



## Wrightsville Beach Board of Alderme Regular Meetin

5:30 p.m. THURSDAY, MAY 12, 201  
Wrightsville Beach Town Hall Council Chamber  
321 Causeway Drive, Wrightsville Beach, N

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

#### 1. Call to Order

#### 2. Pledge of Allegiance

#### 3. Invocation

#### 4. Public Comments

**Notes on Comment Period:** Each speaker is asked to limit comments to 3-5 minutes. Citizens should sign up :  
Town Hall by 5:00 p.m. the day of the meeting. The Board is interested in hearing your concerns, but speakers should n  
expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requirir  
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 motic  
without discussion. If a member of the Governing Body requests discussion of an item, the item will be removed from th  
Consent Agenda and considered separately.

- a. Approval of regular and closed session minutes of February 11, 2016 and special beach town:  
breakfast meeting minutes of February 12, 2016. [Minutes](#)
- b. Approval of special event permits as follows: [Special Event Permits](#)
  - a. Annual UNCW Alumni Day at the Beach (250 participants)  
Saturday, September 24, 2016 (10:00 am – 4:00 pm)  
Location: Beach Access #36 (north side of Crystal Pier)
  - b. Harbor Island Garden Club Fundraiser Tag Sale (50-100 participants)  
Saturday, May 14, 2016 (8:00 am – 2:00 pm) (6:00 am setup begins)  
Location: Farmers' Market Field
- c. Acknowledge previously approved special events for June. [Previously Approved Special Events](#)
- d. Acknowledge departmental quarterly reports covering the months of January, February and Marcl  
2016 with the exception of the Fire Department, Police Department and Gener:  
Administration. [Quarterly Reports](#)
- e. Adoption of Resolution No. (2016) 1979 proclaiming May 21-27, 2016 as Safe Boating Week i  
Wrightsville Beach. [Safe Boating Week Resolution](#)

- f. Adoption of Resolution No. (2016) 1980 proclaiming May 15-21, 2016 as Public Works Week in Wrightsville Beach. [Public Works Week Resolution](#)
- g. Adoption of Resolution No. (2016) 1981 proclaiming May 15-21, 2016 as Police Week and May 14, 2016 as Peace Officers Memorial Day in Wrightsville Beach. [Police Week Resolution](#)
- h. Approval of revised 2016 Board of Adjustment Meeting Schedule to cancel the May 26 meeting. [Revised Board of Adjustment Schedule](#)

2

- i. Set public hearing for Wednesday, June 8, 2016, at 5:30 p.m., or as soon thereafter as possible for consideration of a conditional use permit application for 216/218 Causeway Drive to operate commercial parking lot consisting of 13 spaces for use by the customers of Poe's Tavern. [Setting Public Hearing for June 8th](#)

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

## 6. PRESENTATIONS

- a. Presentation of Eagle Scout Project by Harrison Spicuzza. (Proposed project to build a retaining wall at the Public Safety Building.) [Eagle Scout Project](#)

**REQUESTED ACTION:** Approve Eagle Scout project proposal as presented.

- b. Presentation of Resolution No. (2016) 1979 to the Cape Fear Sail and Power Squadron and to the U.S. Coast Guard Auxiliary.

**REQUESTED ACTION:** Present Resolutions.

- c. Presentation of Certificates of Appreciation to local businesses for their support of the firefighters during the recent fire at King's Gift Shop.

**REQUESTED ACTION:** None.

- d. Presentation of Update by Nancy Fahey regarding last summer's Turtle Monitoring Program and an Overview of this summer's monitoring program. [Turtle Monitoring Program Update](#)

**REQUESTED ACTION:** None.

## 7. PUBLIC HEARINGS

- a. Public hearing for consideration of text amendment to Section 155.6.4 Table of Permitted Use and Section 155.9.2.1 Use of Church Parking Lots as Commercial Parking Lots 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. (Ordinance No. (2016) 1759) [Public Hearing for Text Amendment to allow churches to use their off-street parking lots as commercial parking lots.](#)

**REQUESTED ACTION:** Adopt Ordinance No. (2016) 1759 with the Statement of Consistency.

- b. Public hearing for consideration of a text amendment to Section 155.9.1.6(C) Exception in Parking Requirements to expand the situations in which the Board of Aldermen can issue an exception to off-street parking requirements. [Public Hearing for Text Amendment to expand situations in which the Board can issue an exception to the off-street parking requirements.](#)

**REQUESTED ACTION:** Adopt Ordinance No. (2016) 1760 with the Statement of Consistency.

- c. Public hearing 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. [Public Hearing for Conditional Use Permit and Parking Exception for 13 East Salisbury Street.](#)

**REQUESTED ACTION:** Planning Staff supports the conditional use permit application as long as parking exception for 27 spaces is granted; staff recommends that the hours of operation be limited to midnight for all food and beverage service as indicated in the conditional use permit application.

3

## 8. REGULAR AGENDA

- a. Consideration of petition from residents of Oceanic Street requesting that the Town install a traffic calming device (speed hump) on Oceanic Street. [Petition Request from Residents of Oceanic Street.](#)

**REQUESTED ACTION:** Discuss and Consider approving the request and ask staff to implement the project.

- b. Consideration of approval to move forward with the Design and Permitting of Expanded Parking on Old Causeway Drive. [Old Causeway Drive Expanded Parking](#)

**REQUESTED ACTION:** Authorize the Town Manager to move forward on the engineering, permitting and specs for the Old Causeway Drive Project following the review of the contract with SEF Engineering by the Town Attorney.

- c. Consideration of Resolutions authorizing the Town to submit an application to the NC Department of Environmental Quality for a 2016 Water and Sewer System Asset and Inventory Assessment Grant. (Resolution No. (2016) 1982 and Resolution No. (2016) 1983) [Water and Sewer System Asset and Inventory Assessment Grant.](#)

**REQUESTED ACTION:** Consider adopting Resolution Nos. (2016) 1982 and (2016) 1983 and direct staff to forward them to the NC Department of Environmental Quality as part of the AIA grant process.

- d. Appointment to fill a vacancy on the Historic Landmark Commission. [Historic Landmark Commission Appointment.](#)

**REQUESTED ACTION:** Make appointment to Historic Landmark Commission.

- e. Consideration of Resolution No. (2016) 1984 to exempt the Town from the RFQ process for Engineering Work associated with renovations to Town Hall Council Chambers for an estimated cost of \$1,600. [Resolution of Exemption for Town Hall Renovations.](#)

**REQUESTED ACTION:** Consider adopting Resolution No. (2016) 1984 exempting the Town from the

requirements of NCGS 143-64.31 and approve the Town Manager to contract with David Sims and Associates to complete electrical and HVAC engineering for renovations to the Town Hall following review of the contract by the Town Attorney.

- f. Update on FY16/17 Budget Process and set date for FY16/17 Budget Public Hearing. [FY16-1 Budget Process Update](#).

**REQUESTED ACTION:** Consider setting a public hearing for input on the FY16/17 Proposed Wrightsville Beach Budget.

## **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  
FEBRUARY 11, 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 led by Boy Scouts from Troop 132.

Invocation by Rev. John McIntyre, Wrightsville Beach Baptist Church.

**PUBLIC COMMENTS: BILL SISSON – L.E.D. LIGHTS; SUE BULLUCK – PROPERTY OWNER OUTREACH.**

Mr. Bill Sisson, 16 Shore Drive, stated that he would like to talk about the L.E.D. street lights that Duke Energy recently installed. He said, "I woke up at two o'clock in the morning and it was like daylight in my bedroom even though all the shades were drawn. I understand the reason for L.E.D. and I fully support saving energy; however, when it has a negative impact on the quality of life of the residents, I think some sort of compromise has to be struck. Putting a shield around the light might work to direct the light downward because we're basically talking about light trespass and that's actually against our ordinance; although I understand that Duke doesn't have to abide by that. If it takes reducing the wattage in some of the neighborhoods where everything is close together, that's fine, too. They should be able to help us come up with something that's reasonable so we can all get what we need and maintain the safety that the illumination gives us. I would just ask you to entertain going to Duke to see if we can come to some sort of compromise and work this out."

Ms. Sue Bulluck said, "I'm here to ask you to join the Chamber in a process which we're all involved in. In the past months, we've been listening to Ports and Waterway and the lobbying information from the national and state levels, and as we all know, the federal money is always at risk and even more so as we move further. We have no real plan yet in place for state money, although there are folks working on that. In the meantime, the County has hired a new federal lobbyist and, in support of that person and in support of the County that has just pulled together a letter of request to all of our congressional delegation, we've come up with a mechanism for support for those congressional committees that are made up mostly of folks not from North Carolina. We need to have a larger reach out to educate and to ask people for help. We have a tool from the County that has been sent to the Chamber at our request and to Tim (Owens) which itemizes every property owner on the beach as to their home address. Of our 3,000 or so parcels, we've got about 300 homeowners that are in other states. So, we have talked to Layton Bedsole and to the new County coordinator, Ruth Smith, about putting together letters of request to those out-of-town property owners to contact their congressmen in support of our request to Congress about Wrightsville Beach's coastal proposals, both the cap elimination and the reconstruction money. It's really an effort to use this cycle of election time to our benefit. We have put together a rough draft letter which we will provide to you all and, hopefully, we can join in a public/private partnership reaching out to our owners who live out of state, who can then touch their congressmen. Then, when we get into the short session and we get into the state negotiations, we probably would like to do the same thing with property owners who do not live at Wrightsville Beach but live in other parts of the state."

Ms. Bulluck continued, "So, it's a request for your cooperation. Whatever we do will ultimately be coordinated with the County public affairs folks and we'd like to work with Tim (Owens) and you all on at least taking every opportunity we can and pushing every pathway we can because we're really facing a huge economic penalty if we lose federal dollars and have no state dollars. So, I'm pushing direct action proactivity in an election year when all of these folks listen more."

**CONSENT AGENDA APPROVED UNANIMOUSLY BY MOTION OF ALDERMAN WEEKS AND SECOND BY ALDERMAN MILLER.**

- a. Approved minutes of December 10, 2015 Board of Aldermen meeting.
- b. Approved special event permit requests as follows:
  1. Blockade Runner 7<sup>th</sup> Annual Wrightsville Beach Biathlon (75 participants)  
Saturday, March 5, 2016 (8:00 am – 4:00 pm) (race begins at 9:00 am)  
Location: Blockade Runner, paddle around Harbor Island, cross Waynick to run the beach strand from pier to pier
  2. Easter Celebration, North Pointe Church (200-250 participants)  
Sunday, March 27, 2016 (6:30-8:30 am)  
Location: Beach Strand on south side of Chrystal Pier
  3. Easter Vigil Sunrise Service, Church of the Servant (125 participants)  
Sunday, March 27, 2016 (5:30-8:30 am)  
Location: Beach Strand at Access 4 (L-shaped parking lot)
  4. Sunrise Wedding – Hubbard/Sicat (6-9 participants)  
Monday, July 4, 2016 (6:00 – 8:00 am)  
Location: Beach Strand north of Access #3 (2504 N. Lumina Avenue)
  5. UNCW Beach Blast (3,500 – 4,000 participants)  
Tuesday, August 16, 2016 (7:00 am – 5:00 pm) (event 11:00 am – 3:00 pm)  
Location: Beach Accesses 36-37 – Crystal Pier
  6. YMCA Pier to Pier Swim (400-500 participants)  
Saturday, September 10, 2016 (6:00 am – 1:00 pm) (race begins at 9:00 am)  
Location: Mercer's Pier to Crystal Pier (direction of swim will be determined according to current on event day; parking and registration is held in WB Park.)
  7. Cape Fear Habitat for Humanity Turkey Trot (approx. 2,400 participants)  
Thursday, November 24, 2016 (8:30-11:00 am) (6:00 am setup)  
Location: WB Park and Loop, N. Channel, Coral, Salisbury Street
- c. Acknowledged previously approved special events for March.
- d. Acknowledged departmental quarterly reports covering the months of October, November and December, 2015 with the exception of the Police Department.
- e. Approved revised 2016 Board of Adjustment Meeting Schedule to cancel the February 25<sup>th</sup> meeting.
- f. Adopted Resolution No. (2016) 1967 to approve a contract for auditing services with Martin Starnes & Associates, CPAs, P.A. for the period beginning July 1, 2015 and ending June 30, 2016.
- g. Approved revised 2016 Planning Board Meeting Schedule to change the March 1<sup>st</sup> meeting to March 8<sup>th</sup>.

**PRESENTATION AND REQUEST BY THE WRIGHTSVILLE BEACH FOUNDATION AND THE HARBOR ISLAND GARDEN CLUB TO PURSUE SEVERAL PROJECTS TO ENHANCE THE TOWN'S ENTRYWAY AND THE HARBOR WAY GARDEN.**

Ms. Elise Running, representing the Harbor Island Garden Club, said, "We would like to up-light two oak trees that are at the main entrance into the Harbor Way Garden. At the same time, we would also like to put lighting onto the arbor itself that would show the sign better at night. We're trying to garner interest more so into the Harbor Way Garden which is funded by and maintained by the Harbor Island Garden Club. We feel it would be aesthetically pleasing besides the fact that in that area at night, it's very dark. We're asking for the very same L.E.D. lights that are on the oak trees on this side of the drawbridge. There would be three up-lights on each tree and one on each side of the arbor. Evan Morigerato brought the estimated cost in at \$11.46 electric-wise." When asked if they would be on timers, Ms. Running said they would be on timers for an estimated eight hours a day, 365 days per year. Mr. Owens said, "We would partner with them as far as the permitting goes with D.O.T. like we did with the entryway lighting. So, we'd have to submit an encroachment agreement, not necessarily for the arbor lighting, but for the tree lighting." Alderman Weeks said she walks the loop a lot and it is dark and dangerous in that area at night and we may want to expand it at some point.

Mrs. Linda Brown, representing the Wrightsville Beach Foundation, said "In an attempt to be environmentally friendly to do away with plastic water bottles, we came up with an idea for the fountains. There is a fountain at the park at the basketball area and there's a fountain at the entry to the Harbor Way Garden which is really the entry to our beach. We began investigating refillable water bottle stations. We approached Dumay Gorham Designs, LLC, and we met with Tim Owens and an employee at Public Works about doing this." Mrs. Brown distributed copies of preliminary drawings that Dumay did and said, "The surfer one would be the one we would propose for the park because of the children and it's more family-friendly there. The other one would be where the fountain is now at the entrance to the garden. When we started this, we thought we would have to do the whole fountain thing but we find that we can use the existing fountain that is there now and, from our understanding from the Town and Public Works, we can do the plumbing and whatever needs to be done to that existing fountain. We would sandblast that fountain and make it a stainless color. The idea is to attach a sculpture to the backside of the fountain and, at the same time, we would attach the refillable water bottle station on the post. We're in the planning stages and want to get your permission to proceed to get funded for this and get it all designed like it would actually need to be done and this would be at no cost to the Town. We want your approval that when we proceed with this, we can actually do this and attach the stations. Looking into the future, we already have a couple of sponsors – Town business people who would like to help fund this project. It could also lead us to refillable stations at the Trolley Stop, on Salisbury and all of our fountains if we can get the ball rolling. But this was to make our beach more environmentally friendly." When asked about Christmas lights, Mrs. Brown said, "We just ordered thirty more snowflake lights because they were on sale in January. They're here and ready to be put up. The Foundation funded that." A brief discussion followed regarding lighting at Keel and Causeway Drive. Mrs. Brown suggested something more decorative than what Duke Energy would do and partnering with the Garden Club to attach decorative containers. She said the up-lighting on the live oaks was still coming along. Alderman Miller made the motion to accept the fountain and the lights as donations to the Town. The motion was seconded by Alderman Weeks and unanimously approved.

**PUBLIC HEARING FOR CONSIDERATION OF A TEXT AMENDMENT TO SECTION 155.8.4: 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. ORDINANCE NO. (2016) 1756.**

Mr. Wilson gave a Power Point Presentation and said, “The Planning Department received a text amendment petition on December 21, 2015 from Mary Gornto to amend Section 155.8.4 to delete the portion of that section that requires a property owner attempting to elevate an existing structure to comply with the setback requirements of the lot if sufficient area exists on the lot. Staff feels the language to be deleted puts an extra burden on property owners. The whole idea of the flood ordinance is to have houses out of the flood but trying to move the house is an extra cost to the property owners. There are existing nonconforming ordinances in place to restrict any additions that are allowed on these structures. So, if they choose to elevate their house and leave it in the same spot, there are some ordinances that will not allow additions into the setbacks. On January 5, 2015, Planning Board members voted unanimously to forward a favorable recommendation to the Board of Aldermen for the approval of the proposed text amendment. Staff recommends that the Board of Aldermen adopt Ordinance No. (2016) 1756 along with the Statement of Consistency.”

Mayor Blair opened the public hearing at 5:52 p.m.

Mr. Carter Lambeth said, “I’m here representing Mary Gornto, Charlotte Murchison and Alex Murchison who are owners of 301 South Lumina Avenue. It’s been in their family since 1926. The house survived Hurricane Hazel but they find it now to be to their benefit to be able to raise it up to make it CAMA compliant for purposes of insurance and that type of thing. The way the ordinance is now would require them to probably tear down the other structure on their property and they wouldn’t be able to use the space underneath it once it’s raised up for additional parking. This text amendment would, in effect, allow them to raise the structure up where it’s currently located in the current footprint and it would save them a lot of money and also save other property owners with similar lots. So, if you adopt this text amendment, it will benefit not just them, but a lot of other people, too, and it won’t detrimentally affect the Town’s right to control nonconforming uses. I urge you all to adopt this. It was approved by the Planning Board unanimously and there has been no negative comment that I’ve heard from any source.”

Mr. Carlisle Gee, 502 Lumina Avenue, said, “When we raised my parent’s house, we had to slide it back seven feet. Are you saying with the new amendment, they’re not going to have to?” Mr. Wilson said they would have the option to leave it. Mr. Gee said, “That little front cottage, which would never be able to be built now, they can just leave that and raise the back part up; or are they going to raise the cottage up?” Mr. Wilson said they would leave the cottage like it is. A brief discussion followed regarding what would be allowed with the proposed text amendment.

With no further comment from the public, the hearing was closed at 5:56 p.m.

Following a brief discussion regarding the fact that property owners should not incur additional costs to get their homes off the ground and the positive impact this would have on flood insurance rates, Mayor Pro Tem Mills made the motion to adopt Ordinance No. (2016) 1756 and the Statement of Consistency. The motion was seconded by Alderman King and unanimously approved.

**PUBLIC HEARING FOR CONSIDERATION OF PROPOSED CHANGES TO CHAPTER 70 GENERAL PROVISIONS AND CHAPTER 74 STOPPING, STANDING AND PARKING OF THE TOWN CODE AND CONSIDERATION OF OTHER OPERATIONAL CHANGES FOR THE UPCOMING PARKING SEASON. ORDINANCE NO. (2016) 1757 AND BUDGET ORDINANCE NO. (2016) 427-B.**

Mr. Owens stated that Mr. Wessell had drafted the proposed ordinance in order to implement items that were discussed during a series of Board meetings and presentations by Lanier Parking. He then reviewed the following proposed changes:

Section 70.38: Amount of Tax. An annual license tax required for people residing within the Town (also used for hurricane re-entry). The current amount of the vehicle tax is \$5. The proposed annual tax would be \$15 before April 1<sup>st</sup> and \$30 after that date.

Section 74.38: Hours of Operation. This section of the ordinance establishes metered date and time provisions for the following:

- Metered spaces on Keel Street from May 1<sup>st</sup> to September 15<sup>th</sup> from 10:00 a.m. to 5:00 p.m.
- The Town parking lot at Access #36 (near Oceanic); parking areas on East and West Salisbury Street; the Town parking lot at Access #4 (L-Shaped Lot); and the Town parking lot at Access #2 (south of Shell Island Resort). Parking enforcement will be from March 1<sup>st</sup> through October 31<sup>st</sup> from 9:00 a.m. to 7:00 p.m. (extended from 6:00 p.m.).
- The parking lot adjacent to Town Hall and adjacent to the Tennis Courts from March 1<sup>st</sup> to October 31<sup>st</sup> from 9:00 a.m. to 6:00 p.m.
  - OPTIONS 2/3: May 1<sup>st</sup> to September 15<sup>th</sup> from 10:00 a.m. to 5:00 p.m. or consistent with the remainder of Harbor Island from May 1<sup>st</sup> to September 15<sup>th</sup> from 9:00 a.m. to 6:00 p.m.
  - Note: Allowance for two-hour free parking and the use of residential parking permits at these lots.
  - Note: Paid parking can be waived by the Town Manager or Director of Planning and Parks for Special Events. (Further direction should be given on this by the Board.)

Section 74.39: Designation of parking meter zones. This section designates parking meter zones at the following locations:

- Keel Street from Old Causeway Drive to Seacrest Drive.
- Marina Street from Old Causeway Drive to Short Street.
- Parking on Gene Floyd Drive adjacent to Town Hall.
- Parking lot adjacent to the Tennis Courts.

Section 74.42: Residential Parking Permit.

- This section raises the current residential parking permit from \$25 to \$35.
- This section restricts those that have a residential parking permit to park without the appropriate parking fee at:
  - Off-street parking lots not specifically named in the ordinance and on-street parking areas that limit the amount of time that one is allowed to park.
  - All metered spaces on both East and West Salisbury Street.
  - All metered spaces on South Lumina from Sunset Avenue to Iula Street.

- Vehicles with residential parking permits will not be able to remain in the same parking space for seven consecutive 24-hour periods. At the end of the seven consecutive 24-hour period, the vehicle must be moved a distance of at least 500 yards from the space in which the vehicle was previously parked.
- The civil citation for staying more than seven consecutive 24-hour periods will be \$150 or other remedies as set forth in the proposed ordinance.

Section 74.43: Ordinance Amending the Fee to be Paid for Commercial I and II Permits. This ordinance raises the Commercial I Pass from \$500 to \$550 and the Commercial II Pass from \$125 to \$150.

Section 74.49: Parking Restrictions for Gene Floyd Drive and the Public Parking Lot Adjacent to the Tennis Courts Located on the Town Hall Complex. The following are those restrictions created by the proposed ordinance:

- This section establishes a provision that the first two hours of parking are free in the parking lot adjacent to the Town Hall and next to the Tennis Courts. Following the first two hours free, the standard parking rate shall apply. The current restriction is a maximum of three-hour parking and is hard to enforce.
- The Town can erect signs restricting parking at both facilities for employee parking only or for Town business only to include the entire Municipal Complex at the discretion of the Town Manager.
- Vehicles displaying a current residential parking permit can park at both facilities without paying the required fee.

Other Action Items:

- Remove current pay station from Lagoon Drive and install it at Marina Street. Lagoon Drive will become a Pay-by-Phone area and signed accordingly.
- Remove meters from West Oxford, West Fayetteville, West Asheville, and West Atlanta Streets and transition them to Keel Street. The streets that were listed above will now become a Pay-by-Phone area and signed accordingly.
- Install one pay station in the Town Hall parking lot. Install two pay stations in the Recreation parking lot. Pay stations will be moved from West Columbia, Seagull and Shearwater Streets to these locations. Transition West Columbia, Seagull and Shearwater Streets to a Pay-by-Phone area.
- Residential parking permits will only be allowed to be sold directly to the owner of the property or to a designated rental agency employee with permission from the property owner. This eliminates the current practice of allowing renters to present written permission letters from the owner of the property (could consider notarized written permission from the property owner on forms provided by the Town as an option given the number of absentee owners that do not live in the area.)
- Compact car spaces: Last year, after concerns were raised about enforcement, we went back and stickered all parking meters under the coin slot that read "Compact Cars Only." In order to clarify that further, we will re-sticker the meters to read, "Compact Cars Only: Entire vehicle must be parked completely within the space to avoid a citation." This should leave little doubt as to what the vehicle owner is supposed to do. We do not recommend removing any compact spaces.

Mr. Owens asked the Board to consider Ordinance No. (2016) 1757 for the proposed ordinance amendments; Budget Ordinance (2016) 427-B for the proposed changes to the rates for Commercial I and II passes; and approval of the “Other Action Items” being proposed. Following a lengthy discussion regarding compact car parking and when citations would be issued, there was Board consensus to issue citations when any portion of a vehicle is over the line and to make that apply to all vehicles and not just compact cars. It was also agreed that the enforcement people would receive clear instructions during their orientation process.

The Board then discussed the proposal for vehicles with residential parking permits not to be able to remain in the same parking space for seven consecutive 24-hour periods. Mayor Blair noted that this ordinance would give the Town the ability to address derelict vehicles. When asked about enforcement, Mr. Wessell said, “If you can send someone out four times a day for seven days and verify that a car has been parked in the same spot for seven days, I think that’s sufficient evidence.” Lanier Parking Manager Bryant Sykes stated that it would be lightly enforced with a generous appeal process.

Mayor Blair explained the importance of sustaining parking revenues in an effort to help pay two million dollars every four years for beach nourishment so the full burden would not fall on property taxes. Mr. Owens agreed and said without parking revenue, we would have to cut back services or raise property taxes. Alderman Weeks noted that we continue to expand the areas where we’re asking Lanier Parking to monitor and enforce parking and it costs extra to pay for the man hours to do that. Mayor Blair agreed and noted that we have staggered the shifts to try to get greater enforcement at a lesser cost. He said Lanier also reduced their fee this year, so he felt everybody was trying to pitch in for the net number.

Mayor Blair opened the public hearing at 6:25 p.m.

*Mr. Tim Taylor, 104 North Lumina Avenue, said, “I think you missed out on a couple of revenue opportunities and I wanted to give them to you if they could be added; if not this year, hopefully next year. First, you should make people get a decal if they are getting a parking pass and you should enforce that. Regarding the parking permits in Chapter 74.42 going up \$10; I don’t have a problem with that but as a taxpayer and a resident, I see all the people here that are either students or renters that are paying the same fee but they’re not paying any other fees. I’ve talked to neighbors and other people and we think the fee should at least be doubled for them and that would still be a deal for them. You have houses where owners have two parking permits and there are six college kids living in their house that also have parking permits. I think we need to control that a little better. I feel a lot of our decreased revenue from the parking comes from all these parking permits out there. You’ve got more than two for half the households and I think that should be monitored. But, definitely raise the prices for the people that are not taxpayers and don’t let them just walk in with a letter and say they want a parking pass; it should be the owners or the rental agency or a certified letter or something for them to get that. I agree with the compact car spaces. Where I live on North Lumina, we’ve got a big problem all winter and in the summer with people parking in the emergency lane. Most of the people in that area know that and they’ll park there all weekend and they won’t get a ticket. First of all, that ticket is the same ticket as if you just stay in a parking space but that’s a hazard to be in those parking zones. We should instigate towing; if we started towing one or two of them in the summertime, they’d quit doing it. It says towing on the sign and we should do it. So, I think the fine should be increased; it shouldn’t be the same fine as a parking fee.”*

Mr. Owens agreed that the people getting parking passes should get a decal as well. Mayor Blair expressed the need to have a more sophisticated way of tracking decals and parking passes. Mr. Taylor said he felt people that are not permanent residents and taxpayers should pay more for the parking pass. He said that would be extra revenue to pay for the beach. Mr. Wessell stated that the residential parking passes (hangtags) are issued to the property owners – two per unit. Mr. Taylor said there are eight college students in two houses across from him and they park in every spot all week on Lumina Avenue. Mayor Blair expressed concern that the parking passes are sold on Craig's List and E-Bay as well.

Mrs. Dorothy Pastis said, "I have had a house for quite a while, I've paid a lot of taxes. I have an apartment downstairs. I cannot get two passes. That's not right. I get one for upstairs and that's it. How do all these kids going to college get passes who don't even own homes?" Mayor Blair explained that they get them from the owners. Mr. Owens noted that property owners can get two passes per dwelling unit.

Mr. Charles Hunter, 114 South Lumina Avenue, said, "I have been here before and talked about blocking the access and it continues even in the off season. It's all related to the compact car because you shortened some of the standard slots to accommodate the compact car. This morning, the Town Manager came over and looked at it; he parked his pickup in the shortened standard slot and it didn't fit; the front bumper was encroaching into the compact car slot. If the slot is open, somebody is going to park there. So, another summer of not being able to access my dock with my dock cart. I don't like it because I do pay taxes and I can't get the parking passes for that lot because it can't be built on. I'm sort of stuck when they block the gate. And I'm not the only one in that stretch that this is happening to. The only answer I have is to take the compact car slots out and make the standard slots all big enough to accommodate Tim's truck and any SUV that parks there. Just giving somebody a ticket doesn't remove the obstruction to my access. It's a real problem. I understand your problem for finances but there has to be a better way than obstructing access to our property." Mayor Blair said, "I agree with that. I don't think any of us on the Board want to put finances in front because we all live here, too; we all share the same issues and concerns. But we are also expected to make good financial decisions. It would appear that enforcement has been sort of a problem on our end in relation to what I think are some of the issues that you've had." Mr. Hunter said, "Enforcement has been an issue but, again, just giving them a ticket doesn't remove the obstruction, which is the real problem because I have to use a cart. So, if I can't get the cart past the bumpers of the cars that are blocking my gate, it's a real problem and it's almost every day during the summer." Mayor Blair said, "I, personally, am not in favor of eliminating parking places unless they're so egregious – but if there are things we could tweak to make them better, I think we would naturally try to do that, but I have to defer to the Town Manager." Mr. Owens said, "We talked about some options today. Before it was resurfaced, he had a five foot opening with a twenty-foot space on one side and a twenty-three on the other. Now he has two twenties and a six-foot gate. There's a compact space on this side and also, his neighbor didn't have an opening at all and we gave his neighbor a four-foot opening, so it did kind of crunch things in. We could maybe shift some things around and give a foot or two difference that may help a little bit. In talking to him, he's philosophically against compact spaces and that's the main part. But I did offer to try to do some adjustments to help, too." Mr. Hunter said, "Well, I'm philosophically against them because I didn't have this problem until they went in." Mayor Blair said, "We will see what we can do and we will have better enforcement." Mr. Hunter asked if there was an option to tow vehicles that are blocking an access. Mr. Owens stated that we only tow them after they've been booted for a certain amount of time."

Mr. Greg Campbell, 15 East Oxford Street, stated that he would fall under the category of 'philosophically opposed' to the compact car parking. He said, "I thank you for the vision that you have for the replenishment project and to raise that money. I think that is the number one issue." He then referenced a Lumina News article about thirty compact car spaces and said, "I take exception to the Lanier representative on availability and on enforcement. Last summer, I came over four times to get an opinion on the compact cars because on our street, when you extended the black top down to the end, you picked up five new spaces on the block. Of those thirty spaces that I read about in the paper, seven compact spaces are on East Oxford Street. That's 23% of the total on the island. I have the same issues that I've heard with the over extension into the driveway and I've had to change that particular sprinkler head six times. One of the bigger issues is the entitlement and arrogance of the \$15 per day and what that entitles them to; not only the space but not taking care of the trash in front of people's homes. That's what the compact spaces have done on Oxford Street. So, whatever the revenue is, I personally don't think it's worth it. I also don't think that when you look at the way it's been approached, if 23% of your total spaces is on one street. On the ten blocks east and west is one other compact space; it has the same number of spaces and close to eighty feet more of parking spaces. The average space between East Oxford and West Fayetteville is four feet per space. So, I'm not in favor of compact spaces. But if you're looking to increase revenue, I think you don't need to take a piecemeal approach to the issue, but a comprehensive approach because it's obvious that hasn't been done when 23% is on one street."

Mr. Mike Edmonds, 601 North Channel Drive, said, "I'm not opposed to an additional \$10 going into the sand fund. I think everyone that comes to Wrightsville Beach when they realize what we're up against should and would contribute to that. I had a question about the changes on the residential hangtag where you could park (Section 74.42). Are you saying that if you have a hangtag, you cannot park on East and West Salisbury Street?" Mr. Owens said that was being proposed – East and West Salisbury, South Lumina between Sunset and Lula, the one-hour spaces downtown, and parking lots. Mr. Wessell noted that this wasn't new to the off-street parking lots and the one-hour parking spaces. Mr. Edmonds said, "I pay taxes and I buy my two allotted tax decals. I do take exception to not being able to park on East and West Salisbury and I take quite the exception with not being able to park on South Lumina Avenue. I wish you would strike those two ideas; I think that they're ill conceived. I don't have a problem paying an extra ten dollars on either the hangtag or the permit. The reason I need to buy those is that on Harbor Island, there are a total of fourteen residences with absolutely no off-street parking; we have to park on the street. There is a total of eighteen that only have one parking space on Harbor Island. So, I've got a problem with the seven-day deal. If I was parked out there, to move my automobile the length of five football fields, I'd have to take it off of North Channel Drive and park it somewhere else. So, I have a little bit of a problem with that and I'm glad to hear you say you're not going to be a real stickler for enforcing that. I want to go on record as being opposed to any additional metered spaces anywhere on Harbor Island, especially by the marinas. I've got friends that live off the island that rent rack space from Atlantic Marina. I don't think you need to meter those few spaces that folks can come if they're doing business with the marinas or going to Causeway Café to get breakfast. I think we've metered the island enough and I don't like the idea of metering these few remaining spaces in the business district of Harbor Island. I'm going on record as being opposed to that. And, if we buy a tag, let us park on Salisbury Street." Mayor Blair noted that the area on South Lumina Avenue from Sunset to Lula was probably the worst area for college kids hanging out at the paid meters because they like to go surfing.

*Ms. Karen Dunn, 622 Waynick Boulevard, distributed copies of pictures showing her access and said, "My concern is the blocked access. I use my residential stickers or passes to have my access, hopefully, free where I can get in and out. One of the problems is that, initially, when the new parking spaces were lined, I lost about a foot and a half of access. You can see from this picture that my gate barely fits my Sunfish, which comes from across the street. Just two examples of a van and then another car, and I don't think it was summertime, so what this other gentleman had indicated is true all year round, if there are two cars that are over the line, it severely inhibits my access to my dock and to my property. Whether or not this seven-day restriction is going to fall, I just think it's a very difficult thing for you to enforce. But, it really is a problem, especially on Waynick. Neither of these are compact spots but again, I have barely 48" and if you hang over a foot, I've got two feet to get through. So, it's a real problem. I've been a property owner since 1989. I always thought the hurricane sticker was the cost of providing the decal and the administration at \$5. I'm opposed to having it go up to \$15. My house is not a million dollars. As far as the cost for the passes to go up to \$35, I'm willing to go up to \$35. Again, specifically, are all of these additional funds going into the beach re-nourishment? Is it going into the general fund? These are the questions I have with regard to where these funds are specifically going. We all live here because it's a wonderful place to live. I think we're also limiting people that may not be able to afford to come here and pay for parking all day. I'd like for you to consider having a Wave Bus Stop come in to this Town Hall area and allow people to come in to use the public trust lands. Really my concern is, if there's no towing – what do you have to do to have the ability to tow cars? I work Monday through Friday long days. When I want to go sailing and I can't get my boat to the water, it's a real problem. You can ticket people all day but if I can't get to my property, what do I do?"*

*Mr. Carlisle Gee, 502 Lumina Avenue, said, "As a citizen, I don't think we should have to pay for a pass at all but I don't mind paying. I don't want to have a raise if we can help it." Mr. Gee referenced the proposal not to allow parking on South Lumina with a hangtag and said, "The reason to have a resident parking space is because everybody doesn't live on the main island. For people like me that live on Harbor Island, and I surf and fish, I go to the south end wherever the surf is. That's why I have a parking pass; it's not for my little house. It's ridiculous that I can't park everywhere with a pass. We're getting to the point where we don't need to have a pass if there's nowhere to park with a pass. Don't do that, please. And the compact car space is the most ridiculous thing in the world. What is the definition of a compact car? There needs to be a standard size. Mr. Wilson informed me that if you have a split driveway with two separate fingers, they can put a space between those fingers. You could solve a lot of problems by getting rid of the compact car spaces. If you want to make more money, they have spaces for lifeguards that are marked off. We only use lifeguards for three months of the year so they could easily take those signs down for the months there are no lifeguards – that's about ten more spaces. I also think it's crazy that they have to put all those hoods on all those spaces on Lumina Avenue between Johnnie Mercer's Pier and Roberts for the fire trucks. During the weekdays, that's a lot of money you're giving away. You could put the hoods on the meters on the more crowded holidays. If there's a fire, there's plenty of space on both sides for cars to get out of the way. If you put meters over here, you're going to probably put these people out of business. But if you do put meters over here, I would suggest doing a one-hour – enough time to eat dinner; maybe a two-hour meter at a very reduced rate because those people are spending money. Don't make a person not want to go to the beach to eat dinner just because they have to spend \$5 on parking. If you're a pro-business person, that's almost like a tax on those businesses, even though they're not paying it, you're taking customers away from them."*

Mr. Gee continued, "Also, if you're renting or not, whoever owns that house is paying taxes. So it does not matter who's living there – college kids or not. That unit is paying taxes. Another thing is, nobody buys the Town access stickers unless there's going to be a hurricane. I would suggest that somehow, when you get your bill for property tax, that sticker could go in there and just be added to your property tax. That way, everybody is given that sticker. It's like a tax that's not ever enforced because if you don't buy them, nothing happens to you. Tonight, please do not pass anything unless you really consider what you're going to do with the businesses on Keel and Marina Streets. And I don't think folks should have to pay to park in the Town park. You have to think about what you would want to do when you go on vacation – do you want to have to pay a bunch of parking – it's a two-way street – you do not want to be taken advantage of. So, don't increase the residential pass if you don't have to; don't tax these guys over here if you don't have to; and if you want to make more money, let people buy more than two residential passes."

Mr. Harold King, 10 Island Drive, said, "I object to the windshield sticker – no problem with the hangtag. And I really don't have a problem with the \$15. You said we take in two and a half million dollars on parking and you say we need \$500,000 a year?" Mayor Blair said, "That's a minimum, based on what we estimate our obligation is." Mr. King said, "And you also said we have no good way to enforce windshield stickers." Mr. Owens said, "We know who has them and who doesn't have them. What we can't do is know who is here for thirty days. We don't know if you live here or not." Mr. King said, "My objection is that taxation, and this is taxation, should be fair; everybody should be paying a fair share. In this case, it's a voluntary effort. If I volunteer to get a sticker; I get a sticker. I bet there are some folks in this room that don't get stickers. They only need them because they think they may want to get back on the beach. It's always been a tax and it's always been a requirement. You need to have some way to enforce this. If you go up three times on the price, probably a good many people won't go get them anymore."

Mr. Henry Temple, 210 North Channel Drive, said, "I think the hurricane tag and the parking tag should be paired. I think you shouldn't have one without the other and that way you will insure that everybody that wants a tag will pay their fair tax and that would be easy to regulate – if you get a tag, you get a sticker. I do think the ordinance is unnecessarily confusing to the general public. I don't understand it and I've read it and I've listened to it and I'm not mentally deficient. I think there's a lot of "what ifs" and a lot of unnecessary aggravation to the citizens with the parking. Things like you go to the Trolley Stop to get a hot dog; you haven't got any change. So you go in to get change to put in the parking meter and you've already gotten a ticket. You have not much recourse there. I think if you have a tag and a sticker, maybe you get two get-out-of-jail-free cards and you can say, "I'm sorry; I'm an owner and here's my little get-out-of-jail-free card." And I'm forgiven automatically twice a year. I think there could be creative ways to do it. I think there is a lot of free parking at churches, especially on the weekends. People give a donation and they fill up their parking lots. They make money; we don't. The churches don't pay taxes and I just think they should not be allowed to use their parking spaces for non-church activities. In many places in Town, sidewalks are blocked by parked cars; you have to walk down the street because you can't get by on the sidewalks. My recommendation is that you try to make it simpler." Mr. Owens said, "I think as long as they are not taking donations or charging, people are allowed to park there for free. It's against our ordinance for them to take donations or to charge. If the Board wishes, I can send letters to each of the churches." Mayor Blair asked Mr. Owens to work on how we could do an organized church approach and present that to the Board at their March meeting.

*Ms. Sue Bulluck said, "I'm here for the Chamber and on behalf of Moore's Inlet LLC and I'm here to bring a little bit of managing expectation. We have three ways of raising revenue: fees, ad valorem taxes, or other taxes. The \$500,000 a year estimate for beach nourishment is a nice figure but unrealistic and, based on projections coming, will not be enough. While parking is a good revenue source for us, I want everyone to understand that it is a bandaid. As we approach infrastructure issues for the island, new water sources and sewer, and increased beach reconstruction problems, parking is not going to solve our problems. We either raise our ad valorem base by new infrastructure which supports new businesses which raises ad valorem taxes, or we bite the bullet and everybody pays more pennies on the dollar. The businesses in this community, while they're willing to pay their fair share, it isn't the businesses that are providing the services frequently, but the owners of the buildings whose tax rates have been amortized out and need to be reassessed. The businesses on Short Street and Keel Street have asked that I bring a message from that business sector that putting meters on those streets will not only damage the business but it will impair and possibly impact safety with the loading of boats and coming and going of merchandise. The main message from the Chamber is that our parking revenue is just about maxed out and the fact is that it's not going to provide the revenue. We want to work with you on improving the tax base and revitalization; we want to work with you on other revenue solutions that we're going to have to go to the Legislature for. Everybody has to either work together and do something about revenue from other sources, or we're going to have to pay more taxes."*

*Mr. Jim Smith, 54 Pelican Drive, said, "I think when you pass this, you ought to extend some sympathy to the folks that do not have off-street parking. I can't see people having to pay taxes, then pay for decals, then pay for a resident hangtag, and then they have to bother moving their car."*

*Mr. John Moore, resident of Schloss Street, said, "I'm from Little Chapel on the Boardwalk and we only request three times a year during the peak three holidays during the summer. There is no parking down here and we only ask for a donation for a mission trip – it's not for the church."*

*Mr. Edmonds said, "In regard to Wrightsville Beach Baptist Church, we have never asked for a fee to park there. We do accept donations. We park probably a good third at zero cost. If we weren't down there, it would be a big mess for all the neighbors but we do staff it during Memorial Day, Fourth of July Weekend, and sometimes on Labor Day, we do take donations to our Haiti Mission or the other mission, but we do not charge anybody to park in that church parking lot. If we were not there, folks on North Channel and Coral Drive would have a problem and the Board would be receiving many emails from those folks because those lots would be full; they'd be a mess and they'd be all trashed up." Mayor Blair stated that the Board would take that issue up in March.*

With no further public comment, the hearing was closed at 7:20 p.m.

Alderman Miller asked if the seven-day thing was just in metered areas. Mr. Wessell read from the proposed ordinance, "Shall not park in the same parking meter space." He said, "A parking meter space is a space that is regulated by a parking meter, a pay station, pay by phone, or some other electronic device that regulates parking. It doesn't apply unless it's a parking meter space which is one where you have to pay to park." Mayor Blair explained to the audience that the intent of the proposed ordinance was to address the specific problem of derelict cars being parked in one spot for months.

Mayor Blair said, “One of the things that came up tonight that I think we ought to consider is the combining of decals with parking passes; it makes it easier to keep up with. I think that is a pretty efficient way to do it.” Mr. Owens agreed and said we may not need to put that in the ordinance; when people come in to buy two passes, they would have to buy two decals as well. Mr. Wessell expressed the need to look at the ordinance to make sure that we would not be creating any issues with requiring people to get both. He said, “The decal is not a hurricane sticker; it’s a tax. So, I think we could require it with the purchase of a hangtag if the requirements for the two are the same and I need to look at the ordinance to determine that. I don’t think the Board needs to act on that; I think it’s just a vehicle for collecting it. You don’t need to not adopt this ordinance because of that.” The Board expressed the need to move quickly on that. Alderman Miller expressed the need to look into the issue of properties being issued more than two parking passes as well.

Alderman Miller stated that he would like to speak to the compact car issue. He said, “I’m not crazy about that either but I do believe that we’ve had an enforcement issue on several things and I’m not sure we ought not to give that another year before we just go pulling compact car spaces out. However, if we have the same issues next year, we need to think long and hard about compact spaces because that’s been the most complaints.”

Mayor Blair referenced the gentleman from Oxford Street that spoke about having seven compact parking spaces on that street and expressed the need to review the parking on Oxford Street to see what that looks like. When he asked if the Board wished to vote on the ordinance by item, Mr. Wessell explained that they would have to vote on the ordinance in its entirety. He said if they needed to make changes, they could just make the changes and adopt as amended.

Mr. Owens began the review of the ordinance by item:

- Proposed change to the vehicle tax decal from \$5 year round to \$15 before April 1<sup>st</sup> and \$30 afterwards. He said he and the Town Attorney still needed to clarify how to manage this internally. Board consensus to do.
- Proposed change to the residential parking permit from \$25 to \$35. Board consensus to do.
- Proposed change to restrict use of the residential parking permit at several areas: 1) off-street parking lots not specifically named in the ordinance and on-street parking areas that limit the amount of time that one is allowed to park; 2) all metered spaces on both East and West Salisbury Street; and 3) all metered spaces on South Lumina Avenue from Sunset Avenue to Lula Street. There was Board consensus to amend the ordinance by striking the prohibition on parking on the west side of Salisbury Street with a hangtag.
- Proposed change requiring vehicles displaying a residential parking permit to be moved 500 yards after being in the same parking meter space for seven consecutive 24-hour periods without being moved. Board consensus to do.
- Proposed change to establish the citation amount at \$150 for staying more than seven consecutive 24-hour periods in the same parking meter space. Board consensus to do.

- Proposed changes to the hours of operation: 1) Keel Street from Old Causeway to Seacrest from May 1 to September 15 from 10:00 am to 5:00 pm; 2) Town parking lot at Access #36, parking areas on East and West Salisbury, Town parking lot at Access #4, and Town parking lot at Access #2 – parking enforcement from March 1 through October 31 from 9:00 am to 7:00 pm; and 3) parking lots adjacent to Town Hall and adjacent to the tennis courts from March 1 to October 31 from 9:00 am to 6:00 pm. Board consensus to amend the proposal for the parking lots adjacent to Town Hall and adjacent to the tennis courts to be from May 1 to September 15 from 9:00 am to 6:00 pm. Mr. Owens noted that employee parking and business parking spaces would be designated in front of Town Hall and the Fran Russ Recreation Center.
- Proposed to add parking meter zones to: 1) Keel Street from Old Causeway Drive to Seacrest Drive; 2) Marina Street from Old Causeway Drive to Short Street; 3) parking on Gene Floyd Drive in front of Town Hall; and 4) parking lot by the tennis courts. Board consensus to do.
- Proposed parking restrictions for Gene Floyd Drive and parking lot adjacent to tennis courts: 1) will put two pay stations at the recreation lot and one in front of Town Hall; 2) the first two hours would be free then you would be required to pay after that; 3) there would be assigned areas for employee parking and parking for conducting Town business; and 4) residential parking passes could be used in either area. No Board comment.
- Proposed increase in fee for Commercial Passes: 1) Commercial I Passes would go from \$500 to \$550; and 2) Commercial II Passes would go from \$125 to \$150. No Board comment.
- Other Action Items: 1) move the pay-station from Lagoon Drive to the middle of Marina Street and Lagoon would become a Pay-by-Phone Area; 2) move the meters from West Oxford, West Fayetteville, West Asheville and West Atlanta to Keel Street and those streets would become Pay-by-Phone Areas; 3) install one pay-station in convenient location at Town Hall parking lot; 4) install two pay-stations at the recreation parking lot by the tennis courts; 5) take pay-stations from West Columbia, Seagull, and Shearwater and those become Pay-by-Phone Areas; 6) residential parking permits would only be allowed to be sold directly to the owner of the property or to a designated rental agency employee with permission from the property owner on a notarized form with written permission from the property owner; and 7) add more signage to areas with metered compact car spaces and look in the other areas for ways to help.

When asked to read the proposed changes to Ordinance No. (2016) 1757, Mr. Wessell said, "I would recommend that you adopt the two ordinances that have been presented separately. If you want to adopt Ordinance No. (2016) 1757, these are the two changes as I understand them that you recommend making: Section 74.42 Residential Parking Permits, Subsection C, sub-subsection 2 that has to do with a vehicle displaying a hangtag would read, 'Any parking meter space located on the north and south sides of East Salisbury Street (not West Salisbury) to include the area extending from the eastern end of Salisbury Street at Johnnie Mercer's Pier westward to Lumina Avenue.' The second change in that ordinance is to Section 74.38 Hours of Operation, Subsection A, sub-subsection 5, it has to do with when metered parking is in effect and this has to do with Gene Floyd Drive and by the tennis courts; you're going to make it in effect from May 1 to September 15, from 9 am to 6 pm."

Mayor Pro Tem Mills made the motion to adopt Ordinance No. (2016) 1757 as amended in the two sections that Mr. Wessell just stated. The motion was seconded by Alderman King and unanimously approved. Mayor Pro Tem Mills made the motion to adopt Budget Ordinance No. (2016) 427-B to change the fees for commercial parking passes. The motion was seconded by Alderman Miller and unanimously approved. Alderman Miller made the motion to approve the action items as presented by the Town Manager. The motion was seconded by Mayor Pro Tem Mills and unanimously approved.

Meeting recessed at 7:45 p.m. and reconvened at 7:50 p.m.

**UPDATE OF THE RECENT WATER AND SEWER AD HOC COMMITTEE MEETING;  
RECOMMENDATIONS AND FUTURE DIRECTION BY THE BOARD OF ALDERMEN.**

Mr. Owens reported that the Water and Sewer Ad Hoc Committee had met on January 19<sup>th</sup> and made some recommendations. He said, "I'm not recommending that we do all of these yet because we're still in a state of flux about deciding what we want to do. The recommendations were: 1) Continue to operate a Town system and not sell the system to CFPUA. The more we get into this, there seems to be more questions about what the rate may and may not be; so there's a little bit of flux in this recommendation at this point. 2) Work to encourage conservation of water used for irrigation. We have some serious issues with the amount of water used Monday, Wednesday and Friday and some recommendations were made to allow for irrigation on certain days but we need to look into the legalities of it before the Board can consider it. 3) Consider raising rates to improve the system. We will talk about this in the budget process. 4) Design and construct a second NEI connection under the waterway. At some point, that probably needs to happen. That line was built in 1982 and it's the only way to get the sewer off the island. We're going to look at doing a system assessment study so I'm not recommending that we do anything at this point. 5) Model waterlines and system to determine if any issues would arise from using water from CFPUA. This desperately needs to be done. If we need water for emergency purposes, we need to know what the chemical makeup will do within our system. We also need to know what the pressures are going to do. I've submitted an RFP to three firms. We'll hopefully move forward with one of those firms in March. 6) Search for land west of the ICW for wells. It has to be an acre; we have to have two hundred feet of clearance all the way around. It has to be near lines that we currently have. We can look into it and hire a real estate person to look at it for us but it's going to be limited. 7) Test for well sites at the Public Works facility and on property off of Jack Parker Blvd. I think it's a little early to do this; this was not one of the committee's most recent recommendations. 8) Make necessary improvements to wells 5, 7 and 11. The committee recommended that we make necessary improvements to wells 5, 7 and 11 and I agree with that. We'll move forward with getting some estimates on costs and bring that back to the Board and hopefully fund that. The main thing is the modeling and that is what we are working towards acting on at this point. I think it is very important to move forward on the NEI, but not at this moment. There are still some legal issues as to what we can do ordinance-wise with regard to conservation and irrigation. You will see the modeling in March and will hopefully approve moving forward. Until I get the proposals back, I won't know how long that will take; I'm hoping four or five months max. I'd like to move directly after that towards the system assessment and that could take up to about a year and a half max."

Mayor Pro Tem Mills asked if we were moving forward with the necessary repairs to the three wells. Mr. Owens stated that staff would get cost estimates and probably ask for a budget adjustment for that at some point.

**DIRECTION ON PURSUING A NC DIVISION OF COASTAL MANAGEMENT WATERFRONT ACCESS GRANT FOR CONSTRUCTION OF RESTROOM FACILITIES.**

Mr. Owens said, “Last year, the Town applied for a Waterfront Access Grant to fund restrooms near the Trolley Stop for beach and sound-side visitors. The total grant was for \$220,000; the Town’s match would be \$55,000. I believe the Town’s application scored well, so I am hopeful that we will see a grant award in this or future cycles. This project would allow the Town to eliminate the \$12,000 lease payment for the current restrooms so it would eventually pay for itself. The Town could potentially seek reimbursement from the ROT funds for the grant match. If the Board wishes to apply for the grant, staff would update the application on the new forms and resubmit. The grant is due March 16, 2016.” Alderman Miller made the motion to pursue the grant. The motion was seconded by Mayor Pro Tem Mills and unanimously approved.

**CONSIDERATION AND SELECTION OF A FINAL BID FOR THE CONSTRUCTION OF AN INCLUSIVE PLAYGROUND AS PART OF THE TOWN’S TRILLIUM GRANT.**

Program Supervisor Katie Ryan said, “In October, the Town was awarded a \$300,000 grant for an inclusive playground. We sent out an RFP and received five proposals. After review by the Parks and Recreation Advisory Committee and staff, we’ve narrowed it down to a couple. The new playground would go where the existing playground is. We would remove the five-to-twelve unit. The two-to-five unit included in the RFP was a request to remove that and relocate it over by the Harbor Way Gardens.” Ms. Ryan then reviewed the proposals from Bliss, Carolina Park and Play, Carolina Recreation & Design, Cunningham Recreation, and Play World.

Following a brief review of the proposals, Ms. Ryan said, “Our preference would be to go with Play World because of the working relationship that we have with them. They actually placed their equipment into our existing site but they’re all very similar.” Mr. Owens said staff would also like for the Board to approve moving forward with the contract. He said, “That’s something that John (Wessell) will probably provide for us; we have a standard contract for construction. So, let us execute that. The goal is to get all of this done before summertime.” Ms. Ryan noted that Trillium also has to approve the plan by March 31<sup>st</sup>. Alderman Miller made the motion to approve the proposal submitted by Play World and to move forward with the contract following review by the Town Attorney. The motion was seconded by Mayor Pro Tem Mills and unanimously approved.

**DISCUSSION AND DIRECTION REGARDING A RECREATIONAL TRAILS PROGRAM GRANT PRE-APPLICATION.**

Ms. Ryan said, “This is a pre-application process for the Recreational Trails Program Grant for 2017. This would apply to the multi-use trail that is being considered along the outskirts of the park. It’s in no way any kind of commitment to fund anything; it’s just a pre-application process to insure that the project is feasible. It’s a \$100,000 matching grant requiring a 25% match.” Mr. Owens noted that the pre-application was due the next day and said staff would like to move forward with it.

Alderman Weeks made the motion to proceed with the pre-application grant process. The motion was seconded by Alderman Miller and unanimously approved.

**CONSIDERATION OF AWARDING RESURFACING CONTRACT FOR PELICAN DRIVE AND WEST HENDERSON STREET.**

Mr. Owens said, “We went out to eight different paving contractors and got three bids back. We budgeted for Pelican Drive and West Henderson. The apparent low bidder is Highland Paving for \$109,800. We would like to move forward with them and allow staff to execute a contract after the Town Attorney has reviewed it.”

Mr. Owens reviewed the following bids:

FY2015-16 Budget Resurfacing Projects			
Company	Pelican Drive	W. Henderson St.	Subtotal
Highland Paving	\$82,800	\$27,000	\$109,800
Southern Asphalt Inc.	\$87,500	\$22,900	\$110,400
Barnhill Contracting	\$99,750	\$25,565	\$125,315

Mr. Owens noted that \$102,500 had been budgeted but the difference could be absorbed in the budget. Mayor Pro Tem Mills made the motion to award the contract to Highland Paving for Pelican Drive and West Henderson Street in the amount of \$109,800 and allow staff to move forward with the execution of a contract following review by the Town Attorney. The motion was seconded by Alderman Miller and unanimously approved.

**CONSIDERATION OF RESOLUTION NO. (2016) 1968 AND RESOLUTION NO. (2016) 1969 TO EXEMPT THE TOWN FROM THE RFQ PROCESS FOR ENGINEERING AND SURVEYING WORK ASSOCIATED WITH THE EXPANSION OF SEVERAL PARKING AREAS IN THE TOWN.**

Mr. Owens said, “We talked about this a little bit at our retreat. There are two parking areas that we’re looking at: First Project: try to expand some parking in the area of Redix and Causeway Café. There are about fifteen parallel spots currently but we think we can get about thirty-nine spaces in there. We’ve delineated where the D.O.T. right of way is. We’ll look at potentially doing a sidewalk in that area as well as sharrows and we’ll give different options when we get to the bidding part of it. We anticipate the cost to be between \$40,000 and \$50,000. What I’d like to do is move forward on some of the engineering. I’ve met the D.O.T. out there and they don’t seem to have a problem with it. We met SEPI Engineering out there and they didn’t seem to have an issue. We do want to meet the other agencies out there as far as storm water and those types of things and, if everything is smooth, I’d like to move forward with that project and get the engineering done; bid it and try to get it done before next season. We’ll have to exempt ourselves if we want to move forward with a specific engineering firm. Second Project: this is a little less developed. We met with D.O.T. and CAMA out there and neither of those had issues but you have potential storm water permitting issues. The D.O.T. will allow us to do that but we’ve got to accept maintenance from this point forward. There’s a process to do that. The Town did have a parking area in this vicinity but somehow, when the inlet was cut through there, we allowed them to move onto our property. To my knowledge, there are no easements or interlocal agreements.”

Mr. Owens continued, “We would look to improve about fifty-five parking spaces in this area. We anticipate the revenue, given Access #2, to be pretty high at \$160,000. I don’t have any cost estimates on the actual construction but it’s probably a one-year turn-around as far as the cost versus revenue; two max. So, we’re looking at about \$5,000 on that to begin for all of the initial steps like surveys and have engineers meet some of the permitting firms and that type of thing.” Mayor Blair asked if staff was sure we had the capability to get that done before we start wasting money on it. Mr. Owens said, “That’s why we want to move slowly. We’ve met CAMA out there and they were the first hurdle, in my opinion. There are storm water folks; you have to go through a CAMA permit process. We’re going to try to get all of those folks out front to see what the challenges are before we spend any money.”

Mayor Blair expressed the need to have more public input on that because of the number of phone calls he had received on it in the last three months. Mr. Owens said he just wanted to spend a little money to develop it a little further and then come back to the Board with an update. He noted that the second project may qualify for a CAMA grant at some point. Alderman Miller made the motion to adopt Resolution No. (2016) 1968 and Resolution No. (2016) 1969. The motion was seconded by Alderman Weeks and unanimously approved. Alderman Miller then made the motion to adopt Budget Ordinance No. (2016) 428-B. The motion was seconded by Mayor Pro Tem Mills and unanimously approved.

**DISCUSSION OF THE FY16/17 BUDGET PROCESS; CONSIDER SETTING WORKSHOP DATES; AND SET A PUBLIC HEARING FOR PUBLIC INPUT INTO THE BUDGET PROCESS AT THE MARCH BOARD MEETING.**

Mr. Owens expressed the need to set budget workshop dates. Following a brief discussion, the Board set the first workshop for Wednesday, March 23<sup>rd</sup> at 4:00 p.m. Mr. Owens said he would “doodle poll” the Board five more possible dates and the Board could check their calendars to see which dates would work.

**ALDERMAN WEEKS: REPORTS AND COMMENTS.**

- The Wrightsville Beach Marketing Advisory Committee held an orientation meeting for the newly appointed members.

**ALDERMAN MILLER: REPORTS AND COMMENTS.**

- At the request of Alderman Weeks, Alderman Miller said he asked Mike Kozlosky and the MPO if the D.O.T. would look into the possibility of adding bike lanes on Causeway Drive when they repave. They will look into it.

**MAYOR PRO TEM MILLS: REPORTS AND COMMENTS.**

- Tom Fetzer was recently hired by the County; he will speak to the Port, Waterway and Beach Commission tomorrow. We have an uphill battle relative to sand and beach re-nourishment.

**MAYOR BLAIR: REPORTS AND COMMENTS.**

- Mayor Blair met with the other mayors last week to discuss beach re-nourishment. Another meeting is scheduled for in the morning.

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

- The Foundation is looking into purchasing two bike racks and donating them to the Town for the park and two volleyball nets (one for Access 4 and one for Access 42) for the beach. We would have to go through the permitting process and we would maintain them afterwards.

**REQUEST FOR CLOSED SESSION TO CONSULT WITH THE TOWN ATTORNEY REGARDING A PENDING LAWSUIT PURSUANT TO G.S. 143.318.11.**

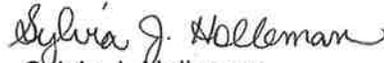
Mr. Wessell requested a brief Closed Session for an update on a pending lawsuit. Alderman Miller made the motion to go into Closed Session at 8:21 p.m. to consult with the Town Attorney regarding a pending lawsuit as requested by Mr. Wessell pursuant to G.S. 143.318.11. The motion was seconded by Mayor Pro Tem Mills and unanimously approved.

**MEETING RECONVENED.**

Mayor Blair reconvened the meeting at 8:24 p.m. and asked the record to reflect that the Closed Session had been held for the reason so stated with no action taken.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 8:24 P.M.

Respectfully submitted,

  
Sylvia J. Holleman  
Town Clerk



**MINUTES  
NEW HANOVER COUNTY  
BEACH TOWNS SPECIAL MEETING  
FEBRUARY 12, 2016**

1121 N. Lake Park Blvd., Carolina Beach, NC 28428

Mayor Wilcox called the meeting to order at 8:30 a.m. He welcomed everyone and recognized the elected officials. He asked that everyone around the table introduce themselves.

**Attendance:** Special Attendees: North Carolina Representative Ted Davis, Deputy District Director (for Congressman David Rouzer) Chance Lambeth, Lobbyist Tom Fetzer (Fetzer Strategic Partners), and Lobbyist Keith Smith (Prime Policy)

Town of Wrightsville Beach: Mayor William J. Blair III, Mayor Pro Tem Darryl Mills, Alderman Elizabeth King, Alderman Hank Miller, Town Attorney John C. Wessell III, Town Manager Tim Owens, and Town Clerk Sylvia J. Holleman.

Town of Carolina Beach: Mayor Dan Wilcox, Mayor Pro Tem LeAnn Pierce, Commissioner Gary Doetsch, Commissioner Tom Bridges, Commissioner Steve Shuttleworth, Town Attorney Noel Fox, Town Manager Michael Cramer, and Town Clerk Kim Ward.

Town of Kure Beach: Mayor Emilie Swearingen, Mayor Pro Tem Craig Bloszinsky, Commissioner David Heglar, Commissioner Jim Dugan, Town Attorney Andrew A. Canoutas, Town Building Inspector John Batson, and Town Clerk Nancy Avery.

New Hanover County: Commission Chair Beth Dawson, Commission Vice Chair Jonathan Barfield, Jr., Commissioner Woody White, Commissioner Skip Watkins, Commissioner Rob Zapple, County Manager Chris Coudriet, Assistant County Manager Tim Burgess, Chief Financial Officer Lisa Wurtzbacher, Chief Communications Officer Ruth Smith, Shore Protection Coordinator Layton Bedsole, and County Clerk Teresa Elmore.

City of Wilmington: Mayor Bill Saffo and Councilman/PBWC Representative Paul Lawler.

**INTRODUCTION OF RUTH SMITH, KEITH SMITH AND TOM FETZER**

Mr. Cramer introduced Ruth Smith, Keith Smith and Tom Fetzer and asked them to talk a little about themselves and what they were working on.

Ruth Smith, New Hanover County Chief Communications Officer: "I joined New Hanover County in September as Chief Communications Officer, which is a new role for the county."

Ms. Smith continued, “I worked for GE Nuclear before coming to the county. I am a point of contact for the media and the public. My job also entails government relations which is what I have done most of my career based out of the Washington D.C. area. I spent thirty years in Washington working on the state and federal level. I am looking forward to establishing a better cooperation across the board on any activities we are doing to promote our community. These issues relating to the beaches are top priority. We will be going to Washington with the National Association of Counties in another week and this will be our top issue we want to talk about. In addition, we will be in Raleigh and continue to educate there. The county has brought on two terrific gentlemen, Keith Smith and Tom Fetzer and I will let them tell to you more about what they have going on. My job is going to be to help play air traffic controller or campaign manager to make sure all the pieces are collaborating and working together and that we are being as open as we can be about what's going on and giving regular status updates. I will be regularly attending the Ports, Waterway and Beach Commission meetings and giving updates on those.

Mr. Tom Fetzer, Fetzer Strategic Partners: “My office is in Raleigh but my home is in New Hanover County. I served as mayor of Raleigh for three terms. The county has hired and tasked me with the responsibility of trying to put together and coordinate not only a county wide but a statewide effort to replace what we anticipate as a federal retreat from policy regarding area beach renourishment. Over the next year, I will be working with all of you and your colleagues along the coast of North Carolina to convince the State of North Carolina that they need to move into the space that we think the federal government is going to move out of and develop a permanent recurring funding for beach renourishment.”

Mr. Keith Smith, Prime Policy: “I have been in Washington for thirty-five years. My wife and I followed our daughter to UNCW and fell in love with Wilmington. Prime Policy is a thirty-five-year-old firm. There are twenty-six of me in Washington, split evenly with thirteen democrats and thirteen republicans. We are very appreciative of the compliments the county has placed in us and look forward to working together. Most recently, we have completed a letter of writing for a campaign that is officially due today on behalf of two projects, one in Carolina Beach and one in Wrightsville Beach before the Senate Environment and Public Works Committee.”

#### **UPDATE ON KURE BEACH AND CAROLINA BEACH COASTAL STORM DAMAGE REDUCTION PROJECT**

Mr. Layton Bedsole: “We are in the middle of a maintenance event for Carolina and Kure Beaches. The Corps of Engineers hired the dredging firm “Marinex” out of Charleston, South Carolina. The dredge Savannah is onsite. It is a 24-inch cutter head, 10,000 horsepower, move a lot of sand kind of device. It has the capability of moving close to 20,000 cubic yards a day. When she arrived in January, she had a really good stretch of weather and moved a lot of material. She got half of the northern template of the Kure Beach project complete to about Sea Lane Way. The weather has not helped us recently. She is hunkered down in Masonboro Inlet and will be back out when the weather subsides. The Carolina Beach Inlet maintenance dredging was to be taking place as we speak. It too has been postponed to next week because of weather and more conducive tides for that dredge type. Carolina Beach will get about 890,000 cubic yards. Kure Beach will get about 655,000 cubic yards. The sand source in Carolina Beach continues to be the engineered borrow location inside the inlet. The Kure Beach borrow site is currently the offshore borrow site off the north pier of Carolina Beach.”

Mr. Bedsole continued, “We are concerned that it is a little behind. The Corps stated that Marinex is in discussions with another dredging firm that perhaps may have another dredge onsite March 15th to work the inlet. That proposed dredge is the Charleston. It, too, is a 10,000 horsepower cutter head dredge with a 24-inch cutter pipe. It also has the capacity to do 20,000 - 25,000 cubic yards per day. If she shows up on March 15th, there's time that Carolina Beach can be completed within the window and before our season starts. We have until April 30th.”

Mayor Wilcox: “If they get toward the end of the project and they realize that they are going to be a week or two out of completion, are there any options available on that April 30th deadline?”

Mr. Bedsole: “Yes, once they get closer to the deadline and they have a known timeline that they are going to miss, at that point they will initiate discussions with US Fish and Wildlife Service to negotiate an extension on the window. They won't start that until they know where they are and how long they will be over the window. We implemented that option in 2013. I have a photograph of Freeman Park after April 30th where there was a dredge pipe running down Freeman Park and on to Carolina Beach and you had to look for the pipe through the people. We are a resilient species. We don't want to be there but we have been there.”

#### **UPDATE ON EFFORT BEING MADE BY STATE REPS ON PERMANT STATE FUNDING FOR CSDR.**

Mr. Cramer: “It is evident by the number of people we have in the room today that there is an interest in beach nourishment and storm damage reduction programs. We all have a different take on it based on the different governing bodies. For Carolina Beach, we are the first organization that has gone through their initial 50-year life cycle with the Corps of Engineers and having a federal authorized program. It becomes very important to us to know what we do after this. All of us are in this together. Wrightsville Beach has run up against certain dollar permitting limits for their project. They may only have two additional cycles that the federal government will pay for before they run into this cap limit. Kure Beach has always had the last program on the island or in the area because they were the last ones to join in and pick up the mantel of doing coastal storm damage reduction in their community. Carolina Beach's program and Kure Beach's program kind of intermingled. They overlap the jurisdictions. There are some challenges associated with that. With Layton's help and the county's help with this project, we have been working to get individual permits so something happens if the federal government decides to walk away. That, for us, is the major stake in all of this. We have been reaching out to say, “please help”. I think the county has heard that by them building bridges and getting Tom and Keith on board and having Ruth there to steer the information ship. Ted, you have been instrumental in working with us over the last couple of years in dealing with District U funds and ways to solidify funding for the inlet dredging. I know what everyone here is interested in hearing is, what kind of things have you been hearing from the state legislature on this issue statewide, not just New Hanover County?”

Representative Ted Davis: “Good question. I guess the easiest way to address it is, there is not a whole lot. One of the biggest drawbacks that I have found since being in Raleigh is when you look at the state as a whole, the people in the mountains really don't care about coastal issues just like people on the coast don't put what is going on in the mountains number one on their charts.”

Representative Davis continued, "Two things that I think would help a lot are 1) The Carolina Beach Inlet Association has been going to Raleigh once a year for the past two years to give a breakfast presentation to any legislators that want to go talking about the significance that inlets play in the economy and tourism and to try to educate them on how important it is to get the funding to keep them open. We have to get everyone on board through education. When we were looking at how to fund dredging and beach renourishment, there was talk about raising the fees on boats depending on the length of the boat. All of sudden, I heard all of these people come out of the woodwork about it because they might have lived in the mountains but they owned a boat; so now their pocketbook was going to be affected. Sometimes you have to get people's attention by hitting them in the economic pocket. 2) You are not going to get anything done if you are not willing to compromise. If you go up there and jump up and down saying it's my way, no way or the highway, you are not going to get anything done. There are 120 people in the House with 120 different attitudes and opinions. The more education that you can take to Raleigh to educate those representatives and senators, the more apt we are to bring them on board to get the funding that we need. I am involved right now with Municipal Service Districts. It's been told to me that this is something that might be used to help raise money to take care of inlet dredging and beach renourishment. The only problem that I see with that is you designate that district along the coastal counties and those would be the people that would be taxed and pay for it. Is that fair for this district to pay for it when you have other people coming down and using it? We have to come up with a plan and I will do anything I can to help you."

Mr. Cramer: "Do you have a suggestion on ways that this group can educate those representatives in Raleigh?"

Representative Davis: "There is a coastal county caucus where periodically all the members from coastal counties get together and talk about issues. I think when the short sessions get ready to go in, it might be a good idea to get up with me and that might be a good opportunity to come. You would be talking with people that are already interested in it but we would have to get the word out and hopefully get other people to come in to further educate."

Mayor Swearingen: "Another reason the Carolina Beach Inlet Association was so successful was that they did an economic analysis on the inlets and in part of that was where do all these folks come from when they are coming from out of town. They found out that the vast majority come from the Raleigh/Durham area, then Asheville, then Charlotte. They used this to show the legislators in those areas that this inlet makes an impact on their constituents. When Mayor Saffo and I were up there with the League of Municipalities, the gentlemen from Raleigh that was on the panel said he wanted a copy of the study because if this was affecting his constituents, he wanted to know about it. You need some basic data to take with you. You need to show how it affects the tourist industry across the state. Maybe we should visit some of the representatives in the mountains and see how it would impact them."

Representative Davis: "It's like an investment. If you tell someone that if you take your tax dollars and invest in this, this is what your return is going to be. It helps sell. If you could get a crowd together in the evening and offer free food, you might get them to come."

Chance Lambeth: "Congressman Rouzer believes very strongly that we should have skin in the game on this. We are going to continue to fight. I don't think David takes for granted that it is a done deal."

Vice-Chair Barfield: “Commissioner Zapple and myself are headed to DC along with our manager and Ruth. We have meetings with Senator Tillis and Burr as well as Representative Rouzer and Jones. If you have any issues that you want us to bring up with them, it would be a great time to get that information to us. This is something that I have done for the last six or seven years now. It has been quite effective.”

Commissioner Watkins: “We are in a fiscally conservative environment in our state. We have a republican majority. Commissioner Zapple and I were in Raleigh discussing the sales tax distribution and we brought up the topic of coastal storm damage reduction and there was universal support for sand with coastal representatives. I have connections north of here that have followed their own course of funding of extensive and expensive storm reduction. They did it because they felt they needed to do so and also due to a lack of a uniform state plan. North Topsail spent about \$16 million to pump sand on four miles. They bought rocks as big as baseballs. South Topsail has spent about \$13 million over three or four years out of their own pockets. If every municipality is not singing from the same page at the same time, we may not be as successful as if we all sang together. I want to commend Carolina Beach for recently increasing your paid parking. You looked inside your resources and you found a revenue stream. If parking is something you can expand, look at that.”

A citizen in the audience asked how the elected officials are supposed to sing from the same sheet of music if they don't know the words to the song. “Obviously, there have been some discussions going on, so where are the words?” Ms. Ruth Smith replied that the county would take the lead in developing some talking points that everyone could use. Right now it has just been Layton's lingo.

Mayor Wilcox commended the county for trying to bring this into a concentrated effort. “The county will take the lead and we need to support what they are doing. Once we get this together, we will share it with the citizens as well.”

Chance Lambeth: “Layton has been a tremendous asset for us. He has helped everyone in the county get on the same sheet of music. While we all have common ground, each municipality faces their own challenges. The President's budget has not been very popular and it probably will not be very popular with Speaker Ryan, but we are in constant contact with Chairman Schuster and their staff to make them understand this is what our communities need.”

Councilman Shuttleworth: “Layton does a great job as the county sand person. What we are really talking about is the funding and where the money is going to come from. We need to get a state commitment to fund in the absence or in conjunction with federal dollars. We are waiting for the county to help us get some direction on what those requests are. New Hanover County is blessed by having room occupancy tax. It has a stream of revenue for sand. Carolina Beach is waiting to hear from the county on how we can help and how we can support their effort on a state level without duplicating it.”

Commissioner Heglar: “As Skip said, parking is important. Kure Beach does not charge for parking right now. To have a consolidated message, you guys evaluated that it's really important for Kure Beach to consider parking. I think we need to know that from you guys. You need to tell council or our mayor so we understand that. We have evaluated the money and there is not really any money there because of how small we are. We would have to change all of our ordinances. It's a big effort for Kure Beach for no money.”

Commissioner Watkins: "That was just a suggestion that I threw out to Dean a while back. I used that as an example only because, in this environment, I don't think you are going to see any increase in sales taxes. That was just an example."

Commissioner Heglar: "I agree with what was said that we need the talking points and we need to give our lobbyist the ammunition he needs. If that's a factor, we need to understand that. Right now, Kure Beach has looked at it every two or three years and so far, we said no because there is no monetary advantage. I think the experts need to ponder it as they are crafting their message. We want to help the message but we don't want to just do something if no one cares."

Mr. Fetzer: "I think the local communities should start thinking about how they are going to come up with some significant money as part of their local match but we don't know what that is going to be yet. Our first job is to get all eight counties to agree to a course of action. If we can build a coalition of coastal legislators in all the municipalities and counties and we go to the legislature, that is a powerful coalition. Over the last several years with federal, state and local funds, there's been about \$60-72 million spent on beach renourishment and dredging on an annual basis. The bulk of which has come from the federal government. If they move out and the state moves in and takes up what the federal government has been spending, that's around \$42 million out of a \$70 million bucket. Now you are looking at what the local match will look like over eight counties. The first thing we have to do is convince the state through our coastal coalition that they need to do this. The update on the BIMP (Beach Inlet Management Plan) which has been contracted by the legislature is due December 1st. There is a lot of information that we won't have at our disposal until December. Maybe what we have to do over the next several months is quietly put together this coalition of local elected officials. We are blessed with very powerful local legislators here. The group that we have in New Hanover County is very well respected. The more skin we can put in this game, the more likely we are to convince 170 legislators to invest in us. There is going to be a leadership role for all of you, we just don't know what the number looks like yet. I don't want you to start worrying about what that number is. As we move into the long session in January, we will know what that number looks like. The key thing right now, we need to set aside our interest in our beaches and look at the 326 miles of coastline and what kind of team we are going to have to put together to get the job done on those 326 miles. Then we need to convince the state to move into this area in a big way and to find the money to invest with us. If we put a very large regional coalition together and convince the legislators that a good portion of the state-wide travel and tourism dollars, which go into the state budget to serve all the state, are derived from our activities here. It's not so much about sand as it is about our economy and our jobs. That's really the message. It's all the income tax, property tax and sales tax. When you put all that together, it becomes a very powerful and compelling argument. We have very compelling people to make that argument. I really think that all things considered, that's one of the easier tasks before us. The really difficult tasks are; getting the number that the state needs to put in, getting them to do it and you folks finding the local money to make up the match and get some skin in the game to make the state feel more comfortable."

Mayor Swearingen: "One of the things that David is trying to address is keeping the lines of communication open. When a letter goes to Congress, are we getting a copy of it? Do we know what you are saying to Congress or to the people in Raleigh about us or do we have to find out weeks or months later?"

Mayor Swearingen continued, "We just want to keep those lines of communication open all the time. If I could have a request of Keith Smith and Chance Lambeth, please don't let Congress think for a second that they don't ever have to worry about Kure Beach or North Carolina anymore because we are going to take care of ourselves. Kure Beach is looking to you first and then if that doesn't work out, then we will have a Plan B. Please hang in there with us and try to help us."

Chris Coudriet: "The only person who is at fault here on the communication front is me. We have worked out an internal communication system with Ruth to make sure the right people receive the communication. We cannot communicate with everyone in this room at the same time. Ultimately, the message will get muddled. Clearly, there are individuals that Layton and Ruth will need to work with on a daily basis. There has been a lot of hard work taking place for the last six or eight months on this. One of the reasons that we asked Tom to join us is, we identified that we needed to correct state policy on two fronts. Number one is, have a state policy that has a dedicated funding source for nourishment. It doesn't exist. It is now at the benevolence of the General Assembly every two years. The other thing is, the policy of the state when they do appropriate money is that we are only going to match where there are federal dollars. Our position is that the state shouldn't be worried about the color of money so long as whatever the match requirement is, shows up. Simply having a room occupancy tax is not good enough for the state to say they are going to match in the absence of federal dollars."

Mayor Wilcox: "Are we connecting with the other counties included in the 326 miles of coast?"

Mr. Fetzer: "I can't speak to what other lobbyists are doing with this. When the county engaged me, it was clear to me that my job didn't stop at the county line. I have been meeting with other counties, DEHNR, Water Quality and have not encountered any resistance from anyone I have met so far. We are not likely to encounter any resistance until we get to how much money we need and where it is going to come from."

Councilman Bridges: "To me, it seems like the term 'Storm Damage Reduction' means you are going to reduce the damage from a storm. After what happened in New Jersey with Sandy where there were no dunes. We could appeal to the federal government who is already struggling with the fact that the flood insurance does not cover the cost; we could say by putting the sand out there, we are going to reduce the damage therefore reduce the cost. We have documentation that shows that has been effective. I think that should be an argument to the federal government to convince them to save money down the line."

Councilman Doetsch: "I agree with Tom and I believe in showing for every dollar of sand you put on the beach, how much revenue you gain. From the Carolina Beach Inlet Association, that was one of the clearest items that they put out there to get people to buy into it."

## **COUNTY ECONOMIC IMPACT STUDY**

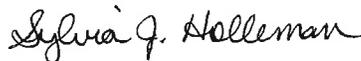
Chris Coudriet: "Eighteen months ago, in freeing up U District Funds to help with inlet maintenance - I'd like to use that as an example of the great vision that Mr. Davis had going in on the U District and what came back wasn't necessarily what he ordered from the menu. This is really tough work."

Mr. Coudriet continued, "There are 170 other men and women who have a voice in what the state will and will not do. I want to thank him for his outstanding work on that but also use that as an illustration of how hard this job really is. We are in a lot better shape with inlet maintenance because of his great idea with U District. I will speak on what is known as the Garner Report - Pathway to Prosperity. In 2012, through some statistically valid surveying, the county identified through the input of the residents in this community that the number one priority is economic development – not only more jobs but better jobs. The Board identified that was the first among equals. The outcome to that was the commitment to bring an outside objective reviewer of what our competitive advantages are, what are limitations might be and give us a strategy to grow more jobs in our community. We partnered with Jay Garner, Garner Economics, who worked with the community and what came back was a report that addresses our competitive advantages. It identified four industry clusters. Each of these clusters is compatible with our job force and our environmental constraints. The first is life and marine sciences. When you think about Castle Branch, Live Oak, Verizon Call Center, some of the large company names that have that cluster there. Precision manufacturing - identified as a real industry cluster. Manufacturing is actually coming back to the county in higher form with robotic manufacturing. The fact that we have a tremendous community college means we have a lot of educated and trained people on the technical skills. The fourth piece is the idea of aircraft assembly modification in maintenance. Look at GE, for example, who is making component parts for Boeing. Those are the four clusters that the Garner Report identified. If the county (community) wants to encourage better jobs, these are the places to make public policy investments to encourage continued development of these areas. The Board accepted that and it was in partnership with the City of Wilmington. There are a number of things that have happened since that report was accepted by the county commission. First, the county partnered to run a sewer force main under US 421. A year ago today, the potential to do that did not exist because there was no force main. That work is done. The county has funded a preliminary engineering report that is actually due in the month of February, funded by the Cape Fear Public Utility Authority and I know both Commissioner Zapple and Commissioner White sit on the Authority and are aware of what's happening."

## ADJOURNMENT

Mayor Wilcox thanked everyone for attending and adjourned the meeting at 10:20 a.m.

Respectfully submitted,



Sylvia J. Holleman  
Town Clerk

**TOWN OF WRIGHTSVILLE BEACH  
PARKS & RECREATION**

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

---

---

**MEMORANDUM**

---

---

**To:** Mayor Blair and Board of Aldermen  
**From:** Katie Ryan, Recreation Program Supervisor *Katie*  
**Subject:** Special Event Permit Applications  
**Date:** May 6, 2016

---

Attached for your consideration are the following special event permit applications that require approval by the Board of Aldermen.

**1) Annual UNCW Alumni Day at the Beach**

Saturday, September 24, 2016, 10:00 a.m. – 4:00 p.m.  
Location: Beach access 36 (north side of Crystal Pier),  
Participants: ~ 250

This special event permit application requires Board approval due to the expected number of participants.

**2) Harbor Island Garden Club Fundraiser Tag Sale**

Saturday, May 14, 2016, 8:00 a.m. – 2:00 p.m. (set up begins at 6:00 am)  
Location: Farmers' Market Field  
Participants: 50 - 100

This special event permit application requires Board approval due to the early set up time.

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

Req# 72459763

TOWN OF WRIGHTSVILLE BEACH, NC  
SPECIAL EVENT PERMIT APPLICATION

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

Applications requiring Board of Aldermen approval must be submitted 60 days prior to the event.  
A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

New Event

Recurring Event

Fee Per Day:

Participants / Fee

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

pd \$350 + 161082

Non-profit organization?

Yes  No

Tax Exempt ID:

Time between 8 am & 10 pm? Yes

Number of Hours 6

Rain date necessary?

Yes  No

Park Facility Used? /

Reservation Obtained?

Yes  No  Not Required

Reservation Fees:

Portable toilets needed?

Yes  No  Not Required

Number of trash carts needed

X \$25.00 per cart Amount due =

Health Department permit obtained?

Yes  No  Not Required

1. Description of event: UNCW Alumni Day at the Beach

2. Event Date: Saturday, Sept.24, 2016 Time: 10:00 a.m. am / pm to 4 p.m. am / pm  
(Events must occur between 8:00 a.m. and 10:00 p.m.)

3. Estimated number of participants (including spectators): 250 through out the event

4. Location: Access #36 near Crystal Pier on the North Side of the Pier

5. Individual making request: UNCW Alumni Association

Complete Mailing Address: 601 S. College Road, Wilmington, NC 28403-5631

Phone Number: 910.962.2587 E-mail: gargiulok@uncw.edu

6. Individual who will be on site and in charge of activity: Kim Gargiulo

Complete Mailing address: 601 S. College Road, Wilmington, NC 28403-5631

Phone Number: 910.962.2587 E-mail: gargiulok@uncw.edu

7. Sponsoring organization/corporation (if applicable): Same as above

Contact: \_\_\_\_\_

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

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

8. Briefly describe provisions for the following:

Toilet facilities Public Restrooms

Trash disposal Caterer will clean up

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

Parking Trolley Service will bring people from UNCW campus and drop off at the beach, others will pay to park

Electrical power needs NA

Water needs NA

9. Will food be served? Yes If yes, has permit from Health Dept. been obtained? yes, caterer

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

Caterer will bring sandwiches on tray and individual chip bags

**FOR OFFICE USE ONLY**

Site plan included?  
Yes No Not Required

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

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

Vendors requested?  
Yes No

Police support required?  
Yes No Not Required

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

Fire Dept. support required?  
Yes No Not Required

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

Ocean Rescue support required?  
Yes No Not Required

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

EMS support required?  
Yes No Not Required

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

Certificate of Insurance obtained?  
Yes No Not Required

*Must provide Certificate of Insurance prior to the event*

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

Yes- Musicians will play guitar and drums acoustic

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

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

If so, what company is providing the equipment? Small pop up tents

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: UNCW T-shirts will be on sale and guests will get free cups and frisbees

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, AS allowable by NCLAW*

*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 E. Forsythe* MARY E. FORSYTHE, C.P.M. 3-30-16  
UNCW DIRECTOR OF PURCHASING

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

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

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

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

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> New Event	
<input checked="" type="checkbox"/> 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?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Tax Exempt ID: _____	
Time between 8 am & 10 pm? <input checked="" type="checkbox"/> Yes	
Number of Hours <u>6</u>	
Rain date necessary?	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Park Facility Used? <input checked="" type="checkbox"/> No	
Reservation Obtained?	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <u>Not Required</u>
Reservation Fees: _____	
Portable toilets needed?	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <u>Not Required</u>
Number of trash carts needed _____	
X \$25.00 per cart	
Amount due = _____	
Health Department permit obtained?	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <u>Not Required</u>

1. Description of event: HIGC Tag Sale

---

2. Event Date: Sat., May 14, 2016 Time: 8:00 am pm to 2:00 am pm  
(Events must occur between 8:00 a.m. and 10:00 p.m.) 6am setup

3. Estimated number of participants (including spectators): 75-100

4. Location: In front of former fire station

---

5. Individual making request: Elise Running  
Complete Mailing Address: 74 Pelican Drive, WB  
Phone Number: 612-5872 E-mail: esrunning@yahoo.com  
256-8240

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): Harbor Island Garden Club  
Contact: Elise Running  
Complete Mailing Address: see above  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

8. Briefly describe provisions for the following:

Toilet facilities —

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

Parking \_\_\_\_\_

Electrical power needs \_\_\_\_\_

Water needs \_\_\_\_\_

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

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

---



---



---

**FOR OFFICE USE ONLY**

Site plan included?

Yes  No  Not Required

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

Number needed: \_\_\_\_\_

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

Vendors requested?

Yes  No

Police support required?

Yes  No  Not Required

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

Fire Dept. support required?

Yes  No  Not Required

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

Ocean Rescue support required?

Yes  No  Not Required

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

EMS support required?

Yes  No  Not Required

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

Certificate of Insurance obtained?

Yes  No  Not Required

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

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

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

If so, what company is providing the equipment? \_\_\_\_\_

Describe equipment in detail and provide a sketched plan: \_\_\_\_\_

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

If so, describe in detail: N/a

13. Is police assistance necessary? N/a Are you requesting the closing of any streets? N/a

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: 5/4/2016

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

## APPROVED SPECIAL EVENTS June 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  
William Squires, 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  
Matt Amor, 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
Thurs 6/2	5:30 pm - 7:00 pm	200	Performance Club "Back to the 80's"	WBPR	Event Stage/WBP	
Fri 6/3	6:30 pm - 8:30 pm	50	Wedding	O'Brien	Beach strand at access 16	
Sat 6/4	11:00 am - 12:30 pm	20	Wedding	Boone	Beach strand at access 2	
Sat 6/4	3:30 pm - 6:30 pm	125	Wedding	Ketner	Beach strand at access 8	*
Sun 6/5	2:00 pm - 5:00 pm	100	Wedding	Roods	Beach strand at access 43	
Mon 6/6	10:00 am - 1:00 pm	100	1st Grade Party	WBES	WB Park Event Stage and Picnic Shelters	
Tue 6/7	10:00 am - 2:00 pm	100	2nd Grade Party	WBES	WB Park Event Stage and Picnic Shelters	
Tue 6/7	All Day		Voting/Election Day	NHC Board of Elections	Fran Russ Recreation Center	
Wed 6/8	9:30 am - 1:30 pm	100	Kindergarten Party	WBES	WB Park Event Stage and Picnic Shelters	
Fri 6/10	3:30 pm - 7:30 pm	65	Wedding	Peffley	Beach strand at Shell Island Resort	
Sat 6/11	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	
<del>Sat 6/11</del>	<del>2:00 pm - 5:00 pm</del>	45	<del>Child's Birthday Party</del>	Harts	<del>WB Park Picnic Shelter #2</del>	EVENT CANCELLED
Sat 6/11	3:00 pm - 6:00 pm	50	Wedding	Salyer	Beach strand at access 8	*
Sat 6/11	4:00 pm - 7:00 pm	150	Wedding	Loomis	Beach strand at Shell Island Resort	

## APPROVED SPECIAL EVENTS

June 2016

Sun 6/12	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	
<del>Sun</del> 6/12	<del>2:00 pm - 5:00 pm</del>	20	<del>Child's Birthday Party</del>	Hurd	<del>WB Park Picnic Shelter #2</del>	EVENT CANCELLED
Fri 6/17	3:30 pm - 6:30 pm	40	Wedding	Derr	Beach strand at Shell Island Resort	
Sat 6/18	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	
Sat 6/18	8:30 am - 11:30 am	30	Wedding	Jerrigan	Beach strand at Shell Island Resort	
Sat 6/18	4:00 pm - 7:00 pm	50	Wedding	Hamel	Beach strand at access 36	
Sat 6/18	7:30 pm - 9:00 pm	20	Wedding	Ather	Beach strand at access 44	
Sun 6/19	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	
Thurs 6/23	3:30 pm - 6:30 pm	100	Wedding	Chepke	Beach strand at Shell Island Resort	
Fri 6/24	6:00 pm - 9:00 pm	50	Religious Service	Cronen	Beach strand at access 4	
Sat 6/25	6:00 am - 5:00 pm	100	Gnarly Charly for Surf Dreams Foundation	DeGroote	Beach strand at access 38	
Sat 6/25	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	
Sat 6/25	8:30 am - 11:30 am	65	Wedding	Norling	Beach strand at Shell Island Resort	
Sat 6/25	2:00 pm - 5:00 pm	30	Wedding	Kindell	Beach strand at access 2	
Sat 6/25	3:00 pm - 6:00 pm	100	Wedding	Ferguson	Beach strand at access 43	*
Sat 6/25	4:00 pm - 7:00 pm	80	Wedding	Boos	Beach strand at Shell Island Resort	
Sun 6/26	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	
Sun 6/26	3:00 pm - 7:00 pm	100	Wedding	Mays	Beach strand at Shell Island Resort	

\* 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 PUBLIC WORKS DEPARTMENT

## Quarterly Report 2016 January, February, March



A handwritten signature in black ink, appearing to read "Jonathan Babin".

---

Jonathan Babin, Interim Public Works Director

# PUBLIC WORKS QUARTERLY REPORT

## PUBLIC WORKS QUARTERLY REPORT - JANANUARY THRU MARCH, 2016

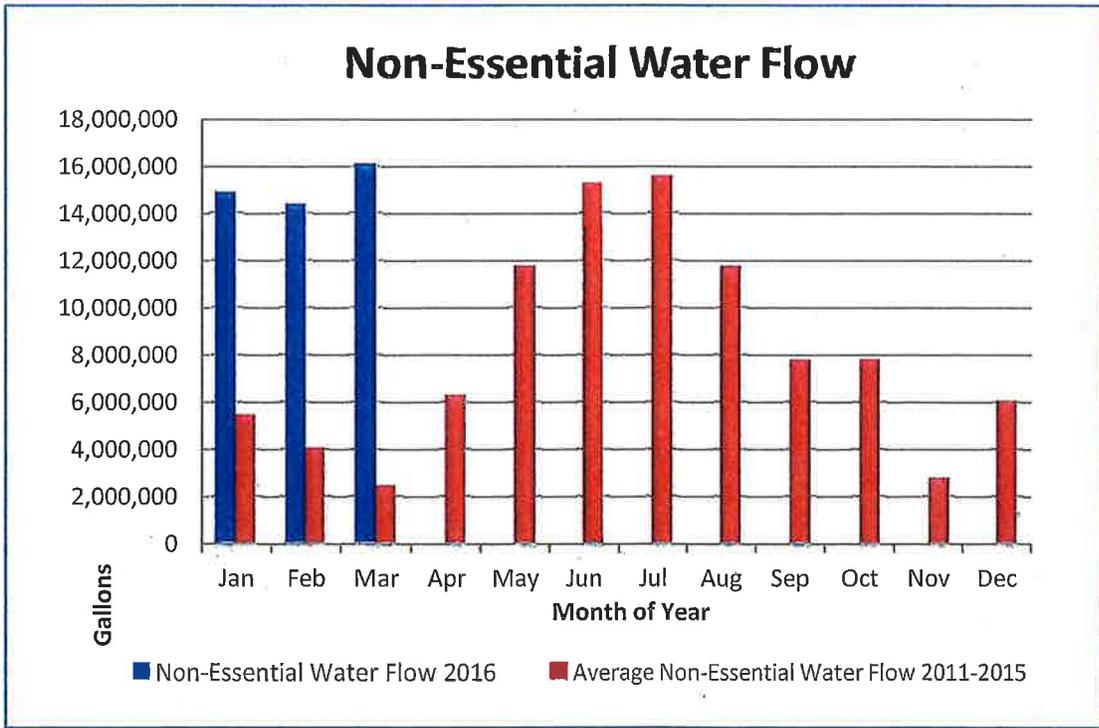
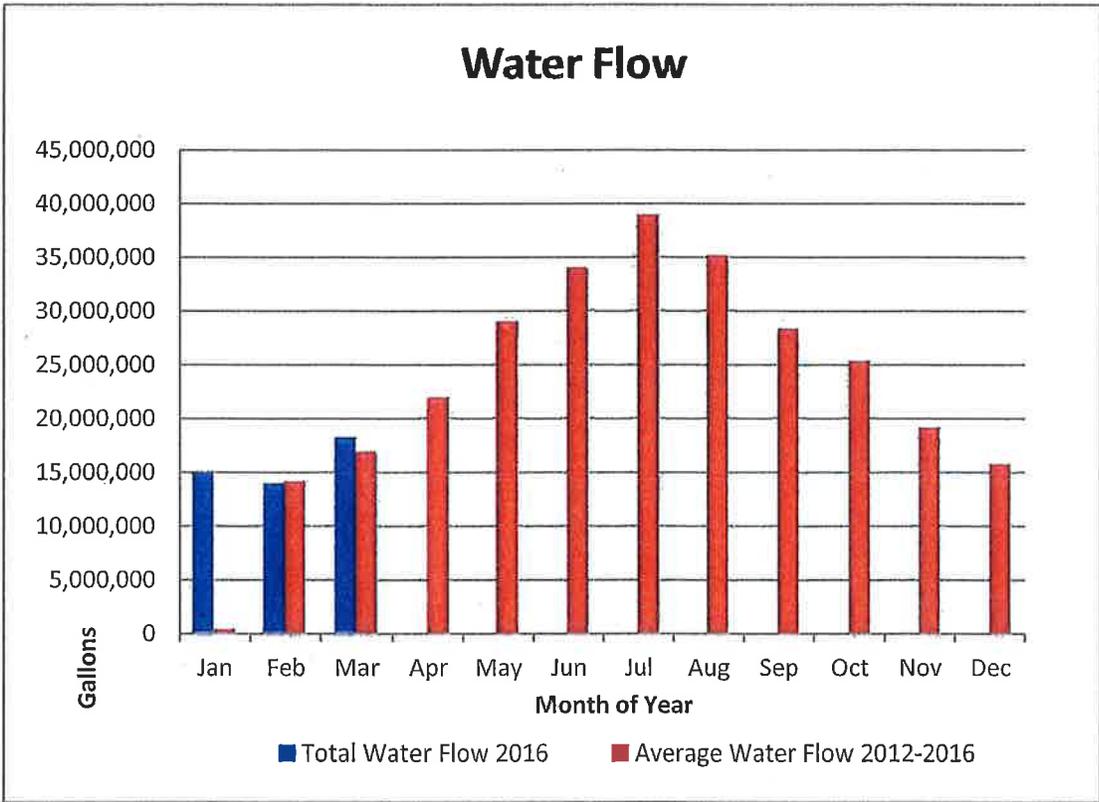
<b>WATER:</b>	<b>Mar-16</b>	<b>Feb-16</b>	<b>Jan-16</b>
# EMPLOYEES AUTHORIZED = 8	7	8	8
TOTAL WATER (GALLONS):	18,140,000	13,926,000	14,854,000
DAILY AVERAGE GALLONS:	585,161	480,207	479,161
HIGH DAY GALLONS:	857,000	642,000	677,000
HIGH DAY DATE:	3/19/2016	2/2/2016	1/20/2016
<b>SEWER:</b>			
TOTAL SEWER (GALLONS):	13,959,300	14,782,300	14,840,300
DAILY AVERAGE GALLONS:	450,300	509,734	478,719
HIGH DAY GALLONS:	765,400	955,900	858,300
HIGH DAY DATE:	3/19/2016	2/6/2016	1/2/2016
RAINFALL (INCHES):	3.35	14.2	5.75
<b>ENTEROCOCUS TESTS</b>			
#1 (JOHNNY MERCERS PIER)	10	<10	<10
#2 (BANKS CHANNEL @ SALISBURY)	<10	<10	<10
#3 (INTERCOASTAL WW/DRAWBRIDGE)	<10	<10	<10
#4 (WYNN PLAZA)	<10	<10	<10
#5 (BANKS CHANNEL @ YACHT CLUB)	<10	10	<10
#6 (BANKS CHANNEL @ SOUTH END)	<10	10	<10
<b>WORK ORDERS:</b>			
WORK ORDERS PENDING:	17	3	62
WORK ORDERS COMPLETE:	200	218	154
<b>SANITATION:</b>			
	<b>Mar-16</b>	<b>Feb-16</b>	<b>Jan-16</b>
# EMPLOYEES AUTHORIZED = 7	6	6	6
TTL RESID. & COMM TONS:	287.47	224.76	178.97
BUILDING/CONSTRUCTION MATERIAL:	0	2.4	0
MIXED CONSTRUCTION:	1.55	0	0
YARD TRASH:	4.89	9.76	4.73
TOTAL RECYCLABLES TONS:	6.44	12.16	4.73
TOTAL SOLID WASTE TONS:	293.91	236.92	183.7
<b>WORK ORDERS:</b>			
WORK ORDERS PENDING:	3	2	8
WORK ORDERS COMPLETE:	175	137	118

	Mar-16	Feb-16	Jan-16
<b>FLEET MAINTENANCE:</b>			
# EMPLOYEES AUTHORIZED = 3:	3	3	3
REPAIRS VEHICLES/EQUIPMENT (HRS):	218.7	288	298
REPAIR COSTS VEHICLES \$:	\$155.79	\$217.97	\$199.17
REPAIR COSTS EQUIPMENT \$:	\$453.26	\$7.47	\$42.50
OIL/TIRES \$	\$1,232.21	\$3,068.39	\$730.73
FUEL DISPENSED - DIESEL \$:	\$1,222.26	\$1,143.99	\$862.89
FUEL DISPENSED - GAS \$:	\$3,205.93	\$2,739.31	\$3,409.19
<b>WORK ORDERS:</b>			
WORK ORDERS PENDING:	91	52	48
WORK ORDERS COMPLETE:	16	42	54

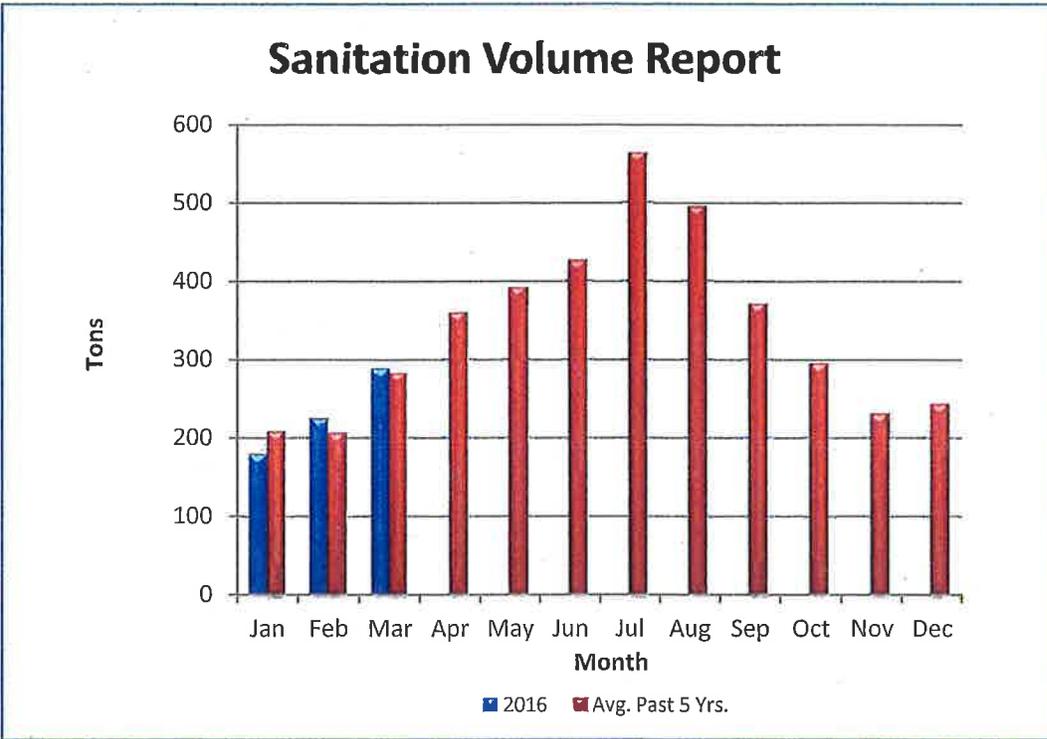
2016 Year to date total cost for operation/maintenance of town assets through PW Department is \$18,691.06

	Mar-16	Feb-16	Jan-16
<b>FACILITIES MAINTENANCE</b>			
# EMPLOYEES AUTHORIZED = 5:	4	5	5
TOTAL STREET REPAIRS (HRS):	0	0	4.5
TOTAL M/R RIGHT-OF-WAYS (HRS):	0	0	0
TOTAL STREET SWEEPING (HRS):	15	43	80.5
TOTAL STREET PAINTING (HRS):	0	0	7
SIDEWALK WORK (HRS):	0	0	0
M/R Construct BUILDINGS (HRS):	80.3	17.25	26
CLEAN/SUPPLY BUILDINGS (HRS)	183.85	82.25	106.75
MISCELLANEOUS (HRS):	261.75	115	205.25
<b>WORK ORDERS:</b>			
WORK ORDERS PENDING:	29	3	48
WORK ORDERS COMPLETE:	106	103	137

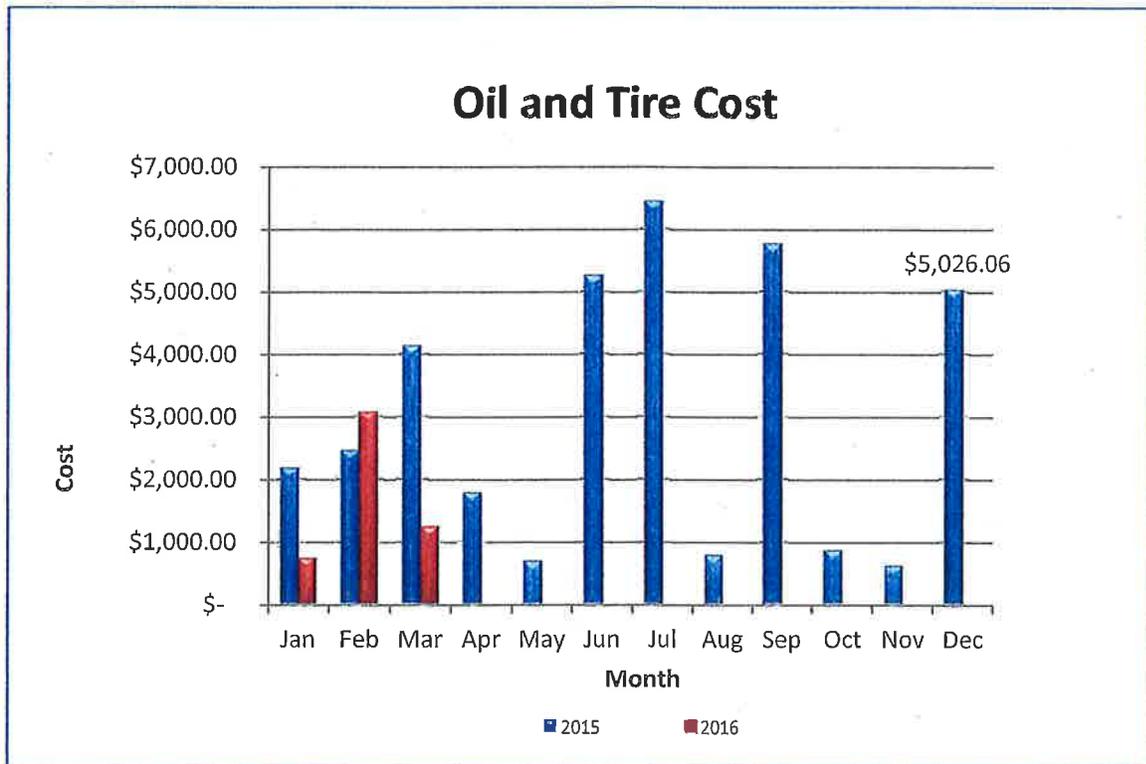
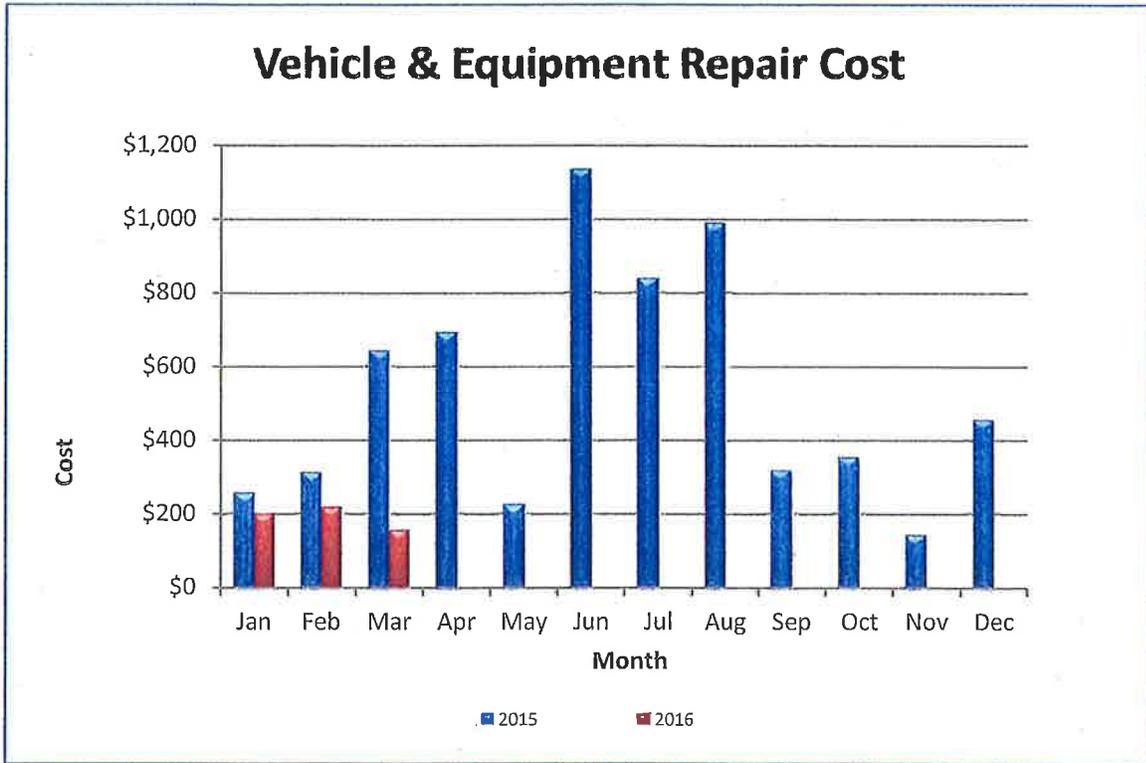
## Water & Sewer Report



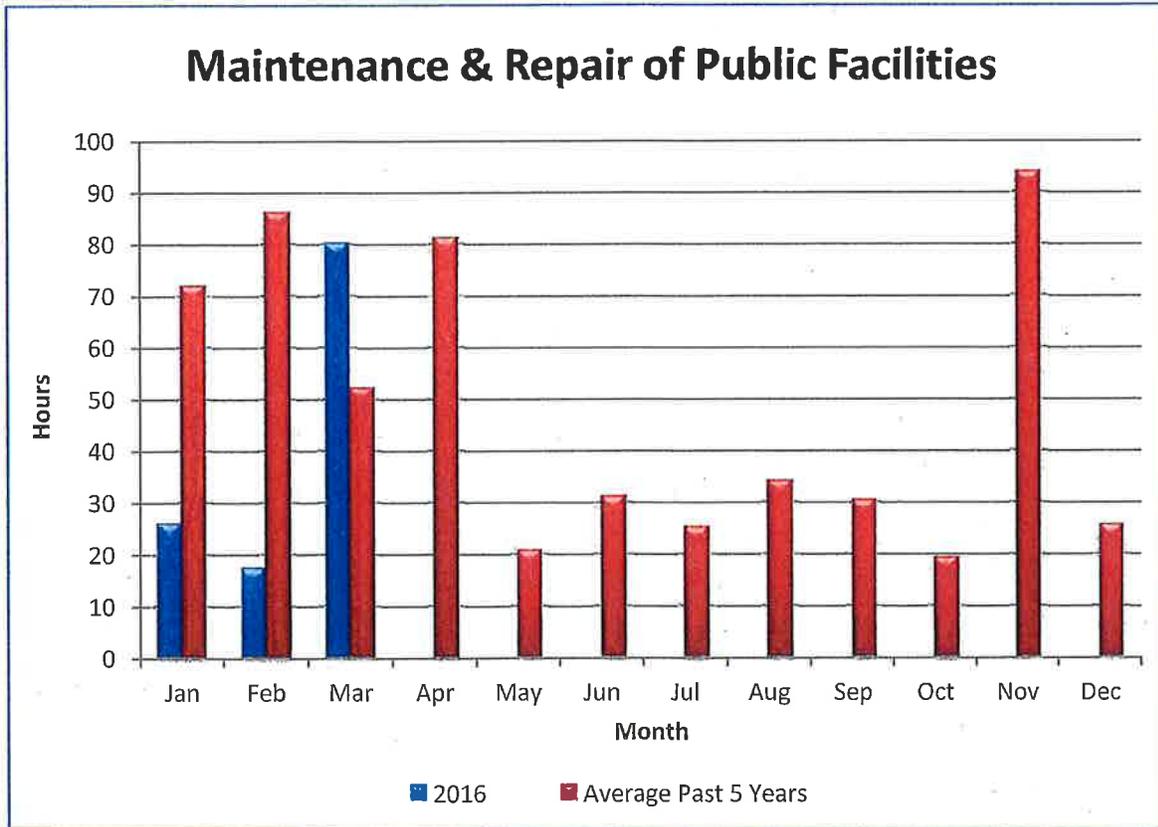
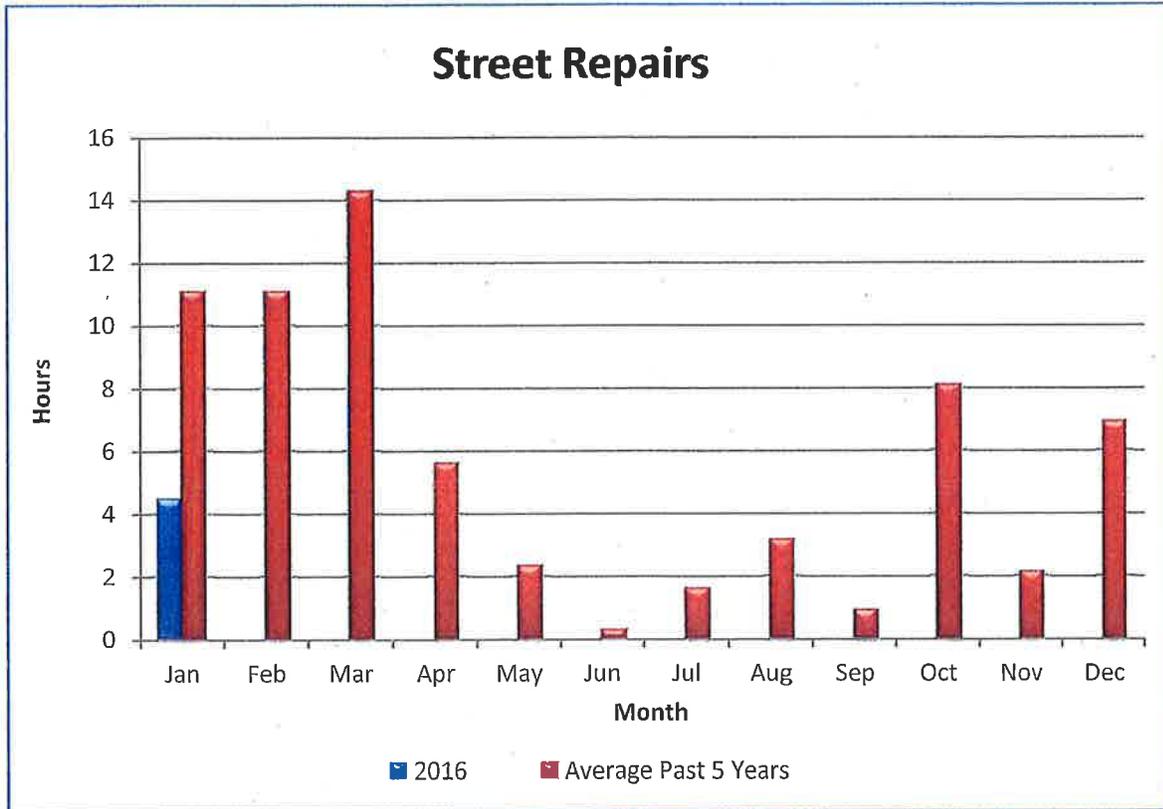
## Sanitation Report



## Fleet Maintenance Report



## Facilities Maintenance Report





# TOWN OF WRIGHTSVILLE BEACH

## DEPARTMENT OF PLANNING & INSPECTIONS

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

---

---

### MEMORANDUM

---

---

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

**From:** Zachary Steffey, Town Planner *ZS*

**Re:** **Executive Summary – 3<sup>rd</sup> Quarter Report for Fiscal Year 2015-2016**

**Date:** May 4, 2016

**Cc:** Tim Owens, Town Manager  
Tony Wilson, Director of Planning & Parks

---

The Quarterly Report for the Third Quarter of Fiscal Year 2015-2016 is hereby submitted for your review. The Planning and Inspections Department processed a total of 158 permits and performed 125 inspections during the months of January, February, and March. The number of permits issued during the Third Quarter increased by 24 percent from the permit total of the previous quarter. The total permit revenue for the Third Quarter was \$71,555.

The total cost of construction for the Third Quarter of Fiscal Year 2015-2016 was \$4,923,846 which is slightly lower than the previous quarter's total of \$6,133,790. Although the amount spent on construction activities on the island decreased, the number of permits that were issued increased. This trend is most likely the result of a greater number of smaller scale projects ranging from renovations to landscaping projects.

The Planning and Inspections Department completed 125 final inspections during the Third Quarter which is up slightly from the previous quarter. The Department issued seven CAMA Minor Development Permits and two exemptions during the Third Quarter. The Park Ranger issued 93 citations during the Third Quarter and performed a total of 137 wildlife related activities. The Park Ranger also supervised 79 hours of community service and assisted other agencies on 23 calls. If you have any questions regarding the Planning and Inspections Department's Quarterly Report, please feel free to contact me.

Attachments:

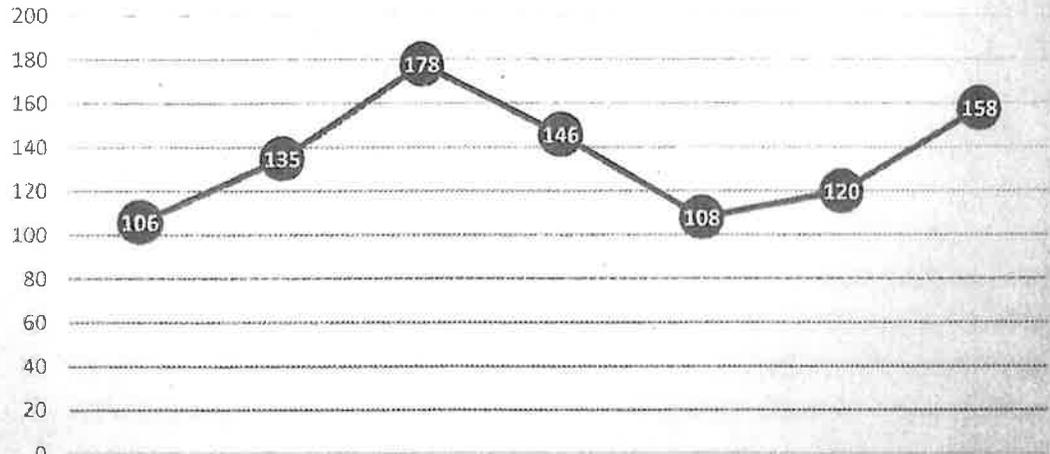
- Permitting Trend Graphs
- Park Ranger Trend Graphs



# Planning & Inspections Department 3<sup>rd</sup> Quarter Report

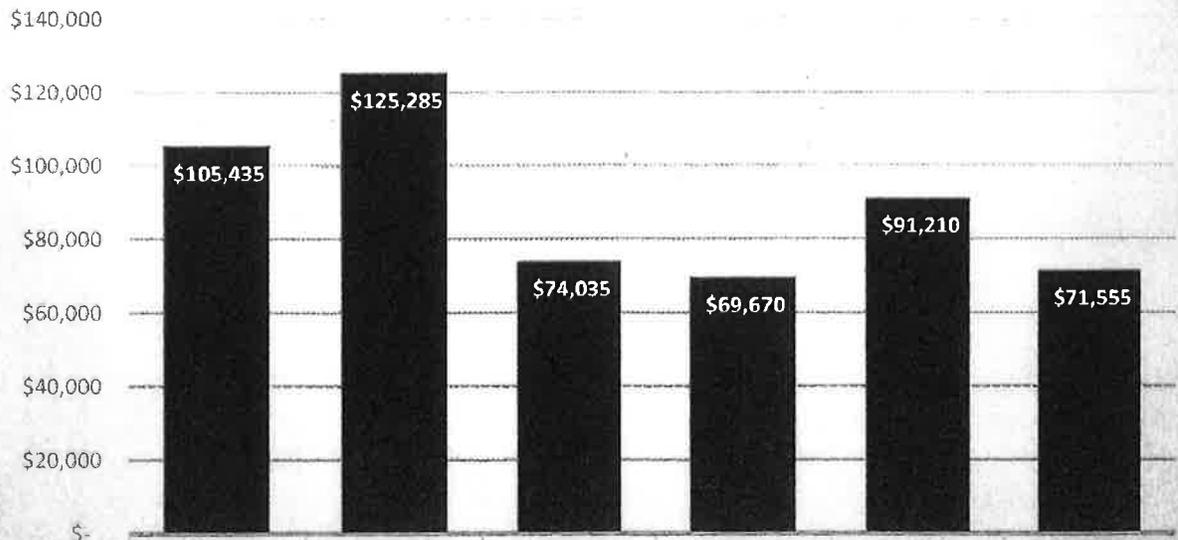
## Fiscal Year 2015-2016

### Number of Permits:



	FY14-15 Quarter 1	FY14-15 Quarter 2	FY14-15 Quarter 3	FY14-15 Quarter 4	FY15-16 Quarter 1	FY15-16 Quarter 2	FY15-16 Quarter 3
Number of Permits:	106	135	178	146	108	120	158

### Permit Revenue:



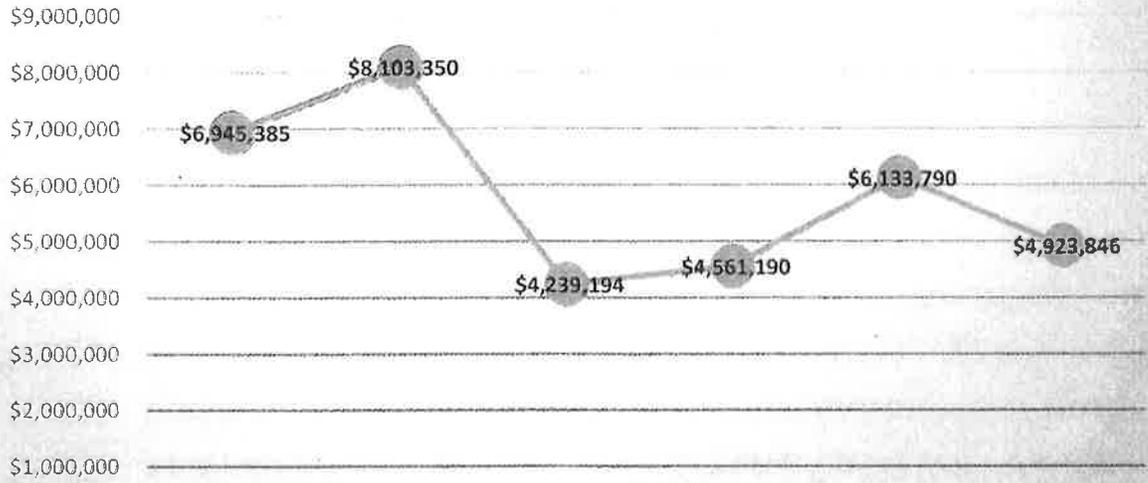
	FY14-15 Quarter 2	FY14-15 Quarter 3	FY14-15 Quarter 4	FY15-16 Quarter 1	FY15-16 Quarter 2	FY15-16 Quarter 3
Permit Revenue:	\$105,435	\$125,285	\$74,035	\$69,670	\$91,210	\$71,555



# Planning & Inspections Department 3<sup>rd</sup> Quarter Report

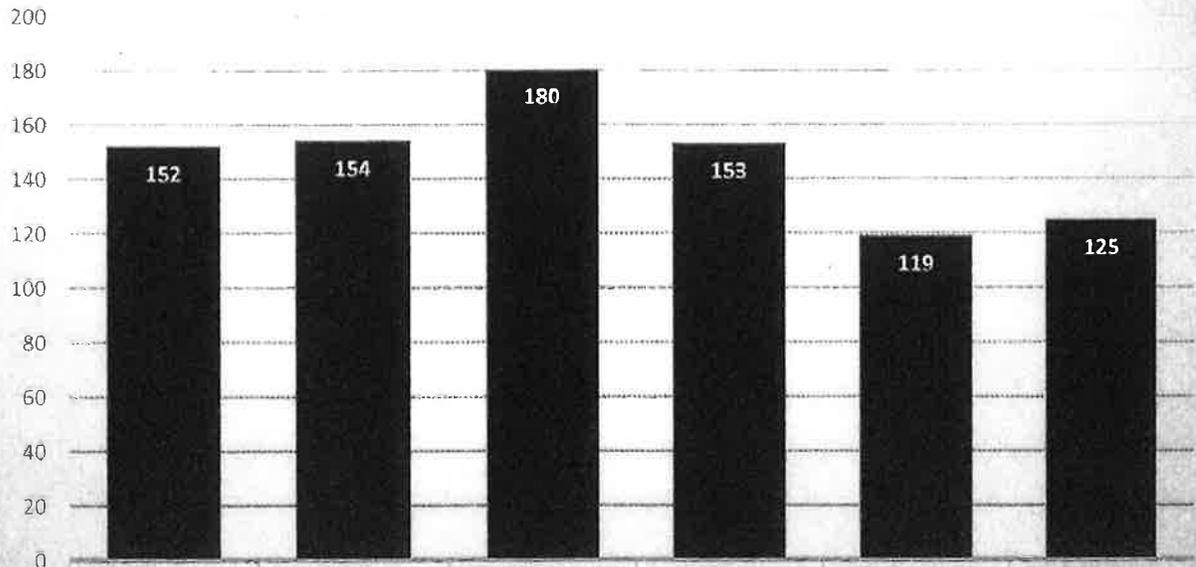
## Fiscal Year 2015-2016

### Amount Spent on Construction:



	FY14-15 Quarter 2	FY14-15 Quarter 3	FY14-15 Quarter 4	FY15-16 Quarter 1	FY15-16 Quarter 2	FY15-16 Quarter 3
Cost of Construction:	\$6,945,385	\$8,103,350	\$4,239,194	\$4,561,190	\$6,133,790	\$4,923,846

### Inspections:

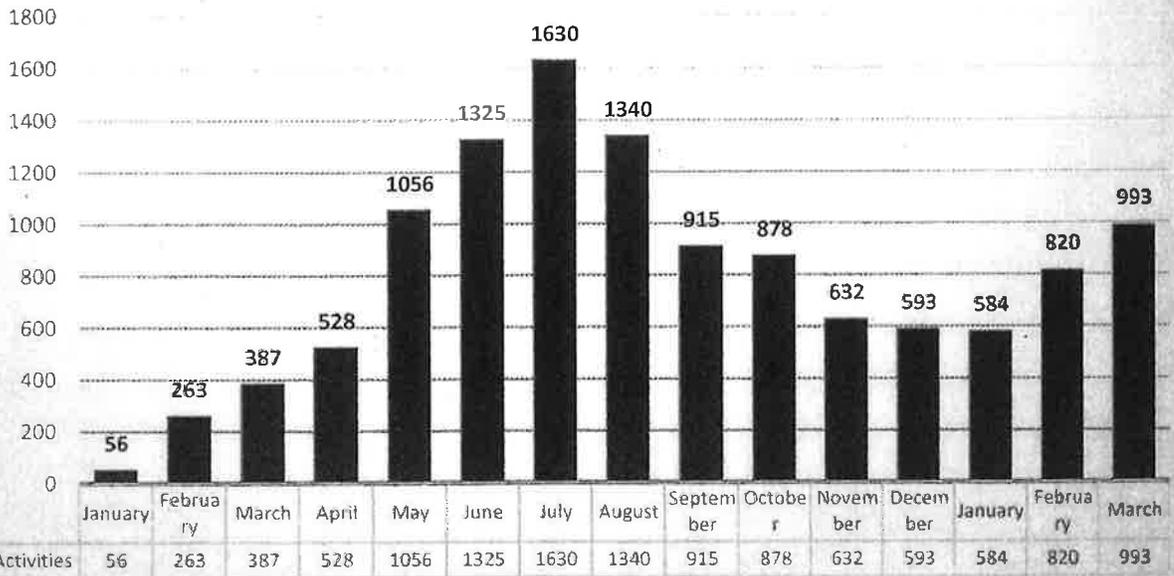


	FY14-15 Quarter 2	FY14-15 Quarter 3	FY14-15 Quarter 4	FY15-16 Quarter 1	FY15-16 Quarter 2	FY15-16 Quarter 3
Inspections:	152	154	180	153	119	125

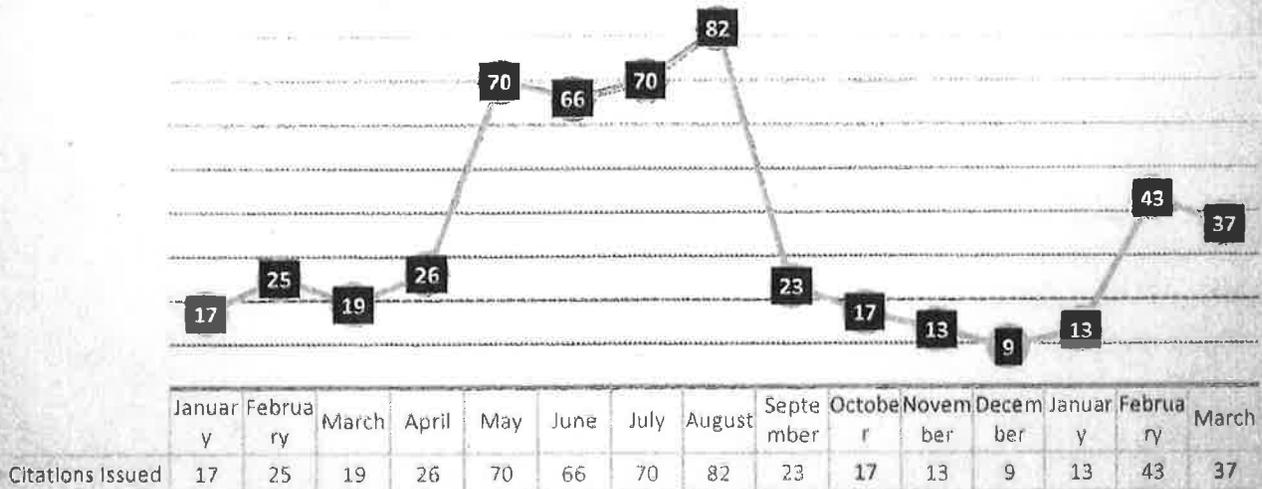


# Planning & Inspections Department 3<sup>rd</sup> Quarter Report January 2015 - Present

## Total Ranger Activities



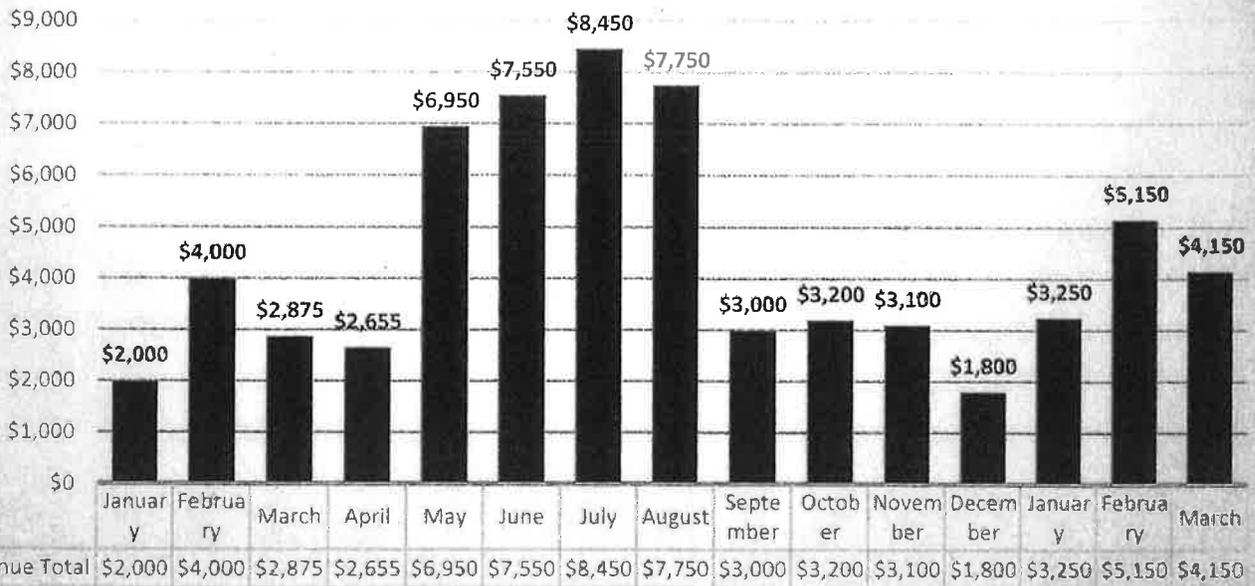
## Park Ranger Citations Issued





Planning & Inspections Department 3<sup>rd</sup> Quarter Report  
 January 2015 - Present

**Park Ranger Revenue Total**



# **TOWN OF WRIGHTSVILLE BEACH PLANNING & PARKS DEPARTMENT**

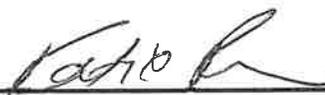
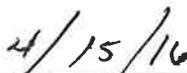
## **RECREATION PROGRAMS**

**Third Quarter Fiscal Year 2015-2016**

**January 2016**

**February 2016**

**March 2016**

   
Katie Ryan, Parks and Recreation Program Supervisor

**WRIGHTSVILLE BEACH  
PARKS AND RECREATION DEPARTMENT  
PROGRAMS AND ACTIVITIES PARTICIPATION REPORT**

**January 2016**

PROGRAMS / ACTIVITIES	FACILITY USED	INDIVIDUAL PARTICIPANTS			ATTENDANCE		
		WBR	NR	TOTAL	WBR	NR	TOTAL
After School	Recreation Center	15	6	21	174	73	247
Art and Jewelry Camp	Recreation Center			-			-
Babysitter Training	Recreation Center			-			-
Beach Bound Boot Camp	Basketball Court	1	3	4	6	18	24
Bridge Lessons & Workshops	Recreation Center			-			-
Cotillion	Recreation Center	1	13	14	2	26	28
Farmers' Market	Seawater Field						
Junior Lifeguard	Beach Access 36			-			-
Kids Cooking Class/Camp	Recreation Center	3	6	9	3	6	9
Line Dancing	Recreation Center			-			-
Performance Club Class/Camp	Recreation Center	7	39	46	21	108	129
Shag	Recreation Center			-			-
<b>OTHER PROGRAMS TOTAL</b>		<b>27</b>	<b>67</b>	<b>94</b>	<b>206</b>	<b>231</b>	<b>437</b>
Aerobics/Toning (T-Th)	Recreation Center	13	19	32	44	62	106
Aerobics/Low-Impact (M-W-F)	Recreation Center	11	15	26	44	69	113
* Barre Fit	Recreation Center				40	22	62
* Boot Camp	Basketball Court				22	5	27
* Indoor Cycling	Flotilla Building	22	28	50	20	13	33
* Yoga - Hatha (Gentle)	Recreation Center				13	27	40
* Yoga - Vinyasa	Recreation Center				32	66	98
<b>FITNESS TOTAL</b>		<b>46</b>	<b>62</b>	<b>108</b>	<b>215</b>	<b>264</b>	<b>479</b>
** Basketball League - Adult	Basketball Court			-			-
Basketball - Youth	Basketball Court			-			-
** Flag Football League - Adult	Soccer/Recycle Flds			-			-
Flag Football League - Youth	Soccer Field			-			-
Lacrosse Camp	Soccer Field			-			-
Pickleball	Tennis Courts			-			-
Soccer	Soccer Field			-			-
Tennis Camp	Tennis Courts			-			-
Tennis Lessons - Tots	Tennis Courts			-			-
Tennis Lessons - Youth	Tennis Courts			-			-
Tennis Lessons - Adults	Tennis Courts			-			-
<b>SPORTS TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL</b>		<b>73</b>	<b>129</b>	<b>202</b>	<b>421</b>	<b>495</b>	<b>916</b>

\* Participants frequently attend a variety of fitness classes. Therefore, the individual participant count is combined for these fitness classes based on monthly token sales. Total class attendance is counted per class.

\*\* Programs where total attendance is estimated based on number of games and approximate number of players.

PUBLIC INQUIRIES	
Incoming Phone Calls	586
Walk-Ins	260
Email	231
Faxes Received	
<b>TOTAL INQUIRIES</b>	<b>1,077</b>

**SPECIAL EVENT PERMITS: 1**

**WRIGHTSVILLE BEACH  
PARKS AND RECREATION DEPARTMENT  
FACILITY RESERVATIONS AND USAGE REPORT**

**January 2016**

FACILITY RESERVED	GROUP USING FACILITY	DAYS USED	NUMBER OF GROUPS			INDIVIDUAL PARTICIPANTS	TOTAL ATTENDANCE
			W.B. RES	NON-RES	TOTAL		
Basketball Court	Private				-		
Event Stage	WB P&R Events				-		
Event Stage	Private				-		
Pickleball Equipment	Private				-		
*Recreation Center	AA	5		1	1	50	250
*Recreation Center	Boating				-		
Recreation Center	Private	2	2		2	45	45
Recreation Center	TOWB/WBPR Events	1	1		1	75	75
Recycle Field	Flag Football				-		
Seawater Field	Private				-		
Seawater Field	Farmers' Market				-		
Shelters	TOWB Events				-		
Shelters	Private	2	1	2	3	65	65
Soccer Field	Private				-		
Soccer Field	Flag Football				-		
Softball Field	Private	1		1	1	15	15
Tennis Courts	Private				-		
Town Hall Field	Private				-		
Town Hall Field	WB P&R Events				-		
Wheelchair	Private	4	1	1	2	2	8
<b>TOTALS</b>		<b>15</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>252</b>	<b>458</b>

\* Total individual participants, multiplied by number of days facility was used

**TOTAL FACILITY USAGE (INCLUDES PROGRAMS, ACTIVITIES AND RESERVATIONS)**

FACILITY/ LOCATION	TOTAL USAGE (NO. OF PEOPLE)
Basketball Courts	51
Event Stage	
Pickleball Equipment	
Recreation Center	1202
Recycle Field	
Seawater Field	
Shelters	65
Soccer Field	
Softball Field	15
Tennis Courts	
Town Hall Field	
Wheelchair	8

# WRIGHTSVILLE BEACH PARKS AND RECREATION REVENUE

January 2016

Total Receipts Written - 211

PROGRAM	W.B. RES.	NON-RES.	REFUNDS	TOTAL
AFTER SCHOOL	\$ 3,101.00	\$ 1,480.00		\$ 4,581.00
ART & JEWELRY CAMP				\$ -
BABYSITTER'S TRAINING	\$ 85.00	\$ 100.00		\$ 185.00
BASKETBALL - YOUTH				\$ -
BASKETBALL LEAGUE				\$ -
BEACH BOUND BOOT CAMP	\$ 200.00	\$ 720.00		\$ 920.00
BRIDGE LESSONS				\$ -
BUSINESS ON BEACH PERMITS				\$ -
COTILLION	\$ 100.00	\$ 1,250.00		\$ 1,350.00
DONATIONS				\$ -
FARMERS' MARKET				\$ -
FITNESS - LOW/TONE	\$ 324.00	\$ 404.00		\$ 728.00
FITNESS - TOKENS	\$ 906.00	\$ 1,376.00		\$ 2,282.00
FLAG FOOTBALL - ADULT		\$ 8,400.00		\$ 8,400.00
FLAG FOOTBALL - YOUTH	\$ 420.00	\$ 168.00		\$ 588.00
JUNIOR LIFEGUARD	\$ 3,060.00	\$ 2,640.00		\$ 5,700.00
KIDS' COOKING CLASS	\$ 294.00	\$ 615.00	\$ 129.00	\$ 780.00
LACROSSE CAMP				\$ -
LINE DANCING				\$ -
PERFORMANCE CLUB	\$ 770.00	\$ 5,151.00	\$ 182.00	\$ 5,739.00
PERFORMANCE CLUB CAMP				\$ -
PICKLEBALL				\$ -
PICKLEBALL LADDER				\$ -
RENTAL-EVENT STAGE				\$ -
RENTAL-OPEN AREAS		\$ 190.00		\$ 190.00
RENTAL - PICKLEBALL EQUIP				\$ -
RENTAL-PICNIC SHELTERS	\$ 65.00	\$ 105.00	\$ 50.00	\$ 120.00
RENT-RECREATION CENTER			\$ 100.00	\$ (100.00)
RENTAL-SOCCER FIELD		\$ 80.00	\$ 90.00	\$ (10.00)
RENTAL-SOFTBALL FIELD		\$ 30.00		\$ 30.00
SHAG				\$ -
SOCCER	\$ 100.00	\$ 125.00		\$ 225.00
MOVIE, CONCERT, RACE SPNSRS	\$ 2,750.00	\$ 350.00		\$ 3,100.00
SPECIAL EVENT PERMITS		\$ 3,800.00		\$ 3,800.00
TENNIS - YOUTH & TOTS			\$ 75.00	\$ (75.00)
TENNIS - ADULTS				\$ -
TENNIS CAMP				\$ -
T-SHIRTS/SWEATSHIRTS	\$ 12.00	\$ 77.00		\$ 89.00
WB VALENTINE 10K				\$ -
<b>JANUARY 2016</b>	<b>\$ 12,187.00</b>	<b>\$ 27,061.00</b>	<b>\$ 626.00</b>	<b>\$ 38,622.00</b>
<b>JANUARY 2015</b>	<b>\$ 6,637.00</b>	<b>\$ 32,023.00</b>	<b>\$ 413.20</b>	<b>\$ 38,246.80</b>
<b>BEHIND/AHEAD BY</b>	<b>\$ 5,550.00</b>	<b>\$ (4,962.00)</b>	<b>\$ 212.80</b>	<b>\$ 375.20</b>

**WRIGHTSVILLE BEACH  
PARKS AND RECREATION DEPARTMENT  
PROGRAMS AND ACTIVITIES PARTICIPATION REPORT**

**February 2016**

PROGRAMS / ACTIVITIES	FACILITY USED	INDIVIDUAL PARTICIPANTS			ATTENDANCE		
		WBR	NR	TOTAL	WBR	NR	TOTAL
After School	Recreation Center	15	6	21	168	65	233
Art and Jewelry Camp	Recreation Center			-			-
Babysitter Training	Recreation Center			-			-
Beach Bound Boot Camp	Basketball Court	2	6	8	15	47	62
Bridge Lessons & Workshops	Recreation Center			-			-
Cotillion	Recreation Center	1	13	14	3	39	42
Farmers' Market	Seawater Field						
Junior Lifeguard	Beach Access 36			-			-
Kids Cooking Class/Camp	Recreation Center	3	6	9	15	30	45
Line Dancing	Recreation Center			-			-
Performance Club Class/Camp	Recreation Center	7	39	46	28	156	184
Shag	Recreation Center			-			-
<b>OTHER PROGRAMS TOTAL</b>		<b>28</b>	<b>70</b>	<b>98</b>	<b>229</b>	<b>337</b>	<b>566</b>
Aerobics/Toning (T-Th)	Recreation Center	15	14	29	57	57	114
Aerobics/Low-Impact (M-W-F)	Recreation Center	11	21	32	55	123	178
* Barre Fit	Recreation Center				40	38	78
* Boot Camp	Basketball Court				19	4	23
* Indoor Cycling	Flotilla Building	17	26	43	13	8	21
* Yoga - Hatha (Gentle)	Recreation Center				23	30	53
* Yoga - Vinyasa	Recreation Center				34	87	121
<b>FITNESS TOTAL</b>		<b>43</b>	<b>61</b>	<b>104</b>	<b>241</b>	<b>347</b>	<b>588</b>
** Basketball League - Adult	Basketball Court			-			-
Basketball - Youth	Basketball Court			-			-
** Flag Football League - Adult	Soccer/Recycle Flds	6	349	355	12	698	710
Flag Football League - Youth	Soccer Field			-			-
Lacrosse Camp	Soccer Field			-			-
Pickleball	Tennis Courts			-			-
Soccer	Soccer Field			-			-
Tennis Camp	Tennis Courts			-			-
Tennis Lessons - Tots	Tennis Courts			-			-
Tennis Lessons - Youth	Tennis Courts			-			-
Tennis Lessons - Adults	Tennis Courts			-			-
<b>SPORTS TOTAL</b>		<b>6</b>	<b>349</b>	<b>355</b>	<b>12</b>	<b>698</b>	<b>710</b>
<b>GRAND TOTAL</b>		<b>77</b>	<b>480</b>	<b>557</b>	<b>482</b>	<b>1,382</b>	<b>1,864</b>

\* Participants frequently attend a variety of fitness classes. Therefore, the individual participant count is combined for these fitness classes based on monthly token sales. Total class attendance is counted per class.

\*\* Programs where total attendance is estimated based on number of games and approximate number of players.

PUBLIC INQUIRIES	
Incoming Phone Calls	634
Walk-Ins	271
Email	283
Faxes Received	
<b>TOTAL INQUIRIES</b>	<b>1,188</b>

**SPECIAL EVENT PERMITS: 0**

**WRIGHTSVILLE BEACH  
PARKS AND RECREATION DEPARTMENT  
FACILITY RESERVATIONS AND USAGE REPORT**

**February 2016**

FACILITY RESERVED	GROUP USING FACILITY	DAYS USED	NUMBER OF GROUPS			INDIVIDUAL PARTICIPANTS	TOTAL ATTENDANCE
			W.B. RES	NON-RES	TOTAL		
Basketball Court	Private				-		
Event Stage	WB P&R Events				-		
Event Stage	Private				-		
Pickleball Equipment	Private	4	2		2	2	8
*Recreation Center	AA	4		1	1	50	200
*Recreation Center	Boating				-		
Recreation Center	Private	2	2		2	110	110
Recreation Center	WB P&R Events	1	1		1	50	50
Recycle Field	Flag Football	2	1		1	177	354
Seawater Field	Private				-		
Seawater Field	Farmers' Market				-		
Shelters	TOWB Events				-		
Shelters	Private	2		2	2	115	115
Soccer Field	Private	1		1	1	30	30
Soccer Field	Flag Football	2	1		1	178	356
Softball Field	Private				-		
Tennis Courts	Private				-		
Town Hall Field	Private				-		
Town Hall Field	WBP&R Events	1	1		1	275	275
Wheelchair	Private	13	2	2	4	4	17
<b>TOTALS</b>		<b>32</b>	<b>10</b>	<b>6</b>	<b>16</b>	<b>991</b>	<b>1,515</b>

\* Total individual participants, multiplied by number of days facility was used

**TOTAL FACILITY USAGE (INCLUDES PROGRAMS, ACTIVITIES AND RESERVATIONS)**

FACILITY/ LOCATION	TOTAL USAGE (NO. OF PEOPLE)
Basketball Courts	85
Event Stage	
Pickleball Equipment	8
Recreation Center	1408
Recycle Field	354
Seawater Field	
Shelters	115
Soccer Field	386
Softball Field	
Tennis Courts	
Town Hall Field	275
Wheelchair	17

# WRIGHTSVILLE BEACH PARKS AND RECREATION REVENUE

February 2016

Total Receipts Written - 233

PROGRAM	W.B. RES.	NON-RES.	REFUNDS	TOTAL
AFTER SCHOOL	\$ 3,663.00	\$ 1,740.00		\$ 5,403.00
ART & JEWELRY CAMP				\$ -
BABYSITTER'S TRAINING	\$ 85.00	\$ 1,300.00		\$ 1,385.00
BASKETBALL - YOUTH	\$ 85.00	\$ 100.00		\$ 185.00
BASKETBALL LEAGUE				\$ -
BEACH BOUND BOOT CAMP	\$ 120.00	\$ 432.00		\$ 552.00
BRIDGE LESSONS				\$ -
BUSINESS ON BEACH PERMITS		\$ 400.00		\$ 400.00
COTILLION		\$ 175.00		\$ 175.00
DONATIONS				\$ -
FARMERS' MARKET	\$ 50.00	\$ 650.00		\$ 700.00
FITNESS - LOW/TONE	\$ 192.00	\$ 750.00		\$ 942.00
FITNESS - TOKENS	\$ 818.00	\$ 1,568.00		\$ 2,386.00
FLAG FOOTBALL - ADULT		\$ 6,165.00	\$ 1,090.00	\$ 5,075.00
FLAG FOOTBALL - YOUTH	\$ 1,260.00	\$ 3,360.00		\$ 4,620.00
JUNIOR LIFEGUARD	\$ 900.00	\$ 3,300.00		\$ 4,200.00
KIDS' COOKING CLASS		\$ 476.00	\$ 154.80	\$ 321.20
LACROSSE CAMP				\$ -
LINE DANCING				\$ -
PERFORMANCE CLUB	\$ 434.00	\$ 867.00		\$ 1,301.00
PERFORMANCE CLUB CAMP				\$ -
PICKLEBALL		\$ 150.00		\$ 150.00
PICKLEBALL LADDER				\$ -
RENTAL-EVENT STAGE				\$ -
RENTAL-OPEN AREAS		\$ 70.00		\$ 70.00
RENTAL - PICKLEBALL EQUIP				\$ -
RENTAL-PICNIC SHELTERS		\$ 80.00	\$ 25.00	\$ 55.00
RENT-RECREATION CENTER	\$ 330.00			\$ 330.00
RENTAL-SOCCER FIELD	\$ 20.00			\$ 20.00
RENTAL-SOFTBALL FIELD		\$ 80.00		\$ 80.00
SHAG	\$ 105.00	\$ 720.00		\$ 825.00
SOCCER	\$ 515.00	\$ 1,245.00		\$ 1,760.00
MOVIE, CONCERT, RACE SPNSRS	\$ 100.00	\$ 600.00		\$ 700.00
SPECIAL EVENT PERMITS		\$ 5,750.00	\$ 110.00	\$ 5,640.00
TENNIS - YOUTH & TOTS		\$ 600.00		\$ 600.00
TENNIS - ADULTS		\$ 225.00		\$ 225.00
TENNIS CAMP				\$ -
T-SHIRTS/SWEATSHIRTS	\$ 10.50			\$ 10.50
WB VALENTINE 10K		\$ 10,629.00		\$ 10,629.00
<b>FEBRUARY 2016</b>	<b>\$ 8,687.50</b>	<b>\$ 41,432.00</b>	<b>\$ 1,379.80</b>	<b>\$ 48,739.70</b>
<b>FEBRUARY 2015</b>	<b>\$ 5,225.00</b>	<b>\$ 10,731.00</b>	<b>\$ 531.00</b>	<b>\$ 15,425.00</b>
<b>BEHIND/AHEAD BY</b>	<b>\$ 3,462.50</b>	<b>\$ 30,701.00</b>	<b>\$ 848.80</b>	<b>\$ 33,314.70</b>

**WRIGHTSVILLE BEACH  
PARKS AND RECREATION DEPARTMENT  
PROGRAMS AND ACTIVITIES PARTICIPATION REPORT**

**March 2016**

PROGRAMS / ACTIVITIES	FACILITY USED	INDIVIDUAL PARTICIPANTS			ATTENDANCE		
		WBR	NR	TOTAL	WBR	NR	TOTAL
After School	Recreation Center	15	6	21	164	63	227
Art and Jewelry Camp	Recreation Center			-			-
Babysitter Training	Recreation Center	2	16	18	2	16	18
Beach Bound Boot Camp	Basketball Court	2	6	8	12	32	44
Bridge Lessons & Workshops	Recreation Center			-			-
Cotillion	Recreation Center			-			-
Farmers' Market	Seawater Field						
Junior Lifeguard	Beach Access 36			-			-
Kids Cooking Class/Camp	Recreation Center	8	15	23	8	17	25
Line Dancing	Recreation Center			-			-
Performance Club Class/Camp	Recreation Center	11	51	62	34	157	191
Shag	Recreation Center	8	32	40	32	128	160
<b>OTHER PROGRAMS TOTAL</b>		<b>46</b>	<b>126</b>	<b>172</b>	<b>252</b>	<b>413</b>	<b>665</b>
Aerobics/Toning (T-Th)	Recreation Center	14	14	28	57	60	117
Aerobics/Low-Impact (M-W-F)	Recreation Center	13	15	28	51	88	139
* Barre Fit	Recreation Center				53	41	94
* Boot Camp	Basketball Court				14	6	20
* Indoor Cycling	Flotilla Building				7	9	16
* Yoga - Hatha (Gentle)	Recreation Center				21	24	45
* Yoga - Vinyasa	Recreation Center				39	74	113
<b>FITNESS TOTAL</b>		<b>45</b>	<b>49</b>	<b>94</b>	<b>242</b>	<b>302</b>	<b>544</b>
** Basketball League - Adult	Basketball Court			-			-
Basketball - Youth	Basketball Court	4	2	6	4	2	6
** Flag Football League - Adult	Soccer/Recycle Flds	6	349	355	12	698	710
Flag Football League - Youth	Soccer Field	15	24	39	60	96	156
Lacrosse Camp	Soccer Field			-			-
Pickleball	Tennis Courts			-			-
Soccer	Soccer Field			-			-
Tennis Camp	Tennis Courts			-			-
Tennis Lessons - Tots	Tennis Courts			-			-
Tennis Lessons - Youth	Tennis Courts	1	5	6	6	30	36
Tennis Lessons - Adults	Tennis Courts			-			-
<b>SPORTS TOTAL</b>		<b>26</b>	<b>380</b>	<b>406</b>	<b>82</b>	<b>826</b>	<b>908</b>
<b>GRAND TOTAL</b>		<b>117</b>	<b>555</b>	<b>672</b>	<b>576</b>	<b>1,541</b>	<b>2,117</b>

\* Participants frequently attend a variety of fitness classes. Therefore, the individual participant count is combined for these fitness classes based on monthly token sales. Total class attendance is counted per class.

\*\* Programs where total attendance is estimated based on number of games and approximate number of players.

PUBLIC INQUIRIES	
Incoming Phone Calls	774
Walk-Ins	313
Email	388
Faxes Received	
<b>TOTAL INQUIRIES</b>	<b>1,475</b>

**SPECIAL EVENT PERMITS: 6**

**WRIGHTSVILLE BEACH  
PARKS AND RECREATION DEPARTMENT  
FACILITY RESERVATIONS AND USAGE REPORT**

**March 2016**

FACILITY RESERVED	GROUP USING FACILITY	DAYS USED	NUMBER OF GROUPS			INDIVIDUAL PARTICIPANTS	TOTAL ATTENDANCE
			W.B. RES	NON-RES	TOTAL		
Basketball Court	Private				-		
Event Stage	WB P&R Events	1	1		1	250	250
Event Stage	Private				-		
Pickleball Equipment	Private				-		
*Recreation Center	AA	4		1	1	50	200
*Recreation Center	Boating				-		
Recreation Center	Private	1		1	1	887	887
Recreation Center	WB P&R Events	1	1		1	85	85
Recycle Field	Flag Football	2	1		1	177	354
Seawater Field	Private				-		
Seawater Field	Farmers' Market				-		
Shelters	TOWB Events				-		
Shelters	Private	2		2	2	55	55
Soccer Field	Private				-		
Soccer Field	Flag Football	2	1		1	178	356
Softball Field	Private	2		2	2	60	60
Tennis Courts	Private				-		
Town Hall Field	Private	1		1	1	3,000	3,000
Town Hall Field	WB P&R Events				-		
Wheelchair	Private	13	3	1	4	4	13
TOTALS		29	7	8	15	4,746	5,260

\* Total individual participants, multiplied by number of days facility was used

**TOTAL FACILITY USAGE (INCLUDES PROGRAMS, ACTIVITIES AND RESERVATIONS)**

FACILITY/ LOCATION	TOTAL USAGE (NO. OF PEOPLE)
Basketball Courts	70
Event Stage	250
Pickleball Equipment	3
Recreation Center	2301
Recycle Field	354
Seawater Field	
Shelters	55
Soccer Field	1222
Softball Field	60
Tennis Courts	36
Town Hall Field	3000
Wheelchair	13

# WRIGHTSVILLE BEACH PARKS AND RECREATION REVENUE

March 2016

Total Receipts Written - 210

PROGRAM	W.B. RES.	NON-RES.	REFUNDS	TOTAL
AFTER SCHOOL	\$ 2,603.00	\$ 1,676.00		\$ 4,279.00
ART & JEWELRY CAMP	\$ 150.00	\$ 195.00		\$ 345.00
BABYSITTER'S TRAINING	\$ 85.00	\$ 200.00		\$ 285.00
BASKETBALL - YOUTH	\$ 340.00	\$ 275.00	\$ 80.00	\$ 535.00
BASKETBALL LEAGUE				\$ -
BEACH BOUND BOOT CAMP	\$ 200.00	\$ 240.00		\$ 440.00
BRIDGE LESSONS				\$ -
BUSINESS ON BEACH PERMITS				\$ -
COTILLION		\$ 350.00		\$ 350.00
DONATIONS				\$ -
FARMERS' MARKET				\$ -
FITNESS - LOW/TONE	\$ 436.00	\$ 575.00		\$ 1,011.00
FITNESS - TOKENS	\$ 912.00	\$ 1,020.00		\$ 1,932.00
FLAG FOOTBALL - ADULT				\$ -
FLAG FOOTBALL - YOUTH	\$ 406.00	\$ 504.00		\$ 910.00
JUNIOR LIFEGUARD	\$ 40.00	\$ 880.00		\$ 920.00
KIDS' COOKING CLASS	\$ 206.00	\$ 883.00		\$ 1,089.00
LACROSSE CAMP	\$ 140.00			\$ 140.00
LINE DANCING				\$ -
PERFORMANCE CLUB	\$ 560.00	\$ 2,040.00	\$ 149.60	\$ 2,450.40
PERFORMANCE CLUB CAMP				\$ -
PICKLEBALL		\$ 75.00	\$ 70.00	\$ 5.00
PICKLEBALL LADDER				\$ -
RENTAL-EVENT STAGE		\$ 869.00		\$ 869.00
RENTAL-OPEN AREAS	\$ 170.00	\$ 85.00	\$ 50.00	\$ 205.00
RENTAL - PICKLEBALL EQUIP		\$ 15.00		\$ 15.00
RENTAL-PICNIC SHELTERS	\$ 65.00	\$ 225.00		\$ 290.00
RENT-RECREATION CENTER	\$ 30.00			\$ 30.00
RENTAL-SOCCER FIELD		\$ 80.00		\$ 80.00
RENTAL-SOFTBALL FIELD		\$ 325.00		\$ 325.00
SHAG	\$ 175.00	\$ 765.00	\$ 45.00	\$ 895.00
SOCCER	\$ 400.00	\$ 965.00		\$ 1,365.00
MOVIE, CONCERT, RACE SPNSRS				\$ -
SPECIAL EVENT PERMITS		\$ 3,675.00	\$ 210.00	\$ 3,465.00
TENNIS - YOUTH & TOTS	\$ 180.00	\$ 450.00	\$ 75.00	\$ 555.00
TENNIS - ADULTS	\$ 60.00		\$ 75.00	\$ (15.00)
TENNIS CAMP	\$ 80.00			\$ 80.00
T-SHIRTS/SWEATSHIRTS	\$ 25.50	\$ 60.00		\$ 85.50
WB VALENTINE 10K				\$ -
<b>MARCH 2016</b>	<b>\$ 7,263.50</b>	<b>\$ 16,427.00</b>	<b>\$ 754.60</b>	<b>\$ 22,935.90</b>
<b>MARCH 2015</b>	<b>\$ 8,378.85</b>	<b>\$ 19,538.00</b>	<b>\$ 1,733.00</b>	<b>\$ 26,183.85</b>
<b>BEHIND/AHEAD BY</b>	<b>\$ (1,115.35)</b>	<b>\$ (3,111.00)</b>	<b>\$ (978.40)</b>	<b>\$ (3,247.95)</b>

Wrightsville Beach Parks and Recreation Revenue - FY 2015-2016

PROGRAM	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
AFTER SCHOOL	\$1,517.00	\$2,877.00	\$5,107.00	\$5,289.00	\$3,800.00	\$3,613.00	\$4,581.00	\$5,403.00	\$4,279.00				\$ 36,466.00
ART & JEWELRY CAMP	\$1,225.00	\$190.00							\$345.00				\$ 1,760.00
BABYSITTER'S TRAINING		\$185.00	(\$170.00)				\$185.00	\$1,385.00	\$285.00				\$ 1,870.00
BASKETBALL - YOUTH	\$625.00	\$895.00	\$852.00					\$185.00	\$535.00				\$ 3,192.00
BASKETBALL LEAGUE													\$ -
BEACH BOUND BOOT CAMP							\$920.00	\$552.00	\$440.00				\$ 1,912.00
BRIDGE													\$ -
BUS ON BEACH PERMITS						\$1,000.00		\$400.00					\$ 1,400.00
COTTILLION	\$375.00	\$1,430.00	\$3,420.00	\$125.00	\$400.00	(\$145.00)	\$1,350.00	\$175.00	\$350.00				\$ 7,480.00
DONATIONS	\$100.00			\$50.00									\$ 150.00
FARMERS' MARKET	\$1,925.00	\$1,650.00	\$1,180.00					\$700.00					\$ 5,455.00
FITNESS - LOW/TONE	\$791.00	\$1,036.00	\$1,264.00	\$767.00	\$646.00	\$502.00	\$728.00	\$942.00	\$1,011.00				\$ 7,687.00
*FITNESS - TOKENS	\$3,196.50	\$1,886.00	\$2,590.00	\$1,889.00	\$1,484.00	\$1,368.00	\$2,282.00	\$2,386.00	\$1,932.00				\$ 19,013.50
FLAG FOOTBALL - ADULT							\$8,400.00	\$5,075.00					\$ 13,475.00
FLAG FOOTBALL - YOUTH	\$20.00						\$588.00	\$4,620.00	\$910.00				\$ 6,118.00
JUNIOR LIFEGUARD	\$920.00	\$944.00					\$5,700.00	\$4,200.00	\$920.00				\$ 10,840.00
KIDS' COOKING CLASS	\$525.00				\$396.00	\$773.00	\$780.00	\$321.20	\$1,089.00				\$ 6,276.20
LACROSSE CAMP									\$140.00				\$ 665.00
LINE DANCING													\$ -
PERFORMANCE CLUB		\$2,817.00	\$2,077.00	\$497.00	\$1,655.00	\$698.00	\$5,739.00	\$1,301.00	\$2,450.40				\$ 17,234.40
PERFORMANCE CLUB CAMP	\$1,540.00	\$844.00				(\$15.00)		\$150.00	\$5.00				\$ 2,384.00
PICKLEBALL LESSONS		\$75.00	\$5.00	\$330.00									\$ 550.00
PICKLEBALL LADDER													\$ -
RENTAL-EVENT STAGE		\$354.00	(\$75.00)	\$120.00					\$869.00				\$ 1,268.00
RENTAL-OPEN AREAS	\$70.00	\$252.00	(\$115.00)	(\$215.00)	\$140.00	(\$25.00)	\$190.00	\$70.00	\$205.00				\$ 572.00
RENTAL - PICKLEBALL EQUIP		\$5.00	\$5.00	\$10.00	\$5.00	\$10.00			\$15.00				\$ 50.00
RENTAL-PICNIC SHELTERS	\$335.00	\$527.00	\$188.00	(\$55.00)	\$40.00	\$105.00	\$120.00	\$55.00	\$230.00				\$ 1,605.00
RENT-RECREATION CENTER	\$1,440.00	\$95.00		\$780.00	\$150.00	\$830.00	(\$100.00)	\$330.00	\$30.00				\$ 3,555.00
RENTAL-SOCCER FIELD		\$155.00	(\$121.00)	(\$5.00)	(\$60.00)	\$75.00	(\$10.00)	\$20.00	\$80.00				\$ 134.00
RENTAL-SOFTBALL FIELD	\$540.00	\$720.00		(\$75.00)		\$80.00	\$30.00	\$80.00	\$325.00				\$ 1,700.00
SHAG	\$250.00	(\$90.00)	\$270.00	\$170.00				\$825.00	\$895.00				\$ 2,320.00
SOCCER	\$2,190.00						\$225.00	\$1,760.00	\$1,365.00				\$ 5,540.00
MOVIE & CONCERT SPNSRS	\$1,500.00				\$1,700.00		\$3,100.00	\$700.00					\$ 7,000.00
SPECIAL EVENT PERMITS	\$1,850.00	\$2,140.00	\$3,585.00	\$510.00	\$1,225.00	\$1,175.00	\$3,800.00	\$5,640.00	\$3,465.00				\$ 23,390.00
TENNIS LADDER													\$ -
TENNIS - YOUTH & TOTS	\$ 75.00	\$555.00		\$210.00	\$75.00		(\$75.00)	\$600.00	\$555.00				\$ 1,995.00
TENNIS - ADULTS		\$75.00	\$495.00	(\$75.00)				\$225.00	(\$15.00)				\$ 705.00
TENNIS CAMP									\$80.00				\$ 80.00
T-SHIRTS/SWEATSHIRTS	\$66.00	\$96.00		\$74.50		\$84.50	\$89.00	\$10.50	\$85.50				\$ 506.00
WB VALENTINE 10K								\$10,629.00					\$ 10,629.00
<b>TOTAL</b>	\$21,075.50	\$19,713.00	\$21,178.00	\$10,928.50	\$11,656.00	\$10,128.50	\$38,622.00	\$48,739.70	\$22,935.90	\$0.00	\$0.00	\$0.00	\$ 204,977.10

**Wrightsville Beach Parks and Recreation Revenue - FY 2015-2016  
Comparison to FY 2014-2015**

PROGRAM	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
AFTER SCHOOL	\$1,517.00	\$2,877.00	\$5,107.00	\$5,289.00	\$3,800.00	\$3,613.00	\$4,581.00	\$5,403.00	\$4,279.00				\$ 36,466.00
ART & JEWELRY CAMP	\$1,225.00	\$190.00							\$345.00				\$ 1,760.00
BABYSITTER'S TRAINING		\$185.00	(\$170.00)				\$185.00	\$1,385.00	\$285.00				\$ 1,870.00
BASKETBALL - YOUTH	\$625.00	\$895.00	\$952.00					\$185.00	\$535.00				\$ 3,192.00
BASKETBALL LEAGUE													\$ -
BEACH BOUND BOOT CAMP							\$920.00	\$552.00	\$440.00				\$ 1,912.00
BRIDGE													\$ -
BUS ON BEACH PERMITS						\$1,000.00		\$400.00					\$ 1,400.00
COTILLION	\$375.00	\$1,430.00	\$3,420.00	\$125.00	\$400.00	(\$145.00)	\$1,350.00	\$175.00	\$350.00				\$ 7,480.00
DONATIONS	\$100.00			\$50.00									\$ 150.00
FARMERS' MARKET	\$1,925.00	\$1,650.00	\$1,180.00					\$700.00					\$ 5,455.00
FITNESS - LOW/TONE	\$791.00	\$1,036.00	\$1,264.00	\$767.00	\$646.00	\$502.00	\$728.00	\$942.00	\$1,011.00				\$ 7,687.00
*FITNESS - TOKENS	\$3,196.50	\$1,886.00	\$2,590.00	\$1,889.00	\$1,484.00	\$1,368.00	\$2,282.00	\$2,386.00	\$1,932.00				\$ 19,013.50
FLAG FOOTBALL - ADULT							\$8,400.00	\$5,075.00					\$ 13,475.00
FLAG FOOTBALL - YOUTH							\$588.00	\$4,620.00	\$910.00				\$ 6,118.00
JUNIOR LIFEGUARD	\$20.00						\$5,700.00	\$4,200.00	\$920.00				\$ 10,840.00
KIDS' COOKING CLASS	\$920.00	\$944.00	\$521.00	\$532.00	\$396.00	\$773.00	\$780.00	\$321.20	\$1,089.00				\$ 6,276.20
LACROSSE CAMP	\$525.00								\$140.00				\$ 665.00
LINE DANCING													\$ -
PERFORMANCE CLUB		\$2,817.00	\$2,077.00	\$497.00	\$1,655.00	\$698.00	\$5,739.00	\$1,301.00	\$2,450.40				\$ 17,234.40
PERFORMANCE CLUB CAMP	\$1,540.00	\$844.00											\$ 2,384.00
PICKLEBALL LESSONS		\$75.00	\$5.00	\$330.00		(\$15.00)		\$150.00	\$5.00				\$ 550.00
PICKLEBALL LADDER													\$ -
RENTAL-EVENT STAGE		\$354.00	(\$75.00)	\$120.00					\$869.00				\$ 1,268.00
RENTAL-OPEN AREAS	\$70.00	\$252.00	(\$115.00)	(\$215.00)	\$140.00	(\$25.00)	\$190.00	\$70.00	\$205.00				\$ 572.00
RENTAL - PICKLEBALL EQUIP		\$5.00	\$5.00	\$10.00	\$5.00	\$10.00			\$15.00				\$ 50.00
RENTAL-PICNIC SHELTERS	\$335.00	\$527.00	\$188.00	(\$55.00)	\$40.00	\$105.00	\$120.00	\$55.00	\$290.00				\$ 1,605.00
RENT-RECREATION CENTER	\$1,440.00	\$95.00	\$780.00	\$780.00	\$150.00	\$830.00	(\$100.00)	\$330.00	\$30.00				\$ 3,555.00
RENTAL-SOCCER FIELD		\$155.00	(\$121.00)	(\$5.00)	(\$60.00)	\$75.00	(\$10.00)	\$20.00	\$80.00				\$ 134.00
RENTAL-SOFTBALL FIELD	\$540.00	\$720.00		(\$75.00)		\$80.00	\$30.00	\$80.00	\$325.00				\$ 1,700.00
SHAG	\$250.00	(\$90.00)	\$270.00	\$170.00				\$825.00	\$895.00				\$ 2,320.00
SOCCER	\$2,190.00						\$225.00	\$1,760.00	\$1,365.00				\$ 5,540.00
MOVIE & CONCERT SPNSRS	\$1,500.00				\$1,700.00		\$3,100.00	\$700.00					\$ 7,000.00
SPECIAL EVENT PERMITS	\$1,850.00	\$2,140.00	\$3,585.00	\$510.00	\$1,225.00	\$1,175.00	\$3,800.00	\$5,640.00	\$3,465.00				\$ 23,390.00
TENNIS LADDER													\$ -
TENNIS - YOUTH & TOTS	\$ 75.00	\$555.00		\$210.00	\$75.00		(\$75.00)	\$600.00	\$555.00				\$ 1,995.00
TENNIS - ADULTS		\$75.00	\$495.00	(\$75.00)				\$225.00	(\$15.00)				\$ 705.00
TENNIS CAMP									\$80.00				\$ 80.00
T-SHIRTS/SWEATSHIRTS	\$66.00	\$96.00		\$74.50		\$84.50	\$89.00	\$10.50	\$85.50				\$ 506.00
WB VALENTINE 10K								\$10,629.00					\$ 10,629.00
<b>TOTAL 2015 - 2016</b>	\$21,075.50	\$19,713.00	\$21,178.00	\$10,928.50	\$11,656.00	\$10,128.50	\$38,622.00	\$48,739.70	\$22,935.90	\$0.00	\$0.00	\$0.00	\$ 204,977.10
<b>TOTAL 2014 - 2015</b>	\$20,710.63	\$23,607.00	\$23,023.00	\$14,451.90	\$11,185.00	\$10,576.04	\$38,246.80	\$15,425.00	\$26,183.85	\$34,589.45	\$29,784.00	\$22,363.30	\$270,145.97
<b>CHANGE</b>	\$364.87	(\$3,894.00)	(\$1,845.00)	(\$5,523.40)	\$471.00	(\$447.54)	\$375.20	\$33,314.70	(\$3,247.95)	(\$34,589.45)	(\$29,784.00)	(\$22,363.30)	(\$65,168.87)

**RESOLUTION NO. (2016) 1979**

Board of Aldermen  
Town of Wrightsville Beach  
Date: May 12, 2016



A RESOLUTION OF THE BOARD OF ALDERMEN OF  
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
PROCLAIMING THE WEEK OF MAY 21-27, 2016  
AS SAFE BOATING WEEK IN THE TOWN OF WRIGHTSVILLE BEACH

**WHEREAS**, the beautiful coastal waters of Wrightsville Beach represent a world renowned recreational resource that residents and visitors alike are drawn to each year for water and beach activities; and

**WHEREAS**, on average, 650 people die each year in boating-related accidents in the United States and approximately 75% of those are fatalities caused by drowning; and

**WHEREAS**, the vast majority of those accidents are caused by human error or poor judgment and not by the boat, equipment, or environmental factors; and

**WHEREAS**, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets; and

**WHEREAS**, today's life jackets are more comfortable, more attractive and more wearable than styles of years past.

**NOW, THEREFORE, BE IT RESOLVED** that the Wrightsville Beach Board of Aldermen does hereby proclaim May 21-27, 2016 as Safe Boating Week in Wrightsville Beach and does further hereby urge all those who boat to "Wear It" and practice safe boating habits.

This Resolution adopted this 12<sup>th</sup> day of May, 2016.

---

William J. Blair III, Mayor

ATTEST:

---

Sylvia J. Holleman, Town Clerk

## RESOLUTION NO. (2016) 1980

Board of Aldermen  
Town of Wrightsville Beach  
Date: May 12, 2016



A RESOLUTION OF THE BOARD OF ALDERMEN OF  
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
PROCLAIMING THE WEEK OF MAY 15-21, 2016  
AS PUBLIC WORKS WEEK

**WHEREAS**, public works infrastructure, facilities and services provided in our community are of vital importance to the health, safety and well-being of our citizens; and

**WHEREAS**, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

**WHEREAS**, the health, safety and comfort of this community greatly depends on these facilities and services; and

**WHEREAS**, such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers and administrators; and

**WHEREAS**, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.

**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 15-21, 2016 as Public Works Week in the Town of Wrightsville Beach and does hereby encourage all people to recognize the contributions our public works professionals make every day to the health, safety, comfort and quality of life in our community.

This Resolution adopted this 12<sup>th</sup> day of May, 2016.

---

William J. Blair III, Mayor

ATTEST:

---

Sylvia J. Holleman, Town Clerk

## RESOLUTION NO. (2016) 1981

Board of Aldermen  
Town of Wrightsville Beach  
Date: May 12, 2016



A RESOLUTION OF THE BOARD OF ALDERMEN OF  
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
PROCLAIMING THE WEEK OF MAY 15-21, 2016  
AS NATIONAL POLICE WEEK  
AND SUNDAY, MAY 15, 2016 AS PEACE OFFICERS MEMORIAL DAY

**WHEREAS**, the Congress and the President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

**WHEREAS**, the members of the Wrightsville Beach Police Department play an essential role in safeguarding the rights and freedoms of the citizens of the Town; and

**WHEREAS**, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of the police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Aldermen of the Town of Wrightsville Beach, North Carolina does hereby call upon all citizens and upon all patriotic, civil and educational organizations to observe the week of May 15 through 21, 2016 as "Police Week" in Wrightsville Beach; and further that Sunday, May 15, 2016 be observed as "Peace Officers Memorial Day" in honor of those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

This Resolution adopted this 12<sup>th</sup> day of May, 2016.

---

William J. Blair III, Mayor

ATTEST:

---

Sylvia J. 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

---

---

**MEMORANDUM**

---

---

**To:** Mayor Blair and Members of the Board of Aldermen  
**From:** Tony Wilson, Planning and Parks Director *TW*  
**Re:** **Consent Agenda: Cancellation of the May 26<sup>th</sup> Board of Adjustment Meeting**  
**Date:** May 3, 2016  
**Cc:** Tim Owens, Town Manager

---

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

- To cancel the May 26<sup>th</sup> Board of Adjustment meeting at 5:00 p.m.

**Requested Action**

Cancel the May 26<sup>th</sup> 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 – Cancelled**  
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

05/12/16



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

Planning and Inspections

---

---

**MEMORANDUM**

---

---

**To:** Mayor Blair and Members of the Board of Aldermen  
**From:** Tony Wilson, Director of Planning and Parks *TW*  
**Re:** **Consent Agenda: To Set a Public Hearing**  
**Date:** May 4, 2016  
**Cc:** Tim Owens, Town Manager

---

Staff respectfully requests to set the following public hearing to be heard at the Wednesday June 8<sup>th</sup> 2016 **Board of Aldermen** meeting at 5:30 p.m.

- To set a public hearing for Wednesday , June 8<sup>th</sup> 2016, or as soon thereafter as possible to consider a Conditional Use Permit for 216/218 Causeway Drive, to operate a Commercial Parking Lot consisting of 13 spaces for use by the customers of Poe's Tavern

**Requested Action:**

Set the public hearing as requested.



**TOWN OF WRIGHTSVILLE BEACH  
PARKS & RECREATION**

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

---

---

**MEMORANDUM**

---

---

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

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

**Subject:** Presentation of Eagle Scout Project – Harrison Spicuzza  
Proposal to Build Retaining Wall at Public Safety Building

**Date:** May 6, 2016

---

Harrison Spicuzza from Boy Scout Troop 13 would like to achieve his Eagle Scout rank by completing a project that benefits the Town of Wrightsville Beach. His proposed project includes building a retaining wall in a small area behind the public safety building. Town staff would oversee the project.

Harrison would like to present his project to the Board at the May 12<sup>th</sup> meeting.

**REQUESTED ACTION:** Approve Eagle Scout project proposal as presented.

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

May 12, 2016

### **MEMORANDUM**

---

To: Mayor Blair and Board Members  
From: Tim Owens, Town Manager  
Re: Presentation by Nancy Fahey Regarding an Update on Last Summer's Turtle Monitoring Program and an Overview of this Summer's Monitoring Program

### **Agenda Item**

Mrs. Nancy Fahey will be in attendance to give the Board a brief overview of last year's turtle monitoring activities and a preview of this upcoming year. Mrs. Fahey is the Town's Turtle Monitoring Coordinator.

### **Action**

1. Discuss the item and ask questions
2. No action necessary



# TOWN OF WRIGHTSVILLE BEACH

## DEPARTMENT OF PLANNING & INSPECTIONS

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

May 4, 2016

### MEMORANDUM

---

**To:** Mayor Blair and Board Members  
**From:** Tony Wilson, Director of Planning and Parks  
**Re:** Consideration of a Text Amendment to Section 155.9.2.1, and  
Section 155.6.4  
**Cc:** Tim Owens, Town Manager

---

#### **Background:**

The Board of Aldermen has directed Town Staff to prepare a Text Amendment to the Wrightsville Beach Code of Ordinances to address the off-street parking requirements for churches. This section would allow churches to utilize their existing off-street parking lots as commercial parking lots after 11:00 a.m. during the following times:

- Saturday, Sunday, Monday of Memorial Day Weekend
- Saturday, Sunday, Monday of Labor Day Weekend
- July 4<sup>th</sup>

There are currently four (4) churches located within the Town of Wrightsville Beach:

1. Wrightsville United Methodist Church is located in the G-1, Public and Semi-public Zoning District. The associated parking lot is located at 19 Live Oak Drive in the R-1 Residential District.
2. Wrightsville Beach Baptist Church and its parking area are located in the R-1 Residential District.
3. St. Therese Catholic Church is located in the G-1 Public and Semi-public Zoning District. The associated parking lot is located in the R-2 Residential Zoning District.
4. Little Chapel on the Boardwalk is located in the G-1 Public and Semipublic Zoning District.

#### **Discussion:**

The proposed Text Amendment to Section 155.9.2.1 will address the concerns voiced by residents about the use of the church parking lots for the collection of charitable donations. Section 155.6.4 *Table of Permitted/Conditional Uses* will need to be modified to reflect the proposed use and the Exhibit A section of the Code of Ordinances may need to be amended to define commercial parking lots for the use of churches. The Board of Aldermen will consider



## TOWN OF WRIGHTSVILLE BEACH DEPARTMENT OF PLANNING & INSPECTIONS

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

designating commercial parking lots at churches as either a Permitted Use with Supplemental Regulations or as a Conditional Use.

### **Proposed Addition to the Ordinance:**

The following section would be added as a supplemental regulation if the Board of Aldermen decides to classify this use as a Permitted Use. If the Board decides to classify this use as a Conditional Use, then the following section would be included as conditions for new or amended conditional use permits.

#### Sec 155.9.2.1 USE OF CHURCH PARKING LOTS AS COMMERCIAL PARKING LOTS

Church parking lots permitted under the provisions of the Town Code may be used as commercial parking lots subject to the following conditions:

1. A church parking lot may be used as a commercial parking lot on Saturday, Sunday and Monday of the Memorial Day weekend, July the 4th and Saturday, Sunday and Monday of the Labor Day weekend after 11:00 a.m.
2. The church shall provide an on-site parking attendant at all times that the lot is used as a commercial parking lot.
3. Trash containers shall be maintained on-site and shall be kept in a clean and orderly fashion and emptied on a regular basis in order to prevent the accumulation of trash and other debris.
4. No tailgating (to include, but not be limited to, eating and picnicking), no partying, no outside activities except parking shall be permitted in the parking lot.
5. No persons using the parking lot shall violate the Town's noise ordinances.
6. No signage of any kind advertising the availability of public parking shall be permitted except for three temporary signs not exceeding \_\_\_\_\_ square feet in size. Such signs may only be in place during the days on which parking is permitted pursuant to this section.

### **CAMA land Use Plan Statement of Consistency:**

The proposed text amendment appears to be consistent with policy 9.1.A.7 and Policy 9.1.A.11.

### **Public Notice:**

Public notice of this meeting ran on April 28, 2016 and May 5, 2016 in the Wilmington Star News.



## TOWN OF WRIGHTSVILLE BEACH DEPARTMENT OF PLANNING & INSPECTIONS

---

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

### **Planning Board Recommendation:**

At the April 5, 2016 Planning Board Meeting, members voted unanimously to forward a favorable recommendation to the Board of Aldermen for the proposed text to Section 155.9.2.1 and to Section 155.6.4 with conditions.

### **Planning Board Conditions:**

1. Church parking lots operating as commercial parking lots shall be considered a Permitted Use with Supplemental Regulations.
2. Churches shall be able to choose from any three days surrounding the 4<sup>th</sup> of July holiday.
3. Church parking lots operating as commercial parking lots shall have adult supervision present at all times.
4. Churches may advertise the use of their parking lots as commercial parking lots with up to 18 sq ft of signage divided amongst no more than three signs.
5. Said signage must denote that the churches are accepting donations and must not specify a fee or payment requirement.
6. The opening time be set to 10:00 A.M. and the closing time would be left up to the discretion of the churches.

### **Staff Recommendations:**

Planning Staff provides a favorable recommendation for allowing churches to operate as commercial parking lots during certain specified times of the year. Staff recommends that church parking lots are considered a Permitted Use with Supplemental Regulations rather than as a Conditional Use.

### **Requested Action:**

Staff recommends that the Board of Aldermen adopt Ordinance (2016) 1759 along with the statement of consistency.

### **Attachments:**

1. Proposed Ordinance (2016) 1759
2. Statement of Consistency

## ORDINANCE NO. (2016) 1759

Board of Aldermen  
Town of Wrightsville Beach, North Carolina  
Date: May 12, 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  
TO PERMIT CHURCH PARKING LOTS TO BE USED  
AS COMMERCIAL PARKING LOTS AS A PERMITTED USE

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

1. That Sec. 155.6.4 Table of Permitted/Conditional Uses is hereby amended by adding the following use in the zoning districts as indicated and additional wording:

Church parking lots used as commercial parking lots - a permitted use in the R-1, R-2 and G-1 zoning districts.

Under the column entitled "Supplemental Regulations" add 155.9.2.1 --

2. That the Code of Ordinances, Town of Wrightsville Beach, is hereby amended by adding a section to be numbered Sec. 155.9.2.1, which section reads as follows:

Sec 155.9.2.1 USE OF CHURCH PARKING LOTS AS COMMERCIAL  
PARKING LOTS

Church parking lots permitted under the provisions of the Town Code may be used as commercial parking lots subject to the following conditions:

1. A church parking lot may be used as a commercial parking lot as per the following:

- a. On Saturday, Sunday and Monday of the Memorial Day weekend.
- b. Saturday and Sunday before July 4<sup>th</sup> if July 4<sup>th</sup> falls on a Monday or Tuesday.
- c. Saturday, Sunday and Monday of the July 4<sup>th</sup> weekend if July 4<sup>th</sup> falls on a Saturday or Sunday.
- d. Saturday and Sunday after July 4<sup>th</sup> if July 4<sup>th</sup> falls on a Wednesday, Thursday or Friday.
- e. Saturday, Sunday and Monday of the Labor Day weekend.

2. The use of such lots as commercial parking lots shall not begin before 11:00 a.m.

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

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

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

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

7. No signage of any kind advertising the availability of public parking shall be permitted except for three temporary signs not exceeding eighteen (18) square feet in size. Such signs may only be in place during the days on which parking is permitted pursuant to this section.

3. 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.

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

5. 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 12<sup>th</sup> day of May, 2016.

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

ATTEST:

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

(SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

## Planning Board Statement of Consistency

---

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 9.1.A.7 Building Standards Generally:** The Town shall support refinements in building standards throughout the community to reflect the unique characteristics of different areas of Wrightsville Beach, including but not limited to height, setback and floor area ratios.

**Policy 9.1.A.11 Development Impacts:** New development and redevelopment shall not be permitted which would act to degrade the quality of natural and scenic resources at Wrightsville Beach.

This amendment is reasonable and in the public interest because it coordinates the local ordinance with the adopted Town of Wrightsville Beach 2005 Land Use Plan.



# TOWN OF WRIGHTSVILLE BEACH

## DEPARTMENT OF PLANNING & INSPECTIONS

---

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

May 5, 2016

### MEMORANDUM

---

**To:** Mayor Blair and Board Members  
**From:** Tony Wilson, Director of Planning and Parks *TW*  
**Re:** Consideration of a Text Amendment Petition to *Section 155.9.1.6 Exception in Parking Requirements*  
**Cc:** Tim Owens, Town Manager

---

### Background:

On April, 2016 the Department of Planning and Inspections received a Text Amendment Petition from Murchison Taylor & Gibson, PLLC on behalf of Coastal NC Real Estate II, LLC. The petitioner has requested that *Section 155.9.1.6 Exception in Parking Requirements (C)* be amended to expand the situations in which the Board of Aldermen can issue an exception to the off-street parking requirements.

### The ordinance currently reads as follows:

155.9.1.6 Exception in Parking Requirements.

(A) Parking required for uses in districts zoned commercial or public or semi-public (G-1) may be provided within 400 feet of the main entrance to the principal use and located in any commercial zone if the required off-street parking cannot be reasonably provided on the same lot on which the principal use is located.

(B) If the off-street parking space required by this Ordinance for districts zoned residential cannot be reasonably provided on the same lot on which the principal use is located, such space may be provided on any land within 400 feet of the main entrance to, and within the same zone as, such principal use.

(C) The Board of Aldermen may grant an exception in off-street parking requirements for the alteration or conversion of an existing building in commercial districts or construction of a mixed use development after a finding by the Board of Aldermen that:

1. The proposed use is directed primarily toward pedestrian trade existing in the area; and
2. The character of existing development or properties within 400 feet prohibit the acquisition of land for parking; and
3. That one parking space for each two employees shall be provided. An exception to this standard may be granted for mixed use developments as provided in this section.



## TOWN OF WRIGHTSVILLE BEACH DEPARTMENT OF PLANNING & INSPECTIONS

---

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

### **The proposed wording for Section 155.9.1.6 would read:**

(C) The Board of Aldermen may grant an exception for off-street parking requirements in the C-1, C-2 or C-3 zoning districts after a finding by the Board of Aldermen that:

- (1) The proposed use is directed primarily toward pedestrian trade existing in the area; and
- (2) The character of existing development or properties within 400 feet prohibit the acquisition of land for parking; and
- (3) The inability of the applicant to provide the required parking does not result from actions of the applicant; and
- (4) Granting the requested exception will not impair public safety or adversely impact adjacent property; and
- (5) That one parking space for each two employees shall be provided. An exception to this requirement may be granted if the applicant can satisfy the Board of Aldermen that circumstances exist that prevent the applicant from providing the required parking space(s) for each two employees.

### **CAMA Land Use Plan Statement of Consistency:**

The proposed text amendment appears to be consistent with policy 9.1.A.7 and Policy 9.1.A.11.

### **Public Notice:**

Public notice of this meeting ran on April 28, 2016 and May 5, 2016 in the Wilmington Star News.

### **Planning Board Recommendation:**

At the May 3, 2016 Planning Board Meeting Members voted unanimously to forward a favorable recommendation to the Board of Aldermen for the text amendment to Section 155.9.1.6.

### **Staff Recommendation:**

Planning Staff recommends that the Board of Aldermen adopt Ordinance 2016- 1760 along with the statement of consistency.

### **Attachments:**

1. Text Amendment Petition
2. Proposed Ordinance (2016) 1760
3. Statement of Consistency

Town of Wrightsville Beach

Form: 11 111..IN FOR nRniNA.NCE TEXT AMFI :NT (TA-16117)

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. Uniform Development
Title: XV. Land Usage
Section: 155.9.1.6(c)

Ordinance currently reads:

- (C) The Board of Aldermen may grant an exception in off-street parking requirements for the alteration or conversion of an existing building in commercial districts or construction of a mixed use development after a finding by the Board of Aldermen that:
(1) The proposed use is directed primarily toward pedestrian trade existing in the area; and
(2) The character of existing development or properties within 400 feet prohibit the acquisition of land for parking; and
(3) That one parking space for each two employees shall be provided. An exception to this standard may be granted for mixed use developments as provided in this section.

Proposed change to ordinance reads:

- (C) The Board of Aldermen may grant an exception in off street parking requirements for the alteration or conversion of an existing building in commercial districts or construction of a mixed use development after a finding by the Board of Aldermen that:
(1) The proposed use is directed primarily toward pedestrian trade existing in the area; and
(2) The character of existing development or properties within 400 feet prohibit the acquisition of land for parking; and
(3) That one parking space for each two employees shall be provided. An exception to this standard may be granted for alterations or conversions of an existing building in a commercial district or for mixed use developments as provided in this section.

See the proposed Ordinance attached as Exhibit A and incorporated herein by reference

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

Petitioner(s): Name: Coastal NC Real Estate II LLC
Address: 1120 Pembroke Jones Drive, Wilmington, NC Phone: (910) 262-1947
Email: tdk5947@gmail.com

Agent(s) if other than Petitioner: Murchison Taylor & Gibson PLLC
Name: Josenh O. Tavior Jr.
Address: 16 North Fifth Avenue, Wilmington, NC Phone: (910)763-2426
Email: JTaylor@murchisontaylor.com

Signature: Date:
By: Tom D. Kievit, Member/Manager

Agent Signature: Date:

\*\*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 application. \*\* (Initial)

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

## ORDINANCE NO. (2016) 1760

Board of Aldermen  
Town of Wrightsville Beach, North Carolina  
Date: May 12, 2016

### AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA AMENDING SECTION 155.9.1.6 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 subsection (C) of Section 155.9.1.6 of the Code of Ordinances, Town of Wrightsville Beach, is hereby amended to read as follows

#### *155.9.1.6 Exception in Parking Requirements.*

- (C) The Board of Aldermen may grant an exception for off-street parking requirements in the C-1, C-2 or C-3 zoning districts after a finding by the Board of Aldermen that:
- (1) The proposed use is directed primarily toward pedestrian trade existing in the area; and
  - (2) The character of existing development or properties within 400 feet prohibit the acquisition of land for parking; and
  - (3) The inability of the applicant to provide the required parking does not result from actions of the applicant; and
  - (4) Granting the requested exception will not impair public safety or adversely impact adjacent property; and
  - (5) That one parking space for each two employees shall be provided. An exception to this requirement may be granted if the applicant can satisfy the Board of Aldermen that circumstances exist that prevent the applicant from providing the required parking space(s) for each two employees.

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

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

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

This Ordinance adopted this 12th day of May, 2016.

---

William J. Blair III, Mayor

ATTEST:

---

Sylvia J. Holleman, Town Clerk

(SEAL)

APPROVED AS TO FORM:

---

Town Attorney

## Planning Board Statement of Consistency

---

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 9.1.A.7 Building Standards Generally:** The Town shall support refinements in building standards throughout the community to reflect the unique characteristics of different areas of Wrightsville Beach, including but not limited to height, setback and floor area ratios.

**Policy 9.1.A.11 Development Impacts:** New development and redevelopment shall not be permitted which would act to degrade the quality of natural and scenic resources at Wrightsville Beach.

This amendment is reasonable and in the public interest because it coordinates the local ordinance with the adopted Town of Wrightsville Beach 2005 Land Use Plan.



# TOWN OF WRIGHTSVILLE BEACH

## DEPARTMENT OF PLANNING & INSPECTIONS

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

May 4, 2016

### MEMORANDUM

**To:** Mayor Blair and Board Members  
**From:** Tony Wilson, Director of Planning and Parks *TW*  
**Re:** Consideration of a Conditional Use Permit and Parking Exception for 13 East Salisbury Street.  
**Cc:** Tim Owens, Town Manager

#### **Background:**

On March 4, 2016 the Planning and Inspections Department received a Conditional Use Permit (CUP) application for 13 East Salisbury Street from Mr. Joseph Taylor Jr. Esq., authorized agent for the property owner, Coastal NC Real Estate II, LLC. The applicant has applied for a CUP to operate a full service restaurant serving breakfast, lunch, and dinner throughout the year. The property is located in the C-2 Commercial Zoning District which allows for restaurants as a Conditional Use. The applicant has indicated that the restaurant would not remain open past midnight at any time. This location was formerly occupied by Buddy's Crab House & Oyster Bar. Prior to the opening of the new restaurant substantial interior renovations will occur in addition to some minor landscaping enhancements. The renovations which would include the costs of interior demolition, will be subject to the FEMA 50% rule.



#### **Parking Exception:**

The parking requirements for standard restaurants is one parking space for each four persons as stated on the maximum posted occupancy placard plus one additional parking space for each two employees on the largest shift. The applicant has indicated that there will be seven (7) employees on the largest shift and ninety-three (93) customers when the establishment is at its maximum occupancy. Based on this information an exception would be needed for 27 parking spaces ( $93/4 = 23.25$  spaces) + ( $7/2 = 3.5$  spaces) = 27 spaces). The decision of whether to issue or deny the request for a parking exception is based upon the following requirements:

#### **155.9.1.6 Exception in Parking Requirements. (Existing)**

(A) Parking required for uses in districts zoned commercial or public or semi-public (G-1) maybe provided within 400 feet of the main entrance to the principal use and located in any



## TOWN OF WRIGHTSVILLE BEACH DEPARTMENT OF PLANNING & INSPECTIONS

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

commercial zone if the required off-street parking cannot be reasonably provided on the same lot on which the principal use is located.

(B) If the off-street parking space required by this Ordinance for districts zoned residential cannot be reasonably provided on the same lot on which the principal use is located, such space may be provided on any land within 400 feet of the main entrance to, and within the same zone as, such principal use.

(C) The Board of Aldermen may grant an exception in off-street parking requirements for the alteration or conversion of an existing building in commercial districts or construction of a mixed use development after a finding by the Board of Aldermen that:

- (1) The proposed use is directed primarily toward pedestrian trade existing in the area; and
- (2) The character of existing development or properties within 400 feet prohibit the acquisition of land for parking; and
- (3) That one parking space for each two employees shall be provided. An exception to this standard may be granted for mixed use developments as provided in this section.

### **Conformance with Conditional Use Permit Standards:**

(C) In approving an application for a conditional use permit in accordance with the principles, conditions, safeguards, and procedures specified herein, the Board of Aldermen may impose reasonable and appropriate conditions and safeguards upon the approval. The petitioner will have a reasonable opportunity to consider and respond to any additional requirements prior to approval or denial by the Board of Aldermen. In no instance shall any of these conditions be less restrictive than any requirements which would pertain to that particular development found elsewhere in a similar zoning district.

(D) The applicant has the burden of producing competent, material and substantial evidence tending to establish the facts and conditions which subsection (E) below requires.

(E) The Board of Aldermen shall issue a conditional use permit if it has evaluated an application through a quasi-judicial process and determined that:

- (1) The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, or general welfare.
- (2) The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor diminish or impair property values within the neighborhood.
- (3) The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.



## TOWN OF WRIGHTSVILLE BEACH DEPARTMENT OF PLANNING & INSPECTIONS

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

(4) The exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district, as to cause a substantial depreciation in the property values within the neighborhood.

(5) Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.

(6) Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

(7) The conditional use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.

(8) Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.

(9) The proposed use shall be consistent with recommendations and policy statements as described in the adopted land use plan.

### **Departmental Review:**

- **Police Department:**

“As you know the former business located at 13 East Salisbury Street, Buddy’s Crab House & Oyster Bar was originally permitted as restaurant. The owners quickly turned the business into a bar and night club and operated in that capacity for years. Over the past five years, the Police Department has received a total of 178 complaints in reference to this business relating to noise and alcohol issues. I realize that this is new owners and new business operators, but I see the potential for this business to gradually transform back into a night club. I noticed the proposed conditional use permit set a limitation of only being opened until midnight. My suggestion is that we impose the same limitations on this business as we did on Poe’s Tavern with a closing time of 10:00 PM. This should allow for adequate dinner business, but discourage late night activities that would disturb the surrounding residential neighborhoods.” – *Dan House, Chief of Police*

- **Fire Department:**

“1. To what extent are they modifying the interior. Will it be over 50% of the value of the building? 2. Will they be using the upstairs portion? If so, will they be reinforcing



## TOWN OF WRIGHTSVILLE BEACH DEPARTMENT OF PLANNING & INSPECTIONS

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

this area? I ask because I am pretty sure the upper area needs some work prior to allowing people on it. 3. Will they be upgrading the electrical wiring in the building? It is not in the best of shapes.” – *Robert Pugh, Interim Fire Chief*

- **Public Works Department:**  
No Comment
- **Parking Department:**  
No Comment

### **CAMA Land Use Plan Statement of Consistency:**

The proposed development appears to be consistent with Policy 9.1.A.5: Commercial Development: The Town will encourage commercial establishments providing basic goods and services to year round residents and visitors. Examples include appropriately scaled and designed grocery stores, drug stores, sit down restaurants etc.

### **Public Notice:**

Public notice of this meeting ran on April 28, 2016 and May 5, 2016 in the Wilmington Star News. The site was posted on April 22<sup>nd</sup> 2016 and letters to adjacent property owners were mailed on April 29, 2016.

### **Planning Board Recommendation:**

At the May 3, 2016 Planning Board Meeting Members voted unanimously to forward a favorable recommendation for the Conditional Use Permit and the parking exception for 27 parking spaces for 13 East Salisbury Street with conditions.

### **Planning Board Conditions:**

1. If the property owner receives two or more citations for noise violations within a twelve-month period, the Conditional Use Permit should be subjected to review and possible revocation
2. The applicant must comply with all Town Codes and Ordinances
3. The applicant must obtain all necessary state and local permits
4. The applicant must comply with the orders and directives of the New Hanover County Fire Marshall
5. The applicant must comply with all provisions of the FEMA 50% Rule
6. Hours of operation should be limited to midnight
7. All deliveries should be scheduled at times that will minimize impacts to the normal flow of pedestrian and vehicular traffic
8. The parking exception is available only for operation of the property as a restaurant pursuant to the conditional use permit



## TOWN OF WRIGHTSVILLE BEACH DEPARTMENT OF PLANNING & INSPECTIONS

---

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

### **Staff Recommendation:**

Planning Staff supports the Conditional Use Permit application as submitted by the applicant, so long as a Parking Exception for 27 spaces is granted by the Board of Aldermen. Staff recommends that the hours of operation be limited to midnight for all food and beverage service as indicated in the CUP application.

### **Attachments:**

1. Conditional Use Permit Application
2. Parking Exception Application
3. Photos of the Site

# CONDITIONAL USE PERMIT APPLICATION (CUP 05-01)

## Town of Wrightsville Beach, North Carolina

Purpose of Conditional Use *There are certain land uses which, because of their unique characteristics, cannot be properly classified in any particular district without consideration in each case of the impact of those uses upon neighboring land uses and the public need for the particular use in the particular location (§155.4.5).* The project you are proposing requires a Conditional Use Permit. The permit is issued only after the application is reviewed by town staff, the Planning Board and the Board of Aldermen and the public by public notice and public hearing.

Applicants must fill out this application entirely and also gather information and material referenced in this application. **The non-refundable fee for this application is \$400.00.** The following guidelines are provided to aid the applicant in preparing a proper application as referenced in Section 155.4.5 as amended, of the Town's Zoning Ordinance.

1. The applicant must prepare and submit **10 hard copies and one electronic copy** of this application and accompanying materials to the Planning and Inspections Director (Town Hall, P. O. Box 626, 321 Causeway Drive, Wrightsville Beach, NC 28480) thirty (30) days prior to the next regular Planning Board meeting. The Planning Board meets the FIRST TUESDAY of each month except November when they meet the second Tuesday.
2. Failure to submit the complete packet of materials will result in return of the application. The application must meet minimum Town Requirements for all local ordinances (zoning, flood, building, etc.). Amended submittals may be held until the next Planning Board meeting if returned less than ten (10) days prior to the current Planning Board meeting.
3. Upon receipt of a valid and complete application, the Planning and Inspections Director will submit the application to department heads for review and also include the application in the next available Planning Board packet.
4. A representative of the proposed project must be present during the Planning Board meeting.
5. No conditional use shall be recommended to the Aldermen by the Planning Board unless the Board shall find in the affirmative of the Zoning Ordinance standards §155.4.5.4(E) (See page 5 of this application.)
6. After review and recommendation by the Planning Board, the Board of Aldermen shall hold a public hearing on the Conditional Use Permit. The Board of Aldermen at the advertised public hearing will consider recommendations from the Planning Board and staff. The Board of Aldermen will also hear objections to or approval of the Conditional Use Permit application from members of the public. The Board of Aldermen will then grant or deny the permit.

APPLICANT INFORMATION

Property Owner Coastal NC Real Estate II, LLC

Owner Mailing Address 1120 Pembroke Jones Drive  
Wilmington, NC 28405

Telephone Number (W) (910) 262-1947 (H) (FAX)

Representative/Agent for Owner Joseph O. Taylor, Jr.  
(ATTACH AUTHORITY FOR APPOINTMENT OF AGENT)

Agent Address 16 North 5th Avenue  
Wilmington, NC 28401

Telephone Number (W) (910) 763-2426 (H) (FAX) (910) 763-3046

PROJECT INFORMATION Address: 13 East Salisbury Street  
Wrightsville Beach, NC 28480

Legal Address: Part of Lot 19, Block 13, North Shores, as  
shown on a map recorded in Map Book 4 at Page 66  
(Book and Page as recorded in the New Hanover County Register of Deeds Office)

PROPOSED PROJECT Describe project and use: The existing building, formerly  
occupied by Buddy's Crab House & Oyster Bar, will undergo (primarily interior)  
renovations and then reopen as a full-service restaurant with a casual, rustic atmosphere,  
servng a variety of Carolina fare for breakfast, lunch and dinner throughout the year.  
Operating hours will vary slightly by season and day of the week but will not extend past  
midnight at any time. Projected sales will be attributed primarily to food (75%) and  
beverage (25%).

Proposed Construction Date Upon the Town's issuance of a conditional use permit and  
any other required approvals

Estimated Completion Date 90 to 120 days following commencement of construction

State Primary Street Frontage (name) East Salisbury Street

**ZONING INFORMATION**

Zoning District of Site C-2 Does this project require rezoning? No

Proposed Use Restaurant, standard

DIMENSIONAL INFORMATION

Lot Dimensions See attached Site Plan Total Lot Square Footage 3,064+/- sq. ft.

State Setbacks of ALL Structures: See attached Site Plan

Dimensions of Principal and Accessory Buildings

The principal building is a two-story concrete block building with a one-story wood frame addition; see Site Plan for dimensions. There are no accessory buildings at the site.

Elevation of ALL Structures

The ground level of the principal building has an elevation of approximately 7.7 feet and the second level of the principal building has an elevation of approximately 16.4 feet.

Total Square Footage of Principal Structure approximately 2,232 sq. ft.

Total Square Footage of Accessory Structures N/A

PARKING AND TRAFFIC MANAGEMENT

Parking Spaces On Site (TOTAL) None (Handicapped) None (Standard) None

Parking Space Dimension and Isle Separation N/A

Describe Provisions for Ingress and Egress of Site The proposed restaurant will be accessed largely by pedestrian and bicycle traffic, in addition to vehicular traffic. As shown on the attached Site Plan, the site fronts on East Salisbury Street, a two-lane right-of-way divided by a median and lined on all sides with public parking spaces. A concrete sidewalk provides ingress and egress to the site from East Salisbury Street.

A variance from generally applicable parking requirements is requested in conjunction with this application.

SIGNAGE

Describe (fully) All Proposed Signs for this Project (Dimensions, Heights, Construction Materials and Location MUST be Provided):

No changes or additions to the dimensions, height, construction, materials and/or location of existing signage at the site are currently proposed.

INFORMATION FOR DEPARTMENTAL REVIEW

FIRE PROTECTION

Fire Protection - Construction Classification A-2, Restaurant

Describe (fully) Fire Protection Provisions Provided in the Project:

Existing provisions include a commercial exhaust hood with fire suppression system in kitchen area and handheld fire extinguishers on-site.

Fire Flow Requirements \_\_\_\_\_

POLICE REQUIREMENTS

Describe Any Special or Unusual Police Protection Requirements:

N/A

STORMWATER

Describe any connections to Town drainage systems None

WATER REQUIREMENTS

Maximum Estimated Water Demand GPD 1,900 GPD

Calculations Based on average actual usage numbers for a comparable restaurant in the Town (King Neptune), reduced by 30% to account for less square footage

Water Main Size Available at Site \_\_\_\_\_

SEWER REQUIREMENT

Maximum Estimated Sewage Disposal GPD 400 GPD

Calculations Based upon actual usage numbers for comparable local restaurants currently or recently operated by the prospective tenants

SOLID WASTE REQUIREMENTS

Maximum Solid Waste Disposal (cubic yards) Per Day 2-2.5 cubic yards per day;

Calculations Production of 1,600 lbs per week is projected. Based on the assumption that the 96-gallon containers used for storage and disposal hold 50 lbs. of solid waste, the proposed use is expected to fill approximately 4 to 5 containers per day. Each 96-gallon container is approximately 1/2 cubic yard. Therefore, the daily production of solid waste is projected to be approximately 2-2.5 cubic yards.

Size and Location of Dumpster Pad In accordance with discussions between the prospective tenants and the Town's Sanitation Department, solid waste containers will be stored in the fenced area located behind the building and transported over a concrete path in the alleyway on the eastern side of the building for curbside pickup.

## LANDSCAPING

Describe (fully) All Existing and Proposed Landscaping and Buffering:

Both the owner and the prospective tenants will work with the Town to improve the existing landscaping lining the sidewalk area at the front of the site and along the Right of Way of East Salisbury Street. Prospective tenants will hire a landscaping company to provide inspection and service every two weeks from April through October and monthly from November through March each year in order to maintain the orderly appearance and good condition of all landscaping features at the site. A cleaning company will also be retained to remove any trash from the site one to three times per week, depending on the season.

Describe (fully) All Provisions to Minimize Effects to the Environment and Surrounding Property:

As noted above, operating hours will vary depending on the season, but the restaurant will close by midnight throughout the year. It will be a casual and convenient restaurant serving breakfast, lunch and dinner, not a late-night bar or club. Dine-in customers will not be seated after 9:30 pm and last call will take place no later than 10:00 pm each night. Further, dumping of trash and bottles will be restricted from 8:00 am to 8:00 pm and all trash and recycling will be consistently collected by a professional trash service. There will be no outdoor seating and no live or recorded music will be played outside the restaurant. The proposed restaurant will only benefit and enhance the value of surrounding property and this area of the Town.

## **OTHER ATTACHMENTS REQUIRED WITH APPLICATION**

### CONFORMANCE WITH CONDITIONAL USE PERMIT STANDARDS (§155.4.5.4 (E))

Please attach a statement in writing accompanied by adequate evidence if needed, that the proposed conditional use will conform to each of the following standards as established in the ordinance:

- (a) That the establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, or general welfare. Other than internal resort restaurants, the proposed conditional use will be the only full-service sit-down restaurant open to the public located within a reasonably close walking and/or biking distance to the permanent and short-term residences in the vicinity from Johnnie Mercer's Fishing Pier north to Mason's Inlet. The restaurant will primarily target dine-in and carry-out customers, not late-night bar-hoppers and party-goers. The restaurant will comply with all applicable ordinances and laws, including applicable CAMA, FEMA and stormwater rules and regulations.
- (b) That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor diminish or impair property values within the neighborhood. As noted, the restaurant will benefit rather than diminish the use, enjoyment and/or value of surrounding properties, which include primarily permanent residences, vacation or other short-term rentals, and some commercial properties in the area adjacent to Johnnie Mercer's Fishing Pier. The restaurant will enhance the aesthetics of the area and satisfy the clear and long-standing need for dining options in this part of the Town. The foregoing features will increase property values and encourage greater investment in the immediate vicinity and the Town at large.

- (c) That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. The site is located in a unique commercial zone adjacent to one of the two commercial fishing piers in the Town and one of its most popular public beach access points. The proposed conditional use will not require significant changes to the exterior of the existing structure and all modifications anticipated will be in harmony with the existing and anticipated uses in the immediate vicinity. The use of the site as a full-service, year-round restaurant rather than its prior use as a bar will enhance the aesthetics and facilitate the orderly development of the Town.
- (d) That the exterior architectural appeal and functional plan or any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district, as to cause a substantial depreciation in the property values within the neighborhood. Other than minor efforts to enhance the existing appearance of the structure and landscaping at the site, very little change to its exterior is proposed. As such, the restaurant will not be at variance with the exterior appeal and/or functional plan of the other existing or proposed structures in the area around Johnnie Mercer's Fishing Pier and will improve rather than detract from the aesthetics of that area. Further, it will be in line with and contribute to the orderly commercial development of beachfront areas, one of the Town's most valuable resources.
- (e) That adequate utilities, access roads, parking, drainage and necessary facilities have been or are being provided. All utilities, access roads, drainage and necessary facilities already exist or will be provided at the site and a variance from parking requirements is warranted for the proposed site, based upon the availability of public parking in the immediate vicinity and the likelihood that many patrons will travel to the restaurant on foot or bicycle rather than by vehicle.
- (f) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. Approval of the proposed conditional use will not significantly increase vehicular traffic congestion. Particularly in the Spring through Fall months, much of the ingress and egress will be on foot or by bicycle. The site also fronts a public street that contains over 100 parking spaces, more than any other commercial area in the Town in such close proximity to the beach. The number of available parking spaces is also likely to increase when and if the Town approves an existing proposal to develop a parking deck on the immediately adjacent parcel between the site and Johnnie Mercer's Fishing Pier.
- (g) That the conditional use shall, in all other respects, conform to all the applicable regulations of the district in which it is located. Aside from the parking requirements, from which a variance is being sought in conjunction with this application, the proposed use will conform to and with all applicable standards of the C-2 district, as demonstrated by the attached Site Plan and information contained in this application.

- (h) Public access shall be provided in accordance with the recommendations of the Town's Land Use Plan and Access Plan and/or the present amount of public access and public parking as exists within the Town now. If any recommendations are found in conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern. The proposed use will not restrict or decrease the amount or quality of public access and parking that currently exists and that has existed for many years during which the site was operated as a bar.
- (i) That the proposed use be consistent with the recommendations and policy statements as described in the adopted Land Use Plan. The restaurant as proposed will coincide with and further a number of the express policies and objectives adopted by the Town, particularly insofar as it will make more efficient and orderly use of an existing structure previously occupied by a less attractive and often detrimental use (a bar). Specifically, for example, the proposed restaurant will further Policy 9.1.A.1, encouraging appropriate neighborhood oriented businesses, and Policy 9.1.A.5, Commercial Development, encouraging year-round commercial establishments, specifically including sit-down restaurants, such as the one proposed herein.

#### SITE PLAN INFORMATION

A site plan of the proposed project prepared by a professional engineer, registered land surveyor or architect, drawn to a scale of not less than one inch equals thirty feet (1"=30'). The site plan shall be based on the latest tax map information. The site plan must contain the following information.

***WE SUGGEST YOU BRING A DRAFT SITE PLAN TO PLANNING AND INSPECTIONS FOR REVIEW PRIOR TO PRINTING THE FINAL COPIES FOR DISTRIBUTION!***

- (1) A key map of the site with reference to surrounding areas and existing street locations.
- (2) The name and address of the owner and site plan applicant, together with the names of the owners of all contiguous land and of property directly across the street as shown by the most recent tax records.
- (3) Lot line dimensions.
- (4) Location of all structures, streets, entrances and exits on the site and on contiguous property and property directly across the street.
- (5) Location of all existing and proposed structures, including their outside dimensions and elevations.
- (6) Building setback, side line, and rear yard distances.
- (7) All existing physical features including streams, water courses, dunes, existing trees greater than one (1) inch in diameter measured six (6) feet above ground level, and significant soil conditions.
- (8) Topography showing existing and proposed contours at two (2) foot intervals. All reference bench marks shall be clearly designated.

- (9) Parking, loading, and unloading areas shall be indicated with dimensions, traffic patterns, access aisles and curb radii.
- (10) Improvements such as roads, curbs, bumpers, and sidewalks shall be indicated with cross sections, design details, and dimensions.
- (11) Location and design of existing and proposed storm water systems, sanitary waste disposal systems, water mains and appurtenances and methods of refuse disposal and storage.
- (12) Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants, trees and dimensions, approximate time of planting, and maintenance plans.
- (13) Lighting details indicating type of standards, location, radius of light, and intensity in foot candles.
- (14) Location, dimensions, and details of signs.
- (15) North arrow.
- (16) Public access shall be provided in accordance with the recommendations of the Town's Land Use Plan and Access Plan and public parking as exists within the Town now.
- (17) A rendering or drawing of the proposed building shall be provided showing all sides of the structure.

sides of the proposed structure.

NOTICE TO ADJOINING PROPERTY OWNERS

The Town of Wrightsville Beach will notify adjoining property owners of presentation of this application to the Planning Board and Board of Aldermen. Adjoining property is all property contiguous and across the street from the subject property. **Please submit with your application two sets of plain letter sized envelopes, stamped (not metered), unsealed and addressed to the adjacent property owners as shown on the New Hanover County tax listing and bearing the return address of the Town of Wrightsville Beach.** Attach a list of the adjoining property owners to this application.

FEE

The processing fee for a Conditional Use Permit application is \$400. A check payable to the Town of Wrightsville Beach must accompany this application.

SIGNATURE

This signature accompanies the application, fee, statement of standards and site plan which comprise the Conditional Use Permit Application to the Town of Wrightsville Beach.

**\*\*I understand that the fee for this application is non-refundable.\*\*** TDR (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.\*\*** TDR (Initial)

*Tom D. Hunt*  
Owner's Signature

3/4/2016  
Date

\_\_\_\_\_  
Representative/Agent

\_\_\_\_\_  
Date

3/4/2016  
Date of Submission to Town

Amendments to the original application have been initialed and dated where they appear. This application supercedes the original application as signed and dated above.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Re-Submission to Town

Town of Wrightsville Beach

AUTHORITY FOR APPOINTMENT OF AGENT

The undersigned owner, Coastal NC Real Estate II LLC, does hereby appoint Joseph O. Taylor as his, her, or its exclusive agent for the purpose of petitioning the Town of Wrightsville Beach for approval of a Conditional Use Permit, as applicable to the property having the address of 13 E Salisbury Street and described in the attached petition.

The owner does hereby covenant and agree with the Town of Wrightsville Beach that said agent has the authority to do the following acts for and on behalf of the owner:

- (1) To submit a proper petition and the required supplemental materials; and
- (2) To appear at public meetings to give representation and commitments on behalf of the owner; and
- (3) To accept conditions or recommendations made for the issuance of the Conditional Use Permit on the owner's property; and
- (4) To act on the owner's behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of any petition.

This agency agreement shall continue in effect until final disposition of the petition submitted in conjunction with this appointment.

Date: 3/4/2016

Agent's Name, Address & Telephone:

Joseph O. Taylor  
Murchison Taylor & Gibson, PLLC  
16 North 5th Avenue  
Wilmington, NC 28401

\* Owner  
Coastal NC Real Estate II LLC

By: [Signature]  
Tom D. Klovit, Member/Manager

\* If the owner is an individual, the owner (or all owners if there is more than one) must sign the authorization. If a corporation, print the name of the corporation and have signed by an authorized officer. If a partnership, print the name of the partnership and have signed by an authorized partner.

**13 SALISBURY STREET EAST**  
**Adjoining Property Owners**

[Parcel ID: R05720-018-010-000]  
Charles Daniel McLeod  
11 Salisbury Street East  
Wrightsville Beach, NC 28480

[Parcel ID: R05720-018-013-000]  
Coastal NC Real Estate LLC  
19 Salisbury Street East  
Wrightsville Beach, NC 28480

[Parcel ID: R05720-019-005-000]  
Annie Bryant Peterson heirs  
9 Greensboro Street East  
Wrightsville Beach, NC 28480

[Parcel ID: R05720-019-004-000]  
Annie Bryant Peterson heirs  
7 Greensboro Street East  
Wrightsville Beach, NC 28480

[Parcel ID: R05720-019-006-000]  
Al and Diane Wheatley  
11 Greensboro Street East  
Wrightsville Beach, NC 28480  
AND  
Al and Diane Wheatley  
9774 Ramsey Street  
Linden, NC 28356





Town of Wrightsville Beach, N.C.  
321 Causeway Drive Wrightsville Beach, NC 28480

**Request for an Exception to the Parking Requirements**

Date of Request Submittal: March 28, 2016

Name of Business: TBD

Name of Owner/Operator: Coastal NC Real Estate II, LLC

Phone Number: (910) 262-1947

Email Address: tdk5947@gmail.com

Website: \_\_\_\_\_

Physical Address of Business:  
13 East Salisbury Street  
Wrightsville Beach, NC 28480

Description of Business Activities:

The existing building, formerly occupied by Buddy's Crab House & Oyster Bar, will undergo (primarily interior) renovations and then reopen as a full-service restaurant with a casual, rustic atmosphere serving a variety of Carolina fare for breakfast, lunch and dinner throughout the year. A large number of the restaurant's patrons are expected to arrive and depart on foot or bicycle instead of by car, particularly in warmer months.

Hours of Operation: 7:30 am - Midnight

Zoning District: C-2

NOTE: hours may be shortened at times, based on the day of the week and/or time of year

Is the proposed use directed primarily toward pedestrian trade existing in the area? Yes

Please Explain:

The restaurant will be located in the established commercial zone anchored by Johnny Mercer's Pier, an area with heavy foot and bicycle traffic, particularly in warmer months. The restaurant's casual atmosphere will be well-suited to this environment. Further, planned improvements include an exterior sliding-glass window for providing walk-up service to beachgoers and other passersby.

Is public parking available within 400 feet of the proposed use? Yes

Number of public parking spaces available: 161

Number of Parking Spaces Available On-Site: 0 Regular Spaces 0 Handicapped Spaces

Maximum number of Employees per shift: 7

Maximum number of Customers: 93

Parking Spaces Required: 26.75 spaces (23.25 spaces for 93 max. customers, 3.5 spaces for 7 employees)

Parking Exception requested for: 26.75 spaces

**Please attach any supporting materials. Please provide a site plan that shows available parking spaces on site (if applicable) and within 400 ft. Please submit a payment via check or cash to the Department of Planning and Inspections in the amount of \$500. This application must be received at least 30 days in advance of a regularly scheduled meeting of the Wrightsville Beach Planning Board.**



Town of Wrightsville Beach, N.C.  
321 Causeway Drive Wrightsville Beach, NC 28480

Are any additional permits or licenses needed to operate (signage, building, CAMA, etc.)? Yes - primarily, a special use permit and building permits.

**Required Acknowledgements**

I understand that the \$500 fee for this application is non-refundable and; I 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/premises in connection with evaluating information related to this permit:

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

**Authority for Appointment of Agent**

The undersigned owner, Coastal NC Real Estate II, LLC, does hereby appoint Joseph O. Taylor, Jr., of Murchison Taylor & Gibson, PLLC as his, her, or its exclusive agent for the purpose of petitioning the Town of Wrightsville Beach for the approval of a/an Application for an Exception to the Parking Requirements, as applicable to the property having the address of 13 East Salisbury Street, Wrightsville Beach, NC 28480 and described in the attached petition. The owner does hereby covenant and agree with the Town of Wrightsville Beach that said agent has the authority to do the following acts for and on behalf of the owner:

1. To submit a proper petition and the required supplemental materials; and
2. To appear at public meetings to give representation and commitments on behalf of the owner; and
3. To act on the owner's behalf without limitations with regard to any and all matters directly or indirectly connected with or arising out of any petition.

This agency agreement shall continue in effect until final disposition of this petition submitted in conjunction with this appointment.

Owner Signature: Coastal NC Real Estate II, LLC Date: 3/23/16  
By [Handwritten Signature]  
Tom D. Klevit, Member/Manager

Agents Name, Address, E-mail, Phone Number:  
Joseph O. Taylor, Jr.  
Murchison Taylor & Gibson, PLLC  
16 North 5th Avenue  
Wilmington, NC 28401  
(910) 763-2426  
jtaylor@murchisontaylor.com



Town of Wrightsville Beach, N.C.  
321 Causeway Drive Wrightsville Beach, NC 28480

**Applicable Section of the Town's Code of Ordinances:**

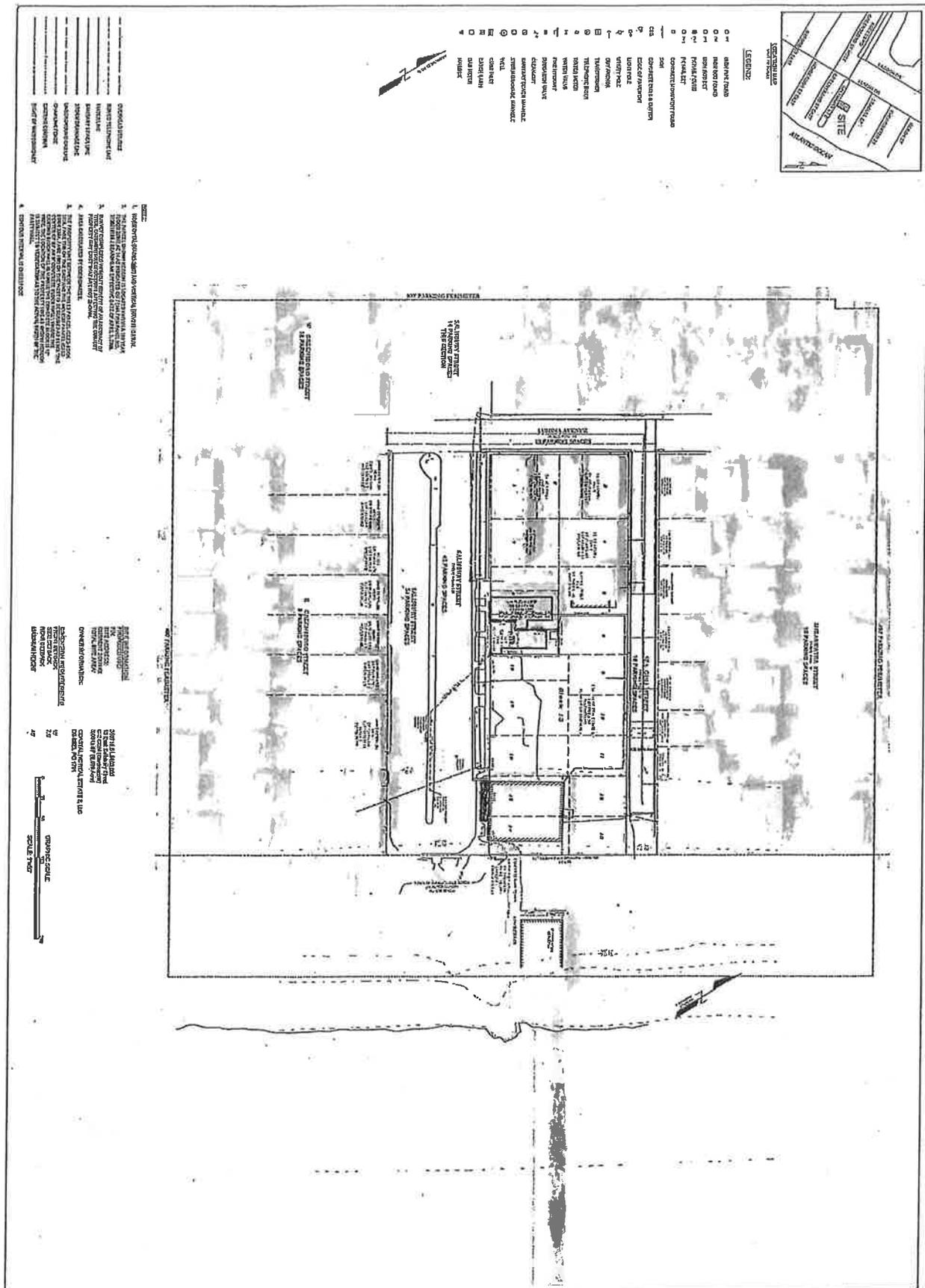
**155.9.1.6 Exception in Parking Requirements.**

(A) Parking required for uses in districts zoned commercial or public or semi-public (G-1) may be provided within 400 feet of the main entrance to the principal use and located in any commercial zone if the required off-street parking cannot be reasonably provided on the same lot on which the principal use is located.

(B) If the off-street parking space required by this Ordinance for districts zoned residential cannot be reasonably provided on the same lot on which the principal use is located, such space may be provided on any land within 400 feet of the main entrance to, and within the same zone as, such principal use.

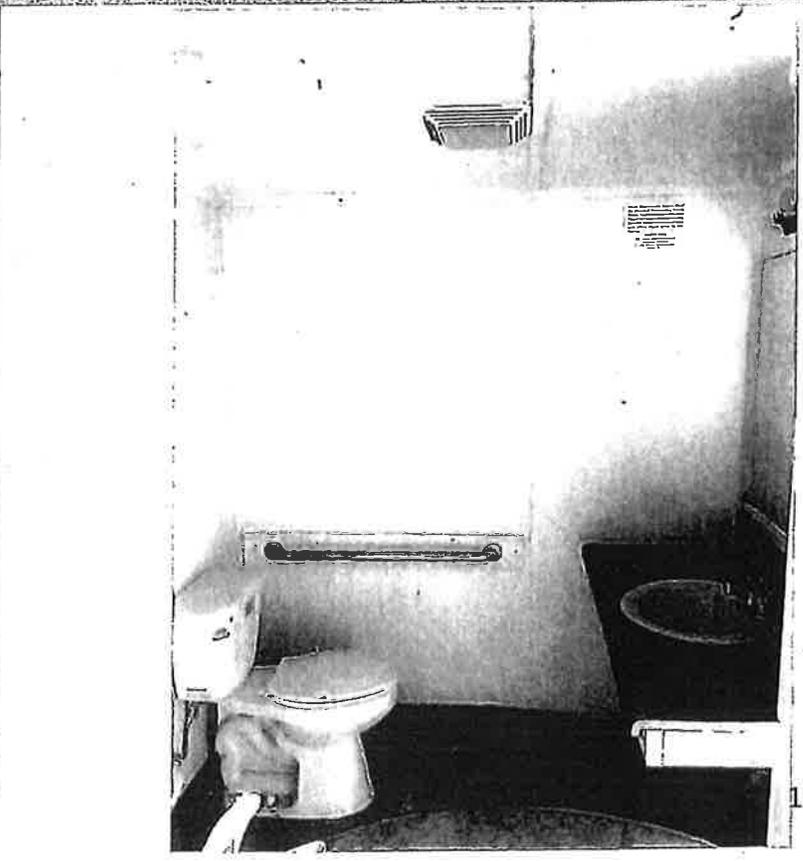
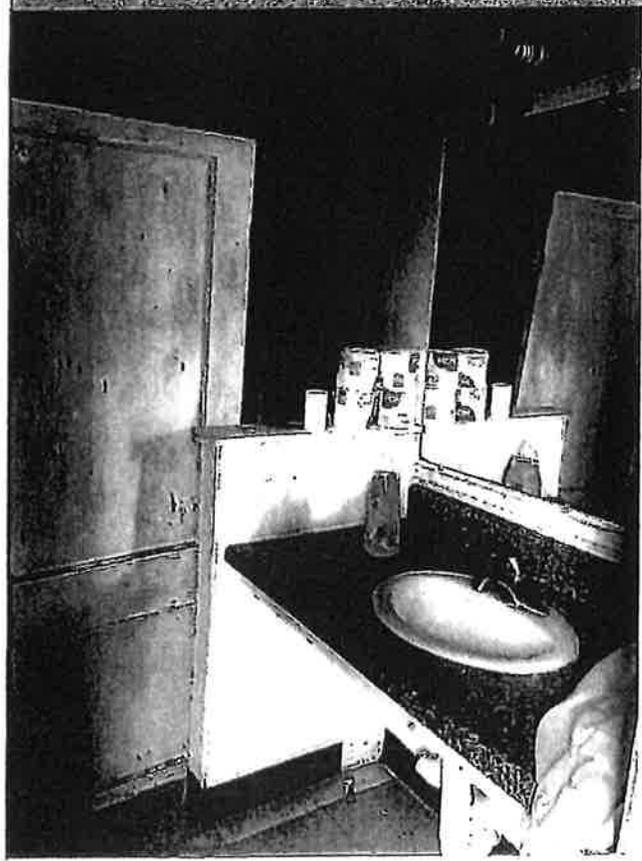
(C) The Board of Aldermen may grant an exception in off-street parking requirements for the alteration or conversion of an existing building in commercial districts or construction of a mixed use development after a finding by the Board of Aldermen that:

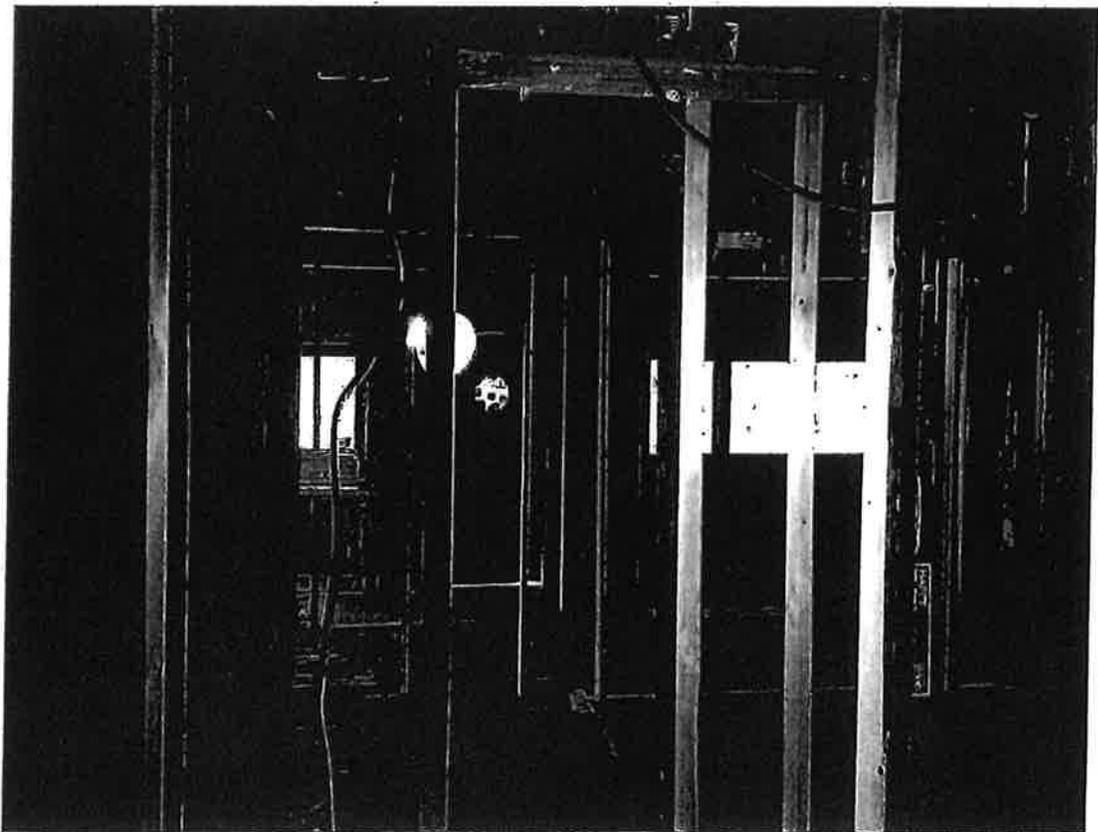
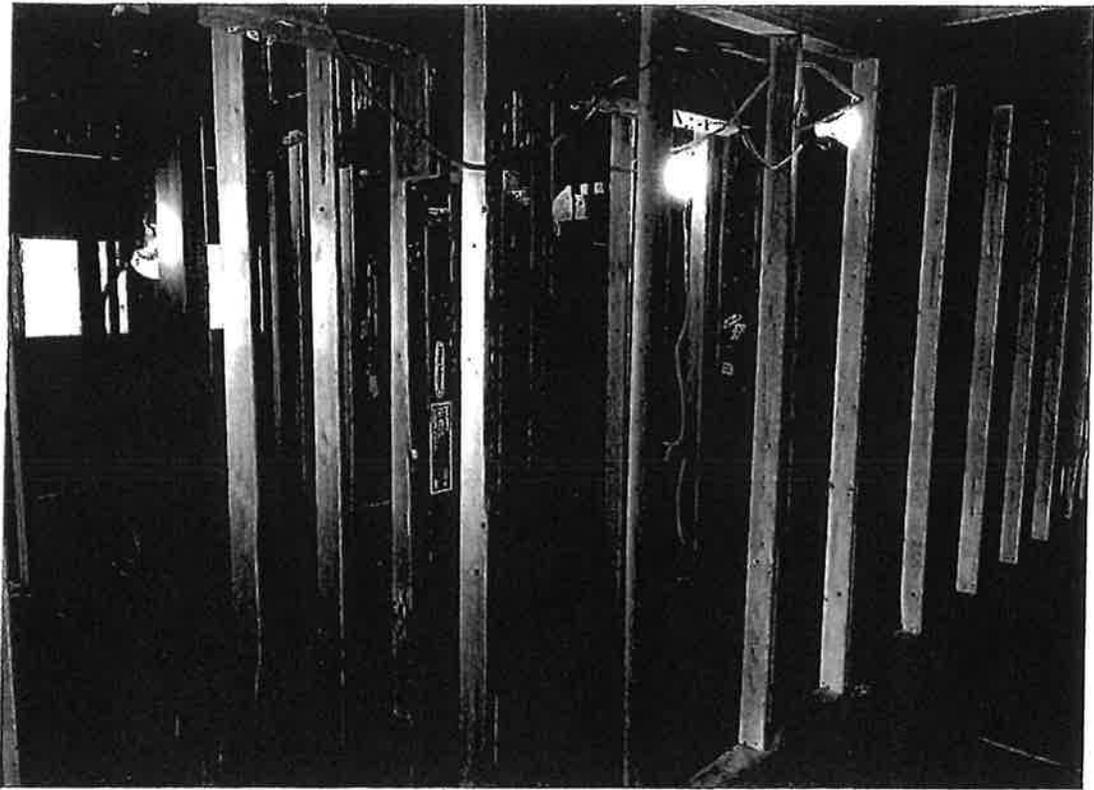
- (1) The proposed use is directed primarily toward pedestrian trade existing in the area; and
- (2) The character of existing development or properties within 400 feet prohibit the acquisition of land for parking; and
- (3) That one parking space for each two employees shall be provided. An exception to this standard may be granted for mixed use developments as provided in this section.

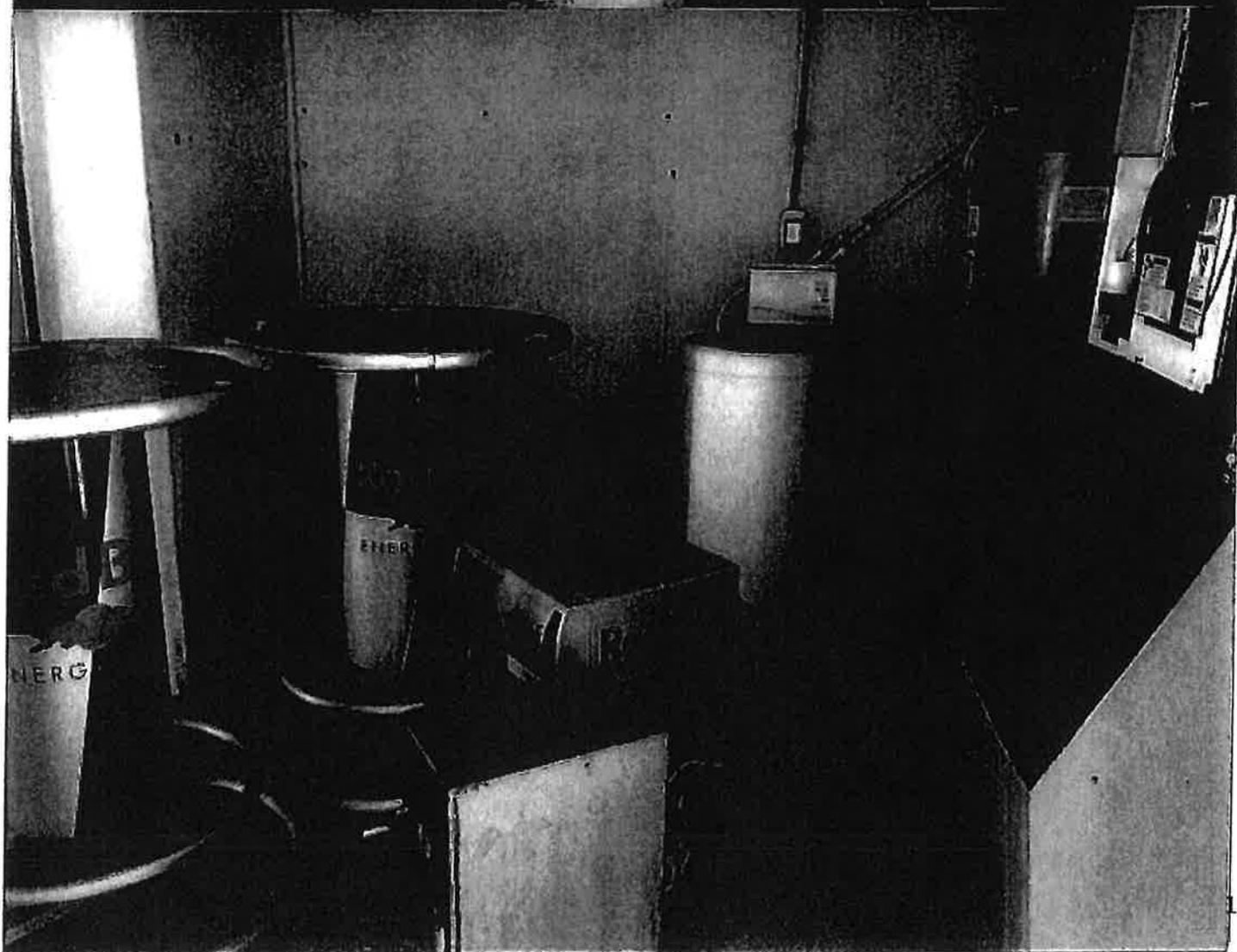
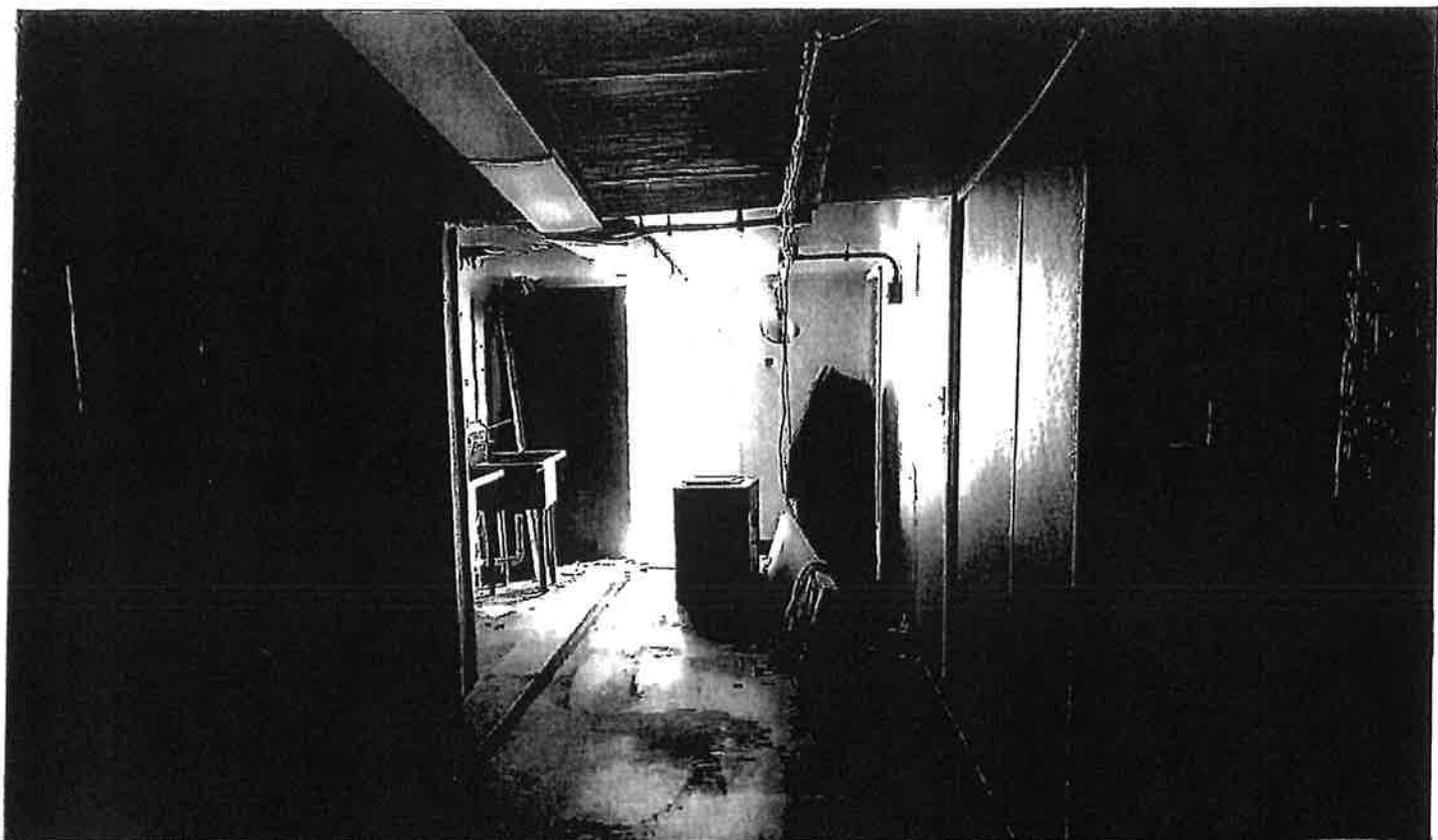


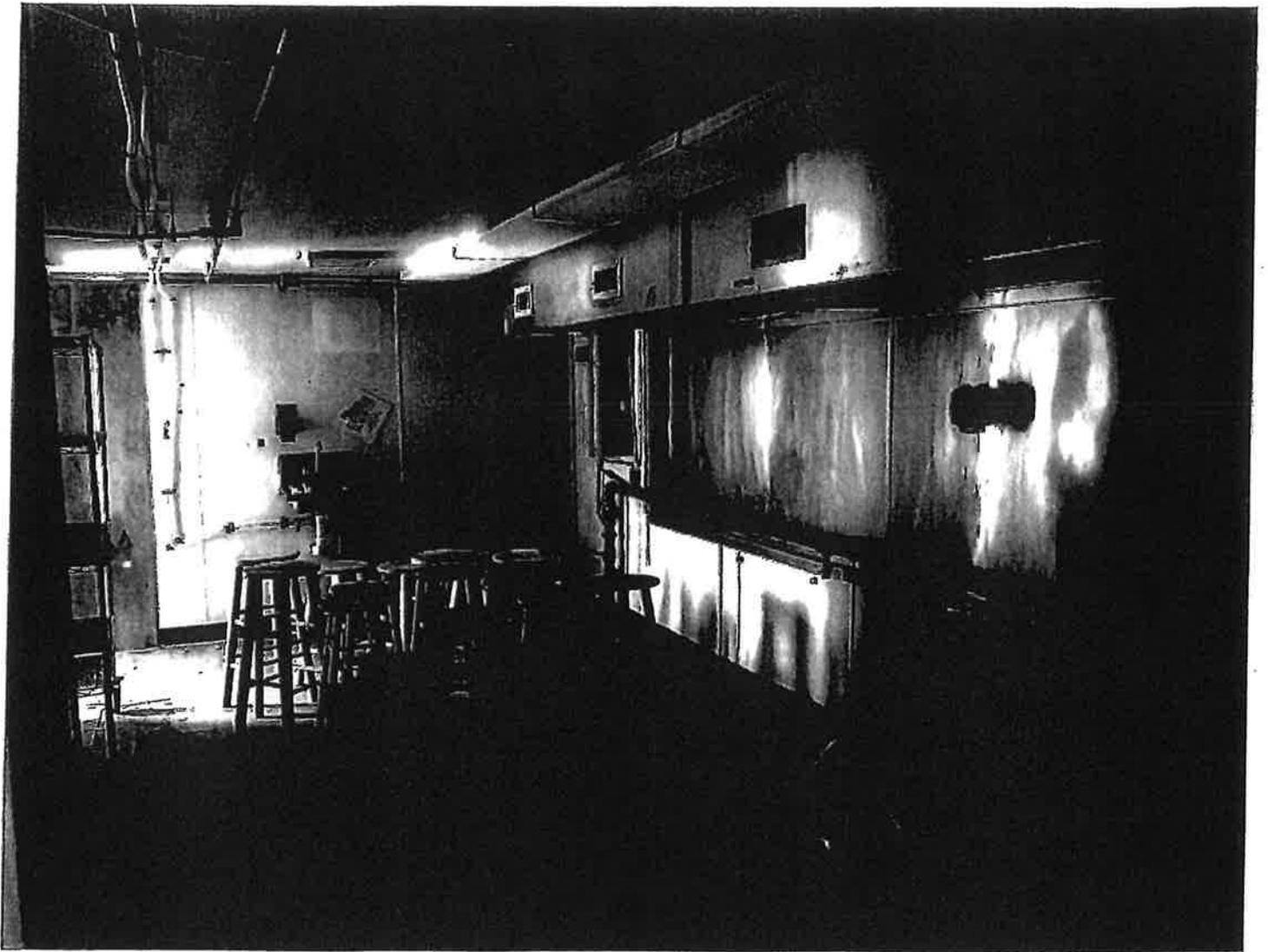
<b>SV-1</b> SHEET NO.	<b>PROJECT STATUS</b> DATE: 11/11/11 DRAWN BY: J. H. HARRIS CHECKED BY: J. H. HARRIS DATE: 11/11/11	<b>EXHIBIT MAP</b> <b>13 E. SALISBURY STREET</b> <b>WRIGHTSVILLE BEACH</b> <b>NEW HANOVER COUNTY</b> <b>NORTH CAROLINA</b>	<b>PARAMOUNTE</b> 5711 Olinwood Drive, Suite 201 Wilmington, North Carolina 28403 (910) 761-6100 (F) (910) 761-6101 (C)	<b>CLIENT INFORMATION</b> <b>COASTAL NC REAL ESTATE II, LLC</b> 1120 PEMBROKE JONES DRIVE WILMINGTON, NC 28405	<b>REVISIONS</b> <table border="1"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>								
You created this PDF from an application that is not licensed to print to novaPDF printer ( <a href="http://www.novapdf.com">http://www.novapdf.com</a> )													

B3









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

May 12, 2016

### **MEMORANDUM**

---

To: Mayor Blair and Board Members  
From: Tim Owens, Town Manager  
Re: Petition Request for Residents on Oceanic Street Requesting that the Town

#### **Agenda Item**

Mr. Dave Jacobs is a resident on Oceanic Street. He and neighbors expressed concern about the number of cars that speed down the street looking for parking. Oceanic Street has no on-street parking and the street is one of the first streets that you approach as you are heading north after crossing the Causeway Drive Bridge.

As a quick measure, the Town moved a sign that reads "no parking on this street" closer to the intersection so that it can read from Lumina. The sign was located on the Oceanic Street approximately 25 feet down the street. The location of the sign is consistent with another street in the Town that has no on-street parking.

The residents have also signed a petition requesting that the Town consider traffic calming in the form of a Speed Hump. For the most part, most residential streets in the Town have a speed hump or multiple speed humps. It is estimated that the cost of the speed hump is \$2,250 which we will seek to absorb in the budget to be completed this FY or possibly next if we cannot get it scheduled quickly.

Attached is a rendering of the speed hump and the location. I counted 15 residential units located on the street and it appears that they received 13 signatures from owners. Attached is a copy of the Town's traffic calming policy adopted in 2001.

#### **Action**

1. Discuss the item and ask question
2. Consider approving the request and ask staff to implement the project



- Speed hump 12' long
- 1' separation from each curb line



### Oceanic Street Proposed Speed Hump



**Oceanic Street  
Proposed Speed Hump**

- Speed hump 12' long
- 1' separation from each curb line

David H. Jacobs  
16 Oceanic Street  
Wrightsville Beach, NC 28480  
(240) 447 0651

**April 14, 2016**

**Timothy W. Owens, AICP**  
Town Manager  
Wrightsville Beach

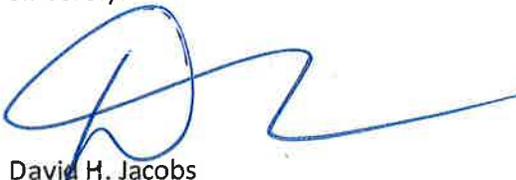
Dear Mr. Owens:

Enclosed please find the signed petition for the construction of speed bump(s) on Oceanic Street. As you can see, we have the signatures of 13 out of 15, or 87% of the owners on Oceanic Street. Mr. Cofer owns 10 Oceanic (his residence is at 605 Windemere Road) and Mr. McCall owns 3 houses on Oceanic Street, 5, 7 & 9.

Pursuant to the information you provided, this should more than satisfy the 75% requirement. We would appreciate you putting our petition and project on the agenda as soon as possible and letting me know when that meeting will take place. Obviously, it would be a huge help to have the project done prior to Memorial day.

Again, thanks for help in this matter. It has been a pleasure working with you.

Sincerely:



David H. Jacobs



## Petition for the Installation of Speed Humps on Oceanic Street

I am a **property owner** on Oceanic Street in Wrightsville Beach. I am concerned about traffic speeding on Oceanic Street. I am requesting that the Town of Wrightsville Beach consider installing 2 speed humps as indicated on the attached map.

Owner(s) Name Printed:

GREGORY & FRANCES PRANGE

Owner(s) Signature:

*[Handwritten signature of Gregory & Frances Prange]*

Owner's Physical Address:

15 OCEANIC ST  
WRIGHTSVILLE BEACH, NC 28480

Owner(s) Name Printed:

Carolyn Ripley Carolyn Ripley

Owner(s) Signature:

20 Oceanic St.

Owner's Physical Address:

Wrightsville Beach, NC.

Owner(s) Name Printed:

DAVID JACOBS

Owner(s) Signature:

*[Handwritten signature of David Jacobs]*

Owner's Physical Address:

16 OCEANIC ST WB NC 28480

Owner(s) Name Printed:

JOHN CRIST

Owner(s) Signature:

John Crist

Owner's Physical Address:

13 OCEANIC ST WRIGHTSVILLE  
BEACH, NC 28480

Owner(s) Name Printed:

James Curran

Owner(s) Signature:

James Curran

Owner's Physical Address:

24 Oceanic St  
Wrightsville Beach, NC

Owner(s) Name Printed:

IRV Freedland

Owner(s) Signature:

IRV Freedland

Owner's Physical Address:

6 Oceanic  
Wrightsville Beach, N.C.

Owner(s) Name Printed:

JOHN W. SAWYER

Owner(s) Signature:

John W. Sawyer

Owner's Physical Address:

22 OCEANIC ST  
WRIGHTSVILLE BEACH NC

Owner(s) Name Printed:

Darrell McCall

Owner(s) Signature:

Darrell McCall

Owner's Physical Address:

5-7-9 Oceanic

Owner(s) Name Printed: Mike + Jane Cox  
Owner(s) Signature: Michael F. Cox Jane F. Cox  
Owner's Physical Address: 14 Oceanic Street  
Wrightsville Beach 28480

Owner(s) Name Printed: Martha Baird  
Owner(s) Signature: Martha Baird  
Owner's Physical Address: 18 Oceanic St. WB

Owner(s) Name Printed: \_\_\_\_\_  
Owner(s) Signature: \_\_\_\_\_  
Owner's Physical Address: \_\_\_\_\_

Owner(s) Name Printed: \_\_\_\_\_  
Owner(s) Signature: \_\_\_\_\_  
Owner's Physical Address: \_\_\_\_\_

Owner(s) Name Printed: \_\_\_\_\_  
Owner(s) Signature: \_\_\_\_\_  
Owner's Physical Address: \_\_\_\_\_



## Petition for the Installation of Speed Humps on Oceanic Street

I am a **property owner** on Oceanic Street in Wrightsville Beach. I am concerned about traffic speeding on Oceanic Street. I am requesting that the Town of Wrightsville Beach consider installing 2 speed humps as indicated on the attached map.

Owner(s) Name Printed:

THOMAS EDWARD COFEN

Owner(s) Signature:

T.E. Cofen

Owner's Physical Address:

605 WINDEMERE ROAD

WILMINGTON, NC, 28405

OWNS 10 OCEANIC ST

Owner(s) Name Printed:

\_\_\_\_\_

Owner(s) Signature:

\_\_\_\_\_

Owner's Physical Address:

\_\_\_\_\_

Owner(s) Name Printed:

\_\_\_\_\_

Owner(s) Signature:

\_\_\_\_\_

Owner's Physical Address:

\_\_\_\_\_

## Traffic Calming Policy for the Town of Wrightsville Beach

(Approved September 27, 2001)

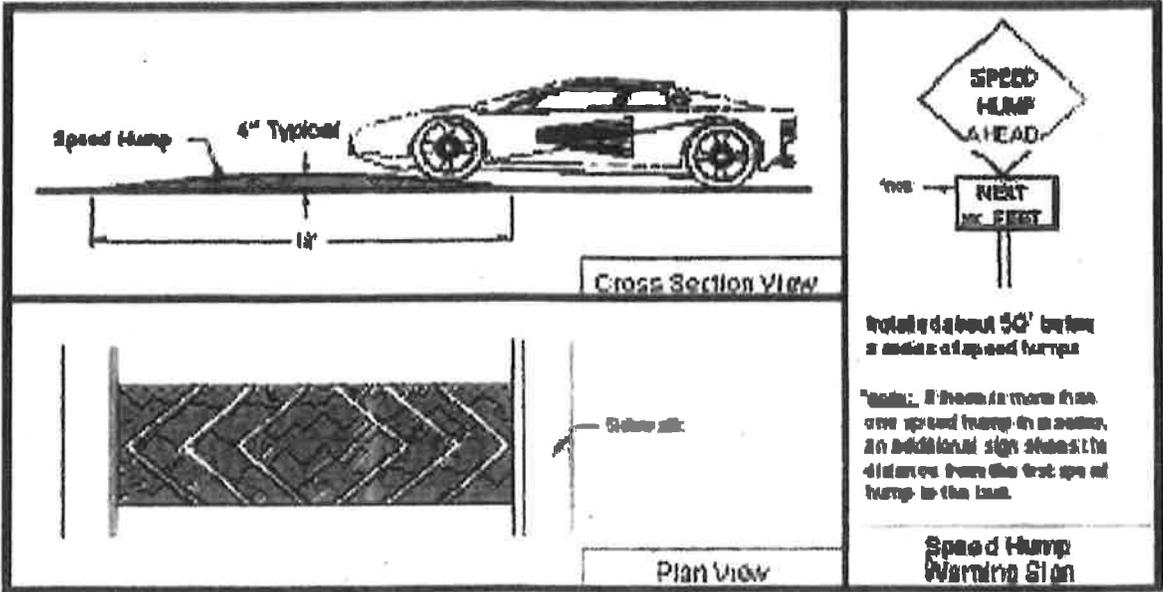
Purpose: Traffic Calming is the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users. Two primary devices are speed bumps and speed humps. Speed bumps are typically .5 – 3' wide and generally are used in parking lots. This policy defines the requirements for the future installation of speed humps (traffic calming devices) on Town streets. Speed humps will be used as traffic calming devices for the Town due to their demonstrated effectiveness over speed bumps. Reinstallation of speed humps will follow this policy.

Process: Initiation – Petition signed by a minimum of 75% of the property owners whose driveways exit onto the street under consideration.

Requirements: Must be a Town owned/maintained street with a maximum-posted speed limit of 15 MPH.

### Installation Details:

1. Speed humps will be installed no closer than 100' to any stop sign or intersection,
2. Signs warning of speed hump will be installed on each side of the street and located a minimum of 30' from the speed hump. Such signs will be installed 2' off the edge of the street on the intersection of the property line, or its extension, and the street.
3. Speed humps will be painted a contrasting color pattern as recommended in the "Guidelines for the Design and Application of Speed Humps" prepared by the ITE Technical Council Speed Humps Task Force.
4. The typical speed hump will be 12 – 14' from front to back with a 3' approach ramp and a 3' exit ramp. The design height will be 4"...
5. A maximum of 2 speed hump(s) will be installed for every 500' of paved street.
6. The design of the individual speed hump will take into account the drainage pattern and flow on the street.
7. The Public Works Director will have discretion as to the actual placement of the speed humps and related signage.



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

May 12, 2016

### **MEMORANDUM**

---

To: Mayor Blair and Board Members  
From: Tim Owens, Town Manager  
Re: Consider Approving moving forward with the Design and Permitting of Expanded Parking on the Western portion of Old Causeway Drive

#### **Agenda Item**

The Board approved moving forward on determining the feasibility of adding parking on a portion of Old Causeway Drive and at the end of North Lumina Ave (Access #1). The Town hired SEPI engineering to assist with the project. The Town instructed SEPI engineer to take a phased approach with the first phase being feasibility. SEPI engineering and myself have met with the various agencies that may be involved in the permitting process. It appears that both projects are feasible with the Old Causeway project being the simpler of the two project.

As mentioned, the Town exempted itself from the RFQ selection process for the project and hired SEPI engineering. I am seeking permission to move forward with engineering, plans and specs, and permitting for the project. The Board approved \$15,000 towards beginning the 2 projects. The cost for the Old Causeway project permitting and plans is \$8,360. The scoping and feasibility portion for both projects was \$4,050.

There should be a sufficient budget to complete the design phase for Old Causeway. The project appears to add 29 regular angled spaces and 10 angled compact spaces. The original parallel parking configuration only allowed for 15 parking spaces. As the North Lumina Project develops, I will bring that back to the Board to determine if the Board wishes to pursue the project and fund the engineering of the project.

**Action**

1. Authorize the Town Manager to move forward on the engineering, permitting and specs for the Old Causeway Drive Project following the review of the contract with SEPI engineering by the Town Attorney.



April 26, 2016

Tim Owens – Town Manager  
Town of Wrightsville Beach  
321 Causeway Drive  
Wrightsville Beach, NC 28480

**Subject: Proposal for Engineering Services  
Causeway Parking Improvements – Phase II Permitting & Design**

Dear Mr. Owens,

SEPI Engineering & Construction (SEPI) is pleased to provide the Town of Wrightsville Beach with a Scope of Work and Fee schedule to provide engineering and survey services for the proposed parking improvements along Causeway Drive.

**Scope of Work**

The Town has identified a need to modify the existing parking along Causeway Dr. between Keel St. and Marina St. The proposed improvements will replace approximately 425 linear feet of parallel parking with diagonal parking. SEPI will design and send permit applications based on Concept Sketch B, as seen attached. This site layout proposes to have all parking remain outside of NCDOT right of way.

**Permitting**

Based on NCDEQ scoping meeting on April 6<sup>th</sup>, 2016 it was determined that the proposed project area was outside of the CAMA AEC line and that no CAMA, stormwater, or erosion control permit will be needed. However, an NCDOT encroachment permit will be needed before the commencement of construction. Duke Power has visited the site and has no foreseeable issues with the current design. SEPI will prepare permitting applications and plans for permitting through NCDOT.

**Fee**

Our **lump sum fee** for developing existing conditions survey, engineering design drawings, details & specifications, and preparing permit applications described herein is presented below.

<b>Task 1: Survey &amp; Mapping</b>	<b>\$2,610</b>
<b>Task 2: Construction Drawings &amp; Specifications</b>	<b>\$2,760</b>
<b>Task 3: Permitting (NCDOT, Duke Power)</b>	<b>\$2,990</b>
<b>Lump Sum Fee Total:</b>	<b>\$8,360</b>

1025 Wade Avenue  
Raleigh, NC 27605  
919.789.9877

5960 Fairview Road  
Suite 102  
Charlotte, NC 28210  
704.714.4880

5030 New Centre Dr.  
Suite B  
Wilmington, NC 28403  
910.523.5715

**Reimbursable Expenses**

Reimbursable expenses are not expressly included in the Lump Sum Fee. Reimbursable expenses include, but are not limited to, plan reproduction beyond the identified quantity for deliverables, printing, deliveries, express mail, and prepaid submittal fees. Reimbursable expenses will need prior written authorization.

**Deliverables**

SEPI Engineering & Construction will provide the Client with a Digital AutoCAD file & two (2) full construction sets and specifications. Additional copies of plans and documentation will be billed to the Client as an expense at the rates identified on the attached SEPI rate sheet.

**Notice to Proceed**

We can begin work within one (1) week of Authorization to Proceed and will invoice monthly in proportion to the work performed unless called for otherwise on the Project Delivery and Fee Schedule.

**Invoicing**

SEPI will invoice monthly in proportion to the work performed. Payment is due upon receipt of invoice. Payments not received within 45 days of the date of the invoice shall include interest of 1.5% per month commencing on the 46th day. Any invoices past due over thirty (30) days will result in delay of the progress of the job until payment or payments are received.

**Confidentiality**

This proposal was prepared by SEPI solely for your internal use in evaluating SEPI's proposal and deciding whether or not to contract with SEPI to perform the services described herein. SEPI considers the pricing, technical and business information contained in this proposal to be proprietary and confidential. This proposal and the information contained herein shall not be used for any purpose other than as specifically stated above and shall not be disclosed to any other party without SEPI's prior written consent.

If you have any questions regarding this proposal, please contact us at (910) 523-5714. This proposal shall be open for your acceptance until September 1, 2016 unless changed by us in writing. We appreciate this opportunity to be of assistance and look forward to providing professional services. The return of this executed document will serve as the Notice to Proceed.

Respectfully Submitted,  
SEPI Engineering & Construction, Inc.



\_\_\_\_\_  
Gregory R Thompson, PE, PLS  
Site/Civil Department Manager

Date: April 26, 2016

Enclosures:  
SEPI Rate Sheet  
Exhibit Map

Accepted By:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## 2016 Time and Material Fee Schedule

Charges will be made at the following rates for time spent for: Project Management, Consultation, Project Related Meetings, Field Activities, Travel Time, Report Preparation and Review, etc.



1025 Wade Ave.  
Raleigh, NC 27605  
919.789.9977

11020 David Taylor Dr.  
Suite 115  
Charlotte, NC 28262  
704.714.4880

5030 New Centre Dr.  
Suite B  
Wilmington, NC 28403  
910.523.5715

<u>Professional Services</u>	<u>Rate per Hour (\$)</u>
Principal	200.00
Senior Project Manager	173.00
Project Manager I	125.00
Project Manager II	153.00
Project Engineer II (PE)	115.00
Project Engineer I (EI)	103.00
Project Designer	90.00
Senior Land Planner (RLA)	140.00
Planner	95.00
Senior Technician	94.00
Technician	87.00
CAD Operator	76.00
<u>Environmental Services:</u>	
Project Scientist I	70.00
Project Scientist II	85.00
Project Scientist III	98.00
Stream Engineer I	103.00
Stream Engineer II	113.00
Stream Engineer III	130.00
<u>CEI/Surveying Services:</u>	
Project Manager, PLS	125.00
Project Surveyor, PLS	105.00
Surveying Technician IV	90.00
Surveying Technician III	85.00
Surveying Technician II	76.00
Surveying Technician I	65.00
3-Man Survey Crew	175.00
2-Man Survey Crew	130.00
<u>Surveying Miscellaneous:</u>	<u>Rate per Unit (\$)</u>
Iron Pipes	2.50
Wood Stakes, Wire Flags, or Nails	0.50
Long Wood Stakes	1.500
<u>Support Services</u>	
Clerical	50.00
<u>Miscellaneous</u>	<u>Rate per Unit (\$)</u>
Mileage	0.54 (not to exceed federal travel regulation rates)
Meals & Lodging	At Cost (not to exceed federal travel regulation rates)
Subcontracted Services	Cost + 15%
Copies	0.15
Color Copies	0.75
Paper Prints (B Size, 12" x 18")	0.75
Color - B Size	3.50
Paper Prints (C Size, 18" x 24")	1.75
Paper Prints (D Size, 24" x 36")	2.50
Paper Prints (E Size, 30" x 42")	2.75
Color Plots or Mylar (C Size, 18" x 24")	20.00
Color Plots or Mylar (D Size, 24" x 36")	25.00
Color Plots or Mylar (E Size, 30" x 42")	30.00

\*\*Materials not listed will be invoiced at our charge, plus 10%. Fees categories may be added as needed. Fees submitted for a particular project will be set for the duration of that project unless project is longer than one year. If the fee schedule is updated, a new schedule will be submitted for future projects.



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

May 12, 2016

### **MEMORANDUM**

---

To: Mayor Blair and Board Members  
From: Tim Owens, Town Manager  
Re: Approval of Resolution Nos. (2016)1982 and (2016)1983 Authorizing the Town to Submit an Application to the NC Department of Environmental Quality for a 2016 Water and Sewer System Asset and Inventory Assessment (AIA) Grant

#### **Agenda Item**

Attached are 2 resolutions associated with a Water System Asset and Inventory Assessment Grant and a Sewer System Asset and Inventory Assessment Grant that was submitted to the State on Friday, April 29<sup>th</sup>. It appears that the grant had a short window and I was not aware of it until a week before the grant was due. We were at least one of approximately 75 applications submitting for funding. The application is a competitive process with a large portion of the award criteria centered around ability to pay State indicators.

Despite this, I thought that it was important to apply for the grant given that it is exactly what the Town has identified as a need. The RFQs for the Town's modeling project and system assessment are due to the Town on May 24<sup>th</sup>.

The total amount of each grant was \$75,000 with a 20% of the amount coming from the Town (\$15,000). The total grant award to one entity by the State is \$150,000.

#### **Action**

1. Discuss the item and ask questions
2. Consider approving Resolution No. (2016)1982 and Resolution No. (2016)1983 and forward them to the NC Department of Environmental Quality as part of the AIA grant process.

## RESOLUTION NO. (2016) 1982

Board of Aldermen  
Town of Wrightsville Beach  
Date: May 12, 2016



A RESOLUTION OF THE BOARD OF ALDERMEN OF  
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
APPROVING THE SUBMITAL OF AN APPLICATION FOR A  
2016 WATER SYSTEM ASSET AND INVENTORY ASSESSMENT GRANT  
WITH THE STATE OF NORTH CAROLINA

**WHEREAS**, the Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of drinking water treatment works and/or drinking water distribution system or other "green" project; and

**WHEREAS**, the Town of Wrightsville Beach has need for and intends to conduct a water system asset and inventory assessment study; and

**WHEREAS**, the Town of Wrightsville Beach intends to request state grant assistance for the project.

**NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF ALDERMEN OF THE TOWN OF WRIGHTSVILLE BEACH:**

1. That the Town of Wrightsville Beach, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.
2. That the Town of Wrightsville Beach, the **Applicant**, will adopt and place into effect on or before completion of the project (if applicable) a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.
3. That the Board of Aldermen of the Town of Wrightsville Beach, the **Applicant**, agrees to include in the loan agreement (if applicable) a provision authorizing the State Treasurer, upon failure of the Town of Wrightsville Beach to make scheduled repayment of the loan, to withhold from the Town of Wrightsville Beach any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.
4. That the Town of Wrightsville Beach, the **Applicant**, will provide for efficient operation and maintenance of the project on completion of construction thereof (if applicable).
5. That Town Manager Timothy W. Owens, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the Town of Wrightsville Beach, the **Applicant**, with the State of North Carolina for a grant to aid in the construction of the project described above.

6. That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.
7. That the Town of Wrightsville Beach, the **Applicant**, has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

This Resolution adopted this 12<sup>th</sup> day of May, 2016.

---

William J. Blair III, Mayor

ATTEST:

---

Sylvia J. Holleman, Town Clerk

## RESOLUTION NO. (2016) 1983

Board of Aldermen  
Town of Wrightsville Beach  
Date: May 12, 2016



A RESOLUTION OF THE BOARD OF ALDERMEN OF  
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
APPROVING THE SUBMITAL OF AN APPLICATION FOR A  
2016 SEWER SYSTEM ASSET AND INVENTORY ASSESSMENT GRANT  
WITH THE STATE OF NORTH CAROLINA

**WHEREAS**, the Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of a wastewater collection system or other "green" project; and

**WHEREAS**, the Town of Wrightsville Beach has need for and intends to conduct a sewer system asset and inventory assessment study; and

**WHEREAS**, the Town of Wrightsville Beach intends to request state grant assistance for the project.

**NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF ALDERMEN OF THE TOWN OF WRIGHTSVILLE BEACH:**

1. That the Town of Wrightsville Beach, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.
2. That the Town of Wrightsville Beach, the **Applicant**, will adopt and place into effect on or before completion of the project (if applicable) a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.
3. That the Board of Aldermen of the Town of Wrightsville Beach, the **Applicant**, agrees to include in the loan agreement (if applicable) a provision authorizing the State Treasurer, upon failure of the Town of Wrightsville Beach to make scheduled repayment of the loan, to withhold from the Town of Wrightsville Beach any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.
4. That the Town of Wrightsville Beach, the **Applicant**, will provide for efficient operation and maintenance of the project on completion of construction thereof (if applicable).
5. That Town Manager Timothy W. Owens, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the Town of Wrightsville Beach, the **Applicant**, with the State of North Carolina for a grant to aid in the construction of the project described above.

6. That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.
7. That the Town of Wrightsville Beach, the **Applicant**, has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

This Resolution adopted this 12<sup>th</sup> day of May, 2016.

---

William J. Blair III, Mayor

ATTEST:

---

Sylvia J. 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

May 4, 2016  
MEMORANDUM

---

**To:** Mayor Blair and Board of Aldermen  
**From:** Tony Wilson, Director of Planning and Parks *TW*  
**Subject:** **Consideration of an Appointment to fill the vacant position of the Historic Landmark Commission**

---

Lynne Catherine Capretto has applied for the vacant position on the Historic Landmark Commission.

**Requested Action:** Appoint Lynne Catherine Capretto to the Historic Landmark Commission to fill a two-year term.

**Attachment:**  
1. Application





Town of Wrightsville Beach  
North Carolina

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

## HISTORIC LANDMARK COMMISSION APPLICATION

Name LYNNE CATHERINE CAPRETTO  
(First) (Middle) (Last)  
 Street Address 95 S. LUMINA AVE #7-B WRIGHTSVILLE BEACH NC 28480  
 Mailing Address SAME AS ABOVE  
 Telephone (Home) 910 256-4509 (Business) N/A  
 E-Mail Address RALEIGHLYNNE@HOL.COM  
 Occupation RETIRED - SOCIOLOGIST  
 Education MA, KENT STATE UNIV. KENT, OHIO

Are you registered to vote in the Town of Wrightsville Beach?  Yes  No

Do you own or rent a home in Wrightsville Beach?  Own  Rent

If you previously made your home in a place outside of Wrightsville Beach, have you abandoned that home with the intention of making Wrightsville Beach your home at this time?  Yes  No

Do you presently have any intention to leave Wrightsville Beach permanently and make your home in some other location?  Yes  No

Please state any personal, occupational or previous experience that you feel might be pertinent to service on the Historic Landmark Commission:

40+ YEARS EXPERIENCE IN NONPROFIT MANAGEMENT  
SERVED ON NUMEROUS NONPROFIT BOARDS AND GOVERNMENT COMMISSIONS

Please state your interest in serving on the Historic Landmark Commission:

PERSONAL INTEREST IN PRESERVATION  
LONG COMMITMENT TO WRIGHTSVILLE BEACH  
DESIRE TO MAINTAIN UNIQUENESS OF BEACH COMMUNITY

Number of Years as Resident 2.5 - FULLTIME RESIDENT Submittal Date 4/12/16  
38 - PART-TIME RESIDENT

"Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina General Statute 132-1."

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

May 12, 2016

### **MEMORANDUM**

---

To: Mayor Blair and Board Members  
From: Tim Owens, Town Manager  
Re: Resolution authorizing an exemption from N.C.G.S. 143-64.31 to allow the Town to hire an Engineer for Renovations to the Town Hall Board Room without going through the RFQ process for an estimated cost of \$1,600.

### **Agenda Item**

The Board has included funding in the Proposed FY16/17 Budget to consider renovating the Town Hall Board room. One element of the project that is needed in order to help ensure that we get accurate cost estimates is the engineering of the Electrical and HVAC systems. In order to hire an engineer without going through the RFQ process, the Town must exempt itself from the requirements of NCGS 143-64.31. Attached is Resolution No. (2016)1984 for your consideration.

It is estimated that the cost of this portion of the project engineering will be between \$1,600 and \$2,000.

### **Action**

1. Consider approving Resolution N. (2016)1984 exempting the Town from the requirements of NCGS 143-64.31.
2. Approve the Town Manager to contract with David Sims and Associates to complete Electrical and HVAC engineering for renovations to the Town Hall following the review of the contract by the Town Attorney.

## RESOLUTION NO. (2016) 1984

Board of Aldermen  
Town of Wrightsville Beach, North Carolina  
Date: February 12, 2016



### A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA EXEMPTING THE ENGINEERING ASSOCIATED WITH THE RENOVATION OF TOWN HALL FROM N.C.G.S. 143-64.31

**WHEREAS**, G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively "design services") to be based on qualifications and without regard to fee; and

**WHEREAS**, the Town proposes to enter into a contract for engineering of a portion of the Town Hall; and

**WHEREAS**, G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee is less than \$50,000; and

**WHEREAS**, the estimated fee for services for the above-described project is less than \$50,000.

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

Section 1. The above-described project is hereby made exempt from the provisions of G.S. 143-64.31.

Section 2. This resolution shall be effective upon adoption.

This Resolution adopted this 12<sup>th</sup> day of May, 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

May 12, 2016

### **MEMORANDUM**

---

To: Mayor Blair and Board Members  
From: Tim Owens, Town Manager  
Re: FY Budget 16/17 Process Update and Set Advertisement Date for  
FY16/17 Budget Public Hearing

### **Agenda Item**

The Board recently held a series of Budget Workshops with the last workshop scheduled for May 5<sup>th</sup> at 4pm. I will give the Board an update at your meeting on May 12, 2016 on some of the specifics of the Proposed FY16/17 which will be presented to the Board prior to June 1<sup>st</sup>. The Budget will be advertised pursuant to the Local Government Budget and Fiscal Control Act with a Budget Public Hearing and possible adoption being considered for June 9, 2016.

### **Action**

1. Discuss the item and ask questions
2. Consider setting a public hearing for input on the Proposed FY16/17 Wrightsville Beach Budget