



## Wrightsville Beach Board of Aldermen Regular Meeting

5:30 p.m. THURSDAY, APRIL 14, 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 by Pastor John McIntyre, Wrightsville Beach Baptist Church**
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 January 14, 2016 Parking Workshop and Regular Meeting Minutes.
- b. Approval of special event permits as follows:
  1. Gnarly Charley for Surf Dreams Foundation (*100 participants*)  
Saturday, June 25, 2016 (*8:00 am – 5:00 pm*) (*setup at 6:00 am*)  
Beach strand at Access 38 – Registration at South End Surf Shop
  2. O'Neill/Sweetwater Pro Am (*participants: 1,000 on days 1&2 and 2,000 on day 2*)  
Friday-Sunday, July 15-17, 2016 (*8:00 am – 5:00 pm*)  
Setup at 6:00 am with scaffolding up on Thursday, July 14<sup>th</sup>  
Beach strand Oceanic to Charlotte Street
  3. O'Neill/Sweetwater Music & Art Festival in the Park (*300-350 participants*)  
Saturday, July 16, 2016 (*3:00 – 10:00 pm*) (*Setup at 2:00 pm*)  
Wrightsville Beach Park Event Stage
  4. PPD Ironman NC Triathlon (formerly Beach to Battleship) (*3,500 participants*)  
Park Setup begins Tuesday, October 18, 2016  
Bike Check-In – Friday, October 21, 2016 from 9:00 am to 7:00 pm  
Race Event: Saturday, October 22, 2016 (*4:00–11:00 am*) (*race start 7:15 am*)
  5. Walk to End Alzheimers (*750-1,200 participants*)  
Saturday, November 5, 2016 (*6:00 am – 12 Noon*) (*walk begins at 9:30 am*)  
Location: Wrightsville Beach Park; Bob Sawyer Drive.
  6. Lifeline 5k (*100 participants*)  
Saturday, November 12, 2016 (*7:00 – 11:00 am*) (*race starts at 9:00 am*)  
Location: area in front of Town Hall (*setup, start and finish*); the Loop for 5K

- c. Acknowledge previously approved special events for May.
- d. Approval of Facility Reservation request submitted by Cape Fear Sports to operate their adult kickball league beginning April 20, 2016.
- e. Approval of Resolution No. (2016) 1975 declaring May 2016 as Building Safety Month in Wrightsville Beach.
- f. Adoption of Resolution No. (2016) 1974 proclaiming the week of May 1-7, 2016 as Municipal Clerks Week in the Town of Wrightsville Beach.
- g. Adoption of Resolution No. (2016) 1973 approving the Town's Service Agreement with Time Warner Cable for the continued provision of a network connection.
- h. Approval of revised 2016 Board of Adjustment Meeting Schedule to cancel the April 28<sup>th</sup> meeting.
- i. Set public hearing for Thursday, May 12, 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 allow churches to operate as a commercial parking lot for the purpose of collecting charitable donations on certain holiday weekends through the year. The text amendment would designate such activities as either a Permitted Use or a Conditional Use with supplemental regulations.
- j. Set public hearing for Thursday, May 12, 2016 at 5:30 p.m., or as soon thereafter as possible, for consideration of a conditional use permit application and a parking exception request for 13 East Salisbury Street to allow for the operation of a full service restaurant.
- k. Set public hearing for Thursday, May 12, 2016 at 5:30 p.m., or as soon thereafter as possible, for consideration of a text amendment to Sections 155.9.1.6(C)3 and 155.5.3.2 to address parking exceptions and performance standards for off-street parking requirements for commercial properties.

**REQUESTED ACTION:** Motion to APPROVE Consent Agenda.



**Wrightsville Beach Board of Aldermen  
Regular Meeting**

**5:30 p.m. THURSDAY, APRIL 14, 2016**  
Wrightsville Beach Town Hall Council Chambers  
321 Causeway Drive, Wrightsville Beach, NC

**AGENDA (ALL ITEMS ARE FOR DISCUSSION AND POSSIBLE ACTION)**

**6. PRESENTATIONS**

- a. Presentation by Environmental Studies Graduate Student Sara Melick regarding a beach litter project.

**REQUESTED ACTION:** None.

- b. Presentation of opportunity to apply for a 2016 Parks and Recreation Trust Fund Grant (PARTF).

**REQUESTED ACTION:** Discuss Wrightsville Beach Park Facility Improvements and Multiuse Trail projects and provide direction to staff.

- c. Presentation by Finance Officer Erica Walters on utility billing changes (new format, second notices and adding a late penalty).

**REQUESTED ACTION:** Approve new letter format for utility bills; discuss second notice policy; and discuss enforcing late penalties in FY2017.

**7. PUBLIC HEARINGS**

- a. Public hearing 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. *Ordinance No. (2016) 1758.*

**REQUESTED ACTION:** Adoption of Ordinance No. (2016) 1758 as presented and the associated Statement of Consistency.

**8. REGULAR AGENDA**

- a. Consideration of pier and dock exception to setback requirements for a boatlift to be located between 105 Circle Drive and 1707 North Lumina Avenue.

**REQUESTED ACTION:** The Board may consider an exception to the pier and dock ordinances per Section 150.21 of the Pier and Dock Ordinances.

- b. Consideration of Resolution No. (2016) 1976 approving a Credit Card Pricing Agreement with Automated Merchant Systems, Inc. (AMS) for the provision of electronic payment services for the Town.

**REQUESTED ACTION:** Discuss and give guidance on Credit Card Pricing Agreement; once pricing agreement is approved, AMS will provide a contract and staff would like to be able to move forward with that contract following review and approval by the Town Attorney.

- c. Discussion and Direction on the implementation of a Lifeguard Stand Sponsorship Program (Resolution No. (2016) 1978).

**REQUESTED ACTION:** Discuss and consider adopting Resolution No. (2016) 1978 approving the Lifeguard Stand Sponsorship Program and allowing staff to implement the project.

- d. Discussion and Direction on Resolution No. (2016) 1977 approving an Updated Memorandum of Understanding for the Wilmington Urban Area Metropolitan Planning Organization.

**REQUESTED ACTION:** Discuss; consider adopting Resolution No. (2016) 1977.

- e. Update on FY16/17 Budget Process.

**REQUESTED ACTION:** None.

**9. 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  
PARKING WORKSHOP  
JANUARY 14, 2016

Mayor Blair called the special meeting to order at 4:00 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.

**LANIER PARKING WORKSHOP**

Mr. Bryant Sykes, Area Manager for Lanier Parking Meter Services, LLC gave a Power Point Presentation that included the following highlights from the Season Recap and the proposals for the upcoming Season based on observations:

- Actual Revenues for 2015 were down 1.5% from 2014 (about \$40,000). Budgeted projections were down by less than 1% due to historical rains in September and October.
- Actual Expenses for 2015 were slightly above 2014 but we remained under budget by 10%.
- All pay stations were upgraded to 3G modems; two smart-chip CC terminals were added to the front office in conjunction with widening the POS window; we added parking spaces; IPS credit card processing meters were added in the Central Business District; we added new enforcement areas on Pelican and new meters on Old Causeway Drive; we made Pay-by-Phone the exclusive tender form on W. Greensboro and W. Henderson Streets; we adjusting for direct impacts on labor by expanding the amount of total labor (not wages) by about 15% annually.
- Solutions to help offset additional enforcement costs: propose to raise cost of Residential Parking Passes from \$25 to \$35; propose to raise Vehicle Tax Decal fee from \$5 all year to \$15 if purchased by the end of April and \$30 if purchased after May 1; propose to raise cost of Commercial Permits from \$125 to \$150 for Commercial 2 permits and from \$500 to \$550 for Commercial 1 permits.
- Solutions to help create turnover in high demand transient parking areas: propose to restrict use of Residential Parking Permits on East and West Salisbury Streets (186 spaces) and the metered area on South Lumina Avenue from Sunset Avenue to Iula Street (44 spaces).
- Solutions to long-term residential parking in public spaces with a Residential Parking Permit: propose to create an ordinance that restricts long-term use of Residential Parking Permits; maximum stay of three days in one paid public parking space; after three days, residents must move the vehicle beyond 500 yards; after proper notice, issue \$150 citation if that vehicle is still not in compliance.
- Proposed to extend paid parking until 7:00 p.m. in selected lots where customer occupancy remains after 6:00 p.m. and public facilities remain active (north WB lot, North Lumina lot, East and West Salisbury lots, and South Lumina lot at the Oceanic).

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- Opportunities to expand paid parking to meet increased parking demand on Marina and Keel Streets: propose to remove pay station from Lagoon Street and install on Marina Street and transition Lagoon Street to a Pay-by-Phone area; propose to move the meters currently on the west-facing side streets of W. Oxford, W. Fayetteville, W. Asheville, and W. Atlanta to Keel Street and transition those west-facing side streets into Pay-by-Phone areas; propose enforcement dates of May 1 – September 15 on Marina and Keel Streets.
- Solutions to address increased use of Parks and Recreation and Town Hall parking lots: propose to install three pay stations that allow first two hours of free parking then normal hourly rate beyond two hours; propose enforcement dates of March 1 – October 31; propose to have “Town Hall Employees and Business Parking Only” designated spaces on the north side of the Town Hall lot.
- Explore feasibility of creating potentially 20+ additional parking spaces around the outer perimeter of the Park; it would also create a natural barrier to keep parkers off the grass and the Town’s landscaping; and would make for easier parking enforcement. A brief discussion followed regarding previous issues with enforcing the three-hour parking restriction in the Park.

Mr. Owens then reviewed the following proposals to increase parking on the west side of Old Causeway Drive by changing parallel parking to diagonal parking:

- Old Causeway with a sidewalk: could gain 20 parking spaces; estimated revenue per space at 25% occupancy would be \$232.09; estimated annual gross revenue at 25% occupancy would be \$17,638.56; estimated % revenue above current layout would be 58%.
- Old Causeway without a sidewalk: could gain 24 parking spaces; estimated revenue per space at 25% occupancy would be \$232.09; estimated annual gross revenue at 25% occupancy would be \$18,566.90; estimated % revenue above current layout would be 59%.

Mr. Owens then reviewed the following options for additional parking spaces on North Lumina Avenue at Shell Island (if appropriate easements are in place):

- Scenario A: could gain 44 parking spaces; average revenue per space from NWB lot would be \$3,258.80; estimated annual total gross revenue would be \$143,387.04; estimated gross revenue impact would be +5.3% (in addition to actual total gross revenue in 2015); estimated total costs would be \$18,119.16; estimated total net revenue would be \$125,267.88.
- Scenario B: could gain 55 parking spaces; average revenue per space from NWB lot would be \$3,258.80; estimated annual total gross revenue would be \$179,233.80; estimated gross revenue impact would be +6.5% (in addition to actual total gross revenue in 2015); estimated total costs would be \$14,638.66; estimated total net revenue would be \$164,595.13.
- Scenario C: could gain 75 parking spaces; average revenue per space from NWB lot would be \$3,258.80; estimated annual total gross revenue would be \$244,409.72; estimated gross revenue impact would be +8.7% (in addition to actual total gross revenue in 2015); estimated total costs would be \$29,019.16; estimated total net revenue would be \$215,390.56.

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PARKING WORKSHOP – JANUARY 14, 2016 – PAGE 3

Mr. Owens stated that some of the proposed changes would require a change to the Code. He suggested holding a public hearing in February to receive public input. He then referenced the 15-20 compact car parking spaces on Waynick Boulevard and said we got off to a bad start by not giving good and clear direction on whether it was a violation for bumpers to hang over the lines if the tires fit within the space. He noted that Lanier's recommendation was to shorten the space to make it more obvious that it was for a compact car. When Alderman King suggested moving the compact spaces to the interior spaces where large cars could not fit, Mr. Owens expressed concern with people trying to back in because that would block traffic. Following a brief discussion regarding soft enforcement and the need to clarify what constitutes a violation, there was Board consensus that if any part of a vehicle hangs over the line, it will be a violation (in all parking spaces, not just compact spaces). A lengthy discussion developed regarding the size of compact parking spaces and the need for enforcement. Mr. Sykes suggested standardizing the spaces so only compact cars would fit. He said that would convey a clear message and would also help with enforcement. Mr. Owens said staff could inventory the compact spaces for size and let the Board know how big they are. Alderman King noted that she did not want to give up any parking spots. Mayor Blair asked if Mr. Owens would take that project on.

Alderman Weeks stated that most people were paying by phone and she wondered if there was a way for a message to pop up on their phone to thank them and to let them know their money is helping our sand fund. Mr. Sykes said they get a confirmation on their phone and he would check to see if they could add a message. The Board briefly discussed the proposal to remove the meters on the west facing side streets of North Lumina Avenue and change those to pay by phone areas. Mr. Owens explained that the parking meters would go away on those streets and we would put up pay-by-phone signage.

Mr. Sykes referenced the parking decals and passes and stated that residents had been coming in early to purchase those before the season begins on March 1<sup>st</sup>. Mr. Owens expressed the need to hold them until the Board makes a decision on whether to increase those rates. Mayor Blair recommended raising those fees as follows to help cover costs: residential hangtags from \$25 to \$35; vehicle tax decal from \$5 to \$15 if purchased by the end of April and \$30 if purchased after May 1; commercial 1 passes from \$500 to \$550; and commercial 2 passes from \$125 to \$150. There was Board consensus to put that rate scale on the public hearing and to hold off on sales until after that public hearing.

Mayor Blair stated that he liked the idea of the two-hour parking in the park. Mr. Owens said the parking pay stations for that program would come from Seagull and Shearwater Streets and those streets would become pay-by-phone areas. He noted that the pay station from Lagoon Drive would go to Marina Street and the one from West Columbia Street would go in front of Town Hall.

When asked about the additional spaces proposed for Old Causeway Drive, Mr. Owens expressed the need to show the plan options to the Department of Transportation first to see which one we can do.

Mr. Sykes then asked for direction on the following proposals for the upcoming season:

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Proposal to restrict use of residential parking permits in high demand transient parking areas where turnover is needed: There was Board consensus to consider the proposal. Alderman Weeks suggested putting that information on the back of the hangtag. Mr. Sykes said they would put it on the waiver that residents would have to sign.

Proposal to address long term use of residential passes in public parking spaces: Following a brief discussion regarding how long a vehicle should be allowed to stay parked in a public parking space using a residential parking pass, Mr. Wessell said he would look at that and come back with a proposal for long term parking.

Proposal to put a pay station on Marina Street and meters on Keel Street; and the proposal to extend paid parking to 7:00 p.m. in key locations with amenities: Following a brief discussion, there was Board consensus to add both proposals to the public hearing.

Proposal to put a pay station in the Town Hall parking lot with designated parking spaces for employees and people conducting business and the proposal to put pay stations in the Park parking lot with the first two hours free: Mr. Owens explained how difficult it had been to enforce the current three-hour rule in the Park. Alderman Weeks stated that it was hard to find parking places in the summer with people parking there to go to the beach. Mr. Owens noted that we may have to bag the machines during certain events. Alderman Miller asked about the use of residential hangtags and Alderman Weeks said she thought that area should be exempt. Mr. Sykes expressed concern with the potential for abuse. Mayor Blair expressed the need to leave enough spaces in front of Town Hall for employee parking.

Proposal to create parking on the perimeter of the Park parking lot: Following a brief discussion regarding traffic flow concerns and whether a fire truck would be able to get through, there was Board consensus not to put this proposal on the public hearing because they felt we were not ready.

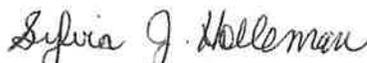
Proposal for additional parking on Old Causeway: Following a brief discussion, there was Board consensus to put that on the public hearing.

Proposal to add parking spaces at the roundabout at Shell Island: Mr. Owens said this was just a concept now. Mayor Blair stated that he did not want to put this on a public hearing until we know whether we can do it.

Mr. Charles E. Hunter: 114 South Lumina Avenue, expressed concern with the compact car spaces on Waynick Boulevard. He felt they blocked the entrance to his docks to where he could not get his push cart to his dock. He said elimination of those compact slots was the only solution because even if those cars are ticketed, the obstruction persists. He stated that he would really like to see something done.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 5:05 P.M.

Respectfully submitted,

  
Sylvia J. Holleman  
Town Clerk

MINUTES  
BOARD OF ALDERMEN  
JANUARY 14, 2016

Mayor Blair called the meeting to order at 5:30 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.

Pledge of Allegiance

Invocation by Rev. John McIntyre, Wrightsville Beach Baptist Church

**CONSENT AGENDA APPROVED UNANIMOUSLY BY MOTION OF ALDERMAN MILLER AND SECOND BY MAYOR PRO TEM MILLS.**

- a. Approved regular minutes of November 12, 2015.
- b. Acknowledged previously approved special events for February.
- c. Accepted turnout gear donation from the Wrightsville Beach Volunteer Firefighters Association to help the Fire Department maintain an adequate inventory of protective clothing. The total value of the donation is \$3,518.
- d. Adopted Resolution No. (2016) 1960 authorizing transfer of retiring Fire Chief Frank Smith's Helmet and Badge.
- e. Adopted Resolution No. (2016) 1961 requesting that the NC Department of Transportation remove two pedestrian hazard signs on Causeway Drive.
- f. Approved revised 2016 Board of Adjustment Meeting Schedule to cancel the January 28<sup>th</sup> meeting.
- g. Set public hearing for Thursday, February 11, 2016 at 5:30 p.m., or as soon thereafter as possible, for consideration of a text amendment to Section 155.8.4 that requires a property owner attempting to elevate an existing structure to comply with setback requirements of the lot if sufficient area exists on said lot.

**PRESENTATION TO RETIRING FIRE CHIEF FRANK SMITH.**

On behalf of the Board, Mr. Owens presented Fire Chief Frank Smith with a customized stand to hold the helmet and badge that the Board awarded to him by Resolution No. (2016) 1960 upon his retirement on January 31, 2016. The Board thanked Chief Smith for his service and dedication to the Town as Fire Chief since 2003 and as a Volunteer Firefighter since 1987.

Volunteer Firefighter Marcus Scott thanked Chief Smith for nearly three decades of leadership and dedication to the Town. He said to recognize and honor Chief Smith's exemplary service, the Volunteer Firefighters Association would like to purchase and donate an inscribed bench to the Town to be placed at Beach Access #5 near the Chief's home. Chief Smith thanked the Board and the Volunteer Firefighters Association and said he had enjoyed working for the Town. Mr. Owens said Chief Smith would be missed. He also noted that Captain Robert Pugh would serve as interim Fire Chief.

**PRESENTATION TO RETIRING PUBLIC WORKS DIRECTOR MIKE VUKELICH.**

On behalf of the Board, Mr. Owens presented a plaque to retiring Public Works director Mike Vukelich in appreciation and gratitude for his steadfast service and dedication to the Town as Public Works director from December 12, 2000 to January 31, 2016. Mr. Vukelich thanked the Board and said he had enjoyed working for the Town. Mr. Owens stated that Mr. Vukelich would be taking a lot of institutional knowledge with him and he would be missed. He also noted that an interim director had not been named yet.

**PUBLIC HEARING FOR CONSIDERATION OF A TEXT AMENDMENT TO SECTION 155.6.4 TABLE OF PERMITTED/CONDITIONAL USES TO ALLOW MASSAGE AND BODYWORK THERAPY AS DEFINED BY NCGS 90-622 AS A PERMITTED USE WITH SUPPLEMENTAL REGULATIONS IN THE C-3 COMMERCIAL ZONING DISTRICT, AND TO DELETE SECTION 112.02 IN ITS ENTIRETY. (CONTINUED FROM DECEMBER 10, 2015)**

Planning and Inspections Director Tony Wilson stated that this item had been withdrawn by the applicant.

**PLANNING BOARD APPOINTMENTS. NEW TERMS TO EXPIRE JANUARY 2018.**

Using ballots, the Board made the following three appointments to the Wrightsville Beach Planning Board with terms to expire January 2018.

<b>PLANNING BOARD APPOINTMENTS</b>	
<b>APPLICANT</b>	<b>VOTE</b>
Janice Clark – Reappointed	Mayor Blair Mayor Pro Tem Mills Alderman Miller Alderman King Alderman Weeks
Ken Dull – Reappointed	Mayor Blair Mayor Pro Tem Mills Alderman Miller Alderman King Alderman Weeks
Jim Smith – Appointed	Mayor Blair Mayor Pro Tem Mills Alderman Miller Alderman King Alderman Weeks

**PARKS AND RECREATION ADVISORY COMMITTEE APPOINTMENTS. NEW TERMS TO EXPIRE JANUARY 2018.**

Using ballots, the Board made the following two appointments to the Wrightsville Beach Parks and Recreation Advisory Committee with terms to expire January 2018.

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<b>PARKS AND RECREATION ADVISORY COMMITTEE APPOINTMENTS</b>	
<b>APPLICANT</b>	<b>VOTE</b>
Patricia Green – Reappointed	Mayor Blair Mayor Pro Tem Mills Alderman Miller Alderman King Alderman Weeks
Charlotte Murchison – Reappointed	Mayor Blair Mayor Pro Tem Mills Alderman Miller Alderman King Alderman Weeks

**WRIGHTSVILLE BEACH MARKETING ADVISORY COMMITTEE APPOINTMENTS.  
NEW TERMS TO EXPIRE JUNE 2018.**

Using ballots, the Board made the following four two-year appointments to the Wrightsville Beach Marketing Advisory Committee with terms to expire June 2018.

<b>WB MARKETING ADVISORY COMMITTEE TWO-YEAR APPOINTMENTS</b>	
<b>APPLICANT</b>	<b>VOTE</b>
John Andrews – Reappointed	Mayor Blair Mayor Pro Tem Mills Alderman Miller Alderman King Alderman Weeks
Michelle Clark	Mayor Blair
Taphne Collins – Appointed	Mayor Pro Tem Mills Alderman King
Jeff DeGroote – <i>(Write-In Candidate)</i> - Appointed	Mayor Blair Mayor Pro Tem Mills Alderman Miller Alderman King Alderman Weeks
Anne Marie Hartman – Appointed	Mayor Blair Mayor Pro Tem Mills Alderman Miller Alderman King Alderman Weeks
Maria Tofalo	Alderman Miller
Scott Weikert	Alderman Weeks

**WRIGHTSVILLE BEACH MARKETING ADVISORY COMMITTEE APPOINTMENTS  
FOR ONE-YEAR TERMS TO EXPIRE JUNE 2017.**

Using ballots, the Board made the following two one-year appointments to the Wrightsville Beach Marketing Advisory Committee with terms to expire June 2017.

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<b>WB MARKETING ADVISORY COMMITTEE ONE YEAR APPOINTMENTS</b>	
<b>APPLICANT</b>	<b>VOTE</b>
Michelle Clark – Appointed	Mayor Blair Mayor Pro Tem Mills Alderman Weeks
Maria Tofalo	Alderman King Alderman Miller
Scott Weikert – Appointed	Mayor Blair Mayor Pro Tem Mills Alderman Miller Alderman King Alderman Weeks

**HISTORIC LANDMARK COMMISSION APPOINTMENTS. NEW TERMS TO EXPIRE JANUARY 2018.**

Using ballots, the Board made the following two appointments to the Wrightsville Beach Historic Landmark Commission with terms to expire January 2018.

<b>HISTORIC LANDMARK COMMISSION APPOINTMENTS</b>	
<b>APPLICANT</b>	<b>VOTE</b>
John Moore – Reappointed	Mayor Blair Mayor Pro Tem Mills Alderman Miller Alderman King Alderman Weeks
Ed Paul ( <i>Write-In Candidate</i> ) – Appointed	Mayor Blair Mayor Pro Tem Mills Alderman Miller Alderman Weeks

**ASSIGNMENT OF BOARD OF ALDERMEN MEMBERS TO VARIOUS BOARDS AND COMMITTEES FOR A TWO YEAR TERM TO END JANUARY 2018:**

Mayor Blair: Tourism Development Authority  
 Mayor Pro Tem Mills: Port, Waterway and Beach Commission  
 Alderman King: Holiday Flotilla Committee  
 Alderman Miller: Transportation Advisory Committee  
 Cape Fear Council of Governments  
 Alderman Weeks: Wrightsville Beach Marketing Advisory Committee

**THREE-YEAR REAPPOINTMENT OF MAYOR BLAIR TO THE BOARD OF ADJUSTMENT. NEW TERM TO EXPIRE JANUARY 2019.**

Mayor Pro Tem Mills made the motion to reappoint Mayor Blair to the Board of Adjustment for a three-year term to expire at the end of January, 2019. The motion was seconded by Alderman Miller and unanimously approved.

**RESOLUTION NO. (2016) 1963 APPROVING A LEASE RENEWAL WITH SHORE ACRES, LLC FOR WELL NUMBER 8.**

Mr. Owens gave the following background information: "This is a five-year lease agreement for Well 8 with Shore Acres Company. We currently pay \$1,500 per year; the new price will be \$3,000 per year. It appears that the Town has leased this property since the early 1990's and, while the requested lease amount has increased, it is a small amount compared to finding a vacant one-acre tract of land and constructing a new well. Since the lease had expired, the Town missed the last lease payment. If approved, the owner of the property would receive back rent money due in the amount of \$1,500 along with \$3,000 for the new lease." Mr. Wessell stated that this was the same bare-bones lease that had been in effect over the years. Mayor Pro Tem Mills made the motion to adopt Resolution No. (2016) 1963 approving the lease renewal with Shore Acres Company for Well Number 8. The motion was seconded by Alderman King and unanimously approved.

**RESOLUTION NO. (2016) 1962 TO APPROVE THE TRILLIUM GRANT CONTRACT AND BUDGET ORDINANCE NO. (2016) 426-B TO RECOGNIZE SAME.**

Mr. Owens gave the following background information: "The Board recently accepted moving forward with a \$300,000 grant provided to the Town by Trillium for improvements to make the Town's park inclusive. The grant is 100% reimbursable. The Town will send out a "Scope of Work" to receive bids for the project and follow all other NCGS bidding statutes with the goal of bringing a project back to the Board in February for review and possible approval." He asked the Board to consider adopting Resolution No. (2016) 1962 approving the grant with Trillium following final review by the Town Attorney and Budget Ordinance No. (2016) 426-B approving a \$300,000 budget for the project.

Mayor Pro Tem Mills made the motion to adopt Resolution No. (2016) 1962 approving the grant with Trillium following final review by the Town Attorney. The motion was seconded by Alderman Weeks and unanimously approved.

Mayor Pro Tem Mills then made the motion to adopt Budget Ordinance No. (2016) 426-B approving a \$300,000 budget for the project. The motion was seconded by Alderman Weeks and unanimously approved.

**ROLL-OVER MARKETING BUDGET FOR THE MARKETING EFFORTS OF THE WRIGHTSVILLE BEACH MARKETING ADVISORY COMMITTEE.**

Mr. Owens gave the following background information: Each year following the County's audit, there are usually additional funds available from the prior year that were either additional revenue that was collected and not budgeted or not all expenditures were made for that budget year. The remaining rollover funds from FY14-15 were \$45,807. On January 12<sup>th</sup>, the Wrightsville Beach Marketing Advisory Committee finalized their recommendations to spend rollover funds for the Board of Aldermen's consideration. The Committee is currently considering an amendment to their budget in the amount of \$45,500. Alderman Weeks said that had been vetted by the entire Committee. Mayor Blair made the motion to amend the WBMAC budget as presented in the amount of \$45,500. The motion was seconded by Alderman Weeks and unanimously approved.

**UPDATE ON HARBOR ISLAND FLOOD APPEAL STATUS.**

Mr. Owens gave the following background information: “We wanted to move forward on an appeal of some of the flood zones on Harbor Island. We hired a company (ATM) to do a study and provide technical data to FEMA. The appeal process is at the end of this month. It appears that the State has bought into the data from the company and, if all is accepted and it goes forward, they will publish new maps and advertise for another 90-day appeal process; then hopefully it will be adopted and implemented by the Town.” Following a brief discussion, there was Board consensus to move forward with the appeal.

**RESOLUTION NO. (2016) 1964 TO APPROVE MOVING FORWARD WITH A PRELIMINARY DESIGN FOR A MULTI-USE PATH BETWEEN SALISBURY STREET AND CAUSEWAY DRIVE ON PROPERTY OWNED BY THE TOWN.**

Mr. Owens gave the following background information: “The Town has discussed the possibility of applying for a NCPARTF grant or a STP-DA grant to install a multi-use path and other amenities in the Park from Salisbury Street to Causeway Drive, possibly with some overlook space over the marsh with an education component. If the Board wishes to move forward, I suggest that we hire a landscape architect to assist us with a preliminary site plan and an estimation of cost. I would also like to hire a surveyor to be sure we are not encroaching on other property. Resolution No. (2016) 1964 would exempt us from having to go through the competitive bid process for planning, engineering and surveying.” Mr. Owens also asked the Board to allow him to enter into a contract for the preliminary design and cost estimates for the project after review of the contract by the Town Attorney. Following a brief discussion regarding the need to make sure people know that it is a non-vehicular trail and the need for the trail to be well lit, Mayor Pro Tem Mills made the motion to adopt Resolution No. (2016) 1964 to allow the Town to move forward on a preliminary design and cost estimate for the path without going through the competitive bid process for planning, engineering and surveying and to allow the Town Manager to enter into a contract for the preliminary design and cost estimates for the project after review of the contract by the Town Attorney. The motion was seconded by Alderman King and unanimously approved.

**PRESENTATION OF RESOLUTION BY THE NEW HANOVER SOIL AND WATER CONSERVATION DISTRICT RECOGNIZING THE TOWN FOR OUTSTANDING WORK TO REDUCE STORM WATER FLOWS.**

William Hart, Chairman of the New Hanover Soil and Water Conservation District presented the Town with a Resolution recognizing the Town for “Outstanding Work to Reduce Storm Water Flows.” He said the Resolution also commends and congratulates the Town of Wrightsville Beach for successfully demonstrating the efficacy of active storm water treatment and reuse and for encouraging community involvement in applying proven soil and water conservation principles on their properties for the health and welfare of the waters of the State.” Mr. Owens referenced an email that he had sent to the Board members asking for input on an opportunity to move forward with a grant at the Hanover Seaside Club. He said we would have to be a supporting member and agree to maintenance. There was Board consensus to participate. Mr. Owens said he would come back with contracts and he would also write a letter to say the Board agrees to maintain.

**DISCUSSION OF THE FY 2016-17 BUDGET PROCESS AND BUDGET CALENDAR.**

Mr. Owens stated that from now to June, he would place an item on the Board's agenda to keep the Board updated on the budget process. He said the goal was to have a draft budget by early April.

**FOLLOW-UP ACTION FOR THE PARKING WORKSHOP AND BOARD RETREAT.**

1. Consideration of Resolution No. (2016) 1965 to exempt the Town from qualification based selection requirements of G.S. 143-64.31 for engineering work associated with Water System Modeling.

The Board discussed moving forward with modeling our water system; it is an engineering process and we would like to move forward without the qualification-based process; we would get three bids and bring them back for the Board to select; and we will work with CFPUA. Alderman Miller made the motion to adopt Resolution No. (2016) 1965 to exempt the Town from qualification-based selection requirements for engineering work associated with Water System Modeling. The motion was seconded by Mayor Pro Tem Mills and unanimously approved.

2. Consideration of moving forward with a 1.5% merit bonus for employees.

Merit bonus: The Board considered a one-time merit bonus of 1.5% based on performance evaluation to be implemented the first pay period in April. Alderman Miller made the motion to implement the 1.5% merit bonus the first pay period in April. The motion was seconded by Mayor Pro Tem Mills and unanimously approved.

3. Consideration of setting a date for a public hearing on proposed parking changes.

Alderman Miller made the motion to set February 11<sup>th</sup> as the date for a public hearing for input on proposed parking changes. The motion was seconded by Mayor Pro Tem Mills and unanimously approved.

**MAYOR BLAIR: REPORTS AND COMMENTS.**

- We have had a couple of important meetings with Richard Burr about beach nourishment. You will see us talking about ways to fund this in the days to come. A lot of federal funding will go away.

**ALDERMAN WEEKS: REPORTS AND COMMENTS.**

- Room Occupancy Tax Report: October rainy season hurt us a little; we're up almost 1% for the fiscal year and almost 2% for the calendar year:

**ALDERMAN MILLER: REPORTS AND COMMENTS.**

- There was no MPO meeting in December and nothing to report from C.O.G.

**MR. OWENS: REPORTS AND COMMENTS.**

- We will meet with the Corps tomorrow to go over some data they have to submit to the federal government. We will report back with what we learn.

**REQUEST FOR CLOSED SESSION FOR ADVICE FROM THE TOWN ATTORNEY AND  
DISCUSSION OF PERSONNEL ISSUES PURSUANT TO G.S. 143.318.11.**

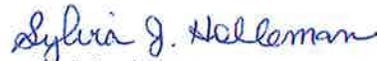
Mr. Wessell requested a brief Closed Session for advice from the Town Attorney and discussion of personnel issues. Alderman Weeks made the motion to go into Closed Session at 6:22 p.m. for advice from the Town Attorney and discussion of personnel issues as requested by Mr. Wessell pursuant to G.S. 143.318.11. The motion was seconded by Alderman Miller and unanimously approved.

**MEETING RECONVENED.**

Mayor Blair reconvened the meeting at 7:30 p.m. and asked the record to reflect that the Closed Session had been held for the reasons so stated with no action taken.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 7:30 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

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**MEMORANDUM**

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**To:** Mayor Blair and Board of Aldermen

**From:** Katie Ryan, Recreation Program Supervisor *Katie*

**Subject:** Special Event Permit Applications

**Date:** April 8, 2016

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Attached for your consideration are the following special event permit applications:

**1) Gnarly Charley for Surf Dreams Foundation**

Saturday, June 25, 2016, 8:00 am – 5:00 pm (set up at 6:00)  
Beach strand at access 38 – registration at South End Surf Shop  
Approximately 100 participants

Surf events require Board of Aldermen approval because event organizers must mark an area for the surf contestants' use only prohibiting swimming and any other non-event related activities.

**2) O'Neill /Sweetwater Pro Am**

Friday – Sunday, July 15 - 17, 2016, 8:00 am – 5:00 pm (set up at 6:00 am with scaffolding up on Thursday, July 14)  
Beach strand Oceanic to Charlotte Street  
Day 1 – 1,000 participants, Day 2 – 2,000 participants, Day 3 – 1,000 participants

**3) O'Neill/Sweetwater Music and Art Festival in the Park**

Saturday, July 16, 2016, 3:00 – 10:00 pm (set up at 2:00 pm)  
WB Park Event Stage  
Approximately 300 - 350 participants

This long-running surf event incorporates the Music and Art Festival in the Park into its event activities with proceeds benefitting Hope from Helen.

**4) PPD Ironman NC Triathlon (formerly Beach to Battleship)**

Park Set Up begins Tuesday, October 18, 2016  
Bike Check In – Friday, October 21, 9:00 am – 7:00 pm  
Approximately 3,000 throughout the day  
Race event – Saturday, October 22, 4:00 – 11:00 am (7:15 am race start)  
Approximately 3,500 participants

There are several changes to this race in addition to the name. The number of race participants has increased from 800 in the Full to 1,250 and from 1,100 in the Half to 1,250. The spectator numbers have increased as well bringing the total number of participants from 2,400 in 2015 to 3,500 for the 2016 event.

Bike check in, scheduled for Friday, October 21<sup>st</sup>, will be extended 3 hours to accommodate the additional athletes. A portion of the proceeds benefits the YMCA.

**5) Walk to End Alzheimers**

Saturday, November 5, 2016, 6:00 – 12:00 am (walk begins at 9:30)  
Approximately 750 – 1,200 participants

The Walk to End Alzheimers is a new walk event that takes a shorter route than the usual loop fundraising walk. A map of the route is attached.

**6) Lifeline 5k**

Saturday, November 12, 2016, 7:00 – 11:00 am (race starts at 9:00)  
Approximately 100 participants

The Lifeline 5k is a small race that requires PD support for traffic control for the start of the race.

**REQUESTED ACTION:** Approve special event permit applications as presented.



**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:

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:

Must wear leash

EMS support required?

Yes  No  Not Required

Other staff Comments?

Certificate of Insurance obtained?

Yes  No  Not Required

To provide prior to event

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

5-b-1-b

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

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

If so, what company is providing the equipment? TBD

Describe equipment in detail and provide a sketched plan: Standard contest scaffolding.

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.*

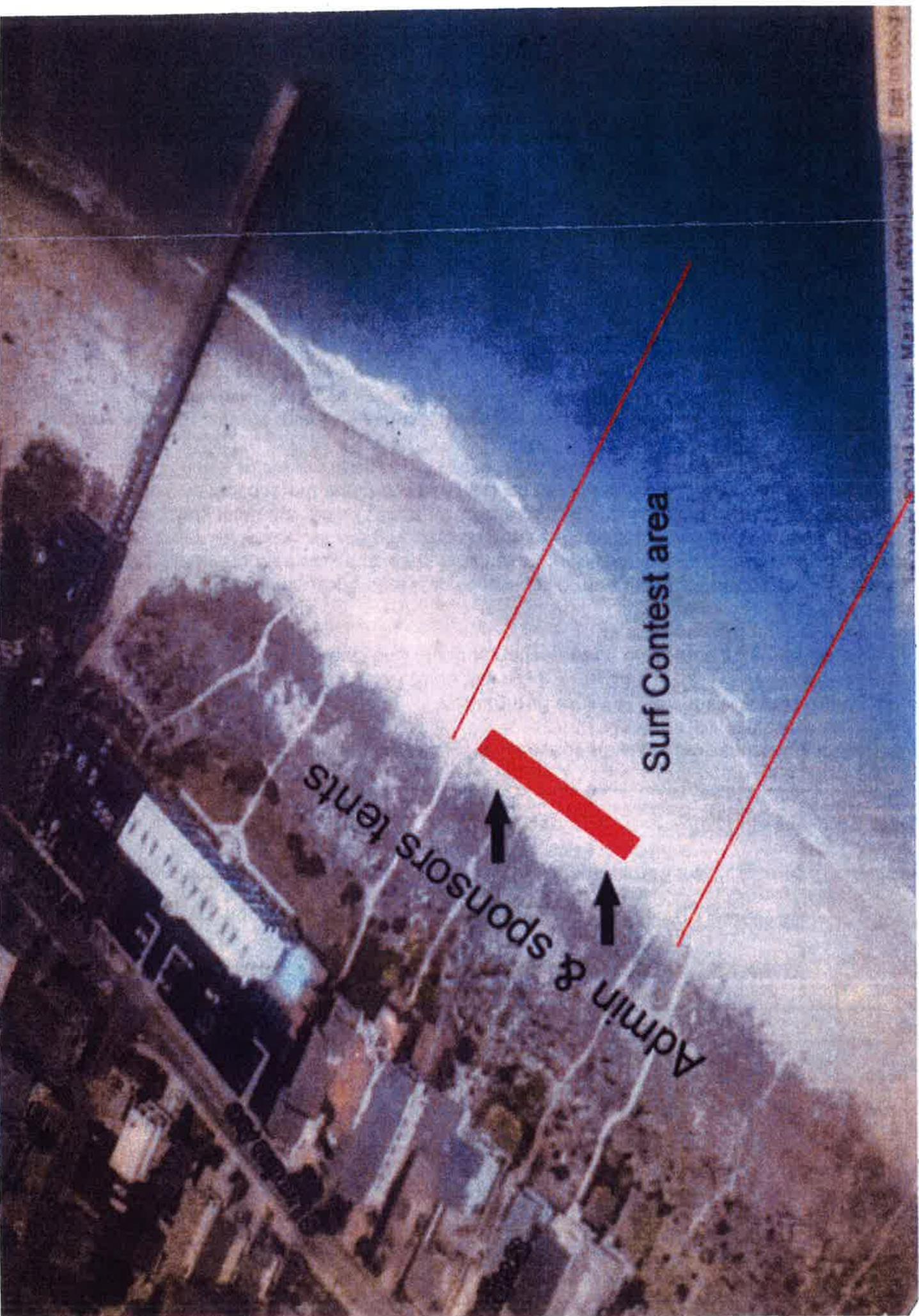
*I understand that if the event is cancelled, I will receive a refund of my application fee less a \$15 administrative fee.*

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

Signature: [Signature] Date: March 19, 2016

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina



Site Map

5-b-2-a

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
2 601 - 1,000	\$500.00
1 1,001 - 2,000	\$600.00
2,001 - 3,000	\$700.00
3,001 - 4,000	\$800.00
4,001 +	\$1,000.00

Ch 1204 # 1850  
Non-profit organization?  
Yes  No

Tax Exempt ID:

Time between 8 am & 10 pm? Set up program 12/day

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 10  
X \$25.00 per cart  
Amount due = \$ 250

Health Department permit obtained?  
Yes  No  Not Required

1. Description of event: 11th Annual O'Neill Sweetwater Benefits Hope from Helen Pro-Am Surf Fest

2. Event Date: Friday, July 15th Time: 8:00 am / pm to 5:00 am / pm  
(Events must occur between 8:00 a.m. and 10:00 p.m.) 6 AM set up  
July 15-17 2016  
Day 1 - 1,000 7-15-16  
Day 2 - 2,000 7-16-16  
Day 3 - 1,000 7-17-16

3. Estimated number of participants (including spectators):

4. Location: Oceanic St to Charlotte St

5. Individual making request: Brad Beach

Complete Mailing Address: 513 Lighthouse Pt, Va. Beach, VA 23451

Phone Number: 757-373-0608 E-mail: beach520@beachenthrco.com

6. Individual who will be on site and in charge of activity: Brad Beach

Complete Mailing address: 513 Lighthouse Pt, Va. Beach, VA 23451

Phone Number: 757-373-0608 E-mail: beach520@beachenthrco.com

7. Sponsoring organization/corporation (if applicable): O'Neill/Sweetwater

Contact: Brad Beach / Denielle Bourgeois

Complete Mailing Address: See Above

Phone Number: See Above / 910-256-3821 E-mail: See above

8. Briefly describe provisions for the following:

Toilet facilities Portable facilities will be provided

Trash disposal TOWB carts requested - 10 barrels  
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking Public

Electrical power needs N/A

Water needs N/A

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

COI  
Fest in Park

\* Thursday, July 14th - set up scaffolding (site plan)

**FOR OFFICE USE ONLY**

Site plan included?  
 Yes  No  Not Required

Permit(s) needed for vehicle on the beach?  Yes  No  
 Number needed: 2

Vehicle permit issued to:  
Brad Beach

Vendors requested?  
 Yes  No

Police support required?  
 Yes  No  Not Required

PD Comments:  
None

Fire Dept. support required?  
 Yes  No  Not Required

FD Comments:  
None

Ocean Rescue support required?  
 Yes  No  Not Required

OR Comments:  
None

EMS support required?  
 Yes  No  Not Required

Other staff Comments?

Certificate of Insurance obtained?  
 Yes  No  Not Required  
To provide prior to event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? PA system for contest 8 AM - 5 PM

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

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

If so, what company is providing the equipment? Sponsors' tents

Describe equipment in detail and provide a sketched plan: \* attached

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: Brad R. Beach Date: 12/29/15

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

\_\_\_\_\_  
 Special Events Coordinator, Town of Wrightsville Beach, North Carolina

5-b-2-c



5b-2-d



**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

2849

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
<input checked="" type="checkbox"/> 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

OK #1210 \$849<sup>00</sup>

Non-profit organization?  
 Yes  No

Tax Exempt ID: \_\_\_\_\_

Time between 8 am & 10 pm? Yes

Number of Hours 7

Rain date necessary?  
 Yes  No

Park Facility Used? Yes

Reservation Obtained?  
 Yes  No  Not Required

Reservation Fees:  
See Below

Portable toilets needed?  
 Yes  No  Not Required

Number of trash carts needed 2  
X \$25.00 per cart  
Amount due = \$50

Health Department permit obtained?  
 Yes  No  Not Required

1. Description of event: Music & Art Event

2. Event Date: 7/16/16 Time: 3 am  (pm) to 10 am  (pm)  
(Events must occur between 8:00 a.m. and 10:00 p.m.)

3. Estimated number of participants (including spectators): 300-350

4. Location: Wrightsville Beach Park

5. Individual making request: Brad Beach  
Complete Mailing Address: 513 Lighthouse Pt, Virginia Beach, VA 23451  
Phone Number: 757-437-4321 E-mail: beach520@beachent.howxmail.

6. Individual who will be on site and in charge of activity: Brad Beach / Justin Parr  
Complete Mailing address: SAME AS ABOVE  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

7. Sponsoring organization/corporation (if applicable): Hope From Helen / O'Neill  
Contact: Brad Beach / Tony Butler  
Complete Mailing Address: SAME AS ABOVE  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

8. Briefly describe provisions for the following:

Toilet facilities N/A

Trash disposal 2 Trash Carts  
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking Will have some attendants to help guide parking

Electrical power needs Yes

Water needs NO

9. Will food be served? Yes If yes, has permit from Health Dept. been obtained? Food Trucks Have Permits  
Describe types of containers, cooking equipment, etc. to be used  
One or Two Food Trucks  
SEP \*350  
Event Stage \*374  
Trash Carts \*50  
SEP \*75

**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

5 arts & craft vendors

Police support required?

Yes  No  Not Required

PD Comments:

None

Fire Dept. support required?

Yes  No  Not Required

FD Comments:

None

Ocean Rescue support required?

Yes  No  Not Required

OR Comments:

None

EMS support required?

Yes  No  Not Required

*[Signature]*

Other staff Comments?

Certificate of Insurance obtained?

Yes  No  Not Required

To provide paper to event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? 5-b-3-b

3 bands & PA system

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

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

If so, what company is providing the equipment? Sponsors of event

Describe equipment in detail and provide a sketched plan: Between 10-15 tents. Each tent will have a table or two under it

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

If so, describe in detail: There will be no more than 5 vendors selling product

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: *[Signature]* Date: 3/23/16

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina



KR

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-4-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   
Benefits non-profit   
Tax Exempt ID: \_\_\_\_\_

Time between 8 am & 10 pm? prior to 8am

Number of Hours 5 days

Rain date necessary?  
Yes  No

Park Facility Used?

Reservation Obtained?  
Yes  No  Not Required

Reservation Fees:  
fees attached

Portable toilets needed?  
Yes  No  Not Required

Number of trash carts needed 21  
X \$25.00 per cart  
Amount due = \$525

Health Department permit obtained?  
Yes  No  Not Required

1. Description of event: PPD Ironman nc Triathlon & Friday Bike Checkin - 9:00am - 7:00pm  
10/21/16 & 10/22/16

2. Event Date: 10/22/16 Time: 7:15 (am) pm to 11 (am) pm  
(Events must occur between 8:00 a.m. and 10:00 p.m.)  
October 18 - 22, 2016

3. Estimated number of participants (including spectators): 3500

4. Location: Area in front of town hall, soccer fields & race course (maps attached)

5. Individual making request: Mary Toffolon  
Complete Mailing Address: 3221 Greenhove Dr. Wilmington, NC 28409  
Phone Number: 910-620-6405 E-mail: Mary.Toffolon@ironman.com

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

7. Sponsoring organization/corporation (if applicable): Wilmington Family Ymca  
Contact: Dick Jones  
Complete Mailing Address: 2710 Market St. Wilmington, NC 28403  
Phone Number: 910-251-9622 E-mail: dick.jones@wilmingtonfamilyymca.org

8. Briefly describe provisions for the following:  
Toilet facilities 70 units - 30 @ town hall, 20 @ each swim start  
Trash disposal 21 cans rented from WB - 7 @ each swim start  
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)  
Parking staff one  
Electrical power needs generators supplied by event management  
Water needs \_\_\_\_\_

9. Will food be served? yes If yes, has permit from Health Dept. been obtained? N/A  
Describe types of containers, cooking equipment, etc. to be used Vendors carry HD permit

\*Event Parking signs at split directing to Salisbury  
- Fees  
- COI

**FOR OFFICE USE ONLY**

Site plan included?  
 Yes  No  Not Required

Permit(s) needed for vehicle on the beach?  Yes  No  
Number needed: 3

Vehicle permit issued to:  
B&B-Ironman

Vendors requested?  
 Yes  No  
Possible - to provide info later

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

To provide prior to event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? PA Announcements from 5:30 - 7:30 am 5-6-4-6

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: System placed w/ speakers facing away from homes on Causeway Dr.

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

If so, what company is providing the equipment? Amman

Describe equipment in detail and provide a sketched plan: See attached

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

If so, describe in detail: Coffee + prepared foods

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

If so, please specify: Hanover Seaside Club to CG Station - local traffic only  
Vehicles stopped on Causeway to allow participants to cross as needed

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: Mary Tulin Date: 3/8/16

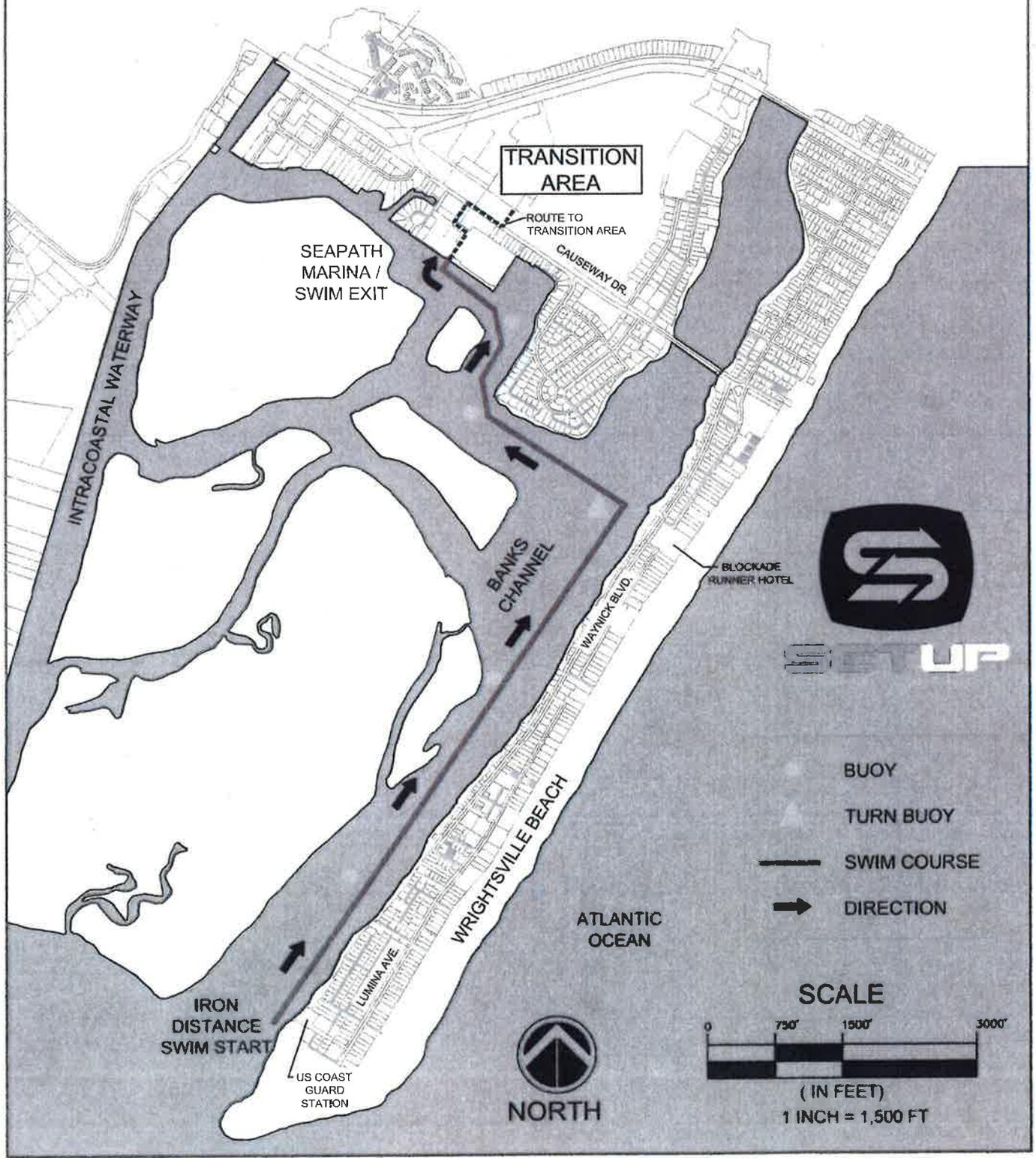
This application is hereby approved, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

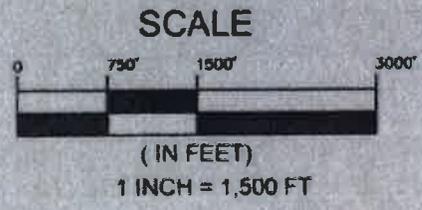
# BEACH 2 BATTLESHIP

IRON DISTANCE (2.4 MI)

SWIM COURSE



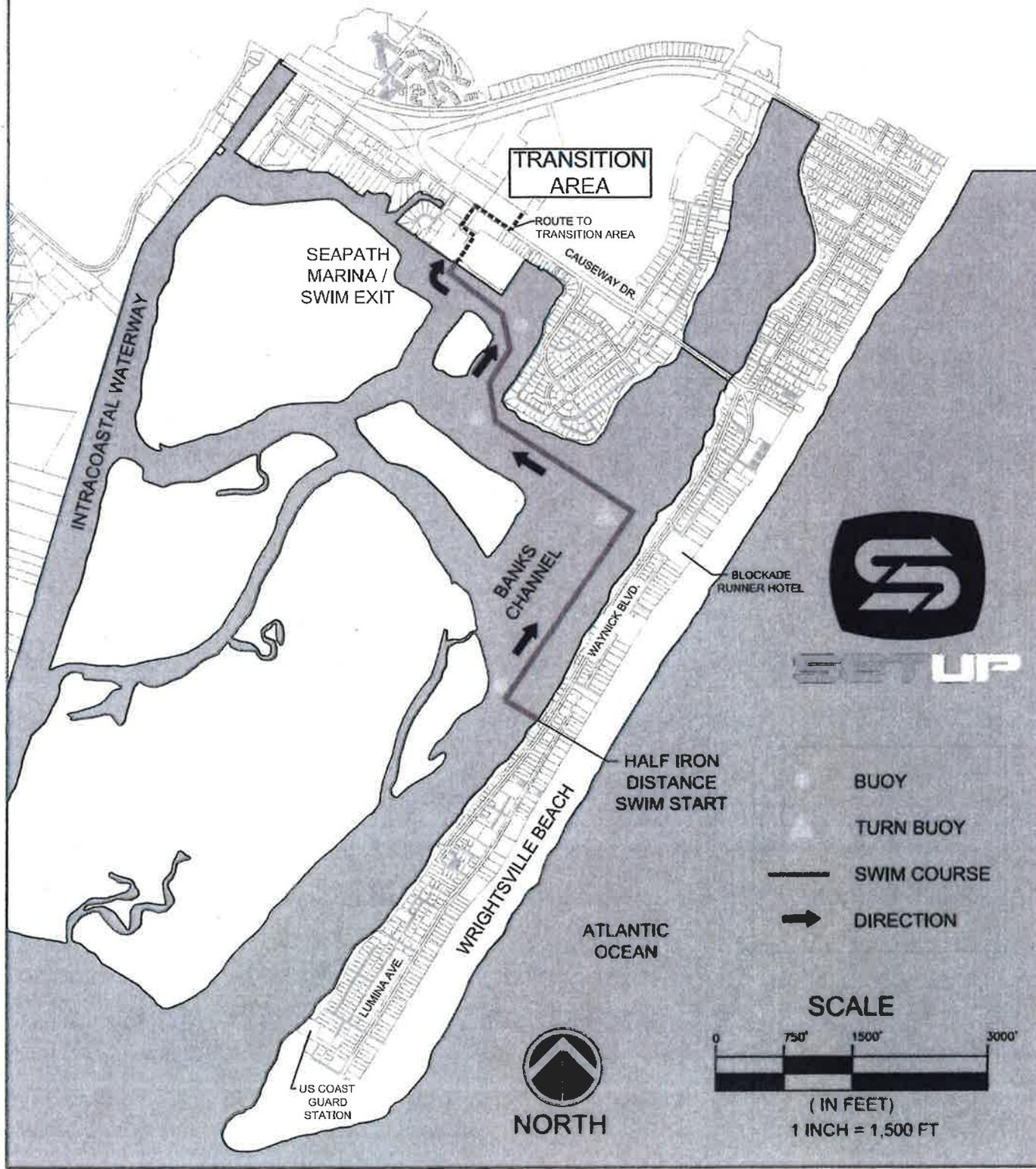
- BUOY
- TURN BUOY
- SWIM COURSE
- DIRECTION



# BEACH 2 BATTLESHIP

HALF-IRON DISTANCE (1.2 MI)

SWIM COURSE



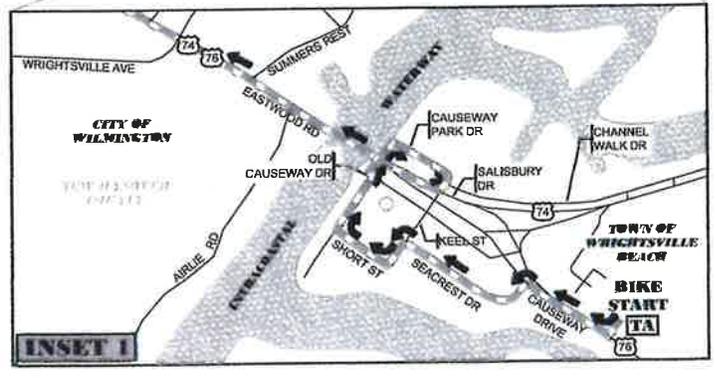
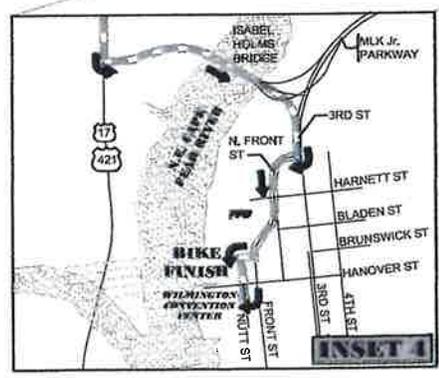
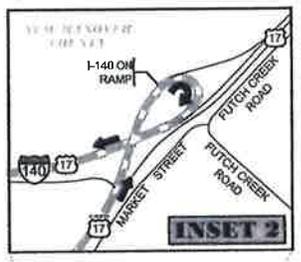
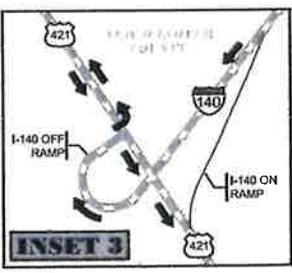
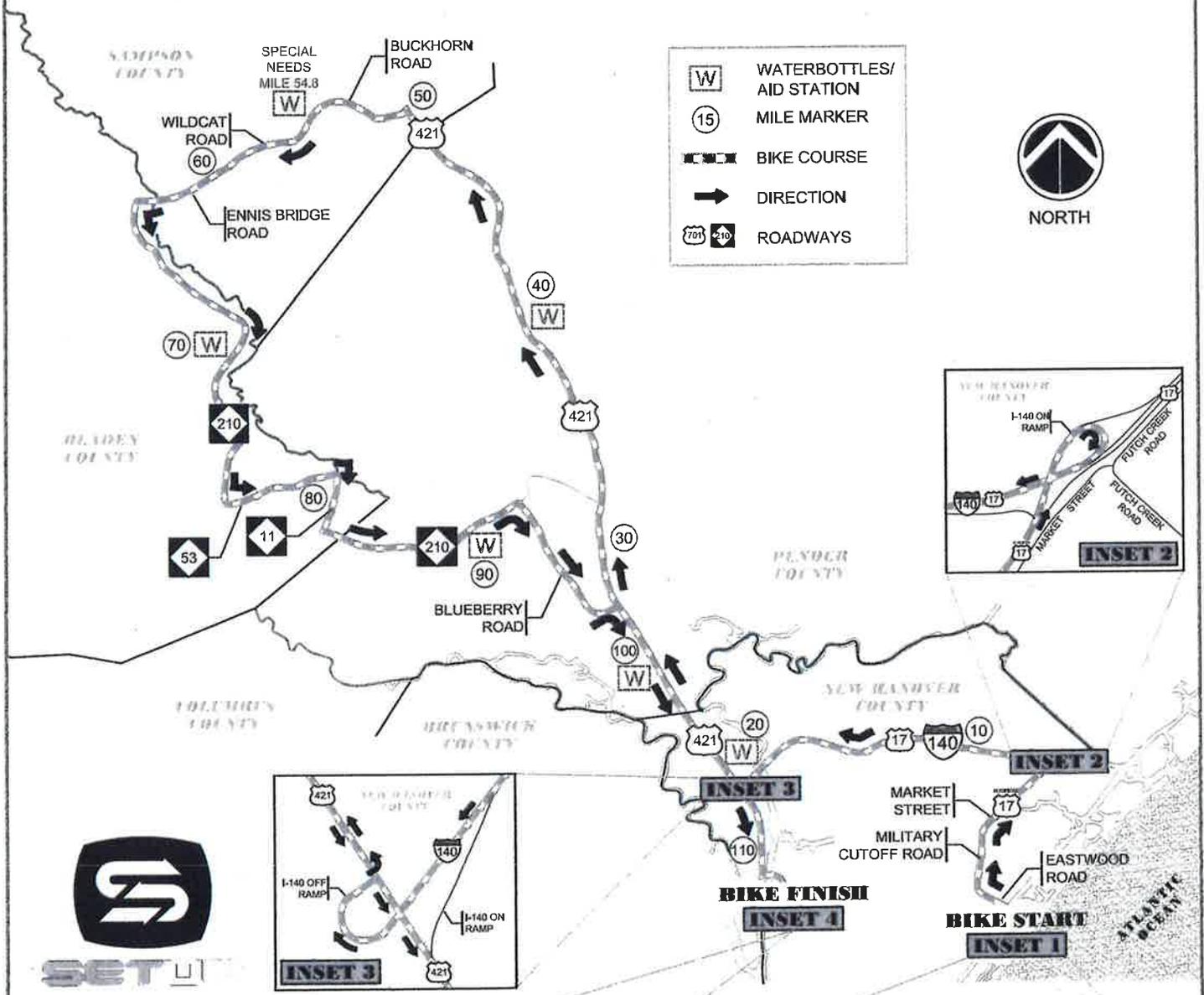
5-6-4-e

# BEACH 2 BATTLESHIP

IRON DISTANCE (112 MI)  
BIKE COURSE

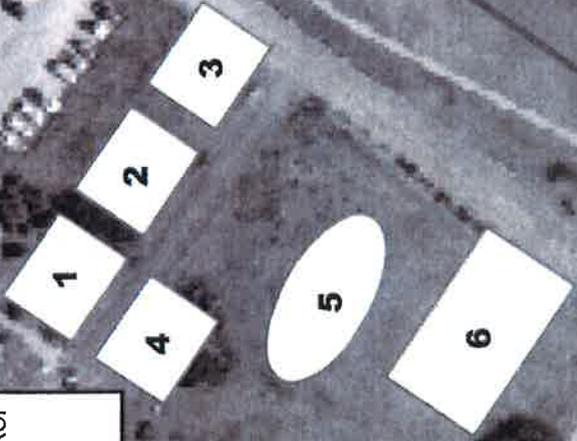


	WATERBOTTLES/ AID STATION
	MILE MARKER
	BIKE COURSE
	DIRECTION
	ROADWAYS



# BEACH TRANSITION AREA SITE LAYOUT

RENT-A-JOHN'S  
PARKING



- 1 - BIKE-RUN CHANGING BAGS DROP
- 2 - BIKE SPECIAL NEEDS DROP
- 3 - RUN SPECIAL NEEDS DROP
- 4 - POST EVENT DRY CLOTHES DROP
- 5 - BODY MARKING
- 6 - INFORMATION/ADMIN TENT



BIKE COURSE

SWIM FINISH AT SEAPATH MARINA DOCK IS APPROXIMATELY 300 YARDS FROM TRANSITION

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
<input checked="" type="checkbox"/> 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? Setup prior to 8 am

Number of Hours 6

Rain date necessary?  
 Yes  No

Park Facility Used? Event Stage & Softball Field

Reservation Obtained?  
 Yes  No  Not Required

Reservation Fees:  
\$420 plus \$125.00

Portable toilets needed?  
 Yes  No  Not Required

Number of trash carts needed 4  
X \$25.00 per cart  
Amount due = \$100

Health Department permit obtained?  
 Yes  No  Not Required

1. Description of event: walk to end Alzheimer's

2. Event Date: November 5th 2016 Time: 6 am/pm to 12 am/pm  
(Events must occur between 8:00 a.m. and 10:00 p.m.)  
Reg 8:30, 9:00 ceremony 9:30 walk

3. Estimated number of participants (including spectators): 750 - 1200

4. Location: Wrightsville Beach Park, Sawyer Dr.

5. Individual making request: Bethany Day

Complete Mailing Address: 3739 National Dr. Suite 110 Raleigh, NC 27612

Phone Number: 919-803-8285 E-mail: Bday@alz.org

6. Individual who will be on site and in charge of activity: Bethany Day

Complete Mailing address: Same as above

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

7. Sponsoring organization/corporation (if applicable): Alzheimer's Association

Contact: (same as above) of Eastern North Carolina

Complete Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: Bday@alz.org

8. Briefly describe provisions for the following:

Toilet facilities port a johns will be brought in and removed day of.

Trash disposal trash cans will be rented if not provided.  
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking Overflow parking and access to all parking requested.

Electrical power needs speakers, ~~music~~ electrical cords, power to amphitheater

Water needs water bottles provided by association

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

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

from restaurants/sponsors. NO COOKING will take place at the park.

- SD plan
  - COI
  - PD
  - NCDOT
- SEP \$600  
Stage 280  
Softball 140  
Trash 100  
- - - 125  
Total \$1245  
\$420 #19106

**FOR OFFICE USE ONLY**

Vendor Sponsors in field

Site plan included? Yes  No  Not Required

Yes  No  Not Required

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

Number needed: Loop Walk

Vehicle permit issued to: \_\_\_\_\_

---

Vendors requested? Yes  No

Sponsors

---

Police support required? Yes  No  Not Required

PD Comments: None

---

Fire Dept. support required? Yes  No  Not Required

FD Comments: None

---

Ocean Rescue support required? Yes  No  Not Required

OR Comments: None

---

EMS support required? Yes  No  Not Required

---

Other staff Comments? \_\_\_\_\_

---

Certificate of Insurance obtained? Yes  No  Not Required

To provide prior to event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? Yes.  
music and ceremony speeches that morning. PA system/AV

If yes, provide information specifying location and direction of noise-emulating devices along with proposed noise level, frequency, and duration: music will be played moderately from 8am - 12pm

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? yes  
 If so, what company is providing the equipment? PSAV, or reputable company  
 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: NO.

13. Is police assistance necessary? yes Are you requesting the closing of any streets? yes  
 If so, please specify: requested permission with NC DOT to temporary close one lane of Causeway as walkers walk on sidewalk.

*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: 2/18/16

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

5-b 6-a

Applications requiring Board of Aldermen approval must be submitted 60 days prior to the event.  
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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

pd \$175 #6099

Non-profit organization?

Yes No

Tax Exempt ID:

58-1634141

Time between

8 am & 10 pm?  yes

Number of Hours 4

Rain date necessary?

Yes  No

Park Facility Used?

Open Area @ Town Hall

Reservation Obtained?

Yes  No  Not Required

Reservation Fees:

Portable toilets needed?

Yes  No  Not Required

Number of trash

carts needed 0

X \$25.00 per cart

Amount due = 0

Health Department

permit obtained?

Yes No  Not Required

1. Description of event: 5K Run

Lifeline 5k

2. Event Date: 11/12/2016 Time: 7:00 am / pm to 11:00 am / pm

(Events must occur between 8:00 a.m. and 10:00 p.m.)

Race at 9:00

3. Estimated number of participants (including spectators): 100

4. Location: Open area in front of town for setup start & finish; The Loop for 5K

5. Individual making request: Cynthia Adair

Complete Mailing Address: 4524 Fountain Drive, Wilmington, NC 28403

Phone Number: 910-799-0270 x108 E-mail: director@lifelinewilmington.org

6. Individual who will be on site and in charge of activity: Cynthia Adair

Complete Mailing address: 4524 Fountain Drive, Wilmington, NC 28403

Phone Number: 910-599-6973 E-mail: director@lifelinewilmington.org

7. Sponsoring organization/corporation (if applicable): Life Line Pregnancy Center

Contact: Cynthia Adair

Complete Mailing Address: 4524 Fountain Drive, Wilmington, NC 28403

Phone Number: 910-799-0270 E-mail: director@lifelinewilmington.org

8. Briefly describe provisions for the following:

Toilet facilities Portojohns

Trash disposal we will remove

(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking Park

Electrical power needs @ Town Hall

Water needs N/A

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 N/A

SEP \$175 Side Plan  
Resv & SD \$85 PD Contract  
\$260 COI

**FOR OFFICE USE ONLY**

Site plan included?

Yes No **Not Required**

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

Number needed: N/A

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:

None

Ocean Rescue support required?

Yes No **Not Required**

OR Comments:

None

EMS support required?

Yes No **Not Required**

Other staff Comments?

Certificate of Insurance obtained?

Yes No **Not Required**

To provide prior to event

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

Start Finish @ Town Hall

5-b-6-b

Go time set up & tables & chairs

If yes, provide information specifying location and direction of noise-emanating devices along with proposed

noise level, frequency, and duration: Town Hall - provided by Go Time!

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

If so, what company is providing the equipment? Go Time!

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: No

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

If so, please specify: will take place on the Loop

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*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: Alan

Date: 3/9/2016

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

## APPROVED SPECIAL EVENTS May 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
Fri 5/1	7:30 am - 8:45 am	100	Informal Worship Service	Little Chapel on the Boardwalk	Beach strand at access 4	1
Sun 5/1	2:00 pm - 5:00 pm	50	Wedding	Lane	WB Park Event Stage	
Mon 5/2	4:00 pm - 5:15 pm	30	T-Ball Practice	Fleck	WB Park Softball Field	
Tue 5/3	5:00 pm - 8:00 pm	20	Company Kickball Game	Foreman	WB Park Softball Field	
Fri 5/6	4:00 pm - 7:00 pm	50	Family Picnic	Mevs	WB Park Picnic Shelter 1 & 2	
Fri 5/6	4:30 pm - 6:00 pm	60	Wedding	Baggett	Beach strand at access 32	
Sat 5/7	9:00 am - 12:00 pm	200	River 2 Sea Bike Ride	WBP&R	Bike Route 1 to WB Park Shelters and Event Stage	
Fri 5/8	7:30 am - 8:45 am	100	Informal Worship Service	Little Chapel on the Boardwalk	Beach strand at access 4	1
Tue 5/10	5:00 pm - 8:00 pm	20	Company Kickball Game	Foreman	WB Park Softball Field	
Sun 5/15	2:00 pm - 5:00 pm	50	Wedding	Bonnie	Beach strand at Shell Island Resort	
Tue 5/17	5:00 pm - 8:00 pm	20	Company Kickball Game	Foreman	WB Park Softball Field	
Sat 5/14	2:00 pm - 5:00 pm	24	Wedding	Ferrell	Beach strand at access 43	
Fri 5/15	7:30 am - 8:45 am	100	Informal Worship Service	Little Chapel on the Boardwalk	Beach strand at access 4	1
Sat 5/21	9:00 am - 1:00 pm	150	Grey Liston Memorial Pier to Pier Open Water Swim Race	David Sokolofsky	Johnnie Mercer's Pier to Crystal Pier (set-up & registration @ WB Park)	2
Sat 5/21	10:00 am - 1:00 pm	30	Wedding	Ryan	Beach strand at Shell Island Resort	
Sat 5/21	3:00 pm - 6:00 pm	75	Wedding	Estermeyer	Beach strand at access 8	

**APPROVED SPECIAL EVENTS  
May 2016**

<b>EVENT DATE</b>	<b>TIME</b>	<b>NUMBER OF PARTICIPANTS</b>	<b>ACTIVITY</b>	<b>NAME</b>	<b>LOCATION</b>	<b>Vehicle on Beach and Parking Permit</b>
Fri 5/22	7:30 am - 8:45 am	100	Informal Worship Service	Little Chapel on the Boardwalk	Beach strand at access 4	1
Sun 5/22	2:30 pm - 5:30 pm	84	Wedding	Ross	Beach strand at Shell Island Resort	
Sun 5/22	3:00 pm - 6:00 pm	60	Wedding	Seaman	Beach strand at access 43	
Sun 5/22	4:00 pm - 7:00 pm	50	Wedding	Wuander	Beach strand at access 36	
Sat 5/28	3:30 pm - 6:30 pm	100	Wedding	Radnothy	Beach strand at Shell Island Resort	
Fri 5/29	7:30 am - 8:45 am	100	Informal Worship Service	Little Chapel on the Boardwalk	Beach strand at access 4	1

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

**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

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**MEMORANDUM**

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**To:** Mayor Blair and Board of Aldermen

**From:** Katie Ryan, Recreation Program Supervisor *KR*

**Subject:** Cape Fear Sports Facility Use

**Date:** April 8, 2016

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Clark Shay on behalf of Cape Fear Sports has requested use of the Wrightsville Beach Park softball field to schedule adult kickball games for their growing league. Reservation and use of the park facilities by for-profit organizations requires Board of Aldermen approval. League games would be scheduled for Wednesday evenings beginning April 20 and would continue for eight weeks provided there are no rainouts. League organizers are aware of the no alcohol policy and the certificate of insurance requirement. Minimal field preparation is required by Parks Maintenance staff. A copy of the Town of Wrightsville Beach Facility Reservation Policy is attached.

Staff considers this an excellent opportunity to see the field in use while providing a healthy and fun recreational opportunity to the community.

**Recommended Action:** Approve Facility Reservation request submitted by Cape Fear Sports to operate their adult kickball league beginning April 20, 2016.

**TOWN OF WRIGHTSVILLE BEACH**  
**RESERVATION / RENTAL PROCEDURES FOR PARK AREAS AND RECREATION FACILITIES**  
 (Adopted by the Board of Aldermen on April 26, 1990 – Revised September 13, 2007)

**I. POLICIES GOVERNING USE**

When not in use for department sponsored or co-sponsored activities, organizations and the general public may rent designated areas, facilities and equipment in accordance with established policies, procedures and regulations. Fees shall be reviewed annually and adjusted as necessary.

- A. Priority for use will be as follows:
1. Department sponsored or co-sponsored activities
  2. Civic meetings of Wrightsville Beach community
  3. Private functions
    - a. Wrightsville Beach resident group, business or charitable non-profit group
    - b. Non-resident group, business or charitable non-profit group
- B. When facilities are used for public, political or religious purposes other than voting, precinct organizational meetings, "Meet the Candidate" programs, or socials by religious groups, special approval is required by the Board of Aldermen.
- C. Profit-making commercial activities are not permitted in any public facility or upon park property without special permission by the Board of Aldermen. A privilege license may be required for such activities.
- D. Charitable non-profit, community-serving organizations who conduct an event on park or town property for the purpose of raising funds must submit a special event permit application to the Parks and Recreation Department for processing in compliance with the Special Event Permit Ordinance.
- E. No facility reservations shall be issued on Memorial Day, July 4<sup>th</sup>, or Labor Day.

**II. RULES FOR USE**

- A. In order to reserve a building or park area, a person must be 18 years of age or older. This person must be present during the use of the building or park area.
- B. A refundable security deposit is required for all functions. This is a minimum charge and additional charges may be added at the Planning and Parks Director's, Program Supervisor's, or Town Manager's discretion. Security deposit refund checks are returned by mail after a satisfactory inspection is made by Park staff.
- C. Applications and rental fees must be submitted at least seven days in advance of the activity. No reservations will be accepted until the reservation form and fees have been submitted.
- D. No illegal drugs, alcoholic beverages, gambling, solicitation, or concession operations are permitted. The consumption of alcoholic beverages is NOT permitted on ANY public property.
- F. No banners, signs, tents, or stages will be allowed without prior approval from Parks and Recreation staff. The use of such shall comply with planning, zoning and safety standards and ordinances. No balloons may be used as part of any decorations on public property.
- G. Flagrant misuse of building/park areas will result in forfeiture of future reservation privileges.

**III. RECREATION CENTER**

- A. Smoking is **PROHIBITED** in any area of the building, including the foyer and restrooms.

- B. No cooking is permitted in the kitchen (warming of foods only).
- C. Any decorations attached to walls, ceilings, doors, windows, etc., must be done in such a way that no marks are left on these surfaces (no pin holes, tape residue, etc.)
- D. The building must be left in the same condition as it was found, or better. Tables and chairs must be set up and taken down by the user. Cleanup is your responsibility (a mop and broom are in the closet). Trash cans are located outside. All food litter must be removed from the building. **It is suggested that you check the condition of the bathrooms, kitchen and other areas of the building before leaving in order to avoid forfeiture of your security deposit.**
- E. Use of the building after 11:00 p.m. requires written permission from the Parks and Recreation Department.
- F. The building key must be picked up/dropped off at the Park Office during regular business hours (Monday through Friday, 8:00 a.m. – 5:00 p.m.). User must coordinate obtaining the key with the Parks and Recreation Department prior to the reservation date. User is responsible for locking all doors prior to leaving the building.

**IV. PICNIC SHELTERS AND GAZEBO**

- A. **NO VEHICLES ARE PERMITTED ON THE GRASS** or fields at anytime.
- B. **PLEASE SEE THAT YOUR GROUP FOLLOWS THE RULES AND REGULATIONS:**
  - 1. No defacing or tampering with facilities, equipment, or plants (picking flowers is not permitted)
  - 2. No littering (including cigarette butts)
  - 3. Park in designated areas only
  - 4. Comply with all Town Ordinances relating to the public areas.
- C. Grilling/Cooking is allowed **ONLY** at the picnic shelters, with the followings stipulations:
  - 1. User must bring his or her own supplies (charcoal, etc.).
  - 2. User may **NOT** dump charcoal in the park or the marsh. Charcoal may be left in the park grills.
  - 3. Portable gas cookers **MUST** be set up beside the charcoal grills at the picnic shelter.
  - 4. Picnic tables may **NOT** be moved from underneath the shelter.

**V. SOCCER FIELD / SOFTBALL FIELD / OTHER OPEN AREAS**

- A. User must secure an alternate site when field conditions are wet and vulnerable to sod damage (park staff will post a sign when field is closed).
- B. Set up of the field for a game or event is user’s responsibility.
- C. Soccer goals and softball bases may **NOT** be moved.
- D. User must control the parking and behavior of the participants and spectators.
- E. Vehicles must be kept off the field at all times.
- F. Litter must be removed from fields and the surrounding areas.
- G. All equipment must be removed immediately following the event (e.g., tents, banners, etc.). Layout of activities and equipment must be coordinated with the Parks and Recreation Department.

**USER IS RESPONSIBLE FOR ENSURING THAT PARTICIPANTS ADHERE TO ALL RULES AND REGULATIONS. IF DEVIATION FROM THE RULES AND REGULATIONS CAUSES DAMAGES TO A BUILDING OR PARK AREA, USER WILL BE HELD LIABLE. THIS MAY INCLUDE BUT IS NOT LIMITED TO, FORFEITURE OF SECURITY DEPOSIT.**

## RESOLUTION NO. (2016) 1975

Board of Aldermen  
Town of Wrightsville Beach, North Carolina  
Date: April 14, 2016



A RESOLUTION OF THE BOARD OF ALDERMEN OF  
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
PROCLAIMING MAY 2016 AS BUILDING SAFETY MONTH  
IN THE TOWN OF WRIGHTSVILLE BEACH

WHEREAS, building safety and fire prevention officials, architects, engineers, builders and others in the construction industry work year-round to ensure the safe construction of buildings; and

WHEREAS, these dedicated members of the International Code Council use a governmental consensus process that brings together local, state and federal officials with expertise in the built environment to create and implement the highest quality codes to protect Americans in the buildings where we live, learn, work, worship, and play; and

WHEREAS, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' local code officials who assure us of safe, efficient and livable buildings, and;

WHEREAS, the theme, "Building Codes: Driving Growth through Innovation, Resilience and Safety," encourages all Americans to raise awareness of the importance of building safe and resilient construction and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies; and

WHEREAS, as we observe Building Safety Month, we ask our citizens to consider projects to improve building safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments and federal agencies in protecting lives and property.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Wrightsville Beach, North Carolina does hereby proclaim May 2016 as Building Safety Month in the Town of Wrightsville Beach and does hereby encourage all citizens to join communities across America in participating in Building Safety Month activities.

This Resolution adopted this 14<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
William J. Blair III, MAYOR

ATTEST:

\_\_\_\_\_  
Sylvia J. Holleman, Town Clerk

### RESOLUTION NO. (2016) 1974

Board of Aldermen  
Town of Wrightsville Beach  
Date: April 16, 2016



A RESOLUTION OF THE BOARD OF ALDERMEN OF  
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
PROCLAIMING THE WEEK OF MAY 1-7, 2016  
AS MUNICIPAL CLERKS WEEK

**WHEREAS**, the Office of the Municipal Clerk is a time honored and vital part of local government and exists throughout the world; and

**WHEREAS**, the Office of the Municipal Clerk is the oldest among public servants; and

**WHEREAS**, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

**WHEREAS**, the Municipal Clerk serves as the information center on functions of local government and community; and

**WHEREAS**, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and annual meetings of their state, province, county and international professional organizations; and

**WHEREAS**, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality; rendering equal service to all.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Aldermen of the Town of Wrightsville Beach, North Carolina does hereby proclaim the week of May 1-7, 2016 as Municipal Clerks Week; and does hereby extend appreciation to our Municipal Clerk, Sylvia J. Holleman, and to all Municipal Clerks for the vital services they perform and for their exemplary dedication to the communities they represent.

This Resolution adopted this 14<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
William J. Blair III, Mayor

ATTEST:

\_\_\_\_\_  
Sylvia J. Holleman, Town Clerk



**Town of Wrightsville Beach**  
**North Carolina**  
 321 Causeway Drive  
 Wrightsville Beach, North Carolina 28480  
 Ph: 910-256-7900

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## *TOWN MANAGER MEMORANDUM*

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**To:** Mayor Blair and Board of Aldermen

**From:** Tim Owens, Town Manager

**Subject:** **Time Warner Cable Contract Renewal**

**Date:** April 4, 2016

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**Background:**

The Time Warner Cable internet contract for the Town expired January 2, 2016. We currently have a 35M x 5M connection. That type of connection is no longer an option. The minimum connection option offered is for a 50M x 5M. This is the breakdown of the proposed monthly service rate change:

Present	\$209.99
Proposed	\$219.99

The Public Works Complex currently has a 10MB metro Ethernet connection. This connection provides internet connectivity and access to the main servers. This connection has increasingly become congested from the ever growing internet traffic making working in the database or on the internet very inefficient. We would like to upgrade this connection to 20MB to accommodate the additional traffic.

Present	\$680.00
Proposed	\$840.00

**Recommendation:** Based on the cost and assessment of system efficiency and reliability, we recommend our contract with Time Warner Cable be renewed for 36 months with the proposed changes.

**Requested Action:** Approve the accompanying service agreement, and adopt Resolution \_\_\_\_\_ as presented.

**RESOLUTION NO. (2016) 1973**

Board of Aldermen  
 Town of Wrightsville Beach, North Carolina  
 Date: April 14, 2016



A RESOLUTION OF THE BOARD OF ALDERMEN OF  
 THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
 RENEWING AND UPGRADING THE SERVICE AGREEMENT WITH TIME WARNER CABLE  
 FOR THE PROVISION OF A NETWORK CONNECTION

**WHEREAS**, a Service Agreement between the Town of Wrightsville Beach and Time Warner Cable for the installation of a network connection between the Public Works offices and the Public Safety Facility was approved by Resolution No. (2010) 1674 on April 8, 2010; and

**WHEREAS**, an amendment to the Service Agreement between the Town of Wrightsville Beach and Time Warner Cable for an upgrade to the Metro Ethernet Connection Circuit to the Public Works offices from 3MB to 5MB with an increase in the monthly service rate from \$675 to \$686 was approved by Resolution No. (2014) 1879 on March 19, 2014; and

**WHEREAS**, the Town wishes to renew the current Service Agreement with Time Warner Cable for thirty-six (36) months and upgrade our network connection for improved efficiency and reliability; and

**WHEREAS**, the proposed upgrade would increase the current monthly rate from \$209.99 for a 35M x 5M connection to \$219.99 for a 50M x 5M connection; and would increase the currently monthly rate from \$680.00 for a 10MB Metro Ethernet connection to the Public Works Complex to \$840.00 for a 20MB Metro Ethernet connection; and

**WHEREAS**, the Town Manager is hereby authorized to sign and execute the Service Agreement Renewal for and on behalf of the Town of Wrightsville Beach.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Aldermen of the Town of Wrightsville Beach, North Carolina does hereby approve the proposed Service Agreement Renewal and Upgrade with Time Warner Cable (attached hereto as Exhibit A) for thirty-six (36) months ending April 14, 2019.

This Resolution duly adopted this 14<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
 William J. Blair, III, Mayor

ATTEST:

\_\_\_\_\_  
 Sylvia J. Holleman, Town Clerk

5-9-3



Account Executive: Amber Mullen  
Phone: (910) 772-5786 ext:  
Cell Phone: (910) 619-4794  
Fax: (704) 414-9018  
Email: amber.mullen@twcable.com

Order # 7168084

<b>Business Name</b>	TOWN OF WRIGHTSVILLE BEACH	<b>Customer Type:</b>	Existing Customer
<b>Federal Tax ID</b>	<b>Tax Exempt Status</b>	<b>Tax Exempt Certificate #</b>	
*****1377			
<b>Billing Address</b>		<b>Account Number</b>	
<b>Attention To:</b>			
321 CAUSEWAY DR WRIGHTSVILLE BEACH NC 28480		222580601	
<b>Billing Contact</b>	<b>Billing Contact Phone</b>	<b>Billing Contact Email Address</b>	
Raquel Ivins	(910) 239-1777	rivins@towb.org	
<b>Authorized Contact</b>	<b>Authorized Contact Phone</b>	<b>Authorized Contact Email Address</b>	
Raquel Ivins	(910) 239-1777	rivins@towb.org	
<b>Technical Contact</b>	<b>Technical Contact Phone</b>	<b>Technical Contact Email Address</b>	
Raquel Ivins	(910) 239-1777	rivins@towb.org	

<b>Internet and Video Order Information For 3 Bob Sawyer Drive Wrightsville Beach NC 28480</b>	
<b>Service Type</b>	
High Speed Internet (HSD) Ethernet (Fiber)	

5-9-4



<b>Internet and Video Order Information For</b> 200 Parmele Blvd Wrightsville Beach NC 28480	
<b>Service Type</b>	
Ethernet (Fiber)	

<b>Current Services and Monthly charges At</b> 3 Bob Sawyer Drive , Wrightsville Beach NC 28480			
Description	Quantity	Sales Price	Monthly Recurring Total
Standard TV	8	\$0.00	\$0.00
BC Converter	1	\$6.70	\$6.70
DIGITAL TIER	1	\$2.05	\$2.05
DISABLE IPPV	1	\$0.00	\$0.00
DIGITAL REMOTE	1	\$0.30	\$0.30
DIGITAL NAVIGATOR	1	\$1.00	\$1.00
SRV MAINTENANCE FEE-D	1	\$4.95	\$4.95
COMMERCIAL BASIC PRIVATE	8	\$0.00	\$0.00
BC Dgtl Adapt SD BSCSTD Courtesy	4	\$0.00	\$0.00
<b>*Total</b>			<b>\$15.00</b>
*Prices do not include taxes and fees.			

<b>New and Revised Services and Monthly Charges At</b> 3 Bob Sawyer Drive , Wrightsville Beach NC 28480				
Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
1 STATIC IP	1	\$19.95	\$19.95	36 Months
Business Internet 50Mx5M	1	\$219.99	\$219.99	36 Months
EPL Intrastate 20 Mbps	1	\$420.00	\$420.00	36 Months
<b>*Total</b>			<b>\$659.94</b>	
*Prices do not include taxes and fees.				

<b>New and Revised Services and Monthly Charges At</b> 200 Parmele Blvd , Wrightsville Beach NC 28480				
Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
EPL Interstate 20 Mbps	1	\$420.00	\$420.00	36 Months
<b>*Total</b>			<b>\$420.00</b>	
*Prices do not include taxes and fees.				

<b>One Time fees At</b> 200 Parmele Blvd , Wrightsville Beach NC 28480			
Description	Quantity	Sales Price	Total
Installation	1	\$0.00	\$0.00
<b>Total</b>			<b>\$0.00</b>
*Prices do not include taxes and fees.			

5-9-5



One Time fees At 3 Bob Sawyer Drive , Wrightsville Beach NC 28480

Description	Quantity	Sales Price	Total
Installation	1	\$0.00	\$0.00
HSD Installation Discount	1	(\$50.00)	(\$50.00)
Upgrade HSD - No Truck Roll	1	\$50.00	\$50.00
<b>Total</b>			<b>\$0.00</b>

\*Prices do not include taxes and fees.

5-9-6

<b>Special Terms</b>

<b>Electronic Signature Disclosure</b>
--

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

\_\_\_\_\_  
Authorized Signature for Time Warner Cable Enterprises LLC

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Authorized Signature for Customer

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date Signed

5-9-17

**Service Agreement  
Terms and Conditions**



This Business Class Service Order, including all attached Work Orders and additional Terms and Conditions that are incorporated herein by this reference ("**Service Agreement**"), dated 03/21/2016 (the "**Effective Date**"), is between customer identified below ("**Customer**") and Time Warner Cable ("**TWC or Operator**").

**Time Warner Cable Information**

**Time Warner Cable Business Class**

Street: 2321 Scientific Park Dr  
City: Wilmington  
State: NC  
Zip Code: 28405

Contact: Amber Mullen  
Phone: (910) 772-5786  
Cell Phone:  
Fax: (704) 414-9018

**Customer Information**

<b>Customer Name</b>	<b>Account Number</b>	<b>Federal Tax ID</b>
TOWN OF WRIGHTSVILLE BEACH		*****1377

**Billing Address**

321 CAUSEWAY DR WRIGHTSVILLE BEACH NC 28480

<b>Authorized Contact</b>	<b>Phone</b>	<b>Fax</b>
Raquel Ivins	(910) 239-1777	(910) 256-7939
<b>Billing Contact</b>	<b>Phone</b>	<b>Fax</b>
Raquel Ivins	(910) 239-1777	(910) 256-7939

**Customer Address(s)**

3 Bob Sawyer Drive , Wrightsville Beach NC 28480  
200 Parmele Blvd , Wrightsville Beach NC 28480

**Service Agreement**

THIS TIME WARNER CABLE BUSINESS CLASS SERVICES AGREEMENT IS SUBJECT TO THE TIME WARNER CABLE BUSINESS CLASS SERVICES AGREEMENT TERMS AND CONDITIONS AVAILABLE AT [WWW.TWCBC.COM/LEGAL](http://WWW.TWCBC.COM/LEGAL), A COPY OF WHICH WILL BE PROVIDED TO CUSTOMER UPON REQUEST. SUCH TERMS AND CONDITIONS ARE INCORPORATED HEREIN BY THIS REFERENCE. BY EXECUTING THIS TIME WARNER CABLE BUSINESS CLASS SERVICES AGREEMENT WHERE INDICATED BELOW, CUSTOMER ACKNOWLEDGES THAT (1) CUSTOMER ACCEPTS AND AGREES TO BE BOUND BY ALL SUCH TERMS AND CONDITIONS, INCLUDING SECTION 21 THEREOF, WHICH PROVIDES THAT THE PARTIES DESIRE TO RESOLVE DISPUTES RELATING TO THE TIME WARNER BUSINESS CLASS SERVICES AGREEMENT THROUGH ARBITRATION; AND (2) BY AGREEING TO ARBITRATION, CUSTOMER IS GIVING UP VARIOUS RIGHTS, INCLUDING THE RIGHT TO TRIAL BY JURY.

**Electronic Signature Disclosure**

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

\_\_\_\_\_  
Authorized Signature for Time Warner Cable

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Authorized Signature for Customer

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date Signed

5-9-8



## Service Agreement

This Time Warner Cable Business Class Service Agreement ("**Service Agreement**") in addition to the Time Warner Cable Business Class Terms and Conditions ("**Terms and Conditions**") and any Time Warner Cable Business Class Service Orders (each, a "**Service Order**"), constitute the **Master Agreement** by and between customer identified below ("**Customer**") and Time Warner Cable ("**TWC**" or "**Operator**") and is effective as of the date last signed below.

### Time Warner Cable Information

Time Warner Cable Enterprises LLC

Street: 2321 Scientific Park Dr

City: Wilmington

State: NC

Zip Code: 28405

Contact: Amber Mullen

Telephone: (910) 772-5786

Facsimile: (704) 414-9018

### Customer Information

Customer Name (Exact Legal Name): TOWN OF WRIGHTSVILLE BEACH			Federal ID No: ****1377	
Billing Address: 321 CAUSEWAY DR	Suite:	City: WRIGHTSVILLE BEAC	State: NC	Zip Code: 28480
Billing Contact Name: Raquel Ivins	Phone: (910) 239-1777		E-mail: rivins@towb.org	
Authorized Contact Name: Raquel Ivins	Phone: (910) 239-1777		E-mail: rivins@towb.org	

### Agreement

THIS SERVICE AGREEMENT HEREBY INCORPORATES BY REFERENCE THE TERMS AND CONDITIONS (AVAILABLE AT [WWW.TWCBC.COM/LEGAL](http://WWW.TWCBC.COM/LEGAL)), A COPY OF WHICH WILL BE PROVIDED TO CUSTOMER UPON REQUEST. BY EXECUTING THIS SERVICE AGREEMENT BELOW, CUSTOMER ACKNOWLEDGES THAT: (1) CUSTOMER ACCEPTS AND AGREES TO BE BOUND BY THE TERMS AND CONDITIONS, INCLUDING SECTION 21 THEREOF, WHICH PROVIDES THAT THE PARTIES DESIRE TO RESOLVE DISPUTES RELATING TO THE TIME WARNER CABLE BUSINESS CLASS SERVICES AGREEMENT THROUGH ARBITRATION; AND (2) BY AGREEING TO ARBITRATION, CUSTOMER IS GIVING UP VARIOUS RIGHTS, INCLUDING THE RIGHT TO TRIAL BY JURY.

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

### Electronic Signature Disclosure

Authorized Signature for Time Warner Cable Enterprises LLC	Authorized Signature for Customer
By:	By:
Name (printed):	Name (printed):
Title:	Title:
Date:	Date:

5-9-9



**Business Class Customer Service Order**

Account Executive: Amber Mullen  
 Phone: (910) 772-5786 ext:  
 Cell Phone: (910) 619-4794  
 Fax: (866) 428-2165  
 Email: amber.mullen@twcable.com

<b>Business Name</b>	TOWN OF WRIGHTSVILLE BEACH	<b>Customer Type:</b> Existing Customer
<b>Federal Tax ID</b>	<b>Tax Exempt Status</b>	<b>Tax Exempt Certificate #</b>
****1377		
<b>Billing Address</b>	<b>Account Number</b>	
321 CAUSEWAY DR WRIGHTSVILLE BCH NC 28480	222580601	
<b>Billing Contact</b>	<b>Billing Contact Phone</b>	<b>Billing Contact Email Address</b>
Raquel Ivens	(910) 256-7935	rivins@towb.org
<b>Authorized Contact</b>	<b>Authorized Contact Phone</b>	<b>Authorized Contact Email Address</b>
Raquel Ivens	(910) 256-7935	rivins@towb.org
<b>Technical Contact</b>	<b>Technical Contact Phone</b>	<b>Technical Contact Email Address</b>
Raquel Ivens	(910) 239-1777	rivins@towb.org

Internet and Video Order Information For 3 Bob Sawyer Drive Wrightsville Beach NC 28480	
<b>Service Type</b>	<b>Customer Requested Due Date</b>
High Speed Internet (HSD)	



5-9-10



**Current Services and Monthly charges At 3 Bob Sawyer Drive , Wrightsville Beach NC 28480**

Description	Quantity	Sales Price	Monthly Recurring Total
Basic Cable	1	\$0.00	\$0.00
Basic Cable	6	\$2.00	\$12.00
Disable IPPV	1	\$0.00	\$0.00
Digital Cable	1	\$2.05	\$2.05
Standard Cable	1	\$0.00	\$0.00
Standard Cable	6	\$6.00	\$36.00
Digital Navigator	1	\$1.00	\$1.00
Static IP Address	1	\$0.00	\$0.00
Service Maintenance Fee	1	\$4.95	\$4.95
Digital Remote Promotion	1	\$0.30	\$0.30
Digital Converter Promotion	1	\$6.65	\$6.65
Interstate Point To Point 3M	1	\$337.50	\$337.50
<b>*Total</b>			<b>\$400.45</b>

\*Prices do not include taxes and fees.

**New and Revised Services and Monthly Charges At 3 Bob Sawyer Drive , Wrightsville Beach NC 28480**

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
Wideband Internet 35M x 5M - 3 Yr	1	\$209.99	\$209.99	36 Months
<b>*Total</b>			<b>\$209.99</b>	

\*Prices do not include taxes and fees.



5-9-11

Special Terms

The services, products, prices and terms identified on this Service Order constitute Time Warner Cable's offer to provide such services on such terms. Until Customer has accepted this offer by signing as appropriate below, Time Warner Cable reserves the right to rescind this offer at any time, at its sole discretion.

The Agreement shall be renewable for successive terms unless at least thirty (30) days prior to the expiration of the then-current term, either party notifies the other party of such party's intent not to renew this Agreement. Agreement term and corresponding monthly billing will commence on actual service installation date. Cable television and Work-at-home services are subject to annual price change.

Account 2512803-01  
Upgrade Data services to 35M x 5M;  
3 year term contract renewal

Electronic Signature Disclosure

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

\_\_\_\_\_  
Authorized Signature for Time Warner Cable

*Tony Well*

\_\_\_\_\_  
Authorized Signature for Customer

\_\_\_\_\_  
Printed Name and Title

Tony Wilson, Interim Town Manager

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date Signed

12/18/12

\_\_\_\_\_  
Date Signed



5-9-12



### Service Agreement Terms and Conditions

This Business Class Service Order, including all attached Work Orders and additional Terms and Conditions that are incorporated herein by this reference ("Service Agreement"), dated 12/06/2012 (the "Effective Date"), is between customer identified below ("Customer") and Time Warner Cable ("TWC or Operator").

#### Time Warner Cable Information

##### Time Warner Cable Business Class

Street: 2321 Scientific Park Dr  
City: Wilmington  
State: NC  
Zip Code: 28405

Contact: Amber Mullen  
Phone: (910) 772-5786 ext:  
Cell Phone:  
Fax: (866) 428-2165

#### Customer Information

Customer Name: TOWN OF WRIGHTSVILLE BEACH  
Account Number:  
Federal Tax ID: \*\*\*\*\*1377

#### Billing Address

Authorized Contact: Raquel Ivens  
Phone: (910) 256-7935  
Fax:  
Billing Contact: Raquel Ivens  
Phone: (910) 256-7935  
Fax:

#### Customer Address(s)

3 Bob Sawyer Drive , Wrightsville Beach NC 28480

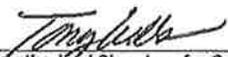
#### Service Agreement

THIS TIME WARNER CABLE BUSINESS CLASS SERVICES AGREEMENT IS SUBJECT TO THE TIME WARNER CABLE BUSINESS CLASS SERVICES AGREEMENT TERMS AND CONDITIONS AVAILABLE AT [WWW.TWCBC.COM/CAROLINAS](http://WWW.TWCBC.COM/CAROLINAS), A COPY OF WHICH WILL BE PROVIDED TO CUSTOMER UPON REQUEST. SUCH TERMS AND CONDITIONS ARE INCORPORATED HEREIN BY THIS REFERENCE. BY EXECUTING THIS TIME WARNER CABLE BUSINESS CLASS SERVICES AGREEMENT WHERE INDICATED BELOW, CUSTOMER ACKNOWLEDGES THAT (1) CUSTOMER ACCEPTS AND AGREES TO BE BOUND BY ALL SUCH TERMS AND CONDITIONS, INCLUDING SECTION 21 THEREOF, WHICH PROVIDES THAT THE PARTIES DESIRE TO RESOLVE DISPUTES RELATING TO THE TIME WARNER BUSINESS CLASS SERVICES AGREEMENT THROUGH ARBITRATION; AND (2) BY AGREEING TO ARBITRATION, CUSTOMER IS GIVING UP VARIOUS RIGHTS, INCLUDING THE RIGHT TO TRIAL BY JURY.

#### Electronic Signature Disclosure

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

\_\_\_\_\_  
Authorized Signature for Time Warner Cable

  
\_\_\_\_\_  
Authorized Signature for Customer

\_\_\_\_\_  
Printed Name and Title

Tony Wilson, Interim Town Manager  
\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date Signed

12/18/12  
\_\_\_\_\_  
Date Signed



5-9-13

**Signature:**

**Email:** rivins@towb.org

**Title:**

**Company:**



5-9-14



Account Executive: Amber Mullen  
 Phone: (910) 772-5786 ext:  
 Cell Phone: (910) 619-4794  
 Fax: (704) 414-9018  
 Email: amber.mullen@twcable.com

Order # 4601931

<b>Business Name</b>	TOWN OF WRIGHTSVILLE BEACH	<b>Customer Type:</b>	Existing Customer
<b>Federal Tax ID</b>		<b>Tax Exempt Status</b>	<b>Tax Exempt Certificate #</b>
*****1377			
<b>Billing Address</b>		<b>Account Number</b>	
<b>Attention To:</b>			
321 CAUSEWAY DR WRIGHTSVILLE BCH NC 28480		222580601	
<b>Billing Contact</b>	<b>Billing Contact Phone</b>	<b>Billing Contact Email Address</b>	
Raquel Ivins	(910) 239-1777	rivins@towb.org	
<b>Authorized Contact</b>	<b>Authorized Contact Phone</b>	<b>Authorized Contact Email Address</b>	
Timothy Owens	(910) 256-7900		
<b>Technical Contact</b>	<b>Technical Contact Phone</b>	<b>Technical Contact Email Address</b>	
Raquel Ivins	(910) 239-1777	rivins@towb.org	

Dedicated Internet, Metro Ethernet, and Private Line Service Order Information For 200 Parmele Blvd Wrightsville Beach NC 28480			
<b>Site Name</b>	<b>Address Location</b>	<b>Location Type</b>	<b>Bandwidth</b>
	200 Parmele Blvd Wrightsville Beach, NC 28480		

5-9-15



Dedicated Internet, Metro Ethernet, and Private Line Service Order Information For 3 Bob Sawyer Drive Wrightsville Beach NC 28480

Site Name	Address Location	Location Type	Bandwidth
	3 Bob Sawyer Drive Wrightsville Beach, NC 28480		

Current Services and Monthly charges At 3 Bob Sawyer Drive , Wrightsville Beach NC 28480

Description	Quantity	Sales Price	Monthly Recurring Total
NO IPPV	1	\$0.00	\$0.00
1 STATIP	1	\$19.95	\$19.95
DIG TIER	1	\$2.05	\$2.05
STANDARD	1	\$0.00	\$0.00
STANDARD	7	\$6.00	\$42.00
NAVIGATOR	1	\$1.00	\$1.00
ULTI 35X5	1	\$308.99	\$308.99
Basic Cable	1	\$0.00	\$0.00
Basic Cable	7	\$2.00	\$14.00
HD Converter	1	\$6.70	\$6.70
Remote Control Fee	1	\$0.30	\$0.30
Data Bundle Discount	1	(\$20.00)	(\$20.00)
Service Maintenance Fee	1	\$4.95	\$4.95
Ultimate Internet 35Mx5M 3Yr Discount	1	(\$79.00)	(\$79.00)
<b>*Total</b>			<b>\$300.94</b>

\*Prices do not include taxes and fees.

New and Revised Services and Monthly Charges At 200 Parmele Blvd , Wrightsville Beach NC 28480

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
Metro Ethernet: 10 MB	1	\$340.00	\$340.00	36 Months
<b>*Total</b>			<b>\$340.00</b>	

\*Prices do not include taxes and fees.

New and Revised Services and Monthly Charges At 3 Bob Sawyer Drive , Wrightsville Beach NC 28480

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
Metro Ethernet: 10 MB	1	\$340.00	\$340.00	36 Months
<b>*Total</b>			<b>\$340.00</b>	

\*Prices do not include taxes and fees.

5-9-16



Special Terms

Electronic Signature Disclosure

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

  
Authorized Signature for Time Warner Cable Enterprises LLC  
Jean L. Moore - Manager  
Printed Name and Title  
8/11/14  
Date Signed

  
Authorized Signature for Customer  
Timothy W. Owens Town Manager  
Printed Name and Title  
August 11, 2014  
Date Signed





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

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**MEMORANDUM**

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**To:** Mayor Blair and Members of the Board of Aldermen  
**From:** Tony Wilson, Planning and Parks Director *TW*  
**Re:** **Consent Agenda: Cancel Board of Adjustment Public Meeting**  
**Date:** April 4, 2016,  
**Cc:** Tim Owens, Town Manager  
File

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Staff respectfully requests that the Board of Aldermen cancel the following Board of Adjustment Meeting:

- Cancel the April 28, 2016 Board of Adjustment meeting.





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** – Cancelled  
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



**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

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**MEMORANDUM**

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**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 Hearings**  
**Date:** April 4, 2016  
**Cc:** Tim Owens, Town Manager

Staff respectfully requests to set the following public hearings to be heard at the Thursday, May 12, 2016 **Board of Aldermen** meeting at 5:30 p.m.

- To set a public hearing for Thursday, May 12, 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 a text amendment to allow churches to operate as a commercial parking lots for the purpose of collecting charitable donations on certain holiday weekends through the year. The text amendment would designate such activities as either a Permitted Use or a Conditional Use with supplemental regulations.
- To set a public hearing for Thursday, May 12, 2016, or as soon thereafter as possible to consider a Conditional Use Permit application and a Parking Exception request for 13 East Salisbury Street, to allow for the operation of a full service restaurant.
- To set a public hearing for Thursday, May 12, 2016, or as soon thereafter as possible to consider a text amendments to amend section 155.9.1.6( C ) 3 and 155.5.3.2. The text amendments would address parking exceptions and performance standards for off-street parking requirements for commercial properties.



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

April 14, 2016

**MEMORANDUM**

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To: Mayor Blair and Board Members  
From: Tim Owens, Town Manager  
Re: Presentation by Environmental Studies Graduate Student Sara Melick  
Regarding a Beach Litter Project

**Agenda Item**

Sara Melik will be in attendance at your meeting to make a presentation regarding the results of a study completed by UNCW Chemistry Students to determine if the Town's smoking ban has resulted in less litter from cigarettes. Sara is a graduate student at UNCW in Environmental Studies. Attached is the powerpoint presentation.

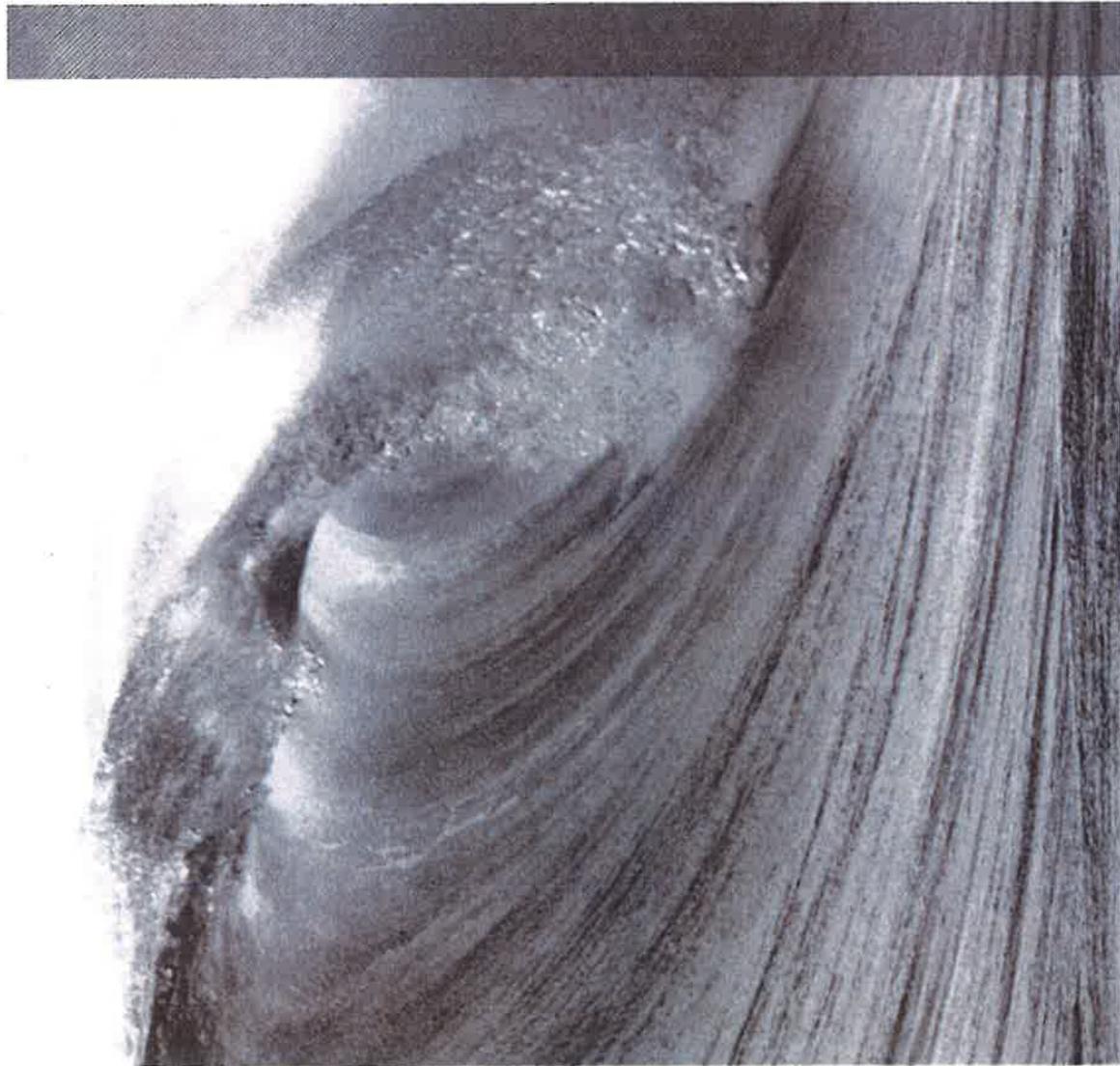
**Action**

1. No action necessary

# Wrightsville Beach Smoking Ban Preliminary Results

Presented by Sara Melick UNCW EVS  
Graduate student – research  
conducted by UNCW Chemistry  
Dept

6-a-2



# Outline

- Smoking Ban Timeline
- Negative Impacts of Cigarette Butts
- Beach Sampling Method
- Data Collected
- Recommendations



# Smoking Ban Timeline

November 2012- 1<sup>st</sup> non-smoking beach in North Carolina

February 2013- Non-smoking signs posted. Only warnings are given out

April 2013- Allowed to enforce smoke free ordinance



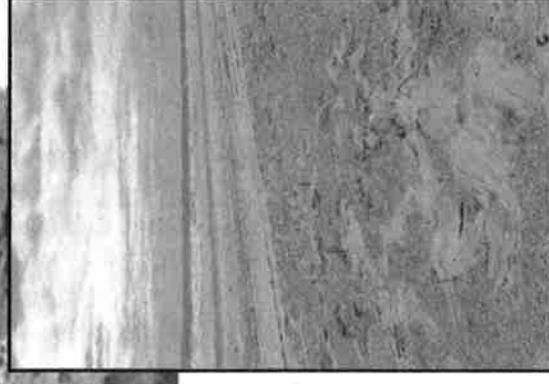
# Negative Impacts of Discarded Cigarette Butts

- Picked up & ingested by small children
  - Consumed by fish and other marine animals
  - Leach toxins into the water
  - "Composed of cellulose acetate, a form of plastic, cigarette butts can persist in the environment as long as other forms of plastic."
- -Clean Virginia Waterways



## Sampling Method

- Students collected two samples at each access from the wrack line or the berm
- A meter squared area was measured and marked
- Students removed the top 5 cm of sand including all manmade and natural debris



6-a-6

# Sampling Method

## Beach Data Sheet

Beach \_\_\_\_\_ Access # \_\_\_\_\_ Researcher \_\_\_\_\_

<b>Date</b>	<b>Lat/Long (if possible)</b>	<b>Tide based on low tide (+ or - hours)</b>	<b>Dimension of Sample</b> _____ x _____ = 1 meter squared
<b>Time</b>	<b>Sample number</b>	<b>Comments:</b>	<b>Wind/temp/weather</b>

## Data Entry from Samples

Example Combined beach data entry sheet.xls - Excel

	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
	Count/Weight	Fragment < 5cm	Fragment > 5cm	Pellet	Film	Foam	Paper	Cigarette Butts	Bottle Caps	Other	Known Debris	Total Inorg	Total Org	Total Sample	
1															
2	Count														
3	Weight														
4	Count														
5	Weight														
6	Count														
7	Weight														
8	Count														
9	Weight														

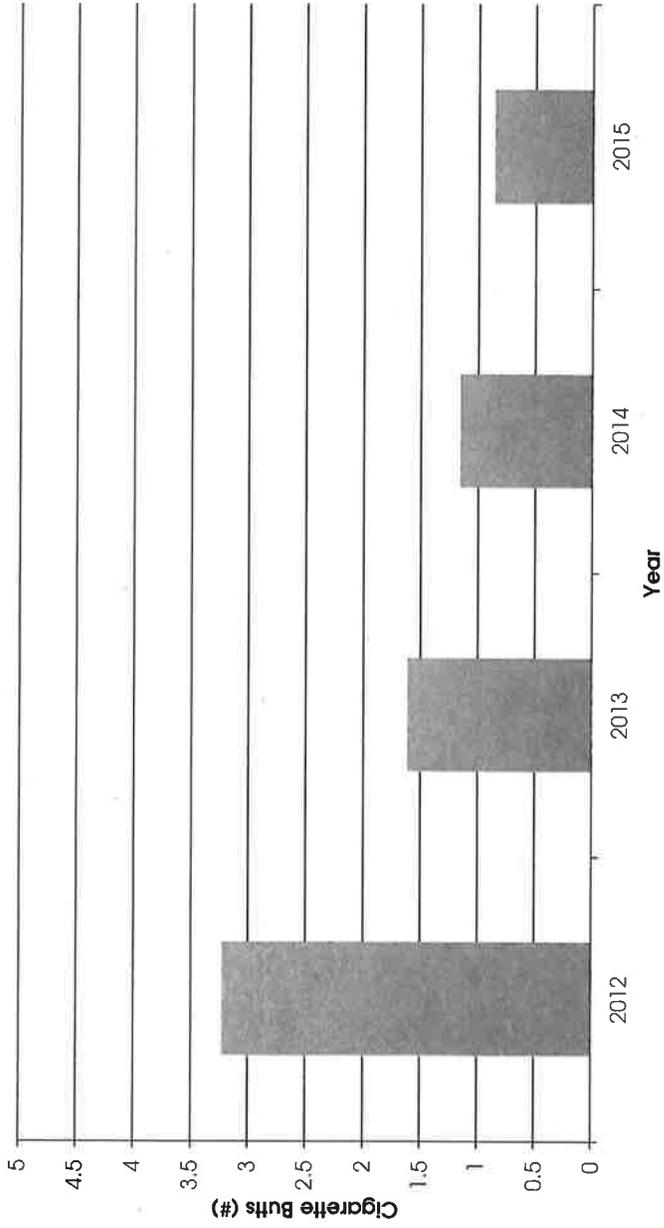
6-a-7

# Research Question

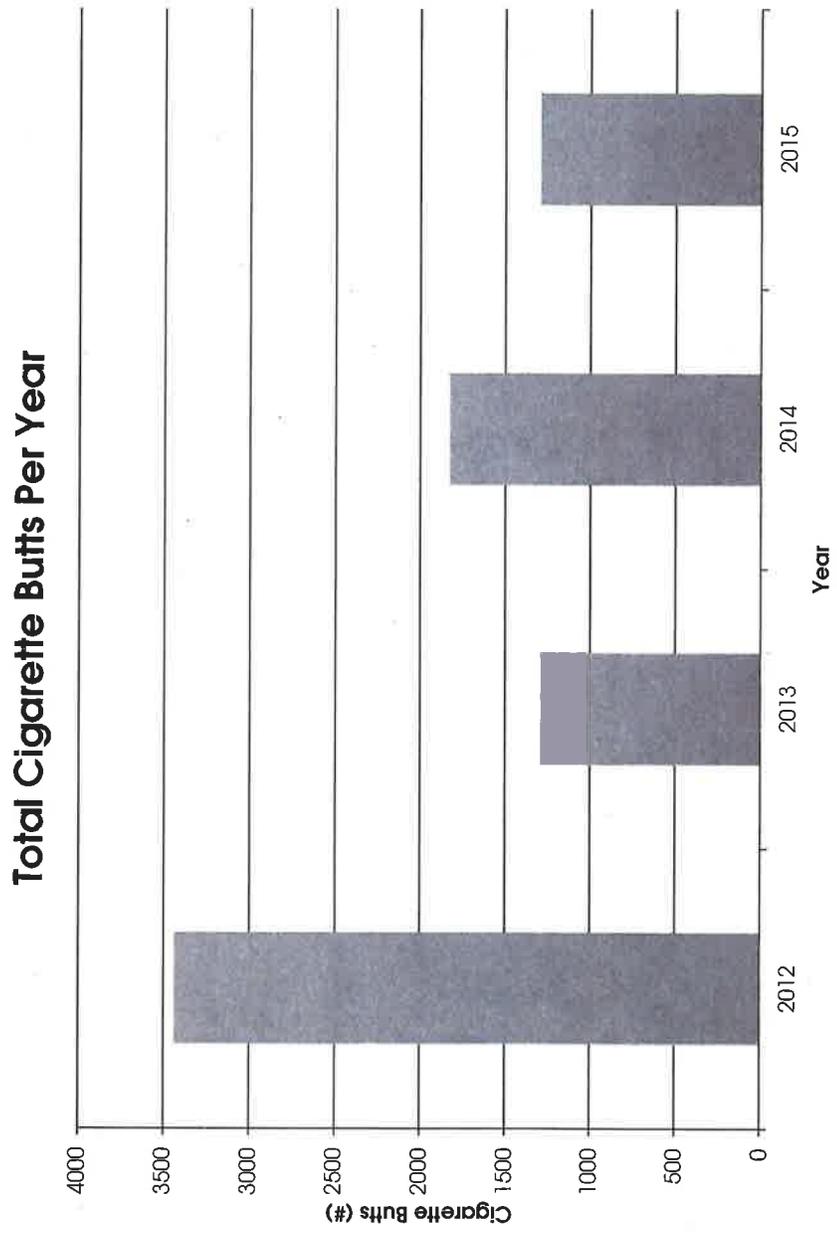
- Did the number of cigarettes found decrease after the ban was implemented?



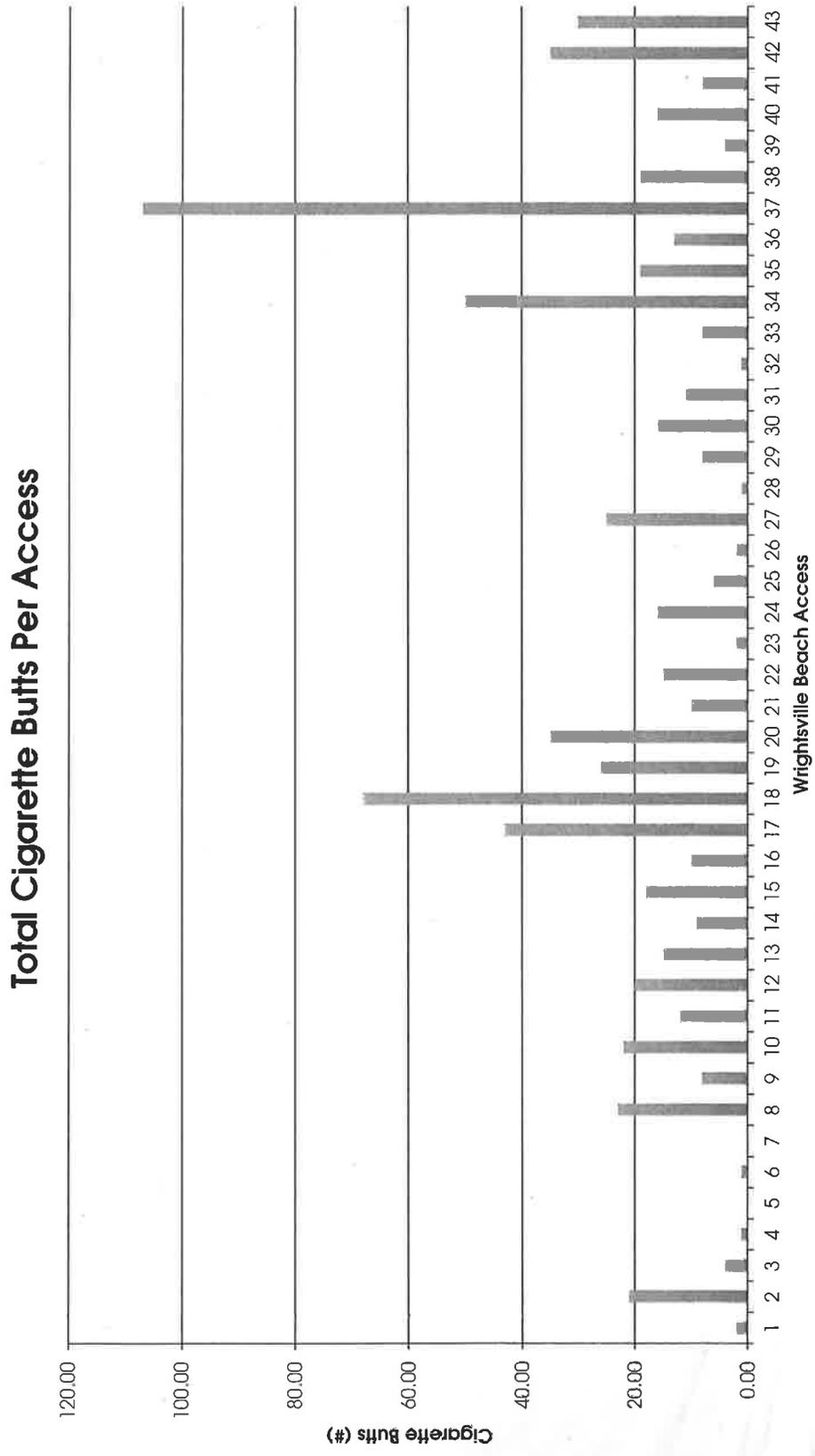
### Average Cigarette Butts Per Year



- Average count per sample for years 2012-2015
- Data collected by UNCW Chemistry Department Students
- Over 500 samples collected



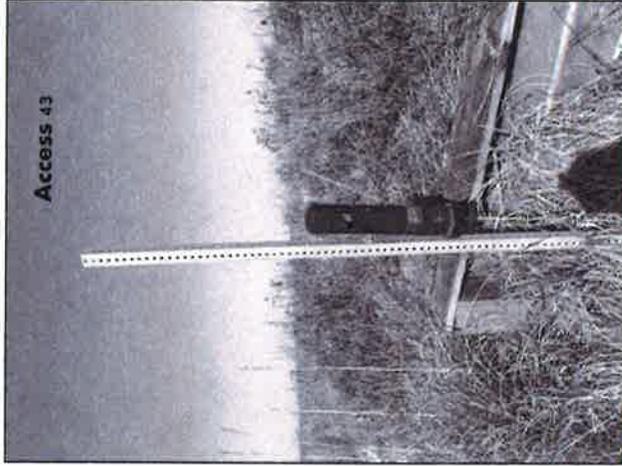
-Data collected by Wrightsville Beach - Keep It Clean Volunteers



Total Cigarette Butts found per access during sampling period 2012-2015.

# Recommendations

- Keep up with signage
  - Access 17 & 43
  - 37 & 42 also did not have signs



Access 17



Photo: Danielle Richardet



6-a-12

# Recommendations

- Larger receptacles
- Enlist groups to cleanout receptacles
  - Access 16 (Pier)
- Enlist groups to Adopt a Pier
- Potential groups of interest:
  - Plastic Ocean Project
  - Boy Scouts of America
  - Girl Scouts
  - Surfrider



# ACKNOWLEDGEMENTS

Members of the Board of Aldermen

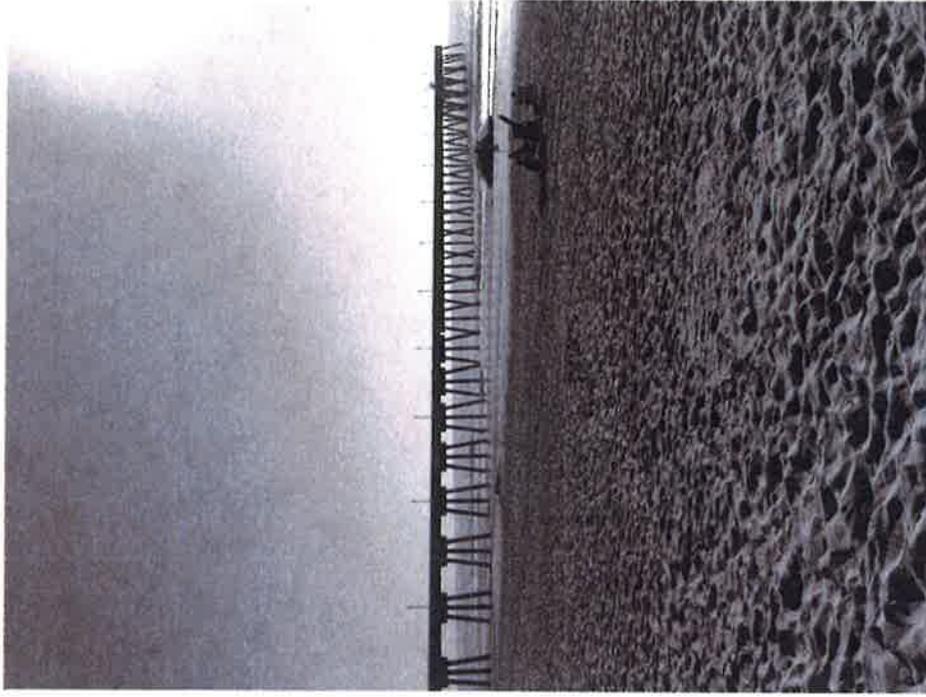
Timothy Owens, Town Manager

Bonnie Monteleone for supervising collection of Chemistry Department data

Dr. Avery and Ethan Lawson (Chemistry Dept) for their preliminary statistics work

Ginger Taylor (WB - Keep it Clean) for providing us with the Citizen Science data

45 independent undergraduate research students



6-a-14

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

April 14, 2016

**MEMORANDUM**

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To: Mayor Blair and Board Members  
From: Tim Owens, Town Manager  
Re: Discussion and Direction on Applying for a NCPARTF Grant

**Agenda Item**

The Town has hired a landscape architect to create a concept drawing for a multi-use path and other amenities at the eastern edge of the Town Hall property. The architect will also provide cost estimates by the time the grant is due. In addition, the Town has scheduled an April 18<sup>th</sup> open house to get input on the design and a number of community committees are also reviewing the project. I estimate the cost of the full project may be at least \$500,000. The project cost elements include (not professional cost estimates and without a firm design):

1. Engineering (\$40,000)
2. Lighting (\$30,000)
3. 10' widen, 1700' long multi-use path (\$125,000)
4. 200'X12' marsh observation deck (\$275,000)
5. Clearing of brush giving view of marsh (\$25,000)
6. Landscaping (\$25,000)
7. Work-out stations (\$15,000)
8. Park furniture (\$25,000)
9. Replace and move the ballpark fence (\$75,000 entire fence)

The Town recently applied for a Trails Grant for \$100,000 which was not awarded. A grant not being awarded the first attempt is fairly typical and sometimes it takes multiple attempts. The Town has an opportunity to apply for a NCPARTF grant on May 2<sup>nd</sup>. The NCPARTF grant is a 50/50 grant with a maximum request of \$500,000 (Town match of \$250,000). The Town would have 3 years to implement the grant. During that timeline,

the Town could pursue the Trails grant again, a CAMA grant, implement a fundraising campaign, and budget the project over a couple of years.

In addition to the multi-use trail, there are a number of items that the Parks and Recreation Master Plan and the Parks and Recreation Committee have been discussing and the Town has talked about funding through a NCPARTF grant: They are:

- Tennis Court Lighting \$55,000
- 2 Pickle Ball Courts \$85,000

#### Other Funding Sources

- Donation Campaign (example -purchasing a brick) ?
- Fund Balance Reserves To be determined
- CIP Park Improvements \$15,000
- CIP Outfield Fence \$3,000
- Reallocate a couple of the CIP items To be determined

As I see it, the Board has several options. They are:

1. Hold off on moving forward with a grant application at this time in order to develop all the items of the project concept and to secure other funding sources. By holding off a year, we will have a complete application. The downside to this is that there has been some discussion about limiting the maximum NCPARTF grant to \$250,000
2. Apply for a grant of \$500,000 knowing that a lot of times it takes several cycles to get a grant. However, we should be ready to move forward if we get the grant with the first application. The Town can then continue to develop all the elements of the project, apply for other grants, and work on developing a fund raising campaign.
3. Consider moving forward on a scaled back NCPARTF grant that would not include an observation deck at this time (until an easement is secured) and replacing/moving only the outfield portion of the softball field fence. This would cut the cost of the project by an estimated \$300,000.

#### Action

1. Discuss the item and ask questions
2. Give staff direction on the item

## 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

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### MEMORANDUM

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**To:** Mayor Blair and Board of Aldermen

**From:** Katie Ryan, Recreation Program Supervisor *Katie*

**Subject:** Parks and Recreation Trust Fund Grant Application

**Date:** April 8, 2016

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Applications for the Parks and Recreation Trust Fund (PARTF) grant are now being accepted and must be postmarked no later than 5:00 pm May 2<sup>nd</sup> to be considered for the 2015-16 funding cycle. The proposed multiuse trail through the park, currently under contract with a landscape architect, is an eligible project for the PARTF grant. Construction of the proposed trail would require relocation of a portion of the softball field fence which is soon to be budgeted for replacement. The fence would be eligible for PARTF funding as well with construction of the trail.

The Parks and Recreation Advisory Committee has spent considerable time discussing various park improvements over the years one of which is tennis court lighting. At their April 4, 2016 meeting, the committee adopted the attached resolution in support of a PARTF application to include the following facility improvements:

Facility/Equipment	Cost Estimate
Multiuse Trail with marsh overlook deck	\$400,000
Softball Field Fence	\$ 75,000
Tennis Court Lighting (American Sports)	\$ 55,000
Fitness Equipment along Trail	\$ 15,000
Pedestrian Lighting	\$ 18,000
<b>TOTAL</b>	<b>\$563,000</b>
PARTF Grant - 50/50 match	(\$281,500)
<b>Remaining cost to Town</b>	<b>\$281,500</b>

While the majority of the cost estimates are fairly accurate, the Multiuse Trail is a very preliminary estimate. More accurate cost estimates will be gathered upon completion of the landscape architect's study and drawing.

The *2013 – 2018 Parks, Recreation, and Open Space Master Plan for the Town of Wrightsville Beach* along with the *Wrightsville Beach Community Transportation Plan* support these facility improvements. Applications with facility improvements supported in an adopted plan receive additional points in the application scoring process. Additional points are accumulated when there is support from local organizations such as the Wrightsville Beach Foundation and Harbor Island Garden Club. Projects also receive points when the improvements are budgeted in the CIP.

At this time, a Recreational Trails Grant is not a possible funding source. However, the next funding cycle for the Recreation Trails Grant is scheduled for January, 2017 and the Town may pursue this funding source as a PARTF match. In addition, further efforts could be initiated to seek private donors to help fund the Town's portion of the project costs.

**REQUESTED ACTION:** Discuss the Wrightsville Beach Park Facility Improvements and Multiuse Trail projects and provide direction to staff.

## RESOLUTION OF SUPPORT

### PARKS AND RECREATION TRUST FUND GRANT APPLICATION 2016

#### Wrightsville Beach Park Facility Improvements and Multiuse Trail Project

**WHEREAS**, the Town of Wrightsville Beach desires to provide park amenities that enhance the visitors' park experience while promoting outdoor recreation and fitness as well as walking and biking as a means of transportation; and

**WHEREAS**, the State of North Carolina's Division of Parks and Recreation, Department of Environment and Natural Resources offers a matching grant program to help fund the development of parks and park facilities; and

**WHEREAS**, the Town of Wrightsville Beach desires to make improvements to Wrightsville Beach Park facilities to include adding lights to the tennis courts, building a .33-mile multiuse trail with marsh overlook deck, and outdoor fitness equipment along the trail, and landscaping to compliment these improvements; and

**WHEREAS**, the *2013 – 2018 Parks, Recreation, and Open Space Master Plan for the Town of Wrightsville Beach* and the February, 2013 *Wrightsville Beach Community Transportation Plan* make recommendations to support these Wrightsville Beach Park facility improvements; and

**WHEREAS**, the Town of Wrightsville Beach desires to submit an application to be considered for the 2015-16 North Carolina Parks and Recreation Trust Fund grant to make improvements to Wrightsville Beach Park; and

**NOW THEREFORE, BE IT RESOLVED THAT:** the Town of Wrightsville Beach Parks and Recreation Advisory Committee supports an application by the Town of Wrightsville Beach to the State of North Carolina Division of Parks and Recreation, Department of Environment and Natural Resources for a Parks and Recreation Trust Fund grant to help fund improvements to Wrightsville Beach Park facilities.

**ADOPTED** at a regular meeting of the Town of Wrightsville Beach Parks and Recreation Advisory Committee on April 4, 2016.



Charlotte Murchison, Chairman  
Parks and Recreation Advisory Committee  
Town of Wrightsville Beach

# Proposed Eastside Multiuse Trail





**Town of Wrightsville Beach**  
**North Carolina**  
321 Causeway Drive  
Wrightsville Beach, NC 28480  
910-256-7900

**To:** Mayor Blair and Board of Aldermen

**From:** Erica Walters, Finance Officer

**Subject:** Utility Billing

**Date:** April 14, 2016

**Background:** We are currently in the process of converting our software from Southern Software to Tyler Incode 10. Our financial software will have a “go live” date of July 1, 2016. However, the utility side will not have a “go live” date until October 2016. During the conversion process, we will be switching from the postcard bills to sealed full-size letter bills. Tyler provides multiple options for these letter bills and I’ve included the one chosen by staff. The new bill will not only provide the current and past readings, but also any previous balances or adjustments. We will also be utilizing their ‘Invoice Summary’ bill (included) for any customer who has more than one account. This will provide one bill showing all accounts, along with a total balance due for all accounts.

The last form included is the ‘Late Notice’ that we have chosen. We currently send out a second notice to all customers with a balance at least two weeks before cutoffs are done. However, I would propose that we stop this process beginning with the first billing cycle in FY 2017. Not only does this process take man hours (1,320 sent out over the past year), but there are costs for the notices and postage to mail the notices. Most towns have moved away from this process and do not provide a second notice to delinquent accounts.

Lastly, in order to encourage customers to pay promptly, I would suggest creating a Late Penalty beginning in FY 2017. We don’t currently charge anything for those customers that do not pay on time, while most local governments and authorities do. Based on second notices sent out the past year, that’s approximately \$28,600 in revenues we would receive if we charged a 10% penalty as most other local governments do.

**Requested Action:**

- Approve new letter format for utility bills.
- Discuss second notice policy.
- Discuss enforcing late penalties in FY 2017.



### INVOICE SUMMARY

9999 Anystreet - Anytown, TX 99999-9999 - (999) 999-1234



<b>AMOUNT DUE</b>	<b>DUE DATE</b>	<b>TOTAL DUE AFTER</b>
\$445.23	9/14/2013	09/15/2013
		\$456.48
<b>Service Dates</b>		
<b>From</b>	<b>To</b>	
8/20/2013	8/31/2013	

COLUMBUS MERCER  
2560 YORKSHIRE Bend  
RENO, TX 79024

### ACCOUNT DETAIL

Account: 145-000019-000	TREVOR SHARP	Property: 4700 DAVE Anx
Status: N	For Service: 08/20/2013 thru 08/31/2013	
		SUBTOTAL 142.61
<b>CURRENT</b>	<b>PREVIOUS</b>	<b>USAGE</b>
100	0	100
		<b>SERVICE</b>
		WATER
		METER SIZE
		1 IN
		<b>CHARGE</b>
		75.10
		SEWER
		2.51
		ONE TIME CHARGE
		50.00
		STANDARD
		15.00
		<b>NET DUE</b>
		<b>\$142.61</b>
Account: 145-000020-000	DINO GILL	Property: 4908 DEBBIE Ln
Status: N	For Service: 08/20/2013 thru 08/31/2013	
		SUBTOTAL 107.62
<b>CURRENT</b>	<b>PREVIOUS</b>	<b>USAGE</b>
25	18	7
		<b>SERVICE</b>
		WATER
		METER SIZE
		1 IN
		<b>CHARGE</b>
		42.46
		SEWER
		0.16
		ONE TIME CHARGE
		50.00
		STANDARD
		15.00
		<b>NET DUE</b>
		<b>\$107.62</b>
Account: 145-000022-000	CARMELO MCCARTY	Property: 1556 FIRE CREEK TRAIL Gardens
Status: N	For Service: 08/20/2013 thru 08/31/2013	
		SUBTOTAL 65.00
<b>CURRENT</b>	<b>PREVIOUS</b>	<b>USAGE</b>
		<b>SERVICE</b>
		ONE TIME CHARGE
		50.00
		STANDARD
		15.00
		<b>NET DUE</b>
		<b>\$65.00</b>
Account: 145-000023-000	BENJAMIN WELCH	Property: 4465 FLYWAY Brooks
Status: N	For Service: 08/20/2013 thru 08/31/2013	
		SUBTOTAL 65.00
<b>CURRENT</b>	<b>PREVIOUS</b>	<b>USAGE</b>
		<b>SERVICE</b>
		ONE TIME CHARGE
		50.00
		STANDARD
		15.00
		<b>NET DUE</b>
		<b>\$65.00</b>
Account: 145-000026-000	TRACY BONNER	Property: 45 YALE Parkwy
Status: N	For Service: 08/20/2013 thru 08/31/2013	
		SUBTOTAL 65.00
<b>CURRENT</b>	<b>PREVIOUS</b>	<b>USAGE</b>
		<b>SERVICE</b>
		ONE TIME CHARGE
		50.00
		STANDARD
		15.00
		<b>NET DUE</b>
		<b>\$65.00</b>

6-C-4

### INVOICE SUMMARY



9999 Anystreet - Anytown, TX 99999-9999 - (999) 999-1234

AMOUNT DUE	DUE DATE	TOTAL DUE AFTER 09/15/2013
\$445.23	9/14/2013	\$456.48
Service Dates		
From	To	
8/20/2013	8/31/2013	

COLUMBUS MERCER  
2560 YORKSHIRE Bend  
RENO, TX 79024

### SERVICE SUMMARY

<u>SERVICE</u>	<u>CONSUMPTION</u>	<u>TOTAL DUE</u>
WATER	107.00	117.56
SEWER		2.67
ONE TIME CHARGE		250.00
STANDARD		75.00
	<b>CURRENT TOTAL AMOUNT DUE:</b>	<b>445.23</b>
	<b>TOTAL ARREARS:</b>	<b>0.00</b>
	<b>NET TOTAL AMOUNT DUE:</b>	<b>445.23</b>

BILL COUNT: 5

6-C-5



CITY OF SILVERBLADE  
9999 Anystreet  
PO Box 999  
Anytown, TX 99999-9999  
(999) 999-1234  
www.DemoURL.com

Account Number	Amount Due
145-000002-000	\$280.91
Due Date	Disconnect Date
7/13/2012	7/21/2012
Service Address	
3894 EARL Ct	



LORRI MERCADO  
3894 EARL Ct  
CRYSTAL CITY, TX 74366

### LATE NOTICE

We have not received payment for this current bill. Your prompt payment **ON OR BEFORE** the "Due Date" of this notice would be appreciated.

Failure to pay the "Amount Due" promptly will result in your utility services being terminated **WITHOUT FURTHER NOTICE**. Reconnection will require **CASH ONLY** payment of the Amount Due plus a \$99.99 reconnection charge. (The charge for reconnection after hours, weekends and holidays is \$999.99.)

Call the Utility Billing Office if you feel this notice is in error.

If payment has been made, please disregard this notice.

#### CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS



CITY OF SILVERBLADE  
9999 Anystreet  
PO Box 999  
Anytown, TX 99999-9999  
(999) 999-1234  
www.DemoURL.com

Please return this portion with your payment.  
When paying in person, please bring both portions of this bill.  
There will be a charge on all returned checks.

Account Number	Amount Due
145-000002-000	\$280.91
Due Date	Disconnect Date
7/13/2012	7/21/2012
Service Address	
3894 EARL Ct	



CITY OF SILVERBLADE  
9999 Anystreet  
PO Box 999  
Anytown, TX 99999-9999



## TOWN OF WRIGHTSVILLE BEACH

### DEPARTMENT OF PLANNING & INSPECTIONS

321 CAUSEWAY DRIVE P.O. BOX 626  
WRIGHTSVILLE BEACH, N.C. 28480

April 6, 2016

#### MEMORANDUM

---

**To:** Mayor Blair and Board Members  
**From:** Tony Wilson, Director of Planning and Parks *TW*  
**Re:** Consideration of a Text Amendment to Section 155.6.4 Table of Permitted/Conditional Uses  
**Cc:** Tim Owens, Town Manager

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#### Background:

On February 16, 2016 the Planning and Inspections Department received a petition for an Ordinance Text Amendment to Section 155.6.4 Table of Permitted/Conditional Uses. Mr. Jeff Hughes, the petitioner, and Mr. Geoffrey Losee, the petitioners authorized agent, have requested that the use classification of Boat Rental Facilities is changed from a Conditional Use to a Permitted Use in the C-3 Zoning Districts of the Town. Public notice of this meeting ran on March 31, 2016 and April 7, 2016 in the Wilmington Star News.

In 2015 a text amendment petition to add boat rental facilities as either a permitted or conditional use in the C-3 Commercial Zoning District was considered by the Planning Board and Board of Aldermen. The Board of Aldermen held a public hearing on the matter on March 12, 2015 and subsequently adopted Ordinance No. (2015) 1739 which added Boat Rental Facilities as a Conditional Use in the Table of Permitted/Conditional Uses.

#### Discussion:

Following the adoption of Ordinance No. (2015) 1739 Mr. Hughes (petitioner) of Nauti Times Boat Rentals began the process of applying for a Conditional Use Permit. Due to unforeseen factors involving the property owner(s), Mr. Hughes was unable to obtain the authorization needed to move forward with obtaining a Conditional Use Permit. The requested amendment to Section 155.6.4 would allow Mr. Hughes to continue to operate his business rather than having to relocate to an alternate location.

#### Current Water Based Uses in the C-3 Zoning District:

- Boat Sales and Service (Conditional Use)
- Commercial Marinas (Conditional Use)
- Dry Dock/Boat Works/Marine Railways (Conditional Use)
- Vessel for Hire (Conditional Use for nine or more persons)
- Vessel for Hire (Permitted Use for less than six persons)

**Analysis:**

Planning Staff support the reclassification of Boat Rental Facilities as a Permitted Use with Supplemental Regulations. Some of the conditions that staff recommends as supplemental regulations for Boat Rental Facilities include the following:

- Limit the number of boats to four (4)
- Prohibit the rental of personal watercraft i.e. jet skis
- Prohibit the storage of boats on trailers
- Require a business plan that demonstrates where boats will be stored, maintained, and fueled
- Limit the hours of operation

**Planning Board Recommendation:**

At the March 8, 2016 Planning Board Meeting Members voted unanimously to forward a favorable recommendation for the text amendment to 155.6.4 to allow Boat Rentals as a permitted use for up to four (4) boats in the C-3 Commercial District.

**Staff Recommendations:**

The proposed use is consistent with the 2005 CAMA Land Use Plan. Staff recommends that the Board of Aldermen approve the proposed text amendment.

**Attachments:**

1. Text Amendment Petition Application
2. Statement of Consistency
3. Ordinance (2016) 1758



Town of Wrightsville Beach  
PETITION FOR ORDINANCE TEXT AMENDMENT (TA-15/16)

The petitioner requests that the Wrightsville Beach Planning Board recommend to the Board of Aldermen to change the Ordinance of the Town as follows:

Ordinance: Chapter: 155  
Title: Table of Permitted/Conditional Uses  
Section: 155.6.4

Ordinance currently reads:  
That Section 155.6.4 Table of Permitted Conditional Uses  
of the Code of Ordinances, Town of Wrightsville Beach allows  
Boat Rental Facility as a Conditional Use in the Commercial  
Use in the Commercial District III Zoning District

Proposed change to ordinance reads:  
That Section 155.6.4 Table of Permitted Conditional Uses of  
the Code of Ordinances, Town of Wrightsville Beach, is hereby  
amended by amending Boat Rental Facility as a Permitted Use  
Commercial District III, Zoning District

*(Further documentation and illustrations should be attached to this application)*

Petitioner(s): Name: Jeffrey P. Hughes, 341 Donald E. Gore Drive  
Address: Wilmington, NC 28412 Phone: (910) 297-4111  
Email: jefferyphughes@hotmail.com

Agent(s) if other than Petitioner: Geoffrey A. Losee, Esquire  
Name: Geoffrey A. Losee  
Address: 2419 Market St. Phone: (910) 763-3404

Signature [Signature] Date 2/12/16

Agent Signature [Signature] Date 2-12-16

\*\*I understand that the fee for this application is non-refundable.\*\* (Initial)  
\*\*I furthermore certify that I am authorized to grant and do in fact grant permission to Planning Staff and his/her agents to enter on the aforementioned lands in connection with evaluating information related to this permit application.\*\* (Initial)

Application fee in the amount of \$300 dollars due at application submission Date Paid: \_\_\_\_\_

7-a-4  
~~AMBER~~  
A2



*Seapath*  
YACHT • CLUB

p 140

February 3, 2016

Jeff Hughes  
341 Donald E Gore Drive  
Wilmington, NC 28412

Dear Mr. Hughes,

Thank you for taking the time to come before the Seapath Yacht Club Board of Commanders on January 30<sup>th</sup>

After hearing your presentation on topics relating to day to day business operations, permitting, and insurance coverage, the Board discussed how to proceed. After discussion, the Board found that Nauti Times meets all internal requirements to operate out of Seapath Yacht Club slip A-43 and has thus approved Nauti Times to continue to operate as you have for 2016.

During the Board's discussion, permitting was heavily discussed as it relates to a new permit the Town of Wrightsville Beach now requires for boat rental companies. After thoroughly vetting the issue, the Board determined that Seapath Yacht Club has no power under our by-laws to apply for permits that are not required for Seapath Yacht Club to operate.

We also discussed the other option you presented. You asked if the member of record you lease your membership from could apply for the permit Nauti Times needs. As an individual owner/member has no capacity to speak for or enter into any agreement that obligates Seapath Yacht Club, this also is not possible.

To summarize, Seapath Yacht Club Board of Commanders has approved your business to continue at Seapath with the understanding that Seapath Yacht Club cannot and will not apply for any permits required by Nauti Times to operate. Therefore, Nauti Times must be the responsible party to conform to applicable governmental regulations.

The Seapath Yacht Club Board of Commanders would like to express their appreciation for the good relations we've enjoyed with you and Nauti Times and wish you the very best moving forward. Should you have any questions relating to this or any matter, please contact General Manager Chris Brock.

On Behalf of the Seapath Yacht Club Board of Commanders,

Chris Brock  
General Manager  
Seapath Yacht Club

ESTABLISHED 1978

**ORDINANCE NO. (2016) 1758**

Board of Aldermen  
Town of Wrightsville Beach, North Carolina  
Date: April 14, 2016

**AN ORDINANCE OF THE BOARD OF ALDERMEN OF  
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
AMENDING CHAPTER 155 OF THE CODE OF ORDINANCES,  
TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA**

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

1. That Section 155.7.21 Boat Rental Facility adopted by Ordinance No. (2015) 1739 on March 12, 2015 is hereby repealed in its entirety.
2. That Article 155.7 Supplemental Regulations of the Code of Ordinances, Town of Wrightsville Beach, is hereby amended by adding a new Section 155.7.22 to read as follows:

**Section 155.7.22 Boat Rental Facilities**

Boat rental facilities renting no more than four boats are permitted as a permitted use in accordance with the Table of Permitted/Conditional Uses as set forth in Section 155.6.4 subject to the following conditions. Boat rental facilities renting more than four boats are permitted as a conditional use in accordance with the Table of Permitted/Conditional Uses as set forth in Section 155.6.4 subject to the following conditions:

- (A) No motor boats or trailers of any kind may be stored on the lot where the boat rental facility office is located.
- (B) Boat rental facilities may not offer for rent or use or rent or permit the use of jet skis or personal watercraft as defined in N.C.G.S. §75A-13.3.

3. That Section 155.6.4 Table of Permitted/Conditional Uses of the Code of Ordinances, Town of Wrightsville Beach, is hereby amended by deleting boat rental facilities as a Conditional Use in the Commercial District III zoning district, by adding boat rental facilities renting four or fewer boats as a Permitted Use in the Commercial District III zoning district and by adding boat rental facilities renting more than four boats as a Conditional Use in the Commercial District III zoning district.

4. 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.

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

6. 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 14<sup>th</sup> day of April, 2016.

---

William J. Blair III, Mayor

ATTEST:

---

Sylvia J. Holleman, Town Clerk

(SEAL)

APPROVED AS TO FORM:

---

Town Attorney

### Planning Board Statement of Consistency

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The proposed text amendment is in accordance with the Town of Wrightsville Beach CAMA Core Land Use Plan 2005, which includes the following Land use policies:

**Policy 9.3.C.7: Locating Vessels for hire and Charter Boats/Cruise Ships:** Vessels for hire and charter boats/cruise ships shall only be allowed in conjunction with existing marinas, and shall not cause an expansion in the amount of surface water consumed or parking demand generated.



**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  
 April 6, 2016  
 MEMORANDUM

---

To: Mayor Blair and Board Members  
 From: Tony Wilson, Director of Planning and Parks *TW*  
 Re: Exception to 150.12 (A) (2) General Pier and Dock Construction Requirements  
 Cc: Tim Owens, Town Manager

---

**Background:**

Richard Fisher is requesting an exception to the setback requirements for a boatlift located at 1707 North Lumina Avenue. The boatlift when constructed will be located between 105 Circle Drive and 1707 North Lumina Avenue and will be closer than 15' from the adjacent boatlift. The property owner at 105 Circle Drive has signed a waiver allowing the 15' riparian line setback to be waived.

**§ 150.12 GENERAL PIER AND DOCK CONSTRUCTION REQUIREMENTS.**

(A) All construction, repair, or modification of any pier or dock shall be governed by the following regulations. No pier, dock, or other structure shall be constructed which:

- (1) Is not within the applicant's property lines projected. An exception may be made in unusual cases where notarized written approval by adjacent property owners allows the construction or where joint ownership of a facility to be constructed exists.
- (2) Is closer to the owner's property lines extended than 15 feet, except as provided above. All pilings or dolphins, single or multiple, used in any way for mooring, shall conform to this setback requirement.
- (3) Extends beyond the pier line as shown on the official pier line map, which map, duly adopted, after a public hearing, shall be kept in the Town Hall.
- (4) Is within 15 feet of any other pier other than one which is a part of the same mooring system.
- (5) Where there would be more than one pier or dock projection from the shore for any single lot of 100 feet or less. A pier shall not be constructed on a lot which does not provide for the clearances herein required from adjacent lot lines. Owners having frontages greater than 100 feet shall be allowed an additional projecting pier or dock for each additional 50 feet of shore frontage in addition to the basic 100 feet.



(B) No vessel may be moored at any pier, dock, pilings, or dolphins so that it extends farther than its width beyond the pierhead line.

**Requested Action:**

The Board of Aldermen may consider an exception to the pier and dock ordinances per section 150.21 of the Pier and Dock Ordinances.

**150.21 EXCEPTIONS AUTHORIZED.**

The Board of Aldermen, at its discretion and as a result of careful study of unusual and difficult situations which occur, may waive certain limitations as to dimensions and location if it appears to be clearly in the best public interest and safety. Provided that the Board of Alderman shall not be authorized by this exception to permit a pier to be constructed beyond the pier line as shown on the official pier line map. The construction of a pier or dock by the town at the terminus of streets or public areas shall not be limited by the requirements of this chapter.

**Attachments:**

1. Permit and Plans



CAMA /  DREDGE & FILL  
**GENERAL PERMIT**

New  Modification  Complete Reissue  Partial Reissue

No 66372

8-a-3  
 A B C **D**

Previous permit #

Date previous permit issued

As authorized by the State of North Carolina, Department of Environment and Natural Resources and the Coastal Resources Commission in an area of environmental concern pursuant to 15A NCAC

07H-1200

References attached.

Applicant Name Richard & Laura Fbler

Project Location: County New Hanover

Address 1205 S. Main St.

Street Address/ State Road/ Lot #(s)

City Burlington State NC ZIP 27215

1707 N. Luning Ave.

Phone # (336) 927-8949 E-Mail rick.asher@lpl.com

Subdivision -

Authorized Agent Ed Flynn

City Wrightsville Beach ZIP 28480

Affected  CW  EW  PTA  ES  PTS

Phone # (910) 256-3062 River Basin Cape Fear

AEC(s):  OEA  HHF  IH  UBA  N/A

Adj. Wtr. Body Lollipop Banks Channel (nat/man/junkn)

PWS:

Closest Maj. Wtr. Body Middle Sound

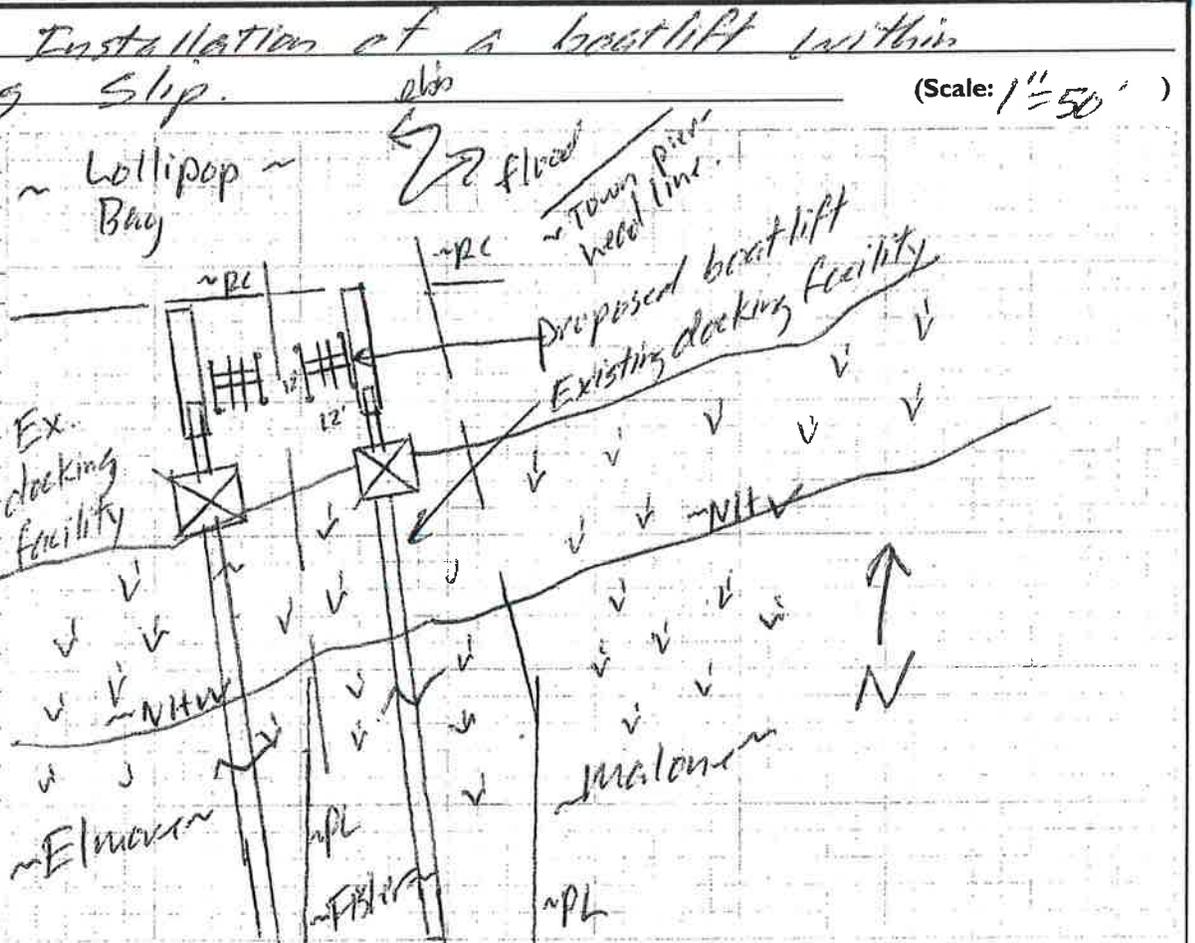
ORW: yes  no  PNA: yes  no

Type of Project/ Activity

Installation of a boatlift within an existing slip.

(Scale: 1" = 50')

- Pier (dock) length
- Fixed Platform(s)
- Floating Platform(s)
- Finger pier(s)
- Groin length number
- Bulkhead/ Riprap length avg distance offshore max distance offshore
- Basin, channel cubic yards
- Boat ramp
- Boathouse/ Boatlift 12'x12'
- Beach Bulldozing
- Other



- Shoreline Length 55'
- SAV: not sure yes  no
- Moratorium: n/a yes
- Photos: yes  no
- Waiver Attached: (Elmore) yes  no

A building permit may be required by: Town of Wrightsville Beach  See note on back regarding River Basin rules.

Notes/ Special Conditions Rules 07H.1200 apply. Work shall be done in accordance with riparian survey dated received March 17, 2016.

Agent or Applicant Printed Name Ed Flynn

Permit Officer's Printed Name Robb Marks

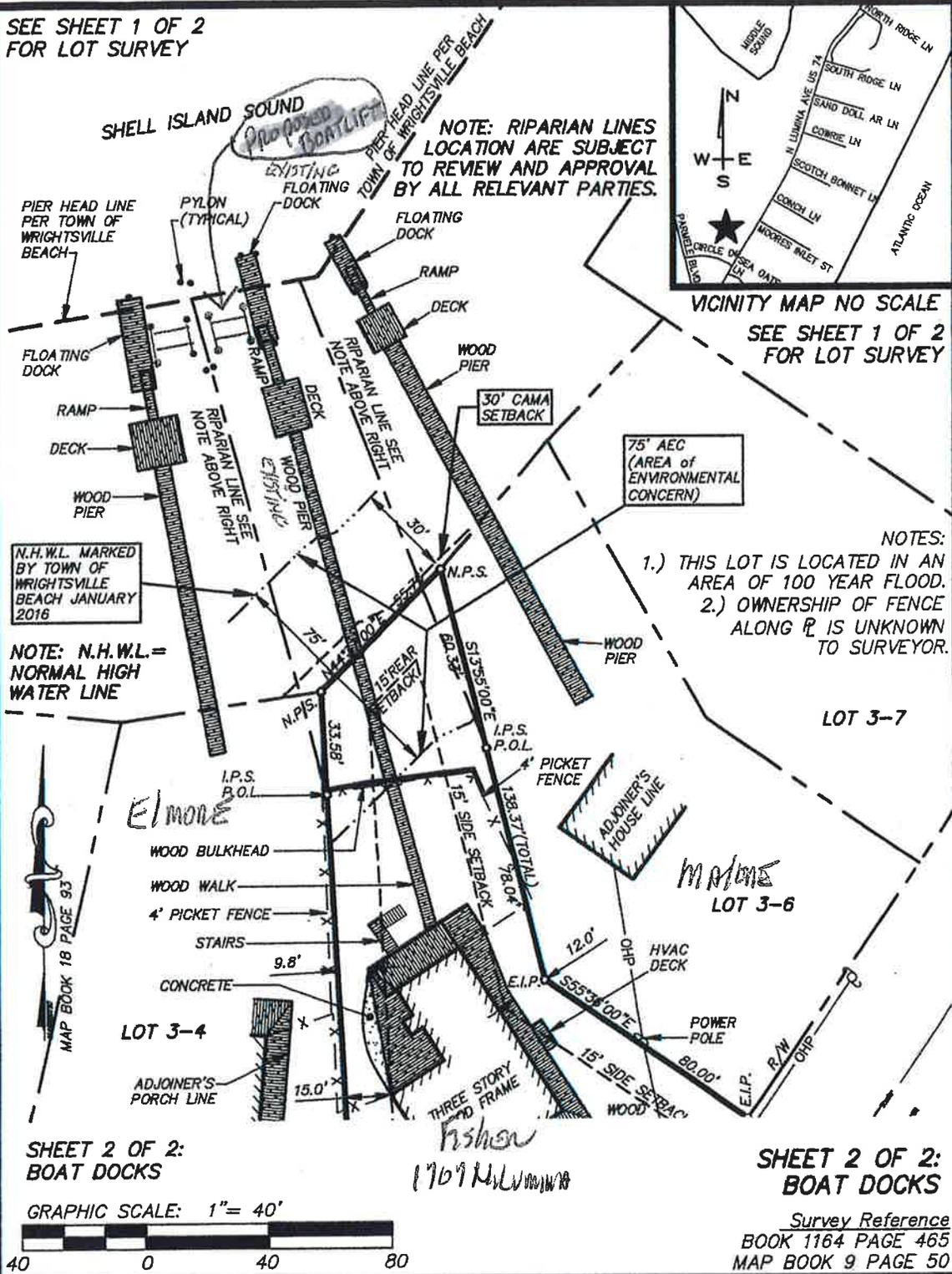
Signature Ed Flynn \*\* Please read compliance statement on back of permit \*\*

Signature Robb Marks

Application Fee(s) \$200 Check # 5239

Issuing Date 3/21/16 Expiration Date 7/21/16

SEE SHEET 1 OF 2 FOR LOT SURVEY



Plot Plan for: **RICHARD N. FISHER, Jr.**  
**LAURA M. FISHER**  
 LOT 3-5, SHELL ISLAND  
 DIVISION REMAINDER TRACT 3  
 OF SHELL ISLAND SECTION 1  
 WRIGHTSVILLE BEACH TOWNSHIP  
 NEW HANOVER COUNTY, NORTH CAROLINA

Legend: OHP OVERHEAD POWER P PROPERTY  
 E.I.P. EXISTING IRON PIPE LINE  
 I.P.S. IRON PIPE SET P.O.L. POINT ON LINE  
 N.P.S. NO POINT SET

Address: 1707 N. LUMINA AVE.

**MICHAEL UNDERWOOD and ASSOCIATES, PA**  
 102 CINEMA DRIVE, SUITE A, WILMINGTON, NC 28403  
 PHONE: (910)815-0650 FAX: (910)815-0393  
 email: muo@bizec.rr.com Firm License No.: C-0615

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 Complete Marine Construction Service  
 For Over 27 Years

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Piers, Floating Docks, Pilings, Bulkheads,  
 Boat Lifts, House Pilings, Repairs

P.O. Box 868 Phone/Fax: (910) 256-3062  
 Wrightsville Beach, N.C. 28480 email: efly@msn.com

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**CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

**DIVISION OF COASTAL MANAGEMENT  
ADJACENT RIPARIAN PROPERTY OWNER NOTIFICATION/WAIVER FORM**

Name of Property Owner: Rick Fisher

Address of Property: 1707 N. Lumina Ave., Waverly Beach, VA, 23460  
(Lot or Street #, Street or Road, City & County)

Agent's Name #: Ed Flynn Mailing Address: P.O. Box 668  
Agent's phone #: 910-256-3062 Waverly Beach, VA 23460

I hereby certify that I own property adjacent to the above referenced property. The individual applying for this permit has described to me as shown on the attached drawing the development they are proposing. ~~I have no objections to this proposal.~~

BE ~~\_\_\_\_\_~~ I have objections to this proposal.

*If you have objections to what is being proposed, you must notify the Division of Coastal Management (DCM) by writing within 10 days of receipt of this notice. Correspondence should be mailed to 127 Cardinal Drive Ext., Wilmington, NC, 28405-2845. DCM representatives can also be contacted at (910) 798-7215. No response is considered the same as no objection if you have been notified by Certified Mail.*

**WAIVER SECTION**

I understand that a pier, dock, mooring pilings, breakwater, boathouse, RR, or grain must be set back a minimum distance of 15' from my area of riparian access unless waived by me. ~~I do not wish to waive the 15' setback requirement.~~

EBE ~~\_\_\_\_\_~~ I do not wish to waive the 15' setback requirement.

(Property Owner Information)

[Signature]  
Signature

Rick Fisher  
Print or Type Name

1205 S. Main St.  
Mailing Address

Wilmington N.C 28405  
City/State/Zip

336-327-8949  
Telephone Number

10 Feb 2016  
Date

(Adjacent Property Owner Information)

[Signature]  
Signature

EVA Elmore  
Print or Type Name

105 Circle Dr  
Mailing Address

Wilmington NC 28400  
City/State/Zip

910-262-3939  
Telephone Number

11 Feb 2016  
Date



**Town of Wrightsville Beach**  
**North Carolina**  
321 Causeway Drive  
Wrightsville Beach, NC 28480  
910-256-7900

**To:** Mayor Blair and Board of Aldermen  
**From:** Erica Walters, Finance Officer  
**Subject:** Credit Card Pricing Agreement  
**Date:** April 14, 2016

**Background:** The Town has discussed implementing the processing of credit cards for payment in the past. It was decided that we would wait until our financial software was upgraded in order to provide a smoother transition. We are currently in our software conversion and the time has come to decide on our vendor for credit card processing. Our software provider has a company that they work with in order to utilize credit cards seamlessly into our new system. I have talked with multiple local governments and the merchant, "Automated Merchant Systems" has a very good reputation for being dependable and easy to work with. They have given us a pricing agreement based on our utility bill average that suggests we should charge \$4.00 per transaction. This would enable the Town to accept credit cards for utilities at no cost to the Town. Other local governments charge a wide range of fees from \$2.95 to \$11.00 per transaction. The price that AMS has given us can be changed by the Board at any time, but the \$4 per transaction is what they feel that we should start with in order to not incur any fees.

It is important to note that this is strictly for credit card payments of utility bills at this time. As we move forward, the same company will be able to provide the processing of other fees (permits, citations, etc), but for now we are focusing on utility bills so that we will not delay implementation of our software.

**Requested Action:** Discuss and give guidance on Credit Card Pricing Agreement. Once pricing agreement is approved, AMS will provide a contract. We would like to be able to move forward with that contract after review and approval of the Town Attorney.

8-b-2

**AUTOMATED MERCHANT SYSTEMS**  
INCORPORATED

Experts in Electronic Payments  
[www.automatedmerchant.com](http://www.automatedmerchant.com)

April 5, 2016

Erica Walters, Finance Director  
Town of Wrightsville Beach  
321 Causeway Drive  
Wrightsville Beach, NC 28480

Dear Erica,

Thank you for the opportunity to provide Town of Wrightsville Beach with a proposal for payment processing services. Automated Merchant Systems, Inc. (AMS) is a merchant service company specializing in providing quality electronic payment services to businesses of all kinds nationwide since 1991.

We consult with our clients to ensure that we understand their current business environment and are able to provide them with the best and most comprehensive payment solutions. We offer very competitive processing services, with an emphasis on our Interchange Plus pricing program, which ultimately provides the most beneficial and transparent pricing for our clients. If requested, this is detailed on Exhibit "A".

If you have requested that AMS provide you with a Convenience Fee or Service Fee program (service fee requests will not receive Exhibit "A") for some or all of your electronic acceptance needs, those program fees are detailed on Exhibit "B".

With our expertise, we will assist you in accomplishing a smooth transition into the services you select. In addition, AMS is committed to providing our merchants with the ongoing support and information necessary to keep current in this fast-paced and constantly changing payment processing environment.

Trusting this meets with your approval, please sign the exhibit (s) and return the scanned copy via email to [nmurphy@automatedmerchant.com](mailto:nmurphy@automatedmerchant.com). **The signing of this is not a contract, just an agreement on pricing.** Once I am in receipt of this, I will forward to you the AMS Government Application Questionnaire so that we can prepare your contract package. Please contact me at (407) 331-5465 if you have any questions.

Sincerely,

Nancy Murphy  
Public Sector Account Manager

600 Northlake Blvd., Suite 230 Altamonte Springs, FL 32701  
(407) 331-5465 Phone (407) 331-7524 Fax



**RESOLUTION NO. (2016) 1976**

Board of Aldermen  
Town of Wrightsville Beach, North Carolina  
Date: April 14, 2016



A RESOLUTION OF THE BOARD OF ALDERMEN OF  
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
APPROVING A PRICING AGREEMENT WITH AUTOMATED MERCHANT SYSTEMS, INC.  
FOR THE PROVISION OF ELECTRONIC PAYMENT SERVICES

**WHEREAS**, the Pricing Agreement with Automated Merchant Systems, Inc. for the provision of electronic payment services is attached hereto as Exhibits A and B and incorporated herein by reference.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Aldermen of the Town of Wrightsville Beach, North Carolina does hereby approve the Pricing Agreement with Automated Merchant Systems, Inc. (AMS) for the provision of electronic payment services as specified herein and attached hereto as Exhibits A and B; and does further authorize the Town Manager to sign said Agreement on behalf of the Town.

This Resolution duly adopted this 14<sup>th</sup> day of April, 2016.

---

William J. Blair III, Mayor

ATTEST:

---

Sylvia J. Holleman, Town Clerk

8-6-4

EXHIBIT "A"  
AMS PRICING SCHEDULE FOR: Town of Wrightsville Beach

BILLING CATEGORY:	DISCOUNT RATE / PRICE:	NOTES:
<b>VISA/MASTERCARD/DISCOVER FEES:</b>		
All Transactions:	Interchange Pass Through + 0.25 %	All Visa / MasterCard / Discover Volume
Non-PCI Compliance Fee:	0.05 %	Eliminated Upon PCI Compliance
Capture Processing Fee:	\$ 0.05/Item	All Visa-MasterCard-Discover Transactions
<b>AUTHORIZATION /COMMUNICATION:</b>		
* VISA/MasterCard/Discover/AMEX Transactions: (Includes: Authorization Declines, and Inquires)		
SSL / Watts (Dial):	\$ 0.10/Item	All IP, SSL and WATS Dial Calls
<b>PAYMENT CARD PROCESSING FEES:</b>		
Statement Fee:	\$ 7.50/Month	Per Merchant ID Number
Minimum Fee:	\$ 10.00/Month	Per Merchant ID Number
Voice Authorization Fee:	\$ 0.75/Item	EDC back-up (Voice Calls for Authorization)
Chargeback Fee:	\$ 15.00/Item	Includes retrievals at no cost
<b>MERCHANT COMPLIANCE FEES:</b>		
PCI Compliance with Breach Assurance Program:	\$ 9.95/Month	Per Merchant ID Number
<b>OPTIONAL SERVICES</b>		
Reporting (eConnections):	\$ 8.00 /Month	Per Merchant ID Number
<b>INTERCHANGE, CARD BRAND FEES, NETWORK FEES AND SPECIAL AUTHORIZATION SERVICES:</b>		
For your convenience a current listing of these rates can be found at <a href="http://automatedmerchant.com/ratesschedule.html">http://automatedmerchant.com/ratesschedule.html</a>		
Customer's Signature: _____	Date: _____	
Comments: _____		

**EXHIBIT "B"**  
**AMS PRICING SCHEDULE FOR: Town of Wrightsville Beach**

FEE TYPE	BILLING DESCRIPTION	RATE
<b>Convenience Fee</b>	For merchants who offer an alternative payment channel ( <i>i.e., mail, telephone, or e-commerce</i> ) for customers to pay for goods or services with a payment card, a <u>flat</u> or <u>fixed</u> convenience fee may be added to the transaction amount. The merchant collects this fee. This pertains to Visa, MasterCard, & Discover card types only. American Express is not supported at this time.	CR: \$4.00 DB: \$4.00
<b>Service Fee</b>	A <u>fixed</u> or <u>variable</u> fee that can be added to any payment item ( <i>i.e., tax bill, parking ticket</i> ) regardless of the payment channel. A Service Fee is a separate transaction that is collected by AMS. This pertains to Visa, MasterCard, & Discover card types only. American Express is not supported at this time.	
<b>eCheck Fee</b>	Per transaction cost for each electronic check item submitted for payment. This can be a <u>fixed</u> or <u>flat</u> dollar amount or a <u>fixed</u> or <u>variable</u> fee.	CK: _____

Customer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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

April 14, 2016

**MEMORANDUM**

---

To: Mayor Blair and Board Members  
From: Tim Owens, Town Manager  
Re: Discussion and Direction on the Implementation of a Lifeguard Stand Sponsorship Program

**Agenda Item**

In 2006, the Town implemented a lifeguard stand sponsorship program. The discussion of implementing the same program again was discussed at your last meeting.

Several Questions arose from that meeting and they were:

- How much is the sponsorship?
- What is our policy for replacement signs?
- What is the duration of the sponsorship?
- Is the donation tax deductible?

Attached is a policy that will help answer these questions. Based on prior discussion, I am recommending that a sponsorship be \$3,500 for 5 years. The Town will purchase the first sign which is a sandblasted gray and white sign with a color Town logo and is 12"X18". The sign will remain on the stand until the sign needs to be replaced. The Town will not replace the sign but the sponsor can replace the sign at their cost for up to 5 years from the date of the sponsorship.

The new stands that were recently built were done so for around \$3,700. The stands being replaced are:

- Stand #1 (access just south of Shell Island Resort)
- Stand #2 (L-Shaped Lot)
- Stand #3 (Lot near Holiday Inn)
- Stand #4 (Mallard Street)
- Stand #5 (Seagull Street)
- Stand #8 (Stone Street)
- Stand #12 (Oceanic Restaurant)
- Stand #13 (Albright Street)

Is the item tax deductible? This question is one that depends on a number of factors

- Is it deductible if it is given to the Town of Wrightsville Beach? It appears that it is if the donation is used for a public purpose per the Town's auditor and from the attachment that I found on-line. But, the tax exempt status also depends on a variety of other personal financial situations.

**Action**

1. Discuss the item and ask questions
2. Consider adopting the policy and allow staff to implement the project

**RESOLUTION NO. (2016) 1978**

Board of Aldermen  
Town of Wrightsville Beach  
Date: April 14, 2016

A RESOLUTION  
OF THE BOARD OF ALDERMEN  
OF THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
APPROVING A POLICY FOR RECEIVING DONATIONS FOR LIFEGUARD STANDS

**BE IT RESOLVED** by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the Policy for Receiving Donations for Lifeguard Stands, as set forth in Exhibit "A" consisting of three (3) pages and attached hereto and incorporated herein by reference is hereby adopted for the Town of Wrightsville Beach.

This Resolution adopted this 14<sup>th</sup> day of April, 2016.

---

William J. Blair III, Mayor

ATTEST:

---

Sylvia J. Holleman, Town Clerk

(SEAL)

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

**WRIGHTSVILLE BEACH**

**BOARD OF ALDERMEN POLICY**

<b>Subject:</b>	Policy for Receiving Donations for Lifeguard Stand Construction
<b>Approved by:</b>	Wrightsville Beach Board of Aldermen April 14, 2016
<b>Effective:</b>	Immediately
<b>Supersedes:</b>	Revises a former Policy set to administer sponsorship of stands in 2006
<b>Prepared by:</b>	Town Attorney

**Policy for Receiving Donations for Lifeguard Stands**

**1. FORWARD**

Some years ago, the Town of Wrightsville Beach (the "Town") solicited donations in connection with the construction of new lifeguard stands. Individuals and businesses agreed to contribute a stated amount to the Town to be used for construction of new lifeguard stands and in return for the contribution, a plaque was affixed to a particular lifeguard stand recognizing a business or individual as requested by the donor.

The Town intends to construct new lifeguard stands to replace those that are aging or deteriorated and wants to continue the policy of soliciting donations. The purpose of this policy is to clarify the procedures to be followed by the Town and by donors in connection with the solicitation and payment of such funds.

## **2. AMOUNT OF DONOR CONTRIBUTION**

A contribution for the construction of a lifeguard stand shall be \$3,500.00. In return for such contribution, the donor shall be entitled to have affixed to the lifeguard stand a sign as described in paragraph 3 below.

## **3. SPECIFIC REGULATIONS**

### **3.1 Permitted Sign**

The donor sign shall not exceed a size of 12" x 18". The wording and design shall be subject to the approval of the Town Manager. The Town reserves the right to reject any design or wording that is deemed objectionable in the opinion of the Town Manager.

### **3.2 Time that Donor Sign May Remain on Lifeguard Stand**

Except as otherwise provided elsewhere in this policy, the donor sign may remain on the lifeguard stand for a maximum of five years. At the expiration of such five-year period, the Town may remove the sign and replace it with another donor sign or take other action as is deemed appropriate by the Town.

### **3.3 Damage to Sign**

In the event the sign or lifeguard stand is damaged during the five-year period described above, the Town shall have no obligation to replace or repair the sign in any manner whatsoever. The donor shall have the right

8-c-6

to replace or repair the sign on the condition that the total time that any sign may remain on a lifeguard shall be limited to five years as set forth in subparagraph 3.2 above.

Additional Information

## Donations to Libraries, Local Government Tax Status and 501(c)3 Organizations

### Contents

- Are donations to the library tax-deductible?
- What is 501(c)3?
- Does the library qualify?
- What if a donor is reluctant to donate to the library because of our lack of 501(c)3 status?
- Do we have to give donors a receipt for tax purposes?
- What should the receipt say?
- Where can I find more information?

### **Are donations to the library tax-deductible?**

Yes. Donations to the library generally qualify for tax deductions. IRS Publication 526 states that "Money or property given to federal, state, and local governments, if your contribution is solely for public purposes" is deductible (page 2). Donations to the library are deductible because the library is a department of a local government and donations would be for public purposes. Further, this IRS page <http://www.irs.gov/Government-Entities/Federal,-State-&-Local-Governments/Governmental-Information-Letter> (accessed, 2/2/15) states: *Charitable contributions to governmental units are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose.*

### **What is 501(c)3?**

501(c)3 is a section of the Internal Revenue Service Code that grants exemption from federal income taxes to nonprofit organizations that are operated for religious, charitable, scientific, literary, or educational purposes. A further provision of the IRS Code provides a federal income tax deduction to individuals and companies who donate to these organizations.

### **Does the library qualify?**

No. Government entities do not qualify for 501(c)3 status. Chapter 3 of IRS Publication 557 states: "A state or municipal instrumentality may qualify under section 501(c)(3) if it is organized as a separate entity from the governmental unit that created it and if it otherwise meets the organizational and operational of section 501(c)(3). .... However, if an organization is an integral part of the local government or possesses governmental powers, it does not qualify for exemption. A state or municipality itself does not qualify for exemption" (page 19, bottom of middle column). As a department of its parent municipality the public library would likely be considered "an integral part of the local government" and would not qualify for 501(c)3 status.

### **What if a donor is reluctant to donate to the library because of our lack of 501(c)3 status?**

If someone is reluctant to donate to the library because of your lack of 501(c)3 status there are two possible options:

- Discuss the above information with them and assure them that their donation is indeed tax deductible. A letter from an accountant or your municipal attorney verifying this may be helpful.

- You can also get a “Government Information Letter” (occasionally known as a “Government Affirmation Letter”) from the IRS stating that donations to a government entity are tax deductible. This letter describes government entity exemption from Federal income tax and cites applicable Internal Revenue Code sections pertaining to deductible contributions and income exclusion. Contact the IRS at 1-877-829-5500 to request a letter.
- Find a 501(c)3 organization acceptable to the donor that will receive the funds on your behalf (Friends group, community foundation, etc.).

**Do we have to give donors a receipt for tax purposes?**

If the donor wants to deduct the donation on their income taxes they may not need a receipt. The IRS doesn't require a receipt for donations of under \$250 but many charities send letters acknowledging smaller donations. For donations over \$250 the IRS requires “contemporaneous written acknowledgement” of the donation (a receipt or thank you letter). It can be sent right away or later; the IRS requires the taxpayer to have it when they file their taxes. A separate acknowledgement may be provided for each single contribution or one acknowledgement, like an annual summary, may be used.

Many charities send letters acknowledging smaller donations because if someone gives a number of smaller donations throughout the year that together total over \$250 the donor will need a receipt or letter for tax purposes.

**What should the receipt say?**

According to the IRS, here are some of the key items a proper receipt must include:

- Name of the organization
- Amount of cash contribution
- Description (but not the value) of noncash contribution
- Statement that no goods or services were provided by the organization in return for the contribution, if that was the case
- If you did provide any goods or services they need to be listed and include a good faith estimate of the value. For example, you have an auction that includes a painting by a local artist. The painting would sell for \$75 in an art fair but the sale price was \$100. You could provide the buyer with a receipt stating the sale price of \$100 and the estimated value of \$75.

**Where can I find more information?**

- IRS Publication 557 *Tax-Exempt Status for Your Organization* <http://www.irs.gov/pub/irs-pdf/p557.pdf>
- IRS Publication 526 *Charitable Contributions* <http://www.irs.gov/pub/irs-pdf/p526.pdf>
- IRS page <http://www.irs.gov/Government-Entities/Federal,-State-&-Local-Governments/Governmental-Information-Letter>
- Information on receipts from Baker-Tilly <http://www.bakertilly.com/insights/reminder-for-charitable-organizations-providing-donation-receipts/>

## 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 8<sup>th</sup> 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](mailto: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

8-2-11

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!*



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MEMORANDUM

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**To:** Mayor O'Quinn and Board of Aldermen  
**From:** Bob Simpson, Town Manager  
**Subject:** Lifeguard Stand Donations  
**Date:** June 8, 2006

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At the May 25<sup>th</sup> meeting the Board of Aldermen directed that this matter be placed on the June 8<sup>th</sup> agenda for discussion and possible action.

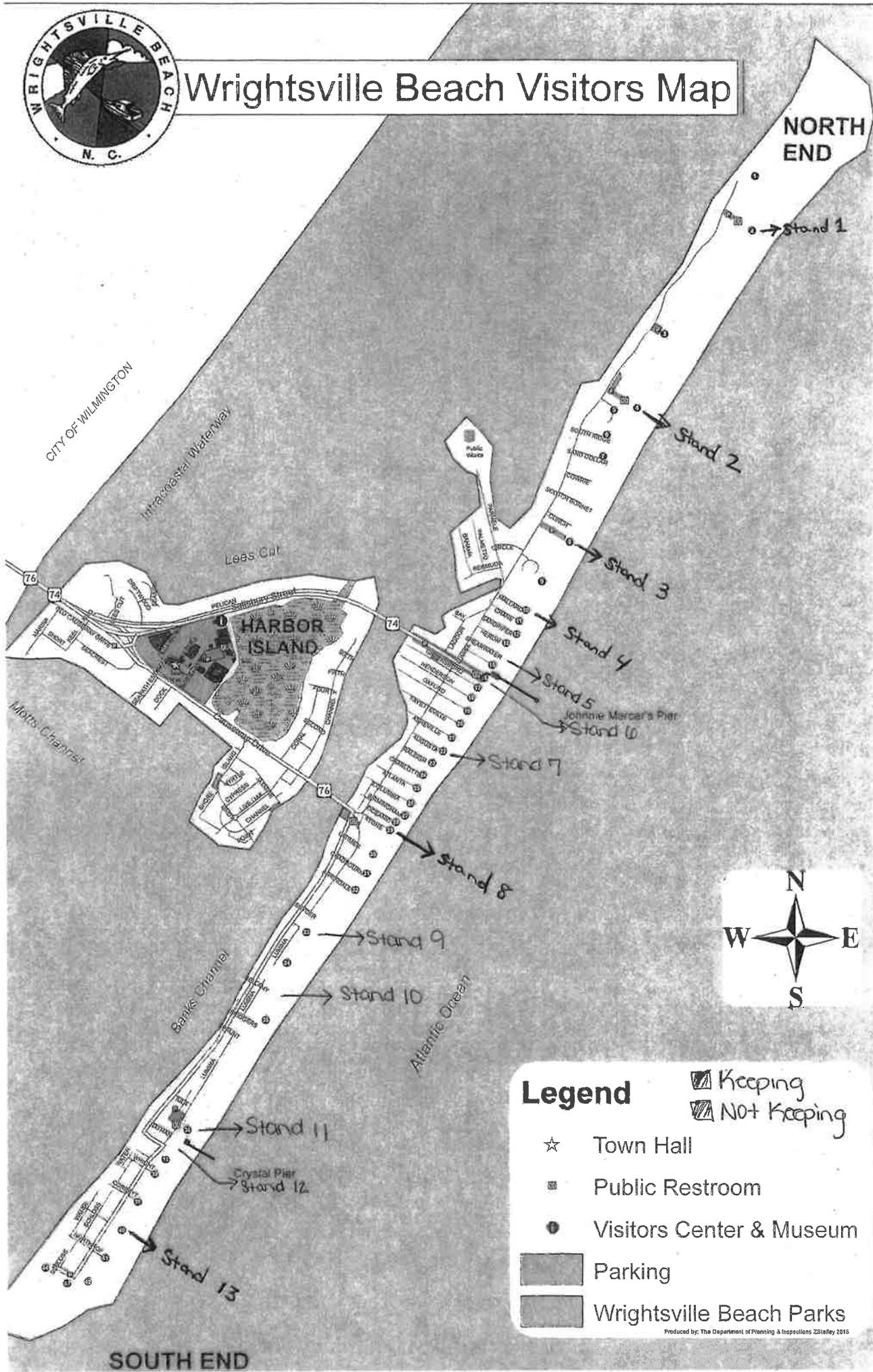
**Background:** Due to the condition of our current lifeguard stands we are planning to replace the existing structures during the next several years and were hopeful of constructing the first of the new replacements within the next year. The cost of individual stands is estimated at about \$2,500. In 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.

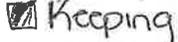
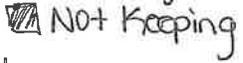
**Requested Action: Provide direction on acceptance of donations for the construction of new lifeguard stands.**



# Wrightsville Beach Visitors Map



**Legend**

-  Keeping
-  NOT Keeping
- ☆ Town Hall
- Public Restroom
- Visitors Center & Museum
-  Parking
-  Wrightsville Beach Parks

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 (Moore's Inlet Street, Holiday Inn) LG Stand #3

- Replace with new stand

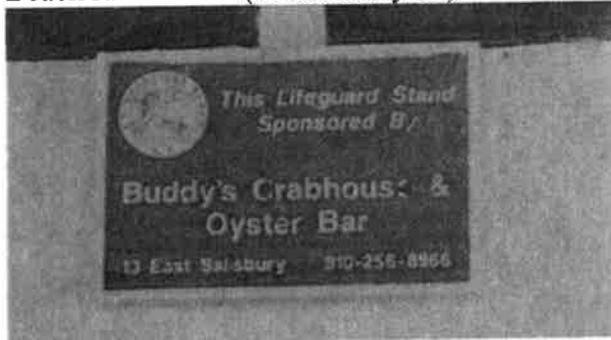
Beach Access #10 ( Mallard St., Surf Club) LG Stand #4

- 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



Beach Access#29 (Stone St.) LG Stand #8

- Replace with new stand

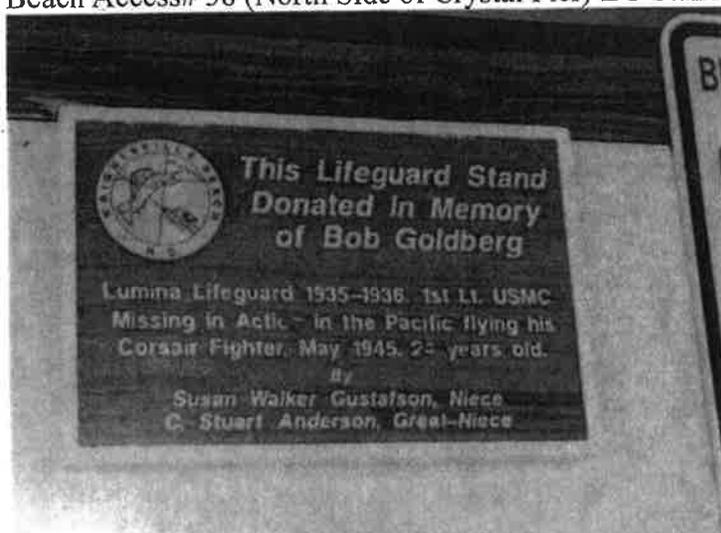
Beach Access#33 (Seashore Dr) LG Stand #9



Beach Access # 34 (Taylor St, Wrightsville Beach Yacht Club) LG Stand #10



Beach Access# 38 (North Side of Crystal Pier) LG Stand #11



8-C-16

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

8-d-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**

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

April 14, 2016

**MEMORANDUM**

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To: Mayor Blair and Board Members  
From: Tim Owens, Town Manager  
Re: Discussion and Direction on a Resolution Approving an Updated Memorandum of Understanding for the Wilmington Urban Area Metropolitan Planning Organization

**Agenda Item**

Attached for your consideration is a resolution approving an updated Memorandum of Understanding (MOU) for the Wilmington Urban Area Metropolitan Planning Organization.

The Wilmington Urban Area Metropolitan Planning Organization has updated the MOU with several modifications to better serve the Organization. These modifications include:

- Changed the name of the Transportation Advisory Committee to the Board. This would remove the suggested Advisory role and formally acknowledge the TAC as the governing Board
- Added information on the Transportation Management Area designation
- Updated the Board's duties
- Modified the language to reflected the new federal legislation of the FAST Act
- Added language regarding the performance based transportation planning process
- Updated the TCC voting membership
- Added information on the Metropolitan Transportation Improvement Program Development
- Added information on Project Prioritization
- Added information on Board Subcommittees
- Added information on Transit Planning and Programming

- Consolidated the subscribing agencies' responsibilities
- Created a Section on the Board's Governing Rules
- Created a Section in which other municipalities within the Metropolitan Planning Area Boundary may be invited to participate in the MPO

On March 30, 2016 the Wilmington Urban Area MPO's Transportation Advisory Committee adopted the updated Memorandum of Understanding. This MOU will be effective upon approval from all of the MPO's members.

**Action**

1. Discuss the item and ask questions
2. Consider approving Resolution (2016)1977

**RESOLUTION NO. (2016) 1977**

Board of Aldermen  
Town of Wrightsville Beach, North Carolina  
Date: April 14, 2016

A RESOLUTION OF THE BOARD OF ALDERMEN  
OF THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
ADOPTING A REVISED MEMORANDUM OF UNDERSTANDING FOR  
THE WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION

**WHEREAS**, the Wilmington Urban Area Metropolitan Planning Organization provides transportation planning services for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority and the North Carolina Board of Transportation; and

**WHEREAS**, the Memorandum of Understanding outlines a Cooperative, Comprehensive and Continuing transportation planning partnership among the membership; and

**WHEREAS**, the current Memorandum of Understanding between the Wilmington Urban Area Metropolitan Planning Organization and local member jurisdictions is dated August 6, 2007; and

**WHEREAS**, the Wilmington Urban Area Metropolitan Planning Organization has identified a need to update the Memorandum of Understanding to better serve the organization.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, does hereby adopt the attached revised Memorandum of Understanding with the Wilmington Urban Area Metropolitan Planning Organization. The revised Memorandum of Understanding includes modifications as listed in a Memorandum from the Town Manager and attached hereto as Exhibit A.

**BE IT FURTHER RESOLVED** that the Mayor is hereby authorized to execute the revised Memorandum of Understanding with the Wilmington Urban Area Metropolitan Planning Organization on behalf of the Town.

This Resolution duly adopted this 8<sup>th</sup> day of February, 2007.

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William J. Blair III, Mayor

ATTEST:

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Sylvia J. Holleman, Town Clerk

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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April 14, 2016

### **MEMORANDUM**

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From: Tim Owens, Town Manager  
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**Action**

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2. Consider approving Resolution (2016)1977

William Blair, III  
Mayor

Elizabeth King  
Alderman

Lisa Weeks  
Alderman



Darryl Mills  
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Tim Owens  
Town Manager

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April 14, 2016

**MEMORANDUM**

To: Mayor Blair and Board Members  
From: Tim Owens, Town Manager  
Re: Update on FY16/17 Budget Process

**Agenda Item**

Prior to your Board meeting, you will have had your second budget workshop. The Board has 2 other meeting scheduled for April 19<sup>th</sup> and May 5<sup>th</sup>. Below is a summary of the budget following the first round of modifications that I made and that will be discussed at your upcoming workshop.

General Fund Overview

- Budget Summary to Date
  - Amended Budget Amount - \$10,766,360
  - Draft Budget Amount - \$11,601,255
  - FY15/16 Budget - \$10,534,416
  
- Used \$61,714 in reserves to balance the budget

- CIP Spending in the Budget
  - Planning Software \$10,000
  - Police Vehicles \$70,000
  - West Salisbury \$41,845
  - Dump Truck \$30,000
  - Front End Loader \$98,000
  
- Funds Put in the CIP \$958,000

<b><u>Water and Sewer Budget Overview</u></b>
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- Changes to the prior budget are in red type with the prior budgeted figure in in brackets and in red type. Some line items would not allow for the prior budget amount to be inserted in the description cell and it was placed in the Total cell for that line item. Cells in yellow could be considered for further cuts to balance the budget if needed.
  
- Budget Summary to Date
  - Amended Budget Amount \$3,070,515
  - Original Draft Budget Amount \$3,632,246
  - FY15/16 Budget \$2,670,832
  
- Budget is still \$571,015 over budget from being balanced. I used reserves at this point to balance the budget. The options to balancing the budget are:
  - Cut Projects and Capital
  - Raise Rates
  - Complete projects using existing CIP funds dedicated for the future SSWWTP (\$3.2M) or from the NEI/CIP funds (\$1.063)
  - Combination of the above
  
- Projects still in the amended budget include
 

○ Water Meter Upgrades	\$100,000
○ Valve Installation for Southend of WB	\$100,000
○ System Modeling and System Assessment	\$220,000
○ Service Vehicle CIP	\$10,000
○ LS5 Upgrade	\$300,000
○ <u>Sewer Jetter</u>	<u>\$61,315</u>
Total	\$791,315

**Action**

1. No action Necessary