



**Wrightsville Beach Board of Alderme
Regular Meetin**

5:30 p.m. THURSDAY, OCTOBER 13, 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 by Rev. Doug Lain, Wrightsville United Methodist Church**
4. **Public Comments**

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

5. **Consent Agenda**

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

- a. [Approval of Regular and Closed Session Minutes of September 8, 2016.](#)
- b. [Approval of special event permits as follows:](#)
 - 1) Wrightsville United Methodist Church Son Run 5k (*150 participants*)
Sunday, October 23, 2016 – 11:00 am – 3:00 pm (*1:00 kids; 1:30 pm adults*)
Location: Wrightsville Beach Park, the Loop, North Channel Drive
 - 2) UNC Children’s Hospital 5k Beach Run (*300 participants*)
Saturday, March 18, 2017 (*9:00 am – 2:00 pm*) (*race begins at 9:00 am*)
Location: Beach Strand Surf Club to North End
 - 3) Communities in Schools Polar Plunge (*200-400 participants*)
Monday, January 1, 2017 (*1:00 pm – 3:00 pm*) (*plunge at 2:00 pm*)
Location: Beach strand north of Chrystal Pier (*Access 36*)
- c. [Acknowledge previously approved special events for November.](#)
- d. [Adopt Resolution No. \(2016\) 1998 approving a Memorandum of Understanding between the U.S Marine Corps Forces Special Operations Command and the Town to be able to train within th](#)

Town.

- e. Approval of revised 2016 Board of Adjustment Meeting Schedule to cancel the October 27 meeting.
- f. Adopt Resolution No. (2016) 1997 amending the Town's contract with New Cingular Wireless to amend the antennae equipment currently installed on the Elevated Water Tank located on Waynick Boulevard. (Contract will go out under separate cover.)

REQUESTED ACTION: Motion to APPROVE Consent Agenda.



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AGENDA (ALL ITEMS ARE FOR DISCUSSION AND POSSIBLE ACTION)

6. PUBLIC HEARINGS

- a. Public hearing for consideration of a text amendment application to Chapter 155 to add Section 155.6.6 Overlay Districts to allow for the creation of a Mixed-Use Zoning Overlay District for properties located within a certain portion of the C-2 Commercial District bounded to the north by Seagull Street, to the south by East Salisbury Street, to the west by North Lumina Avenue, and to the east by the beach strand/Atlantic Ocean. Mixed-use developments located in the C-2 District and falling within the Mixed-Use Zoning Overlay District would be subject to a 50-foot height limitation rather than the Town's 40-foot height limitation that is currently in effect for all zoning districts.

REQUESTED ACTION: Planning Staff requests that the Board of Aldermen deny the text amendment to Section 155.6.6.1.

7. REGULAR AGENDA

- a. Consideration of appointments to the CAMA Land Use Plan Steering Committee.

REQUESTED ACTION: Appoint nine (9) members to the CAMA Land Use Plan Steering Committee. The term of the appointment shall be for the duration of the 2016 Land Use Plan Update process.

- b. Award of Bid for completion of the 2016 CAMA Land Use Plan.

REQUESTED ACTION: Review and award bid to Holland Consulting Planners in the amount of \$35,000 and approve the Town Manager moving forward with the execution of a contract for the CAMA Land Use Plan following the review of the Town Attorney.

- c. Consideration of request to relocate the Wrightsville Beach Elementary School Fall Festival to the Wrightsville Beach Park.

REQUESTED ACTION: Consider request and provide direction to staff.

- d. Consideration of Budget Ordinance No. (2016) 436-B in the amount of \$21,000 to create a budget for Engineering and Permitting of Additional Parking Spaces at the end of North Lumina Avenue.

REQUESTED ACTION: Consider adopting Budget Ordinance No. (2016) 436-B.

- e. Review and Approve Contractor to complete renovations of the Town Hall Board Room.

REQUESTED ACTION: 1) Consider awarding contract to Lewis Builders to complete the renovation of The Town Hall Board Room; and 2) Allow the Town Manager and Town Attorney to review and execute contracts with regard to the Board Room Renovation and AV Project in the amount of \$119,850.

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- f. Discussion and Direction on applying for FY2018 Unified Planning Work Program Project Funds.

REQUESTED ACTION: 1) Determine if the Board wants to apply for UPWP funds to study future bridge alternatives; and 2) Determine if the Town will match any of the funding requested and the amount.

8. OTHER ITEMS AND REPORTS

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

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

MINUTES
BOARD OF ALDERMEN
SEPTEMBER 8, 2016

Mayor Blair called the meeting to order at 5:30 p.m. in Council Chambers of Town Hall.

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

Pledge of Allegiance

Invocation by Rev. John McIntyre, Wrightsville Beach Baptist Church

PUBLIC COMMENTS: CHRISTINA BUDRES – BANNING OF STYROFOAM AND PLASTIC BAGS; AND SUE BULLUCK – CHAMBER FUTURE PLANNING.

Ms. Christina Budres, resident of Castle Hayne, North Carolina, spoke about the alarming amount of non-decomposing plastic Styrofoam that she had found on the south end of Wrightsville Beach in August. She said, "After one week of Wrightsville Beach collections, we discovered an alarming average: every 500 feet we collected 32 ounces of Styrofoam in a glass jar. The collection also included plastic bags, pieces of plastic bags, plastic bottles, bottle caps, diapers, miscellaneous garbage and too many cigarette butts to count." Ms. Budres then reviewed statistics regarding the amount of "garbage" affecting oceans and ecosystems around the world and said a large portion of that was made of materials that would not decompose and was hazardous to our wildlife, including oysters. She stated that she had a petition going around with a thirty-minute video showing the garbage on the beach. Ms. Budres noted that France had just voted to ban single-use plastic-ware and a vast number of cities and states had already banned or were considering banning plastic or polystyrene, either partially or completely. She asked the Board to strongly consider legislation now to help protect our coast; and to consider signing her petition.

Ms. Sue Bulluck, speaking for the Chamber and as the consultant for Moore's Inlet, a hotel, and a business on Wrightsville Beach, said, "The young speaker that was just here – her concerns are our concerns, too. Tonight's agenda has CAMA Land Use Plan issues which include the planning tools for what our beach is going to be in the future; there's a process on Salisbury that speaks to that. I ask you to keep an open mind as you approach these issues because we can't even get to the discussion on some of them without allowing the tools for us to get there. I ask that you appoint some business folks; we've got 22 folks invited to a meeting later on this month who are the property owners of business properties on the beach. Their future is part of our two-billion-dollar beach and they need to be part of the land use planning process. Our water and sewer issues that you're addressing tonight are tied long term to our tax base and how much water and sewer usage we need, and that's tied to the next twenty-year plan. September 22, 2006 is when our last Land Use Plan was certified. It is a planning tool; it is not a legislative order. However, what we put in that, based on how our ordinances read, is what we're going to be using for fact finding and other essential portions of conditional use permits, etc. So, I urge you to keep an open mind; look toward the future. Don't get bogged down in the 'he said – she said' or 'we moved this because' or 'the setback is this' or 'the height is that.' All of those things are part of what will come to bear on the Land Use Plan. My second meeting is the Beach Inlet Management Plan (BIMP); they're having their legislative hearing tonight from six to eight. In the past, BIMP has been a collective group of folks interested in dredging and shallow draft dredging and spoils, etc. That group

is now being expanded to include suggestions for how the soil is used, how the beach dredgings are used, and how beach reconstruction might be funded. I'm going there to listen and to tell them that we serve the whole state and many from out of state, and that beach development and reconstruction is not only our problem, but it's the state's problem. Unfortunately, the feds are embroiled in the national election and I don't expect much out of them until well into next year. So, our fate may well lay in the hands of the next Legislature. So, I urge you to send our concerns and our urgings that we need state help for this. Thank you. Keep an open mind and give us a couple of people on the planning group from business."

CONSENT AGENDA APPROVED UNANIMOUSLY WITH REMOVAL OF WB ELEMENTARY SCHOOL FALL FESTIVAL SPECIAL EVENT PERMIT AND REQUEST TO SET A PUBLIC HEARING ON OCTOBER 13, 2016 FOR A TEXT AMENDMENT TO ALLOW THE CREATION OF A MIXED USE OVERLAY DISTRICT BY MOTION OF ALDERMAN MILLER AND SECOND BY MAYOR PRO TEM MILLS.

- a. Approved Regular Minutes of June 8, 2016, Regular and Closed Session Minutes of July 20, 2016, and Regular and Closed Session Minutes of August 11, 2016.
- b. Acknowledged previously approved special events for October.
- c. Adopted Resolution No. (2016) 1996 declaring the Week of September 17-23, 2016 as Constitution Week in Wrightsville Beach.
- d. Accepted donation of bench from Peter Gillman-Bryan in memory of Todd Fulda on the beach strand in the area of Wrightsville Dunes. Mr. Gillman-Bryan plans to construct the bench, including memorial inscription, and Town staff will oversee the project and install the bench.
- e. Approved revised 2016 Board of Adjustment Meeting Schedule to cancel the September 22nd meeting.
- f. Approved revised 2016 Parks and Recreation Advisory Committee Meeting Schedule to cancel the September 12th meeting.
- g. Approved revised 2016 Water and Sewer Future Needs Ad Hoc Committee to set a meeting for September 19th at 5:30 p.m.

SPECIAL EVENT PERMIT FOR WB ELEMENTARY SCHOOL FALL FESTIVAL (500 PARTICIPANTS); REQUEST TO CLOSE CORAL DRIVE; FRIDAY, OCTOBER 28, 2016 (3:30 PM – 6:30 PM) (EVENT 4:15 – 6:15 PM).

Alderman Weeks stated that she had pulled this item from the Consent Agenda to ask a question about the closing of Coral Drive for the Fall Festival. She asked if there would be 'No Parking' on Coral except for the volunteers as all of the patrons would be parking at the churches and trolleying down North Channel. Program Supervisor Katie Ryan explained that they do that each year and they get police support to keep from having so much traffic. Alderman Weeks expressed concern that they would all park on North Channel in the street. She said she would like to prevent that if possible because they would be blocking the street and a fire truck would not be able to get through in case of emergency. She suggested monitoring North Channel and Coral and having parking at the churches. Alderman Weeks made the motion to approve this item with some communication about parking on North Channel. The motion was seconded by Mayor Pro Tem Mills and unanimously approved.

SET PUBLIC HEARING FOR THURSDAY, OCTOBER 13, 2016 AT 5:30 P.M. TO CONSIDER A TEXT AMENDMENT TO CHAPTER 155 TO ADD SECTION 155.6.6 OVERLAY DISTRICTS TO ALLOW FOR THE CREATION OF A MIXED-USE ZONING OVERLAY DISTRICT FOR PROPERTIES LOCATED WITHIN A CERTAIN PORTION OF THE C-2 COMMERCIAL DISTRICT BOUNDED TO THE NORTH BY SEAGULL STREET, TO THE SOUTH BY EAST SALISBURY STREET, TO THE WEST BY NORTH LUMINA AVENUE, AND TO THE EAST BY THE BEACH STRAND/ATLANTIC OCEAN. MIXED-USE DEVELOPMENTS LOCATED WITHIN THE MIXED-USE ZONING OVERLAY DISTRICT WOULD BE SUBJECT TO A 50-FOOT HEIGHT LIMITATION RATHER THAN THE 40-FOOT HEIGHT LIMITATION CURRENTLY IN EFFECT FOR ALL ZONING DISTRICTS.

Mayor Pro Tem Mills said he had pulled this item from the Consent Agenda because he felt there was some confusion about this after the Planning Board meeting. He asked the Town Manager to address the confusion. Mr. Owens said, "If this is approved, what this does is create a zoning district; it's not applying that zoning district, they would still have to go through a zoning process like you would for a rezoning; there's a process in the General Statutes. So, this is just creating words in a book that give you the tool to potentially look at a project first through a conditional use permit and then you'd have to go through a rezoning process. The new zone that would basically be created if approved would be the Mixed Use Overlay District (MUOD). There are also three to four other items that staff caught that we'd probably have to clean up in the meantime, too. So, all of that would be coming forward at one time if this is ultimately approved and the applicant decided to move forward with this. If the Board doesn't want to approve a new district, that's their prerogative as well." When asked if approving this would approve any height over forty feet, Mr. Owens said it would approve a district and you would have to apply it to a parcel. Mayor Pro Tem Mills noted that this would not approve any specific project; it would just create a construct in which a project could come under. Alderman Miller asked why we wouldn't just revisit the issue instead dancing around it? Mayor Blair said this would give them the ability to actually present a project. Alderman Miller asked why we would go back to what the Board denied a year and a half ago regarding accepting projects over forty feet. He asked what the difference was with this. Mr. Owens said, "This is something that the applicant is asking to be moved forward, so we had to move forward because it was their request." Mayor Blair said, "If we approve this, that means regardless of that project, this overlay district stays in effect?" Mr. Owens replied, "If it's in the book, someone could come in and ask to rezone to an MUOD classification. But it's just in the books; it's not being applied to the ground. You've got to go through a rezoning or zoning process. You would be creating a district just like you've got a C-2; if another parcel wants to be C-2, they have to ask to be rezoned to C-2. It would be the same with this; it's a MUOD overlay district that would allow projects to go up to fifty feet if you approve it. It would also allow the underlying uses." Alderman Weeks said, "Otherwise, there is not a vehicle for a project to come to us for vetting above forty feet." Mr. Owens said, "At this point, there's not." Mayor Blair said, "But, if we had vetted that through a text amendment to start with, we could have done that; so what's the difference?" Mr. Owens replied, "I think the Board at that time felt like that opened it up to the whole Town; this would limit the area because the specific area is listed in the overlay district; then you have to go through a specific legislative process to actually plot that."

Mayor Pro Tem Mills asked what would prevent the next person from wanting to do the same thing in a different area. Mr. Owens replied, "They would have to change the text to this MUOD to allow for their specific area; they would have to go through the text amendment process." Alderman Miller noted that it would be up to the Board to decide if there was a difference in the areas.

Mayor Pro Tem Mills asked Mr. Wessell, "If we entertain this, is that some evidence that we're willing to go down that road and, if we don't approve it, are we acting arbitrarily?" Mr. Wessell replied, "I guess that depends on why you elect not to approve it. Keep in mind what the process will be: first you'd have to adopt this amendment so that it allows for a project to come before you that would be more than forty feet in height; and then the process of the applicant seeking approval for such a project, they have to demonstrate to you that the conditions required in the ordinance for the issuance of a conditional use permit are satisfied. If there's a legitimate basis for saying those conditions are not satisfied, then you're justified in denying the project. You have to look over them on a project-by-project basis and the applicant has the burden of proof of establishing that those numerous conditions are satisfied." Mayor Pro Tem Mills said, "If we open the door to that by approving such a text amendment." Mr. Wessell said, "Correct. That's the only way an applicant could get a project before you. And you're going to have to do some other text amendments, too; like the one that says the Town cannot accept an application that has a height in excess of forty feet." Alderman King said, "We already handled that; we said no." Mr. Wessell said, "If you're going to make effective this Mixed Use Overlay District, you're going to have to repeal that ordinance. In response to Mayor Pro Tem Mills' question, if you were to adopt the ordinance as proposed, that is certainly some indication that you're at least willing to look at a project that exceeds forty feet." Alderman Miller said, "Just to be clear, we looked at mixed use in total last time." Mr. Wessell said, "If we're talking about the last time the matter came before you in some fashion, that was an ordinance to eliminate the requirement that the Town cannot consider an application for a project in excess of forty feet. And you said no, you weren't willing to make that change." When Alderman Miller referenced the proposed text amendment for the overlay district in the Salisbury Street area, Mr. Wessell said, "It certainly is some indication that you're willing to consider it; I can't see how you'd read it otherwise. That's not a legal answer; that's just a common sense answer. It doesn't necessarily mean you approve the project; it means you're willing to look at the project."

Mayor Blair clarified that tonight, the Board would just be setting a public hearing. He then made the motion to set the public hearing. The motion was seconded by Alderman Miller and unanimously approved.

PUBLIC HEARING FOR CONSIDERATION OF AN AMENDMENT TO THE EXISTING CONDITIONAL USE PERMIT FOR ROBERTS GROCERY, 32 NORTH LUMINA AVENUE, TO MODIFY THE REQUIRED NUMBER OF RESERVED PARKING SPACES IN ROBERTS' COMMERCIAL PUBLIC PARKING LOT (27 NORTH LUMINA AVENUE) FROM FIVE SPACES TO NINE SPACES.

Mayor Blair explained that this public hearing was for consideration of a parking exception for the Roberts' commercial public parking lot at 27 North Lumina Avenue and not the conditional use permit for Charlie Grainger's. He then administered the oath to those wishing to address the subject.

Planning and Parks Director Tony Wilson gave the following overview: "We're looking at the parking lot across the street from Robert's at 27 North Lumina. On July 21, 2016, our department received a conditional use permit application from Mr. Blair Goodrich, authorized agent for the property owners Jerry Lachman and Allan Middleton. The applicants have requested a modification to the existing conditional use permit that was granted on November 12, 2009; the original conditional use permit for 32 North Lumina Avenue authorized the use of the parking lot as a commercial parking lot with a total of 28 parking spaces. The original conditional use permit required two spaces to be set aside for customers for Robert's and three spaces to be set aside for Rita's Ice at the time. Remember Robert's doesn't need any parking; it's been a building there for some time. The two parking spaces were for maybe a coffee shop that was there at some time. The conditional use permit application for Charlie Grainger's was received by the Planning and Inspections Department on June 27, 2016. After reviewing the conditional use permit application, staff did determine that the restaurant would not be eligible for a parking exception as adequate parking was available directly across the street. In order for the Board to consider the conditional use permit application for Charlie Grainger's, the existing conditional use permit for the commercial parking lot must be modified to reflect the increase in parking requirements that would occur if the conditional use permit for Charlie Grainger's is approved. If approved, Charlie Grainger's would be considered a standard restaurant, meaning that the business would be required to provide one parking space for each four persons on the maximum posted occupancy placard plus one additional parking space for each two employees on the largest shift. Charlie Grainger's would be required to have seven parking spaces. There were no comments from the Police Department, Fire Department or Public Works Department. We believe this is consistent with Policy 9.1.A.5 Commercial Development of the CAMA Land Use Plan. The requirements and findings are stipulated in Section 155.4.5.4(E) of the Code of Ordinances. Staff supports the applicant's request to modify their existing conditional use permit to accommodate the increase in parking requirements if the conditional use permit application is approved for Charlie Grainger's. At the Planning Board meeting on August 2, 2016, the Planning Board voted unanimously to forward a favorable recommendation to the Board of Aldermen for the conditional use permit to modify the required number of spaces in Robert's commercial public parking lot from five spaces to nine spaces with the following conditions: 1) The addition of two quality trashcans/trash pickup by the Town with private and public cooperation (the Town Manager and I discussed this condition and felt we could not impose this condition); 2) Signage for the seven spaces for Charlie Grainger's parking spaces and two spaces for Robert's; 3) Parking spaces that are reserved for these two businesses shall be made available exclusively for customers of these establishments and shall not be made available to non-customers while these establishments are in operation; and 4) Staff recommends that all existing conditions remain in effect for the existing conditional use permit. The site plan that was submitted is not the same one that was approved by the Board in 2009. The Board should not consider the submitted site plan but instead, look at the site plan for 2009 that has the handicap parking space that was removed at some point in time. There is a requirement to provide handicap parking by the state building code and we reflect on that in some of our ordinances. Staff asks, as another condition, to install that 'van accessible handicap parking space' back there in his parking lot." Following a brief discussion regarding the possible need for two handicap parking spaces – one for each business, Mr. Wilson reminded the Board that Robert's is not required to have any parking and staff felt one handicap space would be enough. Mr. Owens expressed the need to designate the handicap parking space as well as designating which parking spaces would be for Robert's and which spaces would be for Charlie Grainger's.

Mayor Blair stated that he felt it wouldn't make any sense to approve a parking plan unless the Board had something that was correct showing the designated parking spaces. Mayor Pro Tem Mills said the Board could approve it subject to their submittal of a plan showing the designated parking spaces. Mr. Wilson stated that signage has to be there as well. When asked if they were aware that the signage was tied into the conditional use permit, Mr. Owens said that was a condition that staff was requesting to be placed in the conditional use permit.

Alderman Weeks noted that some of Charlie Grainger's food would be take-out and said she was curious as to why Charlie Grainger's customers would have to maneuver through all of those parking places for beachgoers to get to that business. She asked why they wouldn't designate that whole area for Robert's and Charlie Grainger's. She said they were charging for paid parking for people walking to the beach and, as a business owner, she would want to make it as easy as possible for her patrons to get in and out of the lot. Mr. Wilson said he thought the architect could address that. Mayor Blair said, "I kind of agree; if you're going to set this up as consumer parking, it needs to be set up as consumer parking and not like that."

Mr. Sam Frank stated that he was representing the applicant and he appreciated the staff's report. He said he would defer to Mr. Goodrich to respond to the questions that were just raised.

Mr. Blair Goodrich, architect representing Charlie Grainger's, said, "The reason we picked those spaces is because there were seven spaces right together and I figured that would be the easiest way to do it. If you want to shift it, they're open to putting them anywhere that we need to put them. We know there has to be a handicap space and I've talked to D.O.I. and we've already gone through that; there will be a handicap space put back into the parking lot. They are open to all of the conditions that were presented at the Planning Board and everything has been agreed upon with Charlie Grainger's and with Allan and Jerry."

Alderman Weeks asked where they would put the handicap space. Mr. Goodrich replied, "Probably where those two gold That or it would be in Number 10 or 11." Mr. Wessell asked if the Board was making it clear to Mr. Goodrich which plan was being considered. Mr. Goodrich said he understood which plan they were operating off of. He then showed where the handicap space would be and said the seven spaces past that would be for Charlie Grainger's, with the other two spaces (Numbers 10 and 11) for Robert's. Mayor Blair asked if that would be on placards and not painted on the ground. Mr. Owens said that was one of the conditions. Mayor Pro Tem Mills asked how that would be policed. Mr. Goodrich said he thought that would have to be up to the property owner. Alderman King asked if there was supposed to be a paid attendant. Mr. Goodrich said, "Yes, as long as they have an attendant there." Mr. Owens said they would have an attendant until 10:00 p.m. Mayor Blair said, "We need to put it back on the property owners and if they abuse it, then it goes away." Mr. Owens said it was however they want to manage it.

Alderman Weeks said, "We're opening back up the conditional use permit for the parking lot so, we talked about this before about putting some conditions on having weekly landscape service and I think this is a good opportunity to do that. I walk that neighborhood a lot and it's a problem; between weeds and not trimming the

bushes and cleaning up the trash. So, I would like to have some condition on there that between Easter and Labor Day or something that there's a weekly landscape service. There have been some other business owners that have been willing to join together with that downtown area to hire a landscaping service – we tried that a couple of years ago. I just think we need more formal service to keep that area clean – and power wash the sidewalks on a monthly basis or something to that effect because it is the most visible part of the beach." Mayor Blair asked if she would take the Planning Board's recommendation Number 1 and expand on that – about public and private cooperation with trash pickup. Mr. Owens said, "I'm not a big fan of that condition; I don't even know what that means. I don't want that to be a condition; I don't mind working with them to see if we can add an additional trashcan as a Public Works-type deal, so, I'd like to strike that and if the Board wants to add another condition." Mayor Blair said, "If we strike condition Number 1, what do you want to do about landscaping?" Alderman Weeks replied, "Just have a service to keep the area clean once a week during the busy season and once a month in the off season or something to that effect. And I think all of these business owners could get together and share all of the costs but this is an opportunity to put a condition on a lot that is generating income for the business owner." Mayor Blair asked if she would rather try to handle that in the CAMA Land Use Plan. Alderman Weeks said she thought it should be part of the conditional use because it was a privilege to be able to charge for parking in their location – a commercial lot." When asked how we could define that, Mr. Wilson showed the language that was used for 13 East Salisbury Street. Alderman Weeks said, "We did every two weeks from April through October for Buddy's. I think this is a good frame for it but I think the downtown area during the busy season is once a week; but I'm open to whatever the Board wants to consider."

Alderman King noted that they would keep the four trashcans that they have now in the parking lot and then add two more. She said she thought it was a private issue to keep that lot clean. Alderman Weeks noted that the trashcans were for the people renting. Mr. Owens said he did not see that in the conditions. He asked Mr. Wilson to be very clear about what conditions we want to continue over. Mr. Wilson said, "Here are the recommended conditions on one of the conditional use permits – Number 3: at least one trash receptacle shall be maintained in each of the corners of the lot; the applicant shall not levy a parking fee less than the Town's parking rate; no tailgating – that was discussed at one time; Number 5: the property owner shall be responsible for maintaining the property in a clean and orderly condition." Alderman Weeks expressed the need to have uniform guidelines for keeping that area clean because it is not happening. Alderman King said that is what we did for the churches and if they don't do it, they could lose their conditional use permit.

Mayor Blair opened the public hearing at 6:15 p.m.

Mr. Peter Stillman, 14 Birmingham Street, said, "I'd like to address three things that struck me as questions; one of them relates to what you were just talking about – the trashcans. When we were at the Planning Board hearing, one of the things that came up was that the current trash receptacles are quite inadequate. So, I think more than just requiring trashcans at each of the corners, it would be important to talk about the quality of the trashcans that are required. The second thing is, I don't know when any of you last drove on Sweeney Street, but that is a street hardly conducive to accepting any traffic and it's also a street hardly conducive to coming out of Sweeney

Street and taking a left turn onto North Lumina; that strikes me as a difficulty. The third thing that I'm very concerned about is that because the parking lot is across the street from Charlie Grainger's, what it's going to do is to increase pedestrian traffic across the street and as far as I can tell, there's no legal crosswalk across Lumina Avenue unless you go up to Stone Street. That would be especially true now that a required handicap parking place is in place, but it would be true for any number of other people crossing the street. Since Charlie Grainger's would have people parking a much shorter time than the long-term all-day beach parking people, there would be more pedestrian traffic." Mayor Pro Tem Mills asked Mr. Stillman what he meant about the "quality" of the trashcans – if he was talking about the capacity. Mr. Stillman replied, "I think I would want to say both. The ones that are there now strike me as not very good; they don't hold very much, they're very easy to take the tops off to have them be knocked over. I don't know enough about trashcan technology but you could do a lot better especially in a place that's going to get a lot of garbage. There are solar compacting ones that I've seen at colleges and other kinds of institutions like that."

Mayor Blair asked why they didn't use the 55-gallon ones with lids. He said, "I think an attempt to try to put something heavier gauge and larger with a lid makes better sense." Mr. Wilson said, "You probably could require something with a lid on it; these are kind of open." Mr. Owens said, "Aesthetically, they are not very pleasing and there's a charge for that; that's up to the Board. They could do once a week or twice a week depending on the service they ask for." Public Works Director Bill Squires: "We don't pick up in the ones in the parking lot. You were requiring them to supply them and now you are asking us to supply." Mayor Blair said, "To his point, if we're going to have to deal with trash; there's already trashcans; it just makes sense to put something in there that will work. I don't care who supplies them as long as they're of a gauge and capacity to take care of the problem." Mr. Squires said, "Regardless, they're going to have to bring them to the street like any other trash customer."

Mr. Frank said, "I think there are overlapping issues here. I first want to note the proposed change to the conditional use permit here won't increase the level of traffic. In fact, it will decrease the level of traffic for beachgoers. While I'm not in any position to put my finger exactly on the source of the litter, it seems just as likely that the beachgoers are the source of the litter as the people who are utilizing the business." Mayor Blair said, "The purpose of this conditional use permit is to make sure we cover trash as a conditional use permit item; it's the property owner's responsibility." Mr. Frank said, "That's what I was getting at when I alluded to overlapping issues. The act of littering is against the Town ordinance and certainly the opportunity to enforce that Town ordinance is in place. It's not realistic for a private property owner to enforce that Town ordinance. It is realistic for a private property owner to accommodate conditions of the conditional use permit that may be designed to help deter littering. Providing trashcans, for example, and having those trashcans available for pickup on a routine schedule – is certainly realistic. It's also realistic for the Town to revisit its litter ordinance and impose greater penalties and the like or put greater energy towards enforcement of it if you were inclined to do so. But I think it's important that we talk about conditions that are fair to impose on a private landowner and enforcement of the littering ordinance isn't in that bucket." Mayor Blair said, "I don't think the litter ordinance would be any more unfair to you than it is for any of us. I think we're all under the same conditions because litter is litter."

Mr. Owens said, "We can either do it publicly and have the rollout containers like you're suggesting as a condition – a public service; or make sure they're very clear somehow that they've got to provide trashcans that are sufficient enough to handle the amount of trash – which is hard to define. Here's the problem, if they get a three-day service for Monday, Wednesday and Friday – it's going to be full on Sunday and they're not going to dump them. I'd almost rather them do what they're doing and do it right. I'd prefer that they handle their trash correctly and us not get involved because the minute we're not there and it's overflowing, we're getting calls that it's overflowing. If it's a capacity issue, they need to order another trashcan." Mayor Blair said, "That's fine with me as long as we're all sitting on this Board knowing that if it gets to be a problem, we're going to deal with it. If we go to that lot and it starts piling up trash and it gets dirty with trash, they get a warning. The next time, we go revisit the conditional use permit. Is that the proper way to do that, Mr. Wessell?" Mr. Wessell replied, "You're right." Mr. Squires asked if we could require them to use Town trashcans as part of the conditional use permit? Mr. Wessell replied, "Yes; just like we require everybody in the Town to have a trashcan. They're not unique in that respect. The only thing I would suggest if you're not going to use the Town trashcans, let's be clear on what kind of trashcans you're requiring them to have and how many." Mr. Squires said, "The way they do it now is they empty those containers into their dumpster; so, there's no pickup specifically for the parking lot." Alderman Miller said, "We could make them put out our trashcans or make them put something solid to go in their trashcan." Mayor Blair asked if there was a preference. Alderman King said, "Let them dump the trashcans into their dumpster and if they don't do it, then the warning and the penalty." Mr. Frank replied, "We prefer to continue to handle the trash directly and get a heavier grade receptacle." Mayor Blair said, "Equipment that would be comparable to the capacities and lid covers like we have in the Town? That's going to be part of my requirement. Whatever you guys come up with the gauge, size and lids." Mr. Owens said the conditional use permit could say "as directed by staff."

Alderman Weeks said, "The Town has power washed the whole downtown area in the spring; but during the summer, I think it needs to be done once a month and there have been discussions of whether that's our responsibility or the business owners that their patrons are contributing to the stench down there." Mr. Owens said he would have concerns if somebody else was power washing Town sidewalks. Alderman Weeks said, "To me, condition five was more about landscaping, keeping the mulch going, trimming the bushes, and that sort of thing. Five has not been working. Buddy's was once every two weeks and I just think downtown from Easter to Labor Day is a more weekly thing; and then maybe a monthly thing in the offseason or something to that effect." Alderman Miller said, "Why don't we just enforce the things we have on the books. We've got a litter ordinance and other ordinances. I don't know why we just don't take what we've got instead of adding another." Alderman Weeks said, "In Buddy's condition, we said 'shall hire a landscaping company to provide inspection and service every two weeks from April through October and monthly from November to March.' So, I'll propose on condition five that we say 'Tenant shall hire a landscaping company to provide inspection and service every week from April through October and monthly from November through March each year to maintain the appearance and cleanliness.' I think this is something consistent that we can build on for future conditional use permits."

Mayor Blair closed the public hearing at 6:30 p.m.

Mr. Wilson then reviewed the conditions: “Here are the recommended conditional use permit conditions. Basically, one is a new one we talked about for the signage for parking spaces. Number two is new. These other ones reflect the other parking lots we did – 22 North, Lager Heads – so these are consistent – three, four and five. Six is a part of all the rest of it. Seven, about the noise ordinance is a part of those. Eight is the same thing – we didn’t want any alcohol in the parking lots. Nine is consistent with the rest of those. This has a four-foot fence on the property. It talks about the parking lot attendant and then no vehicles shall be towed. And then we added one with the handicap spot; so that would be the last one – Number twelve.” Mayor Blair expressed the need to modify condition three.

Following a brief discussion regarding which parking space could be used for the handicap space, Mr. Owens said, “I would say one of the Charlie Grainger’s so you’ve got seven total for Charlie Grainger’s down this side.” Alderman Weeks made the motion to approve the conditional use permit for Robert’s parking lot with all of the conditions that were existing in the conditional use permit with the additional signage that the Planning Board recommended; the handicap designation of one of the parking spaces; the third condition adding that staff will direct on the parameters around the trashcan; and then the wording on number five to include Buddy’s with weekly service instead of bi-weekly. Mr. Wessell suggested adding that the parking lot be configured in a manner as shown in the 2009 parking map. Alderman Weeks amended her motion accordingly. Alderman Miller said, “The only thing you didn’t get is that, while we’re not telling them where to put the parking spaces, they more or less agreed to put parking spaces as we discussed on the right hand side in the first two.” Mayor Blair asked if that was what the applicant wanted to do – those seven on the side and two up front. Mr. Frank said, “That’s our intention. We’re comfortable with either you specifying or identifying and we’ll put the spaces in place.” Alderman Miller said, “If it’s their intention, we can leave it out.” The motion was then seconded by Alderman Miller and unanimously approved.

PUBLIC HEARING FOR CONSIDERATION OF A CONDITIONAL USE PERMIT APPLICATION FOR 32 NORTH LUMINA AVENUE TO OPERATE A STANDARD RESTAURANT BY THE NAME OF CHARLIE GRAINGER’S IN THE PORTION OF THE BUILDING FORMERLY OCCUPIED BY RITA’S ICE.

Mayor Blair administered the oath to those wishing to address the subject. He asked people to try to limit their comments to three to four minutes due to the number of people wishing to speak.

Mr. Wilson gave the following overview: “On June 27, 2016, our department did receive a conditional use permit application for 32 North Lumina Avenue. Mr. Blair Goodrich has been appointed as the authorized agent for the property owners, Jerry Lachman and Allan Middleton. Mr. Goodrich has also been appointed as the authorized agent for Charlie Grainger’s, the conditional use permit applicant. The applicants have applied for a conditional use permit to operate a Charlie Grainger’s franchise location within the existing building at 32 North Lumina. Restaurants are considered a conditional use in the C-1 Commercial District. The plans submitted by the applicant indicate that 350 square feet of space that is currently utilized by Robert’s Grocery would be converted for the use of Charlie Grainger’s. This would create approximately 990 square feet for the proposed restaurant. The applicant indicates that the restaurant would be open for lunch and dinner and the restaurant would close by 10:00 p.m. The applicant also indicates that

the restaurant would not serve alcohol. After reviewing the conditional use permit application, staff determined that Charlie Grainger's would not be eligible for a parking exception. Charlie Grainger's is considered a standard restaurant meaning that the business would be required to provide 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. For departmental review, we had no comments from the Police Department or the Fire Department; Public Works' comments would be that the grease trap would have to be approved by them. Trash would have to be either rollout carts or joined with Robert's for their trash removal. This is consistent with our CAMA Land Use Policy 9.1.A.5: Commercial Development – the Town will encourage commercial establishments providing basic goods and services to year-round residents and visitors. The Planning Board's recommendations for this project are based on the nine findings in consideration of the general requirements found in Section 155.4.5.4 (E). Planning staff supports the applicant's request for the conditional use permit for Charlie Grainger's at 32 North Lumina. Staff recommends that the following conditions be considered for the conditional use permit:"

- 1. If the property owner receives two or more citations for noise violations within a twelve-month period, the conditional use permit shall 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 a closing time of 10:00 p.m. as requested by the applicant.*
- 7. All deliveries should be scheduled at times that will minimize impacts to the normal flow of pedestrian and vehicular traffic.*
- 8. In the event that the required parking is no longer available within Robert's parking lot, the applicant shall be required to either seek a parking exception or provide parking at an alternate location.*
- 9. The applicant and property owner shall be required to maintain the area in front of and alongside the building in a manner that is free of obstructions and that does not inhibit or disrupt the regular flow of pedestrian or vehicular traffic.*
- 10. No outdoor seating shall be permitted.*
- 11. Property owners and applicants shall sign an affidavit stating that the use would never be converted into a private club or that a private club ABC permit would be sought from the ABC Commission for this location.*

Alderman Weeks referenced condition seven and said, "I think we had some time conditions on that on Buddy's." Mr. Owens said we put 'all deliveries shall occur between 8:00 a.m. to 8:00 p.m.' on Buddy's. Mr. Wilson said, "We do not have a time period on condition seven; the question is, do we want to or just strike it?" Mr. Wilson completed his review of the proposed conditions and said, "At the Planning Board level, we talked about no sale of alcohol. After talking with the Town Manager and the Town Attorney, I added condition eleven with the same language that we used for 13 East Salisbury Street. On August 2nd, Planning Board members voted unanimously to forward a favorable recommendation to the Board of Aldermen for the conditional use permit for Charlie Grainger's Restaurant to be located at 32 North Lumina with the following conditions:

1) Applicant and Owner must sign an affidavit stating they will not serve alcohol; and 2) The Town has been asked to improve the location of “No Parking” signage on Birmingham Street. This is where we felt we could not do number one. Some of the concerns from neighbors were about trash and about improving signage on Birmingham Street – they were concerned about people turning onto Birmingham Street and then turning around in their parking lot. So, that would be a condition I’d like to add to that if this Board would like to do that. Staff recommends that the Board of Aldermen approve the conditional use permit for 32 North Lumina with the conditions I presented to you.” Mr. Owens said, “I don’t think improving signage on Birmingham should be a condition; I think what we’ll do is look at it and try to improve the signage. We did that on Oceanic by moving the signage closer to the roadway. The problem is that whole area is so congested and so close quarters, I’m not sure how effective it will be but we can do it. There’s no paid parking on that street and I think people turn down there looking for paid parking and have to turn around. If the Board is open to that, I’ll move forward on something like that next week.”

Alderman Weeks said, “There’s definitely a blind spot there. I think there used to be a mirror on that pole and it’s no longer there. Before, you could see a pedestrian coming in front of Charlie Grainger’s before you pull out. I know this is independent of their conditional use but I think, at the very least, the Town should.....” Mr. Owens expressed concern with the legalities of placing a mirror there because, 1) it would be attached to a Duke power pole; and 2) what would happen if it’s not maintained and somebody gets hit by a car. He said he didn’t know who put it up to begin with. Mr. Wessell noted that staff could discuss that later because that was not part of this discussion. Mr. Owens said staff would look into that to see if there’s something we could do better. Alderman Weeks noted that the new restaurant would generate more pedestrian traffic.

Mr. Frank said, “I represent the applicant. I’m going to defer to Mr. Goodrich to make a presentation.. I’d like to defer my opportunity to speak in response.” Mr. Goodrich, of Goodrich Architecture, P.A., said, “Basically, we’re coming in front of you asking you to approve an awesome place to eat. This is a local franchise that started here; this would be one of five that are underway trying to get going. We agreed to everything with the parking. We agree to everything – their handbook requires their employees to go and clean the area around the restaurant; so that would be a constant from the time they open until the time they close plus a little after. It’s a family-oriented establishment; no alcohol is being served. I know of no immediate thing in the future, that I know of, to serve alcohol at any of the Charlie Grainger’s. It’s hurricane ready; all equipment is on wheels and will be removed in case of a hurricane. We think this will be a great addition and great complement to Robert’s Grocery.” Mayor Blair asked if the design would be similar to the one on 17th Street. Mr. Goodrich said it would; they just toned it down a little. Mayor Blair asked if the applicants had any idea as to the percentage of food that would be consumed inside versus take away. Mr. Goodrich said there was no way to really calculate that because each location is different.

Mayor Blair asked if Mr. Frank wanted to be on standby to speak. Mr. Wessell said he thought he just wanted to speak at the end. Mr. Frank said that would be alright.

Mayor Blair opened the public hearing at 6:48 p.m.

Mr. Neal Braggi, 4-B West Henderson Street, said, “The issues for me deal with this becoming a source of serving alcohol; also the issue of trash going up the street and onto the beach. It is a take-out restaurant. I’m surprised that there wasn’t an answer to what the owners thought the capacity might be. You’ve got so many stools and you’ve got so many racks for making whatever you’re going to serve; so, you must have some expectations. There’s only a limited capacity for people to drive up, go in and buy and leave. High traffic and litter going down the street and onto the beach – I’ll leave it at that.”

Miss Nancy Faye Craig, 111 Seaside Lane, said, “My concerns are safety crossing the street, the blind spot coming out of Birmingham, noise, trash, and I’m sure Mr. Wessell will look at this again but on condition eleven, it seemed like it was missing a “not” when talking about applying for an ABC permit.”

Mr. Neil Hyman, 9 East Birmingham Street, said, “A lot of the stuff I was going to ask has already been covered; one was the alcohol. At the Planning Board meeting, Louis North, who is the franchisor had offered to sign an affidavit but I just wanted to make sure that the franchisee is going to be willing to sign because he will be responsible for that specific location. And the ten o’clock closing. One of the issues behind Robert’s in terms of the alleyway with trash – if this place is as successful as I think they hope it will be, there’s going to be a significant amount of trash in addition to what Robert’s already generates. Also, does the Town require recycling bins; that could be another added feature. The young lady that spoke earlier also – I’ve been to Charlie Grainger’s on 17th Street and had a great sandwich and a great big drink in a polystyrene cup. That will also be something that contributes to the trash that will accumulate on Birmingham Street and on North Lumina, in people’s yards, and at the beach. One of the other things that I also would like to request is if you guys can say by an affidavit that they won’t do delivery in terms of having cars like Dominos Pizza delivery because that would add nothing but more congestion behind the building. The handicap spaces were addressed, I had a serious question about that. Tony, you guys had mentioned one spot as a handicap space – it actually has to be one and a half for van accessible. And in terms of the size of that lot, I could be terribly wrong but I think for 28 or more spots, you have to have two handicap spots – that’s code. And the other thing I had a curious question about on the overhead from Mr. Goodrich showing the restaurant inside of Robert’s – it showed the front door; then it shows an open area going into Robert’s. It just seems odd to me. I know at the Planning Board meeting, they talked about garbage and how it would get to the back. They said they would go through Robert’s and go out the back door. Well, Robert’s closes at nine. To me, that’s an odd design feature that doesn’t seem to make sense. And I’m sure it’s a big problem for Robert’s. The other aspect of it is that I didn’t see a fire exit; I’m not sure what requirements that would be. The assumption would be that the fire exit would be at the rear of Robert’s because they won’t be able to get out the front doors. Just some questions I see from a design standpoint.”

Mr. Tim Taylor, 104 North Lumina Avenue, said, “People in the downtown district of Wrightsville Beach do not want a Charlie Grainger’s. We spoke last month about all the negatives and I was very surprised and disappointed the night after the Planning Board meeting, someone from Charlie Grainger’s posted something on Facebook saying how uninformed we were and we didn’t know anything about litter and the cleanliness of Charlie Grainger’s. We weren’t talking about the cleanliness of

Charlie Grainger's; we were talking about concerns of our Town. We don't need another fast food, takeout restaurant where everybody drops their cups, napkins and everything out in the street. It won't just affect the sidewalk there; it will affect all of the surrounding neighborhoods. When they came out and told us we weren't informed, they were the ones that weren't informed. I guarantee you none of them have come down here on Saturday or Sunday morning, walk our streets at eight o'clock and pick up bags of trash like all the neighbors do. When their business closes, they're not going to walk our neighborhoods and pick up the trash. The current business there – the art store causes no trash. He picks up trash and he recycles it. So, please pay attention to your constituents and your neighbors – we don't want Charlie Grainger's."

Ms. Nancy Norvell, property owner on Charlotte Street, said, "I absolutely love the Town and, like the two ladies who spoke at the beginning of the meeting, I am also very concerned about how the Town moves forward and what it becomes for future generations, as well as the trash and the care for our oceans and what ends up in them because of all the trash. I was not at the Planning Board meeting; I am not exactly sure how the Town goes about choosing the mix of businesses that show up in our already crowded downtown area. My primary concern is actually something a little bit different than all of these things which are also concerns to me. It is a chain restaurant; it's going to be serving the same type of food – hot dogs and sandwiches – that are available right next door and some of the other restaurants that have been one-of-a-kind little restaurants in Wrightsville Beach for years and years. I don't know how much seating is going to be in there. There is the trash; there is the litter; there are the pedestrians; there's the parking – there's all that. One of my bigger concerns is – I don't think a lot of people realize that this, in effect, will push out the Wrightsville Beach Art Company which depends on its little location. It's a very unique, one-of-a-kind local business that is very interesting and sort of has become part of Wrightsville Beach. It also gives back to the community. Jazz actually uses the trash he finds on the beach in his art. His workshop and classes teach children, not only about art, but about keeping the beach clean. I just think it would be sad to lose this kind of a business in our community. It's more the kind of thing that I think we need; we don't need more hot dogs and sandwiches and more litter and trash. That was just something that I wanted to make sure that the Board was aware of and ask for that consideration."

Mr. Paul Laughlin, resident, said, "I just wanted to support what the young lady just mentioned. Maybe I'll focus a little bit more on Jazz Undy's business. I have been an early evening weekend regular at Lager Heads right across the street for a number of years and have had the opportunity to watch the ebb and flow of culture in Wrightsville Beach through the seasons and through the years and I've been able to see what happens across the street, and it was a real treat when I saw Wrightsville Beach Art Company start up there. One of the things that's unique, as mentioned, is that he emphasizes not only art that celebrates our community, but also recycling, reusing, and re-arting as the sign says. His mission statement says, 'Saving the planet one painting at a time.' If you go to his Facebook page, he's not only displaying his art, he's also selling the concept of protecting our environment. I think it's a unique business; I think it's been a wonderful asset to our community; and it's a very low impact business. So, I'd hate to see him being pushed out. In terms of Charlie Grainger's, I have not been to a Charlie Grainger's before. In general, I hear good things; I hear that the food is good and that their facilities are clean. But I don't know

that we need one. That's a very busy corner; there's a very small adjacent residential street. The Trolley Stop has been around for forty-two years – and it's just two blocks away. There are the concerns that you've been hearing about trash and noise. And, to me, it's a very high impact business. So, it's almost like this whole issue is a catalyst for future conversations about 'do we have a strategic business plan for our business district?' Do we want to allow the dollar to rule what happens? Are we basically going to become a street of restaurants and bars or is there a way for the Aldermen to put together a plan such that we don't become so homogenized?"

Mr. Jerry Lacey, 10 Birmingham Street, said, "When I first got wind that this was going to be a consideration of a restaurant there, my concern immediately was congestion and safety. It's kind of a tight place there; it is very tight. It's basically a one-way street and coming out as we do now all day long, it is very difficult to get out there without being very cautious of people because as people walk by that corner, they don't really look at that as being a street; they kind of just walk by and walk right in it. So, when we live there, we're very cautious of that. But, we aren't the only people that come from down that street. There are a lot of people that come there not knowing that there isn't public parking and they have to turn around and come back. It's not a question of Charlie Grainger's; none of us have ever said anything against Charlie Grainger's. It's just any restaurant in that corner that's going to have a concentration of people; that's the wrong place to put a restaurant. And I would ask you to really take a serious look at that area because it is very congested and it's a safety issue of people walking, not only on the sidewalk, but people are now coming across the street from those parking locations. With the limited seating, I'm sure that location, although the gentleman didn't say they had a plan for it, is going to do a lot of carry-out. And as people carry that out, unlike some of the other restaurants at Wrightsville Beach that have outside seating, I don't know where they're going to go. I guess my question would be then, where do you expect them to eat. If they come around on Birmingham Street and sit down or try to eat it there, unlike Rita's – somehow Jazz kind of got left out of this picture because a lot of the discussion is – Rita's is not in there; Jazz is the only operation left. These people now have cups and food and they're going to have to find some place to sit down and eat. I guess a little concern of mine is that they're going to come up the street and litter Birmingham Street or go onto the beach. There are some things that could be done to help it. That mirror that we talked about would help. The Oceanic has a sign before you ever drive into it that says No Public Parking. We don't have that; ours is up the street. I would ask that you give that some serious consideration. All in all, the thing I would say most important is the safety aspect of this. They've already described themselves as a family restaurant; that means children; that means people that are going to be standing around that corner and that will increase the risk of hitting somebody. It is very easy for you not to be able to see people as they congregate around that corner. I'd just ask you for that consideration."

Ms. Adelaide Villmoare, 14 Birmingham Street, said, "I want to underscore what Jerry just said. It is a very dangerous intersection. I've been driving it for thirty-two years. The expectation is that there will be more foot traffic. It is very dangerous. And on the timing for delivery trucks, it's a blind intersection as it is and with daily delivery trucks in there, you won't just have to inch out and inch out. If you add more pedestrians to that; it becomes a much more dangerous mix. Another safety question is the fire exit; and that starts to become an issue."

Mr. Peter Stillman, 14 Birmingham Street, said, "Safety was what was just being talked about. One of the things that I'm sure you knew when you drove up to Birmingham Street to look at the area, is that there is no sidewalk on Birmingham Street; so when you come down Birmingham Street and stop at the thick white line, you see nothing to your right except the wall. When you pull into the sidewalk, you can then start to see pedestrians. If there is a delivery truck there, which there frequently is from eight to ten in the morning, you cannot see traffic coming from the right until you have put your car halfway out into the northbound lane. If there is a delivery truck in front of 22 North, you cannot see clearly the traffic coming from the south in the northbound lane, so it is risky to put your car out. It is a very dangerous intersection because of the way the streets are configured without a sidewalk and because of the way the delivery trucks occur. When we talked about this at the Planning Board, we thought it was very important to try to cut down on when delivery trucks are going to be there. I think that is something that is very important, even if you approve this. That won't help safety at nine thirty in the morning when there will be delivery trucks in both directions and you can't see. The other thing we talked about that was important was signage; in fact, I think signage will turn out to be a very difficult issue because you don't want people coming up Birmingham Street thinking that they can park, but the reason the sign is already up twenty yards or so is because of 22 North's parking lot where people, in fact, can come up and park. By the time they see there is no public parking on Birmingham Street, they have no place to turn around. If you live at 14 Birmingham Street, you get to watch a lot of people trying to turn around in the driveways of 13 and 15, which are very steeply sloped driveways; so that's a difficult kind of turnaround anyway. I think safety is a real issue. And I think that what other people have been saying about the kind of vision of what Wrightsville Beach should be like is also another important issue."

Mr. Scott Griffin, 64 Pelican Drive, said, "I'm not associated with Charlie Grainger's; I ate there several months ago and had a great time and have since been back and I took interest in the conversation. We are all blessed to live in a country where we're all given an opportunity to wake up in the mornings and take a risk and succeed, and sometimes fail. In those days that we have our failure, we can go to bed at night knowing we gave it our very best and, in America, you can get up and do the same thing tomorrow. That's what our free enterprise system is all about and I think that's what defines America. I think Charlie Grainger's would be a wonderful neighbor. You can look at their Facebook ratings; they've got five stars and as of last night, there were 102 folks that have commented. How many restaurants have five stars on their user websites? That's pretty substantial, and I think that speaks to the kind of neighbor that Charlie Grainger's would be to Wrightsville Beach. I think Wrightsville Beach should want to attract a neighbor like Charlie Grainger's. Keeping in the same mind, I'm not in the direct neighborhood where Charlie Grainger's is looking to go. Around 2004, they called it the 'Ms. Trask handicap spot'; there was a handicap spot right in front of Robert's. Asking around, it appears that maybe one of the parking vendors had changed that parking spot from being designated handicap to service Robert's Grocery for quite a number of years, to a delivery zone; then it morphed into a taxi pickup station. So, I think that's interesting when we talk about taking what is already an asset of a parking lot across the street and being a necessity of mandating that that needs to have a handicap spot when there was one there, historically, for a

building that has been there a long time. And I think the landlord's willingness to, without question, go along with the Town's requests speaks to what kind of neighbor they're going to be. The trash – I feel firmly that trash is a Town and a policing issue. Possibly the Police Chief could come up and comment on how many citations have been written. Is there an opportunity there? There was some talk at the Planning Board meeting about a MOU between the Town and some of those businesses down there to address trash. A public-private partnership is something that I think both bodies can take a lot of pride in and that certainly builds community and that's something we're all interested in as a small family community here. With relation to the Town and its stance on the central business district and the limited business zones that are out there, the Town has a very clear black and white position on the value of its commercial real estate on this beach. That being said, I think the Town should want to work cooperatively, and I think the Town has, with individuals that want to invest in our community and keep it family oriented like Wrightsville Beach is known for. I think that's very important and I think Charlie Grainger's is a wonderful opportunity to fit that mold. The Board, while I can certainly be sympathetic to a business that quite possibly could be displaced, that, again, is a product of simply the free market system and I don't think the Board is in a position or should be to pick winners and losers in private sector business. I think if it fits the mold and it fits the box, and this does, I think it's a yes and I think Charlie Grainger's is a yes. As far as conditions and some of those type things; I'm supportive of everything that's been talked about here. I think it's interesting the conversation has morphed into something that's more of a conversation between a tenant and a private landowner that really doesn't involve anyone in this room. And I don't want to lose sight of that but I certainly can be sympathetic to the property owner. We all have assets and we want to manage them to the highest and best use as long as it fits in the mold and requirements of our Town or whatever that may be. I would hate to think that the Town would want to get in the position of passing an ordinance that designated that a private landowner or a private homeowner on Wrightsville Beach could not rent their home by the week to a family that happened to have young kids because they might be skateboarding out front in the neighborhood. I think Charlie Grainger's has stepped up and done everything that anybody has asked. I think they'd be a wonderful neighbor. I don't have any relationship with them; I'm not paid by them. I'm just a guy that lives on the beach and took some interest in it. For the sake of time, I'll leave it up to you all but I've got some very interesting information on some dredging dollars that I can share with you now or at a later time."

Mr. Frank said, "I'd like to respond briefly on behalf of the applicant to several of the issues that were raised. There's a very discreet question before the Board tonight and that's whether or not to grant this conditional use permit based on the factors outlined that you consider to decide this thing. Many of the issues presented to you tonight are unrelated to those factors; unrelated to that discreet issue. Some of the issues that were presented to you have already been addressed by conditions worked out between the applicant and staff and I won't belabor them. The roads are public, beach access is public, and the sidewalks are public; people are free to use those from the public and you, as the Town, agreed to police the use of those as you see fit. It's well beyond the scope of the Town's authority to dictate who a landlord can rent to and who they cannot. And, of course, it's well beyond the Town's authority to try to protect the existing businesses from potential competitors as Mr. Griffin alluded

to in his presentation – those are free market issues that should be left to the free market. The concept that a business should be held accountable for the illegal actions of its customers after those customers leave the business is an awfully slippery slope. I get it that trash is a problem on the beach; I live on the beach; I see that. I deal with it and pick up after other people on a regular basis and I don't like it any more than anybody else does. But, to attempt to hold a business accountable for what its customers do after they leave its premises, especially on a speculative basis as we're talking about doing here, strikes me as a very slippery slope and I encourage you to tread with caution on that topic and be careful about what you reasonably ask a business to do to deal with that potential problem."

Mr. Stillman said, "I thought when the Planning Board meeting was held, one of the things that had been agreed to by the Planning Board was that, if this is approved, the doorway to Charlie Grainger's be as far from Birmingham Street as the interior of the store would allow. Does that fit your memory? I'm trying to be neutral; I'm not trying to raise an objection. I thought there had been an attempt to address that." Mr. Wilson said, "I think that was discussed; I think Mr. Goodrich addressed it. I don't know if that's an issue or not." Mr. Goodrich said, "No, it's not an issue. We can move that door over. And to address the emergency exits based off of current codes, it's only required to have one exit. Robert's Grocery will not be altered in any way as far as their exits are concerned. We have agreed to sign affidavits about the alcohol. We did discuss the door and it wouldn't be a problem to move that. And the other thing was, Robert's does close at nine but they do agree to stay open until ten o'clock, if Charlie Grainger's stays open until ten." When asked about the door that Mr. Stillman was referring to, Mr. Goodrich said, "The door can probably be moved over one more bay; we don't want to get into the handicap seating."

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

Alderman Miller asked about the concerns that Miss Nancy Faye Craig had about the wording of condition eleven. Mr. Wessell said he had made a note to check that and he would make the appropriate changes.

Mayor Pro Tem Mills said, "I think Mr. Frank and Scott (Griffin) raised an issue that we need to all be clear on and that is, we cannot interfere with a relationship between a landlord and a tenant; that's way beyond the purview of this Board. I'm not unsympathetic to your feelings towards the art shop and what's going on there; I get that that's low impact and you would love to have him as a neighbor but that's between the landlord and that business. We can't get involved with that. The safety issues are a real concern and we need to think carefully about it. Although, you can argue that beachgoers are crossing that street if they're parking there, if Charlie Grainger's is not there, then they're walking all the way down to the Trolley Stop – so they're crossing more streets. My point being, you can argue the safety thing backwards and forwards; Birmingham is unique. I have stayed on Birmingham; I know the situation there; it is unique. And I will tell you that for several years now, I have had a real problem with delivery trucks – period; not just at Birmingham but to all those businesses. I have talked with several of those people about trying to come up with a system. When those delivery trucks are there, it's hard for a car to get through; it's hard for pedestrians to get across. That said, Charlie Grainger's is, to me, the kind

of business that the beach should be looking at because it is family oriented and there is no alcohol – that's a big concern for me. We've got plenty of alcohol serving places down there. What the landlord chooses to do with their tenants is between the landlord and the tenant. The space is going to be available; we don't control that. But we do need to address these safety issues; these folks have raised legitimate concerns and none of us want to be a part of any decision that's going to create a more dangerous situation that can possibly be avoided. I get the comment about putting a mirror up on Duke Energy's power pole – we need to take a hard look at that."

Alderman Miller said, "I agree with Mayor Pro Tem Mills. Regarding the safety issues – we tried and we need to try again with the MPO. It's not about Robert's and Charlie Grainger's and that parking lot; it's the whole downtown. We talked to the MPO about moving the crosswalk to where the Neptune is; I think we need to revisit that. That's an issue that we need to bring back to the MPO."

Mayor Blair said, "I would agree with Mr. Mills that Charlie Grainger's, as a restaurant, is a permitted use down there but we need to look at all of the issues that were raised. The trash issue continues to be a problem on this beach all the time; everywhere. It's not limited to downtown. Buck Squires and his guys do a pretty phenomenal job dragging the stuff off the beach. I wish we were worried about just the trash that maybe a new restaurant brings; it's a battle and it's a war and we have a lot of resources committed to it. I don't know if we're winning the war or not, but we're putting a pretty good lick on it. So, we have to be cognizant. When Rita's was there, I don't remember hearing a lot of trash problems. We have to hold Charlie Grainger's to it that they're going to do as good a job as they can do and if they don't, I think it's up to the Board to come back on their conditional use permit. But, I think we've got to give folks a chance to run their business and not interfere. It's not our job to go tell people what they can put in their businesses if they're permitted uses. Our job is to try to put conditions on it for public safety, trash and all the items we talked about and I think, based on the Planning Board and what we've done, I think we're trying to put as good a lid on that as we can possibly do. The alcohol issue is something new that we've done in the last year. We hope that has a pretty big impact. As far as the employees and the other issues, that continues to be a problem also. So, Charlie Grainger's has some trash issues. I don't see it being the noise/bar kind of problem that we've had in the past. We do need to probably look at Birmingham Street and try to make that as accessible and safe as we can; some signage would probably help. The mirror thing – maybe that's not the only answer but there are probably ways to make that better. Delivery trucks – anything until 8:00 p.m. – I don't know who came up with that but if you ride a bike down there – that street is awful. I don't know that Charlie Grainger's would have hot dogs at eight o'clock in the morning but those delivery trucks are a problem. I don't know how we do that. We're having a meeting with all of the downtown folks with Ms. Bulluck; maybe that's an issue we can raise in that meeting. That's the right venue to talk to those guys about this. Displacing the art guy – I get it. I think we're all sort of positive on those kinds of things. We would like to see more things like that on this beach. But again, we'd like to see more stuff but we can't tell people what to do with their property."

Alderman Weeks said, "I agree with everything that's been said. It's not our position to dictate what kind of business that Jerry Allen can put in their spot, but I think

we can certainly enforce and do a better job of making sure that area is clean for the neighborhood. I think we need to all do better in making sure things are enforced a little better. I have seen the trashcan by the ice cream stand next to Red Dogs be overflowing with trash a lot. It's the Town's trashcan. I noticed there's one there but if we're going to move that front door, at the very least, if we can add another one on the corner, I think that would help to have two outdoor trashcans, but we'll have to keep an eye on how frequently those are filled and keep them emptied."

Alderman King said, "I'm in total agreement with everything that's been said. About the trash – I get it because every morning I'm picking up trash in my yard from somebody walking home at night. So, I understand that and I know it's enough to drive you crazy. Is there a trashcan at the end of the street before you go onto the beach?" Mr. Squires said there was one at the end of every street end. Some of the residents stated that there was not a trashcan at the end of Birmingham Street – it was on the beach side. Alderman King expressed the need for the Town to do a better job of policing the trash. She suggested placing a trashcan at the end of that street to see if it would help. A brief discussion followed regarding the low number of litter citations being issued because the police officers have to see the people as they litter.

Mr. Stillman said, "On Birmingham Street, since there aren't any trashcans, you can't do anything with your paper, etc. There would be no trashcan from the door of Charlie Grainger's to the trashcan that's on the beach. Charlie Grainger's hasn't even proposed, for instance, putting in a trashcan at the back of Charlie Grainger's; and nobody's talked about putting a trashcan at the end of Birmingham rather than the beach side of Birmingham so that people who are walking up, even if they have good intentions, frequently can't find a place to put their trash. I was thinking one place might be at the end of Charlie Grainger's and Robert's. I don't know if there's enough room there." Mr. Owens said, "There is a dumpster on the backside. If the applicant wants to put a public trashcan beside that dumpster; I think they could certainly do that." Mr. Squires said, "The reason the cans are on the beach side of the access is because they're easier to pick up that way. We would have to walk up the beach access and grab the can and take it back out on the beach to dump it or drive up and down Birmingham Street." Alderman King expressed concern that they wouldn't be able to drive down Birmingham Street.

Mayor Blair asked Mr. Frank if they would be okay with putting a can behind their dumpster in the back. Mr. Frank replied, "On our property; land that we can control; yes." Alderman Miller said, "Like the ones you're doing across the street?" Mr. Frank replied, "Yes, we can do that as a reasonable accommodation." Alderman King said, "I think if we work with the issues, then I think it's a good thing."

Mr. Wilson asked if condition seven about the deliveries had been taken out. Mayor Blair said, "I think we need to deal with that with the business owners because we can't effect anything here unless we go sit down with those guys." Mr. Wilson said, "So, we'll take number seven out. And we mentioned about moving the door to the north." Alderman Miller referenced condition eleven and said Miss Craig was right; instead of 'would be sought,' it should be 'would not be sought'. Mr. Wessell said he would make that change. Mayor Blair noted the condition to place a trashcan by the dumpster in the rear of the building, similar to the trashcans being placed across the street. He then asked what other things had been talked about.

Mr. Owens replied, "Everything else is the Town's. We'll look at the mirror and whether we can do that; we'll look at putting signage up near the street; and I will contact the MPO to give us some advice on the whole entire crosswalk area."

Mr. Neal Hyman said, "One thing that did come up at the Planning Board meeting was being able to see where to park in that parking lot and I think they mentioned the possibility of putting signage on the side of Charlie Grainger's so people knew where to park." Mr. Wilson said that may not meet the Town's sign ordinance. Mr. Owens said, "That sounds like directional signage; it's not advertising so it could say 'parking for Charlie Grainger's across the street' or something to that effect." Mr. Frank said, "If you need our permission to utilize part of the side of our building for public signage, we'd certainly entertain that. We're ready, willing and able to work with Tony on that." Mayor Blair noted that staff would also look at the sign ordinance to see if it needed to be amended. Alderman Weeks asked if it would be helpful if delivery trucks just stayed on the Lager Head side of the street. Alderman Miller stated that the Board couldn't do that just for them. Mr. Owens said that was a Town-wide thing that needed to be decided. Mayor Blair said he would bring it up in the meeting with the business owners.

Mayor Pro Tem Mills said, "If that's all the conditions, I move to approve subject to these conditions." The motion was seconded by Alderman Miller. Mayor Blair said, "I've got a motion and a second to approve with conditions and the adds." The vote was then taken and recorded as unanimous in favor of approval of the conditional use permit subject to the following amended conditions:

1. If the property owner receives two or more citations for noise violations within a twelve-month period, the Conditional Use Permit shall be subjected to review and possible revocation.
2. The applicants must comply with all Town Codes and Ordinances.
3. The applicants must obtain all necessary state and local permits.
4. The applicants must comply with the orders and directives of the New Hanover County Fire Marshall.
5. The applicants must comply with all provisions of the FEMA 50% Rule.
6. Hours of operation should be limited to a closing time of 10:00 p.m. as requested by the applicant.
7. ~~All deliveries should be scheduled at times that will minimize impacts to the normal flow of pedestrian and vehicular traffic. (Deleted – the Town will deal with that with the business owners.)~~
8. In the event that the required parking is no longer available within Robert's parking lot, the applicants shall be required to either seek a parking exception or to provide parking at an alternate location.
9. The applicants shall be required to maintain the area in front of and alongside the building in a manner that is free of obstructions and that does not inhibit or disrupt the regular flow of pedestrian or vehicular traffic.
10. No outdoor seating shall be permitted.

11. Property owners and applicants shall sign an affidavit stating that the use would never be converted into a private club or that a private club ABC permit would *never* be sought from the ABC Commission for this location. (Added the word 'never')
12. The doorway to Charlie Grainger's shall be moved one bay to the north so as to be as far away from Birmingham Street as the store will allow. (Added)
13. A trashcan will be placed by the dumpster in the rear of the building for public use. The trashcan shall be similar to the trashcans being placed in the parking lot across the street. (Added)

MEETING RECESSED AT 7:40 P.M. AND RECONVENED AT 7:45 P.M.

DISCUSSION AND UPDATE REGARDING A TRIAL PROGRAM TO DETERMINE THE EFFECTIVENESS OF USING AN UNMANNED AERIAL VEHICLE (UAV) FOR EMERGENCY RESPONSE.

Firefighter Sam Profit said, "DJI International provided two UAVs (drones) to conduct a research project; one is coming to the Wrightsville Beach Fire Department and the other one will go to New Hanover County Emergency Management. The idea behind this is to understand the effectiveness of UAVs or drones in public safety. I will be conducting the research project in coordination with the Pennsylvania State University to find data on this. The study will conclude roughly next Labor Day." Mr. Profit displayed the sample drone and said he would be working side by side with the FAA. Mr. Owens said, "Sam also works for Ocean Rescue so we see a cross use for this for things like a lost swimmer or a lost kayak; it would also allow you to assess a situation to determine how many resources you need to apply to the incident; you'd also be able to fly above a fire for a better assessment than you'd have standing on the scene at eye level. We will use this for emergency incidents and we'll do some training but it's not something that we're going to have out there every day. It will just be a legitimate use for the UAV." Mr. Profit then introduced Mr. Arthur, a pilot who would be the Town's liaison with the FAA.

Mayor Blair said the general feedback on drones at Wrightsville Beach was not good. He said, "I get the safety aspect and all the uses that might do some good, but I don't want to see drones going up and down the beach on Saturdays and Sundays just filming random things. I don't see the value of that. I want to make sure if we go down this path, this isn't a plaything; it's a legitimate tool." Mr. Profit explained that it would probably be placed in one of the Captain's vehicles and it would only be tied to a call unless they were working with the County on ways to make events like Beach to Battleship safer. Mayor Blair said he didn't think a drone should be used to find kids that had gotten away from their parents on the beach. He asked if this drone could record in real time. Mr. Profit said, "At this time, we're not planning to use any type of recording or picture; we're using it for immediate visibility. It will be transmitted from the camera on the bottom to the ipad here. When asked if it would be using wifi, Mr. Arthur replied, "Yes; it is 2.4 to 2.483 gigahertz (wifi frequencies). The range will be about 2.1 miles." Mr. Owens said, "It's my understanding that the FAA just lifted some of the restrictions that would basically prohibit municipalities and emergency services from doing this and that's what allows us to do this." Mr. Arthur said, "There are two paths to approach what we want to do; one is a certificate of authorization which has been in place for several years but there were a lot of loopholes to jump through. This

project that Sam has brought before us has a \$1000-\$1500 drone for free. The other path that the FAA calls Part 107 went into effect on August 29th. Two different paths and we can do basically the same thing with each path. Currently, we can fly the drone under Part 107; we have the pieces in place to do that. We will be working and will continue to work for a certificate of authorization. We have just gotten back the approval to get a user name and password to get online so we can get our certificate of authorization. At that point, we'll be able to certify our own pilots. We can fly up to and including 400 feet over the beach. When we get the certificate of authorization in place, we'll have a whole lot more flexibility." There was Board consensus to proceed.

DISCUSSION AND DIRECTION ON MOVING FORWARD WITH THE DESIGN OF STREET-SIDE PARKING AT THE END OF NORTH LUMINA AVENUE.

Mr. Owens said, "We looked at two different parking projects and SEPI Engineering was going to do a phased approach to looking at these types of projects. We can get close to fifty parking spaces at the extreme north end of North Lumina Avenue." Mr. Owens then reviewed things to be considered if the Board wanted to move forward: 1) whether to hold a public hearing to receive input on the project; 2) the current zoning in the area would have to be amended to allow for grading and clearing in the P-1 Conservation District for a public parking area. Another amendment would be to allow for a public parking area to be constructed in the P1 Conservation District and in the G-1 Public and Semi-Public District; 3) the project will have to be designed and permitted; and 4) the Town will have to request that the State transfer the existing North Lumina right of way over to the Town from Access #2 northward. Mr. Owens said, "It's a phased project; there's no rush to do this. The draft design is in front of you. I also want to look at sort of an angled parking as opposed to a pull-in 90-degree parking. I think this is a feasible project; I think the payback on it would be probably a-year-to-two-years maximum. I just need direction as to whether you want to proceed with this; do you want to start with a public hearing first or do we want to go straight into the design and engineering?" Mayor Blair expressed the need to make sure this can actually be done before scheduling a public hearing. He suggested pursuing the permits and get all of that stuff out of the way up to the point where we know we can do it and then have a public hearing at that point. The Board concurred. Mr. Owens said he would come back with a budget adjustment to make sure there are enough funds to do that. Alderman Weeks noted the need to include an additional lifeguard stand in future discussions.

REVIEW OF FINAL DESIGN TO ADD ADDITIONAL PARKING ON OLD CAUSEWAY DRIVE AND SEEKING QUOTES FOR CONSTRUCTION.

Mr. Owens said, "We talked about doing a phased process; this is on Old Causeway Drive. Currently there are 15 parallel parking spaces in there; this would be a net increase of 24 parking spaces. If the Board would like, we can move forward with three informal quotes just to see what the price would be and bring that back to the Board for consideration." Mayor Blair said, "Can we move forward with doing quotes but also kind of ascertain if we actually think that, given the current status of the parking revenue generated on Old Causeway, and kind of get a feel for what the demand might be?" Mr. Owens said he would ask the Parking Office to do that. There was Board consensus to proceed.

UPDATE ON THE PROGRESS OF EVALUATING THE TOWN'S OLD LANDFILL SITE.

Mr. Owens said, "We have gone through two studies that the State has paid for to assess whether there are some issues out there but it doesn't appear that there are any big issues out there. Recently, they came back with a set of bullet points that they wanted us to do and one of those was to establish any wetlands out there. Good news, there weren't very many wetlands out there and they were all confined to one corner. The next part of this will be the other bullet points that we haven't done and that should be all of the information that we need, hopefully, that the State will require to decide how we can move forward or if we want to move forward. Tonight, I'm asking you to consider Budget Ordinance No. (2016) 435-B in the amount of \$11,000 for the wetland delineation and surveying of the wetlands and also to approve Resolution No. (2016) 1995 exempting the Town from any survey work under \$50,000 and any engineering work under \$50,000 associated with the remainder of this project." Alderman Miller made the motion to adopt Budget Ordinance No. (2016) 435-B and Resolution No. (2016) 1995. The motion was seconded by Mayor Pro Tem Mills and unanimously approved.

DISCUSSION OF CREATING A STEERING COMMITTEE FOR THE CAMA LAND USE PLAN UPDATE.

Mr. Wilson said, "On August 11, 2016, the Board of Aldermen gave direction for the Planning Board to talk about the makeup of the Land Use Plan Steering Committee. On September 6, 2016, there were three Planning Board members that volunteered for the committee – David Culp, Susan Snider and Jim Smith. The Planning Board also recommended a total of eleven (11) members and suggested that the Board of Aldermen accept applications from other interested individuals." Mr. Owens said, "I think we should use the application process; we should advertise for applications and bring those back to the next meeting for this Board to appoint members." When Alderman Miller asked if the Planning Board members wanting to serve would have to apply as well, Mr. Owens said he thought they should. He asked if the Board wanted to have eleven (11) members on that committee. Mr. Wilson noted that we had 12 members on the last steering committee in 2005. He suggested having nine (9) members. Alderman Weeks said, "So, three Planning Board; two Board of Aldermen; and then four at large – is that what it would be?" Mayor Blair asked if it needed to be designated before we see how the applications come in. Mr. Owens said they could just take applications for the committee and then determine the makeup. Mayor Blair asked if we intended to use the land use plan process to try to cure any of the other stuff. Mr. Owens said it was any policy-driven stuff the Board wants to look at. He said since it was an update, we would look at our existing policies to see if we want to modify any of those or come up with any new ones. Mayor Blair expressed the need to come up with a clear scope for the committee. Mr. Wessell said they would need to include the scope in the ad for applications. Mr. Wilson noted that we are short on time. Mr. Owens said he would ask Mr. Wilson to draft something and send it out to the Board for their input. Alderman Miller said, "I'd be willing to move that we do nine (9) and something that Mr. Wessell approves as far as advertising." Mr. Owens said he would like to bring everything back in October and hire somebody to do the land use plan and appoint the committee. Following a brief discussion regarding the funding, there was Board consensus to direct the Manager to proceed accordingly.

ALDERMAN WEEKS: REPORTS AND COMMENTS.

- Taste of Wrightsville Beach is scheduled for October 8th from 5:00 to 8:00 p.m. at Marine Max. There will be forty vendors this year. Town employees get a discount - \$25 instead of \$75.

ALDERMAN MILLER: REPORTS AND COMMENTS.

- The MPO has a closed session meeting next Wednesday about the lawsuit and I will report back to the Board.

MAYOR PRO TEM MILLS: REPORTS AND COMMENTS.

- Birth Announcement: "I am now a grandfather for the first time. He's doing great and so is my daughter. So, we're very blessed."

MR. OWENS: REPORTS AND COMMENTS.

- Update: The valve exercising project started Wednesday; they're doing about fifty per day.
- Update: We met with McKim and Creed again and went over our scope of work and they're moving forward with that, too. Basically that's a six-month timeline.

REQUEST FOR CLOSED SESSION FOR ADVICE FROM THE TOWN ATTORNEY PURSUANT TO G.S. 143.318.11.

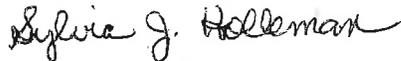
Alderman Miller made the motion to go into Closed Session at 8:10 p.m. for advice from the Town Attorney pursuant to G.S. 143.318.11. The motion was seconded by Alderman Weeks and unanimously approved.

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

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

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MEMORANDUM

To: Mayor Blair and Board of Aldermen
From: Katie Ryan, Recreation Program Supervisor *Kate*
Subject: Special Event Permit Applications
Date: October 5, 2016

Attached are the following special event permit applications that require Board of Aldermen approval:

- 1) Wrightsville Beach United Methodist Church Son Run 5k**
Sunday, October 23, 2016, 11:00 am – 3:00 pm (1:00 pm kids, 1:30 pm adults)
Location: Wrightsville Beach Park, the Loop, N. Channel
Participants: ~150

This request is a rescheduling of the event due to Hurricane Matthew.

- 2) UNC Children's Hospital 5k Beach Run**
Saturday, March 18, 2017, 9:00 am – 2:00 pm (race start at 9:00 am)
Location: Beach strand Surf Club to North End
Participants: ~300
- 3) Communities in Schools Polar Plunge**
Monday, January 1, 2017, 1:00 – 3:00 pm, (plunge at 2:00 pm)
Location: Beach strand north of Crystal Pier (access 36)
Participants: 200 - 400

REQUESTED ACTION: Approve special event permit applications as presented.

**CITY 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

KID 1:00
Adults 1:30

FOR OFFICE USE ONLY

New Event
 Recurring Event

Fee Per Day:

Participants	Fee
1 - 25	\$125.00
26 - 100	\$175.00
<input checked="" type="checkbox"/> 101 - 199	\$225.00
200 - 400	\$350.00
401 - 600	\$450.00
601 - 1,000	\$500.00
1,001 - 2,000	\$600.00
2,001 - 3,000	\$700.00
3,001 - 4,000	\$800.00
4,001 +	\$1,000.00

Non-profit organization?
 Yes No

Tax Exempt ID: _____

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

Number of Hours 5

Rain date necessary?
Yes No

Park Facility Used?
Yes

Reservation Obtained?
 Yes No Not Required

Reservation Fees:
\$70/day

Portable toilets needed?
Yes No Not Required

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

Health Department permit obtained?
Yes No Not Required

1. Description of event: 50M RUN 5K

Event Date: October 23, 2016
Saturday 10/23/16 Time: 8:00 am to 11:00 am

(Events must occur between 8:00 a.m. and 10:00 p.m.)
KIDS 8 AM - 9:30 ADULTS 9:30 - 11:00

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

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

5. Individual making request: KATHLEEN BARBER

Complete Mailing Address: 4 LIVE OAK DR. WRIGHTSVILLE BEACH, NC 28480

Phone Number: 910-262-4804 E-mail: KATHLEENBARBER60@GMAIL.COM

6. Individual who will be on site and in charge of activity: KATHLEEN BARBER

Complete Mailing address: same

Phone Number: _____ E-mail: _____

7. Sponsoring organization/corporation (if applicable): WIDUAM CHURCH

Contact: same

Complete Mailing Address: _____

Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:

Toilet facilities WILL CONTRACT

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

Parking WB PARK

Electrical power needs _____

Water needs _____

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

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

Reschedule due to Hurricane Matthew

SEP * 225
Resv 70
\$ 295 ck # 1749 COI

OR OFFICE USE ONLY

Is plan included?

Yes No Not Required

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

Vehicle permit issued to: _____

Vendors requested?

Yes No

Police support required?

Yes No Not Required

PD Comments:

None

Fire Dept. support required?

Yes No Not Required

FD Comments:

Ocean Rescue support required?

Yes No Not Required

OR Comments:

EMS support required?

Yes No Not Required

Other staff Comments?

Certificate of Insurance obtained?

Yes No Not Required

To provide prior to the event

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

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

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

If so, what company is providing the equipment? _____

Describe equipment in detail and provide a sketched plan: _____

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

If so, describe in detail: _____

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

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

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

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

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

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

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

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

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

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

This application is hereby approved, this the 17th day of March, 2016.

[Signature]
Special Events Coordinator, Town of Wrightsville Beach, North Carolina

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

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

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

FOR OFFICE USE ONLY

New Event

Recurring Event

Fee Per Day:

Participants	Fee
1 - 25	\$125.00
26 - 100	\$175.00
101 - 199	\$225.00
<input checked="" type="checkbox"/> 200 - 400	\$350.00
401 - 600	\$450.00
601 - 1,000	\$500.00
1,001 - 2,000	\$600.00
2,001 - 3,000	\$700.00
3,001 - 4,000	\$800.00
4,001 +	\$1,000.00

*Paid: ck \$350
CR #175

*Events requiring a complete road closure must pay a fee of \$0.50 per race finisher due within 14 days of event.

Non-profit organization?
 Yes No

Tax Exempt ID: _____

Time between 8 am & 10 pm? Yes

Number of Hours 8

Rain date necessary?
 Yes No

Park Facility Reserved?
 Yes No Not Required

Facility reserved & fee: _____

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: 5K BEACH RUN STARTING AND FINISHING AT THE SURF CLUB TO BENEFIT UNC CHILDRENS HOSPITAL

2. Event Date: 18 March 2017 Time: 2 am (pm) to 5 am (pm)
(Events must occur between 8:00 a.m. and 10:00 p.m.) Set up on beach 9:00 am
Run @ 2:00

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

4. Location: SURF CLUB

5. Individual making request: * BRYAN BATTEN (Kim Batten)

Complete Mailing Address: 411 Summer Rest Rd Wilmington NC 28405

Phone Number: 910 297 2999 E-mail: km2560901.com

6. Individual who will be on site and in charge of activity: KIM BATTEN

Complete Mailing address: 411 Summer Rest Rd Wilmington NC 28405

Phone Number: 910 297 2999 E-mail: km2560901.com

7. Sponsoring organization/corporation (if applicable): N/A

Contact: _____

Complete Mailing Address: _____

Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:

Toilet facilities Surf Club Restrooms

Trash disposal Surf Club will dispose of trash
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking @ Surf Club

Electrical power needs NO

Water needs NO

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

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

Food after the event will be served at the Surf Club. No food on public property

- COI

- Site Plan

FOR OFFICE USE ONLY

Site plan included?

Yes No **Not Required**

To provide

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

Number needed: 2

Vehicle permit issued to:

Go Time

Vendors requested?

Yes **No**

*Full road closure required?

Yes **No**

Police support required?

Yes No **Not Required**

PD Comments:

None

Fire Dept. support required?

Yes No **Not Required**

FD Comments:

None

Ocean Rescue support required?

Yes No **Not Required**

OR Comments:

EMS support required?

Yes No **Not Required**

Certificate of insurance obtained?

Yes No **Not Required**

To provide prior to event

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

PA system for the race

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: At on the beach at the surf club

There will be a speaker to announce the race. Faced away from houses toward ocean. Not high noise level

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

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

Describe equipment in detail and provide a sketched plan: _____

Just banner for start and finish, water stations along the route

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

If so, describe in detail: _____

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

If so, please specify: _____

*Events requiring a complete road closure must pay a fee of \$0.50 per race finisher. Amount will be submitted with a statement attesting to the number of finishers. Payment is due within fourteen (14) days of the event.

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 understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per race finisher. Payment is due within fourteen (14) days of the event.

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: 8/29/14

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

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

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

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

FOR OFFICE USE ONLY

New Event
 Recurring Event

Fee Per Day:
Participants / Fee

1 - 25	\$125.00
26 - 100	\$175.00
101 - 199	\$225.00
<input checked="" type="checkbox"/> 200 - 400	<input checked="" type="checkbox"/> \$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

Paid: * #7225
#7241

*Events requiring a complete road closure must pay a fee of \$0.50 per race finisher due within 14 days of event.

Non profit organization?
 Yes No

Tax Exempt ID: _____

Time between 8 am & 10 pm? Yes

Number of Hours 2

Rain date necessary?
Yes No

Park Facility Reserved?
Yes No Not Required

Facility reserved & fee: _____

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: Polar Plunge

2. Event Date: 1/1/17 Time: 1:00 am/pm to 3:00 am/pm
(Events must occur between 8:00 a.m. and 10:00 p.m.) Plunge @ 2:00

3. Estimated number of participants (including spectators): 175 200-400

4. Location: 650 S. Lumina Ave. ; Access #36

5. Individual making request: LOUISE HICKS
Complete Mailing Address: 20 N. 4th St., Suite 213, Wilm. 28401
Phone Number: 910.343.1901 E-mail: Louise@ciscapetear.org

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

7. Sponsoring organization/corporation (if applicable): * Communities In Schools of Cape Fear
Contact: see above
Complete Mailing Address: _____
Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:

Toilet facilities N/A Public restrooms closed for season. Must have portable facilities.

Trash disposal organization will clean up
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking utilize public parking

Electrical power needs TBD organizer must provide

Water needs N/A

9. Will food be served? NO If yes, has permit from Health Dept. been obtained? N/A
Describe types of containers, cooking equipment, etc. to be used N/A

Pier/Swim
 COI
 # of participants
 vendors
 Plunge Time? 2:00

FOR OFFICE USE ONLY

Site plan included?
Yes No Not Required

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

Vehicle permit issued to:
Louise Hicks

Vendors requested?
Yes No

*Full road closure required?
Yes No

Police support required?
Yes No Not Required

PD Comments:
None

Fire Dept. support required?
Yes No Not Required

FD Comments:
None

Ocean Rescue support required?
Yes No Not Required

OR Comments:

EMS support required?
Yes No Not Required

Certificate of Insurance obtained?
Yes No Not Required

To provide prior to event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? Yes. We will use a PA system to announce start & category winners

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

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? minimal
If so, what company is providing the equipment? N/A

Describe equipment in detail and provide a sketched plan: registration table & chairs table for hot drinks,

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property? NO
If so, describe in detail: — although t-shirts are provided to plus participants as part of their registration.

13. Is police assistance necessary? NO *Are you requesting the closing of any streets? NO
If so, please specify: _____

*Events requiring a complete road closure must pay a fee of \$0.50 per race finisher. Amount will be submitted with a statement attesting to the number of finishers. Payment is due within fourteen (14) days of the event.

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 understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per race finisher. Payment is due within fourteen (14) days of the event.

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: 9/6/2016

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

APPROVED SPECIAL EVENTS November 2016

Distribution List:

Glen Rogers, WBFD
 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
 WB Marketing Advisory Committee

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
Tue 11/1	5:30 pm - 7:00 pm	14	Children's Soccer	D'Anci	WB Park Soccer Field	
Sat 11/5	6:00 am - 12:00 pm	1200	Walk to End Alzheimers	Day	WB Park and Loop	
Sat 11/5	7:00 am - 4:00 pm	180	Surf to Sound Challenge	Schmidt	Beach strand at Blockade Runner	1
Sat 11/5	3:00 pm - 6:30 pm	25	Wedding	Cook	Beach strand at access 4	
Sat 11/5	4:00 pm - 6:00 pm	25	Wedding	Fifelski	Beach strand at access 36	
Sun 11/6	10:00 am - 5:00 pm	500	Walk for Suicide Prevention	Lane	WB Park and Loop	
Tue 11/8	All Day		Voting/Election Day	NHC Board of Elections	Fran Russ Recreation Center	
Tue 11/8	5:30 pm - 7:00 pm	14	Children's Soccer	D'Anci	WB Park Soccer Field	
Sat 11/12	7:00 am - 11:00 am	100	Lifeline 5k	Adair	WB Park and Loop	
Sat 11/12	8:00 pm - 10:00 pm	25	Wedding	Bethea	Beach strand at access 2	
Sun 11/13	1:30 pm - 4:30 pm	25	Child's Birthday Party	Bright	WB Park Picnic Shelter #2	
Thurs 11/17	10:00 am - 10:00 pm	150	Overflow Parking for UNCW Event	Cummings	WB Municipal Grounds Overflow Parking Area	
Fri 11/18	11:00 am - 2:00 pm	100	Document Shredding	WBPR	Town Hall	
Sat 11/19	10:00 am - 5:00 pm	100	Girl Scouts Frisbee Day	Harris	WB Park Soccer Field	
Sat 11/19	10:30 am - 1:30 pm	30	Child's Birthday Party	Brown	WB Park Picnic Shelter #2	
Sat 11/19	2:00 pm - 5:00 pm	50	Picnic	Yu	WB Park Picnic Shelter #2	
Sat 11/19	2:00 pm - 5:00 pm	40	Wedding	Love	Beach strand at Blockade Runner	
Sun 11/20	2:00 pm - 5:00 pm	180	Wilmington Road Runners 5k	Reilly	Beach strand Blockade Runner	
Thurs 11/24	6:00 am - 11:00 am	2400	Turkey Trot	Loeper	WB Park and Loop	33

APPROVED SPECIAL EVENTS

November 2016

Fri 11/25	5:15 - 8:00 pm	300	Tree Lighting Ceremony	WBPR	Town Hall	
Sat 11/26	10:00 am - 4:00 pm 6:00 - 9:00 pm	1500/ 20,000	Flotilla Day in the Park/ Boat Parade	NC Holiday Flotilla	WB Park / Banks Channel	

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

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

October 13, 2016

MEMORANDUM

To: Mayor Blair and Board Members
From: Tim Owens, Town Manager
Re: Review and Consider Approving a Memorandum of Understanding Between the U.S. Marine Corps Forces Special Operations Command and the Town to be able to train within the Town (consent agenda)

Agenda Item

Attached is a draft Memorandum of Understanding Between the U.S. Marine Corps Forces Special Operations Command and the Town to be able to train within the Town. The MOU sets out the parameters of training within the Town.

Action Items

1. Consider the item
2. Allow the Town Attorney to review the MOU and the Town Manager to execute the agreement

RESOLUTION NO. (2016) 1998

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: October 13, 2016

A RESOLUTION OF THE BOARD OF ALDERMEN OF
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
APPROVING A MEMORANDUM OF UNDERSTANDING
WITH THE U.S. MARINE CORPS FORCES,
SPECIAL OPERATIONS COMMAND (MARSOC),
MARINE SPECIAL OPERATIONS SCHOOL (MSOS)
FOR PERIODIC TRAINING WITHIN THE TOWN.

WHEREAS, the attached Memorandum of Understanding entitled Exhibit A between the Town of Wrightsville Beach and the U. S. Marine Corps Forces, Special Operations Command, Marine Special Operations School is hereby approved; and

WHEREAS, the Town Manager is hereby authorized to sign and execute the said Memorandum of Understanding for and on behalf of the Town of Wrightsville Beach.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Wrightsville Beach, North Carolina does hereby approve the attached Memorandum of Understanding (Exhibit A) with the U. S. Marine Corps Forces, Special Operations Command, Marine Special Operations School granting authority to periodically conduct required training within the Town.

This Resolution duly adopted this 13th day of October, 2016.

William J. Blair III, Mayor

ATTEST:

Sylvia J. Holleman, Town Clerk



UNITED STATES MARINE CORPS
U.S. MARINE CORPS FORCES
SPECIAL OPERATIONS COMMAND
PSC BOX 20116
CAMP LEJEUNE, NORTH CAROLINA 28542-0116

IN REPLY REFER TO:
3307
ABC

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
U.S. MARINE CORPS FORCES, SPECIAL OPERATIONS COMMAND (MARSOC)
AND
[THE CITY (or COUNTY) OF _____ and THE CITY POLICE DEPARTMENT
(or COUNTY SHERIFF'S DEPARTMENT)]

1. Purpose. The purpose of this memorandum is to memorialize the approval by the municipal leadership of the [City or County Name and Law Enforcement Agency Name] for MARSOC to conduct training in [city / county name]. MARSOC requests that the [city / county name] grant MARSOC the authority to periodically conduct required training within the city/county. All such training will be coordinated under the guidelines set forth in this agreement. All personnel involved in these exercises will be consenting military personnel, government civilian workers, or contractors; no private citizens will be part of or involved in the training exercises in any manner.

2. Approval. The [City or County Name and Law Enforcement Agency Name] hereby agrees to permit members of MARSOC (to include all military, civilian, and contractor support personnel) to conduct military training, to include [surveillance, advanced communications, raid, reconnaissance, Convoy, Foot Movement of troops and Equipment, Drop Zone, Landing or Pick up Zone, other helicopter operations, and other required training necessary to develop special operations skills within the boundaries of [city / county] City, State. Training and informal meetings will be restricted specifically to commercial/restaurant and public gathering areas of the above stated city and will not involve direct contact with the local populace. Any training to be conducted on private property in the above mentioned city will be coordinated with and approved by the property owners involved. This approval is subject to the following:

a. This MOU becomes effective upon execution by the [City or County Name and Law Enforcement Agency Name] and MARSOC and will run for three (3) years from the date of execution of the

last signing party unless sooner terminated under the provisions of paragraph 7(b). This MOU recognizes that MARSOC intends to conduct training in the [city / county name] on multiple occasions over that time period. Prior to conducting any training, MARSOC will provide advance written notice to civilian leadership and law enforcement officials. The notice will include current contact information, training personnel points of contact, type of training to be conducted, areas to be utilized during training and dates of intended usage (see enclosures (1) and (2)). The information will be provided in order to give the [city / county name] the maximum possible visibility over training and to provide notice to law enforcement activities of our presence in the area. Every effort will be made by MARSOC to provide written notice at least thirty (30) days in advance of any training in order to allow sufficient time for both parties to mutually resolve any outstanding issues and address any concerns. During the conduct of any training, MARSOC will conduct daily liaison with the designated law enforcement personnel.

b. MARSOC shall not knowingly use any commercial/public gathering areas in any unlawful way.

c. 31 U.S.C. Sect. 1341, "The Anti-Deficiency Act", prohibits open-ended indemnification and "hold harmless agreements" by the U.S. Government. However, sovereign immunity is waived if any damages do occur, in order to hold the federal government liable. The U.S. Government is responsible, under the terms of the Federal Tort Claims Act (FTCA), 28 U.S.C. 1346(b), 2671-2680, or the Military Claims Act (MCA) 10 U.S.C. 2733, as applicable, for any injury to persons or damage to property proximately caused by acts or omissions of Government employees acting within the scope of their employment. The FTCA, and supporting case law, provides several means of recovery for negligent acts of Government personnel. The injured party may submit a claim directly against the U.S. Government; a defendant may implead the U.S. Government as a third-party tortfeasor; or a defendant may later pursue the U.S. Government in a separate indemnity action or claim submission, for any amounts paid to the injured party due to negligence of the U.S. Government. A perfected claim requires a completed U.S. Government Standard Form 95 and proof substantiating the claimed amount. Other documentation may be required on a case by case basis. Claims packages may be submitted to the below offices by email, fax, or standard mail. For required documents, see [http://www.jag.navy.mil/organization/code 15 packets forms.htm](http://www.jag.navy.mil/organization/code_15_packets_forms.htm).

Claims packages may be submitted to the Camp Lejeune/Camp Pendleton [location is dependent on whether the city/county is on the east coast or west coast, not location of the Unit training] Office by standard mail.

Commanding General
LSSS-E (Claims)
PSC Box 20005
MCIEAST-MCB
Camp Lejeune, NC 28542-0005

[or]
AC/S, STAFF JUDGE ADVOCATE
ATTN: CLAIMS AND INVESTIGATIONS
Box 555023
Camp Pendleton, CA 92055-5023

3. For all training exercises, MARSOC, via the officer in charge (OIC) of the exercise, will ensure that local law enforcement is informed of all areas, times, and dates that will be utilized for training. All activities conducted at these venues will be appropriate for the intended training objective. Additionally, MARSOC staff will embed a liaison element within the [LEA name] that will notify the requisite elements of the [LEA name] of any activity within each district. MARSOC instructors will either be on site or in the vicinity of training in order to critique training as well as function as an on-site liaison to ensure training is conducted in accordance with this agreement. In the event a situation presents itself involving local law enforcement, an Exercise Participant Card will be provided that includes contact information of the MARSOC leadership responsible for the training and the MARSOC Public Affairs Office. The [LEA name] will intervene and act as they deem necessary to handle and resolve any situation.

4. Unless otherwise agreed upon in writing, MARSOC training activities in the [city / county] will be low-impact and low-visibility. MARSOC activities are not likely to attract undue attention nor should the conduct of activities alert any civilians/members of the establishment who are in the immediate area. In the event that a civilian/non-law enforcement official or uniformed member of local law enforcement approach and begin to question any personnel conducting training about their activities, the personnel conducting training will provide an Exercise Participant Card and Military Identification Card. The personnel conducting training will contact their OIC in any

situation where civilians or law enforcement personnel intervene in the training. In this instance, all personnel conducting training will comply with instructions from local law enforcement officials and will immediately inform their OIC.

5. Prior to the start of the exercise, MARSOC members will receive classes and be thoroughly briefed on the safety plan and rules of training. No personal vehicles are authorized for use by the Marines conducting this training. Tactical vehicles, Rental and/or government plated vehicles consisting of sedans, mini-vans, and sport utility vehicles will be utilized during this training.

6. MARSOC personnel conducting training will not conduct concealed carry of firearms at any time during training. MARSOC personnel will not conduct open carry of firearms, simulated firearms, or pyrotechnic devices during the course of active training in [city / county] without advance notice to [city / county].

a. "Active training" does not include transportation of weapons between training locations.

b. MARSOC may be permitted to carry firearms, simulated firearms, or pyrotechnic devices on a case-by-case basis. In such instances, MARSOC will provide a description of the desired activity to the [city / county] in the required notification letter four weeks prior to commencement of the exercise. MARSOC will coordinate with City/County Law Enforcement detailing the starting and ending point of each movement, time of movement, activities to be exercised, make/model/license plate of vehicles, and number of personnel executing activity. The [city / county] maintains the right to refuse to permit the desired activity. Any refusal will be provided by [city / county] in writing in response to the notification within two weeks of receipt of the notification of training.

7. All MARSOC personnel will be in civilian attire or military uniforms; however, they will be able to produce an Exercise Participant Card and a government identification card at all times. All MARSOC personnel conducting training and exercise staff will obey all traffic laws and posted speed limits. At no time will MARSOC personnel engage in any activity that will put themselves or others in danger, and they will obey all orders from civilian law enforcement agencies. The training exercise will culminate when all exercise participants have departed the [city / county] area. The MARSOC OIC will notify the [LEA name]

upon completion of the exercise. The MARSOC OIC will provide the [city mayor/ county] Office a signed copy of this document and a copy of the notification for each training event for the record.

8. Non-Disclosure. [City / County name] agrees not to disclose any MARSOC tactics, techniques, procedures, methods of training, or exercise concepts or scenarios that [City / County name] may learn during discussions with MARSOC about exercises or by observation during the conduct of an exercise. Additionally, [City / County name] agrees not to disclose the identity of MARSOC personnel conducting training or, if not active duty Marines, their affiliation with MARSOC (e.g., contracted civilian role players or members of other armed services). Furthermore, [City / County name] agrees not to disclose the locations or dates of the MARSOC exercises beyond those with a need to know within the [City / County name]'s affiliation.

9. Modification or Termination

a. Modifications to this MOU must be in writing and signed by authorized representatives of the [city / county name] and MARSOC. The representative for MARSOC can be contacted at MARSOC, ATTN: Office of the Staff Judge Advocate, PSC Box 20116, Camp Lejeune, NC 28542-0116 or via phone at 910-440-0928. The representative for the office of the [city mayor/ county] can be contacted at [city / county POC Info] or via phone at [city / county POC phone], and via email at [city / county POC e-mail].

b. This MOU shall remain in effect for three (3) years from the date of execution of the last signing party. Both the [city / county name] and MARSOC retain the right to terminate this MOU at any time, with ninety (90) days written notice to the other party, for any reason.

JOHN J. FITZGERALD
Deputy Chief of Staff, MARSOC

Date: _____

[City/County Official's Name]
[Signatory's Official Title]
[City or County Name]

Date: _____

[LEA Official's Name]

MEMORANDUM OF UNDERSTANDING BETWEEN MARSOC AND [THE CITY (or COUNTY) OF
_____ and THE CITY POLICE DEPARTMENT (or COUNTY SHERIFF'S DEPARTMENT)]

[Signatory's Official Title]

[LEA Name]

Date: _____



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 October 27, 2016 Board of Adjustment Meeting**
Date: **October 3, 2016**
Cc: Tim Owens, Town Manager

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

- To cancel the October 27, 2016 Board of Adjustment Meeting at 5:00 p.m.

Requested Action

Cancel the October 27, 2016 Board of Adjustment Meeting.





Town of
Wrightsville Beach

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

PUBLIC NOTICE

2016 Board of Adjustment Meeting Schedule

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

~~Thursday, January 28, 2016 – Cancelled~~
~~Thursday, February 25, 2016 – Cancelled~~
~~Thursday, March 24, 2016 – Cancelled~~
~~Thursday, April 28, 2016 – Cancelled~~
~~Thursday, May 26, 2016 – Cancelled~~
~~Thursday, June 23, 2016 – Cancelled~~
~~Thursday, July 28, 2016 – Cancelled~~
~~Thursday, August 25, 2016 – Cancelled~~
~~Thursday, September 22, 2016 – Cancelled~~
Thursday, October 27, 2016 – Cancelled
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

10/13/16

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

October 13, 2016

MEMORANDUM

To: Mayor Blair and Board Members
From: Tim Owens, Town Manager
Re: Consider Amending the Town's Contract with New Cingular Wireless to amend the antennae equipment currently installed on the Elevated Water Tank located on Waynick Blvd (consent agenda)

Agenda Item

Attached is a copy of a resolution and an amended lease agreement with New Cingular Wireless PCS, LLC. to change out the antennae that is currently located on the Town's water tank on Waynick. The number of antennae will stay the same. I have also attached a spreadsheet that details what was on the tank and what is being requested. In addition, a firm that serves AT&T has requested the Town consider modifying their contract (also seen on the attached spreadsheet). I do not suggest that the Town consider modifying the current contract at this time but this is a Board decision.

Action Items

1. Discuss the item and ask questions
2. Determine if the Board wants to consider renegotiating the current terms of the Town's agreement which would include lowering the lease amount and lengthening the term of the lease
3. Consider approving Resolution No. (2016)1907 and allow the Town Attorney and Mayor to execute the new lease.

#	<u>Current</u>	#	<u>Proposed</u>
3	KMW EPBQ-652L8H8 antenna	3	KMW EPBQ-652L8H8 antenna
2	KRC 18 048/1 antenna	0	KRC 18 048/1 antenna
1	SBNH 118 048/1 antenna	0	SBNH 118 048/1 antenna
6	E15S09P80 TMA's	6	E15S09P80 TMA's
4	RRU 11's	3	RRU 11's
3	RRU 32's	6	RRU 32's
		3	EPBQ-652L8H8 antenna
12	1 5/8" Coax	12	1 5/8" Coax
1	3/8" RET Cable	1	3/8" RET Cable
2	Raycap	2	Raycap
3	DC Power Cables	3	DC Power Cables
1	Fiber Line	1	Fiber Line
		1	Fiber Line
		1	DC Trunk

	<u>Current Contract (was 10 year)</u>	<u>Request to Renegotiate Contract Prior to Adding Equipment</u>
8/16 to 8/17	\$47,211	\$43,000
8/17 to 8/18	\$48,629	\$43,000
8/18 to 8/19	\$50,087	\$43,000
8/19 to 8/20	\$51,589	\$43,000
8/20 to 8/21	\$53,137	\$43,000
8/21 to 8/22	\$54,731	\$47,300
		\$47,300
		\$47,300
		\$47,300
		\$47,300
		\$47,300
		\$47,300
		\$52,030
		\$52,030
		\$52,030
		\$52,030
		\$52,030
		\$52,030

RESOLUTION NO. (2016) 1997

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: October 13, 2016



A RESOLUTION OF THE BOARD OF ALDERMEN OF
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
APPROVING AMENDMENT FIVE TO OPTION AND LEASE AGREEMENT BETWEEN
THE TOWN OF WRIGHTSVILLE BEACH AND NEW CINGULAR WIRELESS PCS, LLC

WHEREAS, the Town of Wrightsville Beach is authorized pursuant to G.S. 160A-272 to lease property for such terms and upon such conditions as the Board of Aldermen may determine; and

WHEREAS, the Town of Wrightsville Beach entered into an Option and Lease Agreement with BellSouth Carolinas PCS, L.P, dated November 24, 1997 as authorized by Resolution No. (1997) 1287; and

WHEREAS, The Town of Wrightsville Beach amended the original Agreement by Amendment Number One to Option and Lease Agreement dated August 22, 2002, with Cingular Wireless, successor in interest to BellSouth Carolinas, PCS, LP; and

WHEREAS, The Town of Wrightsville Beach amended the original Agreement by Amendment Number Two to Option and Lease Agreement dated November 9, 2006 as authorized by Resolution No. (2006) 1528; which amendment document was never executed by AT&T/Cingular and therefore was not effective; and

WHEREAS, the Town of Wrightsville Beach further amended the Agreement by another Amendment Number Two to Option and Lease Agreement dated August 13, 2009 as authorized by Resolution No. (2009) 1636, with New Cingular Wireless PCS, LLC, successor in interest to BellSouth Carolinas, PCS, LP; and

WHEREAS, the Town of Wrightsville Beach further modified the Agreement with Amendment Three to Option and Lease Agreement dated August 31, 2012 as authorized by Resolution No. (2012) 1782, with New Cingular Wireless PCS, LLC, successor in interest to BellSouth Carolinas, PCS, LP.

WHEREAS, the Town of Wrightsville Beach further modified the Agreement with Amendment Four to Option and Lease Agreement dated November 12, 2015 as authorized by Resolution No. (2015) 1954, with New Cingular Wireless PCS, LLC, successor in interest to BellSouth Carolinas, PCS, LP.

WHEREAS, the Town of Wrightsville Beach has agreed to further modify the Agreement with Amendment Five as set forth in Exhibit A attached hereto with New Cingular Wireless PCS, LLC, successor in interest to BellSouth Carolinas, PCS, LP.

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

1. The Board of Aldermen of the Town of Wrightsville Beach hereby authorizes the Mayor to execute Amendment Number Five to the Lease Agreement (attached hereto as Exhibit A) for property owned by the Town of Wrightsville Beach as described in the Agreement dated November 24, 1997; Amendment Number One to Option and Lease Agreement dated August 22, 2002; Amendment Number Two to Option and Lease Agreement dated August 13, 2009; Amendment Number Three to Option and Lease Agreement dated August 31, 2012; and Amendment Number Four to Option and Lease Agreement dated November 12, 2015.

This Resolution adopted this 13th day of October, 2016.

William J. Blair III, Mayor

ATTEST:

Sylvia J. Holleman, Town Clerk

(SEAL)



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 Board of Aldermen Members
From: Tony Wilson, Director of Planning and Parks *TW*
Re: Consideration of a Text Amendment to Section 155.6 to Create an Overlay District
(Mixed Use Overlay District) in the C-2 Commercial Zoning District
Date: October 3, 2016
Cc: Tim Owens, Town Manager

Request: On June 2, 2016, the Planning Department received a text amendment application from authorized agent Joe Taylor and Petitioner Coastal NC Real Estate, LLC. The applicant is requesting a zoning text amendment that would create an overlay district (Mixed Use Overlay District-MUOD) in the C-2 Commercial District that would allow building heights up to 50'.

On August 18, 2016 the proposed text amendment was revised. The major change is the MUOD now applies only to the C-2 Commercial District adjacent to the Johnnie Mercer's Pier area.

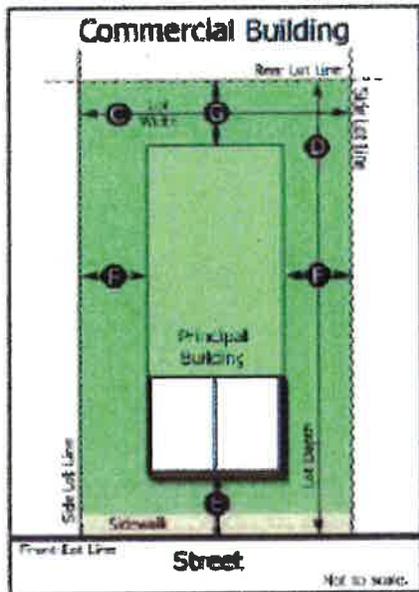
Background: Maximum building height within the town has consistently been a topic of scrutiny and concern for both the board and the town citizens. There have been recent zoning amendment applications within the past several years in regards to allowing a height increase from 40' in some zoning districts. The most recent text amendment application dealt with allowing staff to receive and review mixed-use projects greater than 40' in height. Staff and the Planning Board supported this text amendment at the December 2, 2014 Planning Board Meeting. At the January 8, 2015 Board of Aldermen Meeting, members voted unanimously not to approve this text amendment. The other text amendment submitted was to increase the height in the C-1 Commercial District by 15%. At the February 3, 2015 Planning Board Meeting, members and staff did not support this text amendment, and the item did not go to the Board of Aldermen.

Analysis: The result of this text amendment, if approved, will allow mixed use structures with a height of 50' above the center line of the street if a parcel(s) is zoned MUOD. In the C-2 Commercial District, as described in the proposed text amendment, this would be an increase of 10' from the current height of 40'. Requested items exempted from the 50' height limit would be antennas, chimneys, stairwells, elevators, or other accessories to the buildings



installed in accordance with a properly issued Building and/or Conditional Use Permit, as applicable. The process for adopting the MUOD and applying it to a parcel(s) would be like any standard rezoning request. If adopted by the Board of Aldermen, this overlay district would be added to the Town's UDO text only. The applicant would then have to request that an area be zoned MUOD and also apply for a Conditional Use Permit.

155.6.5.4 C-2 Commercial District II.



- A Minimum Lot Area** Permitted Use = None
Conditional Use = 10,000 Square Feet
- B Maximum Density**
 - 48 units per acre for hotels and motels
 - 20 units per acre for apartments or residential buildings
- C Minimum Lot Width** 50 Feet
- D Minimum Lot Depth** None
- E Front Yard Minimum Setback** 15 Feet
 - 7.5 Feet of which shall be developed for sidewalks, grass, plants, and the necessary entrances and exits to driveways.
- F Side Yard Minimum Setback** 7.5 Feet
- G Rear Yard Minimum Setback** 7.5 Feet

Note: No portion of any building shall be closer than 15 feet to the right of way or street.

H Principal Building Height: No building shall exceed 40 feet in height. Church spires, antennas, chimneys, and similar accessories to buildings are exempt from this limitation.

Proposed Ordinance:

§ 155.6.6 Overlay Districts.

§ 155.6.6.1 Mixed Use Overlay District (MUOD).

§ 155.6.6.1 Mixed Use Overlay District (MUOD).

(a) *Applicability.* The MUOD is established to provide ancillary development standards for, and shall only be applicable to, certain parcels of land (i) within the Commercial District II (“C-2”) zoning district located on the block that lies immediately west of the Atlantic Ocean and is bounded on the south by East Salisbury Street, on the west by North Lumina Avenue and on the north by Seagull Street, as more specifically identified on the Zoning Map, and (ii) on which a Mixed-Use Commercial Residential development project already exists or is proposed. Notwithstanding the rezoning of any such parcel into the MUOD, the MUOD standards shall in no event apply to any building or structure that is not part of a properly approved and permitted Mixed-Use Commercial Residential development project.

(b) *Purpose and Intent.* This district consists of commercially zoned parcels located in a unique section of the Town that offers a mix of commercial, tourist and short-term residential uses in close proximity to a popular beach access point and public parking spaces, which together creates an environment particularly well suited to pedestrian use and public activity. The primary purposes of the MUOD are to facilitate the orderly growth of this unique environment and make more efficient use of one of the only commercial zones adjacent to the beach, all without sacrificing the Town’s traditional character. The MUOD standards will benefit all residents, visitors and community stakeholders by promoting attractive, safe and well-designed Mixed-Use Commercial Residential development on the beach that increases property values and attracts greater investment in the Town.

(c) *Ancillary Standards.* Any parcel of land lying in the MUOD will also lie in the C-2 zoning district. The MUOD shall apply in addition to the underlying C-2 zoning district, such that any and all uses permitted in the C-2 zoning district shall be permitted in the MUOD, subject to the standards and requirements of both districts. In the event that a specific MUOD development standard or requirement conflicts or overlaps with those of the C-2 zoning district, including any applicable supplemental requirements under UDO Article 155.7, then such MUOD development standard or requirement shall take precedence to the extent of the conflict or overlap. If the MUOD does not expressly provide standards or requirements governing a particular aspect of development but such standards and/or requirements are provided elsewhere in the UDO for the C-2 zoning district, then such C-2 zoning district standards and/or requirements shall be followed.

(d) *Procedures.* The procedures for establishing or amending a MUOD shall be the same as those provided elsewhere in the UDO for establishing or amending any other zoning district.

(e) *Development standards.* The development standards and requirements for the underlying C-2 zoning district shall apply except where any such standard conflicts or overlaps with the following specific standard:

(i) *Principal Building Height.* No building shall exceed fifty (50) feet in height. Church spires, antennas, chimneys, elevators, HVAC equipment, and similar accessories to buildings are exempt from this limitation.

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.

Building Height: The definition of “Height” and the way it is measured was amended on July 9, 1998 to provide consistency and to make the definition of height more understandable. In the R-1, R-2, C-1, C-2, C-3, G-1, and PC zoning districts, the maximum building height is 40 feet. Prior to July 9, 1998, the building height was measured from the top of fire hydrants. After this date, the vertical distance is measured from the center of the street. Structures built before 1998 range in heights from 43’ to 45’.

Advertisement: The legal advertisement announcing the October 13, 2016 Board of Aldermen Meeting regarding the Text Amendment to Section 155.6.6 ran on October 3, 2016 and October 10, 2016 in the Wilmington Star News.

Departmental Review:

Public Works: No Comments

Fire Department: No Comments

Police Department: No Comments

Planning Board Meeting August 2, 2016:

This agenda item was opened and continued until the September 6, 2016.

2005 CAMA Land Use Plan: Staff finds increasing the maximum allowed height of structures in the C-2 Commercial District would not meet the spirit and intent of the Land Use Plan.

Planning Board Recommendation: At the September 6, 2016 Planning Board Meeting, the Planning Board voted unanimously to forward a favorable recommendation to the Board of Aldermen for the Text Amendment to section 155.6.6.1.

Staff Comments: Comments are listed below:

1. It appears that the MUOD would only be applicable to the C2 Zoning District within the Town which is located adjacent to Johnnie Mercer's Pier.
2. Paragraph C states that the standards of the MUOD will take precedence over any standard for the underlying zoning in the town. The only standard for the MUOD is that the building may be up to 50 feet in height and references to those items exempted from the height limit.
3. The Town of Wrightsville Beach will be updating the 2005 CAMA Land Use Plan in 2016-2017, the intent of the Land Use Plan is to anticipate and deal with development pressures in an organized fashion. The Plan is long range and looks beyond current issues to address potential future land use and environmental issues over the next 10 to 15 years. This may be a good time to discuss building heights in all districts during the Land Use Plan Update?

Planning Staff Recommendation: Based on the analysis and findings of this report, it is the opinion of Staff that the proposed text amendment does not meet the intent of the Board of Aldermen direction in previous attempts to increase the building height above 40 feet.

Requested Action: Planning staff requests that the Board of Aldermen deny the Text Amendment to section 155.6.6.1.

Attachments:

1. Text Amendment Application
2. Ordinance 2016-
3. C-2 Commercial District



Town of Wrightsville Beach
PETITION FOR ORDINANCE TEXT AMENDMENT (TA-16/17)

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: 155.6.6

Ordinance currently reads:

N/A

Proposed change to ordinance reads:

Please see the proposed supplement to Article 155.6 attached hereto 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, LLC
 Address: 1120 Pembroke Jones Dr., Wilmington, NC 28405 Phone: (910) 262-1947
 Email: tdk5947@gmail.com
 Agent(s) if other than Petitioner: Murchison Taylor & Gibson, PLLC
 Name: Joseph O. Taylor, Jr.
 Address: 16 N. 5th Avenue, Wilmington, NC 28401 Phone: (910) 763-2426
 Email: jtaylor@murchisonataylor.com

Signature: [Signature] Date: 6-2-2016

Agent Signature: [Signature] Date: 6-2-2016

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

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

EXHIBIT A

ORDINANCE NO. (2016) _____

Board of Aldermen
Town of Wrightsville Beach, North Carolina

Date: _____, 2016

AN ORDINANCE OF THE BOARD OF ALDERMEN OF
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
AMENDING ARTICLE 155.6 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 Article 155.6 is hereby amended by adopting and adding § 155.6.6 as follows:

§ 155.6.6 Overlay Districts.

§ 155.6.6.1 Mixed Use Overlay District (MUOD).

(a) *Applicability.* The MUOD is established to provide ancillary development standards for, and shall only be applicable to, certain parcels of land (i) within the Commercial District II (“C-2”) zoning district located on the block that lies immediately west of the Atlantic Ocean and is bounded on the south by East Salisbury Street, on the west by North Lumina Avenue and on the north by Seagull Street, as more specifically identified on the Zoning Map, and (ii) on which a Mixed-Use Commercial Residential development project already exists or is proposed. Notwithstanding the rezoning of any such parcel into the MUOD, the MUOD standards shall in no event apply to any building or structure that is not part of a properly approved and permitted Mixed-Use Commercial Residential development project.

(b) *Purpose and Intent.* This district consists of commercially zoned parcels located in a unique section of the Town that offers a mix of commercial, tourist and short-term residential uses in close proximity to a popular beach access point and public parking spaces, which together creates an environment particularly well suited to pedestrian use and public activity. The primary purposes of the MUOD are to facilitate the orderly growth of this unique environment and make more efficient use of one of the only commercial zones adjacent to the beach, all without sacrificing the Town’s traditional character. The MUOD standards will benefit all residents, visitors and community stakeholders by promoting attractive, safe and well-designed Mixed-Use Commercial Residential development on the beach that increases property values and attracts greater investment in the Town.

(c) *Ancillary Standards.* Any parcel of land lying in the MUOD will also lie in the C-2 zoning district. The MUOD shall apply in addition to the underlying C-2 zoning district, such that any and all uses permitted in the C-2 zoning district shall be permitted in the MUOD, subject to the standards and requirements of both districts. In the event that a specific MUOD development standard or requirement conflicts or overlaps with those of the C-2 zoning district, including any applicable supplemental requirements under UDO Article 155.7, then such MUOD development standard or requirement shall take precedence to the extent of the conflict or overlap. If the MUOD does not expressly provide standards or requirements governing a particular aspect of development but such standards and/or requirements are provided elsewhere in the UDO for the C-2 zoning district, then such C-2 zoning district standards and/or requirements shall be followed.

(d) *Procedures.* The procedures for establishing or amending a MUOD shall be the same as those provided elsewhere in the UDO for establishing or amending any other zoning district.

(e) *Development standards.* The development standards and requirements for the underlying C-2 zoning district shall apply except where any such standard conflicts or overlaps with the following specific standard:

(i) *Principal Building Height.* No building shall exceed fifty (50) feet in height. Church spires, antennas, chimneys, elevators, HVAC equipment, and similar accessories to buildings are exempt from this limitation.

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.

[SIGNATURES ON FOLLOWING PAGE]

This Ordinance adopted this ____ day of _____, 2016.

Mayor

ATTEST:

APPROVED AS TO FORM:

Town Clerk

Town Attorney

(SEAL)



C-2 Commercial Zoning District



TOWN OF WRIGHTSVILLE BEACH
PO BOX 626
WRIGHTSVILLE BEACH, NC 28480-
(910)256-7900

P A Y M E N T

Date: 7/25/2016
Time: 1:27 PM

Coastal NC Real Estate LLC
1120 Pembroke Jones Dr
Text Amendment

Cash:	\$0.00
Check:	\$300.00
Charge:	\$0.00
MoneyOrder:	\$0.00
Total Fee:	\$300.00
TOTAL PAID:	\$300.00
Change Due:	\$0.00

1 CAMAV VAR/CAMA/REZONE \$300.00

Operator: 81
Receipt#: 115237

T H A N K Y O U !



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 Board Members
From: Tony Wilson, Director of Planning and Parks *TW*
Re: Appointment of members to the Steering Committee for the CAMA Land Use Plan update
Date: October 3, 2016
Cc: Tim Owens, Town Manager

Background: At the July 20, 2016 Board of Aldermen Meeting, members accepted a \$15,000 grant to update the 2005 CAMA Land Use Plan. In order to update the Land Use Plan, a committee will need to be selected by the Board of Aldermen. The CAMA Land Use Plan Steering Committee will provide a unique perspective from within the community to guide future development within the Town. Members of the Committee will aid in plan development by gathering information from the community and providing feedback on policies and implementation actions as they are developed, based on the information gathered. The Committee will aid in the public participation process by networking and recruitment. At the September 8, 2016 Board of Aldermen Meeting members decided on a committee of nine members. In 2005 the committee consisted of 12 members, three Planning Board members, as well as five representatives from various backgrounds and various geographic locations on the beach. The updated plan should be completed by June 30, 2017.

Recommendation: The deadline for candidates to submit applications for appointment to the Steering Committee is October 4, 2016. The Planning Board recommended three members, Susan Snider, David Culp and Jim Smith. A summary of candidates and copies of completed applications are attached for your review.

Requested Action: Appoint (9) members to the CAMA Land Use Plan Committee. The term of the appointment shall be for the duration of the Land Use Plan Update process.

Attachments:

1. Applications





**Town of Wrightsville Beach
North Carolina**

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

LAND USE PLAN STEERING COMMITTEE

APPLICATION

Name John Douglas Barker II

(First) (Middle) (Last)

Street Address 115 Cypress Ave Wrightsville Beach NC

Mailing Address 115 Cypress Ave Wrightsville Beach NC

Telephone (Home) 910-547-4831 (Business) _____

E-Mail Address jd-barkerii@yahoo.com

Occupation Dockhand / Freelance Captain / Tradesman

Education A.A.S. Marine Technology, B.S. Oceanography
M.S. Coastal and Ocean Policy

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 Land Use Steering Committee:

Please see attachment

Please state your interest in serving on the Land Use Plan Steering Committee:

Please see attachment

Number of Years as Resident 2 Submittal Date 9-27-16

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

Please state any personal, occupational, or previous experience that you feel might be pertinent to service on the Land Use Steering Committee:

After recently acquiring a master's degree in Coastal and Ocean Policy at UNCW, I feel that I have the ability provide fresh insight on issues that face coastal communities. The program provided me with the ability to research and analyze case studies providing recommendations that would be relevant for members of the Land Use Steering Committee for the town of Wrightsville Beach.

Please state your interest in serving on the Land Use Plan Steering Committee:

I am interested in serving on the committee based on my experience of living in several North Carolina coastal communities and coupled with my educational background, I have previously resided in Wrightsville Beach over the years while pursuing my education finally residing within the community upon completion of my graduate degree. I feel that I have an understanding of the dynamic relationship that population growth and the impacts that are associated with such growth have on coastal environments. Notwithstanding pre-existing development within the township, current information is available that can encourage a more harmonious relationship amongst the residents and the coastal environment promoting the town's appeal to visitors.



LAND USE PLAN STEERING COMMITTEE

APPLICATION

Name Susan K Bullcock
(First) (Middle) (Last)
 Street Address 102 Tenbridge Rd Wilmington NC 28405
 Mailing Address Same as Chamber of Commerce - 325 Salisbury Ct
 Telephone (Home) 910 619 2026 (Business) 910 799 9703
 E-Mail Address hks43@aol.com
 Occupation Governmental Relations Specialist and
 Education Chair of WB Chamber of Commerce
BA/BS/MA

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

Do you own or rent a home in Wrightsville Beach? 1/5 Group Ownership #4 Raleigh St
 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 WB is my Work Place + Business

Please state any personal, occupational or previous experience that you feel might be pertinent to service on the Land Use Steering Committee:

As Independent Opinion Research & Company
Karen Sutton and I assisted WB in writing
its first Land Use Plan I participated in
the 2005 Plan & testified for its passage with
Carroll in 2006 when it was certified

Please state your interest in serving on the Land Use Plan Steering Committee:

I think my knowledge of both residential
and business interests can be of value
to the team

Number of Years as Resident Full time 1984 to 1996 Part time since 1974 Submittal Date 10-7-16

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

Please send completed applications via e-mail to zsteffey@towb.org and sholleman@towb.org



LAND USE PLAN STEERING COMMITTEE

APPLICATION

Name Vincent Oliver Burgess
(First) (Middle) (Last)

Street Address 104 South Channel Drive, Wrightsville Beach, North Carolina 28480

Mailing Address As above

Telephone (Home) 910-990-2484 (Business) _____

E-Mail Address vinceb@burgesscorporation.net

Occupation Contractor

Education Bachelor of Arts, Geology, 1993

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 Land Use Steering Committee:

North Carolina Licensed General Contractor, North Carolina Licensed Electrical Contractor,
North Carolina Licensed Plumbing Contractor, North Carolina Licensed Air-Conditioning
Contractor, Bachelor of Arts in Geology, Previous North Carolina Main Street Champion,
Prime Contractor for the recently completed Cape Fear River Turning Basin Project.

Please state your interest in serving on the Land Use Plan Steering Committee:

I have an interest in serving on this committee to offer experience and guidance on responsible
development in our coastal areas, so the needs of the public are served, while protecting the unique
charm of our coast, which makes it attractive for development. I would like to ensure that we utilize
the natural resources in a way that will continue to preserve the intrinsic value of the area.

Number of Years as Resident > 1

Submittal Date 27 September 2016



Town of Wrightsville Beach
North Carolina

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

LAND USE PLAN STEERING COMMITTEE

APPLICATION

Name James Wallace Busby (Jim)

(First) (Middle) (Last)

Street Address 10 Sand Dollar Lane WB, NC 28480

Mailing Address same

Telephone (Home) 910-256-0246 (Business) 910-443-3992

E-Mail Address jwbusby@aol.com

Occupation Homebuilder (Del Mar of Wilmington Corporation) and Real Estate Agent (Intracoastal)

Education UNC Chapel Hill - BS in Business Administration

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 Land Use Steering Committee:

Having been a resident of the beach for 19 years, and a vacation home owner dating back to 1984,

I have an appreciation for the character of the Beach and the necessity of taking proactive steps to preserve the character, where desirable.

As a builder, I am aware of the impact that statutes and codes have in preserving the character of the beach.

Please state your interest in serving on the Land Use Plan Steering Committee:

As a resident of the beach, I want to preserve the character. As a builder, developer and realtor, I want to see the opportunity to responsibly and tastefully improve the beach. I have the background and the objectivity that will help ensure that we take a balanced approach in this process.

Number of Years as Resident 19 Submittal Date 9-24-16

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



LAND USE PLAN STEERING COMMITTEE
APPLICATION

Name Susan Howell Collins
(First) (Middle) (Last)
Street Address 614 Coburn St, W.B, NC
Mailing Address _____
Telephone (Home) 256-5072 (Business) 619-3278 Cell
E-Mail Address scollinswb@gmail.com
Occupation Realtor part
Education UNCW

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 Land Use Steering Committee:

Serving on UDO and serving previously on Bd of
Alderman - Currently on Parks + Rec
I would use my previous experience and
conduct myself in a professional manner

Please state your interest in serving on the Land Use Plan Steering Committee:

It is a priority to participate in future plans
for the town of Wrightsville Beach. The Comprehensive
Land Use book is an important guide for the Aldermen
and directs all committees working on projects.

Number of Years as Resident Lifetime Submittal Date 9-23-16



Town of Wrightsville Beach
North Carolina

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

LAND USE PLAN STEERING COMMITTEE

APPLICATION

Name Walter Lee Crouch Jr.
(First) (Middle) (Last)

Street Address 523 Causeway Dr. Wrightsville Beach, N.C.

Mailing Address same 28480

Telephone (Home) 910-512-4533 (Business) 910-509-1964

E-Mail Address lee.crouch@intracoastalrealty.com

Occupation Realtor

Education BA Economics Wofford College/VNCCU Summit School

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 work

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 Land Use Steering Committee:

Going to Wrightsville Beach for 60 years
Have lived at Wrightsville 3 times in my
life permanently. I work at Intracoastal Realty
Wrightsville Beach office for 28 years

Please state your interest in serving on the Land Use Plan Steering Committee:

Number of Years as Resident 139th in the past Submittal Date 9/26/16

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



LAND USE PLAN STEERING COMMITTEE

APPLICATION

Name David Harold Culp
(First) (Middle) (Last)

Street Address 745 Schloss St.

Mailing Address 745 Schloss St

Telephone (Home) 910 547 3236 (Business) 910 547 3236

E-Mail Address dculp@cc.rr.com

Occupation Pilot / car manufacture

Education High school, 3 years college, ATP rating

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 Land Use Steering Committee:

8+ years Wrightsville Beach Planning Board
served as a member of the UDO committee

Please state your interest in serving on the Land Use Plan Steering Committee:

to keep Wrightsville Beach's as the best place
to live and raise a family in North Carolina

Number of Years as Resident 15+ Submittal Date 10/3/2014

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



Town of Wrightsville Beach
North Carolina

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

LAND USE PLAN STEERING COMMITTEE

APPLICATION

Name Jeffrey Douglas DeGroot
(First) (Middle) (Last)
Street Address 9A East Henderson St. Wrightsville Beach, N.C. 28480
Mailing Address 708 S. Lumina Ave Wrightsville Beach, N.C. 28480
Telephone (Home) 910-232-9699 (Business) 910-256-1118
E-Mail Address jeff@southendsurf.com
Occupation Business Owner
Education B.S. in Business Administration UNCW class 2004

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 N/A

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 Land Use Steering Committee:

I own both residential and commercial property on WB. Served as a board member of the Wrightsville Beach Chamber of Commerce (2011-2016) and currently serve on the Wrightsville Beach MAC.

Please state your interest in serving on the Land Use Plan Steering Committee:

To preserve the character of Wrightsville Beach.

Number of Years as Resident 15+ Submittal Date _____

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

Please send completed applications via e-mail to zsteffey@towb.org and sholleman@towb.org



**Town of Wrightsville Beach
North Carolina**

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

**LAND USE PLAN STEERING COMMITTEE
APPLICATION**

Name V. David Floyd
(First) (Middle) (Last)

Street Address 101 Keel Street & 95 South Lumina #6H

Mailing Address PO 659 Wrightsville Beach, NC 28480

Telephone (Home) 9106208008 (Business) 9102569911

E-Mail Address david@atlanticmarine.com

Occupation Marina and Boat Dealer

Education High School

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 Land Use Steering Committee:

Commercial Business owner, Family members on Wrightsville Beach and Business, property
owner for more than 40 years on the island. Have dealt with all departments within the Town and
its employees over the years. I do have personal connection to many families and business.
My father was the Mayor of WB and has shared his and other's vision with me.

Please state your interest in serving on the Land Use Plan Steering Committee:

I could communicate some of the issues that have held back the businesses on the Beach. I also offer
input that could protect these businesses. I would like to assist in the protection of the next generation
that will do business here, while protecting our small town feel.

Number of Years as Resident _____ Submittal Date 09/23/2016

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



Town of Wrightsville Beach
North Carolina

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

LAND USE PLAN STEERING COMMITTEE APPLICATION

Name David Hamilton Jacobs
(First) (Middle) (Last)
 Street Address 16 Oceanic Street Wrightsville Beach NC 28480
 Mailing Address same
 Telephone (Home) 2404470651 (Business) same
 E-Mail Address david@dhjacobslaw.com
 Occupation attorney
 Education BA Economics JD Law

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 Land Use Steering Committee:

Through my work, I am familiar with zoning regulations, building codes, land use issues and other related topics. Additionally, I have taken classes in BMP for stormwater management.

Please state your interest in serving on the Land Use Plan Steering Committee:
As a full time resident of Wrightsville Beach and co-owner of a business that is headquartered in Wrightsville Beach, Sea Love Sea Salt, I am intensely interested in land use and smart and sustainable growth for the area.

Number of Years as Resident 3&1/2 Submittal Date 9/30/16

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

Please send completed applications via e-mail to zsteffev@towb.org and sholleman@towb.org



Town of Wrightsville Beach
North Carolina

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

LAND USE PLAN STEERING COMMITTEE

APPLICATION

Name Patrick Joseph Koballa
(First) (Middle) (Last)

Street Address 5 Bahama Dr Wrightsville Beach, NC 28480

Mailing Address Same As Above

Telephone (Home) 910-256-5044 (Business) 910-620-9501

E-Mail Address pkoballa@stevensonauto.com

Occupation General Manager Automobile Dealership

Education BA Business Management

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 Land Use Steering Committee:

I have been involved in several personal and business development projects in the Wilmington community over the last 25 years involving Rezoning Projects, Board of Adjustment Appeals, Intepretation of the Land Development Code, Wetlands Surveys and CAMA Mapping.

Please state your interest in serving on the Land Use Plan Steering Committee:

It is my desire to keep Wrightsville Beach a family oriented vacation destination for it's residents and visitors.

Number of Years as Resident 10+

Submittal Date 9/26/16

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



LAND USE PLAN STEERING COMMITTEE

APPLICATION

Name F. DARRYL Mills
(First) (Middle) (Last)

Street Address 104 Lees Cut

Mailing Address WB 28480

Telephone (Home) 228-8552 (Business) 350-1500

E-Mail Address darryl@darrylmillslaw.com

Occupation LAWYER

Education BA & JD

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 *N/A*

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

Please state any personal, occupational or previous experience that you feel might be pertinent to service on the Land Use Steering Committee:

PLANNING BOARD

UDO committee

BOARD of Alderman

Please state your interest in serving on the Land Use Plan Steering Committee:

Participate & assist in the future planning for the beach

Number of Years as Resident 21 Submittal Date 4 Oct 2016

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

Please send completed applications via e-mail to zsteffey@towb.org and sholleman@towb.org



LAND USE PLAN STEERING COMMITTEE APPLICATION

Name NICOLAS MONTAÑA
(First) (Middle) (Last)

Street Address 275 WAYNICK BOULEVARD

Mailing Address WB, NC 28480

Telephone (Home) (910) 617-2946 (Business) (910) 256-7107

E-Mail Address nicolasm@blockade-runner.com

Occupation HOTELIER

Education B.S. HOSPITALITY ADMINISTRATION - BOSTON UNIVERSITY

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 Land Use Steering Committee:

GENERAL MANAGER OF THE BLOCKADE RUNNER BEACH RESORT FOR LAST
3 YEARS.

VICE CHAIR WRIGHTSVILLE BEACH CHAMBER OF COMMERCE

VICE CHAIR TOURISM DEVELOPMENT AUTHORITY (NHC)

Please state your interest in serving on the Land Use Plan Steering Committee:

ACTIVELY PARTICIPATE IN THE IMPORTANT DECISIONS AFFECTING
WB IN THE NEAR AND LONG TERM FUTURE

SEEKING TO ADD A COMMERCIAL VOICE THAT IS IMPORTANT
TO THE BIOWARE OF THE BEACH

Number of Years as Resident 13

Submittal Date 10/3/2016

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

Please send completed applications via e-mail to zsteffey@towb.org and sholleman@towb.org



Town of Wrightsville Beach
North Carolina

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

LAND USE PLAN STEERING COMMITTEE

APPLICATION

Name Robert A. O'Quinn
(First) (Middle) (Last)

Street Address 25 Shore Drive

Mailing Address _____

Telephone (Home) 910-256-4702 (Business) 910-256-0037

E-Mail Address oquinnlaw@aol.com

Occupation Attorney

Education JD Degree from Wake Forest School of Law

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 Land Use Steering Committee:

11 year member of Board of Aldermen. Attorney at Law. Prior work on existing Cama Land Use Plan.

Please state your interest in serving on the Land Use Plan Steering Committee:
Protection of quality of life at Wrightsville Beach.

Number of Years as Resident 39 years

Submittal Date 9/22/16

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



Town of Wrightsville Beach
North Carolina

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

LAND USE PLAN STEERING COMMITTEE
APPLICATION

Name Richard Allen Rippy
(First) (Middle) (Last)

Street Address 101 Circle Dr. W.B.

Mailing Address 4951 New Center Dr. Wilm., N.C. 28403

Telephone (Home) 910-619-9552 (Business) 910-799-2421

E-Mail Address arippy@rippyautomotive.com

Occupation auto dealer

Education college

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 Land Use Steering Committee:

Simply been around W.B. all my
life and have been involved.

Please state your interest in serving on the Land Use Plan Steering Committee:

My love of Wrightsville Beach

Number of Years as Resident 18

Submittal Date 9-26-16



LAND USE PLAN STEERING COMMITTEE

APPLICATION

Name BRIT KLIMBERG SHEINBAUM
(First) (Middle) (Last)

Street Address 111 CYPRESS AVENUE, WRIGHTSVILLE BEACH, NC 28480

Mailing Address _____

Telephone (Home) 646-251-2641 (Business) _____

E-Mail Address bsheinbaum@yahoo.com

Occupation MEDIATOR

Education M.A. INTERNATIONAL CONFLICT RESOLUTION, TEL AVIV UNIVERSITY (2016)
MINI WATER CONFLICT TRANSFORMATION, OREGON STATE UNI -
(IN PROGRESS)

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 Land Use Steering Committee:

[PLEASE SEE REVERSE]

Please state your interest in serving on the Land Use Plan Steering Committee:

I MOVED TO WRIGHTSVILLE BEACH TO MARRY INTO A FAMILY THAT HAS
LIVED ON THESE ISLANDS FOR 3 GENERATIONS. I PLAN TO SPEND THE
REST OF MY LIFE HERE SINCE I FELL IN LOVE WITH THIS COMMUNITY.
OFFERING MY SERVICE TO HELP KEEP THIS COMMUNITY SUSTAINABLE & THRIVING
IS SMALL REPARMENT FOR ALL THE JOY IT HAS BROUGHT ME.

Number of Years as Resident 1 Submittal Date 10/04/16

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



LAND USE PLAN STEERING COMMITTEE

APPLICATION

Name Justin Walker Shepard
(First) (Middle) (Last)
 Street Address 113 B Parmele Blvd. Wrightsville Beach, NC 28480
 Mailing Address 206 Causeway dr. P.O. Box 1213
 Telephone (Home) 910-616-1553 (Business) 910-256-8286
 E-Mail Address JWS2769@gmail.com
 Occupation Bartender/Assistant Manager Jerry Alkins
 Education Bachelors degree in Coastal Environmental Management
UNCW

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 Land Use Steering Committee:

2014-2015 Biologist for NC Division of Coastal Management studying
effects of bulkheads on adjacent properties
2009-2010 Technician for Carolina Vegetation Survey. Plotted plant
ecology along the coastline of North + South Carolina.

Please state your interest in serving on the Land Use Plan Steering Committee:

I would like the opportunity to serve my community in a field
that I am knowledgeable, and a topic that I am passionate
about. Having studied coastal functions all over the state, I
feel that I can contribute to this committee in a valuable
and meaningful way.

Number of Years as Resident 2

Submittal Date 4-Oct-2016

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

Please send completed applications via e-mail to zsteffey@towb.org and sholleman@towb.org



LAND USE PLAN STEERING COMMITTEE APPLICATION

Name William E. Sisson, Jr.
(First) (Middle) (Last)

Street Address 16 Shore Dr.

Mailing Address Wrightsville Beach, NC, 28480

Telephone (Home) 910-256-1898 (Business) 910-392-3770

E-Mail Address sissonw@gmail.com

Occupation ChiroprACTIC Physician

Education BA, MA Latin American Studies (specialty in regional planning), MA Urban Planning, Doctor of Chiropractic

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 Land Use Steering Committee:

I have served on the New Hanover County Planning Board, the New Hanover Board of Commissioners, the Wrightsville Beach Planning and the Wrightsville Beach Board of Aldermen and as such am very familiar with issues involved in planning for the future in our region. I currently serve on the board of directors for the Wrightsville Beach Chamber of Commerce. I worked for 5 years as a planner for the City of Los Angeles and gained practical experience with many planning issues. I am current with the changes required by FEMA that confront both the residential and business communities in our Town and the need for a long term perspective in helping the Town contend with these and other issues that relate to our maintaining our quality of life.

Please state your interest in serving on the Land Use Plan Steering Committee:

Believe that my professional and governmental experience enables me to bring a unique perspective to the Town's efforts to update its Land Use Plan and lay the basis for maintaining itself as a sustainable community into the future.

Number of Years as Resident 18 Submittal Date 9, 29, 2016



Town of Wrightsville Beach
North Carolina

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

LAND USE PLAN STEERING COMMITTEE APPLICATION

Name R. FRANK SMITH JR AIA
(First) (Middle) (Last)
 Street Address 322 CAUSEWAY DRIVE # 707
 Mailing Address PO BOX 717 WRIGHTSVILLE BEACH 28480
 Telephone (Home) 910 616 2857 (Business) 910 256 0065
 E-Mail Address Fsmith@smith2design.com
 Occupation ARCHITECT · LAND PLANNER
 Education BA ARCHITECTURE UNCC
B. OF ARCHITECTURE NCSU

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 Land Use Steering Committee:

WILMINGTON / NEW HANOVER CO COMA LANDUSE PLAN STEERING
WILMINGTON AND NEW HANOVER COUNTY PLANNING BOARDS
WILMINGTON BOARD OF ADJUSTMENT.
(SEE ATTACHED)

Please state your interest in serving on the Land Use Plan Steering Committee:

I HAVE A PROFESSIONAL AND PERSONAL INTEREST IN OUR
CIVIC STEWARDSHIP TO ENSURE THE LONGTERM SUSTAINABILITY,
BEAUTY AND CHARACTER OF THIS SPECIAL TOWN. IT IS
CRITICAL THAT THIS COMMITTEE IS COMPOSED OF INDIVIDUALS
THAT UNDERSTAND THE COMPLEXITIES AND IMPORTANCE

Number of Years as Resident _____ Submittal Date _____

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

OF A WELL THOUGHT OUT AND DEVELOPED POLICY FOR
GROWTH AND DEVELOPMENT. CHANGE IS INEVITABLE
AND IT IS IMPORTANT TO PROTECT THE UNIQUE QUALITIES

WRIGHTSVILLE BEACH, WHILE EMBRACING POSITIVE
CHANGES THAT CAN ENHANCE AND IMPROVE
OUR COMMUNITY.

CURRICULUM VITAE



ROBERT FRANKLIN SMITH JR. AIA, LEED AP

Education

Bachelor of Arts in Architecture, University of North Carolina - Charlotte. (1985)
Bachelor of Architecture, North Carolina State University (Cum Laude) (1990)

Registration

Member of the American Institute of Architects
Active Registration: North Carolina, Texas, South Carolina, Tennessee
GBCI LEED Accredited Professional

Civic

City of Wilmington Comprehensive Plan Steering Committee
City of Wilmington Planning Commission
City of Wilmington, Board of Adjustment
New Hanover County Planning Board and Chairman of the Technical Review Committee
Wilmington / New Hanover County Unified Development Ordinance, Oversight Committee
Wilmington / New Hanover County, Comprehensive Plan, Land Use Task Force
I-140 Bypass Planning Task Force
CAMA Land Use Plan Advisory Panel
Thalian Hall Center for the Performing Arts, Board of Trustees

Smith2 Architecture + Design PLLC, Principal / Founder

As Founder and Principal of Smith2 Architecture + Design, Frank has 30 years of experience in all aspects of design and construction, from pre-development planning, through design and construction management. His extensive experience includes both public and private sector work.

As an Architect, Frank approaches each project as a new and special challenge. His goal is to design functional, environmentally responsible, aesthetically pleasing, and economically viable projects. By directing early and continued collaboration between design professionals, client, end users, consultants and contractors, he ensures timely and cost-effective project delivery. His professional areas of expertise include but are not limited to the following:

- Land planning, zoning, master planning, land use analysis, regulatory consultation, and feasibility studies
- Commercial design including corporate, office, and retail
- Health care
- Hospitality design for restaurant, hotel, resort, and entertainment facilities
- Mixed-use
- Retirement Living
- Custom Residential

ProjectLogic LLC, Planning and Management Founder

ProjectLogic was established to provide developers, owners, and lenders an indispensable resource for any capital project. Frank's knowledge and broad experience in the AEC industry is tapped to facilitate and streamline the complex world of development and construction to save clients time and money with responsive, personal service.



Town of Wrightsville Beach
North Carolina

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

LAND USE PLAN STEERING COMMITTEE APPLICATION

Name James C. Smith

(First) (Middle) (Last)

Street Address 54 Palican Drive Wrightsville Beach, NC 28480

Mailing Address Same

Telephone (Home) 910-599-7004 (Business) 910-392-3300

E-Mail Address jsmith4030@aol.com

Occupation Real Estate Development

Education BS, Purdue University, Architecture and Engineering

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 Land Use Steering Committee:

UDO Committee for Town of Wrightsville Beach 2020 Land Plan City of Charlotte

Ad Hoc Sewer and Water Committee TOWB TOWB Rep on CAC for WMPO

Parks Rec Advisory Committee TOWB Mass Transit Overlay District Plan City of Charlotte

Planning Board TOWB

Please state your interest in serving on the Land Use Plan Steering Committee:

Interested in helping mold the future development of the TOWB within the constraints of land use ordinances. No new developments have occurred within the Town for many years and we must develop a method for quality new development while adhering to strict environmental and coastal concerns. New development needs to happen for a stable community, while preserving and protecting the natural resources of the area.

Number of Years as Resident 11

Submittal Date 10/04/2016

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

Please send completed applications via e-mail to zsteffey@towb.org and sholleman@towb.org



LAND USE PLAN STEERING COMMITTEE APPLICATION

Name Susan Wilson Snider
(First) (Middle) (Last)

Street Address 102 Coral Drive

Mailing Address 102 Coral Drive

Telephone (Home) 910-622-4394 (Business) _____

E-Mail Address ssnider@ec.rr.com

Occupation Realtor

Education BA from UNC-CH

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 Land Use Steering Committee:

Real Estate Broker, Historic Landmarks Commission 6 years, current Planning Board member

Please state your interest in serving on the Land Use Plan Steering Committee:

Desire to see updated plan for orderly growth of commercial, residential and recreational proper

Number of Years as Resident 15 Submittal Date 10/4/16

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

Please send completed applications via e-mail to zsteffey@towb.org and sholleman@towb.org



LAND USE PLAN STEERING COMMITTEE

APPLICATION

Name ROBERT L. TILLMAN
(First) (Middle) (Last)

Street Address 28 PELICAN DRIVE

Mailing Address P.O. BOX 476, WRIGHTSVILLE BEACH, N.C.

Telephone (Home) 910-256-4502 (Business) _____

E-Mail Address BLTILLMAN@EC.RR.COM

Occupation RETIRED - CHAIRMAN & CEO LOWE'S COMPANIES

Education MOUNT OLIVE UNIVERSITY -
HON. DOCTORS OF LAW DEGREE (TILLMAN SCHOOL OF BUSINESS)

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 NOT LIVE OUTSIDE OF W.B.

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 Land Use Steering Committee:

CHAIRMAN & CEO LOWE'S COMPANIES.
KNOWLEDGE COMMERCIAL & RESIDENTIAL CONSTRUCTION

EXTENSIVE KNOWLEDGE OF REAL ESTATE - INVOLVED IN DECISION TO PURCHASE STORE SITES ACROSS U.S.A.

Please state your interest in serving on the Land Use Plan Steering Committee:

MAINTAIN CHARACTER OF WRIGHTSVILLE BEACH AS A RESIDENTIAL COMMUNITY

Number of Years as Resident 20+
OWNED PROPERTY

Submittal Date 9-28-16

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

Please send completed applications via e-mail to zsteffey@towb.org and sholleman@towb.org



Town of Wrightsville Beach
North Carolina

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

LAND USE PLAN STEERING COMMITTEE
APPLICATION

Name Calvin Fleming Wells
(First) (Middle) (Last)
Street Address 506 N. Channel Dr. Wrightsville Beach
Mailing Address 1905 Ashbrook Dr. Wilmington, N.C 28403
Telephone (Home) 910-612-1064 (Business) ---
E-Mail Address CalvinFWells@gmail.com
Occupation retired insurance agent
Education University of North Carolina BS Business Administration

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

Have lived Fulltime & part time at WB for 65 years
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 Land Use Steering Committee:

At age 70, I have seen many changes at WB and want to maintain WB as a Family beach. I was a property casualty insurance agent for 42 years and have extensive experience insuring beach property AS WELL AS FEMA regulations and Flood zones

Please state your interest in serving on the Land Use Plan Steering Committee:

I want to see the integrity of WB maintained as a Family beach

Number of Years as Resident 65 Submittal Date 9/27/16

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



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 Board Members
From: Tony Wilson, Director of Planning and Parks *TW*
Re: CAMA Land Use Plan Update Bid Review & Award
Date: October 3, 2016
Cc: Tim Owens, Town Manager

Background: Our FY 2016-2017 municipal Budget provides \$30,000 of local funds that will be combined with a \$15,000 CAMA grant for the completion of the CAMA Land Use Plan. In August the Planning Department invited several area companies to submit bids on the project. Four Firms submitted proposals for consideration: Stewart, the COG, Holland Consulting Planners and SEPI Engineering. All Proposals were received prior to the deadline.

Bid Tabulation – CAMA Land Use Plan Update

Stewart	\$27,000
COG	Not to exceed \$30,000
Holland	\$35,000
SEPI	\$41,945.32

Recommendation: Staff has reviewed the proposals, and would like the Board to consider Holland Consulting Planners to compete the 2016 CAMA Land Use Plan. Holland Consulting Planners will provide staff to prepare minutes for all Steering Committee meetings.

Requested Action: Review and award bid to Holland Consulting Planners in the amount of \$35,000. Approve the Town Manager moving forward with the execution of a contract for the CAMA Land Use plan following the review of the Town Attorney.

Attachment:

1. Firm's information



Firm	Holland	Stewart	SEPI	COG
Experience	Numerous Comprehensive Plans: City of Clinton, City of Goldsboro, City of Laurinburg, Town of Oak Island, Polk County, and Town of Wadesboro	Extensive CAMA and coastal project experience including Wilmington Master Plan and Downtown Redevelopment	CAMA experience: NCDOT roadway project, estuarine protections, sidewalk/utility projects. Plenty of county/municipal land use planning clients provided but no previous Comprehensive Plan work included	Extensive experience developing coastal and nearby land use plans including Southport, Tosail Beach, Boiling Springs, Whiteville, Sunset Beach, Ocean Isle Beach, and Shallotte
Staff	<ul style="list-style-type: none"> -Principal/Project Manager: T. Dale Holland, AICP -Senior Planner: Landin W. Holland, AICP, CZO -Planner: Gilbert Combs -Administrative Support Staff which will prepare minutes of all Steering Committee meetings 	<ul style="list-style-type: none"> -Principal: Cindy Szwarcok, AICP -Project Manager: Chad Sary, AICP -Planning/Public Involvement: Elizabeth Alley, AICP -Landscape Architect/Master Planning: Michael Batts, PLA -Graphics, Mapping, & GIS: Jonathan Williamson, AICP -Bicycle/Pedestrian/Transportation Planning: Iona Thomas, AICP -Parks & Rec Planning: Jennifer Wagner, PLA 	<ul style="list-style-type: none"> -Principal: Steve Thomas, PE -Project Manager: Susan Westberry, AICP -QA/QC: Wendee Smith, PWS & Greg Thompson, PE -Tech Services/Social Media: Jon Arnold, PE & Taylor Hube, CPSM -CAMA/Regulatory Specialist: Jason Hales, PWS -Public Involvement: Michelle Suverkrubbe, AICP -Land Use Planning: Jeff Westmoreland, RLA -Infrastructure Planning: Adam Snipes, PE & Eric Seidel, PE 	<ul style="list-style-type: none"> -Project Managers: Wes MacLeod, Senior Planner; and Dr. Mark Imperial, Ass. Professor of Public Administration at UNCW -Updates to BOA/Public Input Assistance: Chris May, CFCOG Executive Director
Cost Estimate	\$35,000	\$27,500	\$41,945.32	Not exceeding \$30,000
Project Schedule	<ul style="list-style-type: none"> Issue Notice to Proceed (Oct 2016) Project Initiation (Oct-Nov 2016) Research and Analysis (Nov 2016-Jan 2017) Plan Format/Development (Nov 2016-Mar 2017) Open House(s) (Apr 2017) Public Hearing (May 2017) 	<ul style="list-style-type: none"> Notice to Proceed (Oct 2016) Official Initiation (Oct-Nov 2016) Research/Analysis/First Public Meeting (Nov-Dec 2016) Visioning & Goal Setting/Plan Development/Second Public Input Meeting/1st Formal Presentation to Planning Board & BOA (Dec 2016-Feb 2017) Finalizing/Public Hearings/Adoption (Mar-Apr 2016) 	<ul style="list-style-type: none"> Notice to Proceed (Oct 2016) Kick-off Meeting (Oct 15, 2016) Stakeholder Meeting w/ Steering Committee (Nov 1, 2016) Begin Data Collection/Updating (Nov-Dec 2016) Public Involvement Materials Prep (Dec 1, 2016) All Meeting Notifications Sent (Dec 15, 2016) Public Meeting (Jan 2017) Draft Document (Feb 2017) Final Document (Mar 2017) Public Hearing and Adoption (Apr 2017) 	<ul style="list-style-type: none"> Public Engagement/Visioning and Goals (Throughout project process) Existing Conditions Analysis (Oct-Dec 2016) Land Use Analysis (Oct 2016-Jan 2017) Policy Review and Development (Dec 2016-Mar 2017) Document Preparation (Throughout project process) Final Draft/Final Plan (Apr 2017) Adoption Process (Apr 2017-Aug 2017)

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

1 Bob Sawyer Drive • P. O. Box 626
Wrightsville Beach, N.C. 28480
(910) 256-7925 • parksandrecreation@towb.org • www.towb.org

MEMORANDUM

To: Mayor Blair and Board of Aldermen

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

Subject: WB Elementary School Fall Festival
Friday, October 28, 2016, 12:00 – 7:00 pm (event 4:15 – 6:15)

Date: October 5, 2016

At the September 8, 2016 meeting, the Board approved the Wrightsville Beach Elementary School PTA's request to close Coral Drive for their annual Fall Festival. Aldermen Weeks expressed concern about North Channel Drive during the event and the need to keep the street clear of traffic for emergency vehicles.

After discussions with the WBES PTA board, we would like the Board of Aldermen to consider allowing the event to be relocated to Wrightsville Beach Park which would alleviate the traffic congestion in the event area and the need for three contracted WBPD officers for traffic control. Attendance at the event is estimated at 500.

The special event ordinance exempts educational activities on public property from the special event permit requirement. The previous permit request was strictly for road closure approval.

REQUESTED ACTION: Consider request to hold the annual Wrightsville Beach Elementary School Fall Festival in Wrightsville Beach Park and provide direction to staff.

§ 98.14 EXEMPTIONS.

(A) This chapter shall not apply to:

- (1) Funeral processions;
- (2) The Town of Wrightsville Beach;
- (3) Any governmental agency acting within the scope of its governmental functions;

(4) Students going to and from school classes or participating in academic educational activities or classroom based field trips, provided such special events activity is authorized by appropriate school authorities and is under the immediate direction and supervision of school authorities authorized to approve and supervise such special events activity; or

(5) Activities involving less than 200 persons which are subject to the reservation and use system administered by the town for use of the facilities in the Municipal Complex.

(B) The requirement to apply for and obtain a permit under §§ 98.03 or 98.05 of this chapter shall not apply to individuals or small groups but individuals and small groups are subject to the standards or prohibitions in §§ 98.07, 98.08, 98.09 and 98.12.

(C) Individuals and small groups wishing to engage in a special event consisting of expressive activities on the public beach shall register with the Special Events Coordinator prior to engaging in such activity. The registrant must identify the location and time frame for engaging in a special event consisting of expressive activity on the public beach and the number of persons in the small group. The expressive activity shall be limited to an area meeting the requirements of § 98.09(B). Registration shall be limited to no more than five total participants per area. If the Special Events Coordinator is not available, such individual or small group shall register with the Fire Department. A person registering shall be issued a registration receipt indicating the date, time, area and number of participants and must carry that receipt on their person at all times during the special event.

(Am. Ord. 1430, passed 10-24-02; Am. Ord. 1547, passed 8-23-07; Am. Ord. 1616, passed 1-14-10)

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

October 13, 2016

MEMORANDUM

To: Mayor Blair and Board Members
From: Tim Owens, Town Manager
Re: Consider Approving Budget Amendment (2016)436-B to create a budget for Engineering and Permitting of Additional Parking Spaces at the end on North Lumina Avenue

Agenda Item

At the last meeting, the Board authorized me to move forward on the surveying, engineering and permitting of additional parking at the end of North Lumina Avenue. For all of the work up until this point for Old Causeway Drive and the North Lumina Project we had a budget of \$15,000. Those funds have been expended. I am requesting that the Board consider approving Budget Amendment (2016)436-B in the amount of \$21,000 to complete the engineering and permitting for the North Lumina Project.

Action Items

1. Discuss the item and ask questions
2. Consider approving Budget Amendment (2016)436-B in the amount of \$21,000

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2016) 436-B
FISCAL YEAR 2016/2017

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2017. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>
10-3991 Appropriated Fund Balance		21,000
10-4510-9646 Transfer to Fund 46	21,000	

Section II. To amend the Parking Improvements Fund (Fund 46) for unanticipated/unbudgeted expenses during FY 2017. The Town's Parking Improvements Fund (Fund 46) accounts are to be amended as follows:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>
46-3985 Transfer from Fund 10		21,000
46-4510-4502 Access 1 Parking Improvements	21,000	

Section III. Copies of this Budget Ordinance No. (2016) 436-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 13th day of October 2016.

WILLIAM J. BLAIR, III
Mayor

ATTEST:

SYLVIA J. HOLLEMAN
Town Clerk

Seal

September 26, 2016

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

**Subject: Proposal for Engineering Services
Access #1 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 services for the proposed parking improvements at Access #1.

Scope of Work

The Town has identified a need to modify the existing cul-de-sac at the end of North Lumina Avenue Access # 1. The proposed improvements will add parking spaces around the cul-de-sac as seen on the attached Exhibit Map. SEPI will design and send permit applications & plans for permitting through NCDEQ Stormwater, NCDEQ Erosion Control, NCDEQ DCM CAMA Major Permit. With the use of existing survey data SEPI will develop plans & details suitable for the construction of the parking expansion project.

Permitting

Based on NCDEQ scoping meeting on April 6th, 2016, and additional correspondence, it was determined that the proposed project will require a CAMA major permit, due to its location within the Inlet Hazard AEC. The CAMA Major permit also triggered the need for a NCDEQ stormwater, and erosion control permit required before the commencement of construction. SEPI will prepare all required permitting applications and plans through the appropriate agencies. The Town will receive corresponding review packages as the project moves through the permitting process.

Fee

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

Task 1: Construction Drawings & Specifications	\$5,160
Task 2: Environmental (CAMA Major Permit)	\$9,800
Task 3: Soils Testing (Infiltration / SHWT)	\$1,100
Task 4: Permitting (Erosion Control, Stormwater)	\$4,800
Lump Sum Fee Total:	\$20,860

Note: The Town has requested to handle all NCDOT right-of-acquisition tasks at this time.



1025 Wade Avenue
Raleigh, NC 27605
919.789.9977

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. All permit applications and plans for NCDEQ CAMA, Stormwater, and Erosion Control will be submitted for the Town. 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 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 days will result in delay of the progress of the job until payment or payments are received

Iran Divestment Act Certification. SEPI hereby certifies that SEPI, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. §147-86.58. SEPI shall not utilize any subcontractor that is identified on the List.

Respectfully Submitted,
SEPI Engineering & Construction, Inc.



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

Date: September 26, 2016

Enclosures:
SEPI Rate Sheet
Exhibit Maps

Accepted By:

Name (print)

Signature

Date: _____

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act, this the ____ day of _____, 2016

Finance Officer, Town of Wrightsville Beach

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

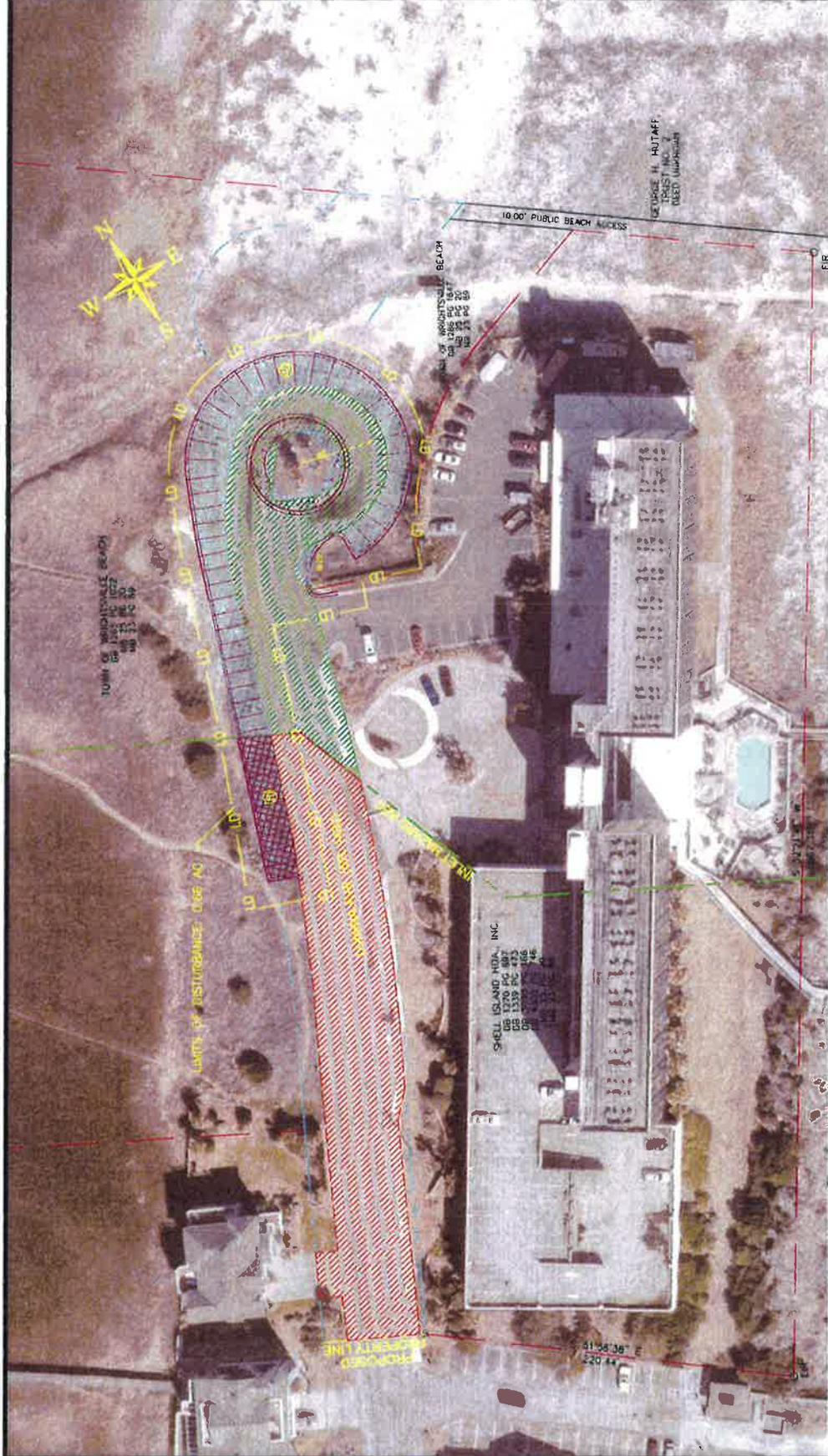
**Materials not listed will be invoiced at our charge, plus 10%. Fees categories may be added as needed. Fees submitted for a particular project will be set for the duration of that project unless project is longer than one year. If the fee schedule is updated, a new schedule will be submitted for future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

TOWN OF WRIGHTSVILLE BEACH ACCESS #1 PARKING EXHIBIT

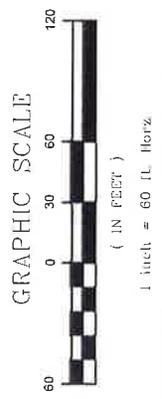
RALEIGH, NORTH CAROLINA
 919.789.9977
 CHARLOTTE, NORTH CAROLINA
 704.714.4880
 WILMINGTON, NORTH CAROLINA
 910.523.5715
 www.sepiengineering.com
 info@sepiengineering.com

ENGINEERING & CONSTRUCTION

DRAWN BY: E SEIDL
 CHECKED BY: G THOMPSON
 DATE: 04/8/2016
 SHEET: 1



	EXISTING IMPERVIOUS WITHIN INLET HAZARD AEC 11,456 SQ. FT. (0.263 AC.)	TOTAL EXISTING IMPERVIOUS 27,802 SQ. FT. (0.638 AC.)
	EXISTING IMPERVIOUS OUTSIDE INLET HAZARD AEC 16,346 SQ. FT. (0.375 AC.)	TOTAL ADDITIONAL IMPERVIOUS 9,812 SQ. FT. (0.225 AC.)
	PROPOSED ADDITIONAL IMPERVIOUS WITHIN INLET HAZARD AEC 8,126 SQ. FT. (0.186AC.)	
	PROPOSED ADDITIONAL IMPERVIOUS OUTSIDE INLET HAZARD AEC 1,686 SQ. FT. (0.039 AC.)	



NOTE: SURVEY DATA PROVIDED BY NCDOT. THIS DRAWING IS SCHEMATIC ONLY. FUTURE LAYOUT TO BE DETERMINED.

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
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Wrightsville Beach, North Carolina 28480
(910)239-1700
FAX (910)256-7910

October 13, 2016

MEMORANDUM

To: Mayor Blair and Board Members
From: Tim Owens, Town Manager
Re: Review and Approve a Contractor to Complete Renovations of the Town Hall Board Room

Agenda Item

We submitted the proposed Board Room renovations plans to 5 contractors and we have received 3 bids for the project. The total budgeted for the renovation project (\$100,000) and for the audio visual upgrades (\$20,000) is \$120,000

Attached are the actual quotes and below is a summary of those proposals.

Lewis Builders

Total Cost **\$66,450**

Other additions or deletions

- ****Install wooden ceiling system above Board seating area with V Groove pine to be installed in a herring bone pattern (ADD \$5,400)**
- ****Add Quartz counter top (ADD \$3,400)**
- Change B6 recessed fixtures to 2'X2' 3200 lumen led lay in fixtures (**DELETE \$1000**)
- ****2 Glass LED Installed Exit Signs (ADD \$600)**
- 2" feeder conduit if needed (**ADD \$1,080**)

**** Recommend the above additions (TOTAL - \$75,850)**

Stonehenge Building, Inc.

Total Cost **\$77,494**

Other additions or deletions

- Install wooden ceiling system above Board seating area **(ADD \$1,860)**
- Add Quartz counter top **(ADD \$9,878)**
- Change B6 recessed fixtures to 2'X2' 3200 lumen led lay in fixtures **(DELETE \$1000)**
- Alternate L1 Light Fixtures **(DELETE \$500)**

Newman Bros.

Total Cost **\$88,200**

Other additions or deletions

- Install wooden ceiling system above Board seating area **(ADD \$4,000)**
- Laminate counter top instead of quartz **(DEDUCT \$6,785)**
- Add a 3 ton ductless mini-split **(ADD \$10,000)**

OTHER ITEMS

Furniture	\$24,000
Misc. Construction changes/Big Sky	\$2,500
Permits	\$2,500
Accessories and Misc. Allowance	\$11,000
AV Cost not budgeted	\$4,000
TOTAL	\$44,000

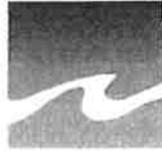
TOTAL COST of PROJECT AS RECOMMENDED **\$119,850**

TOTAL BUDGET **\$120,000**

A preconstruction meeting will be held prior to construction between Big Sky Design, the Contractor and the AV Contractor and possibly David Sims to coordinate the construction.

Action Items

1. Discuss the item and ask questions
2. Consider awarding Lewis Builders the contract to complete the renovation of the Town Hall Board Room
3. Allow the Town Manager and Town Attorney to review and execute contracts with regard to the Board Room Renovation and AV Project in the amount of \$119,850.



LEWIS
BUILDERS

**Specifications for the Remodel of
Wrightsville Beach Town Hall Board Room
321 Causeway Drive,
Wrightsville Beach, NC 28480
9-23-16**

1 GENERAL CONDITIONS

- Project Management
- Superintendent
- Permit and Inspection fees for Electrical and Mechanical trades (by New Hanover County), other fees waived by Town of Wrightsville Beach
- Zoning Fee
- Water and Sewer Fees not applicable
- Safety
- Small Tools / Rental
- Daily and final clean-up
- Debris Removal
- Lien Agent Designation
- Electrical power provided from existing power supply at building
- Sanitary Facilities
- Workmen's Compensation, General Liability Insurance
- Performance and Payment Bond not included

2 SITE WORK

- NA

3 CONCRETE

- NA

4 MASONRY

- NA

5 STEEL

- NA

6 CARPENTRY AND MILLWORK

- Furnish materials and labor to demo existing acoustical ceiling tile system and carpet.
- Furnish materials and labor to install 1 ½" hat channel to existing walls
- Furnish materials and labor to frame around existing steel I beam, per plans
- Furnish materials and labor to frame around two existing support columns, per plan.
- Furnish materials and labor to frame 92 lineal feet of soffit per plan. **Note:** The overall height of the ceiling will remain at its current height at the soffit area due to existing conditions and the need for the new ducts to pass below the existing structural beam.
- Furnish paint grade wood materials and labor to install wainscoting, crown molding, casing, and column trim, per plans.
- **Alternate:** Furnish materials and labor to install a 2x6 southern yellow pine ceiling joist system, and a 1x6 V groove clear yellow pine finish surface. V groove pine to be installed in herring bone pattern, per plans. **Add \$5,400.00**

7 THERMAL AND MOISTURE PROTECTION

- NA

8 DOORS AND WINDOWS

- NA

9 FINISHES

- Furnish materials and labor to install 5/8" drywall at all walls
- Furnish materials and labor to install a new standard acoustical ceiling grid with Armstrong Ultima Beveled Tegular ceiling tiles, per finish legend. **Note:** See Alternate listed in Division 6 to change base bid specifications from full coverage acoustical ceiling system versus changing the ceiling finish over the desk area.
- Furnish materials and labor to complete the painting per finish legend.
- Furnish materials and labor to install Shaw, Broadloom carpet, Modify 5A204, color 03111 on top of existing raised floor. The proposed price assumes existing subfloor is in good condition and not in need of repair.
- Furnish materials and labor to install Mohawk Hot and Heavy Plank, Secoya, Luxury Vinyl Tile over existing VCT flooring. Color 142
- Furnish materials and labor to install Johnsonite 6" and 8" per plan. **Note:** Mandalay is not available in 8" material. For the purposes of this proposal, the 6" base is Mandalay, the 8" base is priced as "Reveal". Color is 08 Icicle.

10 SPECIALTIES

- Reinstall existing fire extinguishers at end of project, prior to final inspections.

11 EQUIPMENT

- NA

12 FURNISHINGS

- Furnish materials and labor to install the new desk wall with plastic laminate on the inside and outside. The wall is to be constructed of ¾" plywood studs and ½" plywood on both sides. The inside will have removable panels for access to the electrical chase. The wall will be a flat, smooth surface, no reveals, no recessed panels, no raised panels. The inside will also have the necessary supports for the counter top. Base bid includes a plastic laminate countertop as specified. **Alternate: Add \$3,400.00** to this proposal for the quartz counter top as specified.

13 SPECIAL CONSTRUCTION

- NA

14 CONVEYING SYSTEMS

- NA

15 PLUMBING AND MECHANICAL

- No change to plumbing system
- Relocate existing supply and return ducts in dropped ceiling area per plans
- Supply and install new duct work per plans
- Supply and install new supply and return diffusers

16 ELECTRICAL

- Furnish materials and labor to complete the electrical scope of work as drawn on the lighting plan, page E1 by David Sims.
- Main method of wiring to be MC cable, with metal device boxes and standard grade devices with plastic wall plates.
- **Lighting Fixtures**
- Furnish and install six A fixtures
- Furnish and install twelve B fixtures
- Furnish and install four C fixtures
- Furnish and install eight D fixtures
- **Option 1:** Change B 6" recessed fixtures to 2' x 2' 3200 lumen LED lay in fixtures **Deduct \$1,000.00** from the proposed price
- **Option 2:** Add two glass side lighted Exit signs including outlet and installation (one at each door) **Add \$600** to the proposed price.
- **Power: Note:** no power plan exists for this project. The following power-related specs are derived from site meetings and verbal communications. Please verify that all bidders are representing the same scope of work in this area.
- Furnish and install four high wall standard duplex receptacles for new television locations
- Furnish and install eleven standard duplex receptacles at perimeter walls (use existing wiring, but modify device box to allow for 1 1/2" hat channel and 5/8" drywall)
- Furnish and install eight standard duplex receptacles at desk in new wall at space between desk top and raised section.
- Existing duplex receptacle circuits to be used for new work. No new circuits are proposed.
- **Note:** The plan change to keep the soffit level at the existing ceiling height has likely alleviated the need to relocate the existing 2" feeder conduit. Should this not be the case, **Add \$1,080.00** to the proposed price.
- No Fire alarm work is included in this proposal
- Main breaker panel to remain
- Cabling for phone, CATV, and all Data are by others.

Total for above scope of work: \$ 66,450.00



Estimate for:
 Wrightsville Beach Town Hall
 September 22, 2016



DIVISION	DESCRIPTION	Cost	COMMENTS / CLARIFICATIONS
02	Trash/Dumpster	\$800	
02	Final clean	\$600	
03	Masonry patch	\$300	
06	Trim Carpentry	\$6,000	quoted poplar wood species
06	Modify wood platform	\$700	
06	Millwork	\$9,310	Plastic laminate desk
09	Drywall/Ceilings	\$10,500	Price for equivalent to Armstrong #1911
09	Painting	\$3,590	
09	Flooring	\$5,758	
15	HVAC	\$7,787	
16	Electrical	\$19,400	
	Labor Burden/Sales Tax		included with cost
	Builder's Risk/Insurance		excluded
	Permits		paid by Owner
	Supervision	\$4,000	
	SUBTOTAL	\$68,745	
	General Requirements	\$500	
	OH&P	\$8,249	12.00%
	Contingency		__%
	TOTAL	\$77,494	
	*Building Gross SF	999	

Notes:

Alternate No. 1 Wood Ceiling	Add	1860
Alternate No. 2 Quartz desktop	Add	9878
Alternate No. 3 L1 Light fixtures	Deduct	500

Submitted by: Jennifer Lancaster
 Stonehenge Building Inc
 6621 Amsterdam Way #2
 Wilmington, NC 28405
 (910) 471-2268

NEWMAN BROS.
102 Old Eastwood Road, Unit B-2
Wilmington, NC 28403
910.523.5817 Fax 910.523.5818

September 23, 2016

Timothy Owens
Town Manager
Box 626
Wrightsville Beach, NC 28480

Re: Board Room Project

Dear Mr. Owens:

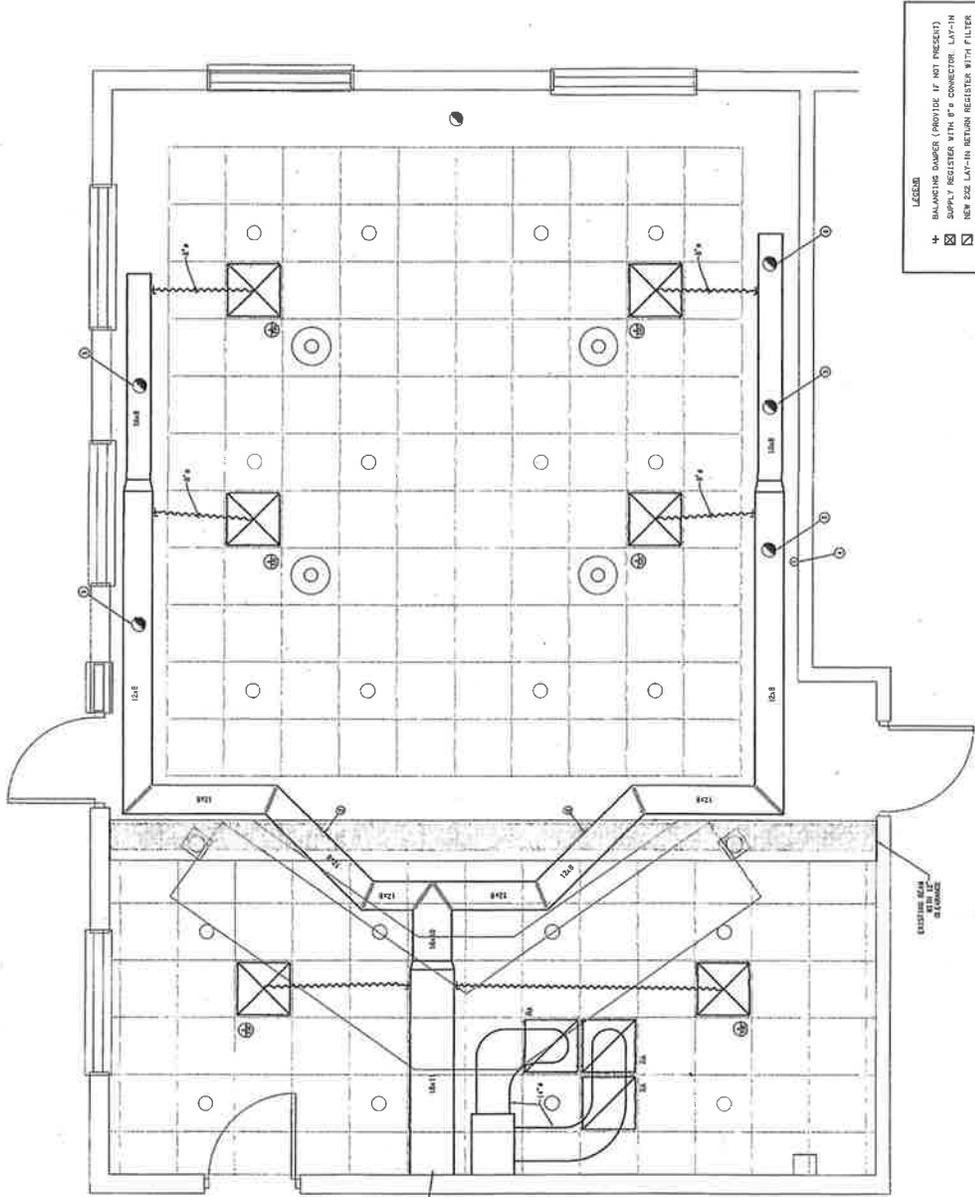
Newman Bros. is pleased to provide a bid of Eighty-Eighty Thousand Two Hundred Dollars for the renovation of the Board Room at Wrightsville Beach Town Hall. Excluded are design, audio visual, and IT wiring. A breakdown is provided below for your review.

<u>Description</u>	<u>Amount</u>
General Conditions	\$11,500
Demolition	3,000
Studs/Drywall/Bulkheads	9,500
Ceilings: Grid & Tile	ABV
Wood Trim: base,trim,crown, repair stage	7,000
Custom Desk with Quartz top	16,100
Flooring: Carpet/LVT/Base(LVT over existing VCT)	5,740
Painting	3,500
HVAC	5,560
Electric	<u>16,300</u>
Subtotal	78,200
Fee	<u>10,000</u>
Total	\$88,200

Alternate #1: V-Groove Wood Ceiling	ADD \$4,000
Alternate #2: Plastic laminate counter top in lieu of Quartz	DEDUCT (\$6,785)
Alternate #3: Add a 3 ton ductless mini-split (allowance)	ADD \$10,000

Note: Size 8 inch Mandalay base is not available, we have quoted 6 inch Mandalay base. If you have any questions, please do not hesitate to contact me (520-8128).

Sincerely,
JASPER NEWMAN



- LEGEND**
- ✕ BALANCE DAMPER (REMOVE IF NOT PRESENT)
 - ☒ SUPPLY REGISTER WITH #10 CONNECTOR LAY-IN
 - NEW 222 LAY-IN RETURN REGISTER WITH FILTER
 - NEW THERMOSTAT
 - FLEX DUCT - 6" J.D.
 - CAN LIGHT BY EC
 - 8" X 16" HICK TUBING - 1" WIDE
 - DIRECTIONAL CAN LIGHT BY EC
 - PENDANT BY EC

M1 MECHANICAL PLAN
SCALE: 1/2" = 1'-0"

- KEY NOTES:**
1. EXISTING DUCT & REGISTER DO NOT EXIST. REMOVE REGISTER PATCH WALL.
 2. REMOVE EXISTING UNDER REAM. USE R-5 INSULATION.
 3. MAINTAIN EXISTING INDENTATION.
 4. LEAVE THE DUCT AS NOTED TO CLEAR THE CAN LIGHTS.
 5. REMOVE EXISTING TUBING AS NOTED IN THE WALL.

SYMBOL	DESCRIPTION	SIZE	MIN. QTY	MAX. QTY	W/C	COL.	W/C	W/C	REMARKS
○	LAY-IN SUPPLY REGISTER	6" x 6"	1	1	1	STEEL	WHITE	1	REMOVE EXISTING
○	FILTER RETURN DUCT	20X22	1	1	1	STEEL	WHITE	1	NEW. PROVIDE #20X22 FILTER

1200 GENERAL

1. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE NORTH CAROLINA STATE BUILDING CODE, NFPA 90A, AND ALL OTHER APPLICABLE LOCAL AND NATIONAL CODES. IN THE CASE OF CONFLICT BETWEEN VARIOUS CODES, THE MOST RESTRICTIVE SHALL TAKE PRECEDENCE.
2. THE MECHANICAL CONTRACTOR SHALL PROVIDE ALL MATERIALS, FINISHES, WORKMANSHIP, ETC., NECESSARY FOR THE EXECUTION OF THIS WORK.
3. THE MECHANICAL CONTRACTOR SHALL PROVIDE ALL MATERIALS, FINISHES, WORKMANSHIP, ETC., NECESSARY FOR THE EXECUTION OF THIS WORK.
4. ALL MATERIALS AND INSTALLATION SHALL BE SUBMITTED TO BE CHECKED BY THE ARCHITECT FOR APPROVAL. ALL COMPONENTS SHALL HAVE A FIVE (5) YEAR AFTER FINAL INSPECTION WARRANTY.
5. IT IS UNDERSTOOD AND AGREED THAT THESE PLANS AND SPECIFICATIONS ARE PREPARED BY THE ARCHITECT AND INTEND TO BE USED AS A GUIDE ONLY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AND STATE AUTHORITIES.
6. THE CONTRACTOR IS NOT RESPONSIBLE FOR THE DESIGN OF THE MECHANICAL SYSTEMS OR THE STRUCTURE OF THE BUILDING.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DESIGN OF THE MECHANICAL SYSTEMS AND THE STRUCTURE OF THE BUILDING.
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1205 DUCTWORK

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1210 DIFFUSERS

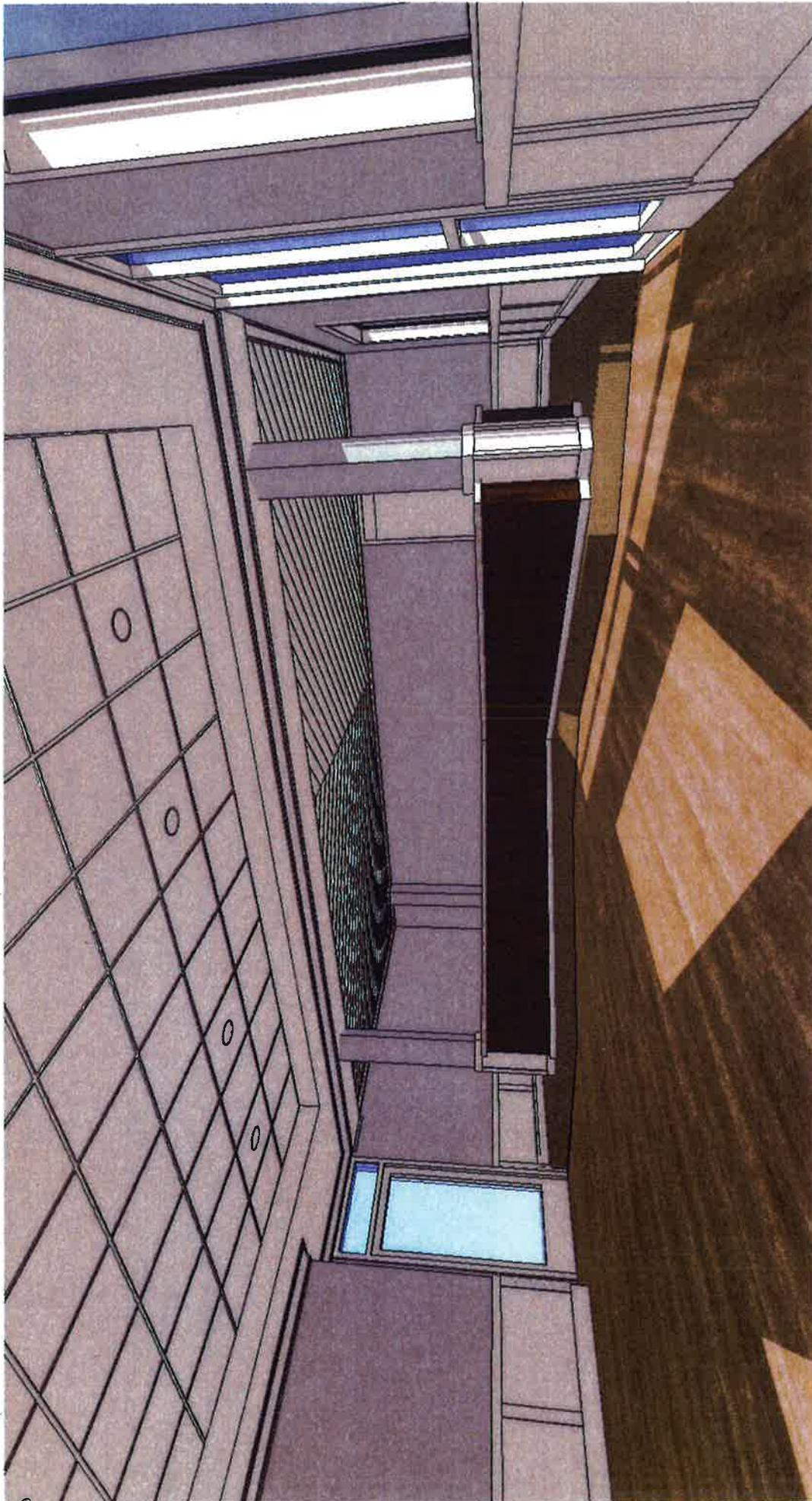
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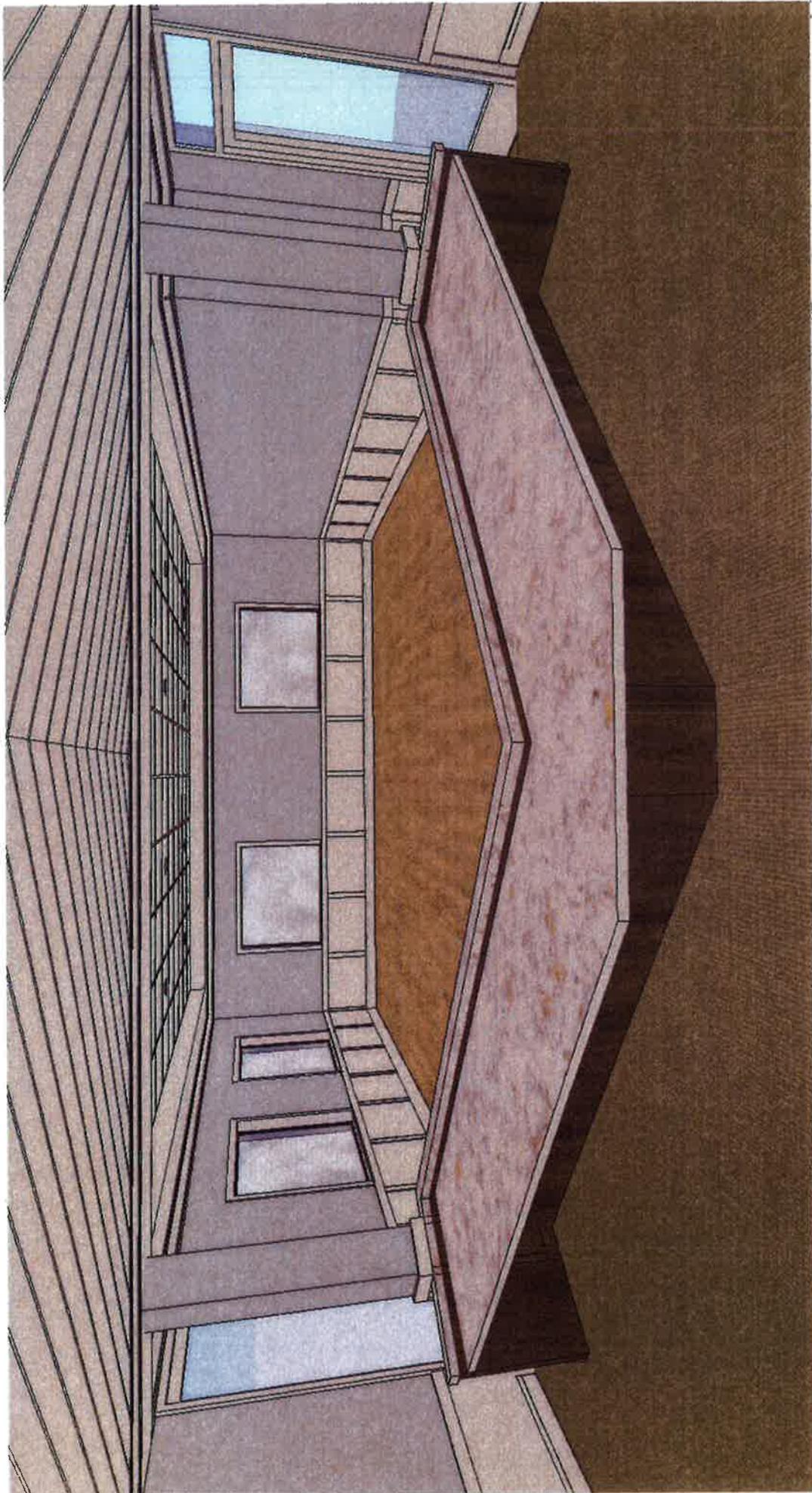
1215 REGISTER

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1220 HANGERS

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BIGSKYDESIGN

Big Sky Design

4037 Masonboro Loop Rd, Ste 2K
Wilmington, North Carolina 28409

Phone: (910) 793-3992

Fax: (910) 793-3995

Website: www.bigskydesignonline.com

Authorization

Tim Owens, Wrightsville Beach Town Hall
321 Causeway Drive
Wrightsville Beach, NC 28480

Authorization #: 100050
Authorization Date: 2/9/2016
Printed Date: 9/27/2016

Chamber Room Chairs - REVISED



Item: Stacking Chair, Armless w/ Ganging Connector,
Quantity: 66.00
Unit: Each
Unit Price: 219.69
Total Price: 14,499.26
Description: Wood Back & Upholstered (Crypton) Seat.
Soft Chrome finish.
19.5"W x 22.5"D x 25.5"H
(Arms shown not included)

Item: Bariatric Stacking Chair w/ Arms,
Quantity: 4.00
Unit: Each
Unit Price: 460.40
Total Price: 1,841.61
Description: Wood Back & Upholstered (Crypton) Seat.
Soft Chrome finish.
31"W x 22"D x 33.5"H
Rated up to 500lbs.

Item: Executive Task Chair
Quantity: 9.00
Unit: Each
Unit Price: 496.72
Total Price: 4,470.48
Description: Faux leather upholstery (different than shown).
Silver 6-way adjustable arms w/ black caps.
Black base w/ carpet casters (add \$63.28 for silver base).
18.5"-27.25"W x 22.5"D x 43"H

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

October 13, 2016

MEMORANDUM

To: Mayor Blair and Board Members
From: Tim Owens, Town Manager
Re: Discussion and Direction on Applying for FY2018 Unified Planning Work Program Project Funds

Agenda Item

Attached is an email from Mike Kozlosky of the Wilmington MPO. According to Mr. Kozlosky, the Unified Planning Work Program (UPWP) is one alternative to seek funding to study future alternatives for bridge replacement. As I see it, a very simple scope of work for the project could be:

1. Evaluation of Current and Future Traffic demand
2. Review and Evaluate current conditions and make short-term recommendations to improve traffic flow (including bike and pedestrian improvements)
3. Evaluate options for an additional bridge renovation or bridge replacement alternatives
4. Look at estimated cost of options
5. Make Recommendations

I anticipate the cost of the project to be between \$75,000 and \$100,000. The MPO is also seeking a local match. The local match is not a requirement but it could help the project get funded.

Action Items

1. Discuss the item and ask questions
2. Determine if the Board wants to apply for UPWP funds to study future bridge alternatives
3. Determine if the Town will match any of the funding requested and the amount.

TCC members,

Based on discussions at the last TCC/Board meetings, the Wilmington Urban Area MPO is issuing our annual call for planning studies and projects to its members for possible inclusion in the FY 2018 Unified Planning Work Program U(PWP). This solicitation shall occur beginning today with submittals due to the MPO on November 15th. Once the proposed studies and projects have been identified and submitted, the Wilmington Urban Area MPO will review the proposed projects/studies and develop a draft UPWP.

Please work with your MPO Board members to submit the name and description of the project/study, anticipated cost and any identified local funding contribution to me by the close of business on November 15th for consideration for inclusion in the FY 17-18 UPWP. Please let me know if you have any questions regarding this request. Thanks.

Mike Kozlosky
Executive Director
Wilmington MPO
(910) 342-2781