



**CAROLINA BEACH**  
**Regular Town Council Meeting Agenda**  
**Tuesday, June 11, 2019 @ 6:30 PM**  
**Council Chambers**  
**1121 N. Lake Park Boulevard**  
**Carolina Beach, NC 28428**

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1. CALL MEETING TO ORDER WITH INVOCATION BY PASTOR DAN KECK WITH KURE LUTHERAN MEMORIAL FOLLOWED BY THE PLEDGE OF ALLEGIANCE	
2. ADOPT THE AGENDA	
3. CONSENT AGENDA	
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## AGENDA ITEM

Meeting: Regular Town Council - 11 Jun 2019

Prepared By: Debbie Hall

Department: Finance

### Annual Write-off of Outstanding Accounts Receivables

**BACKGROUND:** Council adopted a Utility Debt Write-off Policy on November 15, 2011. Per the policy, debt which has exceeded three years should be written off of the Town's financial accounting records. The legal obligation to pay the debt will still remain with the debtor even after an account has been written off. Debt of at least \$50 will be submitted to the Department of Revenue for debt set-off proceedings to continue collection efforts.

A copy of the Policy and the utility accounts which need to be written off are attached for your review as well as a Resolution which authorizes the write-off of these accounts.

**ACTION REQUESTED:** Approve Resolution #19-2204 to authorize the writing-off of uncollected utility accounts for a total write-off of \$23,281.08.

**ATTACHMENTS:** [Write-off Policy](#)  
[Resolution 19-2204 Write-off](#)  
[Write-off List](#)

Joel Macon  
*Mayor*

Lonnie Lashley  
*Councilman*

Bob Lewis  
*Councilman*



Pat Efird  
*Mayor Pro Tem*

Dan Wilcox  
*Councilman*

Timothy Owens  
*Town Manager*

## Town of Carolina Beach Policy for Write-Off of Uncollectible Accounts Receivables

### **Purpose:**

This policy's purpose is to establish uniform guidelines for determining delinquent accounts receivable which should be considered as ultimately uncollectible debts and to establish proper authorization for accounting entries to remove such receivables from Town assets. The desired end result is to have a fairly presented valuation of accounts receivable in the Town of Carolina Beaches' financial statements.

### **Scope:**

This policy applies to all accounts receivables of the Town of Carolina Beach excluding special assessments. Write-offs of assessments are governed by state statute.

### **Criteria:**

The Finance Department is responsible for ensuring that all requests for the write off of uncollectible accounts receivable are compliant with this policy. Documentation will be maintained by the Finance Department and will be readily available for audit. Once the list is prepared it is submitted to the Manager for presentation to Town Council for approval at an official meeting, preferably annually.

The Town of Carolina Beach recommends that uncollectible accounts receivable be written off the Town's financial accounting records when all collection procedures allowed by law have been conducted without results or if the Town deems an account receivable to be uncollectible when one or more of the following circumstances exists.

1. Expired statute of limitations: Debt has exceeded three-years or other applicable statutory limitation
2. Bankruptcy: Account has been discharged through bankruptcy court
3. Deceased: Debtor is deceased with no estate
4. Court Refuses Judgment: The debt cannot be substantiated in court
5. Unjustifiable Cost: Amount of uncollectible debt is less than \$50 or the cost of collection would exceed recoverable amount



6. Untraceable: Where customer has provided false identification, left the country, or otherwise cannot be located and/or a correct identity cannot be established

Accounts receivables due from individuals of at least \$50 will be submitted to the Department of Revenue for debt setoff debt proceedings at least once prior to write off. After an accounts receivable (or account) has been written off, continued collection efforts shall supplement G.S. 105A Setoff Debt collection for a period equivalent to the statute of limitations.

Uncollectible accounts receivables will be written off the Town's financial accounting records and no longer be recognized as collectible for financial reporting purposes; however, the legal obligation to pay the debt will still remain. The record of the debt will be retained in the customer information database until the amount owing has been collected. The names of all new customers applying for service with the Town will be researched and any customers found to be owing past due amounts, whether currently outstanding or written off in the past, must remit in full before new service will be established.

Once the list is approved by Town Council the Finance Department will make the necessary adjusting journal entries to write off the uncollectible balance, with notices given to effected departments with regards to future collection of debt by existing customers.

11/15/2011  
Policy Adoption Date



**Resolution # 19-2204**

**Town of Carolina Beach to Write-Off  
Certain Uncollectible Utility Accounts**

WHEREAS, The Town of Carolina Beach has adopted a policy to review and write off uncollectible accounts; and

WHEREAS, The Finance Officer has determined that a list of utility accounts totaling \$23,281.08 which is attached hereto and made a part hereof by reference should be written off as bad debt; and

WHEREAS, diligent efforts have already been made to collect the amounts shown on the attached list; however, said accounts are uncollected and further efforts at collect are not possible either due to statutory limits or not being cost effective and

WHEREAS, the Finance Director and Town Manager met and reviewed the listing and recommends writing off said accounts as bad debt; and

WHEREAS, continuing to include such amounts in the financial records of the Town could result in a distorted balance sheet;

NOW THEREFORE, BE IT HEREBY RESOLVED THAT:

The Town of Carolina Beach direct the Finance Director to write off the accounts shown on the attached list totaling \$23,281.08 as uncollectible bad debts in the financial records of the Town of Carolina Beach.

The Town does not waive any rights it may have to collect any of the attached accounts receivable in the future.

Adopted by the Town of Carolina Beach Town Council on the 11th day of June 2019.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Mayor

Annual Write-off of Outstanding Accounts Receivables			
Account Num	Service Address	Acct Status	TotalBal
001-0000460-1	413 CAR BCH AVE N	Balance	692.74
001-0000461-1	413 CAR BCH AVE N	Balance	142.86
001-0001460-3	1005 CAR BCH AVE N #2 REEFS	Balance	37.38
001-0002400-1	1508 CAR BCH AVE N	Balance	66.25
001-0002530-1	SUNSKIPPER E8	InActive	497.75
001-0002650-1	SUNSKIPPER D11	Balance	631.57
002-0000197-1	814 CANAL DR.	Balance	19.74
002-0000375-1	1315 CANAL DR.	Balance	627.18
002-0000380-1	1317 CANAL DR.	Balance	207.70
002-0000380-2	1317 CANAL DR.	Balance	334.96
002-0000615-9	106 FLORIDA AVE.	Balance	112.49
002-0000690-1	221 GEORGIA AVE.	Balance	1768.22
002-0000775-4	200 GEORGIA AVE.	Balance	311.34
002-0000845-5	119 VIRGINIA AVE.	Balance	258.41
002-0001380-1	810 CANAL DR.	Balance	147.30
002-0001474-2	614 CANAL DR.	Balance	127.19
002-0001693-1	6 HARPER AVE UNIT 2 (OLD 8 HARPER AVE, SNAK SHAK)	Balance	371.96
003-0001371-4	916 B WHITE CAPS LANE	Balance	146.35
003-0001556-4	920 SALTWATER LANE	Balance	290.28
003-0001702-1	931 SEARIDGE LANE	Balance	211.63
003-0002140-1	309 SEAFARER DRIVE - GARAGE	Balance	47.86
004-0000110-1	406 CAPE FEAR BLVD.	Balance	1196.31
004-0000180-7	204 CAPE FEAR BLVD.	Balance	66.25
004-0000635-3	413 RALEIGH AVENUE	Balance	12.57
004-0000655-5	412 RALEIGH AVENUE	Balance	20.38
004-0000895-6	210 B HARPER AVENUE	Balance	137.18
004-0001145-2	401 HARPER AVENUE	Balance	114.60
004-0001363-4	180 OLDE MARINERS WAY	Balance	88.63
004-0001435-2	617 ROCKY MOUNT AVENUE	Balance	269.56
004-0001710-2	304 LUMBERTON AVENUE	Balance	348.13
004-0001835-3	300 N LAKE PARK BLVD	Balance	2578.43
005-0000021-1	206 LUMBERTON AVENUE	Balance	187.50
005-0000230-4	211 GOLDSBORO AVENUE	Balance	66.25
005-0000455-1	407 BEECH COURT	Balance	66.25
005-0000540-3	112 WINNER AVENUE	Balance	0.17
005-0004470-2	908 A OLD DOW ROAD	Balance	84.15
005-0004781-3	706 B ELTON AVE (OLD 804 BLANCHE)	Balance	2.68
005-0005570-1	1003 H BENNETT LANE	Balance	720.82

005-0005635-3	112 ISLAND MIMOSA DRIVE	Balance	155.00
005-0008975-1	317 HAMLET AVENUE	Balance	138.69
005-0011575-2	203 HAMLET AVENUE	Balance	31.13
006-0000250-1	302 S 5TH STREET	Balance	1421.07
006-0000315-2	802 FAYETTEVILLE AVENUE	Balance	128.68
006-0000512-3	219 ATLANTA AVE UNIT 1B	Balance	930.43
006-0000889-9	312 A COLUMBIA AVENUE	Balance	35.81
006-0000935-4	317 COLUMBIA AVENUE	Balance	44.97
006-0001132-1	313 B BIRMINGHAM AVE	Balance	142.92
006-0001646-2	504 A SPARTANBURG AVENUE	Balance	24.00
006-0001685-4	312 SPARTANBURG AVENUE	Balance	1.37
006-0001845-3	418 A GREENVILLE AVENUE	Balance	117.73
006-0001902-2	900 S 6TH STREET (OLD 601 SPARTANBU	InActive	1879.91
006-0001917-4	902 B S 5TH STREET	Balance	118.36
007-0000105-3	300 G SPENCER FARLOW	Balance	33.50
007-0000332-6	201 SILVER SLOOP WAY	Balance	21.42
007-0000470-1	1503 DRILL SHELL LANE	InActive	66.25
007-0000830-10	501 PENINSULA DRIVE	Balance	66.26
007-0001170-4	215 PENINSULA DRIVE	Balance	46.37
007-0001610-1	414 LEWIS DRIVE (OLD 412 LEWIS)	InActive	2288.15
007-0002500-4	108 LIGHTHOUSE DRIVE	Balance	29.58
008-0000686-1	SALTY HAMMOCKS A 5	Balance	37.32
008-0000835-1	1510 S LAKE PARK BLVD.	Balance	259.28
008-0001251-3	1612 S LAKE PARK BLVD.	Balance	54.57
008-0001783-1	1105 B BOWFIN LANE	Balance	51.02
008-0001950-6	1216 BOWFIN LANE	Balance	85.47
008-0004024-7	1113 A MACKEREL LANE	Balance	171.43
008-0004090-4	1118 A BONITO LANE	Balance	245.78
008-0005201-3	1405 B SWORDFISH LANE	Balance	30.59
008-0005201-4	1405 B SWORDFISH LANE	Balance	72.87
008-0005701-5	1512 A SWORDFISH LANE	Balance	68.92
008-0006376-6	1606 BONITO LANE	Balance	61.83
008-0006423-1	1605 BONITO LANE	Balance	750.70
008-0006526-5	1520 BONITO LANE	InActive	35.09
008-0007950-4	1622 PINFISH LANE	Balance	110.67
008-0008325-6	1519 PINFISH LANE	Balance	209.33
008-0009028-1	1305 CROAKER LANE	Balance	83.75
050-0000002-1	HYDRANT METER	Balance	219.84
	<b>Total Write-offs</b>		<b>\$ 23,281.08</b>



## AGENDA ITEM

Meeting: Regular Town Council - 11 Jun 2019

Prepared By: Debbie Hall

Department: Finance

### Approve Kure Beach & Fort Fisher Aquarium Sewer Rates

**BACKGROUND:**

The Kure Beach Sewer Authority met on May 13, 2019 and accepted the proposed rates. The new monthly rates to be adopted by Council for Kure Beach are:

\$14,352.78 - Fixed Rate

\$ 5,097.74 - Capital Recovery Rate

1.1247 - Variable Rate

The audited numbers used for Kure Beach are also used to set the sewer rate for the NC Aquarium at Fort Fisher. The new monthly rate for the Aquarium is:

\$ 626.42 - Fixed Rate

**ACTION REQUESTED:**

Approve Kure Beach and NC Aquarium at Fort Fisher sewer rates which are retroactive to July 1, 2018.

**ATTACHMENTS:**

[New Kure Beach Rates](#)

[New Fort Fisher Aquarium Rates](#)

## KURE BEACH RATE COMPARISON

Rate Type	Current Rate	New Rate	Monthly Increase/Decrease
Fixed Rate	12,234.87	14,352.78	2,117.91
Capital Recovery Debt	4,897.16	5,097.74	200.58
Variable Rate	8,093.96	10,011.60	1,917.64 *
Per 1000 gallon rate	0.7254	1.1247	0.3993

Rate Type	Current Rate	New Rate	Annual Increase/Decrease
Fixed Rate	146,818.47	172,233.41	25,414.94
Capital Recovery Debt	58,765.89	61,172.83	2,406.94
Variable Rate	97,127.58	120,139.24	23,011.66 **
<b>Total Estimated Annual Increase/Decrease</b>			<b><u>50,833.54</u></b>

\*Monthly Average Based on last fiscal year's flows  
 \*\*Annual Change Based on last fiscal year's flows

**WASTE WATER TREATMENT RATE DETERMINATION for KURE BEACH  
FY 2018-2019 Rate Structure**

**FLOW PERIOD 7/1/17 TO 6/30/18**

**Rate Calculation and Summary**

*Monthly Fixed Cost*

**Actual Sewerage Flows:**

Annual Flow from Carolina Beach	296,467,800
Annual Flow from Kure Beach	<u>106,821,200</u>
Total Flow at WWTP	403,289,000
(a) Average Annual Flow by Kure Beach	26.488%

**Percentage Allocation of Total Flow:**

Total Flow allocated to Kure Beach	727,784	GPD
Total NPDES permitted plant model period	3	MGD
(b) Percentage of flow allocated to Kure Beach	24.259467%	

(c) Fixed Operations Costs from (page 2)	650,243.96
(d) Fixed Capital Recovery Debt Costs from (page 1)	252,160.66

	Annual	Monthly
<b>Fixed Rate for Kure Beach Fixed Operations Costs (c x a)</b>	<b>\$ 172,233.41</b>	<b>\$ 14,352.78</b>
<b>Fixed Rate for Kure Beach Capital Recovery Debt Costs (d x b)</b>	<b>\$ 61,172.83</b>	<b>\$ 5,097.74</b>
<b>Total Fixed Rate for Kure Beach (1)</b>	<b>\$ 233,406.24</b>	<b>\$ 19,450.52</b>

Gallonge Rate from Variable Costs

(e) Total Variable Costs from page 2	\$ 453,569.45
(f) Total Sewage Flow for the period	403,289,000
(g) Variable Costs per gallon (e ÷ f)	0.0011246760
(h) Total Sewage Flow from Kure Beach	106,821,200

	Annual	Monthly
<b>Total Annual gallonge costs to Kure Beach based on actual flows for period (g x h) (2)</b>	<b>\$ 120,139.24</b>	<b>\$ 10,011.60</b>
<b>Variable Rate per 1000 gallons for Kure Beach</b>	<b>\$ 1.1247</b>	

	Annual	Monthly
<b>Estimated Treatment Costs for Kure Beach (1 + 2)</b>	<b>\$ 353,545.48</b>	<b>\$ 29,462.12</b>



WASTE WATER TREATMENT RATE DETERMINATION for KURE BEACH  
FY 2018-2019 Rate Structure

FLOW PERIOD 7/1/17 TO 6/30/18

ADMINISTRATION TOTALS	TREAT %	APPLIED COSTS	FIXED COSTS	VARIABLE COSTS	TOTAL	DEPRECIATED CAPITAL	FIXED %
SALARIES	15%	\$ 262,135.91	\$ 39,320.39	-	\$ 39,320.39		100%
FICA	15%	\$ 20,053.40	\$ 3,008.01	-	\$ 3,008.01		100%
GROUP INSURANCE	15%	\$ 28,152.46	\$ 4,222.87	-	\$ 4,222.87		100%
RETIREMENT	15%	\$ 19,660.19	\$ 2,949.03	-	\$ 2,949.03		100%
TRAVEL/TRAINING	15%	\$ 809.08	\$ 121.36	-	\$ 121.36		100%
M&R EQUIP	5%	\$ -	\$ -	-	\$ -		50%
M&R Software	5%	\$ -	\$ -	-	\$ -		50%
PROFESSIONAL SERVICES	5%	\$ 9,550.00	\$ 238.75	\$ 238.75	\$ 477.50		50%
INSURANCE, BONDS	18.13%	\$ -	\$ -	-	\$ -		100%
CAP PROJECTS EQUIP	5%	\$ -	\$ -	-	\$ -		50%
Notes Pymt for new Town Hall 5.17% 20YR ('03) Final Pymt 7/2019	37.25%	\$ 114,901.14	\$ 42,800.67	-	\$ 42,800.67	\$ 1,411,505	100%
ADMINISTRATION TOTALS		\$ 455,262.18	\$ 92,661.08	\$ 238.75	\$ 92,899.83		
LESS CAPITAL RECOVERY AMOUNTS							
CAPITAL RECOVERY DEBT (w/beginning year)							
Notes Pymt- WWTP UPGRADE REVENUE BONDS 25 YR ('16)	100%	\$ 64,947.05	\$ 64,947.05	-	\$ 64,947.05	\$ 1,303,676	100%
Notes Pymt - WWTP UPGRADE 4.09% 15 yr ('03) Final Pymt 6/2018	100%	\$ 187,213.61	\$ 187,213.61	-	\$ 187,213.61	\$ 1,303,676	100%
<b>Total Capital Recovery Debt</b>			\$ 252,160.66				



**WASTE WATER TREATMENT RATE DETERMINATION for KURE BEACH  
FY 2018-2019 Rate Structure**

**FLOW PERIOD 7/1/17 TO 6/30/18**

TREATMENT OPERATIONS	FIXED COSTS	VARIBALE COSTS	TOTAL	FIXED %	VAR %
SALARIES	236,645.62	-	236,645.62	100.00%	0%
OVERTIME	1,242.17	-	1,242.17	100.00%	0%
FICA TAXES	17,430.70	-	17,430.70	100.00%	0%
GROUP INS	38,681.76	-	38,681.76	100.00%	0%
RETIREMENT	31,773.77	-	31,773.77	100.00%	0%
401K Match	4,248.23	-	4,248.23	100.00%	0%
UNIFORMS	1,814.08	-	1,814.08	100.00%	0%
WORKMANS COMP	5,682.68	-	5,682.68	100.00%	0%
UNEMPLOYMENT	-	-	-	100.00%	0%
PHONES/CELLPHONES/DATA	6,159.60	-	6,159.60	100.00%	0%
ELECTRIC	-	120,600.41	120,600.41	0%	100%
TRAVEL	2,406.88	-	2,406.88	100%	0%
M&R BUILDINGS	5,007.61	-	5,007.61	100%	0%
M&R EQUIPMENT	9,949.16	9,949.16	19,898.31	50%	50%
M&R GROUND	7,011.49	7,011.49	14,022.97	50%	50%
M&R COMPUTERS	2,044.46	2,044.46	4,088.92	50%	50%
MAINTENANCE FLEET/CAPITAL OUTLAY					
a). OPERATIONAL EXPENSE FOR WWTP (813)	2,193.65	2,193.65	4,387.29	50%	50%
b). CAPITAL OUTLAY (PROJECT FUND)	-	-	-	50%	50%
CHEMICALS	-	43,211.27	43,211.27	0%	100%
SUPPLIES	1,440.08	1,440.08	2,880.15	50%	50%
SMALL TOOLS	204.67	204.67	409.34	50%	50%
CONTRACT SERVICES	-	142,587.49	142,587.49	0%	100%
PROFESSIONAL SERVICES	-	18,956.76	18,956.76	0%	100%
PLANT RENOVATION	36,684.83	-	36,684.83	100%	0%
RENTAL OF PROPERTY	11,274.69	-	11,274.69	100%	0%
LIABILITY INSURANCE	20,644.00	-	20,644.00	100%	0%
DUES & SUBSCRIPTIONS	-	-	-	100%	0%
PERMITS & FEES	5,036.36	-	5,036.36	100%	0%
PPE & SAFETY EQUIPMENT	4,875.13	-	4,875.13	100%	0%
CAPITAL PROJECTS EQUIP	105,131.28	105,131.28	210,262.55	50%	50%
<b>TOTAL OPERATIONS COSTS</b>	<b>557,582.88</b>	<b>453,330.70</b>	<b>1,010,913.57</b>		
<b>TOTAL ADMINSTRATIVE COSTS</b>	<b>92,661.08</b>	<b>238.75</b>	<b>92,899.83</b>		
<b>TOTAL APPLIED COSTS</b>	<b>650,243.96</b>	<b>453,569.45</b>	<b>1,103,813.40</b>		

Waste Water Treated				
FLOW PERIOD 7/1/17 TO 6/30/18				
Month	Carolina Beach Flow	Kure Beach Flow	Total Flow	KB's Mthly % of Total Flow
Jul-17	33,636,500	15,370,500	49,007,000	31.36%
Aug-17	39,335,300	13,946,700	53,282,000	26.18%
Sep-17	35,036,400	13,888,600	48,925,000	28.39%
Oct-17	20,730,700	9,784,300	30,515,000	32.06%
Nov-17	15,962,800	8,481,200	24,444,000	34.70%
Dec-17	16,890,600	6,702,400	23,593,000	28.41%
Jan-18	19,125,300	6,931,700	26,057,000	26.60%
Feb-18	19,737,700	3,757,300	23,495,000	15.99%
Mar-18	20,429,200	5,705,800	26,135,000	21.83%
Apr-18	21,445,300	4,518,700	25,964,000	17.40%
May-18	26,583,500	6,597,500	33,181,000	19.88%
Jun-18	27,554,500	11,136,500	38,691,000	28.78%
	<b>296,467,800</b>	<b>106,821,200</b>	<b>403,289,000</b>	<b>26.49%</b>

Kure Beach flow was decreased 27,080,500 gallons in FY17-178

PRIOR YEAR FLOW				
Waste Water Treated				
FLOW PERIOD 7/1/16 TO 6/30/17				
Month	Carolina Beach Flow	Kure Beach Flow	Total Flow	KB's Mthly % of Total Flow
Jul-16	34,568,700	17,525,300	52,094,000	33.64%
Aug-16	29,947,600	14,515,400	44,463,000	32.65%
Sep-16	45,063,000	20,808,000	65,871,000	31.59%
Oct-16	37,900,800	16,385,200	54,286,000	30.18%
Nov-16	27,122,300	10,340,800	37,463,100	27.60%
Dec-16	25,664,400	11,142,600	36,807,000	30.27%
Jan-17	28,577,200	2,598,800	31,176,000	8.34%
Feb-17	19,681,800	3,379,200	23,061,000	14.65%
Mar-17	22,872,200	4,505,800	27,378,000	16.46%
Apr-17	31,073,300	9,658,700	40,732,000	23.71%
May-17	31,599,300	9,560,700	41,160,000	23.23%
Jun-17	31,140,800	13,481,200	44,622,000	30.21%
	<b>365,211,400</b>	<b>133,901,700</b>	<b>499,113,100</b>	<b>26.83%</b>

Variance between  
 FY16/17 and FY17/18  
 Usage

(68,743,600)	(27,080,500)	(95,824,100)
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**Kure Beach Rates and Fees  
July 2018-2019  
Based On Audited Numbers**

Month	Monthly Usage	Rate Paid	Actual Rate	Difference		Fixed Operation		Difference		Capital Recovery		Difference		Total Difference for Month
				In	Gallon Cost	Cost Paid	Actual Rate	In	Rates	Cost Paid	Actual Rate	In	Rates	
Jul-18	14,645,200	0.7254	1.1247	-0.3993	5,847.83	12,234.87	14,352.78	2,117.91	4,897.16	5,097.74	200.58	8,166.32		
Jul-18	3,970	0.3627	0.5624		0.79									
Aug-18	15,197,000	0.7254	1.1247	-0.3993	6,068.16	12,234.87	14,352.78	2,117.91	4,897.16	5,097.74	200.58	8,386.65		
Sep-18	15,372,000	0.7254	1.1247	-0.3993	6,138.04	12,234.87	14,352.78	2,117.91	4,897.16	5,097.74	200.58	8,456.53		
Oct-18	10,403,000	0.7254	1.1247	-0.3993	4,153.92	12,234.87	14,352.78	2,117.91	4,897.16	5,097.74	200.58	6,472.41		
Nov-18	7,650,000	0.7254	1.1247	-0.3993	3,054.65	12,234.87	14,352.78	2,117.91	4,897.16	5,097.74	200.58	5,373.14		
Dec-18	11,028,500	0.7254	1.1247	-0.3993	4,403.68	12,234.87	14,352.78	2,117.91	4,897.16	5,097.74	200.58	6,722.17		
Jan-19	8,660,700	0.7254	1.1247	-0.3993	3,458.22	12,234.87	14,352.78	2,117.91	4,897.16	5,097.74	200.58	5,776.71		
Feb-19	4,990,200	0.7254	1.1247	-0.3993	1,992.59	12,234.87	14,352.78	2,117.91	4,897.16	5,097.74	200.58	4,311.08		
Mar-19	5,683,900	0.7254	1.1247	-0.3993	2,269.58	12,234.84	14,352.78	2,117.94	4,897.16	5,097.74	200.58	4,588.10		
Apr-19				0	0.00			0.00			0.00	0.00		
May-19				0	0.00			0.00			0.00	0.00		
Jun-19				0	0.00			0.00			0.00	0.00		
Jul-19														
Totals	93,634,470				37,387.45			19,061.22			1,805.22	58,253.10		

Total Due to/from Kure Beach Jul 2017 Through Mar 2018      \$ 58,253.10

Bill Adjustments

### RATE COMPARISON

Rate Type	Current Rate	New Rate	Monthly Increase/Decrease
Fixed Rate	379.89	451.38	71.49
Capital Recovery	168.15	175.04	6.89
Totals	548.04	626.42	78.38

Rate Type	Current Rate	New Rate	Annual Increase/Decrease
Fixed Rate	4,558.67	5,416.53	857.86
Capital Recovery	2,017.85	2,100.50	82.65
Totals	6,576.52	7,517.03	940.51



**WASTE WATER TREATMENT RATE DETERMINATION for NC AQUARIUM at FORT FISHER  
FY 2018-2019 Rate Structure**

FLOW PERIOD 7/1/17 TO 6/30/18

PAGE 3

**Rate Calculation and Summary**

*Monthly Fixed Cost*

Actual Sewerage Flows:

Annual Flow from Carolina Beach	296,467,800	
Annual Flow from Kure Beach	106,821,200	
Projected Annual Flow from NC Aquarium	7,300,000	(Based on 80% of allocated flow)
Total Flow at WWTP	403,289,000	
Average Annual Flow by Kure Beach	26.488%	

Percentage Allocation of Total Flow:

Total Flow allocated to Kure Beach	727,784 GPD
Total NPDES permitted plant model period	3 MGD
Percentage of flow allocated to Kure Beach	24.259467%
Total Flow allocated to NC Aquarium	25,000 GPD

Percentage of flow allocated to NC Aquarium	0.8330%
TOTAL flow % allocated to Kure Bch/NC Aquarium	25.092467%

Fixed Operations Costs from page 2	650,243.96
Fixed Capital Recovery Costs from page 1	252,160.66

	Annual	Monthly
<b>Fixed Operations Costs</b>	\$ 650,243.96	
<b>Fixed % Rate for Fixed Operations Costs</b>	<u>0.8330%</u>	
<b>Annual Fixed Rate for NC Aquarium Fixed Operations Cost</b>	\$ 5,416.53	\$ 451.38
<b>Fixed Capital Recovery Costs</b>	\$ 252,160.66	
<b>Fixed % Rate for Capital Recovery Costs</b>	<u>0.8330%</u>	
<b>Annual Fixed Rate for NC Aquarium Capital Recovery Costs</b>	\$ 2,100.50	\$ 175.04
<b>Total Annual Fixed Operations &amp; Capital Recovery Costs for NC Aquarium</b>	\$ <u>7,517.03</u>	\$ <u>626.42</u>

*Gallorage Rate from Variable Costs - Not Applicable*

	Annual	Monthly
<b>Total Fixed Rate cost for NC Aquarium for Waterwater Treatment</b>	\$ <u>7,517.03</u>	\$ <u>626.42</u>

<i>Month</i>	<i>Year</i>	<i>Monthly Gallons</i>	<i>Amount Paid</i>	<i>Adjusted Amount Due to Audit</i>	<i>Difference</i>
July	2018	No Data	548.04	626.42	78.38
August	2018	No Data	548.04	626.42	78.38
September	2018	No Data	548.04	626.42	78.38
October	2018	No Data	548.04	626.42	78.38
November	2018	No Data	548.04	626.42	78.38
December	2018	No Data	548.04	626.42	78.38
January	2019	No Data	548.04	626.42	78.38
February	2019	No Data	548.04	626.42	78.38
March	2019	No Data	548.04	626.42	78.38
April	2019	No Data			0.00
May					0.00
June					0.00
<b>Total Due for 2018/2019</b>		0			705.42

**Total Due from Aquarium** \$ 705.42



## AGENDA ITEM

Meeting: Regular Town Council - 11 Jun 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 \$136 from account 10-491-014 Planning Travel & Training to account 10-491-045 Planning Contract Services to purchase of Bluebeam plan review software that allows the building inspector to review plans digitally and make notations and comments on the plans.

Transfer \$11,500 from account 10-570-046 Parking Professional Service to account 10-630-046 Beach Maintenance Professional Services to cover Freeman Park management fees for March through June.

Transfer \$1,300 from account 10-430-012 Clerk Printing & Publishing to account 10-510-016 Police Maintenance & Repair Equipment to cover cost of equipment needed to make Boardwalk Camera system fully functional.

Transfer \$9,000 from account 10-630-002 Beach Maintenance Wages and \$1,000 from account 10-510-040 Police Crime Prevention/Dare to 10-420-022 Executive Maintenance & Repair Computers to cover the cost of the Police Department server which failed.

Transfer \$4,994.98 from account 10-510-009 Police Workman's Compensation and \$818.27 Environmental Workman's Compensation to account 10-450-045 Human Resources Contract Services to cover cost of the OPEB (Other Post Employee Benefits) valuation needed for the annual Financial Audit.

**BUDGET IMPACT:** No budget impact.

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

**ATTACHMENTS:** [Budget Transfers 6.11.2019](#)



**Debbie Hall**

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**Subject:** FW: Transfer

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**From:** Jeremy Hardison  
**Sent:** Friday, May 17, 2019 3:03 PM  
**To:** Debbie Hall <debbie.hall@carolinabeach.org>  
**Cc:** Andrea Deopp-Norris <andrea.deopp-norris@carolinabeach.org>  
**Subject:** Transfer

Hi Debbie,

Please transfer \$136.00 to 10-491-045 out of 10-491-014 travel and training to cover the purchase of Bluebeam.

Thanks,

Jeremy Hardison  
Planning Director  
1121 N. Lake Park  
Carolina Beach NC  
910 458 2991

**Debbie Hall**

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**From:** Sheila Nicholson  
**Sent:** Thursday, May 16, 2019 4:31 PM  
**To:** Debbie Hall  
**Cc:** Lucky Narain  
**Subject:** Budget Transfer Request for FP management fees

Funds are needed to cover March through June 2019 Freeman Park management fees. To cover the shortage, please process the following transfer:

\$ 11,500 from 10-570-046 to 10-630-046

If you have any questions or need more details, please let me know.

Thanks!

*Sheila P. Nicholson*

Administrative Assistant to the Town Manager  
Town of Carolina Beach  
[sheila.nicholson@carolinabeach.org](mailto:sheila.nicholson@carolinabeach.org)  
(910)458-2995

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**Debbie Hall**

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**From:** Sheila Nicholson  
**Sent:** Thursday, May 16, 2019 3:39 PM  
**To:** Debbie Hall  
**Subject:** CORRECTION-FW: Budget Transfer request to fund replacement equipment at BW Camera System

Debbie,  
The Boardwalk Camera system needs one replacement camera (#G) and new data storage equipment installed to make the system fully functional. To cover part of this cost, please transfer funds as follows:

- Transfer \$ 1,300 from 10-430-012 to 10-510-016

If you have any questions or need more info, just let me know.

Thanks!

*Sheila P. Nicholson*

Administrative Assistant to the Town Manager  
Town of Carolina Beach  
[sheila.nicholson@carolinabeach.org](mailto:sheila.nicholson@carolinabeach.org)  
(910)458-2995

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**Debbie Hall**

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**From:** Sheila Nicholson  
**Sent:** Thursday, May 16, 2019 2:50 PM  
**To:** Debbie Hall  
**Cc:** Lucky Narain; Chris Spivey  
**Subject:** CORRECTION- Transfer Request to cover cost of failed PD server equipment

Debbie,  
The police department server equipment had a complete/permanent failure 5/13/19. The estimated cost for replacement (including equipment and labor) is \$10,000. The 10-420-022 fund does not currently have funds available to cover this cost. To cover this shortage, please make the following transfers:

\$ 9,000 from 10-630-002 to 10-420-022  
\$ 1,000 from 10-510-040 to 10-420-022

If you have any questions or need more info, just let me know.

Thank you,

*Sheila P. Nicholson*

Administrative Assistant to the Town Manager  
Town of Carolina Beach  
[sheila.nicholson@carolinabeach.org](mailto:sheila.nicholson@carolinabeach.org)  
(910)458-2995

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**Debbie Hall**

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**From:** Holly Brooks  
**Sent:** Tuesday, May 14, 2019 11:19 AM  
**To:** Debbie Hall  
**Subject:** Budget Transfer Request

Debbie, I am requesting the following budget transfer in order to pay Cavanaugh Macdonald's invoice for performing the OPEB valuation this year, instead of waiting until next fiscal year to pay it.

There are sufficient funds remaining in the Work Comp premium category to cover this invoice.

Please transfer from:

10-510-009	\$4,994.98
10-500-009	<u>\$818.27</u>
	\$5,813.25

Please transfer to:

10-450-045	\$5,813.25
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I will put in the Purchase Order to pay Cavanaugh Macdonald.

Thank you for your assistance.

Holly Brooks, SHRM-SCP, IPMA-SCP, MESH-PS  
Director of Human Resources  
Town of Carolina Beach  
910-458-9530



## **AGENDA ITEM**

Meeting: Regular Town Council - 11 Jun 2019

Prepared By: Jeremy Hardison

Department: Planning

**Consider setting a Public Hearing for July 9, 2019 at 6:30 PM  
for a Conditional Use Permit that consist of a 6 unit  
Townhome with a swimming pool located at 409, 411 and 413  
Carolina Beach Ave N. Owners: ERS Investments LLC**

## CAROLINA BEACH

Regular Town Council Minutes  
Tuesday, May 14, 2019 @ 6:30 PM  
Council Chambers  
1121 N. Lake Park Boulevard  
Carolina Beach, NC 28428

### ASSEMBLY

The Town of Carolina Beach Regular Town Council meeting was held on Tuesday, May 14, 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 WITH THE INVOCATION GIVEN BY PASTOR MATTHEW LAPPIN WITH CAROLINA COAST VINEYARD CHURCH, CAROLINA BEACH FOLLOWED BY THE PLEDGE OF ALLEGIANCE**

**2. ADOPT THE AGENDA**

**ACTION:** Motion to adopt the agenda.

Motion: Joe Benson

Vote: UNANIMOUS

**3. CONSENT AGENDA**

a. The following items were approved under the consent agenda:

Consider setting a Public Hearing for June 11, 2019 at 6:30 PM to consider a Conditional Use Permit for Superior Automotive to add three automotive bays located at 109 Sumter Ave, 107 Sumter Ave and 105 S. Second St. Applicant: Maltba Inc, Mike Maltba

Budget amendments and transfers as presented by the Finance Director.

Meeting minutes from April 8, 23, and 30, 2019.

Council Member Garza asked Mrs. Hall to explain the budget transfers that he requested to see. He mentioned that the numbers being presented did not match the numbers that he had gathered.

Mrs. Hall said she would double check the numbers.

Motion: Joe Benson

Vote: UNANIMOUS

#### 4. SPECIAL PRESENTATIONS

a. Citizens Academy Graduation

Chief Spivey recognized the first graduating class of the Citizen's Academy.

b. Presentation from the US Power Squadron recognizing Safe Boating Week as May 18-24, 2019

US Power Squadron Commander Ed Oeters read Proclamation 19-2201 that explained the importance of boater safety.

**ACTION:** Motion to adopt Proclamation 19-2201 proclaiming May 18-24, 2019 as National Safe Boating Week.

Motion: Joe Benson

Vote: UNANIMOUS

c. Special Events

Brenda Butler presented the May and June events.

Council Member Garza asked if the Manager would contact NCDOT and ask about using the variable message sign on Carolina Beach Road to warn drivers about the Jeep Go Topless event.

Council Member Garza recognized Paul Boroznoff for doing a great job running the Market at the Lake.

d. The MaryLynn Hardesty Teal Hearts 5K/10K

Brenda Butler briefed the event for September 22, 2019. Set up is from 5-7 pm. Race begins at 8:00 a.m.

**ACTION:** Motion to approve the MaryLynn Hardesty Teal Hearts 5k/10k.

Motion: Joe Benson

Vote: UNANIMOUS

e. Marketing Advisory Committee Budget Presentation

Miles Bielec presented the Marketing Advisory Committee budget.

**ACTION:** Motion to approve the Marketing Advisory Committee budget as presented.

Motion: Steve Shuttleworth

Vote: UNANIMOUS



f. Manager's Update

Lucky Narain gave an update on several topics.

Budget:

Mr. Narain called an emergency meeting with staff on Monday to cut the budget even more. He is going to be extremely conservative and cautious on the approach for hiring by only hiring public safety positions (police and fire).

Council Member Garza asked about the total number of budget transfers and asked Mrs. Hall to bring back an accurate dollar amount for transfers.

Council Member Pierce and Shuttleworth agreed they would like to see more detail on the budget transfers.

Council Member Shuttleworth explained that these transfers are not coming out of the fund balance, they are just being transferred from one line item to another in the general fund. The tenants need to understand how long they can expect to be displaced.

Marina Project - The projects are closing out except for the south and east side. They should receive engineer estimates by the end of next month.

Phase C and Harper Avenue are expected to go out for bid in the fall.

Council Member Shuttleworth said that FEMA had asked the Town to provide a repair cost as well as a replacement cost for the marina. The intent was to come in with a whole new bulkhead and not just a repair. He asked if there was a timeline to hear back from FEMA on that project. He wants to make sure the project is complete during the fall and winter months.

Mr. Parvin said that FEMA is requiring two engineer's estimates and he has been working with the engineer. One estimate is what it would cost to rebuild the wooden bulkhead, the other is what it would cost to duplicate what is on the west side which is steel and concrete. FEMA has a 428 program which encourages mitigation. The Town is hoping to get approved for this program so FEMA will go with the steel and concrete design. Under the 428, you only have one bite at the apple. You cannot go back and request additional funding. The engineer's estimate has to be accurate. It will probably be mid-July before staff will hear back from FEMA which would put construction out to late fall, early winter.

Council Member Garza asked Mr. Parvin to bring back discussions from the Harbor Commission meeting at the next workshop.

Council Member Pierce asked if the west side of the marina was complete.

Mr. Parvin said that there is still some work to do but it should be complete by the end of the month. There are 8 slips over there that will be leased out on a short term agreement. They will have to move out at the end of the season in order to move the boats from the east side to the

west when construction starts.

Council Member Pierce said that she would like to see the final policy on how the Town leases out slips.

Council Member Shuttleworth directed staff to come back to Council before they make any changes on how tenants rent out slips.

North End Project - staff is working on a plan to revise a plan to move forward with this project.

The Lake Dredge Project is on pause right now. The Town has contracted with an engineering company that will develop a plan that can be submitted to MOTSU. The plan should be completed by mid July.

Council Member Shuttleworth asked Mr. Narain for clarification on what plan is being developed.

Mr. Parvin explained that this is for the expansion of the headworks at the Waste Water Treatment Plant. The headworks is the entry to the Waste Water Treatment Plant process. It has to be elevated and it would take 20,000+ cubic yards of material. Staff would like to show the engineer's plan to MOTSU.

Council Member Shuttleworth mentioned that there was a Sewer Authority meeting on Monday and they discussed the headwall but staff mentioned that it was 18 months or more out. He added that he is only interested in hearing about the actual lake dredge. Is it moving forward or not and does the Town have permission to do so. The Town borrowed 1.4 million dollars for a specific project. He asked for staff to get a definitive answer.

Mayor Benson asked the Manager to reach out to MOTSU this week to ask for an expedited approval on that project. He mentioned that they are developing a standing committee that will meet on a regular basis once the Joint Land Use Study is complete.

Mr. Narain added that there are a couple of options to contemplate such as creating an island within the lake or building a barrier closer toward the road.

Mayor Benson asked the Manager to nuance it later but work on getting approval now.

Council Member Garza stated that this project should be the focus right now.

Mr. Narain said he would get them something this week.

Stormwater:

The first four priority projects are scheduled to be complete by July 1. Funding will have to be allocated for that. Priority number 5 is estimated to be complete next fall.

FEMA:

The Town is expecting to receive the first set of funds in June.

Mayor Benson asked if the Town could apply for FEMA funds for some of the stormwater projects.

Mr. Parvin replied that the timeline for requesting reimbursement has expired.

Council Member Shuttleworth asked if money had already been set aside for engineering of the stormwater projects.

Mr. Parvin replied that it had not.

g. Department Updates

Ed Parvin presented the Operations update.

Recycling on Freeman Park - Council had asked about recycling on Freeman Park. They could put the 96 gallon containers at the entrance to Freeman Park as early as June.

Council Member Garza suggested having a trailer for aluminum cans and the Town could collect revenue on recycling the cans.

Council Member Shuttleworth said he was in favor of that versus having the blue cans for recycling.

MPT Bridges stated that he read that Waste Industries is not actually recycling the material.

Mr. Parvin responded to the request for an air compressor for Freeman Park. Staff does not recommend this because it could back up traffic, would require a parking space, would compete with local businesses, it would be exposed to vandalism, and staff would have to establish who would service it.

Mr. Parvin reviewed the request from Council to look at getting rid of port-o-johns.

Council Member Pierce asked Ms. Butler to have events rent their own port-o-johns.

Mr. Parvin said that leasing out port-o-johns on Freeman Park creates a challenge because the local companies do not have trucks that can get out there.

Council Member Shuttleworth said that Council wants to get out of the Port-o-John business for events.

Mr. Hardison mentioned that Mr. Dan Wilcox had requested to have the Thursday night music events advertised on the billboard at the Food Lion Shopping Center. If anyone wants these type of ads, they should contact the Town Manager and he will coordinate with the sign company.

Council Member Garza asked if staff had reached out to Kevin Fritzing regarding the abandoned vessels in the harbor. He asked staff to put this on the next Council workshop.

Mr. Hardison presented a map that identifies Town properties that are available for purchase and also properties that the the Town leases.

Mr. Narain mentioned that he looked into what it would cost if the Town suspended parking meters after 6 pm. That would have an estimated loss of \$10,000 per day.

Council Member Pierce asked how he came up with those figures.

Mr. Narain responded that he based it off of the revenues that they have seen so far this year.

Council Member Shuttleworth gave numbers on what it would cost to waive the parking for residents. To date, the Town has sold 5,200 residential permits at \$20 each.

## 5. PUBLIC COMMENT

- a. Heather Arnold 917, 921 Carolina Sands read a letter about the Island Greenway written by her husband, Kenny stating his concerns about safety and security on the path. They are asking for signs that state the park is open from dawn to dusk.

Council Member Pierce said the bike/ped committee discussed it and took the advice of the Police Chief and Mr. Jerry Haire on not putting out signage.

Chief Spivey said that he met with the Arnold's and helped them identify landmark/reference points on the path should they need to call 911. He mentioned that they have only had 3 calls regarding the path.

Council Member Garza asked Mr. Stanberry to get some pricing for signs on the path.

Wayne Rouse 508 Monroe Avenue spoke about the 2 cent tax increase for green space. He said he was not sure that the Town needed to be in the real estate business other than for infrastructure. He mentioned 1710 Carolina Beach Avenue North and how the Town has not done anything with that lot. He suggested letting the voters decide on the tax increase.

Deb LeCompte 307 Charlotte said she feels that staff needs to get back to the infrastructure projects. She mentioned that the benches and swings on the boardwalk look terrible and some of the fish tiles are missing. She asked that Council put a priority on getting this cleaned up before Memorial Day.

Brian Stanberry replied that staff started working on these projects yesterday.

Council Member Pierce suggested starting these projects in March moving forward.

Fred Grady 608 Cape Fear Boulevard said that the Town purchased 1710 Carolina Beach Avenue North for \$200,000 and feels that the Town should sell it.

Council Member Shuttleworth asked the Manager to look into selling this property.

Ms. Fox reminded Council that there are legal procedures that the Town must follow in order to sell property.

## 6. PUBLIC HEARINGS

### a. Public Hearing on the FY 2019/2020 Budget

Mayor Benson said his goal for the budget was to get back on track with fund balance. He would like to see it get close to 30%. That is a benchmark.

Council Member Shuttleworth said he would like to see 50%. He would like to see that as the first item in the expenditures.

Mr. Narain stated that this has been a very tense time at Town Hall. He reviewed the non-profit funding requests. He is proposing to cut out the 5/10k races because the Town is not in the business for races.

He stated that once the Town receives the reimbursement from FEMA for Hurricane Florence, that will put the fund balance at 30%. He mentioned that Council wanted to tie a tax increase to an actual project, stating that his project is a 50% fund balance.

He is recommending a tax increase of 2 cents this year. With this increase, the Town will have a surplus of \$471,000 going back into the fund balance. In order to reach a 50% fund balance, you would need \$3 million. A 2 cent increase would not even get you half way there. The Town is operating extremely lean with no contingency funds and requests for projects continually come in. For example, Council has asked staff to have the boardwalk stained. That is \$50,000 that was not budgeted. These items are not being budgeted due to the request to keep the budget lean. Staff will be coming back to Council to request funds for these types of projects.

Council Member Shuttleworth pointed out how much the revenues have increased over the past four budget cycles. In 2011, the revenue budget was \$10.5 million. In 2019, it is \$16.9 million and the Town still had to take money out of the fund balance for projects.

Mr. Narain mentioned that the hardest thing in municipal financing is the delay. There is a delay in recovering funds. If a recession happens, who knows how long it will last. There will be a decrease in sales tax which will have a direct impact. He said that he understands a tax increase is uncomfortable but the Town has not raised taxes in a long time and it is something to consider.

Staffing - There has been a trend of staff increases over the years but that is tapering down, mostly from the police department. They are reducing the force by 4 officers. They are eliminating the following positions - 2 beach officers, a school resource officer, and an intelligence officer. There has been some reorganization. Mr. Parvin moved from Planning to Executive. The Clerk's office decreased by one. There are a couple of hirings that would be valuable to the organization. One particular is a permit tech. If Council doesn't want to consider it as a full-time employee, there is an option to consider a contract employee to assist public works with some of the backlog.

Mayor Benson asked the Manager if there had been a hiring freeze.

Mr. Narain said that he was not aware of one.

Council Member Shuttleworth clarified that Council gave the Interim Manager direction not to fill vacant positions until the new Manager came on board and evaluated the need to fill them but Council left some managerial discretion. There was not a formal vote from Council to implement a hiring freeze but the direction has been clear from Council to hold those vacant positions open until the budget is finalized.

Mr. Narain said that he would adhere to that with the exception of police and fire.

Council Member Shuttleworth stated that he knew staff would not be able to get the fund balance back in one year but is asking to get there in a reasonable amount of time.

Council Member Pierce added that she recalls Council stating that they wanted the new manager to look at restructuring the organization so they don't have to fill every vacant position.

Mr. Narain presented the CIP Funding. Phase C represents 60% of the capital.

Council Member Shuttleworth pointed out that Phase C is out of the Enterprise Fund and not the General Fund. He also mentioned that the municipal complex debt service will be dropping off in July of 2019. That's \$174,000 that can be added back in or used for additional payroll. He asked the Manager to start doing a 3-5 year projection.

MPT Bridges said that a previous Council set the 50% goal. He does not want to focus on the percentage, instead focus on how much you need for emergencies, just like you would in your personal budget. He asked Council not to be so concrete on a number. The State only requires 8%. The Town was at 21% when Hurricane Florence came through and the Town survived.

Council Member Pierce said that she wanted a 50% fund balance.

Mayor Benson said he was fine with 30% as a benchmark.

Council Member Pierce said that should be a minimum.

Mr. Narain said he was surprised at the high rate of equipment turnover. HVAC and vehicles go down rapidly in the salt air.

Mr. Narain said that he was recommending a 2% COLA and up to a 2% merit and reducing the 401k contribution to 1%. This will give staff the ability to invest their pay how they wish. This growth is approximately \$300,000. He added that the police pay study was completed months ago but has not been implemented. They are still waiting on the results of the remaining Town staff pay study.

Mayor Benson said that the pay study for the police department was defensible but he was not aware of the Town staff pay study. He asked when Council could see the results of the pay study.

Mr. Narain said that the Town pay study is complete and will be presented to HR this Friday.

Council Member Pierce said that she did not know anything about the pay study either.

Mr. Narain said that it was a budgeted item and was discussed during a previous workshop.

Council Member Garza said that it was discussed during a workshop.

MPT Bridges recalled voting and approving the request.

Mayor Benson said that would assist in defending a tax increase.

Mr. Narain added that salaries are increasing all across the region and if the Town is not thoughtful about that, they will suffer.

Council Member Shuttleworth said that he does remember discussing it. He understands that salaries are up across the region. He would like to see what the pay study comes up with.

Council Member Pierce asked how much the pay study cost.

HR Director Holly Brooks stated that it cost around \$6,000 - \$8,000. The last pay study was conducted in 2014.

Council Member Shuttleworth asked if Mr. Narain is proposing a balanced budget with \$400,000+ going into fund balance. He also asked if this number includes the 2% COLA, 2% merit, and all the positions being filled.

Mr. Narain said that there were many cuts in M&O and capital but this number does include the 2% COLA, 2% merit, all positions, and increasing staffing by one which is the permit tech position. That position will come out of the utilities fund, not the general fund. All the positions are status quo from the past. He met with two Council Members yesterday and as a result of that, the budget has been trimmed even more.

Council Member Shuttleworth asked what had been cut out.

Mr. Narain replied vehicles and parks and rec equipment and renovations, etc.

Council Member Shuttleworth clarified that he doesn't want staff to feel that they are not valued. He said he would rather pay the current staff a healthy salary and not hire more positions. He would like to see details on where the budget was cut.

Mr. Narain said that he would send out the revised budget in the next couple of days with details on all of the cuts.

Council Member Pierce mentioned that she would have liked to reviewed the Manager's

presentation before tonight. It was not included in their packet so she could not prepare her questions.

Mr. Narain explained that these changes occurred as a result of his meeting with Council Members Pierce and Shuttleworth yesterday and staff had to make the changes today.

Council Member Shuttleworth said that Council wanted to see a line item that showed how much money was going to be put in savings and it appears staff hit the target. Now Council has to go back and look if anything is being short changed or being cut out that is really needed.

MPT Bridges said he did not ask for these cuts and he was not included in the discussions that Council Members Pierce and Shuttleworth had with the Manager. He mentioned that you could have well paid employees but if you don't give them the equipment to do their job, they are going to quit.

Council Member Shuttleworth said that he was looking to see what was cut out of the budget. He added that he was concerned that the Manager kept in the positions.

Council Member Pierce asked how many vacant positions there currently are and how much income does that reflect.

Mr. Narain said there are approximately 5-6 vacant positions.

Mayor Benson said that he would like to see how many of those are public safety positions.

Council Member Garza reminded the Manager that he works for Council as a whole and that he should not react when just two Council Members approach him to make changes. He would like to see the original budget that was presented and the one that is being presented tonight and try to find a comfortable medium. He also would like to have a contingency for future projects like infrastructure and the fire truck. He is not in favor of a 50% fund balance. He is more in favor of 30%.

Council Member Shuttleworth clarified that he did not give a percentage or a target, he just wanted to see a trajectory. He reminded Council that they have to have a vote on the budget in June.

Ms. Fox reminded Council that the budget officer has to deliver a balanced budget with a budget message prior to June 1 and this meeting does not count as the public hearing. Then you have to have at least 10 days before you can have the public hearing. June 1st is the deadline under NCGS 159 to have a balanced budget with a budget message. There are also noticing requirements that must be met.

MPT Bridges said that Council was concerned about not using the fund balance as a balancer for the budget. He would like to know what is being cut out because it may be something they don't want cut.

Council Member Pierce said she is not in favor of a tax increase to fund the increase in Town staff.



She would like the Manager to look for efficiencies and more automation.

Mayor Benson said he wants to be well armed to defend a 2 cent tax increase.

Council Member Shuttleworth said the he shares the concerns about employees and payroll. He would like to see more automation. He added that Mark Meyer had mentioned that there will be a significant increase in projects next budget year.

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

Patrick Boykin 702-2 Elton Avenue said he has not heard what fees are going to increase, specifically utilities.

Council Member Shuttleworth said that was voted on 4 years ago and that he is right, Council needs to present that as well.

Mr. Boykin said that ongoing maintenance costs for things like the bike trail need to be considered. He mentioned that he gets charged a stormwater fee and doesn't have any stormwater services. The Town should be providing things for the residents if fees are going to go up. He mentioned that he lives in a new neighborhood that did not receive stormwater infrastructure.

Mr. Parvin said the Town has budgeted to put the storm water system in that neighborhood.

Council Member Shuttleworth added that the property was purchased 15 years ago and it wasn't required to have the stormwater plans that are required now.

Mr. Parvin said he would meet with Mr. Boykin.

Mr. Boykin said the Town needs to meet with all the residents in the neighborhood.

Fred Grady 608 Cape Fear Boulevard mentioned that the Town takes in a lot of money in permits when there is a new house built.

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

## 7. ITEMS OF BUSINESS

- a. Discussion on the Tsunami Camera and the Request to Transfer \$9,000 to Cover the Cost

Chief Chris Spivey presented the idea of purchasing a Tsunami public safety security camera. Tsunami is the brand name. This camera is wireless and mobile. There are some grant opportunities through Lexipol.

Mr. Narain said that this presentation was to let Council know that they were being innovative and researching a grant opportunity.

Chief Spivey said that you cannot purchase the cameras. They are a lease for 3-5 years.

MPT Bridges asked if it could be used on the Greenway.

Chief Spivey replied that it could and that it has infrared capability.

b. Overview of CBP3, Inc. by Town Attorney Noel Fox

Noel Fox gave a brief history on the establishment of CBP3.

CBP3 owns two parking lots as collateral for the \$1.4 million debt. The annual payment is around \$200,000 that is offset by the revenue. The revenue from the parking lots do not cover the debt so the Town donates the remaining balance under the support agreement.

Council Member Pierce asked the Attorney if she recommended keeping CBP3.

Ms. Fox said that the Town can secure and qualify for grants for a public purpose under this organization.

**8. NON-AGENDA ITEMS**

a. Council Member Shuttleworth said he gets questions about the pack it in pack it out method on Freeman Park. He would like to hear from staff on how it is going.

Council Member Pierce said that she feels they covered everything on the budget tonight and she will be glad when the budget process is complete.

Mayor Benson asked staff to get the letter out to MOTSU ASAP.

He asked if the temporary easement for the maintenance of Henniker's Ditch had been signed.

Ms. Fox said that it was in the works as of this afternoon.

Mayor Benson mentioned that he was not trying to pin down the Manager on a hiring freeze but there must not have been a transfer of information from the Interim Manager to the Manager but he feels that the Manager gets the intent.

There will not be a Town Hall meeting on Thursday.

He is still trying to figure out how the Manager is getting to a 30% fund balance with the reimbursement from FEMA. He asked Mrs. Hall to look at where the fund balance was prior to Hurricane Florence.

Council Member Garza mentioned that he would like to see the original budget and what is presented tonight and don't forget about the big utilities project next year and the fire truck that will be coming up. He is willing to meet every week until the budget process is complete.

He mentioned that he heard the Powell Bill funds will increase 15% next year and 20% afterward.

MPT Bridges requested everyone to call Town Hall when they notice streets signs missing on down so staff can get them fixed.

Council Member Pierce asked why staff conducted interviews for positions if they are not going to be filled.

Mr. Narain replied that he surveyed staff to evaluate how mission critical the water billing customer service position was. Staff feels this is a mission critical position that needs to be filled. They decided to back fill it with a temporary employee. He stated that he was not informed that Council wanted staff to exercise overwhelming caution in backfilling positions.

MPT Bridges said that Council did not vote for that.

Council Member Shuttleworth added that what MPT Bridges is saying is that was not the consensus of 5 council members. What he had asked from the Manager is if there was a way to automate some of the payments that go to the utility billing office that could reduce the need to fill that position. He also suggested reducing the hours of the utility billing office.

Mr. Narain: The dynamic of the Council/Manager relationship is that the manager has the discretion for HR related actions and Council approves the job classification, gives guidance, and there has to be a teamwork between us. There has to be a synergy. There has to be constant communication. There is room for us to grow. There's room for us to be a better and stronger team. There's room for us to be better transparent with one another on desires such as freezing or not filling positions. That's something that is a new. These are tender relationships. There is still time to explore this and I'm getting your guidance and I need to do a better job of scheduling and pushing the one on ones so that I can gauge this and we can be a stronger team. I got you loud and clear, automation and not filling these positions until we have a stronger understanding of where we are going with the budget. I would like commitment from you also that we can work on being a stronger team having these really helpful and stable discussions. I was particularly taken back because I did not hear anything about a hiring freeze until a couple of minutes before this Council meeting. I was a little bit in a panic mode and that's not good teamwork.

Council Member Pierce said she prefers having temps because you are not committing to that unfunded liability forever. If you can find better ways to do some of these things, don't fill those positions. There are ways to make the process more efficient. Maybe the parking office can sell parking passes.

Mr. Narain said that he would explore some things and get back to Council.

Council Member Garza said that Lucky has been here 77 days and feels he is doing a good

job.

Mayor Benson asked Mr. Narain if he received the text that he just sent him telling him that he is doing a good job.

**9. CLOSED SESSION**

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

**ACTION:** Motion to go into closed session to discuss an attorney/client matter and a real estate matter in accordance to NCGS 143.318.11(a)(3) and (5). The properties being discussed include 601 Carolina Sands Drive for the purpose of access and 310 Canal Drive for the purpose of parking.

Cases being discussed include:

TCB vs. Carolina Freeman LLC NHC 18 CVS 3151

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

TCB vs DRDK, LLC NHC 18 CVS 3153

TCB vs Freeman Beach, LLC 18 CVS 3154

Motion: Joe Benson

Vote: UNANIMOUS

**10. ADJOURNMENT**

**ACTION:** Motion to adjourn at 11:15 p.m.

Motion: Joe Benson

Vote: UNANIMOUS

Adopted at a regular meeting on June 11, 2019.

Recorded by Kimberlee Ward, Town Clerk



## **AGENDA ITEM**

Meeting: Regular Town Council - 11 Jun 2019

Prepared By: Brenda Butler

Department: Planning

### **June & July Special Events**

**BACKGROUND:** Brief special events for June and July

**ATTACHMENTS:** [TC Special Events](#)



# SPECIAL EVENTS

JUNE - JULY 2019



**Carolina Beach Market**  
**May 11th - September 28th**  
**2019**

**Saturdays 8:00 AM to 1:00 PM**

**Local Growers, Artisans & Crafters**



<http://carolinabeachfarmersmarket.com>



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

# JUNE



Bingo at the Boardwalk  
 Wednesdays 6:30 PM



MOVIES AT THE LAKE – CB LAKE - EVERY SUNDAY - @ DARK (Around 9:00 pm)  
 16<sup>th</sup> – THE LITTLE MERMAID  
 23<sup>rd</sup> – MARY POPPINS RETURNS  
 30<sup>th</sup> - LEGO MOVIE The Second Part



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







# Carolina Beach Market

May 11th - September 28th  
2019

Saturdays 8:00 AM to 1:00 PM  
Local Growers, Artisans & Crafters



<http://carolinabeachfarmersmarket.com>



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



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

# JULY



Bingo at the Boardwalk  
Wednesdays 6:30 PM



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



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

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





# QUESTIONS??

CONTACT:

BRENDA BUTLER  
COMMUNITY ORGANIZATION OFFICER

910-458-8218  
[brenda.butler@carolinabeach.org](mailto:brenda.butler@carolinabeach.org)



**AGENDA ITEM**

Meeting: Regular Town Council - 11 Jun 2019  
Prepared By: Ed Parvin  
Department: Executive

**Manager's Update**

**BACKGROUND:**

Ed Parvin will give an update on the following topics:

- Update on Freeman Park Truck
- Parking Rules and Regulations
- Meeting with Lanier Parking



## AGENDA ITEM

Meeting: Regular Town Council - 11 Jun 2019

Prepared By: Jeremy Hardison

Department: Planning

### **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**

#### **BACKGROUND:**

The applicant, Dana and Mike Maltba, is requesting a Conditional Use Permit (CUP) to expand an existing automotive repair shop (Superior Automotive) located at 109 Sumter Ave, 107 Sumter Ave and 105 S. Second St. The existing use is situated on three lots that equal 22,500 sq. ft. The applicant would like to expand the existing facility by adding three automotive bays and a tool room for a total of 2,025 sq. ft. The current 1, 860 sq. ft. automobile repair shop, built in 1988, has four bays with an office. The property is in the Neighborhood Business (NB) zoning district. The purpose of the district is established to accommodate and provide for service activities providing necessity goods and personal services to the immediate neighborhood. Automobile repair shops are allowed with a CUP in the NB district. An expansion of the building would require a CUP.

In 2006 the property was rezoned from Highway Business (HB) to Neighborhood Business (NB) in 2006. Automobile repair shops were not allowed in the NB zoning district and the use was considered nonconforming. In 2017 the ordinance was changed to allow automobile repair garages in the NB district as a CUP.

#### ***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;

**There are two existing access points for the site 1) off of Second St and 2) off of Sumter Ave. to accommodate for two way traffic the applicant is bringing the drive aisle up to code by widening**

**the access to 24 ft.**

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;

2. Parking regulations for the uses on site will be:

<b>Automobile service station</b>	<b>2 per station + 4 per service bay</b>
-----------------------------------	--

**2 spaces per station + 4 per 7 bays = 30 required parking spaces. The applicant is proposing 30 spaces with 8 existing spaces maneuvering off of Sumter Ave. the ordinance does allow for up to 20 percent of the spaces to be designed for use by smaller/compact vernicles. There are 5 parking spaces designated as compact. For safety and security, the applicant is proposing to fence in a portion of the parking lot to accommodate vehicles waiting to be picked up and serviced.**

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

**The applicant is proposing to keep the existing roll-away trash containers.**

4. Utilities, with reference to locations, availability, and compatibility;

**No upgrades in water, sewer or power are required for the addition.**

**5. Screening and buffering with reference to type, dimensions, and character;**

***The applicant would like to ask for a waiver from a Type B landscaping requirement. The proposed enclosure of the parking lot will be a 6' chain-link fence. A portion of the fence will be located in the 20' front setback area. Fences can be located on the property lines, but are limited to 4 ft. in height if they are located within the front setback area. The applicant is proposing a 6 ft. fence. With a CUP a fence can be approved to exceed the height restriction.***

**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 new signs are proposed***

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

**The existing building and the addition will meet the required setbacks and lot coverage.**

***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 use of the property is not changing and has been in existence since 1988. Staff has not received any complaints with the existing use.**

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

**The proposal meets the required conditions and specifications except for the applicant is requesting waivers from sidewalks, curb, gutter and type B landscaping requirements. Also to exceed the 4' fence height limit within the front yard.**

(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 use is not changing and is allowed in the NB zoning district.**

**The adjacent uses are:**

**West – Vacant lot**

**North – adjacent a vacant lot and a single-family home**

**South – Multi-family complex**

**East – A&G BBQ and a single family home.**

(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 located in the Mixed Use 1 district area of the Land Use Plan. The proposed project is consistent with the 2007 Land Use Plan. The desired Future Land Use of the Mixed Use 1 area includes. commercial services.**

**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 Commission 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.

**ATTACHMENTS:**

[Application](#)  
[SA-A2.1\(3-18-19\)](#)  
[SA-S2.1\(3-18-19\)](#)  
[Grant Order - Auto Repair](#)  
[CUP - Auto Repair](#)

March 28, 2019

**Proposed Facility for Superior Automotive  
Conditional Use Permit Application**

Dana and Mike Maltba , Owners of Superior Automotive located at 105 Sumpter Avenue in Carolina Beach, NC (west of A & G Bar-B-Que) are proposing to add three Automotive bays and a tool room adjacent to their existing four bay/office facility. There is a growing demand for their services and my adding to their existing facility, it will allow them to streamline their operations and have cars move at a steady pace and out , in most cases, the same business day.

The addition will be located south of the existing facility and will be flood-proofed per TOCB requirements. In addition, the owners are proposing a new fenced lot around their seven bays which will allow them to control the parking of vehicles as they are checked into the office area and for the safety of the customer, away from the automotive bays.

Prior to the adoption of the 2007 Land Use Plan, Automotive Repair facilities were allowed in the Neighborhood Business zoning district, but were removed with the adoption of the L2007 Land Use plan, thus making this existing facility a non-conforming facility. With the expansion plans, the Owners are required to receive a Conditional Use Permit (CUP) to expand a non-conforming facility.

The Owners are requesting a waiver of landscaping requirements on the North and South borders due to existing conditions, but are proposing to enhance the Type 'B' buffer on the Western border. They are also requesting a waiver of the sidewalk requirements due to no sidewalks on adjacent properties and again based on existing conditions present.

Overall, we feel this development meets the four general conditions and the seven specific standards required for the granting of a Conditional Use Permit.





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

Permit Number: 19-CO2

Each application must be printed or typewritten and have all information answered. It is required that the applicant set up a meeting with Planning Staff prior to the submission deadline to ensure the application is complete.

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

Major and minor projects; application fees. The owner or owners, or their duly authorized agent, of the property included in the application for a conditional use permit shall submit a complete application and supplemental information to the Zoning Administrator.

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

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

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

Table with 2 main parts: '2019 Submission Deadlines & Meeting Dates' (6 columns: Technical Review Committee, Planning & Zoning Commission, Town Council) and a bottom section for 'Board', '# Copies Full Size', '# Copies Electronic', and 'Recipients'.



PURPOSE

Conditional use permits add flexibility to the zoning regulations. Subject to high standards of planning and design, certain property uses may be allowed in certain districts where these uses would not otherwise be acceptable.

Please complete all sections of the application.

**A. Property Information**

Address(es): 109 SUMNER AVE; 107 SUMNER AVE; 105 S. SECOND ST

PIN(s): 3130-42-3670.000; 3130-42-4529.000; 3130-42-4577.000

Project Name PROPOSED FACILITY FOR SUPERIOR AUTOMOTIVE

Size of lot(s): 22,565.7 SQ FT (0.518 ACRES)

**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):

AUTOMOTIVE SERVICE FACILITY - OWNER PROPOSES A 2,025 SF ADDITION TO THE EXISTING FACILITY WITH A SECURE FENCED AREA.

**C. Applicant Contact Information**

MALTBIA, INC  
Company/corporate Name (if applicable):

DAHA AND MIKE MALTBIA  
Applicant's Name

105 SUMNER AVE  
Mailing Address

CAROLINA BEACH, NC 28428  
City, State, and Zip Code

910-458-3279  
Telephone

DAHA @ SUPERIOR.AUTOMOTIVE.CB.COM  
Email

**D. Owner Contact Information (if different)**

DAHA AND MIKE MALTBIA  
Owner's Name

105 SUMNER AVE  
Mailing Address

CAROLINA BEACH, NC 28428  
City, State, and Zip Code

910-458-3279  
Telephone

DAHA @ SUPERIOR.AUTOMOTIVE.CB.COM  
Email

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

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

THIS ADDITION WILL BE IN HARMONY WITH THE EXISTING FACILITY  
AND WILL IMPACT THE HEALTH OR SAFETY EXACTLY AS IT IS TODAY,  
IN ADDITION, WITH THE FENCED, SEWER ALLE AND BUFFER LANDSCAPING,  
ON 2ND AVE, THE EXISTING FACILITY WILL BE IMPROVED

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

1. OWNER REQUEST LANDSCAPE REQUIREMENTS BE WAIVED ON THE NORTH  
(SUITER) AND SOUTH TO MATCH EXISTING CONDITIONS

2. OWNER REQUEST SIDEWALK REQUIREMENTS BE WAIVED ON NORTH  
AND WEST DUE TO EXISTING 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:

SEE STATEMENT #1 (ABOVE) - PERMIT WILL TAKE EXISTING  
CONDITIONS AND IMPROVE

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.:

PRIOR TO 2007 LAND USE PLAN, THIS FACILITY WAS BY RIGHT  
AND WAS ALLOWED TO BE BUILT. TO EXPAND, A CUP IS REQUIRED.  
OF THREE FACILITIES IN CAROLINA BEACH, THIS IS THE ONLY ONE  
SCREENED FROM THE MAIN TRACER CORRIDOR



*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:

NO CHANGES EXCEPT THE ADDITION OF TWO CONCRETE APPROXS TO  
BETTER DEFINE EGRESS/INGRESS POINTS

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.

BY DEFINING PARKING LOCATIONS AND CONTROLLING THE PUBLIC  
ACCESS WITH THE SEWER FENCING, THIS WILL BE A GREAT IMPROVEMENT

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

NO CHANGES PROPOSED TO EXISTING ROLL-OUT SERVICE

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.

NO MAJOR UTILITY IMPROVEMENTS REQUIRED

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

PROPOSED LANDSCAPING AND FENCING WILL GREATLY ENHANCE SCREENING  
AND BUFFERING

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 NEW EXTERIOR LIGHTING OR SIGNAGE PROPOSED AT THIS TIME

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

NOT APPLICABLE TO EXISTING CONDITIONS

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

**I. Site Plan Criteria**

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

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

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

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

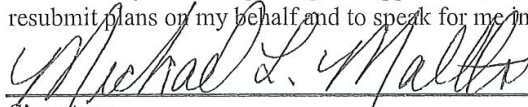
- I have provided a scaled electronic version of each required drawing
- I have folded all plans to 8 1/2" x 11" size and am prepared to pay the application fee today

**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 \_\_\_\_\_

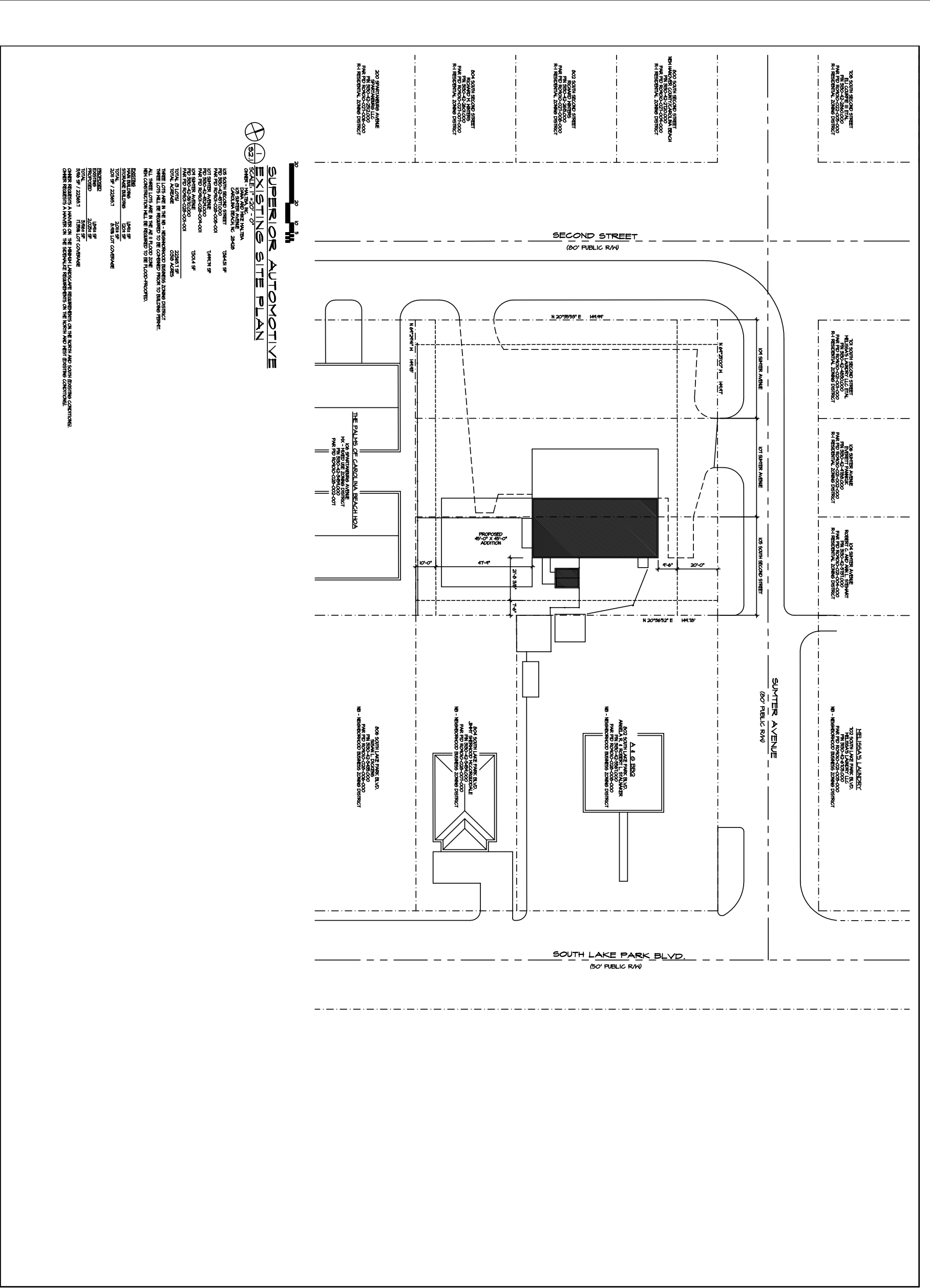
To act on my behalf regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to speak for me in any public meeting regarding this application.

  
\_\_\_\_\_  
Signature

03/28/19

\_\_\_\_\_  
Date





**EXISTING SITE PLAN**  
 SCALE: 1" = 20'-0"  
 SUPERIOR AUTOMOTIVE

30' 15' 15'

**NOTES:**

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE 2018 CAROLINA BEACH ZONING ORDINANCE.
2. THE PROPOSED ADDITION SHALL BE CONSTRUCTED TO THE EXISTING FOUNDATION.
3. THE PROPOSED ADDITION SHALL BE CONSTRUCTED TO THE EXISTING FOUNDATION.
4. THE PROPOSED ADDITION SHALL BE CONSTRUCTED TO THE EXISTING FOUNDATION.
5. THE PROPOSED ADDITION SHALL BE CONSTRUCTED TO THE EXISTING FOUNDATION.

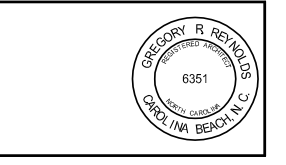
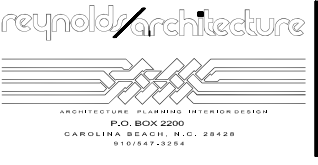
DATE: 11/14/2023  
 DRAWN BY: GREGORY R. REYNOLDS  
 PROJECT NUMBER: 2023-112  
 CLIENT PROJECT NUMBER: SA-101  
 SCALE: 1" = 20'-0"  
 SHEET NUMBER: SA-S2.1

**S2.1**

SHEET NUMBER

**CONDITIONAL USE PERMIT - P&Z**  
 PROPOSED FACILITY FOR  
**SUPERIOR AUTOMOTIVE**  
 105 SUMTER AVENUE  
 CAROLINA BEACH, NORTH CAROLINA

REVISIONS	
DATE	5-16-14
DRAWN BY	REYNOLDS
PROJECT NUMBER	2023-112
CLIENT PROJECT NUMBER	SA-101
SCALE	1" = 20'-0"
SHEET NUMBER	SA-S2.1





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 Boulevard  
Carolina Beach, North Carolina 28428  
TEL: (910) 458-2999  
FAX: (910) 458-2997

**ORDER GRANTING A CONDITIONAL USE PERMIT**

**Applicant:** Maltba, Inc

**Location:** 107 & 109 Sumter Ave and 105 S. Second St.

**Tax Parcel Number:** 313014.42.4529.000, 313007.58.1539.000 & 313014.42.4577.000

The Town Council of the Town of Carolina Beach, having held a quasi-judicial public hearing on June 11, 2019 to consider the application submitted by Maltba, Inc for issuance of a Conditional Use Permit for an auto repair shop expansion. 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**

1. The property is located at 109 Sumter Ave, 107 Sumter Ave and 105 S. Second St., consisting of 22,500 sq. ft.
2. The property is zoned Neighborhood Business (NB)
3. Automobile repair shops are allowed with a CUP in the NB district.
4. There is currently an 1,860 sq. ft. automobile repair shop on the property built in 1988 that consist of three bays and an office.
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

***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;

**There are two existing access points for the site 1) off of Second St and 2) off of Sumter Ave. to accommodate for two way traffic the applicant is bringing the drive aisle up to code by widening the access to 24 ft.**

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;

2. Parking regulations for the uses on site will be:

**Automobile service station**

**2 per station + 4 per service bay**

**2 spaces per station + 4 per 7 bays = 30 required parking spaces. The applicant is proposing 30 spaces with 8 existing spaces maneuvering off of Sumter Ave. the ordinance does allow for up to 20 percent of the spaces to be designed for use by smaller/compact vernicles. There are 5 parking spaces designated as compact. For safety and security, the applicant is proposing to fence in a portion of the parking lot to accommodate vehicles waiting to be picked up and serviced.**

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

**The applicant is proposing to keep the existing roll-away trash containers.**

4. Utilities, with reference to locations, availability, and compatibility;  
**No upgrades in water, sewer or power are required for the addition.**

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

**The applicant would like to ask for a waiver from a Type B landscaping requirement. The proposed enclosure are of the parking lot will be a 6' chain-link fence. A portion of the fence will be located in the 20' front setback area. Fences can be located on the property lines, but are limited to 4 ft. in height if they are located within the front setback area. The applicant is proposing a 6 ft. fence. With a CUP a fence can be approved to exceed the height restriction.**

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 new signs are proposed**

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

**The existing building and the addition will meet the required setbacks and lot coverage.**

***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 use of the property is not changing and has been in existence since 1988. Staff has not received any complaints with the existing use.**

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

**The proposal meets the required conditions and specifications except for the applicant is requesting waivers from sidewalks, curb, gutter and type B landscaping requirements. Also to exceed the 4' fence height limit within the front yard.**

- (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 use is not changing and is allowed in the NB zoning district.**

**The adjacent uses are:**

**West – Vacant lot**

**North – adjacent a vacant lot and a single-family home**

**South – Multi-family complex**

**East – A&G BBQ and a single family home.**

- (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 located in the Mixed Use 1 district area of the Land Use Plan. The proposed project is consistent with the 2007 Land Use Plan. The desired Future Land Use of the Mixed Use 1 area includes. commercial services.**

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 Carolina Beach Development Company 1 LLC be granted, subject to the following conditions:

- 1) The site plan corresponding to this approval was designed by Reynolds Architecture dated 5/18/19.
- 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 June 11, 2012 then the Condition Use Permit will expire.
- 8) A waiver from a Type B landscaping requirement
- 9) Authorize a 6 ft fence located in the frontyard setback.
- 10) This is not a site specific development plan.

Ordered this 11<sup>th</sup> day of June, 2019

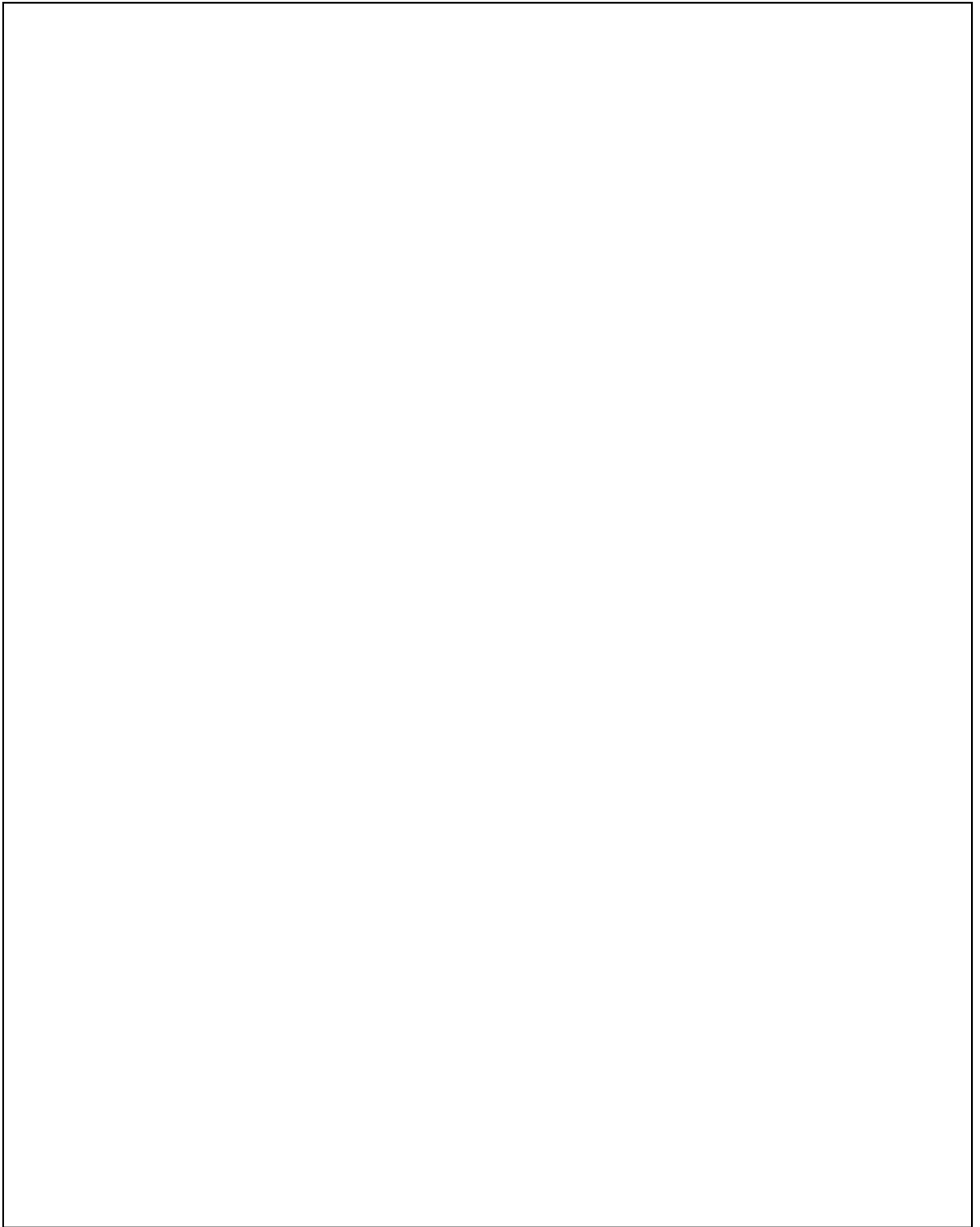
\_\_\_\_\_  
Joseph Benson, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Kimberlee Ward, Town Clerk

\_\_\_\_\_  
Date





**Conditional Use Permit - Consider a Conditional Use Permit for Superior Auto to add three automotive bays located at 109 Sumter Ave, 107 Sumter Ave and 105 S. Second St.**







### Existing

- 4 bays with an office = 1,860 sq. ft.
- Built in 1988

### Adjacent Uses

West- vacant lots

North – vacant lots and a single-family home

South – Multi-family complex

East – A&G BBQ, Single-family



- Rezoned from HB to NB in 2006
- NB did not allow for Auto repair garages
- Ordinance changed in 2017 to allow with a CUP

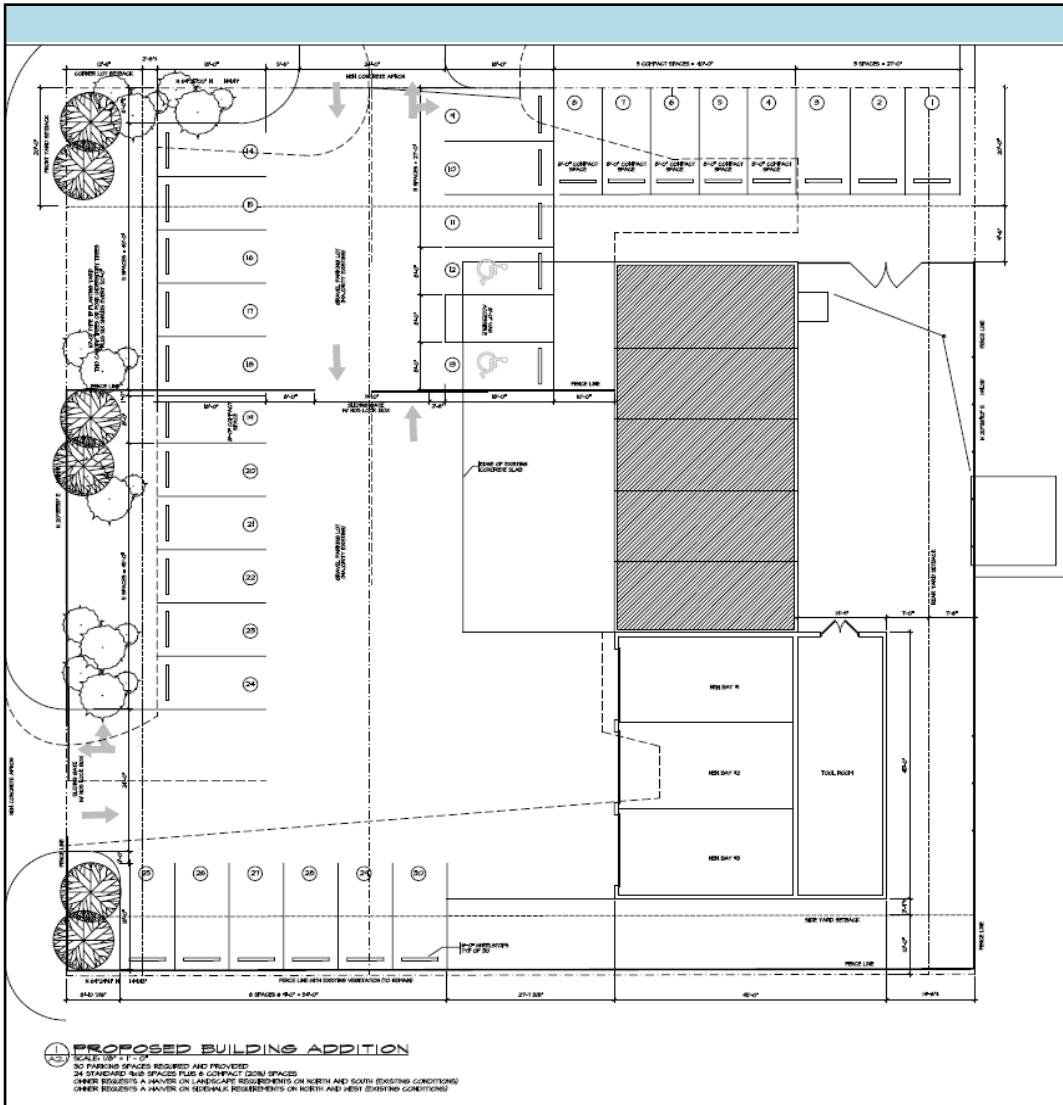


# NB - Neighborhood Business



- Uses - Single-family, Retail, Offices, Restaurants Laundromats, Automobile repair
- Accommodate service activities providing necessity goods and personal services to the immediate neighborhood.

USES OF LAND	NB	HB	I-1
Automobile repair garages, including engine overhauls, body and paint shops and similar operations in enclosed buildings (See sections 40-261, 40-548)	C	P	P



# Expansion

Three service bays and tool room = 2,025sq. ft.

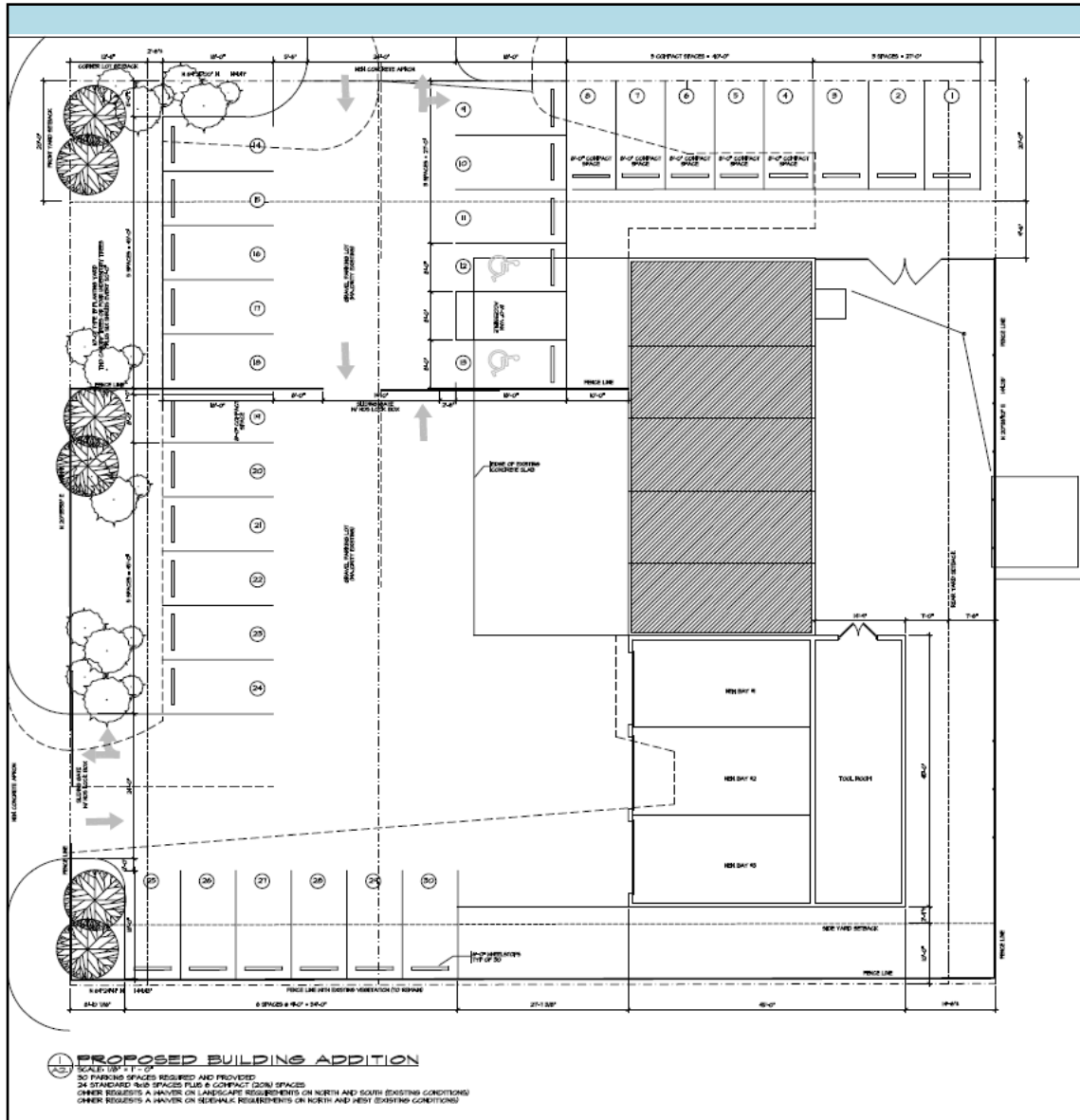
## Specific standards

(1) Ingress and egress to property  
 Two existing access points for the site 1) Second St and 2) Sumter Ave. to accommodate for two way traffic the applicant is bringing the drive aisle up to code by widening the access to 24 ft.

## (2) Off-street parking

Automobile service station	2 per station + 4 per service bay
----------------------------	-----------------------------------

- 2 spaces per station + 4 per 7 bays = 30 spaces.
- The applicant is 8 existing spaces maneuvering off of Sumter Ave.
- 5 parking spaces designated as compact.
- For safety and security, the applicant is proposing to fence in a portion of the parking lot to accommodate vehicles waiting to be picked up and serviced.



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

**The applicant is proposing to keep the existing roll-away trash containers.**

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

**No upgrades in water, sewer or power are required for the addition.**

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

- **The applicant would like to ask for a waiver from a Type B landscaping requirement.**
- **The proposed enclosure are of the parking lot will be a 6' chain-link fence.**
- **A portion of the fence will be located in the 20' front setback area. Fences can be located on the property lines, but are limited to 4 ft. in height.**

(6) Signs

No new signs are proposed

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

- **The existing building and the addition will meet the required setbacks and lot coverage.**

# Action

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

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

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

Reasons for denial must be specifically stated:

- (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

# Approval Statement:

**Recommend approval of the Conditional Use Permit** – for a 2,025 sq. ft. expansion to the existing auto repair use to include 3 additional bays and a tool room. The use meets all required conditions and specifications. The location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the town Land Use Plan and policies.

**The project is located in the Mixed Use 1 district area of the Land Use Plan. The proposed project is consistent with the 2007 Land Use Plan. The desired Future Land Use of the Mixed Use 1 area includes commercial services.**

## **Requested Approvals:**

- Install a 6 foot fence in the 20' front yard setback.
- Waiver on the landscaping

## **Conditions:**

- Building will be required to be flood proofed
- Recombination plat

P&Z recommended approval



# 7 Specific Standards and 4 General Conditions

**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) 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;
- (2) Off-street parking and loading areas where required, with particular attention to the items in subsection (c)(1) of this section and the economic, noise, glare, or odor effects of the conditional use on adjoining properties and properties generally in the district;
- (3) Refuse and service area, with particular reference to the subsections (c)(1) and (2) of this section;
- (4) Utilities, with reference to locations, availability, and compatibility;
- (5) Screening and buffering with reference to type, dimensions, and character;
- (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;
- (7) Required yards and other open space and preservation of existing trees and other attractive natural features of the land.

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

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

Questions?



## **AGENDA ITEM**

Meeting: Regular Town Council - 11 Jun 2019

Prepared By: Joe Benson

Department: Elected Officials

### **Public Hearing on the 2019/2020 Budget**

**BACKGROUND:**

Mayor Benson will open a public hearing to receive feedback on the proposed FY19/20 budget.





## **AGENDA ITEM**

Meeting: Regular Town Council - 11 Jun 2019

Prepared By: Brian Stanberry

Department: Public Works

### **Presentation of Debris Removal Contract**

**BACKGROUND:**

Brian Stanberry will present the debris removal contract recommendation.



**AGENDA ITEM**

Meeting: Regular Town Council - 11 Jun 2019  
Prepared By: Jerry Haire  
Department: Executive

**Consider STPBG Grant Applications for Bicycle & Pedestrian Facilities**

**BACKGROUND:**

The Wilmington MPO issued a call for projects on April 1 for applications for Surface Transportation Block Grant (STBG) grant funding. These are federal DOT funds administered through the MPO and the same funding source as the Island Greenway and Cape Fear Blvd. MUP projects. Eligible projects must be included in the current Cape Fear 2040 Transportation Plan. This is an 80% grant/20% local match minimum program. After reviewing eligible projects the Carolina Beach Bicycle Pedestrian Advisory Committee at their May 20, 2019 meeting recommended unanimously that Town Council consider applying for funding for the following projects:

1. St. Joseph Ave./Lewis Dr. dual bike lanes from Lake Park Blvd. to Access Dr. This 1.3 mile project is also a priority project in the 2018 CB Pedestrian Plan, and the 2011 CB Bicycle Multi Use Transportation Plan, and the Wilmington/New Hanover Greenway Plan. The project would be a widening of the streets to accommodate 5 foot bike lanes on both sides. A project map is attached.

Current estimates for the project are as follows:

Design & Construction:	\$489,758
<u>15% NCDOT Admin fee:</u>	<u>\$82,464</u>
Total Cost:	\$572,222
80% Grant:	\$457,777
20% Town Match:	\$114,445

Final applications are due July 1, 2019. If Council wishes to pursue this grant the attached required Resolution of Support No. 19-2202 will need to be adopted for inclusion in the application.

2. Lake Park Blvd./Hamlet Ave. Traffic Signal. During meetings

with NCDOT officials in April a number of intersections along Lake Park Blvd. were reviewed for additional traffic control and safety improvements. After further traffic analysis by DOT the Town was notified that the Lake Park/Hamlet intersection met the criteria for a new traffic signal but there was no funding currently available. Subsequently, DOT, Wilmington MPO and Town staff determined the signal would be an eligible request for the STBG program. DOT staff are assisting in the grant application.

Current estimates for the project are as follows:

Total Cost:	\$221,000
80% Grant:	\$176,800
20% Town Match:	\$44,200

If Council wishes to pursue this grant the attached required Resolution of Support No. 19-2203 will need to be adopted for inclusion in the application.

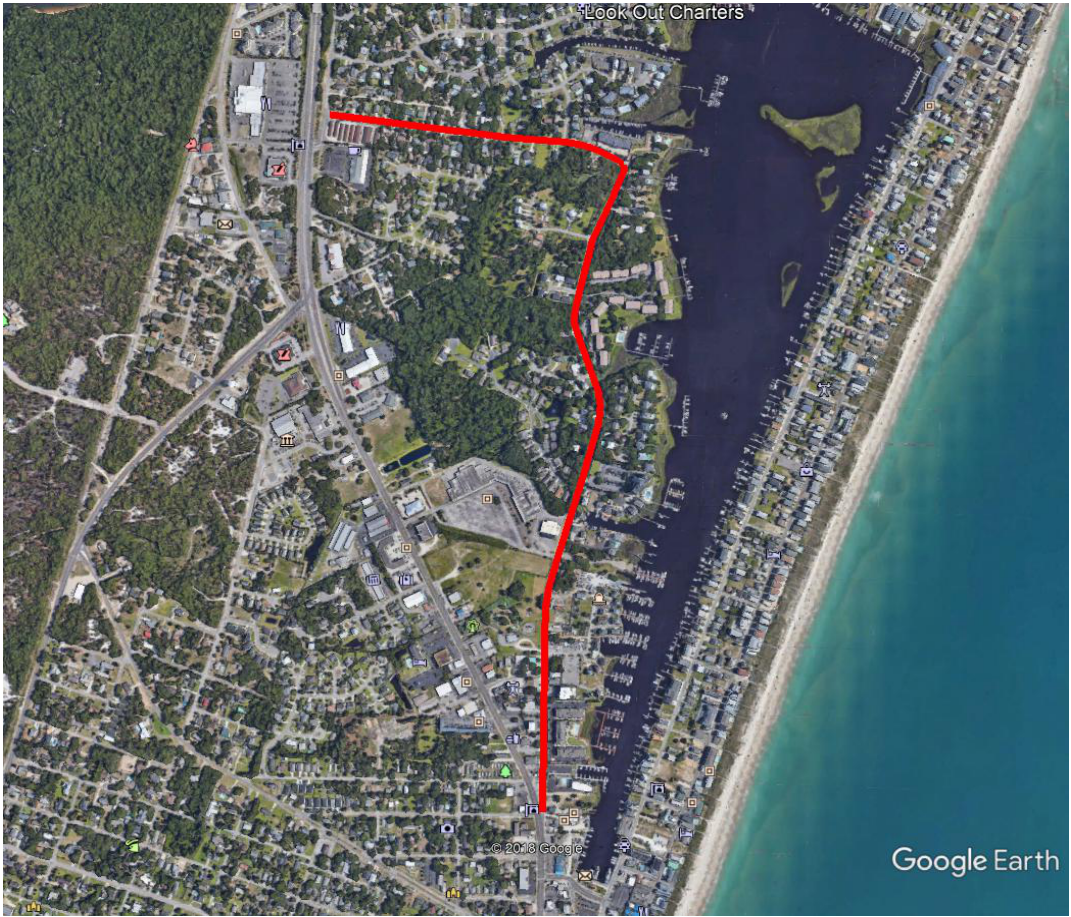
1. Lake Park Blvd. North Sidewalks – East side: There are significant design issues to be resolved. Staff are currently seeking preliminary cost estimates for a future grant funding cycle.
2. Lake Park Blvd. South Sidewalks/Multi-Use Path – location to be determined. There are significant design issues to be resolved. Staff are currently seeking preliminary cost estimates for a future grant funding cycle.

**BUDGET IMPACT:** St. Joseph/Lewis Dr. project - 20% Town Match: \$114,445  
 Hamlet Ave Traffic Signal project - 20% Town Match: \$44,200

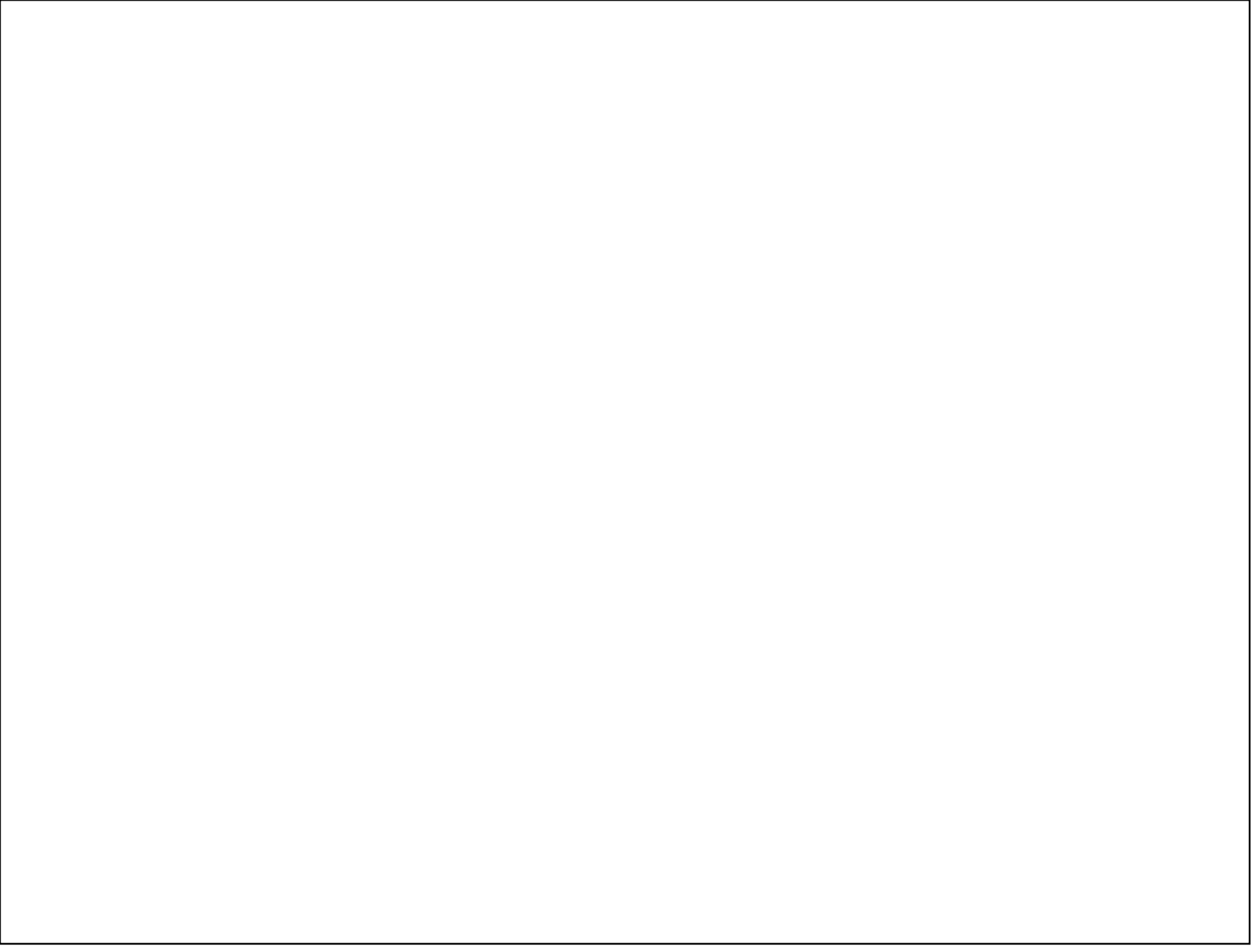
**ACTION REQUESTED:** Consider adoption of Resolutions 19-2202 and 19-2203 in support of the two projects as described.

**COMMITTEE RECOMMENDATION:** The Carolina Beach Bicycle and Pedestrian Advisory Committee at their May 20th meeting unanimously recommended that Town Council consider applying for funding for both of the described projects.

**ATTACHMENTS:** [St. Joseph-Lewis Dr. Bike Lanes aerial](#)  
[Resolution 19-2202 St. Joseph-Lewis Dr. Bike Lanes.docx](#)  
[Lake Park-Hamlet traffic signal aerial](#)  
[Resolution No. 19-2203 Hamlet signal.docx](#)  
[St. Jo-Lewis Bike Lanes Council meeting 6-11-19 v2](#)



**St. Joseph St./Lewis Dr. Bike Lanes**



# Resolution 19-2202

Town of Carolina Beach  
Town Council



## Resolution No. 19-2202

**RESOLUTION AUTHORIZING THE TOWN OF CAROLINA BEACH TO SUBMIT AN APPLICATION TO THE WILMINGTON METROPOLITAN PLANNING ORGANIZATION IN THE AMOUNT OF \$457,777 FOR SURFACE TRANSPORTATION BLOCK GRANT(STBG) PROGRAM FUNDS FOR THE ST. JOSEPH AVENUE/LEWIS DRIVE BIKE LANES PROJECT**

**WHEREAS**, on April 1, 2019 the Wilmington Metropolitan Planning Organization (WMPO) issued a call for projects to agencies in its jurisdiction for Surface Transportation Block Grant(STBG) Program funds. This funding is provided by the Wilmington Urban Area Metropolitan Planning Organization through the North Carolina Department of Transportation (NCDOT) and will require a 20% match. The Program provides funding for discretionary programs including planning, designing and constructing for bicycle and pedestrian facilities, and

**WHEREAS**, the Town wishes to construct 1.3 miles of dual bike lanes along St. Joseph Avenue and Lewis Drive from Lake Park Blvd. to Access Drive, and

**WHEREAS**, this project is an important extension of the Carolina Beach Bicycle system, providing improved access to the growing northern Lake Park Blvd. business district, surrounding residential areas, and the Island Greenway , and

**WHEREAS**, this facility is identified as a priority project in the WMPO 2040 Transportation Plan, the Carolina Beach Pedestrian Plan, the Carolina Beach Bicycle Multi-Use Transportation Plan and the Wilmington/New Hanover County Greenway Plan.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

- 1) That the Town Manager is hereby authorized to submit a STBG application in the amount off \$457,777, and if the STBG funds are awarded for the project, the Town will contribute the required 20% cash match necessary for the Project in the amount of \$114,445.
- 2) The Town assumes full obligation for payment of the balance of project costs.
- 3) The Town will obtain all necessary State and Federal permits.

Town of Carolina Beach  
Resolution No.

1 | Page

# Resolution 19-2202

Town of Carolina Beach  
Town Council

- 4) The Town will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments.
- 5) The Town will assure that the project is open for use by the public on an equal basis with no restrictions.
- 6) The Town will hold the funding agency harmless from any damages that may result from the construction, operation and maintenance of the project.
- 7) The Town accepts responsibility for the operation and maintenance of the completed project.

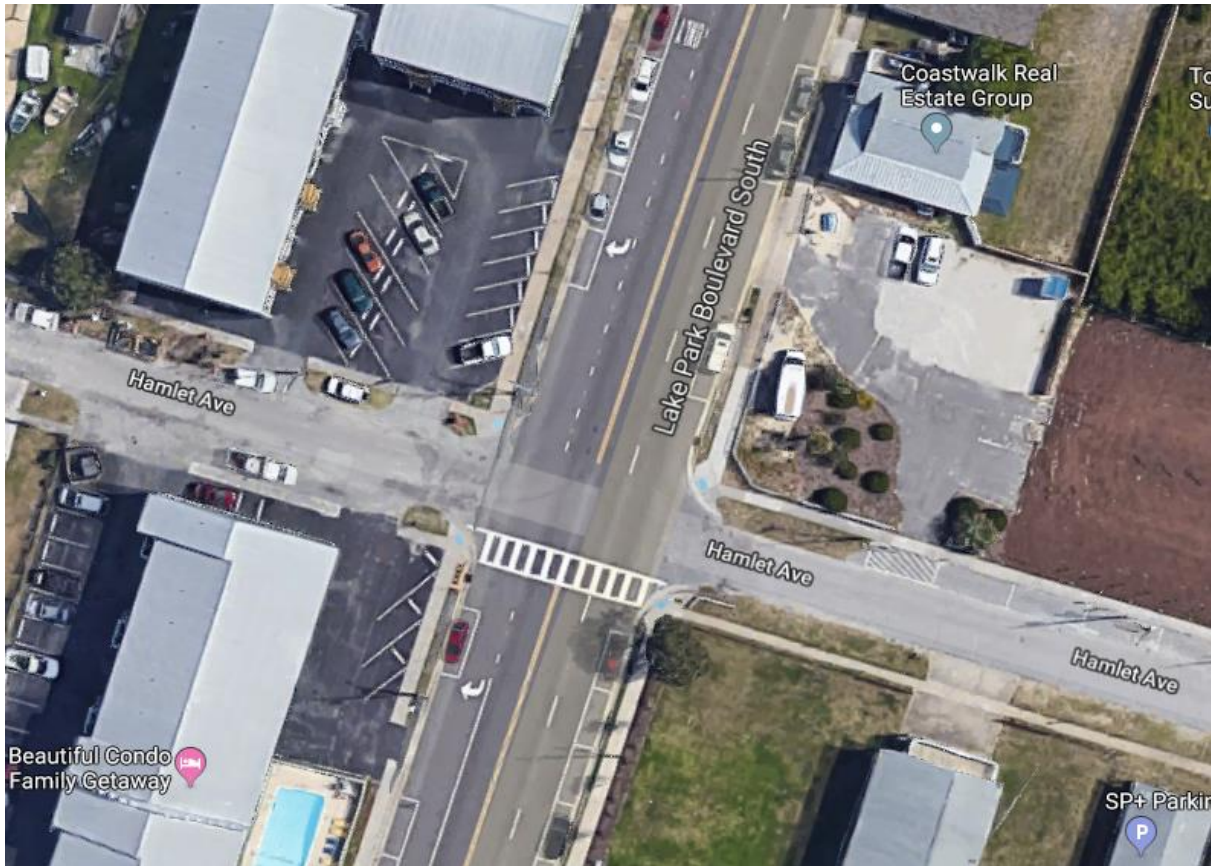
Adopted by the Town Council this 11<sup>th</sup> day of June, 2019 by a vote of \_\_\_ in favor and against.

\_\_\_\_\_  
Joseph Benson, Mayor

\_\_\_\_\_  
Attest: Kimberlee Ward, Town Clerk

\_\_\_\_\_  
Date Approved





**Lake Park Blvd./Hamlet Ave. – New Proposed Traffic Signal**



# Resolution 19-2202

Town of Carolina Beach  
Town Council



**Resolution No. 19-2202**

**RESOLUTION AUTHORIZING THE TOWN OF CAROLINA BEACH TO SUBMIT AN APPLICATION TO THE WILMINGTON METROPOLITAN PLANNING ORGANIZATION IN THE AMOUNT OF \$457,777 FOR SURFACE TRANSPORTATION BLOCK GRANT(STBG) PROGRAM FUNDS FOR THE ST. JOSEPH AVENUE/LEWIS DRIVE BIKE LANES PROJECT**

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- 2) The Town assumes full obligation for payment of the balance of project costs.
- 3) The Town will obtain all necessary State and Federal permits.

Town of Carolina Beach  
Resolution No.

# Resolution 19-2202

Town of Carolina Beach  
Town Council

- 4) The Town will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments.
- 5) The Town will assure that the project is open for use by the public on an equal basis with no restrictions.
- 6) The Town will hold the funding agency harmless from any damages that may result from the construction, operation and maintenance of the project.
- 7) The Town accepts responsibility for the operation and maintenance of the completed project.

Adopted by the Town Council this 11<sup>th</sup> day of June, 2019 by a vote of \_\_\_ in favor and against.

\_\_\_\_\_  
Joseph Benson, Mayor

\_\_\_\_\_  
Attest: Kimberlee Ward, Town Clerk

\_\_\_\_\_  
Date Approved



# STBG Grant Opportunities

JUNE 11, 2019  
TOWN COUNCIL CHAMBERS

- Wilmington MPO issued a call for projects on April 1 for applications for Surface Transportation Block Grant (STBG) grant funding.
- Federal DOT funds administered through MPO; same funding source as Island Greenway & Cape Fear Blvd. MUP projects
- Eligible projects must be included in current Cape Fear 2040 Transportation Plan
- 80% grant/20% local match minimum program

- Carolina Beach Bicycle Pedestrian Advisory Committee at their May 20 meeting recommended Town Council consider applying for the following projects:

**1. St. Joseph Ave./Lewis Dr. dual bike lanes from Lake Park Blvd. to Access Dr.** Project is a priority project in the 2018 CB Pedestrian Plan, and the 2011 CB Bicycle Multi Use Transportation Plan, and the Wilmington/New Hanover Greenway Plan. The project would be widening of the streets to accommodate 5 foot bike lanes on both sides.

- Current estimates for the project are as follows:

- Design & Construction: \$489,758

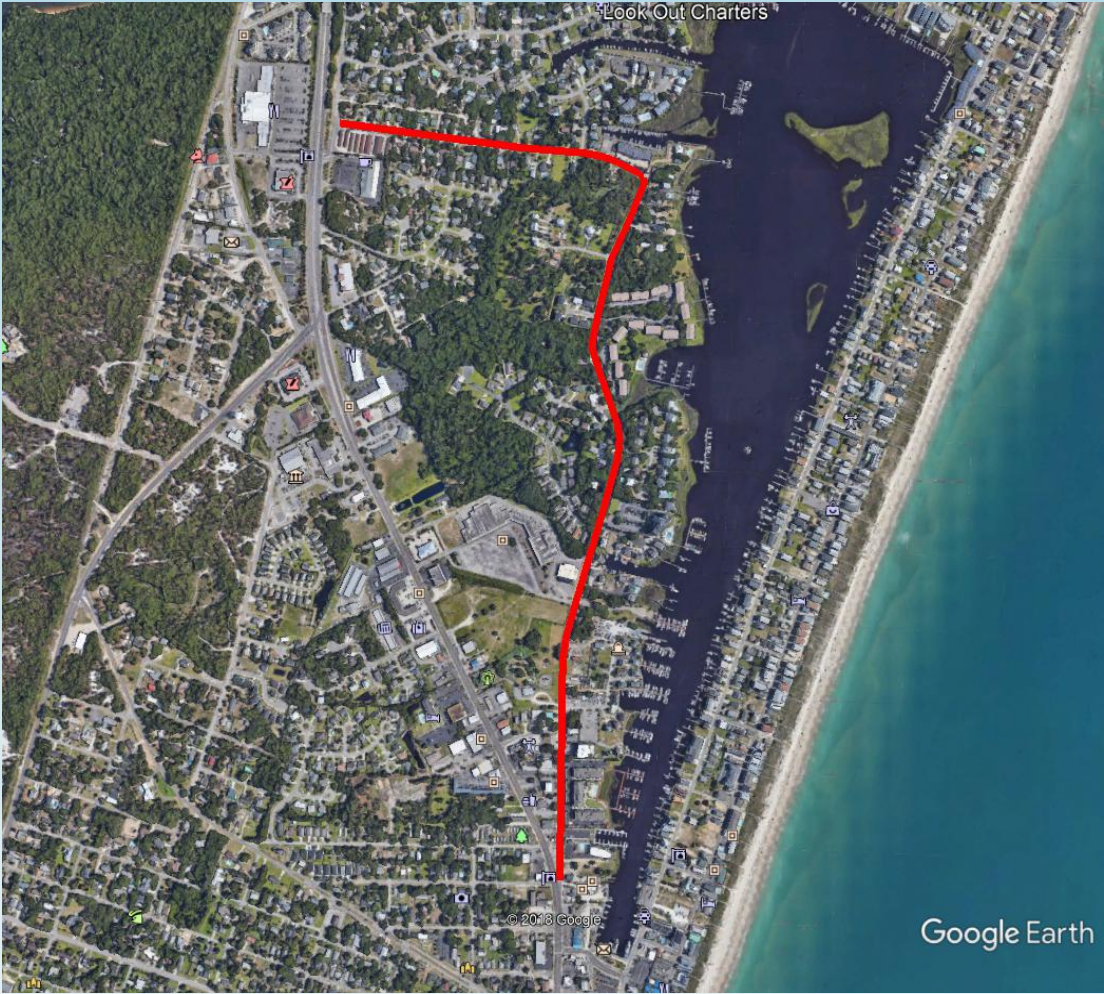
- 15% NCDOT Admin fee: \$82,464

- Total Cost: \$572,222

- 80% Grant: \$457,777

- 20% Town Match: \$114,445

- Final applications due July 1, 2019. If Council wishes to pursue this grant the attached required Resolution of Support No. 19-2202 will need to be adopted for inclusion in the application.



## St. Joseph Ave./Lewis Dr. Bike Lanes

**2. Lake Park Blvd./Hamlet Ave. Traffic Signal.** During meetings with NCDOT officials in April a number of intersections along Lake Park Blvd. were reviewed for additional traffic control and safety improvements. After further traffic analysis by DOT the Town was notified that the Lake Park/Hamlet intersection met the criteria for a new traffic signal but there was no funding currently available. Subsequently, DOT, Wilmington MPO and Town staff determined the signal would be an eligible request for the STBG program. DOT staff are assisting in the grant application.

- Current estimates for the project are as follows:

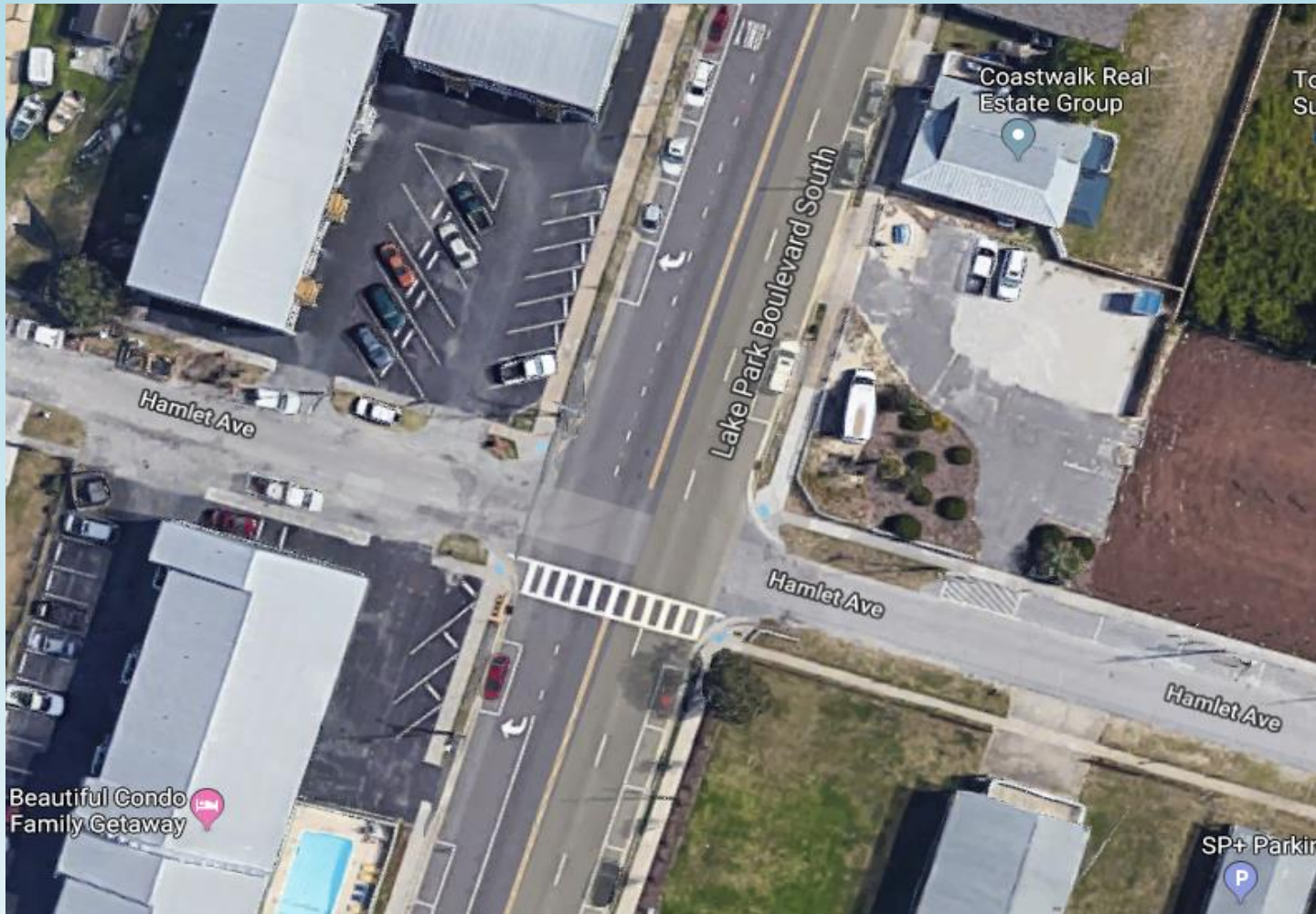
- Total Cost: \$221,000

- 80% Grant: \$176,800

- 20% Town Match: \$44,200

- Final applications due July 1, 2019. If Council wishes to pursue this grant the attached required Resolution of Support No. 19-2203 will need to be adopted for inclusion in the application.





## Lake Park Blvd./Hamlet Ave. Traffic Signal

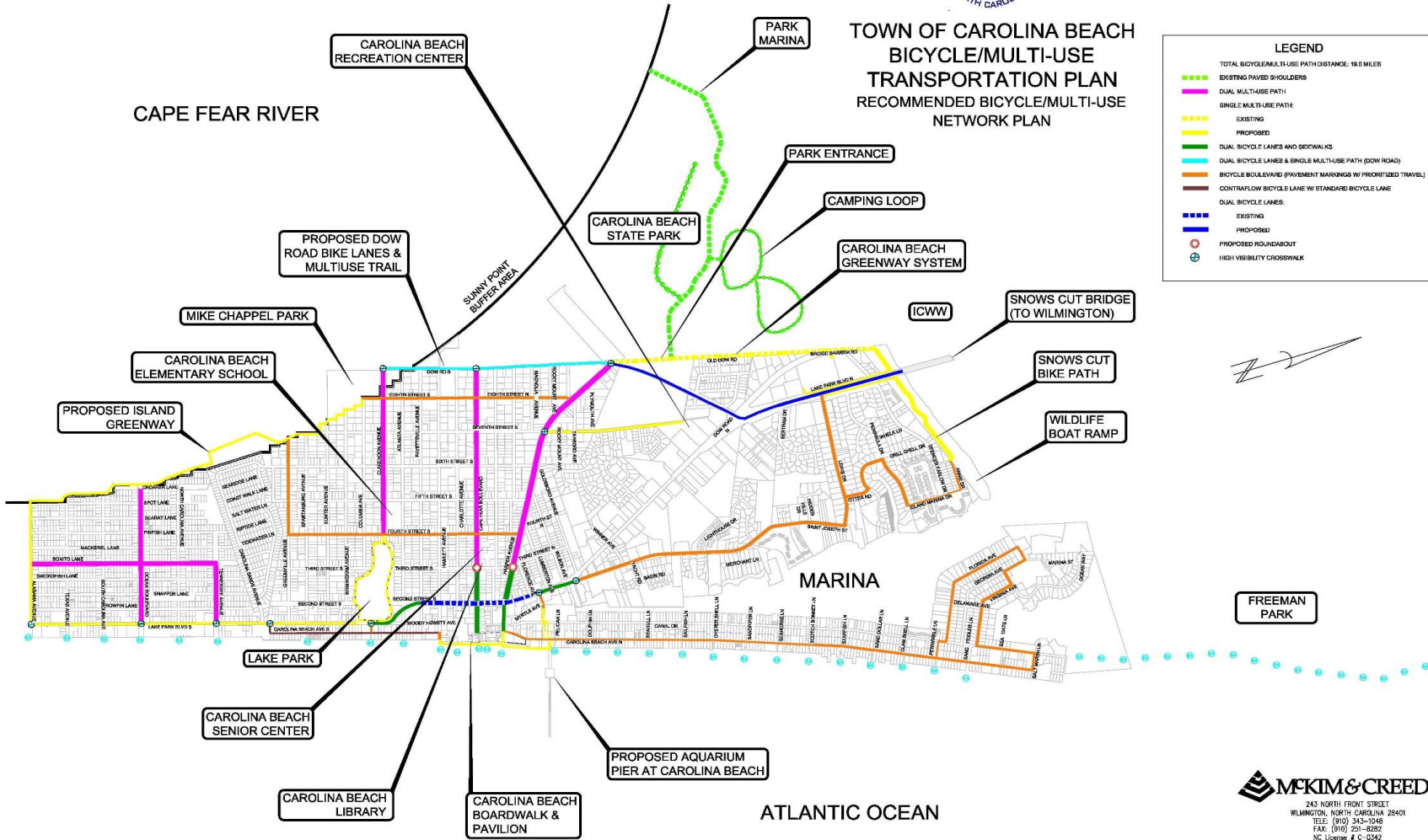


**3. Lake Park Blvd. North Sidewalks – East side:** There are significant design issues to be resolved. Staff are currently seeking preliminary cost estimates for a future grant funding cycle.

**4. Lake Park Blvd. South Sidewalks/Multi-Use Path –** location to be determined. There are significant design issues to be resolved. Staff are currently seeking preliminary cost estimates for a future grant funding cycle.

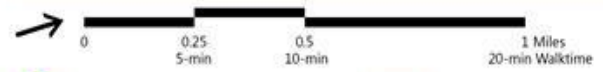
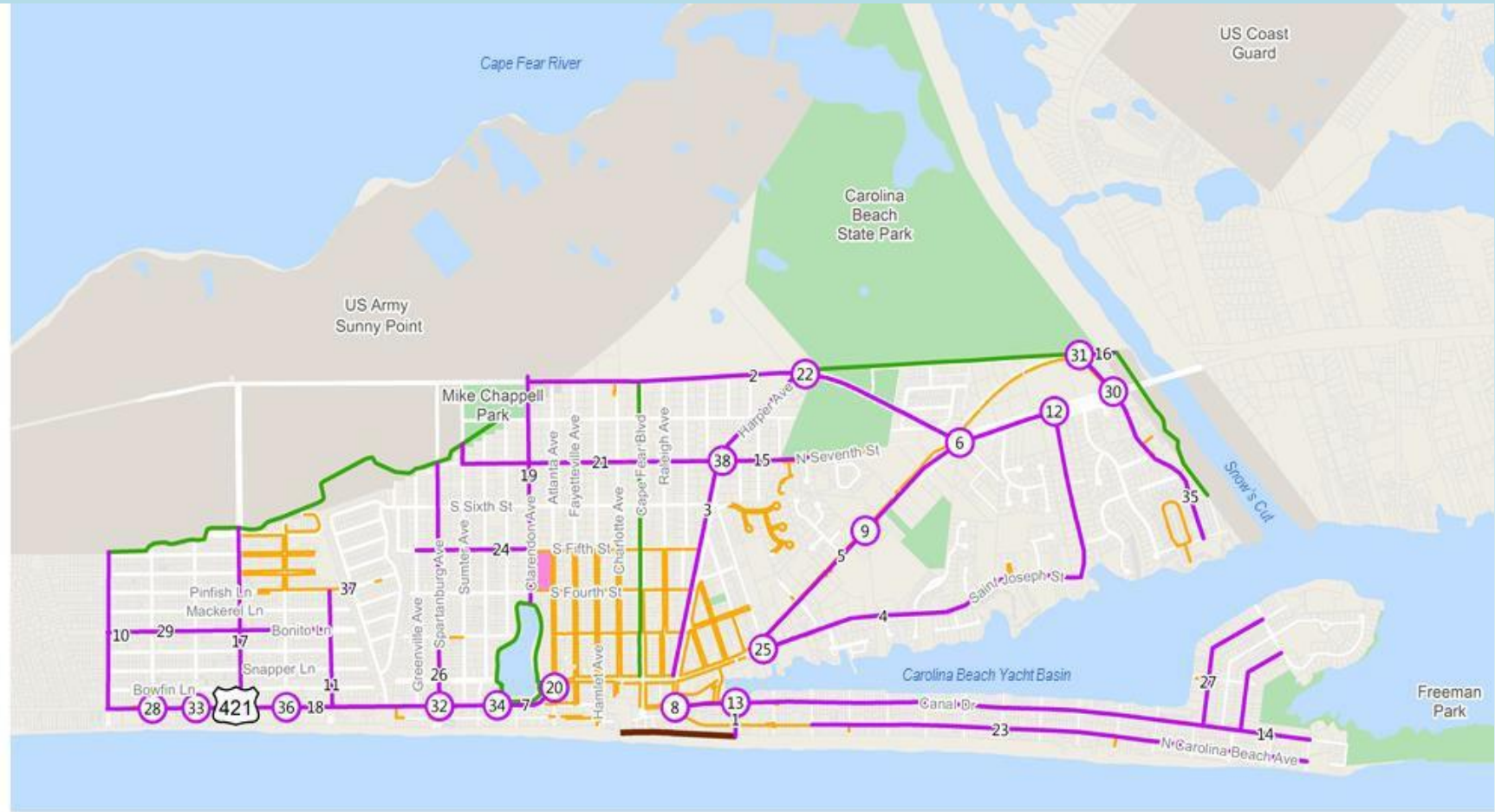


**TOWN OF CAROLINA BEACH  
BICYCLE/MULTI-USE  
TRANSPORTATION PLAN  
RECOMMENDED BICYCLE/MULTI-USE  
NETWORK PLAN**



FREEMAN PARK

**MCKIM & CREED**  
243 NORTH FRONT STREET  
WILMINGTON, NORTH CAROLINA 28401  
TEL: (910) 343-1048  
FAX: (910) 251-8282  
NC License # C-0342



- Intersection/Crossing Project
- Corridor Project
- Sidewalk
- Existing Shared Use Path
- Boardwalk
- Park
- Federal Owned Land
- Elementary School

**Comprehensive Pedestrian Plan** | Town of Carolina Beach, NC

New Hanover County

**Facility Recommendations**

Source Info: NCDOT, NC DENR DWR,  
Town of Carolina Beach, VHB



## AGENDA ITEM

Meeting: Regular Town Council - 11 Jun 2019

Prepared By: Jerry Haire

Department: Executive

### Presentation on the CB Bicycle Pedestrian Route Map and Route Signing

#### BACKGROUND:

For the past several months the Bike Ped Committee (BPC) and staff have been developing a bike ped route map. The latest version is attached for your review. The idea is simple – provide residents and visitors with a map of good routes to walk and pedal around Town for recreation and transportation purposes. The map has been reviewed by Wilmington MPO and the Town Technical Review Committee. Content of the map will continue to evolve and be refined as conditions change. The BPC and staff are presenting the current version to Town Council for acknowledgement and general information. Once this is done we'd like to make the map available to the public as a brochure/print-out and post on all Town media, and sign the various routes.

Another version of the map is attached with current routes proposed for signing/markings. This would include installing small medallion style signs with an Island Greenway System logo (see attached) on existing Town street stop signs, as well as painting directional sharrows on the street pavement similar to the current sharrows on Carolina Beach Ave. North and Canal Dr. An overview and examples by BPC Chair Mike Hoffer is attached.

Note that the BPC has volunteered to assist in installing the signs and sharrows.

The following are cost estimates for the various routes:

- |                                       |              |
|---------------------------------------|--------------|
| 1. Signs, hardware & posts:           | \$3,800      |
| 2. Purchase sharrow stencil template: | <u>\$200</u> |
| Total:                                | \$4,000      |

**BUDGET IMPACT:** \$4,000 from General Fund

**ACTION REQUESTED:** Review/comment on proposed map. Provide direction in proceeding with signing and marking the proposed routes.

**COMMITTEE RECOMMENDATION:** The Bike Ped Committee by consensus recommends Town Council accept/acknowledge the map and approve proceeding with signing the proposed routes, and approve funding as noted.

**ATTACHMENTS:** [Greenway System Overview - Hoffer 4-4-19](#)  
[BikePedMap\\_V8](#)  
[BikePedMap\\_withhighlightedroute](#)  
[Bike Ped Route Council meeting 6-11-19 v2](#)

**To:** CB TRC for Review/Comment/Approval  
**From:** CB Bicycle Pedestrian Advisory Committee via Mike Hoffer, Chairman  
**Date:** April 4, 2019  
**Subj.:** Bicycle & Pedestrian Route Map & Signing

### **Island Greenway System**

The major feature of the Island Greenway System (IGS) is to provide bikes/peds with the information they need to travel in Carolina Beach safely. Safe and pleasant routes exist, but unfortunately many people are not aware of them.

The IGS will be a network of safe, convenient and pleasant bike/ped routes in Carolina Beach. Designated street routes will connect our off-road greenways with major points of interest such as parks, water accesses, Boardwalk, rec center, etc... (See map.)

On our street routes bikes/peds will share the road with vehicular traffic, but the goal is to select routes that have sidewalks for pedestrians. Routes have been selected based on safety, convenience and aesthetics. The routes will be marked with a mix of street signs (Figures 1, 2 & 3), directional arrows (Figure 4) and images painted on pavement. (Figures 5 & 6)

*\*\* Images, signs and markings are still in development.*

### **5 Steps to creating the IGS**

1. Identify the best bike/ped routes based on safety, convenience and aesthetics.
2. Mark the routes with pavement images and unobtrusive signage.
3. Map the routes. Create a map and make it easily available to the public on the town website, in brochures and displayed in prominent places around town.
4. Promote the routes. If locals, visitors and motorists are aware of these routes we will make our streets safer. Bikes/peds will be more likely to cross Lake Park Blvd at safe locations or avoid Lake Park Blvd altogether. Motorists will know which routes/intersections are likely to have bikes/peds.
5. Improve the routes by adding crosswalks, altering stop signs or traffic flow to provide right of way for bikes/peds or by other means. This can be an ongoing effort.

### **Pros**

Inexpensive. The IGS doesn't call for building new lanes, purchasing property or creating new infrastructure. It simply designates existing town streets as bike/ped friendly routes.

Flexible. The IGS can be altered, expanded or contracted easily. Simply move signs and edit the map.

Easy. There are no paths to be paved, no grass to mow, no trash cans to be emptied. Just simple signage to be maintained, which could easily be done by volunteers.

Eco Friendly. By incorporating the IGS we encourage and support alternative transportation.





Figure 1



Figure 2



Figure 3



Figure 4



Figure 5

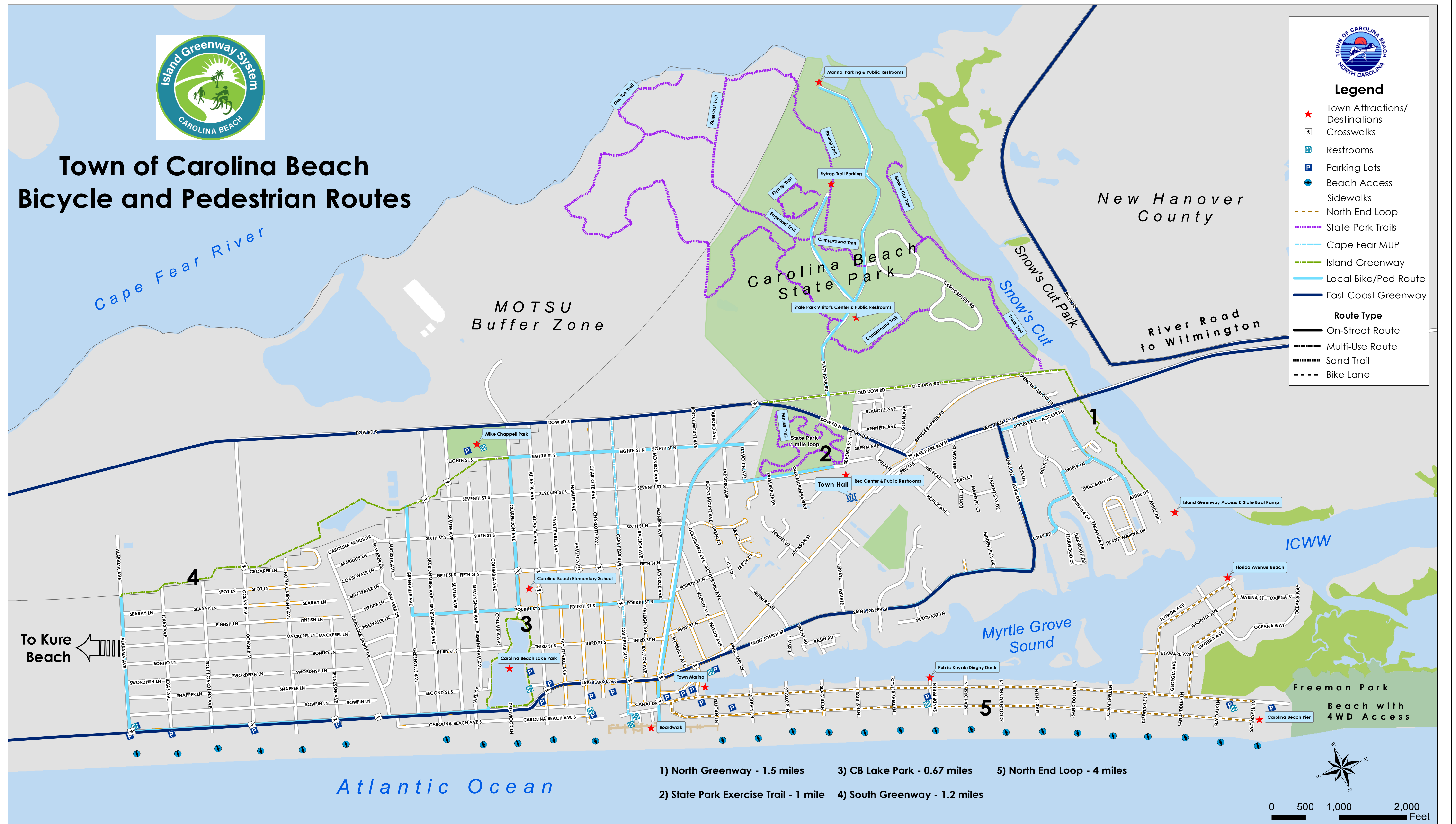


Figure 6



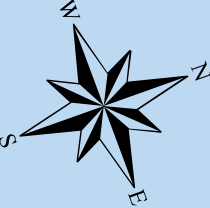


# Town of Carolina Beach Bicycle and Pedestrian Routes



**Legend**

- Town Attractions/ Destinations
  - Crosswalks
  - Restrooms
  - Parking Lots
  - Beach Access
  - Sidewalks
  - North End Loop
  - State Park Trails
  - Cape Fear MUP
  - Island Greenway
  - Local Bike/Ped Route
  - East Coast Greenway
- Route Type**
- On-Street Route
  - Multi-Use Route
  - Sand Trail
  - Bike Lane



- 1) North Greenway - 1.5 miles
- 2) State Park Exercise Trail - 1 mile
- 3) CB Lake Park - 0.67 miles
- 4) South Greenway - 1.2 miles
- 5) North End Loop - 4 miles





# Town of Carolina Beach Bicycle and Pedestrian Routes

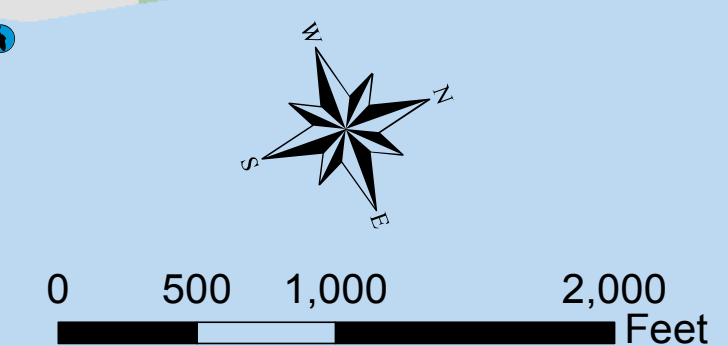


## Legend

- ★ Town Attractions/ Destinations
  - ⊠ Crosswalks
  - 🚻 Restrooms
  - 🅑 Parking Lots
  - 🌊 Beach Access
  - Sidewalks
  - - - North End Loop
  - ⋯ State Park Trails
  - ⋯ Cape Fear MUP
  - ⋯ Island Greenway
  - ⋯ Local Bike/Ped Route
  - East Coast Greenway
- 
- ### Route Type
- On-Street Route
  - Multi-Use Route
  - Sand Trail
  - - - Bike Lane



- 1) North Greenway - 1.5 miles
- 2) State Park Exercise Trail - 1 mile
- 3) CB Lake Park - 0.67 miles
- 4) South Greenway - 1.2 miles
- 5) North End Loop - 4 miles





# Bicycle Pedestrian Route Map & Signage

JUNE 11, 2019  
TOWN COUNCIL CHAMBERS



- Bike Ped Committee (BPC) and staff have been developing a bike ped route map for a number of months.
- Purpose is to provide residents and visitors with a map of good routes to walk and pedal around Town for recreation and transportation purposes.
- Map has been reviewed by Wilmington MPO and the Town Technical Review Committee.
- Content of the map will continue to evolve and be refined as conditions change.
- With Council approval the map will be made available to public in a full size version, reduced to a brochure/print-out version, and posted on all Town media.
- Also with Council approval various routes (see highlighted map) will be marked with signage & sharrows.

- Route marking proposed is installation of small medallion style signs with Island Greenway System logo (see attached) on existing Town street stop & speed limit signs, as well as painting directional sharrows on the street pavement similar to the current sharrows on Carolina Beach Ave. North and Canal Dr.

- BPC has volunteered to assist in installing the signs and sharrows.

- Cost estimates for the various routes:

1. Signs, hardware & posts: \$3,800

2. Purchase sharrow stencil template: \$200

Total: \$4,000



# Town of Carolina Beach Bicycle and Pedestrian Routes





# Town of Carolina Beach Bicycle and Pedestrian Routes



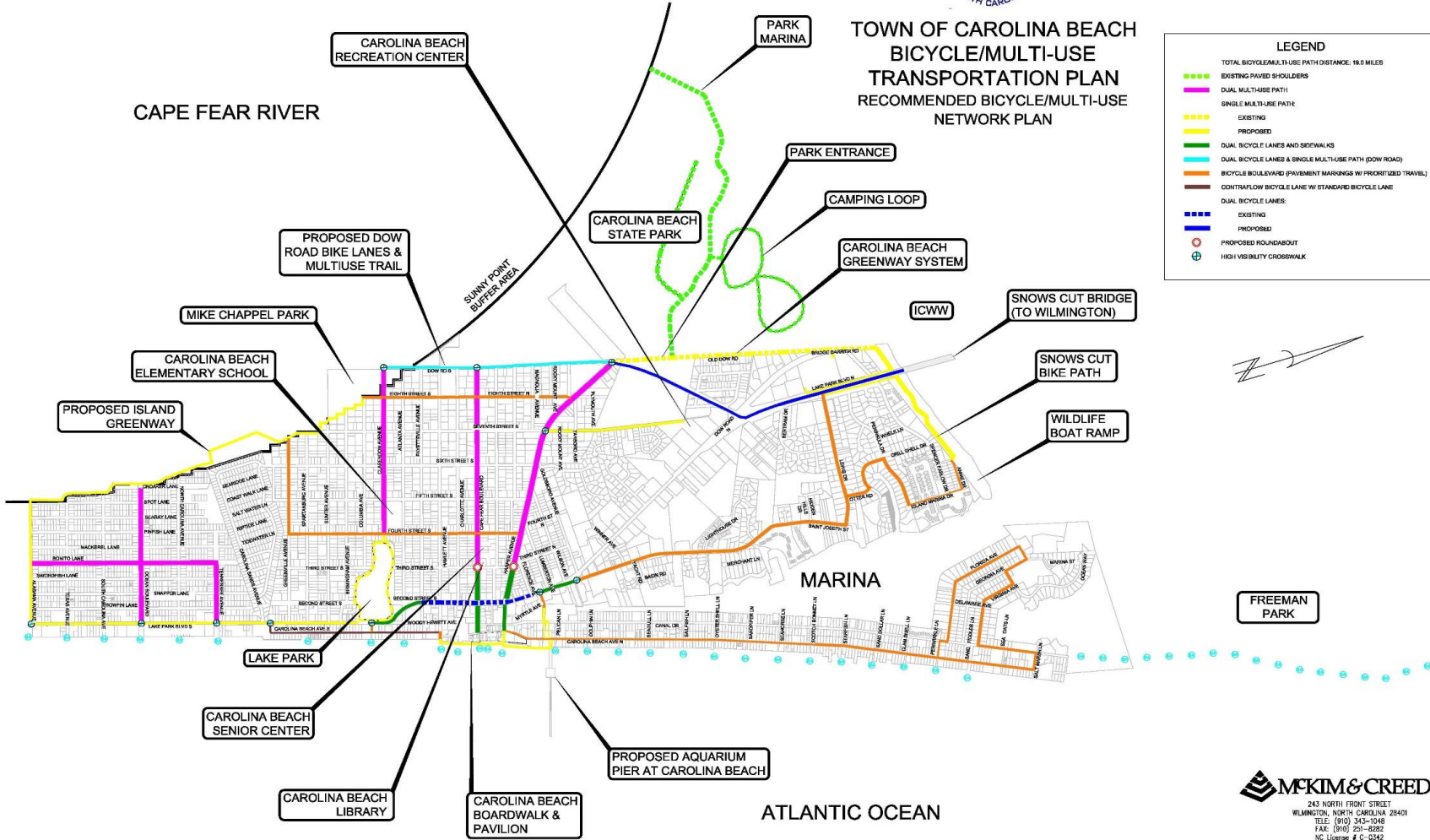
- 1) North Greenway - 1.5 miles
- 2) State Park Exercise Trail - 1 mile
- 3) C8 Lake Park - 0.67 miles
- 4) South Greenway - 1.2 miles
- 5) North End Loop - 4 miles







**TOWN OF CAROLINA BEACH  
BICYCLE/MULTI-USE  
TRANSPORTATION PLAN  
RECOMMENDED BICYCLE/MULTI-USE  
NETWORK PLAN**



**LEGEND**

TOTAL BICYCLE/MULTI-USE PATH DISTANCE: 19.0 MILES

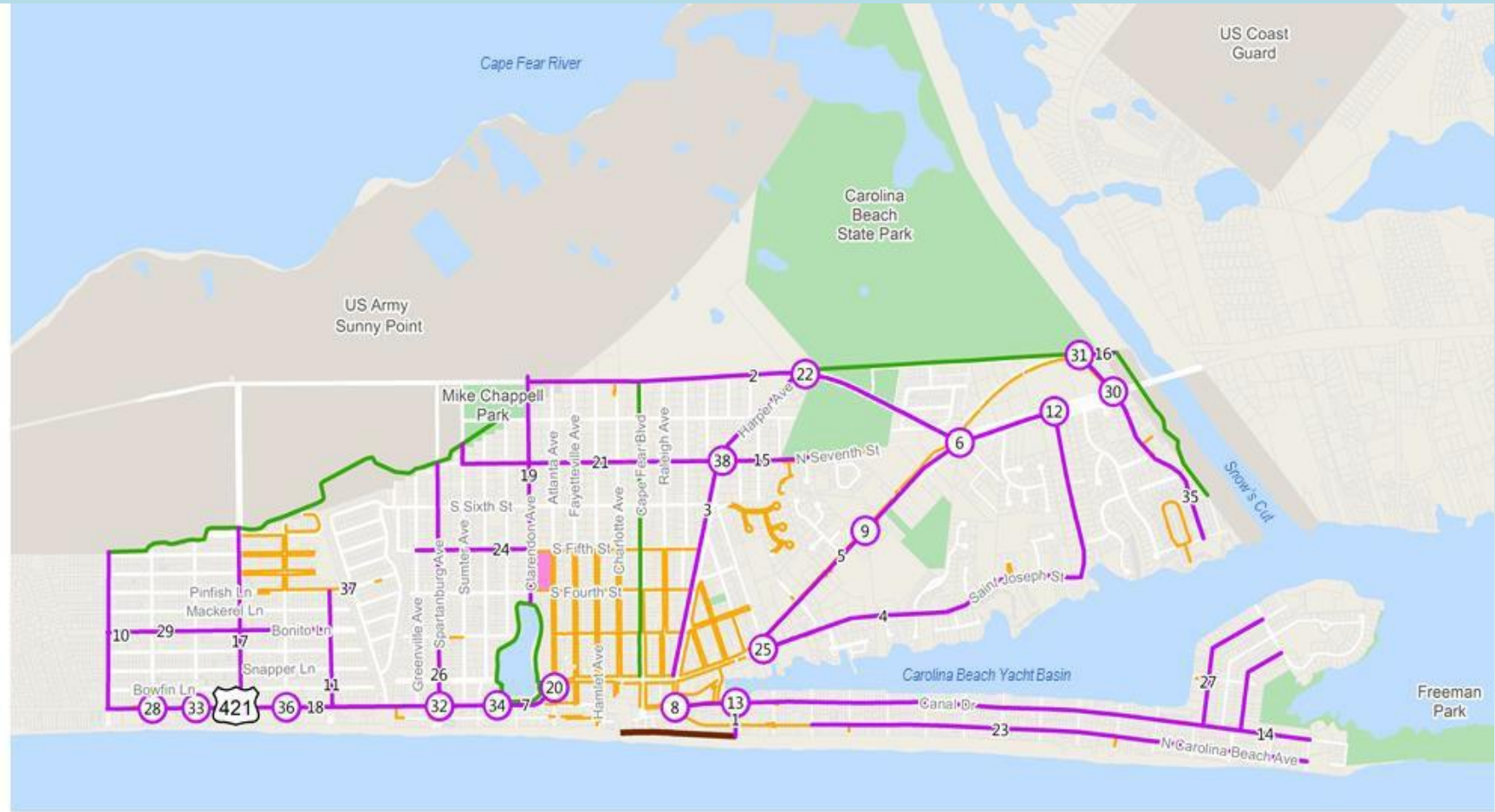
- EXISTING PAVED SHOULDERS
- DUAL MULTI-USE PATH
- SINGLE MULTI-USE PATH
- EXISTING
- PROPOSED
- DUAL BICYCLE LANES AND SIDEWALKS
- DUAL BICYCLE LANES & SINGLE MULTI-USE PATH (DOW ROAD)
- BICYCLE BOULEVARD (PAVEMENT MARKINGS W/ PRIORITY TRAVEL)
- CONTRAFLOW BICYCLE LANE W/ STANDARD BICYCLE LANE
- DUAL BICYCLE LANES
- EXISTING
- PROPOSED
- PROPOSED ROUNDABOUT
- HIGH VISIBILITY CROSSWALK



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- Intersection/Crossing Project
- Corridor Project
- Sidewalk
- Existing Shared Use Path
- Boardwalk
- Park
- Federal Owned Land
- Elementary School

**Comprehensive Pedestrian Plan** | Town of Carolina Beach, NC

New Hanover County

**Facility Recommendations**

Source Info: NCDOT, NC DENR DWR,  
Town of Carolina Beach, VHB



## AGENDA ITEM

Meeting: Regular Town Council - 11 Jun 2019

Prepared By: Jerry Haire

Department: Executive

### Presentation on the Asset Inventory & Assessment(AIA) Final Report

#### BACKGROUND:

The Town began the AIA Water and Sewer Project in late 2016 with funding assistance through the NC Division of Water Infrastructure. . Funding was used to hire a consultant to work with Town/Cityworks staff in a water and sewer system asset inventory, condition analysis and development of a preventative maintenance program. The project goal was to significantly enhance the Town's developing Cityworks program and GIS database in more efficient management of water and sewer infrastructure. GIS Administrator will present the AIA Final Report from consultant CH2M.

Gigi Baggarley will present the following:

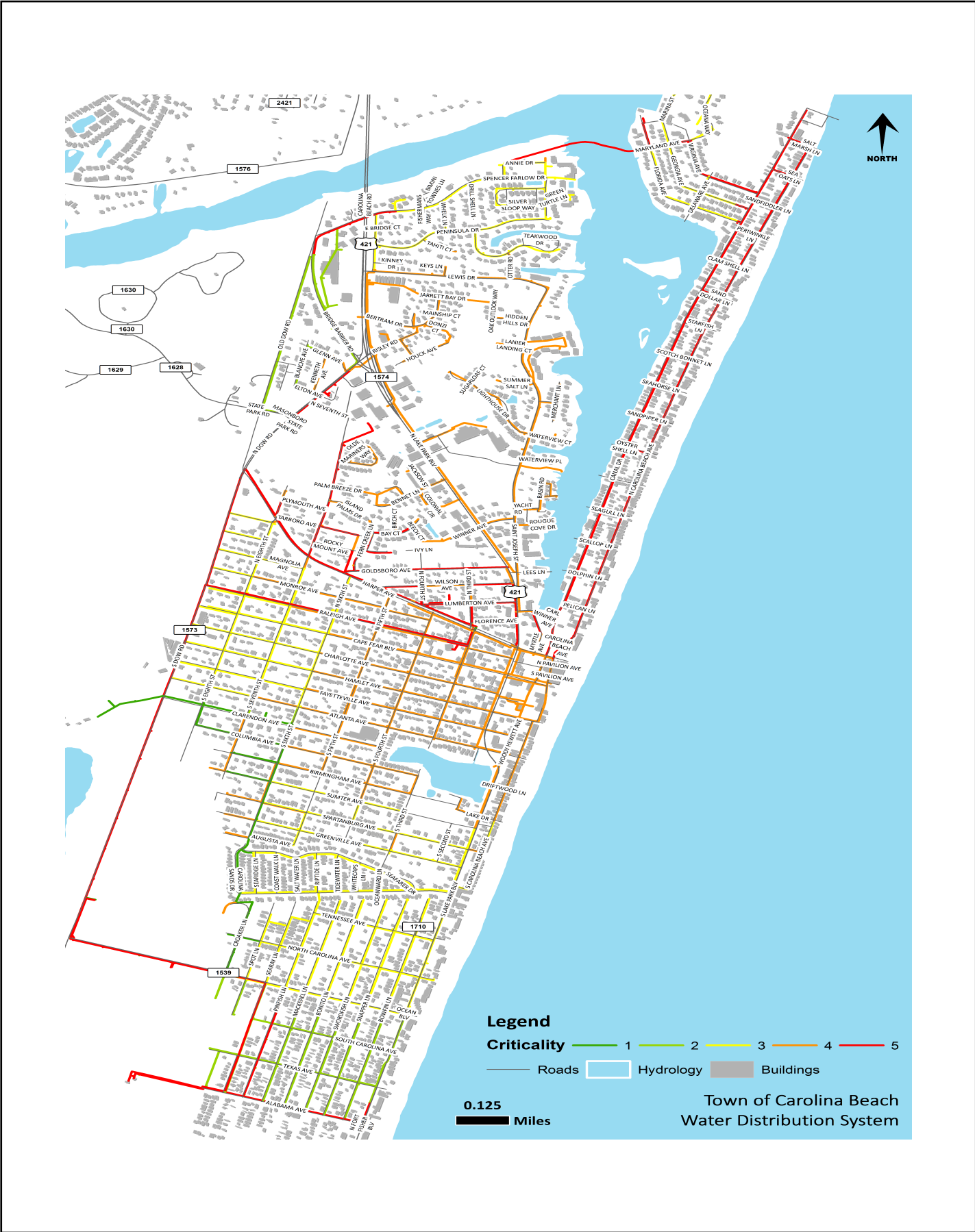
The Town implemented Cityworks in the Operations Department in October, 2017. The second phase of the implementation process involved conducting an analysis to determine the most critical water and sewer assets and a method of scoring the condition those assets. Jacobs Engineering and the GIS Administrator met with staff to collect information regarding the most critical water and sewer lines, lift stations, and wells. Using the responses provided by staff, maps were generated to display assets from most critical to least critical. Additionally, these data were entered into GIS to assist in developing a preventative maintenance plan within Cityworks. Jacobs also provided the Town with inspection templates to use for scoring the condition of vertical assets within Cityworks.

#### ATTACHMENTS:

[TM Horizontal Assets-11x17-Water](#)

[TM LiftStation-11x17](#)

[TM Horizontal Assets-11x17-Sewer](#)



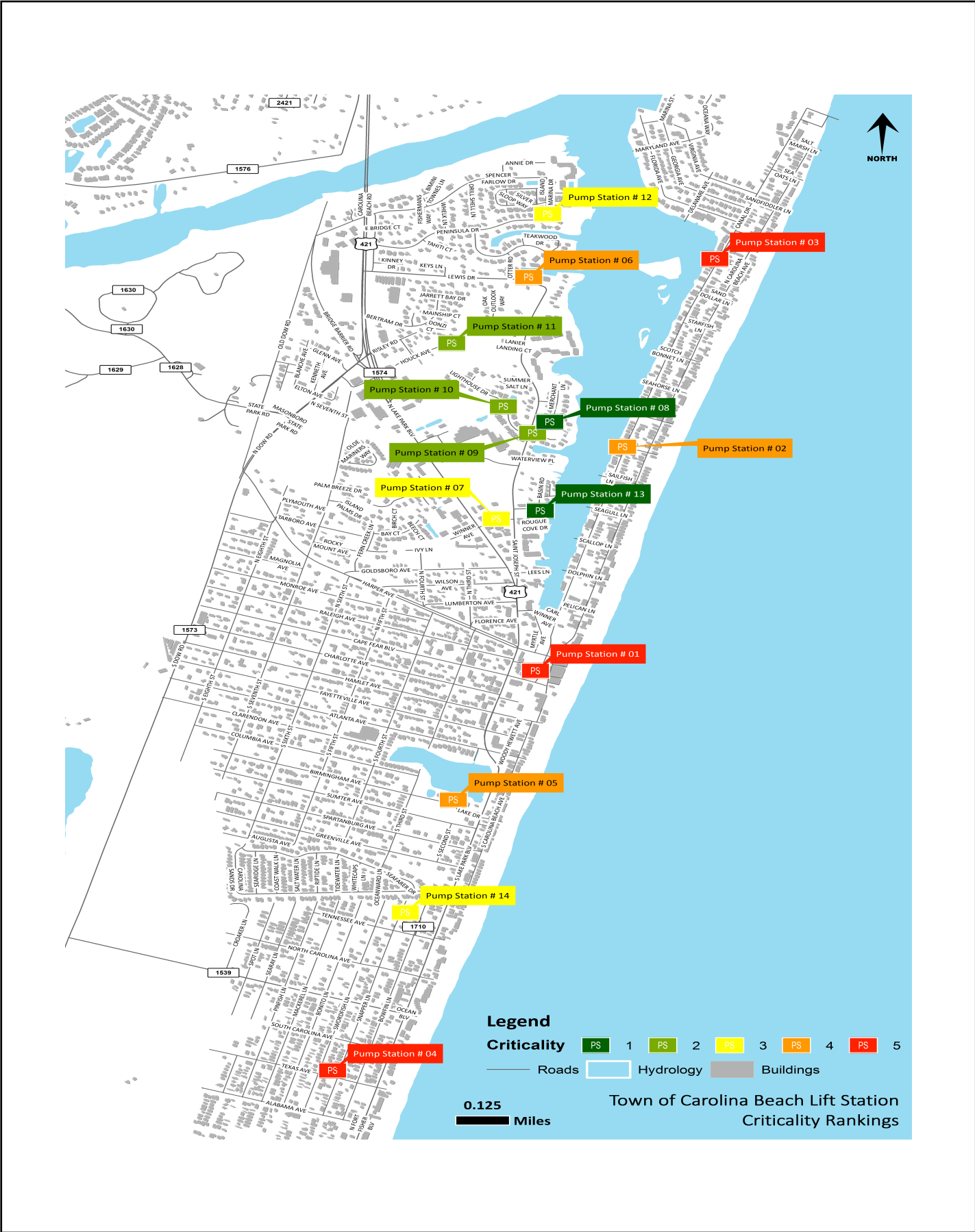
**Legend**

**Criticality** 1 2 3 4 5

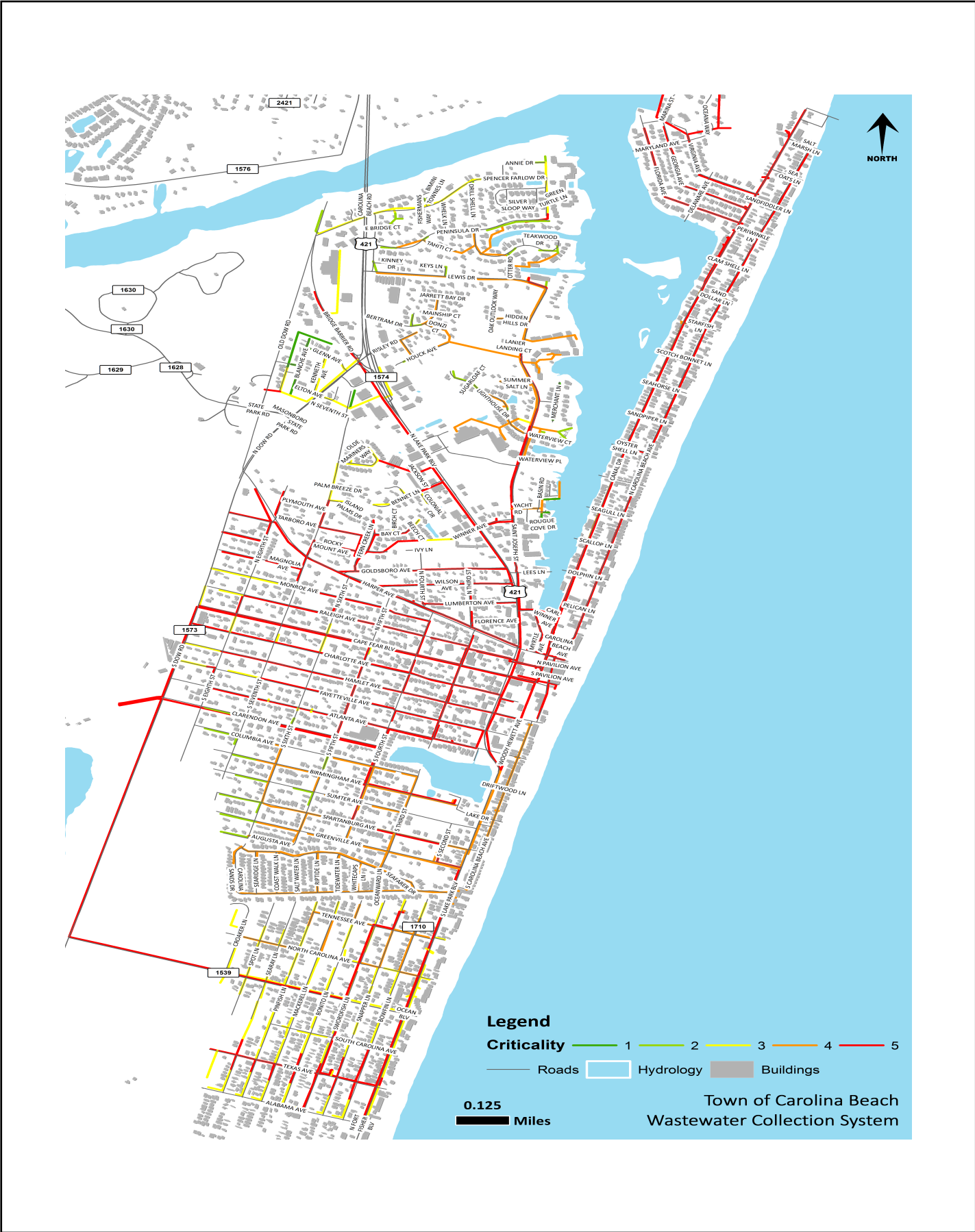
— Roads    □ Hydrology    ■ Buildings

0.125 Miles

Town of Carolina Beach  
Water Distribution System









## AGENDA ITEM

Meeting: Regular Town Council - 11 Jun 2019

Prepared By: Ed Parvin

Department: Executive

### Expand the Town's No Wake Zone

**BACKGROUND:**

A member of the Oceana neighborhood, Mr Olin T. Furr, put in a request through the Town and NC Wildlife Commission for an expansion of the Town's no wake zone area. A NC wildlife officer conducted an assessment of the area and agreed with Mr. Furr's concerns which included:

1. The speed from boaters has caused many safety concerns with other users in the area.
2. The wake from boaters threatens to damage property in the area.

**BUDGET IMPACT:**

Approximately \$5,000 was estimated to be the initial purchase and install cost. This was included in the 2019 budget. Once installed the Town will be responsible for continued maintenance.

**ACTION REQUESTED:**

Adopt the included resolution. Once adopted the resolution and application will be sent through the state's rulemaking process. This process takes approximately 8 months.

**COMMITTEE  
RECOMMENDATION:**

The Harbor Commission unanimously recommended approval to send this forward to Town Council.

**ATTACHMENTS:**

[2010 TCB LOCAL HARBOR AND SHORELINE ACT SL 2010-73 sec. 2  
Carolina Beach Extended Proposed NWZ 15A NCAC 10F 0306  
no wake zone  
Request](#)

**GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2009  
SESSION LAW 2010-73, SECTION 2  
SENATE BILL 430, SECTION 2**

AN ACT TO... CLARIFY AND EXPAND THE AUTHORITY OF THE TOWN OF CAROLINA BEACH TO REGULATE AND ENFORCE LAWS IN CAROLINA BEACH HARBOR AND THE SHORELINE AREA ADJOINING THE TOWN.

The General Assembly of North Carolina enacts:

**SECTION 2.(a)** Definitions.

The following definition applies to Sections 2.(a) to 2.(e) of this act:

(1) "Shoreline area" means the land and water areas extending from the corporate boundaries of the Town of Carolina Beach to a distance of 200 yards in parallel lines from the corporate boundaries. This area includes Carolina Beach Harbor, the Municipal Marina, and Yacht Basin. This area does not include: (i) the shoreline areas along the Atlantic Ocean; (ii) the Intracoastal Waterway and all areas within its right-of-way; and (iii) any area within the corporate boundaries of another city or town organized pursuant to Chapter 160A of the General Statutes.

**SECTION 2.(b)** Purposes.

The purposes of Sections 2.(a) to 2.(e) of this act are to clarify and expand the authority of the Town of Carolina Beach to:

- (1) Operate and manage facilities in Carolina Beach Harbor, the Municipal Marina, and Yacht Basin.
- (2) Enforce navigation, boating, water safety, resource protection, recreation, and public safety laws in the shoreline area in cooperation and coordination with applicable local, State, and federal agencies.

**SECTION 2.(c)** Effect of ordinances in the shoreline area.

The Town may adopt ordinances pursuant to G.S. 160A-174 and extend applicable ordinances of the Town so that the ordinances have full force and effect in the shoreline area, subject to the limitation that in the event any ordinance adopted by the Town conflicts with a rule, regulation, or statute adopted by a county, State, or federal agency, then the county, State, or federal rule, regulation, or statute shall prevail over the Town ordinance to the extent of the conflict. The Town shall not adopt or extend an ordinance to apply to the shoreline area that would interfere or limit public trust rights of the people of the State or legal rights of access to such public trust areas in any way.

**SECTION 2.(d) Police jurisdiction.**

In addition to their authority within the corporate boundaries of the Town and as otherwise provided by law, Town law enforcement officers shall have authority to enforce ordinances adopted or extended pursuant to Section 2.(c) of this act in the shoreline area, subject to the limitations of their subject matter jurisdiction and any existing enforcement authority in those areas held by county, State, or federal agencies. The Town may also enter into enforcement and mutual aid agreements with county, State, and federal agencies to cooperatively enforce navigation, boating, water safety, resource protection, recreation, access, and public safety laws and regulations.

**SECTION 2.(e) Additional powers.**

The Town of Carolina Beach may:

- (1) Hire one or more special officers to serve as harbormaster and to patrol and enforce the laws in the Town and shoreline area. The harbormaster and other officers hired under this section may exercise all the powers of a law enforcement officer generally within the Town, shall be entitled to all powers, privileges, and immunities afforded by law to regularly employed law enforcement officers of the Town, and are subject to all provisions of law relating to law enforcement officers, including training requirements and the requirement that an officer must take the oath of office required of a law enforcement officer.
- (2) Own and operate facilities in the shoreline area, including: piers, docks, slips, quays, and bulkheads; boats and water transportation; moorings and mooring fields; boating safety equipment; dredging and channel maintenance equipment; boating access; and traffic control, navigational devices, lighting, and signage, subject to the limitations in G.S. 75A-15 and other applicable county, State, and federal laws.



15A NCAC 10F .0306 - No Wake Zone - Proposed  
Carolina Beach Yacht Club & Oceana Marina, Intracoastal Waterway, New Hanover County



Created by WRC: April, 2019

# Resolution



Town of Carolina Beach  
Town Council

**RESOLUTION NO. 19-2205**

***RESOLUTION 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***

**WHEREAS**, the wake from vessels in this area continue to have a negative impact on commercial and residential piers and vessels in this area; and

**WHEREAS**, high speeds and the wake from vessels in this area have created a safety hazard for users of Myrtle Grove Sound; and

**WHEREAS**, North Carolina Wildlife has done an assessment of this area and made a recommendation for expanding the Town’s current no wake zone; and

**WHEREAS**, North Carolina Wildlife will enforce the no wake zone once installed

**WHEREAS**, The Town of Carolina Beach maintains concurrent jurisdiction to regulate and enforce laws in the harbor and shoreline area; and

**WHEREAS**, the Harbor Commission unanimously recommended approval of the no wake zone with 4 buoys and two piles; and

**WHEREAS**, the Town of Carolina Beach has given public notice of intention to apply for rulemaking on waters within the Town’s territorial jurisdiction

**NOW, THEREFORE BE IT RESOLVED** by the Town Council of the Town of Carolina Beach, North Carolina adopts the following resolution for the state to consider expanding the Town’s no wake zone area in accordance with the attached map.

Adopted this 11<sup>th</sup> day of June, 2019.

\_\_\_\_\_  
Joe Benson, Mayor

\_\_\_\_\_  
Attest: Kimberlee Ward, Town Clerk

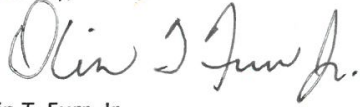
April 10, 2019

Town of Carolina Beach  
Attn: Ed Parvin  
1121 North Lake Park Ave.  
Carolina Beach, NC 28428

Dear Mr. Parvin:

I am requesting the Town of Carolina Beach to submit NC Wildlife Commission form D-1 applying for a no wake zone at Snows Cut. The proposed no wake zone diagram and the No-wake zoning matrix performed by Clayton Ludwick of NC Wildlife Commission on 6-21-2018 are included for your review. It includes CB Yacht Club & Marina AKA Joyner Marina & Oceana Marina. Because of his findings the NC Wildlife Commission and the US Army Corps of Engineer (USACE) have agreed that a no-wake zone is needed and can be placed in the proposed no-wake zone area on the map. Brent Wilson who is the regional supervisor that oversees all boating technicians for the state said he will send state employees to direct the locations of each buoy. They are recommending that there be a total of 7 buoys for this area. One buoy already exists on the southern end of the marina fuel dock. Six buoys would have to be purchased. There are three sizes available 9", 14" and 19". Each buoy will need anchor blocks coated wire and 2 clevis' with swivels. The suggested layout would be to have 2-19" buoys on the front corners and then spread the 9" buoys equally in between. The cost for the 6 buoys and blocks would be \$1821.72 plus the cost of the cable and hardware. There is no labor to install. The entire approval process for the Wildlife Commission could be around 8 months to complete. The Town of Carolina Beach will also need to apply for a CAMA permit to install buoys. I also inquired about wildlife putting more no-wake buoys around the boat ramp which are needed and they are working on that at no cost.

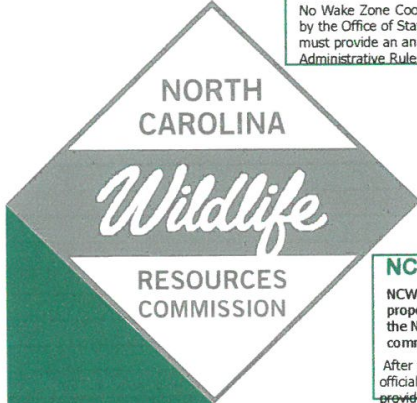
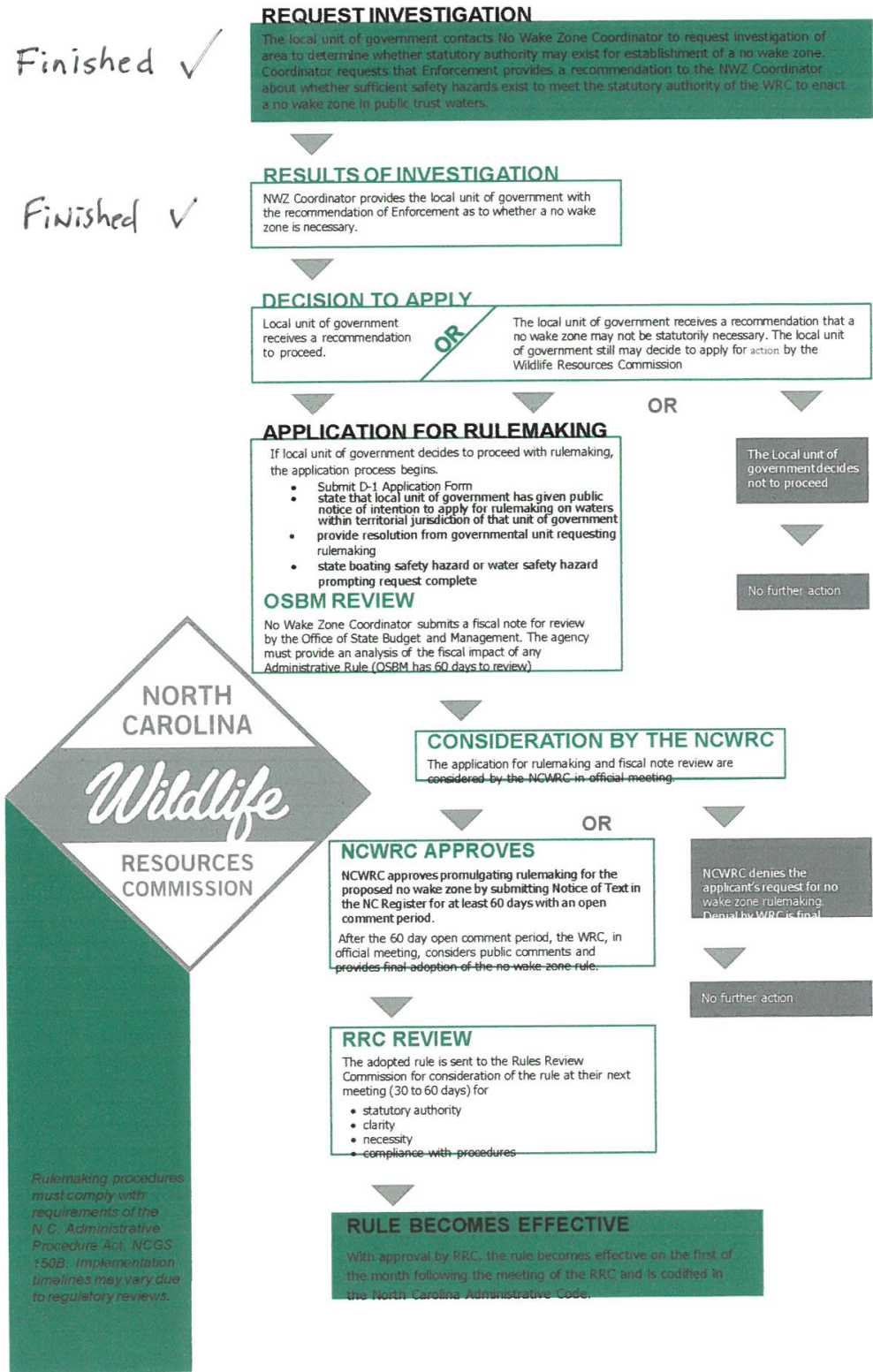
Sincerely,



Olin T. Furr, Jr.



# APPLYING FOR A NO WAKE ZONE



*Rulemaking procedures must comply with requirements of the N.C. Administrative Procedure Act, NCGS 150B. Implementation timelines may vary due to regulatory reviews.*

**NO-WAKE ZONING MATRIX**

**SECTION 1:**

Name of organization/entity: *\_Carolina Beach 15A NCAC 10F .0306*

Primary contact information: *\_Ed Parvin – Asst. Carolina Beach Town Mgr.  
[Ed.Parvin@carolinabeach.org](mailto:Ed.Parvin@carolinabeach.org) office (910) 458-2526 cell (910) 465-2766*

Exact location of requested no-wake zone:

Body of water and County: *\_ICW (Snows Cut) New Hanover County*

Location: *\_Snows Cut, a portion of the ICW, at Carolina Beach Yacht Club formerly Joyner’s Marina, and Oceana Marina.*

Popular name of area, if any: *\_Currently called Joyner’s Marina as of 6-12-2018. Name change due July 1, 2018.*

Width of No-Wake Zone: Narrowest Point: \_\_\_\_\_ Widest Point: \_\_\_\_\_

Brief Description of area (example: bridge overpass, obstructed views, Intracoastal Waterway; etc) *waters within approximately 50 yards of the fuel docks and docks surrounding the marinas at the Carolina Beach Yacht Club and Oceana Marina, including community pier. USACE will concur with placement of a no-wake zone around the marina docks as long as it does not extend into the setback channel approximately 50 yards from the docks.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach map of designated no-wake zone**

Ensure proposed no-wake zone map/and or location is agreed upon by point of contact

**Attach detailed reason given from point of contact for the request**

*J.W. Thomas, Dockmaster, reports that large wakes create constant danger at the fuel docks at the marina. Wakes also create hazards for vessels entering and exiting the marina slips.  
[jwdockmaster@gmail.com](mailto:jwdockmaster@gmail.com) . Phone 910-458-5053*

Is the proposed no-wake zone located within an area that is regulated by the U.S Army Corps of Engineers or the Division of Coastal Management (CAMA) i.e.; Intracoastal Waterway?

- YES  CAMA and ICW. Have received concurrence from Wilmington District USACE
- NO

**(When dealing with the point of contact, please advise that placement of markers in these waters is subject to prior approval of above agency in waters where applicable. NCWRC has no authority to supersede these rules.)**

**SECTION 2:**

**PUBLIC SAFETY HAZARD**

What public safety hazard exists? Fueling dock is in appx 30 yards from ICW channel, boats produce wakes near or at the fueling dock.

Is this a public swimming or recreational area?

NO

YES  would the establishment of a swimming area or placement of regulatory buoys be more appropriate? YES  **REGULATORY BUOYS** NO  SWIM AREA

**SECTION 3:**

**NAVIGATIONAL HAZARDS**

Identify any and all potential hazards associated with the proposed no-wake zone (check all that apply)

OBSTRUCTIONS  (Identify) NO

NARROW CHANNEL  (give approximate width)  
NO

SHALLOW WATER  (give average depth) 15 Feet

OBSTRUCTED VISION  (for approximately how great a distance)  
NO

**STRUCTURES (Check all applicable)**

- |  |  |
|--|--|
| <input type="checkbox"/> DAM                     | <input type="checkbox"/> LOCK                |
| <input type="checkbox"/> SPILLWAY                | <input type="checkbox"/> JETTY               |
| <input type="checkbox"/> FLOOD CONTROL STRUCTURE | <input type="checkbox"/> SUBMERGED STRUCTURE |
| <input type="checkbox"/> TRESTLE                 | <input type="checkbox"/> SANDBAR             |
| <input type="checkbox"/> POWER LINE              | <input type="checkbox"/> SHOAL               |
| <input checked="" type="checkbox"/> FUELING DOCK | <input type="checkbox"/> PRIVATE DOCKS       |

RESTURANT DOCKS

BRIDGE

ACCESS AREA/BOAT LAUNCH

PIER

OTHER (list and describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4:**

If approved, will the no-wake zone extend into a designated channel?

NO

YES  (if yes, identify on map)

What is the total distance boaters will travel at a no-wake speed 800  
Feet \_\_\_\_\_

Estimated time to travel for boaters through the proposed no-wake zone at no-wake speed 5  
Minutes \_\_\_\_\_

**SECTION 5:**

List any other known incidents, safety concerns or problems that have occurred? There have not  
been any serious boating accidents in this specific area near Joyner  
Marina. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rate traffic density in this area from light to heavy      **LIGHT 1 2 3 4 5 6 7 8 9 10 HEAVY**

Is traffic density specific to weekend/and or holidays? Yes \_\_\_\_\_



Does traffic density or ability to maneuver a vessel due to traffic cause safety issues? YES   
NO  Entry and exit of vessels at Boating Access Area and fuel docks can cause safety issues \_\_\_\_\_

Rate the likelihood of an incident occurring in this area compared to other similar areas on this same body of water **VERY UNLIKELY** 1 2 3 4 5 6 7 8 9 10 **MORE LIKELY**

**SECTION 6:**

**OFFICER ASSESSMENT OF WATER SAFETY HAZARDS**

YES:

NO:

Reasons: On weekends and holidays when traffic is busy, there would be an increased possibility of a boating related accident. The main safety concern is boats passing closely by the dock producing a large wake to the adjacent fuel dock causing people to possibly fall and get hurt or produce vessel damage.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Officer: Clayton Ludwick

Date: 6-21-2018



## AGENDA ITEM

Meeting: Regular Town Council - 11 Jun 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 June 11th 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](#)
  - [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 ONE:**

- 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)
- 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)
- 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](mailto: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

<b>You have been convicted of a felony</b>	False
<b>Date Received</b>	04/12/19

<b>First Name:</b>	Brett
<b>Last Name:</b>	Besterfeldt
<b>Phone:</b>	910-352-5090
<b>Email</b>	<a href="mailto:Besterfeldtbrett@yahoo.com">Besterfeldtbrett@yahoo.com</a>
<b>Street Address:</b>	214 Raleigh ave
<b>City</b>	Carolina Beach
<b>Province/State</b>	NC
<b>Postal/Zip Code</b>	28428
<b>Please choose the Board/Committee you are applying for</b>	Freeman Park Committee
<b>Length of Residency</b>	20 years
<b>Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.</b>	Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
<b>Are you available for:</b>	Are you available for:
<b>Evening Meetings</b>	True
<b>Daytime Meetings</b>	True
<b>Employment Status</b>	
<b>Employer if applicable</b>	
<b>Occupational Background</b>	Sales/marketing/publishing/fundraising
<b>Educational Background</b>	Associates Degree
<b>Reason for Applying</b>	The reason I am applying is that I care about the resources on this island and the people who inhabit it and visit.
<b>Relevant Experience</b>	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.
<b>Community Involvement:</b>	Involved in helping schools, churches, and civic groups organize fundraising efforts for community projects, mission trips, and charity.
<b>Please indicate if any of the following are true:</b>	Please indicate if any of the following are true:
<b>You are a property owner within the community</b>	False
<b>You or a family member is the owner of a local business in the community</b>	False
<b>You have been convicted of a felony</b>	False
<b>Date Received</b>	02/27/19



**First Name:** Holley  
**Last Name:** Snider  
**Phone:** 910-264-3285  
**Email** [holley.snider@gmail.com](mailto: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

<b>First Name:</b>	Mark
<b>Last Name:</b>	George
<b>Phone:</b>	540-960-0902
<b>Email</b>	<a href="mailto:Gpop0611@gmail.com">Gpop0611@gmail.com</a>
<b>Street Address:</b>	402 Otter Rd
<b>City</b>	Carolina Beach
<b>Province/State</b>	NC
<b>Postal/Zip Code</b>	28428
<b>Please choose the Board/Committee you are applying for</b>	Freeman Park Committee
<b>Length of Residency</b>	4 years
<b>Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.</b>	Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
<b>Are you available for:</b>	Are you available for:
<b>Evening Meetings</b>	True
<b>Daytime Meetings</b>	True
<b>Employment Status</b>	
<b>Employer if applicable</b>	
<b>Occupational Background</b>	Manufacturing Executive in Paper Industry
<b>Educational Background</b>	BS Chemical Engineering University of Wisconsin Stevens Point
<b>Reason for Applying</b>	Vested interest in success of Freeman Park. Use it regularly with grand kids.
<b>Relevant Experience</b>	Chaired Economic and Industrial Development Boards in Arkansas and Virginia. Appointed to several commissions by Governors of Arkansas and Virginia.
<b>Community Involvement:</b>	Active in Island Men
<b>Please indicate if any of the following are true:</b>	Please indicate if any of the following are true:
<b>You are a property owner within the community</b>	True
<b>You or a family member is the owner of a local business in the community</b>	False
<b>You have been convicted of a felony</b>	False
<b>Date Received</b>	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:

- |  |   |
|--|---|
| <input type="checkbox"/> Arts and Activities               | <input type="checkbox"/> Board of Adjustment            |
| <input checked="" type="checkbox"/> Freeman Park Committee | <input type="checkbox"/> Harbor Commission              |
| <input type="checkbox"/> Operations Advisory Committee     | <input type="checkbox"/> Parks and Recreation Committee |
| <input type="checkbox"/> Planning and Zoning Committee     | <input type="checkbox"/> Police Advisory Committee      |
| <input type="checkbox"/> Tourism and Marketing Committee   | <input type="checkbox"/> 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?

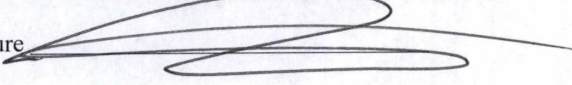
I would help with better traffic flow enforcement while concentrating on the environment

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 

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

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*Our Policy*

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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	

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*Our Policy*

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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!



<b>First Name:</b>	Jay
<b>Last Name:</b>	Healy
<b>Phone:</b>	9196009665
<b>Email</b>	<a href="mailto:jjhealy@me.com">jjhealy@me.com</a>
<b>Street Address:</b>	701 Charlotte Ave
<b>City</b>	Carolina Beach
<b>Province/State</b>	NC
<b>Postal/Zip Code</b>	28428
<b>Please choose the Board/Committee you are applying for</b>	Police Advisory Committee
<b>Length of Residency</b>	1 year full time. 12 years part time
<b>Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.</b>	Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
<b>Are you available for:</b>	Are you available for:
<b>Evening Meetings</b>	True
<b>Daytime Meetings</b>	True
<b>Employment Status</b>	
<b>Employer if applicable</b>	
<b>Occupational Background</b>	Over 35 years in retail management. 20 years with Circuit City. 10 years with Apple Inc. Retired from Apple
<b>Educational Background</b>	Business degree from Brandtwine College. (Widner University)
<b>Reason for Applying</b>	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.
<b>Relevant Experience</b>	Worked closely with Loss Prevention in my career. I was a deputy sherriff in Virginia Beach when I was younger.
<b>Community Involvement:</b>	Operations Committee Alternate for Freeman Park Committee. Attend every council meeting. Work with Good Hops on fund raising events.
<b>Please indicate if any of the following are true:</b>	Please indicate if any of the following are true:
<b>You are a property owner within the community</b>	True
<b>You or a family member is the owner of a local business in the community</b>	False
<b>You have been convicted of a felony</b>	False
<b>Date Received</b>	6/07/18



**First Name:** Bill

**Last Name:** Nadeau

**Phone:** 812-430-5279

**Email** [n2designinc@hotmail.com](mailto: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

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*Previous Volunteer Experience*

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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
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*Person to Notify in Case of Emergency*

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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

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*Agreement and Signature*

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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

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*Our Policy*

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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**

<b>First Name:</b>	LOUIS
<b>Last Name:</b>	SAWYER
<b>Phone:</b>	7045600638
<b>Email</b>	<a href="mailto:lou_sawyer@hotmail.com">lou_sawyer@hotmail.com</a>
<b>Street Address:</b>	923 Oceanward Lane
<b>City</b>	Carolina Beach
<b>Province/State</b>	NC
<b>Postal/Zip Code</b>	28428
<b>Please choose the Board/Committee you are applying for</b>	Parks & Recreation Committee
<b>Length of Residency</b>	5
<b>Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.</b>	Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
<b>Are you available for:</b>	Are you available for:
<b>Evening Meetings</b>	True
<b>Daytime Meetings</b>	True
<b>Employment Status</b>	
<b>Employer if applicable</b>	
<b>Occupational Background</b>	Recently retired Software Developer at Microsoft Corporation
<b>Educational Background</b>	Bachelors Degree from NC State
<b>Reason for Applying</b>	Desire to contribute back to the community where I live
<b>Relevant Experience</b>	
<b>Community Involvement:</b>	Aquarium at Fort Fisher volunteer in education and diving
<b>Please indicate if any of the following are true:</b>	Please indicate if any of the following are true:
<b>You are a property owner within the community</b>	True
<b>You or a family member is the owner of a local business in the community</b>	False
<b>You have been convicted of a felony</b>	False
<b>Date Received</b>	03/20/19

**First Name:** Tammy  
**Last Name:** Koch  
**Phone:** 9105085452  
**Email** [misstammy07@gmail.com](mailto: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](mailto: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

<b>First Name:</b>	John
<b>Last Name:</b>	Ittu
<b>Phone:</b>	410-643-5997
<b>Email</b>	<a href="mailto:johnittu@gmail.com">johnittu@gmail.com</a>
<b>Street Address:</b>	610 Raleigh Ave.
<b>City</b>	Carolina Beach
<b>Province/State</b>	NC
<b>Postal/Zip Code</b>	28428
<b>Please choose the Board/Committee you are applying for</b>	Planning and Zoning
<b>Length of Residency</b>	3yrs 7 months
<b>Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.</b>	Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
<b>Are you available for:</b>	Are you available for:
<b>Evening Meetings</b>	True
<b>Daytime Meetings</b>	True
<b>Employment Status</b>	
<b>Employer if applicable</b>	
<b>Occupational Background</b>	Retired in 2010 From Sears Holdings Corp. with 36 years service in various regional manager positions.
<b>Educational Background</b>	Bachelor's Degree in Business Management from Madison University
<b>Reason for Applying</b>	Interested in working in a volunteer position to better understand and improve the community.
<b>Relevant Experience</b>	Current Member and Secretary of the Operations Advisory Committee
<b>Community Involvement:</b>	volunteer with Island Men
<b>Please indicate if any of the following are true:</b>	Please indicate if any of the following are true:
<b>You are a property owner within the community</b>	True
<b>You or a family member is the owner of a local business in the community</b>	False
<b>You have been convicted of a felony</b>	False
<b>Date Received</b>	04/16/18

<b>First Name:</b>	Lisa
<b>Last Name:</b>	Jones
<b>Phone:</b>	9105084475
<b>Email</b>	<a href="mailto:beachycleancb@gmail.com">beachycleancb@gmail.com</a>
<b>Street Address:</b>	807-1 Kenneth ave
<b>City</b>	Carolina Beach
<b>Province/State</b>	Nc
<b>Postal/Zip Code</b>	28428
<b>Please choose the Board/Committee you are applying for</b>	Planning and Zoning
<b>Length of Residency</b>	10 years
<b>Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.</b>	Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
<b>Are you available for:</b>	Are you available for:
<b>Evening Meetings</b>	True
<b>Daytime Meetings</b>	True
<b>Employment Status</b>	
<b>Employer if applicable</b>	
<b>Occupational Background</b>	Business owner for nearly 4 years (beachy clean)
<b>Educational Background</b>	Undergrad Psychology George Mason University Masters in Education
<b>Reason for Applying</b>	The committee for burying power lines
<b>Relevant Experience</b>	None
<b>Community Involvement:</b>	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.
<b>Please indicate if any of the following are true:</b>	Please indicate if any of the following are true:
<b>You are a property owner within the community</b>	True
<b>You or a family member is the owner of a local business in the community</b>	True
<b>You have been convicted of a felony</b>	False
<b>Date Received</b>	12/13/2018

**First Name:** Melanie  
**Last Name:** Boswell  
**Phone:** 910-622-0140  
**Email** [melanie.boswell01@gmail.com](mailto: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

<b>You have been convicted of a felony</b>	False
<b>Date Received</b>	05/15/18

## Town of Carolina Beach Committee Application



### Contact Information

Name	
Street Address	
City, State, ZIP Code	
Preferred Phone	
E-Mail Address	

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### Interests

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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**

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### 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.



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*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*

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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	

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### 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!



<b>First Name:</b>	Joseph
<b>Last Name:</b>	White
<b>Phone:</b>	252-340-0531
<b>Email</b>	<a href="mailto:fy22jw1@hotmail.com">fy22jw1@hotmail.com</a>
<b>Street Address:</b>	700-1 Elton ave
<b>City</b>	Carolina Beach
<b>Province/State</b>	NC
<b>Postal/Zip Code</b>	28428
<b>Please choose the Board/Committee you are applying for</b>	Police Advisory Committee
<b>Length of Residency</b>	7 Months Carolina Beach. 18 years in NC.
<b>Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.</b>	Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.
<b>Are you available for:</b>	Are you available for:
<b>Evening Meetings</b>	True
<b>Daytime Meetings</b>	True
<b>Employment Status</b>	
<b>Employer if applicable</b>	
<b>Occupational Background</b>	25 Years Federal Department of Justice
<b>Educational Background</b>	BA Criminal Justice
<b>Reason for Applying</b>	To help make a difference
<b>Relevant Experience</b>	Over 27 years Law Enforcement experience. Retired GS-13 DOJ. High level managerial experience.
<b>Community Involvement:</b>	Would be my first.
<b>Please indicate if any of the following are true:</b>	Please indicate if any of the following are true:
<b>You are a property owner within the community</b>	True
<b>You or a family member is the owner of a local business in the community</b>	False
<b>You have been convicted of a felony</b>	False
<b>Date Received</b>	5/20/2018