



CAROLINA BEACH
Regular Town Council Meeting Agenda
Tuesday, July 9, 2019 @ 6:30 PM
Council Chambers
1121 N. Lake Park Boulevard
Carolina Beach, NC 28428

	Page
1. CALL MEETING TO ORDER WITH INVOCATION AND PLEDGE OF ALLEGIANCE	
2. ADOPT THE AGENDA	
3. CONSENT AGENDA	
a. Budget Amendments & Transfers	3 - 11
b. Budget Amendments for Carryovers	12 - 13
c. Set a public hearing for August 13, 2019 to consider a rezoning request from R-1 to R-3 to rezone 25 properties on the south side of Sumter Ave from the 400 block of Sumter Ave to the Sunny Point buffer, and to include 804 & 803 S. Sixth st and 804 S 4th st. Applicant: Karen Graybush	
d. Set a public hearing for August 13, 2019 to amend Article VIII. - Sign Regulations to address Reed V Gilbert	
e. Budget Ordinance Amendment for the Island Greenway Project	14 - 16
f. Approval of Minutes	17 - 69
g. Year End Budget Transfers	70 - 72
4. SPECIAL PRESENTATIONS	
a. Special Events	73 - 79
b. New Special Event - 90's Neon Nighttime Bike Brigade	80 - 92
c. Watershed Management Plan	93
d. Manager's Update	94

5. PUBLIC COMMENT
6. PUBLIC HEARINGS
 - a. Conditional Use Permit: Consider a Conditional Use Permit for a 6-unit Planned Unit Development consisting of 3 two-family dwellings located at 409, 411 & 413 Carolina Beach Ave N. Applicant: Steve Shuttleworth 95 - 110
7. ITEMS OF BUSINESS
 - a. Consider a Conditional Use Permit extension for Carolina Beach Business Center located at 1324, 1326, and 1328. Applicant: RGL Development 111 - 123
 - b. Annual Committee Appointment 124 - 164
8. NON-AGENDA ITEMS
9. CLOSED SESSION
 - a. Closed Session to Discuss a Personnel Matter in Accordance to NCGS 143-318.11(a)(6) 165
10. ADJOURNMENT



AGENDA ITEM

Meeting: Regular Town Council - 09 Jul 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.

Transfers:

Transfer \$4,650 from account 10-491-014 Planning Printing & Publishing to account 10-580-015 Environmental M&O - Buildings to replace the front door in the planning window for more security.

Transfer \$2,422.87 from account 10-620-015 Parks & Rec Maint. & Repair - Buildings to account 10-620-041 Parks & Rec Arts & Activities for additional night of Christmas by the Sea and bounce house for Family Night at the Boardwalk.

Transfer \$3,000 from account 10-620-018 Parks & Rec Maint. & Repair - Grounds to account 10-620-082 Parks & Rec Festivals & Special Events for adding camps when school was closed due to Hurricane Florence. Additional revenue was collected to cover part of the cost.

Transfer \$5.33 from account 10-620-015 Parks & Rec Maint. & Repair - Buildings to account 10-620-023 Parks & Rec Maint. & Repair - Software to cover overage for RecDesk software program.

Transfer \$358.56 from account 10-620-015 Parks & Rec Maint. & Repair - Building to account 10-620-033 Parks & Rec Supplies for additional janitorial supplies for Rec Center.

Transfer \$13,714 from account 30-811-020 WWC Temps and \$13,714 from account 30-811-026 WWC M&O - Material to account 30-810-116 WWT M&O - Equipment for emergency repair to the Wastewater Treatment clarifier #1 drive.

Transfer \$1,886.15 from account 23-001-003 Phase B Supplies; \$28,942.48 from account 23-001-046 Phase B Professional Services; \$437,331.70 from account 23-001-074 Phase B Capital Projects over \$10,000 and \$3,639.68 Phase B Contingency as follows: \$100,000 to account 23-010-046 Lake Dredge Professional Services and \$371,800.01 to account 23-010-074 Lake Dredge Capital Projects over 10,000. This closes out the Phase B W&S Project.

Transfer \$3,696.50 from account 21-001-074 Island Greenway Project E Capital Project over 10,000 to account 21-001-046 Island Greenway Project E Professional Services to cover final engineering /construction admin costs.

Transfer \$14,807.70 from account 21-001-074 Island Greenway Project E Capital Project over 10,000 to account 21-002-074 Island Greenway Project L Capital Project over 10,000 to cover final construction costs.

Annual Transfer:

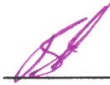
A journal entry has been prepared for the annual budgeted transfer from the Utility Fund to reimburse the General Fund in the amount of \$725,000.

BUDGET IMPACT: No budget impact.

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

ATTACHMENTS: [Budget Transfers 7.9.19](#)
[Annual Transfer from UT to GF](#)

Submit to Finance for Payment: _____



Town of Carolina Beach

Interoffice

TO: Ed Parvin, Assistant Town Manager
FROM: Jeremy Hardison, Planning Director
SUBJECT: Budget Transfer
DATE: June 26, 2019

Respectfully request Budget Transfer for the following:

\$4650.00 from: **10-491-014** **TO: 10-580-015**

Moving the requested funds will cover the negative balance in the account.

PO Number 192091 was processed and approved for items for a position that has since been vacated. The funds will now be used to replace the front door on Planning side of building for more security.

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 Blvd.
Carolina Beach, NC 28428
Tel: (910) 458-2999
Fax: (910) 458-2997

To: Debbie Hall, Finance Director
Ed Parvin, Interim Town Manager

From: Eric Jelinski, Parks and Recreation Director

Date: 6/27/19

Re: Budget Transfers

I am requesting the below budget transfer for the FY 18/19 Parks and Recreation Department budget. If you have any questions regarding the below transfers, please let me know.

Account	Amount	Transfer to Account	Reason
10-620-015	\$2,422.87	10-620-041	Shortage due to additional night of Christmas by the Sea and emergency replacement of bounce house for Family Night at the Boardwalk. A request will be made for reimbursement of the bounce house through ROT funds.
10-620-018	\$3,000.00	10-620-082	Shortage due to adding camps when school was out after Hurricane Florence. Additional revenue was collected for the camps in the amount of \$2,575.00
10-620-015	\$5.33	10-620-023	Small overage for RecDesk software program
10-620-015	\$358.56	10-620-033	Overage for additional janitorial supplies for Rec Center

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: June 28th, 2019

Budget transfer: \$ 75,894.00

From: 30-811-020 (Wastewater Collections M&R - Infrastructure)	\$ 13,714.00
30-811-026 (Wastewater Collections M&R – Material)	\$ 13,714.00
30-811-046 (Wastewater Collections Professional Services)	\$ 48,466.00
To: 30-810-016 (Wastewater Treatment M&R – Equipment)	

Explanation: This transfer is to cover the Emergency repair to the Wastewater Treatment Clarifier #1 Drive

BUDGET AMENDMENTS/TRANSFERS				
Date	DESCRIPTION	GL #	DEBIT	CREDIT
6/20/2019	Transfer unused funds from Phase B to the Lake Dredge Project.			
	Lake Dredge Professional Service	23-010-046	100,000.00	
	Lake Dredge Capital Project Over 10,000	23-010-074	371,800.01	
	Phase B Supplies	23-001-033		1,886.15
	Phase B Professional Services	23-001-046		28,942.48
	Phase B Capital Project Over 10,000	23-001-074		437,331.70
	Phase B Contingency	23-001-090		3,639.68
	Totals		471,800.01	471,800.01

Debbie Hall

From: Jerry Haire
Sent: Friday, June 28, 2019 4:57 PM
To: Debbie Hall
Subject: Budgetr transfers & amendment - Island Greenway

Debbie,

I am requesting the following transfers and amendment for the July 9 Town Council agenda:

1. Transfer \$3,696.50 from Line 21-001-074 – E-Capital Projects to Line 21-001-046 - E – Professional Services to cover final engineering/construction admin. costs
2. Transfer \$14,807.70 from Line 21-001-074 - E - Capital Projects to Line 21-002-074 – L – Capital Projects - to cover final construction costs.
3. Budget Amendment for \$9,615.52 from the General Fund to Line 21-002-074 – L – Capital Projects - to cover final construction costs. I will prepare the amendment document.

Thank you.

GENERAL JOURNAL ENTRIES					
JE#	Date	DESCRIPTION	GL #	DEBIT	CREDIT
71	6/10/2019	Record Annual Transfer from W/S fund to	10-101-001	725,000.00	
		the General Fund	10-397-003		725,000.00
			30-800-080	725,000.00	
			30-101-001		725,000.00
				1,450,000.00	1,450,000.00

POSTED
6/10/19 sam

GL Budget vs Actual

Print Template Name: Default ? Add Edit Delete

GL Budget vs Actual Parameters:

Funds - 10
Fiscal Period From - 7/1/2018 Thru - 6/30/2019

Transactions

Fund Or Attrib / Type

Fund Or Attrib	Type	Dept Desc	Disp Acct	Budget	Enc Amt	YTD	Variance
10 General Fund Revenues			10-396-002 CAMA Grant-Boardwalk Project	\$0.00	\$0.00	\$0.00	\$0.00
10 General Fund Revenues			10-396-003 Donations - Boardwalk Fish Tiles/Benches	\$3,000.00	\$0.00	\$7,166.95	\$4,166.95
10 General Fund Revenues			10-397-000 T/F from Project Fund	\$0.00	\$0.00	\$0.00	\$0.00
10 General Fund Revenues			10-397-001 Contrib.New Hanover County	\$0.00	\$0.00	\$0.00	\$0.00
10 General Fund Revenues			10-397-002 Parks & Rec. Fees	\$190,000.00	\$0.00	\$193,765.52	\$3,765.52
10 General Fund Revenues			10-397-003 Transfer from W&S Fund	\$725,000.00	\$0.00	\$0.00	(\$725,000.00)
10 General Fund Revenues			10-397-004 Transfer to Project Fund	\$0.00	\$0.00	\$0.00	\$0.00
10 General Fund Revenues			10-397-005 NHC Cont.Beach Renoursh	\$0.00	\$0.00	\$0.00	\$0.00
10 General Fund Revenues			10-397-008 Parks and Rec. Bond Monies	\$0.00	\$0.00	\$0.00	\$0.00
10 General Fund Revenues			10-397-009 Solid Waste Grant	\$0.00	\$0.00	\$0.00	\$0.00
10 General Fund Revenues			10-397-010 NCDOT- Carl Winner Grant	\$0.00	\$0.00	\$0.00	\$0.00
10 General Fund Revenues			10-397-012 NCIRM Body Armor Refund	\$0.00	\$0.00	\$0.00	\$0.00
10 General Fund Revenues			10-398-001 GRANT-FEMA/SAFER FIRE DEPT.	\$0.00	\$0.00	\$0.00	\$0.00
10 General Fund Revenues			10-398-002 State Fire Protection Grant	\$0.00	\$0.00	\$708.00	\$708.00
10 General Fund Revenues			10-399-000 Appropriated Fund Balance	\$2,422,273.65	\$0.00	\$0.00	(\$2,422,273.65)
10 General Fund Revenues			10-399-001 App.Fund Bal.Bch Renours	\$0.00	\$0.00	\$0.00	\$0.00
10 General Fund Revenues			10-399-002 APP FUND BAL-POWELL BILL	\$0.00	\$0.00	\$0.00	\$0.00
10 General Fund Revenues			10-399-003 App.Capital Project Fund	\$0.00	\$0.00	\$0.00	\$0.00
				\$17,121,039.58	\$0.00	\$12,419,625.61	(\$4,701,413.97)
				\$17,121,039.58	\$0.00	\$12,419,625.61	(\$4,701,413.97)

GL Budget vs Actual Parameters:

Funds - 30
Department - 800
Fiscal Period From - 7/1/2018 Thru - 6/30/2019

Transactions

Fund Or Attrib / Type

Fund Or Attrib	Type	Dept Desc	Disp Acct	Budget	Enc Amt	YTD	Variance
30 Utilities Fund Expenses		W&S Administrative	30-800-044 Temps	\$4,320.00	\$3,865.50	\$1,516.50	(\$1,062.00)
30 Utilities Fund Expenses		W&S Administrative	30-800-045 Contract Services	\$18,440.00	\$374.06	\$12,885.81	\$5,180.13
30 Utilities Fund Expenses		W&S Administrative	30-800-046 Professional Services	\$12,000.00	\$0.00	\$12,000.00	\$0.00
30 Utilities Fund Expenses		W&S Administrative	30-800-049 Postage	\$33,980.00	\$7,560.00	\$25,623.10	\$796.90
30 Utilities Fund Expenses		W&S Administrative	30-800-051 Liability Insurance	\$0.00	\$0.00	\$0.00	\$0.00
30 Utilities Fund Expenses		W&S Administrative	30-800-053 Dues & Subscriptions	\$640.00	\$0.00	\$190.00	\$450.00
30 Utilities Fund Expenses		W&S Administrative	30-800-057 Miscellaneous	\$2,000.00	\$400.00	\$1,331.28	\$268.72
30 Utilities Fund Expenses		W&S Administrative	30-800-059 Longevity Pay Plan	\$1,650.00	\$0.00	\$850.00	\$800.00
30 Utilities Fund Expenses		W&S Administrative	30-800-060 Water Conservation Educat	\$0.00	\$0.00	\$0.00	\$0.00
30 Utilities Fund Expenses		W&S Administrative	30-800-074 Capital Projects Over \$10,000	\$0.00	\$0.00	\$0.00	\$0.00
30 Utilities Fund Expenses		W&S Administrative	30-800-075 Capital Projects Under \$10,000	\$0.00	\$0.00	\$0.00	\$0.00
30 Utilities Fund Expenses		W&S Administrative	30-800-078 I&I Project Debt Serv.	\$0.00	\$0.00	\$0.00	\$0.00
30 Utilities Fund Expenses		W&S Administrative	30-800-080 T/F to General Fund	\$725,000.00	\$0.00	\$0.00	\$725,000.00
30 Utilities Fund Expenses		W&S Administrative	30-800-087 Permits & Fees	\$0.00	\$0.00	\$0.00	\$0.00
30 Utilities Fund Expenses		W&S Administrative	30-800-090 Capital Reserve	\$0.00	\$0.00	\$0.00	\$0.00
30 Utilities Fund Expenses		W&S Administrative	30-800-091 OPEB Expense Adjustment	\$0.00	\$0.00	\$0.00	\$0.00
30 Utilities Fund Expenses		W&S Administrative	30-800-097 Depreciation Expense	\$0.00	\$0.00	\$0.00	\$0.00
30 Utilities Fund Expenses		W&S Administrative	30-800-098 W/S Bad Debts	\$0.00	\$0.00	\$0.00	\$0.00
				\$1,274,965.00	\$15,096.97	\$451,939.48	\$807,928.55
				\$1,274,965.00	\$15,096.97	\$451,939.48	\$807,928.55



AGENDA ITEM

Meeting: Regular Town Council - 09 Jul 2019

Prepared By: Debbie Hall

Department: Finance

Budget Amendments for Carryovers

BACKGROUND:

I have received a year-end budget carryover request. As you know, transfers require only your notification whereas amendments require your approval. Listed below you will find a description of the transfers.

Budget Amendments for Carryovers:

Carryover 2018/2019 funds to 2019/2020 to cover projects started but not yet invoiced.

Carryover \$75,000 to account 10-620-074 Parks & Rec Capital Project over \$10,000 to complete Phase 1 of Joseph Ryder Lewis Jr. Civil War Park.

Carryover \$30,000 to account 10-620-046 Parks & Rec Professional Service for the updated Master Plan for Lake Park.

BUDGET IMPACT:

The transfers will increase the 2018/2019 available fund balance and reduce the 2019/2020 available fund balance.

ACTION REQUESTED:

Approve budget amendments for carryovers as presented by the Finance Director.

ATTACHMENTS:

[Budget Carryover Request 7.9.19](#)

Joe Benson
Mayor

Steve Shuttleworth
Council Member

LeAnn Pierce
Council Member



Tom Bridges
Mayor Pro Tem

JoDan Garza
Council Member

Lucky Narain
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, Finance Director
Ed Parvin, Assistant Town Manager

From: Eric Jelinski, Parks and Recreation Director

Date: 6/3/2019

Re: Budget Carryover Requests

I am requesting the below budget carryover from FY 18/19 to FY 19/20. If you have any questions regarding the below transfers, please let me know.

Account	Amount	Reason
General Fund 10-620-074	\$75,000	Funds are to complete phase 1 of Joseph Ryder Lewis Jr. Civil War Park. The project was funded, but not completed in FY 18/19. The RFP for the bridge construction is due on Friday, June 28 th . We plan to award the project in early July.
General Fund 10-620-046	\$30,000	Funds are for the updated master plan for Lake Park. This project will be present to Town Council in July for final approval to proceed.



AGENDA ITEM

Meeting: Regular Town Council - 09 Jul 2019

Prepared By: Jerry Haire

Department: Executive

Budget Ordinance Amendment for the Island Greenway Project

- BACKGROUND:** The attached Budget Amendment Ordinance No. 1115 is requested for \$9,615.52 from the General Fund to Line 21-002-074 – Greenway Project L – Capital Projects - to cover final construction costs.
- BUDGET IMPACT:** \$9,615.52
- ACTION REQUESTED:** Approve Ordinance No. 19-1115
- COMMITTEE RECOMMENDATION:** NA
- ATTACHMENTS:** [Budget Ordinance 19-1115 Greenway 7-9-19](#)

Ordinance 19-1115

Town of Carolina Beach
Town Council



**ORDINANCE NO. 19-1115
AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET CREATING A CAPITAL PROJECT
ORDINANCE FOR THE ISLAND GREENWAY PROJECT**

The Town Council of the Town of Carolina Beach, North Carolina, doth ordain:

SECTION ONE:

That the Fiscal Year 2019-2020 Budget for the Town of Carolina Beach is hereby amended to include the expenditures associated with the Island Greenway Project by amending the following General Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
21-001-046	Professional Services Prj. E	\$165,349.89	\$0.00	\$0.00
21-001-074	Capital Over \$10,000 Prj. E	\$295,351.43	\$0.00	\$0.00
21-002-046	Professional Services Prj. L	\$0.00	\$0.00	\$0.00
21-002-074	Capital Over \$10,000 Prj. L	\$932,519.68	\$9,615.52	+\$942,135.20
TOTAL		\$ 1,402,836.52		

SECTION TWO:

That the Fiscal Year 2017-2018 Budget for the Town of Carolina Beach is hereby amended to include the revenue associated with the Island Greenway Project by amending the following General Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
21-350-000	Transfer from General Fund	\$419,550.00	\$9,615.52	\$429,165.52
21-396-000	State – NCDOT Grant Prj. E	\$696,620.00	\$0.00	\$0.00
21-397-000	State – NCDOT Grant Prj. L	\$277,051.00	\$0.00	\$0.00
TOTAL:		\$1,402,836.52		

SECTION THREE:

Town of Carolina Beach
Ordinance No. 19-1105

Ordinance 19-1115

Town of Carolina Beach
Town Council

A copy of this Ordinance shall be furnished to the Finance Officer for direction in disbursement of Town funds and for public inspection.

Duly adopted this 9th day of July, 2019.

Joseph Benson, Mayor

Attest: Kimberlee Ward, Town Clerk

Date Approved

CAROLINA BEACH

Town Council Workshop Minutes
 Friday, June 14, 2019 @ 6:00 PM
 Council Chambers
 1121 N. Lake Park Boulevard
 Carolina Beach, NC 28428

ASSEMBLY

The Town of Carolina Beach Town Council Workshop was held on Friday, June 14, 2019 at 6:00 PM at Council Chambers.

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

ABSENT: Mayor Joe Benson

ALSO PRESENT: Assistant Town Manager Ed Parvin, Finance Director Debbie Hall, and Town Clerk Kim Ward

1. MPT BRIDGES CALLED THE MEETING TO ORDER AT 6:00 PM

2. BUDGET DISCUSSION

- a. Budget Update from Interim Manager Ed Parvin

Interim Manager Ed Parvin stated that staff has been working with consultant Bruce Shell on finalizing the budget. The goal is to have a comprehensive summary of the budget to Council on Tuesday that will include personnel, pay study, and projects in the utility fund.

Council Member Shuttleworth asked if staff was having to start back at square one.

Mr. Parvin replied that he met with all department heads on Wednesday morning and everyone agreed that they were comfortable with the M&O portion of the budget. They are still reviewing the utility rates and how to implement the pay study.

Council Member Shuttleworth asked to have a simple budget that is easy for Council and the public to follow without having to scroll through 60 pages of illegible numbers.

Mr. Parvin said that he would have that available for Council next Tuesday evening.

Council Member Shuttleworth asked staff to put this online Tuesday mid-day for the public to view.

MPT Bridges said he is not opposed to that but he would like for Council to view the document before it goes out to the public. He doesn't want any confusion.

Council Member Pierce said that she agreed and would like for Council to be in unity before it goes

to the public.

Council Member Shuttleworth said they wouldn't be discussing it until Tuesday night and the public would need to see what is being proposed prior to the meeting.

Council Member Garza said he would like to see something short and simple. He added that the last budget presentation was embarrassing. The public needs to have something to look at prior to the meeting.

Council Member Shuttleworth suggested putting it out there with the caveat that Council will not vote until June 25th. He stated that the public came to the last meeting and a couple of them had an issue with a certain line item that included the Clarendon Avenue multi-use path, other than that no one was looking at the fine details. Council is looking for a summary.

MPT Bridges asked if Mr. Parvin could meet with each Council Member to review the proposed budget prior to Tuesday night's workshop.

Council Member Pierce said that she spoke to Mr. Parvin this morning and was very pleased with his response. She asked him to evaluate the 12 vacant positions, the tax increase, the water rates, and what the expected reserve balance will be.

Mr. Parvin suggested that each Council Member stop by Monday afternoon.

Council Member Garza asked for staff to present a worst case budget scenario.

3. NON-AGENDA ITEMS

a. Non-agenda Items

Council Member Pierce asked when the new billing clerk will be hired and when will the window open back up full time.

Mr. Parvin said that they are asking for the billing supervisor position to be funded and that would allow the staff to expand the hours that the window would be open starting late June. The new billing customer service rep is starting Monday.

Council Member Pierce asked if the window can be open Monday through Friday 8 to 5. The citizens need this service.

Mr. Parvin replied not yet.

Council Member Garza asked if other staff members could assist with this transition.

Mr. Parvin said that one staff member will be able to help. There needs to be some time allotted for staff to train the new employee while the window is closed.

Council Member Garza asked staff to post an update on Facebook.

Council Member Garza thanked Mr. Parvin for stepping in as interim for the second time in less than a year. He mentioned that he did a great job last time and asked him to consider putting his name in the hat for town manager.

4. ADJOURNMENT

- a. MPT Bridges made a motion to recess the meeting until Tuesday, June 18, 2019 at 6:00 pm. Motion carried unanimously.

Adopted at a regular meeting on July 9, 2019.

Recorded by Kimberlee Ward, Town Clerk

CAROLINA BEACH

Town Council Workshop Minutes
 Monday, June 3, 2019 @ 6:30 PM
 Council Chambers
 1121 N. Lake Park Boulevard
 Carolina Beach, NC 28428

ASSEMBLY

The Town of Carolina Beach Town Council Workshop was held on Monday, June 3, 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: Town Manager Lucky Narain, Assistant 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 6:30 PM

2. CLOSED SESSION

- a. Closed Session to Discuss a Personnel Matter

ACTION: Motion to go into a closed session to discuss a personnel matter in accordance to NCGS 143-318.11(a)(6).

Motion: Joe Benson

Vote: UNANIMOUS

3. DISCUSSION ITEMS

- a. Budget Presentation

Town Manager Lucky Narain gave an update on the proposed 2019/2020 budget. He reviewed the property tax history, water rates, and the pay study results.

Council Member Pierce asked to see the total cost of salaries. She mentioned that she understands that the officers that left took a pay cut so she doesn't understand why they are focusing on pay.

Chief Spivey explained that New Hanover County offers a more attractive health insurance package. A family plan with the County is about \$450 per month where it is around \$1,000 per month with the Town. They are able to do that because they have a larger employee pool.

Mayor Benson asked if the Town could join the County's pool.

Ms. Fox said that the Manager has reached out to the County to see if that is a possibility.

Council Member Pierce asked for a breakdown of each position showing the benefits that each employee receives.

The Assistant to the Town Manager Sheila Nicholson said that she would go print that information.

Council Member Garza asked Mr. Narain to explain the \$20,000 cut to the Land Use Plan.

Mr. Narain replied that Jeremy Hardison told him that was something that could be cut.

Mr. Parvin said that he was not aware of that cut.

Council Member Garza asked the Manager to follow up on that request.

Council Member Garza asked about the \$25,000 cut for signs, barrels and beach access repairs. He is concerned about cutting too much from that line and neglecting the boardwalk.

Mr. Stanberry replied that they are going to roll over some money from this current fiscal year to help with those costs. It is possible that they may have to come back to Council for more funds if there is a major repair that needs to be made.

Council Member Shuttleworth asked what was cut from the Parks and Rec budget. He added that he did not receive a hard copy of what is being presented tonight. He only received an email yesterday and it is difficult to review 60+ pages on his phone. He was told there would be hard copies printed for the meeting.

Council Member Pierce agreed saying that she had asked for a hard copy.

Mr. Jelinski said they cut \$150,000 worth of projects from his budget but they added \$50,000 back in to cover projects like the bathrooms, the fencing, and safety sensitive issues. The money for the design of Lake Park is being rolled into next year's budget. They are looking for grants to complete the Ryder Lewis Civil War Park Project.

Council Member Pierce said that she wants to see what every employee makes and what benefits they receive to show a true total cost that the Town pays for each individual employee.

Council Member Garza and MPT Bridges said they did not want to see that detail.

Council Member Shuttleworth said that competing agencies have the same benefits if not better and Carolina Beach is behind 10% in base starting salaries.

Mayor Benson said that any tax increase must be defensible and discreet. He asked if Council presented additional cuts in the budget, would there still be a need to increase the tax rate by 2 cents which would equate to around \$300,000.

Mr. Narain said yes, it would be needed to increase the fund balance. You need to have this money on hand for future disasters as well as to be able to receive competitive loan rates.

Council Member Shuttleworth said that last week the Manager was proposing to add over \$300,000 to the fund balance, now at the last minute he is saying that it will be just over \$100,000. It will take a long time to get the fund balance up to 50% if you are only adding \$100,000 per year.

MPT Bridges responded by suggesting that Council have the discussion about the 50% goal. He feels that this number may no longer be realistic.

Mayor Benson asked about CitiWorks and the cost being \$57,000. He added that he has not received good feedback on this program.

Council Member Pierce said she is not in favor of CitiWorks. She feels you are throwing good money into a bad product.

MPT Bridges said the Ops Committee reviewed it and it is very comprehensive program.

Mark Meyer said that the first two years is a beta test. You have to get everyone on board and fluent in the use. It is leaps and bounds compared to how they used to do things. There is now a paper trail for work orders.

Council Member Pierce said there could have been a cheaper solution. She asked staff to reach out to New Hanover and Brunswick Counties to see what they use.

Mr. Meyer said that they are trying to make it work because so much has been invested in this program.

MPT Bridges added that it has a lot of options that can be utilized and it will take time to learn it. They need to stick to it because they will have the same learning curve if you switch programs.

Mr. Meyer said that it worked great during Hurricane Florence because they were able to track data that they could give to FEMA.

Mayor Benson asked if the Town is pursuing an insurance claim on the police Dodge Ram that burnt.

Mr. Narain replied that they were.

Mayor Benson confirmed that they put the \$52,000 up for the SAFER grant with the expectation of having the pick up the cost of the personnel long term.

Mayor Benson asked if the Stormwater System Development Fee dollars go back into M&O.

Staff replied that it does.

Council Member Pierce asked why there was a shift to 3% COLA instead of 2% COLA and 2% merit.

Mr. Narain replied that it would help increase the pay band that was deficient in the pay study. They need \$131,000 to bring the police department up to where it needs to be. COLA would be \$53,000 which leaves about a \$73,000 shortfall.

Council Member Shuttleworth said that the merit max is 1% which may or may not be awarded.

Council Member Garza mentioned that the residents don't have an issue with paying for employee salaries.

Council discussed holding additional public hearings prior to June 25th.

Mr. Narain said that he did not consider a 3 cent increase that was discussed at the last meeting.

Council Member Shuttleworth said that he brought it up last meeting but is not interested in exploring that based on public input.

Council Member Pierce said that she and Ms. Fox rode around before the meeting to look at available properties but they can not entertain that until after the budget is passed.

Council Member Garza said this is something that should be explored.

Council Member Shuttleworth said we are at the 11th hour on the budget and we don't have a plan. He added that he has done some research and thinks that a lot of that property is not available.

Council Member Pierce said to get through the budget and then talk about open space. She mentioned that the Town needs parking also. That topic needs to be on the agenda.

Council Member Garza said that the next topic on the agenda needs to be a 5 year plan.

Council Member Garza said he would like to open the floor for public comment on the budget. **Council Member Garza made a motion to open a public hearing. Motion carried unanimously.**

Amy Hooker-Kidd 618 Clarendon Boulevard asked when the public could see the budget.

The Town Clerk replied that the Manager's budget message and the proposed budget summary went out to the sunshine list today. It was also posted on the website.

Council Member Garza asked staff to post it on Facebook.

Scott Seifer 101 6th Street North asked if all the work that is done on the water system has to be paid from water rate increases or can it come from other sources. The infrastructure needs repairs but residents are getting 7 dollared to death. He said that he did not have an issue with the 2 cents

tax hike.

Council Member Shuttleworth replied that it can come from other sources. You can't use utility funds to pay for general fund expenses but you can use general funds for utility expenses. He explained that the Town made an agreement on a bond that would get to a certain revenue stream to be able to afford the bond. They could reduce the amount of each increase but it would stretch out the number of years. He explained how Kure Beach charges for water usage.

Brian Mountain 1106 Carolina Beach Avenue North said his water bill is between \$500-\$700 a month. He is concerned about water quality. He is commercial plumber and can't figure out why it is so expensive.

Jerry Kennedy 1001 Carolina Beach Avenue North said that the one additional percent on COLA affects the future. She is in favor of merit because it rewards employees that are exceptional.

MPT Bridges explained how COLA brings employees closer to the base salary that the pay study said the Town is behind on.

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

4. NON-AGENDA ITEMS

5. CLOSED SESSION

Mayor Benson made a 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 carried unanimously.

6. ADJOURNMENT

Adopted at a regular meeting on July 9, 2019.

Recorded by Kimberlee Ward

CAROLINA BEACH

Town Council Workshop Minutes
 Tuesday, May 28, 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, May 28, 2019 at 9:00 AM 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: Town Manager Lucky Narain, Assistant Town Manager Ed Parvin, Finance Director Debbie Hall, and Town Clerk Kim Ward

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

2. DISCUSSION ITEMS

a. Update on the Greenway

Public Works Director Brian Stanberry gave the recommendation from TRC not to place signs on the Island Greenway that states the trail is closed from dusk to dawn. He mentioned there had been three 911 calls to the trail since opening.

Mayor Benson asked where the three 911 calls originated from.

Chief Spivey replied that they were between Spartanburg and the south side of the Lake. There was no suspicious activity found when officers arrived.

Council Member Shuttleworth said he feels that Council nor the community want signs on the trail. He doesn't think there is support from the community or TRC.

Mayor Benson said the data doesn't seem to be grounds for action.

Council Member Pierce said that she wants to keep it natural but she sees both sides of the issue.

MPT Bridges mentioned that signs are not going to prevent misuse of the pathway. Police need to enforce misuse but it is difficult to patrol. He suggested re-establishing the bicycle patrol.

Mayor Benson asked staff to report any additional 911 calls at next Council meeting.

Council Member Garza said that he agrees with Council and they could revisit this at the end of the summer.

Mayor Benson said that he would like to revisit it in June.

b. Update on the Marina

Assistant Manager Ed Parvin gave an update on the municipal marina. As soon as the safety concerns are resolved, the marina will be ready to open. He is trying to get on the NC Clean Marina program. He is working with them to get a new pump out station. The pump out would be free. You could charge up to \$5 but the Town wants to encourage visitors to use the pump out station.

Mr. Parvin is meeting with Town Attorney Noel Fox to review the marina license agreements. The plan is to fill slips from June 15 - September 15, 2019. There are 8 slips that will be filled. \$376 a month is the current lease. That includes water and electric.

Council Member Pierce mentioned that most marinas charge by the foot.

Staff is recommending a 6.2% increase which would be \$400 per month.

Mr. Parvin said the Harbor Commission consists of the captains at the marina and they should not be voting on the price of the lease. He suggested eliminating the Harbor Commission and just have a boat captains meeting twice a year.

Council Member Pierce feels that is a conflict of interest if they vote on topics that affect them financially.

Mr. Parvin said that they will be presenting a larger No Wake zone in the harbor at the next Council meeting. The Town will have to fund and maintain this. 2012-2013 enabling legislation gave authority to enforce no wake zones in our area.

Council Member Pierce asked about the slide that said the slips were seasonal.

Mr. Parvin said the west side will be available soon. These slips will be leased until September. The Town may have to remove them at that time to start construction on the east side. They may also go to a month to month lease. He is suggesting not advertising the slips at this time. He thinks he can fill them without having to advertise.

Council Member Pierce recommended discussing that with the Town Attorney.

MPT Bridges likes the idea of filling them as soon as possible.

Council Member Pierce and Mayor Benson agreed.

Mr. Parvin said that Larry Denning is managing the mooring field. He is doing a great job.

The Winner's have reduced the number of head boats that they have. That will create some competition for those slips.

Council Member Garza would like an update at the July workshop.

c. Update on the Joint Land Use Study

Mr. Parvin presented the update on the Joint Land Use Study with MOTSU. The last public meetings will be June 24 and 25.

MOTSU refers to the buffer zone as the ESCZ- Explosives Safety Clear Zone. He showed a map that outlines the buffer zone, the inhabited business zone, and the glass breakage zone. He showed the area of government property that the Town could possibly use.

Mr. Parvin mentioned some of the recommendations from the study. One was a bike/ped lane over the Snow's Cut Bridge.

Council Member Shuttleworth said they looked at that years ago and DOT would not approve shifting the traffic on the bridge. They said the bridge was not designed to do that. You would have to build a new bridge according to the NCDOT engineers.

Council Member Garza asked about the soil at the Lake.

Mr. Parvin said that the soil quality is great and it can be used for many projects.

Council Member Shuttleworth asked if the letter was sent to MOTSU last week.

Mr. Parvin replied that it was sent to Malcolm and John Manning. They will make a recommendation to the Colonel.

Mayor Benson mentioned that we need the Cape Fear Council of Governments on board because it is their Joint Land Use Study.

Council Member Shuttleworth asked if they can run a parallel track to get the bid out so construction can start in the fall.

Mr. Parvin said that the Town's Project Manager Ben Meister can start working on it.

The next meeting is June 24 at 6 pm at Kure Beach Town Hall. Then another on June 25 at 1:30 pm at the Southport Community Center. The web page for this study is www.capefearcog.org/sunnypoint.

d. Budget Presentation

Mr. Narain informed Council that they have the preliminary results from the pay study. Staff would like to propose another budget meeting on June 3rd to review the budget that includes the pay study. The initial results were upwards of \$1 million. He has asked the consultant to recommend

other solutions. They submitted one but he needs to touch base and revisit that this week.

Council Member Shuttleworth asked if the Manager would be willing to share that information with Council prior to the June 3rd meeting.

Mr. Narain replied that he would rather come up with a streamlined solution with the consultant first but he would be happy to forward the initial results to Council later today.

Mr. Narain mentioned the truck that caught on fire at Freeman Park last weekend and tied it into the purpose of having a contingency fund. He said they are working with insurance company to see what will be covered.

Council Member Shuttleworth and MPT Bridges explained the 50% fund balance. One council can't handcuff future council's on these decisions. This Council can change what previous council's have set.

Council Member Shuttleworth clarified that sometimes the fund balance number is just a snapshot when the auditors come in at that particular time. It can fluctuate throughout the year.

Mr. Narain explained fund balance and how you can use fund balance in emergencies.

They are currently looking into the Golden Leaf program for various projects. It could possibly fund a fire engine or the lake dredge.

Council Member Garza asked what the fund balance is expected to be at the end of June.

Mrs. Hall said her best guess is 24%.

Mr. Narain said on a conservative basis 25% unrestricted fund balance.

Council Member Shuttleworth explained the reason the LGC wrote the letter. It was because the Town kept taking money from the fund balance to balance the budget and was on a downward trajectory in fund balance.

Mr. Narain stated that the recommended budget savings that was in the last presentation mentioned putting \$400,000 back into fund balance. After double checking the numbers, that number is incorrect. The correct amount is \$332,235.

Mr. Narain suggested holding a special meeting to discuss the pay study.

MPT Bridges said that he had asked what the fund balance in the enterprise fund will be.

Mr. Narain said that he would get that information to him as soon as they dismiss.

Mr. Narain stated that decreasing positions will help pay for these changes. Staff has also cut out \$500,000 since the last budget meeting. He stated his goal is to put at least \$100,000 into

general fund.

Council Member Shuttleworth said that a previous slide said \$332,235.

Mr. Narain listed some cuts and said that if the cuts go back in the budget then that will decrease that number.

Council Member Pierce wanted to know what else could be cut.

The general fund revenue \$15,503,211 includes:
2 cent tax increase, 3% COLA, and up to a 1% merit.

Enterprise Fund Revenue \$9,487,145 Includes:
Water/Sewer 10% increase
Stormwater \$1.00 per ERU
Appropriation from Fund Balance \$387,852

Council Member Shuttleworth asked if staff would look at what Kure Beach does to encourage water conservation.

Mark Meyer said he would look into it.

Mr. Narain reviewed the current staff vacancies. They are looking at not staffing the utility billing supervisor, the administrative support specialist position, 2 beach officers, and a school resource officer.

Council Member Shuttleworth pointed out that the Town will pay a plan review tech more than a police officer. He said he was surprised to see the number of positions that make more than the public safety officers.

Council Member Garza said if you are going to save that amount, pay the first responders more.

Council Member Shuttleworth asked if the budget reflects the police pay study.

Mr. Narain said this budget only includes the 3% COLA. He is still waiting on results from the consultant.

Mayor Benson clarified that \$340,000 could address some of the pay study.

Mr. Narain said that he would like to use some of that money to address not only the police pay study but all Town employees.

Council Member Pierce asked for another line item that shows all the benefits that employees receive.

Mr. Narain said he is requesting to fill only one billing rep and he is requesting to immediately fill

that position.

Council Member Pierce asked if the parking office can handle parking decals, Freeman Park stickers, etc. at no additional cost. Can they automate the system to keep people from having to come in?

Mark Meyer said he would need to work with the finance department to make sure everyone is on the same page.

Mrs. Hall said that the Town tries to encourage people to use online bill pay.

Council Member Shuttleworth said that you cannot pay your power bill in person. We need to automate.

Council Member Pierce asked staff to reach out to Wrightsville Beach to find out how they do their billing. She added that she is not sure why parking falls under Mr. Meyer.

Council Member Shuttleworth said that he would rather pay the employees more and make them more efficient.

Mr. Narain said they are looking at several pilot programs such as having laptops out in the lobby to have people sign up for online bill pay.

Council Member Pierce asked what the billing supervisor does.

Mr. Meyer explained that this position also used to be the admin to public works and public utilities as well.

Council Member Shuttleworth said that he likes limiting the hours of the window. It is a constant interruption.

Mr. Meyer said they also have permits they have to process and they are under tight deadlines.

Council Member Pierce asked if you can send electronic bills.

Mr. Meyer is working with FMS, the financial management software.

Mrs. Hall said you can currently sign up for electronic bills online.

Council Member Pierce asked how much temps are paid.

Mr. Meyer said that temps do not work for the billing window because of the vast amount of information they have to learn.

Ms. Brooks replied that the Town usually pays the temp agency \$16-\$17 per hour and the worker makes around \$10 per hour.

Mr. Meyer asked if they would consider a part time employee.

Mayor Benson said that might be a good phase plan.

Mr. Narain read NGGS 159-32. He said that his strategy is to ask for a deviation for being conservative on hiring. He would like to immediately address this concern and fill the billing customer service vacancy.

MPT Bridges said that Council needs to look at the overall budget and not the details.

Council Member Pierce asked if it would be a full time or part time position.

MPT Bridges said that the Manager's prerogative.

Council Member Shuttleworth said he agreed and feels they need to let the manager manage. He has heard Council's concerns.

Council Member Pierce mentioned that window is the main face of Town Hall and they should provide that service to the citizens.

MPT Bridges said that he has never been in favor of freezing positions. That is a manager's decision.

Council Member Shuttleworth responded that is correct but the consensus was from Council to be cautious.

Council Member Pierce asked if the Town is charging fees for credit card fees.

Mrs. Hall said that they do pass along the fees to all charges except utility billing payments.

Council Member Pierce said charge the utility side as well.

Mr. Narain asked if that was a motion.

MPT Bridges said no, that was a suggestion.

Mr. Narain asked for a special meeting to discuss cuts to non-profit organizations and to address the pay study.

Council Member Shuttleworth asked why there needs to be a separate discussion on the pay study. He asked if Mr. Narain was going to propose something that will change what has been presented today.

Mr. Narain said yes, there is a glaring disparity to police officers pay. How much is Council willing to authorize to address that situation?

MPT Bridges would like to see the increments and how they will affect the budget. Right now, there is a \$300,000 surplus.

Mr. Narain said that his goal is to put \$100,000 back into fund balance.

Council Member Shuttleworth asked about the fire truck being cut. He said that the fire department is the only department that has planned out their improvements over a period of time and he is concerned that they may need this truck.

Mr. Narain replied that he is hoping to get that money from the Golden Leaf Fund.

Council Member Shuttleworth said that they have tried to establish a 3,5,10 year plan and does not want to deviate from that plan.

He questioned the IT support and why did it go from \$80,000 to \$170,000.

Sheila Nicholson explained that with the old contract you had to purchase new equipment every year.

Human Resources M&O went from \$82,0000 to \$143,000.

Mr. Narain explained there are a lot of police officer vacancies and there will be a large amount of pre-employment expenses.

Council Member Pierce asked why the property and liability increased this year.

Mrs. Ward explained that there was a revaluation and the value of all the properties increased.

Council Member Shuttleworth was concerned that staff cut out the replacement of the chiller pipe in the HVAC system at Town Hall.

Mr. Stanberry said it is corroded but they removed it from the budget in anticipation of a building expansion in the future. It can be put off for another year or two.

Council Member Shuttleworth asked about the \$150,000 for the Lake Park playground. He asked that Mr. Jelinski remove that from the budget. He would rather see that money cover the payroll shortfall.

Council Member Pierce asked Mr. Jelinski what his number one project is.

Mr. Jelinski said that his biggest complaint is there is no playground at the Lake.

Council Member Shuttleworth said he has a hard time telling the Police Chief that he can't raise their salaries, and the Fire Chief that he can't have \$50,000 toward a fire truck but they approve \$150,000 for a playground.

Mayor Benson suggested holding off on that project until the Lake Dredge Project is complete because it may disrupt that new build.

Mr. Jelinski said he has money in the current budget for the playground.

Council Member Shuttleworth said to use that for the bathroom renovation.

Council Member Pierce asked what departments have money left over in this year's budget and where is it going.

Council Member Shuttleworth said if there is money left over, staff needs to prioritize.

Council Member Pierce asked about the mobile laptops.

Mr. Meyer said that it allows staff to give real time meter reads. It eliminates putting it on paper and bringing it in for the billing clerks to enter. That process can take two days.

Council Member Pierce asked about the architectural plans for a building addition to the police department.

Chief Spivey said that was a continuation of the rendering that was received on Town Hall. He explained some of the renovations that are being proposed in both the police department and Town Hall.

Council Member Pierce asked why they are making building plans when there is not a funding source. She said that she would rather use that money to pay the officers over renovating someone's closet.

Council Member Shuttleworth said that in order to address the pay issues, we have to cut a little more. He suggesting sending ideas to the Manager. He would really suggest cutting items in the Parks and Rec department. He would rather see those funds go toward the bathrooms. Another suggestion is to use volunteers and users to help with the projects.

Council Member Garza asked the Manager to give Council all the information on Friday what he is planning to present on Monday so they can look over it. He said that it is hard to review the documents when you receive them that moment. This has been happening for the past two months where information is handed to Council right before the meeting. Council has said this several times.

Council Member Shuttleworth said that he feels they are getting close on the budget. He feels there will be support on the 2 cent tax increase, maybe not unanimous. There are some concerns and those are to get well compensated employees. You may have to not hire a few to pay the current employees more. He appreciates that staff is not requesting to take any money from the fund balance to balance the budget.

Mr. Narain said that he had scheduled to be out the week of June 10th which is the week they are scheduled to adopt the budget. He mentioned that he did not know how the budget process worked and asked if Council would be willing to meet next week to adopt the budget.

Council agreed to hold a meeting on Monday, June 3rd at 6:00 pm to allow the public to give input on the budget.

Council Member Shuttleworth informed the Manager that he has to present a budget message and they would adopt the budget at the June meeting.

Mrs. Ward reminded Council that the budget message has to be delivered no later than June 1st and must be available for public inspection for at least 10 days, then Council must hold a public hearing before the budget ordinance can be adopted.

Council agreed to hold a budget workshop on Monday, June 3rd as well as two public hearings. One at the regular meeting on June 11th and another at the June 25th workshop.

Council Member Pierce said that she is all about paying people more money but she requested staff to go back and look at the budget line by line. Every \$1,000 adds up so we can pay the employees more money.

Mayor Benson's comments:

Council will bring proposed cuts to Monday's meeting.

He asked Mrs. Hall to verify the State restricted 8% and what it was on June 30, 2018.

He asked if the \$55,000 lost in mandated permitting fees as a result of Hurricane Florence will come back to the Town from the State.

The M&O costs in stormwater have increased and it is completely defensible since that is the number 1 complaint from residents.

Other than operations, give a recap on spikes in general M&O increases.

Returning tax rate to what it was in FY13/14.

3. NON-AGENDA ITEMS

- a. Council Member Garza asked Mark Meyer for a ball park figure on how much he is projecting for projects next year.

Mr. Meyer replied \$5 million.

Council Member Garza mentioned that now is the time to buy land and roll it into one loan.

Council Member Shuttleworth spoke about the vacant lots at the boardwalk. Council needs to figure out how to get at least one of them. He would like to see a long term contract to have a merry go round on one lot and maybe a splash pad or some open space on the other.

Mayor Benson said that is very defensible and it needs to be explored now before it becomes cost prohibitive.

Council Member Garza mentioned there are a few more spots other than boardwalk.

Council Member Shuttleworth has asked the Manager to set aside 30 minutes at each workshop to discuss where they want the community to go.

Council Member Garza mentioned that Cole's Motel could be demolished and put 50-60 parking spots there.

Council Member Garza stated that the parking spaces from Fin's to BB&T are not flush, they stick out. He recommends that they are for compact vehicles only.

Council Member Pierce agreed that they need to start talking about open space. They've been talking about it but not doing anything.

Council Member Shuttleworth suggested looking at a 3 cent tax increase to cover a loan for open space. He added that he is not sure he is interested in moving far from the boardwalk.

MPT Bridges said that it depends on the properties purpose.

Council Member Shuttleworth mentioned that he is going to make a formal proposal at Monday's Council meeting.

Council Member Garza asked about the DOT's response to the safety concerns on Lake Park Boulevard. There was a 2nd accident last weekend. We need action as soon as possible.

Council Member Pierce mentioned the Marriott parking lot. The Town leases that and if the owner decides to build there, the Town would lose a lot of parking spaces.

Mayor Benson asked the Manager to factor in another point on the tax increase and present it at Monday's meeting.

4. CLOSED SESSION

a. Closed Session to Discuss a Real Estate Matter

ACTION: Motion to go into closed session to discuss a real estate matter in accordance to NCGS 143.318.11(a)(5). The property being discussed is 310 Canal Drive for the purpose of parking.

Vote: UNANIMOUS

5. ADJOURNMENT

Adopted at a regular meeting on July 9, 2019.

Recorded by Kimberlee Ward, Town Clerk

CAROLINA BEACH

Town Council Workshop Minutes
 Tuesday, June 18, 2019 @ 6:00 PM
 Council Chambers
 1121 N. Lake Park Boulevard
 Carolina Beach, NC 28428

ASSEMBLY

The Town of Carolina Beach Town Council Workshop was held on Tuesday, June 18, 2019 at 6:00 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: Assistant Town Manager Ed Parvin, Finance Director Debbie Hall, and Town Clerk Kim Ward

1. MAYOR BENSON CALLED THE MEETING TO ORDER AT 6:00 PM

2. BUDGET DISCUSSION

a. FY 2019/2020 Budget Presentation

Ed Parvin presented the proposed FY 2019/2020 budget.

General Fund:

Revenue \$15.5 million

Expenditures \$15.1 million

Fund Balance \$409,000

Property and Sales Tax:

The proposed tax rate is going from .225 to .245 per \$100. That will generate an additional \$392,928.

Personnel:

The number of permanent employees has been reduced to 81.5. Five positions have been eliminated (2 police beach rangers, the school resource officer, an intelligence officer, and an administrative support position in the Clerk's department). This resulted in a savings of \$336,106.

401k - 1% allocated and up to a 2% match

COLA - 3% to be implemented in the first pay period in August. This will be a cost of \$142,000.

Pay and Classification:

Funding required for the general fund pay study would be \$520,000 including benefits. This includes the 3% COLA. An additional \$131,000 will be allocated to raise wages for entry level police

positions. The total cost of the police department portion of this study (minus 3% COLA) is approximately \$134,000 including benefits. The allocations will not be final until September for the following reasons:

1. Results of organizational analysis
2. Implementation approach
3. Maintain board involvement

MPT Bridges asked if the merit pay was dropped.

Mr. Parvin responded that it was.

Fund Balance:

The Fund Balance is expected be around 21% which is approximately \$3.25 million.

Utility Fund:

Revenues with a 5% increase in utility rates would be \$8.8 million.

Revenues with a 10% increase in utility rates would be \$9.1 million.

The 2016 revenue bond requires rate increases to maintain covenant formula.

Appropriation from fund balance: \$731,000 at 5% or \$450,000 at 10%.

There is a \$1.4 million liability for Other Post-Employment Benefits (OPEB). This is required.

At 10%, the average 3,000 water/sewer/stormwater bill will increase by \$6.71 per month.

This budget proposes a 5% increase.

Personnel:

There are 32.5 positions in the utility fund. The recommendation is not to fill the utility system superintendent.

The pay study recommended adding \$153,000 which includes benefits.

The Town recommends \$18,795 which is the 3% COLA.

Fund Balance:

Projecting \$1.1 million minus the \$731,000 to balance the budget which is \$269,000.

Council Member Shuttleworth asked about the 5 and 10% increase. It looks like the Town will not be able to complete phase 3 at this time.

Mr. Parvin said that the Town cannot incur that debt at this time.

Council Member Garza asked about the future projects that Mr. Meyer mentioned at the last meeting.

Mr. Meyer said that they are not mandatory but he wanted to give them a heads up on what could be coming in the future.

Mayor Benson asked if the Lake dredge project still had funds allocated.

Mr. Parvin said that the money is still there.

Future Considerations:

Utility capital project funding (needs to be prioritized)

Pay and classification study for all employees

Mr. Parvin opened it up for questions.

Mayor Benson said that he likes what he sees with this proposed budget.

MPT Bridges said that this budget is clear and he appreciates staff working hard putting it together.

Council Member Pierce said that she had asked Mr. Parvin to address four major topics and he hit it. Those were:

Police Pay Study is being implemented

\$409,000 going back into general fund

30% Fund Balance

Not increasing the utility rate by 10%

Council Member Shuttleworth mentioned that this is a \$15.5 million budget and \$4.8 comes from property tax. That means there is \$11 million worth of revenue outside of property tax. 66% of the tax bill goes to New Hanover County.

Mayor Benson mentioned that when Council started considering raising property taxes, they started looking inside the Town to see where efficiencies could be gained. Staff identified some positions that were not mission critical. They are buying down some of the pay study with a 3% COLA. He requested to see the initial pay study so it can be shared with the public. He emphasized the importance of keeping police officers as well as recruiting them. He also hears the Town employees loud and clear and they have put into the budget the things that matter most.

Council Member Garza asked why they are recommending a 2 cent increase versus 1 if you are putting \$400,000 back into the fund balance.

Mr. Parvin replied that there is a desire to build the fund balance and to support additional projects.

Council Member Garza said that he would love to see something in place for retention of employees. He would like to put something in place and leave it there long term so employees aren't wondering what is changing from year to year. He said that he has been very vocal about this all year. You need to take care of our staff. The Town lost 18% of their employees this year. He added that he really appreciates Debbie, Ed and Bruce Shell for their hard work this week and putting this together in such a short time.

Mayor Benson opened the floor for public comment:

Ricky Niec 702 Clarendon Avenue asked if this budget included the Clarendon Avenue multi-use

path. He feels the Town could save \$136,000 by not doing the project or moving it to Columbia Avenue. There is a lot less traffic and it connects to the park.

Mr. Parvin replied that this budget does include the Clarendon Avenue path.

Council Member Shuttleworth added that Clarendon Avenue was selected because it has an 80 foot right-of-way.

Amy Hooker-Kidd 618 Clarendon said the public would be more involved in the budget discussion if they could actually see the budget.

Council Member Shuttleworth said at the last meeting, Council was still trying to understand the pay study and the number of budgeted vacant positions. Nothing in capital really changed. They asked Parks and Rec to cut out some projects. The 2 point tax increase has been a discussion for a while. They explained to the Manager that a 10% utility increase would not be palatable.

Council Member Garza said that this information will be on the Town's website and there will be another public hearing next Tuesday night.

Mayor Benson thanked Ed, Debbie, and Bruce Shell for clearing up an unclear picture in under 7 days.

Council Member Pierce thanked Mr. Parvin for the clarity on how the Town will gain an additional \$140,000 in sales tax as a result of the additional 2 point increase.

MPT Bridges elaborated that when others raise taxes we lose tax dollars because they get a bigger share.

Council Member Garza said that next year the utility rate will probably go up 10%. It will be a project year.

Scott Seifer 101 6th Street North said that he brought up the 10% utility increase at the last meeting. He thanked Council and staff for reducing that. There are large projects coming up next year and that money will have to come from somewhere and he asked Council to look for alternative sources for funding.

MPT Bridges replied that they have asked staff to let Council know what projects could possibly be coming up and to look for possible grants. It is not fair to stop the projects that everyone helped pay for but slowing them down is not unreasonable.

Council Member Garza said to answer Mr. Seifer's question, some of the funding will come from utility rates, staff will have to get creative on the rest.

Council Member Shuttleworth said that 5% generates \$281,000 in the utility fund. You can use general fund dollars for the utility fund but you cannot take enterprise funds and move them to the general fund. There needs to be some prioritization for the projects.

Mr. Seifer reminded residents that they will be hit with another 5% utility increase again next year.

Council Member Shuttleworth mentioned that they looked into going to a similar program that Kure Beach uses but it was not very palatable but it does encourage conservation. They lower the base amount for the flat rate and exponentially charge a lot more for those that go over that. It gets pretty punitive.

Mr. Seifer said that if you bring the base rate down, it may give those on a fixed income a little relief.

Council Member Shuttleworth said that he likes that idea versus being punitive on the high end. He would like to discount those who use less.

b. Police Department Organizational Analysis

Ed Parvin presented the Scope of Work that was submitted by Brough Law Firm to conduct a personnel study of the police department. They are proposing to review the hiring process, policies, and the culture within the department which may have an effect on the working conditions for personnel. They are estimating it will take approximately 40 working hours, not to exceed \$10,000. They are also anticipating a final report by July 31, 2019. They will be working directly through Attorney Noel Fox.

Council Member Garza said he is not in favor of spending \$10,000 for the study. He suggested asking the officers what the issues are without their supervisors present.

Council Member Shuttleworth said that it is not Council's responsibility to question staff. He feels they need to conduct an outside study. In 15 years the Town has had 5 police chiefs, 4 internal reviews, and there has always been internal strife and it would nice to find out why. A citizen sent each Council Member an email asking why Council won't call it out and say what it is. He feels that it is a combination of things.

Council Member Garza asked Council Member Shuttleworth to explain what those things are.

Council Member Shuttleworth said that 9 level one officers have left in three years. He feels they left to take higher paying jobs. Some officers have left because they were restricted on their upward mobility. Some officers left because they were not happy with the HR Director that came in and brought us up to the 21st century with the hiring and firing process. Some have disgruntled feelings toward the Chief. Anytime you have an organization where people work for you, there will be some that don't like the way you do things. Chief Spivey told Council Member Shuttleworth in conversation that he listens to his officers and they have great ideas but sometimes they don't fit within his ideas for community policing.

MPT Bridges said that he is not usually willing to just spend \$10,000 but this would be a good way to reset and have a clean start. He feels this is important.

Council Member Pierce mentioned that she doesn't want to spend the money either but they have

been trying to solve this for a year. They have had issues with the last several police chiefs and does not feel that Council or staff can solve this on their own. Attorney Fox recommended this outside agency and she would like to take her recommendation.

Mayor Benson prefers that the interviews not be conducted in Town Hall.

Council Member Pierce asked that they reach out to the officers that resigned because the ones that are currently employed are new and don't know what the problems are. The interviews need to be confidential.

Council Member Garza said he disagrees because Council has not tried to address this or the Police Advisory Committee would not have had to come to Council publicly. He doesn't want to spend \$10,000 when they know what the issues are.

Council Member Pierce said she is not sure that current and past employees will feel comfortable sharing their thoughts on the issues.

Council Member Garza said that they are a fraternity, they aren't going to rat someone out that is supposed to have their back. The fact that they left tells you there's a problem.

Mayor Benson mentioned he feels that public comment is warranted on this matter.

Deb Lecompte 307 Charlotte Avenue said that she has had many conversations with past and present officers. They are not going to speak openly with someone who is employed with the Town. There has to be a level of anonymity. Several officers spoke up in the past and it was held against them. \$10,000 is a lot of money but it is a drop in the bucket compared to the number of officers that have left in the last 18 months.

Mayor Benson mentioned that anonymity is not the same as confidentiality. If it says anonymity in the contract, then it needs to state that all interviews will be kept confidential.

Council Member Shuttleworth added that sometimes you need a third party. The Town did this before. They hired outside HR consultants to come in and give some recommendations. He is comfortable with how the scope is written.

Council Member Pierce asked that the scope include reaching out to past officers.

ACTION: Motion to accept the scope of work as presented by the Attorney Fox.

Joe Benson	For
Tom Bridges (Moved By)	For
LeAnn Pierce	For
Steve Shuttleworth	For
JoDan Garza	Against

Vote: carried

3. NON-AGENDA ITEMS

- a. MPT Bridges thanked Bruce, Ed and Debbie for their hard work. He said that he is looking forward to the June 25th 6:00 pm meeting.

Council Member Pierce agreed.

Council Member Garza said that he wanted to apologize to the residents for the crap show last meeting and thanked them for coming out and being patient.

4. ADJOURNMENT

- a. Motion to adjourn at 6:55 pm. Motion carried unanimously.

Adopted at a regular meeting on July 9, 2019.

Recorded by Kimberlee Ward, Town Clerk

CAROLINA BEACH

Town Council Workshop Minutes
 Tuesday, June 25, 2019 @ 6:00 PM
 Council Chambers
 1121 N. Lake Park Boulevard
 Carolina Beach, NC 28428

ASSEMBLY

The Town of Carolina Beach Town Council Workshop was held on Tuesday, June 25, 2019 at 6:00 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. MAYOR BENSON CALLED THE MEETING TO ORDER AT 6:00 PM

2. DISCUSSION ITEMS

a. Public Hearing on the 2019/2020 Budget

Ed Parvin presented the proposed FY 19/20 budget.

Council Member Shuttleworth asked about the after hours work permit regulations. He asked to put this on a workshop agenda. He would like to hear what the requirements are. He has received a lot of complaints about residential construction taking place after hours.

Mr. Parvin said that the pay study will be presented at the July workshop and staff will present their recommendations at the regular August meeting.

Mayor Benson thanked staff for putting the budget together. He mentioned that nothing was taken from the fund balance and money is being put back in. He said that taking care of the police pay study is a big part of the budget which is excellent.

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

Jan Weissbeck 118 Georgia Avenue asked about the north end water and sewer project.

Mr. Parvin stated that the Town is mandated by the bond covenant to increase rates by a certain amount but the out fund balance is not at a level where the Town can move forward with that project this year. Also the Phase C project has been put on hold.

Mrs. Weissbeck said that she understood the 5% increases. She mentioned that there are 8 public showers on the Island. One of them was running all night and the handle was broken. She asked if staff would monitor these showers regularly.

Mayor Benson asked Mr. Parvin to put signs on the showers that list the after hours phone numbers.

Mr. Meyer said he has looked into automation with Aclara. If the meters are continuing to run, it will notify staff. Timers will not stop if the handle is broken.

Ricky Niec 702 Clarendon mentioned that he sent a letter to Council about an alternate plan for the Clarendon Avenue multi-use-path. He feels this recommendation could save the Town a considerable amount of money. The Town's portion is \$136,000. He said that if the Town could put back \$90,000 in the fund balance, that would give them \$1.5 million in borrowing power.

Council Member Pierce said that she heard his presentation at the bike/ped meeting and she will certainly take a look at it.

Carol Gierie 902 S 6th Street asked for a status on the police officers.

Council Member Pierce said the positions that were eliminated had been vacant for a while. She added that this is why Council is implementing the police pay study so Carolina Beach can compete with surrounding agencies.

Chief Spivey said they are down 3 officers right now. They swore in a new officer yesterday.

Jan Weissbeck said that the Town increased the water bills and they are cutting 2 beach patrol officers. She asked about revenues from Freeman Park.

Council Member Shuttleworth said those two beach officers were added two years ago and they could not staff those positions because no one wanted them.

Lynn Conto 807 North Carolina Avenue asked if there was a sales tax increase and how it affects the Town.

Mr. Parvin said that there is not an increase in sales tax but the Town will be getting more of the pot by raising the property tax rate.

Council Member Shuttleworth explained how the distribution of sales tax works.

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

Council Member Pierce reminded residents that they have been discussing the budget for four months and that is why Council didn't have many questions on the budget that was presented tonight. She thanked staff for doing a good job.

Council Member Shuttleworth asked for clarification on the police pay study saying that he understands from the presentation tonight that they are going to immediately implement the study recommendations for Police Officer I and then bring in senior level staff at 2 and 3% in the next several months.

Mr. Parvin confirmed that they would like to implement the police pay study in full immediately for Police Officer I and II's. There are some promotions coming up for corporals so they will need to incorporate the two existing sergeants into the pay study as well to keep them in line.

Council Member Shuttleworth asked for clarification on moving salary grades up and if that meant for example moving someone from a salary grade 14 to a 16. Are we taking those recommendations and implementing throughout Town Hall and the Police Department?

Mr. Parvin said that right now they are moving pay. There will be a recommendations in July from Mr. Hill who conducted the pay study. In August, they will bring back the recommendations for the entire Town for what the pay classifications should be. If you adopt that, it won't give the employees more money but it will move their pay scale to match the market.

MPT Bridges asked if that would be a budgetary change.

Mr. Parvin said that it would not.

Mayor Benson said that this addresses the recruitment and retainment issue.

ACTION: Motion to approve Ordinance 19-114 adopting the FY 2019/2020 general fund and utility fund budget as presented.

Motion: Joe Benson

Vote: UNANIMOUS

b. Discussion Freeman Park

Mr Parvin reviewed the safety issues occurring at Freeman Park.

Staff recommends:

No camping north of zone 1 until further notice.

No day passes sold after Thursday, June 27th to give annual pass holders priority.

Once the first row is established, they will close the Park for 1-2 hours.

Notifications will go out on NCDOT digital sign, Facebook, website, press release, and Town variable message board.

Council Member Pierce asked if Lanier Parking is putting anything on their website.

Mr. Parvin said that he will contact Lanier.

Council Member Shuttleworth asked how many vehicles could take the front row.

Mr. Parvin replied that he was not sure but it should be pretty easy to come up with a number. They are counting cars but there are already a lot out there when you start counting. Lanier Parking mans the booth from 8 am until midnight. People know when the attendants leave they can go out there without paying.

Council Member Shuttleworth said that he would like to know Council's position on offering a refund.

Mr. Parvin mentioned that they would have to look at the terms of the sale.

Mayor Benson said that it is important for responders to get out there and it will be impossible. He asked if the Manager has the ability to make decisions on the spot.

Mr. Parvin replied that he could and that he will work with Council and public safety.

Council Member Shuttleworth mentioned that he was not in favor of completely doing away with selling passes. It is not really that crowded during the week. We don't want to turn them away.

Mr. Parvin said he is looking at doing this on Friday, Saturday, and Sunday during the 4th of July holiday and maybe some days in between.

Council Member Garza stated that he wants an update in two weeks at the July 9th Council meeting. He feels the Town should issue refunds. He would like for staff to look into enforcement in regards to parking on Freeman Park and abandoning their vehicles.

Mark Meyer mentioned that if he can't get the Port-o-John trucks and trash trucks out there, it is going to be a mess.

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

Jan Weissbeck asked staff if they had obtained an emergency permit from CAMA before they took a front end loader out there and started moving sand.

Mr. Parvin replied that they work with CAMA when they get a large escarpment that has to be knocked down. Anything more than that, they would have to get a permit.

Mrs. Weissbeck said that this can't become routine because you cannot just go move sand around.

Mr. Parvin replied that they knocked down the escarpment not the dune.

Mrs. Weissbeck said that behind every campsite there is a trail to the dune. People are not supposed to be using this as a litter box. It's a public health issue. This is not supposed to be a campground, it is a beach.

Traci Feith 402 Tahiti Court recommended selling daily passes only in the off season. She said that she has friends in other counties that are upset. She also recommended limiting the number of season passes that are sold.

Mr. Parvin said that there is not a limit on the number of passes sold but he can look at this and come back with recommendations.

Council Member Garza reminded everyone that this was an issue created by mother nature, not by the Town.

Council Member Shuttleworth mentioned that the north end is private property. There has been a debate regarding the rights on the public trust portion of the beach. There has been a discussion on the right to drink alcohol. It causes more problems. Council bought a half million dollar piece of property to try to protect the area. This area is not eligible for beach nourishment. Council could have a discussion on a reasonable amount of passes. This is the first time we have experienced this type of issue.

Noel Fox added that there is a dispute on what portion of that beach is owned by the State of North Carolina and private property owners. It is all subject to public trust rights.

Melinda Sininger 1512 CBAN suggested that season pass holders be on Freeman Park by a certain time before they open it up to day pass holders.

Council Member Shuttleworth responded by saying the traffic on Canal Drive would start backing up at 9 am.

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

Council Member Pierce asked to put this on a future agenda to discuss and mitigate these issues.

c. Discussion on Parking Locations

Mr. Parvin said that staff has looked at several options for parking in Carolina Beach. The Lake Parking lot would be free for the first 2 hours then charged after. This is an option. They discussed looking at putting compact car parking on Lake Park Boulevard. They would draw boxes to make sure they stay within the lines or they would be ticketed if they don't fit. Cape Fear Boulevard is a problem as well. They are looking at putting in golf cart parking. Another spot would be Bridge Barrier Road. You could fit approximately 35 spaces there. This area stays busy on the weekends. You could possibly use Parkmobile in this area where you could pay by app.

Council Member Shuttleworth asked what the fishing regulations were in the Bridge Barrier area.

Mr. Parvin said he would look at it.

Mr. Parvin continued that there are 28 potential parking spaces on Raleigh Avenue. Charlotte Avenue has 14 potential metered spaces.

Council Member Shuttleworth asked if Council wanted to discuss making golf cart parking spaces by allowing multiple golf carts in one space. That's a good use of space.

Lanier Parking said that Wilmington's rule is as long as they have a decal or pay, they can put as many as they can fit in one space.

Council Member Pierce said she thought Council was encouraging that. She mentioned that she was not sure what would happen if one cart blocks in another and they were not together.

Mr. Parvin added that the police had that concern as well. You may have to have one moved.

Council Member Shuttleworth mentioned that he would like for Carolina Beach to have a balance and not be so rigid but staff would need to communicate that with Lanier.

Mr. Parvin said that there are a few spaces on the street end of Spartanbug.

Staff recommendation for Town parking:

Compact parking on Lake Park Boulevard between Cape Fear and Harper

Golf cart parking on Cape Fear adjacent to Lake Park Boulevard

Bridge Barrier metered parking (Parkmobile)

Raleigh Avenue from Coles Motel to Lake Park Boulevard and Lake Park to El Cazador

Reconfigure Spartanburg

Council Member Pierce asked if there could be parking on the lot at 3rd and Hamlet - the FEMA lot.

Mr. Parvin replied that you could but it is surrounded by residential. They have used it in the past for a lay down yard and event parking.

Council Member Pierce asked Mr. Parvin to look into that lot.

Mayor Benson suggested looking at the increase in golf cart sales and taking a defensible interest in harvesting parking spaces for golf carts.

Council Member Shuttleworth mentioned that the beach access street ends only allow for one or two vehicle spaces. It make more sense to only allow carts and bicycles and maybe handicapped. You can only get two cars in these areas, maybe you could get six carts and many bicycles.

Council Member Pierce said that Brian Stanberry identified places for bike racks. There are 35 locations but they can add more.

Mr. Parvin added that the Canal Drive street ends could have golf cart parking as well as Carolina Beach Avenue North and other ocean front street ends.

Council Member Shuttleworth said he was thinking more near the Atlantic Towers area up toward the Lake.

Mayor Benson asked Mr. Parvin what he needed from Council.

Mr. Parvin replied that all he needed were head nods to move forward with some of those improvements.

Council Member Shuttleworth asked Mr. Parvin to reach out to Food Lion, Publix, Carolina Beach Elementary School, and the Senior Center and look into hiring a transit company to shuttle from these outlying lots. Visitors can park there and ride to the beach. Ski communities do this. You park 2 miles away and they take you to the slopes.

Council Member Pierce said that this was brought up a year ago and Council didn't feel they were there yet. She feels that they are there now. This has been one of the busiest summers she has seen in 25 years.

Council Member Garza mentioned that the property on the corner of Cape Fear and Lake Park Boulevard are redeveloping everything they have there which means the Town will lose a lot of parking spaces. He feels the Town should purchase Cole's Motel and the space between Cape Fear and Raleigh. He asked Mr. Parvin to look into how many spots they can get in these locations.

Mayor Benson said that at some point a number will emerge that may approach what a parking garage might have presented. That topic has been a lightning rod of a discussion. 330 spots will go into a 3-story parking garage.

d. Discussion on Hiring an Interim Town Manager

Mr. Parvin requested this item be put on agenda. He realized that there is a hesitation to hire a new manager in an election year but it is a little inundating holding both Assistant Manager and Manager roles.

Council Member Garza asked who was next to move up to Assistant Manager position. He feels that no one is being groomed. He said that Mr. Parvin should utilize staff and put them together to give him a solid hand. See if they can handle the Town when he is out of Town for a week. He would love to see him work with current staff. There are three amazing guys that could be groomed.

Council Member Pierce said that she is open to suggestions and that she is confident in all of the department heads. She supports moving forward with looking for an interim or new applicants. Council shouldn't let an election stop them from doing their job.

Council Member Shuttleworth said that when he got the email from Ed, he took it very seriously. It is overburdening. He is not opposed to hiring an interim. He is wrestling with when to look for a new manager and possibly allowing others to interview. If you wait for election, then you are right back to budget season. Also, know that there could be 3 new council members. He said that he is all over the board with these decisions. He feels that JoDan had good idea to delegate. Communities this size don't have this many managers. He also suggested contacting Bruce Shell to see if he is interested in an interim position.

Council Member Pierce said that she doesn't think staff can take on any more. They are already

strapped.

Mr. Parvin stated that a contract could be written as a temporary, part-time position.

Council Member Garza said that his opinion is that Council should push as quickly as possible for a new town manager. It's a 100 day process to get a new manager. It's not fair to Ed and the staff. He recommend opening the process for applicants.

Council Member Pierce said that she is ok with opening it up. You don't have to hire but you may miss out on the perfect candidate. She is not real comfortable having someone come in for a 3 month temporary assignment.

Council Member Shuttleworth suggested meeting with the Cape Fear Council of Governments and tell them what we are looking for and bring a number back to Council. He doesn't want Ed burned out.

MPT Bridges agreed.

Council Member Garza asked Mark, Brian, Jeremy, and Eric to sit down with Ed tomorrow and figure out how they can distribute some of the duties.

Mayor Benson said that he likes the parallel method approach on the interim side that Steve mentioned. It's disruptive to staff to have an interim. The staff has to work with this person every day. The staff needs to be comfortable with their commander. Take it from someone who did not put family first for 23 years, stating that he put his career before his family. Get a list of names and let staff vet it out.

Council Member Shuttleworth said that you can't stop town business. Open it up to both applicants and interim.

Council Member Pierce asked if Council all agreed to open it up to both applicants and interim. Council agreed.

3. NON-AGENDA ITEMS

- a. Council Member Garza asked about the discussion last week regarding the police study discussion. One of the recommendations was to communicate with the past employees. He asked Attorney Fox if she had recommended against that.

Ms. Fox said that it may not be appropriate but exit interviews were conducted and they will use that information during that process.

Council Member Garza brought up the hurricane pay from Hurricane Florence. It was a fiasco and there were issues for people who didn't get paid. Council asked staff to bring back new policies for this. He wants to make sure that is done. Hurricane season is here. He also mentioned that public safety departments need to start pushing hurricane safety messages to be better prepared.

Council member Garza said that he would like to start discussing a 2, 5, and 10 year plan for the Town and he would love to hear from staff on that. It's time to push that forward.

Mayor Benson reminded everyone of the Publix ribbon cutting at 6:45 tomorrow morning.

4. MOTION TO ADJOURN AT 7:40 PM

Adopted at a regular meeting on July 9, 2019.

Recorded by Kimberlee Ward, Town Clerk

CAROLINA BEACH

Regular Town Council Minutes
 Tuesday, June 11, 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, June 11, 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. MAYOR BENSON CALLED THE MEETING TO ORDER AT 6:30 PM. INVOCATION WAS GIVEN BY PASTOR DAN KECK WITH KURE LUTHERAN MEMORIAL FOLLOWED BY THE PLEDGE OF ALLEGIANCE

2. ADOPT THE AGENDA

- a. Adopt the Agenda

Mayor Benson asked the Town Clerk if she had added a closed session to the agenda to discuss a personnel matter. She confirmed that she did.

Council Member Shuttleworth said that he would like to add a discussion of hiring an outside organization to do an organizational analysis of the police department which would also include hiring process and criteria used to evaluate candidates and the organizational structure.

ACTION: Motion to adopt the agenda with the exception of removing 7-f (Annual Committee Appointments). That item will be moved to the July 9, 2019 Council meeting and adding the discussion of the police department analysis.

Motion: Joe Benson

Vote: UNANIMOUS

3. CONSENT AGENDA

- a. Consent Agenda Items

The following items were approved under the consent agenda:

Resolution 19-2204 authorizing the write-off of uncollected utility accounts for a total of \$23,281.08.

Sewer rates for Kure Beach and Fort Fisher Aquarium retroactive to July 1, 2018:

- \$14,352.78 Fixed Rate
- \$5,097.74 Capital Recovery Rate
- 1.1247 Variable Rate
- \$626.42 Fixed Rate for the Aquarium

Budget amendments and transfers as presented by the Finance Director.

Set a public hearing for July 9, 2019 for a conditional use permit that consist of a 6 unit town home located at 409, 411, and 413 Carolina Beach Avenue North Applicant ERS Investments LLC.

Meeting minutes from May 14, 2019.

ACTION: Motion to approve the consent agenda.

Motion: Joe Benson

Vote: UNANIMOUS

4. SPECIAL PRESENTATIONS

a. June & July Special Events

Brenda Butler briefed the June and July events.

b. Manager's Update

Mr. Parvin gave an update on the following topics:

Upcoming Land Use Plan meetings
1710 Carolina Beach Avenue North
Clarendon Avenue Multi-use Path
Crosswalks and pedestrian safety
Town Marina
Phase C and Northend Projects
Future Projects

c. Discussion on the Organization of the Police Department

Council Member Shuttleworth said that he brought this up due to all of the social media comments that are being made about the police department. He feels it is time to get some outside help. It's not getting done internally. We need an outside consultant to find out what the issues are and what's going on. They need to look at why we are losing our officers.

Council Member Shuttleworth asked Ms. Fox what the process would be to get this started.

Ms. Fox said that based on previous discussions, she reached out to a firm in Chapel Hill that does this type of work. They are willing to come in and do an organizational analysis. The scope would be defined by the Town and they would add to it if necessary.

Council Member Shuttleworth said that they have discussed all the reasons that they have heard why officers are leaving the force. Those reviews are not getting addressed by the Manager or

anyone internally so there needs to be someone from the outside that can come in and do it. He asked Mr. Parvin if he would get a price quote for this service. This is a pretty big issue. There are a lot of people that showed up to the meeting tonight to hear this topic.

Ms. Fox asked if Council wanted to move forward, she would reach out to the firm in Chapel Hill and get a quote.

Mayor Benson asked her to move forward.

Council Member Pierce said she wanted the public to know that Council has heard them and they do care about the police department.

ACTION: Motion to instruct Attorney Noel Fox to contact the outside agency that she is already in contact with to define the parameters of the study and the cost and bring it back to Council for a vote. Motion carried unanimously.

Motion: LeAnn Pierce

Vote: UNANIMOUS

5. PUBLIC COMMENT

Brenda Armes 616 Sumter Avenue spoke against the decision to limit the hours of the billing window. There was no notice sent to the residents and they need this service.

Council Member Pierce replied that most of Council agrees with her. She asked Mr. Parvin to speak to whether or not staff has been directed to fill the customer service position.

Mr. Parvin said that there were three employees in billing and they lost two. They are trying to fill one of the positions so there will be two employees at the window. The new person will be starting on Monday. They will not be able to open back up full time until they fill the third position.

Council Member Garza responded to the public that staff is trying to fix the problem. Council is also considering changing the hours to accommodate residents who work 8-5 off the Island. He apologized for the inconvenience.

Mayor Benson said that Council was encouraging automation but this was a bit of a surprise to all of them.

Deb LeCompte 307 Charlotte Avenue said she was not speaking on behalf of the Police Advisory Committee, she was speaking as a resident. She was also accompanied by Jeff Hogan, Wayne Rouse, and Melanie Boswell. She stated that the letter the Police Advisory Committee sent to Council was not politically driven nor was it personal. It is a matter of public and officer safety. This started back in February when four officers resigned on the same day. Then they discovered that 14 officers have resigned over the last year. The Police Advisory Committee notified Council at that time expressing their concerns. They also left a message for the Town Manager and have yet to receive a return phone call. The response they received from Council was that it was a personnel matter and out of their hands. The Police Advisory Committee was appointed to be the voice of the community. They have been told to stay in their lane which they did for months but they felt it was time to step out because they are hitting

road blocks.

Council Member Pierce said that she is the liaison for the Police Advisory Committee and she thanked the four members for their comments and for coming to the meeting. It's always the committee's job to do the right thing and speak up and it's Council's job to act on the information that they have been given. A lot of this is personnel matters that they cannot discuss.

Council Member Garza reminded the residents that each Council Member is one of five. He said that he has spoken up about this issue in past meetings. Some of it is personnel related but he has been very vocal over the past year with both the Police Advisory Committee and Council on how he feels about this situation. When you lose 30% of your staff, something is wrong and it's time for something to happen.

Council Member Shuttleworth said it only takes three. (Referring to three Council Members to pass a vote). We've talked about making a motion and doing something about this but we don't have three that are willing to do it. When others decide they are ready to do it, speak up.

Council Member Garza reiterated that he has been very vocal.

Mrs. LeCompte thanked Council for taking the step in the right direction to correct this issue.

Council Member Garza said that Council cares about the police and they care about the residents.

Mayor Benson asked everyone to stick around for the budget session and it would be very clear that they care about the police because they are taking steps to better compensate the police officers to be comparable to other local agencies.

Council Member Garza said that it's not just about compensation it is about employee morale.

Council Member Pierce said that the retention issue is a problem across the country. It's hard to be a police officer right now in this country and that's why they want an outside agency to come in and do an assessment.

Mayor Benson thanked the Police Advisory Committee for their work.

Lynn Conto 807 North Carolina Avenue stated that she is a fan of the greenway but the greenway has consequences. Just this week a \$30,000 boat was stolen that would not have been visible had it not been for the greenway. She also mentioned that cyclists are going too fast on the trail. She suggested putting speed limit signs out. A neighbor asked her to mention putting sponsored benches along the greenway.

Mr. Parvin said that he requested permission to put benches along the greenway but it was denied by MOTSU.

Mayor Benson asked staff to request approval for security cameras.

Council Member Pierce suggested adding a landscape buffer.

Mrs. Conto reported that 3 roads in SeaGrove that intersect with North Carolina Avenue do not have stop signs. They are Croaker, Sea Ray and Spot.

Mr. Parvin said that they reviewed this area with a traffic engineer and they didn't recommend additional stop signs but they can look at it again.

Mrs. Conto mentioned that cyclists are not using the push buttons. Traffic is so bad that pedestrians cannot cross at Good Hops.

Mrs. Jeannie Mintz 205 Georgia Avenue said that she came out to say something nice but commented that the Town sure does hire some doozies for Town Manager's (audience applauded). She commended Joe Hutcherson for a job well done. She said the neighbors notified him of an issue and it was taken care of immediately. She also asked staff to develop an ordinance that states you can not clean out your garage and put your trash out by the road before a storm.

Dorrene Stanley 1201 St Joseph Street reminded Council that the first statement in the US Constitution says that the government will serve and protect. She said that public safety needs to take priority over greenways. She loves the greenways but they have added extra territory for the first responders. Lavish features are being put ahead of the safety of the Island. She mentioned that she is concerned about why the Town is reaching out to an independent company to do a police study. There has already been a free study. That study was with the 14 police officers that left this Town. They have communicated the problems that exist and why they chose to leave. They did exit interviews. Why would you need to pay someone for information that you already have? These folks work nights, holidays, and weekends while others are home in their beds or on the beach surfing. The trend is going to continue with the police department and the fire department because you are not taking care of your people. They should be who you are listening to, not some outside company who doesn't know anything about this Town. We already paid for the study when the 14 officers left.

Mayor Benson said that he was going to have to cut Ms. Stanley off and that he didn't appreciate being scolded by the suggestion that they are just surfing and sleeping. He added that he personally has missed 5 Christmas holidays and an untold amount of Thanksgivings. He said that he gets it and they are going to fix it but it may not happen as fast as everyone wants.

Council Member Pierce mentioned that they did not say they were hiring an outside agency, they just asked for a price but sometimes it's nice to have some fresh eyes on something they have been looking at for a long time. She thanked Ms. Stanley for her comments.

Kevin Fitzinger 1319 Canal Drive said that he has not received any answers on the sail boat in the bay. It is now 100% in the marsh. It is no longer in the water, it is on land. Can the Town do something now that it is on land? Some people tried to move it and destroyed the marsh. It has now moved over to where the shrimp boats are.

Mr. Parvin said there are 5 boats out there. The Town is very limited on what they can do due to state and federal law. He said that he has been emailing Council updates on this. He will be meeting with Attorney Fox tomorrow to put more teeth in the Code.

Council Member Pierce suggested getting in touch with representative Ted Davis.

Dennis Chisum 300, 304, 236, and 324 Carolina Beach Avenue North, Carolina Beach Hospitality LLC (Surfside Motel) asked the Town if they could help with demolition and remediation of the hotel. He also commended Joe Hutcherson. Can the Town do a tax moratorium? Insurance is not covering the cost. Demolition is about \$160,000. It is a hazard.

MPT Bridges stated that the residents would not be happy if the Town used tax dollars to assist a private business.

Council Member Shuttleworth mentioned that one thing he could suggest is expediting a re-evaluation on vacant lots then the tax value would go down. Another option when the building is demolished is maybe a cost share for a parking lot.

Ms. Fox reminded Council that assisting with the cost would not be a public purpose.

Amy Hooker-Kidd 618 Clarendon Blvd thanked the Police Advisory Committee for shedding light on an issue that needs further discovery. She looks forward to seeing a positive resolution. She spoke about budget line item 10-630-085. It is a transfer into the capital project fund in the amount of \$136,613 for the Clarendon Avenue multi-use path. It is \$1 million for a 5 block path. She urged Council to put the Town's needs before the wants. She asked them to eliminate the funding for the Clarendon Avenue multi-use path. This one project would cover 1/3 of the tax increase that the Town Manager is requesting. She requested Council eliminate the Clarendon Avenue project.

Olin Furr 440 Oceana Way said he was a new resident. He wanted to address the No Wake Zone and clarify that this was brought to staff as a safety matter and not a property damage matter. He said that getting fuel at Joyner Marina is like riding a roller coaster. NCGS-75A gives the Wildlife Commission the right to come in and take over the project at their expense. There should not be an ongoing cost for the Town. He thanked Council for considering the No Wake Zone extension.

Ricky Niec 702 Clarendon also spoke about budget line item 10-630-085. The Clarendon Avenue project was not listed on the budget that was presented last week. This item will be coming to the bike/ped committee next week to present a proposal for an alternate plan. He is concerned about the flooding that this will cause in addition to what they already deal with in this area. He also discussed the safety issues with the design flow of the path. He asked Council to strike the Clarendon MUP project.

Mayor Benson apologized to Dorrene Stanley for jumping on her and being unprofessional. He said that was not his style and he let his emotions take over and lashed out. Ms. Stanley came to the dais and shook the Mayor's hand.

LaDonna Luckman 210-B Harper Avenue said that she wants to be more involved. She appreciates the Town and the work they do. She stated that she has an environmental geography degree.

Council Member Garza suggested that she apply for a committee or volunteer with Parks and Rec.

Brian Connors 213 Carolina Sands Drive asked if the Town could collect money from property owners

that rent out their property.

Council Member Pierce explained the room occupancy tax and that short term rentals are required to pay that tax. It is a 13% tax - 7% is State tax and 6% is the room occupancy tax. The first 3% of the 6% goes directly to the County sand fund and the second 3% comes back to the Town.

Mr. Connors asked about the infrastructure and why the Town is allowing every little spot to be built on. They are building on wet lands. The infrastructure cannot handle what is out there now and they keep building.

Council Member Garza responded that you can't stop private property owners from building.

Mr. Connors said someone on the Town Board built 3 houses on wetlands. They had to fill the property three times. He feels that it is a conflict of interest.

Mr. Hardison said that you must get a permit from the Army Corps of Engineers to build on wetlands. The Town does not have anything more restrictive than the ACOE but they must meet the Town's stormwater and development regulations. They have a right to bring in fill and develop the property.

Council Member Shuttleworth said you have to think about when you want to draw the line. It's a hard question. Change is difficult but the community needs to have that conversation.

Council Member Pierce said that she and Council Member Garza are on the Land Use Committee and she would love for everyone to come to some of those meetings.

Kim Munley, Kure Beach said that she was born and raised in Carolina Beach. She said that she was in law enforcement for 15 years and in the military for 4. She said that she does not represent the Policy Advisory Committee (PAC) but stated that what they revealed was embarrassing. The Police Advisory Committee should not have had to come out with this. It has been an issue for 16 months. She applauds the fact that Council is looking into an independent initiative but that can take up to 18 months. That is a long term solution but there needs to be a short term solution as well. Being in law enforcement today is not an easy job and she applauds those who do it. She did not want to come speak tonight but Mayor Benson and several citizens asked her to. She stated that the response the Town Manager gave to the Police Advisory Committee was demeaning to the citizens and the committee members. (audience applauded) The Manager contradicted the allegations that the PAC made, which shows the transparency is not there. Perception is a big issue here. Most citizens don't understand how the law enforcement hiring process works but 99% of law enforcement agencies follow the same practice. There is a process that includes automatic disqualifiers, a background investigation, and an interview panel. You get a cumulative score but the chief has the ultimate decision to hire or not hire. The Town Manager said that it is ultimately his decision to make. He does provide oversight to all departments but in the case of the particular candidate that the PAC referenced, there are obviously some discrepancies. How does the Town Manager score an applicant that he has never met or spoke to? Why would that supersede an interview board? Why even have an interview board? (audience applauded) She said that she is very passionate about this Town and the police department and she appreciates Council taking the time to hear this matter.

Fred Fisher said that he didn't want to be here tonight but because fear is a big motivator, he is here

tonight because he is afraid of what is happening in this Town and the Country. It has turned into a society of permission. We have to get permission from everybody today. Someone once said that the power to tax is the power to destroy. It started with the professional planners. He is not a fan of professional planners. They have to justify their existence to make a living. There are always projects. He is 75 and on a fixed budget and raising taxes will drive him off the Island. The Town is not on a fixed budget.

6. PUBLIC HEARINGS

- a. Conditional Use Permit - Consider a Conditional Use Permit for Superior Automotive to add three automotive bays located at 107 & 109 Sumter Ave and 105 Second St. Applicant: Maltba, Inc

The Town Clerk sworn in the following: Joel Macon, Jeremy Hardison, Ned Barnes, Mike Maltba, and Greg Reynolds.

Mayor Benson: At this time, I open the evidentiary hearing. I would like the Town Attorney to give a brief review of the quasi-judicial hearings.

Ms. 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 based 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?

All Council Members: No

Ms. Fox: Does any Board Member have an ex parte or communications to disclose?

All Council Members: No

Ms. Fox: OK

Mayor Benson: Staff's presentation, Jeremy.

Jeremy Hardison: This is a conditional use permit to consider a request for expansion at Superior Auto to add three bays. It's located on three lots (107, 109 Sumter and 105 2nd Street). The existing automobile structure that was built in 1988 had four bays and an office consisting of 1,860 square feet. The uses that surround the adjacent property - to the west is vacant property, to the north is a vacant lot and a single family home, to the south is a multi-family complex, and to the east is a restaurant (A&G BBQ) and a single family property so there are a variety of uses adjacent to the property. It was rezoned when it was originally built from highway business to neighborhood business in 2006. This was the area that was rezoned (on Lake Park Boulevard from the Lake to Carolina Sands). The reason it was rezoned was the majority of that area was residential and highway business did not allow for residential stand alone properties. However, the

neighborhood business did not allow automobile repair garages which made this use non-conforming so the ordinance was changed in 2017 to allow automobile repair garages with a conditional use permit because of the proximity to residential zoned properties. This neighborhood business district consists of single family, some office retail, a restaurant, a laundromat, and the automobile repair shop. This district will provide for service activities. Currently there are three zones that automobile businesses are allowed. One is the highway business district as well as the industrial and neighborhood business. There are some specific standards that the applicant must make provisions for; the expansion to accommodate the additional bays, they will be improving the existing ingress and egress to accommodate two way traffic. There will be two driveway cuts that will expand 24 feet. The off-street parking, they will be identifying the parking spaces. There will be a total of 30 spaces. They are providing a fenced area to separate from customer parking to cars that are waiting to be worked on that will be a secure area. There will be no change to the refuge or utilities. Screening and buffering - they will be landscaping trees along 2nd Street. They are asking for a landscape buffer because of the existing conditions of the automobile repair garage. There was a waiver granted for that. The fence is proposed to be a six foot chain link fence that will be secure within the 20 foot setback area. The ordinance requires the fence to be 4 feet in height, with the grant of the conditional use permit, they can extend it to 6 feet which they are asking for. No new signs are proposed. The building does meet the required setbacks and coverage for the district. Before you is the action for approval. It must be consistent with the findings of the zoning ordinance or denial must be directly related to one or more of the findings. Staff and the Planning and Zoning Committee approved the conditional use permit for the expansion. This area is in the mixed use 1 district of the Land Use Plan. It is consistent with the area which does include providing commercial services. The request for approval included the installation of a six foot fence, request into the 20 foot setback into the yard and a waiver on the adjacent landscape requirement. The conditions, because it is in a flood zone, the bay will be on the ground floor. To meet flood requirements, it will have to be flood proof. Also because the property is existing and is on three lots, it will be a recombination plat which would be required for a building permit.

Mayor Benson: P&Z was unanimous?

Mr. Hardison: Yes sir.

Mayor Benson: The applicant may now present legal evidence in support of the request.

Applicant' Attorney Ned Barnes 814 Carolina Beach Avenue North: The applicant Mr. Maltba, has been there for 14 years and his business has continued to expand since he has been there. He has an excellent reputation on the Island. Other than expanding the building, it meets all 7 criteria. There are plans to improve the landscaping but they are asking for one waiver on the buffer. As far as the fence is concerned, for the protection of the vehicles they have requested the fence to be 6 feet to keep folks out of the area and to protect the vehicles that are in there. There are no changes to the signage. They are more than willing to meet the conditions for floodproofing the property. The use will not endanger the public health or safety. The use meets all the required specifications for the automobile repair facility. The use will not injure the value of adjoining property. The location is in harmony with the area and in general conformity with the Town Land Use Plan and Policies. Mr. Reynolds is the architect and here to answer any questions you may have.

Council Member Pierce: What kind of fence are they putting up?

Mr. Barnes: Chainlink

Mayor Benson: I make a motion to open the public hearing. Motion carried unanimously.

Mr. Fred Fisher approached to be sworn in by the Town Clerk.

Fred Fisher: I would like to submit evidence of support of this gentleman's business. The Permission Society. This leads right into what I was talking about before. Why on God's green earth would he need to be brought in here, hire this man, come in and speak to him to build something on his own property is just beyond comprehension to me. Don't do it again. I'll leave this for you to read (referring to a the book "Permission Society").

Mayor Benson: Yes, because I have all kinds of time to read new books.

Fred Fisher: I put my name and address in there, I would like it back.

Mayor Benson: Anyone else from the public wishing to speak?

Mayor Benson: I make a motion to close the public hearing. Motion carried unanimously.

Council Member Shuttleworth: I make a motion to approve the Conditional Use Permit consistent with the zoning ordinance and it meets all 7 required findings and all 4 general conditions as presented, granting the waiver as presented, the fence and the 20 foot setback, and the landscape.

Council Member Pierce: I've done business with Mike for many years and they are very respected. I would like to ask you to consider a slatted fence. I've tried to get the Town of Carolina Beach to do that but I have not been able to accomplish that.

Mr. Maltba: I was actually thinking about doing the black iron fence.

Council Member Pierce: That's up to you but I've also been asking the Town to do the same thing. I'm sorry Ms. Attorney Fox but yes, I am in favor.

Council Member Shuttleworth: Call the question.

Motion carried unanimously.

b. Public Hearing on the 2019/2020 Budget

Mayor Benson recognized Finance Director Debbie Hall for going outside her job duties to help prepare the budget. He stated that the whole process has been frustrating and it has been difficult getting information. He thanked her for her patience.

Ed Parvin reviewed the slides Mr. Narain had put together for the last meeting that included a 2 cent tax increase and a 6.2% increase on marina docks taking it to \$400 per month.

Council Member Shuttleworth asked Mr. Parvin to slow down because they have seen so many different numbers and he asked if this presentation was based off the numbers that Mr. Narain presented at the May 28th meeting.

Mr. Parvin replied that they were and if Mr. Narain had spoken with any members of Council since then, then that conversation would be more current than these slides.

Council Member Shuttleworth said that there had been some changes and the numbers are not the same. He added that he has 6 different versions and is not sure which one they are supposed to be working off of.

Mrs. Hall said the revenues should all be the same but the expenses have gone down.

Council Member Shuttleworth asked if the expenses had gone down because of the 4 positions that were eliminate but not removed from the budget.

Mrs. Hall replied that was correct.

Council Member Pierce asked if the number Mrs. Hall emailed them was correct.

Mrs. Hall replied that since then, they had to add the \$136,000 that was missed for the Clarendon Avenue Project.

Council Member Pierce asked what the COLA, merit and retirement was.

Mrs. Hall said the numbers are 3% COLA, 1% merit, and a reduction down to 1% 401k.

Council Member Shuttleworth said that the Manager recommended reducing the 401k match down to 1% and that seems to have great consternation with the employees at Town Hall. Council asked Mrs. Hall to give them some numbers if they leave the 401k match where it is at 3%. It's roughly \$80,000 in the general fund and \$23,000 in the utility fund. We've been discussing employee retention so the 401k is still an issue. He suggested going to a 2% COLA, a 1% merit, and leaving the 401k where it is at 3. This is where Council makes sausage, so speak up.

MPT Bridges said that he feels that the employees would rather have the COLA. The Manager was going to use the COLA as a vehicle to get closer to the pay study results. If you move the whole pay scale up, you get closer.

Council Member Shuttleworth said that he met with the HR Director today and she said that to get everyone up to where the pay study recommends, it would be about \$700,000. It was explained that the police department pay study recommendation is entirely included in this proposed budget which is about \$130,000. HR said that there may be some increases that may not be appropriate for the organization and that she wanted to meet with department heads to review those. He also clarified that he understands that all of the vacant positions are included in the budget with the exception of the five positions that are being eliminated.

Council Member Pierce said they only discussed filling the water billing customer service position and the finance position. She asked what other positions were vacant.

Council Member Shuttleworth said that he recalled that they were going to leave those positions vacant and put that money into the reserve fund. Mayor Benson and Council Member Pierce said that is what they understood as well.

Council Member Shuttleworth said that is not what is being proposed in this budget and Council thought that savings was going to be used to fund the police pay study and the merit and COLA. This is what the Manager told Council last week.

Ms. Fox informed Council that she had just confirmed with the Finance Director that the presentation they are looking at was delivered to Council on May 28th and the Budget Message was delivered to Council on May 31st. She is not certain that what they are looking at is the most current proposal.

MPT Bridges added that there had been many discussions since May 28th.

Council Member Pierce said that she wants to see the real budget. They have met 1,000 times and she is sick of it.

Council Member Shuttleworth said that Ms. Hall has corrected some numbers since May 28th so there is no way this presentation is current.

Mayor Benson stated that he does not see the value in continuing with this presentation and asked Council their thoughts.

MPT Bridges said that message and the budget is online and he thinks they should give the public the opportunity to comment.

Council Member Shuttleworth stated that Mrs. Hall is not the budget officer, the budget officer is not here tonight and they are running out of time. There is an individual that could come in and help the Manager put the budget together.

MPT Bridges replied that he did not feel that would be necessary. Council knew that he would be absent for this meeting and that every budget that he has gone through has been like this.

Council Member Shuttleworth replied that this has been the worst budget processes that he has ever been through.

Mayor Benson apologized to the public for having to go through this.

Council Member Garza said that Council should allow residents more time to look over the budget.

Council Member Shuttleworth stated that it is Council's job to have a balanced budget by June

30th. They are trying to fine tune some of the line items.

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

Dorrene Stanley said that there are parking meters that are not working near the Crush and Grind. The Town is losing revenue. That is managed by Lanier Parking. The Town needs police officers and firefighters more than the lavish items. They need the parking meters to work. The contractor is not doing their job.

Council Member Pierce asked Mr. Parvin to contact Lanier Parking tomorrow.

Mayor Benson asked him to get an answer on the Freeman Park passes as well.

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

Mayor Benson asked Mr. Parvin if Mr. Narain reviewed the budget with him and discussed with him what to present.

Mr. Parvin replied that he had been away for Coast Guard duty but no, he had not received any input from Mr. Narain.

Council Member Pierce said that she was not opposed to hiring someone to come in and put the budget together. She is not getting the answers to the questions that she has been asking.

Council Member Shuttleworth said that it looks like right now, there is \$409,000 going back into the budget and he is filling all of the vacant positions. The Manager is saying those are all critical positions.

Council Member Pierce said that she does not agree with filling all of the positions. She wants to talk to someone to find out how critical these positions are. She is also not in favor of raising the utility rates 10%.

Council Member Shuttleworth said he wants to get through the general fund budget first.

Mayor Benson said he wants to see \$250-300k put back into fund balance and a consistent compensation package for employees. Please pay absolutely.

MPT Bridges mentioned that they did not want to raise utility rates but the Town must take care of the infrastructure because it has been neglected for a long time. He feels that they should finish out these projects. If you only raise the rates 5%, you will have to take out another loan.

Council Member Pierce asked Mr. Parvin to look at the unfilled employee positions and evaluate if they are critical.

Council Member Shuttleworth and MPT Bridges felt this was something that Council should not be looking into.

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

Lynn Conto 807 North Carolina Avenue said that there is a problem in this county where people cannot afford to retire. She highly encourages supporting the 401k for employees.

Ms. Brooks mentioned that 99% of employees contribute to their 401k plan.

Jerry Kennedy 1001 CBAN said that you need to listen to the employees. They are saying they want a retirement plan.

Amy Hooker-Kidd Clarendon Avenue spoke against the Clarendon Avenue Multi-use Project. That is \$136,000 that can go back to the general fund if you cut the project.

Patrick Boykin 702-2 Elton Avenue said there is still work to be done to convince the residents that you are making the right decision on raising taxes.

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

Council Member Garza mentioned that the budget objective for the past 5 years has stated employee retention but we are losing more and more employees every year. Employees want something that is set. They want consistency. COLA and merit is hit and miss every year. Employees need to be happy. They are taking pay cuts just to find happiness. He added that he is satisfied that they are putting money back into the general fund and not taking money out. He is very disappointed in the budget process this year. The person that should be here isn't here, he is on vacation. Council is frustrated, not with each other but with what's been going on the last 60 days. He is fine only putting \$200,000 in the general fund and not raising taxes. He would like to use some of that money to take care of the employees.

Council Member Shuttleworth said that he is not in favor of a 10% utility increase. You may have to postpone some infrastructure projects. It's hard to tell the public that we are expecting a \$1.2 million surplus this year but we still need to raise the rates.

MPT Bridges stated that the Town hasn't raised taxes in a long time. Costs are going up. He questioned if it was fair to the citizens to stop the infrastructure project.

Mayor Benson said he is glad the police study is in the budget. That is a must. Compensating the employees to keep good talent makes sense. The fund balance is on a positive trajectory.

Council Member Shuttleworth stated that this budget has been a debacle. The Manager did not know what he was buying into with budgeting in North Carolina and he needs some assistance. You cannot expect the Finance Director to create a budget. Department heads are saying they have no idea what their budget is. We have a problem. We've got to get someone in here that knows how to put a budget together in less than a week. Council is supposed to get a 30,000 foot view and the departments are supposed to manage the details.

MPT Bridges said that he feels they have a budget. It just needs to be tweaked a bit. You hired someone to put this budget together, he needs to be allowed to complete it.

Council Member Pierce said that if there is someone available to help, she would like to ask for their help.

Ms. Fox said that you have until July 1 so you can have as many public hearings as you need.

Council Member Pierce said this is the most difficult budget she has ever gone through.

Mayor Benson said that the presentations are what frustrates Council.

Council Member Shuttleworth added that there has been 7 budget meetings and to be where they are tonight is embarrassing. He asked if there was a consensus to have someone come in and help with the budget.

Council Member Pierce said yes.

Council Member Garza said yes.

Mayor Benson said yes.

MPT Bridges said no.

Mayor Benson asked if Council Member Shuttleworth wanted to make a motion.

Council Member Shuttleworth said no, he is giving the Assistant Town Manager direction to find someone to come in and help put the budget together.

7. ITEMS OF BUSINESS

a. Presentation of Debris Removal Contract

Brian Stanberry presented the debris management contract. This year, the Town is entering a 5 year contract to prevent the multi-step process that was being done annually. He reviewed the bid tabulation from the four companies that placed a bid. Staff recommends offering the primary contract to Custom Tree Car and D&J Enterprises will be secondary.

ACTION: Motion to award Custom Tree the primary debris removal contract and D&J Enterprises the secondary.

Motion: Joe Benson

Vote: UNANIMOUS

b. Consider STPBG Grant Applications for Bicycle & Pedestrian Facilities

Jerry Haire presented STBG Grant Opportunities. The projects are an 80/20 match.

Council Member Shuttleworth made a motion to approve Resolution 19-2202 authorizing the Town to submit an application to the Wilmington MPO in the amount of \$457,777 for Surface Transportation Block Grant (STBG) program funds for the St. Joseph Street and Lewis Drive bike

lane project. Motion carried unanimously.

Mayor Benson made a motion to approve Resolution 19-2203 authorizing the Town to submit an application to the Wilmington MPO in the amount of \$176,800 for Surface Transportation Block Grant (STBG) program funds for the Lake Park Boulevard and Hamlett Avenue traffic signal project. Motion carried unanimously.

- c. Presentation on the CB Bicycle Pedestrian Route Map and Route Signing

Jerry Haire presented a bicycle/pedestrian map proposal and a route to acknowledge and sign. The Bike/Ped Committee has reviewed this and feels it is ready for Council's review.

Council Member Garza asked if this project can go through TDA.

Council Member Pierce said that she feels this would be a good request as it relates to tourism. She thanked the Mike Hoffer and the Bike/Ped Committee for all of their hard work.

- d. Presentation on the Asset Inventory & Assessment (AIA) Final Report

Jerry Haire introduced the AIA Water and Wastewater. They received and reviewed the final report.

Gigi Baggarley gave an overview of the Citiworks program. The Town uses this program for asset management and work order management. It is also used for permitting and business registration. In the future they hope to use it for inspections and code enforcement. Operations has been using this program for 2 years. Mr. Stanberry was able to create a report to analyze the cost of operating Freeman Park last year. It will eventually have a public portal where residents can go online to make service requests and check the status of a work order. The annual support contract is \$23,000 per year. That does not include what has been invested in the implementation of the program.

Council Member Pierce asked Mrs. Baggarley if she had to enter all of the data or if Town staff could enter it.

Mrs. Baggarley replied that anyone at Town Hall should be able to enter the data.

Mayor Benson asked to have a tutorial on the website to educate residents how to use this.

Mrs. Baggarley reviewed Asset Inventory and Assessment (AIA). Funding is provided through the State for inventory of assets, criticality analysis, and condition assessment. This meets the criteria for State funding for a required asset management plan.

MPT Bridges asked how much the Town would be reimbursed.

Jerry Haire replied that the total project, water and sewer was \$360,000. \$300,000 was in grants and \$60,000 was the Town match.

- e. Expand the Town's No Wake Zone

Ed Parvin proposed expanding the no wake zone in the area of Joyner Marina. The Town cannot extend into the Army Corps buffer for the channel. That has to remain open. Town staff will put out additional buoys and a few piles. This will be about an 8 month process. The Town will maintain the no wake signs.

ACTION: Motion to adopt Resolution 19-2205 requesting rulemaking for a no wake zone located in the Town of Carolina Beach adjacent to Snow's Cut and the northeastern part of Myrtle Grove Sound.

Motion: Tom Bridges

Vote: UNANIMOUS

f. Annual Committee Appointment

ACTION: Motion to postpone committee appointments until the July 9, 2019 Council meeting.

Motion: Joe Benson

Vote: UNANIMOUS

8. NON-AGENDA ITEMS

- a. Council Member Pierce mentioned that in the letter written by the Police Advisory Committee, it states that there will not be a bike rodeo or National Night Out this year. She asked Chief Spivey to comment on that.

Chief Spivey said that the funding is collected by the Blue Liner's Association. He said that it is a lot of work to host the bicycle rodeo and he doesn't believe they have the man power to host it this year.

Council Member Pierce feels that it is not fair to the children to cancel this event. She said that she reached out to Parks and Rec and asked if they would take it over and work in conjunction with the Police Department. They said that they would and she checked with Council Member Garza and he gave the head nod to move forward. She suggested scaling it down and possibly moving it to the Lake or Mike Chappell Park.

Chief Spivey said that he welcomes the partnership. The Police Advisory Committee is well versed in the planning process of this event.

Deb LeCompte added that she met with the police department today and they are going to try to do National Night Out.

Council Member Pierce replied that the Parks and Rec department said that they could take on both events.

Chief Spivey said that the police department can handle National Night Out.

Council Member Garza mentioned that he was disappointed in the Mayor Pro Tem's performance and felt he was not involved as much as a Mayor Pro Tem should be.

Council Member Garza made a motion to remove Tom Bridges as Mayor Pro Tem. Motion failed 1 to 4.

9. CLOSED SESSION

- a. Mayor Benson made a motion to go into closed session to discuss a personnel matter in accordance to NCGS 143-318.11(a)(6). Motion carried unanimously.

Mayor Benson made a motion to return to open session. Motion carried unanimously.

Mayor Benson made a motion to terminate the contract with Town Manager Lucky Narain. Motion passed 4 to 1 with MPT Bridges voting no.

Council Member Shuttleworth made a motion to appoint Assistant Town Manager Ed Parvin as Interim Town Manager and have him reach out to the League for some assistance and also reach out to a third party for assistance in completing the budget. Motion carried unanimously.

Adopted at a regular meeting on July 9, 2019.

Recorded by Kimberlee Ward Town Clerk



AGENDA ITEM

Meeting: Regular Town Council - 09 Jul 2019

Prepared By: Debbie Hall

Department: Finance

Year End Budget Transfers

BACKGROUND:

Notification of Year-End Transfers:

With the closing of budget year 2018/2019, it is necessary to process year-end budget transfers. Monies are transferred from one account and placed into another. There is no effect on the budget totals. This serves as your notification of these transactions. I've attached a listing of all accounts affected.

ACTION REQUESTED:

Approve budget transfers as presented by the Finance Director.

ATTACHMENTS:

[Year End Transfers 7.9.19](#)

BUDGET AMENDMENTS/TRANSFERS				
Date	DESCRIPTION	GL #	DEBIT	CREDIT
6/30/2019	Year End Budget Transfers to clean up account			
	wages and benefits line items for FY18-19.			
	Public Works Wages	10-493-002	1,496.00	
	Environmental Wages	10-580-002		1,496.00
	Public Works Medical Insurance	10-493-006	897.00	
	Environmental Medical Insurance	10-580-006		897.00
	Public Works Retirement	10-493-007	92.90	
	Environmental Retirement	10-580-007		92.90
	Clerk Retirement	10-430-007	400.00	
	Clerk Medical Insurance	10-430-006		400.00
	Finance Overtime Pay	10-440-003	187.00	
	Finance Wages	10-440-002		187.00
	Fire Medical Insurance	10-530-006	384.00	
	Fire 401(K) Match	10-530-025		384.00
	HR Wages	10-450-002	1,903.00	
	HR Overtime Pay	10-450-003	69.00	
	HR Retirement	10-450-007	143.00	
	HR 401(K) Match	10-450-025	63.00	
	HR Medical Insurance	10-450-006		2,178.00
	Legislative FICA	10-410-005	376.00	
	Clerk Medical Insurance	10-430-006		376.00
	Lifeguard Overtime Pay	10-520-003	2,940.00	
	Lifeguard Medical Insurance	10-520-006	1.00	
	Lifeguard Retirement	10-520-007	369.00	
	Lifeguard 401(K) Match	10-520-025	129.00	
	Lifeguard Wages	10-520-002		3,439.00
	Parks & Rec Medical Insurance	10-620-006	146.00	
	Parks & Rec 401(K) Match	10-620-025		146.00
	Planning FICA	10-491-005	4,075.00	
	Planning Medical Insurance	10-491-006		4,075.00
	Executive Overtime Pay	10-420-003	366.00	
	Executive Medical Insurance	10-420-006	1,957.00	
	Executive FICA	10-420-005		2,323.00
	Executive Wages	10-420-002	78,960.00	
	Police Holiday Pay	10-510-001		57,928.00
	Fire Holiday Pay	10-530-001		12,952.00
	Beach Maintenance Holiday Pay	10-630-001		8,080.00
	Police Separation Allowance	10-510-000	0.28	



AGENDA ITEM

Meeting: Regular Town Council - 09 Jul 2019

Prepared By: Brenda Butler

Department: Planning

Special Events

BACKGROUND: Brenda Butler will review the events scheduled for July and August.

ATTACHMENTS: [Special Events](#)



SPECIAL EVENTS

JULY – AUGUST 2019

WEEKLY SUMMER EVENTS



Carolina Beach Market
 May 11th - September 28th
 2019
 Saturdays 8:00 AM to 1:00 PM
 Local Growers, Artisans & Crafters

Find us on Facebook: <http://carolinabeachfarmersmarket.com> Follow us on Twitter

CB MARKET
 Saturdays 8:00 AM – 1:00 PM



Family Night
 Select Tuesday Nights at the Carolina Beach Boardwalk Gazebo!
 Join us from 6:30 pm until 8:30 pm for FREE activities including a bounce house, face painting, entertainment, characters, crafts, and more! All activities are weather permitting.

DRAGONS & SISTERS	Lynne and DJ Duff	Mr. Scooter	Mr. Scooter
June 18th	July 9th	July 2nd	June 25th
July 23rd	July 30th	August 6th	July 16th
		(National Night Out)	August 13th

For more information, please contact the Carolina Beach Recreation Center at (910) 458-2977.

Family Night
 Tuesdays 6:30 PM – 8:30 PM



Happiness is Yelling
BINGO
 ON
 Carolina Beach Boardwalk
 Every Wednesday night

CB DOWNTOWN INITIATIVE
 Carolee Hester, 2012 Boardwalk Queen

Bingo at the Boardwalk
 Wednesdays 6:30 PM



MOVIES AT THE LAKE – CB LAKE - EVERY SUNDAY - @ DARK (Around 9:00 pm)

JUNE

- 16th – THE LITTLE MERMAID
- 23rd – MARY POPPINS RETURNS
- 30th - LEGO MOVIE The Second Part

JULY

- 7th – BLACK PANTHER
- 14th - INCREDIBLES 2
- 21st – JAWS
- 28th – HOTEL TRANSYLVANIA 3



Boardwalk Blast Music Starts
 Thursdays 6:30 PM
 &
 Fireworks Start
 Thursdays 9:00 PM




Carolina Beach Performing Arts Night
 Friday Nights from 7:00 pm - 9:00 pm
 at the Boardwalk Gazebo Stage

June 7th	David Bohn
June 14th	Rick Courtney & Friends
June 21st	Artistry in Jazz
June 28th	Ship Groove
July 5th	Marie Pergerson
July 12th	Eric Keely
July 19th	Artistry in Jazz
July 26th	Eric Keely
August 2nd	Ship Groove
August 9th	Artistry in Jazz
August 16th	Rick Courtney & Friends

Enjoy a variety of free entertainment from 21 piece jazz orchestras to acoustic solo acts! Performances are weather permitting.

CB Performing Arts Night
 Fridays 7:00 PM – 9:00 PM

JULY



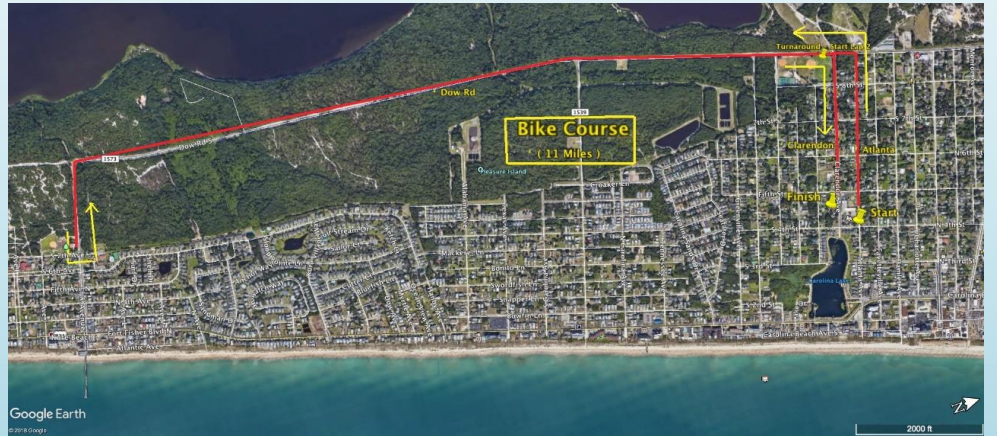
Double Sprint Triathlon
Saturday 13th 7:00 AM – 10:30 AM



Got-Em-On King Mackerel Classic
July 12-14



CB Swim
Start Alabama End at Hamlet
Sunday 14th 8:00 AM – 10:00 AM



AUGUST



Life Rolls On "They Will Surf Again"
At the Boardwalk
Sunday 11th 8:00 AM – 4:00 PM



Whomporama Body Championship
Hamlet Ave
Saturday 17th 7:00 AM – 5:00 PM

QUESTIONS??

CONTACT:

BRENDA BUTLER
COMMUNITY ORGANIZATION OFFICER

910-458-8218
brenda.butler@carolinabeach.org



AGENDA ITEM

Meeting: Regular Town Council - 09 Jul 2019

Prepared By: Brenda Butler

Department: Planning

New Special Event - 90's Neon Nighttime Bike Brigade

BACKGROUND:

This will be a fundraiser to benefit Ocean Cure in collaboration with the Carolina Beach Bar Club, a local social group. Participants will register online to attend the event, similar to that of a 5k. Wrist bands or tickets will be distributed for entry. From 2:30pm to 5:30pm they will have live music alongside food and beer trucks/tents. Participants will all bring their bicycles to decorate in neon glow lights. At 5:30pm they will leave the park on their nighttime bicycle glow ride as a group, escorted by the CBPD. The route will go from the Lake, right onto 3rd street, left on Cape Fear, left on Canal, left on Salt Marsh, left onto CBAN and end at SeaWitch.

**COMMITTEE
RECOMMENDATION:**

Event Committee recommends that this event be approved with the following:

- Limit beers to no more than 3 per person.
- Assure that no one gets on a bike that is impaired.

ATTACHMENTS:

[application event signed
Bike Brigade](#)



PUBLIC PROPERTY EVENT #

PUBLIC PROPERTY SPECIAL EVENT APPLICATION

Application MUST be submitted at least 30 days prior to your special event. Application for an event occurring on a State/Federal Holiday MUST be submitted at least 45 days prior to event.

I. General Information

Type of Event: Fundraiser
Event Name: 90's Neon Nighttime Bike Brigade
Event Location: Stingray Park
Event Date (s): 11/09/19 Inclement Weather Date(s): TBD
Start Time: 2:30pm End Time: 6:00pm
Set-Up: Date & Time: 11/09 9:00am Dismantle Date & Time: 11/09 6:30pm

Description of Event (Please briefly describe the event.)

This will be a fundraiser to benefit Ocean Cure in collaboration with the Carolina Beach Bar Club, a local social group. Participants will register online to attend the event, similar to that of a 5k. Wrist bands or tickets will be distributed for entry. From 2:30pm to 5:30pm we will have live music alongside food and beer trucks/tents. Participants will all bring their bicycles decorated in neon glow lights. At 5:30pm we will leave the park on our nighttime bicycle glow ride as a group, escorted by the CBPD. The route will go right on 4th st, down Cape Fear Blvd, turn left on Canal Dr to Salt Marsh, then come back down Carolina Beach Ave North. The bike brigade will end at the SeaWitch Cafe. We will require a police escort to lead and follow the riders.

Estimated Daily Attendance: 500 to 750

II. Applicant and/or Sponsoring Organization Information

Name: Ocean Cure
Sponsor Status: If non-profit, are you: X 501c (3) 501c (6) Place of worship
Applicant Name: Kevin Murphy Title: Founder
Address: 607 N. Lake Park Blvd City: Carolina Beach State: NC Zip: 28428
Mobile Phone: 910-431-0594 Email: kmurphsbu@gmail.com
Day of Event Contact: (Please provide information for a contact person who will be on-site the day of your event.)
Contact Name: Kevin Murphy
Mobile Phone: 910-431-0594 Email: kmurphsbu@gmail.com

III. Event Details:

X Yes No Is this an annual event?
What years have the event taken place? N/A

Yes No Does the event involve the **sale or use of alcoholic beverages**?
➤ Provide copy of the ABC permit obtained.

Yes No Will there be **musical entertainment** at your event?
➤ Note: Live music shall not exceed 11:00pm and shall not exceed 9:00pm if located within 200 feet of a residential district.

Signs: List all temporary signs and their locations to be displayed **during** the event

Yes No Will any signs be used for this event?
Number of signs: 4 Sizes of each sign: 3x5
Where sign(s) will be placed: One at each event entrance, off 2nd street and on Lake Sidewalk. One at area for music and one facing Lake Park Blvd.

Tents

Yes No Will there be any **tents, canopies, or temporary structures** in the proposed event site?
➤ Provider of tents: Participating Vendors # of tents: 20
➤ Will any tent exceed 400 sq feet in area? Yes No

Note: Tent permits will be required from Fire Department if exceed 400 Sq ft in area.



TOWN PROVIDED SERVICES:

Crowd/Traffic Control: Detailed Crowd/Traffic Control Plan Required – At least TWO Officers required when alcohol is being served:

Yes No Carolina Beach Police Officers # Officers required: 2

Port-A-Johns

Yes No #Port-A-Johns needed (sets): 0 (Individual): 2
▪ The town will supply Port-A-Johns by the number of people at the event (participants and spectators) as follows:
▪ 1 to 750 people = 1 set of 6 trailered port-a-johns and 1 single handicap port-a-john

- 750 to 1,500 people = 2 set of 6 trailered port-a-johns and 2 single handicap port-a-john
- 1,500 to 3,000 people = 3 set of 6 trailered port-a-johns and 3 single handicap port-a-john
- Exceptions will only be made if permanent town restroom facilities exist at the location.

Trash & Recycling:

Yes No #Trash barrels needed: 7 #Recyclable barrels needed: 7

Yes No Town employee maintain trash receptacles – Hours employee needed _____

Yes No Trash Trailer: 1

Fencing

Yes No Fencing: _____ft

Cones/Barrels

Yes No # Cones needed: 20 # Barrels needed: _____

Parking

Yes No Do you need parking meters bagged or parking spaces blocked off?

Note: There is a fee per space, per day for bagging meters or closing parking spaces

Water

Yes No Will you require **access to Town of Carolina Beach water** for the event?

Electrical needs

Yes No Will you require **electrical hookups** for this event?

➤ *Note: If service is required during the event it is the APPLICANTS responsibility to contact EWE @ 443-0700. The APPLICANT will be billed directly if called for service during the event.*

IV. Run/Walk/Parade Route Closure Requests

- Fill out **Appendix A** if you are applying for a Run/Walk/Parade Permit. Must include written turn by turn directions.

V. Street Closure Requests

- Fill out **Appendix B** if you are requesting a street closure as part of your special event.

VI. Sidewalk Closure Requests

- Fill out **Appendix C** if you are ONLY requesting for a sidewalk closure as part of your special event.

Special Information and Conditions of receiving a Special Event Permit:

Vulgar Language and Lewd Conduct:

Applicant agrees to restrict the use vulgar language or lewd behavior by event participants, vendors, or talent that may offend patrons at the event. Specific consideration should be given to occasions with free admission and openly accessible event spaces.

Event Advertisement

Do not announce, advertise or promote your event until you have a completed and submitted this application and you have received approval from your Municipal Event Coordinator.

Street/Event Area Conditions

No permanent alterations to the street or permitted area will be permitted. Any and all festival/event equipment, trash or remnants must be removed within 12 hours of the end of the event.

Public Safety:

Police: If in the opinion of the Police Chief or his designee a sworn officer is essential for a special event the applicant will be instructed on the number of officers needed and if security can be provided with on duty staff. If a special event serves alcohol, the *special event will be* required to have at a minimum of one police officer at the event.

Binding Agreement

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the Town of Carolina Beach rules, regulations and ordinances should my permit application be approved. And I will fulfill the requirements placed upon this permit application.

Authorized Signature: [Handwritten Signature] Date: 7/3/2019
Organization: Ocean Cove

The following documents MUST be attached with submitted application:

- Insurance:** Please attach proof of insurance or applicable rider - liability insurance for the business naming the TOWN OF CAROLINA BEACH as the additional insured entity for no less than \$1,000,000
- Appendixes:** A, B and/or C (as required)

Map of Event: Provide a scaled site plan showing the driveway cuts, parking areas, planned activity areas, proposed structures, bathrooms, concessions, tents, and any other related activities that will occur or be placed on site

RETURN COMPLETED APPLICATION TO:
Town of Carolina Beach Community Organization Officer
1121 N. Lake Park Blvd, Carolina Beach NC 28428
Telephone: (910) 458-8218, Fax: (910) 458-2997
Email: Brenda.butler@carolinabeach.org

**Appendix A
RUN/WALK/PARADE ROUTE DESCRIPTION**

EVENT NAME: 90's Neon Nighttime Bike Brigade

EVENT DATE: 11/09/19 **EVENT TIME:** 2:30pm

FORMATION AREA LOCATION: Stingray Park

STARTING POINT: Stingray Park

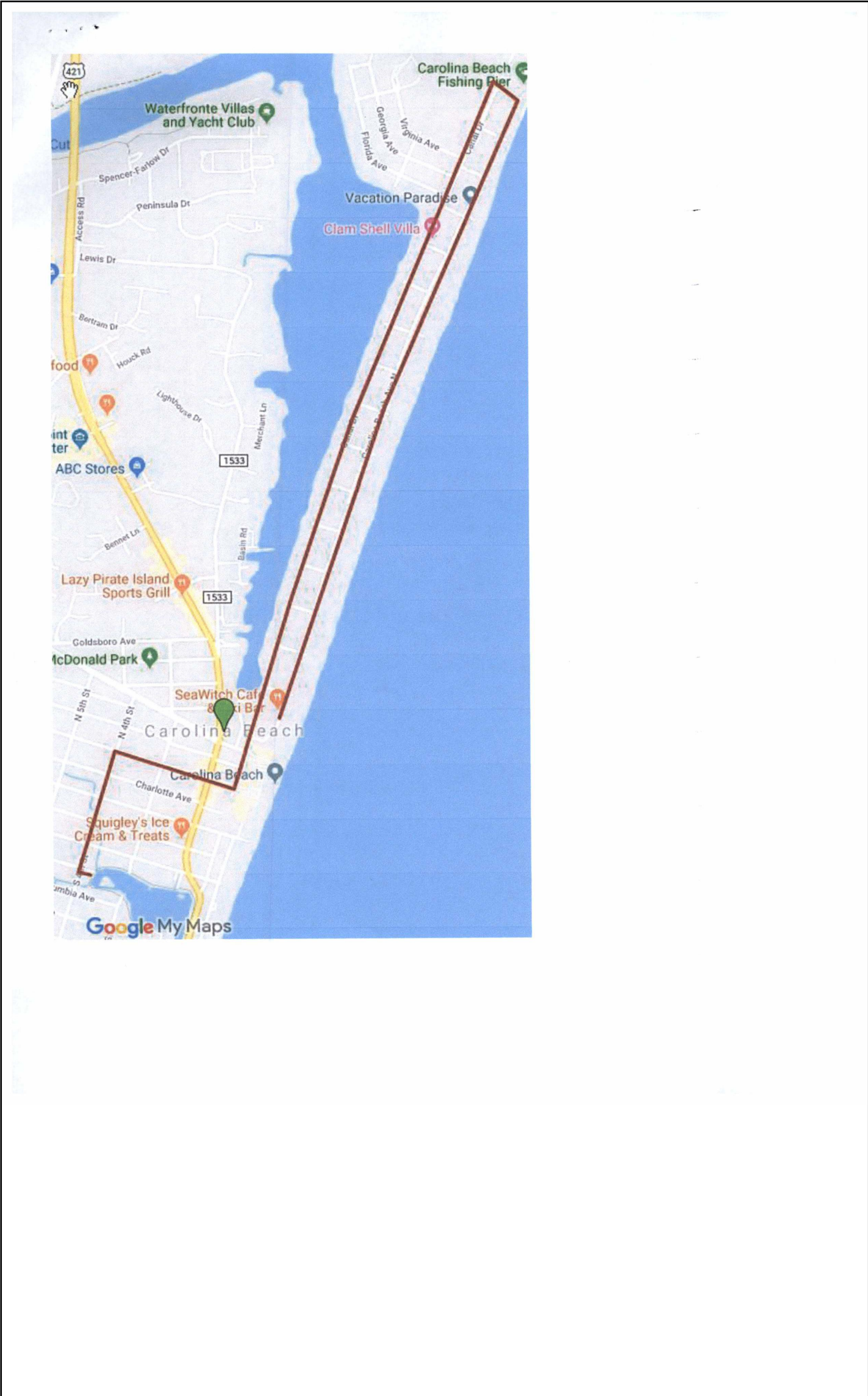
ENDING POINT: The Seawith Cafe

ROUTE: (Please provide a turn-by-turn description of the proposed parade/run/walk route. A map of the route shall also be required.)

Route Begins: Stingray Park

- 1) Right on 4th Street
- 2) Right on Cape Fear Blvd
- 3) Left on Canal Dr
- 4) Right on Salt Marsh Ln
- 5) Right on Carolina Beach Ave N

Route Ends: Sea Witch Café and Tiki Bar

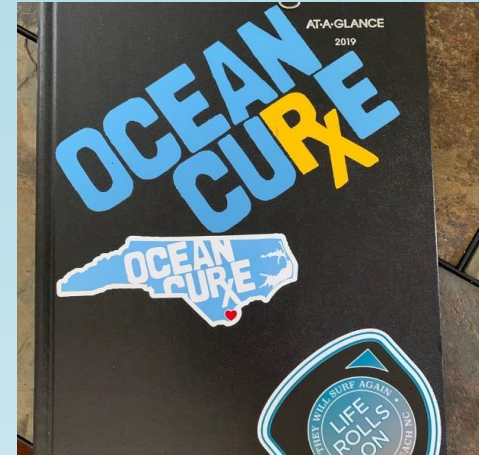


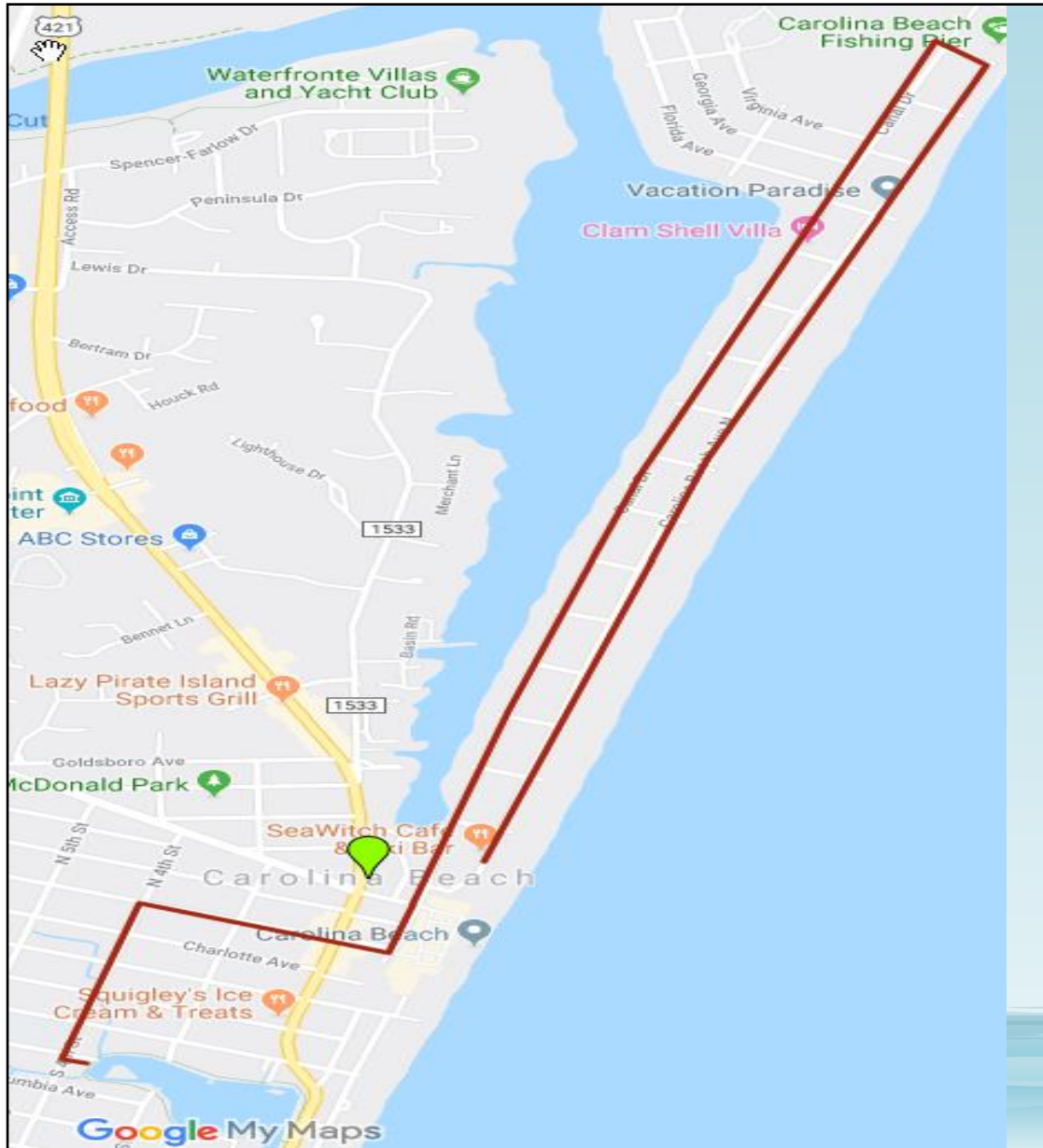
90's NEON NIGHTTIME BIKE BRIGADE

NOVEMBER 9, 2019

Proposal

- Saturday November 9th at the Lake - This will be a fundraiser to benefit Ocean Cure in collaboration with the Carolina Beach Bar Club, a local social group.
 - Set up starts at 9am
 - All participants should have already registered on line
 - Event @ Lake starts at 2:30 pm ends at 5:30pm
 - Music, beer/food vendors at the Lake till 5:30 pm
 - Live music will be playing at the Lake
 - Merchandise vendors will give back to the island
 - Bikes start lining up at 5:30 pm
 - Bike Brigade begins at 6:00 pm leaving out of the West exit of Lake
 - Finishes at SeaWitch Restaurant on CBAN
 - 500 – 750 bike riders
- No other events are planned for the 9th





Resources

- Request 7 trash barrels, 7 recycle containers
- Electrical services checked around stage area
- 2 Police Officers - one lead and 1 follow
- Trash Trailer with 1 roll of trash bags
- Will use bathrooms at the Lake
- Event will provide fencing, has to be fenced off due to serving beer.

Parking – no designated parking provided, will utilize existing town parking spaces, 99% of participants will be riding their bike.



Committee Recommendation

- Staff can accommodate the requested resources.
- Recommendation:
 - The applicant to control the beer to no more than 3 beers per person
 - Monitor the bikers to assure no one is riding their bikes intoxicated

QUESTIONS??

CONTACT:

KEVIN MURPHY
FOUNDER

910-431-0594
kmurphsub@gmail.com



AGENDA ITEM

Meeting: Regular Town Council - 09 Jul 2019

Prepared By: Miles Murphy

Department: Planning

Watershed Management Plan

- BACKGROUND:** Tracy Skrabal from the North Carolina Coastal Federation (NCCF) will be giving a presentation concerning the Watershed Management Plan. The presentation will provide background/history, current conditions, and discuss many potential opportunities to create a healthy, sustainable watershed around Carolina Beach. There will also be information available about residential stormwater solutions and other BMPs residents could utilize.
- BUDGET IMPACT:** There is no impact to the budget at this time.
- ACTION REQUESTED:** Listen and learn!



AGENDA ITEM

Meeting: Regular Town Council - 09 Jul 2019
Prepared By: Ed Parvin
Department: Executive

Manager's Update

BACKGROUND: Ed Parvin will give a Manager's update.



AGENDA ITEM

Meeting: Regular Town Council - 09 Jul 2019

Prepared By: Jeremy Hardison

Department: Planning

Conditional Use Permit: Consider a Conditional Use Permit for a 6-unit Planned Unit Development consisting of 3 two-family dwellings located at 409, 411 & 413 Carolina Beach Ave N. Applicant: Steve Shuttleworth

BACKGROUND:

The applicant, Steve Shuttleworth, is requesting a Conditional Use Permit (CUP) for a 6-unit Residential Planned Unit Development (PUD) that consist of a pool, three two (2) unit townhome buildings at 409, 411 & 413 Carolina Beach Ave N. The property is located in the T-1 (tourist) zoning district. A PUD is reviewed under a CUP in the T-1 zoning district. The T-1 zoning district allows for single-family, two-family, multifamily, hotels and offices. The density for T-1 is 29 units per acre. The lot is 22,250 sq. ft. This would yield a maximum of 15 units based on the size of the property. The T-1 zoning district is located in 400 block of Carolina Beach Ave N. It serves as a transition zone between the Central Business District (CBD) and the Residential (R-1) district. The adjacent uses to the north – multifamily dwelling, south – parking lot associated with the hotel across the street, east – hotel, and to the west is a duplex and vacant lot. The property is located in an AE 11 floodzone.

Currently the property consists of three lots. The applicant has been issued two permits for two of the lots to construct two-townhomes on each lot. The applicant proposes to combine the three lots together and construct a community pool. For the Conditional Use Permit to be recommended for approval the following specific standards and general conditions must be made to the satisfaction of the Commission.

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 applicant is proposing a driveway off of Carolina Beach Ave N.

for each townhome.

(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;

Each unit will have four parking spaces

<i>Units</i>	<i># Bedrooms</i>	<i># required parking spaces</i>	<i>parking spaces provided</i>
<i>6 Townhomes unit</i>	<i>5 per unit</i>	<i>4 per unit</i>	<i>4 per unit</i>

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

The applicant is proposing roll-away trash containers.

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

The stormwater runoff will be diverted to Carolina Beach Ave N.

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

The applicant will be providing a 5' landscape buffer along the side and rear of the property.

(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 signs are proposed.

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

The required setbacks for the T-1 district is 20' front, 7.5' side, and 10' rear. The applicant is meeting the setback requirements

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 modification will have to meet all federal, state and local safety and regulatory requirements.

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

The project meets the required setbacks, height and lot coverage requirements.

(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 project will be reviewed in accordance with all local, state, and federal regulations. The project is consistent with the density

in the area and with the adjacent uses in the area.

(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 is in general conformity with the 2007 landuse plan and is consistent with the zoning ordinance. The desired Future Land Use of this area includes a future predominance of single-family and duplex units. Building height shall not exceed a 50' height maximum

ACTION REQUESTED:

1. Presenter must be sworn in prior to making presentation.
2. Open the public hearing. Anyone wishing to speak must be sworn in.
3. Applicant presents evidence and arguments in support of application.
4. Persons in favor of granting the application present evidence and testimony in support of the application (set 3 minute or 5 minute time limit, based on number of persons).
5. Persons opposed to granting application present evidence and testimony against the application.
6. Applicant presents rebuttal and/or cross examination of those opposed; all questions shall be directed to the council. (max. 5 minutes total)
7. Those asked questions are allowed to respond (max. 5 minutes total)
8. Close the public hearing.
9. 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.

The approval is subject to meeting all 7 required findings, general conditions 1-4, all conditions as listed in the grant order, and any additional conditions as recommended by Town Council.

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

Reasons for denial must be specifically stated by Council:

- (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:**

Planning & Zoning recommended approval 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 (5-0).

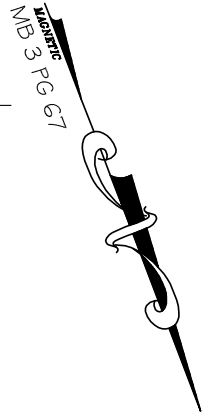
ATTACHMENTS:

[CUP PLAN 409 -413 CBAN](#)
[CUP19-03 - PUD 409-413 CBAN Application](#)
[Grant Order - PUD CUP](#)

PRELIMINARY

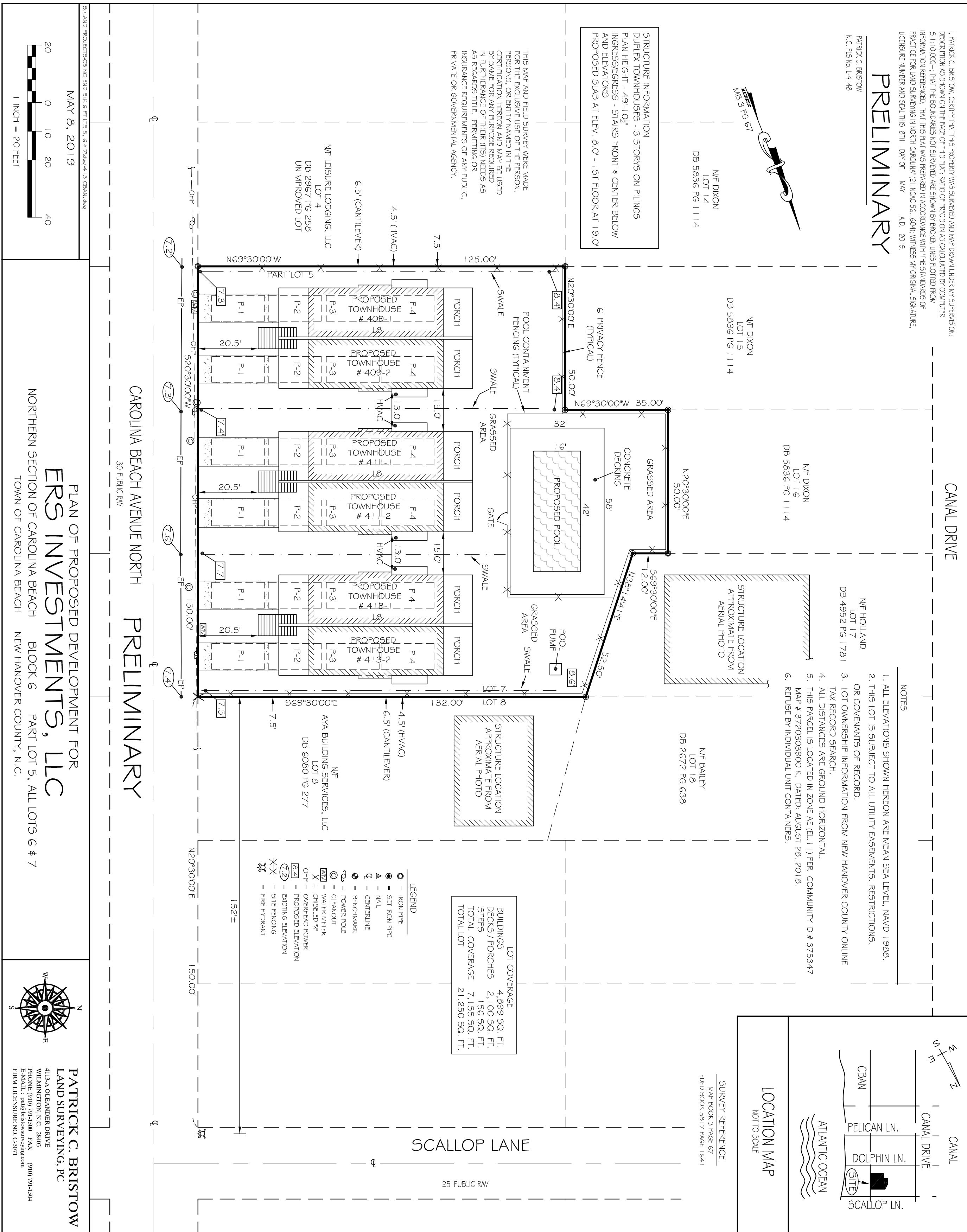
PATRICK C. BRISTOW
N.C. PLD No. 14148

1. PATRICK C. BRISTOW, CERTIFY THAT THIS PROPERTY WAS SURVEYED AND MAP DRAWN UNDER MY SUPERVISION;
DESCRIPTION AS SHOWN ON THE FACE OF THIS PLAN; RATIO OF PRECISION AS CALCULATED BY COMPUTER
IS 1:10,000+; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN BY DOTTED LINES PLOTTED FROM
INFORMATION REFERENCED; THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE STANDARDS OF
PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (2) N.C.A.C. 56.18(2)(b), WITNESS MY ORIGINAL SIGNATURE,
LICENSE NUMBER AND SEAL THIS 28TH DAY OF MAY A.D. 2019.



STRUCTURE INFORMATION
DUPLICATE TOWNHOUSES - 3 STORIES ON PILINGS
PLAN HEIGHT - 49'-10"
INGRESS/EGRESS - STAIRS FRONT & CENTER BELOW
AND ELEVATORS
PROPOSED SLAB AT ELEV. 8.0' - 1ST FLOOR AT 19.0'

THIS MAP AND FIELD SURVEY WERE MADE FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS, OR ENTITY NAMED IN THE CERTIFICATION HEREON AND MAY BE USED BY SAME FOR ANY PURPOSE REQUIRED IN FURTHERANCE OF THEIR (THEIR) NEEDS AS AS REGARDS TITLE, PERMITTING OR INSURANCE REQUIREMENTS OF ANY PUBLIC, PRIVATE OR GOVERNMENTAL AGENCY.



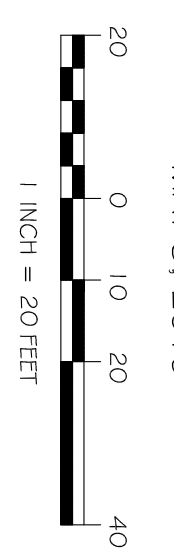
CANAL DRIVE

- NOTES
1. ALL ELEVATIONS SHOWN HEREON ARE MEAN SEA LEVEL, NAVD 1988.
 2. THIS LOT IS SUBJECT TO ALL UTILITY EASEMENTS, RESTRICTIONS, OR COVENANTS OF RECORD.
 3. LOT OWNERSHIP INFORMATION FROM NEW HANOVER COUNTY ONLINE TAX RECORD SEARCH.
 4. ALL DISTANCES ARE GROUND HORIZONTAL.
 5. THIS PARCEL IS LOCATED IN ZONE AE (EL. 11) PER COMMUNITY ID # 375347 MAP # 3720303900 K, DATED: AUGUST 28, 2018.
 6. REFUSE BY INDIVIDUAL UNIT CONTAINERS.

LOT COVERAGE

BUILDINGS	4,899 SQ. FT.
DECKS / PORCHES	2,100 SQ. FT.
STEPS	156 SQ. FT.
TOTAL COVERAGE	7,155 SQ. FT.
TOTAL LOT	21,250 SQ. FT.

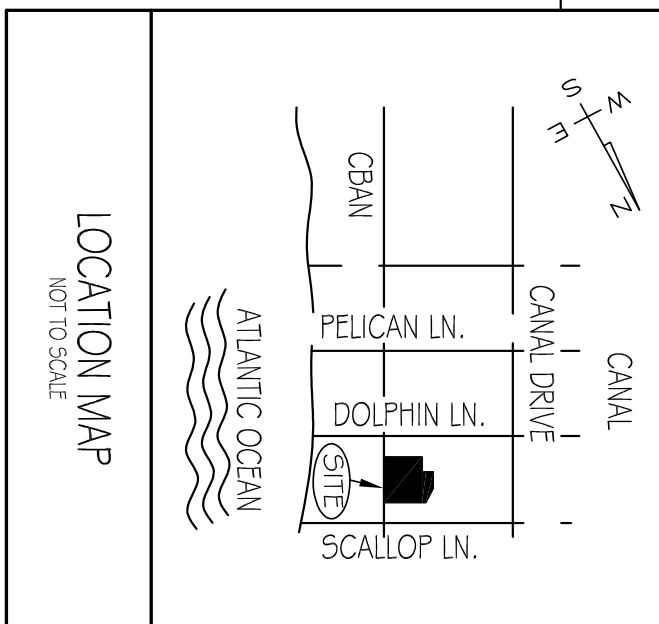
- LEGEND
- = IRON PIPE
 - = SET IRON PIPE
 - ▲ = MAIL
 - = CENTERLINE
 - ◆ = BENCHMARK
 - ⊙ = POWER POLE
 - ⊕ = CLEANOUT
 - ⊗ = WATER METER
 - ⊘ = OVERHEAD POWER
 - ⊙ = PROPOSED ELEVATION
 - ⊙ = EXISTING ELEVATION
 - ⊙ = SITE FENCING
 - ⊙ = FIRE HYDRANT



MAY 8, 2019

PLAN OF PROPOSED DEVELOPMENT FOR
ERS INVESTMENTS, LLC
NORTHERN SECTION OF CAROLINA BEACH
TOWN OF CAROLINA BEACH
BLOCK 6 PART LOT 5, ALL LOTS 6 & 7
NEW HANOVER COUNTY, N.C.

PATRICK C. BRISTOW
LAND SURVEYING, PC
4113-A OLEANDER DRIVE
WILMINGTON, N.C. 28403
PHONE (910) 791-1500 FAX (910) 791-1504
EMAIL: pat@bristowsurveying.com
TRIAN LICENSE NO. C59011



SURVEY REFERENCE
MAP BOOK 3 PAGE 67
EDED BOOK 5617 PAGE 1641

Please complete all sections of the application.

A. Property Information

Address(es): 409-413 Carolin Beach Ave N
 PIN(s): _____
 Project Name 409 - 413 Townhomes
 Size of lot(s): 22250 sq ft total

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):

The project will consist of three 2 unit town home buildings, common open space and a common area in ground pool. The units are 5 bedrooms, 3 1/2 baths, approximately 2300 sq ft each the units will be privately owned, the site will be fenced on three sides with a 6' privacy fence.

The common area landscaping will include the required number of trees(palms) and shrubs. The pool will meet commercial codes and will security fencing. All common features will be owned by an HOA.

C. Applicant Contact Information

Company/corporate Name (if applicable):
Steve Shuttleworth
 Applicant's Name
Steve Shuttleworth
 Mailing Address
711 Carolina Beach Ave N
 City, State, and Zip Code
Carolina Beach NC 8428
 Telephone
719 499 1373
 Email
steve@steveshuttleworth.com

D. Owner Contact Information (if different)

Owner's Name
ERS Investments LLC
 Mailing Address
711 Carolina Beach Ave N
 City, State, and Zip Code
Carolina Beach NC 28428
 Telephone
719 499 1373
 Email
steve@steveshuttleworth.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:

The 3 hometown buildings are harmonious with the surrounding Motels and other multifamily properties in the area. The proposed pool is all on the common area which will be owned by the town home association

There are many similar pools in multifamily properties surrounding the site, including directly across the street.

The project is less than 1/2 the allowable density for the zoning

- 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 project is conformity with zoning and similar uses throughout the area and adjoining properties. The projected values per unit are higher than the immediate area

- 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 Town home project and pool are in harmony with the surrounding properties. The proposed project is in general conformity with the town Land Use Plan

There are numerous properties within the immediate area with similar or greater density and pools.

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 property has ample off street parking, 4 spaces per unit. Pedestrian access is from the sidewalk along Carolina Beach Ave North. The units all front a town street with public fire protection. The units are in an AE zone and meet the minimum building height for the AE zone.

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.

The parking will all be off street under story parking. The pool is for residents and guests of the private town homes. The pool and property will be fenced

the uses are residential in nature and will not contribute an inordinate amounts of noise, glare or order.

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

All trash will be disposed through the residential collection accounts. The pool area will not generate any additional trash.

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.

The property is served by public water and sewer. The site will have a septate meter and account for common area utilities.

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

The property will be fenced with a 6 ft privacy fence. The landscaping will include trees, shrubs, grasses and rock. A landscape plan will be provided

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;

No complex signs along the street will be installed. The individual units may be named and affixed to the buildings. Signs will be limited to address pool requirements "private pool for owners and guest" "No Lifeguard" A list of pool rules

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

Not applicable

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.

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<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 <i>structures</i> and the setbacks from property lines of affected <i>structures</i> 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:

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input checked="" 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 <i>utilities</i>
<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 <i>buildings</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of <i>stories</i> and height of all <i>structures</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations of all entrances and exits to all <i>structures</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Calculate the <i>gross floor area</i> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of flood zones and finished floor elevations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CAMA Areas of Environmental Concern (AEC) and CAMA setbacks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delineation of <i>natural features</i> 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 <i>open space</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater management systems
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cross-sectional details of all streets, roads, ditches, and <i>parking lot</i> improvements
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Building</i> construction and occupancy type(s) per the building code
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of fire department connection(s) for standpipes
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Turning radii, turnarounds, access grades, height of overhead obstructions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dimensions and locations of all <i>signs</i>
<input type="checkbox"/>	<input checked="" 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 Ned Barnes

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.

Steve Shuttleworth

5 / 20 / 19

Signature

Date

AUTHORITY FOR APPOINTMENT OF PERSON TO ACT ON MY BEHALF

The undersigned owner, ERS Investments LLC By Steve Shuttleworth Member/Manager, does hereby appoint Ned Barnes 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: 5-20-19

Appointee's Name, Address & Telephone:

Ned Barnes
1009 N Lake Park Drive
Carolina Beach NC 28428
910 458 4466

Signature of Owner: Steve Shuttleworth

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

Applicant: Steve Shuttleworth
Location: 409, 411 & 413 Carolinas Beach Ave N
Tax Parcel Number: 313011.66.1943.000

The Town Council of the Town of Carolina Beach, having held a quasi-judicial public hearing on July 9, 2019 to consider the application submitted by Steve Shuttleworth for issuance of a Conditional Use Permit for a 6 unit Planned Unit Development. The following persons offered sworn testimony: Senior Planner Jeremy Hardison, and the Applicant’s Attorney Ned Barnes. The Town Council having heard the evidence presented at the hearing makes the following:

FINDINGS OF FACT

The property is located at 409, 411 & 413 Carolinas Beach Ave N

1. consisting of 22,500 sq. ft.
2. The property is zoned Tourist 1 (T-1)
3. Planned Unit Developments are allowed with a CUP in the T-1 district.
4. Density in the T-1 zoning district is 29 units per acre
5. The property is located in an AE 11 Floodzone.

CONCLUSIONS OF LAW

Its concluded that the Specific and General Standards are met
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 applicant is proposing a driveway off of Carolina Beach Ave N. for each townhome.

(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;

Each unit will have four parking spaces

<i>Units</i>	<i># Bedrooms</i>	<i># required parking spaces</i>	<i>parking spaces provided</i>
<i>6 Townhomes unit</i>	<i>5 per unit</i>	<i>4 per unit</i>	<i>4 per unit</i>

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

The applicant is proposing roll-away trash containers.

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

The stormwater runoff will be diverted to Carolina Beach Ave N.

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

The applicant will be providing a 5' landscape buffer along the side and rear of the property.

(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 signs are proposed.

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

The required setbacks for the T-1 district is 20' front, 7.5' side, and 10' rear. The applicant is meeting the setback requirements

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 project will have to meet all federal, state and local safety and regulatory requirements.

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

The project meets the required setbacks, height and lot coverage requirements.

(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 project will be reviewed in accordance with all local, state, and federal regulations.

The project is consistent with the density in the area and with the adjacent uses in the area.

(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 is in general conformity with the 2007 landuse plan and is consistent with the zoning ordinance. The desired Future Land Use of this area includes a future predominance of single-family and duplex units. Building height shall not exceed a 50' height maximum

Based on the foregoing FINDINGS OF FACT and CONCLUSIONS and it appearing to the Town Council of Carolina Beach that the Conditional Use Permit must be GRANTED, It is ordered that the application for the issuance of a Conditional Use Permit by Steve Shuttleworth, subject to the following conditions:

- 1) The site plan corresponding to this approval was designed by Pat Bristow dated 5/8/19.
- 2) Prior to issuance of building permit, all approval letters and final site plan shall be submitted, and items mentioned above shall be submitted and approved by the Town of Carolina Beach Technical Review Committee that includes the Town Manager, Planning and Development, Building Inspections, Operations/Stormwater/Public Works and Fire. All plans will be reviewed to ensure building fire and town codes have been met.
- 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 in the same manner as outlined in this article for original submission.
- 4) 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-way's.
- 5) Recombination plat will be required before issuance of a building permit.
- 6) All permits and approval letters required by all Federal, State, and Local Agencies shall be submitted.
- 7) If work has not commenced by July 9, 2021 then the Condition Use Permit will expire.
- 8) This is not a site specific development plan.

Ordered this 9th day of July, 2019

Joseph Benson, Mayor

Date

ATTEST:

Kimberlee Ward, Town Clerk

Date



AGENDA ITEM

Meeting: Regular Town Council - 09 Jul 2019

Prepared By: Jeremy Hardison

Department: Planning

Consider a Conditional Use Permit extension for Carolina Beach Business Center located at 1324, 1326, and 1328. Applicant: RGL Development

BACKGROUND:

RGL is requesting a Conditional Use Permit extension for a Carolina Beach Business Center located at 1324, 1326, and 1328 N. Lake Park Blvd. The project consists of three buildings totaling 32,160 sq. ft. for office with warehouse use.

ACTION REQUESTED:

Approve or deny a CUP extension for 12 months.

ATTACHMENTS:

[RGL Development GRANT ORDER](#)
[Town Council of Carolina Beach Zoning Extension](#)
[1328 NLPB Site Plan](#)
[RGL Development GRANT ORDER EXTENSION](#)

PROPOSED GRANT ORDER

Dan Wilcox
Mayor

Steve Shuttleworth
Council Member

Gary Doetsch
Council Member



LeAnn Pierce
Mayor Pro Tem

Tom Bridges
Council Member

Michael Cramer
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 CONDITONAL USE PERMIT # 17-C04

Applicant: RGL Development
Location: 1326 N. Lake Park Blvd (PID: 313118.30.5957.000), 1324 N. Lake Park Blvd (PID: 313118.30.5838.000), and 1322 N. Lake Park Blvd (PID: 313118.30.5822.000).
RGL Business Center

The Town Council of the Town of Carolina Beach, having held a public hearing on July 11, 2017 to consider approving a Conditional Use Permit for a Planned Unit Development Business Center and where sworn testimony was heard from the following persons: Assistant Town Manager Ed Parvin, Senior Planner Jeremy Hardison, Applicant Representative Jon Rimer, Applicant's Attorney Andi Van Trigt, Realtor Shane Register, Michelle Connett, Rachel Hatfield, makes the following findings of fact and draws the following conclusions:

1. The property is in the Highway Business (HB) zoning districts.
2. Business Planned Unit Development are permitted under a Conditional Use Permit (CUP) in HB zoning district.
3. The project consist of three buildings totaling 32,160 sq. ft. for office use

BASED ON THE FOREGOING FINDINGS OF FACT and competent, substantial and material evidence presented at the hearing, the Town Council makes the following conclusion as required by Article 14 of the Zoning Ordinance of the Town of Carolina Beach:

It is the Town Council's conclusion that the proposed use has satisfactorily addressed the following seven (7) 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;

Two 40' width drives are proposed off of Bertram Dr. Bertram Dr. is a 50' public road . N. Lake Park Blvd has a raised median in front of Bertram Dr. to prevent left turns and has a deceleration lane north bound turning right onto Bertram Dr. A 5' sidewalk will be provided along N. Lake Park Blvd and Bertram Dr to provide pedestrian access. Fire lanes will be provided and marked on site.

- (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 and loading spaces

- Office 1 per 300 sq. ft. = 36 spaces
- Warehouse 1 per 5,000 sq. ft. = 5 spaces
- Proposed = 41 spaces
- Provided = 52 spaces

loading will have to occur on site and not be allowed on Bertram Dr.

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

Dumpster's will be provided on site that will be enclosed.

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

Drainage will be captured on site through a stormwater pond detention system. Proposing to add two fire hydrants along Bertram Dr and N. Lake Park Blvd. Water and sewer line will need to be extended to the property along Bertram Dr.

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

The proposed plans provide the required Type B 10' setback buffer along the perimeter of the property. Type B buffer will provide for every linear feet or fraction thereof shall contain two canopy trees, or four understory trees and six shrubs. An 8 foot fence is required along the rear of the property adjacent to residential uses.

- (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>East Side</i>	<i>West Side</i>
<i>HB required</i>	30'	15'	10'	12.5'
<i>provided</i>	30'	15'	45.2'	57.5'

HB zoned properties allow for a maximum lot coverage of 60%. The total lot coverage of the project is 33%.

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 plan meets the ordinance and long range plans and policies. The property to the north is the Pavilion shopping center that was built in 2005 as a 11 unit multiuse facility. The property to the east is zoned single-family Residential which is the portside subdivision that was approved in 1999 for 47 lots. The property to the south across Bertram Dr is zoned Highway Business, but it being utilized as a single-family mobile home constructed in 1978 that does not have access off of Bertram Dr.

- (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.

- (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 area and will therefore not injure the value of adjoining 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 Commercial 1 area includes a continued use as a highway business corridor. Offices and services are desired uses in the Commercial 1 area.

THEREFORE, because the Town Council concludes that all general and specific conditions precedent to issuance of a Conditional Use Permit have been satisfied, **IT IS ORDERED** that the application for the issuance of a Conditional Use Permit by **the Town of Carolina Beach** be **GRANTED**, subject to the following conditions:

1. All permits and approval letters/final inspections required by all Federal, State, and Local Agencies must be submitted to the Town of Carolina Beach Planning Department prior to issuance of a building permit.
2. The site plan corresponding to this approval was designed by Intracoastal Engineering dated 6/13/17. The plan was stamped received by the Town of Carolina Beach on 6/13/17.
3. The Conditional Use Permit was approved on 7/11/2017. The expiration date will be 7/11/2019.
4. Provide a type B landscaping buffer with mature trees and provide for an 8' fence adjacent to residential properties.
5. A combination plat shall be recorded before issuance of a building/zoning permit.
6. No deliveries shall occur on Bertram Dr.
7. Stored materials or equipment shall not attract rodents or mosquitoes nor in any other way (noise, dust, fumes, light, etc.) constitute a nuisance for the public or adjacent properties.
8. No stored materials or equipment shall be visible from the street.
9. Install additional fire hydrants per fire department requirements.
10. Upgrade utilities to provide water & sewer to the units.
11. 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-way's.
12. Sidewalk required per site plan dated 6/13/17.
13. Provide stub out to adjacent commercial property for future interconnectivity.
14. Provide silt fence around perimeter of the property during construction.
15. Applicant must work with the Town and Department of Transportation on an engineering solution to the intersection of Bertram Dr and Lake Park Blvd N.
16. Work with the New Hanover County School District on the existing bus stop location at the entrance of Bertram Dr. and provide a bus shelter.

Ordered this 11th day of July, 2017

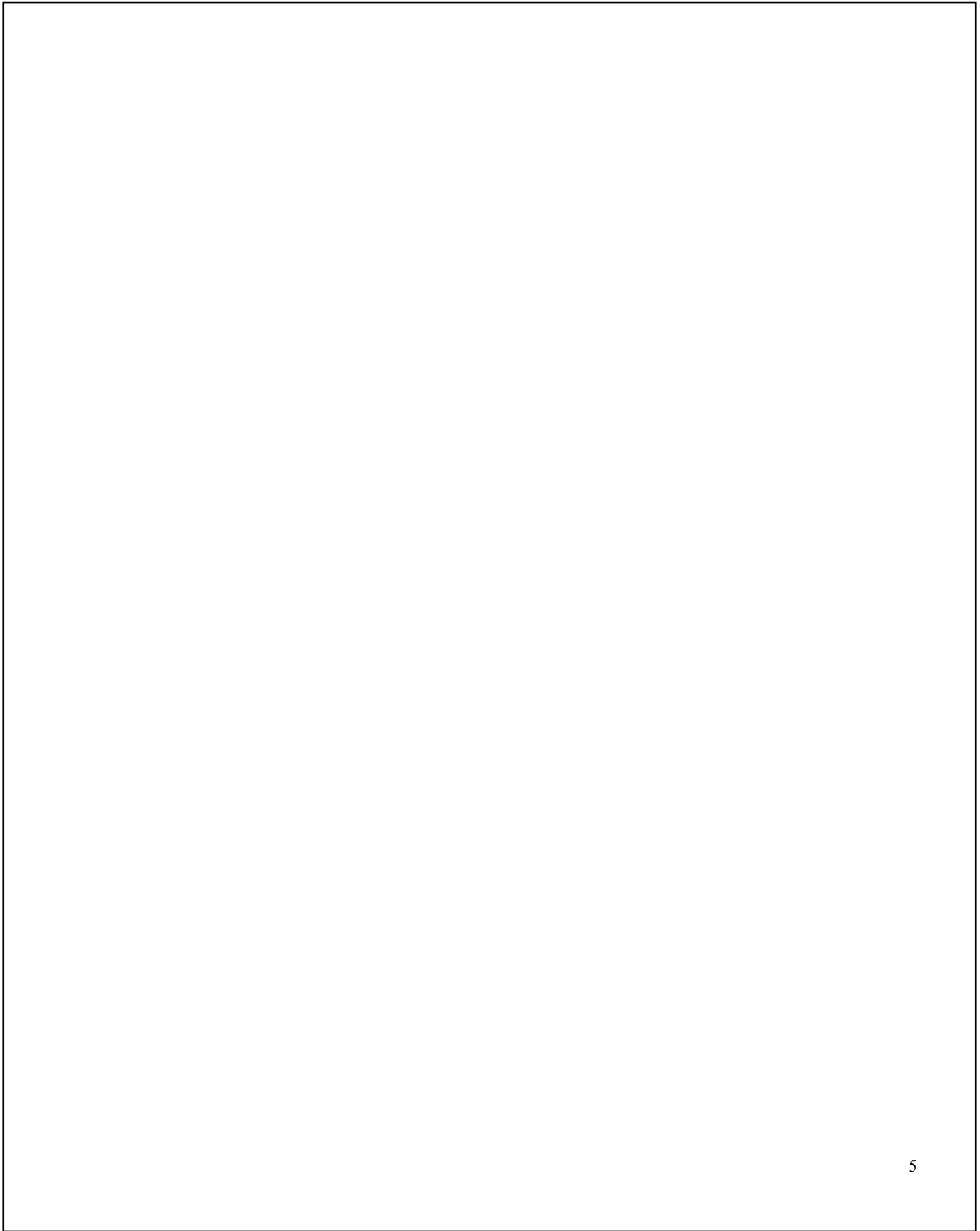
Dan Wilcox, Mayor

Date

ATTEST:

Kimberlee Ward, Town Clerk

Date



Town Council of Carolina Beach,

I, Robert Jameson, of Smithson Inc. am writing you on behalf of our clients RGL Developments. We are requesting an extension to the zoning use permit for the CB Business Park Project located at the corner of N. Lake Park Blvd. and Bertram Drive.

We, Smithson Inc., submitted the plans and building permit packet for the project on June 25, 2019 we unfortunately do not think we will have "commenced construction" by your standards of the phrase, in time to be compliant with the zoning use permit expiring on July 11th 2019. RGL Developments has secured the financing and we will be starting work as soon as the building permit is approved.

This is a project we look forward to getting under way it has been a long time in the making. It is a project we were about to sign up and start late last summer but was put on hold following hurricane Florence. Your help in extending the zoning use permit would be greatly appreciated.

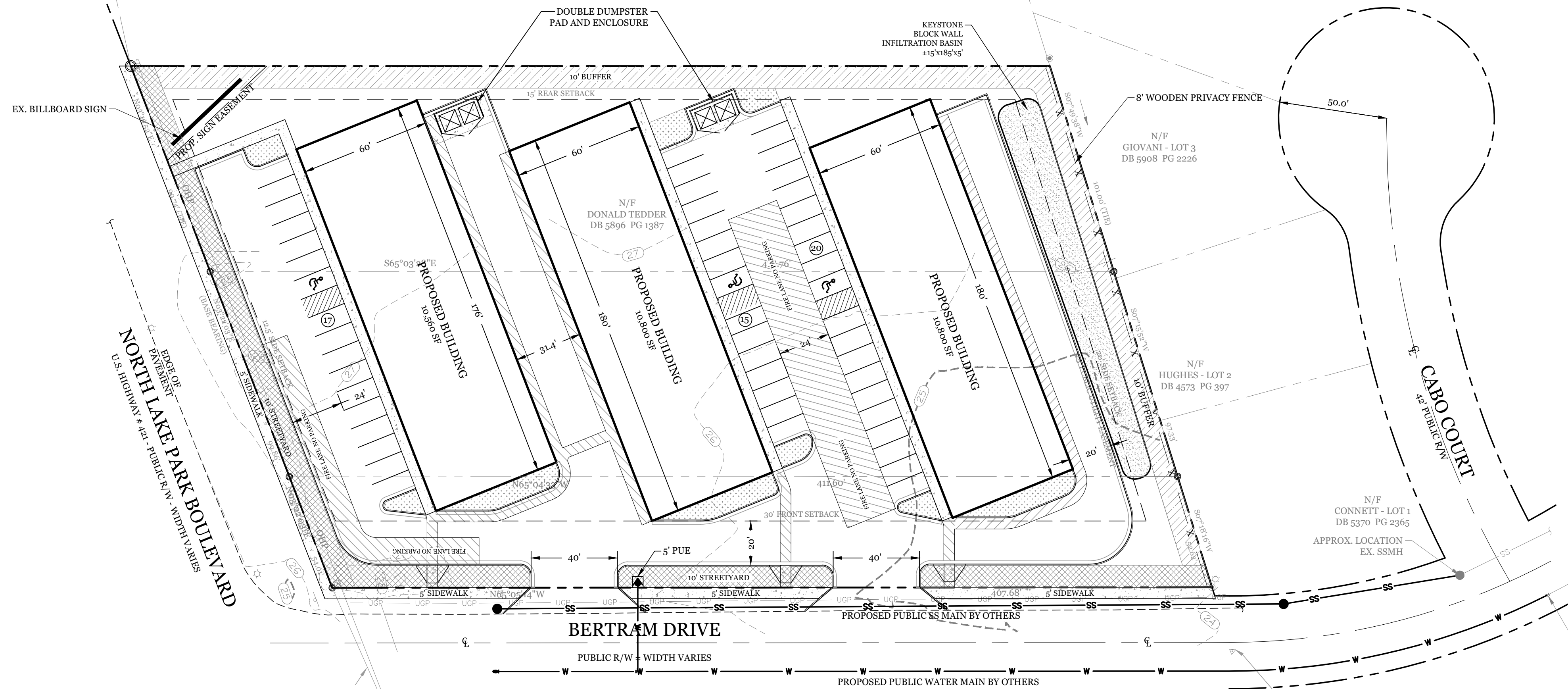
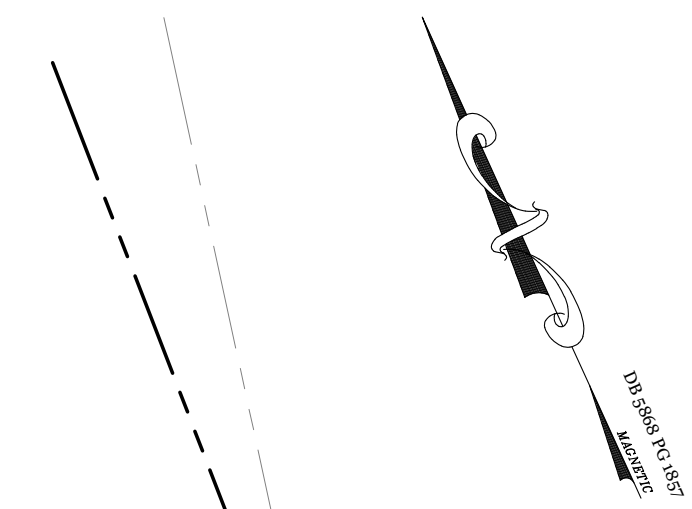
Regards,

Robert Jameson

Smithson Inc.

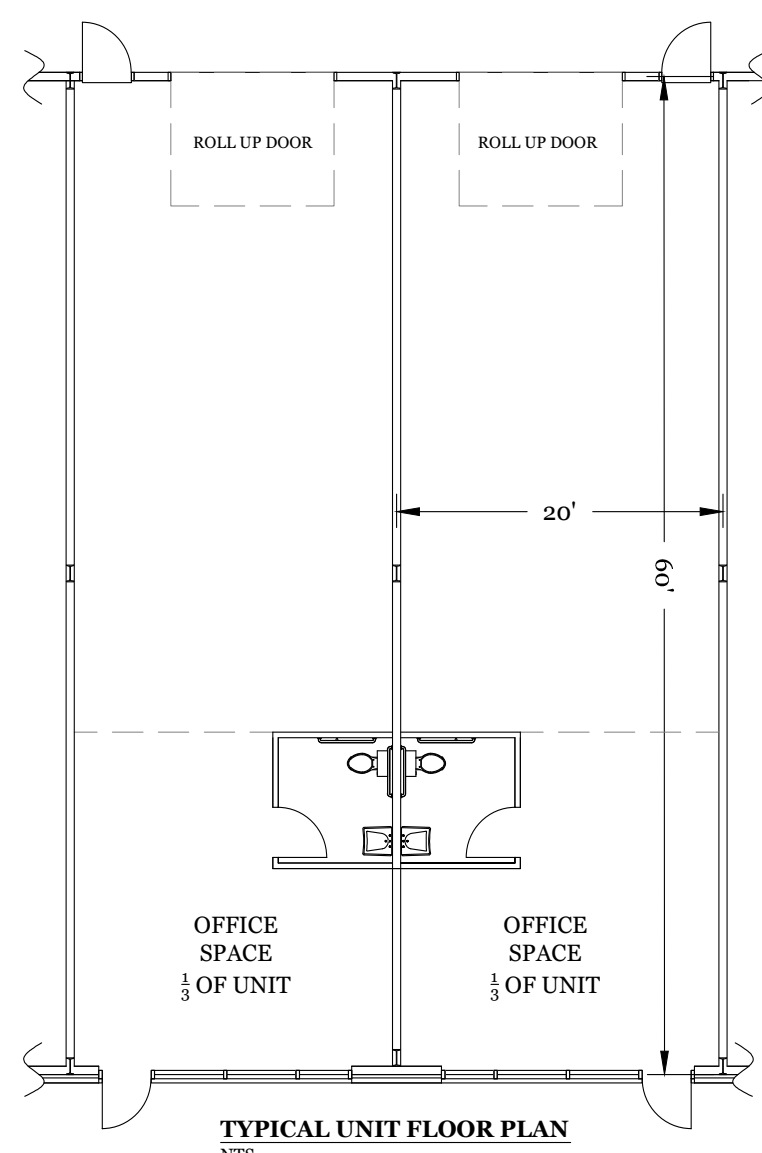
(910)632-4039

robert@smithsonnet.com

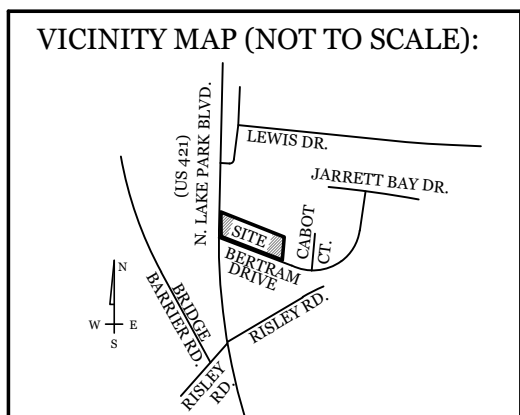


EX. BILLBOARD SIGN
 PROP. SIGN EASEMENT
 NORTH LAKE PARK BOULEVARD
 U.S. HIGHWAY # 42 - PUBLIC R/W WIDTH VARIES

NOTE: THIS LOT IS LOCATED
 IN ZONE X AS PER
 MAP # 372033100 J
 COMMUNITY ID # 375347
 DATED: APRIL 3, 2006



SITE DATA:
 PROPERTY ADDRESS:
 1322 LAKE PARK BLV N,
 CAROLINA BEACH, NC 28428
 NEW HANOVER COUNTY PINS:
 R08810-004-047-000, R08810-004-097-000, &
 R08810-004-098-000
 TOTAL TRACT AREA: ±2.26 AC. (98,367 SF)
 CURRENT ZONING: HB
 SETBACKS:
 FRONT REQ'D= 30' PROP= 30'
 REAR REQ'D= 15' PROP= 15'
 SIDE REQ'D= 12.5'L/20'R PROP= 57.5'L/45.2'R
 PROPOSED LAND USE:
 BUSINESS PARK
 GROSS FLOOR AREA:
 32,160 SF (33% LOT COVERAGE)
 BUILDING HEIGHT: TBD
 ONSITE IMPERVIOUS SURFACES:
 BUILDINGS= 32,160 SF
 PAVED PARKING= 43,479 SF
 CONCRETE SIDEWALKS= 2,935 SF
 TOTAL IMPERVIOUS= 78,574 SF (79.9%)
 REQUIRED PARKING:
 (10,720 SF OFFICE SPACE @ 1 SPACE / 300 SF)
 OFFICE PARKING REQ'D: 36 SPACES
 (10,720 SF WAREHOUSE SPACE @ 1 SPACE / 5,000 SF)
 WAREHOUSE PARKING REQ'D: 5 SPACES
 TOTAL PARKING REQUIRED: 41 SPACES
 TOTAL PARKING PROVIDED: 52 SPACES (3 HC)
 STREETYARD:
 BERTRAM DR.
 REQUIRED: 3,257 SF (325.68' X 10)
 PROVIDED: 3,273 SF
 LAKE PRK. BLVD N.
 REQUIRED: 2,539 SF (253.88' X 10)
 PROVIDED: 2,539 SF

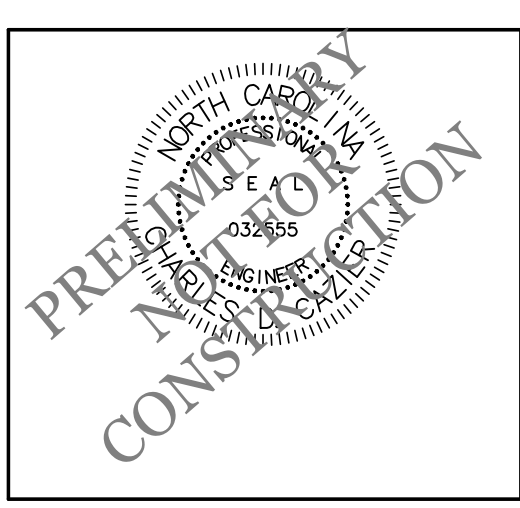


REVISIONS

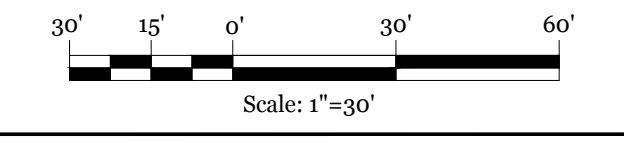
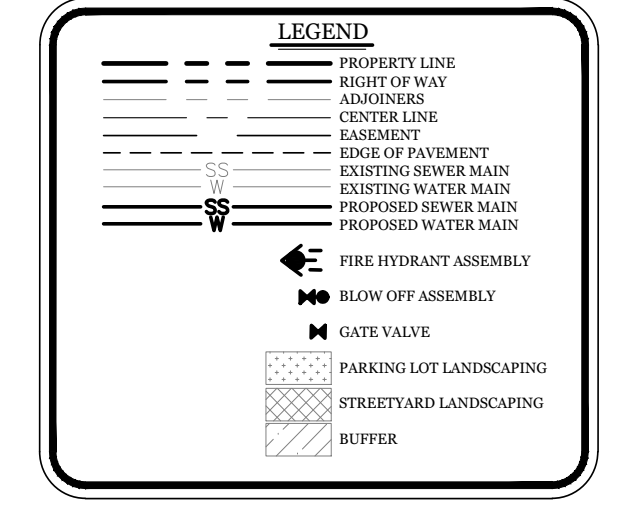
NO.	DATE	DESCRIPTION

INTRACOASTAL ENGINEERING, PLLC
 5725 Oleander Dr. Unit E-7
 Wilmington, North Carolina, 28403
 Phone: 910.859.8983
 Email: charlie@intracoastal-engineering.com
 License Number: P-4062

PRELIMINARY SITE PLAN
 FOR
RGL BUSINESS PARK
 CAROLINA BEACH, NC



- NOTE:**
1. WATER & SEWER SERVICES TO BE PROVIDED TO THE TOWN OF CAROLINA BEACH PUBLIC SYSTEM ONCE PUBLIC SYSTEM IS INSTALLED. CONTRACTOR TO COORDINATE WITH TOWN TO KNOW SERVICE WILL BE AVAILABLE PRIOR TO CERTIFIED OCCUPANCY IS NEEDED.
 2. SOLID WASTE DISPOSAL BY PRIVATE DUMPSTER SERVICE.
 3. RUNOFF FROM ALL IMPERVIOUS AREAS TO BE DIRECTED TO THE INFILTRATION BASIN



CLIENT INFORMATION:
 JOHN D. RIMER
 P.O. BOX 950
 CAROLINA BEACH, NC 28428
 PHONE: (910) 538-5059

DRAWN: BFD	SHEET SIZE: 24 x 36
CHECKED: CDC	DATE: 6/15/17
APPROVED: CDC	SCALE: 1" = 30'
PROJECT NUMBER: 2015-653	

DRAWING NUMBER:
C-1
 1 OF 1

GRANT ORDER

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 CONDITONAL USE PERMIT EXTENSION # 17-C04

Applicant: RGL Development
Location: 1326 N. Lake Park Blvd (PID: 313118.30.5957.000), 1324 N. Lake Park Blvd (PID: 313118.30.5838.000), and 1322 N. Lake Park Blvd (PID: 313118.30.5822.000).
RGL Business Center

The Town Council of the Town of Carolina Beach, having held a public hearing on July 11, 2017 to consider approving a Conditional Use Permit for a Planned Unit Development Business Center and where sworn testimony was heard from the following persons: Assistant Town Manager Ed Parvin, Senior Planner Jeremy Hardison, Applicant Representative Jon Rimer, Applicant's Attorney Andi Van Trigt, Realtor Shane Register, Michelle Connett, Rachel Hatfield, makes the following findings of fact and draws the following conclusions:

1. The property is in the Highway Business (HB) zoning districts.
2. Business Planned Unit Development are permitted under a Conditional Use Permit (CUP) in HB zoning district.
3. The project consist of three buildings totaling 32,160 sq. ft. for office use

BASED ON THE FOREGOING FINDINGS OF FACT and competent, substantial and material evidence presented at the hearing, the Town Council makes the following conclusion as required by Article 14 of the Zoning Ordinance of the Town of Carolina Beach:

It is the Town Council's conclusion that the proposed use has satisfactorily addressed the following seven (7) 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;

Two 40' width drives are proposed off of Bertram Dr. Bertram Dr. is a 50' public road . N. Lake Park Blvd has a raised median in front of Bertram Dr. to prevent left turns and has a deceleration lane north bound turning right onto Bertram Dr. A 5' sidewalk will be provided along N. Lake Park Blvd and Bertram Dr to provide pedestrian access. Fire lanes will be provided and marked on site.

- (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 and loading spaces

- Office 1 per 300 sq. ft. = 36 spaces
- Warehouse 1 per 5,000 sq. ft. = 5 spaces
- Proposed = 41 spaces
- Provided = 52 spaces

loading will have to occur on site and not be allowed on Bertram Dr.

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

Dumpster's will be provided on site that will be enclosed.

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

Drainage will be captured on site through a stormwater pond detention system. Proposing to add two fire hydrants along Bertram Dr and N. Lake Park Blvd. Water and sewer line will need to be extended to the property along Bertram Dr.

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

The proposed plans provide the required Type B 10' setback buffer along the perimeter of the property. Type B buffer will provide for every linear feet or fraction thereof shall contain two canopy trees, or four understory trees and six shrubs. An 8 foot fence is required along the rear of the property adjacent to residential uses.

(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	Front	Rear	East Side	West Side
HB required	30'	15'	10'	12.5'
provided	30'	15'	45.2'	57.5'

HB zoned properties allow for a maximum lot coverage of 60%. The total lot coverage of the project is 33%.

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 plan meets the ordinance and long range plans and policies. The property to the north is the Pavilion shopping center that was built in 2005 as a 11 unit multiuse facility. The property to the east is zoned single-family Residential which is the portside subdivision that was approved in 1999 for 47 lots. The property to the south across Bertram Dr is zoned Highway Business, but it being utilized as a single-family mobile home constructed in 1978 that does not have access off of Bertram Dr.

- (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.

- (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 area and will therefore not injure the value of adjoining 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 Commercial 1 area includes a continued use as a highway business corridor. Offices and services are desired uses in the Commercial 1 area.

THEREFORE, because the Town Council concludes that all general and specific conditions precedent to issuance of a Conditional Use Permit have been satisfied, **IT IS ORDERED** that the application for the issuance of a Conditional Use Permit by **the Town of Carolina Beach** be **GRANTED**, subject to the following conditions:

1. All permits and approval letters/final inspections required by all Federal, State, and Local Agencies must be submitted to the Town of Carolina Beach Planning Department prior to issuance of a building permit.
2. The site plan corresponding to this approval was designed by Intracoastal Engineering dated 6/13/17. The plan was stamped received by the Town of Carolina Beach on 6/13/17.
3. The Conditional Use Permit was approved on 7/11/2017. The expiration date will be 7/11/2019.
4. Provide a type B landscaping buffer with mature trees and provide for an 8’ fence adjacent to residential properties.
5. A combination plat shall be recorded before issuance of a building/zoning permit.
6. No deliveries shall occur on Bertram Dr.
7. Stored materials or equipment shall not attract rodents or mosquitoes nor in any other way (noise, dust, fumes, light, etc.) constitute a nuisance for the public or adjacent properties.
8. No stored materials or equipment shall be visible from the street.
9. Install additional fire hydrants per fire department requirements.
10. Upgrade utilities to provide water & sewer to the units.
11. 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-way’s.
12. Sidewalk required per site plan dated 6/13/17.
13. Provide stub out to adjacent commercial property for future interconnectivity.
14. Provide silt fence around perimeter of the property during construction.
15. Applicant must work with the Town and Department of Transportation on an engineering solution to the intersection of Bertram Dr and Lake Park Blvd N.
16. Work with the New Hanover County School District on the existing bus stop location at the entrance of Bertram Dr. and provide a bus shelter.

Original Date Ordered 11th day of July, 2017

Extension Date Ordered 11th day of July, 2019

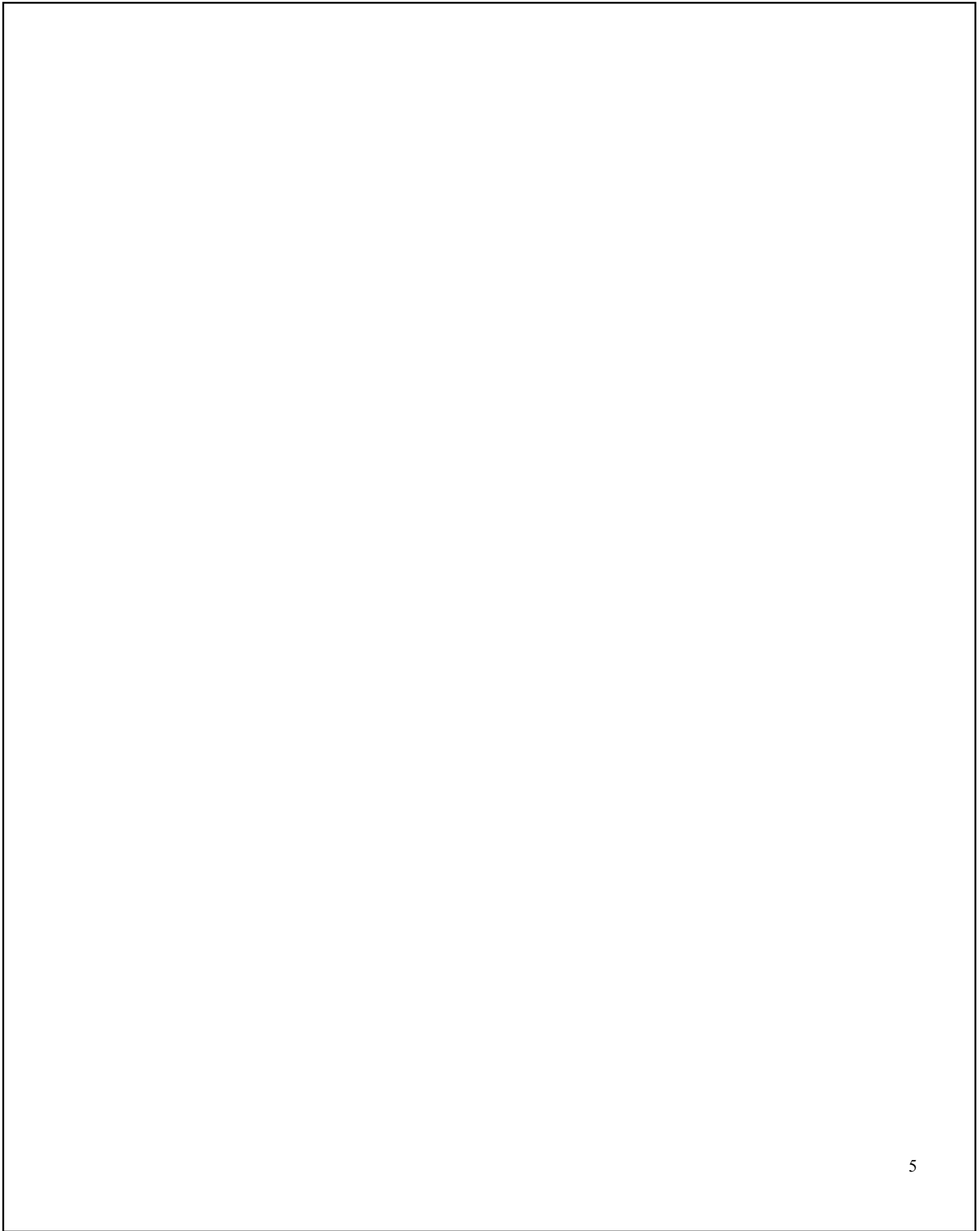
Joseph Benson, Mayor

Date

ATTEST:

Kimberlee Ward, Town Clerk

Date





AGENDA ITEM

Meeting: Regular Town Council - 09 Jul 2019

Prepared By: Kim Ward

Department: Clerk

Annual Committee Appointment

- BACKGROUND:** Council will make annual committee appointments.
- ACTION REQUESTED:** Council will select the annual committee appointments by written ballot and submit to the Town Clerk. The Town Clerk will tally the votes and report the results to Council. The written ballots will remain in the Clerk's office until they are recorded into the minutes.
- A copy of all new applications will be given to the Town Council prior to the Council meeting for review. All current committee members wishing to be reappointed have been evaluated and are eligible for reappointment.
- ATTACHMENTS:**
- [Ballot Annual 2019](#)
 - [Policy for Town Committees Revised 2014](#)
 - [BOA Miriam Howe 2019](#)
 - [Freeman Park Brett Besterfeldt](#)
 - [Freeman Park Holly Snider 2018](#)
 - [Freeman Park Lou Messina May 2019](#)
 - [Freeman Park Mark George](#)
 - [Freeman Park Robert \(Bobby\) McConville](#)
 - [OAC Bill Skinner 2017](#)
 - [OAC Vida Obieglo](#)
 - [PAC Jay Healy](#)
 - [Parks & Rec Bill Nadeau 2019](#)
 - [Parks & Rec Eric Lachance 2019](#)
 - [ParksRecLouisSawyer](#)
 - [Parks and Rec Bill Stoll](#)
 - [ParksRec Tammy Koch](#)
 - [PZ Holley Snider](#)
 - [PZ John Ittu](#)
 - [PZ Lisa Jones](#)
 - [PZ Melanie Boswell](#)
 - [PZ Vida Obieglo](#)
 - [Lynn Barbee PAC 2019](#)
 - [Shannon Spell](#)

[PAC Joseph White](#)

COMMITTEE BALLOT

The Board of Adjustment has two expiring positions. Teresa Shue would like to continue to serve. Noel Stevens would not. We have received one new application.

PLEASE SELECT TWO:

- Teresa Shue (inherited an expiring term, has not served one full term)
- Miriam Howe (new applicant)
- Please re-advertise position

The Freeman Park Committee has two expiring positions and two vacant positions. Brian Graybush and Hope Combs would like to continue to serve. We received 5 new applications.

PLEASE SELECT FOUR

- Hope Combs (served 3 consecutive terms)
- Brian Graybush (inherited an expiring term, has not served one full term)
- Brett Besterfeldt (new applicant)
- Mark George (new applicant)
- Bobby McConville (new applicant)
- Lou Messina (new applicant – also serves on PAC)
- Holley Snider (new applicant)
- Please re-advertise positions

The Marketing Advisory Committee has four expiring positions. All four members would like to be considered for re-appointment. We did not receive any new applications.

PLEASE SELECT FOUR:

- Miles Bielec (served two terms)
- Amy Hooker-Kid (served one term)
- Mark Sblendorio (served one term)
- Jeff Hogan (served two terms)
- Please re-advertise positions

The Operations Advisory Committee has two expiring positions. Neither Teresa Shue nor Mark Goddard wish to be reconsidered. We received three new applications.

PLEASE SELECT TWO:

- Jay Healy (new applicant – serves on PAC) ** Committee Recommends
- Bill Skinner (new applicant) **Committee Recommends
- Vida Obieglo (new applicant)
- Please re-advertise positions

The Parks & Recreation Committee has one vacant position with a term ending 6/30/2021. We received four new applications.

PLEASE SELECT ONE:

- Bill Nadeau (new applicant)
- Eric Lachance (new applicant)
- Louis Sawyer (new applicant)
- Tammy Koch (new applicant)
- Bill Stoll (new applicant – recently added)
- Please re-advertise position

The Planning & Zoning Commission has two expiring positions. Jerry Kennedy and John Ittu would like to continue to serve. We received four new applications.

PLEASE SELECT TWO:

- Jerry Kennedy (served one term)
- John Ittu (served one term - also serves on Operations Advisory Committee)
- Lisa Jones (new applicant)
- Vida Obieglo (new applicant)
- Holley Snider (new applicant)
- Eric Lachance (new applicant)
- Please re-advertise positions

The Police Advisory Committee has three expiring terms and one vacant alternate term. Melanie Boswell and Deb LeCompte would like to continue to serve. Lawrence Shotwell would not. We have three new applicants.

PLEASE SELECT FOUR:

- Debra LeCompte (served one term)
- Melanie Boswell (served one term)
- Lynn Barbee (new applicant)
- Shannon Spell (new applicant)
- Joseph White (new applicant)
- David Berkel (new applicant- recently added)
- Please re-advertise positions

Council Member Signature

**POLICY AND PROCEDURES
FOR APPOINTMENTS TO CAROLINA BEACH BOARDS, COMMISSIONS,
COMMITTEES OR AUTHORITIES**

SECTION 1. THE POLICY OF CAROLINA BEACH GOVERNING APPOINTMENTS TO THE VARIOUS BOARDS, COMMISSIONS, COMMITTEES OR AUTHORITIES IS AS FOLLOWS:

- A. Any resident of Carolina Beach is eligible to serve on the appointed boards, commissions, committees or authorities of the town, where such appointment is not prohibited by state statute or as allowed by town ordinance. Non-residents will be considered under special circumstances.
- B. All appointments will be made according to the appointment statute or ordinance that created that board, commission, committee or authority.
- C. No resident of the Town of Carolina Beach may serve in more than two appointed positions of Carolina Beach government, unless exempted by nature of the position he or she may hold in governmental service.
- D. Unless otherwise stated by statute or charter, all terms of office shall be three years. No appointees may serve more than three consecutive terms which shall expire on June 30. However, members of boards and committees may serve until their successors have been appointed. This policy may be waived if the Town Council determines that the removal of one or more individuals made ineligible by this policy would be detrimental to the functioning of that board, commission, committee or authority.
- E. The Town Council has an expectation that appointees will be conscious of their attendance of scheduled meetings. Appointees shall attend at least 75% of scheduled meetings on an annual basis from the date of their appointment. If the appointee does not comply with such attendance or fails to attend three consecutive unexcused absences, said appointee's failure to attend shall be reported by the presiding officer of the respective board, committee, commission or authority to the Town Council. Such unexcused absences on the part of any appointee may, at the election of the Town Council, be deemed to constitute resignation on the part of the appointee, from such board, committee, commission or authority. Excused absences are defined as absences caused by events beyond one's control and are subject to approval by the board on which the appointee is serving. Meeting attendance rosters will be submitted to the Town Clerk after each-meeting of said committee.

Upon such resignation and acceptance, the Town Council shall select a replacement from the applications of persons who applied for the last vacancy on such board, committee, commission or authority, without further notice, advertisement or action by the Town Council. The appointee will fill the vacancy for the period of the unexpired term. This is considered a partial term and the individual will be eligible for three additional full-terms on the committee.

- F. Appointees must uphold town policies pertaining to the committee he serves.
- G. In the event an issue comes before a board, commission, committee or authority and a member of that board, commission, committee or authority has a financial, personal or employment related interest in the outcome of the issue, that member should notify his fellow members that he/she has a potential conflict of interest and request that he/she be excused from voting.
- H. An appointee will not be considered for any employment vacancy in the agency or department he/she is serving, until said appointee resigns his/her seat on the board, committee, commission or authority.
- I. The Town Clerk shall have a binder containing a list of all town appointments with the following data provided:
 - 1. Name of the board, commission, committee or authority.
 - 2. Brief on the functions of each board, commission, committee or authority.
 - 3. Ordinance of cause creating board, commission, committee or authority.
 - 4. Number of members and terms of office.
 - 5. Current members, addresses, telephone numbers, terms of office, numbers of terms served, and expiration dates.
 - 6. Regular meeting day, time and location.
- J. Committee members appointed by the Carolina Beach Town Council may be removed at any time by a majority vote of the Council.

SECTION 2. PROCEDURES FOR FILLING VACANCIES FOR APPOINTED POSITIONS:

- A. Notification of Available Appointments
 - 1. The secretary of the affected board, commission, committee or authority shall prepare an advertisement to be published on the website or in the local newspaper. All advertisements must be submitted to the Town Clerk prior to publication. The affected board, commission, committee or authority may make a recommendation to the Town Council; however, the Town Council will consider all potential candidates and make the appropriate appointment.
 - 2. Sixty (60) days prior to the terms expiring, the secretary of the board, commission, committee or authority will mail a notice to each person who is eligible for reappointment, requesting information on his or her interest in continuing to serve. If an individual is not eligible for reappointment, he or she will be notified and given reason for being ineligible.

3. If, because of policy or otherwise, an individual is not reappointed, he or she will receive a letter from the Mayor thanking them for their service.

B. Selection Process

1. All applications for a particular position will be returned to the Clerk of the Town Council.
2. All applications will be forwarded to the Town Council with those who are ineligible noted and the reasons for ineligibility given.
3. The Town Clerk shall place on the agenda the “Appointments” for action at the next meeting of the Town Council.
4. Town Committee members may review applications for their respective Committees and render a Committee recommendation to Town Council for consideration. Town Council will consider such recommendation along with other considerations but no assurances should be offered that Town Council will follow the Committee recommendation. Under no circumstances should any Committee or Committee Member offer an applicant any assurances of appointment.

C. Notification of Appointment

1. The Town Clerk shall prepare a letter of notification to the appointee and a copy to the affected board, commission, committee or authority notifying each of the appointment.

D. Applications

1. All applications received shall be retained for 18 months. Applications shall be kept on file for all active appointees. All of the above data shall be maintained by the Town Clerk.
2. Applications for committees are considered public record and are available for public inspection.

First Name: Miriam
Last Name: Howe
Phone: 7087285484
Email miriamhowe@icloud.com
Street Address: 1704 Carolina Beach Ave N
City Carolina Beach
Province/State NC
Postal/Zip Code 28428
Please choose the Board/Committee you are applying for Board of Adjustment
Length of Residency 1 1/2 years
Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings. Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
Are you available for: Are you available for:
Evening Meetings True
Daytime Meetings True
Employment Status
Employer if applicable
Occupational Background Retired Attorney
Educational Background B.A. Theatre Arts Rollins College J.D. Tulane University School of Law
Reason for Applying Interested in planning issues and in contributin to my community.
Relevant Experience 35 years as federal government attorney and executive. Past community volunteer work includes being a board member and the general counsel for the Hyattsville (Maryland) Community Development Association, board member for The Arts Connection, which sponsored concert series at Georgetown University, in Anacostia and Hyattsville and held community arts events, and President of the Hyattsville Preservation Association, promoting preservation and adaptive reuse in the town’s historic district.
Community Involvement:
Please indicate if any of the following are true: Please indicate if any of the following are true:
You are a property owner within the community True
You or a family member is the owner of a local business in the community False

You have been convicted of a felony False
Date Received 04/12/19

First Name:	Brett
Last Name:	Besterfeldt
Phone:	910-352-5090
Email	Besterfeldtbrett@yahoo.com
Street Address:	214 Raleigh ave
City	Carolina Beach
Province/State	NC
Postal/Zip Code	28428
Please choose the Board/Committee you are applying for	Freeman Park Committee
Length of Residency	20 years
Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.	Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
Are you available for:	Are you available for:
Evening Meetings	True
Daytime Meetings	True
Employment Status	
Employer if applicable	
Occupational Background	Sales/marketing/publishing/fundraising
Educational Background	Associates Degree
Reason for Applying	The reason I am applying is that I care about the resources on this island and the people who inhabit it and visit.
Relevant Experience	20 years of visiting the North End regularly. I was the head of the Beach Preservation Project that helped clean the North End on a monthly basis.
Community Involvement:	Involved in helping schools, churches, and civic groups organize fundraising efforts for community projects, mission trips, and charity.
Please indicate if any of the following are true:	Please indicate if any of the following are true:
You are a property owner within the community	False
You or a family member is the owner of a local business in the community	False
You have been convicted of a felony	False
Date Received	02/27/19

First Name: Holley
Last Name: Snider
Phone: 910-264-3285
Email holley.snider@gmail.com
Street Address: 222 Florida Avenue
City Carolina Beach
Province/State NC
Postal/Zip Code 28428
Please choose the Board/Committee you are applying for Freeman Park Committee
Length of Residency 10+ years
Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings. Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
Are you available for: Are you available for:
Evening Meetings True
Daytime Meetings True
Employment Status
Employer if applicable
Occupational Background Environmental Regulation and Education & Resource Management and Protection
Educational Background B.S. Environmental Studies UNCW NC Certified Environmental Educator
Reason for Applying I feel my combined education, work experience and local knowledge would be an asset to the Town and this committee.
I have extensive experience in environmental regulation and education. I also have extensive experience in resource management and protection. Extensive knowledge of the Coastal Area Management Act, rules regarding coastal development and resource protection. Extensive knowledge of permitting requirements for coastal development. I have worked for the NC Department of Environmental Quality for 12 + years as an environmental regulator and specialist.
Relevant Experience
Community Involvement: Volunteer for Step Up for Soldiers
Please indicate if any of the following are true: Please indicate if any of the following are true:
You are a property owner within the community True
You or a family member is the owner of a local business in the community False

You have been convicted of a felony False



**Carolina Beach
BOARD APPLICATION**

BA-19-15

Received Date: May 16, 2019
Application Type: Freeman Park Committee

NAME: Louis Messina

LENGTH OF RESIDENCY: 3 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: Purchasing Manager

EDUCATIONAL BACKGROUND: Some Collegw.

REASON FOR APPLYING: Help my community.

COMMUNITY INVOLVEMENT: President of HOA where I live, member of Police Advisory Board, have donated time to various local charities and fundraisers.

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

First Name:	Mark
Last Name:	George
Phone:	540-960-0902
Email	Gpop0611@gmail.com
Street Address:	402 Otter Rd
City	Carolina Beach
Province/State	NC
Postal/Zip Code	28428
Please choose the Board/Committee you are applying for	Freeman Park Committee
Length of Residency	4 years
Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.	Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
Are you available for:	Are you available for:
Evening Meetings	True
Daytime Meetings	True
Employment Status	
Employer if applicable	
Occupational Background	Manufacturing Executive in Paper Industry
Educational Background	BS Chemical Engineering University of Wisconsin Stevens Point
Reason for Applying	Vested interest in success of Freeman Park. Use it regularly with grand kids.
Relevant Experience	Chaired Economic and Industrial Development Boards in Arkansas and Virginia. Appointed to several commissions by Governors of Arkansas and Virginia.
Community Involvement:	Active in Island Men
Please indicate if any of the following are true:	Please indicate if any of the following are true:
You are a property owner within the community	True
You or a family member is the owner of a local business in the community	False
You have been convicted of a felony	False
Date Received	02/26/19

Dan Wilcox
Mayor

Tom Bridges
Council Member

Gary Doetsch
Council Member



LeAnn Pierce
Mayor Pro Tem

Steve Shuttleworth
Council Member

Michael Cramer
Town Manager

REQUEST FOR APPOINTMENT
Volunteer Boards/Commissions/Committees
Town of Carolina Beach

I would like to apply for the following Board/Commission/Committee:

- Arts and Activities
- Freeman Park Committee
- Operations Advisory Committee
- Planning and Zoning Committee
- Tourism and Marketing Committee
- Board of Adjustment
- Harbor Commission
- Parks and Recreation Committee
- Police Advisory Committee
- Other: _____

Applicant's Full Name (print) Robert McConville (Bobby)

Home Address 709-2 Elton Av CB 28428

Home Phone _____ Business Phone _____

Cell Phone 910 279 2782 E-Mail Address bmcl110@gmail.com

Employer Self

Job Title Financial Planning

Years in Current Position 5+ Duties I help Federal Employees w/ their retirement

Other Employment History Owned Pleasure Island Carpets for 10+ yrs here on the Island

How long have you resided in Carolina Beach? 1997

Volunteer Activities Core Volunteer + Event Coordinator
Youth director for step up for soldiers

Professional Activities _____

Do you have experience in local government? Yes _____ No

If yes, where and in what capacity? I vice chaired + chaired the
Original Freeman Park committee under
Mayor Burbank

Do you attend town meetings?

_____ Regularly Occasionally _____ Rarely _____ Never

Which board/committee/commission meetings do you attend?

I help draft the sign ordinance

Generally, the Council desires to broaden participation on boards/committees/commissions for as much citizen involvement as possible; therefore, a goal is to limit appointees to no more than 2 boards/committees/commissions. Please list any other town boards/committees/commissions on which you currently serve:

N/A

Why do you wish to serve on this board/committee/commission?

I feel with my experience w/the committee I can
help resolve many of the issues that surround
the Park. Being a long time resident also gives
a perspective + knowledge of the Island that
is unique + will help guide resolutions as
well.

What areas of concern would you like to see that board/committee/commission address?

I would help with better traffic flow enforcement while concentrating on the environment

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Town Council? Yes No

If yes, please explain:

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any board/commission/committee. I understand regular attendance to any board/commission/committee is important, and accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any board/commission/committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any board/commission/committee to which I have been appointed. This form will remain on file in the office of the town clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board/commission/committee.

Print Name Robert McConovitz Date 2-28-19

Signature [Handwritten Signature]

Thank you for your willingness and desire to become involved in your community in this capacity. Please return your completed application to: Town Clerk, Town of Carolina Beach, 1121 North Lake Park Blvd., Carolina Beach, NC 28428

Town of Carolina Beach Committee Application



Contact Information

Name	Bill Skinner
Street Address	508 Fern Creek Lane
City, State, ZIP Code	Carolina Beach NC 28428
Preferred Phone	704-641-9374
E-Mail Address	wfskinner61@hotmail.com

Interests

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

- Board of Adjustment (meets as needed on the 3rd Monday of each month at 6:00 p.m.)
- Freeman Park (meets 4th Thursday of each month at 7:00 p.m. in the conference room)
- Harbor Commission (meets 4th Wed. Quarterly 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 conference room)
- Other - Canal Drive Flooding Committee

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.

My tenure being on many Board of Directors such as- most recently currently on Island Men, North Carolina Healthcare Financial Association, Charlotte Postal Customer Council, Lincoln County Crime Stoppers and working for Fortune 100 companies, Automotive Finance Corporation has given me the understanding and qualifications to help contribute to the Operations Advisory Committee.

Recently purchasing and making Carolina Beach my home I look to give back and help

Previous Volunteer Experience

Summarize your previous volunteer experience.

I have volunteered with Island Men, Knights of Columbus, Fraternal Order of Police, Special Olympics to name a few.

I have been blessed growing up in areas that community service was always a big part of my family life.

I look forward to continue to grow my volunteer giving experiences with the Carolina Beach community.

Person to Notify in Case of Emergency

Name	Bob Skinner
Street Address	6904 Finian Drive
City, State, ZIP Code	Wilmington NC
Home Phone	571- 455-9519
Work Phone	
E-Mail Address	bhskinner51@hotmail.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)	Bill Skinner
Signature	
Date	09/14/17

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!



Town of Carolina Beach Committee Application



Contact Information

Name	
Street Address	
City, State, ZIP Code	
Preferred Phone	
E-Mail Address	

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.

Previous Volunteer Experience

Summarize your previous volunteer experience.

Person to Notify in Case of Emergency

Name	
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)	
Signature	
Date	

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!



First Name:	Jay
Last Name:	Healy
Phone:	9196009665
Email	jjhealy@me.com
Street Address:	701 Charlotte Ave
City	Carolina Beach
Province/State	NC
Postal/Zip Code	28428
Please choose the Board/Committee you are applying for	Police Advisory Committee
Length of Residency	1 year full time. 12 years part time
Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.	Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
Are you available for:	Are you available for:
Evening Meetings	True
Daytime Meetings	True
Employment Status	
Employer if applicable	
Occupational Background	Over 35 years in retail management. 20 years with Circuit City. 10 years with Apple Inc. Retired from Apple
Educational Background	Business degree from Brandtwine College. (Widner University)
Reason for Applying	Presently involved on the Operations Committee with Gil. I want to get more involved in the community. I think this committee has a huge impact on Carolina Beach.
Relevant Experience	Worked closely with Loss Prevention in my career. I was a deputy sherriff in Virginia Beach when I was younger.
Community Involvement:	Operations Committee Alternate for Freeman Park Committee. Attend every council meeting. Work with Good Hops on fund raising events.
Please indicate if any of the following are true:	Please indicate if any of the following are true:
You are a property owner within the community	True
You or a family member is the owner of a local business in the community	False
You have been convicted of a felony	False
Date Received	6/07/18

First Name: Bill
Last Name: Nadeau
Phone: 812-430-5279
Email n2designinc@hotmail.com
Street Address: 806 Rocky Mount Ave.
City Carolina Beach
Province/State North Carolina
Postal/Zip Code 28428
Please choose the Board/Committee you are applying for Parks & Recreation Committee
Length of Residency 2.5 years
Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings. Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
Are you available for: Are you available for:
Evening Meetings True
Daytime Meetings True
Employment Status
Employer if applicable
Occupational Background Parks & Facilities Manager for the Town of Leland (current), previous employment General Manager of Swonder Ice Arena, Evansville, Ind. Parks & Recreation Department (13yrs). Additional work experience/skills include graphic design and event planning.
Educational Background Bachelor's degree (Art) from the University of Southern Indiana. I am also a Certified Parks Recreation Professional (CPRP). Multiple FEMA training certificates.
Reason for Applying I am a resident of Carolina Beach and I would love to give back to the community. In addition, I am passionate about parks and recreation and I would like to utilize my experience and the skills I have gained over the past 15 years to benefit Carolina Beach. I think my background would allow me to make an excellent contribution to the advisory board. I would love to do everything I can to give back to the community, and help Carolina Beach to continue to grow and thrive!
Relevant Experience I have over 15 years of Parks & Recreation experience, as well as experience in facility management (including management of multiple facilities, skate parks, fitness center, concessions areas, and olympic size ice arenas). I have also worked with a variety of non-profit organizations and assisted them with event planning, facilities planning, development of

programming, fundraising and more. I have managed and planned many youth activities including youth hockey (coaching and development) and annual summer camp/summer camp activities.

Community Involvement:

Community Involvement: Cape Fear River Watch volunteer; Wilmington Downtown Inc. (Summer Concert Series volunteer); CFCC volunteer; Evansville, Ind. Youth Hockey Coach (for over twenty years); Board Member (previous) Echo Housing (helping house homeless veterans); Board Member (previous) CREC Community Recreation Center; previous Youth Resources Volunteer and Teen Advisory Council Advisor (helping mentor teens and teach them leadership)

Please indicate if any of the following are true:

Please indicate if any of the following are true:

You are a property owner within the community True

You or a family member is the owner of a local business in the community False

You have been convicted of a felony False

Date Received 04/04/19

Town of Carolina Beach Committee Application



Contact Information

Name	Eric Lachance
Street Address	700 Seafarer Drive
City, State, ZIP Code	Carolina Beach, NC 28428
Preferred Phone	480-432-2055
E-Mail Address	elach10@gmail.com

Interests

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

- Board of Adjustment** (meets as needed on the 3rd Monday of each month at 6:00 p.m.)
- Freeman Park** (meets 4th Thursday of each month at 7:00 p.m. in the conference room)
- Harbor Commission** (meets 4th Wed. Quarterly 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 conference room)
- 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.

Parks /Rec - I served on Parks and Recreation from 2009-2012 when I moved from Carolina Beach. I coached youth soccer,

Planning and Zoning - I am a civil engineer with vast experience in the US Army in military base planning, including urban design of 82d Airborne Division, 10,000+soldiers, living area. During my time in Iraq, I led the procurement for military infrastructure for the Iraqi Military. The ability to prioritize and optimize land utilization

Previous Volunteer Experience

Summarize your previous volunteer experience.

Habitat for Humanity -NY - 2000-2003 USMA Water Polo Team Coach - 2003 Youth Soccer - 2004-2012 CB Parks and Recreation - 2009-2012
--

Person to Notify in Case of Emergency

Name	Viva Lachance
Street Address	700 Seafarer Drive
City, State, ZIP Code	Carolina Beach, NC
Home Phone	910-409-1244
Work Phone	
E-Mail Address	dakodabella@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)	Eric Lachance
Signature	
Date	14 July 2017

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

First Name:	LOUIS
Last Name:	SAWYER
Phone:	7045600638
Email	lou_sawyer@hotmail.com
Street Address:	923 Oceanward Lane
City	Carolina Beach
Province/State	NC
Postal/Zip Code	28428
Please choose the Board/Committee you are applying for	Parks & Recreation Committee
Length of Residency	5
Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.	Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
Are you available for:	Are you available for:
Evening Meetings	True
Daytime Meetings	True
Employment Status	
Employer if applicable	
Occupational Background	Recently retired Software Developer at Microsoft Corporation
Educational Background	Bachelors Degree from NC State
Reason for Applying	Desire to contribute back to the community where I live
Relevant Experience	
Community Involvement:	Aquarium at Fort Fisher volunteer in education and diving
Please indicate if any of the following are true:	Please indicate if any of the following are true:
You are a property owner within the community	True
You or a family member is the owner of a local business in the community	False
You have been convicted of a felony	False
Date Received	03/20/19



**Carolina Beach
BOARD APPLICATION**

BA-19-17

Received Date: June 17, 2019
Application Type: Parks & Recreation Committee

NAME: Bill Stoll

LENGTH OF RESIDENCY: 6 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: President of Stoll Construction and Paving, Inc in Louisville. Vacation home owner in Carolina Beach. Interested in being more of an active member of Carolina Beach.

EDUCATIONAL BACKGROUND: Graduate of the University of Dayton, class of 1995.

REASON FOR APPLYING: I am interested in becoming more of an active member of the Carolina Beach community. We care about this community and plan on retiring there in coming years. We want to see this community grow and flourish.

RELEVANT EXPERIENCE: Over 25 years of restoration road construction. Their generation company owner here in Louisville, Kentucky.

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

First Name: Tammy
Last Name: Koch
Phone: 9105085452
Email misstammy07@gmail.com
Street Address: 1614 snapper lane
City Carolina Beach
Province/State NC
Postal/Zip Code 28428
Please choose the Board/Committee you are applying for Parks & Recreation Committee
Length of Residency A year and two months but lived here back in 2008-2009
Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings. Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
Are you available for:
Evening Meetings True
Daytime Meetings False
Employment Status
Employer if applicable
Occupational Background Business Management, Internal banking services for Bank of America. I've also ran a successful construction company that I actually owned.
Educational Background Business management, psychology
Reason for Applying I would like to get involved in this wonderful place.
Relevant Experience I was a member of the jaycee's For a few years during that time I was over the toys for tots program I also did a big project for the local nursing home that went perfectly.and I have been a Girl Scout leader. I've coached cross country at our local high school. I coached little league cheerleaders and I have worked town festivals.
Community Involvement: See relevant experience
Please indicate if any of the following are true: Please indicate if any of the following are true:
You are a property owner within the community True
You or a family member is the owner of a local business in the community False
You have been convicted of a felony False
Date Received

First Name: Holley
Last Name: Snider
Phone: 910-264-3285
Email holley.snider@gmail.com
Street Address: 222 Florida Avenue
City Carolina Beach
Province/State NC
Postal/Zip Code 28428
Please choose the Board/Committee you are applying for Planning and Zoning
Length of Residency 10+ years
Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings. Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
Are you available for:
Evening Meetings True
Daytime Meetings True
Employment Status
Employer if applicable
Occupational Background Environmental Regulation
Educational Background B.S. Environmental Studies UNCW Certified NC Environmental Educator
Reason for Applying I believe my education, work experience and knowledge of the community would be an asset to the planning and zoning board. I have extensive experience in environmental regulation and education. I have the ability to handle with tact, consistency and sound judgment the diversity of public contacts demanded in consultative services and enforcement involved with environmental regulation. I also have extensive experience in conducting permit and plan reviews for compliance with regulations and issuance of permits.
Relevant Experience
Community Involvement: Volunteer with Step Up for Soldiers.
Please indicate if any of the following are true: Please indicate if any of the following are true:
You are a property owner within the community True
You or a family member is the owner of a local business in the community False
You have been convicted of a felony False

First Name:	John
Last Name:	Ittu
Phone:	410-643-5997
Email	johnittu@gmail.com
Street Address:	610 Raleigh Ave.
City	Carolina Beach
Province/State	NC
Postal/Zip Code	28428
Please choose the Board/Committee you are applying for	Planning and Zoning
Length of Residency	3yrs 7 months
Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.	Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
Are you available for:	Are you available for:
Evening Meetings	True
Daytime Meetings	True
Employment Status	
Employer if applicable	
Occupational Background	Retired in 2010 From Sears Holdings Corp. with 36 years service in various regional manager positions.
Educational Background	Bachelor's Degree in Business Management from Madison University
Reason for Applying	Interested in working in a volunteer position to better understand and improve the community.
Relevant Experience	Current Member and Secretary of the Operations Advisory Committee
Community Involvement:	volunteer with Island Men
Please indicate if any of the following are true:	Please indicate if any of the following are true:
You are a property owner within the community	True
You or a family member is the owner of a local business in the community	False
You have been convicted of a felony	False
Date Received	04/16/18

First Name: Lisa
Last Name: Jones
Phone: 9105084475
Email beachycleancb@gmail.com
Street Address: 807-1 Kenneth ave
City Carolina Beach
Province/State Nc
Postal/Zip Code 28428
Please choose the Board/Committee you are applying for Planning and Zoning
Length of Residency 10 years
Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings. Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
Are you available for: Are you available for:
Evening Meetings True
Daytime Meetings True
Employment Status
Employer if applicable
Occupational Background Business owner for nearly 4 years (beachy clean)
Educational Background Undergrad Psychology George Mason University
Masters in Education
Reason for Applying The committee for burying power lines
Relevant Experience None
Community Involvement: Assist people in the community who don't have enough food, clothing, etc. I have a non-profit idea in the works to help our community.
Please indicate if any of the following are true: Please indicate if any of the following are true:
You are a property owner within the community True
You or a family member is the owner of a local business in the community True
You have been convicted of a felony False
Date Received 12/13/2018

First Name: Melanie
Last Name: Boswell
Phone: 910-622-0140
Email melanie.boswell01@gmail.com
Street Address: 107 Island Palms Drive
City Carolina Beach
Province/State NC
Postal/Zip Code 28428
Please choose the Board/Committee you are applying for Planning and Zoning
Length of Residency 7 years
Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings. Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
Are you available for: Are you available for:
Evening Meetings True
Daytime Meetings True
Employment Status
Employer if applicable
Occupational Background Licensed property and casualty and life insurance agent for 15 years. Prior to that management over 100+ employees
Educational Background High School graduate. College - Florida Atlantic University - Accounting Brooks Insurance School - Savannah, GA
Reason for Applying I want to serve my community. I feel that I would be an asset to the TOCB. I have the ability to do a great job in this role.
My background as a property and casualty agent and a flood specialist would make me a great asset to the P&Z board. I work with town maps daily. I know the town codes and CUPs. In 2017, I interviewed with Ed Parvin and Greg Reynolds. I also attended the Quasi-Judicial workshop at UNCW in 2017
Relevant Experience
Member of Police Advisory Committee Board member/victims liaison for Pleasure Island Disaster Relief Fund Founding member of Carolina Beach Longboard Club CBES PTO Surfrider Foundation Member of many local organizations and have been involved in many fundraisers at Pleasure Island and New Hanover County
Community Involvement:
Please indicate if any of the following are true: Please indicate if any of the following are true:
You are a property owner within the community True
You or a family member is the owner of a local business in the community False

You have been convicted of a felony	False
Date Received	05/15/18

Town of Carolina Beach Committee Application



Contact Information

Name	
Street Address	
City, State, ZIP Code	
Preferred Phone	
E-Mail Address	

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.

Previous Volunteer Experience

Summarize your previous volunteer experience.

Person to Notify in Case of Emergency

Name	
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)	
Signature	
Date	

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!





**Carolina Beach
BOARD APPLICATION**

BA-19-13

Received Date: May 6, 2019
Application Type: Police Advisory Committee

NAME: Lynn Barbee
LENGTH OF RESIDENCY: 48 years some as part timer

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 held increasing levels of management in the technology space. Currently CIO for Atlantic Packaging.

EDUCATIONAL BACKGROUND: Masters in Computer Science, University of Virginia
B.S. Computer Science, UNCW

REASON FOR APPLYING: I would like to be a liaison for the town on these issues.

RELEVANT EXPERIENCE: I am a HOA board member in Carolina Sands, I deal with many of the same issues on a smaller scale.

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

Town of Carolina Beach Committee Application



Contact Information

Name	
Street Address	
City, State, ZIP Code	
Preferred Phone	
E-Mail Address	

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.

Previous Volunteer Experience

Summarize your previous volunteer experience.

Person to Notify in Case of Emergency

Name	
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)	
Signature	
Date	

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!



First Name:	Joseph
Last Name:	White
Phone:	252-340-0531
Email	fy22jw1@hotmail.com
Street Address:	700-1 Elton ave
City	Carolina Beach
Province/State	NC
Postal/Zip Code	28428
Please choose the Board/Committee you are applying for	Police Advisory Committee
Length of Residency	7 Months Carolina Beach. 18 years in NC.
Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.	Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
Are you available for:	Are you available for:
Evening Meetings	True
Daytime Meetings	True
Employment Status	
Employer if applicable	
Occupational Background	25 Years Federal Department of Justice
Educational Background	BA Criminal Justice
Reason for Applying	To help make a difference
Relevant Experience	Over 27 years Law Enforcement experience. Retired GS-13 DOJ. High level managerial experience.
Community Involvement:	Would be my first.
Please indicate if any of the following are true:	Please indicate if any of the following are true:
You are a property owner within the community	True
You or a family member is the owner of a local business in the community	False
You have been convicted of a felony	False
Date Received	5/20/2018



AGENDA ITEM

Meeting: Regular Town Council - 09 Jul 2019

Prepared By: Ed Parvin

Department: Executive

Closed Session to Discuss a Personnel Matter in Accordance to NCGS 143-318.11(a)(6)

BACKGROUND:

Interim Manager Ed Parvin requested a closed session to discuss a personnel matter.

ACTION REQUESTED:

Motion to go into closed session to discuss a personnel matter in accordance to NCGS 143-318.11(a)(6).