satisfactory, please execute your signature of acceptance below and we'll either arrange a mutual time to meet and exchange executed contracts or return the original overnight express to our office with the requested signatures and retain of \$1,500.

Thank you for considering **Demarest Company Landscape Architects**.

Respectfully Submitted,


 Scott D. Stewart RLA ASLA dba/
 Demarest Company Landscape Architects

Read, Accepted and Agreed Upon:

_____ Date: _____
 Town of Wrightsville Beach (signature)

 Authorized Representative (please print)

EXHIBIT A

Town of Wrightsville Beach
Multi-Use Path Concept Plan & Cost Estimates RFP



Town of Wrightsville Beach, NC
REQUEST FOR PROPOSALS
FOR A LANDSCAPE ARCHITECT TO CREATE A CONCEPT PLAN AND COST
ESTIMATES FOR A MULTI-USE PATH LOCATED ON PROPERTY LOCATED
ADJACENT TO TOWN HALL

The Town of Wrightsville Beach is requesting proposals from qualified consultants to conduct the following:

A. STUDY OBJECTIVE

The Town of Wrightsville Beach will be seeking grants for the design and construction of an approximately 1700 foot multi-use path located on land adjacent to the Town Hall. This project will create a Concept Plan and cost estimates to be used for future grant applications.

Project Elements Include:

1. A multi-use path that is approximately 1700 feet in length and that is 10 feet wide from Causeway Drive to Salisbury Street on property owned by the Town.
2. A marsh overlook that is 12 to 16 feet in width and that is approximately 100 feet long to include the relocation or demolition of an existing gazebo within the proximity of the new deck.
3. The installation of low impact security lighting along the new path that may allow for decorative banner flags.
4. The installation of park furniture (water fountains, benches, swings, Adirondacks, etc.) on the deck and along the new path.
5. The clearing of scrub vegetation along the marsh boarder leaving clusters of existing larger growth for better viewing of the marsh area.
6. The construction of focal points, landscaped areas, and work out stations strategically placed along the path.
7. Designing areas that could serve as fundraising spaces for use as a grant match (ie; engraved bricks or other creative fundraising options)
8. A drinking fountain area
9. A project that meets all handicap accessible requirements
10. The identification of larger items that may need to be relocated due to the construction of this project.

B. SCOPE OF SERVICES

1. Assemble Site Data and Create a Base Map for the creation of a Concept Plan.
2. Prepare a Concept Plan based on a site visit and project elements listed above. Review the concept with selected Town Staff and make changes as directed. Prepare a colored Concept Plan showing proposed improvements.
3. Prepare an Opinion of Cost that can be used for future grant applications

*Note – The Town does not have a current survey of the area but will consider having a survey done of the project area once a selection has been made. At a minimum, the property line boundary may be staked by a surveyor.

C. PROPOSAL REQUIREMENTS

The proposal shall explicitly include, at a minimum, the following elements:

1. **Statement of Qualifications and Level of Experience:** The firm shall present a statement of qualifications as to their prior history with similar projects to include references. A brief summary of those similar projects is encouraged. The statement of qualification should include the organizational structure under which the firm will perform the work, a list of team members that will participate in the project and a resume of those that will be involved in the project. No portion of the project can be subcontracted without the permission of the Town of Wrightsville Beach.
2. **Estimated Timeline:** An estimated timeline of events that correspond with approach that the firm will be taking to complete the project.
3. **Deliverables:** The firm shall detail the deliverables that will be expected following the completion of the project.
4. **Preliminary Cost Proposal:** Provide a standard rate schedule for all firm participants to include a lump sum cost for the services provided to fulfill the requirements of this Request for Proposals. The Town has exempted itself from the Qualification Based System of securing engineering firms for this project.

E. DEADLINE FOR SUBMISSION OF PROPOSALS:

Interested firms should submit sealed proposals no later than 5:00 PM on Monday, February 29, 2016 to:

Proposals shall be Mailed or Hand Delivered to:

Multi-Use Path Concept Plan and Cost Estimates
Attn: Town Manager
Post Office Box 626
Wrightsville Beach, NC 28480

Proposals received after the required deadline will not be accepted. Proposals will be opened on **February 30th** at the Wrightsville Beach Town Hall at 11am. Proposals will be discussed at a subsequent Town Council meeting and will be awarded to the most qualified and responsible firm(s). The Board of Aldermen reserves the right to approve proposals, deny proposals, negotiate proposal or re-advertise for additional proposals for the project if deemed necessary by the Board of Aldermen or Town Manager. The Board of Aldermen and Town Staff reserve the right to interview any or all of the applicants to help aid in determining the most qualified firm.

F. CONTACT, QUESTIONS AND CORRESPONDENCE

All contact, questions, and correspondence regarding the project and proposal shall be directed to the following:

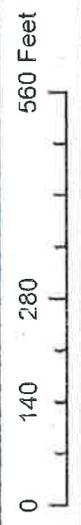
Town Manager
Tim Owens
Post Office Box 626
Wrightsville Beach, NC 28480
(910)256-7900
towens@towb.org

Note – All written correspondence and e-mails are considered public documents in the State of North Carolina

Proposed Eastside Multiuse Trail



Map created on 9/21/2015
 Town of Wrightsville Beach Public Works
 Data: t:/TownData



7-3-9

Demarest Company

Landscape Architects Land Planners ASLA

6933 Running Brook Terrace
Wilmington, North Carolina 28411
910-231-2428
NC # 1128

February 28, 2016

Town of Wrightsville Beach

Post Office Box 626
Wrightsville Beach, North Carolina 28480

Attn: Mr. Tim Owens AICP, Town Manager
Re: **Landscape Architectural Services for:
Multi-Use Path Concept Plan & Cost Estimates**
Wrightsville Beach, North Carolina

Dear Mr. Owens,

We appreciate the time afforded to review and field inspect the project area with you so we could clearly understand the project scope, intent, vision and expectations. This endeavor will obviously transform the park embracing the visual and physical connectivity among the existing uses and expanding the connectivity with the adjacent significant natural resources which will ignite a new complimentary purpose and sense of place for this facility. We are excited to be considered for this unique project. We are pleased to submit the attached:

Contract for services in response to the Town of Wrightsville Beach Request For Proposals for a Landscape Architect to create a concept plan and cost estimates for a Multi-Use Path on property located adjacent to Town Hall;

Statement of Qualifications;

Statement of Qualifications for Cape Fear Engineering regarding survey and civil engineering project support for Town of Wrightsville Beach consideration.

Should you require additional information and/or clarification of the information submitted, please contact me personally at 910-231-2428 or e-mail at scottstewart6933@yahoo.com so I may immediately respond to you inquiry.

Thank you for this opportunity.

Best Regards,



Scott D. Stewart RLA ASLA
Demarest Company Landscape Architects



Statement of Qualifications

Scott D. Stewart RLA ASLA

Scott D. Stewart RLA ASLA, Landscape Architect, Real Estate Developer, Real Estate Broker and Commercial General Contractor is a career Landscape Architect for 40 years. A 1976 Rutgers's University Graduate in Landscape Architecture, Scott apprenticed for three years at a civil engineering firm, land planning large PUD's, and three years with an architectural firm designing large scale high rise projects along the New Jersey Hudson River corridor that have now matured and define it's skyline between the George Washington Bridge and the Lincoln Tunnel.

In 1982, SGLA - "Stewart Group Landscape Architects" was formed and blossomed from 1982-1994 into three offices, with twenty three employees executing over 400 projects, including 30 master planned communities. Stewart Burgis Professional Planners, founded in 1987, a complimentary five person planning firm to SGLA, consulted to 17 N.J. Municipalities expediting township masterplans, development regulations, low income housing compliances, urban revitalization, central business district studies & design, Planning Board and Board of Adjustment consultation specific to the review of development applications. The firms were recognized with several Merit Design Awards by the local ASLA Chapter during the 1980's with specialization in waterfront development together with attendance for numerous personal certifications from Harvard University, Graduate School of Design, Office of Special Programs.

Introduced to the "Traditional Neighborhood Design" (TND) New Urbanism movement in 1989, a focus to transition from design and marketing consultant in the northeast tri-state area of New York, New Jersey and Connecticut prompted the move to Wilmington, N.C. in 1993 promoting TND models as the "precedent new model" for alternate, future growth. Since 1994, as an owner/developer, Scott has designed/developed four TND neighborhood programs: Demarest Landing, Demarest Village, Tidal Reach and Devaun Park collectively creating: 383 single family lots, 222 multifamily units, 220,000 sq. ft. commercial space and a 46 slip marina, realizing gross sales in excess of 45 million.

Demarest Landing commenced in 1993 and implemented Low Impact Development (LID) techniques prior to establishment of the current BMP design standards and LID programs popular today. Demarest Village was the first High Density/Low Density stormwater program implemented in North Carolina in 1998 promoting LID techniques, voluntarily demonstrating and exploring practical, responsible, cost effective solutions as an alternate for managing stormwater while preserving and enhancing existing natural features woven among his communities. The Demarest neighborhoods, named after "William Demarest Stewart", in the Middle Sound Community of Wilmington, N.C., became the southeast regions first examples of "Smart Growth" and "Low Impact Development" endorsed by the N.C. Governor's Task Force for "Smart Growth" in 2000.

Demarest Landing and Demarest Village in Wilmington, N.C., and the Devaun Park development program in Calabash, N.C. under Scott's leadership, were among the first to receive the Lower Cape Fear Stewardship Coalition (LCFSC) Awards for "Significant Achievement" in 2006 for land planning, storm water management with creative, precedent design programs. LCFSDC 10th anniversary in 2016 awarded Scott the first "Champion Award" to an individual for pioneering the first sustainable growth models in south eastern North Carolina and "Outstanding Achievement" award for Demarest Landing for being the first model program.

Philanthropic and personal recognitions include: "Tree Preservation Award" from the City of Wilmington, N.C. in 2003; "Volunteer of the Year" in 2004 & 2005 by New Hanover County Schools, Wilmington, N.C. for "Laney High School Campus Renovation"; "Main Street Revitalization" in 2005, "Good Neighbor" and the first "Stewardship" award honors received by the Town of Calabash in 2011 for contributions to assist Calabash to grow responsibly over the past 17 years, including the first "Calabash Community Park" that was completed in 2012.

During the execution of the four TND neighborhoods Scott has developed, he has: served on the Board of Directors, authored all Design Guidelines, Covenant & Restrictions; managed all aspects of development design, approvals, /infrastructure, construction, created and directed all sales and marketing programs. Scott has served, in the City of Wilmington, on the "Mixed Use Development Ordinance Committee"; in the Town of Calabash, on the "Unified Development Ordinance Committee" and serves on the "Long Range Planning Committee" in Calabash since 2004.

Riptide Aquatic Center in Middle Sound, Wilmington, N.C. is the focus of current development efforts. Scott is Owner & Principle of: "Demarest Company Landscape Architects" (DCLA), a Landscape Architectural Firm for all land planning, marketing ventures; "Peninsula Capital Group", a Commercial General Contracting Firm for construction of selected Commercial and Residential projects; and Scott is a Realtor/Broker with Intracoastal Realty at Lumina Station, Wrightsville Beach, North Carolina.

In addition to his own development ventures, Scott consults to:

CP Brunswick LLC as Advisor, Landscape Architect, General Contractor for Compass Pointe, Leland, N. C. Master Planning and Development of 2,200 acres, remaining 1808 units, 555,825 sq.ft. commercial, 18 hole golf course. CP Brunswick was awarded by LCFSDC in 2016 for a "Special Recognition" due to Scott's new Master Plan program for Compass Pointe.

Cameron Properties as Advisor/Landscape Architect overseeing the design and development of the last remaining developable 500 acres in the City of Wilmington, N. C. including: Barclay West/Gallery Park mixed use community of 1.48 million sq. ft. commercial/1,375 residential units on 300 acres; "The Forks" TND pattern of 133 residences on 46 acres; "The Courtyard" at Shipyard Commons- 50,000 sq. ft. mixed use commercial on 5 acres; Henry's Restaurant Site Renovation@ Barclay Commons;

Summit Hospitality Group LTD, Raleigh, N.C. as Advisor/Landscape Architect /General Contractor for the completion of "Hyatt Place" and the renovation of the "Fairfield Inn & Suites", Durham, N.C.; "Homewood Suites", Pinehurst, N.C.

Mayfair 1LLC as Landscape Architect for Llewellyn Park, Mixed Use, 45 acre, 325 units, Mayfair, Wilmington, N. C.

SCOTT D. STEWART RLA ASLA

Real Estate Developer / Landscape Architect / General Contractor / Real Estate Broker

6933 Running Brook Terrace; Wilmington, North Carolina 28411

scottstewart6933@yahoo.com 1-910-231-2428

Education:	Bachelor of Science, Rutgers University College of Agriculture & Environmental Science New Brunswick, NJ	1976
Licenses:	Landscape Architect, North Carolina; License # 1128 Landscape Architect, New York; License #0836 Landscape Architect, New Jersey; License # 0033 General Contractor, Commercial/Residential, N.C. #72619 North Carolina Real Estate Broker; License # 279570	2000 - 2006, 2013 - 1984 - 2000 1981 - 2000 2013 - 2014 -
Associations:	Member, American Society of Landscape Architects Member, National Association of Realtors	1981 - 2006, 2013 - 2014-

- 2016 "Stewardship Champion Award"; Pioneering LID, Sustainable Growth and TND Program Models in South Eastern N.C.
- 2016 "Stewardship Outstanding Achievement Award"; Demarest Landing, Wilmington, N.C.
- 2016 "Stewardship Special Recognition Award"; Compass Pointe, Leland, NC
- 2015 Committee Member, Architectural Review; Compass Pointe, Leland, NC
- 2014 Guest Lecturer, "Demarest Neighborhoods", First NC Example of Smart Growth & LID; LID Summit, Raleigh, N.C.
- 2013 Guest Lecturer, "Low Impact Development Basics for Water Quality Protection", Wilmington, NC
- 2012 Calabash Community Park Dedication/Recognition, Town of Calabash, NC
- 2011 1st "Stewardship Award for Exceptional Contributions & Services", Town of Calabash, NC
- 2011 "Calabash's Good Friend & Neighbor Award", Calabash Community Park, Calabash, NC
- 2010 Long Range Planning Committee Member; Calabash Community Park Design, Calabash, NC

- 2009 Unified Development Ordinance (UDO) Committee Member; Calabash, NC
- 2008 Philanthropic Financial/Planning Restructure "Tidal Walk", Wilmington, NC
- 2007 Low Impact Development Guest Lecturer; Coastal Federation; Moorehead City, NC
- 2007 Low Impact Development (LID) Steering Committee; New Hanover/Brunswick County, NC
- 2006 "Stewardship Significant Achievement Award"; Demarest Village, Devaun Park, NC
- 2005 "Central Business District Streetscape Appreciation Award" 1998-2005; Calabash, NC
- 2005 Volunteer Of The Year Award" Laney High School, Wilmington, NC
- 2004 "Volunteer Of the Year Award" Laney High School, Wilmington, NC
- 2003 "Tree Preservation Award": Tidal Reach, Demarest Village/Landing, Wilmington, NC
- 2002 Committee Member; Streetscape/Central Business District, Calabash, NC
- 2001 Guest Lecturer, "Smart Growth", Save our State Summit, Wilmington, NC
- 2001 Expert Consultant, "Paving the American Dream" Documentary, UNCW, Wilmington, NC
- 2000 Traditional Neighborhood Design "Expert Endorsement", NC Governors Task Force
- 2000 Committee Member, Mixed Use Development Ordinance, Wilmington, NC

- 1999 Committee Member, Main Street Revitalization, Calabash, NC
- 1998 Guest Lecturer, "New Urbanism", New Hanover/Brunswick/Pender/Onslow County, NC
- 1997 Philanthropic Planning Consultant: Corbet Family: Arlie Gardens to Wilmington, NC
- 1997 Founding Member, Board of Directors, Wilmington Country Day School, Wilmington, NC
- 1996 Founding Member, Board of Directors, Cape Fear Tomorrow, Wilmington, NC
- 1995 Charter Member, Congress for New Urbanism, Charleston, SC
- 1994 CNU Member, Congress for New Urbanism Summit, Los Angeles, California
- 1993 CNU Member, Congress for New Urbanism Summit, Alexandria, Virginia
- 1992 Guest Juror, Cocolaba Island Master Plan, Virgin Islands, Rutgers University, New Brunswick, NJ
- 1991 National Accreditation Review Committee, Rutgers University, New Brunswick, NJ
- 1990 Guest Lecturer, CADD Applications in Practice, Rutgers University 25th Anniversary

- 1989 Harvard Graduate School of Design, Golf Course Design, Cambridge, Mass.
- 1989 Rutgers University, Advanced Irrigation Design, New Brunswick, NJ
- 1988 1st Qualified Interdisciplinary Coordination Expert/Landscape Architect, NJ Superior Court
- 1988 NJASLA Merit Design Award (residential site design), "Stanford Village, West Milford, NJ
- 1988 NJ Builders Assoc. SAM award, Best Pre-Sales Center, "Cambridge Heights", Ramsey, NJ
- 1988 Harvard Graduate School of Design, Housing/Health Care for the Elderly
- 1988 Harvard Graduate School of Design, Urban Waterfront Development
- 1987 Guest Juror, P.U.D. Site Design Critic, Rutgers University Landscape Architecture Program
- 1985 NJASLA Merit Design Award (urban design) "Weehawken Waterfront Development Plan", Weehawken, NJ

Experience

1994-2016 Real Estate Developer [1] / Landscape Architecture Consultant [2] / General Contractor [3]
 Expedite all business development programming, design, implementation and tasks including: Legal; Accounting; Financing; Support Appraisal Documentation; Payables/Receivables; Declaration of Protective Covenants and Restrictions; Landscape Architecture; Land Planning; Regulatory Approvals; Regulatory Permits; Tax Planning; Tax Returns; Surveying; Preliminary Maps; Final Maps; Civil Engineering; Environmental; Architecture; Construction Budgets; Construction Permits; Construction Management; Bank Financing Construction Draw Requests; Clearing; Grading; Utilities; Horizontal Infrastructure; Roads; Sidewalks; Park Construction; Marine Construction; Landscaping; Irrigation; Lighting; Signage; Site Gazebo's; Arbor's; Sales Center; Clubhouse; Pool; Fountains; Maintenance; Marketing Materials, Programs, Sales, Events; Architectural Review for Community Associations. Tasks performed for the following Real Estate Development endeavors:

Demarest Landing	Wilmington	NC [1, 2, 3]	1993 - 2000
Patterson Park	Wilmington	NC [1, 2]	1995 - 1997
Demarest Village	Wilmington	NC [1, 2, 3]	1997 - 2009
Tidal Reach	Wilmington	NC [1, 2, 3]	1997 - 2002
Devaun Park	Calabash	NC [1, 2, 3]	1997 - 2012
Riptide Aquatic/Fitness Center	Wilmington	NC [1, 2, 3]	1997 -
Overlook at Pages Creek	Wilmington	NC [1, 2, 3]	1999 - 2011
Middlesound Square	Wilmington	NC [1, 2, 3]	2004 -
Barclay West; Forks; Courtyard	Wilmington	NC [2,3]	2013 - 2014
Compass Pointe	Leland	NC [1,2]	2014 -
Hyatt Place; Fairfield Inn	Durham	NC [2,3]	2014 - 2015
Homewood Suites	Pinehurst	NC [2,3]	2014 - 2015
Llewellyn Park (Mayfair)	Wilmington	NC [2]	2014 -

1989-1994 Stewart/Burgis Professional Planners & Landscape Architects

Saddlebrook NJ
 Founder-Vice President - 50% Owner
 Full Service Planning firm consulting to 17 NJ Municipalities
 Code Compliance, Urban Planning, Central Business District Studies

1982-1995 Stewart Group Landscape Architects

Highland Park, NJ
 Founder -President - 100%Owner
 Full Service Landscape Architectural/Land Planning Firm
 30 Masterplan Communities

1979-1982 Capibianco & Zemsky AIA

Secaucus, NJ
 Senior Landscape Architect – Master Town & Community Planner

1976-1979 Tectonic Engineering

Sommerville, NJ
 Landscape Architect/Civil Draftsman

Articles:

Wilmington Business Journal	02-26-16	Recent And Past Development Projects Honored With Stewardship Awards
Brunswick Beacon	08-11-16	Compass Pointe Adds Land To Create Mixed Use Development
Wilmington Buisness Journal	03-13-15	Compass Pointe Reboots With New Master Plan Incorporating TND Principles
Coastal Federation	04-07-14	LID Draws a Packed House In Raleigh/Stewart Recognized as First LID Pioneer
Brunswick Beacon	11-22-12	Stewart Recognized at Calabash Community Park Dedication
Brunswick Beacon	03-09-11	Stewart Bestowed Calabash's First Stewardship Award
Prevision Company	02-10-10	Riptide Aquatic Center 3D Visualization Achievement
Brunswick Beacon	04-25-07	Environmental Recognition – Demarest Landing/Village; Devaun Park
Wilmington Star	03-30-07	Opinions - Good Design/Soil Conservation Supervisor –Demarest/Devaun Park
Wilmington Star	03-11-07	Eco-Friendly Developments Catching On- Demarest Landing - Devaun Park
Wilmington Star	02-03-07	Stewardship Council Awards Green Developments-Demarest-DevaunPark
Wilmington Star	03-23-05	Laney Parent Digs Deep-Stewart donates Campus Face Lift to Laney High School
UNCW	05-02-01	Stormwater Commendation/Demarest Village
Penderwatch News	10-18-00	Demarest Village- Low Impact Design Stormwater Achievements
Town of Calabash	10-17-00	NCDOT Enhancement Grant Approval – River Road Revitalization, Calabash, NC
Wilmington Star	09-02-00	Scott Stewart Profile – TND - Demarest Landing, Demarest Village
Wilmington Star	06-03-00	Demarest Landing, Wilmington, NC - Profile of completed TND Achievements
Wilmington Star	04-06-00	Demarest Village (Governor's Commendation)
Wilmington Star	04-04-00	Demarest Landing/Village (Smart Growth)
Wilmington Star	09-15-99	Devaun Park Commendation-Land Planning-Low Impact Stormwater Design
Coastal Report	06-01-98	Demarest Landing Stormwater Commendation
Wilmington Star	05-11-97	Demarest Landing, Wilmington, NC - Profile of Precedent Design Achievements
Wilmington Star	06-22-96	New Urbanism - Andres Duany reveals TND practices at sold out UNCW program
Wilmington Star	06-13-96	New Urbanism - Cape Fear Tomorrow- Stewart brings Duany to Wilmington
Wilmington Star	03-24-93	Demarest Landing, Wilmington, NC – First TND Neighborhood in Wilmington

WilmingtonBiz

Recent and past development projects honored with stewardship awards

By Cece Nunn, posted Feb 26, 2016 on WilmingtonBiz.com

When Scott Stewart talks about the communities he's worked on throughout his career, he often uses artistic terms.

Take Compass Pointe, for example. Stewart, a landscape architect, developer and builder who has helped shape the Brunswick County development's [new master plan](#)

(http://www.wilmingtonbiz.com/real_estate_-_residential/2015/03/13/compass_pointe_reboots_with_new_master_plan/1

said the master plan "promotes sculpting diverse neighborhood patterns woven within the fabric of the landscape."

Those attributes helped lead the 2,200-acre Compass Pointe to win a special recognition award Thursday from the Lower Cape Fear Stewardship Development Coalition. And Stewart, who in addition to his work with Compass Pointe has designed and built other neighborhoods in the Cape Fear region, was recognized by the coalition, too, on Thursday afternoon with a Stewardship Champion award.

Another Stewardship Champion award was given to Brunswick County Habitat for Humanity during the coalition's awards ceremony Thursday, which took place at The Terraces on Sir Tyler.

The coalition gave Demarest Landing, a neighborhood Stewart created about 25 years ago off Middle Sound Loop Road in Ogden, an Outstanding Stewardship award. Demarest Landing was among six award winners for Outstanding Stewardship, along with 320 Chestnut St., a New Hanover County office building in downtown Wilmington; Live Oak Bank's second building in Tiburon Park; Moores Creek National Battlefield in Currie; the N.C. Coastal Federation's Fred & Alice Stanback Coastal Education Center; and the interactive New Hanover County Cape Fear Museum Park.

Significant Achievement awards went to the University of North Carolina Wilmington's Student Recreation Center and Seahawk Crossing.

The awards aim to recognize "residential, commercial and public development projects in Brunswick, Pender and New Hanover counties that demonstrate outstanding environmental stewardship through the protection, conservation, improvement, and awareness of our natural resources," a news release on the awards luncheon said.

Stewart said Friday that he was humbled by the recognition. He said being able to work for Bobby Harrelson, developer and owner of Compass Pointe who accepted the community's award Thursday, has been the opportunity of a lifetime because he has admired Harrelson's vast portfolio of development work for decades. Stewart pointed out that of the 2,200 acres that make up Compass Pointe, 822 of them are a designated conservation area.

Currently, crews are working on seven new neighborhoods in the community, where an emphasis has been placed on the connectivity of sidewalks, trails and waterways, he said.

Demarest Landing was started in 1992 to 1993 and completed around the year 2000, Stewart said. In the early 90s, concepts like low-impact development and Traditional Neighborhood Design were not the norm, but they were part of Stewart's vision.

"It takes time do to a custom neighborhood and navigate through all the required changes," said Stewart.

He named the neighborhood after his father, whose middle name was Demarest.

Stewart said he plans to continue navigating the necessary requirements for sustainable, responsible development. While Compass Pointe is his current priority, he said he has not abandoned plans to create Riptide Aquatic Center in Ogden.

Describing Live Oak Bank's second building for Thursday's awards presentation, presenter Dylan McDonnell wrote: "Tucked away behind the pine barrens, unseen from major roadways and backing up to conservation land, this project blends right in the scenery. Utilizing local materials, LED lighting, efficient electrical, air handling, windows and doors and a parking design unlike anything I have seen, this project is THE model for office building designs."

According to a New Hanover County news release on the awards, the New Hanover County Cape Fear Museum Park, which opened in September 2015, was recognized "for its innovative green space that features an interconnected park-like landscape, smart storm-water management and engaging hands-on educational exhibits. The park was transformed from a former parking lot to bring the museum's interpretive approach to history and science outdoors."

The county building at 320 Chestnut St. was completed in October 2015 and features the county's first green roof, the release said. As part of the major renovation, according to the release, a roof garden was planted "to extend the usefulness of the new roof membrane, to provide natural cooling, and to reduce the environmental and financial cost of stormwater runoff."

"New Hanover County is delighted to be recognized for our innovation and stewardship in the community," county manager Chris Coudriet said in the release. "As an organization, we are committed to serving the community through good governance."

The New Hanover County Register of Deeds office, currently located at 216 N. Second St., is moving to 320 Chestnut St. on April 1, according to the office's Web page. The Department of Community and Justice Services, the public defender and the Guardian ad Litem offices are already located in the refurbished building.

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Lower Cape Fear Stewardship Development™ Coalition

January 27, 2016

Scott Stewart
6933 Runningbrook Terrace
Wilmington, NC 28411

RE: Stewardship Champion Award

Dear Mr. Stewart,

Congratulations! On behalf of the Lower Cape Fear Stewardship Development Coalition it is my pleasure to inform you that you have been nominated to receive our **Stewardship Champion Award**. This is a very special award given to recipients who have exemplified extraordinary commitment and vision to environmental practices, programs, issues, development or design. The "Champion Award" awards those who have been champions, trailblazers and or visionaries in the area of environmental stewardship.

This award will be presented at the Awards Luncheon, scheduled for **Thursday, February 25th** at the Terraces on Sir Tyler at 1826 Sir Tyler Drive in Wilmington. The luncheon and awards ceremony will begin at 12:30. If you would like, we invite you to speak upon acceptance of the award. **Two free tickets are offered to recipients of awards and we encourage you to invite members of your team and/or client. Please RSVP with me as soon as possible so I can secure your tickets. If you are in need of additional tickets to purchase at \$35 each, please visit our website at www.stewardshipdev.org.**

Since your award will only become official at the Luncheon, we ask that any marketing, promotions, or publications regarding the award **not occur until AFTER the Awards Luncheon**. If you are contacted by the press, you may talk with them, but they should be aware the information is to be kept secret until following the Luncheon.

If you have any questions please feel free to contact me at 910-253-2405.

Sincerely,

Brigit Flora

Brigit Flora
Awards Committee Chair

7-3-y



Lower Cape Fear Stewardship Development™ Coalition

January 21, 2016

Scott Stewart
6933 Runningbrook Terrace
Wilmington, NC 28411

RE: Demarest Landing

Dear Mr. Stewart,

Congratulations! On behalf of the Lower Cape Fear Stewardship Development Coalition I would like to express our gratitude to you for taking an interest in our program and for taking the time to submit your project for award consideration this year. I am pleased to inform you that you have been selected to receive the **Outstanding Stewardship Award for Demarest Landing**. This award will be presented at the Awards Luncheon, scheduled for **Thursday, February 25th** at the Terraces on Sir Tyler at 1826 Sir Tyler Drive in Wilmington.

The luncheon and awards ceremony will begin at 12:30. If you would like, we invite you to speak about your project upon acceptance of the award. **Two free tickets are offered to recipients of awards and we encourage you to invite members of your team and/or client. Please RSVP with me as soon as possible so I can secure your tickets. If you are in need of additional tickets to purchase at \$35 each, please visit our website at www.stewardshipdev.org.**

Since your award will only become official at the Luncheon, we ask that any marketing, promotions, or publications regarding the award **not occur until AFTER the Awards Luncheon**. If you are contacted by the press, you may talk with them, but they should be aware the information is to be kept secret until following the Luncheon.

If you have any questions please feel free to contact me at 910-253-2405.

Sincerely,

Brigit Flora
Awards Committee Chair



Lower Cape Fear Stewardship Development™ Coalition

January 21, 2016

Scott Stewart
6933 Runningbrook Terrace
Wilmington, NC 28411

RE: Compass Pointe

Dear Mr. Stewart,

Congratulations! On behalf of the Lower Cape Fear Stewardship Development Coalition I would like to express our gratitude to you for taking an interest in our program and for taking the time to submit your project for award consideration this year. I am pleased to inform you that you have been selected to receive the **Special Recognition Stewardship Award for Compass Pointe**. This award will be presented at the Awards Luncheon, scheduled for **Thursday, February 25th** at the Terraces on Sir Tyler at 1826 Sir Tyler Drive in Wilmington.

The luncheon and awards ceremony will begin at 12:30. If you would like, we invite you to speak about your project upon acceptance of the award. **Two free tickets are offered to recipients of awards and we encourage you to invite members of your team and/or client. Please RSVP with me as soon as possible so I can secure your tickets. If you are in need of additional tickets to purchase at \$35 each, please visit our website at www.stewardshipdev.org.**

Since your award will only become official at the Luncheon, we ask that any marketing, promotions, or publications regarding the award **not occur until AFTER the Awards Luncheon**. If you are contacted by the press, you may talk with them, but they should be aware the information is to be kept secret until following the Luncheon.

If you have any questions please feel free to contact me at 910-253-2405.

Sincerely,

Brigit Flora
Awards Committee Chair

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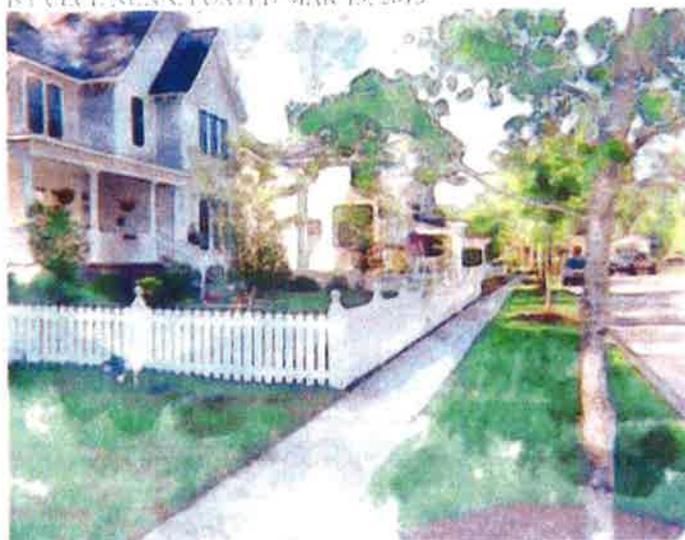
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REAL ESTATE - RESIDENTIAL

Compass Pointe Reboots With New Master Plan

BY CECIL NIXON, POSTED MAR 13, 2015



An artist rendering by Scott Stewart shows a conceptual view of Hammocks Cove, one of the new neighborhoods in the works at Compass Pointe. (Rendering c/o Compass Pointe)

With hundreds of new homes, commercial space and new amenities on the way, a Brunswick County master planned development is charting its next course.

Landscape architect, developer and builder Scott Stewart sees Compass Pointe, a 2,200-acre community off U.S. 74, as a development that's in balance with nature while at the same time "strategically positioned at the future crossroads of commerce."

A new master plan for Compass Pointe that Stewart has created, in conjunction with property owner Bobby Harrelson, is designed to weather economic changes in the coming years, including features of Traditional Neighborhood Development (TND), Stewart said.

The development of Compass Pointe began eight years ago, around the same time that the nation's economy experienced one of the worst downturns in history, and residential and commercial development throughout the Cape Fear region took a big hit. These days, a steadily improving housing market has led to an increase in the construction of new homes in Compass Pointe and elsewhere.

"Every neighborhood goes through its cycles. You have to be able to plan and prepare for all the cycles," Stewart said during a recent tour that highlighted Compass Pointe's latest development activity. "What my role is here is to ensure that the neighborhood sustains through those cycles with the right patterns of growth and the efficiency of the infrastructure and all the related costs that are going in right now."

One of Stewart's current projects within Compass Pointe is a neighborhood that will be called Hammocks Cove and that he designed with an alley system.

By using alleys, "What you're doing is compartmentalizing and organizing the home site for the end user and the residents so not only is the floor plan very user friendly, it's married to the uses of the yard space," Stewart said.

Hammocks Cove, which will have more than 80 homes and is the first of seven new neighborhoods in Compass Pointe that are currently in design and development stages, is on track to have all of its required final maps filed with Brunswick County officials by the first or second week of April, Stewart said.

"It certainly is one of the more actively developing projects right now," said Mark Pages, land planner in Brunswick County's planning department. "The Leland area seems to be very healthy [in terms of new home development] between Compass Pointe and Brunswick Forest and probably a couple other developments like Hawkeswater [Villages]."

Those elements of new urbanism and TND favored by Stewart seem to have become more desirable, Pages said.

"That's the trend in planning right now, the type of things that Scott does," Pages said. Brunswick County was hit hard by the Great Recession, with some planned neighborhoods left languishing and dubbed "zombie" developments.

"There's still a lot of inventory of lots in Brunswick County," Pages said. "We haven't seen any brand new approved developments."

But property owners in general seem to be starting to regain confidence as the economy steadily improves.

“There are some kind of preliminary talks about ‘Hey, what can we do at this property,’ whereas before there’d been nothing. Silence,” Pages said. “Now people are starting to come in and really try to look at what they can do and who knows? The way the winter’s going up north, maybe this is the last straw for a lot of northerners.”

Compass Pointe closed on 202 lots last year, Harrelson said, adding that the 202 sales figure hasn’t been watered down by counting multiple transactions. Many of the new residents listed on a dry erase board in the Compass Pointe sales office moved from the Northeast, a majority from communities in New York and New Jersey.

Stewart himself moved from the Northeast, where during his career he had worked as a design and marketing consultant in New York, New Jersey and Connecticut, to Wilmington in 1993. Since 1994, Stewart has designed and developed four TND neighborhoods in the Wilmington area: Demarest Landing, Demarest Village, Tidal Reach and Devaun Park.

“Scott’s a great planner. Great planners are like great artists,” Harrelson said, and by moving from the Northeast, “he knew what people wanted to get away from.”

In addition to Hammocks Cove, Stewart has been designing a new entrance to Compass Pointe on U.S. 74 and a mixed-use area that will include commercial, service-oriented components.

“We could have everything from small shops or we could have a small food store or we could have hotels. It’s the design and land plan to accommodate all those uses without changing patterns we got approved or the infrastructure we’re putting in,” Stewart said. Potential names for the commercial development are Village Square or Compass Commons.

“The idea is to create an intimate village square that’s scaled properly so you’re not making a large, expansive parking lot where you have to rip down all the trees,” Stewart said.

About 350 families already live in Compass Pointe. Harrelson said about 10 years from now, the community is expected to have between 2,000 and 2,500 owners. Currently, excluding custom homes, prices at Compass Pointe mainly fall in the \$300,000 to \$475,000 range, Harrelson said.

“We think that’s where a great number of sales will take place,” he said.

But the most important aspect of Compass Pointe in Harrelson’s opinion is its overall goal to provide a place where people can live the dreams they had during their working lives, Harrelson said.

Along those lines, a variety of new amenities are in the works, including a golf course designed by Rick Robbins, additional pools and a new 30-acre lake under construction that will become a focal point.

The No. 1 thing enjoyed by people, Harrelson said, seems to be walking, and Compass Pointe has placed an emphasis on sidewalks and walking trails.

Trails in the more than 820 acres of the development that are under a conservation easement will be expanded, according to Compass Pointe's new plans.

Although work on the golf course had been slowed by this winter's rainfall, Harrelson said he expects the course to be opened in the late fall.

"It's been our goal to provide activities that would reach all different kinds of people and give them things they can enjoy," Harrelson said.

developer's

2015 is going to be a very exciting and prolific year at Compass Pointe! Last summer, The Harrelson Company engaged Scott Stewart RLA ASLA of Demarest Company Landscape Architects. Scott has been developing properties in the Lower Cape Region for over twenty years. He has received numerous awards as a Real Estate Developer and Landscape Architect, setting precedence for community development for coastal North Carolina and is also a Commercial General Contractor and Realtor. Scott has assisted in bringing the vision for Compass Pointe to another level of excitement by master planning the current developing neighborhoods and all remaining land holdings and amenities to ensure that Compass Pointe will become the premiere community of Southeastern North Carolina. He is also working with Rick Robbins in the completion of the golf course club program to make it a "signature" facility.

Scott has provided us with the following commentary about his involvement and what we have to look forward to in 2015:

"As everyone has witnessed, there has been tremendous activity with the Compass Pointe Golf Course. Bobby's and Rick's mission is to create eighteen unique "paintings" woven among the fabric of the existing and future planned neighborhoods, while respecting all land features, view corridors and the natural forest. This is in keeping with my philosophy: "Respect the view, don't become the view."

"It is humbling to participate and observe Bobby orchestrate the realization of this golf facility; he directs the complex process of sequentially designing and sculpting the course, installing irrigation, storm drains and placing cart paths to ensure the golf experience is unique to this region, while preserving "signature" natural features. I've known and admired Bobby since the late 1980s. Working side by side with this true "Master Developer," charting the next course for Compass Pointe, is a highlight of my development career. As every day passes, I become more familiar with the extraordinary development team he has assembled, from finance, infrastructure, management and marketing—it is quite simply the most complete, skilled team I've been a part of. I'm looking forward to the completion and premier of this breathtaking course towards the end of this year with a target opening in the spring of 2016!"

In addition, Scott made reference to our newest neighborhood: *"Hammocks Cove is nearing completion in the next few months. This will be the first neighborhood in Compass Pointe that will offer traditional neighborhood design (TND) features such as front porch living, rear access alleys, several vest pocket parks, a wide diversity of home sites*



Compass Pointe's Lake is growing daily.

with just the right blend of traditional and southern architecture. This would not have been possible to achieve without the shared vision of Bobby and Bert, the patience to modify the plans with Cape Fear Engineering, and the process of transforming infrastructure requirements to create "great streets" with Tim Kearny, a true master utility craftsman. Hammock Cove is the first of seven new neighborhoods currently in design development, a very exciting time for Compass Pointe!"

The 25-acre lake next to the Grand Lanai is still underway and continues to make progress on a daily basis. We have not yet found the right name for the lake, so if you have any new ideas, please email Susanna for our consideration. Recently, survey crews in the Lanai area have been gathering "as built" information so we can properly plan and design the remaining amenities in that area this year. We will be constructing the pedestrian/golf cart bridge connection from the adjacent neighborhood to the Grand Lanai once we are certain of the correct alignment and elevation.

Some of you may have noticed that the Boat, Trailer, and RV storage park is nearing completion. The storage park is located in Hammocks North and we are finalizing our plans for pricing and availability. If you are interested in reserving a space, please email Susanna Phillips at sphillips@compasspointenc.com so she can add your name to the reservation list. Storage spaces will range from 25 to 50 feet, and we may even have some larger spaces, pending our final design. This area will be gated and secured.

Our sales staff is gearing up for another successful year. Here is the current schedule for our upcoming sales events: March 5th–8th, March 26th–April 12th (Spring Promotion), July 16th–19th, August 13th–16th, October 9th–12th, and November 5th–8th.

Thank you again for your kind endorsements, for sending all your referrals our way and for your continued assistance in promoting Compass Pointe!

All the Best!
Bobby Harrelson and The Development Team

7-3-ff

**GEORGE B. CHURCH
133 SETTLERS LANE
KURE BEACH, NC 28449
910-352-0037**

December 31, 2012

Re: Scott D. Stewart
Letter of Reference / Endorsement

To Whom It May Concern:

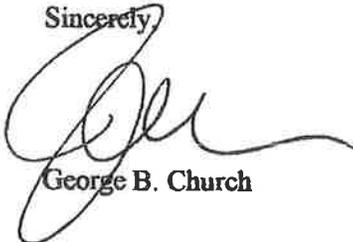
I am submitting this letter of reference on the behalf of Scott D. Stewart, whom I have known since May of 2000, through my employment with Cooperative Bank, where I held the position of Vice President Commercial Lender, managing a loan portfolio of \$200,000,000. I was fortunate enough to have Mr. Stewart as a business client. His experience as a Landscape Architect set him apart from other real estate developers by assembling visionary, unique and thorough business plan models with accurate financial projections. Mr. Stewart has the ability to personally pursue and secure regulatory approvals for all phases of large-scale residential or commercial projects. He personally designs and manages all phases of construction to ensure the highest quality is maintained for the project, that the project is completed on time within and often times below budget.

My first introduction to Scott Stewart was in 2000, where the bank assisted Scott with loans (approximately \$4,000,000) for the Demarest Village residential project in Wilmington, NC. We continued our business relationship in 2002, with acquisition and development loans covering eight successful residential phases in Devaun Park (Brunswick County). During 2002 to 2008, the project generated approximately \$33,000,000 in revenues and paid off \$17,000,000 in bank loans.

Mr. Stewart's assembly of creative marketing programs has generated precedent sales performance which often provided debt reductions and loan payoffs prior to budget forecasts. His unique multifaceted skills and experience produced unforeseen equities and greatly raised the value of remaining phases within the project. Mr. Stewart has achieved numerous awards over his career for outstanding project design and environmental soundness.

Throughout the years of our relationship, I have witnessed Mr. Stewart's professional abilities, sound business practices, with the highest of professional ethics and standards. His work has resulted in exemplary performance in managing all financial obligations and commitments under his direct control. It is with the highest regard that I provide this letter of endorsement for Scott D. Stewart, concerning his professional skills, management ability and execution of all banking matters during our relationship at Cooperative Bank, which is further evidenced by his reputation, success and award winning status among his peers. Should you have any questions regarding this letter, please feel free to contact me.

Sincerely,



George B. Church

7-3-99

Statement of Qualifications

Cape Fear Engineering

survey and civil engineering project support for Town of Wrightsville Beach consideration

separate contract services

MATTHEW HALEY, PE
Director of Engineering

PROFESSIONAL PROFILE:

Matt joined Cape Fear Engineering, Inc. in 2007 after graduating from North Carolina State University at Raleigh, NC. Matt was Valedictorian and a four year member of the Dean’s List.

Over the past eight years, Matt has proven to be a capable and responsible Project Manager and Project Engineer on many projects. As a civil engineer, he has designed water distribution systems, low pressure sewer systems, force main and pump stations, gravity sewer, roadways, and storm water management systems for Design/Build military projects, commercial sites and numerous large residential developments in the Brunswick County area.

In addition to the design and modeling aspect of his work, Matt has also been intimately involved with site inspections, submittals and certifications for installed infrastructure. Matt is extensively involved in working with the local and state regulatory agencies in receiving approved permits. Matt manages his projects to ensure the client’s utmost needs are being satisfied.

EDUCATION:

BS, Civil Engineering, North Carolina State University, Raleigh, NC

ACTIVE REGISTRATIONS:

Professional Engineer

NC # 038615

LEED Green Associate

Construction Quality Management for Contractors

#784 Certificate #NAO-051200566

PROFESSIONAL AFFILIATIONS:

Society of American Military Engineers (Coastal Carolina Post, Cape Fear Post)

SELECTED PROJECT EXPERIENCE:

- Bel Arbor Utility Extensions, Wilmington, NC– Project Engineer
- 3D MSOB/ SERE Training Facility, MCB Camp Lejeune, NC– Project Engineer
- Sunset Reach Utility Extensions, New Hanover County, NC– Project Engineer
- 2D Combat Engineers Battalion Complex, MCB Camp Lejeune, NC—Project Engineer
- Royal Palms Condominium Complex, New Hanover County, NC– Project Engineer
- North Wallace Creek Complex, MCB Camp Lejeune, NC—Project Engineer
- Compass Pointe Subdivision, Brunswick County, NC – Project Engineer
- Combat Medic Skills Sustainment Building Addition, Fort Bragg, NC– Project Engineer
- Waterford Residential and Commercial, Brunswick County, NC– Project Engineer
- Grayson Park, Brunswick County, NC – Project Engineer
- Emergency Water Line Interconnection, Town of Falcon, NC– Project Engineer

PERRY DAVIS, PE, PLS

President

PROFESSIONAL PROFILE:

Perry has a diverse background that includes employment with state government, private consulting firms and general contractors. For over 26 years, he has been involved with a wide range of projects from initial conception, to planning, design and construction. During employment with private consulting firms, Perry has been responsible for management of personnel and resources required to complete projects. Projects that he has managed range in scope from major utility extensions for local municipalities to large-scale private development projects. Over the past 20 years Perry has owned and operated an engineering, planning and land surveying firm in southeastern North Carolina. His broad experience, skills and background enable him to have unique insights to the overall development and organization of a variety of projects. Perry also served his community as the past Chairman of the North Brunswick Sanitary District (now known as Brunswick Regional Water and Sewer H2GO) and past Chairman of the Belville, NC Planning Board.

EDUCATION:

BS, Civil Engineering, North Carolina State University, Raleigh, NC

ACTIVE REGISTRATIONS:

Professional Engineer

NC # 20563, SC #14802, VA #051178; OK #25689; TN #116198; AL #33317-E; KY #29167; FL #75196; GA #037458, MS #21172, TX #114989; MD #45396

Professional Land Surveyor

NC #L-3553, SC #14802

NC General Contractor Construction Quality Management for Contractors
#784 Certificate #NAO-061200626

PROFESSIONAL AFFILIATIONS:

Society of American Military Engineers (Coastal Carolina Post, Cape Fear Post, Ft. Bragg Post)

American Society of Civil Engineers

North Carolina Society of Surveyors

SELECTED PROJECT EXPERIENCE:

- Porters Neck Rd to Edgewater Rd, New Hanover County, NC– Project Engineer and Surveyor
- North Wallace Creek Regimental Complex, MCB Camp Lejeune, NC– Project Engineer
- Division Drive Waterline Extension, New Hanover County, NC– Project Engineer and Surveyor
- 2D Combat Ops Battalion Complex, MCB Camp Lejeune, NC– Project Engineer
- Sunset Reach Utility Extensions, New Hanover County, NC– Project Engineer
- Loder Avenue/ Windy Hills Drive Sewer Line Extension, New Hanover County, NC– Project Engineer and Surveyor
- Bel Arbor Utility Extensions, Wilmington, NC– Project Engineer
- Lumina Station Commercial Project, Wilmington, NC– Project Engineer

ELIZABETH NELSON, PE

Quality Control Manager

PROFESSIONAL PROFILE:

Elizabeth has a varied background in engineering and quality control over her 17 years of experience that includes employment with private consulting firms and municipal government agencies. She has experience in site infrastructure construction from a quality, design, inspection and certification viewpoint. She has served as Project Engineer and Project Manager to a variety of projects from municipal and commercial to residential. She also has a very strong background in engineering design from initial project conception through completion of construction. Elizabeth has extensive permitting experience and has obtained many permits from NCDENR, NCDOT, USACE, and several local municipalities.

Elizabeth's experience as a municipal regulator provided the opportunity to work with multiple subcontractors and consultants during the construction and inspection phases of her projects. Elizabeth's attention to detail, organization and communication skills with her technical background, enables her to bring a unique aspect to her design projects.

EDUCATION:

BS, Civil and Environmental Engineering, Clarkson University, Potsdam, NY

Associate of Applied Science, Engineering Science, State University of New York at Delhi, Delhi, NY

ACTIVE REGISTRATIONS:

Professional Engineer

NC # 30507

Construction Quality Management for Contractors

#784 Certificate #CQM NAO 0512005074

PROFESSIONAL AFFILIATIONS:

Society of American Military Engineers (Coastal Carolina Post, Cape Fear Post)

SELECTED PROJECT EXPERIENCE:

- 3D MSOB/ SERE Training Facility, MCB Camp Lejeune, NC– Project Engineer
- Grayson Park, Brunswick County, NC– Project Engineer
- Camp Geiger Access Improvements, MCAS New River, NC- Quality Control Manager
- Fort Fisher Recreation Area, New Hanover County, NC– Project Engineer
- 2009-2010 Water Service Area System Improvements, Shallotte, NC– Project Engineer
- 2D Combat Engineers Battalion Complex, MCB Camp Lejeune, NC- Project Engineer
- Brunswick Electric Membership Corporation Corporate Facilities Upgrade, Brunswick County, NC- Engineer
- Southport Fire Station Headquarters, Southport, NC– Project Engineer
- Carolina Shores Carwash, Brunswick County, NC– Project Engineer
- Paw Beach, Leland, NC– Project Engineer

HOWARD STOCKS, PLS
Professional Land Surveyor

PROFESSIONAL PROFILE:

Howard manages our Surveying Crews and brings with him over 20 years of surveying experience. Howard has been a licensed Professional Land Surveyor for over 15 years and has supervised as many as 12 crews simultaneously. He utilizes his vital skills of mapping single and dual frequency GPS systems to all projects including municipal, residential and commercial developments. Howard also works closely with utility location services, to ensure that existing conditions surveys are performed and shown as accurately as possible.

During his 20-plus years of experience, Howard has become fluent in record research and boundary line analysis, control traverse adjustments, construction stake-out computations, hydrographic surveying, topographic surveying and volume calculations. Howard is proficient and experienced at working with clients to develop, map and record utility, access and conservation easements and has a good working relationship with staff at the Brunswick County Register of Deeds.

EDUCATION:

Graduated from West Brunswick High School in 1986
Completed Section E on the North Carolina Society of Surveyors Institute (Certified Flood Plain Surveyor).
Seminars and courses on history, legal issues, GPS, AutoCAD and storm drainage

ACTIVE REGISTRATIONS:

Professional Land Surveyor,
NC License # 4250

PROFESSIONAL AFFILIATIONS:

North Carolina Society of Surveyors

SELECTED PROJECT EXPERIENCE:

- North Wallace Creek Regimental Complex, MCB Camp Lejeune, NC– Project Surveyor
- Pine Valley Storm Drainage Improvement Project, Wilmington, NC– Project Surveyor
- Georgetowne Subdivision, Wilmington, NC– Project Surveyor
- Royal Palms Condominium Complex, New Hanover County, NC– Project Surveyor
- 3D MSOB/ SERE Training Facility, MCB Camp Lejeune, NC– Project Surveyor
- Sunset Reach Utility Extensions, New Hanover County, NC– Project Surveyor
- Bel Arbor Utility Extensions, Wilmington, NC– Project Surveyor
- Market Street Commercial Tract, Wilmington, NC– Project Surveyor
- Compass Pointe Subdivision, Brunswick County, NC– Project Surveyor
- Grayson Park, Brunswick County, NC– Project Surveyor
- Waterford Residential and Commercial, Brunswick County, NC– Project Surveyor
- Windsor Park, Brunswick County, NC– Project Surveyor
- Force Main Installation, Town of Oak Island, NC– Project Surveyor

MICHAEL TACKET, PLS

Professional Land Surveyor

PROFESSIONAL PROFILE:

Michael has over 23 years of experience in the land surveying and engineering fields. He started his career surveying in the US Army at Ft. Bragg, NC. Upon exiting the Army, he pursued his career in surveying by performing various types of surveys for municipal, private, commercial and industrial clients.

Since joining Cape Fear Engineering, Michael has managed the survey department where his responsibilities include coordination and oversight of field crews, easement surveys, boundary surveys, construction staking calculations, deed research, producing maps for permitting and recordation, and client relations. Michael is extremely knowledgeable and proficient in using conventional and GPS equipment as well as providing GIS deliverables to government, and municipal clients. His extensive knowledge in land surveying stretches from wetlands, boundary, topographic, control, construction staking and ALTA/ACSM surveys.

EDUCATION:

Defense Mapping School, Ft. Belvoir, Va.

Topographic Surveyor (MOS 82D)

Terrain Analysts (MOS 81Q)

ACTIVE REGISTRATIONS:

Professional Land Surveyor, NC License # 4556

PROFESSIONAL AFFILIATIONS:

North Carolina Society of Surveyors

SELECTED PROJECT EXPERIENCE:

- Pine Valley Right of Way & Easement Survey, Wilmington, NC
- Wilmington International Airport Aviation Easement Survey, Wilmington, NC
- NCDOT Wrightsville Avenue Right of Way Staking, Wilmington, NC
- Wilmington International Airport CFPUA Forcemain Easement, Wilmington, NC
- Mt. Misery Road Pump Station Easement Staking, Leland, NC
- Seymour Johnson Jet Fuel Line Easement Staking, Goldsboro, NC
- Wood Lake at Lord's Creek Boundary Survey, New Hanover County, NC
- Triad Commercial Properties ALTA Survey, Belville, NC
- LIDL US Operations, LLC ALTA Survey, Havelock, NC
- Zaxby's ALTA Survey, Brunswick County, NC
- Paw Beach Boundary & Topographic Survey, Leland, NC
- Waterford Commercial Boundary Survey, Brunswick County, NC

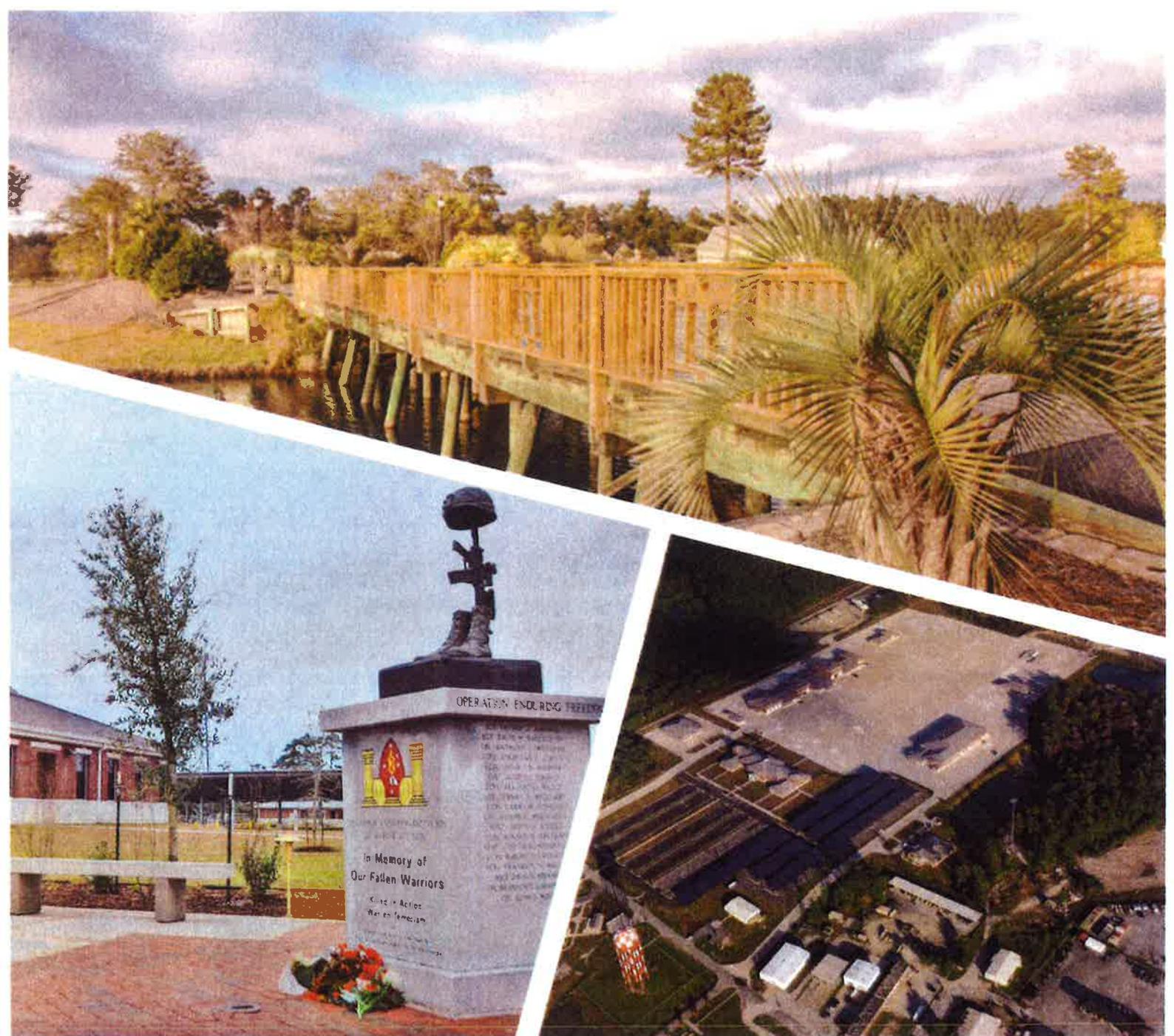
**Cape Fear Engineering, Inc.
2016**

Rate Schedule

<u>TITLE</u>	<u>RATE</u>
PRINCIPAL	\$ 145.00/HR
PROFESSIONAL ENGINEER	\$ 115.00/HR
PROFESSIONAL SURVEYOR	\$ 115.00/HR
SURVEY CREW	\$ 115.00/HR
THREE MAN SURVEY CREW	\$ 150.00/HR
SURVEY TECHNICIAN	\$ 90.00/HR
DESIGNER	\$ 90.00/HR
GPS CREW	\$ 80.00/HR
PROJECT MANAGER	\$ 95.00/HR
ADMINISTRATION	\$ 65.00/HR

The above-mentioned rates include all salary costs and normal expenses except printing. Mileage is a reimbursable cost based upon a rate of \$.70/mile for personal vehicles and \$.70/mile for survey trucks.

CAPE FEAR ENGINEERING



Belville, NC
910.383.1044
www.capefearengineering.com

CAPE FEAR ENGINEERING

Location & Licensure

Cape Fear Engineering is a small business licensed to perform engineering and land surveying and has a staff of licensed Professional Architect, Engineers and Professional Land Surveyors supported by experienced designers, GIS specialists, CADD technicians, survey crews and administrative employees available to sustain projects. The firm is located in Belville, NC just outside of Wilmington, NC, within close proximity to MCB Camp Lejeune, MCAS Cherry Point, MCAS New River, Fort Bragg, Military Ocean Terminal Sunny Point, Seymour Johnson Air Force Base and several other significant installations.



BELVILLE, NC

**151 Poole Road
Suite 100
Belville, NC 28451**

**Phone 910.383.1044
Fax 910.383.1045**

info@capefearengineering.com



■ States in
which CFE's
professionals
are licensed

CAPE FEAR ENGINEERING

Markets Served

Cape Fear Engineering has over 19 years of providing exceptional engineering, surveying, and construction management services in a wide range of market sectors. Cape Fear Engineering is experienced in meeting the unique challenges and demands of each different market sector.



CAPE FEAR ENGINEERING

Services

Cape Fear Engineering is a full service, multi-disciplined engineering, surveying, and construction management firm. We offer a wide spectrum of services to a diverse group of clients including private, commercial, federal, institutional, and municipal.



CIVIL ENGINEERING



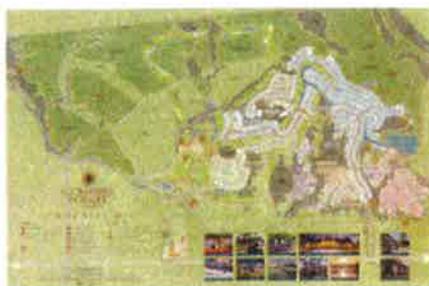
SURVEY, GIS & GEOMATICS



STRUCTURAL ENGINEERING



FULL DESIGN-BUILD



**LAND PLANNING & MASTER
PLANNING**



**STORMWATER & EROSION
CONTROL**



**ENVIRONMENTAL &
COASTAL ENGINEERING**



**WATER DISTRIBUTION &
WASTEWATER COLLECTION**



**CONSTRUCTION
MANAGEMENT &
INSPECTION**

CAPE FEAR ENGINEERING

Civil Engineering Services

Cape Fear Engineering's civil engineering staff is focused on providing the full spectrum of civil site design and permitting for all of our private, commercial, federal, institutional, and municipal clients. We are committed to providing high quality services within project budget and schedule constraints. We provide functional and constructible designs that meet our clients' unique and diverse needs while maximizing sustainability and minimizing environmental impacts.

- PRELIMINARY SITE ANALYSIS
- STORMWATER DESIGN AND PERMITTING
- ENVIRONMENTAL DESIGN AND PERMITTING
- FEASIBILITY STUDIES
- WATER DISTRIBUTION DESIGN AND PERMITTING
- SEWER COLLECTION DESIGN AND PERMITTING
- DOT DRIVEWAY AND ENCROACHMENT PERMITTING
- GRADING DESIGN AND EARTHWORK MANAGEMENT
- ROADWAY AND PARKING LOT DESIGN
- PAVEMENT MARKING AND SIGNAGE PLANS
- TRAFFIC CONTROL PLANS
- PROJECT SPECIFIC SPECIFICATIONS
- BIDDING ASSISTANCE
- COST ESTIMATING
- PROJECT MANAGEMENT



CAPE FEAR ENGINEERING

Survey, GIS & Geomatics

Cape Fear Engineering's surveying and geomatics department specializes in a wide variety of activities and provides exceptional services for private, commercial, federal, institutional and municipal clients. We use the latest surveying and mapping technology to serve our clients with the highest quality products and competitive rates.

- GEOGRAPHIC INFORMATION SYSTEMS (GIS)
- LAND SURVEYING
- TOPOGRAPHIC AND HYDROGRAPHIC SURVEYS
- ALTA/ASCM LAND TITLE SURVEYS
- CONSTRUCTION STAKING AND LAYOUT
- BOUNDARY AND EASEMENT SURVEY
- AS-BUILT VERIFICATION SURVEY
- EXISTING CONDITIONS AND DESIGN SURVEYS
- ROUTE SURVEYS
- SUBDIVISION AND RECOMBINATION PLATTING
- LOT SURVEYS AND PLOT PLANS
- LEGAL DESCRIPTIONS
- FEMA ELEVATION CERTIFICATES
- LOMA SURVEYS
- TREE SURVEYS
- WETLAND LOCATING AND MAPPING



CAPE FEAR ENGINEERING

Structural Engineering Services

Key personnel at Cape Fear Engineering provide structural design for the full spectrum of commercial, federal, private, municipal, and institutional projects. Our staff carefully plans and coordinates structural systems and structural elements with architectural designs and are committed to providing safe and cost effective structural designs for all projects.

- ANALYSIS OF EXISTING STRUCTURAL SYSTEMS
- FOUNDATION DESIGN AND ANALYSIS
- SPECIAL INSPECTIONS
- RETAINING WALL DESIGN
- COMMERCIAL AND RESIDENTIAL BUILDING DESIGN
- BOARDWALK DESIGN
- DOCK DESIGN
- BUILDING INFORMATION MODELING (BIM)
- SHORING DESIGN



CAPE FEAR ENGINEERING

Full Design-Build Services

Cape Fear Engineering has partnered with a wide range of contractors on numerous full design-build projects. These projects provided Cape Fear Engineering with considerable experience in many different engineering fields to include providing in-house architectural design services. With years of combined experience Cape Fear Engineering's staff and sub-consultants have the capability to quickly and efficiently prepare comprehensive design-build construction documents that strongly consider site economy, sustainability, and specific client and user needs.

- RFP REVIEWS
- SITE INVESTIGATIONS
- DESIGN CHARRETTES
- PROPOSAL SCHEMATICS AND BID DOCUMENTATION
- BASIS OF DESIGN
- CONCEPT DESIGN WORKSHOPS (CDWs)
- EXISTING BUILDING SURVEYS
- PROJECT DEVELOPMENT
- SCHEMATIC DESIGN
- CODE COMPLIANCE REVIEWS
- SPECIFICATIONS
- CONSTRUCTION COST ESTIMATES
- LIFE SAFETY DESIGN
- LEED SUPPORT
- PROJECT MANAGEMENT
- CONSTRUCTION ADMINISTRATION
- INDEPENDENT DESIGN REVIEWS

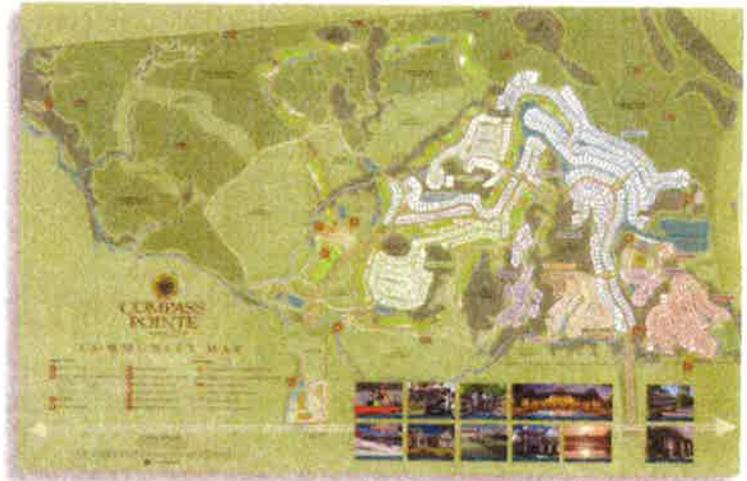


CAPE FEAR ENGINEERING

Land Planning & Master Planning Services

Key personnel at Cape Fear Engineering provide comprehensive Land Planning and Master Planning services for private, commercial, federal, institutional, and municipal clients. Our staff works directly with our clients to develop conceptual plans and project strategies that meet our client's individual need and overcome specific issues to identify site constraints and challenges.

- DUE DILIGENCE AND FEASIBILITY STUDIES
- SITE SELECTION AND PROGRAMMING
- SITE INVENTORY AND CONSTRAINT ANALYSIS
- MASTER AND LAND USE PLANNING
- PLANNED UNIT DEVELOPMENT (PUD) PERMITTING
- SUBDIVISION DESIGN AND PERMITTING
- REZONING AND SPECIAL USE PERMITS
- VARIANCE REQUESTS AND TEXT AMENDMENTS
- ZONING COMPLIANCE PERMITS
- ENVIRONMENTAL PLANNING AND ANALYSIS
- PERMITTING AND REGULATORY COMPLIANCE
- ESTIMATED UTILITY DEMAND AND AVAILABILITY
- OPINIONS OF PROBABLY COST AND PROJECT BUDGETING
- COMMUNITY MEETINGS AND PUBLIC HEARING SUPPORT



CAPE FEAR ENGINEERING

Stormwater & Erosion Control Services

The Cape Fear Engineering staff are highly experienced and have the expertise to provide innovative and cost effective solutions to overcome a wide variety of stormwater and erosion control challenges. Our focus is to correct known problem areas and to prevent future problems from developing. Cape Fear Engineering provides exceptional stormwater and erosion control services for private, commercial, federal, institutional, and municipal clients. Our team works closely with regulatory agencies and reviewers to obtain permit approvals in a timely manner.

- STORMWATER SYSTEM INVENTORIES
- FEASIBILITY STUDIES
- STORMWATER IMPACT ANALYSIS
- WATERSHED ANALYSIS AND PLANNING
- LOW IMPACT DEVELOPMENT
- COASTAL STORMWATER REGULATIONS
- BMP DESIGN AND PERMITTING
- PRE-POST ATTENUATION
- NUTRIENT LOAD REDUCTION
- STORMWATER COLLECTION AND DRAINAGE DESIGN
- PERMEABLE PAVEMENT DESIGN
- BMP INSPECTIONS
- AS-BUILTS AND CERTIFICATIONS
- NPDES PHASE II COMPLIANCE
- STORMWATER POLLUTION PREVENTION PLANS (SWPPP)
- LEED SUPPORT



CAPE FEAR ENGINEERING

Environmental & Coastal Engineering Services

Cape Fear Engineering provides Environmental and Coastal Engineering for a variety of projects within the coastal region of North Carolina. Our staff has expertise in multiple areas of environmental and coastal engineering. We balance our client's needs while protecting and preserving the natural environment. Potential environmental impacts are considered in every design and permitting decision.

- FEASIBILITY STUDIES
- FEMA REVISIONS AND MAPPING
- FEMA COASTAL HAZARD ANALYSIS MODELING
- SECTION 401/404 PERMITTING
- COASTAL AREA MANAGEMENT ACT (CAMA) DESIGN AND PERMITTING
- STREAM, WETLAND, AND BUFFER DESIGN AND PERMITTING
- MITIGATION PLANNING
- ENVIRONMENTAL MASTER PLANNING
- LEED SUPPORT
- NATIONWIDE PERMITTING WITH UNITED STATES ARMY CORPS OF ENGINEERS (USACE)
- ENVIRONMENTAL PROTECTION PLAN (EPP) PREPARATION AND COMPLIANCE
- NPDES INSPECTIONS
- STORMWATER POLLUTION PREVENTION PLANS (SWPPP)



CAPE FEAR ENGINEERING

Water Distribution & Wastewater Collection Services

Cape Fear Engineering has experience in providing water and wastewater infrastructure design and permitting for projects in the private, commercial, federal, institutional, and municipal sectors. Our staff recognizes the importance of protecting and preserving our most precious and critical natural resources, and we strive to provide cost effective water distribution and wastewater collection designs.

- UTILITY MASTER PLANNING
- GRAVITY SEWER DESIGN AND PERMITTING
- LOW PRESSURE SEWER DESIGN AND PERMITTING
- VACUUM SEWER DESIGN AND PERMITTING
- SEWER PUMP STATION DESIGN AND PERMITTING
- WATER DISTRIBUTION DESIGN AND PERMITTING
- FEASIBILITY STUDIES
- MASTER METER NEGOTIATION, COORDINATION, AND PERMITTING
- EMERGENCY WATERLINE INTERCONNECTIONS
- WATER REUSE SYSTEM DESIGN
- WATER SYSTEM HYDRAULIC MODELING AND ANALYSIS
- SEWER SYSTEM HYDRAULIC MODELING AND ANALYSIS
- COST ESTIMATING
- PROJECT MANAGEMENT
- CONSTRUCTION ADMINISTRATION

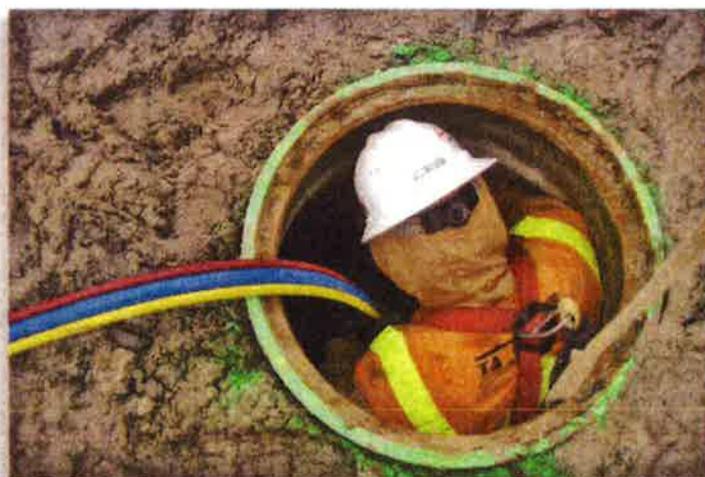


CAPE FEAR ENGINEERING

Construction Management & Inspection Services

Cape Fear Engineering provides clients with a full range of Construction and Inspection Services on federal, institutional, private, commercial, and municipal projects. Our Staff is intimately familiar with the fast-paced and budget sensitive construction industry and is experienced in working closely with our clients and contractors to control costs and manage schedules throughout all phases of the construction process.

- DESIGN REVIEWS
- VALUE ENGINEERING
- BID ADMINISTRATION
- CONTRACT ADMINISTRATION
- COST ESTIMATING AND BUDGETING
- CONTRACTOR AND SUB-CONTRACTOR EVALUATION AND SELECTION
- UTILITY COORDINATION
- CONTRACTOR SUBMITTAL REVIEW
- CONSTRUCTION STAKING
- REVIEW OF CONTRACTOR PAY APPLICATIONS
- GENERAL CONSTRUCTION OBSERVATION
- EROSION CONTROL INSPECTIONS
- NPDES INSPECTIONS AND REPORTING
- PROJECT DOCUMENTATION AND CLOSEOUT
- LEED DOCUMENTATION AND SUPPORT
- WATERLINE AND SEWER INSPECTIONS AND CERTIFICATIONS
- STORMWATER COMPLIANCE INSPECTIONS AND CERTIFICATIONS



William Blair, III
Mayor

Elizabeth King
Alderman

Lisa Weeks
Alderman



Darryl Mills
Mayor Pro Tem

Hank Miller
Alderman

Tim Owens
Town Manager

TOWN OF WRIGHTSVILLE BEACH

Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)239-1700
FAX (910)256-7910

March 10, 2016

MEMORANDUM

To: Mayor Blair and Board of Aldermen
From: Tim Owens, Town Manager
Re: Discussion and Direction to Move forward on Modeling the Town's Water System and Interconnection with Cape Fear Public Utility Authority

Agenda Item

The Town exempted itself from the competitive RFQ process required to hire an engineer in the State of NC for the Town's water modeling efforts if those services are expected to be less than \$50,000. I contacted 3 engineers and only 1 of those engineers responded. The proposal was approximately \$125,000. I think that the proposal would have received more quotes and likely been under \$50,000 if it was on for the modeling the system. Since the Town needs to understand the chemical components of blending different water sources and since there were a variety of different options to explore, I believe that this drove the price above the \$50,000 threshold.

I have not consulted with the Town Attorney but I would suspect that the Town would need to re-advertise the project seeking Formal RFQs for the project. If this is the case, I am requesting that the Board allow me to re-advertise an FRQ for the project and bring the results of that process back in April in order to move forward on this project.

Action

1. Discuss this item and ask questions
2. Direct Staff to re-advertise an RFQ for the modeling of the Town's water system.

William Blair, III
Mayor

Elizabeth King
Alderman

Lisa Weeks
Alderman



Darryl Mills
Mayor Pro Tem

Hank Miller
Alderman

Tim Owens
Town Manager

TOWN OF WRIGHTSVILLE BEACH

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March 10, 2016

MEMORANDUM

To: Mayor Blair and Board of Aldermen
From: Tim Owens, Town Manager
Re: Discussion and Direction on Local Churches Charging or Taking
Donations for Public Beach Parking

Agenda Item

At the most recent Board meeting, there was some discussion about churches in the community charging for parking during the summer. For the most part, churches allow for free parking during the week or have a permit program with members of their congregation for parking. During major holiday weekends, some churches either charge for parking or take donations for parking. The practice of churches taking donations or charging for parking during major holidays has been occurring for a while. Currently, churches or other business in the Town are not allowed to charge for parking unless they have been approved for a conditional use permit.

If the Board wanted to allow for churches to charge for parking, an ordinance could be created that may limit the frequency, hours and other conditions as determined appropriate. The Board could forward this item to the Planning Board for a recommendation. Attached is information that was collected from the past regarding the same topic along with a draft ordinance that was created by the Town Attorney.

Action

1. Discuss the item and ask questions
2. Determine if the Board wants to move forward on this type of ordinance and either ask the Town Attorney to draft an ordinance or have the Planning Board review the matter.

ORDINANCE NO. (2011) _____

Board of Aldermen
Town of Wrightsville Beach, North Carolina

Date: June 16, 2011

AN ORDINANCE OF THE BOARD OF ALDERMEN OF
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
AMENDING CHAPTER 155 OF THE CODE OF THE TOWN OF
WRIGHTSVILLE BEACH, NORTH CAROLINA TO PERMIT
CHURCH PARKING LOTS TO BE USED AS COMMERCIAL PARKING LOTS

The Board of Aldermen of the Town of Wrightsville Beach, North Carolina, doth ordain:

1. That Sec. 155-060 Off-Street Parking; Requirements., subsection (D) is hereby amended by deleting the wording describing the required off-street parking for Churches and substituting the following in place thereof:

<u>Uses</u>	<u>Required Off-Street Parking</u>
Churches	One parking space for each four seats in the sanctuary. A church parking lot may be used as a commercial parking lot in accordance with Sec. 155.062 of this Code.

2. That the Code of Ordinances, Town of Wrightsville Beach, is hereby amended by adding a section to be numbered Sec. 155.062, which section reads as follows:

§ 155.062 USE OF CHURCH PARKING LOTS AS COMMERCIAL PARKING LOTS

Church parking lots which are permitted under the provisions of the Town Code may be used as commercial parking lots subject to the requirement that the property owner secure a conditional use permit for such use and that the following conditions, together with any others to be imposed by the Board of Aldermen, be complied with:

1. A church parking lot may be used as a commercial parking lot but only during times when the church is not used for church services, funerals, weddings or other similar services that require use of the church parking lot by the participants in such service. Provided further, that the church shall at all times maintain a minimum number of parking spaces as described in the required conditional use permit to meet the parking requirements for church staff.

2. The church shall provide an on site parking attendant at all times that the lot is used as a commercial parking lot.

3. Trash containers shall be maintained on site and shall be kept in a clean and orderly fashion and emptied on a regular basis in order to prevent the accumulation of trash and other debris.

4. No fee may be charged for use of the parking lot which is less than the then-current town parking fees for on-street parking.

5. No vehicle shall be towed from the parking lot between the hours of 11:00 p.m. and 7:00 a.m.

6. No tailgating (to include, but not be limited to, eating and picnicking), no partying, no outside activities except parking shall be permitted in the parking lot.

7. No persons using the parking lot shall violate the Town's noise ordinances.

2. If this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given separate effect and to that end the provisions of this ordinance are declared to be severable.

3. Any ordinance or any part of the ordinance in conflict with this Ordinance, to the extent of such conflict, is hereby repealed.

4. This Ordinance is adopted in the interest of public health, safety and general welfare of the inhabitants of the Town of

7-5-d

Wrightsville Beach, North Carolina, and shall be in full force and effect from and after its adoption.

This Ordinance adopted this 16th day of June, 2011.

Mayor

ATTEST:

Town Clerk

(SEAL)

APPROVED AS TO FORM:

Town Attorney

JCW\wrbch\Ord-443

ORDINANCE NO. (2011) _____

Board of Aldermen
Town of Wrightsville Beach, North Carolina

Date: June 16, 2011

AN ORDINANCE OF THE BOARD OF ALDERMEN OF
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
AMENDING CHAPTER 155 OF THE CODE OF THE TOWN OF
WRIGHTSVILLE BEACH, NORTH CAROLINA TO PERMIT
CHURCH PARKING LOTS TO BE USED AS COMMERCIAL PARKING LOTS

The Board of Aldermen of the Town of Wrightsville Beach, North Carolina, doth ordain:

1. That Sec. 155-060 Off-Street Parking; Requirements., subsection (D) is hereby amended by deleting the wording describing the required off-street parking for Churches and substituting the following in place thereof:

<u>Uses</u>	<u>Required Off-Street Parking</u>
Churches seats in the sanctuary.	One parking space for each four A church parking lot may be used as a commercial parking lot in accordance with Sec. 155.062 of this Code.

2. That the Code of Ordinances, Town of Wrightsville Beach, is hereby amended by adding a section to be numbered Sec. 155.062, which section reads as follows:

§ 155.062 USE OF CHURCH PARKING LOTS AS COMMERCIAL PARKING

LOTS

Church parking lots which are permitted under the provisions of the Town Code may be used as commercial parking lots subject to the requirement that the property owner secure a conditional use permit for such use and that the following conditions, together with any others to be imposed by the Board of Aldermen, be complied with:

1. A church parking lot may be used as a commercial parking lot but only during times when the church is not used for church services, funerals, weddings or other similar services that require use of the church parking lot by the participants in such service. Provided further, that the church shall at all times maintain a minimum number of parking spaces as described in the required conditional use permit to meet the parking requirements for church staff.
2. The church shall provide an on site parking attendant at all times that the lot is used as a commercial parking lot.
3. Trash containers shall be maintained on site and shall be kept in a clean and orderly fashion and emptied on a regular basis in order to prevent the accumulation of trash and other debris.
4. No fee may be charged for use of the parking lot which is less than the then-current town parking fees for on-street parking.
5. No vehicle shall be towed from the parking lot between the hours of 11:00 p.m. and 7:00 a.m.
6. No tailgating (to include, but not be limited to, eating and

7-5-f

picnicking), no partying, no outside activities except parking shall be permitted in the parking lot.

7. No persons using the parking lot shall violate the Town's noise ordinances.

2. If this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given separate effect and to that end the provisions of this ordinance are declared to be severable.

3. Any ordinance or any part of the ordinance in conflict with this Ordinance, to the extent of such conflict, is hereby repealed.

4. This Ordinance is adopted in the interest of public health, safety and general welfare of the inhabitants of the Town of Wrightsville Beach, North Carolina, and shall be in full force and effect from and after its adoption.

This Ordinance adopted this 16th day of June, 2011.

Mayor

ATTEST:

Town Clerk

Ms. Skrabal stated that she had become aware of a grant opportunity three or four weeks ago and was able to apply through one of their partnerships called Restore America's Estuaries. She said, "Based on the work we were doing with Gray to Blue and the work we wanted to do in Wrightsville Beach, we applied for this grant. What it provides is \$35,000 to the Town of Wrightsville Beach to hire an engineering firm to work with Steve (Dellies) to identify up to eight project sites where we can do some storm water reduction type efforts. The engineers would provide concept plans for the eight projects, estimates of cost and estimates of water quality benefits. All of this is extremely valuable when you go to the state and say 'we want credit for the work that we're doing.' Secondly, it's going to provide you with one set of construction ready plans with the understanding that you can go right to bid for that. And then finally, it sets us up for next year's funding with Restore America's Estuaries. Again, we want to point out that the Town of Wrightsville Beach has demonstrated a great deal of leadership in working with storm water issues. And, through this Gray and Blue, what we found out is that the state has a very static program and it really needs to be re-evaluated and you all need to be proactive." When asked if this was a matching grant, Ms. Skrabal replied, "The match for this comes through the Town's participation."

Following a brief discussion; Alderman Sisson made the motion to partner with the Coastal Federation to pursue the grant toward the goal of water restoration. The motion was seconded by Alderman Collins and unanimously approved.

PRESENTATION BY NC AUDUBON SOCIETY.

Ms. Ida Phillips, Director of Communications for Audubon North Carolina, gave a brief overview of the National Audubon Society and its local chapters. She stated that their mission is to protect wildlife; primarily birds and their habitats; using a three-pronged approach: science, policy and education. She gave a Power Point presentation to introduce a public awareness campaign entitled "Be a Good Egg; Share The Beach" that they were testing this summer to help raise awareness about some of the amazing birds that nest at places like Wrightsville Beach from April to July. Ms. Phillips explained that over a couple of weekends this summer, an army of volunteers would get together and go out and have quick conversations with people on the beach and ask them to take the pledge to be a good egg and share the beach with the birds; then they would be given a little something as a reminder that there are birds out there. She noted that the pledge would also be online on their website and they hoped to create a lot of buzz and energy about the Good Egg Club. Mr. Simpson asked Ms. Phillips to come in and fill out a special event permit before actually implementing the campaign. The Board thanked Ms. Phillips for her presentation.

PUBLIC HEARING FOR CONSIDERATION OF AN AMENDMENT TO THE ZONING CODE'S TABLE OF USES WITH REGARD TO COMMERCIAL PARKING OPTIONS IN CHURCH PARKING LOTS.

Planning and Parks Director Tony Wilson stated that the Board of Aldermen had asked the Planning Board to look into drafting an ordinance that would allow the four churches currently located within the Wrightsville Beach town limits to utilize their existing off-street parking lots as commercial parking lots. He said the four churches were: 1) Wrightsville Beach United Methodist Church in G-1; 2) Wrightsville Beach Baptist Church in R-1; 3) St. Therese Catholic Church in G-1 with parking lot in R-2; and 4) Little Chapel on the Boardwalk in G-1.

MINUTES – BOARD OF ALDERMEN
JUNE 16, 2011 – PAGE 5

Mr. Wilson stated that the proposed amendment would allow those churches to apply for a conditional use permit. He noted that, with the help of the Town Attorney, the Planning Board came up with the following seven conditions:

- 1) A church parking lot may be used as a commercial parking lot but only during times when the church is not used for church services, funerals, weddings or other similar services that require use of the church parking lot by the participants in such service. Provided further, that the church shall at all times maintain a minimum number of parking spaces as described in the required conditional use permit to meet the parking requirements for church staff;
- 2) The church shall provide an onsite parking attendant at all times that the lot is used as a commercial parking lot;
- 3) Trash containers shall be maintained on site and shall be kept in a clean and orderly fashion and emptied on a regular basis in order to prevent the accumulation of trash and other debris;
- 4) No fee may be charged for use of the parking lot which is less than the then-current town parking fees for on-street parking;
- 5) No vehicle shall be towed from the parking lot between the hours of 11:00 p.m. and 7:00 a.m.;
- 6) No tailgating (to include, but not be limited to, eating and picnicking), no partying, no outside activities except parking shall be permitted in the parking lot;
- 7) No persons using the parking lot shall violate the Town's noise ordinances.

Mr. Wilson stated that the Planning Board recommended unanimously to forward a favorable recommendation to the Board of Aldermen. He said staff was recommending adoption of the proposed text amendment (Ordinance No. (2001) 1657) and the associated Statement of Consistency.

Mayor Cignotti opened the public hearing at 7:15 p.m.

Mr. Gary Lee, 13 Coral Drive, said, "I live right across the street from Wrightsville Beach Baptist Church. The noise is atrocious; the trash is atrocious; and the people that are parking there are atrocious; they don't respect any of the residents. I approached two of the deacons at Wrightsville Beach Baptist Church and asked them if they could please shut the entrance to their parking lot on Coral Drive because they do have egress and ingress off of Causeway. I almost get run over every time I back out of my driveway; I almost get hit every day. Yesterday on Coral Drive; I come home and there's cars parked all the way down and all the way back because it's free parking and we're not enforcing our parking laws. And riding down Waynick Boulevard, there are over a hundred empty parking spaces there because people are parking back here free. Now this doesn't have anything to do with the churches wanting to charge commercial; maybe if they do charge commercial rates, I won't have as much traffic on my road; but it's like a beehive there constantly circling through there. Something has to be done. I don't know if I'm for the commercial end of it; if it were me, I would rather they just use it for church functions only. I didn't come to the (last) parking meeting because the Mayor assured me that the parking problem was going to get fixed."

MINUTES – BOARD OF ALDERMEN
JUNE 16, 2011 – PAGE 6

Mr. Lee continued, "But people showed up from South Harbor Island, I understand it's not been affected by the parking yet. And some people on down toward Lisa's end, wait until they find out they can park all the way down there and cut through Lookout Harbor and make it to Johnnie Mercer's Pier quicker. It's a problem. And crime on my street has gone through the roof. Somebody put some kind of mixture in a water bottle and put it in a mailbox and he (neighbor) was elderly and took it out and it blew up. My neighbor said yesterday she came home from work and opened her mailbox and it was full of trash. I'd like to work with the church but I don't seem to be getting anywhere with them; I went over and asked politely. So I'm not for, I guess, the status quo. The free plan is not working very well at all. I think the Town would be losing revenue if we allow that and it costs a lot of money to run this Town." When asked what he thought the Town should do, he replied, "We have a huge parking problem. Discussions with people in my neighborhood – I think we need to build a parking deck and bring the people down; have them park in a certain spot and bring them down to the beach with a trolley service. Something's got to be done because they're degrading our quality of life; it's terrible." When asked if he called 911 about the parking problem, Mr. Lee said he has called them but he felt bad calling 911 for a non-emergency. He referenced the people without enough off-street parking and asked if they would be ticketed if a change is made. He also questioned the proposed \$25 parking pass and said he pays high taxes to live here and did not want to pay more fees for what he should be getting. He stated that he was just looking for some help because he was inundated with the traffic. When Mr. Lee asked if a parking study had been done to see how the parking lots would affect the residential areas, Mayor Pro Tem Weeks stated that her neighborhood had a neighborhood email distribution list and she would strongly encourage their neighbors to get together as a group and come up with a plan of what they think might be viable for the community; but this was a separate issue regarding church parking. Mr. Lee stated that the church across from him is not managed very well now and he wondered if they would need to have a large liability insurance policy to cover what goes on in their parking lot. When Mayor Pro Tem Weeks asked if it would help if the Board required them to rope off the ingress and egress on North Channel, Mr. Lee said that would certainly help. He stated that maybe it would be a good thing for the church to have a parking lot attendant as well as only allowing vehicles to enter and exit onto Causeway Drive.

Alderman Sisson stated that if the people on Harbor Island couldn't get together and come up with a solution for the parking, he would come up with a solution for them because something needs to be done. Mr. Lee said he would put a petition together to see what people wanted.

Ms. Martha Chaffins, 10 West Salisbury Street, expressed concern that no matter how much parking is provided, it will never be enough and opening additional areas would cause congestion. She said, "Many of the people that come will disrespect the beach; they will trash it even if trashcans are provided; they will vomit; they will urinate; they will get in fights; and I know because I see it all the time. You asked what should be done; I will tell you; don't allow it. Just don't open the church parking lots and provide additional parking. I believe the Little Chapel allows open parking for its members who live off the beach and they have a tag or sticker for their windows. So, anyone from the church that comes in and wants to make sure that it's not being abused can check the cars and vehicles and make sure that everybody there has a reason to be there or is permitted to be there."

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Ms. Chaffins continued, "I think we have a tendency to want to compromise to help because there's always a reason – we'll get revenue to help the mission work (is what I think I saw in the paper). I'm sympathetic to that but it is not worth the sacrifice that the rest of the community is going to have to make to let that happen. So if you're asking what needs to be done, I think you need to take a stand; I think you say no, let's stop; this is not going to be happening; we're not going to cause problems; our emergency vehicles are going to be able to get through. I'm not going to have the associated problems that come with the people who, unfortunately, do not treat the beach the way the residents do."

Rev. Keith Lowthan, Wrightsville Beach Baptist Church, referenced the church's parking lot and said unless they have a reason, they do keep it open and it has been free and does create problems because of that. He said, "I would probably challenge what this lady said in terms of the issues that passing something like this would create. I really see it as a remedy to some of the things that Gary (Lee) mentioned as an issue because when we open it up for free, we have very limited capacity to really monitor what's going on in the parking lot. It does get overcrowded quickly. People not only illegally park on the street – Coral Drive right there in spite of the 'No Parking' signs that are posted, which is not our jurisdiction at all, but then they come into the parking lot and park. By requirement we would have to staff a person – but by charging we would be able to staff that person without coming out of our normal operating budget which would allow us to prevent the over parking that we not only occasionally find but, on most nice days during the summer, we do have it over parked. Where he says we've got an ingress and egress between the Intracoastal Realty building and our building, I would say that is a very unsafe remedy for us to rope off our parking lot on Coral Drive where there's a turn lane for us to turn left into the parking lot at that street, whereas there's no turn lane on Causeway that would go into that independent entrance. That would put a lot of our elderly members at risk where there's no turn lane; it would back up traffic on Causeway Drive. So, I don't think that would be a viable remedy. But for us to have an opportunity to charge for some of the parking and then provide some of the oversight for the parking lot, I think would remedy the trash issue. Having an attendant that would be in the parking lot, that's their responsibility to monitor that. We would also be able to monitor any other loose trash before it gets blown all around in the neighborhood. My biggest concern, I brought it up when the Planning Board had their meeting, my biggest concern is with our distance from the beach – being pretty much out of range of all the paid parking that is at Wrightsville Beach. Our big concern is with having to charge the same fee. I was told at that time that that could be something that could be addressed in a conditional use application; so that may not be germane to the discussion that we're having right now. I would strongly urge you not to force us to rope off the entrance off Coral Drive for the reasons I've stated."

Mayor Pro Tem Weeks referenced Rev. Louthan's concern about the elderly members of the church and said, "What I had envisioned is you would open that during church on Sundays but when you charge for parking, you would rope off the Coral and the North Channel so the only way your patrons that are paying to park could come in and out is on Causeway." Rev. Louthan said, "It's not just Sundays that we have activities going on that involve our church members. We have three different twelve-step program AA meetings that meet at our facility during the week."

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Following a brief discussion regarding the times of those meetings and other events that occur on Wednesday evenings, Rev. Louthan expressed concern with creating traffic problems and exposing people to risk when trying to turn left off of Causeway Drive

Mr. Wessell reminded the Board that this was not a hearing on issuing a conditional use permit to the Baptist Church; they were considering whether to adopt an ordinance on whether to allow that to be done.

With no further public comment, the hearing was closed at 7:35 p.m.

Mayor Cignotti gave the following list of things to consider if the Board wanted to do this: 1) if we do these conditional uses, we might want to make it an annual conditional use to be updated every year in order to gauge and see if it is working; 2) we might want to limit it to weekends and holidays; or 3) we might want to make it every day. He expressed concern that requiring the churches to charge \$12 a day every day may make it worse in the neighborhoods because people will want to park free.

Alderman Blair referenced the comprehensive parking plan that was currently being worked on and said he would caution the Board to go slow because they just approved to buy a bunch of meters on Pelican. He expressed concern that this might not look very organized on the Board's part because of some of the things they had committed to do and now they might open up more paid parking closer to the beach that might work against what they came up with. He said he felt the Board needed to look at this comprehensively and not as individual situations.

Mayor Pro Tem Weeks stated that she had envisioned this as a way to make it allowable for church youth groups to have fundraisers but not for them to become commercial parking lots. When she asked if it could be handled as a special permit for holiday weekends, Mr. Wessell replied, "I don't think you can adopt an ordinance that says they can use it for a public parking lot for a fundraiser for the youth in the church. I think the way to do it, if you really want to be able to control it, is to go about it the way we're doing it, if you want to do it, and then put conditions either in the ordinance that apply to all of them or when one of them comes to you like the Baptist Church and they've got some special condition, you apply specific conditions. But trying to get into why they're doing it or any of that, I wouldn't go there. The reality is that it's a commercial parking lot; that's what they're talking about using it for regardless of what they're using the money for." Mr. Wessell referenced the seven proposed conditions and said they were probably appropriate for all of the churches.

When Alderman Sisson asked what would happen if the churches opened their lots for donations on days other than those specified in the ordinance, Mr. Wessell replied, "I think if you give them a conditional use permit to operate as a commercial parking lot and they let people park there and take money for it, then they've got to comply with the terms of the conditional use permit. I think also, that potentially, allowing people to park there and saying they can park there for a donation is a violation of the zoning ordinance because it's using their parking lot, in my view, as a commercial parking lot."

Alderman Sisson referenced the statement that said no vehicle shall be towed between eleven and seven and said his question was – why not. When someone explained that this had to do with the noise issue, he said if people come back after eleven o'clock and their vehicle is locked up in the parking lot, there will still be a noise issue. He expressed the need in the future when the Planning Board forwards something to the Board of Aldermen, they need to say how their recommendation is going to conform to the required findings of fact and then the Board of Aldermen would need to make a statement that the change to the ordinance would promote public health, safety and general welfare. Alderman Sisson stated that in this case, if the Board felt that doing this would take pressure off the residential streets, then maybe that would rise to that standard; but if the Board had questions about it, then it would seem more prudent to hold off until they have a more comprehensive plan so they won't wind up with a lot of unintended consequences. He said he was a little leery about making a wholesale change like this because it seemed to make more sense to do it as part of the plan they come up with.

Alderman Collins stated that she thought adding paid parking to the churches will add congestion. Alderman Blair expressed the need to set aside a specific work session for that at the end of the summer to look at all of it. Following a brief discussion regarding traffic on holiday weekends, there was Board consensus to hold a special meeting for this with the date to be determined at their next regular meeting.

PUBLIC HEARING FOR CONSIDERATION OF A CONDITIONAL USE PERMIT APPLICATION FOR A COMMERCIAL PARKING LOT ON EAST SALISBURY STREET.

Mayor Cignotti opened the public hearing at 7:55 p.m. Alderman Sisson made the motion to continue the public hearing to Thursday, July 14, 2011 at 6:00 p.m., or as soon thereafter as possible, in Council Chambers of Town Hall. The motion was seconded by Alderman Blair and unanimously approved.

CONSIDERATION OF SETTLEMENT AGREEMENT WITH OHIO CASUALTY.

Mr. Simpson presented the following background information: Background: In May, 2007, the Town entered into a contract with Alderman Brothers Construction, Inc. for the performance of certain improvements to the Northeast Interceptor Segment #1. Ohio Casualty Insurance Company issued a performance bond on behalf of Alderman Brothers Construction in relation to the contracted project. During the process of performing work associated with the project, a number of disputes arose between the Town and Alderman Brothers Construction which ultimately prompted the Town to assert a claim against the performance bond. After months of negotiation with Ohio Casualty Insurance Company, the Town was unable to reach agreement on payment of the performance bond. The Town subsequently initiated litigation against Ohio Casualty Insurance in which the Town pursued a claim against the insurance provider for payments associated with the performance bond. In May, 2011, as a last resort prior to proceeding with the litigation process, the two parties agreed to participate in a formal mediation on the matter. As a result of the mediation, the Town has agreed to enter into a settlement agreement with Ohio Casualty Insurance Company. The agreement specifies that the Town of Wrightsville Beach will be paid a sum of \$100,000 as settlement of the performance bond issued to Alderman Brothers Construction. Given the potential cost to the Town of pursuing the litigation in federal court, it is advisable that the Town concur with the settlement that was reached during the mediation process.

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Alderman Sisson stated that he was in favor of the three-hour limit because he received a letter from a man whose child was autistic and he got a ticket for parking on the grass when he couldn't find a parking place and there weren't that many people using the park. He said, "If you have parking associated with the use and in this case it's the Park; then that's the designated use for the parking. If you want to provide for other people, instead of making provisions for people with boat trailers, make provisions for employees and let them use the Salisbury lot. I think three hours is a reasonable limit." Mayor Cignotti agreed.

Alderman Sisson made the motion to establish a three-hour parking limit at the Park – from March 1 to October 31 with implementation March 1st or as soon as possible. Mr. Simpson noted that this would take an ordinance change and another limiting factor would be Lanier Parking's ability to institute those programs. Alderman Blair also noted that the Board was getting ready to agree to changing and upping our expense with no revenue coming with it. Mayor Pro Tem Weeks asked if special events would have something in their windshields and if residents would be immune from that if they have their sticker. Mr. Simpson explained that staff would come up with a system for participants of special events but residents could not use their parking permits to park longer than three hours in the Park. The motion was then seconded by Alderman Blair and passed with ayes by Mayor Cignotti, Mayor Pro Tem Weeks, Alderman Blair and Alderman Sisson and nay by Alderman Collins.

Support commercial parking initiatives by businesses and churches.

Mayor Cignotti said this would encourage the churches on weekends and holidays to receive a conditional use permit to lease out their spaces. He then called for public comment but received none.

A brief discussion developed regarding illegal fundraising initiatives currently undertaken by the Baptist Church; the previous denial of St. Therese's request to rent spaces; the Methodist Church's interest in pursuing this; concern with undermining the Town's revenues; the fact that they could not charge more than what the Town charges for parking; and the importance of consistency with the commercial lots in the downtown area.

Mr. Simpson stated that this would take an ordinance change to allow this as a conditional use in the zoning district and then they would make application for a conditional use permit but the Town would not be forcing them to do it. Mr. Wessell stated that he would work with staff to craft an ordinance change with churches as the beginning point and they could suggest other areas that it might apply to as well if that is appropriate.

Alderman Blair expressed concern with issues that had not been addressed such as whether the churches would run their own parking lot; would they sub it out; or would they let Lanier Parking run it. Alderman Sisson stated that if it comes to the Board as a conditional use permit request, the Board could attach a variety of conditions to it. Mr. Wessell suggested that the Board may want to specify a standard in the ordinance to apply to everyone. There was Board consensus to let Mr. Wessell craft an ordinance amendment to be placed on an upcoming agenda.

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 SEPTEMBER 13, 2011 – SPECIAL PARKING WORKSHOP
 PAGE 2

	Options	Staff Recommendation	Board Action
6.	Pelican Drive metered parking	Create metered parking along the south side of Pelican Drive extending from the intersection at 84 Pelican Drive eastward to the end of Pelican Drive. Fund in FY 2011-12 Budget and implement March 1, 2012.	After public hearing on February 10, 2011, the Board elected to proceed with the recommendation; meters are to be placed on the south side of the traveled way without expanding the roadway; and costs associated with this requirement be incorporated in the FY 2011-12 budget with implementation late 2011. *
7.	Causeway Drive metered parking	The group concluded that the creation of metered parking on the south side of Causeway Drive would be impractical because the majority of spaces would probably be utilized by residents.	
8.	Expand North Lumina Avenue metered parking	The group felt adoption would require elimination of pedestrian paths on both sides of the road or widening of the road. This would create issues with adjacent properties and potentially involve some taking of property. The group was not fully supportive.	
9.	Residential parking passes – limit 2	Retain current policy regarding sale and distribution of residential and commercial parking passes.	Continue current policy.
10.	Mass transit to Wrightsville Beach	The group felt limiting factors were route structure, traffic congestion, vehicle size, and stop locations. Future proposals should be critically assessed to determine effectiveness, impact and cost.	
11.	Municipal parking deck	The issue of constructing a parking deck was discussed by the group but there was virtually no support. Factors such as viable location, cost of construction and operation, lengthy period to achieve payback, seasonal utilization, and public safety concerns are all issues.	
12.	Commercial parking in business and church parking lots	Support commercial parking initiatives by businesses and churches.	After a public hearing on February 10, 2011, the Board elected to initiate a change to the Ordinances to permit commercial parking by churches and organizations after approval of a conditional use permit.

William Blair, III
Mayor

Elizabeth King
Alderman

Lisa Weeks
Alderman



Darryl Mills
Mayor Pro Tem

Hank Miller
Alderman

Tim Owens
Town Manager

TOWN OF WRIGHTSVILLE BEACH

Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)239-1700
FAX (910)256-7910

March 10, 2016

MEMORANDUM

To: Mayor Blair and Board of Aldermen
From: Tim Owens, Town Manager
Re: Discussion and Direction Regarding the Consideration of an Ordinance for Events on Commercial Property

Agenda Item

A number of private business establishments in the Town have private events and events that are open to the public. These events can sometimes create large crowds, noise, parking impacts, traffic impacts and create situations whereby the Town should probably be aware of the event. To date, the Town does not require any permit for any event that is held on private property. The only time that an event permit is required is if that event takes place on publicly owned property, the beach or on a public street.

The Town could create a form that gathers information about the event. This would be shared with all departments so that they are aware of the event that is taking place. The fee could be a nominal fee that only covers the cost of processing the permit (\$25). If the Board wishes, an ordinance could be created and conditions could be placed on the events regarding the number of events, whether food trucks are allowed, whether bands are allowed, etc.

While there really has been no problems or abuse of these types of events, the main intent of a permit process is to raise the awareness of the police, fire, and public works that these events are occurring. If interested, the item could be reviewed by the Planning Board with recommendations coming back to the Board of Alderman at a later date.

Action

1. Discuss the item and Ask Questions
2. If interested in creating this type of permit process or ordinance, consider asking the Planning Board to return back with recommendations.



TOWN OF WRIGHTSVILLE BEACH
 PLANNING AND INSPECTIONS • 321 CAUSEWAY DRIVE • P.O. BOX 626
 WRIGHTSVILLE BEACH, N.C. 28480 • 910-256-7937

Planning and Inspections

MEMORANDUM

To: Mayor Blair and Members of the Board of Aldermen
From: Tony Wilson, Director of Planning and Parks *TW*
Re: **Local Planning & Management Grant Application**
Date: March 1, 2016
Cc: Tim Owens, Town Manager

Background:

The Town of Wrightsville Beach has the opportunity to apply for a Local Planning & Management Grant for 2016-2017. The Division of Coastal Management (DCM) has grant funding available for our 20-county coastal area. The last time our CAMA Land Use Plan was updated was in 2005.

Funding Source:

Matching contributions must be at least 25 percent of the total project cost. The match is reduced to 10 percent for counties designated by the NC Department of Commerce as Tier 1. The match requirement for municipalities within counties qualifying as Tier 1 is also 10 percent. The Town of Wrightsville Beach is not considered a Tier 1 community. The maximum request is \$15,000.

Budget Impact:

In our Capital Improvement Project fund we have set aside \$20,000 since 2011 to update our CAMA Land Use Plan.

Requested Action:

Discuss and give direction to staff.

Attachment:

1. Local Planning & Management Grant Application



7-6-6



Coastal Management
ENVIRONMENTAL QUALITY

PAT MCCRORY
Governor

DONALD R. VAN DER VAART
Secretary

BRAXTON DAVIS
Director

Invitation to Submit a Request for a Local Planning & Management Grant (FY 2016-2017)

TO: Local Officials in the Coastal Area

FROM: Mike Lopazanski, Policy & Planning Section Chief
Division of Coastal Management

Date: February 9, 2016

We are pleased to notify local governments in the 20-county coastal area that the Division of Coastal Management (DCM) has grant funding available for Local Planning and Management projects for the upcoming 2016-17 fiscal year. Local governments are invited to apply for funding for projects that are anticipated to begin July 1, 2016 and to be completed by June 30, 2017.

Local governments interested in applying for financial assistance must complete and submit **two (2) printed copies and one (1) CD or USB Drive with digital files** of the enclosed application form with attachments. Your local DCM District Planner must receive applications on or before 5:00 pm on **Friday, April 1, 2016**.

Process: DCM will review the applications and select a number of proposals for consideration based on available funding. Local governments are encouraged to include their local contribution in their FY 2016-17 budget. All final applicants will be notified in April whether their project has been selected for funding.

Selection Process Schedule:

Proposal Due Date: April 1, 2016
Notification by: April 15, 2016
Grant Contract Start Date: July 1, 2016
Project End Date: June 30, 2017

Match: Local government matching contributions for planning and management projects shall be at least 25 percent of the project cost. For Tier 1 counties and their municipalities, the match is at least 10% ¹. At least half of the local contribution must be cash match; the remainder may be in-kind match. Guidelines for determining allowable cash and non-cash in-kind match contributions are enclosed.

¹ The NC Department of Commerce 2016 Article 3J County Tier Designations.



Overview: The primary objective of the planning and management grant program is to provide funding to assist local governments in developing and implementing land use plans and management strategies for their coastal resources that are consistent with the state guidelines (15A NCAC 07L)²

Examples of eligible projects include the following:

- Activities designated by DEQ on an annual basis, following consultation with the CRC and local governments, to be necessary to bring local plans into compliance with state rules for land use planning;
- Adopting, amending, or updating plans to reflect changed conditions which may include necessary data collection, public participation, and policy development;
- Adopting or amending ordinances to further secure compliance with state rules in AECs;
- Beach access plans and studies;
- Erosion control plans and studies;
- Studies and planning leading to the nomination of new AECs or locally significant environmental areas;
- Waterfront redevelopment and renewal plans and studies including feasibility studies, site design studies, and plans and studies for improving or enhancing waterfront parks and public areas;
- Preparing, adopting, or amending ordinances necessary to carry out certified plans, state rules, and the state coastal zone management plan;
- Initial water and sewer plans and studies;
- Land use related capital facilities programing;
- Base mapping as a management tool;
- Other planning, studies, and data acquisition supportive of coastal planning and management;
- Enforcement of ordinances adopted to carry out certified land use plans;
- Coordination of local coastal management activities with other local management activities, and;
- Other coastally related management projects.

An application Packet is enclosed. The packet includes:

- a. Notice of the Availability of Funds
- b. Guidance for Grant Proposals
- c. Application Form

DCM hopes you will consider utilizing funding through this grant program to help make a positive and lasting contribution to your community's planning efforts. Your local DCM District Planner looks forward to receiving your application and assisting you in this process. If you have any questions, please contact your local DCM District Planner listed in the enclosed "Local Contacts and Resources".

² See <http://www.nccoastalmanagement.net/web/cm/current-rules-governing-coastal-development>



North Carolina Local Planning and Management Grants

2016-17 Cycle

Application



Division of Coastal Management
Department of Environmental Quality

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This application is also available online at:

<http://www.nccoastalmanagement.net>

Click the link to "Land Use Planning/Beach & Waterfront Access"; then along the left side click on "Planning and Management Grant Application Package". A .pdf file of the complete packet will be available, as well as a Word version of the application.

7-6-9

Notice of Available Funds and Requirements 2016-17 Cycle

Funds Available: The N.C. Division of Coastal Management (DCM) estimates that \$75,000 will be available for local planning and management projects in FY 2016-17.

Eligible Applicants: The 20 coastal counties and municipalities within their jurisdictions. Two (2) or more eligible applicants may submit a joint application to carry out jointly sponsored regional projects.

Anticipated Contract Period: Twelve (12) months, beginning July 1, 2016 and ending June 30, 2017.

Maximum Request: The maximum request is \$15,000.

Match Requirements: Matching contributions must be at least 25 percent of the total project cost. The match is reduced to 10 percent for counties designated by the NC Department of Commerce as Tier 1 ¹. The match requirement for municipalities within counties qualifying as Tier 1 is also 10 percent.

At least half of the local match must be cash match; the remainder may be in-kind non-cash match. See "Guidelines for Grant Proposals" enclosed.

Use of Other State or Federal Funds for Local Cash Match: Other state and federal monies are eligible for use to meet local match provided such funds are not already being used to match other grants by other state or federal agencies. Local cash and non-cash in-kind match that is already being used or intended to be used to also match other state or federal grants must be disclosed within the application process and award contract.

Criteria used to prioritize and select projects to receive grant assistance: The highest priority includes projects directly mandated by statute, including initial and updated or amended land use plans or comprehensive plans, local participation in projects initiated by Division of Environmental Quality (DEQ), and projects DEQ indicates urgently need local attention in order to meet Coastal Resources Commission (CRC) management topics pursuant to 15A NCAC 07B .0702(d)(2). Examples of eligible projects and their associated priority category include:

The first priority includes projects mandated by statute. Examples of eligible projects include:

- Those activities designated by DEQ on an annual basis, following consultation with the CRC and local governments, to be necessary to bring local plans into compliance with state rules for land use planning; or
- Adopting, amending, or updating plans to reflect changed conditions which may include necessary data collection, public participation, and policy development.

The second priority category includes projects related to carrying out the specific goals of the CAMA. Examples of eligible project include:

- Adopting or amending ordinances to further secure compliance with state rules in AECs;
- Beach access plans and studies;
- Erosion control plans and studies;
- Studies and planning leading to the nomination of new AECs or locally significant areas;
- Waterfront redevelopment and renewal plans and studies including feasibility studies, site design studies, and plans and studies for improving or enhancing waterfront parks and public area;
- Preparing, adopting, or amending ordinances necessary to carry out certified land use plans, state rules, and the state coastal zone management plan;
- Initial water and sewer plans and studies;
- Land use related capital facilities programing;
- Base mapping as a management tool;
- Other planning, studies, and data acquisition supportive of coastal planning and management;

Notice of Available Funds and Requirements 2016-17 Cycle

- Enforcement of ordinances adopted to carry out certified land use plans;
- Coordination of local coastal management activities with other local management activities; or
- Other coastally related management projects.

The third priority includes projects related to improving local coastal management and land use management capabilities. Examples of eligible projects include:

- Initial water and sewer plans and studies;
- Land use related capital facilities programming;
- Base mapping as a management tool;
- Other planning, studies, and data acquisition supportive of coastal planning and management which may include public education or involvement on coastal issues; solid waste planning; port planning; and sport and commercial fishing studies;
- Enforcement of ordinances adopted to carry out certified plans;
- Coordination of local coastal management activities with other local management activities which may include internal coordination, and city-county coordination; or
- Other coastally related management projects.

In addition to evaluating proposals in accordance with the above priorities, DCM shall consider the following factors:

- Project's contribution towards meeting CRC land use planning management topics, as outlined in 15A NCAC 7B .0702(d)(2), as outline above;
- Extent to which the project includes measures of environmental protection beyond Areas of Environmental Concern (AEC) standards;
- Applicant's urgency of need;
- Past history of applicant's implementation of CAMA planning and management activities;
- Feasibility of successful completion of project by the applicant;
- Past experiences with this program as well as present management and administrative capabilities
- Potential applicability of the projects to other coastal area municipalities and counties; and
- Geographic distribution of applicants.

Tier 1 Coastal Communities 2016-17 Cycle

Coastal counties and municipalities that qualify for reduced local matching based on the NC Department of Commerce 2016 Article 3J County Tier Designations.

<i>County</i>	<i>Municipality</i>
Beaufort County	Town of Aurora Town of Bath Town of Belhaven Town of Chocowinity Town of Pantego City of Washington Town of Washington Park
Bertie County	Town of Askewville Town of Aulander Town of Colerain Town of Kelford Town of Lewiston-Woodville Town of Powellsville Town of Roxobel Town of Windsor
Camden County	
Chowan County	Town of Edenton
Gates County	Town of Gatesville
Hertford County	Town of Ahoskie Town of Cofield Town of Como Town of Harrellsville Town of Murfreesboro Town of Winton
Hyde County	
Pasquotank County	City of Elizabeth City
Perquimans County	Town of Hertford Town of Winfall
Tyrrell County	Town of Columbia
Washington County	Town of Creswell Town of Plymouth Town of Roper

Local Contacts and Resources 2016-17 Cycle

Local Contacts for Application Packet

Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Pasquotank, Perquimans, Tyrrell and Washington Counties:

Charlan Owens, AICP, District Planner
Division of Coastal Management
1367 U.S. 17 South, Elizabeth City, N.C. 27909
(252) 264-3901 charlan.owens@ncdenr.gov

Beaufort, Carteret, Craven, Hyde and Pamlico Counties:

Rachel Love-Adrick, District Planner
Division of Coastal Management
400 Commerce Ave. Morehead City, NC 28557
(252) 808-2808 rachel.love-adrick@ncdenr.gov

Brunswick, New Hanover, Onslow and Pender Counties:

Mike Christenbury, District Planner
Division of Coastal Management
127 Cardinal Drive Extension, Wilmington, N.C. 28405-3845
(910) 796-7426 mike.christenbury@ncdenr.gov

DCM on the WEB: An electronic copy of the application is available on the N. C. Division of Coastal Management web site at <http://www.nccoastalmanagement.net/>. Click the link to "Land Use Planning/Beach & Waterfront Access"; then along the left side click on "Planning and Management Grant Application Package". A .pdf file of the complete packet will be available as well as a Word version of the application. District Planners can also send you a hard copy of the application.

Local Planning and Management Grant Rules: A copy of the rules that apply to the Local Planning and Management Grants Program, 15A NCAC 7L, are available on the N. C. Division of Coastal Management web site at <http://www.nccoastalmanagement.net/>. Click the link to "CAMA Rules & Policies".

Guidance for Grant Proposals 2016-17 Cycle

Introduction

The N. C. Local Planning and Management Program is a matching grant program administered by the Department of Environmental Quality, Division of Coastal Management. Guiding policies and principals for the planning grant program are provided in Title 15A NCAC, Subchapter 7L of the North Carolina Administrative Code.

Local land use plans or comprehensive plans and other coastal management planning and management projects are funded through this grant program.

Total project costs include grant funding and local match (cash and non-cash in-kind).

Local Match Requirements

Planning and Management Projects: For planning and management projects, local government match must be at least 25% of the total project cost. At least one-half (1/2) of the local contribution (12.5% of the total project cost) must be cash; the remainder may be non-cash in-kind. For Tier 1 counties* and their respective municipalities, the local government contribution for site improvement and amenities is 10% of the total project costs. At least one-half (1/2) of the local contribution (5% of the total project cost) must be cash; the remainder may be in-kind.

Cash and Non-Cash In-kind Contributions (General)

Criteria for Claiming Contributions: Cash and in-kind contributions may be claimed as part of the local government's match when such contributions meet all of the following criteria:

1. Are verifiable from the local government's records;
2. Are necessary and reasonable for proper and efficient completion of the project;

3. Are not included as contributions for matching any other state or federally assisted projects or programs, except where authorized by state or federal statute;
4. Are provided for in the project budget approved by the Division of Coastal Management;
5. Do not include N. C. state sales tax; and,
6. Conform to other provisions of these guidelines, as applicable.

- In general, in-kind contributions are derived from resources already on hand or from donations, whereas cash contributions will be utilized to purchase new services or equipment necessary for proper completion of the planning and management project.
- State and federal funds may be counted as cash match provided the funds are not being used as a match for other programs. Local government employee salaries do not qualify as cash match, but may be included toward non-cash in-kind match.

Cash Contributions

Local cash contributions may be claimed for the following accountable items: planning services and project design fees, legal studies, materials, and equipment. These costs must be incurred during the contract period. Costs associated with legal studies shall be indicated in the project budget. No legal fees for condemnation or other litigation will be considered. Any equipment to be purchased shall be indicated in the project budget. Ownership of the equipment will rest with the state.

Non-Cash In-kind Contributions

Local in-kind non-cash contributions may be claimed for the following accountable items: design fees, labor (including local government salaried employees), and materials. These costs must be incurred during the contract period.

Guidance for Grant Proposals 2016-17 Cycle

Volunteer Services: Volunteer services eligible as in-kind contribution are limited to professional engineering, planning services, architectural services, and volunteer civic groups when those services are not found in the local government. Paid fringe benefits that are reasonable, allowable and allocable may be included in the valuation, if approved by DCM. When an employer other than the local government furnishes the services of an employee, or when an individual contractor volunteers, these services shall be valued at the employee's regular rate of pay (plus an amount of fringe benefits, as described above), provided these services employ the same technical skill for which the employee is normally paid. All volunteer services must be documented by signed invoice showing the billing rate for the service, number of hours, and a statement that the charges are forgiven.

- Excluded from volunteer services are prison labor, court-required community service, and other work programs.
- In those instances in which the required skills are not found in the local government, or for other activities specifically approved by the Division of Coastal Management, rates shall be consistent with those paid for similar work in the labor market in which the local government competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.

Professional Fees: If the usual fees of a licensed professional, such as an architect or engineer, are waived or donated to the local government, the fees may be claimed as in-kind contributions. Rates shall be consistent with local pay scales. Partial contribution of a fee (for example, the balance of a discount rate) will not be considered as in-kind match. *All volunteer professional services must be documented by invoice showing the billing rate for the service, the number of hours and that the charges are forgiven.*

Additional Guidance

The following is further guidance to assist communities with making a grant request. For additional information, contact your local DCM District Planner listed in this packet. (See Local Contacts and Resources.)

- **Include All Costs:** List all items proposed for funding and the estimated cost of each item. Round all cost estimates to the nearest dollar. Where practical, identify costs separately for independent elements.

Costs Not to be Included in a Grant Award or Local Match

Land acquisition, permitting, and site improvement projects are not eligible for funding.

Required Implementation Status Report

In order to receive funding under this grant program, the community is required to be up to date on implementation reporting for their certified land use plan. Implementation status reports are to be submitted every two (2) years from the date of initial plan certification as described in 15A NCAC 07B.0804. An implementation status report will be required as part of the grant application if an up to date report is not on file with DCM.

Land Use and Comprehensive Plans

Proposals for land use plan and comprehensive plan updates intended for state certification are to consider the following:

- Land use or comprehensive plans must be prepared in compliance with G. S. 113A-110 of the Coastal Area Management Act (CAMA) and the Coastal Resources Commission's Planning Rules found in 15A NCAC 7B.
- Municipalities must have already received planning authority authorization from their respective county or the Coastal Resources

Guidance for Grant Proposals 2016-17 Cycle

Commission in order to receive funding for a land use or comprehensive plan.

- It is recommended that the local government designate a “planner-in-charge” to oversee the work program and/or subcontract. Designation of an in-house planner is acceptable. The following criteria should be considered when making the selection:
 1. Direct experience in completing a project of the type proposed.
 2. A master’s degree in the field of work and two (2) years of progressive planning experience; or an undergraduate equivalent and four (4) years of progressive planning experience; or some equivalent combination of training and experience, such as that recognized by the American Institute of Certified Planners (AICP).
 3. Past work history that demonstrates the ability to deliver expected documents on time as outlined in the contract.
 4. Present workload.
 5. Sufficient GIS capability if the project requires the provision of GIS services.
- Citizens in the community’s jurisdiction shall have the opportunity to help initiate and implement plans as well as react to proposals. Clear and direct access to the decision making process should be provided to all citizens in the jurisdiction, and meeting places and times widely publicized on a regular basis. All information pertaining to these activities (except when such information is a breach of public trust) should be available to citizens upon request, and information should be provided on a continuous basis and sufficiently in advance of public decisions to permit a thorough citizens review of proposals.
- The community shall ensure that DCM receives a copy of memos, work copies and other documents provided to the committee, commission or work group tasked with preparation of the land use or comprehensive plan at the time they are provided to these groups.

Timing Issues

Starting the Project: A grantee must sign a grant contract with the DEQ before beginning any components of a project in order to be eligible for match or reimbursement.

Completing the Project: Though grant contracts may be amended and extended at the discretion of DCM, the 2016-17 grant cycle is limited to twelve (12) months with no available extension.

Receiving Grant Funds and Reimbursements: Grants are paid as reimbursements of actual expenses. The program will reimburse grantees only after the community’s required local cash match has been met. No grant funds may be dispersed prior to a community meeting its local cash match.

- The community’s cost estimates identify the total amount of grant funds to be reimbursed. The grantee is responsible for any additional costs needed to complete the project.
- The program will retain the final ten percent (10%) of the grant amount until the completion of the project. Contact your local District Planner for the details of the process.

Reimbursement of Costs

The DEQ/DCM will withhold the initial payment of grant funds awarded until the community has documented expenditure of the local cash match sum. In-kind services match is to be documented by the community to DCM by the end of the grant contract period.

Consistent with the “Project Schedule and Activities Chart” provided in the grant award, the community will be required to submit reports as to the status and progress of the project. The local District Planner (Contract Administrator) will provide the periodic and final closeout report form templates.

Actual payments of the award will be based on the local District Planner/Contract Administrator’s approval of a monitoring report. Final requisitions and invoices for payment will be required to be

Guidance for Grant Proposals 2016-17 Cycle

received by DCM within 45 days after end of the grant contract period.

The community will be required to maintain and make available at proper times to DEQ/DCM all bid documents, and accurate records of all expenditures for costs applicable to the grant award, and to submit properly certified billings for such costs on forms as may be prescribed by DEQ/DCM. The community will need to keep complete accounting records, including original invoices, payrolls, contracts, or other documents clearly showing the nature and purpose of all costs incurred under the grant award for a period of five (5) years following project completion, or until an audit has been completed, whichever is later. All accounting records and supporting documents must clearly show the contract number of the project to which they are applicable.

The community will be required to agree to refund to DEQ, subsequent to audit of the project financial records by DEQ, any funds not expended in compliance with the grant award.

Subcontracted Services

The community assumes complete responsibility for the satisfactory performance of any subcontractor.

Deliverables

All reports, maps, and other documents completed as part of a contract shall carry the following notation

“This (report, map document, etc.) was prepared by the (local gov't name) under grant award #NA14NOS4190076 to the Department of Environmental Quality, Division of Coastal Management from the Office for Coastal Management, National Oceanic and Atmospheric Administration. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of DEQ, OCM or NOAA.”

Land use and comprehensive plans intended for state certification shall be, at minimum, submitted as complete draft documents that meet the 7B planning rules and are ready for state review and comment under 15A NCAC 07B.0801. Since the project will no longer be under a grant contract, it is the community's responsibility to incorporate changes in response to the state review. Once the state review is complete, the community is also responsible for local adoption of the plan and submittal for state certification. Failure to locally adopt and obtain state certification of a funded land use or comprehensive plan will impact the community's ability to receive future funding under this program.

Other planning and management projects requiring local adoption in order to be implemented shall, at minimum, be submitted as complete drafts ready for local adoption. Notice of local adoption action shall be provided to the DCM District Planner. Failure to locally adopt funded plans or management projects will impact the community's ability to receive future funding under this program.

Other planning and management projects that do not require local adoption in order to be implemented shall be submitted as complete for review.

Two (2) digital copies on CD or USB Flash drive of the work called for in the contract shall be provided for review at the end of the contract period. The digital versions shall be labeled with software and version. Each plan, map, and drawing shall be provided as a single digital file. Acceptable digital formats for image files include: .gif, .jpg, .bmp, and .tif. Image files shall be no greater than 10 MB in size. Acceptable digital formats for document files include: .doc, .docx, .txt, .xls, .xlsx, .ppt, .pptx, and .pdf. CAD or AutoCAD drawings (.dwf, .dxf, and other CAD formats) are not acceptable and should be converted to .pdf for submittal.

Submittal of incomplete plans and projects will result in a reduced grant award and impact the community's ability to receive future funding under this program.



**N.C. Division of Coastal Management
Local Planning and Management Grant Program
Grant Application 2016-2017**

Please complete a separate application for each proposed project and submit two (2) printed copies and one (1) CD or USB drive with digital files to your DCM District Planner.

This application is also available online at:

<http://www.nccoastalmanagement.net/>

Click on the link to "Land Use Planning/Beach & Waterfront Access".

<p>Project Name _____</p> <p>Local Government: _____</p> <p>Federal ID#: _____</p> <p>Lead Elected Official: _____</p> <p style="padding-left: 40px;">Title: _____</p> <p style="padding-left: 40px;">Address: _____</p> <p style="padding-left: 40px;">_____</p>	<p>Project Administrator: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>_____</p> <p>Email: _____</p> <p>_____</p>
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Budget Totals and Financial Assistance Requested: *Provide information from Summary Budget.*

DCM Grant	Local Match	Total Cost
Requested: \$ _____	Cash: \$ _____ In-Kind: \$ _____ Grant Assistance: \$ _____	\$ _____

Authorized Signature _____ **Title:** _____

Name (print) _____ **Date:** _____

Provide the following narratives. If necessary, please use additional pages.

A. Project Description

B. List Project Objectives

C. Expected Project Product(s)

D. Pre-Project Tasks: Identify tasks that must be completed prior to starting the project.

E. Local Government Approval:

Each grant application must be reviewed and approved by the local governing board at a duly advertised public hearing or meeting. Provide a memorandum resolution, or a copy of the meeting minutes indicating the board's action on the application.

F. Is all of a portion of this project under consideration by other programs for funding?

YES _____ NO _____ If so, indicate which program(s) and which fiscal year(s). Does the funding requested from another program duplicate or compliment the funding requested from the Planning and Management Grant? How viable is the project if complementary funding from another program is not secured?

G. Certified Land Use Plan (Title and Initial State Certification Date):

H. Date of last Land Use Plan Implementation Status Report:

An implementation status report is required to be submitted every two (2) years after the initial state certification date. In order to be eligible for this grant, the community must be up to date on their implementation reporting. An implementation status report will be required as an attachment to this grant application if an up to date report is not on file with DCM. See 15A NCAC 07B.0804 for report requirements.

I. Is this project identified as a high local priority in your certified Land Use Plan?

YES _____ NO _____ If so, attach a brief description of the plan and a statement of the extent to which the project implements the policies of this plan.

J. Is this project reflected in any other policy documents or ordinances?

YES _____ NO _____ If so, attach a brief description of the document or ordinance and a statement of the extent to which the project implements goals of the documents or ordinance.

K. Will the project require local adoption by the elected officials in order to be implemented?

YES _____ NO _____

L. Proposed Local Match and Cost Assumptions:

Provide narrative indicating the source of cash match and availability of funds. Provide narrative explaining the relevance of proposed in-kind match to the project. If other state and/or federal funds are to be used as local match, indicate the amount, the funding source, when the funding will be awarded/available, and the specific project elements that will qualify for joint funding.

M. Proposed Summary Budget

	Grant Assistance Requested	Local Cash Contribution	Local In-Kind Contribution	TOTAL
Subcontract Costs:				
	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
Salaries:				
	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
Printing:				
	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
Materials:				
	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
Equipment:				
	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
TOTAL BUDGET	\$	\$	\$	\$

7-6-9

N. **Proposed Budget:** If available, attach a detailed breakdown of the cost assumptions upon which the Summary Budget is based. Proposals that include this information increase their likelihood of funding.

O. **Project Timeline:** The purpose of the timeline is to establish benchmarks during the project period to ensure timely completion. Progress monitoring is to occur at the 6 month interval for the duration of the 12 month contract. We recognize that unexpected events may require adjustments to the timeline. The schedule is meant to be an aid for measuring the progress of the project and a guide to making adequate contract adjustments when necessary.

Month \ Task	1	2	3	4	5	6	7	8	9	10	11	12
Return Contract												
Post RFP												
Select Subcontractor												
Begin Project												
End Project												
Closeout												

7-6-r

P. **Project Reporting Periods:** The form below only illustrates grant and local cash match totals. Local funds must be spent before grant funds. Non-cash match is not illustrated or represented in the table, however it must still be reported.

Grant: \$ _____ Cash Match: \$ _____ Total: \$ _____
Non-Cash Match: \$ _____

Project Schedule and Activities Chart

<p style="text-align: center;">% of total work to be completed</p> <p style="text-align: center;">%</p> <p>_____</p> <p>Grant funds to be spent: _____</p> <p>Local funds to be spent: _____</p>	<p>Period 1</p>
<p style="text-align: center;">% of total work to be completed</p> <p style="text-align: center;">%</p> <p>_____</p> <p>Grant funds to be spent: _____</p> <p>Local funds to be spent: _____</p>	<p>Period 2</p>

William Blair, III
Mayor

Elizabeth King
Alderman

Lisa Weeks
Alderman



Darryl Mills
Mayor Pro Tem

Hank Miller
Alderman

Tim Owens
Town Manager

TOWN OF WRIGHTSVILLE BEACH

Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)239-1700
FAX (910)256-7910

March 10, 2016

MEMORANDUM

To: Mayor Blair and Board of Aldermen
From: Tim Owens, Town Manager
Re: Discussion and Direction on the Lifeguard Stand Sponsorship Program

Agenda Item

In 2006, the Town began a Lifeguard stand sponsorship program. The program solicited \$2,500 pledges to help pay for the new lifeguard stands and, in return, a sandblasted sign was placed on the stand in recognition of the donation. The program appeared to be successful and covered the estimated cost of the stands at around \$2,500. The new stands that were recently built were done so for around \$3,700.

Attached is a map and a description of the stand locations. I have also provided you a picture of the sponsorship signage that will remain until these stands are replaced next year. Finally, I provided you with some additional information that was presented to the Board in 2006.

If the Board is interested in replicating this program for the lifeguard stands, we can take donations for the 8 new stands that are being replaced (Access #2, Access #4, Access #8, Access #10, Access #15, Access #8, Access #12, and Access #40). I recommend that the sponsorship amount be the same as in 2006 at \$2,500. The sponsorship will be valid until the stand is replaced. If the board would like to pursue this program, it can be advertised and implemented quickly.

Action

- 1. Discuss the item and ask questions
- 2. Give staff direction on the item

Wrightsville Beach Lifeguard Stand Replacement Program

Background: Due to the condition of our current lifeguard stands the Town of Wrightsville Beach began early in 2006 working on a plan to replace the eleven existing stands over a span of several years. Our initial plan was to replace at least one of the stands in 2007 after public input for design selection had been completed. The estimated cost for each of the new stands is \$2,500. In early May of 2006, residents had the opportunity to participate in the selection of a design for the new lifeguard stands. As a result of the public attention generated by the design selection process several inquiries were received from the private sector about the possibility of providing donations for the construction of one or more stands in exchange for some type of recognition. When the issue of the possible donation of lifeguard stands was raised at a recent meeting of the Board of Aldermen the question of donor recognition and concerns surfaced about the type of signage and advertising that might be used. However, at their June 8th meeting the Board of Aldermen gave formal approval to proceed with a program to accept pledges for donations to support a project to replace the existing lifeguard stands at Wrightsville Beach. It was agreed that in return for pledging financial support for the construction of a lifeguard stand, the individual, business, or organization pledging a contribution would receive recognition in the form of a tasteful sign or plaque affixed to the back of the newly constructed stand.

Pledge Procedure: Individuals, organizations or businesses interested in providing a donation for the construction of a lifeguard stand should submit a letter or email to the Town addressed as follows:

Town of Wrightsville Beach
Attn: Town Manager
P.O. Box 626
Wrightsville Beach, N.C. 28480

or

Email to bsimpson@towb.org

In your correspondence please indicate whether you wish to pledge for the construction of an entire stand (\$2,500) or provide a lesser sum. Also indicate the message desired on the signage that will be affixed to the

individual stand, ie, recognition of a business or organization, or memorial to an individual, etc. Your correspondence will serve as your pledge. Please send no money with your pledge.

Process: We plan to have the new stands constructed and placed on the beach strand at the beginning of the 2007 season (May). Prior to that time each donor will have the opportunity to approve the signage that will be affixed to each structure. Once pledges have been received they will be formally recognized and accepted as a donation to the Town of Wrightsville Beach through action of the Board of Aldermen. Donations are tax deductible and can be declared on the donor's 2007 tax returns.

Contact Information: In the event you have further questions or comment regarding the project please contact Bob Simpson, Town Manager, 910-509-5017 Ext. 101.

Thank you for your pledge and interest in keeping Wrightsville Beach a safe and family friendly beach!



MEMORANDUM

To: Mayor O'Quinn and Board of Aldermen
From: Bob Simpson, Town Manager
Subject: Lifeguard Stand Donations
Date: June 8, 2006

At the May 25th meeting the Board of Aldermen directed that this matter be placed on the June 8th agenda for discussion and possible action.

Background: Due to the condition of our current lifeguard stands we are planning to replace the existing structures during the next several years and were hopeful of constructing the first of the new replacements within the next year. The cost of individual stands is estimated at about \$2,500. In early May residents had the opportunity to participate in the selection of a design for our future Ocean Rescue lifeguard stands. As a result of the public attention generated by the design selection process we have had several inquiries from the private sector regarding the possibility of providing funding for the construction of one or more stands in exchange for some type of recognition. Under such an arrangement we propose that each donation be accepted by the Board of Aldermen and a tasteful standardized placard be placed on each donated stand acknowledging the contribution of the business, organization, or individual.

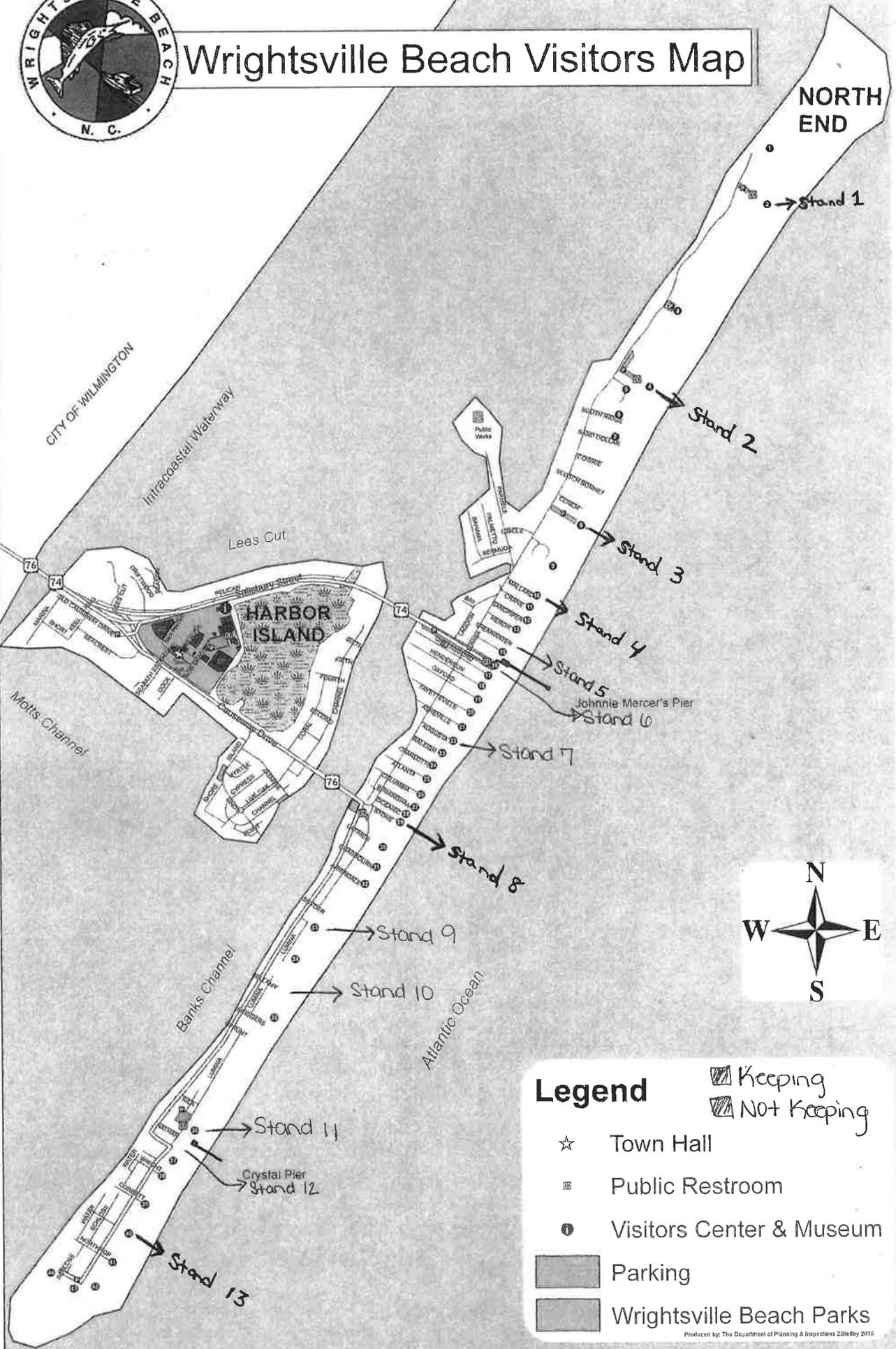
Issue: When the issue of the possible donation of the lifeguard stands was raised at a recent Board of Aldermen meeting the question of donor recognition and concerns about advertising surfaced. At the time there appeared to be some degree of misconception about the signage that would be placed on donated stands and some individuals were under the impression that the intent of the Town was to derive revenues from advertising on the lifeguard stands. At this point we felt it important that the Board address the issue and make a decision on whether or not the Town would be receptive to donations to support the acquisition of new lifeguard stands.

Requested Action: Provide direction on acceptance of donations for the construction of new lifeguard stands.

17-17-e



Wrightsville Beach Visitors Map



Legend

-  Keeping
-  Not Keeping
- ☆ Town Hall
- ⊞ Public Restroom
- Visitors Center & Museum
- Parking
- Wrightsville Beach Parks

Produced by: The Department of Planning & Inspections 2015

SOUTH END

NORTH END

2015/2016 Budget Year
Lifeguard Stand Replacement and locations

Beach Access # 2 (South of Shell Island) LG Stand #1

- Replace with new stand

Beach Access #4 (South of Dune Ridge Resort, L parking Lot) LG Stand #2

- Replace with new stand

Beach Access #8 (Moores Inlet Street, Holiday Inn) LG Stand #3

- Replace with new stand

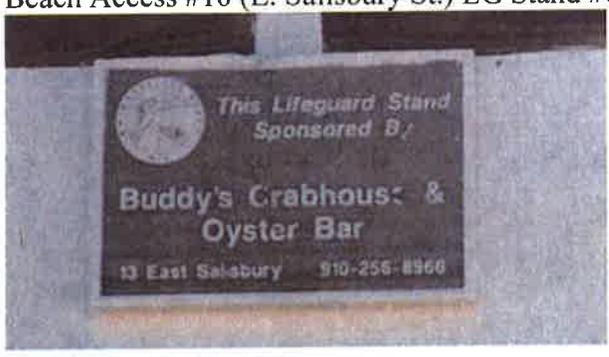
Beach Access#10 (Mallard St., Surf Club) LG Stand #4

- Replace with new stand

Beach Access #15 (Seagull St.) LG Stand #5

- Remove existing stand and replace

Beach Access #16 (E. Salisbury St.) LG Stand #6



Beach Access #23 (Raleigh St.) LG Stand # 7



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Beach Access#29 (Stone St.) LG Stand #8

- Replace with new stand

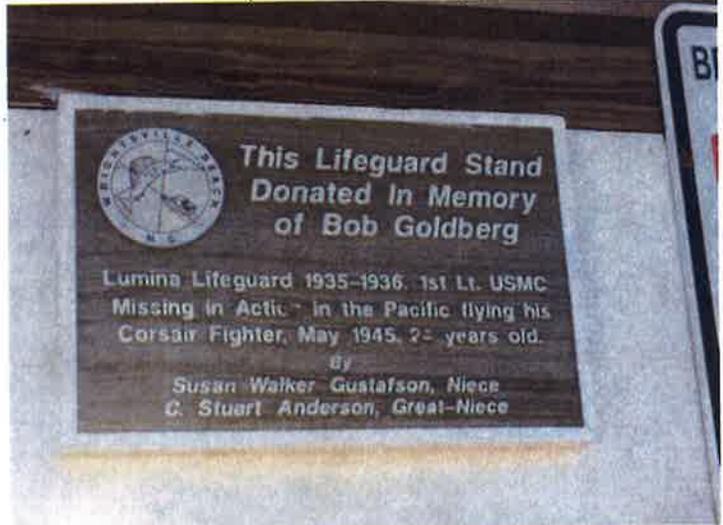
Beach Access#33 (Seashore Dr) LG Stand #9



Beach Access # 34 (Taylor St, Wrightsville Beach Yacht Club) LG Stand #10



Beach Access# 38 (North Side of Crystal Pier) LG Stand #11



7-7-h

Beach Access (Walkover South of Crystal Pier) LG Stand # 12

- Remove existing stand and replace

Beach Access #40 (Albright St.) LG Stand #13

- Replace with new stand