



Town of North Topsail Beach Board of Aldermen Regular Meeting Agenda

Wednesday, December 07, 2022, at 11:00 AM

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

(910) 328-1349 | www.northtopsailbeachnc.gov

Mayor - Joann M. McDermon
Alderman - Richard Grant
Alderman - Connie Pletl
Town Manager - Alice Derian

Mayor Pro Tem - Mike Benson
Alderman – Alfred Fontana
Alderman – Tom Leonard
Interim Town Clerk – Nancy Avery

I. CALL TO ORDER (Mayor McDermon)

II. INVOCATION (Alderman Fontana)

III. PLEDGE OF ALLEGIANCE (Mayor McDermon)

IV. APPROVAL OF AGENDA

Specific Action Requested: Mayor will request 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 Aldermen has control.

VII. PUBLIC PRESENTATIONS AND HEARINGS

- A. Oath of Office Nancy Avery as Interim Town Clerk
- B. Evidentiary Hearing to consider request for Special Use Permit submitted by Laura Murphy to renovate 4 Bermuda Landing to remove an existing rear 16'x7.6' deck; construct a 16'x7.6' den addition on 1st habitable level; add a new deck on the 2nd habitable level, and add a new ground floor enclosure.
- C. Coastal Engineer Update by Mr. Fran Way of ATM Consulting

VIII. CONSENT AGENDA

- A. Contract for consulting services for interim town clerk
- B. Approval of Minutes for October 5, 2022 and November 2, 2022 regular meetings
- C. Department Head Reports
 - 1. Finance Department
 - 2. Fire Department
 - 3. Inspections Department

4. Planning Department
5. Police Department

D. Committee Reports

1. Planning Board & PPI Committee
2. Board of Adjustment
3. TISPC <https://tispc.org/minutes/>
4. ONWASA

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

IX. CONTINUING BUSINESS

- A. BISAC Update (Mayor Pro Tem Benson)
- B. Spring Concert April 1, 2023 (Mayor McDermon)

X. NEW BUSINESS

A. Otto Connect, Inc. Subcontract (Town Manager Derian)

The subcontract is for parking signage procurement and installation and is effective December 8, 2022, for a three-month time period with an estimated cost of \$10,500.

B. Otto Connect, Inc. contract amendment # 3 (Town Manager Derian)

Amends the parking agreement to eliminate the park-by-mail option at NTB07 to be consistent with remaining parking lots and to allow the option of an annual parking permit for one vehicle to be purchased at a cost of \$150.000.

Specific Action Requested: Mayor may request a motion to approve Otto Connect, Inc. contract amendment # 3 to amend the parking agreement to eliminate the park-by-mail option at NTB07 to be consistent with remaining parking lots and to allow the option of an annual parking permit for one vehicle to be purchased at a cost of \$150.

C. Fire Protection Interlocal Agreement (Town Manager Derian)

The agreement is between Onslow County and the Town for allocation of \$0.03 of County ad valorem tax rate to be paid to the Town in exchange for fire protection services within the Town's incorporated borders for each fiscal year the agreement is in effect.

Specific Action Requested: Mayor may request a motion to approve the Interlocal Agreement for Fire Protection Service with Onslow County.

D. Agreement - Fire Protection Mutual Aid (Town Manager Derian)

This agreement is for assistance with fire fighting in unincorporated areas of Onslow County

Specific Action Requested: Mayor may request a motion to approve the Agreement - Fire Protection Mutual Aid

E. Resolution 2022-0009 American Flood Coalition (Mayor Pro Tem Benson)

This resolution is for the Town to become a member of the American Flood Coalition is a no-cost forum for best practices and sources of support in developing local and state-level responses to flooding and sea level rise that will enhance the Town's resilience effort. Membership does not require any financial support or dues from the Town and will promote the welfare of residents and ensure the prosperity of the Town's economy by accelerating solutions to sea level rise and flooding.

Specific Action Requested: Mayor may request a motion to adopt Resolution 2022-0009 to become a member of the American Flood Coalition.

F. Resolution 2022-0010 BOA 2023 Meeting Schedule (Town Manager Derian)

The Board of Aldermen is required by law to set a yearly meeting schedule for each upcoming year.

Specific Action Requested: Mayor will request a motion to adopt Resolution 2022-0010 Meeting Schedule for the Board of Aldermen for 2023.

XI. OPEN FORUM

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

XII. ATTORNEY'S REPORT

XIII. MAYOR'S REPORT

XIV. ALDERMAN'S REPORT

XV. CLOSED SESSION

As per N.C.G.S. 143-318.11 (a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Specific Action Requested: Mayor will request a motion to go into closed session as per N.C.G.S. 143-318.11 (a)(3) consultation with the attorney.

Specific Action Requested: Mayor will request a motion to return to open session.

XVI. ADJOURNMENT

Town of North Topsail Beach

Joann M. McDermon, Mayor
Mike Benson, Mayor Pro Tem

Aldermen:
Richard Grant
Connie Pletl
Alfred Fontana
Tom Leonard



Alice Derian, ICMA-CM
Town Manager

Melinda Mier
Town Clerk

Nature's Tranquil Beauty

Oath of Office
North Topsail Beach
Interim Town Clerk
Nancy Avery

I, Nancy Avery, do solemnly and sincerely swear that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Interim Town Clerk for North Topsail Beach, so help me God.

Interim Town Clerk Nancy Avery
North Topsail Beach

ATTEST:

Joann McDermon
Mayor



Town of North Topsail Beach
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	12 07 2022

Issue: Planning Board Committee Report
Hanna McCloud, Chair
Department: Planning
Prepared by: Deborah J. Hill MPA AICP CFM CZO
Presentation: No

The Planning Board conducted their regular on Thursday, November 10, 2022, at 5:00 p.m. and discussed the following:

Case #SUP-22-02 (cont.)

The Planning Board reviewed a Special Use Permit application submitted by Laura Murphy to to renovate 4 Bermuda Landing. Plans include removing the existing rear 16'x7.6' deck; construct a 16'x7.6' den addition on 1st habitable level; adding a new deck on the 2nd habitable level; and adding a ground floor enclosure. The Planning Board voted to recommend approval with the conditions 1) Not to exceed existing impervious %; 2) not to encroach into 10-foot easement.



Town of North Topsail Beach
Board of Aldermen

Agenda

Item: **PUBLIC HEARING**

Date: **12 07 2022**

Issue: Case #SUP-22-02

Department: Planning

Prepared by: Deborah J. Hill MPA AICP CFM CZO

Presentation: Yes

Continued from the previous meeting, on Thursday, October 13, 2022, the Planning Board reviewed the Special Use Permit application (**EXHIBIT 6**) submitted by Laura Murphy to renovate 4 Bermuda Landing. Plans include removing the existing rear 16'x7.6' deck; construct a 16'x7.6' den addition on 1st habitable level; adding a new deck on the 2nd habitable level; and adding a ground floor enclosure (**EXHIBIT 7**). Ms. Murphy agreed to resubmit her application with the following corrections:

- ☐ CAMA email/letter acceptance of proposed development.
- ☐ Documentation from HOA acceptance of proposed development.
- ☐ Plat corrections:
 - Indicate existing and proposed percentage impervious surface on site plan. -DH 08/25/2022
 - Indicate stairs
 - Indicate entire lot is within the SPECIAL FLOOD HAZARD AREA DH 08/25/2022
 - Plat note 1 is incorrect. No structure fill is authorized period; remove note 1.
 - Plat note 2 is incorrect; lot is not within Ocean Hazard AEC; lot is within Outstanding Resource Waters AEC remove note 2.
 - Plat note 4 and 5 are the same; remove redundancy.

Amendments to the application were received on November 7, 2022 and are included as:

- Preliminary Plot Plan by John L. Pierce & Associates dated Nov. 2, 2022 (**EXHIBIT 11**)
- Bermuda Landing Homeowners Association Letter of Acceptance dated Oct. 25, 2022 (**EXHIBIT 12**)

Planning Director Hill provides email response dated November 10, 2022 4:09:37 PM from North Carolina Department of Environmental Quality Division of Coastal Management LPO Minor Permits Coordinator Robb Mairs (**EXHIBIT 13**)

STAFF REPORT CONTACT INFORMATION
Deborah J. Hill MPA AICP CFM CZO

DOCKET/CASE/APPLICATION NUMBER
Case #SUP-22-02

APPLICANT/PROPERTY OWNER
MIGNONE LAURA

PUBLIC HEARING DATE
11/03/2022 11:00 AM

PROPERTY ADDRESS/LOCATION
4 BERMUDA LANDING PL

BRIEF SUMMARY OF REQUEST

Per engineered plans "Murphy Renovation #4 Bermuda Landing North Topsail, North Carolina" by Chris Holmes, P.E. #16336 dated 04.14.22.

- Remove existing rear 16'x7.6' deck
- construct a 16'x7.6' den addition on 1st habitable level
- new deck on 2nd habitable level
- new ground-floor enclosure



FIGURE 1 MAP SOURCE ONSLOW COUNTY GIS 2022 Aerial WITH ZONING LAYER

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	ONSLOW COUNTY TAX RECORDS 2022 SITE IMPROVEMENTS	SIZE OF PROPERTY
R-5	postFIRM 1989 3BR/2BA Townhouse 1,056 heated ft ²	Townhouse SWMH SFH	<p>16' x 7.6' (128)</p> <p>16'</p> <p>28' x 28' (448)</p> <p>16'</p> <p>10' x 10' (160)</p> <p>16'</p> <p>8' x 8' (64)</p> <p>16'</p>	1,612 ft ²

FIGURE 2

PLANNING BOARD RECOMMENDATION

APPROVE WITH CONDITIONS

APPROVE

- 1) Not to exceed existing impervious %; 2) not to encroach into 10-foot easement;

DENY

COMPATIBILITY with the COMPREHENSIVE PLAN
 Considered legal, non-conforming and redevelopment consistent with 15A NCAC 07H .0209 COASTAL SHORELINES (d)(2) per DCM (EXHIBIT 13)

PROPERTY HISTORY

Onslow County Planning Board approved final plat 3/17/88.

Although similar permits have previously received administrative approval prior to July 1, 2021, North Carolina General Statutes § 160D-403d Administrative Development Approvals and Determinations (see also UDO §2.15 (D)) now require the same development review and approval process as the original development for approval of modifications or minor development or the Town may define minor modifications or development and authorize staff to review and permit.

(d) **Changes.** – After a development approval has been issued, no deviations from the terms of the application or the development approval shall be made until written approval of proposed changes or deviations has been obtained. A local government may define by ordinance minor modifications to development approvals that can be exempted or administratively approved. The local government shall follow the same development review and approval process required for issuance of the development approval in the review and approval of any major modification of that approval.

As Onslow County Planning Board approved Bermuda Landing final plat on 3/17/88 (**EXHIBIT 9**), effective July 1, 2021, any changes to Bermuda Landing – unless defined as minor and otherwise authorized by the ordinance - must be reviewed and approved by the Board of Aldermen using the procedures outlined in §4.03.03 TOWNHOUSE DEVELOPMENT. Submission requirements to obtain a special use permit for a townhouse development are the same as for condominium developments although the form of ownership and structural requirements are different.

- ☐ New stair landing indicated on revised site plan encroaches into 10-foot easement **EXHIBIT 11**
- ☐ Public works/utilities (PLURIS Permit #6196 5/18/2022) **EXHIBIT 2**

The 1,612-square feet lot with 77.8% impervious surface is considered *legal, non-conforming*, as Bermuda Landing was approved by Onslow County Planning Board approved final plat 3/17/88 (**EXHIBIT 9**).

Table 5-1 Dimensional Requirements								
Zoning District	Minimum Lot Size	Front Yard Setback	Lot Width	Side Yard Setback	Side Yard on Corner	Rear Yard Setback	Building Height	Maximum Lot Coverage
R-5 Single-family	5,000 sq. ft.	20'	50'	8'	15'	10'	48'	30%
Multi-family	plus 5,000 sq. ft. for each unit over 2	20'	50'	8'	15'	10'	48'	30%

Figure 3 Excerpt Unified Development Ordinance Table 5-1 R-5 Multi-Family

§ 5.01 OUTSTANDING RESOURCE WATERS (ORW).

Lots adjacent to outstanding resource waters (ORW), as defined by the State Division of Environmental Management, shall not exceed 25% lot coverage as per state requirements.
(Ord. passed 11-2-2011)

- ☒ Pursuant to §4.03.01 (E) Articles of incorporation of homeowners association and Declaration of Covenants, Conditions, and Restrictions of Bermuda Landing, does owner have authority to expand unit? **EXHIBIT 12.**

Engineering/flood plain (NOTE: 7.05(B)(5)(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 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 -DH 08/25/2022;

- ☒ Install 5kW/1 ton/12000 btu ductless system in 16'x7.6' den addition **MUST BE BFE+2)**

RESPONSE TO STANDARDS

§2.20 SPECIAL USE PERMITS

Findings. In granting the permit, the Board of Aldermen shall make a written decision that identifies the key facts of the case and applies these facts to the following standards. The Board must find that all of these conditions exist, or the application will be denied;

1. The use or development is located, designed and proposed to be operated so as to maintain or promote the public health, safety and general welfare;

7.05(B)(5)(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 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 -DH 08/25/2022

Install 5kW/1 ton/12000 btu ductless system in 16'x7.6' den addition **MUST BE BFE+2)**

(if SUP approved, application will require Elevation Certificate based on Construction Drawings for Addition)

Legal, non-conforming: Property zoned R-5, lot does not meet minimum dimensional requirements for zoning district; Exceeds impervious surface limit. **EXHIBIT 9**

Pursuant to §4.03.01 (E) Articles of incorporation of homeowners association and Declaration of Covenants, Conditions, and Restrictions of Bermuda Landing. HOA authorizes owner to expand unit **EXHIBIT 12**

2. The use or development complies with all required regulations and standards of this ordinance and with all other applicable regulations; and

- ☐ Traffic/parking not indicated requires 3 parking spaces, (possibly 2 in driveway and 1 in garage).
- ☐ New stair landing indicated on revised site plan encroaches into 10-foot easement
- ☐ Indicate entire lot is within the SPECIAL FLOOD HAZARD AREA on site plan, not indicated
(if SUP approved, application will require revised plat to indicate SFHA)

3. The use or development conforms to the plans for the land use and development of town as embodied in this zoning ordinance and in the town CAMA land use plan.

Considered legal, non-conforming and redevelopment consistent with 15A NCAC 07H .0209 COASTAL SHORELINES (d)(2). **EXHIBIT 13**

List of Exhibits

	Page
EXHIBIT (1) Staff Report	1-5
EXHIBIT (2) Pluris Permit #6196	6-7
EXHIBIT (3) CAMA EX 29-22 with plat submitted	8-10
EXHIBIT (4) Revised Site Plan 2022 0806	11
EXHIBIT (5) Latest Development Review Comments (K Winzler email 2022 09 01 0951)	12
EXHIBIT (6) Application	13-14
EXHIBIT (7) Engineered Plans	15-18
EXHIBIT (8) Deed (Legal Description) DB 4991 P 621	19-22
EXHIBIT (9) Bermuda Landing Final Plat MB 25 P 97	23
EXHIBIT (10) Survey of Bermuda Landing Revision of Lot 12 MB 26 P 222	24
EXHIBIT (11) Preliminary Plot Plan by John L. Pierce & Associates dated Nov. 2, 2022	25
EXHIBIT (12) Bermuda Landing Homeowners Association Letter dated Oct. 25, 2022	26
EXHIBIT (13) Robb Mairs/NC DCM email dated 11/10/2022 4:09 PM	27 -28
EXHIBIT (14) Certification of Public Notice	29
EXHIBIT (15) Public Notice	30



1095 Hwy 210
P.O. Box 856
Sneads Ferry, NC 28460
Phone: 910-327-0349
Fax: 910-327-0374

Certification of Completion

Owner: Devco Build & Design

Billing Address: 1213 Culbreth Way, Ste 434, Wilmington, NC 28405

Phone: 910.515.0737

Service Address: 4 Bermuda Landing Pl, N Topsail Beach, NC 28460

Lot Number: 12

Subdivision: Bermuda Landing

Residential/Commercial Type: Residential Townhome

Number of Bedrooms: 3

Number of Habitable Rooms: 5

Tap Fee Amount Paid: \$1,200.00 (CK#0140)

Comments: Gravity. CK#0140 pays capacity fees for 1 habitable room upgrade. Existing deck is being converted into an enclosed living space/den.

This certifies that a representative has inspected the sewer connection to Pluris, LLC. And the applicant has satisfied the requirements for sewer service. Pluris, LLC must be notified prior to any change in bedroom count, habitable room count or commercial business type for recalculation and/or availability of usage to be determined by Pluris, LLC.

Permit # 6196

Issued by: Kaarin M Williams

Date: 5/18/2022



Intention to Provide Utility Service(s)

To Town of North Topsail Permitting Division:

Please be advised that we have been granted a Certificate of Public Convenience and Necessity by the North Carolina Utilities Commission to provide water and/or sewer utility service to the property described below. It is our intention to provide the following utility service(s) pursuant to GS 130A-337:

☐ Water Service

☒ Sewer Service

Property owner: Devco Build & Design

Property address: 4 Bermuda Landing Pl, N Topsail Beach, NC 28460

Subdivision: Bermuda Landing Lot #: 12

Number of habitable rooms: 4

Any applicable service limitations: Gravity.



Authorized signature

5/18/2022

Date

Pluris LLC 1095 Hwy 210 Sneads Ferry, NC 28460

Company name and contact information

PLEASE REMIT A COPY OF BUILDING PERMIT TO PLURIS UPON ISSUANCE

Authorization to Connect to Utility Service(s)

Please be advised that the above-described property is authorized to connect to the following utility service(s) pursuant to GS 130A-339:

☐ Water Service

☒ Sewer Service



Authorized signature

5/18/2022

Date

Pluris LLC 1095 Hwy 210 Sneads Ferry, NC 28460

Company name and contact information

Town of North Topsail Beach

2008 Loggerhead Ct. North Topsail Beach, NC 28460

910.328-1349 (office) 910.328-0299(fax)



July 13, 2022

Laura Murphy
4 Bermuda Landing Way
North Topsail Beach, NC 28460

RE: EXEMPTED PROJECT SINGLE FAMILY RESIDENCES WITHIN THE ESTUARINE SHORELINE (ORW) AREA OF ENVIRONMENTAL CONCERN (15A NCAC 07K .0208). PROJECT LOCATION/ADDRESS – 4 Bermuda Landing Way, North Topsail Beach

Dear Ms. Murphy,

I have reviewed the information you submitted to our office concerning the necessary filing of an application for a CAMA Minor Development Permit under the Coastal Area Management Act and have determined that the activity you propose of a single family residence is exempt from needing a CAMA Minor Development Permit as long as it remains consistent with your project drawing, dated June 10, 2022, and it also meets the conditions specified below. If your plans should change and your project will no longer meet these conditions, please contact me before proceeding.

SINGLE FAMILY RESIDENCES WITHIN THE ESTUARINE SHORELINE AREA OF ENVIRONMENTAL CONCERN EXEMPTED

1. All development shall be located at least 40 feet landward of the normal high water level from waters classified as Outstanding Resource Waters (ORW).
2. No ground disturbance or land disturbing activity shall occur within 40 feet of the normal high water level of waters classified as ORW.
3. The development may not exceed a 25% built upon area within 575 feet of the normal high water level of waters classified as ORW.
4. The development shall be consistent with all other applicable CAMA permit standards, North Carolina Building Code standards, local ordinances and local land use plans in effect at the time the exemption is granted.
5. This exemption does not allow for any development within any wetlands or open water areas. Any proposal to modify or alter the development plan as proposed will require additional authorization from the Division of Coastal Management.

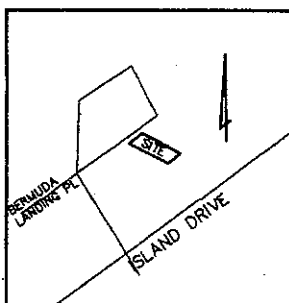
This exemption does not eliminate your requirements to obtain any other State, Federal or Local authorization. Construction of the structure authorized by this exemption shall be completed by December 31 of the third year of the issuance date of this exemption.

Sincerely,



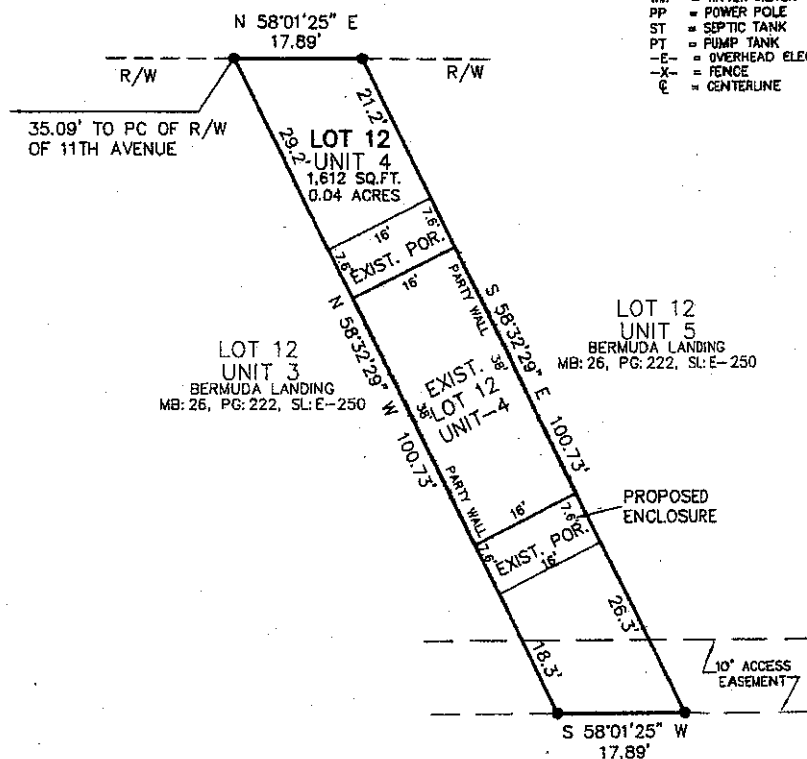
Tina Martin
Environmental Specialist II, DCM

cc: Kate Winzler, NTB Permitting Specialist
DEVCO Build & Design



VICINITY MAP -- NOT TO SCALE

- BERMUDA LANDING PLACE -



LEGEND

- EIP = EXISTING IRON PIPE
- EIS = EXISTING IRON STAKE
- SIS = SET IRON STAKE
- ECM = EXISTING CONCRETE MONUMENT
- EPK = EXISTING PK NAIL
- MBL = MINIMUM BUILDING LINE
- R/W = RIGHT OF WAY
- EOP = EDGE OF PAVEMENT
- CONC. = CONCRETE
- WM = WATER METER
- PP = POWER POLE
- ST = SEPTIC TANK
- PT = PUMP TANK
- E- = OVERHEAD ELECTRICAL LINES
- X- = FENCE
- C = CENTERLINE

THIS TRACT IS LOCATED IN FLOOD ZONE AE
WITH AN ELEVATION OF 12' PER FEMA MAP
3720426600K WITH AN EFFECTIVE DATE OF 6/19/20.

THE PURPOSE OF THIS PRELIMINARY PLOT PLAN
IS TO ENCLOSE THE EXISTING DECK

REFERENCES:

MB: 26, PG: 222, SL: E-250
DB: 4991, PG: 621

ADDRESS:

4 BERMUDA LANDING PLACE

PRELIMINARY PLOT PLAN

THIS IS TO CERTIFY THAT THIS MAP IS A TRUE
REPRESENTATION OF THE PROPERTY HEREON AS
COMPILED BY MY SURVEY OF THE PREMISES
AND THAT THERE ARE NO ENCROACHMENTS ACCORD-
ING TO THE BEST OF MY KNOWLEDGE, EXCEPT AS
SHOWN. THE RATIO OF PRECISION IS 1:10,000+.



JOHN L. PIERCE, L-2596

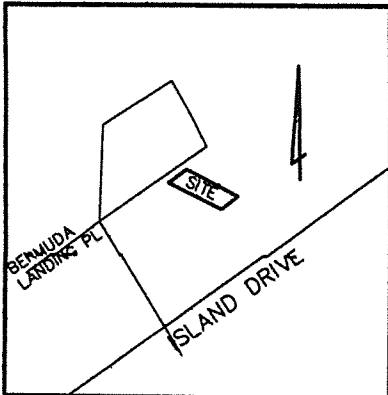
LOT NO. LOT 12 UNIT 4 BLOCK
SUBDIVISION BERMUDA LANDING REVISION OF LOT 12
STUMP SOUND TOWNSHIP ONSLow COUNTY, N.C.
PREPARED FOR: LAURA MURPHY (FORMERLY)
LAURA MIGNONE

JOHN L. PIERCE & ASSOCIATES, P.A. (C-1888)

405 JOHNSON BLVD., JACKSONVILLE, NC 28540
PHONE: (910)346-9800 FAX: (910)346-1210

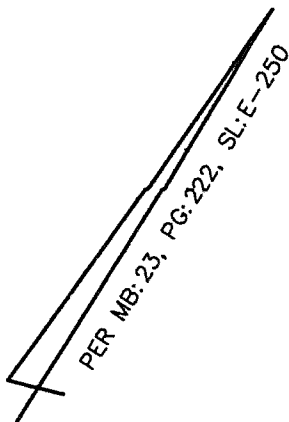
DATE: FEB. 17, 2022 SCALE: 1"= 20'

F.B. N/A P. N/A JOB # 2022-100



VICINITY MAP - NOT TO SCALE

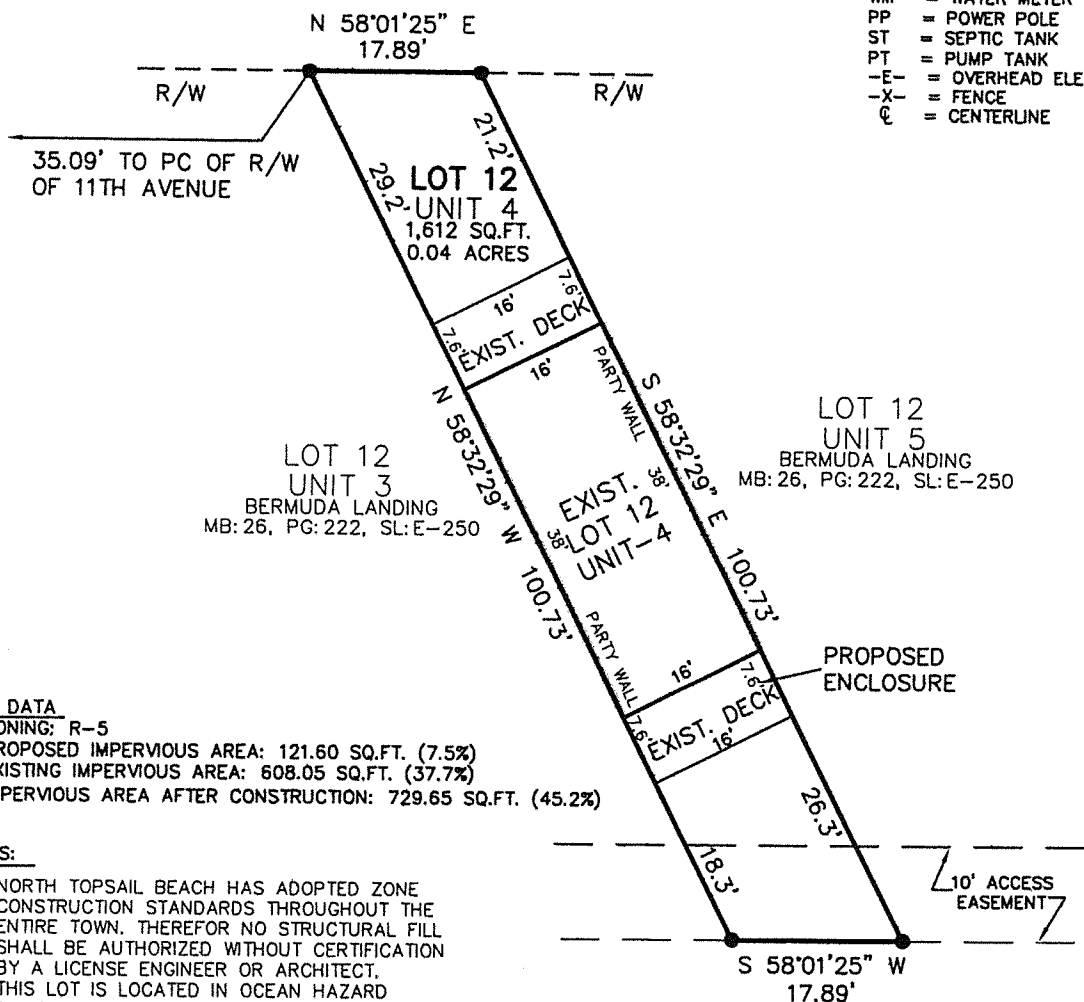
EXHIBIT (4)



- BERMUDA LANDING PLACE -

LEGEND

- EIP = EXISTING IRON PIPE
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- SIS = SET IRON STAKE
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- CL = CENTERLINE



TRACT DATA

- ZONING: R-5
- PROPOSED IMPERVIOUS AREA: 121.60 SQ.FT. (7.5%)
- EXISTING IMPERVIOUS AREA: 608.05 SQ.FT. (37.7%)
- IMPERVIOUS AREA AFTER CONSTRUCTION: 729.65 SQ.FT. (45.2%)

NOTES:

1. NORTH TOPSAIL BEACH HAS ADOPTED ZONE CONSTRUCTION STANDARDS THROUGHOUT THE ENTIRE TOWN. THEREFOR NO STRUCTURAL FILL SHALL BE AUTHORIZED WITHOUT CERTIFICATION BY A LICENSE ENGINEER OR ARCHITECT.
2. THIS LOT IS LOCATED IN OCEAN HAZARD (AEC)
3. THIS TRACT IS LOCATED IN FLOOD ZONE AE WITH AN ELEVATION OF 12' PER FEMA MAP 3720426600K WITH AN EFFECTIVE DATE OF 6/19/20.
4. THIS PROJECT IS LOCATED WITHIN THE ORW.
5. THIS PROJECT IS LOCATED WITHIN OUTSTANDING RESOURCE WATERS AREA OF ENVIRONMENTAL CONCERN (AEC)

REFERENCES:

MB: 26, PG: 222, SL: E-250
DB: 4991, PG: 621

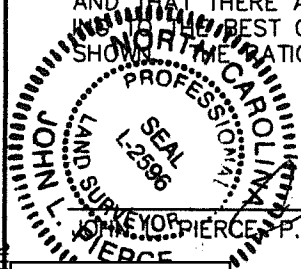
THE PURPOSE OF THIS PRELIMINARY PLOT PLAN IS TO ENCLOSE THE EXISTING DECK

ADDRESS:

4 BERMUDA LANDING PLACE

PRELIMINARY PLOT PLAN

THIS IS TO CERTIFY THAT THIS MAP IS A TRUE REPRESENTATION OF THE PROPERTY HEREON AS COMPILED BY ACTUAL SURVEY OF THE PREMISES AND THAT THERE ARE NO ENCROACHMENTS ACCORD-
ING TO THE BEST OF MY KNOWLEDGE, EXCEPT AS SHOWN. THE RATIO OF PRECISION IS 1:10,000+.



LOT NO. LOT 12 UNIT 4 BLOCK
SUBDIVISION BERMUDA LANDING REVISION OF LOT 12
STUMP SOUND TOWNSHIP ONSLow COUNTY, N.C.
PREPARED FOR: LAURA MURPHY (FORMERLY)
LAURA MIGNONE

JOHN L. PIERCE & ASSOCIATES, P.A. (C-1888)
405 JOHNSON BLVD., JACKSONVILLE, NC 28540
PHONE: (910)346-9800 FAX: (910)346-1210
DATE: AUG. 26, 2022 SCALE: 1"= 20'
F.B. N/A P. N/A JOB # 2022-100

From: kwinzler@northtopsailbeachnc.gov
Sent: 09/01/2022 - 09:51 AM
To: Lemignone@gmail.com, dayrenovationsnc@gmail.com, Contractor@devcobulldesign.com
CC: dhill@northtopsailbeachnc.gov, kwinzler@northtopsailbeachnc.gov
Subject: 4 Bermuda Landing PI 22-000799 Application Reviews Completed

EXHIBIT (5)

Greetings,

The department reviews of this application are complete. Please address the following at your convenience, as requested from these reviews:

1. ZFP22-000133 - 7/28/22 On application under DEVELOPMENT STANDARDS DATA - Total area of openings required: ____ (1 Sq. inch per sq. ft of enclosed footprint area below BFE): "525" does not match the data for Total net area of flood openings in A8.b. Please revise.
2. ZFP22-000133 - Indicate R-5 zoning district on site plan. -DH 08/25/2022
3. ZFP22-000133 - Indicate proposed percentage impervious surface on site plan. -DH 08/25/2022
4. ZFP22-000133 - Indicate OUTSTANDING RESOURCE WATERS Area of Environmental Concern (AEC) on site plan. -DH 08/25/2022
5. ZFP22-000133 - Indicate entire lot is within the SPECIAL FLOOD HAZARD AREA on site plan. -DH 08/25/2022
6. ZFP22-000133 - Proposal does not appear consistent with CAMA EX 29-22 Condition #3. Property is within ORW, Surveyor does not indicate impervious surface; however estimated at 52.6%. -DH 08/25/2022
7. ZFP22-000133 - NOTE: 7.05(B)(5)(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 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 -DH 08/25/2022
8. ZFP22-000133 - 4.03.03 TOWNHOUSE DEVELOPMENT(B) Density. See Table 5-1, Dimensional Requirements for square footage requirements applicable to each zoning district where condominium developments are permitted. Note: Property is zoned R-5, minimum lot size 5,000 square feet, actual lot size is 1,612 square feet. Legal, non-conforming. Pursuant to 9.02 (B) REQUIRES VARIANCE FROM BOARD OF ADJUSTMENT. -DH 08/25/2022
9. ZFP22-000133 - Application to enclose deck at 4 Bermuda Landing Place REQUIRES A SPECIAL USE PERMIT application approved by the Board of Aldermen pursuant to UDO Â§2.15 (D) and North Carolina General Statutes Â§ 160D-403, Administrative Development Approvals and Determinations, after a development approval has been issued (Onslow County Planning Board approved final plat 3/17/88), no deviations from the terms of the application or the development approval shall be made until written approval of proposed changes or deviations has been obtained. -DH 08/25/2022 The Town of North Topsail Beach may define by ordinance minor modifications to development approvals that can be exempted or administratively approved. The Town of North Topsail Beach shall follow the same development review and approval process required for issuance of the development approval in the review and approval of any major modification of that approval. Â§4.03.03 TOWNHOUSE DEVELOPMENT. (C) Submission requirements. See Â§ 4.03.01, Condominium Development (above). Submission requirements to obtain a special use permit for a townhouse development are the same as for condominium developments although the form of ownership and structural requirements are different.

Once the requested information is submitted and complete, it will be processed and sent to the Planning Department and Building Inspections Departments for review. This application is on hold until complete.

Thank you kindly,

Kate Winzler, CMC, NCCMC
Permit Specialist & Deputy Town Clerk
Town of North Topsail Beach
2008 Loggerhead Ct
North Topsail Beach, NC 28460
910-328-1349



File #

Address



Home

My Activities

Create

Search

Reports

Support Center

Logoff

Permit Project



File #: 22-000799 ...
4 BERMUDA LANDING PL NORTH TOPSAIL BEACH NC 28460
Remove existing deck and construct addition of a den.

Permits Reviews Inspections Violations Activities Documents Contacts Fees History

EDIT:
File

Edit Permit: SUP22-000002



ADD:
Activity
Address
Alert
Contact
Document
Email
Fee
Inspection
Letter
Note
Payment
Permit
Route
Violation

Permit #: SUP22-000002
Permit Type: Special Use Permit
Sub Type: Special Use Permit
Work Description: 4 Bermuda landing
Applicant: DeVco Build & Design LLC - An ...
Status: Ready for Payment
Total Amount: \$ 350.00
Amount Paid: \$ 350.00
Balance Due: \$ 0.00
Valuation: 0.00
Non-Billable: ☐

Application Date: 09/25/2022
Approval Date: 09/27/2022
Issue Date:
Expiration Date:
Close Date:
Last Inspection:

REPORTS:
Custom
Detail
Summary

For Office Use Only

Apply Storm Damage Credit: ☐
Zoning District: R-5
CAMA Approval: Issued
CAMA Approval #: Ex-2922

PROJECT INFORMATION

Property Owner: MIGNONE LAURA ...
Property Owner Phone#: 910-554-4657
Property Owner Email Address: Lemingone@aol.com
Are you the property owner?: No

Signed statement provided by property owner giving consent to the request: Owners affidavit .pdf

I hereby petition the Town of North Topsail Beach for a SPECIAL USE permit to allow the following:

Removal of existing deck and putting living space in its place. This is in line with a few other properties in this development that have this done

Findings: In granting the permit, the Board of Aldermen *shall* make a written decision that identifies the key facts of the case and applies these facts to the following standards. The Board must find that all of these conditions exist, or the application will be denied.

The use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare;

Yes

EXHIBIT (6)

Statement by Applicant:

The use or development complies with all required regulations and standards of this Ordinance and with all other applicable regulations; **Statement by**

Yes

Applicant:

The use or development conforms to the plans for the land use and development of Town of North Topsail Beach as embodied in this Zoning Ordinance and in the Town of North Topsail Beach CAMA Land Use Plan; **Statement by Applicant:**

Yes

DOCUMENTS

Site plan or plot plan:

doc20220830074609.pdf 

Other documents:

Select File

General provisions (reference UDO Sec. 2.06.04 Special Use Permits)

A. Additional Conditions: In granting the Special Use Permit, the Board may designate additional conditions that will, in its opinion, assure that the use in its proposed location will be harmonious with the area in which it is proposed to be located, is within the spirit of this Ordinance and clearly in keeping with the public welfare. All such additional conditions shall be entered into the minutes of the meeting, at which the Special Use Permit is granted, on the Special Use Permit itself and on the approved plans. The Special Use Permit and any other specific conditions shall run with the land and shall be binding on the original applicants, their heirs, successors and assigns.

I hereby certify that all information above is true and correct. That all work under this permit shall comply and conform to all Town ordinances, State and Federal laws pertaining thereto, whether specified or not, and in accordance with any plans submitted or required to be submitted regulating building codes and building construction in the Town of North Topsail Beach, NC. I further agree to remove all construction debris from the site when completed, and that I am the owner or authorized by the owner to do the work described in this permit.

Permit shall be void if construction authorized by permit shall not have been commenced within six (6) months after the date of issuance thereof, or if after commencement of construction, the work shall be discontinued for a period of twelve (12) months, work shall not be resumed until the permit has been renewed.

All final inspections are mandatory before occupancy. All work shall be performed by a licensed contractor in the state. It is unlawful and illegal to occupy any building before final inspection and a certification of occupancy has been issued. All fees are non-refundable after 60 days.

Signature:

signature.png



Permit Fees



Quantity	Fee	Description	Amount	Total
	Filing Fee			350.00
		Plan Check Fees:	0.00	
		Other Fees:	350.00	
		Total Fees:	350.00	

Payments



Date	Type	Reference	Note	Receipt #	Received From	Amount
09/29/2022	Credit	251969127	SUP22-000002	566	DeVco Build & Design LLC -	350.00
					Amount Paid:	350.00
					Balance Due:	0.00

1) DESIGN CRITERIA:

ROOF LIVE LOAD _____	20 PSF
FLOOR LIVE LOAD _____	40 PSF
GROUND SNOW LOAD _____	10 PSF
ATTIC LIVE LOAD _____	20 PSF
WIND LOAD _____	145 PSF (ASCE-7-10, RISK CAT. II)

(WIND DESIGN BASED ON N.G.C.R.C. CHAPTERS 3 & 45 - EXPOSURE CATEGORY C)

2) CONTRAST TO BE USED: LATERAL FORCE DESIGN, WIND FORCE CONTROL DESIGN.

3) UNO - UNLESS NOTED OTHERWISE

4) ALL WORK MUST COMPLY WITH THE LATEST EDITION OF THE NORTH CAROLINA CONSTRUCTION CODE FOR ONE- AND TWO-FAMILY DWELLINGS (N.G.C.R.C.)

5) STRUCTURAL FRAME TO BE SHORED AND BRACED UNTIL CONSTRUCTION IS COMPLETED.

6) LATERAL RESISTANCE IS PROVIDED BY SHEAR WALLS AND BRACES.

- 1) DRIVE ALL P.T. &X&D PILLS TO THE CAPACITY LISTED ON THE DRIVING USING AN APPROVED PORT HAMMER OR POWER HAMMER AS PER SECTION 640.8 OF THE N.C.R.G. THE MINIMUM EMBEDMENT WILL BE AS REQUIRED TO MEET THE MINIMUM REQUIREMENTS OF CHAPTER 46 OF THE N.C.R.G. AND TO EXCEED THE MINIMUM REQUIRED TO DETERMINE THE
- 2) ALL TIEBER PILLS TO BE SOUTHERN YELLOW PINE AND PRESSURE TREATED PER ANPA STANDARDS (SEE NOTE #3) PILE CUTOFFS SHALL BE TREATED IN ACCORDANCE WITH ANPA HMA (CCA PRESERVATIVE TREATMENT SHALL NOT BE USED FOR RESIDENTIAL APPLICATIONS)
- 3) ALL TIEBER PILLS MUST BE PRESSURE TREATED ACCORDING TO THE ANPA USE CATEGORY SYSTEM, WHICH IS THE INTENTED END-USE OF THE PILES. THE CONTRACTOR SHALL DETERMINE THE USE CATEGORY, REGION, THE USE CATEGORY DESIGNATION IS UIC4C OR UC5B. CONTRACTOR TO VERIFY APPROPRIATE PRESERVATIVE TREATMENT BASED ON THESE CATEGORIES WHEN ORDERING PILLS. REFER TO THE NRP INSTITUTE WEBSITE FOR ADDITIONAL INFORMATION ON ANPA TREATED WOOD USE CATEGORIES.
- 4) PILES ARE REQUIRED TO PASS ALL SOILS TESTS AND NOT REQUIRED TO DETERMINE THE LOADING AND PILE EMBEDMENT REQUIREMENTS AND THAT OVERLAP/PILE ARE INSTALLED (REQUIRED) TO VERIFY PILE EMBEDMENT REQUIREMENTS.
- 5) PROVIDE SIMPSON PS48H PLATES ON EACH SIDE OF PILE MORE THAN .508 OF PILE IS NOTCHED (FOR LULLS) AT ALL JOINTS. SOILS TESTS SHALL BE CONDUCTED ON A MINIMUM OF ONE (1) FIVE VERITY SOIL CONDITIONS PRIOR TO CONSTRUCTION.
- 6) WHEN BOTTOM OF CONCRETE COLLAR IS AT OR BELOW WATER TABLE, PROPERLY DEMONSTRATE EXCAVATION PRIOR TO POURING CONCRETE.
- 7) THE FIRST HABITABLE FLOOR MUST BE ABOVE THE BASE FLOOD ELEVATION, WHEN HEIGHT OF ORDER IS GREATER THAN 6'0" TO 6'5" OF CONCRETE SLAB, NOTIFY ENGINEER FOR ADDITIONAL X-RAYING REQUIREMENTS. FLOOD VENTS ARE REQUIRED IN WALLS BELOW THE BASE FLOOD ELEVATION.
- 8) WHEN APPLICABLE, REMOVE ALL TOPSOIL, ORGANICS, AND SOFT CLAY IN AREAS WHERE FLOOR FOOTINGS ARE LOCATED. REMOVE ALL EXISTING FOUNDATIONS FROM BUILDING FOOTPRINT.
- 9) PROOF ROLL EXPOSED SUBGRADE WITH A 3 TON VIBRATORY ROLLER MAKING 3 PASSES IN EA. DIRECTION
- 10) BACK FILL WITH CLEAN SELECTED FILL COMPACTED IN 8" LAYERS TO 98% OF MAXIMUM DENSITY AT OPTIMAL MOISTURE CONTENT (ASTM D-698).
- 11) WHEN THE SPECIFICATIONS OF NOTE 10 ARE NOT REQUIRED, AND THE SLAB OR FOOTING IS BEING PLACED ON EXISTING GROUND SURFACE, THE EXISTING GROUND SHOULD BE GRADED AS REQUIRED AND COMPACTED TO ACHIEVE 90% MAXIMUM DENSITY AT OPTIMAL MOISTURE CONTENT (ASTM D-698).
- 12) WHEN THE CODE PERMITS THE 6 MIL. POLY VAPOR BARRIER UNDER THE SLAB MAY BE OMITTED.
- 13) PILE INSTALLER SHALL KEEP DETAILED LOG DATA DURING INSTALLATION OF PILLS SO THAT ENGINEER CAN VERIFY THE PROPER DEPTH OF PILES. THE LOG SHALL INCLUDE HEIGHT OF HAMMER, HEIGHT OF FALL, APPROXIMATE DEPTH OF PILE, AND PILE MOVEMENT PER BLOW IN INCHES (AVERAGED OVER 10 BLOWS).

- 1) LUMBER SHALL BE AS FOLLOWS: 12 KD SOUTHERN YELLOW PINE (OR BETTER) FOR PLATES, JOISTS, AND RAFTERS. STUDS MAY BE SPRUCE PINE FIR #2 KD (OR BETTER), IF OTHER SPECIES OF WOOD ARE USED, THEN HURRICANE CLIPS AND HANGERS MAY BE REQUIRED TO BE INCREASED IN SIZE. ALL GRADES OF BEAMS AND JOISTS ARE REQUIRED TO BE #1 SOUTHERN YELLOW PINE OR BETTER.
- 2) ALL NAIL SIZES AND NUMBER REQUIRED MAY NOT BE SHOWN. SUFFICIENT NAILING SHALL BE REQUIRED TO DEVELOP JOINT STRENGTH.
- 3) ALL HARDWARE SHALL BE HOT-DIPPED GALVANIZED IN ACCORDANCE WITH ASTM A505 AS APPLICABLE. (IN COASTAL REGIONS COMPLY W/ TABLE 4605.3S) ALL JOIST HANGERS IN CONTACT WITH PRESSURE TREATED LUMBER SHALL BE #10 HOT-DIPPED GALVANIZED.
- 4) LUMBER LESS THAN 16" ABOVE GRAND AND LUMBER EXPOSED TO WEATHER SHALL BE PRESSURE TREATED WITH A.C.Q. 2.0 LBS/CF RETENTION LUMBER IN CONTACT WITH GRADE SHALL BE PRESSURE TREATED WITH A.C.Q. 0.2 LBS/CF RETENTION LUMBER.
- 5) LAMINATED VENEER LUMBER (LVL) SHALL BE ACFC STRUCTURAL GLUED TIEUP, ARCHITECTURAL GRADE SOUTHERN YELLOW PINE, LOUISIANA PINE, PACIFIC GINGELAM, LUMBER 2X-2,0E, "BOISSE CASCADE" VENEER LAM 3000 PSI, OR EQUAL.
- 6) USE ASTM A301 BOLTS WITH NUTS AND WASHERS FOR ALL TIEUP CONNECTIONS AND 16d COMMON NAILS FOR BEAM CONNECTIONS. IF 6dN NAILS ARE USED FOR 12d OR 16d NAIL CONNECTIONS AS SHOWN ON PLAN, THE PLAN SHALL BE REVISIONED TO SHOW 12d OR 16d NAILS.
- 7) NAIL ALL EXTERIOR 1/2" NON APF RATED STRUCTURAL LUMBER FINISHING WITH 8d NAILS AT 2' O.C. ALONG SHEATHING EDGES AND 6" O.C. AT INTERMEDIATE NAIL SPACING (ALLS NOT MENTIONED OTHERWISE)
- 8) 2" SHIMSON 1255A HURRICANE CLIPS AT EACH RAFTER (TYPICAL UNIFORM)
- 9) ALL EXTERIOR WALLS SHALL BE FRAMED AS FOLLOWS (UNO.):
 - USE 2X8S @ 16" O.C. FULL HEIGHT WHEN UNBRACED LENGTH IS LESS THAN 10'-0"
 - USE 2X8S @ 16" O.C. FULL HEIGHT WHEN UNBRACED LENGTH IS 10'-0" - 12'-0"
 - USE 2X8S @ 16" O.C. FULL HEIGHT WHEN UNBRACED LENGTH IS 12'-0" - 14'-0"
 - USE 2X8S @ 16" O.C. FULL HEIGHT WHEN UNBRACED LENGTH IS 14'-0" - 16'-0"
 - CONTACT ENGINEER WHEN UNBRACED LENGTH IS GREATER THAN 16'-0"
- 10) ALL HEADS TO BE 2" X 20X5 UNO.
- 11) PROVIDE A MINIMUM OF 2 STUDS BELOW EACH SIDE OF "2X" BEAMS AND A MINIMUM OF 3 STUDS BELOW EACH SIDE OF LVL BEAMS.

- 1) CONCRETE COMPRESSIVE STRENGTH AT 28 DAYS:
WALLS, FOOTINGS, GRADE BEAMS, & SLABS ON GRADE= 3,000 PSI
BEAMS, COLUING, STRUCTURAL SLABS, AND GIRDDERS = 4,000 PSI
WHTIGHT REINFORCING CONCRETE= 5,000 PSI
- 2) CONCRETE REINFORCING STEEL TO BE ASTM A615, GRADE 60 AND WELDED IRON FABRIC TO BE ASTM A185.
- 3) MINIMUM COVER AROUND REINFORCING BARS FOR CAST-IN-PLACE CONCRETE (NON-PRESTRESSED)
CAST AGAINST EARTH, SUCH AS FOOTINGS = 3"
EXPOSED TO WEATHER & SLABS ON GRADE* = 1 1/2"
* NOT EXPOSED TO WEATHER OR IN CONTACT WITH GROUND = 1 1/2"
BEAMS, GIRDDERS, COLUING = 1 1/2"
* #5 OR SMALLER REINFORCING (2" COVER IS REQUIRED FOR LARGER REINFORCING)
- 4) DOWELS AND CONT. REINFORCING SHALL HAVE A MINIMUM LAP OF 40 BAR DIAMETERS OR 2'-1" MINIMUM LAP. PROVIDE HOOKED BARS AT CORNERS OR INTERSECTIONS. (SEE MASONRY NOTES FOR LAP SPICE REQUIREMENTS IN MASONRY).
- 5) PROVIDE AIR ENTRAINMENTS OF 4 TO 6 PERCENT.
- 6) REINFORCED CONCRETE WORK SHALL CONFORM TO THE LATEST EDITION OF BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE (ACI 318).
- 7) PROVIDE CLASS B BARS AND MESH SUPPORTS.

CONTRACTOR TO SHORE AND
BRACE EXISTING STRUCTURE
DURING ENTIRE RENOVATION

PILE CAPACITY NOTE:
PILES MUST BE DESIGNED TO ACHIEVE THE REQUIRED TONNAGE AS INDICATED IN THE SCHEDULED ABOVE, WHICH MAY RESULT IN PILES BEING DEEPER, DEEPER THAN THE MINIMUM REQUIREMENTS.

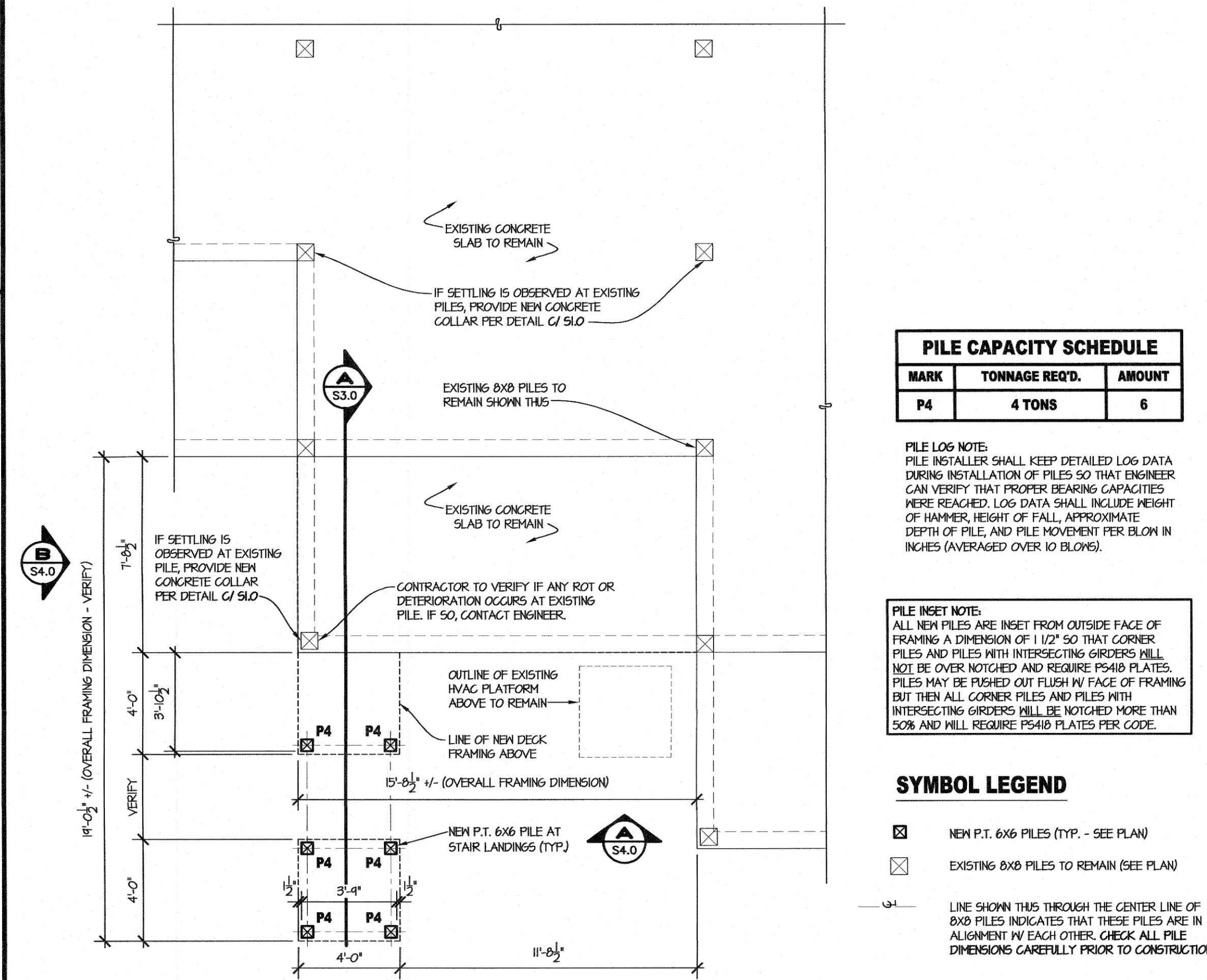
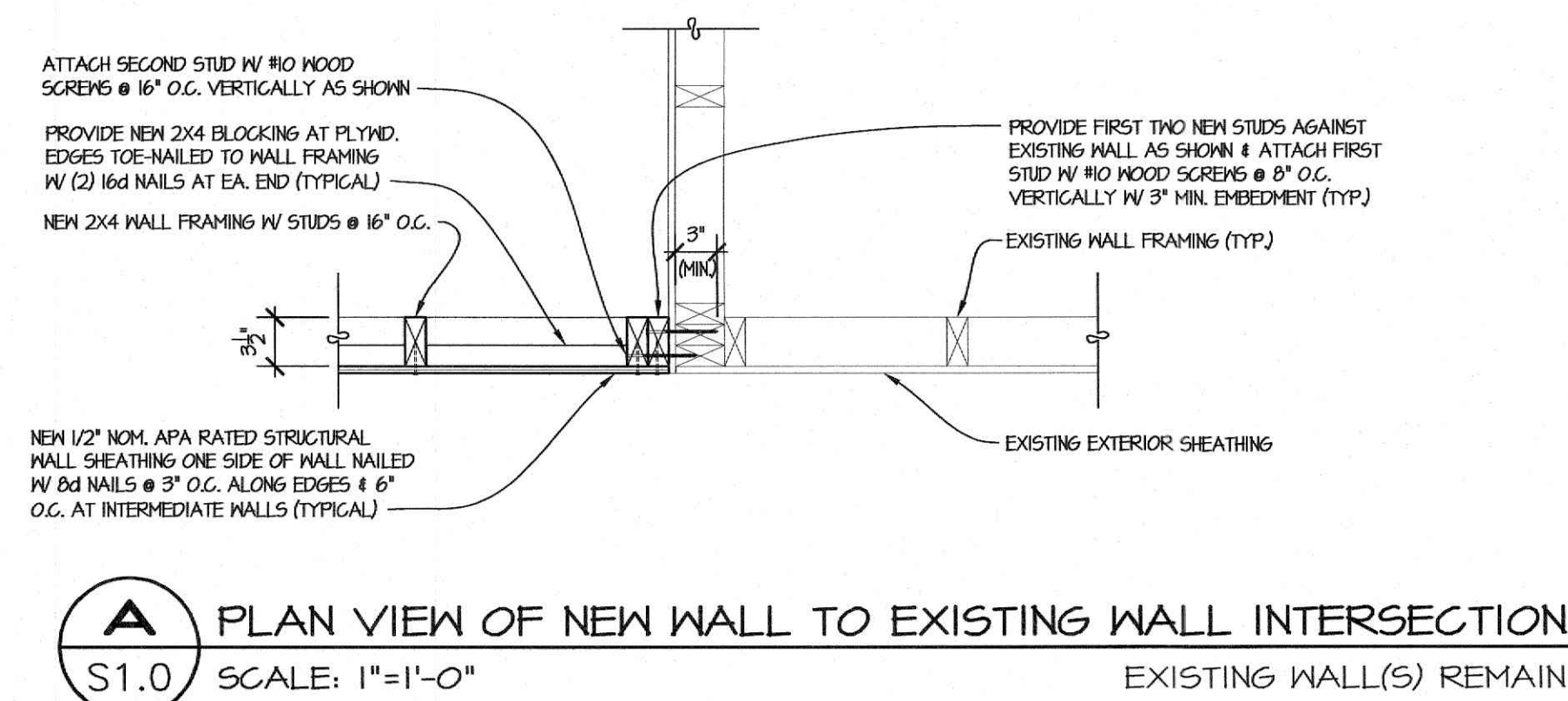
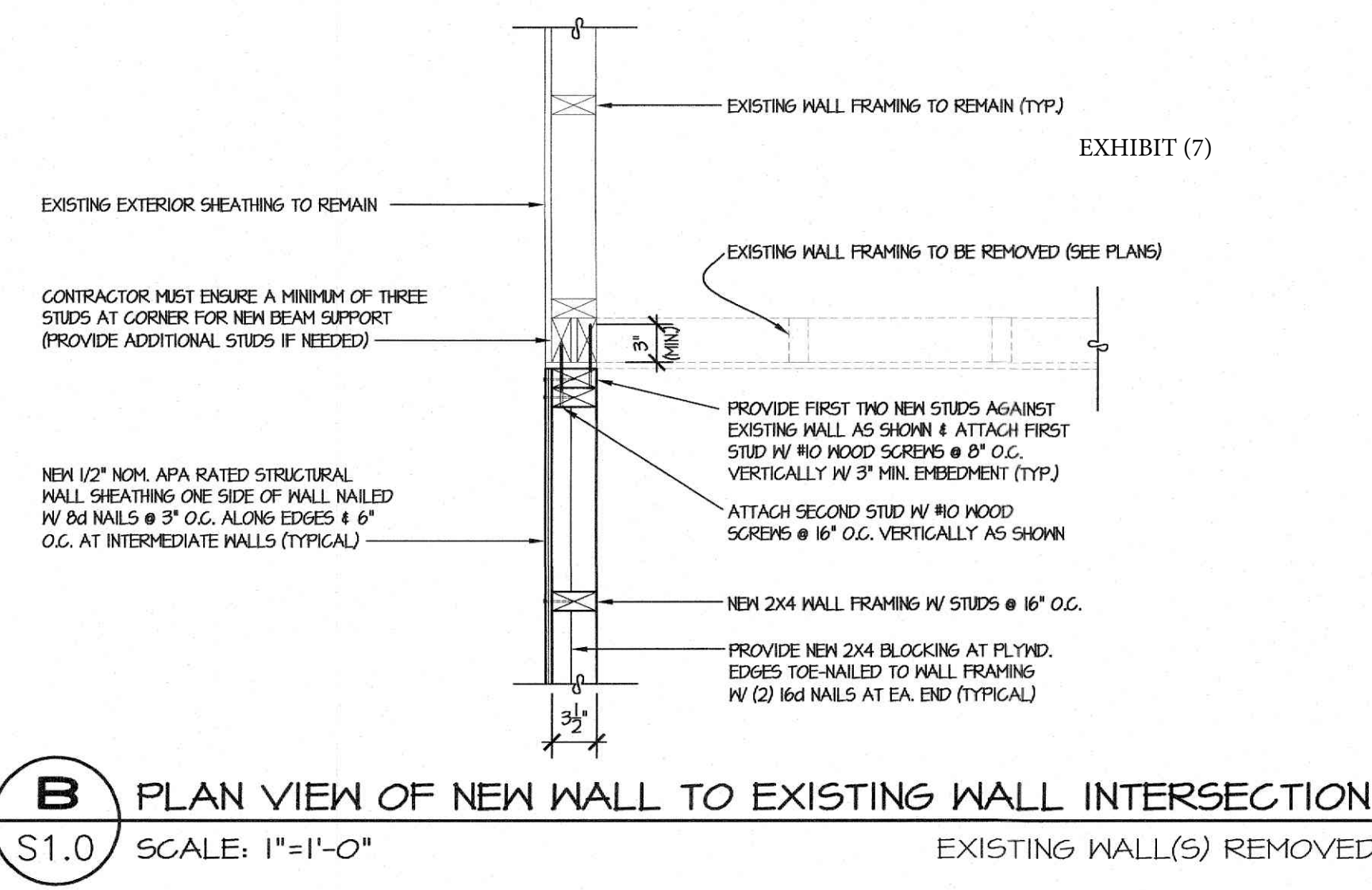
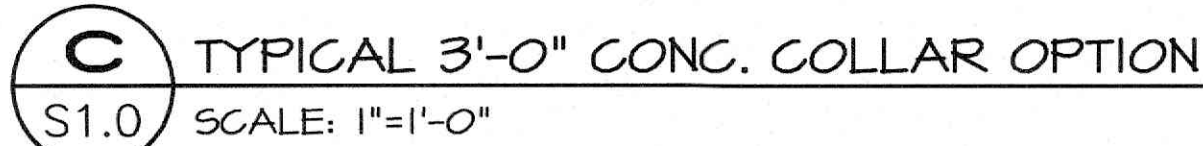
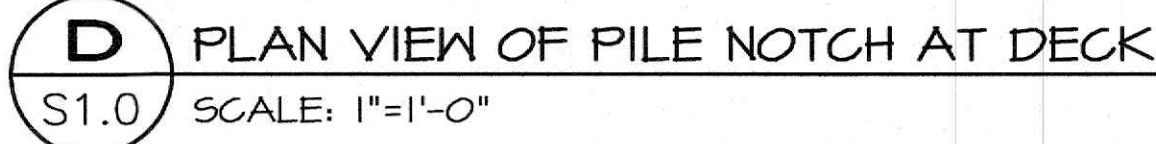
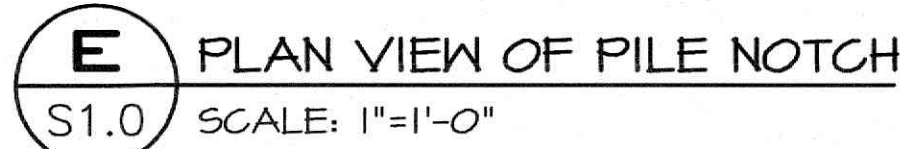
CONTRACTOR MUST VERIFY LOCAL EROSION RATE WITH CANVA AND PLACEMENT OF HOODS OR TIE TO DETERMINE MINIMUM EMBEDMENT REQUIRED.

CONTRACTOR TO N.C.R.C. SECTION 44603.4 - REQUIRED DEPTH OF PILES:
PILE TYPE SHALL EXTEND TO A DEPTH OF NOT LESS THAN 8 FEET (2438 MM) BELOW THE NATURAL GRADE OR FINISHED GRADE OF THE TIE, WHICHEVER IS DEEPER. IN AREAS OF UNSTABLE NATURAL GRADE, PILES SHALL HAVE A TIE PENETRATION OF AT LEAST 5 FEET (1524 MM) BELOW NEAR SEA LEVEL OR 16 FEET (4877 MM) BELOW AVERAGE ORIGINAL GRADE, WHICHEVER IS DEEPER. STRUCTURES WITHIN OCEAN HAZARD AREAS WHICH ARE PLACED IN THE OCEAN LINE 60 TIMES THE ANNUAL EROSION RATE, OR AWAY FROM THE MOST SEAWARD LINE OF STABLE NATURAL VEGETATION ARE EXEMPT FROM THIS ADDITIONAL TIE PENETRATION REQUIREMENT."

PILE CAPACITY NOTE:
PILES MUST BE DESIGNED TO ACHIEVE THE REQUIRED TONNAGE AS INDICATED IN THE SCHEDULED ABOVE, WHICH MAY RESULT IN PILES BEING DEEPER, DEEPER THAN THE MINIMUM REQUIREMENTS.

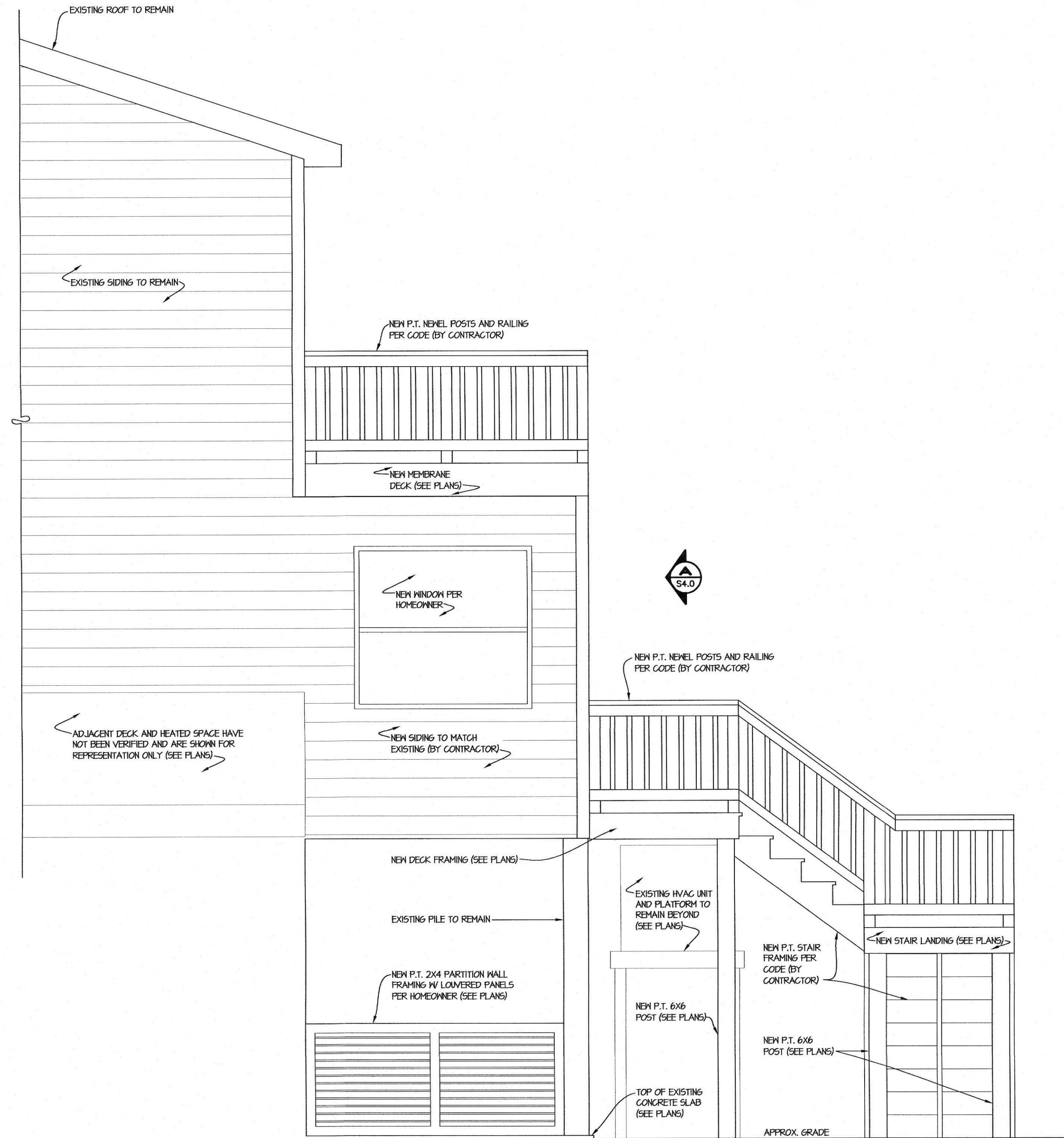
CONTRACTOR MUST VERIFY LOCAL EROSION RATE WITH CANVA AND PLACEMENT OF HOODS OR TIE TO DETERMINE MINIMUM EMBEDMENT REQUIRED.

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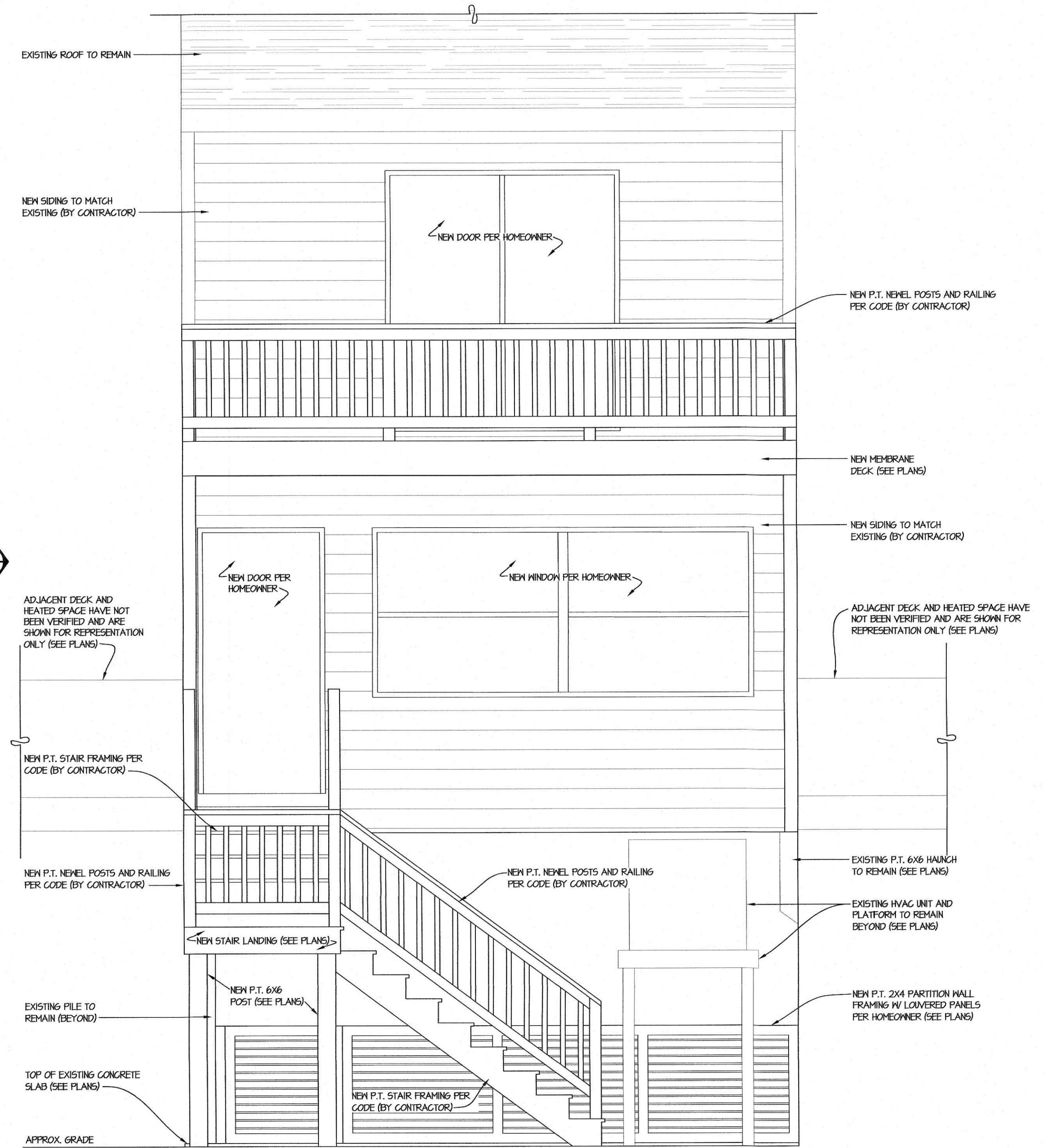


1 PILE FOUNDATION PLAN • SCALE: 1/4" = 1'-0"

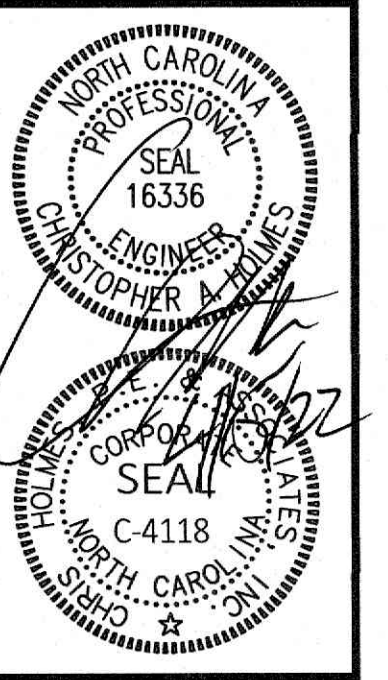
(SHOWING CONCRETE SLAB)



B SIDE ELEVATION
S4.0 SCALE: 1/2"=1'-0"



A REAR ELEVATION
S4.0 SCALE: 1/2"=1'-0"



No.	Revision Date	Int.
1		
2		
3		
4		

Original Release Date	04.14.22
Project Name	Murphy Renovation
Project Description	#4 Bermuda Landing
Project No.	22092
Project Location	North Topsail, North Carolina
Project Manager	R.S.G.
Project Engineer	C.A.H.
Project Date	04.14.22

CHRIS HOLMES, P.E.
& ASSOCIATES, INC.
5725 Oleander Drive (Oleander Oaks) - Suite F-4 - Wilmington - N.C. 28403
Phone (910) 796.9988 Fax (910) 796.9989 office@holmespe.com

Sheet	S4.0
Of	4



Doc ID: 014388600004 Type: CRP
Recorded: 07/26/2019 at 04:16:02 PM
Fee Amt: \$26.00 Page 1 of 4
Revenue Tax: \$0.00
Onslow County, NC
Rebecca L. Pollard Reg. of Deeds
BK 4991 PG 621-624

No Title Examination Requested

Mail To: Laura Mignone
#4 Bermuda Landing Place
North Topsail Beach, NC 28460

Parcel ID# 048198

This instrument was prepared by: M Lynn Smith Attorney at Law, PC

QUITCLAIM DEED

EXCISE TAX PAID \$ 0

STATE OF NORTH CAROLINA, ONSLOW COUNTY

THIS DEED, made and entered into this 22 day of July, 2019, by and between **Marco Mignone** of Onslow County, State of North Carolina, hereinafter called Grantor, and **Laura Mignone** of Onslow County, State of North Carolina, hereinafter called Grantee, whose permanent mailing address is #4 Bermuda Landing Place, North Topsail Beach, North Carolina, 28460.

WITNESSETH:

That said Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has remised and released and by these presents does remise, release, convey and forever quitclaim unto the Grantee, her heirs and/or successors and assigns, all right, title, claim and interest of the Grantor in and to a certain lot or parcel of land lying and being in Onslow County, North Carolina, and more particularly described as follows:

All that tract or parcel of land being described as Lot 12, Unit 4, Bermuda Landing, North Topsail Beach, North Carolina as shown on that certain plat entitled "Bermuda Landing, Revision of Lot 12, Stump Sound Township, Onslow County, NC," prepared by Cowan and Jones, P.A., Registered Land Surveyors and recorded in Map Book 26, Page 222, Onslow County Registry and being the same property shown in that Deed recorded in Book 1954, Page 318 and Book 1863, Page 967 Onslow County Registry.

- Exhibit (17) Robb Mairs email dated September 28, 2022 10:20 AM.
- Exhibit (18) D Hill email dated Tue 11/8/2022 8:46 AM

1

EXHIBIT 8

The property hereinabove described was acquired by Grantor by instrument recorded in Book 4496, Page 3.

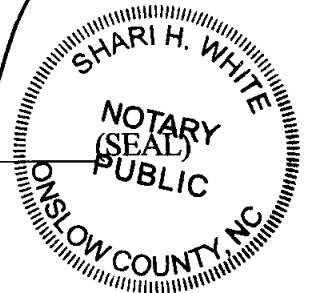
A map showing the above-described property is recorded in Plat Book 26, Page 318.

To have and to hold the aforesaid lot or parcel of land and all privileges thereunto belonging to her, the Grantee, her heirs and/or successors and assigns, free and discharged from all right, title claim or interest of the Grantor or anyone claiming by, through or under him.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal, or if corporate has caused this instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, the day and year first above written.


Marco Mignone



Onslow County

North Carolina

I, Marco Mignone Shari H. White, a Notary Public of the County and State aforesaid, certify that **Marco Mignone** personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal this 22 day of July, 2019.

My Commission Expires: 10/24/2020

Shari H. White
Notary Public

2

EXHIBIT 8

The foregoing Certificates of _____

is/are certified to be correct. This instrument and this certificate are duly registered this _____ day
of _____, _____, at _____ A.M., P.M., Book _____,
Page _____.

_____ Register of Deeds for _____
County, North Carolina.

By _____ Deputy/Assistant - Register of Deeds.

3

EXHIBIT 8



Tax Certification Form
(Check One Box)

☒ This certifies that there are no delinquent ad valorem taxes, or other taxes which the Onslow County Tax Collector is charged with collecting, that are a lien on:

Parcel Identification Number:

048198-GRANTEE: LAURA MIGNONE

This is not a certification that this Onslow County Parcel Identification Number matches the deed description.

☐ No certification required, as attorney statement that any delinquent taxes will be paid from closing proceeds is included on first page of deed.

☐ Balance due on account. It must be paid to Onslow County Tax Collector within 5 days of closing.

VALERIA B COX

Digitally signed by VALERIA B COX
DN: cn=VALERIA B COX, o=ONSLOW COUNTY TAX
ADMINISTRATION, ou,
email=valeria_cox@onslowcountync.gov, c=US
Date: 2019.07.25 13:06:28 -0400

Tax Collections Staff Signature

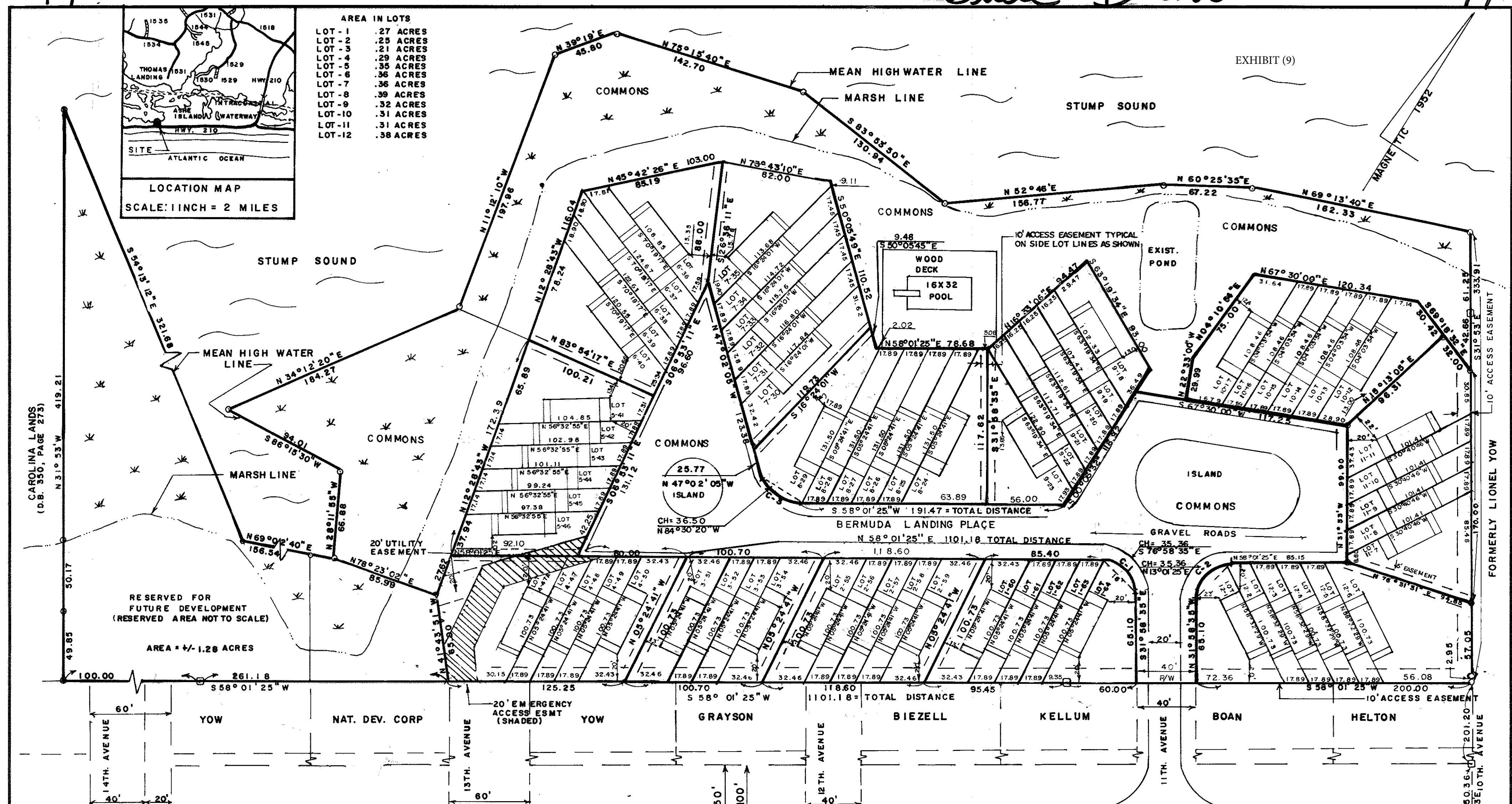
07/25/2019

Date

☐ This parcel may have deferred taxes which become due upon transfer of the property. Call the Tax Office, Land Records Division at 910-989-2204 for more information.

234 NW Corridor Blvd • Jacksonville, North Carolina • 28540 • Phone: (910) 989-2200 • Fax: (910) 989-5818 • OnslowCountyNC.gov/tax

EXHBIT 8



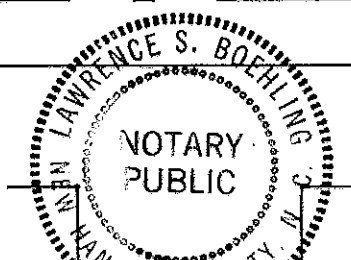
NOTE NO. 1 - FOR REFERENCE TO THE WITHIN PLATTED PROPERTY SEE A DEED DATED MARCH 16, 1983 WHICH SAID DEED IS RECORDED IN DEED BOOK 647 PAGE 89 IN THE ONSLOW COUNTY REGISTRY. ALSO SEE A MAP ENTITLED "BOUNDARY SURVEY MAP, ONSLOW COUNTY PROPERTY" PREPARED BY JAMES P. STEWART & ASSOCIATES, RECORDED IN MAP BOOK 21 PAGE 32 IN THE ONSLOW COUNTY REGISTRY.

NOTE NO. 2 - IRON STAKES TO BE PLACED AT ALL PROPERTY CORNERS.

NOTE NO. 3 - COMMONS MAINTAINED BY HOMEOWNERS ASSOCIATION

NOTE NO. 4 - WATER SYSTEM VIA ONSLOW COUNTY SYSTEM

NOTE NO. 5 - SANITARY SEWER SYSTEM VIA NORTH TOPSAIL WATER AND SEWER, INC.



NOTARY PUBLIC
LAWRENCE S. BOEHLING
NOTARY PUBLIC IS CERTIFIED TO BE CORRECT. PRESENTED FOR REGISTRATION AND RECORDED IN THIS OFFICE IN MAP BOOK 22, PAGE 97, SLIDE D-285 THIS DAY OF March, 1988 A.D. AT 1:20 O'CLOCK P.M.

CURVE DATA			
CURVE	TANGENT	RADIUS	ARC
C-1	25.00	25.00	39.27
C-2	25.00	25.00	39.27
C-3	22.996	30.00	39.239

THE ONSLOW COUNTY PLANNING BOARD HEREBY APPROVES THE FINAL PLAT FOR BERMUDA LANDING.
DATE 3/17/88
CHAIRMAN ONSLOW COUNTY PLANNING BOARD

MAP REVISED - MARCH 15, 1988
MAP REVISED - NOVEMBER 19, 1987

STATE OF NORTH CAROLINA
PENDER COUNTY
I, Lawrence S. Boehling, a Notary Public of Pender County, N.C., hereby certify that Stuart H. Jones, personally appeared before me this day and acknowledged the due execution of the foregoing certificate. MY COMM. EXPIRES: May 14, 1992

- LEGEND:
- PROPERTY LINE
 - OUTSIDE BOUNDARY LINE OF SUB-DIVISION
 - LOT LINE OF SUB-DIVISION
 - CENTER LINE
 - TIE LINE, OLD PROPERTY LINE, PROPERTY LINE OF ADJOINING PROPERTY, OR OUTLINE OF TOPOGRAPHICAL DETAIL
 - EASEMENT LINE
 - R/W - RIGHT-OF-WAY LINE
 - UTILITY LINES
 - CONCRETE MONUMENT CONTROL CORNER (TOP ABOVE GROUND)
 - CONCRETE MONUMENT CONTROL CORNER (TOP BURIED)
 - IRON PIPE
 - IRON STAKE

L LENGTH OF CIRCULAR CURVE AS MEASURED WITH THE ARC OF THE CURVE
R RADIUS OF CIRCULAR CURVE
T TANGENT OF CIRCULAR CURVE
Δ DELTA ANGLE

M. F. Bostic

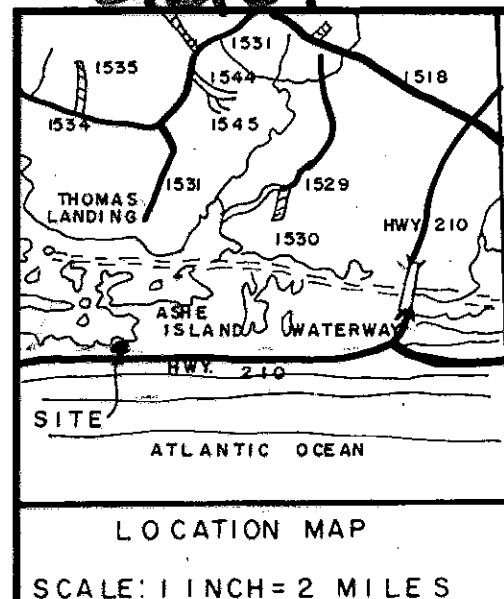
FINAL PLAT
BERMUDA LANDING
PROPERTY OF
M. F. BOSTIC
STUMP SOUND TOWNSHIP
ONSLOW COUNTY
NORTH CAROLINA
DATE OF SURVEY: JUNE 1986
SCALE: 1 INCH = 50 FEET

DRAWN BY L.K.H.	DRAWING NO. 537
DATE JUNE 1986	SHEET NO.

COWAN AND JONES, P.A.
REGISTERED LAND SURVEYORS
BURGAW, NORTH CAROLINA

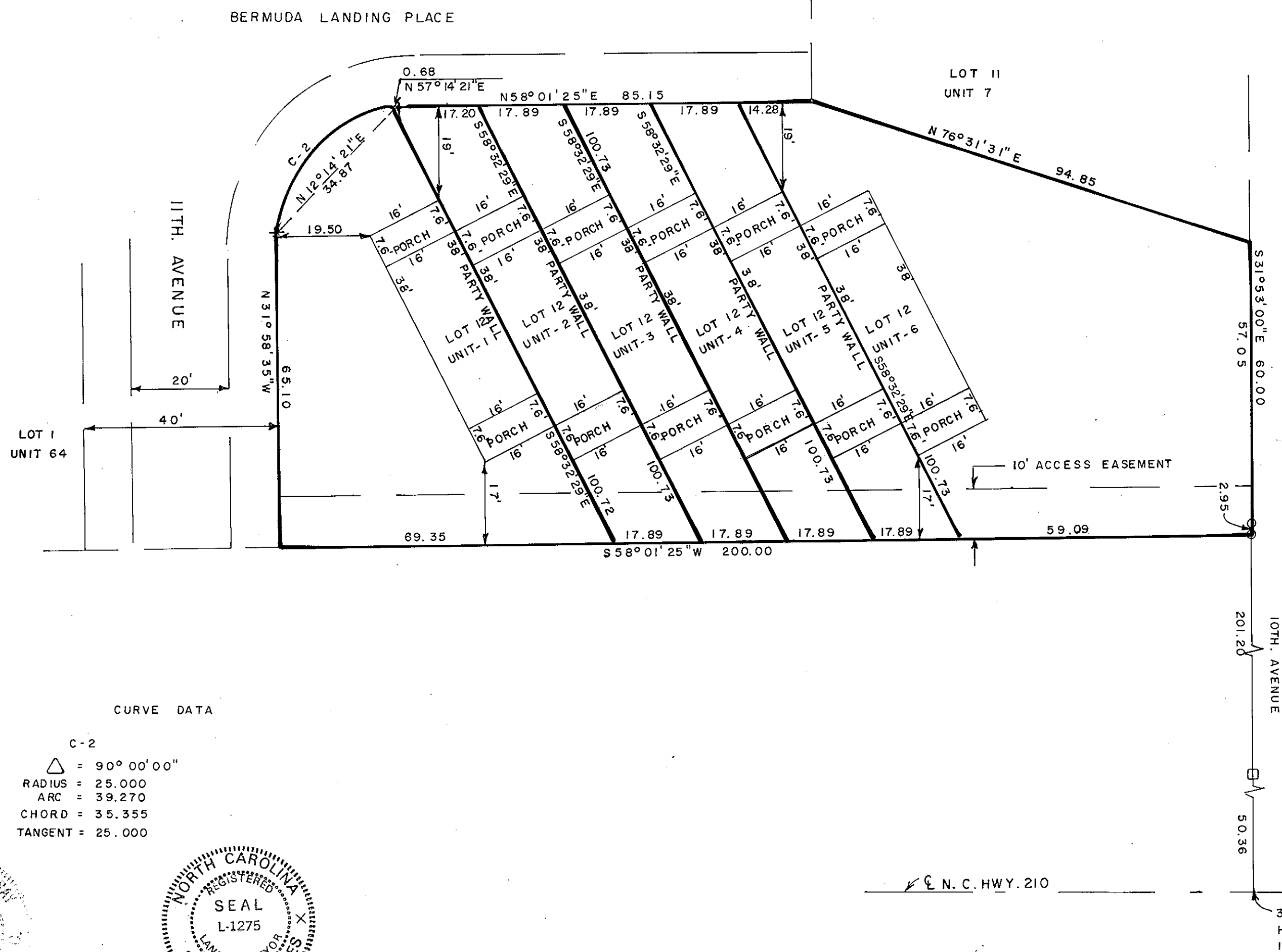
Slide - E - 250

222



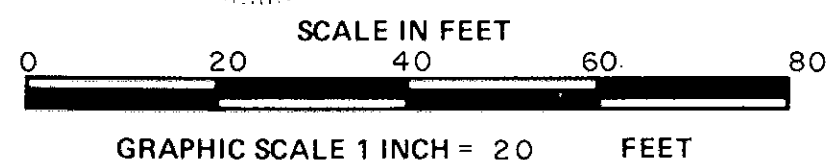
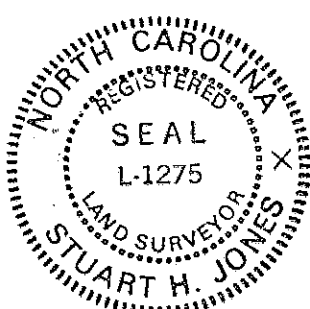
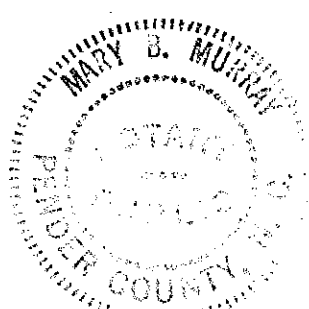
NOTE NO. 1 - FOR REFERENCE TO THE WITHIN PLATTED PROPERTY SEE A MAP RECORDED IN MAP BOOK 25, PAGE 97 IN THE ONSLOW COUNTY REGISTRY.

EXHIBIT (10)



CURVE DATA

C-2
Δ = 90° 00' 00"
RADIUS = 25.000
ARC = 39.270
CHORD = 35.355
TANGENT = 25.000



THE ONSLOW COUNTY PLANNING BOARD HEREBY APPROVES
THIS PLAT OF LOT 12, BERMUDA LANDING.
3/1/90 Charles H. Jones
DATE CHAIRMAN ONSLOW COUNTY PLANNING BOARD

3.4 MILES TO SOUTH END OF
HIGH RISE BRIDGE OVER
INTRACOASTAL WATERWAY

STATE OF NORTH CAROLINA
PENDER COUNTY
Stuart H. Jones, Notary Public, Pender County, N.C., here-
by certify that Mary B. Murray, Notary Public, Pender County, N.C., has
personally appeared before me this day and acknowledged the due execution of the foregoing certificate.
WITNESS MY HAND AND OFFICIAL SEAL THIS 16 DAY OF May, 1990
MY COMM. EXPIRES: May 15, 1992

LEGEND:
— PROPERTY LINE
--- OUTSIDE BOUNDARY LINE OF SUB-DIVISION
--- LOT LINE OF SUB-DIVISION
--- CENTER LINE
--- TIE LINE, OLD PROPERTY LINE, PROPERTY LINE OF ADJOINING
PROPERTY, OR OUTLINE OF TOPOGRAPHICAL DETAIL
--- EASEMENT LINE
--- R/W --- RIGHT-OF-WAY LINE
--- UTILITY LINES
--- CONCRETE MONUMENT CONTROL CORNER (TOP ABOVE GROUND)
--- CONCRETE MONUMENT CONTROL CORNER (TOP BURIED)
--- IRON PIPE
--- IRON STAKE

L LENGTH OF CIRCULAR CURVE AS MEASURED WITH THE ARC OF
THE CURVE
R RADIUS OF CIRCULAR CURVE
T TANGENT OF CIRCULAR CURVE
Δ DELTA ANGLE

SURVEY OF
BERMUDA LANDING
REVISION OF LOT 12
STUMP SOUND TOWNSHIP
ONSLOW COUNTY
NORTH CAROLINA
DATE OF SURVEY - FEBRUARY 1990
SCALE - 1 INCH = 20 FEET

DRAWN BY
L. K. H.
DATE
FEBRUARY 1990

COWAN AND JONES, P.A.
REGISTERED LAND SURVEYORS
BURGAU, NORTH CAROLINA

DRAWING NO.
SHEET NO.

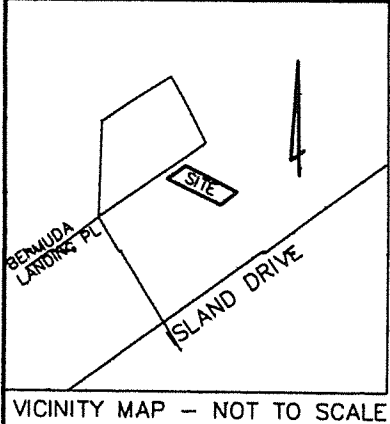
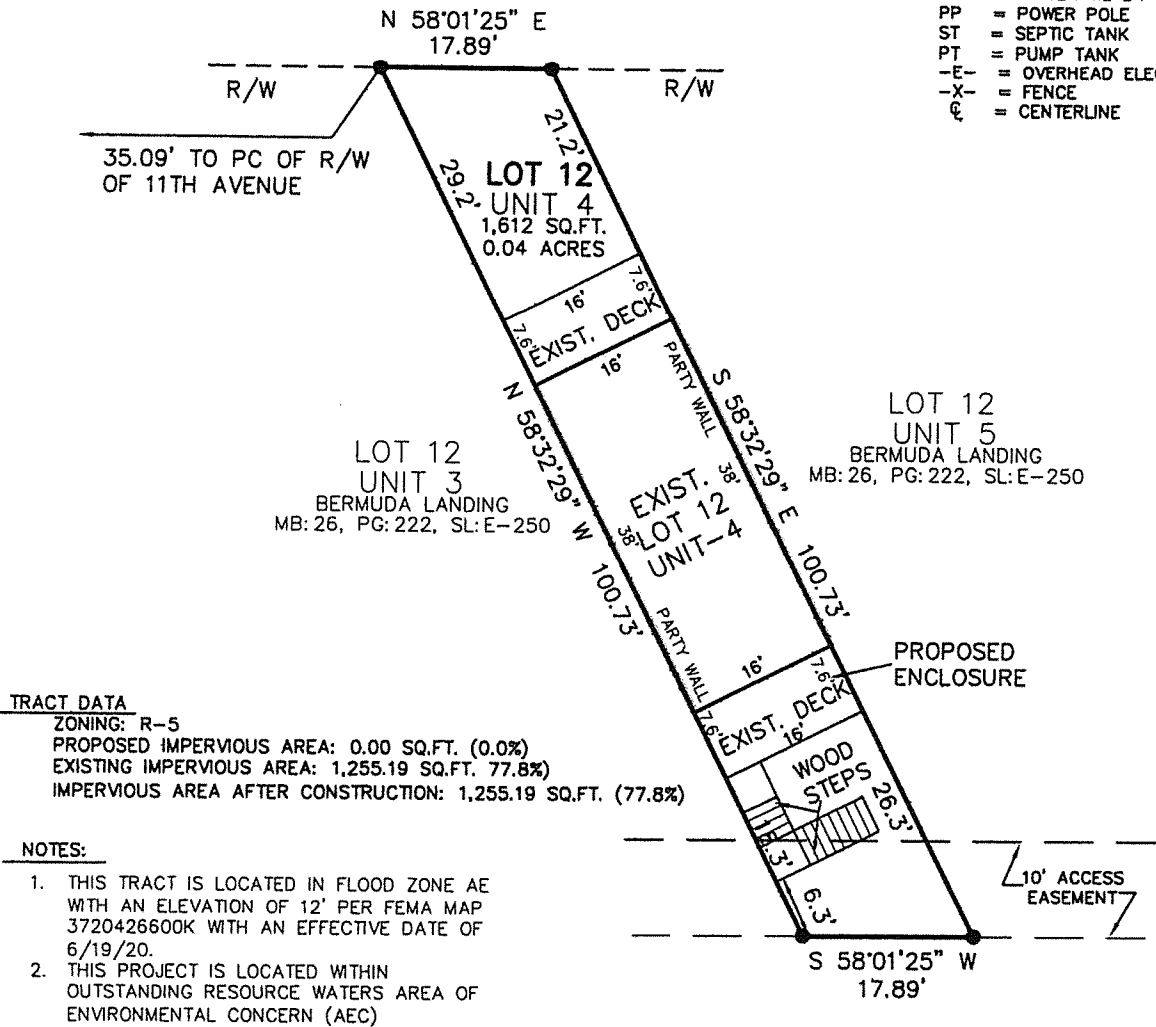


EXHIBIT (11)

— BERMUDA LANDING PLACE —

- LEGEND**
- EIP = EXISTING IRON PIPE
 - EIS = EXISTING IRON STAKE
 - SIS = SET IRON STAKE
 - ECM = EXISTING CONCRETE MONUMENT
 - EPK = EXISTING PK NAIL
 - MBL = MINIMUM BUILDING LINE
 - R/W = RIGHT OF WAY
 - EOP = EDGE OF PAVEMENT
 - CONC. = CONCRETE
 - WM = WATER METER
 - PP = POWER POLE
 - ST = SEPTIC TANK
 - PT = PUMP TANK
 - E- = OVERHEAD ELECTRICAL LINES
 - X- = FENCE
 - CL = CENTERLINE



TRACT DATA
ZONING: R-5
PROPOSED IMPERVIOUS AREA: 0.00 SQ.FT. (0.0%)
EXISTING IMPERVIOUS AREA: 1,255.19 SQ.FT. (77.8%)
IMPERVIOUS AREA AFTER CONSTRUCTION: 1,255.19 SQ.FT. (77.8%)

- NOTES:**
- THIS TRACT IS LOCATED IN FLOOD ZONE AE WITH AN ELEVATION OF 12' PER FEMA MAP 3720426600K WITH AN EFFECTIVE DATE OF 6/19/20.
 - THIS PROJECT IS LOCATED WITHIN OUTSTANDING RESOURCE WATERS AREA OF ENVIRONMENTAL CONCERN (AEC)

REFERENCES:
MB: 26, PG: 222, SL: E-250
DB: 4991, PG: 621

THE PURPOSE OF THIS PRELIMINARY PLOT PLAN IS TO ENCLOSE THE EXISTING DECK

ADDRESS:
4 BERMUDA LANDING PLACE

PRELIMINARY PLOT PLAN

LOT NO. LOT 12 UNIT 4 BLOCK _____
SUBDIVISION BERMUDA LANDING REVISION OF LOT 12
STUMP SOUND TOWNSHIP ONSLOW COUNTY, N.C.
PREPARED FOR: LAURA MURPHY (FORMERLY)
LAURA MIGNONE

JOHN L. PIERCE & ASSOCIATES, P.A. (C-1888)
405 JOHNSON BLVD., JACKSONVILLE, NC 28540
PHONE: (910)346-9800 FAX: (910)346-1210
DATE: NOV. 2, 2022 SCALE: 1"= 20'
F.B. N/A P. N/A JOB # 2022-100

THIS IS TO CERTIFY THAT THIS MAP IS A TRUE REPRESENTATION OF THE PROPERTY HEREON AS COMPILED BY ACTUAL SURVEY OF THE PREMISES AND THAT THERE ARE NO ENCROACHMENTS ACCORDING TO THE BEST OF MY KNOWLEDGE, EXCEPT AS SHOWN. THE RATIO OF REDUCTION IS 1:10,000+.

JOHN L. PIERCE
Professional Surveyor
Seal L-2596
2022

Section VII, Item B.

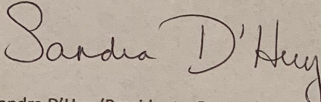
October 25, 2022

EXHIBIT (12)

To whom it concerns:

The Bermuda Landing Owners Association Board of Directors received an Architectural Change Request Form from Laura Murphy on 3/15/2022. The Board reviewed the renovation plans submitted by Chris Holmes, P.E., and approved the project on 3/20/2022. As part of the approval, the Board reiterated the Homeowner's Acknowledgement which states: "The homeowner will comply with all applicable federal, state, and local laws, codes, regulations and requirements in connection with the work and, they will obtain any necessary governmental permits and approvals for the work."

Yours truly,

A handwritten signature in cursive script that reads "Sandra D'Huy". The signature is written in dark ink and is positioned above the printed name.

Sandra D'Huy (President – Bermuda Landing Owners Association)

From: [Mairs, Robb L](#)
To: [Deb Hill](#); [Martin, Tina R](#)
Cc: [Styron, Heather M](#)
Subject: RE: [External] FW: PLANNING BOARD PACKAGE THURSDAY NOV 10 2022 5 PM
Date: Thursday, November 10, 2022 4:09:37 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Deb,

Correct, if the proposed expansion is located over existing impervious area, this would be consistent with **15A NCAC 07H .0209 COASTAL SHORELINES (d)(2)**. The proposed expansion would require a CAMA Minor Permit through the Morehead City Office (cc'd).

Thanks and hope you have a nice holiday weekend and happy Veterans Day.

Robb

Robb Mairs
 LPO Minor Permits Coordinator
 Division of Coastal Management
 North Carolina Department of Environmental Quality

910.796.7301 office
 910.789.2577 cell (Preferred)
robb.mairs@ncdenr.gov
<https://deq.nc.gov/about/divisions/coastal-management>
[Find a Field Rep \(arcgis.com\)](#)
 127 Cardinal Drive Extension
 Wilmington, NC 28405

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

From: Deb Hill <dhill@northtopsailbeachnc.gov>
Sent: Tuesday, November 8, 2022 5:06 PM
To: Martin, Tina R <Tina.Martin@ncdenr.gov>
Cc: Mairs, Robb L <robb.mairs@ncdenr.gov>
Subject: [External] FW: PLANNING BOARD PACKAGE THURSDAY NOV 10 2022 5 PM

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to [Report Spam](#).

Just for clarification, Tina, I had to get the Planning Board package out and included the statement

“redevelopment consistent with 15A NCAC 07H .0209 COASTAL SHORELINES (d)(2)” based on earlier conversations even though they had revised the plat from what they had submitted for the CAMA exemption. I’ll still need to get confirmation from you as the permitting authority.

Deborah J. Hill MPA AICP CFM CZO

Planning Director

Town of North Topsail Beach

2008 Loggerhead Ct.
North Topsail Beach, NC 28460
910.328.1349



From: Deb Hill

Sent: Tuesday, November 8, 2022 3:45 PM

Subject: FW: PLANNING BOARD PACKAGE THURSDAY NOV 10 2022 5 PM

Please see updated Planning Board package for Thursday, November 10th at 5 pm.

Thank you.

Hard copies available at Town Hall.

Deborah J. Hill MPA AICP CFM CZO

Planning Director

Town of North Topsail Beach

2008 Loggerhead Ct.
North Topsail Beach, NC 28460
910.328.1349



Pursuant to North Carolina General Statutes, Chapter 132, email correspondence to and from this address may be considered public record under the North Carolina Public Records Law and may possibly be disclosed to third parties.

Joann M. McDermon, Mayor
Mike Benson, Mayor Pro Tem

Aldermen:
Alfred Fontana
Richard Grant
Tom Leonard
Connie Pletl



Alice Derian, ICMA-CM
Town Manager

Melinda Mier
Town Clerk

Nature's Tranquil Beauty

Certification of Public Notice

In accordance with NCGS § 160D-4-6 (b) and North Topsail Beach Unified Development Ordinance (UDO) §2.06 Table 2-1, I hereby certify that on November 16, 2022, notice of a public hearing for the Special Use Permit application identified as Case No. SUP 22-02, was sent by first-class mail, to all owners of property abutting 4 Bermuda Landing. The list of owners and addresses was prepared from Onslow County Tax Records:

SMITH TIMOTHY & KAREN
11409 BURBERRY DR
RALEIGH, NC 27614

BERMUDA LANDING OWNERS ASSOC
99 BERMUDA LANDING PL
N TOPSAIL BEACH, NC 28460-8500

GRIMES CHRISTOPHER
5 BERMUDA LANDING PL
N TOPSAIL BEACH, NC 28460-8555

MIGNONE LAURA
4 BERMUDA LANDING PL
N TOPSAIL BEACH, NC 28460-8555

HIGGINS TIMOTHY & BETH POPLIN
208 PENTECOSTAL CH RD
MOUNT AIRY, NC 27030

On November 17, 2022, the Notice was posted at Town Hall, and on the Town's website and distributed to the "sunshine list." Notice was posted on the property subject to the request at least ten days prior to the scheduled hearing.

Certified:


Deborah J. Hill, MPA AICP CZO CFM

Planning Director

cc: file

Joann M. McDermon, Mayor
Mike Benson, Mayor Pro Tem

Alice Derian, ICMA-CM
Town Manager

Aldermen:
Alfred Fontana
Richard Grant
Tom Leonard
Connie Pletl

Melinda Mier
Town Clerk



Nature's Tranquil Beauty

NOTICE OF PUBLIC HEARINGS
TOWN OF NORTH TOPSAIL BEACH
BOARD OF ALDERMEN
Wednesday, December 7, 2022, 11:00 a.m.

Pursuant to NCGS § 160D-4-6 (b) and the Town's Unified Development Ordinance (UDO) §2.06 Table 2-1, notice is hereby given that a regular meeting of the North Topsail Beach Board of Aldermen will be held at 2008 Loggerhead Court, North Topsail Beach NC on Wednesday, December 7, 2022, 11:00 a.m. Hearings will be conducted to receive input on:

A Special Use Permit (Sec. 2.19) application to by Laura Murphy to renovate her townhouse at 4 Bermuda Landing by: removing the existing rear 16' x 7.6' deck; constructing a 16' x 7.6' den addition on 1st habitable level; building new deck on 2nd habitable level; and enclose the new ground-floor enclosure.

Although similar minor modifications and additions to the original Town House Development have previously received administrative approval prior to July 1, 2021, North Carolina General Statutes § 160D-403d Administrative Development Approvals and Determinations (see also UDO §2.15 (D)) now require that the same development review and approval process be applied as the original development for approval of modifications or minor development.

Onslow County Planning Board approved Bermuda Landing final plat on 3/17/88, effective July 1, 2021, any changes to Bermuda Landing – unless defined as minor and otherwise authorized by the ordinance - must be reviewed and approved by the Board of Aldermen using the procedures outlined in §4.03.03 TOWNHOUSE DEVELOPMENT.

All information pertaining to these public hearings may be viewed at the Town Hall Monday through Friday between the hours of 8:00 am and 5:00 pm.

For more information, please contact:
Deborah J. Hill MPA AICP CFM CZO, Planning Director
dhill@northtopsailbeachnc.gov
910-328-1349

§2.20 SPECIAL USE PERMITS.

(A) Objectives and purpose. Permitting special uses adds flexibility to the unified development ordinance. Subject to high standards of planning and design, certain uses are allowed in districts where they are compatible but where adverse impacts need to be minimized. By means of controls exercised through the special use permit procedures, these uses can be developed to minimize any bad effects they might have on surrounding properties.

(B) Granting authority.

(1) Special use permits must be approved by the Board of Aldermen.

(2) Requests for special use permits granted by the Board of Aldermen shall be initially reviewed by the Planning Board. The Planning Board shall pay particular attention to consistency of the proposed use with the CAMA Land Use Plan. At the meeting set by the Board of Aldermen for a evidentiary hearing, the Planning Board's written comments shall be presented, along with the staff report and are ~~not~~ subject to the rules of

sworn evidence.

(C) Application submission.

(1) The owner(s) or anyone with a possessory interest entitled to exclusive possession or anyone with a contractual interest soon to be a freehold interest in the property included in the petition for a special use permit shall submit an application to the Zoning Administrator at least 30 days before the meeting of the Board of Aldermen at which it is to be heard.

(2) It is recommended that the applicant or his or her representative meet with the Zoning Administrator before beginning the application process to discuss the proposed plans and the special use process.

(3) The application shall include all of the requirements pertaining to it in this ordinance. In addition, the application shall demonstrate compliance with the provisions identified for each special use identified in this ordinance. Without complete information, the application shall not be processed by the Zoning Administrator.

(4) The applicant shall submit sufficient information in order to provide a full and accurate description of the proposed use including its appearance and operational characteristics. The burden is on the applicant to present sufficient evidence to allow the appropriate board to make a finding that all the standards will be met.

(5) At the time of submission, applicants shall pay a fee according to the fee schedule approved by the Board of Aldermen to partially defray the costs of processing the application.

(D) Review procedures for special use permit.

(1) Notice of public evidentiary hearing. Upon receipt of a complete application for a special use permit, a public hearing shall be scheduled for an upcoming meeting of the Board of Aldermen. Notice of a public hearing shall be provided in the following manner.

(a) The Zoning Administrator shall provide written notice by first class mail at least ten days before the hearing to all parties to the proceeding and to owners of all parcels of land abutting the parcel for which the special use permit is sought. Names and addresses of property owners shall be obtained from property tax listings.

(b) Notice shall also be provided by newspaper publication of the location and subject of the request. Such notice shall run at least once each week for two successive weeks before the Board of Aldermen meeting at which the hearing is set for consideration of the request. The notice shall be published for the first time not less than ten, nor more than 25 days before the date fixed for the hearing.

(c) Notice shall also be posted by the town on the property subject to the request. Notice shall be posted at least one week before the scheduled hearing at which the request is to be heard.

(2) Public evidentiary hearing and action by Board of Aldermen. Upon receipt of a complete application at least 30 days before a meeting of the designated Board, the Board shall consider the applicant's request. All evidence presented at the public hearing shall be under oath, and evidence shall be competent, substantial and material. Following the public hearing, the board shall act on the applicant's request by either granting or denying the request.

(3) Voting. When voting on the applicant's request for a special use permit, a majority vote of the Board of Aldermen shall be required to grant the request. Vacant seats and disqualified members are not counted in computing the necessary majority vote. If the Board grants the special use permit, the approval

shall include approval of required plans as submitted.

(4) Conflicts. A member of the Board of Aldermen shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible conflicts include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business or other associational relationship with an affected person, or a financial interest in the outcome of the matter. If an objection is raised to a member's participation and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection.

(5) Findings. In granting the permit, the Board of Aldermen shall make a written decision that:

(a) Identifies the key facts of the case and applies these facts to the following standards. The Board must find that all of these conditions exist, or the application will be denied;

(b) The use or development is located, designed and proposed to be operated so as to maintain or promote the public health, safety and general welfare;

(c) The use or development complies with all required regulations and standards of this ordinance and with all other applicable regulations; and

(d) The use or development conforms to the plans for the land use and development of town as embodied in this zoning ordinance and in the town CAMA land use plan.

(6) Additional conditions. In granting the special use permit, the Board may designate additional conditions that will, in its opinion, assure that the use in its proposed location will be harmonious with the area in which it is proposed to be located, is within the spirit of this ordinance and clearly in keeping with the public welfare.

All such additional conditions shall be entered into the minutes of the meeting, at which the special use permit is granted, on the special use permit itself and on the approved plans. The Board must obtain applicant's/landowner's written consent to conditions related to a special use permit to ensure enforceability. (S.L. 2019-111, Pt. I.) The special use permit and any other specific conditions shall run with the land and shall be binding on the original applicants, their heirs, successors and assigns. The Board must not impose conditions on special use permits that the local government does not otherwise have statutory authority to impose. (S.L. 2019-111, Pt. I.)

(7) Denial. If the specified board denies a request for a special use permit, it shall enter the reasons for its action in the minutes of the meeting at which the action was taken. A letter signed by the Zoning Administrator is mailed to the applicant identifying the reasons for denial.

(8) Approvals and copies. Upon approval of the request for a special use permit, a copy of the plan shall be dated and signed by the Zoning Administrator, denoting town approval. One copy shall be returned to the applicant.

(9) Appeal of decision. Appeal may be taken from the action of the Board of Aldermen in granting or denying a special use permit through Superior Court of the county. Any petition for review shall be filed with the Clerk of Superior Court within 30 days after a decision of the board is filed in the office of the Town Clerk, or after a written copy of the decision is delivered to every aggrieved party who has filed a written request for such copy with the Clerk at the time of the hearing of the case, whichever is later. The decision of the authorized board shall be delivered to the aggrieved party either by personal service or by registered mail or certified mail return receipt requested.

(10) Failure to comply with plans or conditions. In the event of failure to comply with the plans approved by the Board of Aldermen or with any other conditions imposed upon the special use permit, the permit shall thereupon immediately become void and of no effect. No building permits for further construction or certificates of occupancy under this special use permit shall be issued, and all completed structures shall be regarded as nonconforming uses subject to the provisions of this ordinance; provided, however, that the Board of Aldermen shall not be prevented from thereafter rezoning said property for its most appropriate use.

(Ord. passed 11-2-2011)

§ 160D-406. Quasi-judicial procedure.

(a) **Process Required.** - Boards shall follow quasi-judicial procedures in determining appeals of administrative decisions, special use permits, certificates of appropriateness, variances, or any other quasi-judicial decision.

(b) **Notice of Hearing.** - Notice of evidentiary hearings conducted pursuant to this Chapter shall be mailed to the person or entity whose appeal, application, or request is the subject of the hearing; to the owner of the property that is the subject of the hearing if the owner did not initiate the hearing; to the owners of all parcels of land abutting the parcel of land that is the subject of the hearing; and to any other persons entitled to receive notice as provided by the local development regulation. In the absence of evidence to the contrary, the local government may rely on the county tax listing to determine owners of property entitled to mailed notice. The notice must be deposited in the mail at least 10 days, but not more than 25 days, prior to the date of the hearing. Within that same time period, the local government shall also prominently post a notice of the hearing on the site that is the subject of the hearing or on an adjacent street or highway right-of-way. The board may continue an evidentiary hearing that has been convened without further advertisement. If an evidentiary hearing is set for a given date and a quorum of the board is not then present, the hearing shall be continued until the next regular board meeting without further advertisement.

(c) **Administrative Materials.** - The administrator or staff to the board shall transmit to the board all applications, reports, and written materials relevant to the matter being considered. The administrative materials may be distributed to the members of the board prior to the hearing if at the same time they are distributed to the board a copy is also provided to the appellant or applicant and to the landowner if that person is not the appellant or applicant. The administrative materials shall become a part of the hearing record. The administrative materials may be provided in written or electronic form. Objections to inclusion or exclusion of administrative materials may be made before or during the hearing. Rulings on unresolved objections shall be made by the board at the hearing.

(d) **Presentation of Evidence.** - The applicant, the local government, and any person who would have standing to appeal the decision under G.S. 160D-1402(c) shall have the right to participate as a party at the evidentiary hearing. Other witnesses may present competent, material, and substantial evidence that is not repetitive as allowed by the board.

Objections regarding jurisdictional and evidentiary issues, including, but not limited to, the timeliness of an appeal or the standing of a party, may be made to the board. The board chair shall rule on any objections, and the chair's rulings may be appealed to the full board. These rulings are also subject to judicial review pursuant to G.S. 160D-1402. Objections based on jurisdictional issues may be raised for the first time on judicial review.

(e) **Appearance of Official New Issues.** - The official who made the decision or the person currently occupying that position, if the decision maker is no longer employed by the local government, shall be present at the evidentiary hearing as a witness. The appellant shall not be limited at the hearing to matters stated in a notice of appeal. If any party or the local government would be unduly prejudiced by the presentation of matters not presented in the notice of appeal, the board shall continue the hearing.

(f) **Oaths.** - The chair of the board or any member acting as chair and the clerk to the board are authorized to administer oaths to witnesses in any matter coming before the board. Any person who, while under oath during a proceeding before the board determining a quasi-judicial matter, willfully swears falsely is guilty of a Class 1 misdemeanor.

(g) Subpoenas. - The board making a quasi-judicial decision under this Chapter through the chair or, in the chair's absence, anyone acting as chair may subpoena witnesses and compel the production of evidence. To request issuance of a subpoena, the applicant, the local government, and any person with standing under G.S. 160D-1402(c) may make a written request to the chair explaining why it is necessary for certain witnesses or evidence to be compelled. The chair shall issue requested subpoenas he or she determines to be relevant, reasonable in nature and scope, and not oppressive. The chair shall rule on any motion to quash or modify a subpoena. Decisions regarding subpoenas made by the chair may be immediately appealed to the full board. If a person fails or refuses to obey a subpoena issued pursuant to this subsection, the board or the party seeking the subpoena may apply to the General Court of Justice for an order requiring that its subpoena be obeyed, and the court shall have jurisdiction to issue these orders after notice to all proper parties.

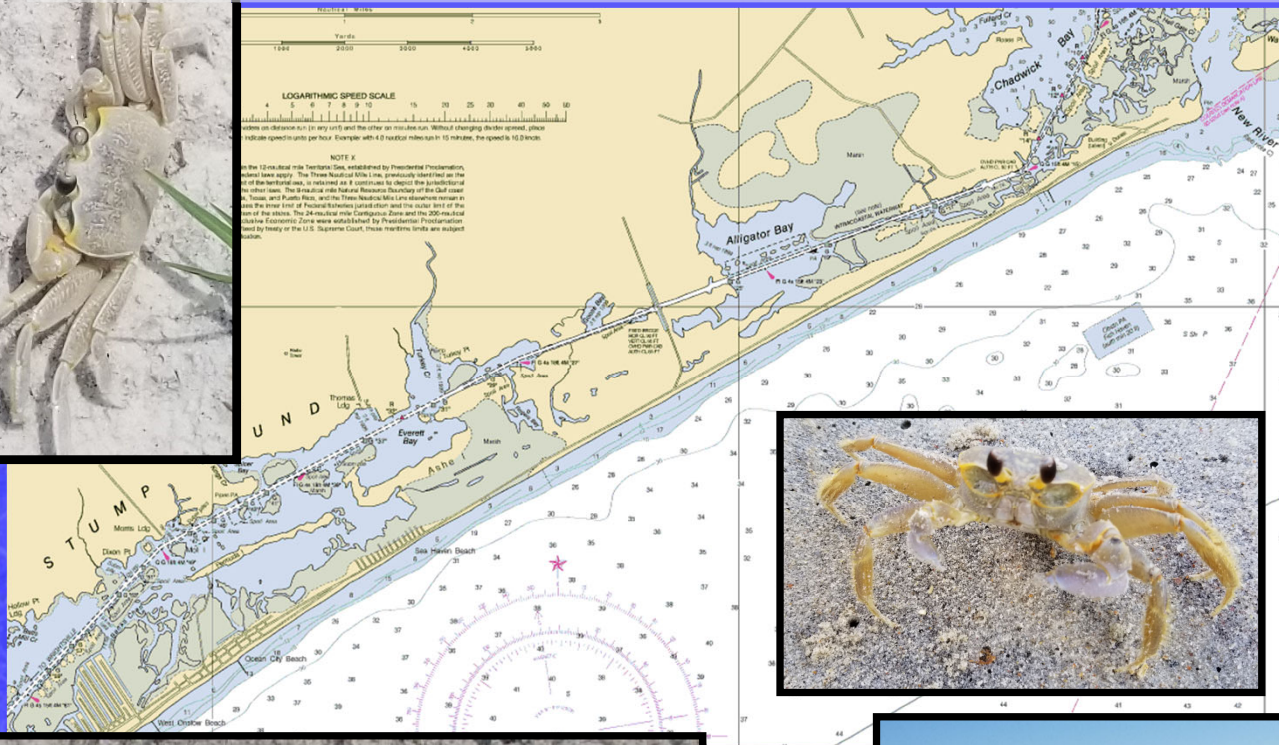
(h) Appeals in Nature of Certiorari. - When hearing an appeal pursuant to G.S. 160D-947(e) or any other appeal in the nature of certiorari, the hearing shall be based on the record below, and the scope of review shall be as provided in G.S. 160D-1402(j).

(i) Voting. - The concurring vote of four-fifths of the board shall be necessary to grant a variance. A majority of the members shall be required to decide any other quasi-judicial matter or to determine an appeal made in the nature of certiorari. For the purposes of this subsection, vacant positions on the board and members who are disqualified from voting on a quasi-judicial matter under G.S. 160D-109(d) shall not be considered members of the board for calculation of the requisite majority if there are no qualified alternates available to take the place of such members.

(j) Decisions. - The board shall determine contested facts and make its decision within a reasonable time. When hearing an appeal, the board may reverse or affirm, wholly or partly, or may modify the decision appealed from and shall make any order, requirement, decision, or determination that ought to be made. The board shall have all the powers of the official who made the decision. Every quasi-judicial decision shall be based upon competent, material, and substantial evidence in the record. Each quasi-judicial decision shall be reduced to writing, reflect the board's determination of contested facts and their application to the applicable standards, and be approved by the board and signed by the chair or other duly authorized member of the board. A quasi-judicial decision is effective upon filing the written decision with the clerk to the board or such other office or official as the development regulation specifies. The decision of the board shall be delivered within a reasonable time by personal delivery, electronic mail, or first-class mail to the applicant, landowner, and any person who has submitted a written request for a copy prior to the date the decision becomes effective. The person required to provide notice shall certify to the local government that proper notice has been made, and the certificate shall be deemed conclusive in the absence of fraud.

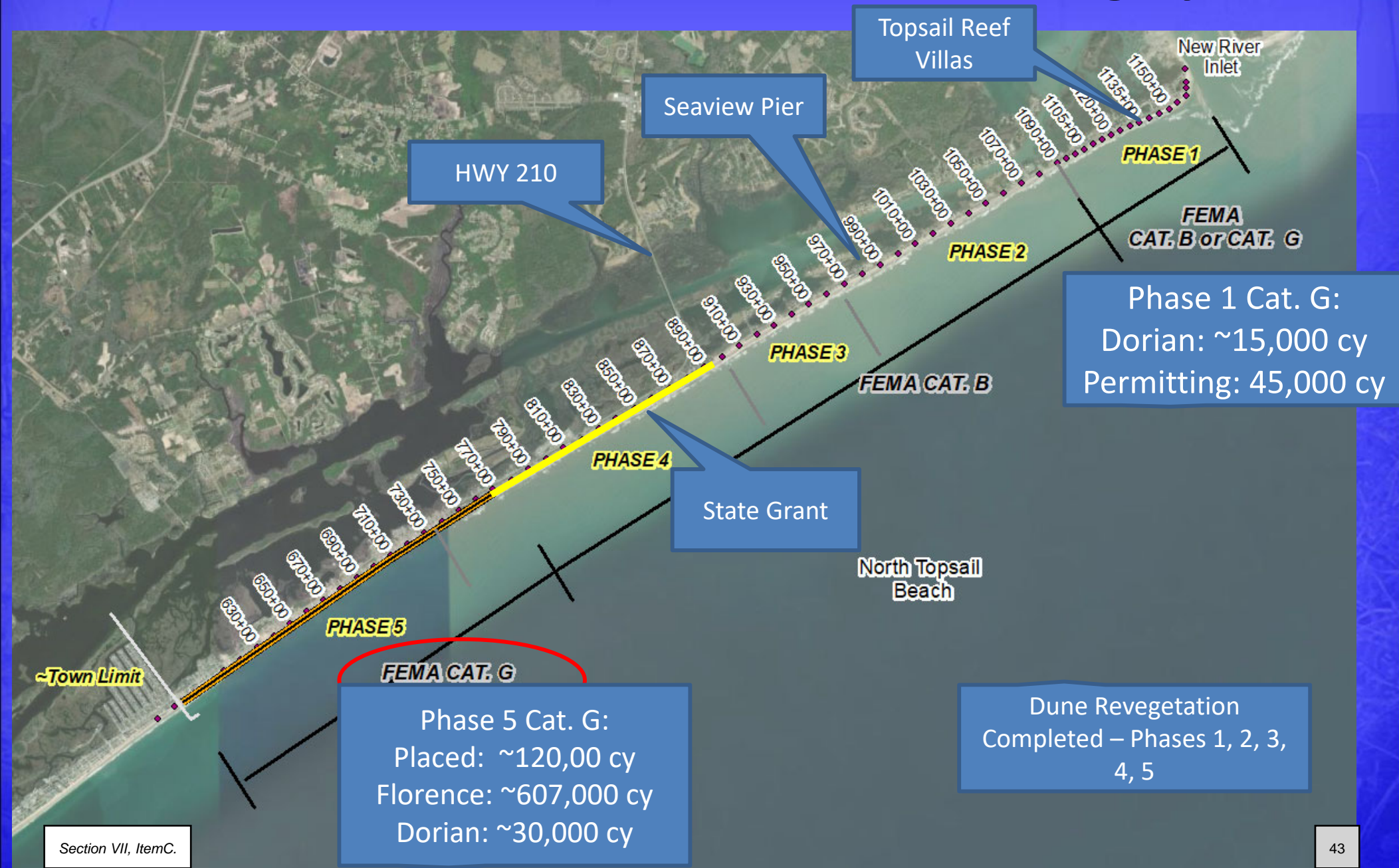
(k) Judicial Review. - Every quasi-judicial decision shall be subject to review by the superior court by proceedings in the nature of certiorari pursuant to G.S. 160D-1402. Appeals shall be filed within the times specified in G.S. 160D-1405(d). The governing board of the local government that is a party to the judicial review of the quasi-judicial decision shall have the authority to settle the litigation, subject to Article 33C of Chapter 143 of the General Statutes. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d); 2021-168, s. 3(a).)

North Topsail Beach Coastal Update December 2022

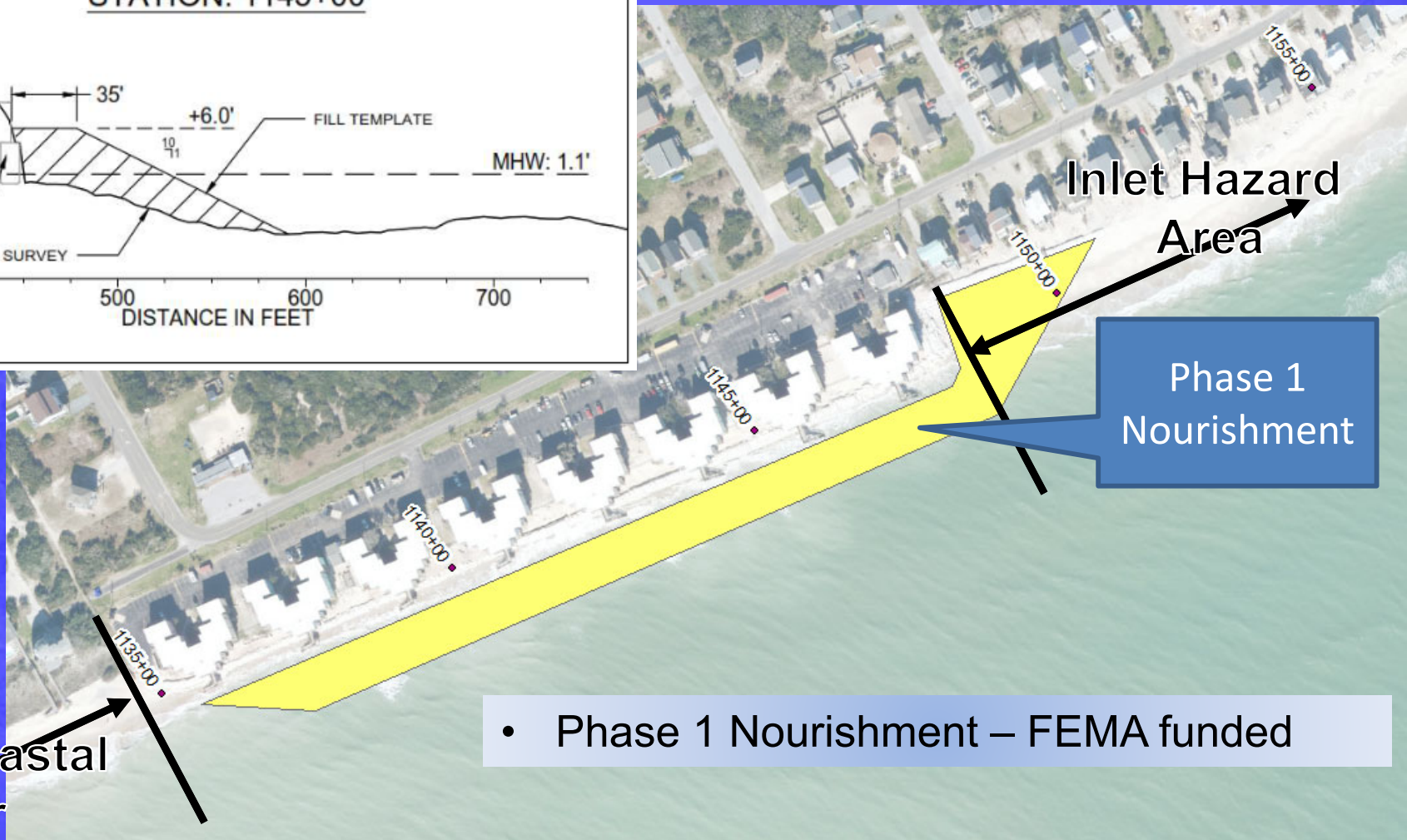
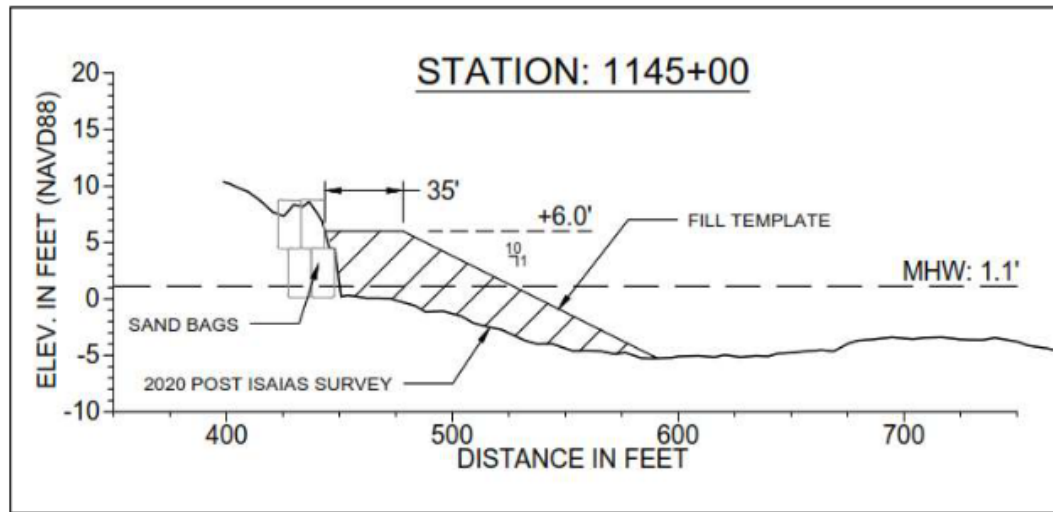


Ongoing and Upcoming Projects Overview

State Grant, Dorian and Florence FEMA Category G.



Permitted Nourishment NON-COBRA Areas in Phase 1 Beach (not Dune) Nourishment



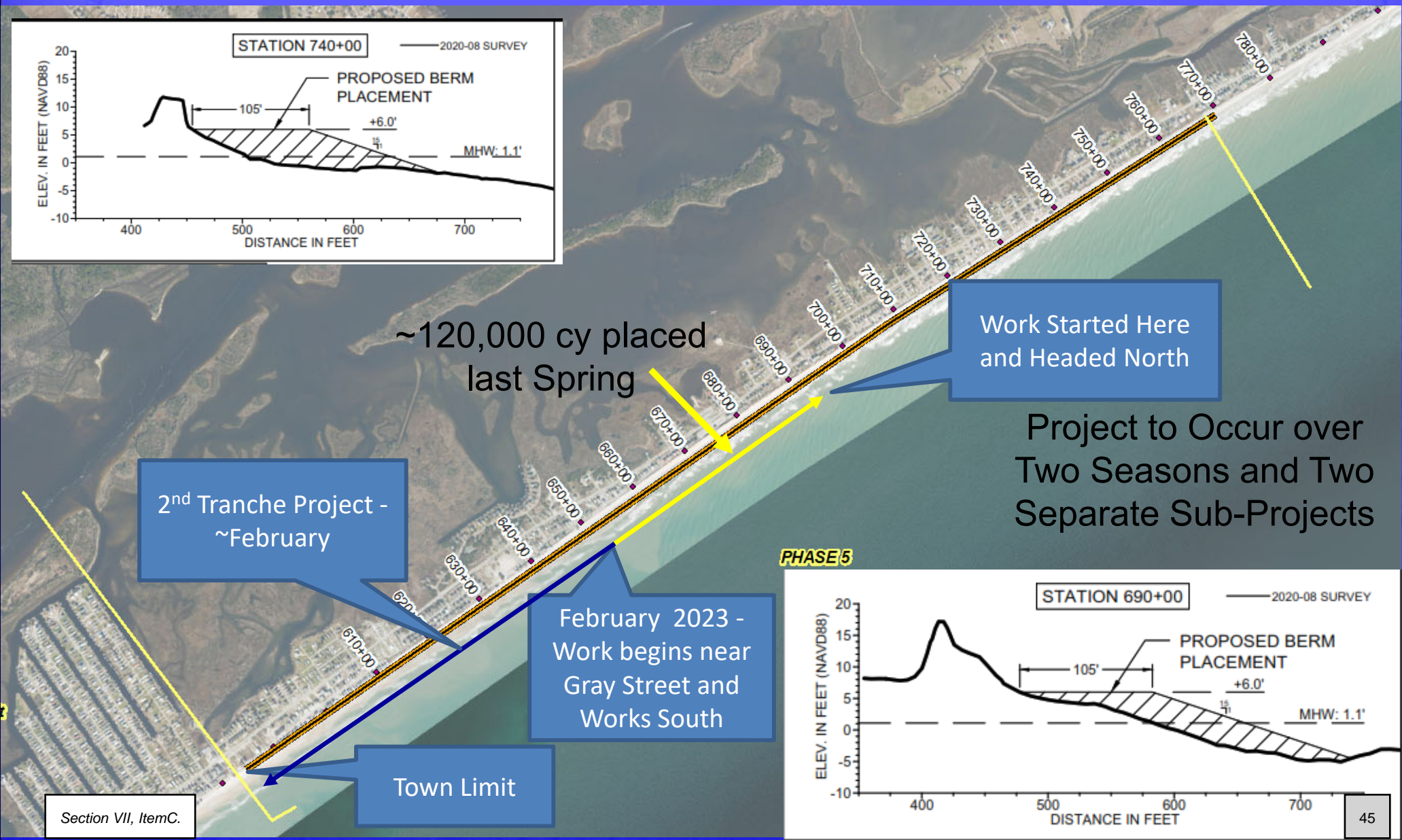
- Phase 1 Nourishment – FEMA funded

USFWS Coastal
Barrier

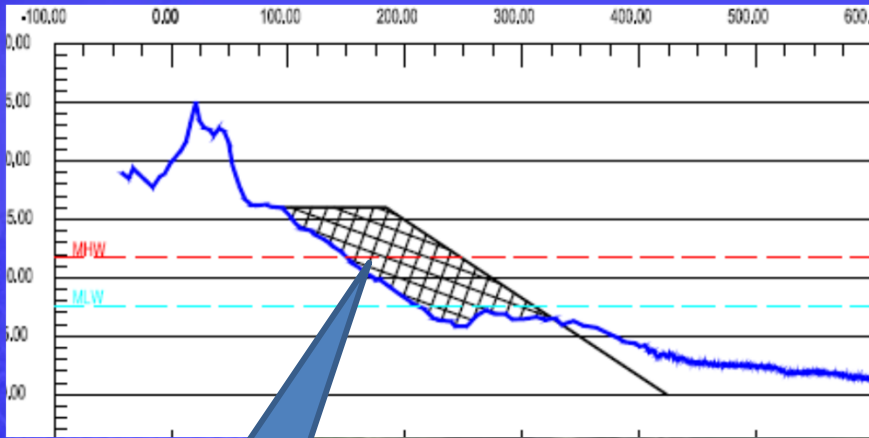
Resources Act Unit

Florence & Dorian Nourishment in Phase 5 Has Begun.

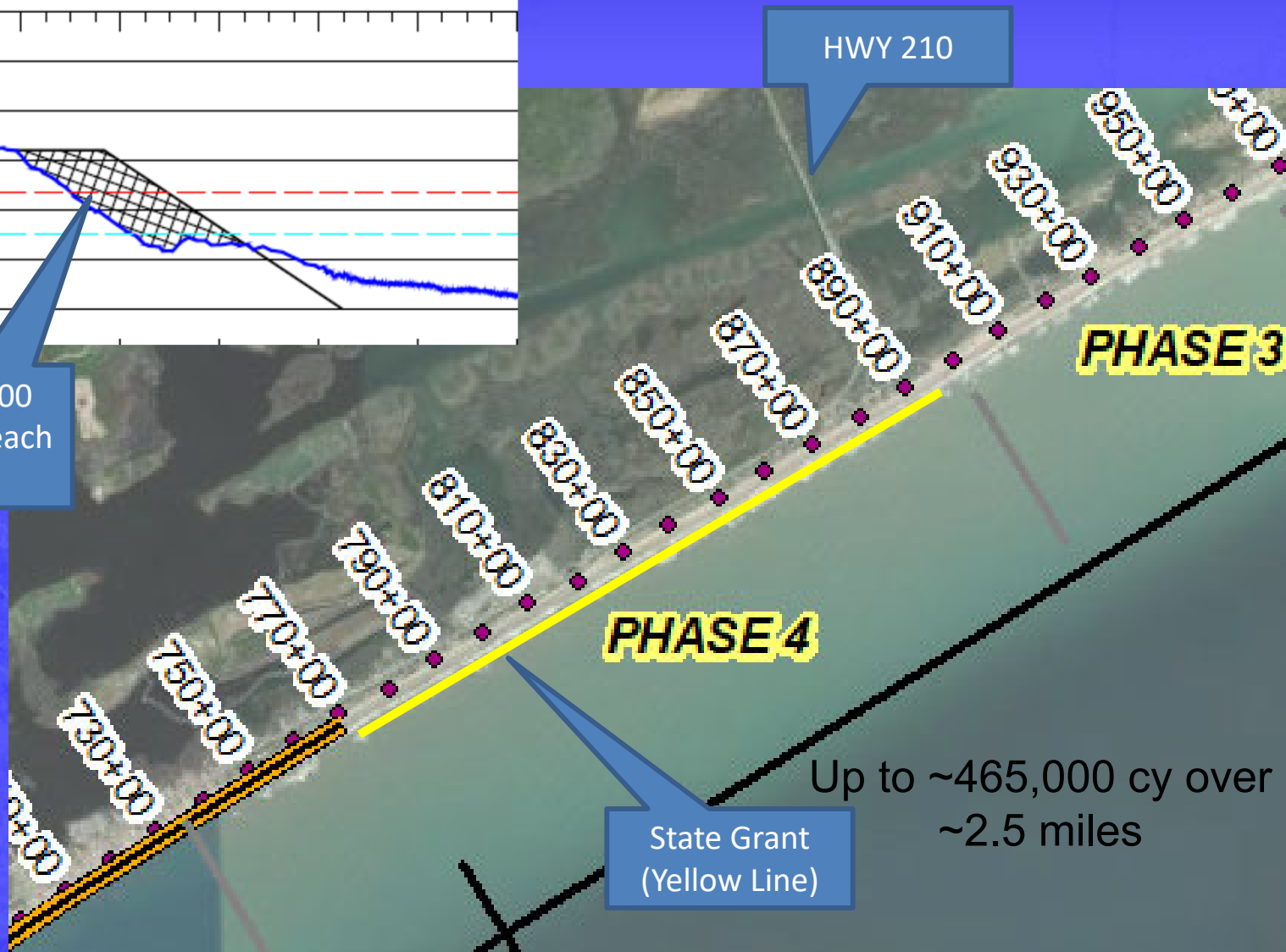
Beach (not Dune) Nourishment



Successful State Grant in Phase 4. Beach (not Dune) Nourishment



~80 to 100
Feet of Beach
Width



Up to ~465,000 cy over
~2.5 miles

State Grant
(Yellow Line)

Project to Occur Next Season –
Permitting Ongoing

County Beach Access Dune Rehabilitation



Figure 1: Dune Material Placement (photo taken February 3, 2021).

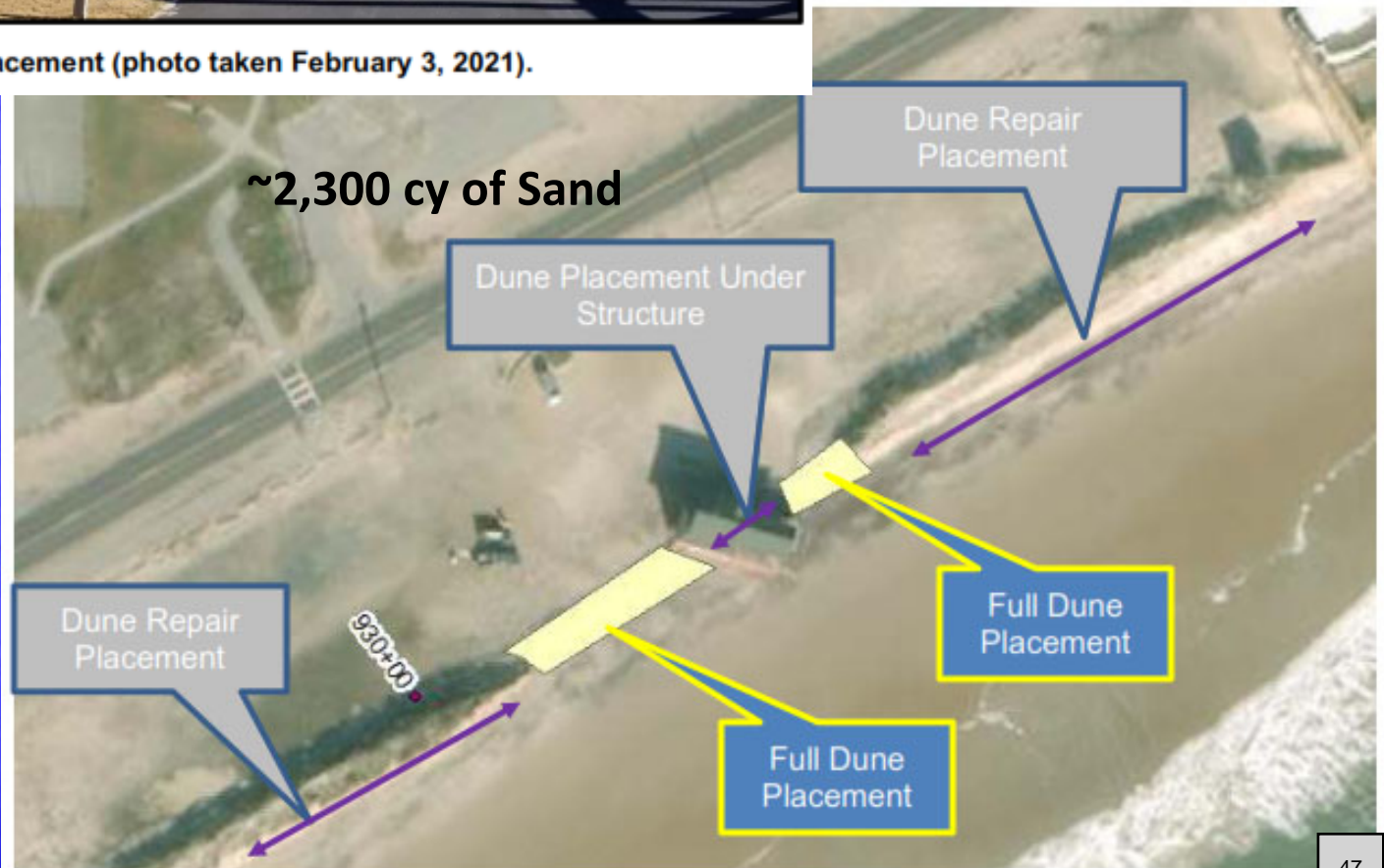
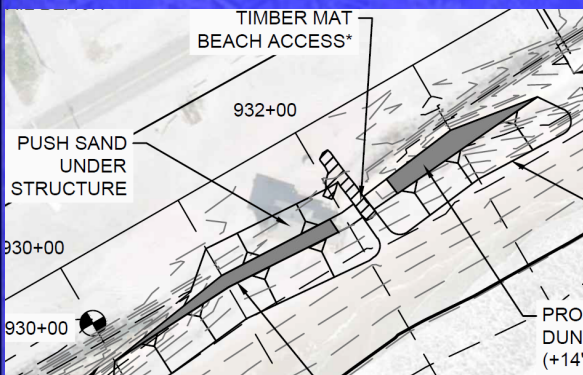
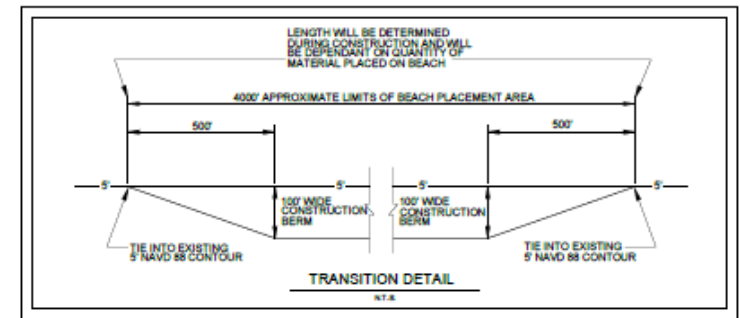
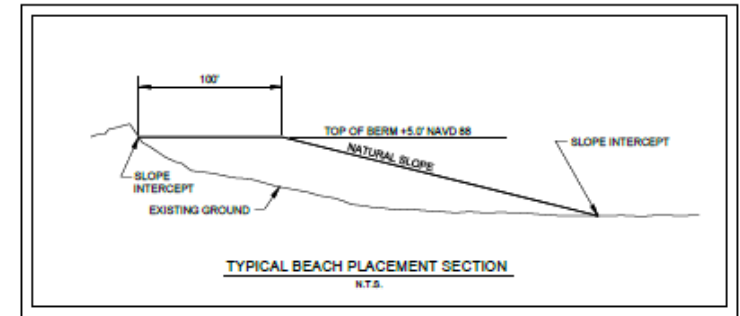


Figure 2: Plan view dune placement schematic.

AIWW/Channel Corps Dredging. ~173,000 cy.

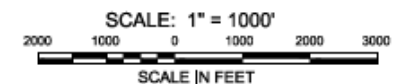


Section VII, Item C.



NOTES

1. DUE TO AGE OF PHOTOGRAPHY, PIPELINE ROUTE IS APPROXIMATE. THE CONTRACTOR SHALL NOTIFY THE TOWN OF NORTH TOPSAIL BEACH NO LATER THAN 10 DAYS PRIOR TO COMMENCEMENT OF PIPELINE PLACEMENT. POINT OF CONTACT WITH THE TOWN OF NORTH TOPSAIL BEACH IS STEVE POSTER, TOWN MANAGER PHONE NO.: 910-328-1346. PRIOR TO THE PLACEMENT OF PIPE, THE CONTRACTOR SHALL MEET ON SITE WITH THE CONTRACTING OFFICER OR HIS/HER DESIGNATED REPRESENTATIVE AND A REPRESENTATIVE OF THE NORTH CAROLINA WILDLIFE RESOURCES COMMISSION TO DETERMINE THE EXACT PIPELINE ROUTE. AS PIPELINE IS BEING LAID, CONTRACTOR SHALL CONSTRUCT RAMPS WHERE NECESSARY TO ALLOW PASSAGE OF VEHICLES OVER PIPELINE; THIS INCLUDES BUT IS NOT LIMITED TO ALL DRIVEWAYS FOR HOMEOWNERS.
2. VERTICAL DATUM NAVD88. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ESTABLISHING HORIZONTAL AND VERTICAL CONTROL PRIOR TO PLACEMENT OF DREDGED MATERIAL IN THE DESIGNATED PLACEMENT AREA.
3. HORIZONTAL DATUM NAD 1983.
4. PHOTOGRAPHY DATE: FEBRUARY 2019, COPYRIGHT 2019 DIGITAL GLOBE.
5. AREA TO BE DREDGED SHOWN THIS -
6. FOR DETAILS OF AREAS TO BE DREDGED, SEE SHEETS CH108, CH107, CH106, & CH105.
7. THE CONTRACTOR SHALL BEGIN PLACEMENT OF DREDGED MATERIAL ON THE BEACH IN THE VICINITY OF THE INTERSECTION OF RIVER DRIVE AND NEW RIVER INLET ROAD. DUE TO ONGOING CHANGES TO THE SHORELINE CAUSED BY OCEAN WAVES, THE EXACT BEGINNING POINT FOR PLACEMENT OF DREDGED MATERIAL WILL BE ESTABLISHED BY THE CONTRACTING OFFICER OR HIS/HER DESIGNATED REPRESENTATIVE IMMEDIATELY PRIOR TO THE START OF DREDGING AND PLACEMENT OPERATIONS. PLACEMENT OF THE 100-FOOT WIDE BERM SHALL CONTINUE DOWN THE BEACH AS FAR AS THE QUANTITY OF DREDGED MATERIAL WILL ALLOW.
8. ALL CONTRACTOR OPERATIONS SHALL BE PERFORMED IN A MANNER THAT AVOIDS DAMAGE TO EXISTING SANDBAGS, STRUCTURES AND ROADS. SANDBAGS, STRUCTURES AND ROADS DAMAGED BY CONTRACTOR OPERATIONS SHALL BE REPAIRED TO THE SATISFACTION OF THE CONTRACTING OFFICER OR HIS/HER DESIGNATED REPRESENTATIVE AT NO COST TO THE GOVERNMENT OR TO THE OWNERS OF THE DAMAGED PROPERTY. IN ORDER TO MINIMIZE THE RISK OF DAMAGE, WHEELED OR TRACKED EARTH MOVING EQUIPMENT SHALL NOT WORK CLOSER THAN 10 FEET FROM STRUCTURES DURING ALL WORK INCLUDING DISTRIBUTION AND MOVEMENT OF BEACH FILL MATERIAL. EXISTING SANDBAGS BELOW ELEVATION 5 FEET THAT LIE WITHIN THE BEACH FILL LIMITS SHALL BE COVERED WITH FILL, EXCEPT EXISTING SANDBAGS AT TOPSAIL REEFS SHALL NOT BE COVERED. IN AREAS WHERE IT IS NOT POSSIBLE TO TIE INTO THE 5-FOOT CONTOUR, THE CONTRACTOR SHALL CONSTRUCT THE BACKSLOPE TO THE NATURAL ANGLE OF REPOSE.
9. NORTH TOPSAIL BEACH AND THE INLET BEACH ARE CONSIDERED SUITABLE HABITAT FOR SHORE BIRDS AND SEA TURTLES. ALL WORK ON THE BEACH INCLUDING PIPE REMOVAL SHALL BE COMPLETED BY 31 MARCH 2023. SEE PARAGRAPH ENVIRONMENTAL WINDOWS OF SECTION 01 57 19 OF THE SPECIFICATIONS FOR ENVIRONMENTAL WINDOWS AND RESTRICTIONS.



Town Beach Projects Updates

- Phase 5 Beach Nourishment - ST Wooten started hauling and working north. ~180,000 cy remain. Gray Street access being used.
- Separate 2nd Tranche Truck Haul for Phase 5 - ~290,000 cy. Start at Gray Street and work south – February 2023
- Hurricane Dorian Phase 1 FEMA Category G (15,000 cy) near Topsail Reef Villas and ~45,000 cy permitted (Nov 16, 2022, to April 1, 2023).
- USACE AIWW/Channel Dredging and Phase 1 Placement
- New River Inlet Management Master Plan EIS: Continued EIS processing and meetings. Additional Modeling
- Working with NTB Finance Officer and DEC Associates regarding funding for FEMA and State funded projects
- Permitting Coordination (all projects)
- County Beach Access
- State Grant (Phase 4)



CONSULTING CONTRACT

This contract is between the Town Of North Topsail Beach (hereinafter 'Town') and consultant Nancy Avery (hereinafter 'Consultant') entered into this 21st day of November, 2022.

Services

Consultant will perform duties of a Town Clerk position as expected by the Town and required by state law including attendance at and agenda and minute preparation for all Board of Aldermen meetings.

Consultant will provide assistance with other duties as requested by the Town.

Consultant agrees to adhere to the Town's instructions and policies.

Duration of services

This contract is effective on November 21, 2022, with a completion date to be determined by the Town.

The Town's expectation is use of Consultant's services on an interim and as needed basis.

Completion of services

Both parties agree that this contract shall consist of the Consultant performing the services referenced above under Services.

Compensation

The Town agrees to pay the Consultant \$35.00 per hour at the end of each month of the contract term. The Town also agrees to pay mileage reimbursement from Consultant's address at 6509 Berridge Drive, Wilmington, NC to and from Town Hall at 2008 Loggerhead Court at the IRS rate. Consultant shall submit invoices accordingly.

Payment

The Town agrees to submit payment within fifteen (15) days of receipt of invoice.

Liaison

The Town Manager shall serve as liaison for the Consultant during the project.

Modification, extension and termination

This contract represents the entire written agreement between the parties. It may be modified, extended or terminated by mutual written consent of both parties.

The parties agree that at all times performing this service, the Consultant is an independent contractor and not an employee of the Town.

It is agreed that all information obtained in the performance of this contract is confidential and no information will be released without the express consent of the Town.

Town of North Topsail Beach, N.C.

Alice Derian, Town Manager

Nancy Avery, Consultant



Town of North Topsail Beach
Town Hall - 2008 Loggerhead Court, N. Topsail Beach, NC

(910) 328-1349 | www.northtopsailbeachnc.gov

Board of Aldermen Regular Meeting Minutes

Wednesday, October 05, 2022, at 11:00 AM

Board Present: Mayor McDermon, Mayor Pro Tem Benson, Alderman Grant, Alderman Pletl, Manager Derian, Town Clerk Mier, Attorney Edes.

Online participants: Fran Way, ATM Coastal Engineer, and Andrew and Doug Carter, Carter Associates

I. CALL TO ORDER. Mayor McDermon called the meeting to order at 11 am

II. INVOCATION. Mayor Pro Tem Benson gave the invocation.

III. PLEDGE OF ALLEGIANCE. Mayor McDermon led the group in the pledge of allegiance.

IV. APPROVAL OF AGENDA. Mayor McDermon requested a motion to adopt the agenda.

Mayor Pro Benson made the motion and Alderman Pletl seconded. It was approved unanimously. (3-0)

V. MANAGER'S REPORT. Manager Alice Derian presented the following report for October.

Beach Projects:

Living Shoreline Project – Richard Peters Park

- The contracts for the living shoreline project have been executed and since the last meeting we received our permit from the Division of Coastal Management right before Hurricane Ian hit. We are waiting on the contractor to propose a new date since it was originally going to be planned for October 4th.

New River Environmental Impact Statement (EIS)

- On September 21, 2022, Mayor McDermon, Mayor Pro Tem Benson and I had a conference call with Mickey Sugg, the Regulatory Chief for the Wilmington District of the USACE on the status of the New River Inlet Management Master Plan Environmental Impact Statement (EIS). There was no new information provided at this meeting to report. I provided him the scope of the modeling work that is underway.

Channel to Jacksonville

- There was a meeting on Sept. 20th with USACE in regards to the ICW Crossing and to discuss the channel to Jacksonville disposal area. USACE has awarded a contract to Cottrell contracting to place approximately 173,000 CY's of sand that will be placed along the inlet area. In the past, the contractor did not always follow what was the best placement for NTB and we wanted to ensure that we relayed to them what would be of most benefit to the town and to ensure USACE holds them to that scope of work. We requested they begin at the south and pump north working with the current, not against it. They were holding a pre-construction meeting with the contractor later that same week and will be following up with us to schedule another meeting soon. We relayed that we would like this project to occur first and then come in after with our FEMA project that is expected to place an additional 16,000 CY's of sand.

Abandoned Vessel Removal Request

- Our joint request on behalf of NTB and Onslow County to USACE to remove the abandon vessel, located on a sandbar in the southern side of the NRI was officially denied. They indicated it is not located within the current federal navigation channel. Therefore, it is not considered an obstruction, nor does it pose a hazard to navigation. Consequently, at this point in time the Wilmington District is unable to request and expend federal navigation funds to remove the vessel from the inlet.
- The request that I had submitted to the Marine Corps to remove the above water rigging has also been denied since they have looked at the rigging debris and have determined that it is outside their capabilities to remove safely. I have requested assistance from the Coastal Federation and have since submitted another joint request to State Wildlife. Response from these two agencies are pending.

Hurricane Ian Response

- Preparations have been underway since pre-season to be prepared for such event. We have been asking residents for weeks to sign up for CodeRed and Re-entry passes. We had issued over 300 re-entry passes before Hurricane Ian arrived and therefore did not have lines waiting out the door before the pending storm. I worked with our Public Works supervisor before the storm to obtain a pump that we used to divert over wash from flooding Richard Peters Park that we knew was likely to come from the County Access #4. We also had it ready, if need be, to deploy to other locations. Fortunately, we were able to keep it running in front of the park.
- CodeRed was utilized to notify residents a state of emergency was declared without imposing restrictions on September 29th and remained in effect until 12:01am on October 3rd.

- I activated our EOC at Town Hall with limited staff early Friday, Sept. 30th. Town offices closed at 12:00noon; however, EOC staff remained. We did assessments and responded throughout the weekend. NRI Rd at Sea Gull Lane was closed through Friday as well as the drive-on access at Beach Access #3. We recently acquired a street sweeper that was approved as part of the budget to provide maintenance of pathways and roadways and it certainly proved to be an asset to the town over the weekend. Public Works worked through Saturday to clean and ensure the roadways were passable. Staff completed damage assessments on Saturday. Damage was minimal to 13 properties of less than 10% in the \$50-\$60k range mostly in the Beach Club area.
- Beach surveys started on Monday. Staff as well as TI Coastal have been out surveying conditions post Ian. These are still in progress; however, a few isolated areas of dune scarping (about 1-2' tall) between the southern town line and Access 35, but overall, most of the losses are limited sea oat sprigs that were over washed, causing them to die. The dune system overall stayed intact but the beach took a decent hit. Per the engineer doing an assessment on Monday stated that most of the eroded sand has likely moved just offshore in the nearshore sand bars and will make its way back on the beach, but this will take a few months to happen. I expect a final briefing later this week. Staff is also finalizing our official damage assessment report and we will do an after-action meeting within the next week.
- We continue to take steps to improve upon storm preparedness and have since purchased a wind speed reader that will be installed on the building at Town Hall. Once it is installed, we will have a Davis weather link live added to our website to be able to share data in real time on our website. We also have which is new this storm season a 4G/5G internet service for a mobile network for all EOC communications, which includes phone and internet. We are essentially prepared to set up a command post anywhere and have a backup if we are at a location and they lose service. We can still communicate. I also approved this week the purchase of 2 additional portable two-way radios. This will provide additional radio communication for essential staff during/after an event. There is a cyber security grant coming available to the state. We are waiting on direction with this and monitoring to submit an application with recent purchases for potential reimbursement.

Thank you to all Department Heads and staff who have done an excellent job responding to the needs of the town during and following this event.

VI. OPEN FORUM.

Fred Burns was concerned about the new UDO rules to protect the dune system in town. He was concerned that exempting seashell collection on dunes would degrade dunes as town-wide there is the 'keep off the dune' UDO rule. He was also concerned about enforcement of the dune rules and asked for clarification on who is responsible for enforcement.

Steve Scheibner, a resident of the private Beach Club at the New River Inlet, would like to know if the Town can remove over washed/drifted sand in the private roadway that hinders vehicle access to their parking areas and place it on the town-owned lot in that same area.

- Mayor McDermon encouraged the owners in this area to think about forming an HOA to address this and other issues.
- Mayor Pro Tem Benson suggested that restoration of the sandbag revetment would alleviate a lot of the over washed sand from the roadway. He also suggested that the plaintiffs' representatives from the sandbag settlement agreement should be meeting with the town representatives to move forward with restoration work.
- Attorney Edes stated that the Town has fulfilled all its obligations in the settlement agreement and is ready to meet with plaintiffs' reps.

Sherry Fox (accompanied by Christopher O'Brian) outreach specialist from the Jacksonville Office of the United States Department of Veterans Affairs spoke about the program and its aim to help all veterans and their families by providing them with independent counselling, couples counselling, and therapy groups. Our office is a safe place for veterans just to enjoy a cup of coffee. She encouraged veterans in town to take advantage of this opportunity.

VII. PUBLIC PRESENTATIONS AND HEARINGS

Mr. Fran Way, ATM coastal engineer, updated the board on current shoreline projects

- The Phase 5 FEMA Category G Beach Nourishment project that was contracted by ST Wooten hauled and placed on the beach about 120,000 cy of sand this spring. This project will start up again November 16 with about 180,000 cy more sand to be hauled and placed.
- Bids for the 2nd Tranche for Phase 5 will be released soon.
- We still await word on the Coastal Storm Damage Mitigation grant application from the state that would extend the Phase 5 FEMA project the length of the shoreline in Phase 4.
- Truck-hauled sand for the Phase 1 Hurricane Dorian FEMA Category G (15,000 cy) project near Topsail Reef Condos will be placed in the next environmental window (Nov 16, 2022, to April 1, 2023). Bidding is next step.
- New River Inlet Management Master Plan EIS continues by the US Army Corps of Engineers (USACE).
- We are working with NTB Finance Officer and DEC Associates regarding funding for upcoming FEMA and State funded projects
- Sea oats planting in the restored dunes along our shoreline has been completed.

- USACE AIWW/Channel to Jacksonville dredging bidding is underway. The disposal area for this work is the Phase 1 beach with 170,0000 cy of sand expected.
- County Beach Access #4 dune restoration will be permitted, bid, and completed this winter

VIII. CONSENT AGENDA. Mayor McDermon requested a motion to adopt the consent agenda.

Alderman Grant made a motion to approve the consent agenda. Mayor Pro Tem Benson seconded the motion which carried unanimously (3-0).

IX. CONTINUING BUSINESS

A. Chairman Benson gave the BISAC update. The committee recommended that an at-large member be added since several months had passed and no applications from Phase 3 had been received. The town manager was asked to notice this vacancy. The CRC at its September meeting approved the new inlet hazard areas for the shallow draft inlets in North Carolina which greatly expanded the New River Inlet Hazard Area. Recently, however, the DCM delayed adoption of the new rule until the CRC can consider some exemptions to the rules for structure at inlets at its upcoming November meeting. Chairman Benson also reported the need to develop grantsmanship for the Town given the billions of Federal dollars and millions of State dollars available for coastal resiliency. Alderman Grant added that ad hoc grant writers are at a premium with the competition for these funds.

B. Ordinance Amending Town Code §10-47 EXEMPTIONS. Planning Director Deb Hill talked about the language in Town Code §10-47 which takes out seashell collection on dunes and adds conservation activities as an exemption. Director Hill noted that the US Supreme Court has a case before it that could affect the definition of the US Army Corps definition of 404 wetlands. She also noted that the Division of Coastal Management's rules for coastal wetlands fall under 401 wetlands. She plans to bring rules for coastal (state) wetlands before the Planning Board at their next meeting as some communities in the state are adopting stricter wetland standards than the State.

Mayor McDermon called for a motion to adopt the updated language in Town Code §10-47.

Alderman Pletl made the motion and Alderman Grant seconded the motion which carried unanimously (3-0).

C. BOA Applicants. Mayor McDermon asked Clerk Mier to read the names of the 15 applicants for the Board of Alderman vacancy. The applicants were Anthony Baker, Fred Burns, Jon Caborn, Deborah Coltrane, Michael Curran, Fred Fontana, Phil Fowler, Edmond Kosmos, Cameron Kuegel, Tom Leonard, Kip Malcolm, Stephen Newbern, Laura Olszewski, Clay Riggins, and Steve Scheibner.

Mayor McDermon asked each Alderman to give a brief discussion of how they came forward with their recommendations. The three aldermen explained what they were looking forward in an applicant. Many applicants had very strong applications.

Attorney Edes then explained the nomination ballot method of selecting the two aldermen that had been used in the past by this board. With the nomination ballot method all applicants are considered nominated. The aldermen then write the name of their nomination on their signed ballot. The board agreed to use this nomination method. Mr. Fred Fontana received two votes and Ms. Laura Olszewski received one vote so the first alderman seat will be filled by Mr. Fontana. On the second seat ballot, Mr. Tom Leonard received two votes and Ms. Laura Olszewski received one vote so the second alderman seat will be filled by Mr. Leonard.

D. Amendment to Bond Order - Town of North Topsail Beach 2022A SOB. Mayor McDermon noted that Mr. Doug Carter was online to answer any questions about this bond order of the next two on the agenda. No one had a question.

Mayor McDermon asked for a motion to approve bond order 2022A.

Alderman Grant made the motion to approved seconded by Mayor Pro Tem Benson. The motion passed unanimously (3-0)

E. Bond Order - Town of North Topsail Beach 2022C SOB (FEMA)

Mayor McDermon asked for a motion to approve bond order 2022C.

Alderman Grant made the motion to approve seconded by Mayor Pro Tem Benson. The motion passed unanimously (3-0)

F. Issuance Resolution - Town of North Topsail Beach 2022C SOB

Mayor McDermon asked for a motion to approve the issuance resolution 2022C.

Alderman Grant made the motion to approve seconded by Mayor Pro Tem Benson. The motion passed unanimously (3-0)

X. NEW BUSINESS

A. NCBIWA Conference Registration Manager Derian noted seven full registrations for the meeting, thus she recommends a motion to approve a gold level sponsorship of \$1,500.

Mayor McDermon asked for a motion to approve gold level sponsorship of \$1,500 dollars for the NCBIWA Conference, November 3rd and 4th.

Alderman Grant made the motion to approve seconded by Mayor Pro Tem Benson. The motion passed unanimously (3-0)

B. Request to Modify Text - Special Event Policy and Permit/Application. Manager Derian asked for approval of the modified text within the Special Event Policy permit/application to

require the additional insured endorsement for all events unless otherwise waived in writing by the Town Manager. The board has the full text before them. The modification ensures event organizers have liability insurance that would protect the town from liable at a non-Town sponsored event.

Mayor McDermon asked for a motion to approve the modified text within the Special Event Policy permit/application document.

Alderman Grant made the motion to approve seconded by Mayor Pro Tem Benson. The motion passed unanimously (3-0)

C. Memorandum of Understanding between the Town of North Topsail Beach and the Town of Topsail Beach. Manager Derian requested approval for a MOU with the Town of Topsail Beach to provide substitute personnel to conduct building inspections for the parties of agreement when their respective personnel are unavailable. Manager Derian noted that we already have such an agreement with the Town of Surf City which has worked well in the past.

Mayor McDermon asked for a motion to provide substitute personnel to conduct building inspections for the parties of agreement when their respective personnel are unavailable.

Alderman Pletl made the motion to approve seconded by Alderman Grant. The motion passed unanimously (3-0)

D. Resolution of Appreciation for Mr. Don Harte. Mayor McDermon read a resolution of appreciation for Mr. Don Harte.

XI. OPEN FORUM

No one came forward to speak.

XII. ATTORNEY'S REPORT. Attorney Edes had no report.

XIII. MAYOR'S REPORT. Mayor McDermon thanked staff for their hurricane efforts. She commended Manager Derian and her staff's performance for all the projects before the Town. She reiterated that a 'fact sheet' for the new Inlet Hazard Area would be developed and placed on the Town's website once the CRC gives final approval. Made note of the regional DOT Advisory Committee meeting in Topsail Beach that she would attend where she will champion for bike lanes on New River Inlet Road.

XIII. ALDERMANS' REPORT. Alderman Pletl thanked Manager Derian and her staff for their efforts during Hurricane Ian. She wanted to welcome the newly elected board members and thanked all those who applied. She also noted that all 110 sea turtle nests on the island (73 nests in NTB) have hatched.

Mayor Pro Tem Benson also thanked Manager Derian and her staff for their efforts during Hurricane Ian which occurred over the weekend. He thanked all the BOA applicants who applied and encouraged them to apply for other town committees.

Alderman Grant echoed thanks to Manager Derian and her staff during Hurricane Ian particularly in keeping the floodwaters pumped off of New River Inlet Rd at BA#4. He attended the Onslow County Board of Commissioners meeting where he received support of cooperation at all the county beach access areas in town. He also noted that there will be three board of alderman slots open for election in the November 2023 election.

XIV. CLOSED SESSION. Mayor McDermon requested a motion to go into closed session to “Consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged [G.S. 143-318.11(a)(3)] and to discuss specific personnel [G.S. 143-318.11(a)(6)].

Mayor Pro Tem Benson made the motion to go into closed session at 1:10 pm as per N.C.G.S. 143-318.11(a) (3) and (6) which was seconded by Alderman Pletl. The motion passed unanimously.

Mayor Pro Tem Benson made a motion to return to open session at 1:18 pm which was seconded by Pletl. The motion passed unanimously.

Mayor McDermon announced that no action was taken in closed session.

XVI. SUBSEQUENT ACTION.

Mayor McDermon asked for a motion to approve a salary adjustment for Manager Derian.

Alderman Pletl made the motion to approve a 5% merit increase in salary and a one-time \$5,000 bonus for Manager Derian which was seconded by Mayor Pro Tem Benson. The motion passed unanimously.

XVII. ADJOURNMENT.

Mayor McDermon asked for a motion to adjourn.

Alderman Pletl made the motion to adjourn which was seconded by Mayor Pro Tem Benson. The motion passed unanimously.

Joann McDermon, Mayor

ATTEST

Nancy Avery, Interim Town Clerk



Town of North Topsail Beach
Town Hall - 2008 Loggerhead Court, N. Topsail Beach, NC

(910) 328-1349 | www.northtopsailbeachnc.gov

Board of Aldermen Regular Meeting Minutes

Wednesday, November 02, 2022, at 11:00 AM

Board members Present: Mayor McDermon, Mayor Pro Tem Benson, Alderman Fontana, Alderman Grant, Alderman Leonard. **Board members absent:** Alderman Pletl

Staff present: Town Manager Derian, Administrative Record Assistant Kerri Simpson

Town Attorney Edes was in attendance.

Other participants: Fran Way, ATM Coastal Engineer, and Ernie Olds, Becker Morgan Group

I. CALL TO ORDER. Mayor McDermon called the meeting to order at 11 am.

Attorney Edes noted that there are two alderman seats open. Thus, the rules for a quorum are met with three of four elected officials present.

II. INVOCATION. Alderman Grant gave the invocation.

III. PLEDGE OF ALLEGIANCE. Mayor McDermon led the group in the pledge.

IV. APPROVAL OF AGENDA. Mayor McDermon requested a motion to adopt the agenda.

Mayor Pro Tem Benson made the motion to adopt the agenda which was seconded by Alderman Grant. It was approved unanimously.

V. MANAGER'S REPORT

Beach Projects:

Living Shoreline Project – Richard Peters Park

- I am pleased to report that the first Living Shoreline project for the Town was completed at Richard Peters Park on October 18th. I have talked to the NC Coastal Federation about signage for the project. They are working on signage that will be installed at the project site to convey information about Living Shorelines and provide an educational component to the park. I have already expressed interest for another project and the goal is to have a demonstration of different types of Living Shorelines throughout NTB.

Channel to Jacksonville

- There was a meeting on Sept. 20th with USACE in regard to the ICW Crossing and to discuss the channel to Jacksonville disposal area. USACE has awarded a contract to Cottrell contracting to place approximately 173,000 cubic yards of sand that will be

placed along the inlet area. There is a site meeting scheduled with USACE, their contractor and us on November 9th at 11:00 am to review the project area. We relayed that we would like this project to occur first and then come in after with our FEMA project that is expected to place an additional 16,000 cubic yards of sand.

Phase 5

- Last season's paused work is to resume November 16th by ST Wooten at the Gray Street Access.
- Tranche 2 work – CM Mitchell will start work Mid-February and complete the remainder of Phase 5.

Phase 4 / Coastal Storm Damage Mitigation Fund Grant

- We have received a letter of award from the NC Department of Environmental Quality/Division of Water Resources announcing that \$10,500,000 in financial assistance for the Town's nourishment has been tentatively approved by the state. The award is pending the successful execution of a grant contract between the State and the Town. I have submitted additional information as requested last week and there was a place holder to discuss this Grant under New Business in the event that I had received the contract for the Board to approve at today's meeting. I have provided the Board a Resolution to review and to take action on later in the meeting. If the Board moves forward with a Resolution, then I will have a contract to execute as the next step.
- I had an initial meeting with engineers and the Carter Associates to map out the logistics of the project and grant requirements. The engineers are working on a timeline and then we will work with Carters and our auditors to map out the cash flow and timing so everything will coincide. This grant contract will have a term of two years. Grantees may request a one-year extension. The feedback I have received so far from the engineers is that it will start next season (2023/2024) and be completed within that season. Starting mid-November and finishing in April.
- Permitting is still pending.

County BA#4

- Fran has reached out to CM Mitchell for updated costs and first available start date to fill in the dune.

Abandoned Vessel Removal Request

- The NC Coastal Federation has contacted their contractor right before Hurricane Ian, who has been inundated with work in Florida. They are still waiting on them to finish up a couple of removals in this area. They are checking back with them to see if they can look at it and if they can estimate any sort of timeline. Depending on the cost, they may

be able to cover the removal with grant funding if it is in the \$35,000 range with funds they have left.

Hurricane Ian Response

- Under the current declaration, CAT B Emergency Protective Measures are available for FEMA reimbursement. FEMA is still gathering other damages from around the state to determine if we are getting a full disaster declaration. I authorized the engineers to complete a post Ian beach survey after an initial assessment to gather data on beach loss, volume of sand loss and verify where it moved during the storm event. Should FEMA extend emergency protective measures for CAT G, then we will be able to submit the surveying and any beach restoration deemed necessary. Feedback I have received is based on damage calculations; it is not looking promising for NC. Surveying is still in progress and expected to wrap up this week.

FEMA Funds

- I have been working through various agencies to get our current FEMA funds released. On Monday, we have received \$3,829,736 in FEMA funds that were due.

Website

- We officially launched the new website on October 26th and provided an invitation via social media for any feedback or suggestions from residents/users. To date, we have received positive feedback from staff and outside users. Some of the features of the new site include the ability to complete most forms on-line, dedicated projects page to find up-to-date information on planned and projects that are underway, detailed permitting instructions and real time weather and rip current information provided by a newly installed weather station at Town Hall.

VI. OPEN FORUM

Jeff Meyer thanked Mike Benson who spoke to the Topsail Reef HOA Meeting about beach nourishment projects and how the beach works along the shoreline at Topsail Reef condos.

VII. PUBLIC PRESENTATIONS AND HEARINGS

A. Coastal Engineer Update (Mr. Fran Way)

Town Beach Projects Summary

- Phase 5 Beach Nourishment -ST Wooten hauled ~120,000 cubic yards over 2 months (March and April 2022). Will start up again November 16 and work north. 180,000 cubic yards remain.

- Separate 2nd Tranche Truck Haul for Phase 5 for 290,000 cubic yards. Start at Gray Street and work south in February 2023
- Hurricane Dorian Phase 1 FEMA Category G (15,000 cubic yards) near Topsail Reef Villas and 45,000 cubic yards permitted (Nov 16, 2022, to April 1, 2023).
- USACE AIWW/Channel Dredging and Phase 1 Placement
- New River Inlet Management Master Plan EIS: Continued EIS processing and meetings. Additional Modeling
- Working with the Town's Finance Officer and DEC Associates regarding funding for FEMA and State funded projects
- Sea Oat Planting -Complete but some Hurricane Ian damage
- Permitting Coordination (all projects)
- County Beach Access #4 work to be completed as planned
- State Grant (Phase 4) coordination and permitting underway

Mayor Pro Tem Benson asked Mr. Way to update the estimated cost of construction of a terminal groin in today's dollars given the 2018 estimate is now 4 years old. **Mayor McDermon** questioned the additional engineering cost to generate the new estimate. The consensus was the Board agreed to a 2-hour professional fee for this estimate.

VIII. CONSENT AGENDA

A. Department Head Reports

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

B. Committee Reports

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

C. MOTV Tax Refund

D. Acceptance of resignation - Mr. Don Harte, from the Board of Aldermen effective September 2, 2022.

E. Resolution 2022-0008 in Support of a Local Magistrate

Mayor McDermon requested a motion to adopt the consent agenda.

Alderman Grant made the motion to adopt the consent agenda which was seconded by Mayor Pro Tem Benson. It was approved unanimously.

IX. CONTINUING BUSINESS

A. Oath of Office for new Board of Aldermen Members - Mr. Fred Fontana and Mr. Tom Leonard

Mr. Fred Fontana was sworn in by Kerri Simpson, Records Clerk. Alderman Fontana took his seat on the Board.

Mr. Tom Leonard was sworn in by Kerri Simpson, Records Clerk, with the assistance of former Town Manager Dave Gilbride. Alderman Leonard took his seat on the Board.

B. BISAC Update.

Mayor Pro Tem Benson gave the update for the Tuesday, October 25 meeting. Two action items from the BISAC Committee were brought to the Board. The first, the appointment of Steve Scheibner as an at-large member.

Mayor McDermon asked for a motion to appoint Mr. Steve Scheibner to BISAC as an at-large member.

Alderman Grant made the motion to appoint Steve Scheibner to BISAC with a second from Alderman Leonard. The motion passed unanimously.

Mayor Pro Tem Benson then announced that a second BISAC ommittee member had resigned, and that the Town Manager had noticed this opening with a November 30th application deadline.

Alderman Grant made a motion to accept the resignations of Michael Pawelko and Thomas Garrison from BISAC with a second from Mayor Pro Tem Benson. The motion passed unanimously.

Mayor Pro Tem Benson then asked the Board to alter the way the Town participates in selecting its membership to the Topsail Island Shoreline Protection Commission. With the formation of the BISAC Committee, Mayor Pro Tem Benson proposed that two members representing one of the five phases plus one elected official be the representatives to TISPC. The Board was requested to charge the committee for recommendations. Alderman Grant challenged this strategy and proposed to table the matter until the December Board/staff workshop.

Mayor Pro Tem Benson spoke briefly about the high-level WATERS Summit in Wilmington recently. He also reported that the CRC adoption of the new Inlet Hazard Areas and rules for the state were paused until further rule making can be done to accommodate all structures in inlet hazard areas.

X. NEW BUSINESS

A. Beach Engineer/Grant Writing. Alderman Grant suggested a strategy to hire consultants to help apply for grants. He asked the town manager to give the board a RFQ for grant assistance to the town.

B. Fire Station #2 Presentation. Ernest W. Olds, Becker Morgan Group, Inc. gave an overview of the new fire station no 2 planning with a focus on the LEEDS certification issues and costs. He did not recommend going forward with LEEDS due to costs versus long-term energy savings. The consensus of board questions and discussion was that the costs of LEED certification do not indeed benefit the construction requirements and cost, so LEED certification will not be sought.

C. Coastal Storm Mitigation Fund Grant. Manager Derian is in the process of meeting the state requirements to apply for and accept the grant funds. A resolution is needed. Manager Derian read the resolution to sponsor Phase 4 beach nourishment that requests the state to provide necessary funds for the project. Attorney Edes suggested a ‘full compliance agreement statement’ be added to the resolution. (See Appendix A for full text of resolution.)

Mayor McDermon asked for a motion to accept the resolution

Alderman Grant made the motion to accept the resolution as modified by Attorney Edes.

Alderman Fontana seconded the motion. The motion passed unanimously.

XI. OPEN FORUM

Susan Meyer wanted clarification for the permitting of Hurricane Dorian Phase 1 where the permit is for 45,000 cy of sand but only 16,000 cubic yards will be placed under the FEMA Cat G project.

Cameron Kuegel was concerned about where disposal sand was placed in the 2020-2021 project and how it would be any different in this cycle. He was concerned about the upcoming Revetment Committee meeting and that it should be a public meeting.

XII. ATTORNEY'S REPORT – no report

XIII. MAYOR'S REPORT. Mayor McDermon recognized Lisa Carpenter, a candidate for Onslow County Commissioner, in the audience. She also thanked former manager Dave Gilbride for participating in the swearing in ceremony for Alderman Leonard. She also mentioned the upcoming Board/staff workshop in December.

XIV. ALDERMAN'S REPORT.

Alderman Leonard thanked the board for his appointment. Several goals were given including removing the town from CBRA and asking state rule changes to allow funding of hardened structures. He recognized the Marine Corps and veterans for having a happy veteran's day with special recognition of Gunnery Sergeant Boatman.

Mayor Pro Tem Benson attended the TISPC meeting where an initiative towards USA BlueFlag Beach recognition was discussed. The TISPC group also organized a Vitex invasive dune plant eradication meeting with a state liaison. He reported earlier on the WATERS Summit he attended. He spoke at the Topsail Reef Condo HOA annual meeting recently as mentioned previously. He commended Manager Derian and staff for the effort that made the new town website easy to use, easy to read, and with up-to-date information.

Alderman Fontana thanked the Board for his appointment. He echoed the report on Vitex as an issue we need to address along the beach.

Alderman Grant thanked the staff and Manager Derian for an excellent Board package this month. He congratulated the new Board members. He stated he had attended the county meeting.

On behalf of **Alderman Pletl**, Manager Derian announced the Christmas tree lighting to be held at Town Hall on November 16 at 6 pm. Refreshments will be served along with a visit from Santa himself.

XV. CLOSED SESSION

Mayor McDermon asked for a motion to go into 'Closed Session' to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Alderman Leonard made the motion to go into closed session as per N.C.G.S. 143-318.11(a) (3) and Alderman Grant seconded that motion which passed unanimously.

Mayor McDermon announced that the Board returned to open session and that no action was taken.

XVI. ADJOURNMENT

Mayor McDermon asked for a motion to adjourn.

Alderman Leonard made the motion to adjourn with a second from Alderman Grant. The motion carried unanimously.

Joann McDermon, Mayor

ATTEST:

Nancy Avery, Interim Town Clerk



BOARD OF ALDERMEN MEMORANDUM

TO: MAYOR MCDERMON AND ALDERMEN

FROM: Caitlin Elliott, Finance Officer

SUBJECT: Monthly Financial Report

DATE: November 18, 2022

The following events occurred during the month of November of 2022 in the Finance Department:

- The Finance Officer is back from maternity leave and getting back into the swing of things! Thank you for all of the well wishes and to Kim Weaver for keeping things afloat in my absence!
- We received the first reimbursement from FEMA in the amount of \$3,829,736.29. This is for the Hurricane Florence, Category G, Beach Renourishment project in Phase 5. These funds have now been applied to our 2022A FEMA Special Obligation Bond.
- Reviewing the statuses of our FEMA projects and grants to ensure we are up to date on submissions and reimbursements.
- Final items for the June 30, 2022, audit are now being completed with the Town's auditor. This process should be finalized in the next few weeks.
- An exciting discovery has been the increasing yield from our North Carolina Capital Management Trust account. For the majority of last fiscal year, the monthly yield was 0.01% and just this past month it has increased to 2.94%. This equates to over \$83,000 in interest so far this fiscal year! Compared to the \$15,000 this account received last year, this is quite a nice shift.

- A Budget to Actual report is contained in this month's packet as well as a graph for the fiscal year. A separate Budget to Actual report is provided for Fund 31, the Capital Project Fund for the beach renourishment project.
- We received \$22,519 in paid parking revenues for the month of October.
- So far this month, we have received \$582,629.31 from Onslow County for property taxes. October's Motor Vehicle taxes are pending for \$5,759.92.
- So far in November, we have processed approximately \$788,906 in accounts payable. The check register is enclosed for review.
- To date, we have received \$85,781 for Occupancy Taxes from short-term rentals during October. The detailed report is provided. This is down from the previous fiscal year which yielded \$111,592 during the same time frame. Please note that we have already exceeded our projected figure for Occupancy Taxes in the Budget to Actual report, Fund 30 revenues.
- Lastly, we received \$293,107.01 for Sales and Use Tax, for collections during October. Last year, for revenue comparison, we collected \$230,134.81 for the same period. We also received the Solid Waste Disposal Tax, which we receive quarterly, for \$195.25.

If anyone has any questions, concerns, or needs additional information, please do not hesitate to ask!

Respectfully submitted,



Caitlin Elliott
Finance Officer

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2023

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
10-301-00 AD VALOREM TAX - Current Year	3,678,714	0.00	0.00	1,356,813.96	(2,321,900.04)	37%	
10-301-01 AD VALOREM TAX - Prior Years	50,000	0.00	0.00	11,763.49	(38,236.51)	24%	
10-301-02 AD VALOREM TAX - MOTV	70,000	0.00	0.00	26,612.50	(43,387.50)	38%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	766.64	(2,233.36)	26%	
10-317-01 COUNTY GRANT FUNDING	10,000	0.00	0.00	2,701.75	(7,298.25)	27%	
10-329-00 INTEREST	15,000	0.00	0.00	74,778.71	59,778.71	499%	
10-335-00 MISCELLANEOUS	5,000	0.00	0.00	2,049.50	(2,950.50)	41%	
10-335-01 MEETING ROOM	500	0.00	0.00	0.00	(500.00)		
10-336-07 SALE OF TOWN MERCHANDISE	5,000	0.00	0.00	0.00	(5,000.00)		
10-337-00 UTILITIES FRANCHISE TAX	330,000	0.00	0.00	68,826.92	(261,173.08)	21%	
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	30.00	(3,370.00)	1%	
10-343-00 POWELL BILL ALLOCATIONS	25,000	0.00	0.00	17,058.27	(7,941.73)	68%	
10-345-00 LOCAL OPTION SALES TAX	1,864,500	0.00	0.00	1,060,559.30	(803,940.70)	57%	
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	370.73	(379.27)	49%	
10-350-00 RECREATION -RENTAL FEES	1,500	0.00	0.00	1,925.00	425.00	128%	
10-350-01 PAID PARKING REVENUE	182,500	0.00	0.00	77,957.69	(104,542.31)	43%	
10-351-01 OFFICER CITATIONS & COURT	5,000	0.00	0.00	1,349.05	(3,650.95)	27%	
10-352-01 FIRE FINES & VIOLATIONS	2,000	0.00	0.00	0.00	(2,000.00)		
10-352-02 PARKING/CODE ENFORCEMENT FINES	20,000	0.00	0.00	750.00	(19,250.00)	4%	
10-352-03 PLANNING DEPT. FEES	6,000	0.00	0.00	0.00	(6,000.00)		
10-355-00 BUILDING PERMITS	85,000	0.00	0.00	48,071.90	(36,928.10)	57%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	4,060.00	(10,940.00)	27%	
10-355-02 ELECTRICAL PERMITS	18,000	0.00	0.00	7,350.00	(10,650.00)	41%	
10-355-03 PLUMBING PERMITS	2,500	0.00	0.00	700.00	(1,800.00)	28%	
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	(500.00)		
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	0.00	159.00	(141.00)	53%	
10-355-06 TECHNOLOGY FEE	7,500	0.00	0.00	3,172.10	(4,327.90)	42%	

Budget vs Actual

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Period Ending 6/30/2023

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-355-07 REINSPECTION FEE/FINES	3,000	0.00	0.00	550.00	(2,450.00)	18%	
10-357-08 ZONING PERMITS	20,000	0.00	0.00	11,225.00	(8,775.00)	56%	
10-359-00 REFUSE COLLECTION FEES	514,524	0.00	0.00	168,620.64	(345,903.72)	33%	
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	50.00	(9,950.00)	1%	
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	240.00	(1,760.00)	12%	
10-359-52 ADD'L CART RECYCLING	2,500	0.00	0.00	400.00	(2,100.00)	16%	
10-367-01 SALES TAX REFUNDS	20,000	0.00	0.00	24,233.92	4,233.92	121%	
10-368-01 GRASS MOWING REIMB	8,396	0.00	0.00	0.00	(8,396.00)		
10-368-02 GRANT FUNDS	57,400	0.00	0.00	0.00	(57,400.00)		
10-382-00 SALE OF LESO ASSETS	5,000	0.00	0.00	0.00	(5,000.00)		
10-383-00 SALE OF FIXED ASSETS	20,000	0.00	0.00	5,485.00	(14,515.00)	27%	
Revenues Totals:	7,069,484	0.00	0.00	2,978,631.07	(4,090,853.29)	42%	
Expenses							
10-410-02 SALARIES	36,000	0.00	0.00	13,000.00	23,000.00	36%	
10-410-05 FICA (7.65%)	2,754	0.00	0.00	994.50	1,759.50	36%	
10-410-14 TRAVEL & TRAINING	2,000	0.00	0.00	225.00	1,775.00	11%	
10-410-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	0.00	1,500.00		
10-410-42 CHARTER CODES SERVICE	5,000	0.00	0.00	0.00	5,000.00		
10-410-43 AUDITOR FEES	15,500	0.00	0.00	9,375.00	6,125.00	60%	
10-410-45 TAX COLLECTION FEES	62,000	0.00	0.00	28,976.86	33,023.14	47%	
10-410-47 PROFESSIONAL SERVICES	100,000	0.00	0.00	10,991.10	89,008.90	11%	
10-410-50 DONATIONS OTHER AGENCIES	6,000	0.00	0.00	3,500.00	2,500.00	58%	
10-410-53 DUES & SUBSCRIPTIONS	2,750	0.00	0.00	3,354.70	(604.70)	122%	
10-410-57 MISCELLANEOUS	500	0.00	0.00	84.97	415.03	17%	
10-410-58 TAX REFUNDS	2,500	0.00	0.00	249.90	2,250.10	10%	
10-410-95 BOARD STIPEND	3,600	0.00	0.00	600.00	3,000.00	17%	
GOVERNING BODY Totals:	240,104	0.00	0.00	71,352.03	168,751.97	30%	
10-420-02 SALARIES	397,000	0.00	0.00	147,530.04	249,469.96	37%	

Budget vs Actual

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Period Ending 6/30/2023

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-420-05 FICA (7.65%)	30,371	0.00	0.00	11,255.95	19,114.55	37%	
10-420-06 GROUP INSURANCE	42,250	0.00	0.00	8,334.84	33,915.16	20%	
10-420-07 ORBIT RETIREMENT (12.23%)	48,553	0.00	0.00	17,947.15	30,605.95	37%	
10-420-08 401K (3%)	11,910	0.00	0.00	4,039.93	7,870.07	34%	
10-420-09 TOWN INSURANCE HRA	30,000	0.00	0.00	13,853.81	16,146.19	46%	
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	317.00	5,683.00	5%	
10-420-11 POSTAGE	2,500	0.00	0.00	230.70	2,269.30	9%	
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	17.97	982.03	2%	
10-420-13 TUITION REIMBURSEMENT	2,500	0.00	0.00	0.00	2,500.00		
10-420-15 BANK CHARGES	2,500	0.00	0.00	0.74	2,499.26	0%	
10-420-16 M & R EQUIPMENT	500	0.00	0.00	0.00	500.00		
10-420-17 M & R VEHICLE	1,500	0.00	0.00	52.24	1,447.76	3%	
10-420-18 CONSUMABLES	4,000	0.00	0.00	330.11	3,669.89	8%	
10-420-26 ADVERTISING	1,500	0.00	0.00	0.00	1,500.00		
10-420-31 GAS, OIL & TIRES	2,000	0.00	0.00	336.09	1,663.91	17%	
10-420-33 DEPARTMENT SUPPLIES	6,000	0.00	0.00	4,148.38	1,851.62	69%	
10-420-34 TOWN APPAREL & MERCH EXPENSE	3,000	0.00	0.00	6.54	2,993.46	0%	
10-420-35 IT EQUIPMENT & SERVICES	6,500	0.00	0.00	8,746.06	(2,246.06)	135%	
10-420-45 CONTRACTED SERVICES	26,200	0.00	0.00	10,063.88	16,136.12	38%	
10-420-53 DUES & SUBSCRIPTIONS	8,000	0.00	0.00	5,614.13	2,385.87	70%	
10-420-57 MISCELLANEOUS	500	0.00	0.00	148.54	351.46	30%	
10-420-58 EMPLOYEE ENGAGEMENT	10,000	0.00	0.00	807.00	9,193.00	8%	
10-420-74 CAPITAL OUTLAY	16,000	6,497.98	0.00	0.00	9,502.02	41%	
10-420-76 EQUIPMENT LEASE PAYMENTS	27,500	0.00	0.00	19,814.05	7,685.95	72%	
ADMINISTRATION Totals:	687,784	6,497.98	0.00	253,595.15	427,690.47	38%	
10-490-02 SALARIES	92,500	0.00	0.00	35,443.42	57,056.58	38%	
10-490-03 PART-TIME SALARIES	15,500	0.00	0.00	5,228.93	10,271.07	34%	
10-490-05 FICA (7.65%)	8,262	0.00	0.00	3,111.47	5,150.53	38%	

Budget vs Actual

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Period Ending 6/30/2023

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-490-06 GROUP INSURANCE	8,500	0.00	0.00	2,083.71	6,416.29	25%	
10-490-07 ORBIT RETIREMENT (12.23%)	11,313	0.00	0.00	4,310.38	7,002.37	38%	
10-490-08 401K (3%)	2,775	0.00	0.00	1,046.76	1,728.24	38%	
10-490-10 EMPLOYEE TRAINING	3,000	0.00	0.00	251.10	2,748.90	8%	
10-490-16 M & R EQUIPMENT	500	0.00	0.00	0.00	500.00		
10-490-17 M & R VEHICLES	1,000	0.00	0.00	121.87	878.13	12%	
10-490-31 GAS, OIL, & TIRES	1,000	0.00	0.00	1,012.73	(12.73)	101%	
10-490-45 CONTRACTED SERVICES	6,000	0.00	0.00	4,800.00	1,200.00	80%	
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	0.00	1,650.00		
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	250.00		
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	0.00	1,400.00		
PLANNING/ZONING/CAMA Totals:	153,650	0.00	0.00	57,410.37	96,239.38	37%	
10-491-02 SALARIES	135,500	0.00	0.00	53,490.21	82,009.79	39%	
10-491-05 FICA (7.65%)	10,366	0.00	0.00	4,032.97	6,332.78	39%	
10-491-06 GROUP INSURANCE	17,000	0.00	0.00	4,167.42	12,832.58	25%	
10-491-07 ORBIT RETIREMENT (12.23%)	16,572	0.00	0.00	6,375.20	10,196.45	38%	
10-491-08 401K (3%)	4,065	0.00	0.00	1,560.33	2,504.67	38%	
10-491-10 EMPLOYEE TRAINING	4,500	0.00	0.00	1,686.43	2,813.57	37%	
10-491-17 M & R VEHICLES	1,200	0.00	0.00	30.99	1,169.01	3%	
10-491-31 GAS, OIL & TIRES	3,000	0.00	0.00	532.51	2,467.49	18%	
10-491-33 DEPARTMENTAL SUPPLIES	1,050	0.00	0.00	0.00	1,050.00		
10-491-45 CONTRACTED SERVICES	10,000	0.00	0.00	4,800.00	5,200.00	48%	
10-491-53 DUES & SUBSCRIPTIONS	1,555	0.00	0.00	80.00	1,475.00	5%	
10-491-54 DEMOLITION	135,000	0.00	0.00	0.00	135,000.00		
10-491-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00		
10-491-75 DEBT SERVICE	10,651	0.00	0.00	0.00	10,651.00		
INSPECTIONS Totals:	350,958	0.00	0.00	76,756.06	274,202.34	22%	
10-500-11 PHONES	30,000	0.00	0.00	7,025.38	22,974.62	23%	
10-500-13 UTILITIES	50,000	0.00	0.00	17,462.45	32,537.55	35%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-500-15 M & R BUILDINGS/GROUNDS	47,000	0.00	0.00	12,189.29	34,810.71	26%	
10-500-17 LANDSCAPING EXPENSE	7,750	0.00	0.00	1,302.54	6,447.46	17%	
10-500-33 BUILDING SUPPLIES	6,500	0.00	0.00	533.54	5,966.46	8%	
10-500-35 FURNITURE	7,500	0.00	0.00	0.00	7,500.00		
10-500-43 CLEANING SERVICES	7,000	0.00	0.00	2,250.00	4,750.00	32%	
10-500-45 PEST CONTROL	1,500	0.00	0.00	414.00	1,086.00	28%	
10-500-57 TOWN SIGN M & R	5,000	0.00	0.00	0.00	5,000.00		
10-500-58 WEB EOC SERVICE	1,500	0.00	0.00	5,573.50	(4,073.50)	372%	
10-500-74 CAPITAL OUTLAY	350,000	0.00	0.00	4,402.02	345,597.98	1%	
PUBLIC BLDGS Totals:	513,750	0.00	0.00	51,152.72	462,597.28	10%	
10-501-09 WORKER'S COMPENSATION	55,000	0.00	0.00	45,777.69	9,222.31	83%	
10-501-13 PROPERTY LIABILITY & BONDS	129,000	0.00	0.00	110,305.89	18,694.11	86%	
10-501-17 VFIS INSURANCE	22,500	0.00	0.00	22,400.00	100.00	100%	
10-501-53 CYBER INSURANCE	26,000	0.00	0.00	13,626.78	12,373.22	52%	
10-501-54 FLOOD INSURANCE	45,000	0.00	0.00	2,943.00	42,057.00	7%	
INSURANCE Totals:	277,500	0.00	0.00	195,053.36	82,446.64	70%	
10-509-02 PSA SALARY	15,905	0.00	0.00	6,116.70	9,788.30	38%	
10-509-05 FICA (7.65%)	1,220	0.00	0.00	467.90	752.10	38%	
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	0.00	6,584.60	10,540.40	38%	
10-510-02 SALARIES	797,000	0.00	0.00	268,220.22	528,779.78	34%	
10-510-03 PART-TIME SALARIES	5,000	0.00	0.00	3,585.12	1,414.88	72%	
10-510-04 OVERTIME	35,000	0.00	0.00	12,458.95	22,541.05	36%	
10-510-05 FICA (7.65%)	65,178	0.00	0.00	21,449.99	43,728.01	33%	
10-510-06 GROUP INSURANCE	111,000	0.00	0.00	22,406.04	88,593.96	20%	
10-510-07 ORBIT RETIREMENT (13.04%)	103,200	0.00	0.00	36,022.70	67,177.30	35%	
10-510-08 401K (5%)	38,000	0.00	0.00	13,219.62	24,780.38	35%	
10-510-09 BEACH PATROL EXPENSE	15,000	0.00	0.00	384.00	14,616.00	3%	
10-510-10 EMPLOYEE TRAINING	10,000	0.00	0.00	2,643.51	7,356.49	26%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-510-16 M & R EQUIPMENT	3,500	0.00	0.00	0.00	3,500.00		
10-510-17 M & R VEHICLES	11,000	0.00	0.00	2,938.87	8,061.13	27%	
10-510-31 GAS,OIL & TIRES	55,000	0.00	0.00	13,949.31	41,050.69	25%	
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	0.00	1,000.00		
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	2,467.14	2,582.86	49%	
10-510-36 UNIFORMS	12,000	0.00	0.00	920.10	11,079.90	8%	
10-510-37 BALLISTIC VEST GRANT EXPENSE	4,570	0.00	0.00	0.00	4,570.00		
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	202.00	3,958.00	5%	
10-510-53 DUES & SUBSCRIPTIONS	21,671	0.00	0.00	5,209.52	16,461.48	24%	
10-510-57 K-9 EXPENSES	2,000	0.00	0.00	0.00	2,000.00		
10-510-60 LESO PROGRAM	5,000	0.00	0.00	0.00	5,000.00		
10-510-73 NON-CAPITAL OUTLAY	17,900	0.00	0.00	4,786.84	13,113.16	27%	
10-510-74 CAPITAL OUTLAY	75,000	12,947.44	0.00	0.00	62,052.56	17%	
10-510-75 DEBT SERVICE	35,712	0.00	0.00	0.00	35,712.00		
10-510-76 TAXES & TITLES	2,250	0.00	0.00	148.00	2,102.00	7%	
POLICE Totals:	1,435,191	12,947.44	0.00	411,011.93	1,011,231.63	30%	
10-545-02 SALARIES	183,500	0.00	0.00	70,635.37	112,864.63	38%	
10-545-03 PART-TIME SALARIES	43,000	0.00	0.00	9,930.05	33,069.95	23%	
10-545-04 OVERTIME	2,000	0.00	0.00	3,070.84	(1,070.84)	154%	
10-545-05 FICA (7.65%)	17,480	0.00	0.00	6,398.22	11,082.03	37%	
10-545-06 GROUP INSURANCE	34,000	0.00	0.00	8,226.96	25,773.04	24%	
10-545-07 ORBIT RETIREMENT (12.23%)	27,946	0.00	0.00	10,172.63	17,772.92	36%	
10-545-08 401K (3%)	6,855	0.00	0.00	2,172.16	4,682.84	32%	
10-545-14 EMPLOYEE TRAINING	2,500	0.00	0.00	0.00	2,500.00		
10-545-16 M & R EQUIPMENT	20,000	0.00	0.00	7,181.68	12,818.32	36%	
10-545-17 M & R VEHICLES	15,000	0.00	0.00	4,979.18	10,020.82	33%	
10-545-31 GAS, OIL & TIRES	20,000	0.00	0.00	5,188.74	14,811.26	26%	
10-545-32 OFFICE SUPPLIES	500	0.00	0.00	0.00	500.00		

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-545-33 DEPARTMENTAL SUPPLIES	6,000	0.00	0.00	2,003.76	3,996.24	33%	
10-545-34 MOSQUITO CONTROL EXPENSE	5,000	0.00	0.00	0.00	5,000.00		
10-545-36 UNIFORMS	1,500	0.00	0.00	0.00	1,500.00		
10-545-53 DUES & SUBSCRIPTIONS	0	0.00	0.00	32.08	(32.08)		
10-545-57 MISCELLANEOUS	100	0.00	0.00	0.00	100.00		
10-545-74 CAPITAL OUTLAY	245,000	0.00	0.00	105,500.00	139,500.00	43%	
10-545-75 DEBT SERVICE	11,053	0.00	0.00	850.00	10,203.00	8%	
PUBLIC WORKS Totals:	641,434	0.00	0.00	236,341.67	405,092.13	37%	
10-560-13 STREET LIGHT EXPENSE	30,000	0.00	0.00	7,279.23	22,720.77	24%	
10-560-15 M & R PUBLIC PARKING	25,000	0.00	0.00	0.00	25,000.00		
10-560-33 DEPARTMENTAL SUPPLIES	4,000	0.00	0.00	1,064.82	2,935.18	27%	
10-560-43 TOWN ENTRANCE SIGNS	2,000	0.00	0.00	0.00	2,000.00		
10-560-73 STREET PAVING & REPAIR	40,000	0.00	0.00	0.00	40,000.00		
10-560-74 CAPITAL OUTLAY	40,000	0.00	0.00	(36,000.00)	76,000.00	-90%	
STREETS Totals:	141,000	0.00	0.00	(27,655.95)	168,655.95	-20%	
10-580-45 SANITATION CONTRACTS	413,969	0.00	0.00	134,548.88	279,420.48	33%	
10-580-46 TIPPING FEES	70,555	0.00	0.00	54,349.50	16,205.50	77%	
10-580-47 RECYCLING	30,000	0.00	0.00	2,181.29	27,818.71	7%	
SANITATION Totals:	514,524	0.00	0.00	191,079.67	323,444.69	37%	
10-620-12 SNOWFLAKES	12,000	0.00	0.00	1,603.80	10,396.20	13%	
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	1,500.00		
10-620-15 PARK MAINTENANCE	40,000	0.00	0.00	2,191.93	37,808.07	5%	
10-620-17 PARK LANDSCAPING	22,250	0.00	0.00	2,921.23	19,328.77	13%	
10-620-18 M & R BIKE PATH	1,500	0.00	0.00	0.00	1,500.00		
10-620-27 SPECIAL EVENTS	40,000	0.00	0.00	17,437.00	22,563.00	44%	
10-620-33 PARK SUPPLIES	3,500	0.00	0.00	0.00	3,500.00		
10-620-72 OCEAN CITY GRANT EXPENSE	10,000	0.00	0.00	2,701.75	7,298.25	27%	
RECREATION Totals:	130,750	0.00	0.00	26,855.71	103,894.29	21%	

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-690-02 SALARIES	865,500	0.00	0.00	313,227.13	552,272.87	36%	
10-690-03 VOL INCENTIVE PAY	2,500	0.00	0.00	0.00	2,500.00		
10-690-04 OVERTIME	40,000	0.00	0.00	11,368.70	28,631.30	28%	
10-690-05 FICA (7.65%)	69,462	0.00	0.00	24,434.80	45,027.20	35%	
10-690-06 GROUP INSURANCE	143,750	0.00	0.00	30,668.96	113,081.04	21%	
10-690-07 ORBIT RETIREMENT (12.23%)	110,743	0.00	0.00	39,389.11	71,353.54	36%	
10-690-08 401K (3%)	27,165	0.00	0.00	9,600.04	17,564.96	35%	
10-690-10 EMPLOYEE TRAINING	5,000	0.00	0.00	818.88	4,181.12	16%	
10-690-16 M & R EQUIPMENT	20,000	0.00	0.00	3,576.72	16,423.28	18%	
10-690-17 M & R VEHICLES	17,500	0.00	0.00	12,497.72	5,002.28	71%	
10-690-31 GAS, OIL & TIRES	20,000	0.00	0.00	4,294.55	15,705.45	21%	
10-690-32 OFFICE SUPPLIES	1,500	0.00	0.00	192.40	1,307.60	13%	
10-690-33 DEPARTMENTAL SUPPLIES	45,500	9,885.00	0.00	1,190.35	34,424.65	24%	
10-690-34 FIRE FIGHTER PHYSICALS	6,000	11,070.35	0.00	0.00	(5,070.35)	185%	
10-690-36 UNIFORMS	8,000	(2,581.00)	0.00	3,889.43	6,691.57	16%	
10-690-53 DUES & SUBSCRIPTIONS	8,500	0.00	0.00	3,112.75	5,387.25	37%	
10-690-57 MISCELLANEOUS	250	0.00	0.00	152.82	97.18	61%	
10-690-73 COMUNICATIONS EQUIP	6,000	3,440.88	0.00	0.00	2,559.12	57%	
10-690-74 CAPITAL OUTLAY	240,000	0.00	0.00	0.00	240,000.00		
FIRE DEPARTMENT Totals:	1,637,370	21,815.23	0.00	458,414.36	1,157,140.06	29%	
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	0.00	1,000.00		
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	0.00	1,000.00		
COMMITTEES Totals:	2,000	0.00	0.00	0.00	2,000.00		
10-720-10 BEACH LOBBIST CONTRACT	0	0.00	0.00	25,269.22	(25,269.22)		
10-720-14 BEACH RELATED MEETINGS & CONFERENCES	0	0.00	0.00	3,300.00	(3,300.00)		
10-720-45 CONTRACTED SERVICES	0	0.00	0.00	160.00	(160.00)		
BEACH REN. / DUNE STAB. Totals:	0	0.00	0.00	28,729.22	(28,729.22)		

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-999-01 CONTINGENCY	326,345	0.00	0.00	1,806.24	324,538.56	1%	
CONTINGENCY Totals:	326,345	0.00	0.00	1,806.24	324,538.56	1%	
Expenses Totals:	7,069,484	41,260.65	0.00	2,038,487.14	4,989,736.57	29%	
10 GENERAL FUND Revenues Over/(Under) Expenses:			0.00	940,143.93			

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12 CAPITAL IMPROVEMENT FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
12-301-00 AD VALOREM TAX (.07)	990,423	0.00	0.00	365,286.06	(625,136.94)	37%	
12-383-00 SALE OF FIXED ASSETS	125,000	0.00	0.00	116,970.00	(8,030.00)	94%	
Revenues Totals:	1,115,423	0.00	0.00	482,256.06	(633,166.94)	43%	
Expenses							
12-750-01 FIRE DEPARTMENT	424,467	0.00	0.00	86,400.00	338,067.00	20%	
12-750-02 FIRE TRUCK	141,489	0.00	0.00	0.00	141,489.00		
12-750-11 FUTURE CAPITAL IMPROVEMENTS	549,467	0.00	0.00	0.00	549,467.00		
Totals:	1,115,423	0.00	0.00	86,400.00	1,029,023.00	8%	
Expenses Totals:	1,115,423	0.00	0.00	86,400.00	1,029,023.00	8%	
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		0.00	395,856.06			

Budget vs Actual

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15 AMERICAN RESCUE PLAN FUNDING							
Description	Budget	Encumbrance	MTD		YTD	Variance	Percent
Revenues							
15-305-00 AMERICAN RESCUE PLAN FUNDING	118,396	0.00	0.00		118,396.10	0.10	100%
Revenues Totals:	118,396	0.00	0.00		118,396.10	0.10	100%
Expenses							
15-790-00 AMERICAN RESCUE PLAN	118,396	0.00	0.00		0.00	118,396.00	
Totals:	118,396	0.00	0.00		0.00	118,396.00	
Expenses Totals:	118,396	0.00	0.00		0.00	118,396.00	
15 AMERICAN RESCUE PLAN FUNDING	Revenues Over/(Under) Expenses:		0.00		118,396.10		

Budget vs Actual

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30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
Revenues						
30-301-00 ACCOMMODATION TAX	1,500,000	0.00	0.00	1,715,151.71	215,151.71	114%
30-301-05 AD VALOREM TAX - Beach	1,414,890	0.00	0.00	521,681.11	(893,208.89)	37%
30-317-01 COUNTY GRANT FUNDING	150,000	0.00	0.00	0.00	(150,000.00)	
30-329-00 INTEREST INCOME	1,000	0.00	0.00	25,001.37	24,001.37	2500%
30-336-00 SEA OATS PROGRAM	25,000	0.00	0.00	0.00	(25,000.00)	
30-345-00 LOCAL OPTION SALES TAX	653,873	0.00	0.00	363,010.24	(290,862.76)	56%
30-350-01 PAID PARKING REVENUE	547,500	0.00	0.00	233,873.06	(313,626.94)	43%
30-383-02 SPECIAL ASSESSMENT	7,000	0.00	0.00	0.00	(7,000.00)	
Revenues Totals:	4,299,263	0.00	0.00	2,858,717.49	(1,440,545.51)	66%
Expenses						
30-710-08 LEASE PAYMENTS	48,000	0.00	0.00	0.00	48,000.00	
30-710-10 BEACH LOBBYIST CONTRACT	60,000	0.00	0.00	0.00	60,000.00	
30-710-12 BEACH/ACCESS MAINTENANCE	50,000	0.00	0.00	8,711.92	41,288.08	17%
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	0.00	20,000.00	
30-710-15 M & R DUNE/CROSSWALK	8,000	0.00	0.00	0.00	8,000.00	
30-710-45 CONTRACTED SERVICES	10,000	0.00	0.00	0.00	10,000.00	
30-710-59 SEA OATS PROGRAM	50,000	0.00	0.00	44,250.00	5,750.00	89%
Totals:	246,000	0.00	0.00	52,961.92	193,038.08	22%
30-720-07 Harden Structure Permit/Design	280,000	0.00	0.00	47,353.50	232,646.50	17%
30-720-08 CONTRACTS, PLANS, SPECS	134,000	0.00	0.00	91,135.03	42,864.97	68%
30-720-18 OTHER CONTRACTS & PLANS	60,000	0.00	0.00	41,800.00	18,200.00	70%
30-720-50 2022B SOB PAYMENT	2,030,484	0.00	0.00	0.00	2,030,484.00	
30-720-57 2022C FEMA SOB FEES	0	0.00	0.00	12,500.00	(12,500.00)	
30-720-58 2022A FEMA SOB FEES	0	0.00	0.00	133,200.00	(133,200.00)	
30-720-60 30 YEAR BEACH PLAN	30,000	0.00	0.00	0.00	30,000.00	
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	200,000.00	
30-720-68 Future Projects Fund	1,318,779	0.00	0.00	0.00	1,318,779.00	

Budget vs Actual

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BEACH REN. / DUNE STAB. Totals:	4,053,263	0.00	0.00	325,988.53	3,727,274.47	8%
Expenses Totals:	4,299,263	0.00	0.00	378,950.45	3,920,312.55	9%
30 SHORELINE PROTECTION	Revenues Over/(Under) Expenses:		0.00	2,479,767.04		

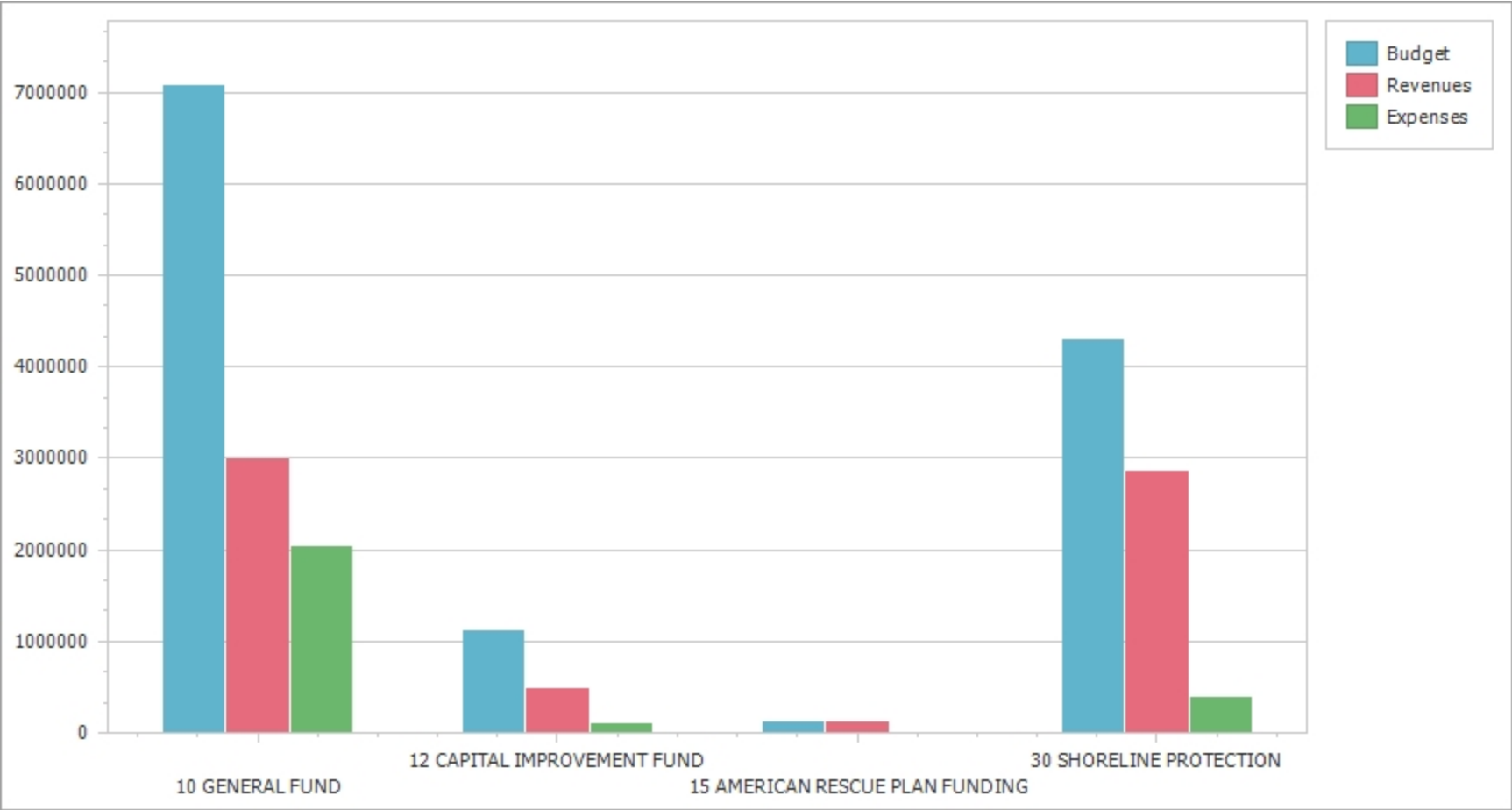
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31 CAPITAL PROJECT BEACH MAINTENANCE							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
31-330-00 LOAN PROCEEDS	0	0.00	0.00	4,110,678.96	4,110,678.96		
31-348-08 FEMA REIMBURSEMENT	9,000,000	0.00	0.00	3,829,736.29	(5,170,263.71)	43%	
Revenues Totals:	9,000,000	0.00	0.00	7,940,415.25	(1,059,584.75)	88%	
Expenses							
31-450-01 ENGINEERING & CONSTRUCTION PHASE SUPPORT	9,000	0.00	0.00	3,996.00	5,004.00	44%	
31-450-02 CONSTRUCTION MANAGEMENT & ADMINISTRATION	210,000	0.00	0.00	193,762.25	16,237.75	92%	
31-450-03 LABORATORY ANALYSIS	44,400	0.00	0.00	0.00	44,400.00		
31-450-04 REGULATORY COORDINATION & CLOSEOUT	10,000	0.00	0.00	57.50	9,942.50	1%	
31-450-05 MOBILIZATION & DEMOBILIZATION	180,000	0.00	0.00	180,000.00	0.00	100%	
31-450-06 HAUL & PLACEMENT OF BEACH FILL	8,378,110	0.00	0.00	3,513,480.04	4,864,629.96	42%	
31-450-07 PAYMENT & PERFORMANCE BONDS	45,000	0.00	0.00	45,000.00	0.00	100%	
31-450-08 PROFESSIONAL FEES	123,490	0.00	0.00	466,800.00	(343,310.00)	378%	
Totals:	9,000,000	0.00	0.00	4,403,095.79	4,596,904.21	49%	
Expenses Totals:	9,000,000	0.00	0.00	4,403,095.79	4,596,904.21	49%	
31 CAPITAL PROJECT BEACH MAINTENANCE	Revenues Over/(Under) Expenses:		0.00	3,537,319.46			



GL Account History Summary

NORTH TOPSAIL BEACH

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Account Range: 30-301-00 ACCOMMODATION TAX - 30-301-00 ACCOMMODATION TAX

Date Range: 11/1/2022 - 11/18/2022

GL Account - 30-301-00 ACCOMMODATION TAX					
Date	Description	Source	Debits	Credits	Date
Fiscal Period - FY 22-23		Beg Balance	\$0.00	\$3,570,600.13	
11/01/2022	OCC TAX	GL GJ	\$0.00	\$299.05	11/02/2022
11/03/2022	OCC TAX	GL GJ	\$0.00	\$142.95	11/04/2022
11/10/2022	OCC TAX	GL GJ	\$0.00	\$22,815.30	11/14/2022
11/10/2022	OCC TAX	GL GJ	\$0.00	\$61.96	11/14/2022
11/15/2022	OCC TAX	GL GJ	\$0.00	\$53,189.72	11/16/2022
11/15/2022	OCC TAX	GL GJ	\$0.00	\$53.16	11/16/2022
11/16/2022	OCC TAX	GL GJ	\$0.00	\$8,735.42	11/16/2022
11/17/2022	OCC TAX	GL GJ	\$0.00	\$483.30	11/18/2022
Transaction Totals			\$0.00	\$85,780.86	
**	End Balance		\$0.00	\$85,780.86	**

Check Listing

Date From: 11/1/2022 Date To: 11/18/2022

Vendor Range: A PLUS WAREHOUSE EQUIPMENT & SUPPLY - ZOCKLEIN & ASSOCIATES

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
46594	1	AMERICAN INDUSTRIES, INC.	11/02/2022	<u>\$2,609.55</u>
46595	1	COMPUTER WARRIORS, INC.	11/02/2022	<u>\$739.69</u>
46596	1	CROSSLEY MCINTOSH COLLIER	11/02/2022	<u>\$2,045.00</u>
46597	1	LOWE'S HOME CENTERS	11/02/2022	<u>\$819.18</u>
46598	1	MES	11/02/2022	<u>\$2,867.44</u>
46599	1	ONslow COUNTY SOLID WASTE DEPT	11/02/2022	<u>\$13,514.13</u>
46600	1	PLURIS, LLC	11/02/2022	<u>\$271.83</u>
46601	1	SNEADS FERRY OIL & LP GAS	11/02/2022	<u>\$500.24</u>
46602	1	THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.	11/02/2022	<u>\$3,125.00</u>
46603	1	VERIZON WIRELESS	11/02/2022	<u>\$844.90</u>
46604	1	CHARTER COMMUNICATIONS	11/10/2022	<u>\$819.26</u>
46605	1	DODSON PEST CONTROL	11/10/2022	<u>\$119.00</u>
46606	1	FIRE CONNECTIONS	11/10/2022	<u>\$468.31</u>
46607	1	GFL ENVIRONMENTAL	11/10/2022	<u>\$33,342.51</u>
46608	1	JOKSAS VALENTINAS	11/10/2022	<u>\$70.90</u>
46609	1	JONES ONslow ELECTRIC COMPANY	11/10/2022	<u>\$2,426.41</u>
46610	1	ONslow COUNTY SOLID WASTE DEPT	11/10/2022	<u>\$13,514.13</u>
46611	1	PEACHY CLEAN	11/10/2022	<u>\$250.00</u>
46612	1	SAFE AIR SYSTEMS	11/10/2022	<u>\$450.10</u>
46613	1	SHEPARD'S WRECKER SERVICE	11/10/2022	<u>\$400.00</u>
46614	1	T-N-T ENTERPRISES	11/10/2022	<u>\$1,673.80</u>
46615	1	TOWN OF SURF CITY	11/10/2022	<u>\$5,113.20</u>
46616	1	TRUIST BANK	VOIDED 11/10/2022	<u>\$4,932.31</u>
46617	1	WELLS INSURANCE	11/10/2022	<u>\$45,750.00</u>
46618	1	TRUIST BANK	11/15/2022	<u>\$5,151.87</u>
46619	1	DANA SAFETY SUPPLY, INC.	11/17/2022	<u>\$1,817.82</u>
46620	1	DIAL CORDY	11/17/2022	<u>\$4,158.25</u>
46621	1	GFL ENVIRONMENTAL	11/17/2022	<u>\$554.84</u>
46622	1	JONES ONslow ELECTRIC COMPANY	11/17/2022	<u>\$1,346.54</u>
46623	1	KATE WINZLER	11/17/2022	<u>\$320.63</u>
46624	1	MOTOROLA SOLUTIONS, INC.	11/17/2022	<u>\$5,963.65</u>
46625	1	O'REILLY AUTOMOTIVE INC.	11/17/2022	<u>\$1,350.65</u>

Check Listing

Date From: 11/1/2022 Date To: 11/18/2022

Vendor Range: A PLUS WAREHOUSE EQUIPMENT & SUPPLY - ZOCKLEIN & ASSOCIATES

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
46626	1	ONslow WATER & SEWER AUTHORITY	11/17/2022	<u>\$325.24</u>
46627	1	PNC BANK	11/17/2022	<u>\$44,100.00</u>
46628	1	SHEPARD'S WRECKER SERVICE	11/17/2022	<u>\$434.21</u>
46629	1	SUTPHEN CORPORATION	11/17/2022	<u>\$81.53</u>
46630	1	TI COASTAL SERVICES, INC.	11/17/2022	<u>\$41,800.00</u>
46631	1	WILL BE HANDY	11/17/2022	<u>\$2,600.00</u>
46632	1	WILLIAM J SELLERS	11/17/2022	<u>\$33,500.00</u>
46633	1	APPLIED TECHNOLOGY AND	11/17/2022	<u>\$2,607.00</u>
46634	1	TI COASTAL SERVICES, INC.	11/17/2022	<u>\$511,050.00</u>
41	Checks Totaling -			\$793,838.12

Totals By Fund

	Checks	Voids	Total
10	\$188,449.07	\$4,932.31	\$183,516.76
30	\$135,982.05		\$135,982.05
31	\$469,407.00		\$469,407.00
Totals:	\$793,838.12	\$4,932.31	\$788,905.81

Town of North Topsail Beach Fire Department

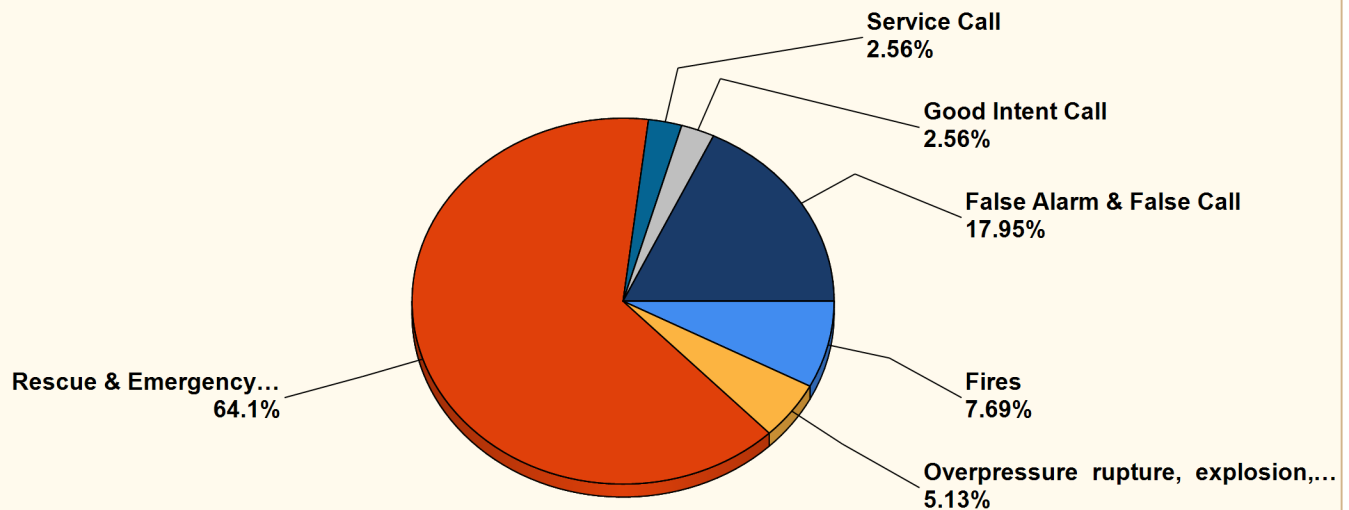
North Topsail Beach, NC

This report was generated on 11/15/2022 10:14:54 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/03/2022 | End Date: 11/15/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	7.69%
Overpressure rupture, explosion, overheating - no fire	2	5.13%
Rescue & Emergency Medical Service	25	64.1%
Service Call	1	2.56%
Good Intent Call	1	2.56%
False Alarm & False Call	7	17.95%
TOTAL	39	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Section VIII, ItemC.



emergencyreporting
Doc Id: 553
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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	2.56%
134 - Water vehicle fire	1	2.56%
142 - Brush or brush-and-grass mixture fire	1	2.56%
251 - Excessive heat, scorch burns with no ignition	2	5.13%
311 - Medical assist, assist EMS crew	24	61.54%
321 - EMS call, excluding vehicle accident with injury	1	2.56%
510 - Person in distress, other	1	2.56%
600 - Good intent call, other	1	2.56%
700 - False alarm or false call, other	1	2.56%
745 - Alarm system activation, no fire - unintentional	6	15.38%
TOTAL INCIDENTS:	39	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Section VIII, ItemC.



emergencyreporting
Doc Id: 553
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Permits Issued List

From Date: 10/21/2022

To Date: 11/17/2022

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Driveway Permit	Driveway Permit	DVW22-000056	1125 NEW RIVER INLET RD	10/26/2022	0.00
Driveway Permit	Driveway Permit	DVW22-000067	208 MASON CT	10/26/2022	0.00
Driveway Permit	Driveway Permit	DVW22-000074	3713 ISLAND DR	10/27/2022	0.00
Driveway Permit	Driveway Permit	DVW22-000061	39 SAILVIEW DR	11/15/2022	0.00
Driveway Permit Total	Driveway Permit Total			4	0.00
Driveway Permit Total				4	0.00
Electrical Permit	Residential	E22-000324	12 OSPREY DR	11/16/2022	0.00
Electrical Permit	Residential	E22-000276	39 SAILVIEW DR	11/16/2022	0.00
Electrical Permit	Residential	E22-000091	1239 NEW RIVER INLET RD	11/17/2022	0.00
Electrical Permit	Residential	E22-000293	39 SAILVIEW DR	11/15/2022	0.00
Electrical Permit	Residential	E22-000301	210 PORT DR	11/14/2022	0.00
Electrical Permit	Residential	E22-000323	1239 NEW RIVER INLET RD	11/16/2022	75.00
Electrical Permit	Residential	E22-000305	3713 ISLAND DR	10/27/2022	0.00
Electrical Permit	Residential	E22-000322	330 SEA SHORE DR	10/27/2022	75.00
Electrical Permit	Residential	E22-000200	944 NEW RIVER INLET RD	10/31/2022	75.00
Electrical Permit	Residential	E22-000327	223 OYSTER LN	11/07/2022	75.00
Electrical Permit	Residential	E22-000326	221 OYSTER LN	11/08/2022	75.00
Electrical Permit	Residential	E22-	484 TOPSAIL RD	11/08/2022	75.00
Section VIII, ItemC.					

		000329			
Electrical Permit	Residential	E22-000290	208 MASON CT	10/26/2022	0.00
Electrical Permit	Residential	E22-000261	1125 NEW RIVER INLET RD	10/26/2022	0.00
Electrical Permit	Residential	E22-000318	1222 NEW RIVER INLET RD	10/21/2022	75.00
Electrical Permit	Residential	E22-000320	6603 13TH AVE	10/21/2022	75.00
Electrical Permit	Residential	E22-000319	1073 NEW RIVER INLET RD	10/21/2022	75.00
Electrical Permit	Residential	E22-000321	4476 ISLAND DR	10/24/2022	75.00
Electrical Permit	Residential	E22-000303	402 NEW RIVER INLET RD	11/17/2022	0.00
Electrical Permit	Residential	E22-000304	402 NEW RIVER INLET RD	11/17/2022	0.00
Electrical Permit	Residential	E22-000336	2059 NEW RIVER INLET RD	11/17/2022	75.00
Electrical Permit Total	Residential Total			21	825.00
Electrical Permit Total				21	825.00
Elevator Permit	Residential	EL22-000006	208 MASON CT	10/26/2022	0.00
Elevator Permit	Residential	EL22-000010	39 SAILVIEW DR	11/17/2022	0.00
Elevator Permit	Residential	EL22-000008	1239 NEW RIVER INLET RD	11/16/2022	0.00
Elevator Permit Total	Residential Total			3	0.00
Elevator Permit Total				3	0.00
Fuel Gas Permit	Residential	FG22-000034	39 SAILVIEW DR	11/15/2022	0.00
Fuel Gas Permit	Residential	FG22-000036	208 MASON CT	10/26/2022	0.00
Fuel Gas Permit	Residential	FG22-000026	1125 NEW RIVER INLET RD	10/26/2022	0.00
Fuel Gas Permit	Residential	FG22-000035	1125 NEW RIVER INLET RD	10/26/2022	0.00
Fuel Gas Permit	Residential	FG21-000015	316 SCOTCH BONNET DR	11/09/2022	0.00
Section VIII, ItemC.					90

Fuel Gas Permit Total	Residential Total			5	0.00
Fuel Gas Permit Total				5	0.00
Insulation Permit	Residential	I22-000061	39 SAILVIEW DR	11/15/2022	0.00
Insulation Permit	Residential	I22-000063	3713 ISLAND DR	10/27/2022	0.00
Insulation Permit	Residential	I22-000051	1125 NEW RIVER INLET RD	10/26/2022	0.00
Insulation Permit	Residential	I22-000059	208 MASON CT	10/26/2022	0.00
Insulation Permit Total	Residential Total			4	0.00
Insulation Permit Total				4	0.00
Mechanical Permit	Residential	M22-000238	1914 BIRD LN	11/17/2022	75.00
Mechanical Permit	Residential	M22-000240	1896 NEW RIVER INLET RD 1209	11/17/2022	75.00
Mechanical Permit	Residential	M22-000241	1822 NEW RIVER INLET RD 1304A	11/17/2022	75.00
Mechanical Permit	Residential	M22-000244	2244 ISLAND DR	11/17/2022	75.00
Mechanical Permit	Residential	M22-000245	2000 NEW RIVER INLET RD 3404	11/17/2022	75.00
Mechanical Permit	Residential	M22-000228	39 SAILVIEW DR	11/15/2022	0.00
Mechanical Permit	Residential	M22-000225	208 MASON CT	10/26/2022	0.00
Mechanical Permit	Residential	M22-000200	1125 NEW RIVER INLET RD	10/26/2022	0.00
Mechanical Permit	Residential	M22-000232	3713 ISLAND DR	10/27/2022	0.00
Mechanical Permit Total	Residential Total			9	375.00
Mechanical Permit Total				9	375.00
New Construction Permit	Single Family	C22-000049	1008 NEW RIVER INLET RD	11/16/2022	1,814.91
New Construction Permit	Single Family	C22-000047	39 SAILVIEW DR	11/15/2022	2,196.06
New Construction Permit	Single Family	C22-000056	3713 ISLAND DR	10/27/2022	2,437.56
Section VIII, ItemC.	Permit	Single Family	C22-	1125 NEW RIVER INLET	10/26/2022

		000043	RD		
New Construction Permit	Single Family	C22-000050	208 MASON CT	10/26/2022	1,714.11
New Construction Permit Total	Single Family Total			5	9,555.19
New Construction Permit Total				5	9,555.19
Plumbing Permit	Residential	P22-000080	1822 NEW RIVER INLET RD 1304	11/16/2022	75.00
Plumbing Permit	Residential	P22-000071	39 SAILVIEW DR	11/15/2022	0.00
Plumbing Permit	Residential	P22-000070	208 MASON CT	10/26/2022	0.00
Plumbing Permit	Residential	P22-000061	1125 NEW RIVER INLET RD	10/26/2022	0.00
Plumbing Permit	Residential	P22-000073	3713 ISLAND DR	10/27/2022	0.00
Plumbing Permit Total	Residential Total			5	75.00
Plumbing Permit Total				5	75.00
Renovation Permit	Single Family	B22-000020	3589 ISLAND DR	11/10/2022	75.00
Renovation Permit Total	Single Family Total			1	75.00
Renovation Permit Total				1	75.00
Request for Elevation Certificate	Request for Elevation Certificate	REC22-000011	575 OCEAN DR	11/17/2022	0.00
Request for Elevation Certificate Total	Request for Elevation Certificate Total			1	0.00
Request for Elevation Certificate Total				1	0.00
Sign Permit	Other	S22-000002	2224 NEW RIVER INLET RD	11/14/2022	120.00
Sign Permit Total	Other Total			1	120.00
Sign Permit Total				1	120.00
Simple Build Permit	Single Family	SB22-000094	210 PORT DR	11/14/2022	150.00
Simple Build Permit	Single Family	SB22-000096	274 SEA SHORE DR	11/16/2022	200.00
Simple Build Permit	Single Family	SB22-000092	4021 ISLAND DR Lot 80G Pelican St	10/28/2022	200.00
Simple Build Permit Total	Single Family Total			3	550.00
Simple Build Permit Total				3	550.00
Swimming Pool Permit	Residential	SP22-	39 SAILVIEW DR	11/16/2022	305.00

		000033			
Swimming Pool Permit	Residential	SP22-000036	402 NEW RIVER INLET RD	11/17/2022	305.00
Swimming Pool Permit	Residential	SP22-000038	12 OSPREY DR	11/16/2022	305.00
Swimming Pool Permit Total	Residential Total			3	915.00
Swimming Pool Permit Total				3	915.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000174	39 SAILVIEW DR	11/16/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000199	12 OSPREY DR	11/16/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000152	39 SAILVIEW DR	11/15/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000201	274 SEA SHORE DR	11/16/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000169	1008 NEW RIVER INLET RD	11/16/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000185	4021 ISLAND DR Lot 80G Pelican St	10/28/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000157	3713 ISLAND DR	10/27/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000045	213 COASTAL DR	11/09/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000146	128/130 SEA OAKS CT	11/09/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000200	1299 NEW RIVER INLET RD	11/10/2022	50.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000197	566 NEW RIVER INLET RD	11/09/2022	50.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000205	39 SAILVIEW DR	11/09/2022	50.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000150	1125 NEW RIVER INLET RD	10/26/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000175	208 MASON CT	10/26/2022	0.00
Zoning and Floodplain Development Permit	Residential	ZFP22-000190	402 NEW RIVER INLET RD	11/17/2022	0.00
Zoning and Floodplain Development Permit Total	Residential Total			15	150.00

Zoning and Floodplain Development Permit Total				15	150.00
All Permits Total				80	12,640.19

P+Z Permits Issued List

From: 10/22/2022
To: 11/21/2022

Planning Department

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
ZFP22-000150	10/26/2022	1125 NEW RIVER INLET RD	774G-66	L13 OCEAN VIEW SHORES	WESTBROOK JEFFREY & SARAH	Channel Marker Builders LLC - Thomas J Smith			125.00		384815.00	0.00	0.00
ZFP22-000175	10/26/2022	208 MASON CT	775B-82	L27 OCEAN CLUB VILLAGE	MILLER CHRISTOPHER & ERICA DAVIDSON	Appliance Specialist, LLC - Erica Anne Davidson			125.00		450000.00	0.00	0.00
ZFP22-000157	10/27/2022	3713 ISLAND DR	813-5.3	TR 2 SR BARNES PROPERTY	NAGLE WILLIAM S III & SUE ANN	Prestige Building Group LLC - Michael Sr J Howington			125.00		750000.00	0.00	0.00
ZFP22-000185	10/28/2022	4021 ISLAND DR Lot 80G Pelican St	769-4.1	TR2 & TR3 HUNTER HEATH TRUST	ROGERS BAY CAMPGROUND CO OWNERS	William Coursey -			125.00		10000.00	0.00	0.00
ZFP22-000197	11/09/2022	566 NEW RIVER INLET RD	775B-60	L5 OCEAN CLUB VILLAGE	DUNBAR FRED A & MICHELLE S	Channel Marker Builders LLC - Thomas J Smith			50.00	614	4000.00	0.00	0.00
ZFP22-000205	11/09/2022	39 SAILVIEW DR	775C-36.2	L39 S2 CAPE ISLAND	LYNAM LARRY VAN & BRENDA SUE	Ridgestone Construction LLC - Chris Majewski			50.00	613	2000.00	0.00	0.00
ZFP22-000045	11/09/2022	213 COASTAL DR	778C-91	L10A S3 BE NORTH TOPSAIL SHORES	TRESCHUK TIMOTHY M & JEANNE A	TRESCHUK TIMOTHY M & JEANNE A			125.00		2000.00	0.00	0.00
ZFP22-000146	11/09/2022	128/130 SEA OAKS CT	815A-20 815A-19	U10B SEA OAKS	WOLFE WILLIAM K	Olde Anchor Building Company, Inc. - Christopher R Batts			125.00		750000.00	0.00	0.00
ZFP22-000200	11/10/2022	1299 NEW RIVER INLET RD	779C-13.1	L1A SOUND SIDE SEA RANCHES	WEIR LUKE J & KORIN H	Cursio Coastal Construction LLC - Nathan P Cursio			50.00	615	689000.00	0.00	0.00
ZFP22-000152	11/15/2022	39 SAILVIEW DR	775C-36.2	L39 S2 CAPE ISLAND	LYNAM LARRY VAN & BRENDA SUE	Ridgestone Construction LLC - Chris Majewski			125.00		420000.00	0.00	0.00
ZFP22-000201	11/16/2022	274 SEA SHORE DR	803-4	SHORE DR	MJL ENTERPRISES INC	Lloyd Moore -			125.00		4600.00	0.00	0.00
ZFP22-	11/16/2022	1008 NEW RIVER	774-47.9	NEW LOT C GARY F. GRAY &	GRAY GARY F & SUSAN L	RG Properties,			125.00		886900.00	0.00	0.00

		INLET RD		WIFE SUSAN L. GRAY		LLC - Ryan Gray							
ZFP22- 000199	11/16/2022	12 OSPREY DR	775B-122	L22 S2 CRYSTAL SHORES	BEJA ROBERT & MELISSA COKER	Sun City Pools, Inc. - Sam Jr. T. Manoogian			125.00		85000.00	0.00	0.00
ZFP22- 000174	11/16/2022	39 SAILVIEW DR	775C-36.2	L39 S2 CAPE ISLAND	LYNAM LARRY VAN & BRENDA SUE	Ridgestone Construction LLC - Chris Majewski			125.00		25000.00	0.00	0.00
ZFP22- 000190	11/17/2022	402 NEW RIVER INLET RD	775B-45	L11 S1 CRYSTAL SHORES	CAPITAL ASSET TOPSAIL DEVELOPMENT LLC	Carolina Creations Landscape, Inc. - Arthur B Miller & Arthur B Miller II			125.00		66790.00	0.00	0.00
ZFP22- 000031	11/21/2022	2676 ISLAND DR	807-91	L16 B13 OCEAN CITY	DOWDY GLENDA	Randy A Miller - Randy A. Miller			125.00		91200.00	0.00	0.00
DVW22- 000056	10/26/2022	1125 NEW RIVER INLET RD	774G-66	L13 OCEAN VIEW SHORES	WESTBROOK JEFFREY & SARAH	Channel Marker Builders LLC - Thomas J Smith			50.00		384815.00	0.00	0.00
DVW22- 000067	10/26/2022	208 MASON CT	775B-82	L27 OCEAN CLUB VILLAGE	MILLER CHRISTOPHER & ERICA DAVIDSON	American Patio Drive Walk -			50.00		20000.00	0.00	0.00
DVW22- 000074	10/27/2022	3713 ISLAND DR	813-5.3	TR 2 SR BARNES PROPERTY	NAGLE WILLIAM S III & SUE ANN	Prestige Building Group LLC - Michael Sr J Howington			50.00		5000.00	0.00	0.00
DVW22- 000061	11/15/2022	39 SAILVIEW DR	775C-36.2	L39 S2 CAPE ISLAND	LYNAM LARRY VAN & BRENDA SUE	Ridgestone Construction LLC - Chris Majewski			50.00		3000.00	0.00	0.00

Town of North Topsail Beach

Service



Integrity

Police Department

Chief William K. Younginer

Department Report for October 1, 2022 - October 31, 2022

Arrests	
Communicating Threats	1
Open Container	1
Resist, Delay & Obstruct	1
Simple Assault	3
Traffic	6
Warrant	2

Citations	
State Citations	16
Town Citations	2
Warning Citations	2

Summary	
Total Calls for Service	115
Total Citations Issued	20
Total Reports	52
Total Security Checks	1372

Calls For Service	
Accidents	4
Alarm Calls	3
B&E	1
Cit / Mot / Ped Assists	16
Disturbances	11
Domestics	5
911 Hang Up	2
Larceny	1
Misc. Calls	36
Missing Person	1
Open Door/Window	1
Simple Assault	1
Suspicious Activity	9
Trespassing	3

Assist Other Agencies	
E. M. S.	5
H.R.P.D.	2
N.T.B. F.D.	7
O. C. S. D.	7



Town of North Topsail Beach
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	12 07 2022

Issue: Planning Board Committee Report
Hanna McCloud, Chair
Department: Planning
Prepared by: Deborah J. Hill MPA AICP CFM CZO
Presentation: No

The Planning Board conducted their regular on Thursday, November 10, 2022, at 5:00 p.m. and discussed the following:

Case #SUP-22-02 (cont.)

The Planning Board reviewed a Special Use Permit application submitted by Laura Murphy to to renovate 4 Bermuda Landing. Plans include removing the existing rear 16'x7.6' deck; construct a 16'x7.6' den addition on 1st habitable level; adding a new deck on the 2nd habitable level; and adding a ground floor enclosure. The Planning Board voted to recommend approval with the conditions 1) Not to exceed existing impervious %; 2) not to encroach into 10-foot easement.



Town of North Topsail Beach
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	12 07 2022

Issue: Board of Adjustment Committee Report
Hanna McCloud, Chair

Department: Planning

Prepared by: Deborah J. Hill MPA AICP CFM CZO

Presentation: No

No meeting was held, as no variance nor appeals have been received.

Date: December 8th, 2022

This Sub-contract Agreement (“Agreement”) formalizes the relationship between Otto Connect, Inc. (“Consultant”) and The Town of North Topsail Beach (“Client”), and the terms and conditions both sides agree are reasonable for the conduct of the relationship for the Services noted below. This Agreement includes the updated naming of parking zones and use of the new Town Logo per Client’s request.

1. Services to Be Performed

The Consultant agrees to procure and install parking signs for installation at all Town Parking lots described in Exhibit B. Size, content, and layout are as described in Exhibit A.

2. CLIENT Responsibilities

The Client will be responsible for approval of the sign content, layout, quantity, and location of each sign. Consultant’s ability to satisfactorily perform the Services is conditioned on CLIENT’s cooperation as CLIENT in all matters relating thereto, including access to the project premises and CLIENT’s prompt response to requests for information and such other inputs as Consultant believes are required in order to perform the Services. CLIENT represents all information CLIENT makes available to Consultant will be accurate and complete in all material respects and that Consultant can rely on the accuracy and completeness of such information without independent verification. CLIENT agrees to notify Consultant promptly of any material change in any information previously made available to Consultant by CLIENT.

3. Term

This agreement is effective for 3 months commencing on December 8th, 2022. Client and Consultant will provide reasonable commercial efforts to have all signs initially ordered, purchased, and installed prior to March 1st, 2023. Additional signs may be procured and installed at a later date as determined by an amendment to this agreement providing the additional details needed in Exhibits A and B and agreed to in writing by both parties.

4. Payment

Consultant will provide the signs and materials including equipment rental if appropriate at cost, labor at a rate of \$25 per hour per person, and mileage per GSA published rate from North Topsail Beach, NC to Jacksonville, NC as needed for removal, update, and installation of the signs and will invoice monthly or upon completion.

5. Responsibility for Taxes and Benefits

- a) **State and Federal Taxes:** The Consultant will be solely responsible for complying with all federal, state, local, and other tax laws, and regulations applicable to payments received from CLIENT. CLIENT will not withhold employment taxes, including, without limitation, FICA (Social Security and Medicare taxes) from the Consultant’s payments or make tax payments on the Consultant’s behalf, make state or federal unemployment compensation contributions on the Consultant’s behalf, or withhold state or federal income tax from the Consultant’s payments.
- b) **Fringe Benefits.** Notwithstanding paragraph 4, Consultant understands that he is not eligible to participate in any employee pension, employee benefit (welfare or otherwise), or other CLIENT fringe benefit plan.

6. Indemnification

The Consultant shall indemnify and hold CLIENT free and harmless from any obligations, costs, claims, judgments, attorneys’ fees, and attachments arising from (i) any grossly negligent, reckless or intentionally wrongful act of Consultant, and (ii) a determination by a court or agency that the Consultant is not an independent contractor. CLIENT shall indemnify and hold Consultant free and harmless from any obligations, costs, claims, judgments,

attorneys' fees, and attachments arising from any grossly negligent reckless or intentionally wrongful act of CLIENT.

7. Disclaimer

All recommendations, suggestions, and information provided by Consultant are provided "as is" without representation or warranty of any kind. Consultant expressly disclaims any and all representations and warranties with respect to the Services, this Agreement and the recommendations, suggestions, and information provided by Consultant hereunder, whether oral or in writing, statutory, express, or implied, including, but not limited to, warranties of merchantability or fitness for a particular purpose or use. In no event will Consultant's total cumulative liability to CLIENT or any other party for claims, losses, or damages of any kind arising out of or related to this engagement letter exceed the fees actually paid by CLIENT hereunder. In no event will Consultant be liable for any special, remote, punitive, indirect, incidental, consequential, lost profits or exemplary damages of any kind arising under this Agreement, even if Consultant was advised in advance of the possibility of such damages.

8. Confidentiality and Nondisclosure

CLIENT will hold as confidential, not use except as otherwise authorized herein, and protect from disclosure to unauthorized third parties Consultant's confidential information except as required by law. For purposes hereof, "confidential information" means any confidential or proprietary information disclosed, made available or otherwise provided by or on behalf of Consultant to Client that relates to Consultant's business affairs, internal operations, financial matters, technology, research and development, product plans or offerings, markets, customers, or know-how, and that is labeled as "confidential" or with like marking or that reasonably should be known to be confidential or proprietary to Consultant in light of the nature of the information disclosed or the circumstances of disclosure. Confidential information will not include information that: (i) was publicly available at the time of disclosure, or that subsequently becomes publicly available, except by wrongful disclosure hereunder by CLIENT; (ii) was received from a third party who was not known by CLIENT to be under any obligation of confidentiality with respect to such information or to have violated any applicable law; or (iii) is approved in writing for release by Consultant. This Agreement does not grant CLIENT any license or other rights with respect to any confidential information or any invention, patent application, patent, claims of patent, know-how, trade secrets, or intellectual property rights relating thereto.

9. Publicity

No information concerning this Agreement, or the services provided for in it will be released by the Consultant for publication, advertising, or for any other purpose without the prior written approval of CLIENT.

10. Stop Work Order

CLIENT may at any time by written order to Consultant, direct Consultant to stop all or any part of the work authorized for such period of time as CLIENT may specify.

11. Permits and Licenses

The Consultant certifies that he has complied with all federal, state, and local laws requiring business permits, certificates and licenses required to carry out the services to be performed under this Agreement.

12. Agreement Modification or Termination

Either party may terminate this Agreement at will any time for any reason.

13. Dispute Resolution

Both parties will attempt in good faith to resolve disputes arising under this Agreement, if necessary, with the help of a mutually agreed-upon mediator. Pending resolution of any dispute, the Consultant agrees to proceed

diligently with the performance of this Agreement. The Agreement will be governed by the laws of the North Carolina, without regard to its conflicts of law principles.

14. Entirety of Agreement

This Agreement constitutes the entire Agreement between the parties.

15. Notices

All notices and other communications in connection with this Agreement shall be in writing and shall be considered given: 1) when delivered personally to the recipient's address as stated in this Agreement, or 2) when sent by fax or electronic mail. Such notice is effective upon receipt, provided that a duplicate copy of the notice is promptly sent by first class mail, or the recipient delivers a written confirmation of receipt, or the recipient provides confirmation via email.

16. Assignment

This Sub-Contract Agreement may not be assigned without the written agreement of CLIENT and the Consultant.

Otto Connect, Inc. (Consultant):

Town of North Topsail Beach (CLIENT):

By:



(Signature with Authority)

Name: Jim Varner

Title: President and CEO

Date: _Dec 8th, 2022_____

By:

(Signature with Authority)

Name: _____

Title: _____

Date: _____

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act.

Town Finance Officer

Exhibit A

Consultant will remove existing signs, transport to Jacksonville (Signworks), procure the updated vinyl overlay, have overlay installed by Signworks, and reinstall paid parking signs as identified per parking area in locations to be confirmed by Client personnel.

Signs will be installed on existing posts where applicable. Client personnel (Public Works) will support the installation of additional posts and move existing posts as needed on an as available basis prior to March 1st, 2023.

Estimated costs will be:

- Signs (based on quoted estimate from Signworks):

○ Large 32" x 48"	35 signs	\$156.00/sign
○ Small 12" x 18"	76 signs	\$28.50/sign
○ Clean/install overlay	All signs	\$80.00

Sub-Total with Taxes: \$9000.00

- Otto Team estimates for labor and mileage

Sub-Total: \$1500.00

- Total Estimated costs = \$10,500.00

All sign overlays will be reflective vinyl.

Sign Layout to be customized per each parking area with Zone as appropriate for the parking area:

- All signs will be the same format – customized for the specific zone based on the table in Exhibit B.
- Two sizes formats will be used with the same sign:
 - 32" x 48" (35 signs)
 - 12" x 18" (74 signs)

Example of the New Sign

FOUNDED IN 1990 *Nature's Tranquil Beauty* NORTH CAROLINA

Pay to Park

Use the SurfCAST App or Web for Local Information

1) Download & Pay via Mobile App

3 Ways to Pay:

2) Scan the QRcode (via Smartphone camera) for Secure Web-Link

<https://surfcast.ottoconnect.us/pay>

3) Call for support:

- Parking Permits and Violation Payments

910-200-1497

Zone: NTB08

Reeves – 320 Seashore

Please pay for your parking before leaving your vehicle

Pay to Park Every Day - All Year: 9:00 AM – 5:00 PM

For Issues, Concerns, Disputes – please contact us at
Customer Support email: customerservice@ottoconnect.us

Exhibit B - The following table represents the parking zone names (former and new) and quantity of signs per zone. New zone names align with the Beach Access number for clarity.

Zones: 2021-22	Location	Zone Names: New 2023	Location (on the sign)	Large Signs	Small Signs
NTB01	Reeves	NTB08	Reeves & 320 Seashore	1	2
NTB02	Chestnut	NTB10	Chestnut & 590 Ocean	2	2
NTB03	21st Lot	NTB13	21st Ave & 124 Topsail Dr	2	3
NTB04	13th St	NTB17	13th Ave & 296 Topsail Dr	1	2
NTB05	Robert Knowles	NTB29	Robert Knowles Park & 3623 Island Dr	1	5
NTB06	Myrtle	NTB30	1 Myrtle Ave	1	4
NTB07	Rogers Bay	NTB31	Rogers Bay & 4021 Island Dr	4	9
NTB08	Old Jeffries	NTB33	215 New River Inlet	4	10
NTB09	New Jeffries	NTB34	315 New River Inlet	7	12
NTB10	Town Park S	NTB04	Town Park & 484 New River Inlet	1	5
NTB11	Town Park N	NTB04	Town Park & 484 New River Inlet	1	5
NTB12	Jenkins Way	NTB41	Jenkins Way & 1294 New River Inlet	2	3
NTB13	Bay Ct	NTB42	Bay Ct. & 1574 New River Inlet	1	4
NTB14	Marina Way	NTB43	Marina Way & 1600 New River Inlet	2	4
NTB15	BA3 Lot	NTB03	Beach Access 3 - 4000 River Rd Ext	2	4
NTB44	BA3 4x4 Beach	NTB4x4	Beach Access 3 - 4x4 Drive on the Beach Lot	3	2
TOTAL SIGNS				35	76

EXHIBIT A – Amendment 3 dated December 8th, 2022

Statement of Work

Company will update the following provisions of the SurfCAST parking management solution for year 2023:

1. All parking area signage will be updated via separate Sub-Contract Agreement dated 12/8/2022 with the following changes:
 - The new Town logo will be used.
 - New zone naming will be used to align with the Town’s Beach Access numbering (as detailed in the Sub-Contract).
 - Otto Connect will include their customer support phone number on the signs during normal business hours of 9:00 AM to 5:00 PM for purchase of parking permits and violation payments.
2. The “Park by Mail” lot at Rogers Bay (formerly NTB07) will be resigned and the “Park by Mail” option will no longer be supported. This zone/lot will be treated the same as the remaining parking lots (with the exception of the 4x4 parking area which has unique pricing).
3. An Annual Parking Permit for 1 vehicle will be added at a price of \$150.00.
 - All other permits will remain unchanged (i.e., the annual permit for 2 vehicles purchased at the same time will be \$250.00). Note: if 1 vehicle permit is purchased for \$150 and a second vehicle permit is desired at a later date, the price for the second vehicle permit will also be \$150.00.

All other provisions in Exhibit A remain in effect.

Otto Connect, Inc.:

By: _____

Name: _____

Title: _____

Town of North Topsail Beach:

By: _____

Name: _____

Title: _____

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act.

Town Finance Officer

INTERLOCAL AGREEMENT – FIRE PROTECTION SERVICES

THIS AGREEMENT, made and entered into this _____ day of _____ 202____, by and between the Town of North Topsail Beach (hereinafter referred to as “the Town”) and Onslow County (hereinafter referred to as “the County”).

WITNESSETH

WHEREAS, Part 1 of Article 20 of Chapter 160A of the North Carolina General Statutes authorizes interlocal cooperation among units of local government to execute any undertaking on behalf of one another; and

WHEREAS, in accordance with N.C. Gen. Stat. §153A-149(c)(11) the County is authorized to levy property taxes to provide fire protection services and fire prevention programs; and

WHEREAS, in accordance with N.C. Gen. Stat. §153A-233 the County is able to contract for fire-fighting or prevention services with other units of local governments; and

WHEREAS, the County and the Town currently have a mutual aid agreement in effect that provides, *inter alia*, that the Town come to the aid of the County when there is a need for assistance related to fire-fighting emergencies; and

WHEREAS, the Parties recognize that the Town has personnel and apparatus costs associated with the fulfillment of its duties under the mutual aid agreement, and that the Town will be able to better service the County in mutual aid situations if the County contributes to the costs associated with the Town’s fire-fighting services; and

WHEREAS, the County has agreed to pay to the Town a portion of the ad valorem property taxes each fiscal year collected from properties within the Town’s incorporated boundaries;

WHEREAS, the Parties wish to memorialize their agreements; and

NOW THEREFORE, for and in consideration of the mutual benefits, covenants, and promises contained herein, the parties hereto agree as follows:

1. The County is allocating \$0.03 of its ad valorem tax rate for fire protection services. In exchange for the services that the Town is agreeing to provide herein, the County has agreed to pay the \$0.03 it collects from properties within the Town’s incorporated borders to the Town for each fiscal year this Agreement

remains in effect. The following formula will be used to determine the amount that the County will pay to the Town each fiscal year:

$$(.03 \div X) \times Y = Z$$

X shall be the Ad Valorem Tax Rate adopted by the County for the fiscal year at issue.

Y shall be the amount of ad valorem taxes collected¹ by the County from properties located within the Town's incorporated boundaries between July 1st and June 30th for the fiscal year at issue.

Z shall be the amount payable to the Town

2. The amount payable to the Town in accordance with Paragraph 1 shall be paid to the Town no later than July 30th of the following fiscal year.

In the avoidance of all doubt, the following examples are provided for illustration purposes.

Example 1: The ad valorem tax rate for fiscal year 2022-2023 is \$0.655. Assuming the ad valorem taxes collected by the County from real property within the Town's borders in fiscal year 2022-2023 equals \$30,000,000.00, the amount payable to the Town for fiscal year 2022-2023 would be \$1,374,045.80, which would be payable on July 30, 2023. Said amount is reached using the following formula $(.03 \div .655) \times \$30,000,000.00 = \$1,374,045.80$

Example 2: Assuming the ad valorem tax rate for fiscal year 2023-2024 is \$0.62, and the ad valorem taxes collected by the County from real property within the Town's borders in fiscal year 2023-2024 equals \$25,000,000.00, the amount payable to the Town for fiscal year 2023-2024 would be \$1,209,677.42, which would be payable on July 30, 2024. Said amount is reached using the following formula $(.03 \div .62) \times \$25,000,000.00 = \$1,209,677.42$

3. The Town will use any money paid by the County to the Town in accordance with this Agreement for fire-fighting purposes only, to include costs associated with personnel, equipment, facilities, and apparatus.

¹ "ad valorem property taxes collected" shall mean the net amount of dollars collected and retained by the County. Interest, write offs, administration overpayments, customer overpayments, refunds, etc. shall be deducted from the gross amount collected to determine the net amount of dollars collected and retained by the County.

4. The Town will continue to provide fire service related mutual aid to the County in accordance with the mutual aid agreement currently in effect, and will continue to renew such mutual aid agreements for as long as this Agreement remains in effect.
5. The Town shall obtain a criminal history record check of any person who applies for a paid or volunteer position providing fire-fighting or prevention services. The criminal history record check shall be conducted and evaluated as provided in G.S. 143B-943. See G.S. 153A-233.

The terms of this Agreement may only be modified by a written mutual agreement signed by the parties and attached hereto, and may be terminated at any time by either party by providing written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, in duplicate originals, as of the day and year first above written.

ONSLOW COUNTY

By: _____ (seal)
_____, Chairperson
Onslow County Board of Commissioners

Attest: _____ (seal)
_____, Clerk to the Board

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

County Finance Officer

TOWN OF NORTH TOPSAIL BEACH

By: _____ (seal)
_____, Mayor

Attest: _____ (seal)
_____, Town Clerk

Agreement – Fire Protection Mutual Aid

THIS AGREEMENT, made and entered into this _____ day of _____ 2022, by and between the below parties

WITNESSETH

WHEREAS, each of the parties hereto maintain equipment and personnel for the suppression of fires within its own jurisdiction and areas, either directly or by funding entities that handle such on behalf on its behalf; and

WHEREAS, the parties hereto desire to augment the fire protection available to their various establishments, districts, agencies, and municipalities in the event of a large fires or conflagrations; and

WHEREAS, the lands or districts of the parties hereto are adjacent or continuous so that mutual assistance in a fire emergency is deemed feasible; and

WHEREAS, it is the policy of the County, the municipalities, and fire departments within the County to enter into mutual aid agreements wherever practicable; and

WHEREAS, it is mutually deemed sound, desirable, and practicable, and beneficial for the parties to this Agreement to render assistance to one another in accordance with these terms:

THEREFORE BE IT AGREED THAT:

1. Upon request of the designated official of the Municipality, County, or Volunteer Fire Department the undersigned agencies will furnish such firefighting service to the extent deemed available at the time of the fire, for the purpose of assisting in combating fires occurring within the unincorporated areas of the County of Onslow.
2. The following officials are hereby designated to request firefighting assistance:
 - a. For the municipalities:
 - i. City or Town Managers
 - ii. Public Safety Directors or Deputy Directors
 - iii. Fire Chiefs or Deputy Chiefs
 - iv. Senior fire department officer on duty
 - b. For the County:
 - i. County Manager
 - ii. Director of Emergency Services or Deputy Director
 - iii. Fire Rescue Division Chief
 - iv. Fire Marshal or Assistant Fire Marshal
 - c. For the Volunteer Fire Department:
 - i. The Fire Chief, Deputy Chiefs, or Assistant Chiefs
 - ii. Senior fire department officer on duty

3. Request for assistance will be made through the appropriate E911 Center that provides service to the fire entities.
4. Upon arrival at the scene of the fire, assisting personnel and equipment shall report to either the Incident Command or Operations Officer or whoever is providing tactical control of the fire assets.
5. The rendering of assistance under the terms of this agreement shall not be mandatory, but the party receiving the request for assistance should inform the requesting service as soon as possible if, for any reason, assistance cannot be rendered.
6. Each party to this Agreement hereby expressly waives all claims against the other party or parties for compensation for any loss, damage personal injury, or death occurring to consequence of the performance of this Agreement.
7. This agreement will abolish all previous agreements that the County held with entities for the express purpose of mutual aid. However, this does not abolish any other individual agency's agreements for the purpose of automatic aid that agencies may enter into.

IN WITNESS WHERE OF, the parties hereto executed this agreement, on the day and year written above.

Agency	Title of Signature	Signature
Backs Swamp Volunteer Fire Department	_____	_____
Halfmoon Volunteer Fire Department	_____	_____
Haws Run Volunteer Fire Department	_____	_____
Town of Holly Ridge	_____	_____
Holly Ridge Fire & Rescue	_____	_____
Hubert Volunteer Fire Department	_____	_____
City of Jacksonville	_____	_____
Maysville Fire Department	_____	_____
Nine Mile Volunteer Fire Department	_____	_____
Town of North Topsail	_____	_____
Onslow County	_____	_____
Piney Green Volunteer Fire Department	_____	_____
Pumpkin Center Volunteer Fire Department	_____	_____
Rhodestown Volunteer Fire Department	_____	_____
Town of Richlands	_____	_____
Richlands Volunteer Fire Department	_____	_____
Southwest Volunteer Fire Department	_____	_____

Town of Surf City		
Town of Swansboro		
Turkey Creek Fire & Rescue		
Verona Volunteer Fire Department		

Town of North Topsail Beach

Joann M. McDermon, Mayor
Mike Benson, Mayor Pro Tem

Aldermen:
Richard Grant
Connie Pletl
Alfred Fontana
Tom Leonard



Alice Derian, ICMA-CM
Town Manager

Nancy Avery
Interim Town Clerk

Nature's Tranquil Beauty

RESOLUTION NO. 2022-0009

RESOLUTION IN SUPPORT OF AMERICAN FLOOD COALITION MEMBERSHIP

WHEREAS, proactively investing to prevent flooding is a wiser use of resources than spending on flooding recovery, as exemplified by Federal Emergency Management Act research showing that \$1 of spent on disaster prevention saves up to \$7 in recovery costs; and

WHEREAS, national coordination and support are necessary for communities to fully address the challenge of flooding and sea level rise, and the American Flood Coalition provides a platform advocating for national solutions to flooding and sea level rise that invest in and protect our coastal communities; and

WHEREAS, the American Flood Coalition is a no-cost forum for best practices and source of support in developing local and state-level responses to flooding and sea level rise that will enhance the Town of North Topsail Beach's resilience effort; and

WHEREAS, flooding and sea level rise are important issues that our residents deserve to understand and the American Flood Coalition provides opportunities and tools to communicate with residents on flooding challenges and solutions; and

WHEREAS, joining the American Flood Coalition will aid the Town of North Topsail Beach's efforts to protect against flooding without requiring any financial support or dues from the Town of North Topsail Beach; and

WHEREAS, the Town of North Topsail Beach has proactively installed a demonstration living shoreline, a water level gauge to monitoring town-wide flooding and is a member of the Topsail Island NC Resilient Coastal Communities Program; and

WHEREAS, the Board of Aldermen finds that joining the American Flood Coalition will promote the welfare of the Town of North Topsail Beach residents and ensure the prosperity of the Town of North Topsail Beach's economy by accelerating solutions to sea level rise and flooding.

NOW, THEREFORE, BE IT RESOLVED, that the Town of North Topsail Beach recognizes the need to advance national solutions to sea level rise and flooding and will work as a member of the American Flood Coalition to safeguard the welfare of the Town of North Topsail Beach residents.

Adopted this the 7th day of December, 2022.

Joann McDermon, Mayor

ATTEST: _____
Nancy Avery, Interim Town Clerk



AMERICAN

FLOOD

COALITION

OUR POLICIES

**A NONPARTISAN COALITION
ADVOCATING FOR NATIONAL SOLUTIONS
TO FLOODING AND SEA LEVEL RISE**

FloodCoalition.org

Who we are

The American Flood Coalition is a nonpartisan group of political, military, business, and local leaders that have come together to unlock national solutions to flooding and sea level rise. We proactively address the growing cost of coastal, riverine, and flash flooding by advocating for smarter planning and investment before these disasters strike.



Our mission

Protecting communities that are vulnerable to flooding and sea level rise is a national issue that must be met with national solutions—it is vitally important to our country’s citizen well-being, economic strength, and security.

In the last 10 years, all 50 states have had presidential disaster declarations from flooding¹

Our 4 solutions pillars



Economy

Invest in infrastructure and natural solutions that boost the economy and protect property values



Communities

Use smart planning to keep communities safe and save taxpayer dollars



Rebuilding

Build back stronger to protect communities from future flooding



Military

Ensure our military installations are ready to deploy 365 days a year

¹ FEMA, FEMA Disaster Declarations Summary - Open Government Dataset, 2018.

Economy

Invest in infrastructure and natural solutions that boost the economy and protect property values

Our national economy relies on our highways, ports, and other essential infrastructure, much of which is at risk from riverine, coastal, and flash flooding and sea level rise. The American Flood Coalition supports dedicated funding and incentives for resilience that will help prevent flood damage, ensure property values and coastal tourism remain strong, and spur innovation and job creation.

The construction of new infrastructure will create local employment opportunities that cannot be outsourced, bringing more jobs to the community. As our communities adapt to flooding and sea level rise, we'll also be able to build new businesses and innovation that we can export to others around the globe.

Policies

- ▶ Support communities investing in adaptation through dedicated federal funding and incentives, such as adaptation trust funds, revolving loan funds, and tax breaks
- ▶ Increase innovation grants for research into flood mitigation technology
- ▶ Facilitate the exchange of best practices among flood-affected communities
- ▶ Broaden available financing methods for flood infrastructure projects in ways that engage the private sector, such as public-private partnerships and low-interest debt financing



**Investing
\$100M
in water
infrastructure
creates an
estimated
1500+ jobs
in the local
community²**

² Value of Water Campaign. The Economic Benefits of Investing in Water Infrastructure. 2017.

Communities

Use smart planning to keep communities safe and save taxpayer dollars



**\$1 spent on
pre-disaster
mitigation
saves \$4-7
in disaster relief³**

Investing in resilience can save taxpayer dollars and untold heartache for affected communities, but to plan smart our communities need accurate information and policies that empower them to act. As a first step, the Federal Emergency Management Agency (FEMA) should upgrade its flood maps, 15% of which reflect information from the 1970s and 1980s, and none of which include future sea level rise.

Once communities understand their risk, they need federal funding for smart investments. We need to dramatically increase FEMA's pre-disaster mitigation funding, which currently makes up less than 1% of its budget. Communities should also be empowered with the flexibility to invest in living shorelines and other natural infrastructure solutions by making the planning and permitting process more efficient.

Policies

- ▶ Increase pre-disaster mitigation funding across agencies
- ▶ Adopt federal minimum flood standards across all major federal programs
- ▶ Update FEMA flood maps to reflect current data and include sea level rise projections
- ▶ Support efficient planning and permitting for living shorelines, including working with the Army Corps to expand the new living shoreline permit category

³ National Institute of Building Sciences, Natural Hazard Mitigation Saves: 2017 Interim Report. December 2017.

Rebuilding

Build back stronger to protect communities from future flooding

When disaster strikes and the national government spends billions to rebuild, we need to build back stronger so our communities can withstand future flooding instead of drawing on taxpayer dollars to rebuild again and again. By creating federal standards for rebuilding that take a clear-eyed view of future risk, we can keep our citizens safe and prevent wasteful spending.

We need to improve Department of Housing and Urban Development (HUD), FEMA, and Small Business Administration (SBA) programs so that they allow and incentivize rebuilding to higher standards.

Policies

- ▶ Create federal resilience standards for rebuilding after hurricanes and flood events
- ▶ Issue guidance from HUD on how the Community Development Block Grant program can be used to encourage adaptive rebuilding
- ▶ Have FEMA allow for and incentivize the adaptation of damaged facilities with Public Assistance funding
- ▶ Allow the SBA Disaster Loan Program to incentivize resilient construction

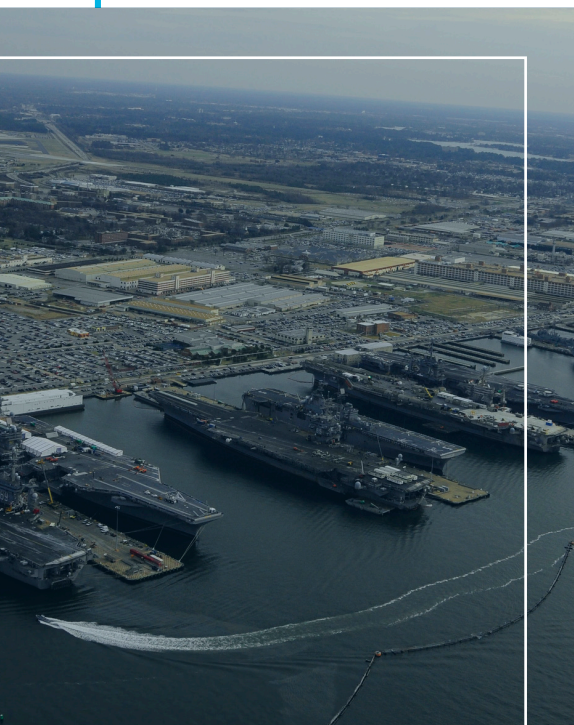


89% of registered voters support a requirement for all federally funded infrastructure to better withstand flooding⁴

⁴ The Pew Charitable Trusts. Poll. January 2018.

Military

**Ensure our military installations are ready to deploy
365 days a year**



**The DoD
found that
931 military
installations
have experienced
flooding⁶**

When military facilities are flooded, it puts our national security at risk. At Norfolk Naval Base, the main access road floods about 10 times per year, affecting the over 90% of servicemen who live off base⁵. Some installations are already taking action to protect against flooding, but we need coordinated national action.

The Department of Defense (DoD) must prioritize adaptation plans to ensure our military is prepared for the future, and we must give base commanders the flexibility to invest in critical infrastructure on and off the base.

Policies

- ▶ Give the DoD the authority to assess the impact of flooding on our military installations
- ▶ Allow base commanders the flexibility to use mission funds to address flooding off-base by expanding programs such as Defense Access Roads
- ▶ Promote alternative funding mechanisms for our military through public-private partnerships

Our progress: We successfully advocated for the Defense Access Roads program amendment, which now allows bases to **address flooding impacts to roads leading into bases**, to be included in the Fiscal Year 2019 National Defense Authorization Act (NDAA) that was signed into law August 2018.

⁵ Virginian-Pilot, Naval Station Norfolk's first 100 years: World's largest navy base anchored to community, June 2017.

⁶ Department of Defense Climate-Related Risk to DoD Infrastructure Initial Vulnerability Assessment Survey (SLVAS) Report. January 2018.

Member benefits



A strong platform to advocate, as part of a nonpartisan group, for national solutions to flooding that invest in and protect our communities

A forum for best practices and support in developing local and state-level responses to flooding and sea level rise



Opportunities and tools to communicate with residents on challenges and solutions related to flooding

Learn more at
FloodCoalition.org

Town of North Topsail Beach

Joann M. McDermon, Mayor
Mike Benson, Mayor Pro Tem

Aldermen:
Richard Grant
Connie Pletl
Alfred Fontana
Tom Leonard



Alice Derian, ICMA-CM
Town Manager

Nancy Avery
Interim Town Clerk

Nature's Tranquil Beauty

RESOLUTION NO. 2022-0010

RESOLUTION ADOPTING 2023 ANNUAL BOARD OF ALDERMEN MEETING SCHEDULE

WHEREAS, North Carolina General Statute 160A-71 requires municipal governing bodies to fix a time and place for its regular meetings; and

WHEREAS, for compliance with the above referenced statute, the Board of Aldermen holds its regular meetings on the first Wednesday of each month at 11 am in the Board chambers at Town Hall, located at 2008 Loggerhead Court in North Topsail Beach;

NOW, THEREFORE, BE IT RESOLVED, that the Town of North Topsail Beach Board of Aldermen establishes its meeting schedule for the year 2023 as follows:

DATE	DAY	TIME	LOCATION
January 4, 2023	Wednesday	11 am	Town Hall, 2008 Loggerhead Court
February 8, 2023	Wednesday	11 am	Town Hall, 2008 Loggerhead Court
March 1, 2023	Wednesday	11 am	Town Hall, 2008 Loggerhead Court
April 5, 2023	Wednesday	11 am	Town Hall, 2008 Loggerhead Court
May 3, 2023	Wednesday	11 am	Town Hall, 2008 Loggerhead Court
June 7, 2023	Wednesday	11 am	Town Hall, 2008 Loggerhead Court
July 5, 2023	Wednesday	11 am	Town Hall, 2008 Loggerhead Court
August 2, 2023	Wednesday	11 am	Town Hall, 2008 Loggerhead Court
September 6, 2023	Wednesday	11 am	Town Hall, 2008 Loggerhead Court
October 4, 2023	Wednesday	11 am	Town Hall, 2008 Loggerhead Court
November 1, 2023	Wednesday	11 am	Town Hall, 2008 Loggerhead Court
December 6, 2023	Wednesday	11 am	Town Hall, 2008 Loggerhead Court

Adopted this the 7th day of December, 2022.

Joann McDermon, Mayor

ATTEST: _____
Nancy Avery, Interim Town Clerk