

CAROLINA BEACH

Town Council Regular Meeting

Tuesday, January 13, 2026 – 6:00 PM

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



AGENDA

CALL TO ORDER

INVOCATION AND PLEDGE OF ALLEGIANCE

ADOPT THE AGENDA

CONSENT AGENDA

1. Adoption of the 2026 Meeting Schedule
2. Adopt Resolution Number 25-2343 authorizing EFT Payments
3. Town Hall Usage Policy
4. Adopt Bond Order Resolution Number 26-2344
5. Budget Amendments/Transfers
6. Amend Capital Project Fund for 16" DD pumphouse to Henniker's Ditch
7. Amend Budget Ordinances for 2nd Street Improvement
8. Approval of Council Meeting Minutes
9. Adopt policies on Cyber Security

SPECIAL PRESENTATIONS

10. Employee Recognition
11. Events Update by Tim Murphy
12. Manager's Update

PUBLIC COMMENT

Public Comment allows the public the opportunity to address Town Council. Please direct your comments to Council only. Speakers should restrict comments to no more than three minutes. Items or questions presented during this time will not be discussed by Council. However, the topic may be

deferred to Town staff or a Town committee for follow-up. Please be sure to state your name and address, and speak directly into the microphone for those watching online.

PUBLIC HEARINGS

13. Zoning Map Amendment and 2020 CAMA Land Use Plan Amendment to consider a request to rezone 205 Raleigh Avenue from Mixed Use (MX) to Central Business District (CBD). Applicant: Johnathan Lee "Zeke" Hutchins

ITEMS OF BUSINESS

14. Employee Recruitment and Retention

CLOSED SESSION

15. Closed Session – Attorney/Client Matters

ADJOURNMENT



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council 1/13/2026

SUBJECT: Adoption of the 2026 Meeting Schedule

BACKGROUND:

Attached is the 2026 meeting schedule for Town Council and mandated committees. Any changes in meeting dates will be properly noticed.

**2026 Town of Carolina Beach
Regular Scheduled Meetings
1121 N Lake Park Blvd. Carolina Beach, NC 28428**

EVENT	TIME	PLACE	DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Council and Standing Committee Meetings															
Board of Adjustment (as needed)	6:00 p.m.	Council Chambers	3rd Mon	20	16	16	20	18	15	20	17	21	19	16	21
Marketing Advisory Committee	2:30 p.m.	Council Chambers	3rd Tues	20	N/A	N/A	21	N/A	N/A	21	N/A	TBD	N/A	N/A	N/A
Planning & Zoning	6:00 p.m.	Council Chambers	2nd Thu	8	12	12	9	14	11	9	13	10	8	12	10
Town Council - Regular Meeting	6:00 p.m.	Council Chambers	2nd Tue	13	10	10	14	12	9	14	11	8	13	10	8
Town Council - Workshop	9:00 a.m.	Council Chambers	4th Tue	N/A	24	24	28	26	23	28	25	22	27	N/A	N/A
Town Council - Budget Workshop	9:00 a.m.	Ft. Fisher Air Force Base		29											
Town Council - Budget Workshop	9:00 a.m.	Ft. Fisher Air Force Base		30											



AGENDA ITEM COVERSHEET

Item 2.

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 1/13/26

SUBJECT: Adopt Resolution Number 25-2343 authorizing EFT Payments

BACKGROUND:

This resolution authorizes the Finance Director to engage in electronic payments and to create a written policy outlining procedures for the disbursing of public funds pursuant to North Carolina General Statute 159-28 and North Carolina General Statute 115C-441.

ACTION REQUESTED:

Approval of Resolution 25-2343



Resolution No. 25-2343

**Resolution authorizing Town of Carolina Beach
to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441**

WHEREAS, it is the desire of the Town Council that the Town of Carolina Beach is authorized to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441

WHEREAS, it is the responsibility of the Finance Director, who is appointed by and serves at the pleasure of the Town Council, to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410;

Section 1. Authorizes the Town of Carolina Beach to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441;

Section 2. Authorizes the Finance Director to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410; and

Section 3. This resolution shall take effect immediately upon its passage.

NOW, THEREFORE, BE IT RESOLVED THAT the Town of Carolina Beach Town Council hereby authorizes the use of electronic payments, pursuant to North Carolina General Statute § 159-28 or North Carolina General Statute § 115C-441.

Adopted by the Carolina Beach Town Council this 13th day of January 2026.

Albert L. Barbee
Mayor

Attest:

Kim Ward
Town Clerk

TOWN OF CAROLINA BEACH



ELECTRONIC FUNDS TRANSFER POLICY

January 13, 2026

I. OBJECTIVE & PURPOSE

This policy sets forth the Town of Carolina Beach's written policy prescribing the accounting and control procedures under which any funds under its control are allowed to be moved by electronic funds transfer for any purpose, including direct deposit, wire transfer, withdrawal, or investment.

II. DEFINITION

Electronic Funds Transfer ("EFT") is defined as the transmission of an electronic message to a financial institution instructing it to make an electronic entry reflecting the transfer of ownership of funds from one depositor to another.

III. STATEMENT OF POLICY

The Town Council has delegated to the Town Finance Director the authority to operate and administer the Town's financial policies and controls in accordance with applicable law, and with the resolutions, regulations and policies of Town of Carolina Beach and the specific authority to perform banking transactions.

The Finance Director is responsible for the daily management of the Town's bank balances and the general oversight of EFT activity and ensuring appropriate accounting and control procedures are in place. Additionally, the Finance Director may periodically designate staff authorized to initiate or approve EFTs on behalf of the Town.

EFT can be accomplished via the Automated Clearing House ("ACH") or wire transfer. ACH is the Town's preferred mechanism, but wire transfer is acceptable when conditions do not support the use of ACH. Except in rare circumstances, both ACH and wire transfers are processed through on-line banking software provided by the Town's banking partner.

IV. PROCEDURES

- 1) The procedure to initiate an EFT is subject to the same financial policies, procedures, and controls that govern disbursement of Town funds by any other means.
- 2) EFT transactions will not be made without proper authorization of affected parties in accordance with applicable law and regulations and accepted business practices.
- 3) The Town will provide to the disbursing bank the names of persons authorized by the Town to initiate wire transfer requests (authorized representatives), as well as associated transfer limits.

- 4) All EFTs should be initiated by computer-based systems. Phone transfers should be used only as back-up in an emergency. Phone transfers, except for transfers between Town accounts, will require approval of the Finance Director.
- 5) The mechanism by which EFT requests are communicated to the disbursing bank will have adequate controls to prevent unauthorized access to both the system and to its various functionalities. These controls should include password protected user accounts, Personal Identification Numbers (PINs), and a designated security administrator role. The Finance Director shall ensure that adequate separation of duties exists in accordance with accepted internal control standards and will protect the integrity of system user profiles. This includes assigning system IDs to users, changing user IDs as necessary, and assisting users with technical problems related to the EFT system. In addition, the Finance Director will assign access to functions to users and is authorized to lock out personnel.
- 6) Requests for the electronic transfer of funds, other than repetitive transfers, require approval by an authorized representative other than the initiator. In no case will an individual have the capability to initiate, approve, and record a non-repetitive EFT to the general ledger. Vendor management, including changes to EFT information shall not be performed by anyone approving EFT transactions for a vendor. In a case where separation of duties is not possible, approval by the town manager is required.
- 7) Requests for EFT payments from a vendor requires verification. Vendor verification shall include direct verbal contact initiated by the assigned finance staff. Staff will ensure that verbal contact is initiated to contact information known or verified by additional means such as a website or trusted directory service. Electronic communication such as email, text messages or voice mail shall never be accepted for vendor verification. Verbal verification by the vendor shall include the invoice number, invoice date, invoice amount and verification of the banking information. Verification is not required for recurring transactions with a vendor for individual invoice amounts less than \$25,000. Any invoice amount \$25,000 or over shall require verification.
- 8) Where EFT's are recurring, the Finance Director will initiate the establishment of a template with receiving and disbursing bank information that may not be altered by those assigned to its use. The set-up of and modifications to these templates will require two authorized signatures.
- 9) Request from vendors to change bank information for EFT's payments must be verified by calling the phone number the Town has on file for the vendor. No account changes are to be implemented without the proper verification.
- 10) Any changes to existing vendor banking information require a "cooling off period" of 5 full business days. No EFT transfers shall be made within the 5-day period.

The next vendor EFT transfer immediately following the 5-day period and of any amount requires verification.

- 11) Bank transactions will be monitored daily for unusual or unexpected transactions.
- 12) Reconciliation of banking activity to the general ledger will be accomplished monthly with investigation and resolution of reconciling items.

V. AUTHORITY

This policy is adopted pursuant to the requirements of the North Carolina General Statutes 159-28 or G.S. 115C-441.



AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council 1/13/2026

SUBJECT: Town Hall Usage Policy

BACKGROUND:

Attached is a policy to ensure that Town Hall facilities are used in a manner that supports the official business, operations, and civic functions of the Town of Carolina Beach. This policy outlines who may use Town Hall, how spaces may be scheduled, and the conditions under which use is permitted.

ACTION:

Consider adopting the attached policy.

Town Hall Public Use Policy

1. Purpose

The purpose of this policy is to ensure that Town Hall facilities are used in a manner that supports the official business, operations, and civic functions of the Town of Carolina Beach. This policy outlines who may use Town Hall, how spaces may be scheduled, and the conditions under which use is permitted.

2. Authorized Users

Town Hall facilities are available **exclusively** for the following:

1. **Official Town Committees, Boards, and Commissions**
 - Use must be directly related to official municipal business.
 - Meetings must comply with applicable open-meeting laws.
2. **Town Council-Approved Meetings or Events**
 - Any group or individual wishing to use Town Hall must receive prior authorization by the Town Council.
 - Approval must be granted at a public meeting and recorded in the official minutes.

3. Scheduling and Reservations

1. Authorized users must submit a meeting request to the **Town Clerk** or designated scheduling authority.
2. Requests should include date, time, expected attendance, and purpose.
3. Room 115 (Multi-Purpose Room) is the only space available for use by Committees and for Town Council approved meetings or events. The room will be accessed through door at the rear of Town Hall (a code for the lock will be given prior to meeting). The rest of Town Hall will be inaccessible.
4. Space is reserved on a first-come, first-served basis, with priority given to Town meetings.
5. No recurring series of meetings may be scheduled without confirmation of continued authorization.

4. Facility Rules & Responsibilities

All authorized users must:

- Leave the space clean, orderly, and free of damage.
- Use only designated areas of the building.
- Comply with all fire, safety, and occupancy regulations.

- Not rearrange or remove Town Hall furniture or equipment without permission.
- Ensure that doors are secured and lights/equipment turned off upon departure.
- No alcohol permitted.

5. Prohibited Uses

Any activity that is not a Town meeting or meeting endorsed and approved by the Town Council to meet in the space. Specifically, the following activities are strictly prohibited:

- Private parties, celebrations, or social gatherings
- Political campaign events (unless part of an official Town-administered electoral process)
- Religious services
- Commercial or for-profit activities
- Events charging admission or selling goods/services
- Any activity inconsistent with the intended governmental use of Town Hall

6. Liability & Damages

- Users are responsible for any damage to Town property that occurs during their approved use.
- The Town assumes no responsibility for personal property brought into the facility.
- The Town reserves the right to deny or revoke approval if the policy is violated.

7. Enforcement & Amendments

- This policy is enforced by the Town Manager or its designee.
- Violations may result in no future access or other actions deemed appropriate by the Town.
- The Town Council may amend this policy at any time.



AGENDA ITEM COVERSHEET

Item 4.

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 1/13/26

SUBJECT: Adopt Bond Order Resolution Number 26-2344

BACKGROUND:

The Town Council is considering the issuance of not to exceed \$35,000,000 Town of Carolina Beach, North Carolina Enterprise Systems Revenue and Revenue Refunding Bonds, Series 2026 (the “*2026 Bonds*”), to (1) finance the costs of improving and expanding the Town’s water, sewer, and stormwater facilities (collectively, the “*2026 Projects*”), (2) refund in advance of their maturities all or a portion of the Town’s Enterprise Systems Revenue Bonds, Series 2016 (the “*Refunded 2016 Bonds*”), and (3) pay the costs of issuing the 2026 Bonds.

This resolution authorizes the issuance of Enterprise Systems Revenue and Revenue Refunding Bonds for the Town of Carolina Beach.

ACTION REQUESTED:

Approval of Resolution 26-2344.

RESOLUTION #26-2344

BOND ORDER AUTHORIZING THE ISSUANCE OF ENTERPRISE SYSTEMS REVENUE AND REVENUE REFUNDING BONDS OF THE TOWN OF CAROLINA BEACH, NORTH CAROLINA.

WHEREAS, the Town of Carolina Beach, North Carolina (the “*Town*”) is authorized by The State and Local Government Revenue Bond Act, General Statutes of North Carolina, Section 159-80 et seq. (the “*Act*”), to issue, subject to the approval of the Local Government Commission of North Carolina (the “*Commission*”), at one time or from time to time revenue bonds of the Town for the purposes as specified in the Act; and

WHEREAS, the Town Council (the “*Town Council*”) of the Town previously adopted a resolution at a meeting held on December 9, 2025 making certain findings of fact, which findings are incorporated herein by reference, and directing the application to the Commission for approval of Town of Carolina Beach Enterprise Systems Revenue and Revenue Refunding Bonds, Series 2026 (the “*2026 Bonds*”) and hereby further determines to issue the 2026 Bonds in an amount not to exceed \$35,000,000 to:

(1) finance the costs of improving and expanding the Town’s water, sewer, and stormwater facilities (collectively, the “*2026 Projects*”), including, but not limited to, (a) replacement of the Town’s Automated Meter Integration (AMI) System, (b) addition of a water supply well and expansion of water treatment along Alabama Avenue, (c) installation of a new stormwater force main and associated stormwater infrastructure, (d) replacement and rehabilitation of aging water and sewer lines, (e) acquisition of a street sweeper, (f) planning, design, and construction of upgraded headworks facilities at the Town’s wastewater treatment plant, and (g) planning, design, and construction of a new water tank;

(2) refund in advance of their maturities all or a portion of the Town’s Enterprise Systems Revenue Bonds, Series 2016 (the “*Refunded 2016 Bonds*”); and

(3) pay the costs of issuing the 2026 Bonds; and

WHEREAS, the Town will issue the 2026 Bonds under the General Trust Indenture dated as of June 1, 2016 (the “*General Indenture*”) between the Town and U.S. Bank National Association, the successor to which is U.S. Bank Trust Company, National Association, as trustee (the “*Trustee*”), and Series Indenture, Number 2 (the “*Series Indenture*”), between the Town and the Trustee; and

WHEREAS, the Town and the Local Government Commission of North Carolina (the “*Commission*”) have arranged for the sale of the 2026 Bonds to Truist Securities, Inc., as underwriter for the 2026 Bonds (the “*Underwriter*”) under the terms of a Bond Purchase Agreement (the “*Purchase Agreement*”) among the Commission, the Town, and the Underwriter;

WHEREAS, an application has been filed with the Secretary of the Commission requesting Commission approval of the 2026 Bonds as required by the Act and, included in such application, the Finance Director of the Town has requested that the Commission approve the negotiation of the sale of the 2026 Bonds to the Underwriter; and

WHEREAS, copies of the forms of the following documents relating to the transaction described above have been filed with the Town (collectively, the “*Transaction Documents*”):

1. Series Indenture;
2. the Purchase Agreement;
3. an Escrow Agreement, to be dated as of March 4, 2026, between the Town and U.S. Bank Trust Company, National Association, as escrow agent; and
4. a Preliminary Official Statement (the “*Preliminary Official Statement*”) with respect to the 2026 Bonds.

NOW THEREFORE, BE IT ORDERED BY THE TOWN COUNCIL OF THE TOWN OF CAROLINA BEACH, NORTH CAROLINA:

Section 1. The 2026 Bonds are authorized to be issued pursuant to the Act to finance the 2026 Projects, refund the Refunded 2016 Bonds, and pay the costs of issuing the 2026 Bonds.

Section 2. The aggregate principal amount of the 2026 Bonds authorized by this Bond Order shall not exceed \$35,000,000. The 2026 Bonds hereby authorized will be special obligations of the Town, secured by and paid solely from the proceeds thereof or from revenues, income, receipts and other money received or accrued by or on behalf of the Town from or in connection with the operation of the Town’s Enterprise Systems (as defined in the General Indenture).

Section 3. The Town’s issuance of the 2026 Bonds, in substantially the form to be set forth in the Series Indenture, is approved and confirmed, and the provisions of the General Indenture and the Series Indenture with respect to the 2026 Bonds are approved and confirmed and are incorporated herein by reference. The proceeds from the sale of the 2026 Bonds will be deposited in accordance with the Series Indenture.

The principal of, premium, if any, and interest on the 2026 Bonds will not be payable from the general funds of the Town, nor will the 2026 Bonds constitute a legal or equitable pledge, charge, lien or encumbrance on any of the Town’s property or on any of its income, receipts or revenues except the funds which are pledged under the General Indenture. Neither the credit nor the taxing power of the State of North Carolina or the Town is pledged for the payment of the principal of, premium, if any, or interest on the 2026 Bonds, and no holder of the 2026 Bonds has the right to compel the exercise of the taxing power by the State of North Carolina or the Town or the forfeiture of any of its property in connection with any default thereon.

Section 4. The Town Council requests that the Commission sell the 2026 Bonds to the Underwriter pursuant to the terms of the Purchase Agreement.

Section 5. The form and content of the Transaction Documents, including the exhibits thereto, are approved and confirmed, and the Mayor of the Town, the Town Manager, the Finance Director, and the Town Clerk (collectively, the “*Authorized Officers*”), or their respective designees, as applicable, are authorized, empowered and directed, individually and collectively, to execute and deliver, as applicable, the Transaction Documents for and on behalf of the Town, including necessary counterparts, in substantially the forms and content presented to the Town Council, but with such changes, modifications, additions or deletions therein as they may deem necessary, desirable or appropriate, their execution thereof to constitute conclusive evidence of their approval of any and all such changes, modifications, additions or

deletions therein. From and after the execution and delivery of the Transaction Documents, as applicable, the Authorized Officers are authorized, empowered and directed, individually and collectively, to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Transaction Documents, as executed. The Trustee is appointed as Registrar and Paying Agent under the Series Indenture.

Section 6. The form and content of the Preliminary Official Statement are in all respects authorized, approved and confirmed, and the Underwriter's use of the Preliminary Official Statement and the Official Statement (the "*Official Statement*") in connection with the sale of the 2026 Bonds is authorized, approved and confirmed. The Town Council authorizes the preparation of the Official Statement, in substantially the form of the Preliminary Official Statement, together with such changes as are necessary to reflect the final terms of the 2026 Bonds. The Authorized Officers are authorized to deliver the Official Statement.

Section 7. The Town Manager or Finance Director of the Town are authorized to execute a tax certificate to comply with Section 148 of the Internal Revenue Code of 1986, as amended, and the applicable regulations promulgated thereunder.

Section 8. If any one or more of the covenants, agreements or provisions contained in this Bond Order is held contrary to any express provision of law or contrary to the policy of express law, though not expressly prohibited, or against public policy, or is for any reason whatsoever held invalid, then such covenants, agreements or provisions will be null and void and will be deemed separable from the remaining agreements and provisions and will in no way affect the validity of any of the other agreements and provisions of this Bond Order or of the 2026 Bonds authorized hereunder.

Section 9. No stipulation, obligation or agreement contained in this Bond Order or in the 2026 Bonds, the General Indenture, the Transaction Documents or any other instrument related to the issuance of the 2026 Bonds is a stipulation, obligation or agreement of any officer, agent or employee of the Town in his or her individual capacity, and no such officer, agent or employee is personally liable on the 2026 Bonds or subject to personal liability or accountability by reason of the issuance thereof.

Section 10. The Authorized Officers are authorized, empowered and directed, individually and collectively, to do any and all other acts and to execute any and all other documents which they, in their discretion, deem necessary and appropriate to consummate the transactions contemplated by this Bond Order and the Transaction Documents, except that none of the above is authorized or empowered to do anything or execute any document which is in contravention, in any way, of (a) the specific provisions of this Bond Order, (b) the specific provisions of the General Indenture or the Series Indenture, (c) any agreement to which the Town is bound, (d) any rule or regulation of the Town, or (e) any applicable law, statute, ordinance, rule or regulation of the United States of America or the State of North Carolina.

Section 11. The Authorized Officers are authorized and directed, individually and collectively, to prepare and furnish, when the 2026 Bonds are issued, certified copies of all the proceedings and records of the Town Council relating to the 2026 Bonds, and such other affidavits, certificates and documents as may be required to show the facts relating to the legality and marketability of the 2026 Bonds as such facts appear on the books and records in such party's custody and control or as otherwise known to them; and all such certified copies, certificates, affidavits and documents, including any heretofore furnished, constitute representations of the Town as to the truth of all statements contained therein.

Section 12. All acts and doings of the Authorized Officers that are in conformity with the purposes and intents of this Bond Order and in the furtherance of the issuance of the 2026 Bonds and the

execution, where appropriate, delivery and performance of the General Indenture and the Transaction Documents are approved and confirmed.

Section 13. If any one or more of the agreements or provisions herein contained are held contrary to any express provision of law or contrary to the policy of express law, though not expressly prohibited, or against public policy, or for any reason whatsoever are held invalid, then such agreements or provisions are null and void and are to be deemed separable from the remaining agreements and provisions and shall in no way affect the validity of any of the other agreements and provisions hereof or of the 2026 Bonds authorized hereunder.

Section 14. All resolutions or parts thereof of the Town Council in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

Section 15. This Bond Order shall take effect immediately on its adoption and pursuant to §159-88 of the General Statutes of North Carolina, as amended, need not be published or subjected to any procedural requirements governing the adoption of ordinances or resolutions by the Town Council other than the procedures set out in the Act.

ADOPTED THIS, the 13th day of January, 2026.

Albert L. Barbee, Mayor

ATTEST:

Kim Ward, Town Clerk



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 1/13/26

SUBJECT: Budget Amendments/Transfers

BACKGROUND:

I have received a several budget amendment requests. Transfers require only your notification whereas amendments require your approval. Listed below you will find a description of the amendment. I have also attached a copy of the supporting documentation for the appropriation.

Transfers:

Transfer \$1,661 from account 10-440-036 Finance Bank Charges to account 10-408-069 CBP3 Non-Profit Loan/Taxes /Insurance to cover line-item shortage.

Transfer \$250 from account 10-530-001 Fire Holiday Pay to account 10-530-059 Fire Longevity Pay to cover line-item shortage.

Transfer \$580.88 from account 10-450-051 HR Liability Insurance to account 10-450-052 HR Unemployment to cover line-item shortage.

Transfer \$5,000 from account 10-510-040 PO Crime Prevention to account 10-510-048 PD K-9 to cover veterinary services and equipment for two K9's.

Transfer \$40,000 from account 30-810-045 WWTP Contract Service to account 30-810-074 Capital Projects over \$10,000 to cover WWTP Plant #1 aeration basins projects.

Transfer \$3,000 from account 30-900-002 Stormwater Wages to account 30-900-044 Stormwater Temps to cover line-item shortage.

Transfer \$15,000 from account 30-812-046 Water Professional Services to account 30-800-033 W&S Admin Supplies to cover billing area remodel.

Transfer \$20,000 from account 30-810-046 WWTP Professional Services to account 30-810-016 WWTP M&O Equipment to cover repairs to the rotating assemblies and wear plates.

Transfer \$40,000 from account 30-810-045 WWTP Contract Services to account 30-810-074 WWTP Capital over \$10,000 to cover repairs to WWTP Plant #1 aeration basins.

Transfer \$5,688.50 from account 62-562-046 2nd Street Paving Engineering to account 62-562-074 2nd Street Capital over \$10,000 to cover construction cost.

Item 5.

BUDGET IMPACT:

N/A

ACTION REQUESTED:

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

Memorandum

To: Bruce Oakley
From: Debbie Hall (Finance Department)
Date: 12/17/2025
Re: Budget Transfer

The following budget transfer is to cover CBP3-Non-Profit Loan/Taxes/Insurance account shortage.

To Account	From Account	Amount
10-408-069 CBP3-Non-Profit Loan/Taxes/Insurance	10-440-036 Bank Charges	\$1,661.00

Regards,

Debbie Hall
Finance Director

Memorandum

To: Bruce Oakley
From: Debbie Hall (Finance Department)
Date: 12/17/2025
Re: Budget Transfer

The following budget transfer is to cover Fire Longevity Pay Plan account shortage.

To Account	From Account	Amount
10-530-059 Fire Longevity Pay	10-530-001 Fire Holiday Pay	\$250.00

Regards,

Debbie Hall
Finance Director

Debbie Hall

From: Holly Brooks
Sent: Wednesday, December 17, 2025 4:42 PM
To: Debbie Hall
Subject: Budget Transfer

Debbie, please transfer \$580.88 from Liability Insurance 10-450-051 to Unemployment 10-450-052 to cover a variance in the later account.

Thank you in advance for your assistance in this matter.

Holly Brooks, SHRM-SCP, PSHRA-SCP, MESH-PS, aPHR
Director of Human Resources
Town of Carolina Beach
910-458-9530
holly.brooks@carolinabeach.gov

Note: new email extension to .gov effective 12/15/2025. Please update your records.

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Deb LeCompte
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Vic Ward, Chief of Police

C. V. Ward

Re: Budget transfer

Date: January 2, 2026

Budget transfer amount: \$5,000.00

From: 10-510-040 (Crime Prevention/DARE)

To: 10-510-048 (K9 Maintenance)

Explanation:

The PD is requesting the transfer of \$5,000 from 10-510-040 (Crime Prevention) to 10-510-048 (K9 Maintenance). The K9 unit has experienced unforeseen costs related to veterinary services and equipment due to the addition of two K9s to the unit, as well as unexpected vet bills.

Debbie Hall

From: Brian Stanberry
Sent: Wednesday, December 17, 2025 2:38 PM
To: Debbie Hall
Subject: Budget Transfer Request

Debbie,

I would like to request a budget transfer of \$3000 from the 30-900-002 Wages line item to the 30-900-044 Temps line item to account for overages. Thank you for your assistance and let me know if you have any questions.

Sincerely,

Brian Stanberry

Director of Public Works

Town of Carolina Beach

910-458-8291 office

910-443-1837 mobile

brian.stanberry@carolinabeach.org

**DISCLAIMER:**

E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Jay Healy
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: Dec 19th, 202

Budget transfer amount: \$ 40,000

From: 30-810-045 (Contract Services) \$40,000

To: 30-810-074 (Capitol Projects over \$10,000)

Explanation: See Memo attached. This is for the Plant #1 aeration Basins project.

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
Mayor

Vince Lsito
Council Member

Deb LeCompte
Mayor Pro Tem



Jay Healy
Mayor Pro Tem

Wayne Rouse
Council Member

Bruce Oakley
Town Manager

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: Jan 7th, 2026

Budget transfer amount: \$ 15,000

046 Water
From: 30-812-019 (WWTP Professional Services)

To: 30-800-033 (Supplies)

Explanation: Cover Billing remodel overage

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
Mayor

Vince Lsito
Council Member

Deb LeCompte
Mayor Pro Tem



Jay Healy
Mayor Pro Tem

Wayne Rouse
Council Member

Bruce Oakley
Town Manager

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: Jan 7th, 2026

Budget transfer amount: \$ 20,000

From: 30-810-046 (WWTP Professional Services)

To: 30-810-016 (WWTP PLANT MAINT and REPAIR)

Explanation: Cover repairs WWTP

A handwritten signature in blue ink, appearing to read "Mark Meyer".

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
Mayor

Vince Lsito
Council Member

Deb LeCompte
Mayor Pro Tem



Jay Healy
Mayor Pro Tem

Wayne Rouse
Council Member

Bruce Oakley
Town Manager

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

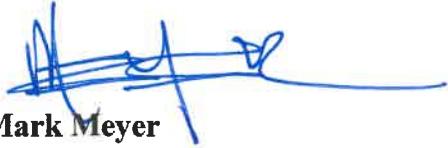
Date: Jan 7th, 2026

Budget transfer amount: \$ 40,000

From: 30-810-045 (WWTP Contract Services)

To: 30-810-074 (Capitol Improvement over 10,000)

Explanation: See attached sheet


Mark Meyer

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
Mayor

Jay Healy
Council Member

Vince Losito
Council Member



Deb LeCompte
Mayor Pro Tem

Wayne Rouse
Council Member

Bruce Oakley
Town Manager

Item 5.

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

MEMORANDUM

To: Mark Meyer, Public Utilities director
From: Bill Raymond, WWTP Superintendent
Date: December 18, 2025
Re: Budget Transfer Request

I am requesting a transfer of **\$40,000.00** from **30-810-045** to **30-810-074**. I talked to Huffstetler Group in regards to the CIP for the Plant #1 aeration basins. He mistakenly underestimated the basin clean out when he quoted \$140,000.00 to Combs & Associates in August. BG Industrial gave an actual estimate after their site visit on 11/21.

Huffstetler first sent a quote for \$265,525.00 on 11/26. I challenged the scope of the proposal and he resubmitted an amended quote for \$174,750.00 on 12/2. I contacted Sunbelt Rentals and we can get a 2 month rental of construction mats for \$4,400; I asked Huffstetler to take all pricing for rental and placement of mats out of his proposal. He resubmitted a quote for \$160,000.00 today and I will sign that one to keep the project on schedule. \$40,000 from Contract Services into CIP Over \$10000 will be enough to cover the Huffstetler quote, rental of mats from Sunbelt, rentals from Xylem/Godwin, and leave minimal buffer room for miscellaneous costs.

Debbie Hall

From: Brian Stanberry
Sent: Thursday, January 8, 2026 11:11 AM
To: Debbie Hall
Cc: Ed Parvin
Subject: Budget Transfer

Debbie,

I would like to request a budget amendment for the Second Street Extension Project. Can you please transfer in the amount of \$5668.50 from the 62-562-046 Professional Services to the 62-562-074 Capital Over \$10,000. Thank you for your assistance and let me know if you have any questions.

Sincerely,

Brian Stanberry
Director of Public Works
Town of Carolina Beach



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 1/13/2026

SUBJECT: Amend Capital Project Fund for 16" DD pumphouse to Henniker's Ditch

BACKGROUND:

This ordinance will Amend the 2016 Revenue Bond Budget Fund 23. In October 2024, \$280,606 of the Revenue Bond funds were transferred from the Pumphouse project to perform emergency repairs to the Clarifier at the Wastewater Treatment Plant. There was \$33,780.06 of unused funds remaining in this project. Staff would like to use the funds along with interest earned on the 2016 Revenue Bonds engineering cost for the 16" Stormwater Directional Drill. The 2026 Revenue Bond DD project will connect to the pumps in the Lake Pumphouse and direct stormwater to Henniker's Ditch.

Fund Source	Current Funds	Change	Total Budget
SW 16" DD to Henniker's Ditch	-	70,000.00	70,000.00
2016 Revenue Bond (WWTP Clarifier	280,606.00	(33,780.06)	246,825.94
Lake Pumphouse (Revenue Bond Interst)	806,738.73	(36,219.94)	770,518.79
		-	1,087,344.73

BUDGET IMPACT:

N/A

ACTION REQUESTED:

Approval of Ordinance No. 26-1275

ORDINANCE NO. 26-1275
AN ORDINANCE TO AMEND THE 2016 REVENUE BOND BUDGET FOR THE
STORMWATER 16" DIRECTIONAL DRIVE FROM LAKE PUMPHOUSE TO
HENNIKER'S DITCH

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

SECTION ONE:

That the Fiscal Year 2025-2026 Budget for the Town of Carolina Beach is hereby amended to include the expenditures associated with the Stormwater 16" Directional Drive to Henniker's Ditch by modifying the following Utility Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
23-018-046	SW 16" DD to Henniker's Ditch	\$.00	\$ <u>70,000.00</u>	+\$ 70,000.00
TOTAL			<u>\$ 70,000.00</u>	

SECTION TWO:

That the Fiscal Year 2025-2026 Budget for the Town of Carolina Beach is hereby amended to include the revenues associated with the Stormwater 16" Directional Drive to Henniker's Ditch by modifying the following Utility Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
23-354-018	SW 16" DD to Henniker's Ditch	\$.00	\$ <u>70,000.00</u>	+\$ 70,000.00
TOTAL:			<u>\$ 70,000.00</u>	

SECTION THREE:

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

Duly adopted this 13th day of January 2026.

 Albert L Barbee, Mayor

ATTEST:

 Kimberlee Ward, Town Clerk



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 1/13/2026

SUBJECT: Amend Budget Ordinances for 2nd Street Improvement

BACKGROUND:

The Town adopt Budget Ordinance 22-1186 for paving and drainage and Budget Ordinance 22-1187 to complete the associated water and sewer. These projects are a special assessment (Street Paving is a General Fund Project and Water/Sewer is a Utility Fund Project) with the property owners responsible for 66.66% of the total project cost after all work has been completed. The original budget was created based on the engineers estimate and need to be adjusted to the Water/Sewer budget to cover the awarded bid and change orders as follows:

Appropriations:

Appropriate \$72,301.21 to account 63-814-074 W&S Capital over \$10,000 from the Utility Fund fund balance to cover the change orders.

Transfer \$11,887.79 from account 63-814-046 W&S Professional Services to account 63-814-074 W&S Capital over \$10,000.

Description	Amount
Engineering Cost	13,399.21
Construction Bid	198,284.00
Change Order 1	12,115.00
Change Order 2	43,410.00
Total Water/Sewer	267,208.21

BUDGET IMPACT:

The appropriation for the Water/Sewer improvements will affect the Utility fund balance.

ACTION REQUESTED:

Approval of Budget Ordinance 26-1276 for 2nd Street Improvements Water/Sewer.

ORDINANCE NO. 26-1276
AN ORDINANCE TO AMEND THE UTILITY FUND BUDGET CREATING A
CAPITAL PROJECT ORDINANCE FOR THE 2nd STREET WATER/SEWER
PROJECT

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

SECTION ONE:

That the Fiscal Year 2025-2026 Budget for the Town of Carolina Beach is hereby amended to include the expenditures associated with the 2nd Street Water/Sewer Capital Project by amending the following Utility Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
63-814-046	Professional Services	\$ 25,287	\$ 13,399.21	- \$ 11,887.79
63-814-074	Capital Over \$10,000	\$169,620	<u>\$ 253,809.00</u>	+ 84,189.00
TOTAL			\$ 267,208.21	

SECTION TWO:

That the Fiscal Year 2025-2026 Budget for the Town of Carolina Beach is hereby amended to include the revenue associated with the 2nd Street Water/Sewer Capital Project by amending the following Utility Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
63-350-000	Transfer from General Fund	\$ 194,907	<u>\$ 267,208.21</u>	+ \$72,301.21
TOTAL:			\$ 267,208.21	

SECTION THREE:

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

Duly adopted this 13th day of January 2026.

Albert L Barbee, Mayor

ATTEST:

Kimberlee Ward, Town Clerk

CAROLINA BEACH - 2nd STREET WATER AND SEWER EXTENSION
 ES PROJECT #202226 - Re:Bid Date December 20, 2024
 FINAL BID TABULATION

Item #	PROCEDURE AND/OR MATERIALS	CM MITCHELL CONSTRUCTION CO			T.A. LOVING COMPANY			RJ NORRIS CONSTRUCTION			HEATH GRADING	
		QTY	UNIT PRICE	TTL PRICE	UNIT PRICE	TTL PRICE	UNIT PRICE	TTL PRICE	UNIT PRICE	TTL PRICE	UNIT PRICE	TTL PRICE
1	2" Overlay 20 ft. Wide Asphalt Paving	826	SY	\$38.25	\$31,594.50	\$90.00	\$74,340.00	\$30.00	\$24,780.00	\$52.50	\$43,365.00	
2	8" abc Stone Base w/Geotextile Fabric	826	SY	\$43.15	\$35,641.90	\$185.00	\$152,810.00	\$62.00	\$51,212.00	\$34.00	\$28,084.00	
3	Earthwork, Clearing and Grubbing	1	LS	\$29,868.00	\$165,000.00	\$165,000.00	\$100,000.00	\$100,000.00	\$48,500.00	\$48,500.00		
4	Miscellaneous Site Work Concrete and Rip Rap	1	LS	\$38,670.00	\$78,500.00	\$78,500.00	\$50,000.00	\$50,000.00	\$18,250.00	\$18,250.00		
5	Soils Testing	1	LS	\$3,360.00	\$20,000.00	\$20,000.00	\$5,000.00	\$5,000.00	\$3,750.00	\$3,750.00		
6	6" C900 DR18 PVC Water Main	388	LF	\$39.10	\$15,170.80	\$110.00	\$42,680.00	\$85.00	\$12,980.00	\$48.75	\$18,915.00	
7	6" DIP Class 350 Water Main	82	LF	\$63.35	\$5,194.70	\$150.00	\$12,300.00	\$132.00	\$10,824.00	\$67.75	\$5,555.50	
8	6" Water Main Connections TS&V	2	EA	\$22,800.00	\$45,600.00	\$23,500.00	\$47,000.00	\$11,000.00	\$22,000.00	\$7,000.00	\$14,000.00	
9	6" DIP Bends & Fittings	1	LS	\$3,706.70	\$25,000.00	\$25,000.00	\$7,700.00	\$7,700.00	\$3,000.00	\$3,000.00		
10	Fire Hydrant Assembly w/ Pipe Bollards	1	EA	\$19,856.50	\$19,856.50	\$28,000.00	\$28,000.00	\$11,000.00	\$11,000.00	\$11,900.00	\$11,900.00	
11	1" Water Service	12	EA	\$2,223.40	\$26,680.80	\$33,650.00	\$43,800.00	\$4,400.00	\$32,800.00	\$1,500.00	\$18,000.00	
12	8" C900 DR 18 PVC Gravity Sewer Main	22	LF	\$59.40	\$1,306.80	\$1,895.00	\$41,690.00	\$110.00	\$2,420.00	\$136.75	\$3,008.50	
13	8" DIP Gravity Sewer Main	265	LF	\$102.10	\$27,056.50	\$380.00	\$100,700.00	\$165.00	\$33,725.00	\$155.00	\$41,075.00	
14	4" Sewer Service Assembly	12	EA	\$2,808.20	\$33,698.40	\$16,000.00	\$192,000.00	\$4,400.00	\$52,800.00	\$3,100.00	\$37,200.00	
15	4" Sch40 PVC Sewer Service Pipe	312	LF	\$19.25	\$6,006.00	\$32.75	\$10,218.00	\$40.00	\$12,480.00	\$17.50	\$5,460.00	
16	4" DIP Sewer Service Pipe	180	LF	\$70.60	\$12,708.00	\$165.00	\$29,700.00	\$70.00	\$12,600.00	\$105.00	\$18,900.00	
17	4 ft. Dia. Precast Manholes	2	EA	\$5,791.00	\$11,582.00	\$16,000.00	\$32,000.00	\$5,500.00	\$11,000.00	\$5,935.00	\$11,870.00	
18	5x5 Catch Basin	2	EA	\$9,756.10	\$19,512.20	\$13,150.00	\$26,300.00	\$11,000.00	\$22,000.00	\$6,100.00	\$12,200.00	
19	12" RCP Drainage Pipe	74	LF	\$69.75	\$5,161.50	\$100.00	\$7,400.00	\$95.00	\$7,030.00	\$80.00	\$5,920.00	
20	12" RCP Flared End Section	4	EA	\$1,302.00	\$5,208.00	\$4,600.00	\$18,400.00	\$1,200.00	\$4,800.00	\$1,500.00	\$6,000.00	
21	36" RCP Drainage Pipe	112	LF	\$200.55	\$22,461.60	\$395.00	\$44,240.00	\$220.00	\$24,640.00	\$176.00	\$19,712.00	
22	NCDDOT Precast Headwall	2	EA	\$18,421.00	\$36,842.00	\$27,000.00	\$54,000.00	\$13,200.00	\$26,400.00	\$7,100.00	\$14,200.00	
23	Select Backfill	200	CY	\$44.40	\$8,880.00	\$120.00	\$24,000.00	\$35.00	\$7,000.00	\$32.50	\$6,500.00	
24	#57 or #67 Stone Bedding	200	TNS	\$90.30	\$18,060.00	\$155.00	\$31,000.00	\$80.00	\$16,000.00	\$74.00	\$14,800.00	
25	Seeding and Straw	0.75	AC	\$8,800.00	\$6,600.00	\$16,500.00	\$12,375.00	\$9,000.00	\$6,750.00	\$6,650.00	\$4,987.50	
26	Erosion Control	1	LS	\$55,830.00	\$55,830.00	\$28,500.00	\$28,500.00	\$12,000.00	\$12,000.00	\$6,500.00	\$6,500.00	
27	Mo/Demob. (3% Max) = Sub Total x 0.03	1	LS	\$10,200.00	\$40,000.00	\$162,500.00	\$19,500.00	\$11,150.00	\$11,150.00			
28	Bonds & Insurance 2%	1	LS	\$11,856.00	\$25,000.00	\$39,600.00	\$33,000.00	\$8,000.00	\$8,000.00			
GRAND TOTAL					\$548,312.90		\$1,406,953.00		\$662,441.00		\$440,802.50	

Paving - 242.518.50
 Water/Sewer - 198,284.00

Item 7.



CHANGE ORDER REQUEST #1

November 18th, 2025

Town of Carolina Beach 2nd St Water and Sewer Improvements

From: Heath Grading and Utility, Inc. 2422 Wrightsville Ave. Wilmington, NC 28403

To: Town of Carolina Beach

This change order request contains a quotation for a change to the Town of Carolina Beach 2nd St Water and Sewer Improvements contract between Heath Grading and Utility, Inc., and The Town of Carolina Beach

Additions:

- Install 160' of 6" fusible PVC by directional drill from waterline tap along Carolina Sands Dr to end of proposed 2nd St (drill through easement under newly installed landscaping by homeowner at 106 Carolina Sands Dr)

Materials = \$550.00 plus 5% O&P = \$577.50

Subs = \$16,560.00 plus 5% O&P = \$17,388.00

L&E = \$1,500.00 plus 30% O&P = \$1,950.00

This change order will increase the contract amount by \$19,915.00. (contract price will be increased by this amount, but 160' less of 6" C900 PVC @ \$48.75 per LF will be billed per existing contract items, net increase = \$12,115.00)

By: Jordan Williamson, President



CHANGE ORDER #2

December 12th, 2025

Town of Carolina Beach 2nd St Water and Sewer Improvements

From: Heath Grading and Utility, Inc. 2422 Wrightsville Ave. Wilmington, NC 28403

To: Town of Carolina Beach

This change order request contains a quotation for a change to the Town of Carolina Beach 2nd St Water and Sewer Improvements contract between Heath Grading and Utility, Inc., and The Town of Carolina Beach

Additions:

- 8" C900 PVC gravity sewer – 60 LF @ \$136.75 per LF = \$8,205.00
- 8" DIP gravity sewer – 60 LF @ \$155.00 per LF = \$9,300.00
- 4' Dia SSMH – 3 EA @ \$5,935.00 = \$17,805.00
- #57 Stone bedding – 90 TONS @ \$74.00 = \$6,600.00
- Concrete cradle for gravity sewer – 2 EA @ \$750.00 = \$1,500.00

This change order will increase the contract amount by \$43,410.00

By: Jordan Williamson, President



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Meeting 1/13/2026

SUBJECT: Approval of Council Meeting Minutes

BACKGROUND:

Attached are the meeting minutes from the December 9, 2025 Council meeting.

ACTION REQUESTED:

Review and consider approving under the consent agenda.

CAROLINA BEACH

Planning and Zoning Commission

Thursday, December 11, 2025 - 6:00 PM

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



MINUTES

CALL TO ORDER

Vice Chairman Hogan called the meeting to order at 6:00 PM. He welcomed new Commissioner Brad Jones.

PRESENT

Vice Chairman Jeff Hogan
 Commissioner Ethan Crouch
 Commissioner Bill Carew
 Commissioner Lynn Conto
 Commissioner Brad Jones

ABSENT

Commissioner Melanie Boswell
 Commissioner Todd Piper

ALSO PRESENT

Community Development Director Jeremy Hardison
 Senior Planner Gloria Abbotts
 Planner Haley Anderson

APPROVAL OF MINUTES

1. November 13, 2025 – P&Z Minutes

ACTION: Motion to approve the minutes

Motion made by Commissioner Crouch, seconded by Commissioner Carew

Voting Yea: Vice Chairman Hogan, Commissioner Crouch, Commissioner Carew, Commissioner Conto, Commissioner Jones

Motion passed 5-0

STAFF REPORT ON RECENT DEVELOPMENTS

Mr. Hardison reported the following:

Permitting

- 34 permits (renovation, repair, grading, additions, fences, etc.)
- 4 residential new construction
- 3 certificates of occupancy

New businesses

- Ooma on the Beach (women's boutique), 112 Cape Fear Boulevard

Updates and Upcoming

- Board of Adjustment January: variance 40% lot coverage 1516 Pinfish Lane
- Planning and Zoning Commission January 18: hotels in MX text amendment and Unified Development Ordinance (UDO) text amendment for statutory updates
- State Bill
 - There is no longer a waiting period for zoning requests
 - Local government cannot regulate the size and location of American flags
 - Subdivision street designs cannot exceed N.C. Department of Transportation (DOT) regulations
 - Pools for guests at single-family homes do not have to meet commercial standards and can charge a fee
- January 31: Christmas tree dune restoration at Periwinkle Lane beach access from Surfrider Foundation
- Beach nourishment is currently just south of the Periwinkle Lane beach access; there is a tracker on the Town's website

New Streets

- 2nd Street Extension past Greenville Avenue
- Spot Lane cutting through the 1500 block

Other Projects

- Pump house at Lake Park to be finished in March
- Boardwalk bathroom facility has made significant progress and will likely be done before March
- Lake Park bathroom facility will be installed in February
- Seabreeze Village just over the bridge outside Town limits has been rezoned by the County to commercial and is now undergoing stormwater improvements and site work; a Sheetz as well as a drive-through restaurant, a sit-down restaurant, and retail space are planned

PUBLIC COMMENT

Wayne Rouse of 508 Monroe Avenue, who recently stepped down from the Commission after being elected to Council, thanked Commissioners for doing important work and said serving with them has been one of the honors of his life. Vice Chairman Hogan said Commissioners appreciate everything he has done and will do as a Council Member.

PUBLIC HEARING

2. Zoning Map Amendment to Consider a Request to Rezone 205 Raleigh Avenue from Mixed Use (MX) to Central Business District (CBD)
Applicant: Jonathan Lee "Zeke" Hutchins

Applicant Zeke Hutchins has submitted a petition to consider rezoning 205 Raleigh Avenue from Mixed Use (MX) to Central Business District (CBD) zoning. There is an existing single-family home on the

property that was built in 1933. The surrounding uses include a bank, two restaurants, a single-family home, a duplex, and two vacant lots.

The 1984 Zoning Ordinance and Zoning Map show the property in B-1: Central District. In 2000, 205 Raleigh Avenue was rezoned to MX.

Ms. Abbotts presented the details, including dimensional standards and permitted uses in both districts. She said the proposed rezoning would be inconsistent with the Land Use Plan, but State statute does allow for it if the amendment also amends the Future Land Use Map.

ACTION: Motion to open the public hearing

Motion made by Vice Chairman Hogan, seconded by Commissioner Carew

Voting Yea: Vice Chairman Hogan, Commissioner Crouch, Commissioner Carew, Commissioner Conto, Commissioner Jones

Motion passed 5-0

Mr. Hutchins said he and his wife Sharon, who live at 211 Virginia Avenue, bought that property in 2017 to use as a beach house but decided to make it their primary residence several years ago. He said they have been looking for a way to give back to the community with a business venture and like quirky historic beach cottages, so they bought 205 Raleigh Avenue with plans to open a bookstore and gift shop that would focus on children's offerings while also hosting community programs such as tutoring, author workshops, and classes. Mr. Hutchins said they are asking for it to be converted from MX to CBD because the current parking requirements would interfere with their plans to build an Americans with Disabilities Act (ADA) ramp and use the lot and property to its full potential. He added that he thinks the property would fit better as a business based on the surrounding uses.

No one else requested to speak.

ACTION: Motion to close the public hearing

Motion made by Vice Chairman Hogan, seconded by Commissioner Carew

Voting Yea: Vice Chairman Hogan, Commissioner Crouch, Commissioner Carew, Commissioner Conto, Commissioner Jones

Motion passed 5-0

Commissioner Conto said this is almost a carbon copy of the recent rezoning request for 205 Cape Fear Boulevard so she will support it but wants to recognize that Commissioner Crouch has been vigilant about expressing his concerns about "CBD creep." She said because of this, she will be hesitant to approve similar requests in the future unless there is a compelling reason, adding that they must be cautious of what is happening to the community and long-term consequences. Commissioner Conto said she doesn't want people to move because the Town has allowed businesses that are not conducive in a residential area to flourish.

Commissioner Carew asked Ms. Abbotts to explain how tonight's request is different from 205 Cape Fear Boulevard. Ms. Abbotts said 205 Cape Fear Boulevard was in a character area of the Land Use Plan that most fits with what the current CBD is, so that's why that motion did not include a statement of

changing the Future Land Use Map. She said 205 Raleigh Avenue is in an area that leans a little more toward MX, but when you look at the property they are in similar situations.

Commissioner Carew asked what staff's recommendation is on tonight's request. Mr. Hardison said the proposed rezoning would be inconsistent with the current Land Use Plan and therefore staff couldn't fully support it, but the motion before the Commission would automatically change the Land Use Plan.

Commissioner Carew asked if there is a record of the notice of the public hearing from when this went from B-1 to MX. Mr. Hardison said in October 2000 there was a half-page ad in the Island Gazette stating a Town-wide rezoning.

Commissioner Carew said the conflict with the Land Use Plan concerns him, but he thinks the Commission must be consistent in making decisions. He said the applicant has made a compelling case based upon previous circumstances they have approved, and he thinks they have a nice idea for a business addition to the Town, so he is in favor of the request.

Commissioner Crouch said he likes the business idea and has two young children that would likely visit often, but he feels an obligation to think about the long-term planning and development of the overall community, adding that once this parcel is rezoned it is not tied to a specific business and could allow something else to go there. He said there are a lot of unintended consequences that come with westward expansion of the CBD, and this will weigh upon the community for years to come.

Commissioner Crouch said he has voted against all previous requests for westward expansion of the CBD and does not think Commissioners should base their decisions upon what they did last time. He said the Land Use Plan warns against upzoning, or increasing density, of parcels, and worries that removing parking requirements puts further demand on rights-of-way and existing parking lots.

Commissioner Crouch said he will continue to be consistent by voting against this request and advise that westward creep of the CBD is not in line with the vision of community members.

Commissioner Jones said he understands Commissioner Crouch's concerns but added that he knows this property well and plans to vote in favor of the request after listening to all the information.

Vice Chairman Hogan also acknowledged Commissioner Crouch's stance but said he believes in being consistent. He added that they need to figure out a way to stop the creep eventually, but this property is surrounded by nothing but commercial businesses so he doesn't see a big change in use other than the two parking spaces. Vice Chairman Hogan said he is a proponent of anything that makes the community better and will vote to approve the request.

ACTION: Motion for approval – whereas in accordance with the provisions of the NCGS, Planning and Zoning does hereby find and determine that the adoption of the Zoning Map Amendment for 205 Raleigh Avenue is consistent with the goals and objectives of the adopted Land Use Plan and other long-range plans; the adoption of this Zoning Map Amendment also amends the Future Land Use Map and meets the vision of the Town

Motion made by Commissioner Carew, seconded by Vice Chairman Hogan

Voting Yea: Vice Chairman Hogan, Commissioner Carew, Commissioner Conto, Commissioner Jones

Voting Nay: Commissioner Crouch

Motion passed 4-1

Vice Chairman Hogan said the Commission is just an advisory board, so the applicant should be ready to answer tough questions again before Council.

DISCUSSION ITEMS

3. Appoint a Chair of the Planning and Zoning Commission

Commissioner Conto cited Vice Chairman Hogan's passion for and commitment to the community and its future.

ACTION: Motion to nominate Vice Chairman Hogan to serve as Chairman

Motion made by Commissioner Conto, seconded by Commissioner Carew

Voting Yea: Vice Chairman Hogan, Commissioner Crouch, Commissioner Carew, Commissioner Conto, Commissioner Jones

Motion passed 5-0

Commissioner Conto cited Commissioner Carew's preparation, knowledge, and background.

ACTION: Motion to nominate Commissioner Carew to serve as Vice Chairman

Motion made by Commissioner Conto, seconded by Vice Chairman Hogan

Voting Yea: Vice Chairman Hogan, Commissioner Crouch, Commissioner Carew, Commissioner Conto, Commissioner Jones

Motion passed 5-0

NON-AGENDA ITEMS

None

ADJOURNMENT

ACTION: Motion to adjourn

Motion made by Vice Chairman Hogan, seconded by Commissioner Crouch

Voting Yea: Vice Chairman Hogan, Commissioner Crouch, Commissioner Carew, Commissioner Conto, Commissioner Jones

Motion passed 5-0

Vice Chairman Hogan adjourned the meeting at 6:36 PM.



AGENDA ITEM COVERSHEET

PREPARED BY: Ed H. Parvin, Deputy Manager

DEPARTMENT: Executive

MEETING: Town Council – 13 January 2026

SUBJECT: Adopt policies on Cyber Security

BACKGROUND:

Safety and Security of Town Hall users and cyber security are a growing concern in today's environment. The Town has been working to enhance many of our policies to protect internal and external customers. A big part of that was transitioning from .org to .gov on both our email and website. Along with this change the Town has been working with the National Guard on auditing our practices and procedures. There are several recommendations we would like to expedite now and hope to continue to bring to you more policies and procedures that will protect us from threats.

ACTION REQUESTED:

Approve the policy for managing user passwords requirements.

RECOMMENDED MOTION:

Adoption of the consent agenda will approve this and other consent items. Please pull any of these off the consent agenda if you would like to have additional discussion with Town Council and staff during the meeting.

TOWN OF CAROLINA BEACH



PASSWORD POLICY

I. OBJECTIVE & PURPOSE

This policy establishes the password management requirements for all Town of Carolina Beach information technology systems and resources. The purpose of this policy is to protect town data, systems, and networks from unauthorized access by establishing strong authentication standards that safeguard sensitive municipal information, citizen data, and critical infrastructure.

This policy applies to all employees, contractors, vendors, and any other individuals who access Town of Carolina Beach information systems, regardless of the device or location from which access occurs.

II. DEFINITIONS

1. **Authentication:** The process of verifying the identity of a user, device, or system before granting access to town resources.
2. **Multifactor Authentication (MFA):** A security mechanism requiring two or more independent credentials from the following categories: something you know (password), something you have (security token or mobile device), or something you are (biometric verification).
3. **Password:** A secret string of characters used to authenticate a user's identity when accessing town systems.
4. **Privileged Account:** An account with elevated access rights, such as administrator or root-level access, that can make significant changes to systems or access sensitive data.
5. **Service Account:** A non-human account used by applications, systems, or services to interact with other systems.
6. **Town Systems:** All information technology resources owned, operated, or managed by the Town of Carolina Beach, including computers, networks, applications, databases, email systems, and cloud services.

III. STATEMENT OF POLICY

The Town of Carolina Beach is committed to protecting its information assets and the personal data of its citizens. All users of town systems must comply with the password requirements and authentication standards set forth in this policy.

A. Password Strength Requirements

All passwords used on town systems must meet the following minimum requirements:

- Minimum length of twelve (12) characters
- Contain at least one uppercase letter (A-Z)
- Contain at least one lowercase letter (a-z)

- Contain at least one number (0-9)
- Contain at least one special character (e.g., !, @, #, \$, %, ^, &, *)
- Cannot contain the user's name, username, or easily guessable personal information

B. Multifactor Authentication Requirements

Multifactor authentication (MFA) shall be required for:

- All remote access to town systems
- All privileged and administrative accounts
- Access to systems containing sensitive citizen data or financial information
- Email access from external networks or personal devices
- Cloud-based applications and services

C. Password Reuse Prohibition

Users are strictly prohibited from using any password assigned to or used on town systems for any external, personal, or third-party systems, websites, or services. This prohibition is essential to prevent credential compromise in the event of a security breach at an external organization. Violation of this requirement may result in disciplinary action.

D. Legacy System Requirements

For systems that cannot technically support the password complexity requirements or multifactor authentication specified in this policy, passwords must be changed at minimum on an annual basis. The Town Manager shall maintain a documented inventory of such systems and implement compensating controls to mitigate security risks. These systems shall be prioritized for upgrade or replacement.

IV. PROCEDURES

- 1) **Password Creation and Changes:** Users shall create passwords that comply with the strength requirements in Section III.A. Password changes shall be performed immediately upon initial account creation and whenever a password may have been compromised.
- 2) **Password History:** Systems shall be configured to prevent reuse of the previous twelve (12) passwords. Users may not cycle through passwords to return to a previous password.
- 3) **Account Lockout:** User accounts shall be locked after five (5) consecutive failed login attempts. Accounts shall remain locked for a minimum of fifteen (15) minutes or until unlocked by IT personnel.
- 4) **Password Storage:** Users shall not write down passwords or store them in unencrypted files. If a password manager is required, only IT-approved password management solutions may be used. Passwords shall never be shared via email, text message, or other unsecured communication methods.
- 5) **MFA Enrollment:** Users with access to systems requiring multifactor authentication shall enroll in the town's approved MFA solution within five (5) business days of account creation or notification. Users must register at least two MFA methods to ensure access continuity.
- 6) **Service Account Management:** Service accounts shall use passwords of at least twenty (20) characters. Service account passwords shall be stored securely and changed annually or immediately upon personnel changes for staff with knowledge of the credentials.
- 7) **Suspected Compromise:** Users who suspect their password has been compromised shall immediately change their password and notify the Town Manager. IT personnel shall investigate and take appropriate action to secure affected systems.
- 8) **Training:** All users shall be provided this policy and acknowledge receipt upon hire.
- 9) **Exceptions:** Requests for exceptions to this policy must be submitted in writing to the Town Manager for approval. Approved exceptions shall be documented with compensating controls and reviewed annually.

V. BEST PRACTICES

The Town recommends the following best practices for password management:

- **Use Randomly generated passwords:** In cases where a password manager can be used, use the random password generator.
- **Use Passphrases:** In cases where a password manager can't be used, consider using memorable passphrases composed of multiple random words (e.g., "Sunset-Mountain-River-42!") rather than complex but forgettable character strings, e.g. to unlock your password manager.
- **Unique Passwords:** Use a different password for every town system and application. Never reuse passwords across different accounts.
- **Password Managers:** Use an IT-approved password manager to generate and securely store complex, unique passwords for each account.
- **Avoid Common Patterns:** Do not use sequential numbers, keyboard patterns (qwerty), dictionary words, or predictable substitutions (p@ssw0rd).
- **Protect MFA Devices:** Secure mobile devices used for MFA with screen locks and avoid sharing authentication codes with anyone.
- **Verify Requests:** IT staff will never ask for your password. Verify the identity of anyone requesting credentials before providing any information.
- **Log Off When Away:** Lock your workstation (Windows+L) when stepping away and log off completely at the end of each day.
- **Report Suspicious Activity:** Immediately report any suspicious emails, login prompts, or security concerns to the IT Department.

VI. AUTHORITY

This policy is adopted pursuant to the requirements of the North Carolina General Statutes 159-28 and in accordance with cybersecurity best practices established by the National Institute of Standards and Technology (NIST) Special Publication 800-63B and the Cybersecurity and Infrastructure Security Agency (CISA).

The Town Manager is responsible for implementing technical controls to enforce this policy. The Town Manager has authority to approve exceptions and enforce disciplinary measures for policy violations.

This policy shall be reviewed as needed to address emerging security threats and technological changes.



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Workshop – 1/13/2026

SUBJECT: Employee Recognition

BACKGROUND:

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

Larry Denning	Harbor	5 Years
Vic Ward	Police	5 Years



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council 1/13/2026

SUBJECT: Events Update by Tim Murphy

BACKGROUND:

Tim Murphy will give an update on the upcoming events.

ACTION REQUESTED:

Discussion



AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council 1/13/2026

SUBJECT: Manager's Update

BACKGROUND:

Town Manager Bruce Oakley will give an update on current and future projects.



AGENDA ITEM COVERSHEET

PREPARED BY: Gloria Abbotts, Sr Planner
 DEPARTMENT: Community Development

MEETING: Planning & Zoning – December 11, 2025

SUBJECT: Zoning Map Amendment and 2020 CAMA Land Use Plan Amendment to consider a request to rezone 205 Raleigh Avenue from Mixed Use (MX) to Central Business District (CBD).
 Applicant: Johnathan Lee "Zeke" Hutchins

BACKGROUND:

The applicant, Zeke Hutchins, has submitted a petition to consider rezoning 205 Raleigh Avenue from Mixed Use (MX) to Central Business District (CBD) Zoning. There is an existing single-family home on the property that was built in 1933. The surrounding uses include a bank, two restaurants, motel, single-family home, duplex, commercial parking lot, and vacant lot.

The 1984 Zoning Ordinance and Zoning Map shows the property in the B-1: Central District. In 2000, 205 Raleigh Avenue was rezoned to MX.

District Purpose and Permitted Uses:

The Mixed Use Transitional (MX) District is established to provide for an area of transitional land uses between intensified use districts or elements and residential districts. This district includes an area of mixed land uses between the intensive, commercial, central part of Town and the quiet residential areas and may also be employed as a transitional area between busy major thoroughfares and quieter residential areas. The regulations of the district seek to maintain a modest scale of structures, as well as a pedestrian-oriented nature, so that uses in the district may provide a suitable transition from commercial to residential areas. Permitted uses include a mixture of single-family homes, two-family dwellings, and small-scale office and institutional uses. Small hotels and motels and multifamily housing of modest density and size may also be permitted in this district. The Mixed Use District does allow for certain business uses like standard restaurants and eateries, general retail, offices, and mixed-use commercial-residential but does not allow for more intense uses like bars and taverns, or commercial parking lots. The MX district is considered commercial.

The Central Business District (CBD) is established to accommodate, protect, rehabilitate, and maintain the traditional central business district and boardwalk area of the Town. This area accommodates a wide variety of pedestrian oriented, commercial and service activities, including retail, business, office, professional financial, entertainment, and tourism. The regulations of this district are intended to encourage the use of the land for concentrated development of permitted uses while maintaining a substantial relationship between land uses and the capacity of the Town's infrastructure. Developments which would significantly disrupt the historic balance between pedestrians and automobiles within the district, thereby destroying the pedestrian-oriented nature of the area, are specifically discouraged. Large, off-street parking areas are encouraged to be located outside the district. Similarly, buildings and structures should have pedestrian-oriented activities at ground level.

Dimensional Standards:

Zoning District	Primary Permitted Uses	Min. Lot Size	Min. Lot Width	Min. Front Yard	Min. Rear Yard	Min. Side Yards (Corner Lot-Min 12.5 ft.)	Max. Density	Max. Height	Max. Lot Coverage	Max. Impervious Coverage
MX	Mixed Use	5,000 sq. ft.	50 ft.	20 ft.	10 ft.	7.5 ft.	17 units/acre	50 ft.	40%	65%
CBD	Commercial Uses and Services, Entertainment	None	None	None	None, or same as abutting residential district	None, or same as abutting residential district	NA	50 ft.	None	None

The MX Zoning District requires setbacks, maximum coverage in all areas throughout the district, and a 65% maximum impervious coverage. Much of the CBD has no setbacks, no lot coverage requirement, and no impervious coverage limit. Although the dimensional standards for both districts are different, properties in the CBD areas must have a rear and side setback that is the same as the residential zoning district it abuts. Landscaping standards are also required if a CBD parcel is adjacent to residential to mitigate the transition between the business and residential use. Attachment 1 compares the uses allowed in both districts.

Land Use Plan

The property is shown on the Future Land Use Map (Attachment 2) as High Density Residential/Light Commercial which includes primarily attached, multistory residential units located within walking distance of activity centers. Condominiums, vacation rentals, limited commercial, and single-family residential exist in this character area. The Character Areas in the Land Use Plan that align with the existing CBD are the Mixed Use Commercial and Downtown Business Area. The Future Land Use Map would need to be

amended if the rezoning is approved and the property would need to be placed into the Downtown Business Area Character Area. NCGS 160D states that if a zoning map amendment is adopted and the action was deemed inconsistent with the adopted plan, the zoning amendment has the effect of also amending the Future Land Use Map in the approved plan, and no additional request or application is required.

OPTIONS:

1. Approval of the rezoning, which also amends the Future Land Use Map and is consistent with the goals and objectives of the Land Use Plan and vision for the Town.
2. Denial of rezoning due to inconsistencies with Future Land Use Map and goals and objectives of the Land Use Plan and vision for the Town.

Planning and Zoning recommended approval 4-1.

MOTION:

Approval - whereas in accordance with the provisions of the NCGS, the Council does hereby find and determine that the adoption of the Zoning Map Amendment for 205 Raleigh Ave is consistent with the goals and objectives of the adopted Land Use Plan and other long-range plans. The adoption of this Zoning Map Amendment also amends the Future Land Use Map and meets the vision of Town.

Denial - based on inconsistencies with the goals and objectives of the adopted Land Use Plan and/or other long-range planning documents and the potential impacts on the surrounding areas.

ATTACHMENTS:

1. 3.4 Table of Uses
2. Future Land Use Map and Character Areas

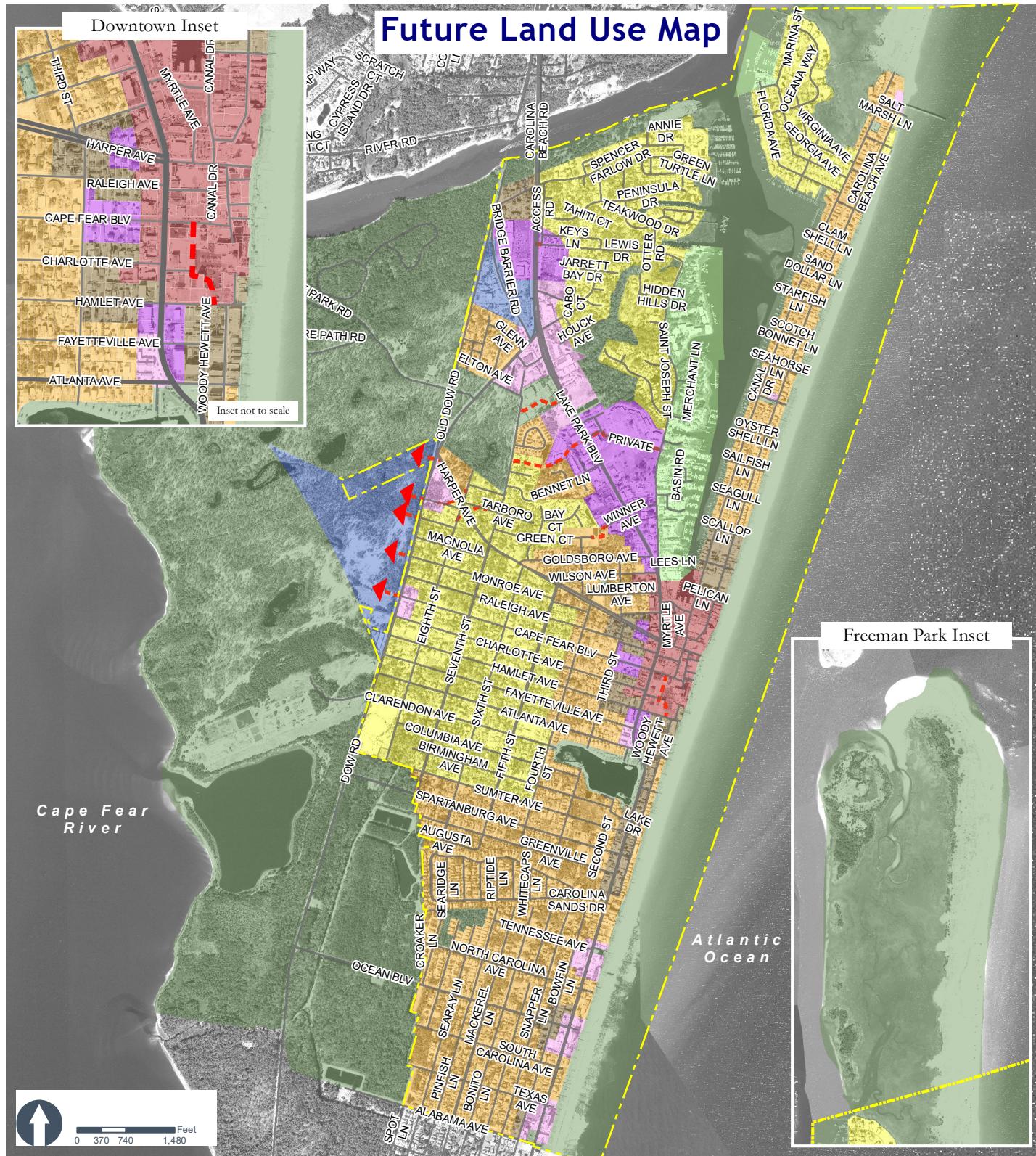
ATTACHMENT 1:

3.4. Table of uses.

Uses of Land	M X	CBD	Funeral homes and crematoriums	P
Accessory structure or use, nonresidential	PS	PS	Gardens, arboreums nurseries, and greenhouses	P
Accessory uses and structures, residential	PS	PS	Government/public facilities and utilities	PS
Home occupations, customary	PS	PS	Laundries and dry cleaning	P
Outdoor display	PS	PS	Libraries	P
Outdoor seasonal sales	PS	PS	Live entertainment complex	CZ
Swimming pools, private	PS		Marinas, docks and/or piers, private	P
Temporary healthcare structures	PS		Marinas, docks and/or piers, public or commercial	P
Temporary storage container	PS	PS	Fishing piers; public and private	CZ
Trailer, temporary construction	PS	PS	Medical and dental clinics	P
Dwelling, multifamily (Triplex; quadraplex; Units <= 4)	P		Meeting facilities	CZ
Dwelling, multifamily (Units > 4)	CZ		Mixed use nonresidential-residential	PS
Dwelling, single-family detached	P		Motels and hotels	CZ
Dwelling, two-family	P		Multi-use facility	P
Family care home	PS		Museums	P
Planned unit development, business		CZ	Offices, general	P
Planned unit development, residential Units <= 4	PS		Parking lot, commercial—permanent	CZ
Planned unit development, residential) Units > 4	CZ		Parking lot, town operated	P
Art galleries	P	P	Parking, municipal decks	P
Auction sales		P	Parking, private decks	CZ
Automotive, minor		PS	Personal service establishment	CZ
Bakery, retail		P	Pet shops and pet supply stores	P
Bed and breakfast inn	CZ	CZ	Post offices	P
Boat and personal water craft (PWC) sales and rental		P	Religious institution	CZ
Bus terminal		P	Rental of golf carts, mopeds, e-bikes and scooters	PS
Commercial indoor recreation		P	Retail sales	P
Commercial outdoor recreation		CZ	Schools, commercial for specialized training	P
Contractors offices, no outdoor storage		P	Schools, public and private	CZ
Day nurseries, day care centers and preschools	CZ	CZ	Shopping centers/big box	CZ
Drop-in child care providers	PS	PS	Swimming pools, public	CZ
Exterminator service business offices, no outdoor storage of materials or equipment		P	Tennis courts, commercial	CZ
Fire stations, emergency services, nonprofit	CZ	CZ	Tennis courts, private	CZ
			Utilities, private	CZ
			Wholesale sales	P
			Bars and taverns	CZ
			Beer shop (On-premise)	PS
			Breweries	PS

Distillery		PS
Event venue/bar		CZ
Ice cream stores	P	P
Standard restaurants and eateries	P	P
Wine shop (Retail/Off-on premise)		PS
Manufacturing, artisan		P

Future Land Use Map and Character Areas



The Town of Carolina Beach Future Land Use Map.

Certified: November 18, 2020

Future Land Use Character Area Descriptions



Low Density Residential

Primarily large-lot, single family detached residential such as many of the town's established neighborhoods. Lots are larger than in other areas; usually ~9,000 sq ft and larger. Generally characterized by low traffic, local streets and pedestrian-scale structures. Smaller lots on occasion. Note: Existing, by-right, entitled, higher intensity uses will continue to be supported in LDR areas, including allowances for rebuilding structures.



Medium Density Residential

Mostly medium-sized lots (min. 5,000 sq ft) with primarily single family detached residences. Smaller-scale, attached residences (two-family homes and townhomes) allowed occasionally if contextually compatible. Some small-scale commercial, restaurants, or offices are encouraged at select locations with good access. Low- to medium-traffic streets with pedestrian facilities.



High Density Residential / Light Commercial

Primarily attached, multi-story residential units (up to four stories) located within walking distance of activity centers and/or the waterfront. Structures are condominiums and apartments, and are often used as vacation and rental units. Streets move automobiles and pedestrians efficiently. Limited commercial may also be acceptable at select locations if the surrounding context is appropriate. Some single family structures may also persist.



Future Land Use Map and Character Areas

Downtown Business Area

This is the boardwalk commercial area and central recreation district of town. 3-4 story buildings maintain a pedestrian-scaled environment with active ground floor uses; residential and other uses permitted above. Highly walkable with limited on-street parking.



Mixed Use Commercial

Higher density area with a mix of uses, within the district and individual buildings. Residential uses allowed only on upper stories; ground floor encouraged to be active. 4-5 story structures possible, unless adjacent to low or medium density residential. Attractive street facades.



Low Intensity Commercial

Smaller-scale, lower intensity commercial uses that complement the neighborhood or a distinct node of activity. Structures (3 stories max.) have active ground floor uses. Streets serve pedestrians and automobiles; includes on-street parking wherever possible.



Marina Commercial/Industrial Mixed Use

Water-based commercial, service, and light industrial uses, and sometimes water-related businesses (such as restaurants). These businesses rely on water access, so structures are purpose-built and traditional maritime activities are common.





Office, Industrial, & Employment

Mix of office, commercial, light industrial, and employment-generating uses. Typical uses include higher intensity offices, workspaces, indoor manufacturing/fabrication, microbrewery, and freight/transport. 3-4 story purpose-built structures. Streets accommodate truck traffic and balance the needs of pedestrians and automobiles.



Recreation, Civic, & Conservation

Areas not likely to be developed due to location, risk of flooding, environmental resources, or recreational importance. Prevents development in unsuitable areas. Potential uses include boating and related infrastructure (boat houses, docks, lifts, etc.), recreational and commercial water access, parks, beachfront, trails, parking, etc.



Proposed Connections

These proposed connections serve to link areas of town that have limited pedestrian, bicycle, golf cart, or vehicular connectivity in areas without established right-of-way. Most often, these are simply sidewalks. Exact alignments have not yet been determined, and the intent on this map is only to show a general connection desired between two areas.



PETITION FOR A ZONING MAP AMENDMENT

IMPORTANT: Supplementary information required as part of petition to be included:

Completed rezoning petition. For general use requests: The petition must be signed by the petitioner. Proof of compliance with GS 160A-383 regarding third party notification is required.

Adjacent Property Owners Map. A copy of the area as depicted on the Zoning Map which shows subject property (outlined in bold) and other surrounding properties within 100 feet of the subject property. Please label the names of the property owners directly affected by the zoning map amendment and those adjacent to or within 100 feet (excluding right-of-way) of the request.

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

Minor Rezoning Rezoning of property less than 1 acre in size.
 Major Rezoning Rezoning of property one acre or greater in size.

Petitioner

Petitioner's Full Name: Jonathan Lee "Zeke" Hutchins Phone #: 917-239-9863

Street Address: 211 Virginia Ave

City: Carolina Beach State: NC Zip: 28428

Email: [REDACTED]

Requested Zoning Map Change

Address(s) of Requested Site: 205 Raleigh Ave

Property Identification Numbers (PIN) 3130-45-9322.000

Acreage/Sq. Ft: 0.1159 Existing Zone: Mixed Use Requested Zone: CBD

Signature of Petitioner: Jonathan R. Hutchins Date: 10/14/25

PURPOSE OF ZONING DISTRICTS

The petitioner seeks to show that the fundamental purposes of zoning as set forth in the N.C. enabling legislation would be best served by changing the zoning classification of the property. Among the fundamental purposes of zoning are: (1) to lessen congestion in the streets; (2) to provide adequate light and air; (3) to prevent the overcrowding of land; (4) to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements; (5) to regulate in accordance with a comprehensive plan; (6) to avoid spot zoning; and (7) to regulate with reasonable consideration to the character of the district, the suitability of the land for particular uses, the conservation of the value of buildings within the district and the encouragement of the most appropriate use of the land throughout the Town.

PETITION FOR A ZONING MAP AMENDMENT

PETITIONER'S STATEMENTS: This section is reserved for the petitioner to state factual information in support of the rezoning request. Any comments should be typed or written in block print on a separate piece of paper.

1. Please state the consistency of the proposed zoning map amendment with the Town's Land Use Plan and any other applicable Town-adopted plan(s).

We are applying to change the Future Land Use Map with a request for a rezoning from Mixed-Use (MU) to Central Business District (CBD) at 205 Raleigh Ave.

2. Please describe the compatibility of the proposed rezoning with the *property* and surrounding area.
3. Please discuss the benefits and detriments of the proposed rezoning for the landowner, the immediate neighbors and the surrounding community.
4. Please explain the public need for additional land to be zoned to the classification requested.
5. Please discuss the impact on public services, facilities, infrastructure, fire and safety, parks and recreation, topography, access to light and air, etc.
6. Please include a description of the existing zoning patterns (zoning districts including overlay districts) and existing built environment (densities, building heights, setbacks, tree cover, buffer yards).
7. Include any additional arguments on behalf of the map amendment requested.

REQUIRED OWNER INFORMATION

The following are all of the persons, firms, property owners, associations, corporations, entities or governments owning property adjacent to and within one hundred feet (excluding right-of-way) of the property sought to be rezoned. Please include New Hanover County PINs with names, addresses and zip codes. Indicate if property is owned by a condominium property owners association. Please complete ownership information in the boxes below. If you need additional space, please copy this form.

Table 1

Name	Business	Zoning	Category	Street Address	Owner Address	NHC PIN
BB & T	Truist Bank	CBD	Bank	7 Lake Park Blvd N	PO Box 167, Winston Salem, NC 27102	3130-45-9370.000
J & J Murphy	El Cazador	CBD	Restaurant	103 Lake Park Blvd N	333 Hooker Rd, Wilmington, NC 28403	3130-55-0454.000
J & J Murphy	Parking Lot for El Cazador	MX	Parking Lot	207 Raleigh Ave	333 Hooker Rd, Wilmington, NC 28403	3130-45-8374.000
Jen Properties LLC		MX	House	208 Raleigh Ave	4637 Pine Hollow Drive, Wilmington, NC 28412	3130-45-9418.000
Tu Investments	Carolina Beach Motel, pool, parking lot	MX	Motel	209-13 Raleigh Ave	PO Box 21361, Charleston, SC 29413	3130-45-8325.000
Davis William H JR Sue Ann Trustees Etal		MX	House	210 Raleigh Ave	Carolina Beach, NC 28428	3130-45-8469.000
Crouch Frederick D Margaret W	CBD		Restaurant	1 Lake Park Blvd	3148 Casa Ct, Wilmington, NC 28409	3130-45-9250.000
Salty Bay Properties		MX	House	204 Cape Fear Blvd	1529 Salty Bay Landing, Wilmington, NC 28409	3130-45-8282.000
Crouch Fred Margaret	Parking lot / multi	MX	Duplex / dbl lot	206 Cape Fear Blvd	3148 Casa Ct, Wilmington, NC 28409	3130-45-8244.000

1. RE: Consistency of Proposed Zoning Map Amendment at 205 Raleigh Ave with Town Plans

This proposed zoning map amendment for the property at 205 Raleigh Ave, changing the designation from Mixed-Use (MU) to Central Business District (CBD), is consistent with and supportive of the Town of Carolina Beach's Land Use Plan and other adopted community goals. Our request is reasonable and serves the public interest by allowing for the optimal use of a small lot to enhance community vitality, while also prioritizing historic preservation and year-round economic activity.

Specifically, this rezoning aligns with the town's goals in the following ways:

- **1. Enhancing Community and Economic Vitality**
- **Encourages Year-Round Activity:** The business model emphasizes community-driven events and programming, particularly during the off-season. This directly supports the town's goal of fostering a resilient local economy that is not solely reliant on the peak tourist season.
- **Expands Family-Friendly Spaces:** By maximizing the use of the property's small backyard as a protected, open-air space, the business will provide a much-needed venue for families and residents of all ages. This expands opportunities for public activities and recreation, a key objective found in the Land Use Plan.
- **2. Supporting Walkable, Pedestrian-Scaled Environments**
- **Mitigates Parking Requirements:** Under the current Mixed-Use designation, a parking requirement of two spaces for our retail square footage would drastically reduce the outdoor space available for community programming. Rezoning to CBD, which accommodates different parking approaches for small lots, enables us to prioritize pedestrian-friendly gathering spaces over vehicle storage.

- **Enhances Walkability:** The full optimization of the outdoor space creates a destination for residents and visitors that promotes walking and biking within a highly walkable district, reducing reliance on motor vehicles.

3. Preserving Historic and Cultural Resources

- **Protects a Historic Cottage:** The change to CBD, with its flexible setback requirements, is essential for preserving the historic facade and charm of the 1933 beach cottage. The limited setbacks of the existing structure make it difficult, if not impossible, to comply with MU standards without significant, historically incompatible alterations.
- **Allows for ADA Compliance:** The rezoning will enable the installation of an ADA-compliant ramp along the side and back of the building. This design approach allows for the preservation of the original front porch entrance, maintaining the building's historic details while improving accessibility for the entire community.

In summary, the proposed rezoning from Mixed-Use to CBD for 205 Raleigh Ave provides a path to fully activate this property as a community asset, which is a core objective of the town's adopted plans. The request is not only reasonable for the property but also aligns with the broader public interest by promoting year-round activity, creating public gathering spaces, and ensuring the preservation of the town's historic character.

2. RE: Compatibility of Proposed Rezoning at 205 Raleigh Ave with the Surrounding Area

The proposed rezoning of 205 Raleigh Ave from Mixed-Use (MU) to Central Business District (CBD) is highly compatible with both the immediate property and the predominant character of the surrounding neighborhood. An analysis of the area within a 100-foot perimeter of the property reveals that the existing land uses are overwhelmingly commercial, creating a natural and logical transition to the CBD designation.

This compatibility is evident in several key ways:

1. Context of Surrounding Zoning and Land Use

- **Dominant CBD Corridor:** Our property is immediately adjacent to the CBD-zoned Truist bank on Lake Park Blvd and is located directly across the street from the CBD-zoned El Cazador restaurant and its associated parking lot. The CBD zoning district, as defined by Carolina Beach, is intended for intensive commercial uses.
- **Existing Commercial Adjacency:** To the rear of our property, we are adjacent to Havana's restaurant, which is also CBD-zoned. The neighboring Mixed-Use properties consist primarily of parking lots, motels, and other transient rental properties, reinforcing the area's established commercial identity. Of the nine properties within 100 feet of 205 Raleigh Ave, only three are single-family houses, none of which are directly adjacent to our parcel.
- **Integration with Commercial Core:** The surrounding pattern of commercial and transient uses makes the proposed rezoning a logical extension of the town's existing commercial core, ensuring a cohesive pattern of development rather than creating an isolated use.

2. Harmony with Property and Community Needs

- **Optimizing Lot for Community Engagement:** The proposed business model is designed to fully utilize this small lot to provide community-driven, family-friendly events and programming. The existing Mixed-Use zoning's restrictive parking requirements hinder this goal, as they would severely reduce the outdoor space needed for community gatherings. Rezoning to CBD will permit the business to maximize its community benefit.
- **Enhancing Neighborhood Amenities:** While the surrounding commercial uses include restaurants and services, our proposal for a community-centered space with new books, quality toys, workshops, and guest speakers is a unique offering that complements, rather than conflicts with, the existing commercial landscape. It fills a community need by providing enriching activities for residents and families throughout the year, especially during the

off-season.

3. Respect for Architectural and Aesthetic Character

- **Preserving Historic Charm:** As a 1933 beach cottage, the property has limited setbacks and a small backyard. The CBD zoning, with its greater flexibility, is more compatible with preserving the home's original character. Attempting to force compliance with more restrictive MU setbacks would likely compromise the building's historic facade and charm, contradicting the town's interest in preserving aesthetically significant structures.
- **Improved Accessibility:** The rezoning will facilitate the construction of an ADA-compliant ramp along the side and back of the house, allowing for the preservation of the original, more restrictive front porch entrance. This improves accessibility for the community without sacrificing the property's historic integrity.

In conclusion, the rezoning request is a reasonable and compatible extension of the surrounding Central Business District. It leverages the property's location and character to provide a unique community asset that aligns with the neighborhood's commercial context while also protecting its aesthetic and historical value.

3. RE: Benefits and Detriments of Proposed Rezoning for 205 Raleigh Ave

The proposed rezoning of 205 Raleigh Ave from Mixed-Use (MU) to Central Business District (CBD) offers clear and compelling benefits for the landowner, the immediate neighbors, and the surrounding community, with minimal, manageable detriments.

Benefits of the Proposed Rezoning

For the Landowner:

- **Optimal Property Use:** The rezoning allows the landowner to fully utilize the small, unique lot to its maximum potential by removing the restrictive parking requirements of the Mixed-Use zone. This enables the creation of a protected outdoor space for community programming.

- **Historic Preservation:** The change in zoning permits the preservation of the 1933 beach cottage's historic charm and facade. The more flexible setback requirements of the CBD are crucial for preserving the structure's original details and installing an ADA-compliant ramp without compromising the historic character.
- **Business Viability:** The rezoning will support a sustainable business model that provides consistent, year-round offerings, reducing reliance on the high-tourist season and ensuring the business's long-term success.

For the Immediate Neighbors:

- **No Direct Residential Encroachment:** The immediate adjacent properties are primarily commercial (CBD-zoned Truist bank and El Cazador restaurant), transient (motels), or parking lots. The only nearby residences are not directly adjacent to our property. Therefore, this rezoning does not represent a new commercial intrusion into an existing residential block.
- **Removal of a "Hybrid" Status:** The property has operated as a business for several years (including acupuncture, therapy, and an Airbnb). Rezoning to CBD formally recognizes the property's established commercial use, providing clarity and consistency to the immediate area.
- **Enhanced Pedestrian Environment:** By eliminating the need for on-site parking, the rezoning promotes walkability and discourages the kind of vehicular traffic that would otherwise be generated by required on-site parking.

For the Surrounding Community:

- **Year-Round Community Programming:** The business will provide enriching activities such as books, art and craft workshops, guest speakers, and after-school tutoring. This directly benefits residents, local families, tourists, and convention attendees, particularly by offering much-needed off-season programming.

- **Employment Opportunities:** The business will create jobs for community members, contributing to the local economy.
- **Promotion of Walkability:** By attracting pedestrian traffic, the business will help foster a more vibrant, walkable core consistent with the town's goals.

Potential Detriments of the Proposed Rezoning

- **Potential for Perceived Commercial Creep:** A potential detriment is the perception that expanding the CBD zone could encourage further commercial creep towards residential areas. However, this concern is mitigated by the property's unique location, which is already a transitional area between established commercial uses and transient properties.
- **Unlikely to Return to Residential Use:** The property's small size, historical use as a commercial space, and location make a return to family residential use highly unlikely. Therefore, rezoning to CBD formalizes its most appropriate and viable use, avoiding the potential detriment of having an underutilized or mismatched parcel in a key area.

In conclusion, the benefits of optimizing this property for year-round community engagement and historic preservation outweigh the minimal, and in some cases, already-addressed detriments. The rezoning will support a successful local business while providing valuable resources to the community and aligning with the surrounding area's commercial character.

4. RE: Public Need for Additional Central Business District (CBD) Zoning

The proposed rezoning of 205 Raleigh Ave to the Central Business District (CBD) classification addresses a clear public need for flexible zoning that supports unique, community-focused businesses within the town center. This request is not simply for the benefit of a single property owner but is essential for creating a more vibrant, accessible, and resident-friendly town center, objectives commonly identified in the town's planning documents.

1. Optimal Use of Space to Meet Community Needs

- **Encouraging Public Gathering Spaces:** The small, under-700-square-foot building is inherently limited in its ability to offer programming indoors. The current Mixed-Use zoning's requirement for on-site parking would consume the property's small backyard, preventing its use as a much-needed green space for community events. Rezoning to CBD, which does not require this parking, will enable the establishment of a protected, open-air space for enriching activities, fulfilling a public need for gathering areas in the town center.
- **Maximizing Land Use in a Built-Out Area:** Carolina Beach is a built-out community where redevelopment is the norm. The public benefits from zoning classifications that allow small, commercially-oriented parcels to be used to their fullest potential. By enabling the combined indoor-outdoor model, the CBD classification ensures this limited land can provide maximum public value, offering more retail on the inside and more programming and engagement in the back.

2. Promoting Local Economic Resilience

- **Supporting Year-Round Business Activity:** The business will focus on year-round residents, providing after-school tutoring and programming that serves the local population and promotes foot traffic during the off-season. This aligns with public need by bolstering the local economy beyond the seasonal tourist influx, a strategic goal for many coastal towns.
- **Reducing Reliance on Off-Island Shopping:** By providing a unique local retail option for gifts, toys, books and games, the business addresses a specific public need identified by local residents. It lessens the reliance on off-island chain stores like Walmart or Target, and online giants like Amazon, supporting a stronger, more independent local economy. This enhances the quality of life for residents and keeps revenue within the community.

3. Enhancing Accessibility and Walkability

- **Ensuring ADA Compliance with Historic Preservation:** The property's historic 1933 cottage has limited setbacks that make achieving

proper ADA access difficult under the current MU zoning without compromising its architectural integrity. The greater flexibility offered by the CBD classification is a public necessity, as it allows for the installation of an ADA-compliant ramp while preserving a historic structure, balancing accessibility with historic preservation.

- **Complementing the Town Center's Walkable Character:** By creating a business that serves as a destination and complement to the boardwalk and surrounding restaurants, the rezoning leverages existing infrastructure. It benefits the public by offering a new, unique destination for those waiting for a table or strolling through the district, naturally encouraging pedestrian activity.

In summary, the public need for this rezoning is multifaceted: it is needed to unlock a property's potential to serve the community year-round, to promote a resilient local economy, and to achieve ADA accessibility while preserving the town's historic character. The CBD classification is the most appropriate tool to achieve these public benefits on this specific property.

5. RE: Impact on Public Services, Facilities, Infrastructure, Fire and Safety, Parks and Recreation,

The proposed rezoning and subsequent renovation of 205 Raleigh Ave are not expected to place any negative or excessive burdens on the town's public services, facilities, or infrastructure. The project is a low-impact development that focuses on the adaptive reuse of an existing structure rather than new, large-scale construction.

Public Services and Facilities:

- **Minimal Strain on Services:** The retail and community-oriented business model will not generate a significant increase in demand for public services such as water, sewer, or police. The property is already serviced by existing town utilities, and the scale of the business will not strain current capacities.
- **Waste Management:** The only notable change will be a minor

increase in trash and recycling.

Infrastructure:

- **No Expansion Required:** The project requires no new or expanded public infrastructure. All needed services are currently in place.
- **Focus on Pedestrian Infrastructure:** In collaboration with the town, we will contribute positively to pedestrian infrastructure by evaluating the best location for bike racks and improving visibility for bicycle and foot traffic. This active collaboration shows our commitment to supporting the town's infrastructure goals.

Fire and Safety:

- **Enhanced Safety Features:** The renovation of the 1933 cottage will bring the structure up to current safety codes, which will include improved fire safety measures.
- **Accessibility for Emergency Services:** The installation of a new ADA-compliant ramp will also ensure ease of access for emergency responders, improving overall safety for all occupants and visitors.
- **No Increased Risk:** The nature of the retail and activity space, and the modest occupancy, does not create any increased fire or safety risk for the surrounding area.

Parks and Recreation:

- **Complementary Services:** Rather than burdening existing park and recreation facilities, our business will offer a complementary option for community programming and family activities. The use of our green space for things like after-school tutoring and workshops will serve as an extension of community recreational offerings.
- **Environmental Landscaping:** The beautification efforts, including the planting of native plants, will contribute to the local ecosystem and enhance the aesthetic value of the neighborhood.

Topography:

- **Minimal Impact:** The project involves no significant changes to the property's topography. The existing structure and footprint will be maintained, and renovations will not require major excavation or grading that would alter drainage patterns or create runoff issues.

Access to Light and Air:

- **Preservation of Existing Conditions:** By retaining the building's original height and design, the project will ensure that existing light and air access for neighboring properties is maintained. There will be no new construction or expansion that would cast shadows or block air circulation.
- **Neighborhood Buffering:** We are committed to working with our neighbors to address existing issues, such as the damaged fencing from the adjacent parking lot. Collaborating on agreeable buffers and new fencing will improve the quality of life and aesthetic appeal of the immediate area.

6. RE: Description of Existing Zoning and Built Environment

The existing zoning patterns and built environment surrounding the property at 205 Raleigh Ave strongly support the proposed rezoning to the Central Business District (CBD) classification. The immediate area is characterized by a commercial and transitional land use pattern, with several recent rezoning cases setting a clear precedent for this type of change.

Existing Zoning Patterns

- **Surrounding Districts:** The properties surrounding 205 Raleigh Ave consist predominantly of Central Business District (CBD) and Mixed-Use (MU) zoning districts. As noted in the analysis of the town's zoning map, the adjacent MU parcels are primarily commercial in nature, functioning as parking lots or transient businesses rather

than traditional residential family homes.

- **CBD Context:** Our property is immediately adjacent to the CBD-zoned Truist Bank on Lake Park Blvd and the CBD-zoned El Cazador restaurant across the street, confirming our location within a well-established commercial corridor.
- **Pattern of Rezoning:** The proposed rezoning is consistent with recent land use trends in the immediate area. Specifically, the properties at 204 Harper Ave and 205 Charlotte Ave were recently rezoned from Mixed-Use to CBD. Furthermore, a public hearing is scheduled for the rezoning of 205 Cape Fear Blvd from Mixed-Use to CBD. This pattern demonstrates that the requested zoning is a logical and progressive step for the area, not an isolated request.
- **Existing Built Environment**
- **Building Heights and Density:** The built environment along Raleigh Ave consists of predominantly one and two-story buildings, a pattern we intend to maintain with our existing structure. We will not be increasing the height of the current 1933 cottage, which aligns with the modest scale of the neighborhood. The overall density of structures is low, with larger commercial lots nearby accommodating parking and other commercial functions.
- **Setbacks and Lot Configuration:** The property at 205 Raleigh Ave is a small, historically-built lot with limited setbacks, which is a key reason for the rezoning request. These limited setbacks are not uncommon for historic properties in this area. The current lot configuration includes existing tree cover and shrubbery that provide buffers to the adjacent commercial neighbors, Truist Bank and the El Cazador parking lot.
- **Buffer Yards and Screening:** We recognize the importance of maintaining and enhancing buffer yards and plan to work with landscape designers to improve the natural screening and buffering on our property. We are also open to collaborating with neighboring businesses to address issues, such as the damaged fencing from the adjacent parking lot, to improve the overall aesthetic and function of the area.

- **Access to Light and Air:** By preserving the existing building's original height and design, the project will ensure that light and air access for neighboring properties remains unimpeded, supporting the town's concern for a healthy and pleasant urban environment.

7. Include any additional arguments on behalf of the map amendment requested.

To the Town of Carolina Beach and all who we are presenting to:

We are The Hutchins Family. We live on the North End with our 8 year old son, Denver. This is his 3rd year at Carolina Beach Elementary School. We have been working in the music industry for over 20 years. Previously, we lived in New York and LA. Jonathan "Zeke" Hutchins is from Durham and his family relocated to Wilmington some time ago. We bought our beach cottage in 2017 and split our time here between 2017-2019 and then COVID hit and we were stuck in L.A. When the world reopened, we visited family and friends in the area and decided to stay. We fell in love with the town, not just for a vacation but as a community and a place to slow down and focus on family. We even got married here in 2023 at the Ocean Grill & Tiki Bar. We have been dreaming of ways to pivot from the hustle of our industry and give back to our community in Carolina Beach. At the end of July, we closed on a cute 1930s beach cottage at 205 Raleigh Ave, zoned as Mixed Use. It is across from El Cazador and behind the Truist Bank and next to the El Cazador auxiliary parking lot. Our dream is to open a bookstore, toy store, art supply, gift shop and utilize the backyard as a place for community driven programming: authors, artists, workshops, book clubs, tutoring and enrichment for our kids. With the current Mixed Use laws, we are required to provide a minimum of two parking spaces in our backyard, which would diminish our vision and concept quite a bit. Our goal is to be rezoned from Mixed Use to CBD to eliminate our parking concerns on the property. Many buildings across the 205 line deemed Mixed Use have been converted to CBD. We want to honor the property as it is and provide the community with something that it doesn't quite have yet, and hopefully bring a unique perspective from all of our years of travel and experience in the arts around the globe.

The name of our spot would be called 'the little wave.' We hope you will welcome us.

"You're not a wave, you're a part of the ocean." ~ M. Schwartz

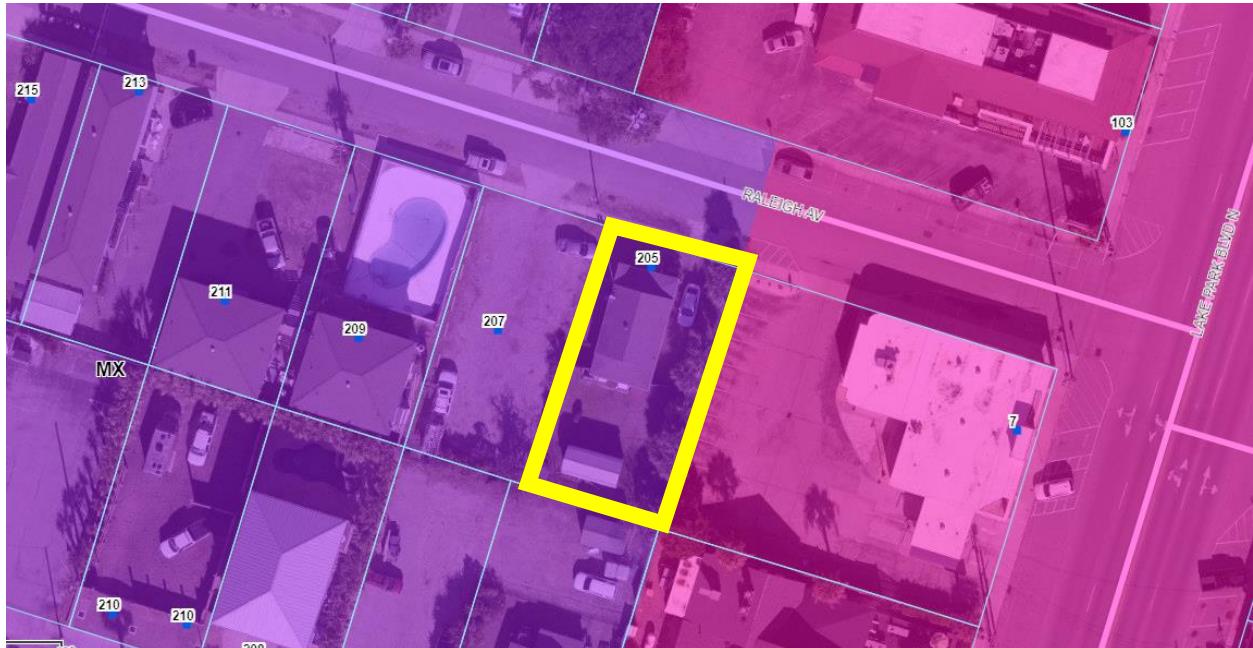
Ordinance 26-1274

Town of Carolina Beach
Town Council



AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE, ARTICLE 3: ZONING TO MODIFY
THE ZONING MAP AS FOLLOWS:

Rezone 205 RALEIGH AVENUE (5050 sq. ft) PIN 3130-45-9322 from MX to CBD



Be it ordained by the Town Council of the Town of Carolina Beach. Adopted this 13th day of January, 2026.

TOWN OF CAROLINA BEACH

Albert L. Barbee, Mayor

ATTEST:

Kimberlee Ward, Town Clerk

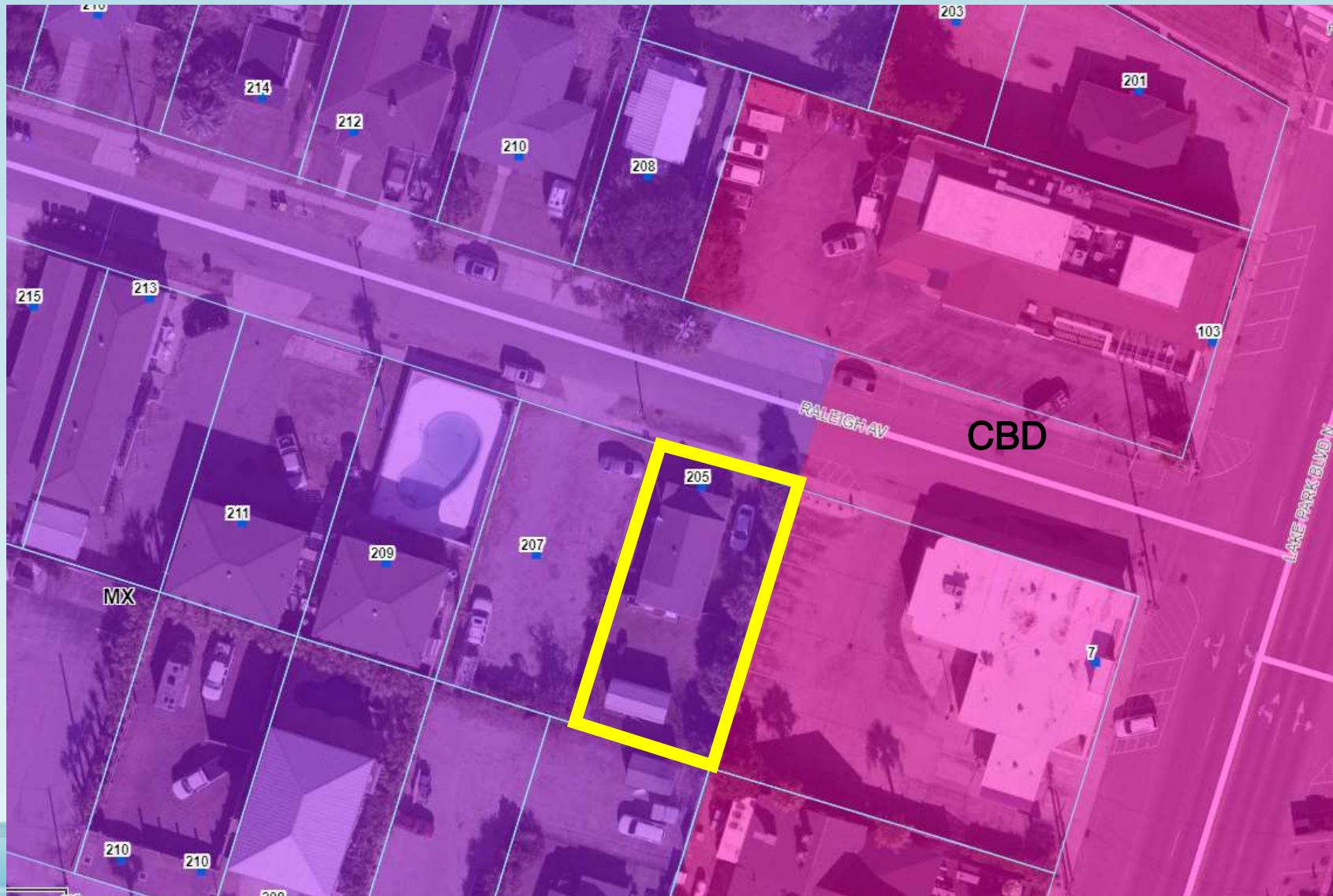


Zoning Map Amendment to consider a request to rezone 205 Raleigh from Mixed Use (MX) to Central Business District (CBD)

Applicant: Jonathan Lee "Zeke" Hutchins



Proposed Rezoning

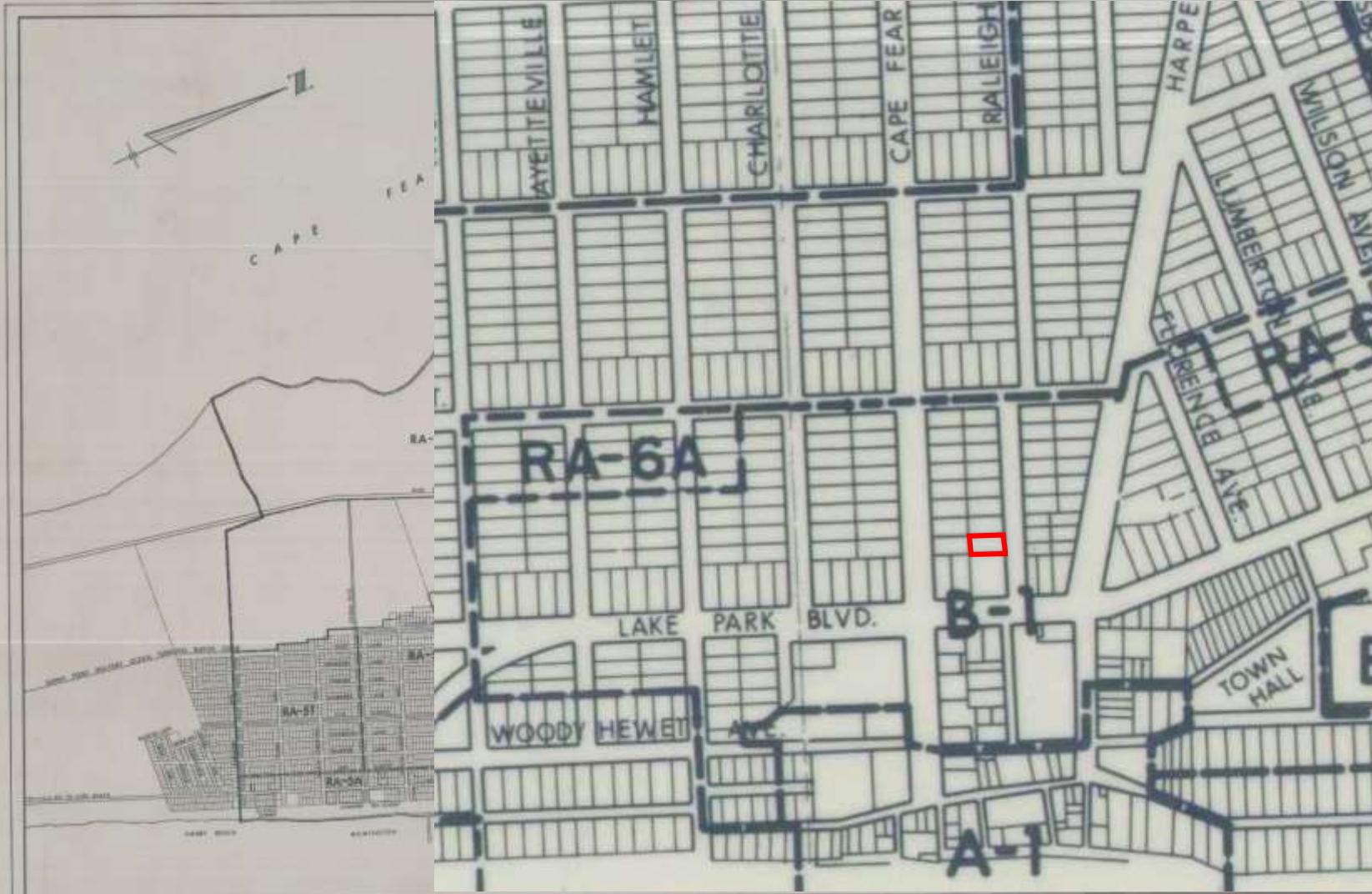


- Existing single-family home built in 1933
- MX is classified with other commercial districts

Historical Zoning Designation

- Rezoned in 2000 to MX
- 1984 Ordinance & Zoning Map in B-1: Central District

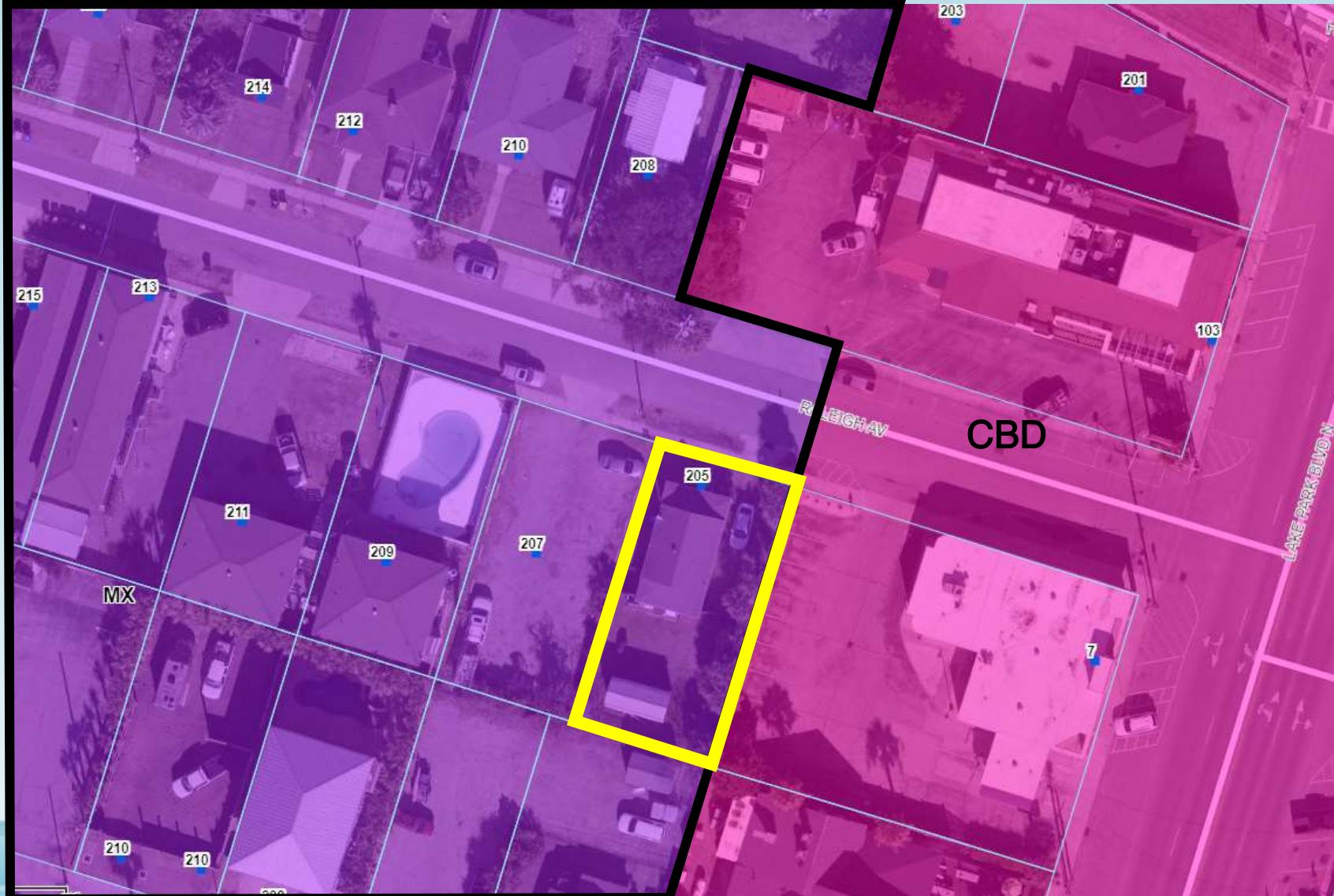
Item 13.



ZONING MAP
TOWN OF CAROLINA BEACH
NORTH CAROLINA

RESIDENTIAL	BUSINESS
RA-5	A-1 AMUSEMENT
RA-5A	B-1 CENTRAL DISTRICT
RA-5B	B-2 NEIGHBORHOOD
RA-5T	B-3 HIGHWAY
RA-6	MB-1 MARINA
RA-6A	T-1 INDUSTRIAL
RA-6B	T-2 TOURIST
RA-7	
RA-12	
RA-20	

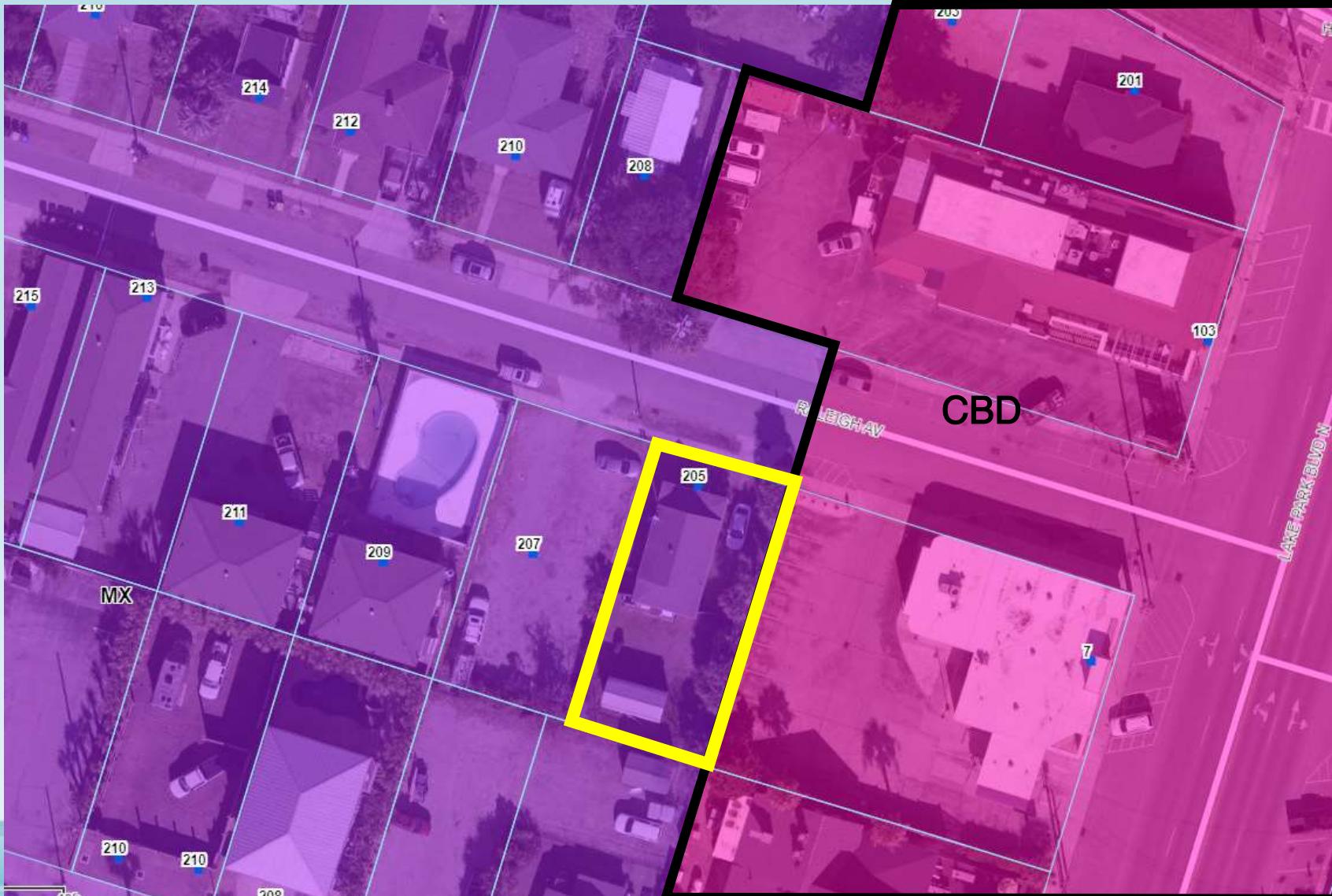
205 Raleigh



MX

- Established to provide for an area of transitional land uses between intensified districts or elements and residential districts.
- Mixed land uses between the intensive, commercial, central part of Town and the quiet residential areas.
- Mixture of single-family, two-family, small-scale office, and institutional uses.

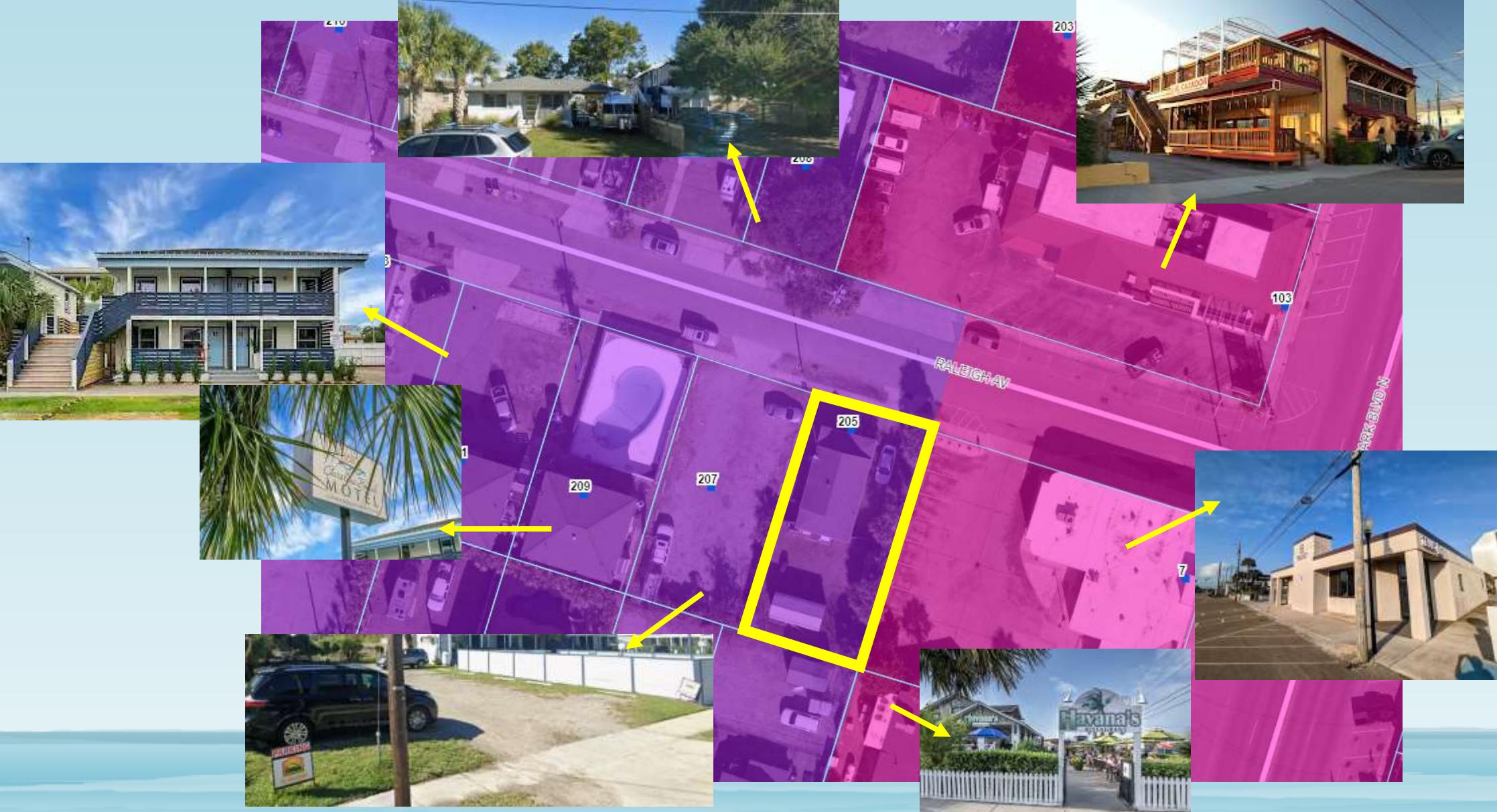
205 Cape Fear



CBD

- Established to accommodate, protect, rehabilitate, and maintain the traditional central business district and boardwalk area of the Town.
- Includes retail, business, office, restaurants, entertainment, and tourism.
- Intended to encourage the use of land for concentrated development of permitted uses.

Surrounding uses



Dimensional standards

Zoning District	Primary Permitted Uses	Min. Lot Size	Min. Lot Width ⁵	Min. Front Yard	Min. Rear Yard	Min. Side Yards (Corner Lot- Min 12.5 ft.) ⁵	Max. Density	Max. Height	Max. Lot Coverage	Max. Impervious Coverage
MX	Mixed Use	5,000 sq. ft.	50 ft.	20 ft.	10 ft. ³	7.5 ft. ³	17 units/acre	50 ft.	40%	65%
CBD	Commercial Uses and Services, Entertainment	None	None	None	None, or same as abutting residential district	None, or same as abutting residential district	NA	50 ft. ⁴	None	None

- MX has setback, impervious, and lot coverage requirements.
- CBD has no setback, impervious, or lot coverage requirements.

Permitted in both MX & CBD	Permitted only in CBD
<p>Accessory structure, non res/res</p> <p>Home occupations</p> <p>Outdoor display</p> <p>Outdoor seasonal sales</p> <p>Temporary storage container</p> <p>Art galleries</p> <p>Bed and breakfast inn</p> <p>Churches</p> <p>Day nurseries/day care</p> <p>Fire stations</p> <p>Government/public facilities</p> <p>Libraries</p> <p>Medical and dental clinics</p> <p>Mixed Use non res/res**</p> <p>Motels and hotels</p> <p>Multi use facility</p> <p>Offices</p>	<p>Personal service establishments</p> <p>Rental of golf carts, mopeds, e-bikes, scooters</p> <p>Retail sales</p> <p>Schools, public/private</p> <p>Shopping centers/big box</p> <p>Swimming pool, public</p> <p>Tennis court, private</p> <p>Utilities, private</p> <p>Ice cream stores</p> <p>Standard restaurants</p> <p>**Residential uses only permitted in CBD with Mixed-Use Developments</p> <p>PUD – Business</p> <p>Auction sales</p> <p>Bakery, retail</p> <p>Boat and PWC rental</p> <p>Bus terminal</p> <p>Indoor/outdoor recreation</p> <p>Contractor's offices, no outdoor storage</p> <p>Exterminator office, no outdoor storage</p> <p>Funeral homes</p> <p>Gardens, arboreums, and greenhouses</p> <p>Laundries & dry cleaning</p> <p>Marinas</p> <p>Fishing piers</p> <p>Live entertainment complex</p> <p>Meeting facilities</p> <p>Museums</p> <p>Parking decks, public/private</p> <p>Outdoor amusements</p> <p>Permanent parking lot</p> <p>Pet shops/pet supply</p> <p>Post office</p> <p>Religious institution</p> <p>Schools for specialized training</p> <p>Bars and taverns</p> <p>Beer shop</p> <p>Breweries</p> <p>Distillery</p> <p>Event venue/bar</p> <p>Wine shop</p>

Land Use Plan

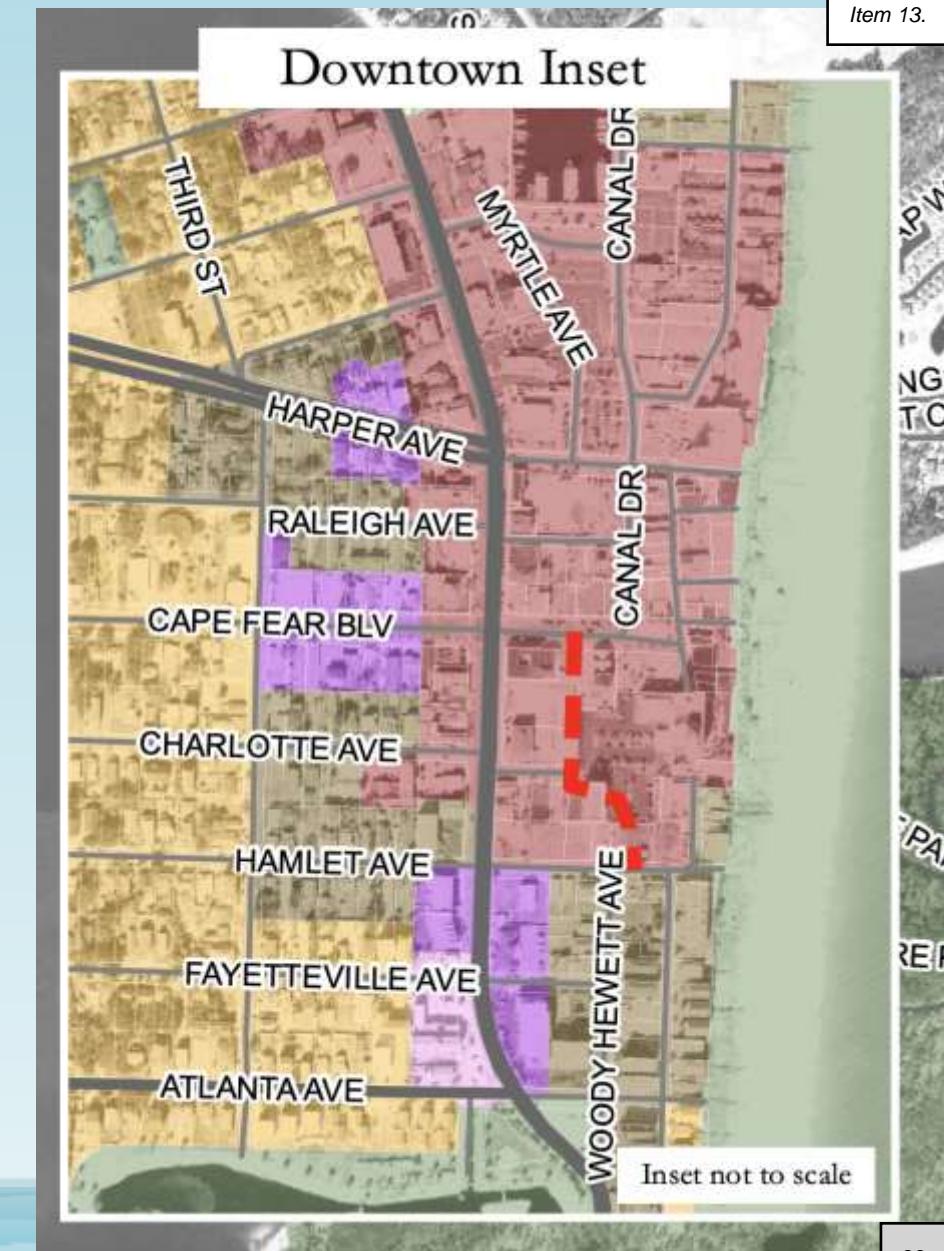


High Density Residential / Light Commercial

Primarily attached, multi-story residential units (up to four stories) located within walking distance of activity centers and/or the waterfront. Structures are condominiums and apartments, and are often used as vacation and rental units. Streets move automobiles and pedestrians efficiently. Limited commercial may also be acceptable at select locations if the surrounding context is appropriate. Some single family structures may also persist.



NCGS 160D – if a zoning map is inconsistent with the adopted Land Use Plan, the zoning map amendment has the effect of also amending the Future Land Use Map.



Motion

Approval - whereas in accordance with the provisions of the NCGS, the Council does hereby find and determine that the adoption of the Zoning Map Amendment for 205 Raleigh Avenue is consistent with the goals and objectives of the adopted Land Use Plan and other long-range plans. The adoption of this Zoning Map Amendment also amends the Future Land Use Map and meets the vision of Town.

Denial - based on inconsistencies with the goals and objectives of the adopted Land Use Plan and/or other long-range planning documents.



AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council 1/13/2026

SUBJECT: Employee Recruitment and Retention

BACKGROUND:

Recruiting and retaining quality employees is a challenge, especially while larger organizations in the area are competing for the same talent. Some of these larger organizations can offer sign on bonuses and other perks that are not practical for a Town our size. Several good employees have left the Town for these types of opportunities, and we have numerous applicants choosing other places for the same reasons.

We may not be able to offer the same bonuses and perks to recruit and retain employees, but we can do other things to help. The first thing is to continue to be supportive of our employees and maintain the positive work environment we have in place in Carolina Beach. Thanks to Town Council and our Department Directors, our employees like working for the Town and know they are supported and appreciated.

One thing we can do for the future to help recruit and retain top talent is to review how our benefits compare with other local organizations. We know many of the other organizations have a more robust healthcare plan and they also cover a greater share of family coverage for the employee. Most of them also provide a larger 401K match than we do at our current 3% match. We will review these items and make recommendations in the proposed FY 2026-27 budget.

There is one thing we could do now to help with this situation. In the current budget, a merit increase of 2% was approved starting in January. Performance evaluations for these increases are currently underway. An increase in the amount of available merit could help further reward some of our highly performing employees. An increase will be a well-received surprise to the employees and will further show the Town's commitment to them.

Fortunately, after several years of strong revenues and tight control of the budget, we were able to significantly increase our fund balance. This strong financial position allowed us the ability to fund an additional increase this year. I request Town Council to consider adding another percentage point or two to the current 2% merit increase.

ACTION:

Consider making a motion to increase the amount of the current 2% merit increase.



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council 1/13/2026

SUBJECT: Closed Session – Attorney/Client Matters

RECOMMENDED MOTION:

Motion to enter closed session pursuant to NCGS § 143-318.11(a)(3) to discuss attorney/client matters including Carolina Beach Land Holdings, LLC vs. TCB (23-CVS-3744).