

CAROLINA BEACH

Town Council Regular Meeting

Tuesday, June 10, 2025 — 6:00 PM

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



AGENDA

CALL TO ORDER

INVOCATION AND PLEDGE OF ALLEGIANCE

ADOPT THE AGENDA

CONSENT AGENDA

1. Annual Write-off of Outstanding Accounts Receivables
2. Budget Amendments/Transfers
3. Amend Grant Project Ordinance for ARP
4. Set a public hearing for July 8, 2025 to consider an Amendment to Article 3 of the UDO to address fences for nonconforming commercial pools.
Applicant: Pleasure Island Holdings, LLC
5. Approval of Council Meeting Minutes

SPECIAL PRESENTATIONS

6. Recognition of the Ashley Girls Soccer Team
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. Zoning Map Amendment to consider a request to rezone 204 Harper Avenue from Mixed Use (MX) to Central Business District (CBD).

Applicant: STLNC, LLC

10. Consider Adopting the Proposed FY2025-2026 Budget

ITEMS OF BUSINESS

11. Adopt Resolution for the Town of Carolina Beach Water System Resiliency Assessment Project

Applicant: Town of Carolina Bach

12. Annual Committee Appointments

COUNCIL COMMENTS

ADJOURNMENT



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 6/10/2025

SUBJECT: Annual Write-off of Outstanding Accounts Receivables

BACKGROUND:

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

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

ACTION REQUESTD:

Approve Resolution #25-2332 to authorize the writing-off of uncollected utility accounts for a total write-off of \$11,849.88.

Joel Macon
Mayor

Lonnie Lashley
Councilman

Bob Lewis
Councilman



Pat Efird
Mayor Pro Tem

Dan Wilcox
Councilman

Timothy Owens
Town Manager

Item 1.

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

Purpose:

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

Scope:

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

Criteria:

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

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

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

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

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

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

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

11/15/2011
Policy Adoption Date



Resolution #25-2332

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

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

WHEREAS, The Finance Officer has determined that a list of utility accounts totaling \$11,849.88 which is attached hereto and made a part hereof by reference should be written off as bad debt; and

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

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

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

NOW THEREFORE, BE IT HEREBY RESOLVED THAT:

The Town of Carolina Beach direct the Finance Director to write off the accounts shown on the attached list totaling \$11,849.88 as uncollectible bad debts in the financial records of the Town of Carolina Beach.

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

Adopted by the Town of Carolina Beach Town Council on the 10th day of June, 2025.

Clerk

Mayor

Uncollectible Utility Accounts

Item 1.

Account Num	Service Address	Acct Status	Greater Day 90 Bal
001-0002070-1	1307 CAROLINA BEACH AVE N	In Active	\$98.52
001-0002202-12	1405 CAROLINA BEACH AVE N UNIT A	In Active	\$191.59
001-0002780-2	SUNSKIPPER A2	In Active	\$76.25
001-0002800-3	SUNSKIPPER A20	In Active	\$125.60
001-0002860-3	SUNSKIPPER A22	In Active	\$76.25
002-0000285-6	1105 CANAL DR.	In Active	\$68.96
002-0000641-5	109 GEORGIA AVE.	In Active	\$132.97
002-0000825-2	109 VIRGINIA AVE.	In Active	\$49.25
002-0000855-4	205 VIRGINIA AVE.	In Active	\$49.25
002-0001170-2	1218 CANAL DR.	In Active	\$278.53
002-0001389-2	804 CANAL DRIVE UNIT 2	In Active	\$80.93
002-0001570-2	506 CANAL DR. UNIT 1	In Active	\$212.63
003-0000522-13	208 B WOODY HEWETT	In Active	\$278.80
003-0000525-2	204 WOODY HEWETT	In Active	\$223.71
003-0000630-2	120 LAKE PARK BLVD N	In Active	\$98.52
003-0000640-2	123 HARPER AVE - 2ND FLOOR	In Active	\$38.77
003-0001008-2	603 CAROLINA SANDS DR.	In Active	\$170.44
003-0001236-10	209 A SEAFARER DR.	In Active	\$103.30
003-0001296-8	300 CAROLINA SANDS DR.	In Active	\$71.90
003-0001465-1	933 RIPTIDE LANE	In Active	\$74.94
003-0001660-7	708 CAROLINA SANDS DR.	In Active	\$49.25
003-0001691-18	923 SEARIDGE LANE	In Active	\$177.90
004-0000416-1	608 RALEIGH AVE - (D & I)	In Active	\$28.56
004-0000805-3	205 RALEIGH AVENUE	In Active	\$95.77
004-0000955-3	405 MONROE AVENUE	In Active	\$135.63
004-0000975-4	411 MONROE AVENUE	In Active	\$49.25
004-0001230-5	507 N 7TH ST	In Active	\$39.05
004-0001406-1	205 N 7TH ST	In Active	\$49.25
004-0001497-1	602 N 8TH STREET	In Active	\$102.10
004-0001780-1	207 FLORENCE AVENUE	In Active	\$108.38
004-0001780-2	207 FLORENCE AVENUE	In Active	\$42.34
005-0000342-3	516 GOLDSBORO AVE - IRRIGATION	In Active	\$8.25
005-0000421-2	501 BIRCH COURT	In Active	\$365.98
005-0000735-5	1206 LAKE PARK BLVD N UNIT G	In Active	\$61.21
005-0000850-2	1325 CABO COURT	In Active	\$49.25
005-0001200-3	1601 BERTRAM DRIVE	In Active	\$123.52
005-0001800-3	408 JARRETT BAY	In Active	\$81.76
005-0004575-4	720 GLENN AVE (OLD 620 GLENN AVE)	In Active	\$96.29
005-0007581-4	512 CHARLOTTE AVENUE	In Active	\$32.52
005-0009001-6	318 HAMLET AVE UNIT 1	In Active	\$50.70
005-0011550-2	206 HAMLET AVENUE	In Active	\$39.41
006-0000128-1	305 FAYETTEVILLE AVE UNIT 1	In Active	\$26.24
006-0000129-1	305 FAYETTEVILLE AVE UNIT 2	In Active	\$39.35
006-0000180-13	317 A FAYETTEVILLE AVENUE	In Active	\$256.14
006-0000296-1	709 FAYETTEVILLE AVE	In Active	\$16.95
006-0000420-11	314 ATLANTA AVENUE	In Active	\$188.65

Uncollectible Utility Accounts

Item 1.

006-0000889-12	312 A COLUMBIA AVENUE	In Active	\$59.11
006-0000895-3	304 A COLUMBIA AVENUE	In Active	\$524.81
006-0001221-1	619 SUMTER AVE UNIT 1	In Active	\$71.91
006-0001328-1	405 SUMTER AVE (old 407)	In Active	\$320.01
006-0001417-1	815 S 3RD ST UNIT 2	In Active	\$40.62
006-0001431-8	805 2ND STREET UNIT B	In Active	\$108.38
006-0001810-7	305 A GREENVILLE AVENUE	In Active	\$355.27
006-0001811-6	305 B GREENVILLE AVENUE	In Active	\$104.25
006-0001823-2	415 B GREENVILLE AVENUE	In Active	\$19.93
006-0001836-1	409 GREENVILLE AVE UNIT 1	In Active	\$2.50
006-0001837-1	409 GREENVILLE AVE UNIT 2	In Active	\$2.50
006-0001847-1	502 GREENVILLE AVENUE	In Active	\$463.23
006-0001855-2	503 GREENVILLE AVENUE	In Active	\$153.52
006-0001913-1	908 S 5TH STREET	In Active	\$408.86
006-0001917-7	902 B S 5TH STREET	In Active	\$203.84
007-0000065-2	300 I SPENCER FARLOW	In Active	\$178.12
007-0000120-5	300 A SPENCER FARLOW	In Active	\$232.56
007-0001200-1	223 PENINSULA DRIVE	In Active	\$1,076.50
007-0001465-1	309 SPENCER FARLOW DR	In Active	\$42.65
007-0001593-3	500 LEWIS DRIVE	In Active	\$196.64
007-0001714-2	100 LANIER LANDING CT	In Active	\$209.79
007-0001763-4	17 FOREST BY THE SEA	In Active	\$84.72
007-0001791-1	31 FOREST BY THE SEA	In Active	\$74.86
007-0002390-2	101 SUGARLOAF COURT	In Active	\$226.70
008-0000776-1	1501 LAKE PARK BLVD S	In Active	\$63.65
008-0004097-8	504 TENNESSEE AVE UNIT B	In Active	\$329.75
008-0005160-2	1306 SWORDFISH LN	In Active	\$38.12
008-0005714-2	1514 SWORDFISH LANE UNIT B	In Active	\$22.67
008-0005726-3	1516 SWORDFISH LANE	In Active	\$114.27
008-0005726-4	1516 SWORDFISH LANE	In Active	\$399.15
008-0006120-1	500 ALABAMA AVE	In Active	\$304.91
008-0007097-1	1312 MACKEREL LN UNIT 1	In Active	\$2.50
008-0007425-1	1514 MACKEREL LANE	In Active	\$157.63
008-0007851-8	1611 SEARAY LN - UNIT 1	In Active	\$119.46
008-0007851-9	1611 SEARAY LN - UNIT 1	In Active	\$49.25
008-0008834-3	1309 PINFISH LANE	In Active	\$269.40
008-0014109-2	1230 PINFISH LANE - IRRIGATION	In Active	\$3.03
	TOTAL WRITE-OFF		\$11,849.88



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 6/10/2025

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 \$1,000 donation to the Police Department from Anna & Mark Corey to account 10-510-033 Police Supplies to purchase backpacks for police employees.

Transfers:

Transfer \$500 from account 10-510-021 Police Tires to account 10-510-033 Police Supplies to cover the line-item shortage.

Transfer \$2,750 from account 10-510-021 Police Tires to account 10-510-014 Police Travel & Training to cover the line-item shortage.

Transfer \$150 from account 10-420-002 Executive Wages to account 10-420-059 Executive Longevity to cover line-item shortage.

Transfer \$250 from account 10-450-006 HR Medical Insurance to account 10-450-059 HR Longevity to cover line-item shortage.

Transfer \$250 from account 10-510-001 Police Holiday Pay to account 10-510-059 Police Longevity to cover line-item shortage.

Transfer \$500 from account 10-530-001 Fire Holiday Pay to account 10-530-059 Fire Longevity to cover line-item shortage.

Transfer \$15,267 from account 30-800-049 W&S Admin Postage to account 30-800-045 W&S Admin Contract Services to continue garage site monitoring under the NCDEQ Registered Environmental Consultant (REC) program.

Transfer \$57,250 from account 10-550-074 Marina Capital over \$10,000 to account 27-004-046 Professional Services Marina (Phase IV) to cover the cost of the survey and design/permitting/bid management of the Harbor Master Office at the Town Marina.

Annual Transfer:

A journal entry has been prepared for the annual budgeted transfer from the Utility Fund to the General Fund in the amount of \$775,000.

BUDGET IMPACT:

No budget impacts.

ACTION REQUESTED:

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

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Deb LeCompte
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

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

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Vic Ward, Chief of Police

C. V. Ward

Re: Budget transfer

Date: May 12, 2025

Budget transfer amount: \$1000

From: 10-335-000 (Miscellaneous Revenue)

To: 10-510-033 (Supplies)

Explanation:

On 4/3/25, a donation for \$1000 was deposited into 10-335-000 (Miscellaneous Revenue) to purchase items for police employees at the Chief's discretion. We are requesting that \$1000 be transferred to 10-510-033 (Supplies) to cover the cost of backpacks.

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Deb LeCompte
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

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

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Vic Ward, Chief of Police

C. V. Ward

Re: Budget transfer

Date: May 12, 2025

Budget transfer amount: \$500

From: 10-510-021 (Tires)

To: 10-510-033 (Supplies)

Explanation:

CBPD is requesting the transfer of \$500 from 10-510-021 to 10-510-033 to cover the deficit for funds spent on supplies for FY 24/25.

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Deb LeCompte
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

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

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Vic Ward, Chief of Police

C. V. Ward

Re: Budget transfer

Date: May 12, 2025

Budget transfer amount: \$2750

From: 10-510-021 (Tires)

To: 10-510-014 (Travel & Training)

Explanation:

CBPD is requesting the transfer of \$2750 from 10-510-021 to 10-510-014 to cover the deficit for funds spent on travel and training, and for additional costs that will be incurred for travel and training already scheduled for FY 24/25.

Fund Or Attrib	Type	Dept Desc	Disp Acct	Budget	YTD	Variance
Fund Or Attrib: 10 General Fund						
Type: Expenses						
10 General Fund	Expenses	Executive	10-420-059 Longevity Pay Plan	\$3,700.00	\$3,850.00	(\$150.00)
10 General Fund	Expenses	HUMAN RESOURCES	10-450-059 Longevity Pay Plan	\$1,850.00	\$2,100.00	(\$250.00)
10 General Fund	Expenses	Police	10-510-059 Longevity Pay Plan	\$15,600.00	\$15,850.00	(\$250.00)
10 General Fund	Expenses	Fire	10-530-059 Longevity Pay Plan	\$8,300.00	\$8,800.00	(\$500.00)
				\$29,450.00	\$30,600.00	(\$1,150.00)
				\$29,450.00	\$30,600.00	(\$1,150.00)

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Jay Healy
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

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

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: May 30th, 2025

Budget transfer amount: ^{15,267} \$ 7,200 

From: 30-800-049 (W&S Admin Postage)

To: 30-800-045 (W&S Admin Contract Services)

Explanation: Continue garage site monitoring under NCDEQ Registered Environmental Consultant (REC) program

Mark Meyer



Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
Mayor

Joe Benson
Council Member

Jay Healy
Council Member



Deb LeCompte
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

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

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Ed H. Parvin, Deputy Manager

Re: Budget Transfer

Date: June 5, 2025

Budget transfer amount: \$57,250

From: 10-550-074 (Capital Projects)

To: 27-000-046 (Marina Professional Services)

Explanation:

TRANSFER:

1. The 074 funding was originally intended to cover the cost of fish freezer repairs, additional moorings, and finalizing the marina office space.
2. The transferred funds will cover the cost of survey, design, permitting, and bidding of the building expansion that will connect into the north end of the marina bathroom facility.
3. Transferring the money to the same project funds allocated for the marina office construction will allow us to better track all project costs.

GENERAL JOURNAL ENTRIES					
JE#	Date	DESCRIPTION	GL #	DEBIT	CREDIT
54	5/14/2025	Record Annual Transfer from W/S fund to the	10-101-001	775,000.00	
		General Fund.	10-397-003		775,000.00
			30-800-080	775,000.00	
			30-101-001		775,000.00
		Total		1,550,000.00	1,550,000.00

Fund Or Attrib	Type	Dept Desc	Disp Acct	Budget	YTD	Variance
Fund Or Attrib: 10 General Fund						
Type: Revenues						
10 General Fund	Revenues		10-397-003 Reimbursement from W&S Fund	\$775,000.00	\$0.00	(\$775,000.00)
				\$775,000.00	\$0.00	\$0.00
				\$775,000.00	\$0.00	\$0.00
Fund Or Attrib: 30 Utilities Fund						
Type: Expenses						
30 Utilities Fund	Expenses	W&S Administrative	30-800-080 Reimbursement to General Fund	\$775,000.00	\$0.00	\$775,000.00
				\$775,000.00	\$0.00	\$0.00
				\$775,000.00	\$0.00	\$0.00



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 6/10/2025

SUBJECT: Amend Grant Project Ordinance for ARP

BACKGROUND:

To prevent forfeiture of funds, all unspent American Rescue Plan (ARP) money must be committed (by contract) prior to December 31, 2024. Several of the budgeted stormwater projects came in underbudget leaving a \$985.64 balance. This ordinance will amend the ARP Grant Project budget to add to Stormwater Equipment line-item for equipment purchased on November 19, 2024. The amendment will prevent the Town from having to return the funds to the US Treasury.

Transfer:

Transfer \$985.64 from account 30-900-016 Stormwater M&O Equipment to account 35-315-074 ARP Stormwater Equipment for the purchase of two 3" water pumps.

ACTION REQUESTED:

Approval of Ordinance No. 25-1259

ORDINANCE NO. 25-1259
A GRANT ORDINANCE TO AMEND THE BUDGET FOR THE
AMERICAN RESCUE PLAN WATER, SEWER & STORMWATER PROJECTS

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

SECTION ONE:

That the Fiscal Year 2024-2025 Budget for the Town of Carolina Beach is hereby amended to include the expenditures associated with the American Rescue Plan Utility Fund Grant Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
35-601-074	Florida Ave	\$ 243,674.42	\$ 243,674.42	\$.00
35-602-074	Spartanburg Ave	\$ 140,117.85	\$ 140,117.85	\$.00
35-603-074	Maryland Ave/Virginia Ave	\$ 47,945.02	\$ 47,945.02	\$.00
35-604-074	Basin Road	\$ 7,507.84	\$ 7,507.84	\$.00
35-605-074	Eastern Hamlet	\$ 48,901.21	\$ 48,901.21	\$.00
35-606-074	Seventh Street	\$ 75,395.00	\$ 75,395.00	\$.00
35-607-074	Sumter Ave/Seventh St	\$ 16,429.92	\$ 16,429.92	\$.00
35-608-074	Greenville Ave	\$ 65,573.84	\$ 65,573.84	\$.00
35-609-074	St Joseph Pipe Replacement	\$ 54,953.05	\$ 54,953.05	\$.00
35-610-074	400 N 3 rd Stormwater	\$ 8,500.00	\$ 8,355.80	-\$ 144.20
35-611-074	1400 Sea Ray Stormwater	\$ 27,990.00	\$ 27,309.56	-\$ 680.44
35-612-074	1400 Bonito Stormwater	\$ 6,355.80	\$ 6,355.80	\$.00
35-613-074	4 th & Monroe Stormwater	\$ 29,579.30	\$ 29,579.30	\$.00
35-614-074	Birmingham & 6 th Strmwtr	\$ 72,361.57	\$ 72,200.57	-\$ 161.00
35-615-074	Stormwater Equipment	\$ 24,402.00	\$ 25,387.64	+\$ 985.64
35-600-005	FICA Tax	\$ 9,565.49	\$ 9,565.49	+\$.00
35-600-007	Retirement	\$ 13,877.36	\$ 13,877.36	+\$.00
35-600-010	(401) Law Enforcement	\$ 1,503.80	\$ 1,503.80	+\$.00
35-600-009	Premium Pay	\$ 125,039.00	\$ 125,039.00	+\$.00
TOTAL		\$ 1,019,672.47	\$1,019,672.47	\$.00

SECTION TWO:

That the Fiscal Year 2024-2025 Budget for the Town of Carolina Beach is hereby amended to include the revenue associated with the American Rescue Plan by amending the following Utility Fund Grant Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
35-396-000	Transfer ARP Grant Funds From General Fund	\$1,019,672.47	\$1,019,672.47	+ \$.00
TOTAL:			\$1,019,672.47	

SECTION THREE:

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

Duly adopted this 10th day of June 2025

Albert L. Barbee, Mayor

ATTEST:

Kimberlee Ward, Town Clerk

Fund Or Attrib	Type	Disp Acct	Budget	Enc Amt	YTD	Variance
Fund Or Attrib: 35 American Rescue Plan Projects						
Type: Expenses						
35 American	Expenses	35-600-005 ARP FICA Tax	\$9,565.49	\$0.00	\$9,565.49	\$0.00
35 American	Expenses	35-600-007 ARP Retirement	\$13,877.36	\$0.00	\$13,877.36	\$0.00
35 American	Expenses	35-600-009 ARP Premium Pay	\$125,039.00	\$0.00	\$125,039.00	\$0.00
35 American	Expenses	35-600-010 ARP (401) LEO	\$1,503.80	\$0.00	\$1,503.80	\$0.00
35 American	Expenses	35-601-074 Florida Ave (W,S,SW)	\$243,674.42	\$0.00	\$243,674.42	\$0.00
35 American	Expenses	35-602-074 Spartanburg/3rd & 2nd St (SW)	\$140,117.85	\$0.00	\$140,117.85	\$0.00
35 American	Expenses	35-603-074 Maryland Ave/Virginia Ave (SW)	\$47,945.02	\$0.00	\$47,945.02	\$0.00
35 American	Expenses	35-604-074 Basin Rd (SW)	\$7,507.84	\$0.00	\$7,507.84	\$0.00
35 American	Expenses	35-605-074 Eastern Hamlet (SW)	\$48,901.21	\$0.00	\$48,901.21	\$0.00
35 American	Expenses	35-606-074 Seventh St (SW)	\$75,395.00	\$0.00	\$75,395.00	\$0.00
35 American	Expenses	35-607-074 Sumter Ave/Seventh St (SW)	\$16,429.92	\$0.00	\$16,429.92	\$0.00
35 American	Expenses	35-608-074 Greenville Ave (SW)	\$65,573.84	\$0.00	\$65,573.84	\$0.00
35 American	Expenses	35-609-074 St Joseph Pipe Replacement	\$54,953.05	\$0.00	\$54,953.05	\$0.00
35 American	Expenses	35-610-074 400 N 3rd Stormwater	\$8,500.00	\$0.00	\$8,355.80	\$144.20
35 American	Expenses	35-611-074 1400 Sea Ray Stormwater	\$27,990.00	\$0.00	\$27,309.56	\$680.44
35 American	Expenses	35-612-074 1400 Bonito Stormwater	\$6,355.80	\$0.00	\$6,355.80	\$0.00
35 American	Expenses	35-613-074 4th & Monroe Stormwater	\$29,579.30	\$0.00	\$29,579.30	\$0.00
35 American	Expenses	35-614-074 Birmingham & 6th Stormwater	\$72,361.57	\$0.00	\$72,200.57	\$161.00
35 American	Expenses	35-615-074 Stormwater Equipment	\$24,402.00	\$0.00	\$25,387.64	\$0.00
			\$1,019,672.47	\$0.00	\$1,019,672.47	\$985.64



AGENDA ITEM COVERSHEET

PREPARED BY: Jeremy Hardison, Community
Development Director

DEPARTMENT: Community
Development

MEETING: Town Council June 10, 2025

SUBJECT: Set a public hearing for July 8, 2025 to consider an Amendment to Article 3 of
the UDO to address fences for nonconforming commercial pools.

Applicant: Pleasure Island Holdings, LLC

BACKGROUND:

ACTION REQUESTED:

Adopt the consent agenda.

RECOMMENDED MOTION:



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Meeting 6/10/2025

SUBJECT: Approval of Council Meeting Minutes

BACKGROUND:

Attached are the meeting minutes from the May 15th and 27th Council meetings.

ACTION REQUESTED:

Review and consider approving under the consent agenda.

CAROLINA BEACH

Town Council Regular Meeting

Tuesday, May 13, 2025 - 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 Mayor Pro Tem LeCompte and Pledge of Allegiance.

PRESENT

Mayor Lynn Barbee
Mayor Pro Tem Deb LeCompte
Council Member Jay Healy
Council Member Joe Benson
Council Member Mike Hoffer

ALSO PRESENT

Town Manager Bruce Oakley
Assistant Town Manager Ed Parvin
Finance Director Debbie Hall
Town Clerk Kim Ward
Town Attorney Noel Fox

ADOPT THE AGENDA

ACTION: Motion to adopt the agenda

Motion made by Mayor Barbee

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

Motion passed unanimously

CONSENT AGENDA

1. Budget Amendments/Transfers
2. Set a Public Hearing for June 17 at 9:00 AM to Consider a Special Use Permit Modification at 401 Marina Street in the Marina Business District (MB-1) for Additional Boat Slips
Applicant: CBYC, LLC
3. Set a Public Hearing for June 10, 2025, to Consider a Zoning Map Amendment to Consider a Request to Rezone 204 Harper Avenue from Mixed Use (MX) to Central Business District (CBD)
Applicant: STLNC, LLC
4. Second Street Extension Bid Award
5. Proclamation to Recognize June 22-28, 2025, as Pleasure Island Pride Week
6. Appropriate Funds for Ocean Boulevard Sidewalk Project

7. Appropriate Funds for N.C. Department of Transportation (DOT) Sidewalk from Carolina Sands to the Lake
8. Approval of Council Meeting Minutes

Mayor Pro Tem LeCompte asked if adjacent property owners are paying two-thirds and the Town one-third for item 4, the Second Street extension bid award. Mr. Oakley said yes.

Council Member Hoffer mentioned item 7, saying residents wanted a sidewalk from Carolina Sands to Lake Park and they are getting it.

Regarding item 5, Council Member Healy read Proclamation No. 25-2330, which proclaims June 22-28 as Pleasure Island Pride Week in the Town.

ACTION: Motion to approve the consent agenda

Motion made by Mayor Barbee

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

Motion passed unanimously

SPECIAL PRESENTATIONS

9. Events Update by Tim Murphy

Community Services Manager Tim Murphy said the Town received an application from the Carolina Beach Police Foundation for a new event and introduced Wayne Rouse to give details.

Mr. Rouse said an events company approached the foundation about doing a Bikini Bash 1950s party and fundraiser in collaboration with the Centennial Committee. He said the June 28 event, a runway competition with contests and bands, is requesting to use the Gazebo stage area and stressed that this will be family-friendly with no alcohol. Mr. Rouse said Silver Dollar and Sand Dollar are sponsoring the event, so any alcohol consumed would be on those premises. He said there is no cost to the Town, and the funds raised will go to the Police Department's K9 group. Mr. Rouse said the event will be good for the community and feature modest bikini attire.

Mr. Murphy said the process has gone through the Events Committee and there are no major concerns, just a few minor details to figure out on the staff level. He said they are OK with it and think it should move forward.

ACTION: Motion to approve the Bikini Bash 1950s party for the Carolina Beach Police Foundation on June 28 as presented

Motion made by Mayor Pro Tem LeCompte

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

Motion passed unanimously

Mr. Murphy reviewed upcoming events:

- CB Skatepark Grand Prix – May 17
- CB100 MuralFest – May 17-18 at Lake Park
- Centennial Poker Bar Crawl – May 17 starting at The Sandspur
- Venus Flytrap Statue Installation – May 21 at Fort Fisher and June 2 and the Elementary School
- Boardwalk Blast Fireworks/Music – begins Friday, May 23, continues every Thursday through August 21, and concludes Friday, August 29
- Carolina Beach Market – begins May 24 and continues every Saturday through October 4
- Movies at the Lake – begins May 25 and continues every Sunday through August 31
- Flamingo Bingo – begins May 28 and continues every Wednesday through August 27 at the Gazebo
- Charity Pickleball Tournament – May 31 at Mike Chappell Park
- Beach Music Festival – June 7-8 on the beach strand in front of the Boardwalk
- Family Night – begins June 17 and continues every Tuesday through July 29 at Lake Park

10. Proclamation for Safe Boating Week – May 17-23, 2025

Members of the Cape Fear Sail & Power Squadron spoke about boater safety and the importance of wearing life jackets, reading highlights from the proposed proclamation recognizing May 17-23 as Safe Boating Week.

ACTION: Motion to adopt the proclamation recognizing Safe Boating Week May 17-23

Motion made by Mayor Barbee

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

Motion passed unanimously

Mayor Barbee said the inlet is in rough shape and recommended that only very experienced boaters go through it until it gets dredged, which will hopefully be in June.

11. Manager's Update

Mr. Oakley gave an update on various projects:

- The budget message will be submitted to Council on May 27, and a public hearing is scheduled for June 10. Council will vote on the budget at the June 10 meeting.
- The State of the Town meeting is May 19 at St. Paul's United Methodist Church.
- The beach nourishment contract was awarded. The project will start after November. There will be an open house with the community prior to the start date.
- The Lake pump house project should start in the next week or two.
- The Boardwalk bathroom project will resume in September. Staff is meeting with the contractor to discuss scaling back fencing more and bringing out planters to spruce up the area around the construction site. Mayor Pro Tem LeCompte asked that signs be put out to direct the public to the temporary restrooms.
- The Ocean Boulevard Sidewalk Project is almost complete. The Town is recommending that the N.C. Department of Transportation (DOT) provide a crosswalk over South Lake Park Boulevard in the next few years.

Council Member Hoffer asked about the boulders on the west side of Lake Park. He said they showed up out of nowhere. Mr. Oakley said staff will look into this and give an update.

Council Member Hoffer asked about the fountains at the Lake and suggested having backups. Mr. Oakley said the fountains are under repair because they are not functioning correctly, and he will find out the status.

Mayor Pro Tem LeCompte said the duckweed in the Lake is bad. Mr. Oakley said it's being treated again.

Council Member Hoffer asked staff to pursue an encroachment agreement to connect the Searay Lane sidewalk to the new Ocean Boulevard sidewalk and said he wants the Town to pursue reducing the speed limit on Ocean Boulevard to 25 mph. Mr. Oakley said DOT recommended against it, and studies show that people will drive the speed the road is designed for, so until there is another crosswalk or some changes to the road it will be problematic for the Police Department to enforce a speed limit of 25 mph.

Council Member Benson mentioned the amount of resources the Fire Department provided Military Ocean Terminal Sunny Point (MOTSU) during the prescribed burn. He also asked staff to get clarification from DOT on who is responsible for the maintenance of the right-of-way on Ocean Boulevard, especially regarding stormwater.

Council Member Healy said the electronic speed sign on Cape Fear Boulevard needs to be recharged, and he said near The Sea Merchants there are rocks on the base of telephone poles that are not attractive. Mr. Oakley said staff reached out to Duke Energy but has not yet received a response. Council Member Healy said the new trash cans are amazing.

Mayor Barbee asked to get an update on the bulkhead situation on the north end during an upcoming workshop.

Community Development Director Jeremy Hardison reported the following recent developments:

- 59 permits issued for renovation/repair/additions, etc., 9 new residential construction permits, and 5 certificates of occupancy
- The Sunny Day Flooding Project group had an open house and will make a presentation at the July 22 workshop.
- Island Burgers and K38 are now open.

Mr. Hardison reported the following upcoming meetings:

- Board of Adjustment May 22: 817 Canal Drive variance
- Planning and Zoning Commission June 12: pool fence text amendment and Unified Development Ordinance (UDO) discussion
- Embassy Suites will hold a community meeting on May 14 at SeaWitch.

Mayor Barbee asked if Embassy Suites representatives have started the permitting process at all. Mr. Hardison said they submitted an application and an original set of plans, but they have said they have since modified the plans, although the Town has not seen the revisions. He said they put everything on hold after the first community meeting a couple months ago.

PUBLIC COMMENT

Matt Bearrow of Canal Drive spoke about the Town's upcoming events, including Pride Week. He also thanked the Town for offering SeeClickFix.

Holley Snider of Florida Avenue spoke in favor of a residential parking zone on the north end.

Kerry Machovec of Georgia Avenue also spoke in favor of a residential parking zone on the north end.

Cindy Dunn of 915 Tidewater Lane spoke in favor of a 25 mph speed limit on Ocean Boulevard and gave an update on Beautification Committee items.

Natalie Evans of 1205 Saint Joseph Street said she received public notice from the U.S. Army Corps of Engineers that the developer of 1215 Saint Joesph Street is applying to fill in 2 acres of wetlands on the site, adding 10 additional residential lots. She encouraged residents to let their voices be heard and asked if the area really needs a development of 19 residential lots.

Billy Cooley of 414 Atlanta Avenue spoke about homeowners not keeping sidewalks clear from vegetation.

PUBLIC HEARINGS

12. Public Hearing to Receive Input on the FY 25-26 Budget

This is an opportunity for Council to gather input from the community for the upcoming FY 25-26 budget.

Mr. Oakley went over highlights of the proposed balanced budget. He is requesting a revenue-neutral budget, meaning residents would pay the same amount in taxes as last year for the Town. That number is \$0.1552. The proposed budget includes 3 additional Firefighters and 3 additional Police Officers as well as a 5% increase in water, sewer, and stormwater fees.

Mr. Oakley said sales tax is distributed by the County based on how much property tax a municipality collects, so if the Town goes down on property taxes and the City or County goes up, the Town's distribution of sales tax will go down and the Town will have to make up the balance.

Council Member Healy asked which way the County is leaning on its tax rate. Mr. Oakley said some County Commissioners want to go revenue-neutral, and some want to keep a higher rate. Mayor Pro Tem LeCompte asked residents to contact their County Commissioner to explain that they are going to hurt beach town residents and demand that they stay revenue-neutral.

Mr. Oakley said the proposed budget also includes a 3% cost-of-living adjustment and up to a 2% merit increase for staff.

Council Member Hoffer asked if staff could put together a comparison of our Police Department budget and staff with that of similar towns. Mr. Oakley said staff can compile some numbers. He said in the past it has been done for the Town as a whole, not by department, and the conclusion every year is that the Town provides more services than most similar towns at a lower tax rate.

Mayor Barbee said he agreed the comparison would be a good idea.

Council Member Healy said because the Town does not have a Magistrate, they lose an Officer for 3 hours when someone is arrested. He asked if it would be feasible to get an on-call Magistrate to serve the island. Mayor Pro Tem LeCompte said one issue is that the Town does not have a jail, just three small holding cells.

ACTION: Motion to open the public hearing to receive public input on the FY 25-26 budget

Motion made by Mayor Barbee

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

Motion passed unanimously

Cindy Dunn of 915 Tidewater Lane said in reviewing the proposed budget, she noticed some big differences in some figures compared to the current year: a decrease in on-street parking meter revenue, a decrease in the amount for Freeman Park citations, a decrease in daily-fee revenue for Freeman Park, an increase in the cost of vehicle leases, and an increase in the amount for maintenance and repair of buildings. She said it would be helpful to include an expanded line item in some parts of the budget to cut down on questions from the public. Ms. Dunn also said she hopes the proposed budget includes money for an entrance sign.

Paul Levy of 1606 Mackerel Lane thanked Council and staff for putting together a revenue-neutral budget or as close as possible.

Lynn Conto of 707 Magnolia Avenue said she feels very safe and secure living in the Town, so she fully supports whatever money the Police Department and Fire Department need.

No one else requested to speak.

ACTION: Motion to close the public hearing

Motion made by Mayor Barbee

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

Motion passed unanimously

Mayor Barbee said when a line item increases or decreases by a certain amount, he thinks it would be a good idea to include a blurb explaining why. He said sometimes there is a good reason, such as

transfers to other line item items, but the public doesn't know that. Mr. Oakley said Council brought this up last year and he apologizes for not doing it this year, but he can add it. Mayor Barbee said it's not necessary for every line item, just the ones that have a big change.

13. Conditional Zoning to Consider a Bar/Tavern in the Highway Business District (HB) at 1360 Bridge Barrier Road
Applicant: Secret Sand Castles Unlimited, LLC

Applicant Secret Sand Castles Unlimited, LLC, applied for a Conditional Zoning (CZ) application for a bar/tavern in the Highway Business (HB) district. The existing use of the property is an approved miniature golf course that is under construction. The applicant proposes to provide on-premise wine and beer. According to the ordinance, if alcohol is served on-premise and the establishment does not meet the criteria for a standard restaurant, it is classified as a bar. Alcoholic Beverage Control (ABC) stipulates that a restaurant must have food sales constituting at least 30% of sales to avoid being classified as a bar. A bar is allowed through the approval of CZ district in HB.

The existing approval for the site is a mini golf course with 18 holes. The project also includes a tiki hut area with an office, bar, covered patio, storage, and bathrooms. The applicant has an active building permit for the project, and it meets the current code, including lot coverage and setback requirements. The addition of beer and wine sales is proposed is within the current footprint. The sale of alcohol will take place at the tiki hut only. The proposal meets the requirement that all new bars/taverns shall be located a minimum of 200 feet from churches, schools, and residential districts.

The applicant is providing a 10-foot Type B landscape buffer around the perimeter of the property; this buffer is required for any project that is greater than 10,000 square feet of impervious surface. The applicant proposes to reshape and widen the existing curb that leads to the site and connect a new sidewalk to the existing sidewalk that runs along Bridge Barrier Road.

Parking must be provided on site for all uses. The parking requirement for bars is 1 per 110 square feet of indoor gross floor area, and the parking for mini golf is .5 spaces per hole. The minimum number of required spaces is 19. The applicant will provide a total of 24 parking spaces on site; 8 parking spaces are for golf carts. Up to 20% of the required parking may be utilized for golf cart/low-speed vehicle parking. In utilizing this exemption, the applicant will have to install a bike rack with a minimum of 4 spaces.

Proposed conditions

1. The use and development of the subject property shall comply with all regulations and requirements of any other Federal, State, or Local law, ordinance, or regulations.
2. Provide a bike rack with a minimum of 4 spaces.
3. Lighting shall be angled downward as to not disturb neighboring properties.
4. Any proposed signage will have to meet all standard zoning requirements in the future.
5. The refuse collection site must be enclosed on 3 sides by a minimum 6-foot opaque fence.

As part of the application process, a community meeting is required. The applicant held the required meeting on February 15, 2025. No one attended, so there were no concerns or changes to the plan.

The project is in general conformity with the 2020 Land Use Plan, and staff recommends approval of the project as proposed. In addition, the Planning and Zoning Commission recommended approval 6-0.

ACTION: Motion to open the public hearing

Motion made by Mayor Barbee

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

Motion passed unanimously

Senior Planner Gloria Abbotts presented the details. She showed photos of the site and adjacent properties, reviewed site data, and went over criteria that must be considered in the decision.

Ms. Abbotts showed photos indicating the applicant significantly cleaned up an adjacent ditch that is part of the Food Lion stormwater permit, so there is now better flow.

Applicant representative Mike Matsinger said he is excited about the project and clarified that he pushed the owner of the shopping center to clear the ditch. He said the course was designed to fit within the Town, and the business plans to give back, including 5 days per year with 100% of the revenue going to different organizations on the island. Mr. Matsinger said they will not serve liquor, just craft beer and wine products, and plan to keep the business family-friendly.

Mayor Barbee asked Mr. Matsinger if they are pushing to get the exit going out the back changed so the curbing is not bumped out so far. Mr. Matsinger said it's in the plan, and Mr. Hardison said the choker is going away.

Council Member Healy asked how many Americans with Disabilities Act (ADA) holes will be on the course. Mr. Matsinger said they will have 9 holes that are ADA-accessible, but the rest of the course is designed so there is space on every hole for somebody in a wheelchair to be able to play if someone is willing to push the wheelchair through the course.

Council Member Healy said he has heard some negative comments from the public about the plan to allow people to cut the line for \$10 extra. Mr. Matsinger said they hope to be crowded and will offer a locals' discount to attract regular players. He said to counter this, he wanted to offer an option for people who are on a time crunch.

No one else requested to speak.

ACTION: Motion to close the public hearing

Motion made by Mayor Barbee

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

Motion passed unanimously

Council Members expressed support for the project and did not voice any concerns.

ACTION: Motion that whereas in accordance with the provisions of the NCGS, Town Council does hereby find and determine that the adoption of the Conditional Use District to allow for a bar located at 1360 Bridge Barrier Road is consistent with the goals and objectives of the adopted Land Use Plan and other long-range plans, and the potential impacts on the surrounding area are mitigated by the approved conditions

Motion made by Mayor Barbee

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

Motion passed unanimously

14. Text Amendment to Amend Article 3: Zoning and Article 7: Definitions of the UDO to Address Water-Oriented Businesses and Personal Watercraft Sales and Rental
Applicant: Town of Carolina Beach

During the Unified Development Ordinance (UDO) rewriting process, staff and the Commission identified the need to address water-oriented businesses in the ordinance. To facilitate a more focused discussion, this text amendment is being introduced currently, after the UDO has been adopted.

The goal of this text amendment is to clarify water-oriented businesses and related uses. Prior to this text amendment, there were multiple uses that were similar with different requirements and parking calculations. Staff has reorganized the text to group similar uses together into categories that clearly state parking requirements and development standards for each activity.

The automotive use category includes all establishments engaged in vehicle sales, repair, and servicing with the proposed addition of boat sales, boat repair, and car washing. The rental of boats and personal watercraft (PWC), golf carts, mopeds, e-bikes, and scooters are a separate use with separate use standards and parking requirements. Additionally, the text amendment addresses what constitutes a wet boat slip. Wet boat slips include residential, commercial, and transient slips for the purposes of calculating required parking.

The text amendment is in general conformity with the Land Use Plan. The recreational and working waterfront are major drivers in the Town's economy, and the plan recommends preserving traditional water-dependent uses such as marinas.

ACTION: Motion to open the public hearing

Motion made by Mayor Barbee

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

Motion passed unanimously

Mayor Pro Tem LeCompte said she would like to continue this item until the July meeting based on the Planning and Zoning Commission requesting to see documentation before voting on it.

Council Member Benson said he agreed.

ACTION: Motion to continue the item until the July meeting

Motion made by Mayor Pro Tem LeCompte

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

Motion passed unanimously

ITEMS OF BUSINESS

15. Consider Amending Article V Stopping, Standing, and Parking to Create an Allowance to Authorize Public On-Street Parking Spaces to Be Specifically Designated for Hotel/Motel Uses
Applicant: Dan Tollens, Carolina Beach Inn, LLC

Applicant Dan Tollens of Carolina Beach Inn, LLC, applied to dedicate public parking spaces for exclusive rights for hotel guests only to utilize located at 205 Harper Avenue (Carolina Beach Inn). The property was purchased by the applicant in 2022. The use of the property is defined as a hotel/motel. Prior to the purchase, it was formerly Mt. Vernon Inn. According to New Hanover County records, the structure was built in 1951. The property does not have any parking spaces on site. The inn consists of 12 rental rooms.

Historically, the inn has used public parking spaces located on Harper Avenue for their guests. This is currently allowed, and Harper Avenue is dedicated as free parking for anyone to utilize. After the purchase, staff noticed signs that were erected stating resident parking only. Staff notified the owner that the ordinance does not authorize dedicating public parking spaces for private businesses. The Town recently delineated parking spaces along Harper Avenue to count towards the number needed to provide spaces to the general public to meet the U.S. Army Corps of Engineers criteria for a Coastal Storm Damage Reduction project. This included the placement of wheel stops in front of Carolina Beach Inn.

The applicant's request is to dedicate parking spaces in front of the building located in the Harper Avenue right-of-way. The property has 85 feet of property frontage on Harper Avenue. There are 8 spaces in front of the inn. The Town will still meet the Corps' requirements if this is approved. There are currently 4 other hotels that were built on or before 1952, but they all have parking spaces on site.

The current ordinance allows only for year-round residents that do not have on-site parking on their property. They can have up to 2 spaces assigned if it was built prior to 1980 with approval by the Town Manager.

Staff created a draft ordinance for Council's consideration. Town staff's concerns are:

- Non-conforming residential rental property will make similar requests to use the parking exemption.
- This decreases the number of public spaces available to the general public.
- This reduces the number of spaces that can count towards the Corps' program.
- This creates conflicts with the continued use of the public right-of-way.

Mr. Hardison presented the details. He reviewed adjacent uses, presented the proposed ordinance, and highlighted concerns. He also went over possible fees that could be charged to the applicant if this is approved, an amount that could go as high as \$25 per day for 8 spaces, for a total of \$48,000.

Council Member Healy asked if this would apply to short-term rentals built prior to 1952. Mr. Hardison said no, this would just be for hotels/motels.

Mayor Barbee asked if the applicant wanted to speak.

Mr. Tollens said he does not think paying nearly \$50,000 for the 8 spaces is fair when they are already contributing to room occupancy tax (ROT) funds. He said that area has not been part of paid parking for the past 74 years, and the request for the inn to use the 8 spaces without paying a fee conforms with the way the spaces have been historically used.

Mr. Tollens added that the Police Department was flawless responding to an incident at the inn a couple of weeks ago, and he would like to donate enough money to buy another K9 officer.

Mayor Barbee said he loves what the applicant is doing and appreciates the positive changes to distressed properties.

Cassie Tollens, Mr. Tollens' wife, said they are requesting parking now because everybody knows Harper Avenue has free parking, and people are parking on Harper Avenue more now that regulations have changed in other areas. She said this creates a hardship for inn guests who are elderly or families with strollers who now must park farther away, and she cited parking as the biggest issue for a drop in the inn's percentage of returning guests.

Council Member Healy said the couple has done a lot for the community and it's greatly appreciated, but he worries this will set a precedent, which is a stumbling block for him.

Council Member Hoffer said he's sympathetic to their plight and suggested a compromise solution might be granting them use of half of the spots they are requesting. He said he doesn't see precedent posing a problem because he doesn't put the inn in the same category as short-term rentals and doesn't see another scenario around the Town that's similar. Council Member Hoffer said he does have concerns about possible plans for a multi-use path down Harper Avenue being on the same side of the street as these spots.

Council Member Healy said this is a good point and wondered what would happen in the future if the parking spaces are granted and then the Town decides to move forward with the sidewalk.

Mayor Barbee said this is a tough choice because these are great businesses owners who have turned their properties into something good, but he is concerned about where the future goes and that makes him uncomfortable, especially related to other properties.

Mayor Pro Tem LeCompte agreed this is a quandary because she loves everything the applicant has done on the island, but she also has concerns about future implications. She said every short-term

rental along Harper Avenue could decide they want a dedicated parking space and challenge the language of this ordinance.

ACTION: Motion to deny Ordinance No. 25-1258 for permitting stopping, standing, and parking to create an allowance to use public parking in the right-of-way for hotel and/or motel use

Motion made by Council Member Benson

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

Voting Nay: Council Member Benson, Council Member Hoffer

Motion passed 3-2

16. Expanding the Residential Parking Zone

In 2023, Council added new regulations for areas of the Town that experience cars parking on the grass adjacent to the edge of the road. These areas are described in Town code as “undesigned” right-of-way. In other words, it is the grass shoulder of the road that does not have parking delineated. People parking in these areas are typically visitors who do not live in one of the houses adjacent to where they are parking. The ordinance adopted and in place now allows for parking in these areas only by residents.

As originally adopted into Town code, anyone parking in the undesigned areas was required to have residential passes. This year, Council changed the requirement to only allow vehicles with re-entry passes to park in the undesigned areas. The undesigned areas impacted by this ordinance are enforced on a complaint basis by parking ambassadors from Pivot Parking. The program has seemed to work well to keep tourists in designated parking areas and preserves the undesigned areas in Town neighborhoods for residents.

The community has enjoyed the results of the new program, and many of the residents of the far north end have requested their neighborhood be included. At the budget retreat, Council requested staff develop an ordinance to expand the program to this area. The proposed ordinance will add the requested area to this program.

Mr. Parvin presented the details. He said even those with re-entry passes will not be allowed to park with their tires in the road. Mr. Parvin said if this is approved, it would be immediate and the Town will post signs, distribute a press release, and post on social media to let the public know.

Council Member Hoffer said the only feedback he has heard about this is from the two residents who spoke in favor of it tonight. He asked what the overall wishes of residents are.

Mayor Barbee said based on meetings he has had with residents of this area, they are asking for relief. Mr. Parvin said staff has heard the same thing for the past few years.

Council Member Hoffer said he has never been a big fan of this policy and voted against it a couple years ago, but he thinks residents should be given some allowance of ownership of the right-of-way in front of their house. He said the proposal does not stop somebody with a re-entry pass from parking in

front of someone's yard, so he doesn't think this is the way to go, but he'll support it because this is what residents are requesting.

ACTION: Motion to adopt Ordinance No. 25-1254 expanding undesignated parking to areas of the north end east of Canal Drive to include Delaware, Florida, Georgia, Virginia, and Maryland avenues

Motion made by Mayor Barbee

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

Motion passed unanimously

17. Resolution Opposing Legislative Preemption of Local Government Planning and Zoning – House Bill 765

Several bills have been introduced in the 2025 session of the N.C. General Assembly (Senate Bills 495, 497, 499, and 688, and House Bill 765) that change many aspects of local planning and zoning and dramatically affect the ability of local governments to reflect the will of their citizens. Local governments have historically been the final guardian of the rights of the people, and local government zoning has made in-person attendance and comment easier for proponents and opponents of zoning decisions, allowing citizens to participate in matters that affect them through the public hearing process. The bills now pending in the General Assembly will effectively mandate many planning and zoning decisions that are now made by local governments through the public participation process and will change the process, thereby eroding the community's authority to uphold public health, safety, and welfare.

Mr. Oakley presented the details.

Ms. Fox said these are among concerns about the bills, specifically H.B. 765:

- Creating personal liability for elected officials for wrongful denial or approval of something
- Prohibiting fixed opinions
- Mandating certain requirements for Town staff to do certain things
- Changing the ability to regulate some parking

She said the bill is very broad in its removal of powers for local government and urged people to contact their legislators to tell them they do not like it.

Mayor Barbee said he has many concerns about this and thinks it will discourage people from running for office. He said he doesn't consider this a partisan issue and feels it will be a disaster if this passes, so he also encouraged people to contact legislators to let them know they oppose the bills.

Council Member Healy said this is a very dangerous and frightening bill.

Council Member Hoffer said it goes against his political philosophy to take any control away from local governments.

ACTION: Motion to approve Resolution No. 25-2331 opposing Senate Bill 495, Senate Bill 497, Senate Bill 499, Senate Bill 688, and House Bill 765

Motion made by Mayor Barbee

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

Motion passed unanimously

COUNCIL COMMENTS

Mayor Pro Tem LeCompte said House Bill 569 addresses PFAS pollution and would hold polluters responsible. She requested that this be on the May 27 workshop agenda. Mayor Pro Tem LeCompte also asked that staff draft a resolution for the next workshop supporting the State Park shoreline restoration project. She said volunteers will be back out at the Boardwalk Thursday morning to paint.

Council Member Hoffer requested that landscapers let the vegetation grow around the edge of the Lake because native plants are starting to grow back. He reminded everyone that hurricane season is coming and asked that the public have a plan.

Council Member Benson thanked staff for working hard to submit the Resilient Coastal Communities Program (RCCP) grant. He said he would like to have a discussion about wetlands designated by the U.S. Army Corps of Engineers, including impacts on development and the permitting process.

Mayor Barbee said he is concerned about the impact of the Federal government's cuts. He worries they will start affecting small towns and thinks it's a dangerous time, adding that the Town needs to be prepared to react to what may happen at the Federal level as much as possible.

CLOSED SESSION

18. Closed Session – Attorney/Client

ACTION: Motion to go into closed session to discuss an attorney/client matter in accordance with NCGS 143.318.11(a)(3); the matter being discussed is 23 CVS 3744 Carolina Beach Land Holdings, LLC, vs. Town of Carolina Beach as well as general attorney/client purposes

Motion made by Mayor Barbee

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

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 8:30 PM.

CAROLINA BEACH

Town Council Workshop

Tuesday, May 27, 2025 - 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 Deb LeCompte

Council Member Jay Healy

Council Member Joe Benson

Council Member Mike Hoffer

ALSO PRESENT

Town Manager Bruce Oakley

Assistant Town Manager Ed Parvin

Finance Director Debbie Hall

Town Clerk Kim Ward

DISCUSSION ITEMS

1. Resolution Supporting House Bill 569 Regarding PFAS

Mayor Pro Tem LeCompte requested a discussion and consideration of supporting House Bill 569 PFAS Pollution and Polluter Responsibility. She said she thinks the Town should support this because it makes polluters pay for all the money incurred cleaning up PFAS out of the Cape Fear River.

Council Member Benson said this would be retroactive to January 1, 2017.

ACTION: Motion for a resolution to support H.B. 569

Motion made by Mayor Barbee

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

Motion passed unanimously

2. Consider a Letter of Support for the State Park Living Shoreline Restoration Project

Mayor Pro Tem LeCompte requested a discussion and consideration of sending a letter of support to Congressman David Rouzer for the State Park living shoreline restoration project. She said she received communication from the Friends of Pleasure Island State Parks group asking for the Town's support to get grant money for restoration and shoring up the shoreline along the Cape Fear River.

ACTION: Motion to send a letter of support for the State Park living shoreline restoration project

Motion made by Mayor Barbee

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

Motion passed unanimously

3. FY 25-26 Town Manager's Budget Message

Mr. Oakley presented the FY 25-26 budget message. The proposed budget has a revenue-neutral tax rate of \$0.1417 per \$100 valuation, compared to the current tax rate of \$0.235. The budget includes 3 additional Fire personnel and 3 additional Police personnel. To keep the budget balanced, those positions can be filled in January. Council was supportive of the proposed budget, which they will vote on at the June 10 meeting.

Council Member Hoffer said he had heartburn about bringing on 7 new Fire personnel during his 4 years on Council, but after spending time with Fire Chief Alan Griffin he sees the logic behind the needs of a growing community.

Council Member Benson said the additional commercial space in the Town, especially Proximity, is a good case for why these additional positions are necessary.

Mayor Pro Tem LeCompte said the Paradise Cove fire a few years ago shows how important and awesome our Fire Department is.

Mayor Barbee said he suggests anyone who questions the need for these positions go visit with the Fire Department for a day. He said they are the first responders to almost everything, and they have his full support.

Council Member Hoffer said he looked at the numbers comparing our Police Department to that of similar municipalities and thinks the request for additional personnel is consistent with everybody else. He said it's a tricky situation because he realizes there may be some boredom in the winter, but he doesn't know how to balance this with the great need during the summer.

Council Member Healy said it would be great to have a Magistrate on call for the island because it makes things difficult to take one or two officers out of the equation when they have to travel across the County to process arrests.

Mayor Barbee said the idea that the Town can balloon the Police force in the summer and shrink it in the winter is not possible because there are no Officers available to work only half a year, and even if there were the process of getting them certified and otherwise meeting State requirements would not be feasible. He said Officers try to do their training and vacations during the off-season.

Mayor Pro Tem LeCompte said she thinks the Town is very lucky to have its first responder teams.

Mayor Barbee said he'd put our first responders up against anybody because they do a fantastic job.

COUNCIL COMMENTS

Mayor Pro Tem LeCompte said the boards have come in for the Rainbow Bridge project at Lake Park, and there will be an official ribbon cutting at the Pets in the Park event in October.

Council Member Healy said after this weekend, he thinks it might be time to take a hard look at no left-hand turns on some of the Town's streets. He said there were serious traffic-flow issues.

Mayor Pro Tem LeCompte said the Harper Avenue and Lake Park Boulevard intersection has a different traffic pattern with lanes than the Cape Fear Boulevard and Lake Park Boulevard intersection. Mayor Barbee said the N.C. Department of Transportation (DOT) should be restriping this as part of the repaving project.

Council Member Benson asked if the June or July workshop would be best for a discussion about wetlands designated by the U.S. Army Corps of Engineers. Mayor Barbee suggested putting it on the July agenda along with the Sunny Day Flooding Project update and a review of the north end bulkhead projects.

Council Member Hoffer asked about the woods trimming schedule and working on sight lines of the Spartanburg Avenue and Greenway intersection. Public Works Director Brian Stanberry said they are waiting on the contractor to do the line-of-sight issue at the Greenway first because it's the easiest thing to get done. He said for the area around Town Hall, they are trying to run irrigation because they need water, which is supposed to happen this week or next week. Mr. Stanberry said once that's done, then landscaping and clearing of trees can start. Mayor Pro Tem LeCompte asked that they not touch the azaleas.

Mayor Barbee asked if there is any proactive review of sight lines at intersections or whether the best thing to do is use SeeClickFix. Mr. Stanberry said right now actions are more reactive than proactive, but they hope to improve upon this.

Council Member Benson asked about a pending issue regarding Kure Beach's wastewater being treated at the Town's plant. Mayor Pro Tem LeCompte said she reached out to Kure Beach Mayor Allen Oliver to get the ball rolling because they've been waiting a while. Public Utilities Director Mark Meyer said this issue has been resolved after he met with the Kure Beach Utilities Coordinator, and everything is moving forward the way they wanted it. He apologized that Council had to get involved but said everything is good.

Mayor Barbee asked if the Town has ordered a replacement crosswalk light for the Spartanburg Avenue and Greenway intersection. Mr. Oakley said yes. Mayor Barbee said this will probably not be in place until the fall and asked if staff found out who knocked that down. Mr. Oakley said he hasn't heard the latest but can get an update.

ADJOURNMENT

Mayor Barbee adjourned the meeting at 9:24 AM.



AGENDA ITEM COVERSHEET

PREPARED BY: Jay Healy

DEPARTMENT: Council

MEETING: Town Council 6/10/2025

SUBJECT: Recognition of the Ashley Girls Soccer Team

BACKGROUND:

Town Council will recognize the Ashley Girls Soccer Team for making it to the State Championship three years in a row.

ACTION:

Presentation by the Mayor and Council



AGENDA ITEM COVERSHEET

PREPARED BY: Tim Murphy

DEPARTMENT: Parks and Rec

MEETING: Town Council 6/10/2025

SUBJECT: Events Update by Tim Murphy

BACKGROUND:

Tim Murphy will give an update on the upcoming events.

A new event will be presented by the carnival company for various days between June 16th and July 7.

ACTION REQUESTED:

A motion to approve the events will be needed.



AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council 6/10/2025

SUBJECT: Manager's Update

BACKGROUND:

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



AGENDA ITEM COVERSHEET

PREPARED BY: Gloria Abbotts, Sr Planner

DEPARTMENT: Community
Development

MEETING: Town Council – June 10, 2025

SUBJECT: Zoning Map Amendment to consider a request to rezone 204 Harper Avenue from Mixed Use (MX) to Central Business District (CBD).
Applicant: STLNC, LLC

BACKGROUND:

The applicant, STLNC LLC, has submitted a petition to consider rezoning 204 Harper Avenue from Mixed Use (MX) to Central Business District (CBD) Zoning. The neighboring property to the east is under the same ownership, formally the Welcome Inn (205, 207, 209 N. Lake Park Blvd), and is currently in the CBD. The applicant has requested the rezoning to have consistent zoning and land uses for the property, they would like to see the same zoning apply to 204 Harper Ave, so all business-related decisions and operations fall under the same zoning guidelines.

For consistency and for the purpose of redevelopment it is best practice for the entirety of a property to be within the same zoning district. Redevelopment of the property would require the recombination of the property. One of the standards for creating zoning districts is to follow plotted lot lines. Guidance for the interpretation of zoning district boundaries comes from Sec. 1.7 (attachment 1) of the UDO. Previously 204 Harper Avenue had a single-family structure with the adjacent common ownership parcels was formally the Welcome Inn. The adjacent use to the west is a single-family, to the north is a multi-family structure and across the street to the south is a Hotel.

History:

The property has been in the same ownership for over 50 years. The single-family house and Welcome Inn were built in the 30's. In 2023 the structures were demolished after a new hotel was approved for the site in 2022. The hotel had not started construction, and the property was recently purchased. The Permit for the hotel authorization expired September 14, 2024.

The 1984 Zoning Ordinance and Zoning Map had both properties, of 204 Harper Ave and the property where the Welcome Inn was in the B-1: Central District. In 2000, 204 Harper Ave was rezoned to MX and the Welcome Inn property was rezoned to CBD.

District Purpose and Permitted Uses:

The MX, Mixed Use Transitional District is established to provide for an area of transitional land uses between intensified use districts or elements and residential districts. This district includes an area of mixed land uses between the intensive, commercial, central part of Town and the quiet residential areas and may also be employed as a transitional area between busy major thoroughfares and quieter residential areas. Permitted uses include a mixture of single-family homes, two-family dwellings, and small-scale office and institutional uses. Small hotels and motels and multifamily housing of modest density and size may also be permitted in this district.

The CBD, Central Business District is established to accommodate, protect, rehabilitate, and maintain the traditional central business district and boardwalk area of the Town. This area accommodates a wide variety of pedestrian oriented, commercial and service activities, including retail, business, office, professional financial, entertainment, and tourism. The regulations of this district are intended to encourage the use of the land for concentrated development of permitted uses while maintaining a substantial relationship between land uses and the capacity of the Town's infrastructure.

The Mixed Use District does allow for certain business uses like standard restaurants and eateries, general retail, offices, and mixed use commercial-residential but does not allow for more intense uses like bars and taverns, or commercial parking lots. A complete list of the uses allowed in both districts is shown on Attachment 2. The MX district is considered residential, and residents must abide by the standards of the noise ordinance for residential areas of a daytime level of 65dB(A) between the hours of 7:00am and 11:00pm, and the nighttime level of 55dB between the hours of 11:00pm and 7:00am. The Commercial district allows for a 75dB(A) daytime level between 7:00am and 11:00pm, and 65 dB(A) between the hours of 11:00pm and 7:00am, except on Friday and Saturday, the daytime levels shall remain in effect until midnight.

Dimensional Standards:

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

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

TRC Comments

Staff discussed the preference for zoning lines to follow contiguous property ownership but did note the expansion of the CBD into a district that allows for single-family residential. The property to the north does have a permanent 10' access easement which would create a buffer between the single-family homes and any new development. Changing the property from MX to CBD does increase the potential for increased water and sewer capacity needs because the CBD allows for higher density.

Land Use Plan

The property is shown on the Future Land Use Map as Mixed Use Commercial and is described as a higher density area with a mix of uses, within the district and individual buildings. Residential uses allowed only on upper stories; ground floor encouraged to be active. 4-5 story structures possible, unless adjacent to low or medium density residential with attractive street facades. NCGS 160D states that if a zoning map amendment is adopted and the action was deemed inconsistent with the adopted plan, the zoning amendment has the effect of also amending any future land-use map in the approved plan, and no additional request or application for a plan amendment is required.

ACTION REQUESTED:

Consider recommending approval or denial of a zoning map amendment to rezone 204 Harper Ave from the MX zoning district to the CBD.

Staff recommends approval of the rezoning.

P&Z recommends approval 5-1.

MOTION:

Approval - whereas in accordance with the provisions of the NCGS, Planning and Zoning does hereby find and determine that the adoption of the Zoning Map Amendment for 204 Harper Ave is consistent with the goals and objectives of the adopted Land Use Plan and other long-range plans.

A statement approving the proposed Zoning Map Amendment and declaring that this also amends the plan, to meet the vision of the community taken into consideration in the zoning amendment.

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

ATTACHMENTS:

1. 1.7. Interpretation of zoning district boundaries.
2. 3.4. Table of uses.

ATTACHMENT 1

1.7 Interpretation of zoning district boundaries.

The UDO Administrator shall decide the exact location of any zoning district boundary lines whenever uncertainty exists about the boundary lines shown on the official zoning maps, subject to appeal to the board of adjustment. The determination of the exact location of a zoning district boundary shall be based upon the following rules:

- (1) Boundaries indicated as approximately following or within a street, alley, or railroad right-of-way, or utilities (electrical, gas, water main, etc.) easement shall be construed to be in the center of such right-of-way easement;
- (2) Boundaries indicated as following shore lines shall be construed to follow such shorelines, and, in the event of change in the shorelines, shall be construed as moving with the actual shoreline; boundaries indicated as approximately following the centerlines of streams, rivers, creeks, or other bodies of water shall be construed as following such centerlines;
- (3) Boundaries indicated as approximately following plotted lot lines shall be construed as following such lot lines;
- (4) Boundaries indicated as approximately following Town limits shall be construed as following Town limits; and
- (5) Boundaries indicated as parallel to or extension of features indicated in subsections (1), (2), (3) and (4) of this section shall be so construed. Distances not specifically indicated on the official zoning map shall be determined by the scale of the map.
- (6) In the event that a district boundary line on the zoning map divides a platted lot held in one ownership on the date of passage of the ordinance from which this chapter is derived, each part of the lot so divided shall be used in conformity with the district in which such part is located.
- (7) Where any further uncertainty exists, the UDO Administrator shall interpret the intent of the map as to location of such boundaries.

ATTACHMENT 2

3.4. Table of uses.

P = Permitted.

CZ = May be permitted with conditional zoning

S = May be permitted by special use permit

USES OF LAND	MX	CBD
Residential Uses		
Two-family dwellings	P	
Manufactured home, on standard, single- family lot		
Multifamily dwellings Units <= 4	P	
Multifamily dwellings Units > 4	CZ	
Planned unit development, residential Units <= 4	P	
Planned unit development, residential Units > 4	CZ	
Single-family detached	P	
Attached single- family residential	P	
Accessory Uses		
Accessory uses and structures, including garages, carports, etc.	P	P
Home occupations, customary	P	P
Swimming pools, private	P	
Swimming pools, public	CZ	CZ
Nonresidential Uses		
Adult entertainment establishment		

Aircraft takeoff and landing zone	Prohibited	
Animal care facility		
Animal care facility with outdoor area		
Arcades, rides, games in enclosed buildings		P
Art galleries	P	P
Auctions sales		P
Automotive, minor		P
Bakeries, retail		P
Banks/financial institutions		P
Barber shops		P
Bed and breakfast inn	CZ	CZ
Boat and personal water craft (PWC) sales and rental		P
Body piercing facility		
Bus terminal		P
Cafeteria or dining room for employees of permitted uses		
Cemeteries, public and private		
Churches/places of worship/parish houses	CZ	P
Commercial indoor recreation, such as bowling alleys, etc.		
Commercial outdoor recreation, such as miniature golf, golf driving ranges, par-3 golf courses, go carts and similar enterprises		
Contractors offices, no outdoor storage		P

Day nurseries, day care centers and preschools	CZ	CZ
Distillery		P
Drop-in child care providers	P	P
Dwelling for caretaker on premises where employed		
Drive-in/thru facility		
Dry stack storage facilities		
Ear piercing Facility		
Eating and/or drinking establishments		
Bars and taverns		CZ
Standard restaurants and eateries	P	P
Exhibition buildings		CZ
Exterminator service business offices, no outdoor storage of materials or equipment		P
Fire stations, emergency services, nonprofit	CZ	CZ
Fishing piers; public and private		P
Funeral homes		P
Furniture stores		
Gardens, arboretums and greenhouses, items for sale		P
General retail sales	P	P
Government/Public facilities and utilities	P	P
Ice-cream stores	P	P
Laundries and dry cleaning, delivered by customers		P

Laundromats, self-service		P
Libraries	P	P
Live entertainment complexes in enclosed buildings		CZ
Manufacturing incidental to retail business, sold on premises only, maximum of five manufacturing operators		P
Marinas, docks and/or piers, private		
Marinas, docks and/or piers, public or commercial		P
Medical and dental clinics	P	P
Meeting facilities	CZ	P
Mixed use commercial-residential	P	P
Motels and hotels	CZ	CZ
Motels and hotels, operated with a marina		
Multi-use facility	P	P
Municipal parking decks		P
Museums		P
Nursery, garden and landscaping, display and sales		
Offices, public, private or civic	P	P
Outdoor amusements, carnival and rides		CZ
Parking lot, commercial—permanent		P

Parking lot, Town operated	P	P
Private parking decks		CZ
Parking and loading areas serving uses in the same zoning district, on same or contiguous lot	P	P
Parking and loading areas serving uses in the same zoning district, on non-contiguous lot	CZ	P
Pet shops and pet supply stores		P
Photographic studio	P	P
Planned unit development, business		CZ
Post offices		P
Postal mailing services, commercial		P
Printing/reprographics		P
Radio, computer, television and appliance repairs and rental service		P
Rental of any item, the sale of which is permitted in the district		P
Rental of golf carts, mopeds, and scooters	P	P
Repair of any item, the sale of which is permitted in the district		P
Rooming house	Prohibited	
Schools, commercial for specialized training		P
Schools, public	CZ	CZ

Schools, private, general instruction	CZ	CZ
Seafood production and/or processing and/or dockage, wholesale and retail		
Shopping centers/big box	CZ	CZ
Spa health club		P
Studios, artist, designers, gymnasts, musicians, sculptures	CZ	P
Tailor shops	P	P
Tattoo studios		
Telephone exchange		P
Tennis courts, commercial		CZ
Tennis courts, private	CZ	CZ
Theaters, in enclosed structure		P
Theaters, open air drama		CZ
Trailer, business		CZ
Trailer park, travel		
Trailer, temporary construction	P	P
Utilities, private	CZ	P
Vehicle sales lot and rental lot		
Water oriented businesses		CZ
Wholesale sales		P
Wine and beer shops (Retail/Off-Premise)		P
Wireless telecommunications facilities	See article X of this chapter	
Manufacturing, Assembly and Processing (See section 40-261)		
Beverages, bottling works		
Breweries		P

Flammable liquid storage, >1,000 gallons aboveground only		
General assembly and repair		
Ice manufacture, sales and storage		
Manufacturing and assembly, processing, and packaging, except those uses identified in section 40-261		
Planned development, industrial		
Sign painting and sign fabrication		
Storage yard, outdoor		
Recreational vehicle/boat storage, yard		
Towing service impound yard		
Warehouses, storage. Large and mini		
Woodworking shops		



RECEIVED
JAN 27 2025

Amendment Number: _____

PETITION FOR A ZONING MAP AMENDMENT

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

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

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

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

- ☒ Minor Rezoning
☐ Major Rezoning

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

Petitioner

Petitioner's Full Name: STL NC LLC Phone #: (828)-290-3875
Street Address: 120 Chadwick Ave #19
City: Hendersonville State: NC Zip: 28792
Email: sallyatsns@gmail.com

Requested Zoning Map Change

Address(s) of Requested Site: 204 Harper Ave Carolina Beach
Property Identification Numbers (PIN) R09006-002-006-000
Acreage/Sq. Ft: 1.17 acres Existing Zone: MX Requested Zone: CBD
Signature of Petitioner: Sally Stundant Date: 1/27/25

PURPOSE OF ZONING DISTRICTS

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

204 Harper

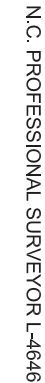
Petition For A Zoning Map Amendment:

1. The four lots that connect to the east of the proposed change are all zoned CBD.
2. This will bring all four parcels of this tract into one zoning type instead of 75% of the parcel in the CBD and 25% in the Mixed Use.
3. This will consolidate the parcel as all one zoning type. There are no detriments known.
4. This will unify this tract of land and give more consistency as per the Land Use Plan.
5. No impacts due to this rezoning.
6. Two lots that touch this parcel are Mixed Use and the other 4 or 5 parcels are all CBD. This will bring more unity to the parcel and the area surrounding it.
7. This is in compliance with the Land Use Plan

204 Harper Ave

Item 2.







Zoning Map Amendment to consider a request to rezone 204 Harper Avenue from Mixed Use (MX) to Central Business District (CBD)

Applicant: STLNC, LLC



Proposed Rezoning

Item 9.



- Rezoning of 204 Harper Ave
- Parcels under the same ownership
 - Total of 4 platted lots
 - 3 zoned CBD
 - 1 Zoned MX
- MX is classified with other commercial districts

History/redevelopment

Item 9.



Historical Zoning Designation

- Rezoned in 2000 to CBD and MX
- 1984 Ordinance & Zoning Map – both properties in B-1: Central District

Item 9.



204 Harper Ave

Item 9.

- MX

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



CBD



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

Surrounding uses

Item 9.



Dimensional standards

Zonin g Distri ct	Primary Permitted Uses	Min. Lot Size	Min. Lot Width ⁵	Min. Fron t Yard	Min. Rear Yard	Min. Side Yards (Corner Lot-Min 12.5 ft.) ⁵	Max. Density	Max. Heigh t	Max. Lot Coverag e	Max. Impervi ous Coverag e
MX	Mixed Use	5,000 sq. ft.	50 ft.	20 ft.	10 ft. ³	7.5 ft. ³	17 units/acre	50 ft.	40%	65%
CBD	Commercial Uses and Services, Entertainment	None	None	None	None, or same as abutting residential district	None, or same as abutting residential district	NA	50 ft. ⁴	None	None

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

Permitted uses

**Residential uses only permitted in
CBD with Mixed-Use Development

Item 9.

Permitted in both MX & CBD		Permitted only in CBD	
Accessory uses and structures, including garages, carports, etc	Multi use facility	Arcades, rides, games in enclosed buildings	Live entertainment in enclosed buildings
Home occupations	Offices	Auction sales	Manufacturing
Public Swimming pools	Parking and loading areas	Automobile service stations and convenience stores	Commercial marinas
Art galleries	Rental of golf carts, mopeds, and scooters	Bakeries, retail, on-premise sales only	Municipal & private Parking Decks
Bed and breakfast inn	Schools	Banks/financial institutions	Museums
Churches	Shopping centers/big box	Boat and personal watercraft sales and rental	Outdoor amusements
Day nurseries/day care centers and preschools	Studios	Bus terminal	Permanent parking lot
Drop in childcare providers	Tailor shops	Contractors offices, no outdoor storage	Per shops
Standard restaurants and eateries		Distillery	Business PUD
Fire stations		Bars and taverns	Post office
General retail sales		Exhibition buildings	Radio, computer, tv, and appliance repairs and sales
Government/public facilities		Exterminator services, no outdoor storage	Schools for specialized training
Ice cream stores		Fishing piers	Spa health club
Libraries		Funeral homes	Tennis court
Medical and dental clinics		Gardens, arboretums and greenhouses, items for sale	Theaters
Meeting facilities		Laundromats	Business trailer
Mixed Use			Water oriented business
Motels and hotels			Wholesale sales
			Wine and beer shops
			Breweries

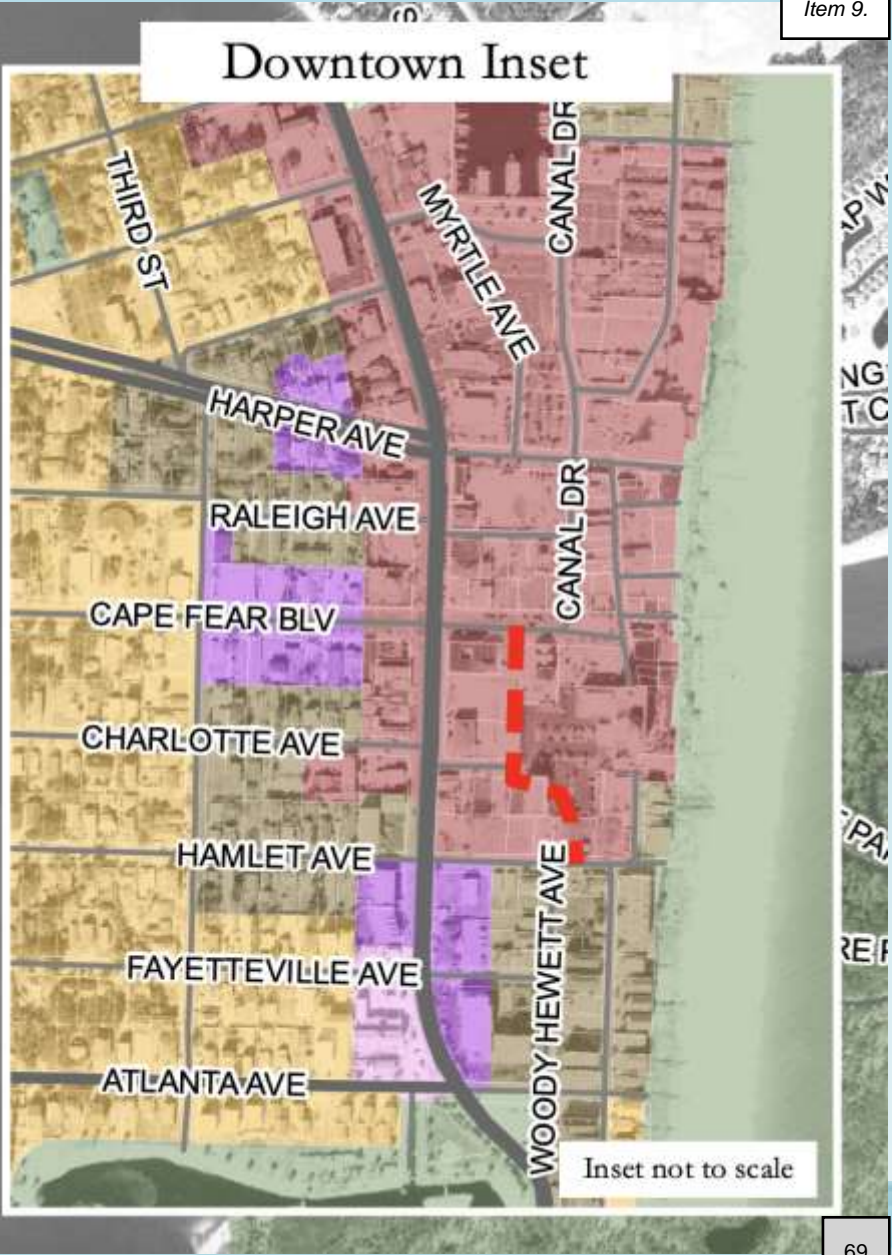
Land Use Plan

- 204 Harper Ave is shown on the FLUM in the Mixed Use Commercial



Mixed Use Commercial

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

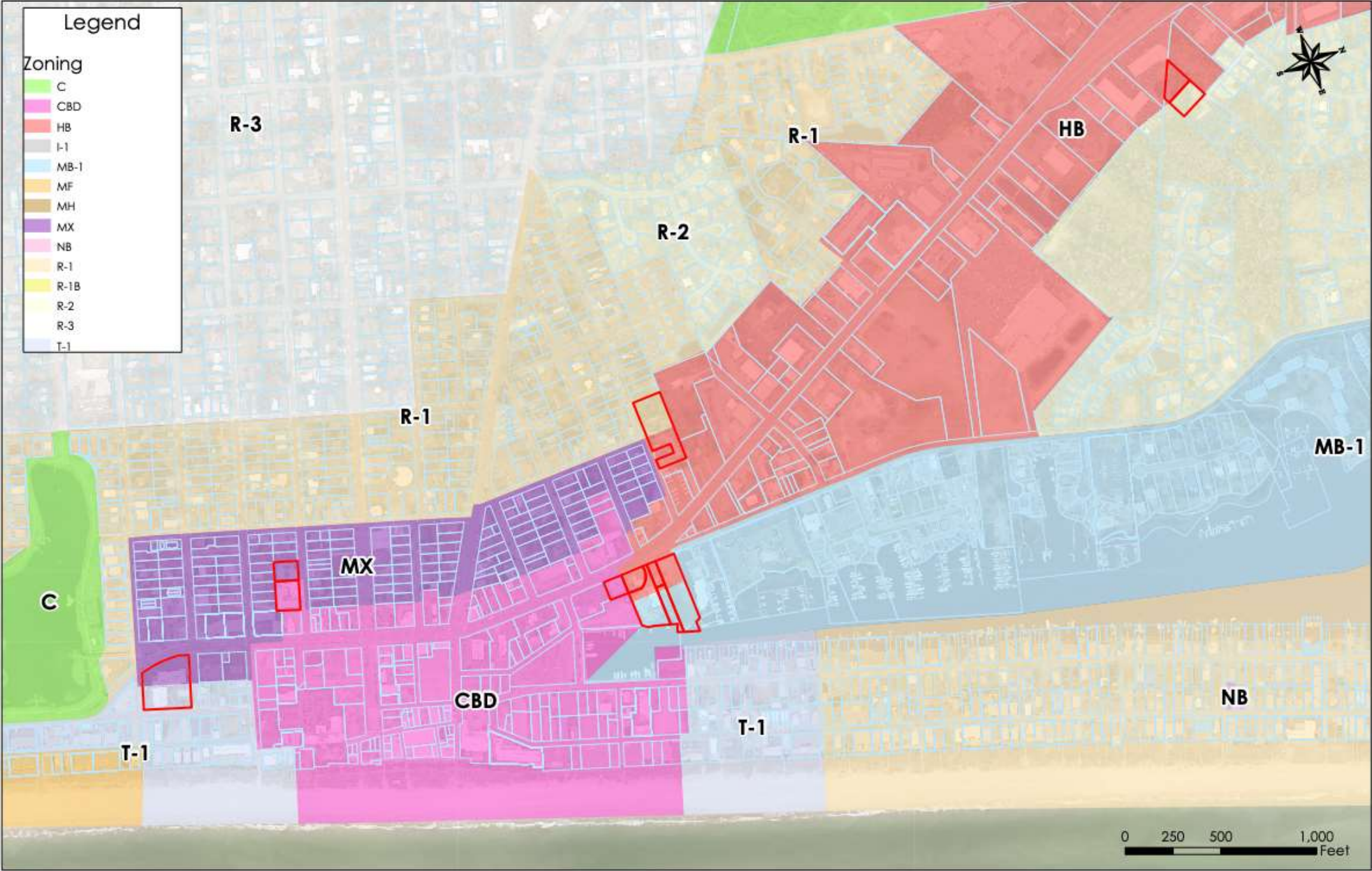


Land Use Plan Consistency Statement

NCGS 160D states that if a zoning map amendment is adopted and the action is deemed inconsistent with the adopted plan, the zoning amendment has the effect of also amending the future land use map.

Motion

- Approval - whereas in accordance with the provisions of the NCGS, the Council does hereby find and determine that the adoption of the Zoning Map Amendment for 204 Harper Ave is consistent with the goals and objectives of the adopted Land Use Plan and other long-range plans and the potential impacts on the surrounding area, are mitigated by the approved conditions.
- A statement approving the proposed Zoning Map Amendment and declaring that this also amends the Land Use Plan, to meet the vision of the community taken into consideration in the zoning amendment.
- 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.
- Staff recommends approval of the zoning map amendment and land use plan amendment.
- P&Z recommends approval 5-1.





AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Workshop 6/10/2025

SUBJECT: Consider Adopting the Proposed FY2025-2026 Budget

BACKGROUND:

Town Manager Bruce Oakley will present the Budget Ordinance for Council's review and approval.

ACTION REQUESTED:

A public hearing will take place to receive public input on the proposed FY25/26 budget.

RECOMMENDED MOTION:

Motion to approve Ordinance No. 25-1258 adopting the FY25/26 budget as presented by the Budget Officer Bruce Oakley.



Town of Carolina Beach, North Carolina

Fiscal Year 2025/2026 Budget Ordinance

Whereas, the Town of Carolina Beach is directed by the North Carolina General Statutes to prepare, adopt and operate by a fiscal budget, and

Whereas, the Town of Carolina Beach endeavors to operate responsibly and efficiently in order to maximize the benefit of all revenues and comply with Federal, State and Local guidelines regarding operation and expenditures of public funds, and

Whereas, the Town of Carolina Beach recognizes the benefits and returns enjoyed by sound financial planning and management of resources,

Be It Therefore Resolved by the Town Council of the Town of Carolina Beach, North Carolina, that;

Authorization

In a regular Town Council Meeting on this the 10th day of June, 2025, a quorum being present, that the following Budget, for Fiscal Year 2025/2026, including Revenues, Unappropriated Surplus, Investment Instruments, Debt Payments, Departmental Expenditures, and Capital Expenditures, be adopted in accordance with the Generally Accepted Governmental Accounting Principles of this State and the Nation, the North Carolina Budget and Fiscal Control Act, and the requisite restrictions and authorizations required by the same.

Planning and Fiscal Management

The Revenues, Expenditures and Message included in this Budget, in conjunction with the Benefit Plan, and Salary Increases constitute the plans and intentions of the Town for sound fiscal management in FY 25/26. The policies of the Town of Carolina Beach, the actions of this Board, and Staff will carry out the plans and fiscal transactions contained within this Budget in order to meet the goals and objectives of the Town with respect to daily operations, development, and provision of services to the residents of this municipality.

The Finance Officer shall administer this Budget document, and shall insure that all officials and the administration are provided appropriate and timely information regarding the status of the Town's finances. Further, the Finance Officer shall provide to the Elected Officials all such pertinent information and guidance as is necessary for the daily operation, implementation of this Budget, and advice on handling the financial endeavors (current and future) of the Town.

Rate Summary-Taxes

In accordance with the Budget documents attached, there shall be levied a tax on such taxable property which exists within the municipality. The rate for said tax shall be, as follows, for each one hundred dollars (\$100.00) of valuation of property:

General Fund – For general expenses incident to the operation of all General Fund departments, capital projects and for the payment of interest and principal on outstanding debts: **\$.1417 per \$100**

Rate Summary-Water, Sewer and Stormwater Charges

In accordance with the Budget documents attached, there shall be levied a charge for the use of water and sewer services. The water and sewer rates for said services shall be, as follows, for each one thousand (1,000) gallons of water used after the first 3,000 gallons.

Water – For general expenses incident to the operation of all Enterprise Fund departments, capital projects and for the payment of interest and principal on outstanding debt - **A water flat rate charge of \$24.89 for the first 3,000 gallons as identified in the attached schedule of fees then \$7.02 per 1,000 gallons.**

Sewer – For general expenses incident to the operation of all Enterprise Fund departments, capital projects and for the payment of interest and principal on outstanding debts - **A sewer flat rate charge of \$44.99 for the first 3,000 gallons as identified in the attached schedule of fees then \$11.92 per 1,000 gallons.**

Stormwater – For general expenses incident to the operation of all Enterprise Fund departments, capital projects and for the payment of interest and principal on outstanding debts - **\$19.13 per Equivalent Residential Unit (ERU).**

Other Rates and Fees

Other Rates and Fees will be charged for services as listed and periodically amended in this Budget Document and as included in the Town's Rate and Fee Schedule.

Fiscal Calendar for Revenues and Expenditures/Appropriations

The Revenues and Expenditures detailed in this document shall be available and appropriated for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026.

Distribution

Copies of this ordinance shall be furnished to the members of the Town Council, the Town Manager, the Finance Officer, and all Department Heads.

Be It Further Resolved by the Town Council of Carolina Beach, NC, that:

The following anticipated Fund Revenues, Departmental Expenditures, and Interfund Transfers are approved and appropriated for the Town of Carolina Beach's operations for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026:

SECTION I -- General Fund**Revenues:**

Property Taxes	\$7,810,178
Sales Taxes	3,554,707
Freeman Park	1,029,169
Parking	3,314,913
Solid Waste Fees	2,272,240
ABC Revenue	699,293
Reimbursement from Utility Fund	775,000
Powell Bill	258,858
Grants	70,000
Franchise Fees	907,561
Room Occupancy Tax	1,388,249
Building Permits	143,400
Other Revenue	1,207,033
TOTAL GENERAL FUND REVENUES	\$23,430,601

Expenditures:

Non-Departmental	\$296,296
Debt Service	1,527,994
Legislative	322,132
Executive	1,512,913
Clerk	218,191
Finance	550,980
Human Resources	687,449
Planning & Development	976,533
Police Department	4,820,517
Ocean Rescue	787,073
Fire Department	2,635,357
Marina	394,488
Powell Bill	220,000
Fleet Maintenance	301,108
Parking	743,329
Environmental	4,975,733
Parks and Recreation	1,596,356
Beach Maintenance	606,877
Boardwalk	257,275
TOTAL GENERAL FUND EXPENDITURES	\$23,430,601

SECTION 2 -- Utilities Fund**Revenues:**

Water Monthly Service Fees	\$2,879,930
Sewer Monthly Service Fees	4,977,143
Stormwater Monthly Service Fees	1,838,215
Wholesale Sewer Services	266,439
Other Revenue	928,160
Appropriated Fund Balance	1,554,170
TOTAL ESTIMATED UTILITIES FUND REVENUES	\$12,444,057

Expenditures:

Debt Service	\$2,249,655
Administration	1,505,679
Waste Water Treatment	2,791,109
Waste Water Collection	1,955,247
Water Distribution	1,855,781
Water & Sewer Fleet Maintenance	294,660
Stormwater	1,791,926
TOTAL ESTIMATED UTILITIES FUND EXPENDITURES	\$12,444,057

Total For All Funds**\$35,874,658****SECTION 3 - Ad Valorem Taxes**

An Ad Valorem tax rate of \$.1417(fourteen point seventeen cents) per hundred (\$100) valuation of taxable property, as listed for taxes as of January 2025 is hereby levied and established as the official tax rate for the Town of Carolina Beach for Fiscal Year 2025/2026. The rate is based upon a total projected valuation of \$5,482,130,000 with an estimated tax collection rate of 99.00%. The purpose of the Ad Valorem tax levy is to raise sufficient revenue to assist in financing necessary municipal government operations in Carolina Beach.

SECTION 4 -- Documentation

Copies of this ordinance will be kept on file at the Municipal Building and shall be furnished to the Town Clerk and Finance Officer to provide direction in the collection of revenues and disbursement of Town Funds.

SECTION 5 - Special Authorization

- A. The Town Manager shall serve as Budget Officer.
- B. The Budget Officer shall be authorized to make Interdepartmental Transfers, within the same fund, not to exceed 10% of the Departmental allocation being reduced. Notification of all transfers shall be made to the Town Council at the next regular meeting following the transfer.
- C. The Budget Officer may make Interfund Loans not to exceed 10% of the appropriated revenues for a period of no more than sixty (60) days and shall inform the Town Council of the loan at the next regular meeting following the loan of the funds.

SECTION 6 - Restrictions of the Budget Officer

- A. Interfund transfers of monies shall be made only with prior approval of the Town Council.
- B. Capital Reserve funds may not be expended without approval by the Town Council.
- C. A minimum of eight percent (8%) fund balance shall remain in the General Fund.

SECTION 7 - Budget Amendments

The North Carolina Local Government Budget and Fiscal Control Act allows the Town Council to amend the budget ordinance any time during the fiscal year, so long as it complies with the North Carolina General Statutes. The Council must approve all budget amendments.

SECTION 8 - Utilization of Budget and Budget Ordinance

This ordinance and the budget documents shall be the basis for the financial plan of the Town of Carolina Beach during the 2024/2025 Fiscal Year. The Budget Officer shall administer the budget. The accounting system shall establish records which are in consonance with the budget and this ordinance and the appropriate statutes of the State of North Carolina.

Ordinance No. 25-1258 for Operating Budget FY 2025/2026

Adopted this the 10th day of June, 2025

Albert L. Barbee, Mayor

Attest: Kimberlee Ward, Town Clerk



AGENDA ITEM COVERSHEET

PREPARED BY: Jeremy Hardison, Community Development Director

DEPARTMENT: Community Development

MEETING: Town Council – June 10, 2025

SUBJECT: Adopt Resolution for the Town of Carolina Beach Water System Resiliency Assessment Project
Applicant: Town of Carolina Beach

BACKGROUND:

See the attached executive summary.

ACTION REQUESTED:

Adopt Resolution for the Town of Carolina Beach Water System Resiliency Assessment Project

MOTION:

Approval - The Town Council adopts resolution 25-2334 for the Town of Carolina Beach Water System Resiliency Assessment Project

Town of Carolina Beach AIA Grant Project

Town Council Regular Meeting
June 10, 2025



The Asset Management Journey

Formally
document where
and how assets
fail

Enhance Cityworks
functionality;
Permitting process
to consumer

❖ 2016

- ❖ Improvement of GIS Workflow
- ❖ Work Order Setup

2017

- Cityworks Phase 1 Implementation
- AIA Grant Implementation

2018 (AIA)

- Upgrade to AMS
- Asset Inventory Data Collection & Refinement

2019 (AIA)

Further AMS Refinement
Risk and Criticality Framework
SOPs for Asset Condition Evaluation

❖ 2020-2022

- ❖ Cityworks & PLL Upgrade
- ❖ AIA Grant Application

2023-2024

- ❖ Cityworks Upgrade
- ❖ Server Upgrade
- ❖ Ongoing Support
- ❖ AIA Grant Activities

❖ AIA Grant Completion

❖ May 2025

- ❖ Capital Project Implementation Sheets

Developed data, tools, and procedures that will support an asset management of the Town's infrastructure

Improved accuracy of the Town's asset data for risk-based management of the Town's infrastructure

Propose potential solutions to address asset inventory and condition issues

AIA Grant Enabled Accomplishments for Wastewater and Water Projects

Item 11.

Task 1 – Expand Asset Inventory and Condition Data

- ✓ Additional Data Collection after Gap Analysis
- ✓ Condition Assessment

Goal: Asset Inventory Assessment & Update

Task 2 – Risk Analysis

- ✓ Risk Analysis

Goal: Risk Framework for system components

Task 3 – Enhanced Financial Practices

- ✓ Renewal and Replacement Model

Goal: Determine projects to improve system performance

Task 4 – Develop Project Implementation Guides for Financial Planning

- ✓ Project Implementation Guides
- ✓ Planning Level Cost Estimates

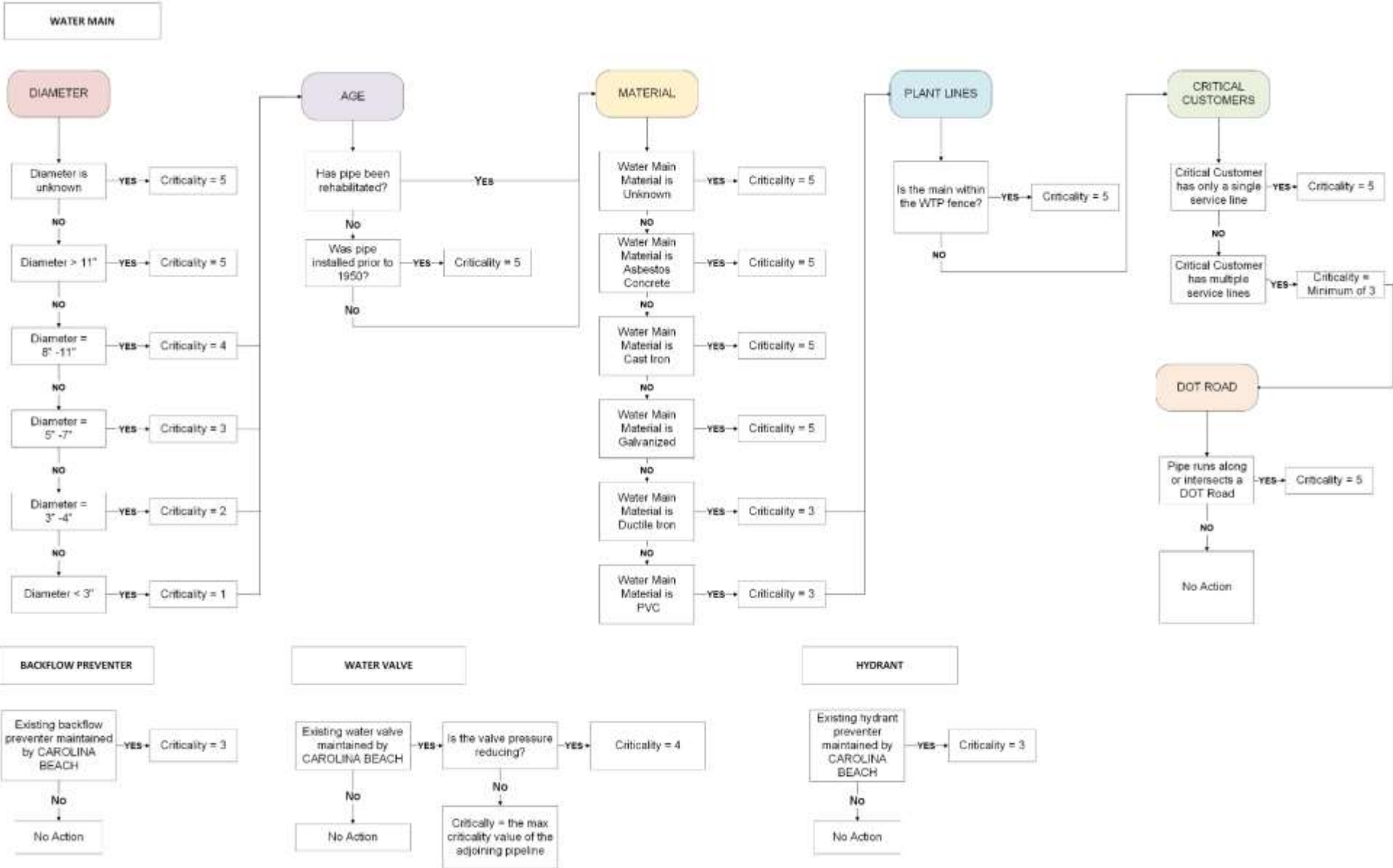
Goal: Cost Analysis and Project Generation

Asset Inventory (Task 1)

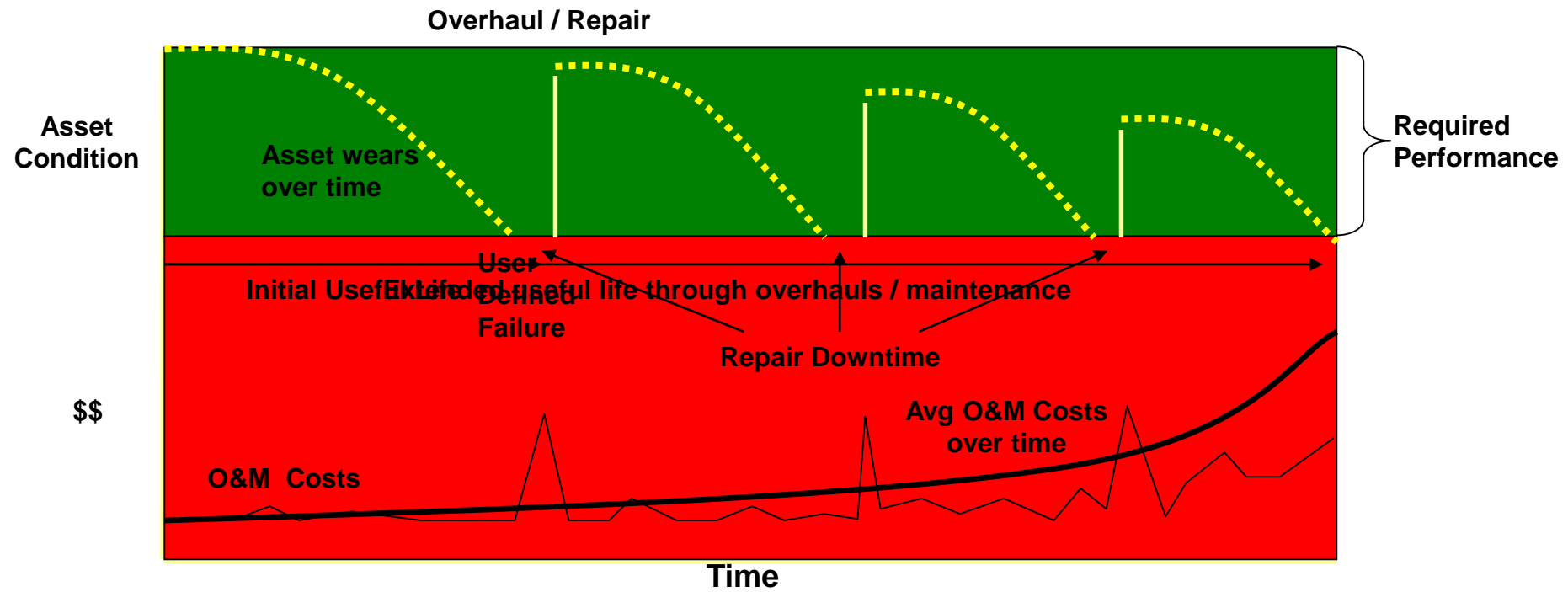
- Gap analysis performed on both horizontal and vertical assets
- Condition assessment
- Purchasing of GPR
- Sustainable process for updating data

Asset Type	Parameter	Before AIA Grant	After AIA Grant
Gravity Sewer (GS)	GS with Diameter	96%	99.9%
	GS with Material	45%	99.9%
	GS with Age	10%	98.5%
Force Main (FM)	FM with Diameter	81%	99.8%
	FM with Material	1%	99.2%
	FM with Age	10%	99.5%
Water Main (WM)	WM with Diameter	100%	100%
	WM with Material	95%	99.5%
	WM with Age	10%	95%

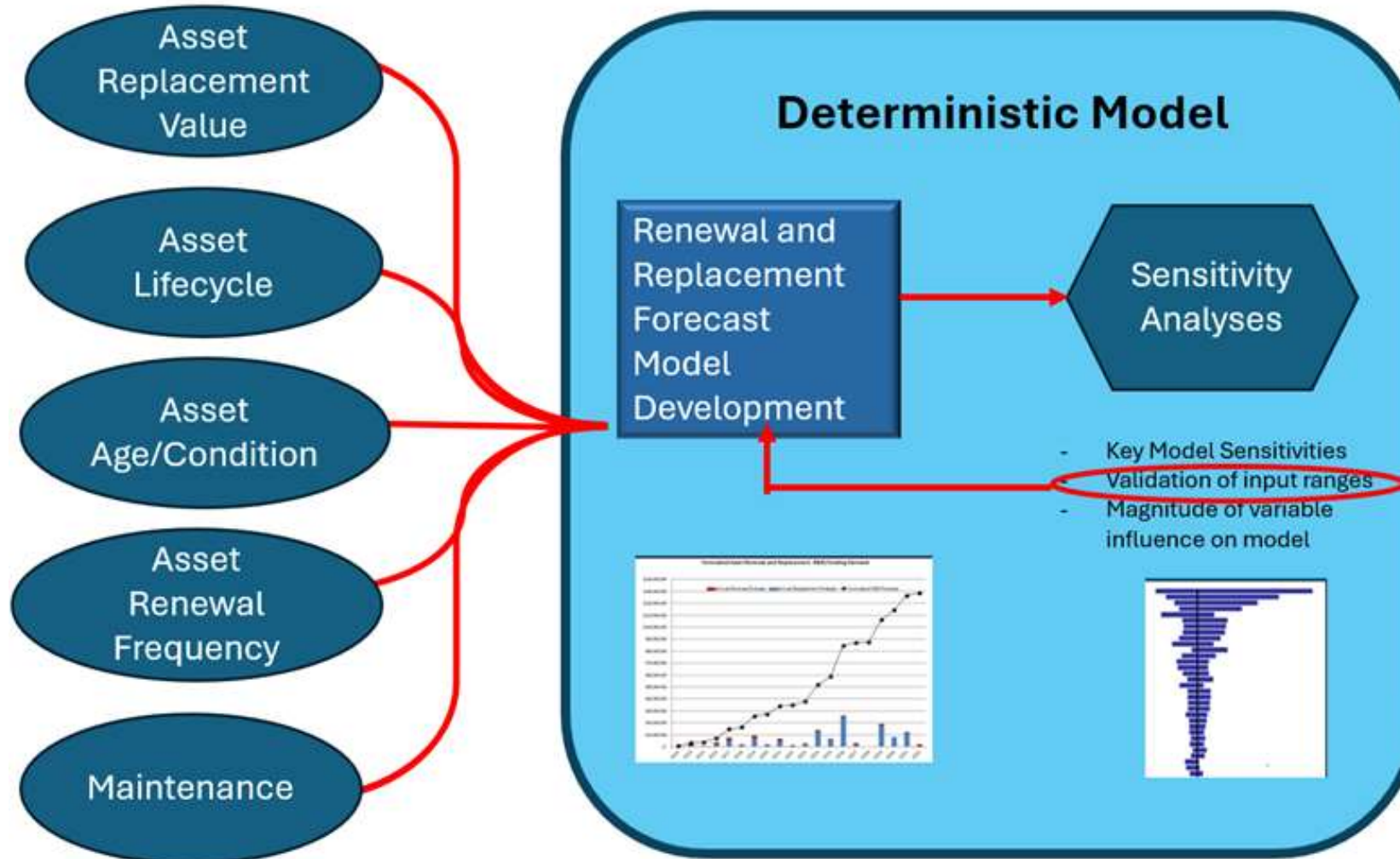
Water Distribution: Horizontal Criticality Modeling (Task 2)



Equipment Life Cycle Maintenance Goals (Task 2)



R&R Forecast Model Development (Task 3)



Capital Planning

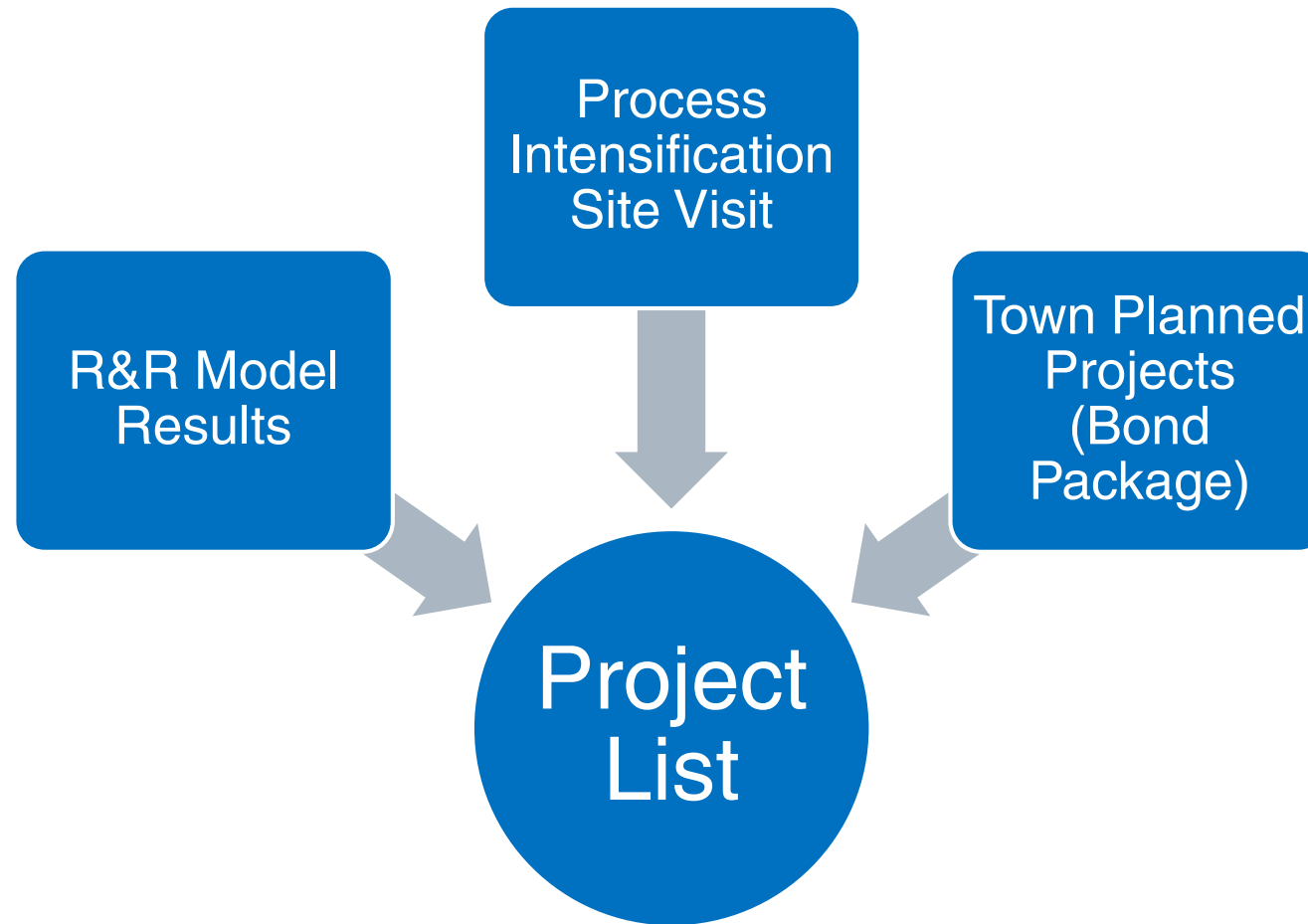
Assets to Projects



Prioritization Tool



Prioritized Project List (Task 4)



Prioritized Project List (Task 4)

Water and Wastewater Prioritized Project List			Score	Water and Wastewater Prioritized Project List			Score
1	Headworks replacement		40	13	Process Safety		30
2	Disinfection and Effluent Improvements Option 2		40	14	Blower Replacement		28
3	Disinfection and Effluent Improvements Option 1		36	15	Tertiary Treatment Improvements Option 1		28
4	Bypass and EQ Basins		32	16	Tertiary Treatment Improvements Option 2		28
5	Secondary Treatment Improvements		32	17	Upgrades to WTP #2 Building and Electrical		28
6	New WTP #3		32	18	Connection to WTP #3		28
7	Lift Station #1 Improvements		32	19	Generator Upgrades		28
8	New WTP #3 Building		30	20	Pump Station Equipment and Power Upgrades		28
9	RAS/WAS Pump Station Replacement and Clarifier Connection		30	21	WWTP Power Improvements		26
10	New 2 MG Tank and High Service Pumps		30	22	Decommission WT #1		24
11	Upgrades to WTP #2 Equipment		30	23	Water Conveyance		24
12	Process Security		30	24	Sewer Conveyance		24

Project Name	Category and Source	Funding and Prioritization
WWTP Secondary Treatment Improvements	Miscellaneous Equipment Replacements within Secondary Treatment	Clean Water State Revolving Fund
Wastewater Treatment Plant	R&R Model	Score: 32/50
Project Need		
<p>Secondary wastewater treatment is a biological treatment process that uses microorganisms called activated sludge to reduce the amount of organic and nutrient pollutants in wastewater. The microorganisms are cycled through multiple passes through a secondary treatment basin until the end of their lifespan when they are wasted from the system. Key assets needed to maintain this system are transportation piping and pumping for the return and waste activated sludge (RAS/WAS), motors, check valves, and mixers. Most of the pumps, mixers, motors, etc. in the secondary treatment plant are beyond their typical useful lifespan of 10-20 years. The mixers at plant #1 are inoperable.</p>		
Project Scope		
<p>For secondary treatment at plant 1, 4 jet mixers will be replaced to allow for the option to have NOx removal or more reliable settling. The scope of this project also includes replacing aging assets like pumps, gearboxes, and sludge telemetry.</p>		
Project Cost		
<p>Total project cost in 2025 dollars, including non-construction, estimated at \$920,000 (\$644,000/\$1,380,000) (-30/+50%). The estimate includes a 25% contractor markup and 30% contingency.</p>		



Next Steps Highlights

- Project implementation and funding - review, prioritize, delegate, and address the issues identified in the project, incorporating into the O&M and CIP programs, when appropriate.
- Financial modeling advancement – perform a probabilistic analysis to produce anticipated funding ranges instead of a deterministic model.
- Business case evaluation – support the evaluation of key decisions on challenging problems and opportunities using a structured framework (e.g., replacement of gravity line vs. renewal using liner)
- Key performance indicators - expand the identification of R&R projects beyond life cycle and condition factors, to the identification of assets that are not meeting their identified LOS and require an R&R activity to bring them back in line with their targeted LOS

Motion

The Town Council adopts 25-2334 resolution for the Town of Carolina Beach Water System Resiliency Assessment Project.

Resolution



Town of Carolina Beach
Town Council

RESOLUTION NO. 25-2335

RESOLUTION CONFIRMING PRESENTATION OF THE FINAL REPORT – ASSET INVENTORY AND ASSESSMENT GRANT PROGRAM

WHEREAS, the Town of Carolina Beach has utilized American Rescue Plan (ARP) funding from the North Carolina Department of Environmental Quality in the amount of \$200,000 to perform an Asset Inventory and Assessment study described as the Water System Resiliency Assessment Project (AIA-D-ARP-0093), and

WHEREAS, The governing board of the Town of Carolina Beach has been presented the final report in accordance with the agreed scope of work,

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

That the Town of Carolina Beach does hereby confirm its receipt and approval of all deliverables for the completion of the Asset Inventory and Assessment study described as the Water System Resiliency Assessment Project (AIA-D-ARP-0093) detailed in the submitted application.

That the Town of Carolina Beach does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer were adhered to.

That the Town of Carolina Beach requests NCDEQ close out Grant No. AIA-D-ARP-0093, inclusive of remitting final payments for all eligible expense.

That Bruce Oakley, Town Manager, the Authorized Representative and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the June 10, 2025, at Carolina Beach, North Carolina.

Albert L. Barbee, Mayor
Town of Carolina Beach
Resolution No.

Attest: Kimberlee Ward, Town Clerk

Resolution



Town of Carolina Beach
Town Council

RESOLUTION NO. 25-2334

RESOLUTION CONFIRMING PRESENTATION OF THE FINAL REPORT – ASSET INVENTORY AND ASSESSMENT GRANT PROGRAM

WHEREAS, the Town of Carolina Beach has utilized American Rescue Plan (ARP) funding from the North Carolina Department of Environmental Quality in the amount of \$200,000 to perform an Asset Inventory and Assessment study described as the Sewer System Resiliency Assessment Project (AIA-W-ARP-0074), and

WHEREAS, The governing board of the Town of Carolina Beach has been presented the final report in accordance with the agreed scope of work,

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

That the Town of Carolina Beach does hereby confirm its receipt and approval of all deliverables for the completion of the Asset Inventory and Assessment study described as the Sewer System Resiliency Assessment Project (AIA-W-ARP-0074) detailed in the submitted application.

That the Town of Carolina Beach does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer were adhered to.

That the Town of Carolina Beach requests NCDEQ close out Grant No. AIA-W-ARP-0074, inclusive of remitting final payments for all eligible expense.

That Bruce Oakley, Town Manager, the Authorized Representative and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the June 10, 2025, at Carolina Beach, North Carolina.

Albert L. Barbee, Mayor
Town of Carolina Beach
Resolution No.

Attest: Kimberlee Ward, Town Clerk



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward

DEPARTMENT: Clerk

MEETING: Town Council 6/10/2025

SUBJECT: Annual Committee Appointments

BACKGROUND:

The following committee members have a term expiration date of June 30, 2025.

Member	Committee	Appointed	Notes
Stefanie Young	Beautification	4/23/2024	Has not served a full term
Mike Maume	Bike/Ped	1/11/2022	Served 1 full term
Jeff Page	Bike/Ped	10/12/2021	Served 1 full term
Jeff Hogan	MAC	6/11/2013	Served 4 terms
Christi Siegel	MAC	4/23/2024	Has not served a full term
Cole Hudson	MAC	2/13/2024	Has not served a full term
Gerard Taylor	Ops	6/14/2022	Served 1 full term
Tiffany Bryan	Ops	10/12/2021	Served 1 full term and 1 partial
Steve Wright	Ops	6/14/2022	Served 1 full term
Jeff Hogan	P&Z	1/14/2020	Served 1 full term and 1 partial
Bill Carew	P&Z	11/9/2021	Served 1 full term and 1 partial
Roger Monk	Police Advocacy	6/25/2024	Has not served a full term
Jim Tollens	Police Advocacy	4/23/2024	Has not served a full term
Kitty McClellan	Police Advocacy	2/13/2024	Has not served a full term

ACTION:

Please make selections on the attached ballot.

Annual Committee Appointments 6/10/2025

Beautification Committee

Please select **ONE**:

- ☐ Stefanie Young (serving since 4/23/2024- filling unexpired term)
- ☐ Hope Combs
- ☐ Meghan Gonzalez
- ☐ Suellen Reece

Bike/Ped Committee

Please select **TWO**:

- ☐ Mike Maume (serving since 1/11/2022)
- ☐ Jeff Page (serving since 10/12/2021)
- ☐ John Marshall
- ☐ Jody Odell
- ☐ Laura Mandato
- ☐ Kenneth Mentor
- ☐ Meghan Gonzalez
- ☐ Scott Pate (serves on Beautification Committee)
- ☐ Stefanie Young (serves on Beautification Committee)

Marketing Committee

Please select **THREE**:

- ☐ Jeff Hogan (Chair, serving since 6/11/2013)
- ☐ Christi Siegel (serving since 4/23/2024 – filling an unexpired term)
- ☐ Cole Hudson (serving since 2/13/2024 – filling an unexpired term)
- ☐ Gina Gray
- ☐ Meghan Gonzalez
- ☐ Mike Matsinger
- ☐ Paul Levy (serves on Operations Committee)

Operations Committee

Please select **THREE**:

- ☐ Gerard Taylor (Chair, serving since 6/14/2022)
- ☐ Tiffany Bryan (serving since 10/12/2021)
- ☐ Steve Wright (serving since 6/14/2022)
- ☐ Meghan Gonzalez

Planning and ZoningPlease select **TWO**:

- ☐ Jeff Hogan (serving since 1/14/2020)
- ☐ Bill Carew (serving since 11/9/2021)
- ☐ Brad Jones
- ☐ Cary Weissman
- ☐ Colleen Hagarty
- ☐ Dan Adams (serves on BOA)
- ☐ Dana White (serves on BOA)
- ☐ David Gadalla
- ☐ JoDan Garza
- ☐ Kenneth Mentor
- ☐ Kevin Amyot
- ☐ Matthew Shuttleworth (serves on Operations Committee)
- ☐ Michael Hannan
- ☐ Mike Matsinger
- ☐ Olin Furr
- ☐ Paul Levy (serves on Operations Committee)

Police Advocacy CommitteePlease select **THREE**:

- ☐ Roger Monk (serving since 6/25/2024 – filling unexpired term)
- ☐ Jim Tollens (serving since 4/23/2024 – filling unexpired term)
- ☐ Kitty McClellan (serving since 2/13/2024 – fill unexpired term)
- ☐ Bryan Taylor
- ☐ David Cole (serves on Police Advocacy)
- ☐ Hope Combs
- ☐ Jerry Davis
- ☐ Matthew Shuttleworth (serves on Operations Committee)

 Council Member Signature