

# CAROLINA BEACH

Town Council Workshop

Tuesday, April 22, 2025 — 9:00 AM

Council Chambers, 1121 N. Lake Park Boulevard, Carolina Beach, NC



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## AGENDA

### CALL TO ORDER

### DISCUSSION ITEMS

- [1.](#) Employee Recognition
- [2.](#) Update from the Beautification Committee
- [3.](#) Consider Approving an Encroachment Agreement on 1810 Canal Drive
- [4.](#) Board of Adjustment Committee Appointment
- [5.](#) Budget Presentation
- [6.](#) Review Standing Town Committees

### COUNCIL COMMENTS

### ADJOURNMENT



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Town Council Workshop – 4/22/2025

**SUBJECT:** Employee Recognition

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### **BACKGROUND:**

The following employees will be recognized for their years of service:

Bruce Oakley	Town Manager	5 years (February)
Brian Stanberry	Public Works Director	25 years



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Town Council 4/22/2025

**SUBJECT:** Update from the Beautification Committee

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**BACKGROUND:**

Cindy Dunn will give an update on what the Beautification Committee is working on.

**ACTION:**

Presentation and discussion only.



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Town Council 4/22/2025

**SUBJECT:** Consider Approving an Encroachment Agreement on 1810 Canal Drive

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**BACKGROUND:**

The attached encroachment agreement would allow the Town to use 1810 Canal Drive to maintain one dumpster. The owner would allow members of the public who utilize the parking lot to utilize the dumpster at the Town's sole risk and expense.

**ACTION:**

Consider approving the encroachment agreement as presented.



Prepared by: Equitas Law Partners LLP, 330 Military Cutoff Road, Suite A2, Wilmington, NC 28412

Return to: Grantee

**STATE OF NORTH CAROLINA**

**COUNTY OF NEW HANOVER**

**ENCROACHMENT AGREEMENT**

**THIS ENCROACHMENT AGREEMENT** (“Agreement”), made this \_\_\_\_\_ day of \_\_\_\_\_, 2025 (“Effective Date”) by and between **THE TOWN OF CAROLINA BEACH**, a North Carolina municipal corporation (“Grantor”), and **NORTH PIER CONDO ASSOCIATION, INC.**, a North Carolina non-profit corporation (“Grantee”).

**WHEREAS**, Grantor owns 1810 Canal Drive, Carolina Beach, NC 28428, New Hanover County Parcel ID R08807-013-004-000 (the “Property”), which is adjacent to the lands of the Grantee and currently serves as a parking lot;

**WHEREAS**, Grantor has agreed to allow Grantee to use the Property for the limited purpose of maintaining a dumpster thereon.

**NOW, THEREFORE**, Grantor for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other valuable consideration to it paid by Grantee, the receipt and sufficiency of which are hereby acknowledged, does hereby grant unto Grantee, the non-perpetual right to encroach upon the Property in the manner described herein pursuant to the following terms and conditions:

1. **Permitted Encroachments.** Grantor agrees to allow Grantee to encroach upon the Property to maintain one (1) dumpster for use of the Grantee, its successors and assigns. In consideration thereof, Grantee, its successors and assigns shall allow members of the public who utilize the parking lot to utilize the dumpster at Grantee’s sole cost and expense for as long as the dumpster remains on the Property.

2. **Grantee's Sole Risk and Expense.** Grantee acknowledges that the use of the Property shall be at Grantee's sole risk and expense.
3. **Transferability.** The rights granted and retained under this Agreement shall inure to the benefit of the heirs, successors, and assigns of the parties, and shall run with the land.
4. **Termination.** This Agreement may be terminated by Grantor at any time upon thirty (30) days' notice. In such instance, Grantor shall cause a termination of this Agreement to be recorded in the New Hanover County Registry.
5. **Notice.** Any notices and other communications required under this Agreement or relating hereto shall be in writing and delivered via personal delivery, certified United States mail (return receipt requested), or overnight delivery through a reputable carrier to:

Grantor:                   The Town of Carolina Beach  
                                   Town Manager  
                                   1121 N. Lake Park Blvd.  
                                   Carolina Beach, NC 28428

With copy to:           Charlotte Noel Fox, Town Attorney  
                                   Craig, Fox & Roden  
                                   701 Market St.  
                                   Wilmington, NC 2840

Grantee:                   North Pier Condo Association, Inc.  
                                   — 6316 Marywood Dr.  
                                   Wilmington, NC 28409

With copy to:           Samuel B. Potter  
                                   Equitas Law Partners LLP  
                                   330 Military Cutoff Rd., Suite A2  
                                   Wilmington, NC 28405

6. **Law and Venue.** This Agreement shall be governed by the laws of the State of North Carolina without regard to the conflicts of law provisions therein. The parties agree that the proper venue for any dispute related to this agreement are the state or federal courts located in New Hanover County, and the parties hereby submit to the jurisdiction thereof.

***REMAINDER OF PAGE LEFT BLANK.***

***SIGNATURE PAGES FOLLOW.***

**IN WITNESS WHEREOF**, the parties hereby have affixed their names by their duly authorized officers the day and year first above written.

**GRANTOR:**

**The Town of Carolina Beach**  
a North Carolina municipal corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**STATE OF NORTH CAROLINA**  
**COUNTY OF NEW HANOVER**

I certify that the following person(s), \_\_\_\_\_, personally appeared before me this day, acknowledging to me that he/she signed the foregoing Encroachment Agreement in the capacity indicated.

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

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public Name Printed/Typed

My Commission Expires: \_\_\_\_\_

[SEAL]

**GRANTEE:**

**North Pier Condo Association, Inc.**  
a North Carolina non-profit corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**STATE OF NORTH CAROLINA**  
**COUNTY OF NEW HANOVER**

I certify that the following person(s), \_\_\_\_\_, personally appeared before me this day, acknowledging to me that he/she signed the foregoing Encroachment Agreement in the capacity indicated.

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

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public Name Printed/Typed

My Commission Expires: \_\_\_\_\_

[SEAL]



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Kim Ward

**DEPARTMENT:** Clerk

**MEETING:** Town Council 4/22/2025

**SUBJECT:** Board of Adjustment Committee Appointment

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**BACKGROUND:**

The alternate position on the Board of Adjustment is vacant with a term ending 6/30/2027.

**ACTION REQUESTED:**

Please review the applications and make your selections on the ballot. Mayor Barbee will receive the final tallies and announce the appointment.

# Board of Adjustment Committee Appointment 4/22/2025

Item 4.

## Board of Adjustment:

Please select **ONE**:

- ☐ Dana White
- ☐ Jim Tollens (serves on PAC)
- ☐ Jullena Jones Shelley
- ☐ Olin Furr
- ☐ Sarah Efird
- ☐ Vincent Losito

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Council Member Signature



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Town Council 4/22/2025

**SUBJECT:** Budget Presentation

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**BACKGROUND:**

Staff will present some preliminary budget numbers.

**ACTION:**

No action needed today. Presentations only.



# 2025/2026 Budget Summary





EXECUTIVE  
NON-DEPARTMENTAL  
FINANCE  
DEBT SERVICE  
TOWN CLERK  
LEGISLATIVE  
HUMAN RESOURCES

POLICE  
FIRE  
PUBLIC WORKS  
PUBLIC UTILITIES  
COMMUNITY DEVELOPMENT  
PARKS AND RECREATION

Tax rate

0.2350

Revenue neutral  
tax rate

0.1552

Property Taxes

1 cent  
increase

1.5 cent  
increase

2 cent increase

548,213.00

822,319.50

1,096,426.00

# General Fund

Item 5.

	FY23/24	FY24/25	FY 25/26	Change FY24/25 to FY25/26
Wages & Benefits	\$10,221,635	\$11,387,943	\$12,388,838	\$ 1,000,895
Maintenance & Operations	\$9,636,241	\$10,073,318	\$10,833,880	\$ 760,562
Capital Outlay	\$768,500	\$955,000	\$ 738,000	\$ (217,000)
Total Budget	\$20,626,376	\$22,416,261	\$ 23,960,718	\$ 1,544,457

## Budget Highlights

Revenue Neutral Rate.

Additional personnel: 3 Police, 3 Fire.

# Enterprise Fund

Item 5.

	FY23/24	FY24/25	FY 25/26	Change FY24/25 to FY25/26
Wages & Benefits	\$2,643,106	\$2,912,329	\$ 3,078,376	\$ 166,047
Maintenance & Operations	\$7,174,950	\$7,196,726	\$ 8,670,505	\$ 1,473,779
Capital Outlay	\$230,687	\$392,687	\$ 720,700	\$ 328,013
Total Budget	\$10,048,743	\$10,501,742	\$ 12,469,581	\$ 1,967,839

## Budget Highlights

The Town will be finalizing all project designs and bidding out Well 15H, Alabama vessel, AMI, SW force main from CB Lake to Henniker's Ditch, Spartanburg and Henniker's Ditch Crossing, Sweeper Truck. One complete the Revenue Bonds will be implemented in 2026

# Proposed Budget Revenues and Expenses FY25-FY26

Item 5.

	2025/2026 Initial Budget Request	2025/2026 Manager Budget Adjustments	2025/2026 Recommended Budget Report
<b>10. General Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue</b>	<b>(23,960,718)</b>	<b>0</b>	<b>(23,960,718)</b>
<b>Expense</b>	<b>23,960,718</b>	<b>0</b>	<b>23,960,718</b>
<b>30. Utilities Fund</b>	<b>212,700</b>	<b>(212,700)</b>	<b>0</b>
<b>Revenue</b>	<b>(12,469,581)</b>	<b>0</b>	<b>(12,469,581)</b>
<b>Expense</b>	<b>12,682,281</b>	<b>(212,700)</b>	<b>12,469,581</b>
<b>Grand Total</b>	<b>212,700</b>	<b>(212,700)</b>	<b>0</b>

**\*Note: The Utility Fund revenue includes a \$1,579,694 Appropriation from the Utility Fund Balance.  
\$1,318,500 is for engineering and permitting cost that will be reimbursed  
with a Revenue Bond issuance.**

# ACCOMPLISHMENTS

PICTURES OF COMPLETED PROJECTS



# Year in Review

2024 - 30 New businesses



Item 5.



# TRENDS

- 61 Residential New Construction
- 122 Certificates of Occupancy
  - Plus Proximity 250 residential units
  - 57,000 sq ft commercial space
- 26 demo
- Vacant Lots: 557

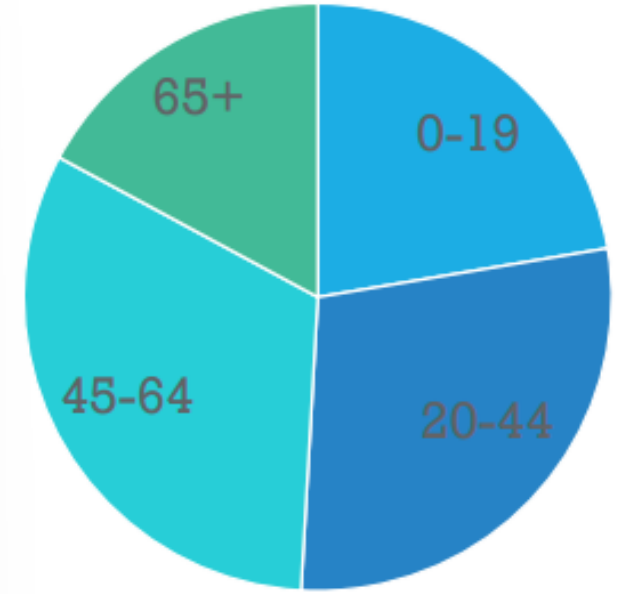
## Rental Housing

The number of vacant housing (for seasonal, recreational, or occasional use) has doubled since 2000, and is currently 45% of housing units in the town.



Item 5.

65 and older have increased by 141% since 2000



**+31.9%** for ages 0 to 19

**-9.4%** for ages 20 to 44

**-4.4%** for ages 45 to 64

**+141.3%** for ages 65+



# Centennial Park









# CAROLINA BEACH

## Bicycle and Pedestrian Plan



Item 5.







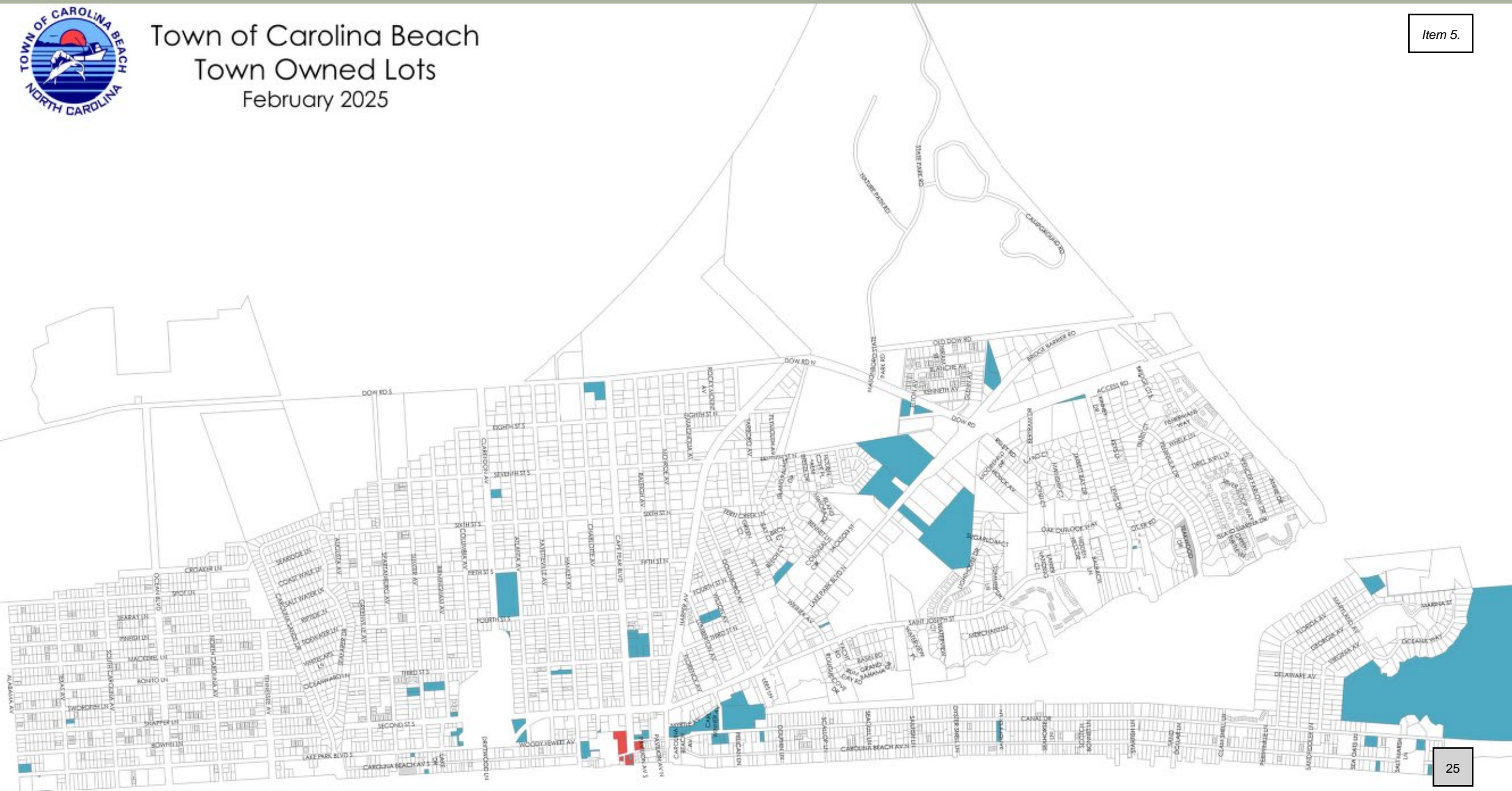


# Town of Carolina Beach

## Town Owned Lots

February 2025

Item 5.



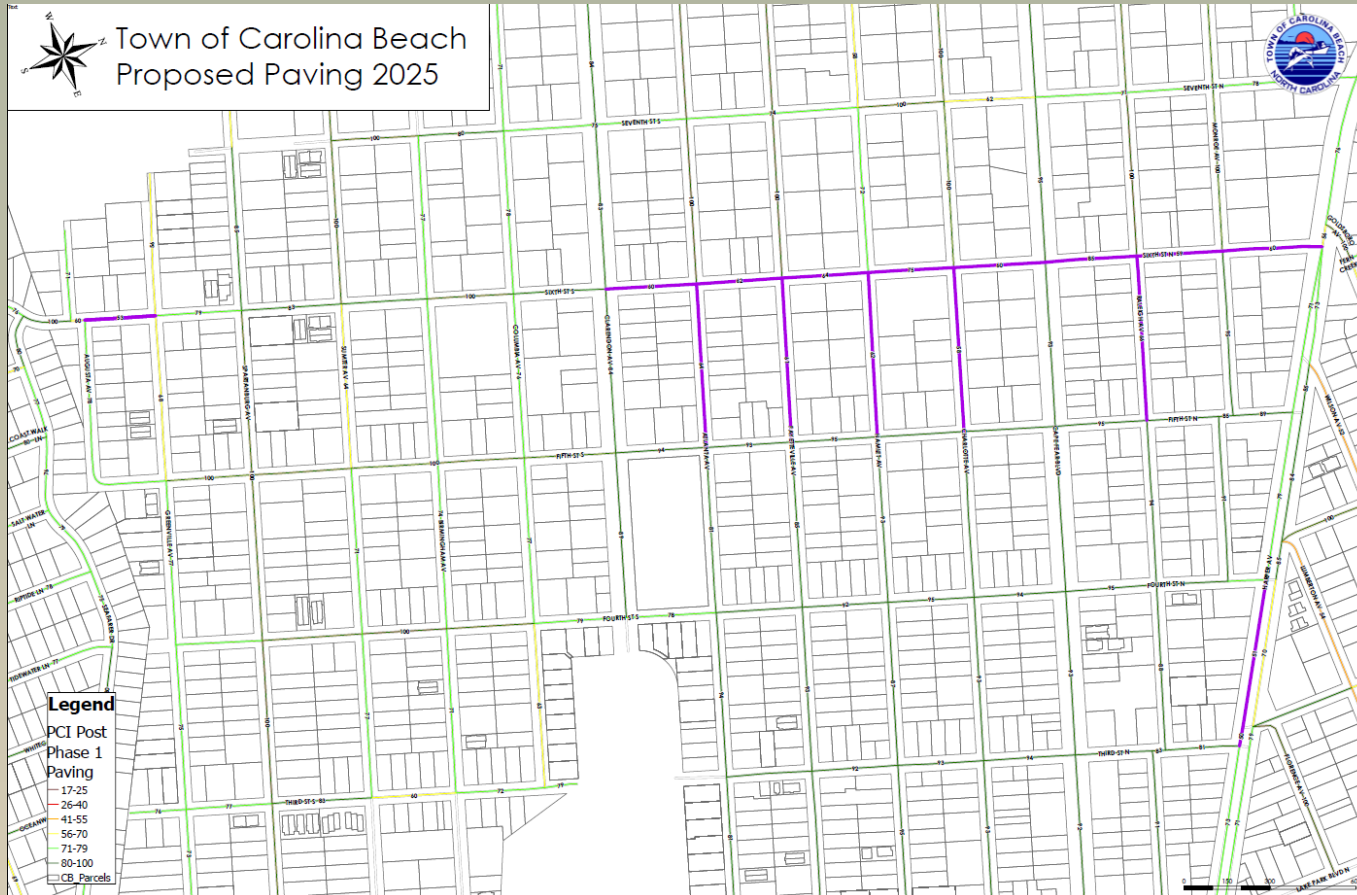


Staff worked with Jacobs Engineering on locating Town assets using Ground Penetrating Radar as part of AIA Grant



# CB Street Paving

Item 5.



Completed Resurfacing of 15 Street Segments



Training and implementation of Town conducted asphalt patching program



# Boardwalk Improvements



Replacement of all Town lamp  
lights and sunshades



Replacement of all Town trash/recycle receptacles







**Greenville Ave. pump station received service and an updated alarm paned**



**Texas Ave. pump was taken offsite for repair**

Item 5.





**Updated stormwater added to the  
1500 block of Mackerel Lane**

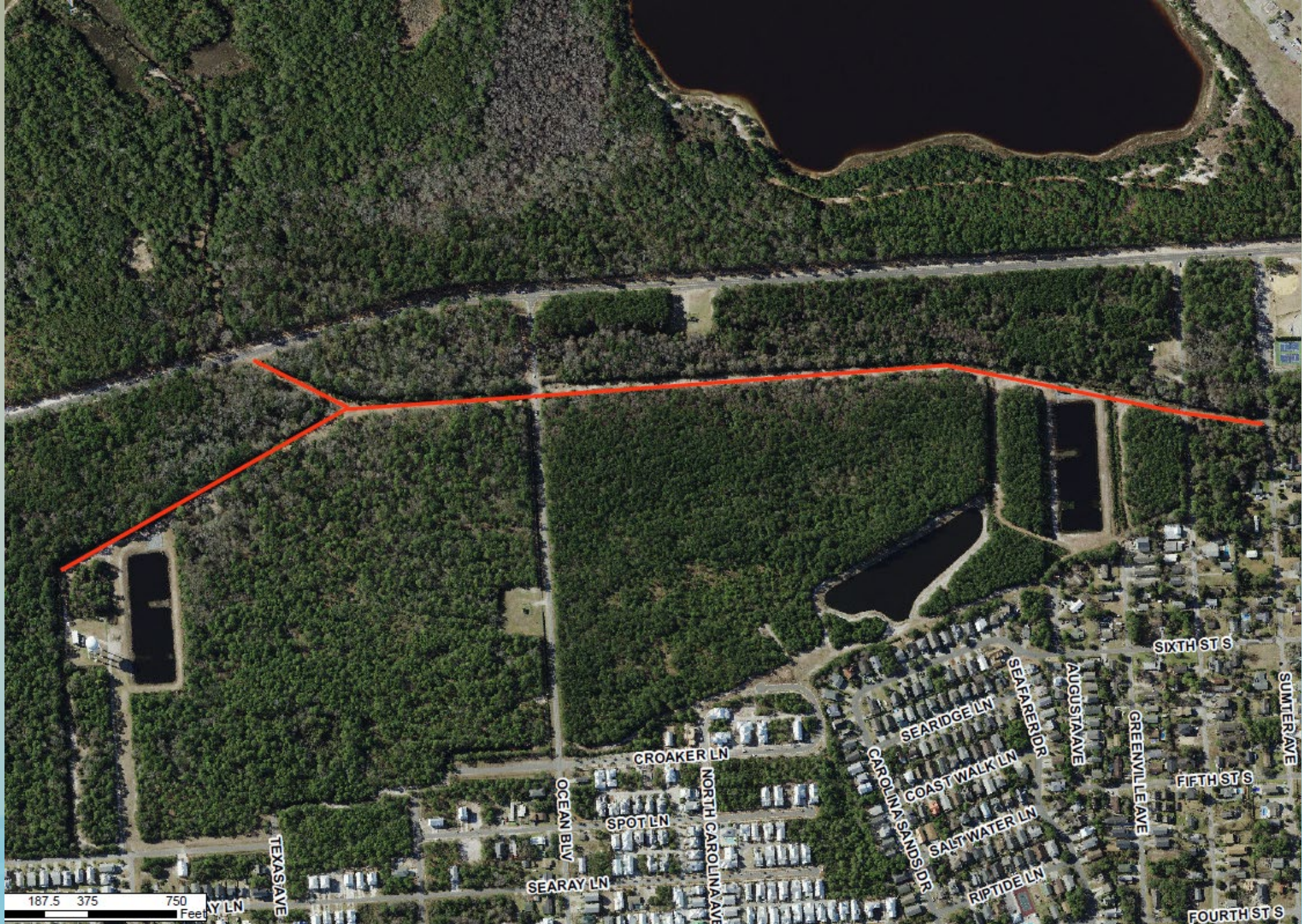


**CB Lake is being treated for algae, duckweed,  
and parrotfeather; #3 lake pump pipe repaired**



Item 5.







# Community Rating System Flood Mitigation

NATIONAL FLOOD INSURANCE  
PROGRAM Item 5.

## ***Carolina Beach Flood Awareness Citizen's Guide***

***YOUR RISK AND WHAT YOU  
NEED TO BE AWARE OF AS A  
PROPERTY OWNER.***



*Prepared & distributed by:  
Town of Carolina Beach*

Item 5.

CAPITAL IMPROVEMENT PROGRAM									
REVENUE BOND 2026									
DESCRIPTION					TOTAL				
	CONSTRUCTION	ENGINEERING	28/29	29/30					
Stormwater			BOND REFINANCING						
Force Main from CB Lake to Henniker's Ditch	\$ 2,500,000	\$ 245,000		\$ 0	\$ 2,745,000				
Spartanburg and Henniker's Ditch Crossing	\$ 200,000	\$ 38,000	\$ 0	\$ 0	\$ 238,000				
Sweeper Truck	\$ 650,000	\$ 0	\$ 0	\$ 0	\$ 650,000				
	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0				
Water									
15H and piping to Alabama	\$ 1,086,340	\$ 172,021	\$ 0	\$ 0	\$ 1,258,361				
Alabama Vessel	\$ 1,615,880	\$ 172,021		\$ 0	\$ 1,787,901				
AMI	\$ 3,500,000	\$ 0	\$ 0	\$ 0	\$ 3,500,000				
Water Tank	\$ 0	\$ 0	\$ 11,000,000	\$ 0					
Sewer									
Headworks	\$ 0	\$ 0	\$ 6,100,000	\$ 0					
	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0				
	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0				
						34			
Total Infrastruture Project Costs	\$ 9,552,220	\$ 627,042	\$ 17,100,000	\$ 0	\$ 10,179,262				

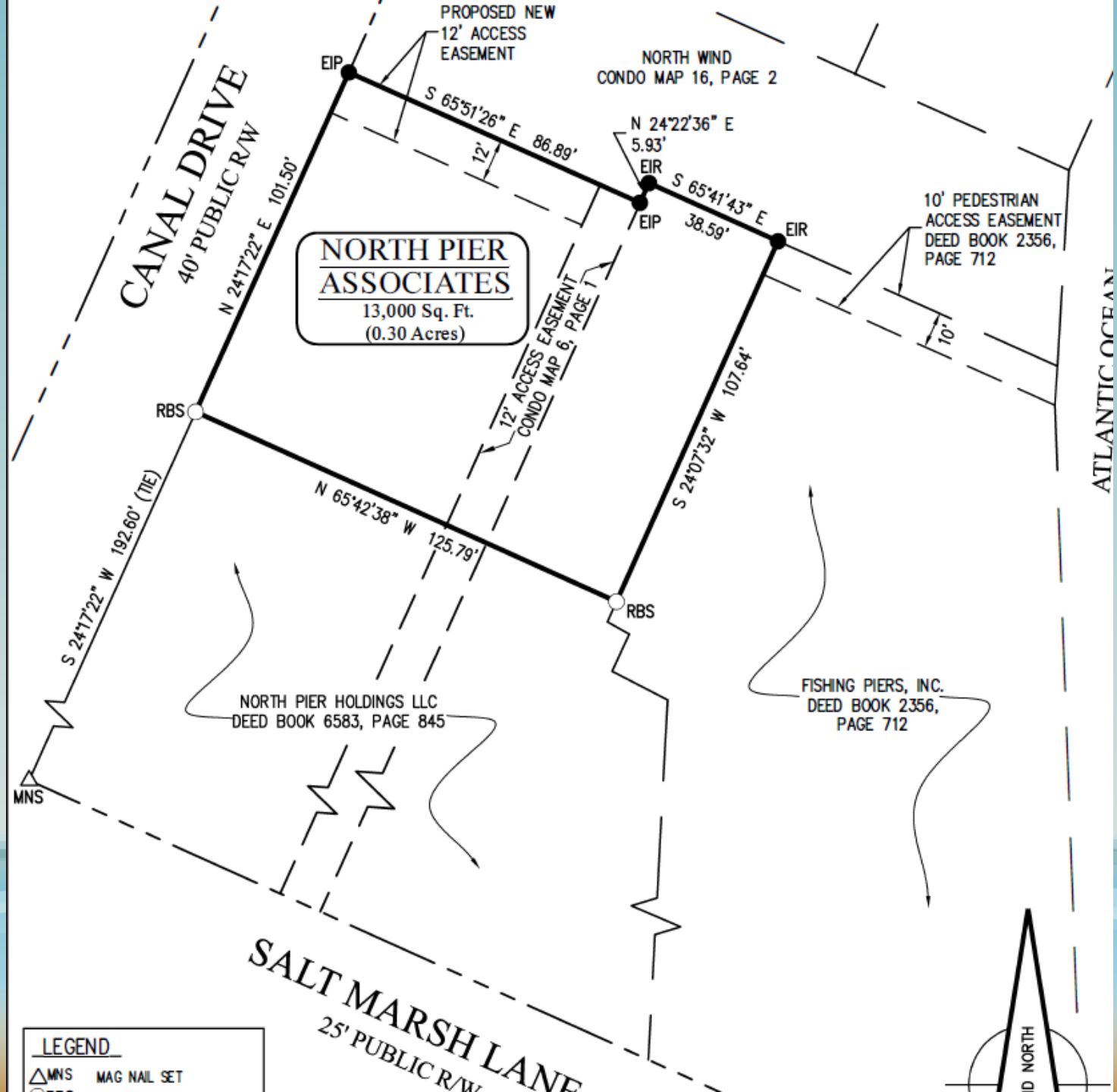
# IMPROVING QUALITY OF LIFE











# Projects on the Horizon

Item 5.

PAVING LAKE PARK BLVD	FALL 2025
CAROLINA SANDS TO CB LAKE SIDEWALKS	END 2025
SPARTANBURG CROSSWALK	LATE FALL 2025
SCOTCH BONNET AND CANAL BULKHEAD	SUMMER 2025
SECOND STREET EXTENSION	SUMMER 2025
ST JOSEPH MUP	FALL 2026
PAVING (roads, Alabama, MCP)	SPRING 2025
SPOT LANE	SPRING 2026

# Studies

- Sunny day flood resilience Open House workshop May 7, 5:30-8:00  
- share a summary of the workshop series to review flood mitigation strategies.
- How to prevent floodwater contamination.

# Grants

- Resilient Coastal Communities Program (RCCP)
- New Hanover Community Endowment
- NC Division of Water Resources
- CAMA Beach & Waterfront Access Grant
- FEMA Flood Mitigation Assistance (FMA) – elevation/acquisition
- FEMA Disaster Relief Fund (DRF)– Mapping Stormwater







# Reclassifying current position to a Fire Inspector

Item 5.

## Proposing 3 shift personnel, one per shift



# Police – 3 positions



**Non-sworn Investigative Analyst**



**Detective**



**Patrol Officer**



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Town Council Meeting 4/22/2025

**SUBJECT:** Review of Town Committees

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**BACKGROUND:**

During the 2025 budget retreat, Council discussed the Town's committees and considered the option of converting them into ad-hoc committees or merging them with nonprofit groups that share similar goals. The Council requested additional time to consult with their committees and asked to revisit the matter as a group during the April workshop.

**ACTION:**

The Council will discuss the future of the Town's committees and provide staff with guidance on the next steps.