



CAROLINA BEACH
Regular Town Council Meeting Agenda
Tuesday, October 8, 2019 @ 6:30 PM
Council Chambers
1121 N. Lake Park Boulevard
Carolina Beach, NC 28428

	Page
1. CALL MEETING TO ORDER WITH INVOCATION BY SHIRLEY JAMES OF FIRST BAPTIST CHURCH CAROLINA BEACH FOLLOWED BY THE PLEDGE OF ALLEGIANCE	
2. ADOPT THE AGENDA	
3. CONSENT AGENDA	
a. Set a Public Hearing for November 12, 2019 to consider a Conditional Use Permit located at 1012 Lake park Blvd S for a 2 unit detached Business Planned Unit Development Applicant: Ralph Roof	3
b. Set a Public Hearing for November 12, 2019 to Consider a Conditional Use Permit located at 406 Harper Ave for a 2 unit detached Planned Unit Development. Applicant Stephannie Covington	4
c. Set a Public Hearing for November 12, 2019 to Consider a Conditional Use Permit located at 401 Marina St for an expansion of the existing marina to include a new dock for new fuel tank and a barge for an eating and drinking establishment with retail. Applicant: CBYC LLC	
d. Budget Amendments & Transfers	5 - 11
e. Approval of Minutes	12 - 23
4. SPECIAL PRESENTATIONS	
a. Special Events	24 - 28
b. Manager's Update	29
5. PUBLIC COMMENT	
6. PUBLIC HEARINGS	

a.	Conditional Use Permit: For a 36 unit condo building located at 402 N. Lake Park Blvd. Applicant: Pelican Point CB LLC	30 - 53
b.	Conditional Use Permit: For a 2 unit deattached residential Planned Unit Development located at 504 Keys Lane. Applicant: The Pioneer Group NC Inc.	54 - 80
c.	Text Amendment: Allow Business Planned Unit Development(PUD) in the Neighborhood Business (NB) Zoning District. Applicant: Ralph Roof	81 - 93
d.	Text Amendment: To amend Chapter 40, Article III and XVIII to address government/public facilities and utilities. Applicant: Town of Carolina Beach	94 - 100
e.	Amend ARTICLE VI. - SCHEDULES Sec. 16-205. - Schedule B, stop intersections.	101 - 104
7.	ITEMS OF BUSINESS	
a.	Committee Appointments	105 - 141
8.	NON-AGENDA ITEMS	
9.	CLOSED SESSION	
a.	Closed Session to Discuss a Real Estate and an Attorney/Client Matter	142
10.	ADJOURNMENT	



AGENDA ITEM

Meeting: Regular Town Council - 08 Oct 2019

Prepared By: Jeremy Hardison

Department: Planning

**Set a Public Hearing for November 12, 2019 to consider a
Conditional Use Permit located at 1012 Lake park Blvd S for a
2 unit detached Business Planned Unit Development
Applicant: Ralph Roof**



AGENDA ITEM

Meeting: Regular Town Council - 08 Oct 2019

Prepared By: Jeremy Hardison

Department: Planning

Set a Public Hearing for November 12, 2019 to Consider a Conditional Use Permit located at 406 Harper Ave for a 2 unit detached Planned Unit Development. Applicant Stephannie Covington



AGENDA ITEM

Meeting: Regular Town Council - 08 Oct 2019

Prepared By: Debbie Hall

Department: Finance

Budget Amendments & Transfers

BACKGROUND:

I have received several budget amendments and/or transfer requests. As you know, transfers require only your notification whereas amendments require your approval. Listed below you will find a description of the amendments and/or transfers. I have also attached a copy of the supporting documentation for the appropriations.

Appropriations:

Appropriate \$15,000 from the General Fund fund balance to account 10-410-031 Legislative Auto Allowance. This line item was inadvertently left out of the budget during the annual budget preparation.

Appropriate \$103,464.85 from the General Fund fund balance to account 10-570-046 Parking Professional Services to cover the cost of 10 paystations and 77 parking meters.

Transfers:

Transfer \$25,000 from account 30-811-045 Wastewater Contract Services to account 30-810-045 Wastewater Treatment Contract Services to cost of soil sampling for the MOTSU property (WWTP) to expedite the Lake Dredge Project.

Transfer \$254 from account 10-440-002 Finance Wages to account 10-440-003 Finance Overtime Pay to over overtime worked during Hurricane Dorian and annual financial audit.

BUDGET IMPACT:

No budget impact.

ACTION REQUESTED:

Approve the budget amendments and transfers as presented by the Finance Director.

ATTACHMENTS: [Budget Amendments and transfers 10.8.19](#)

Debbie Hall

From: Ed Parvin
Sent: Monday, September 30, 2019 4:26 PM
To: Debbie Hall
Subject: FW: Equipment Purchase quotes
Attachments: Carolina Beach cc Lanier Carolina Beach Parkeon Quote.pdf; Lanier Quote 1928- Mackay Meters.pdf

Debbie and Kim,

Can we put this on the agenda as a budget amendment?

V/R,

Ed H. Parvin
 Interim Manager

910 465 2766
ed.parvin@carolinabeach.org



1121 North Lake Park Blvd.
 Carolina Beach, NC 28428

CarolinaBeach.org

From: Tina Reid <tina.reid@reefparking.com>
Sent: Monday, September 30, 2019 4:24 PM
To: Ed Parvin <ed.parvin@carolinabeach.org>
Subject: Equipment Purchase quotes

Be Advised: This email originated from outside of the Town of Carolina Beach, NC

Ed,

Attached are the 2 equipment quotes:

- Parkeon- 10 Paystations = \$ 53,255.00
- Mackay – 77 Meters = \$50,209.85
- Total = \$103,464.85

Parkeon quote includes the credit card only units which are about \$2000 cheaper than the credit card/cash option, hence the one of the reasons why we recommended credit only. The quote also includes an initial supply of ticket stock. These paystations will be pay by plate and require customers to enter their license plate number for identification. Parkeons come with a 2 year parts warranty. The BOS management fee is not included in the total costs

as these are costs that are billed monthly once equipment is activated. These costs will be included in our 2020 budget as operational expenses.

The Mackay meters quote includes 77 single space meters with 3 spare battery packs and 3 spare meters. WE can remove the 3 spare meters but wanted to include them just in case, which helps in when other meters go down, we then have an inventory to pull from as the current inventory of spare meters and parts has been depleted. The software costs associated with the meters is also billed later once the equipment is activated and these costs will be included in our 2020 budget as operational expense unless directed otherwise.

Please let me know if you have any questions.

Tina Reid, CPP

Region Vice President- South Carolina & North Carolina



LANIER PARKING is now part of the REEF Parking Network.

treid@lanierparking.com
Mobile: 864-252-6303
Office: 864-240-8146
635 North Academy St.
Greenville, SC 29601 USA

Departmental Budget vs Actual

Town of Carolina Beach
9/26/2019 1:28:12 PM

Period Ending 6/30/2020

Department: 410 Legislative

Expenditures

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-410-001 Holiday Pay	0	0.00	0.00	0.00	0.00	0.00	
10-410-002 Wages	37,800	0.00	0.00	0.00	10,176.88	27,623.12	27%
10-410-003 Overtime Pay	0	0.00	0.00	0.00	0.00	0.00	
10-410-005 FICA Taxes	4,041	0.00	0.00	0.00	1,227.99	2,813.01	30%
10-410-006 Medical Insurance	38,445	0.00	0.00	0.00	7,898.48	30,546.52	21%
10-410-007 Retirement	0	0.00	0.00	0.00	0.00	0.00	
10-410-008 Premium Pay	0	0.00	0.00	0.00	0.00	0.00	
10-410-009 Workmans Comp	55	0.00	0.00	0.00	55.00	0.00	100%
10-410-010 Legal Salaries	0	0.00	0.00	0.00	0.00	0.00	
10-410-012 Printing & Publishing	300	0.00	0.00	0.00	0.00	300.00	
10-410-014 Travel & Training	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-410-016 Maintenance & Repair - Equipment	1,000	0.00	0.00	0.00	342.98	657.02	34%
10-410-025 401K Match Program	0	0.00	0.00	0.00	0.00	0.00	
10-410-031 Auto Allowance	0	0.00	0.00	0.00	4,038.30	(4,038.30)	
10-410-033 Supplies	1,000	0.00	0.00	0.00	193.31	806.69	19%
10-410-039 Miscellaneous	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-410-044 Temps	0	0.00	0.00	0.00	0.00	0.00	
10-410-045 Election Expenses	0	0.00	0.00	0.00	0.00	0.00	
10-410-046 Professional Services	130,000	108,074.18	0.00	0.00	44,294.71	(22,368.89)	117%
10-410-051 Liability Insurance	0	0.00	0.00	0.00	0.00	0.00	
10-410-052 Special Events	0	0.00	0.00	0.00	0.00	0.00	
10-410-053 Dues & Subscriptions	18,315	1,000.00	0.00	0.00	8,816.00	8,499.00	54%
10-410-057 Miscellaneous	0	0.00	0.00	0.00	0.00	0.00	
10-410-059 Longevity Pay Plan	0	0.00	0.00	0.00	0.00	0.00	

Joe Benson
Mayor

Steve Shuttleworth
Council Member

LeAnn Pierce
Council Member



Tom Bridges
Mayor Pro Tem

JoDan Garza
Council Member

Ed H. Parvin
Interim Town Manager

Town of Carolina Beach
1121 N. Lake Park Blvd.
Carolina Beach, NC 28428
Tel: (910) 458-2999
Fax: (910) 458-2997

To: Debbie Hall
From: Mark Meyer
Re: Budget transfer
Date: September 10th, 2019

Budget transfer 25,000
From: 30-811-045 (Wastewater Contract Services)
To: 30-810-045 (Wastewater Treatment Contract Services)

Explanation: This transfer is to cover the cost of the soil sampling for the MOTSU properties (WWTP) to expedite the Lake dredge process.

Departmental Budget vs Actual

Town of Carolina Beach
9/26/2019 1:29:02 PM

Period Ending 6/30/2020

Department: 440 Finance

Expenditures

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-440-001 Holiday Pay	0	0.00	0.00	0.00	0.00	0.00	
10-440-002 Wages	187,603	0.00	0.00	0.00	42,692.41	144,910.59	23%
10-440-003 Overtime Pay	1,401	0.00	0.00	0.00	1,654.12	(253.12)	118%
10-440-004 C.O.L.A./Merit Pay	5,628	0.00	0.00	0.00	0.00	5,628.00	
10-440-005 FICA Taxes	14,958	0.00	0.00	0.00	3,341.42	11,616.58	22%
10-440-006 Medical Insurance	23,067	0.00	0.00	0.00	2,587.56	20,479.44	11%
10-440-007 Retirement	17,283	0.00	0.00	0.00	3,969.04	13,313.96	23%
10-440-008 Premium Pay	0	0.00	0.00	0.00	0.00	0.00	
10-440-009 Workmans Compensation	425	0.00	0.00	0.00	425.00	0.00	100%
10-440-010 401K LEO	0	0.00	0.00	0.00	0.00	0.00	
10-440-012 Printing & Publishing	7,870	0.00	0.00	0.00	553.00	7,317.00	7%
10-440-014 Travel & Training	2,455	0.00	0.00	0.00	250.00	2,205.00	10%
10-440-016 Maintenance & Repair - Equipment	500	0.00	0.00	0.00	0.00	500.00	
10-440-023 Maintenance & Repair - Software	20	0.00	0.00	0.00	0.00	20.00	
10-440-025 401K Match Program	5,866	0.00	0.00	0.00	1,231.18	4,634.82	21%
10-440-033 Supplies	1,785	0.00	0.00	0.00	252.58	1,532.42	14%
10-440-036 Bank Charges	47,661	0.00	0.00	0.00	8,353.70	39,307.30	18%
10-440-039 Miscellaneous	0	0.00	0.00	0.00	0.00	0.00	
10-440-044 Temps	0	0.00	0.00	0.00	0.00	0.00	
10-440-045 Contracted Services	46,607	5.64	0.00	0.00	1,040.91	45,560.45	2%
10-440-046 Professional Services	17,000	0.00	0.00	0.00	0.00	17,000.00	
10-440-051 Liability Insurance	0	0.00	0.00	0.00	0.00	0.00	
10-440-053 Dues & Subscriptions	300	0.00	0.00	0.00	0.00	300.00	
10-440-059 Longevity Pay Plan	900	0.00	0.00	0.00	0.00	900.00	

CAROLINA BEACH

Town Council Workshop Minutes
Tuesday, September 24, 2019 @ 9:00 AM
Council Chambers
1121 N. Lake Park Boulevard
Carolina Beach, NC 28428

ASSEMBLY

The Town of Carolina Beach Town Council Workshop was held on Tuesday, September 24, 2019 at 9:00 AM at Council Chambers.

PRESENT: Mayor Joe Benson, Mayor Pro Tem Tom Bridges, Council Member LeAnn Pierce, and Council Member Steve Shuttleworth

ABSENT: Council Member JoDan Garza

ALSO PRESENT: Interim Town Manager Ed Parvin, Finance Director Debbie Hall, Town Clerk Kim Ward, and Town Attorney Noel Fox

1. MAYOR BENSON CALLED THE MEETING TO ORDER AT 9:00 AM

2. DISCUSSION ITEMS

a. Employee Recognition

Chief Griffin introduced the new Master Firefighter Will Heath.

Mark Meyer introduced Holly Satorre and Amanda Gauthier. He also recognized Rachel Shelton for her promotion to the Utility Billing Supervisor position.

Brian Stanberry introduced Dan Woodford as the new Environmental Supervisor. He also recognized the promotion of Mark Dudenhaver to the Utility Construction Permit Technician position and Hugh Jones to the Building Maintenance position.

Debbie Hall introduced Sue Granquist as the new Finance Accounting Technician.

Jeremy Hardison introduced Gloria Abbotts as the new Intern in the Fellows Program.

Captain Humphries gave an update on the hiring status in the Police Department. They will be fully staffed by November 1, 2019.

b. Marina Update by Mark Weiss

Mark Weiss with ARDURRA gave an update on the Marina Project.

Council Member Shuttleworth asked what Council can do to help move the process along with FEMA.

Mr. Parvin asked Council to reach out to Congressman David Rouzer.

Council Member Shuttleworth asked Mr. Parvin to get some talking points together for Council.

Council Member Shuttleworth said he would like to have some flexibility in the design to possibly eliminate the third head boat slip if there is more of a demand for charter boats.

Council Member Pierce asked for staff to evaluate the revenue that would come from both scenarios.

c. Review of the Harbor Ordinance

Ed Parvin presented a draft Harbor Ordinance. He has not yet reviewed it with Attorney Fox or the Technical Review Committee.

Council Member Shuttleworth asked if anchoring meant long term or temporarily fishing.

Mr. Parvin said that it referred to long term.

Council Member Shuttleworth asked if staff was suggesting adding more mooring balls.

Mr. Parvin said he would like to add 10 more.

Council Member Pierce said she would not be in favor because it takes away from the natural look of the waterway.

Council Member Shuttleworth expressed concern on dragging the process out. He would like for staff to tighten up the enforcement.

Council Member Shuttleworth said he is not totally opposed to expanding the mooring field.

MPT Bridges said that he was not opposed to it either.

3. NON-AGENDA ITEMS

a. Business and Economic Development Committee Discussion

Council would like to stay at 7 to meet quorum and not so many ideas.

Discussed mission - bring family business and what incentives are available. Year round support services for home business, etc. Residents say we are heavily leaning toward tourism industry.

Shuttleworth - software design or warehouse design marine repair from the colleges.

Pierce tomorrow set up roles chair, polling the committee and community

b. Mr. Parvin said that he left a few items in front of Council for their review offline. They will come back to a later Council meeting. One of the items is some discussion on Freeman Park recommended changes. The other item is parking for delivery drivers for boardwalk business owners. Staff is suggesting the allowance of golf carts on the boardwalk for loading and unloading.

Council Member Shuttleworth does not want the bollards locked. He would like to allow them 30 minutes to unload, after 30 minutes ticket them, after an hour tow them.

Mayor Benson asked if the results have been received for the well testing.

Mr. Meyer replied that they should have results today.

Mayor Benson asked staff to share the results with Sunny Point.

Mayor Benson asked if anyone had heard back from NCDOT on the requests that were submitted.

Mr. Stanberry replied that they are expecting to hear from them any day now.

4. CLOSED SESSION

- a. Closed Session to Discuss an Attorney/Client Matter

ACTION: Motion to go into closed session to discuss an attorney/client matter in accordance to NCGS 143-318.11(a)(3).

The matters being discussed include:

TCB vs. Carolina Freeman LLC NHC 18 CVS 3151

TCB vs, B&F Enterprises LLC NHC 18 CVS 3152

TCB vs DRDK, LLC NHC 18 CVS 3153

TCB vs Freeman Beach, LLC 18 CVS 3154

Motion: Joe Benson

Vote: UNANIMOUS

5. ADJOURNMENT

- a. Mayor Benson called the meeting back into open session stating no action was taken.

Mayor Benson made a motion to adjourn at 11:30 a.m. Motion carried unanimously.

Adopted at a regular meeting on October 8, 2019.

Recorded by Kimberlee Ward, Town Clerk

CAROLINA BEACH

Regular Town Council Minutes
Tuesday, September 10, 2019 @ 6:30 PM
Council Chambers
1121 N. Lake Park Boulevard
Carolina Beach, NC 28428

ASSEMBLY

The Town of Carolina Beach Regular Town Council was held on Tuesday, September 10, 2019 at 6:30 PM at Council Chambers.

PRESENT: Mayor Joe Benson, Mayor Pro Tem Tom Bridges, Council Member LeAnn Pierce, Council Member Steve Shuttleworth, and Council Member JoDan Garza

ABSENT:

ALSO PRESENT: Interim Town Manager Ed Parvin, Finance Director Debbie Hall, Town Clerk Kim Ward, and Town Attorney Noel Fox

1. MEETING CALLED TO ORDER WITH INVOCATION GIVEN BY REVEREND SHAWN BLACKWELDER WITH ST. PAUL'S UMC FOLLOWED BY THE PLEDGE OF ALLEGIANCE

2. ADOPT THE AGENDA

ACTION: Motion to adopt the agenda.

Motion: Joe Benson

Vote: UNANIMOUS

3. CONSENT AGENDA

- a. Set a public hearing for October 8, 2019 to consider a Text Amendment, to allow for Business Planned Unit Developments in the Neighborhood Business (NB) district. Applicant: Ralph Roof
- b. Set a public hearing for October 8, 2019 to consider a Conditional Use Permit, for a 2 unit Planned Unit Development located at 504 Keys Ln. Applicant: The Pioneer Group NC Inc
- c. Set a public hearing for October 8, 2019 to consider a Conditional Use Permit, for a 36 unit condo building located at 402 N. Lake Park Blvd. Applicant: Pelican Point CB LLC
- d. Set a Public Hearing for October 8, 2019 to Consider a Text Amendment: to amend Chapter 40 article III and XVIII to address allowed uses in the Conservation District. Applicant: Town of Carolina Beach
- e. Budget Amendments & Transfers
- f. Approve purchase of a Vactor Truck for \$409,827 at 1.995% interest with Sun Trust Equipment Finance & Leasing Corporation.

g. Approval of Minutes from August 13, 20, 27, and September 3, 2019.

h. **ACTION:** Motion to approve the consent agenda.

Motion: Joe Benson

Vote: UNANIMOUS

4. SPECIAL PRESENTATIONS

a. Camp Counselor Recognition

Parks and Rec Director Eric Jelinski recognized the youth camp counselors for their hard work and dedication.

b. September-October Special Events

Brenda Butler presented the events for September and October, 2019.

Council Member Garza asked if the Town was aware of the Tech-Wave event that was taking place on Freeman Park this weekend.

Ms. Butler said that it was not a Town event and she was not aware of it.

Mr. Parvin added that the Town did not sponsor this event nor was he aware of it.

c. Manager's Update

Interim Manager Ed Parvin gave an update on the following topics:

Hurricane Dorian:

Declared State of Emergency on Tuesday at 5:00 p.m.

Bridge closed at 7:00 p.m. on Thursday and reopened Friday morning at 9:00 a.m.

All assessments were complete by 9:00 a.m. Thursday.

Freeman Park reopened on Saturday at 7:00 a.m.

The Mooring Field reopened on Sunday.

All Town facilities opened on Monday at 8:00 a.m.

There will be an after action staff meeting on September 19th.

September 12, 2019 Planning and Zoning Meeting Agenda:

Conditional Use Permit: for a 36 unit condo building located at 402 N. Lake Park Blvd.

Applicant: Pelican Point CB LLC

Conditional Use Permit: for a 2 unit Planned Unit Development located at 504 Keys Ln.

Applicant: The Pioneer Group NC Inc

Text Amendment: to amend Chapter 40 article III and XVIII to address allowed uses in the Conservation District. Applicant: Town of Carolina Beach

Text Amendment: to allow for Business Planned Unit Developments in the Neighborhood Business (NB) district. Applicant: Ralph Roof

September 16, 2019 TRC Agenda:

CUP- 406 Harper Ave. two unit detached Planned Unit Development

CUP -1012 S. Lake Park Blvd. Planned Unit Development for two detached businesses.

CUP - 401 Marina St. Carolina Beach Marina and Yacht club expansion.

Text Amendment – to consider installing additional stop signs in the Seagrove Community.

There will be a Clarendon Avenue Multi-Use Path Workshop on September 19, 2019 5:30-7:00 p.m.

There will be a meeting with FEMA on September 19th to discuss the Town Marina.

September 24th Town Council Workshop:

Employee Recognition

Town Marina Improvement Recommendations

MOTSU:

Well testing is scheduled for September 16th and 17th.

Lake Dredge permits are still in place.

The timeline is to be determined based on the State's response.

Town Hall is reconstructing the front lobby in the Billing and Planning Department. This will start in the next couple of weeks.

Ocean Rescue Building Timeline:

September 23, 2019 Demolition of the Hamlet Avenue Restrooms

October 8, 2019 Town Council awards contract

November 11, 2019 Begin work

April 30, 2020 Completion of project

Council Member Pierce mentioned that the lifeguard station could be reimbursed by ROT funds.

5. PUBLIC COMMENT

- a. Lynn Barbee 933 Sea Ridge Lane commended staff for a job well done during Hurricane Dorian and recognized their families for weathering the storm without them.

Tom Savarese 101 Lighthouse Drive said that when the tree limbs were trimmed on Saint Joseph Street it caused them to grow westward into his yard and the Town needs to come cut the trees that are hanging over his property.

6. PUBLIC HEARINGS

- a. Text Amendment – Consider amending Article IX. - Development Standards For Particular Uses, Mixed use commercial-residential regulations to review the commercial sq. ft. requirement when located in a V-floodzone. Applicant: Jeff Stokley

Jeremy Hardison presented the request for the amendment.

Mayor Benson made a motion to open public hearing. Motion carried unanimously.

Steve Nemier (applicant) said that he is asking for the amendment because there is property that he would like to develop across from Stoked on the Water.

Mayor Benson made a motion to close the public hearing. Motion carried unanimously.

ACTION: Motion to adopt Ordinance 19-1122 amending Chapter 40, Article IX, Section 261(s) - Mixed use commercial-residential regulations to review the commercial square footage requirement when located in a V-floodzone. The amendment is in accordance with provisions of North Carolina General Statute. It is consistent with the goals and objectives of the adopted Land Use Plan and other long range plans and in the public interest.

Motion: Steve Shuttleworth

Vote: UNANIMOUS

- b. Conditional Use Permit Modification for a roof top bar expansion - Hurricane Alleys - 5 Boardwalk Applicant: JLM PARTNERSHIP LLC

Mayor Benson: The next item on the agenda is a public hearing to consider a Conditional Use Permit Application. All individuals intending to testify must come forward and be sworn in by the Town Clerk.

The following were sworn in by the Town Clerk:

David Cole, applicant

Ned Barnes, applicant's attorney

Jeremy Hardison, Planning Director

Attorney Fox: Mayor, Council and Members of the Town that are in attendance, this is a quasi-judicial matter which means that this hearing is an evidentiary hearing, much like a court hearing. Council must follow specific procedures that are required by state law in making its decision tonight. Specifically, Council's discretion is limited and must base its decision on competent, relevant, and substantial evidence in the record. If you are a witness, you need to focus on the facts and standards, not personal preference or opinion. If you intend to testify, please do not offer unsupported opinions or speculation. The Council cannot consider that testimony. Please limit your testimony to relevant, competent, substantial and material evidence. Before we begin, does any member of Council have any partiality to disclose or recusal to offer?

Mayor Benson: No

Ms. Fox: Does any board member have an exparte' or communications to disclose?

Council: No

Jeremy Hardison:

The applicant for this Conditional Use Permit is David Cole with JLM Partnership, LLC. It is located at 5 Boardwalk. It is zoned Central Business district in the AE flood zone. The use is a bar since 2014. The building is 1,700 square feet. It serves alcohol and food. It has an existing second story deck and patio service area. The proposal is for a roof top bar and seating over the existing building. The hours for operation will be 11:00 a.m. until 2:00 a.m. This existing floor plan on the bottom floor will remain the same with the exception of adding a staircase leading to the rooftop bar. There is no expansion of the foot print of the building. They will have added seating and a bar on the west side of the building. In 2012 a survey was conducted and it was discovered that the sidewalk in front of the building was on the owner's property. The Town historically maintained this sidewalk. Council at that time requested a 5 foot easement from the previous owner who was not interested in granting the easement. One of the recommendations from staff is to require that 5 foot easement prior to approving any building permits being issued. This would be a public access easement. The application and plans submitted meets the specific stands. There is only pedestrian access to the property. In March of 2012, the applicant agreed to dedicate an access easement to the Town in front of the deck. Tables will be situated as to not block the ingress and egress. There is no vehicular access to the property. Central Business District parking is waived. Refuse collection agency is handled by the the boardwalk business area. A sign permit must be obtained for any new signs located on the property. The structure was built in 1953 and covered the majority of the lot. It meets the four general conditions as laid out in the Land Use Plan. It promotes commercial businesses.

Before you is a motion that meets the seven specific standards and the four general conditions. That the location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the Town Land Use Plan and policies. The Town would like to put a condition on this permit to have a 5' access easement given to the Town.

MPT Bridges: Is there not a way to just move the sidewalk east, out of his property?

Mr. Hardison: There are some CAMA requirements on paving. The CAMA line is about a foot off of where it is now. The majority of the sidewalk is on his property.

Mayor Benson: At this time I would like for the applicant to come and present.

Attorney Fox: I want to clarify that the applicant is Hurricane Alley's LLC and the property owner is JLM Partnership, LLC.

Attorney Ned Barnes: Ned Barnes, 814 Carolina Beach Avenue North. This establishment has been in business since 2014. The Island has grown with residents and we get more business every year. This roof top would be the first place people would want to go during fireworks nights. This would enhance the boardwalk area and allow visitors to enjoy the boardwalk area. I don't want to be redundant and repeat everything Jeremy stated. It meets the seven specific standards and the four general conditions as required. It passed unanimous by Planning and Zoning. There was quite a bit

of discussion at the Planning and Zoning meeting and the consensus was that there was no need for the 5' easement. It would be detrimental to him to cut off that access for patrons that are coming to his business and he has no intent on doing so. I'll address any questions you have and I'll have the applicant come up for questions.

Council Member Pierce: So you're saying that the applicant does not want to grant the easement that was with the original CUP?

Attorney Barnes: That would be his preference. He was not the owner in 2012. Historically, this sidewalk has remained open for all of these years. He has no plans to block it. He would have no problem if the Town wanted to expand the sidewalk.

David Cole 205 Greenville Avenue: It goes back to 2011 when the building was boarded up. It came up when I wanted to build the deck. That's when the Town found out that they did not own that property. It was a big surprise to the Town. The Mayor at the time wanted to take the property. That didn't go over too good. In 2012, I wanted to switch the CUP because of alcohol sales. You are limited with so little space. I have no outside space. I tried to have corn hole games on the grass and I was cited for that. Everything I have done down there has been pretty much harassed. I've never done anything to stop anyone from using that area. I did yell at the guys on the Gators a while back because they were going too fast and there were kids running around. By me agreeing to grant access to the Town has cost me revenue. I could have had tables out there. It's my property, not the Town's. We worked it out where I would set the deck back 3 feet in case they needed a truck down there.

Mayor Benson: I'll retract my hypothetical because it's your property and if you decide sometime down the road that you want patio seating on the sidewalk itself, it would be no different than Buzz's Roost or Smoke House.

Mr. Cole: I try to keep the tables under the deck for shade but it's my property and I allow everybody else to use it. I maintain that sidewalk because the guys that come around with the blowers, blow the sand up under my door and it blows into my building. I'd rather them not do it. I'll take care of it.

Council Member Pierce: I get that that's your property and there are some hokey lines down there because we have old maps. We appreciate the partnership that you guys have had with the Town. We would just ask that you continue to have that and we could have pedestrian access as much as possible.

Mr. Cole: I have no plans of blocking it. There's another property adjacent to mine that the City thinks is their property and it's not. That's for the City to hire a surveyor to find out what's yours and what's not.

Council Member Shuttleworth: We did, and they told us it's not!

Mr. Cole: In 2011/2012 this building was boarded up and there were 2 homeless people living in it. It's ocean front property. I took my little bit of life savings and bought that building and turned it

into a little restaurant. I took a chance. People want to see the ocean. You cannot see the ocean from the businesses on the boardwalk. That's why I'm wanting to go up.

Mayor Benson: Any other witnesses?

Mayor Benson made a motion to open the public hearing. Motion carried unanimously.

Mayor Benson made a motion to close the public hearing. Motion carried unanimously.

Council Member Shuttleworth: I would like to make a motion to approve it. David has done a tremendous job turning that place around. I understand staff's desire to have an easement but I also like Tom's idea of moving the sidewalk east. Generally an easement comes with an agreement and a purchase.

ACTION: Recommend approval of the Conditional Use Permit modification – For the addition/expansion of the rooftop deck to include additional seating and a bar at Hurricane Alleys and it meets the specific standards and general conditions. That the location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the town Land Use Plan and policies.

The project is located in the Commercial 2 district area of the Land Use Plan. The proposed project is consistent with the 2007 Land Use Plan. The desired Future Land Use of the Commercial 2 area includes tourist and family-oriented retail and services, with other considerably less vehicle-dependent commercial businesses such as offices, commercial lodgings, restaurants, and entertainment.

Motion: Steve Shuttleworth

Vote: UNANIMOUS

c. Approval of Financing Property Purchase

Debbie Hall presented the request for approval for financing a property purchase at 3 Carolina Beach Avenue South.

Mr. Parvin stated that the purpose for the property could be for storage of ocean rescue and parks and recreation equipment, public bathrooms, storage of security equipment or reconstruction for open space.

Mayor Benson made a motion to open the public hearing. Motion carried unanimously.

No one from the public spoke.

Mayor Benson made a motion to close the public hearing. Motion carried unanimously.

Mayor Benson mentioned that the Town really needs to move the ocean rescue equipment out of the leased space and end the lease.

ACTION: Motion to approve Resolution of Necessary Findings 19-2207, Reimbursement Resolution 19-2208 and Resolution Approving Financing Terms 19-2210.

Motion: Steve Shuttleworth

Vote: UNANIMOUS

7. ITEMS OF BUSINESS

a. Business and Economic Development Ad-hoc Committee Appointments

The following seven applicants were appointed to the Business and Economic Development Committee:

Ethan Crouch, Kristen Dunn, Paul Levy, Maureen Lewis, Greg Reynolds, Danny Tangredi, Jason Wooten

Council discussed possibly expanding to a 9 member committee or two alternates because there was such an interest in this committee. The committee will hold their kick-off meeting in September and discuss those options.

8. NON-AGENDA ITEMS

a. MPT Bridges commended staff on a job well done during Hurricane Dorian.

Council Member Shuttleworth asked for a status on the golf cart parking issue.

Mr. Parvin said he is meeting with Lanier tomorrow to start implementing plans.

Council Member Shuttleworth asked if the Town could get with CAMA about renewing the permit to use the beach rake.

Council Member Shuttleworth would like staff to ask Kevin Murphy about expanding the beach mats.

Council Member Shuttleworth commended the Parks and Rec Department stating that department has totally turned around the last four years and that Eric Jelinski is doing a tremendous job.

Council Member Shuttleworth asked about planting trees on the other side of the bridge. Mr. Parvin will follow up.

Mayor Benson asked staff to keep the public informed about the progress of Ryder Lewis Park.

Mayor Benson mentioned meeting with Corps regarding the wetland area that Mr. Freeman is wanting to dig out with his own funds.

Mayor Benson mentioned Census 2020. He has been attending meetings about this project.

Mayor Benson said that he spoke with Dave Connely, the Corps Public Affairs Director to promote

what the dunes did and the value of beach nourishment as it pertained to Hurricane Dorian.

9. CLOSED SESSION

- a. Closed Session to Discuss a Personnel, Attorney Client, and Real Estate Matter

ACTION: Motion to go into closed session to discuss a personnel, attorney/client and real estate matter in accordance to NCGS 143-318.11(a)(3)(5) and(6).

The property being discussed is 316 Cape Fear Boulevard.

The matter being discussed is 19CVS2999 Stier Construction v Town of Carolina Beach

Vote: UNANIMOUS

10. ADJOURNMENT

- a. **Mayor Benson made a motion to return to open session stating that no action was taken during closed session. Motion carried unanimously.**

ACTION: Motion to adjourn at 9 p.m.

Motion: Joe Benson

Vote: UNANIMOUS

Adopted at a regular meeting on October 8, 2019.

Recorded by Kimberlee Ward, Town Clerk



AGENDA ITEM

Meeting: Regular Town Council - 08 Oct 2019

Prepared By: Tim Murphy

Department: Parks and Recreation

Special Events

BACKGROUND:

Brief October and November Special Events

ACTION REQUESTED:

Assistant Parks and Rec Director Tim Murphy will present the October and November Events.

ATTACHMENTS:

[TC October 8 Special Events](#)



SPECIAL EVENTS

OCTOBER - NOVEMBER 2019

OCTOBER APPROVED EVENTS

- 2nd ANNUAL BEACH, BACON, & BEER FESTIVAL SATURDAY 12th 11:30 am – 5:00 pm CAROLINA BEACH LAKE
- SURF FISHING CHALLENGE– FRIDAY 18th – Start 9:00 am – SUNDAY 20th – End 5:00 pm – FISHERMAN’S LOT
- CB FIRE DEPARTMENT BBQ – SATURDAY 26th – 11:00 am till SELL OUT – FIRE DEPARTMENT



NOVEMBER APPROVED EVENTS

- BIKE RODEO – Saturday 2nd – Town Hall – 2:00 pm – 5:00 pm
- BIKE BRIGADE – Saturday 9th – Starting at the Lake - 2:30 pm (Check in) – 6:00 pm Leave the Lake
- CHRISTMAS BY THE SEA LIGHT UP – Saturday 30th – Boardwalk – 6:00 pm



QUESTIONS??

CONTACT:

TIM MURPHY
PARKS AND RECREATION SUPERINTENDENT

910-458-7416
Tim.murphy@carolinabeach.org



AGENDA ITEM

Meeting: Regular Town Council - 08 Oct 2019
Prepared By: Ed Parvin
Department: Executive

Manager's Update

BACKGROUND: Ed Parvin will give an update on current and future projects.



AGENDA ITEM

Meeting: Regular Town Council - 08 Oct 2019

Prepared By: Jeremy Hardison

Department: Planning

Conditional Use Permit: For a 36 unit condo building located at 402 N. Lake Park Blvd. Applicant: Pelican Point CB LLC

BACKGROUND:

The applicant, Pelican Point CB LLC is requesting a CUP for a multi-family project to construct 36 residential condo units located at 402 N. Lake Park Blvd consisting of 28 one bedroom units and 8 two bedroom units. A CUP was issued on September 8, 2015 for 36 one bedroom units. The permit was good for two years and has now expired.

The property is located in two different zoning districts. The western portion of the property is zoned Highway Business (HB) and the eastern piece is Marina Business (MB-1). The building is proposed to be located in the MB-1 zoned area. A portion of the parking will be located in the HB district and under the building. Parking areas located in other districts are allowed with the approval of a CUP. There are no density requirements in HB or MB. Multi-family structures are allowed in the MB-1 under a Conditional Use Permit. The square footage property is 40,839 square feet. MB-1 zoned properties allow for a maximum lot coverage of 40% which includes the footprint of the buildings, decks and steps. The total lot coverage of the project is 26%. The proposed building height is 57' in height to the top of the elevator shaft. The ordinance and the 2007 Land use plan was amended to state that the building height may be permitted up to sixty (60) feet maximum with one additional foot on the required front setback and one additional foot added cumulatively to the required side setbacks for each additional foot. The property is located in a flood zone and within a CAMA Area of Environmental Concern.

Specific standards. Applicant must make provisions for:

1. Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe;

The maneuvering has been designed by the applicant in a forward motion to ingress and egress the property. A 5'

sidewalk will be installed adjacent to N Lake Park Blvd. A 20' fire access lane is dedicated on the north side of the building. Staff has requested that the applicant review the Lake Park Blvd and St. Joseph St. intersection design and impacts with DOT. Staff request a condition for a future access easement to provided interconnectivity to the adjacent property to the south (400 N. Lake Park Blvd) and a 10' easement if the town were to expand the town marina walk to the north in the future as properties become redeveloped.

2. Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare, or odor effects of the conditional use on adjoining properties and properties generally in the district;

48 Parking spaces are proposed. The applicant is required to have 44 parking spaces, 28 units require one space and the two bedroom require two spaces.

- (3) Refuse and service area, with particular reference to the items in (1) and (2) above;

A dumpster will be provided on site.

- (4) Utilities, with reference to locations, availability, and compatibility;

The existing water and sewer lines on St. Joseph. St will be adequate to meet the demand for the project.

- (5) Screening and buffering with reference to type, dimensions, and character;

A ten (10) foot "Type B" buffer yard is being provided on all sides of the development, except along the north side of the property for a designated fire lane and the dumpster location..

- (6) Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;

A sign permit must be obtained for any new signs located on the property.

(7) Required yards and other open space and preservation of existing trees and other attractive natural features of the land;

Setbacks

Proposed and required setbacks for the project are as follows:

Zoning Setbacks	<i>Front</i>	<i>Rear</i>	<i>South Side</i>	<i>North Side</i>
<i>MB-1 required</i>	30'	30' (CAMA)	10'	10'
<i>provided</i>	151'	30'	11'	20'

The total lot coverage of the project is 26%.

General conditions.

1. *That the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved by the issuance of the C.U.P.;*

Multi-family structures are allowed in the MB-1 zoning district and is in character of the area.

2. *That the use meets all required conditions and specifications;*

After review by staff the plan has been determined to meet all conditions and specifications except the north landscaped buffer.

3. *That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and*

The proposed use is in keeping with the character of the marina business area with the adjacent commercial and multi-family uses.

4. *That the location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the Town Land Use Plan and Policies*

The project will be in general conformity with the Land Use Plan and in harmony of the area.

BUDGET IMPACT:

ACTION REQUESTED:

STAFF RECOMMENDATION/ACTION: Staff recommends approving the CUP .

Staff recommends approval of the conditional use permit and that it meets specific standards and general conditions with the recommendation that sidewalks be provided.

1. Anyone wishing to speak must be sworn in.
2. Presenter must be sworn in prior to making presentation.
3. Open the public hearing.
4. Applicant presents evidence and arguments in support of application.
5. Persons in favor of granting the application present evidence and testimony in support of the application.
6. Persons opposed to granting application present evidence and testimony against the application.
7. Applicant presents rebuttal and/or cross examination of those opposed; all questions shall be directed to the Commission.
8. Those asked questions are allowed to respond.
9. Close the public hearing.
10. Approve or deny the conditional use permit, considering the following:

Approval must be consistent with the findings in the Zoning Ordinance as follows:

- (1) That the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved by issuance of the C.U.P.
- (2) That the use meets all required conditions and specifications;
- (3) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- (4) That the location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the town Land Use Plan and policies.

Denial should be directly related to one or more of the following findings.

Reasons for denial must be specifically stated by the Commission:

- (1) That the use will materially endanger the public health or

safety if located where proposed and developed according to the plan as submitted and approved by issuance of the C.U.P.

(2) That the use does not meet all required conditions and specifications;

(3) That the use will substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and

(4) That the location and character of the use if developed according to the plan as submitted and approved will not be in harmony with the area in which it is to be located and in general conformity with the town Land Use Plan and policies

**COMMITTEE
RECOMMENDATION:**

TRC recommended approval

ATTACHMENTS:

[Application](#)
[Planning narrative](#)
[HARBOR VIEW](#)
[CUP ORDER](#)
[Presentation 9.12.19](#)



**Conditional Use Permit
TOWN OF CAROLINA BEACH, N.C.**

Permit Number: CB-003

Each application must be printed or typewritten and have all information answered. **It is required that the applicant set up a meeting with Planning Staff prior to the submission deadline to ensure the application is complete.** The Town of Carolina Beach requires a **licensed attorney** to appear in a representative capacity to advocate the legal position of another firm, or corporate entity that is the applicant/owner of record.

The Planning Department, Planning and Zoning Commission and/or Town Council reserves the right to require additional information if needed to assure that the use in its proposed location will meet the be developed in accordance with the Code of Ordinances of the Town of Carolina Beach.

Major and minor projects; application fees. The owner or owners, or their duly authorized agent, of the property included in the application for a conditional use permit shall submit a complete application and supplemental information to the Zoning Administrator. A fee in accordance with the Town's adopted schedule of fees, payable to the Town of Carolina Beach, must accompany each application. For the purposes of determining the fee, the Zoning Administrator shall categorize each such Conditional Use Permit Application as either "major" or "minor", depending upon the complexity of review. Generally, Planned Residential (over 3 units), Mixed Uses, Business Developments, and similarly complex projects shall be categorized as "major", while projects such as bed and breakfast inns, small day care services, etc. shall be categorized as "minor".

Major Conditional Use Permit = ~~\$ 800.00~~
 Minor Conditional Use Permit = \$ 350.00

****Fees are nonrefundable after item has been sent for advertisement****

This permit will be scheduled for the next possible Technical Review Committee.

2019 Submission Deadlines & Meeting Dates					
Technical Review Committee		Planning & Zoning Commission		Town Council	
Submission	Meeting	Submission	Meeting	Submission	Meeting
Jan 7	Jan 22	Dec 27	Jan 10	Dec 27	Jan 8
Feb 4	Feb 18	Jan 31	Feb 14	Jan 30	Feb 12
Mar 4	Mar 18	Feb 28	Mar 14	Feb 27	Mar 12
Apr 1	Apr 15	Mar 28	Apr 11	Mar 27	Apr 9
May 6	May 20	Apr 25	May 9	May 1	May 14
June 3	June 17	May 30	June 13	May 29	June 11
July 1	July 15	June 27	July 11	June 26	July 9
Aug 5	Aug 19	July 25	Aug 8	July 31	Aug 13
Sept 2	Sept 16	Aug 29	Sept 12	Aug 28	Sept 10
Oct 7	Oct 21	Sept 26	Oct 10	Sept 25	Oct 8
Nov 4	Nov 18	Oct 31	Nov 14	Oct 30	Nov 12
Dec 2	Dec 16	Nov 28	Dec 12	Nov 20	Dec 10
Jan 6	Jan 20	Dec 19	Jan 9	Dec 31	Jan 14

Board	# Copies Full Size	# Copies Electronic	Recipients
TRC	9	1	1 Manager, 3 Planning, 1 Fire, 1 Police, 2 Operations, 1 Admin
P&Z	9	1	7 P&Z, 1 Manager, 2 Planning, 1 Secretary, 1 Island Gazette
Town Council	9	1	5 Town Council, 1 Manager, 1 Planning, 1 Clerk, 1 Island Gazette

PURPOSE

Conditional use permits add flexibility to the zoning regulations. Subject to high standards of planning and design, certain property uses may be allowed in certain districts where these uses would not otherwise be acceptable. By means of controls exercised through the conditional use permit procedures, property uses which would otherwise be undesirable in certain districts can be developed to minimize any adverse effects they might have on surrounding properties.

Please complete all sections of the application.

A. Property Information

Address(es): 402 N. Lake Park BLVD
PIN(s): RO8818-006-019-000
Project Name Harbor View
Size of lot(s): _____

B. Application for Conditional Use Permit

Application is hereby made for a Conditional Use Permit for use of the property described above as a (please provide a brief description of the use):
36 Unit 5 Story Condo Building

C. Applicant Contact Information

Pelican Point CB LLC
Company/corporate Name (if applicable):
Charles C. Poindexter, II
Applicant's Name
7923 Reunion Road
Mailing Address
Wilmington, NC 28411
City, State, and Zip Code
910.620.4672
Telephone
ccpii@mac.com
Email

D. Owner Contact Information (if different)

Pelican Point Development LLC
Owner's Name
Robert W. Huth
Mailing Address
1430 Commonwealth Drive, Ste 301
City, State, and Zip Code
Wilmington, NC 28403
Telephone
910.620.4672
Email
Bobhuth53@gmail.com

General conditions. Council, when granting a conditional use permit, shall find that all four of the following factors found in Chapter 40 Article XI exist. In the spaces provided below, indicate the facts and arguments that prove you meet the following conditions:

1. Indicate how the proposed CUP will not adversely affect health or safety if located where proposed and developed according to the plan submitted:
We are meeting or exceeding all applicable local, state and federal rules, regulations, ordinances and guidelines.

2. Indicate if the proposed Conditional Use Permit meets all required conditions and specifications or if any waivers are requested:
Yes , we meet all requirements. The only waiver is a landscape waiver for the North Side of the building where the fire lane is located.

3. Indicate how the proposed Conditional Use Permit will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity:
There is an existing Condo building on one side and a private residence on the other side. We have worked closely with both parties to make sure that all setbacks, etc. are followed to create no burden.

4. Indicate that the location and use of the proposed Conditional Use Permit, if developed according to the plan as submitted, will be in harmony with the area in which it is to be located and in general conformity with the Town of Carolina Beach's Land Use Plan and policies.:
This project has been thoroughly reviewed over the past 4 years. The property is actually dual zoned partially as HB 1 and partially as MB 1. Both the residential use and the water access feature are harmonious uses.

Specific standards. No conditional use shall be granted by Town Council unless the following provisions and arrangements where applicable, have been made to the satisfaction of the council.

1. Indicate how the Ingress and egress to the property and proposed structures in reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe:

Existing driveway cut on St. Josephs is our primary ingress / egress. We are installing pedestrian access in the form of a sidewalk. We are installing a slalo of the art new fire lane.

2. Indicate how the off-street parking and loading areas met, and how the economic, noise, glare, or odor of the propose use will affect the adjoining properties.

We have drive in parking underneath the building as well as outside parking lot. All lighting and landscaping is per City Ordinance so as to enhance the site without creating light pollution or noise that would leave the site - fencing, and five plantings.

3. Indicate how the refuse and service area, will be handled.

Enclosed Dumpster

4. Indicate how adequate and proper utilities, with reference to locations, availability, and compatibility are to be provided or how the item listed are not applicable to the proposed CUP.

All necessary city services are located at front of property. Public Works has signed off on our plans for connectivity.

5. Indicate how screening and buffering with reference to type, dimensions, and character will be provided or why it is not provided for;

Fencing, both solid and decorative, as well as significant trees and additional plantings will provide privacy for our residents and those around us.

6. Indicate how signs, if any, and the proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;

Signage is on the building, again, landscaping and proper downward casting lighting will meet the light ordinances.

7. Indicate the required yards and other open space and preservation of existing trees and other attractive natural features of the land.

The lot is currently clear and devoid of substantial vegetation, but we have a comprehensive landscaping plan to create immediate privacy for our building and neighboring structures. We have already improved the waterfront with new bulkhead and dry dock. Heavy landscaping in that area is planned.

Check the box beside each item verifying that the item has been submitted with this application

I. Site Plan Criteria

For new construction all boxes in this section shall be marked yes by the applicant to be considered a complete application.

Yes	No	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The name, address, and phone number of the professional(s) responsible for preparing the plan if different than the applicant.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineers scale 1 inch = 40 ft or larger
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title block or brief description of project including all proposed uses
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property and zoning boundaries
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The square footage of the site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot coverage (buildings, decks, steps)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing and proposed structures and the setbacks from property lines of affected structures to remain on-site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design of driveways and parking
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjacent right-of-ways labeled with the street name and right of way width
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing and/or proposed easements

Additional information or data as determined necessary by town staff and/or other reviewing agencies including but not limited to the following may be required:

Yes	No	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and design of refuse facilities
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approximate locations and sizes of all existing and proposed utilities
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and/or proposed fire hydrants (showing distances)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjacent properties with owners' information and approximate location of structures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Distances between all buildings
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of stories and height of all structures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations of all entrances and exits to all structures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calculate the gross floor area with each room labeled (i.e. kitchen, bedroom, bathroom)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of flood zones and finished floor elevations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAMA Areas of Environmental Concern (AEC) and CAMA setbacks
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineation of natural features and wetlands with existing and proposed topography with a maximum of two foot contour intervals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed landscaping including percentages of open space
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater management systems
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross-sectional details of all streets, roads, ditches, and parking lot improvements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building construction and occupancy type(s) per the building code
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of fire department connection(s) for standpipes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turning radii, turnarounds, access grades, height of overhead obstructions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions and locations of all signs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A vicinity map drawn with north indicated

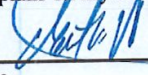
- I have provided a scaled electronic version of each required drawing
- I have folded all plans to 8 1/2" x 11" size and am prepared to pay the application fee today

SUPPLEMENTAL INFORMATION REQUIRED WITH THE APPLICATION

1. Detailed project narrative describing the proposed site and request.
2. Agent form if the applicant is not the property owner
3. Request for site specific development plan shall be submitted in accordance with Chapter 40 Article

OWNER'S SIGNATURE: In filing this application for a conditional use permit I/we as the property owner(s), hereby certify that all of the information presented in this application is accurate to the best of my knowledge, information and belief. I hereby designate Charles C. Poindexter, II

To act on my behalf regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to speak for me in any public meeting regarding this application.



Signature 9 14 19
Date

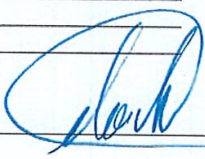
AUTHORITY FOR APPOINTMENT OF PERSON TO ACT ON MY BEHALF

The undersigned owner, Pelican Point Development LLC / Robert W. Huth, does hereby appoint Pelican Point CB LLC / Charles C. Poindexter, II to act on my behalf for the purpose of petitioning the Town of Carolina Beach for: a) an amendment to the text regulations; b) a change to the zoning map; c) approval of a special use permit; d) approval of a special use district; and/or, e) street closing, as applicable to the property described in the attached petition. The owner does hereby covenant and agree with the Town of Carolina Beach that said person has the authority to do the following acts for and on behalf of the owner: (1) To submit a proper petition and the required supplemental materials; (2) To appear at public meetings to give testimony and make commitments on behalf of the owner; and (3) In the case of a special use permit, to accept conditions or recommendations made for the issuance of the special use permit on the owner's property. (4) To act on the owner's behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of any petition. This appointment agreement shall continue in effect until final disposition of the petition submitted in conjunction with this appointment.

Date: 9/4/19

Appointee's Name, Address & Telephone:

Pelican Point CB LLC
7923 Reunion Road
Wilmington, NC
28411

Signature of Owner:  _____



Narrative

PROJECT NAME: HARBOR VIEW

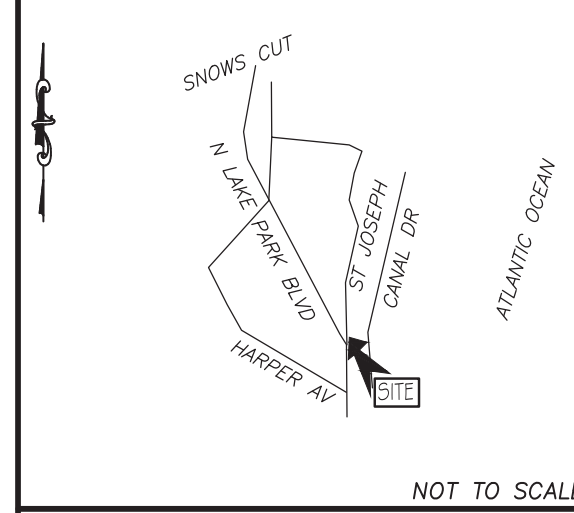
PROJECT DESCRIPTION: This project consists of constructing a new 5 story tall building with (8) 2 bedroom units, (28) 1 bedroom units, a parking lot and a pool with decking. The site will provide 48 parking spaces, 24 spaces under the building and 24 in the parking lot. The site has direct access to St. Joseph Drive. The site has an existing driveway connection to St. Joseph street which will be modified to increase the drive width to 24 ft.

Water and sewer will be provided by existing Town of Carolina Beach sewer and water mains adjacent to the site.

Stormwater onsite will be captured in inlets, stored in underground storage pipe then treated in a CONTECH Stormfilter which provides the required NCDEQ water quality treatment. The site will then discharge in the basin on the Eastern side of the site.

Providing public safety in the layout of the site required a 20 Ft fire lane on the North side of the site. The fire lane width is from property line to face of building on the North side therefore not leaving any room to allow the 10 ft buffer plantings required in the landscaping code. We're requesting a waiver on the North side property line from the buffer plantings due to site constraints from the Fire lane and underground utilities that run along the North property line. The building is setback on the Southern property line 11 Ft, we're requesting a waiver from installing Shade or understory trees along this property line so they will not hinder any Fire Dept movements should a fire happen.

LOCATION MAP



NOT TO SCALE

CONSTRUCTION DRAWINGS for
HARBOR VIEW

LOCATED IN TOWN OF CAROLINA BEACH
NEW HANOVER COUNTY, NORTH CAROLINA

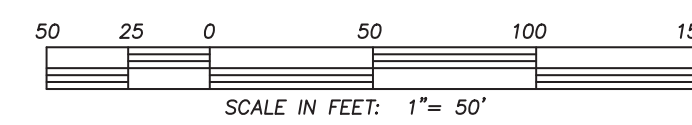
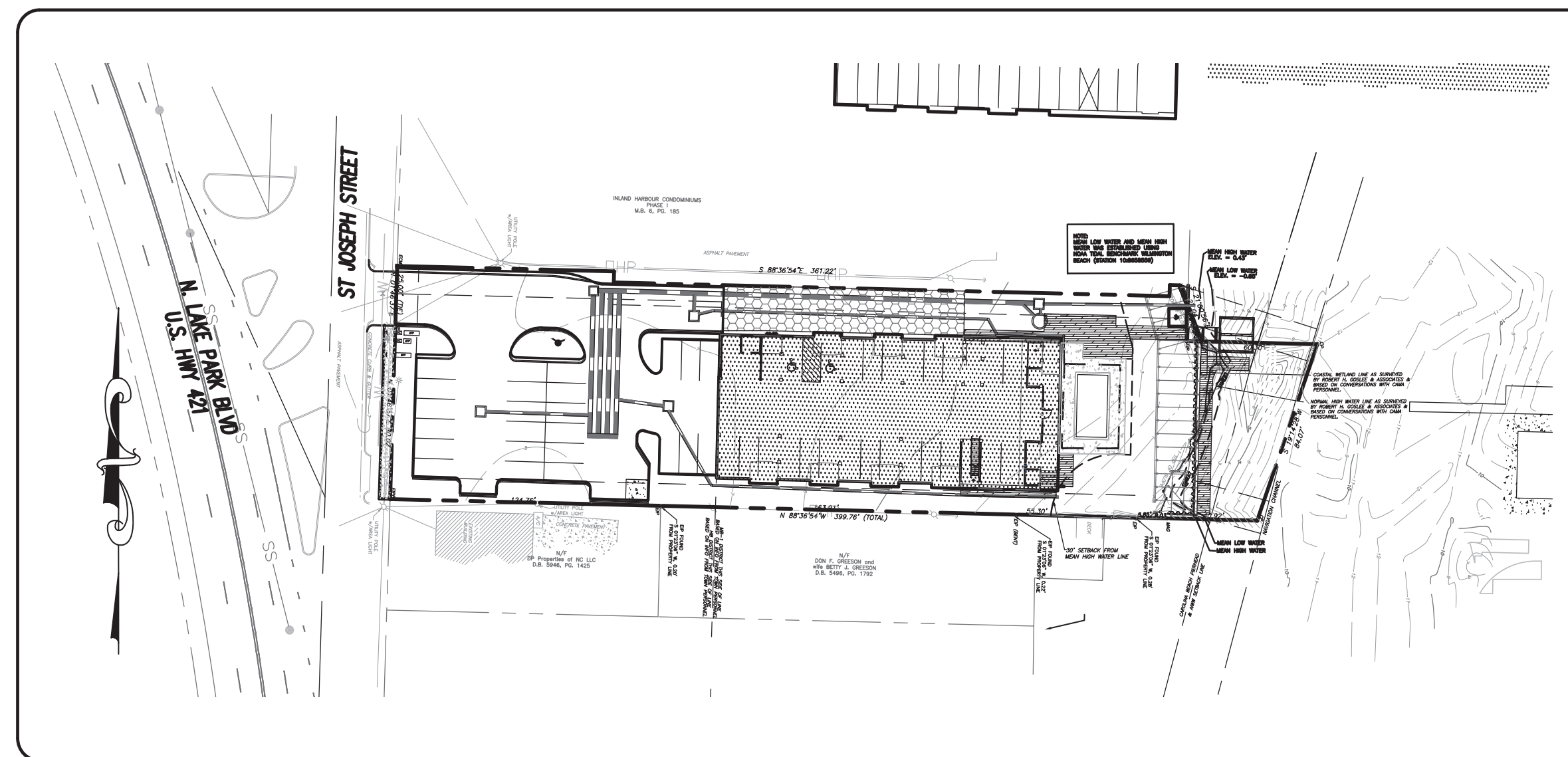
GENERAL NOTES:

1. NEW HANOVER COUNTY PARCEL NUMBERS: PD # 08018-006-019-000
2. TOTAL PROJECT AREA: 46,839 SF (0.94 AC.)
3. EXISTING ZONING DISTRICT: MB-1
4. LAND CLASSIFICATION: URBAN
5. THIS SITE IS LOCATED WITHIN ZONE "AE" ELEV 11 ACCORDING TO FEMA FIRM COMMUNITY PANEL NUMBER 372031300K, EFFECTIVE DATE 8/28/18
6. SITE ADDRESS: 402 NORTH LAKE PARK BLVD
7. EXISTING IMPERVIOUS ONSITE = 6,489 SF
8. ASBUILT, BOUNDARY AND TOPOGRAPHIC SURVEY PERFORMED AND PROVIDED TO CSD ENGINEERING BY ROBERT H. GOSLEE AND ASSOCIATES, PA (910-763-1941) VERTICAL DATUM = 88
9. STORMWATER DRAINS TO CAROLINA BEACH YACHT BASIN, SB 18-87-31.2
10. LAND OWNER - PELICAN POINT DEVELOPMENT, LLC
337 BRADLEY DRIVE
WILMINGTON, NC 28409

WATER & SEWER USAGE NOTES:

CURRENT WATER USAGE: 0 GPD PROPOSED WATER USAGE: 8,640 GPD
CURRENT SEWER USAGE: 0 GPD PROPOSED SEWER USAGE: 8,640 GPD

WATER - 36 UNITS X 240 GPD = 8,640 GPD
SEWER - 36 UNITS X 240 GPD = 8,640 GPD

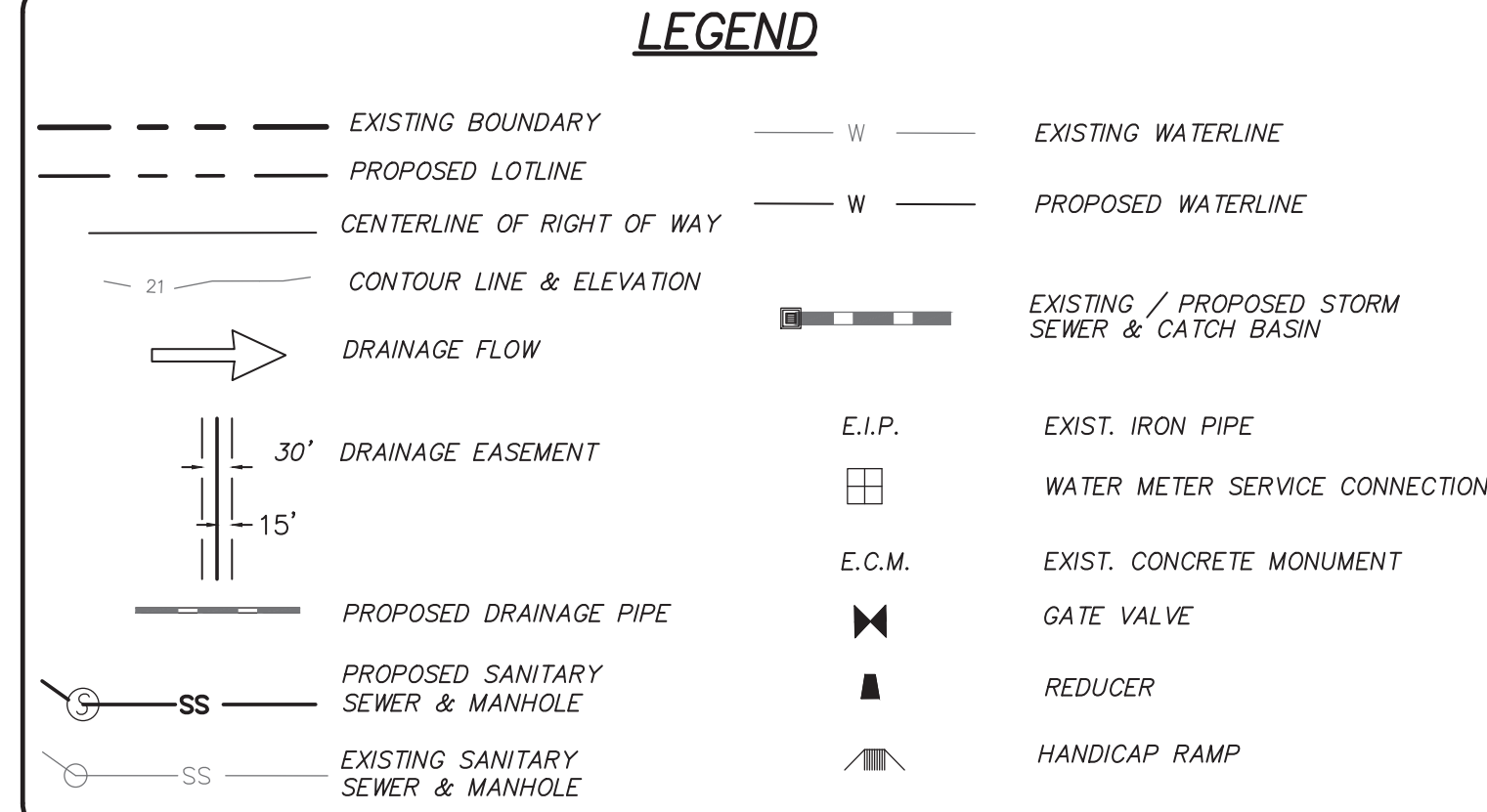


WATER			
SIZE	4"	4"	6"
TYPE	C-900	DIP	C-900
LF	101	57	101

SEWER	
SIZE	8"
TYPE	DIP
LF	195

INDEX TO DRAWINGS

SHEET No.	DESCRIPTION	DRAWING No.
1 OF 11	COVER SHEET	CD_COVER
2 OF 11	EXISTING BOUNDARY AND TOPOGRAPHY	EX_COND
3 OF 11	SITE PLAN	SITE_PLAN
4 OF 11	GRADING & UTILITY PLAN	GP_UP
5 OF 11	NCDOT ENCROACHMENT PLAN	NCDOT_DE
6 OF 11	NCDOT TRAFFIC CONTROL PLAN	NCDOT_TOP
7 OF 11	NCDOT DETAILS	NCDOT_DETAILS
8 OF 11	OFFUA STANDARD WATER DETAILS	WSD_1
9 OF 11	OFFUA STANDARD WATER DETAILS	WSD_2
10 OF 11	OFFUA STANDARD SEWER DETAILS	SSD_1
11 OF 11	OFFUA STANDARD SEWER DETAILS	SSD_2
1 OF 4	SEDIMENTATION & EROSION CONTROL PLAN	EC1_OF_4
2 OF 4	SEDIMENTATION & EROSION CONTROL PLAN	EC2_OF_4
3 OF 4	SEDIMENTATION & EROSION CONTROL PLAN	EC3_OF_4
4 OF 4	SEDIMENTATION & EROSION CONTROL PLAN	EC4_OF_4
1 OF 1	DRAINAGE AREA & PROJECT LIMITS	DA_PL
LP1 OF LP1	LANDSCAPE PLAN	LP1



OWNER: PELICAN POINT DEVELOPMENT, LLC
337 BRADLEY DRIVE
WILMINGTON, NC 28409

NOTES:

1. ASBUILT, BOUNDARY AND TOPOGRAPHIC SURVEY PERFORMED AND PROVIDED TO CSD ENGINEERING BY ROBERT H. GOSLEE & ASSOCIATES, PA 513 CHESTNUT ST WILMINGTON, NC 28401 (910) 763-1941
2. THIS MAP IS NOT FOR CONVEYANCE, RECORDATION, OR SALES.
3. THIS PROPERTY IS LOCATED WITHIN ZONE "AE" ELEV 11 ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S FLOOD INSURANCE RATE MAP, COMMUNITY-PANEL #372031300-K, EFFECTIVE DATE 8/28/18
4. THIS PROPERTY IS ZONED HB & MB-1
5. TOWN OF CAROLINA BEACH WATER
6. TOWN OF CAROLINA BEACH SEWER
7. ALL CONSTRUCTION TO CONFORM TO TOWN OF CAROLINA BEACH STANDARDS AND APPLICABLE STATE & LOCAL CODES.
8. CONTRACTOR TO COORDINATE ANY REQUIRED TRAFFIC CONTROL WITH TOWN OF CAROLINA BEACH AND OR NCDOT.
9. CARE SHALL BE TAKEN DURING FINAL GRADING TO ENSURE POSITIVE DRAINAGE AWAY FROM BUILDINGS AND TO RECEIVING STRUCTURES. ROOF DRAIN DOWNSPOUTS TO BE CONNECTED TO STORM DRAINAGE STUBOUTS OR DIRECTED TO STREET/PARKING AREAS.
10. CONTRACTOR IS RESPONSIBLE FOR COORDINATION OF ANY RELOCATIONS, RE-ALIGNMENTS, DISCONNECTIONS OR CONNECTIONS OF EXISTING UTILITIES WITH APPLICABLE AUTHORITIES.
11. CLEARING AND GRUBBING OF SITE TO INCLUDE REMOVAL OF EXISTING CURB, ASPHALT, INLETS, AND ANY OTHER STRUCTURES INCLUDING TREES, STUMPS AND DEBRIS EXISTING ON SITE. TREES NOT REQUIRED TO BE CLEARED FOR CONSTRUCTION SHALL REMAIN UNLESS OTHERWISE DIRECTED.
12. INFORMATION CONCERNING UNDERGROUND UTILITIES WAS OBTAINED FROM AVAILABLE RECORDS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE THE EXACT ELEVATIONS AND LOCATIONS OF ALL EXISTING UTILITIES AT ALL CROSSINGS PRIOR TO COMMENCING TRENCH EXCAVATION. IF ACTUAL CLEARANCES ARE LESS THAN INDICATED ON PLAN, THE CONTRACTOR SHALL CONTACT THE DESIGN ENGINEER BEFORE PROCEEDING WITH CONSTRUCTION. ANY CONDITION DISCOVERED OR EXISTING THAT WOULD NECESSITATE A MODIFICATION OF THESE PLANS SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGN ENGINEER BEFORE PROCEEDING WITH CONSTRUCTION.
13. NO CONSTRUCTION IS TO BEGIN BEFORE LOCATION OF EXISTING UTILITIES HAS BEEN DETERMINED. CALL "NO ONE-CALL" AT LEAST 72 HOURS BEFORE COMMENCING CONSTRUCTION.
14. CONTRACTOR SHALL ADJUST ALL MANHOLES, VALVE & CURB BOXES TO FINAL GRADE UPON COMPLETION OF ALL CONSTRUCTION. ANY BOXES DAMAGED OR OTHERWISE DISTURBED BY THE CONTRACTOR SHALL BE REPAIRED AT THE EXPENSE OF THE CONTRACTOR.
15. THE CONTRACTOR IS RESPONSIBLE FOR CONTROLLING DUST AND EROSION DURING CONSTRUCTION AT HIS EXPENSE. PARKING AREAS SHALL BE WATERED TO CONTROL DUST WHEN ORDERED BY THE ENGINEER.
16. NO GEOTECHNICAL TESTING HAS BEEN PERFORMED ON SITE. NO WARRANTY IS MADE FOR SUITABILITY OF SUBGRADE, AND UNDERCUT AND ANY REQUIRED REPLACEMENT WITH SUITABLE MATERIAL SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
17. CONTRACTOR TO ENSURE THAT PAVEMENT IS PLACED SO AS TO DRAIN POSITIVELY TO THE STREET INLETS AND CATCH BASINS. ALL FUTURE ROOF DRAIN DOWNSPOUTS TO BE DIRECTED TO THE STORM DRAINAGE STUBOUTS.
18. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL REQUIRED PERMITS.
19. THIS PLAN IS FOR SITE GRADING, UTILITIES, SITING, AND DRAINAGE ONLY. SEE BUILDING PLANS FOR DETAILED HOOKUPS TO BUILDINGS, ETC.
20. CONTRACTOR AND BUILDER ARE RESPONSIBLE FOR COORDINATING FINISHED FLOOR ELEVATION OF ALL BUILDINGS WITH THE OWNER. ELEVATIONS GIVEN ARE MINIMUM GROUND ELEVATIONS AT THE BUILDING SITE AND DO NOT PURPORT TO BE FINISHED FLOOR. MINIMUM RECOMMENDED FF ELEVATIONS SHOWN ON PLANS.
21. AFFECTED NON-MUNICIPAL UTILITIES SHALL BE CONTACTED AND PROVIDED WITH PLANS AND OTHER PERTINENT INFORMATION, WHEN FEASIBLE, TO COORDINATE APPROPRIATE SCHEDULING AND PLACEMENT.
22. EXTREME CARE SHALL BE TAKEN TO ENSURE MINIMUM SEPARATIONS AT ALL UTILITY CROSSINGS.
 - a. HORIZONTAL SEPARATION OF 10 FEET BETWEEN SANITARY SEWER AND WATER MAINS AND STORM SEWER.
 - b. WHERE VERTICAL CLEARANCE IS LESS THAN 24" BETWEEN SANITARY SEWER AND WATER OR WHERE SEWER LINE CROSSES ABOVE WATER MAIN, BOTH PIPES SHALL BE DUCTILE IRON PIPE FOR A MINIMUM OF 10' EITHER SIDE OF CROSSING.
 - c. WHERE VERTICAL CLEARANCE IS LESS THAN 24" BETWEEN SANITARY SEWER AND STORM DRAIN, SANITARY SEWER SHALL BE DUCTILE IRON PIPE FOR A MINIMUM OF 10 FEET EITHER SIDE OF CROSSING.
 - d. WHERE VERTICAL CLEARANCE IS LESS THAN 12" BETWEEN SANITARY SEWER AND STORM DRAIN, SANITARY SEWER SHALL BE DUCTILE IRON PIPE FOR A MINIMUM OF 10' EITHER SIDE OF CROSSING, AND BRIDGING SHALL BE INSTALLED PER APPLICABLE UTILITY AUTHORITY'S DETAILS.
 - e. IN NO CASE SHALL THERE BE LESS THAN 18" OF SEPARATION BETWEEN OUTSIDE OF WATER MAIN AND OUTSIDE OF SEWER OR STORM DRAINAGE.
 - f. MINIMUM COVER OF 36" SHALL BE PROVIDED FOR ALL BURIED WATER MAINS AND SANITARY SEWER MAINS.
24. SEE DETAIL SHEETS FOR TYPICAL UTILITIES HOOKUPS.
25. ALL SANITARY SEWER MAINS TO BE 8" UNLESS OTHERWISE INDICATED.
26. ALL WATER MAINS TO BE 8" UNLESS OTHERWISE INDICATED.
27. TWO VALVES ARE REQUIRED AT "T" INTERSECTIONS AND ONE VALVE ON THE WATER LINE TO FIRE HYDRANTS.
28. A BLOW-OFF VALVE IS REQUIRED AT THE TERMINUS OF ALL "DEAD END" WATER LINES.

LICENSE # C-2710
ENGINEERING
LAND PLANNING
COMMERCIAL / RESIDENTIAL

P.O. BOX 4041
WILMINGTON, NC 28406
(910) 791-4441

COVER SHEET
HARBOR VIEW

CONSTRUCTION DRAWINGS for
HARBOR VIEW
LOCATED IN TOWN OF CAROLINA BEACH
NEW HANOVER COUNTY, NORTH CAROLINA

OWNER: PELICAN POINT DEVELOPMENT, LLC
337 BRADLEY DRIVE
WILMINGTON, NC 28409

REV. NO.	DATE	BY	REMARKS
5	8/27/19	MRB	REVISED PAVE AND NOTES
4	6/27/19	MRB	REVISED PAVE FOOTPRINT
3	4/20/18	MRB	REVISED BLDG FOOTPRINT
2	4/25/18	MRB	SWIFTED BLDG
1	4/27/18	MRB	REVISED OWNERS NAME & SHEET NUMBERS

DATE: 6-28-17

HORIZ. SCALE: 1" = 50'

VERT. SCALE: N/A

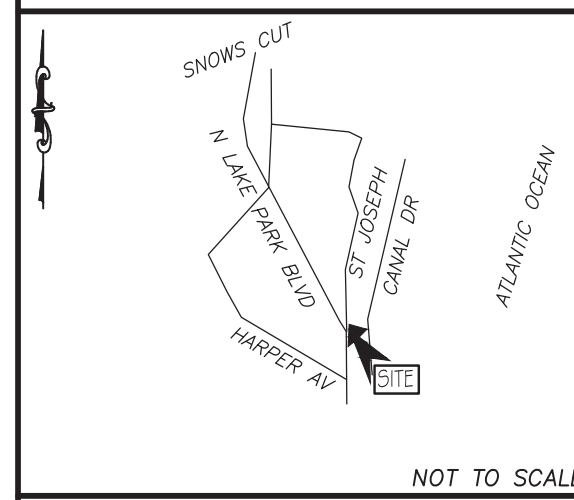
DRAWN BY: MRB

CHECKED BY: HSR

PROJECT NO.: 17-0395

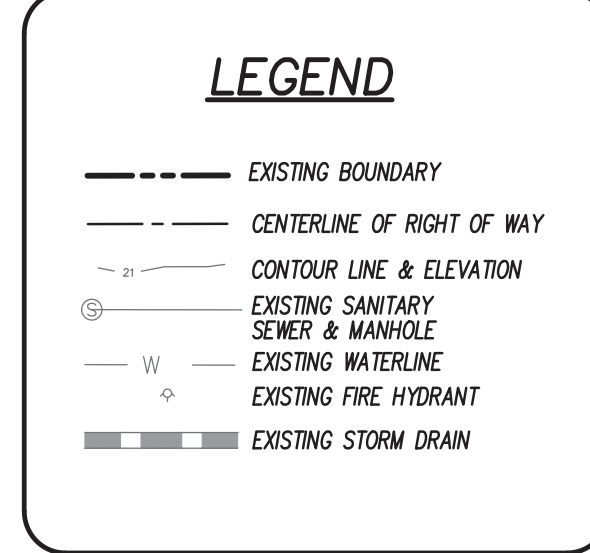
Sheet No. **1** of **11**

LOCATION MAP



NOTE: MEAN LOW WATER AND MEAN HIGH WATER WAS ESTABLISHED USING NOAA TIDAL BENCHMARK WILMINGTON BEACH (STATION 10:8658559)

- GENERAL NOTES:**
1. NEW HANOVER COUNTY PARCEL NUMBERS: PD = 80818-006-019-000
 2. TOTAL PROJECT AREA: 40,830 SF (0.94 AC)
 3. EXISTING ZONING DISTRICT: UB & UB-1
 4. LAND CLASSIFICATION: URBAN
 5. THIS SITE IS LOCATED WITHIN ZONE "AE" ELEV 11 ACCORDING TO FEMA FIRM COMMUNITY PANEL NUMBER 372031300K, EFFECTIVE DATE 8/28/18
 6. SITE ADDRESS: 402 NORTH LAKE PARK BLVD
 7. EXISTING SUPERVISOR'S NOTE = 6-489 SF
 8. ASBUILT BOUNDARY AND TOPOGRAPHIC SURVEY PERFORMED AND PROVIDED TO CSD ENGINEERING BY ROBERT H. GOSLEE AND ASSOCIATES PA (910-753-5141) VERTICAL DATUM = 88
 9. STORMWATER DRAINS TO CAROLINA BEACH YACHT BASIN, SB 15-87-31.2



CSD ENGINEERING

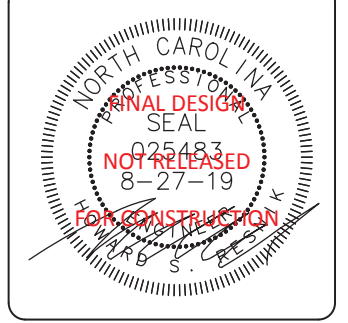
LICENSE # C-2710
ENGINEERING
LAND PLANNING
COMMERCIAL / RESIDENTIAL

P.O. BOX 4041
WILMINGTON, NC 28406
(910) 791-4441

EXISTING CONDITIONS for
HARBOR VIEW

EXISTING CONDITIONS for
HARBOR VIEW
LOCATED IN TOWN OF CAROLINA BEACH
NEW HANOVER COUNTY, NORTH CAROLINA

OWNER:
PELICAN POINT DEVELOPMENT, LLC
337 BRADLEY DRIVE
WILMINGTON, NC 28409



REV. NO.	DATE	BY	REMARKS
1	6-27-19	RLW	REVISED FLOOD ZONE NOTE
2	6-27-19	RLW	RE-PLOTTED FOR TOWN SUBMITTAL
3	4-25-18	RLW	REVISED OWNER NAME & SHEET NUMBERS
4	4-19-18	RLW	

DATE: 6-28-17

HORIZ. SCALE: 1" = 20'

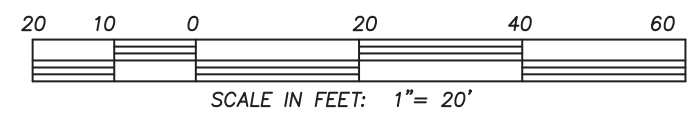
VERT. SCALE: N/A

DRAWN BY: RLW

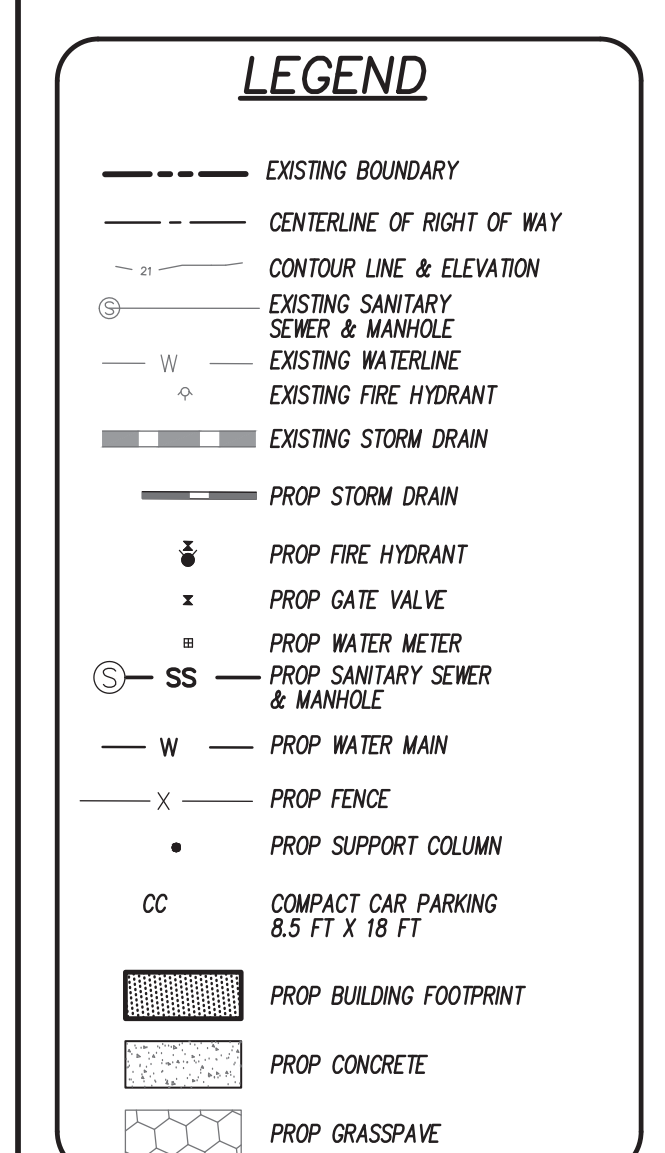
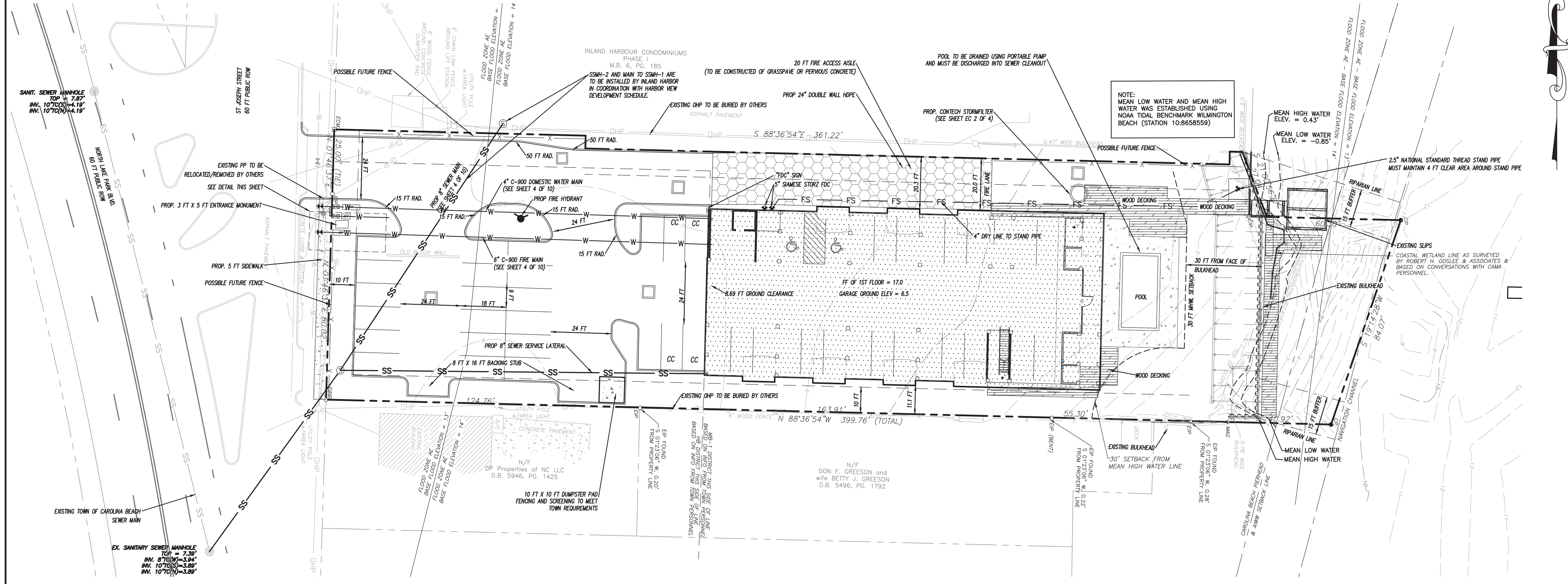
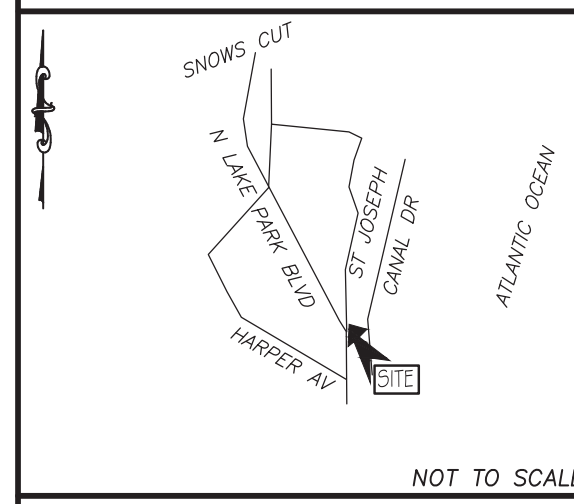
CHECKED BY: HSR

PROJECT NO.: 17-0395

Sheet No. **2** of **11**



LOCATION MAP



SITE & BUILDING DATA:

TOTAL LOT AREA = 40,839 SF (0.94 AC)
 PROPERTY ADDRESS: 402 N. LAKE PARK BLVD.
 PID = 080819-008-019-000
 EXISTING ON-SITE DATA:
 EXISTING GRAVEL ON SITE = 6,489 SF
 EXISTING ASPHALT = 0 SF
 TOTAL = 6,489 SF

6,489 / 40,839 = 0.158

EXISTING 16X IMPERVIOUS
 PROPOSED IMPERVIOUS ON-SITE = 12,365 SF
 PROPOSED ASPHALT & CURBING = 10,524 SF
 PROPOSED BUILDING = 1,045 SF
 CONCRETE POOL DECK
 TOTAL = 23,934 SF

23,934 / 40,839 = 0.586

PROPOSED 50X IMPERVIOUS
 PROPOSED IMPERVIOUS OFF-SITE
 DRIVEWAY TO PROPERTY LINE = 253 SF

BUILDING DATA:
 NUMBER OF BUILDINGS = 1
 5 STORES
 8 - 2 BEDROOM UNITS
 28 - 1 BEDROOM UNITS

BUILDING HEIGHT = 57 FT TO TOP OF ELEVATOR PENTHOUSE
 = +/- 56 FT 8 1/4 INCHES TO TOP OF BUILDING

BUILDING TYPE = RESIDENTIAL - M-A, BUILDING OCCUPANCY TYPE R-2
 PARKING LEVEL = H-A, BUILDING OCCUPANCY TYPE S-2

GROSS BUILDING AREA (CONDITIONED AND UNCONDITIONED): 52,465 SF
 BUILDING AREA: 10,524 SF
 LOT COVERAGE: 10,524 SF / 40,839 SF = 0.257
 PROPOSED 26X BUILDING LOT COVERAGE
 TOTAL OCCUPIED SPACE WITHIN EXTERIOR WALL: 27,056 SF

BUILDING SETBACKS:

REAR SETBACKS: M-1	PROPOSED SETBACKS: M-1
FRONT SETBACK: 50 FT	FRONT SETBACK: 151.9 FT
SIDE SETBACK: 10 FT	SIDE SETBACK: (N) 20.3 FT (S) 11.1 FT
REAR SETBACK: 10 FT	REAR SETBACK: >10 FT

GENERAL NOTES:

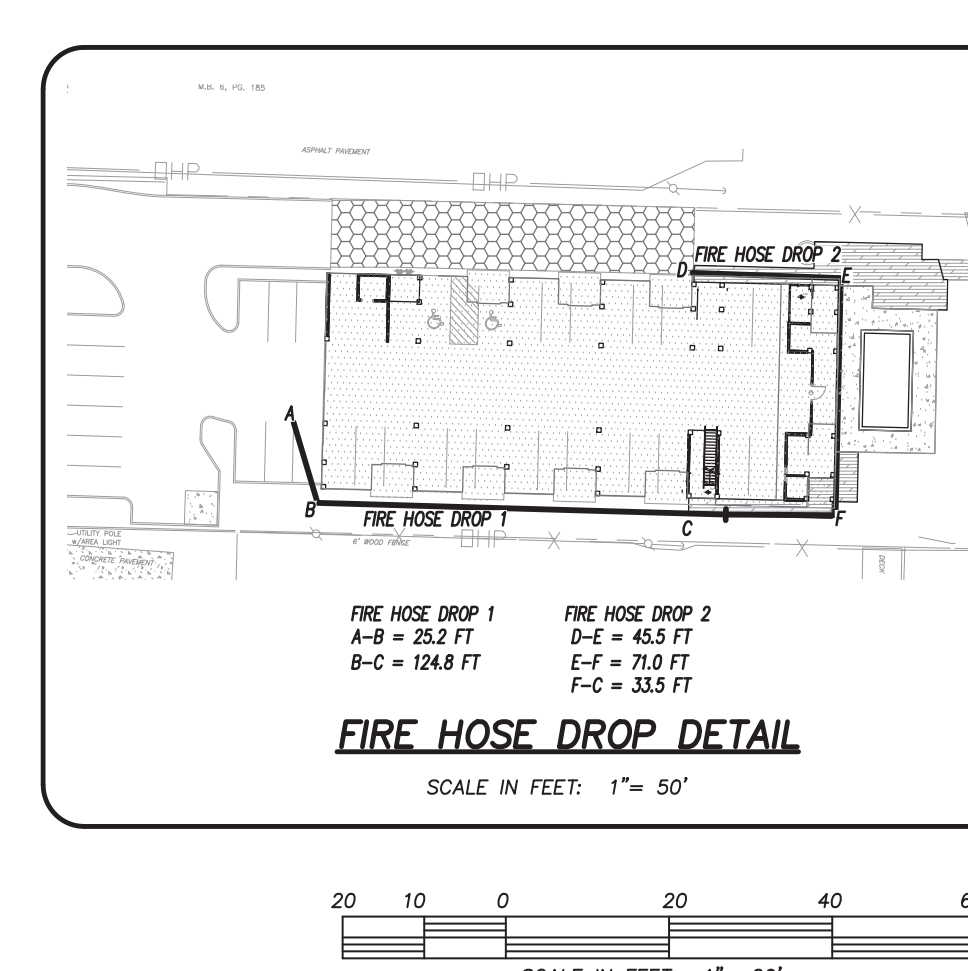
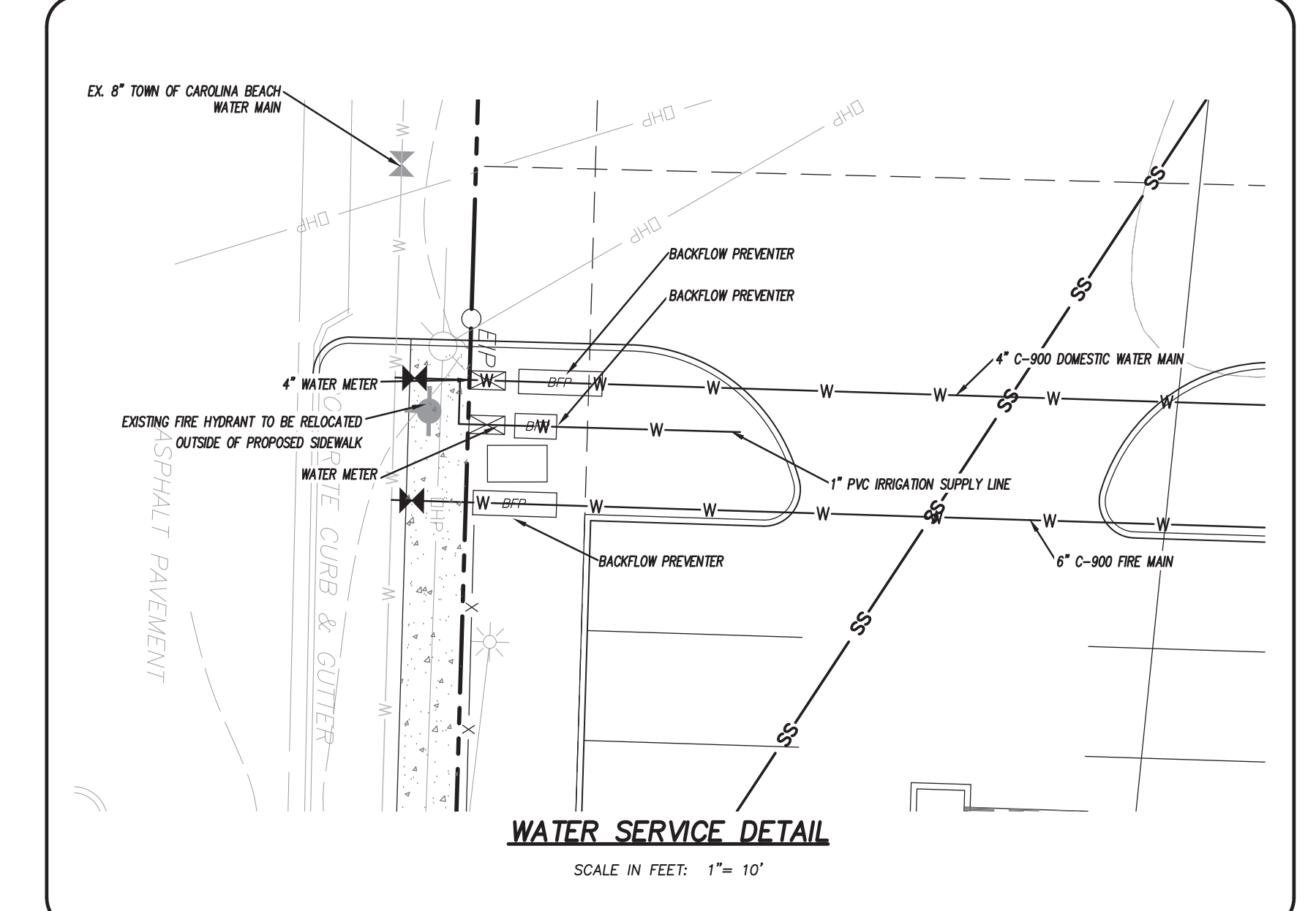
- NEW HANOVER COUNTY PARCEL NUMBERS:
 PID = 080819-008-019-000
- TOTAL PROJECT AREA: 40,839 SF (0.94 AC)
- EXISTING ZONING DISTRICT: HEM-B-1
- LAND CLASSIFICATION: URM-A
- THIS SITE IS LOCATED WITHIN ZONE "A1" ELEV 11 ACCORDING TO FEMA FIRM COMMUNITY PANEL NUMBER 37203100K, EFFECTIVE DATE 8/29/78
- SITE ADDRESS: 402 NORTH LAKE PARK BLVD
- EXISTING IMPERVIOUS ON-SITE = 6,489 SF
- ASBILT, BOUNDARY AND TOPOGRAPHIC SURVEY PERFORMED AND PROVIDED TO CSD ENGINEERING BY ROBERT H. GOSLEE AND ASSOCIATES, PA (810-763-1941) METRIC DATUM = 88
- STORMWATER DRAINS TO CAROLINA BEACH YACHT BASIN, SB 18-87-31.2
- LAND OWNER - PELICAN POINT DEVELOPMENT, LLC
 337 BRADLEY DRIVE
 WILMINGTON, NC 28409

LANDSCAPE NOTES:

- REFERENCE LANDSCAPE PLAN

PARKING NOTES:

- 1 SPACE PER UNITS 650 SF OR LESS
 28 UNITS ARE 650 SF OR LESS = 28 SPACES
 8 UNITS ARE OVER 650 SF AND ARE TWO BEDROOMS
 8 X 2 = 16
 28 + 16 = 44 SPACES
 24 SPACES UNDER BUILDING
 24 SPACES IN PARKING LOT
 48 SPACES PROVIDED



CSD ENGINEERING

LICENSE # C-2710
 ENGINEERING
 LAND PLANNING
 COMMERCIAL / RESIDENTIAL

P.O. BOX 4041
 WILMINGTON, NC 28406
 (910) 791-4441

SITE PLAN for
HARBOR VIEW

LOCATED IN TOWN OF CAROLINA BEACH
 NEW HANOVER COUNTY, NORTH CAROLINA

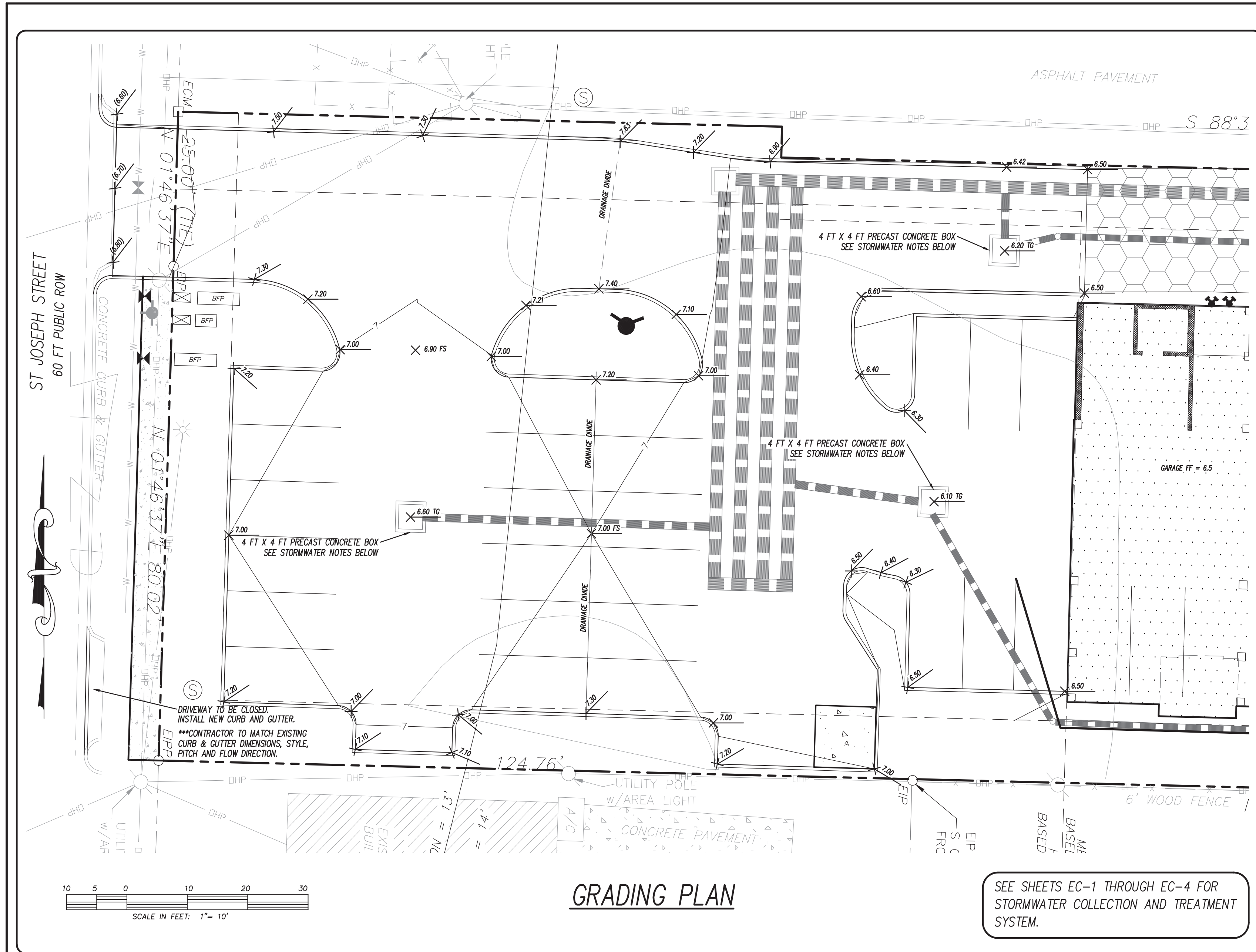
OWNER:
 PELICAN POINT DEVELOPMENT, LLC
 337 BRADLEY DRIVE
 WILMINGTON, NC 28409

NO.	DATE	BY	DATE
1	4/20/19	RLW	
2	4/25/19	RLW	
3	5/1/19	RLW	
4	5/1/19	RLW	
5	5/1/19	RLW	
6	5/1/19	RLW	
7	5/1/19	RLW	
8	5/1/19	RLW	
9	5/1/19	RLW	
10	5/1/19	RLW	

DATE: 3-23-17
 HORIZ. SCALE: 1" = 20'
 VERT. SCALE: N/A

DRAWN BY: RLW
 CHECKED BY: HSR
 PROJECT NO.: 17-0395

Sheet No. **3** of **11**



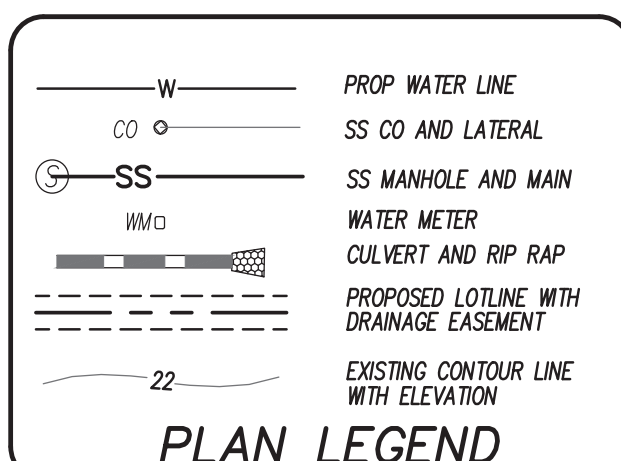
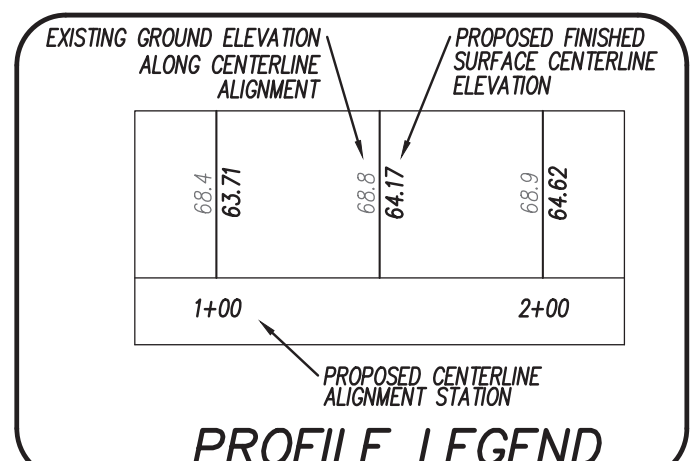
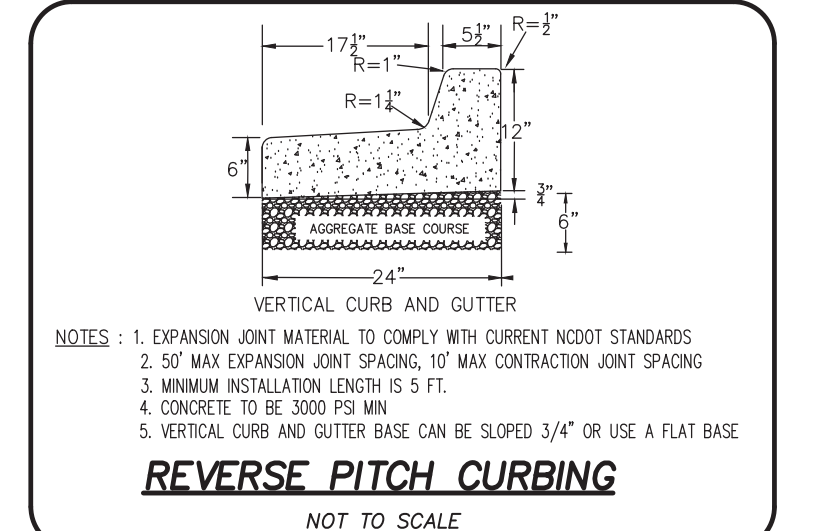
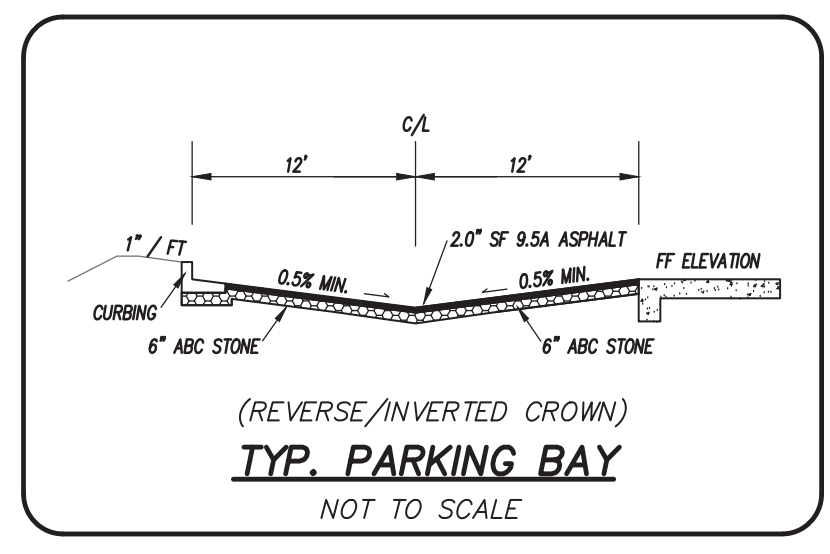
GRADING NOTES:

- CONTRACTOR TO MAKE SMOOTH TRANSITION FROM INVERTED CROWN TO SHEET FLOW IN DESIGNATED AREAS.
- CONTRACTOR TO ENSURE POSITIVE DRAINAGE IN ALL FINISHED AREAS.
- ALL BUILDING ROOF DRAINS MUST BE DIRECTED INTO THE STORM DRAINAGE COLLECTION SYSTEM OR INTO THE PARKING LOT.

GRADING KEY

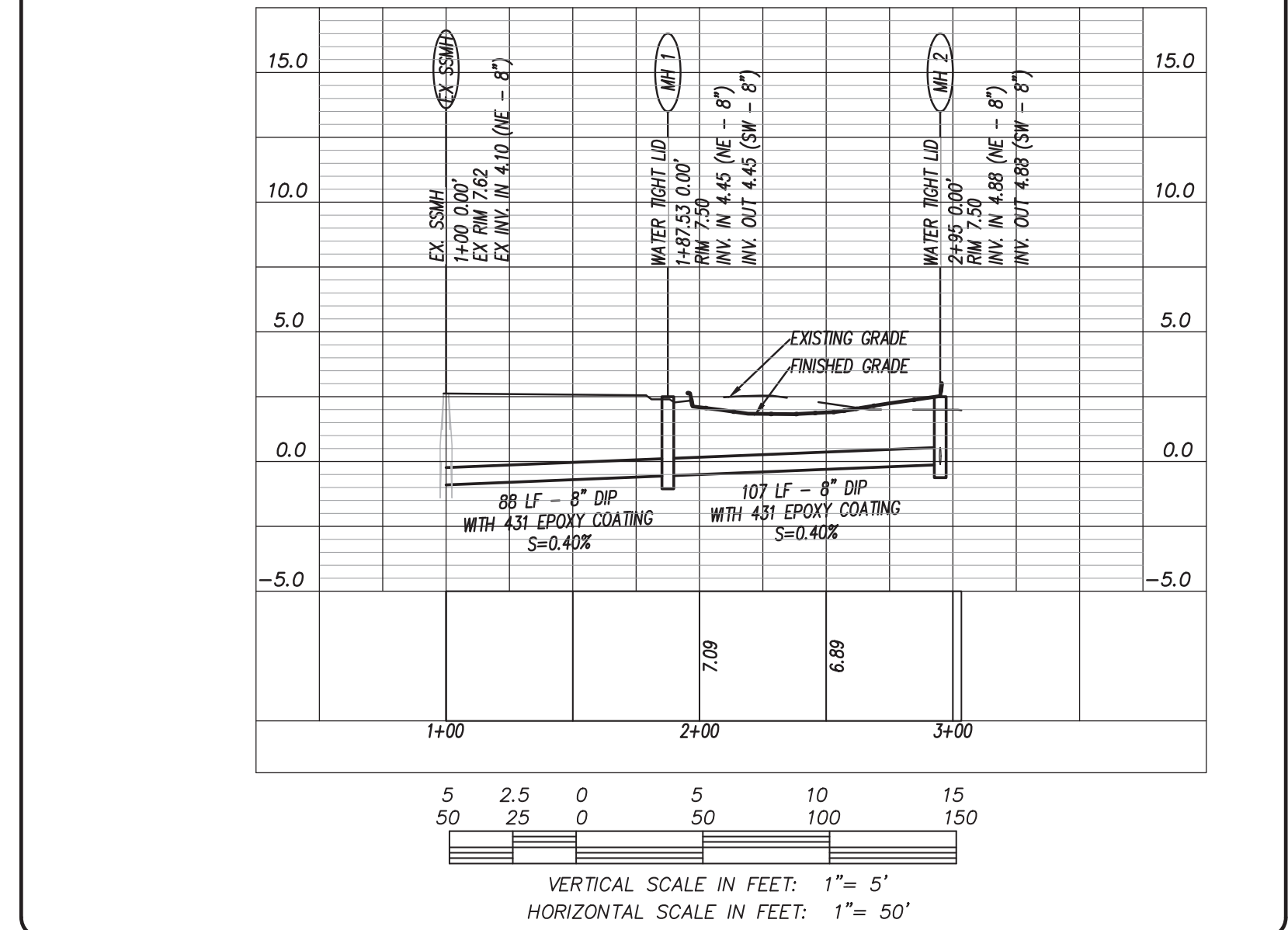
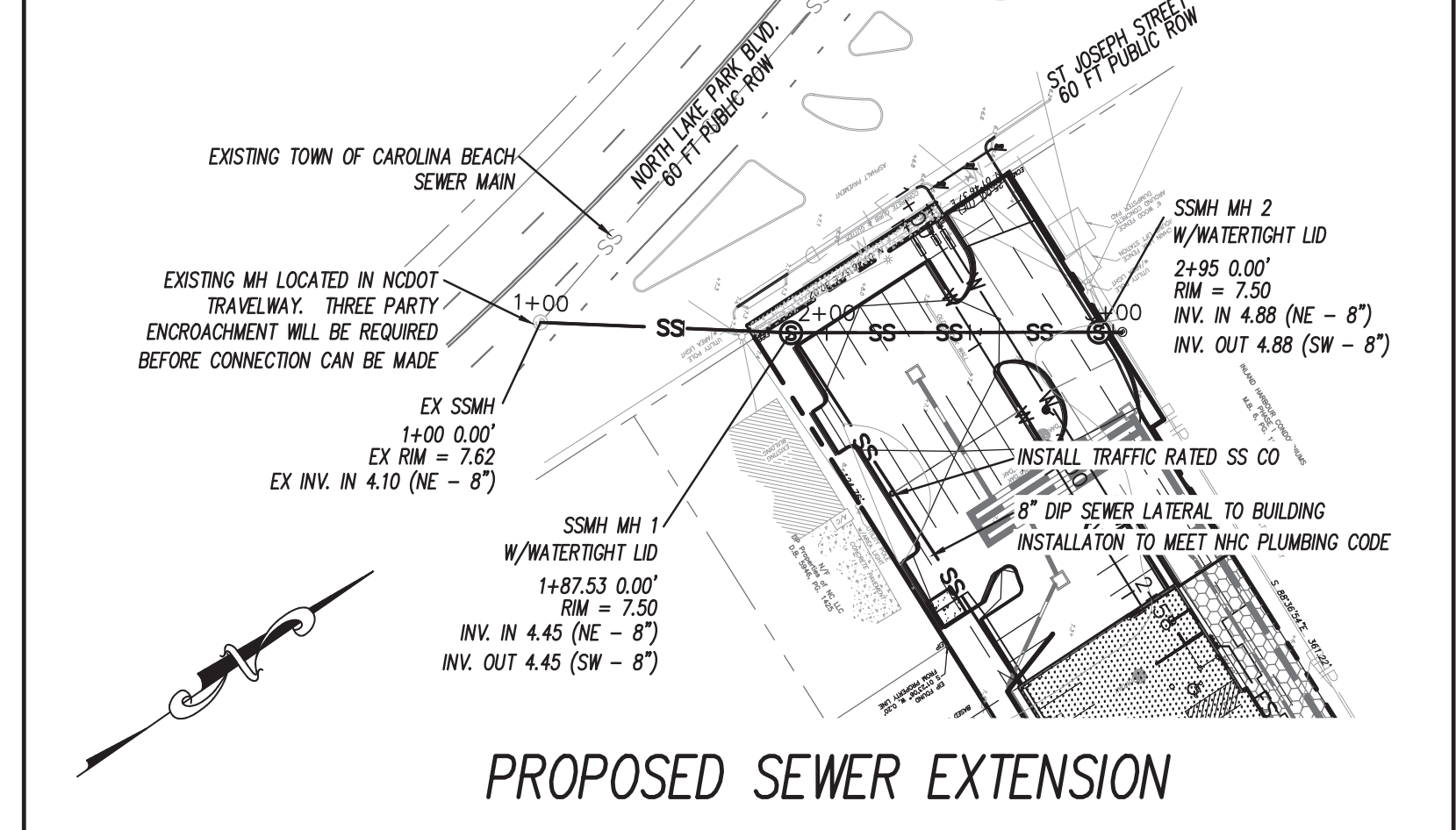
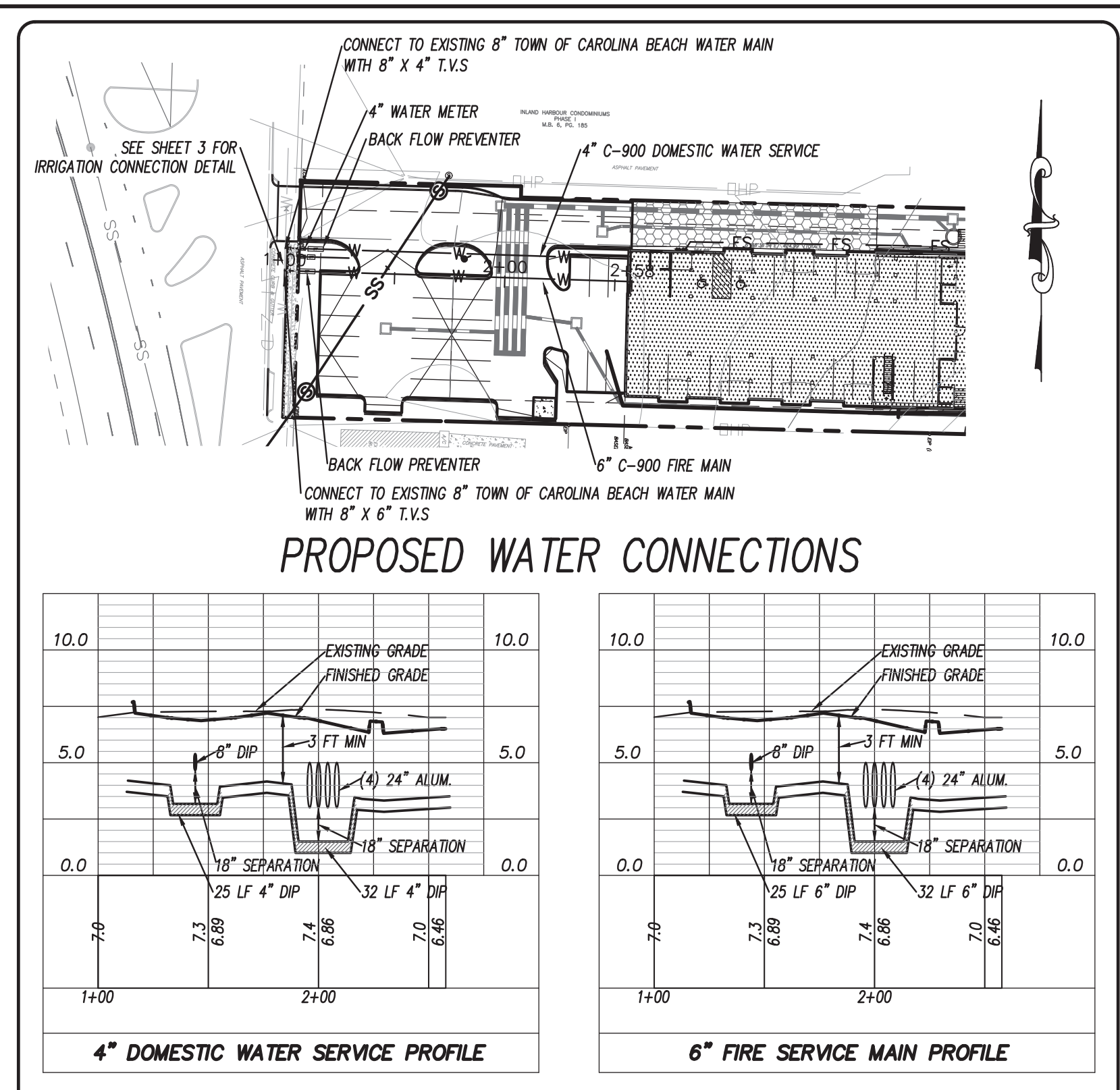
*** UNLESS NOTED ALL ELEVATIONS ARE TO FLOW LINE OF CURB

TO - TOP OF GRATE
 EP - EDGE OF PAVEMENT
 BC - BACK OF CURB
 FS - FINISHED SURFACE
 FF - FINISHED FLOOR
 CC - CURB CUT (7.20)
 = EX. SPOT ELEVATION
 = PROPOSED STORM SEWER & CATCH BASIN



STORMWATER DRAINAGE STRUCTURE NOTES

- CONTRACTOR AND PRECASTER TO DETERMINE STORM STRUCTURE SIZES.
- FRAME AND GRATES TO BE NC DOT STD 84016 OR EQUIVALENT.
- PRECAST STORM STRUCTURES TO MEET HS-20-44 LOADING.



CSD ENGINEERING

LICENSE # C-2710
 ENGINEERING
 LAND PLANNING
 COMMERCIAL / RESIDENTIAL

P.O. BOX 4041
 WILMINGTON, NC 28406
 (910) 791-4441

GRADING & UTILITY PLAN
HARBOR VIEW

GRADING PLAN
 HARBOR VIEW
 LOCATED IN TOWN OF CAROLINA BEACH
 NEW HANOVER COUNTY, NORTH CAROLINA

OWNER:
 PELICAN POINT DEVELOPMENT, LLC
 337 BRADLEY DRIVE
 WILMINGTON, NC 28409

PROFESSIONAL SEAL

NOTED FOR CONSTRUCTION
 8-27-19
 CSD ENGINEERING

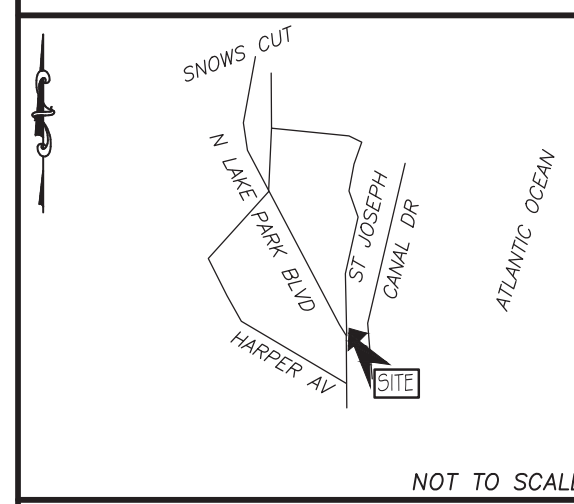
REV.	DATE	BY	REMARKS
6	6/27/19	RLW	REVISED UTILITY EASMENT
5	6/27/19	RLW	REVISED ROAD FOOTPRINT
4	4/29/18	RLW	BLD SHFT
3	4/29/18	RLW	REVISED GRADING, OWNER NAME & SHEET NUMBERS
2	6/28/17	RLW	REVISED SHEET NUMBERS
1			

REV.	DATE	BY	REMARKS
6	6/27/19	RLW	REVISED UTILITY EASMENT
5	6/27/19	RLW	REVISED ROAD FOOTPRINT
4	4/29/18	RLW	BLD SHFT
3	4/29/18	RLW	REVISED GRADING, OWNER NAME & SHEET NUMBERS
2	6/28/17	RLW	REVISED SHEET NUMBERS
1			

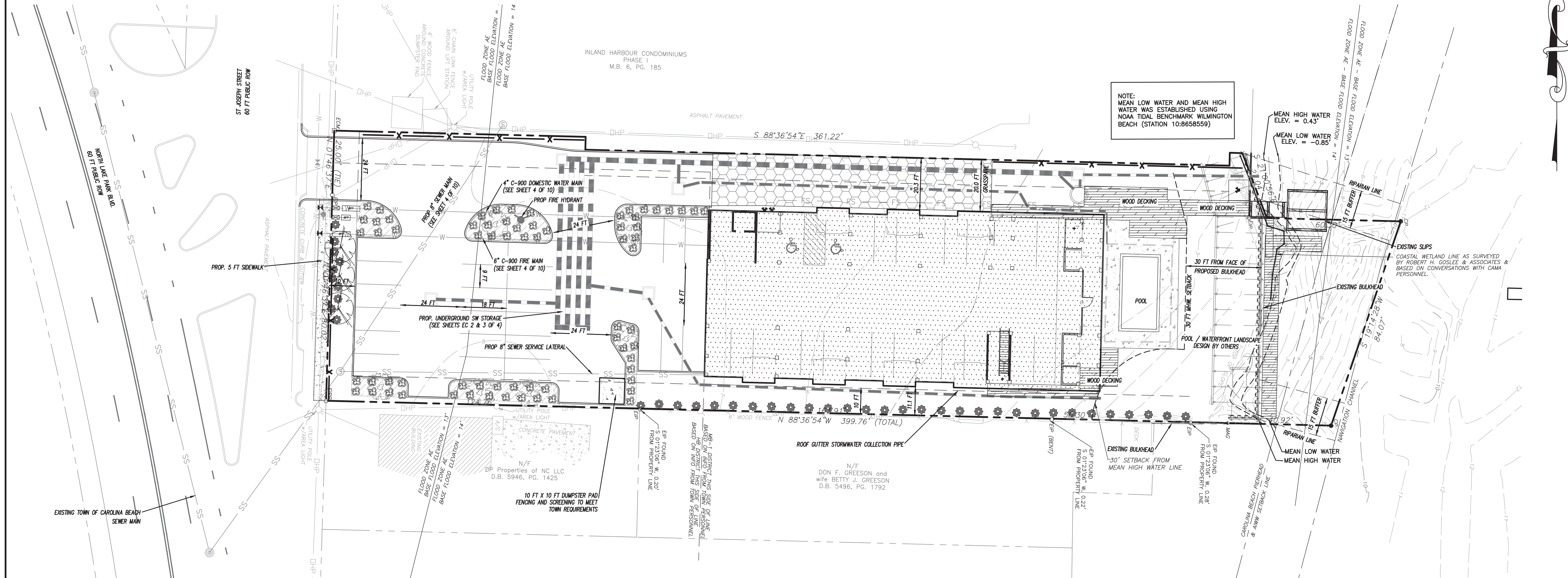
DATE: 5-4-17
 HORIZ SCALE: 1" = 10'
 VERT. SCALE: N/A
 DRAWN BY: RLW
 CHECKED BY: HSR
 PROJECT NO.: 17-0395

Sheet No. **4** of **11**

LOCATION MAP



NOT TO SCALE



LEGEND

- EXISTING BOUNDARY
- CENTERLINE OF RIGHT OF WAY
- CONTOUR LINE & ELEVATION
- EXISTING SANITARY SEWER & MANHOLE
- EXISTING WATERLINE
- EXISTING FIRE HYDRANT
- EXISTING STORM DRAIN
- PROP STORM DRAIN
- PROP FIRE HYDRANT
- PROP GATE VALVE
- PROP WATER METER
- PROP SANITARY SEWER & MANHOLE
- PROP WATER MAIN
- PROP SUPPORT COLUMN
- COMPACT CAR PARKING 8.5 FT X 18 FT
- PROP BUILDING FOOTPRINT
- PROP CONCRETE

Proposed Plant Table

SHRUBS					
Quantity	Symbol	Scientific Name	Common Name	Planting Size	Planting Remarks
10	☉	<i>Ilex cornuta</i>	Needpoint Holly	7 GAL. 3' HT.	STREETYARD SHRUB
30	☉	<i>Ilex cornuta</i>	Needpoint Holly	7 GAL. 3' HT.	BUFFERIYARD SHRUB
70	☉	<i>Buxus microphylla</i>	Wintergreen Boxwood	3 Gal.	PARKING ISLAND
6	☉	<i>Myrica cerifera</i>	Wax Myrtle	7 Gal. 3' HT.	PARKING ISLAND
TREES					
Quantity	Symbol	Scientific Name	Common Name	Planting Size	Planting Remarks
3	☉	<i>Prunus serrulata</i>	'Kwanzon' Japanese Cherry	2-1/2" CAL.	STREETYARD TREE

O.C. - "ON CENTER" CAL. - "CALIPER AT 6" ABOVE GRADE" GAL. - "GALLON CONTAINER"

LANDSCAPE CALCULATIONS:

1. BUFFERIYARD / STREETYARD CALCULATIONS: (SEC.40-178)
 TYPE R; 2 CANOPY, 4 UNDERSTORY, 6 SHRUBS / 50 LF OF FRONTAGE
 105.02 LF / 25 (CANOPY TREE FACTOR) = 4.20 TREES REQ'D. 3 TREES PROVIDED
 81.02 LF / 12.5 (UNDERSTORY TREE FACTOR) = 6.48 TREES REQ'D. 6 TREES PROVIDED
 81.02 LF / 8.13 (SHRUB FACTOR) = 9.97 TREES REQ'D. 10 SHRUBS PROVIDED
 *** UTILITY EASEMENTS AND INFRASTRUCTURE LIMIT THE AVAILABLE PLANTING AREA WITHIN THE STREETYARD.
 TYPE R; 2 CANOPY, 4 UNDERSTORY, 6 SHRUBS / 50 LF OF SIDE PROPERTY LENGTH
 SOUTH PROPERTY LINE = 234 LF (REQUESTING WAIVER ON TREES)
 234 / 50 = 4.7
 5 x 6 = 30 SHRUBS REQ'D
 NORTH PROPERTY LINE = REQUESTING WAIVER

2. PARKING FACILITIES LANDSCAPING CALCULATIONS: (SEC.40-178(A)(2))
 MINIMUM REQ'D = 8% OF TOTAL PARKING FACILITY
 TOTAL PARKING FACILITY AREA = 12,365 SF
 12,365 x 0.8 = 9,892 SF REQ'D LANDSCAPE AREA. 1,688 SF PROVIDED

LANDSCAPE NOTES:

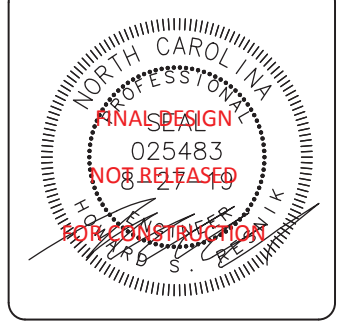
- POOL & WATERFRONT LANDSCAPE DESIGN BY OTHERS.
- REQUESTING WAIVER FOR PERMETER LANDSCAPING REQUIREMENTS



CSD ENGINEERING
 LICENSE # C-2710
 ENGINEERING
 LAND PLANNING
 COMMERCIAL / RESIDENTIAL
 P.O. BOX 4041
 WILMINGTON, NC 28406
 (910) 791-4441

LANDSCAPE PLAN for
HARBOR VIEW

LANDSCAPE PLAN for
HARBOR VIEW
 LOCATED IN TOWN OF CAROLINA BEACH
 NEW HANOVER COUNTY, NORTH CAROLINA
 OWNER:
 PELICAN POINT DEVELOPMENT, LLC
 337 BRADLEY DRIVE
 WILMINGTON, NC 28409



REV. NO.	DATE	BY	REMARKS
1	6/27/19	RLW	REVISED POOL FOOTPRINT, LANDSCAPE NOTES
2	6/27/19	MSB	REVISED BLVD FOOTPRINT
3	4/20/18	RLW	REVISED NOTES
4	1/25/18	RLW	REVISED NOTES

DATE: 4-9-18
 HORIZ. SCALE: 1" = 20'
 VERT. SCALE: N/A
 DRAWN BY: RLW
 CHECKED BY: HSR
 PROJECT NO.: 17-0395

Sheet No. **LPI** of **LPI**

Joe Benson
Mayor

Steve Shuttleworth
Council Member

LeAnn Pierce
Council Member



Tom Bridges
Mayor Pro Tem

JoDan Garza
Council Member

Ed Parvin
Interim Town Manager

Town of Carolina Beach
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428
TEL: (910) 458-2999
FAX: (910) 458-2997

ORDER GRANTING A CONDITIONAL USE PERMIT MODIFICATION

Location: 402 N. Lake Park Blvd.

Applicant: Pelican Point CB LLC

The Town Council of the Town of Carolina Beach, having held a quasi-judicial public hearing on **October 8, 2019** to consider the application submitted by Pelican Point CB, LLC for issuance of a Conditional Use Permit for a 36 unit multi-family condo building. The following persons offered sworn testimony: Planning Director Jeremy Hardison, Charles Poindexter and the Applicant’s Attorney Cindy York. The following uncontested facts were presented:

FINDINGS OF FACT

1. Pelican Point Development, LLC is the owner of a parcel located at 402 N. Lake Park Blvd. in Carolina Beach, NC.
2. The western portion of the property is zoned Highway Business (HB) and the eastern piece is Marina Business (MB-1).
3. The square footage property is 40.839 square feet.
4. The multi-family building will be on the MB-1 portion of the lot.
5. Multi-family uses are allowed in the MB-1 district with a CUP.
6. A portion of the parking will be located in the HB district and under the building. Parking areas located in other districts are allowed with the approval of a CUP.
7. CUP was issued on September 8, 2015 for a similar project by the applicant for 36 one bedroom units that expired on September 8, 2017, because construction had not started.
8. There are no density requirements in HB or MB
9. The proposed building height is 57’ in height to the top of the elevator shaft. The ordinance and the 2007 Land use plan was amended to state that the building height may be permitted up to sixty (60) feet maximum with one additional foot on the required front setback and one additional foot added cumulatively to the required side setbacks for each additional foot.
10. The property is located in an AE 11 Floodzone.
11. A former private road (lee’s Ln) was purchased by Pelican Point Development, LLC and combined with 402 N. Lake Park Blvd.
12. The property is within a CAMA Area of Environmental Concern and will need a major CAMA permit.

Specific Standards

- (1) Ingress and egress to property and proposed *structures* thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe;

The maneuvering has been designed by the applicant in a forward motion to ingress and egress the property. A 5' sidewalk will be installed adjacent to N Lake Park Blvd. A 20' fire access lane is dedicated on the north side of the building. Staff has requested that the applicant review the Lake Park Blvd and St. Joseph St. intersection design and impacts with DOT. Staff request a condition for a future access easement to provided interconnectivity to the adjacent property to the south (400 N. Lake Park Blvd) and a 10' easement if the town were to expand the town marina walk to the north in the future as properties become redeveloped.

- (2) Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare, or odor effects of the *conditional use* on adjoining properties and properties generally in the district;

48 Parking spaces are proposed. The applicant is required to have 44 parking spaces, 28 units require one space and the two bedroom require two spaces.

- (3) Refuse and service area, with particular reference to the items in (1) and (2) above;

A dumpster will be provided on site.

- (4) *Utilities*, with reference to locations, availability, and compatibility;

The existing water and sewer lines on St. Joseph. St will be adequate to meet the demand for the project.

- (5) Screening and buffering with reference to type, dimensions, and character;

A ten (10) foot "Type B" buffer yard is being provided on all sides of the development, except along the north side of the property for a designated fire lane and the dumpster location.

- (6) *Signs*, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;

A sign permit must be obtained for any new signs located on the property.

- (7) Required *yards* and other *open space* and preservation of existing trees and other attractive *natural features* of the land.

Setbacks

Proposed and required setbacks for the project are as follows:

Zoning Setbacks	<i>Front</i>	<i>Rear</i>	<i>South Side</i>	<i>North Side</i>
<i>MB-1 required</i>	30'	30' (CAMA)	10'	10'
<i>provided</i>	151'	30'	11'	20'

The total lot coverage of the project is 26%.

General conditions. The *town council*, in granting the permit, must also find that all four (4) of the following conditions exist;

- (1) That the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved by the issuance of the C.U.P.;

Multi-family structures are allowed in the MB-1 zoning district and is in character of the area.

- (2) That the use meets all required conditions and specifications;

After review by staff the plan has been determined to meet all conditions and specifications except the north landscaped buffer.

- (3) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and

The proposed use is in keeping with the character of the marina business area with the adjacent commercial and multi-family uses.

- (4) That the location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the Town Land Use Plan and Policies

The project will be in general conformity with the Land Use Plan and in harmony of the area.

CONCLUSIONS OF LAW

Its concluded that the Specific and General Standards are met

It is ordered that the application for the issuance of a Conditional Use Permit by Pelican Point CB LLC be granted, subject to the following conditions:

- 1) The site plan corresponding to this approval was designed by CSD Engineering dated 8/27/19.
- 2) Prior to issuance of building permit, all local state and federal approval letters and final site plan shall be submitted, and approved by the Town of Carolina Beach.
- 3) Major changes to approved plans and conditions of development may be authorized only by the town council after review and recommendation by the planning and zoning commission.
- 4) Landscaping waiver per approved site plan.
- 5) Outdoor artificial lighting fixtures shall be designed and positioned so that the point source of light from a light fixture is not directly visible from adjacent properties and/or right-of-ways.
- 6) Install a 5' Sidewalk adjacent to N. Lake Park Blvd
- 7) The storm water system must be installed according to approved plans and a letter signed and sealed by a licensed engineer must be provided verifying that the system is properly installed and functioning.
- 8) Obtain CAMA permit prior to the issuance of a building permit.
- 9) Provide for a 20' fire lane on the north side of the building.
- 10) Provide an easement for future interconnectivity with the property to the south.
- 11) Provide a 10' access easement on the rear of the property for future expansion of the marina walk.
- 12) A plan that includes a grading schedule, and construction schedule shall be submitted to the Technical Review Committee.
- 13) Infrastructure and site plan as-builts shall be provided/approved prior to CO.
- 14) Work with the NCDOT and the Town to reconfigure the intersection of St. Joseph Street and North Lake Park Blvd.
- 15) The Conditional Use Permit is subject to expire on 10/8/21 if construction of the project has not started.

Ordered this 8th day of October, 2019

Joe Benson, Mayor

Date

ATTEST: _____
Kimberlee Ward, Town Clerk

Date



AGENDA ITEM

Meeting: Regular Town Council - 08 Oct 2019

Prepared By: Miles Murphy

Department: Planning

Conditional Use Permit: For a 2-unit detached residential Planned Unit Development located at 504 Keys Lane. Applicant: The Pioneer Group NC Inc.

BACKGROUND:

The applicant, The Pioneer Group NC Inc., is requesting a Residential Conditional Use Permit (CUP) to build a two unit PUD comprised of two Single-Family residences on 504 Keys Lane. The parcel is zoned R-2 which allows SFR and Residential PUDs with a density of 6.2 units/acre.

- (1) That the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved by the issuance of the C.U.P.;
 - The density falls within the standard R-2 density requirements and the proposed homes follow the setback requirements
 - The safety of all properties will be improved by the updates to Keys Lane and the access easement.
- (2) That the use meets all required conditions and specifications;
 - The proposed CUP meets all required conditions.
 - They are not asking for any waivers or modifications.
- (3) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
 - The proposed residences will conform with the neighboring properties.
- (4) That the location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the town land use plan and policies.
 - The desired Future Land Use of the Residential 2 area includes single-family units only. Building height will not exceed a 50' height maximum and shall be consistent with Section 4.3, II. Management Topic: Land Use Compatibility Policies, 31 (B). Density will be low-moderate with a minimum of 5,000 – 7,000 square foot lots and around 6.2 to 8.7 units per acre. Lot coverage will not be allowed to exceed 40%. Provision of infrastructure to undeveloped and unserved areas will be at the expense of the developer. New multi-family development shall be prohibited

Specific standards.

(1) Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe;

- Ingress and egress will remain via Keys Lane and the access easement

- The 15' access easement will be expanded to 20' on their parcel (THIS IS A PREEXISTING EASEMENT)

- Keys Lane (30') and the access easement (20') will have their surface improved to a 6" gravel base to accommodate 2-way traffic

(2) Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare, or odor effects of the conditional use on adjoining properties and properties generally in the district;

- Parking will be based off of the number of bedrooms (3-4 bedrooms per unit = 3 parking spaces per unit)

- Parking will be located outside of the easement and contained on the property

(3) Refuse and service area, with particular reference to the items in (1) and (2) above;

- Trash will be delivered to Lewis Drive for standard pick up

(4) Utilities, with reference to locations, availability, and compatibility;

- Utilities will be provided by Duke and the Town as they are already existing through the access easement

- Retaining stormwater on-site as there are no stormwater utilities

(5) Screening and buffering with reference to type, dimensions, and character;

- There will be a minimum of a required 5' landscaping buffer

(6) Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;

- No signage

(7) Required yards and other open space and preservation of existing trees and other attractive natural features of the land.

- There is no require yard or open space beyond general zoning standards for a residential PUD

- Minimum of 15' between structures

- Minimum of 25% of open space

- Below maximum of 40% lot coverage

ACTION REQUESTED:

Recommend to:

- Approve the CUP as defined that it does meet the 7 specific standards and the 4 general conditions, if developed according to the plan as submitted and approved.

- Deny the CUP as it fails to sufficiently meet one or more of the standards.

**COMMITTEE
RECOMMENDATION:**

Staff recommends the approval of the CUP, but suggests requiring that Keys Lane be improved to provide sufficient emergency access.

ATTACHMENTS:

[CUP-Keys Lane Cottages Application](#)
[PIONEER GROUP PRELIMINARY SITE PLAN 8-9-19 UPDATE Narrative](#)
[504 Keys Lane PUD - PPT](#)
[CUP ORDER](#)



Conditional Use Permit TOWN OF CAROLINA BEACH, N.C.

Permit Number: 19-006

Each application must be printed or typewritten and have all information answered. **It is required that the applicant set up a meeting with Planning Staff prior to the submission deadline to ensure the application is complete.** The Town of Carolina Beach requires a licensed attorney to appear in a representative capacity to advocate the legal position of another firm, or corporate entity that is the applicant/owner of record.

The Planning Department, Planning and Zoning Commission and/or Town Council reserves the right to require additional information if needed to assure that the use in its proposed location will meet to be developed in accordance with the Code of Ordinances of the Town of Carolina Beach.

Major and minor projects; application fees. The owner or owners, or their duly authorized agent, of the property included in the application for a conditional use permit shall submit a complete application and supplemental information to the Zoning Administrator. A fee in accordance with the Town's adopted schedule of fees, payable to the Town of Carolina Beach, must accompany each application. For the purposes of determining the fee, the Zoning Administrator shall categorize each such Conditional Use Permit Application as either "major" or "minor", depending upon the complexity of review. Generally, Planned Residential (over 3 units), Mixed Uses, Business Developments, and similarly complex projects shall be categorized as "major", while projects such as bed and breakfast inns, small day care services, etc. shall be categorized as "minor".

Major Conditional Use Permit = \$ 800.00
Minor Conditional Use Permit = \$ 350.00

****Fees are nonrefundable after item has been sent for advertisement****

This permit will be scheduled for the next possible Technical Review Committee.

2019 Submission Deadlines & Meeting Dates					
Technical Review Committee		Planning & Zoning Commission		Town Council	
Submission	Meeting	Submission	Meeting	Submission	Meeting
Jan 7	Jan 22	Dec 27	Jan 10	Dec 27	Jan 8
Feb 4	Feb 18	Jan 31	Feb 14	Jan 30	Feb 12
Mar 4	Mar 18	Feb 28	Mar 14	Feb 27	Mar 12
Apr 1	Apr 15	Mar 28	Apr 11	Mar 27	Apr 9
May 6	May 20	Apr 25	May 9	May 1	May 14
June 3	June 17	May 30	June 13	May 29	June 11
July 1	July 15	June 27	July 11	June 26	July 9
Aug 5	Aug 19	July 25	Aug 8	July 31	Aug 13
Sept 2	Sept 16	Aug 29	Sept 12	Aug 28	Sept 10
Oct 7	Oct 21	Sept 26	Oct 10	Sept 25	Oct 8
Nov 4	Nov 18	Oct 31	Nov 14	Oct 30	Nov 12
Dec 2	Dec 16	Nov 28	Dec 12	Nov 20	Dec 10
Jan 6	Jan 20	Dec 19	Jan 9	Dec 31	Jan 14
Board	# Copies Full Size	# Copies Electronic	Recipients		
TRC	9	1	1 Manager, 3 Planning, 1 Fire, 1 Police, 2 Operations, 1 Admin		
P&Z	9	1	7 P&Z, 1 Manager, 2 Planning, 1 Secretary, 1 Island Gazette		
Town Council	9	1	5 Town Council, 1 Manager, 1 Planning, 1 Clerk, 1 Island Gazette		

PURPOSE

Conditional use permits add flexibility to the zoning regulations. Subject to high standards of planning and design, certain property uses may be allowed in certain districts where these uses would not otherwise be acceptable. By means of controls exercised through the conditional use permit procedures, property uses which would otherwise be undesirable in certain districts can be developed to minimize any adverse effects they might have on surrounding properties.

Please complete all sections of the application.

A. Property Information

Address(es): 504 Keys Lane
PIN(s): R08810-001-001-003
Project Name Keys Lane Cottages
Size of lot(s): 14,700 SF

B. Application for Conditional Use Permit

Application is hereby made for a Conditional Use Permit for use of the property described above as a (please provide a brief description of the use):
This project proposes 2 single family residences that call under the R-2 density requirements

C. Applicant Contact Information

The Pioneer Group NC Inc
Company/corporate Name (if applicable):
Stephannie Covington
Applicant's Name
PO Box 15474
Mailing Address
Wilmington, NC 28408
City, State, and Zip Code
910-443-3681
Telephone
hello@thepioneergoupnc.com
Email

D. Owner Contact Information (if different)

Glen Mitchell
Owner's Name
PO BOX 15474
Mailing Address
Wilmington, NC 28408
City, State, and Zip Code
910-386-7345
Telephone
glen.mitchell.01@gmail.com
Email

General conditions. Council, when granting a conditional use permit, shall find that all four of the following factors found in Chapter 40 Article XI exist. In the spaces provided below, indicate the facts and arguments that prove you meet the following conditions:

- 1. Indicate how the proposed CUP will not adversely affect health or safety if located where proposed and developed according to the plan submitted:

The density falls under the R-2 density requirements and the proposed homes follow the setback requirements

- 2. Indicate if the proposed Conditional Use Permit meets all required conditions and specifications or if any waivers are requested:

The proposed CUP meets all required conditions

- 3. Indicate how the proposed Conditional Use Permit will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity:

The proposed residences will conform to the neighboring properties. The value of the proposed homes will likely bolster the value of adjoining properties.

- 4. Indicate that the location and use of the proposed Conditional Use Permit, if developed according to the plan as submitted, will be in harmony with the area in which it is to be located and in general conformity with the Town of Carolina Beach's Land Use Plan and policies.:

The proposed residences fall with R-2 requirements. Two detached single family residences conform with neighboring properties.

Specific standards. No conditional use shall be granted by Town Council unless the following provisions and arrangements where applicable, have been made to the satisfaction of the council.

- 1. Indicate how the Ingress and egress to the property and proposed structures in reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe:

The entrance and egress to the property remains the same and follow the entrance and egress of neighboring lots. We will properly

- 2. Indicate how the off-street parking and loading areas met, and how the economic, noise, glare, or odor of the propose use will affect the adjoining properties.

Parking will be onsite for each residence and meet the Town parking requirements with parking for each residence provided within

garage, carport, and driveway areas.

- 3. Indicate how the refuse and service area, will be handled.

All trash will be disposed via the town residential trash services as the neighboring residences dispose of their refuse.

- 4. Indicate how adequate and proper utilities, with reference to locations, availability, and compatibility are to be provided or how the item listed are not applicable to the proposed CUP.

Duke energy will provide electric service and lines are in place Public water and sewer will also be provided.

- 5. Indicate how screening and buffering with reference to type, dimensions, and character will be provided or why it is not provided for;

We will have a 10' landscaped buffer on the sides and rear property line with trees and shrubs

The common spaces around the residences will also be landscaped

- 6. Indicate how signs, if any, and the proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;

We will just have address numbers as assigned by the Town on each residence. No other signage will be used.

- 7. Indicate the required yards and other open space and preservation of existing trees and other attractive natural features of the land.

N?A

Check the box beside each item verifying that the item has been submitted with this application

I. Site Plan Criteria

For new construction all boxes in this section shall be marked yes by the applicant to be considered a complete application.

Yes	No	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The name, address, and phone number of the professional(s) responsible for preparing the plan if different than the applicant.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineers scale 1 inch = 40 ft or larger
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title block or brief description of project including all proposed uses
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property and zoning boundaries
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The square footage of the site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot coverage (buildings, decks, steps)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location of all existing and proposed structures and the setbacks from property lines of affected structures to remain on-site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design of driveways and parking
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjacent right-of-ways labeled with the street name and right of way width
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing and/or proposed easements

Additional information or data as determined necessary by town staff and/or other reviewing agencies including but not limited to the following may be required:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location and design of refuse facilities
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approximate locations and sizes of all existing and proposed utilities
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Existing and/or proposed fire hydrants (showing distances)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjacent properties with owners' information and approximate location of structures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Distances between all buildings
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number of stories and height of all structures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Locations of all entrances and exits to all structures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Calculate the gross floor area with each room labeled (i.e. kitchen, bedroom, bathroom)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location of flood zones and finished floor elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CAMA Areas of Environmental Concern (AEC) and CAMA setbacks
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delineation of natural features and wetlands with existing and proposed topography with a maximum of two foot contour intervals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proposed landscaping including percentages of open space
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stormwater management systems
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cross-sectional details of all streets, roads, ditches, and parking lot improvements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building construction and occupancy type(s) per the building code
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location of fire department connection(s) for standpipes
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Turning radii, turnarounds, access grades, height of overhead obstructions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dimensions and locations of all signs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A vicinity map drawn with north indicated

- I have provided a scaled electronic version of each required drawing
- I have folded all plans to 8 1/2" x 11" size and am prepared to pay the application fee today

SUPPLEMENTAL INFORMATION REQUIRED WITH THE APPLICATION

- 1. Detailed project narrative describing the proposed site and request.
- 2. Agent form if the applicant is not the property owner
- 3. Request for site specific development plan shall be submitted in accordance with Chapter 40 Article

OWNER'S SIGNATURE: In filing this application for a conditional use permit I/we as the property owner(s), hereby certify that all of the information presented in this application is accurate to the best of my knowledge, information and belief. I hereby designate Stephannie Covington
 To act on my behalf regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to speak for me in any public meeting regarding this application.

 Signature  Date 9/5/15

AUTHORITY FOR APPOINTMENT OF PERSON TO ACT ON MY BEHALF

The undersigned owner, Glen Mitchell, does hereby appoint Stephannie Covington to act on my behalf for the purpose of petitioning the Town of Carolina Beach for: a) an amendment to the text regulations; b) a change to the zoning map; c) approval of a special use permit; d) approval of a special use district; and/or, e) street closing, as applicable to the property described in the attached petition. The owner does hereby covenant and agree with the Town of Carolina Beach that said person has the authority to do the following acts for and on behalf of the owner: (1) To submit a proper petition and the required supplemental materials; (2) To appear at public meetings to give testimony and make commitments on behalf of the owner; and (3) In the case of a special use permit, to accept conditions or recommendations made for the issuance of the special use permit on the owner's property. (4) To act on the owner's behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of any petition. This appointment agreement shall continue in effect until final disposition of the petition submitted in conjunction with this appointment.

Date: 9/5/19

Appointee's Name, Address & Telephone:

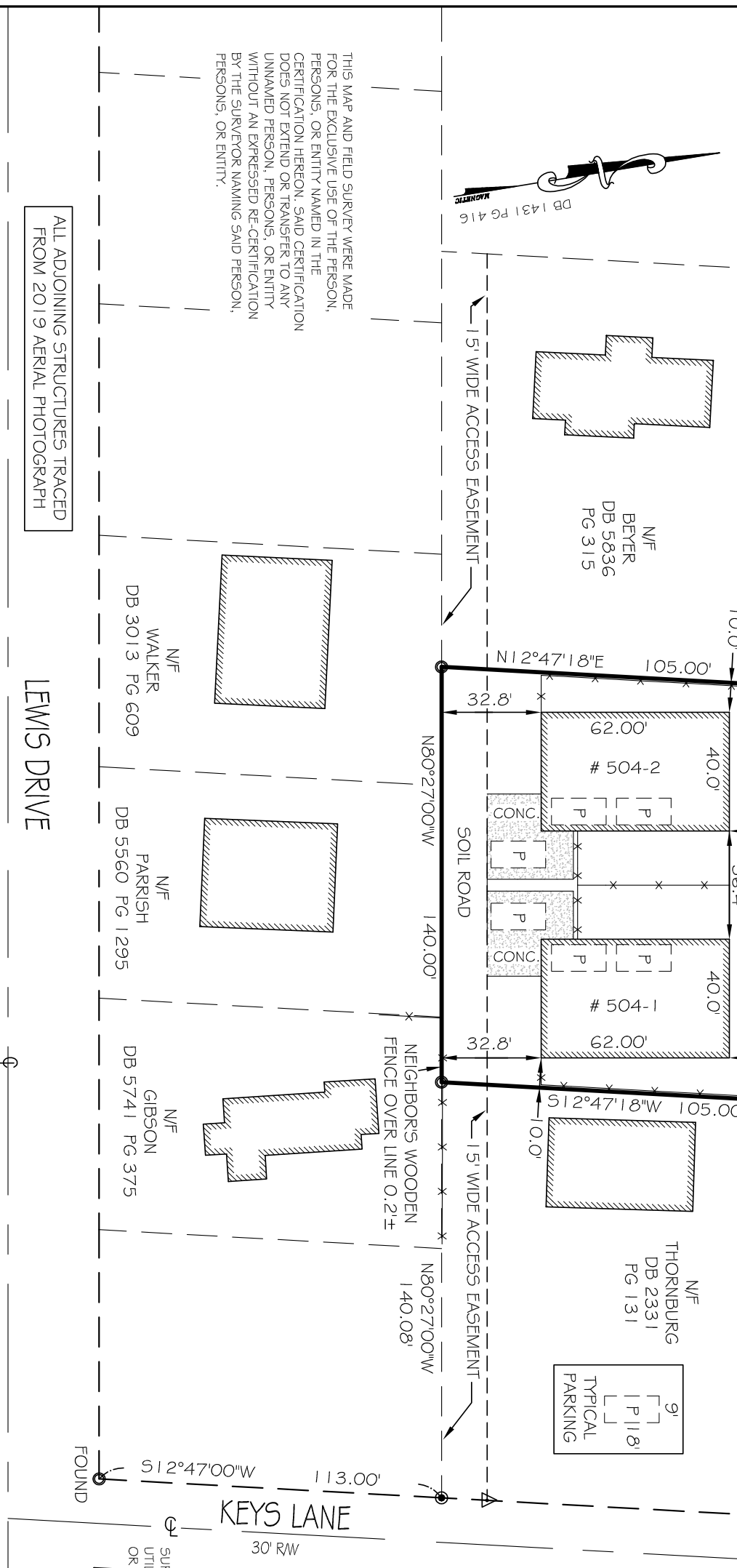
The Pioneer Group NC, INC
Stephannie Covington
PO BOX 15474
Wilmington, NC 28408

Signature of Owner: 

I, PATRICK C. BRISTOW, CERTIFY THAT THIS PROPERTY WAS SURVEYED AND MAP DRAWN UNDER MY SUPERVISION; DESCRIPTION AS SHOWN ON THE FACE OF THIS PLAT; RATIO OF PRECISION AS CALCULATED BY COMPUTER IS 1:10,000+; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN BY BROKEN LINES PLOTTED FROM INFORMATION REFERENCED; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1604); WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 8TH DAY OF AUGUST A.D. 2019.

PRELIMINARY

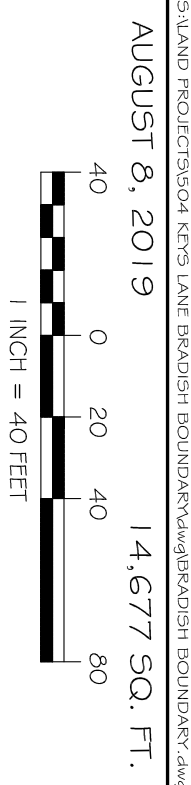
PATRICK C. BRISTOW
N.C. PLS No. L4148



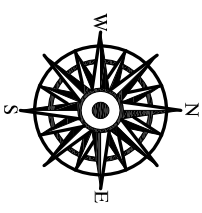
THIS MAP AND FIELD SURVEY WERE MADE FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS, OR ENTITY NAMED IN THE CERTIFICATION HEREON. SAID CERTIFICATION DOES NOT EXTEND OR TRANSFER TO ANY UNNAMED PERSON, PERSONS, OR ENTITY WITHOUT AN EXPRESSED RE-CERTIFICATION BY THE SURVEYOR NAMING SAID PERSON, PERSONS, OR ENTITY.

ALL ADJOINING STRUCTURES TRACED FROM 2019 AERIAL PHOTOGRAPH

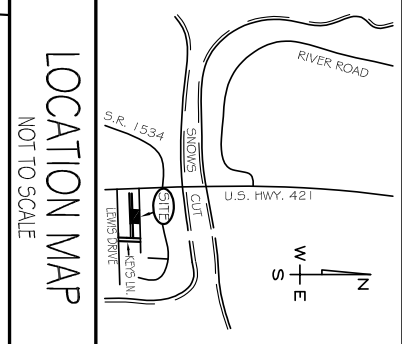
EACH STRUCTURE IS 2,480 SQ. FT. BUILDING HEIGHT = 35'



SITE PLAN FOR
PIONEER GROUP
PARCEL ID # R08810-001-001-003 504 KEYS LANE
TOWN OF CAROLINA BEACH NEW HANOVER COUNTY, N.C.



PATRICK C. BRISTOW
LAND SURVEYING, PC
4113-A OLEANDER DRIVE
WILMINGTON, N.C. 28403
(910) 791-1500 (PH) (910) 791-1504 (FAX)
E-MAIL: pat@bristowsurveying.com
FIRM LICENSE NO. C-3071



LOCATION MAP
NOT TO SCALE

SURVEY REFERENCE
MAP BOOK 6 PAGE 63
MAP BOOK 35 PAGE 338
DEED BOOK 2331 PAGE 131

NOTE: THIS LOT IS LOCATED IN ZONE X AS PER MAP # 3720313100 J COMMUNITY ID # 375347 DATED: APRIL 3, 2006

- LEGEND**
- = IRON PIPE FOUND
 - ⊕ = CENTERLINE
 - = CONTROL MONUMENT
 - ⊙ = FOUND IRON ROD
 - △ = WOODEN STAKE SET
 - ** = WOOD FENCE

⊕ SURVEYED LOT IS SUBJECT TO ALL UTILITY EASEMENTS, RESTRICTIONS OR COVENANTS OF RECORD.

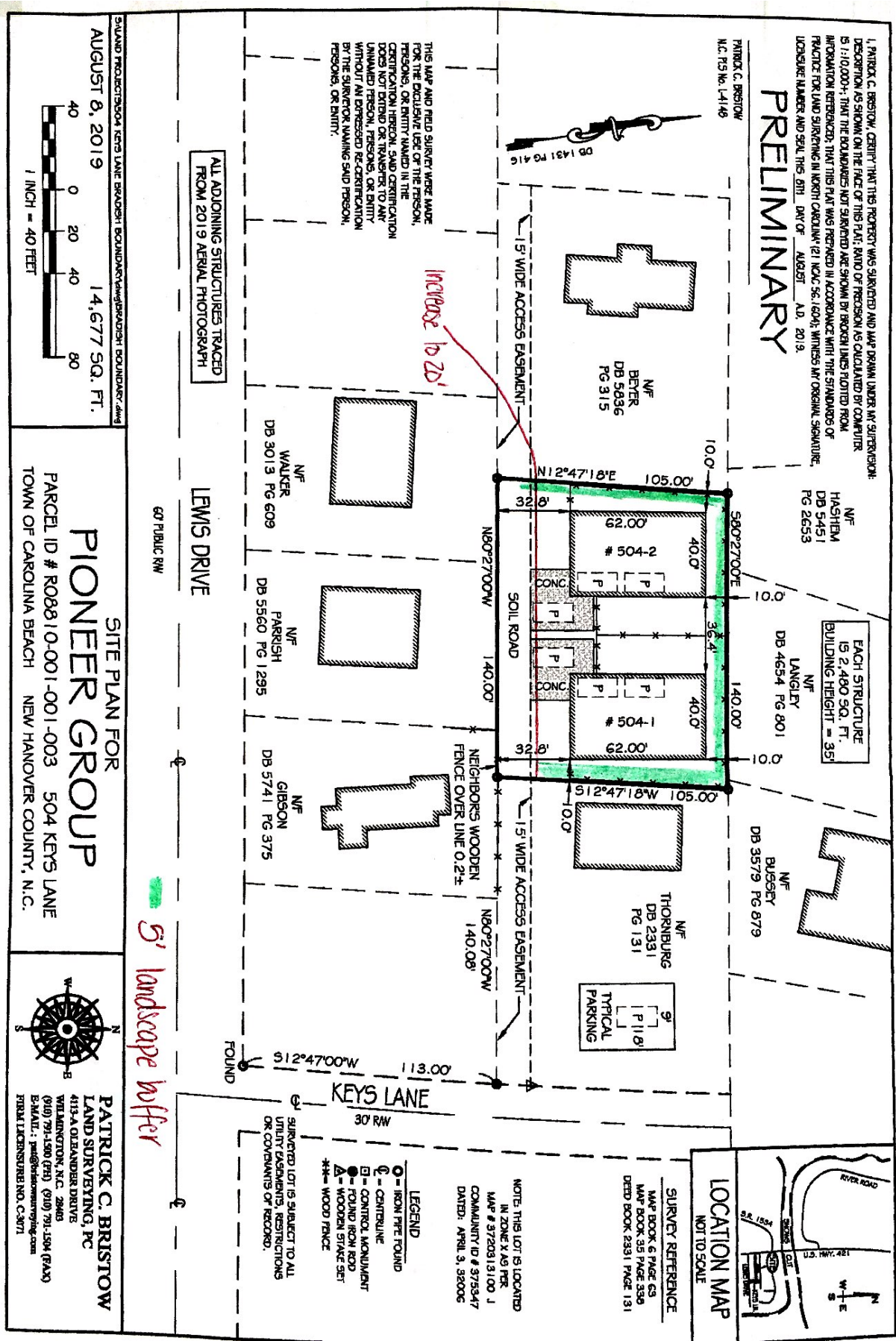


**The Pioneer Group NC, Inc
PO Box 15474
Wilmington, NC 28408**

504 Keys Lane CUP Application Narrative

We are simply proposing two cottage style single family style residences on this property. It maintains the density of the R-2 district and the homes will fit in the neighboring properties. We feel this will allow us to offer quality homes for the area and similar in style to the project located on Spencer Farlow Ave.

We have agreed to upgrade the access on Keys Lane and extend our easement to 20'.



PRELIMINARY

I, PATRICK C. BRISTOW, CERTIFY THAT THIS PROPERTY WAS SURVEYED AND MAP DRAWN UNDER MY SUPERVISION AND DESCRIPTION AS SHOWN ON THE FACE OF THIS PLAT, RATIO OF PRECISION AS CALCULATED BY COMPUTER IS 1:10,000; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN BY BROWN LINES PLOTTED FROM INFORMATION REFERENCED; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 N.C.A.C. 36-180.4), WITNESSED MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 20TH DAY OF AUGUST, A.D. 2019.

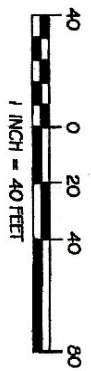
PATRICK C. BRISTOW
N.C. P.S. No. 14146

EACH STRUCTURE IS 2,480 SQ. FT. BUILDING HEIGHT = 35'

THIS MAP AND FIELD SURVEY WERE MADE FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS, OR ENTITY NAMED IN THE CERTIFICATION HEREON. SAID CERTIFICATION DOES NOT EXTEND OR TRANSFER TO ANY UNNAMED PERSON, PERSONS, OR ENTITY WITHOUT MY EXPRESSED RE-CERTIFICATION BY THE SURVEYOR NAMING SAID PERSON, PERSONS, OR ENTITY.

ALL ADJOINING STRUCTURES TRACED FROM 2019 AERIAL PHOTOGRAPH

STANDARD PROJECTION KEYS LANE BRADSHAW BOUNDARY BRADSHAW BOUNDARY, 4M4
AUGUST 8, 2019 14,677 SQ. FT.

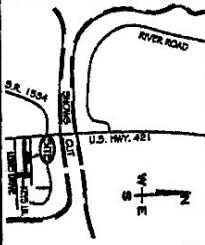


SITE PLAN FOR PIONEER GROUP

PARCEL ID # RO8810-001-001-003 504 KEYS LANE
TOWN OF CAROLINA BEACH NEW HANOVER COUNTY, N.C.

5' landscape buffer

LOCATION MAP
NOT TO SCALE



SURVEY REFERENCE
MAP BOOK 6 PAGE 63
MAP BOOK 35 PAGE 339
DEED BOOK 2331 PAGE 131

NOTE: THIS LOT IS LOCATED IN ZONE X AS PER MAP # 37203131100 J COMMUNITY ID # 3735347 DATED: APRIL 3, 20006

- LEGEND**
- - IRON PIPE FOUND
 - - CENTERLINE
 - - CONTROL MONUMENT
 - △ - FOUND IRON ROD
 - ▲ - WOODEN STAKE SET
 - *** - WOOD FENCE

SURVEYED LOT IS SUBJECT TO ALL UTILITY EASEMENTS, RESTRICTIONS OR COVENANTS OF RECORD.

PATRICK C. BRISTOW
LAND SURVEYING, PC
4115-A OLIVER DRIVE
WILMINGTON, N.C. 28403
(910) 791-1500 (FAX) (910) 791-1504 (FAX)
E-MAIL: pbristow@pbristowlandsurveying.com
PBLA LICENSE NUMBER: NO. C-5871



Conditional Use Permit: 504 Keys Lane “The Cottages” – Planned Unit Development

October 8th, 2019
Miles Murphy – Planner



Location: 504 Keys Lane

Applicant: Avon Park Holdings, LLC

I, PATRICK C. BRISTOW, CERTIFY THAT THIS PROPERTY WAS SURVEYED AND MAP DRAWN UNDER MY SUPERVISION; DESCRIPTION AS SHOWN ON THE FACE OF THIS PLAT; RATIO OF PRECISION AS CALCULATED BY COMPUTER IS 1:10,000+; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN BY BROKEN LINES PLOTTED FROM INFORMATION REFERENCED; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH 'THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA' (21 NCAC 56.1604); WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 8TH DAY OF AUGUST A.D. 2019.

PRELIMINARY

PATRICK C. BRISTOW
N.C. PLS No. L-4148



THIS MAP AND FIELD SURVEY WERE MADE FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS, OR ENTITY NAMED IN THE CERTIFICATION HEREON. SAID CERTIFICATION DOES NOT EXTEND OR TRANSFER TO ANY UNNAMED PERSON, PERSONS, OR ENTITY WITHOUT AN EXPRESSED RE-CERTIFICATION BY THE SURVEYOR NAMING SAID PERSON, PERSONS, OR ENTITY.

ALL ADJOINING STRUCTURES TRACED FROM 2019 AERIAL PHOTOGRAPH

N/F HASHEM
DB 5451
PG 2653

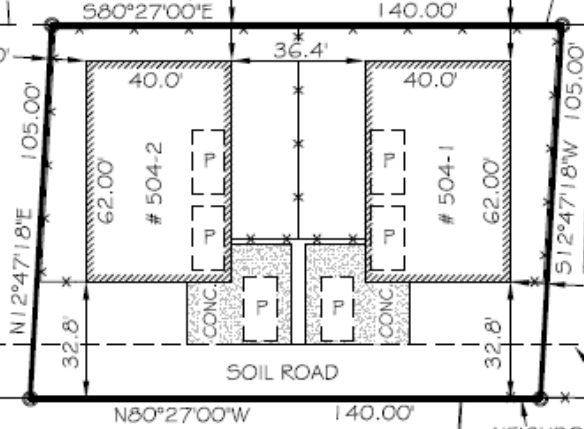
EACH STRUCTURE IS 2,480 SQ. FT.
BUILDING HEIGHT = 35'

N/F LANGLEY
DB 4654 PG 801

N/F BUSSEY
DB 3579 PG 879

N/F BEYER
DB 5836
PG 315

N/F THORNBURG
DB 2331
PG 131



15' WIDE ACCESS EASEMENT

15' WIDE ACCESS EASEMENT

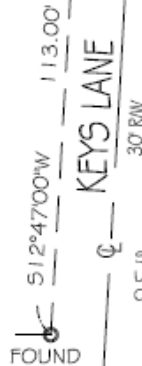
SOIL ROAD

NEIGHBOR'S WOODEN FENCE OVER LINE 0.2'±

N/F WALKER
DB 3013 PG 609

N/F PARRISH
DB 5560 PG 1295

N/F GIBSON
DB 5741 PG 375



LEWIS DRIVE

60' PUBLIC RW

SURVEYED LOT & UTILITY EASEMENTS OR COVENANTS



PUDs Permitted in R-2

ARTICLE III. – Zoning District Regulations

Sec. 40-72. – Table of permissible uses.

USES OF LAND	R-1	R-1B	R-2	R-3	C	MH	MF	MX	CBD	NB	HB	MB-1	T-1	I-1
Planned unit development, residential (See article XII of this chapter)	C		C			C	C	C			C	C	C	

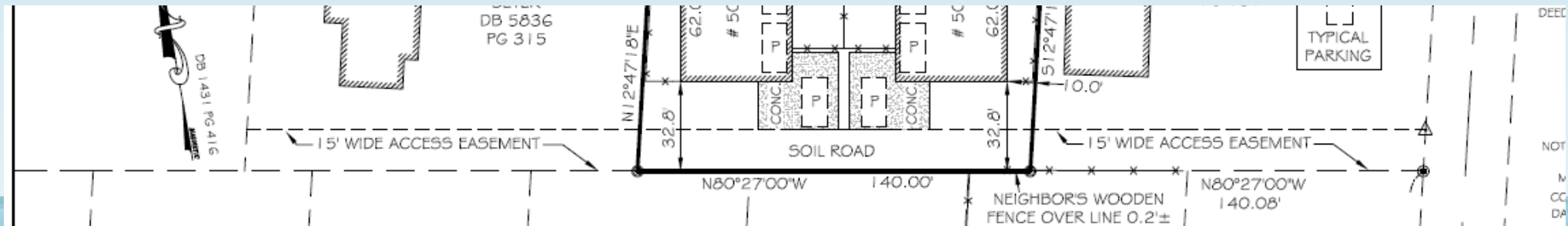
Zoning District	Primary Permitted Uses	Min. Lot Size	Min. Lot Width ⁶	Min. Front Yard	Min. Rear Yard	Min. Side Yards [*] (Corner Lot— Min. 12.5 ft.) ⁴	Residential Max. Density	Max. Height	Max. Lot Coverage
R-2	Single-Family	7,000 sq. ft.	70 ft.	25 ft.	10 ft.	7.5 ft.	6.2 units/acre	45 ft.	40%



Looking Down Keys Lane from Lewis



Looking Down Keys Lane Easement



Adjacent Properties



500 Keys



508 Keys

General conditions.

- (1) That the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved by the issuance of the C.U.P.;
 - The density falls within the standard R-2 density requirements and the proposed homes follow the setback requirements
 - The safety of all properties will be improved by the updates to Keys Lane and the access easement.
- (2) That the use meets all required conditions and specifications;
 - The proposed CUP meets all required conditions.
 - They are not asking for any waivers or modifications.
- (3) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
 - The proposed residences will conform with the neighboring properties.
- (4) That the location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the town land use plan and policies.
 - The desired Future Land Use of the Residential 2 area includes single-family units only. Building height will not exceed a 50' height maximum. Density will be low-moderate with a minimum of 5,000 – 7,000 square foot lots and around 6.2 to 8.7 units per acre. Lot coverage will not be allowed to exceed 40%. Provision of infrastructure to undeveloped and un-served areas will be at the expense of the developer. New multi-family development shall be prohibited

Specific standards.

- (1) Ingress and egress to property and proposed *structures* thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe;
 - Ingress and egress will remain via Keys Lane and the access easement
 - The 15' access easement will be expanded to 20' on their parcel (THIS IS A PREEXISTING EASEMENT)
 - Keys Lane (30') and the access easement (20') will have their surface improved to a 6" gravel base to accommodate 2-way traffic
- (2) Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare, or odor effects of the *conditional use* on adjoining properties and properties generally in the district;
 - Parking will be based off of the number of bedrooms (3-4 bedrooms per unit = 3 parking spaces per unit)
 - Parking will be located outside of the easement and contained on the property
- (3) Refuse and service area, with particular reference to the items in (1) and (2) above;
 - Trash will be delivered to Lewis Drive for standard pick up
- (4) *Utilities*, with reference to locations, availability, and compatibility;
 - Utilities will be provided by Duke and the Town as they are already existing through the access easement
 - Retaining stormwater on-site as there are no stormwater utilities
- (5) Screening and buffering with reference to type, dimensions, and character;
 - There will be a minimum of a required 5' landscaping buffer
- (6) *Signs*, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;
 - No signage
- (7) Required *yards* and other *open space* and preservation of existing trees and other attractive *natural features* of the land.
 - There is no require yard or open space beyond general zoning standards for a residential PUD
 - Minimum of 15' between structures
 - Minimum of 25% of open space
 - Below maximum of 40% lot coverage

Required	Proposed
25'	32.8'
10'	10'
7.5'	10'



Staff Recommendation

Staff recommends the approval of the CUP, but suggests requiring that Keys Lane be improved to provide sufficient emergency access.

Decision

Recommend to:

- Approve the CUP as defined that it does meet the 7 specific standards and the 4 general conditions, if developed according to the plan as submitted and approved.
- Deny the CUP as it fails to sufficiently meet 1 or more of the standards

Joe Benson
Mayor

Steve Shuttleworth
Council Member

LeAnn Pierce
Council Member



Tom Bridges
Mayor Pro Tem

JoDan Garza
Council Member

Ed Parvin
Interim Town Manager

Town of Carolina Beach
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428
TEL: (910) 458-2999
FAX: (910) 458-2997

ORDER GRANTING A CONDITIONAL USE PERMIT MODIFICATION

Location: 504 Keys Ln

Applicant: The "Pioneer Group NC Inc

The Town Council of the Town of Carolina Beach, having held a quasi-judicial public hearing on **October 8, 2019** to consider the application submitted by the Pioneer Group NC Inc for issuance of a Conditional Use Permit for a 2unit detached planned unit development located at 504 Keys Ln. The following persons offered sworn testimony: Planner Miles Murphy and Stephannie Covington. The following uncontested facts were presented:

FINDINGS OF FACT

1. The Pioneer Group NC Inc, LLC is the owner of a parcel located at 402 N. Lake Park Blvd. in Carolina Beach, NC.
2. The property is zoned R-2.
3. Residential Planned Unit Development are allowed with a Conditional Use permit in the R-2 zoning district.
4. The square footage property is 14,520 square feet.
5. The property is vacant and is accessed off of an existing 15' easement.
6. The easement is accessed off a 30' right-of-way know as Keys Ln.
7. The surface of keys ln is a dirt drive.
8. The density requirements in R-2 is 6.2 units per acre

Specific Standards

Specific standards.

(1) Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe;

- *Ingress and egress will remain via Keys Lane and the access easement*
- *The 15' access easement will be expanded to 20' on their parcel (THIS IS A PREEXISTING EASEMENT)*
- *Keys Lane (30') and the access easement (20') will have their surface improved to a 6" gravel base to accommodate 2-way traffic*

(2) Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare, or odor effects of the conditional use on adjoining properties and properties generally in the district;

- *Parking will be based off of the number of bedrooms (3-4 bedrooms per unit = 3 parking spaces per unit)*
- *Parking will be located outside of the easement and contained on the property*

- (3) Refuse and service area, with particular reference to the items in (1) and (2) above;
 - *Trash will be delivered to Lewis Drive for standard pick up*
- (4) Utilities, with reference to locations, availability, and compatibility;
 - *Utilities will be provided by Duke and the Town as they are already existing through the access easement*
 - *Retaining stormwater on-site as there are no stormwater utilities*
- (5) Screening and buffering with reference to type, dimensions, and character;
 - *There will be a minimum of a required 5' landscaping buffer*
- (6) Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;
 - *No signage*
- (7) Required yards and other open space and preservation of existing trees and other attractive natural features of the land.
 - *There is no require yard or open space beyond general zoning standards for a residential PUD*
 - *Minimum of 15' between structures*
 - *Minimum of 25% of open space*
 - *Below maximum of 40% lot coverage*

General conditions. The *town council*, in granting the permit, must also find that all four (4) of the following conditions exist;

- (1) That the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved by the issuance of the C.U.P.;
 - *The density falls within the standard R-2 density requirements and the proposed homes follow the setback requirements*
 - *The safety of all properties will be improved by the updates to Keys Lane and the access easement.*
- (2) That the use meets all required conditions and specifications;
 - *The proposed CUP meets all required conditions.*
 - *They are not asking for any waivers or modifications.*
- (3) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
 - *The proposed residences will conform with the neighboring properties.*
- (4) That the location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the town land use plan and policies.
 - *The desired Future Land Use of the Residential 2 area includes single-family units only. Building height will not exceed a 50' height maximum and shall be consistent with Section 4.3, II. Management Topic: Land Use Compatibility Policies, 31 (B). Density will be low-moderate with a minimum of 5,000 – 7,000 square foot lots and around 6.2 to 8.7 units per acre. Lot coverage will not be allowed to exceed 40%. Provision of infrastructure to undeveloped and un-served areas will be at the expense of the developer. New multi-family development shall be prohibited*

CONCLUSIONS OF LAW

Its concluded that the Specific and General Standards are met

It is ordered that the application for the issuance of a Conditional Use Permit by Pelican Point CB LLC be granted, subject to the following conditions:

- 1) The site plan corresponding to this approval was designed by Patrick C. Bristow Land Surveying dated 8/8/19.
- 2) Prior to issuance of building permit, all local state and federal approval letters and final site plan shall be submitted, and approved by the Town of Carolina Beach.
- 3) Major changes to approved plans and conditions of development may be authorized only by the town council after review and recommendation by the planning and zoning commission.
- 4) A 5' Landscape buffer required per approved site plan.
- 5) Outdoor artificial lighting fixtures shall be designed and positioned so that the point source of light from a light fixture is not directly visible from adjacent properties and/or right-of-ways.
- 6) Widen the existing 15' access easement to 20' on the subject property (504 Keys Ln).
- 7) Improve Keys Ln to a 20' width gravel with a 6" base.
- 8) The storm water system must be installed and a letter signed and sealed by a licensed engineer must be provided verifying that the system is properly installed and functioning.
- 9) A plan that includes a grading schedule, and construction schedule shall be submitted to the Technical Review Committee.
- 10) The Conditional Use Permit is subject to expire on 10/8/21 if construction of the project has not started.

Ordered this 8th day of October, 2019

Joe Benson, Mayor

Date

ATTEST: _____
Kimberlee Ward, Town Clerk

Date



AGENDA ITEM

Meeting: Regular Town Council - 08 Oct 2019

Prepared By: Miles Murphy

Department: Planning

Text Amendment: Allow Business Planned Unit Development(PUD) in the Neighborhood Business (NB) Zoning District. Applicant: Raph Roof

BACKGROUND:

The applicant, Raph Roof, is requesting a Text Amendment to allow Business Planned Unit Developments (PUDs) in the Neighborhood Business (NB) Zoning District.

A Business Planned Unit Development is a conditional use intended to encourage innovation, flexibility of design, and better land use by allowing deviations from the standard requirements of the town's specific zoning districts. The purpose of providing for these conditional uses is to promote:

- (1) Improved compatibility of new development with existing residential neighborhoods, commercial enterprises, and industrial uses;
- (2) Flexibility of design to take greatest advantage of a site's natural and developmental qualities;
- (3) Accumulation of large areas of usable permanent open space to preserve important natural resources; and
- (4) Efficient use of land that may result in lower development and public service costs.

NB was established to accommodate and provide for the development of small, pedestrian-oriented shopping and service activities providing necessity goods and personal services to the immediate neighborhood. This district also provides for single-family detached homes and related residential uses. Such districts should be located at the intersection of a major street or collector. Uses in NB districts should have architecture and site layouts which are compatible with nearby residential structures and uses.

The regulations of this district are intended to discourage any use which, because of its character, would not be in harmony with the residential community or which would be detrimental to the surrounding residential uses.

The 2007 LUP Mixed Use 1 area includes a future predominance of single-family and duplex units. Commercial uses in this area shall include lower intensity restaurants and commercial services and retail.

ACTION REQUESTED:

Staff acknowledges that this zone in the 2007 LUP recommends primarily lower intensity commercial operations, but does not have any objections to allowing Commercial Planned Unit Developments in the NB zone.

COMMITTEE RECOMMENDATION:

- (1) Open the public hearing for comments.
- (2) Close the public hearing
- (3) Consider approval or denial of the proposal and make a motion according to the appropriate statement.

OPTIONS FOR TOWN COUNCIL:

A Statement of Approval – Whereas in accordance with the provisions of the NCGS 160A-383, does hereby find and determine that the adoption of a Text Amendment: To amend Chapter 40 Article VIII Sec. 40-72 to allow for PUDs in the NB zoning district in the Town of Carolina Beach is consistent with the goals and objectives of the adopted Land Use Plan and other long range plans. (If applicable - List any recommended restrictions or requirements)

Approval but LUP inconsistencies - A statement approving the proposed amendment and declaring that this also amends the plan, along with an explanation of the change in conditions to meet the development needs of the community that were taken into account in the zoning amendment.

A Statement of Denial – Town Council deny the adoption of the following ordinance amendment based on inconsistencies with the goals and objectives of the adopted Land Use Plan and/or other long range planning documents.

ATTACHMENTS:

- [Ordinance 19-1123 Allow NB in PUD](#)
- [Text Amendment - PUDs in NB - PPT](#)
- [Text Amend Application 7.12.19](#)

Planned Unit Developments



ORDINANCE 19-1123
Amend Chapter 40 Zoning Article III, Sec. 40-72 Table of Permitted Uses

Article III, Sec 40-72 Table of Permitted Uses

Sec 40-72. Table of Permissible Uses														
TABLE INSET:		C = May be permitted with Conditions												
P = Permitted														
TABLE INSET:														
USES OF LAND	R-1	R-1B	R-2	R-3	C	MH	MF	MX	CBD	NB	HB	MB-1	T-1	I-1
Manufacturing, Assembly, and Processing														
Planned unit development, business (See article XII of this chapter)									C	C	C	C	C	

Adopted this 8th day of October, 2019.

 Joseph Benson, Mayor

Attest: _____
 Kimberlee Ward, Town Clerk



Text Amendment:
Allow Business Planned Unit Developments (PUDs) in the
Neighborhood Business (NB) Zoning District
Applicant: Ralph Roof

October 8th , 2019
Miles Murphy – Planner

What is a Business PUD

Business planned unit developments are conditional uses intended to encourage innovation, flexibility of design, and better land use by allowing deviations from the standard requirements of the town's specific zoning districts. The purpose of providing for these conditional uses is to promote:

Specifically it encourages:

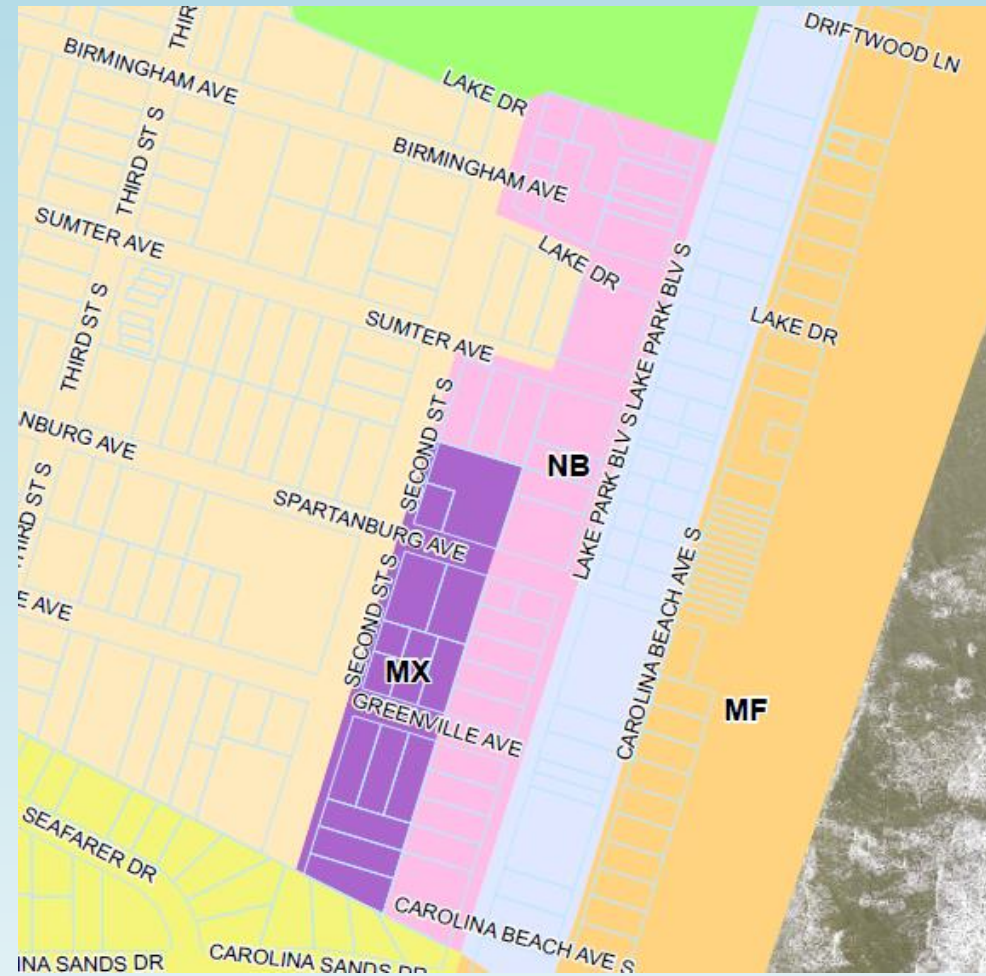
- (1) Improved compatibility of new development with existing residential neighborhoods, commercial enterprises, and industrial uses;
- (2) Flexibility of design to take greatest advantage of a site's natural and developmental qualities;
- (3) Accumulation of large areas of usable permanent open space to preserve important natural resources; and
- (4) Efficient use of land that may result in lower development and public service costs.

Neighborhood Business Description

- *NB, Neighborhood Business District.*
- (1) *Purpose.* This district is established to accommodate and provide for the development of small, pedestrian-oriented shopping and service activities providing necessity goods and personal services to the immediate neighborhood. This district also provides for single-family detached homes and related residential uses. Such districts should be located at the intersection of a major street or collector. Uses in NB districts should have architecture and site layouts which are compatible with nearby residential structures and uses.
- (2) *Intent.* The regulations of this district are intended to discourage any use which, because of its character, would not be in harmony with the residential community or which would be detrimental to the surrounding residential uses.

NB Zoning District

There is also one parcel zoned NB located at 901 CBAN



The desired Future Land Use (Mixed Use 1)

- Single-family and duplex units.
- Lower intensity restaurants and commercial services and retail.
- Building height shall not exceed a 50' height maximum
- 5,000 to 6,000 square foot lot minimums
- 15 to 17 units per acre density
- A ratio of roughly two-thirds residential to one-third commercial is desired.
- Lot coverage will not be allowed to exceed 40%.

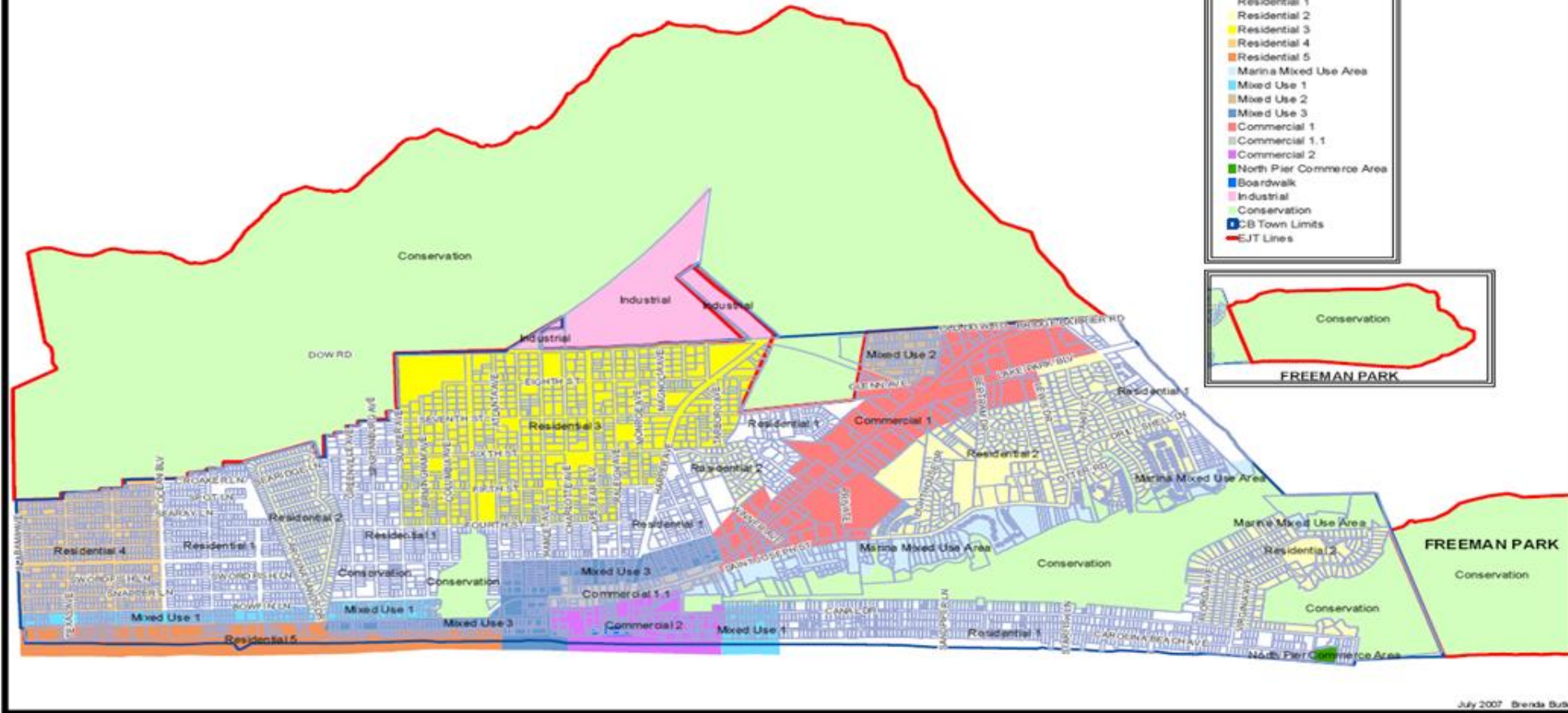
0 650 1,300 2,600 3,900 5,200 Feet

1 inch equals 1,940 feet



CAMA Land Use Plan Future Land Use and Classification Map

Legend	
Future Land Classification Class	
[Light Green]	Residential 1
[Yellow]	Residential 2
[Light Orange]	Residential 3
[Orange]	Residential 4
[Dark Orange]	Residential 5
[Light Blue]	Marina Mixed Use Area
[Medium Blue]	Mixed Use 1
[Dark Blue]	Mixed Use 2
[Purple]	Mixed Use 3
[Red]	Commercial 1
[Light Red]	Commercial 1.1
[Pink]	Commercial 2
[Light Green]	North Pier Commerce Area
[Blue]	Boardwalk
[Pink]	Industrial
[Light Green]	Conservation
[Blue]	CB Town Limits
[Red]	EJT Lines



July 2007 Brenda Sims

New Language

ARTICLE III. – Zoning District Regulations

Sec. 40-72. – Table of permissible uses.

USES OF LAND	R-1	R-1B	R-2	R-3	C	MH	MF	MX	CBD	NB	HB	MB-1	T-1	I-1
Planned unit development, business (See article XII of this chapter)									C	<u>C</u>	C	C	C	

Staff Recommendation

- Staff acknowledges that this zone in the 2007 LUP recommends primarily lower intensity commercial operations, but does not have any objections to allowing Business Planned Unit Developments in the NB zone.

PROCEDURES FOR DECISION

- (1) Open the public hearing for comments.
- (2) Close the public hearing
- (3) Consider approval or denial of the proposal and make a motion according to the appropriate statement.

OPTIONS FOR TOWN COUNCIL:

- **A Statement of Approval** – Whereas in accordance with the provisions of the NCGS 160A-383, does hereby find and determine that the adoption of a Text Amendment: To amend Chapter 40 Article VIII Sec. 40-72 to allow for PUDs in the NB zoning district in the Town of Carolina Beach is consistent with the goals and objectives of the adopted Land Use Plan and other long range plans. (If applicable - List any recommended restrictions or requirements)
- **Approval but LUP inconsistencies** - A statement approving the proposed amendment and declaring that this also amends the plan, along with an explanation of the change in conditions to meet the development needs of the community that were taken into account in the zoning amendment.
- **A Statement of Denial** – Town Council deny the adoption of the following ordinance amendment based on inconsistencies with the goals and objectives of the adopted Land Use Plan and/or other long range planning documents.

Amendment Number: 19T-04



PETITION FOR A TEXT AMENDMENT

Petitions shall be submitted for review to the Department of Planning and Development located at 1121 N. Lake Park Blvd., Carolina Beach, NC 28428. Only complete petitions will be processed.

PETITIONER

Petitioner's Full Name: Ralph Roof Phone #: (919)-624-5671

Street Address: 105 Tennessee ave.

City: Carolina Beach State: N.C. Zip: 28428

Email: _____

REQUESTED TEXT AMENDMENT

Town Code Section(s) Requested to be Amended:
Article III to add PUD to NB zoning district

Please provide a general proposal for the amendment to the Town Code Section(s) stated above which you believe will result in improved regulations for all the residents of the Town of Carolina Beach

I am providing the community another building on site for dining.

This petition will be scheduled for the next possible meetings with the following boards: (1) Technical Review Committee, (2) Planning and Zoning Commission and (3) Town Council. The petitioner or a representative should be present at all meetings to answer any questions. Contact the Department of Planning and Development for a schedule of meeting times and submittal deadlines. All meetings are held at the Municipal Administration Building, 1121 N. Lake Park Boulevard, Carolina Beach, NC 28428. Petitioners will be informed of any changes in date, time, or location of meetings.

I understand that the \$350 fee for review is nonrefundable.

Signature of Petitioner: *Ralph Roof* Date: 7-12-19



AGENDA ITEM

Meeting: Regular Town Council - 08 Oct 2019

Prepared By: Miles Murphy

Department: Planning

Text Amendment: To amend Chapter 40, Article III and XVIII to address government/public facilities and utilities. Applicant: Town of Carolina Beach

BACKGROUND:

This Text Amendment is to refine and clarify the language surrounding allowable uses and subsequent definitions for the Government Facilities/Utilities.

The Text Amendment is merging previously independent definitions into one definition and making the updated use category permissible by right in all zoning districts. The update clarifies that parks and other public facilities are considered government facilities and thus allowable in all zoning districts. Additionally, all significant capital improvements will already go through a public meeting process and need not be subjected to a second via CUP.

ACTION REQUESTED:

- (1) Open the public hearing for comments.
- (2) Close the public hearing
- (3) Consider approval or denial of the proposal and make a motion according to the appropriate statement.

OPTIONS FOR TOWN COUNCIL:

- A Statement of Approval – Whereas in accordance with the provisions of the NCGS 160A-383, does hereby find and determine that the adoption of a Text Amendment: To amend Chapter 40 Article VIII Sec. 40-72 and 548 to adjust the definition and use of Government/Public Facilities in the Town of Carolina Beach is consistent with the goals and objectives of the adopted Land Use Plan and other long range plans. (If applicable - List any recommended restrictions or requirements)

- Approval but LUP inconsistencies - A statement approving the proposed amendment and declaring that this also amends the plan, along with an explanation of the change in conditions to meet the development needs of the community that were taken into account in the zoning amendment.

- A Statement of Denial – Town Council deny the adoption of the following ordinance amendment based on inconsistencies with the goals and objectives of the adopted Land Use Plan and/or other long range planning documents.

**COMMITTEE
RECOMMENDATION:**

Staff recommends the approval of the language update to Government Facilities and Utilities uses and definitions.

ATTACHMENTS:

[Proposed Ordinance](#)
[PPT - Text Amendment - Government-Public Facilities](#)

Government / Public Facilities and Utilities



ORDINANCE NO _____

Amend Chapter 40 Zoning Article III, Sec. 40-72 Table of Permitted Uses and Article XVIII Sec. 40-548. - Definitions

Article III Sec. 40-72. - Table of permissible uses.

USES OF LAND	R-1	R-1B	R-2	R-3	C	MH	MF	MX	CBD	NB	HB	MB-1	T-1	I-1
Government/ Public facilities/ and utilities (See section 40-261)	C <u>P</u>	C <u>P</u>	C <u>P</u>	C <u>P</u>	C <u>P</u>	C <u>P</u>	C <u>P</u>	C <u>P</u>	P	P	P	P	P	P

Article XVIII Sec. 40-548. – Definitions

~~Government facilities means indoor or outdoor areas improved to serve a particular government function.~~

~~Public facilities means major capital improvements, including, but not limited to, transportation, sanitary sewer, solid waste, drainage, potable water, educational, parks and recreational, and health systems and facilities.~~

Government/Public facilities means indoor or outdoor areas of local, state, or federal control intended to serve public function as, but not limited to transportation, sanitary sewer, solid waste, drainage, potable water, educational, parks and recreational, and health systems and facilities.

Adopted this 8th day of October, 2019.

Joe Benson, Mayor

Attest: _____
Kimberly Ward, Town Clerk



Text Amendment:
Updating Government/Public Facilities
Applicant: ToCB

Sec. 40-72. – Table of permissible uses.
Sec. 40-548. – Definitions

October 8th, 2019
Miles Murphy – Planner

Proposed Ordinance

Sec. 40-72. – Table of permissible uses.

USES OF LAND	R-1	R-1B	R-2	R-3	C	MH	MF	MX	CBD	NB	HB	MB-1	T-1	I-1
Government/ <u>Public</u> facilities/ and utilities (See section 40-261)	€ <u>P</u>	€ <u>P</u>	€ <u>P</u>	€ <u>P</u>	€ <u>P</u>	€ <u>P</u>	€ <u>P</u>	€ <u>P</u>	P	P	P	P	P	P

Sec. 40-548. – Definitions

~~Government facilities means indoor or outdoor areas improved to serve a particular government function.~~

~~Public facilities means major capital improvements, including, but not limited to, transportation, sanitary sewer, solid waste, drainage, potable water, educational, parks and recreational, and health systems and facilities.~~

Government/Public facilities means indoor or outdoor areas of local, state, or federal control intended to serve public function as, but not limited to transportation, sanitary sewer, solid waste, drainage, potable water, educational, parks and recreational, and health systems and facilities.

STAFF RECOMMENDATION:

Staff recommends the approval of the language update to the Government/Public Facilities uses and definitions.

PROCEDURES FOR DECISION

Amend Chapter 40, Article VIII Sec. 40-72 and 548

- (1) Open the public hearing for comments.
- (2) Close the public hearing
- (3) Consider approval or denial of the proposal and make a motion according to the appropriate statement.

OPTIONS FOR TOWN COUNCIL:

- **A Statement of Approval** – Whereas in accordance with the provisions of the NCGS 160A-383, does hereby find and determine that the adoption of a Text Amendment: To amend Chapter 40 Article VIII Sec. 40-72 and 548 to adjust the definition and use of Government/Public Facilities in the Town of Carolina Beach is consistent with the goals and objectives of the adopted Land Use Plan and other long range plans. (If applicable - List any recommended restrictions or requirements)
- **Approval but LUP inconsistencies** - A statement approving the proposed amendment and declaring that this also amends the plan, along with an explanation of the change in conditions to meet the development needs of the community that were taken into account in the zoning amendment.
- **A Statement of Denial** – Town Council deny the adoption of the following ordinance amendment based on inconsistencies with the goals and objectives of the adopted Land Use Plan and/or other long range planning documents.



AGENDA ITEM

Meeting: Regular Town Council - 08 Oct 2019

Prepared By: Jeremy Hardison

Department: Planning

Amend ARTICLE VI. - SCHEDULES Sec. 16-205. - Schedule B, stop intersections.

BACKGROUND:

Town Council directed staff to review stop sign locations at three intersections within the Seagrove community after citizens had safety concerns with conflicts with bicycles coming off the Greenway and the speed of vehicles. The three intersections of concern were all on North Carolina at Searay, Spot and Croaker Ln. Currently these intersections stop traffic on North Carolina and Searay, Spot and Croaker are through streets.

Staff reviewed the intersections and recommend to switch the stop sign to face the side streets of Searay, Spot and Croaker Ln. North Carolina Ave would become the through streets. This would require traffic to stop on Searay, Spot and Croaker with bicyclist coming off of the greenway and coming down North Carolina Ave.

Currently the code does not reference any stop signs at those intersections. The code would need to be updated to depict where the stop signs are located.

The Wilmington MPO come up with recommendations for the area and determined that

1. Ocean Blvd. (NCDOT ROW) as no stops. This right of way has the largest volume of traffic and is a main connector from Dow to Lake Park Blvd.
2. All other East/West streets should stop at Bonito and at the street where they terminate to the west and east (Lake Park Blvd).
3. All North/South streets should stop at all intersections with the exception of Bonito Lane which is a 90' right of way. This street has the potential for a larger multi-modal capacity due to the larger right of way. It is also centrally located within Wilmington Beach and gives a good midway stop point for those traveling east and west.

Staff reviewed the Wilmington Beach stop sign locations and all the intersections are four-way with the exception below

- Ocean Blvd Alabama Ave with are through streets.
- Texas Ave at Swordfish is three way stop sign because it is one-way.

- The area that is being considered on North Carolina Ave at the intersections of Searay, Spot and Croaker Ln. Stop signs should be used to manage traffic, but not to control vehicle speed. Stop signs can be ineffective as a speed control measure because motorists actually increase their speed to make up for the inconvenience of stopping or disregard the stop signs as they become overexposed at every intersection.

**COMMITTEE
RECOMMENDATION:**

TRC reviewed and recommends turning the stop signs to make North Carolina a through street. Four way stop signs in this area is unwarranted. The proposed stop sign orientation will accommodate traffic demands safely and effectively with the streets terminating into dead ends.

ATTACHMENTS:

[North Carolina Avenue Stop Signs Ordinance Through Streets and Stop Signs](#)

Stop Intersections



ORDINANCE 19-1125

Amend ARTICLE VI. - SCHEDULES Sec. 16-205. - Schedule B, stop intersections.

Sec. 16-205. Schedule B, stop intersections

The following schedule, shall establish the stop intersections throughout the corporate limits of the town, except for those identified in section 16-10(a):

Individual Stop	
	Croaker Lane shall stop at the intersection with North Carolina Avenue.
	Spot Lane shall stop at the intersection with North Carolina Avenue.
	Searay Lane shall stop at the intersection with North Carolina Avenue.

Approved this 8th day of October, 2019.

Mayor Joe Benson

Kimberlee Ward, Town Clerk



AGENDA ITEM

Meeting: Regular Town Council - 08 Oct 2019

Prepared By: Kim Ward

Department: Clerk

Committee Appointments

BACKGROUND:

The Marketing Advisory Committee has two vacant unexpired positions. Chairman Miles Bielec has moved off the Island as well as Lauren Bollinger.

The Ad-hoc Power Line Committee has four vacant positions. We have only received one application.

ACTION REQUESTED:

Please review the applications and select replacements for these committees on the written ballot.

ATTACHMENTS:

[Ballott Single MAC 2019](#)
[Power Lines Committee Harburg Chris](#)
[MAC Cannistraci Andrea](#)
[MAC Cannistraci Andrea Resume](#)
[MAC Hickey Tim](#)
[MAC Hughes Arthur](#)
[MAC Levy Paul](#)
[MAC Lewis Maureen](#)
[MAC Lewis Maureen Resume](#)
[MAC Nestor Amanda](#)
[MAC Nestor Amanda Resume](#)
[MAC Pate Lexi](#)
[MAC Powell Nicole Lee](#)
[MAC Seifer Scott](#)
[MAC Shelley Jullena Jones](#)
[MAC Weimer David](#)

COMMITTEE BALLOT

There are two vacancies on the Marketing Advisory Committee. Miles Bielec and Lauren Bollinger have moved off the Island.

Please select TWO of the interested applicants or if you wish the Clerk's office to re-advertise.

- Andrea Cannistraci
- Tim Hickey
- Arthur Hughes (also serves on Power Line Committee)
- Paul Levy (also serves on Business and Econ Committee)
- Maureen Lewis (also serves on Business and Econ Committee)
- Amanda Nestor
- Lexi Pate
- Nicole Powell
- Scott Seifer
- Shelley Jullena
- Weimer David
- Please re-advertise the vacancy.

There are four vacancies on the Power Line Committee. Steve Ream, Kurt Taube, Greg Spence, and Cathy Casey are no longer serving.

Please select ONE applicant or if you wish to re-advertise.

- Chris Harburg

Council Signature



**Carolina Beach
BOARD APPLICATION**

BA-19-39

Received Date: September 24, 2019
Application Type: Ad-Hoc Power Lines Committee

NAME: Chris Harburg
ADDRESS: 1412 Canal Drive, Unit D, Carolina Beach, NC, 28428
TELEPHONE: 9199216849
EMAIL: chrisharburg@gmail.com

LENGTH OF RESIDENCY: 2 years

Appointment to a Board, Commission or Committee will require your consistent attendance at regularly scheduled meetings. Are you available for:

- Evening Meetings
- Daytime Meetings

OCCUPATIONAL BACKGROUND: Real Estate, Photographer

EDUCATIONAL BACKGROUND: CU Boulder

REASON FOR APPLYING: Interested in helping determine best way to improve property values in Carolina Beach

Please indicate if the following is true:

- You are a property owner within the community
- You or a family member is the owner of a local business in the community
- You have been convicted of a felony



**Carolina Beach
BOARD APPLICATION**

BA-19-34

Received Date: September 13, 2019
Application Type: Marketing Advisory Committee

NAME: Andrea Cannistraci
ADDRESS: 401 Ivy Lane, Carolina Beach, NC, 28428
TELEPHONE: 404-200-5868
EMAIL: andrea@andgreat.net

Appointment to a Board, Commission or Committee will require your consistent attendance at regularly scheduled meetings. Are you available for:

- Evening Meetings
- Daytime Meetings

OCCUPATIONAL BACKGROUND: Andrea is the President & Founder of andgreat—a marketing, branding, and events firm that specializes in helping businesses design unique and unforgettable experiential marketing programs.

EDUCATIONAL BACKGROUND: Masters degree in Integrated Marketing Communications

REASON FOR APPLYING: New to island, want to meet new people and leverage my experience and skill sets. I regularly work with CVBs for my job and I love to travel and understand the importance of a solid and relevant tourism focus.

RELEVANT EXPERIENCE: Andrea is a seasoned marketer, with over 20 years experience across multiple functions of marketing. Prior to starting andgreat, she worked in marketing at several start-up tech companies. Notable is her time as Marketing & Events Manager for the Rubicon Project, where she directed major sponsorships, events and other partnering initiatives to help launch the company. Also notable is her time at OpenX, where Andrea built the experiential marketing department from ground up and created and managed an incredible series of high-profile events that established OpenX as a top tier ad technology company and successfully built online and off-line event strategies to convert prospect and customer relationships into revenue.

COMMUNITY INVOLVEMENT: Leadership Hermosa Beach Class of 2017

Please indicate if the following is true:

- You are a property owner within the community
- You or a family member is the owner of a local business in the community
- You have been convicted of a felony

ANDREA J. CANNISTRACI, CMM

401 Ivy Lane • Carolina Beach, North Carolina 28428
404.200.5868 • andrea@andgreat.net

andgreat, Hermosa Beach, CA
Marketing & Events Freelancer

10/2006 – Present

Focused on strategically turning meetings and events (experiences) into powerful sales and marketing tools that shorten sales cycles, bring marketing messages to life, and influence a target audience's behavior. Planned meeting, events, and/or marketing strategies for long term clients including Oddball, Modern Tribe, GABBCON, Bureau of Digital, Summit CPA Group, Four Kitchens, Connexity, AgencyAgile, Mystery Trip, Gavina Coffee, Particle Product Placement Agency, Magento, Steelhouse Media, TravelSpike, journeyPod.com

- Managed all aspects (planning, budgeting, logistics, post-event review, ROI, and third-party vendors) of domestic and international tradeshow, conferences, events, meetings, and company retreats.
- Proactively provided clients with business building marketing strategies, and assisted in execution
- Helped identify processes to benchmark and measure the effectiveness of marketing programs and communicate the results across the organization.
- Created and executed corporate brand strategies.
- Produced and managed photo shoots including: photographer/videographer/model contracts, travel logistics, production timeline/schedule, staffing and budgets.

OpenX, Pasadena, CA
Senior Manager, Marketing & Events Management

10/2011 – 04/2016

Created high-profile events that established OpenX as a top tier ad technology company and successfully built online and off-line event strategies to convert prospect and customer relationships into revenue.

- Collaborated with the executive team in developing global events and building the company's brand through advertising, brand alliances, events, and association/partner activities
- Managed a \$1.4M+ budget and directed day-to-day operations of all company events (over 35 per year), including managed vendors, negotiated contracts, reviewed site locations, arranged special activities, organized transportation and lodging, analysed risk scheduled and managed event personnel -- while maximizing the revenue opportunities
- Supervised creative teams and third-party vendors to conceptualize themes
- Implemented new processes to reduce costs, increase participation, create post mortem reports to improve and optimize future events
- Identified processes to benchmark and measure the effectiveness of marketing programs and communicated the results across the organization
- Worked in partnership with the demand generation team in developing and executing integrated lead generation campaigns including email, search, SEM, SEO, display, blog, webinar, and social media
- Developed content and design including website, landing pages, product brochures, fact sheets, presentations, print ads, banner ads, sales enablement collateral and training materials

the Rubicon Project, Los Angeles, CA
Manager, Marketing & Events

1/2008 – 7/2009

Launched marketing strategies that supported the growth of the company from \$3.6 million in revenue (\$690K gross profit) in Q1 2008 to over \$9 billion in revenue (over \$1.7 million in gross profit) in Q2 2009

- Planned, developed and implemented integrated marketing strategies, communications, and public relations activities.
- Managed online marketing initiatives, email campaigns, online advertising, newsletters, monitoring site stats, copywriting

ANDREA J. CANNISTRACI, CMM

636 1st Place, #A • Hermosa Beach, California 90254 • 404.200.5868 andreacannistraci@mac.com

- Managed CRM projects for both acquisition and retention-driven initiatives
- Led 30+ per year high level events including the Rubicon Project's First Annual Users Conference and tradeshow sponsorships
- Demonstrated superior fiscal control and accountability based on flexible allocations due to fluctuating economic conditions

eMaximation, Atlanta, GA/ Los Angeles, CA
Manager, Email Marketing and Client Services

6/2006 – 8/2007

- Actively managed the marketing department and supervised all marketing activities: sales support, creative services, promotions, public relations, advertising and promotional events
- Led a creative services team of designers and programmers responsible for developing new areas of the websites, media kits, sales collateral, online advertisements and microsites

Accucast, Atlanta, GA
Manager, Product Marketing & Events

5/2005 – 6/2006

- Responsible for the Strategic Marketing Plan and the marketing operating budget
- Planned and executed the company's Annual Users Conference for over 500 clients and prospects
- Managed and directed day-to-day operations and management of all company and industry events, including managing vendors, and negotiating contracts, while maximizing the revenue opportunities

TRX, Inc., Atlanta, GA
Coordinator, Marketing & Events

9/2001 – 5/2005

- Planned and executed 33+ industry and user events in United States and international markets to promote the brand, products, and services
- Directed public relations agency to educate industry analysts on applications, managed freelance designers and negotiated media buys
- Evaluated and recommended sponsorship opportunities and defined metrics to measure ROI for each event

EDUCATION

University of Virginia, Darden School of Business, Charlottesville, Virginia
Certification, Meeting Management (CMM), 2016

University of Alabama Graduate School, Tuscaloosa, Alabama
Master of Arts, Integrated Marketing Communications, 1999

Duquesne University, Pittsburgh, Pennsylvania
Bachelor of Arts, Political Science and Italian, 1996

Centro Linguistico Italiano Dante Alighieri, Rome, Italy
Certificate of Study, Italian Language and Culture, 1995

TECHNICAL CAPABILITIES

- MS Office
- Marketo
- Salesforce.com
- Wordpress
- SmartSheet
- Hubspot

ANDREA J. CANNISTRACI, CMM

401 Ivy Lane • Carolina Beach, North Carolina 28428
 404.200.5868 • andrea@andgreat.net

andgreat, Hermosa Beach, CA
Marketing & Events Freelancer

10/2006 – Present

Focused on strategically turning meetings and events (experiences) into powerful sales and marketing tools that shorten sales cycles, bring marketing messages to life, and influence a target audience's behavior. Planned meeting, events, and/or marketing strategies for long term clients including Oddball, Modern Tribe, GABBCON, Bureau of Digital, Summit CPA Group, Four Kitchens, Connexity, AgencyAgile, Mystery Trip, Gavina Coffee, Particle Product Placement Agency, Magento, Steelhouse Media, TravelSpike, journeyPod.com

- Managed all aspects (planning, budgeting, logistics, post-event review, ROI, and third-party vendors) of domestic and international tradeshow, conferences, events, meetings, and company retreats.
- Proactively provided clients with business building marketing strategies, and assisted in execution
- Helped identify processes to benchmark and measure the effectiveness of marketing programs and communicate the results across the organization.
- Created and executed corporate brand strategies.
- Produced and managed photo shoots including: photographer/videographer/model contracts, travel logistics, production timeline/schedule, staffing and budgets.

OpenX, Pasadena, CA
Senior Manager, Marketing & Events Management

10/2011 – 04/2016

Created high-profile events that established OpenX as a top tier ad technology company and successfully built online and off-line event strategies to convert prospect and customer relationships into revenue.

- Collaborated with the executive team in developing global events and building the company's brand through advertising, brand alliances, events, and association/partner activities
- Managed a \$1.4M+ budget and directed day-to-day operations of all company events (over 35 per year), including managed vendors, negotiated contracts, reviewed site locations, arranged special activities, organized transportation and lodging, analysed risk scheduled and managed event personnel -- while maximizing the revenue opportunities
- Supervised creative teams and third-party vendors to conceptualize themes
- Implemented new processes to reduce costs, increase participation, create post mortem reports to improve and optimize future events
- Identified processes to benchmark and measure the effectiveness of marketing programs and communicated the results across the organization
- Worked in partnership with the demand generation team in developing and executing integrated lead generation campaigns including email, search, SEM, SEO, display, blog, webinar, and social media
- Developed content and design including website, landing pages, product brochures, fact sheets, presentations, print ads, banner ads, sales enablement collateral and training materials

the Rubicon Project, Los Angeles, CA
Manager, Marketing & Events

1/2008 – 7/2009

Launched marketing strategies that supported the growth of the company from \$3.6 million in revenue (\$690K gross profit) in Q1 2008 to over \$9 billion in revenue (over \$1.7 million in gross profit) in Q2 2009

- Planned, developed and implemented integrated marketing strategies, communications, and public relations activities.
- Managed online marketing initiatives, email campaigns, online advertising, newsletters, monitoring site stats, copywriting

ANDREA J. CANNISTRACI, CMM

636 1st Place, #A • Hermosa Beach, California 90254 • 404.200.5868 andreacannistraci@mac.com

- Managed CRM projects for both acquisition and retention-driven initiatives
- Led 30+ per year high level events including the Rubicon Project's First Annual Users Conference and tradeshow sponsorships
- Demonstrated superior fiscal control and accountability based on flexible allocations due to fluctuating economic conditions

eMaximation, Atlanta, GA/ Los Angeles, CA
Manager, Email Marketing and Client Services

6/2006 – 8/2007

- Actively managed the marketing department and supervised all marketing activities: sales support, creative services, promotions, public relations, advertising and promotional events
- Led a creative services team of designers and programmers responsible for developing new areas of the websites, media kits, sales collateral, online advertisements and microsites

Accucast, Atlanta, GA
Manager, Product Marketing & Events

5/2005 – 6/2006

- Responsible for the Strategic Marketing Plan and the marketing operating budget
- Planned and executed the company's Annual Users Conference for over 500 clients and prospects
- Managed and directed day-to-day operations and management of all company and industry events, including managing vendors, and negotiating contracts, while maximizing the revenue opportunities

TRX, Inc., Atlanta, GA
Coordinator, Marketing & Events

9/2001 – 5/2005

- Planned and executed 33+ industry and user events in United States and international markets to promote the brand, products, and services
- Directed public relations agency to educate industry analysts on applications, managed freelance designers and negotiated media buys
- Evaluated and recommended sponsorship opportunities and defined metrics to measure ROI for each event

EDUCATION

University of Virginia, Darden School of Business, Charlottesville, Virginia
Certification, Meeting Management (CMM), 2016

University of Alabama Graduate School, Tuscaloosa, Alabama
Master of Arts, Integrated Marketing Communications, 1999

Duquesne University, Pittsburgh, Pennsylvania
Bachelor of Arts, Political Science and Italian, 1996

Centro Linguistico Italiano Dante Alighieri, Rome, Italy
Certificate of Study, Italian Language and Culture, 1995

TECHNICAL CAPABILITIES

- MS Office
- Marketo
- Salesforce.com
- Wordpress
- SmartSheet
- Hubspot

**Town of Carolina Beach
Committee Application**



Contact Information

Name	Tim Howard Hickey
Street Address	103 Virginia Ave
City, State, ZIP Code	CB,NC, 28428
Preferred Phone	714 813 4688
E-Mail Address	Timhmg@gmail.com

Interests

Tell us in which areas you are interested in volunteering (check all that apply)

- Arts and Activities** (meets 3rd Wednesday of each month at 6:00 p.m. in the conference room)
- Board of Adjustment** (meets as needed on the 3rd Wednesday of each month at 6:30 p.m.)
- Freeman Park** (meets 4th Thursday of each month at 7:30 p.m. in the conference room)
- Harbor Commission** (meets 4th Wed. in Jan, Feb, Apr, May, July, Aug, Oct & Nov at 6:30 p.m. in conference room)
- Operations Advisory** (meets 1st Tuesday of each month at 10:00 a.m. in the conference room)
- Parks and Recreation** (meets 1st Monday of each month at 7:00 p.m. at the rec center)
- Planning and Zoning** (meets 2nd Thursday of each month at 6:30 p.m. in the council chambers)
- Police Advisory** (meets 1st Monday of each month at 7:00 p.m. in the conference room)
- Marketing Advisory Committee** (meets the 4th Tuesday of each month at 2:30 p.m. in the council chambers)
- Other**

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Creative out of the box thinker with a huge amount of Can Due Attitude
 35 years consulting to my fortune 1000 clients regarding, Marketing concepts, Human Behavior, Management training, Compensation programs, recruiting do's & don't s.
 I am looking forward to meeting with the chair person to go over expectations and the towns challenges.. Tim

Previous Volunteer Experience

Summarize your previous volunteer experience.


Church fund raisers, Police department fund raisers, Fire department Fund raiser.

Person to Notify in Case of Emergency

Name	N/A
Street Address	
City, State, ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

I understand that this application is public record and I certify that the facts contained in the application are true and accurate. I understand that I must attend 75% of scheduled meetings in order to remain an active committee member. This application will remain on file in the office of the town clerk for 18 months.

Name (printed)	Tim Howard Hickey
Signature	
Date	August 15th 2019

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, age, or disability.

Thank you for completing this application form and for your interest in volunteering with the Town of Carolina Beach!



Submit



**Carolina Beach
BOARD APPLICATION**

BA-19-41

Received Date: September 27, 2019
Application Type: Marketing Advisory Committee

NAME: Arthur Hughes
ADDRESS: 208 Carolina Beach Ave S, Unit 300, Carolina Beach, NC, 28428
TELEPHONE: 2487607829
EMAIL: ioj27@yahoo.com

LENGTH OF RESIDENCY: 2 yrs, 9 months

Appointment to a Board, Commission or Committee will require your consistent attendance at regularly scheduled meetings. Are you available for:

- Evening Meetings
- Daytime Meetings

OCCUPATIONAL BACKGROUND: Currently Executive Recruiter, working remotely from my home. In previous roles, I have been an executive in large manufacturing organizations working primarily in Purchasing. I have an extensive commercial and legal background in industry.

EDUCATIONAL BACKGROUND: MBA and Bachelors Degree

REASON FOR APPLYING: Want to increase participation in my community

RELEVANT EXPERIENCE: Chair on the Ad-Hoc Power Lines Committee;

COMMUNITY INVOLVEMENT: See above

Please indicate if the following is true:

- You are a property owner within the community
- You or a family member is the owner of a local business in the community
- You have been convicted of a felony

ARTHUR HUGHES

CAROLINA BEACH, NC • (248) 760-7829 • ioj27@yahoo.com

Proven executive with an extensive global background in Purchasing, Supply Chain and Supplier Quality with more than 20 years of experience accelerating growth and initiating transformational change across a wide range of companies in the automotive and pharmaceutical industries, driving multimillion-dollar cost savings. Value-oriented leader leveraging a strong technical background to approach businesses as a problem solver, spearheading positive change on a global scale.

AREAS OF EXPERTISE

- ✓ *Executive Leadership*
- ✓ *Global Purchasing Organization*
- ✓ *Supply Chain Optimization*
- ✓ *Supplier Contract Negotiations*
- ✓ *Coaching & Mentorship*
- ✓ *Stakeholder Management*
- ✓ *Diversity & Inclusion*
- ✓ *Procurement Cost Savings*
- ✓ *Organizational Restructuring*
- ✓ *Sourcing & Commodity Strategies*
- ✓ *Global Program Implementation*
- ✓ *Budget Management & Attainment*

SELECT ACCOMPLISHMENTS

- Developed and implemented new Purchasing structures on behalf of three large-scale, international companies while attaining aggressive cost savings targets, driving over \$90M to the bottom line.
- Achieved annualized savings of \$3.2M within six months of tenure with Akebono Brake Corporation through the consolidation of sourcing contracts and price harmonization, conducting a part-level review of components being purchased across three facilities and renegotiating pricing with suppliers.
- Innovated a commodity strategy that enabled Cooper Standard’s International Purchasing team to exceed targets for cost reductions by 57% in 2002, 72% in 2003, and 35% in 2004, adding \$9.5M to the bottom line.
- Designed a sourcing and capital strategy to ensure transparency and strong governance to successfully meet aggressive cost and timing requirements of a newly-awarded, \$110M Chrysler program, achieving cost savings in excess of \$750K over the two-year program launch.

PROFESSIONAL EXPERIENCE & ACHIEVEMENTS

Heller DeLand Group LLC – Wilmington Area, NC **2019 – Present**
Executive Client Partner, Talent Acquisition

Lead the firm in Procurement & Supply Chain recruitment and consultation, specializing in the Automotive & Aerospace industries with small to mid-sized Clients.

- Create and nurture highly sustainable relationships to enhance business development opportunities to improve funnel growth.
- Maintain strategic awareness of the competitive staffing market and provide enhanced industry knowledge to key staffing partners to offer creative solutions to overcome recruitment challenges.
- Leveraging industry experience, design, deliver and manage customized programs to expedite the search process and ideal candidate placement.
- Develop customized career advancement strategies for Most Placeable Candidates through a targeted branding approach to position candidates for ongoing success.

ARTHUR HUGHES

ioj27@yahoo.com

Catalent Pharma Solutions – Morrisville, NC**2018 – 2019****Global Director, Indirect Procurement**

Led the global indirect procurement organization responsible for an estimated spend of \$700M for indirect & direct categories, including capital and real estate expenditures.

- Devised and implemented a new global indirect team structure to drive additional base cost savings for sites, contributing to achieving a half-year result of over \$10 million in organizational savings.
- Introduced a new category management process into the business to define global strategies, improve funnel development, and create strategic partnerships in the supply base.
- Developed a global Supplier Sustainability program to meet a commitment to environmental and social responsibility including a new Supplier Diversity strategy.
- Co-developed a new KPI structure for the business to improve communications and transparency in partnership with Finance and Operations.

GKN Driveline – Roxboro, NC & Auburn Hills, MI**2011 – 2018****Vice President of Purchasing – Driveshaft Systems, Americas****2017 – 2018**

Led the multinational purchasing organization consisting of over 50 direct and indirect personnel across the US, Mexico, and Brazil, allocating a projected spend of \$1B for direct and indirect materials as well as capital equipment.

- Integrated a new structure for the Americas Purchasing team following a comprehensive organizational restructuring that split the purchasing organization for Driveline Americas into two distinct business units.
 - Led critical personnel discussions and cross-functional collaboration to ensure understanding and speed of implementation in order to minimize business disruption and deliver value quickly.
- Achieved cost reductions in excess of \$12M in direct and indirect material procurement over the last 12 months, surpassing the budget for the fifth consecutive year.
- Created and rolled-out a Diversity & Inclusion program across the business segment, in addition to introducing a more robust supplier diversity program that drove a 200% increase in spending with diverse suppliers.
- Established the Program Purchasing Team comprised of 14 purchasing and supplier quality professionals responsible for all new program activity within the business unit, preparing to accommodate projected revenue growth from \$1.2B to \$1.6B by 2020.
- Realigned role responsibilities across the business unit with GKN Driveline corporate objectives, executing personnel decisions concerning staff allocation, which included creating and eliminating positions as needed.
- Employed change management capabilities to manage industry factors impacting commodity costs, integrating a new program to minimize disruption to the business.

Vice President of Purchasing – Driveline Americas**2011 – 2017**

Directed the Americas regional purchasing team of over 80 purchasing and supplier quality personnel in the US, Mexico, and Brazil, managing a spend of \$1.4B in direct and indirect materials.

- Exceeded budgeted savings objectives by 75% over a four-year period, bolstering bottom-line profits by nearly \$70M through the implementation of multiple new programs and organizational objectives.
- Traveled throughout the region to introduce new globally-aligned procedures and standards for purchasing that consisted of a commodity-based structure, developing and integrating the new structure with the aim of centralizing purchasing activities across the region to provide improved value to the organization.
- Introduced a new indirect and services procurement team in addition to integrating new standards that improved corporate governance as well as contract management, centralizing purchasing systems while reducing the supply base in order to accomplish significant cost savings.
- Orchestrated the integration of the Getrag AWD and Trans Axle purchasing team following the strategic acquisition in 2011, streamlining the implementation throughout a period of organizational transformation.

ARTHUR HUGHES

ioj27@yahoo.com

Hilite International – Auburn Hills, MI **2008 – 2011**
Vice President of Purchasing

Led the North American purchasing organization with a direct and indirect purchasing budget of more than \$250M.

- Innovated corporate purchasing and material control strategies designed to manage capital spending and component purchases for an uplift to an existing GM platform, meeting increased volume requirements and program timing while facilitating cost savings of more than \$500K within six months.

Akebono Brake Corporation – Elizabethtown, KY **2006 – 2008**
General Manager of Purchasing

Developed and led the supply chain organization responsible for North American operations, allocating a materials and capital budget in excess of \$350M.

- Created a Tri-Polar Global Sourcing Project Team organizing commodity sourcing strategies across North America, Japan, and Europe, consolidating the supply base to streamline sourcing on a global scale.

Cooper Standard Automotive – Auburn Hills, MI **1998 – 2006**
Director of Global Purchasing **2005 – 2006**

Led the Fluid Systems Division supply chain organization responsible for 32 locations globally, managing global policies and strategies with an annual budget exceeding \$550M.

- Provided executive leadership to a newly-expanded materials organization following the acquisition of ITT Fluid Handling Systems, spearheading synergies management throughout the integration of 41 new staff.
- Performed in-depth evaluations of supplier contracts from Cooper Standard and ITT to identify price advantages concerning common suppliers, negotiating new pricing structured to drive \$4.4M in savings.

Director of International Purchasing **2001 – 2005**

Based in Coventry, UK, championed the international purchasing organization responsible for an annual budget of \$170M across the Sealing and Fluid business units.

- Orchestrated the restructuring of purchasing locations in France, Germany, and the UK into a single purchasing structure centralized in the UK, obtaining executive buy-in and launching the operational overhaul to achieve \$900K in cost savings within only one year.

Prior Experience: **Cooper Standard Automotive** – Capital Equipment Manager, Corporate Energy Buyer | **American Electric Power** – Key Account Executive | **Columbus Gas of Ohio** – Industrial Marketing Engineer

EDUCATION **Master of Business Administration (MBA):** University of Findlay
Bachelor of Science (BS), Chemical Engineering: University of Kentucky

AFFILIATIONS **GKN Freight Services North America** – Board of Directors
GKN Driveline Americas – Executive Champion, Diversity & Inclusion Program
Original Equipment Supplier Association (OESA) – Chief Procurement Officers Council
Sea Drift Homeowners Association – President
Underground Power Line Committee, Town of Carolina Beach – Chairperson

Town of Carolina Beach Committee Application



Contact Information

Name	PAUL LEVY
Street Address	1606-1 MACKEREL LN, UNIT 1
City, State, ZIP Code	CB NC 28428
Preferred Phone	336-687-4094
E-Mail Address	thelevysatthebeach@gmail.com

Interests

Tell us in which areas you are interested in volunteering (check all that apply)

- Arts and Activities** (meets 3rd Wednesday of each month at 6:00 p.m. in the conference room)
- Board of Adjustment** (meets as needed on the 3rd Wednesday of each month at 6:30 p.m.)
- Freeman Park** (meets 4th Thursday of each month at 7:30 p.m. in the conference room)
- Harbor Commission** (meets 4th Wed. in Jan, Feb, Apr, May, July, Aug, Oct & Nov at 6:30 p.m. in conference room)
- Operations Advisory** (meets 1st Tuesday of each month at 10:00 a.m. in the conference room)
- Parks and Recreation** (meets 1st Monday of each month at 7:00 p.m. at the rec center)
- Planning and Zoning** (meets 2nd Thursday of each month at 6:30 p.m. in the council chambers)
- Police Advisory** (meets 1st Monday of each month at 7:00 p.m. in the conference room)
- Marketing Advisory Committee** (meets the 4th Tuesday of each month at 2:30 p.m. in the council chambers)
- Other** *business and Economic Development*

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

See resume. Experience with budgets, RFP's, contracts, "politically sensitive" topics. Working in healthcare, as I have, is similar in many ways to working in municipal government. Lots of conflicting rules from outside agencies, but we still have to balance the budget.

Previous Volunteer Experience

Summarize your previous volunteer experience.

We have moved many times, which has limited volunteer experiences. Nonetheless:
 Late 1980s - Moore County (NC) Ambulance Authority. Member and occasional Chair.
 Oversight of a public-private cooperative relationship to provide EMS services to
 a semi-urban, semi-rural county.
 2010-2011 - Carteret County (NC) Ad Hoc Economic Development Committee. Other members
 included CoC Executive Director, various business people, former Mayor of Pine Knoll Shores.
 Our task was to identify shoulder season and off-season business and tourism opportunities
 to broaden the year-round economy.

Person to Notify in Case of Emergency

Name	Kathy Leuy
Street Address	1606-1 Mackerel Lane
City, State, ZIP Code	CB NC 28428
Home Phone	336-687-4102 cell
Work Phone	
E-Mail Address	tholeuysatthebeach@gmail.com

Agreement and Signature

I understand that this application is public record and I certify that the facts contained in the application are true and accurate. I understand that I must attend 75% of scheduled meetings in order to remain an active committee member. This application will remain on file in the office of the town clerk for 18 months.

Name (printed)	PAUL LEUY
Signature	<i>Paul Leuy</i>
Date	8/16/2019

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, age, or disability.

Thank you for completing this application form and for your interest in volunteering with the Town of Carolina Beach!



Submit

Paul Levy

Chief Executive Officer

Carolina Beach, NC 28428
thelevysatthebeach@gmail.com
(336) 687-4094

Highly experienced and flexible leader in physician practice, ASC, and hospital management, recently retired from full-time executive leadership, seeks Part-Time, Interim, or Consulting opportunities. Offering a diverse skill set including M&A, divestiture/downsizing, change management, restructuring, certificate of need, new facility and program development, physician and management staff recruitment. Flexible as to ownership model of the health care entity. Employed or 1099 both acceptable.

Authorized to work in the US for any employer

Work Experience

Chief Executive Officer

VISTAR EYE CENTER, INC and ROANOKE VALLEY CENTER FOR SIGHT, LLC - Roanoke, VA
2011 to 2019

Chief non-physician executive for a 21 doctor, 300 employee multi-specialty, multi-location, \$50 million ophthalmology group with 3 associated ophthalmic surgery centers and \$12 million in additional receipts. Leadership and oversight of all non-clinical activities, budgets, staffing, strategic planning, etc. Accomplishments include:

- Development of two surgery centers, new office building.
- Development of 3 satellite offices.
- Acquisition of referring practices.
- Reorganization and upgrade of IT department and many other management processes.

Executive Director

CAROLINAS CENTER FOR SURGERY and SURGICAL CENTER OF MOREHEAD CITY - Morehead City, NC
2009 to 2011

Chief non-physician executive for an 11 physician multi-surgical specialty group with associated surgery center and ancillary services. Accomplishments include:

- Reduced overhead from nearly 54% to 49% in less than a year.
- Managed the sale of a minority interest in surgery center to VC/management company.
- Revitalized management processes including recruitment of new AR and IT managers.
- Managed transition of senior partner out of practice and recruitment of new associates.
- Developed Mobile MRI service.
- Reduced health insurance expenses for partners, practice, and employees by \$100,000 per year.

SELF-EMPLOYED CONSULTANT

Paul B. Levy - High Point, NC
2000 to 2009

Independent health care and management consultant. Special focus on efficiency and effectiveness analyses, coding and billing audits, managed care contracting, and general management improvement. Representative assignments include:

- Administrator to a specialty surgical practice. Revised billing and coding systems, including physician education, resulting in substantial reduction of denied claims. Renegotiated all managed care agreements with 10 - 20% improvements. Led RFP process and managed installation of new information system, improving cash flow and reducing A/R days.
- Managed all aspects of the spin-off of a specialty group from a group without walls. Legal, HR, accounting, Medicare and insurance, IT, other benefits, etc.
- Audited the performance of underperforming primary clinics in a large integrated health system. Recommended improvements including: right-sizing of physician staffing and specialty mix; training in E&M coding to effect a 20% improvement in revenue generation; finding \$50,000 per year in incorrectly billed and therefore denied in-office lab work.

Executive Director

CORNERSTONE HEALTH CARE, P.A - High Point, NC
1997 to 2000

Responsible for overall management and planning in a growing 85 physician, primary care based group practice with wraparound IPA. Accomplishments include:

- Grew group from 60 physicians to 85 physicians, adding 5 offices and 3 specialties.
- Grew collected revenues from \$35MM annualized to \$50MM annualized.
- Led successful recruitment of physicians in all specialties.
- Led negotiations with managed care payors, resulting in significant contract improvements from major national and regional plans.
- Led negotiations on mergers and acquisitions, including mergers of both specialty and primary care practices, and acquisition of Imaging Center that added \$1.4MM in net profits to group

Director of Operations and Development

JOHNS HOPKINS BAYVIEW PHYSICIANS, P.A - Baltimore, MD
1994 to 1997

Leader of operations and development in a 200 physician FTE multispecialty group within the Hopkins Medicine umbrella. Accomplishments include:

- Managed capitated contracts, including capitation rates, fee levels, terms, and relationships with payors covering some 30,000 full-medical-risk lives.
- Developed infrastructure and provider network to support statewide multispecialty capitation contract covering 25,000 lives.
- Developed and coordinated corporate marketing plan.
- Managed 15,000 square foot multispecialty office and seven primary care offices.
- Developed new offices; evaluated acquisition targets and managed transitions.

Executive Vice President/Administrator

RETINA VITREOUS ASSOCIATES, INC - Toledo, OH
1992 to 1994

Led turnaround of a \$6 million, 8 office group practice after a breakup, corporate restructuring, and complete loss of management staff. Accomplishments include:

- Created, revised, modernized management systems and policies throughout organization.
- Improved cash flow, collections, and net income by 40%.
- Trained an entirely new management staff.
- Developed contribution margin accounting system that documented profitability of satellites.
- Opened new satellite offices in two different states.
- Specified, analyzed proposals, chose and installed new information system.

EARLIER EMPLOYMENT AND ACCOMPLISHMENTS

Rose to rank of Chief Operating Officer of 229 bed, \$60MM net revenue hospital (1992 dollars) with responsibility for 450 FTE's and many major programs. Prior experience as Vice President at same hospital and additional experience in major teaching hospital. Extensive experience in developing and expanding outpatient services, management engineering and staffing optimization, physician recruitment, building programs, and labor relations. Additional information will be supplied on request.

Education

Masters Degree in Health Administration in Health Administration

Duke University - Durham, NC

Bachelor of Arts

State University of New York at Stony Brook - Stony Brook, NY

Skills

Operations, Management, Strategic Planning, Public Speaking, Team Building, budget

Additional Information

Ideal situations would be within a 4 hour drive of Wilmington, NC; one week on then one week off; or 2 - 3 days per week onsite. Interim dedicated management also considered. Other travel situations negotiable.



**Carolina Beach
BOARD APPLICATION**

BA-19-22

Received Date: August 28, 2019
Application Type: Marketing Advisory Committee

NAME: Maureen Lewis
ADDRESS: 1407 CROAKER LANE, CAROLINA BEACH, NC, 28428
TELEPHONE: 3104275656
EMAIL: bchrnunmaureen@yahoo.com

LENGTH OF RESIDENCY: less than 1 year

Appointment to a Board, Commission or Committee will require your consistent attendance at regularly scheduled meetings. Are you available for:

- Evening Meetings
- Daytime Meetings

OCCUPATIONAL BACKGROUND: 30+ years in retail and eCommerce. Growing sales and brand awareness for profit businesses and non-profit organizations through customer service, print and social media & advertising.

EDUCATIONAL BACKGROUND: BA in English Baylor University, Grant Writing Certified Cape Fear Community College

REASON FOR APPLYING: I love where I live and know that my marketing experience and passion would benefit my new hometown. I am retired so have the time to give 100% to a CB committee. I would be just as interested in joining the Parks & Rec Committee- as I have 8 years of experience as a Parks & Rec commissioner in LA.

RELEVANT EXPERIENCE: Please see attachment for a list of my volunteer roles and relevant experience.

COMMUNITY INVOLVEMENT: Having just moved to Wilmington in 2018, I am currently on the board for Wilmington Newcomer's Club and the chair for the paws4people Derby4Dogs charity fundraiser. I am still on the Board of Directors for the Hermosa Beach Murals Project and am responsible for social media, sponsorships and the actual fundraiser events.

Please indicate if the following is true:

- You are a property owner within the community
- You or a family member is the owner of a local business in the community
- You have been convicted of a felony

Maureen Ferguson Lewis
1407 Croaker Lane Carolina Beach, NC 28428
310-427-5656
bchrunrmaureen@yahoo.com

Special Skills and Qualifications

- Strong organizational & leadership skills
 - Attention to detail and an infectious can-do attitude
 - Excellent track record of working diligently to foster community spirit through special event coordination
 - Excellent communicative and analytical skills while astutely recognizing when flexibility and adaptability are needed
 - Passionately advocate on behalf of the community and volunteer organizations
 - Works easily in both start-up and corporate environments
 - Experience in community outreach, organizing and engagement
 - Working collaboratively with staff, partners, sponsors, community, and volunteers
 - Attend and Present at Board meetings, Staff Meetings and Community Outreach committee meetings
 - Self-starter with ability to manage time effectively.
 - Positive worker, willing to take initiative, detail and deadline oriented
 - Successfully guides direct team while collaborating with cross functional groups including city officials, city staff, community leaders, board members, national sponsors, local businesses & volunteers to achieve the company mission and exceed financial goals
 - Recognized as 2017 Hermosa Beach Woman of the Year for the ability to motivate, effectively network, communicate and build relationships across all levels, teams and functions for local non-profit organizations.
- For my complete work history and experience, please visit <https://www.linkedin.com/in/mflewis/>***

Volunteer Experience

Redondo Beach Parks and Recreation Commission-City of Redondo Beach-Mar 2009 – Oct 2013

The Commission acts as adviser to the City Council in all matters pertaining to public recreation, including playgrounds and entertainment. Prepare, with the assistance of the Director of Recreation, an annual estimate for budget purposes for the funds necessary to carry on an adequate recreational program in the City, stimulate public interest in such recreation program and cooperate with schools located in the City and all other agencies relative to securing and developing a full and complete recreation program. Prioritized park funding, worked closely with private organizations that wanted to contribute equipment or upgrade facilities in order to utilize them.

Parks & Recreation Commissioner-City of Hermosa Beach Jun 2015 – Mar 2018

The Parks, Recreations and Community Resources Advisory commission serves in an advisory capacity to the City Council in all matters pertaining to the Department of Community Resources; cooperates with other governmental agencies and civic groups on the advancement of sound leisure, cultural, social services and educational programming; and formulates policies on the services, programs and lease agreements of the Department, subject

to approval of the City Council. Key projects I managed: Pet Waste Issue, Greenbelt preservation, developed a uniform City facility leasing standard and liaison between city and businesses to optimize the Level 3 Special events, reviewed city facilities and prioritized repairs and upgrades based on how public was using these buildings.

Co-Chair Derby4Dogs-PAWS4PEOPLE INC Wilmington, NC Sep 2018 – May 2019

Co-chaired one of the biggest fundraisers for paws4people, an organization that trains and provides Assistance Dogs to veterans, children and those in need. Responsible for marketing, creating social media content, creating and maintaining event website and managing online silent auction which generated 4x revenue as the previous year. Fundraiser sold out prior to event which resulted in us booking a larger venue in 2020. Named Chairperson for 2020 event.

Board of Directors Wilmington Newcomers Club Wilmington, NC May 2019 – Present

Responsible for bringing in monthly speakers from the community to share local experiences, history and opportunities for the membership.

Board Member-HERMOSA BEACH MURAL PROJECT Apr 2014 – Present

Hermosa Beach Murals Project is a 501 (c) (3) non-profit foundation dedicated to beautifying the business district of Hermosa Beach through art. By curating themes, commissioning local artists and actively fundraising, this foundation aims to bring stunning murals to life. I redesigned & manage the website & Facebook pages and added shopping capabilities. I am also responsible for driving membership, partnering with local businesses to raise funds or in-kind sponsorships our unveiling events and PR/ Communications. I chaired the last 2 fundraisers and consistently double the revenue year on year.

Chair-Friends of the Parks presents Pets in the Park Hermosa Beach Jan 2014-May 2018

Created an annual event to educate the community on local pet regulations, offering discounted vaccinations, pet adoptions and bringing in the local pet businesses to create awareness. Residents could register their pets with city, meet the police dog, participate in Pet Tricks contest, Pet Blessing and Pet Parade. Attendance was about 250 and has become a South Bay favorite event.

Hermosa Beach Centennial City of Hermosa Beach Feb 2002- December 2007

Responsible for managing 45 volunteers, liaising with the city and community organizations, fundraising, budgeting and event planning for a year-long Centennial celebration for the city of Hermosa Beach. Designed and developed the centennial website, centennial merchandise, event branding, public relations/press releases. Directly responsible for creating and executing programs including Hands for Hermosa, 100 Yogis on the Beach, and Centennial Cocktail Contest and fundraiser. Raised over \$100K and no city funding was utilized for any Centennial event. .

Leadership Hermosa- September 2001- March 2018 President 2002-2003

Refined the Charter and Bylaws. Appointed a working Board of Directors to ensure the new organization would prosper and attract quality candidates. Recognized as on the best leadership programs in Southern California for training upcoming civic and community leaders.

Maureen Ferguson Lewis
1407 Croaker Lane Carolina Beach, NC 28428
310-427-5656
bchrunrmaureen@yahoo.com

Special Skills and Qualifications

- Strong organizational & leadership skills
 - Attention to detail and an infectious can-do attitude
 - Excellent track record of working diligently to foster community spirit through special event coordination
 - Excellent communicative and analytical skills while astutely recognizing when flexibility and adaptability are needed
 - Passionately advocate on behalf of the community and volunteer organizations
 - Works easily in both start-up and corporate environments
 - Experience in community outreach, organizing and engagement
 - Working collaboratively with staff, partners, sponsors, community, and volunteers
 - Attend and Present at Board meetings, Staff Meetings and Community Outreach committee meetings
 - Self-starter with ability to manage time effectively.
 - Positive worker, willing to take initiative, detail and deadline oriented
 - Successfully guides direct team while collaborating with cross functional groups including city officials, city staff, community leaders, board members, national sponsors, local businesses & volunteers to achieve the company mission and exceed financial goals
 - Recognized as 2017 Hermosa Beach Woman of the Year for the ability to motivate, effectively network, communicate and build relationships across all levels, teams and functions for local non-profit organizations.
- For my complete work history and experience, please visit <https://www.linkedin.com/in/mflewis/>***

Volunteer Experience

Redondo Beach Parks and Recreation Commission-City of Redondo Beach-Mar 2009 – Oct 2013

The Commission acts as adviser to the City Council in all matters pertaining to public recreation, including playgrounds and entertainment. Prepare, with the assistance of the Director of Recreation, an annual estimate for budget purposes for the funds necessary to carry on an adequate recreational program in the City, stimulate public interest in such recreation program and cooperate with schools located in the City and all other agencies relative to securing and developing a full and complete recreation program. Prioritized park funding, worked closely with private organizations that wanted to contribute equipment or upgrade facilities in order to utilize them.

Parks & Recreation Commissioner-City of Hermosa Beach Jun 2015 – Mar 2018

The Parks, Recreations and Community Resources Advisory commission serves in an advisory capacity to the City Council in all matters pertaining to the Department of Community Resources; cooperates with other governmental agencies and civic groups on the advancement of sound leisure, cultural, social services and educational programming; and formulates policies on the services, programs and lease agreements of the Department, subject

to approval of the City Council. Key projects I managed: Pet Waste Issue, Greenbelt preservation, developed a uniform City facility leasing standard and liaison between city and businesses to optimize the Level 3 Special events, reviewed city facilities and prioritized repairs and upgrades based on how public was using these buildings.

Co-Chair Derby4Dogs-PAWS4PEOPLE INC Wilmington, NC Sep 2018 – May 2019

Co-chaired one of the biggest fundraisers for paws4people, an organization that trains and provides Assistance Dogs to veterans, children and those in need. Responsible for marketing, creating social media content, creating and maintaining event website and managing online silent auction which generated 4x revenue as the previous year. Fundraiser sold out prior to event which resulted in us booking a larger venue in 2020. Named Chairperson for 2020 event.

Board of Directors Wilmington Newcomers Club Wilmington, NC May 2019 – Present

Responsible for bringing in monthly speakers from the community to share local experiences, history and opportunities for the membership.

Board Member-HERMOSA BEACH MURAL PROJECT Apr 2014 – Present

Hermosa Beach Murals Project is a 501 (c) (3) non-profit foundation dedicated to beautifying the business district of Hermosa Beach through art. By curating themes, commissioning local artists and actively fundraising, this foundation aims to bring stunning murals to life. I redesigned & manage the website & Facebook pages and added shopping capabilities. I am also responsible for driving membership, partnering with local businesses to raise funds or in-kind sponsorships our unveiling events and PR/ Communications. I chaired the last 2 fundraisers and consistently double the revenue year on year.

Chair-Friends of the Parks presents Pets in the Park Hermosa Beach Jan 2014-May 2018

Created an annual event to educate the community on local pet regulations, offering discounted vaccinations, pet adoptions and bringing in the local pet businesses to create awareness. Residents could register their pets with city, meet the police dog, participate in Pet Tricks contest, Pet Blessing and Pet Parade. Attendance was about 250 and has become a South Bay favorite event.

Hermosa Beach Centennial City of Hermosa Beach Feb 2002- December 2007

Responsible for managing 45 volunteers, liaising with the city and community organizations, fundraising, budgeting and event planning for a year-long Centennial celebration for the city of Hermosa Beach. Designed and developed the centennial website, centennial merchandise, event branding, public relations/press releases. Directly responsible for creating and executing programs including Hands for Hermosa, 100 Yogis on the Beach, and Centennial Cocktail Contest and fundraiser. Raised over \$100K and no city funding was utilized for any Centennial event. .

Leadership Hermosa- September 2001- March 2018 President 2002-2003

Refined the Charter and Bylaws. Appointed a working Board of Directors to ensure the new organization would prosper and attract quality candidates. Recognized as on the best leadership programs in Southern California for training upcoming civic and community leaders.



**Carolina Beach
BOARD APPLICATION**

BA-19-31

Received Date: September 12, 2019

Application Type: Planning and Zoning and MAC

NAME: Amanda Nestor
ADDRESS: 504 s 7th St, Carolina Beach, NC, 28428
TELEPHONE: 9108001288
EMAIL: amandajnestor@gmail.com

LENGTH OF RESIDENCY: 10 months

Appointment to a Board, Commission or Committee will require your consistent attendance at regularly scheduled meetings. Are you available for:

- Evening Meetings
- Daytime Meetings

OCCUPATIONAL BACKGROUND: I have been a realtor, preservationist, volunteer, retail manager, and pharmacy technician. I do have an active real estate license but I do not practice.

EDUCATIONAL BACKGROUND: I have a BA from the College of Charleston in Historic Preservation and Community Planning. I have a MA from Savannah College of Art and Design in Historic Preservation

REASON FOR APPLYING: I appreciate Carolina Beach for how it has been, what it is, and what it will become. I have spent several years studying how to balance new and old within cities and would enjoy applying that experience to the place I live.

RELEVANT EXPERIENCE: I studied planning and preservation for 5 years in college and have had volunteer experience with reviewing and making recommendations on historic district guidelines. I have had a real estate license since 2015.

COMMUNITY INVOLVEMENT: We moved here in December 2018 for my husband's job.

Please indicate if the following is true:

- You are a property owner within the community
- You or a family member is the owner of a local business in the community
- You have been convicted of a felony

AMANDA J. NESTOR

504 SEVENTH ST S, CAROLINA BEACH, NC 28428
(910)-800-1288 ▪ amandajnestor@gmail.com

Education

College of Charleston
Charleston, SC
B.A. in Historic Preservation and Community Planning
Sigma Pi Kappa, Historic Preservation Honor Society, College Distinguished Honors, Departmental Honors

Savannah College of Art and Design
Savannah, GA
M.A. in Historic Preservation

Preservation Experience

Real Estate Broker ▪ April 2015-November 2017

Self-Employed

Brokering the purchase and resell of property in New Bern, NC and Greensboro, NC

Volunteer Consultant ▪ September 2014-December 2015

Save Our Store Committee ▪ New Bern, NC

Planning the fundraising and stabilization effort of The Mamie C. Sadler Store in New Bern, NC

Preservationist ▪ June 2014-December 2015

Self-employed ▪ New Bern, NC

Consulting on building preservation, researching properties, writing grants, preparing historic reports, reviewing proposed changes to city preservation guidelines, preservation planning, fundraising

Preservationist ▪ May 2013 – May 2014

Self-employed ▪ Charleston, SC

Researching properties and preparing historic reports

Intern ▪ January 2013 – December 2013

Charleston Museum Archives ▪ Charleston, SC

Cataloging cultural resources and maintaining museum records

Additional Education and Experience

College of Charleston

Archaeological Dig Site at Hampton Plantation

NCPTT

Cemetery Documentation and Gravestone Cleaning

GREATER GREENSBORO SOCIETY OF MEDICINE ALLIANCE

Planning the New Physician Social for 175 guests, tracking and recruiting new physicians and spouses

Memberships and Associations

National Trust of Historic Preservation
Association for Preservation Technology
National Alliance of Preservation Commissions
Archaeological Institute of America
Association for Gravestone Studies
Preservation North Carolina

Previous Non-Preservation Experience

Intravenous Pharmacy Technician ▪ May 2010 – May 2011
Carolinas Medical Center- Main ▪ Charlotte, NC

Preparing Intravenous medications and chemotherapy treatments

Pharmacy Technician/ Shift Supervisor ▪ December 2004 – May 2010
CVS Pharmacy ▪ Charlotte, NC

Daily cash control, store remodeling, preparing budgets, ordering, filing insurance

Shift Supervisor ▪ March 2002 – April 2005

Hollywood Video ▪ Wilkesboro, NC

Daily cash control, customer service, ordering

Relevant Preservation and Planning Skills

- Performing as a preservationist for a Feasibility Study
- Preparation of Historic American Buildings Survey (HABS) report
- Preparation of National Register Nominations
- Preparation of Historic Resources Survey prepared by SHPO guidelines
- Working with Historic Preservation Commissions and Architectural Review for Historic Homes and Preservation Guidelines
- Experience with landscape architecture and planning
- Community Planning and Design
- In-depth property research including deeds and probate records
- Assessing building condition and preparing an assessment report
- Knowledge of historic buildings materials and care of materials according to Secretary of the Interior Standards
- Preparing measured architectural hand drawings
- Preparing site plans
- Grant writing
- Fundraising
- Preparing flyers, handouts, and other promotional material
- Marketing
- Historic written record transcription
- Photography
- Experience working on archaeological dig sites
- Graveyard and Cemetery Preservation
- Knowledge of preservation and historic property tax incentives
- Past Perfect 4.0 Software
- Historic clothing and accessories reproduction

AMANDA J. NESTOR

504 SEVENTH ST S, CAROLINA BEACH, NC 28428
(910)-800-1288 ▪ amandajnestor@gmail.com

Education

College of Charleston
Charleston, SC
B.A. in Historic Preservation and Community Planning
Sigma Pi Kappa, Historic Preservation Honor Society, College Distinguished Honors, Departmental Honors

Savannah College of Art and Design
Savannah, GA
M.A. in Historic Preservation

Preservation Experience

Real Estate Broker ▪ April 2015-November 2017

Self-Employed

Brokering the purchase and resell of property in New Bern, NC and Greensboro, NC

Volunteer Consultant ▪ September 2014-December 2015

Save Our Store Committee ▪ New Bern, NC

Planning the fundraising and stabilization effort of The Mamie C. Sadler Store in New Bern, NC

Preservationist ▪ June 2014-December 2015

Self-employed ▪ New Bern, NC

Consulting on building preservation, researching properties, writing grants, preparing historic reports, reviewing proposed changes to city preservation guidelines, preservation planning, fundraising

Preservationist ▪ May 2013 – May 2014

Self-employed ▪ Charleston, SC

Researching properties and preparing historic reports

Intern ▪ January 2013 – December 2013

Charleston Museum Archives ▪ Charleston, SC

Cataloging cultural resources and maintaining museum records

Additional Education and Experience

College of Charleston

Archaeological Dig Site at Hampton Plantation

NCPTT

Cemetery Documentation and Gravestone Cleaning

GREATER GREENSBORO SOCIETY OF MEDICINE ALLIANCE

Planning the New Physician Social for 175 guests, tracking and recruiting new physicians and spouses

Memberships and Associations

National Trust of Historic Preservation
Association for Preservation Technology
National Alliance of Preservation Commissions
Archaeological Institute of America
Association for Gravestone Studies
Preservation North Carolina

Previous Non-Preservation Experience

Intravenous Pharmacy Technician ▪ May 2010 – May 2011
Carolinas Medical Center- Main ▪ Charlotte, NC

Preparing Intravenous medications and chemotherapy treatments

Pharmacy Technician/ Shift Supervisor ▪ December 2004 – May 2010
CVS Pharmacy ▪ Charlotte, NC

Daily cash control, store remodeling, preparing budgets, ordering, filing insurance

Shift Supervisor ▪ March 2002 – April 2005

Hollywood Video ▪ Wilkesboro, NC

Daily cash control, customer service, ordering

Relevant Preservation and Planning Skills

- Performing as a preservationist for a Feasibility Study
- Preparation of Historic American Buildings Survey (HABS) report
- Preparation of National Register Nominations
- Preparation of Historic Resources Survey prepared by SHPO guidelines
- Working with Historic Preservation Commissions and Architectural Review for Historic Homes and Preservation Guidelines
- Experience with landscape architecture and planning
- Community Planning and Design
- In-depth property research including deeds and probate records
- Assessing building condition and preparing an assessment report
- Knowledge of historic buildings materials and care of materials according to Secretary of the Interior Standards
- Preparing measured architectural hand drawings
- Preparing site plans
- Grant writing
- Fundraising
- Preparing flyers, handouts, and other promotional material
- Marketing
- Historic written record transcription
- Photography
- Experience working on archaeological dig sites
- Graveyard and Cemetery Preservation
- Knowledge of preservation and historic property tax incentives
- Past Perfect 4.0 Software
- Historic clothing and accessories reproduction



**Carolina Beach
BOARD APPLICATION**

BA-19-32

Received Date: September 12, 2019
Application Type: Marketing Advisory Committee

NAME: Lexi Pate
ADDRESS: 609 Fayetteville Ave, Carolina Beach, NC, 28428
TELEPHONE: 9102325943
EMAIL: Lexi@coastwalkrealestate.com

LENGTH OF RESIDENCY: 7 years

Appointment to a Board, Commission or Committee will require your consistent attendance at regularly scheduled meetings. Are you available for:

- Evening Meetings
- Daytime Meetings

OCCUPATIONAL BACKGROUND: Real Estate Broker- Broker in Charge of Coldwell Banker - Carolina Beach office

EDUCATIONAL BACKGROUND: 2 year college; licensed realtor and annual continuing education requirements and supplements

REASON FOR APPLYING: Want to be involved in helping our beautiful island progress

RELEVANT EXPERIENCE: I have successfully marketed real estate sales on the island and surrounding areas for the last 15 years

COMMUNITY INVOLVEMENT: Dragon Boat Regatta leader; Coordinator of Good Hops Fathers Day 5K, solicit sponsors; Steve Haydu Volunteer; Coldwell Banker volunteer on numerous projects; representative of Coastwalk Real Estate at CB Farmer’s market with a goal of selling our area to tourists

Please indicate if the following is true:

- You are a property owner within the community
- You or a family member is the owner of a local business in the community
- You have been convicted of a felony



Carolina Beach BOARD APPLICATION

BA-19-38

Received Date: September 24, 2019

Application Type: Marketing Advisory Committee

NAME: NICOLE LEE POWELL
ADDRESS: 527 SPENCER FARLOW DR, CAROLINA BEACH, NC, 28428
TELEPHONE: 9105998523
EMAIL: 527POWELLBILLING@GMAIL.COM

LENGTH OF RESIDENCY: 5+ YEARS

Appointment to a Board, Commission or Committee will require your consistent attendance at regularly scheduled meetings. Are you available for:

- Evening Meetings
- Daytime Meetings

OCCUPATIONAL BACKGROUND: I am currently the Vice President of Marketing for a retail franchise. We currently have 27 locations with 6 more in development across 11 states. Each location is independently owned and operated. As the VP, I am responsible for both global brand initiatives and local small business marketing support.

EDUCATIONAL BACKGROUND: University of North Carolina - Chapel Hill

REASON FOR APPLYING: I have been reading all the discussions on Facebook about tourism, town growth and small businesses for the last few months and wanted to get involved. With my experience, I believe I have a perspective that would be valuable to the community.

RELEVANT EXPERIENCE: As the VP of Marketing for a \$30+ million dollar company, I am solely responsible for the strategy and management of our Brand Fund that supports company-wide marketing initiatives. I plan, budget and approve all marketing expenditures at the national level. In addition, I provide marketing support and training to our small businesses - helping them create a strategic, targeted plan to grow their business at the local level. I have experience in all areas of marketing, including graphic design, email marketing, digital advertising, social media, public relations, influencer partnerships and website initiatives. During a time period of general retail decline, my successful marketing campaigns have contributed to 12% same store sales growth in 2019 YTD.

Separately, I operate our Corporate retail store location in Virginia Beach, VA with two of my colleagues. I plan and implement every aspect of our marketing strategy in the local market. Sales are currently up 83% YTD, after acquiring the location in November 2018.

COMMUNITY INVOLVEMENT:

I have always followed local project and political discussions to stay informed on Carolina Beach issues, but had yet to volunteer my time on a committee. I believe the Marketing Advisory Board would be a great match to my education and experience. As Carolina Beach residents, we enjoy the amenities the community offers - fireworks, movies by the lake, the Farmers market, Island Greenway, live music, festivals, etc. We have a 6th grader who plays PISA soccer and attends Murray Middle School. My husband and I enjoy the restaurants and bars in town, and prefer to not leave the island except by boat. While some would argue that we're not actually locals, we definitely feel that way! I am just looking for a way to contribute and give back to the community we love!

Please indicate if the following is true:

- You are a property owner within the community
- You or a family member is the owner of a local business in the community
- You have been convicted of a felony



**Carolina Beach
BOARD APPLICATION**

BA-19-30

Received Date: September 12, 2019
Application Type: Marketing Advisory Committee

NAME: Scott Seifer
ADDRESS: 101 6th St. N, Carolina Beach, NC, 28428
TELEPHONE: 9196324401
EMAIL: seifer220@gmail.com

LENGTH OF RESIDENCY: 5 years

Appointment to a Board, Commission or Committee will require your consistent attendance at regularly scheduled meetings. Are you available for:

- Evening Meetings
- Daytime Meetings

OCCUPATIONAL BACKGROUND: 13 years with current employer, Delttek, Inc, software company. Current found and owner of Coastal BizMaps, advertising of local businesses via the Pleasure Island Map and the Pleasure Island Go-To Guide

EDUCATIONAL BACKGROUND: No special educational background

REASON FOR APPLYING: As a small business owner and advocate of all businesses on the island via our advertising products, marketing of our town is very important to me.

RELEVANT EXPERIENCE: A lot of interaction with the business owners on the island.

COMMUNITY INVOLVEMENT: Volunteer at fireworks and other events thru the Chamber of Commerce. Donations to various causes such as Habitat and the Bike Rodeo, etc.

Please indicate if the following is true:

- You are a property owner within the community
- You or a family member is the owner of a local business in the community
- You have been convicted of a felony



**Carolina Beach
BOARD APPLICATION**

BA-19-36

Received Date: September 15, 2019
Application Type: Marketing Advisory Committee

NAME: Jullena Jones Shelley
ADDRESS: 309 Seafarer Drive , Carolina Beach , North Carolina , 28428
TELEPHONE: 301-642-1693
EMAIL: jonesjullena@msn.com

LENGTH OF RESIDENCY: 3 years full time resident

Appointment to a Board, Commission or Committee will require your consistent attendance at regularly scheduled meetings. Are you available for:

- Evening Meetings
- Daytime Meetings

OCCUPATIONAL BACKGROUND: Business owner

EDUCATIONAL BACKGROUND: AA

REASON FOR APPLYING: To become more involved in the community

RELEVANT EXPERIENCE: I have owned operated and managed several businesses

COMMUNITY INVOLVEMENT: On the social committee for Carolina Sands

Please indicate if the following is true:

- You are a property owner within the community
- You or a family member is the owner of a local business in the community
- You have been convicted of a felony



Carolina Beach BOARD APPLICATION

BA-19-35

Received Date: September 14, 2019
Application Type: Marketing Advisory Committee

NAME: David Weimer
ADDRESS: 105 Rum Cay Rd, Carolina Beach, Nc , 28428
TELEPHONE: 9198696368
EMAIL: Davidweimer0@gmail.com

LENGTH OF RESIDENCY: 3

Appointment to a Board, Commission or Committee will require your consistent attendance at regularly scheduled meetings. Are you available for:

- Evening Meetings
- Daytime Meetings

OCCUPATIONAL BACKGROUND: Ecom. Entrepreneur

EDUCATIONAL BACKGROUND: Some college

REASON FOR APPLYING: I think I can bring value from a younger perspective and help CB draw young professionals.

RELEVANT EXPERIENCE: I run an online business and have been successful at running social media and paid online ads.

COMMUNITY INVOLVEMENT: My business sponsors many charity and nonprofit events held around town.

Please indicate if the following is true:

- You are a property owner within the community
- You or a family member is the owner of a local business in the community
- You have been convicted of a felony



AGENDA ITEM

Meeting: Regular Town Council - 08 Oct 2019

Prepared By: Noel Fox

Department: Attorney

Closed Session to Discuss a Real Estate and an Attorney/Client Matter

ACTION REQUESTED:

Motion to go into closed session to discuss a real estate and an attorney/client matter in accordance to NCGS 143-318.11(a)(3)and(5).

The matters being discussed include:

TCB vs. Carolina Freeman LLC NHC 18 CVS 3151

TCB vs, B&F Enterprises LLC NHC 18 CVS 3152

TCB vs DRDK, LLC NHC 18 CVS 3153

TCB vs Freeman Beach, LLC 18 CVS 3154

The properties include:

316 Cape Fear Boulevard, Carolina Beach

1101 North Lake Park Boulevard, Carolina Beach