



**Town of North Topsail Beach  
Board of Aldermen Regular Meeting**

**Wednesday, July 01, 2026, at 11:00 AM**

**Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460**

**(910) 328-1349 | [www.northtopsailbeachnc.gov](http://www.northtopsailbeachnc.gov)**

*Mayor - Richard Grant  
Alderman - Mark Barefoot  
Alderman - Kip Malcolm  
Town Manager - E.L. Faison*

*Mayor Pro Tem - Connie Pletl  
Alderman – Laura Olszewski  
  
Town Clerk – Alexis Stanfield*

- I. CALL TO ORDER (Mayor Grant)**
- II. INVOCATION (Aldermen Barefoot)**
- III. PLEDGE OF ALLEGIANCE (Alderman Olszewski)**
- IV. APPROVAL OF AGENDA**

**Specific Action Requested: Mayor will request for a motion to adopt the agenda**

- V. MANAGER’S REPORT**
- VI. OPEN FORUM**

Citizens have the opportunity to address the Board for no more than three minutes per comment on any issue upon which the Board of Alderman has control.

**VII. PUBLIC PRESENTATIONS AND HEARINGS**

- A.** FEMA, NFIP, CRS & NTB Presentation (Alderman Olszewski/Planning Director Hill/Planner Golden)
- B.** Text Amendment: Flood Damage Prevention Ordinance (UDO Art 7 & Art 11) (Planning Director Hill/Planner Golden)

***Specific Action Requested: Mayor may request a motion to approve the text amendment to the Flood Damage Prevention Ordinance (UDO Art. 7 and 11) as recommended by the Planning Board.***

- C.** Text Amendment: Official Zoning Map (UDO Section 3.03) (Planning Director Hill/Planner Golden)

***Specific Action Requested: Mayor may request a motion to approve the Consistency and Reasonableness Statement and the proposed text amendment to Establish the Official Zoning Map in Electronic GIS Geodatabase Format.***

- D. Town Roadway Pavement Condition Assessment (Director Huckaby)

**VIII. CONSENT AGENDA**

- A. Approval of Minutes

May 13, 2026, Board of Aldermen Regular Meeting

June 3, 2026, Board of Aldermen Regular Meeting

June 10, 2026, Board of Aldermen Special Meeting

- B. Coastal Engineer Monthly Report

- C. Department Head Reports

1. Finance Department
2. Fire Department
3. Inspections Department
4. Planning Department
5. Police Department
6. Public Works Department

- D. Committee Reports

1. Planning Board & PPI Committee
2. Board of Adjustment
3. TISPC <https://tispc.org/minutes/>
4. ONWASA <https://www.onwasa.com/AgendaCenter>
5. Parks & Rec Committee

***Specific Action Requested: Mayor will request a motion to approve the Consent Agenda***

**IX. CONTINUING BUSINESS**

- A. Request for Right-of-Way Encroachment to Construct Private Beach Access (Planning Director Hill/Planner Golden)

***Specific Action Requested: Mayor may request a motion to approve/deny the request for right-of-way encroachment or request a motion to continue the item to the September 2, 2026, Board of Aldermen Regular Meeting***

- B. Shallow Draft Update (Engineer Chris Gibson)

**X. NEW BUSINESS**

- A. DEC Associates, Inc. Financial Presentation (Doug Carter)

- B. Adoption of Revised Emergency Operations Plan (Chief Soward/Manager Faison)

***Specific Action Requested: Mayor may request a motion to adopt the revised Emergency Operations Plan***

**C.** Approval of Audit Contract (Manager Faison)

***Specific Action Requested: Mayor may request a motion to approve the audit contract with S. Preston Douglas & Associates, LLP***

**D.** Parking Ordinance Update Discussion (Chief Page)

**E.** Lobbyist Retention Discussion (Mayor Grant)

## **XI. OPEN FORUM**

Citizens have the opportunity to address the Board for no more than three minutes per comment on any issue upon which the Board of Alderman has control.

## **XII. ATTORNEY'S REPORT**

## **XIII. MAYOR'S REPORT**

## **XIV. ALDERMAN'S REPORT**

## **XV. CLOSED SESSION**

## **XVI. ADJOURNMENT**

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



E. L. Faison, ICMA-CM  
Interim Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski

Alexis Stanfield, NCCCC  
Town Clerk

**MEETING DATE:** Jul 1, 2026

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**TO:** Board of Aldermen

**FROM:** Planning Director Deb Hill AICP CFM, Planner Brady Golden CFM CZO

**DEPARTMENT:** Planning Department

**SUBJECT:** PRESENTATION: Floodplain Management

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**SUMMARY:**

FEMA was founded on April 1, 1979, by Executive Order 12127, signed by President Jimmy Carter. The parent department is U. S. Department of Homeland Security, since 2003. Its primary mission is to reduce loss of life and property, protect institutions, and coordinate federal disaster response and recovery.

The State of North Carolina, through the Department of Public Safety's Division of Emergency Management/Hazard Mitigation and the State Coordinator of the National Flood Insurance Program, provides support to FEMA and local governments through the following floodplain management responsibilities:

- Supports NFIP communities;
- Provides enabling land use authority;
- Sets higher standards;
- Provides technical assistance;
- Conducts floodplain mapping activities pursuant to an agreement with FEMA; and
- Supports FEMA in monitoring community NFIP compliance.

The Board of Aldermen has an important policy and oversight role in safeguarding the Town through continued participation in the National Flood Insurance Program and enforcement of local floodplain management regulations. This role is reflected in the Town's adoption of the Southeastern North Carolina Regional Hazard Mitigation Plan, amendments to the Flood Damage Prevention Ordinance as recommended by the Planning Board, adoption of higher regulatory standards, and participation in the Community Rating System, which assists in reducing flood insurance premiums for eligible property owners.

**SPECIFIC ACTION REQUESTED:**

Staff requests that the Board of Aldermen:

1. **Affirm continued participation in the NFIP** and commitment to compliance.
2. **Support adequate funding and staffing** for the floodplain management program.
3. **Direct staff to evaluate and implement higher regulatory standards**, where appropriate.
4. **Encourage continued or expanded participation in the CRS program** to reduce insurance costs for residents.
5. **Reinforce consistent enforcement** of the Flood Damage Prevention Ordinance.

Flooding remains the most common and costly natural hazard nationwide, and proactive floodplain management is the Town's most effective tool for reducing risk. Continued leadership by the Board in supporting NFIP participation, enforcement, and program investment will: Protect life and property; Preserve property values and insurability; Reduce long-term public and private costs; Strengthen the Town's resilience to future storms.

Staff recommends approval of the above actions.

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



E. L. Faison, ICMA-CM  
Interim Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
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Town Clerk

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**MEETING DATE:** Jul 1, 2026

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**TO:** Board of Aldermen  
**FROM:** Deborah J. Hill MPA AICP CFM  
**DEPARTMENT:** Planning Department  
**SUBJECT:** PUBLIC HEARING: PROPOSED AMENDMENTS: UDO ART 7 FLOOD & ART 11.02 DEFINITIONS

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**SUMMARY:**

Planning Department staff have drafted updates to the Town's Unified Development Ordinance Article 7 Flood Damage Prevention Ordinance and Article 11.02 Definitions pursuant to the 2026 Coastal Model provided by NC Department of Public Safety Emergency Management/Hazard Mitigation Section (NCDPS - EM/HM).

At the Planning Board's regular meeting on June 11, 2026, Ms. Brown made a motion that the Planning Board recommends to the Board of Alderman adoption of the amendments to Article 7, based on the language that is required by NFIP along with any changes or clarifications required after the review by the NFIP Planner. Ms. Ward seconded the motion. The motion passed unanimously. Ms. Brown made a motion to amend her motion to include adopting Section 11, Definition. Ms. Ward seconded the motion. The motion passed unanimously.

NCDPS - EM/HM Eastern Planner has reviewed and provided edits, which have been incorporated in the final drafts attached.

Pursuant to NCGS 160D-601, Notice of Public Hearing published in the Jacksonville Daily News on Saturday, 6/13/2026 and again on Saturday, 6/20/2026; "Sunshine List," Town's website; Town Hall Message Board.

**ATTACHMENTS:**

1. Article 7 Flood Damage Prevention Ordinance
2. Article 11.02 Definitions

**SPECIFIC ACTION REQUESTED:**

1. That the Board conducts a public hearing to receive public comment on the proposed text amendments to the Town of North Topsail Beach Unified Development Ordinance Article 7 Flood Damage Prevention Ordinance and Article 11.02 Definitions; and
2. That the Board adopts the proposed text amendments, as recommended by the Planning Board.

**ARTICLE 7: FLOOD DAMAGE PREVENTION**

## Section

## 7.01 Statutory authorization, findings of fact, purpose and objectives

- (A) Statutory authorization
- (B) Findings of fact
- (C) Statement of purpose
- (D) Objectives

## 7.02 Definitions

## 7.03 General provisions

- (A) Lands to which this article applies
- (B) Basis for establishing the special flood hazard areas
- (C) Establishment of floodplain development permit
- (D) Compliance
- (E) Abrogation and greater restrictions
- (F) Interpretation
- (G) Warning and disclaimer of liability
- (H) Penalties for violation

## 7.04 Administration

- (A) Designation of Floodplain Administrator
- (B) Floodplain development application, permit and certification requirements
- (C) Duties and responsibilities of the Floodplain Administrator
- (D) Corrective procedures
- (E) Variance procedures

## 7.05 Provisions for flood hazard reduction

- (A) General standards
- (B) Specific standards
- (C) Reserved

- (D) Standards for floodplains without established base flood elevations
- (E) Standards for riverine floodplains with base flood elevations but without established floodways or non-encroachment areas
- (F) Floodways and non-encroachment areas
- (G) Coastal high hazard areas (Zones VE and AE)
- (H) Standards for Coastal A Zones (Zone CAZ) LIMWA

#### 7.06 Legal status provisions

- (A) Effect on rights and liabilities under the existing flood damage prevention ordinance
- (B) Effect upon outstanding floodplain development permits
- (C) Severability
- (D) Effective date

#### Editor's note:

Ord. passed 4-2-2009 amended Ch. 8 Flood Damage Prevention in its entirety and enacted similar provisions as set out herein. The former Ch. 8 Flood Damage Prevention derived from Ord. passed 11-3-2005.

#### Staff's note:

Formerly Chapter 8, Flood Damage Prevention

#### Statutory references:

Floodplains generally, see G.S. §§ 143-215.51 et seq.

#### § 7.01 STATUTORY AUTHORIZATION, FINDINGS OF FACTS, PURPOSE AND OBJECTIVES.

##### (A) Statutory authorization.

The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Article 6 of Chapter 153A; Article 8 of Chapter 160A; and Articles 1, 7, 9, and 11 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the authority to adopt regulations designed to promote the public health, safety, and general welfare.

~~The legislature of the state has in G.S. Ch. 143, Art. 21, Part 6; G.S. Ch. 153A, Art. 6; G.S. Ch. 160A, Art. 8; and G.S. Ch. 160D, Art. 7, 9 and 11 (Effective January 1, 2021), delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety and general welfare.~~ Therefore, the Board of Aldermen of North Topsail Beach, North Carolina, does ordain as follows.

##### (B) Findings of fact.

(1) The flood prone areas within the jurisdiction of the ~~town~~-Town are subject to periodic inundation which results in loss of life, property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures of flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.

(2) These flood losses are caused by the cumulative effect of obstructions, both inside and outside the identified Special Flood Hazard Areas ~~in floodplains~~-causing increases in flood heights and velocities and by the occupancy in flood prone areas of uses vulnerable to floods or other hazards. These obstructions and occupancy by uses vulnerable to floods may be hazardous to other lands which are inadequately elevated, floodproofed, or otherwise unprotected from flood damages.

(C) Statement of purpose. It is the purpose of this article to promote public health, safety and general welfare and to minimize public and private losses due to flood conditions within flood prone areas by provisions designed to:

(1) Restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights or velocities;

(2) Require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;

(3) Control the alteration of natural floodplains, stream channels and natural protective barriers, which are involved in the accommodation of floodwaters;

(4) Control filling, grading, dredging and all other development that may increase erosion or flood damage; and

(5) Prevent or regulate the construction of flood barriers that will unnaturally divert floodwaters or which may increase flood hazards to other lands.

(D) Objectives. The objectives of this article are to:

(1) Protect human life, safety and health;

(2) Minimize expenditure of public money for costly flood control projects;

(3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;

(4) Minimize prolonged business losses and interruptions;

(5) Minimize damage to public facilities and utilities (i.e., water and gas mains, electric, telephone, cable and sewer lines, streets and bridges) that are located in flood prone areas;

(6) Minimize damage to private and public property due to flood;

(7) Make flood insurance available to eligible properties in the community through the National Flood Insurance Program;

(8) Maintain the natural and beneficial functions of the floodplains;

(9) Help maintain a stable tax base by providing for the sound use and development of flood prone areas; and

(10) Ensure that potential buyers are aware that property is in a special flood hazard area.

(Ord. passed 4-2-2009; Ord. passed 11-2-2011; Ord. passed 11-3-2016; Ord. 2020-01, passed 6-4-2020)

## § 7.02 DEFINITIONS.

Unless specifically defined in Article 11, Definitions, words or phrases used in this article shall be interpreted so as to give them the meaning they have in common usage and to give this article its most reasonable application.

(Ord. passed 11-2-2011; Ord. passed 11-3-2016; Ord. 2020-01, passed 6-4-2020)

## § 7.03 GENERAL PROVISIONS.

(A) Lands to which this article applies. This article shall apply to all special flood hazard areas within the jurisdiction of the ~~town~~Town.

(B) Basis for establishing the special flood hazard areas. The special flood hazard areas are those identified under the Cooperating Technical State (CTS) agreement between the state and FEMA in its FIS dated June 19, 2020, for the county and associated DFIRM panels, including any digital data developed as part of the FIS, which are adopted by reference and declared to be a part of this article, and all revisions thereto.

(C) Establishment of floodplain development permit. A floodplain development permit shall be required in conformance with the provisions of this article prior to the commencement of any development activities within special flood hazard areas determined in accordance with the provisions of § 7.03(B).

(D) Compliance. No structure or land shall hereafter be located, extended, converted, altered or developed in any way without full compliance with the terms of this article and other applicable regulations.

(E) Abrogation and greater restrictions. This article is not intended to repeal, abrogate or impair any existing easements, covenants or deed restrictions; however, where this article and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

(F) Interpretation. In the interpretation and application of this article, all provisions shall be:

(1) Considered as minimum requirements;

- (2) Liberally construed in favor of the governing body; and
- (3) Deemed neither to limit nor repeal any other powers granted under state statutes.

(G) Warning and disclaimer of liability. The degree of flood protection required by this article is considered reasonable for regulatory purposes and is based on scientific and engineering consideration. Larger floods can and will occur. Actual flood heights may be increased by human-made or natural causes. This article does not imply that land outside the special flood hazard areas or uses permitted within such areas will be free from flooding or flood damages. This article shall not create liability on the part of the ~~town~~Town or by any officer or employee thereof for any flood damages that result from reliance on this article or any administrative decision lawfully made hereunder.

(H) Penalties for violation. Violation of the provisions of this article or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a Class 1 misdemeanor pursuant to G.S. § 143-215.58. Any person who violates this article or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$100 ~~or imprisoned for not more than 30 days, or both~~. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the ~~town~~Town from taking such other lawful action as is necessary to prevent or remedy any violation.

(Ord. passed 11-2-2011; Ord. passed 11-3-2016; Ord. 2020-01, passed 6-4-2020)

#### § 7.04 ADMINISTRATION.

(A) Designation of Floodplain Administrator. The Planning Director, hereinafter referred to as the "Floodplain Administrator", is hereby appointed to administer and implement the provisions of this article. The Floodplain Administrator may delegate performance of certain duties to other employees. In instances where the Floodplain Administrator receives assistance from others to complete tasks to administer and implement this article, the Floodplain Administrator shall be responsible for the coordination and community's overall compliance with the National Flood Insurance Program and the provisions of this article.

(B) Floodplain development application, permit and certification requirements.

(1) Application requirements. Application for a floodplain development permit shall be made to the Floodplain Administrator prior to any development activities located within special flood hazard areas. The following items shall be presented to the Floodplain Administrator to apply for a floodplain development permit:

(a) A plot plan drawn to scale which shall include, but shall not be limited to, zoning district, setbacks, percentage impervious surface, building height, area of environmental concern, CAMA setbacks, wetland delineation and the following specific details of the proposed floodplain development:

(i) The nature, location, dimensions and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities and other development;

(ii) The boundary of the special flood hazard area as delineated on the FIRM or other flood map as determined in § 7.03(B), or a statement that the entire lot is within the special flood hazard area;

(iii) Flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in § 7.03(B);

(iv) The boundary of the floodway(s) or non-encroachment area(s) as determined in § 7.03(B);

(v) The base flood elevation (BFE) where provided as set forth in §§ 7.03(B) and 7.04(C);

(vi) The old and new location of any watercourse that will be altered or relocated as a result of proposed development;

(vii) The boundary and designation date of the coastal barrier resource system (CBRS) area or otherwise protected areas (OPA), if applicable; and

(viii) The certification of the plot plan by a registered land surveyor or professional engineer.

(b) Proposed elevation, and method thereof, of all development within a special flood hazard area including, but not limited to:

(i) Elevation in relation to NAVD 1988 of the proposed reference level of all structures;

(ii) Elevation in relation to NAVD 1988 to which any non-residential structure in Zones A, AE, AH, AO or A99 will be floodproofed; and

(iii) Elevation in relation to NAVD 1988 to which any proposed utility systems will be elevated or floodproofed.

(c) Floodproofing is prohibited in lieu of elevation. However, if non-residential floodproofing is used, a floodproofing certificate (FEMA Form ~~FF-206-FY-22-153 086-0-34~~) with supporting data, an operational plan, and an inspection and maintenance plan that include, but are not limited to, installation, exercise and maintenance of floodproofing measures;

(d) A foundation plan, drawn to scale, which shall include details of the proposed foundation system to ensure all provisions of this article are met. These details include, but are not limited to:

(i) The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/sheer walls);

(ii) Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with § 7.05(B)(4)(~~cd~~) when solid foundation perimeter walls are used in Zones V, A, AE, AH, AO and A99; and

(iii) The following, in coastal high hazard areas and Coastal A Zones, in accordance with the provisions of §§ 7.05(B)(4)(e) and §7.05(G)-(~~§ 7.05(H), if applicable~~):

1) V-Zone certification with accompanying plans and specifications verifying the engineered structure and any breakaway wall designs. Prior to the certificate of compliance/occupancy issuance, the Floodplain Administrator may require that a registered professional engineer or architect certify the finished construction is compliant with the design, specifications and plans for VE Zone construction;

2) Plans for open wood latticework or insect screening, if applicable; and

3) Plans for non-structural fill, if applicable. If non-structural fill is proposed, it must be demonstrated through coastal engineering analysis that the proposed fill would not result in any increase in the BFE or otherwise cause adverse impacts by wave ramping and deflection on to the subject structure or adjacent properties.

(e) Usage details of any enclosed areas below the lowest floor;

(f) Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical and water systems to be located and constructed to minimize flood damage;

(g) Certification that all other local, state and federal permits required prior to floodplain development permit issuance have been received;

(h) Documentation for placement of recreational vehicles and/or temporary structures, when applicable, to ensure that the provisions of §§ 7.05(B)(6) and (7) are met; and

(i) A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.

(2) Permit requirements. The floodplain development permit shall include, but not be limited to:

(a) A complete description of all the development to be permitted under the floodplain development permit (i.e. house, garage, pool, septic, bulkhead, cabana, pier, bridge, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials, etc.) including a cost estimate;

(b) The special flood hazard area determination for the proposed development in accordance with the available data specified in § 7.03(B);

(c) The regulatory flood protection elevation required for the reference level and all attendant utilities;

(d) The regulatory flood protection elevation required for the protection of all public utilities;

(e) All certification submittal requirements with timelines;

(f) A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse unless the requirements of § 7.05(F) have been met;

(g) The flood openings requirements, ~~if in zones A, AE, AH, AO or A99;~~

(h) Limitations of below BFE enclosure uses (i.e., parking, building access and limited storage only);

(i) A statement that there shall be no alteration of sand dunes which would increase potential flood damage;

(j) A statement, if in Zone VE and Coastal A Zones, that there shall be no fill used for structural support; and

(k) A statement, if in Coastal High Hazard Areas and Coastal A, that all materials below BFE/RFPE must be flood-resistant materials.

(3) Certification requirements.

(a) Plot plans and elevation certificates.

(i) A plot plan and an elevation certificate (FEMA Form ~~FF-206-FY-22-152 086-0-33~~) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to mean sea level. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit.

(ii) A foundation plan and an elevation certificate (FEMA Form ~~FF-206-FY-22-152 086-0-33~~) is required after the reference level is established. Within seven calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to mean sea level. Any work done within the seven-day calendar period and prior to submission of the certification shall be at the permit holder's risk. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.

(iii) A final as-built survey and a final finished construction elevation certificate (FEMA Form FF-206-FY-22-152 ~~086-0-33~~) is required after construction is completed and prior to certificate of compliance/occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to certificate of compliance/occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a certificate of compliance/occupancy. The finished construction elevation certificate certifier shall provide at least two photographs showing the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and diagram number. To the extent possible, these photographs should show the entire building including foundation. If the building has split-level or multi-level areas, provide at least two additional photographs showing side views of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents. All photographs must be in color and measure at least three inches by three inches. Digital photographs are acceptable.

(b) Floodproofing certificate. Floodproofing is prohibited in lieu of elevation for residential structures. However, if non-residential floodproofing is used to meet the regulatory flood protection elevation requirements:

(i) If non-residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a floodproofing certificate (FEMA Form FF-206-FY-22-153 ~~086-0-34~~), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to mean sea level. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a certificate of compliance/occupancy.

(ii) A final finished construction floodproofing certificate (FEMA Form FF-206-FY-22-153), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a certificate of compliance/occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional

engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to certificate of occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit. Failure to construct in accordance with the certified design shall be cause to deny a certificate of compliance/occupancy.

(c) **Manufactured home.** If a manufactured home is placed within Zones A, AE, AH, AO, and A99 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required in accordance with the provisions of § 7.05(B)(3)(b).

(d) **Watercourse.** If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation, a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream, and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.

(e) **Certification exemptions.** The following structures, if located within Zones A, AE, AH, AO, and A99, are exempt from the elevation/floodproofing certification requirements specified in items (a) and (b) of this subsection:

- (i) Recreational vehicles meeting requirements of § 7.05(B)(6)(c);
- (ii) Temporary structures meeting requirements of § 7.05(B)(7); and
- (iii) Accessory structures that are 150 square feet or less or that is a minimal investment of \$5,000 or less and meeting requirements of § 7.05(B)(8).

(f) **V-Zone certification.** A V-Zone certification with accompanying design plans and specifications is required prior to issuance of a floodplain development permit within coastal high hazard areas and Coastal A zones. It shall be the duty of the permit applicant to submit to the Floodplain Administrator said certification to ensure the design standards of this article are met. A registered professional engineer or architect shall develop or review the structural design, plans, and specifications for construction and certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of this article. This certification is not a substitute for an elevation certificate. Prior to the certificate of compliance/occupancy issuance, the Floodplain Administrator may require that a registered professional engineer or architect certify the finished construction is compliant with the design, specifications and plans for VE Zone construction.

(4) **Substantial Improvement/Damage** determinations for existing buildings and structures. For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any

other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

(a) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;

(b) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;

(c) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and

(d) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood-resistant construction requirements of the North Carolina Building Code and this article is required.

(C) Duties and responsibilities of the Floodplain Administrator. The Floodplain Administrator shall perform, but not be limited to, the following duties:

(1) Review all floodplain development applications and issue permits for all proposed development within special flood hazard areas to assure that the requirements of this article have been satisfied;

(2) Review all proposed development within special flood hazard areas to assure that all necessary local, state and federal permits have been received, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334;

(3) Notify adjacent communities and the State Department of Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA);

(4) Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is maintained;

(5) Prevent encroachments into floodways and non-encroachment areas unless the certification and flood hazard reduction provisions of § 7.05(F) are met;

(6) Obtain actual elevation (in relation to mean sea level) of the reference level and all attendant utilities of all new and substantially improved structures, in accordance with § 7.04(B)(3);

(7) Obtain actual elevation (in relation to mean sea level) to which all new and substantially improved structures and utilities have been floodproofed, in accordance with the provisions of § 7.04(B)(3);

(8) Obtain actual elevation (in relation to mean sea level) of all public utilities in accordance with the provisions of § 7.04(B)(3);

(9) When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with the provisions of §§ 7.04(B)(3) and 7.05(B)(2);

(10) Where interpretation is needed as to the exact location of boundaries of the special flood hazard areas, floodways or non-encroachment areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this article;

(11) When BFE data has not been provided in accordance with § 7.03(B), obtain, review and reasonably utilize any BFE data, along with floodway data or non-encroachment area data available from a federal, state or other source, including data developed pursuant to § 7.05(D)(2)(c), in order to administer the provisions of this article;

(12) When BFE data is provided but no floodway or non-encroachment area data has been provided in accordance with § 7.03(B), obtain, review and reasonably utilize any floodway data or non-encroachment area data available from a federal, state or other source in order to administer the provisions of this article;

(13~~14~~) Permanently maintain all records that pertain to the administration of this article and make these records available for public inspection, recognizing that such information may be subject to the Privacy Act of 1974, as amended;

(14~~15~~) Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses, the Floodplain Administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local article and the terms of the permit. In exercising this power, the Floodplain Administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action;

(15~~16~~) Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered or repaired in violation of this article, the Floodplain Administrator may order the work to be immediately stopped. The stop-work order shall be in writing and directed to the person doing or in charge of the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor;

~~(1617)~~ Revoke floodplain development permits as required. The Floodplain Administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans and specifications; for refusal or failure to comply with the requirements of state or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable state or local law may also be revoked;

~~(1718)~~ Make periodic inspections throughout the special flood hazard areas within the jurisdiction of the community. The Floodplain Administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action;

~~(1819)~~ Follow through with corrective procedures of § 7.04(D);

~~(1920)~~ Review, provide input and make recommendations for variance requests;

~~(2021)~~ Maintain a current map repository to include, but not limited to, historical and effective FIS report, historical and effective FIRM and other official flood maps and studies adopted in accordance with § 7.03(B), including any revisions thereto including letters of map change, issued by FEMA. Notify state and FEMA of mapping needs; and

~~(2122)~~ Coordinate revisions to FIS reports and FIRMs, including letters of map revision based on fill (LOMR-Fs) and letters of map revision (LOMRs).

~~(2223)~~ Make substantial improvement and post event damage assessments and determinations:

(a) Conduct damage assessments for damaged structures located within the

(b) Complete substantial improvement/damage determinations in accordance with the provisions of 7.05 (B)(4).

~~—(2313)~~ When the lowest floor and the lowest adjacent grade of a structure or the lowest ground elevation of a parcel in a special flood hazard area is above the BFE, advise the property owner of the option to apply for a letter of map amendment (LOMA) from FEMA. However, if the property is to be removed from the V Zone it must not be located seaward of the landward toe of the primary frontal dune. Maintain a copy of the LOMA issued by FEMA in the floodplain development permit file;

(D) Corrective procedures.

(1) Stop Work Order: The community may issue a stop work order, which shall be served on the applicant or other responsible person. The stop work order shall remain in effect until the applicant or other responsible person has taken the remedial measures set forth in the notice of violation or has otherwise remedied the violation or violations described therein, provided the stop work order may be withdrawn or modified to enable the applicant or other

responsible person to take the necessary remedial measures to remedy such violation or violations.

(2) Notice of Violation. If the community determines that an owner, occupant, applicant or other responsible person has failed to comply with the terms and conditions of a permit, or the provisions of this ordinance, it shall issue a written notice of violation, by certified return receipt mail, to such applicant or other responsible person. Where the person is engaged in activity covered by this ordinance without having first secured a permit, the notice shall be served on the owner or the responsible person in charge of the activity being conducted on the site. The notice of violation shall contain:

- (a) The name and address of the owner or the applicant or the responsible person;
- (b) The address or other description of the site upon which the violation is occurring;
- (c) A statement specifying the nature of the violation;
- (d) A description of the remedial measures necessary to bring the action or inaction into compliance with the permit or this ordinance and the date for the completion of such remedial action;
- (e) A statement of the penalty or penalties that may be assessed against the person to whom the notice of violation is directed, and;
- (f) A statement that the determination of violation may be appealed to the community by filing a written notice of appeal within thirty days after the notice of violation (except, that in the event the violation constitutes an immediate danger to public health or public safety, 24-hour notice shall be sufficient).

(3) Additional Enforcement Actions. If the remedial measures described in the Notice of Violation have not been completed by the date set forth for such completion in the Notice of Violation, any one or more of the following enforcement actions may be enacted against the person to whom the Notice of Violation was directed. Before taking any of the following actions or imposing any of the following penalties, the Town shall first notify the owner, applicant or other responsible person in writing of its intended action. The Town shall provide reasonable opportunity, of not less than ten days (except, that in the event the violation constitutes an immediate danger to public health or public safety, 24-hour notice shall be sufficient) to remedy such violation. In the event the applicant or other responsible person fails to remedy such violation after such notice and remedial period, the Town may take or impose any one or more of the following enforcement actions or penalties:

- (a) Termination of utility service and/or withhold or revoke Certificate of Occupancy: The community may terminate utilities and/or refuse to issue and/or revoke a certificate of occupancy for the building or other improvements and/or repairs conducted or being conducted on the site until the applicant or other responsible person has taken the

remedial measures set forth in the notice of violation or has otherwise remedy the violation or violations described therein.

(b) Suspension, revocation, or modifications of permit: The community may suspend, revoke, or modify the permit authorizing the development project. A suspended, revoked, or modified permit may be reinstated after the applicant or other responsible person has taken the remedial measures set forth in the notice of violation or has otherwise remedy the violations described therein, provided such permit may be reinstated (upon such conditions as the community may deem necessary) to enable the applicant or other responsible person to take the necessary remedial measures to cure such violations.

(c) Civil penalties: Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions shall constitute a Class 1 misdemeanor pursuant to North Carolina General Statute § 143-215.58.

(i) Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$100. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the Town from taking such other lawful actions, pursuant to North Carolina General Statute § 153A, 160A, and 160D, as is necessary to prevent or remedy any violation.

(ii) Enforcement by an appropriate equitable remedy issuing from a court of competent jurisdiction may be pursued if the offender fails to remedy the violation, pays assessed fines, and/or fails to file an appeal within the prescribed period of time. In such cases, the general court of justice shall have jurisdiction to issue such orders as may be appropriate.

(4) Administrative appeal; judicial review. Any person receiving a Notice of Violation may appeal the determination of the community, including but not limited to the issuance of a stop work order, the assessment of an administratively-imposed monetary penalty, the suspension, revocation, modification, or grant with condition of a permit by the community upon finding that the holder is in violation of permit conditions, or that the holder is in violation of any applicable ordinance or any of the community's rules and regulations, or the issuance of a notice of bond forfeiture.

(a) Any person receiving a Notice of Violation may appeal the determination of the floodplain administrator to the local elected governing body. The Notice of Appeal must be in writing and be received by the floodplain administrator and the clerk within thirty (30) days of the date of the Notice of Violation. In the absence of an appeal, the determination of the floodplain administrator shall be final.

(b) All appeals shall be heard and decided by the community's designated Appeal Board, which shall be the Board of Adjustments. The Appeal Board shall hear an appeal within a reasonable time and shall have the power to affirm, modify, or reject the original penalty, including the right to increase or decrease the amount of any monetary penalty and the right to add or delete remedial actions required for correction of the violation and compliance with the

community's flood damage prevention ordinance, and any other applicable local, state, or federal requirements. In the absence of a petition for review of a quasi-judicial decision, the decision of the Appeal Board shall be final.

(c) A petition for review of a quasi-judicial decision can be requested by any person with standing aggrieved by a decision or order of the community, after exhausting his/her administrative remedies. The petition shall be received by the clerk of superior court within 30 days of the date of the local governing body decision.

(5) Section 1316 Declaration: Section 1316 of the National Flood Insurance Act authorizes FEMA to deny flood insurance to a property declared by the State, County, or Municipal government to be in violation of the local floodplain management ordinance. A Section 1316 declaration shall be used when all other legal means to remedy a violation have been exhausted and the structure remains noncompliant. The community must coordinate a request for Section 1316 declaration to the FEMA Regional Office through the State NFIP Coordinator.

Once invoked, the property's flood insurance coverage will be terminated and no new or renewal policy can be issued; no flood insurance claim can be paid on any policy on the property, and disaster assistance will be denied. If a structure that has received a Section 1316 declaration is made compliant with the community's floodplain management ordinance, then the Section 1316 declaration can be rescinded by FEMA and flood insurance eligibility restored.

~~(1) Violations to be corrected. When the Floodplain Administrator finds violations of applicable state and local laws, it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law cited in such notification.~~

~~—(2) Actions in event of failure to take corrective action. If the owner of a building or property shall fail to take prompt corrective action, the Floodplain Administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating:~~

~~—(a) That the building or property is in violation of the floodplain management regulations;~~

~~—(b) That a hearing will be held before the Floodplain Administrator at a designated place and time, not later than ten days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and~~

~~—(c) That following the hearing, the Floodplain Administrator may issue an order to alter, vacate or demolish the building, or to remove fill as applicable.~~

~~—(3) Order to take corrective action. If, upon a hearing held pursuant to the notice prescribed above, the Floodplain Administrator shall find that the building or development is in violation of the flood damage prevention article, they shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time period, not less than 60 calendar days, nor more than 180 calendar days. Where the Floodplain Administrator finds~~

~~that there is imminent danger to life or other property, they may order that corrective action be taken in such lesser period as may be feasible.~~

~~—(4) Appeal. Any owner who has received an order to take corrective action may appeal the order to the local elected governing body by giving notice of appeal in writing to the Floodplain Administrator and the Clerk within ten days following issuance of the final order. In the absence of an appeal, the order of the Floodplain Administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.~~

~~—(5) Failure to comply with order. If the owner of a building or property fails to comply with an order to take corrective action for which no appeal has been made or fails to comply with an order of the governing body following an appeal, the owner shall be guilty of a Class 1 misdemeanor pursuant to G.S. § 143-215.58 and shall be punished at the discretion of the court.~~

(E) Variance procedures.

(1) The Board of Adjustment as established by the ~~town~~Town, hereinafter referred to as the "Appeal Board", shall hear and decide requests for variances from the requirements of this article.

(2) Any person aggrieved by the decision of the Appeal Board may appeal such decision to the Court, as provided in G.S. Ch. 7A.

(3) Variances may be issued for:

(a) The repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and that the variance is the minimum necessary to preserve the historic character and design of the structure;

(b) Functionally dependent facilities if determined to meet the definition as stated in Article 11, Definitions, provided provisions of § 7.04(E)(9)(b),(c) and (e) have been satisfied, and such facilities are protected by methods that minimize flood damages during the base flood and create no additional threats to public safety; and

(c) Any other type of development provided it meets the requirements of this section.

(4) In passing upon variances, the Appeal Board shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this article, and:

(a) The danger that materials may be swept onto other lands to the injury of others;

(b) The danger to life and property due to flooding or erosion damage;

(c) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;

- (d) The importance of the services provided by the proposed facility to the community;
  - (e) The necessity to the facility of a waterfront location as defined under Article 11 as a functionally dependent facility, where applicable;
  - (f) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
  - (g) The compatibility of the proposed use with existing and anticipated development;
  - (h) The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
  - (i) The safety of access to the property in times of flood for ordinary and emergency vehicles;
  - (j) The expected heights, velocity, duration, rate of rise and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
  - (k) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- (5) A written report addressing each of the above factors shall be submitted with the application for a variance.
- (6) Upon consideration of the factors listed above and the purposes of this article, the Appeal Board may attach such conditions to the granting of variances as it deems necessary to further the purposes and objectives of this article.
- (7) Any applicant to whom a variance is granted shall be given written notice specifying the difference between the BFE and the elevation to which the structure is to be built and that such construction below the BFE increases risks to life and property, and that the issuance of a variance to construct a structure below the BFE may result in increased premium rates for flood insurance up to \$25 per \$100 of insurance coverage. Such notification shall be maintained with a record of all variance actions, including justification for their issuance.
- (8) The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the FEMA and the state upon request.
- (9) Conditions for variances:
- (a) Variances shall not be issued when the variance will make the structure in violation of other federal, state or local laws, regulations or ordinances;
  - (b) Variances shall not be issued within any designated floodway or non- encroachment area if the variance would result in any increase in flood levels during the base flood discharge;
  - (c) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief;

(d) Variances shall only be issued prior to development permit approval; and

(e) Variances shall only be issued upon:

(i) A showing of good and sufficient cause;

(ii) A determination that failure to grant the variance would result in exceptional hardship; and

(iii) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or this article.

(10) A variance may be issued for solid waste disposal facilities or sites, hazardous waste management facilities, salvage yards and chemical storage facilities that are in special flood hazard areas if all of the following conditions are met.

(a) The use serves a critical need in the community;

(b) No feasible location exists for the use outside the special flood hazard area;

(c) The reference level of any structure is elevated or floodproofed to at least the regulatory flood protection elevation;

(d) The use complies with all other applicable federal, state and local laws; and

(e) The ~~town~~-Town has notified the Secretary of the State Department of Public Safety of its intention to grant a variance at least 30 calendar days prior to granting the variance.

(Ord. passed 4-2-2009; Ord. passed 11-2-2011; Ord. passed 11-3-2016; Ord. 2020-01, passed 6-4-2020; Ord. passed 10-1-2020)

#### § 7.05 PROVISIONS FOR FLOOD HAZARD REDUCTION.

(A) General standards. In all special flood hazard areas, the following provisions are required.

(1) All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse and lateral movement of the structure.

(2) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage in accordance with the FEMA Technical Bulletin 2, flood damage-resistant materials requirements.

(3) All new construction and substantial improvements shall be constructed by methods and practices that minimize flood damages.

(4) All new electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall be located at or above the RFPE or designed and installed to prevent water from entering or accumulating within the components during the occurrence of the base

flood. These include, but are not limited to, HVAC equipment, water softener units, bath/kitchen fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, hot water heaters and electric outlets/switches.

(a) Replacements part of a substantial improvement, electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall also meet the above provisions.

(b) Replacements that are for maintenance and not part of a substantial improvement, may be installed at the original location provided the addition and/or improvements only comply with the standards for new construction consistent with the code and requirements for the original structure.

(5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.

(6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters.

(7) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.

(8) Nothing in this article shall prevent the repair, reconstruction or replacement of a building or structure existing on the effective date of this article and located totally or partially within the floodway, non-encroachment area or stream setback, provided there is no additional encroachment below the regulatory flood protection elevation in the floodway, non-encroachment area, or stream setback, and provided that such repair, reconstruction or replacement meets all of the other requirements of this article.

(9) New solid waste disposal facilities and sites, hazardous waste management facilities, salvage yards and chemical storage facilities shall not be permitted, except by variance as specified in § 7.04(E)(10). A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a special flood hazard area only if the structure or tank is either elevated or floodproofed to at least the regulatory flood protection elevation and certified in accordance with the provisions of § 7.04(B)(3).

(10) All subdivision proposals and other development proposals shall be consistent with the need to minimize flood damage.

(11) All subdivision proposals and other development proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage.

(12) All subdivision proposals and other development proposals shall have adequate drainage provided to reduce exposure to flood hazards.

(13) All subdivision proposals and other development proposals shall have received all necessary permits from those governmental agencies for which approval is required by federal or state law, including § 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. § 1334.

(14) When a structure is partially located in a special flood hazard area, the entire structure shall meet the requirements for new construction and substantial improvements.

(15) When a structure is located in multiple food hazard zones or in a flood hazard risk zone with multiple base flood elevations, the provisions for the more restrictive flood hazard risk zone and the highest BFE shall apply.

(16) Fill used to elevate or support a structure is prohibited in the SFHA. This includes prohibiting Conditional Letters or Letters of Map Revision - Based on Fill (CLOMR-F or LOMR-F). Fill supporting transportation (bridges, culverts, roadways, greenways, etc.), stream restoration, repair of existing levees or berms, and similar projects can be permitted within the SFHA. ~~Fill shall not be used for structural support. This includes not approving conditional letters or letters of map revision based on fill (CLOMR-F or LOMR-F).~~

(B) Specific standards. In all special flood hazard areas where BFE data has been provided, as set forth in §§ 7.03(B) or 7.05(D), the following provisions, in addition to the provisions of § 7.05(A), are required:

(1) Residential construction. New construction and substantial improvement of any residential structure (including manufactured homes) shall have the reference level, including basement, elevated no lower than the regulatory flood protection elevation, as defined in Article 11.

(2) Non-residential construction. New construction and substantial improvement of any commercial, industrial or other non-residential structure shall have the reference level elevated no lower than the regulatory flood protection elevation, as defined in Article 11. Structures located in Zones V, VE, A, AE, AH, AO and A99 may not be floodproofed to the regulatory flood protection elevation in lieu of elevation.

(3) Manufactured homes.

(a) New and replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the regulatory flood protection elevation, as defined in Article 11.

(b) Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement, either by certified engineered foundation system, or in accordance with the most current edition of the state regulations for manufactured homes adopted by the Commissioner of Insurance pursuant to G.S. § 143-143.15. Additionally, when the elevation would be met by an elevation of the chassis 36 inches or less above the grade at the site, the chassis shall be supported by reinforced piers or

engineered foundation. When the elevation of the chassis is above 36 inches in height, an engineering certification is required.

(c) All enclosures or skirting below the lowest floor shall meet the requirements of § 7.05(B)(4).

(d) An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and approved by the Floodplain Administrator and the local Emergency Management Coordinator.

(4) Elevated buildings. Fully enclosed area, of new construction and substantially improved structures, which is below the reference level as defined in Article 11. Definitions: ~~lowest horizontal structural member in VE zones:~~

(a) Shall not be designed or used for human habitation, but shall only be used for parking of vehicles, building access or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be finished or partitioned into separate rooms, except to enclose storage areas;

(b) ~~May be temperature controlled or conditioned;~~

(~~eb~~) Shall be constructed entirely of flood-resistant materials at least to the regulatory flood protection elevation;

(~~dc~~) Shall include, ~~in Zones A, AE, AH, AO and A99,~~ flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the following minimum design criteria:

(i) A minimum of two flood openings on different sides of each enclosed area subject to flooding;

(ii) The total net area of all flood openings must be at least one square inch for each square foot of enclosed area subject to flooding;

(iii) If a building has more than one enclosed area, each enclosed area must have flood openings to allow floodwaters to automatically enter and exit;

(iv) The bottom of all required flood openings shall be no higher than one foot above the higher of the interior or exterior adjacent grade;

(v) Flood openings may be equipped with screens, louvers or other coverings or devices, provided they permit the automatic flow of floodwaters in both directions; and

(vi) Enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require flood openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires flood openings as outlined above.

(d) Shall not be temperature-controlled or conditioned.

(e) Shall, in coastal high hazard areas (Zones VE and AE) and Coastal A zones, meet the requirements of § 7.05(G).

(f) Property owners shall be required to execute and record a non-conversion agreement prior to issuance of a building permit declaring that the area below the lowest floor shall not be improved, finished or otherwise converted to habitable space; the Town will have the right to inspect the enclosed area. The Town will conduct annual inspections. This agreement shall be recorded with the Onslow County Register of Deeds and shall transfer with the property in perpetuity.

(5) Additions/improvements.

(a) Additions and/or improvements to pre-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:

(i) Not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more nonconforming than the existing structure; or

(ii) A substantial improvement, with modifications/rehabilitations/improvements to the existing structure or the common wall is structurally modified more than installing a doorway, both the existing structure and the addition must comply with the standards for new construction.

(b) Additions to pre-FIRM and post-FIRM structures, *except in VE and Coastal A zones*, that are a substantial improvement with no modifications/rehabilitations/improvements to the existing structure other than a standard door in the common wall, shall require only the addition to comply with the standards for new construction.

(c) Additions and/or improvements to post-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:

(i) Not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction consistent with the code and requirements for the original structure; and

(ii) A substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.

(d) Any combination of repair, reconstruction, rehabilitation, addition or improvement of a building or structure taking place during a one-year period, the cumulative cost of which

equals or exceeds 50% of the market value of the structure before the improvement or repair is started must comply with the standards for new construction. For each building or structure, the one-year period begins on the date of the first improvement or repair of that building or structure subsequent to the effective date of this article. Substantial damage also means flood-related damage sustained by a structure on two separate occasions during a ten-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25% of the market value of the structure before the damage occurred. ~~(The repetitive loss portion is optional, but will be required for flood insurance policy holders to be eligible for increased cost of compliance (ICC) benefits for repetitive losses.)~~ If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The requirement does not, however, include either:

(i) Any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assume safe living conditions; or

(ii) Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.

(6) Recreational vehicles. Recreational vehicles shall either:

(a) Placement of a Recreational Vehicle in the VE Flood Zone is prohibited. This includes both temporary and permanent placement.

(b) Temporary placement.

(i) Be on site for fewer than 180 consecutive days; or

(ii) Be fully licensed and ready for highway use. (A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and has no permanently attached additions.)

~~(b)~~ (c) Permanent placement. Recreational vehicles that do not meet the limitations of temporary placement shall meet all the requirements for new construction.

(7) Temporary non-residential structures. Prior to the issuance of a floodplain development permit for a temporary structure, the applicant must submit to the Floodplain Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood or other type of flood warning notification. The following information shall be submitted in writing to the Floodplain Administrator for review and written approval:

(a) A specified time period for which the temporary use will be permitted. Time specified should not exceed three months, renewable up to one year;

(b) The name, address and phone number of the individual responsible for the removal of the temporary structure;

(c) The time frame prior to the event at which a structure will be removed (i.e., minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);

(d) A copy of the contract or other suitable instrument with the entity responsible for physical removal of the structure; and

(e) Designation, accompanied by documentation, of a location outside the special flood hazard area, to which the temporary structure will be moved.

(8) Accessory structures.

(a) When accessory structures (sheds, detached garages, etc.) with a footprint of no more than 600 square feet are placed within A, AO, AH, AE and A99 flood zones, and no more than 100 square feet in VE and Coastal A zones, wet floodproofing may be permitted when the following criteria are met:

(~~a~~i) Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas);

(~~b~~ii) Accessory structures shall not be temperature-controlled;

(~~c~~iii) Accessory structures shall be designed to have low flood damage potential;

(~~d~~iv) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;

(~~e~~v) Accessory structures shall be firmly anchored in accordance with the provisions of § 7.05(A)(1);

(~~f~~vi) Accessory structures, regardless of the size or cost, shall not be placed below elevated buildings in Coastal A and VE zones;

(vii) All service facilities such as electrical shall be installed in accordance with the provisions of § 7.05(A)(4); and

(~~g~~viii) Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below regulatory flood protection elevation in conformance with the provisions of § 7.05(B)(4)(d).

(b) All other accessory structures exceeding the size restrictions in 7.05(B)(8)(a) above must comply with the elevation or floodproofing standards and certification requirements in accordance with 7.04, (B)(3) and 7.05(B)(2).

(c) An accessory structure with a footprint ~~less than~~ of 150 square feet or ~~less~~ in A, AO, AH, AE and A99 zones ~~that is a minimal investment of \$5,000 or less and satisfies~~ satisfying the criteria outlined above in § 7.05(B)(8)(a) is not required to meet the elevation or floodproofing certification requirements of § 7.04(B)(3). ~~All other accessory structures must comply with the~~ Elevation or floodproofing certifications ~~are required~~ requirements ~~for all other accessory structures~~ in accordance with § 7.04(B)(3).

(9) Tanks. When gas and liquid storage tanks are to be placed within a special flood hazard area, the following criteria shall be met:

(a) Underground tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;

(b) Above-ground tanks, elevated. Above-ground tanks in flood hazard areas shall be elevated to or above the regulatory flood protection elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;

(c) Above-ground tanks, not elevated. Above-ground tanks that do not meet the elevation requirements shall be not be permitted in V, VE, A, AE, and Coastal A Zones. Tanks may be permitted in other flood hazard areas provided the tanks are designed, constructed, installed, and anchored to resist all flood-related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of contents in the floodwaters or infiltration by floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential buoyant and other flood forces acting on an empty tank during design flood conditions.

(d) Tank inlets and vents. Tank inlets, fill openings, outlets and vents shall be:

(i) At or above the regulatory flood protection elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and

(ii) Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

(10) Other development.

(a) Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of § 7.05(F).

(b) Retaining walls, sidewalks and driveways in regulated floodways and NEAs. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of § 7.05(F).

(c) Roads and watercourse crossings in regulated floodways and NEAs. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of § 7.05(F).

(d) Commercial storage facilities are not considered “limited storage” as noted in this article, and shall be protected to the Regulatory Flood Protection Elevation as required for commercial structures.

(C) Reserved.

(D) Standards for floodplains without established base flood elevations. Within the special flood hazard areas designated as Approximate Zone A and established in § 7.03(B), where no BFE data has been provided by FEMA, the following provisions, in addition to the provisions of § 7.05 (A), shall apply:

(1) No encroachments, including fill, new construction, substantial improvements or new development shall be permitted within a distance of 20 feet each side from top of bank or five times the width of the stream, whichever is greater, unless certification with supporting technical data by a registered professional engineer is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.

(2) The BFE used in determining the regulatory flood protection elevation shall be determined based on the following criteria.

(a) When BFE data is available from other sources, all new construction and substantial improvements within such areas shall also comply with all applicable provisions of this article and shall be elevated or floodproofed in accordance with standards in § 7.05(A) and (B).

(b) When floodway or non-encroachment data is available from a federal, state or other source, all new construction and substantial improvements within floodway and non-encroachment areas shall also comply with the requirements of § 7.05(B) and (F).

(c) All subdivision, manufactured home park and other development proposals shall provide BFE data if development is greater than five acres or has more than 50 lots/manufactured home sites. Such BFE data shall be adopted by reference in accordance with § 7.03(B) and utilized in implementing this article.

(d) When BFE data is not available from a federal, state or other source as outlined above, the reference level shall be elevated or floodproofed (non-residential) to or above the regulatory flood protection elevation, as defined in Article 11. All other applicable provisions of § 7.05(B) shall also apply.

(E) Standards for riverine floodplains with base flood elevations but without established floodways or non-encroachment areas. Along rivers and streams where BFE data is provided by FEMA or is available from another source but neither floodway nor non-encroachment areas are identified for a special flood hazard area on the FIRM or in the FIS report, the following requirements shall apply to all development within such areas:

(1) Standards of § 7.05(A) and (B); and

(2) Until a regulatory floodway or non-encroachment area is designated, no encroachments, including fill, new construction, substantial improvements, or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

(F) Floodways and non-encroachment areas. Areas designated as floodways or non-encroachment areas are located within the special flood hazard areas established in § 7.03(B). The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles. The following provisions, in addition to standards outlined in § 7.05(A) and (B), shall apply to all development within such areas:

(1) No encroachments, including fill, new construction, substantial improvements and other developments shall be permitted unless:

(a) It is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood discharge, based on hydrologic and hydraulic analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of floodplain development permit; or

(b) A Conditional Letter of Map Revision (CLOMR) has been issued by FEMA for proposed encroachments resulting in increases in the flood levels during the occurrence of the base flood discharge. A Letter of Map Revision (LOMR) must be obtained within six months of completion of the proposed encroachment. ~~A conditional letter of map revision (CLOMR) has been approved by FEMA. A letter of map revision (LOMR) must also be obtained within six months of completion of the proposed encroachment.~~

(c) A Letter of Map Revision (LOMR) must be obtained within six months of completion of the proposed encroachment, permitted in accordance with 7.05(F)(1)(a), if the encroachment results in changes to the floodway/non-encroachment area widths, and/or changes to the stream location.

(2) If § 7.05(F)(1) is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this article.

(3) Manufactured homes may be permitted provided the following provisions are met:

(a) The anchoring and the elevation standards of § 7.05(B)(3); and

(b) The encroachment standards of § 7.05(F)(1).

(4) Placement of recreational vehicles in the regulatory floodway is prohibited.

(G) Coastal high hazard area (Zones VE and AE) ~~and Coastal A zones~~. ~~Coastal high hazard areas~~ are special flood hazard areas established in § 7.03(B) and designated as Zones VE and AE. These areas have special flood hazards associated with high velocity waters from storm surges or seismic activity and, therefore, all new construction and substantial improvements shall meet the following provisions, in addition to the provisions of § 7.05 (A) and (B):

(1) All new development, ~~substantial improvement~~, and accessories shall:

(a) Be located landward of the ocean hazard setback for development as determined by the Division of Coastal Management in 15A NCAC 07H.0306, and any amendments thereto;

(b) ~~Comply with all applicable ocean hazard setbacks for development in 15A NCAC 07H.0309 except for 15A NCAC 07H.0309(a)(5) (unenclosed, uninhabitable gazebos with a footprint of 200 square feet or less), (6) uninhabitable, single-story storage sheds with a foundation or floor consisting of wood, clay, packed sand or gravel, and a footprint of 200 square feet or less), and (9) (swimming pools) which are hereby prohibited within the ocean hazard setback.~~ ~~Comply with all applicable CAMA setback requirements.~~

(2) All new construction and substantial improvements shall be elevated so that the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings or columns) is no lower than the regulatory flood protection elevation. Floodproofing shall not be utilized on any structures in ~~coastal~~ ~~Coastal high~~ ~~High hazard~~ ~~Hazard areas~~ ~~Areas~~ or ~~Coastal A zones~~ to satisfy the regulatory flood protection elevation requirements.

(3) All new construction and substantial improvements shall have the space below the bottom of the lowest horizontal structural member of the lowest floor ~~either be free of~~ obstruction or constructed with breakaway walls, open wood latticework or insect screening, provided they are not part of the structural support of the building and are designed so as to break away, under abnormally high tides or wave action without causing damage to the elevated portion of the building or supporting foundation system or otherwise jeopardizing the structural integrity of the building. The following design specifications shall be met:

(a) Material shall consist of open wood or plastic lattice having at least 40% of its area open; ~~or~~

(b) Insect screening; or

(c) Breakaway walls shall meet the following design specifications:

(1) Breakaway walls shall have flood openings that allow for the automatic entry and exit of floodwaters to minimize damage caused by hydrostatic loads, per § 7.05 (B)(4) ~~(d) (i) (vi)(c)~~; and

(2) Design safe loading resistance shall be not less than ten nor more than 20 pounds per square foot; or

(3) Breakaway walls that exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by state or local codes) shall be certified by a

registered professional engineer or architect that the breakaway wall will collapse from a water load less than that which would occur during the base flood event, and the elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). The water loading values used shall be those associated with the base flood. The wind loading values used shall be those required by the North Carolina State Building Code.

(4) All new construction and substantial improvements shall be securely anchored to pile or column foundations. All pilings and columns and the structure attached thereto shall be anchored to resist flotation, collapse and lateral movement due to the effect of wind and water loads acting simultaneously on all building components.

(a) Water loading values used shall be those associated with the base flood.

(b) Wind loading values used shall be those required by the current edition of the State Building Code.

(5) For concrete pads, including patios, decks, parking pads, walkways, driveways, pool decks etc., the following is required:

(a) Pad thickness shall not exceed four inches;

(b) Shall be structurally independent of the primary structural foundation system of the structure and shall not adversely affect structures through redirection of floodwaters or debris; and

(c) Shall be constructed to break away cleanly during design flood conditions, shall be frangible and shall not produce debris capable of causing damage to any structure. (The installation of concrete in small segments (approximately four feet by four feet) that will easily break up during the base flood event, or score concrete in four feet by four feet maximum segments is acceptable to meet this standard); and

(d) Reinforced, including welded wire fabric, shall not be used in order to minimize the potential for concrete pads being a source of debris; or

(e) Provide a design professional's certification stating the design and method of construction to be used meet the applicable criteria of this section.

(6) For swimming pools and spas, the following is required:

(a) Be designed to withstand all flood-related loads and load combinations. Flotation calculations should assume the pools/spas are empty.

(b) Be elevated so that the lowest horizontal structural member is elevated above the RFPE, or

(c) Be located and installed in-ground in compliance with either of the following ~~designed and constructed to break away during design flood conditions without producing debris capable of causing damage to any structure;~~

1. Designed and constructed to break away during design flood conditions without producing debris capable of causing damage to any structure; or
2. Designed and constructed to remain in the ground during design flood conditions without obstructing flow that results in damage to any structure.

~~—(d) Be sited to remain in the ground during design flood conditions without obstructing flow that results in damage to any structure;~~

(ed) Registered design professionals must certify to local officials that a pool or spa beneath or near a ~~VE Zone~~ building will not be subject to flotation or displacement that will damage building foundations or elevated portions of the building or any nearby buildings during a coastal flood; ~~or~~.

(fe) Pool equipment shall be located above the RFPE whenever practicable. Pool equipment shall not be located beneath an elevated structure.

(7) All elevators, vertical platform lifts, chair lifts and the like, the following is required:

(a) Elevator enclosures must be designed to resist hydrodynamic and hydrostatic forces as well as erosion, scour and waves.

(b) Utility equipment in coastal high hazard areas (VE and AE Zones) must not be mounted on, pass through or be located along breakaway walls.

(c) The cab, machine/equipment room, hydraulic pump, hydraulic reservoir, counterweight and roller guides, hoist cable, limit switches, electric hoist motor, electrical junction box, circuit panel, and electrical control panel are all required to be above RFPE. When this equipment cannot be located above the RFPE, it must be constructed using flood damage-resistant components.

~~—(d) Drainage must be provided for the elevator pit.~~

~~—(e) Flood damage resistant materials can also be used inside and outside the elevator cab to reduce flood damage. Use only stainless steel doors and door frames below the BFE. Grouting in of door frames and sills is recommended.~~

(fd) If an elevator is designed to provide access to areas below the BFE, it shall be equipped with a float switch system that will activate during a flood and send the elevator cab to a floor above the RFPE.

(8) Accessory structures, regardless of size or cost, shall not be permitted below elevated structures.

~~—(9) A registered professional engineer or architect shall certify that the design, specifications and plans for construction are in compliance with the provisions of §§ 7.04(B) and 7.05(G)(3) and (4), on the current version of the North Carolina V-Zone Certification form or equivalent local version. Prior to the certificate of compliance/occupancy issuance, the Floodplain Administrator may require that a registered professional engineer or architect certify the finished construction is compliant with the design, specifications and plans for VE Zone construction.~~

(109) Fill/grading:

(a) Minor grading and the placement of minor quantities of non-structural fill may be permitted for landscaping and for drainage purposes under and around buildings and for support of parking slabs, pool decks, patios and walkways.

(b) The fill material must be similar and consistent with the natural soils in the area.

(c) The placement of site-compatible, non-structural fill under or around an elevated building is limited to two feet. Fill greater than two feet must include an analysis prepared by a qualified registered design professional demonstrating no harmful diversion of floodwaters or wave runup and wave reflection that would increase damage to adjacent elevated buildings and structures.

(d) Non-structural fill with finished slopes that are steeper than five units horizontal to one unit vertical shall be permitted only if an analysis prepared by a qualified registered design professional demonstrates no harmful diversion of floodwaters or wave runup and wave reflection that would increase damage to adjacent elevated buildings and structures.

(e) Fill for structural support is prohibited in the SFHA which should be consistent with § 7.05(A)(17).

~~(110)~~ There shall be no alteration of sand dunes or mangrove stands which would increase potential flood damage.

(11) For decks and patios, the following is required:

~~(14)~~ (a) A deck that is structurally attached to a building or structure shall have the bottom of the lowest horizontal structural member at or above the regulatory flood protection elevation and any supporting members that extend below the regulatory flood protection elevation shall comply with the foundation requirements that apply to the building or structure, which shall be designed to accommodate any increased loads resulting from the attached deck. The increased loads must be considered in the design of the primary structure and included in the V-Zone Certification required under § 7.04(B)(3)(f).

~~(15)~~ (b) A deck or patio that is located below the regulatory flood protection elevation shall be structurally independent from buildings or structures and their foundation systems, and shall be designed and constructed either to remain intact and in place during design flood conditions or to break apart into small pieces to minimize debris during flooding that is capable

of causing structural damage to the building or structure or to adjacent buildings and structures.

(1612) Development activities other than buildings and structures shall be permitted only if also authorized by the appropriate state or local authority; if located outside the footprint of, and not structurally attached to, buildings and structures; and if analyses prepared by qualified registered design professionals demonstrate no harmful diversion of floodwaters or wave runup and wave reflection that would increase damage to adjacent buildings and structures. Such other development activities include but are not limited to:

(a) Bulkheads, seawalls, retaining walls, revetments and similar erosion control structures; and

(b) Solid fences and privacy walls, and fences prone to trapping debris, unless designed and constructed to fail under flood conditions less than the design flood or otherwise function to avoid obstruction of floodwaters.

~~—(c) Docks, piers, and similar structures.~~

(13) Placement of recreational vehicles in VE zones are prohibited. ~~Recreational vehicles may be permitted in coastal high hazard areas provided that they meet the recreational vehicle criteria of § 7.05(B)(6)(a).~~

~~—(14) A deck that is structurally attached to a building or structure shall have the bottom of the lowest horizontal structural member at or above the regulatory flood protection elevation and any supporting members that extend below the regulatory flood protection elevation shall comply with the foundation requirements that apply to the building or structure, which shall be designed to accommodate any increased loads resulting from the attached deck. The increased loads must be considered in the design of the primary structure and included in the V-Zone Certification required under § 7.04(B)(3)(f).~~

~~—(15) A deck or patio that is located below the regulatory flood protection elevation shall be structurally independent from buildings or structures and their foundation systems, and shall be designed and constructed either to remain intact and in place during design flood conditions or to break apart into small pieces to minimize debris during flooding that is capable of causing structural damage to the building or structure or to adjacent buildings and structures.~~

(14) No more than four (4) electrical outlets and no more than four (4) electrical switches may be permitted below RFPE unless required by building code.

(1215) No manufactured homes shall be permitted except in an existing manufactured home park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring and elevation standards of this Section have been satisfied.

(16) Property owners shall be required to execute and record a non-conversion agreement prior to issuance of a building permit declaring that the area below the lowest floor, or the

detached accessory building shall not be improved, or otherwise converted; the Town will have the right to inspect the enclosed area. This agreement shall be recorded with the Onslow County Register of Deeds and shall transfer with the property in perpetuity.

(917) A registered professional engineer or architect shall certify that the design, specifications, plans and construction are compliant with the provisions of 7.04(B) and 7.05 (G) (2), (3), and (4), on the current version of the North Carolina V-Zone Certification form or equivalent local version pursuant to 7.04(B)(3)(f). Prior to the certificate of compliance/occupancy issuance, the Floodplain Administrator may require that a registered professional engineer or architect certify the finished construction is compliant with the design, specifications and plans for VE Zone construction.

~~(H) Standards for Coastal A Zones (Zone CAZ) LIMWA. Structures in CAZs shall be designed and constructed to meet V Zone requirements, including requirements for breakaway walls. However, the NFIP regulations also require flood openings in walls surrounding enclosures below elevated buildings in CAZs (see Technical Bulletin 1, openings in foundation walls and walls of enclosures). Breakaway walls used in CAZs must have flood openings that allow for the automatic entry and exit of floodwaters to minimize damage caused by hydrostatic loads. Openings also function during smaller storms or if anticipated wave loading does not occur with the base flood.~~

~~—(1) All new construction and substantial improvements shall be elevated so that the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings or columns) is no lower than the regulatory flood protection elevation. Floodproofing shall not be utilized on any structures in Coastal A Zones to satisfy the regulatory flood protection elevation requirements.~~

~~—(2) All new construction and substantial improvements shall have the space below the lowest horizontal structural member free of obstruction or constructed with breakaway walls, open wood latticework or insect screening, provided they are not part of the structural support of the building and are designed so as to break away, under abnormally high tides or wave action without causing damage to the elevated portion of the building or supporting foundation system or otherwise jeopardizing the structural integrity of the building. The following design specifications shall be met:~~

~~—(a) Material shall consist of open wood or plastic lattice having at least 40% of its area open;~~

~~—(b) Insect screening; or~~

~~—(c) Breakaway walls shall meet the following design specifications:~~

~~—(1) Breakaway walls shall have flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the design criteria in § 7.05(B)(4)(d);~~

~~— (2) Design safe loading resistance shall be not less than 10 nor more than 20 pounds per square foot; or~~

~~— (3) Breakaway walls that exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by state or local codes) shall be certified by a registered professional engineer or architect that the breakaway wall will collapse from a water load less than that which would occur during the base flood event, and the elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). The water loading values used shall be those associated with the base flood. The wind loading values used shall be those required by the North Carolina State Building Code.~~

~~— (3) Concrete pads, including patios, decks, parking pads, walkways, driveways and the like must meet the provisions of § 7.05(G)(5).~~

~~— (4) All new construction and substantial improvements shall meet the provisions of § 7.05(G)(3).~~

~~— (5) A registered professional engineer or architect shall certify that the design, specifications and plans for construction are in compliance with the provisions of §§ 7.04(B) and 7.05(G)(3) and (4), on the current version of the North Carolina V-Zone certification form or a locally developed V-Zone certification form.~~

~~— (6) Recreational vehicles may be permitted in Coastal A Zones provided that they meet the recreational vehicle criteria of § 7.05(B)(6)(a).~~

~~— (7) Fill/grading must meet the provisions of § 7.05(G)(11).~~

~~— (8) Fill for structural support is prohibited in the SFHA which should be consistent with § 7.05(A)(17).~~

~~— (9) Decks and patios must meet the provisions of § 7.05(G)(15) and (16).~~

~~— (10) In coastal high hazard areas, development activities other than buildings and structures must meet the provisions of § 7.05(G)(17).~~

~~(Ord. passed 11-2-2011; Ord. passed 11-3-2016; Ord. 2020-01, passed 6-4-2020; Ord. passed 10-1-2020; Ord. passed 1-8-2025)Reserved.~~

I. Reserved.

J. Reserved.

#### § 7.06 LEGAL STATUS PROVISIONS.

(A) Effect on rights and liabilities under the existing flood damage prevention ordinance.

(1) This article in part comes forward by re-enactment of some of the provisions of the flood damage prevention ordinance enacted May 2, 1990, as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be enforced. The enactment of this article shall not affect any action, suit or proceeding instituted or pending. All provisions of the flood damage prevention ordinance of the ~~town~~Town enacted on May 2, 1990, as amended, which are not reenacted herein are repealed.

(2) The date of the initial flood damage prevention ordinance for the county is July 2, 1987.

(B) Effect upon outstanding floodplain development permits. Nothing herein contained shall require any change in the plans, construction, size or designated use of any development or any part thereof for which a floodplain development permit has been granted by the Floodplain Administrator or his or her authorized agents before the time of passage of this article; provided, however, that when construction is not begun under such outstanding permit within a period of six months subsequent to the date of issuance of the outstanding permit, construction or use shall be in conformity with the provisions of this article.

(C) Severability. If any section, clause, sentence, or phrase of the article is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this article.

(D) Effective date. This article shall become effective **July 1, 2026**.

(Ord. passed 11-2-2011; Ord. passed 11-3-2016; Ord. 2020-01, passed 6-4-2020)

**SECTION E. ADOPTION CERTIFICATION.**

I hereby certify that this is a true and correct copy of the Flood Damage Prevention Ordinance as adopted by the Board of Aldermen of the Town of North Topsail Beach, North Carolina, on the 1<sup>st</sup> day of July, 2026.

WITNESS my hand and the official seal of Alexis "Lexi" Stanfield NCCCC, Town Clerk, this the 1<sup>st</sup> day of July, 2026.

\_\_\_\_\_  
(signature)

*§ 11.02 DEFINITIONS.*

Unless specifically defined below, words or phrases used in this development ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

**A ZONE.** The Special Flood Hazard Area subject to inundation by the 1% annual chance flood where base flood elevations have NOT been determined.

**AE ZONE.** The Special Flood Hazard Area subject to inundation by the 1% annual chance flood where base flood elevations have been determined by detailed or limited detailed methods.

**ABANDONMENT.** A property, use or structure that has been physically and objectively discontinued, ceased, relinquished, vacated or not maintained for a consecutive period of 180 days or more days and regardless of any condition or circumstance beyond the control of such parties that prevent a continuation of the use or occupancy of the structure or property.

**ABUTTING.** See ADJACENT, ADJOINING LOT OR LAND.

**ACCESS.** A way of approaching or entering a property, access also includes ingress, the right to enter, and egress, and the right to leave.

**ACCESSORY DWELLING UNIT.** A residential dwelling unit, located on the same lot as a single-family dwelling unit, either within the same building as the single-family dwelling unit or in a detached building. Secondary dwelling units shall be developed in accordance with the standards set forth in this ordinance and only in those zoning districts where the use is listed as a special use.

**ACCESSORY STRUCTURE (APPURTENANT STRUCTURE).** A structure that is located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common ACCESSORY STRUCTURES. Poles, barns, hay sheds and the like qualify as accessory structures on farms, and may or may not be located on the same parcel as the farm dwelling or shop building.

**ACCESSORY USE.** A use on the same lot or in the same building with the principal use of the lot or building, the nature and extent of which is clearly incidental or subordinate to that of the principal use.

**ACCRETED LAND.** Accretion is defined as the natural addition of land by the slow action of wind or water. Heavy rain, river or ocean action would have this effect by either washing up sand or soil or by a permanent retreat of the high water mark. In general, ACCRETED LAND will be considered to maintain the same zoning designation as the adjacent land. In

any case, the landowner would have the right to attempt to have the accreted land rezoned, following the usual rezoning process.

**ADDITION (TO AN EXISTING BUILDING).** An extension or increase in the floor area or height of a building or structure.

**ADJACENT, ADJOINING LOT OR LAND.** A lot or parcel of land that shares all or part of a common lot line or boundary with another lot or parcel of land or that is directly across a public street or right-of-way.

**ADMINISTRATIVE HEARING.** A proceeding to gather facts needed to make an administrative decision.

**ADULT BUSINESS AND RELATED DEFINITIONS.** See definitions in North Topsail Beach Town Code Chapter 4, Art. III, Adult and Sexually Oriented Businesses.

**ADULT DAY CARE CENTER.** See DAY CARE CENTER.

**AH ZONE.** The Special Flood Hazard Area with a 1% annual chance of shallow flooding (usually areas of ponding), where average depths are between one (1) and three (3) feet. Base flood elevations derived from detailed hydraulic analyses are shown in this zone.

**ALLEY.** A public or private right-of-way primarily designed to serve as secondary access to the side or rear of those properties whose principal frontage is on a street and is not intended for general traffic.

**ALTERATION.** Any change or expansion in the size, configuration or location of a structure; or any change or expansion in the use of a structure or lot, from a previously approved or legally existing size, configuration, location or use.

**ALTERATION OF A WATERCOURSE.** A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

**ALTERNATIVE ANTENNA SUPPORT STRUCTURES (AASS).** Structures which are functionally and legally capable of supporting wireless communication antennae, including, but not limited to, buildings, water towers and utility poles as an ancillary use of the primary structure.

**AMENDMENT.** Any change by the Board of Aldermen to the unified development ordinance such as text amendments or changes to the official zoning map.

**AMERICAN MOBILE TELECOMMUNICATIONS ASSOCIATION (AMTA).** A Washington, D.C. based industry trade group which serves to support its specialized mobile radio (SMR) operator members through lobbying and networking efforts.

**ANTENNA.** Any apparatus or group of apparatus, designed for the transmitting and/or receiving of electromagnetic waves that includes, but is not limited to: telephonic, radio or

television communications. ANTENNAS include omni-directional (whip) antennas, sectorized (panel) antennas, microwave dish antennas, multi or single bay (FM and amp; TV), or parabolic (dish) antennas, but do not include satellite earth stations.

ANTENNA, DISH. A parabolic, spherical or elliptical antenna intended to receive wireless communications.

ANTENNA, FLUSH MOUNTED. An antenna that is attached flush to an antenna-supporting structure, without the use of sidearms or other extension devices.

ANTENNA, PANEL. A directional antenna designed to transmit and/or receive signals in a directional pattern that is less than 360 degrees and is not flush-mounted or dish antenna.

ANTENNA, SURFACE MOUNTED. An antenna that is attached flush to the surface or facade of a building or structure other than an antenna-supporting structure.

ANTENNA, WHIP. A cylindrical, omni-directional antenna designed to transmit and/or receive signals in a 360-degree pattern.

AO ZONE. The Special Flood Hazard Area with a 1% annual chance of shallow flooding (usually sheet flow on sloping terrain) where average depths are between one (1) and three (3) feet. Average flood depths derived from detailed hydraulic analyses are shown in this zone.

APPEAL. A request for a review of the Zoning or Floodplain Administrator's interpretation of any provision of this ordinance.

APPROVAL AUTHORITY. The Board of Aldermen, Board of Adjustment, Planning Board, Planning Director or official designated by this development ordinance or by the town as being authorized to grant the specific zoning or land use permit or approval that constitutes a site-specific development plan.

ARCHITECTURAL FEATURE. A prominent or significant part or element of a building, structure or site.

AREA OF ENVIRONMENTAL CONCERN (AEC). The foundation of the CRC's permitting program for coastal development. An AEC is an area of natural importance: The CRC classifies areas as AECs to protect them from uncontrolled development, which may cause irreversible damage to property, public health or the environment. The CRC has established four categories of AECs:

- (1) The estuarine and ocean system;
- (2) The ocean hazard system;
- (3) Public water supplies; and
- (4) Natural and cultural resource areas.

AREA OF SHALLOW FLOODING. A designated Zone AO or AH on a community's flood insurance rate map (FIRM) with base flood depths determined to be from one to three feet.

These areas are located where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

**AREA OF SPECIAL FLOOD HAZARD.** See SPECIAL FLOOD HAZARD AREA (SFHA).

**AS-BUILT PLANS.** Plans showing location of all existing and constructed features, certifying that a project was built in accordance with the permit.

**ATTIC.** The unfinished space between the ceiling joists of the top story and the roof rafters.

**BALCONY, EXTERIOR.** An exterior floor projecting from and supported by a structure without additional independent supports.

**BANNER.** A sign intended to be hung either with or without a frame, possessing characters, letters, illustrations or ornamentation's applied to plastic or fabric of any kind excluding flags.

**BASE FLOOD.** The flood having a 1% chance of being equaled or exceeded in any given year.

**BASE FLOOD ELEVATION (BFE).** A determination of the water surface elevations of the base flood as published in the flood insurance study. When the BFE has not been provided in a "special flood hazard area", it may be obtained from engineering studies available from a federal, state or other source using FEMA-approved engineering methodologies. This elevation, when combined with the two-foot "freeboard", establishes the "regulatory flood protection elevation".

**BASEMENT.** Any area of the building having its floor subgrade (below ground level) on all sides.

**BED AND BREAKFAST.** A building other than a hotel or motel where, a resident family, for compensation, provides temporary lodging and meals.

**BEDROOM.** Sleeping room. A room designated as sleeping or bedroom on the plans and permit application.

**BILLBOARD.** A sign that identifies, advertises and/or directs the public to a business, merchandise, service, entertainment or product that is located at a place other than the property on which such sign is located. See also SIGN, OFF-PREMISES.

**BLOCK.** A tract of land or a lot or group of lots bounded by streets, public parks, golf courses, railroad rights-of-way, watercourses, lakes, unsubdivided land or a boundary line or lines of the town or any combination of the above.

**BLOCK FRONTAGE.** The portion of a block which abuts a single street.

**BOARD OF ADJUSTMENT.** A local body, created by ordinance, whose responsibility is to hear appeals from decisions of the Zoning Administrator and to consider requests for variances from the terms of the unified development ordinance.

**BOARD OF ALDERMEN.** The governing body of the Town of North Topsail Beach.

**BOAT LAUNCH/RAMP.** Facility to launch and retrieve recreational boats from a trailer.

**BOAT SLIP.** A berthing place for one or two watercraft where the watercraft can be securely moored to cleats, piling, or other devices while the boats are in the water. **BOAT SLIPS** are commonly configured as “side-ties” or as single or double loaded “U” shaped berths.

**BONA FIDE FARM PURPOSES.** Agricultural activities as set forth in G.S. § 160D-903.

**BREAKAWAY WALL.** A wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces without causing damage to the elevated portion of the building or the supporting foundation system.

**BUFFER.** A fence, wall, hedge or other planted area or device used to enclose, screen or separate one use or lot from another.

**BUILDING.** See **STRUCTURE**.

**BUILDING, EXISTING.** A building erected prior to the adoption of this code, or one for which a legal building permit has been issued.

**BUILDING, HEIGHT OF.** The vertical distance of the highest point of the roof or any rooftop deck, fence, railing, widow’s walk or other rooftop structure as measured from the top of the lowest slab and if no slab measured from lowest adjacent grade as specified on the elevation certificate.

**BUILDING LINE/SETBACK.** The line established by this ordinance, beyond which a building shall not extend, except as specifically provided.

**BUILDING PERMIT.** A permit obtained from the town for the construction, repair, alteration or addition to a structure, which sets the inspection schedule and construction techniques for a particular project and specified use in accordance with this ordinance and adopted building ordinances and other prevailing standards for construction, and includes the town’s necessary zoning approval.

**BUILDING, PRINCIPAL (MAIN).** A building in which is conducted the principal use of the plot on which it is situated.

**BULKHEAD.** A vertical wall structure designed to retain shoreline material and prevent erosion due to wave activity.

**CALIPER.** The size of tree’s trunk diameter as measured 36 inches above the ground.

**CAMOUFLAGED TOWER.** A tower which is designed to blend into the surrounding environment, such as a tower designed to resemble a tree or, if erected on an existing structure, an integral part of the building.

**CAMPER.** A structure manufactured of metal, wood, canvas, plastic or other materials, or any combination thereof, mounted on wheels and designed for travel, recreation or vacation use. A CAMPER is not designed or intended to be used as a permanent dwelling. CAMPERS include the following:

(1) **TRAVEL TRAILER.** A vehicular, portable structure built on chassis, designed to be towed by a self-propelled vehicle for use for travel, recreation or vacation purposes. A travel trailer is not designed or meant to be used as a permanent dwelling.

(2) **RECREATIONAL VEHICLE.** A self-propelled vehicle or portable structure mounted on such a vehicle designed as temporary dwelling for travel, recreation and vacation.

(3) **TENT.** A portable shelter of canvas, plastic or skins stretched over a supporting framework of poles with skins stretched over a supporting framework of poles with ropes and pegs.

**CAMPER SPACE.** A plot of land within a campground designed for the accommodation of one camper.

**CAMPGROUND.** Any lot upon which multiple campers or tent spaces are provided for temporary occupancy according to requirements as set forth in this ordinance. A CAMPGROUND shall also be known as a RECREATIONAL VEHICLE PARK or TRAVEL TRAILER PARK.

**CARPORT.** A covered parking area opened on at least two sides.

**CELLULAR TELECOMMUNICATIONS INDUSTRY ASSOCIATION (CTIA).** A family of representative companies that support the cellular, PCS and enhanced SMR carriers industry through lobbying, research and policy efforts.

**CERTIFICATE OF OCCUPANCY.** A document issued by the Building Inspector allowing the occupancy or use of a building and certifying that the structure or use has been constructed or will be used in compliance with this ordinance and all other applicable regulations.

**CERTIFICATE OF ZONING COMPLIANCE.** Official certification that a premises conforms to provisions of the unified development ordinance (and building code) and may be used or occupied, subject to issuance of a certificate of occupancy by the Building Inspector. Such a certificate is granted for new construction or for alterations or additions to existing structures or a change in use. Unless such a certificate is issued, a structure cannot be occupied.

**CHANGE OF USE.** See USE, CHANGE OF.

**CHEMICAL STORAGE FACILITY.** A building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.

**CHILD CARE HOME.** A home occupation providing for day care of no more than seven children See also HOME OCCUPATION and DAY CARE FACILITY.

**CITATION.** A notice by a governmental authority indicating a violation or possible violation of this ordinance or other applicable government regulations applicable to the property.

**CLEARING.** The removal of trees and brush from the land, but shall not include the ordinary mowing of grass.

**CLUB OR LODGE (PRIVATE NONPROFIT, CIVIC OR FRATERNAL).** Buildings and facilities, owned or operated by a corporation, association, person or persons, for a social, educational or recreational purpose, to which membership is required for participation.

**COASTAL AREA MANAGEMENT ACT (CAMA).** North Carolina's Coastal Area Management Act, along with the Dredge and Fill Law and the Federal Coastal Zone Management Act, is managed through North Carolina Department of Environment and Natural Resources' (NCDENR's) North Carolina Department of Environmental Quality (NCDEQ) Division of Coastal Management (DCM).

**COASTAL A ZONE (CAZ).** An area within a special flood hazard area, landward of a V zone or landward of an open coast without mapped V zones; in a Coastal A Zone, the principal source of flooding must be astronomical tides, storm surges, seiches or tsunamis, not riverine flooding. During the base flood conditions, the potential for wave heights shall be greater than or equal to one and one-half feet. COASTAL A ZONES are not normally designated on FIRMs (see LIMIT OF MODERATE WAVE ACTION (LiMWA)).

**COASTAL BARRIER RESOURCES SYSTEM (CBRS).** Consists of undeveloped portions of coastal and adjoining areas established by the Coastal Barrier Resources Act (CoBRA) of 1982, the Coastal Barrier Improvement Act (CBIA) of 1990, and subsequent revisions, and includes areas owned by federal or state governments or private conservation organizations identified as otherwise protected areas (OPA).

**COASTAL HIGH HAZARD AREA.** A special flood hazard area extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on a FIRM or other adopted flood map as determined in § 7.03(B), as zones VE and AE.

**CO-LOCATION.** The siting of two or more wireless telecommunication antennae on the same wireless telecommunication support structure.

**COMMERCIAL USE.** Any use permitted by this ordinance in one or more of the B-1 or B-2 zoning district, or as otherwise permitted by this ordinance. Unless otherwise indicated, the meaning and use of the term "commercial" or "business" are similar and the terms are interchangeable.

**COMMUNITY.** Any State or area or political subdivision thereof, or any Indian tribe or authorized tribal organization, which has authority to adopt and enforce flood plain management regulations for the areas within its jurisdiction.

**COMMUNITY BOATING FACILITY.** A private, nonprofit boating facility including a dock, pier and/or launching ramp on property having water frontage, the use of which is intended to serve more than one residential lot. The right to use such facility must be conferred by an easement appurtenant to the residential lot it is intended to serve. No commercial activities of any kind shall be allowed within the confines of the facility. The facility shall be limited to one slip per one residential dwelling unit, not to exceed ten slips.

**COMMUNITY RATING SYSTEM (CRS).** A program developed by the Federal Insurance Administration to provide incentives for those communities in the Regular Program that have gone beyond the minimum floodplain management requirements to develop extra measures to provide protection from flooding.

**COMPREHENSIVE PLAN.** The comprehensive plan, land-use plan, small area plans, neighborhood plans, transportation plan, capital improvement plan, and any other plans regarding land use and development that have been officially adopted by the Board of Aldermen pursuant to G.S. § 160D-501.

**CONDITIONAL ZONING.** A legislative zoning map amendment with site-specific conditions incorporated into the zoning map amendment.

**CONDOMINIUM.** Ownership of single units in a multi-unit structure with common areas and facilities in accordance with G.S. Ch. 47A.

**CONDOMINIUM HOTEL or CONDOTEL.** See HOTELMINIUM.

**CONTIGUOUS.** Abutting directly or immediately adjacent to a boundary or separated only by a street or public utility right-of-way.

**CONVALESCENT HOME (NURSING HOME).** An institution, which is advertised, announced or maintained for the express or implied purpose of providing nursing or convalescent care for persons unrelated to the licensee. A CONVALESCENT HOME is a home for chronic or nursing patients who, on admission, are not as a rule acutely ill or who do not usually require special facilities, such as an operating room, X-ray facilities, laboratory facilities and obstetrical facilities.

**CONVENIENCE STORE.** A small store or shop used as a convenient supplement to main shopping that stocks a range of everyday items such as groceries, toiletries, alcoholic and soft drinks.

**COUNTY.** Any one of the counties listed in G.S. § 153A-10.

**CRITICAL FACILITY (ALSO CALLED CRITICAL ACTION).** The facilities for which the effects of even a slight chance of flooding would be too great. The minimum floodplain of concern for critical facilities is the 0.2 percent chance flood level. Critical facilities include, but are not limited to facilities critical to the health and safety of the public such as: emergency operations centers, designated public shelters, schools, nursing homes, hospitals, police, fire and emergency response installations, vital data storage centers, power generation and water and other utilities (including related infrastructure such as principal points of utility

systems) and installations which produce, use or store hazardous materials or hazardous waste.

**CROSSOVER (DUNE).** Wooden walkway and steps providing access to the beach, which protect dunes by eliminating foot traffic.

**CUL-DE-SAC.** See **STREET, CUL-DE-SAC.**

**DAY CARE CENTER.** A day care facility as defined in G.S. § 110-86(3) as well as a center providing day care on a regular basis for more than two hours per day for more than five adults or children.

**DECISION MAKING BOARD.** The Board of Aldermen, Planning Board, Board of Adjustment or other board assigned to make quasi-judicial decisions under this ordinance.

**DECK.** An accessory structure, with or without a roof, directly adjacent to a principal building, which may be constructed of any materials and may either be freestanding or attached to a building and supported by pillars or posts.

**DEDICATION.** A gift, by the owner, or a right to use of land for a specified purpose or purposes. Because a transfer of property rights is entailed, dedication must be made by written instrument, and is completed with an acceptance.

**DENSITY.** A ratio expressed as the number of dwelling units per acre (DUA). The ratio is derived by dividing the total number of dwelling units by the total land area (in acres).

**DESIGN FLOOD.** See **REGULATORY FLOOD PROTECTION ELEVATION.**

**DETERMINATION.** A written, final, and binding order, requirement, or determination regarding an administrative decision.

**DEVELOPER.** Any person who engages in development either as the owner or as the agent of an owner of property.

**DEVELOPMENT.**

(1) Any of the following:

(a) The construction, erection, alteration, enlargement, renovation, substantial repair, movement to another site, or demolition of any structure.

(b) The excavation, grading, filling, clearing, or alteration of land.

(c) The subdivision of land as defined in G.S. § 160D-802.

(d) The initiation or substantial change in the use of land or the intensity of use of land.

(e) Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

(2) This definition does not alter the scope of regulatory authority granted by this ordinance.

**DEVELOPMENT ACTIVITY.** Any activity defined as DEVELOPMENT which will necessitate a floodplain development permit. This includes buildings, structures and non-structural items, including (but not limited to) fill, bulkheads, piers, pools, docks, landings, ramps and erosion control/stabilization measures.

**DEVELOPMENT APPROVAL.** An administrative or quasi-judicial approval made pursuant to this article that is written and that is required prior to commencing development or undertaking a specific activity, project, or development proposal. DEVELOPMENT APPROVALS include, but are not limited to, zoning permits, site plan approvals, special use permits, variances, and certificates of appropriateness. The term also includes all other regulatory approvals required by regulations adopted pursuant to this article, including plat approvals, permits issued, development agreements entered into, and building permits issued.

**DEVELOPMENT REGULATION.** A unified development ordinance, zoning regulation, subdivision regulation, erosion and sedimentation control regulation, floodplain or flood damage prevention regulation, mountain ridge protection regulation, stormwater control regulation, wireless telecommunication facility regulatio

**DIAMETER AT BREAST HEIGHT (DBH).** The diameter of a tree measured four and one-half feet above the ground.

**DIGITAL FLOOD INSURANCE RATE MAP (DFIRM).** The digital official map of a community, issued by the Federal Emergency Management Agency (FEMA), on which both the special flood hazard areas and the risk premium zones applicable to the community are delineated.

**DIRECT LIGHT.** Light emitted directly from the lamp, off of the reflector or reflector diffuser, or through the refractor or diffuser lens, of a luminaire.

**DISPOSAL.** As defined in G.S. § 130A-290(a)(6), the discharge, deposit, injection, dumping, spilling, leaking or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.

**DISTRICT.** An area delineated on the official zoning district map for which this ordinance sets forth standards and guidelines for development.

**DISTURBED AREA.** The portion of the lot that is allocated for land disturbing activities and construction of structures and associated improvements.

**DOCK.** A pier, wharf or platform for the unloading of materials or living beings.

**DOUBLE FRONTAGE LOT or THROUGH LOT.** See LOT, DOUBLE FRONTAGE.

**DRAINAGE SYSTEM.** The system through which water flows from the land. It includes all watercourses, water bodies and wetlands.

**DRIVEWAY, PRIVATE.** A roadway serving two or fewer lots, building sites or other division of land and not intended to be public ingress or egress. That portion of the property area that consists of a travel lane bounded on either side by an area that is not part of the vehicle accommodation area. A driveway includes the driveway ramp or entrance at the road, throat, travel lane and parking stall connected to either a private, public or state road.

**DRY FLOODPROOFING.** A combination of measures that make a building and attendant utilities and equipment watertight and substantially impermeable to floodwater, with structural components having the capacity to resist flood loads. Please refer to *Technical Bulletin 3, Requirements for the Design and Certification of Dry Floodproofed Non-Residential and Mixed-Use Buildings*, and available from the FEMA.

**DUNE.** A naturally placed mound of earth or sand, vegetated or un-vegetated, that can be independent or part of an incorporated system. The word DUNE shall include:

(1) Estuarine frontal dunes: the first mounds of sand located landward of the estuarine waters of the intercoastal and having a minimum elevation equal to mean flood level plus six feet;

(2) Frontal dunes: the first mound of sand located landward of the ocean beach having sufficient vegetation, height, continuity and configuration to offer protective value;

(3) Interior dunes: all dunes located in the town that are not considered frontal dunes; and

(4) Primary dunes: the first mounds of sand located landward of the ocean beaches having an elevation equal to mean flood level for the area plus six feet. Primary dunes extend landward to the lowest elevation in the depression behind the same mound of sand.

**DUPLEX.** A building containing two dwelling units: where the building is designed to be occupied by two families living independently from each other. The DUPLEX must have a continuous common wall and/or floor assemblies having less than a one-hour fire-resistance rating. A breezeway or porch connection will not be considered a common or party wall.

**DWELLING.** Any building, structure, manufactured home, or mobile home, or part thereof, used and occupied for human habitation or intended to be so used, and includes any outhouses and appurtenances belonging thereto or usually enjoyed therewith. For the purposes of this ordinance, the term does not include any recreational vehicle.

**DWELLING UNIT.** A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

**EASEMENT.** A grant by the property owner of a strip of land for a specified purpose and use by the public, a corporation or persons.

**EDUCATIONAL SERVICES.** Comprises uses that provide instruction and training in a wide variety of subjects. This instruction and training is provided by specialized establishments, such as schools, colleges, universities and training centers. These establishments may be privately owned and operated for profit or not for profit, or they may be publicly owned and operated. They may also offer food and accommodation services to their students. EDUCATIONAL SERVICES are usually delivered by teachers or instructors that explain, tell, demonstrate, supervise and direct learning. Instruction is imparted in diverse settings, such as educational institutions, the workplace, or the home through correspondence, television or other means. It can be adapted to the particular needs of the students, for example sign language can replace verbal language for teaching students with hearing impairments. All industries in the sector share this commonality of process, namely, labor inputs of instructors with the requisite subject matter expertise and teaching ability.

**ELEVATED BUILDING.** A non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings or columns.

**ENCROACHMENT.** The advance or infringement of uses, fill, excavation, buildings, structures or development into a special flood area, which may impede or alter the flow capacity of a floodplain.

**ENVIRONMENTAL ASSESSMENT (EA).** An assessment of a project's environmental impact as defined in the National Environmental Policy Act of 1969.

**EROSION.** The wearing away of the land surface by wind, water, ice or other geologic agents. Erosion occurs naturally from weather or runoff, but is often intensified by human land use practices.

**EVIDENTIARY HEARING.** A hearing to gather competent, material and substantial evidence in order to make findings for a quasi-judicial decision required by a development regulation adopted under this ordinance.

**EVCS LEVEL 1.** May be allowed in residential as accessory to the primary permitted use. Such stations located at single-family, two-family, and multi-family land uses shall be designated as private restricted use only. Must meet requirements of Article 7 and building, electrical and accessibility codes.

**EVCS LEVEL 2.** May be allowed in residential or commercial districts. Such stations located at single family, two-family, and multi-family land uses shall be designated as private restricted use only. Must meet requirements of Article 7 and building, electrical and accessibility codes.

**EVCS LEVEL 3.** May be allowed in commercial districts. Must meet requirements of Article 7 and building, electrical and accessibility codes.

**EXISTING BUILDING and EXISTING STRUCTURE.** Any building and/or structure for which the START OF CONSTRUCTION commenced before the community entered the NFIP, dated June 2, 1987.

EXISTING MANUFACTURED HOME PARK or MANUFACTURED HOME SUBDIVISION. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before the community entered the NFIP, dated June 2, 1987.

EXPANSION TO AN EXISTING MANUFACTURED HOME PARK OR SUBDIVISION. The preparation of additional sites by the construction of facilities for servicing the lots on which the manufacturing homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

FALL RADIUS. A physical radius prescribed by the total effective height of any tower which includes an area which theoretically could be penetrated by the collapse of that tower.

FAMILY. One or more persons living together as a single housekeeping unit.

FAMILY CARE HOME. A dwelling that provides room and board for not more than six persons who because of age, illness, handicap or specialized program, require personalized services or a supervised living arrangement in order to assure their safety and comfort that is regulated by the state. (For purposes of FAMILY CARE HOMES, a "handicapped person" as defined in G.S. § 168-21(2) means a person with a temporary or permanent physical, emotional or mental disability including but not limited to mental retardation, cerebral palsy, epilepsy, autism, hearing and sight impairments, emotional disturbances and orthopedic impairments but not including mentally ill persons who are dangerous to others as defined in G.S. § 122C-3(11)b. If the home is not licensed under G.S. Ch. 31D, Article 1 or is exempt from state licensing, the home shall be considered a group home and shall be subject to all applicable requirements of this ordinance.

FARMERS MARKET. A specialty market with or without a structure principally for the sale of produce, plants and flowers. Value-added agricultural products such as honey or jam, along with handmade craft items, may be sold, provided their sale is ancillary to the sale of produce, plants and flowers.

FEDERAL AVIATION ADMINISTRATION (FAA). The Federal Agency responsible for regulating aviation in the United States.

FEDERAL COMMUNICATIONS COMMISSION (FCC). The Federal Agency responsible for regulating telecommunications in the United States.

FLEA MARKET. A specialty market, where the use involves the setting up of two or more booths, tables, platforms, racks or similar display areas for the purpose of selling, buying or trading merchandise, goods, materials, products or other items offered for sale outside an enclosed building. FLEA MARKETS shall not include any of the following activities which occur at the same location four or fewer days in any calendar year: garage sales, produce stands or fundraising activities done by a nonprofit organization.

**FLOOD OR FLOODING.**

- (a) A general and temporary condition of partial or complete inundation of normally dry land areas from:
- (1) The overflow of inland or tidal waters.
  - (2) The unusual and rapid accumulation or runoff of surface waters from any source.
  - (3) Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (a)(2) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
- (b) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (a)(1) of this definition.

**FLOOD BOUNDARY and FLOODWAY MAP (FBFM).** An official map of a community, issued by the FEMA, on which the special flood hazard areas and the floodways are delineated. This official map is a supplement to and shall be used in conjunction with the flood insurance rate map (FIRM).

**FLOOD HAZARD BOUNDARY MAP (FHBM).** An official map of a community, issued by the FEMA, where the boundaries of the special flood hazard areas have been defined as Zone A.

**FLOOD INSURANCE.** The insurance coverage provided under the national flood insurance program.

**FLOOD INSURANCE RATE MAP (FIRM).** An official map of a community, issued by the FEMA, on which both the special flood hazard areas and the risk premium zones applicable to the community are delineated (see also DFIRM).

**FLOOD INSURANCE STUDY (FIS).** An examination, evaluation and determination of flood hazards, corresponding water surface elevations (if appropriate), flood hazard risk zones and other flood data in a community issued by the FEMA. The flood insurance study report includes flood insurance rate maps (FIRMs) and flood boundary and floodway maps (FBFMs), if published.

~~—FLOOD OR FLOODING. A general and temporary condition of partial or complete inundation of normally dry land areas from:~~

~~—(a) The overflow of inland or tidal waters; and/or~~

~~—(b) The unusual and rapid accumulation of runoff of surface waters from any source.~~

**FLOOD OR SPOT LIGHT.** Any light fixture or lamp that incorporates a reflector or a refractor to concentrate the light output into a directed beam in a particular direction.

**FLOOD PRONE AREA.** See FLOODPLAIN.

**FLOOD ZONE.** A geographical area shown on a flood hazard boundary map or flood insurance rate map that reflects the severity or type of flooding in the area.

**FLOODPLAIN.** Any land area susceptible to being inundated by water from any source.

**FLOODPLAIN ADMINISTRATOR.** The individual appointed to administer and enforce the floodplain management regulations.

**FLOODPLAIN DEVELOPMENT PERMIT.** Any type of permit that is required in conformance with the provisions of this ordinance prior to the commencement of any development activity.

**FLOODPLAIN MANAGEMENT.** The operation of an overall program of corrective and preventive measures for reducing flood damage and preserving and enhancing, where possible, natural resources in the floodplain, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations and open space plans.

**FLOODPLAIN MANAGEMENT REGULATIONS.** This unified development ordinance and other zoning, flood damage prevention ordinances, subdivision regulations, building codes, health regulations, special purpose flood damage prevention ordinances and other applications of police power. This term describes federal, state or local regulations, in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

**FLOODPROOFING.** Any combination of structural and non-structural additions, changes or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitation facilities, structures and their contents.

**FLOOD-RESISTANT MATERIAL.** Any building product (material, component or system) capable of withstanding direct and prolonged contact (minimum 72 hours) with floodwaters without sustaining damage that requires more than low-cost cosmetic repair. Any material that is water-soluble or is not resistant to alkali or acid in water, including normal adhesives for above-grade use, is not flood-resistant. Pressure-treated lumber or naturally decay-resistant lumbers are acceptable flooring materials. Sheet-type flooring coverings that restrict evaporation from below and materials that are impervious, but dimensionally unstable are not acceptable. Materials that absorb or retain water excessively after submergence are not flood-resistant. Please refer to Technical Bulletin 2, Flood Damage-Resistant Materials Requirements, and available from the FEMA. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.

**FLOODWAY.** The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

**FLOODWAY ENCROACHMENT ANALYSIS.** An engineering analysis of the impact that a proposed encroachment into a floodway or non-encroachment area is expected to have on the floodway boundaries and flood levels during the occurrence of the base flood discharge. The evaluation shall be prepared by a qualified state licensed engineer using standard engineering methods and hydraulic models meeting the minimum requirement of the National Flood Insurance Program.

**FLOOR AREA.** For determining off-street parking and loading requirements: the sum of the gross horizontal areas of each floor of the principal building, and any accessory buildings or structures, measured from the exterior walls or from the center line of party walls. The term does not include any area used exclusively for the surface parking of motor vehicles or for building or equipment access, such as stairs, elevator shafts and maintenance crawl space.

**FLOOR AREA, GROSS.** The total square footage on all floors within a building.

**FREEBOARD.** The height added to the BFE to account for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge openings, and the hydrological effect of urbanization of the watershed. The BFE plus the FREEBOARD establishes the “regulatory flood protection elevation”.

**FRONTAGE.** The lot boundary that coincides with a public thoroughfare or space; the facade of a structure facing the street.

**FULL CUT-OFF TYPE FIXTURE.** A luminaire or light fixture that by design of the fixture housing does not allow any light dispersion or direct glare to shine above a 90-degree horizontal plane from the base of the fixture.

**FUNCTIONALLY DEPENDENT FACILITY.** A facility which cannot be used for its intended purpose unless it is located in close proximity to water, limited to a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include long-term storage, manufacture, sales or service facilities.

**FUTURE CONNECTION.** The extension of a street to an external property line to facilitate future roadway connection and reduce traffic impacts on the road network.

**GARAGE APARTMENT.** A structure above a private garage in which provision is made for one dwelling unit. See also ACCESSORY DWELLING UNIT.

**GARAGE (PRIVATE).** A building used as an accessory to or a part of the main building permitted in any residential district, and providing for the storage of motor vehicles and in which no business, or service for profit is in any way conducted.

**GAZEBO.** A freestanding roofed, open-sided structure providing a shady resting place.

**GEOGRAPHIC SEARCH AREA.** An area designated by a wireless provider or operator for a new base station facility, produced in accordance with generally accepted principles of wireless engineering.

**GOLF COURSE.** A tract of land designed and laid out for the game of golf having at least nine holes, each with a tee, fairway, green and one or more hazards. A clubhouse, pool and other facilities associated with a country club built around a golf course are considered part of the GOLF COURSE. This definition does not include miniature golf.

**GOVERNING BOARD.** The City Council or Board of County Commissioners. The term is interchangeable with the terms “Board of Aldermen” and “Boards of Commissioners” and means any Board of Aldermen without regard to the terminology employed in charters, local acts, other portions of the General Statutes, or local customary usage. The Board of Aldermen for North Topsail Beach is the Board of Aldermen.

**GRADE.** The finished ground level adjoining the building at all exterior walls.

**GROUP HOME.** A dwelling operated under state regulations that provides room and board for more than six, but less than 13 individuals who as a result of age, illness, handicap or some specialized program, require personalized services or a supervised living arrangement in order to assure their safety and comfort. Additional requirements may be imposed by the International Building Code with North Carolina Amendments.

**GUESTHOUSE.** A separate residence for guests.

**HALF-STREET.** A street whose center line coincides with a subdivision plat boundary, with one-half the street right-of-way width being contained within the subdivision plat. Also, any existing street to which the parcel of land to be subdivided abuts on only one side.

**HANDICAPPED PERSON.** A person with a temporary or permanent physical, emotional or mental disability including, but not limited to, mental retardation, cerebral palsy, epilepsy, autism, hearing and sight impairments, emotional disturbances and orthopedic impairments but not including mentally ill persons who are dangerous to others as defined in G.S. § 122C-3(11)b.

**HAZARDOUS WASTE MANAGEMENT FACILITY.** As defined in G.S. Ch. 130A, Art. 9, a facility for the collection, storage, processing, treatment, recycling, recovery or disposal of hazardous waste.

**HIGHEST ADJACENT GRADE (HAG).** The highest natural elevation of the ground surface, prior to construction, immediately next to the proposed walls of the structure.

**HISTORIC STRUCTURE.** Any structure that is:

(1) Listed individually in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register;

(2) Certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the secretary to qualify as a registered historic district;

(3) Individually listed on a local inventory of historic landmarks in communities with a “certified local government (CLG) program”; or

(4) (a) Certified as contributing to the historical significance of a historic district designated by a community with a “certified local government (CLG) program”.

(b) Certified local government (CLG) programs are approved by the U.S. Department of the Interior in cooperation with the North Carolina Department of Cultural Resources through the State Historic Preservation Officer as having met the requirements of the National Historic Preservation Act of 1966, as amended in 1980.

HOME OCCUPATION. A commercial activity conducted within a residential structure.

HOTEL or MOTEL. A building or other structure kept, used, maintained, advertised as or held out to the public to be a place where sleeping accommodations are supplied for pay to transient or permanent guests or tenants, where rooms are furnished for the accommodation of such guests; and may have one or more dining rooms, restaurants or cafes where meals are served.

HOTELMINIUM. A structure containing individually owned hotel or efficiency units, and operated in the manner of a hotel or motel.

ICE VENDING MACHINE. A freestanding building or modular unit (not to exceed 200 square feet and heights limited to 15 feet) that produces, stores, bags and/or vends ice to the consumer in an automated fashion.

IMPERVIOUS SURFACE. Any surface which in whole or in part, restricts or prevents the natural absorption of water into the ground. Such surfaces may include, but not be limited to compacted earth (such as marl and coquina), concrete, asphalt or other paving material, and all area covered by the footprint of buildings or structures. Porous pavement, gravel, uncovered wooden slatted decks and the water area of a swimming pool are considered pervious.

INCOMPATIBLE USE. A use or service which is unsuitable for direct association and/or contiguity with certain other uses because it is contradictory, incongruous or discordant.

INOPERATIVE VEHICLE. Any vehicle, designed to be self-propelled, which by virtue of broken or missing component parts, is no longer capable of self-propulsion. For the purpose of this ordinance, any vehicle which is registered with the North Carolina Department of Motor Vehicles and has a current North Carolina motor vehicle registration license affixed to it shall not be considered INOPERATIVE.

INTERESTED PARTY. Any person that has an interest in any proceeding or action being proposed or taken.

JUNK. Old or scrap copper, brass, rope, rags, batteries, paper, trash, rubber, debris, waste or junked, dismantled or wrecked automobiles, or parts thereof, iron, steel and other old or scrap ferrous or nonferrous material.

(G.S. § 136-143)

JUNKYARD. An establishment or place of business which is maintained, operated or used for storing, keeping, buying or selling junk, or for maintenance or operation of an

automobile graveyard, and the term shall include garbage dumps and sanitary fills. An establishment or place of business which stores or keeps for a period of 15 days or more materials within the meaning of JUNK as defined above which had been derived or created as a result of industrial activity shall be deemed to be a JUNKYARD. (G.S. § 136-143)

**KENNEL.** A commercial non-incidentual or nonprofit establishment used as housing, leasing, sealing, training, rehabilitating, breeding, grooming or fostering of any species, excluding domesticated livestock.

**LAND AREA.** The total square footage within a development project property boundary.

**LANDOWNER OR OWNER.** The holder of the title in fee simple. Absent evidence to the contrary, the town may rely on the county tax records to determine who is a LANDOWNER. The LANDOWNER may authorize a person holding a valid option, lease, or contract to purchase to act as his or her agent or representative for the purpose of making applications for development approvals.

**LANDSCAPE LIGHTING.** Luminaries mounted in or at grade (but not more than three feet above grade) and used solely for landscape rather than any area lighting.

**LANDSCAPING.** The installation and maintenance, usually of a combination of trees, shrubs, plant materials or other ground cover, including grass, mulch, decorative stone and similar materials, but excluding bare soil, uncultivated vegetation, impervious pavement materials and gravel. Any live plant material such as trees, shrubs, ground cover and grass areas left in their natural state.

**LATTICE-TYPE STRUCTURE.** A self-supporting, three- or four-sided open steel frame structure used to support telecommunications equipment.

**LEGISLATIVE DECISION.** The adoption, amendment, or repeal of a regulation under this article or an applicable local act. The term also includes the decision to approve, amend, or rescind a development agreement consistent with the provisions of G.S. Ch. 160D, Art. 10.

**LEGISLATIVE HEARING.** A hearing to solicit public comment on a proposed legislative decision.

**LETTER OF MAP CHANGE (LOMC).** An official determination issued by FEMA that amends or revises an effective flood insurance rate map or flood insurance study. LETTERS OF MAP CHANGE include:

(1) **LETTER OF MAP AMENDMENT (LOMA).** An official amendment, by letter, to an effective National Flood Insurance Program map. A LOMA is based on technical data showing that a property had been inadvertently mapped as being in the floodplain, but is actually on natural high ground above the base flood elevation. A LOMA amends the current effective flood insurance rate map and establishes that a specific property, portion of a property or structure is not located in a special flood hazard area.

(2) **LETTER OF MAP REVISION (LOMR).** A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.

(3) LETTER OF MAP REVISION BASED ON FILL (LOMR-F). A determination that a structure or parcel of land has been elevated by fill above the BFE and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

(4) CONDITIONAL LETTER OF MAP REVISION (CLOMR). A formal review and comment as to whether a proposed project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective flood insurance rate map or flood insurance study; upon submission and approval of certified as-built documentation, a letter of map revision may be issued by FEMA to revise the effective FIRM.

LIGHT DUTY TRUCK. Any motor vehicle rated at 8,500 pounds gross vehicular weight rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less as defined in 40 CFR 86.082-2 and is:

(1) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle;

(2) Designed primarily for transportation of persons and has a capacity of more than 12 persons; or

(3) Available with special features enabling off-street or off-highway operation and use.

LIGHTING, OUTDOOR. The night-time illumination of an outside area or object by any manmade device located outdoors that produces light by any means.

LIMIT OF MODERATE WAVE ACTION (LiMWA). The boundary line given by FEMA on coastal map studies marking the extents of Coastal A Zones (CAZ).

LOADING SPACE, OFF-STREET. Space logically and conveniently located for bulk pickups and deliveries, scaled to delivery vehicles expected to be used, and accessible to such vehicles. Required OFF-STREET LOADING SPACE is not to be included as off-street parking space in computation of required OFF-STREET PARKING SPACE.

LOCAL ACT. As defined in G.S. § 160A-1(5).

LOCAL AND STATE GOVERNMENT ADVISORY COMMITTEE (LSGAC). An FCC-established group which works with both carriers and communities on antenna siting solutions.

LOCAL GOVERNMENT. A city or county.

LOT. A parcel of land in single ownership occupied or intended for occupancy by a principal building, together with its accessory buildings; including the open space required under this ordinance. For the purpose of this ordinance, the word LOT shall be taken to mean any number of contiguous lots of record for location of one principal building and its accessory buildings.

**LOT, CORNER.** A lot abutting the intersection of two or more streets or a lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost point of the lot at the apex meet at any angle of less than 135 degrees. In such a case the apex of the curve forming the CORNER LOT shall be considered as the intersection of street lines for the purpose of this ordinance, such as in corner visibility requirements.

**LOT COVERAGE.** The built-upon area that is covered by impervious or partially impervious cover including buildings, pavement, recreation facilities, but not including decking.

**LOT DEPTH.** The depth of a lot is the average distance between the front and back lot lines measured at right angles to its frontage and from corner to corner.

**LOT, FLAG.** A large lot not meeting minimum lot frontage requirements and where access to a public or private street is provided by means of a long, narrow driveway between abutting lots.

**LOT, INTERIOR.** A lot other than a corner lot.

**LOT LINE.** The line bounding a lot.

**LOT OF RECORD.** A lot that is shown on a subdivision recorded in the office of Register of Deeds, or a lot described by metes and bounds, the description of which has been recorded in the office of the Register of Deeds prior to the incorporation of the town.

**LOT, REVERSE FRONTAGE.** A key lot or the first lot to the rear of a corner lot, the front lot line of which is a continuation of the side lot line of the corner lot, and fronting on the street that intersects the street upon which the corner lot fronts and/or that faces the street upon which the side of a corner lot abuts.

**LOT, THROUGH (ALSO LOT, DOUBLE FRONTAGE).** An interior lot having frontage on two streets.

**LOT WIDTH.** The straight line distance between the points where the building setback line intersects the two side lot lines.

**LOWEST ADJACENT GRADE (LAG).** The lowest elevation of the ground, sidewalk or patio slab immediately next to the building, or deck support, after completion of the building.

**LOWEST FLOOR.** The lowest floor of the lowest enclosed area. An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or limited storage in an area other than a basement area is not considered a building's LOWEST FLOOR, provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance.

**LUMINAIRE, FULLY SHIELDED (FULL CUTOFF).** A luminaire emitting no light above the horizontal plane.

**LUMINAIRE (LIGHT FIXTURE).** A complete lighting unit consisting of one or more electric lamps, the lamp holder, any reflector or lens, ballast (if any), and any other components and accessories.

**MANUFACTURED HOME.** A structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term MANUFACTURED HOME does not include a “recreational vehicle”.

**MANUFACTURED HOME PARK OR SUBDIVISION.** A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

**MAP REPOSITORY.** The location of the official flood hazard data to be applied for floodplain management. It is a central location in which flood data is stored and managed; in North Carolina, FEMA has recognized that the application of digital flood hazard data products carries the same authority as hard copy products. Therefore, the NCEM’s Floodplain Mapping Program websites house current and historical flood hazard data. For effective flood hazard data, the NC FRIS website (<https://fris.nc.gov/http://FRIS.NC.GOV/FRIS>) is the map repository, ~~and for historical flood hazard data the FloodNC website (<http://FLOODNC.GOV/NCFLOOD>) is the map repository.~~ Repositories of historical flood hazard data are available on the Flood.NC website (<https://flood.nc.gov/ncflood/>) and the FEMA Flood Map Service Center website (<https://msc.fema.gov/portal/home>).

**MARINA.** Any publicly or privately owned dock, basin or wet boat storage facility constructed to accommodate more than ten boats and providing any of the following services: permanent or transient docking spaces, dry storage, fueling facilities, haulout facilities and repair service. Excluded from this definition are boat ramp facilities allowing access only, temporary docking and none of the preceding services. Boat ramp facilities providing access only are excluded.

(NCAC 10B.1401(9))

**MARKET VALUE.** The building value, not including the land value and that of any accessory structures or other improvements on the lot. MARKET VALUE can be established by independent certified appraisal; replacement cost depreciated for age of building and quality of construction (actual cash value); or adjusted tax assessed values.

**MOBILE OFFICE.** A structure identical to a manufactured home except that it has been converted, or originally designed and constructed, for commercial or office use.

**MODULAR HOME.** A dwelling unit constructed in accordance with the standards set forth in the North Carolina State Building Code and composed of components substantially assembled in a manufacturing plant and transported to the building site for final assembly on a permanent foundation. Among other possibilities, a MODULAR HOME may consist of two or more sections transported to the site in a manner similar to a manufactured home (except that the modular home meets the North Carolina State Building Code), or a series of panels or room sections transported on a truck and erected or joined together on the site.

**MONOPOLE TOWERS.** A slender, open-telescoping, self-supporting tower used to support telecommunications equipment.

**NATURAL AREA.** The portion of the lot that is required to remain undisturbed in its natural state and retain its natural vegetation. Disturbance of the NATURAL AREA and the removal of natural vegetation shall be permitted only as specifically authorized in this ordinance.

**NEW CONSTRUCTION.** Structures for which the “start of construction” commenced on or after the effective date of the initial floodplain management regulations and includes any subsequent improvements to such structures.

**NEW MANUFACTURED HOME PARK OR SUBDIVISION.** A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

**NONCONFORMING BUILDING OR STRUCTURE.** A structure that does not conform or comply with the dimensional regulations of this ordinance for the district in which it is located, either at the effective date of this ordinance or the regulation from which it derives, or as a result of one or more subsequent amendments to them.

**NONCONFORMING LOT.** A lot existing at the effective date of this ordinance (May 2, 1990) or any amendment to it (and not created for the purpose of evading the restrictions of this ordinance) that cannot meet the minimum dimensional requirements of the district in which the lot is located.

**NONCONFORMING SIGN.** Any sign lawfully existing on the effective date of this ordinance or of the regulations from which it arises, or amendment to them, that renders such sign nonconforming because it does not conform to all the standards and regulations of the adopted or amended ordinance or regulation.

**NONCONFORMING USE.** The use of a building, manufactured home or land which does not conform to the use regulations of this ordinance for the district in which it is located, either at the effective date of this ordinance (May 2, 1990) or as a result of subsequent amendments which may be incorporated into this ordinance.

**NON-CONVERSION AGREEMENT.** A document stating that the owner will not convert or alter what has been constructed and approved. Violation of the agreement is considered a violation of the ordinance and, therefore, subject to the same enforcement procedures and penalties. The agreement must be filed with the recorded deed for the property. The agreement must show the clerk’s or recorder’s stamps and/or notations that the filing has been completed.

**NON-ENCROACHMENT AREA (NEA).** The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without

cumulatively increasing the water surface elevation more than one foot as designated in the flood insurance study report.

**NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).** The official vertical datum in the National Spatial Reference System (NSRS) for the Conterminous United States and Alaska. A vertical datum is a surface of zero ground elevation to which heights of various points are referenced. Mean sea level was not a good reference due to differences at various locations.

**NUISANCE.** Anything that interferes with the use or enjoyment of property.

**NURSING HOME.** See CONVALESCENT HOME.

**OBTRUSIVE LIGHT.** Spill light that causes glare, annoyance, discomfort or loss of visual ability. Light pollution.

**OFFICIAL MAPS OR PLANS.** Any maps or plans officially adopted by the North Topsail Beach Board of Aldermen.

**OPEN SPACE.**

- (1) Any land or area, the preservation of which in its present use would:
  - (a) Conserve and enhance natural or scenic resources;
  - (b) Protect streams or water supply;
  - (c) Promote conservation of soils, wetlands, beaches or tidal marshes;
  - (d) Enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature reservations or sanctuaries; or
  - (e) Enhance recreation opportunities.
- (2) **OPEN SPACE.** Shall not include lands below mean high water.

**ORDINANCE.** This unified development ordinance, text and map including any amendments. Whenever the effective date of the **ORDINANCE** is referred to, the reference includes the effective date of any amendment to it.

**OTHERWISE PROTECTED AREA (OPA).** See **COASTAL BARRIER RESOURCES SYSTEM (CBRS)**.

**OVERLAY ZONING.** Zoning which crosses other zoning lines which may add additional requirements to each line crossed or "overlaid". Note: does not include areas established by the state or federal government such as the inlet hazard area or the coastal resource barrier system.

**OWNER.** Any person, agent, firm or corporation having a legal or equitable interest in the property.

**PARK.** Land consisting of open space, in grasses, trees and possibly with shrubbery, sometimes providing paths for walking and bicycling, maintained as a public or semi-public use. PARKS are usually either a formal landscape, or maintained in basically a natural state.

**PARKING LOT.** Any public or private area, providing ten or more parking spaces designed and used for parking or storing motor vehicles.

**PARKING SPACE.** A storage space of not less than 160 square feet for one automobile.

**PERSON.** An individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, interstate body, the State of North Carolina and its agencies and political subdivisions, or other legal entity.

**PERVIOUS SURFACE.** Any material that permits full or partial absorption of stormwater into previously unimproved land.

**PIER.** A water-related structure extending into the water from the shore, whether floating or fixed to the bottom, for use as a boat landing place or promenade, constructed of pylons and decking for mooring and access to a boat or watercraft. May also include structures designed and constructed to serve as a means of recreational access (fishing and the like) to the ocean and sound waters.

**PLANNED UNIT DEVELOPMENT (PUD).**

- (1) A zoning overlay;
- (2) A special use designed to provide for developments incorporating a single type or a variety of residential and related uses which are planned and developed as a unit. Such development may consist of individual lots and common building sites. Common open space must be an element of the plan related to affecting the long-term value of the entire development; or
- (3) A subdivision designed to permit flexibility and allow creative approaches to residential development not usually associated with conventional subdivisions. Flexible setbacks and lot sizes are considered.

**PLANNING AND DEVELOPMENT REGULATION JURISDICTION.** The geographic area defined in § 1.05 of this ordinance within which the town may undertake planning and apply the development regulations authorized by G.S. Ch. 160D.

**PLANNING BOARD.** The town's committee empowered to prepare a comprehensive plan and to evaluate proposed changes in land use, either by public or private developers, for conformance with the plan.

**PLAT.** A document, prepared by a registered surveyor or engineer, that delineates property lines and shows monuments and other landmarks for the purpose of identifying property.

POST-FIRM. Construction or other development for which the “start of construction” occurred on or after July 2, 1987, the effective date of the initial flood insurance rate map.

POSTAL SERVICE. Comprises establishments primarily engaged in operating the national postal service. Establishments primarily engaged in performing one or more POSTAL SERVICES, such as sorting, routing and/or delivery, on a contract basis (except the bulk transportation of mail) are included in this industry.

PRE-FIRM. Construction or other development for which the “start of construction” occurred before July 2, 1987, the effective date of the initial flood insurance rate map.

PREMISES. A single piece of property as conveyed in a deed or a lot or a number of adjacent lots on which is situated a land use, a building, or group of buildings designed as a unit or on which a building or group of buildings are to be constructed.

PRIMARY FRONTAL DUNE (PFD). A continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and adjacent to the beach and subject to erosion and overtopping from high tides and waves during major coastal storms. The inland limit of the primary frontal dune occurs at the point where there is a distinct change from a relatively steep slope to a relatively mild slope.

PRINCIPAL BUILDING. See BUILDING, PRINCIPAL.

PRINCIPALLY ABOVE GROUND. That at least 51% of the actual cash value of the structure is above ground.

PRIVATE CLUBS. See CLUB OR LODGE.

PROPERTY. All real property subject to land-use regulation by the town. The term includes any improvements or structures customarily regarded as a part of real property.

PUBLIC ADMINISTRATION. Consists of establishments of federal, state and local government agencies that administer, oversee and manage public programs and have executive, legislative or judicial authority over other institutions within a given area.

PUBLIC ROAD OR STREET. A road or street that has been dedicated for use and maintenance by the town or the state and serves as the principal means of access to abutting properties.

PUBLIC SAFETY and/or NUISANCE. Anything which is injurious to the safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal or basin.

PUBLIC SEWAGE DISPOSAL SYSTEM. An approved sewage disposal system serving two or more connections including private, municipal and sanitary district sewage systems located and constructed according to specifications of the County Health Department in consultation with the division of health services and/or the division of environmental management of the department of environment, health and natural resources. This

definition is not to be inferred as limited to publicly owned or operated systems, as such systems may be owned and operated by either public or private enterprise.

**PUBLIC WATER SUPPLY SYSTEM.** An approved water supply system serving 15 or more connections including county, municipal and sanitary district water systems designated to serve particular subdivisions at full development and constructed to specifications of the county health office in consultation with the division of health services and/or the division of environmental management of the department of environment, health and natural resources. This definition is not to be inferred as limited to publicly owned or operated systems, as such systems may be owned and operated by either public or private enterprise.

**QUASI-JUDICIAL DECISION.** A decision involving the finding of facts regarding a specific application of a development regulation and that requires the exercise of discretion when applying the standards of the regulation. The term includes, but is not limited to, decisions involving variances, special use permits, certificates of appropriateness, and appeals of administrative determinations. Decisions on the approval of subdivision plats and site plans are QUASI-JUDICIAL in nature if the regulation authorizes a decision-making board to approve or deny the application based not only upon whether the application complies with the specific requirements set forth in the regulation, but also on whether the application complies with one or more generally stated standards requiring a discretionary decision on the findings to be made by the decision-making board.

**RECREATIONAL VEHICLE (RV).**

- (1) A vehicle which is:
- (a) Built on a single chassis;
  - (b) Four hundred square feet or less when measured at the largest horizontal projection;
  - (c) Designed to be self-propelled or permanently towable by a light-duty truck;
  - (d) Designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel or seasonal use; and
  - (e) Is fully licensed and ready for highway use.
  - (f) Has no attached deck, porch, or shed, and
  - (g) Has quick-disconnect sewage, water, and electrical connectors.
- (2) For the purpose of this ordinance, “tiny homes/houses” and park models that do not meet these items listed above are not considered RECREATIONAL VEHICLES and should meet the standards of and be permitted as residential structures.

**REFERENCE LEVEL.** The bottom of the lowest horizontal structural member of the lowest floor for structures within all special flood hazard areas.

**REGULATORY FLOOD PROTECTION ELEVATION.** The base flood elevation plus the freeboard. In special flood hazard areas where base flood elevations (BFEs) have been determined, this elevation shall be the BFE plus two feet of freeboard. In special flood hazard areas where no BFE has been established, this elevation shall be at least two feet above the highest adjacent grade.

**REMEDY A VIOLATION.** To bring the structure or other development into compliance with state and community floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the flood damage prevention ordinance or otherwise deterring future similar violations, or reducing federal financial exposure with regard to the structure or other development.

**RENTAL, SHORT-TERM.** See SEASONAL RENTAL.

**REPETITIVE LOSS.** Flood-related damage sustained by a structure on two separate occasions during a ten-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25% of the market value of the structure before the damage occurred.

**REPETITIVE LOSS PROPERTY.** Any insurable building for which two or more claims of more than \$1,000 were paid by the National Flood Insurance Program (NFIP) within any rolling 10-year period, since 1978. At least two of the claims must be more than ten days apart but, within ten years of each other. A RL property may or may not be currently insured by the NFIP.

**RESERVATION.** A reservation of land does not involve any transfer of property rights, it simply constitutes an obligation to keep property free from development for a stated period of time.

**RESERVE STRIP.** A narrow strip of land overlying a dedicated street reserved to the town or NCDOT for control of access until such time as additional right-of-way is accepted by the town or NCDOT for the continuation or widening of the street.

**RESTAURANT.** A commercial establishment where food and drink are prepared, served and consumed primarily within the principal building.

**RETAINING WALL.** A human-made barrier constructed for the purpose of stabilizing soil, retarding erosion or terracing a parcel or site.

**RETREAT CENTER.** A new or existing facility operated by a corporation or association of persons or churches for social and recreational purposes. A RETREAT CENTER may be owned by a profit or not-for-profit organization.

**RIVERINE.** Relating to, formed by or resembling a river (including tributaries), stream, brook and the like.

**SALVAGE YARD.** Any non-residential property used for the storage, collection, and/or recycling of any type of equipment, and including but not limited to vehicles, appliances and related machinery.

**SAND DUNES.** Naturally occurring accumulations of sand in ridges or mounds landward of the beach.

**SATELLITE DISH ANTENNA(S) (SATELLITE EARTH STATIONS).** A single or group of satellite parabolic (or dish) antennas. These dishes are mounted to a supporting device that may be a pole or truss assembly attached to a foundation in the ground, or in some other configuration. A SATELLITE EARTH STATION may include the associated separate equipment enclosures necessary for the transmission or reception of wireless communications signals with satellites.

**SCREENING.** A fence, wall, hedge, landscaping, earth berm, buffer area or any combination of these provided to create a visual and/or physical separation between certain land uses. SCREENING may be located on the property line or elsewhere on the site.

**SEASONAL RENTAL.** The rental of residential property for vacation, leisure or recreation purposes for fewer than 90 days by a person who has a place of permanent residence to which he or she intends to return, as defined by the NC Vacation Act 42A-4, as amended.

**SECTION 1316.** The section of the National Flood Insurance Act of 1968, as amended, which states that no new flood insurance coverage shall be provided for any property that FEMA finds has been declared by a duly constituted state or local zoning authority or other authorized public body to be in violation of state or local laws, regulations, or ordinances that are intended to discourage or otherwise restrict land development or occupancy in flood-prone areas.

**SETBACK.** The required distance between every structure and the lot lines of the lot on which it is located.

**SEVERE REPETITIVE LOSS STRUCTURE.** Any insured property that has met at least one of the following paid flood loss criteria since 1978, regardless of ownership. In either case, two of the claim payments must have occurred within ten years of each other. Multiple losses at the same location within ten days of each other are counted as one loss, with the payment amounts added together.

1. Four or more separate claim payments of more than \$5,000 each (including building and contents payments); or
2. Two or more separate claim payments (building payments only) where the total of the payments exceeds the current market value of the property.

**SEWAGE SYSTEM, PUBLIC OR COMMUNITY.** See PUBLIC SEWAGE DISPOSAL SYSTEM.

**SHALL.** The term, when used in this ordinance, is construed as mandatory.

**SHEAR WALL.** Walls used for structural support but not structurally joined or enclosed at the end (except by breakaway walls). SHEAR WALLS are parallel or nearly parallel to the flow of the water.

**SHOPPING CENTER.** A group of commercial establishments planned and constructed as a single unit with off-street parking and loading facilities provided on the property and related in location size and type of shops to the trade area which the unit serves.

**SIGN.** A communication device, structure or fixture used to attract attention or convey a message, when the same is placed in view of the general public and includes every billboard, freestanding ground sign, wall sign, roof sign, illuminated sign, projecting sign and temporary sign.

**SIGN, ABANDONED.** A sign pertaining to or associated with an event, business or purpose which is no longer ongoing and which has been inactive or out of business for a period of 90 consecutive days or longer; or a sign which contains structural components but no display for a period of 90 consecutive days or longer.

**SIGN, ADVERTISING.** A sign that has as its purpose to promote, advertise or sell a product or service obtainable on the premises upon which the sign is located, and not to identify the premises.

**SIGN AREA.** Shall be measured by the smallest square, rectangle, triangle, circle or combination thereof, which will encompass the entire advertising copy area including architectural trim and structural members. In computing AREA, only one side of a double-faced sign shall be considered.

**SIGN, COMBINATION.** A sign incorporating any combination of the features of the pole, projecting and roof signs.

**SIGN, DIRECTIONAL.** Any on-premises sign that includes information assisting in the flow of pedestrian or vehicular traffic such as enter, exit and one-way.

**SIGN, DISPLAY.** The area made available by the sign structure for the purpose of displaying the advertising message.

**SIGN, ELECTRIC.** A sign containing electrical wiring, but not including signs illuminated by an exterior light source.

**SIGN, FREESTANDING.** Any sign supported wholly or in part by some structure other than the building or buildings housing the business to which the sign pertains, or any sign which projects more than five feet from the side of the building to which it is attached.

**SIGN, GROUND.** A billboard or similar type of sign which is supported by one or more uprights, poles or braces in or upon the ground other than a combination sign or pole sign, as defined by the ordinance.

**SIGN, IDENTIFICATION.** A sign used to display only the name, address, crest or trademark of the business, individual, family, organization or enterprise occupying the premises, the profession of the occupant or the name of the building on which the sign is displayed; or a permanent sign announcing the name of a subdivision, shopping center, tourist home, group housing project, church, school, park or public or quasi-public structure, facility or development and the name of the owners or developers.

**SIGN, OFF-PREMISES.** A sign which directs attention to a business, commodity, service or entertainment not exclusively related to the premises where such sign is located or to which it is affixed.

**SIGN, POLE.** A sign wholly supported by a sign structure in the ground.

**SIGN, PORTABLE DISPLAY SURFACE.** A display surface temporarily fixed to a standardized advertising structure which is regularly moved from structure to structure at periodic intervals.

**SIGN, PRINCIPAL USE OR ON-PREMISES.** Any sign advertising an establishment, a service commodity, or activity conducted upon the premises where the sign is located.

**SIGN, PROJECTING.** A sign other than a wall sign, which projects from and is supported by a wall of a building or structure.

**SIGN, REAL ESTATE (OFF-SITE).** A readily removable sign announcing the proposed sale or rental of property other than the property upon which the sign is located and providing directions to the subject property.

**SIGN, REAL ESTATE (ON-SITE).** A sign announcing the sale or rental of the property upon which the sign is located.

**SIGN, ROOF.** A sign erected upon or above a roof or parapet of a building or structure.

**SIGN, SNIPE.** A sign which is attached to trees, poles or to other objects, with a message appearing on it that does not apply to the present use of the premises or structure upon which the sign is located. Any sign in the state or town right-of-way is a SNIPE SIGN, unless a minor easement and permit has been issued by the town.

**SIGN STRUCTURE.** Any structure which supports or is capable of supporting a sign as defined in the ordinance.

**SIGN, WALL.** Any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall.

**SINGLE-FAMILY DWELLING.** A building containing one dwelling unit only, where the building is designed to be occupied by one family.

**SITE PLAN.** A scaled drawing and supporting text showing the relationship between lot lines and the existing or proposed uses, buildings, or structures on the lot. The SITE PLAN may include site-specific details such as building areas, building height and floor area, setbacks from lot lines and street rights-of-way, intensities, densities, utility lines and locations, parking, access points, roads, and stormwater control facilities that are depicted to show compliance with all legally required development regulations that are applicable to the project and the site plan review. A SITE PLAN approval based solely upon application of objective standards is an administrative decision and a site plan approval based in whole or in part upon the application of standards involving judgment and discretion is a quasi-judicial decision. A SITE PLAN may also be approved as part of a conditional zoning decision.

**SITE-SPECIFIC DEVELOPMENT PLAN.**

(1) A plan of land development submitted to the town for purposes of obtaining one of the following zoning or land use permits:

(a) Subdivision plans as referenced in the subdivision ordinance in effect at the time a vested right is requested; or

(b) Conditional use district and/or permit and planned unit development (PUD) as referenced in the zoning ordinance in effect at the time a vested right is requested.

(2) All SITE-SPECIFIC DEVELOPMENT PLANS shall conform to the referenced ordinances as well as the following:

(a) The approximate boundaries of the site;

(b) Significant topographical and other natural features affecting development of the site;

(c) The approximate location on the site of the proposed buildings, structures and other improvements;

(d) The approximate dimensions, including height, of the proposed buildings and other structures; and

(e) The approximate locations of all existing and proposed infrastructure on the site, including water, sewer, roads and pedestrian walkways.

(3) Notwithstanding the foregoing, neither a variance, a sketch plan nor any other document that fails to describe with reasonable certainty the type and intensity of use for a specified parcel or parcels of property shall constitute a SITE-SPECIFIC DEVELOPMENT PLAN.

**SOLID WASTE DISPOSAL FACILITY.** Any facility involved in the disposal of solid waste, as defined in G.S. § 130A-290(a)(35).

**SOLID WASTE DISPOSAL SITE.** As defined in G.S. § 130A-290(a)(36), any place at which solid wastes are disposed of by incineration, sanitary landfill or any other method.

**SPECIAL FLOOD HAZARD AREA (SFHA).** The land in the floodplain subject to a 1% or greater chance of being flooded in any given year, as determined in § 7.03(B).

**SPECIALTY MARKET.** Rented spaces at a location other than a permanent retail store, to others for the purpose of selling goods at retail or offering goods for sale at retail (i.e., flea market, farmers market).

**SPILL LIGHT.** Light from a lighting installation that falls outside of the boundaries of the property on which it is located. Usually results in obtrusive light.

**START OF CONSTRUCTION.** Includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair,

reconstruction, rehabilitation, addition placement or other improvement was within 180 days of the permit date. The actual START means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual START OF CONSTRUCTION means the first alteration of any wall, ceiling, floor or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

**STEALTH WIRELESS TRANSMISSION FACILITY.** A wireless transmission facility that is screened, disguised, concealed or otherwise camouflaged as a natural structure, structure or part of a structure such that the wireless transmission facility is indistinguishable from other natural structures, structures or the structure that it is attached to or within.

**STREET.** A thoroughfare which affords the principal means of access to abutting property.

**STREET, CUL-DE-SAC.** A street designed with a closed end, terminated by a vehicular turnaround and does not intersect with another street.

**STREET, PRIVATE.** Any road or street which:

(1) Is not publicly owned and maintained and is used for access by the occupants of the development, their guests, and the general public; and

(2) Requires a subdivision streets disclosure statement pursuant to G.S. § 136-102.6, as amended.

**STRUCTURAL ALTERATIONS.** Any change in the supporting members of a building, such as bearing walls, columns, beams or girders except for repair or replacement.

**STRUCTURE.** A walled or roofed building, a manufactured home, or a gas, liquid, or liquefied gas storage tank that is principally above ground.

**SUBDIVIDER.** Any person, firm or corporation who subdivides or develops any land deemed to be a subdivision as herein defined.

**SUBDIVISION.** The division of land for the purpose of sale or development as specified in G.S. § 160D-802.

**SUBDIVISION REGULATION.** The subdivision regulation contained in Article 5 of this ordinance and authorized by G.S. Ch. 160D, Art. 8.

**SUBSTANTIAL DAMAGE.** Damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50% of the market value of the structure before the damage

occurred. See definition of SUBSTANTIAL IMPROVEMENT. SUBSTANTIAL DAMAGE also means flood-related damage sustained by a structure on two separate occasions during a ten-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25% of the market value of the structure before the damage occurred. (Note: The last sentence is required for eligibility for increased cost of compliance (ICC) benefits for repetitive losses.)

**SUBSTANTIAL IMPROVEMENT.** Any combination of repairs, reconstruction, rehabilitation, addition or other improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 50% of the market value of the structure before the START OF CONSTRUCTION of the improvement. This term includes structures which have incurred SUBSTANTIAL DAMAGE, regardless of the actual repair work performed. The term does not, however, include either:

(1) Any correction of existing violations of state or community health, sanitary or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or

(2) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure and the alteration is approved by variance issued pursuant to § 7.04(E).

**SWIMMING POOL.** Any permanent outdoor structure intended for swimming or recreational bathing that contains water over 24 inches deep including in-ground, above-ground and on-ground swimming pools, hot tubs and spas, but not including temporary or inflatable pools having a depth of 24 inches or less. A structure is considered "outdoor" if it is not totally contained within a roofed structure and surrounded on all four sides by the walls of the enclosing structure.

**TAXI SERVICE.** Comprises establishments primarily engaged in providing passenger transportation by automobile or van, not operated over regular routes and on regular schedules. Establishments of taxicab owner/operators, taxicab fleet operators or taxicab organizations are included in this industry.

**TECHNICAL BULLETIN and TECHNICAL FACT SHEET.**

(1) A FEMA publication that provides guidance concerning the building performance standards of the NFIP, which are contained in 44 CFR 60.3. The bulletins and fact sheets are intended for use primarily by state and local officials responsible for interpreting and enforcing NFIP regulations and by members of the development community, such as design professionals and builders. New bulletins, as well as updates of existing bulletins, are issued periodically as needed. The bulletins do not create regulations, rather they provide specific guidance for complying with the minimum requirements of existing NFIP regulations.

(2) It should be noted that technical bulletins and technical fact sheets provide guidance on the minimum requirements of the NFIP regulations. State or community requirements that exceed those of the NFIP take precedence. Design professionals should

contact the community officials to determine whether more restrictive state or local regulations apply to the building or site in question. All applicable standards of the state or local building code must also be met for any building in a flood hazard area.

**TEMPERATURE CONTROLLED.** Having the temperature regulated by a heating and/or cooling system, built-in or appliance.

**TOWAIR.** Landing facility slope calculations designed to avoid obstruction by towers to aircraft.

**TOWNHOUSE.** A single-family dwelling unit constructed in a group of three or more attached units in which each unit extends from the foundation to roof and with open space on at least two sides.

**USE, CHANGE OF.** The replacement of an existing use by a new use, or a change in the nature of an existing use, but not including, a change of ownership, tenancy or management where the previous nature of the use, line of business or other function is substantially unchanged.

**USE, PERMITTED.** A use which is permitted in a district for which a zoning permit may be issued by the Zoning Administrator.

**USE, SPECIAL.** A use which is permitted under certain conditions in a district only after review by the Planning Board and final approval by the Board of Aldermen after review by the Planning Board.

**UTILITIES.** Comprises uses engaged in the provision of the following utility services: electric power, natural gas, steam supply, water supply and sewage removal. Within this sector, the specific activities associated with the utility services provided vary by utility: electric power includes generation, transmission and distribution; natural gas includes distribution; steam supply includes provision and/or distribution; water supply includes treatment and distribution; and sewage removal includes collection, treatment and disposal of waste through sewer systems and sewage treatment facilities. Excluded from this sector are establishments primarily engaged in waste management services classified in Subsector 562, Waste Management and Remediation Services. These establishments also collect, treat and dispose of waste materials; however, they do not use sewer systems or sewage treatment facilities.

**VARIANCE.** A grant of relief from the requirements of this ordinance.

**VE ZONE.** The Special Flood Hazard Areas subject to inundation by the 1% annual chance of flooding and high velocity wave action from storm surges and seismic activity. Base flood elevations have been derived from detailed hydraulic analyses.

**VIOLATION.** The failure of a structure or other development to be fully compliant with this ordinance. Also, a structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §§ 7.04 and 7.05 is presumed to be in violation until such time as that documentation is provided.

**WALKWAY or BOARDWALK.** A wooden walkway for pedestrians providing a common path through wetlands or to crossovers of coastal dunes and other sensitive environments.

**WATER DEPENDENT STRUCTURES.** Those structures that require access or proximity to or sitting within surface waters to fulfill its purpose, such as boat ramps, boat houses, docks, and bulkheads. Ancillary facilities such as restaurants, outlets for boat supplies, parking lots, and commercial boat storage areas are not water dependent structures. Reference 15A NCAC 02B.0202.

**WATER SURFACE ELEVATION (WSE).** The height, in relation to NAVD 1988, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

**WATERCOURSE.** A lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. WATERCOURSE includes specifically designated areas in which substantial flood damage may occur.

**WETLANDS.** Waters defined to be wetlands as determined by the North Carolina Department of Environmental Quality and/or the United States Army Corps of Engineers. WETLANDS shall also include all waters defined as wetlands by NC Session Law 2023-63/NC Senate Bill 582, as may be amended from time to time.

**WIRELESS TELECOMMUNICATIONS ATTACHMENTS (WTA).** Devices mounted onto a support structure, principally intended to radiate or receive a source of non-ionizing electromagnetic radiation (NIER), and accessory equipment related to broadcast services, including, but not limited to, private radio services, cellular or digital telephone services, pagers, beepers, wireless data repeaters and common carriers (as regulated by the FCC), including AM, FM, two-way radio, fixed point microwave dishes, commercial satellite, HDTV, cellular and PCS communication systems. The term WTA does not include electrical or telephone transmission lines or supporting distribution structures, antennas of amateur radio (ham) operators, and amateur club services licensed by the FCC.

**WIRELESS TELECOMMUNICATIONS SUPPORT STRUCTURE (WTSS).** All freestanding monopole, self-supported, guyed or similar structures whose primary design is to provide for support and placement of wireless telecommunications antennas.

**X ZONES.** Areas determined to be low to moderate risk flood zones and are located outside the community's delineated Special Flood Hazard Area (SFHA) and include the following:

- (a) Shaded - is the area of moderate flood hazard and can represent:
  - (1) 0.2% annual chance flood hazard area (500-year flood zone),
  - (2) Areas of 1% annual chance flood with average depth less than one (1) foot, or
  - (3) Areas of 1% annual chance flood with drainage areas of less than one (1) square mile
- (b) Unshaded - is the area of minimal flood hazard determined to be outside of the 0.2% annual chance flood (500-year flood zone).

**YARD.** An open space on the same lot with a building (including the area of steps, eaves and uncovered porches, but not including the areas of covered porches) unoccupied and

unobstructed from the ground upward, except by trees or shrubbery or as otherwise provided herein.

**YARD, FRONT.** A yard across the full width of the lot, extending from the front line of the building to the front line of the lot.

**YARD, REAR.** A yard extending across the full width of the lot and measured between the rear line of the lot and the rear line of the main building.

**YARD, SIDE.** An open unoccupied space on the same lot with a building between the building and the side line of the lot extending through from the front building line to the rear yard or, where no rear yard is required, to the rear line of the lot.

**ZERO LOT LINE.** A concept commonly used in planned developments where individual commercial buildings or dwellings, such as townhouses (row houses), duplex town homes and patio homes, are sold along with a small yard or patio area. Such commercial or residential units are grouped in buildings with two or more units per building, usually including common walls or married walls. With ZERO LOT LINE development styles, the minimum interior side yard requirements are relaxed. Construction takes place right up to the lot line.

**ZONING.** A police-power measure, enacted primarily by general-purpose units of local government, in which the community is divided into districts or zones within which permitted and conditional uses are established as are regulations governing lot size, building bulk, placement and other development standards. Requirements vary from district to district, but they must be uniform within districts. The unified development ordinance consists of two parts: a text and a map.

**ZONING.** A police-power measure, enacted primarily by general-purpose units of local government, in which the community is divided into districts or zones within which permitted and conditional uses are established as are regulations governing lot size, building bulk, placement and other development standards. Requirements vary from district to district, but they must be uniform within districts. The unified development ordinance consists of two parts: a text and a map.

**ZONING MAP AMENDMENT or REZONING.** An amendment to a zoning regulation for the purpose of changing the zoning district that is applied to a specified property or properties. The term also includes (i) the initial application of zoning when land is added to the territorial jurisdiction of the town that has previously adopted zoning regulations and (ii) the application of an overlay zoning district or a conditional zoning district. The term does not include (i) the initial adoption of a zoning map by the town, (ii) the repeal of a zoning map and readoption of a new zoning map for the entire planning and development regulation jurisdiction, or (iii) updating the zoning map to incorporate amendments to the names of zoning districts made by zoning text amendments where there are no changes in the boundaries of the zoning district or land uses permitted in the district.

**ZONING REGULATION.** The zoning regulation contained in Article 4 of this ordinance and authorized by G.S. Ch. 160D, Art. 7.

ZONING VESTED RIGHT. A right pursuant to G.S. § 153A-344.1 to undertake and complete the development and use of land under the terms and conditions of an approved site development plan even if the zoning or zoning district requirements are changed prior to development.

(Ord. passed 12-2-2004; Ord. passed 3-3-2005; Ord. passed 6-1-2006; Ord. passed 5-6-2010; Ord. passed 11-2-2011; Ord. 2015-4, passed 5-7-2015; Ord. passed 11-3-2016; Ord. passed - -; Ord. passed 7-1-2021; Ord. passed 7-1-2023; Ord. passed 4-5-2023; Ord. passed 10-4-2023)

#### TABLE 11-1 ABBREVIATIONS

Below is a list of abbreviations and their meanings found throughout the ordinance.

AASS	Alternative antenna support structures
AEC	Area of environmental concern
AMTA	American Mobile Telecommunications Association
BFE	Base flood elevation
BOA	Board of Aldermen
CAMA	Coastal Area Management Act
CBRS	Coastal barrier resources system
CLOMR	Conditional letter of map revision
dbh	Diameter at breast height
DENR	North Carolina Department of Environment and Natural Resources
DWQ	Division of Water Quality
FAR	Floor area ratio
Fc	Foot-candles
FEMA	Federal Emergency Management Agency
FIRM	Flood insurance rate map
FIS	Flood insurance study
GIS	Geographic information system
G.S.	North Carolina General Statutes
HAG	Highest adjacent grade
HQW	High quality water
LAG	Lowest adjacent grade
LOMR	Letter of map revision
LSGAC	Local and State Government Advisory Committee
NCDOT	North Carolina Department of Transportation
NFIP	National flood insurance program
NGVD	National geodetic vertical datum

OPA	Otherwise protected area
P	Permitted use
PB	Planning Board
ROW	Right-of-way
RV	Recreational vehicle
SFHA	Special flood hazard area
S	Special use
TDM	Transportation demand management
TIA	Traffic impact analysis
TRC	Technical Review Committee
UDO	Unified development ordinance
USDA	United States Department of Agriculture
USGS	United States Geologic Survey
WSE	Water surface elevation
WTSS	Wireless telecommunication support structures
ZBA	Board of Adjustment

(Ord. passed 11-2-2011)

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



E. L. Faison, ICMA-CM  
Interim Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski

Alexis Stanfield, NCCCC  
Town Clerk

**MEETING DATE: JUL 1, 2026**

**TO:** Board of Aldermen

**FROM:** Deborah J. Hill MPA AICP CFM

**DEPARTMENT:** Planning Department

**SUBJECT:** PUBLIC HEARING: PROPOSED AMENDMENTS: UDO ART 3 § 3.03 OFFICIAL ZONING MAP

**SUMMARY:**

Map control procedures are established to ensure the integrity of the Official Zoning Map and to prevent any unauthorized zoning changes. Onslow County GIS will accept amendments to the Town's Zoning Map only when submitted by the Town through duly adopted ordinances that are signed by the Mayor and certified by the Town Clerk. Onslow County GIS will not accept zoning map change requests directly from applicants or any third parties. No unauthorized individual is permitted to alter, amend, or otherwise modify the Official Zoning Map.

The proposed ordinance would amend the Unified Development Ordinance (UDO) to designate the Official Zoning Map in electronic GIS geodatabase format using the Onslow County GIS-based map as the Town's zoning map of record. North Carolina law allows zoning maps to be maintained in digital format if approved by the local government and kept available for public inspection. This amendment is intended to modernize map administration, improve accessibility, and clarify that archived paper maps are retained only for historical reference. The draft also identifies the Planning Director as the zoning map administrator, provides for maintenance of the authoritative electronic map in coordination with Onslow County GIS, establishes how adopted map amendments will be incorporated, and states that the Board of Aldermen retains sole legislative authority over zoning designations and amendments.

Consistency and Reasonableness: The proposed text amendment is reasonable and in the public interest because it improves the administration and accessibility of the zoning map without changing underlying zoning districts through this ordinance. It is consistent with the Town's adopted land use policies and with North Carolina General Statutes permitting zoning maps in digital format.

At the Planning Board's regular meeting on June 11, 2026, Mrs. Ward made a motion to recommend to the Board of Alderman to amend the ordinance to establish the official zoning map in Electronic GIS Geodatabase format. Ms. Brown seconded the motion. The motion passed unanimously.

**SPECIFIC ACTION REQUESTED:**

1. That the Board conducts a public hearing to receive public comment on the proposed text amendments to UDO ART 3 § 3.03 OFFICIAL ZONING MAP; and
2. That the Board adopts the proposed text amendments, as recommended by the Planning Board.

**ATTACHED:** Proposed Ordinance Amending the Unified Development Ordinance to Establish the Official Zoning Map in Electronic GIS Geodatabase Format



**ORDINANCE NO. [INSERT NUMBER]**

**AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE TO ESTABLISH THE OFFICIAL ZONING MAP IN ELECTRONIC GIS GEODATABASE FORMAT**

BE IT ORDAINED by the Board of Aldermen of the Town of North Topsail Beach, North Carolina, as follows:

**Section 1. Authority.** This ordinance is adopted pursuant to the authority granted by Chapter 160D of the North Carolina General Statutes, including G.S. 160D-105, G.S. 160D-601, G.S. 160D-602, and G.S. 160D-604.

**Section 2. Findings and Purpose.** The Board finds that North Carolina law permits zoning maps to be maintained in digital format approved by the local government and maintained for public inspection; that the Town has historically relied on paper zoning maps; and that adopting an electronic GIS geodatabase as the official zoning map will improve administrative efficiency, public access, and long-term record management. The purpose of this ordinance is to designate the Town's official zoning map in electronic GIS format and clarify the status of prior paper maps.

**Section 3. Amendment to Unified Development Ordinance.** Section 3.03, Official Zoning Map, is hereby repealed and replaced to read as follows:

**Section 3.03 Official Zoning Map**

**A. Establishment of Official Zoning Map.** The boundaries of zoning districts established by this Ordinance are shown on the map entitled the Official Zoning Map of the Town of North Topsail Beach, North Carolina, which is hereby adopted and incorporated by reference as part of this Ordinance.

The Official Zoning Map shall be maintained in electronic format as a Geographic Information System geodatabase utilizing the Onslow County GIS-based zoning map and related data layers as the Town's official zoning map record, as approved by the Town. The electronic map shall be maintained for public inspection in the office of the Town Clerk, Planning Department, or such other office designated by the Town.

**B. Status as Official Record.** The electronic GIS-based Official Zoning Map is the official and authoritative record of zoning district boundaries within the Town. Any prior paper zoning map is superseded as the controlling zoning map on the effective date of this ordinance, but may be retained for archival and historical purposes.

**C. Custodian and Administration.** The Planning Director, or designee, shall serve as the Zoning Map Administrator and shall be responsible for administration of the Official Zoning Map. The Town may coordinate with Onslow County Geographic Information Services for technical hosting, maintenance, and updating of the GIS geodatabase; however, the Town retains sole authority for all zoning designations, zoning district boundaries, and legislative map amendments.

**D. Incorporation of Amendments.** All zoning map amendments adopted by the Board of Aldermen shall be incorporated into the Official Zoning Map as soon as practicable after adoption. The effective date of a zoning

map amendment shall be the date established by the adopting ordinance, regardless of the date on which the electronic geodatabase is updated.

**E. Versioning and Archival Copies.** The Town shall maintain archival copies or versioned records of the Official Zoning Map sufficient to document the zoning map in effect as of the date of each adopted amendment, in accordance with applicable records retention requirements.

**F. Interpretation and Discrepancies.** In the event of uncertainty regarding a zoning district boundary, the Planning Director or designee shall interpret the boundary in accordance with this Ordinance and any applicable rules of construction. In the event of a discrepancy between the authoritative GIS geodatabase and any printed, static, or publicly accessible reproduction, the authoritative GIS geodatabase shall control.

**G. Public Access.** The Town shall make the Official Zoning Map available for public inspection during normal business hours and may provide online or printed reproductions for convenience. Such reproductions are informational only unless certified or otherwise designated by the Town as an official copy.

**H. Clerical Errors.** If a clerical or scrivener's error is identified in the Official Zoning Map that does not reflect the action of the Board of Aldermen, the Planning Director may authorize correction of the error, provided the correction is documented and does not result in a substantive change to zoning district boundaries. Any substantive change shall require a zoning map amendment in accordance with applicable law.

**Section 4. Effective Date.** This ordinance shall become effective on [INSERT EFFECTIVE DATE], at which time the electronic GIS-based Official Zoning Map shall serve as the Town's official zoning map.

**Section 5. Severability.** If any section or provision of this ordinance is held invalid, such invalidity shall not affect the remaining provisions of this ordinance.

**Section 6. Adoption.** Adopted this 1st day of July, 2026.

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



Larry Fiason  
Interim Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski  
Larry Strother

Alexis Stanfield, NCCCC  
Town Clerk

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**MEETING DATE:** Jul 1, 2026

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**TO:** Board of Aldermen  
**FROM:** Public Works Superintendent  
**DEPARTMENT:** Public Works Department  
**SUBJECT:** Town Roadway Pavement Condition Assessment – Informational Presentation

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**SUMMARY:**

This report is presented to provide the Board of Aldermen with an overview of the Town's recently completed roadway pavement condition assessment and the resulting data regarding the current condition of Town-maintained streets.

The assessment was completed to establish a measurable baseline of roadway conditions, identify current pavement maintenance needs, and provide objective information to support future infrastructure planning and budget discussions. The findings provide the Town with a clearer understanding of roadway conditions, potential maintenance priorities, and long-term preservation considerations.

**SPECIFIC ACTION REQUESTED:**

This presentation is informational only and no action is requested at this time. The intent is to provide the Board with current roadway condition data that may be utilized during future strategic planning and budget development discussions regarding the preservation and maintenance of Town-owned infrastructure.

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



Larry Fiason  
Interim Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski  
Larry Strother

Alexis Stanfield, NCCCC  
Town Clerk

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## Staff Report

### Town Roadway Pavement Condition Assessment – Findings and Future Maintenance Planning Considerations

#### Background

The Public Works Department initiated a Pavement Condition Survey (PCS) to establish a current baseline assessment of the Town’s roadway network and provide data-driven information to support future maintenance planning, budgeting, and infrastructure management decisions.

Historically, roadway maintenance decisions have often been driven by immediate operational needs, resident concerns, and visible pavement failures. While this approach allows the Town to respond to urgent issues, pavement management practices emphasize the importance of routine condition assessments and preventative maintenance strategies to extend roadway life and reduce long-term rehabilitation costs.

To support this effort, the Town engaged Pavement Navigators to perform a comprehensive Pavement Condition Survey of Town-maintained roadways. The assessment evaluated approximately 7.8 centerline miles of asphalt roadway using Federal Highway Administration (FHWA) Long-Term Pavement Performance (LTPP) pavement distress evaluation methods.

#### Purpose of Assessment

The purpose of the assessment was to:

- Establish a measurable condition baseline for Town-owned roadway assets
- Identify current pavement deficiencies and maintenance needs
- Prioritize future roadway maintenance strategies
- Support long-range Streets budget planning
- Provide objective data for future infrastructure investment decisions

#### Findings

The 2026 Pavement Condition Survey identified an overall Pavement Condition Index (PCI) rating of **70**, placing the Town roadway network within the **lower range of “Fair” condition**.

The assessment identified an estimated pavement repair backlog of approximately **\$1.14 million**. This represents the current unfunded pavement repair needs identified through the survey and does not include additional potential costs associated with drainage improvements, project administration, or related infrastructure requirements.

The assessment identified that approximately **99.7% of the roadway network requires some level of maintenance or repair activity**, ranging from preventative preservation treatments to larger rehabilitation efforts.

The report also notes that pavement conditions decline over time and that preventative maintenance performed earlier in the pavement lifecycle provides significantly greater value than allowing roads to deteriorate until major rehabilitation is required.

### **Maintenance Strategy Considerations**

The assessment identifies the importance of transitioning from a reactive “worst-first” repair model toward a broader pavement management approach. This includes utilizing a combination of preservation treatments, corrective maintenance, and rehabilitation strategies based on roadway conditions.

Recommended strategies include:

- Preventative preservation treatments to extend roadway service life
- Targeted repairs before structural failure occurs
- Rehabilitation of roadway segments where preservation is no longer effective
- Continued periodic pavement condition assessments to measure trends

The report recommends that municipalities typically allocate approximately **\$15,000–\$20,000 per centerline mile annually** toward pavement maintenance. For the Town’s roadway network, this equates to an estimated annual pavement investment range of approximately **\$117,000–\$156,000**.

### **Public Works Operational Context**

Public Works is responsible for maintaining Town-owned infrastructure while simultaneously managing facilities, beach access infrastructure, solid waste coordination, fleet operations, emergency preparedness, and resident service requests.

The implementation of IWorQ tracking has improved visibility into maintenance workload, labor utilization, equipment usage, and infrastructure needs. The pavement assessment adds another layer of data by providing a measurable condition baseline for one of the Town’s largest physical assets.

### **Future Budget Planning Considerations**

This assessment provides the Town with objective data that can be used during future budget discussions to evaluate roadway maintenance funding levels and long-term infrastructure needs.

The intent of this report is informational and to establish a foundation for future planning discussions regarding the appropriate level of investment necessary to maintain Town-owned roadways, protect existing infrastructure assets, and reduce the likelihood of higher-cost repairs caused by deferred maintenance.

### **Recommendation**

Staff recommend continuing review of the Pavement Condition Survey results during future budget development discussions to identify sustainable funding strategies for roadway preservation and maintenance. No action is requested currently.

# Town of North Topsail Beach, NC

**2026**

## Pavement Management Report

Prepared by:

**Pavement Navigators**





# Town of North Topsail Beach, NC 2026 Pavement Management Report

May 2026

**Pavement Navigators**

**N.C. License # P-3346**



5-28-2026

**Prepared by:**

**Steve Lander, P.E.**

**Project Manager**

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## Terms and Abbreviations

Terms / Abbreviation	Description
<b>Backlog</b>	Projects that are unfunded due to financial constraints
<b>BC</b>	Block Cracking – See Appendix A for distress definition
<b>BST</b>	Bituminous Surface Treatment
<b>CL</b>	Centerline
<b>FC</b>	Fatigue Cracking – See Appendix A for distress definition
<b>FDR</b>	Full-Depth Reclamation
<b>FHWA</b>	Federal Highway Administration – See <a href="https://www.fhwa.dot.gov/about/">https://www.fhwa.dot.gov/about/</a>
<b>LTPP</b>	FHWA’s Long Term Pavement Performance rating methodology approach
<b>Mill and Fill</b>	Removing a specified depth of asphalt with a milling machine and replacing with compacted asphalt
<b>PCI</b>	Pavement Condition Index
<b>PCS</b>	Pavement Condition Survey
<b>PP</b>	Defective Patching and Potholes – See Appendix A for distress definition
<b>RC</b>	Reflective Cracking – See Appendix A for distress definition
<b>RR</b>	Rutting and Roughness – See Appendix A for distress definition
<b>SD</b>	Surface Defects – See Appendix A for distress definition
<b>TC</b>	Transverse Cracking – See Appendix A for distress definition
<b>WF</b>	Worst-First – Selecting projects on a worst first basis; commonly used by municipalities and is the most expensive approach

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## 1. Introduction

Founded on sound pavement management experience, Pavement Navigators (PN) provides pavement management advice to municipal and private clients through pavement condition surveys, pavement analysis, lifecycle modeling, contract document preparation, construction inspection, and telling the pavement management story to elected officials and boards. PN has an unmatched knowledge in managing pavement management networks and putting together the pieces for a successful program.



PN's owner is known in the industry as an expert in pavement management and has a wealth of knowledge both personally and has connections throughout the pavement industry. What makes PN unique is that we talk frankly with our clients about what works and what does not work. Many municipalities have operated on a worst-first basis for years. With the rise in asphalt prices, this is not a sustainable practice. By providing education at all levels, PN can assist its clients moving towards and implementing sustainable pavement preservation strategies that provide the highest return on investment for all stakeholders.

PN was retained by the North Topsail Beach (Town) to perform a pavement management study for approximately 7.8 centerline miles of Town-maintained asphalt streets. In April 2026, PN conducted a visual Pavement Condition Survey (PCS) of these streets using the Federal Highway Administration's (FHWA) Long-Term Pavement Performance (LTPP) distress identification guidelines.

The data collected from this visual PCS was then used to:

- Calculate a Pavement Condition Index (PCI) for each street segment.
- Calculate a weighted average PCI by lane mile for the entire roadway network. The PCI indicates the overall roadway network condition.
- Make recommendations of repair activities with costs for each street segment. Costs for the recommended repair activities were calculated using current local unit repair costs provided by the Town and PN (see Table 6). A more detailed description is provided later in this report. Recommended repair activities for the entire street system are presented in Appendix C – Town Street Listings.

Based on our company experience and the findings from this analysis, PN will provide guidance to the Town in maintaining its roadway network at the highest level of service for the least cost. The remainder of this report is dedicated to accomplishing this task.

## 2. Findings

Here are the findings from the PCS and analysis for 2026:

Current Year (2026) PCS Results (LTTP):

- PCI Condition Rating: 70
- Estimated Repair Backlog (Cost): \$1,138,480

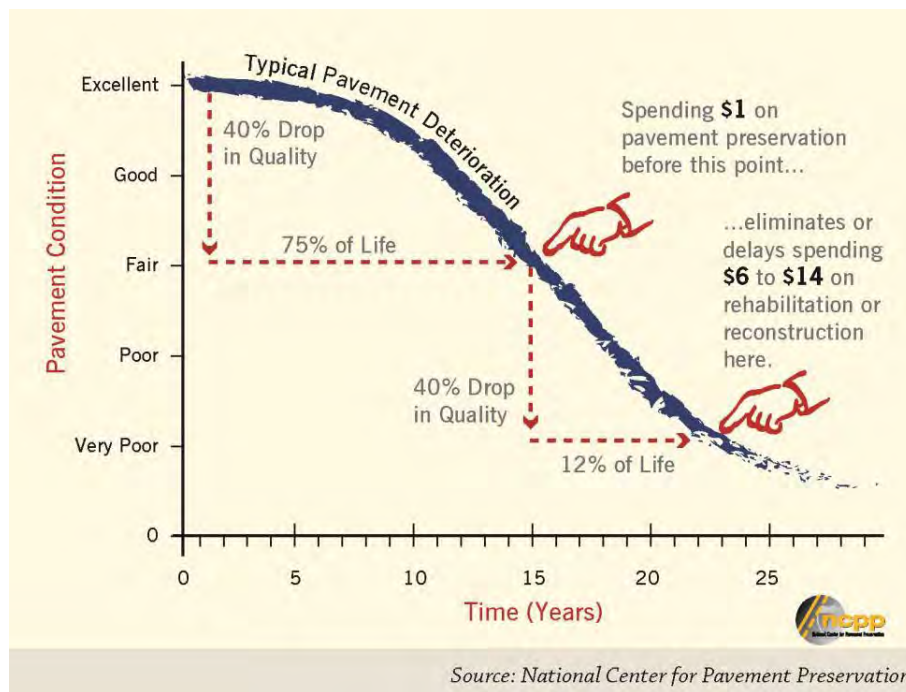
PCI Condition State	
VERY GOOD	91 - 100
GOOD	81 - 91
FAIR	65 - 81
POOR	26 - 65
VERY POOR	0 - 26

The Town's 2026 Pavement Condition Survey (PCS) indicates that its street network currently falls in the lower end of the "Fair" condition range, as reflected by the PCI Condition State chart above which is common to most North Carolina municipalities and Towns. Without proactive intervention, the Town's roadway network is at risk of declining further into "Poor" condition in the near term. This intervention often involves increasing funding and broadening the maintenance toolbox. These two topics will be discussed later in the report.

The survey identified a total estimated repair need of approximately **\$1,138,480**, representing the current backlog of unfunded pavement projects. It is important to note that this figure reflects pavement repair costs only — additional costs of up to **20%** may be incurred for drainage improvements, project administration, and related items.

Municipal streets deteriorate continuously, making a dedicated and consistent funding source essential for maintaining the Town's roadway network. As shown in Figure 1 – Typical Pavement Deterioration Curve, **investing \$1 in pavement preservation** before a road reaches the Fair condition range **can avoid or defer \$6 to \$14** in future rehabilitation or reconstruction costs. Deferring recommended maintenance accelerates pavement degradation and substantially increases long-term costs for the Town.

Figure 1 – Typical Pavement Deterioration Curve



## A. Municipal PCI Comparison

The following table demonstrates how the Town’s roadway network stacks up against municipal roadway networks in the surrounding area.

*Table 1 – Municipal PCI Comparison*

Municipalities	Centerline Miles	PCI
Apex	260	85
Belmont	60	73
Cary	530	79
Clayton	92	69
Clinton	49	73
Conover	54	74
Greensboro	1,047	60
Havelock	47	68
Holly Ridge	17	70
Havelock	47	68
High Point	450	66
Kernersville	98	69
Lexington	126	65
North Topsail Beach	8	70

## B. Pavement Condition Survey Procedures

PN was retained by the Town to perform a Pavement Condition Survey (PCS) of the Town-maintained street system. PN identified approximately 7.8 miles of Town-maintained asphalt roadway for evaluation. A visual PCS of these streets was conducted in April 2026 using the Long-Term Pavement Performance (LTPP) distress definitions recommended by FHWA. Each street segment was driven and rated documenting seven common pavement surface distresses across 100% of the pavement area. Severity and extent data were collected for the following distress types:

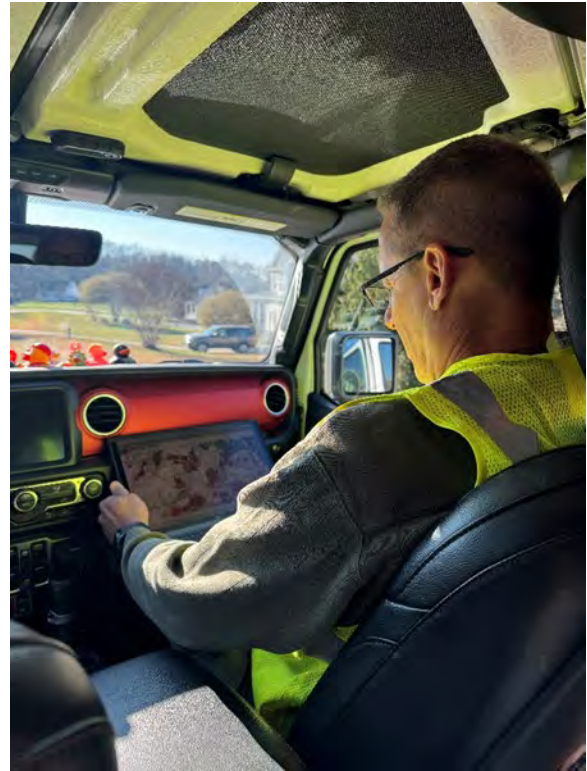
1. Fatigue Cracking – aka Alligator Cracking (FC)

2. Transverse Cracking (TC)
3. Block Cracking (BC)
4. Defective Patching and Potholes (PP)
5. Surface Defects – Includes Oxidation and Raveling (SD)
6. Rutting and Roughness (RR)
7. Reflective Cracking (RC)

Photographs and distress definitions are provided in Appendix A for each of the distress severity and extents.

Since obtaining accurate PCS data is a crucial first step and the backbone of managing an effective pavement management network, PN is painstaking in providing the highest quality data. As part of the PCS services, PN provided the following:

1. With two experienced raters observing the road distresses, both raters initially look at the road to give it an overall score mentally.
2. Initial questions include “Does the road need rehabilitation?” or “Does the road require preservation or small amounts of patching?” or “Does the road require crack sealing?”
3. While the raters are driving the street segment, they are verbally describing what they see and recording the information in the GIS application. The GIS rating tool allows our rating team to see the PCI score change dynamically as the distresses are entered.
4. At the end of the street segment, the rater operating the computer reads back what has been recorded.
5. If both raters are not in full agreement, they turn around and re-rate until they agree with the distresses collected and that the overall PCI score matches their initial assessment.
6. Does the rated PCI score match the initial overall score? If not, justification needs to take place either way.
7. Once reconciled, the information is recorded and the rating team moves on to the next street segment.



By delivering this level of quality control in the field, the rating team ensures accurate distress identification and PCI scoring, which in turn drives the selection of the most appropriate and effective maintenance treatments.

### C. Pavement Distresses

The predominant distress types that require repair are Fatigue Cracking (alligator cracking), Transverse Cracking, Block Cracking, Surface Defects (raveling and oxidation), and Patching/Potholes.

**Current Condition (2026)**

**PCI = 70 (Fair)**

**Backlog = \$1.1M**

- Approximately 83% of the rated street system was noted as having some level of FC.
  - With an extent of 0 to 25%, 73% of the rated roads have a Medium or High severity requiring full-depth asphalt patching. If this is associated with Preservation-Correct or Rehabilitation, patching should be performed prior to these maintenance activities.
  - There were 1% of the roads above 25% extent which requires Rehabilitation.
- Approximately 65% of the rated street system exhibited some level of TC.
  - Crack seal can be applied to 17% of the roads which are Medium severity TC. If this is associated with Preservation-Correct, crack seal should be performed prior to this maintenance activity.
- BC was noted on approximately 16% of the rated streets.
  - With an extent of 0 up to 25%, 5% of the rated roads had a Medium severity requiring crack sealing when the cracks widths are greater than 1/4". If this is associated with Preservation-Correct, crack seal should be performed prior to this maintenance activity.
  - With an extent of above 25%, 2% of the rated roads had a Medium severity requiring Rehabilitation.
- SD was noted on approximately 100% of the roads.
  - Rejuvenators can be applied on 1% of the roads with a PCI score of 90 to 100.
  - High SD was noted on 16% of the roads which requires Rehabilitation.
- Defective PP was noted on 51% of the overall network.
  - With an extent of 0 to 25%, 39% of the rated roads had a Medium or High severity requiring full-depth asphalt patching. If this is associated with Preservation-Correct or Rehabilitation, patching should be performed prior to these maintenance activities.
- Rutting and Roughness was noted on 8% of the overall network.
  - Most of this is in the form of Medium rutting (6%).

The breakdown of all the collected distresses with severity and extent can be seen in Table 2 - Distress Summary below, the GIS geodatabase, the final database, and the digital street listings provided in Appendix C.

Table 2 – Distress Summary

Fatigue Cracking (FC)								
	Extent (Miles)							
Severity	0 to 5%	5 to 10%	10 to 25%	25 to 50 %	50 to 75%	75 to 100%	Total Miles	% Miles
None							1.31	16.8%
Low	0.70	0.00	0.02	0.00	0.00	0.00	0.71	9.1%
Medium	2.54	1.35	1.22	0.06	0.00	0.00	5.18	66.3%
High	0.28	0.17	0.16	0.00	0.00	0.00	0.61	7.8%
Transverse Cracking (TC)								
	Extent (Miles)							
	Low	Med	High	Extreme				
Severity	> 100'	100' to 50'	50' to 25'	< 25'	Total Miles	% Miles		
None					2.74	35.1%		
Low	2.48	0.70	0.11	0.36	3.65	46.7%		
Medium	0.92	0.37	0.12	0.00	1.41	18.1%		
High	0.00	0.00	0.00	0.00	0.00	0.0%		
Block Cracking (BC)								
	Extent (Miles)							
Severity	0 to 5%	5 to 10%	10 to 25%	25 to 50 %	50 to 75%	75 to 100%	Total Miles	% Miles
None							6.55	83.9%
Low	0.02	0.29	0.05	0.36	0.00	0.00	0.72	9.2%
Medium	0.21	0.06	0.13	0.13	0.00	0.00	0.53	6.9%
High	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Patching/Potholes (PP)								
	Extent (Miles)							
Severity	0 to 5%	5 to 10%	10 to 25%	25 to 50 %	50 to 75%	75 to 100%	Total Miles	% Miles
None							3.84	49.2%
Low	0.79	0.08	0.02	0.00	0.00	0.00	0.89	11.4%
Medium	0.61	0.00	0.13	0.00	0.00	0.00	0.74	9.5%
High	1.84	0.28	0.22	0.00	0.00	0.00	2.33	29.9%
Surface Defects (SD)								
	Extent (Miles)							
	Low	Med	High	Extreme				
Severity	0 to 25%	25 to 50%	50 to 75%	75 to 100%	Total Miles	% Miles		
None					0.00	0.0%		
Low	0.07	0.00	0.00	3.36	3.43	44.0%		
Medium	0.00	0.00	0.00	3.13	3.13	40.1%		
High	0.00	0.00	0.00	1.24	1.24	15.9%		
Rutting/Roughness (RR)								
	Extent (Miles)							
Severity	< 25%	25 to 50%	50 to 75%	75 to 100%	Total Miles	% Miles		
None					7.21	92.3%		
Low	0.05	0.04	0.00	0.00	0.10	1.2%		
Medium	0.51	0.00	0.00	0.00	0.51	6.5%		
High	0.00	0.00	0.00	0.00	0.00	0.0%		
Reflective Cracking (RC)								
	Extent (Miles)							
	Low	Med	High	Extreme				
Severity	> 100'	100' to 50'	50' to 25'	< 25'	Total Miles	% Miles		
None					7.81	100.0%		
Low	0.00	0.00	0.00	0.00	0.00	0.0%		
Medium	0.00	0.00	0.00	0.00	0.00	0.0%		
High	0.00	0.00	0.00	0.00	0.00	0.0%		

## D. Reporting

After processing the field PCS data, PN produced a weighted average Pavement Condition Index (PCI) by lane mile to represent the overall health of the roadway network. The PCI ranges from zero (0) to one hundred (100), with zero indicating the poorest condition and one hundred representing a new pavement surface. Because this report focuses on network-level decision-making, development of additional indices—such as structural, environmental, or functional indices—was not required. These indices necessitate detailed project-level data which are not cost effective at this stage.

The combined PCI and the documented pavement distresses were used to select the most appropriate maintenance and repair activities, as shown in Table 3 – Repair Activity Recommendations, and to develop the Town’s street listings. A description of each PCI range is provided below.

It should be noted that the PCI or selection of repair activities does not differentiate between low and high-volume streets. The same criteria are used to rate each street. However, Town staff may want to separate these streets for analysis purposes.

*Table 3 – Repair Activity Recommendations*

PCI Range	Recommended Repair Activity
83 to 100	Preservation – Prevent, Crack Sealing, or Patching
65 to 83	Preservation – Correct
26 to 65	Rehabilitation
0 to 26	Reconstruction

### PCI Range Maintenance Activity Description

➤ **PCI 83 to 100 – Good/Very Good:**

Streets in this range generally require only preventive preservation. Pavement rejuvenators are recommended for segments with PCI  $\geq$  90 when crack sealing or patching is not triggered. Where medium or high-severity transverse cracking is present, crack sealing is performed. Where medium or high-severity fatigue cracking or pothole and patching are present, patching is performed. Segments needing crack sealing or patching may still qualify for preventive preservation; these decisions should be made at the project level.

➤ **PCI 65 to 83 – Fair/Good:**

Preservation-Correct treatments—such as micro surfacing, slurry seal, or cape seal—are recommended (micro surfacing assumed for this report). Crack sealing and patching should be completed before applying the surface treatment.

➤ **PCI 26 to 65 – Poor:**

Rehabilitation is recommended, assumed here as milling 3 inches of existing asphalt and replacing it with 3 inches of hot mix asphalt (HMA). Patching should be completed prior to rehabilitation.

➤ **PCI 0 to 26 – Very Poor:**

Reconstruction is required, either through full rebuilding with new materials or by performing Full-Depth Reclamation (FDR) followed by placement of a new asphalt surface.

## E. PCS Deliverables

Information provided to the Town by the PCS includes:

- Updated basic inventory of bituminous paved streets with length, width, and number of lanes.
- Pavement distresses, by type, severity, and extent, with the PCIs for each street segment.
- Recommended repair activities and anticipated repair costs.
- PDF version of the Pavement Management Report containing the survey findings.
- PDF version of the street listings that include field inventory data, distress ratings, estimated maintenance activity, and cost data for each road segment.
- A Town street map with PCI condition ranges in PDF format.
- A PowerPoint presentation of the PCS findings.
- A digital copy of the final GIS geodatabase in ESRI compatible format containing pavement condition inventory data, PCIs, recommended repair activities, and cost information for the Town's records.

## F. Use of Survey Results

PN's PCS provides an objective assessment of the type, severity, and extent of seven pavement distresses. The inventory and analysis methods used for this project are widely applied by agencies nationwide and have proven effective in supporting street maintenance and repair programs.

Town pavements deteriorate continuously, with the rate of decline influenced by factors such as insufficient pavement thickness, unexpected heavy loads, and inadequate drainage. For this reason, it is prudent and recommended by the Federal Highway Administration (FHWA) to conduct PCS evaluations every two to three years to monitor systemwide pavement condition.

Regular surveys not only track deterioration trends but also help the Town evaluate the effectiveness of its resurfacing and repair programs. Over time, these surveys establish a historical record of maintenance activities, enabling more informed and cost-effective planning.

PCS results, however, should not be applied in isolation. Project-level engineering judgment remains essential for determining the specific repair needs of each street segment. PN's street listings and cost estimates are intended to guide network-level planning and scheduling of repair activities, while Town staff determine precise project-level treatments.

### 3. Basic Street Data

The Town has a total of 7.88 centerline miles of Town maintained roadway that were identified by Pavement Navigators. This report addresses the 7.80 centerline miles of paved asphalt roadway (Pavement Type = "P") that were rated. Table 4 – Pavement Types below lists the breakdown of surface types for all Town maintained streets.

*Table 4 – Pavement Types*

Surface Type	Miles	Percent of System
Asphalt Pavement (P)	7.80	99.0%
Unpaved (U)	0.08	1.0%
<b>Total</b>	<b>7.88</b>	<b>100.0%</b>

Table 5 – Low and High-Volume Street Breakdown below lists the breakdown of mileage, average rating, and cost for low (Class A) and high (Class B) volume streets.

*Table 5 – Low and High-Volume Street Breakdown*

Volume	% Miles	Miles	Lane Miles	Avg Rating	Cost Per Mile	Total Cost	% Cost
Low	79.1%	6.17	12.34	72	\$124,331	\$767,124	67.4%
High	20.9%	1.63	3.49	63	\$227,826	\$371,356	32.6%
<b>Total</b>	<b>100.0%</b>	<b>7.80</b>	<b>15.83</b>	<b>70</b>	<b>\$145,959</b>	<b>\$1,138,480</b>	<b>100.0%</b>

## 4. Level of Service and Network Condition

The Town should consider engaging stakeholders in a discussion about roadway level of service (LOS) as part of developing its pavement management program. Historically, many Towns have allocated a fixed—often insufficient—amount of funding to their roadway networks and managed as best they could. However, LOS expectations vary by community and depend on the needs and priorities of stakeholders, including the Town Council, Town staff, businesses, and residents. Establishing a clear vision and setting measurable goals are essential to defining a LOS that meets these diverse needs. Strategies for achieving these goals are discussed below and in the Recommendations section.

To give this conversation context please see the pictures of the Town’s streets for each of the condition states below.

PCI Condition State	
VERY GOOD	91 - 100
GOOD	81 - 91
FAIR	65 - 81
POOR	26 - 65
VERY POOR	0 - 26

Very Good



Loggerhead Ct.

Good



Fair



Poor



Very Poor



**Steps to discuss in managing the Town’s roadway network:**

1. Define the desired level of service (LOS)
  - a. Given the above pictures that represent each of the condition states and the distribution of the roadway network shown below, the Town will need to determine its condition state goal.
2. Understanding funding level and constraints
  - a. The funding required to maintain the roadway network is discussed in the Recommendations section. Elevating the current funding to something above this maintain current condition funding will be necessary to make progress. Also determining the time frame for this to take place will be a factor as well.
3. Broaden the maintenance toolbox (Discussed later in the report)
4. Model future network conditions (Optional – Was not included in this analysis)
  - a. When software is not incorporated, successive PCSs will be the gage.
5. Implement, Monitor, and Adjust
  - a. A pavement management program is not a destination; it’s a system that needs to be adjusted based on yearly experience.

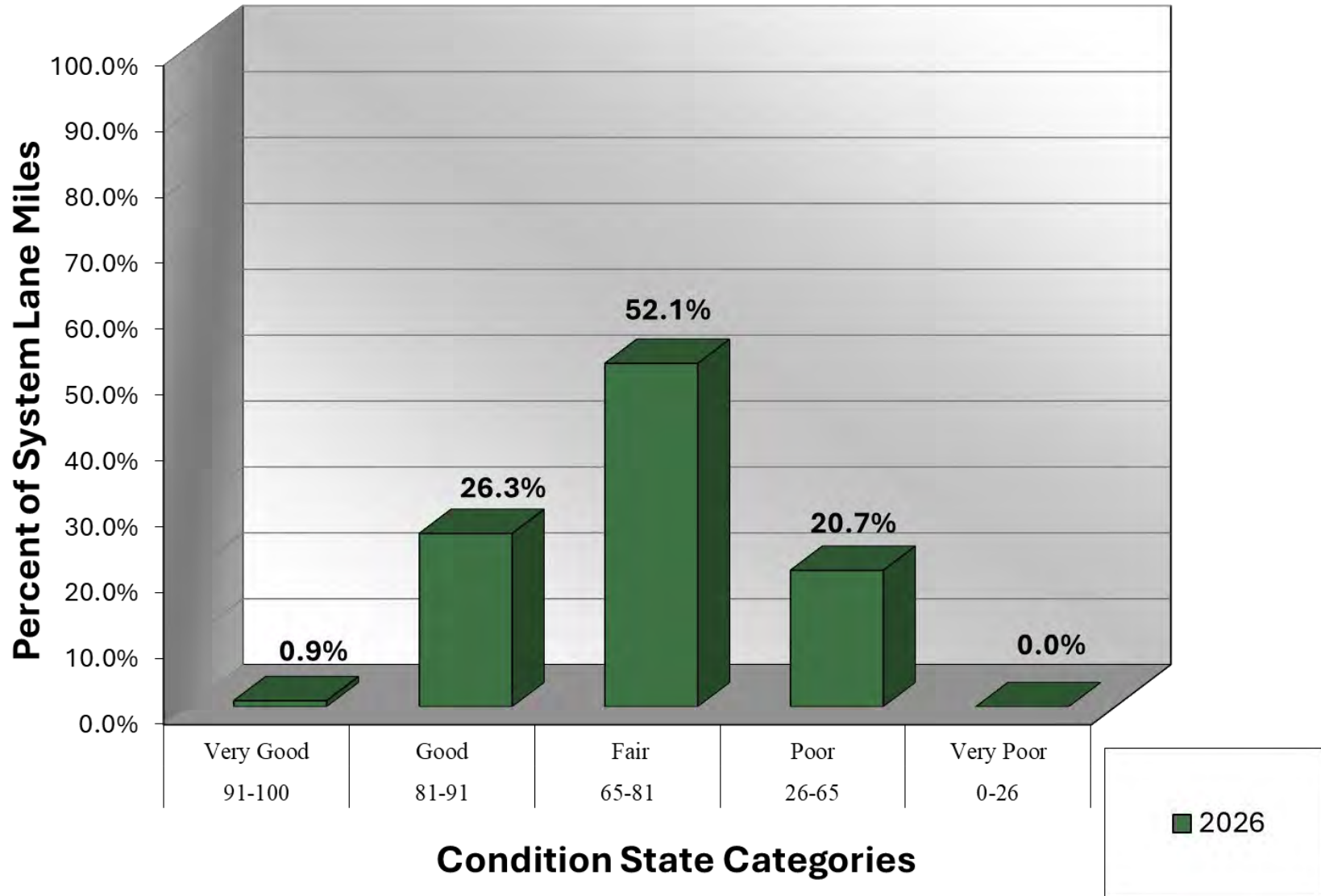
Managing a Town roadway network to a desired level of service is about aligning goals, funding, and treatment strategies. With limited budgets, the only sustainable path is a preservation-focused approach supported by accurate condition data and often lifecycle modeling. When these elements work together, Towns can maintain or even improve their roadway network despite financial constraints.

**Town Condition State Distribution**

Figure 2 bar graph below illustrates the percentage of rated streets that have PCIs in each condition category for the 2026 survey. This bar graph illustrates the following:

Condition State	Percentage
Very Good	0.9%
Good	26.3%
Fair	52.1%
Poor	20.7%
Very Poor	0.0%

Figure 2 – Breakdown of Streets into PCI Categories



## 5. Pavement Repair

### A. Unit Costs for Repair Activities

The unit costs for repair activities are shown below in Table 6. These unit costs were provided by PN. The maintenance activities which are explained in more detail in Appendix B, are industry best management practices used to broaden the maintenance toolbox from a worst first approach to a cost-effective preservation approach.

*Table 6 – Repair Activities and Unit Costs*

Repair Activity	Unit Cost	Segment Life Extension (YR) *	\$/SY/YR*
Preservation – Prevent (Rejuvenator)	\$1.30/SY	4	\$0.33
Crack Sealing	\$0.85/SY	4	\$0.21
Patching (4" Full-Depth Asphalt)	\$60.00/SY	7	\$8.57
Preservation – Correct (Micro Surface)	\$7.50/SY	5	\$1.50
Rehabilitation (2" Mill and Overlay)	\$30.00/SY	17	\$1.77
Reconstruction	\$60.00/SY	20	\$3.00

\* Numbers are averages and can vary with costs and pavement performance;  
\$/SY/YR = Unit Cost divided by Segment Life Extension (YR)

Note: All Unit Costs are industry averages and are subject to fluctuation due to quantities and contractor responsiveness.

### B. Repair Needs

A comparative summary of the estimated repair needs for 2026 is presented in Table 7. These repair activities are based on objective assessments of the conditions observed during the survey and are considered Network-Level Information. For construction planning, this information should be supplemented with more detailed field investigations (Project-Level Information).

On the following pages Figure 3 shows the distribution of total lane mileage across the repair categories, while Figure 4 illustrates how total repair costs are allocated among those categories.

Table 7 – Summary Table of Repair Activities

Primary Activity	Centerline Miles Low Vol	Cost Low Vol	Centerline Miles High Vol	Cost High Vol	Total Centerline Miles	% Miles	Total Cost	Cost/ Mile	% Cost
Pres - Prevent	0.00	\$0	0.07	\$1,476	0.07	0.9%	\$1,476	\$21,086	0.1%
Crack Seal	0.00	\$0	0.00	\$0	0.00	0.0%	\$0	-	0.0%
Patching	0.00	\$0	0.00	\$0	0.00	0.0%	\$0	-	0.0%
Pres - Correct	5.26	\$471,995	0.92	\$79,353	6.18	79.2%	\$551,348	\$89,215	48.4%
Rehab	0.89	\$295,129	0.64	\$290,527	1.53	19.6%	\$585,656	\$382,782	51.4%
Reconstruction	-	-	-	-	-	-	-	-	-
<b>Total Repair</b>	<b>6.15</b>	<b>\$767,124</b>	<b>1.63</b>	<b>\$371,356</b>	<b>7.78</b>	<b>99.7%</b>	<b>\$1,138,480</b>	<b>\$146,334</b>	<b>100.0%</b>
No Repair	0.02	\$0	0.00	\$0	0.02	0.3%	\$0	\$0	0.0%
<b>Total System</b>	<b>6.17</b>	<b>\$767,124</b>	<b>1.63</b>	<b>\$371,356</b>	<b>7.80</b>	<b>100.0%</b>	<b>\$1,138,480</b>	<b>\$145,959</b>	<b>100.0%</b>

Note: Due to rounding, columns may not add up exactly.

Figure 3 – Distribution of Repair Needs by Repair Category – % of Total Lane Miles

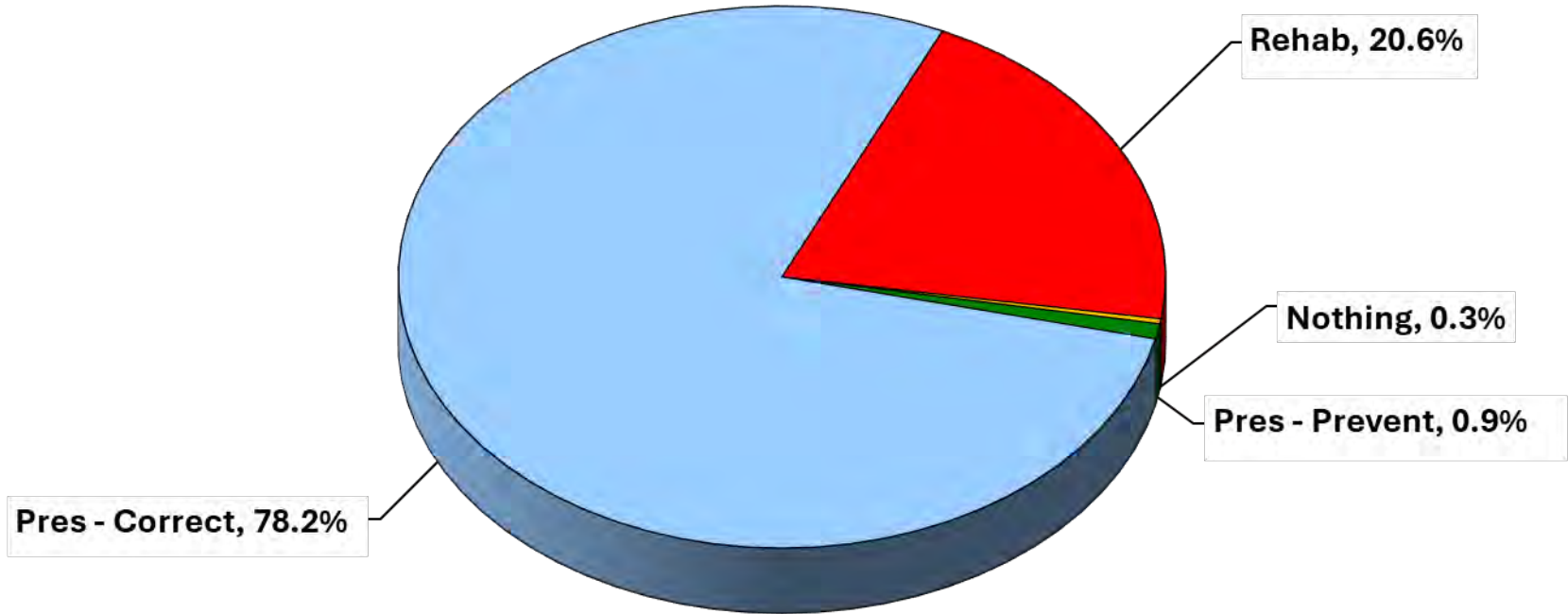
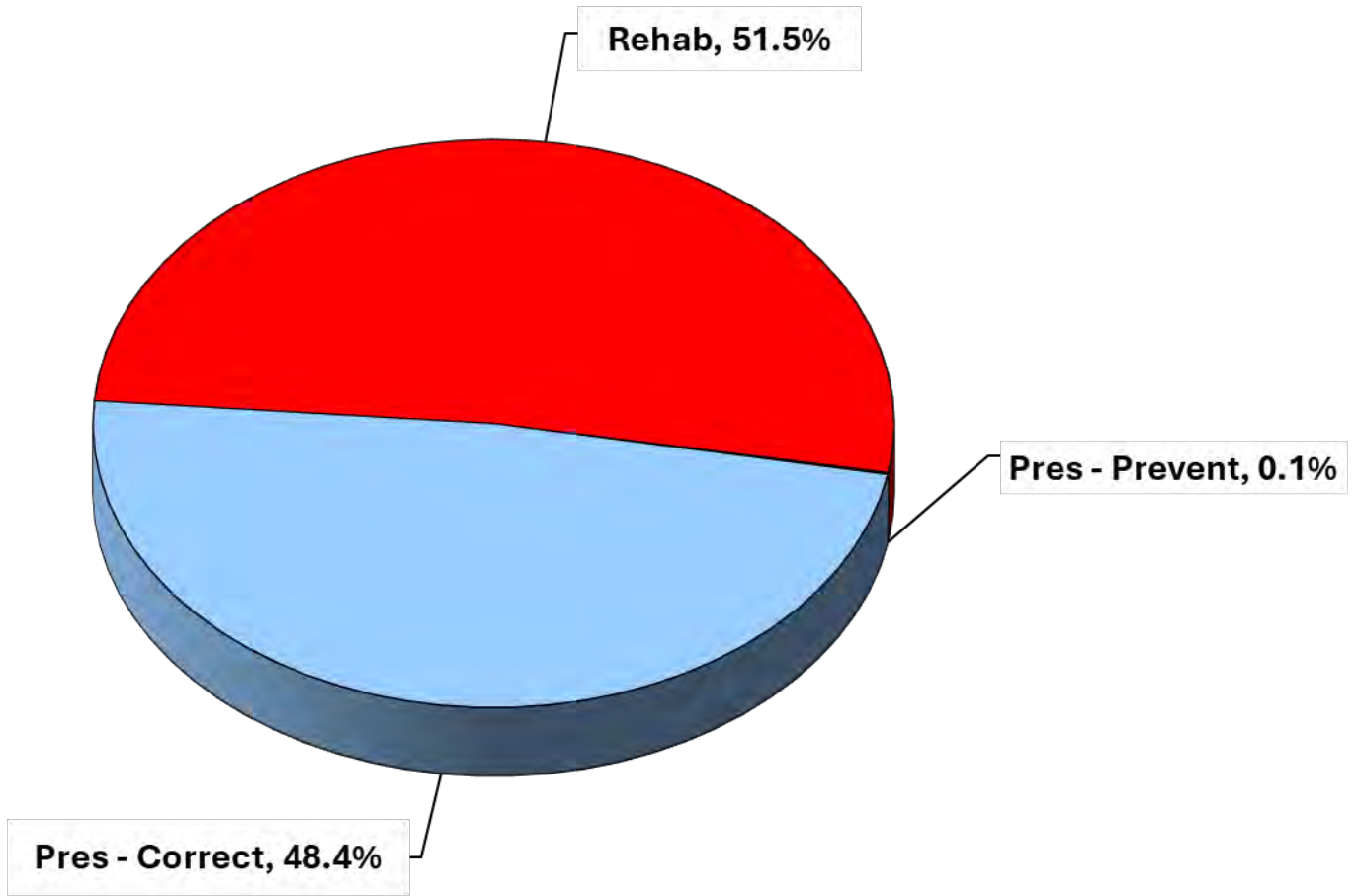


Figure 4 – Distribution of Maintenance Costs by Primary Repair Type



## 6. Recommendation

Pavement Navigators makes the following recommendations:

**Funding** – The Town should consider increasing pavement funding to protect one of its most valuable assets. As roads deteriorate, maintenance costs rise sharply. Towns typically need \$15,000–\$20,000 per centerline mile per year to maintain their roadway network at their current condition, which for the Town equals \$117,000 - \$156,000 annually.

**Regular Pavement Condition Surveys (PCS)** – Conduct a PCS every 2–3 years, per FHWA guidance. Updated surveys are essential for selecting effective preservation treatments; data older than three years becomes unreliable. Also, it’s good practice to determine the current trends of the roadway network based on the roadway maintenance funding. Having up to date data allows a Town to adjust the funding and types of treatments if the PCI is dropping faster than anticipated. Compared to the overall asset value, a PCS is relatively inexpensive.

**Rehabilitation Practices** – Milling out the entire crack pattern during a mill-and-overlay provides a far more durable and cost-effective repair by removing the underlying deteriorated asphalt that would otherwise cause rapid reflective cracking in the new surface. By eliminating the full depth of interconnected cracks—not just the surface distresses—the Town creates a stable, uniform base for the new overlay, significantly extending the pavement’s service life, improving ride quality, and reducing future maintenance needs. Although full-depth milling requires a higher upfront investment, it prevents premature failures, maximizes the value of the overlay, and results in lower lifecycle costs compared to simply milling the surface and paving over existing crack patterns.

**Expand the Preservation Toolbox** – Relying solely on rehabilitation (worst first) is costly and unsustainable. Incorporating pavement preservation keeps good roads in good condition at much lower cost and helps maintain an acceptable network condition without greatly increasing funding. Recommended treatments include:

- **Crack Sealing** – Apply rubberized asphalt to TC and BC cracks > ¼ inch to prevent water infiltration and ultimately base failure. This is a low-cost treatment (\$0.21/SY/YR) that extends pavement life. While this is not an immediate need, it can be incorporated in later years.
- **Preservation–Prevent (Rejuvenators)** – Apply maltene based rejuvenators to streets 1–4 years old to restore asphalt durability. At \$0.33/SY/YR, rejuvenators slow aging for 3–4 years but do not change PCI. Currently, 1% of the roadway network warrants the use of preservation-prevent. This maintenance activity should be considered for these roads and roads that are paved in the future. Preservation-Prevent can be applied for a second application after 5 years. We can coordinate with the contractor and introduce them to the Town to plan future projects.
- **Preservation–Correct (Micro Surfacing, Slurry Seal, Cape Seal)** – For pavements with moderate distress, thin lift treatments provide protection without full rehabilitation. Cost is \$7.50/SY with a life of 5 years (\$1.50/SY/YR), offering better value than rehabilitation (\$30.00/SY for 17 years, \$1.77/SY/YR). Applying a different thin-lift product (possibly micro surfacing or chip seal) to these roads may extend the pavement life longer. There is a huge opportunity for the Town to keep these roads that are in Fair condition from falling into the Poor condition state. We can coordinate with the contractor and introduce them to the Town to plan future projects.

**Pilot Programs** – Conducting a pilot program for a new pavement repair treatment allows the Town to introduce the method on a small scale, demonstrate its benefits, and build public and staff familiarity before wider adoption. By selecting a few appropriate streets, clearly communicating with residents, and monitoring performance over time, the Town can evaluate cost, effectiveness, and community response. This approach helps show how the treatment extends pavement life at lower cost than traditional rehabilitation and builds confidence for incorporating the new activity into the Town’s long-term pavement management strategy.

**Moving from Worst First to a Broadened Maintenance Toolbox** - Moving from a worst-first approach to a broadened maintenance toolbox allows the Town to shift from reactive, high-cost repairs to a more strategic, cost-effective pavement management program. Instead of dedicating most resources to the most deteriorated roads—where repairs are expensive and offer limited long-term benefit — a diversified toolbox introduces preservation treatments that protect pavements earlier in their life cycle, extend service life, and slow network-wide decline. This balanced strategy maximizes the impact of each dollar spent, keeps more roads in good condition for longer, and prevents the network from falling into a costly cycle of deferred maintenance and full-scale rehabilitation.

## 7. Conclusion

### A. Roadway Assets

The Town’s roadway network is one of its most valuable assets, consisting of roughly 94,554 square yards of asphalt pavement valued at approximately \$5.7 million. Protecting this investment requires consistent preventive maintenance and sustained funding; as the Washington State DOT notes, delaying preservation only increases future costs — “pay me now or pay me more later.”

This report represents the Town’s first LTPP PCS and establishes a baseline for future performance. Without increased funding and a broader maintenance toolbox, the Town’s average PCI is projected to fall into the “Poor” range, creating greater long-term budget pressures. Implementing these recommendations will enable the Town to manage its roadway network at the highest level of service for the lowest cost. Pavement Navigators stands ready to provide the guidance needed for a successful outcome.

While lifecycle modeling software was not utilized for the analysis and report, the Town might consider this option in the future for developing optimized yearly work plans and forecasting budgets to maintain the roadway network at the highest level of service.

## Appendix A – Distress Definitions

### DISTRESS DEFINITIONS

The distresses identified and classified for each road segment were collected in accordance with FHWA-RD-03-031, Distress Identification Manual for the Long-Term Pavement Performance Project (June 2003). The following distresses were collected:

1. **Fatigue Cracking (FC – Alligator Cracking)**
2. **Transverse Cracking (TC)**
3. **Block Cracking (BC)**
4. **Patching/Potholes (PP)**
5. **Surface Defects (SD – Oxidizing/Raveling)**
6. **Roughness/Rutting (RR)**
7. **Reflective Cracking (RC)**

Each distress and its rating are explained in detail below:

#### 1. *Fatigue Cracking (FC – Alligator Cracking)*

##### Description:

Occurs in areas subjected to repeated traffic loadings (wheel paths).

Can be a series of interconnected cracks in early stages of development. Develops into many-sided, sharp-angled pieces, usually less than 1 ft. on the longest side, characteristically with a chicken wire/alligator pattern, in later stages.

Must have a quantifiable area.

##### Severity

###### LOW

An area of cracks with no or only a few connecting cracks; cracks are not spalled or sealed; pumping is not evident.

Note: If there is one straight crack in the wheel path this is not considered alligator. The key is a set of small cracks.

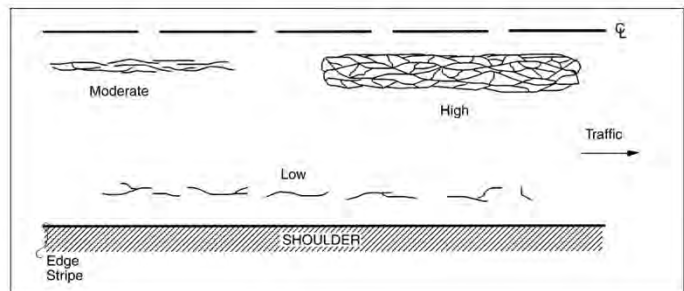


FIGURE 3  
Distress Type ACP 1—Fatigue Cracking.



*Low Severity Fatigue Cracking*

**MEDIUM**

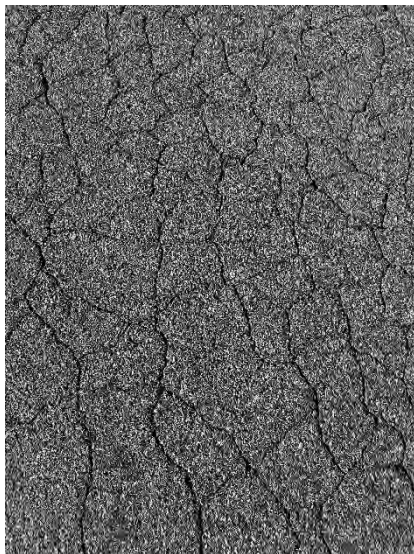
An area of interconnected cracks forming a complete pattern; cracks may be slightly spalled; cracks may be sealed; pumping is not evident.

**HIGH**

An area of medium or severely spalled interconnected cracks forming a complete pattern; pieces may move when subjected to traffic; cracks may be sealed; pumping may be evident.

**Extent**

The extent is determined by the percentage of area for which the distress expands. The percent ranges within each cell determine the repair strategy for defining the decision matrix analysis result. The percent ranges are: 0-5%, 5-10%, 10-25%, 25-50%, 50-75%, and 75-100%.



*Medium Severity Fatigue Cracking*



*High Severity Fatigue Cracking*

**2. Transverse Cracking (TC)**

**Description:**

Transverse cracks run perpendicular to the roadway centerline. Transverse cracks are generally spaced at regular intervals and caused by expansion and contraction of the road surface material. Transverse cracks can also be reflective, appearing above joints and cracks in underlying pavements.

**Severity**

**LOW**

A crack with a mean width  $\leq 1/4$  in.; or a sealed crack with sealant material in good condition and with a width that cannot be determined.



*Low Severity Transverse Cracking*

**MEDIUM**

Any crack with a mean width > 1/4 in. and ≤ 3/4 in.; or any crack with a mean width ≤ 3/4 in) and adjacent low severity random cracking.

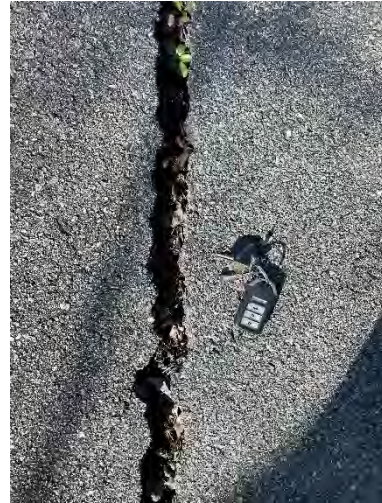
**HIGH**

Any crack with a mean width > 3/4 in.; or any crack with a mean width ≤ 3/4 in. and adjacent medium to high severity random cracking.

Note: A quarter of an inch is roughly the width of a no. 2 pencil.



*Medium Severity Transverse Cracking*



*High Severity Transverse Cracking*

**3. Block Cracking (BC)**

**Description:**

Block cracks are a pattern of cracks that divides the pavement into approximately rectangular pieces. Rectangular blocks range in size from approximately 1 ft<sup>2</sup> to 100 ft<sup>2</sup>.

**Severity**

**LOW**

A crack with a mean width ≤ 1/4 in.; or a sealed crack with sealant material in good condition and with a width that cannot be determined.

**MEDIUM**

Any crack with a mean width > 1/4 in. and ≤ 3/4 in.; or any crack with a mean width ≤ 3/4 in) and adjacent low severity random cracking.

**HIGH**

Any crack with a mean width > 3/4 in.; or any crack with a mean width ≤ 3/4 in. and adjacent medium to high severity random cracking.

Note: A quarter of an inch is roughly the width of a no. 2 pencil.



*Low Severity Block Cracking*

**Extent**

The extent is dependent on the predominant type of environmental cracking present on the road section.

Transverse Cracking extent is evaluated based on crack spacing over the road section with > 100' is considered Low, 50'-100' is considered Medium, 25'-50' is considered High, and < 25' is considered Extreme.

Block Cracking extent is evaluated based on percent area affected. The percent ranges within each cell determine the repair strategy for defining the decision matrix analysis result. The percent ranges are: 0-5%, 5-10%, 10-25%, 25-50%, 50-75%, and 75-100%. If the rectangular blocks are between 1 ft<sup>2</sup> and 10 ft<sup>2</sup> then the light severity cracking will be considered medium and the medium severity cracking will be considered high.



*Medium Severity Block Cracking*



*High Severity Block Cracking*

**4. Patching/Potholes (PP)**

**Description:**

Patching refers to areas where the original pavement has been removed and subsequently replaced and the replaced pavement is showing deterioration.

Potholes are areas where portions of the road pavement have broken, and loss of pavement has resulted in a bowl-shaped depression. The diameter of this depression has to be greater than 6 inches to be called a pothole.

**Severity**

**LOW**

Patches are present and have at most, low severity distress of any kind. Potholes are not present.



*Medium Severity Pothole*

**MEDIUM**

Patches are present and have at most, medium severity distress of any kind. Potholes < 1” depth present.

**HIGH**

Patches are present and have at most, high severity distress of any kind. Potholes > 1” depth present.

**Extent**

The extent is determined by the percentage of area for which the patches are present on the road section. The percent ranges within each cell determine the repair strategy for defining the decision matrix analysis result. The percent ranges are: 0-5%, 5-10%, 10-25%, 25-50%, 50-75%, and 75-100%.

**NOTES**

1. Only patches that show deterioration are evaluated. Good patches are ignored. Frost heaves, including culverts that are protruding and rocks that are coming up through the surface, are included. Surface area, rather than depth of deterioration, is used to assess extent.



*High Severity Pothole*



*Patch None*



*Low Severity Patch*



*Medium Severity Patch*



*High Severity Patch*

### 5. Surface Defects (SD – Oxidation/Raveling)

#### Description

Wearing away of the pavement surface in high-quality hot mix asphalt concrete. Caused by the dislodging of aggregate particles and loss of asphalt binder.

#### Severity

##### LOW

Binder has begun to wear away but has not progressed significantly with some minor “greying” of the road surface. Some loss of fine aggregate.

##### MEDIUM

Binder has mostly worn away and surface is somewhat rough and pitted. Significant loss of fine aggregate and some coarse aggregate. Significant “greying” of the road surface.

##### HIGH

Binder has completely worn away and surface is very rough and pitted. Significant loss of coarse aggregate. Extreme “greying” of the road surface.

#### Extent

The extent is evaluated based on percent area affected with 0-25% considered Low, 25-50% considered Medium, 50-75% considered High, and 75-100% considered Extreme.



*Surface Defects None*



*Low Severity Surface Defects*



*Medium Severity Raveling*



*High Severity Raveling*

## 6. Rutting/Roughness (RR)

### Description:

Rutting is a longitudinal surface depression in the wheel path. It may have associated transverse displacement.

Roughness refers to uneven pavement, bumps, dips, rises, and in some cases pavement failure. This is not caused by other distresses and will cause the asphalt surface to have a rough ride.

### Severity

#### LOW

Existing asphalt pavement can be repaired with a thin rehab (1 ½” – 2”).

#### MEDIUM

Existing asphalt pavement can be repaired with a thick rehab (3 ½” – 4”).

#### HIGH

Existing asphalt pavement can be repaired with reconstruction.



*Rutting*

**Extent**

The extent is evaluated based on percent area affected with 0-25% considered Low, 25-50% considered Medium, 50-75% considered High, and 75-100% considered Extreme.



*Medium Severity Roughness*



*High Severity Roughness*

**7. Reflective Cracking (RC)**

**Description:**

Cracks in asphalt concrete overlay surfaces that occur over joints in concrete pavements.

Note: The slab dimensions beneath the AC surface must be known to identify reflection cracks at joints.



**Severity**

**LOW**

A crack with a mean width  $\leq 1/4$  in.; or a sealed crack with sealant material in good condition and with a width that cannot be determined.

**MEDIUM**

Any crack with a mean width  $> 1/4$  in. and  $\leq 3/4$  in.; or any crack with a mean width  $\leq 3/4$  in) and adjacent low severity random cracking.

**HIGH**

Any crack with a mean width  $> 3/4$  in.; or any crack with a mean width  $\leq 3/4$  in. and adjacent medium to high severity random cracking.

Note: A quarter of an inch is roughly the width of a no. 2 pencil.

**Extent**

Reflective Cracking extent is evaluated based on crack spacing over the road section with greater 100' considered Low, 50'-100' considered Medium, 25'-50' considered High, and  $< 25'$  considered Extreme.

## Appendix B – Repair Activities

### 1. Preservation – Prevent (Rejuvenators)

Maltene-based rejuvenators are asphalt-preservation treatments formulated to restore the maltene fraction—the soluble, oily components of asphalt binder that provide flexibility, fluidity, and adhesion and are lost over time due to oxidation, UV exposure, and heat. Applied as diluted maltene emulsions sprayed onto existing pavement, these rejuvenators penetrate the surface and replenish depleted maltenes, allowing them to flux and co-mingle with the existing



binder to rebalance the maltene-to-asphaltene ratio. By restoring binder rheology, reducing stiffness and brittleness, sealing micro-cracks, and slowing further oxidation while protecting against moisture and UV intrusion, maltene-based rejuvenators extend pavement life, maintain ductility and flexibility, and delay the need for major rehabilitation. Rejuvenators are typically applied 1 to 4 years after asphalt paving and then 5 years later for a second application.

### 2. Crack Seal



Crack sealing is a preventative asphalt-pavement maintenance treatment in which specialized sealants are applied to individual cracks to prevent water, debris, and incompressible materials from infiltrating the pavement structure, making it one of the most cost-effective methods for extending roadway life. When applied early to working cracks—such as transverse and longitudinal cracks caused by thermal movement—crack sealing slows deterioration by

reducing moisture damage, base erosion, pothole formation, and additional cracking. The process typically involves assessing crack types, thoroughly cleaning and preparing the cracks, applying heated

rubberized or polymer-modified sealants with sufficient elasticity to accommodate pavement movement, and allowing proper curing under suitable weather conditions. When performed correctly, crack sealing can provide several years of performance, significantly reduce the likelihood of pothole development, and delay the need for more expensive rehabilitation or reconstruction.

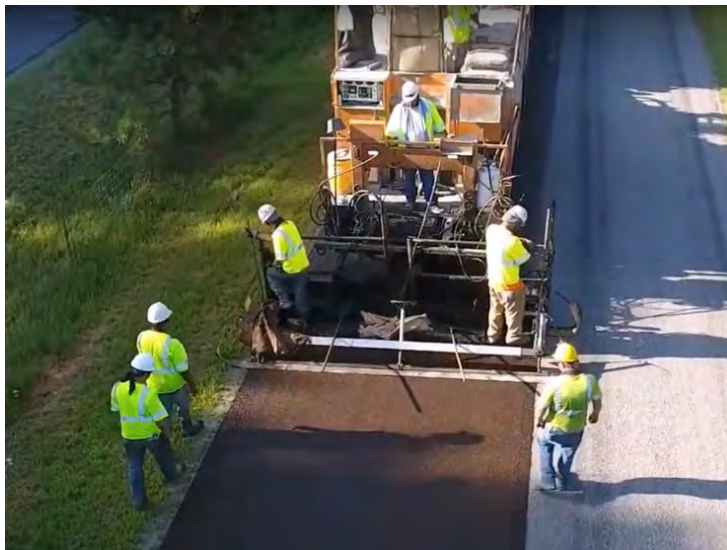
### 3. Full-Depth Patching (or milling as seen below)

Full-depth asphalt patching is a permanent pavement repair method used to correct severe structural failures such as alligator cracking, potholes, rutting, and base or subgrade failures by removing all distressed material to full depth and rebuilding the pavement from the bottom up. The process involves either saw-cutting beyond the visible damage and



excavating failed asphalt and unstable base or milling as seen in the picture above, placing asphalt tack on the vertical edges to ensure new asphalt bonds with existing asphalt, and placing and compacting new hot-mix asphalt in properly compacted lifts. Unlike surface repairs, properly constructed full-depth patching restores load-carrying capacity, eliminates recurring patch cycles, improves ride quality, and extends pavement life, with properly constructed patches typically lasting 10–20 years or more when correct limits, materials, and compaction practices are used.

### 4. Preservation – Correct (Thin-Lift Treatments)



Thin-lift treatments are non-structural pavement preservation methods that place a very thin asphalt or asphalt-based layer—typically less than 1 inch thick—on pavements that are still in fair to good condition to improve surface performance and extend service life. Positioned between preservation-prevent and rehabilitation, these cost-effective treatments restore surface texture and skid resistance, seal minor cracks, reduce water infiltration, improve ride quality, and

protect the underlying asphalt from oxidation and UV exposure, often extending pavement life by 3–7 or more years. Common thin-lift treatments include micro-surfacing, slurry seals, cape seals, thin hot-mix asphalt, and surface seals, and they are most appropriate when the pavement is structurally sound with minor cracking, shallow rutting, and no base failure, making them unsuitable for pavements with alligator cracking, potholes, or structural distress.

## 5. Rehabilitation (Mill and Overlay)

Rehabilitation or mill and overlay is a common pavement rehabilitation method that removes a portion of the existing asphalt surface through milling and replaces it with a new hot-mix asphalt overlay, making it more substantial than thin-lift treatments but far more economical than full reconstruction. It is appropriate for pavements with moderate and high environmental cracking, low to medium fatigue cracking, raveling, oxidation, shallow rutting, and reduced ride quality—while the base and subgrade remain sound, typically when PCI values fall in the 26–65 range.



The process involves milling 2 to 4 inches or more to remove distressed material and restore proper profile and drainage, cleaning and applying tack coat for bonding, placing and compacting a new asphalt layer to restore smoothness, skid resistance, and surface strength. Oftentimes, additional patching is necessary to correct any base failures. When used under the right conditions, mill and overlay improves ride quality, seals the pavement against moisture, provides moderate structural benefit, extends pavement life by 10–15 years or more, and minimizes cost and traffic disruption compared to full reconstruction.

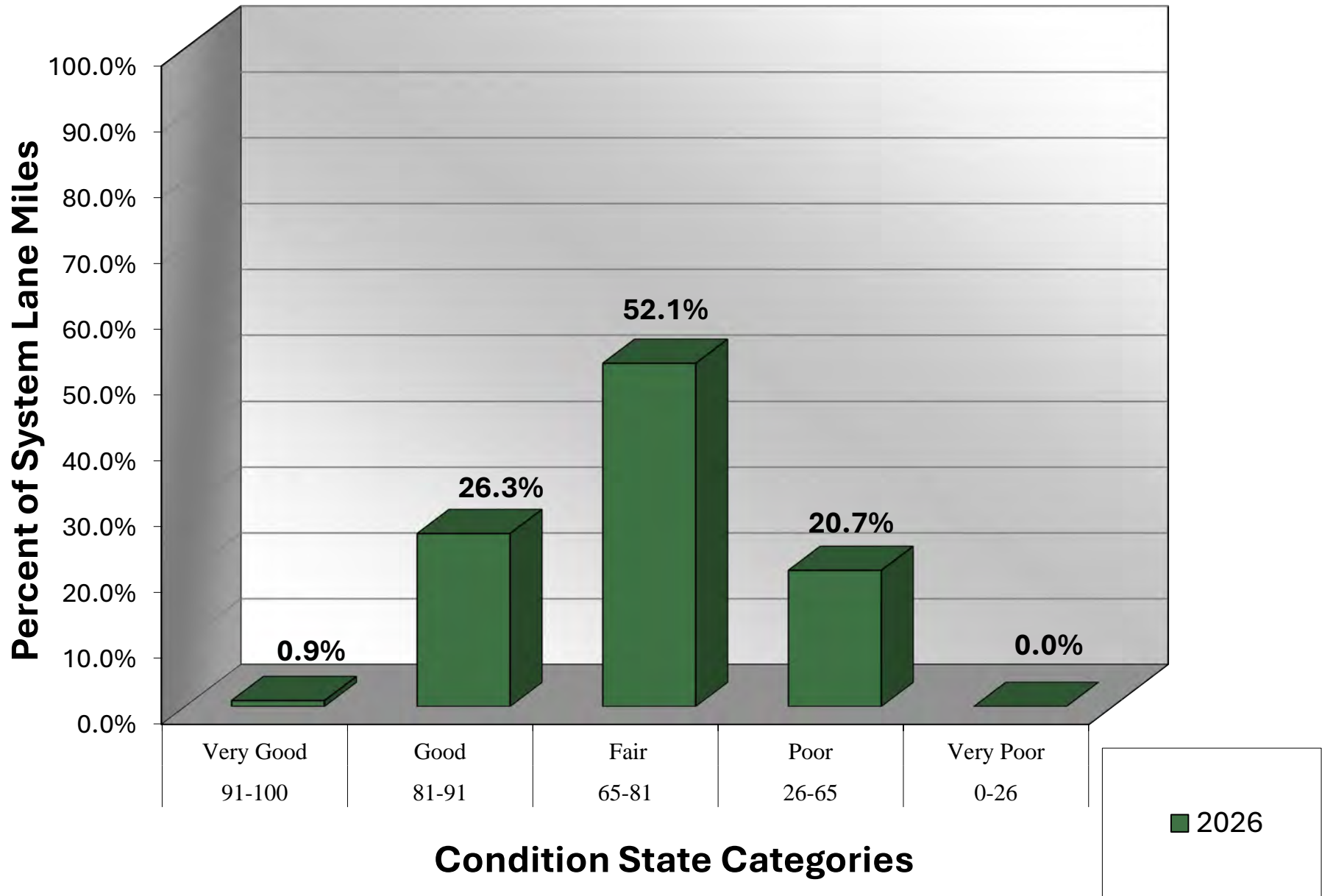
## 6. Reconstruction (Full-Depth Reclamation)



Full-Depth Reclamation (FDR) is a deep pavement rehabilitation method that rebuilds a roadway by recycling the existing asphalt, base, and sometimes a portion of the subgrade into a new, stabilized base layer, making it a cost-effective and sustainable alternative to full reconstruction. It is best suited for roads with widespread structural failure—such as extensive alligator cracking, severe rutting from base or subgrade issues, recurring potholes, weak bases, and low PCI

values—where overlays or mill-and-overlay treatments would fail prematurely. The process involves pulverizing the existing pavement section to depths of roughly 6–12 inches or more, optionally stabilizing the material with additives like cement, foamed asphalt, or emulsion, then grading, compacting, and placing a new surface layer, typically hot-mix asphalt. By addressing the root causes of distress rather than covering them, FDR restores structural capacity, reduces material hauling and environmental impact, lowers costs by 30–60% compared to reconstruction, and often delivers 15–25 years or more of pavement performance when site conditions are suitable.

**Figure 2 - Condition State Categories for 2026**





# North Topsail Beach, NC 2026 PCS Deliverables Meeting

*May 28, 2026*



Section VII, Item D.

# Pavement Navigators

- Est – October 2025
- Services Provided
  - Pavement Condition Surveys (PCS)
  - Lifecycle Modeling
  - Construction Documents
  - Construction Inspection
  - Guidance

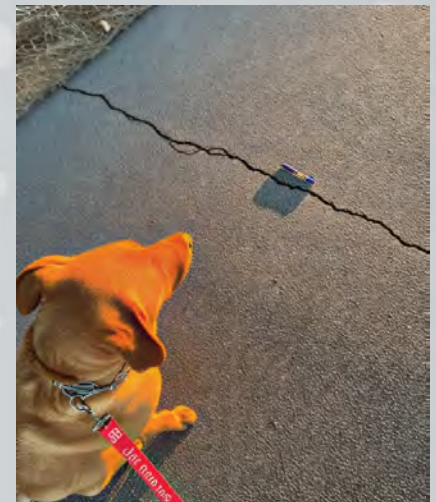


# Background

- Steve Lander, PE
  - 33 years total experience
    - 10 years of road & drainage design
    - 23 years of experience
      - 3 years with a local paving company
      - 20 years – PCSs and LCM

## Gordie Lander

- Senior Pawvment Engineer
- 5 years of rating experience



# PAVEMENT MANAGEMENT BLUEPRINT



**PAVEMENT  
NAVIGATORS**  
CONSULTING ENGINEERS

# Project Deliverables

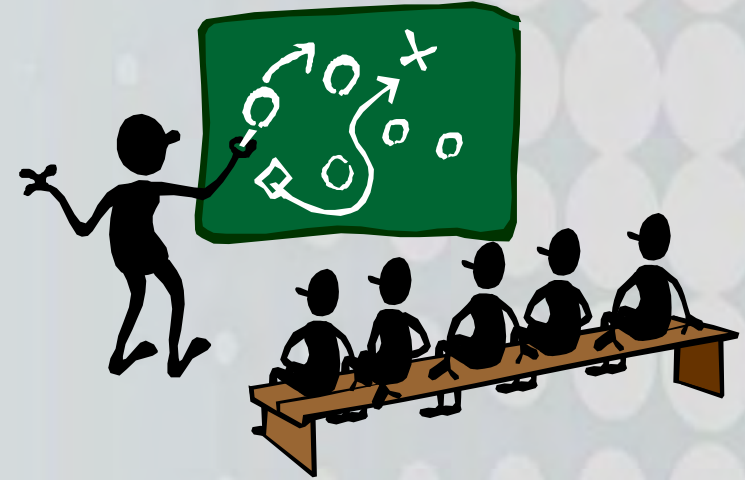
- Appendix C – Street Listings
- Database
- GIS
- PCI Map
- Presentation
- Report & Figures

# PAVEMENT MANAGEMENT BLUEPRINT



# Planning

- Vision/Goals
- Level of Services (LOS)
- Funding
- Broadening the Maintenance Toolbox
- Outcomes



# Level of Service

PCI Condition State	
VERYGOOD	91 - 100
GOOD	81 - 91
FAIR	65 - 81
POOR	26 - 65
VERYPOOR	0 - 26



Loggerhead Ct.

**VERY GOOD**

# Level of Service

PCI Condition State	
<b>VERYGOOD</b>	91 - 100
<b>GOOD</b>	81 - 91
<b>FAIR</b>	65 - 81
<b>POOR</b>	26 - 65
<b>VERYPOOR</b>	0 - 26



**GOOD**

# Level of Service

PCI Condition State	
VERYGOOD	91 - 100
GOOD	81 - 91
FAIR	65 - 81
POOR	26 - 65
VERYPOOR	0 - 26



**FAIR**

# Level of Service

PCI Condition State	
VERYGOOD	91 - 100
GOOD	81 - 91
FAIR	65 - 81
POOR	26 - 65
VERYPOOR	0 - 26



**POOR**

# Level of Service

PCI Condition State	
<b>VERYGOOD</b>	91 - 100
<b>GOOD</b>	81 - 91
<b>FAIR</b>	65 - 81
<b>POOR</b>	26 - 65
<b>VERYPOOR</b>	0 - 26



**VERY POOR**

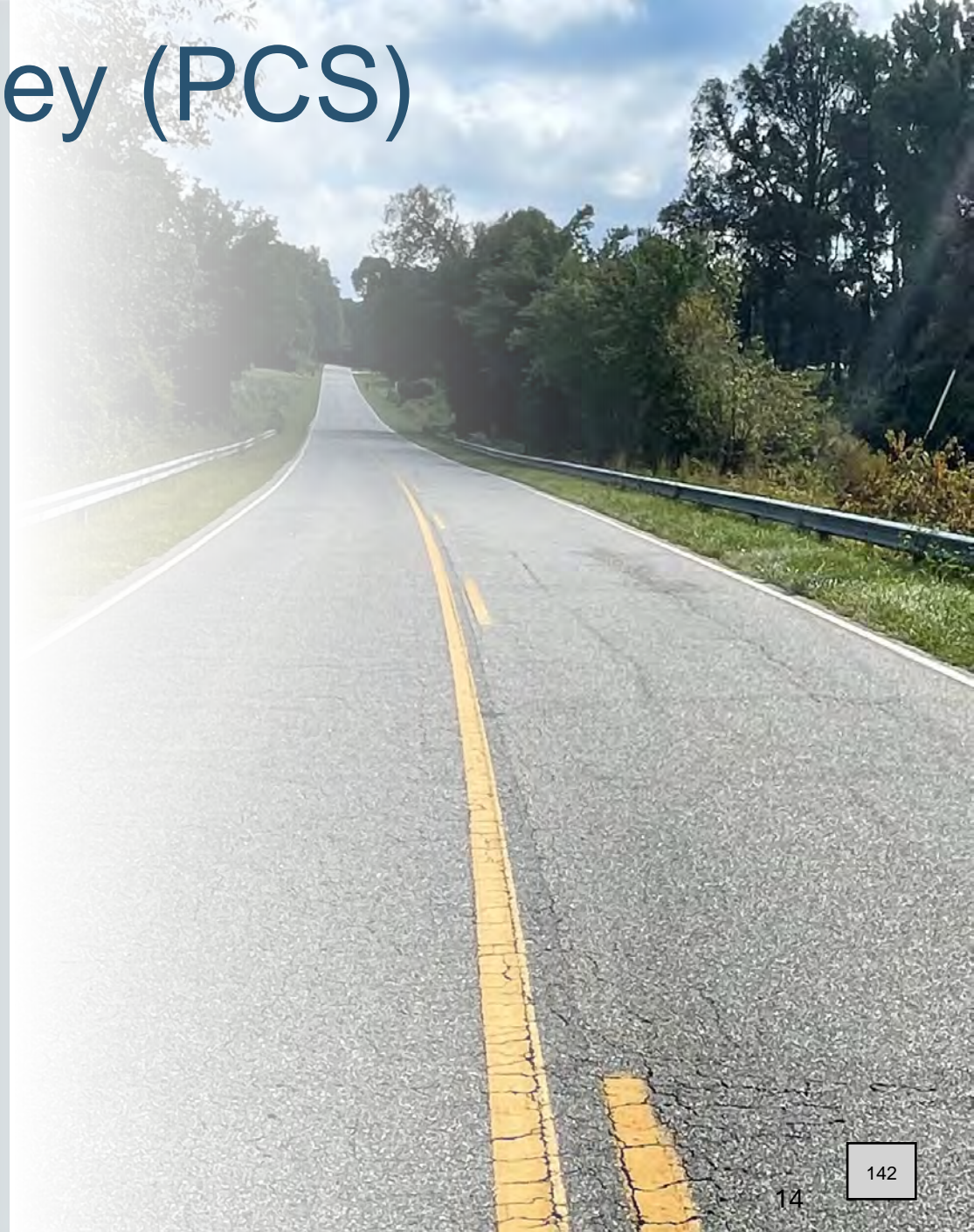
# PAVEMENT MANAGEMENT BLUEPRINT



**PAVEMENT  
NAVIGATORS**  
CONSULTING ENGINEERS

# Pavement Condition Survey (PCS)

- Pavement Condition Survey (PCS)
  - FHWA: Frequency: 2-3 years
  - Unbiased Perspective
- Report



# PCS Methodology

- Town maintains 7.8 miles of streets
- Completed the PCS in April 2026
- Seven common pavement surface distresses observed (LTPP)
  1. Fatigue Cracking (FC)
  2. Transverse Cracking (TC)
  3. Block Cracking (BC)
  4. Patching/Potholes (PP)
  5. Surface Defects (SD)
  6. Rutting/Roughness (RR)
  7. Reflective Cracking (RC)



# Findings

- **PCI = 70**

- Other Municipalities

- **Network Condition – “Fair”**

PCI Condition State	
VERYGOOD	91 - 100
GOOD	81 - 91
FAIR	65 - 81
POOR	26 - 65
VERYPOOR	0 - 26

- **Current Backlog = \$1.1M**

Municipalities	Centerline Miles	PCI
Apex	260	85
Belmont	60	73
Cary	530	79
Clayton	92	69
Clinton	49	73
Conover	54	74
Greensboro	1,047	60
Havelock	47	68
Holly Ridge	17	70
Havelock	47	68
High Point	450	66
Kernersville	98	69
Lexington	126	65
North Topsail Beach	8	70

# Town Assets

- Town Streets – 94,554 SY
- Reconstruction Unit Cost – \$60.00/SY
- Roadway Assets – \$5.7M

# Basic Inventory

*Table 4 – Pavement Types*

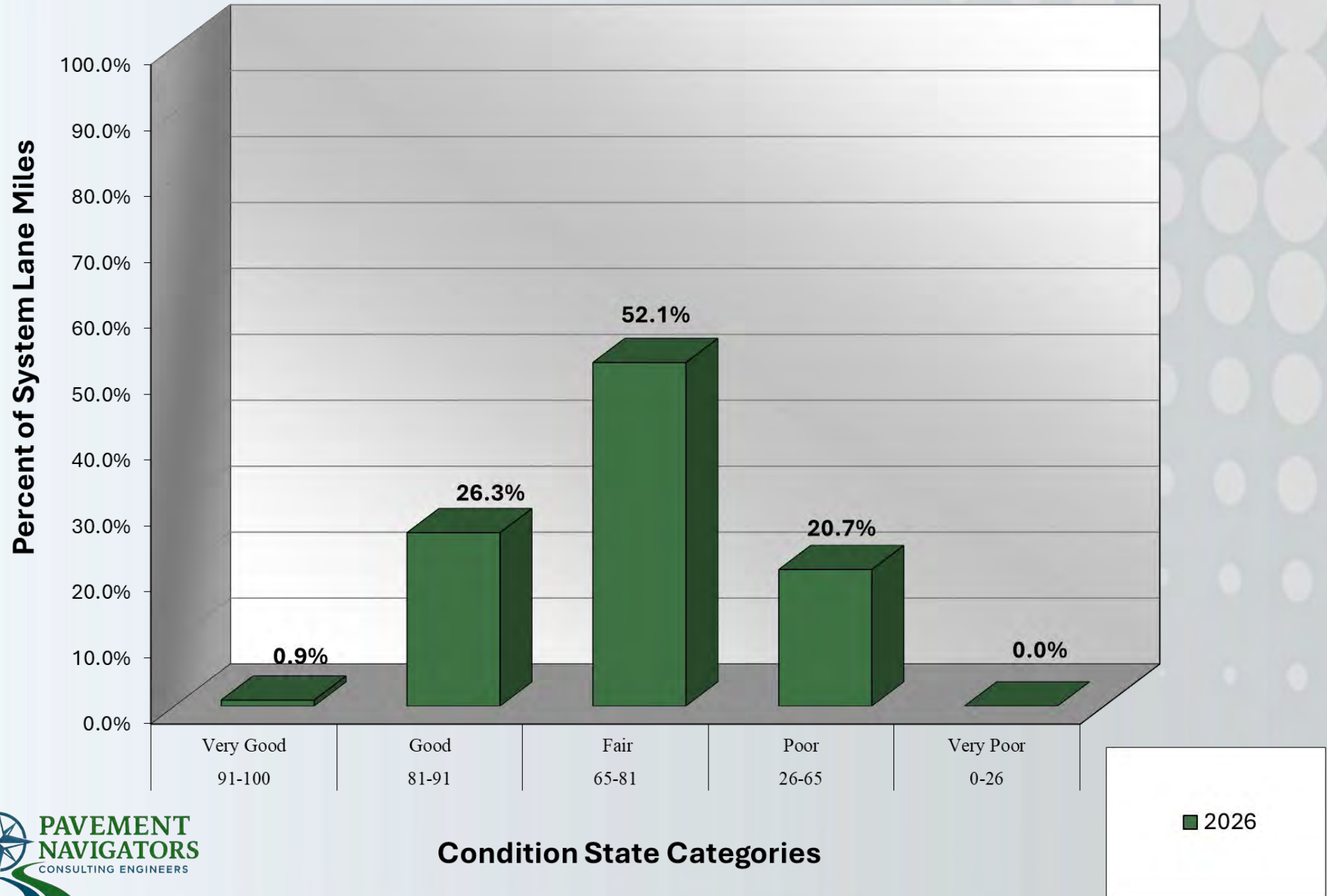
<b>Surface Type</b>	<b>Miles</b>	<b>Percent of System</b>
Asphalt Pavement (P)	7.80	99.0%
Unpaved (U)	0.08	1.0%
Total	7.88	100.0%

# Basic Inventory

*Table 5 – Low and High-Volume Street Breakdown*

<b>Volume</b>	<b>% Miles</b>	<b>Miles</b>	<b>Lane Miles</b>	<b>Avg Rating</b>	<b>Cost Per Mile</b>	<b>Total Cost</b>	<b>% Cost</b>
Low	79.1%	6.17	12.34	72	\$124,331	\$767,124	67.4%
High	20.9%	1.63	3.49	63	\$227,826	\$371,356	32.6%
<b>Total</b>	<b>100.0%</b>	<b>7.80</b>	<b>15.83</b>	<b>70</b>	<b>\$145,959</b>	<b>\$1,138,480</b>	<b>100.0%</b>

Figure 2 - Condition State Categories for 2026



# Unit Costs

*Table 6 – Repair Activities and Unit Costs*

<b>Repair Activity</b>	<b>Unit Cost</b>	<b>Segment Life Extension (YR)</b>	<b>*/SY/YR*</b>
Preservation – Prevent (Rejuvenator)	\$1.30/SY	4	\$0.33
Crack Sealing	\$0.85/SY	4	\$0.21
Patching (4" Full-Depth Asphalt)	\$60.00/SY	7	\$8.57
Preservation – Correct (Micro Surface)	\$7.50/SY	5	\$1.50
Rehabilitation (2" Mill and Overlay)	\$30.00/SY	17	\$1.77
Reconstruction	\$60.00/SY	20	\$3.00

# Maintenance Activity Selection

PCI Range	Recommended Maintenance Activity
83 to 100	Preservation - Prevent, Crack Sealing, or Patching
65 to 83	Preservation - Correct
26 to 65	Rehabilitation
0 to 26	Reconstruction

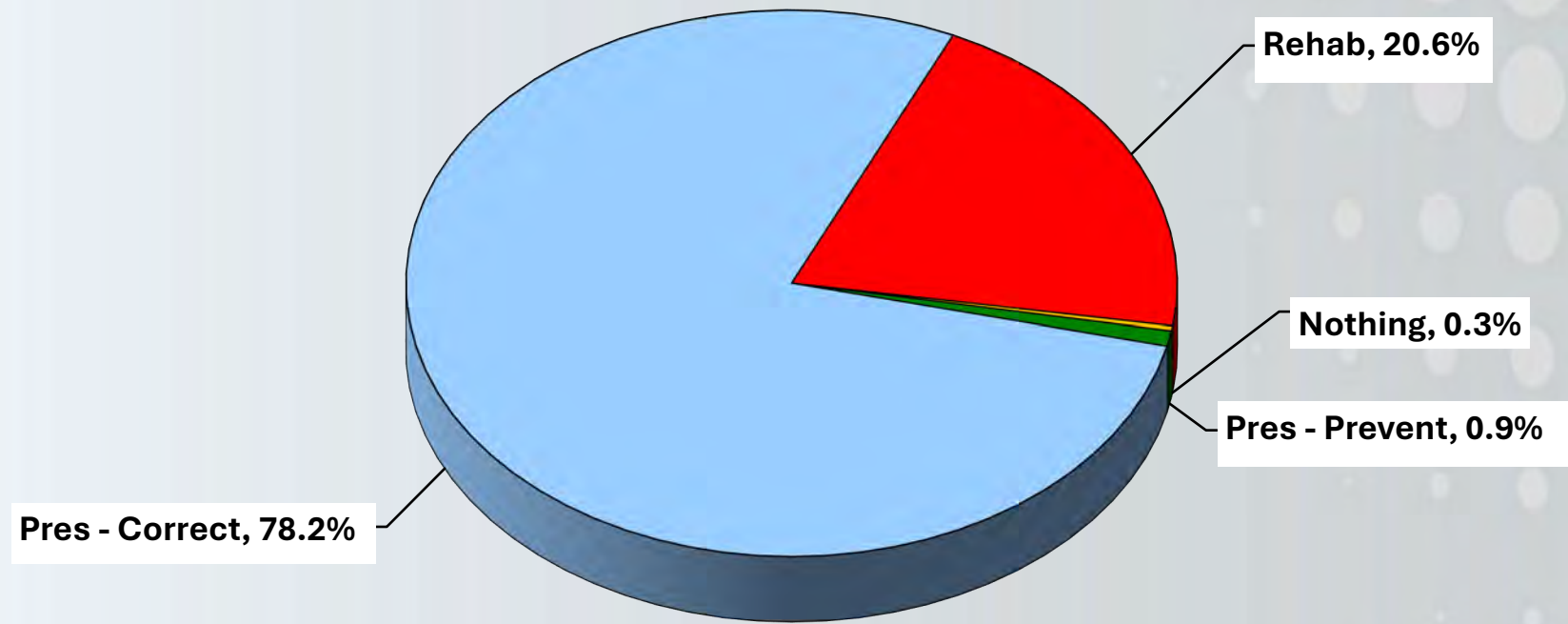
Table 7 – Summary Table of Repair Activities

Primary Activity	Centerline Miles Low Vol	Cost Low Vol	Centerline Miles High Vol	Cost High Vol	Total Centerline Miles	% Miles	Total Cost	Cost/ Mile	% Cost
Pres - Prevent	0.00	\$0	0.07	\$1,476	0.07	0.9%	\$1,476	\$21,086	0.1%
Crack Seal	0.00	\$0	0.00	\$0	0.00	0.0%	\$0	-	0.0%
Patching	0.00	\$0	0.00	\$0	0.00	0.0%	\$0	-	0.0%
Pres - Correct	5.26	\$471,995	0.92	\$79,353	6.18	79.2%	\$551,348	\$89,215	48.4%
Rehab	0.89	\$295,129	0.64	\$290,527	1.53	19.6%	\$585,656	\$382,782	51.4%
Reconstruction	-	-	-	-	-	-	-	-	-
<b>Total Repair</b>	<b>6.15</b>	<b>\$767,124</b>	<b>1.63</b>	<b>\$371,356</b>	<b>7.78</b>	<b>99.7%</b>	<b>\$1,138,480</b>	<b>\$146,334</b>	<b>100.0%</b>
No Repair	0.02	\$0	0.00	\$0	0.02	0.3%	\$0	\$0	0.0%
<b>Total System</b>	<b>6.17</b>	<b>\$767,124</b>	<b>1.63</b>	<b>\$371,356</b>	<b>7.80</b>	<b>100.0%</b>	<b>\$1,138,480</b>	<b>\$145,959</b>	<b>100.0%</b>

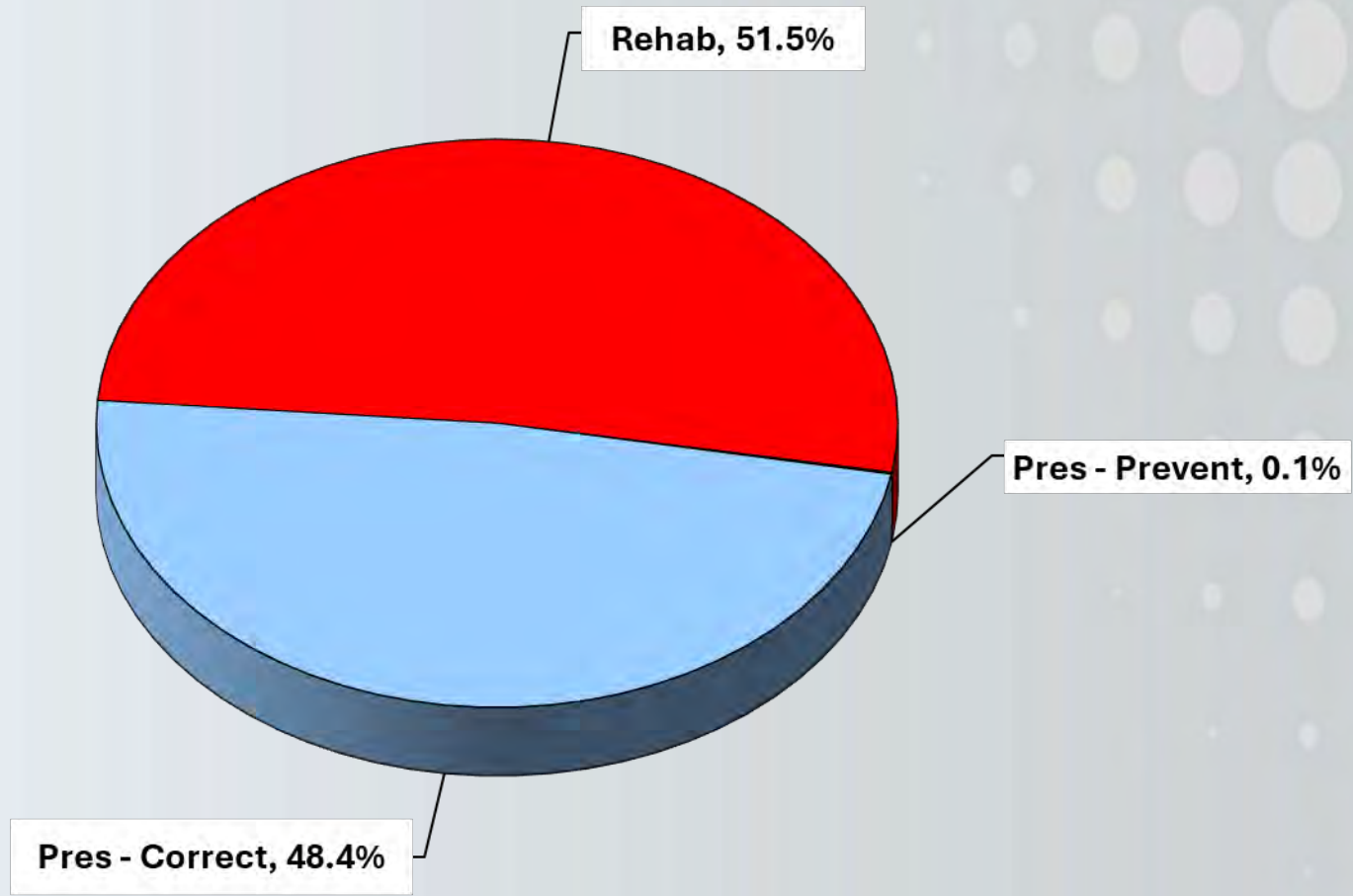
Section VII, Item D.

Note: Due to rounding, columns may not add up exactly.

**Figure 3 - Distribution of Repair Needs by Repair Category**  
**Percentage of Total Lane Miles**  
**Total Lane Miles: 15.83**



**Figure 4 - Distribution of Repair Costs by Repair Category**  
**Percentage of Total Cost**  
**Total Cost: \$1,138,480**



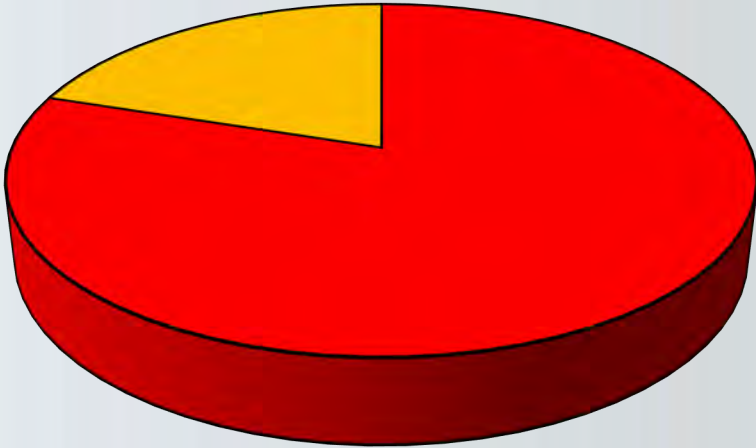
# PAVEMENT MANAGEMENT BLUEPRINT



**PAVEMENT  
NAVIGATORS**  
CONSULTING ENGINEERS

# Maintenance Toolbox

## No Preservation

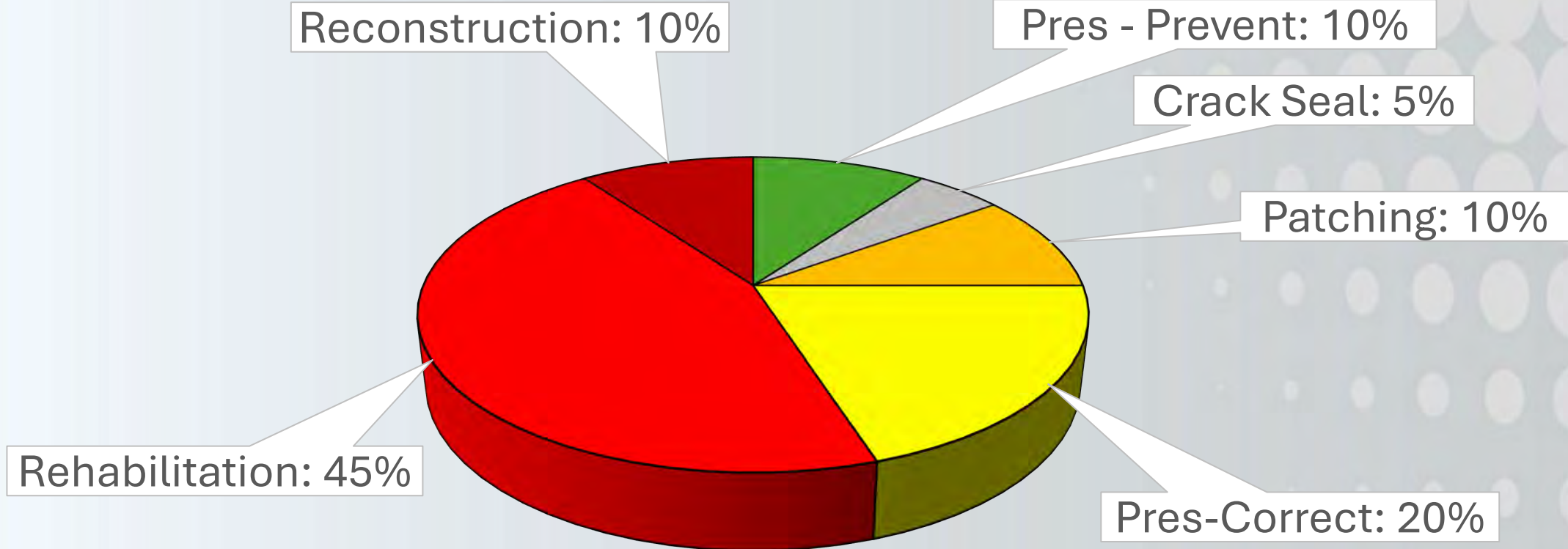


■ Rehabilitation

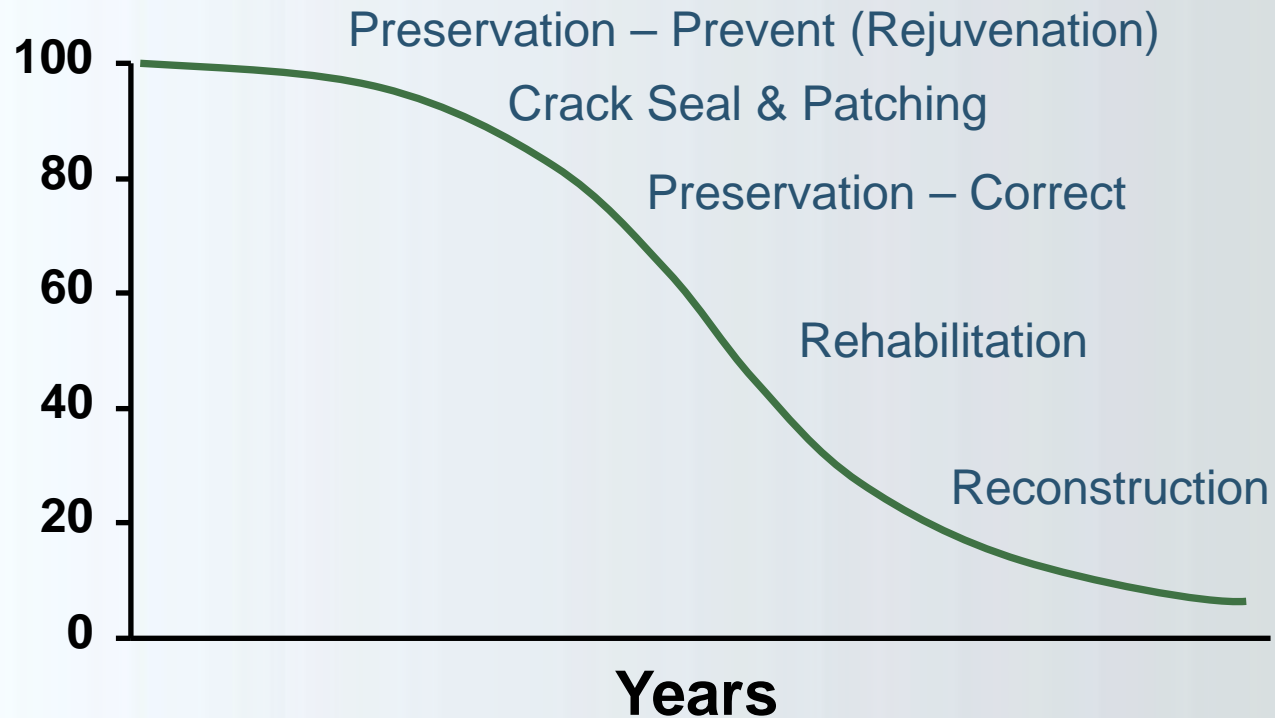
■ Patching

# Maintenance Toolbox

## Preservation



# Maintenance Toolbox



PCI Range	Recommended Maintenance Activity
83 to 100	Preservation - Prevent, Crack Sealing, or Patching
65 to 83	Preservation - Correct
26 to 65	Rehabilitation
0 to 26	Reconstruction

## Rejuvenators



## Micro Surfacing



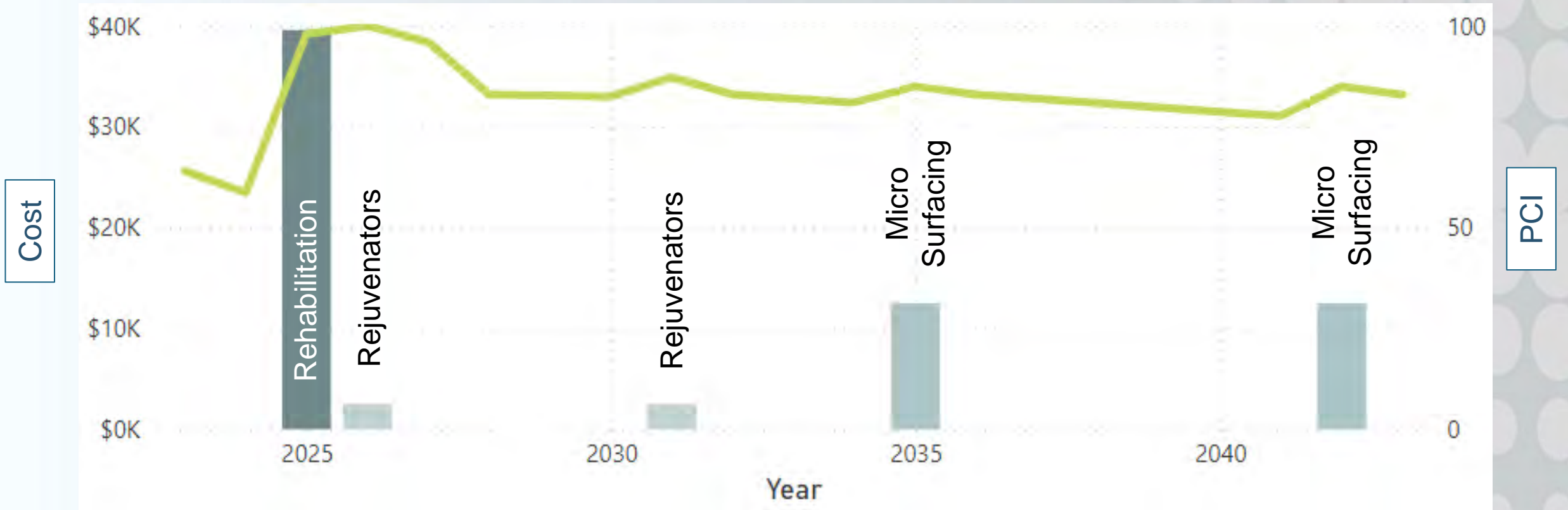
## Rehabilitation

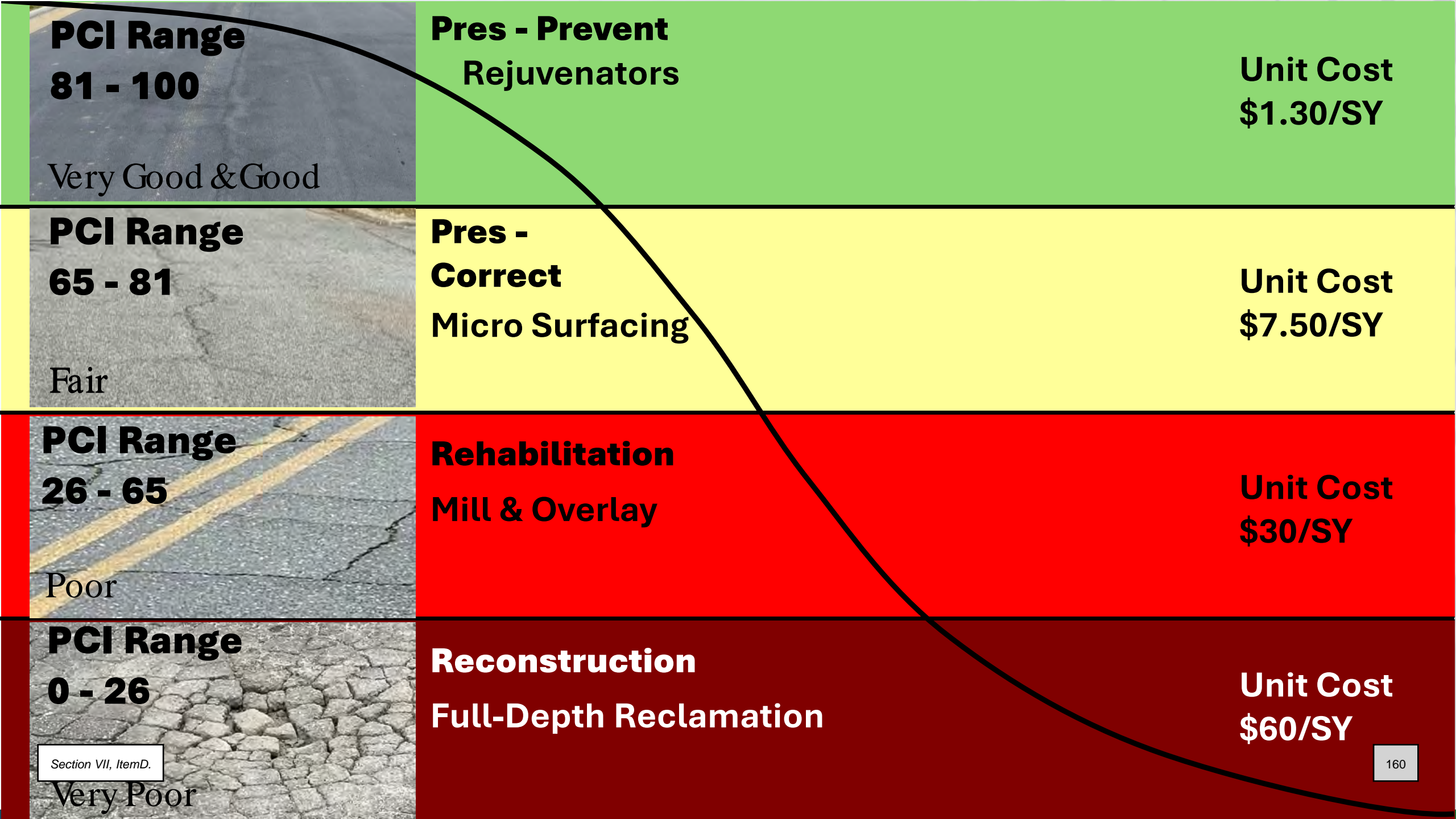


## Reconstruction (FDR)



# Maintenance Toolbox





**PCI Range**  
**81 - 100**  
Very Good & Good

**Pres - Prevent**  
Rejuvenators  
**Unit Cost**  
**\$1.30/SY**

**PCI Range**  
**65 - 81**  
Fair

**Pres - Correct**  
Micro Surfacing  
**Unit Cost**  
**\$7.50/SY**

**PCI Range**  
**26 - 65**  
Poor

**Rehabilitation**  
Mill & Overlay  
**Unit Cost**  
**\$30/SY**

**PCI Range**  
**0 - 26**  
Very Poor

**Reconstruction**  
Full-Depth Reclamation  
**Unit Cost**  
**\$60/SY**

# Conclusion

- **Town Vision/Goals**
- **Strategic Approach**
  - Regular PCSs (FHWA – 2-3 Years)
  - LCM (possibly in future)
- **Increased Funding**
- **Sustainable Maintenance Program**
  - Rejuvenators
  - Thin-Lift Treatments
  - Rehabilitation
- **Higher Level of Service**

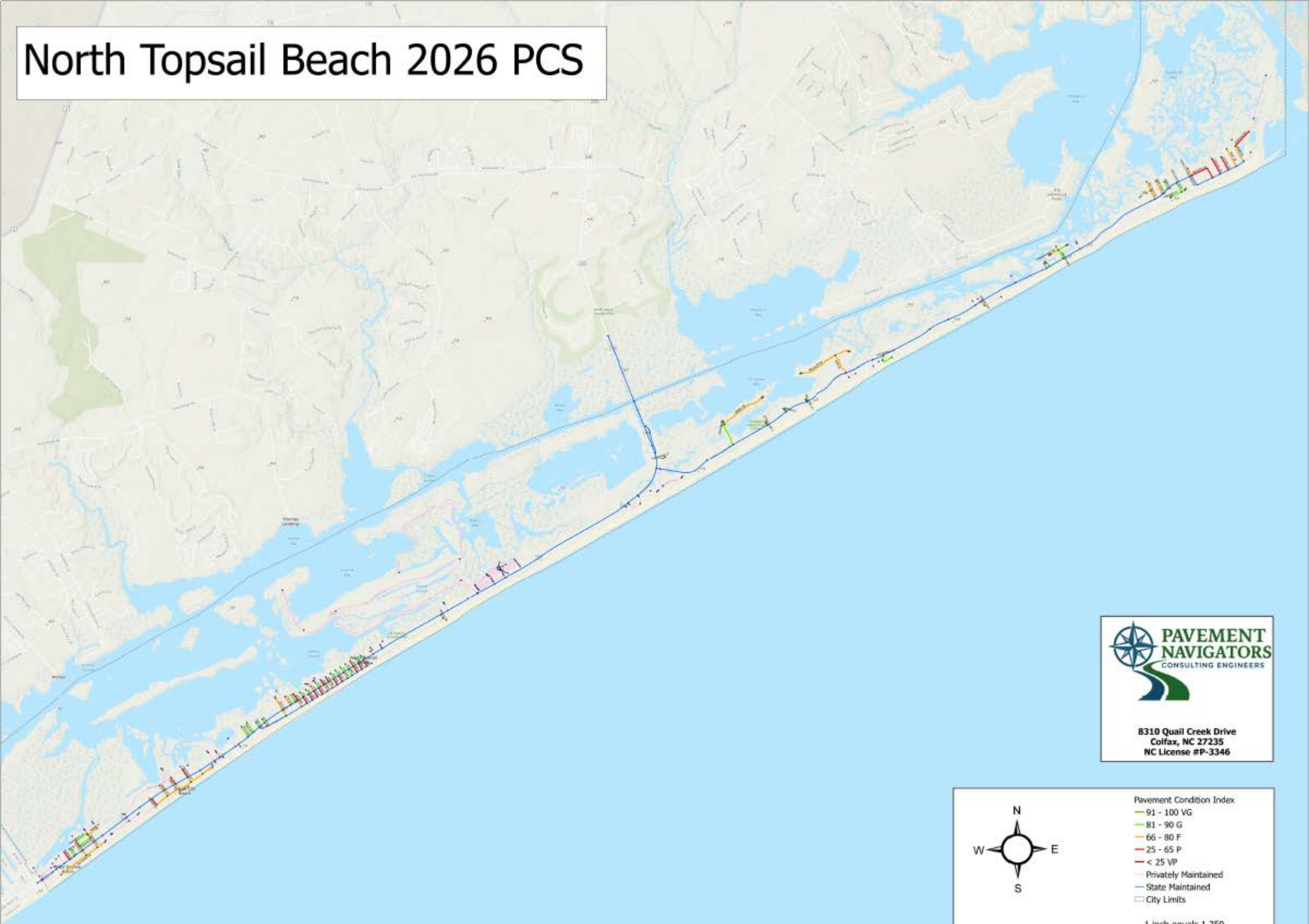




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# North Topsail Beach 2026 PCS



**PAVEMENT  
NAVIGATORS**  
CONSULTING ENGINEERS

8310 Quail Creek Drive  
Colfax, NC 27235  
NC License #P-3346

**Pavement Condition Index**

- 91 - 100 VG
- 81 - 90 G
- 66 - 80 F
- 25 - 65 P
- < 25 VP
- Privately Maintained
- State Maintained
- City Limits

1 inch equals 1,250

0 0.25 0.5 1 1.5 2 Miles

Section VII, Item D.

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# 2026 PAVEMENT MANAGEMENT REPORT

## APPENDIX C

### STREET LISTINGS

May 2026

**Prepared For:** North Topsail Beach, NC

**Prepared By:** Pavement Navigators





# **2026 PAVEMENT MANAGEMENT REPORT**

## **LEGEND AND STREET LISTINGS FOR APPENDIX C**

## Legend for Street Listings

### INVENTORY:

**D** Direction (N, S, E, W)

**STREET** The name of the street as shown.

**TP** Street type. This designates a section of a street, boulevard, avenue, etc. The following standard abbreviations are used:

AL - Alley	EX - Extension	RD - Road
AV - Avenue	FR - Freeway	RN - Run
BT - Belt	HW - Highway	RW - Row
BV - Boulevard	KB - Knob	SQ - Square
CR - Circle	LN - Lane	ST - Street
CT - Court	LP - Loop	TE - Terrace
CO - Cove	PI - Pike	TP - Turnpike
DR - Drive	PK - Park	TR - Trail
DW - Driveway	PL - Place	WK - Walk
EP - Expressway	PW - Parkway	WY - Way

Other abbreviations are used as needed.

**BEG DESC** Begin description. This is the description of the beginning point of the street section. Most commonly, this is an intersection with another street.

If the section begins at a point other than an intersection, the begin point is described using the standard descriptions shown below:

Dead End	Private Prop
Beg Pvmt	Beg Median
End Pvmt	End Median
Cul de sac	Beg C&G
City Limit	End C&G
End Maint	Beg Concrete
R/R Trks	End Concrete
Chg Pvmt	Bridge

Other descriptions are used as needed.

**END DESC** End description. This describes the location where the segment ends. Again, this would generally be an intersection with another street. It should be completed as described under BEG DESC.

**LEN** Length of the street segment measured in feet.  
Note: Measurements based on GIS centerline data.

**P** Pavement surface type. This describes the type of pavement surface that exists on the section. The type is filled in as shown below:

P - Plant Mix Surface (PM) CP – Composite Pavement  
B - Bituminous Surface Treatment (BST) U - Unpaved  
C - Portland Cement Concrete Pavement (PCC) D - Brick

The survey only evaluates streets with plant mix surfaces and bituminous surface treatments.

**L** Number of travel lanes. This is the number of through travel lanes that exist on the segment or the majority of the segment.

**CL** Class of street. Sections are classified according to traffic usage.

A – Low Volume, residential street  
B – High Volume, arterial/collector streets

**WI** Pavement width. This is the width of the section measured in feet from edge of pavement to edge of pavement.

**CURB** Presence of curbing (Y – Yes; N – No)

**DISTRESS:**

**FC** Fatigue Cracking  
Severity: None, Low, Medium, and High  
Extent: 0-5%, 5-10%, 10-25%, 25-50%, 50-75%, and 75-100%

**TC** Transverse Cracking  
Severity: None, Low, Medium, and High  
Extent: Low (>100'), Medium (100'-50'), High (50'-25'), Extreme (<25')

**BC** Block Cracking  
Severity: None, Low, Medium, and High  
Extent: 0-5%, 5-10%, 10-25%, 25-50%, 50-75%, and 75-100%

**PP** Patching/Potholes  
Severity: None, Low, Medium, and High  
Extent: 0-5%, 5-10%, 10-25%, 25-50%, 50-75%, and 75-100%

**SD** Oxidation/Raveling – Surface Defects  
Severity: None, Low, Medium, and High  
Extent: Low (<25%), Medium (25-50%), High (50-75%), Extreme (75-100%)

**RR** Rutting/Roughness  
Severity: None, Low, Medium, and High  
Extent: Low (<25%), Medium (25-50%), High (50-75%), Extreme (75-100%)

**RC** Reflective Cracking  
Severity: None, Low, Medium, and High  
Extent: Low (>100'), Medium (100'-50'), High (50'-25'), Extreme (<25')

**RESULTS:**

**PCI** Pavement Condition Index. A rating on a scale of 0 to 100 with 100 being the best.

**SEG SY** Total area of the segment in square yards.

**TREATMENT** Maintenance activity required.

**PROJECT PRICE** Total cost of Treatment for that street section. Secondary maintenance costs are included in this Treatment.

# Alphabetical Street Listing





## North Topsail Beach 2026 PCS Town Streets Alphabetical Street Listing (Ascending)

D	Inventory				Distresses										Results						
	STREET	TP	BEG DESC	END DESC	LEN	P	L	CL	WI	CURB	FC	TC	BC	PP	SD	RR	RC	PCI	SEG SY	TREATMENT	PROJECT PRICE
	10TH	AV	ISLAND DR	TOPSAIL RD	301	P	2	A	18	N	LOW/ 0-5	LOW/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	68	602	Pres - Correct	\$4,515
	10TH	AV	ISLAND DR	DEAD END	250	P	2	A	18	N	NONE	MEDIUM/ LOW	NONE	HIGH/ 0-5	HIGH/ EXTREME	NONE	NONE	53	500	Rehab	\$15,000
	11TH	AV	ISLAND DR	TOPSAIL RD	299	P	2	A	17	N	MEDIUM/ 0-5	NONE	NONE	NONE	HIGH/ EXTREME	NONE	NONE	54	565	Rehab	\$16,943
	11TH	AV	ISLAND DR	BERMUDA LANDING PL	250	P	2	A	20	N	MEDIUM/ 0-5	LOW/ LOW	NONE	HIGH/ 0-5	LOW/ EXTREME	NONE	NONE	82	556	Pres - Correct	\$4,167
	12TH	AV	ISLAND DR	TOPSAIL RD	300	P	2	A	17	N	MEDIUM/ 0-5	NONE	NONE	LOW/ 0-5	HIGH/ EXTREME	NONE	NONE	54	567	Rehab	\$17,000
	12TH	AV	ISLAND DR	DEAD END	231	P	2	A	19	N	MEDIUM/ 10-25	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	77	488	Pres - Correct	\$3,658
	13TH	AV	ISLAND DR	TOPSAIL RD	297	P	2	A	18	N	MEDIUM/ 0-5	NONE	NONE	LOW/ 0-5	HIGH/ EXTREME	NONE	NONE	54	594	Rehab	\$17,820
	13TH	AV	ISLAND DR	DEAD END	229	P	2	A	20	N	MEDIUM/ 5-10	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	509	Pres - Correct	\$3,817
	14TH	AV	ISLAND DR	TOPSAIL RD	297	P	2	A	17	N	MEDIUM/ 0-5	MEDIUM/ LOW	NONE	NONE	HIGH/ EXTREME	NONE	NONE	53	561	Rehab	\$16,830
	14TH	AV	ISLAND DR	DEAD END	242	P	2	A	20	N	LOW/ 0-5	NONE	NONE	HIGH/ 0-5	LOW/ EXTREME	NONE	NONE	82	538	Pres - Correct	\$4,033
	15TH	AV	ISLAND DR	TOPSAIL RD	296	P	2	A	18	N	MEDIUM/ 0-5	LOW/ HIGH	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	592	Pres - Correct	\$4,440
	15TH	AV	ISLAND DR	DEAD END	339	P	2	A	17	N	NONE	MEDIUM/ HIGH	NONE	NONE	HIGH/ EXTREME	NONE	NONE	52	640	Rehab	\$19,210
	16TH	AV	ISLAND DR	DEAD END	336	P	2	A	18	N	LOW/ 0-5	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	672	Pres - Correct	\$5,040
	17TH	AV	ISLAND DR	DEAD END	408	P	2	A	17	N	LOW/ 0-5	MEDIUM/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	771	Pres - Correct	\$5,780
	18TH	AV	ISLAND DR	TOPSAIL RD	286	P	2	A	17	N	MEDIUM/ 0-5	MEDIUM/ HIGH	NONE	MEDIUM/ 0-5	MEDIUM/ EXTREME	NONE	NONE	66	540	Pres - Correct	\$4,052
	18TH	AV	ISLAND DR	DEAD END	585	P	2	A	18	N	MEDIUM/ 10-25	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	78	1,170	Pres - Correct	\$8,775
	21ST	AV	ISLAND DR	TOPSAIL RD	183	P	2	A	17	N	MEDIUM/ 0-5	LOW/ LOW	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	346	Pres - Correct	\$2,593
	21ST	AV	ISLAND DR	DEAD END	165	P	2	A	18	N	NONE	LOW/ LOW	NONE	MEDIUM/ 0-5	LOW/ EXTREME	NONE	NONE	83	330	Pres - Correct	\$2,475
	22ND	AV	ISLAND DR	DEAD END	229	P	2	A	20	N	MEDIUM/ 0-5	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	509	Pres - Correct	\$3,817
	23RD	AV	ISLAND DR	DEAD END	476	P	2	A	20	N	MEDIUM/ 0-5	LOW/ MEDIUM	MEDIUM/ 0-5	HIGH/ 0-5	LOW/ EXTREME	NONE	NONE	82	1,058	Pres - Correct	\$7,933
	24TH	AV	ISLAND DR	DEAD END	497	P	2	A	19	N	MEDIUM/ 0-5	LOW/ LOW	NONE	HIGH/ 0-5	LOW/ EXTREME	NONE	NONE	82	1,049	Pres - Correct	\$7,869



## North Topsail Beach 2026 PCS Town Streets Alphabetical Street Listing (Ascending)

D	Inventory				Distresses										Results					
	STREET	TP	BEG DESC	END DESC	LEN	P	L	CL	WI	CURB	FC	TC	BC	PP	SD	RR	RC	PCI	SEG SY	TREATMENT
2ND	AV	2ND AVE	TOPSAIL RD	279	P	2	A	18	N	MEDIUM/ 0-5	NONE	NONE	LOW/ 0-5	HIGH/ EXTREME	NONE	NONE	54	558	Rehab	\$16,740
2ND	AV	ISLAND DR	DEAD END	217	P	2	A	20	N	MEDIUM/ 0-5	NONE	NONE	HIGH/ 0-5	LOW/ EXTREME	NONE	NONE	82	482	Pres - Correct	\$3,617
3RD	AV	ISLAND DR	TOPSAIL RD	281	P	2	A	20	N	MEDIUM/ 5-10	NONE	NONE	LOW/ 0-5	HIGH/ EXTREME	NONE	NONE	53	624	Rehab	\$18,733
3RD	AV	ISLAND DR	DEAD END	248	P	2	A	19	N	LOW/ 0-5	NONE	NONE	MEDIUM/ 0-5	LOW/ EXTREME	NONE	NONE	83	524	Pres - Correct	\$3,927
4TH	AV	ISLAND DR	TOPSAIL RD	282	P	2	A	19	N	MEDIUM/ 5-10	NONE	NONE	NONE	HIGH/ EXTREME	MEDIUM/ LOW	NONE	53	595	Rehab	\$17,860
4TH	AV	ISLAND DR	DEAD END	254	P	2	A	18	N	MEDIUM/ 0-5	NONE	NONE	NONE	HIGH/ EXTREME	NONE	NONE	54	508	Rehab	\$15,240
5TH	AV	ISLAND DR	TOPSAIL RD	285	P	2	A	20	N	MEDIUM/ 0-5	NONE	NONE	HIGH/ 0-5	LOW/ EXTREME	NONE	NONE	82	633	Pres - Correct	\$4,750
5TH	AV	ISLAND DR	DEAD END	255	P	2	A	20	N	LOW/ 0-5	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	567	Pres - Correct	\$4,250
6TH	AV	ISLAND DR	TOPSAIL RD	288	P	2	A	18	N	NONE	LOW/ LOW	NONE	NONE	MEDIUM/ EXTREME	LOW/ LOW	NONE	67	576	Pres - Correct	\$4,320
6TH	AV	ISLAND DR	DEAD END	244	P	2	A	20	N	MEDIUM/ 0-5	LOW/ LOW	NONE	HIGH/ 0-5	LOW/ EXTREME	NONE	NONE	82	542	Pres - Correct	\$4,067
7TH	AV	ISLAND DR	TOPSAIL RD	296	P	2	A	17	N	MEDIUM/ 0-5	NONE	NONE	HIGH/ 0-5	HIGH/ EXTREME	NONE	NONE	53	559	Rehab	\$16,773
7TH	AV	ISLAND DR	DEAD END	249	P	2	A	19	N	MEDIUM/ 0-5	LOW/ LOW	NONE	NONE	LOW/ EXTREME	MEDIUM/ LOW	NONE	82	526	Pres - Correct	\$3,943
8TH	AV	ISLAND DR	TOPSAIL RD	298	P	2	A	17	N	MEDIUM/ 0-5	LOW/ LOW	NONE	HIGH/ 0-5	HIGH/ EXTREME	NONE	NONE	53	563	Rehab	\$16,887
8TH	AV	ISLAND DR	DEAD END	248	P	2	A	20	N	MEDIUM/ 5-10	NONE	NONE	LOW/ 0-5	LOW/ EXTREME	NONE	NONE	82	551	Pres - Correct	\$4,133
9TH	AV	ISLAND DR	TOPSAIL RD	295	P	2	A	18	N	MEDIUM/ 5-10	MEDIUM/ MEDIUM	MEDIUM/ 0-5	HIGH/ 0-5	LOW/ EXTREME	NONE	NONE	81	590	Pres - Correct	\$4,425
9TH	AV	ISLAND DR	DEAD END	231	P	2	A	18	N	NONE	LOW/ LOW	NONE	LOW/ 5-10	HIGH/ EXTREME	NONE	NONE	54	462	Rehab	\$13,860
BAY	CT	BAY CT	BAY CT	105	P	2	A	34	N	MEDIUM/ 5-10	NONE	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	397	Pres - Correct	\$2,975
BAY	CT	NEW RIVER INLET RD	BAY CT	195	P	2	A	20	N	MEDIUM/ 0-5	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	433	Pres - Correct	\$3,250
BAY	CT	BAY CT	BAY CT	105	P	2	A	34	N	MEDIUM/ 5-10	NONE	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	397	Pres - Correct	\$2,975
BAY	CR	BAY VIEW DR	CUL DE SAC	218	P	2	A	25	Y	HIGH/ 5- 10	MEDIUM/ LOW	NONE	MEDIUM/ 0-5	MEDIUM/ EXTREME	NONE	NONE	66	606	Pres - Correct	\$4,542
BAY VIEW	DR	NEW RIVER INLET RD	BAY CIR	390	P	2	A	25	Y	MEDIUM/ 0-5	NONE	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	1,083	Pres - Correct	\$8,125



## North Topsail Beach 2026 PCS Town Streets Alphabetical Street Listing (Ascending)

D	Inventory					Distresses										Results					
	STREET	TP	BEG DESC	END DESC	LEN	P	L	CL	WI	CURB	FC	TC	BC	PP	SD	RR	RC	PCI	SEG SY	TREATMENT	PROJECT PRICE
	BAY VIEW	DR	BAY CIR	CUL DE SAC	408	P	2	A	25	Y	HIGH/ 5-10	NONE	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	66	1,133	Pres - Correct	\$8,500
	BIRD	LN	ISLAND DR	DEAD END	353	P	2	A	17	N	MEDIUM/ 0-5	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	667	Pres - Correct	\$5,001
	BOTTLENOSE	BV	NEW RIVER INLET RD	PORPOISE PL	427	P	2	A	21	N	MEDIUM/ 5-10	LOW/ MEDIUM	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	996	Pres - Correct	\$7,473
	CAPE	LN	NEW RIVER INLET RD	SAILVIEW DR	867	P	2	A	18	N	MEDIUM/ 10-25	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	78	1,734	Pres - Correct	\$13,005
	CARVER	ST	ISLAND DR	OCEAN DR	324	P	2	B	20	N	HIGH/ 0-5	NONE	MEDIUM/ 25-50	NONE	MEDIUM/ EXTREME	NONE	NONE	62	720	Rehab	\$21,600
	CHESTNUT	ST	OCEAN DR	ISLAND DR	235	P	2	B	17	N	MEDIUM/ 0-5	NONE	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	444	Pres - Correct	\$3,329
	CHESTNUT	ST	ISLAND DR	TOPSAIL AVE	402	U	2	A	15	N									670		
	COASTAL	DR	NEW RIVER INLET RD	DEAD END	719	P	2	B	25	N	MEDIUM/ 0-5	NONE	NONE	HIGH/ 5-10	HIGH/ EXTREME	NONE	NONE	53	1,997	Rehab	\$59,917
	GOLDSBORO	LN	NEW RIVER INLET RD	GOLDSBORO DR	198	P	2	A	20	N	MEDIUM/ 0-5	NONE	LOW/ 5-10	NONE	LOW/ EXTREME	NONE	NONE	83	440	Pres - Correct	\$3,300
	GOLDSBORO	LN	GOLDSBORO DR	DEAD END	475	P	2	A	20	N	NONE	LOW/ LOW	NONE	LOW/ 0-5	LOW/ EXTREME	NONE	NONE	83	1,056	Pres - Correct	\$7,917
	GRANT	DR	NEW RIVER INLET RD	DEAD END	308	P	2	A	20	N	MEDIUM/ 0-5	LOW/ LOW	NONE	LOW/ 0-5	LOW/ EXTREME	NONE	NONE	83	684	Pres - Correct	\$5,133
	GRAY	ST	ISLAND DR	OCEAN DR	268	P	2	B	18	N	NONE	LOW/ HIGH	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	536	Pres - Correct	\$4,020
	GRAY	ST	ISLAND DR	TOPSAIL AVE	335	P	2	B	18	N	MEDIUM/ 25-50	NONE	NONE	HIGH/ 10-25	MEDIUM/ EXTREME	NONE	NONE	55	670	Rehab	\$20,100
	GREEN	ST	ISLAND DR	OCEAN DR	277	P	2	B	19	N	MEDIUM/ 0-5	LOW/ MEDIUM	NONE	MEDIUM/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	585	Pres - Correct	\$4,386
	GREEN	ST	ISLAND DR	OLD VILLAGE LN	272	P	2	B	18	N	HIGH/ 5-10	LOW/ LOW	LOW/ 10-25	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	66	544	Pres - Correct	\$4,080
	GYSGT D W BOATMAN DR		NEW RIVER INLET RD	DEAD END	335	P	2	A	26	Y	MEDIUM/ 5-10	NONE	MEDIUM/ 5-10	NONE	MEDIUM/ EXTREME	NONE	NONE	67	968	Pres - Correct	\$7,258
	HAVEN	ST	REEVES ST	DEAD END	460	P	2	A	18	N	NONE	LOW/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	68	920	Pres - Correct	\$6,900
	JENKINS	WY	NEW RIVER INLET RD	DEAD END	221	P	2	A	21	N	NONE	NONE	NONE	NONE	MEDIUM/ EXTREME	LOW/ MEDIUM	NONE	66	516	Pres - Correct	\$3,868
	LOGGERHEAD	CT	ISLAND DR	DEAD END	393	P	2	B	26	N	NONE	LOW/ LOW	NONE	NONE	LOW/ LOW	NONE	NONE	97	1,135	Pres - Prevent	\$1,476
	MAKEPEACE	LN	WICKER ST	REEVES ST	547	P	2	A	19	N	MEDIUM/ 5-10	LOW/ MEDIUM	LOW/ 5-10	LOW/ 0-5	LOW/ EXTREME	NONE	NONE	82	1,155	Pres - Correct	\$8,661
	MARINA	WY	NEW RIVER INLET RD	TRADE WINDS DR	401	P	2	A	19	N	NONE	LOW/ MEDIUM	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	847	Pres - Correct	\$6,349



## North Topsail Beach 2026 PCS Town Streets Alphabetical Street Listing (Ascending)

D	Inventory				Distresses											Results					
	STREET	TP	BEG DESC	END DESC	LEN	P	L	CL	WI	CURB	FC	TC	BC	PP	SD	RR	RC	PCI	SEG SY	TREATMENT	PROJECT PRICE
	MARINA	WY	TRADE WINDS DR	DEAD END	180	P	2	A	15	N	NONE	LOW/LOW	NONE	NONE	MEDIUM/EXTREME	NONE	NONE	68	300	Pres - Correct	\$2,250
	MASON	CT	MASON CT	CUL DE SAC	105	P	2	A	33	N	MEDIUM/5-10	NONE	NONE	NONE	LOW/EXTREME	NONE	NONE	82	385	Pres - Correct	\$2,888
	MASON	CT	MASON CT	CUL DE SAC	105	P	2	A	33	N	NONE	NONE	NONE	NONE	LOW/EXTREME	NONE	NONE	83	385	Nothing	\$0
	MASON	CT	NEW RIVER INLET RD	MASON CT	91	P	2	A	20	N	MEDIUM/0-5	MEDIUM/LOW	NONE	NONE	LOW/EXTREME	NONE	NONE	82	202	Pres - Correct	\$1,517
	MYRTLE	DR	ISLAND DR	DEAD END	181	P	2	A	36	N	NONE	LOW/LOW	LOW/5-10	NONE	MEDIUM/EXTREME	NONE	NONE	68	724	Pres - Correct	\$5,430
	OCEAN	DR	CARVER ST	GREEN ST	580	P	2	B	17	N	NONE	LOW/LOW	LOW/5-10	HIGH/0-5	MEDIUM/EXTREME	NONE	NONE	67	1,096	Pres - Correct	\$8,217
	OCEAN	DR	GREEN ST	GRAY ST	568	P	2	B	18	N	MEDIUM/5-10	NONE	NONE	HIGH/0-5	MEDIUM/EXTREME	NONE	NONE	67	1,136	Pres - Correct	\$8,520
	OCEAN	DR	GRAY ST	CHESTNUT ST	574	P	2	B	18	N	NONE	LOW/LOW	NONE	NONE	MEDIUM/EXTREME	NONE	NONE	68	1,148	Pres - Correct	\$8,610
	OCEAN	DR	CHESTNUT ST	THOMPSON ST	579	P	2	B	18	N	MEDIUM/0-5	LOW/LOW	NONE	HIGH/0-5	MEDIUM/EXTREME	NONE	NONE	67	1,158	Pres - Correct	\$8,685
	OCEAN	DR	THOMPSON ST	DEAD END	510	P	2	A	18	N	LOW/0-5	LOW/LOW	NONE	NONE	MEDIUM/EXTREME	NONE	NONE	68	1,020	Pres - Correct	\$7,650
	OCEAN CLUB	CT	OCEAN CLUB CT	CUL DE SAC	105	P	2	A	33	N	LOW/0-5	MEDIUM/LOW	NONE	NONE	MEDIUM/EXTREME	NONE	NONE	67	385	Pres - Correct	\$2,888
	OCEAN CLUB	CT	OCEAN CLUB CT	CUL DE SAC	105	P	2	A	34	N	LOW/0-5	MEDIUM/LOW	NONE	NONE	MEDIUM/EXTREME	NONE	NONE	67	397	Pres - Correct	\$2,975
	OCEAN CLUB	CT	NEW RIVER INLET RD	OCEAN CLUB CT	78	P	2	A	19	N	LOW/0-5	LOW/LOW	NONE	NONE	MEDIUM/EXTREME	NONE	NONE	68	165	Pres - Correct	\$1,235
	OSPREY	DR	OSPREY CIR	DEAD END	125	P	2	A	20	Y	NONE	LOW/MEDIUM	LOW/0-5	MEDIUM/0-5	LOW/EXTREME	NONE	NONE	82	278	Pres - Correct	\$2,083
	OSPREY	CR	OSPREY CIR	CUL DE SAC	105	P	2	A	35	Y	MEDIUM/10-25	LOW/LOW	NONE	NONE	LOW/EXTREME	NONE	NONE	77	408	Pres - Correct	\$3,063
	OSPREY	CR	OSPREY CIR	CUL DE SAC	105	P	2	A	35	Y	MEDIUM/10-25	LOW/LOW	NONE	NONE	LOW/EXTREME	NONE	NONE	77	408	Pres - Correct	\$3,063
	OSPREY	DR	OSPREY DR	CUL DE SAC	104	P	2	A	35	Y	MEDIUM/10-25	LOW/LOW	NONE	LOW/10-25	LOW/EXTREME	NONE	NONE	77	404	Pres - Correct	\$3,033
	OSPREY	DR	NEW RIVER INLET RD	OSPREY DR	927	P	2	A	20	Y	MEDIUM/5-10	LOW/MEDIUM	NONE	NONE	LOW/EXTREME	NONE	NONE	82	2,060	Pres - Correct	\$15,450
	OSPREY	DR	CUL DE SAC	OSPREY DR	105	P	2	A	35	Y	MEDIUM/10-25	LOW/LOW	NONE	NONE	LOW/EXTREME	NONE	NONE	77	408	Pres - Correct	\$3,063
	OSPREY	DR	OSPREY DR	OSPREY DR	1,906	P	2	A	20	Y	MEDIUM/10-25	LOW/EXTREME	LOW/25-50	NONE	LOW/EXTREME	NONE	NONE	76	4,236	Pres - Correct	\$31,767
	OSPREY	CR	OSPREY DR	OSPREY CIR	83	P	2	A	20	Y	MEDIUM/0-5	LOW/MEDIUM	NONE	NONE	LOW/EXTREME	NONE	NONE	82	184	Pres - Correct	\$1,383



## North Topsail Beach 2026 PCS Town Streets Alphabetical Street Listing (Ascending)

D	Inventory				Distresses										Results						
	STREET	TP	BEG DESC	END DESC	LEN	P	L	CL	WI	CURB	FC	TC	BC	PP	SD	RR	RC	PCI	SEG SY	TREATMENT	PROJECT PRICE
	OYSTER	LN	NEW RIVER INLET RD	DEAD END	610	P	2	A	25	N	HIGH/ 0-5	MEDIUM/ LOW	NONE	MEDIUM/ 0-5	HIGH/ EXTREME	NONE	NONE	53	1,694	Rehab	\$50,833
	PORPOISE	PL	PORPOISE PL	PORPOISE PL	105	P	2	A	22	N	LOW/ 0-5	LOW/ LOW	NONE	MEDIUM/ 0-5	LOW/ EXTREME	NONE	NONE	83	257	Pres - Correct	\$1,925
	PORPOISE	PL	PORPOISE PL	PORPOISE PL	105	P	2	A	22	N	LOW/ 0-5	LOW/ LOW	NONE	MEDIUM/ 0-5	LOW/ EXTREME	NONE	NONE	83	257	Pres - Correct	\$1,925
	PORPOISE	PL	PORPOISE PL	PORPOISE PL	105	P	2	A	33	N	MEDIUM/ 5-10	MEDIUM/ LOW	MEDIUM/ 0-5	NONE	LOW/ EXTREME	NONE	NONE	82	385	Pres - Correct	\$2,888
	PORPOISE	PL	PORPOISE PL	PORPOISE PL	105	P	2	A	33	N	NONE	MEDIUM/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	385	Pres - Correct	\$2,888
	PORPOISE	PL	BOTTLENOSE BLVD	PORPOISE PL	157	P	2	A	17	N	MEDIUM/ 0-5	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	297	Pres - Correct	\$2,224
	PORPOISE	PL	BOTTLENOSE BLVD	PORPOISE PL	449	P	2	A	19	N	MEDIUM/ 0-5	LOW/ MEDIUM	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	948	Pres - Correct	\$7,109
	PORT	DR	NEW RIVER INLET RD	CUL DE SAC	818	P	2	B	26	N	MEDIUM/ 0-5	MEDIUM/ MEDIUM	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	2,363	Pres - Correct	\$17,723
	REEVES	ST	HAVEN ST	MAKEPEACE LN	67	P	2	A	20	N	MEDIUM/ 0-5	NONE	NONE	HIGH/ 5-10	MEDIUM/ EXTREME	NONE	NONE	67	149	Pres - Correct	\$1,117
	REEVES	ST	SANDLIN LN	HAVEN ST	147	P	2	A	20	N	MEDIUM/ 5-10	LOW/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	327	Pres - Correct	\$2,450
	REEVES	ST	SEA SHORE DR	ISLAND DR	272	P	2	A	17	N	NONE	LOW/ LOW	NONE	LOW/ 0-5	MEDIUM/ EXTREME	NONE	NONE	68	514	Pres - Correct	\$3,853
	REEVES	ST	ISLAND DR	SANDLIN LN	220	P	2	A	20	N	MEDIUM/ 5-10	NONE	NONE	HIGH/ 5-10	MEDIUM/ EXTREME	NONE	NONE	66	489	Pres - Correct	\$3,667
	REEVES	ST	MAKEPEACE LN	BANKS CHANNEL DR	175	P	2	A	19	N	LOW/ 0-5	LOW/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	68	369	Pres - Correct	\$2,771
	RIVER	DR	NEW RIVER INLET RD	RIVER RD EXT	707	P	2	B	20	N	MEDIUM/ 5-10	MEDIUM/ LOW	NONE	MEDIUM/ 10-25	MEDIUM/ EXTREME	NONE	NONE	65	1,571	Pres - Correct	\$11,783
	RIVER	RD	RIVER DR	RIVER RD EXT	829	P	2	B	21	N	HIGH/ 10-25	NONE	NONE	HIGH/ 10-25	MEDIUM/ EXTREME	NONE	NONE	62	1,934	Rehab	\$58,030
	SAILVIEW	DR	SAILVIEW DR	CUL DE SAC	105	P	2	A	25	N	MEDIUM/ 5-10	NONE	NONE	LOW/ 5-10	LOW/ EXTREME	NONE	NONE	82	292	Pres - Correct	\$2,188
	SAILVIEW	DR	SAILVIEW DR	CUL DE SAC	105	P	2	A	25	N	MEDIUM/ 5-10	NONE	NONE	LOW/ 5-10	LOW/ EXTREME	NONE	NONE	82	292	Pres - Correct	\$2,188
	SAILVIEW	DR	SAILVIEW DR	CUL DE SAC	105	P	2	A	25	N	MEDIUM/ 10-25	NONE	MEDIUM/ 0-5	NONE	LOW/ EXTREME	NONE	NONE	77	292	Pres - Correct	\$2,188
	SAILVIEW	DR	SAILVIEW DR	CUL DE SAC	105	P	2	A	25	N	MEDIUM/ 10-25	NONE	MEDIUM/ 0-5	NONE	LOW/ EXTREME	NONE	NONE	77	292	Pres - Correct	\$2,188
	SAILVIEW	DR	CAPE LN	SAILVIEW DR	1,572	P	2	A	20	N	MEDIUM/ 10-25	LOW/ LOW	NONE	NONE	LOW/ EXTREME	MEDIUM/ LOW	NONE	77	3,493	Pres - Correct	\$26,200
	SAILVIEW	DR	CAPE LN	SAILVIEW DR	564	P	2	A	20	N	MEDIUM/ 10-25	NONE	NONE	LOW/ 0-5	LOW/ EXTREME	MEDIUM/ LOW	NONE	77	1,253	Pres - Correct	\$9,400



## North Topsail Beach 2026 PCS Town Streets Alphabetical Street Listing (Ascending)

D	Inventory				Distresses										Results						
	STREET	TP	BEG DESC	END DESC	LEN	P	L	CL	WI	CURB	FC	TC	BC	PP	SD	RR	RC	PCI	SEG SY	TREATMENT	PROJECT PRICE
	SAND PIPER	DR	NEW RIVER INLET RD	CUL DE SAC	595	P	2	A	25	Y	MEDIUM/ 0-5	MEDIUM/ MEDIUM	NONE	LOW/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	1,653	Pres - Correct	\$12,396
	SANDLIN	LN	WICKER ST	REEVES ST	543	P	2	A	19	N	HIGH/ 0-5	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	1,146	Pres - Correct	\$8,598
	SEA DUNES	CT	SEA DUNES CT	CUL DE SAC	89	P	2	A	30	N	LOW/ 0-5	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	297	Pres - Correct	\$2,225
	SEA DUNES	CT	NEW RIVER INLET RD	SEA DUNES CT	48	P	2	A	18	N	LOW/ 0-5	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	96	Pres - Correct	\$720
	SEA DUNES	CT	SEA DUNES CT	CUL DE SAC	89	P	2	A	30	N	LOW/ 0-5	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	297	Pres - Correct	\$2,225
	SEA GULL	LN	NEW RIVER INLET RD	SEA GULL LN	698	P	3	B	36	Y	MEDIUM/ 5-10	NONE	MEDIUM/ 10-25	MEDIUM/ 0-5	HIGH/ EXTREME	NONE	NONE	52	2,792	Rehab	\$83,760
	SEA GULL	LN	SEA GULL LN	NEW RIVER INLET RD	456	P	3	B	31	Y	MEDIUM/ 0-5	MEDIUM/ LOW	NONE	HIGH/ 5- 10	HIGH/ EXTREME	NONE	NONE	52	1,571	Rehab	\$47,120
	SEA SHORE	DR	DEAD END	WICKER ST	1,313	P	2	A	18	N	MEDIUM/ 0-5	MEDIUM/ LOW	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	2,626	Pres - Correct	\$19,695
	SEA SHORE	DR	WICKER ST	REEVES ST	552	P	2	A	16	N	NONE	LOW/ LOW	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	981	Pres - Correct	\$7,360
	SEA SHORE	DR	REEVES ST	DEAD END	393	P	2	A	17	N	MEDIUM/ 0-5	LOW/ LOW	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	742	Pres - Correct	\$5,568
	TRADE WINDS	DR	TRADE WINDS DR	TRADE WINDS DR	99	P	2	A	29	N	MEDIUM/ 5-10	NONE	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	319	Pres - Correct	\$2,393
	TRADE WINDS	DR	TRADE WINDS DR	TRADE WINDS DR	97	P	2	A	29	N	LOW/ 10- 25	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	313	Pres - Correct	\$2,344
	TRADE WINDS	DR	MARINA WAY	TRADE WINDS DR	376	P	2	A	18	N	MEDIUM/ 5-10	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	752	Pres - Correct	\$5,640
	TRADE WINDS	DR	TRADE WINDS DR	TRADE WINDS DR	99	P	2	A	29	N	MEDIUM/ 5-10	MEDIUM/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	319	Pres - Correct	\$2,393
	TRADE WINDS	DR	MARINA WAY	TRADE WINDS DR	359	P	2	A	17	N	LOW/ 0-5	NONE	NONE	MEDIUM/ 0-5	MEDIUM/ EXTREME	NONE	NONE	68	678	Pres - Correct	\$5,086
	TRADE WINDS	DR	TRADE WINDS DR	TRADE WINDS DR	99	P	2	A	29	N	MEDIUM/ 10-25	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	77	319	Pres - Correct	\$2,393
	UTOPIA	ST	ISLAND DR	DEAD END	381	P	2	A	20	N	NONE	LOW/ LOW	MEDIUM/ 25-50	HIGH/ 0-5	HIGH/ EXTREME	NONE	NONE	51	847	Rehab	\$25,400
	WICKER	ST	ISLAND DR	SEA SHORE DR	262	P	2	A	19	N	NONE	MEDIUM/ MEDIUM	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	553	Pres - Correct	\$4,148
	WICKER	ST	ISLAND DR	SANDLIN LN	225	P	2	A	17	N	MEDIUM/ 0-5	NONE	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	425	Pres - Correct	\$3,188
	WICKER	ST	SANDLIN LN	BARRACUDA CT	104	P	2	A	17	N	NONE	NONE	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	68	196	Pres - Correct	\$1,473
	WICKER	ST	BARRACUDA CT	MAKEPEACE LN	114	P	2	A	17	N	LOW/ 0-5	NONE	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	68	215	Pres - Correct	\$1,615

# Rating (PCI) Street Listing





## North Topsail Beach 2026 PCS Town Streets Rating (PCI) Street Listing (Ascending)

D	Inventory				Distresses												Results				
	STREET	TP	BEG DESC	END DESC	LEN	P	L	CL	WI	CURB	FC	TC	BC	PP	SD	RR	RC	PCI	SEG SY	TREATMENT	PROJECT PRICE
	UTOPIA	ST	ISLAND DR	DEAD END	381	P	2	A	20	N	NONE	LOW/LOW	MEDIUM/25-50	HIGH/0-5	HIGH/EXTREME	NONE	NONE	51	847	Rehab	\$25,400
	15TH	AV	ISLAND DR	DEAD END	339	P	2	A	17	N	NONE	MEDIUM/HIGH	NONE	NONE	HIGH/EXTREME	NONE	NONE	52	640	Rehab	\$19,210
	SEA GULL	LN	NEW RIVER INLET RD	SEA GULL LN	698	P	3	B	36	Y	MEDIUM/5-10	NONE	MEDIUM/10-25	MEDIUM/0-5	HIGH/EXTREME	NONE	NONE	52	2,792	Rehab	\$83,760
	SEA GULL	LN	SEA GULL LN	NEW RIVER INLET RD	456	P	3	B	31	Y	MEDIUM/0-5	MEDIUM/LOW	NONE	HIGH/5-10	HIGH/EXTREME	NONE	NONE	52	1,571	Rehab	\$47,120
	COASTAL	DR	NEW RIVER INLET RD	DEAD END	719	P	2	B	25	N	MEDIUM/0-5	NONE	NONE	HIGH/5-10	HIGH/EXTREME	NONE	NONE	53	1,997	Rehab	\$59,917
	4TH	AV	ISLAND DR	TOPSAIL RD	282	P	2	A	19	N	MEDIUM/5-10	NONE	NONE	NONE	HIGH/EXTREME	MEDIUM/LOW	NONE	53	595	Rehab	\$17,860
	OYSTER	LN	NEW RIVER INLET RD	DEAD END	610	P	2	A	25	N	HIGH/0-5	MEDIUM/LOW	NONE	MEDIUM/0-5	HIGH/EXTREME	NONE	NONE	53	1,694	Rehab	\$50,833
	10TH	AV	ISLAND DR	DEAD END	250	P	2	A	18	N	NONE	MEDIUM/LOW	NONE	HIGH/0-5	HIGH/EXTREME	NONE	NONE	53	500	Rehab	\$15,000
	3RD	AV	ISLAND DR	TOPSAIL RD	281	P	2	A	20	N	MEDIUM/5-10	NONE	NONE	LOW/0-5	HIGH/EXTREME	NONE	NONE	53	624	Rehab	\$18,733
	8TH	AV	ISLAND DR	TOPSAIL RD	298	P	2	A	17	N	MEDIUM/0-5	LOW/LOW	NONE	HIGH/0-5	HIGH/EXTREME	NONE	NONE	53	563	Rehab	\$16,887
	14TH	AV	ISLAND DR	TOPSAIL RD	297	P	2	A	17	N	MEDIUM/0-5	MEDIUM/LOW	NONE	NONE	HIGH/EXTREME	NONE	NONE	53	561	Rehab	\$16,830
	7TH	AV	ISLAND DR	TOPSAIL RD	296	P	2	A	17	N	MEDIUM/0-5	NONE	NONE	HIGH/0-5	HIGH/EXTREME	NONE	NONE	53	559	Rehab	\$16,773
	9TH	AV	ISLAND DR	DEAD END	231	P	2	A	18	N	NONE	LOW/LOW	NONE	LOW/5-10	HIGH/EXTREME	NONE	NONE	54	462	Rehab	\$13,860
	12TH	AV	ISLAND DR	TOPSAIL RD	300	P	2	A	17	N	MEDIUM/0-5	NONE	NONE	LOW/0-5	HIGH/EXTREME	NONE	NONE	54	567	Rehab	\$17,000
	13TH	AV	ISLAND DR	TOPSAIL RD	297	P	2	A	18	N	MEDIUM/0-5	NONE	NONE	LOW/0-5	HIGH/EXTREME	NONE	NONE	54	594	Rehab	\$17,820
	2ND	AV	2ND AVE	TOPSAIL RD	279	P	2	A	18	N	MEDIUM/0-5	NONE	NONE	LOW/0-5	HIGH/EXTREME	NONE	NONE	54	558	Rehab	\$16,740
	11TH	AV	ISLAND DR	TOPSAIL RD	299	P	2	A	17	N	MEDIUM/0-5	NONE	NONE	NONE	HIGH/EXTREME	NONE	NONE	54	565	Rehab	\$16,943
	4TH	AV	ISLAND DR	DEAD END	254	P	2	A	18	N	MEDIUM/0-5	NONE	NONE	NONE	HIGH/EXTREME	NONE	NONE	54	508	Rehab	\$15,240
	GRAY	ST	ISLAND DR	TOPSAIL AVE	335	P	2	B	18	N	MEDIUM/25-50	NONE	NONE	HIGH/10-25	MEDIUM/EXTREME	NONE	NONE	55	670	Rehab	\$20,100
	CARVER	ST	ISLAND DR	OCEAN DR	324	P	2	B	20	N	HIGH/0-5	NONE	MEDIUM/25-50	NONE	MEDIUM/EXTREME	NONE	NONE	62	720	Rehab	\$21,600
	RIVER	RD	RIVER DR	RIVER RD EXT	829	P	2	B	21	N	HIGH/10-25	NONE	NONE	HIGH/10-25	MEDIUM/EXTREME	NONE	NONE	62	1,934	Rehab	\$58,030



## North Topsail Beach 2026 PCS Town Streets Rating (PCI) Street Listing (Ascending)

D	Inventory				Distresses										Results					
	STREET	TP	BEG DESC	END DESC	LEN	P	L	CL	WI	CURB	FC	TC	BC	PP	SD	RR	RC	PCI	SEG SY	TREATMENT
RIVER	DR	NEW RIVER INLET RD	RIVER RD EXT	707	P	2	B	20	N	MEDIUM/ 5-10	MEDIUM/ LOW	NONE	MEDIUM/ 10-25	MEDIUM/ EXTREME	NONE	NONE	65	1,571	Pres - Correct	\$11,783
18TH	AV	ISLAND DR	TOPSAIL RD	286	P	2	A	17	N	MEDIUM/ 0-5	MEDIUM/ HIGH	NONE	MEDIUM/ 0-5	MEDIUM/ EXTREME	NONE	NONE	66	540	Pres - Correct	\$4,052
GREEN	ST	ISLAND DR	OLD VILLAGE LN	272	P	2	B	18	N	HIGH/ 5- 10	LOW/ LOW	LOW/ 10- 25	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	66	544	Pres - Correct	\$4,080
REEVES	ST	ISLAND DR	SANDLIN LN	220	P	2	A	20	N	MEDIUM/ 5-10	NONE	NONE	HIGH/ 5- 10	MEDIUM/ EXTREME	NONE	NONE	66	489	Pres - Correct	\$3,667
BAY	CR	BAY VIEW DR	CUL DE SAC	218	P	2	A	25	Y	HIGH/ 5- 10	MEDIUM/ LOW	NONE	MEDIUM/ 0-5	MEDIUM/ EXTREME	NONE	NONE	66	606	Pres - Correct	\$4,542
JENKINS	WY	NEW RIVER INLET RD	DEAD END	221	P	2	A	21	N	NONE	NONE	NONE	NONE	MEDIUM/ EXTREME	LOW/ MEDIUM	NONE	66	516	Pres - Correct	\$3,868
BAY VIEW	DR	BAY CIR	CUL DE SAC	408	P	2	A	25	Y	HIGH/ 5- 10	NONE	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	66	1,133	Pres - Correct	\$8,500
REEVES	ST	HAVEN ST	MAKEPEACE LN	67	P	2	A	20	N	MEDIUM/ 0-5	NONE	NONE	HIGH/ 5- 10	MEDIUM/ EXTREME	NONE	NONE	67	149	Pres - Correct	\$1,117
WICKER	ST	ISLAND DR	SEA SHORE DR	262	P	2	A	19	N	NONE	MEDIUM/ MEDIUM	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	553	Pres - Correct	\$4,148
SAND PIPER	DR	NEW RIVER INLET RD	CUL DE SAC	595	P	2	A	25	Y	MEDIUM/ 0-5	MEDIUM/ MEDIUM	NONE	LOW/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	1,653	Pres - Correct	\$12,396
PORT	DR	NEW RIVER INLET RD	CUL DE SAC	818	P	2	B	26	N	MEDIUM/ 0-5	MEDIUM/ MEDIUM	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	2,363	Pres - Correct	\$17,723
GYSGT D W BOATMAN DR	DR	NEW RIVER INLET RD	DEAD END	335	P	2	A	26	Y	MEDIUM/ 5-10	NONE	MEDIUM/ 5-10	NONE	MEDIUM/ EXTREME	NONE	NONE	67	968	Pres - Correct	\$7,258
TRADE WINDS	DR	TRADE WINDS DR	TRADE WINDS DR	99	P	2	A	29	N	MEDIUM/ 5-10	MEDIUM/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	319	Pres - Correct	\$2,393
OCEAN	DR	GREEN ST	GRAY ST	568	P	2	B	18	N	MEDIUM/ 5-10	NONE	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	1,136	Pres - Correct	\$8,520
15TH	AV	ISLAND DR	TOPSAIL RD	296	P	2	A	18	N	MEDIUM/ 0-5	LOW/ HIGH	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	592	Pres - Correct	\$4,440
SEA SHORE	DR	DEAD END	WICKER ST	1,313	P	2	A	18	N	MEDIUM/ 0-5	MEDIUM/ LOW	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	2,626	Pres - Correct	\$19,695
REEVES	ST	SANDLIN LN	HAVEN ST	147	P	2	A	20	N	MEDIUM/ 5-10	LOW/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	327	Pres - Correct	\$2,450
GRAY	ST	ISLAND DR	OCEAN DR	268	P	2	B	18	N	NONE	LOW/ HIGH	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	536	Pres - Correct	\$4,020
BAY	CT	BAY CT	BAY CT	105	P	2	A	34	N	MEDIUM/ 5-10	NONE	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	397	Pres - Correct	\$2,975
BAY	CT	BAY CT	BAY CT	105	P	2	A	34	N	MEDIUM/ 5-10	NONE	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	397	Pres - Correct	\$2,975
TRADE WINDS	DR	TRADE WINDS DR	TRADE WINDS DR	99	P	2	A	29	N	MEDIUM/ 5-10	NONE	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	319	Pres - Correct	\$2,393



## North Topsail Beach 2026 PCS Town Streets Rating (PCI) Street Listing (Ascending)

D	Inventory				Distresses										Results						
	STREET	TP	BEG DESC	END DESC	LEN	P	L	CL	WI	CURB	FC	TC	BC	PP	SD	RR	RC	PCI	SEG SY	TREATMENT	PROJECT PRICE
	21ST	AV	ISLAND DR	TOPSAIL RD	183	P	2	A	17	N	MEDIUM/ 0-5	LOW/ LOW	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	346	Pres - Correct	\$2,593
	GREEN	ST	ISLAND DR	OCEAN DR	277	P	2	B	19	N	MEDIUM/ 0-5	LOW/ MEDIUM	NONE	MEDIUM/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	585	Pres - Correct	\$4,386
	OCEAN	DR	CARVER ST	GREEN ST	580	P	2	B	17	N	NONE	LOW/ LOW	LOW/ 5-10	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	1,096	Pres - Correct	\$8,217
	OCEAN	DR	CHESTNUT ST	THOMPSON ST	579	P	2	B	18	N	MEDIUM/ 0-5	LOW/ LOW	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	1,158	Pres - Correct	\$8,685
	SEA SHORE	DR	REEVES ST	DEAD END	393	P	2	A	17	N	MEDIUM/ 0-5	LOW/ LOW	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	742	Pres - Correct	\$5,568
	6TH	AV	ISLAND DR	TOPSAIL RD	288	P	2	A	18	N	NONE	LOW/ LOW	NONE	NONE	MEDIUM/ EXTREME	LOW/ LOW	NONE	67	576	Pres - Correct	\$4,320
	BAY VIEW	DR	NEW RIVER INLET RD	BAY CIR	390	P	2	A	25	Y	MEDIUM/ 0-5	NONE	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	1,083	Pres - Correct	\$8,125
	CHESTNUT	ST	OCEAN DR	ISLAND DR	235	P	2	B	17	N	MEDIUM/ 0-5	NONE	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	444	Pres - Correct	\$3,329
	SEA SHORE	DR	WICKER ST	REEVES ST	552	P	2	A	16	N	NONE	LOW/ LOW	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	981	Pres - Correct	\$7,360
	WICKER	ST	ISLAND DR	SANDLIN LN	225	P	2	A	17	N	MEDIUM/ 0-5	NONE	NONE	HIGH/ 0-5	MEDIUM/ EXTREME	NONE	NONE	67	425	Pres - Correct	\$3,188
	17TH	AV	ISLAND DR	DEAD END	408	P	2	A	17	N	LOW/ 0-5	MEDIUM/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	771	Pres - Correct	\$5,780
	OCEAN CLUB	CT	OCEAN CLUB CT	CUL DE SAC	105	P	2	A	33	N	LOW/ 0-5	MEDIUM/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	385	Pres - Correct	\$2,888
	OCEAN CLUB	CT	OCEAN CLUB CT	CUL DE SAC	105	P	2	A	34	N	LOW/ 0-5	MEDIUM/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	67	397	Pres - Correct	\$2,975
	MYRTLE	DR	ISLAND DR	DEAD END	181	P	2	A	36	N	NONE	LOW/ LOW	LOW/ 5-10	NONE	MEDIUM/ EXTREME	NONE	NONE	68	724	Pres - Correct	\$5,430
	10TH	AV	ISLAND DR	TOPSAIL RD	301	P	2	A	18	N	LOW/ 0-5	LOW/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	68	602	Pres - Correct	\$4,515
	OCEAN	DR	THOMPSON ST	DEAD END	510	P	2	A	18	N	LOW/ 0-5	LOW/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	68	1,020	Pres - Correct	\$7,650
	OCEAN CLUB	CT	NEW RIVER INLET RD	OCEAN CLUB CT	78	P	2	A	19	N	LOW/ 0-5	LOW/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	68	165	Pres - Correct	\$1,235
	REEVES	ST	SEA SHORE DR	ISLAND DR	272	P	2	A	17	N	NONE	LOW/ LOW	NONE	LOW/ 0-5	MEDIUM/ EXTREME	NONE	NONE	68	514	Pres - Correct	\$3,853
	REEVES	ST	MAKEPEACE LN	BANKS CHANNEL DR	175	P	2	A	19	N	LOW/ 0-5	LOW/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	68	369	Pres - Correct	\$2,771
	TRADE WINDS	DR	MARINA WAY	TRADE WINDS DR	359	P	2	A	17	N	LOW/ 0-5	NONE	NONE	MEDIUM/ 0-5	MEDIUM/ EXTREME	NONE	NONE	68	678	Pres - Correct	\$5,086
	HAVEN	ST	REEVES ST	DEAD END	460	P	2	A	18	N	NONE	LOW/ LOW	NONE	NONE	MEDIUM/ EXTREME	NONE	NONE	68	920	Pres - Correct	\$6,900



## North Topsail Beach 2026 PCS Town Streets Rating (PCI) Street Listing (Ascending)

D	STREET	Inventory				Distresses											Results			PROJECT PRICE	
		TP	BEG DESC	END DESC	LEN	P	L	CL	WI	CURB	FC	TC	BC	PP	SD	RR	RC	PCI	SEG SY		TREATMENT
	MARINA	WY	TRADE WINDS DR	DEAD END	180	P	2	A	15	N	NONE	LOW/LOW	NONE	NONE	MEDIUM/EXTREME	NONE	NONE	68	300	Pres - Correct	\$2,250
	OCEAN	DR	GRAY ST	CHESTNUT ST	574	P	2	B	18	N	NONE	LOW/LOW	NONE	NONE	MEDIUM/EXTREME	NONE	NONE	68	1,148	Pres - Correct	\$8,610
	WICKER	ST	BARRACUDA CT	MAKEPEACE LN	114	P	2	A	17	N	LOW/0-5	NONE	NONE	NONE	MEDIUM/EXTREME	NONE	NONE	68	215	Pres - Correct	\$1,615
	WICKER	ST	SANDLIN LN	BARRACUDA CT	104	P	2	A	17	N	NONE	NONE	NONE	NONE	MEDIUM/EXTREME	NONE	NONE	68	196	Pres - Correct	\$1,473
	OSPREY	DR	OSPREY DR	OSPREY DR	1,906	P	2	A	20	Y	MEDIUM/10-25	LOW/EXTREME	LOW/25-50	NONE	LOW/EXTREME	NONE	NONE	76	4,236	Pres - Correct	\$31,767
	SAILVIEW	DR	CAPE LN	SAILVIEW DR	1,572	P	2	A	20	N	MEDIUM/10-25	LOW/LOW	NONE	NONE	LOW/EXTREME	MEDIUM/LOW	NONE	77	3,493	Pres - Correct	\$26,200
	OSPREY	DR	OSPREY DR	CUL DE SAC	104	P	2	A	35	Y	MEDIUM/10-25	LOW/LOW	NONE	LOW/10-25	LOW/EXTREME	NONE	NONE	77	404	Pres - Correct	\$3,033
	SAILVIEW	DR	CAPE LN	SAILVIEW DR	564	P	2	A	20	N	MEDIUM/10-25	NONE	NONE	LOW/0-5	LOW/EXTREME	MEDIUM/LOW	NONE	77	1,253	Pres - Correct	\$9,400
	12TH	AV	ISLAND DR	DEAD END	231	P	2	A	19	N	MEDIUM/10-25	LOW/LOW	NONE	NONE	LOW/EXTREME	NONE	NONE	77	488	Pres - Correct	\$3,658
	OSPREY	CR	OSPREY CIR	CUL DE SAC	105	P	2	A	35	Y	MEDIUM/10-25	LOW/LOW	NONE	NONE	LOW/EXTREME	NONE	NONE	77	408	Pres - Correct	\$3,063
	OSPREY	CR	OSPREY CIR	CUL DE SAC	105	P	2	A	35	Y	MEDIUM/10-25	LOW/LOW	NONE	NONE	LOW/EXTREME	NONE	NONE	77	408	Pres - Correct	\$3,063
	OSPREY	DR	CUL DE SAC	OSPREY DR	105	P	2	A	35	Y	MEDIUM/10-25	LOW/LOW	NONE	NONE	LOW/EXTREME	NONE	NONE	77	408	Pres - Correct	\$3,063
	TRADE WINDS	DR	TRADE WINDS DR	TRADE WINDS DR	99	P	2	A	29	N	MEDIUM/10-25	LOW/LOW	NONE	NONE	LOW/EXTREME	NONE	NONE	77	319	Pres - Correct	\$2,393
	SAILVIEW	DR	SAILVIEW DR	CUL DE SAC	105	P	2	A	25	N	MEDIUM/10-25	NONE	MEDIUM/0-5	NONE	LOW/EXTREME	NONE	NONE	77	292	Pres - Correct	\$2,188
	SAILVIEW	DR	SAILVIEW DR	CUL DE SAC	105	P	2	A	25	N	MEDIUM/10-25	NONE	MEDIUM/0-5	NONE	LOW/EXTREME	NONE	NONE	77	292	Pres - Correct	\$2,188
	18TH	AV	ISLAND DR	DEAD END	585	P	2	A	18	N	MEDIUM/10-25	NONE	NONE	NONE	LOW/EXTREME	NONE	NONE	78	1,170	Pres - Correct	\$8,775
	CAPE	LN	NEW RIVER INLET RD	SAILVIEW DR	867	P	2	A	18	N	MEDIUM/10-25	NONE	NONE	NONE	LOW/EXTREME	NONE	NONE	78	1,734	Pres - Correct	\$13,005
	9TH	AV	ISLAND DR	TOPSAIL RD	295	P	2	A	18	N	MEDIUM/5-10	MEDIUM/MEDIUM	MEDIUM/0-5	HIGH/0-5	LOW/EXTREME	NONE	NONE	81	590	Pres - Correct	\$4,425
	MAKEPEACE	LN	WICKER ST	REEVES ST	547	P	2	A	19	N	MEDIUM/5-10	LOW/MEDIUM	LOW/5-10	LOW/0-5	LOW/EXTREME	NONE	NONE	82	1,155	Pres - Correct	\$8,661
	PORPOISE	PL	PORPOISE PL	PORPOISE PL	105	P	2	A	33	N	MEDIUM/5-10	MEDIUM/LOW	MEDIUM/0-5	NONE	LOW/EXTREME	NONE	NONE	82	385	Pres - Correct	\$2,888
	7TH	AV	ISLAND DR	DEAD END	249	P	2	A	19	N	MEDIUM/0-5	LOW/LOW	NONE	NONE	LOW/EXTREME	MEDIUM/LOW	NONE	82	526	Pres - Correct	\$3,943



## North Topsail Beach 2026 PCS Town Streets Rating (PCI) Street Listing (Ascending)

D	Inventory					Distresses										Results					
	STREET	TP	BEG DESC	END DESC	LEN	P	L	CL	WI	CURB	FC	TC	BC	PP	SD	RR	RC	PCI	SEG SY	TREATMENT	PROJECT PRICE
	BOTTLENOSE	BV	NEW RIVER INLET RD	PORPOISE PL	427	P	2	A	21	N	MEDIUM/ 5-10	LOW/ MEDIUM	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	996	Pres - Correct	\$7,473
	OSPREY	DR	NEW RIVER INLET RD	OSPREY DR	927	P	2	A	20	Y	MEDIUM/ 5-10	LOW/ MEDIUM	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	2,060	Pres - Correct	\$15,450
	SAILVIEW	DR	SAILVIEW DR	CUL DE SAC	105	P	2	A	25	N	MEDIUM/ 5-10	NONE	NONE	LOW/ 5-10	LOW/ EXTREME	NONE	NONE	82	292	Pres - Correct	\$2,188
	SAILVIEW	DR	SAILVIEW DR	CUL DE SAC	105	P	2	A	25	N	MEDIUM/ 5-10	NONE	NONE	LOW/ 5-10	LOW/ EXTREME	NONE	NONE	82	292	Pres - Correct	\$2,188
	23RD	AV	ISLAND DR	DEAD END	476	P	2	A	20	N	MEDIUM/ 0-5	LOW/ MEDIUM	MEDIUM/ 0-5	HIGH/ 0-5	LOW/ EXTREME	NONE	NONE	82	1,058	Pres - Correct	\$7,933
	13TH	AV	ISLAND DR	DEAD END	229	P	2	A	20	N	MEDIUM/ 5-10	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	509	Pres - Correct	\$3,817
	TRADE WINDS	DR	MARINA WAY	TRADE WINDS DR	376	P	2	A	18	N	MEDIUM/ 5-10	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	752	Pres - Correct	\$5,640
	8TH	AV	ISLAND DR	DEAD END	248	P	2	A	20	N	MEDIUM/ 5-10	NONE	NONE	LOW/ 0-5	LOW/ EXTREME	NONE	NONE	82	551	Pres - Correct	\$4,133
	MASON	CT	MASON CT	CUL DE SAC	105	P	2	A	33	N	MEDIUM/ 5-10	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	385	Pres - Correct	\$2,888
	TRADE WINDS	DR	TRADE WINDS DR	TRADE WINDS DR	97	P	2	A	29	N	LOW/ 10- 25	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	313	Pres - Correct	\$2,344
	11TH	AV	ISLAND DR	BERMUDA LANDING PL	250	P	2	A	20	N	MEDIUM/ 0-5	LOW/ LOW	NONE	HIGH/ 0-5	LOW/ EXTREME	NONE	NONE	82	556	Pres - Correct	\$4,167
	24TH	AV	ISLAND DR	DEAD END	497	P	2	A	19	N	MEDIUM/ 0-5	LOW/ LOW	NONE	HIGH/ 0-5	LOW/ EXTREME	NONE	NONE	82	1,049	Pres - Correct	\$7,869
	6TH	AV	ISLAND DR	DEAD END	244	P	2	A	20	N	MEDIUM/ 0-5	LOW/ LOW	NONE	HIGH/ 0-5	LOW/ EXTREME	NONE	NONE	82	542	Pres - Correct	\$4,067
	MASON	CT	NEW RIVER INLET RD	MASON CT	91	P	2	A	20	N	MEDIUM/ 0-5	MEDIUM/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	202	Pres - Correct	\$1,517
	OSPREY	DR	OSPREY CIR	DEAD END	125	P	2	A	20	Y	NONE	LOW/ MEDIUM	LOW/ 0-5	MEDIUM/ 0-5	LOW/ EXTREME	NONE	NONE	82	278	Pres - Correct	\$2,083
	2ND	AV	ISLAND DR	DEAD END	217	P	2	A	20	N	MEDIUM/ 0-5	NONE	NONE	HIGH/ 0-5	LOW/ EXTREME	NONE	NONE	82	482	Pres - Correct	\$3,617
	5TH	AV	ISLAND DR	TOPSAIL RD	285	P	2	A	20	N	MEDIUM/ 0-5	NONE	NONE	HIGH/ 0-5	LOW/ EXTREME	NONE	NONE	82	633	Pres - Correct	\$4,750
	OSPREY	CR	OSPREY DR	OSPREY CIR	83	P	2	A	20	Y	MEDIUM/ 0-5	LOW/ MEDIUM	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	184	Pres - Correct	\$1,383
	PORPOISE	PL	BOTTLENOSE BLVD	PORPOISE PL	449	P	2	A	19	N	MEDIUM/ 0-5	LOW/ MEDIUM	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	948	Pres - Correct	\$7,109
	PORPOISE	PL	PORPOISE PL	PORPOISE PL	105	P	2	A	33	N	NONE	MEDIUM/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	82	385	Pres - Correct	\$2,888
	14TH	AV	ISLAND DR	DEAD END	242	P	2	A	20	N	LOW/ 0-5	NONE	NONE	HIGH/ 0-5	LOW/ EXTREME	NONE	NONE	82	538	Pres - Correct	\$4,033



## North Topsail Beach 2026 PCS Town Streets Rating (PCI) Street Listing (Ascending)

D	Inventory				Distresses										Results						
	STREET	TP	BEG DESC	END DESC	LEN	P	L	CL	WI	CURB	FC	TC	BC	PP	SD	RR	RC	PCI	SEG SY	TREATMENT	PROJECT PRICE
	MARINA	WY	NEW RIVER INLET RD	TRADE WINDS DR	401	P	2	A	19	N	NONE	LOW/ MEDIUM	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	847	Pres - Correct	\$6,349
	SANDLIN	LN	WICKER ST	REEVES ST	543	P	2	A	19	N	HIGH/ 0-5	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	1,146	Pres - Correct	\$8,598
	GRANT	DR	NEW RIVER INLET RD	DEAD END	308	P	2	A	20	N	MEDIUM/ 0-5	LOW/ LOW	NONE	LOW/ 0-5	LOW/ EXTREME	NONE	NONE	83	684	Pres - Correct	\$5,133
	PORPOISE	PL	PORPOISE PL	PORPOISE PL	105	P	2	A	22	N	LOW/ 0-5	LOW/ LOW	NONE	MEDIUM/ 0-5	LOW/ EXTREME	NONE	NONE	83	257	Pres - Correct	\$1,925
	PORPOISE	PL	PORPOISE PL	PORPOISE PL	105	P	2	A	22	N	LOW/ 0-5	LOW/ LOW	NONE	MEDIUM/ 0-5	LOW/ EXTREME	NONE	NONE	83	257	Pres - Correct	\$1,925
	21ST	AV	ISLAND DR	DEAD END	165	P	2	A	18	N	NONE	LOW/ LOW	NONE	MEDIUM/ 0-5	LOW/ EXTREME	NONE	NONE	83	330	Pres - Correct	\$2,475
	BIRD	LN	ISLAND DR	DEAD END	353	P	2	A	17	N	MEDIUM/ 0-5	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	667	Pres - Correct	\$5,001
	GOLDSBORO	LN	NEW RIVER INLET RD	GOLDSBORO DR	198	P	2	A	20	N	MEDIUM/ 0-5	NONE	LOW/ 5-10	NONE	LOW/ EXTREME	NONE	NONE	83	440	Pres - Correct	\$3,300
	PORPOISE	PL	BOTTLENOSE BLVD	PORPOISE PL	157	P	2	A	17	N	MEDIUM/ 0-5	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	297	Pres - Correct	\$2,224
	3RD	AV	ISLAND DR	DEAD END	248	P	2	A	19	N	LOW/ 0-5	NONE	NONE	MEDIUM/ 0-5	LOW/ EXTREME	NONE	NONE	83	524	Pres - Correct	\$3,927
	GOLDSBORO	LN	GOLDSBORO DR	DEAD END	475	P	2	A	20	N	NONE	LOW/ LOW	NONE	LOW/ 0-5	LOW/ EXTREME	NONE	NONE	83	1,056	Pres - Correct	\$7,917
	SEA DUNES	CT	SEA DUNES CT	CUL DE SAC	89	P	2	A	30	N	LOW/ 0-5	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	297	Pres - Correct	\$2,225
	SEA DUNES	CT	NEW RIVER INLET RD	SEA DUNES CT	48	P	2	A	18	N	LOW/ 0-5	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	96	Pres - Correct	\$720
	SEA DUNES	CT	SEA DUNES CT	CUL DE SAC	89	P	2	A	30	N	LOW/ 0-5	LOW/ LOW	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	297	Pres - Correct	\$2,225
	22ND	AV	ISLAND DR	DEAD END	229	P	2	A	20	N	MEDIUM/ 0-5	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	509	Pres - Correct	\$3,817
	BAY	CT	NEW RIVER INLET RD	BAY CT	195	P	2	A	20	N	MEDIUM/ 0-5	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	433	Pres - Correct	\$3,250
	16TH	AV	ISLAND DR	DEAD END	336	P	2	A	18	N	LOW/ 0-5	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	672	Pres - Correct	\$5,040
	5TH	AV	ISLAND DR	DEAD END	255	P	2	A	20	N	LOW/ 0-5	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	567	Pres - Correct	\$4,250
	MASON	CT	MASON CT	CUL DE SAC	105	P	2	A	33	N	NONE	NONE	NONE	NONE	LOW/ EXTREME	NONE	NONE	83	385	Nothing	\$0
	LOGGERHEAD	CT	ISLAND DR	DEAD END	393	P	2	B	26	N	NONE	LOW/ LOW	NONE	NONE	LOW/ LOW	NONE	NONE	97	1,135	Pres - Prevent	\$1,476
	CHESTNUT	ST	ISLAND DR	TOPSAIL AVE	402	U	2	A	15	N									670		



**Town of North Topsail Beach  
Board of Aldermen Regular Meeting**

**Wednesday, May 13, 2026, at 11:00 AM**  
**Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460**  
**(910) 328-1349 | www.northtopsailbeachnc.gov**

*Mayor - Richard Grant*  
*Alderman - Laura Olszewski (ABSENT)*  
*Alderman - Mark Barefoot*  
*Town Manager - Larry Faison*

*Mayor Pro Tem - Connie Pletl*  
*Alderman – Kip Malcolm*  
*Town Clerk – Alexis Stanfield*

**I. CALL TO ORDER (Mayor Grant)**

Mayor Grant called the meeting to order.

**II. INVOCATION (Alderman Malcolm)**

Alderman Malcolm gave the invocation.

**III. PLEDGE OF ALLEGIANCE (Alderman Barefoot)**

Alderman Barefoot led the Pledge of Allegiance.

**IV. APPROVAL OF AGENDA**

**Motion – Alderman Malcolm made a motion to approve the agenda. Alderman Barefoot seconded the motion. The motion carried unanimously.**

**IV. MANAGER'S REPORT**

Interim Manager Larry Faison provided the Board with a Manager's Report.

Staffing

Manager Faison reported Dawn Jaurenik had been promoted from Reserve Officer to Interim Police Captain to fill the vacancy created by Interim Police Chief, Andrew Page's, absence in that role. He reviewed her credentials and welcomed her.

Manager Faison reported that Austin Antinori had been hired for the Fire Captain position. He provided credentials for the Board and welcomed him to the Town.

Manager Faison announce Beach Vitex Treatment would begin shortly. Vit4ex treatment has already begun in the other Towns on the island.

### Dredge Schedule

North Topsail Beach staff are reconciling forms until July. The United States Army Corp of Engineers was reported to award the contract by August 2026. Work is scheduled to begin between January-February.

### Ocean City Jazz Festival

Manager Faison reported the Town met with Ocean City jazz Festival last week to review Town support and festival needs. Mayor Grant is scheduled to speak at the festival.

### Speed Hump Citizen(s) Request

Manager Faison reported to the Board that he had received a citizen's request for speed hump(s) to be added. Faison reported the Town does not currently have a policy in place. The Board of Aldermen requested more information regarding cost, need, community desire, and for traffic statistics from the Police Department. Faison reported that staff were also looking into four-way stops as an alternative to speed humps.

## **VI. OPEN FORUM**

Dave Dalsimer, 28 Osprey Drive, spoke about the speed limit on New River Inlet Rd.

Gery Chapman, 13 Osprey Drive, spoke about the speed limit on New River Inlet Rd. and the NCDOT Study done on NRIR.

Sam Ferreri, 148 Sea Gull Lane, spoke about speeding and the special events permits.

Kevin Finger, 17 Osprey Drive, spoke about the late Alderman Strother, speeding, and signage.

Kieth Wilkerson, 149 Sea Gull Lane, spoke about the beach access at Dolphin Shores.

## **VII. PUBLIC PRESENTATIONS AND HEARINGS**

- A. Proclamation 2026-01 Proclamation Honoring the Life and Leadership of Alderman Larry Strother (Clerk Stanfield)

Alexis Stanfield, Clerk to the Board of Aldermen, read aloud Proclamation 2026-01 Honoring the Life and Leadership of Alderman Larry Strother. Mayor Grant presented the proclamation and the late Alderman's name plaque to Lori Strother, wife of Alderman Strother.

- B. Coastal Engineer Monthly Report (Engineer Fran Way)

Fran Way, ATM Engineer, reviewed the erosion projects. Way reviewed review the beneficial relationship of the town utilizing the army core of engineers DA143, as they use that site to dump sand from dredging. Engineer way reported that 10 to 20 years ago the DCM was almost updated, however, no amendments were made. The CRC was updated on April 15. The inlet hazard areas, also known as IHA, now includes up to the Saint Regis area. We provided an overall summary for other beach projects.

- ~~C. Beach Project Update (Chris Gibson)~~

- D. PUBLIC HEARING: Adoption of Digital Zoning Map (Planning Director Hill)

**Motion— Alderman Malcolm made a motion to open the public hearing. Alderman barefoot second in the motion. The motion carried unanimously.**

Planning Director Deb Hill presented the item. She reported to the board that by voting in the affirmative to adopt a digital zoning map with a paper copy on file with the clerk, it allows the public and staff easier access to the map and is cost effective. The Board of Alderman vocalized their support for adopting a digital zoning map.

**Motion— MPT Pletl made a motion adopt the Digital Zoning Map with a paper copy on file with the Town Clerk. Alderman Malcolm second in the motion. The motion carried unanimously.**

E. Review of NCGS § 160A-63. Vacancies and North Topsail Beach Code § 2-16 Vacancies

The Town Attorney and Town Clerk reviewed the NCGS guidelines regarding vacancies for elected Town Boards. Mayor Grant announced residents interested in applying to fill the Alderman seat could do so on the Town Website. Applications are due no later than Sunday, June 21, 2026, at 11:59AM. The Board of Aldermen will review the applications and appoint a new Alderman at the August meeting.

## VIII. CONSENT AGENDA

A. Approval of Minutes

April 1, 2026, Board of Aldermen Regular Meeting Minutes

April 8, 2026, Budget Work Session Minutes

B. Department Head Reports

1. Finance Department
2. Fire Department
3. Inspections Department
4. Planning Department
5. Police Department
6. Public Works

C. Committee Reports

1. Planning Board & PPI Committee
2. Board of Adjustment
3. TISPC <https://tispc.org/minutes/>
4. ONWASA
5. Parks & Rec Committee

D. Budget Amendment 2026-26.50 Fund 50 Fire Station #2 WB Brawley CO12 and CO13

E. NCTVS Motor Vehicle Refunds

Wayne Johannesson, finance director, answered questions from the board regarding the Finance Report. The Board requested Deborah Mack, GWI Financial Consultant, to provide a written report at the June meeting regarding FEMA reimbursements.

**Motion – Alderman Malcolm made a motion to approve the consent agenda. MPT Pletl seconded the motion. The motion carried unanimously.**

## **IX. CONTINUING BUSINESS**

### **A. Off Duty Officer Security Services Agreement (Chief Page)**

Police chief Andrew Paige presented the item to the board. Chief Paige offered a brief historical overview. The town of North Topsail Beach historically has allowed off duty officers to provide security services. This was temporarily paused until a legal contract could be created to conduct on services.

**Motion— MPT Pletl made a motion to authorize the interim town manager and town attorneys to finalize an implement and off duty officer, security service agreement. Alderman Malcolm seconded the motion. The motion carried anonymously.**

### **B. NCEM-DRM: NTB Flood Improvements Project - Contract (Manager Faison)**

Chris Huckaby, Public Works Director, presented the item. Huckaby reviewed erosion issues Town Hall currently faces underneath the building. He introduced Mark Hostman, Ardurra PE, who reviewed his findings. Horstman reported that Town Hall was experiencing erosion around the block wall footing and the support column of the building. Without these areas structurally reinforced, the existing erosion will worsen, and the building could need further, more expensive repairs. Horstman informed the Board that the erosion was caused by multiple variables including poor drainage capacity and water flow from the landscaping. Horstman provided fixes for the current structural damage and solutions to mitigate further erosion. He proposed increasing the pipe diameter, changing pipe materials, replacing the geotextile, etc.

**Motion— Alderman Barefoot made a motion to approve BA 2026-26.51 and 2026-26.52 as presented and approve CA 2026-26.53 and authorize the Interim Town Manager to finalize and execute all necessary documents needed to proceed with this project, conditioned upon the satisfactory review and approval of contract documents by the Town Attorney. Alderman Malcolm seconded the motion. The motion carried unanimously.**

## **X. NEW BUSINESS**

**Motion— Alderman Malcolm made a motion to hear item F under new business as item a. Alderman barefoot sector the motion. The motion carried unanimously.**

### **A. Amendment to the 2026 Board of Aldermen Regular Meeting Schedule (Clerk Stanfield)**

Alexis Stanfield. Clerk to the Board, presented the item. The amendment adds an additional June meeting to adopt the FY 2026-27 Budget.

**Motion – Alderman Malcolm made a motion to amend the 2026 Board of Aldermen Regular Meeting Schedule. MPT Pletl seconded the motion. The motion carried unanimously.**

### **C. Appointment of Check Signatory (Clerk Stanfield)**

The Board discussed amongst themselves who the third signatory should be. The Board agree MPT Pletl would be best fit for this role.

**Motion – Alderman Malcolm made a motion to appoint MPT Pletl as the third check signatory. MPT seconded the motion. The motion carried unanimously.**

- C. Application for Reappointment to the Planning Board (Clerk Stanfield)

**Specific Action Requested: Mayor may request a motion to reappoint Teri Ward to the Planning Board as a regular member for a three-year term.**

- D. Approval to Dispose of Fixed Asset (Public Works Director Huckaby)

**Motion – Alderman Malcolm made a motion to approve the disposal of fixed asset. MPT seconded the motion. The motion carried unanimously.**

- E. Approval of Change Order #1 for MRM Construction Contract Amendment 2026-23.49 (Public Works Director Huckaby)

Chris Huckaby, Public Works Director, presented the item. Huckabee reported that certain costs were not included in the original quote and a change order was necessary to provide those funds.

**Motion — Alderman Malcolm made a motion to approve Change order number one for MRM construction contract amendment 2026–23.49. Alderman Barefoot seconded the motion. The motion passed unanimously.**

- F. Deck Restoration and Erosion (Public Works Director Huckaby)

Chris Huckaby, Public Works Director, reviewed the erosion issues found underneath Townhall. Mark Horstman reviewed the under building findings, reporting that a block wall footing and support column were heavily eroded and needed to be addressed to prevent load bearing support movements. Horstman reviewed the causes of the erosion which included poor drainage capacity, water flow from landscaping, etc. Horstman provided solutions for the issues. This included increasing the pipe diameter, changing the pipe materials, and positive slopes of at least .05%. He suggested replacing the textile used a Townhall, replacing the landscaping with permeable, infiltration systems, etc.

- G. Approval to purchase from Quality Equipment under State Contract 2210B (Public Works Director Huckaby)

Chris Huckaby, Public Works Director, presented the item to the board. Who could be reported that the new mower from quality equipment was under State contract 2210B and came with additional add-ons that include street sweeping. The addition of this tool could optimize public works staff's time and require less equipment purchases.

**Motion— Alderman Malcolm made a motion to approve the purchase from Quality Equipment under State Contract 2210B for and authorize the town manager to execute all necessary agreements to proceed. MPT Pletl seconded the motion..**

- H. NTBFD Fire Truck (Chief Soward)

Fire Chief Chad Soward presented the item to the board. The chief reported the current fire truck 2416 is currently 27 years old. Truck 2416 currently has 587 idle hours logged. The chief reviewed the different organizations that set the standards and govern fire stations. OSHA and NFPA have standards and requirements of fire departments trucks that affect their grading scale. A new truck would add an estimated four points to north topsail beaches score. Additional water tank storage increases could also positively impact on the town's score. Chief Soward reported that the maintenance cost of the current truck cost more yearly than what a new truck would cost. He finished his presentation by reviewing the advantages of purchasing a new fire truck. This includes greater reliability for residence and visitors, operational improvement, increased water, flow capabilities, enhanced safety, and ISO full credit.

I. Beach Safety (Mayor Grant, Manager Faison, Fire Chief Soward)

Mayor Grant presented the item to the Public. He reported that conversations with the County were ongoing regarding beach safety procedures. The town and County are working on a budget that includes a program to educate the Public on rip currents, beach holes, and additional safety precautions.

J. Legislative Update (Mayor Grant and Mayor Pro Tem Pletl)

MPT Pletl reported she went to DC in April and met with congressmen and representatives to discuss CBRA, FEMA, and dredging. She reported she was unable to meet with wildlife resources. MPT Pletl reported she felt that they worked on during her DC trip was productive and moving in favor of the Town.

**XI. OPEN FORUM**

Curtis Anders. 136 Sea Gull Ln, spoke to the Board about Dolphin Shores, Richard Peters Park, and the Onslow County Appraisals.

**XII. ATTORNEY'S REPORT**

Trey Ferguson, Town Attorney, provided the Board and Public with an updated regarding efforts made by Senator Lazaro and Senator Brinson.

**XIII. ALDERMAN'S REPORT**

Alderman Barefoot gave his condolences to the late Alderman Strother's wife, Lori. He thanked the public for attending the meeting and spoke about New Rivier Inlet Rd. and NCDOT.

Alderman Malcolm also expressed his sorrow regarding the passing of Alderman Strother. He informed the public of upcoming events and praised recent events that had concluded. He reminded residents to apply for the boards, committees, and commissions that Town has.

MPT Pletl reported on her Parking Committee meeting. She reported the rates would stay the same this year and that the parking ordinance would be modified and codified later. Turtle Season has begun and North Topsail Beach is already housing one sea turtle nest. Turtle Talks are every Tuesday at 9Am in Town Hall's meeting room.

**XIV. MAYOR'S REPORT**

Mayor Grant spoke about the late Alderman Strother and the accomplishments he had while serving on the BISAC, TISPC, and Board of Aldermen. Mayor Grant thanked the public, staff, and Lori Strother for attending.

**XV. CLOSED SESSION**

There were no closed session items.

**XVI. RECESS**

***Motion— Alderman Malcolm made a motion to recess the meeting to May 19, 2026, at 11:00AM at North Topsail Beach Town Hall Meeting Room, located at 2008 Loggerhead Court, North Topsail Beach. MPT Pletl seconded the motion. The motion carried unanimously.***

May 19, 2026

***Motion— Alderman Barefoot made a motion to resume the May 13, 2026, Board of Aldermen Regular Meeting. Alderman Malcolm seconded the motion. The motion carried unanimously.***

## **XVII. BUDGET WORK SESSION**

### **A. Department Head Budget Overview (Manager Faison)**

Interim Town Manager, Larry Faison, presented the department head budget. Faison informed the Board of budget lines that remained the same and highlight lines that either saw an increase or a decrease. Manager Faison and Finance Director Wayne Johannessen answered questions from the Board regarding merit and COLA increases. The Board discussed reducing the 5% merit increase from FY 2025-26's Budget to a 2.4% merit increase in FY2026-27, and a 2.9% COLA increase, as recommended by the Social Security Administration. Overall departmental and non-departmental budget changes included:

- a) Planning Department: Title Change of Planner I to Planner
- b) Public Buildings: Deck and Erosion Repair costs added
- c) Police Department: Bonus Structure create for Certifications
- d) Public Works: Increase in Gas and Supply funds added
- e) Fire Department: Fire Truck and Fire Boat were pulled from the budget completely. Promotions added.
- f) Insurance: Fire Station #2 Insurance Quote

### **B. Beach and Capital Projects (Manager Faison / Finance Director Johannessen)**

Manager Faison and Finance Director Wayne Johannessen review the Beach and Capital Projects budget lines. Johannessen reported that Fund 30 saw little to no changes from the previous year budget. Fund 12 also saw little to no changes.

Mayor Grant provided commentary, stressing the importance of a conservative budget.

Alderman Barefoot asked questions and requested further information regarding the crosswalk maintenance budget. Public Works Director, Chris Huckaby, confirmed \$250,000.00 has been budgeted for this project.

## **XVIII. ADJOURNMENT**

***Motion— Alderman Malcolm made a motion to adjourn the meeting at 12:50PM. Alderman Barefoot seconded the motion. The motion carried unanimously.***



**Town of North Topsail Beach  
Board of Aldermen Regular Meeting**

**Wednesday, June 03, 2026, at 11:00 AM**  
**Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460**  
**(910) 328-1349 | www.northtopsailbeachnc.gov**

*Mayor - Richard Grant*  
*Alderman - Mark Barefoot*  
*Alderman - Laura Olszewski*  
*Town Manager - E.L. Faison*

*Mayor Pro Tem - Connie Pletl*  
*Alderman – Kip Malcolm*  
*Town Clerk – Alexis Stanfield*

**I. CALL TO ORDER (Mayor Grant)**

Mayor Grant called the meeting to order at 11 AM.

**II. INVOCATION (Alderman Olszewski)**

Alderman Olszewski gave the invocation.

**III. PLEDGE OF ALLEGIANCE (Alderman Malcolm)**

Alderman Malcolm led the pledge of allegiance.

**IV. APPROVAL OF AGENDA**

**Motion— Alderman Barefoot made a motion to approve the agenda. MPT Pletl seconded the motion. Discussion took place.**

**Motion— Alderman Malcolm requested a wheelchair donation be added as item “C” under the Consent Agenda, and the agenda be approved with this amendment. Alderman Olszewski seconded the motion. The motion carried unanimously.**

**V. MANAGER’S REPORT**

**VI. OPEN FORUM**

There were no public forum signups.

**VII. PUBLIC PRESENTATIONS AND HEARINGS**

A. Coastal Engineer Monthly Report (Engineer Way)

Coastal Engineer Fran Way reported there was little movement with beach projects since Turtle Nesting Season and Tourist Season had commenced. All projects are currently reimbursable or grant funded. Way reported where each project currently stood, the efforts made on his and the Army Corps of Engineers' behaves, and the next steps going forward. Alderman Malcolm asked if the NRI and AIWW conditions could be amended so the sandbar on the northern end of town would not fall so close to the shoreline. Engineer Fran Way did not review DA143. He reported PTC8 has Dune Plant Sprigging scheduled for May/June.

B. PUBLIC HEARING: FY 2026-2027 Recommended Budget (Manager Faison)

**Motion—Alderman Malcolm made a motion to open the Public hearing for fiscal year 2026–2027 recommended budget. Alderman Olszewski seconded the motion. The motion carried unanimously.**

Mayor Grant provided information regarding state legislation that can impact the tax rate if passed. Interim Manager Faison reviewed the budget creation process for the Public and Board, including the steps taken to after Budget Work Sessions to adhere to the Boards critiques, Town's needs, and resident input. He reviewed important dates that town staff have adhered to per North Carolina General Statutes. Manager Faison reviewed the methodology used to calculate the revenue neutral tax rate. The Public was provided with a more in-depth review of house bill 1089, which was adopted by the State. He also reviewed Senate bill 889. Senate bill 889 is currently pending on the State Level. Manager Faison Proposed a \$.43 tax rate for fiscal year 2025–2026 if property values are based on 2025 values, and a \$.33 tax rate for fiscal year 2026 2027 based on 2026 property values. He reviewed the principles and priorities utilized during the budgeting process. Beach Renourishment, Hurricane Preparedness, and Public Safety were the three major reoccurring themes among the Board, staff, and residents.

Finance director Wayne Johannessen presented the revenue budget funds (fund 10, fund 12, fund 30). Johannessen reviewed with the Board and Public what each fund was utilized for and the type of charges those accounts would incur. Major initiatives in the budget included a compensation study, recreation, maintenance, Town hall, erosion and flood mitigation, restoration of public works buildings, fire apparatus, and 2022B special Obligation Bond.

Manager Faison reviewed additional items that remained unfunded in the fiscal year 2026–2027 budget. These items include an emergency operation center building, fire department, rescue boat, and market adjustments. Manager Faison announced that the next budget meeting would be on June 24. However, should legislation on Senate bill 889 not be concluded before then, a special meeting would be noticed for June 30, 2026, at 11 AM at North Topsail Beach Town Hall.

**Motion— Alderman barefoot made a motion to close the Public hearing. MPT Pletl seconded the motion. The motion carried unanimously.**

## VIII. CONSENT AGENDA

A. Department Head Reports

1. Finance Department
2. Fire Department

3. Inspections Department
4. Planning Department
5. Police Department
6. Public Works

#### B. Committee Reports

1. Planning Board & PPI Committee
2. Board of Adjustment
3. TISPC <https://tispc.org/minutes/>
4. ONWASA <https://www.onwasa.com/AgendaCenter>
5. Parks & Rec Committee

***Motion— MPT Pletl made a motion to approve the consent agenda. Alderman Olszewski seconded the motion. The motion carried unanimously.***

The Board requested Public Works, Finance, and the Fire Department Heads answer a few questions regarding their department report before moving onto the next section of the agenda.

Finance director Wayne Johannessen reported PTC8 Dune crossover on Marina Way still has reimbursement request on going. \$2.8 million shown in the finance report is scheduled to be sent back to the state, as it wasn't overpayment. Alderman Olszewski requested to see the fee revenue.

Chris Huckaby, Public Work Director, was requested to gather information regarding benches at the dolphin Shores pier plus additional lighting. Mayor Pro Tem Pletl inquired about Dune signs in the Topsail Dunes area.

Fire Chief Chad Soward reported concrete for fire station number two is scheduled to be poured soon. All purchase orders for furniture for the interior has been placed.

### **IX. CONTINUING BUSINESS**

#### A. Beach Projects Update (Engineer Gibson)

Chris Gibson, TI coastal engineering, reviewed project DA143 for the Public and Board of Aldermen. Gibson reported that DA143 was hydraulically dredged and placed. The Army Corp of Engineers needs a disposal site, and the state of North Carolina is required to provide one. Gibson reported that the town could partner with the USACE to utilize their sand. This partnership would empty their site, allowing them to refill it with dredging material, and allow the town access to sand needed to renourish the beaches. Gibson reviewed the sand color, weight, calcium, etc., and determined it was similar enough to mimic the sand eroded from Topsail Island beaches. Gibson provided a graph for the Board and Public that outlined the hydraulic pipeline route. The Northern Dune Project does not have enough sand currently to create a beach to protect new dunes. The current permit level design is at 95% completion. Gibson reported there would be little-to-no-chance of breaking ground on DA143 this year. He emphasized the Town would most likely be ready to begin work one year from now. Gibson reported clearing the island would

take one year, the pipeline would then go in around early fall, and the Town could potentially see movement of sand around Thanksgiving time.

## **X. NEW BUSINESS**

### **A. Request for Right-of-Way Encroachment to Construct Private Beach Access (Planning Director Hill)**

Deb Hill, planning Director, presented the item to the board. A citizen requested to encroach on the town's right of way. This request was submitted and heard by the planning board at their last meeting. The Planning Board voted in favor of denial. The applicant was unable to attend the meeting and requested a continuation until the July 1 meeting.

***Motion— Alderman Malcolm made a motion to continue the item to the July 1, 2026 Board of Aldermen Regular meeting. Alderman Olszewski seconded the motion. The motion carried unanimously.***

### **B. Authorization to Apply for Assistance to Firefighters Grant (Chief Soward)**

Fire Chief Chad Soward presented the item. Chief Soward reported the assistance for firefighters. Grant is a grant. The town applies for every year. As of date, the town has not been awarded this grant before. Chief Soward informed the board that the grant funding goes towards firefighter needs such as replacing Olde and or failing heavy equipment. He confirmed a local match was required for any grant used to buy apparatus. The Board had questions regarding the hypothetical financing and maintenance of new equipment, if they were awarded funding. The Board came to a consensus that applying for the grant would be beneficial for the town overall.

***Motion— MPT Pletl made a motion to authorize staff to apply for the assistance to firefighters grant. alderman Olszewski seconded the motion. The most carried unanimously.***

## **XI. OPEN FORUM**

Curtis Anders, 136 Sea Gull Ln, spoke about beach and road safety in the town.

Jeff Myers, 2224 new River Inlet Rd., spoke about North Topsail's CBRA status.

## **XII. ATTORNEY'S REPORT**

No Attorney's report was given.

## **XIII. ALDERMAN'S REPORT**

Alderman Barefoot thanked staff for their hard work on the budget and agenda. He reported there would be a JUMPO meeting next week.

Alderman Malcolm thank the Public for attending the meeting. He spoke about Public Safety and awareness on the beaches. Alderman Malcolm reviewed recent and upcoming events he plans to attend and encouraged the public to as well.

advertised the Ocean City Jazz Festival, which is scheduled for July 4th weekend. She also addressed speeding on Island Drive.

MPT Pletl spoke about CBRA and other beach issues being handled by her and mayor grant. She commended the fire department and police department for their efforts in assisting in beach safety. She announced that Topsail Island currently has 22 sea turtle nests. North Topsail Beach currently houses 12 of these sea turtle nests, the most nests on the island. She reminded the Public that Turtle Talks are at 9 AM every Tuesday at Townhall.

#### **XIV. MAYOR'S REPORT**

Mayor Grant spoke about CBRA as well. He also reported that Onslow county proposed tax rate is close to revenue neutral.

#### **XV. CLOSED SESSION**

Motion— Alderman Malcolm made a motion to go into close session for items six (6) Personnel and item three (3) Attorney Client privilege. Alderman Olszewski seconded the motion. The motion carried unanimously.

Motion— Alderman Olszewski made a motion to return to open session. Alderman Malcolm seconded the motion. The motion carried unanimously.

#### **XVI. ADJOURNMENT**

Alderman Malcolm made a motion to adjourn the meeting at 2:17 PM. Alderman Olzsewski seconded the motion. The motion carried unanimously.



**Town of North Topsail Beach  
Board of Aldermen Regular Meeting**

**Wednesday, June 10, 2026, at 11:00 AM  
Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460  
(910) 328-1349 | [www.northtopsailbeachnc.gov](http://www.northtopsailbeachnc.gov)**

*Mayor - Richard Grant  
Alderman - Laura Olszewski  
Alderman - Mark Barefoot  
Town Manager - Larry Faison*

*Mayor Pro Tem - Connie Pletl  
Alderman – Kip Malcolm  
Town Clerk – Alexis Stanfield*

**I. CALL TO ORDER (Mayor Grant)**

Mayor Grant called the meeting to order.

**II. APPROVAL OF AGENDA**

**Motion – Alderman Malcolm made a motion to approve the agenda. Alderman Barefoot seconded the motion. The motion carried unanimously.**

**XV. CLOSED SESSION**

**Motion – Alderman Malcolm made a motion to go into closed session under item six (6) Personnel. MPT Pletl seconded the motion. The motion carried unanimously.**

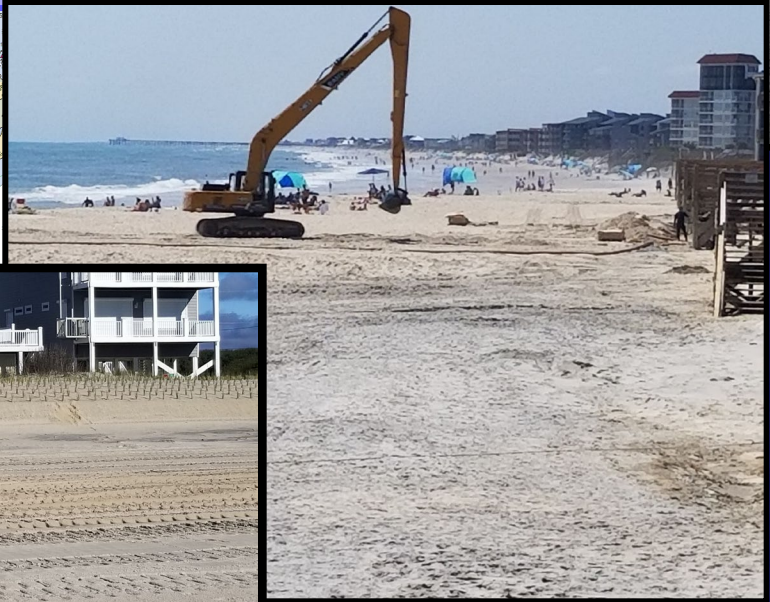
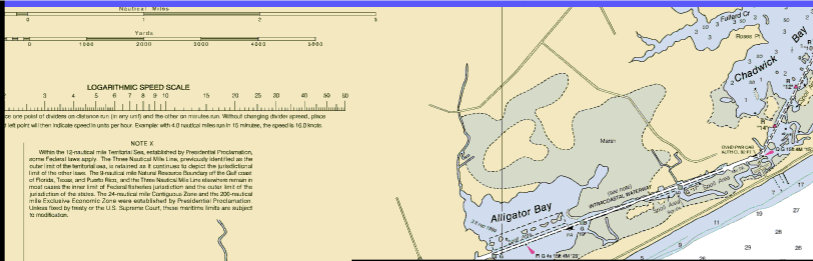
**Motion— Alderman Barefoot made a motion to return to open session. Alderman Malcolm seconded the motion. The motion carried unanimously.**

**XVIII. ADJOURNMENT**

**Motion— Alderman Olszewski made a motion to adjourn the meeting. Alderman Barefoot seconded the motion. The motion carried unanimously.**

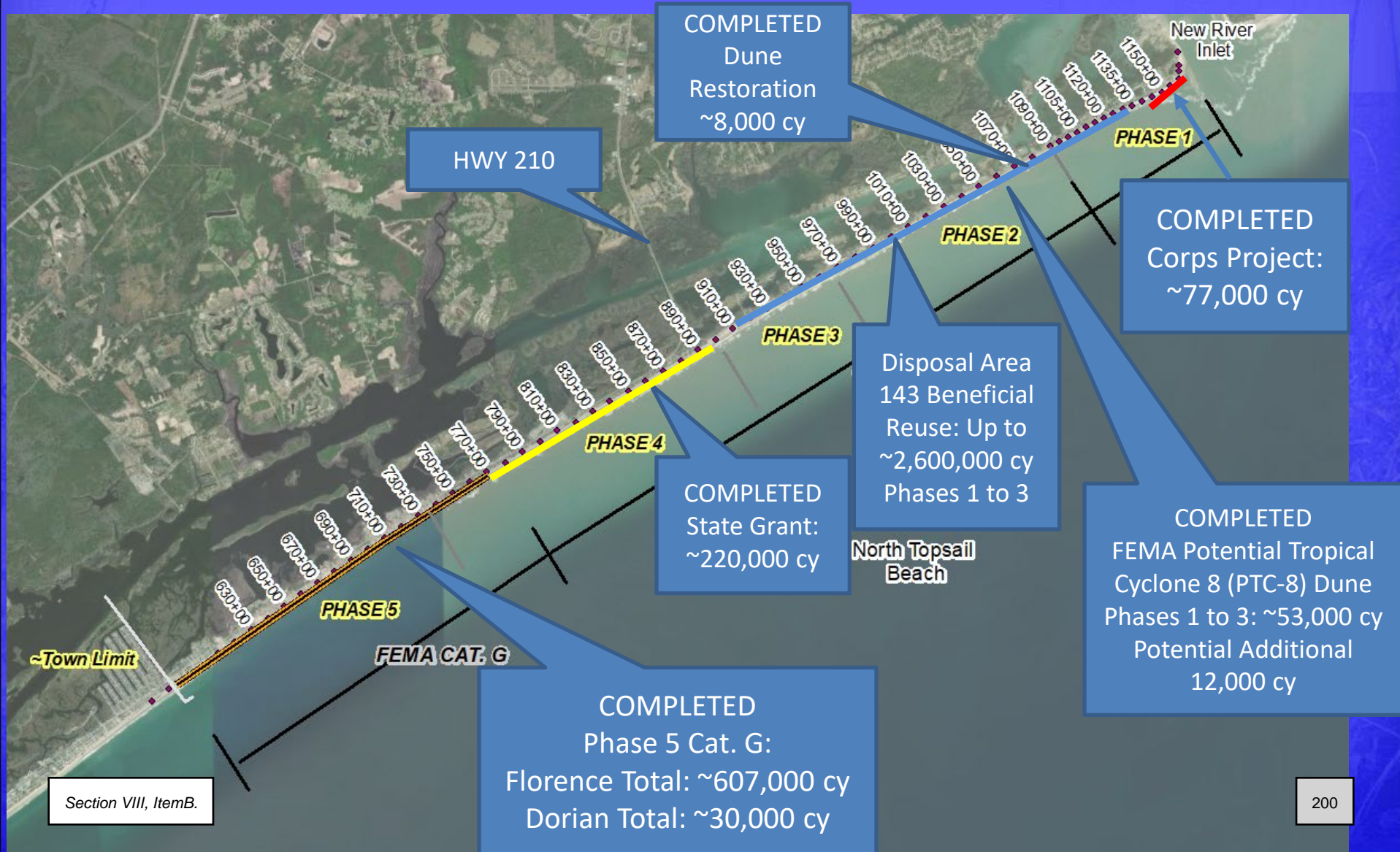
# North Topsail Beach Coastal Update

## July 2026



# Recent and Upcoming Projects Overview

## State Grant, Beneficial Reuse, FEMA, Corps Projects



Section VIII, Item B.

# USACE Navigation Dredging and Placement Phase 1 Corps Beneficial Reuse Project

Typically Occurs  
Every 2 years

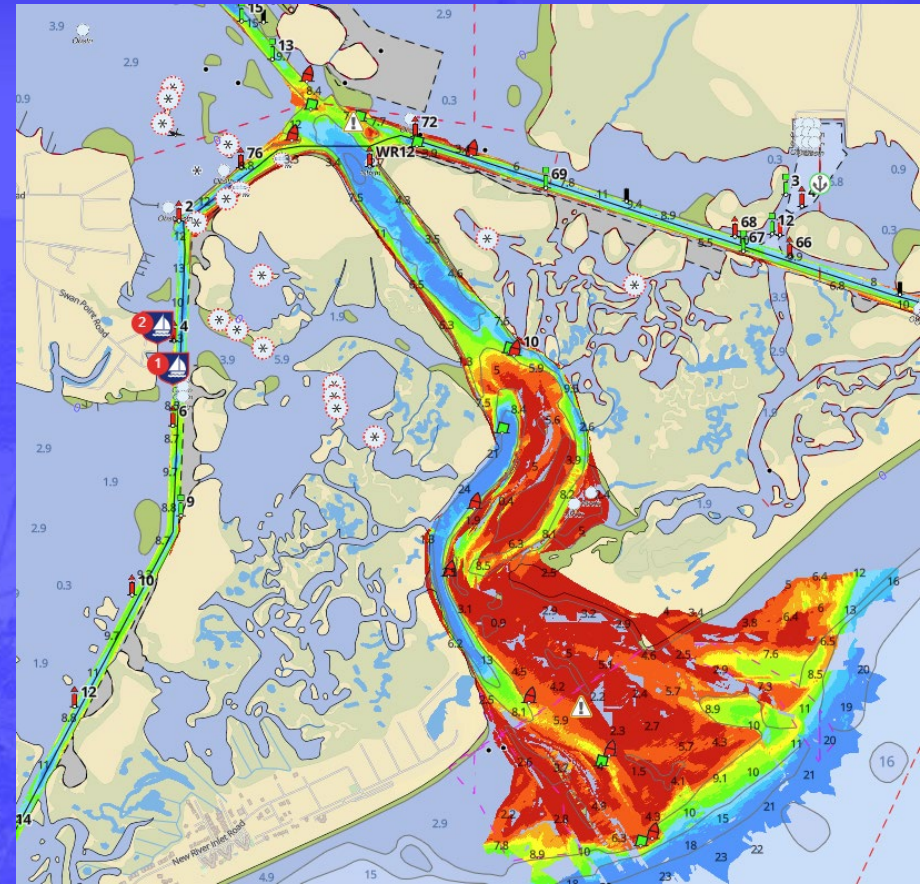
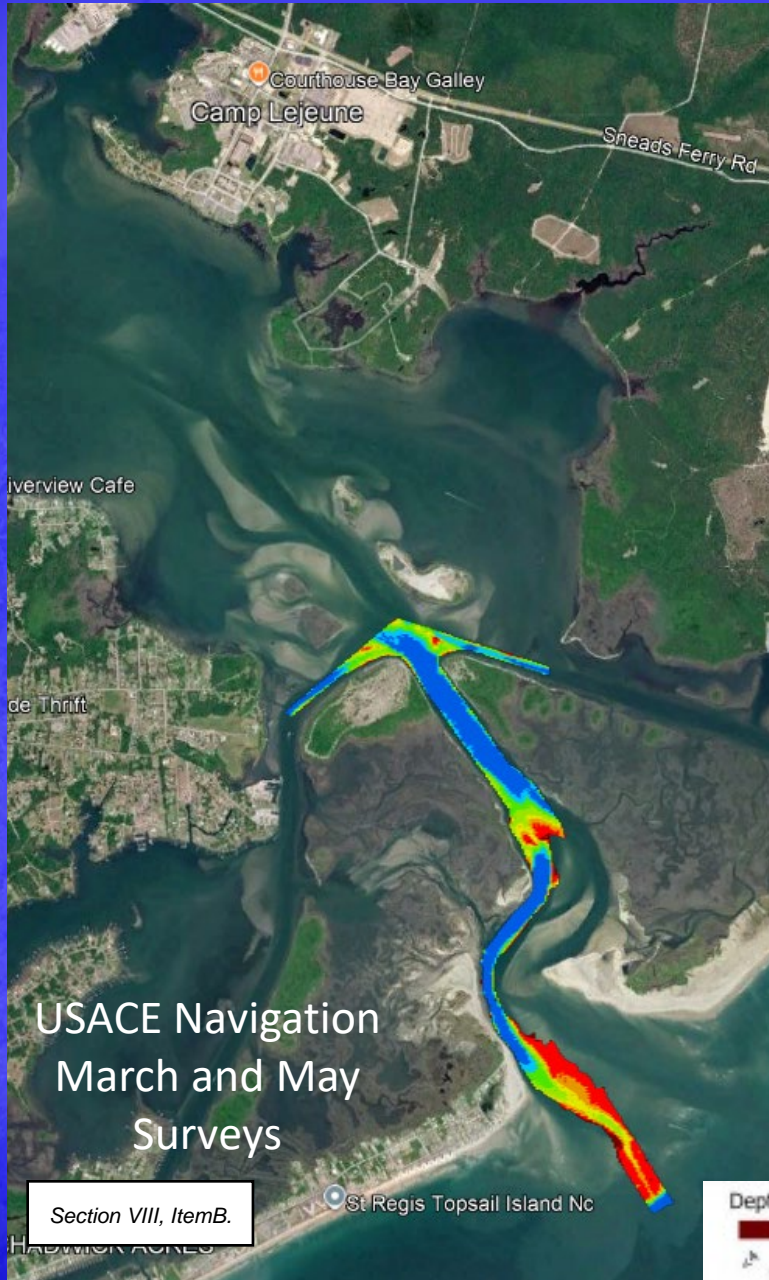
2025: 77,000 cy  
2023: 163,000 cy  
2021: 101,000 cy

Dredging

Fill Placement



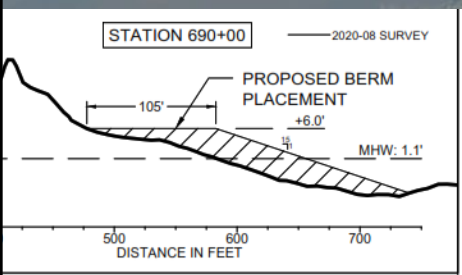
# New River Inlet & AIWW Conditions



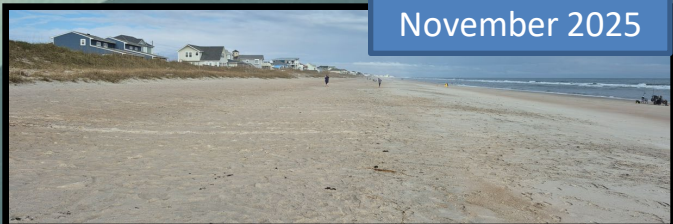
USACE Surveys + Aqua Map

June 17 USMC and USACE Meeting  
on NRI and Cedar Bush Cut

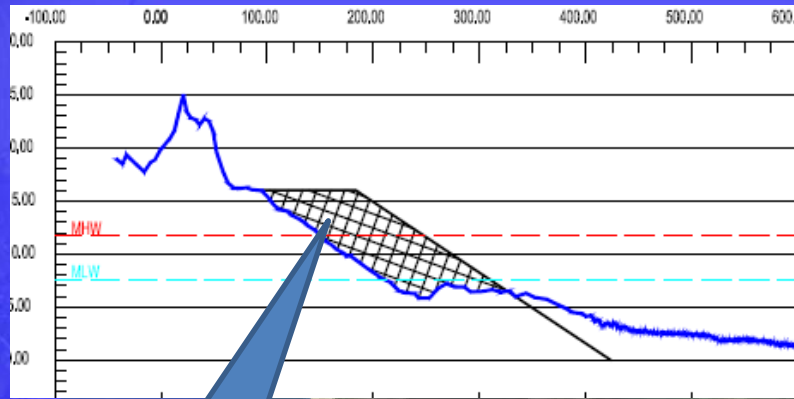
# Completed FEMA Mitigation Nourishment in Phase 5 (and some Phase 4) Beach (not Dune) Nourishment. ~3.5 Miles of Restored Beach. Held up well to PTC-8 and other recent storms (including Hurricane Erin and recent wave/surge events).



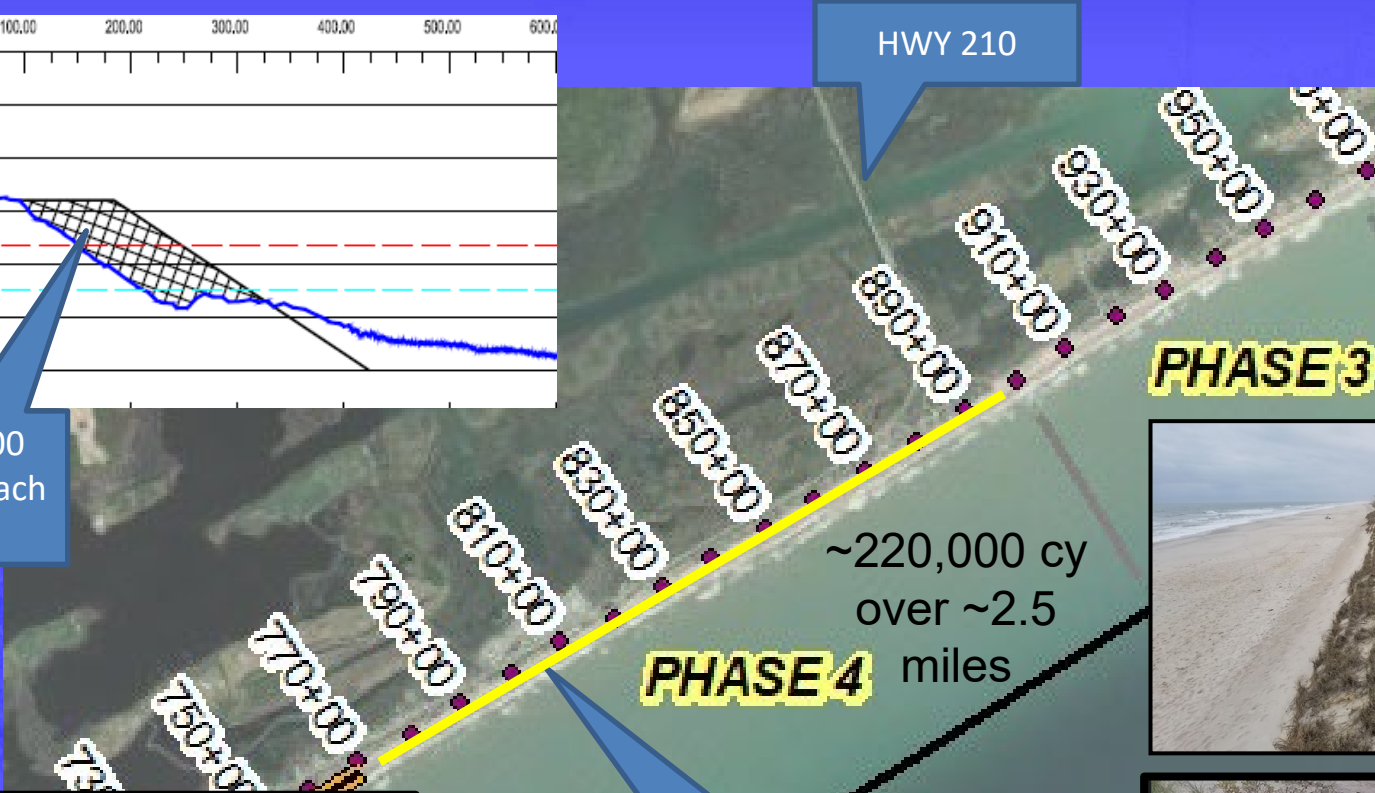
Restored ~3.5 Miles



# Completed State Grant Phase 4 Beach Nourishment – Held up well to Hurricane Erin and recent wave/surge events.



~80 to 100 Feet of Beach Width



State Grant Project (Yellow Line)

Pioneer Dune Vegetation Expanding Seaward (June 2026)



# Disposal Area (DA) 143 Beneficial Reuse and Placement in Phases 1, 2, and 3



- Based on Agency Feedback, ~1.9 to 2.6 Million CY at DA 143
- Easement coordination continues with state and federal agencies
- Permit Application Submission Follows Easement.
- Funding Research and Coordination Ongoing.

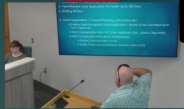
Borrow Material Characteristics Compared to Native Material									
Borrow Area	Volume (CY)	Mean (mm)	Mean (phi)	Median (mm)	Median (phi)	PHI Sorting	% Silt	% Shell	
Native	N/A	0.23	2.13	0.20	2.29	0.87	1.5	26	
DA-143	2.64 MY	0.21	2.28	0.18	2.50	1.16	5.4	8.0	



## June 3 Update:

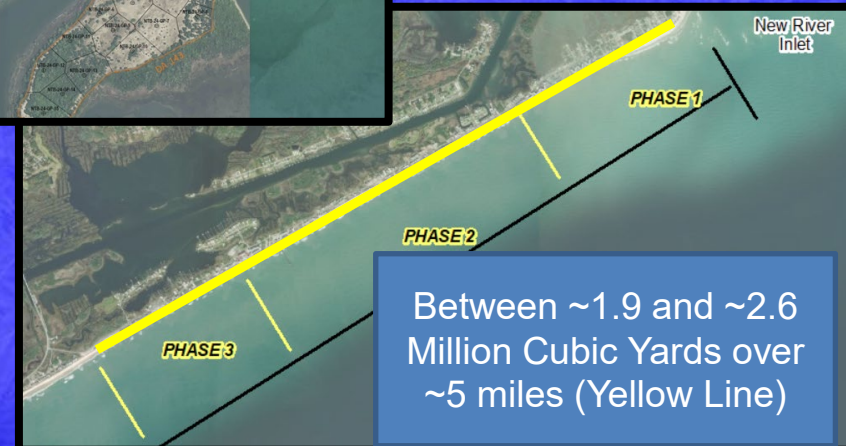
### TIME FRAMES

- ▶ Coordinate With Land Office 30-120 days
- ▶ Permit Review once Application Complete Up to 180 Days
- ▶ Bidding 60 Days
- ▶ Grant Applications / Financial Planning (simultaneously)
  - ▶ Shallow Draft Navigation Fund Application – Ready to be Submitted Upon Town Approval
  - ▶ Direct Appropriation from NC State Legislature (Sen. Lazarra, Rep. Smith)
  - ▶ MOU Coordination With USACE (if Necessary)



Section VIII, Item B.

Communications So Far  
 Project just completed in Galveston District 2025



Between ~1.9 and ~2.6 Million Cubic Yards over ~5 miles (Yellow Line)

## Largest Nourishment for NTL

# Northern Shoreline Dune Restoration (Phases 1 to 3 for 53,000 cy)

An Additional ~12,000 cy is Potentially Available

Sand Work Completed February 18.  
Sprigging May/June

## FEMA PTC-8 Mitigation

~4.1 Miles of Dune Restoration  
(yellow)

CAMA Permit Restrictions Include  
Not Placing Sand On Mature,  
Healthy Vegetation On The Dune  
Face

~Jenkins  
Way Access

Jeffries  
Access

Pier

Section VIII, Item B.

PHASE 1

PHASE 2

PHASE 3



# FEMA PTC-8 Mitigation Includes:

1. Critical Dune Restoration: ~8,000 cy in April/May 2025
2. Phase 1, 2, and 3 Dune Restoration: ~53,000 cy January/February 2026
3. An additional ~12,000 cy that has officially been obligated by FEMA in March

## Dune Plant Sprigging this May/June



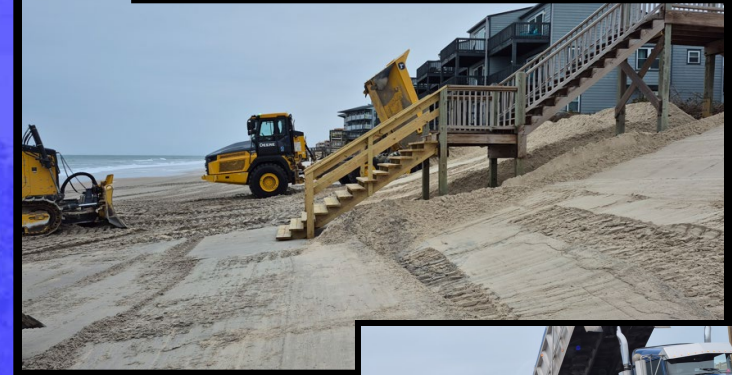
Turtle Nest

Turtle Nest



Example Homeowner Planting and Fencing

Section VIII, Item B.



Existing:



Proposed:

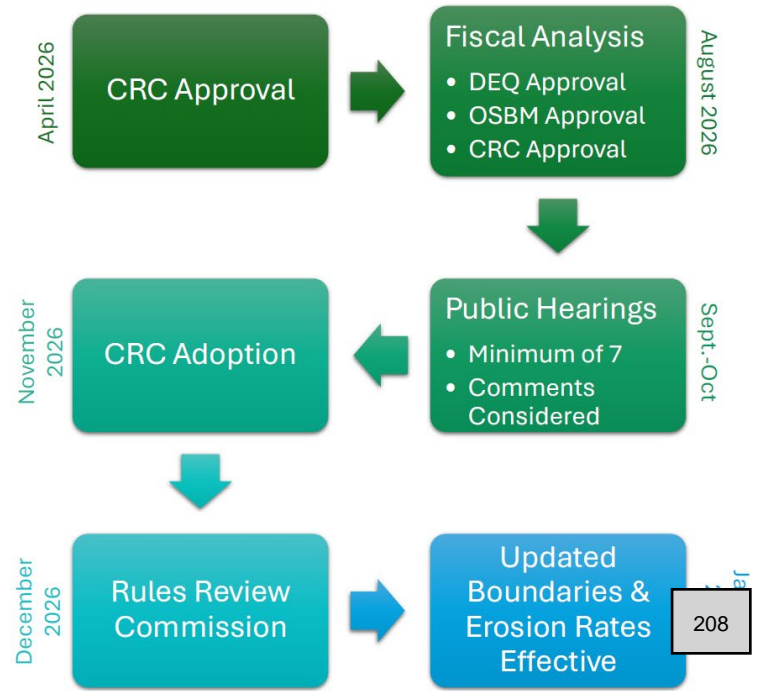
Area Inside 2025 IHA	2020	2013	2004	1997	1986	1983	1980
SBF = 2	2	2	2	2	2	2	2.5
SBF = 2.5	2	2	2	2	2	2	2.5
SBF = 5	2	2	2	2	2	2	2.5
SBF = 7	2	2	2	2	2	2	2.5
SBF = 6	2	2	2	2	2	2	2.5
SBF = 10	2	2	2	2	2	2	2.5



2025 Inlet Hazard Area Setback Factors

# State Inlet Hazard Area Proposed Update

## Rule-Making Process



# Town Beach Projects Updates

- New River Inlet Management Master Plan EIS: Meeting held in June with USACE and USMC on New River Inlet and Cedar Bush Cut.
- Potential Tropical Cyclone (PTC) 8 FEMA/NCEM- 53,000 cy dune restoration (in addition to 8,000 cy last April) in Phases 1, 2 and 3 COMPLETED. Another ~12,000 cy available.
- Disposal Area 143 (DA 143) Beneficial Reuse for Nourishment of Phases 1,2,3 of between ~1.9 and ~2.6 million cubic yards. Easement coordination on DA143 use ongoing with state and federal agencies. Then final permit application submittal.
- DA 143 Grant Research and Funding Options Ongoing.
- State Grant Nourishment - ~220,000 cy in Phase 4 COMPLETED.
- Phase 1 – Corps AIWW Project (~77,000 cy placed north of Topsail Reef condos) COMPLETED. 2026/2027 plans out on July 21.
- Working with NTB Staff regarding funding, accounting and reimbursement for FEMA funded projects
- IHA comment letter from the Town?
- Permitting Coordination (all projects)





## BOARD OF ALDERMEN MEMORANDUM

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TO: MAYOR GRANT AND ALDERMEN

FROM: Wayne Johannessen, Finance Officer

SUBJECT: Finance Monthly Financial Report

DATE: July 01, 2026

Listed below are key financial highlights for FY 26:

### A) Budget vs Actual Report for all Funds.

- 1) **General Fund** (Fund 10) Pages 1 – 9
  - i. **Ad Valorem Tax Current Year** – Currently \$4,476,740.77 of property taxes have been collected.
  - ii. **Interest Earnings** – most of the interest is earned on deposits held in the NCCMT and posts on the 1<sup>st</sup> day of the following month; therefore, NCCMT May interest will not be available until July 1<sup>st</sup>. Interest earned through May of \$848,124.93 is 141% of budget.
  - iii. **Utility Franchise Tax** – the tax is received quarterly in arrears. The first distribution for the Months July – September is received in December; October – December in March; January – March in June and April – June in September. This tax is susceptible to extreme weather. Currently \$406,857.55 of Utility Franchise taxes have been collected.
  - iv. **Sales Tax** – this tax is received in arrears. April Sales were received in June, \$2,514,245.23 is 85% budget. The remaining schedule has the final month of June 2026 will be received in September 2026. This tax is susceptible to economic conditions.
- 2) **Capital Improvement Fund** (Fund 12) Page 10
  - i. **Ad Valorem Tax** – most of these taxes are received between October and January. Currently \$1,204,363.50 property taxes have been collected.
  - ii. **Onslow County Fire Tax** – County paid \$501,869.10 or \$15,843.10 more than budget.
- 3) **Shoreline Protection** (Fund 30) pages 11-12
  - i. **Accommodation Tax** – received \$2,551,758.34 through June 24<sup>th</sup>. This tax is susceptible to economic and weather conditions.
  - ii. **Interest Earnings** – most of the interest is earned on deposits held in the NCCMT and posts on the first day of the following month; therefore, NCCMT May interest will not be available until June 1<sup>st</sup>. Interest earned through April of \$255,223.45 204% of budget.
  - iii. **Ad Valorem Tax** – most of these taxes are received between October and January. Currently \$1,719,991.81 of property taxes have been collected.
  - iv. **Sales Tax** – – this tax is received in arrears. April Sales were received in June, \$860,580.59 is 78% budget. The remaining schedule has the final month of June 2026 will be received in September 2026. This tax is susceptible to economic conditions.

- v. **Paid Parking Revenue** – this revenue is received in arrears. \$408,576.94 received through April. This revenue is susceptible to weather conditions.
- 4) **Capital Project Beach Maintenance** (Fund 31) pages 13-15.
  - i. NOTE: Multi-year Fund. This impacts comparisons of transfers in from annual funds when the multi-year fund has the history of prior years. **All Revenues and Expenditures are Project to Date.**
  - ii. **Investment Income** – Total Balance \$1,402,710.49 and is over budget \$1,130,324. NCDEQ Balance of Payment of 2,860,356.91 issued to return funds to NCDEQ 6/19/2026 (budget amendments in process).

**BREAKDOWN GRANT AND INTEREST**

1,730,032.71	Bal Grant Funds
1,130,324.20	Interest Earned
2,860,356.91	

		Interest Earned	
<b>Fund 31</b>			
FY 2023		91,646.76	GASB 100
Auditor Adj FY 23	**	2,714.00	
FY 2024		527,493.79	GASB 100
Auditor Adj FY 24	**	269,672.29	
FY 2025		412,384.83	
Total Prior Years Interest		1,303,911.67	
FY 2026		98,798.82	JUL - MAY
		1,402,710.49	
** Auditor Adj Notes related to debt issuance			
<b>NCDEQ INTEREST</b>		1,130,324.20	AS OF 05/31/2026

- iii. **FEMA Reimbursement**  
Refer to GWI update report.

- 5) **Grant Project FEMA – 4837 PTC8** (Fund 32) page 16-17  
Refer to GWI update report.
- 6) **Capital Project Fire Station 2** (Fund 50) page 18.
  - i. NOTE: **Multi-year Fund.**
  - ii. Contingency balance in this project is \$37,632.00 to cover any unforeseen costs.
- 7) **Grant Project Stormwater NCEM DRMG2304** (Fund 60) page 19-20
  - i. NOTE: **Multi-year Fund.**
  - ii. This project is funded by NCEM and has no matching requirements.
  - iii. Reimbursement request payment of \$79,521.53 received 6/1/2026.

**B) Payments Processed:** Cash Disbursements (ACH) \$215,785.13 and Accounts Payable Checks \$375,982.01 = \$591,767.14.

**C) Cash Balance Report All Funds** – this report is by Bank to show the operating bank balance:

- 1) Total Cash Balance as of June 24, 2026, is \$51,707,792.
- 2) **Fund 31** – Payment of 2,860,356.91 issued to return funds to NCDEQ 6/19/2026 currently still reflected in balance. Budget amendments in process.

This month's report has provided detailed highlights to assist in the interpretation of the reports attached.

Respectfully submitted,



Finance Officer

**Attachments:**

Budget vs Actual All Funds as of 04/24/2026 – 20 Pages

Cash Disbursements 03/18/2026 – 04/24/2026 – 4 Pages.

Check Listing 03/18/2026 – 04/24/2026 – 3 Pages.

Cash Balance All Funds as of 04/24/2026 – 2 Pages.

Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2026

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
10-301-00 AD VALOREM TAX - Current Year	4,297,249	0.00	10,212.92	50,506.89	4,476,740.77	179,491.77	104%	
10-301-01 AD VALOREM TAX - Prior Years	45,000	0.00	0.00	996.44	53,046.30	8,046.30	118%	
10-301-02 AD VALOREM TAX - MOTV	80,000	0.00	10,196.97	27,075.26	98,339.83	18,339.83	123%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	845.87	3,615.89	23,546.23	20,546.23	785%	
10-329-00 INTEREST	602,000	0.00	28.59	220,152.69	848,124.93	246,124.93	141%	
10-335-00 MISCELLANEOUS	2,000	0.00	42.00	466.47	4,068.01	2,068.01	203%	
10-336-07 SALE OF TOWN MERCHANDISE	7,000	0.00	440.89	1,761.01	7,027.71	27.71	100%	
10-337-00 UTILITIES FRANCHISE TAX	530,612	0.00	151,089.90	258,226.74	406,857.55	(123,754.45)	77%	
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	4,275.25	4,275.25	875.25	126%	
10-343-00 POWELL BILL ALLOCATIONS	43,000	0.00	0.00	0.00	41,338.49	(1,661.51)	96%	
10-345-00 LOCAL OPTION SALES TAX	2,962,767	0.00	310,150.61	785,905.00	2,514,245.23	(448,521.77)	85%	
10-345-01 SALES & USE TAX RETURN	0	0.00	35.28	154.98	543.97	543.97		
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	199.85	644.79	(105.21)	86%	
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	125.00	575.00	2,475.00	475.00	124%	
10-350-01 PAID PARKING REVENUE	112,125	0.00	22,837.85	63,573.88	136,192.03	24,067.03	121%	
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	4,000	0.00	303.00	761.00	3,499.85	(500.15)	87%	
10-352-01 FIRE INSPECTIONS & VIOLATION FEES	500	0.00	0.00	0.00	0.00	(500.00)		
10-352-02 CODE ENFORCEMENT FINES	3,000	0.00	0.00	0.00	0.00	(3,000.00)		
10-355-00 BUILDING PERMITS	65,000	0.00	4,013.25	10,395.00	64,687.11	(312.89)	100%	
10-355-01 MECHANICAL PERMITS	8,000	0.00	1,470.00	3,080.00	7,530.50	(469.50)	94%	
10-355-02 ELECTRICAL PERMITS	12,000	0.00	910.00	4,200.00	18,590.00	6,590.00	155%	
10-355-03 PLUMBING PERMITS	1,200	0.00	280.00	630.00	11,830.00	10,630.00	986%	
10-355-04 INSULATION PERMITS	500	0.00	280.00	350.00	840.00	340.00	168%	
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	30.00	60.00	218.00	(82.00)	73%	
10-355-06 TECHNOLOGY FEE	5,000	0.00	473.02	1,182.11	5,823.10	823.10	116%	
10-355-07 REINSPECTION FEE/FINES	13,000	0.00	100.00	475.00	7,795.00	(5,205.00)	60%	

Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2026

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-355-09 CCR FEES	2,000	0.00	0.00	75.00	550.00	(1,450.00)	28%	
10-357-08 PLANNING & ZONING FEES	28,000	0.00	1,150.00	6,000.00	24,130.00	(3,870.00)	86%	
10-359-00 REFUSE COLLECTION FEES	575,418	0.00	52,463.04	157,765.82	462,156.06	(113,261.94)	80%	
10-359-52 ADD'L CART RECYCLING	0	0.00	0.00	0.00	240.00	240.00		
10-367-01 SALES TAX REFUNDS	0	0.00	0.00	60,451.80	60,451.80	60,451.80		
10-368-01 NCDOT GRASS MOWING REIMB	7,776	0.00	0.00	0.00	7,776.48	0.48	100%	
10-368-10 NCOSMB GRANT #12791	34,000	0.00	0.00	0.00	34,000.00	0.00	100%	
10-370-01 LAST CALL FOUNDATION (LCF) FIRE	6,063	0.00	0.00	0.00	0.00	(6,063.05)		
10-383-00 SALE OF FIXED ASSETS	10,000	0.00	1,175.00	11,175.00	13,025.00	3,025.00	130%	
<b>Revenues Totals:</b>	<b>9,466,660</b>	<b>0.00</b>	<b>568,653.19</b>	<b>1,674,086.08</b>	<b>9,340,608.99</b>	<b>(126,051.06)</b>	<b>99%</b>	
<b>Expenses</b>								
10-410-01 BOARD STIPEND (WAS 10-410-95)	3,600	0.00	0.00	0.00	900.00	2,700.00	25%	
10-410-03 PART-TIME SALARIES	36,000	0.00	2,500.00	8,500.00	35,000.00	1,000.00	97%	
10-410-05 FICA (7.65%)	3,030	0.00	191.25	650.25	2,746.38	283.62	91%	
10-410-14 TRAVEL & TRAINING	2,000	0.00	0.00	1,323.54	1,323.54	676.46	66%	
10-410-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	492.09	1,520.21	(20.21)	101%	
10-410-43 AUDITOR FEES	26,750	0.00	0.00	0.00	26,750.00	0.00	100%	
10-410-45 TAX COLLECTION FEES	76,000	0.00	0.00	10,532.80	53,111.61	22,888.39	70%	
10-410-47 PROFESSIONAL SERVICES	244,500	45,627.50	5,188.10	23,315.67	98,734.95	100,137.55	59%	
10-410-50 DONATIONS OTHER AGENCIES	13,500	0.00	10,000.00	10,000.00	11,500.00	2,000.00	85%	
10-410-53 DUES & SUBSCRIPTIONS	2,200	0.00	1,998.00	5,899.88	6,074.88	(3,874.88)	276%	
10-410-57 MISCELLANEOUS	500	0.00	205.72	205.72	205.72	294.28	41%	
10-410-58 TAX REFUNDS	1,000	0.00	0.00	0.00	645.19	354.81	65%	
<b>GOVERNING BODY Totals:</b>	<b>410,580</b>	<b>45,627.50</b>	<b>20,083.07</b>	<b>60,919.95</b>	<b>238,512.48</b>	<b>126,440.02</b>	<b>69%</b>	
10-420-02 SALARIES	608,372	0.00	63,531.95	162,864.31	500,406.48	107,965.52	82%	
10-420-03 PART-TIME SALARIES	22,200	0.00	0.00	0.00	0.00	22,200.00		
10-420-04 OVERTIME	3,000	0.00	0.00	0.00	0.00	3,000.00		

Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2026

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-05 FICA (7.65%)	49,273	0.00	4,791.81	12,255.33	35,987.84	13,285.16	73%
10-420-06 GROUP INSURANCE	55,734	0.00	(7,250.28)	(2,076.38)	26,618.46	29,115.54	48%
10-420-07 ORBIT RETIREMENT (12.23%)	88,743	0.00	7,114.32	17,327.42	66,203.57	22,539.43	75%
10-420-08 401K (3%)	18,388	0.00	1,473.96	3,589.94	13,571.30	4,816.70	74%
10-420-10 EMPLOYEE TRAINING	10,000	0.00	0.00	4,650.00	6,705.62	3,294.38	67%
10-420-11 POSTAGE	2,500	0.00	16.20	64.80	744.80	1,755.20	30%
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-13 TUITION REIMBURSEMENT	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-420-14 TRAVEL & TRAINING	3,805	0.00	1,956.66	2,194.46	2,194.46	1,610.54	58%
10-420-15 BANK CHARGES	2,000	0.00	0.00	1,585.81	1,990.14	9.86	100%
10-420-17 M & R VEHICLE	2,000	0.00	0.00	0.00	165.54	1,834.46	8%
10-420-18 CONSUMABLES	5,000	0.00	0.00	149.07	1,272.17	3,727.83	25%
10-420-26 ADVERTISING	2,500	0.00	377.40	662.60	1,702.60	797.40	68%
10-420-31 GAS, OIL & TIRES	2,200	0.00	93.52	214.71	1,234.25	965.75	56%
10-420-32 OFFICE SUPPLIES	6,000	0.00	30.48	326.36	3,060.37	2,939.63	51%
10-420-34 TOWN APPAREL & MERCH EXPENSE	11,000	0.00	89.00	267.00	2,092.52	8,907.48	19%
10-420-45 CONTRACTED SERVICES	437,386	28,625.87	7,569.28	51,127.34	361,534.18	47,225.95	89%
10-420-53 DUES & SUBSCRIPTIONS	2,440	0.00	0.00	2,495.60	4,285.60	(1,845.60)	176%
10-420-57 MISCELLANEOUS	500	0.00	0.00	0.00	0.00	500.00	
10-420-58 EMPLOYEE ENGAGEMENT	8,000	0.00	300.63	587.12	2,689.94	5,310.06	34%
ADMINISTRATION Totals:	1,347,041	28,625.87	80,094.93	258,285.49	1,032,459.84	285,955.29	79%
10-430-57 ELECTION EXPENSES	5,000	0.00	0.00	0.00	3,938.45	1,061.55	79%
ELECTIONS Totals:	5,000	0.00	0.00	0.00	3,938.45	1,061.55	79%
10-480-02 SALARIES	95,170	0.00	6,961.16	20,883.48	87,264.50	7,905.50	92%
10-480-05 FICA (7.65%)	7,281	0.00	530.56	1,591.68	6,651.13	629.87	91%
10-480-06 GROUP INSURANCE	8,859	0.00	710.20	2,193.08	8,730.93	128.07	99%
10-480-07 ORBIT RETIREMENT (12.96%)	13,780	0.00	1,007.98	3,023.94	12,635.95	1,144.05	92%
10-480-08 401K (3%)	2,855	0.00	208.84	626.52	2,610.50	244.50	91%

Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2026

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-480-10 EMPLOYEE TRAINING	1,500	544.95	254.59	254.59	254.59	700.46	53%
10-480-11 PHONES	37,980	585.09	3,841.09	15,458.38	38,008.74	(613.83)	102%
10-480-16 M & R EQUIPMENT	6,000	0.00	0.00	3,395.00	4,230.32	1,769.68	71%
10-480-33 DEPARTMENT SUPPLIES	2,800	1,500.00	367.45	438.27	1,548.34	(248.34)	109%
10-480-46 BUILDING SECURITY	30,500	23,661.45	0.00	572.69	572.69	6,265.86	79%
10-480-53 DUES & SUBSCRIPTIONS	119,594	5,494.26	0.00	21,143.00	107,631.96	6,467.78	95%
10-480-57 MISCELLANEOUS	500	0.00	0.00	231.68	231.68	268.32	46%
10-480-58 WEB EOC SERVICE	1,500	0.00	0.00	0.00	1,125.00	375.00	75%
10-480-74 CAPITAL OUTLAY	11,372	1,935.36	50.96	1,949.46	4,859.26	4,577.38	60%
10-480-76 EQUIP LEASE PAYMENTS (COMPUTERS COPIERS)	12,000	1,505.64	531.57	1,691.66	6,484.58	4,009.78	67%
IT DEPARTMENT Totals:	351,691	35,226.75	14,464.40	73,453.43	282,840.17	33,624.08	90%
10-490-02 SALARIES	189,205	0.00	13,831.74	41,495.22	156,975.85	32,229.15	83%
10-490-05 FICA (7.65%)	14,947	0.00	1,057.62	3,172.86	12,004.86	2,942.14	80%
10-490-06 GROUP INSURANCE	17,718	0.00	710.20	2,260.63	7,984.92	9,733.08	45%
10-490-07 ORBIT RETIREMENT (12.23%)	28,290	0.00	2,002.84	6,008.52	22,730.14	5,559.86	80%
10-490-08 401K (3%)	5,862	0.00	414.96	1,244.88	4,591.39	1,270.61	78%
10-490-10 EMPLOYEE TRAINING	8,500	0.00	50.00	250.74	2,520.97	5,979.03	30%
10-490-16 M & R EQUIPMENT	500	0.00	0.00	0.00	0.00	500.00	
10-490-17 M & R VEHICLES	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-490-31 GAS, OIL, & TIRES	2,200	0.00	144.34	275.41	439.09	1,760.91	20%
10-490-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	0.00	17.08	(17.08)	
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	344.00	1,207.39	442.61	73%
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	0.00	250.00	
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	0.00	199.00	1,201.00	14%
PLANNING/ZONING/CAMA Totals:	271,522	0.00	18,211.70	55,052.26	208,670.69	62,851.31	77%
10-491-02 SALARIES	167,258	0.00	4,462.40	13,387.20	60,442.01	106,815.99	36%
10-491-05 FICA (7.65%)	12,795	0.00	340.16	1,020.48	4,584.25	8,210.75	36%
10-491-06 GROUP INSURANCE	17,718	0.00	710.20	2,174.64	7,248.84	10,469.16	41%

Budget vs Actual

NORTH TOPSAIL BEACH  
6/24/2026 3:49:17 PM

Period Ending 6/30/2026

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-491-07 ORBIT RETIREMENT (12.23%)	24,219	0.00	646.16	1,938.48	8,752.02	15,466.98	36%
10-491-08 401K (3%)	5,018	0.00	133.88	401.64	1,808.84	3,209.16	36%
10-491-10 EMPLOYEE TRAINING	5,504	0.00	0.00	0.00	0.00	5,504.00	
10-491-17 M & R VEHICLES	1,200	0.00	0.00	0.00	28.00	1,172.00	2%
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	105.59	535.92	2,764.08	16%
10-491-33 DEPARTMENTAL SUPPLIES	53	0.00	0.00	0.00	52.98	0.00	100%
10-491-45 CONTRACTED SERVICES	51,450	16,818.00	0.00	10,960.00	28,207.00	6,425.00	88%
10-491-53 DUES & SUBSCRIPTIONS	383	0.00	0.00	195.00	382.77	0.00	100%
10-491-54 DEMOLITION	30,000	0.00	0.00	0.00	0.00	30,000.00	
10-491-57 MISCELLANEOUS	399	0.00	0.00	0.00	0.00	399.25	
10-491-89 SETTLEMENT AGREEMENT	11,400	0.00	0.00	0.00	11,400.00	0.00	100%
INSPECTIONS Totals:	330,697	16,818.00	6,292.80	30,183.03	123,442.63	190,436.37	42%
10-500-13 UTILITIES	67,000	0.00	5,915.40	18,145.95	57,555.48	9,444.52	86%
10-500-15 M & R BUILDINGS/GROUNDS	156,384	114,742.57	6,680.00	23,836.55	37,940.73	3,700.70	98%
10-500-17 LANDSCAPING EXPENSE	38,527	2,460.52	0.00	4,987.04	27,131.72	8,934.76	77%
10-500-33 BUILDING SUPPLIES	6,500	0.00	0.00	389.60	2,944.07	3,555.93	45%
10-500-35 FURNITURE	15,000	0.00	0.00	0.00	0.00	15,000.00	
10-500-43 CLEANING SERVICES	15,000	2,250.00	500.00	2,000.00	11,250.00	1,500.00	90%
10-500-45 PEST CONTROL	2,566	190.00	30.00	90.00	170.00	2,206.00	14%
10-500-57 TOWN SIGN M & R	2,500	0.00	0.00	0.00	0.00	2,500.00	
10-500-74 CAPITAL OUTLAY	158,000	17,196.18	1,400.00	92,803.82	92,803.82	48,000.00	70%
10-500-76 LEASE PAYMENTS	42,312	0.00	0.00	6,000.00	42,412.00	(100.00)	100%
PUBLIC BLDGS Totals:	503,789	136,839.27	14,525.40	148,252.96	272,207.82	94,741.91	81%
10-501-09 WORKER'S COMPENSATION	66,702	0.00	0.00	0.00	39,835.55	26,866.45	60%
10-501-10 TOWN HRA INSURANCE	58,500	0.00	3,037.51	7,782.40	57,741.43	758.57	99%
10-501-13 PROPERTY LIABILITY & BONDS	156,444	0.00	0.00	730.00	128,489.00	27,955.00	82%
10-501-17 VFIS INSURANCE	26,281	0.00	(375.00)	(375.00)	21,377.00	4,904.00	81%
10-501-53 CYBER INSURANCE	17,325	0.00	0.00	0.00	10,814.31	6,510.69	62%
10-501-54 FLOOD INSURANCE	51,975	0.00	0.00	0.00	38,177.00	13,798.00	73%

Budget vs Actual

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INSURANCE Totals:	377,227	0.00	2,662.51	8,137.40	296,434.29	80,792.71	79%
10-509-02 PSA SALARY	16,540	0.00	1,223.34	3,670.02	14,533.18	2,006.82	88%
10-509-05 FICA (7.65%)	1,265	0.00	93.58	280.74	1,121.13	143.87	89%
PSA - RETIRED POLICE OFFICERS Totals:	17,805	0.00	1,316.92	3,950.76	15,654.31	2,150.69	88%
10-510-02 SALARIES	891,863	0.00	54,286.28	162,525.99	757,510.20	134,352.80	85%
10-510-03 PART-TIME SALARIES	25,695	0.00	1,550.68	6,087.95	17,370.90	8,324.10	68%
10-510-04 OVERTIME	39,606	0.00	4,982.91	10,135.64	32,946.09	6,659.91	83%
10-510-05 FICA (7.65%)	73,006	0.00	4,700.59	13,547.26	61,349.10	11,656.90	84%
10-510-06 GROUP INSURANCE	124,026	0.00	6,451.80	20,685.01	87,543.85	36,482.15	71%
10-510-07 ORBIT RETIREMENT (13.04%)	148,875	0.00	8,966.75	26,854.51	125,402.87	23,472.13	84%
10-510-08 401K (5%)	45,660	0.00	2,376.97	7,710.04	37,112.52	8,547.48	81%
10-510-09 BEACH PATROL EXPENSE	12,189	0.00	1,701.00	1,701.00	5,065.00	7,124.00	42%
10-510-10 EMPLOYEE TRAINING	11,100	0.00	18.50	59.31	10,438.54	661.46	94%
10-510-16 M & R EQUIPMENT	6,900	1,000.00	0.00	0.00	898.00	5,002.00	28%
10-510-17 M & R VEHICLES	19,000	2,456.70	9,302.89	10,568.98	14,265.88	2,277.42	88%
10-510-31 GAS,OIL & TIRES	64,000	3,648.11	5,000.86	14,593.26	61,480.57	(1,128.68)	102%
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	0.00	990.95	9.05	99%
10-510-33 DEPARTMENTAL SUPPLIES	8,550	2,000.00	1,890.77	2,440.65	7,879.40	(1,329.40)	116%
10-510-36 UNIFORMS	11,000	4,300.00	180.00	1,019.71	6,542.27	157.73	99%
10-510-37 BALLISTIC VEST GRANT EXPENSE	10,400	0.00	0.00	0.00	3,552.24	6,847.76	34%
10-510-45 CONTRACTED SERVICES	26,000	26,000.00	0.00	0.00	0.00	0.00	100%
10-510-47 PROFESSIONAL SERVICES	660	0.00	0.00	910.00	1,536.48	(876.48)	233%
10-510-53 DUES & SUBSCRIPTIONS	23,580	0.00	118.00	899.97	20,436.31	3,143.69	87%
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	0.00	631.68	2,368.32	21%
10-510-60 LESO PROGRAM	7,500	0.00	0.00	0.00	3,165.39	4,334.61	42%
10-510-73 NON-CAPITAL OUTLAY	16,720	0.00	0.00	0.00	15,578.01	1,141.99	93%
10-510-74 CAPITAL OUTLAY	135,405	3,003.61	0.00	0.00	121,041.34	11,360.05	92%
10-510-76 TAXES & TITLES	8,700	1,600.00	0.00	1,549.30	3,083.22	4,016.78	54%
POLICE Totals:	1,714,435	44,008.42	101,528.00	281,288.58	1,395,820.81	274,605.77	84%

Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2026

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-545-02 SALARIES	197,795	0.00	15,300.44	45,901.32	176,494.64	21,300.36	89%
10-545-04 OVERTIME	9,720	0.00	1,218.31	1,575.35	4,126.69	5,593.31	42%
10-545-05 FICA (7.65%)	15,821	0.00	1,257.08	3,612.16	13,752.13	2,068.87	87%
10-545-06 GROUP INSURANCE	35,436	0.00	2,130.60	6,617.96	22,080.73	13,355.27	62%
10-545-07 ORBIT RETIREMENT (12.23%)	29,943	0.00	2,391.91	6,874.58	26,153.86	3,789.14	87%
10-545-08 401K (3%)	6,205	0.00	495.56	1,424.31	5,192.53	1,012.47	84%
10-545-14 EMPLOYEE TRAINING	7,500	0.00	0.00	0.00	0.00	7,500.00	
10-545-16 M & R EQUIPMENT	37,000	2,518.94	0.00	0.00	16,374.66	18,106.40	51%
10-545-17 M & R VEHICLES	35,000	4,230.72	1,813.62	4,805.30	16,109.43	14,659.85	58%
10-545-31 GAS, OIL & TIRES	22,000	329.30	2,708.96	7,610.38	19,748.28	1,922.42	91%
10-545-32 OFFICE SUPPLIES	300	0.00	0.00	0.00	28.50	271.50	10%
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	7,000	0.00	109.95	530.90	6,192.43	807.57	88%
10-545-34 MOSQUITO CONTROL EXPENSE	2,000	0.00	0.00	0.00	119.00	1,881.00	6%
10-545-36 UNIFORMS	2,500	0.00	0.00	0.00	2,228.15	271.85	89%
10-545-37 RENTAL EQUIPMENT	6,000	1,261.54	1,219.46	1,219.46	3,198.97	1,539.49	74%
10-545-45 CONTRACTED SERVICES	2,092	2,091.90	0.00	0.00	0.00	0.10	100%
10-545-53 DUES & SUBSCRIPTIONS	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-545-74 CAPITAL OUTLAY	167,595	0.00	0.00	0.00	136,724.06	30,870.94	82%
<b>PUBLIC WORKS Totals:</b>	<b>586,907</b>	<b>10,432.40</b>	<b>28,645.89</b>	<b>80,171.72</b>	<b>448,524.06</b>	<b>127,950.54</b>	<b>78%</b>
10-560-13 STREET LIGHT EXPENSE	32,000	0.00	0.00	0.00	14,494.20	17,505.80	45%
10-560-15 M & R PUBLIC PARKING	25,000	4,498.08	500.92	500.92	7,180.92	13,321.00	47%
10-560-16 M & R EQUIPMENT	6,000	0.00	0.00	0.00	2,383.13	3,616.87	40%
10-560-33 DEPARTMENTAL SUPPLIES	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-560-34 STRIPING	288,000	0.00	0.00	0.00	0.00	288,000.00	
10-560-35 SIGNS	5,000	2,276.00	1,474.00	2,224.00	2,224.00	500.00	90%
10-560-43 TOWN ENTRANCE SIGNS	20,000	0.00	0.00	0.00	0.00	20,000.00	
10-560-45 CONTRACTED SERVICES	2,500	0.00	0.00	0.00	1,490.00	1,010.00	60%
10-560-72 STORMWATER	20,000	0.00	0.00	0.00	0.00	20,000.00	

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-560-73 STREET PAVING & REPAIR	52,000	11,162.70	6,336.30	13,836.30	14,669.54	26,167.76	50%
10-560-74 CAPITAL OUTLAY	75,000	65,375.76	0.00	0.00	0.00	9,624.24	87%
STREETS Totals:	530,500	83,312.54	8,311.22	16,561.22	42,441.79	404,745.67	24%
10-580-45 SANITATION CONTRACTS	551,822	0.00	75,047.79	173,270.13	565,973.12	(14,151.12)	103%
10-580-46 TIPPING FEES	10,000	600.00	0.00	0.00	5,050.00	4,350.00	57%
SANITATION Totals:	561,822	600.00	75,047.79	173,270.13	571,023.12	(9,801.12)	102%
10-620-12 SNOWFLAKES	19,470	0.00	0.00	0.00	17,230.99	2,239.01	89%
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-620-15 PARK MAINTENANCE	43,000	3,000.00	0.00	1,497.37	6,624.41	33,375.59	22%
10-620-17 PARK LANDSCAPING	15,000	0.00	0.00	0.00	1,744.91	13,255.09	12%
10-620-18 M & R BIKE PATH	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-620-19 M & R DOCK/BOARDWALK	200,000	0.00	5,859.70	59,002.00	59,210.86	140,789.14	30%
10-620-27 SPECIAL EVENTS	6,500	0.00	0.00	0.00	2,550.66	3,949.34	39%
10-620-33 PARK SUPPLIES	7,200	527.35	134.29	2,343.47	5,023.21	1,649.44	77%
RECREATION Totals:	294,170	3,527.35	5,993.99	62,842.84	92,385.04	198,257.61	33%
10-690-02 SALARIES	973,250	0.00	75,501.93	208,888.35	914,185.20	59,064.80	94%
10-690-03 PART-TIME SALARIES	66,113	0.00	3,810.00	8,680.00	23,275.00	42,838.00	35%
10-690-04 OVERTIME	41,199	0.00	6,678.92	14,873.54	35,175.56	6,023.44	85%
10-690-05 FICA (7.65%)	83,810	0.00	6,385.90	17,201.20	71,896.54	11,913.46	86%
10-690-06 GROUP INSURANCE	150,603	0.00	10,653.00	32,826.18	135,008.10	15,594.90	90%
10-690-07 ORBIT RETIREMENT (12.23%)	147,709	0.00	11,899.82	32,400.77	137,467.79	10,241.21	93%
10-690-08 401K (3%)	30,617	0.00	2,069.47	5,561.36	25,205.38	5,411.62	82%
10-690-10 EMPLOYEE TRAINING	7,000	0.00	135.00	1,084.85	3,537.17	3,462.83	51%
10-690-16 M & R EQUIPMENT	40,000	937.67	0.00	13,395.28	33,307.50	5,754.83	86%
10-690-17 M & R VEHICLES	42,000	18,953.53	0.00	3,687.70	12,371.68	10,674.79	75%
10-690-31 GAS, OIL & TIRES	38,500	0.00	2,386.41	7,306.85	27,385.63	11,114.37	71%
10-690-32 OFFICE SUPPLIES	2,500	0.00	0.00	0.00	1,501.29	998.71	60%
10-690-33 DEPARTMENTAL SUPPLIES	60,058	15,420.00	0.00	223.99	15,965.52	28,672.53	52%
10-690-34 FIRE FIGHTER PHYSICALS	6,000	0.00	0.00	0.00	0.00	6,000.00	

**Budget vs Actual**

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Period Ending 6/30/2026

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-690-36 UNIFORMS	25,500	0.00	980.00	1,425.12	17,695.27	7,804.73	69%	
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	0.00	2,000.00	2,000.00	50%	
10-690-53 DUES & SUBSCRIPTIONS	19,500	6,608.80	321.00	478.60	8,203.00	4,688.20	76%	
10-690-57 MISCELLANEOUS	350	0.00	0.00	0.00	56.69	293.31	16%	
10-690-73 COMUNICATIONS EQUIP	9,200	60.20	0.00	2,803.44	7,088.47	2,051.33	78%	
10-690-74 CAPITAL OUTLAY	22,000	0.00	0.00	0.00	21,122.41	877.59	96%	
FIRE DEPARTMENT Totals:	1,769,909	41,980.20	120,821.45	350,837.23	1,492,448.20	235,480.65	87%	
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00		
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00		
COMMITTES Totals:	2,000	0.00	0.00	0.00	0.00	2,000.00		
10-999-01 CONTINGENCY	310,370	0.00	0.00	0.00	0.00	310,370.00		
10-999-02 RESERVED	81,195	0.00	0.00	0.00	0.00	81,195.00		
CONTINGENCY Totals:	391,565	0.00	0.00	0.00	0.00	391,565.00		
<b>Expenses Totals:</b>	<b>9,466,660</b>	<b>446,998.30</b>	<b>498,000.07</b>	<b>1,603,207.00</b>	<b>6,516,803.70</b>	<b>2,502,858.05</b>	<b>74%</b>	
10 GENERAL FUND Revenues Over/(Under) Expenses:			70,653.12	70,879.08	2,823,805.29			

Budget vs Actual

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Period Ending 6/30/2026

12 CAPITAL IMPROVEMENT FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
12-301-00 AD VALOREM TAX (.07)	1,157,116	0.00	2,749.57	13,597.68	1,204,363.50	47,247.50	104%	
12-301-03 ONSLOW COUNTY FIRE TAX	486,026	0.00	0.00	0.00	501,869.10	15,843.10	103%	
<b>Revenues Totals:</b>	<b>1,643,142</b>	<b>0.00</b>	<b>2,749.57</b>	<b>13,597.68</b>	<b>1,706,232.60</b>	<b>63,090.60</b>	<b>104%</b>	
<b>Expenses</b>								
12-440-01 FIRE STATION #2 PRINCIPAL (DEBT)	373,334	0.00	0.00	0.00	373,333.40	0.60	100%	
12-440-02 FIRE STATION #2 INTEREST (DEBT)	198,091	0.00	0.00	0.00	198,090.67	0.33	100%	
12-440-03 JOEMC FIRE TRUCK PRINCIPAL ONLY (DEBT)	17,500	0.00	5,833.33	17,499.99	17,499.99	0.01	100%	
12-750-03 BIKE PATH PROJECT	100,000	0.00	0.00	0.00	0.00	100,000.00		
12-750-04 PUBLIC WORKS BUILDING PROJECT	20,000	0.00	0.00	0.00	0.00	20,000.00		
12-750-11 FUTURE CAPITAL IMPROVEMENTS	453,541	10,025.67	0.00	0.00	0.00	443,515.33	2%	
12-750-45 TAX COLLECTION FEES	17,116	0.00	0.00	2,984.26	15,048.16	2,067.84	88%	
12-998-02 T/O TO CAP PROJ FIRE STA 2	201,862	0.00	0.00	0.00	201,862.00	0.00	100%	
12-998-03 TRANSFER OUT TO FUND 60 DRMG2304	261,698	0.00	0.00	64,124.00	261,698.00	0.00	100%	
<b>Totals:</b>	<b>1,643,142</b>	<b>10,025.67</b>	<b>5,833.33</b>	<b>84,608.25</b>	<b>1,067,532.22</b>	<b>565,584.11</b>	<b>66%</b>	
<b>Expenses Totals:</b>	<b>1,643,142</b>	<b>10,025.67</b>	<b>5,833.33</b>	<b>84,608.25</b>	<b>1,067,532.22</b>	<b>565,584.11</b>	<b>66%</b>	
<b>12 CAPITAL IMPROVEMENT FUND</b>	<b>Revenues Over/(Under) Expenses:</b>		<b>(3,083.76)</b>	<b>(71,010.57)</b>	<b>638,700.38</b>			

Budget vs Actual

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Period Ending 6/30/2026

30 SHORELINE PROTECTION								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
30-301-00 ACCOMMODATION TAX	2,000,000	0.00	238,544.56	519,577.81	2,551,758.34	551,758.34	128%	
30-301-05 AD VALOREM TAX - Beach	1,653,225	0.00	3,926.75	19,419.29	1,719,991.81	66,766.81	104%	
30-317-01 COUNTY GRANT FUNDING	150,000	0.00	0.00	0.00	0.00	(150,000.00)		
30-329-00 INTEREST INCOME	125,000	0.00	0.00	66,855.58	255,223.45	130,223.45	204%	
30-335-16 NC HURRICANE FLORENCE RECOVERY	0	0.00	0.00	0.00	2,087,615.10	2,087,615.10		
30-345-00 LOCAL OPTION SALES TAX	1,108,888	0.00	106,158.94	269,001.05	860,580.59	(248,307.41)	78%	
30-350-01 PAID PARKING REVENUE	336,375	0.00	68,513.55	190,721.63	408,576.94	72,201.94	121%	
30-399-00 APPROP. FUND BALANCE	40,000	0.00	0.00	0.00	0.00	(40,000.00)		
<b>Revenues Totals:</b>	<b>5,413,488</b>	<b>0.00</b>	<b>417,143.80</b>	<b>1,065,575.36</b>	<b>7,883,746.23</b>	<b>2,470,258.23</b>	<b>146%</b>	
<b>Expenses</b>								
30-710-08 LEASE PAYMENTS	36,900	0.00	0.00	0.00	36,900.00	0.00	100%	
30-710-10 BEACH LOBBYIST CONTRACT	63,300	4,155.33	4,103.46	15,855.43	57,769.74	1,374.93	98%	
30-710-12 BEACH/ACCESS MAINTENANCE	138,100	3,128.66	0.00	3,723.05	21,588.02	113,383.32	18%	
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	0.00	5,642.23	14,357.77	28%	
30-710-15 M & R DUNE/CROSSWALK	140,000	70,950.00	0.00	6,050.00	6,050.00	63,000.00	55%	
30-710-45 CONTRACTED SERVICES	305,070	278,186.80	0.00	8,000.00	22,883.20	4,000.00	99%	
30-710-59 SEA OATS PROGRAM	37,000	27,280.00	0.00	0.00	0.00	9,720.00	74%	
<b>SHORELINE PROTECTION Totals:</b>	<b>740,370</b>	<b>383,700.79</b>	<b>4,103.46</b>	<b>33,628.48</b>	<b>150,833.19</b>	<b>205,836.02</b>	<b>72%</b>	
30-711-45 TAX COLLECTION FEES	24,454	0.00	0.00	4,037.56	20,359.41	4,094.59	83%	
<b>Totals:</b>	<b>24,454</b>	<b>0.00</b>	<b>0.00</b>	<b>4,037.56</b>	<b>20,359.41</b>	<b>4,094.59</b>	<b>83%</b>	
30-720-07 NEW RIVER EIS PROJECT	185,926	165,626.00	0.00	20,300.00	20,300.00	0.00	100%	
30-720-08 CONTRACTS, PLANS, SPECS	68,300	0.00	0.00	0.00	48,256.20	20,043.80	71%	
30-720-10 VITEX	285,200	0.00	0.00	0.00	18,057.84	267,142.16	6%	
30-720-15 Bank Charges	0	0.00	0.00	0.00	360.00	(360.00)		
30-720-45 CONTRACTED SERVICES	40,000	22,500.00	0.00	17,500.00	17,500.00	0.00	100%	
30-720-50 2022B SOB PAYMENT	1,884,803	0.00	24,280.29	24,280.29	1,884,802.46	0.54	100%	

**Budget vs Actual**

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2026

30 SHORELINE PROTECTION									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
30-720-57 2022C FEMA SOB FEES	1,721,043	0.00	0.00	0.00	1,721,042.63	0.37	100%		
30-720-60 30 YEAR BEACH PLAN	275,000	0.00	0.00	0.00	0.00	275,000.00			
30-720-64 Sandbag Repair Project	188,392	0.00	0.00	0.00	0.00	188,392.00			
BEACH REN. / DUNE STAB. Totals:	4,648,664	188,126.00	24,280.29	62,080.29	3,710,319.13	750,218.87	84%		
Expenses Totals:	5,413,488	571,826.79	28,383.75	99,746.33	3,881,511.73	960,149.48	82%		
30 SHORELINE PROTECTION	Revenues Over/(Under) Expenses:		388,760.05	965,829.03	4,002,234.50				

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2026

31 CAPITAL PRJ BEACH MAINTENANCE

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
31-330-00 LOAN PROCEEDS	10,857,304	0.00	0.00	0.00	10,857,303.66	(0.34)	100%
31-348-08 FEMA REIMBURSEMENT	17,599,184	0.00	0.00	11,484,423.86	23,400,107.50	5,800,923.50	133%
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	0.00	10,500,000.00	0.00	100%
31-370-00 INVESTMENT INCOME	272,386	0.00	0.00	26,026.72	1,402,710.49	1,130,324.49	515%
31-399-01 T/I FROM BEACH FUND	9,858,986	0.00	0.00	0.00	9,858,986.00	0.00	100%
31-399-10 T/I FROM GENERAL FUND	2,000,000	0.00	0.00	0.00	2,000,000.00	0.00	100%
<b>Revenues Totals:</b>	<b>51,087,860</b>	<b>0.00</b>	<b>0.00</b>	<b>11,510,450.58</b>	<b>58,019,107.65</b>	<b>6,931,247.65</b>	<b>114%</b>
<b>Expenses</b>							
31-440-00 2022A DEBT SERVICE	8,765,829	0.00	0.00	0.00	8,765,828.60	0.40	100%
31-440-01 2022C DEBT SERVICE	1,686,801	0.00	0.00	0.00	0.00	1,686,801.00	
31-450-01 PHASE 1 - ENGINEERING & CONSTRUCTION PHASE SUPPORT	14,881	0.00	0.00	0.00	14,881.00	0.00	100%
31-450-02 PHASE 5 -TRANCHE 1 CONST MGMT & ADM	398,245	0.00	0.00	0.00	417,728.72	(19,483.72)	105%
31-450-03 PHASE 1 - LABORATORY ANALYSIS	6,020	0.00	0.00	0.00	6,020.00	0.00	100%
31-450-04 PHASE 1 - REGULATORY COORDINATION & CLOSEOUT	11,048	0.00	0.00	0.00	11,047.50	0.50	100%
31-450-05 PHASE 1 - MOBILIZATION & DEMOBILIZATION	180,000	0.00	0.00	0.00	180,000.00	0.00	100%
31-450-06 PHASE 1 - HAUL & PLACEMENT OF BEACH FILL	9,142,736	0.00	0.00	0.00	9,142,735.55	0.45	100%
31-450-07 PHASE 1 - PAYMENT & PERFORMANCE BONDS	45,000	0.00	0.00	0.00	45,000.00	0.00	100%
31-450-08 PHASE 1 - PROFESSIONAL FEES	562,915	0.00	0.00	0.00	562,915.14	(0.14)	100%
31-450-09 PHASE 5 - TRANCHE 2 CONSTRUCTION	10,105,998	0.00	0.00	0.00	10,105,997.60	0.40	100%
31-450-10 PHASE 5 - TRANCHE 2	747,722	0.00	0.00	0.00	776,538.91	(28,816.91)	104%

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Period Ending 6/30/2026

31 CAPITAL PRJ BEACH MAINTENANCE								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>ENGINEERING</b>								
31-450-11 PHASE 5 - TRANCHE 2 CONTINGENCY	1,720,665	0.00	0.00	0.00	595.00	1,720,070.00	0%	
31-450-79 PHASE 5 - TRANCHE 2 CMM SAND SETTLEMENT	1,200,000	0.00	0.00	0.00	1,200,000.00	0.00	100%	
31-450-80 CAT Z - ADMIN FLORENCE DR4393	0	0.00	0.00	0.00	10,650.50	(10,650.50)		
31-450-81 CAT Z - ADMIN DORIAN DR4465	0	0.00	0.00	0.00	760.00	(760.00)		
Totals:	34,587,860	0.00	0.00	0.00	31,240,698.52	3,347,161.48	90%	
31-460-00 PHASE 4 - PROJECT TRANCHE 3 NCDEQ FUNDED	0	0.00	0.00	0.00	1,690.00	(1,690.00)		
31-460-01 PHASE 4 - TOWN ADMINISTRATION	50,000	0.00	0.00	0.00	0.00	50,000.00		
31-460-02 PHASE 4 - ATM CONSTRUCTION ADMIN, PERMITTING SUPPO	60,000	0.00	0.00	0.00	37,602.19	22,397.81	63%	
31-460-04 PHASE 4 - CMM TERMINATION	480,000	0.00	0.00	0.00	480,000.00	0.00	100%	
31-460-05 PHASE 4 - TI COASTAL DESIGN, SURVEY, ENG, TESTING	437,220	128,260.00	0.00	0.00	297,960.00	11,000.00	97%	
31-460-06 PHASE 4 - REACH MOBILIZATION & DEMOBILIZATION (STW)	62,000	0.00	0.00	0.00	31,000.00	31,000.00	50%	
31-460-07 PHASE 4 - REACH HAUL & PLACEMNT BEACH FILL (STW)	7,600,000	0.00	0.00	0.00	7,600,000.00	0.00	100%	
31-460-08 PHASE 4 - PAYMENT AND PERFORMANCE BONDS REACH	50,656	0.00	0.00	0.00	50,656.00	0.00	100%	
31-460-09 PHASE 4 - FALL 2025 MOBILIZATION (STW)	65,000	0.00	0.00	0.00	0.00	65,000.00		
31-460-10 PHASE 4 - FALL 2025 NOURISHMENT (STW)	760,000	0.00	0.00	0.00	757,150.00	2,850.00	100%	
31-460-11 PHASE 4 - FALL 2025 ENF AND SURVEYING PERMITTING	150,000	0.00	0.00	0.00	0.00	150,000.00		
31-460-12 PHASE 4 - CONTINGENCY	6,785,124	0.00	0.00	0.00	0.00	6,785,124.00		

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Period Ending 6/30/2026

PHASE 4 NCDEQ GRANT Totals:	16,500,000	128,260.00	0.00	0.00	9,256,058.19	7,115,681.81	57%
Expenses Totals:	51,087,860	128,260.00	0.00	0.00	40,496,756.71	10,462,843.29	80%
31 CAPITAL PRJ BEACH MAINTENANCE	Revenues Over/(Under) Expenses:		0.00	11,510,450.58	17,522,350.94		

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Period Ending 12/31/2027

32 GRANT PRJ FEMA-4837 PTC8								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
32-348-24 FEMA-4837-NC PTC 8	2,231,206	0.00	0.00	0.00	2,411,785.32	180,579.32	108%	
32-350-00 STATE MATCH	743,736	0.00	0.00	0.00	803,928.43	60,192.43	108%	
32-399-01 T/I FUND 30 SHORELINE PROTECTION	2,974,942	0.00	0.00	0.00	2,974,942.00	0.00	100%	
<b>Revenues Totals:</b>	<b>5,949,884</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,190,655.75</b>	<b>240,771.75</b>	<b>104%</b>	
<b>Expenses</b>								
32-470-02 85096-PW16 PUBLIC CROSSOVER DAMAGE	24,701	0.00	0.00	0.00	23,084.58	1,616.42	93%	
32-470-30 805109 PW17 LOSS DETERMIN & COST ANALYSIS RPT	59,810	0.00	0.00	0.00	80,475.75	(20,665.75)	135%	
32-470-31 805109 PW17 UPLAND BORROW SITE INVEST & ANALYSIS	3,000	0.00	0.00	0.00	3,000.00	0.00	100%	
32-470-32 805109 PW17 PRE-CONSTRUCTION MEETING/COORD	4,800	11.25	0.00	0.00	4,672.78	115.97	98%	
32-470-33 805109 PW17 PROJECT PERMITTING	19,500	1.00	0.00	0.00	18,558.25	940.75	95%	
32-470-34 805109 PW17 FINAL PROJECT DESIGN	15,000	0.00	0.00	0.00	11,832.50	3,167.50	79%	
32-470-35 805109 PW17 PROJECT PLANS & SPEC, BIDDING	15,900	0.00	0.00	0.00	16,312.90	(412.90)	103%	
32-470-36 805109 PW17 PRE-CONSTRUCTION MONITORING	24,500	0.00	0.00	0.00	19,224.25	5,275.75	78%	
32-470-37 805109 PW17 EQUIP MOBILIZATION/DEMOBILIZATION	100,000	0.00	0.00	0.00	50,000.00	50,000.00	50%	
32-470-38 805109 PW17 BEACH FILL PLACEMENT	3,288,634	26,038.00	0.00	0.00	2,840,962.00	421,634.00	87%	
32-470-39 805109 PW17 PERFORMANCE & PAYMENT BONDS	20,000	0.00	0.00	0.00	20,000.00	0.00	100%	
32-470-40 805109 PW17 CONSTRUCTION ADMINISTRATION	255,667	92,895.00	0.00	0.00	129,772.00	33,000.00	87%	

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Period Ending 12/31/2027

32 GRANT PRJ FEMA-4837 PTC8									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
32-470-41 805109 PW17 POST CONST MONITORING	19,500	4,560.00	0.00	0.00	2,940.00	12,000.00	38%		
32-470-42 805109 PW17 STATE & FEDERAL REG COORD & CLOSEOUT	70,500	8,153.75	0.00	0.00	49,346.25	13,000.00	82%		
32-470-43 805109 PW17 DUNE PLANTINGS	433,750	89,991.75	0.00	0.00	263,573.25	80,185.00	82%		
32-470-99 CONTINGENCY	1,594,622	0.00	0.00	0.00	0.00	1,594,622.00			
FEMA-4837 PTC8 Totals:	5,949,884	221,650.75	0.00	0.00	3,533,754.51	2,194,478.74	63%		
Expenses Totals:	5,949,884	221,650.75	0.00	0.00	3,533,754.51	2,194,478.74	63%		
32 GRANT PRJ FEMA-4837 PTC8	Revenues Over/(Under) Expenses:		0.00	0.00	2,656,901.24				

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Period Ending 6/30/2040

50 CAPITAL PRJ FIRE STATION 2								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
50-330-00 LOAN PROCEEDS	5,600,000	0.00	0.00	0.00	5,600,000.00	0.00	100%	
50-339-01 T/I FROM CIF	1,201,862	0.00	0.00	0.00	1,201,862.71	0.71	100%	
50-399-02 T/I FROM GF	232,000	0.00	0.00	0.00	232,000.00	0.00	100%	
<b>Revenues Totals:</b>	<b>7,033,862</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,033,862.71</b>	<b>0.71</b>	<b>100%</b>	
<b>Expenses</b>								
50-450-02 CONSTRUCTION COSTS	6,274,894	0.00	0.00	0.00	5,130,671.37	1,144,222.63	82%	
50-450-05 ENVIRONMENTAL TESTING (ECS)	66,823	0.00	0.00	0.00	62,038.51	4,784.49	93%	
50-450-07 CONSTRUCTION ADMINISTRATION (BM)	420,463	0.00	0.00	0.00	413,146.80	7,316.20	98%	
50-450-11 CONTINGENCY	37,632	0.00	0.00	0.00	0.00	37,632.00		
50-450-13 UTILITIES	2,050	0.00	0.00	0.00	2,049.26	0.74	100%	
50-450-74 CAPITAL OUTLAY	232,000	223,826.44	0.00	0.00	8,716.31	(542.75)	100%	
<b>Totals:</b>	<b>7,033,862</b>	<b>223,826.44</b>	<b>0.00</b>	<b>0.00</b>	<b>5,616,622.25</b>	<b>1,193,413.31</b>	<b>83%</b>	
<b>Expenses Totals:</b>	<b>7,033,862</b>	<b>223,826.44</b>	<b>0.00</b>	<b>0.00</b>	<b>5,616,622.25</b>	<b>1,193,413.31</b>	<b>83%</b>	
50 CAPITAL PRJ FIRE STATION 2	<b>Revenues Over/(Under) Expenses:</b>		<b>0.00</b>	<b>0.00</b>	<b>1,417,240.46</b>			

Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 12/31/2026

60 GRANT PRJ STORMWATER NCEM DRMG2304

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
60-339-01 T/I FROM CIF 12	261,698	0.00	0.00	0.00	261,698.00	0.00	100%
60-368-01 NCEM DRMG2304 GRANT	1,261,607	0.00	0.00	0.00	203,000.00	(1,058,607.00)	16%
<b>Revenues Totals:</b>	<b>1,523,305</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>464,698.00</b>	<b>(1,058,607.00)</b>	<b>31%</b>
<b>Expenses</b>							
60-610-03 PROJECT MANAGEMENT	13,565	0.00	0.00	0.00	13,565.00	0.00	100%
60-610-04 FIELD SURVEY	26,490	0.00	0.00	0.00	26,490.00	0.00	100%
60-610-05 CONSTRUCTION PLANS	89,650	0.00	0.00	0.00	89,650.00	0.00	100%
60-610-06 PERMITS	45,600	0.00	0.00	0.00	45,600.00	0.00	100%
60-610-07 PROJECT MEETINGS	11,265	0.00	0.00	0.00	11,265.00	0.00	100%
60-610-08 BID PHASE SERVICES	14,850	0.00	0.00	0.00	14,850.00	0.00	100%
60-610-09 REIMBURSABLES	1,580	0.00	0.00	0.00	1,580.00	0.00	100%
60-610-10 CONSTRUCTION CONTRACT PREPARATION	1,260	1,260.00	0.00	0.00	0.00	0.00	100%
60-610-11 PRE-CONSTRUCTION MEETING	5,439	5,439.00	0.00	0.00	0.00	0.00	100%
60-610-12 CONSTRUCTION STATUS UPDATE MEETINGS	15,650	15,650.00	0.00	0.00	0.00	0.00	100%
60-610-13 SHOP DRAWING REVIEW	14,895	14,895.00	0.00	0.00	0.00	0.00	100%
60-610-14 BULLETIN DRAWINGS/REQUEST FOR INFORMATION (RFI)	7,210	7,210.00	0.00	0.00	0.00	0.00	100%
60-610-15 NEGOTIATE, REVIEW AND PREPARE CHANGE ORDERS	5,558	5,558.00	0.00	0.00	0.00	0.00	100%
60-610-16 CONTRACTOR PAY APPLICATION REVIEW AND APPROVAL	4,152	4,152.00	0.00	0.00	0.00	0.00	100%
60-610-17 FINAL SITE VISIT/PROJECT CLOSE-OUT	6,760	6,760.00	0.00	0.00	0.00	0.00	100%
60-610-18 RECORD DRAWINGS	9,554	9,554.00	0.00	0.00	0.00	0.00	100%
60-610-19 ONE YEAR WARRANTY INSP/ISSUE WARRANTY LIST	6,356	6,356.00	0.00	0.00	0.00	0.00	100%
60-610-20 CONSTRUCTION OVERSITE	14,460	14,460.00	0.00	0.00	0.00	0.00	100%

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**Budget vs Actual**

NORTH TOPSAIL BEACH  
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Period Ending 12/31/2026

60 GRANT PRJ STORMWATER NCEM DRMG2304								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>VISITS</b>								
60-610-22 PARTIAL CONSTRUCTION OBSERVATION (24 HRS WKLY)	85,680	85,680.00	0.00	0.00	0.00	0.00	0.00	100%
60-610-23 REIMBURSABLES (CA/CO PHASE)	20,600	20,600.00	0.00	0.00	0.00	0.00	0.00	100%
60-610-81 STORMWATER CONSTRUCTION	1,122,731	1,122,731.00	0.00	0.00	0.00	0.00	0.00	100%
STORMWATER PRJ NCEM DRMG2304 Totals:	1,523,305	1,320,305.00	0.00	0.00	203,000.00	0.00	0.00	100%
<b>Expenses Totals:</b>	1,523,305	1,320,305.00	0.00	0.00	203,000.00	0.00	0.00	100%
60 GRANT PRJ STORMWATER NCEM DRMG2304	Revenues Over/(Under) Expenses:		0.00	0.00	261,698.00			

## GL Transaction Summary

NORTH TOPSAIL BEACH

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Date	GL Account	Batch/Module/Src	Description:	Debit	Credit
05/26/2026	10-101-01	33441	GL CD WEX(FUEL) PAYMENT 5.26.26	\$0.00	\$9,071.25
05/27/2026	10-101-01	33453	GL CD AMERIFLEX HRA CLAIMS PAYMENT 5.27.26	\$0.00	\$468.41
06/01/2026	10-101-01	33479	GL CD AMERIFLEX HRA CLAIMS 6.1.2026	\$0.00	\$110.15
06/02/2026	10-101-01	33488	GL CD BI-WEEKLY 941 PAYMENT	\$0.00	\$35,481.69
06/02/2026	10-101-01	33489	GL CD STATE WITHHOLDINGS	\$0.00	\$4,495.00
06/02/2026	10-101-01	33490	GL CD 401K Reporting	\$0.00	\$9,296.98
06/02/2026	10-101-01	33491	GL CD AETNA HEALTHCARE jUNE 6.2.26	\$0.00	\$17,909.72
06/04/2026	10-101-01	33496	GL CD ORBIT MAY 2026	\$0.00	\$39,271.08
06/05/2026	10-101-01	33495	GL CD Child Support Pmt	\$0.00	\$201.69
06/05/2026	10-101-01	33572	GL CD BANK OF AMERICA CC 6.5.26	\$0.00	\$8,500.38
06/05/2026	10-101-01	33493	GL CD Child Support Pmt	\$0.00	\$300.00
06/05/2026	10-101-01	33494	GL CD Child Support Pmt	\$0.00	\$299.07
06/08/2026	10-101-01	33525	GL CD AMERIFLEX HRA CLAIMS 6.8.26	\$0.00	\$897.31
06/12/2026	10-101-01	33549	GL CD AMERIFLEX ADMIN FEE 6.12.26	\$0.00	\$283.20
06/15/2026	10-101-01	33554	GL CD COLONIAL LIFE PAYMENT 6.15.26	\$0.00	\$933.86
06/15/2026	10-101-01	33553	GL CD AMERIFLEX HRA CLAIMS 6.15.26	\$0.00	\$778.69
06/16/2026	10-101-01	33559	GL CD STATE WITHHOLDINGS	\$0.00	\$3,261.00
06/16/2026	10-101-01	33568	GL CD COBRA (FLORES) PAYMENT 6.16.26	\$0.00	\$60.00
06/17/2026	10-101-01	33562	GL CD Child Support Pmt	\$0.00	\$299.07
06/17/2026	10-101-01	33564	GL CD Child Support Pmt	\$0.00	\$201.69
06/17/2026	10-101-01	33561	GL CD Child Support Pmt	\$0.00	\$300.00
06/17/2026	10-101-01	33558	GL CD BI-WEEKLY 941 PAYMENT	\$0.00	\$25,141.46
06/17/2026	10-101-01	33557	GL CD 401K Reporting	\$0.00	\$6,781.45
06/23/2026	10-101-01	33603	GL CD WEX FUEL PAYMENT 6.23.26	\$0.00	\$8,529.95
06/23/2026	10-101-01	33604	GL CD AMERIFLEX HRA CLAIMS 6.23.26	\$0.00	\$968.16
06/05/2026	10-105-00	33572	GL CD BANK OF AMERICA CC 6.5.26	\$176.95	\$0.00
06/05/2026	10-105-02	33572	GL CD BANK OF AMERICA CC 6.5.26	\$85.26	\$0.00
06/05/2026	10-105-05	33572	GL CD BANK OF AMERICA CC 6.5.26	\$5.42	\$0.00
06/02/2026	10-221-00	33488	GL CD BI-WEEKLY 941 PAYMENT	\$21,975.34	\$0.00
06/17/2026	10-221-00	33558	GL CD BI-WEEKLY 941 PAYMENT	\$16,721.76	\$0.00
06/02/2026	10-222-00	33488	GL CD BI-WEEKLY 941 PAYMENT	\$13,506.35	\$0.00
06/17/2026	10-222-00	33558	GL CD BI-WEEKLY 941 PAYMENT	\$8,419.70	\$0.00
06/02/2026	10-223-00	33489	GL CD STATE WITHHOLDINGS	\$4,495.00	\$0.00
06/16/2026	10-223-00	33559	GL CD STATE WITHHOLDINGS	\$3,261.00	\$0.00
06/04/2026	10-224-00	33496	GL CD ORBIT MAY 2026	\$39,271.08	\$0.00
06/02/2026	10-225-00	33491	GL CD AETNA HEALTHCARE jUNE 6.2.26	\$3,854.00	\$0.00
06/02/2026	10-227-00	33490	GL CD 401K Reporting	\$7,538.43	\$0.00
06/02/2026	10-227-00	33557	GL CD 401K Reporting	\$5,102.29	\$0.00

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## GL Transaction Summary

NORTH TOPSAIL BEACH

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Date	GL Account	Batch/Module/Src	Description:	Debit	Credit
06/02/2026	10-227-01	33490	GL CD 401K Reporting	\$264.06	\$0.00
06/17/2026	10-227-01	33557	GL CD 401K Reporting	\$192.32	\$0.00
06/15/2026	10-228-01	33554	GL CD COLONIAL LIFE PAYMENT 6.15.26	\$933.86	\$0.00
06/05/2026	10-229-03	33495	GL CD Child Support Pmt	\$201.69	\$0.00
06/05/2026	10-229-03	33494	GL CD Child Support Pmt	\$299.07	\$0.00
06/05/2026	10-229-03	33493	GL CD Child Support Pmt	\$300.00	\$0.00
06/17/2026	10-229-03	33561	GL CD Child Support Pmt	\$300.00	\$0.00
06/17/2026	10-229-03	33564	GL CD Child Support Pmt	\$201.69	\$0.00
06/17/2026	10-229-03	33562	GL CD Child Support Pmt	\$299.07	\$0.00
06/02/2026	10-229-09	33490	GL CD 401K Reporting	\$1,494.49	\$0.00
06/17/2026	10-229-09	33557	GL CD 401K Reporting	\$1,486.84	\$0.00
06/05/2026	10-410-57	33572	GL CD BANK OF AMERICA CC 6.5.26	\$205.72	\$0.00
06/02/2026	10-420-06	33491	GL CD AETNA HEALTHCARE jUNE 6.2.26	\$2,840.80	\$10,091.08
06/05/2026	10-420-11	33572	GL CD BANK OF AMERICA CC 6.5.26	\$16.20	\$0.00
05/26/2026	10-420-31	33441	GL CD WEX(FUEL) PAYMENT 5.26.26	\$121.19	\$0.00
06/23/2026	10-420-31	33603	GL CD WEX FUEL PAYMENT 6.23.26	\$93.52	\$0.00
06/05/2026	10-420-32	33572	GL CD BANK OF AMERICA CC 6.5.26	\$30.48	\$0.00
06/05/2026	10-420-34	33572	GL CD BANK OF AMERICA CC 6.5.26	\$89.00	\$0.00
06/05/2026	10-420-58	33572	GL CD BANK OF AMERICA CC 6.5.26	\$300.63	\$0.00
06/02/2026	10-480-06	33491	GL CD AETNA HEALTHCARE jUNE 6.2.26	\$710.20	\$0.00
06/05/2026	10-480-10	33572	GL CD BANK OF AMERICA CC 6.5.26	\$254.59	\$0.00
06/05/2026	10-480-11	33572	GL CD BANK OF AMERICA CC 6.5.26	\$2,285.56	\$0.00
06/05/2026	10-480-33	33572	GL CD BANK OF AMERICA CC 6.5.26	\$367.45	\$0.00
06/05/2026	10-480-74	33572	GL CD BANK OF AMERICA CC 6.5.26	\$50.96	\$0.00
06/02/2026	10-490-06	33491	GL CD AETNA HEALTHCARE jUNE 6.2.26	\$710.20	\$0.00
06/05/2026	10-490-10	33572	GL CD BANK OF AMERICA CC 6.5.26	\$50.00	\$0.00
05/26/2026	10-490-31	33441	GL CD WEX(FUEL) PAYMENT 5.26.26	\$80.17	\$0.00
06/23/2026	10-490-31	33603	GL CD WEX FUEL PAYMENT 6.23.26	\$144.34	\$0.00
06/02/2026	10-491-06	33491	GL CD AETNA HEALTHCARE jUNE 6.2.26	\$710.20	\$0.00
05/26/2026	10-491-31	33441	GL CD WEX(FUEL) PAYMENT 5.26.26	\$59.97	\$0.00
06/05/2026	10-500-13	33572	GL CD BANK OF AMERICA CC 6.5.26	\$1,343.19	\$0.00
05/27/2026	10-501-10	33453	GL CD AMERIFLEX HRA CLAIMS PAYMENT 5.27.26	\$468.41	\$0.00

## GL Transaction Summary

NORTH TOPSAIL BEACH

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Date	GL Account	Batch/Module/Src	Description:	Debit	Credit
06/01/2026	10-501-10	33479	GL CD AMERIFLEX HRA CLAIMS 6.1.2026	\$110.15	\$0.00
06/08/2026	10-501-10	33525	GL CD AMERIFLEX HRA CLAIMS 6.8.26	\$897.31	\$0.00
06/12/2026	10-501-10	33549	GL CD AMERIFLEX ADMIN FEE 6.12.26	\$283.20	\$0.00
06/15/2026	10-501-10	33553	GL CD AMERIFLEX HRA CLAIMS 6.15.26	\$778.69	\$0.00
06/23/2026	10-501-10	33604	GL CD AMERIFLEX HRA CLAIMS 6.23.26	\$968.16	\$0.00
06/02/2026	10-510-06	33491	GL CD AETNA HEALTHCARE jUNE 6.2.26	\$6,391.80	\$0.00
06/16/2026	10-510-06	33568	GL CD COBRA (FLORES) PAYMENT 6.16.26	\$60.00	\$0.00
06/05/2026	10-510-10	33572	GL CD BANK OF AMERICA CC 6.5.26	\$18.50	\$0.00
06/05/2026	10-510-17	33572	GL CD BANK OF AMERICA CC 6.5.26	\$289.80	\$0.00
05/26/2026	10-510-31	33441	GL CD WEX(FUEL) PAYMENT 5.26.26	\$5,116.92	\$0.00
06/23/2026	10-510-31	33603	GL CD WEX FUEL PAYMENT 6.23.26	\$5,000.86	\$0.00
06/05/2026	10-510-33	33572	GL CD BANK OF AMERICA CC 6.5.26	\$1,890.77	\$0.00
06/05/2026	10-510-36	33572	GL CD BANK OF AMERICA CC 6.5.26	\$180.00	\$0.00
06/05/2026	10-510-53	33572	GL CD BANK OF AMERICA CC 6.5.26	\$118.00	\$0.00
06/02/2026	10-545-06	33491	GL CD AETNA HEALTHCARE jUNE 6.2.26	\$2,130.60	\$0.00
05/26/2026	10-545-31	33441	GL CD WEX(FUEL) PAYMENT 5.26.26	\$954.06	\$0.00
06/23/2026	10-545-31	33603	GL CD WEX FUEL PAYMENT 6.23.26	\$904.82	\$0.00
06/05/2026	10-545-33	33572	GL CD BANK OF AMERICA CC 6.5.26	\$109.95	\$0.00
06/02/2026	10-690-06	33491	GL CD AETNA HEALTHCARE jUNE 6.2.26	\$10,653.00	\$0.00
06/05/2026	10-690-10	33572	GL CD BANK OF AMERICA CC 6.5.26	\$135.00	\$0.00
05/26/2026	10-690-31	33441	GL CD WEX(FUEL) PAYMENT 5.26.26	\$2,738.94	\$0.00
06/23/2026	10-690-31	33603	GL CD WEX FUEL PAYMENT 6.23.26	\$2,386.41	\$0.00
06/05/2026	10-690-36	33572	GL CD BANK OF AMERICA CC 6.5.26	\$175.95	\$0.00
06/05/2026	10-690-53	33572	GL CD BANK OF AMERICA CC 6.5.26	\$321.00	\$0.00
06/01/2026	12-101-01	33480	GL CD JOEMC FIRE TRUCK LOAN PAYMENT	\$0.00	\$5,833.33
06/01/2026	12-440-03	33480	GL CD JOEMC FIRE TRUCK LOAN PAYMENT	\$5,833.33	\$0.00
06/15/2026	30-101-01	33555	GL CD PNC BANK 2022B SOBS INTEREST 6.15.26	\$0.00	\$24,280.29

## GL Transaction Summary

NORTH TOPSAIL BEACH

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Date	GL Account	Batch/Module/Src	Description:	Debit	Credit
06/15/2026	30-720-50	33555 GL CD	PNC BANK 2022B SOBS INTEREST 6.15.26	\$24,280.29	\$0.00
06/05/2026	50-101-01	33572 GL CD	BANK OF AMERICA CC 6.5.26	\$0.00	\$1,739.17
06/05/2026	50-450-74	33572 GL CD	BANK OF AMERICA CC 6.5.26	\$1,739.17	\$0.00
<b>Totals:</b>				\$215,785.13	\$215,785.13

Report Parameters

Date Range - 5/25/2026 To 6/24/2026

SourceCode - CD

## Check Listing

Date From: 5/25/2026 Date To: 6/24/2026  
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH  
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Check Number	Bank	Vendor	Date	Amount
49353	2	DEBBIE J OWENS	05/28/2026	<u>\$838.70</u>
49354	2	JODY L THOMPSON	05/28/2026	<u>\$1,691.80</u>
49355	2	JOTFORM INC	05/28/2026	<u>\$8,328.00</u>
49356	2	MOTOROLA SOLUTIONS, INC.	05/28/2026	<u>\$1,346.53</u>
49357	2	NOOKS & CRANNIES CLEANING, LLC	05/28/2026	<u>\$250.00</u>
49358	2	O'REILLY AUTOMOTIVE STORES, INC	05/28/2026	<u>\$88.89</u>
49359	2	ROTH STAFFING COMPANIES, LP	05/28/2026	<u>\$2,016.00</u>
49360	2	SANDERSON LAWN MANAGEMENT LLC	05/28/2026	<u>\$2,460.52</u>
49361	2	SECURED LOCK & SECURITY SOLUTIONS	05/28/2026	<u>\$1,067.86</u>
49362	2	SYNCHRONY BANK	05/28/2026	<u>\$1,393.03</u>
49363	2	THE FMRT GROUP, LLC	05/28/2026	<u>\$910.00</u>
49364	2	TOWN OF SURF CITY	05/28/2026	<u>\$1,333.33</u>
49365	2	DEBBIE J OWENS	06/04/2026	<u>\$869.08</u>
49366	2	DODSON BROTHERS EXTERMINATING CO INC	06/04/2026	<u>\$110.00</u>
49367	2	EDWARD LAWERNCE FASION	06/04/2026	<u>\$253.75</u>
49368	2	GEOSYNTEC CONSULTANS, INC.	06/04/2026	<u>\$17,945.00</u>
49369	2	JONES ONSLOW ELECTRIC MEMBERSHIP CORP	06/04/2026	<u>\$2,455.49</u>
49370	2	KELLY OFFICE MACHINES, INC	06/04/2026	<u>\$568.79</u>
49371	2	MICHAEL D PLETL & CONSTANCE <b>VOIDED</b>	06/04/2026	<u>\$1,702.91</u>
49372	2	NOOKS & CRANNIES CLEANING, LLC	06/04/2026	<u>\$250.00</u>
49373	2	PAVEMENT NAVIGATORS PLLC	06/04/2026	<u>\$4,900.00</u>
49374	2	Richard Penny Construction, LLC	06/04/2026	<u>\$6,255.23</u>
49375	2	ROTH STAFFING COMPANIES, LP	06/04/2026	<u>\$1,612.80</u>
49376	2	SUMRELL SUGG, P.A.	06/04/2026	<u>\$5,188.10</u>
49377	2	WRANGLER HOLDCO CORP.	06/04/2026	<u>\$27,628.70</u>
49378	2	CONSTANCE PLETL	06/04/2026	<u>\$1,702.91</u>
49379	2	BRIGHTSPEED	06/10/2026	<u>\$470.64</u>
49380	2	CHRISTOPHER DAVID LEE	06/10/2026	<u>\$9,269.79</u>
49381	2	DEBBIE J OWENS	06/10/2026	<u>\$820.46</u>

# Check Listing

Date From: 5/25/2026 Date To: 6/24/2026  
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH  
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Check Number	Bank	Vendor	Date	Amount
49382	2	GUY C. LEE BUILDING MATERIALS	06/10/2026	<u>\$535.98</u>
49383	2	JONES ONSLOW ELECTRIC MEMBERSHIP CORP	06/10/2026	<u>\$1,506.62</u>
49384	2	NOOKS & CRANNIES CLEANING, LLC	06/10/2026	<u>\$250.00</u>
49385	2	NORTH CAROLINA LEAGUE OF MUNICIPALITIES	06/10/2026	<u>\$1,998.00</u>
49386	2	O'REILLY AUTOMOTIVE STORES, INC	06/10/2026	<u>\$1,373.44</u>
49387	2	OCEAN CITY BEACH CITIZENS COUNCIL	06/10/2026	<u>\$10,000.00</u>
49388	2	ROTH STAFFING COMPANIES, LP	06/10/2026	<u>\$1,612.80</u>
49389	2	SIGN WORKS	06/10/2026	<u>\$1,577.18</u>
49390	2	SIMPLE COMMUNICATION	06/10/2026	<u>\$553.00</u>
49391	2	SUNBELT RENTALS INC	06/10/2026	<u>\$1,303.81</u>
49392	2	SYNCHRONY BANK	06/10/2026	<u>\$54.70</u>
49393	2	TI COASTAL SERVICES, INC.	06/10/2026	<u>\$175,182.00</u>
49394	2	TOWN OF SURF CITY	06/10/2026	<u>\$4,103.46</u>
49395	2	WK DICKSON & CO., LLC	06/10/2026	<u>\$5,300.00</u>
49396	2	WRANGLER HOLDCO CORP.	06/10/2026	<u>\$47,419.09</u>
49397	2	BECKER MORGAN GROUP INC	06/18/2026	<u>\$4,442.35</u>
49398	2	DEBBIE J OWENS	06/18/2026	<u>\$638.14</u>
49399	2	FIRE CONNECTIONS INC	06/18/2026	<u>\$860.33</u>
49400	2	JONES ONSLOW ELECTRIC MEMBERSHIP CORP	06/18/2026	<u>\$45.28</u>
49401	2	KELLY OFFICE MACHINES, INC	06/18/2026	<u>\$542.89</u>
49402	2	O'REILLY AUTOMOTIVE STORES, INC	06/18/2026	<u>\$561.53</u>
49403	2	ONSLow WATER & SEWER AUTHORITY	06/18/2026	<u>\$826.97</u>
49404	2	PAXTON MEDIA GROUP	06/18/2026	<u>\$377.40</u>
49405	2	PETROLEUM MARKETING GROUP, INC	06/18/2026	<u>\$1,865.97</u>
49406	2	ROTH STAFFING COMPANIES, LP	06/18/2026	<u>\$2,016.00</u>
49407	2	SYNCHRONY BANK	06/18/2026	<u>\$1,606.76</u>
49408	2	VALERIA W EDWARDS	06/18/2026	<u>\$3,000.00</u>
49409	2	WK DICKSON & CO., LLC	06/18/2026	<u>\$2,700.00</u>

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Checks Totaling -

**\$375,982.01**

# Check Listing

Date From: 5/25/2026 Date To: 6/24/2026  
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH  
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Check Number	Bank	Vendor	Date	Amount
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## Totals By Fund

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	Checks	Voids	Total
10	\$171,300.87	\$1,702.91	\$169,597.96
30	\$7,111.79		\$7,111.79
32	\$193,127.00		\$193,127.00
50	\$4,442.35		\$4,442.35
Totals:	\$375,982.01	\$1,702.91	\$374,279.10

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# Cash Balance Report

Period Ending 6/24/2026

NORTH TOPSAIL BEACH

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Bank 1	CHECKING FCB Acct#- 0852	Balance
Account		Balance
	10-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	12-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	15-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	30-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	31-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	50-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	Bank 1 Total:	\$0.00
Bank 2	MONEY MARKET FCB Acct#- 004571310860	Balance
Account		Balance
	10-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$203,911.75
	12-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	-\$150,556.48
	15-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00
	30-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$4,160,694.60
	31-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$603,644.92
	32-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$232,959.24
	50-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$1,200,132.59
	60-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$261,698.00
	Bank 2 Total:	\$6,512,484.62
Bank 3	NC CAPITAL MANAGEMENT TRUST Acct#-	Balance
Account		Balance
	10-101-04 NC CASH MGMT TRUST	\$16,404,152.32
	12-101-04 NC CASH MGMT TRUST	\$4,187,485.70
	15-101-04 NC CASH MGMT TRUST	\$0.00
	30-101-04 NC CASH MGMT TRUST	\$5,031,045.93
	31-101-04 NC CASH MGMT TRUST	\$16,929,979.52
	32-101-04 NC CASH MGMT TRUST	\$2,423,942.00
	50-101-04 NC CASH MGMT TRUST	\$217,107.87
	Bank 3 Total:	\$45,193,713.34
Bank 4	BB&T SAVINGS ACCOUNT Acct#-	Balance
Account		Balance
	10-101-06 BB & T SAVINGS ACCT	\$0.00

# Cash Balance Report

Period Ending 6/24/2026

NORTH TOPSAIL BEACH

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30-101-06 BB & T SAVINGS ACCT		\$0.00
Bank 4		Total: \$0.00
Bank 5	POLICE DOJ ACCOUNT Acct#-	
	Account	Balance
10-101-07 POLICE - DOJ Account		\$1,200.15
Bank 5		Total: \$1,200.15
Bank 6	POLICE STATE ACCOUNT Acct#-	
	Account	Balance
10-101-08 POLICE - STATE Account		\$332.29
Bank 6		Total: \$332.29
Bank 7	POLICE FEDERAL TREASURY ACCT. Acct#-	
	Account	Balance
10-101-09 POLICE - FED TREASURY Acct.		\$62.31
Bank 7		Total: \$62.31

Total Cash Balance:	\$51,707,792.71
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Filter statement

Filters **Incident Onset Dates** 5/15/26 to 6/19/26 | **Incident status** Locked

# Fire Station Report

Summarizes activity and incident data by fire station.

Total Count of Incidents

Count of Incidents  
**86**

Fire Calls

Percent of Fire Calls  
**1.2%**  
Count of Fire Calls **1**

Medical Calls

Percent of Medical Calls  
**39.5%**  
Count of Medical Calls **34**

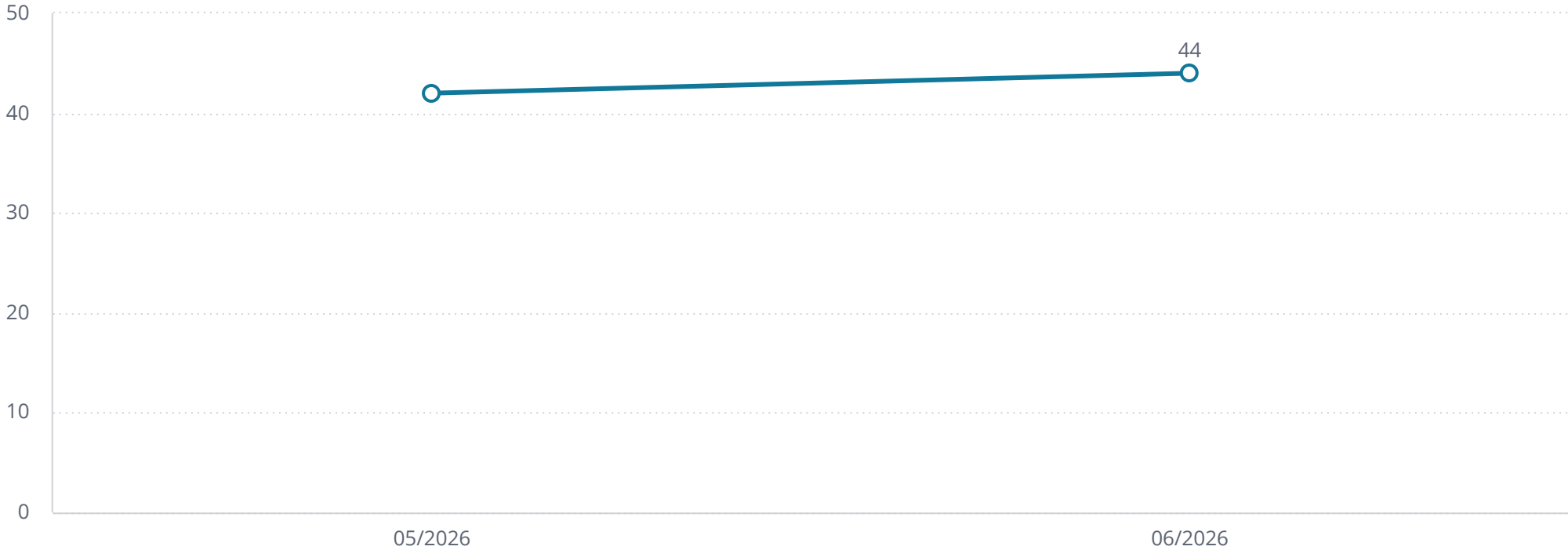
Other Calls

Percent of Other Calls  
**59.3%**  
Count of Other Calls **51**

Filter statement

Filters **Incident Onset Dates** 5/15/26 to 6/19/26 | **Incident status** Locked

Count of Incidents by Month



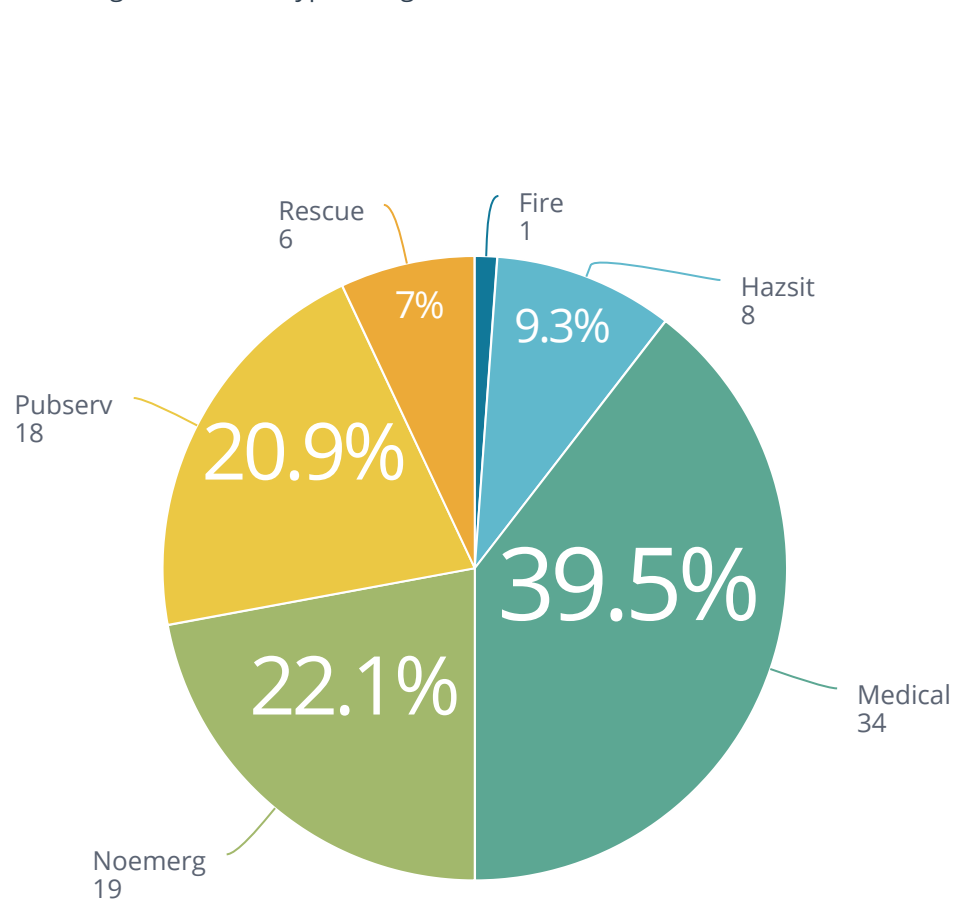
Filter statement

Filters **Incident Onset Dates** 5/15/26 to 6/19/26 | **Incident status** Locked

Station Report Details

Station	Count of Incidents		
	May 2026	Jun 2026	Grand Total
North End Station 1	25	24	49
South End Station 2	17	20	37
Grand Total	42	44	86

Percentage of Incident Type Categories



Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



E. L. Faison, ICMA-CM  
InterimTown Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski

Alexis Stanfield, NCCCC  
Town Clerk

**MEETING DATE:** JUL 1, 2026

**TO:** Board of Aldermen  
**FROM:** Deborah J. Hill MPA AICP CFM  
**DEPARTMENT:** Planning Department  
**SUBJECT:** CONSENT AGENDA: Department Reports: Planning & Inspections

**SUMMARY:**

May 15 - June 19, 2026

**Report Overview**

This report provides a summary of Planning & Inspections activity for the reporting period, including development permits, trade permits, and associated fee activity within the Town of North Topsail Beach.

During this period, the departments continued to support residential and commercial development activity while ensuring compliance with applicable state and local codes, floodplain regulations, and town ordinances.

**Key Activity Highlights**

- Total Permits Issued: 81
- Total Estimated Construction Value: \$7,063,586.07
- Total Permit Fees Collected: \$14,380.88
- NC Homeowners Recovery Fund (NCRF): \$40.00 (4)
- Tech Fees Total: 663.38 (72)

**Purpose of Report**

The enclosed report is provided for informational review by the Board of Aldermen, to promote transparency regarding date complete application received, date staff approval and date permit issuance; development activity and fee revenue; and to support ongoing monitoring of growth and regulatory compliance within the Town.

**SPECIFIC ACTION REQUESTED:**

That this report be approved as part of the Board of Aldermen Consent Agenda, July 1, 2026. Planning & Inspections staff remain available to respond to questions or provide additional detail at the Board's request.

 Planning & Inspections Permits Issued

From: 05/15/2026  
To: 06/19/2026

Permit#	Application Date	Approval Date	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
ZFP25-000093	07/21/2025	06/12/2026	06/12/2026	143 SEA GULL LN	778C-158.1	L22 E1/2 S3 BE NORTH TOPSAIL SHORES	KORNEGAY JASON R & NOELLE A	KORNEGAY JASON R & NOELLE A			125.00		82000.00	0.00	0.00
E25-000168	09/30/2025	06/12/2026	06/12/2026	143 SEA GULL LN	778C-158.1	L22 E1/2 S3 BE NORTH TOPSAIL SHORES	KORNEGAY JASON R & NOELLE A	Andy's Services LLC - Andrew K Hartsfield			75.00		2200.00	0.00	5.00
AP25-000009	10/15/2025	06/11/2026	06/12/2026	143 SEA GULL LN	778C-158.1	L22 E1/2 S3 BE NORTH TOPSAIL SHORES	KORNEGAY JASON R & NOELLE A	KORNEGAY JASON R & NOELLE A			150.00	303	0.00	0.00	10.00
M25-000137	10/15/2025	10/21/2025	06/12/2026	143 SEA GULL LN	778C-158.1	L22 E1/2 S3 BE NORTH TOPSAIL SHORES	KORNEGAY JASON R & NOELLE A	Amps & Air, LLC - Zachary W Spiller			75.00	468	6000.00	0.00	5.00
I25-000027	10/15/2025	06/12/2026	06/12/2026	143 SEA GULL LN	778C-158.1	L22 E1/2 S3 BE NORTH TOPSAIL SHORES	KORNEGAY JASON R & NOELLE A	- Jason Kornegay			75.00		3800.00	0.00	5.00
SB26-000015	02/22/2026	05/27/2026	05/27/2026	4707 23RD AVE	809-54	L5 S1 B14 OLD SETTLERS BEACH	PARKER MARCIE & CLAYTEN	Bolt Fin-Atics Construction LLC - Chris Bolt			200.00	270	18750.00	0.00	5.00
ZFP26-000053	03/20/2026	05/27/2026	05/27/2026	4707 23RD AVE	809-54	L5 S1 B14 OLD SETTLERS BEACH	PARKER MARCIE & CLAYTEN	Bolt Fin-Atics Construction LLC - Chris Bolt			125.00		18785.00	0.00	0.00
E26-000092	04/27/2026	05/14/2026	05/18/2026	705 NEW RIVER INLET RD	775B-34	L34 SEA DUNES VILLAGE	ALLEY SETH & MACY	- SETH & MACY ALLEY			75.00	257	1200.00	0.00	5.00
M26-000034	05/05/2026	05/05/2026	06/09/2026	2810 ISLAND DR	808-26	L15 B16 OCEAN CITY	WIEST KURT & NICOLE LEVINE	Down-East Heating & A/C, Inc. - Bryan L Adams, Arthur B Banks, Kenneth S Ma			75.00	295	6704.00	0.00	5.00
SB26-000037	05/06/2026	05/19/2026	05/20/2026	872 VILLAS DR	775B-89.1	L6B VILLAS BY THE SEA	PICKETT REAL ESTATE HOLDINGS INC	New Vision Builders LLC - JJ Cheever			75.00	260	9030.00	0.00	5.00
E26-000101	05/07/2026	05/08/2026	05/26/2026	4517 24TH AVE	809-39	L7 S1 B15 OLD SETTLERS BEACH	YOKELEY CHRISTOPHER PERRY & SANDY DILLON	McKeel Electrical Service - Rodney W McKeel			75.00	265	3000.00	0.00	5.00
ZFP26-000075	05/08/2026	06/01/2026	06/01/2026	1108 NEW RIVER INLET RD	774G-58	L7 OCEAN VIEW SHORES	SCOTT LINCOLN B	Olde Anchor Building Company, Inc. - Christopher Batts			125.00		800000.00	0.00	0.00
M26-000037	05/12/2026	05/12/2026	05/28/2026	4330 ISLAND DR	768A-91	L21 S2 OCEAN RIDGE VILLAGE	SHAW RUSSELL A & SUZETTE H TRUSTEES	Amps & Air, LLC - Zachary W Spiller			75.00	274	10000.00	0.00	5.00
ZFP26-000076	05/13/2026	05/20/2026	05/28/2026	1021 NEW RIVER INLET RD	774-47.3	6.51A- GRAY TR	GRAY IAN C	RG Properties, LLC - Ryan Gray			75.00	262	7500.00	0.00	0.00
ZFP26-000077	05/13/2026	05/28/2026	05/28/2026	1021 NEW RIVER INLET RD	774-47.3	6.51A- GRAY TR	GRAY IAN C	RG Properties, LLC - Ryan Gray			125.00		550400.00	0.00	0.00
C26-000007	05/13/2026	05/26/2026	05/28/2026	1021 NEW RIVER INLET RD	774-47.3	6.51A- GRAY TR	GRAY IAN C	RG Properties, LLC - Ryan Gray			1535.61	275	542400.00	10.00	63.36
E26-000105	05/13/2026	05/28/2026	05/28/2026	1021 NEW RIVER INLET RD	774-47.3	6.51A- GRAY TR	GRAY IAN C	Tri-County Electrical Inc. - Michael C Barnes			75.00		20000.00	0.00	5.00
M26-000041	05/13/2026	05/28/2026	05/28/2026	1021 NEW RIVER INLET RD	774-47.3	6.51A- GRAY TR	GRAY IAN C	Gideon Heating and Air Conditioning, Inc. - (James) Mac Hall III, Edward S.			75.00		29000.00	0.00	5.00

P26-000024	05/13/2026	05/28/2026	05/28/2026	1021 NEW RIVER INLET RD	774-47.3	6.51A- GRAY TR	GRAY IAN C	Thornton's Plumbing Inc. - Anthony F Thornton			75.00		22000.00	0.00	5.00
I26-000006	05/13/2026	05/28/2026	05/28/2026	1021 NEW RIVER INLET RD	774-47.3	6.51A- GRAY TR	GRAY IAN C	East Carolina Insulation - Paul Prince			75.00		11000.00	0.00	5.00
ZFP26-000078	05/14/2026	06/19/2026	06/19/2026	22 HUNTER HEATH DR	763A-22	L22 ASHE ISLAND FARM	MCKIM MICHAEL S & HELENA F	A 'N' A Builders, Inc. - Michael M. Afify & Anita T. Afify			125.00		950000.00	0.00	0.00
C26-000008	05/14/2026	06/12/2026	06/19/2026	22 HUNTER HEATH DR	763A-22	L22 ASHE ISLAND FARM	MCKIM MICHAEL S & HELENA F	A 'N' A Builders, Inc. - Michael M. Afify & Anita T. Afify			2711.14	315	1053000.00	10.00	113.39
E26-000106	05/14/2026	06/19/2026	06/19/2026	22 HUNTER HEATH DR	763A-22	L22 ASHE ISLAND FARM	MCKIM MICHAEL S & HELENA F	Dodgens Electric Service, LLC - Jeremy J Dodgens			75.00		30000.00	0.00	5.00
M26-000043	05/14/2026	06/19/2026	06/19/2026	22 HUNTER HEATH DR	763A-22	L22 ASHE ISLAND FARM	MCKIM MICHAEL S & HELENA F	Gideon Heating and Air Conditioning, Inc. - (James) Mac Hall III, Edward S.			75.00		25000.00	0.00	5.00
I26-000007	05/14/2026	06/19/2026	06/19/2026	22 HUNTER HEATH DR	763A-22	L22 ASHE ISLAND FARM	MCKIM MICHAEL S & HELENA F	HDA Insulation LLC - Oscar R Mendez			75.00		16500.00	0.00	5.00
P26-000025	05/14/2026	06/19/2026	06/19/2026	22 HUNTER HEATH DR	763A-22	L22 ASHE ISLAND FARM	MCKIM MICHAEL S & HELENA F	Humphrey Heating & Air Conditioning, Inc. - William T Humphrey, Carl T Duff			75.00		23000.00	0.00	5.00
E26-000107	05/14/2026	05/15/2026	05/15/2026	862 VILLAS DR	775B-87.2	L4A VILLAS BY THE SEA	JACE LLC	EDGElectric - Emma Anderson			75.00	256	1890.00	0.00	5.00
C26-000009	05/14/2026	05/29/2026	06/01/2026	1108 NEW RIVER INLET RD	774G-58	L7 OCEAN VIEW SHORES	SCOTT LINCOLN B	Olde Anchor Building Company, Inc. - Christopher Batts			1539.03	281	675000.00	10.00	63.53
E26-000108	05/15/2026	06/01/2026	06/01/2026	1108 NEW RIVER INLET RD	774G-58	L7 OCEAN VIEW SHORES	SCOTT LINCOLN B	T.A. Ottaway Electrical Service - Thomas A Ottaway			75.00		18000.00	0.00	5.00
M26-000045	05/15/2026	06/01/2026	06/01/2026	1108 NEW RIVER INLET RD	774G-58	L7 OCEAN VIEW SHORES	SCOTT LINCOLN B	Gideon Heating and Air Conditioning, Inc. - (James) Mac Hall III, Edward S.			75.00		24030.00	0.00	5.00
P26-000026	05/15/2026	06/01/2026	06/01/2026	1108 NEW RIVER INLET RD	774G-58	L7 OCEAN VIEW SHORES	SCOTT LINCOLN B	B P Plumbing Co. - Walter Jr R Parker			75.00		24195.00	0.00	5.00
I26-000008	05/15/2026	06/01/2026	06/01/2026	1108 NEW RIVER INLET RD	774G-58	L7 OCEAN VIEW SHORES	SCOTT LINCOLN B	ABS SOUTHEAST DBA EAST CAROLINA INSULATION - Terry Fleitz			75.00		14000.00	0.00	5.00
EL26-000005	05/15/2026	06/01/2026	06/01/2026	1108 NEW RIVER INLET RD	774G-58	L7 OCEAN VIEW SHORES	SCOTT LINCOLN B	Olde Anchor Building Company, Inc. - Christopher Batts			305.00		0.00	0.00	10.00
E26-000110	05/18/2026	05/18/2026	05/19/2026	1928 NEW RIVER INLET RD 218	779G-217	L217 P3 BG11D SHIP WATCH VILLAS	SMITH ERIN DENISE	Get Lit Electric, LLC - Donnie R. Smith			75.00	259	1500.00	0.00	5.00
E26-000111	05/18/2026	05/18/2026	05/20/2026	892 NEW RIVER INLET RD 4	774F-41	L4 S1 TOPSAIL VILLAS	FLAVEL JACOB & TATYANA PASECHNIK	E.L. Electric Contracting - Beth Daniels			75.00	261	6575.00	0.00	5.00
E26-000112	05/19/2026	05/20/2026	05/22/2026	4452 ISLAND DR	768A-26	L31-R SUMMERTYME	MATUSIC JOSEPH & RENEE	ODYSSEY MECHANICAL, LLC - ROBERT A SMITH			75.00	264	1200.00	0.00	5.00

BAA26-000008	05/19/2026	06/02/2026	06/03/2026	126 N PERMUDA WYND DR	806-69	L36 S1 VILLAGE OF STUMP SOUND	CANADA MATHEW R	AKA: Shelby Contracting, Inc. - Peter Hedrick T/A			200.00	286	25000.00	0.00	5.00
ZFP26-000082	05/20/2026	06/02/2026	06/02/2026	664 NEW RIVER INLET RD	775B-11	L11 SEA DUNES VILLAGE	SEA AND SOUND INVESTMENTS LLC	BALLAST POINT BUILDING COMPANY, INC. - Lynwood L Thornton			125.00		75000.00	0.00	0.00
FG26-000010	05/20/2026	06/02/2026	06/02/2026	664 NEW RIVER INLET RD	775B-11	L11 SEA DUNES VILLAGE	SEA AND SOUND INVESTMENTS LLC	Blossman Gas of North Carolina Inc. - Gerald Wayne Padgett			75.00		6500.00	0.00	5.00
M26-000046	05/20/2026	06/02/2026	06/02/2026	664 NEW RIVER INLET RD	775B-11	L11 SEA DUNES VILLAGE	SEA AND SOUND INVESTMENTS LLC	Stephenson Heating and Air Conditioning, Inc. - Charles A Stephenson			75.00		28500.00	0.00	5.00
E26-000113	05/20/2026	06/02/2026	06/02/2026	664 NEW RIVER INLET RD	775B-11	L11 SEA DUNES VILLAGE	SEA AND SOUND INVESTMENTS LLC	Win-lief Electric LLC - David B Garner			75.00		28000.00	0.00	5.00
P26-000027	05/20/2026	06/02/2026	06/02/2026	664 NEW RIVER INLET RD	775B-11	L11 SEA DUNES VILLAGE	SEA AND SOUND INVESTMENTS LLC	Donahoe Plumbing Services Inc. - Shannon M Donahoe			75.00		30000.00	0.00	5.00
I26-000009	05/20/2026	06/02/2026	06/02/2026	664 NEW RIVER INLET RD	775B-11	L11 SEA DUNES VILLAGE	SEA AND SOUND INVESTMENTS LLC	Stephens Building Products - George Bryant			75.00		18000.00	0.00	5.00
C26-000010	05/20/2026	06/02/2026	06/02/2026	664 NEW RIVER INLET RD	775B-11	L11 SEA DUNES VILLAGE	SEA AND SOUND INVESTMENTS LLC	BALLAST POINT BUILDING COMPANY, INC. - Lynwood L Thornton			1593.10	285	857500.00	10.00	66.10
E26-000114	05/21/2026	05/26/2026	05/26/2026	118 ISLAND DR	811-80.9	L1 & L2 S1 L3 & L5 S2 HERON CAY	HERON CAY OWNERS ASSOCIATION INC	Coastal Electric Service Inc. - Scott R Moore			75.00	268	1200.00	0.00	5.00
M26-000047	05/21/2026	05/26/2026	05/27/2026	153 TOPSAIL RD	809-91.8	SR 1583	HELD THOMAS J & MARY E	Humphrey Heating & Air Conditioning, Inc. - William T Humphrey, Carl T Duff			75.00	271	5480.00	0.00	5.00
FG26-000011	05/22/2026	06/03/2026	06/04/2026	738 NEW RIVER INLET RD	775C-2	L2 EMERALD DUNES VILLAGE	PORT CITY CAPITAL LLC	Suburban Propane, LP - Charles W McCormick & Walter C Jackson, Jr c/o Deshe			75.00	287	1295.00	0.00	5.00
E26-000116	05/23/2026	05/26/2026	05/26/2026	122 N PERMUDA WYND DR	806-67	L34 S1 VILLAGE OF STUMP SOUND	CARNEY EDWARD T & INGRID D	Carolina Coast Services, LLC - Timothy Jr. D Ogden			75.00	266	1200.00	0.00	5.00
M26-000048	05/24/2026	05/26/2026	05/26/2026	209 GOLDSBORO DR	774F-105.1	U6A TOPSAIL WYND S	209 GOLDSBORO LLC	- Brian Williamson			75.00	267	9000.00	0.00	5.00
E26-000117	05/26/2026	05/26/2026	05/27/2026	2874 ISLAND DR	808-21.1	OCEAN DR	DEAD PRESIDENT PROPERTIES AND INVESTMENT	Carolina Coast Services, LLC - Timothy Jr. D Ogden			75.00	269	1400.00	0.00	5.00
M26-000049	05/26/2026	05/27/2026	05/27/2026	1324 NEW RIVER INLET RD	779C-7.2	L7A GARY GRAY DIV OCEANS	E&A REAL ESTATE 1324 NEW RIVER LLC	MTC HEATING & AIR CONDITIONING LLC - Ali Alwazni			75.00	272	7600.00	0.00	5.00
ZFP26-000084	05/26/2026	06/02/2026	06/02/2026	510 TRADE WINDS DR N	779B-37	L31 GALLEON BAY	OUTLAW JULIA	PFL Construction LLC - Joshua Barber			125.00		65000.00	0.00	0.00
E26-	05/26/2026	06/02/2026	06/02/2026	510 TRADE WINDS DR N	779B-37	L31 GALLEON BAY	OUTLAW JULIA	Carolina Coast Services, LLC -			75.00		1000.00	0.00	5.00



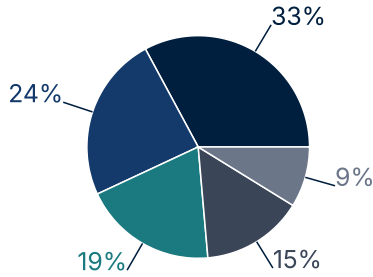


# North Topsail Beach Police Department Monthly Crime Report

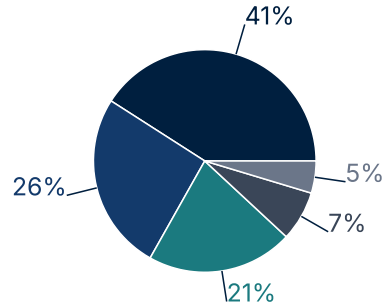
May 1 – May 31, 2026

## Top 5 incidents — this month vs. prior month

May 1 – May 31, 2026



April 1 – April 30, 2026



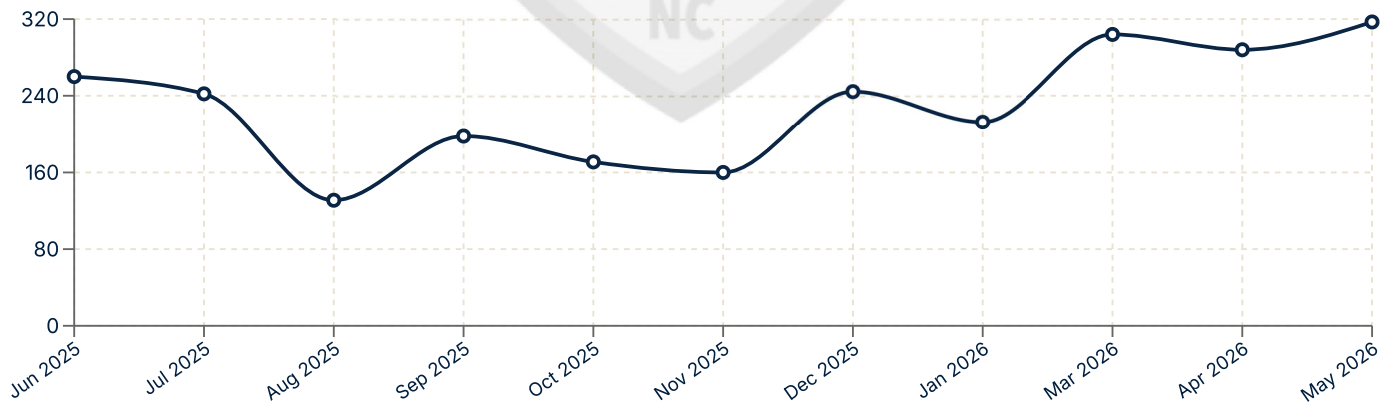
- Citations
- Cit / Mot / Ped Assists
- Misc. Calls
- Disturbances
- Assist Onslow Co. Sheriff's Dept.

- Citations
- Cit / Mot / Ped Assists
- Misc. Calls
- Disturbances
- Assist Onslow Co. Sheriff's Dept.

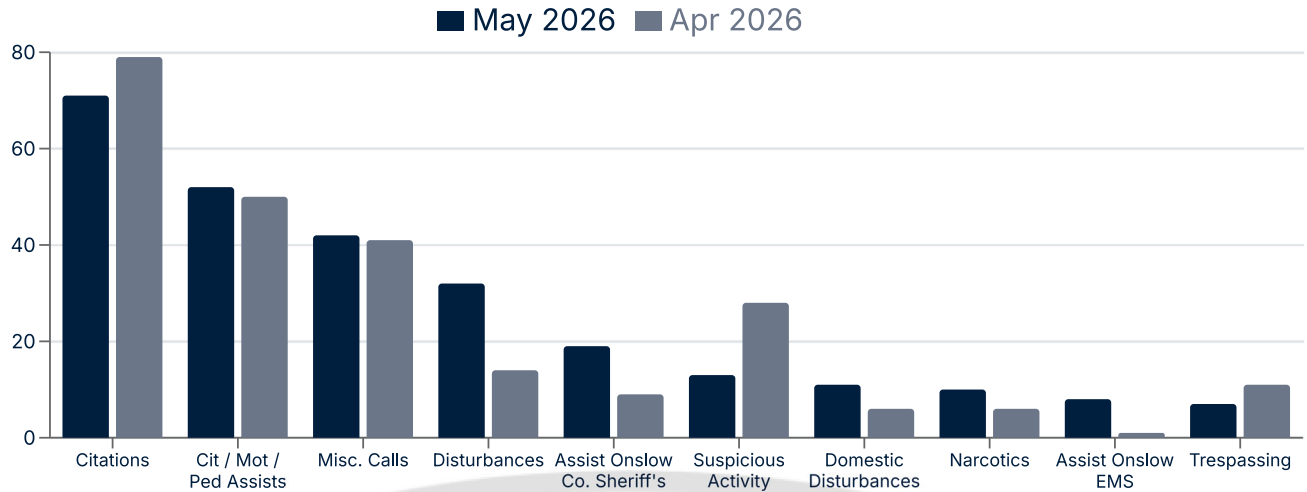
Incident	Current	Prior month	Change
Citations	71	79	-8 (-10.1%)
Cit / Mot / Ped Assists	52	50	+2 (+4%)
Misc. Calls	42	41	+1 (+2.4%)
Disturbances	32	14	+18 (+128.6%)
Assist Onslow Co. Sheriff's Dept.	19	9	+10 (+111.1%)

## Total calls — last 12 months

Monthly call totals excluding summary rollups



### Top incidents — month over month



Call Type	Count	Change vs last month
<b>Arrests</b>		
<i>DWI</i>	1	+1 (+100%)
<i>Narcotics</i>	10	+4 (+66.7%)
<i>Carry Concealed Weapon</i>	3	+3 (+100%)
<i>Poss of Open Container</i>	3	+2 (+200%)
<i>Traffic</i>	2	-2 (-50%)
<i>Warrant</i>	3	+1 (+50%)
<i>Consume Alcohol &lt; 21 Years of Age</i>	2	+1 (+100%)
<b>Citations</b>		
<i>Citations</i>	71	-8 (-10.1%)
<b>Calls For Service</b>		
<i>Accidents</i>	3	-3 (-50%)
<i>Alarm Calls</i>	1	0 (0%)
<i>Animal</i>	4	+2 (+100%)
<i>Assaults</i>	1	0 (0%)
<i>B&amp;E</i>	1	0 (0%)
<i>Cit / Mot / Ped Assists</i>	52	+2 (+4%)
<i>Communicating Threats</i>	1	-1 (-50%)
<i>Disturbances</i>	32	+18 (+128.6%)
<i>Domestic Disturbances</i>	11	+5 (+83.3%)
<i>Fraud</i>	1	+1 (+100%)

Call Type	Count	Change vs last month
911 Hang Up	1	+1 (+100%)
Larceny	2	-2 (-50%)
Misc. Calls	42	+1 (+2.4%)
Missing Person	2	+2 (+100%)
Open Door	2	+2 (+100%)
Property Damage	1	-3 (-75%)
Suspicious Activity	13	-15 (-53.6%)
Trespassing	7	-4 (-36.4%)
Water Incident	7	+6 (+600%)
Welfare Check	4	0 (0%)
<b>Assist Other Agencies</b>		
Assist NTB Fire Dept.	7	+3 (+75%)
Assist Onslow Co. Sheriff's Dept.	19	+10 (+111.1%)
Assist Onslow EMS	8	+7 (+700%)
<b>Summary</b>		
Total Calls for Service	252	+25 (+11%)
Total Citations Issued	71	-8 (-10.1%)
Total Reports	293	+48 (+19.6%)
Total Security Checks	1921	-337 (-14.9%)

*Total Incidents Reported*

**317**

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski  
Larry Strother

Alexis Stanfield, NCCCC  
Town Clerk

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**MEETING DATE:**

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**TO:** Board of Aldermen  
**FROM:** Public Works Superintendent  
**DEPARTMENT:** Public Works Department  
**SUBJECT:** Department Head Report - June 2026

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**SUMMARY:**

Summary of Public Works operations for June 2026, highlighting maintenance activity, project coordination, cost tracking, and departmental readiness as the Town enters peak service season.

**SPECIFIC ACTION REQUESTED:**

No action requested; this report is provided for the Board's information and situational awareness.

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



Larry Faison  
Interim Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski  
Larry Strother

Alexis Stanfield, NCCCC  
Town Clerk

## Department Report

### Reporting Period: June 1, 2026 – June 19, 2026

During the June 2026 reporting period, Public Works maintained a high operational tempo while balancing daily service delivery, seasonal preparation, capital project execution, emergency readiness planning, and expanded administrative requirements. The department continued improving internal processes, strengthening contractor oversight, and advancing several major infrastructure initiatives while preparing for peak summer operations.

Major capital projects continued to progress throughout the month. The Dolphin Shores pier project has reached formal completion, with RPC Marine completing the primary pier and gazebo installation. Future consideration of PWC docking capabilities is being evaluated as a potential follow-on phase, with alternative locations being reviewed due to permitting requirements and operational considerations. The BA40A beach crossover project advanced into the mobilization phase, with MRM Construction completing survey requirements and beginning design/permitting coordination. Construction is currently targeted to begin June 22, pending final permit approvals.

The Town Hall erosion mitigation project became a primary operational focus during this reporting period. Public Works coordinated with ARDURRA and J&J Earthworks to advance emergency stabilization efforts, with construction activities scheduled to begin June 17. ARDURRA is also providing design support for a new permeable paver system at the Town Hall frontage, with a pre-construction meeting scheduled for June 24. This combined approach addresses immediate erosion concerns while supporting a longer-term infrastructure solution.

Crosswalk project development continued with Public Works coordinating engineering and implementation options. Multiple engineering proposals have been reviewed, and the department is currently awaiting NCDOT feedback regarding potential direct support and cost estimates for installation of five requested crosswalk locations. This approach is intended to identify the most efficient path forward while ensuring compliance with applicable transportation requirements.

Emergency preparedness and resiliency planning remained a major focus. Public Works participated in continued Emergency Operations Plan development and validation efforts, including confirmation of three approved Disaster Management Sites (DMS) and coordination of potential additional support sites. Fuel continuity planning also progressed through vendor coordination regarding post-storm tank loaner capabilities, with additional vendor options being evaluated to improve emergency response flexibility.

Operational accountability and contract oversight continued to improve. Public Works began developing an expanded GFL service tracking system to document resident complaints, contractor performance issues, and corrective actions. This tracking effort will provide improved visibility into service deficiencies and support future contract enforcement measures, including potential liquidated damages when applicable. Internally, the department continued refining its FY26-27 purchase order tracking process to provide an additional reconciliation layer, improve budget visibility, and reduce the potential for discrepancies caused by untracked encumbrances or expenditure variances.

Public Works also continued supporting Town events and seasonal operations. Preparation efforts for the July 3–5, 2026 Jazz Festival remained a significant workload component, with the department already documenting nearly 40 labor hours supporting site preparation, vegetation management, material placement, and operational coordination. These efforts are being completed alongside routine maintenance responsibilities and ongoing service demands.

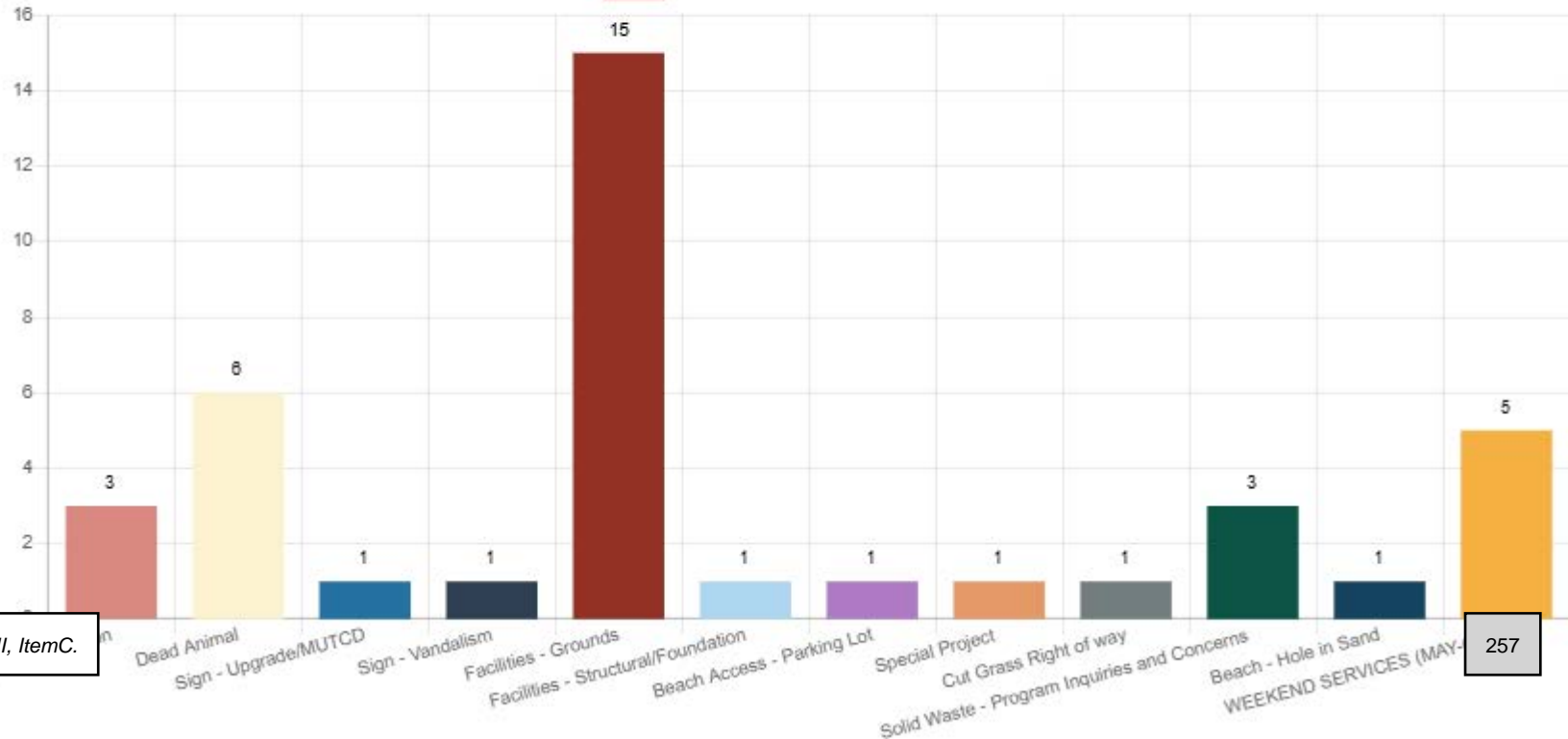
The department continues utilizing IWorQ as the primary operational tracking platform to measure workload, document service requests, and improve accountability. Current year tracking reflects 420 total work orders across Work Management, Fleet Management, and Citizen Requests, with the highest workload categories including Facilities–Grounds, Beach Access maintenance, Solid Waste coordination, and resident-generated service requests. These metrics demonstrate the volume and diversity of services being provided by a four-person Public Works team while simultaneously managing capital projects, emergency planning, contractor coordination, and seasonal readiness requirements.

Overall, Public Works continues to improve operational visibility, project execution, and service reliability through structured tracking, proactive planning, and efficient resource management. As the Town enters the busiest portion of the year, the department remains focused on maintaining infrastructure, supporting public safety, and ensuring readiness for increased seasonal demand.

2026 ▼

Work Order Count by Type

# of Work Orders



Section VIII, ItemC.

257



### Work Order Detail Report

6/1/2026 - 06/18/2026

Work Date	Work Order #	Work Type	Location of Issue	Work Description	Employee Cost	Employee Hours	Equipment Cost	Equipment Amount	Inventory Cost	Inventory Amount	Material Cost	Material Amount
6/1/2026	1510	WEEKEND SERVICES (MAY-OCT)	TOWN WIDE SERVICES SAT-SUN	WEEKEND SERVICE ACROSS ALL PARKS & ACCESSES	\$80.00	4.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/1/2026	1509	Solid Waste - Program Inquiries and Concerns	MULTIPLE LOCATIONS AND ACCOUNTS	WEEKLY PHONE CALLS REQUESTING CHANGES OR INFORMATION REGARDING SOLID WASTE SERVICES	\$288.40	8.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/1/2026	1508	Solid Waste - Weekly Reconciliation	MULTIPLE LOCATIONS AND ACCOUNTS	WEEKLY RECONCILIATION OF ACCOUNTS AT REQUEST OF ACCOUNT HOLDERS	\$288.40	8.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/1/2026	1507	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$4.20	6.00	\$0.00	0.00	\$0.00	0.00
6/2/2026	1512	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$115.89	6.00	\$4.20	6.00	\$0.00	0.00	\$0.00	0.00
6/3/2026	1515	Beach - Hole in Sand	BA#41	HOLE IN BEACH	\$37.62	2.00	\$0.70	1.00	\$0.00	0.00	\$0.00	0.00
6/3/2026	1513	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$116.43	6.00	\$4.20	6.00	\$0.00	0.00	\$0.00	0.00
6/4/2026	1514	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$116.43	6.00	\$4.20	6.00	\$0.00	0.00	\$0.00	0.00
6/5/2026	1521	Dead Animal	BRIDGE	RACCOON	\$39.64	2.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/5/2026	1517	Beach Access - Parking Lot	BA#3	GATE HAS BROKEN FROM BOTTOM HINGE	\$75.24	4.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/5/2026	1516	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$116.43	6.00	\$4.20	6.00	\$0.00	0.00	\$0.00	0.00
6/6/2026	1525	WEEKEND SERVICES (MAY-OCT)	TOWN WIDE SERVICES SAT-SUN	WEEKEND SERVICE ACROSS ALL PARKS & ACCESSES	\$75.24	4.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/7/2026	1526	WEEKEND SERVICES (MAY-OCT)	TOWN WIDE SERVICES SAT-SUN	WEEKEND SERVICE ACROSS ALL PARKS & ACCESSES	\$75.24	4.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/8/2026	1522	Dead Animal	ST. MORITZ	BIRD	\$40.00	2.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/8/2026	1520	Solid Waste - Weekly Reconciliation	MULTIPLE LOCATIONS AND ACCOUNTS	WEEKLY RECONCILIATION OF ACCOUNTS AT REQUEST OF ACCOUNT HOLDERS	\$288.40	8.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/8/2026	1519	Solid Waste - Program Inquiries and Concerns	MULTIPLE LOCATIONS AND ACCOUNTS	WEEKLY PHONE CALLS REQUESTING CHANGES OR INFORMATION REGARDING SOLID WASTE SERVICES	\$288.40	8.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/8/2026	1518	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$116.43	6.00	\$4.20	6.00	\$0.00	0.00	\$0.00	0.00
6/9/2026	1528	Dead Animal	KNOWLES PARK	SQUIRREL	\$37.62	2.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/9/2026	1527	Dead Animal	4290 ISLAND DR	POSSUM	\$37.62	2.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/9/2026	1524	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$116.43	6.00	\$4.20	6.00	\$0.00	0.00	\$0.00	0.00
6/9/2026	1523	Dead Animal	Rogers Bay	POSSUM	\$40.00	2.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/10/2026	1529	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$116.43	6.00	\$4.20	6.00	\$0.00	0.00	\$0.00	0.00
6/11/2026	1531	Sign - Vandalism	OYSTER LANE	STREET SIGN MISSING	\$37.62	2.00	\$0.00	0.00	\$0.00	1.00	\$0.00	0.00
6/11/2026	1530	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$4.20	6.00	\$0.00	0.00	\$0.00	0.00
6/12/2026	1532	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$4.20	6.00	\$0.00	0.00	\$0.00	0.00
6/13/2026	1536	WEEKEND SERVICES (MAY-OCT)	TOWN WIDE SERVICES SAT-SUN	WEEKEND SERVICE ACROSS ALL PARKS & ACCESSES	\$79.28	4.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00

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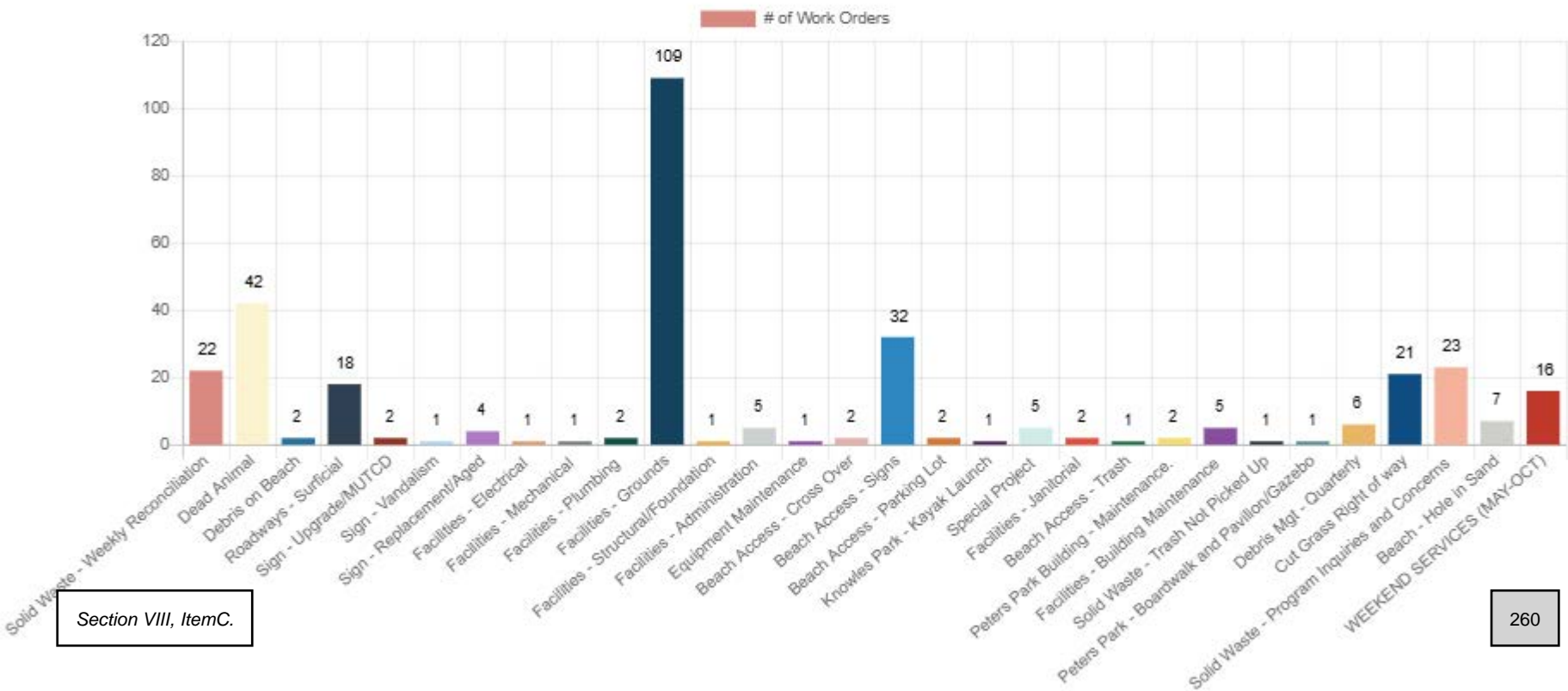
6/14/2026	1537	WEEKEND SERVICES (MAY-OCT)	TOWN WIDE SERVICES SAT-SUN	WEEKEND SERVICE ACROSS ALL PARKS & ACCESSES	\$79.28	4.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/15/2026	1540	Dead Animal	631 ISLAND DR	BIRD	\$40.00	2.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/15/2026	1539	Cut Grass Right of way	RIGHT OF WAY ACROSS TOWN	CUT ROW	\$410.41	21.00	\$932.61	91.00	\$0.00	0.00	\$0.00	0.00
6/15/2026	1535	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$4.20	6.00	\$0.00	0.00	\$0.00	0.00
6/15/2026	1533	Solid Waste - Program Inquiries and Concerns	MULTIPLE LOCATIONS AND ACCOUNTS	WEEKLY PHONE CALLS REQUESTING CHANGES OR INFORMATION REGARDING SOLID WASTE SERVICES	\$288.40	8.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/15/2026	1534	Solid Waste - Weekly Reconciliation	MULTIPLE LOCATIONS AND ACCOUNTS	WEEKLY RECONCILIATION OF ACCOUNTS AT REQUEST OF ACCOUNT HOLDERS	\$288.40	8.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/16/2026	1538	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$4.20	6.00	\$0.00	0.00	\$0.00	0.00
6/17/2026	1543	Special Project	JAZZ FESTIVAL GROUNDS	SITE PREP AND SUPPORT FOR JAZZ FESTIVAL	\$1,395.96	58.00	\$2,305.44	121.00	\$0.00	0.00	\$0.00	0.00
6/17/2026	1542	Facilities - Structural/Foundation	TOWN HALL	EROSION MITIGATION WORK	\$1,126.97	37.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/17/2026	1541	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$116.43	6.00	\$4.20	6.00	\$0.00	0.00	\$0.00	0.00
6/18/2026	1546	Sign - Upgrade/MUTCD	136 Sea Gull Ln, North Topsail Beach, NC 28460, USA	Move speed limit sign back 10 yards on north end of sea gull 20 mph. Driver heading south on new river inlet turn right on seagull do not have time to see sign need to be moved to allow them to make turn and be able to read it across street from reef tennis ciurts	\$56.43	3.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/18/2026	1545	Facilities - Grounds	RICHARD PETERS PARK	TENNIS COURT WINDSCREEN FALLING OFF CHAIN LINK FENCE	\$116.43	6.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
6/18/2026	1544	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$116.43	6.00	\$4.20	6.00	\$0.00	0.00	\$0.00	0.00
					\$7,537.78		\$3,297.55		\$0.00		\$0.00	

Total Records: 39

6/18/2026

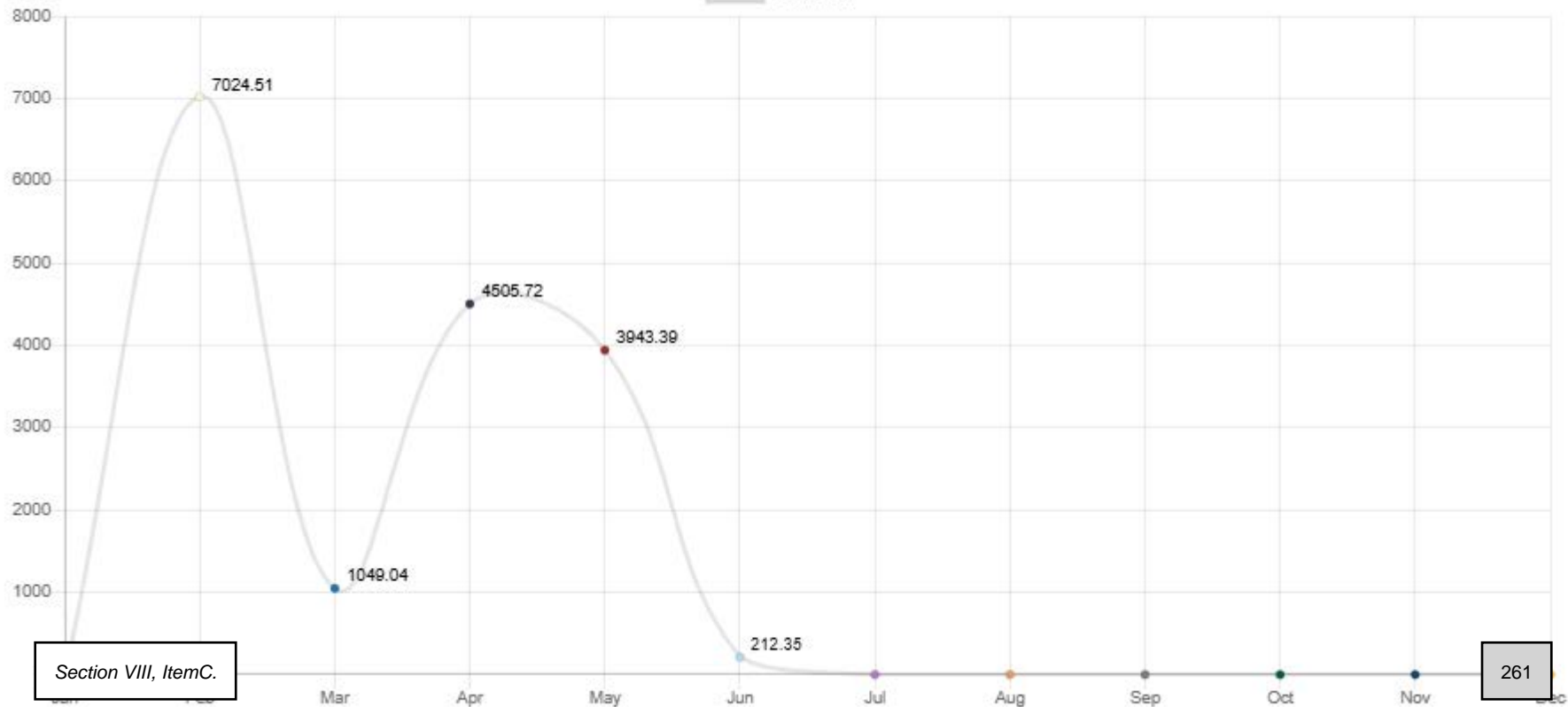
Page: 1 of 1

Work Order Count by Type



### Fleet Total Cost

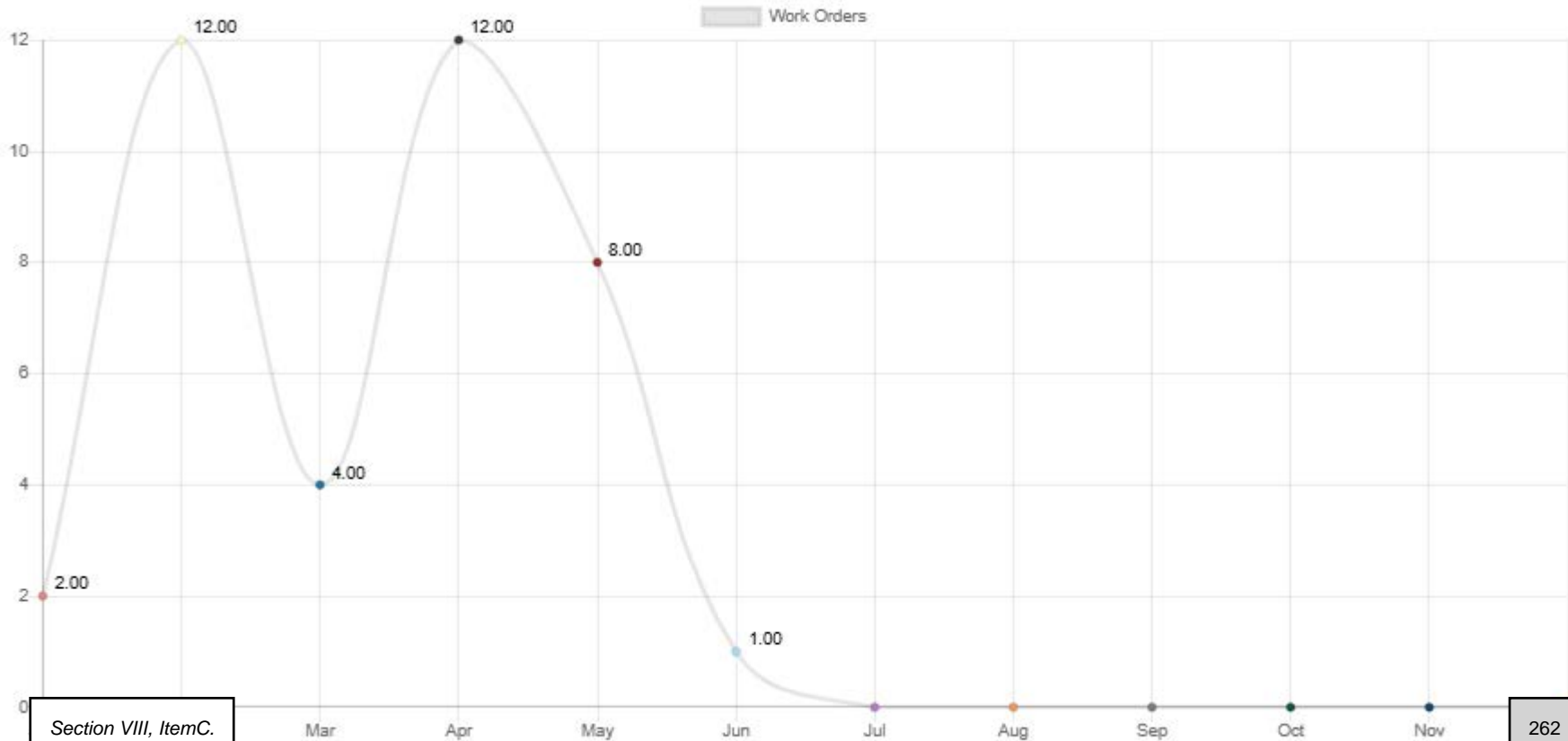
Total Cost



Section VIII, Item C.

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Number of Work Orders



Section VIII, ItemC.



# Maintenance Report

6/1/2026 - 6/18/2026

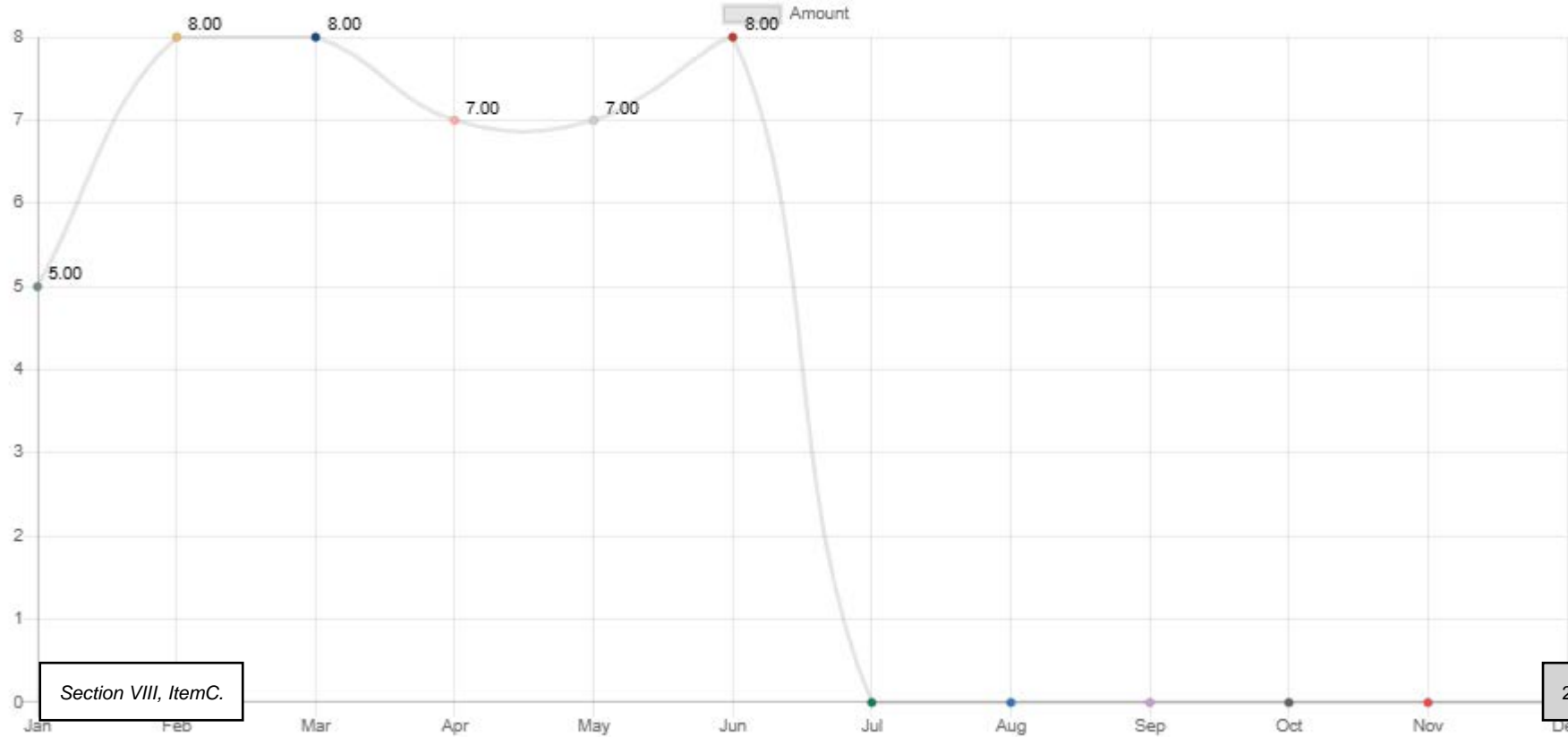
Fleet ID	Name	WO #	Description	Part Cost	PO Cost	Total Cost	Labor Hours	Labor Cost	Completed Date	Mileage
13	MAIORANO	108	REPLACE PARTS AND SERVICE AS NEEDED.	\$172.35	\$0.00	\$212.35	2.00	\$40.00	6/10/2026	47312.00
				\$172.35	\$0.00	\$212.35	2.00	\$40.00		

Total Records: 1

6/18/2026

Page: 1 of 1

Total Request Amount



Section VIII, Item C.



## Request Summary Report

	Current Month June 2026	Month Last Year June 2025	Current Yr-To-Date 1/1/2026 - 6/30/2026	Last Yr-To-Date 1/1/2025 - 6/30/2025
Beach Accesses				
Count	0	0	4	3
Beach Crossovers				
Count	0	0	3	0
Beach Safety/Hazard				
Count	0	0	1	2
Crosswalks				
Count	0	0	1	0
Dead Animal				
Count	0	0	1	2
Litter				
Count	0	0	0	2
Other				
Count	7	0	22	6
Parks				
Count	0	0	3	1
Pathways				
Count	0	0	0	0
Port-a-John / Restrooms				
Count	0	0	0	0
Public Access Trash				
Count	0	0	0	0
Right of Way Mowing				
Count	0	0	0	1
Roadways				
Count	1	0	7	2
Signs				
Count	0	0	1	0
Vegetation Pickup - FEB/APR/OCT				
Count	0	0	0	0
<b>Total Count</b>	<b>8</b>	<b>0</b>	<b>43</b>	<b>19</b>

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



E. L. Faison, ICMA-CM  
Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski

Alexis Stanfield, NCCCC  
Town Clerk

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**MEETING DATE:** July 1, 2026

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**TO:** Board of Aldermen  
**FROM:** Planning Board  
**DEPARTMENT:** Planning Department  
**SUBJECT:** CONSENT AGENDA: COMMITTEE REPORT: PLANNING BOARD

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**SUMMARY:**

Present: Fred Fontana - Chair; Lisa Brown - Vice Chair, Jan Bellamy-Genee, Charles "Rusty" Walker , Teri Ward. Staff: Deb Hill, MPA, AICP, CFM - Planning Director, J. Brady Golden; Donna Sayre - Clerk to the Planning Board. Absent: Sam Ferreri; Keith Wilkerson; Attorney Charles J "Chip" Payson  
The Planning Board held their regular meeting on Thursday, June 11, 2026.  
Amendment to Article 3 Zoning of the Unified Development Ordinance to Establish the Official Zoning Map in Electronic GIS Geodatabase Format. Planning Director Deb Hill presented the staff report by stating that converting a paper zoning map into an officially adopted electronic zoning geodatabase (Onslow County GIS-based map). Ms. Ward made a motion to recommend to the Board of Alderman to amend the ordinance to establish the official zoning map in Electronic GIS Geodatabase format. Ms. Brown seconded the motion. The motion passed unanimously.  
Article 7 Flood Damage Prevention. Planning Director Hill stated that the 2206 changes were made available by North Carolina Emergency Management Department of Public Safety and once received by the Town, changes to made to Article 7. Ms. Brown made a motion that the Planning Board recommends to the Board of Alderman adoption of the amendments to Article 7, based on the language that is required by NFIP along with any changes or clarifications required after the review by the NFIP Planner. Ms. Ward seconded the motion. The motion passed unanimously. Ms. Brown made a motion to amend her motion to include adopting Section 11, Definition. Ms. Ward seconded the motion. The motion passed unanimously. The Planning Board meeting adjourned at 6:52 p.m.

**SPECIFIC ACTION REQUESTED:**

That this report be approved as part of Consent Agenda.

A separate report will be presented with Mr. Rao's request and the Planning Board's recommendation as an agenda item for consideration and possible action by the Board of Aldermen.

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



E. L. Faison, ICMA-CM  
Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski

Alexis Stanfield, NCCCC  
Town Clerk

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**MEETING DATE:** July 1, 2026

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**TO:** Board of Aldermen

**FROM:** Zoning Board of Adjustment

**DEPARTMENT:** Planning Department

**SUBJECT:** CONSENT: COMMITTEE: ZONING BOARD OF ADJUSTMENT

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**SUMMARY:**

The regular meeting scheduled for Tuesday, June 16, 2026 was canceled, as no applications for variances or appeals have been received.

**SPECIFIC ACTION REQUESTED:**

That this report be approved as part of Consent Agenda.

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



E. L. Faison, ICMA-CM  
Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski

Alexis Stanfield, NCCCC  
Town Clerk

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**MEETING DATE:** JUL 1, 2026

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**TO:** Board of Aldermen  
**FROM:** Deborah J. Hill MPA AICP CFM  
**DEPARTMENT:** Planning Department  
**SUBJECT:** Request for Right-of-Way Encroachment to Construct Private Beach Access

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**SUMMARY:**

Mr. Benjamin Rao, owner of 611 Ocean Drive, requests to encroach into the Town's Ocean Drive right-of-way to construct a private beach access at 614 Ocean Drive (L6 B7 OCEAN CITY). The lot exists entirely oceanward of the dune system and is between Chestnut St public access #10 and Thompson St access #11.

The Planning Board held their regular meeting on Thursday, May 14, 2026. **Mrs. Jan Bellamy-Genee made a motion to recommend to the Board of Aldermen that they not approve the request. Mr. Charles "Rusty" Walker seconded the motion. The motion to deny passed 4-0.**

**SPECIFIC ACTION REQUESTED:**

DOCKET/CASE/APPLICATION NUMBER

APPLICANT/PROPERTY OWNER  
Benjamin Rao

PUBLIC HEARING DATE N/A  
PLANNING BOARD DATE MAY 14, 2026, 6 PM BOARD OF ALDERMEN  
DATE CONTINUED TO JULY 1, 2026, 11 AM

PROPERTY ADDRESS/LOCATION  
614 Ocean Drive (L6 B7 OCEAN CITY)

**BRIEF SUMMARY OF REQUEST**

Mr. Benjamin Rao, owner of 611 Ocean Drive, requests<sup>1</sup> right-of-way encroachment agreement to encroach into the Town's Ocean Drive right-of-way to construct a private beach access at 614 Ocean Drive (L6 B7 OCEAN CITY).

Indicated in Figure 1 to the right, Mr. Rao's properties are outlined in pink; the right of way width is **60** feet; and the landward toe of the dune is approximately **22** feet from 614 Ocean Drive (L6 B7 OCEAN CITY).

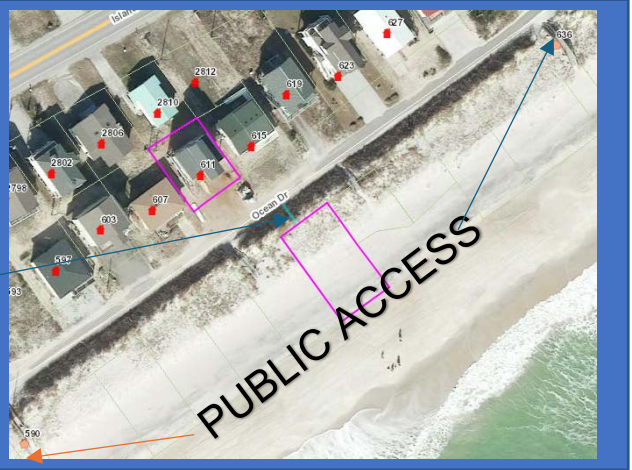


FIGURE 1

MAP SOURCE: Onslow County GIS 2024 Aerial

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
CDR-5	Public Trust Area	<ul style="list-style-type: none"> <li>Right of Way</li> <li>Public Trust Area</li> <li>Atlantic Ocean</li> </ul>	None	0.1 acres +/-4,517 ft <sup>2</sup>

**RECOMMENDATION:** The Planning Board held their regular meeting on Thursday, May 14, 2026. **Mrs. Jan Bellamy-Genee made a motion to recommend to the Board of Aldermen that they not approve the request. Mr. Charles "Rusty" Walker seconded the motion. The motion to deny passed 4-0.**

PROPERTY HISTORY	COMPATIBILITY with the COMPREHENSIVE PLAN
<p>Mr. Rao purchased the lot on March 27, 2026, with a tax value of \$100.00. Parcel identification (PIN) 425619513140. Recorded deed reference Book 6556 Page 349.</p>	<p>North Topsail Beach accepts state and federal law regarding land uses and development in AEC's (Areas of Environmental Concern), including all NCAC 7H standards. By reference, all applicable state and Federal regulations are incorporated into this document. The design<sup>2, 3</sup> submitted does not meet CAMA Letter of Exemption #42-26 Condition #4 and #5,<sup>4</sup> nor 15A NCAC 7K .0207 (a) (2)<sup>5</sup>, 15A NCAC 7H .0308 (c) and (d)<sup>6</sup>.</p>

**COMPATIBILITY with the ZONING ORDINANCE**

The lot exists predominantly within the public trust and is located oceanward of the dune crest, 273 feet to Chestnut St public access #10 and 240 feet the Thompson St public access #11.

**ATTACHMENTS**

1. Ben Rao email April 13, 2026, 1:10 PM
2. Proposed Dune Crossover Structure drawn by Ben Rao dated March 31, 2024.
3. Aerial Property Access provided by Ben Rao.
4. CAMA Letter of Exemption Number 42 – 26 dated April 2, 2026.
5. 15A NCAC 7K .0207 (a) (2)
6. 15A NCAC 7H .0308 (c) and (d).
7. Google Street View Ocean Drive February 2024.

**From:** Ben Rao <brao@familyshepherd.com>  
**Sent:** Monday, April 13, 2026 1:10 PM  
**To:** Alexis Stanfield <astanfield@northtopsailbeachnc.gov>  
**Subject:** May 13th 2026 - Request for Right-of-Way Encroachment – 614 Ocean Drive (Beach Access Crossover)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Alexis,

I am writing to formally request consideration for a right-of-way encroachment agreement for a proposed residential dune crossover at 614 Ocean Drive in North Topsail Beach, North Carolina, and to request placement on the May 13 Board of Aldermen agenda. This request is being made at the recommendation of Town staff following initial review of our permit application. By way of background, we have received approval from the North Carolina Coastal Area Management Act (CAMA) for the proposed beach access crossover. The location has been field reviewed and flagged, including the approved termination point on the ocean side of the dunes. As part of that process, it was also acknowledged that minor grading on the landward side may be required to properly set the initial stair run.

The remaining issue concerns the structure's location relative to the public right-of-way along Ocean Drive. Over time, the primary dune system has migrated landward, such that a portion of the existing dune now lies within what appears to be the public right-of-way. As a result, placing the crossover strictly landward of the platted property line would not align with the natural dune formation and would create additional disturbance to the dune system. Additionally, there are multiple neighboring properties along this section of Ocean Drive with existing beach access structures that appear to extend into or across the same right-of-way area due to similar long-term dune migration. In light of these conditions, we respectfully request approval of a limited right-of-way encroachment to allow the dune crossover to be constructed in a manner consistent with the existing dune alignment and surrounding properties.

We would like to emphasize the following: (see attachment)

- The proposed structure is a 4-foot-wide, elevated wooden crossover designed to minimize impact to the dune system and concentrate pedestrian traffic to reduce erosion.
- Installation will utilize hand-driven 6x6 posts and will not involve heavy equipment on the dunes.

- The design and placement have already been reviewed and approved by CAMA.
- The encroachment would be minimal in scale and consistent with nearby existing access structures.

We fully understand and agree that the Town must retain full rights to the use and maintenance of the right-of-way. As such, we are willing to acknowledge and accept that:

- The structure will be installed at our own risk within the right-of-way.
- The Town may remove or require modification of the structure if future public use, infrastructure work, or storm-related recovery efforts necessitate it.
- We will not object to or seek compensation for removal or disruption of the structure under such circumstances.

Our goal is to work collaboratively with the Town to arrive at a practical solution that respects both regulatory requirements and the realities of the current dune conditions. Due to a recent ankle reconstruction surgery, I may have difficulty attending the meeting in person, but I could possibly make the May 13 agenda. If possible, I would greatly appreciate the opportunity to attend and participate via Zoom or another video conferencing option, or to have my wife attend in my place.

Thank you for your time and consideration. Please let me know if any additional information, documentation, or revisions are needed prior to Board review.

Sincerely,

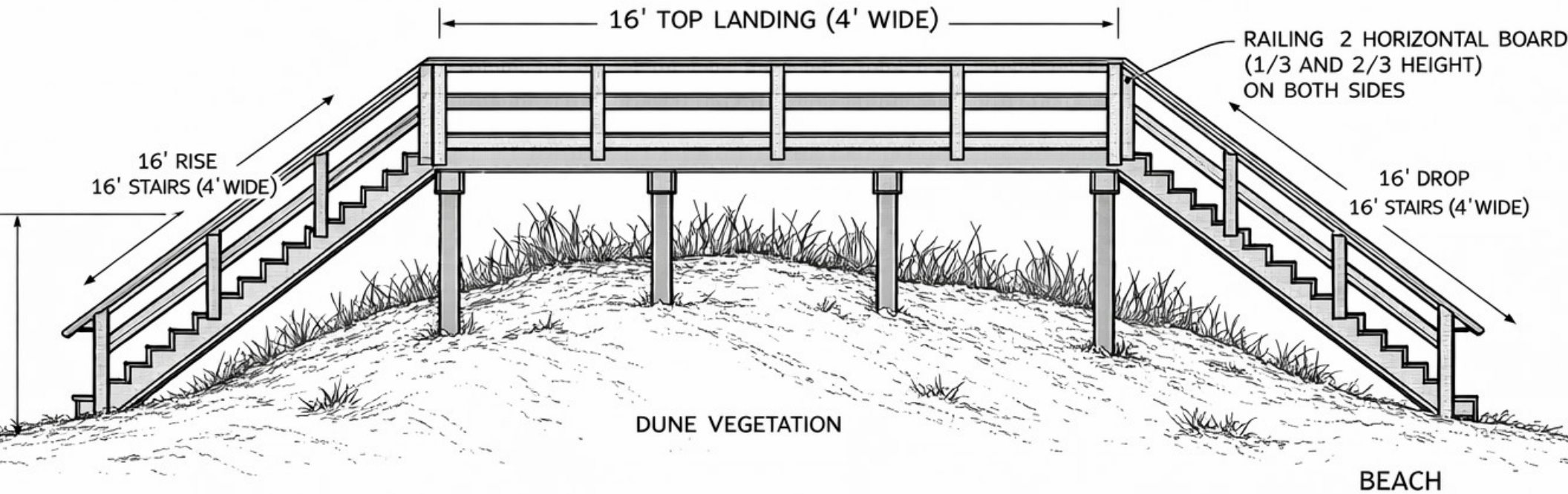
Ben Rao

611 & 614 Ocean Drive, North Topsail Beach, NC

# PROPOSED DUNE CROSSOVER STRUCTURE

ATTACHMENT 2

614 Ocean Drive, North Topsail Beach, North Carolina



## CONSTRUCTION NOTES:

- 6x6 POST DRIVEN INTO SAND
- WOOD DECKING & STAIRS (4' WIDE)
- STAINLESS STEEL FASTENERS
- HANDRAILS ON BOTH SIDES
- RAILING: TWO HORIZONTAL BOARDS (1/3 AND 2/3 HEIGHT)  
ON BOTH SIDES FOR FULL LENGTH

Section IX, Item A.

TITLE:	DUNE CROSSOVER STRUCTURE
LOCATION:	614 OCEAN DRIVE, N. TOPSAIL BEACH
DATE:	MARCH 31, 2024
DRAWN BY:	BEN RAO
SCALE:	NOT TO SCALE

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NORTH CAROLINA  
*Environmental Quality*

JOSH STEIN  
*Governor*  
D. REID WILSON  
*Secretary*  
TANCRED MILLER  
*Director*

ATTACHMENT 4 P 1

April 2, 2026

Exemption Number -42-26

Benjamin Rao  
612 SE Green St.  
Lees Summit, MO 64063-4233

RE: EXEMPTED PROJECT - STRUCTURAL BEACH ACCESSWAY (15A NCAC 7K .0207)

**PROJECT ADDRESS** – 614 Ocean Drive- OCEAN HAZARD AREA OF ENVIRONMENTAL CONCERN

Dear Mr. Rao:

I have reviewed the information submitted to this office in your inquiry concerning the necessary filing of an application for a minor development permit under the Coastal Area Management Act. I have determined that the activity you propose is exempt from needing a minor development permit as long as it remains consistent with your submittal to DCM via email on 4/2/2026, and meet the conditions specified below. If your plans should change and your project will no longer meet these conditions, please contact me before proceeding.

#### STRUCTURAL ACCESSWAY EXEMPTED

1. The beach accessway must not exceed six feet in width and shall provide only pedestrian access to the ocean beach.
2. The accessway must be constructed so as to make negligible alterations to the frontal dunes. This means that the accessway must be constructed on raised posts or pilings of five feet or less in depth, so that wherever possible only the posts or pilings touch the frontal dunes without any alteration to the dunes. In no case shall the frontal dune be altered so as to significantly diminish its capacity as a protective barrier against flooding and erosion.
3. Construction of the accessway shall be consistent with all other applicable local ordinances and N. C. Building Code standards.
4. **The accessway shall remain within the property boundaries and must terminate at the FLSNV (flagged on 3/4/2026) due to the existing berm that is not fully stabilized. At this point you can continue with post and rope.**

Benjamin Rao  
Ex-42-26  
614 Ocean Drive  
Page 2 of 2

5. In no case shall a beach access structure or stairs be constructed in or over the starter dune or berm. Posts and rope may be used on and over the berm not to exceed six feet beyond the seaward toe of the berm or starter dune.

This exemption to CAMA permit requirements does not alleviate the necessity of your obtaining any other State, Federal or Local authorization. This exemption expires 90 days from the date of the letter.

Sincerely,

*Heather Styron*

Heather Styron, District Manager, DCM  
400 Commerce Ave.  
Morehead City NC, 28557

**15A NCAC 07K .0207 STRUCTURAL ACCESSWAYS OVER FRONTAL DUNES EXEMPTED**

(a) The North Carolina Coastal Resources Commission exempts from the CAMA permit requirement all structural pedestrian accessways, including beach matting to provide public or private access over primary and frontal dunes when such accessways can be shown to meet the following criteria:

- (1) The accessway shall not exceed six feet in width and shall be for private residential or for public access to an ocean beach. This exemption does not apply to accessways for commercial use or for motor-powered vehicular use.
- (2) The accessway shall be constructed so as to make no alterations to the frontal dunes that are not necessary to construct the accessway. This means that the accessway shall be constructed over the frontal dune without any alteration of the dunes. In no case shall the dune be altered so as to diminish its capacity as a protective barrier against flooding by reducing the volume of the dune. Driving of pilings into the dune or a local, State, or federal government's use of beach matting for public access that is installed at grade and involves no excavation or fill shall not be considered alteration of a frontal dune for the purposes of this Rule.
- (3) The accessway shall conform with any applicable local or State building code standards.
- (4) Structural accessways may be constructed no more than six feet seaward of the waterward toe of the frontal or primary dune, provided they do not interfere with public trust rights and emergency access along the beach. Structural accessways are not restricted by the requirement to be landward of the First Line of Stable and Natural Vegetation as described in 15A NCAC 07H .0309(a).
- (5) Damaged, non-functioning, or portions of accessways that become non-compliant with Subparagraph (4) of this Paragraph shall be removed by the property owner.

(b) Before beginning any work under this exemption, the permit applicant shall notify the CAMA local permit officer or Division of Coastal Management representative of the proposed activity to allow on-site review of the proposed to ensure the accessway meets the exemption criteria. Notification can be by telephone, in person, or in writing and must include:

- (1) name, address, and telephone number of landowner and location of work including county and nearest community; and
- (2) the dimensions of the proposed structural accessway.

*History Note: Authority G.S. 113A-103(5)c;  
Eff. November 1, 1984;  
Amended Eff. December 1, 1991; May 1, 1990;  
Readopted Eff. August 1, 2021;  
Amended Eff. September 1, 2023; December 1, 2021.*

## (c) Dune Protection, Establishment, Restoration and Stabilization.

- (1) No development shall be permitted that involves the removal or relocation of primary or frontal dune sand or vegetation that would adversely affect the integrity of the dune's function as a protective barrier against flooding and erosion. Other dunes within the ocean hazard area shall not be disturbed unless the development of the property is otherwise impracticable. Any disturbance of these other dunes shall be allowed only to the extent permitted by this Rule.
- (2) Any new dunes established shall be aligned to the greatest extent possible with existing adjacent dune ridges and shall be of the same configuration as adjacent natural dunes.
- (3) Existing primary and frontal dunes shall not, except for beach nourishment and emergency situations, be broadened or extended in an oceanward direction.
- (4) Adding to dunes shall be accomplished in such a manner that the damage to existing vegetation is minimized. The filled areas shall be replanted or temporarily stabilized until planting can be completed.
- (5) Sand used to establish or strengthen dunes shall be of the same general characteristics as the sand in the area in which it is to be placed.
- (6) No new dunes shall be created in inlet hazard areas. Reconstruction or repair of existing dune systems as defined in Rule .0305 of this Section and within the Inlet Hazard Area may be permitted.
- (7) Sand held in storage in any dune, other than the frontal or primary dune, shall remain on the lot or tract of land to the maximum extent practicable and may be redistributed within the Ocean Hazard AEC provided that it is not placed any farther oceanward than the crest of a primary dune, if present, or the crest of a frontal dune.
- (8) No disturbance of a dune area shall be allowed when other techniques of construction can be utilized and alternative site locations exist to avoid dune impacts.

## (d) Structural Accessways:

- (1) Structural accessways shall be permitted across primary or frontal dunes so long as they are designed and constructed in a manner that does not alter the primary or frontal dune. Structural accessways shall not be considered threatened structures for the purpose of Paragraph (a) of this Rule.
- (2) An accessway shall be considered to entail negligible alteration of primary or frontal dunes provided that:
  - (A) The accessway is exclusively for pedestrian use;
  - (B) The accessway is a maximum of six feet in width;
  - (C) Except in the case of beach matting, the accessway is raised on posts or pilings of five feet or less depth, so that wherever possible only the posts or pilings touch the dune, in accordance with any more restrictive local, State, or federal building requirements. Beach matting shall be installed at grade and not involve any excavation or fill of the dune; and
  - (D) Any areas of vegetation that are disturbed are revegetated as soon as feasible.
- (3) An accessway that does not meet Part (2)(A) and (B) of this Paragraph shall be permitted only if it meets a public purpose or need which cannot otherwise be met and it meets Part (2)(C) of this Paragraph. Public fishing piers are allowed provided all other applicable standards of this Rule are met.
- (4) In order to preserve the protective nature of primary and frontal dunes, a structural accessway such as a "Hatteras ramp" may be provided for off-road vehicle (ORV) or emergency vehicle access. Such accessways shall be no greater than 15 feet in width and may be constructed of wooden sections fastened together, or other materials approved by the Division, over the length of the affected dune area. Installation of a Hatteras ramp shall be done in a manner that will preserve the dune's function as a protective barrier against flooding and erosion by not reducing the volume of the dune.
- (5) Structural accessways and beach matting may be constructed no more than six feet seaward of the waterward toe of the frontal or primary dune, provided they do not interfere with public trust rights and emergency access along the beach. Structural accessways and beach matting are not restricted by the requirement to be landward of the First Line of Stable and Natural Vegetation as described in Rule .0309(a) of this Section. A local, State, or federal entity may install beach matting farther seaward to enhance handicap accessibility at a public beach access, subject to review by the Wildlife Resources Commission and the U.S. Fish and Wildlife Service to determine whether the proposed design or installation will have an adverse impact on sea turtles or other threatened or endangered species.



Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



E.L. Faison  
Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski

Alexis Stanfield, NCCCC  
Town Clerk

---

**MEETING DATE:** Jul 1, 2026

---

**TO:** Board of Aldermen  
**FROM:** Lexi Stanfield  
**DEPARTMENT:** Admin Department  
**SUBJECT:** Shallow Draft Update

---

**SUMMARY:**

Chris Gibson, TI Coastal Engineer, will provide the Board and public with an update regarding the Shallow Draft.

**SPECIFIC ACTION REQUESTED:**





# Town of North Topsail Beach

Presentation to the Board of Aldermen

July 1, 2026

# Introduction & Goal Outcomes

---

Town Board Has Goal to Forecast Future Revenues, Cost and Impacts

## ❑ General Fund

- *Forecast Model Under Development*
- *Presentation Will Occur After Budget Adoption and Year End Numbers – Fall Timeframe*

## ❑ Beach Fund (30)

- *Discuss Reaches 1,2 and 3 Funding – Funding Options and Affordability*
- *Path Forward for Future Renourishment Cost Funding – 2023 Engineering 30 Year Study cost being updated | Funding Options Model to Follow | Fall Time Frame?*

## ❑ Set Fund Balance Policies for General Fund and Beach Fund

# General Fund - Fund Balance Policy

---

- ❑ Establish Minimum \$ Level – Unassigned Fund Balance
  - DEC Recommends 100% of Revenues
  - Currently ~\$10 million / yr in Revenue
  - Will Increase Annually as Total Revenues Rise – Based Upon Audit
  - Move Amount Over Policy Annually to Beach Fund – Based Upon Audit
- ❑ Why This Level – Is It Higher Than Most Towns/Cities?
  - It is – Most look at 25% Range
  - Beach Communities Have Storm Risk That Creates Potential Future Immediate Cash Needs - Grants Lag on Collection or Are Not Available
- ❑ Cash is King! Especially for Beach Communities – Stress on State and Federal Budgets Are a Potential Worry Here

# Beach Fund - Fund Balance Policy

---

- ❑ Establish Minimum \$ Level – Unassigned Fund Balance
  - DEC Recommends 100% Level
  - Currently ~\$6 million / yr in Revenue
  - General Fund Policy - Move Audited Excess to Beach Fund Annually
- ❑ Current Estimated Potential Resources After June 30 – Needs Audit Confirmation – Unaudited Estimates Below
  - \$5 Million from GF
  - \$17 Million from Fund 31
  - \$5 Million Current Level
  - Totals Approximately \$27 million in Fund 30

# Reaches 1/2/3 – Funding Strategy

---

- ❑ Expected cost of \$44 million for Reaches 1/2/3
  - Terminal Groin; Will It Be Done? Where is Cost?
  - Is \$44 Million Cost Achievable?
- ❑ \$22 Million Needed to Match Grant if Received (50% per Chris)
  - Alternative 1 – Borrow/Issue \$22m Special Obligation Bonds (SOBs) - Leave BF With Full Audited 2026 Fund Balance for Future Beach Projects
  - Alternative 2 – Fund \$22m Paygo from Beach Fund Balance – Leaves Beach Fund at or Near Minimum Policy Level
  - Alternative 3 – No Grant Funding – Borrow \$22m/SOBs and Fund \$22m Paygo from Beach Fund – Leaves BF at or Near Minimum Policy Level
- ❑ Without Grants BF Will Have Future Funding Shortfall – Cash Used and No New Annual Debt Service for Six Years – More Discussion to Come

# 30-Year Beach Management Plan

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Additional Handout Outlines 2023 Engineer Estimates

# Beach Renourishment 30 Year Management Plan Cost Analysis

---

- ❑ Cost Analysis/Timing to be Conducted Over Next Several Weeks - \$s From 2023 Study to be Updated – Increase for Planning Cost and Inflation
- ❑ Current BF Revenues Can Fund Approximately \$25m Every 6 Years – After Reaches 1,2,3 Funding Determined
- ❑ Updated 30 Year Study Cost \$s Will Exceed Current Revenues Without Significant Grants or Material New Revenues to BF
- ❑ Strategies for Receiving More State, Federal, County \$s
- ❑ Funding Options to Increase BF Revenues

# Debt Financing Options

---

- ❑ State Statutes Currently Provide Two Viable Options to Fund Beach Nourishment or Renourishment Project Cost
  - Voted General Obligation Bonds (G.O.s)
  - Non-Voted SOBs – NTB Has Issued SOBs Before
  - DEC Designed and Issued First SOBs Issuance in NC for Beach Purposes
- ❑ SOBs Structure Requirements – Requires Municipal Service District to Issue
  - Level principal structure on debt service – Generally 6 Years
  - Privately Placed With Bank Partner
- ❑ SOBs Can Also Be Issued to Provide Project Cost Pending FEMA Reimbursements – NTB Has Issued These SOBs Before

# Conclusion & Next Steps

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Final Questions

Potential Next Steps

Future Calendar for Decision Making

Preferred Beach Management Option

FY	AV & ROT	Sales & Park	Grants	FDA Loan	Project Expenses	Balance	Notes
						\$ 17,800,000	
2024	\$ 3,200,000	\$ 1,000,000	\$ 8,300,000		\$ 8,300,000	\$ 22,000,000	Reach 5
2025	\$ 3,200,000	\$ 1,000,000			\$ 11,500,000	\$ 14,700,000	Reach 4
2026	\$ 3,200,000	\$ 1,000,000	\$ 25,875,000	\$ 2,000,000	\$ 36,500,000	\$ 6,275,000	Reach 1,2,3 DA143
2027	\$ 3,200,000	\$ 1,000,000		\$ 2,000,000	\$ 500,000	\$ 7,975,000	
2028	\$ 3,200,000	\$ 1,000,000		\$ 2,000,000	\$ 5,000,000	\$ 5,175,000	Terminal Groin Armoring
2029	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000	\$ 2,000,000	\$ 16,000,000	\$ 3,375,000	Reach 1,2,3 Inlet
2030	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 7,300,000	
2031	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 11,225,000	
2032	\$ 3,200,000	\$ 1,000,000	\$ 12,050,000		\$ 24,100,000	\$ 3,375,000	Reach 4,5 Hopper
2033	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 3,575,000	Reach 1,2,3 Inlet
2034	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 7,500,000	
2035	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 11,425,000	
2036	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 15,350,000	
2037	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 15,550,000	Reach 1,2,3 Inlet
2038	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 19,475,000	
2039	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 23,400,000	
2040	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 27,325,000	
2041	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 27,525,000	Reach 1,2,3 Inlet
2042	\$ 3,200,000	\$ 1,000,000	\$ 12,050,000		\$ 24,100,000	\$ 19,675,000	Reach 4,5 Hopper
2043	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 23,600,000	
2044	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 27,525,000	
2045	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 27,725,000	Reach 1,2,3 Inlet
2046	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 31,650,000	
2047	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 35,575,000	
2048	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 39,500,000	
2049	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 39,700,000	Reach 1,2,3 Inlet
2050	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 43,625,000	
2051	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 47,550,000	
2052	\$ 3,200,000	\$ 1,000,000	\$ 12,050,000		\$ 24,100,000	\$ 39,700,000	Reach 4,5 Hopper
2053	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 39,900,000	Reach 1,2,3 Inlet
2054	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 43,825,000	
Total	\$ 99,200,000	\$ 31,000,000	\$ 167,525,000	\$ 8,000,000	\$ 263,700,000	17%	
Annual	\$ 3,200,000	\$ 1,000,000	\$ 5,404,032		\$ 8,506,452		
<b>Annualized SDI</b>			\$ 3,080,645				
<b>Annualized Beach Fund</b>			\$ 2,323,387				

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



E.L. Faison  
Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski

Alexis Stanfield, NCCCC  
Town Clerk

---

**MEETING DATE:** Jul 1, 2026

---

**TO:** Board of Aldermen  
**FROM:** Fire Chief  
**DEPARTMENT:** Fire Department  
**SUBJECT:** EOP Update

---

**SUMMARY:**

**EOP Update:**

**Purpose:** The purpose of an Emergency Operations Plan (EOP) is to legalize, structure, and execute a community-wide response to disasters while protecting residents and property. Because local governments are the "first dollar and first responder" line of defense, the EOP serves as the official operational linkage between everyday municipal departments, community stakeholders, and state/federal aid.

**EOP Structure:**

**Legalizes Emergency Authority:** Dictates how and when a local executive (mayor, mayor Pro-tem) can legally declare a local state of emergency, enact curfews, or order mandatory evacuations. **Activates the Emergency Operations Center (EOC):** Defines the exact trigger levels (typically Scale 1 to 5) to transition municipal staff from normal operations to emergency mode. **Integrates the Whole Community:** Mandates coordination with senior centers, public schools, utility companies, and non-profits, explicitly planning for ADA compliance and access/functional needs. **Establishes Mutual Aid Protocols:** Outlines how the municipality will share resources with adjacent counties and request state deployment teams when local capabilities are exhausted

**SPECIFIC ACTION REQUESTED:**

Approval of Updated EOP



# Emergency Operations Plan

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Town of North Topsail Beach | 2026

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Draft - Updated 2026 EOP  
Attached Adopted 2026 Plan?

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**PROMULGATION**

THIS PLAN WAS ADOPTED BY NORTH TOPSAIL BEACH BOARD OF ALDERMEN ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 2026. THE ADOPTION OF THIS PLAN SUPERCEDES ALL PREVIOUS PLANS.

---

Richard Grant  
Mayor

ATTEST:

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Alexis Stanfield  
Town Clerk

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## CERTIFICATION OF REVIEW

A regular (biennial or sooner) review of the Emergency Operations Plan will be reviewed and is hereby certified by the Town of North Topsail Beach.

Date	Signature

## RECORD OF CHANGES/UPDATES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature or initials)

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## DISTRIBUTION LIST

The following have received copies of this plan:

COPY #	ORGANIZATION	INDIVIDUAL RECEIVING COPY	DATE
1	Mayor		
2	Alderman (MPT)		
3	Alderman		
4	Alderman		
5	Alderman		
6	Alderman		
7	Town Manger		
8	Fire Chief		
9	Police Chief		
10	Public Works		
11	Human Resource		
12	Town Clerk		
13	Finance Officer		
14	Building Inspector		
15	Planning Department		
16			
17			

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## I. PURPOSE AND SCOPE

The purpose of this plan is to prescribe the activities to be undertaken by the municipal government and other community officials to protect the lives and property of citizens in the event of a natural or human-caused emergency or disaster, including terrorism. The plan consists of a Basic Plan, which describes principles and doctrine; a Notification and Resource Manual, which provides listings and contact information for local and other needed resources; and a series of functional checklists, which provide detail for accomplishing the specifics of the operation.

The scope of the plan covers all activities across the emergency management cycle, including prevention, preparedness, response, and recovery. This plan applies to all response organizations acting for or on behalf of the government or the citizens of North Topsail Beach. Incident-specific plans may augment this plan if necessary to more efficiently cope with special requirements presented by specific hazards.

## II. SITUATION AND ASSUMPTIONS

- A. The Town of North Topsail Beach is located in the southeast section of the State of North Carolina. It is located in Onslow County, which is bounded on the southwest by Pender County, to the northwest by Duplin County, to the North by Jones County, to the east by Carteret County, and the Atlantic Ocean. The current population of North Topsail Beach, as provided by the State Office of Demographics, is 1,110 as of 2020. During the summer peak tourist season, this number can triple according to some estimates. The total square mileage of North Topsail Beach is 10.6 square miles.
- B. The Town of North Topsail Beach is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. The most likely and damaging of these are hurricanes.
- C. Adjacent municipalities and other governments will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency.
- D. When municipal resources are fully committed and mutual aid from surrounding jurisdictions is exhausted, the county Emergency Management Agency (EMA) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the County requires additional assistance, it can call for mutual aid from adjacent counties or from North Carolina State Emergency Management.
- E. In the event of an evacuation of the municipality, or any part thereof, the majority of the evacuees will utilize their own transportation resources. Additionally, those with pets, companions, or service animals will transport their own pets and animals.
- F. Emergency shelters will be activated by Onslow County Emergency Management using public schools, public colleges/universities, or other designated shelters. Shelters will be operated by Onslow County Social Services and the Onslow County Health Department. Shelter operators

will provide necessities, including food, lodging, basic medical care, and maintain a registration of those housed in the shelter.

- G. Any regulated facility, SARA (Superfund Amendments and Re-authorization Act) site, power plant, etc., posing a specific hazard will develop, coordinate, and furnish emergency plans and procedures to local, county, and state departments and agencies as applicable and required by codes, laws, regulations, or requirements.
- H. A portion of the County lies within the ten-mile emergency planning zone (EPZ) of Camp Lejeune. Response guidelines are outlined in the Onslow County/Camp Lejeune Standard Operating Guidelines, available at the Onslow County Emergency Management office.
- I. Whenever warranted, the mayor will declare an emergency for the municipality in accordance with North Carolina General Statute 166A-19.22. In like manner, in the event of any emergency requiring protective actions (evacuation or sheltering), the mayor will make the recommendation and communicate the information to the populace through staff assistance by appropriate means, including press releases to the media, route alerts, or other available technologies.

### III. CONCEPT OF OPERATIONS

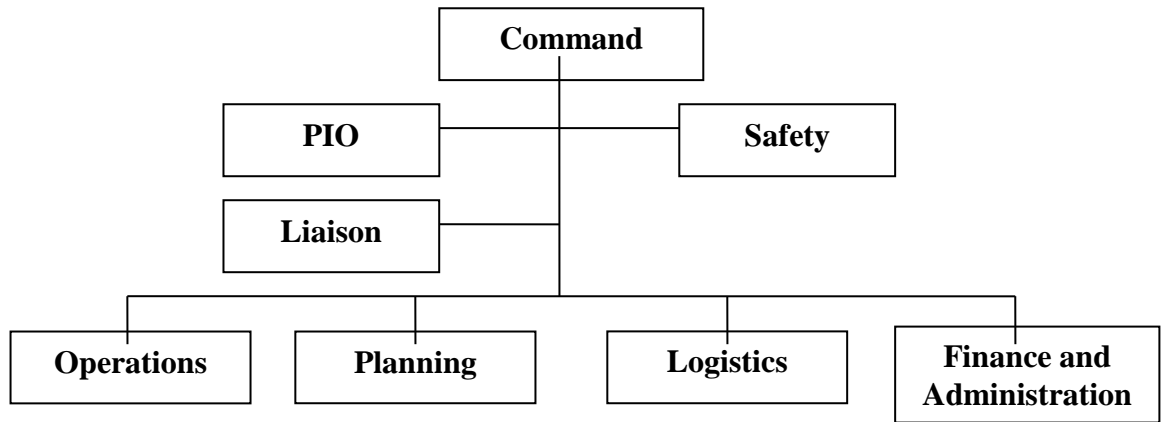
- A. The Board of Aldermen is responsible for the protection of the lives and property of the citizens. They exercise primary supervision and control over the four phases (prevention, preparedness, response, and recovery) of emergency management activities within the municipality.
- B. The Town Manager shall serve as the Town Emergency Management Coordinator (EMC) and be responsible for coordinating incident activities. If, for any reason, the Town Manager is unable to perform the duties of Emergency Management Coordinator, the Fire Chief shall serve as the Emergency Management Coordinator.
- C. An Emergency Operations Center (EOC) has been designated by the municipality, and may be activated by the EMC, his designee, or the Mayor during an emergency.
- D. When an event occurs, a local state of emergency may be declared by the Mayor. The effect of the declaration is to activate the plan's response, recovery, and rehabilitation components.
- E. This plan embraces an “all-hazards” principle that most emergency response functions are similar, regardless of the hazard. The EMC will coordinate the mobilization of resources and personnel as required by the emergency.
- F. When the Mayor (or Mayor Pro Tem if the Mayor is unavailable) declares a state of emergency and/or orders a voluntary or mandatory evacuation, then the following financial procedures are applicable:
  - 1. Purchasing Procedures: The Purchasing Manager, by written order of the Mayor, may waive purchasing requirements and issue interim purchase orders for items or actions required to assure the safety of the Town’s residents and protection of property.
  - 2. Employee Compensation: In emergency situations requiring long and continuous hours of work, nonexempt (or hourly) employees will receive overtime pay as required by federal and state law. Exempt (or salaried) employees who are designated as essential through the Board-approved Emergency Operations Plan (EOP) shall be compensated at a rate of time and a half for overtime hours (hours more than their regularly scheduled work week) for the duration of the emergency.
  - 3. Staffing Needs: Due to the Town’s location and limited access points, the Fire and Police Chiefs may station a minimum number of standby personnel at strategic locations to respond to event-related emergency situations.
  - 4. The HR Director, with agreement from the Mayor, may hire additional (temporary) personnel needed to staff emergency positions. Due to their extensive knowledge of the Town, any available elected officials may be selected to fill these temporary vacancies and, if selected, will be compensated at the prevailing rate for the Town's department

supervisors, \$36.00/hour, not to exceed \$360/day. Other temporary employees will be compensated at the prevailing rate for the position worked.

5. All personnel, whether regularly employed by the Town or hired as temporary workers, will be required to complete a daily worklog identifying the hours worked and tasks performed.

G. The EMC and elected officials will develop mutual aid agreements with adjacent municipalities for reciprocal emergency assistance as needed.

H. The municipality will embrace and utilize the National Incident Management System (NIMS) and the Incident Command System (see below).



\*Reference section E. EOC Organization for more details

1. The Incident Commander (IC) at the incident site will be trained according to NIMS requirements. In a manner, the EOC staff will also be trained on NIMS requirements.
2. The Incident Command System (ICS) should have:
  - a. A manageable span of control (3 to 7 staff; optimum is 5);
  - b. Personnel accountability (each person reports to only one person in the chain of command); and
  - c. Functional positions are staffed only when needed (responsibilities for any unstaffed positions remain with the next higher filled position).

#### **IV. EMERGENCY OPERATIONS CENTER (EOC)**

The EOC utilizes Town officials and volunteers necessary to provide overall direction and control of Emergency Management activities during emergencies. The EOC is activated when the Mayor declares a state of emergency or at the EMC's direction. Once activated, the EOC is under the control of the EMC.

##### **A. EOC LOCATION**

North Topsail Beach has designated Town Hall (2008 Loggerhead Court) as the Emergency Operations Center during large-scale emergencies or declared events. The EMC will coordinate the activation of the EOC. The EMC will contact the appropriate individuals to conduct staff operations. As an initial matter, the EMC should contact those responsible for establishing onsite communications. Equipment and redundancies must be initiated immediately. The EOC will be equipped with adequate telephone, radio, and computer systems to ensure connectivity with all responding agencies and support networks. Once activated, it should be staffed by an adequate number of town officials and volunteers to operate 24 hours a day.

## **B. ALTERNATE EOC**

If the Town EOC is required to evacuate, or the primary EOC is otherwise unavailable, Onslow County Library, 133 NC-210, Sneads Ferry, NC 28460, is a potential alternate location.

## **C. CONTROL GROUP**

The Control Group will be assembled by the Emergency Management Coordinator when an event or incident is deemed imminent and dissemination of information to key individuals is necessary.

The Control Group may consist of, but is not limited to, the following:

- Mayor and/or Aldermen
- Town Manager - (Emergency Management Coordinator/ EOC Director)
- Fire Chief
- Police Chief
- Public Works Director
- Finance Officer
- Town Clerk
- Chief Building Inspector
- Code Enforcement Officer
- Planning Director
- Public Information Officer
- Subject Matter Experts

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

## **D. ACTIVATION LEVELS**

The EOC is activated either upon the Mayor's declaration of a local state of emergency or upon the Emergency Management Coordinator's direction.

To facilitate activation of the emergency management system in response to threats or incidents, graduated levels of activation have been developed to define the EOC's overall operating posture. Activation levels will be declared as necessary for a given threat or incident and may evolve sequentially.

### **Level III (Monitoring)**

*Description:* Implemented whenever the EMC becomes aware of a threat or incident that may escalate to threaten the safety of the public.

*Associated Events:* Severe weather watch issuance, Emergency Classification Level (ECL) of Alert declared at Camp Lejeune, large wildfire impacting the county or critical infrastructure, or tsunami watch issuance.

*Operations:* Heightened monitoring by EMC and EOC staff, which may or may not include limited EOC staffing and readiness. Communications with Onslow County Emergency Management should be initiated at this stage through direct means and/or WebEOC.

### **Level II (Partial Activation)**

*Description:* Hazard-specific activation of essential emergency support positions is necessary in response to a significant threat or incident. Only the essential positions will be activated, as designated by the EMC.

*Associated Events:* Hurricane watch, tsunami warning or advisory, incidents requiring local or limited evacuation (wildfires, hazmat, etc.).

*Operations:* Partial activation of the EOC with designated positions. EOC operations may or may not be conducted continuously for 24 hours, depending on the incident's needs.

### **Level I (Full Activation)**

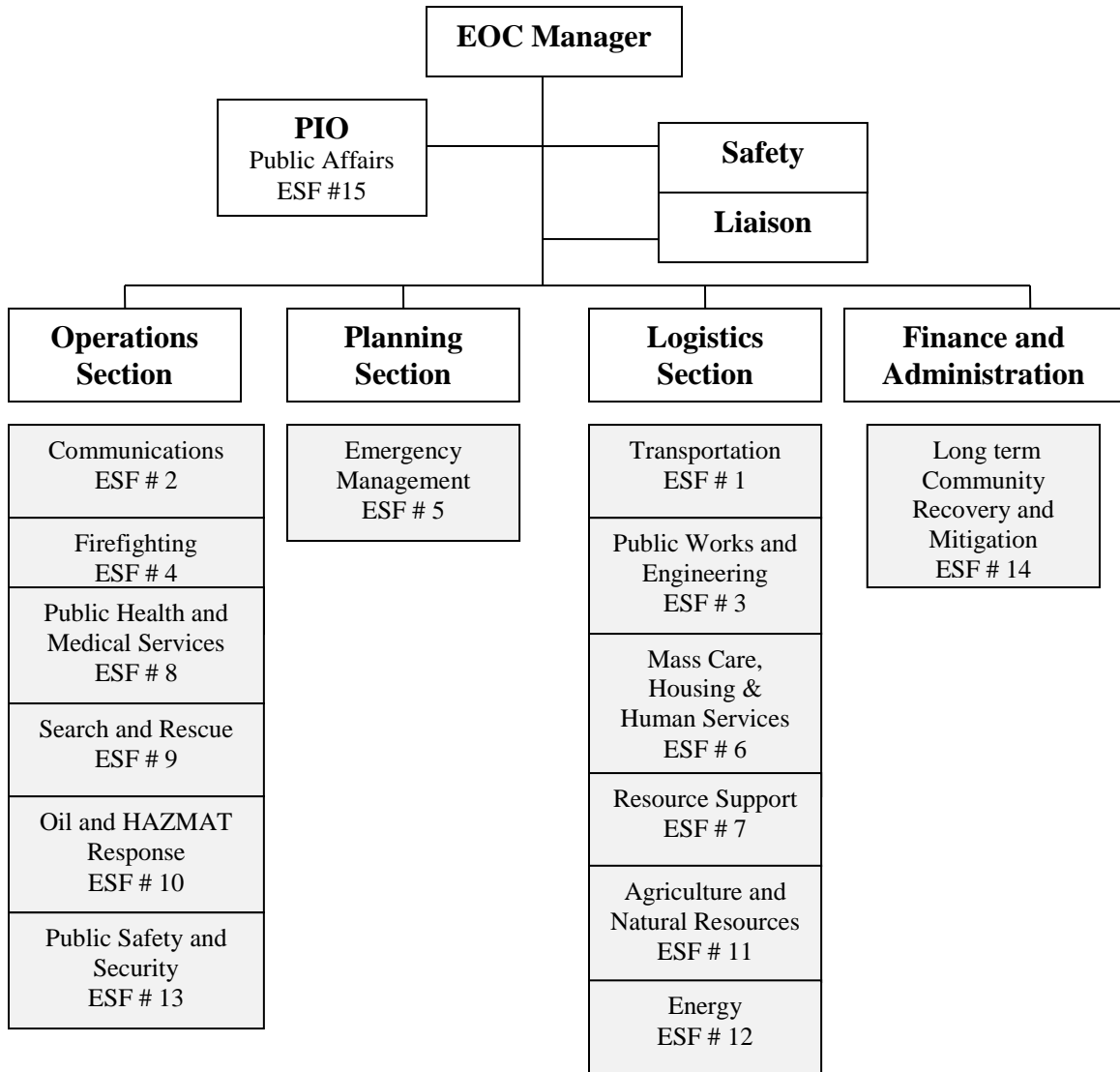
*Description:* Implemented for severe or widespread threats and incidents that significantly impact the safety of the public and require a full operational response of all staff.

*Associated Events:* Hurricane warning, ECL declaration of Site Area Emergency or General Emergency at Camp Lejeune, or occurrence of a catastrophic event of a natural, technological, or civil nature (tornado, terrorism, etc.)

*Operations:* Full activation of the EOC on a continuous 24-hour basis by all essential EOC representatives. Additional state, federal, and other agencies may also be requested in the EOC, depending on the nature of the incident.

EOC Activation Levels	Description	Minimum Staffing Requirements
Level 3 (Monitoring)	<ul style="list-style-type: none"> <li>• Small incident or event</li> <li>• One incident location</li> <li>• Two or more agencies involved</li> <li>• Potential threat of:               <ul style="list-style-type: none"> <li>○ Severe storm</li> <li>○ Wildland Fire</li> <li>○ Escalating incident</li> <li>○ Flood</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• EOC Manager</li> <li>• Public Information Officer</li> <li>• Liaison Officer</li> <li>• Section Chiefs (as required)</li> <li>• Control Group Briefing</li> </ul>
Level 2 (Partial Activation)	<ul style="list-style-type: none"> <li>• Moderate event</li> <li>• Two or more incident locations</li> <li>• Several agencies are involved</li> <li>• Limited evacuations</li> <li>• Resource support required</li> </ul>	<ul style="list-style-type: none"> <li>• EOC Manager</li> <li>• Public Information Officer</li> <li>• Liaison Officer</li> <li>• Section Chiefs (as required)</li> <li>• Limited activation of other EOC staff (as required)</li> </ul>
Level 1 (Full Activation)	<ul style="list-style-type: none"> <li>• Major event</li> <li>• Multiple sites</li> <li>• Regional disaster</li> <li>• Multiple agencies involved</li> <li>• Extensive evacuations</li> <li>• Resource support required</li> </ul>	<ul style="list-style-type: none"> <li>• EOC Manager</li> <li>• All EOC functions and positions (as required)</li> </ul>

**E. EOC ORGANIZATION**



\* The diagram above aligns Emergency Support Functions (ESFs) with ICS Staff sections

1. When the municipal EOC is activated, the EMC or designee will coordinate between the site IC and the Onslow County Emergency Management Office. To ensure consistency with operations at the incident site, the EOC will also follow an incident command structure. The EMC will assume the role of EOC Manager (Command) and, initially, all the remaining roles. As additional staff arrive at the EOC, the EMC may delegate activities to them.

2. Availability of staff and operational needs may allow or require positions to be combined, or positions not to be filled (responsibilities held by the next higher position)
3. The diagram on page 15 aligns Onslow County Emergency Support Functions (ESFs) with the Town of North Topsail Beach ICS Staff sections. This alignment may be modified as required by the disaster situation or the municipality's political or programmatic needs.
4. During non-emergency times, educational information regarding emergency plans will be provided to the public via municipal newsletters, brochures, municipal websites, etc.
5. Emergency workers should complete pre-emergency "family plans" addressing such issues as transportation and evacuation locations for immediate family members (spouse and children).

## **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. ORGANIZATION**

1. Most departments/agencies of local government have emergency functions assigned in addition to their normal, day-to-day duties. These emergency functions are usually parallel to or complement normal functions.
2. The employees and resources of all Town departments, boards, institutions, and officials may be required to participate in emergency management activities as directed by the EMC. Duties assigned to departments shall be the same as, or similar to, the department's normal duties, where possible.
3. Each department/agency tasked with responsibilities in this EOP shall develop and maintain processes and procedures necessary to support and implement their assigned responsibilities under this EOP.
3. Each department/agency is responsible for taking an active role in the emergency management planning, training, and exercise program as is consistent with their responsibilities, and to the extent resources permit.

## **B. ASSIGNMENT OF RESPONSIBILITIES**

### **1. ELECTED OFFICIALS (MAYOR with the assistance of the MAYOR PRO TEM)**

- Responsible for policy guidance and key decisions relating to response and recovery efforts.
- Carry out appropriate provisions of State General Statutes, in addition to local ordinances relating to emergencies. Follows incident guidance.
- Establish lines of succession for key positions.
- Activate emergency ordinance procedure.
- Provides policy guidance to the Emergency Operations Center Director during the emergency response for situations that have not previously been addressed in emergency response plans.
- Coordinates with Public Information Officer to ensure a uniform message is distributed regarding the emergency and any protective actions that are issued.
- Issues proclamations of disaster emergencies and recommends protective actions (evacuation or shelter in-place) if the situation warrants; and
- Apply for State and/or Federal post-disaster funds, as available.

## **2. EMERGENCY MANAGEMENT COORDINATOR (TOWN MANAGER)**

- Serves as the EOC Director or appoints the EOC Director position as necessary.
- Under the direction of the North Topsail Beach Town Board of Aldermen, implement direction and control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety.
- Assure that emergency operation plans are up to date and functional for all departments and affected divisions.
- The Town will film the entire beachfront area where a named storm is projected to make landfall or otherwise impact the Town of North Topsail Beach. The Deputy EOC Director/Fire Chief will coordinate. After a hurricane, the beachfront will be filmed for damage assessment purposes. Onslow County's drone will be requested for all these shoots.
- Develop an ongoing training program for key staff members to include test(s) and exercises.
- Provide a post-incident summary of event activity and associated costs.
- Serve as Purchasing Manager and bear responsibility for approving the acquisition of goods and services as needed. The procedures in place for each transaction may be delegated to another employee, such as the Finance Officer, but the ultimate responsibility for the policy's integrity remains with the Purchasing Manager. By order of the mayor during a state of emergency, the standard procedures may be waived or modified to more quickly react to the immediate needs of the Town's efforts to protect lives and property.
- Be familiar with the FEMA equipment rate schedules.
- Develop a roster of essential employees who must remain during an emergency in the EOC or return to relieve other key employees.
- Act as liaison to Onslow County EOC and provide situational updates as necessary via phone or WebEOC.
- Maintains continuity of governmental and emergency procedures and restoration of normal service levels.
- Provide transition from routine operations to emergency operations on short notice.
- Keep the Town Aldermen fully informed on Emergency Management activities.
- Sets priorities for response and recovery in cooperation with the Control Group.
- Establishes an emergency public information system to be implemented by the Public Information Officer (PIO).
- Establishes pre-planned response (IAP) to emergency events.
- Maintain contracts for off-site Emergency Services Center operation; contact property management to notify them of plans to set up the center before the event.

## **3. PUBLIC INFORMATION OFFICER (PIO)**

- Is appointed by and functions under the direction of the Emergency Management Coordinator or EOC Director.

- Provide emergency public information and disseminate information from the EOC Director.
- Act as chief spokesperson and media contact person in an emergency.
- Coordinate with the Onslow County Public Information Officer via the EOC Manager and the Board of Aldermen.
- Responsible for the formation and dissemination of emergency public information and news releases to the media.
- Establishes procedures for rumor control and emergency instructions.
- Maintains a media kit for distribution to authorized media personnel to include maps (11" X 17"), ID's (generic "Media"), and procedural information to assist the media in expediting coverage. Meet the media at the bridge and escort them to locations.
- Notify members of the Board and establish a meeting for review of the plan and emergency action.
- Prepare Town offices for possible evacuation.
- Prepare and secure vital records.
- Assist with the operations at the Emergency Operations Center when activated.
- Coordinate Board Members' location.
- Maintain communication with Town Manager, Aldermen, and staff.
- Assist Town Manager as needed.
- Coordinate volunteer meetings; collect and organize volunteer applications; disburse information packets to volunteers; work with the Volunteer Team Administrator.
- Delegate Meal Plan Preparations

#### **4. PLANNING DIRECTOR (FIRE CHIEF)**

- Serves as the Deputy EOC Director and fills the role in the absence of the EOC Director.
- Determines/tracks resources that are available and/or needed.
- Updates command on situational awareness via WEBEOC and Town operations.
- Establish information requirements and reporting schedules for ICP (Incident Command Post) and field staff.
- Provide Incident Map(s) for Incident Action Plan (IAP).
- Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics, and diagram incident organization and resource location.
- Hold Section meetings as necessary to ensure communication and coordination among Section Leaders.  
Ensure damage assessment documentation is complete and submitted.
- Maintain, update, and distribute the Town's Emergency Operations Plan as needed, subject to approval by the EMC and/or the Town Aldermen.

## 5. Information Technology Officer (IT)?

- Ensure backups are current and stored off-site prior to EOC activation
- Set up and maintain EOC phones, network, and computer infrastructure
- Assist EOC staff with technical issues and/ or tasks
- Update mobile/portable radios as necessary
- Assist the PIO with the website. Social media and Regroup emergency alerts as needed
- Assist in the development of an emergency alert system to notify the public in the event of an emergency.
- 

## 7. DEPUTY FIRE CHIEF

- Work under general supervision and assist the EMC.
- Advise, provide, inform, and assist in the coordination of emergency operations for planning, development, and activation of the emergency operations system.
- Deploy fire personnel and equipment during emergencies to provide fire suppression, rescue, decontamination, or related services.
- Work on a cooperative basis with Town departments to develop and maintain emergency operations plans and capabilities.
- Collect, maintain, and update the notification and resource manual annually or as needed.
- Assist in the establishment of mutual aid or cooperative assistance to provide services, equipment, or other resources in the event of an emergency.
- Assist in warning affected populations of an existing or impending emergency, as appropriate.
- Maintain fire security in evacuated areas.
- Determine alternate staging areas and the emergency operations center based on the emergency.
- Assumes primary responsibility for route alerting the public.
- Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized, or injured.
- Provide support personnel to assist in traffic control, clearance of debris, storm water, and damage assessment operations.
- Maintain communications of ongoing response operations with the Onslow County Emergency Operations Center and the 911 center.
- Serves as Safety Officer or designates someone to serve in this role.

## 8. POLICE CHIEF

- Develop a plan for conducting traffic control, evacuation/re-entry routes, movement of evacuees to shelters, and general law enforcement operations within the Town.
- During an emergency, maintains communication of ongoing operations with the County Sheriff, N.C. Highway Patrol, Onslow County 911 Dispatch Center, and other appropriate law enforcement agencies.
- Provide security and access control/re-entry to the damaged area(s) and vital facilities during and after an incident.
- Provide for the use of emergency signs and other traffic movement devices.
- Assist in warning affected populations of an existing or impending emergency, as appropriate.
- Assist in the establishment of mutual aid or cooperative assistance to provide services, equipment, or other resources in the event of an emergency.
- Assist the Fire Department with route alerting of the public.
- Coordinate with the Fire Department to implement the order for evacuation; respond to emergency protection of property and citizens; and assist the EOC Coordinator with re-entry decisions.
- Assist in the development of an emergency alert system to notify the public in the event of an emergency.
- Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized, or injured.
- Serves as EMC in the absence of the Fire Chief

## 9. OPERATIONS DIRECTOR (Public Works Director)

- Responsible for maintenance and operation of all Town roads, municipal and public buildings, beach accesses, and public restroom facilities.
- Coordinate and implement debris management and removal activities.
- Coordinates with NCDOT on emergency repairs and restoration of roads. Performs or identifies resources to assist with emergency repair and restoration of roads, vital facilities, and utilities as necessary.
- Assists with support services for field emergency response units, including potable water, food, lights, and tents.
- Emergency clearance and/or restoration of major streets and critical public facilities in support of emergency response operations.
- Maintains a listing of Public Works assets and coordinates the assignment of those resources.
- Appraises the status of public works areas of responsibilities and takes action to correct and maintain critical services where feasible.
- Provide the EOC Director with status reports on emergency conditions.
- Assists the EOC Director as directed.
- Responsible for continuity of services by coordinating with public utility providers, including Onwasa, and Jones-Onslow Electric Membership Cooperation.

- Appraises the status of utilities and takes action to correct and maintain critical services where feasible.
- Assists with support services for field emergency response units, including portable toilets and vehicular refueling. This includes coordinating a contract with a company that can deliver fuel during an emergency.

## 11. PLANNING DIRECTOR

- Develop, review, and annually update guidelines for damage reporting and accounting.
- Identify and maintain a list of critical facilities (public buildings, streets, bridges, etc.) requiring priority repairs.
- Train personnel in damage assessment, organization, techniques, and reporting guidelines.
- Maintain a damage assessment team and notification/recall roster.
- Ensure capability and readiness to conduct post-event damage assessment.
- Notify builders with construction in progress to secure sites.
- Report to Town Hall upon activation and coordinating damage assessment operations.
- Inform emergency operations officials of hazardous facilities, bridges, roads, etc.
- Determine need and locations for damage assessment.
- Ensure readiness of damage assessment software.

## 12. FINANCE OFFICER

- Ensure that financial records of expenditures are kept during emergencies.
- Be familiar with the FEMA equipment rate schedules.
- Assists in the preparation of applications and claims for federal and state financial assistance and reimbursement.
- Implement financial accounting record procedures for all town departments to report their emergency expenses.
- Ensure that all essential records are preserved in a safe location. This procedure will include backing up all computerized records and information to hard copy for safe storage in a secure location.
- Develop procedures for the procurement and delivery of essential supplies, equipment, and other resources.
- Ensure all state and federal procurement requirements are met, for example, debris collection and debris monitoring services.
- Create, distribute & monitor employee time sheets. For future FEMA audits, the sheets should include a brief synopsis of the employees' duties during the shift.
- Create, distribute & collect templates to describe daily operations for vehicles and equipment, to include at a minimum the following:
- Fuel consumption

- Idle time
- Mileage
- Staff activity
- Arrange for feeding operations of emergency workers, EOC staff, and volunteers.
- Responsible for managing payroll throughout the event.
- Ensure that all essential payroll records are preserved in a safe location.

### **13. HUMAN RESOURCES DIRECTOR**

- Work with the Finance Officer to ensure that all essential personnel and payroll records are preserved in a safe location. This procedure will include backing up all computerized records and securing all paper records for placement in a secure location.
- Ensure all personnel-related legal documents are protected and preserved in accordance with existing laws, statutes, and ordinances.

## **V. ADMINISTRATION AND LOGISTICS**

### **A. ADMINISTRATION**

1. The Town of North Topsail Beach will submit situation reports, requests for assistance, and damage assessment reports to the Onslow County EOC.
2. The County EOC will forward reports and requests for assistance to North Carolina Emergency Management as necessary.
3. North Topsail Beach will utilize pre-established bookkeeping and accounting methods as prescribed by appropriate regulatory agencies to track and maintain records of expenditures and obligations.
4. Narrative and written log-type records of response actions will be kept by the Town of North Topsail Beach. Use of the County WebEOC system will serve as a means of record-keeping and situational awareness during the event for Onslow County Emergency Management.
5. The EMC will make reports to the County by the most practical means and in a timely manner.
6. All written records, reports, and other documents will follow the principles of NIMS and the Incident Command System.

### **B. LOGISTICS**

1. When municipal resources are committed, and mutual aid is exhausted, the county Emergency Management Agency (EMA) is available to coordinate assistance and satisfy unmet needs. Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties or from North Carolina Emergency Management (NCEM). Ultimately, NCEM will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency.

## **VI. TRAINING AND EXERCISES**

For any plan to be functional, it must be evaluated to ensure its feasibility and that it is understood by those who must use it. Other than periodic review, exercises simulate, in a controlled environment, the situations that may occur during a disaster.

### **A. TRAINING AUTHORITY**

For training and exercises, the EMC may activate this plan as required to evaluate and maintain the municipality's readiness posture.

### **B. EXERCISE REQUIREMENTS**

As a minimum, this plan shall be exercised and demonstrated every two years. This is to provide practical, controlled operational experience for those with EOC responsibilities.

### **C. TRAINING POLICY**

#### **1. Public Officials**

- a. **Response and Recovery Training:** Training programs will be provided to municipal officials, the emergency management coordinator, EOC staff, emergency services personnel (police and fire), and essential personnel on the procedures and policies for a coordinated response and recovery to a disaster emergency. Training programs are offered by North Carolina Emergency Management and coordinated by the County EMA.
- b. **Professional Development:** Training programs will be provided to the municipal EMA and staff in skills and techniques of writing plans, professional development skills, and national security issues related to municipal emergency preparedness. Training programs are offered by North Carolina Emergency Management and coordinated by the county EMA.
- c. **Damage Assessment and Reporting:** Annual training will be offered in damage reporting procedures and in damage assessment for those who will work with county damage assessment teams. Training programs are offered by North Carolina Emergency Management and coordinated by the County EMA.

#### **2. Emergency Services and Other Responding Agencies**

Exercises, as indicated above, will be used as a training technique for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan. EMA staff officers responsible for functional annexes are

charged with ensuring that personnel who implement the provisions of their annexes receive skills training.

## VII. PLAN REQUIREMENTS, MAINTENANCE, AND DISTRIBUTION

- A. EMC Responsibilities:** The municipal EOP is the responsibility of the elected officials, but after the initial adoption, the EMC will coordinate development and maintenance of the plan. The plan components will be reviewed and updated by the EMC at least every 2 years, or as needed. Some incident-specific annexes require an annual review based on legislation or regulation. Whenever portions of this plan are implemented during an emergency or exercise, a review will be conducted to determine any necessary changes.
- B. Execution:** This plan will be in effect upon adoption by the North Topsail Beach Town Aldermen and executed by the Town Emergency Management Coordinator.
- C. Distribution:** This plan and its supporting materials are controlled documents. While distribution of the “Basic Plan” is allowable, the Checklists, Notification and Resource Manual and some Incident Specific Plans contain specific response or personal information and are not considered to be available to the public. Distribution is based upon regulatory or functional “need to know”. Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the EMC.

## VIII. AUTHORITY AND REFERENCES

- A. NATIONAL RESPONSE FRAMEWORK, 2013
- B. *NORTH CAROLINA GENERAL STATUTES, CHAPTER 14-288 and 166A*
- C. *ONslow COUNTY STATE OF EMERGENCY ORDINANCE*
- D. *ONslow COUNTY EMERGENCY MANAGEMENT ORDINANCE*
- E. *ONslow COUNTY EMERGENCY OPERATIONS PLAN*
- F. *CODE OF ORDINANCES, TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA*

## ATTACHMENTS

### ATTACHMENT 1: ABBREVIATIONS AND GLOSSARY

<b>ARC</b>	American Red Cross
<b>ARES</b>	Amateur Radio Emergency Service
<b>CART</b>	County Animal Response Team

<b>CFR</b>	Code of Federal Regulations
<b>CPCS</b>	Common Program Control Station
<b>CPG</b>	Civil Preparedness Guide
<b>C-POD</b>	Community Point of Distribution
<b>DCI</b>	Division of Criminal Information (Formerly Police Information Network)
<b>EAS</b>	Emergency Alert System
<b>EHS</b>	Extremely Hazardous Substances
<b>EM</b>	Emergency Management
<b>EMC</b>	Emergency Management Coordinator
<b>EMS</b>	Emergency Medical Services
<b>EMT</b>	Emergency Medical Technician
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>ESD</b>	Emergency Services Director
<b>FCC</b>	Federal Communications Commission
<b>FEMA</b>	Federal Emergency Management Agency
<b>GS</b>	General Statute (North Carolina)
<b>HAZMAT</b>	Hazardous Materials
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident Command System
<b>IDLH</b>	Immediately Dangerous to Life and Health
<b>IEMS</b>	Integrated Emergency Management System
<b>JCC</b>	Joint Command Center
<b>LEPC</b>	Local Emergency Planning Committee
<b>MSDS</b>	Material Safety Data Sheet
<b>NAWAS</b>	National Warning System
<b>NCDENR</b>	North Carolina Department of Environment and Natural Resources
<b>NCDOT</b>	North Carolina Department of Transportation
<b>NCEM</b>	North Carolina Division of Emergency Management
<b>NCERC</b>	North Carolina Emergency Response Commission (also see SERC)
<b>NCGS</b>	North Carolina General Statutes
<b>NCP</b>	National Contingency Plan
<b>NFPA</b>	National Fire Protection Association
<b>NIMS</b>	National Incident Management System
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>NRC</b>	Nuclear Regulatory Commission
<b>NRT</b>	National Response Team
<b>NWS</b>	National Weather Service
<b>OSHA</b>	Occupational Safety and Health Act

<b>PIO</b>	Public Information Officer
<b>RCC-East</b>	Regional Command Center-East
<b>RRT</b>	Regional Response Team
<b>SARA</b>	Superfund Amendments Reauthorization Act
<b>SERC</b>	State Emergency Response Commission
<b>SERT</b>	State Emergency Response Team
<b>SOP</b>	Standard Operating Procedures
<b>SWP</b>	State Warning Point
<b>TDSRS</b>	Temporary Debris Staging and Reduction Sites
<b>TLV</b>	Threshold Limit Value
<b>TPQ</b>	Threshold Planning Quantity
<b>USCG</b>	United States Coast Guard

1. **Access Control Points (ACP)** - Posts established primarily by State or municipal police and augmented as necessary by the National Guard on roads leading into a disaster area for the purpose of controlling entry during an emergency.
2. **Activate** - To start or place into action an activity or system.
3. **Coordination** - Arranging in order the activities of equal importance to harmonize in a common effort. (For use in context with this document: authorizing and/or providing for coordination of activities relating to emergency disaster prevention, preparedness, response, and recovery by State, local governments, and Federal agencies.)
4. **Deploy** - To move to the assigned location to begin operations.
5. **Direction** - Providing authoritative guidance, supervision, and management of activities/operations along a prescribed course to reach an attainable goal.
6. **Disaster** - A natural or human-caused event that has a large-scale adverse effect on individuals, the environment, the economy, or property.
  - A. **Human Caused Disaster** - Any industrial, nuclear, or transportation accident, explosion, conflagration, power failure, natural resource shortage, or other condition, resulting from human causes, whether unintended or deliberate. This includes oil spills and other injurious environmental contamination, acts of terrorism, vandalism, or sabotage, and civil unrest that threaten or cause substantial damage to property, human suffering, hardship, or loss of life.
  - B. **Natural Disaster** - Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which results in substantial damage to property, hardship, suffering, or possible loss of life.

7. **Disaster Emergency** - Those conditions which, upon investigation, may be found, actually, or likely to:
  - A. Seriously affect the safety, health, or welfare of a substantial number of citizens of the municipality or preclude the operation or use of essential public facilities.
  - B. Be of such magnitude or severity as to render essential state supplementation of regional, county, and municipal efforts or resources exerted or utilized in alleviating the danger, damage, suffering, or hardship faced.
  - C. Have been caused by forces beyond the control of humans, by reason of civil disorder, riot, natural occurrence, terrorism or disturbance, or by factors not foreseen and not known to exist when appropriation bills were enacted.
  
8. **Emergency Alert System (EAS)** - An automatic system where radio station operators voluntarily broadcast emergency information. The system can be activated by county, state, or federal emergency management agencies, or the National Weather Service.
  
9. **Emergency Management** - The judicious planning, assignment, and coordination of all available resources in an integrated program of prevention, preparedness, response, and recovery for emergencies of all kinds.
  
10. **Emergency Services** - The preparation for and the carrying out of functions, other than those for which military forces are primarily responsible, to prevent, minimize, and provide emergency repair of injury and damage resulting from disaster, together with all other activities necessary or incidental to the preparation for and carrying out of those functions. The functions include, without limitation, firefighting services, police services, medical and health services, search, rescue, engineering, disaster warning services, communications, radiological, shelter, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resources management, existing or properly assigned functions of plant protection, temporary restoration of public utility services, and other functions related to civilian protection.
  
11. **External Affairs** – Those emergency activities that deal with the general public and other entities outside the immediate disaster area. This includes public information and media relations activities.
  
12. **Hazardous Materials (HAZMAT)** - Any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment. Hazardous materials are classified as chemical, biological, radiological, nuclear, or explosive.
  
13. **Hazards Vulnerability Analysis (HVA)** - A compilation of natural and human-caused hazards and their predictability, frequency, duration, intensity, and risk to population and property.
  
14. **Joint Information Center (JIC)** - A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene

of the incident. Public information officials from all participating agencies should co-locate at the JIC.

15. **Local Emergency** - The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster requires focused local government action to prevent or alleviate the damage, loss, hardship, or suffering threatened or caused.
16. **Mass Care Centers** - Fixed facilities that provide emergency lodging and essential social services for victims of disaster left temporarily homeless. Feeding may be done within a mass care center (in suitable dining facilities) or nearby.
17. **National Incident Management System (NIMS)** - A system developed by the federal Department of Homeland Security that provides a consistent, nationwide approach for emergency responders at all levels of government to work together effectively and efficiently. NIMS includes a core set of concepts, principles, and terminology, including ICS (Incident Command Systems), MACS (Multi-Agency Coordination Systems), Training, Identification and Management of Resources, Certification, and the Collection, Tracking, and Reporting incident information.
18. **Notification** - To make known or inform, to transmit emergency information and instructions: (1) to Emergency Management Agencies, staff, and associated organizations; (2) over the Emergency Alert System to the general public immediately after the sirens have been sounded.
19. **Notification and Resource Manual (NARM)** – One of the three major components of this plan, the NARM contains lists of personnel and equipment, contact information, and other data that are most subject to change. Because of the personal and sensitive nature of its data, the NARM is NOT available to the public.
20. **Operational** - Capable of accepting mission assignments at an indicated location with partial staff and resources.
21. **Presidential Proclamation of "Emergency"** - Any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

*IMPORTANT NOTE* - Before federal assistance can be rendered, the Governor must first determine that the situation is beyond the capabilities of the State and affected municipal governments and that federal assistance is necessary. As a prerequisite to Federal assistance, the Governor shall take appropriate action under law and direct execution of the State Emergency Operations Plan. The Governor's request for a proclamation of a major disaster by the President may be accepted, downgraded to an emergency, or denied.

22. **Presidential Proclamation of "Major Disaster"** – “Major Disaster” means any natural catastrophe, or any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of States, local

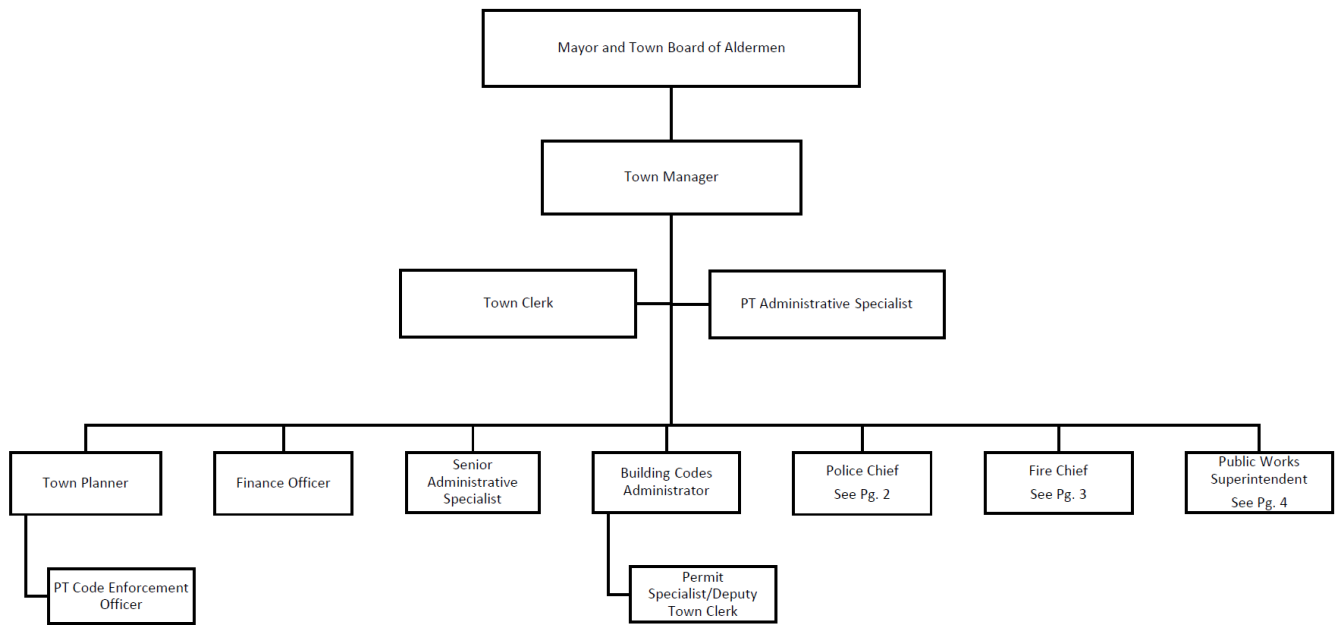
governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

23. **Protective Action** - Any action taken to eliminate or avoid a hazard or eliminate, avoid, or reduce its risks.
24. **Public Information Officer (PIO)** - That member of the municipal staff or EOC who deals with the media, or who is responsible for informing the public. In this plan, the PIO is responsible for all external affairs activities. If no PIO is appointed, those responsibilities remain with the EOC manager.
25. **Public Information Statements** - Public announcements made by NCEM, county, or local official spokespersons via newspapers, radio, or television to explain government actions being taken to protect the public in the event of any public emergency. The purpose of the announcement is to provide accurate information, prevent panic, and counteract misinformation and rumors.
26. **Re-entry** - The return to the normal community dwelling and operating sites by families, individuals, governments, and businesses once the evacuated area has been declared safe for occupancy.
27. **Resource Typing** – A component of the National Incident Management System (NIMS) that standardizes definitions for human and equipment resources. These standardized definitions, certifications, and training will allow resources from other parts of the U.S. to work together. Resources are assigned a “Type” number that indicates the size/capacity of the resource; e.g., a Type 1 Team will have more people and capabilities than a Type 2 or Type 3 Team.
28. **Route Alerting** - A supplement to siren systems accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.
29. **Special Needs** – Individuals in the community with physical, mental, or medical care needs who may require assistance before, during, and/or after a disaster or emergency, after exhausting their usual resources and support network.
30. **Standby** - To be ready to perform but wait at home or other location for further instructions.
31. **Support** - To provide a means of maintenance or subsistence to keep the primary activity from failing under stress.
32. **Traffic Control Points (TCP)** - Posts established at critical road junctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement when an emergency requires it.
33. **Unmet Needs** - Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective levels of government.
34. **Weather Warning** - Severe weather is occurring or is about to occur.

35. **Weather Watch** - Conditions and ingredients exist to trigger severe weather.

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### **ATTACHMENT 3: STATE OF EMERGENCY DECLARATION**

The authority of North Carolina General Statute 166A-19.22 and Town of North Topsail Beach Code of Ordinances governs the procedure for a Proclamation for Declaration of State of Emergency.

The Mayor, after consultation with the EMC and/or EOC Director and deliberation with the Board of Aldermen, is empowered to proclaim that a civil emergency exists.

The Proclamation for Declaration of State of Emergency form on the following page is a sample of the document that the Mayor signs to initiate the State of Emergency at the local level.

Notification should be made immediately to Onslow County EOC via phone or WebEOC that a declaration has been made. The Proclamation must be submitted to the County through the WebEOC and placed on the Town's website.

Once the emergency has subsided, the Mayor coordinates with the Town EOC Coordinator and convenes the Board of Aldermen in an emergency session to discuss issuing a proclamation rescinding the Declaration of State of Emergency.

SAMPLE

**DECLARATION OF A STATE OF EMERGENCY**

WHEREAS the Town of North Topsail Beach is currently under a State of Emergency for the events of \_\_\_\_\_; and

WHEREAS the Town of North Topsail Beach is under a hazardous weather outlook as a result of the approach of \_\_\_\_\_; and

WHEREAS, as a result of the above-described **(insert event)**, I have determined that there is an imminent threat of, or existing conditions that may cause, widespread or severe damage, injury, or loss of life or property, and public safety authorities will be unable to maintain public order or afford adequate protection for lives or property; and

WHEREAS, declaring a State of Emergency and imposing the restrictions and prohibitions ordered herein is necessary to maintain order and protect public health, safety, and welfare, and to secure property. This Declaration does not alter the State of Emergency for \_\_\_\_\_.

NOW, THEREFORE, pursuant to the authority vested in me as the Mayor of North Topsail Beach under Article 1A of Chapter 166A of the North Carolina General Statutes:

Section 1. A State of Emergency for \_\_\_\_\_ is hereby declared within the jurisdiction of North Topsail Beach.

Section 2. The emergency area covered by this state of emergency shall be for the territorial limits of the Town of North Topsail Beach.

Section 3. Future declarations for this event will be issued if circumstances merit.

Section 4. This declaration shall take effect on (day) of (month) (year) at (time) and shall remain in effect until modified or rescinded.

DECLARED this the (day) of (month) (year).

---

**MAYOR, Town of North Topsail Beach**  
**Topsail Beach**

---

**CLERK, Town of North**

**SAMPLE**

**PROCLAMATION TERMINATING A STATE OF EMERGENCY**

Section 1. On \_\_\_\_\_, at \_\_\_\_\_ (am/pm), I determined and proclaimed a local State of Emergency for the Town of North Topsail Beach.

Section 2. **(EDIT AS REQUIRED)**

On \_\_\_\_\_, at \_\_\_\_\_ (am/pm), I ordered the evacuation of all civilians from the area, imposed a curfew, prohibited alcoholic beverages, firearms, ammunition and explosives, and ordered the execution of the Emergency Reaction Plan.

Section 3. I have determined that a State of Emergency no longer exists in the Town of North Topsail Beach.

Section 4. I thereby terminate the proclamation of a local State of Emergency and rescind all of the restrictions and orders therein.

Section 5. This proclamation is effective immediately. Proclaimed this the \_\_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_ (am/pm).

\_\_\_\_\_  
**MAYOR, Town of North Topsail Beach**

\_\_\_\_\_  
**CLERK, Town of North Topsail Beach**

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## ATTACHMENT 5: EMERGENCY OPERATIONS TIMELINE (BATTLE RHYTHM)

### Operational Periods: 0700-1900

#### Day Operations

- 0700 Shift Change
- 0730 Onslow County Sit-Rep due to OC EOC
- 0800 Objectives Briefing with Command Staff  
NWS Intermediate advisory issued
- 0900 Elected Officials Briefing
- 1000 Tactics Meeting with Command Staff
- 1100 EOC Update  
NWS Hurricane Advisory issued
- 1200 Planning Meeting
- 1300 Deadline for Mission Request for next ops period
- 1330 Onslow County Sit-Rep due to OC EOC
- 1500 Update NCEM's County Summary Board
- 1600 EOC Update
- 1700 NWS Hurricane advisory issued
- 1730 Elected Officials Briefing
- 1800 Operational Briefing  
Conference call
- 1830 Operational Period Paperwork Due
- 1900 Shift Change

### Operational Periods: 1900-0700

#### Night Operations

- 1900 Shift Change
- 1930 Onslow County Sit-Rep due to OC EOC
- 2000 Objectives Briefing with Command Staff
- 2100 Elected Officials Briefing
- 2200 Tactics Meeting with Command Staff
- 2300 EOC Update  
NWS Hurricane Advisory issued
- 0000 Planning Meeting
- 0100 Deadline for Mission Request for next ops period
- 0130 Onslow County Sit-Rep due to OC EOC  
NWS Intermediate advisory issued
- 0300 Update NCEM's County Summary Board
- 0400 EOC Update
- 0500 NWS Hurricane advisory issued
- 0530 Elected Officials Briefing
- 0600 Operational Briefing  
Conference call
- 0630 Operational Period Paperwork Due
- 0700 Shift Change

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## ATTACHMENT 6: EMERGENCY PLANNING ZONES

### I. PURPOSE

The purposes of the Emergency Planning Zones are to establish and create divisional zones within the corporate limits of the Town of North Topsail Beach. The need for divisional zones is to support a unified, systematic approach to managing a disaster.

### II. OVERVIEW

The Town of North Topsail Beach recognizes the need for a systematic approach to managing various tasks during a disaster. Dividing the town into manageable zones based on travel paths and risk analysis is essential to an effective emergency operation. The following tasks are, but not limited to, examples of the map's application:

1. Specific evacuation areas
2. Damage Assessment
3. Debris Management
4. Emergency Call Routing
5. After Disaster Reentry

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## **ANNEXES**

**Annex A:** Hurricane/Tropical Storm

**Annex B:** Pandemic

**Annex C:** Tsunami

**Annex D:** Tornado/Waterspout

**Annex E:** Earthquake

**Annex F:** Flood

**Annex G:** Civil Unrest

**Annex H:** Winter Storm

**Annex I:** Emergency Evacuation Plan

**Annex J:** Re-Entry Plan

**Annex K:** Bridge Closing

**Annex L:** Community Point of Distribution Plan (C-POD)

**Annex M:** Sneads Ferry Branch Library

**Annex N:** Comfort Station

**Annex O:** Debris Management

**Annex P:** Damage Assessment

**Annex Q:** Volunteer Teams

**Annex R:** Continuity of Operations Plan (COOP)

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## ANNEX A: HURRICANE/TROPICAL STORM

### I. PURPOSE

The purpose of this Hurricane Response Annex is to provide information necessary for an effective and safe response to hurricanes that could potentially affect the Town of North Topsail Beach. The occurrence of a hurricane could result in damage to facilities from water and wind, utility failures, personal injury, and other incidents, all varying in severity from minimal to catastrophic depending on the hurricane's intensity.

### II. OVERVIEW

The Town of North Topsail Beach management will monitor National and Regional Weather Services bulletins on current weather conditions and forecasts, while also maintaining communication with the Onslow County Emergency Operations Center. Emergency actions will be appropriately escalated, as conditions warrant. The intent of this plan is to give Town of North Topsail Beach residents, property owners, and visitors advance warning and to allow the town staff adequate time to prepare for the event of a hurricane. Hurricanes occur primarily during a distinct season that runs from June 1 to November 30.

### III. PLANNING

- A. Take efforts to keep the public well-informed regarding Hurricane/Tropical Storm watches and warnings.
- B. Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
- C. Coordinate with Onslow County Emergency Management to ensure timely and accurate Emergency Action System activation.
- D. Coordinate with code enforcement officials and departments regarding building codes, town ordinances, and fire code enforcement to minimize damages.
- E. Coordinate with utilities to share information concerning power outages.

### IV. RESPONSE

- A. Develop an incident action plan.
- B. Establish Emergency Operations Center.
- C. Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- D. Establish communications with Onslow County
- E. Emergency Operations Center.
- F. Establish traffic control and security with law enforcement.
- G. Through communications with responding agencies, determine as quickly as possible:
  - 1) Number of injured or casualties (if any)
  - 2) General boundary of the affected area
  - 3) The general extent of damage
  - 4) The general extent of power or other utility disruption
  - 5) Immediate needs of response forces
- H. Activate or establish rumor control through the local Public Information Officer (PIO).
- I. Coordinate all resource requests being forwarded to Onslow County EOC.
- J. Activate financial tracking plan coordinated by the Finance Officer.
- K. Activate damage assessment and follow the damage assessment procedure.

- L. Requirements for authorizing financial and direct assistance to both the Town of North Topsail Beach government and individual citizens and businesses are generally stated in the Disaster Relief Act of 1974 (Public Law 93-288). It is imperative that the joint Federal-State-Local procedures are carried out efficiently and properly to be eligible for the available types of financial assistance.

### **Damage Assessment Procedures:**

At the start of post-disaster operations, the Town's Damage Assessment Teams shall conduct a rough visual assessment. A thorough initial assessment should include an approximate:

- A. Number of persons killed.
- B. Number of people injured.
- C. Number of damaged properties.
- D. Cost of damage to:
  - Public Property
  - Private Properties.

An initial assessment report should be provided to the North Topsail Beach Emergency Management Coordinator as soon as possible, taking into account the extent of damage and safety concerns. A more detailed second assessment can be made after the initial reports are filed.

Damage assessment reporting should follow the format and terms as established by the Onslow County Emergency Management Office.

## **V. RECOVERY**

- A. Gather damage assessment information (public, housing, business) from damage assessment teams.
- B. Assess citizen/community needs for individual assistance and/or public assistance.
- C. Obtain information from utilities regarding outages, length of repair, safety, etc.
- D. Gather financial information from the Finance Officer.
  - a. Personnel that responded and the time involved in the response.
  - b. Time sheets or time logs.
  - c. Supplies used, including vehicle information such as gas consumption, idle time, and personnel activity
  - d. Contracts issued.
  - e. Purchase orders issued.
  - f. Any other expenditures.
  - g. Damages to public buildings, equipment, utilities, etc.
  - h. Loss of life of any public servant.
  - i. Documents regarding economic impact.
- E. Coordinate recovery organizations, including federal and state agencies and private or volunteer relief organizations.
- F. Establish donated goods management based on policy and procedure.
- G. If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- H. Ensure public officials are made aware of the assistance application process, if applicable.
- I. Ensure the public is made aware, through the public information officer, of the assistance application process, if applicable.

- J. Perform an incident critique as soon as possible with all possible response organizations.
  - a) Review agency and self-performance.
  - b) Review the weaknesses of the plan.
  - c) Correct weaknesses.
  - d) Implement hazard mitigation or modify the hazard mitigation plan accordingly.
  - e) Brief elected officials on updated information and disaster recovery progress.

K. Landfill and Disposal Instruction

The Onslow County Emergency Management Office will determine the disposal site location. Routes and procedures for hauling and disposal will be determined by the Town of North Topsail Beach Emergency Management Coordinator.

Category	Sustained Winds	Types of Damage Due to Hurricane Winds
1	74-95 mph 64-82 kt 119-153 km/h	<b>Very dangerous winds will produce some damage:</b> Well-constructed frame homes could have damage to the roof, shingles, vinyl siding, and gutters. Large branches of trees will snap, and shallowly rooted trees may be toppled. Extensive damage to power lines and poles will likely result in power outages lasting a few to several days.
2	96-110 mph 83-95 kt 154-177 km/h	<b>Extremely dangerous winds will cause extensive damage:</b> Well-constructed frame homes could sustain major damage to roofs and siding. Many shallowly rooted trees will be snapped or uprooted, blocking numerous roads. Near-total power loss is expected, with outages lasting several days to weeks.
3 (major)	111-129 mph 96-112 kt 178-208 km/h	<b>Devastating damage will occur:</b> Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.
4 (major)	130-156 mph 113-136 kt 209-251 km/h	<b>Catastrophic damage will occur:</b> Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted, and power poles will be downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.
5 (major)	157 mph or higher 137 kt or higher 252 km/h or higher	<b>Catastrophic damage will occur:</b> A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

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## ANNEX B: PANDEMIC

### I. PURPOSE

A pandemic is a global disease outbreak. It is determined by how the disease spreads, not how many deaths it causes. In most pandemic scenarios, the illness is new, and as such, the human population has little to no immunity against it. The illness spreads quickly from person to person worldwide. The purpose of this annex is to ensure that there are procedures in place to protect officials, staff, and the community at large in the case of an outbreak. It is important that staff safety is not overlooked. If staff fall ill, implementing appropriate measures for the community becomes increasingly difficult.

The main goal in this scenario will be to limit illness and death, maintain government functions, minimize disruptions, and minimize economic losses.

### II. SCOPE

The annex outlines additional responsibilities and duties as well as procedures for staff responding to a mass outbreak.

### III. CORE FUNCTIONS

The Town of North Topsail Beach has identified State Emergency Management, Onslow County Emergency Management, Onslow County Health Department, Onslow County Administration, Surf City Administration, and Topsail Beach Administration as collaborative partners. The Town will work with these entities to ensure the proper restraints are in place for community safety. Additionally, it is important that these partners maintain consistent communication with the community.

#### A. Operational Functions/Procedures That May Be Activated

Operational functions, or procedures, that the EMC must coordinate in the event of a pandemic include:

- Declaration of a State of Emergency
- Activate the EOC
- Communications- Public information, interdepartmental, County Emergency Services, County Health Department, and surrounding communities (mainly Onslow County, Surf City, and Topsail Beach management)
- Health and Medical- Deploy resources to keep staff safe so that continuity of services may continue
- Initiate conversations with first responders to support restrictions put in place for emergency calls during a pandemic and make sure those decisions are communicated back to County Emergency Services/dispatch
- Recover- manage proper “phasing in” to return to daily life at a speed appropriate for the circumstances

## **B. Activating the EOP for a Pandemic**

The Mayor will determine whether a State of Emergency is warranted. In coordination with the EMC, the timing for the EOC to become operational will be determined.

## **C. Principal Actions**

- Monitor federal, state, and local response for guidance.
- Determine which facilities require closure or restrictions: town hall, parks, beach access, parking, public restrooms, etc.
- Implement procedures for social distancing.
- If special events are scheduled, consider canceling and notifying the public
- Implement a daily monitoring and reporting process to monitor severity
- Make any necessary updates to procedures to dismiss any sick or potentially sick staff members
- Determine any necessary changes to facility cleaning.
- Implement processes for tracking financial expenditures during the emergency for reimbursement from FEMA, State Emergency Management, and/or insurance
- Document all actions taken for an after-action report
- When reopening, consider how to best stagger the reopening of facilities

## ANNEX C: TSUNAMI

### Onslow County Tsunami Plan

#### I. INTRODUCTION

This plan is subordinate to the Onslow County Emergency Operations Plan and is to be used in conjunction with each relevant section of the Emergency Operations Plan. This plan establishes specific procedures to follow in the event of a tsunami in Onslow County.

A Tsunami Warning System has been put into place to help minimize loss of life and property. The NOAA National Tsunami Warning Center in Palmer, Alaska, monitors earthquakes and subsequent tsunami events in both the Pacific and Atlantic Oceans. If a tsunami is generated, the National Tsunami Warning Center issues tsunami watches, warnings, and advisories. They also issue Tsunami Information bulletins.

#### II. SITUATION AND ASSUMPTION

- A. There is a very low risk of a Tsunami in Onslow County. However, high-resolution bathymetry studies off the southeast NC coast show that submarine landslides have likely caused tsunamis in the past. Tsunamis are a series of sea waves produced by an undersea earthquake, submarine landslide, volcanic activity, or extreme meteorological event (meteo-tsunami) that causes large-scale water disruption in or around the Atlantic Basin.
- B. The best information available indicates that Onslow County's greatest risk of a tsunami is from a submarine landslide occurring along the continental shelf offshore. In addition, a magnitude 9.0 earthquake along the Puerto Rico Trench can trigger a tsunami. A tsunami from the Puerto Rico Trench could cause a rapid 4-6 ft. rise in 4 hours.
- C. The Onslow County population significantly increases during the summer season, especially along the "risk area".
- D. Onslow County's "risk area" during a tsunami is the immediate coastline, especially the beaches. During the summer months, over 100,000 people may be on the beaches of Onslow County at any time during daytime hours. During the off-season, there could be several thousand people on the beach.
- E. A default evacuation zone has been established, and people in the "risk area" will need to evacuate at least 300 feet inland and/or 15 feet vertically prior to the arrival of tsunami waves. This zone may be modified based on expected conditions and the characteristics of the tsunami. At the very least, the beaches need to be evacuated during a tsunami event.
- F. The prompt and effective evacuation of high-risk areas requires coordination between Onslow County and local jurisdictions, including municipal administration and public safety providers. Local utility providers will also have a role in response. Onslow County Emergency Management will assist in coordinating this effort.

### III. CONCEPT OF OPERATIONS

#### A. General

1. Response and coordination of actions will be in accordance with the Onslow County Emergency Operations Plan.
2. Coordination for protective actions, including evacuation recommendations and notifications, will be done through Onslow County Emergency Management, Onslow County Public Safety Communications Center, National Weather Service Wilmington Office, Onslow County Sheriff's Office, and local municipal governments.
3. Onslow County Emergency Management will coordinate evacuation with beach communities through the County Emergency Operations Center (EOC), working directly with all stakeholders, including Federal, State, and Local partners.

#### B. Operational Issues

1. When a tsunami watch, warning, or advisory has been issued for the region by the NOAA National Tsunami Warning Center, the National Weather Service in Wilmington will activate the Emergency Alert System with a Tsunami Watch, Warning, or Advisory code. In addition, the local NWS office will contact Emergency Management and/or the Public Safety Communications Center by phone at the onset of a tsunami event and issue a Special Weather Statement every 30 minutes through the duration of an event.
2. The Onslow County Public Safety Communications Center will notify Emergency Management and the municipal law enforcement and fire/rescue units along the beach of the tsunami warning. The municipal law enforcement and fire/rescue units will then work to evacuate the beaches, as necessary. Each beach community has a procedure for evacuating its beaches.
3. The Emergency Management Department will activate the reverse 911 notification system (landline) and IPAWS (cellphone) to contact each coastal property in the evacuation zone (300 feet from the shoreline).
4. In the event of an observation of severe water drawback by first responders, an activation order may be given by the officer in charge. The Public Safety Communications Center will be notified immediately. The Public Safety Communications Center will, in turn, contact the National Weather Service in Wilmington, which will determine whether to activate both the calling system and the EAS system. Note that not all tsunamis are preceded by a significant drop in sea level; this depends on the distance from the tsunami's source.
5. Once an evacuation becomes necessary, the Onslow County Public Information Officer will broadcast warning and evacuation instructions through the local media outlets and social media.
6. Any sheltering or other emergency operations because of a Tsunami will be in accordance with the Onslow County Emergency Operations Plan.

## IV. WARNINGS AND WATCHES

### A. Tsunami Warning

A tsunami warning is issued when a tsunami with the potential to generate widespread inundation is imminent, expected, or occurring. Warnings alert the public that dangerous coastal flooding, accompanied by powerful currents, is possible and may continue for several hours after the initial arrival. Warnings alert emergency management officials to act for the entire tsunami hazard zone. Appropriate actions by local officials may include evacuating low-lying coastal areas and repositioning ships to deep waters when time allows. Warnings may be updated, adjusted geographically, downgraded, or canceled. To provide the earliest possible alert, initial warnings are normally based only on seismic information.

### B. Tsunami Advisory

A tsunami advisory is issued when a tsunami with the potential to generate strong currents or waves dangerous to those in or very near the water is imminent, expected, or occurring. The threat may continue for several hours after initial arrival, but significant inundation is not expected for areas under an advisory. Appropriate actions by local officials may include closing beaches, evacuating harbors and marinas, and repositioning ships to deep waters when safe to do so. Advisories are normally updated to continue the advisory, expand/contract affected areas, upgrade to a warning, or cancel the advisory.

### C. Tsunami Watch

A tsunami watch is issued to alert emergency management officials and the public of an event that may later impact the watch area. The watch area may be upgraded to a warning or advisory, or canceled, based on updated information and analysis. Therefore, emergency management officials and the public should prepare to take action. Watches are normally issued based on seismic information without confirmation that a destructive tsunami is underway.

### D. Tsunami Information Statement

A tsunami information statement is issued to inform emergency management officials and the public that an earthquake has occurred, or that a tsunami warning, watch, or advisory has been issued for another section of the ocean. In most cases, information statements are issued to indicate there is no threat of a destructive tsunami and to prevent unnecessary evacuations, as the earthquake may have been felt in coastal areas. An information statement may, in appropriate situations, be cautious about the possibility of destructive local tsunamis. Information statements may be reissued with additional information, though normally these messages are not updated. However, a watch, advisory, or warning may be issued for the area, if necessary, after analysis and/or updated information becomes available.

## **V. PLAN DEVELOPMENT AND MAINTENANCE**

This plan addresses specific procedures to follow in the event of a tsunami impacting the coastline of Onslow County. The Onslow County Emergency Management Department and partner agencies will review and update the plan as needed.

## **VI. TSUNAMI TIME TRAVEL CHART**

Puerto Rico Trench 9.0 M earthquake generated Tsunami travel time and landfall based on recent model output from NOAA Tsunami Warning Center.

Note: The tsunami arrival time from a submarine landslide will depend on its location relative to Onslow County. If it occurs just offshore, then the arrival is expected to be within 1 to 2 hours at most.

## *Tsunami Model Output of Puerto Rico Trench M9.0 Earthquake*

Location	Region	Travel Time (hr-min)	Height (cm)	Initial Motion	Period (hr-min)
<b><u>SE US Coast</u></b>					
Flagler FL	Atlantic	4 hours 15 min	116	elevation	1 hour 1 min
Fernandina FL	Atlantic	5 hours 13 min	23	elevation	xxx
St Simons GA	Atlantic	5 hours 15 min	43	elevation	1 hour 18 min
Altamaha GA	Atlantic	5 hours 17 min	52	elevation	1 hour 1 min
Charleston SC	Atlantic	4 hours 45 min	51	elevation	1 hour 28 min
South Santee SC	Atlantic	4 hours 22 min	<i>about 3 ft</i> 86	elevation	1 hour 15 min
Myrtle Beach SC	Atlantic	4 hours 42 min	<i>about 4.5 ft</i> 138	elevation	38 min
Wrightsville Bch NC	Atlantic	4 hours 18 min	133	elevation	42 min
<i>Surf City NC</i>	<i>Atlantic</i>	<i>4 hours 17 min</i>	<i>about 4 ft</i> 116	<i>elevation</i>	<i>1 hour 5 min</i>
Beaufort NC	Atlantic	3 hours 48 min	125	elevation	47 min
<b><u>DART Buoys</u></b>					
D41420 (North)	Atlantic	22 min	128	elevation	xxx
D42407 (South)	Caribbean	22 min	-48	depression	xxx
<b><u>Islands</u></b>					
Bermuda	Atlantic	1 hour 52 min	458	elevation	15 min
Limetree StCroix	Caribbean	0 min	227	depression	15 min

## ANNEX D: TORNADO/WATERSPOUT

### I. PURPOSE

The following annex has been developed to enhance personal safety, develop awareness and give emergency operation managers guidance in the event of a tornado emergency.

### II. OVERVIEW

Tornados/waterspouts can occur with little or no warning. It is through public education, early warnings, and notification that injuries and casualties can be minimized.

### III. PLANNING

- A. Ensure the public is well informed regarding tornado watches and warnings.
- B. Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
- C. Coordinate with Onslow County Emergency Management to ensure timely and accurate Emergency Action System activation.
- D. Coordinate with schools, daycare centers, hospitals, etc., in proper precautions and emergency actions prior to a tornado.
- E. Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- F. Conduct hazard analysis of vital facilities (water distribution systems, schools, daycares and assisted living homes, sewer plants, large hotels and multi-family facilities, electrical distributions) and the impact of a tornado on one or more of those facilities.
- G. Coordinate with electric utilities to share information concerning power outages.

### IV. RESPONSE

- A. Identify immediate action or response requirements.
- B. Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- C. Establish incident command.
- D. Establish command post(s) as needed.
- E. Establish communications with responding agencies.
- F. Establish traffic control and security with law enforcement.
- G. Through communications with responding agencies, determine as quickly as possible:
  - 1) Number of killed or injured (if any)
  - 2) General boundary of the affected area
  - 3) The general extent of damage
  - 4) The general extent of power or other utility disruption
  - 5) Immediate needs of response forces
- H. Activate the EOC as appropriate.
  - 1) Evaluate the overall town situation.
  - 2) Establish communications with the OCEM.
  - 3) Establish communications with the National Weather Service.
  - 4) Establish communications with and request a liaison from the electric utilities as necessary.

- I. Activate or establish rumor control through the local Public Information Officer (PIO).
- J. Coordinate all resource requests being forwarded to the State.
- K. Activate financial tracking plan coordinated by the Finance Officer.
- L. Activate damage assessment and follow the damage assessment procedure.

## V. RECOVERY

- A. Gather damage assessment information (public, housing, business) from damage assessment teams.
- B. Assess citizen/community needs for individual assistance and/or public assistance.
- C. Obtain information from utilities regarding outages, length of repair, safety, etc.
- D. Gather financial information from the Finance Officer.
  - 1) Personnel who responded and the time involved in the response.
  - 2) Time sheets or time logs.
  - 3) Supplies used.
  - 4) Contracts issued.
  - 5) Purchase orders issued.
  - 6) Any other expenditures.
  - 7) Damages to public buildings, equipment, utilities, etc.
  - 8) Loss of life of any public servant.
  - 9) Documents regarding economic impact.
- E. Coordinate recovery organizations, including federal and state agencies and private or volunteer relief organizations.
- F. Establish donated goods management based on policy and procedure.
- G. If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- H. Ensure public officials are made aware of the assistance application process, if applicable.
- I. Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- J. Perform an incident critique as soon as possible with all possible response organizations.
  - 1. Review agency and self-performance.
  - 2. Review the weaknesses of the plan.
  - 3. Correct weaknesses.
  - 4. Implement hazard mitigation or modify the hazard mitigation plan accordingly.
  - 5. Brief elected officials on updated information and disaster recovery progress.

## ANNEX E: EARTHQUAKE

### I. PURPOSE

The purpose of this annex is to minimize, to the degree possible, human suffering and property damage from an earthquake.

### II. OVERVIEW

By providing guidelines for the effective management and coordination of involved agencies in response to an earthquake that occurs in, or significantly affects, North Carolina, all of which could have devastating effects on the Town of North Topsail Beach.

### II. PLANNING

- A. Ensure the public is well informed regarding earthquake potential.
- B. Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
- C. Coordinate with Onslow County Emergency Management to ensure timely and accurate Emergency Action System activation.
- D. Coordinate with schools, daycare centers, hospitals, etc., in proper precautions and emergency actions prior to an earthquake.
- E. Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- F. Conduct hazard analysis of vital facilities (water distribution systems, schools, daycares and assisted living homes, sewer plants, large hotels and multi-family facilities, electrical distributions) and the impact of an earthquake on one or more of those facilities.
- G. Coordinate with the US Geological Survey for timely information affecting local jurisdictions.

### IV. RESPONSE

- A. Identify immediate action or response requirements.
- B. Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- C. Establish incident command.
- D. Establish command post(s) as needed.
- E. Establish communications with responding agencies.
- F. Establish traffic control and security with law enforcement.
- G. Through communications with responding agencies, determine as quickly as possible:
  - 1) Number of killed or injured (if any)
  - 2) General boundary of the affected area
  - 3) The general extent of damage
  - 4) The general extent of power or other utility disruption
  - 5) Immediate needs of response forces
- H. Activate the EOC as appropriate.
  - 1) Evaluate the overall town situation.
  - 2) Establish communications with the OCEM.
  - 3) Establish communications with the National Weather Service.

- 4) Establish communications with and request a liaison from the electric utilities as necessary.
- I. Activate or establish rumor control through the local Public Information Officer (PIO).
- J. Coordinate all resource requests being forwarded to the State.
- K. Activate financial tracking plan coordinated by the Finance Officer.
- L. Activate damage assessment and follow the damage assessment procedure.

## V. RECOVERY

- A. Gather damage assessment information (public, housing, business) from damage assessment teams.
- B. Assess citizen/community needs for individual assistance and/or public assistance.
- C. Obtain information from utilities regarding outages, length of repair, safety, etc.
- D. Gather financial information from the Finance Officer.
  - 1) Personnel who responded and the time involved in the response.
  - 2) Time sheets or time logs.
  - 3) Supplies used.
  - 4) Contracts issued.
  - 5) Purchase orders issued.
  - 6) Any other expenditures.
  - 7) Damages to public buildings, equipment, utilities, etc.
  - 8) Loss of life of any public servant.
  - 9) Documents regarding economic impact.
- E. Coordinate recovery organizations, including federal and state agencies, and private or volunteer relief organizations.
- F. Establish donated goods management based on policy and procedure.
- G. If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- H. Ensure public officials are made aware of the assistance application process, if applicable.
- I. Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- J. Perform an incident critique as soon as possible with all possible response organizations.
  - 1) Review agency and self-performance.
  - 2) Review the weaknesses of the plan.
  - 3) Correct weaknesses.
  - 4) Implement hazard mitigation or modify the hazard mitigation plan accordingly.
  - 5) Brief elected officials on updated information and disaster recovery progress.

## ANNEX F: FLOOD

### I. PURPOSE

Flood incidents can endanger human life, cause extensive property damage, and result in significant environmental harm. The goals of the annex are to prevent injury and loss of life due to flooding and flood-related causes, to initiate post-flood actions, to develop community awareness of the flood hazard, and to prepare for the accurate and timely provision of information during flood emergencies.

### II. OVERVIEW

This flood plan was developed to assist this community in dealing with local flood hazards. Federal Emergency Management Agency (FEMA) flood insurance rate maps have been used to identify flood-prone areas within North Topsail Beach Corporate limits.

### III. PLANNING

- A. Ensure the public is well informed regarding flood watches and warnings.
- B. Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
- C. Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- D. Coordinate with schools, daycare centers, hospitals, etc., in proper precautions and emergency actions prior to a flooding event.
- E. Ensure the community is a participant in the National Flood Insurance Program (NFIP).
- F. Coordinate the establishment of local laws to prohibit or minimize construction in the flood plain.
- G. Coordinate with Onslow County Emergency Management to ensure timely and accurate Emergency Action System activation.
- H. Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- I. Conduct hazard analysis of vital facilities (water distribution systems, schools, daycares and assisted living homes, sewer plants, large hotels and multi-family facilities, electrical distributions) and the impact of a flood on one or more of those facilities.

### IV. RESPONSE

- A. Identify immediate action or response requirements.
- B. Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- C. Establish incident command.
- D. Establish command post(s) as needed.
- E. Establish communications with responding agencies.
- F. Establish traffic control and security with law enforcement.
- G. Through communications with responding agencies, determine as quickly as possible:
  - 1) Number of killed or injured (if any)
  - 2) General boundary of the affected area
  - 3) The general extent of damage
  - 4) The general extent of power or other utility disruption
  - 5) Immediate needs of response forces

- H. Activate the EOC as appropriate.
  - 1) Evaluate the overall town situation.
  - 2) Establish communications with the OCEM.
  - 3) Establish communications with the National Weather Service.
  - 4) Establish communications with and request a liaison from the electric utilities as necessary.
- I. Activate or establish rumor control through the local Public Information Officer (PIO).
- J. Coordinate all resource requests being forwarded to the State.
- K. Activate financial tracking plan coordinated by the Finance Officer.
- L. Activate damage assessment and follow the damage assessment procedure.

## V. RECOVERY

- A. Gather damage assessment information (public, housing, business) from damage assessment teams.
- B. Assess citizen/community needs for individual assistance and/or public assistance.
- C. Obtain information from utilities regarding outages, length of repair, safety, etc.
- D. Gather financial information from the Finance Officer.
  - 1) Personnel who responded and the time involved in the response.
  - 2) Time sheets or time logs.
  - 3) Supplies used.
  - 4) Contracts issued.
  - 5) Purchase orders issued.
  - 6) Any other expenditures.
  - 7) Damages to public buildings, equipment, utilities, etc.
  - 8) Loss of life of any public servant.
  - 9) Documents regarding economic impact.
- E. Coordinate recovery organizations, including federal and state agencies, and private or volunteer relief organizations.
- F. Establish donated goods management based on policy and procedure.
- G. If a Presidential declaration of disaster is made, file a "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- H. Ensure public officials are made aware of the assistance application process, if applicable.
- I. Ensure the public is made aware, through the public information officer, of the assistance application process, if applicable.
- J. Perform an incident critique as soon as possible with all possible response organizations.
  - 1) Review agency and self-performance.
  - 2) Review the weaknesses of the plan.
  - 3) Correct weaknesses.
  - 4) Implement hazard mitigation or modify the hazard mitigation plan accordingly.
  - 5) Brief elected officials on updated information and disaster recovery progress.

## ANNEX G: CIVIL UNREST

### I. PURPOSE

To establish procedures necessary to effectively deal with crowds engaged in or posing a significant threat of engaging in violence.

### II. OVERVIEW

To protect the public from breaches of peace, to protect property from damage, or to reduce and minimize the loss of property. To reduce the threat to people in areas of civil unrest, to assist in the restoration of order, and to return to normal activity after such disturbances.

### III. PLANNING

- A. Ensure public officials are well informed regarding the potential for civil unrest. (contact Town Manager/PIO)
- B. Confer with local, state, and federal law enforcement to monitor the potential for civil unrest or disturbance.
- C. Coordinate with OCEM to ensure the appropriate information network is in place to inform officials of potential civil unrest prior to an occurrence with local broadcast media to ensure timely and accurate Emergency Action System activation, if such an activation becomes necessary.
- D. Negotiate mutual aid agreements. Obtain agreements with those jurisdictions, including reimbursement costs, if any.
- E. Prepare to assist law enforcement with support resources.
- F. Maintain resource listings such as NTBFD, SCPD, OCSD, JPD, SHP, and EMS.
- G. Conduct hazard analysis of vital facilities (water distribution systems, schools, daycares and assisted living homes, sewer plants, large hotels and multi-family facilities, electrical distributions) and the impact of a civil unrest or riot incident on one or more of those facilities.

### IV. RESPONSE

- A. Identify immediate action or response requirements.
- B. Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- C. Establish incident command.
- D. Establish command post(s) as needed.
- E. Establish communications with responding agencies.
- F. Establish traffic control and security with law enforcement.
- G. Through communications with responding agencies, determine as quickly as possible:
  - 1) Number of killed or injured (if any)
  - 2) General boundary of the affected area
  - 3) The general extent of damage
  - 4) The general extent of power or other utility disruption
  - 5) Immediate needs of response forces

- H. Activate the EOC as appropriate.
  - 1) Evaluate the overall town situation.
  - 2) Establish communications with the OCEM.
  - 3) Activate or establish rumor control through the local Public Information Officer (PIO).
- I. Coordinate all resource requests being forwarded to the State.
- J. Activate financial tracking plan coordinated by the Finance Officer.
- K. Activate damage assessment and follow the damage assessment procedure.

## V. RECOVERY

- A. Gather damage assessment information (public, housing, business) from damage assessment teams.
- B. Assess citizen/community needs for individual assistance and/or public assistance.
- C. Obtain information from utilities regarding outages, length of repair, safety, etc.
- D. Gather financial information from the Finance Officer.
  - 1) Personnel who responded and the time involved in the response.
  - 2) Time sheets or time logs.
  - 3) Supplies used.
  - 4) Contracts issued.
  - 5) Purchase orders issued.
  - 6) Any other expenditures.
  - 7) Damages to public buildings, equipment, utilities, etc.
  - 8) Loss of life of any public servant.
  - 9) Documents regarding economic impact.
- E. Coordinate recovery organizations, including federal and state agencies, and private or volunteer relief organizations.
- F. Establish donated goods management based on policy and procedure.
- G. If a Presidential declaration of disaster is made, file a "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- H. Ensure public officials are made aware of the assistance application process, if applicable.
- I. Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- J. Perform an incident critique as soon as possible with all possible response organizations.
  - 1) Review agency and self-performance.
  - 2) Review the weaknesses of the plan.
  - 3) Correct weaknesses.
  - 4) Implement hazard mitigation or modify the hazard mitigation plan accordingly.
- K. Brief elected officials on updated information and disaster recovery progress

## ANNEX H: WINTER STORM

### I. PURPOSE

The Town of North Topsail Beach is susceptible to major winter storms. These types of emergencies could involve snow, ice, or sleet. These events can cause travel disruptions, power outages, and delays in emergency response.

### II. OVERVIEW

Heavy precipitation will bog down travelers and cause widespread power outages. This creates emergency demands on the Fire, Police, and Public Works departments to clear transportation routes. At this time, plans should be activated for auxiliary and special response to accommodate identified needs. The demands will be met in a timely fashion if all agencies are aware of the resources available to them and are coordinated appropriately.

### III. PLANNING

- A. Ensure the public is well-informed regarding winter storm watches and warnings.
- B. Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
- C. Coordinate with OCEM to ensure timely and accurate Emergency Action System activation.
- D. Coordinate with schools, daycare centers, hospitals, etc., in proper precautions and emergency actions prior to winter storms.
- E. Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- F. Conduct hazard analysis of vital facilities (water distribution systems, schools, daycares and assisted living homes, sewer plants, large hotels and multi-family facilities, electrical distributions) and the impact of a major winter storm on one or more of those facilities.
- G. Procure or produce information pamphlets for distribution to the public, as applicable.
- H. Coordinate with Department of Transportation officials for information regarding roads and bridges that are likely to be covered by ice or closed.
- I. Coordinate transportation for people who may be stranded or otherwise isolated.
- J. Coordinate with electric utilities to share information concerning power outages.

### IV. RESPONSE

- A. Identify immediate action or response requirements.
- B. Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- C. Establish incident command.
- D. Establish command post(s) as needed.
- E. Establish communications with responding agencies.
- F. Establish traffic control and security with law enforcement.
- G. Through communications with responding agencies, determine as quickly as possible:
  - 1) The general extent of damage
  - 2) The general extent of power or other utility disruption
  - 3) Immediate needs of response forces
- H. Activate the EOC as appropriate.
  - 1) Evaluate the overall town situation.

- 2) Establish communications with the Onslow County Emergency Management.
- 3) Establish communications with the National Weather Service.
- 4) Establish communications with and request a liaison from the electric and gas utilities as necessary.
- I. Activate or establish rumor control through the local Public Information Officer (PIO).
- J. Coordinate all resource requests being forwarded to the State.
- K. Activate financial tracking plan coordinated by the Finance Officer.
- L. Activate damage assessment and follow the damage assessment procedure.

## V. RECOVERY

- A. Gather damage assessment information (public, housing, business) from damage assessment teams.
- B. Assess citizen/community needs for individual assistance and/or public assistance.
- C. Obtain information from utilities regarding outages, length of repair, safety, etc.
- D. Gather financial information from the Finance Officer.
  - 1) Personnel who responded and the time involved in the response.
  - 2) Time sheets or time logs.
  - 3) Supplies used.
  - 4) Contracts issued.
  - 5) Purchase orders issued.
  - 6) Any other expenditures.
  - 7) Damages to public buildings, equipment, utilities, etc.
  - 8) Loss of life of any public servant.
  - 9) Documents regarding economic impact.
- E. Coordinate recovery organizations, including federal and state agencies, and private or volunteer relief organizations.
- F. Establish donated goods management based on policy and procedure.
- G. If a Presidential declaration of disaster is made, file a "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- H. Ensure public officials are made aware of the assistance application process, if applicable.
- I. Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- J. Perform an incident critique as soon as possible with all possible response organizations.
  - 1) Review agency and self-performance.
  - 2) Review the weaknesses of the plan.
  - 3) Correct weaknesses.
  - 4) Implement hazard mitigation or modify the hazard mitigation plan accordingly.
- K. Brief elected officials on updated information and disaster recovery progress

## **ANNEX I: EMERGENCY EVACUATION PLAN**

### **I. PURPOSE**

During major storm events, there may be a need to evacuate North Topsail Beach systematically and under controlled conditions. This operation is vital to ensure lifesaving information and instructions are delivered to citizens and visitors of North Topsail Beach.

### **II. OVERVIEW**

Evacuation is one means of protecting the public from the effects of a hazard; it involves moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.

### **III. EVACUATION ORDER**

Subsequent to the issuance of the proclamation declaring a State of Emergency by the Mayor, the Town EOC Director, Police Chief, and Fire Chief, in coordination with the Onslow County EOC, initiate an evacuation, if appropriate. If an evacuation is required, the Town EOC Director, Police Chief, and Fire Chief, in consultation with the Mayor and Board of Aldermen, issue an evacuation order, which is implemented by the Fire and Police Departments.

### **IV. RESTRICTIONS ON RETURNING TO THE ISLAND**

Once the island has been evacuated, no one will be allowed to return until the Mayor of the Town of North Topsail Beach has declared that a State of Emergency no longer exists. This is to prevent the looting of homes and businesses and to protect people from fallen power lines, floodwater, etc.

The enforcement of the restriction for all island residents will be carried out by placing Law Enforcement representatives from all three agencies at a designated roadblock when such restrictions are ordered.

No sightseers will be allowed on the island until all electrical power has been restored. This is to prevent sightseers from interfering with Emergency Response personnel, damage assessment teams, and JOEMC employees while they are restoring power and conducting overall cleanup throughout the Town.

### **V. EVACUATION PLAN**

State Road 1568 and Highway 210 will serve as the primary evacuation routes out of North Topsail Beach, as posted on DOT Highway signs. Highway 210 on the western side connects Highway 17 to Jacksonville or Wilmington; Highway 210 on the southern side intersects Highway 50 (Surf City) and then continues westward to Highway 17 at Holly Ridge.

Reasons for evacuation are for foreseen disasters.

## ANNEX J: RE-ENTRY PLAN

### I. PURPOSE

The need to systematically allow re-entry to the island is essential to health and safety due to hazards associated with post-storm damage.

### II. OVERVIEW

The decision to open the High-Rise Bridge for re-entry to North Topsail Beach is a joint decision between North Topsail Beach and Surf City. To initiate the joint decision-making process, North Topsail Beach and Surf City need to communicate and decide to start procedural steps #1 and #2 on the following page titled Re-Entry Plan. The role played by both North Topsail Beach and Surf City Police and Fire Departments, and Operations/Utilities Departments is critical in deciding the access and utilities questions related to the risk to public health and safety. Working with Department Heads, both Town EOC Coordinators consider the risks to public health and safety and jointly decide if the risk is at an acceptable level to allow re-entry. Should Surf City and North Topsail Beach decide that the risks to public health and safety are acceptable, step #4 of the Re-Entry Plan is implemented, so a multi-jurisdiction discussion can occur over the joint decision to open both High-Rise Bridges to residents, property owners, and business owners. The decision to allow the public to re-enter the North Topsail Beach area is a joint decision between Surf City and North Topsail Beach.

### III. RE-ENTRY PLAN

#### A. TIER 1 Tactical Assessment Team (TAT)

The TAT includes local, state, and federal agencies with specialized skills that can be used to identify, assess, and respond to any life-safety issues or risks on the island. Communicating through the ICP, the TAT will gather the data necessary to determine when Tier 2 personnel can come to the island. Personnel identified as Tier 1 include, but are not limited to, specified members of the following departments/agencies:

- Local/state/federal Police, Fire, Public Works, and Utilities personnel
- Local Power Company/Electrician
- Federal response agencies (FEMA, USCG, National Guard, etc.)
- Sheriff's Department
- Emergency Management
- Emergency Medical Services

#### B. TIER 2 Critical Services Personnel (CSP)

CSP includes government employees and officials, as well as contractors identified as capable of helping restore the island's public infrastructure. Communicating through the ICP, CSP will use available resources to restore public services (e.g., roads, water, sewer, electrical, cable, phone). The CSP will communicate with the ICP to determine which services need to be restored or secured (e.g., blocking certain sections of the road) before allowing Tier 3 personnel on the island. Personnel identified as Tier 2 include, but are not limited to, specified members of the following departments/agencies:

- Government employees/officials
- Damage Assessment Teams
- Contractors needed to restore and maintain public infrastructure (i.e., telephone, debris removal, cable, utility support contractors, etc.)

**C. TIER 3** Pass holders and Essential Services (PES)

PES includes residents, property owners, business owners, and private contractors conducting services to restore private infrastructure/facilities/homes. The IC will evaluate whether private property evaluations and sufficient security measures have been implemented before allowing Tier 4 personnel on the island. Personnel identified as Tier 3 include, but are not limited to:

- Pass holders
- News media
- Insurance Adjusters
- Contractors needed to restore and maintain private property

Passes will be issued to people at Dixon Middle School if adjusters and contractors can demonstrate they have specific clients or specific work locations to service by presenting a complete Property Manager Re-entry Pass Application. Adjusters must show documentation that shows policyholder names/addresses/current policy numbers. News media shall identify themselves, disclose the locations they plan to visit and film, and obtain approval from the PIO.

**D. TIER 4** The island will be opened to the public

**IV. ISSUANCE OF PASSES**

All IC decisions regarding reentry timing, public information, traffic management, citizen accountability, safety, damage assessment, fire services, public health, search and rescue, and emergency medical care shall be closely coordinated with the Onslow County EOC. Neither this plan nor the re-entry checkpoint at the base of the High-Rise Bridge shall bypass or pre-empt the role, function, or decisions made by the Onslow County EOC.

Additionally, the key officials and groups identified within each Tier of this manual are a general description. The circumstances will dictate the scope and timing of a need’s assessment. As such, the proposed itinerary and roster for each Tier will require final approval from the EMC or his/her designee.

**V. INCIDENT MANAGEMENT**

- An Emergency Services Center shall be established immediately after the storm/emergency incident at Dixon Middle School. In addition, a 400 sq. ft. tent will be erected to provide North Topsail Beach residents with accommodations to view storm damage videos (when available), and within which to conduct media briefings.
- The Emergency Services Center will serve the following functions:
  - Provide a central location to provide the public with the most current information available on the status of North Topsail Beach.

- Issuance of Re-Entry Passes to critical and/or essential services personnel or agencies as described in the Re-Entry Plan.
- Issuance of Town Identification Decals to residents and property owners with proper documentation verified.
- Issuance of passes to insurance adjusters who can demonstrate they are performing work for current policy holders, and to contractors with specific clients and work sites as described in the Re-Entry Plan.
- Provide a safe location for Town Staff and volunteers to confirm the identity and residency status of people returning to North Topsail Beach.
- Provide a briefing location for local and national news media.
- Serve as a check-in point for mutual aid resources provided by, or through, the Onslow County EOC.

## **VI. UNIFIED COMMAND**

- A. Activation of the Re-Entry Plan shall occur under the concept of a unified multi-jurisdictional command comprised of North Topsail Beach, Surf City, and Onslow County. Joint decisions are agreed upon as described in the Re-Entry Plan text and approved by the Onslow County EOC.
- B. The decision to activate the Re-entry Plan will take place within hours following the passage of the eye of the hurricane or when wind, weather, time of day, and travel conditions allow emergency response agencies to make preliminary assessments of the North Topsail Beach Community. Activation of the Re-Entry Plan will be in concurrence with the IC and the County Emergency Operations Center. The magnitude of the disaster event will dictate the level of staffing and length of operations.
- C. All decisions concerning re-entry timing, public information, traffic management, citizen accountability, safety, damage assessment, fire services, public health, search and rescue, and emergency medical care shall be closely coordinated with the Onslow County EOC.

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## **ANNEX K: BRIDGE CLOSURE PLAN**

### **I. PURPOSE**

The Town of North Topsail Beach realizes that the closure of the High-Rise Bridge can create minor or major inconveniences to those who may wish to leave or enter the Island. However, in some instances, travel on the bridge can be extremely dangerous and life-threatening.

### **II. OVERVIEW**

This policy was created to help ensure public safety. The Town of North Topsail Beach is not responsible for any secondary effects or problems related to closing or not closing the High-Rise Bridge, and motorists wishing to use the bridge should do so with their own caution.

### **III. NATURAL WEATHER OR ATMOSPHERIC CONDITIONS**

Dangerous travel on the High-Rise Bridge can be caused by the following, but may not be limited to:

- Sustained winds more than 45 mph or wind gusts that exceed 45 mph (Hurricane, Tropical Storm, and violent Thunderstorm).
- Following a Hurricane event and during Storm Recovery
- Strong, driving rain
- Dense fog or smoke
- Snow
- Frozen precipitation
- Slick or icy bridge conditions
- Tornado
- Earthquake
- Other events on a case-by-case basis
- Any combination of the above

### **IV. NON-WEATHER-RELATED CONDITIONS**

Dangerous travel on the High-Rise Bridge can be caused by the following, but may not be limited to:

- Vehicle accident on the bridge or on the approach to the bridge
- Structural failure due to some incident (marine vessel hitting the bridge, vehicle hitting the bridge)
- Bridge structural concerns
- Terrorist attack
- Major crime incident
- Hazardous spill
- Downed or broken utilities
- Other events on a case-by-case basis
- Any combination of the above

### **V. HIGH RISE BRIDGE CLOSURE POLICY**

The Town of North Topsail Beach will work closely in conjunction with the Town of Surf City to make an informed decision on closing the bridge and may seek assistance from the Town of Surf City in the event that the High-Rise Bridge must be closed. Other agencies that the Town will work with include, but are not limited to;

1. Onslow County Emergency Management
2. Weather Services
3. Onslow County Sheriff's Office
4. NC Highway Patrol
5. Media Outlets
6. NCDOT
7. Other State and Federal Agencies that may be involved
8. Any combination of the above

The Town of North Topsail Beach will ensure that the Town of Surf City has been notified of the need to close the High-Rise Bridge. The Town will notify the Surf City Manager and Police Chief immediately upon a pending bridge closure. Notification will also be made to Onslow County Emergency Management and Onslow County Emergency Dispatch to coordinate the bridge's closure. In some instances, closure of the High-Rise Bridge could be requested by other local, state, and Federal agencies. This request would be treated similarly.

#### **VI. BRIDGE OPENING POLICY FOLLOWING AN INCIDENT**

The Town of North Topsail Beach will make a reasonable effort to reopen the bridge in a timely manner once public safety is secured and/or the conditions that required the bridge closure have subsided. All decisions to reopen the bridge will be made in concert with the agencies listed in the Bridge Closure Policy above.

## ANNEX L: COMMUNITY POINTS OF DISTRIBUTION PLAN (C-POD)

### I. PURPOSE

Community Points of Distribution (C-POD) are established to provide initial points where the general public can obtain life-sustaining emergency relief supplies until power is restored, retail establishments reopen, or social relief services are in place.

### II. OVERVIEW

The type and quantity of supplies the public will need in the aftermath of a disaster will vary with many factors, and no two storms will be alike. Emergency response experience over the years suggests some common necessities that the public will require to meet health, safety, and lifesaving needs. They include potable water (usually bottled), packaged ice, Meals Ready to Eat (MRE), and, in some cases, tarps. These commodities are often supplied by state and local governments, industry donations, and volunteer agencies. Commodities and supplies are most often delivered by truck, some as long as 50+ feet, and a large, paved parking lot to accommodate deliveries is essential to the operation. In addition, the area needed for large-truck planning must include space for unloading, dumpsters, proper traffic flow, and stockpiles or lay-down areas.

### III. PLANNING

- A. Town of North Topsail Beach Community Points of Distribution (C-POD) should be planned as an Un-Typed C-POD varying in people per day based on need.
- B. Consideration for operation should be made 12-24 hours prior to initial distribution.
- C. Initial distribution should be based on 72 hours of supplies due to limited space and resources.
  1. 1 gallon of water per person, per day.
  2. 8lbs or 1 bag of ice per person, per day.
  3. 2 MREs per person, per day.
  4. 1 Tarp 20' X 25' per household.
- D. Assumptions are that each car represents a family of three.
- E. Each vehicle passing through could receive the following supplies if available:
  1. 2 or 3 bags of Ice
  2. 1 Case of Water
  3. 6 MRE's
  4. 1 Tarp 20' X 25' (Per Request)
- F. Operational Periods should be no more than 12 hours per day; actual hours will be designated based on needs and resources.
- G. Re-Supply of C-PODs should be coordinated after hours (while closed to the public), if possible
- H. Most supplies will be palletized, and a minimum of a pallet jack will be needed; forklifts would be preferred.

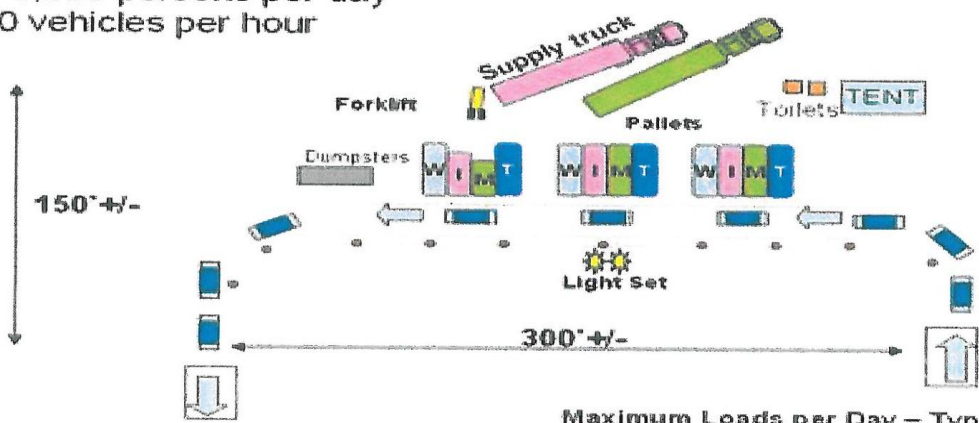
#### IV. RESPONSE

- A. The decision to open a C-POD will come from the Town of North Topsail Beach EOC.
- B. All requests for resources and supplies will go through the Town of North Topsail Beach EOC, then to the Onslow County EOC.
- C. Operational Periods should be no more than 12 hours per day; actual hours will be designated based on needs and resources.
- D. Initial distribution should be based on 72 hours of supplies due to limited space and resources.
  - 1. 1 gallon of water per person, per day.
  - 2. 8lbs or 1 bag of ice per person, per day.
  - 3. 2 MREs per person, per day.
  - 4. 1 Tarp 20' X 25' per household.
- E. Assumptions are based on each car representing a family of three.
- F. Each vehicle passing through could receive the following supplies if available:
  - 1. 2 or 3 bags of Ice
  - 2. 1 Case of Water
  - 3. 6 MRE's
  - 4. 1 Tarp 20' X 25' (Per Request)
- G. Checklist for C-POD should include, but not be limited to, the following:
  - 1. Staffing (Town Employees, Community Volunteers, Civic/Non-Profit groups.
  - 2. C-POD Workers should be able to stand for long periods of time, lift 25 lbs. over several hours, and work 12-hour shifts.
  - 3. Forklifts
  - 4. Pallet Jacks
  - 5. Communications (cell phones, radios, etc.)
  - 6. Flashlights
  - 7. Traffic Cones (20)
  - 8. Work Gloves
  - 9. Barricade Tape (1000')
  - 10. 10x10 Shade Tents
  - 11. Portable Lights
  - 12. Dumpster
  - 13. Safety Vest
  - 14. Documentation Supplies (Pens, markers, Paper)
  - 15. Box Cutters
  - 16. Tables and Chairs
- H. POD Unit Log should be completed each operational period.
- I. POD Manager will make a resupply request through the Logistics Chief in the Town of North Topsail Beach EOC.
- J. POD Manager is responsible for financial tracking and documentation, and reports to the Logistics Chief with the Town of North Topsail Beach EOC.

## V. RECOVERY

- A. Assess citizen/community needs for individual assistance and/or public assistance.
- B. Obtain information from utilities regarding outages, length of repair, safety, etc.
- C. Reports responsible for and turned into the Logistics Chief:
  - 1) Personnel who are assigned to C-POD.
  - 2) Time sheets or time logs.
  - 3) Supplies used.
  - 4) Contracts issued.
  - 5) Purchase orders issued.
  - 6) Any other expenditures.
  - 7) Damages to public buildings, property, equipment, utilities, etc.
- D. Establish donated goods management based on the Donation Management Plan.
- E. Ensure the public is made aware, through the public information officer, of the assistance process, if applicable.
- F. Establish a demobilization plan.
- G. Implement the demobilization plan and return the facility to its previous conditions.

**TYPE III - DISTRIBUTION POINT**  
 Serves 5,000 persons per day  
 140 vehicles per hour



Note: Individual vehicles drive through and ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's  
 Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type III

Water	1
Ice	1
MRE	1/2
Tarp	1/2

Figure 7



## **ANNEX M: EMERGENCY SERVICES CENTER**

### **I. PURPOSE**

The Dixon Middle School Emergency Services Center is established to provide emergency information and services to residents and the general public following a hurricane.

### **II. OVERVIEW**

Services provided by the Emergency Services Center include the following: Periodic damage reports for the public, emergency entry passes for Critical Services Personnel and agencies as defined in the Re-Entry Plan, emergency entry passes for Essential Services personnel and agencies as defined in the Re-Entry Plan, a checkpoint for news media, emergency relief providers, and residents obtaining vehicle identification decals prior to re-entry.

### **III. PROCEDURAL STEPS TO ESTABLISH EMERGENCY SERVICES CENTER**

Immediately after the passage of a hurricane, and at the discretion of the EOC Manager, the EOC Manager shall direct the Planning and Development Department to establish the Emergency Services Center by implementing the following steps:

- Contact vendors or Town personnel to deliver and set up two (2) 20' X 20" aluminum tents in the area north of the entryway to Dixon Middle School. This order should include 70 folding chairs and 10 tables.
- Contact the vendor or Town staff to have an air-conditioned trailer delivered for the purpose of providing office space in the area noted in #1 above.
- Contact Operations to acquire a 6 KW generator and an electrical extension cord to operate the trailer and other electrical devices.
- Acquire four (4) portable toilets to be site delivered to the area noted in #1 above.
- Obtain solar-powered, programmable variable traffic signs, if desired, and place them on the road in supportive locations.

## EMERGENCY ENTRY PASSES FOR CRITICAL AND ESSENTIAL SERVICES PERSONNEL

### **TIER 1 - TACTICAL ASSESSMENT TEAM (TAT)**

The TAT includes local, state, and federal agencies with specialized skills that can be used to identify, assess, and respond to any life-safety issues or risks on the island. Communicating through the ICP, the TAT will gather data necessary for a decision to be made on when Tier 2 personnel can come to the island. Personnel identified as Tier 1 include, but are not limited to, specified members of the following departments/agencies:

- Local/state/federal Police, Fire, Public Works, and Utilities personnel
- Local Power Company/Electrician
- Federal response agencies (FEMA, USCG, National Guard, etc.)
- Sheriff's Department
- Emergency Management
- Emergency Medical Services

### **Tier 2 - Critical Services Personnel (CSP)**

CSP includes government employees and officials, as well as contractors identified as capable of helping restore the island's public infrastructure. Communicating through the ICP, CSP will utilize available resources to restore public services (e.g., roads, water, sewer, electrical, cable, phone). The CSP will communicate with the ICP to determine which services need to be restored or secured (e.g., blocking certain sections of the road) before allowing Tier 3 personnel on the island. Personnel identified as Tier 2 include, but are not limited to, specified members of the following departments/agencies:

- Government employees/officials
- Damage Assessment Teams
- Contractors needed to restore and maintain public infrastructure (i.e., telephone, debris removal, cable, utility support contractors, etc.)

### **TIER 3 - PASS HOLDERS AND ESSENTIAL SERVICES (PES)**

PES includes residents, property owners, business owners, and private contractors conducting services to restore private infrastructure/facilities/homes. The IC will evaluate whether private property evaluations and sufficient security measures have been implemented before allowing Tier 4 personnel on the island. Personnel identified as Tier 3 include, but are not limited to:

- Pass Holders
- Insurance Adjusters
- News media
- Contractors needed to restore and maintain private property

### **ISSUANCE OF PASSES DURING TIER 3**

Passes will be issued to people from a designated checkpoint. If adjusters and contractors can demonstrate they have specific clients or specific work locations to service. Demonstrated evidence shall consist of a letter or document from the property owner confirming the work site for the contractor. Adjusters must show policyholder names/addresses/current policy number

### **TIER 4 - GENERAL PUBLIC**

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## **ANNEX N: Comfort Station**

### **I. PURPOSE**

A Comfort Station is designed to aid emergency managers in the accounting of personnel and individual needs. This could be done by providing temporary relief from extreme weather, such as extreme cold or heat, or by determining the provision of basic life support to individuals forced to relocate during disasters or other emergent situations.

### **II. OVERVIEW**

The use of a Comfort Station can assist the town's emergency operations center in "bridging the gap" between evacuation of affected areas and the opening of a shelter, as well as in smaller-scale emergencies where temporary assistance is needed. The Comfort Station will provide emergency managers with a controlled environment to assess survivors' needs (which may include temporary relief or relocation to more permanent lodging). As a result, local emergency managers will be able to provide more accurate sheltering needs to county officials and volunteer organizations. Comfort Stations will be managed by the town's Emergency Operations Center.

### **III. Planning**

Suggested requirements for Comfort Station facilities are as follows:

- 1) Life Safety/Support Requirement – The facility should be secure, safe, and sanitary, and of such size that it allows survivors to safely and orderly assemble.
- 2) Communication – The facility should be equipped with "landline" and/or cellular telephones.
- 3) Food/Water – The facility should have adequate food and water.
- 4) Length of Operation – The facility should operate for a limited time in order to assess the need for sheltering. The hours of operation depend on the situation.

### **IV. RESPONSE**

Determining whether to open a comfort station is never an easy decision. Some key items that may be considered when making a decision are:

- 1) What geographical area is affected, and the approximate number of citizens that could be impacted?
- 2) Current and forecasted weather conditions.
- 3) Road conditions and future changes may impact on the accessibility of the comfort station.
- 4) Resource availability to include the availability of a facility near the affected area, ease of getting to the facility, capacity, staffing hours of operation, backup power source availability, and any needed resources not already available.

### **V. RECOVERY**

A. Prior to closing the comfort station, the Emergency Management Director or designee should assess the status of the remaining occupants in the comfort station and determine if they need to be transported to an Onslow County-approved shelter.

B. Once the Comfort Station is no longer necessary, emergency management personnel should return the Comfort Station to its original state based on agreement with the facility owner/operator.

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## ANNEX O: DEBRIS MANAGEMENT

### I. PURPOSE

To establish procedures necessary to effectively deal with debris that has been created through some type of emergency.

### II. OVERVIEW

To remove various forms of debris in the Town right of way that were either deposited into the right of way during the event or placed therein by property owners following the event. To reduce the length of time that such debris creates a nuisance for property owners, citizens, emergency services, staff, and through traffic. To remove debris in a manner that is acceptable to regulatory agencies.

### III. PLANNING

- A. Confer with state (NCDENR) and federal law agencies (MOTSU) to ensure approved parcels of land are available to stage all debris.
- B. Advertise, bid, and award Vegetative, C&D, and Sand Removal Contracts as designated by federal and state partners. Primary and secondary contracts should be in position.
- C. Ensure contractors are on standby prior to the event and confirm contact information.
- D. Negotiate mutual aid agreements. Obtain agreements with those jurisdictions, including reimbursement costs, if any.
- E. Have a town-wide map that is divided into zones of response for improved efficiency of debris removal response teams.
- F. Ensure all Operations Staff are prepared and scheduled.
- G. Ensure all viable equipment is fueled, operable, and available.

### IV. RESPONSE

- A. Evaluate the overall condition of the town and the extent of the debris generated by the event.
- B. If the amount of debris is relatively minor, then communicate with Management for support of the internal debris removal operation.
- C. If debris generated is large enough, communicate with Management and activate the prepositioned Emergency Debris Management Contracts, giving the contractor Notice to Proceed.
- D. Work with the Finance Department to implement the tracking plan coordinated by the Finance Officer.
- E. Activate debris removal operations and follow the debris removal procedure.
- F. Provide feedback to Management on the status of debris removal operations, as requested or necessary.

## V. RECOVERY

- A. Record all debris removal actions, quantities, and provide documentation to Federal agencies for fund reimbursement.
- B. If a Presidential declaration of disaster is made, and a "Request for Public Assistance" is applied for, ensure that FEMA supports the removal of the debris from the staging area prior to removal/disposal.
- C. Provide financial information to the Finance Officer.
  - 1) Personnel who responded and the time involved in the response.
  - 2) Time sheets or time logs.
  - 3) Supplies used.
  - 4) Contracts issued.
  - 5) Purchase orders issued.
  - 6) Any other expenditures.
  - 7) Damages to public buildings, equipment, utilities, etc.
- D. Ensure public officials and Management are made aware of the status of the debris removal operation.
- E. Ensure the public is made aware, through proper advertising methods, of the details of the debris removal program.
- F. Perform an incident critique as soon as possible with all possible response organizations.
  - 5) Review agency and self-performance.
  - 6) Review the weaknesses of the plan.
  - 7) Correct weaknesses.

## ANNEX P: DAMAGE ASSESSMENT

### I. PURPOSE

This section describes the damage assessment and recovery process and outlines the criteria for individual assistance and public assistance programs. Individual Assistance Programs and Public Assistance Programs are considered to be recovery-related.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

- Most hazardous events that may affect North Topsail Beach have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.
- If a significant emergency or disaster occurs, the following damage assessment activities will be conducted by the local government:
  - Conduct an initial impact assessment by field services.
  - Preparation of an Immediate Situation Report for Onslow County Emergency Management.
  - Determine the need for outside assistance and/or resources.
  - Initiation of detailed damage assessment activities, including dispatch of teams to the field.
  - Preparation of a summary of field information gathered by damage assessment teams for the Control Group.
  - Submission of detailed damage assessment information by the Town of North Topsail Beach Planning Department.
  - Video, still, and digital photography should be made available as soon as possible after the disaster event.
- The Town has trained personnel in damage assessment. The magnitude of the emergency or disaster may necessitate mutual aid or additional personnel trained in damage assessment.
- Persons trained and experienced in damage assessment can be found throughout the State, in local and state government, and in the business community.
- Following a disaster, independent damage assessment activities will be conducted by a variety of organizations, including, but not limited to:
  - Local, state, and federal damage assessment teams
  - American Red Cross
  - Insurance
  - Utility companies

#### B. Assumptions

- A catastrophic disaster will exceed the damage assessment resources of the County and will require additional damage assessment personnel.
- State, county, and municipal personnel not impacted by the emergency or disaster may be available to assist with impact assessment.
- A catastrophic disaster may impede the ability of Emergency Management to provide immediate situation reports.

- The demand for information by the media may interfere with the Town’s ability to conduct damage assessments.
- Damage to the utility and communication systems may hamper the impact assessment process.
- The thoroughness and accuracy of damage assessment can affect the receipt of recovery assistance.
- During the damage assessment process, individuals lacking the means of adequate insurance to recover from the long-term effects of the disaster will be identified.

### III. CONCEPT OF OPERATIONS

#### A. General

- Responsibility for preliminary and detailed damage assessment lies with North Topsail Beach.
- Damage assessment and recovery operations will be coordinated from the Town EOC, unless otherwise directed.
- Accurate emergency logs and expenditure records will be kept from the onset of the disaster by each local government agency for possible reimbursement.
- GIS maps will be developed to help illustrate areas of greatest damage.

#### B. Specific

Damage assessment and recovery activities will be coordinated by the Town EOC.

- The Damage Assessment/Recovery team from the Town Planning Department will coordinate the compilation of damage assessment information, the plotting of damaged areas on local maps, and the preparation of damage assessment reports for the EOC.
- Damage assessment reports will include, but are not limited to, information on persons affected, private property, infrastructure survival, damage to vital facilities, and economic impact.
- Damage assessment reports will be forwarded to Onslow County EOC.
- Damage assessment reports will be reviewed to determine if any outside assistance will be necessary to recover from the event.

### IV. CHECKLIST OF ACTIONS-DAMAGE ASSESSMENT/ RECOVERY

**Primary agencies:** Town of North Topsail Beach Planning Dept., Chief Building Inspector, Code Enforcement Officer

**Private resources:** Consulting Engineers, Volunteers

**EOC staffing:** Planning Department

**Reference documents:** Onslow County Damage Assessment Plan -N.C. Division of Damage Assessment Training Program

### V. CHIEF BUILDING INSPECTOR AND CODE ENFORCEMENT OFFICER

- Develop, review, and annually update guidelines for damage reporting and accounting.
- Train personnel in damage assessment, organization, techniques, and reporting guidelines.
- Maintain a damage assessment team and notification/recall roster.
- Ensure capability and readiness to conduct post-event damage assessment.
- Coordinate with the County on post-event permit reviews for plumbing, electrical, and mechanical
- Coordinate with County Electrical Inspections and JOEMC on post-event reintroduction of electrical power.
- Notify builders with construction in progress to secure sites prior to the event.
- Report to Town Hall upon activation and coordinating damage assessment operations.
- Inform emergency operations officials of hazardous facilities, bridges, roads, etc.
- Determine need and locations for damage assessment.
- Develop standard operation guidelines for Damage Assessment Team Members to function under during emergency or disaster assessment, as listed in the Emergency Operations Plan. Staff will designate two-person teams based on the category of storm. When possible, Town Staff will serve as team leaders, with volunteers as assistants.

<b>Level of Response</b>		
<b>Category</b>	<b># of Teams</b>	<b>Team Staffing</b>
<b>1</b>	<b>1</b>	<b>BI/CO/OP</b>
<b>2</b>	<b>2</b>	<b>BI/CO/OP/2volunteers</b>
<b>3</b>	<b>4</b>	<b>BI/CO/OP/PM/SP/4 volunteers</b>
<b>4</b>	<b>8</b>	<b>BI/CO/OP/PM/SP/2 FD/10 volunteers</b>
<b>5 &amp; up</b>	<b>12</b>	<b>BI/CO/OP/PM/SP/2 FD/18 volunteers</b>

- BI = Building Inspector
- CO = Code Enforcement Officer
- OP = Operations Staff
- PM = Project Manager
- SP = Senior Planner
- FD = Fire Department staff

- Assign damage assessment teams and deploy as appropriate. Ensure each team has communication with the IC.
- Obtain cell phones and/or hand-held radios for communications.
- Coordinates preliminary damage assessment for housing and business losses.
- Ensure damage assessment is conducted, and damage information is summarized in support of any disaster declaration request.
- Collect and compile incoming damage reports from teams in the field IAW FEMA/OC standards and report the data to Onslow County.

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## **ANNEX Q: VOLUNTEER MANAGEMENT**

### **I. PURPOSE**

Volunteers play an important role in supporting the Town's Emergency Operations. The need to supplement town staff during a disaster is crucial to a successful recovery from a devastating storm.

### **II. OVERVIEW**

The decisions to activate various volunteer teams will be made by the Town of North Topsail Beach Emergency Operations Center. The immediate need for a particular volunteer team during an event will be assessed during the planning phase for an operation period. The Human Resources Director, through the direction of the Emergency Operation Center, will contact the Volunteer Team Chairperson so that the Chairperson can notify the existing disaster committees' Captains to contact their staff and stand by for further instructions from their respective Team Captain.

### **III. VOLUNTEER TEAM GUIDELINES**

Generally, the Volunteer Teams fall under the following categories:

1. Phone Bank – this team is responsible for manning phone lines coming into the Emergency Operations Center. This team will field public questions and answer general inquiries using information provided through the EOC.
2. Damage Assessment – responsible for assisting the Town representative in preparing the preliminary damage assessment report provided to the Federal Emergency Management Agency and the Onslow County Building Inspection Division for the purpose of estimating hurricane damage for the Town of North Topsail Beach.
3. Food Bank – responsible for assisting the Town representative in planning, preparing, serving, and delivering meals and snacks for volunteers, National Guard, and Town employees. The Food Bank will be set up at the EOC Center.
4. Distribution – responsible for distributing water, ice, tarps, cleaning supplies, etc., at predetermined emergency supply distribution points.
5. Public Information – This team will assist the Public Information Officer in the dissemination of information to the press, media, and other outlets.
6. Special Needs – This team will assist as needed in checking on citizens with special needs.
7. Dixon Middle School – This team will assist at Dixon Middle School as needed in the dissemination of information regarding status updates on the island and assist Town Staff in the distribution of stickers and decals needed to gain access to the island.
8. General Volunteer Pool – This team of volunteers is able to assist in almost any capacity needed. This is the pool that would serve as the secondary or reserve personnel for volunteers who are no longer able to serve or are taking a break from their primary volunteer capacity.

All Volunteers must complete an application and beneficiary insurance form to become a Volunteer. Also, all volunteers must have their picture taken for a Volunteer ID Badge. All Volunteers must wear a photo ID badge, which will be issued by the Emergency Operations Center when they check in at the assigned EOC centralized check-in location.

Volunteers will be released from duty by their respective Team Captain when no longer needed to assist at the Emergency Operations Center. Volunteers will turn their ID badge into the EOC when signing out at the centralized location.

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



E.L. Faison  
Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski

Alexis Stanfield, NCCCC  
Town Clerk

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**MEETING DATE:** Jul 1, 2026

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**TO:** Board of Aldermen  
**FROM:** Lexi Stanfield  
**DEPARTMENT:** Admin Department  
**SUBJECT:** Audit Contract with S. Preston Douglas & Associates, LLP

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**SUMMARY:**

S. Preston Douglas & Associates, LLP has submitted their engagement letter and contract to the Board of Aldermen for their review and decision for the FY 2025-2026 Audit. The audit contract total amount is not to exceed \$28,250.00. S. Preston Douglas & Associates, LLP will audit the financial statements of governmental activities, each major fund, and the aggregated remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of North Topsail Beach as of and for the year ended June 30, 2026.

**SPECIFIC ACTION REQUESTED:**

Approval of Contract with S. Preston Douglas & Associates, LLP in the amount of \$28,250.00.



**S. Preston Douglas & Associates, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS

American Institute of CPAs

N. C. Association of CPAs

March 3, 2026

To the Honorable Mayor and  
Members of the Town Council  
and the Finance Officer

Town of North Topsail Beach  
2008 Loggerhead Court  
North Topsail Beach, NC 28460

We are pleased to confirm our understanding of the services we are to provide Town of North Topsail Beach for the year ended June 30, 2026. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Town of North Topsail Beach as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of North Topsail Beach's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of North Topsail Beach's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Law Enforcement Officers' Special Separation Allowance
- 3) Other Postemployment Benefits – Schedule of Funding Progress and Employer Contributions
- 4) Local Government Employees' Retirement System's Schedules of the Proportionate Share of Net Pension Liability (Asset)
- 5) Schedule of Contributions - Local Government Employees' Retirement System

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of North Topsail Beach's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) The combining and individual fund statements
- 2) Budgetary schedules

### 3) Other schedules

#### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Honorable Mayor and Members of Town Council of the Town of North Topsail Beach, North Carolina. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of North Topsail Beach, North Carolina's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Town of North Topsail Beach, North Carolina's major programs. The purpose of these procedures will be to express an opinion on Town of North Topsail Beach, North Carolina's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

## Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Town of North Topsail Beach, North Carolina in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

## Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have

disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of S. Preston Douglas & Associates, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Local Government Commission or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of S. Preston Douglas & Associates, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the Local Government Commission or its designee. The Local Government Commission or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit on approximately August 1, 2026 and to issue our reports no later than December 31, 2026. Lee Grissom CPA, CFE is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$24,250 (or \$28,250 if a state or federal single audit is required). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

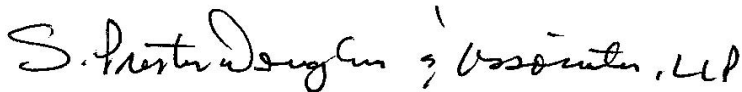
We appreciate the opportunity to be of service to the Town of North Topsail Beach and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

**Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Honorable Mayor and Members of the Board of Commissioners of the Town of North Topsail Beach. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Respectfully yours,



S. Preston Douglas & Associates, LLP  
Shallotte, North Carolina

**RESPONSE:**

This letter correctly sets forth the understanding of Town of North Topsail Beach.

Finance Officer’s signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Mayor’s signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

The	Governing Board <b>MAYOR AND MAMBERS OF BOARD OF ALDERMAN</b>
of	Primary Government Unit <b>TOWN OF NORTH TOPSAIL</b>
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name <b>S. PRESTON DOUGLAS &amp; ASSOCIATES, LLP</b>
	Auditor Address <b>6649 BEACH DRIVE SW, SUITE 1, OCEAN ISLE BEACH, NC 28468</b>

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 6/30/26	Date Audit Will Be Submitted to LGC 12/31/26
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*Must be within six months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by “U.S. Auditing Standards – AICPA (Clarified),” referred to as generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). Budgetary comparison information shall be prepared in accordance with applicable GASB standards. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented as required supplementary information and shall not be included in the basic financial statements. Any other budgetary comparison information shall be presented only as supplementary information for funds required to be budgeted under NCGS Chapter 159, Article 3.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Generally Accepted Government Auditing Standards* (GAGAS). The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F (*Uniform Guidance*) and the State Single Audit Implementation Act. Currently the threshold is \$1,000,000 for federal and state single audits, or such other threshold as applicable for the fiscal year under audit. This audit and all associated audit documentation may be subject to review by federal and State agencies in accordance with federal and State laws, including the staff of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form (form SF-FAC) to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards* (2018 revision or subsequent revisions, as applicable) issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he or she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and to the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon the Auditor's receipt of an updated peer review report. If the audit firm receives a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed, and the report of audit submitted to LGC Staff, within six months of fiscal year end. At the time of the execution of this contract, if the parties know that the anticipated submission date of the audit exceeds six months after fiscal year end, a written explanation shall be provided to the Secretary of the LGC on this contract form (see the space provided on Page 7). If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as they relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth the Auditor's findings, together with his or her recommendations for improvement. That written report shall include all matters determined to be "significant deficiencies and material weaknesses" in accordance with AU-C §265 "Communicating Internal Control Related Matters Identified in an Audit" of GAAS. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an Auditor issues an AU-C §260 report, "Auditor's Communication With Those Charged With Governance," commonly referred to as a "Governance Letter," LGC staff does not require the report to be submitted unless the Auditor cites significant findings or issues from the audit, as defined in AU-C §260 paragraphs 12 - 14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious for which the Auditor consulted outside the engagement team and, in the Auditor's judgment, are significant and relevant to those charged with governance, and other findings or issues that the Auditor believes are significant and relevant. If matters identified during the audit were required to be reported as described in AU-C §260 paragraphs 12 - 14 and were communicated in a method other than an AU-C §260 letter, the written Section X, ItemC. must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal Single Audit Act and the State Single Audit Act. This does not include fees for any pre-issuance reviews that may be required by the North Carolina Association of Certified Public Accountants (NCACPA) Peer Review Committee or North Carolina State Board of CPA Examiners (see Paragraph 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the Secretary of the Local Government Commission to obtain a pre-issuance review or take corrective action as a result of peer review findings or quality control deficiencies, such corrective action shall be consistent with the authority and requirements of the North Carolina State Board of Certified Public Accountant Examiners, the AICPA Peer Review Program, and established Local Government Commission practice, including the use of report addenda or other remedial measures, as appropriate.

14. In accordance with G.S. 159-34, the Finance Officer of the Unit is responsible for filing the audited financial statements with the Secretary of the Local Government Commission.

The Auditor may upload the audit report and related documents through the LGC's electronic submission system; however, submission shall not be deemed complete until the Finance Officer has reviewed and certified the submission.

The Auditor, Finance Officer, other Unit staff member designated by the Finance Officer, or a third party approved by the Unit may enter all Data Input Report information except the information on the "transmittal doc info" tab. The "transmittal doc info" tab must be completed by the Auditor.

The Finance Officer shall review, approve, and certify the accuracy and completeness of the Data Input Report (DIR) in the LGC's LOGOS system prior to LGC review, regardless of whether the DIR is prepared by the Auditor or the Unit.

Finance Officer certification is required for any corrected or revised submissions.

Finance Officer certification of the DIR shall be completed in a timely manner following notification that the DIR is ready for review and within time frames prescribed by the LGC. Failure to complete certification in a timely manner may result in the audit being considered late due to unit action rather than auditor performance.

The Auditor shall conduct the audit in accordance with generally accepted auditing standards and shall ensure that the financial statements are prepared in accordance with generally accepted accounting principles as of the fiscal year end. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented in required supplementary information, separate from the basic financial statements, and shall not be included in the audit opinion. The Auditor shall confirm that such information reconciles to the financial statements and is consistent with applicable accounting guidance and any LGC reporting requirements.

The Finance Officer shall certify in a timely manner that all data inputted in LOGOS used for preparation of the financial statements and required supplementary information is complete and accurate.

For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and preaudited if the change includes a change in audit fee (preaudit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Paragraph 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in The Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and Finance Officer also shall be included on this contract.
20. The contract shall be executed, preaudited (preaudit requirement does not apply to hospitals) and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
26. E-Verify. The Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if the Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 or 2024 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, the Auditor must document and include in the audit workpapers how the Auditor reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The Auditor shall present the audited financial statements including any compliance reports to the Government Unit's Governing Board or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary of the LGC. The Auditor's presentation to the Governing Board or audit committee shall include:
- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the Auditor, and any other issues related to the internal controls or fiscal health of the Government Unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the Auditor regarding internal controls as required by current auditing standards;
  - b) the status of the prior year audit findings;
  - c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
  - d) notification to the Governing Board that the Governing Board shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under Rule 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary of the LGC through the LGC's LOGOS system, including completion of the Data Input Report (DIR). Submission is not complete and shall not be accepted by the LGC until the Finance Officer has reviewed and certified the DIR in accordance with Paragraph 14 of this contract.

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Paragraph 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and Units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>.

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. **Applicable to audits with fiscal year ends of June 30, 2025, and later.** The Unit authorizes the LGC to grant access to the LGC's LOGOS system, including the Data Input Report (DIR), to employees of the contracted audit firm who are associated with and acting on behalf of the firm for purposes of performing audit and reporting services under this contract. Such access shall be limited to the scope necessary to perform contracted services and shall not relieve the Auditor or the Unit of their respective responsibilities under this contract.

34. Changes or edits to the text of this contract form are not permitted, except for the Secretary's authority to revise or update this contract form pursuant to LGC Rule 20 NCAC 03. 0502.

**For contracts with an anticipated audit submission date exceeding six months after fiscal year end, please use this space to explain the reason for the late submission, as required by Paragraph 6 of this contract form:**

**FEEES FOR AUDIT SERVICES**

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Paragraph 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: The individual at the Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

<b>Name:</b> Wayne Johannessen	<b>Title and Unit / Company:</b> Finance Officer	<b>Email Address:</b> wjohannessen@northtopsailbeachnc.g
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**OR Not Applicable**  (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Paragraphs 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit firm for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the Unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in Rule 20 NCAC .0503 shall be submitted to the Secretary of the LGC for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

<b>Primary Government Unit</b>	TOWN OF NORTH TOPSAIL
Audit Fee (financial and compliance if applicable)	\$ 24,250
Fee per Major Program (if not included above)	\$ 4,000
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$</b>

<b>Discretely Presented Component Unit</b>	N/A
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$ 28250</b>

**SIGNATURE PAGE**

**AUDIT FIRM**

Audit Firm* S. PRESTON DOUGLAS & ASSOCIATES, LLP	
Authorized Firm Representative (typed or printed)* Lee Grissom, CISA, CFE, CPA	Signature*
Date*	Email Address* lgrissom@spdouglas.com

**GOVERNMENTAL UNIT**

Governmental Unit* TOWN OF NORTH TOPSAIL	
Date Governing Board Approved Audit Contract* <b>(Enter date in box to right)</b>	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address*

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

**GOVERNMENTAL UNIT – PREAUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

*This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by The School Budget and Fiscal Control Act.*

Sum Obligated by This Transaction:	\$
Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Date of Preaudit Certificate*	Email Address*

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



Larry Strother  
Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski

Alexis Stanfield, NCCCC  
Town Clerk

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MEETING DATE: Jul 1, 2026

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**TO:** Board of Aldermen  
**FROM:** Chief Page  
**DEPARTMENT:** Police Department  
**SUBJECT:** Updated Parking Ordinance

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**SUMMARY:**

Presentation reference to the most recent Parking Committee meeting, a revised parking ordinance is submitted. Said ordinance was recommended by parking contractor and, after staff review, was checked and amended by Town Attorney.

**SPECIFIC ACTION REQUESTED:**

Proposed ordinance is submitted as a working copy for discussion, revision and implementation by the Board.

## Chapter 6: Public Safety

### ARTICLE V: – STOPPING, STANDING, and PARKING

#### Sec. 6-94. - Definitions.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

*Construction or maintenance vehicle* means any vehicle, as defined herein, that is being used for any legitimate service to a private or public facility or residence. Private contractors' vehicles, delivery vehicles, animal assistance organization vehicles (excluding spectators) and any other vehicle with pre-authorization from the town or police, on a case-by-case basis, shall be considered CONSTRUCTION OR MAINTENANCE VEHICLES.

*Dawn* means a time one-half hour before sunrise.

*Driveway* means an area of the public right-of-way intended for ingress and egress to private residences and the parking thereof, or an area of the public right-of-way allowing ingress and egress to businesses and commercial properties open to public vehicular traffic.

*Dusk* means a time one-half hour after sunset.

*Fire lane and/or emergency vehicle access* means any area marked with signage and/or other markings indicating the area is restricted to emergency vehicle parking and/or access only.

*Full-size vehicle* means any registered vehicle as defined in this chapter excluding those vehicles defined as low-speed vehicles herein.

*Handicapped* means individuals with disabilities as determined by a medical practitioner in accordance with the Americans with Disabilities Act and all current federal guidelines and state laws.

*Handicapped parking space* means a parking space designated by signage for the exclusive use of individuals with disabilities as defined above. G.S. § 20-37.6(e)(1) authorized vehicles displaying disabled veteran registration plates to utilize these spaces without a handicapped placard.

*Loading zone* means a specific area designated by signage for temporary parking to load or unload passengers and/or equipment.

*Low-speed vehicle (LSV)* means a four-wheeled electric vehicle whose top speed is greater than 20 miles per hour but less than 25 miles per hour and its operation is governed by G.S. § 20-121.1.

*Park and/or parking* means the act of leaving any vehicles standing, whether attended or unattended, in a stationary position for any amount of time, except when in obedience to traffic control devices when in the normal flow of vehicular traffic.

*Parking permit* means an instrument, either physical or digital, authorizing the holder to park and/or occupy a designated parking area.

*Pedestrian crosswalk* means any area marked with signage and/or other markings designed to safely allow pedestrian foot traffic to cross the roadway.

*Public right-of-way* means a strip of land acquired for or dedicated to and accepted for public transportation purposes over which is constructed a street or highway, and which may include areas adjacent thereto and used for, without limitation, sidewalks, planting strips, traffic circles, utilities, and/or medians.

*Street or Highway* means, as it is defined in G.S. § 20-4.01(13) and (46), the entire width between property or right-of-way lines of every way or place of whatever nature, when any part thereof is open to the use of the public as a matter of right for the purposes of vehicular traffic. The terms STREET and HIGHWAY, and their cognates, are synonymous.

*Street intersection* means the physical location in which two streets connect. A measurement from this location shall be from the right-of-way connection point of the streets closest to the adjacent private property line.

*Trailer* means any trailer required to be registered in accordance with North Carolina General Statutes and shall be considered a vehicle as defined herein. Whether attached or not to a towing vehicle, for the purposes of parking, trailers shall be considered a separate vehicle.

*Vehicle* means any registered motor conveyance as defined in G.S. § 20-4.01, including but not limited to: passenger motor vehicles, commercial motor vehicles, recreational vehicles, electric vehicles, low speed vehicles (LSV), motorcycles, utility vehicles, and golf carts (LSVs).

#### **Sec. 6-95. - Parking Prohibited on Public Streets and Rights-of-Ways.**

(A) Parking shall be prohibited at all times within the corporate limits of the town on all public streets, rights-of-way, and town-owned property unless specifically authorized in this chapter.

(B) Parking shall not be authorized in any of the following locations:

(1) Street intersections or adjacent rights-of-way, within 15 feet, and as is also provided in § 6-85(a)(10)

(2) Any portion of the roadway, pavement, bike lane, or travel lane.

(3) Pedestrian crosswalks, sidewalks, or pedestrian access ways.

(4) Blocking access to driveways or mailboxes.

(5) Facing opposing traffic.

(6) Blocking or adjacent to fire hydrants and emergency beach accessways, within 10 feet, and blocking or within fire lanes, and as is also provided in § 6-85(a)(9).

(7) Designated handicapped space without placard or registration plate as required by G.S. § 20-37.6.

(8) Vehicles greater than 23 feet in length in all public authorized parking areas.

(9) Trailers are not permitted in all public authorized parking areas.

(C) When an authorized or permitted parking area's access is conspicuously and obviously restricted or blocked by signs, barricades, barrier tape or any other traffic control device(s), parking shall be prohibited for the duration of time that the area remains blocked.

(D) Exceptions

(1) The prohibitions in divisions (A), (B) or (C) above shall not apply to the temporary parking of any of the following:

- a. Emergency or government vehicles.
- b. Public and private utility vehicles.
- c. Private vehicles, when being used during the provision of an emergency.
- d. Private vehicles, when being used for any other bona fide governmental purpose.

(2) The prohibitions in division (A) above shall not apply to the temporary parking of any of the following:

a. Private contractor or maintenance service vehicles while performing legitimate services at a specific location receiving services, except:

1. No such vehicle may be left parked overnight (from dusk to dawn); and
2. All such vehicles must be as far off the public street rights-of-way as possible; and
3. No such vehicle may be left parked on any portion of any roadway; and
4. No such vehicle may be parked on any portion of any sidewalk.
5. All vehicles must have the appropriate signs located and visible in the vehicle or dashboard indicating that contract or maintenance work is being performed.

(3) Parking is authorized without a permit in any designated handicap space when said vehicle displays a valid placard or registration plate pursuant to G.S. § 20-37.6.

(4) Parking is authorized without a permit in any space designated for Electric Vehicle (EV) charging while the vehicle is actively charging. Parking in EV spaces at any time without charging is subject to a parking violation of \$50 regardless of parking permits.

#### **Sec. 6-96. - Parking Authorized by Permit Only.**

(A) No person shall park a vehicle in any designated parking area or location without first obtaining a valid parking permit in accordance with the following, unless a specific exception

exists pursuant to § 6-95(D) above. Said permits may be available via an authorized vendor under contract with the town.

(1) Parking permits will be required every day, all year between the hours of 9:00 a.m. and 5:00 p.m. each day.

(2) Separate rates will be available for hourly, daily, weekly, and annual/season permits.

a. Hourly permits: per hour rate, up to four hours.

b. Daily permits: per day rate, valid for the date of purchase only.

c. Weekly permits: per week rate, valid for seven consecutive days including and beginning on the date of purchase.

d. Annual /season permits: annual rate covers one vehicle and is valid for the calendar year of purchase only from the date of purchase through December 31<sup>st</sup>. Such permits are not prorated for a partial year.

(3) All rates associated with parking permits are listed in the Fee Schedule adopted by the Board of Aldermen, which shall be available at the office of the Town Clerk and on the town's website.

(4) Permits are valid only for the specific vehicle assigned during the permits initial purchase and are non-refundable.

(5) Hourly, daily and weekly permits are non-transferable.

(6) Transferring of an annual permit is authorized only under the following circumstances:

a. When the assigned vehicle is sold; and

b. Only once every ninety days; and

c. Only for the original purchaser with common named registration; and

d. Proof of sale documentation shall be required.

(7) Residents and real property owners of the town will be entitled to two (2) free parking permits upon evidence of proof of residency or ownership of real property within the town and will be coordinated via an authorized vendor under contract with the town.

(B) Signage.

(1) Proper signage may be installed and maintained by the town or its authorized agent to:

a. Designate authorized parking areas.

b. Designate parking for low-speed vehicles.

c. Designate handicap parking spaces.

d. Provide the manner of obtaining a parking permit:

1. At each designated parking area; and
2. Including the required hours.

(2) Signage will only be placed in accordance with the provisions of this chapter.

(C) No person may park or cause to be parked, any full-size vehicle in any space designated for low-speed vehicle parking.

(D) Parking is authorized without a permit outside the specified hours in division (A) above, but only in designated authorized parking areas pursuant to this chapter unless otherwise excepted in § 6-95(D).

**Sec. 6-97. - Tow-Away Zones.**

Vehicles may be towed at the discretion of any law enforcement officer in accordance with all current North Carolina General Statutes.

**Sec. 6-98. - Penalty.**

(A) Criminal. In accordance with G.S. § 14-4(b), SL 2021-138 (effective December 1, 2021), violation of a parking ordinance is an infraction and may carry a maximum fine of \$50.

(B) Civil. Any person who violates any provision of this traffic code shall be subject to the civil remedies provided for in G.S. § 160A-175 and shall constitute a civil fine of \$50 per offense, unless a different amount is specifically stated herein.

(B) When a civil fine is assessed in accordance with division (B) above, and the violation is for parking in a lawful parking area, and the fine is paid by midnight of the same date it was assessed, it shall be \$25 per offense for the first three offenses per vehicle and then \$50 for the fourth offense or if paid the following day. All subsequent violations shall be \$50 per offense unless a higher amount is required in this chapter. This division (C) shall not apply to violations of § 6-95(D)(3).

(C) Any person who violates § 6-95(D)(3) of this traffic code shall be subject to a civil penalty of \$250 per offense pursuant to G.S. § 20-37.6(f).

(D) A late fee in the amount of \$25 shall be assessed when fines levied by this Ordinance above are not paid in full within 30 days of the issuance of a citation for a violation.

(E) All fines and fees may be collected via an authorized vendor under contact with the town and may be subject to a collections action if unpaid after a period of 30 days.