



Town of North Topsail Beach Board of Aldermen Regular Meeting Agenda

Wednesday, February 07, 2024, 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 – Laura Olszewski
Alderman – Tom Leonard
Interim Town Clerk – Nancy Avery

- I. CALL TO ORDER (Mayor McDermon)
- II. INVOCATION (Alderman Leonard)
- 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. Public Hearing - Application from Seaview Fishing Pier (Planning Director Hill)

Public Hearing (Mayor McDermon)

Specific Action Requested: Mayor may request a motion to approve or deny the application from Seaview Fishing Pier.

- B. Coastal engineer update (Fran Way)
- C. Recent beach survey results and recommendations (Fran Way)

VIII. CONSENT AGENDA

- A. Approval of Minutes from January 3, 2024, meeting
- B. Department Head Reports
 - 1. Finance Department
 - 2. Fire Department
 - 3. Inspections Department

4. Planning Department
5. Police Department

C. Committee Reports

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

D. Fire Station No. 2 Capital Project Ordinance

E. Surplus items for disposition

2014 Polaris MV850, Terex Loader, Hudson 17 foot trailer, 60Kw diesel generator, 4.5 Kw diesel generator, 8500 w gas generator, Terex/Angle sweeper, Terex/Attachment Fork, Terex/Attachment bucket, Terex/boom mower, Hardee side cutter, NOS Auto and equipment.

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

IX. CONTINUING BUSINESS

A. BISAC Update (Chair Strother)

B. Five and Thirty-Year Beach Plan (Engineer Gibson)

Specific Action Requested: Mayor may request motion to approve as presented.

C. NCDOT crosswalks (PW Superintendent Cablay)

X. NEW BUSINESS

A. Planning Board 2024 Meeting Schedule and Town Attorney's Attendance (Alderman Grant)

Specific Action Requested: Mayor may request a motion to request the Town Attorney's attendance at all Planning Board meetings that will be held on the first Thursday of each month effective on March 7, 2024 at 6:00 pm.

B. Planning Board Live Streaming of Meetings (Alderman Olszewski)

C. Town Hall Meeting Room Usage by outside entities (Alderman Olszewski)

D. Proposed Ordinance 2024-02 Beach Vitex (Manager Derian)

Specific Action Requested: Mayor may request motion to adopt Ordinance 2024-02 Beach Vitex.

E. Board of Adjustment (Mayor McDermon)

Resignation of Stu Harness as regular member and consideration of vacancy.

Specific Action Requested: Mayor may request motion to acknowledge resignation and request Town Manager to announce opening.

F. Consideration of BISAC committee appointments (Mayor McDermon)

Terms expiring for Rick Grant, John Gardner and Teri Ward.

XI. OPEN FORUM

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

XII. ATTORNEY'S REPORT

XIII. MAYOR'S REPORT

XIV. ALDERMAN'S REPORT

XV. CLOSED SESSION

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.

XVI. ADJOURNMENT

DOCKET/CASE/APPLICATION NUMBER
 ZFP23-000234

APPLICANT/PROPERTY OWNER
 SEAVIEW FISHING PIER LLC

PUBLIC HEARING DATE
 February 7, 2024, 11:00 a.m.

PROPERTY ADDRESS/LOCATION
 124 FISHING PIER LN (Tax Map # 774F-98)

BRIEF SUMMARY OF REQUEST

Commercial Plan Review: Applicant requests review and approval of plans for minor modifications of a restroom addition (15.5' x 28') and an uncovered deck (6' x 6') attached to the existing variety store and restaurant commercial building (51' x 34') at Seaview Fishing Pier located at 124 Fishing Pier Lane (Tax Map # 774F-98), zoned B-2 Business.



MAP SOURCE: Onslow County GIS 2022 Aerials with Zoning Layer

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
B-2	BUSINESS (fishing pier) The purpose of this district is to provide an area for fishing piers and fish houses.	North R-10 vacant East R-10 duplex South Atlantic Ocean West B-2 hotel	commercial 51' x 34' shed commercial pier	2.5 acres
<p>COMPATIBILITY with the COMPREHENSIVE PLAN (CAMA LAND USE PLAN) Future Land Use: Mixed Use Business</p> <p>COMPATIBILITY with the UNIFIED DEVELOPMENT ORDINANCE</p> <p>The proposed accessory uses (decks and enclosure or outside storage and service areas) and the principle uses (variety store and restaurant, served by the proposed restroom addition), are all permitted by right (ref: UDO Table 4-1 Use Table).</p> <p>Development plans involving new construction of commercial space must be approved by the Board of Aldermen before issuance of a zoning permit. The Planning Board shall review and make recommendations prior to recommending action by the Board of Aldermen (ref UDO § 2.23).</p> <p>Minor modifications 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 (ref UDO § 2.15 (D)).</p>		<p>PROPERTY HISTORY</p> <p>Retail building and fishing pier established prior to incorporation of Town.</p> <p>The Building Inspector has reviewed the preliminary engineered building plans for the proposed addition to the Seaview Pier. The plans appear to meet the requirements of the 2018 North Carolina State Building Code. There may be minor changes related to existing features of the structure that will be examined by the Fire Chief and myself once construction of this addition begins. These changes may include additional "Exist" signs or relocation of existing exit signs, width of open travel distance to exits and other life/safety issues to the existing structure that will be resolved at that time. None of these issues affect the proposed addition and are typical when adding to an existing commercial structure.</p> <p>The Fire Marshall recommends that the emergency light above the exit door be moved to the center of the wall across from the bathroom doors due to not knowing what was going to be stored or how it would be stored in the storage room. A fire extinguisher will need to be mounted in the hallway. Periodic walk throughs will transpire while construction progresses.</p> <p>The Police Chief has reviewed plans and has no objections to proposal.</p> <p>The Public Works Director recommends that asphalt connection to New River Inlet Road be repaired.</p>		

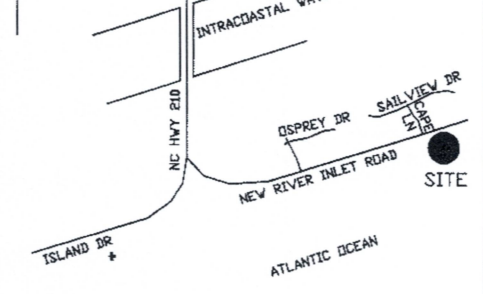
PLANNING BOARD RECOMMENDATION

On January 11, 2024, the Planning Board recommends that the Board of Aldermen conduct a public hearing on February 7, 2024, at 11:00 a.m. to review and approve the development plan as indicated in the attachments 1-7 with the condition that the applicant and staff coordinate with NCDOT to address the driveway entrance. Mr. Fontana seconded the motion. The Board unanimously, 4-0.

ATTACHMENTS

1. Preliminary Plot Plan
2. Engineered Plans
3. Elevation Certificate
4. V-Zone Certificate
5. DEQ Stormwater Permit #SW8971115MOD.SWU-103
6. CAMA Minor Permit 108-23
7. ONWASA Intention To Provide Sewer Service 11.17.2023
8. Legal Notice - Jacksonville Daily News to be run Jan 20, 27, 2024
9. Public Notice - website, message board, "sunshine list" on Jan 23, 2024
10. Planning Director Hill email dated January 23, 2024 9:10 AM to Morgan Starling/Jacksonville Daily News

ATTACHMENT 1



VICINITY MAP (NTS)

L & R HAVEN, LLC
DB 5446, PG 397
ZONING R-10

LINE TABLE	
L1	N00°11'24"W 12.67'
L2	N73°40'39"E 4.43'
L3	S00°12'01"W 21.17'
L4	N06°49'44"E 25.50'
L5	N02°16'33"W 44.69'
L6	S80°32'18"W 8.02'
L7	N01°06'16"W 32.77'

CURVE TABLE	
C1	R=966.48' CB=N65°27'19"E 90.23'
C2	R=966.48' CB=N69°48'37"E 63.56'
C3	R=1354.00' CB=N74°03'48"E 4.43'
C4	R=1354.00' CB=N75°47'03"E 76.89'

JOHN HALEAN & DAVID PRATT, et al
DB 5561, PG 627
ZONING R-10

EXISTING 6' TALL WOOD PRIVACY FENCE

- LEGEND:**
- - 1/2" SET IRON ROD, SIR
 - - EXISTING IRON ROD, EIR
 - - EXISTING IRON PIPE, EIP
 - P - PINCHED PIPE
 - D - PIPE OR ROD DISTURBED
 - ⊗ - NO POINT SET
 - EP - EDGE OF PAVEMENT
 - EPK - EXISTING PK NAIL
 - CC - CONTROL CORNER
 - SD - STORM DRAIN
 - WM - WATER METER
 - FH - FIRE HYDRANT
 - R/W - RIGHT OF WAY
 - RWM - RIGHT OF WAY MONUMENT
 - PP - POWER/UTILITY POLE
 - CH - CHORD
 - GS - EXISTING GROUND ELEVATION
 - E — OVERHEAD UTILITY LINE
 - FENCE

I HEREBY CERTIFY THAT I HAVE REVIEWED THE PLAN AND THE PLAN MEETS OR EXCEEDS THE REGULATIONS AND ORDINANCES OF THE TOWN OF NORTH TOPSAIL BEACH.

PUBLIC WORKS DIRECTOR *[Signature]*

FIRE MARSHAL *[Signature]*

POLICE CHIEF *[Signature]*

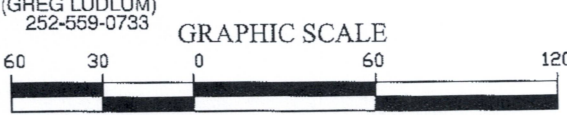
BUILDING INSPECTOR *[Signature]*

PLANNING DIRECTOR *[Signature]*

PROPERTY DESCRIPTION:

TRACT 1 OWNER: SEAVIEW FISHING PIER, LLC
PIN #: 428706289071
DEED BOOK 4064, PG 46
ZONE: B-2 - NORTH TOPSAIL BEACH

TRACT 2 OWNER: SEAVIEW FISHING PIER, LLC (GREG LUDLUM)
124 FISHING PIER LANE
NORTH TOPSAIL BEACH, NC
PIN #: 428706381059
DEED BOOK 1703, PG 748
ZONE: B-2 - NORTH TOPSAIL BEACH



PRELIMINARY PLOT PLAN

SEAVIEW FISHING PIER, LLC

124 FISHING PIER LANE NORTH TOPSAIL BEACH, NC
TRACT 1 AND 2 BEING RECORDED IN MAP BOOK 41 PAGE 30
STUMP SOUND TOWNSHIP
ONSLOW COUNTY

SCALE: 1" = 60'

WESTON LYALL, PE, PLLC

214 HIGHWAY 17 N. SUITE 1
HOLLY RIDGE, NC 28445
910-329-9961 FIRM #P-0937

**R1: DECEMBER 23, 2023
JUNE 5, 2023**

NOTES -

- THIS SURVEY IS OF AN EXISTING PARCEL OF LAND.
- SUBJECT TO RESTRICTIVE COVENANTS, EASEMENTS OF RECORD, ZONING ORDINANCE, & UNDERGROUND UTILITIES, IF ANY.
- NO TITLE SEARCH BY SURVEYOR.
- REFERENCES: MB 41, PG 30; MB 67, PG 78; DB 1703, PG 748; DB 4064, PG 46
- THIS PROPERTY IS LOCATED IN A SPECIAL FLOOD HAZARD ZONE. FLOOD ZONE: AE-12' & VE-13 BASE FLOOD ELEVATION. COMMUNITY PANEL 3720-428700-K, EFFECTIVE DATE 8/19/20; FLOOD ZONES SCALED FROM FIRM MAPS
- ZONE: NORTH TOPSAIL BEACH B-2
- SETBACKS: FRONT-20', SIDE-8', REAR-10'
- A SMALL PORTION OF THIS PROPERTY IS LOCATED IN AN ORW (OUTSTANDING RESOURCE WATERS) AEC
- THE ENTIRE LOT IS LOCATED WITHIN A COASTAL BARRIER RESOURCE SYSTEM UNIT EFFECTIVE 10-01-1983.
- NO KNOWN WETLANDS EXIST ON THIS PROPERTY
- HEIGHT OF THE PROPOSED STRUCTURE IS 28.2'
- AREA BY COORDINATE METHOD.
- A PORTION OF THIS PROPERTY IS LOCATED WITHIN AN OCEAN HAZARD 80' AREA OF ENVIRONMENTAL CONCERN (AEC).
- REFER TO STORMWATER PERMIT SW8971115 MOD. FORM SWU-103

IMPERVIOUS CALCULATIONS:

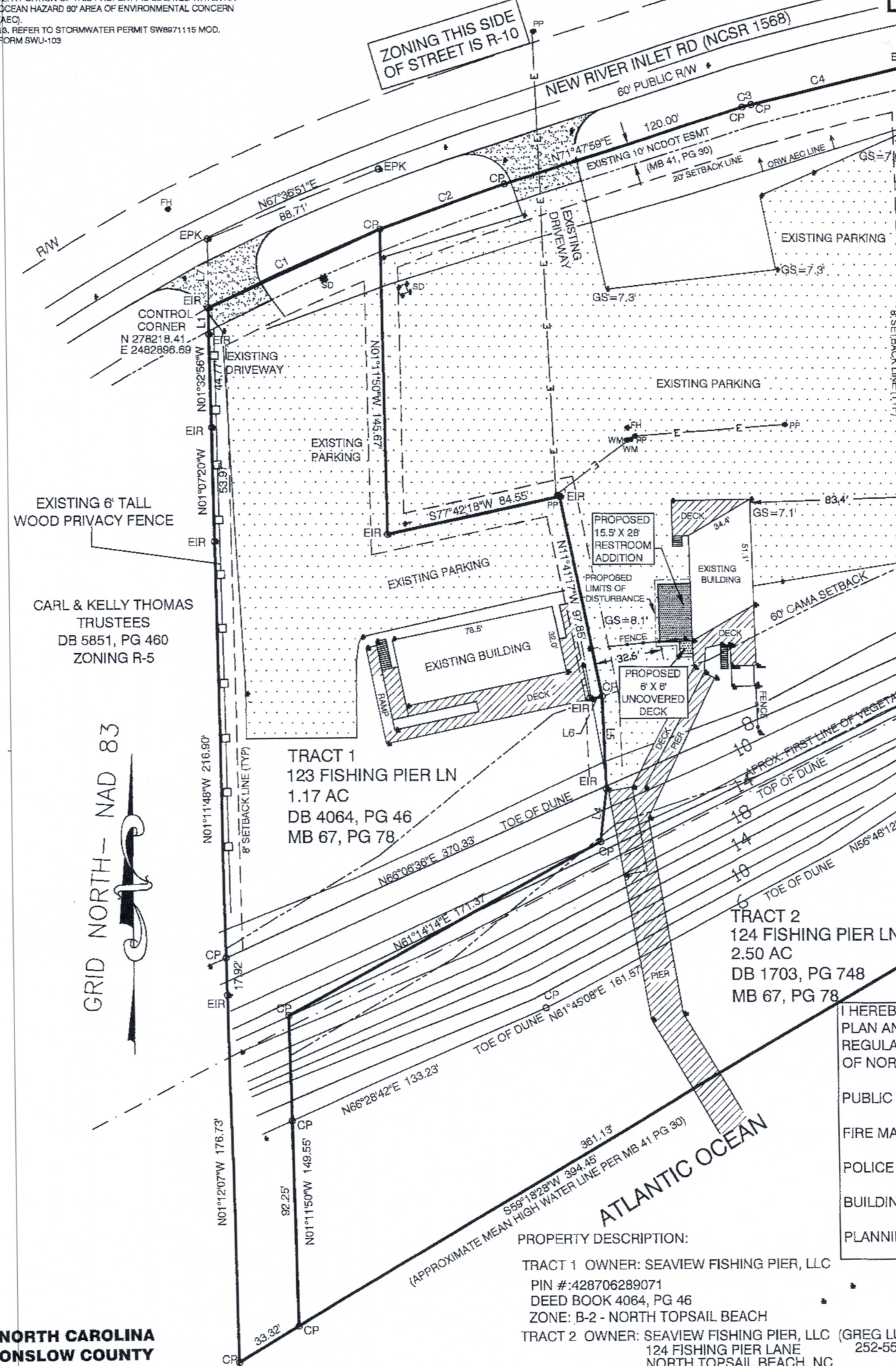
TRACT 1 (NO WORK BEING COMPLETED ON THIS PARCEL AT THIS TIME)

DEEDED LOT AREA (TRACT 1 & 2) - 51,117 SF (1.17 AC)
EXISTING IMPERVIOUS SURFACE = 28,992 SF
TOTAL IMPERVIOUS COVERAGE (PER DEED) = 28,992 SF (52.8%)
TOTAL ALLOWABLE IMPERVIOUS PER SW8971115 MOD. SWU-103 = 30,517 SF

TRACT 2

DEEDED LOT AREA (TRACT 1 & 2) - 109,086 SF (2.50 AC)
EXISTING IMPERVIOUS SURFACE = 18,185 SF
PROPOSED RESTROOM EXPANSION/DECK = 434 SF
TOTAL IMPERVIOUS COVERAGE (PER DEED) = 18,619 SF (17.1%)
TOTAL ALLOWABLE IMPERVIOUS PER SW8971115 MOD. SWU-103 = 25,957 SF

THE PROPOSED WORK FOR THE PROJECT IS TO INSTALL RESTROOMS AND ADDITIONAL STORAGE AREA FOR THE FISHING PIER. THE RESTROOMS AND STORAGE AREA WILL BE CONSTRUCTED ON THE WEST SIDE OF THE EXISTING BUILDING (AS SHOWN). THE EXISTING RESTROOMS ON THE INSIDE OF THE BUILDING ARE TO BE REMOVED AND REPLACED WITH THE NEW OUTSIDE RESTROOMS. NO ADDITIONAL RESTROOMS WILL BE ADDED. THE CONSTRUCTION TIME IS ESTIMATED TO BE 16 WEEKS.



NORTH CAROLINA ONSLOW COUNTY

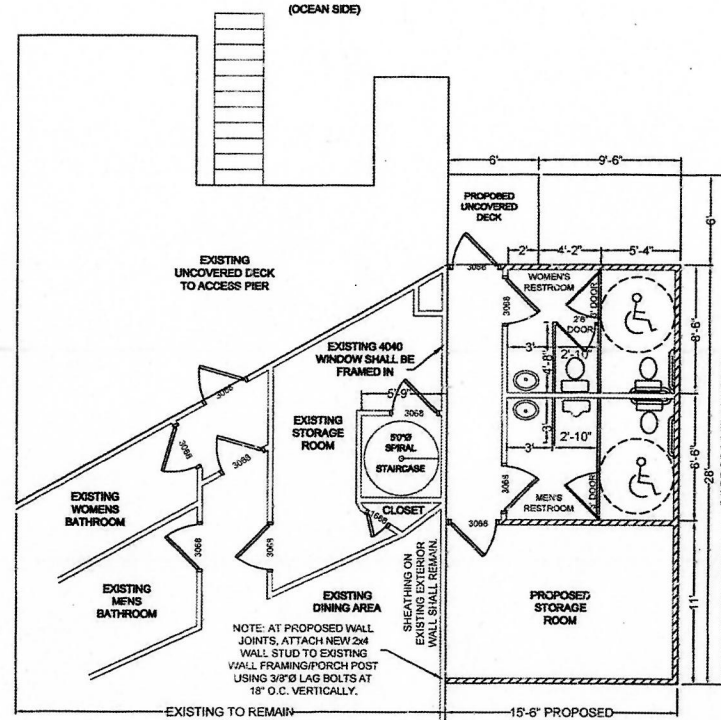
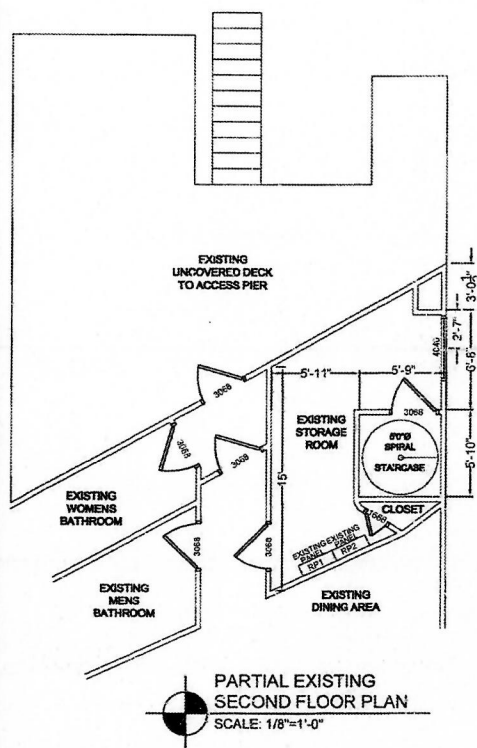
I, WESTON LYALL, PROFESSIONAL LAND SURVEYOR NUMBER L-4438, CERTIFY THAT THIS PLOT PLAN WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION FROM (MAP BOOK 41 PAGE 30) AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY: CLASS OF SURVEY: B; POSITIONAL ACCURACY: 500 RMS; TYPE OF GPS FIELD PROCEDURE: VRSRTKGPS; DATUM: NAD83 "2007", NAVD88; GEIOD MODEL: GEIOD 03; COMBINED GRID FACTOR: 0.9999606; UNITS: US SURVEY FEET

12/23/23

WESTON LYALL
REGISTRATION NUMBER L-4438

SEAL
L-4438
LAND SURVEYOR
WESTON LYALL

ATTACHMENT 2



PARTIAL PROPOSED SECOND FLOOR PLAN
SCALE: 1/8"=1'-0"
MATCH EXISTING CEILING

ALL BEAMS SHOWN ARE LOCATED IN THE CEILING

SINGLE PLY SHEARWALL

DOUBLE PLY SHEARWALL

SHEAR WALL SPECIFICATIONS:

- 1) PANELS MAY BE INSTALLED WITH FACE GRAIN EITHER PARALLEL OR PERPENDICULAR TO STUDS.
- 2) PANELS SHALL BE 7/16" MINIMUM THICKNESS.
- 3) NAIL SPACING SHALL BE 8d AT 3" ON CENTER ALONG VERTICAL EDGES OF PANEL AND 6" AT INTERMEDIATE VERTICAL FRAMING.
- 4) HORIZONTAL NAIL SPACING AT DOUBLE TOP PLATES, DOUBLE BOTTOM PLATES, BAND JOISTS, AND GIRDERS SHALL BE A DOUBLE ROW OF 8d COMMON NAILS (20-0 131") STAGGERED AT 3" ON CENTER.
- 5) PANELS SHALL EXTEND 12" BEYOND CONSTRUCTION JOINTS AND SHALL OVERLAP GIRDERS THEIR FULL DEPTH.
- 6) BLOCKING SHALL BE REQUIRED AT ALL JOINTS.
- 7) FLOOR TRUSS SHALL ALIGN WITH INTERIOR SHEARWALLS. TOP AND BOTTOM PLATES SHALL BE SECURED TO TRUSS USING 3 #10 SCREWS, 3" LONG, AT 4" ON CENTER TO SECURE PLATE TO WOOD TRUSS ANCHORAGE SHALL BE INSTALLED THE ENTIRE SHEARWALL LENGTH.
- 8) INTERIOR SHEARWALLS PERPENDICULAR TO FLOOR TRUSSES SHALL BE SECURED USING 6 #10 SCREWS, 3" LONG, AT EACH TRUSSWALL INTERSECTION.
- 9) DOOR HEADERS AT INTERIOR WOOD SHEARWALL LOCATIONS SHALL BE A MIN. 2x10 WITH PLYWOOD LAPPING BEAM. SECURE PLYWOOD TO DEAM AS NOTED ABOVE.

EXIT LIGHT

EMERGENCY LIGHT WITH 90 MINUTE BATTERY BACKUP TO PROVIDE 1 FOOT-CANDLE AT WALKING SURFACE.

CONDITIONED SQUARE FOOTAGE (PER ONGLOW CO. G'S)

EXISTING FIRST FLOOR: 1,530 SF
EXISTING SECOND FLOOR: 1,530 SF
PROPOSED SECOND FLOOR: 434 SF
EXISTING THIRD FLOOR: 795 SF
TOTAL CONDITIONED: 4,259 SF (EXISTING & PROPOSED)

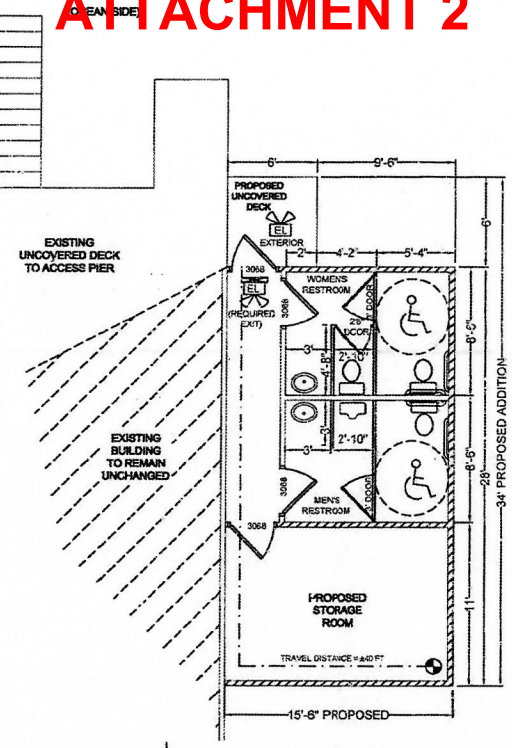
EXISTING SECOND FLOOR UNCOVERED DECK: 739 SF
PROPOSED SECOND FLOOR UNCOVERED DECK: 36 SF
TOTAL FOUNDATION FOOTPRINT: 3,070 SF

STANDARD WINDOW AND DOOR NOTATION

2844: 2'8" WIDE
4'4" TALL

2868: 2'3" WIDE
8'5" TALL

THIS IS A FINAL SET OF PLANS INTENDED FOR PERMITTING AND CONSTRUCTION. REVISIONS TO THESE PLANS (BY OWNER/CONTRACTOR/BUILDER, ETC) WILL BE SUBJECT TO ADDITIONAL CHARGES PER THE CURRENT HOURLY RATES AT THE DISCRETION OF WESTON LYALL, PE, PLS, PLLC.



IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFORM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD BUILDING PRACTICES. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.

THESE PLANS CANNOT BE REDRAWN OR REPRODUCED IN ANY WAY WITHOUT THE EXPRESS CONSENT OF WESTON LYALL, PE, PLS, PLLC. ANY PARTY THAT TAKES PART IN DOING SO IS IN VIOLATION OF COPYRIGHT LAWS.

WESTON LYALL, PE, PLS, PLLC

SEAVIEW PIER ADDITION
124 FISHING PIER LN.
NORTH TOPSAIL BEACH, NC

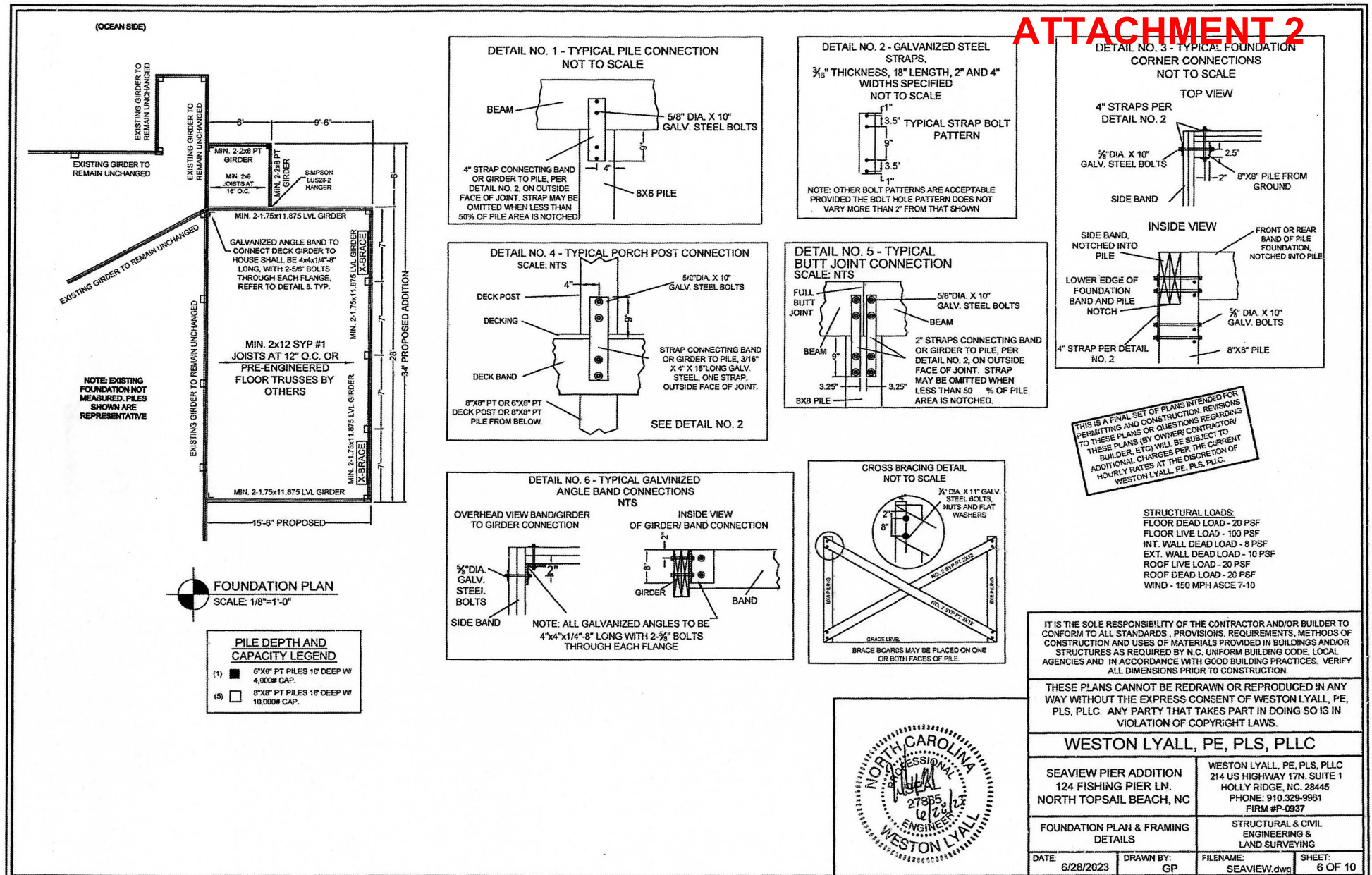
WESTON LYALL, PE, PLS, PLLC
214 US HIGHWAY 17N, SUITE 1
HOLLY RIDGE, NC. 28445
PHONE: 910.329-9961
FIRM #P-0937

EXISTING & PROPOSED FLOOR
PLANS & LIFE SAFETY PLAN

STRUCTURAL & CIVIL
ENGINEERING &
LAND SURVEYING

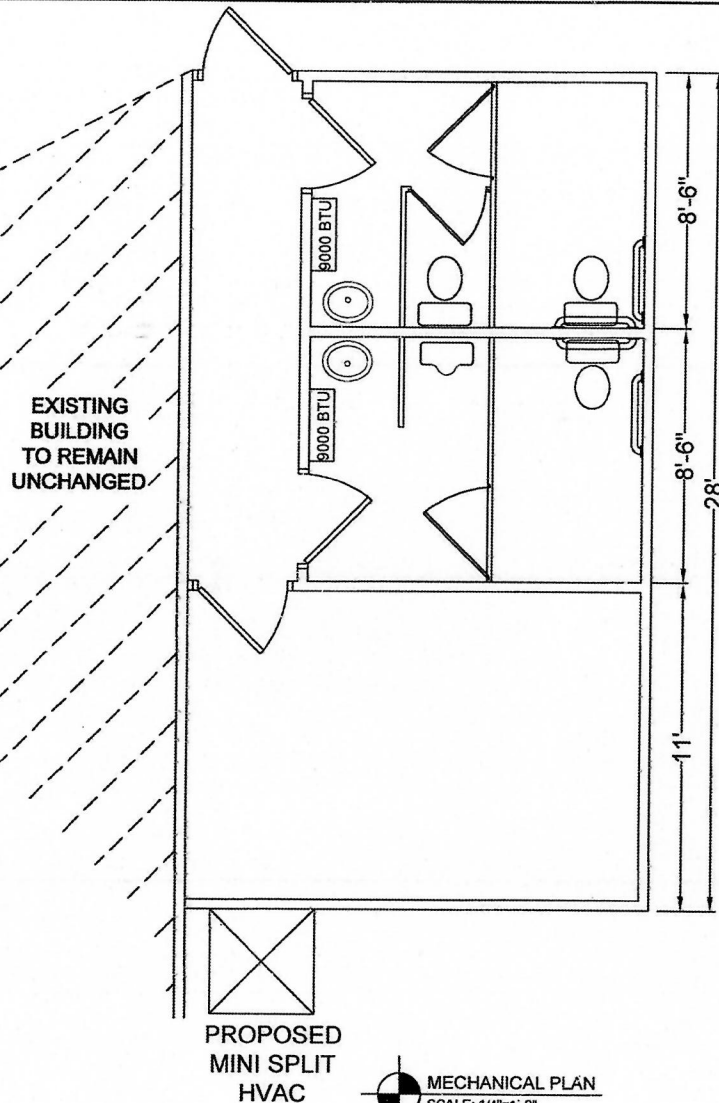
DATE: 6/28/2023 DRAWN BY: GP FILENAME: SEAVIEW.dwg SHEET: 5 OF 10

ATTACHMENT 2





ATTACHMENT 2



- INSULATION**
- A. DUCT INSULATION: R-8 MINIMUM, 2" FIBERGLASS BLANKET INSULATION, ASTM C553, TYPE II, 0.75 PCF CLASS F-1, ASTM 84E FLAME SPREAD/SMOKE DEVELOPED RATING LESS THAN 25/50. PROVIDE WITH FACTORY APPLIED ALL-PURPOSE, LAMINATED GLASS-FIBER-REINFORCED, FLAME-RETARDANT KRAFT PAPER AND ALUMINUM FOIL JACKET. INSTALL ON ALL CONCEALED HVAC SUPPLY, RETURN, MAKE-UP AIR DUCTS AND PLENUMS.
- B. REFRIGERANT PIPING INSULATION: ELASTOMERIC CLOSED CELL PIPE INSULATION, ARMAFLEX AP OR EQUAL, 1/2" THICK. PROTECT ALL EXTERIOR, EXPOSED PIPE INSULATION WITH ARMAFLEX WB FINISH.
- C. CONDENSATE DRAIN PIPING INSULATION: ELASTOMERIC CLOSED CELL PIPE INSULATION, ARMAFLEX AP OR EQUAL, 1/2" THICK. PROTECT ALL EXTERIOR, EXPOSED PIPE INSULATION WITH ARMAFLEX WB FINISH.

- DUCTWORK**
- A. DUCT CONSTRUCTION (SINGLE WALL): GALVANIZED STEEL CONSTRUCTED, BRACED, SUPPORTED AND INSTALLED ACCORDING TO SMACNA HVAC DUCT CONSTRUCTION STANDARDS, 1" PRESSURE CLASS, SEAL CLASS A. SEAL USING APPROVED TYPE DUCT SEALING MASTIC OR TAPE DIPPED IN OR BRUSHED WITH ADHESIVE ("HARDCAST" DT-TAPE W/FTA-20 ADHESIVE OR "UNITED MCGILL" MTD TAPE W/MTD-20 ADHESIVE). "DUCT TAPE" IS UNACCEPTABLE FOR DUCT SEALING.
- B. DUCT SIZES INDICATED ARE INSIDE FREE AREA DIMENSIONS. DUCT DIMENSIONS SHALL BE ADJUSTED TO SUIT FIELD CONDITIONS USING EQUIVALENT SIZE PER ASHRAE STANDARD. RECTANGULAR OR ROUND DUCTWORK MAY BE USED AT CONTRACTOR OPTION PROVIDED EQUIVALENT SIZE PER ASHRAE STANDARD IS USED.
- C. BRANCH DUCTS: PROVIDE MANUFACTURED TAKE-OFF FITTINGS (SPIN-IN FITTINGS) WITH EXTRACTOR AND VOLUME DAMPER WITH LOCKING QUADRANT OPERATOR AND INSULATION GUARD, GENERAL ENVIRONMENT CORPORATION OR EQUAL, FOR ALL BRANCH RUNOUTS TO SUPPLY REGISTERS AND DIFFUSERS, UNLESS OTHERWISE NOTED, MATCH SUPPLY BRANCH DUCT SIZE TO DIFFUSER SIZE.
- D. ELBOWS: ALL SQUARE BENDS OR ELBOW FITTINGS SHALL BE FITTED WITH APPROVED TYPE DOUBLE THICKNESS TURNING VANES.
- E. FLEXIBLE DUCT: FACTORY INSULATED, R-8, MINIMUM, UL 181 CLASS 1. MAXIMUM FLEX DUCT RUNOUT LENGTH NOT TO EXCEED 8' UNLESS OTHERWISE NOTED. INSTALL AND SUPPORT FLEXIBLE DUCTS IN STRICT ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.
- F. FLEXIBLE CONNECTIONS: PROVIDE FLEXIBLE CONNECTOR, VENTFABRICS OR EQUAL, AT ALL MECHANICAL EQUIPMENT CONNECTIONS TO DUCT SYSTEM.

THIS IS A FINAL SET OF PLANS INTENDED FOR PERMITTING AND CONSTRUCTION. REVISIONS TO THESE PLANS (BY OWNER/ CONTRACTOR/ BUILDER, ETC) WILL BE SUBJECT TO ADDITIONAL CHARGES PER THE CURRENT HOURLY RATES AT THE DISCRETION OF WESTON LYALL, PE, PLS, PLLC.

IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFORM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD BUILDING PRACTICES. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.

THESE PLANS CANNOT BE RE-DRAWN OR REPRODUCED IN ANY WAY WITHOUT THE EXPRESS CONSENT OF WESTON LYALL, PE, PLS, PLLC. ANY PARTY THAT TAKES PART IN DOING SO IS IN VIOLATION OF COPYRIGHT LAWS.

WESTON LYALL, PE, PLS, PLLC

SEAVIEW PIER ADDITION
124 FISHING PIER LN.
NORTH TOPSAIL BEACH, NC

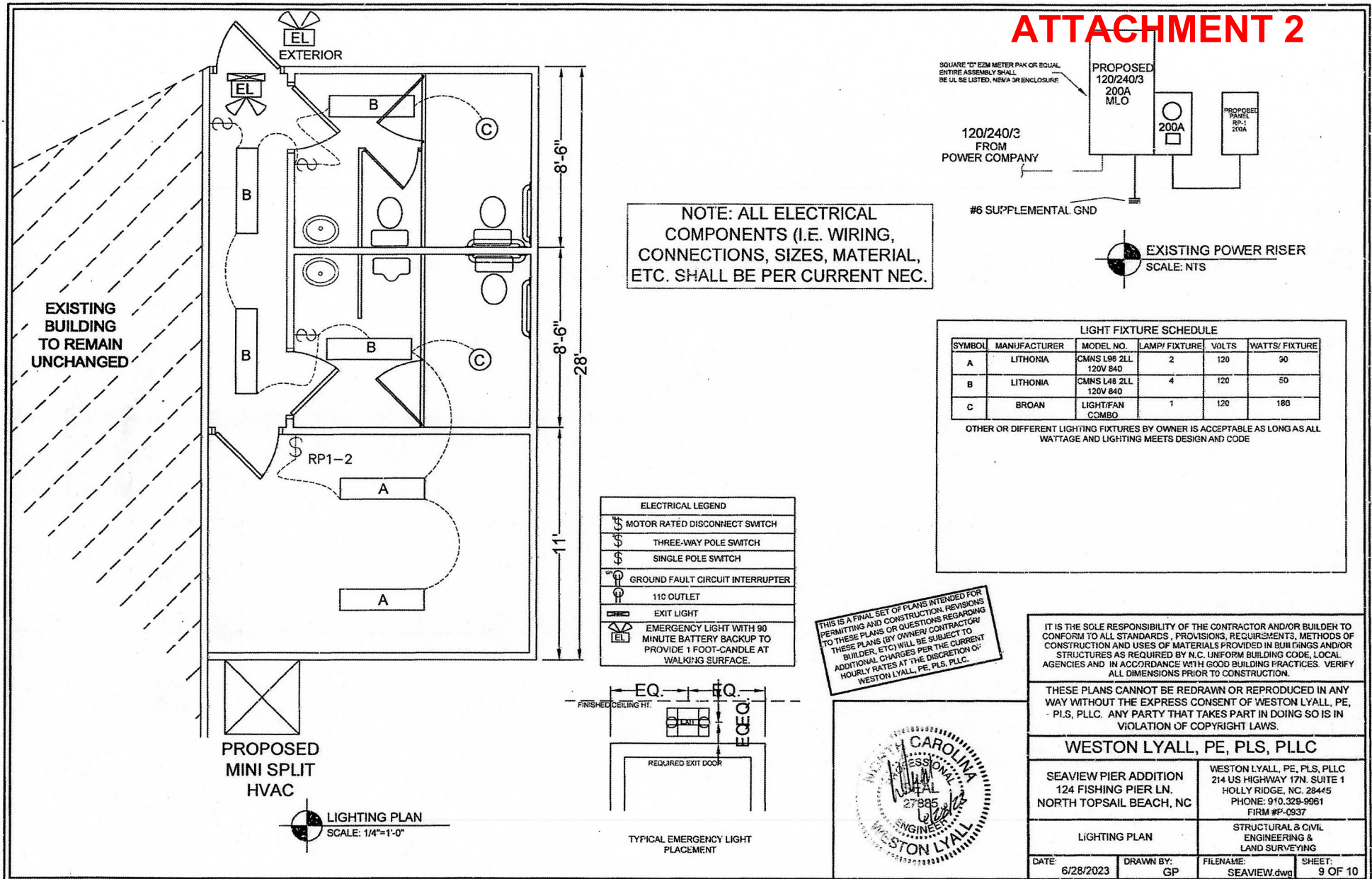
WESTON LYALL, PE, PLS, PLLC
214 US HIGHWAY 17N, SUITE 1
HOLLY RIDGE, NC 28445
PHONE: 910.329-9961
FIRM #P-0937

MECHANICAL PLAN

STRUCTURAL & CIVIL
ENGINEERING &
LAND SURVEYING

DATE: 6/28/2023	DRAWN BY: GP	FILENAME: SEAVIEW.dwg	SHEET: 8 OF 10
--------------------	-----------------	--------------------------	-------------------

ATTACHMENT 2



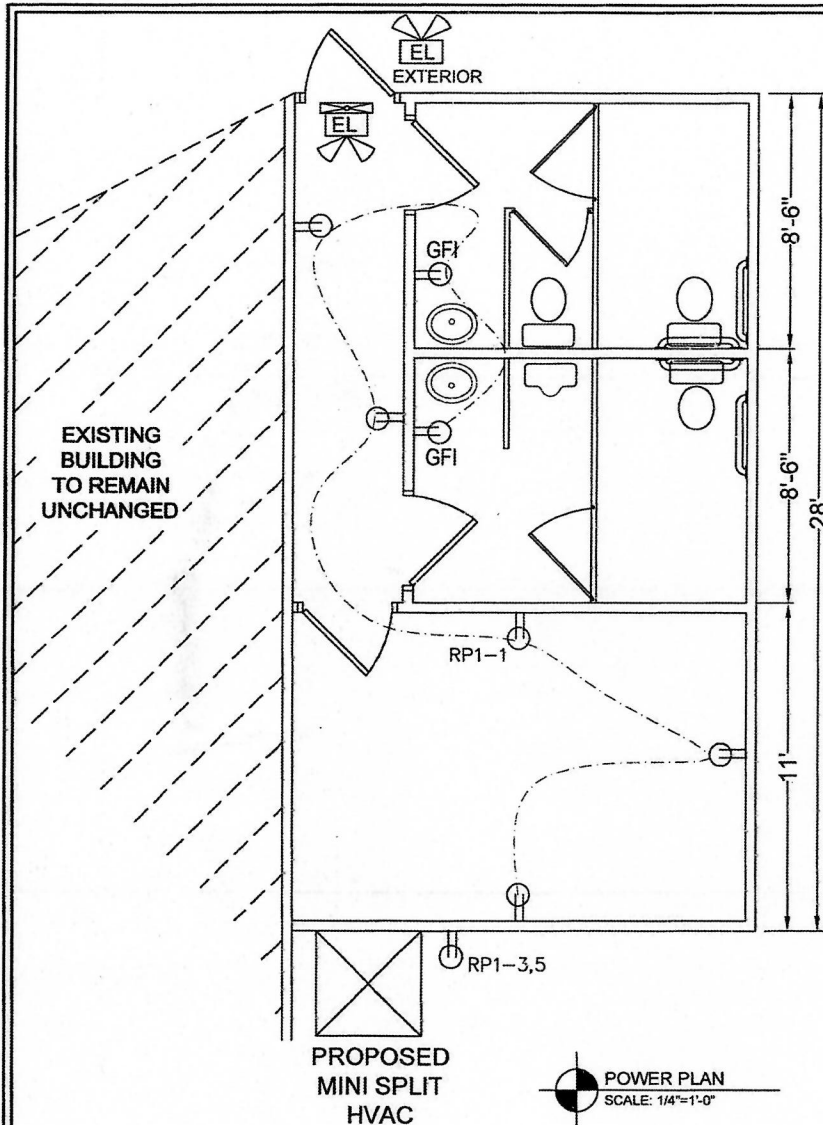
ATTACHMENT 2

NOTE: ALL ELECTRICAL COMPONENTS (I.E. WIRING, CONNECTIONS, SIZES, MATERIAL, ETC. SHALL BE PER CURRENT NEC.

Panel: RP1 *** SEE NOTE BELOW***

TYPE: NEMA 1	240	230	V,	1	PH,	3	WIRE	
BOLT-ON	1	2	3	4	5	6	7	8
DOOR-IN-DOOR WITH-IN HINGED TRIM FRONT COVER	LOAD VA	CKT	BR	8	LOAD VA	CKT	BR	LOAD VA
RECEPTACLES HALL/STORAGE/BATH	1,260	20/1	1	2,012	1,440	4	20/1	752
HVAC MINI-SPLIT	1,440	30/2	3	1,440	1,440	4		EXISTING IN USE- SEE PANEL BOX
EXTERIOR EMERGENCY LIGHTS	1,440	30/2	5	1,440	1,440	4		
EXISTING IN USE- SEE PANEL BOX	680	20/1	7	600	600	4		
			9					
			11					
			13					
			15					
			17					
			19					
			21					
			23					
			25					
			27					
			29					
			31					
			33					
			35					
			37					
			39					
EXISTING IN USE- SEE PANEL BOX								EXISTING IN USE- SEE PANEL BOX
NOTES:	3,452	2,040	TOTAL VOLT AMPS	29	17	CONN. AMPS		200 AMP MAIN CIRCUIT BREAKER

NOTE: EXISTING BATHROOMS ELECTRICAL SHALL BE RELOCATED TO NEW BATHROOM ADDITION UTILIZING THE SAME BREAKER. NEW HVAC SHALL BE LOCATED IN NEW BREAKER



IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFORM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD BUILDING PRACTICES. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.

THESE PLANS CANNOT BE REDRAWN OR REPRODUCED IN ANY WAY WITHOUT THE EXPRESS CONSENT OF WESTON LYALL, PE, PLS, PLLC. ANY PARTY THAT TAKES PART IN DOING SO IS IN VIOLATION OF COPYRIGHT LAWS.

WESTON LYALL, PE, PLS, PLLC

SEAVIEW PIER ADDITION
124 FISHING PIER LN.
NORTH TOPSAIL BEACH, NC

WESTON LYALL, PE, PLS, PLLC
214 US HIGHWAY 17N, SUITE 1
HOLLY RIDGE, NC, 28445
PHONE: 910-329-9961
FIRM #P-0937

POWER PLAN

STRUCTURAL & CIVIL
ENGINEERING &
LAND SURVEYING

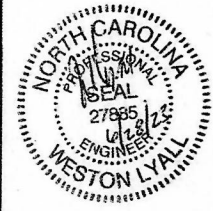
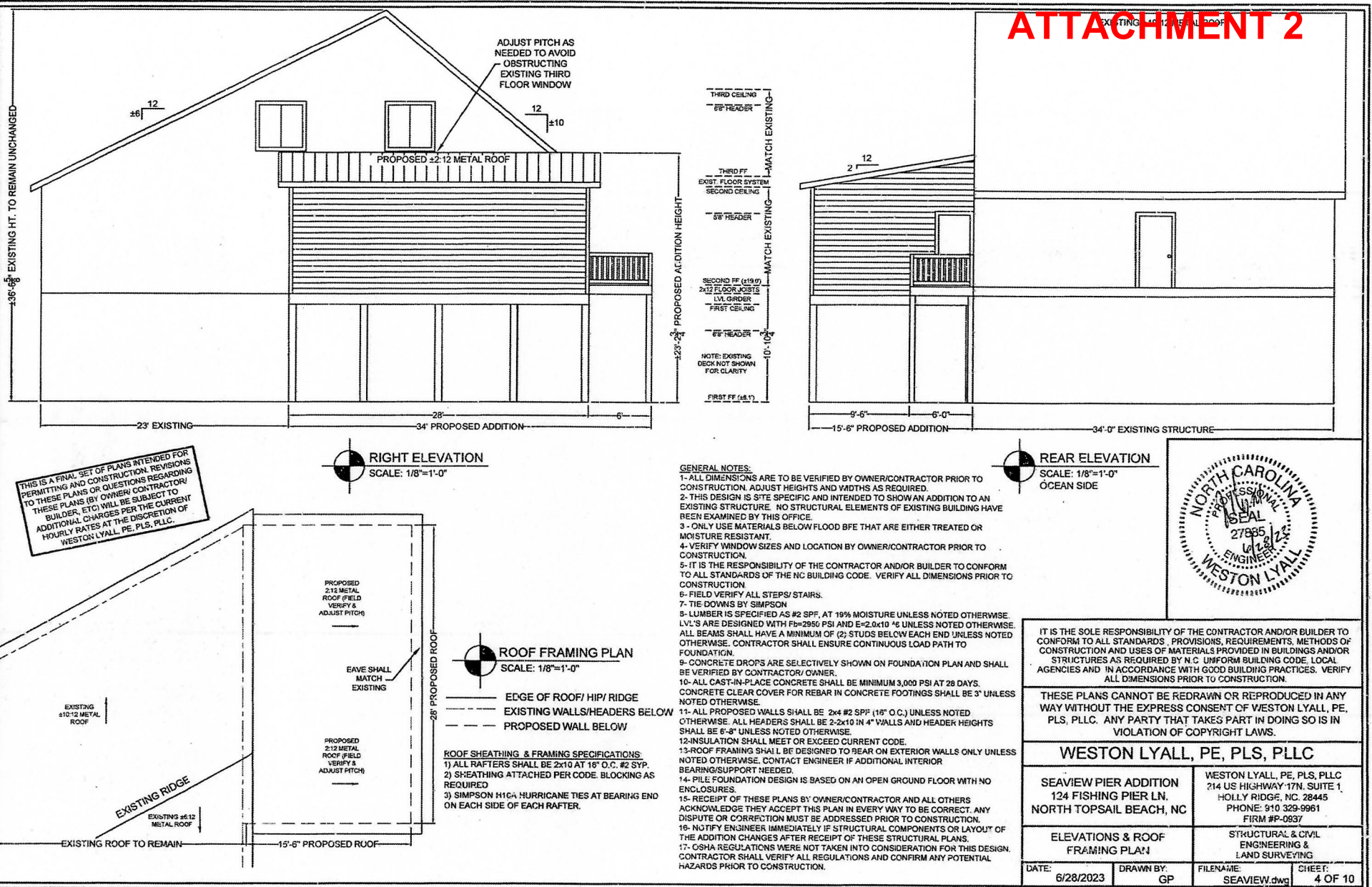
DATE:
6/28/2023

DRAWN BY:
GP

FILENAME:
SEAVIEW.dwg

SHEET:
10 OF 10

ATTACHMENT 2



IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFORM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD BUILDING PRACTICES. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.

THESE PLANS CANNOT BE REDRAWN OR REPRODUCED IN ANY WAY WITHOUT THE EXPRESS CONSENT OF WESTON LYALL, PE, PLS, PLLC. ANY PARTY THAT TAKES PART IN DOING SO IS IN VIOLATION OF COPYRIGHT LAWS.

WESTON LYALL, PE, PLS, PLLC

SEAVIEW PIER ADDITION
124 FISHING PIER LN.
NORTH TOPSAIL BEACH, NC

WESTON LYALL, PE, PLS, PLLC
214 US HIGHWAY 17N, SUITE 1
HOLLY RIDGE, NC. 28445
PHONE: 910 329-9961
FIRM #P-0837

ELEVATIONS & ROOF FRAMING PLAN

STRUCTURAL & CIVIL
ENGINEERING &
LAND SURVEYING

DATE: 6/28/2023	DRAWN BY: GP	FILENAME: SEAVIEW.dwg	SHEET: 4 OF 10
-----------------	--------------	-----------------------	----------------

Name of Project: **SEAVIEW PIER**
 Address: **124 FISHING PIER LN. NORTH TOPSAIL BEACH, NC** Zip Code: **28460**
 Proposed Use: **ASSEMBLY (A-2) THIS DESIGN IS FOR THE BATHROOM RE-LOCATION ONLY**
 Owner/Authorized Agent: **GREG LUBILIM** Phone # **(252) 559 - 0739** E-Mail: **FISHINGPIERMAN@YAHOO.COM**
 Owned By: ☐ City/County ☒ Private ☐ State
 Code Enforcement Jurisdiction: ☒ City: **NORTH TOPSAIL** ☐ County: **DNSLOW** ☐ State: **NC**

DESIGNER	FIRM	NAME	LICENSE #	TELEPHONE #	E-MAIL
Architectural	N/A			()	
Civil	N/A			()	
Electrical	WESTON LYALL, P.E.			(910 329-9961)	
Fire Alarm	N/A			()	
Plumbing	WESTON LYALL, P.E.			(910 329-9961)	
Mechanical	WESTON LYALL, P.E.			(910 329-9961)	
Sprinkler-Standpipes	N/A			()	
Structural	WESTON LYALL, P.E.			(910 329-9961)	
Retaining Walls >5' High	N/A			()	
Other	FLOORPLAN	WESTON LYALL, P.E.		(910 329-9961)	

2018 EDITION OF NC CODE FOR: ☐ New Construction ☒ Addition ☐ Upfit
 EXISTING: ☐ Reconstruction ☒ Alteration ☐ Repair ☐ Renovation
 CONSTRUCTED: (date) _____ ORIGINAL I USE(S) (Ch. 3) A-2 (RESTAURANT) A-3 (PIER), B(SHOP)
 CURRENT USE(S) (Ch. 3) A-2 (RESTAURANT) A-3 (PIER), B(SHOP)
 RENOVATED: (date) _____ PREFERRED USE(S) (Ch. 3) A-2 (RESTAURANT) A-3 (PIER), B(SHOP)

Construction Type: ☐ I-A ☐ II-A ☐ III-A ☐ IV ☐ V-A
(check all that apply) ☐ I-B ☐ II-B ☐ III-B ☐ V-B

Sprinklers ☒ No ☐ Partial ☐ Yes ☐ NFPA 13 ☐ NFPA 13R ☐ NFPA 13D

Standpipes ☒ No ☐ Yes Class ☐ I ☐ II ☐ III ☐ Wet ☐ Dry

Fire District ☒ No ☐ Yes (Primary) Flood Hazard Area ☐ No ☒ Yes

Building Height: (feet) _____ ±23"–3" (ADDITION ONLY)

Gross Building Area		SUB-TOTAL	
FLOOR	EXISTING (SQ.FT)	NEW (SQ.FT)	
6 th Floor	N/A	N/A	
5 th Floor			
4 th Floor			
3 rd Floor	765 SF	N/A	765 SF
2 nd Floor	1,530 SF	434 SF	1,964 SF
Mezzanine	N/A	N/A	N/A
1 st Floor	1,530 SF	N/A	1,530 SF
Basement	N/A	N/A	
TOTAL			4,259 SF

Occupancy:

<input type="checkbox"/> Assembly	<input type="checkbox"/> A-1	<input checked="" type="checkbox"/> A-2	<input type="checkbox"/> A-3	<input type="checkbox"/> A-4	<input type="checkbox"/> A-5
<input type="checkbox"/> Business					
<input type="checkbox"/> Educational					
<input type="checkbox"/> Factory	<input type="checkbox"/> F-1	<input type="checkbox"/> Moderate	<input type="checkbox"/> F-2 Low		
<input type="checkbox"/> Hazardous	<input type="checkbox"/> H-1	<input type="checkbox"/> Detonate	<input type="checkbox"/> H-2 Deflagrate	<input type="checkbox"/> H-3 Combust	<input type="checkbox"/> H-4 Health
<input type="checkbox"/> Institutional	<input type="checkbox"/> I-1	<input type="checkbox"/> I-2	<input type="checkbox"/> I-3	<input type="checkbox"/> I-4	
<input type="checkbox"/> I-3 Condition		1	2	3	4
<input type="checkbox"/> Mercantile					5
<input type="checkbox"/> Residential	<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-3	<input type="checkbox"/> R-4	
<input type="checkbox"/> Storage	<input type="checkbox"/> S-1	<input type="checkbox"/> Moderate	<input type="checkbox"/> S-2 Low	<input type="checkbox"/> High-piled	
<input type="checkbox"/> Utility and Miscellaneous	<input type="checkbox"/> Parking Garage	<input type="checkbox"/> Open	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Repair Garage	

Assembly ☒ A-1 ☐ A-2 ☒ A-3 ☐ A-4 ☐ A-5
Business ☒
Educational ☐
Factory ☐ F-1 Moderate ☐ F-2 Low
Hazardous ☐ H-1 Detonate ☐ H-2 Deflagrate ☐ H-3 Combust ☐ H-4 Health ☐ H-5 HPM
Institutional ☐ I-1 ☐ I-2 ☐ I-3 ☐ I-4 ☐ I-5
I-3 Condition ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Mercantile ☐
Residential ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4
Storage ☐ S-1 Moderate ☐ S-2 Low ☐ High-piled
Parking Garage ☐ Open ☐ Enclosed ☐ Repair Garage
Utility and Miscellaneous ☐

☐ Furnace room where any piece of equipment is over 400,000 Btu per hour input
☐ Rooms with boilers where the largest piece of equipment is over 1.5 psi and 10 horsepower
☐ Refrigerant machine room
☐ Hydrogen cutoff rooms, not classified as Group H
☐ Incinerator rooms
☐ Paint shops, not classified as Group H, located in occupancies other than Group F
☐ Laboratories and vocational shops, not classified as Group H, located in a Group E or I-2 occupancy
☐ Laundry rooms over 100 square feet
☐ Group I-3 cells equipped with padded surfaces
☐ Group I-2 waste and linen collection rooms
☐ Waste and linen collection rooms over 100 square feet
☐ Stationary storage battery systems having a liquid electrolyte capacity of more than 50 gallons, or a lithium-ion capacity of 1,000 pounds used for facility standby power, emergency power or uninterrupted power supplies
☐ Rooms containing fire pumps
☐ Group I-2 storage rooms over 100 square feet
☐ Group I-2 commercial kitchens
☐ Group I-2 laundries equal to or less than 100 square feet
☐ Group I-2 rooms or spaces that contain fuel-fired heating equipment

Special Uses ☐ 402 ☐ 403 ☐ 404 ☐ 405 ☐ 406 ☐ 407 ☐ 408 ☐ 409 ☐ 410 ☐ 411 ☐ 412
 ☐ 414 ☐ 415 ☐ 416 ☐ 417 ☐ 418 ☐ 419 ☐ 420 ☐ 421 ☐ 422 ☐ 423 ☐ 424
 ☐ 425 ☐ 426 ☐ 427

Special Provisions ☐ 509.2 ☐ 509.3 ☐ 509.4 ☐ 509.5 ☐ 509.6 ☐ 509.7 ☐ 509.8 ☐ 509.9

Mixed Occupancy ☐ No ☒ Yes Separation Hc Exception: _____

☐ Incidental Use Separation (508.2.5) **EXISTING**

STORY NO.	DESCRIPTION AND USE	(A)	(B)	(C)	(D)	(E)	(F)
		BLDG AREA PER STORY (ACTUAL)	TABLE 503 ⁵ AREA	AREA FOR FRONTAGE INCREASE ²	AREA FOR SPRINKLER INCREASE ³	ALLOWABLE AREA OR UNLIMITED ⁴	MAXIMUM BUILDING AREA ⁶
1	ASSEMBLY	4294 SF	6000 SF	N/A	N/A	N/A	N/A

3 Frontage area increases from Section 506.2 are computed thus:

- Perimeter which fronts a public way of open space having 20 feet minimum width = $N/A \dots (F)$
- Total Building Perimeter = $N/A \dots (P)$
- Ratio $(F/P) = \frac{N/A}{P}$
- $W =$ Minimum width of public way = $N/A \dots (W)$
- Percent of frontage increase $I_1 = 100 [(F/P - 0.25) \times W/30] = \frac{N/A}{\dots} (\%)$

2 The sprinkler increase per Section 506.3 is as follows:

- Multi-story building $I_1 = 200$ percent
- Single story building $I_1 = 300$ percent

Unlimited area applicable under conditions of Section 507.

4 Maximum Building Area = total number of stories in the building $\times E$ (506.4)

5 The maximum area of open parking garages must comply with Table 405.3.5. The maximum area of air traffic control towers must comply with Table 411.2.1.

Type of Construction	ALLOWABLE (TABLE 503)	INCREASE FOR SPRINKLERS	SHOWN ON PLANS	CODE REFERENCE
Type of Construction	Type	V-B	Type	V-B
Building Height in Feet	$\pm 25^{\circ}-3^{\circ}$ (ADDITION)	Feet $\pm H \div 20 =$	N/A	
Building Height in Stories		Stories $\pm =$	N/A	

IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFORM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD BUILDING PRACTICES. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION

THESE PLANS CANNOT BE REDRAWN OR REPRODUCED IN ANY WAY WITHOUT THE EXPRESS CONSENT OF WESTON LYALL, PE, PLS, PLLC. ANY PARTY THAT TAKES PART IN DOING SO IS IN VIOLATION OF COPYRIGHT LAWS.

WESTON LYALL, PE, PLS, PLLC

SEAVIEW PIER ADDITION
124 FISHING PIER LN.
NORTH TOPSAIL BEACH, NC

WESTON LYALL, PE, PLS, PLLC
214 US HIGHWAY 17N. SUITE 1
HOLLY RIDGE, NC. 28445
PHONE: 910.329-9961
FIRM #P-0937

APPENDIX B "CODING
SUMMARY"

**STRUCTURAL & CIVIL
ENGINEERING &
LAND SURVEYING**

DATE: 6/28/2023	DRAWN BY: GP	FILENAME: SEAVIEW.dwg	SHEET: 1 OF 10
--------------------	-----------------	--------------------------	-------------------

14

FIRE PROTECTION REQUIREMENTS

BUILDING ELEMENT	FIRE SEPARATION DISTANCE (FEET)	REQ'D	RATING PROVIDED (N/A REDUCTION)	DETAIL # AND SHEET #	DESIGN # FOR RATED ASSEMBLY	DESIGN # FOR RATED PENETRATION	DESIGN # FOR RATED JOINTS
Structural Frame, including columns, girders, beams		0	N/A	SEE NAME & CALLING CARD FOR FURTHER			
Bearing Walls			0				
Exterior							
North	>30	0	0		TABLE 602		
East	>30	0	0				
West	>30	0	0				
South	>30	0	0				
Interior	N/A						
Nonbearing Walls and Partitions							
Exterior walls							
North	N/A				N/A	N/A	
East	N/A				N/A	N/A	
West	N/A				N/A	N/A	
South	N/A				N/A	N/A	
Floor Construction including supporting beams and joists	SEE JOIST	0	0				
Roof Construction including supporting beams and joists	SEE TRUSSES/RIFTS						
Shaft Enclosures - Exit	N/A						
Shaft Enclosures - Other	N/A						
Corridor Separation	N/A						
Occupancy Separation	N/A						
Part/Fire Wall Separation	N/A						
Smoke Barrier Separation	N/A						
Tenancy Separation	N/A						
Incidental Use Separation	N/A						

* Indicate section number permitting reduction

LIFE SAFETY SYSTEM REQUIREMENTS

Emergency Lighting: ☐ No ☒ Yes
 Exit Signs: ☐ No ☒ Yes
 Fire Alarm: ☒ No ☐ Yes ☐ Partial _____
 Smoke Detection Systems: ☒ No ☐ Yes ☐ Partial _____
 Panic Hardware: ☒ No ☐ Yes

LIFE SAFETY PLAN REQUIREMENTS

Life Safety Plan Sheet #: 5
☐ Fire and/or smoke rated wall locations (Chapter 7)
☐ Assumed and real property line locations

2012 NC Administrative Code and Policies

- ☐ Exterior wall opening area with respect to distance to assumed property lines (705.8)
☐ Existing structures within 30' of the proposed building
 N/A
☒ Occupancy types for each area as it relates to occupant load calculation (Table 1004.1.2)
 STORAGE=300 SQ.FT/OCCUPANT

☒ Occupant loads for each area
 STORAGE, BATHROOMS=434 SF/300= 2 OCCUPANTS

TOTAL OF 2 OCCUPANTS FOR ADDITION ONLY

- ☒ Exit access travel distances (101.7)
 200' (ASSEMBLY PER TABLE 1017.2 NCSBC)
☒ Common path of travel distances (101.4.3 & 1028.8)
 STORAGE AREA= ±40'

- ☐ Dead end lengths (101.8.4)
☐ Clear exit widths for each exit door
 36" DOOR MINIMUM
☒ Maximum calculated occupant load capacity each exit door can accommodate based on egress width (1005.1)
 ADDITION: 2 OCCUP. *0.2= 0.4" REQUIRED: (1) 36" DOOR PROVIDED

- ☒ Actual occupant load for each exit door
 (1 REQUIRED EXITS)

ADDITION (1 EXIT): 2 OCCUP. PER DOOR

- ☐ A separate schematic plan indicating where fire rated floor/ceiling and/or roof structure is provided for purposes of occupancy separation
☐ Location of doors with panic hardware (1008.1.10)

- ☐ Location of doors with delayed egress locks and the amount of delay (1008.1.9.7)
☐ Location of doors with electromagnetic egress locks (1008.1.9.8)
☐ Location of doors equipped with hold-open devices
☐ Location of emergency escape windows (1029)
☐ The square footage of each fire area (902)
☐ The square footage of each smoke compartment (407.4)
☐ Note any code exceptions or table notes that may have been utilized regarding the items above

ACCESSIBLE DWELLING UNITS (SECTION 1107)

TOTAL UNITS	ACCESSIBLE UNITS REQUIRED	ACCESSIBLE UNITS PROVIDED	TYPE A UNITS REQUIRED	TYPE A UNITS PROVIDED	TYPE B UNITS REQUIRED	TYPE B UNITS PROVIDED	TOTAL ACCESSIBLE UNITS PROVIDED
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

ACCESSIBLE PARKING (SECTION 1106)

LOT OR PARKING AREA	TOTAL # OF PARKING SPACES		# OF ACCESSIBLE SPACES PROVIDED			TOTAL # ACCESSIBLE PROVIDED
	REQUIRED	PROVIDED	REGULAR WITH 5' ACCESS AISLE	VAN SPACES WITH 132 ACCESS AISLE	5' ACCESS AISLE	
		EXISTING				
TOTAL						

2012 NC Administrative Code and Policies

DESIGN LOADS:

ATTACHMENT 2

Importance factors: Wind (Iw) 1
 Snow (Is) 1
 Seismic (Is) 1

Live Loads: Roof 20 psf
 Mezzanine N/A psf
 Floor 100 psf

Ground Snow Load: 15 psf

Wind Load: Basic Wind Speed 150 mph (ASCE 7-10)
 Exposure Category D
 Importance Factor 1.00
 Wind Base Shears (for MWFRS) Vx=16.8 K Vy=9.3 K

SEISMIC DESIGN CATEGORY:

Provide the following Seismic Design Parameters:
 Occupancy Category (Table 1604.5) I II III IV
 Spectral Response Acceleration Ss 20.1 %g Si 7.6 %g
 Site Classification (Table 1613.5.2) A B C D E F
 Data Source: ☐ Field Test ☒ Presumptive ☐ Historical Data

Basic structural system (check one)

☐ Bearing Wall ☐ Dual w/Special Moment Frame
☒ Building Frame ☐ Dual w/Intermediate R/C or Special Steel
☐ Moment Frame ☐ Inverted Pendulum

Seismic base shear: Vx=11.2 K Vy=11.2 K
 Analysis Procedure: ☒ Simplified ☐ Equivalent Lateral Force ☐ Dynamic
 Architectural, Mechanical, Components anchored? ☐ Yes ☒ No

LATERAL DESIGN CONTROL: Earthquake ☐ Wind ☒

SOIL BEARING CAPACITIES:

Field Test (provide copy of test report) _____ psf
 Presumptive Bearing capacity 2000 ASSUMED psf
 Pile size, type, and capacity _____

SPECIAL INSPECTIONS REQUIRED: ☐ Yes ☒ No

PLUMBING FIXTURE REQUIREMENTS (TABLE 2502.1)

USE	WATERCLOSETS		URINALS	LAVATORIES		SHOWERS/TUBS	FOUNTAINS	
	MALE	FEMALE		MALE	FEMALE		REGULAR	ACCESSIBLE
SPACE								
EXISTING	1	2	1	1	1	N/A	N/A	N/A
NEW	1	2	1	1	1	N/A	N/A	N/A
REQUIRED	1	1	0	1	1	0	N/A	N/A

SPECIAL APPROVALS

Special approval: (Local Jurisdiction, Department of Insurance, OSC, DPI, DHS, ICC, etc., describe below)

2012 NC Administrative Code and Policies

IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFORM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD BUILDING PRACTICES. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.

THESE PLANS CANNOT BE REDRAWN OR REPRODUCED IN ANY WAY WITHOUT THE EXPRESS CONSENT OF WESTON LYALL, PE, PLS, PLLC. ANY PARTY THAT TAKES PART IN DOING SO IS IN VIOLATION OF COPYRIGHT LAWS.

WESTON LYALL, PE, PLS, PLLC

SEAVIEW PIER ADDITION
 124 FISHING PIER LN.
 NORTH TOPSAIL BEACH, NC

WESTON LYALL, PE, PLS, PLLC
 214 US HIGHWAY 17N, SUITE 1
 HOLLY RIDGE, NC 28445
 PHONE: 910.329.6961
 FIRM #P-0937

APPENDIX B "CODE SUMMARY"

STRUCTURAL & CIVIL
 ENGINEERING &
 LAND SURVEYING

DATE: 6/28/2023 DRAWN BY: GP FILENAME: SEAVIEW.dwg SHEET: 2 OF 10



ENERGY REQUIREMENTS:

The following data shall be considered minimum and any special attribute required to meet the energy code shall also be provided. Each Designer shall furnish the required portions of the project information for the plan data sheet. If performance method, state the annual energy cost for the standard reference design vs annual energy cost for the proposed design.

Climate Zone: ☒ 3 ☐ 4 ☐ 5

Method of Compliance:

- ☒ Prescriptive (Energy Code)
☐ Performance (Energy Code)
☐ Prescriptive (ASHRAE 90.1)
☐ Performance (ASHRAE 90.1)

THERMAL ENVELOPE

Roof/Ceiling Assembly (each assembly)

Description of assembly: 2x10 RAFTERS AT 16" O.C.
 U-Value of total assembly: 0.0863
 R-Value of insulation: R-38
 Skylights in each assembly: N/A
 U-Value of skylight: N/A
 total square footage of skylights in each assembly: N/A

Exterior Walls (each assembly)

Description of assembly: WOOD 2x4 FRAMED WALLS
 U-Value of total assembly: 0.0526
 R-Value of insulation: R-19
 Openings (windows or doors with glazing):
 U-Value of assembly: _____
 Solar heat gain coefficient: _____
 projection factor: _____
 Door R-Values: _____

Walls below grade (each assembly)

Description of assembly: N/A
 U-Value of total assembly: N/A
 R-Value of insulation: N/A

Floors over unconditioned space (each assembly)

Description of assembly: N/A
 U-Value of total assembly: _____
 R-Value of insulation: _____

Floors slab on grade

Description of assembly: N/A
 U-Value of total assembly: 0
 R-Value of insulation: 0
 Horizontal/vertical requirement:
 slab heated: _____

2012 NC Administrative Code and Policies

ENERGY SUMMARY (ADDITION ONLY)

MECHANICAL SUMMARY (ADDITION ONLY)

MECHANICAL SYSTEMS, SERVICE SYSTEMS AND EQUIPMENT

Thermal Zone

winter dry bulb: 27
 summer dry bulb: 91

Interior design conditions

winter dry bulb: 70
 summer dry bulb: 75
 relative humidity: 55

Building heating load: 10,000 BTU

Building cooling load: 10,000 BTU

Mechanical Space Conditioning System

Unitary
 description of unit: COOPER & HUNTER MINI-SPLIT
 heating efficiency: 231 SEER
 cooling efficiency: 231 SEER
 size category of unit: 10,000 BTU

Boiler

Size category. If oversized, state reason: N/A

Chiller

Size category. If oversized, state reason: N/A

List equipment efficiencies: SEE MECHANICAL PLAN

ELECTRICAL SUMMARY

ELECTRICAL SYSTEM AND EQUIPMENT

Method of Compliance:

Energy Code: ☒ Prescriptive ☐ Performance
 ASHRAE 90.1: ☐ Prescriptive ☐ Performance

Lighting schedule (each fixture type)

lamp type required in fixture: SEE FIXTURE SCHEDULE
 number of lamps in fixture: SEE FIXTURE SCHEDULE
 ballast type used in the fixture: SEE FIXTURE SCHEDULE
 number of ballasts in fixture: SEE FIXTURE SCHEDULE
 total wattage per fixture: SEE FIXTURE SCHEDULE
 total interior wattage specified vs. allowed (whole building or space by space):
 total exterior wattage specified vs. allowed:
NO EXTERIOR WATTAGE SHOWN

Additional Prescriptive Compliance

- ☒ 506.2.1 More Efficient Mechanical Equipment
☐ 506.2.2 Reduced Lighting Power Density
☐ 506.2.3 Energy Recovery Ventilation Systems
☐ 506.2.4 Higher Efficiency Service Water Heating
☐ 506.2.5 On-Site Supply of Renewable Energy
☐ 506.2.6 Automatic Daylighting Control Systems

2012 NC Administrative Code and Policies

ATTACHMENT 2

IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFORM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD BUILDING PRACTICES. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.

THESE PLANS CANNOT BE REDRAWN OR REPRODUCED IN ANY WAY WITHOUT THE EXPRESS CONSENT OF WESTON LYALL, PE, PLS, PLLC. ANY PARTY THAT TAKES PART IN DOING SO IS IN VIOLATION OF COPYRIGHT LAWS.

WESTON LYALL, PE, PLS, PLLC

SEAVIEW PIER ADDITION
 124 FISHING PIER LN.
 NORTH TOPSAIL BEACH, NC

WESTON LYALL, PE, PLS, PLLC
 214 US HIGHWAY 17N, SUITE 1
 HOLLY RIDGE, NC 28445
 PHONE: 910.329-9961
 FIRM #1-0337

APPENDIX B "CODE SUMMARY"

STRUCTURAL & CIVIL
 ENGINEERING &
 LAND SURVEYING

DATE: 6/28/2023 DRAWN BY: GP FILENAME: SEAVIEW.dwg SHEET: 3 OF 10

THIS IS A FINAL SET OF PLANS INTENDED FOR PERMITTING AND CONSTRUCTION. REVISIONS TO THESE PLANS OR QUESTIONS REGARDING THESE PLANS (BY OWNER/CONTRACTOR/BUILDER, ETC) WILL BE SUBJECT TO ADDITIONAL CHARGES PER THE CURRENT HOURLY RATES AT THE DISCRETION OF WESTON LYALL, PE, PLS, PLLC.



U.S. DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
National Flood Insurance Program

OMB Control No. 1660-0008
Expiration Date: 06/30/2026

ATTACHMENT 3

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A – PROPERTY INFORMATION		FOR INSURANCE COMPANY USE
A1. Building Owner's Name: <u>SEAVIEW FISHING PIER LLC</u>		Policy Number: _____
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: <u>124 FISHING PIER LANE</u>		Company NAIC Number: _____
City: <u>NORTH TOPSAIL BEACH</u> State: <u>NC</u> ZIP Code: <u>28460</u>		
A3. Property Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Number: <u>PIN#428706381059</u>		
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.): <u>ADDITION</u>		
A5. Latitude/Longitude: Lat. <u>34-30-11.44</u> Long. <u>-77-23-47.47</u> Horizontal Datum: <input type="checkbox"/> NAD 1927 <input checked="" type="checkbox"/> NAD 1983 <input type="checkbox"/> WGS 84		
A6. Attach at least two and when possible four clear photographs (one for each side) of the building (see Form pages 7 and 8).		
A7. Building Diagram Number: <u>5</u>		
A8. For a building with a crawlspace or enclosure(s):		
a) Square footage of crawlspace or enclosure(s): <u>0.00</u> sq. ft.		
b) Is there at least one permanent flood opening on two different sides of each enclosed area? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		
c) Enter number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade: Non-engineered flood openings: <u>0</u> Engineered flood openings: <u>0</u>		
d) Total net open area of non-engineered flood openings in A8.c: <u>0.00</u> sq. in.		
e) Total rated area of engineered flood openings in A8.c (attach documentation – see Instructions): _____ sq. ft.		
f) Sum of A8.d and A8.e rated area (if applicable – see Instructions): <u>0.00</u> sq. ft.		
A9. For a building with an attached garage:		
a) Square footage of attached garage: <u>0.00</u> sq. ft.		
b) Is there at least one permanent flood opening on two different sides of the attached garage? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		
c) Enter number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade: Non-engineered flood openings: <u>0</u> Engineered flood openings: _____		
d) Total net open area of non-engineered flood openings in A9.c: <u>0.00</u> sq. in.		
e) Total rated area of engineered flood openings in A9.c (attach documentation – see Instructions): <u>0.00</u> sq. ft.		
f) Sum of A9.d and A9.e rated area (if applicable – see Instructions): _____ sq. ft.		
SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION		
B1.a. NFIP Community Name: <u>Town of North Topsail Beach</u>		B1.b. NFIP Community Identification Number: <u>370466</u>
B2. County Name: <u>ONslow</u>	B3. State: <u>NC</u>	B4. Map/Panel No.: <u>3720428700</u>
B5. Suffix: <u>K</u>		
B6. FIRM Index Date: <u>06/02/2021</u>	B7. FIRM Panel Effective/Revised Date: <u>06/19/2020</u>	
B8. Flood Zone(s): <u>AE</u>	B9. Base Flood Elevation(s) (BFE) (Zone AO, use Base Flood Depth): <u>12</u>	
B10. Indicate the source of the BFE data or Base Flood Depth entered in Item B9: <input type="checkbox"/> FIS <input checked="" type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other: _____		
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input checked="" type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____		
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Designation Date: <u>10/01/1983</u> <input checked="" type="checkbox"/> CBRS <input type="checkbox"/> OPA		
B13. Is the building located seaward of the Limit of Moderate Wave Action (LiMWA)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

124 FISHING PIER LANE

City: NORTH TOPSAIL BEACH

State: NC

ZIP Code: 28460

FOR INSURANCE COMPANY USE

Policy Number:

Company NAIC Number:

SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: ☒ Construction Drawings* ☐ Building Under Construction* ☐ Finished Construction

*A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1–A30, AE, AH, AO, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO, A99. Complete Items C2.a–h below according to the Building Diagram specified in Item A7. In Puerto Rico only, enter meters.

Benchmark Utilized: N/A

Vertical Datum: NC EAST 2012A

Indicate elevation datum used for the elevations in items a) through h) below.

☐ NGVD 1929 ☒ NAVD 1988 ☐ Other:

Datum used for building elevations must be the same as that used for the BFE. Conversion factor used?

☐ Yes ☒ No

If Yes, describe the source of the conversion factor in the Section D Comments area.

Check the measurement used:

a) Top of bottom floor (including basement, crawlspace, or enclosure floor): 19.00 ☒ feet ☐ meters

b) Top of the next higher floor (see Instructions): 31.00 ☒ feet ☐ meters

c) Bottom of the lowest horizontal structural member (see Instructions): 17.00 ☐ feet ☐ meters

d) Attached garage (top of slab): ☐ feet ☐ meters

e) Lowest elevation of Machinery and Equipment (M&E) servicing the building (describe type of M&E and location in Section D Comments area): 17.00 ☒ feet ☐ meters

f) Lowest Adjacent Grade (LAG) next to building: ☒ Natural ☐ Finished 7.90 ☒ feet ☐ meters

g) Highest Adjacent Grade (HAG) next to building: ☐ Natural ☐ Finished 8.00 ☒ feet ☐ meters

h) Finished LAG at lowest elevation of attached deck or stairs, including structural support: ☐ feet ☐ meters

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by state law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Were latitude and longitude in Section A provided by a licensed land surveyor? ☒ Yes ☐ No

☐ Check here if attachments and describe in the Comments area.

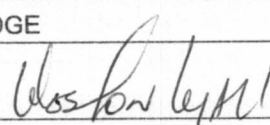
Certifier's Name: WESTON LYALL, PE, PLS License Number: L-4438

Title: OWNER

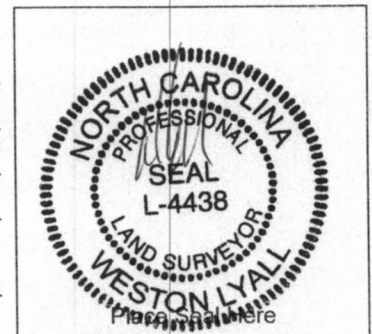
Company Name: WESTON LYALL, PE, PLS, PLLC

Address: 214 HIGHWAY 17N

City: HOLLY RIDGE State: NC ZIP Code: 28445

Signature:  Date: 12/23/2023

Telephone: (910) 329-9961 Ext.: Email: westonlyall@westonlyall.com



Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments (including source of conversion factor in C2; type of equipment and location per C2.e; and description of any attachments):

THIS ELEVATION CERTIFICATE HAS BEEN REVISED FROM PREVIOUS DATE 6-28-23

C2e: IS THE PROPOSED PLATFORM FOR THE A/C STAND

THIS ELEVATION CERTIFICATE IS FOR THE RESTROOM/STORAGE ROOM ADDITION ONLY.

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

124 FISHING PIER LANE

City: NORTH TOPSAIL BEACH

State: NC

ZIP Code: 28460

FOR INSURANCE COMPANY USE

Policy Number:

Company NAIC Number:

SECTION E – BUILDING MEASUREMENT INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO, ZONE AR/AO, AND ZONE A (WITHOUT BFE)

For Zones AO, AR/AO, and A (without BFE), complete Items E1–E5. For Items E1–E4, use natural grade, if available. If the Certificate is intended to support a Letter of Map Change request, complete Sections A, B, and C. Check the measurement used. In Puerto Rico only, enter meters.

Building measurements are based on: ☐ Construction Drawings* ☐ Building Under Construction* ☐ Finished Construction

*A new Elevation Certificate will be required when construction of the building is complete.

E1. Provide measurements (C.2.a in applicable Building Diagram) for the following and check the appropriate boxes to show whether the measurement is above or below the natural HAG and the LAG.

a) Top of bottom floor (including basement, crawlspace, or enclosure) is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

b) Top of bottom floor (including basement, crawlspace, or enclosure) is: _____ ☐ feet ☐ meters ☐ above or ☐ below the LAG.

E2. For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 1–2 of Instructions), the next higher floor (C2.b in applicable Building Diagram) of the building is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

E3. Attached garage (top of slab) is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

E4. Top of platform of machinery and/or equipment servicing the building is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? ☐ Yes ☐ No ☐ Unknown The local official must certify this information in Section G.

SECTION F – PROPERTY OWNER (OR OWNER'S AUTHORIZED REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without BFE) or Zone AO must sign here. *The statements in Sections A, B, and E are correct to the best of my knowledge*

☐ Check here if attachments and describe in the Comments area.

Property Owner or Owner's Authorized Representative Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Signature: _____ Date: _____

Telephone: _____ Ext.: _____ Email: _____

Comments:

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

124 FISHING PIER LANE

City: NORTH TOPSAIL BEACH

State: NC

ZIP Code: 28460

FOR INSURANCE COMPANY USE

Policy Number:

Company NAIC Number:

SECTION G – COMMUNITY INFORMATION (RECOMMENDED FOR COMMUNITY OFFICIAL COMPLETION)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Section A, B, C, E, G, or H of this Elevation Certificate. Complete the applicable item(s) and sign below when:

- G1. ☐ The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by state law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)
- G2.a. ☐ A local official completed Section E for a building located in Zone A (without a BFE), Zone AO, or Zone AR/AO, or when item E5 is completed for a building located in Zone AO.
- G2.b. ☐ A local official completed Section H for insurance purposes.
- G3. ☐ In the Comments area of Section G, the local official describes specific corrections to the information in Sections A, B, E and H.
- G4. ☐ The following information (Items G5–G11) is provided for community floodplain management purposes.
- G5. Permit Number: _____ G6. Date Permit Issued: _____
- G7. Date Certificate of Compliance/Occupancy Issued: _____
- G8. This permit has been issued for: ☐ New Construction ☐ Substantial Improvement
- G9.a. Elevation of as-built lowest floor (including basement) of the building: _____ ☐ feet ☐ meters Datum: _____
- G9.b. Elevation of bottom of as-built lowest horizontal structural member: _____ ☐ feet ☐ meters Datum: _____
- G10.a. BFE (or depth in Zone AO) of flooding at the building site: _____ ☐ feet ☐ meters Datum: _____
- G10.b. Community's minimum elevation (or depth in Zone AO) requirement for the lowest floor or lowest horizontal structural member: _____ ☐ feet ☐ meters Datum: _____
- G11. Variance issued? ☐ Yes ☐ No If yes, attach documentation and describe in the Comments area.

The local official who provides information in Section G must sign here. *I have completed the information in Section G and certify that it is correct to the best of my knowledge. If applicable, I have also provided specific corrections in the Comments area of this section.*

Local Official's Name: _____ Title: _____

NFIP Community Name: _____

Telephone: _____ Ext.: _____ Email: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Signature: _____ Date: _____

Comments (including type of equipment and location, per C2.e; description of any attachments; and corrections to specific information in Sections A, B, D, E, or H):

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

124 FISHING PIER LANE

City: NORTH TOPSAIL BEACH

State: NC

ZIP Code: 28460

FOR INSURANCE COMPANY USE

Policy Number: _____

Company NAIC Number: _____

SECTION H – BUILDING'S FIRST FLOOR HEIGHT INFORMATION FOR ALL ZONES (SURVEY NOT REQUIRED) (FOR INSURANCE PURPOSES ONLY)

The property owner, owner's authorized representative, or local floodplain management official may complete Section H for all flood zones to determine the building's first floor height for insurance purposes. Sections A, B, and I must also be completed. Enter heights to the nearest tenth of a foot (nearest tenth of a meter in Puerto Rico). **Reference the Foundation Type Diagrams (at the end of Section H Instructions) and the appropriate Building Diagrams (at the end of Section I Instructions) to complete this section.**

H1. Provide the height of the top of the floor (as indicated in Foundation Type Diagrams) above the Lowest Adjacent Grade (LAG):

a) For Building Diagrams 1A, 1B, 3, and 5–9. Top of bottom _____ ☐ feet ☐ meters ☐ above the LAG
floor (include above-grade floors only for buildings with
subgrade crawlspaces or enclosure floors) is:

b) For Building Diagrams 2A, 2B, 4, and 6–9. Top of next _____ ☐ feet ☐ meters ☐ above the LAG
higher floor (i.e., the floor above basement, crawlspace, or
enclosure floor) is:

H2. Is **all** Machinery and Equipment servicing the building (as listed in Item H2 instructions) elevated to or above the floor indicated by the H2 arrow (shown in the Foundation Type Diagrams at end of Section H instructions) for the appropriate Building Diagram?

☐ Yes ☐ No

SECTION I – PROPERTY OWNER (OR OWNER'S AUTHORIZED REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and H must sign here. *The statements in Sections A, B, and H are correct to the best of my knowledge.* **Note:** If the local floodplain management official completed Section H, they should indicate in Item G2.b and sign Section G.

☐ Check here if attachments are provided (including required photos) and describe each attachment in the Comments area.

Property Owner or Owner's Authorized Representative Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Signature: _____ Date: _____

Telephone: _____ Ext.: _____ Email: _____

Comments: _____

ELEVATION CERTIFICATE
IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19
BUILDING PHOTOGRAPHS

See Instructions for Item A6.

ATTACHMENT 3

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:
124 FISHING PIER LANE

City: **NORTH TOPSAIL BEACH** State: **NC** ZIP Code: **28460**

FOR INSURANCE COMPANY USE

Policy Number: _____

Company NAIC Number: _____

Instructions: Insert below at least two and when possible four photographs showing each side of the building (for example, may only be able to take front and back pictures of townhouses/rowhouses). Identify all photographs with the date taken and "Front View," "Rear View," "Right Side View," or "Left Side View." Photographs must show the foundation. When flood openings are present, include at least one close-up photograph of representative flood openings or vents, as indicated in Sections A8 and A9.



Photo One

Photo One Caption:

Clear Photo One



Photo Two

Photo Two Caption:

Clear Photo Two

ELEVATION CERTIFICATE
IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19
BUILDING PHOTOGRAPHS

Continuation Page

ATTACHMENT 3

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:
124 FISHING PIER LANE

City: **NORTH TOPSAIL BEACH** State: **NC** ZIP Code: **28460**

FOR INSURANCE COMPANY USE

Policy Number: _____

Company NAIC Number: _____

Insert the third and fourth photographs below. Identify all photographs with the date taken and "Front View," "Rear View," "Right Side View," or "Left Side View." When flood openings are present, include at least one close-up photograph of representative flood openings or vents, as indicated in Sections A8 and A9.



Photo Three

Photo Three Caption:

Clear Photo Three

Photo Four

Photo Four Caption:

Clear Photo Four

National Flood Insurance Program V-Zone Certification

Property Information	For Insurance Company Use
SEAVIEW FISHING PIER, LLC	Policy Number
Structure Address or Other Description 124 FISHING PIER LANE	
City NORTH TOPSAIL BEACH	State NC
Zip Code 28460	

ATTACHMENT 4

SECTION I: FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

Note: To be obtained from FIRMs in effect at the time of the certification

1. Community Number 370466	2. Panel Number 4287	3. Suffix K	4. Date of FIRM Index 06/02/2021	5. FIRM Zone AE 12
-------------------------------	-------------------------	----------------	-------------------------------------	-----------------------

SECTION II: ELEVATION INFORMATION

Note: This form is not a substitute for an Elevation Certificate. Elevations should be rounded to nearest tenth of a foot.

1. Elevation of the Bottom of Lowest Horizontal Structure Member	17.0	feet (NAVD 88)
2. Regulatory Flood Protection Elevation (RFPE)	14.0	feet (NAVD 88)
3. Elevation of Lowest Adjacent Grade	7.9	feet (NAVD 88)
4. Approximate Depth of Anticipated Scour/Erosion Used for Foundation Design.....	1.0	feet (NAVD 88)
5. Embedment Depth of Pilings or Foundation Below Lowest Adjacent Grade.....	8.0	feet (NAVD 88)

SECTION III: V-ZONE CERTIFICATION STATEMENT

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

- WL I certify that I have developed or reviewed the structural design, plans and specifications for construction and that the methods of construction to be used are in accordance with accepted standards of practice for meeting the following provisions:
- WL a) The bottom of the lowest horizontal structure member of the lowest floor (excluding the pilings or columns) is elevated to or above the Regulatory Flood Protection Elevation; and,
- WL b) The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse and lateral movement due to the effects of the wind and water loads acting simultaneously on all building components, including grade beams and bracing, if applicable. Water loading values used are those associated with the base flood including wave action. Wind loading values used are those required by the applicable State or local building code. The potential for scour and erosion at the foundation has been anticipated for conditions associated with the flood, including wave action.

SECTION IV: AREAS BELOW THE LOWEST FLOOR

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

- WL I certify that I have developed or reviewed the structural design, plans and specifications for construction and that the design and methods of construction to be used for the breakaway walls are in accordance with accepted standards of practice for meeting the following provisions:
- WL a) All areas below the lowest floor are free of obstruction (including open lattice work, insect screening, bracing and grade beams as allowed in accordance with FEMA Technical Bulletin 5 and ASCE 24); or
- b) Breakaway walls are constructed in accordance with prescriptive design in FEMA Technical Bulletin 9: Breakaway Walls; or
- c) Breakaway walls shall collapse from water load less than that which would occur during the base flood without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system.

SECTION V: SAND DUNES AND MANGROVE STANDS

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

In accordance with 44 CFR 60.3(e)(7) and Paragraph G103.7 of the North Carolina Building Code, the construction:

- WL a) Does not alter sand dunes or mangrove stands; or
- b) Alters sand dunes or mangrove stands but does not increase potential flood damage.

SECTION VI: SEPTIC TANKS

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

- WL a) There is not a septic tank serving the building; or
- In accordance with 44 CFR 60.3(a)(3) and (6), Section G701.1 of the North Carolina Building Code, and ASCE 24-14 7.3 and 9.7, the sanitary sewer system:
- b) Is designed and adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrostatic and hydrodynamic loads, including 150% of the effect of buoyancy and is designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters; or
- c) Is located to avoid impairment to them or contamination from them during flooding.

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

WL a) There is not an underground fuel tank serving the building; or

In accordance with 44 CFR 60.3(a)(3)(iv) and ASCE 24-14 Section 9.7, the fuel tank(s) servicing the structure:

- b) Is designed and adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrostatic and hydrodynamic loads, including 150% of the effect of buoyancy, is designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and calculated flood-related loads take into account the eroded ground elevation.

SECTION VIII: ABOVE GROUND FUEL TANKS

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

WL a) There is not an above ground fuel tank serving the building; or

In accordance with 44 CFR 60.3(a)(3)(iv) and ASCE 24-14 Section 9.7, the fuel tank(s) servicing the structure:

- b) Is elevated to or above the Regulatory Flood Protection Elevation on a detached platform with a foundation that meets the requirements of Section III, or
c) Is underneath or attached to a building and is elevated in accordance with ASCE 24-14 Table 4-1.

SECTION IX: SWIMMING POOLS

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

WL a) There is not a swimming pool or hot tub located on the subject property; or

In accordance with the North Carolina State Building Code Section G801.5, the North Carolina Residential Building Code Section AV103.3, and ASCE 24 9.6.2, the swimming pool / hot tub is:

- b) Located and designed to be structurally independent of buildings and structures; or
c) Located in or on elevated floors or roofs that are at or above the Regulatory Flood Protection Elevation;
and
d) Is elevated so that the lowest horizontal structural member is at or above the Regulatory Flood Protection Elevation; or
e) Is designed and constructed to break away during design flood conditions without producing debris capable of causing significant damage to any structure; or
f) Is designed and constructed to remain in the ground during design flood conditions without obstructing flow that results in damage to any structure.

SECTION X: FILL

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

WL a) No fill has been placed on the site; or

b) Any fill placed on the site is at less than a 5:1 (20%) slope and is similar to natural soils in the area; or

a) Is at a greater than 5:1 (20%) slope but will not cause or worsen wave runoff or wave reflection capable of damaging adjacent buildings.

SECTION XI: EROSION CONTROL STRUCTURES

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

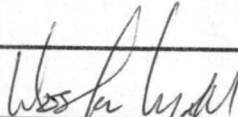
Bulkheads, seawalls, retaining walls, revetments, and similar structures are considered erosion control structures.

WL a) No erosion control structures have been placed on the site; or

b) Erosion control structures are located at least 30' from any structures; or

c) Erosion control structures are not located beneath any structures and will not cause or worsen wave runoff or wave reflection capable of damaging adjacent buildings.

SECTION V: CERTIFICATION

Name of Certifier Weston Lyall		Title PE/ PLS/ OWNER	
Firm Name Weston Lyall, PE, PLS, PLLC		License Number 27885	
Street Address 214 Hwy 17 N. Suite 1		Phone Number and Email (910) 329-9961 WESTONLYALL@WESTONLYALL.COM	
City Holly Ridge	State NC	Zip Code 28445	
Signature 		R1: 12-23-23 Date 6-28-23	



December 31, 2015

Mr. T. Gregory, Ludlum, Manager
Sea View Fishing Pier, LLC
PO Box 413
Sneads Ferry, NC 28460

**Subject: State Stormwater Management Permit No. SW8 971115
Sea View Fishing Pier
High Density Commercial Infiltration Trench / Chamber Project
Onslow County**

Dear Mr. Ludlum:

The Wilmington Regional Office received a complete State Stormwater Management Permit Application for Sea View Fishing Pier on November 12, 2015. Staff review of the plans and specifications has determined that the project, as proposed, will comply with the Stormwater Regulations set forth in Session Law 2008-211 and Title 15A NCAC 2H.1000, as applicable. We are forwarding Permit No. SW8 971115 dated December 31, 2015, for the construction, operation, and maintenance of the BMP's and built-upon area associated with the subject project.

This permit shall be effective from the date of issuance until October 18, 2016, and shall be subject to the conditions and limitations as specified therein. Please pay special attention to the conditions listed in this permit regarding the Operation and Maintenance of the BMP(s), recordation of deed restrictions, certification of the BMP's, procedures for changing ownership, transferring the permit, and renewing the permit. Failure to establish an adequate system for operation and maintenance of the stormwater management system, to record deed restrictions, to certify the BMP's, to transfer the permit, or to renew the permit, will result in future compliance problems.

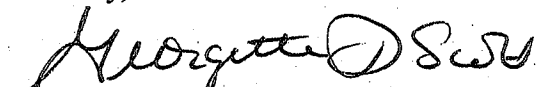
The following modifications are included and covered by this permit:

1. The expansion of the approved built-upon area for additional parking.
2. Replacing the previously approved infiltration basins with infiltration trenches.

If any parts, requirements, or limitations contained in this permit are unacceptable, you have the right to request an adjudicatory hearing by filing a written petition with the Office of Administrative Hearings (OAH). The written petition must conform to Chapter 150B of the North Carolina General Statutes, and must be filed with the OAH within thirty (30) days of receipt of this permit. You should contact the OAH with all questions regarding the filing fee (if a filing fee is required) and/or the details of the filing process at 6714 Mail Service Center, Raleigh, NC 27699-6714, or via telephone at 919-431-3000, or visit their website at www.NCOAH.com. Unless such demands are made this permit shall be final and binding.

If you have any questions, or need additional information concerning this matter, please contact Christine Hall in the Wilmington Regional Office at (910) 796-7215.

Sincerely,



For Tracy Davis, P.E., Director
Division of Energy, Mineral and Land Resources

GDS/canh: \\Stormwater\Permits & Projects\1997\971115 HD\2015 12 permit 971115

cc: Weston Lyall, PE, PLS, PLLC
Onslow County Building Inspections
Wilmington Regional Office Stormwater File

Section VII, Item A.

STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF ENERGY, MINERAL AND LAND RESOURCES

ATTACHMENT 5

STATE STORMWATER MANAGEMENT PERMIT

HIGH DENSITY COMMERCIAL DEVELOPMENT

In accordance with the provisions of Article 21 of Chapter 143, General Statutes of North Carolina as amended, and other applicable Laws, Rules, and Regulations

PERMISSION IS HEREBY GRANTED TO

Sea View Fishing Pier, LLC

Sea View Fishing Pier

123 & 124 Fishing Pier Lane, North Topsail Beach, Onslow County

FOR THE

construction, operation and maintenance of two (2) infiltration trenches in compliance with the provisions of Session Law 2008-211 and 15A NCAC 2H .1000, as applicable (hereafter the "stormwater rules") and the approved stormwater management plans and specifications and other supporting data as attached and on file with and approved by the Division of Energy, Mineral and Land Resources (hereafter referred to as the Division or DEMLR) and considered a part of this permit.

This permit shall be effective from the date of issuance until October 18, 2016, and shall be subject to the following specified conditions and limitations:

I. DESIGN STANDARDS

1. This permit is effective only with respect to the nature and volume of stormwater described in the application and other supporting data.
2. This infiltration trench or chamber stormwater system has been approved for the management of stormwater runoff as described in Section I.7 of this permit. The stormwater controls labeled Drainage Area 1 and 2 have been designed to handle the runoff from 30,517 and 25,957 square feet of built-upon area, respectively
3. The infiltration system is permitted per the Alternative Design Criteria under Section .1008 (h). The proposed system provides equal or better control, equal or better protection of surface waters and results in no increased potential for nuisance conditions. The infiltration system can store at least 2.5 times the minimum design storm, therefore neither an LS/VFS nor an offline bypass are required.
4. The tract will be limited to the amount of built-upon area indicated in Sections I.2 and I.7 of this permit, and as shown on the approved plans. The built-upon area for the future development within Drainage Area 1 is limited to 1,800 square feet.

ATTACHMENT 5

5. The runoff from all built-upon area within the permitted drainage area of this project must be directed into the permitted stormwater control system.
6. The project shall provide a minimum 50' wide vegetated buffer adjacent surface waters, measured horizontally from and perpendicular to the normal pool of impounded structures, the top of bank of streams and rivers, and the mean high water line of tidal waters.
7. The following design criteria have been permitted for the infiltration trenches and must be provided and maintained at design condition:

		Drainage Area 1	Drainage Area 2
a.	Drainage Area, acres:	1.30	1.11
	Onsite, subject to 1995 rules, ft ² -	53,133	40,659
	Onsite, subject to SL 2008-211, ft ² :	3,525	7,772
	Offsite, ft ² :	0	0
b.	Total Impervious Surfaces, ft ² :	30,517	25,957
	Onsite, subject to 1995 rules, ft ² :	26,992	18,185
	Onsite, subject to SL 2008-211, ft ² :	3,525	7,772
	Offsite, ft ² :	0	0
c.	Design Storm		
	subject to 1995 rules, inches:	1.5	1.5
	subject to SL 2008-211, inches:	3.68	3.68
d.	(Approx.) Trench Length, feet:	165.0	122.0
e.	(Approx.) Trench Width, feet:	150.4	68.0
f.	Trench Depth, feet:	1.2	1.2
g.	Bottom Elevation, FMSL	5.8	5.8
h.	Bottom Surface Area, ft ² :	24,900	24,838
i.	Bypass Weir Elevation, FMSL:	7.0	7.0
j.	Perforated Pipe Diameter, inches:	6	6
k.	Perforated Pipe Length, ft:	5 x 150'	5 x 150'
l.	Permitted Storage Volume, ft ³ :	11,952	11,920
m.	Type of Soil:	Sand	Sand
n.	Expected Infiltration Rate, in/hr:	6.0	6.0
o.	Seasonal High Water Table, FMSL:	3.8	3.8
p.	Time to Draw Down, hours:	0.02	0.02
q.	Receiving Stream/River Basin:	Intercoastal Waterway	
r.	Stream Index Number:	19-39-(0.5)	
s.	Classification of Water Body:	SA	

II. SCHEDULE OF COMPLIANCE

1. The stormwater management system shall be constructed in its entirety, vegetated and operational for its intended use prior to the construction of any built-upon surface.
2. During construction, erosion shall be kept to a minimum and any eroded areas of the system will be repaired immediately. If the stormwater system is used as an Erosion Control device, it must be restored to design condition prior to operation as a stormwater treatment device, and prior to occupancy of the facility.
3. The permittee shall follow the approved Operation and Maintenance Agreement in its entirety, and shall provide and perform the listed operation and maintenance procedures at the specified intervals to assure the permitted stormwater system functions at optimum efficiency.
4. Records of maintenance activities must be kept for each permitted BMP. The reports will indicate the date, activity, name of person performing the work and what actions were taken.

ATTACHMENT 5

5. The facilities shall be constructed in accordance with the conditions of this permit, the approved plans and specifications, and other supporting data.
6. All stormwater collection and treatment systems must be located in public rights-of-way, common areas or recorded easements. The final plats for the project will be recorded showing all such required rights-of-way, common areas and easements, in accordance with the approved plans. Access to the stormwater facilities shall be maintained via appropriate easements at all times.
7. Upon completion of construction, prior to issuance of a Certificate of Occupancy, and prior to operation of this permitted facility, a certification must be received from an appropriate designer for the system installed certifying that the permitted facility has been installed in accordance with this permit, the approved plans and specifications, and other supporting documentation. Any deviations from the approved plans and specifications must be noted on the Certification. A modification may be required for those deviations.
8. The permittee shall submit to the Director and shall have received approval for revised plans, specifications, and calculations prior to construction, for any modification to the approved plans, including, but not limited to, those listed below:
 - a. Any revision to any item shown on the approved plans, including the stormwater management measures, built-upon area, details, etc.
 - b. Redesign or addition to the approved amount of built-upon area or to the drainage area.
 - c. Further development, subdivision, acquisition, lease or sale of any, all or part of the project area.
 - d. Filling in, altering, or piping of any vegetative conveyance shown on the approved plan.
 - e. The construction of any future BUA listed on the application.
9. The Director may notify the permittee when the permitted site does not meet one or more of the minimum requirements of the permit. Within the time frame specified in the notice, the permittee shall submit a written time schedule to the Director for modifying the site to meet minimum requirements. The permittee shall provide copies of revised plans and certification in writing to the Director that the changes have been made.

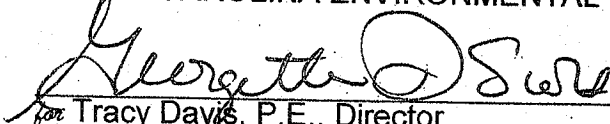
III. GENERAL CONDITIONS

1. This permit is not transferable to any person or entity except after notice to and approval by the Director. The permittee shall submit a completed and signed Name/Ownership Change Form, accompanied by the supporting documentation as listed on the form, to the Division at least 60 days prior to any one or more of the following events:
 - a. An ownership change including the sale or conveyance of the project area in whole or in part;
 - b. The sale or conveyance of the common areas to a Homeowner's or Property Owner's Association, subject to the requirements of Session Law 2011-256;
 - c. Bankruptcy;
 - d. Foreclosure;
 - e. Dissolution of the partnership or corporate entity;
 - f. A name change of the current permittee;
 - g. A name change of the project;
 - h. A mailing address change of the permittee;

- ATTACHMENT 5
2. Approved plans, application, supplement forms, Operation and Maintenance agreements, design calculations and specifications for this project are incorporated by reference and are enforceable parts of the permit. A copy of the approved plans and specifications shall be maintained on file by the Permittee at all times.
 3. Any individual or entity found to be in noncompliance with the provisions of a stormwater management permit or the stormwater rules is subject to enforcement action as set forth in NCGS 143, Article 21.
 4. The issuance of this permit does not preclude the Permittee from complying with any and all statutes, rules, regulations, or ordinances, which may be imposed by other government agencies (local, state, and federal) having jurisdiction.
 5. The permittee is responsible for compliance with all permit conditions until such time as the Division approves the transfer request.
 6. In the event that the facilities fail to perform satisfactorily, the Permittee shall take immediate corrective action, including those as may be required by this Division, such as the construction of additional or replacement stormwater management systems.
 7. The permittee grants Division Staff permission to enter the property during normal business hours for the purpose of inspecting all components of the permitted stormwater management facility.
 8. The permit issued shall continue in force and effect until revoked or terminated. The permit may be modified, revoked and reissued or terminated for cause. The filing of a request for a permit modification, revocation and reissuance or termination does not stay any permit condition.
 9. Unless specified elsewhere, permanent seeding requirements for the stormwater controls must follow the guidelines established in the North Carolina Erosion and Sediment Control Planning and Design Manual.
 10. The issuance of this permit does not prohibit the Director from reopening and modifying the permit, revoking and reissuing the permit, or terminating the permit as allowed by the laws, rules and regulations contained in Session Law 2008-211, Title 15A NCAC 2H.1000, and NCGS 143-215.1 et. al.
 11. The permittee shall submit a permit renewal application at least 180 days prior to the expiration date of this permit. The renewal request must include the appropriate documentation and the processing fee.

Permit modified and reissued this the 31st day of December 2015.

NORTH CAROLINA ENVIRONMENTAL MANAGEMENT COMMISSION



for Tracy Davis, P.E., Director

Division of Energy, Mineral and Land Resources

By Authority of the Environmental Management Commission

CAMA MINOR DEVELOPMENT PERMIT



as authorized by the State of North Carolina, Department of Environmental Quality and the Coastal Resources Commission for development in an area of environment concern pursuant to Section 113A-118 of the General Statutes, "Coastal Area Management"

Issued to Seaview Fishing Pier LLC (Greg Ludlum) c/o Gladiator Construction LLC, authorizing development in the Ocean Hazard AEC at 124 Fishing Pier Lane, in North Topsail Beach, Onslow County, as requested in the permittee's application, dated October 5, 2023, received by DCM as complete on November 13, 2023. This permit, issued on **November 14, 2023**, is subject to compliance with the application and site drawing (where consistent with the permit), all applicable regulations and special conditions and notes set forth below. Any violation of these terms may subject permittee to a fine, imprisonment or civil action, or may cause the permit to be null and void.

This permit authorizes: **Construction of a 15.5' x 28' (434 sf) restroom addition and a 6' x 6' uncovered deck.**

- (1) All proposed development and associated construction must be done in accordance with the permitted work plat drawings(s) drafted by Weston Lyall, PE, PLS, PLLC with mapping date of 6/28/2023. (GS 113A-120)
- (1) Any change or changes in the plans for development, construction, and/or land use activities will require re-evaluation and modification of this permit. All construction shall conform to the N.C. Building Code requirements and all other local, State and Federal regulations, applicable local ordinances, and FEMA Flood Regulations. (GS 113A-120)
- (2) Any change or changes in the plans for development, construction, or land use activities will require a re-evaluation and modification of this permit. (GS 113A-120)
- (3) A copy of this permit shall be posted or available on site. Contact this office at 252-515-5400 for a final inspection at completion of work. (GS 113A-120)

(Additional Permit Conditions on Page 2)

This permit action may be appealed by the permittee or other qualified persons within twenty (20) days of the issuing date. From the date of an appeal, any work conducted under this permit must cease until the appeal is resolved. This permit must be on the project site and accessible to the permit officer when the project is inspected for compliance. Any maintenance work or project modification not covered under this permit, require further written permit approval. All work must cease when **this permit expires on:**

DECEMBER 31, 2026

In issuing this permit it is agreed that this project is consistent with the local Land Use Plan and all applicable ordinances. This permit may not be transferred to another party without the written approval of the Division of Coastal Management.

Section VII, ItemA.

Heather M. Styron

Heather M Styron
NC Division of Coastal Management
400 Commerce Ave
Morehead City, NC 28557

PERMITTEE or Authorized Agent

(Signature required if conditions above apply to permit)

Name: Seaview Fishing Pier LLC (Greg Ludlum)

Minor Permit # 108-23

Date: November 14, 2023

Page 2

ATTACHMENT 6

- (5) The existing building (tract 2 restaurant) and proposed bathroom addition shall not exceed 5,000 square feet of conditioned space and located a minimum distance of **60 feet** from the First Line of Stable Natural Vegetation (FLSNV). (07H .0306(a)(1))
- (6) The permittee is required to contact the Division of Coastal Management shortly before beginning construction to arrange a setback measurement that will be effective for sixty (60) days barring a major shoreline change. Substantial progress on construction must begin within sixty (60) days of the determination or the measurement is void and must be redone. (07H.0306)
- (7) All unconsolidated material resulting from associated grading and landscaping shall be retained on site by effective sedimentation and erosion control measures. Disturbed areas shall be vegetated and stabilized (planted and mulched) within 14 days of construction completion. (GS 113A-120)
- (8) Any oceanfront uncovered decks within the 60' setback area shall not exceed a footprint of 500 square feet. (7H .0309 (a)(3), (07H .0306 (a) (6))
- (9) Any structure authorized by this permit shall be relocated or dismantled when it becomes imminently threatened by changes in shoreline configuration. The structure(s) shall be relocated or dismantled within two years of the time when it becomes imminently threatened, and in any case upon its collapse or subsidence. However, if natural shoreline recovery or beach renourishment takes place within two years of the time the structure becomes imminently threatened, so that the structure is no longer imminently threatened, then it need not be relocated or dismantled at that time. This condition shall not affect the permit holder's right to seek authorization of temporary protective measures allowed under CRC rules. (07H.0306(g))
- (10) All buildings constructed within the ocean hazard area shall comply with the NC Building Code and the Local Flood Damage Prevention Ordinance as required by the National Flood Insurance Program. If any provisions of the building code or a flood damage prevention ordinance are inconsistent with any of the following AEC standards, the more restrictive provision shall control. (GS 113A-120)
- (11) All unconsolidated material resulting from associated grading and landscaping shall be retained on site by effective sedimentation and erosion control measures. Prior to any land-disturbing activities, a barrier line of filter cloth must be installed between the land disturbing activity and the adjacent marsh or water areas, until such time as the area has been properly stabilized with a vegetative cover. (GS 113A-120)
- (12) All graded and filled slopes shall be of a sufficient angle to retain a vegetative cover or other erosion control device or structure. (GS 113A-120)
- (13) Pursuant to 15A NCAC, Subchapter 7J.0406(b), this permit may not be assigned, transferred, sold, or otherwise disposed of to a third-party. (GS 113A-120)
- (14) **The Permittee and/or the Permittee's Authorized Agent shall be responsible for obtaining any and all necessary authorizations, approvals, or zoning and building permits from the local government having jurisdiction (Town of North Topsail Beach and/or Onslow County) prior to commencing work.**

SIGNATURE: 

PERMITTEE or AUTHORIZED AGENT

DATE: 11/14/2023



MEMORANDUM

TO: Whom It May Concern
FROM: David M. Mohr, PE
Chief Operating Officer
DATE: July 1, 2022
RE: County of Onslow Intention to Provide Sewer Service Form

O: 910.455-0722

onwasa.com

228 Georgetown Rd
Jacksonville, NC 28540

This memo is offered in response to concerns raised over information contained on the County of Onslow form labeled Intention to Provide Sewer Service which is completed for new home construction projects.

Please be advised that the value shown on the referenced form for number of bedrooms is based on information provided to ONWASA at the time the form is completed and may not reflect the final configuration of the building constructed on the listed property. ONWASA does not independently verify this data, regulate the number of bedrooms a building may contain, or utilize this information to determine System Development Fees or monthly charges for water or sewer services.

If you have any additional questions or concerns, please feel free to contact ONWASA Customer Service at (910) 455-0722.

Intention to Provide Sewer Service

ATTACHMENT 7

To: Onslow County Central Permitting Division

From: ONWASA, 228 Georgetown Road, Jacksonville, NC 28540, 910-455-0722

Utility Company name and contact information

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

Property Owner: Seaview Fishing Pier, LLC
Property Address: 124 Fishing Pier Lane, NTB, NC 28460
Subdivision: — Lot #: Parcel # 774F-98
Number of Bedrooms: 0
Any applicable service limitations: —

JEFFREY T. LOHR, PE Jeffrey T. Lohr 11.17.2023
Authorized Utility Company Representative (Print Name & Signature) Date

Authorization to Connect to Sewer Service

From: Onslow Water & Sewer Authority (ONWASA), 228 Georgetown Road, Jacksonville, NC 28540
Utility Company name and contact information

Please be advised that the above-described property is authorized to connect pursuant to GS 130A-339.

JEFFREY T. LOHR, PE Jeffrey T. Lohr 11.17.2023
Authorized Utility Company Representative (Print Name & Signature) Date



County of Onslow

Onslow County Central Permitting
604 College Street Jacksonville, NC 28546
910.455-3661 (office) 910.989.2369 (fax)

TOWN OF NORTH TOPSAIL
BEACH
BOARD OF ALDERMEN
WEDNESDAY, FEBRUARY 7,
2024, 11:00 A.M.
2008 LOGGERHEAD COURT,
NORTH TOPSAIL BEACH NC
28460

Pursuant to the Town's Unified Development Ordinance §2.06 Summary Procedures and §2.23 Commercial Plan Review, notice is hereby given that during the Board of Aldermen regular meeting to be held on Wednesday, February 7, 2024, at 11:00 a.m. at 2008 Loggerhead Court, North Topsail Beach NC, a public hearing will be conducted to receive input on a commercial plan review of a proposed 15.5' x 28' (434 sf) restroom addition and a 6' x 6' uncovered deck at Seaview Fishing Pier, 124 Fishing Pier Lane, North Topsail Beach, NC 28460. All information pertaining to this public hearing may be viewed at the Town Hall, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. For more information, please contact: Deborah J. Hill MPA AICP CFM CZO, Planning Director dhill@northtopsailbeachnc.gov 910-328-1349

January 20, 27, 2024

ATTACHMENT 8

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

Aldermen:
Richard Grant
Tom Leonard
Laura Olszewski
Connie Pletl



ATTACHMENT 9

Alice Derian, ICMA-CM
Town Manager

Nancy Avery
Interim Town Clerk

PUBLIC NOTICE
Board of Aldermen
Wednesday, February 7, 2024, 11:00 a.m.

Pursuant to the Town's Unified Development Ordinance (UDO) §2.06 Summary Procedures, §2.15 Administrative Development Approvals and Determinations and §2.23 Commercial Plan Review, notice is hereby given that a public hearing will be held during the North Topsail Beach Board of Aldermen regular meeting on Wednesday, February 7, 2024, 11:00 a.m. at 2008 Loggerhead Court, North Topsail Beach NC.

The purpose of this legislative hearing will be to hear and decide a Commercial Plan Review application for minor modifications by Seaview Fishing Pier LLC for plans of a restroom addition (15.5' x 28') and an uncovered deck (6' x 6') attached to the existing variety store and restaurant commercial building (51' x 34') at Seaview Fishing Pier located at 124 Fishing Pier Lane (Tax Map # 774F-98), zoned B-2 Business.

All information pertaining to this public hearing may be viewed at Town Hall, 2008 Loggerhead Court, North Topsail Beach NC, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. All interested citizens are encouraged to attend.

Deborah J. Hill MPA AICP CFM CZO
Planning Director

From: [Morgan Starling](#)
To: [Deb Hill](#)
Subject: Re: Proposed addition of restroom and deck at Seaview Fishing Pier
Date: Tuesday, January 23, 2024 2:45:52 PM

ATTACHMENT 10



Thank you for getting back to me with this information!

From: Deb Hill <dhill@northtopsailbeachnc.gov>
Sent: Tuesday, January 23, 2024 9:10 AM
To: Morgan Starling <mstarling@jdnews.com>
Subject: RE: Proposed addition of restroom and deck at Seaview Fishing Pier

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.

1. What exactly is this proposed project, what all would the addition of a restroom and deck involve and why is it being brought before the board?
 - A. The purpose of this legislative hearing will be to hear and decide a Commercial Plan Review application for minor modifications by Seaview Fishing Pier LLC for plans of a restroom addition (15.5' x 28') and an uncovered deck (6' x 6') attached to the existing variety store and restaurant commercial building (51' x 34') at Seaview Fishing Pier located at 124 Fishing Pier Lane (Tax Map # 774F-98), zoned B-2 Business.
 - B. The restroom addition and uncovered deck require the submittal of Zoning, Addition, Plumbing, Electrical and Mechanical permit applications, along with required documentation: CAMA Permit; Site Plan; Elevation Certificate; V-Zone Certification; Engineered Plans; Affidavit of Workers' Compensation Coverage; Septic/Sewer Permit Upgrade (ONWASA Authorization to Connect to Sewer Service).
Permit requirements for additions is available online at:
<https://www.northtopsailbeachnc.gov/buildinginspections/page/addition-application>
Permit requirements for decks is available online at:
<https://www.northtopsailbeachnc.gov/buildinginspections/page/deckstairsramp-application>
 - C. **Development plans involving new construction of commercial space must be approved by the Board of Aldermen before issuance of a zoning permit.** The Planning Board shall review and make recommendations prior to recommending action by the Board of Aldermen (ref UDO § 2.23). **Minor modifications 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 (ref UDO § 2.15 (D)). (NOTE: The requirement for minor modifications is a recent change as a result of NCGS 160D).
2. Can you provide some history on Seaview Fishing Pier, and what renovations or additions have been done to it in the past?

You could submit a public records request for any permits that have been issued by completing and submitting the form available online at
https://www.northtopsailbeachnc.gov/sites/default/files/fileattachments/administration/page/2299/lfd_public_records_request_perm.pdf

3. How would the addition of a restroom and uncovered deck benefit the community and those who use the pier, whether locals or tourists?

4. Why is it important that residents participate in the public hearing and what is the town hoping to learn from it?

The purpose of public hearings is to provide an opportunity for citizens to provide input on land use development and decisions under consideration by the North Topsail Beach Board of Aldermen.

5. If approved/passed by the board, what is the projected timeline and cost for this project, as well as next steps?

A. The timeline is up to the owner and his contractor once the permits are issued.

B. For cost of project, you could submit a public records request by completing and submitting the form available online at

https://www.northtopsailbeachnc.gov/sites/default/files/fileattachments/administration/page/2299/lfd_public_records_request_perm.pdf

C. If the Board of Aldermen approve the plans, the Building Inspector and Zoning Administrator will complete their reviews and approve Zoning, Addition, Plumbing, Electrical and Mechanical permits. The Permit Specialist will process the permits and notify the applicant that the permits are ready for payment. Once the payment has been made and permits have been issued, the applicant may begin construction. Various inspections are conducted throughout. Once all work is complete, the Fire Chief, Building Inspector and Zoning Administrator will conduct final inspections.

Deborah J. Hill MPA AICP CFM CZO

Planning Director & Zoning Administrator

Town of North Topsail Beach

2008 Loggerhead Ct.

North Topsail Beach, NC 28460

Town Hall 910.328.1349

Direct 910.581.3008

Mobile 910.330.5047

dhill@northtopsailbeachnc.gov



From: Morgan Starling <mstarling@jdnews.com>

Sent: Monday, January 22, 2024 12:18 PM

To: Deb Hill <dhill@northtopsailbeachnc.gov>

Subject: Proposed addition of restroom and deck at Seaview Fishing Pier

Good afternoon, Deborah,

I don't believe we've spoken before, but I'm a reporter with The Jacksonville Daily News and I was looking at doing a story on the public hearing that's scheduled to occur on Feb. 7 to receive input on a proposed restroom addition and uncovered deck at Seaview Fishing Pier. However, I can no longer find this notice on the town's Facebook page where I initially saw it. Is this public hearing still on schedule and if so, could you please answer some questions about the project that I will leave below? I am available for a call if that is better, just let me know.

1. What exactly is this proposed project, what all would the addition of a restroom and deck involve and why is it being brought before the board?
2. Can you provide some history on Seaview Fishing Pier, and what renovations or additions have been done to it in the past?
3. How would the addition of a restroom and uncovered deck benefit the community and those who use the pier, whether locals or tourists?
4. Why is it important that residents participate in the public hearing and what is the town hoping to learn from it?
5. If approved/passed by the board, what is the projected timeline and cost for this project, as well as next steps?
6. If there's anything to add, feel free!

Thank you for your time and let me know if you have any questions.

Morgan Starling

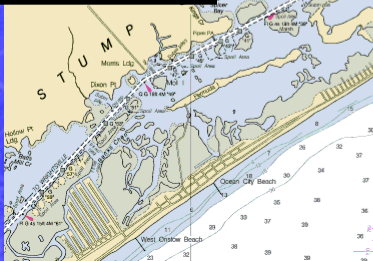
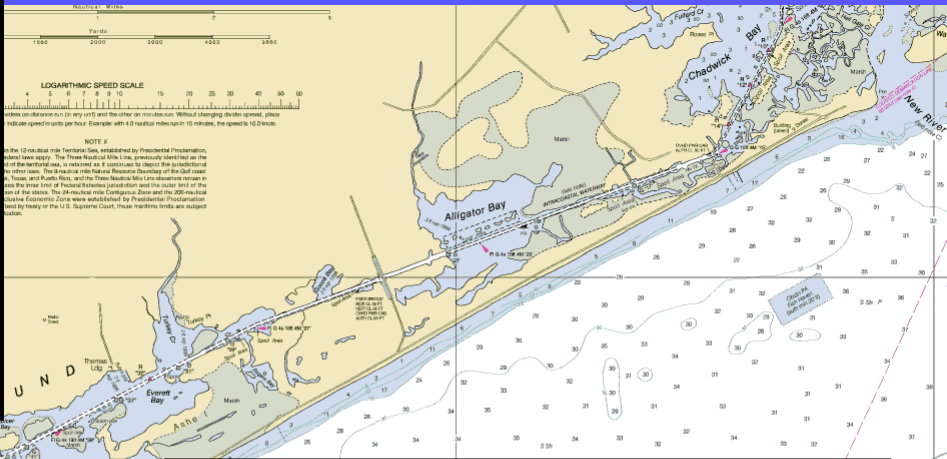
The Daily News

910-546-5548

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.

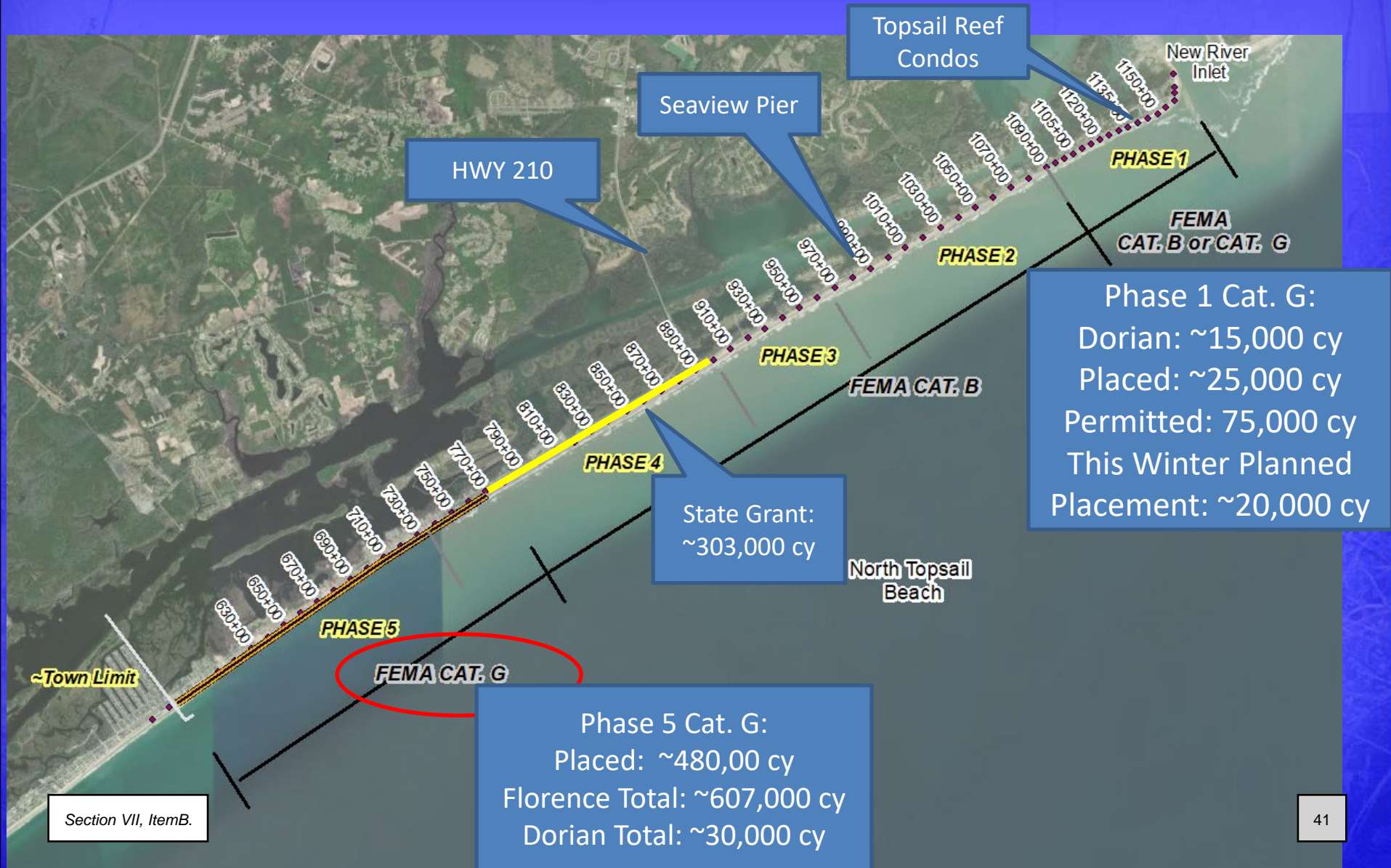
North Topsail Beach Coastal Update

February 2024



Ongoing and Upcoming Projects Overview

State Grant, Dorian and Florence FEMA Category G

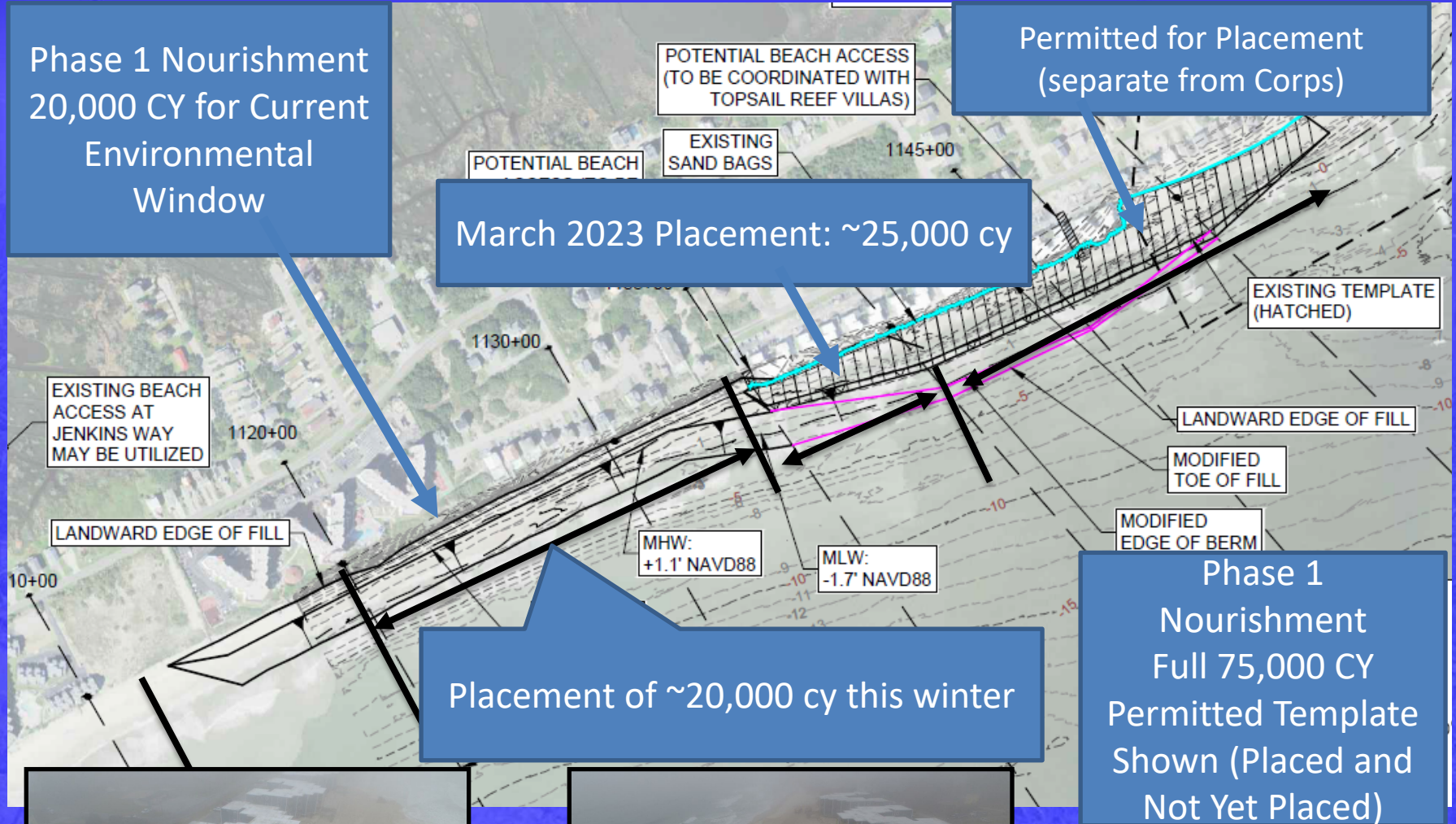


Phase 1 Beach (not Dune) Truck Haul Nourishment

Phase 1 Nourishment
20,000 CY for Current
Environmental
Window

March 2023 Placement: ~25,000 cy

Permitted for Placement
(separate from Corps)

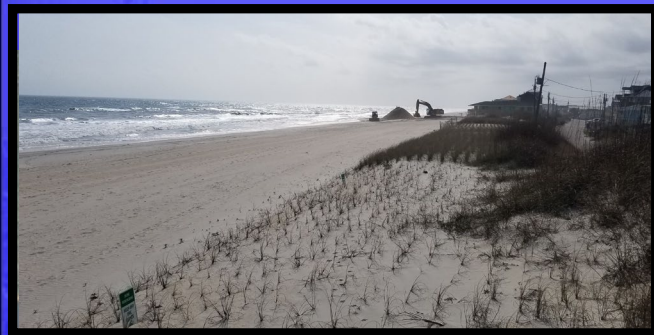


Placement of ~20,000 cy this winter

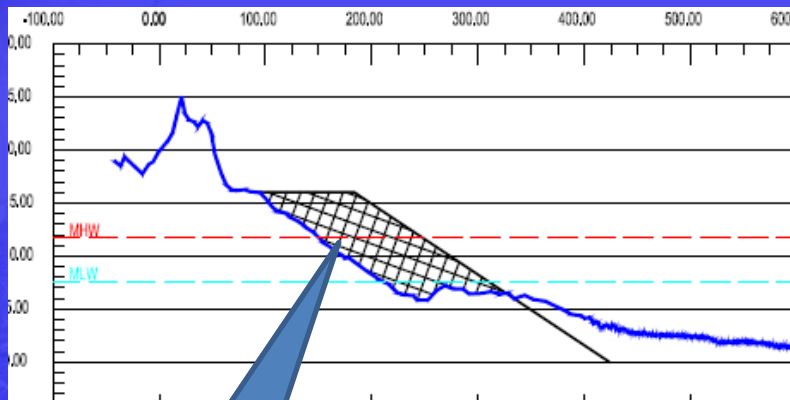
Phase 1
Nourishment
Full 75,000 CY
Permitted Template
Shown (Placed and
Not Yet Placed)



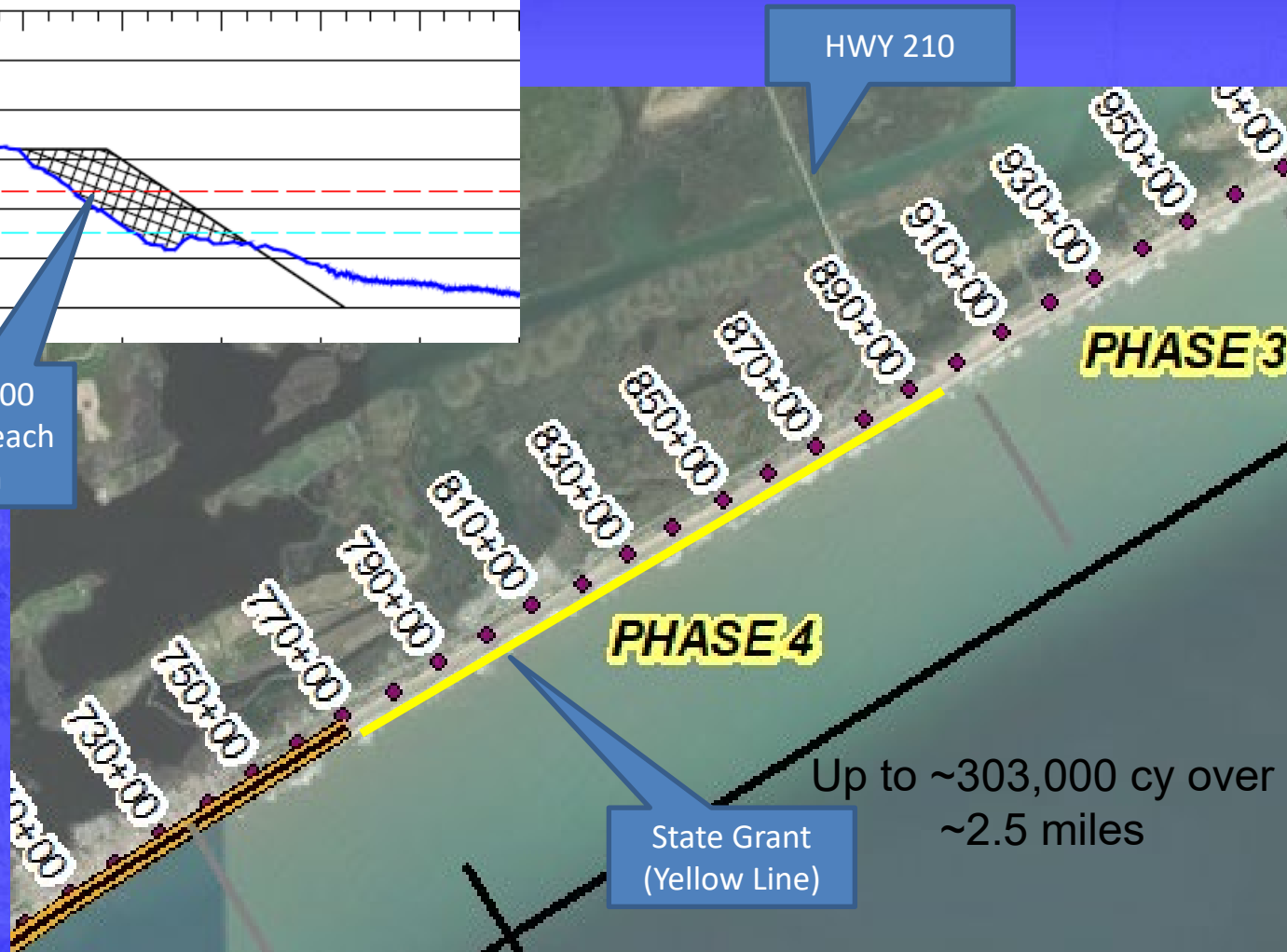
Ongoing Florence & Dorian Nourishment in Phase 5 Beach (not Dune) Nourishment. ~3.0 Miles of New Beach Completed



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



~80 to 100
Feet of Beach
Width



To Follow Phase 5 Project Completion

Town Beach Projects Updates

- Phase 1 - ~20,000 cy placement this winter.
- New River Inlet Management Master Plan EIS: Draft EIS under development.
- State Grant Nourishment - ~303,000 cy in Phase 4 and connects with Phase 5 Truck Haul.
- Phase 5 Beach Nourishment – Updated Volumes Daily. Working Saturdays.
- Working with NTB Finance Officer and DEC Associates regarding funding for FEMA and State funded projects
- Permitting Coordination (all projects)



Section VII, ItemB.



Board of Aldermen Regular Meeting
Wednesday, January 3, 2024
DRAFT MINUTES

The Town of North Topsail Beach Board of Aldermen held its regular meeting on January 3, 2024. A quorum of the board was present. Town Attorney Edes was in attendance.

Board members present: Mayor Joann McDermon, Mayor Pro Tem Benson, Aldermen Connie Pletl, Richard Grant, Tom Leonard and Laura Olszewski.

Board members absent: None

Staff present: Town Manager Alice Derian, IT Director Ricky Schwisow, Finance Officer Caitlin Elliott, Police Chief Younginer, Fire Chief Soward, Public Works Supervisor Al Cablay and Interim Town Clerk Nancy Avery.

Call to order

Mayor McDermon called the meeting to order at 11:00 am. Alderman Olszewski gave the invocation and led in the Pledge of Allegiance.

Approval of Agenda

Motion – Mayor Pro Tem Benson motioned to adopt the agenda as presented; seconded by Alderman Leonard; unanimously approved.

Closed Session

Motion – Alderman Leonard motioned to go into Closed Session at 11:03 am as per NCGS 143-318.11 a (3) to consult with the attorney; seconded by Mayor Pro Tem Benson; unanimously approved.

The Board returned to open session at 11:56 pm. Mayor McDermon stated the Board of Aldermen received information from the contractor that they are unable to obtain the quantity of sand from their sand source. The Board has directed the Town Attorney, Town Manager, and project engineer to take appropriate actions.

Manager's report

Fire Station No. 2:

- ✓ Finalized Bid Specifications.
- ✓ October 18, 2023 – IFB issued
- ✓ October 24, 2023 – Specifications made available.
- ✓ October 31, 2023 – Receive Audit and send to LGC.
- ✓ October 31, 2023 – Mandatory Pre-Bid meeting held.
- ✓ November 1, 2023 – Board of Aldermen to consider/approve Resolution with broad authorization (\$8 Million). The original estimate was \$6-\$7 million. I used \$8 million, so we do not have to start the process over with the LGC.

- ✓ November 1, 2023 – Board of Aldermen authorized Public Hearing for December 6, 2023.
- ✓ November 7, 2023 – 2 pm is the final day and cut off time for questions from bidders.
- ✓ November 14, 2023 – Final Addendums to be issued.
- ✓ November 21, 2023 – Bids Due with public bid opening at 2 pm. Six bids received. The bids ranged from \$6,102,689 to \$6,456,000
- ✓ November 21 – November 29 – Review of bids
- ✓ November 22, 2023 – RFP finalized to solicit institutions for an Installment Financing Contract
- ✓ November 19, 2023 – Bid Review completed with full recommendation for Board of Aldermen packet.
- ✓ December 5, 2023 – Application submitted to LGC.
- ✓ December 6, 2023 – Public Hearing and consideration by Board of Aldermen to approve construction contract pending LGC approval.
- ✓ December 13, 2023 – RFP responses due for the Installment Financing Contract. We received proposals from JP Morgan Chase, Truist and PNC Bank.
- ✓ December 14, 2023 – Meeting with Carter's to review proposals and selection of lender and terms. JP Morgan provided the most favorable rates at 3.79% fixed, 15-years, tax exempt, bank qualified rate with no redemption. A sample amortization schedule is attached along with the schedule presented at last month's meeting for comparison.
- ✓ January 3, 2024 – NC Local Government Commission Meeting – Receive approval/denial.
- ✓ January 15-17, 2024 – Anticipated closing.

FY 2024-2025 Budget

- Prior to the holiday break, an email was sent to Department Heads providing a FY 23-23 budget worksheet along with a current Budget to Actual report. Caitlin and I will be conducting department head meetings at the beginning of February and the Board will be provided with a proposed budget calendar prior to the February BOA meeting, which will be conveyed at the February BOA meeting.

Announcements

- On December 13th we rolled out the on-line store for people to purchase NTB merchandise on-line. As soon as it was rolled out, we received out-of-state purchases and sales continued almost daily. This is proving to be a good source of revenue and promotes the Town's brand. We will continue to work to expand on this initiative. You can access the store through the Town's website.
- NTB Grinding of the Greens – We are accepting and are prepped to grind natural, ornament free Christmas trees after Christmas. NTB residents can drop off their undecorated trees to the designated area at the Jeffries parking lot through January 14th. Grinding of the Greens will take place on January 17th and free mulch will be available after January 17th on a first come first served basis.
- Christmas light recycling initiative – I was able to obtain a partnership with Southern Metals Recycling who will be recycling string lighting that we collect free of charge. Bins were established at Town Hall prior to the holidays and remain outside for anyone looking to dispose of string lights. They will remain in place until January 16th.

- The Sledgehammer Beach Run will take place once again on North Topsail Beach this year on Saturday, February 3rd at 8 am at 2950 Island Dr. There Is still time to register for half marathon, 5k or 10k.

NORTH TOPSAIL BEACH FIRE STATION

Actual Contract Figures

	Principal	Interest	Total
Year 1	\$ 373,333	\$ 212,240	\$ 585,573
Year 2	\$ 373,333	\$ 198,091	\$ 571,424
Year 3	\$ 373,333	\$ 183,941	\$ 557,275
Year 4	\$ 373,333	\$ 169,792	\$ 543,125
Year 5	\$ 373,333	\$ 155,643	\$ 528,976
Year 6	\$ 373,333	\$ 141,493	\$ 514,827
Year 7	\$ 373,333	\$ 127,344	\$ 500,677
Year 8	\$ 373,333	\$ 113,195	\$ 486,528
Year 9	\$ 373,333	\$ 99,045	\$ 472,379
Year 10	\$ 373,333	\$ 84,896	\$ 458,229
Year 11	\$ 373,333	\$ 70,747	\$ 444,080
Year 12	\$ 373,333	\$ 56,597	\$ 429,931
Year 13	\$ 373,333	\$ 42,448	\$ 415,781
Year 14	\$ 373,333	\$ 28,299	\$ 401,632
Year 15	\$ 373,333	\$ 14,149	\$ 387,483
	\$ 5,600,000	\$ 1,697,920	\$ 7,297,920

Total Borrowed Amount: \$5,600,000
Term: 15 Years
Interest Rate: 3.79%

Open Forum - None

Public Presentation and Hearings

Coastal Engineer Fran Way provided the following update on Town beach projects:

- Phase 1 – placement of 20,000 cubic yards this winter
- New River Inlet Management Master Plan EIS – the draft is under development
- State Grant Nourishment – 303,000 cubic yards in Phase 4 and it connects with Phase 5 Truck haul project
- Phase 5 beach nourishment – 52,000 cubic yards placed this season with a total of 463,000 cubic yards
- He is working with the Finance Officer and DEC Associates regarding funding for FEMA and State funded projects
- Permitting coordination for all project is on-going
- November 16 – April 30 is the environmental window
- Phase 4 – hoping to start by February
- Surveyed the beach after the damaging storm last Sunday and the beach held up overall with some dune damage and escarpments due to wave activity. This was not a named storm so there will be no FEMA funding

Consent Agenda

Items on the Consent Agenda were minutes from the November 30, 2023, joint meeting with the Planning Board and the regular meeting minutes from December 6, 2023.

Motion –Alderman Pletl made a motion to approve the Consent Agenda as presented; seconded by Mayor Pro Tem Benson; unanimously approved.

Continuing Business

A. Resolution R2024-01 Installment Financing Contract with JP Morgan Chase

Mayor McDermion stated the Town Manager just reviewed this item in the Manager's report. She requested a motion to adopt Resolution R2024-01 approving the installment finance contract with JP Morgan Chase for the new Fire Station No. 2.

Motion – Mayor Pro Tem Benson motioned to adopt Resolution R2024-01 Installment Financing Contract with JP Morgan Chase as presented; seconded by Aldermen Leonard; unanimously approved.

B. Code of Ethics for Appointed Board and Committee Members

Attorney Edes stated the Board is required by statute to adopt a Code of Ethics. What you have before you is my initial draft with comments from some of the Board members. This Code of Ethics will be applicable to appointed boards and committee members.

Alderman Pletl asked the attorney why the vote required in the 'Sanctions' section was a majority vote but in the 'Removal' section it is a two-thirds vote.

Attorney Edes replied that it was related to removal with cause and for no cause. He suggested the language "without cause" be added to the heading of "Removal".

Alderman Grant said we talked about this. In terms of if somebody violates the ethics policy, a majority vote would be required. It is a higher standard for removal for no cause.

Motion – Alderman Olszewski motioned to adopt the Code of Ethics for Appointed Board and Committee Members with the amendment to add "without cause" to "Removal"; seconded by Alderman Grant; unanimously approved.

C. Policy and Procedures for Appointments for Town Boards, Commissions, Committees and Authorities

Attorney Edes stated we had general discussions over the past few months. What is before you is my initial draft with input from Board members.

Motion – Mayor Pro Tem Benson motioned to adopt the Policy and Procedures for Appointments for Town Boards, Commissions, Committees and Authorities as presented; seconded by Aldermen Leonard; unanimously approved.

D. Planning Board membership, meetings and appointments

Alderman Grant stated there has been a lot of discussion about the Planning Board. He believes we are looking at seven members with five of those full members and two alternates. We are two alternates short and we have three applications that he is aware of.

Motion – Alderman Grant motioned to appoint Stu Harness as an alternate on the Planning Board; seconded by Alderman Leonard;

Roll call vote – Interim Clerk Avery called the roll for the vote as follows:

Alderman Pletl – aye

Alderman Leonard – aye

Mayor Pro Tem Benson – aye

Alderman Olszewski – aye

Alderman Grant - aye

Interim Clerk Avery stated the motion carried.

Motion – Alderman Leonard motioned to nominate Fred Fontana as an alternate member on the Planning Board; seconded by Alderman Pletel; unanimously approved.

Roll call vote – Interim Clerk Avery called the roll for the vote as follows:

Alderman Pletl – aye

Alderman Leonard – aye

Mayor Pro Tem Benson – aye

Alderman Olszewski – aye

Alderman Grant - aye

Interim Clerk Avery stated the motion carried.

New Business

A. Ordinance Amendment Abandoned and Junked Vessels

Mayor McDermon asked for a motion to adopt the ordinance amendment 2024-01.

Alderman Olszewski stated she clarified with Manager Derian that during a state of emergency, these regulations come in second to the State of Emergency, they would be suspended during that time.

Motion – Alderman Pletl motioned to adopt Ordinance Amendment 2024-01 for Abandoned and Junked Vessels adding two new Divisions: 5 Abandoned/Junked Vessels generally and 6 Enforcement Responsibility and Authority for Abandoned/Junked Vessels as presented; seconded by Alderman Leonard; unanimously approved.

Open Forum - None

Attorney Report – None

Mayor Report - Mayor McDermon said she looks forward to 2024 and all the things we want to accomplish. I will work with the manager on having a half day work session when we do our budget workshops. I am not in favor of additional signs, but there are beach rules that are not being followed. For safety reasons, I want to brainstorm with the manager on a more creative way to get the information out.

Aldermen Reports

Alderman Grant said he is very happy with the financing for the fire station. Thank you to the County for the fire tax.

Alderman Olszweski clarified that the Planning Board is an advisory board. The decision-making body is the Board of Aldermen. This is to address some questions she has been getting from the public.

Mayor Pro Tem Benson - Happy New Year to everyone.

Alderman Leonard said the budget office is examining the CBRA bill to determine the impact of passage of the bill would have on the budget. This is a routine administrative event the bill has to clear before it gets to the floor of the House. By opening up the CBRA areas there will be more payment into the National Flood Insurance Plan (NFIP). Since the Town is a donor community, which means we pay more in premiums than we have received in claims, this would be a win for the government. The NCBIWA Board of Directors meets January 17th. The spring conference is May 9-10 in Emerald Isle and the fall conference is tentatively November 21- 22 in Wilmington.

Aldermen Pletl said we have had very nice events that have been well attended with the Howl-a-ween event and the Christmas tree lighting and the shrimp dip on New Year's Day. The sledgehammer beach run is coming up. Some of these are Town sponsored events and some are Town partnership events. It is nice to have an event each month.

Adjournment

Motion – Mayor Pro Tem Benson motioned to adjourn at 12:32 pm; seconded by Alderman Leonard; unanimously approved.

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: January 29, 2024

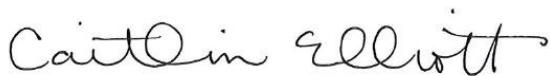
The following events occurred to date during January 2024 in the Finance Department:

- January is a busy time in Finance! Budget season is upon us yet again and the Town Manager and I have had initial rounds of meetings with the department heads. The first Budget Workshop is scheduled for February 21st and the 22nd, if needed.
- All of the financing has been completed for the Fire Station project and we have received the loan proceeds of \$5,600,000. You will find a Capital Project amendment in this packet.
- During the month of December, the Town collected \$110,984.38 in interest within the North Carolina Capital Management Trust account.
- 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 \$6,663 in paid parking revenues for the month of December. For comparison, in December of 2022 we collected \$6,201.

- For property taxes this month, we have received \$999,722.21 from Onslow County. December's Motor Vehicle taxes were also received in the amount of \$7,607.20. You may recall in this year's fiscal budget, we conservatively anticipated 95% collection for property taxes. We are just shy of coming in at this figure, which you can see on the Budget to Actual Report.
- This month, we have processed approximately \$931,040.75 in accounts payable. The check register is enclosed for review.
- In January so far, we have collected \$59,782 for Occupancy Taxes from short-term rentals during the month of December. A detailed report is attached. For revenue comparison, during the same period last year we collected \$42,312. Again, you may recall in this year's fiscal budget we increased our revenues of Occupancy Taxes by 10%. If you notice in your Budget to Actual Report, you will see we have already exceeded this projected figure.
- Lastly, we received \$342,543.46 for Sales and Use Tax, for collections during November. Last year, for revenue comparison, we collected \$257,654.81 for the same period.

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
1/29/2024 1:04:23 PM

Page 1 Of 12

Period Ending 6/30/2024

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
10-301-00 AD VALOREM TAX - Current Year	3,982,875	0.00	0.00	3,972,754.06	(10,120.94)	100%	
10-301-01 AD VALOREM TAX - Prior Years	50,000	0.00	0.00	33,390.89	(16,609.11)	67%	
10-301-02 AD VALOREM TAX - MOTV	70,000	0.00	0.00	47,575.60	(22,424.40)	68%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	1,307.59	(1,692.41)	44%	
10-329-00 INTEREST	100,000	0.00	0.00	524,693.02	424,693.02	525%	
10-335-00 MISCELLANEOUS	5,100	0.00	0.00	12,167.39	7,067.39	239%	
10-336-06 TOWN DONATIONS	1,020	0.00	0.00	1,020.00	0.00	100%	
10-336-07 SALE OF TOWN MERCHANDISE	5,000	0.00	0.00	5,792.68	792.68	116%	
10-337-00 UTILITIES FRANCHISE TAX	330,000	0.00	0.00	207,049.61	(122,950.39)	63%	
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	0.00	(3,400.00)		
10-343-00 POWELL BILL ALLOCATIONS	30,000	0.00	0.00	38,023.99	8,023.99	127%	
10-345-00 LOCAL OPTION SALES TAX	1,957,725	0.00	0.00	1,817,463.89	(140,261.11)	93%	
10-345-01 SALES & USE TAX RETURN	0	0.00	0.00	85,230.54	85,230.54		
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	470.48	(279.52)	63%	
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	0.00	2,118.00	118.00	106%	
10-350-01 PAID PARKING REVENUE	112,125	0.00	0.00	96,553.81	(15,571.19)	86%	
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	2,500	0.00	0.00	1,000.05	(1,499.95)	40%	
10-352-01 FIRE INSPECTIONS & VIOLATION FEES	500	0.00	0.00	0.00	(500.00)		
10-352-02 CODE ENFORCEMENT FINES	2,000	0.00	0.00	4,025.00	2,025.00	201%	
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	66,161.85	(18,838.15)	78%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	4,370.00	(10,630.00)	29%	
10-355-02 ELECTRICAL PERMITS	18,000	0.00	0.00	8,900.00	(9,100.00)	49%	
10-355-03 PLUMBING PERMITS	2,500	0.00	0.00	1,750.00	(750.00)	70%	
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	(2.00)	(302.00)	-1%	

Budget vs Actual

NORTH TOPSAIL BEACH
1/29/2024 1:04:23 PM

Page 2 Of 12

Period Ending 6/30/2024

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-355-06 TECHNOLOGY FEE	7,500	0.00	0.00	4,429.92	(3,070.08)	59%	
10-355-07 REINSPECTION FEE/FINES	3,000	0.00	0.00	1,425.00	(1,575.00)	48%	
10-355-09 CCR FEES	0	0.00	0.00	1,000.00	1,000.00		
10-357-08 ZONING PERMITS	20,000	0.00	0.00	28,450.00	8,450.00	142%	
10-359-00 REFUSE COLLECTION FEES	514,524	0.00	0.00	303,528.31	(210,996.05)	59%	
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	750.00	(9,250.00)	8%	
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	800.00	(1,200.00)	40%	
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	0.00	(20,000.00)		
10-368-01 GRASS MOWING REIMB	6,993	0.00	0.00	0.00	(6,993.00)		
10-382-00 SALE OF LESO ASSETS	2,550	0.00	0.00	2,550.00	0.00	100%	
10-383-00 SALE OF FIXED ASSETS	20,000	0.00	0.00	9,050.00	(10,950.00)	45%	
10-399-02 T/I OTHER FUNDS	200,383	0.00	0.00	0.00	(200,383.42)		
Revenues Totals:	7,594,746	0.00	0.00	7,284,199.68	(310,546.10)	96%	
Expenses							
10-410-02 SALARIES	36,000	0.00	0.00	21,000.00	15,000.00	58%	
10-410-05 FICA (7.65%)	2,754	0.00	0.00	1,606.50	1,147.50	58%	
10-410-14 TRAVEL & TRAINING	2,000	0.00	0.00	0.00	2,000.00		
10-410-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	20.54	1,479.46	1%	
10-410-42 CHARTER CODES SERVICE	0	0.00	0.00	648.78	(648.78)		
10-410-43 AUDITOR FEES	15,500	0.00	0.00	13,350.00	2,150.00	86%	
10-410-45 TAX COLLECTION FEES	68,000	0.00	0.00	45,378.25	22,621.75	67%	
10-410-47 PROFESSIONAL SERVICES	125,000	0.00	0.00	53,042.96	71,957.04	42%	
10-410-50 DONATIONS OTHER AGENCIES	6,000	0.00	0.00	0.00	6,000.00		
10-410-53 DUES & SUBSCRIPTIONS	2,750	0.00	0.00	2,035.00	715.00	74%	
10-410-57 MISCELLANEOUS	500	0.00	0.00	99.61	400.39	20%	
10-410-58 TAX REFUNDS	2,000	0.00	0.00	202.64	1,797.36	10%	
10-410-95 BOARD STIPEND	3,600	0.00	0.00	1,800.00	1,800.00	50%	
GOVERNING BODY Totals:	265,604	0.00	0.00	139,184.28	126,419.72	52%	

Budget vs Actual

NORTH TOPSAIL BEACH
1/29/2024 1:04:23 PM

Page 3 Of 12

Period Ending 6/30/2024

10-420-02 SALARIES	508,586	0.00	0.00	199,071.25	309,515.21	39%
10-420-05 FICA (7.65%)	37,095	0.00	0.00	15,186.28	21,908.57	41%
10-420-06 GROUP INSURANCE	60,859	0.00	0.00	20,405.86	40,453.14	34%
10-420-07 ORBIT RETIREMENT (12.23%)	62,843	0.00	0.00	25,799.60	37,043.44	41%
10-420-08 401K (3%)	14,547	0.00	0.00	5,403.86	9,143.14	37%
10-420-09 TOWN INSURANCE HRA	46,500	0.00	0.00	34,147.42	12,352.58	73%
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	0.00	6,000.00	
10-420-11 POSTAGE	2,500	0.00	0.00	1,178.40	1,321.60	47%
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	0.00	1,000.00	
10-420-13 TUITION REIMBURSEMENT	5,000	0.00	0.00	0.00	5,000.00	
10-420-15 BANK CHARGES	2,000	0.00	0.00	349.15	1,650.85	17%
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	177.20	1,322.80	12%
10-420-18 CONSUMABLES	5,000	0.00	0.00	1,492.04	3,507.96	30%
10-420-26 ADVERTISING	1,500	0.00	0.00	801.20	698.80	53%
10-420-31 GAS, OIL & TIRES	2,200	0.00	0.00	907.17	1,292.83	41%
10-420-32 OFFICE SUPPLIES	0	0.00	0.00	153.55	(153.55)	
10-420-33 DEPARTMENT SUPPLIES	6,000	0.00	0.00	2,058.62	3,941.38	34%
10-420-34 TOWN APPAREL & MERCH EXPENSE	3,000	0.00	0.00	5,793.57	(2,793.57)	193%
10-420-45 CONTRACTED SERVICES	54,000	0.00	0.00	24,722.23	29,277.77	46%
10-420-53 DUES & SUBSCRIPTIONS	9,600	0.00	0.00	8,882.92	717.08	93%
10-420-57 MISCELLANEOUS	500	0.00	0.00	50.83	449.17	10%
10-420-58 EMPLOYEE ENGAGEMENT	10,000	0.00	0.00	102.56	9,897.44	1%
10-420-74 CAPITAL OUTLAY	10,000	0.00	0.00	18,595.00	(8,595.00)	186%
10-420-76 EQUIPMENT LEASE PAYMENTS	12,000	0.00	0.00	4,900.57	7,099.43	41%
ADMINISTRATION Totals:	862,730	0.00	0.00	370,179.28	492,551.07	43%
10-430-57 ELECTION EXPENSES	5,000	0.00	0.00	0.00	5,000.00	
ELECTIONS Totals:	5,000	0.00	0.00	0.00	5,000.00	
10-480-02 SALARIES	76,000	0.00	0.00	40,693.72	35,306.28	54%
10-480-05 FICA (7.65%)	5,814	0.00	0.00	3,103.94	2,710.06	53%

Budget vs Actual

NORTH TOPSAIL BEACH
1/29/2024 1:04:23 PM

Page 4 Of 12

Period Ending 6/30/2024

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-480-06 GROUP INSURANCE	9,000	0.00	0.00	5,258.80	3,741.20	58%	
10-480-07 ORBIT RETIREMENT (12.96%)	9,850	0.00	0.00	5,273.92	4,575.68	54%	
10-480-08 401K (3%)	2,280	0.00	0.00	1,216.32	1,063.68	53%	
10-480-10 EMPLOYEE TRAINING	2,500	0.00	0.00	158.69	2,341.31	6%	
10-480-16 M & R EQUIPMENT	6,000	0.00	0.00	2,580.99	3,419.01	43%	
10-480-33 DEPARTMENT SUPPLIES	1,000	0.00	0.00	619.84	380.16	62%	
10-480-53 DUES & SUBSCRIPTIONS	44,165	820.75	0.00	22,745.34	20,599.31	53%	
10-480-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00		
10-480-76 EQUIPMENT LEASE PAYMENTS (Computers)	17,000	0.00	0.00	0.00	17,000.00		
IT DEPARTMENT Totals:	174,109	820.75	0.00	81,651.56	91,636.69	47%	
10-490-02 SALARIES	161,000	0.00	0.00	55,771.30	105,228.70	35%	
10-490-03 PART-TIME SALARIES	0	0.00	0.00	489.00	(489.00)		
10-490-05 FICA (7.65%)	12,317	0.00	0.00	4,293.11	8,023.39	35%	
10-490-06 GROUP INSURANCE	18,000	0.00	0.00	5,306.25	12,693.75	29%	
10-490-07 ORBIT RETIREMENT (12.23%)	23,717	0.00	0.00	7,209.73	16,507.07	30%	
10-490-08 401K (3%)	5,490	0.00	0.00	1,652.36	3,837.64	30%	
10-490-10 EMPLOYEE TRAINING	3,000	0.00	0.00	1,229.00	1,771.00	41%	
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	275.00	725.00	28%	
10-490-31 GAS, OIL, & TIRES	2,200	0.00	0.00	106.20	2,093.80	5%	
10-490-45 CONTRACTED SERVICES	6,000	0.00	0.00	6,000.00	0.00	100%	
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	259.00	1,391.00	16%	
10-490-57 MISCELLANEOUS	250	0.00	0.00	100.00	150.00	40%	
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	0.00	1,400.00		
PLANNING/ZONING/CAMA Totals:	236,523	0.00	0.00	82,690.95	153,832.35	35%	
10-491-02 SALARIES	143,000	0.00	0.00	82,691.62	60,308.38	58%	
10-491-05 FICA (7.65%)	10,940	0.00	0.00	6,309.92	4,629.58	58%	
10-491-06 GROUP INSURANCE	18,000	0.00	0.00	10,543.35	7,456.65	59%	

Budget vs Actual

NORTH TOPSAIL BEACH
1/29/2024 1:04:23 PM

Page 5 Of 12

Period Ending 6/30/2024

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-491-07 ORBIT RETIREMENT (12.23%)	18,533	0.00	0.00	10,842.32	7,690.48	59%	
10-491-08 401K (3%)	4,290	0.00	0.00	2,494.82	1,795.18	58%	
10-491-10 EMPLOYEE TRAINING	4,500	0.00	0.00	809.04	3,690.96	18%	
10-491-17 M & R VEHICLES	1,200	0.00	0.00	0.00	1,200.00		
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	1,308.80	1,991.20	40%	
10-491-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	(481.65)	481.65		
10-491-45 CONTRACTED SERVICES	10,000	0.00	0.00	7,349.00	2,651.00	73%	
10-491-53 DUES & SUBSCRIPTIONS	1,555	0.00	0.00	185.00	1,370.00	12%	
10-491-54 DEMOLITION	30,000	0.00	0.00	0.00	30,000.00		
10-491-57 MISCELLANEOUS	500	0.00	0.00	59.98	440.02	12%	
INSPECTIONS Totals:	245,817	0.00	0.00	122,112.20	123,705.10	50%	
10-500-11 PHONES	30,000	0.00	0.00	14,965.19	15,034.81	50%	
10-500-13 UTILITIES	65,300	0.00	0.00	28,989.83	36,310.17	44%	
10-500-15 M & R BUILDINGS/GROUNDS	65,000	0.00	0.00	23,247.61	41,752.39	36%	
10-500-17 LANDSCAPING EXPENSE	9,000	0.00	0.00	0.00	9,000.00		
10-500-33 BUILDING SUPPLIES	6,500	0.00	0.00	1,800.12	4,699.88	28%	
10-500-35 FURNITURE	15,000	539.94	0.00	1,183.51	13,276.55	11%	
10-500-43 CLEANING SERVICES	15,000	0.00	0.00	6,500.00	8,500.00	43%	
10-500-45 PEST CONTROL	2,000	0.00	0.00	1,758.00	242.00	88%	
10-500-57 TOWN SIGN M & R	5,500	0.00	0.00	0.00	5,500.00		
10-500-58 WEB EOC SERVICE	1,500	0.00	0.00	1,125.00	375.00	75%	
10-500-74 CAPITAL OUTLAY	205,367	0.00	0.00	72,886.53	132,480.00	35%	
10-500-76 LEASE PAYMENTS	24,000	0.00	0.00	24,000.00	0.00	100%	
PUBLIC BLDGS Totals:	444,167	539.94	0.00	176,455.79	267,170.80	40%	
10-501-09 WORKER'S COMPENSATION	57,750	0.00	0.00	44,690.63	13,059.37	77%	
10-501-13 PROPERTY LIABILITY & BONDS	135,450	0.00	0.00	104,508.54	30,941.46	77%	
10-501-17 VFIS INSURANCE	23,625	0.00	0.00	22,453.00	1,172.00	95%	
10-501-53 CYBER INSURANCE	15,000	0.00	0.00	13,626.77	1,373.23	91%	
10-501-54 FLOOD INSURANCE	45,000	0.00	0.00	3,419.00	41,581.00	8%	

Budget vs Actual

NORTH TOPSAIL BEACH
1/29/2024 1:04:23 PM

Page 6 Of 12

Period Ending 6/30/2024

INSURANCE Totals:	276,825	0.00	0.00	188,697.94	88,127.06	68%
10-509-02 PSA SALARY	15,905	0.00	0.00	9,175.05	6,729.95	58%
10-509-05 FICA (7.65%)	1,220	0.00	0.00	701.85	518.15	58%
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	0.00	9,876.90	7,248.10	58%
10-510-02 SALARIES	776,000	0.00	0.00	405,650.91	370,349.09	52%
10-510-03 PART-TIME SALARIES	6,900	0.00	0.00	5,903.68	996.32	86%
10-510-04 OVERTIME	35,000	0.00	0.00	18,192.70	16,807.30	52%
10-510-05 FICA (7.65%)	62,569	0.00	0.00	32,992.57	29,576.78	53%
10-510-06 GROUP INSURANCE	117,000	0.00	0.00	52,302.25	64,697.75	45%
10-510-07 ORBIT RETIREMENT (13.04%)	108,600	0.00	0.00	59,507.05	49,092.95	55%
10-510-08 401K (5%)	38,000	0.00	0.00	20,358.03	17,641.97	54%
10-510-09 BEACH PATROL EXPENSE	15,000	0.00	0.00	3,829.07	11,170.93	26%
10-510-10 EMPLOYEE TRAINING	10,100	0.00	0.00	1,450.87	8,649.13	14%
10-510-16 M & R EQUIPMENT	3,500	0.00	0.00	2,115.99	1,384.01	60%
10-510-17 M & R VEHICLES	10,000	0.00	0.00	8,759.55	1,240.45	88%
10-510-31 GAS,OIL & TIRES	60,500	0.00	0.00	27,850.13	32,649.87	46%
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	245.44	754.56	25%
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	89.19	4,960.81	2%
10-510-36 UNIFORMS	12,000	875.00	0.00	3,618.27	7,506.73	37%
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	1,768.20	2,391.80	43%
10-510-53 DUES & SUBSCRIPTIONS	23,421	0.00	0.00	13,516.52	9,904.48	58%
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	0.00	3,000.00	
10-510-60 LESO PROGRAM	2,550	0.00	0.00	0.00	2,550.00	
10-510-73 NON-CAPITAL OUTLAY	29,500	9,444.00	0.00	9,692.00	10,364.00	65%
10-510-74 CAPITAL OUTLAY	59,100	0.00	0.00	61,179.07	(2,079.07)	104%
10-510-76 TAXES & TITLES	4,000	0.00	0.00	1,289.37	2,710.63	32%
POLICE Totals:	1,391,520	10,319.00	0.00	730,310.86	650,890.49	53%
10-545-02 SALARIES	227,500	0.00	0.00	119,142.53	108,357.47	52%

Budget vs Actual

NORTH TOPSAIL BEACH
1/29/2024 1:04:23 PM

Page 7 Of 12

Period Ending 6/30/2024

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-545-04 OVERTIME	6,000	0.00	0.00	4,963.57	1,036.43	83%	
10-545-05 FICA (7.65%)	17,863	0.00	0.00	9,460.89	8,401.86	53%	
10-545-06 GROUP INSURANCE	44,500	0.00	0.00	21,822.23	22,677.77	49%	
10-545-07 ORBIT RETIREMENT (12.23%)	30,262	0.00	0.00	16,084.06	14,177.54	53%	
10-545-08 401K (3%)	7,005	0.00	0.00	3,684.14	3,320.86	53%	
10-545-14 EMPLOYEE TRAINING	2,500	0.00	0.00	0.00	2,500.00		
10-545-16 M & R EQUIPMENT	10,000	0.00	0.00	607.18	9,392.82	6%	
10-545-17 M & R VEHICLES	15,000	1,195.96	0.00	3,800.41	10,003.63	33%	
10-545-31 GAS, OIL & TIRES	22,000	0.00	0.00	6,889.65	15,110.35	31%	
10-545-32 OFFICE SUPPLIES	500	0.00	0.00	59.95	440.05	12%	
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	5,000	1,552.50	0.00	4,551.39	(1,103.89)	122%	
10-545-34 MOSQUITO CONTROL EXPENSE	5,000	0.00	0.00	0.00	5,000.00		
10-545-36 UNIFORMS	1,500	990.00	0.00	199.67	310.33	79%	
10-545-37 RENTAL EQUIPMENT	6,000	0.00	0.00	3,232.36	2,767.64	54%	
10-545-53 DUES & SUBSCRIPTIONS	0	0.00	0.00	9,000.00	(9,000.00)		
10-545-57 MISCELLANEOUS	100	0.00	0.00	0.00	100.00		
10-545-73 NON-CAPITAL OUTLAY	9,000	0.00	0.00	0.00	9,000.00		
10-545-74 CAPITAL OUTLAY	159,330	0.00	0.00	0.00	159,330.00		
10-545-76 TAXES & TITLES	12,000	0.00	0.00	0.00	12,000.00		
PUBLIC WORKS Totals:	581,059	3,738.46	0.00	203,498.03	373,822.86	36%	
10-560-13 STREET LIGHT EXPENSE	30,000	0.00	0.00	12,078.50	17,921.50	40%	
10-560-15 M & R PUBLIC PARKING	25,000	0.00	0.00	39.67	24,960.33	0%	
10-560-33 DEPARTMENTAL SUPPLIES	4,000	0.00	0.00	1,531.93	2,468.07	38%	
10-560-43 TOWN ENTRANCE SIGNS	10,000	0.00	0.00	192.45	9,807.55	2%	
10-560-72 STORMWATER	20,000	0.00	0.00	315.02	19,684.98	2%	
10-560-73 STREET PAVING & REPAIR	40,000	0.00	0.00	12,499.11	27,500.89	31%	
STREETS Totals:	129,000	0.00	0.00	26,656.68	102,343.32	21%	
10-580-45 SANITATION CONTRACTS	413,969	0.00	0.00	207,938.45	206,030.91	50%	

Budget vs Actual

NORTH TOPSAIL BEACH
1/29/2024 1:04:23 PM

Page 8 Of 12

Period Ending 6/30/2024

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-580-46 TIPPING FEES	70,555	0.00	0.00	45,837.69	24,717.31	65%	
10-580-47 RECYCLING	30,000	0.00	0.00	0.00	30,000.00		
SANITATION Totals:	514,524	0.00	0.00	253,776.14	260,748.22	49%	
10-620-12 SNOWFLAKES	12,000	0.00	0.00	0.00	12,000.00		
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	1,500.00		
10-620-15 PARK MAINTENANCE	20,000	0.00	0.00	915.39	19,084.61	5%	
10-620-17 PARK LANDSCAPING	15,000	0.00	0.00	3,500.00	11,500.00	23%	
10-620-18 M & R BIKE PATH	1,500	0.00	0.00	0.00	1,500.00		
10-620-19 M & R DOCK/BOARDWALK	90,000	0.00	0.00	0.00	90,000.00		
10-620-27 SPECIAL EVENTS	11,020	0.00	0.00	9,747.12	1,272.88	88%	
10-620-33 PARK SUPPLIES	7,200	0.00	0.00	1,228.80	5,971.20	17%	
RECREATION Totals:	158,220	0.00	0.00	15,391.31	142,828.69	10%	
10-690-02 SALARIES	896,500	0.00	0.00	479,820.99	416,679.01	54%	
10-690-03 PART-TIME SALARIES	88,192	0.00	0.00	2,550.00	85,642.00	3%	
10-690-04 OVERTIME	40,000	0.00	0.00	34,102.35	5,897.65	85%	
10-690-05 FICA (7.65%)	78,392	0.00	0.00	38,977.74	39,413.76	50%	
10-690-06 GROUP INSURANCE	151,000	0.00	0.00	64,808.01	86,191.99	43%	
10-690-07 ORBIT RETIREMENT (12.23%)	121,694	0.00	0.00	66,604.45	55,089.95	55%	
10-690-08 401K (3%)	28,170	0.00	0.00	15,230.52	12,939.48	54%	
10-690-10 EMPLOYEE TRAINING	5,500	0.00	0.00	2,831.68	2,668.32	51%	
10-690-16 M & R EQUIPMENT	22,000	0.00	0.00	1,388.04	20,611.96	6%	
10-690-17 M & R VEHICLES	19,000	0.00	0.00	7,310.27	11,689.73	38%	
10-690-31 GAS, OIL & TIRES	22,000	0.00	0.00	12,086.50	9,913.50	55%	
10-690-32 OFFICE SUPPLIES	2,000	0.00	0.00	0.00	2,000.00		
10-690-33 DEPARTMENTAL SUPPLIES	46,000	10,138.86	0.00	18,591.85	17,269.29	62%	
10-690-34 FIRE FIGHTER PHYSICALS	6,000	12,641.00	0.00	0.00	(6,641.00)	211%	
10-690-36 UNIFORMS	8,500	0.00	0.00	3,801.27	4,698.73	45%	
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	114.00	3,886.00	3%	
10-690-53 DUES & SUBSCRIPTIONS	8,500	0.00	0.00	8,923.57	(423.57)	105%	

Budget vs Actual

NORTH TOPSAIL BEACH
1/29/2024 1:04:23 PM

Page 9 Of 12

Period Ending 6/30/2024

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-690-57 MISCELLANEOUS	300	0.00	0.00	223.24	76.76	74%	
10-690-73 COMUNICATIONS EQUIP	6,000	1,284.91	0.00	0.00	4,715.09	21%	
10-690-74 CAPITAL OUTLAY	55,000	48,567.19	0.00	0.00	6,432.81	88%	
10-690-76 TAXES & TITLES	4,000	0.00	0.00	0.00	4,000.00		
FIRE DEPARTMENT Totals:	1,612,748	72,631.96	0.00	757,364.48	782,751.46	51%	
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	12.15	987.85	1%	
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	9.58	990.42	1%	
COMMITTES Totals:	2,000	0.00	0.00	21.73	1,978.27	1%	
10-998-04 TRANSFER OUT - CAP IMPROVEMENT FUND	200,383	0.00	0.00	0.00	200,383.42		
Totals:	200,383	0.00	0.00	0.00	200,383.42		
10-999-01 CONTINGENCY	477,390	0.00	0.00	0.00	477,389.92		
CONTINGENCY Totals:	477,390	0.00	0.00	0.00	477,389.92		
Expenses Totals:	7,594,746	88,050.11	0.00	3,157,868.13	4,348,827.54	43%	
10 GENERAL FUND Revenues Over/(Under) Expenses:			0.00	4,126,331.55			

Budget vs Actual

NORTH TOPSAIL BEACH
1/29/2024 1:04:23 PM

Page 10 Of 12

Period Ending 6/30/2024

12 CAPITAL IMPROVEMENT FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
12-301-00 AD VALOREM TAX (.07)	1,072,313	0.00	0.00	1,069,562.41	(2,750.09)	100%	
12-301-03 ONSLOW COUNTY FIRE TAX	474,968	0.00	0.00	474,968.45	0.00	100%	
12-383-00 SALE OF FIXED ASSETS	471,000	0.00	0.00	0.00	(471,000.00)		
12-390-00 TRANSFER IN - FROM GENERAL FUND	200,383	0.00	0.00	0.00	(200,383.42)		
Revenues Totals:	2,218,664	0.00	0.00	1,544,530.86	(674,133.51)	70%	
Expenses							
12-750-01 FIRE DEPARTMENT	1,405,531	0.00	0.00	124,964.88	1,280,566.07	9%	
12-750-02 FIRE TRUCK	153,188	0.00	0.00	0.00	153,187.50		
12-750-03 BIKE PATH PROJECT	100,000	0.00	0.00	0.00	100,000.00		
12-750-11 FUTURE CAPITAL IMPROVEMENTS	559,946	0.00	0.00	0.00	559,945.92		
Totals:	2,218,664	0.00	0.00	124,964.88	2,093,699.49	6%	
Expenses Totals:	2,218,664	0.00	0.00	124,964.88	2,093,699.49	6%	
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		0.00	1,419,565.98			

Budget vs Actual

NORTH TOPSAIL BEACH
1/29/2024 1:04:23 PM

Page 11 Of 12

Period Ending 6/30/2024

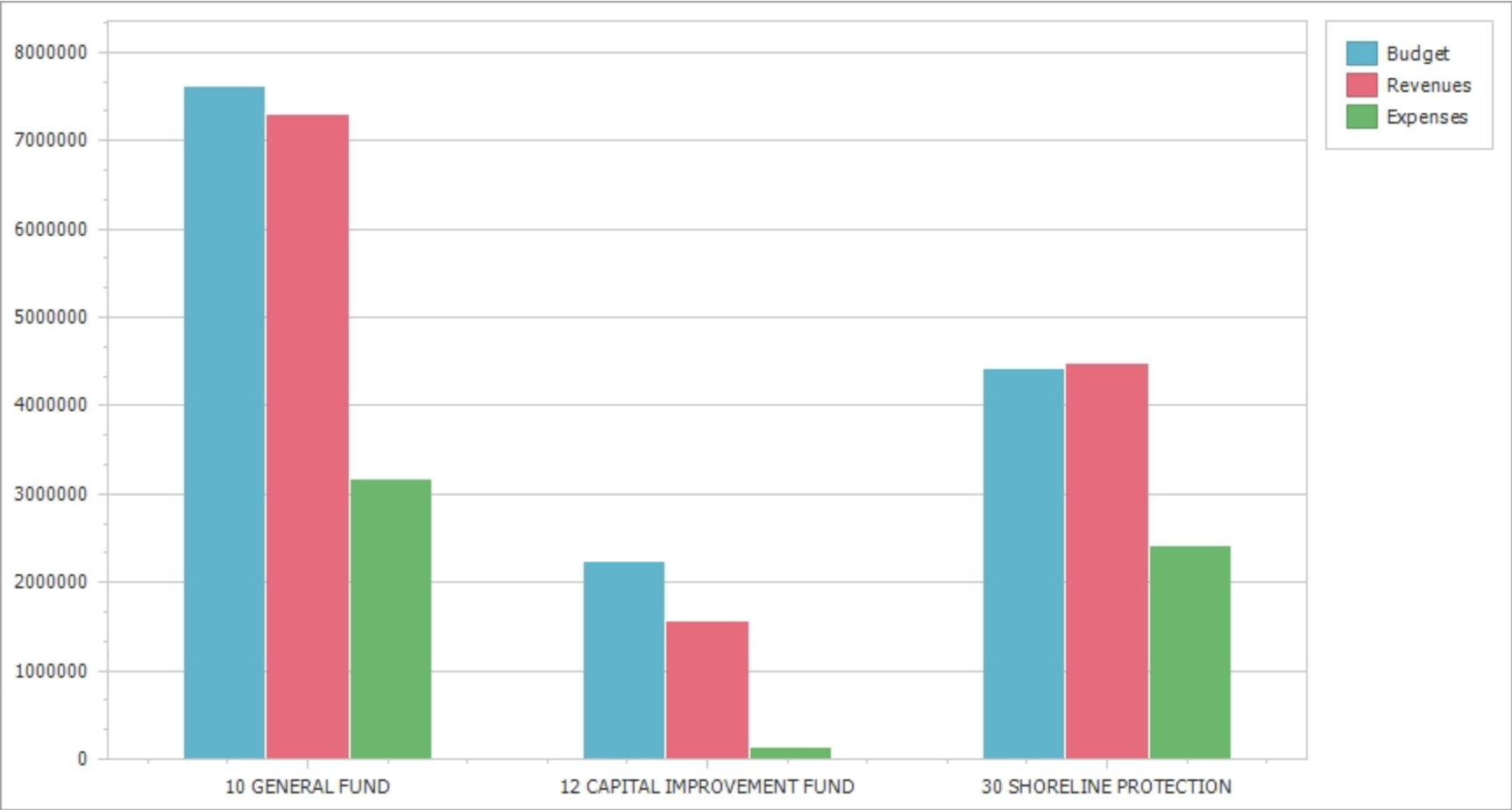
30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
Revenues						
30-301-00 ACCOMMODATION TAX	1,650,000	0.00	0.00	1,851,365.67	201,365.67	112%
30-301-05 AD VALOREM TAX - Beach	1,531,875	0.00	0.00	1,527,476.93	(4,398.07)	100%
30-317-01 COUNTY GRANT FUNDING	150,000	0.00	0.00	0.00	(150,000.00)	
30-329-00 INTEREST INCOME	25,000	0.00	0.00	177,525.73	152,525.73	710%
30-336-00 SEA OATS PROGRAM	25,000	0.00	0.00	0.00	(25,000.00)	
30-345-00 LOCAL OPTION SALES TAX	686,567	0.00	0.00	622,084.95	(64,481.70)	91%
30-350-01 PAID PARKING REVENUE	336,375	0.00	0.00	289,661.40	(46,713.60)	86%
Revenues Totals:	4,404,817	0.00	0.00	4,468,114.68	63,298.03	101%
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	33,128.82	26,871.18	55%
30-710-12 BEACH/ACCESS MAINTENANCE	50,000	0.00	0.00	16,972.76	33,027.24	34%
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	6,275.67	13,724.33	31%
30-710-15 M & R DUNE/CROSSWALK	8,000	0.00	0.00	4,872.04	3,127.96	61%
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	0.00	50,000.00	
Totals:	246,000	0.00	0.00	61,249.29	184,750.71	25%
30-720-04 FEMA Florence Truck Haul	0	0.00	0.00	10,553.25	(10,553.25)	
30-720-07 NEW RIVER EIS PROJECT	280,000	0.00	0.00	78,510.50	201,489.50	28%
30-720-08 CONTRACTS, PLANS, SPECS	200,000	0.00	0.00	71,483.50	128,516.50	36%
30-720-10 VITEX	216,000	0.00	0.00	0.00	216,000.00	
30-720-50 2022B SOB PAYMENT	2,006,204	0.00	0.00	1,909,082.74	97,121.26	95%
30-720-57 2022C FEMA SOB FEES	0	0.00	0.00	198,495.51	(198,495.51)	
30-720-58 2022A FEMA SOB FEES	0	0.00	0.00	66,035.11	(66,035.11)	
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	1,226,613	0.00	0.00	0.00	1,226,612.65	

Budget vs Actual

NORTH TOPSAIL BEACH
1/29/2024 1:04:23 PM

Period Ending 6/30/2024						
BEACH REN. / DUNE STAB. Totals:	4,158,817	0.00	0.00	2,334,160.61	1,824,656.04	56%
Expenses Totals:	4,404,817	0.00	0.00	2,395,409.90	2,009,406.75	54%
30 SHORELINE PROTECTION	Revenues Over/(Under) Expenses:		0.00	2,072,704.78		



Budget vs Actual

NORTH TOPSAIL BEACH
1/29/2024 1:05:24 PM

Page 1 Of 2

Period Ending 6/30/2025

31 CAPITAL PROJECT BEACH MAINTENANCE

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
Revenues						
31-330-00 LOAN PROCEEDS	17,202,294	0.00	0.00	10,857,303.66	(6,344,990.34)	63%
31-348-08 FEMA REIMBURSEMENT	17,599,184	0.00	0.00	8,493,442.31	(9,105,741.69)	48%
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	10,500,000.00	0.00	100%
31-399-01 T/I FROM BEACH FUND	1,528,134	0.00	0.00	1,528,133.90	0.00	100%
Revenues Totals:	46,829,612	0.00	0.00	31,378,879.87	(15,450,732.03)	67%
Expenses						
31-440-00 2022A DEBT SERVICE	9,000,000	0.00	0.00	8,493,442.31	506,557.69	94%
31-440-01 2022C DEBT SERVICE	8,202,294	0.00	0.00	0.00	8,202,294.00	
31-450-01 ENGINEERING & CONSTRUCTION PHASE SUPPORT	9,000	0.00	0.00	4,051.00	4,949.00	45%
31-450-02 CONSTRUCTION MANAGEMENT & ADMINISTRATION	210,000	0.00	0.00	364,678.25	(154,678.25)	174%
31-450-03 LABORATORY ANALYSIS	44,400	0.00	0.00	6,020.00	38,380.00	14%
31-450-04 REGULATORY COORDINATION & CLOSEOUT	10,000	0.00	0.00	8,882.50	1,117.50	89%
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	9,141,735.55	(763,625.55)	109%
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	562,915.14	(439,425.14)	456%
31-450-09 TRANCHE 2 CONSTRUCTION	8,621,653	0.00	0.00	4,627,164.28	3,994,488.36	54%
31-450-10 TRANCHE 2 ENGINEERING	585,000	0.00	0.00	329,087.02	255,912.98	56%
31-450-11 TRANCHE 2 CONTINGENCY	920,665	0.00	0.00	595.00	920,070.26	0%
31-460-00 TRANCHE 3 PROJECT	10,500,000	0.00	0.00	1,690.00	10,498,310.00	0%
Totals:	46,829,612	0.00	0.00	23,765,261.05	23,064,350.85	51%
Expenses Totals:	46,829,612	0.00	0.00	23,765,261.05	23,064,350.85	51%

Budget vs Actual

NORTH TOPSAIL BEACH
1/29/2024 1:05:24 PM

Period Ending 6/30/2025

31 CAPITAL PROJECT BEACH MAINTENANCE	Revenues Over/(Under) Expenses:	0.00	7,613,618.82
---	---------------------------------	------	--------------

Check Listing

Date From: 1/1/2024 Date To: 1/29/2024

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

NORTH TOPSAIL BEACH

01/29/2024 01:02 PM

Page: 1 of 2

Check Number	Bank	Vendor	Date	Amount
47458	1	AMERICAN INDUSTRIES, INC.	01/11/2024	\$922.26
47459	1	APPLIED TECHNOLOGY & MNGMT	01/11/2024	\$7,079.50
47460	1	BIG APPLE FARM SUPPLY INC	01/11/2024	\$19,896.65
47461	1	CHARTER COMMUNICATIONS	01/11/2024	\$1,807.98
47462	1	CM MITCHELL CONSTRUCTION	01/11/2024	\$476,739.44
47463	1	CROSSLEY MCINTOSH COLLIER	01/11/2024	\$2,047.16
47464	1	CW IT SUPPORT, INC.	01/11/2024	\$944.49
47465	1	DEC ASSOCIATES, INC.	01/11/2024	\$38,350.39
47466	1	FIRST CHOICE FIRE & SAFETY INC.	01/11/2024	\$436.72
47467	1	GFL ENVIRONMENTAL	01/11/2024	\$34,589.67
47468	1	KNOX COMPANY	01/11/2024	\$584.00
47469	1	KRATOVEL SERVICES	01/11/2024	\$4,750.00
47470	1	N.C. DEPT. OF LABOR	01/11/2024	\$400.00
47471	1	NANCY ANN AVERY	01/11/2024	\$2,012.00
47472	1	ONslow COUNTY SOLID WASTE DEPT	01/11/2024	\$3,197.70
47473	1	PEACHY CLEAN	01/11/2024	\$1,000.00
47474	1	PNC BANK	VOIDED 01/11/2024	\$109,500.62
47475	1	RALPH ALLEN	01/11/2024	\$167.36
47476	1	SIMPLE COMMUNICATION	01/11/2024	\$104.87
47477	1	SNEADS FERRY OIL & LP GAS	01/11/2024	\$649.27
47478	1	SOUTHERN SOFTWARE INC.	01/11/2024	\$4,437.50
47479	1	TAYCO EAST COAST LLC	01/11/2024	\$170.00
47480	1	TI COASTAL SERVICES, INC.	01/11/2024	\$2,000.00
47481	1	TOWN OF SURF CITY	01/11/2024	\$3,551.84
47482	1	TRUIST BANK	01/11/2024	\$2,379.96
47483	1	VILLAGE HARDWARE	01/11/2024	\$25.73
47484	1	ATLANTIC DISCOUNT STORAGE	01/18/2024	\$546.00
47485	1	BECKER MORGAN GROUP INC	01/18/2024	\$46,645.16
47486	1	ESO	01/18/2024	\$5,899.88
47487	1	IWORQ SYSTEM	01/18/2024	\$9,000.00
47488	1	JONES ONSLOW ELECTRIC COMPANY	01/18/2024	\$3,894.70
47489	1	LOWE'S HOME CENTERS	01/18/2024	\$62,111.11

Check Listing

Date From: 1/1/2024 Date To: 1/29/2024

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

NORTH TOPSAIL BEACH

01/29/2024 01:02 PM

Page: 2 of 2

Check Number	Bank	Vendor	Date	Amount
47490	1	NEWCOMB HEATING AND A/C	01/18/2024	<u>\$2,755.25</u>
47491	1	O'REILLY AUTOMOTIVE INC.	01/18/2024	<u>\$1,387.41</u>
47492	1	PARKER POE	01/18/2024	<u>\$25,000.00</u>
47493	1	TI COASTAL SERVICES, INC.	01/18/2024	<u>\$49,600.00</u>
47494	1	VERIZON WIRELESS	01/18/2024	<u>\$815.41</u>
47495	1	Wilmington Compost Company	01/18/2024	<u>\$3,500.00</u>
47496	1	WOMBLE BOND DICKINSON LLP	01/18/2024	<u>\$7,000.00</u>
47497	1	ANDREW TATOR	01/25/2024	<u>\$603.20</u>
47498	1	DEC ASSOCIATES, INC.	01/25/2024	<u>\$45,069.72</u>
47499	1	GREATAMERICA FINANCIAL SERVS	01/25/2024	<u>\$679.80</u>
47500	1	GULFSTREAM STEEL & SUPPLY INC.	01/25/2024	<u>\$27.29</u>
47501	1	H & M FAMILY LLC	01/25/2024	<u>\$4,000.00</u>
47502	1	HERC RENTALS	01/25/2024	<u>\$823.40</u>
47503	1	METLIFE	01/25/2024	<u>\$967.92</u>
47504	1	NC STATE BUREAU	01/25/2024	<u>\$864.00</u>
47505	1	ONSLOW WATER & SEWER AUTHORITY	01/25/2024	<u>\$378.60</u>
47506	1	RUDOLPH SHEPARD JR	01/25/2024	<u>\$1,000.00</u>
47507	1	STAPLES	01/25/2024	<u>\$166.71</u>
47508	1	STEVEN KIRBY	01/25/2024	<u>\$1,000.00</u>
47509	1	THE FMRT GROUP	01/25/2024	<u>\$750.00</u>
47510	1	TOWN OF SURF CITY	01/25/2024	<u>\$72.00</u>
47511	1	VERIZON WIRELESS	01/25/2024	<u>\$228.08</u>
54	Checks Totaling -			\$931,040.75

Totals By Fund

	Checks	Voids	Total
10	\$154,104.47		\$154,104.47
12	\$123,714.88		\$123,714.88
30	\$124,930.96	\$109,500.62	\$15,430.34
31	\$528,290.44		\$528,290.44
Totals:	\$931,040.75	\$109,500.62	\$821,540.13

GL Account History Summary

NORTH TOPSAIL BEACH

1/29/2024 12:58 PM

Page 1/1

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

Date Range: 1/1/2024 - 1/29/2024

GL Account - 30-301-00 ACCOMMODATION TAX					
Date	Description	Source	Debits	Credits	Date
Fiscal Period - FY 23-24		Beg Balance	\$0.00	\$4,347,449.43	
01/08/2024	OCC TAX	GL GJ	\$0.00	\$129.30	01/17/2024
01/08/2024	OCC TAX	GL GJ	\$0.00	\$42.57	01/17/2024
01/09/2024	OCC TAX	GL GJ	\$0.00	\$50.13	01/18/2024
01/09/2024	OCC TAX	GL GJ	\$0.00	\$110.79	01/18/2024
01/10/2024	OCC TAX	GL GJ	\$0.00	\$3,094.66	01/18/2024
01/11/2024	OCC TAX	GL GJ	\$0.00	\$2,669.70	01/18/2024
01/11/2024	OCC TAX	GL GJ	\$0.00	\$73.14	01/18/2024
01/12/2024	OCC TAX	GL GJ	\$0.00	\$421.83	01/18/2024
01/18/2024	OCC TAX	GL GJ	\$0.00	\$50,711.41	01/19/2024
01/22/2024	OCC TAX	GL GJ	\$0.00	\$2,478.23	01/24/2024
Transaction Totals			\$0.00	\$59,781.76	
**		End Balance	\$0.00	\$59,781.76	**

Town of North Topsail Beach Fire Department

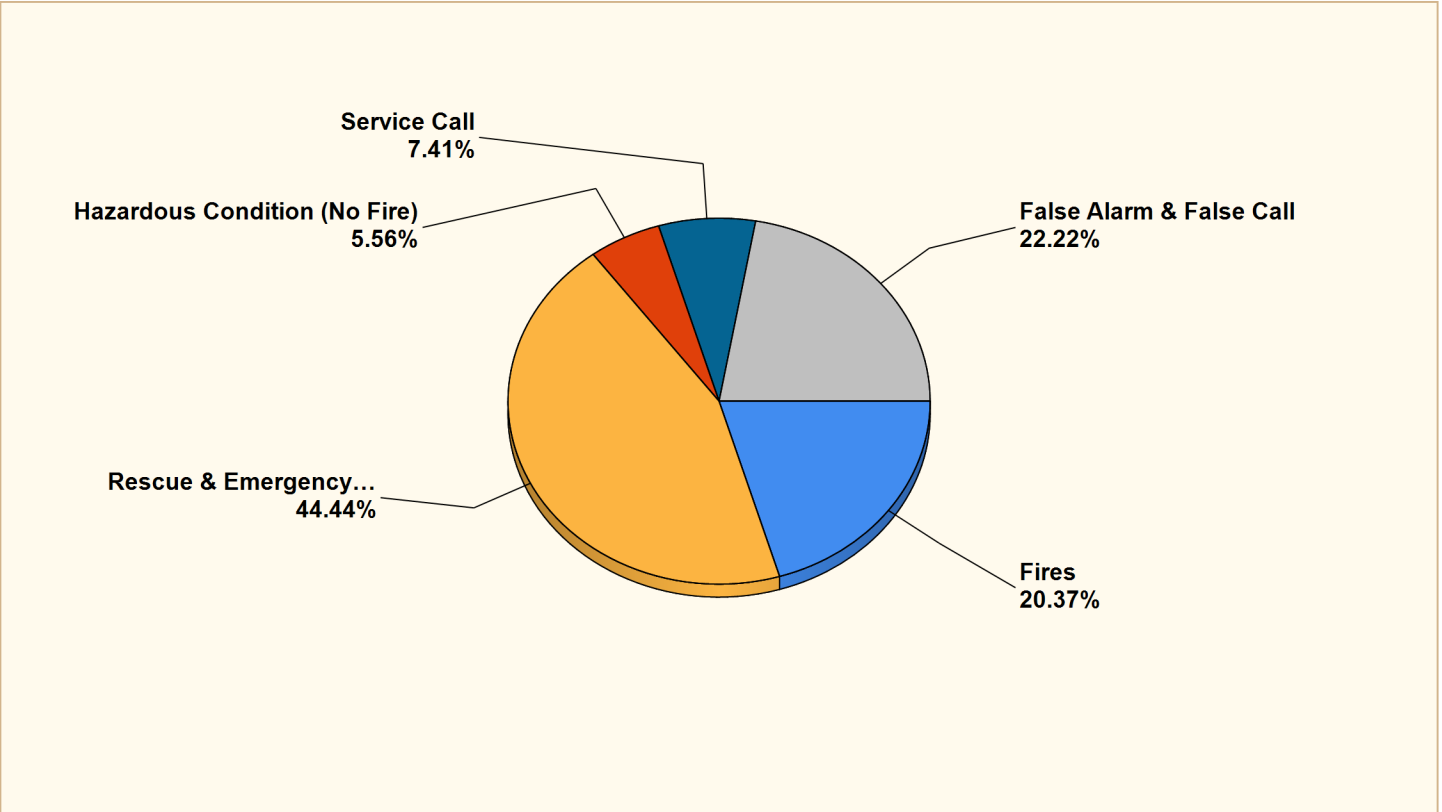
North Topsail Beach, NC

This report was generated on 1/29/2024 7:46:11 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/07/2023 | End Date: 01/29/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	11	20.37%
Rescue & Emergency Medical Service	24	44.44%
Hazardous Condition (No Fire)	3	5.56%
Service Call	4	7.41%
False Alarm & False Call	12	22.22%
TOTAL	54	100%

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	9	16.67%
132 - Road freight or transport vehicle fire	1	1.85%
143 - Grass fire	1	1.85%
311 - Medical assist, assist EMS crew	17	31.48%
320 - Emergency medical service, other	3	5.56%
353 - Removal of victim(s) from stalled elevator	3	5.56%
361 - Swimming/recreational water areas rescue	1	1.85%
440 - Electrical wiring/equipment problem, other	3	5.56%
520 - Water problem, other	1	1.85%
522 - Water or steam leak	1	1.85%
553 - Public service	2	3.7%
735 - Alarm system sounded due to malfunction	1	1.85%
743 - Smoke detector activation, no fire - unintentional	1	1.85%
744 - Detector activation, no fire - unintentional	1	1.85%
745 - Alarm system activation, no fire - unintentional	8	14.81%
746 - Carbon monoxide detector activation, no CO	1	1.85%
TOTAL INCIDENTS:	54	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, Item B.



emergencyreporting
Doc Id: 553
Page # 2 of 2

Permits Issued List

From Date: 12/20/2023

To Date: 01/28/2024

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Addition Permit	Single Family	AP23-000014	4000 ISLAND DR	01/04/2024	425.00
Addition Permit Total	Single Family Total			1	425.00
Addition Permit Total				1	425.00
Beach Access Application	Beach Access Application	BAA24-000001	532 NEW RIVER INLET RD	01/22/2024	0.00
Beach Access Application	Beach Access Application	BAA23-000029	208 OCEANO VISTA DR	12/21/2023	0.00
Beach Access Application	Beach Access Application	BAA23-000030	4224 ISLAND DR	12/28/2023	200.00
Beach Access Application Total	Beach Access Application Total			3	200.00
Beach Access Application Total				3	200.00
Demolition Permit	Residential	D23-000008	222 OYSTER LN	12/29/2023	0.00
Demolition Permit	Residential	D23-000007	2345 ISLAND DR 102 Barracuda	01/04/2024	75.00
Demolition Permit Total	Residential Total			2	75.00
Demolition Permit Total				2	75.00
Dock/Bulkhead/Retaining Wall Permit	Bulkhead	DBR23-000021	707 TRADE WINDS DR S	01/24/2024	200.00
Dock/Bulkhead/Retaining Wall Permit Total	Bulkhead Total			1	200.00
Dock/Bulkhead/Retaining Wall Permit	Retaining Wall	DBR23-000014	204 MASON CT	01/17/2024	200.00
Dock/Bulkhead/Retaining Wall Permit Total	Retaining Wall Total			1	200.00
Dock/Bulkhead/Retaining Wall Permit Total				2	400.00
Driveway Permit	Driveway Permit	DVW24-000009	3505 ISLAND DR	01/24/2024	50.00
Driveway Permit	Driveway Permit	DVW24-000007	2334-1 NEW RIVER INLET RD	01/24/2024	50.00
Driveway Permit	Driveway Permit	DVW24-000001	532 NEW RIVER INLET RD	01/22/2024	0.00

Driveway Permit	Driveway Permit	DVW23-000056	700 NEW RIVER INLET RD	01/03/2024	0.00
Driveway Permit	Driveway Permit	DVW23-000046	310 BAY CIR	01/04/2024	0.00
Driveway Permit	Driveway Permit	DVW23-000057	586 NEW RIVER INLET RD	12/21/2023	0.00
Driveway Permit	Driveway Permit	DVW23-000062	739 NEW RIVER INLET RD	12/20/2023	0.00
Driveway Permit Total	Driveway Permit Total			7	100.00
Driveway Permit Total				7	100.00
Electrical Permit	Commercial	E24-000016	219 PINELLAS BAY DR	01/17/2024	75.00
Electrical Permit Total	Commercial Total			1	75.00
Electrical Permit	Residential	E23-000066	40 OSPREY DR	01/24/2024	0.00
Electrical Permit	Residential	E23-000200	102 SCOTCH BONNET DR	01/18/2024	0.00
Electrical Permit	Residential	E24-000019	104 PHIL HARRIS LN	01/23/2024	75.00
Electrical Permit	Residential	E24-000017	202 OCEANO VISTA DR	01/24/2024	147.00
Electrical Permit	Residential	E24-000001	532 NEW RIVER INLET RD	01/22/2024	0.00
Electrical Permit	Residential	E24-000011	460 NEW RIVER INLET RD	01/16/2024	147.00
Electrical Permit	Residential	E24-000004	4021 ISLAND DR Lot 83B (Blue); 83B Mullet Street	01/11/2024	75.00
Electrical Permit	Residential	E24-000013	1881 NEW RIVER INLET RD	01/12/2024	75.00
Electrical Permit	Residential	E24-000012	2261 NEW RIVER INLET RD	01/12/2024	75.00
Electrical Permit	Residential	E24-000002	1800 NEW RIVER INLET RD	01/05/2024	0.00
Electrical Permit	Residential	E24-000260	2334-2 NEW RIVER INLET RD	01/09/2024	75.00
Electrical Permit	Residential	E24-000003	1148-1 NEW RIVER INLET RD	01/09/2024	75.00

Electrical Permit	Residential	E23-000194	133 OCEANVIEW LN	01/04/2024	0.00
Electrical Permit	Residential	E23-000176	310 BAY CIR	01/04/2024	0.00
Electrical Permit	Residential	E23-000208	700 NEW RIVER INLET RD	01/03/2024	0.00
Electrical Permit	Residential	E23-000238	739 NEW RIVER INLET RD	12/20/2023	0.00
Electrical Permit	Residential	E23-000245	768 NEW RIVER INLET RD	12/20/2023	0.00
Electrical Permit	Residential	E23-000251	4000 ISLAND DR	12/21/2023	0.00
Electrical Permit	Residential	E23-000235	586 NEW RIVER INLET RD	12/21/2023	0.00
Electrical Permit	Residential	E23-000258	4238 ISLAND DR	12/21/2023	147.00
Electrical Permit	Residential	E23-000259	482 OCEAN DR	12/28/2023	150.00
Electrical Permit Total	Residential Total			21	1,041.00
Electrical Permit Total				22	1,116.00
Fuel Gas Permit	Residential	FG23-000041	557 NEW RIVER INLET RD	12/21/2023	75.00
Fuel Gas Permit	Residential	FG23-000040	739 NEW RIVER INLET RD	12/20/2023	0.00
Fuel Gas Permit Total	Residential Total			2	75.00
Fuel Gas Permit Total				2	75.00
Insulation Permit	Residential	I24-000001	532 NEW RIVER INLET RD	01/22/2024	0.00
Insulation Permit	Residential	I23-000058	739 NEW RIVER INLET RD	12/20/2023	0.00
Insulation Permit	Residential	I23-000060	4000 ISLAND DR	12/21/2023	0.00
Insulation Permit	Residential	I23-000056	586 NEW RIVER INLET RD	12/21/2023	0.00
Insulation Permit	Residential	I23-000048	700 NEW RIVER INLET RD	01/03/2024	0.00
Insulation Permit	Residential	I23-000039	310 BAY CIR	01/04/2024	0.00
Insulation Permit	Residential	I22-000074	104 OCEAN CLUB CT	01/09/2024	0.00
Insulation Permit Total	Residential Total			7	0.00
Insulation Permit Total				7	0.00
Mechanical Permit	Residential	M24-000011	203 GOLDSBORO DR	01/24/2024	75.00

Mechanical Permit	Residential	M24-000015	305 BAY CIR	01/25/2024	75.00
Mechanical Permit	Residential	M24-000013	2224 NEW RIVER INLET RD 333	01/26/2024	75.00
Mechanical Permit	Residential	M24-000002	532 NEW RIVER INLET RD	01/22/2024	0.00
Mechanical Permit	Residential	M24-000001	3900 RIVER RD	01/18/2024	75.00
Mechanical Permit	Residential	M24-000005	4328 ISLAND DR	01/10/2024	75.00
Mechanical Permit	Residential	M24-000008	3876 ISLAND DR	01/11/2024	75.00
Mechanical Permit	Residential	M24-000003	2660 ISLAND DR	01/09/2024	75.00
Mechanical Permit	Residential	M23-000154	310 BAY CIR	01/04/2024	0.00
Mechanical Permit	Residential	M23-000172	700 NEW RIVER INLET RD	01/03/2024	0.00
Mechanical Permit	Residential	M23-000188	4000 ISLAND DR	01/04/2024	0.00
Mechanical Permit	Residential	M23-000180	586 NEW RIVER INLET RD	12/21/2023	0.00
Mechanical Permit	Residential	M23-000146	1443 NEW RIVER INLET RD	12/28/2023	0.00
Mechanical Permit	Residential	M23-000145	1439 NEW RIVER INLET RD	12/28/2023	0.00
Mechanical Permit	Residential	M23-000182	739 NEW RIVER INLET RD	12/20/2023	0.00
Mechanical Permit Total	Residential Total			15	525.00
Mechanical Permit Total				15	525.00
New Construction Permit	Single Family	C24-000001	532 NEW RIVER INLET RD	01/22/2024	1,694.23
New Construction Permit	Single Family	C23-000049	739 NEW RIVER INLET RD	12/20/2023	1,991.84
New Construction Permit	Single Family	C23-000042	700 NEW RIVER INLET RD	01/03/2024	2,283.48
New Construction Permit	Single Family	C23-000048	586 NEW RIVER INLET RD	12/21/2023	1,541.39

New Construction Permit	Single Family	C23-000033	310 BAY CIR	01/04/2024	1,809.93
New Construction Permit Total	Single Family Total			5	9,320.87
New Construction Permit Total				5	9,320.87
Plumbing Permit	Residential	P24-000008	790 NEW RIVER INLET RD 110B	01/19/2024	75.00
Plumbing Permit	Residential	P24-000001	532 NEW RIVER INLET RD	01/22/2024	0.00
Plumbing Permit	Residential	P23-000069	700 NEW RIVER INLET RD	01/03/2024	0.00
Plumbing Permit	Residential	P23-000056	310 BAY CIR	01/04/2024	0.00
Plumbing Permit	Residential	P24-000006	790 NEW RIVER INLET RD 309B	01/16/2024	0.00
Plumbing Permit	Residential	P23-000076	586 NEW RIVER INLET RD	12/21/2023	0.00
Plumbing Permit	Residential	P23-000089	482 OCEAN DR	12/28/2023	0.00
Plumbing Permit	Residential	P23-000078	739 NEW RIVER INLET RD	12/20/2023	0.00
Plumbing Permit	Residential	P23-000088	1840 NEW RIVER INLET RD 2202B	12/20/2023	75.00
Plumbing Permit Total	Residential Total			9	150.00
Plumbing Permit Total				9	150.00
Renovation Permit	Multi-Unit	B24-000001	790 NEW RIVER INLET RD 309B	01/16/2024	150.00
Renovation Permit Total	Multi-Unit Total			1	150.00
Renovation Permit Total				1	150.00
Simple Build Permit	Single Family	SB23-000110	8607 3RD AVE	01/08/2024	200.00
Simple Build Permit	Single Family	SB23-000119	222 OYSTER LN	12/29/2023	150.00
Simple Build Permit	Single Family	SB23-000122	1800 NEW RIVER INLET RD	01/05/2024	150.00
Simple Build Permit	Single Family	SB23-000112	3920 RIVER RD	12/21/2023	200.00
Simple Build Permit	Single Family	SB23-000113	208 OCEANO VISTA DR	12/21/2023	200.00

Simple Build Permit	Single Family	SB23-000121	1263 NEW RIVER INLET RD	12/21/2023	200.00
Simple Build Permit	Single Family	SB23-000118	4021 ISLAND DR Lot 121-O Dock	12/28/2023	200.00
Simple Build Permit Total	Single Family Total			7	1,300.00
Simple Build Permit Total				7	1,300.00
Swimming Pool Permit	Residential	SP23-000014	40 OSPREY DR	01/24/2024	305.00
Swimming Pool Permit	Residential	SP23-000035	102 SCOTCH BONNET DR	01/18/2024	305.00
Swimming Pool Permit	Residential	SP23-000043	20 HUNTER HEATH DR	12/29/2023	305.00
Swimming Pool Permit	Residential	SP23-000044	768 NEW RIVER INLET RD	12/20/2023	305.00
Swimming Pool Permit	Residential	SP23-000028	133 OCEANVIEW LN	01/04/2024	305.00
Swimming Pool Permit Total	Residential Total			5	1,525.00
Swimming Pool Permit Total				5	1,525.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000062	40 OSPREY DR	01/24/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000202	102 SCOTCH BONNET DR	01/18/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000172	204 MASON CT	01/17/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000002	532 NEW RIVER INLET RD	01/22/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000253	707 TRADE WINDS DR S	01/24/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000193	133 OCEANVIEW LN	01/04/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000170	310 BAY CIR	01/04/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000217	8607 3RD AVE	01/08/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000243	768 NEW RIVER INLET RD	12/20/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000246	4000 ISLAND DR	12/21/2023	0.00

Zoning and Floodplain Development Permit	Residential	ZFP23-000249	3920 RIVER RD	12/21/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000231	208 OCEANO VISTA DR	12/21/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000226	739 NEW RIVER INLET RD	12/20/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000210	700 NEW RIVER INLET RD	01/03/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000241	20 HUNTER HEATH DR	12/29/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000250	4021 ISLAND DR Lot 121-O Dock	12/28/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000227	586 NEW RIVER INLET RD	12/21/2023	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000252	1263 NEW RIVER INLET RD	12/21/2023	0.00
Zoning and Floodplain Development Permit Total	Residential Total			18	0.00
Zoning and Floodplain Development Permit Total				18	0.00
All Permits Total				106	15,361.87

From: 12/20/2023

To: 01/30/2024

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
ZFP23-000243	12/20/2023	768 NEW RIVER INLET RD	775C-9	L9 EMERALD DUNES VILLAGE	DABBS BROTHER LLC	Dabbs Brothers, LLC - William II W Dabbs			125.00		65000.00	0.00	0.00
ZFP23-000226	12/20/2023	739 NEW RIVER INLET RD	775B-99	L16 WYNDY DUNES	THRONDSO RONALD &	Dora J Development, LLC - Jason P Dorazio			125.00		950000.00	0.00	0.00
ZFP23-000246	12/21/2023	4000 ISLAND DR	769A-13.2	U13BP&B MATZ SRVY	PFAUTZ DOUGLAS & DONNA	Baker Built Homes, LLC - Chadwick A Baker			125.00		67000.00	0.00	0.00
ZFP23-000249	12/21/2023	3920 RIVER RD	778D-6	L6 NORTH TOPSAIL SHORES EXT	JOHNSON ROBERT E & SNEZHANA G	Coastal Swell Construction - Michael Redifer			125.00		28225.00	0.00	0.00
ZFP23-000231	12/21/2023	208 OCEANO VISTA DR	808A-17	L9A&9B PORTOFINO DPLX	MEYER RONALD S & ELLEN M CO TRUSTEES	Brightwater NC LLC - Kyle Kessler			125.00		125000.00	0.00	0.00
ZFP23-000227	12/21/2023	586 NEW RIVER INLET RD	775B-57	L2 OCEAN CLUB VILLAGE	HOGAN MATT & ERIN	Johnson Custom Builders, LLC - Timothy C Johnson			125.00		675000.00	0.00	0.00
ZFP23-000252	12/21/2023	1263 NEW RIVER INLET RD	774G-34	L4 S3 OCEAN WYNDS	SHELL LESLIE G & JUDYH	Modern Home & Ground Solutions - Louis Werner			125.00		21520.00	0.00	0.00
ZFP23-000250	12/28/2023	4021 ISLAND DR Lot 121-0 Dock	769-4.1	TR2 & TR3 HUNTER HEATH TRUST	ROGERS BAY CAMPGROUND CO OWNERS	-Angela Kilpatrick			125.00		2000.00	0.00	0.00
ZFP23-000241	12/29/2023	20 HUNTER HEATH DR	763A-20	L20 ASHE ISLAND FARM	DAUGIRD DEBRA K& ALLEN J	SeaCrest Builders, LLC - Kenneth R Barber			125.00		69784.01	0.00	0.00
ZFP23-000210	01/03/2024	700 NEW RIVER INLET RD	775B-17	L17 SEA DUNES VILLAGE	NICARLY PROPERTIES NC LLC	A'N'A Builders, Inc. - Michael M. Afify & Anita T. Afify			125.00		800000.00	0.00	0.00
ZFP23-000170	01/04/2024	310 BAY CIR	779D-40	L14 B2 BAYVIEW	WARD CONSTRUCTION INC	Ward Construction, Inc. - Richard Dail Ward			125.00		350000.00	0.00	0.00
ZFP23-000193	01/04/2024	133 OCEANVIEW LN	768B-28	L28 OCEAN SOUND VILLAGE	KONG RICHARD KIMO & WENDY C	Beachside Custom Homes, LLC - William R Lenfestey			125.00		10000.00	0.00	0.00
ZFP23-000217	01/08/2024	8607 3RD AVE	811-29	L231 SEAHAVEN BEACH	CHAUTA ALONSO & JERI	1st Time Done Right - Karen Edens			125.00		13500.00	0.00	0.00
ZFP23-000172	01/17/2024	204 MASON CT	775B-80	L25 OCEAN CLUB VILLAGE	WHITTINGTON RICHARD F & LISAM	Harbor Marine - Christopher Simmons			125.00		15000.00	0.00	0.00
Section VIII, ItemB.													

ZFP23-000202	01/18/2024	102 SCOTCH BONNET DR	804A-24	L8 SCOTCH BONNET O/S	SCOTT PAUL STEPHEN & ANNE FORSHAW	A 'N' A Builders, Inc. - Michael M. Afify & Anita T. Afify			125.00		67500.00	0.00	0.00
ZFP24-000002	01/22/2024	532 NEW RIVER INLET RD	775B-66	L11 OCEAN CLUB VILLAGE	GRAY GARY F & SUSAN L	RG Properties, LLC - Ryan Gray			125.00		487000.00	0.00	0.00
ZFP23-000253	01/24/2024	707 TRADE WINDS DR S	779B-67	L16 GALLEON BAY	HARRISON KEITH & SABRINA PATTERSON	Coastal Land Worx & Maintenance - Jason Anderson			0.00		16000.00	0.00	0.00
ZFP23-000062	01/24/2024	40 OSPREY DR	775C-56	L9 S2 OCEAN CLUB VILLAGE	FREEDMAN MICHAEL & MARIANNE B	J&J Hay and Cattle, LLC, TVA AKA: J&J Earthworks J&J Hay and Catt - Jason W			125.00		69850.41	0.00	0.00
DVW23-000062	12/20/2023	739 NEW RIVER INLET RD	775B-99	L16 WYNDY DUNES	THRONDSO RONALD &	Dora J Development, LLC - Jason P Dorazio			50.00		5000.00	0.00	0.00
DVW23-000057	12/21/2023	586 NEW RIVER INLET RD	775B-57	L2 OCEAN CLUB VILLAGE	HOGAN MATT & ERIN	Johnson Custom Builders, LLC - Timothy C Johnson			50.00		675000.00	0.00	0.00
DVW23-000056	01/03/2024	700 NEW RIVER INLET RD	775B-17	L17 SEA DUNES VILLAGE	NICARLY PROPERTIES NC LLC	A 'N' A Builders, Inc. - Michael M. Afify & Anita T. Afify			50.00		2950.00	0.00	0.00
DVW23-000046	01/04/2024	310 BAY CIR	779D-40	L14 B2 BAYVIEW	WARD CONSTRUCTION INC	Ward Construction, Inc. - Richard Dail Ward			50.00		350000.00	0.00	0.00
DVW24-000001	01/22/2024	532 NEW RIVER INLET RD	775B-66	L11 OCEAN CLUB VILLAGE	GRAY GARY F & SUSAN L	RG Properties, LLC - Ryan Gray			50.00		4000.00	0.00	0.00
DVW24-000009	01/24/2024	3505 ISLAND DR	811-74	L222 R SEAHAVEN BEACH	DAVIDSON JUSTIN D & LOGAN WAGENSELLER &	United Landscape Co. - David Growe			50.00	664	4300.00	0.00	0.00
DVW24-000007	01/24/2024	2334-1 NEW RIVER INLET RD	778C-33	L67 & L68B W1/2 S2 BA NORTH TOPSAIL SHORES	SANTACRUZ BUSINESS VENTURES LLC	CAROLINA ODD JOBS INC - JONATHAN BYRD			50.00	663	2500.00	0.00	0.00
DVW24-000006	01/29/2024	2334-2 NEW RIVER INLET RD	778C-34	L67 & L68A E1/2 S2 BA NORTH TOPSAIL SHORES	BLUEFOX HOLDINGS LLC	CAROLINA ODD JOBS INC - JONATHAN BYRD			50.00	665	2500.00	0.00	0.00



Town of North Topsail Beach

Service

Integrity

Police Department

Chief William K. Younginer

Department Report for December 1, 2023 - December 31, 2023

Arrests	
DUI	1
Traffic	3
Warrant	1

Citations	
State Citations	2
Warning Citations	1

Summary	
Total Calls for Service	61
Total Citations Issued	3
Total Reports	55
Total Security Checks	649

Calls For Service	
Accidents	2
Animal	1
Cit / Mot / Ped Assists	7
Disturbance	3
Hit and Run	2
Larceny	1
Misc. Calls	9
Motor Vehicle Theft	1
Suspicious Activity	4
Trespassing	2
Welfare Check	3
Wire Fraud	1

Assist Other Agencies	
E. M. S.	9
N.T.B. F.D.	10
O.C.S.	6

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

Aldermen:
Richard Grant
Tom Leonard
Laura Olszewski
Connie Pletl



Alice Derian, ICMA-CM
Town Manager

Nancy Avery
Interim Town Clerk

Agenda	Consent
Item:	Agenda
Date:	02 07 2024

Planning Board Committee Report
Hanna McCloud, Chair

The Planning Board held a meeting on Thursday, January 11, 2024, at 6:00 PM.

Clerk Winzler administered the Oath of Office to Fred Fontana for appointment as an alternate to the Planning Board.

COMMERCIAL PLAN REVIEW: SEAVIEW FISHING PIER

Ms. Brown made a motion to approve this item with the conditions Deb has outlined in her report. We just send it to the Board of Aldermen. Motion failed for lack of a second.

Ms. Brown revised the motion that the Planning Board recommends to the Board of Aldermen to conduct a public hearing on February 7, 2024, at 11:00 a.m. to review and approve the development plan as indicated in the attachments 1-7 with the condition that there's coordination as stated by the Planning Director there's coordination with the DOT and the applicant and staff given the conditions in her report. Mr. Fontana seconded the motion. The motion passed unanimously, 4-0.

The Planning Board meeting adjourned at 6:18 p.m.

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

Aldermen:
Richard Grant
Tom Leonard
Laura Olszewski
Connie Pletl



Alice Derian, ICMA-CM
Town Manager

Nancy Avery
Interim Town Clerk

Agenda	Consent
Item:	Agenda
Date:	02 07 2024

Zoning Board of Adjustment Committee Report
Hanna McCloud, Chair

The Zoning Board of Adjustment held a meeting on Wednesday, January 24, 2024, at 6:00 PM.

Clerk Winzler administered the Oath of Office to Kip Malcolm for appointment as a regular member to the Zoning Board of Adjustment.

Case #V-24-01 Variance Request by Keith Parker on behalf of Col. Michael Metcalf

Mr. Morse made a motion that the Board finds as facts that the descriptions and statements of fact set forth in the staff report presented as evidence to the Board, as well as technical evaluations, all relevant factors, all standards specified in the Unified Development Ordinance Sec. 2.03.04 and having heard all of the evidence and arguments presented at the hearing by all sworn witnesses, included as a summary of findings of fact, that the application for a variance be granted. Ms. Meyer seconded the motion. The motion passed unanimously, 4-0.

The Zoning Board of Adjustment meeting adjourned at 6:33 p.m.

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



Alice Derian, ICMA-CM
Town Manager

Aldermen:
Richard Grant
Tom Leonard
Connie Pletl
Laura Olszewski

FIRE STATION No. 2 CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Governing Board of the Town of North Topsail Beach, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The authorized Capital Project consists of the demolition of existing Fire Station and the construction of a new Fire Station situated on the current property to be financed by appropriations of debt issuance and Town funds.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Construction Costs	\$ 6,102,689
Construction Contingency	<u>497,311</u>
	<u>\$ 6,600,000</u>

Section 4. The following revenues are anticipated:

Issuance of Debt	\$ 5,600,000
Transfer from Capital Improvement Fund	<u>1,000,000</u>
	<u>\$ 6,600,000</u>

Section 5. The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy federal, state, and local regulations.

Section 6. The Finance Officer is directed to report, on a quarterly basis, on the financial status of the Capital Project Fund.

Section 7. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues in this capital project in every budget submission made to this Board.

Section 8. Copies of this project ordinance shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and Finance Officer for direction in carrying out this project.

Adopted this 7th day of February 2024.

Joann McDermon, Mayor

ATTEST:

Nancy Avery, Interim Town Clerk



North Topsail Beach Public Works Department

3315 Gray Street
North Topsail Beach, NC 28460

STAFF REPORT

Background

Past practices have included the purchase of various military surplus for use in Town Departments. Together with purchasing new items under the Town's purchasing regulations, various Town Departments of Police, Fire and Public Works have obtained vehicles and equipment. Presently the inventory has now reached the point that these departments are recommending certain designated items be declared 'surplus'. The process to surplus publicly owned vehicles and equipment follows a standard process that begins with a declaration of the items being recommended for surplus.

Analysis

As practiced by most public agencies, the approval for the disposition of items for surplus purposes is granted by the governing board (Town Boards, City Councils, Special District Commissions, etc.). Upon receiving a recommendation made by each appropriate Department Management Staff to the Administration (Town Manager, City Manager, General Manager, etc.) to declare the list eligible for surplus. This has been followed for this current list and is hereby submitted to the Board of Alderman as the Town of North Topsail Beach's governing authority.

The reasoning and basis for this recommended list vary from being obsolete, inoperable and impractical for use in the daily and special operations of each of the recommending departments. The process used to dispose of surplus items is through the on-line website of www.GovDeals.com. GovDeals is an online auction platform specifically created for, and dedicated to, government agencies and their disposition of surplus items.

With over 15,000 sellers, GovDeals buyers utilizing the GovDeals online auction platform have direct access to some of the best surplus equipment opportunities across North America. The following table are recommended items for surplus:

Quantity(s)	Description/Model	Origin	Salvage (est.)
One- (1)	2014 POLARIS MV850	Purchased	\$ 1, 000.00
One- (1)	TEREX Loader/TXL 2000	Purchased	\$ 3, 000.00
One- (1)	HUDSON 17-foot Trailer	Purchased	\$ 2, 000.00
One- (1)	60Kw Diesel Generator	Military	\$ 1, 500.00
One- (1)	4.5 Kw Diesel Generator	Purchased	\$ 200.00
One- (1)	8500 w Gas Generator	Purchased	\$ 350.00
One- (1)	TEREX/Angle Sweeper	Purchased	\$ 1, 000.00
One- (1)	TEREX/Attachment Fork	Purchased	\$ 200.00
One- (1)	TEREX/Attachment Bucket	Purchased	\$ 250.00
One- (10)	TEREX/Boom Mower	Purchased	\$ 250.00
One- (1)	Hardee Side Cutter	Purchased	\$ 250.00
Lump Sum	New Old Stock (NOS) - Auto	Purchased	\$ 250.00
Lump Sum	NOS – Equipment	Purchased	\$ 500.00

Recommendation

To approve the disposition of the recommended list of items for surplus and disposition through the use of appropriate and financially legal means to net the highest monetary value. This includes, but is not limited to the use of GovDeals.

Attachments - Photos



60 Kw Generator



4.5 Kw Diesel Generator















8500 w Gas Generator





2014 Polaris ATV

To: NTB Board of Aldermen

Subject: BISAC Monthly Meeting Report

From: Larry Strother, Chair

Date: January 16, 2024

Manager's Update. Manager Derian, *ex officio*, updated the committee on the status of the shoreline projects.

The contractor is continuing to work on the Phase 5 project. The contractor reported that the 421- sand production is slower than normal due to delayed expansion permitting. The Town still expects to receive the 290,000 Cubic Yards which were contracted. The slowed production of beach compatible sand has affected progress; however, it is the Town's expectation that the contractor will complete the project by the end of the current environmental permitting window which ends on April 30th.

The crossover at Oyster Lane has been repaired from recent storms and was reopened on January 9th and fared well during the most recent storm. The Town's engineers were asked to complete a survey of the beach conditions following the most recent storm. There is some change but no as bad as the previous one as it did not reach as far inland. Marina Way and other hot spots were brought up to the engineer to assess and to recommend any action.

Member Benson asked Manager Derian about the Beach Vitex grant. After much conversation about what Vitex is and does to the beach, Manager Derian reported the the three (3) Towns discussed a coordination strategy as to who is going to apply for the grant and apparently all three will apply. She advised that for sure we are and it is our plan to proceed.

Committee Organization-Terms Ending-Process for reappointment to BISAC

Member Benson discussed the revised Rules of Procedure that were passed by the BOA for committees at their last meeting. The three members whose terms are expiring were advised that if they want to be considered for reappointment they need to reapply through the Town's website.

2024 Meeting Schedule

The Committee agreed that we will continue meeting the third Tuesday of every month through June. We discussed meeting bi-monthly but tabled that decision until our June meeting.

CSDM fund opportunity

Member Benson said he thought it would be good for the committee to discuss some possibilities for the CSDM fund. We had a fairly severe storm with dune erosion. We might consider once we get the engineers survey, using some of our un-earmarked funds in Fund 30 beach fund to possibly apply for a CSDM grant to work on those sections of the dunes that were pretty severely damaged. We opened it up for discussion.

Several members had conversations about specific issues that we agreed would need to be discussed with our engineer. The Committee members discussed the grants process.

Proposed Five Year Action Plan and Thirty Year Plan

The committee had conversations about the Plan and the progress that had been made and our next step. We agreed that Chris Gibson's Plan, with what he has prepared, presented and proposed was ready to be presented to the the Board of Aldermen for their review and consideration.

Chair Strother led a overall review of the proposed plans and we further discussed.

A motion was made and seconded to move this presentation and discussion to the Board of Aldermen and have Chris Gibson from TI Coastal present and answer any questions. It was unanimously approved.

Manager Derian was asked to please put it on the February BOA meeting agenda.

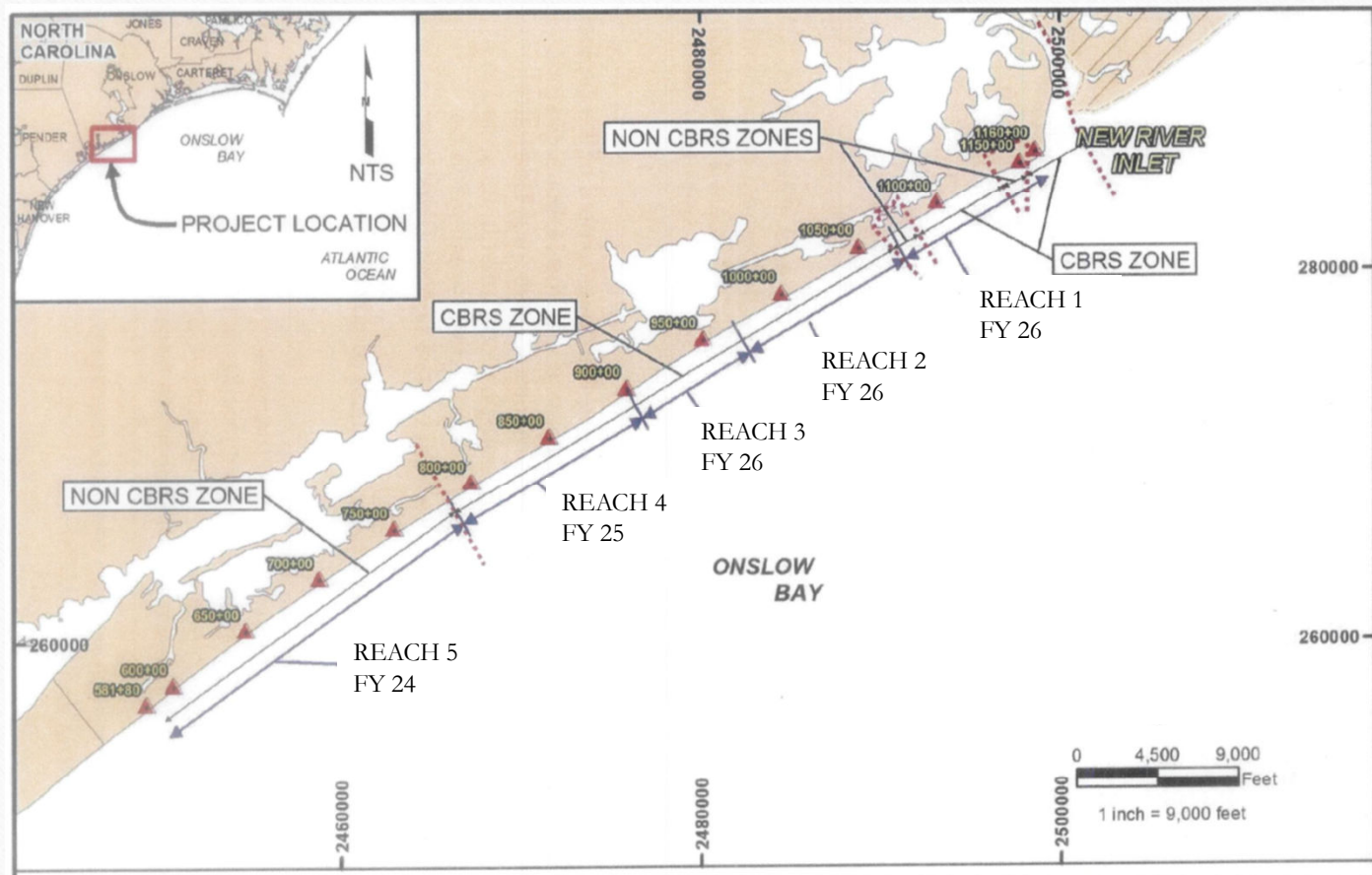
No Public Comments

The next BISAC meeting is Tuesday, February 20, 2024 at 10:30

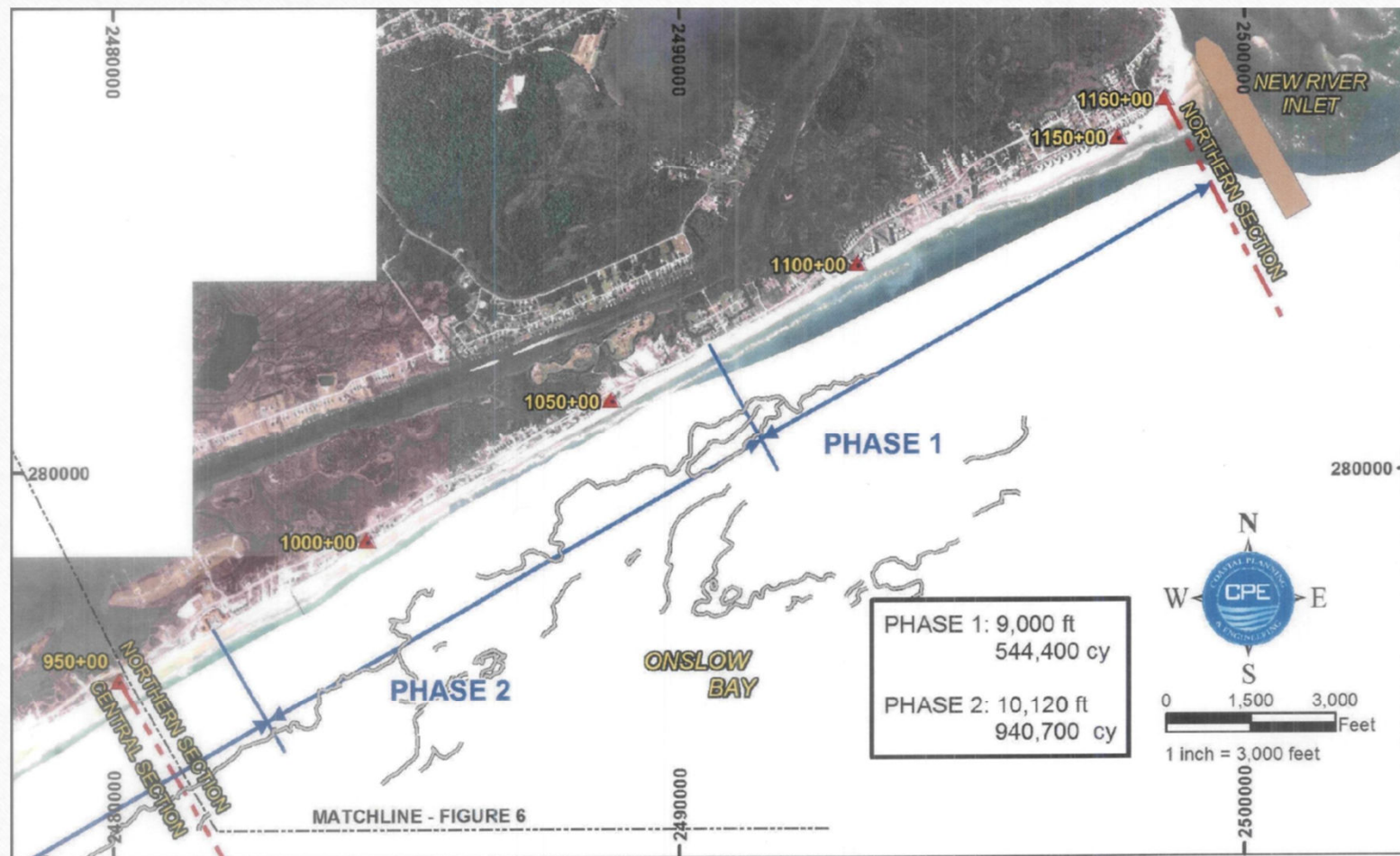


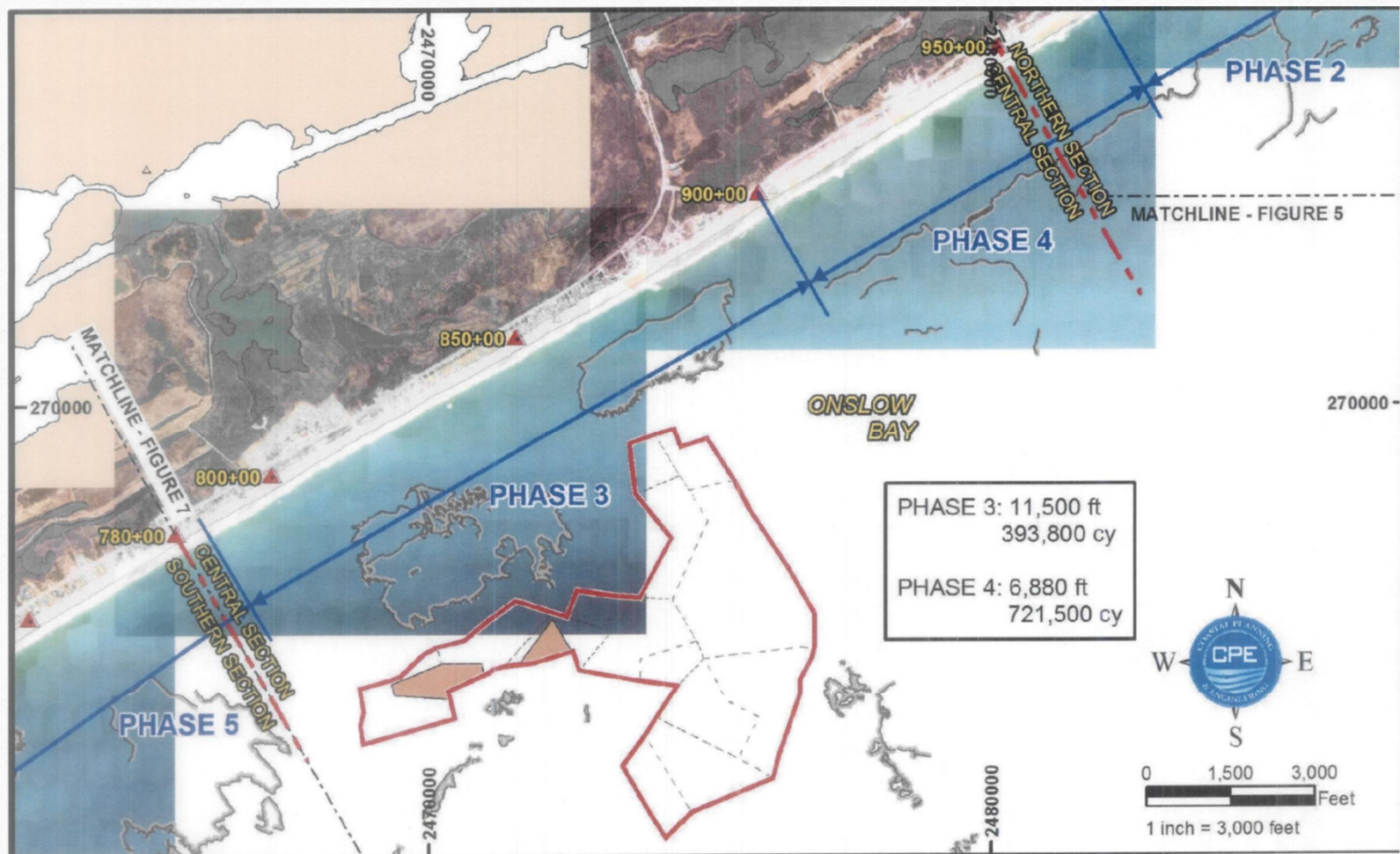
30 YEAR PLAN

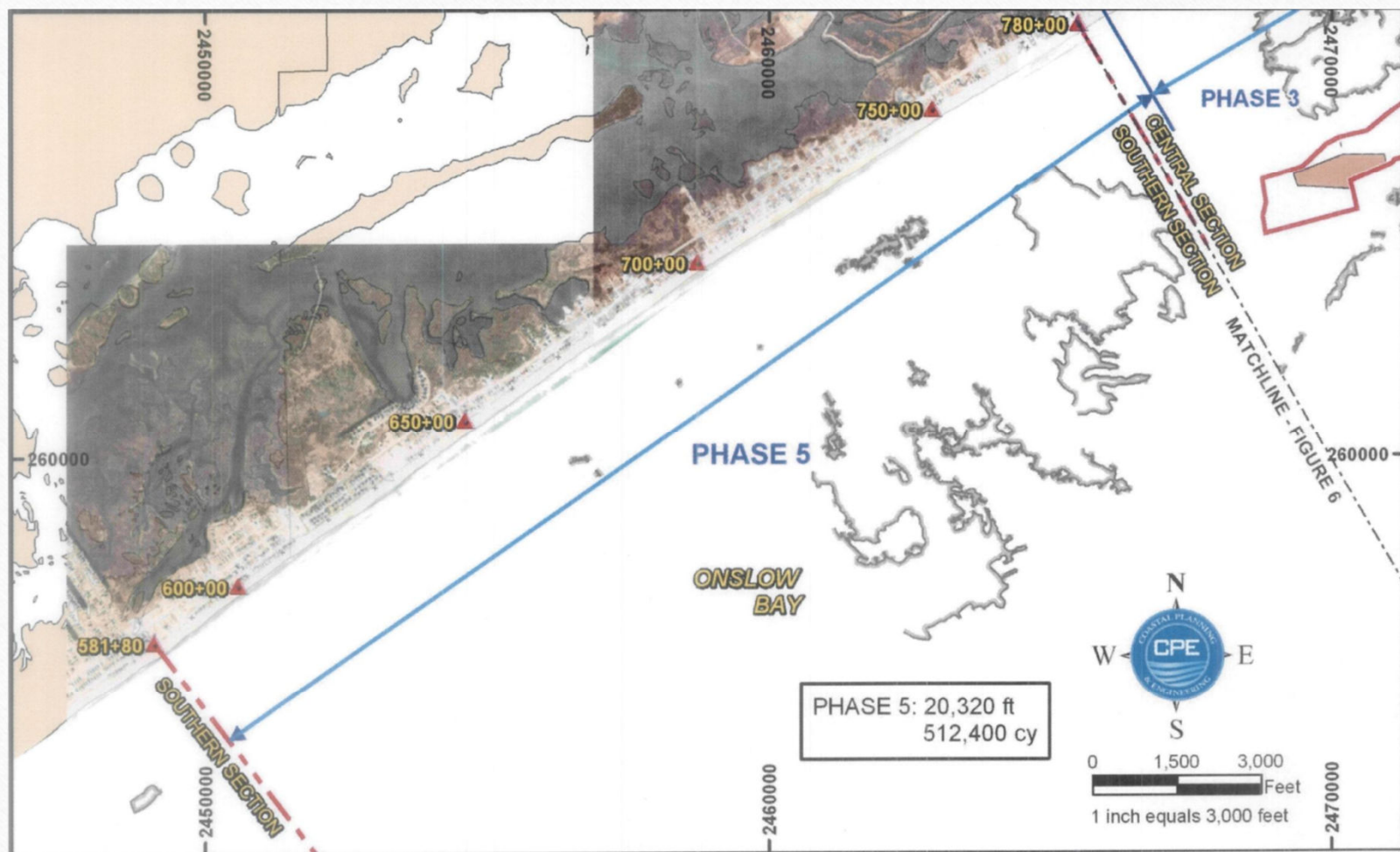
THE EARLY YEARS
BISAC FEBRUARY 21, 2023



Beach Reaches

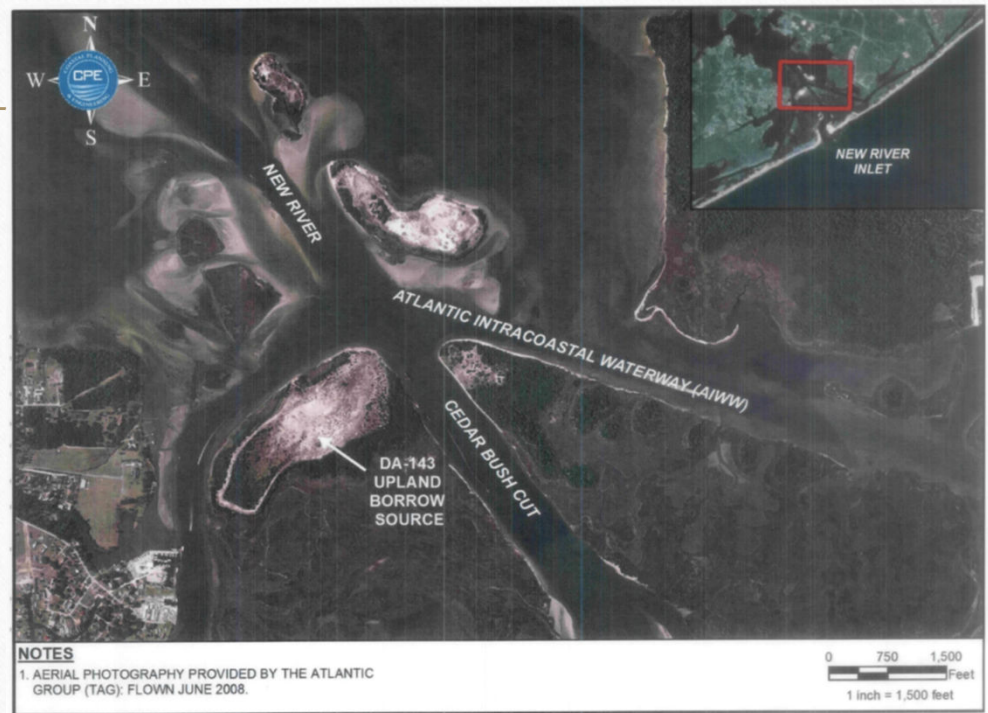






Borrow Area DA143

- Approximately 1.9 Million CY
- Relatively Easy to Permit
- Less Expensive to Use than Offshore Borrow
- Sufficient for Reaches 1, 2 & 3 plus
- Eligible for Shallow Draft Fund
- \$5M USACE study on 6 DA rehabs Includes DA 143



“Temporary” Terminal Groin as a Construction Item Mason Inlet Example



Design Schedule

- 30 Year Concept Plan – December 2023
- Stand Alone Permit for Reaches 1, 2 & 3 (DA143) - Dec 2023 - Nov 2024
- Long Term Sand Source Development Jan 2024- December 2024
- Finalization of 30 Year Plan, Including Permit - December 2025

Initial Construction Schedule

- Winters FY 24 & FY 25 - Complete Reaches 5 & 4
- Winter FY 26 - Complete Reaches 1, 2 & 3 (Maintenance on Reach 1)
- Potential for Temporary Terminal Structure FY 26
- Initial Inlet Improvement / Maintenance 1, 2 & 3 FY29
- Cycle every 4 years w/ Small Hopper Maintenance Annually
- Initial Hopper Maintenance FY 32
- Cycle every 10 Years

Funding Opportunities

- DA-143 – Shallow Draft Fund 3:1 State Match
 - Maintenance/Borrow from NRI – Shallow Draft Inlet Fund 3:1 State Match
 - Beach Resilience Fund (aka Reach 4) – State 1:1 Match
 - Directly Legislated State Grants
 - FEMA Assistance After Declared Disasters
 - Other County/State/Federal Opportunities yet Identified
-
- **ENOUGH FUNDING OPORTUNIES IDENTIFIED TO
CARRY LONG TERM PLAN WITHOUT CHANGE IN TAX RATE**

FY	AV & ROT	Sales & Park	Grants	FDA Loan	Project Expenses	Balance	Notes
						\$ 17,800,000	
2024	\$ 3,200,000	\$ 1,000,000	\$ 8,300,000		\$ 8,300,000	\$ 22,000,000	Reach 5
2025	\$ 3,200,000	\$ 1,000,000			\$ 11,500,000	\$ 14,700,000	Reach 4
2026	\$ 3,200,000	\$ 1,000,000	\$ 25,875,000	\$ 2,000,000	\$ 36,500,000	\$ 6,275,000	Reach 1,2,3 DA143
2027	\$ 3,200,000	\$ 1,000,000		\$ 2,000,000	\$ 500,000	\$ 7,975,000	
2028	\$ 3,200,000	\$ 1,000,000		\$ 2,000,000	\$ 5,000,000	\$ 5,175,000	Terminal Groin Armoring
2029	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000	\$ 2,000,000	\$ 16,000,000	\$ 3,375,000	Reach 1,2,3 Inlet
2030	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 7,300,000	
2031	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 11,225,000	
2032	\$ 3,200,000	\$ 1,000,000	\$ 12,050,000		\$ 24,100,000	\$ 3,375,000	Reach 4,5 Hopper
2033	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 3,575,000	Reach 1,2,3 Inlet
2034	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 7,500,000	
2035	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 11,425,000	
2036	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 15,350,000	
2037	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 15,550,000	Reach 1,2,3 Inlet
2038	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 19,475,000	
2039	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 23,400,000	
2040	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 27,325,000	
2041	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 27,525,000	Reach 1,2,3 Inlet
2042	\$ 3,200,000	\$ 1,000,000	\$ 12,050,000		\$ 24,100,000	\$ 19,675,000	Reach 4,5 Hopper
2043	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 23,600,000	
2044	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 27,525,000	
2045	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 27,725,000	Reach 1,2,3 Inlet
2046	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 31,650,000	
2047	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 35,575,000	
2048	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 39,500,000	
2049	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 39,700,000	Reach 1,2,3 Inlet
2050	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 43,625,000	
2051	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 47,550,000	
2052	\$ 3,200,000	\$ 1,000,000	\$ 12,050,000		\$ 24,100,000	\$ 39,700,000	Reach 4,5 Hopper
2053	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 39,900,000	Reach 1,2,3 Inlet
2054	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 43,825,000	
Total	\$ 99,200,000	\$ 31,000,000	\$ 167,525,000	\$ 8,000,000	\$ 263,700,000	17%	
Annual	\$ 3,200,000	\$ 1,000,000	\$ 5,404,032		\$ 8,506,452		
Annualized SDI			\$ 3,080,645				
Annualized Beach Fund			\$ 2,323,387				

Non-Construction Expenses over FY 24 & FY25

• Surveys & Geotechnical Analysis of DA 143	\$400,000
• Engineering/ Design of Borrow Area	\$150,000
• Environmental Analysis	\$ 75,000
• Permitting/ Grant Applications	\$150,000

TOTAL	\$775,000
-------	-----------

Questions?



North Topsail Beach Public Works Department

3315 Gray Street
North Topsail Beach, NC 28460

STAFF REPORT

Background

As directed at the December 6th, 2023 Board of Alderman meeting, Public Works Staff together with the North Carolina Department of Transportation (NCDOT) District 3 Traffic Division began the effort of assessing the current Pedestrian Safety in North Topsail Beach. As part of this effort, NCDOT commenced by collecting appropriate data (vehicle volume, speed, etc.) to both use for their analysis and to update their data base. As the governing authority for Island Drive and New River Inlet Road, NCDOT have the jurisdiction to implement and install any/all traffic control measures (signing, striping, signals and lighting). Staffs of Onslow County and the Town have acted as advisory partners for issues such as safety. This latest effort follows that same protocol.

The assessment efforts for the existing pedestrian locations to be studied to determine if *enhanced* traffic control devices (i.e., Lighted Signs, Lighted Crosswalks, etc.) are recommended and meet NCDOT criteria. In conducting this analysis, Town Staff hope that a ranking of the current locations is made by NCDOT Traffic Division. The crosswalk locations from North to South are:

- 790 New River Inlet Road – St. REGIS/VILLA CAPRIANI
- 465 New River Inlet Road - R. Peters Park/BEACH ACCESS #4
- 272 New River Inlet Road – Jefferies Bay – BEACH ACCESS #33
- 4021 Island Drive – Rogers Bay BEACH ACCESS #31
- 3632 Island Drive – Onslow County BEACH ACCESS #2.

In addition to that effort, NCDOT will determine whether the two-(2) new locations requested by the Board at the December 6, 2023 meeting satisfy the criteria and warrant installation. Those locations are:

- **790 New River Inlet Road (Town-originated request)**
- **2950 Island Drive - Beach Access #2 (Onslow County-originated request).**

Since that last Board meeting, Town Staff have received another request from a current Seasonal Vendor for enhanced Pedestrian Crossing devices at the **4021 Island Drive - Beach Access #31** Pedestrian Crossing. (Beach Access #31 is maintained by Onslow County and serves the location of Beach Bums Restaurant.)

Analysis

Presently the Town Staff have received from NCDOT Traffic Division, copies of the communication documents that have led to each of the current locations. However to date, no copies of the technical data has been forwarded to Town Staff. A follow-up request has been made to obtain this information, for documentation purposes to have this information part of Town files and records. It is Town Public Works Staff experience the same data and criteria used in the past will be used once again to analyze the new location requests.

Once NCDOT have completed their reassessment and determined what their recommendations will be for the five- (5) existing locations and the two-(2) new locations, Town Staff will meet to discuss the available options. The result of the discussions will be what viable options are available and present them to the Board.

The following list re-caps what actions have been taken thus far:

- ✓ Formal request made to NCDOT by Town Administration for both additional Pedestrian Crossings and enhanced Pedestrian Crossings for existing locations.
- ✓ NCDOT placed traffic data collecting devices along Island Drive and New River Inlet Road.
- ✓ NCDOT is currently in the process of analyzing recent collected traffic data.
- ✓ Town Staff remains in regular communication with NCDOT to monitor progress.
~ A request to NCDOT was made on the status of the traffic data recently collected.

This list is comprised of potential “next steps” and are offered as guide posts to help assess where this effort is at in this process.

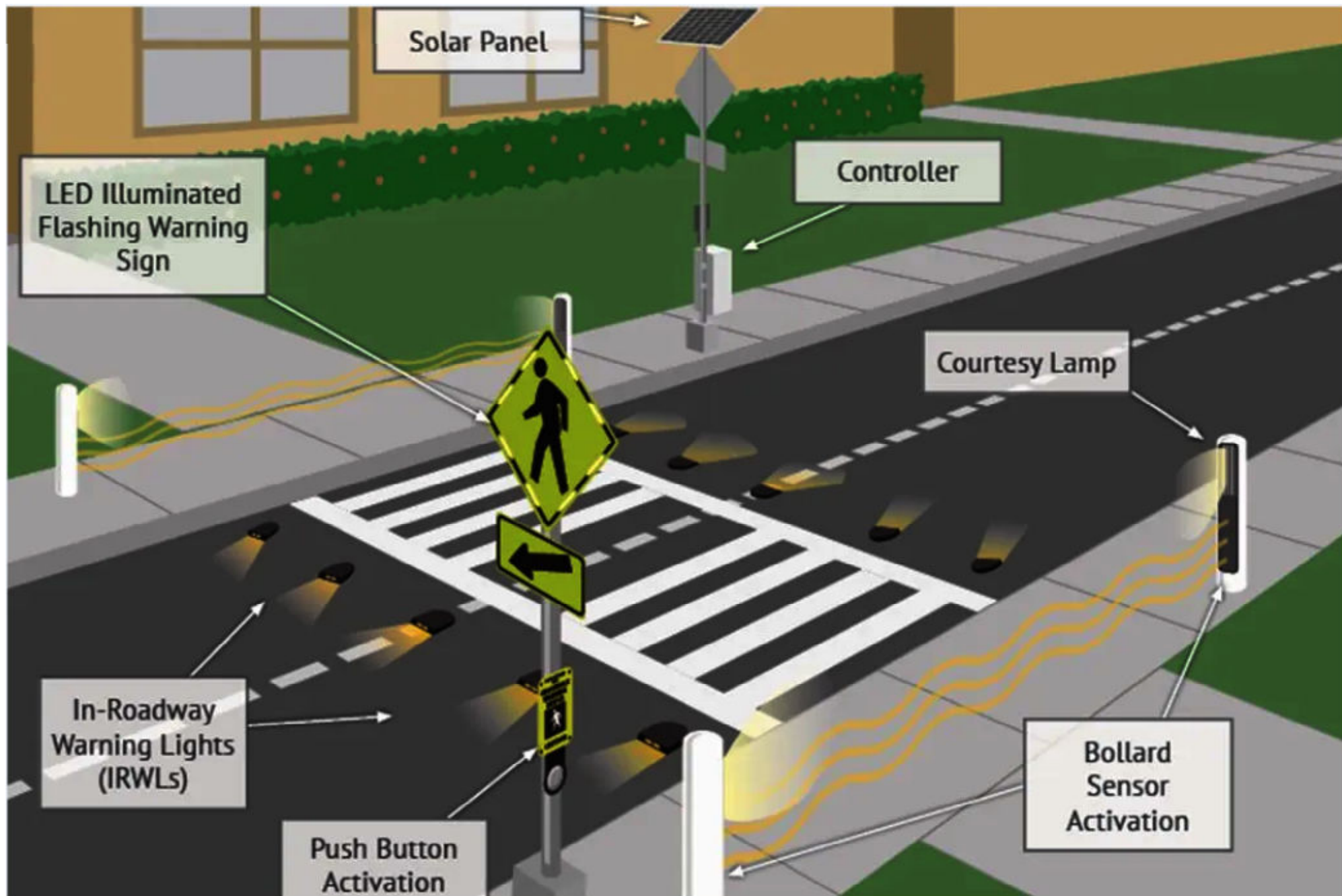
- A. NCDOT to determine -
 - 1. If any new Crosswalk(s) are warranted and therefore recommended for installation.
 - 2. Which of the present crosswalks, meet the criteria for the installation of ‘Enhanced’ traffic control devices.
- B. Dependent upon the outcome(s) of item A1 and/or A2, seek available grant funding that could fund any portion of enhanced traffic control devices Town Administration

RECOMMENDATION

Provide Town Staff any additional direction to the current efforts being conducted by NCDOT Traffic Division. Receive and file this report and await further updates as a result of NCDOT and Town Staff efforts.

Attachments

Sample of Lighted Pedestrian Devices



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



Alice Derian, ICMA-CM
Town Manager

Aldermen:
Richard Grant
Tom Leonard
Connie Pletl
Laura Olszewski

ORDINANCE NO. 2024-02

AN ORDINANCE AMENDING CHAPTER 10, ARTICLE IV, OF THE CODE OF ORDINANCES OF THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA, BY ADDING SECTION 10-54 BEACH VITEX PROHIBITED

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA, THAT:

Chapter 10, Article IV, of the Code of Ordinances is hereby amended to add Section 10-54, to read as follows:

§ 10-54 BEACH VITEX PROHIBITED.

(a) Because the invasive non-native plant known as beach vitex (*Vitex rotundifolia*) has been found to exist on the beach, and because beach vitex grows prolifically which kills native plants such as sea oats and bitter panicum which protects the integrity of the beach berm, and because beach vitex is unfriendly to nesting sea turtles and birds dependent upon this habitat, it shall be unlawful for any person to plant or maintain beach vitex. Property owners shall be responsible for re-establishing vegetation on the dune.

(b) Any person violating this provision shall be subject to a civil citation in the amount of twenty-five dollars (\$25.00) for the first offense; second offense shall subject the offender to a civil citation in the amount of fifty dollars (\$50.00). After the second offense, each day shall constitute a separate offense until compliance is met.

SECTION II. SEVERABILITY CLAUSE. If any section, part of this Ordinance is declared unconstitutional or invalid by a court of competent jurisdiction, then it is expressly provided and it is in the intention of the Board of Aldermen in passing this Ordinance that its parts shall be severable in all-other parts of this Ordinance shall not be affected thereby and they shall remain in full force and effect.

SECTION III. PUBLICATION AND EFFECTIVE DATE, This Ordinance shall take effect immediately upon its passage and publication according to law.

READ, CONSIDERED, PASSED AND APPROVED at a regular meeting of the Board of Aldermen of North Topsail Beach, North Carolina, at which a quorum was present, and which was held on the 7th day of February 2024.

Adopted this 7th day of February 2024.

Joann McDermon, Mayor

ATTEST:

Nancy Avery, Interim Town Clerk

Nancy Avery

From: Deb Hill
Sent: Monday, January 29, 2024 10:03 AM
To: Nancy Avery
Cc: Alice Derian; briane@cmclawfirm.com; Kate Winzler; Hanna McCloud
Subject: FW: Board of Adjustment Resignation

Please see Stu Harness' letter of resignation from the Board of Adjustment, for the Board of Aldermen's consideration on February 7, 2024.

Deborah J. Hill MPA AICP CFM CZO
Planning Director & Zoning Administrator Town of North Topsail Beach
2008 Loggerhead Ct.
North Topsail Beach, NC 28460
Town Hall 910.328.1349
Direct 910.581.3008
Mobile 910.330.5047
dhill@northtopsailbeachnc.gov

-----Original Message-----

From: Stuart Harness <stuart.m.harness@gmail.com>
Sent: Friday, January 26, 2024 5:44 PM
To: Deb Hill <dhill@northtopsailbeachnc.gov>
Cc: Kate Winzler <kwinzler@northtopsailbeachnc.gov>
Subject: Board of Adjustment Resignation

Deb,

Please accept my resignation from the Board of Adjustment.

This will allow me to better fulfill my duties on the Planning Board.

Thanks

Stu
Sent from my iPhone

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.

BOARD OF ADJUSTMENT

Purpose -State mandated board to conduct quasi-judicial hearings on variances & appeals (NCGS 160D-302)

Meeting Date: As needed (both statute and UDO are silent on when meetings shall be held)

Number of Members - Five regular/ Four alternates (UDO 2.03.01) (statutorially five or more)

Term - Three years (NCGS 160D-302 and UDO 2.03.01) - NOTE - Statute and UDO require terms for alternate members

NAME	APPOINTED	TERM EXPIRES	REAPPOINTED	# of TERMS	TERM LENGTH	ADDRESS	PHONE #	EMAIL	NOTES
Paul Dorazio (Vice Chair)	5/3/2012	5/1/2024		4th ?	3 years				Also serves on Planning Board
Scott Morse	11/1/2017	5/1/2025	6/1/2022	3rd?	3 years			wdmeat@aol.com	Also serves on Planning Board
Hanna McCloud (Chair)	5/3/2012	5/1/2025	6/1/2022	4th?	3 years			hannah_mccloud@yahoo.com	Also serves on Planning Board
Kip Malcolm	10/4/2023	5/1/2026		1st	3 years				
VACANCY									
ALTERNATES									
					3 years				
Lisa Lee Kozlowski	8/6/2020?				3 years				
Susan Meyer	6/1/2022	6/1/2025			3 years			susan.myerntb@gmail.com	Also regular on Planning Board
VACANT					3 years				
VACANT									
CHANGE IN STATUS			DATE						
Mia Green			5/1/2022						
Becky Dickson			5/1/2022						
Perry Green			5/1/2022						
Pat Stigall			?						
Debra Swantek			?						
Stu Harness	6/1/2022								Appointed as regular member
Cameron Kuegel		?	????						Per Planning Director and PB clerk
Stu Harness	10/4/2023	5/1/2024						stuart.m.harness@gmail.com	Email per Deb Hill - he is resigning 2/7/24 BOA agenda to accept