

CAROLINA BEACH

Town Council Regular Meeting

Tuesday, September 13, 2022 – 6:00 PM

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



AGENDA

CALL TO ORDER

INVOCATION GIVEN BY PASTOR TYLER SIMMONS OF FIRST BAPTIST CHURCH, FOLLOWED BY THE PLEDGE OF ALLEGIANCE

ADOPT THE AGENDA

CONSENT AGENDA

- [1.](#) Starfish Grant
- [2.](#) Emergency Operations Plan
- [3.](#) Budget Amendments/Transfers
- [4.](#) Approval of Council Meeting Minutes from August 9, 23, and Sept. 1, 2022

CLOSED SESSION

- [5.](#) Closed Session –Attorney/Client

SPECIAL PRESENTATIONS

- [6.](#) Presentation by Girl Scout Gold Award Candidate Madeline Fischer
- [7.](#) Events Update by Tim Murphy
- [8.](#) 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

- [9.](#) Conditional Zoning to consider a Hotel with a Restaurant and Bar located at 205, 207, 209 N Lake Park Blvd and 204 Harper Avenue in the Central Business District.

Applicant: Jefferson C Woodall, Architect

- [10.](#) Hearing on preliminary assessment resolution to improve the 1000 block S. Second Street.

ITEMS OF BUSINESS

- [11.](#) Ocean Blvd Sidewalk
- [12.](#) Text Amendment to amend Chapter 16. ARTICLE VI. Sec. 16-207 Sec. 16-1 to add No Commercial Through Traffic Language
- [13.](#) Committee Appointments – Bike/Ped and Marketing

COUNCIL COMMENTS

ADJOURNMENT



AGENDA ITEM COVERSHEET

PREPARED BY: Ed H. Parvin

DEPARTMENT: Executive

MEETING: Town Council 9/13/2022

SUBJECT: Starfish Grant

BACKGROUND:

The Town has been approved to submit a final grant application with CAMA.

ACTION REQUESTED:

Approval to move forward with the final grant application

RECOMMENDED MOTION:

Adopt the associated resolution for Starfish that supports staff's effort to move forward with the final grant application.

Resolution



Town of Carolina Beach
Town Council

RESOLUTION NO. 22-2268

RESOLUTION TO COMPLETE THE FINAL CAMA GRANT SUBMITTAL FOR STARFISH LANE SITE IMPROVEMENTS

WHEREAS, the projected budget is \$175,000 with a proposed cost share of 75% CAMA Grant at \$131,250 and 25% Town match at \$43,750; and

WHEREAS, this project entails replacement of existing facilities with ADA compliant Dock, kayak/dinghy launch and gazebo, all composed of wood d construction; and

WHEREAS, the installation of a public parking area, consisting of one handicap and one standard size parking space are included; and

WHEREAS, A concrete ADA compliant sidewalk will be constructed on the northern edge of the project area, feeding from the handicap parking space to the new dock access; and

WHEREAS, Public accessible greenspace will be located between the parking area and the newly constructed wooden bulkhead; and

WHEREAS, the completed project will be an authorized ADA public waterway access point; and

WHEREAS, The date for submittal of the final grant is September 22, 2022; and

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Carolina Beach, North Carolina adopts the following resolution authorizing the Town’s Staff to move forward with submittal of the full application to CAMA.

Albert L. Barbee, Mayor

Attest: Kimberlee Ward, Town Clerk



AGENDA ITEM COVERSHEET

PREPARED BY: Ed H. Parvin, Assistant Manager

DEPARTMENT: Executive

MEETING: Town Council 9/13/2022

SUBJECT: Emergency Operations Plan

BACKGROUND:

Through the expertise of Chief Griffin, the Town crafted the 2016 Emergency Operations Plan (EOP). The plan brought the Town to the forefront in the state for emergency response procedures. The plan has needed limited modifications over the years and was the foundation plan for the current efforts to link New Hanover County's EOP with the municipalities.

Last year New Hanover County hired a consulting company to rewrite their EOP, along with all the municipalities' EOPs. Our plan saw the least number of changes, and it now works in close conjunction with our partners throughout NHC. Staff considers this an extremely valuable effort since we do work so closely with our partners in the county during emergency response situations.

After a little over a year of effort the draft plans are complete. On August 15-16 the Town tested the new EOP by conducting an exercise involving key leaders that will be involved in setting up and managing our response efforts. The EOP was well received and opened the door to improving communications for all.

ACTION REQUESTED:

Staff is providing a copy of the base plan for Town Council to review. 15 annexes will also be utilized in conjunction with the final EOP. The annexes discuss specific issues (i.e. hazardous materials, search and rescue, firefighting, etc.) These annexes have not been printed due to their length but are available electronically for your review.

A formal adoption will be requested at the September 13, 2022 Town Council meeting. Kure Beach also plans to adopt their new EOP at their September 19, 2022 meeting. Please review and ask me any questions you may have over the coming weeks leading up to this meeting. Thank you for your consideration and support!

RECOMMENDED MOTION:

Adopt the attached letter of promulgation under consent agenda.



Letter Of Promulgation

By virtue of the powers and authority vested in the Mayor and Town Council, I hereby promulgate and issue the revised Town of Carolina Beach Emergency Operations Plan (EOP), dated September 13, 2022, as a regulation and guidance to provide for the protection of the residents of Carolina Beach. The revised Town of Carolina Beach Emergency Operations Plan, hereafter, will be referred to as the "EOP."

The EOP outlines the coordinated actions to be taken by Municipal officials and volunteer organizations to protect lives and property in natural or manmade disasters. It identifies manpower and other resources available to prevent, minimize, and recover from injury, loss of life, and destruction of property, which tragically characterize disasters. The Town of Carolina Beach endorses the use of the Incident Command System (ICS) at all levels of response, as promulgated in EOP.

This plan is an effective tool for emergency response and recovery planning and will be implemented when directed by the Town of Carolina Beach. The Emergency Management Coordinator (EMC) is responsible for the maintenance and update of the plan, as required by ordinance, in coordination and agreement with appropriate participating agencies and units of government.

The following agree to support the overall concept of operations of the Town of Carolina Beach Emergency Operations Plan and to carry out the functional responsibilities as assigned in the EOP. The EOP will be reviewed annually. If the EOP has substantial changes/revisions, the updated EOP will be taken before the council for formal promulgation.

Albert L. Barbee, Mayor

Jay Healy, Mayor Pro Tem

Joe Benson, Councilmember

Deb LeCompte, Councilmember

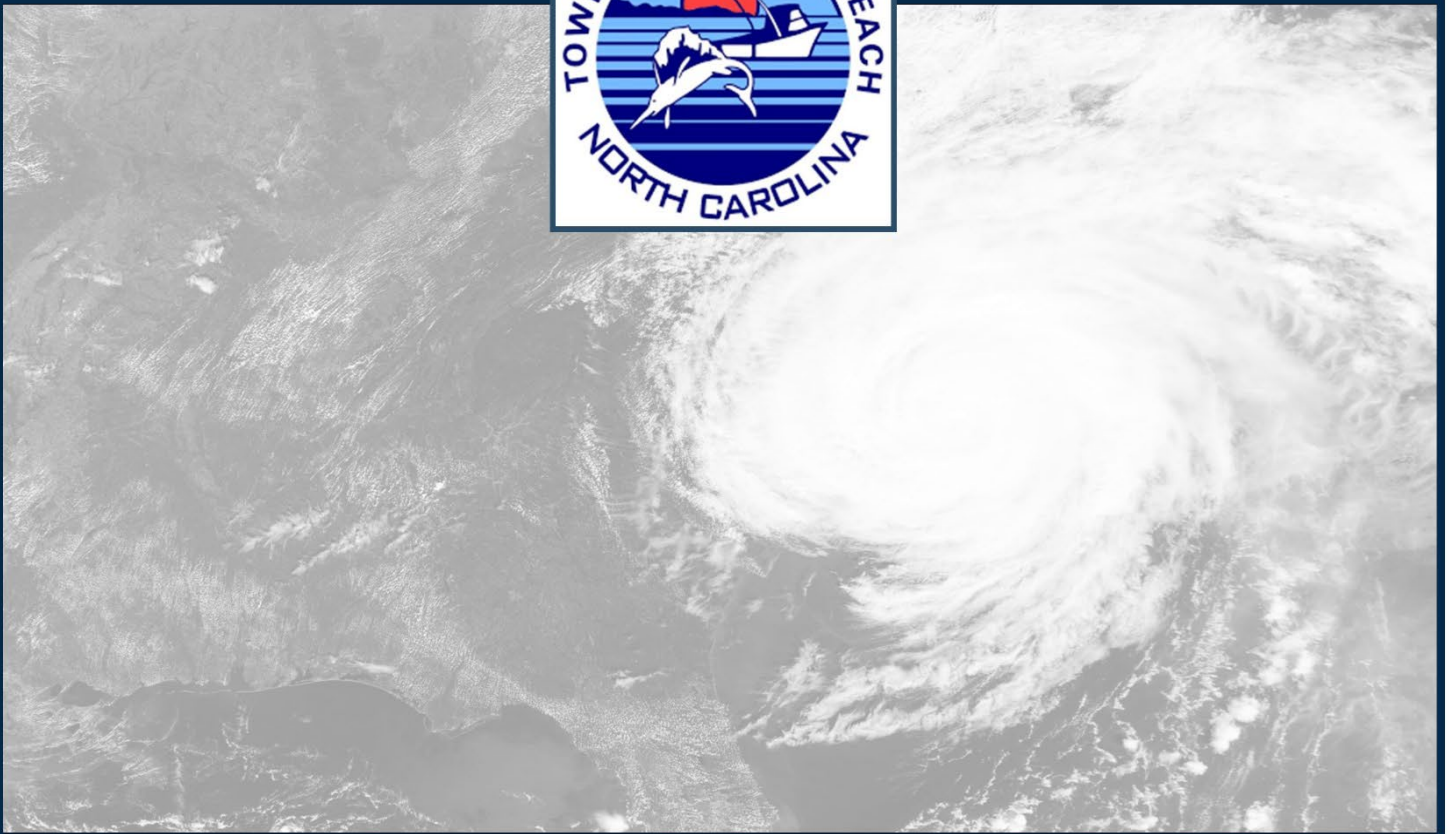
Mike Hoffer, Councilmember

Bruce Oakley, Town Manager

Attest: Kimberlee Ward, Town Clerk

Town of Carolina Beach

North Carolina



Emergency Operations Plan

2022



Letter Of Promulgation

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Albert L. Barbee, Mayor

Jay Healy, Mayor Pro Tem

Joe Benson, Councilmember

Deb LeCompte, Councilmember

Mike Hoffer, Councilmember

Bruce Oakley, Town Manager

Attest: Kimberlee Ward, Town Clerk



Record of Changes

SUMMARY OF CHANGE	DATE OF CHANGE	PAGE(S) CHANGED	CHANGE MADE BY



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Introduction

Purpose

This plan predetermines actions to be taken by government agencies and designated private organizations (in addition to their day-to-day responsibilities) within the Town of Carolina Beach (Town) during times of disaster or emergency. Activation of this plan will reduce the vulnerability of people and property to disaster and will enhance collective resource management to support preparedness, response, recovery, and mitigation efforts.

This plan provides for a coordinated effort to minimize the impact of natural or manmade disasters on residents and visitors. The Emergency Operations Plan (EOP) provides the mechanism for coordinating the delivery of assistance and resources to the residents, visitors, and businesses of the Town during a major disaster or emergency, showing the commitment between the Town, municipal partners, New Hanover County, non-profit organizations, private sector partners, citizens, and visitors in times of crisis.

The EOP in its entirety is made up of multiple pieces. This document serves as the base plan of the EOP. This base plan contains response structures which are relatively static and are germane to any response, whether it is a hurricane, terrorist event, or a planned event. These elements serve to guide the overall response in a broad sense. To supplement this response, the EOP also contains functional annexes. These annexes detail specific functional areas, such as Transportation or Communications, to identify and coordinate planning, response, recovery, training, and exercise efforts. To supplement even further are hazard- and incident-specific annexes, which detail the response to a specific threat, such as a hurricane. These three volumes form the comprehensive EOP.

Scope

This plan is designed to address natural and manmade hazards that could adversely affect the Town. The plan applies to all Town government departments and agencies, which are tasked to provide assistance in a disaster or emergency situation. It describes the fundamental policies, strategies, and general concept of operations to be used in the management of the emergency from its onset through the post disaster recovery phase.

Situation Overview

Due to the collaborative nature of a disaster/emergency, this plan will work in conjunction with other local, county, state, and regional plans. The following table lists the plans that may be used simultaneously and the agency/organization responsible:

County/State/Regional Plans	Responsible Agency/Organization
New Hanover County Emergency Operations Plan (NHC EOP)	New Hanover County
Southeastern North Carolina Regional Hazard Mitigation Plan	New Hanover County



Description of Community

The Town of Carolina Beach is located in the southeast section of the State of North Carolina. It is located in New Hanover County which is bounded on the West by Brunswick County and the Cape Fear River, to the East by the Atlantic Ocean, and to the North by Pender County. The current population of Carolina Beach as provided by the State Office of Demographics is 6,324 as of 2020. During the summer peak tourist season, this number can triple according to some estimates. The total square mileage of Carolina Beach is 2.5 miles.

Form of Government:

- Council Manager
- Town Manager and/or their designee serves as the Emergency Management Coordinator (EMC).

Description of Hazards

The Town of Carolina Beach (Town) is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Potential hazards are:

- Hurricanes
- Tornadoes/Waterspouts
- Floods
- Tsunamis
- Hazardous Materials (stationary & conveyed on transportation systems)
- Droughts
- Fires/Forest Fires (including those which may impact urban areas)
- Severe Bridge Damage/Failures
- Civil Disorders
- National Security Emergencies
- Power Failures
- Incidents at Brunswick Nuclear Power Plant
- Earthquakes
- Aircraft Accidents
- School Emergencies
- Acts of Terrorism

The following is a list of the top 10 hazards facing New Hanover County as developed through the THIRA process.

1. Hurricane/Tropical Storms/Tropical Weather
2. Flood
3. Thunderstorm (includes lightning and hail)
4. Tornado
5. Wind Event
6. Evacuation
7. Winter Weather/Storm (includes ice and snow)
8. Pandemic
9. Hazardous Materials Incident (no mass casualty)
10. Drought



Planning Assumptions

- The occurrence of more than one of the above-listed emergency/disaster events could result in a catastrophic disaster situation that could overwhelm local and state resources.
- It is necessary for the Town to plan for and to carry out disaster response and short-term recovery operations utilizing local resources; however, it is likely that outside assistance would be available in most major disaster situations affecting the Town.
- Due to the threat of disruption of local government functions, all levels of government must develop standard operating procedures or guidelines (encompassing staffing, lines of succession, and mode of operations) to ensure continuity of government.
- Officials of the Town are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan and will respond as needed.
- Continuity of government will be maintained through the development of guidelines, checklists, mutual aid agreements, and capabilities to track financial costs of response and recovery operations.
- Coordination with surrounding jurisdictions is essential when events occur that impact beyond jurisdictional borders.
- Departments, agencies, and organizations assigned either primary or supporting responsibilities in this document must develop implementation documents to support this plan. These departments are required to be NIMS compliant, and staff shall complete all appropriate Incident Command System (ICS) training.



Concept of Operations

The process outlined in the Concept of Operations describes the basic flow of a response to disaster and emergency situations with the steps and the activities that may need to be accomplished. Not all steps and activities will apply to all hazards. The plan is based on the utilization of the EOP and activation of the plan when needed.

This section describes the flow of the emergency management strategy for accomplishing a coordinated response within the Town. It delineates the roles and responsibilities of the organizations involved in managing a disaster/emergency. Primary roles include how information is gathered and shared; gaining situational awareness and an understanding of the impacts, response, coordinating activities and resources during an emergency; and plan for recovery. This section also describes the methods for active participants to report and share information to the Town and processes to promote the prioritization and coordination of resources.

Declaration of Emergency and Authorities

In the event of an emergency in the Town requiring a formal declaration of emergency, the Chief Elected Official or the designee of the jurisdiction (as defined in NCGS 14-288.1) may declare a “local” state of emergency to exist within the Town, or any part thereof, and begin implementing emergency procedures. This individual is also able to declare the termination of any declared emergency.

The process for declaring an emergency is as follows:

- The Town management and leadership will discuss the situation or potential situation in the event of an extended notice incident.
- Once a determination is made that a declaration is necessary, the **Mayor** will declare a local state of emergency. The Town Manager is charged to draft the document using the template created.
- The declaration will be signed by all appropriate parties and implemented immediately.
- The declaration is uploaded into WebEOC and sent to New Hanover County Emergency Management. When a local municipal government function declares a local state of emergency, the State of Emergency document must be sent to New Hanover County Emergency Management for upload into NC SPARTA, as soon as possible.

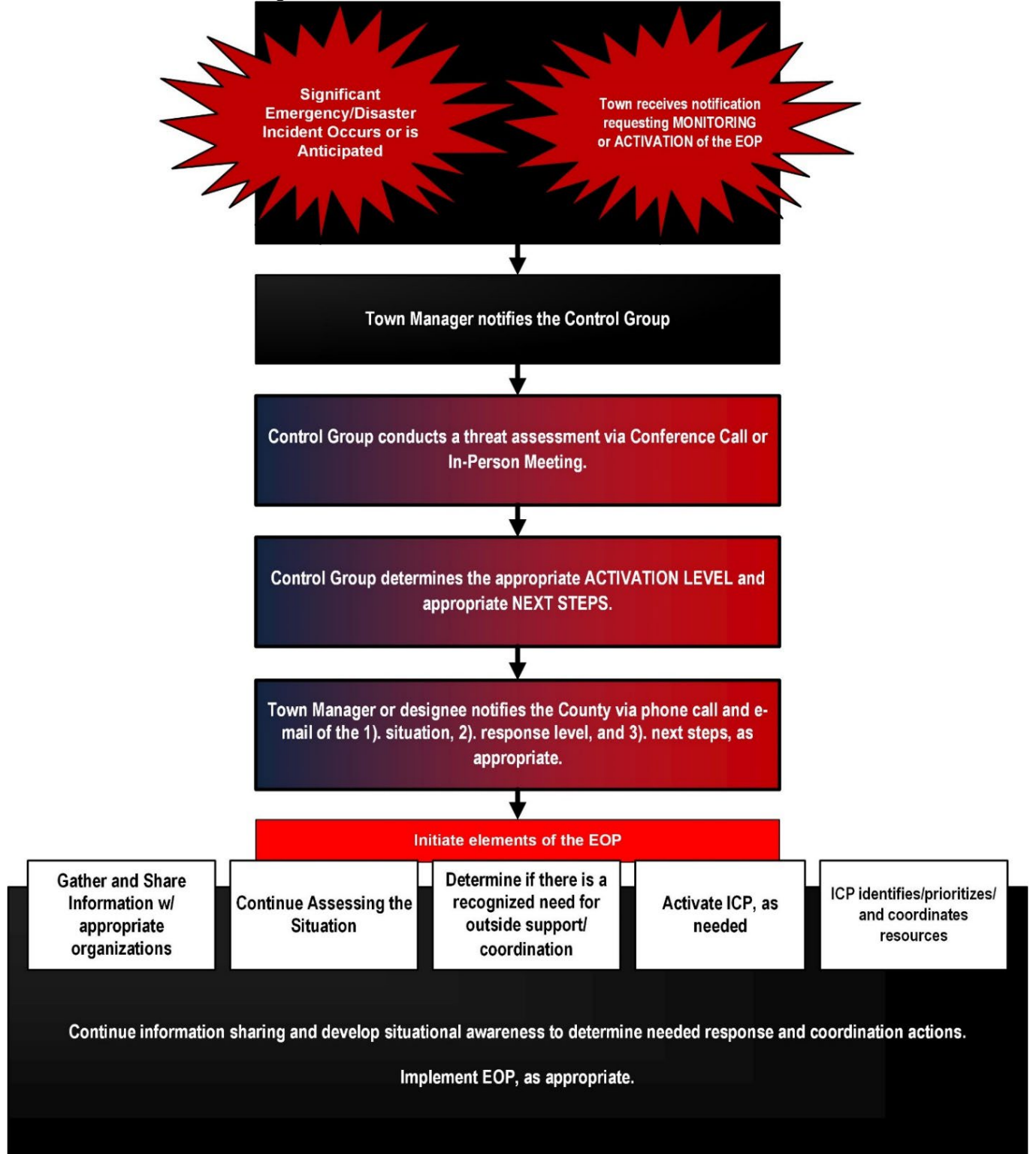
Town ICP/ICS Interface

The relationship between Incident Command (IC)/Unified Command (UC) and an open Incident Command Post (ICP) varies dependent upon the nature of the emergency. In smaller incidents requiring a limited response, the Town ICP will coordinate with IC/UC through dispatch or radio.



Activation Process and Levels

The Planning Cycle, or Planning “P” as it’s generally referred to, establishes a continuum for Incident Action Planning (IAP) during both emergency and non-emergency operations. The Town will follow the Planning “P.”





Incident Recognition and Request for Monitoring and/or Activation

The following are two (2) situations that the Town have pre-determined may result in the activation of this Plan. The nature of the incident will likely determine the level of response.



1) A significant **incident/event OCCURS** or is **ANTICIPATED**. Examples include, but are not limited to:

- Tropical Storm/Hurricane
- Multi-jurisdictional incident
- Awareness through open-source media, notification by a partner, notification by a local, state, or federal entity
- An incident in an area with few resources
- An incident large enough to require resource sharing and a significant response:
 - Facility Evacuation
- Any substantive alert message requiring action
 - A natural disaster
 - A biological attack
 - A chemical attack or spill
 - A radiological threat or incident
- A credible terrorist threat or actual terrorist incident

2) **Notification** is made or a **REQUEST** to monitor or activate the Plan

Request for Monitoring and/or Activation

A **request to monitor or activate** the Plan by the Town can be done by notifying the **Town Manager** who is also the Town Emergency Management Coordinator (EMC).



Initial Response and Assessment

Upon a request to monitor or activate the Plan by the Town Manager or designee and/or if a significant incident occurs or is anticipated, an Initial Response and Threat Assessment will be conducted by the Control Group.

- 1) The Town Manager will notify the Control Group via telephone. As a backup, the notification may be done via email and/or text messaging.
- 2) The Control Group will conduct a threat assessment via (1) Conference Call and/or (2) In-Person Meeting.
- 3) The Control Group or designee will determine the appropriate **ACTIVATION LEVEL** and appropriate next steps.
 - Potential **Next steps** may include, but are not limited to:
 - Determine that no further action is necessary at this time
 - Continue monitoring the situation, and reassess the situation at an appointed time or trigger
 - Activate the Plan
 - Complete ICS Form 201 and conduct briefing
- 4) The Town Manager will notify the County via WebEOC and/or email/phone call of the (1) situation (will share ICS Form 201), (2) response level, if applicable, and (3) next steps, as appropriate. In most cases, the Town Manager will notify applicable organizations when an Activation Level (Monitoring, Partial, Full) has been determined but may not always notify members if the Town is simply monitoring an incident.

Activation of the Town ICP

The Town Manager, who serves as the Town Emergency Management Coordinator (EMC), will determine the need to ACTIVATE the Incident Command Post (ICP) to assist in managing the incident. The Town ICP is the primary location for handling all aspects of a major emergency, e.g., management decision-making, staffing support, and information coordination. Within the Town, all coordination decisions and logistics during the event will be approved through the Town ICP. The Town ICP will operate using the Incident Command Structure. The Town Manager or designee is the Emergency Management Coordinator (EMC). All operational/tactical decisions from the various operation centers (e.g., Police, Fire, etc.) will be approved by and through the Town ICP. It is essential that department representatives designated for the ICP have decision-making authority for their respective operations center.

All actions, decisions, and strategies taking place during the event shall be recorded for appropriate documentation and training.



The ICP may be activated if one or more of the following situations occur:

- Imminent threat to public safety/health.
- Extensive multi-agency/jurisdictional response and coordination are required to resolve or recover from the emergency.
- Local resources are inadequate/depleted and significant mutual aid, state, and or federal resources are needed to resolve the emergency.
- Local emergency ordinances are implemented to control an emergency situation.
- Other situations as deemed appropriate by the Town



ACTIVATION LEVELS	MONITORING	PARTIAL	FULL
<p>EXAMPLE/ TRIGGERS</p>	<p>Potential Situational Usage:</p> <ul style="list-style-type: none"> • Use in the early stages of advanced notice events—hurricanes, VIP visits, planned events, winter weather, etc. • Small local events where current and future needs are unknown. • Agency-specific assistance is needed beyond the normal day-to-day channels on a limited scale. • Often monitoring status leads to partial or full activations once the situation develops further. • Severe weather watch issuance. • Emergency Classification Level (ECL) of Alert declared at Brunswick Nuclear Plant (BNP). • Large wildfire impacting the county or critical infrastructure. • Tsunami watch issuance. 	<p>Potential Situational Usage:</p> <ul style="list-style-type: none"> • Events where assistance is needed for collaboration within the Town or for a small local event, such as localized flooding, planned events, etc. • Can be used for extended events such as disease or potential disease monitoring. • Hazard-specific events where a small group of responders is needed, such as a hazardous materials release or an agency-specific cyber threat. • Hurricane watch. • Tsunami warning or advisory. • Incidents requiring local or limited evacuation (wildfires, hazmat, etc.). 	<p>Potential Situational Usage:</p> <ul style="list-style-type: none"> • Need is demonstrated for significant partner collaboration in an open ICP. • There is a need for sharing and/or prioritizing resources. • Local authorities have issued evacuation orders. • The response is across many disciplines. • Multi-jurisdiction response. • County, state and/or federal assets responding. • Major response effort, such as a hurricane, mass casualty incident, major flood, or terrorist attack. • ECL declaration of Site Area Emergency or General Emergency at BNP.
<p>KEY RESPONSE ACTIVITIES</p>	<ul style="list-style-type: none"> • Multi-system monitoring, weather, media, WebEOC, etc. 	<ul style="list-style-type: none"> • Monitoring stage activities. 	<ul style="list-style-type: none"> • Monitoring and partial stage activities.



ACTIVATION LEVELS	MONITORING	PARTIAL	FULL
	<ul style="list-style-type: none"> Proactive information sharing. Situational assessments and updates. 	<ul style="list-style-type: none"> Assessment and allocation of resources. Physical response directed through ICS. Collaboration and coordination with local elected officials and state responders. Limited ICS structure and reporting. Partial EOP activation. 	<ul style="list-style-type: none"> Prioritization, tracking, and demobilization of resources. Coordinated information sharing. Tactical response, including operationalizing future planning initiatives. Full ICS structure and reporting. Full EOP activation.
ICP	<ul style="list-style-type: none"> No. Response is likely limited to key emergency personnel. May lead to a partial or full activation or follow a partial or full activation during the demobilizing process. 	<ul style="list-style-type: none"> Yes. Can be virtual or physical. Limited participation from specific partners needed for the response. Can also be activated as a result of scaling down a Full activation Incident Command Post (ICP) for long-term operations. 	<ul style="list-style-type: none"> Full activation of Incident Command Post (ICP) Will include multiple operational periods. County EOC is activated. Incident Command Post (ICP) will be fully staffed.
ICP Staffing	<ul style="list-style-type: none"> Incident Commander Public Information Officer Liaison Officer Section Chiefs (as required) Control Group Briefing 	<ul style="list-style-type: none"> Incident Commander Public Information Officer Liaison Officer Section Chiefs (as required) Limited activation of other Incident Command Post (ICP) staff (as required) 	<ul style="list-style-type: none"> Incident Commander All Incident Command Post (ICP) functions and positions (as required)



Town Incident Command Post (ICP)

Pre-Identified ICP Locations

The Town will coordinate the response by utilizing the Incident Command Post (ICP), as the situation necessitates.

Facility Name	Address	Additional Information
Primary: Town Incident Command Post (ICP)	Carolina Beach Town Hall	The Carolina Beach Town Hall is designated as the Incident Command Post (ICP) during large scale emergencies or declared events.
Secondary/Backup: New Hanover County EOC	230 Operations Center Drive Wilmington, NC 28412	In the event the Incident Command Post (ICP) is required to evacuate, New Hanover County EOC is a potential alternate location.

Activation Process for the Virtual and/or Physical ICP

1) The Town Manager or designee will determine if the Incident Command Post (ICP) needs to be activated either virtually and/or physically.

2) If the decision to activate the ICP is made, the following courses of action will follow:

- **Virtual ICP Activation**
 - Notify ICP staff/key positions, as determined by the Town Manager or designee.
 - Notifications will be made via telephone and email.
 - Notify Control Group that a VIRTUAL ICP has been activated.
 - Notifications will be made via telephone and/or email.
- **Physical ICP Activation**
 - Notify **ICP staff/key positions**, as determined by the Town Manager or designee.
 - Notifications will be made via telephone and email.
 - Notification message should include the **LOCATION** of the ICP; **WHO** should report to the ICP; **WHEN** to report; and anticipated **LENGTH** of deployment.



ICP Key Activities

- 1) The ICP will provide coordination and support activities, as needed.
- 2) Once activated, the ICP will serve as a mechanism for collecting and disseminating information regarding the availability of and need for resources.
- 3) The ICP will ensure a unified and coordinated incident management approach among the responding agencies and organizations in the Town.
- 4) The ICP will ensure a unified incident management approach with the County.

Virtual ICP

During a **virtual** ICP activation and response, ICP staff will coordinate the response **virtually** by utilizing the following information sharing and coordination systems:

- 1) WebEOC
- 2) Email
- 3) Conference Call
- 4) Video Teleconferencing and Desktop Sharing

ICP Staffing

The Control Group will be assembled by the Emergency Management Coordinator when an event or incident is determined to be imminent, and dissemination of information to key individuals is necessary. The Control Group may consist of, but is not limited to, the following:

- Town Manager—(Emergency Management Coordinator/ICP Director)
- Assistant Town Manager
- Fire Chief
- Police Chief
- Public Works Director
- Public Utilities Director
- Finance Director
- Town Clerk
- Chief Building Inspector
- Code Enforcement Officer
- Planning Director
- Public Information Officer
- Subject Matter Expert



The Emergency Management Coordinator may appoint additional personnel to the Control Group as needed. Due to the potential for 24/7 operations, alternate personnel will be designated by position and trained on incident management activities.

ICP Battle Rhythm and Staffing Plan

Town should begin staffing when the Town's ICP is opened. **Staff will rotate every 12 hours.** The rotation system shall be consistent with the Emergency Contact list. Individuals arriving and departing must determine if a substitute person will be needed or if the shift change should be delayed.

12 Hours Operational Periods: 0630-1900

Day Operations

- 0630 Oncoming shift arrives. Meal served (sign-in required)
- 0645 Oncoming staff briefed on IAP (DIV/GRP briefed by Operations Section Supervisors and ICP briefed by oncoming IC)
- 0700 Shift Change (off-going sign-out required prior to departure)
- 0730 Objectives Meeting (IC, Planning, Operations, Fire, Police, Logistics, PIO)
- 0800 Tactics/Planning meeting (Planning, Operations, Fire, Police, Logistics, PIO)
- 0900 Elected Officials Briefing
- 1100 Deadline for Mission Request for next ops period
- 1200 Meal served at ICP
- 1300 Planning Meeting (IC, Planning, Ops, Fire, Finance, Police, Logistics, PIO)
- 1500 Elected Officials Briefing
- 1600 Media Brief
- 1700 IAP submitted from Planning to IC
- 1830 DIV/GRP report to ICP (Operational Period Paperwork Due)
- 1830 Meal served at ICP
- 1900 Shift Change (off-going sign-out required prior to departure)

Operational Periods: 1830-0700

Night Operations

- 1830 Oncoming shift arrives. Meal served (sign-in required)
- 1845 Oncoming staff briefed on IAP (DIV/GRP briefed by Operations Section Supervisors and ICP briefed by oncoming IC)
- 1900 Shift Change (off-going sign-out required prior to departure)
- 2000 Objectives Meeting (IC, Planning, Operations, Fire, Police, Logistics, PIO)
- 2100 Tactics/Planning meeting (Planning, Operations, Fire, Police, Logistics, PIO)
- 2200 Elected Officials Briefing (If needed)
- 2300 Deadline for Mission Request for next ops period
- 0000 Meal served at ICP
- 0100 Planning Meeting (IC, Planning, Ops, Fire, Finance, Police, Logistics, PIO)
- 0400 IAP submitted from Planning to IC
- 0630 DIV/GRP report to ICP. Operational Period Paperwork Due
- 0630 Meal served at ICP
- 0700 Shift Change (off-going sign-out required prior to departure)



Organization and Assignment of Responsibilities

The Town EOP is modeled after the National Response Framework (NRF) in coordination with the New Hanover County EOP. The Basic Plan presents the policies and concept of operations that guide how the Town plans to coordinate its disaster response effort. It also includes planning assumptions, response, and recovery actions, and assigned responsibilities.

Organizations with assigned responsibilities should be familiar with the entire EOP; however, added emphasis must be given by those organizations to the sections for which they have a specific role. Governmental agencies and departments are responsible for establishing their own standard operating procedures and guidelines to conduct the operational tasks assigned to them in this plan. This EOP seeks to coordinate standard and emergency SOPs and SOGs to effectively and efficiently use resources and assets to stabilize and recover from any array of emergencies.

Municipality-Specific Organization and Assignment of Responsibilities for the Town ICP

Organization	Key Responsibilities	Corresponding Annex(es) or Plan(s), if applicable
Elected Officials (Mayor and Mayor Pro Tem)	<ul style="list-style-type: none"> Responsible for policy guidance and key decisions relating to response and recovery efforts. Carry out appropriate provisions of State General Statutes, in addition to local ordinances relating to emergencies. Follow incident guidance. May activate emergency ordinance procedure. Provide policy guidance to the Emergency Operations Center Director during the emergency response for situations that have not previously been addressed in emergency response plans. Issues formal requests for additional resources and assistance (other jurisdictions, State, Federal), Issue proclamations of disaster emergencies and recommend protective actions (evacuation or shelter in-place) if the situation warrants; and Terminates State of Emergency or evacuation orders. 	EOP Base Plan
Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC)	<ul style="list-style-type: none"> Serves as the Emergency Management Coordinator. Serves as the ICP Director, or appoints the ICP Director position as necessary. Ensures that emergency operation plans are up to date and functional for all departments and affected divisions. Develops an on-going training program for key staff members to include test(s) and exercises. Provides a post-incident summary of event activity and associated costs. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans



	<ul style="list-style-type: none"> • Develops a roster of essential employees who must remain during an emergency in the ICP, or return to relieve other key employees. • Acts as liaison between the ICP and other governmental and non-governmental agencies (i.e. Town Council, New Hanover County EOC). • Provides Town Council direction on policies, proclamations, and resource requests. • Determines objectives, priorities, and appropriate response organization. • Establishes the ICP. • Briefs Control Group. • Ensures key positions for safety and communications are filled. • Gives direction on the planned battle rhythm. • Ensures proper documentation is maintained by response personnel. 	
<p>Public Information Officer</p>	<ul style="list-style-type: none"> • Is appointed by and functions under the direction of the Emergency Management Coordinator. • Collects and distributes the most accurate and timely information regarding emergency events as approved by the EMC. • Acts as chief spokesperson and media contact person in an emergency situation. • Coordinates with the New Hanover County Public Information Officer. • Responsible for formation and dissemination of emergency public information and news releases to the media. • Establishes procedures for rumor control and emergency instructions. • Maintains a media kit for distribution to authorized media personnel to include maps (11" X 17"), IDs (generic "Media"), and procedural information to assist the media in expediting coverage. Meets media at the bridge and escorts to locations. 	<p>EOP Base Plan, Functional Annexes, Hazard-Specific Plans</p>
<p>Planning Director</p>	<ul style="list-style-type: none"> • Determines/tracks resources that are available and/or needed. • Updates command on situational awareness via WEBEOC and Town operations. • Establishes information requirements and reporting schedules for ICP and field staff. • Provides Incident Map(s) for Incident Action Plan (IAP). • Meets with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location. • Holds Section meetings as necessary to ensure communication and coordination among Section Leaders. 	<p>EOP Base Plan, Functional Annexes, Hazard-Specific Plans</p>



	<ul style="list-style-type: none"> Ensures damage assessment documentation is complete and submitted. 	
Town Attorney	<ul style="list-style-type: none"> Responsible for the preparation of any documents for consideration of the Town Council related to an event. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans
Admin Assistant to the Town Manager	<ul style="list-style-type: none"> Updates Town of Carolina Beach website during event. Works with IT professionals and software vendors to establish disaster preparedness and recovery plans. Prepares backup tapes for file server(s) and store off-site. Coordinates volunteer meetings; collects and organizes volunteer applications; disburses information packets to volunteers; works with Volunteer Team Administrator. Notifies stems technology of impending event and make plans to back up and secure servers and computer equipment within the Finance Department. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans
Administration— Town Clerk	<ul style="list-style-type: none"> Notifies members of council and establish meeting for review of plan and emergency action. Prepares Town offices for possible evacuation. Prepares and secures vital records. Assists with the operations at Masonboro Commons Operations Center when activated. Coordinates Board Members' location. Maintains communication with Town Manager, Council, and staff. Assists Town Manager as needed. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans
Fire Chief	<ul style="list-style-type: none"> Works under general supervision and assists the EMC. Advises, provides, informs, and assists in coordination of emergency operations for planning, development, and activation of the emergency operations system. Deploys fire personnel and equipment during emergencies to provide fire suppression, rescue, decontamination, or related services. Works on a cooperative basis with Town departments to develop and maintain emergency operations plans and capabilities. Collects, maintains, and updates the notification and resource manual annually or as needed. Assists in the establishment of mutual aid or cooperative assistance to provide services, equipment, or other resources in the event of an emergency. Assists in warning affected populations of an existing or impending emergency, as appropriate. Maintains fire security in evacuated areas. Determines alternate staging areas and emergency operations center based on the emergency situation. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans



	<ul style="list-style-type: none"> • Assumes primary responsibility for route alerting of the public. • Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized, or injured • Provides support personnel to assist in traffic control, clearance of debris, storm water, and damage assessment operations. • Assists in the development of an emergency alert system to notify the public in the event of an emergency. • Maintains communications of ongoing response operations with New Hanover County Emergency Operations Center and 911 center. • Maintains, updates, and distributes the Towns Emergency Operations Plan as needed, subject to approval by the EMC and/or Town Council. • Serves as EMC in absence of Assistant Town Manager. 	
<p>Police Chief</p>	<ul style="list-style-type: none"> • Develops a plan for conducting traffic control, evacuation/re-entry routes, movement of evacuees to shelters, and general law enforcement operations within the Town. • During an emergency, maintains communication of ongoing operations with County Sheriff, N.C. Highway Patrol, New Hanover County 911 Dispatch Center, and other appropriate law enforcement agencies. • Provides security and access control/re-entry to the damaged area(s) and vital facilities during and after an incident. • Provides for the use of emergency signs and other traffic movement devices. • Assists in warning affected populations of an existing or impending emergency, as appropriate. • Assists in the establishment of mutual aid or cooperative assistance to provide services, equipment, or other resources in the event of an emergency. • Assists Fire Department with route alerting of the public. • Coordinates with the Fire Department to implement the order for evacuation; responds to emergency protection of property and citizens; and assists the ICP with re-entry decisions. • Assists in the development of an emergency alert system to notify the public in the event of an emergency. • Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized, or injured. • Serves as EMC in absence of the Fire Chief 	<p>EOP Base Plan, Functional Annexes, Hazard-Specific Plans</p>



<p>Public Works Director</p>	<ul style="list-style-type: none"> Responsible for maintenance and operation of all Town roads, municipal and public buildings, beach accesses, public restroom facilities, and storm water services. Coordinates and implements debris management and removal activities. Coordinates with NCDOT on emergency repairs and restoration of roads. Performs or identifies resources to assist with emergency repair and restoration of roads, vital facilities, and utilities as necessary. Assists with support services for field emergency response units, including potable water, food, lights, and tents. Emergency clearance and/or restoration of major streets and critical public facilities in support of emergency response operations. Maintains a listing of Public Works assets as well as coordinating the assignment of those resources. Appraises status of public works areas of responsibilities and takes action to correct and maintain critical services where feasible. Provides EMC/ICP Director with status reports on emergency conditions. Assists the EMC/ICP Director as directed. 	<p>EOP Base Plan, Functional Annexes, Hazard-Specific Plans</p>
<p>Public Utilities Director</p>	<ul style="list-style-type: none"> Responsible for the continuity of emergency services with respect to water and sewer. Ensures the security of utility buildings to include the water treatment plant, sewage treatment facility, wells, and lift stations. Appraises status of utilities areas of responsibilities and takes action to correct and maintain critical services where feasible. Emergency restoration of critical public facilities, including the temporary restoration of water supplies and wastewater treatment systems. Provides EMC/ICP Director with status reports on emergency conditions. Assists the EMC/ICP Director as directed. Assists with support services for field emergency response units including portable toilets and vehicular refueling. 	<p>EOP Base Plan, Functional Annexes, Hazard-Specific Plans</p>
<p>Chief Building Inspector</p>	<ul style="list-style-type: none"> Develops, reviews, and annually updates guidelines for damage reporting and accounting. Identifies and maintains a list of critical facilities (public buildings, streets, bridges, etc.) requiring priority repairs. Trains personnel in damage assessment, organization, techniques, and reporting guidelines. Maintains a damage assessment team and notification/recall roster. Ensures capability and readiness to conduct post event damage assessment. 	<p>EOP Base Plan, Functional Annexes, Hazard-Specific Plans</p>



	<ul style="list-style-type: none"> • Notifies builders with construction in progress to secure sites. • Reports to Town Hall upon activation and coordinate damage assessment operations. • Informs emergency operations officials of hazardous facilities, bridges, roads, etc. • Determines need and locations for damage assessment. 	
Finance Director	<ul style="list-style-type: none"> • Ensures that financial records of expenditures are kept during emergencies. • Be familiar with the FEMA equipment rate schedules. • Assists in the preparation of applications and claims for federal and state financial assistance and reimbursement. • Implements financial accounting record procedures for all town departments to report their emergency expenses. • Ensures that all essential records are preserved in a safe location. This procedure will include the back-up of all computerized records and information to a hard copy format for safe placement in a secure location. • Develops procedures for the procurement and delivery of essential supplies, equipment, and other resources. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans
Parks and Recreation Director	<ul style="list-style-type: none"> • Responsible for securing the recreation building for use by emergency workers to provide assistance to the public during and after an emergency event. • Arranges for feeding operations of emergency workers, ICP staff, and volunteers. • Provides access to parks and recreation facilities for incident response, including establishment of incident facilities, as requested. • Arranges housing for military and other emergency personnel as needed. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans
Human Resources Director	<ul style="list-style-type: none"> • Responsible for ensuring the integrity of personnel and payroll throughout the event. • Responsible for coordinating emergency volunteer efforts and providing assistance to teams throughout the event. • Ensures that all essential personnel and payroll records are preserved in a safe location. • This procedure will include the back-up of all computerized records and the securing of all paper records for placement in a secure location. • Ensures all personnel-related legal documents are protected and preserved in accordance with existing laws, statutes, and ordinances. • Supports Finance Director during all phases of operation. • Serves as Safety Officer. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans



Functional Annexes and Primary and Support Agencies/Organizations

The EOP is supported specifically by 15 functional annexes. The following chart lists each annex and those agencies responsible for executing the annex.

Functional Annexes	Primary Agency(ies)	Supporting Agencies
Transportation	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> New Hanover County Schools Transportation Department WAVE Transit Fire & Ocean Rescue Police Department
Communications	<ul style="list-style-type: none"> Fire & Ocean Rescue Police Department Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC) 	<ul style="list-style-type: none"> Amateur Radio Emergency Services NHC Emergency Management and 911 Communications NHC Emergency Management
Public Works and Engineering	<ul style="list-style-type: none"> Public Works Public Utilities 	<ul style="list-style-type: none"> U.S. Army Corps of Engineers Private Utility Contractors
Firefighting	<ul style="list-style-type: none"> Fire & Ocean Rescue 	<ul style="list-style-type: none"> New Hanover County Fire Rescue
Mass Care	<ul style="list-style-type: none"> Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC) Fire & Ocean Rescue Police Department Parks and Recreation 	<ul style="list-style-type: none"> American Red Cross, Cape Fear Chapter New Hanover County Schools New Hanover County Emergency Management Amateur Radio United Way of the Cape Fear Area (UWCFA) Salvation Army
Logistics and Resource Management	<ul style="list-style-type: none"> Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC) Finance Parks and Recreation 	<ul style="list-style-type: none"> New Hanover County Emergency Management
Public Health and Medical Services	<ul style="list-style-type: none"> Fire & Ocean Rescue 	<ul style="list-style-type: none"> New Hanover County Health and Human Services Wilmington Health Carolina Beach
Search and Rescue	<ul style="list-style-type: none"> Fire & Ocean Rescue Police Department 	<ul style="list-style-type: none"> New Hanover County Emergency Management New Hanover County Sheriff's Office New Hanover County Fire Rescue Local and Regional Search and Rescue Teams
Hazardous Materials	<ul style="list-style-type: none"> Fire & Ocean Rescue 	<ul style="list-style-type: none"> New Hanover County Fire Rescue New Hanover County Emergency Management Wilmington Fire



Functional Annexes	Primary Agency(ies)	Supporting Agencies
		<ul style="list-style-type: none"> • New Hanover County Sheriff’s Office • New Hanover County Health & Human Services—Environmental Health
Agricultural, Historical, and Natural Resources	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • New Hanover County HHS • New Hanover County Sheriff’s Office—Animal Services Unit • New Hanover County Emergency Management • New Hanover County Cooperative Extension • New Hanover County Department of Social Services • New Hanover Humane Society • New Hanover County Soil and Water Conservation District • New Hanover County North Carolina County Extension and Arboretum
Energy	<ul style="list-style-type: none"> • Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC) 	<ul style="list-style-type: none"> • Duke Energy • New Hanover County Emergency Management
Public Safety and Security	<ul style="list-style-type: none"> • Police Department 	<ul style="list-style-type: none"> • New Hanover County Sheriff’s Office • New Hanover County 911 Communications Center
Recovery and Mitigation	<ul style="list-style-type: none"> • Finance • Assistant Town Manager/Emergency Management Coordinator (EMC) 	<ul style="list-style-type: none"> • New Hanover County Emergency Management • Community Nonprofit and Faith Based Organizations
Public Information, Alert, and Warning	<ul style="list-style-type: none"> • Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC) 	<ul style="list-style-type: none"> • New Hanover County Communications and Outreach • New Hanover County Emergency Management • New Hanover County 911 Communications Center • New Hanover County Public Schools • New Hanover Disaster Coalition • American Red Cross • Duke Energy • United Way of the Cape Fear Area • National Weather Service—Wilmington Field Office
Financial Management	<ul style="list-style-type: none"> • Finance 	<ul style="list-style-type: none"> • New Hanover County Emergency Management



Direction, Control, and Coordination

This section outlines the direction and control procedures for emergency operations and identifies personnel and resources that are utilized in the coordinated response activities.

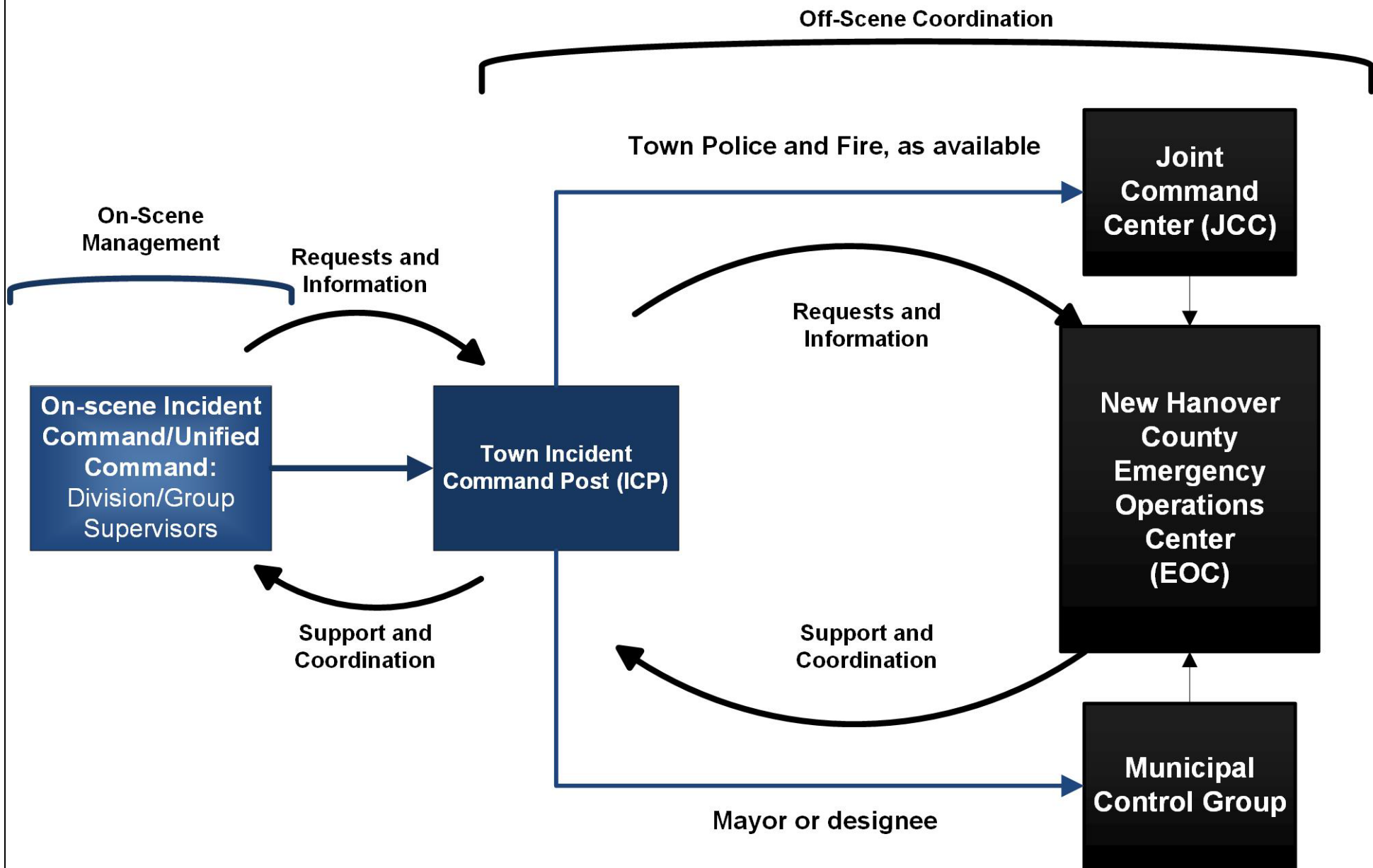
- The overall direction and control of the Town’s emergency activities is vested with the Mayor and Town Council. The Town Manager/Emergency Management Coordinator carries out the function of disaster coordination at the direction of the Town Council. When relevant, the Incident/Unified Command will establish on-site management. Emergency Management may support the Incident/Unified Command. The supporting agencies and their respective responsibilities are identified in the Functional Annexes of this plan.
- Hazards existing within or near the Town have the potential to cause disasters of great magnitude; therefore, in order to conduct effective emergency operations, the direction and control function will operate from the ICP.
- The Town exercises independent direction and control of their own emergency resources. Requests for county, state and or federal assistance will be directed to the County EOC. If the County EOC is not operational, the requests will be forwarded to the New Hanover County Emergency Management Director or his/her designee.

New Hanover County EOC

- The County EOC serves as the central direction and control point for countywide emergency response activities.
- Most municipalities would dispatch representatives to the County EOC upon request. Communications between the County EOC and municipalities will be via phone, cellular phone, email, fax, radio, and/or WebEOC. Municipalities act in unity with the County on such issues as proclamations, security, evacuation, reentry, recovery, public information, instructions on protection of life and property, and resource management.
- Response agencies within the County will use the Incident Command System during incidents.
- Municipalities within the County will exercise independent direction and control of their own resources; County EOC coordination will be required when local resources are augmented by outside resources secured through mutual aid agreements or state and federal sources.
- Officials may elect to activate the County EOC under one or all of the following conditions:
 - Local resources are inadequate or depleted, and resources from outside the County must be used in the response.



- The disaster affects a large area of the county, requiring prioritization of scarce resources.
 - The health and safety of the county is threatened to the extent that it will be necessary for multiple departments and agencies to respond to the event in a coordinated manner.
- The Municipal Control Group, if established, may consist of the Mayor or designee, selected Town Council Members, Town Manager/Emergency Management Coordinator, or designee functioning as an advisor. Each municipality may establish the structure it deems appropriate. This group is the mechanism in which the municipality will be integrated into the broader countywide system.
- A Joint Command Center (JCC) may be established between law enforcement, fire, and other relevant stakeholders in the County EOC to facilitate response operations, as well. Any established forward operating centers or on-scene responders coordinate resource requests from the JCC to the County EOC Logistics Section or through WebEOC for management.





Information Collection, Analysis, and Dissemination

Depending on the nature of the emergency, the ICP will collect data and information and synthesize it into useable intelligence for planning and decision making.

Law enforcement is the primary agency responsible for determining need-to-know levels. Law enforcement will coordinate intelligence products as well as determine with whom those products should be shared and through what means. The Town will always adhere to classifications of documents according to local, state, and federal laws. Classified documents are only shared according to applicable handling instructions and within the confines of the law.

Situation Reports and appropriate intelligence and information products are posted in the local WebEOC for viewing by local, regional, and state partners. Information may also be disseminated verbally, through emails, or by utilizing other information sharing platforms.

Critical information needs are largely conveyed and gathered through the use of the situation report process. SitReps are developed by the ICP. Situational awareness, resource needs, status report, on-scene conditions, weather, intelligence, and roadblocks to success are key information needs to mount a coordinated response.

Information Systems Utilized by the Town of Carolina Beach

Through collaboration with local agencies and organizations, the Town will utilize the following **primary** information-sharing systems when responding to an incident:

- a. **Web EOC:** WebEOC is a common tool used in disasters. Understanding the scope of an incident ensures limited resources are used to address the greatest needs and opportunities for providing assistance are identified. WebEOC allows local officials to make more informed decisions and helps develop a common operating picture.
- b. **Email**
- c. **Conference Calls**
- d. **Cityworks Management and Permitting Software**
- e. **ICS Forms**

Information Systems Utilized by New Hanover County:

- NCSparta
- WebEOC

Information Systems Utilized by the State of North Carolina:

- NCSparta
- WebEOC



Communications and Coordination

The Town will communicate with employees regarding “report to work” status using several methods: TV/radio reports, Town voicemail line, and email. Departments will contact employees as necessary through department phone trees.

The Town will designate radios and cellular phones in advance of the emergency (if possible) along with the necessary chargers and batteries. The Town will establish a backup communication system if cellular or radio repeater towers go down: couriers, phone dispatch for emergency personnel, limited range radios, etc. The Town ICP will test the communication system and numbers in advance of the emergency (if possible).

Administration, Finance, and Logistics

Administration

Documentation

A systematic process for documenting disaster response and recovery is key for Town departments and municipalities. This documentation allows the Town to comply with public records laws, create historical records, recover costs, address insurance and other legal requirements, develop mitigation strategies, and discover lessons learned for future responses. The Planning Section Chief is responsible for coordinating the specific documentation needs of the response. Documents are uploaded into Planning Section Chief and are kept within that system as an ongoing record.

Each responding agency is responsible for following internal SOPs and adhering to all applicable state and local laws detailing documentation procedures during and after emergencies. The Planning Section Chief will compile incident documentation to ensure coordinated incident operations and historical records are kept post-event. Incident command logs, communications plans, resource requests, and any other formal documentation must be kept in order to ensure the proper documentation is available for the incident.

Damage Assessments and cost recovery documents must be completed throughout the incident and forwarded to the Planning Section Chief for purposes of assessing whether assistance is needed or reimbursement dollars are available. FEMA designates record retention periods following the closure of the reimbursement event. Public Assistance documents are kept by the Planning Section Chief, and Individual Assistance is kept by Planning Section Chief. For non-FEMA related incidents, electronic versions are kept following the state archive rules and regulations.



After-Action Reports

Formal after-action reporting can be facilitated by New Hanover County Emergency Management but can also be conducted by the Town to create a formal written critique of

emergency operations, response, and recovery efforts. Following established FEMA Homeland Security Exercise Evaluation Program (HSEEP) process, hotwashes, and debriefs should be conducted and documented across the response. Town departments will be charged with responsibilities and tasks identified through improvement plans designed to enhance capabilities, ensure plan modifications are made, direct equipment purchases, and implement other response enhancements.

Any documentation available for the incident (incident command logs, mitigation strategies, IAPs) will be used to ensure future responses and plans are enhanced with lessons learned and best practices through formal after-action reporting. The process of formally evaluating a response may also lead to an assessment of current capabilities and gaps, identification of needed improvements, and identification of future mitigation strategies.

Finance

Disaster expenditures should follow all local, state, and federal laws and policies. Contracting and emergency spending should be coordinated with fiscal agents to ensure compliance with applicable authorities.

See *Functional Annex: Financial Management* for additional information.

Costs incurred responding to disasters (equipment, personnel, emergency repairs, contracted services) must be documented according to the current state and federal guidance for recovering funds as a result of a disaster. Municipal funds will be recouped whenever possible according to FEMA Public Assistance Policy through New Hanover County Emergency Management. Individual Town residents will be assisted according to the guidelines set forth in the FEMA Individual Assistance (IA) Program. The initial coordination of these efforts will occur from the Town Incident Command Post (ICP). Accurate records must be maintained in order to create historical records, recover costs, address insurance needs, address gaps in current capabilities, and develop mitigation strategies.

Legal

Legal issues are handled through existing legal authorities already in place in the Town. In an open ICP, the Town Attorney has legal representation available for answering any questions and ensuring compliance with local, state, and federal laws. All legal documents of either a public or private nature recorded by designated officials must be protected and preserved in accordance with existing law, statutes, and ordinances.



Logistics

Logistical needs during a disaster will be met through varied means. These may include mutual aid agreements, private resources, and requests for New Hanover County assistance. Coordination of incident logistics is done through the ICP. The ICP, in conjunction with Incident Command, will prioritize and coordinate resource allocation and distribution during incidents.

Four primary tasks will be accomplished through the ICP in regard to resource management:

1. Describing, inventorying, requesting, and tracking resources
2. Activating resource management systems prior to and during an incident
3. Dispatching resources prior to and during an incident
4. Demobilizing or recalling resources during or after incidents

All requests for resources will be verified and validated through the ICP. When available, reimbursement programs will be accessed. Proper protocol and documentation must be kept when seeking reimbursement.

Annually, the Town is asked to upload available resources into the New Hanover County WebEOC system, which is maintained by New Hanover County Emergency Management. Pre-event surveys are also conducted by New Hanover County Emergency Management to determine resource availability.

See *Functional Annex: Logistics and Resource Management* for additional information.



Plan Development and Maintenance

This Plan was drafted using planning guidance created by FEMA through Comprehensive Preparedness Guide (CPG) 101 v3 and the legal responsibilities identified in North Carolina General Statutes, Chapter 166-A. It provides all the necessary elements to ensure that local government can fulfill its legal responsibilities for emergency preparedness.

Copies of the Emergency Operations Plan will be distributed to all Town of Carolina Beach departments. Town Management staff and key personnel should familiarize themselves with the communications framework outlined in this plan. Each department head is responsible to the Town Manager for maintaining accurate rosters and contact information. The Town Manager reserves the right to modify/adjust the protocols in this manual based on the particular emergency.

The Departmental Emergency Plans that follow shall be consistent with the overall town Emergency Management Structure.

The EOP will be reviewed **annually** unless circumstances dictate a more immediate revision/review. Transient information (such as contact numbers, signatures, etc.) should be updated immediately. Revisions go to the Town Council at the direction of the Town Manager, as needed, and will formally be promulgated on a **4-year update cycle** consistent with the New Hanover County EOP.

The Emergency Management Coordinator will be responsible for managing and coordinating the annual review and maintenance of the EOP.

Revision Schedule

Due Date	Agency Responsible for Maintenance	Position of Person at Agency Responsible	Reason for Maintenance (scheduled maintenance, gap identified, real-world event, exercise, etc.)



Authorities and Reference

Below are elected references that form the legal basis for actions outlined in this plan. These references include the following:

- **Federal**
 - Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-77.
 - Emergency Planning and Community Right to Know Act (SARA Title III).
 - OSHA 1910.120.
 - Civil Defense Act of 1950, as amended.
 - Oil Pollution Act of 1990 (OPA 90).
 - Comprehensive Environmental Compensation and Recovery Act (CERCLA).

- **State**
 - NCGS 166A Emergency Management Act.
 - NC Oil Pollution and Hazardous Substances Control Act of 1978.
 - NC Governor’s Executive Order 73.

- **Local**
 - Sample Proclamation for State of Emergency.
 - Sample Termination of State of Emergency.
 - Local Emergency Planning Committee (LEPC) By-laws.
 - Mutual Aid Agreements with Partner Agencies.



Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services



NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard
UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts



Attachment 1: FEMA Community Lifelines

Planning and Community Lifelines

Lifelines are simply critical services within the community that must be stabilized to protect life and property. When lifelines are stabilized, other aspects of society are able to function as intended. A stable lifeline allows for continuous operation of critical government and business functions and is essential for human health and safety and economic security.^[1]

For the purposes of the plan, lifelines will be incorporated into all phases of emergency management to reframe the way that incidents are viewed during a response. Lifelines are designed to create solutions, which address the root cause of disruptions to critical functions such as energy, food and water, and communications. This root cause analysis and response will guide how the Town prioritizes resources as well as how decisions are made at all levels of the response. The seven lifelines are shown below.



Source: FEMA Community Lifelines Implementation Toolkit, version 2.0

Each lifeline has a number of components and subcomponents to help define key incident stabilization factors which help planners and responders determine the condition of each lifeline. These components help to target the response towards those functions that are critical to stabilizing the lifeline. Subcomponents are flexible and may be developed under each component as needed. The components under each lifeline are as follows:

^[1] <https://www.fema.gov/emergency-managers/practitioners/lifelines-toolkit>



Community Lifeline Components



Multiple components and subcomponents establish the parameters of the lifeline; component-level assessment is required to determine the condition of each lifeline.

1. Safety and Security

- Law Enforcement/Security
- Fire Service
- Search and Rescue
- Government Service
- Community Safety

2. Food, Water, Shelter

- Food
- Water
- Shelter
- Agriculture

3. Health and Medical

- Medical Care
- Public Health
- Patient Movement
- Medical Supply Chain
- Fatality Management

4. Energy

- Power Grid
- Fuel

5. Communications

- Infrastructure
- Responder Communications
- Alerts, Warnings, and Messages
- Finance
- 911 and Dispatch

6. Transportation

- Highway/Roadway/Motor Vehicle
- Mass Transit
- Railway
- Aviation
- Maritime

7. Hazardous Material

- Facilities
- HAZMAT, Pollutants, Contaminants

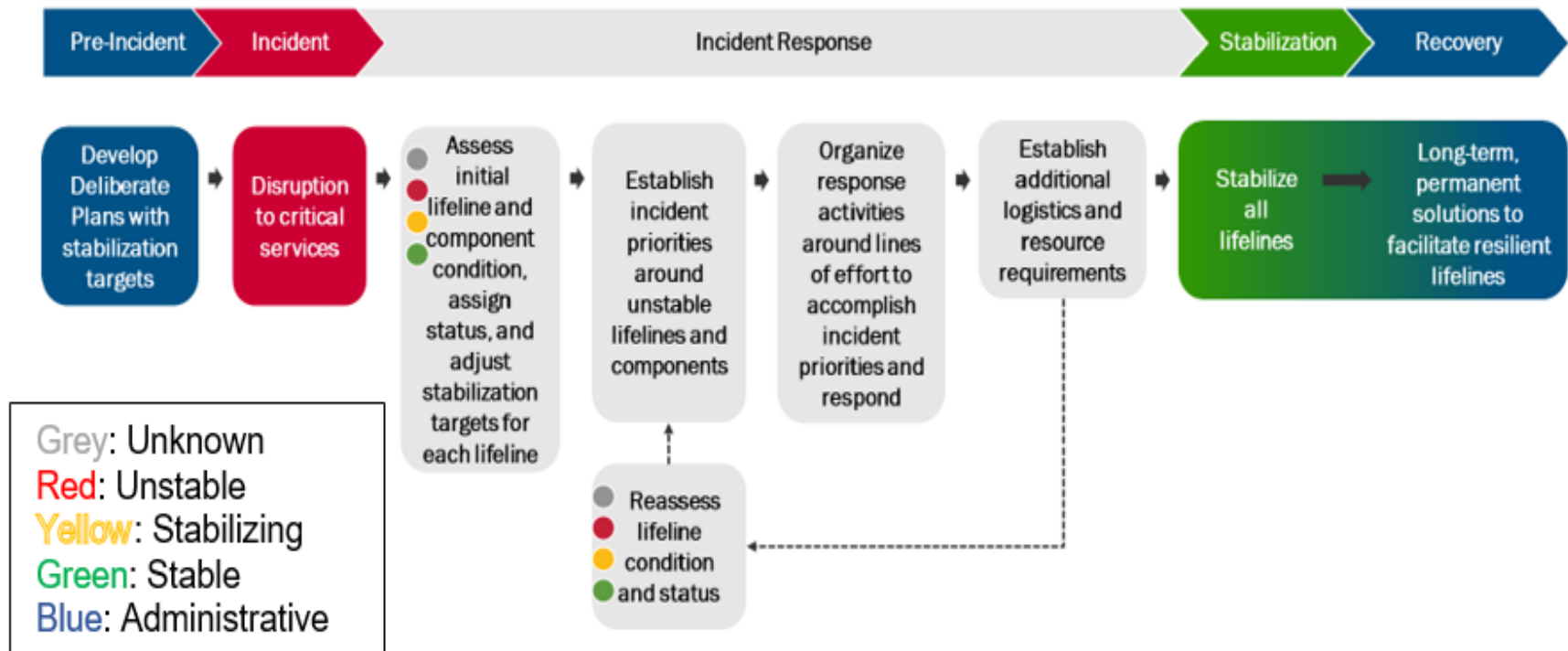
ASSESSMENT

Status	"What?"
Impact	"So What?"
Actions	"Now What?"
Limiting Factors	"What's the Gap?"
ETA to Green	"When?"



Source: FEMA Community Lifelines Implementation Toolkit, version 2.0

The Town will begin to implement lifelines according to the following the diagram. Lifelines will continue to be integrated pre-event into planning documents. As incidents occur, responders will assess the community lifelines in order to determine status, impact, actions, limiting factors, and ETA to Green as indicated below. The majority of this work will take place in conjunction with the functional annexes through the operation of the Town ICP.



Source: FEMA Community Lifelines Implementation Toolkit, version 2.0



Attachment 2: Incident Command Post Supply List

The following is a suggested list of supplies to have on hand for an upcoming major emergency.

Cell phones	Foul weather gear
Chargers/batteries for radios	Plastic covers for computers
Comprehensive employee phone list	Pre-made call-log forms
Food	Cots/blankets for sleeping
Ice machine (Fire Department)	Flashlights
Large Town Operations map (for Marking)	MISC. equipment and paper
Emergency journal for records	Emergency Plans
Notepads/pens/markers	

Toolkit	
2 flashlights with extra batteries	3-ring binder and 3-hole punch for printed emails, press releases, staff contact information, phone numbers, etc.
Pens, post-it-notes, 2 small pads of paper	2 multi-line phones
2 computers and a small printer	radio
Town name badges	

Personal Kit Items (Suggested)	
Change of clothes	Snacks, bottled water
Sleeping items (pillow, blanket, sleeping bag, etc.)	Tissues, cell phone (if possible), other personals
Toiletries (toothbrush, toothpaste, extra contact lens storage case, saline solution, glasses, etc.)	Games, cards, books



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 9/13/2022

SUBJECT: Budget Amendments/Transfers

BACKGROUND:

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

Appropriations:

Appropriate \$16,712 to revenue account 10-387-025 Internet Crimes Against Child Grant to expense account 10-510-070 Digital Forensic Investigation for purchase of equipment and materials.

Appropriate \$1,000 donation to account 10-510-045 Police Contract Services for purchase of PD equipment .

ACTION REQUESTED:

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



CAROLINA BEACH POLICE DEPARTMENT

1121 N. Lake Park Blvd.
Carolina Beach, NC 28428
Tel: (910) 458-2540
Fax: (910) 458-2988



Item 3.

TO: DEBBIE HALL
FROM: CHIEF C. V. WARD *CVW*
DATE: AUGUST 26, 2022
RE: BUDGET APPROPRIATION REQUEST

I am requesting the below budget appropriation for the FY 22/23 Police Department budget. CBPD was awarded an Internet Crimes Against Children (ICAC) grant for the purchase equipment/supplies. If you have any questions regarding the below transfer, please let me know.

Account	Amount	Transfer to Account	Reason
10-387-025 Internet Crimes Against Children Grant	\$16,712.00	10-510-070	Appropriation of ICAC grant funds



CAROLINA BEACH POLICE DEPARTMENT

1121 N. Lake Park Blvd.
Carolina Beach, NC 28428
Tel: (910) 458-2540
Fax: (910) 458-2988



Item 3.

TO: DEBBIE HALL
FROM: CHIEF C. V. WARD *CVW*
DATE: AUGUST 25, 2022
RE: BUDGET TRANSFER REQUEST

I am requesting the below budget transfer for the FY 22/23 Police Department budget. CBPD received a donation of \$1,000.00 to be used in the purchase of equipment/supplies for the PD. The funds were deposited into the General Fund on August 22, 2022. If you have any questions regarding the below transfer, please let me know.

Account	Amount	Transfer to Account	Reason
General Fund 10-335-000	\$1,000.00	10-510-045	Donation of \$1,000.00 to purchase equipment/supplies for PD at Chief's discretion



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Meeting 9/13/2022

SUBJECT: Approval of Council Meeting Minutes from August 9, 23, and Sept. 1, 2022

BACKGROUND:

Attached are the meeting minutes from August 9, 23, and September 1, 2022.

ACTION REQUESTED:

Review and consider approving under the consent agenda.

CAROLINA BEACH

Town Council Regular Meeting

Tuesday, August 9, 2022 - 6:00 PM

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



MINUTES

CALL TO ORDER

Mayor Barbee called the meeting to order at 6:00 PM, followed by the invocation by Council Member LeCompte and Pledge of Allegiance.

PRESENT

Mayor Lynn Barbee

Mayor Pro Tem Jay Healy

Council Member Joe Benson

Council Member Mike Hoffer

Council Member Deb LeCompte

ALSO PRESENT

Town Manager Bruce Oakley

Assistant Town Manager Ed Parvin

Town Clerk Kim Ward

Town Attorney Noel Fox (attended virtually)

ADOPT THE AGENDA

ACTION: Motion to add a presentation by Kevin Murphy of Ocean Cure and adopt the agenda

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

CONSENT AGENDA

1. Set a Public Hearing for September 13, 2022, to Consider a Conditional Zoning Application for a Hotel with a Restaurant and Bar Located at 205, 207, and 209 North Lake Park Boulevard and 204 Harper Avenue in the Central Business District
Applicant: Jefferson C. Woodall
2. Budget Amendments/Transfers FY23
3. Year-End Budget Transfers
4. Budget Amendments for Carryovers
5. Approval of Council Meeting Minutes from July 12 and 26

ACTION: Motion to adopt the consent agenda

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer,

Council Member LeCompte
Motion passed unanimously

SPECIAL PRESENTATIONS

6. Kevin Murphy of Ocean Cure

Kevin Murphy of Ocean Cure recognized and thanked Council and staff for years of supporting the Life Rolls On event. He said it has grown significantly in the past 10 years because of the Town's help. Mr. Murphy presented the Town with a commemorative 20th anniversary jersey and showed a video about Life Rolls On.

7. Events Update by Tim Murphy

Tim Murphy, Recreation Programs Superintendent/Community Events Coordinator, reviewed upcoming special events:

- Wahine Surf Contest – August 13-14 at Hamlet Avenue beach access
- Surf Dog Experience – August 27 at Carolina Beach Pier
- Pleasure Island Community Blood Drive – August 31 at Recreation Center
- Youth Fishing Tournament – September 24 at Kure Beach Pier
- Family Night – Tuesdays at Boardwalk gazebo
- Bingo – Wednesdays at Boardwalk gazebo
- Fireworks/music – Thursdays at Boardwalk gazebo

James Jarvis, Executive Director of the Cape Fear Area Chapter of the American Red Cross, spoke about the importance of community blood donations, especially during the summer when schools and colleges are not in session but demand is high. He said signup is easy, and donors are in and out in about an hour.

Noel and Ron Stevens of Lake Park Steakhouse are proposing to bring an Oktoberfest celebration to the Boardwalk area around the gazebo stage October 29-30 from 11:00 AM to 5:00 PM each day, with setup on October 28 and teardown on October 31. Activities would include a polka band, German food, beer and wine, a beer hoist challenge, a Christmas market, and children's activities. Ms. Stevens said Lake Park Steakhouse is planning to partner with Good Hops Brewing, Boston Lager, and US Foods, and they will close the steakhouse Friday through Sunday and move the staff there for bartending and food service.

Mr. Murphy said the Oktoberfest proposal has gone through the Events Committee process, and staff is comfortable giving it the green light.

ACTION: Motion to approve the event as presented

Motion made by Council Member Benson

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

Several Council Members said the Town should consider closing Canal Drive during the event.

Mr. Murphy said the Town has received three film permits for the Amazon Prime series “The Summer I Turned Pretty.” He said two are straightforward and involve shooting at SeaWitch and Canal Drive Scotchman on August 18, but the other permit application is requesting to film on the Boardwalk. Mr. Murphy said Mondays are the only days with no programming happening there, so the request is for August 15, 22, and 29.

Location managers Caylan McKay and Lindsay Fort were present. Mr. McKay said the production is working with all stakeholders in that area to ensure they are minimally impacted and everybody is happy. He said the shooting will involve a carnival scene that is a large part of an episode.

Mayor Barbee said he hasn’t heard any complaints about the production, so he doesn’t see any issue with approving the permit as long as property owners are involved.

ACTION: Motion to approve the filming at the Boardwalk on August 15, 22, and 29 as proposed
Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

Mayor Barbee said people continue to approach him about how much they enjoy the summer events, and he offered praised to Mr. Murphy and the rest of staff involved.

8. Manager’s Update

Mr. Oakley gave an update on various projects and events.

Open Houses and Workshop

There will be open houses regarding options for the State-funded Ocean Boulevard Sidewalk Project on August 10 from 4:00 to 6:00 PM and August 24 from 5:00 to 7:00 PM, both at Town Hall in Council Chambers. The public is invited to drop by the informal sessions to give input about what they want to see.

A flood insurance workshop will be held on August 10 at 6:00 PM at Town Hall in Council Chambers. Experts will be available to explain changes and answer questions.

Council Member Hoffer asked if staff sent a mailer to those living in the Ocean Boulevard area. Mr. Oakley said that normally isn’t done with open houses and it’s difficult to determine how far the area of inclusion should be because it’s a State road that affects a lot of people. Council Member Hoffer said it seems appropriate to send notice to everyone living on Ocean Boulevard. Mr. Oakley said staff can look at noticing or doing door hangers. Council Member Hoffer said even though this notice is not required by law in this situation, it seems appropriate.

Mayor Barbee said he suggests notifying people any way possible. He said the first open house caught some people off guard, so the second one is a good idea. Mr. Oakley said staff will get out some notifications to property owners.

Mayor Pro Tem Healy asked if open houses and other meetings can be put in the Town's weekly updates. Mr. Oakley said yes.

Ocean Heights

Last month residents of Ocean Heights made public comments about issues in their neighborhood and asked about the possibility of stopping through-traffic. The issue will go before the Technical Review Committee (TRC) on Monday and will come back before Council with a proposed ordinance prepared if TRC gives a positive recommendation.

Lake Park Improvements

The Town is looking at doing retention and stabilization of banks as well other improvements, including the playground. The permit has been submitted, and the U.S. Army Corps of Engineers has 180 days to review and respond. Staff feels good about the application, and the next steps are bidding and construction design with a likely fall start on the work.

Survey work has started on the Brandy Myers Memorial Playground, which is completely funded through State funds. It will be an accessible playground, a place for kids of any ability. The next step is design.

Council Member Hoffer asked if a design has been selected. Mayor Pro Tem Healy said the permit has been submitted, and once it's approved the Town will go out for bid. He said all bids will go out with a master plan that includes the bulkhead, and the big thing is getting spoils around the lake. Mayor Pro Tem Healy said playground plans have not yet been submitted, but this will happen. He said once the Town picks out a playground the ball will roll quickly, and bathroom improvements are included in the project.

Mayor Barbee thanked State Rep. Charlie Miller for getting the playground in the State budget. He said this is a program to remember leukemia victims, named after a girl in Rep. Miller's district. Mr. Oakley said there will be other projects done as part of the Brandy Myers initiative, but this is the first one.

Marina Project

The south phase is almost complete and looks great, and the Town is currently waiting on floating docks to be delivered and installed. After that, the next phase on the east side will start. The contractor thinks it's possible this phase may be done without closing Canal Drive.

Mayor Barbee praised staff, including Mr. Parvin and Harbor Master Larry Denning, and boat captains for their teamwork. Mr. Oakley said contractor Donn Evans has been outstanding.

Paving

Carolina Beach Avenue North and others are scheduled to begin in the fall. Florida Avenue went out for bid, and the Town received no bids. After revising the scope of the project, there was one bid that was

more money than anticipated. Staff reached out to contractors for feedback, and they suggested separating the stormwater and paving portions to get a better price. Stormwater bids will be back in two weeks, and the Town will move forward with paving after that.

Mayor Barbee suggested getting the word out about the status of this project because residents in that area have been waiting a long time. Mr. Oakley said lining of sewer pipes has made a significant difference with infiltration and saves money.

Council Member Benson asked Mr. Oakley to consider bundling as many light stormwater projects as possible for the sake of efficiency for both the Town and contractors.

Resident Parking Spaces

The Town has done an audit and determined that several resident parking spaces don't meet guidelines and ordinances. Notices have gone out to affected properties.

Emergency Operations Center Tabletop Exercise

Staff will conduct a readiness exercise, done every year prior to peak storm season, on August 16 at 11:00 AM. Council may drop in to observe.

Mayor Barbee said he recommends this to any Council Member who has never attended. He said it is helpful for conveying understanding about what Council's role is in emergencies.

Four-Way Stop Signs

Mr. Parvin gave a summary of work performance in support of the request to evaluate traffic controls at selected intersections. Staff has met with engineers from the Wilmington Urban Area Metropolitan Planning Organization (WMPO), and the first step was defining emergency routes around the Town. Town and WMPO staff have met and reviewed the initial map, and traffic counters were installed in certain areas. Next the map will go to the TRC and Council for possible adoption. After that, WMPO will give recommendations based on where four-way stops would be implemented or removed.

Derelict Vessel

Mr. Parvin gave an update on the situation with one particular vessel. He said the Town has been going back and forth with the owner for some time. Mr. Parvin said the Town has the authority to remove the vessel, but this can be expensive so staff is proposing a resolution to proceed with litigation against the vessel owner. He said instead of the Town footing the bill, this would require the owner to take action and resolve the issue. Mr. Parvin said the proposed resolution details the ways in which this vessel does not meet Town regulations.

Council Member Benson asked how long the owner of the vessel has been noticed. Mr. Parvin said this issue has been ongoing for years, but the last set of citations going toward the vessel have been over the past couple of months.

Ms. Fox said staff is asking Council to adopt a resolution to authorize the Town to ask a judge to grant injunctive relief that would compel the vessel owner to take action, the first step of the process to remedy the situation.

Mr. Parvin said the vessel doesn't have a motor, steering, registration, or a pumpout log, and somebody is living on it. He said there is an array of violations, so the Town is asking for the vessel to be removed.

ACTION: Motion to approve Resolution No. 22-2269

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

Mayor Barbee asked for a quick explanation for how water capacity is approved. Mr. Oakley said Council recently adopted a change to Town Code that requires developers to submit water requirements for proposed projects. He said the Utilities Director reviews this and decides if the Town can handle the project.

Mayor Barbee said it may be a good idea to have a more in-depth review of water capacity at the next workshop. Mr. Oakley said he can do this. He said the Town is not in dire need of water and has plenty, but there is a need to plan for the future.

Mayor Pro Tem Healy said a resident with a couple of Airbnb properties asked if there are any public electric vehicle charging stations on the island. Mr. Oakley said there are none. He said staff has talked to Pivot Parking about putting some in and also looked at grants to try to get some. Mayor Barbee said the Town should think about how to get some charging stations. Mayor Pro Tem Healy said the resident had a customer who didn't come here because of the lack of charging stations.

Council Member Benson said the Wastewater Treatment Plant grant write-up was outstanding and asked when the Town expects to get an answer back about the submission. Mr. Parvin said this is anticipated in October.

Council Member Benson asked if the flood insurance workshop will feature someone who can articulate legislative changes because some are complex. Planning Director Jeremy Hardison said yes, someone from the industry will be there to speak about those very details. Mayor Barbee said the rate structure has changed, so he encouraged everyone to come to the workshop.

PUBLIC COMMENT

Robert Smith of 808 Carolina Beach Avenue South said he wants to show support for the work that Council Member Benson is doing on behalf of the residents in his neighborhood regarding concerns about traffic, including wrong-way vehicles, speeding, and lack of signage. He presented what he described as at least 20 signatures collected over a few days of those who believe there is a need for action. Mr. Smith said Carolina Beach Avenue South is a pedestrian and bike thoroughfare and a connector for the Boardwalk area.

Gail Hinte of 807 Carolina Beach Avenue South said she wanted to thank Council Member Benson for providing guidance on the traffic situation in the neighborhood. She said she worked with Mr. Smith to

collect signatures, and every single person had a story about vehicles going the wrong way or speeding. Ms. Hinte thanked the Town for the new painted arrows and said anything that can be done to slow down the traffic is welcome. She said the 25-mph speed limit is too fast, and she typically goes about 12 mph.

Mayor Barbee said this issue has historically been a problem, so he appreciates residents bringing it up. Council Member Hoffer asked if there are any Town roads with a speed limit less than 25 mph. Mayor Barbee said Carolina Beach Avenue North used to be 20 mph when it was one way, but it's 25 mph now. Council Member Hoffer said the Town should consider a lower speed limit on Carolina Beach Avenue South. Mayor Barbee said Council has plenty of sympathy for the problem.

Duke Hagestrom of 920 Riptide Lane said Lake Park's master plan and dredging project intersect, so he asked for Lake Park's vision to be taken into consideration when requesting bids. He said spoils may be used to harden the shoreline and reclaim land, so the Town should be sure to maximize that opportunity.

William Burton of 9116 Sedgley Drive in Wilmington said the Town's parking company is aggressively enforcing vehicles having proper alignment on curb stops in parking lots. He said the only reason to enforce this is if a vehicle is parking in a way that is impacting revenue, but if a parking lot is 80 percent empty then a \$100 violation for being 6 or 7 inches off the curb stop seems predatory. Mr. Burton said there is no warning signage about this type of violation, so he asked Council to encourage rollback of enforcement in some way. He said a \$100 fine is excessive and more than most moving violations in North Carolina. Mr. Burton also encouraged Council to consider an annual parking pass for New Hanover County residents or certain ZIP codes.

Mayor Barbee said every point Mr. Burton made has come up in meetings of the Parking Committee, so those issues are being discussed.

Aileen Hannigan of 716 Clarendon Avenue asked about the status of sidewalks in her neighborhood. Mayor Barbee said there are no active projects for this. Mr. Oakley said there is money available, but Mayor Barbee said it's not in the budget for this year. Mayor Barbee encouraged people with similar questions to reach out to Mr. Oakley's office.

COUNCIL COMMENTS

Council Member Hoffer said he wants to remind everyone about the Lake Park Boulevard 2025 project, which will involve the N.C. Department of Transportation (DOT) paving from Snow's Cut Bridge to Carolina Sands. He said the Town needs to keep this on the front burner and focus on the changes it wants to make as part of the project.

Council Member Hoffer asked Mr. Parvin to be prepared at the Ocean Boulevard Sidewalk Project open houses for questions about DOT sidewalk regulations. Mr. Parvin said he doesn't have an answer for the exact distance the sidewalk must be off Ocean Boulevard, but he can try to get that figure. Mayor Barbee said it's not all in the Town's control.

Council Member Hoffer said he's not opposed to a lower speed limit on Carolina Beach Avenue South, but he's not sure it will help. He said people are illegally parking in front of the Carolina Surf condos, and he thinks that would make a good golf cart parking spot.

Council Member Benson thanked Mr. Oakley for initial steps regarding traffic safety in general on Carolina Beach Avenue South. He said the arrows are clearly visible, so maybe the next step should be staff recommendations at the next workshop. Council Member Benson suggested parking as a means of channeling and funneling traffic.

Council Member Benson asked when the Town expects to get results from the Land and Water Conservation Fund (LWCF) grant for Freeman Park. Mr. Oakley said the Town hopes to hear about this by the end of September.

Council Member Benson said he would like to see what it might look like to add the stormwater retention mitigation component to the Carolina Beach Avenue North repaving project. Mr. Oakley said he can review some options with Council.

Council Member LeCompte said there are only four fireworks events left in the season. She said the 50/50 raffles to benefit Friends of CB Parks & Greenways, Carolina Beach Blueliners Foundation, and the Carolina Beach Lifeguard Association on a rotating basis have been successful, and she thanked businesses such as Lake Park Steakhouse and The Fudgeboat for donating gift cards. Council Member LeCompte said the recent National Night Out event was a huge success and a lot of fun, and she thanked all of those who supported it.

Mayor Pro Tem Healy said the vendors at the Saturday market at Lake Park are amazing.

Mayor Barbee said the Town should consider informally asking WMPO staff members for ideas about Carolina Beach Avenue South because they are brilliant with traffic.

Mayor Barbee said there was a resignation from the WMPO Bicycle and Pedestrian Advisory Committee, and as a current representative on that committee he may appoint a successor. He said he has reached out to Ricky Niec, Chairman of the Town's Bike/Pedestrian Committee, to ask for a recommendation. Mayor Barbee thanked Patrick Boykin, who served in that role for many years.

CLOSED SESSION

9. Closed Session – Real Estate Parcel ID# R08814-001-007-000

ACTION: Motion to go into closed session to discuss a real estate matter in accordance with NCGS 143-318.11(a)(5); the property being discussed is Parcel ID# R08814-001-007-000

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

Mayor Barbee called the meeting back to order and said Council took no action during closed session.

ADJOURNMENT

Mayor Barbee adjourned the meeting at 7:30 PM.

CAROLINA BEACH

Town Council Workshop

Tuesday, August 23, 2022 - 9:00 AM

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



MINUTES

CALL TO ORDER

Mayor Barbee called the meeting to order at 9:00 AM.

PRESENT

Mayor Lynn Barbee

Mayor Pro Tem Jay Healy

Council Member Joe Benson

Council Member Mike Hoffer

Council Member Deb LeCompte

ALSO PRESENT

Town Manager Bruce Oakley

Assistant Town Manager Ed Parvin

Town Clerk Kim Ward

Town Attorney Noel Fox

DISCUSSION ITEMS

1. Employee Recognition

Police Chief Vic Ward introduced new employees and recognized employees that have been promoted.

Promotions:

- Tom Brothers – Sergeant
- Justin McDade – Corporal

New hires:

- Alyssa Cotter (lateral)
- John Kmetz (lateral)
- Cavin Sydes (rookie)

Mayor Barbee said keeping officers has been a struggle, so he praised Chief Ward for the recent promotions and additions.

2. Update from the Parking Committee

Parking Committee Chairman Wayne Rouse gave an update. He said he was representing the committee and not himself.

Mr. Rouse said the committee has completed the assignment requested by Council. He thanked Mr. Oakley, Mr. Parvin, Ms. Ward, and other committee members for the time and attention invested in carrying out the mission. Mr. Rouse said the committee was a representative sample pool of the island at large. He said the committee produced a document of recommendations with the following common themes: residents want neighborhoods protected, parking should be easier to understand, and there is a growing supply issue when it comes to parking. Mr. Rouse then went through each recommendation.

Parking Committee Recommendations for Council

1) Recommendation that Council create a residential zone beginning at 3rd Street or equivalent and extending west.

Council Member Benson asked about the possibility of giving residents the right to use Town rights-of-way to plant trees to deter parking in these areas. Mr. Parvin said the Technical Review Committee (TRC) can come back with some recommendations on that.

2) Recommendation that Council add more and better located handicap spaces.

3) Recommendation that Council consider signage changes that clearly distinguish between Town and private lots.

Mayor Barbee said there has been some discussion about creating a Town symbol to simplify things. He said it's often hard to read text on signage.

4) Recommendation that Council consider investigating the possibility of selling non-resident passes to Carolina Beach and Kure Beach Sewer Authority partners.

5) Recommendation that at this time, Council take no action on creating different parking zones.

6) Recommendation that Council consider changing two-hour parking on Cape Fear Boulevard west of Lake Park Boulevard to \$5 per hour and \$25 per day.

Mayor Barbee said this would remove the two-hour restriction in that area.

7) Recommendation for Council to consider offering discount incentives on parking fines if paid promptly.

8) Recommendation that Council consider working with Pivot Parking to reduce the number of tickets for minor infractions.

9) The committee reaffirmed Section 16 of the parking code and ordinances and suggested Council consider enforcement of same.

Mr. Rouse said what this means is that when it comes to where people can and can't park, the Town doesn't need to come up with new rules when there are already rules on the books. He said there are plenty of ordinances to clean up some of the issues the Town is having, and those should be enforced

by Pivot Parking or the Police Department. Mayor Barbee said Council may ask for a plan on how to enforce these rules, especially in certain trouble spots.

10) Recommendation that Council consider offering free parking in January and February.

Mr. Rouse said this would give the Town a couple of months to reset signage for the following year and do infrastructure things. He said it's also a way to support businesses during slow times.

11) Recommendation that Council consider offering free parking in December.

Mayor Barbee asked if there was any financial logic around this. Mr. Rouse said this was not part of a financial discussion but came up as an additional recommendation during the conversation about free parking in January and February.

12) Recommendation that Council continue the policy of not selling non-resident parking passes to those who live over the bridge.

Mayor Barbee asked Mr. Rouse to provide some details about this recommendation because it has been an emotional issue for many. Mr. Rouse said this basically boils down to a supply issue when taking residential projects already approved into consideration in addition to the average of 15 permits approved per month for new construction. He said the number of residents needing passes will continue to multiply.

Council Member Benson asked if there was discussion of any other options, such as an off-season pass for non-residents that would be good from Labor Day to Memorial Day. Mr. Rouse said there was a motion made to not offer any non-resident passes to those who live over the bridge and that motion passed, so the committee did not look at anything else.

Council Member Hoffer asked if the vote was unanimous. Mr. Rouse said no, but it was a solid majority among the nine members of the committee. He said the members were of varying ages and backgrounds and therefore representative of the island.

Mayor Barbee said the committee was made up of the Chairs of all of the Town's other committees, so these are seasoned people who are used to dealing with Town issues. He thanked the committee for taking on a tough issue. Mayor Barbee said the recommendations will go to Mr. Oakley for analysis before coming back to Council for discussion.

Mayor Pro Tem Healy also thanked the committee and said he hopes Council will have some good discussions when decisions are made. He said he is sure Council can work some of the committee recommendations into the plan.

Council Member Benson asked if November 1 is when the Town enters the second year of the parking contract. Mr. Oakley said yes.

Council Member Hoffer said there is growing pressure on parking in residential zones, and he thinks it is related to the elimination of non-resident passes for those who live over the bridge. He said people will adapt, and this could be causing a push into residential zones. Council Member Hoffer said he's not convinced that non-resident passes for those who live over the bridge hurt the Town.

3. Water 101 – The Basics of the Water System

Public Utilities Director Mark Meyer reviewed the basics of how the Town's water system operates. He said currently the Town is averaging about 1.1 million gallons per day over 365 days, the Town has 2 million gallons of storage, and the Town is roughly at 50% water supply.

Mr. Meyer said the current available system supply is 2 million gallons per day. He said like most utility providers serving vacation destinations, the Town's water demand is noticeably seasonal and often comes with challenges. Mr. Meyer said the water supply and storage must be geared toward satisfying consecutive peak-day demands experienced over Memorial Day weekend, the July Fourth holiday, Labor Day weekend, and other peak summer periods.

Existing conditions and project supply needs

Some general concepts that are foundational to the report and the evaluation of the existing system:

- 1) The supply capacity of a water system supplied by wells must be calculated using a 12-hour-per-day pumping rate.
- 2) Water supply is the quantity of water that can be supplied to a system. Water demand is the water consumed by the customers of a system.

Phase 1

- Install a third filter at the Alabama water treatment plant site with new well 15H
- Construct a new 1-million-gallon storage tank and pump station on Military Ocean Terminal Sunny Point (MOTSU) near the sewer plant (future membrane plant site)

Preliminary Budget: \$7,714,000

- Increases available supply by approximately 500,000 gallons per day
- Added 1-million-gallon storage provides a buffer for consecutive peak days in the near term

Mr. Meyer said Phase 2 would include adding a nanofiltration system and another 1-million-gallon tank. He said the Town is in good shape and has the ability to grow but is trying to be proactive instead of reactive.

Mayor Pro Tem Healy asked if the Town will be in good shape when The Proximity comes. Mr. Meyer said yes. He said the Town has an all-inclusive system, which is different than many coastal towns that have to buy water, must send it off to be treated, and have no wastewater capacity. He said the Town is a one-stop shop that can create, treat, and dispose of water with an in-house system. Mr. Meyer said the Town controls its own destiny here, while most coastal communities don't have that option.

Council Member Hoffer asked how adding new pumps will help the Town get more water if you're only allowed to pull so much water from the aquifer. Mr. Meyer said adding new wells means pulling water from different areas, which is more efficient.

Council Member Benson asked what the Town expects back from the \$250,000 to be spent this fiscal year on a preliminary engineering report for getting permits. Mr. Meyer said this will ensure that everything is regulation and that the Town would be able to move forward with the plans at hand. He said the Town is looking at a one- or two-year time frame.

Mayor Pro Tem Healy asked Mr. Meyer when he would like to see the project completed. Mr. Meyer said he would envision two years, maybe three at the most, which is all dependent on buildout and based on what the Town is able to finance and when it goes out for bonds for projects.

Council Member LeCompte said messaging needs to be clear because there are a lot of residents who think we're close to being out of water. She said these kinds of presentations are important.

Council Member Hoffer asked if there is an agreement with MOTSU for putting a tank in place at this stage. Mr. Parvin said in 2006 and 2009 the Town received approval from MOTSU for a 3-million-gallon storage tank, but in 2012 MOTSU reeled back the Town on several things so the Town is going through that approval process again with generic conditions. He said the request is for a 2-million-gallon tank so the Town can put in a 1-million-gallon tank now and add another later.

Mayor Barbee said he hears a lot of comments about the taste of the Town's water, but it's the water we have. Mr. Meyer said the Town does minimal treatment, just enough for what it takes to make the water as good as possible, but it's natural aquifer water. He said it's not a good idea to mess with the mix, but people can add a filtration system or whatever they need to make the water how they want it.

4. Emergency Operations Plan

Mr. Oakley said the Town had an Emergency Operations tabletop exercise last week that Council Member LeCompte came out to observe, and it went smoothly. He said the Town is fortunate to have such seasoned staff, and citizens should feel confident that they will be well taken care of in an emergency. Mr. Oakley said he provided Council with an elected officials' guide to Emergency Operations, and he stressed that consistent messaging is key.

Through the expertise of Fire Chief Alan Griffin, the Town crafted the 2016 Emergency Operations Plan (EOP). The plan brought the Town to the forefront in the State for emergency response procedures. The plan has needed limited modifications over the years and was the foundation plan for the current efforts to link New Hanover County's EOP with its municipalities.

Last year the County hired a consulting company to rewrite its EOP, along with all its municipalities' EOPs. The Town's plan saw the least number of changes, and it now works in close conjunction with partners throughout the County. Town staff considers this an extremely valuable effort because the Town works so closely with County partners during emergency response situations.

After a little over a year of effort, the draft plans are complete. On August 15-16 the Town tested the new EOP by conducting an exercise involving key leaders that will be involved in setting up and managing response efforts. The EOP was well-received and opened the door to improving communications for all.

Staff provided a copy of the base plan for Council to review; 15 annexes will also be utilized in conjunction with the final EOP. The annexes discuss specific issues (i.e., hazardous materials, search and rescue, firefighting, etc.).

A formal adoption will be requested at the September 13 Council meeting. Kure Beach also plans to adopt its new EOP at its September 19 Council meeting.

Mr. Parvin presented details. He said one of the changes in the new plan involves continuing to refer to the County's Emergency Operations Center (EOC) but changing the municipalities, including the Town, to an Instant Command Post (ICP), which is uniform with standards for all local government entities. He also gave details about testing of the new plan on August 15-16 and reviewed the top 10 hazards in the County, steps for the Town declaring an emergency, steps for activation of the Town's ICP, and key activities involved with emergency response.

Mr. Parvin said another change was with activation levels. Instead of referring to situations in terms of a numerical scale, the Town will now use a stoplight system that goes from monitoring (green) to partial (yellow) to full (red).

Mr. Parvin said the next steps are for Council to review the plan, ask questions, and vote on its adoption on September 13. He said the item is planned to be on the consent agenda for that meeting unless Council Members want to make it a separate item and hear the presentation again. The consensus of Council was for the plan to be on the consent agenda.

Council Member LeCompte said she recently asked about using a local AM radio station during emergencies such as hurricanes when people don't have power or mobile phone service. Mr. Oakley said the Town will be able to use this option for updates.

5. Short-Term-Rental Update by Attorney Fox

Ms. Fox gave an update on short-term rentals, focusing on a recent N.C. Court of Appeals opinion involving the City of Wilmington and the ordinance it adopted in 2019 attempting to regulate short-term rentals. She reviewed the legislative history from 2011 to 2017, the outcome of which was that a local government entity can't require registration of a rental property unless it has excessive violations.

A 2019 ordinance from the City sought to regulate the short-term-rental market by requiring registration, among other things. A lawsuit was filed challenging the validity of the ordinance, and the N.C. Court of Appeals ruled that when a local government enacts an ordinance asserting powers that exceed those granted by the General Assembly, the Court is compelled to invalidate the unauthorized action. The Court found there was no enabling legislation for the parts of the City's ordinance that addressed registration and a lottery system, so the Court struck down the registration requirement,

the lottery system, and any provisions that could not be severed from the registration requirement. The Court found there was enabling legislation for many other parts of the ordinance, including a restriction of whole house lodging to certain zoning districts, parking space requirements, refuse storage and collection requirements, and a requirement that certain information be posted. As a result, the City changed its ordinance and refunded the registration fees collected.

Following the Court's ruling, the best ways to regulate short-term rentals is through the tables of uses, allowing them only in certain zoning districts, and adopting development standards to address the impacts, such as parking requirements, trash management, occupancy limits, etc.

Council Member Hoffer asked if the Town can require exterior signs showing who operates each short-term rental. Ms. Fox said she thinks that would likely fall into a category that does not have enabling legislation. Council Member Benson said he thinks the requirement that certain information be posted is intended for safety and other information for renters that would remain on the interior of the unit, such as trash pickup schedules, important phone numbers, etc.

Ms. Fox asked Council Member Hoffer if the intended benefit of such an exterior sign would be to have knowledge of who to contact if there's an issue with the rental property. Council Member Hoffer said yes. Mayor Barbee said not knowing who to contact can present a public safety issue. Ms. Fox said the Town can't make the rental properties register, so there's no way to do that. She said the Town needs to determine what it is trying to address and how it can do so within the enabling legislation.

6. WMPO Bicycle and Pedestrian Advisory Committee Appointment

The citizen representative on the Wilmington Urban Area Metropolitan Planning Organization (WMPO) Bicycle and Pedestrian Advisory Committee recently submitted his resignation, and Mayor Barbee must make a recommendation for a replacement.

Mayor Barbee said he asked Ricky Niec, Chairman of the Town's Bike/Pedestrian Committee, for feedback, and he recommended Rodney Kidd.

ACTION: Motion to appoint Rodney Kidd to the WMPO Bicycle and Pedestrian Advisory Committee
Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

MANAGER'S UPDATE

Mr. Oakley gave an update on current and future projects.

Social Media

It is a long-standing policy that the Town's Facebook page is used for information dissemination and not as a public forum, so that's why it does not allow comments. The intent is not to block opinions but to push out information.

Council Member Hoffer asked if staff can put together a short explanation that can be shared with the public. Ms. Fox said she thinks this is already at the top of the Facebook page.

Mayor Barbee said not allowing comments was the recommendation from the UNC School of Government when he went through social media training. He said allowing comments can present various legal situations.

Council Member LeCompte said Facebook comments become public record and can't be deleted, so the bottom line is whether the Town wants to deal with that.

Charitable Request

Carolina Customs has requested the donation of a Freeman Park pass to auction off as part of a fundraiser for Ocean Cure.

ACTION: Motion to approve the Freeman Park pass for Carolina Customs to be auctioned off to benefit Ocean Cure

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

Ocean Boulevard Sidewalk Project Open House

There is another open house for the Ocean Boulevard Sidewalk Project tomorrow 5:00-7:00 PM.

Carolina Beach Avenue South

Mr. Hardison has worked up some options for possible solutions to the Carolina Beach Avenue South issues previously discussed. There is nothing in the budget for these right now, but the options give ideas for what can be done on the one-way street.

Options for the 30-foot right-of-way include:

- Option 1 – no sidewalks, 11-foot one-way drive, two 5-foot bike lanes, 9-foot parallel parking
- Option 2 – 5-foot sidewalks on both sides, 15-foot one-way drive, 5-foot bike lane
- Option 3 – 5-foot sidewalks, 12-foot one-way drive, 5-foot bike lane, 8-foot parallel parking

Mayor Barbee said any of the options would help with keeping traffic moving in one direction and limit the biggest problem of drivers going the wrong way.

Council Member LeCompte said she thinks a designated bike lane is imperative because there are a lot of bikes on Carolina Beach Avenue South. She said signage is a big thing and suggested marking preferred bike routes to try to keep bicyclists off Lake Park Boulevard.

Mayor Barbee said Council supports doing something and would like staff to bring forward a recommendation and costs.

Council Member LeCompte said she would like an open house to get public input.

Mayor Barbee asked if Council can lower the 25 mph speed limit. Mr. Hardison said yes. Council Member Benson said he would like to do that. Mayor Barbee asked staff to add a possible speed limit change to the next discussion about Carolina Beach Avenue South. Mr. Oakley said a speed limit ordinance would be essentially cost-free except for signage.

Mayor Barbee asked staff to bring back costs for the options and more firm plans, and if Council decides to move forward then public input can be sought.

COUNCIL COMMENTS

Council Member LeCompte said there are two Boardwalk Blasts left: this Thursday and next Friday. She said the next 50/50 raffle will benefit the Carolina Beach Blueliners Foundation, and the last one will benefit the Carolina Beach Lifeguard Association. She also reminded the public about the American Red Cross blood drive on August 31 and the Police Department Bike Rodeo on November 5, which is still seeking sponsorships.

Council Member Benson asked when Council will decide what side the Ocean Boulevard sidewalk will be on and what material will be used. Mr. Oakley said the material was already set forth in the funding. He said staff will compile comments from tomorrow's open house for discussion at the September meeting.

Council Member Hoffer reminded everyone about the 2025 Lake Park Boulevard paving project and said it is important to stay on task with this.

Council Member Hoffer asked if the Town can put out some signage about the status of current projects on Saint Joseph Street, Ocean Boulevard, and Lake Park. He said he has seen similar signs in Wilmington marking the site of a project, which phase it is in, etc. Mr. Oakley said this has been done for some larger projects, and the Town can look at putting out some smaller signs for smaller projects. Mayor Barbee said this type of signage can set the public's mind in a positive way when they see a construction site.

Mayor Barbee asked when Mike Chappell Park bathrooms would be up and running. Mr. Oakley said this would be in early September.

Council Member LeCompte asked Mr. Hardison if at the next meeting he can give an update on the permitting process with Coastal Area Management Act (CAMA) for rehab of the bathrooms on the Boardwalk. Mr. Hardison said yes.

Mayor Barbee said the Clarendon Avenue Bike Path Project is still on the WMPO list, and at some point Council needs to give direction. He said a good first step would be for Council Member Hoffer to take the issue back to the Town's Bike/Pedestrian Committee to find out if there is any community support for pushing forward. Mayor Barbee said if not, then it should probably be removed. Council Member LeCompte said WMPO will not release money for that specific project unless the Town gives them direction. She said if Council wants another project instead, WMPO will have to release that money

and the Town will have to reapply. Mayor Barbee said Council should let WMPO know one way or the other.

Council Member Benson reminded everyone about the open house for The Proximity tomorrow at 5:30 PM. He said it will include food, beverages, and the opportunity for public comment both spoken and written. Mayor Barbee said he has never seen a company that wants public input as much as with this project, and everyone should embrace that. He encouraged the public to go and give feedback.

ADJOURNMENT

Mayor Barbee adjourned the meeting at 11:30 AM.

CAROLINA BEACH

Town Council Special Meeting

Thursday, September 01, 2022 – 3:30 PM

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



MINUTES

CALL TO ORDER

Mayor Barbee called the meeting to order at 3:30 p.m.

Council Members Present

Mayor Lynn Barbee

Council Member Joe Benson

Council Member Deb LeCompte

MPT Jay Healy

Council Member Mike Hoffer

Also Present

Town Manager Bruce Oakley

Town Clerk Kim Ward

Town Attorney Noel Fox

Assistant Town Manager Ed Parvin

Planning Director Jeremy Hardison

CLOSED SESSION

Mayor Barbee made a motion to go into closed session to discuss an attorney/client matter in accordance with NCGS 143-318.11(a)(5). Motion carried unanimously.

Mayor Barbee called the meeting back to order at 4:10 p.m. stating that no action was taken during closed session.

ADJOURNMENT

Mayor Barbee adjourned the meeting at 4:10 p.m.



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Council Meeting 9/13/2022

SUBJECT: Closed Session –Attorney/Client

RECOMMENDED MOTION:

Motion to go into closed session to discuss an attorney/client matter pursuant to North Carolina General Statute 143-318.11(a)(3).



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council 9/13/2022

SUBJECT: Presentation by Girl Scout Gold Award Candidate Madeline Fischer

BACKGROUND:

Madeline Fischer is working on her Girl Scout Gold Award. The Girl Scout Gold Award is the highest honor a Girl Scout can earn. She is working with Ocean Cure to promote beach accessibility and would like to have a wheelchair washing station at Carolina Beach.

ACTION REQUESTED:

Madeline will make a presentation on beach accessibility. Council can assist by promoting her project.



AGENDA ITEM COVERSHEET

PREPARED BY: Tim Murphy

DEPARTMENT: Parks and Rec

MEETING: Town Council Meeting 9/13/2022

SUBJECT: Events Update by Tim Murphy

BACKGROUND:

Tim Murphy will give an update on the upcoming events.

ACTION REQUESTED:



AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council 9/13/2022

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: Planning &
Development

MEETING: Town Council – 13 SEPTEMBER 2022

SUBJECT: **Conditional Zoning** to consider a Hotel with a Restaurant and Bar located at 205, 207, 209 N Lake Park Blvd and 204 Harper Avenue in the Central Business District.
Applicant: Jefferson C Woodall, Architect

BACKGROUND:

On behalf of the owners, the applicant, Jefferson C Woodall, applied for a Conditional Zoning application for a 4-story hotel with a rooftop bar, restaurant, and retail located at 205, 207, 209 N Lake Park Blvd and 204 Harper Avenue in the Central Business District. Hotels and bars are permitted by conditional zoning in the Central Business District. Restaurants and retail are permitted by right. As some of the proposed uses are only permitted by conditional zoning, the entire project must be approved by conditional zoning.

The Conditional Zoning District allows a particular use to be established only in accordance with specific standards and conditions pertaining to each individual development project. Some land uses are of such a nature or scale that they have significant impacts on both the immediately surrounding area and on the entire community which cannot be predetermined and controlled by general district standards. There are also circumstances in which a general district designation allowing such a use by right would not be appropriate for a particular property even though the use itself could, the review process provides for the accommodation of such uses by a reclassification of property into a conditional zoning district, subject to specific conditions which ensure compatibility of the use with the use and enjoyment of neighboring properties.

All applications shall include a site plan and any development standards to be approved concurrently with the rezoning application. Development standards may include such things as parking, landscaping, design guidelines, and buffers. When evaluating an application for the creation of a conditional zoning district, Town Council shall consider the following:

1. The application's consistency to the general policies and objectives of the Town's CAMA Land Use Plan, any other officially adopted plan that is applicable, and the Zoning Ordinance.
2. The potential impacts and/or benefits on the surrounding area, adjoining properties.
3. The report of results from the public input meeting.

Prior to scheduling a public hearing on the rezoning application, the applicant shall conduct one (1) public input meeting and file a report of the results with the Zoning Administrator. In approving a petition for the reclassification of property to a conditional zoning district, Town Council may recommend that the applicant add reasonable and appropriate conditions to the approval of the petition. Any such conditions should relate to the relationship of the proposed use to the impact on the following details:

1. Town services
2. Surrounding property
3. Proposed support facilities such as parking areas and driveways
4. Pedestrian and vehicular circulation systems
5. Screening and buffer areas
6. Timing of development
7. Street and right-of-way improvements
8. Infrastructure improvements (i.e., water)
9. Provision of open space
10. Other matters that the participants in the public input meeting, staff, Planning & Zoning Commission, and Town Council find appropriate or the petitioner may propose

If the applicant does not agree with the Planning & Zoning Commission or staff's recommendations of additional conditions, the Town Council shall have the authority to accept none, any, or all of the conditions forwarded from the review process.

No permit shall be issued for any development activity within a conditional zoning district except in accordance with the approved petition and applicable site plan, subdivision plat, and/or permit for the district.

Proposal:

The applicant is proposing to construct a 4-story hotel with a rooftop bar and restaurant consisting of 42 hotel units located at 204 Harper Avenue, 205, 207, & 209 N Lake Park Blvd. The proposed project is a locally owned and operated boutique hotel by the same developers of The Hive in downtown Wilmington. The subject property consists of a single-family home and where the Welcome Inn once operated. The ground floor will consist of a covered parking structure, hotel entrance, and commercial space. The second floor will have 12 sleeping rooms, a pool, pool bar, and green space. The third and fourth floors will each have 15 sleeping rooms.

The rooftop will consist of a café/bar. The commercial spaces will be open to both hotel guests and the public.

The purpose of the Central Business District (CBD) is 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 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 locate outside the district. Similarly, buildings and structures should have pedestrian-oriented activities at ground level.

The Central Business District does not have any required setbacks, density, or lot coverage. The applicant is providing the required 42 parking spaces per sleeping room. No additional parking is required for the restaurant, bar, and retail space because adequate public parking is provided within 500 feet of the use. There is an access easement to the west of the property for the neighboring residential structure. The applicant is providing the required street trees and a 6-foot fence along the sides of the property abutting residential uses. The maximum building height for the CBD is 50'. The applicant is proposing a total height of 59'4". The Zoning Ordinance requires buildings over 50' to be approved via conditional zoning. Building height is measured from the highest appurtenance on the structure to the front street line. For hotels, appurtenances ten feet or less in height shall be exempted from the height measurement. The rooftop bar will be an open-air bar with an open cabana roof. Approximately 750 square feet of covered area is proposed above 50', bathroom facilities are required per building code. The combined square footage of the 4 properties is 31,179 square feet. 15 residential units are currently on the property. The Engineer for the project estimated Sewer Design Flow at 8,400 gallons per day and Water Flow usage is 140% or 11,760 gallons per day. Per the Utilities Director, the Town's current infrastructure can absorb the impact of the project with no required upgrades at this time.

Conditional Zoning Process

As part of the application process a community meeting is required. The applicant held the required meeting on July 1, 2022. The applicant has provided summary comments from the meeting. Based off the comments from the meeting the applicant can place conditions on the project to help mitigate the impacts and concerns from the neighboring properties.

Land Use Plan

The project is in general conformity with the 2020 Land Use Plan for the Central Business District. The land use plan supports the central business district as a destination downtown with

activities for families, residents, and visitors. Protecting the character of the district is important. The plan encourages 3-4 story buildings within the Downtown Business area. The Central Business District Master Development Plan (2008) promotes revitalization. Although the plan is more than a decade old, the goals are still relevant including creating a mix of uses, supporting economic development, creating a unique built environment, protecting natural resources, and facilitating multi-modal circulation.

Goals of the Land Use Plan include enhancing the functionality of major thoroughfares, preservation and protection of mature trees, eliminating redundant driveways, and relocating major entrances to business uses to secondary and side roads. The applicant plans to relocate or maintain live oaks on site, eliminate 3 driveway cuts from N Lake Park Blvd, and traffic will ingress and egress off Harper Avenue. The applicant also plans to expand the sidewalk width on N Lake Park Blvd. Existing pedestrian facilities in the area include signalized pedestrian crossings and the intersection of Harper and N Lake Park Blvd and there are existing sidewalks on Harper and N Lake Park. A future multi-use path is planned for Harper Avenue within 3-4 years. The Land Use Plan suggests that the Town continues to evaluate electric line burial as part of other major maintenance and capital improvement projects.

ACTION REQUESTED:

Consider recommending approval or denial of a conditional zoning to approve a 4-story hotel with rooftop bar and restaurant at 204 Harper Avenue, 205, 207, & 209 N Lake Park Blvd

Staff recommends approval of the project as proposed.

The Planning & Zoning Commission recommended unanimous approval with conditions listed on the Grant Order with the addition of the following conditions:

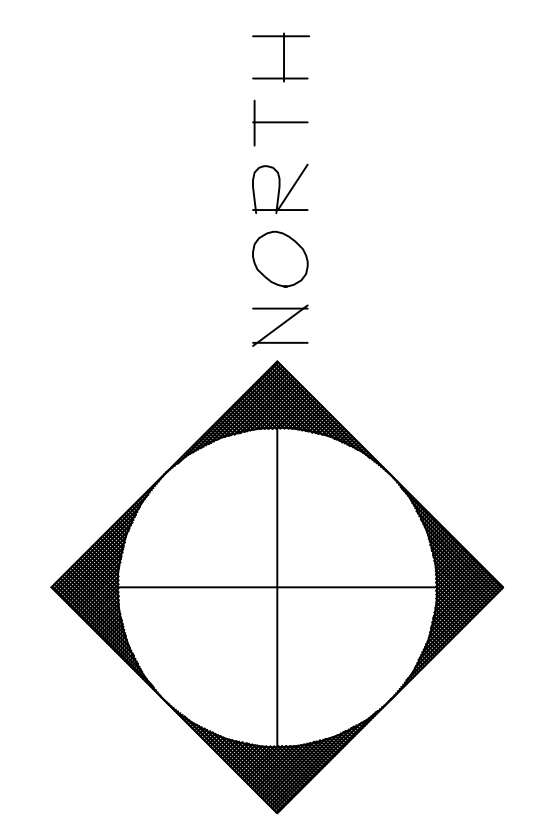
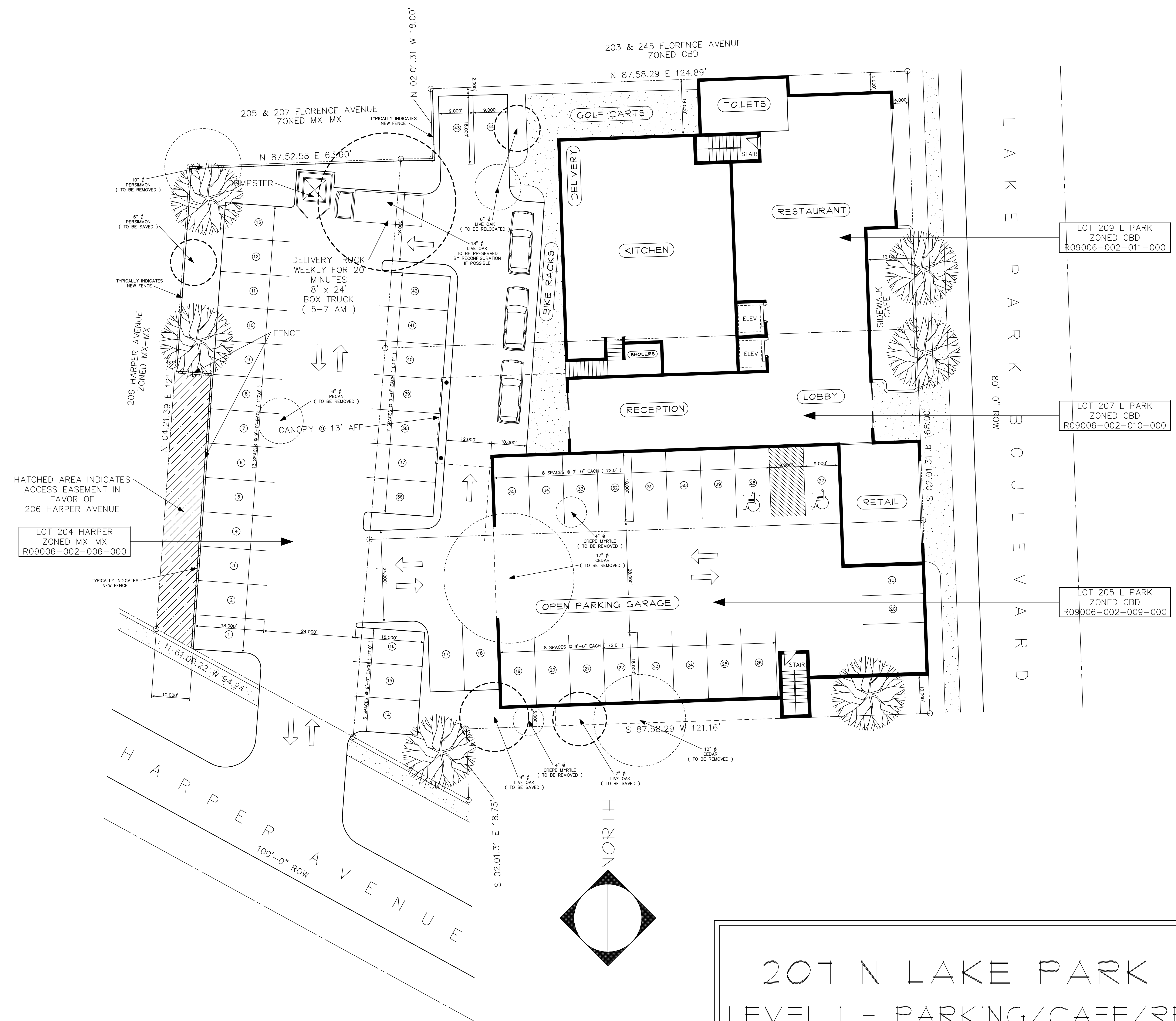
1. Add additional landscaping on the south side of the property between the building and the property line.
2. Utilize transparent railings and guardrails for the rooftop bar per elevation drawings.
3. The walkable surface limited to 50' in height.

MOTION:

Approval - whereas in accordance with the provisions of the NCGS, the Council does hereby find and determine that the adoption of the Conditional Use District to allow for a 4-story hotel with rooftop bar and restaurant at 204 Harper Avenue, 205, 207, & 209 N Lake Park Blvd is consistent with the goals and objectives of the adopted Land Use Plan and other long-range plans.

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.

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207 N LAKE PARK BLVD
LEVEL 1 - PARKING/CAFE/RECEPTION
8,042 SF COMMERCIAL - 6,678 SF PARKING

TOTAL SITE AREA - 31,179 SQUARE FEET
MAXIMUM BUILDING FOOTPRINT - 14,720 SQUARE FEET
MAXIMUM PAVED AREA (PERVIOUS & IMPERVIOUS) - 12,429 SQUARE FEET
PERVIOUS OPEN SPACE - 4,030 SQUARE FEET

NO.	DATE	REVISIONS

**JEFFERSON C. WOODALL
ARCHITECT**

336-689-1362
JCW@JCW-ARC.COM



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PROJECT:
HOTEL

207 N LAKE PARK BOULEVARD
CAROLINA BEACH, NC

DRAWING DESCRIPTION:

S 1 0 0



Please complete all sections of the application.

A. Property Information

Address(es): 204 HARPER AVENUE, 205, 207 & 209 LAKE PARK BOULEVARD

PIN(s): R09006-002-006-000, R09006-002-009-000, R09006-002-010-000 & R09006-002-011-000 RESPECTIVELY

Project Name 207 N Lake Park Blvd.

Size of lot(s): 31,179 SQUARE FEET (+/-)

B. Application for Conditional Zoning

Application is hereby made for a Conditional Use Permit for use of the property described above as a (please provide a brief description of the use):

4 STORY MIXED USE BUILDING WITH 5TH LEVEL ROOFTOP BAR & RESTAURANT. GROUND LEVEL WILL HAVE PARKING, HOTEL CHECK-IN & RESTAURANT.

LEVEL 2 WILL HAVE 14 ROOMS & SWIMMING POOL, LEVELS 3 & 4 WILL HAVE 14 ROOMS EACH. TOTAL BUILT AREA ON LEVELS 1-4 IS 33,181 SQUARE FEET.

ROOFTOP LEVEL IS 3,351 SQUARE FEET. APPLICATION IS ALSO MADE FOR HEIGHT LIMIT INCREASE TO 59'-4".

C. Applicant Contact Information

JEFFERSON C WOODALL, ARCHITECT

Company/corporate Name (if applicable):

JEFFERSON C WOODALL

Applicant's Name

3412 OSPREY LANE

Mailing Address

WILMINGTON, NC 28409

City, State, and Zip Code

(336) 689-1362

Telephone

jcw@jcw-arc.com

Email

D. Owner Contact Information (if different)

STRICKLAND EDNA COLEMAN RE TRUST

Owner's Name

5001 ILEX DRIVE

Mailing Address

WILMINGTON, NC 28412

City, State, and Zip Code

Not available

Telephone

Not available

Email

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

I. Site Plan Criteria

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

Yes **No** **N/A**

- The name, address, and phone number of the professional(s) responsible for preparing the plan if different than the applicant.
- An appropriate scaled plan
- Title block or brief description of project including all proposed uses
- Date
- North arrow
- Property and zoning boundaries
- The square footage of the site
- Lot coverage (buildings, decks, steps)
- Location of all existing and proposed *structures* and the setbacks from property lines of all affected structures to remain on-site
- Design of driveways and parking
- Adjacent right-of-ways labeled with the street name and right of way width
- Location of all existing and/or proposed easements

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

Yes **No** **N/A**

- Location and design of refuse facilities
- Approximate locations and sizes of all existing and proposed *utilities*
- Existing and/or proposed fire hydrants (showing distances)
- Adjacent properties with owners' information and approximate location of structures
- Distances between all *buildings*
- Number of *stories* and height of all *structures*
- Locations of all entrances and exits to all *structures*
- Calculate the *gross floor area* with each room labeled (i.e. kitchen, bedroom, bathroom)
- Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be use
- Location of flood zones and finished floor elevations
- CAMA Areas of Environmental Concern (AEC) and CAMA setbacks
- Delineation of *natural features* and wetlands with existing and proposed topography with a maximum of two-foot contour intervals
- Proposed landscaping including percentages of *open space*
- Stormwater management systems
- Cross-sectional details of all streets, roads, ditches, and *parking lot* improvements
- Building* construction and occupancy type(s) per the building code
- Location of fire department connection(s) for standpipes
- Turning radii, turnarounds, access grades, height of overhead obstructions
- Dimensions and locations of all *signs*
- A vicinity map drawn with north indicated

- I have provided two hard-copies and one scaled electronic version of each required drawing
- I am prepared to pay the application fee today

SUPPLEMENTAL INFORMATION REQUIRED WITH THE APPLICATION

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

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

Signature *Jefferson C. Woodall* Date 7 / 4 / 2022

AUTHORITY FOR APPOINTMENT OF PERSON TO ACT ON MY BEHALF


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

Date: 6 JUNE 2022

Appointee's Name, Address & Telephone:

STRICKLAND EDNA COLEMAN RE TRUST
5001 ILEX DRIVE
WILMINGTON, NC 28412

Signature of Owner:


Kimberly Simonson
6/3/2022 7:39:11 PM GMT

Deborah P Smith 6-6-2022

The proposed project is a locally owned and operated boutique hotel by the same developers behind The Hive in downtown Wilmington. The location is in the CBD fronting N Lake Park Blvd and Harper Ave where the 14-room Welcome Inn once operated. Also on the property are two other derelict structures comprised of 6 additional sleeping units. The proposed new hotel would add 22 more sleeping units and 42 parking spots to the location restoring the use of the property to lodging once again. As an experience-focused, boutique property, also on-site will be multiple food and beverage commercial spaces that will serve as amenities for hotel guests, other Carolina Beach visitors and the local community.

The ground floor will be comprised of a ventilated parking structure, hotel entrance and commercial space. The second floor will feature 12 rooms, a pool, pool bar and a green roof/garden space. The third and fourth floors will each have 15 rooms. The rooftop will house the stairwells and elevator shafts for the building, as well as a cafe/bar with views of the ocean and the boardwalk. The rooms will all be larger than a typical hotel room emphasizing quality over density. The local developers aim to capture the energy and nostalgia of Carolina Beach in the architecture, decor and hotel operations.



Kaylie O'Connor

Co-Owner/Partner
The Hive

 833-782-9456 | 310-633-4026

 kaylie@thehivewilmington.com

 thehivewilmington.com



414 Charlotte Ave
Carolina Beach, NC 28428
Phone: (310) 633.4026
Email: kaylie@thehivewilmington.com

June 14, 2022

COMMUNITY INFORMATION MEETING NOTICE
Conditional Rezoning Request

Re: 205, 207, 209 N Lake Park Blvd / 204 Harper Ave Carolina Beach, NC 28428
(New Hanover County Tax Parcel IDs R09006-002-006-000, R09006-002-009-000, R09006-002-010-000, R09006-002-011-000)

Dear Property Owner,

This is a notice for a community information meeting for Conditional Rezoning to allow for the construction of a boutique hotel.

The subject property is approximately .75 acres and is located at 205, 207, 209 N Lake Park Blvd and 204 Harper Ave in Carolina Beach and is identified by the New Hanover County Tax Parcel IDs listed above. A general map of the area with the subject property outlined in yellow is attached to this notice as Exhibit A.

The proposed project is a boutique hotel with food and beverage components providing value and entertainment to both hotel guests visiting Carolina Beach and residents. The developers are owners and operators of downtown Wilmington boutique hotel, The Hive, opened in 2019 and are Wrightsville Beach and Carolina Beach residents.

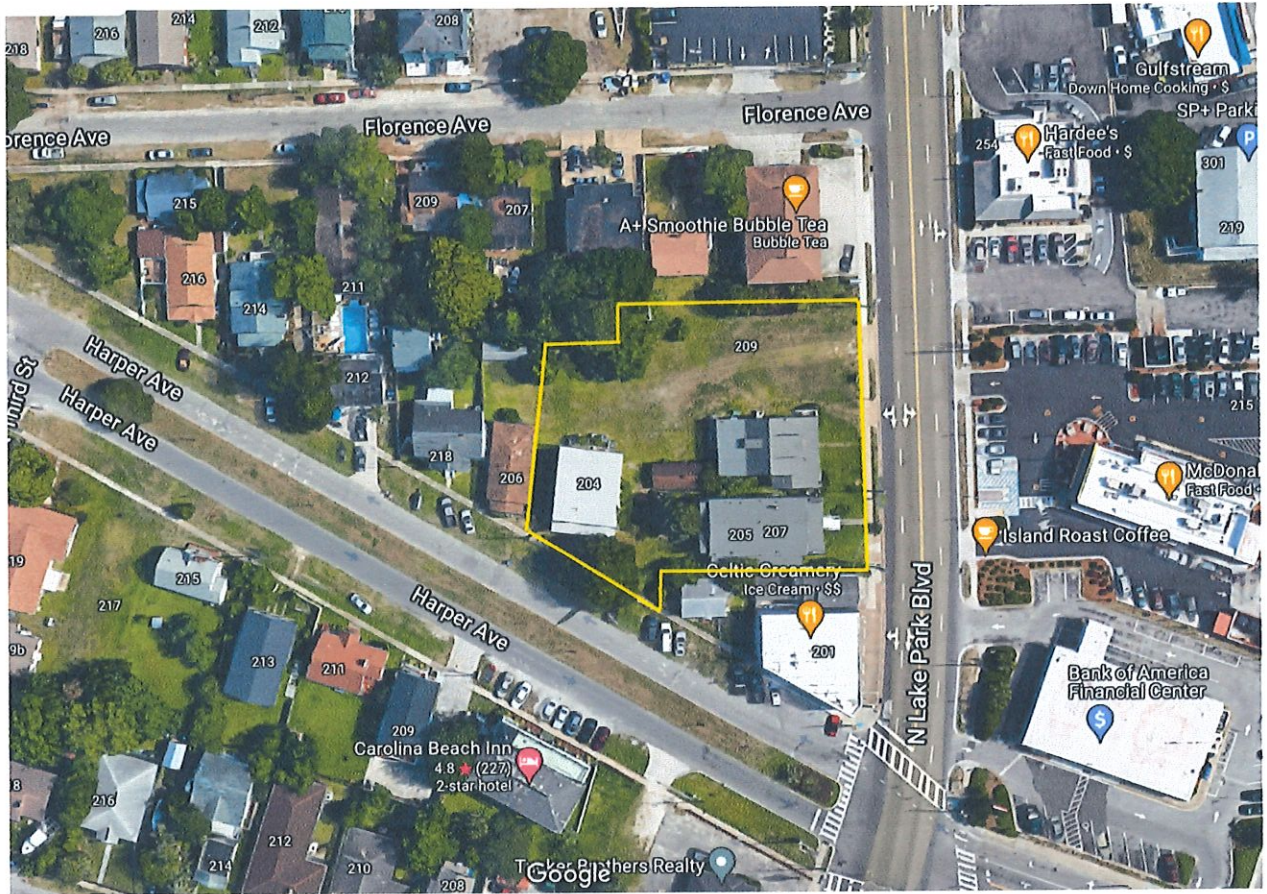
The meeting will be held at Good Hops Brewery at 811 Harper Ave in Carolina Beach on Friday, July 1, 2022 at 4pm EST.

For directions or for further information, or if you are unable to attend the community information meeting and have any questions, comments or concerns, you may email Kaylie O'Connor at kaylie@thehivewilmington.com or the developers will gladly speak or meet with you individually at your convenience.

Sincerely,

Kaylie O'Connor

EXHIBIT A



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

August 2, 2022

Dear Adjacent or Nearby Property Owner:

The Town of Carolina Beach duly notifies you of the upcoming public meeting/project request:

- WHAT:** Planning and Zoning Commission Meeting
- WHEN:** Thursday, August 11 at 6:00PM or soon thereafter
- WHERE:** Carolina Beach Town Hall Council Room
1121 N Lake Park Blvd
Carolina Beach, NC 28428

Public hearing to review a Conditional Zoning application for a Hotel with a Restaurant and Bar located at 205, 207, 209 LPBN & 204 Harper in the Central Business District.

Applicant: Jefferson C Woodall

The public is welcome and encouraged to attend this public meeting. If you have any questions, please contact Jeremy Hardison, Director of Planning & Development, at 910-458-2991 or jeremy.hardison@carolinabeach.org

Sincerely,

Jeremy Hardison
Planning Director
1121 N. Lake Park Blvd
Carolina Beach, NC 28428
910-458-8380

207 N Lake Park Blvd Public Meeting - Attendee Sign-In
1-Jul-22

Owner Name	Organization	Physical Address
	ORTH LAKE PARK BLVD LLC	203 LAKE PARK BLV N
	ILES SOUTH LLC	210 CANAL DR
	SON DENNIS W	213 MYRTLE AVE
	SON DENNIS W	215 MYRTLE AVE
	TZ JONNIE E	208 FLORENCE AVE
	REBECCA L	211 FLORENCE AVE
	VESTMENTS COMPANY LTD	254 LAKE PARK BLV N
		7 LAKE PARK BLV N
	DM NANCY JOSEPH	212 RALEIGH AVE
<i>Brenda Bryant</i>	WN JASON S JR MARTHA R ETAL	218 FLORENCE AVE
	ANT BRENDA GAIL	214 HARPER AVE
	KHEAD CHRISTOPHER T SABRINA	302 THIRD ST N
	ITAL COASTAL INVESTMENTS LLC	6 LAKE PARK BLV N
	OLINA BEACH TOWN OF	201 CANAL DR
	OLINA BEACH TOWN OF	203 CANAL DR
	OLINA BEACH TOWN OF	205 CANAL DR
	OLINA BEACH TOWN OF	207 CANAL DR
	OLINA BEACH TOWN OF	209 CANAL DR
	OLINA SHORELINE PROPERTIES LLC	301 HARPER AVE
	EKMAN SARAH J	209 LUMBERTON AVE
	UCH FRED MARGARET	206 CAPE FEAR BLV
	UCH FREDERICK D MARGARET W	1 LAKE PARK BLV N
	IS REBECCA B ETAL	218 RALEIGH AVE
	IS WILLIAM H JR SUE ANN	210 RALEIGH AVE
	TON JEAN RANEY	211 HARPER AVE
	JGLASS ANDREA MARC	216 HARPER AVE
	RY JANICE V REVOCABLE TRUST	105 THIRD ST N
	T BAPTIST CHURCH OF	202 LUMBERTON AVE
	RENCE KENNETH JOHN	214 RALEIGH AVE
	SH COREY J ETAL	204 FLORENCE AVE
	SH COREY J ETAL	206 FLORENCE AVE
	SH COREY JAY	209 FLORENCE AVE

Owner Name	Owner Organization	Physical Address
<i>Mark Gates</i>	GATES MARK	206 HARPER AVE
	HAYNES RICHARD D III	216 FLORENCE AVE
	HOLIBAUGH JENNIFER A	101 THIRD ST N
	HOVER HALL HOSSFELD GREENBERG	107 RALEIGH AVE
	HOVER HALL HOSSFELD GREENBERG	109 RALEIGH AVE
	HOVER HALL HOSSFELD GREENBERG	4 LAKE PARK BLV N
	ISETT JEREMY M LAUREN	205 RALEIGH AVE
	J & F ENTERPRISES INC	300 LAKE PARK BLV N
	J & J MURPHY LLC	103 LAKE PARK BLV N
	J & J MURPHY LLC	207 RALEIGH AVE
	JAB NC LLC	122 HARPER AVE
	JEN PROPERTIES LLC	208 RALEIGH AVE
	JJSMW LLC	201 LAKE PARK BLV N
	JJSMW LLC	202 HARPER AVE
	JOHNSON JULIE M	205 FLORENCE AVE
	JONES JESSE L	213 HARPER AVE
	K & M COASTAL PROPERTIES LLC	123 HARPER AVE
	KELLY HELEN HEIRS	217 LUMBERTON AVE
	KELLY JACK S DIANE J	207 LUMBERTON AVE
	KELLY JACK STEVEN	215 LUMBERTON AVE
	KISER JONATHAN T	209 HARPER AVE
<i>Kenneth Koch</i>	KOCH FAMILY REV TRUST	219 HARPER AVE
	KRICHMAN ANDREW C	215 RALEIGH AVE
	KRICHMAN ANDREW C	217 RALEIGH AVE
	LANIADO PROPERTIES LLC	305 LAKE PARK BLV N
	LAUREL COMPANIES LLC	201 LUMBERTON AVE
	LAUREL COMPANIES LLC	203 LUMBERTON AVE
	LEVINSON JAMES R	207 FLORENCE AVE
	LONG JASON WAYNE	302 RALEIGH AVE
	MASTERSON ALLEN L ETAL	217 HARPER AVE
	MCCLOSKEY TERRENCE M LYNN A ETAL	205 FLORENCE AVE
	MCDONALDS CORPORATION	220 LAKE PARK BLV N
	MEENAKSHISUNDARAM SENTHILKUMAR JAGADEESW	204 LUMBERTON AVE
	MORRISON DONALD R JR CAITLYN N	216 RALEIGH AVE

Owner Name	Owner Organization	Physical Address
	MTSLD LLC	210 HARPER AVE
	NANAK INCORPORATED	111 CARL WINNER AVE
	NEW AMSTERDAM LLC	110 HARPER AVE
	OCEAN HAVEN LLC	209 RALEIGH AVE
	OCEAN HAVEN LLC	211 RALEIGH AVE
	OCEAN HAVEN LLC	213 RALEIGH AVE
	PANORAMA PROPERTIES LLC	208 CAPE FEAR BLV
	PANORAMA PROPERTIES LLC	210 CAPE FEAR BLV
	PETERSON RYAN M	215 HARPER AVE
	PISANO JOHN DANA	100 LAKE PARK BLV N
	POPLIN DONALD H & IRIS	212 FLORENCE AVE
	POWELL MICHAEL F	218 HARPER AVE
	REDMOND KRISTEN	214 FLORENCE AVE
	ROOF RALPH W LIVING TRUST	104 LAKE PARK BLV N
	ROOF RALPH W LIVING TRUST	110 LAKE PARK BLV N
	ROOF RALPH W TRUSTEE	219 MYRTLE AVE
	SALTY BAY PROPERTIES LLC	204 CAPE FEAR BLV
	SARAH YOUNG LIVING TRUST	205 FLORENCE AVE
	SCHLEY ROBERT E DIANA G	210 FLORENCE AVE
	SHORE TERM RENTALS II LLC	211 LUMBERTON AVE
	SHORE TERM RENTALS II LLC	213 LUMBERTON AVE
	SIMOTAS SPIRIDON GIANOULA	221 MYRTLE AVE
	SMITH GEORGE M ROSE W	103 THIRD ST N
	SMITH SCOTT R TRUSTEE	203 FLORENCE AVE
	STRICKLAND EDNA COLEMAN RE TRU	204 HARPER AVE
	STRICKLAND EDNA COLEMAN RE TRUST	205 LAKE PARK BLV N
	STRICKLAND EDNA COLEMAN RE TRUST	207 LAKE PARK BLV N
	STRICKLAND EDNA COLEMAN RE TRUST	209 LAKE PARK BLV N
	TAYLOR EDWARD	222 RALEIGH AVE
	TD ENTERPRISES.COM LLC	205 HARPER AVE
	TROPIC ISLE HOA INC	205 FLORENCE AVE
	TUCKER BROTHERS PROPERTIES LLC	201 HARPER AVE
	WEINTRAUB EDWARD L	304 THIRD ST N
<i>Sue Wheeler</i>	WHEELER SUE ELLEN	215 FLORENCE AVE

Public Input Meeting Summary – Good Hops – July 1, 2022

- **Attendee – Brenda Bryant**

- Commented on the wonderful location
- Questioned who was going to provide the food/drinks in the commercial spaces
 - Developer replied that we are currently speaking with successful restaurateurs about the opportunity, but no one has been selected yet
- Asked about the rezoning process
 - Developer explained how this meeting capturing property owners' feedback is step 1 and then we go through different stages of meetings for various town approvals.
- "What this beach has needed for decades"

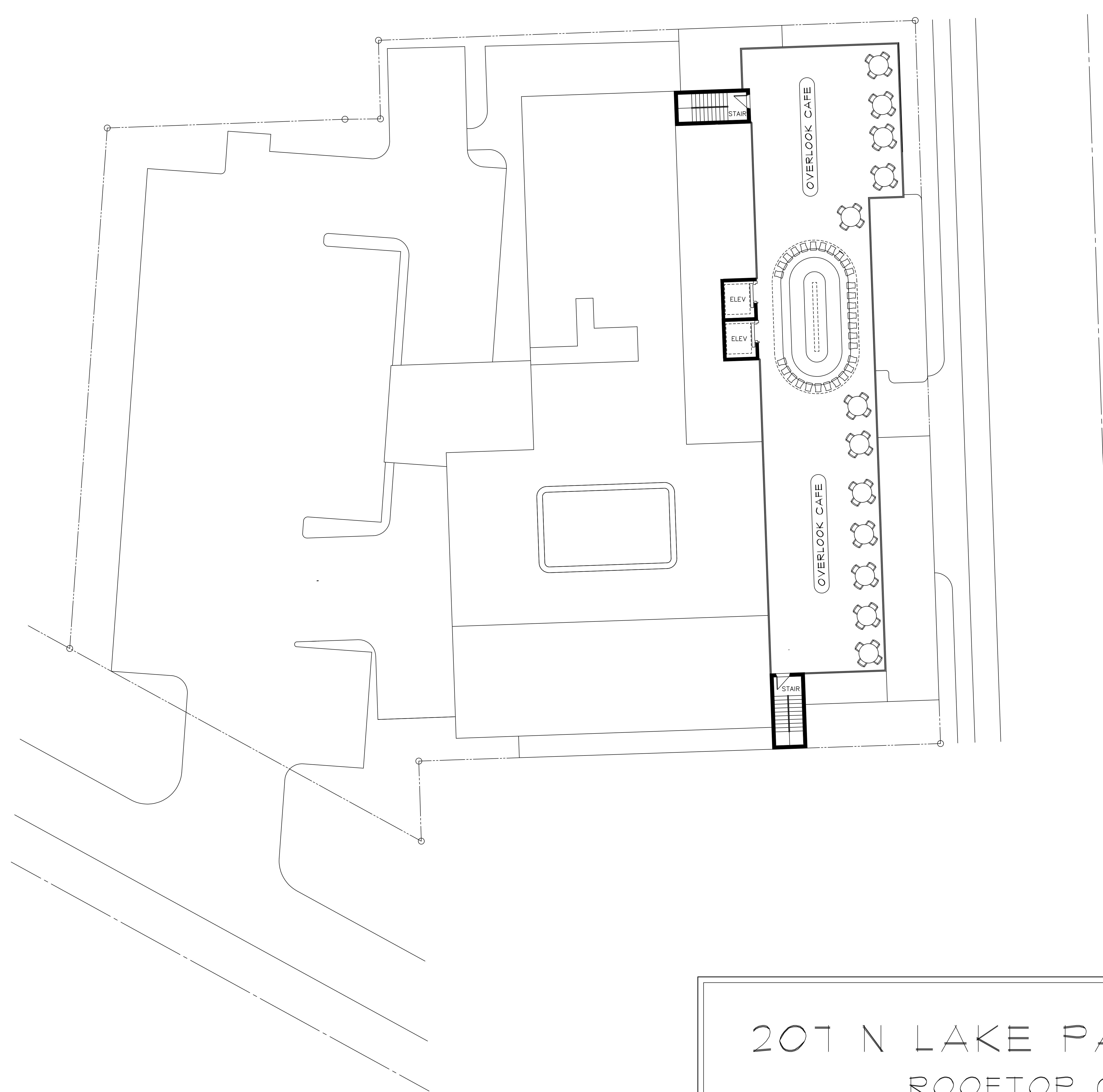
- **Attendee – Sue Wheeler**

- Existing buildings are old, so thankful for beautification
- Commented on the older water/sewer infrastructure, so that's a concern.
 - Developer explained that we're noting her concern and will work with civil engineers and the town to mitigate any issues.
- Asked about what "boutique hotel" meant
 - Developer explained that it's about being smaller, more intimate property, unique/not "cookie-cutter", offering personalized service and being experience focused.
- Believes we are "developing correctly"
- Suggests we advertise on Next Door

- **Attendee – Mark Gates**

- Better to have this type of property than a corporate Holiday Inn
- Asked about timeline for opening
 - Developer explained that we are shooting for Summer 2024
- Main concern related to the lack of easement with surveyed property line right up his house. Currently uses our property at 204 Harper as a grass driveway to park behind his house. Asked if we could give him a spot or leave an area of our parking lot open for him to access his backyard.
 - Developer explained that we're noting his concern.
- Suggests having a fence separating our two properties for insurance reasons, e.g. in case someone falls from our property onto his and gets hurt. And wants trees/landscaping to separate the look of the parking lot from his property.
 - Developer said we would consider/discuss the fence and are already planning on doing landscaping on the line between our properties as shown in the drawings.
- Questioned where the "entertainment" aspect of the property would be
 - Developer explained that it's only parking that abuts his property and the commercial spaces will be on N Lake Park Blvd.

- Asked about location of dumpsters
 - Developer replied that we have not specified a location yet, but will keep the location of his property in mind
- Asked if we were talking to the city about parking. Says it is already hard to find parking on Harper
 - Developer explained that our parking will be contained within our property and that additional parking is slated as part of the Harper streetscape project (completely separate from our property).
- Concerned about water runoff because we are already in the flood zone. Asked if there would be a retention pond or other drainage system.
 - Developer explained that we hear his concern and we're working with civil engineers and the town to ensure proper handling of storm water and drainage.
- Asked about parking lot material
 - Developer explained that we have not decided yet, but would likely be pavement/concrete and reiterated that the majority of parking would be enclosed in our deck under the pool.
- **Attendee: Kenneth Koch**
 - Concerned about height of the building
 - Developer explained the height follows the 50 ft ordinance with the exception of the rooftop café which will (1) not be enclosed and (2) only encompasses a small area of the total building size (approximately 15%). And then went on to explain further that it will just be a glass railing, elevator shaft/stairwells and cover over just the bar area of the rooftop café that will be above 50 ft.
 - Concerned about where garbage will be located – doesn't want it near his house
 - Developer said we are noting his concern
 - Doesn't want the median on Harper removed
 - Developer explained that there is a Harper streetscape project slated outside of our control/project parameters, but that we don't believe it includes removing the median
 - Concerned with the timing of the build – doesn't want construction during the busy times.
 - Developer replied that we are not sure of exact timeline yet, but we are noting his concern.
 - Requested a parking spot for Mark Gates at 206 Harper – “keep Mark happy and and I will be happy”.



207 N LAKE PARK BLVD
ROOFTOP CAFE
4,238 SF (+/-)

R
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A1

ROOF PLAN

3/32" = 1'-0"

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

NO.		DATE		REVISIONS	

NO. DATE: REVISIONS:
 1 1 AUG 2022 RELEASED FOR P I Z REVIEW
 NO. DATE: SUBMISSIONS:
 DRAWN BY: CHECKED BY: PROJECT NO:
 JEFFERSON C WOODALL JEFFERSON C WOODALL 207 N LPB - HOTEL

JEFFERSON C. WOODALL
ARCHITECT

336-689-1362
JCW@JCW-ARC.COM

ARCHITECTURE OF THE AMERICAN SPIRIT
 THE MOTIVATION OF FREEDOM
 THE INSPIRATION OF DISCIPLINE

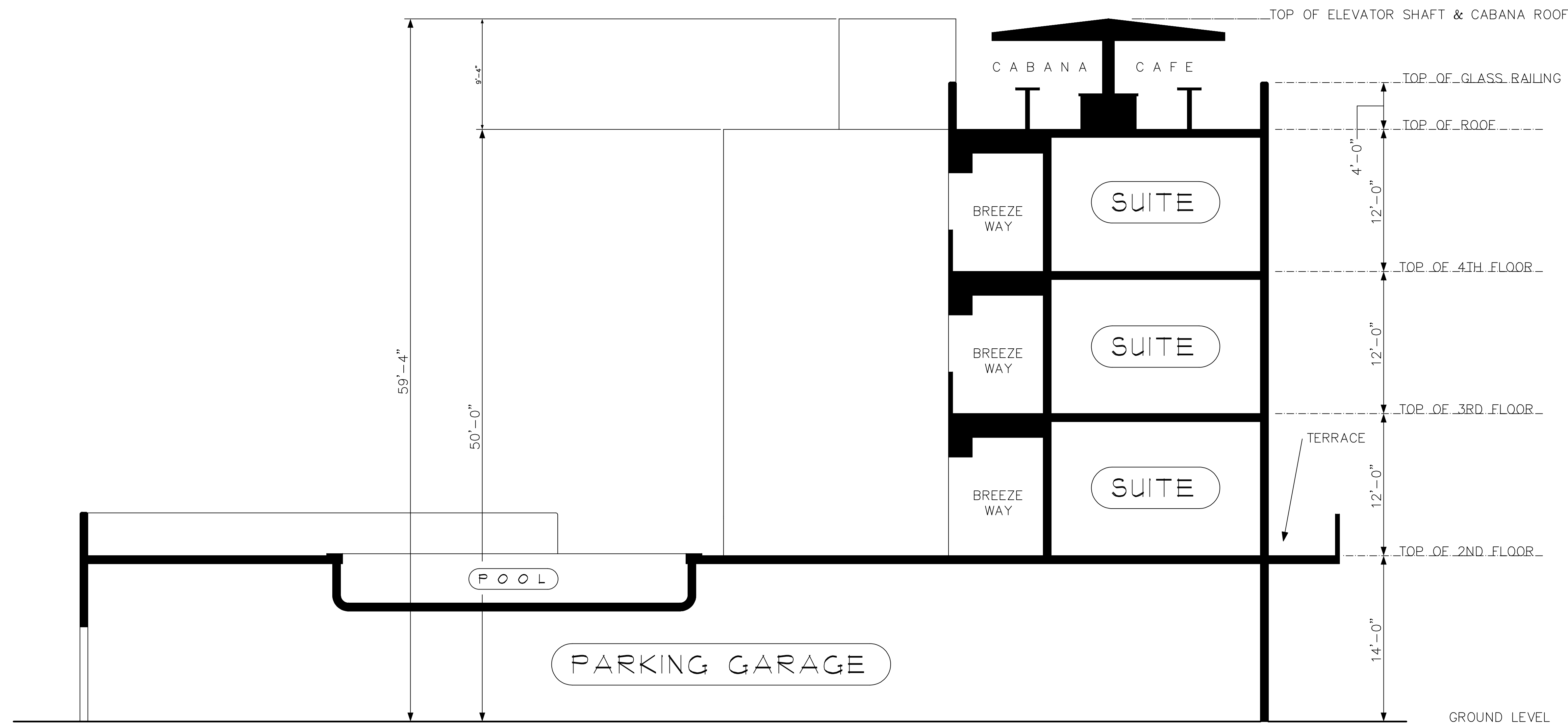
THE USE OF THESE PLANS & SPECIFICATIONS SHALL BE RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY WERE PREPARED & PUBLICATION IS LIMITED TO SUCH USE. RE-USE, REPRODUCTION OR PUBLICATION FOR ANY OTHER USE BY ANY METHOD, IN WHOLE OR IN PART, IS PROHIBITED. TITLE TO THESE PLANS & SPECIFICATIONS SHALL REMAIN WITH THE ARCHITECT WITHOUT PREJUDICE. THESE INSTRUMENTS SHALL BE RETURNED TO THE ARCHITECT UPON REQUEST. VISUAL CONTACT WITH THESE INSTRUMENTS SHALL CONSTITUTE ACCEPTANCE OF THE ABOVE.

PROJECT:
HOTEL

207 N LAKE PARK BOULEVARD
CAROLINA BEACH, NC

DRAWING DESCRIPTION:

A 1 0 2



EAST / WEST BUILDING SECTION

1/4" = 1'-0"



LAKE PARK BOULEVARD ELEVATION

1/4" = 1'-0"

NO.	DATE	REVISIONS

1 | 1 AUG 2022 | RELEASED FOR P & Z REVIEW
 NO. DATE: SUBMISSIONS: PROJECT NO.
 JEFFERSON C. WOODALL | JEFFERSON C. WOODALL | 207 N LPB - HOTEL

JEFFERSON C. WOODALL
 ARCHITECT
 336-689-1362
 JCW@JCW-ARC.COM

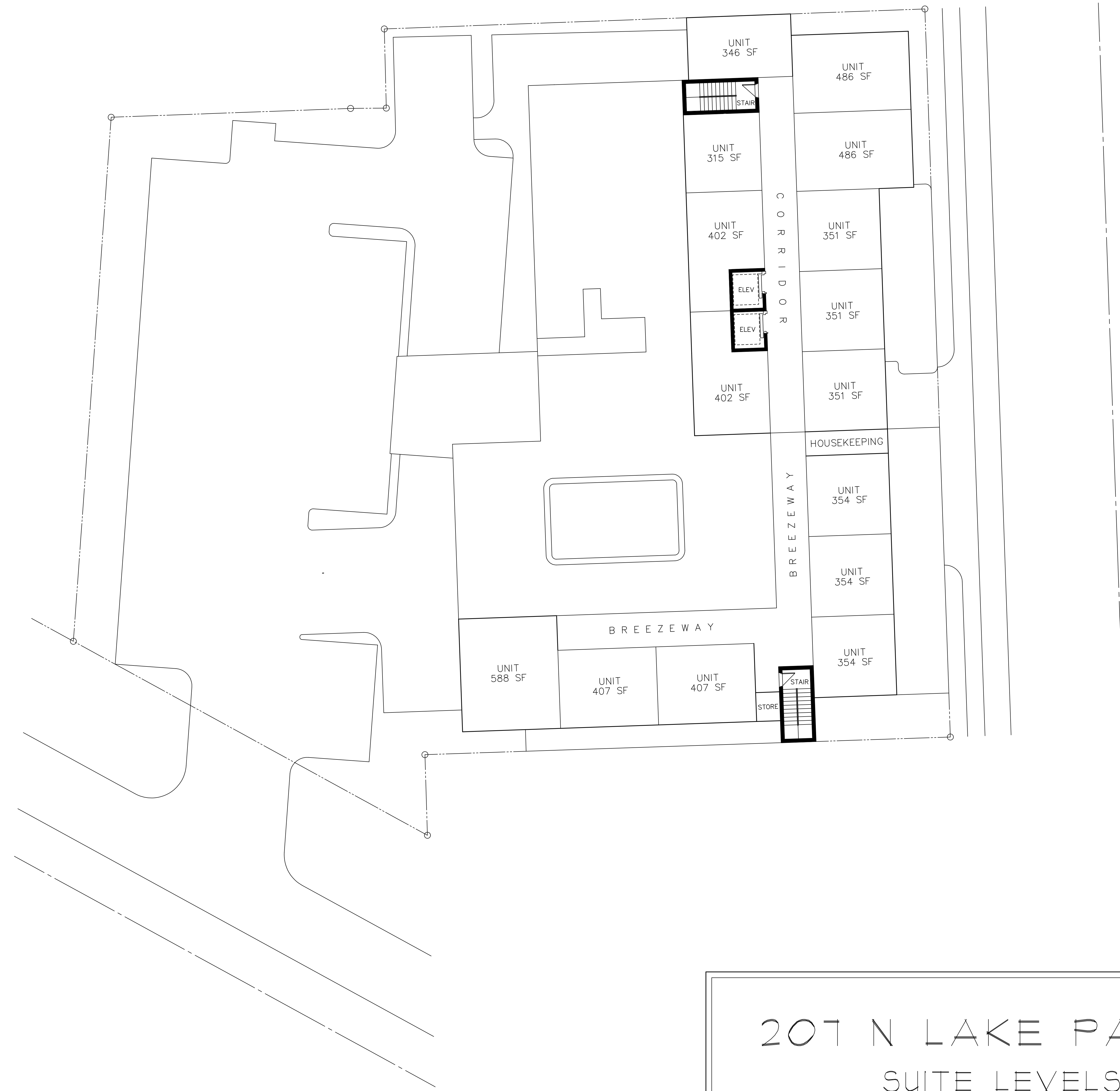
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PROJECT: HOTEL
 207 N LAKE PARK BOULEVARD
 CAROLINA BEACH, NC

DRAWING DESCRIPTION:
A 1 0 3



207 N LAKE PARK BLVD
SUITE LEVELS 3 & 4
1,201 SF EACH (+/ -)

NO. DATE: REVISIONS:		
1	1 AUG 2022 RELEASED FOR P 4 Z REVIEW	
NO. DATE:	SUBMISSIONS:	
DRAWN BY: JEFFERSON C WOODALL	CHECKED BY: JEFFERSON C WOODALL	PROJECT NO. 207 N LFB - HOTEL

JEFFERSON C. WOODALL
ARCHITECT
336-689-1362
JCW@JCW-ARC.COM

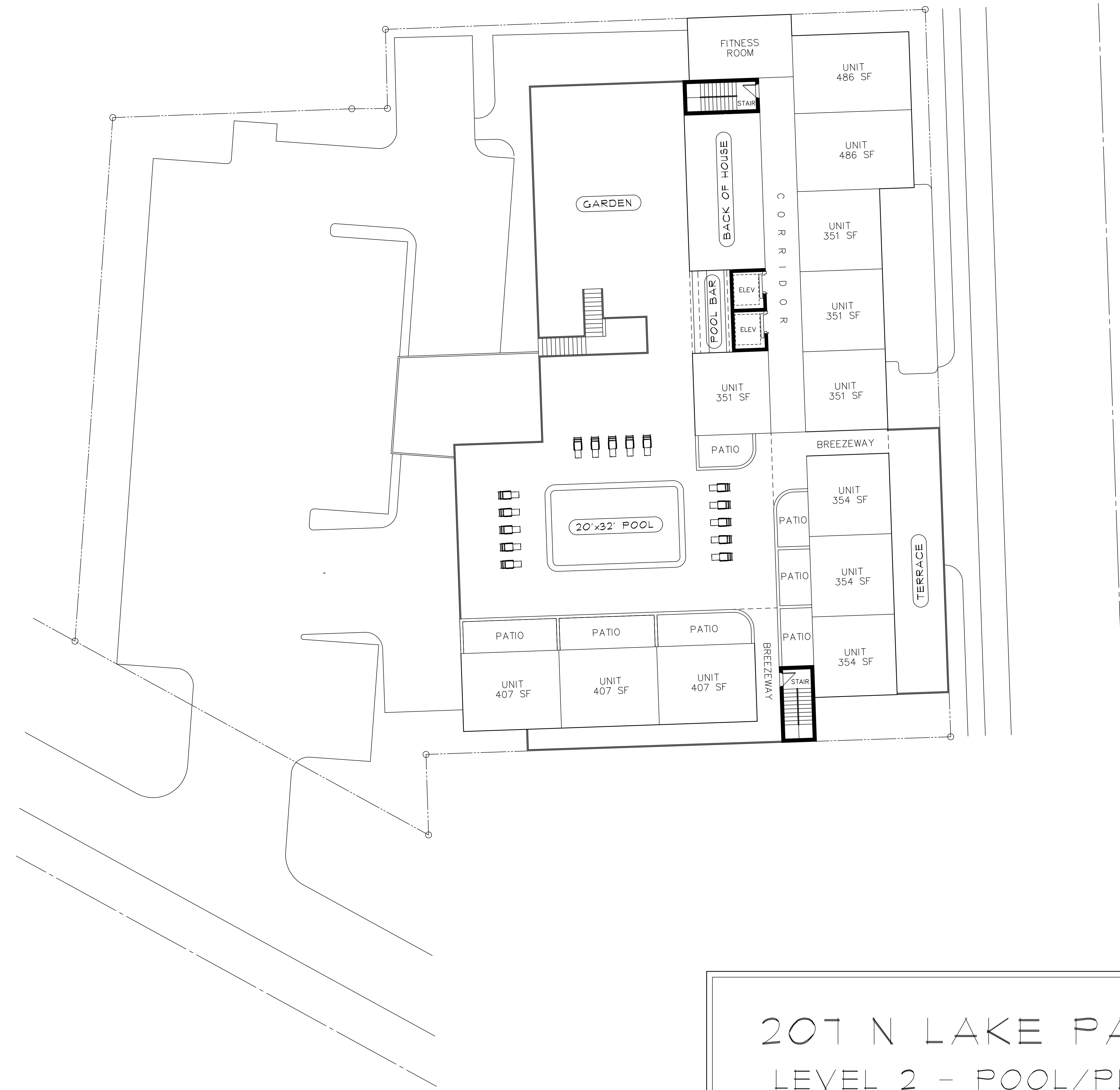


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PROJECT:
HOTEL
207 N LAKE PARK BOULEVARD
CAROLINA BEACH, NC
DRAWING DESCRIPTION:

A 1 0 1



207 N LAKE PARK BLVD
 LEVEL 2 - POOL/PLAZA/SUITES
 6,885 SF (+/-)

NO.	DATE	REVISIONS
1	1 AUG 2022	RELEASED FOR P I Z REVIEW
NO. DATE:		SUBMISSIONS:
DRAWN BY:		CHECKED BY:
JEFFERSON C WOODALL		JEFFERSON C WOODALL
		PROJECT NO:
		207 N LPB - HOTEL

JEFFERSON C. WOODALL
 ARCHITECT
 336-689-1362
 JCW@JCW-ARC.COM


 ARCHITECTURE OF THE AMERICAN SPIRIT
 THE MOTIVATION OF FREEDOM
 THE INSPIRATION OF DISCIPLINE

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PROJECT:
 HOTEL
 207 N LAKE PARK BOULEVARD
 CAROLINA BEACH, NC

DRAWING DESCRIPTION:
 A 1 0 0

Conditional Zoning District



ORDINANCE NO. 22-1184

Ordinance Amending the Official Zoning Map of the Town to Rezone Property Containing 31,179 square feet of Land Located at 205, 207, 209 N Lake Park Blvd and 204 Harper Avenue, in Central Business District (CBD) and Mixed Use Transitional District (MX) to allow for a 59'4" 4-story Hotel with Bar with Conditional Zoning (CZ)

LEGISLATIVE INTENT/PURPOSE:

WHEREAS, NCGS §§ 160D-102, 160D-108(d), 160D-603, and 160D-702 authorizes local governments to change or modify zoning boundaries within their jurisdiction; and

WHEREAS, the amendment set out below is made in accordance with NCGS § 160D-601 and Article XVII, of the Carolina Beach Land Development Code.

THEREFORE, BE IT ORDAINED:

SECTION 1: The Official Zoning Maps of the Town of Carolina Beach are hereby amended by removing the hereinafter described tract of land from the present CBD and MX Districts and allow for a 59'4" 4-story Hotel with Bar with a Conditional District (CD) classification, said tract being more particularly described as follows:

Legal Description for Conditional Rezoning of 205, 207, 209 N Lake Park Blvd and 204 Harper Avenue

205 LAKE PARK BLV N
66 5 PT 6 CAR BCH
PARID: R09006-002-009-000

As more specifically described on Deed Recorded in Book 9907, Page 1320 of the New Hanover County Register of Deeds.

207 LAKE PARK BLV N
CAROLINA BEACH

PARID: R09006-002-010-000

As more specifically described on Deed Recorded in Book 9907, Page 1320 of the New Hanover County Register of Deeds.

209 LAKE PARK BLV N
66 3 + S 18 FT LOT 2 CAR

PARID: R09006-002-011-000

As more specifically described on Deed Recorded in Book 9907, Page 1320 of the New Hanover County Register of Deeds.

204 HARPER AVE
66 PT 7 CAR BCH

PARID: R09006-002-006-000

As more specifically described on Deed Recorded in Book 9907, Page 1320 of the New Hanover County Register of Deeds.

SECTION 2: The following rules, regulations, and conditions shall apply to the property described in this ordinance

1. The use and development of the subject properties shall be in substantial accordance with the site plan submitted and approved which was prepared by Jefferson C Woodall dated 8/1/2022.
2. The use and development of the subject property shall comply with all regulations and requirements imposed by the Land Development Code, the Town of Carolina Beach Technical Standards and Specifications Manual and any other applicable federal, state or local law, ordinance or regulation, as well as any condition stated below.
3. Approval of this conditional district rezoning does not constitute technical approval of the site plan. Final approval by the Technical Review Committee and the issuance of all required permits must occur prior to release of the project for construction.
4. If, for any reason, any condition for approval is found to be illegal or invalid or if the applicant should fail to accept any condition following approval, the approval of the site plan for the district shall be null and void and of no effect and proceedings shall be instituted to rezone the property to its previous zoning classification.

5. The use and development of the subject property shall be in substantial accordance with the site plan as submitted and approved.
6. A state stormwater permit must be submitted and approved prior to issuance of a building permit.
7. Structure shall be limited to 59'4" in height. The walkable surface shall be limited to 50' in height. Prior to the issuance of a certificate of occupancy, certification by a surveyor must be submitted and approved by the Town.
8. Recombination Plat required before building permit can be issued.
9. Final project must be designed to provide the required 42 parking spaces and must comply with Article 7 of the Carolina Beach Zoning Ordinance.
10. Utilities must be installed in accordance with Town requirements.
11. Outdoor artificial lighting fixtures shall be designed and positioned so that the point source of light from a light fixture is not directly visible from adjacent properties and/or right-of-way.
12. The final project must be constructed to meet the fire code.
13. A Final site plan must include cross-section of paving detail and indicate on the site plan all areas to be paved.
14. Project must meet Landscape Buffer E requirement and install a 6-foot fence with 80% opacity adjacent to residential uses.
15. The applicant shall keep or relocate all existing Live Oaks as depicted on the site plan. Additional landscaping shall be added on the south side of the property between the building and property line.
16. The approval authorizes the use of 42-unit hotel and bar.
17. Utilize transparent railings and guardrails for the rooftop bar per elevation drawings.
18. An as-built and certification shall be provided that all improvements, including but not limited to zoning, paving, drainage, stormwater, landscaping shall be constructed and maintained according to the site plan approved by the Director of Planning or his designee prior to Certificate of Occupancy.
19. Prior to the issuance of a building permit a plan that includes a grading schedule, and construction schedule shall be approved by the Technical Review Committee.
20. Prior to the issuance of a building permit, all approval letters and final site plan shall be submitted, and items mentioned above shall be submitted and approved by the Town of Carolina Beach Technical Review Committee that includes the Town Manager, Planning and Development, Building Inspections, Operations/Stormwater/Public Works and Fire.
21. Approval of this site-specific vesting plan establishes a vested right under G.S. 160D-108. Unless terminated at an earlier date, the vested right shall be valid until 9/13/24.

SECTION 3: The Town Clerk and the Planning Director are hereby authorized and directed under the supervision of the Town Manager to change the Zoning Maps on file in the office of the Town Clerk and the Planning Division, to conform with this ordinance.

SECTION 4: That any person violating the provisions of this ordinance, including the approved site plan, shall be subject to the penalties set forth in ARTICLE XV of the Land Development Code.

SECTION 5: All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION 6: If any section, subsection, paragraph, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

SECTION 7: That this ordinance shall be effective upon its adoption by Town Council, and the Town’s receipt of written acceptance by the Applicant of all conditions adopted by the Town.

Adopted this 13th day of September 2022.

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____ Date: _____

Property Owner Signature: _____ Date: _____

Property owner Printed Name: _____ Date: _____

Property Owner Signature: _____ Date: _____

Property Owner Printed Name: _____ Date: _____

Albert L. Barbee, Mayor

Attest: _____

Kimberlee Ward, Town Clerk



AGENDA ITEM COVERSHEET

PREPARED BY: Jeremy Hardison, Planning & Development Director

DEPARTMENT: Planning and Development

MEETING: Town Council 9/13/2022

SUBJECT: Hearing on preliminary assessment resolution to improve the 1000 block S. Second Street.

BACKGROUND:

During the June Council meeting a petition was heard to improve the 1000 block of S. Second St. Town Council wanted more information on the impacts of wetlands that the improvements would have, and the cost associated with mitigation. Attached is the original memo and a revised cost of the project. The amount of wetlands impacted is 0.03 acres (see attached wetland map). The mitigation impact wetland would cost \$14,187.83 to fill through the Corps permit program. This is calculated at a 4:1 mitigation to impact ratio. Credits are dealt in 0.1 acre increments at \$7,093.91/0.1 acre. This amends the estimated total cost from \$571,047 to \$504,235.

ACTION REQUESTED:

Consider approving the preliminary assessment resolution to improve the 1000 block of S. Second Street.

RECOMMENDED MOTION:

Approval – whereas in accordance with the provisions of the NCGS, the Town Council adopts the preliminary assessment resolution and its terms directing that the project to be undertaken.

Denial – whereas in accordance with the provisions of the NCGS, the Town Council does not approve the preliminary assessment resolution for the project to be undertaken.



**Town of Carolina Beach, NC
Planning and Development**

1121 N. Lake Park Boulevard
Telephone: (910) 458 8218 FAX: (910) 458 2997
www.carolinabeach.org

STREET IMPROVEMENTS PETITION

Section A.

SUBMITTAL REQUIREMENTS

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF). *If any information is missing from the petition package, you will be asked to complete the petition and re-submit, so please check the list below carefully before you submit:*

- NEW HANOVER COUNTY PROPERTY IDENTIFICATION MAP.** The petitioner(s) must obtain a New Hanover County Property map from the Carolina Beach Planning Department showing the existing roadway to be closed and all abutting properties.
 - DESCRIPTION OF THE STREET.** The petitioner(s) must list the description of the street or alley (using the form on Page 3 of this application, and give his / her name, address, city, state, zip code and telephone number.
 - LIST OF PROPERTY OWNERS.** The parcel identification number, names and addresses of the property owners utilizing the street right-of-way should be listed on Page 4&5. The petitioner(s) should obtain the signature of each property owner listed on the petition.
-

STREET IMPROVEMENTS PROCESS:

Once the completed petition has been received, the petition will be reviewed at a Technical Review Committee meeting at least 30 days after the date the petition was submitted. Prior to the Technical Review Committee's examination of the petition, the Town Engineer will submit a preliminary cost estimate of the proposed improvements. After the petition has been approved by the TRC, the Town Administration will make a recommendation to the Town Council. The Council will hold a public hearing, and then decide if the improvements are in the public interest. If they determine that it is, they will pass a resolution for an assessment of the street improvements.

All of the items noted above shall be delivered to town hall or be mailed to:

Carolina Beach Planning Department
1121 N. Lake Park Blvd.
Carolina Beach, NC 28428

Section B.

NOTICE TO PETITIONERS

1. Please read the petition and all other information carefully. It is important that you understand what you are signing and how it will affect you.
2. Find your property on the enclosed map. Each lot is assigned a number and you must sign beside the number that indicates your lot. If you own more than one affected property, you must sign beside each parcel listed that you own.
3. Make sure your deed and the petition map's road frontage correspond with one another. If there is a discrepancy, write the road frontage noted on your deed in the space provided on the petition.
4. Sign the petition as signed on the deed. If there are multiple owners, signatures must be listed in the same manner as on the deed.
5. If you are signing on behalf of a corporation, give your title and place your corporate seal over your signature.

Note: Incorrect signatures are not binding on the petition and may cause delay in processing. If you have any questions call the Planning Department at 910-458-8218.

Section C.

ASSESSMENT

In accordance with Article 10 of Chapter 160A of the General Statutes of North Carolina (G.S. 160A-217 and following sections), the petitioners agree to and request the Town Council to specially assess and charge two thirds (66.7%) of the total cost of proposed improvements.

Section D.

SUMMARY INFORMATION

1. Official street name: Second Street

2. Location of the street or alley: From (name of intersecting street) Greenville Ave extending (direction) south to Carolina Sands Subdivision

(distance in feet) 295' to (name of intersecting street; if dead in or turnaround, state "termination") _____

3. Two (2) copies of tax maps or subdivision plats drawn to scale (at least 1" = 50') depicting the public street right-of-way requested to be improved, showing the names of adjacent property owners, and indicating the location in relation to adjacent intersections and streets.

3. THIS PETITION WAS SUBMITTED BY:

NAME: Julie Damron (on behalf of Second Street Realty, LLC)

MAILING ADDRESS: BlueCoast Realty, 1140 N Lake Park Blvd, Ste H

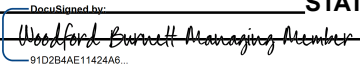
CITY: Carolina Beach STATE: NC ZIP: 28428

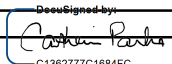
DAYTIME TELEPHONE: 910-274-3277 FAX: _____

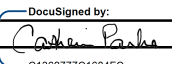
4. TODAY'S DATE: 3/20/22

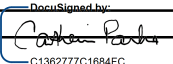
5. NEW HANOVER COUNTY PROPERTY MAP – Attached is a copy of the New Hanover County Property Map which shows the subject street or alley and surrounding properties (Obtain from Carolina Beach Planning Department, 1121 N. Lake Park Blvd.)

WE, THE UNDERSIGNED PROPERTY OWNERS, owning land utilizing the street or alley shown on the attached map, hereby petition the Carolina Beach Town Council to close and withdraw acceptance of dedication of such land for street purposes. The parcel identification numbers below refer to parcels as shown on the attached map dated _____.

PARCEL IDENTIFICATION NUMBER R09014-001-012-000
 MAP ID # 313018.41.0903.000, AKA 1004 Greenville Ave
 ROAD FRONTAGE (from deed) Second Street _____
 PROPERTY OWNER: Second Street Realty, LLC _____
 MAILING ADDRESS: 7413 Capstone Dr _____
 CITY: Raleigh _____ STATE: NC _____ ZIP: 27513 _____
 SIGNATURE:  3/21/2022
DocuSigned by: Woodford Burnett Managing Member
91D2B4AE11424A6...

PARCEL IDENTIFICATION NUMBER R09014-001-011-000
 MAP ID # 313018.41.1798.000, AKA 1011 Second Street
 ROAD FRONTAGE (from deed) Second Street _____
 PROPERTY OWNER: Catherine S Parker _____
 MAILING ADDRESS: 105 Greenville Ave _____
 CITY: Carolina Beach _____ STATE: NC _____ ZIP: 28428 _____
 SIGNATURE:  3/21/2022
DocuSigned by: Catherine Parker
C1362777C1684FC...

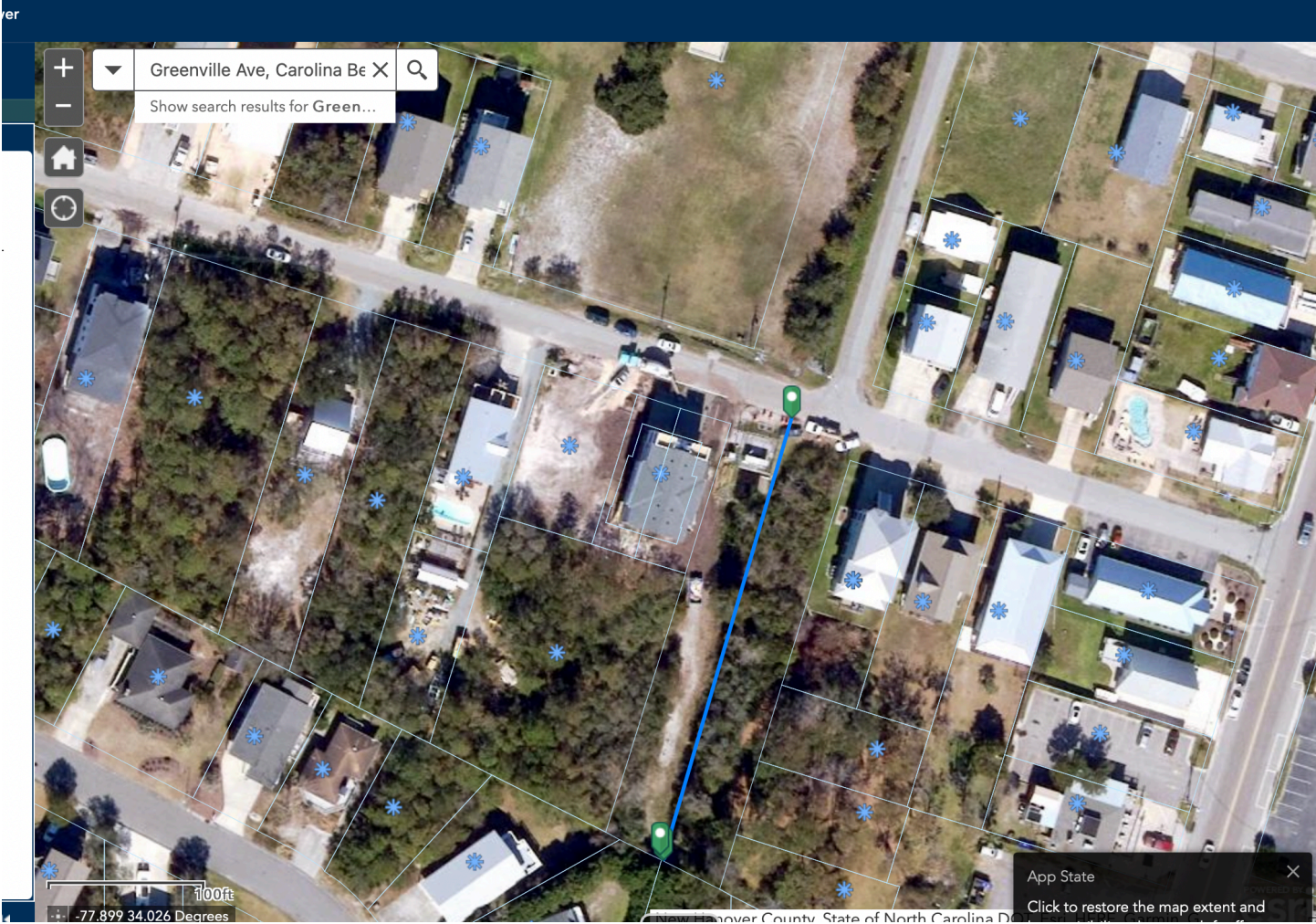
PARCEL IDENTIFICATION NUMBER R09014-001-010-000
 Map ID # 313018.41.2803.000 , AKA 1009 Second Street
 ROAD FRONTAGE (from deed) Second Street _____
 PROPERTY OWNER: Catherine S Parker _____
 MAILING ADDRESS: 105 Greenville Ave _____
 CITY: Carolina Beach _____ STATE: NC _____ ZIP: 28428 _____
 SIGNATURE:  3/21/2022
DocuSigned by: Catherine Parker
C1362777C1684FC...

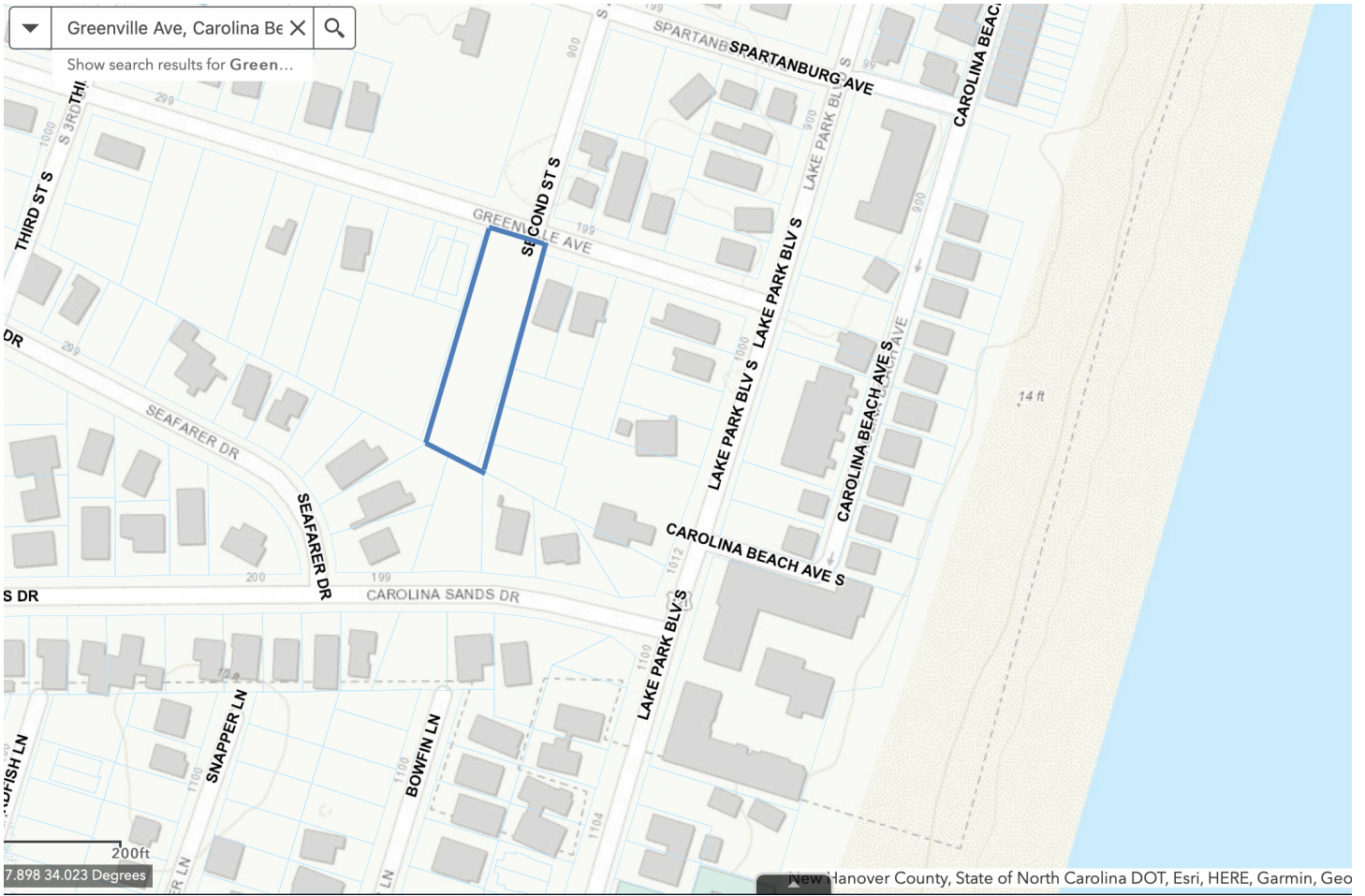
PARCEL IDENTIFICATION NUMBER R09014-001-009-000
 MAP ID # 313018.41.2817.000, AKA 1007 SECOND STREET
 ROAD FRONTAGE (from deed) Second Street _____
 PROPERTY OWNER: Catherine S Parker _____
 MAILING ADDRESS: 105 Greenville Ave _____
 CITY: Carolina Beach _____ STATE: NC _____ ZIP: 28428 _____
 SIGNATURE:  3/21/2022
DocuSigned by: Catherine Parker
C1362777C1684FC...

PARCEL IDENTIFICATION NUMBER _____ ROAD FRONTAGE (from deed) _____
 PROPERTY OWNER: _____
 MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 SIGNATURE: _____

PARCEL IDENTIFICATION NUMBER _____ ROAD FRONTAGE (from deed) _____
 PROPERTY OWNER: _____
 MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 SIGNATURE: _____

PARCEL IDENTIFICATION NUMBER _____ ROAD FRONTAGE (from deed) _____
 PROPERTY OWNER: _____
 MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 SIGNATURE: _____





**2nd Street Improvements Project
Opinion of Probable Cost
August 29, 2022**

Item #	Item Description	Quantity	Units	Unit Price	Cost
1	2" Overlay 20" Wide Asphalt Paving	760	SY	\$ 30.00	\$ 22,800.00
2	8" ABC Stone Base w/Geotextile Fabric	760	SY	\$ 45.00	\$ 34,200.00
3	Earthwork, Clearing and Grubbing	1	LS	\$ 15,000.00	\$ 15,000.00
4	Soils Testing	1	LS	\$ 1,500.00	\$ 1,500.00
5	6" Water Main	500	LF	\$ 75.00	\$ 37,500.00
6	5X5 Catch Basin	2	EA	\$ 9,500.00	\$ 19,000.00
7	Drainage Pipe	100	LF	\$ 250.00	\$ 25,000.00
8	Precast Headwall	2	EA	\$ 15,000.00	\$ 30,000.00
9	Select Backfill	200	CY	\$ 40.00	\$ 8,000.00
10	6" Water Main	500	LF	\$ 75.00	\$ 37,500.00
11	6" Water Main Connections TS&V	2	EA	\$ 5,000.00	\$ 10,000.00
12	Fire Hydrant	1	EA	\$ 7,000.00	\$ 7,000.00
13	Water Services	6	EA	\$ 2,700.00	\$ 16,200.00
14	8" Gravity Sewer Main	250	LF	\$ 100.00	\$ 25,000.00
15	4" Sewer Services	6	EA	\$ 3,500.00	\$ 21,000.00
16	4 ft. Dia. Manholes	2	EA	\$ 5,000.00	\$ 10,000.00
17	#57 or #67 Stone Bedding	550	TN	\$ 50.00	\$ 27,500.00
18	Seeding and Straw	0.5	AC	\$ 3,000.00	\$ 1,500.00
19	Erosion Control	1	LS	\$ 3,000.00	\$ 3,000.00
20	Mobilization (3%)	1	LS		\$ 10,550.00
21	Bonds & Insurance 2%	1	LS		\$ 7,250.00

Construction Subtotal: \$ 369,500
Plus 10% Contingency \$ 36,950

Construction Total: \$ 406,450

Engineering \$ 48,774
***Environmental Consultant \$ 3,500**
***Wetlands Mitigation Fee \$ 14,188**
Soils Testing \$ 2,500
Survey \$ 6,500
Permit Fees (Water, Sewer, Etc.) \$ 2,000
Construction Observation \$ 20,323

Total Cost \$ 504,235

*Wetlands Mitigation and Consulting Fee based on information provided to the Town by Southern Environmental Group

**2nd Street Improvements Project
Opinion of Probable Cost
April 25, 2022**

Item #	Item Description	Quantity	Units	Unit Price	Cost
1	2" Overlay 20" Wide Asphalt Paving	760	SY	\$ 30.00	\$ 22,800.00
2	8" ABC Stone Base w/Geotextile Fabric	760	SY	\$ 45.00	\$ 34,200.00
3	Earthwork, Clearing and Grubbing	1	LS	\$ 15,000.00	\$ 15,000.00
4	Soils Testing	1	LS	\$ 1,500.00	\$ 1,500.00
5	6" Water Main	500	LF	\$ 75.00	\$ 37,500.00
6	5X5 Catch Basin	2	EA	\$ 9,500.00	\$ 19,000.00
7	Drainage Pipe	100	LF	\$ 250.00	\$ 25,000.00
8	Precast Headwall	2	EA	\$ 15,000.00	\$ 30,000.00
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12	Fire Hydrant	1	EA	\$ 7,000.00	\$ 7,000.00
13	Water Services	6	EA	\$ 2,700.00	\$ 16,200.00
14	8" Gravity Sewer Main	250	LF	\$ 100.00	\$ 25,000.00
15	4" Sewer Services	6	EA	\$ 3,500.00	\$ 21,000.00
16	4 ft. Dia. Manholes	2	EA	\$ 5,000.00	\$ 10,000.00
17	#57 or #67 Stone Bedding	550	TN	\$ 50.00	\$ 27,500.00
18	Seeding and Straw	0.5	AC	\$ 3,000.00	\$ 1,500.00
19	Erosion Control	1	LS	\$ 3,000.00	\$ 3,000.00
20	Mobilization (3%)	1	LS		\$ 10,550.00
21	Bonds & Insurance 2%	1	LS		\$ 7,250.00

Construction Subtotal: \$ 369,500
Plus 10% Contingency \$ 36,950

Construction Total: \$ 406,450

Engineering \$ 48,774

Environmental \$ 12,000

***Wetlands Mitigation Fee \$ 70,000**

Soils Testing \$ 2,500

Survey \$ 6,500

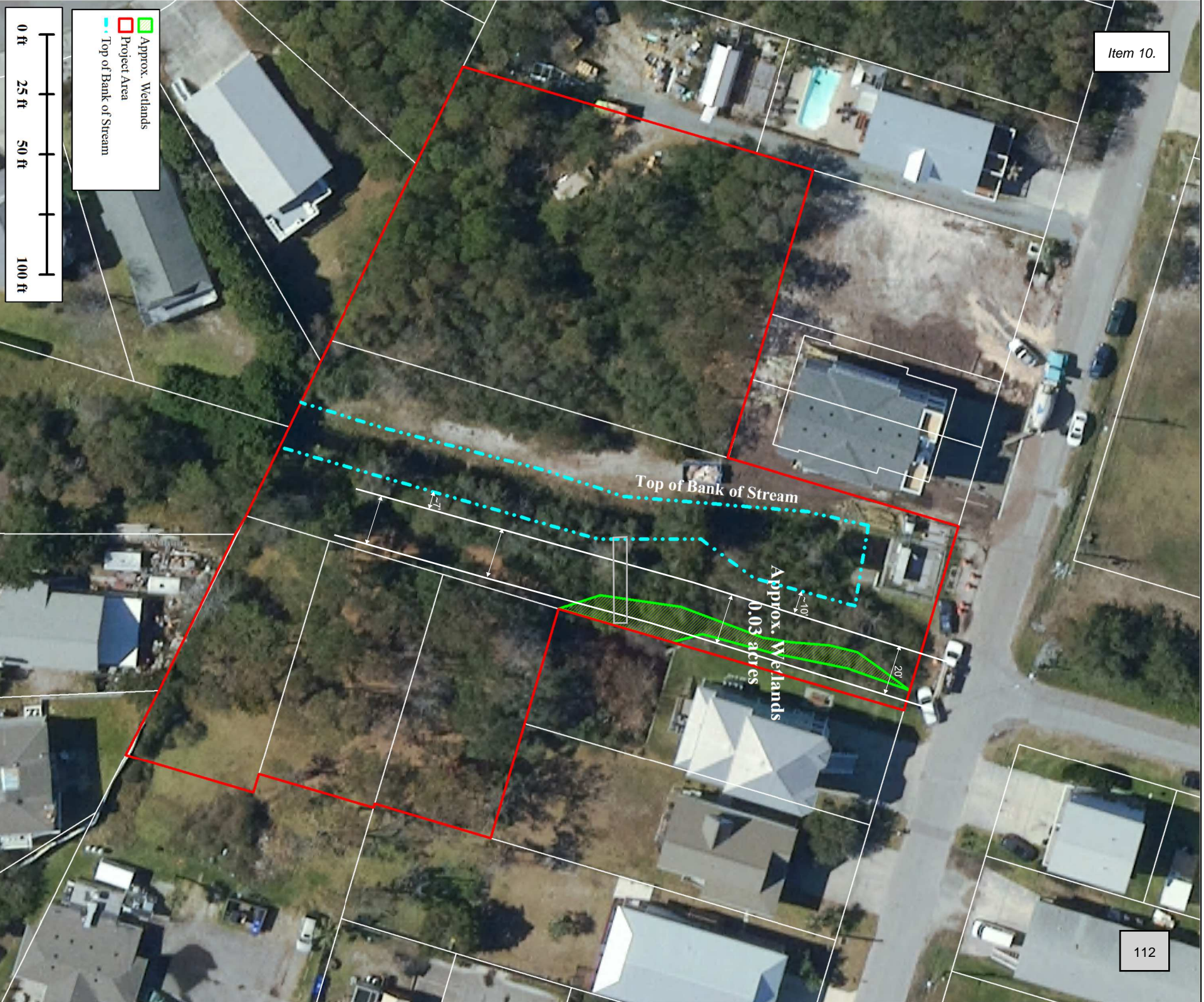
Permit Fee \$ 4,500

Construction Observation \$ 20,323

Total Cost \$ 571,047

*Wetlands Mitigation based on the following:

- a) 0.5 Acre Impact
- b) Freshwater wetlands
- c) Not considered stream
- d) Falls under Nationwide Permit



- ▭ Approx. Wetlands
- ▭ Project Area
- ⋯ Top of Bank of Stream



Map Source: 2020 NC Statewide Orthoimagery
 All lines are approximate and should be used for planning purposes only.

Cursory Environmental Evaluation
 1007,1009,1011 2nd Street
 Carolina Beach, New Hanover Co., N.C.
 7/25/2022 022-144.01





AGENDA ITEM COVERSHEET

PREPARED BY: Jeremy Hardison, Sr Planner

DEPARTMENT: Planning and
Development

MEETING: Town Council – 14 June 2022

SUBJECT: Hearing on preliminary assessment resolution to improve the 1000 block S. Second Street.

BACKGROUND:

On March 21, 2022, the property owners adjacent to the 1000 block of S. Second street submitted a petition to improve the right-of-way to access their lots for development (Attachment 1). S. 2nd Street is paved to Greenville Ave. The S. Second street right-of-way terminates in the 1000 block to private lots in the Carolina Sands Subdivision. The unimproved right-of-way in this area is 80' wide and 290' in length. There are three lots on each side of the right-of-way owned by two different property owners. The properties to the west have 170' of frontage and the properties to the east have 135' frontage. The 1000 block of S. Second St is currently not accessible. It is covered with thick vegetation with an approximately 10' open stormwater ditch. There is a stormwater pump station that is located to the west of the 80' S. Second Street right-of-way that faces Greenville Ave. Wetlands are also present in the area and would need to be delineated and any disturbance would need to be permitted through the Army Corps of Engineers.

During the public hearing the Town Council can hear from all interested persons who appear with respect to any matter covered by the preliminary assessment resolution (Attachment 2) for the street improvements. The Town Council may adopt a final assessment resolution directing that the project or portions thereof be undertaken. The improvements consist of the following to S. Second St. lying between Greenville Ave and Carolina Sands Neighborhood:

- a. Engineered design for the 270' (length) X 20' (width) of pavement to include turnaround emergency access with fire hydrant
- b. Install water and sewer mains
- c. Install storm water management
- d. Wetland mitigation

The preliminary numbers of the improvements totaled \$571,047 (attachment 3). Historically when the Town has paved streets there has been an assessment of two thirds (66.7%) of the total cost of the improvement, to be assessed upon the property receiving the improvements.

If the assessment resolution is approved staff will start the design of the improvements for the 1000 block of S. Second St. Once the project is complete, staff will present the Town Council with the final project

cost at the preliminary assessment roll hearing. At or after the hearing, the Town Council shall annul, modify, or confirm the assessments, in whole or in part, either by confirming the preliminary assessments against any lot, parcel, or tract described in the preliminary assessment roll or by cancelling, increasing, or reducing the assessments as may be proper in compliance with the basis of assessment. If any property is found to be omitted from the preliminary assessment roll, the board may place it on the roll and make the proper assessment. When the board confirms assessments for the project, the clerk shall enter in the minutes of the board the date, hour, and minute of confirmation. From the time of confirmation, each assessment is a lien on the property assessed of the same nature and to the same extent as the lien for county or town property taxes, under the priorities set out in G.S. 153A-200.

ACTION REQUESTED:

Consider approving the preliminary assessment resolution to improve the 1000 block of S. Second Street.

RECOMMENDED MOTION:

Approval – whereas in accordance with the provisions of the NCGS, the Town Council adopts the preliminary assessment resolution and its terms directing that the project to be undertaken.

Denial – whereas in accordance with the provisions of the NCGS, the Town Council does not approve the preliminary assessment resolution for the project to be undertaken.

Attachments

1. Application
2. Preliminary assessment resolution
3. Estimated construction cost



AGENDA ITEM COVERSHEET

PREPARED BY: Ed Parvin, Assistant Manager

DEPARTMENT: Executive

MEETING: Town Council 9/13/2022

SUBJECT: Ocean Blvd Sidewalk

BACKGROUND:

The NC General Assembly included funding in their budget for a sidewalk on Ocean Blvd. Town staff is tasked for managing all the logistics of this project (i.e. budget, engineering and construction). Per Town Council request staff held two public workshops that saw over 30 participants from the community. Written comments are summarized below. Staff did not give categories for the citizens but six categories were identified after talking to and reading citizen concerns. * Additional comments that may not have fit into a specific category are listed below the 6 categories.

1. NEED FOR THE SIDEWALK: 10 thought a sidewalk was essential on the street.
2. SAFTEY:
 - a. 3 thought it would enhance safety
 - b. 9 thought it would enhance safety and the speed limit should be reduced to 25 mph.
3. NORTH OR SOUTH
 - a. 2: either side
 - b. 23 wanted on the south side or were just adamant that it not be on the north side. The South side connects in with the LPB crosswalk.
 - c. 1 preferred the north side
4. MATERIAL 5 people commented that they prefer concrete. Concrete holds up better and has less maintenance
5. ROW Obstructions: 6 people wanted to be notified prior to landscaping or irrigation being impacted in the ROW are in front of their home.

6. MU Path vs Sidewalk
 - a. 2 wanted a 5' sidewalk
 - b. 2 wanted a multi-use path

Additional comments *

How will the ROW be maintained after installation?

STAFF RESPONSE: Under current code the property owner is responsible for maintenance up to the edge of the street. However, if the Town put in a MU Path and installed landscaping (similar to Cape Fear Blvd) the Town would maintain that section of ROW.

How will parking be regulated (i.e. no parking signs, resident only, no regulations)?

STAFF RESPONSE: Currently undesignated ROW can be utilized for parking. Additional recommendations on these areas are coming back to Town Council via the recent parking committee recommendations.

How will stormwater be managed?

STAFF RESPONSE: Stormwater will be incorporated into the engineered plan for the sidewalk.

Can pervious material be used?

STAFF RESPONSE: Due to the maintenance requirements of pervious pavement it will not be utilized, however stormwater will be accommodated in the engineered plans.

Please don't add additional parking on Croaker when this sidewalk is added

STAFF RESPONSE: This project does not include any ROW improvements on Croaker.

How far will the sidewalk be from the property line? The sidewalk placement should continue to accommodate enough room for on-street parking but also make sure to keep the sidewalk as close to the road as possible.

STAFF RESPONSE: The sidewalks must meet DOT requirements for separation from the road. A minimum of 8' and preferably 9' would need to be included to accommodate parallel parking.

ACTION REQUESTED:

Staff is continuing to work with the engineer on design plans

RECOMMENDED MOTION:

To help with expediting the design and other project logistics, staff requests a motion from Town Council to: **move forward with placement of the sidewalk on the south side of Ocean Blvd. that is 6' wide.**



AGENDA ITEM COVERSHEET

PREPARED BY: Jeremy Hardison, Planning & Development Director

DEPARTMENT: Planning & Development

MEETING: Town Council 9/13/2022

SUBJECT: **Text Amendment** to amend Chapter 16. ARTICLE VI. Sec. 16-207 Sec. 16-1 to add No Commercial Through Traffic Language

BACKGROUND:

A petition was delivered to Town Council in August 2021 signed by residents of the Ocean Heights neighborhood that requested to restrict through traffic from using Ocean Heights streets as a shortcut or access through the neighborhood (attachment 1). The item was discussed at the July Town Council workshop where Council directed staff to draft proposed language for review to restrict commercial through traffic in Ocean Heights neighborhood. The current section that Council was petitioned to review in the Ocean Heights subdivision borders Old Dow Rd and Dow Rd. Ocean Heights has three entrances to the neighborhood, one on Old Dow Rd through Hiram St and two on Dow Rd, one on Elton Av and the other on Glenn Ave. The interior lots consist of 28 duplexes, 11 manufactured homes, 6 single-family homes and 8 vacant lots that potentially are affected by the amendment. The exterior lots of the subdivision include 16 lots that face Old Dow Rd, two lots face Dow Rd and one lot that is zoned commercial is a double frontage lot between Bridge Barrier Rd and Glenn Ave. The area in between Old Dow Rd and Dow Rd is zoned Manufactured Housing. The permitted uses in this area is single-family, two-family and mobile homes. The area adjacent to the west and north is zoned Highway Business. The property to the south is zoned Conservation and owned by the State Park.

The roads within the subdivision are public roads and maintained by the Town. The speed limit is 25mph within the subdivision. Staff did not see any documentation or study that was submitted by the petitioner that supported the amendment to address no through commercial traffic nor has staff performed a study on the magnitude of through commercial traffic in the area. Staff has seen evidence and witnessed a trend in the number of golf carts using Ocean Heights neighborhood has a cut through as a result of golf carts not being allowed on Dow Rd.

History

The Ocean Heights neighborhood was platted in 1949 that included 132 lots that was designed to access both Dow Rd and N. Lake Park Blvd (attachment 2). The subdivision was located in the unincorporated area of the County, not in the town limits when it was approved. The area was

left undeveloped until the late 60's. In 1963 the Department of Transportation (DOT) constructed a high rise bridge. As part of the project Lake Park Blvd was extended to the new bridge and a new section of Dow Rd was created through the Ocean Heights neighborhood to connect to the original Dow Rd. DOT bought 18 lots for the road improvements. This created 26 lots that were located on the east side of Dow Rd and disconnected from the neighborhood.

Through the 1970's the majority of the Ocean Heights neighborhood on the west side of Dow rd was developed as manufactured housing. The west side of the Dow Rd was developed as non-residential. The development of the neighborhood remained unchanged until a developer bought 28 lots in the neighborhood in 2006 and removed many of the manufactured homes and built three duplexes before the downturn in the economy and another developer bought the remaining 25 lots and built duplexes in 2017.

Attachment 3 illustrates the shortest route how vehicles would be cutting through the neighborhood taking a left off of Dow Rd on Elton Ave onto Blanch Ave and exiting on Hiram St or vice versa. The proposed ordinance would eliminate through traffic for commercial vehicles in the Ocean Heights residential portion of the neighborhood. The Town does not have any areas currently that prohibits commercial through traffic. Part of the amendment is to adopt a definition of commercial vehicles. The proposed commercial vehicle definition is consistent with the state definition (attachment 4 proposed ordinance)

ACTION REQUESTED:

Consider the amendment and make a motion for recommendation or denial.

RECOMMENDED MOTION:

Approval – To amend Chapter 16. Article VI. Sec. 16-207 and Sec. 16-1 to add No Commercial Through Traffic Language in the Ocean Heights subdivision.

Denial – deny the amendment to Chapter 16. Article VI. Sec. 16-207 and Sec. 16-1 to add No Commercial Through Traffic Language in the Ocean Heights subdivision

Town of Carolina Beach Mayor and Town Council
Prohibit Thru Traffic Petition

We the residents of Carolina Beach in the Ocean Heights Neighborhood request that the Town of Carolina Beach Planning Department restrict through traffic and the Town of Carolina Beach Operations vehicles from using Ocean Heights streets as a shortcut or access through the neighborhood. It is a highly populated residential area and should not have to experience any outside business traffic. Residents walk their dogs in Ocean Heights, kids ride their bicycles there and play very close to the street. We the undersigned residents of the Town of Carolina Beach petition the Planning Department to review the traffic flow and restrict business traffic in Ocean Heights by erecting "No Thru Traffic" signs.

<u>Printed Name</u>	<u>Signature</u>	<u>Address</u>
<u>Patrick Boykin</u>	<u>Patrick O. Boykin</u>	<u>712 Glenn Ave</u>
<u>Tamara Mansur</u>	<u>Tamara Mansur</u>	<u>713-1 Glenn Ave.</u>
<u>Theresa Stutz</u>	<u>Theresa Stutz</u>	<u>713-2 Glenn Ave.</u>
<u>RYAN STUTZ</u>	<u>[Signature]</u>	<u>713-2 GLENN AVE.</u>
<u>Matthew Reading</u>	<u>Matthew Reading</u>	<u>713-1 Glenn Ave</u>
<u>William J. COEN</u>	<u>[Signature]</u>	<u>821-1 Kenneth Ave.</u>
<u>Sharon Coen</u>	<u>Sharon Coen</u>	<u>821 Kenneth Ave Unit 1</u>
<u>Joyce White</u>	<u>Joyce White</u>	<u>700-1 Eton Ave</u>

Town of Carolina Beach Mayor and Town Council
Prohibit Thru Traffic Petition

Item 12.

Joe White Joe White 700 Elton Ave

Bobby Schooley Bobby Schooley 821 Kenneth Ave #2

Kathryn Pascarsa Kathryn Pascarsa 812-2 Blanche Ave

Wanda Applebee Wanda Applebee 701-1 Elton Ave

Michael Applebee Michael Applebee 701-1 Elton Ave

Joe Ragsbee Joe Ragsbee 702-1 Elton

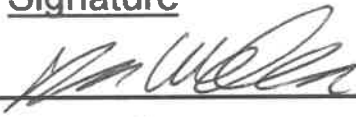






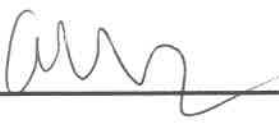
WANDA RAGSBEER Wanda Ragsbee 702-1 ELTON

Mania Hodgson Mania Hodgson 702-2 Elton

ROBERTS HODGSON Robert Hodgson 702-2 ELTON

Town of Carolina Beach Mayor and Town Council
Prohibit Thru Traffic Petition

We the residents of Carolina Beach in the Ocean Heights Neighborhood request that the Town of Carolina Beach Planning Department restrict through traffic and the Town of Carolina Beach Operations vehicles from using Ocean Heights streets as a shortcut or access through the neighborhood. It is a highly populated residential area and should not have to experience any outside business traffic. Residents walk their dogs in Ocean Heights, kids ride their bicycles there and play very close to the street. We the undersigned residents of the Town of Carolina Beach petition the Planning Department to review the traffic flow and restrict business traffic in Ocean Heights by erecting "No Thru Traffic" signs.

<u>Printed Name</u>	<u>Signature</u>	<u>Address</u>
KEVIN WELBORN		819 KENNETH AVE.
Matt Hunt		813 Kenneth
Ken Mans		815 Kenneth
JAMES SATTIE		610 GLENN AVE.
ERIC SEARS		716 Glenn Ave
KEVIN WELBORN		819 KENNETH AVE
Danny Williams		714 GLENN
Aday Overton		719 Glenn 610 SE 12

Town of Carolina Beach Mayor and Town Council
Prohibit Thru Traffic Petition

Item 12.


Justin Overton  719 Glenn Ave 2

Roger Dugré  717-1 Glenn Ave

LISA DUGRÉ  717-1 Glenn Ave

~~719-1 Glenn Ave.~~

Andy Gaster  904-1 Blanche Ave

April Gaster  904-1 Blanche Ave

TERESA DALE  901 Blanche Ave

Greg Dale  901 Blanche Ave

Kendall McGee  717 Glenn

Troy Englehart II  717 Glenn Avenue

Town of Carolina Beach Mayor and Town Council
Prohibit Thru Traffic Petition

Item 12.

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Printed Name

Signature

Address

John Luopa

John Luopa

dotloop verified
08/09/21 8:32 PM EDT
AG1N-3ZOC-DEPK-ADRL

700 Elton Ave Unit 2

Terra Luopa

Terra Luopa

dotloop verified
08/09/21 8:54 PM EDT
LAC2-557N-748N-107B

700 Elton Ave Unit 2

Grady Strickland

Grady Strickland

dotloop verified
08/10/21 8:49 AM EDT
XWV3-JQTD-1WA7-HJQU

702 Elton Ave

Bret Gillespie

Bret Gillespie

dotloop verified
08/10/21 9:36 PM EDT
FCEB-G8D3-AQUH-S1ME

806 Blanche Ave Unit 2

Danielle Gillespie

Danielle Gillespie

dotloop verified
08/10/21 9:05 PM EDT
L5V4-PDMD-DW0-T-08U

806 Blanche Ave Unit 2

Marie Hemmen

807 Blanche Ave Unit 1

Lisa Overby-Dosier

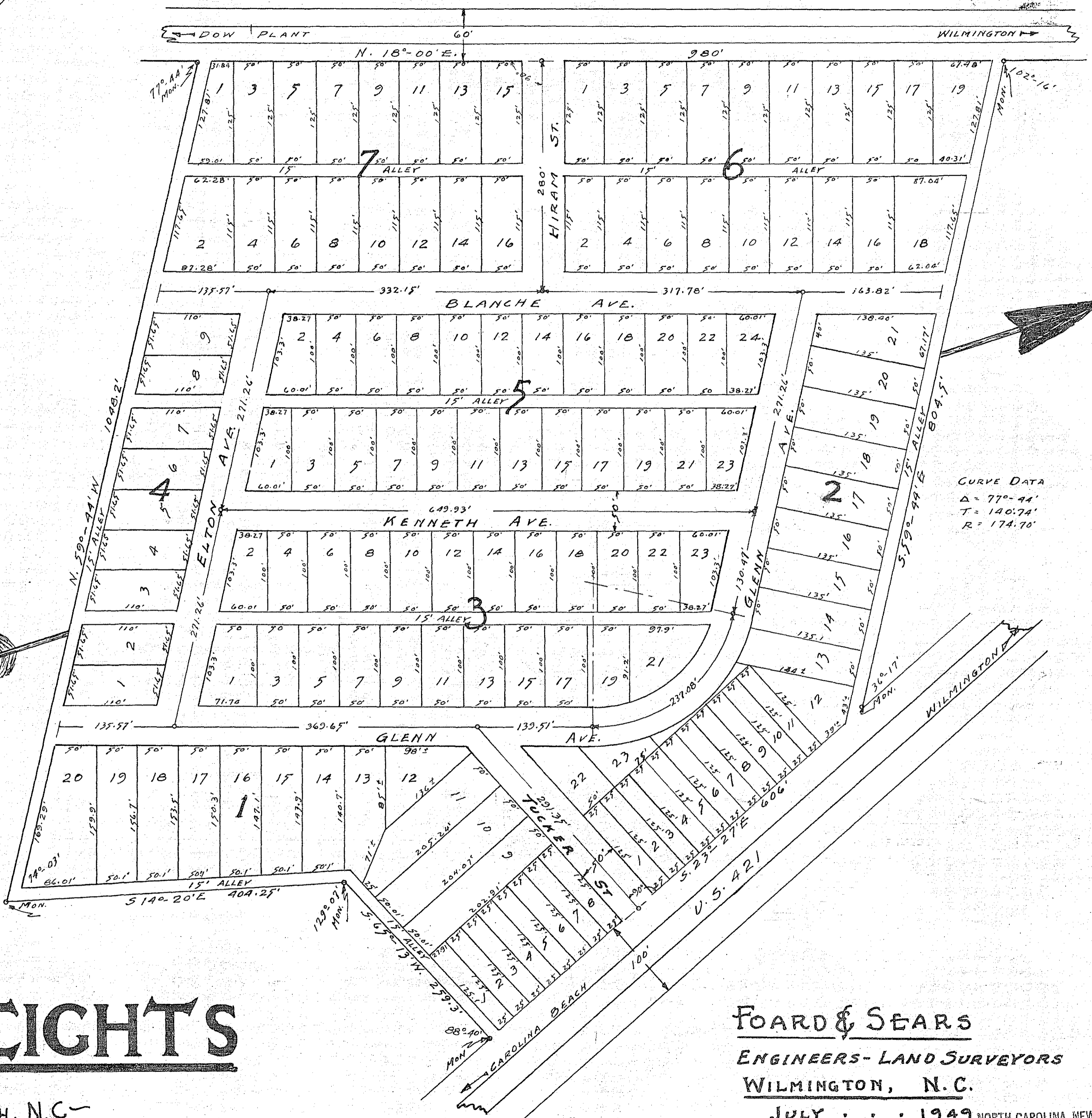
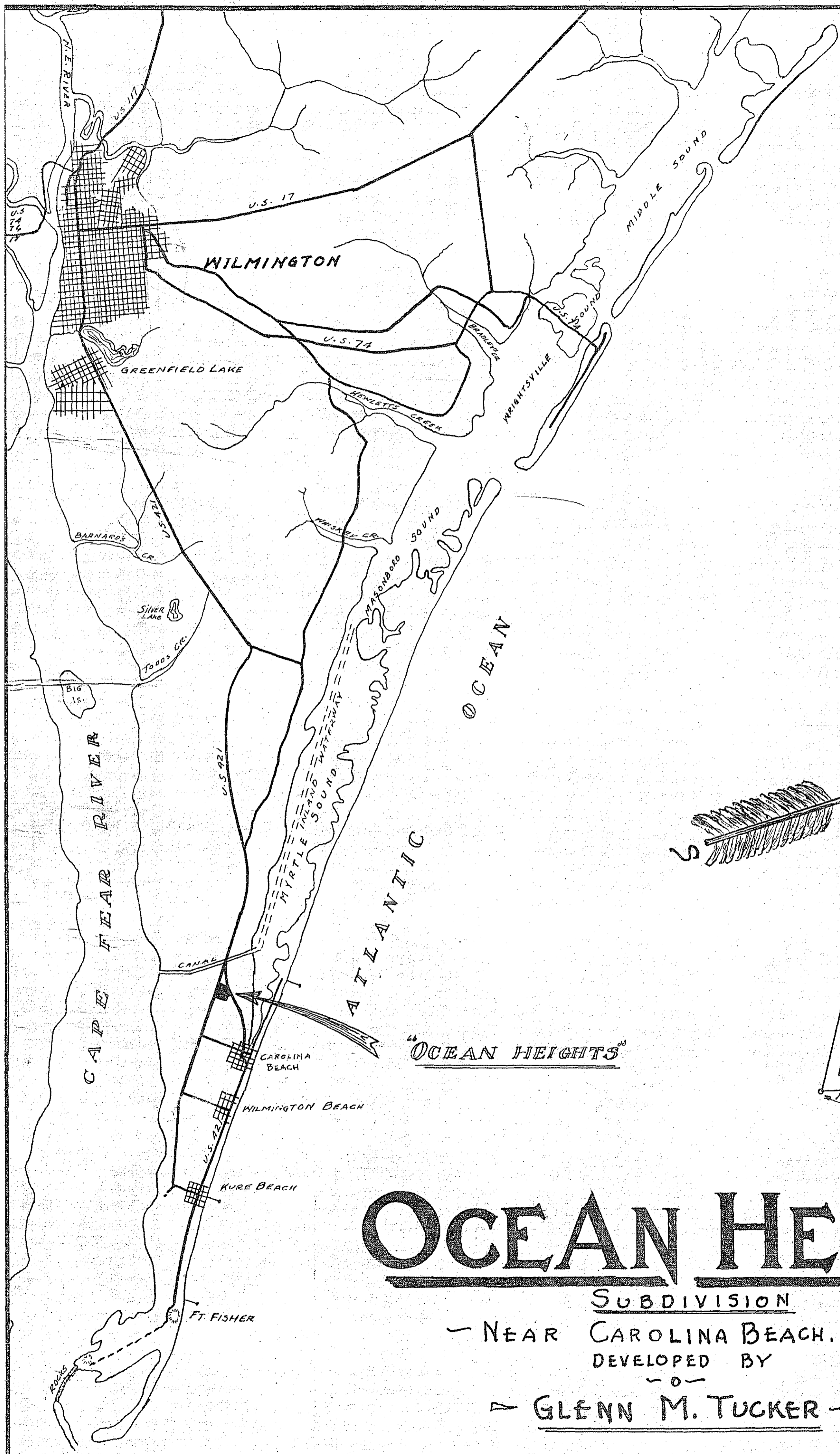
Lisa Overby-Dosier

dotloop verified
08/10/21 10:17 AM EDT
40AQ-PUIK-7PFQ-HQQZ

807 Kenneth Ave Unit 1

Thomas Dosier

807 Kenneth Ave Unit 1



CURVE DATA
 $\Delta = 77^{\circ} 44'$
 $T = 140.74'$
 $R = 174.70'$

OCEAN HEIGHTS

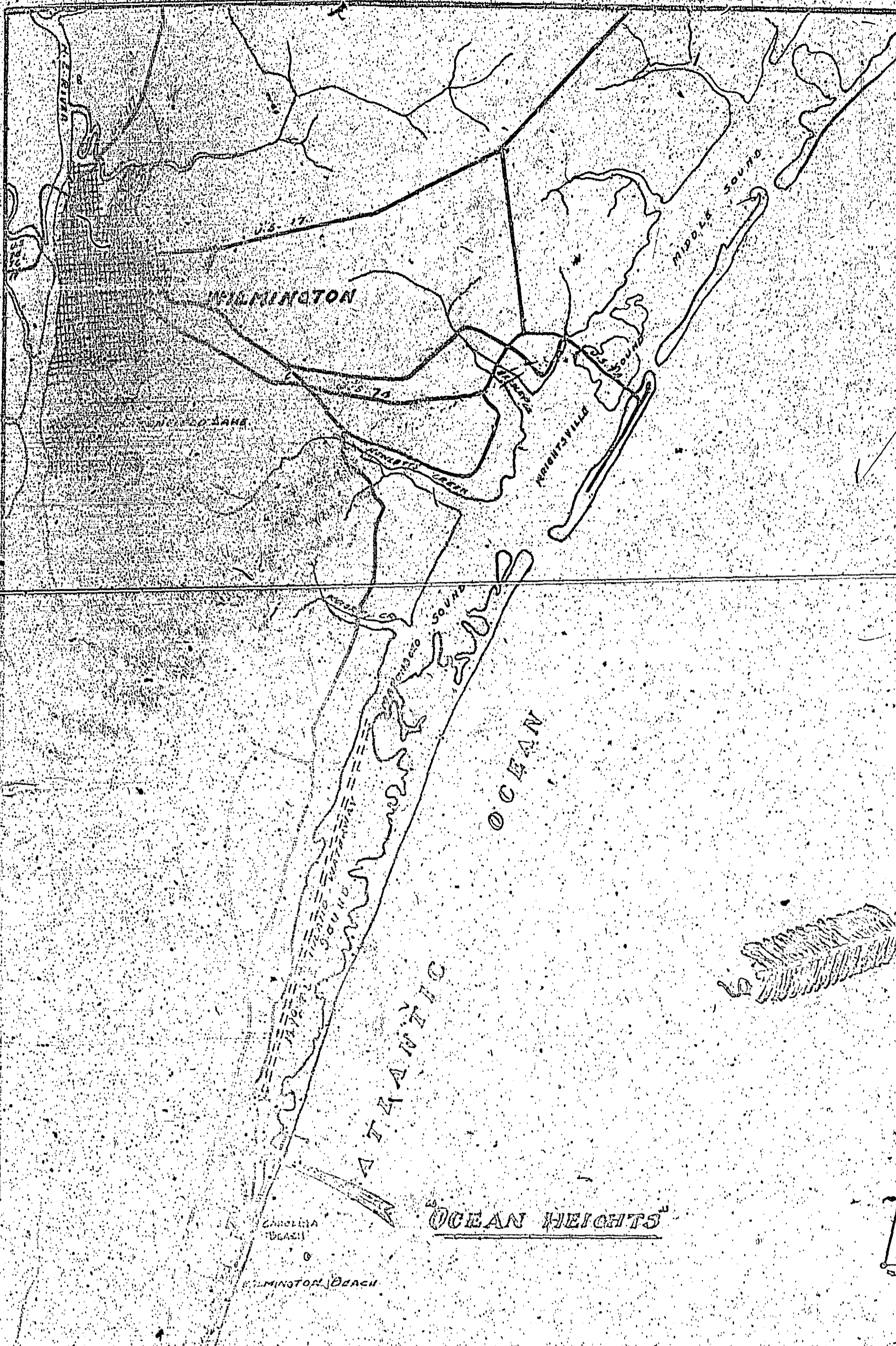
SUBDIVISION
 - NEAR CAROLINA BEACH, N.C. -
 DEVELOPED BY
 - O -
 - GLENN M. TUCKER -

FOARD & SEARS
 ENGINEERS - LAND SURVEYORS
 WILMINGTON, N. C.

JULY . . . 1949 NORTH CAROLINA - NEW HAN. COUNTY
 Filed for registration on 3 day of
June 1952 at 2:05 PM
 and duly recorded in BOOK 5
 PAGE 53
 R. L. BLACK, Register Deeds

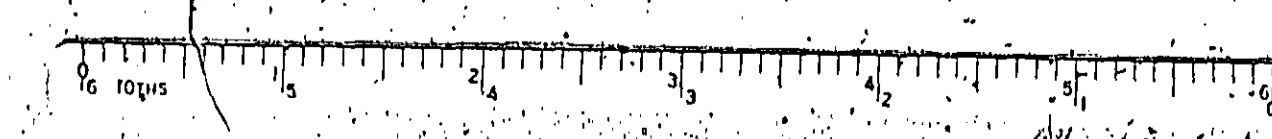
NORTH CAROLINA -
 NEW HANOVER COUNTY,
 Personally appeared before me, E. M. Sears, Jr., Land Surveyor,
 who being duly sworn, says, That this map is true and correct
 to the best of his knowledge and belief and is the result of an actual boundary
 survey by him. Lot layouts & sizes are calculated.

All streets & Avenues 50' wide, Alleys 15' wide. Let this instrument be recorded. This date August 9, 1949 Margaret Thornee Wilson
 CHARLES H. FOARD
 Title Clerk Superior Court



OCEAN HEIGHTS

SUBDIVISION
 NEAR CAROLINA BEACH, N.C.
 DEVELOPED BY
GLENN M. TUCKER

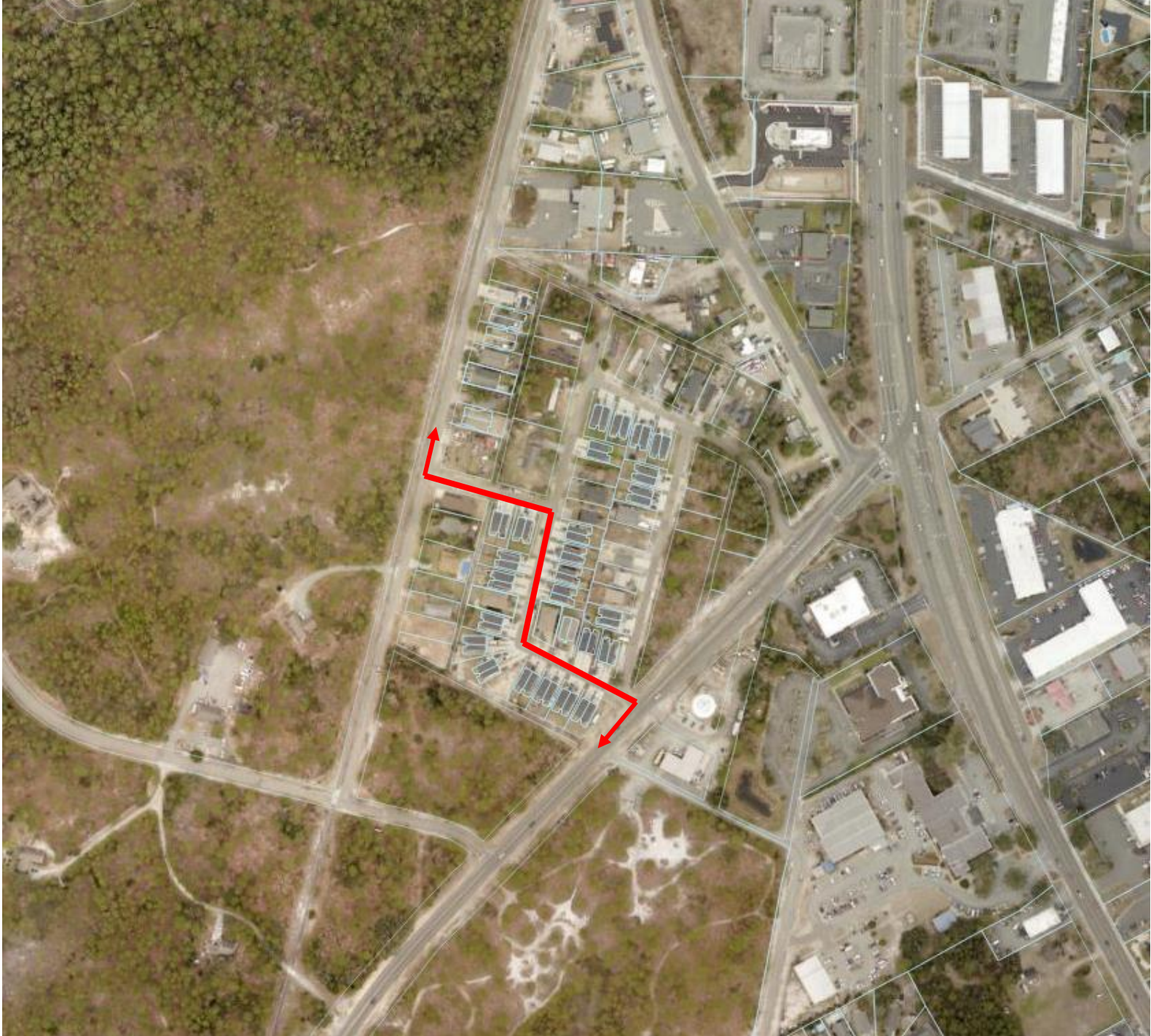


NORTH CAROLINA
 NEW HANOVER COUNTY
 Personally appeared before me, E. M. Sears, Jr., Land Surveyor,
 who being duly sworn, says, that this map is true and correct
 to the best of his knowledge and belief and is the result of an actual boundary
 survey by him. Lot layouts & sizes are calculated.

All streets & Avenues 50' wide, Alleys 15' wide. Let this instrument be recorded, this date August 9, 1949, in the presence of Charles H. Forder, Title Clerk Superior Court.

FOARD & SEARS
 ENGINEERS - LAND SURVEYORS
 WILMINGTON, N. C.

JULY . . . 1949 NORTH CAROLINA-NEW HAN. COUNTY
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ARTICLE VI. - SCHEDULES



ORDINANCE NO. 22-1183

Text Amendment: To amend the Chapter 16. ARTICLE VI. Sec. 16.1 and Sec. 16-207 to add no commercial through traffic language

Sec. 16-1. - Definitions.

Commercial Through Traffic means any commercial motor vehicle consisting of any of the following motor vehicles, as defined in the North Carolina General Statutes (G.S. 20-4.01), that are designed or used to transport passengers or property:

- (1) A Class A motor vehicle that has a combined GVWR of at least 26,001 pounds and includes as part of the combination a towed unit that has a GVWR of at least 10,001 pounds;
- (2) A Class B motor vehicle.
- (3) A Class C motor vehicle that meets either of the following descriptions:
 - a. Is designed to transport 16 or more passengers, including the driver.
 - b. Is transporting hazardous materials and is required to be placarded in accordance with 49 C.F.R. Part 172, Subpart F.

ARTICLE VI. SCHEDULE ^[7]

Sec. 16-207. Schedule D, through truck/large vehicle streets.

- 1. Trucks and other large vehicle through traffic shall be limited to the following streets. Through traffic of said vehicles on all other streets within the corporate limits of the town shall be prohibited.

Dow Road. ¹
U.S. Highway 421 (Lake Park Boulevard). ¹
Harper Avenue.
Cape Fear Boulevard.
Raleigh Avenue from U.S. Highway 421 (Lake Park Boulevard east to Woody Hewett Avenue).
Woody Hewett Avenue from Harper Avenue south to U.S. Highway 421 (Lake Park Boulevard).

Note 1—Under the control of the State Department of Transportation.

- 2. Upon any street designated herein for no commercial through traffic, those being streets where it is not consistent with the health and safety of the citizens, commercial through traffic shall be restricted or prohibited. The street or streets so designated as "no commercial through traffic" streets as follows:

Ocean Heights Subdivision (Glenn Avenue, Elton Avenue, and Hiram Street)

Adopted this 13th day of September, 2022.

Albert L. Barbee, Mayor

Kimberlee Ward, Town Clerk



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward

DEPARTMENT: Clerk

MEETING: Town Council – 9/13/2022

SUBJECT: Committee Appointments – Bike/Ped and Marketing

BACKGROUND:

A member of the Bike/Ped Committee resigned on 8/11/2022. This is an unexpired term that is set to expire on 6/30/2024.

A member of the Marketing Committee resigned on 8/18/2022. This is an unexpired term that is set to expire on 6/30/2025.

A copy of the applications can be found at:

https://library.municode.com/nc/carolina_beach/munidocs/munidocs?nodeId=4338a75e76c35

ACTION REQUESTED:

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

Committee Appointments 9-13-2022

Bike/Ped Committee

Please select **ONE**:

- Bill Stoll
- Christi Siegel
- Daniel Kempf
- Jeffrey Tarvin
- Jerry Davis
- John Dismukes
- John Marshall
- Laura Mandato
- Pamela Grillini
- Rodney Kidd
- Scott Pate (serves on Beautification Committee)
- Shane Kennan

Marketing Committee

Please select **ONE**:

- Chris Smith
- Dorrene Stanley

Council Member Signature